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# **REPORT ON PROFESSIONAL TRAINING PROGRAMME 2023-24**

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## ACTIVITY REPORT –PT/2023-24/37

- DATE** : 29 /05/2024
- LOCATION** : NKC Auditorium
- 1. ACTIVITY** : Professional Development Programme
- 2. TITLE OF THE ACTIVITY** : Empowering Education Harnessing Technology for Effective Teaching
- 3. PARTICIPATING AGENCY** : NA
- 4. SPONSORED BY** : NA
- 5. ORGANISED BY** : Internal Quality Assurance Cell
- 6. EXPERT/RESOURCE PERSON/SPAKER** : Dr Balendra Kumar Das  
Pro VC USTM
- 7. NUMBER OF ATTENDED** : 20
- 9. ACTIVITY REPORT WITH DETAIL** : The workshop on "Empowering Education: Harnessing Technology for Effective Teaching" aimed to equip educators with the skills and tools necessary to integrate technology into their teaching practices. Held on [insert date] at [insert location], the event provided participants with practical insights into various digital tools, including learning management systems, online assessment platforms, and collaborative tools. The workshop also explored innovative pedagogical models such as blended learning, flipped classrooms, and gamification. Through interactive sessions, educators learned how to enhance student engagement, improve learning outcomes, and overcome challenges like limited access to technology. Overall, the workshop empowered educators to use technology effectively in their classrooms, fostering a more dynamic and inclusive learning environment



Dr . B K Das addressing the gatherings



Faculty Member attending the session



# UNIVERSITY OF SCIENCE & TECHNOLOGY MEGHALAYA

## FACULTY DEVELOPMENT PROGRAMME

On

**“Empowering Educators: Embracing New Technologies for Effective Teaching and Learning”**

### Attendance Sheet

SL NO	Name & Designation	Department	Signature
1.	Dr. Dipankar Dutta	Zoology	[Signature]
2	Dr. Rodeson Thangkiew	Zoology	[Signature]
3.	Dr. Kashyap Barua	Medical Lab. Tech	[Signature]
4.	S. Manojit Sen	Physiotherapy	[Signature]
5.	Dr. Rashmi Rekha Baruah	Applied Biology	[Signature]
6.	Dr. Sony Kumari	Applied Biology	[Signature]
7.	Dr. Softgul Mollik	Pharmacy	[Signature]
8	Mohibul Haque	Pharmacy	[Signature]
9.	Mohibul Ahmed	Pharmacy	[Signature]
10.	Dr. KUNDU CHUTHO	BOTANY	[Signature]
11.	Dr. Pritanita Hajong	Botany	[Signature]
12.	Mr. Sourav Deka	Pharmacy	[Signature]
13	Mastafa Khursid Alam	Pharmacy	[Signature]
14	Nayana Bhuyan	Pharmacy	[Signature]
15	Bhanita Das	Pharmacy	[Signature]
16.	Dr. Md. Nazim Hussain	Pol. Sc.	[Signature]
17.	Tamir Ahmed	Political Science	[Signature]
18.	Dr. Bhabul Chatterjee	Dept of Zoology, USRM	[Signature]
19	Dr. Alika Borthakur Borth	Zoology	[Signature]
20.	Dr. Chandan Bhattacharya	Political Science	[Signature]
21	Debabrat Ghosh	CSE, E&T	[Signature]
22	Abdul Koyum Ali	CSE, E&T	[Signature]
23	J. K. Das	"	[Signature]
24	Taimul Hossain	CSE	[Signature]
25	Kojan Barua	CSE	[Signature]
26	Archee Nay	EEE, E&T.	[Signature]
27.	Dr. Abhishek Bhuyan	EEE, E&T.	[Signature]
28	Dr. Manashee Kalita	CSE	[Signature]

[Signature]  
Registrar

University of Science & Technology Meghalaya





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nirf India Ranking-2024 (151-200)

# Professional Training Session on Empowering Education Harnessing Technology for Effective Teaching

Organized by

**Internal Quality Assurance Cell**

**UNIVERSITY OF SCIENCE & TECHNOLOGY MEGHALAYA**

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## About the Programme

A professional training session on "Empowering Education: Harnessing Technology for Effective Teaching" focuses on equipping educators with the skills and knowledge to integrate technology seamlessly into their teaching practices. This session explores innovative tools and digital resources that enhance classroom engagement, improve learning outcomes, and foster a collaborative environment. By addressing modern challenges in education, the workshop emphasizes strategies for personalized learning, effective online pedagogy, and leveraging technology to simplify administrative tasks. Participants gain hands-on experience with cutting-edge tools and techniques, empowering them to create dynamic, interactive, and inclusive learning experiences that cater to diverse student needs in an ever-evolving educational landscape.



**Resource Person**

**Dr. B K Das**

Pro Vice Chancellor, USTM

## Objectives

1. Understanding the Role of Technology in Education
2. Exploring Digital Tools and Platforms
3. Developing Digital Literacy Skills



**Date : 29<sup>th</sup> May, 2024**

**Time : 3 pm**

**Venue : NKC Auditorium**

**Campus**

Techno City, Khanapara, Kling Road, Bariduar  
9 1/2 Mile, Ri-Bhoi, Meghalaya- 793101

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# Professional & Administrative Training

Organized by

Administrative Division

**UNIVERSITY OF SCIENCE & TECHNOLOGY MEGHALAYA**

**nirf** India Ranking-2024 (151-200)

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## Certificate

This is to certify that

**Dr. Dipankar Dutta**

Prof./ Dr./Shri/Smt..... of

University of Science & Technology Meghalaya has participated in Professional & Administrative Training for the "Faculty Members" on the topic **"Empowering Education: Harnessing Technology for Effective Teaching"** conducted by Dr. B. K. Das, Pro. Vice-Chancellor, USTM

on **14<sup>th</sup> June, 2024**

**Mrs Anju Hazarika**  
Registrar, USTM

Registrar  
University of Science & Technology Meghalaya

**Dr. A. H. Barbhuiya**  
Director IQAC

## ACTIVITY REPORT –PT/2023-24/34

DATE : 12/06/2024

LOCATION : NKC Auditorium

1. ACTIVITY : Professional Development Programme

2. TITLE OF THE ACTIVITY : Professional Training session on Workplace Ethics

3. PARTICIPATING AGENCY : NA

4. SPONSORED BY : NA

5. ORGANISED BY : Internal Quality Assurance Cell

6. EXPERT/RESOURCE PERSON/SPAKER : Dr. Pallab Kalita Deputy Registrar USTM

7. NUMBER OF ATTENDED : 25

## 9. ACTIVITY REPORT WITH DETAIL :

Throughout the session, participants were introduced to key concepts such as honesty, transparency, fairness, and respect. The training emphasized the importance of adhering to both company policies and legal regulations to prevent unethical behavior, such as discrimination, harassment, and conflicts of interest. Interactive discussions, real-world case studies, and role-playing exercises allowed employees to explore various ethical scenarios and understand the potential consequences of unethical decisions. These activities also encouraged participants to think critically about how their actions impact not only their colleagues but also the organization's reputation and long-term success.

By the end of the session, participants had a clearer understanding of workplace ethics and felt better prepared to make ethical decisions in their daily tasks. The training reinforced the idea that maintaining high ethical standards is essential not only for individual success but also for fostering trust and collaboration within the organization.





Dr. Pallab Kalita Addressing the gatherings



University of Science & Technology Meghalaya

## Professional Training Session on

# Workplace Etichs

Organised by **Internal Quality Assurance Cell**

**UNIVERSITY OF SCIENCE & TECHNOLOGY MEGHALAYA**

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**nirf** India Ranking-2024 (151-200)

### About the Session

A professional training session on "Workplace Ethics" aims to equip employees with the knowledge and skills needed to navigate ethical dilemmas in the workplace effectively. The session typically covers core topics such as honesty, integrity, respect, fairness, and accountability, emphasizing the importance of maintaining a high standard of ethical behavior in all professional interactions. Participants are encouraged to reflect on their own ethical values and learn how to apply these principles in various workplace scenarios, including handling conflicts, respecting diversity, and managing sensitive information. Case studies and role-playing exercises are often incorporated to provide real-world context and stimulate discussion. Additionally, the session highlights the consequences of unethical behavior, both for individuals and organizations, reinforcing the importance of fostering a positive and respectful work culture. By the end of the session, employees should feel more confident in making ethical decisions and contributing to a workplace environment that upholds integrity and trust.



**Resource Person**

**Dr. Pallab Kalita**

Deputy Registrar, USTM

### Objectives

- ❖ Promoting Integrity
- ❖ Fostering Respect:
- ❖ Ensuring Fairness and Equal Treatment
- ❖ Support Decision-Making
- ❖ Ensure Compliance

**Date : 12<sup>th</sup> June, 2024**

**Venue : Conference Hall Block A**

**Time 3.00 PM**



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Ri-Bhoi, Meghalaya-793101  
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## Certificate

This is to certify that  
**Biswajit Kalita** ..... of  
*Prof./ Dr./Shri/Smt* .....

University of Science & Technology Meghalaya has participated in Professional & Administrative Training for the "*Academic & Block Officers*" on the topic "*Workplace Ethics*" conducted by

Dr. Pallab Kalita, Deputy Registrar Admin, USTM

on 12<sup>th</sup> June, 2024

Mrs Anju Hazarika  
Registrar, USTM

Registrar  
University of Science & Technology Meghalaya

Dr. A. H. Barbhuiya  
Director IQAC



## ACTIVITY REPORT –PT/2023-24/29

DATE : 06/05/2024

LOCATION : BLOCK G USTM

1. ACTIVITY : Professional Development Programme

2. TITLE OF THE ACTIVITY : Punctuality & Time Management at workplace

3. PARTICIPATING AGENCY : NA

4. SPONSORED BY : NA

5. ORGANISED BY : Internal Quality Assurance Cell

6. EXPERT/RESOURCE PERSON/SPAKER: Ms. Jayashree Deka Asst. Trainig and Placement officer USTM

7. NUMBER OF ATTENDED : 32

9. ACTIVITY REPORT WITH DETAIL: Punctuality and time management are critical components of a productive and efficient workplace. These skills not only reflect professionalism but also play a significant role in achieving individual and organizational goals. This report highlights the importance of punctuality and time management, their benefits, challenges, and strategies to improve them



**Group photo with the speaker**



**Resource Person Delivering Speech**



# UNIVERSITY OF SCIENCE & TECHNOLOGY MEGHALAYA

## Professional Development Training Session-032 For House Keeping Staff

### Attendance Sheet

Date: 29th June, 2024

SL NO	Name & Designation	Department	Signature
1.	Plasi Sangma	Cleaner	Plasi
2	Satchina Sangma	"	Sangma
3	Baidish Sangma	"	B Sangma
4	Thira Marak	"	I Marak
5	Renina Marak	"	R. Marak
6	Muna Sangma	"	M. Sangma
7	Monju Marak	"	M. Marak
8	Merita Marak	"	M. Marak
9	Chanda Sangma	"	
10	Biju Sangma	"	
11	Jenny Sangma	"	J. Sangma
12	Satmala Sangma	"	Sangma
13	Meleng Monin	"	M. Monin
14	Asadun Begam	"	
15	Sonabani	"	
16	Hemanti Rai	"	
17	Anita Marak	"	A. Marak
18	Pelima Monin	"	P. Monin
19	Enali Sangma	"	E. Sangma
20	Nith Marak	"	N. Marak
21	Korimon Nisha	"	
22	Monomoti Kalita	"	
23	Sonia Kashap	"	
24	Bali Marak	"	
25	Pragathi Sarma	" (Bhagwati Sharma)	
26	Sorila Marak	"	
27	Nanila Sangma	"	
28	Stolima Suchanga	"	
29	Bishka Thapa		
40	Rulda Dhan		
41	Christina Marak		Chmk.

  
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University of Science & Technology Meghalaya





## Professional Training Session on

# Punctuality & Time Management at Workplace



Organised by **Internal Quality Assurance Cell**

**UNIVERSITY OF SCIENCE & TECHNOLOGY MEGHALAYA**

Accredited by NAAC "A" Grade

**nirf** India Ranking-2024 (151-200)

### About the Session

In a competitive and fast-paced work environment, punctuality and time management are not just desirable traits, they are essential to success. This professional training session is designed to help employees at all levels understand the significance of punctuality, develop effective time management skills, and apply these principles to increase productivity, improve team collaboration, and maintain a balanced work-life routine. Whether team leader, manager, or individual contributor, mastering time management and demonstrating punctuality can directly impact your professional performance and the success of organization



**Resource Person**

**Ms. Jayashree Deka**

Asst. Trainig and  
Placement officer USTM

### Objectives

- ❖ Enhance Productivity
- ❖ Build Trust and Reliability
- ❖ Promote Professionalism
- ❖ Facilitate Effective Collaboration

**Date : 6<sup>th</sup> May, 2024**

**Venue : Block G**

**Time 3.00 PM**



Techno City, Khanapara, Kling Road, Baridua, 9th Mile,  
Ri-Bhoi, Meghalaya-793101  
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## Certificate

This is to certify that  
**Thira Marak**..... of

University of Science & Technology Meghalaya has participated in Professional & Administrative  
Training for the **"House Keeping Staff"** on the topic **"Punctuality & Time Management at  
Workplace"** conducted by Mrs. Jayashree Deka, Placement Officer, USTM

on 6<sup>th</sup> May, 2024

Mrs Anju Hazarika  
Registrar, USTM

Registrar  
University of Science & Technology Meghalaya

Dr. A. H. Barbhuiya  
Director IQAC



## ACTIVITY REPORT –PT/2023-24/37

- DATE** : 18/06/2024
- LOCATION** : NKC Auditorium
- 1. ACTIVITY** : Professional Development Programme
- 2. TITLE OF THE ACTIVITY** : Professional Training session on Encouraging Effective Questioning
- 3. PARTICIPATING AGENCY** : NA
- 4. SPONSORED BY** : NA
- 5. ORGANISED BY** : Internal Quality Assurance Cell
- 6. EXPERT/RESOURCE PERSON/SPAKER** : Dr. Amit Choudhury Dean School of Management and Technology USTM
- 7. NUMBER OF ATTENDED** : 30
- 9. ACTIVITY REPORT WITH DETAIL** : Encouraging effective questioning is a vital strategy in fostering a dynamic learning environment. When learners ask thoughtful, open-ended questions, they engage more deeply with the material and stimulate critical thinking. To promote this skill, it is important to create a classroom atmosphere where students feel safe to inquire without fear of judgment. Educators can model questioning techniques, such as using probing questions to explore topics more thoroughly, and encourage students to ask clarifying or reflective questions. Incorporating strategies like think-pair-share or small-group discussions can also give students more opportunities to practice and refine their questioning. By reinforcing the importance of asking questions that challenge assumptions and seek deeper understanding, educators help students develop intellectual curiosity, confidence, and problem-solving skills that are essential both inside and outside the classroom



Registrar

University of Science & Technology Meghalaya



Dr .Amit Choudhury addressing the gatherings







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# Professional Training Session on Encouraging Effective Questioning

Internal Quality Assurance Cell

Organized by

# USTM

nirf India Ranking-2024 (151-200)

UNIVERSITY OF SCIENCE & TECHNOLOGY MEGHALAYA

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## About the Programme

A professional training session on encouraging effective questioning aims to help participants develop the skills to ask meaningful and purposeful questions in various contexts, such as education, business, or team settings. The session focuses on the importance of asking open-ended questions that foster critical thinking, encourage engagement, and promote deeper understanding. Participants learn techniques to formulate questions that stimulate curiosity, challenge assumptions, and elicit thoughtful responses. The training may cover various questioning techniques, including the use of probing questions, Socratic questioning, and reflective questioning. Additionally, the session emphasizes the role of active listening, as well as providing feedback to encourage further exploration. By the end of the session, participants should be able to incorporate these strategies into their professional environments to enhance communication, collaboration, and problem-solving.



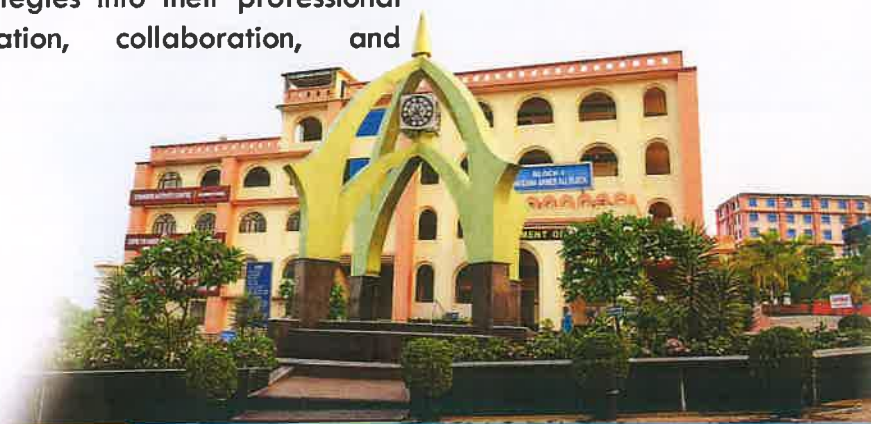
Resource Person

**Dr. B K Das**

Pro Vice Chancellor  
USTM

## Objectives

1. Enhancing Questioning Skills
2. Encouraging Critical Thinking
3. Promoting Active Engagement
4. Building Confidence in Questioning



**Date : 18<sup>th</sup> June, 2024**

**Time : 1 am**

**Venue : Block I, USTM**

**Campus**

Techin City, Khanapura, Kling Road, Baridua  
9th Mile, Ri-Bhoi, Meghalaya- 793101

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## Certificate

This is to certify that

**Dr. Latifor Alom Ahmed**

Prof./ Dr./Shri/Smt ..... of

University of Science & Technology Meghalaya has participated in Professional & Administrative Training for the **"Faculty Members"** on the topic **"Encouraging Effective Questioning"** conducted by Dr. Amit Choudhury, Dean, School of Technology & Management on 18<sup>th</sup> June, 2024

**Mrs Anju Hazarika**  
Registrar, USTM

Registrar  
University of Science & Technology Meghalaya

**Dr. A. H. Barbhuiya**  
Director IQAC