

# **Report of**

## **Professional Development Training Programme**

**2016-2017**

**Organized by:**  
**IQAC**



**University of Science & Technology, Meghalaya**

Techno-city, Baridua, Ri-Bhoi District, Meghalaya-793101

## BRIEF REPORT

**DATE** : 20<sup>th</sup> January to 30<sup>th</sup> January, 2017  
**VENUE** : D Block, USTM

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|--------------------------------------|--|
| <b>1. NAME OF THE PROGRAM</b>        | <b>: Faculty Development Program</b>                         |
| <b>2. TOPIC OF THE PROGRAM</b>       | <b>: ‘Professional Work Environment and Professionalism’</b> |
| <b>3. ACADEMIC YEAR</b>              | <b>: 2016-2017</b>   |
| <b>4. NUMBER OF RESOURCE PERSONS</b> | <b>: 3</b>   |
| <b>5. NUMBER OF PARTICIPANTS</b>     | <b>: 32 (Faculty Members)</b>                                |
| <b>6. ORGANIZED BY</b>               | <b>: USTM under IQAC initiative</b>                          |
| <b>7. BRIEF PROGRAM REPORT:</b>      |  |

This ten days Faculty Development Programme on ‘**Professional Work Environment and Professionalism**’ was successfully conducted at University of Science & Technology, Meghalaya (USTM) from 20/01/2017 to 30/01/2017. The FDP programme received an overwhelming response from the participants and finally the programme was attended by a total number of 32 faculty members from various departments of USTM. Resource persons have explained various concepts related to Professional Work Environment, Ethics, Integrity, Professionalism etc. to the participants.



## BRIEF REPORT

**DATE** : 23<sup>rd</sup> June to 30<sup>th</sup> June, 2017  
**VENUE** : Administrative Block, USTM

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|--------------------------------------|--------------------------------------|
| <b>1. NAME OF THE PROGRAM</b>        | <b>: Faculty Development Program</b> |
| <b>2. TOPIC OF THE PROGRAM</b>       | <b>: “Academic Administration”</b>   |
| <b>3. ACADEMIC YEAR</b>              | <b>: 2016-2017</b>                   |
| <b>4. NUMBER OF RESOURCE PERSONS</b> | <b>: 3</b>                           |
| <b>5. NUMBER OF PARTICIPANTS</b>     | <b>: 52 (Enclosed the list)</b>      |
| <b>6. ORGANIZED BY</b>               | <b>: USTM under IQAC initiative</b>  |
| <b>7. BRIEF PROGRAM REPORT:</b>      |                                      |

This seven days Faculty Development Programme on ‘Academic Administration’ was successfully conducted at University of Science & Technology, Meghalaya (USTM) from 23/06/2017 to 30/06/2017. The FDP programme received an overwhelming response from the participants and finally the programme was attended by a total number of 52 faculty members from various departments of USTM. Three resource persons were there who imparted knowledge to the faculty members in this FDP. Various sub-themes discussed in this FDP are- Academic Administration & Teachers, Academic Administration: Challenges and Opportunities and Academic Leadership.





## BRIEF REPORT

**DATE** : 15-07-2016 to 16-07-2016

**VENUE** : D Block, USTM

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|--------------------------------------|--|
| <b>1. NAME OF THE PROGRAM</b>        | <b>: Professional Training Programme</b> |
| <b>2. TOPIC OF THE PROGRAM</b>       | <b>: “Moral”</b>                         |
| <b>3. ACADEMIC YEAR</b>              | <b>: 2016-2017</b>                       |
| <b>4. NUMBER OF RESOURCE PERSONS</b> | <b>: 1</b>                               |
| <b>5. NUMBER OF PARTICIPANTS</b>     | <b>: 24 (Gardener staff)</b>             |
| <b>6. ORGANIZED BY</b>               | <b>: USTM under IQAC initiative</b>      |
| <b>7. BRIEF PROGRAM REPORT</b>       | <b>:</b>                                 |

This two days Professional Training Programme on ‘Moral’ was successfully conducted for Catering and Hostel staff at University of Science & Technology, Meghalaya (USTM) from 15-07-2016 to 16-07-2016. The resource person for the training was Jyoti Hatiboruah. According to her ethics and moral values are important principals in today’s fast paced world. According to her, moral values reflect an individual's character and spirituality. They help in building good relationships in personal as well as professional lives.



## BRIEF REPORT

**DATE** : 22-07-2016 to 23-07-2016  
**VENUE** : D Block, USTM

<b>1. NAME OF THE PROGRAM</b>	<b>: Orientation Programme</b>
<b>2. TOPIC OF THE PROGRAM</b>	<b>: “Motivation”</b>
<b>3. ACADEMIC YEAR</b>	<b>: 2016-2017</b>
<b>4. NUMBER OF RESOURCE PERSONS</b>	<b>: 1</b>
<b>5. NUMBER OF PARTICIPANTS</b>	<b>: 21 (Catering &amp; Hostel staff)</b>
<b>6. ORGANIZED BY</b>	<b>: USTM under IQAC initiative</b>
<b>7. BRIEF PROGRAM REPORT</b>	<b>:</b>

This two days Orientation Programme on ‘Motivation’ was successfully conducted for Catering and Hostel staff at University of Science & Technology, Meghalaya (USTM) from 22-07-2016 to 23-07-2016. The Resource person for the topic was Mr Deepankar Bhattacharjya. According to him, motivation will help him achieve his personal goals. He mentioned that if an individual is motivated, he will have job satisfaction. Motivation will help in self-development of individual.



## BRIEF REPORT

**DATE** : 12-08-2016 to 13-08-2016

**VENUE** : D Block, USTM

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|--------------------------------------|--|
| <b>1. NAME OF THE PROGRAM</b>        | <b>: Professional Development Programme</b>      |
| <b>2. TOPIC OF THE PROGRAM</b>       | <b>: “Life Skill for Personal Effectiveness”</b> |
| <b>3. ACADEMIC YEAR</b>              | <b>: 2016-2017</b>                               |
| <b>4. NUMBER OF RESOURCE PERSONS</b> | <b>: 1</b>                                       |
| <b>5. NUMBER OF PARTICIPANTS</b>     | <b>: 17 (Catering &amp; Hostel staff)</b>        |
| <b>6. ORGANIZED BY</b>               | <b>: USTM under IQAC initiative</b>              |
| <b>7. BRIEF PROGRAM REPORT</b>       | <b>:</b>   |

This two days Professional Development Programme on ‘Life Skill for Personal Effectiveness’ was successfully conducted for Catering and Hostel staff at University of Science & Technology, Meghalaya (USTM) from 12-08-2016 to 13-08-2016. The resource person was Dr. Rashmi Baruah. According to her *life skills* addresses the core communication and self-organization *skills* that make it possible for individuals to consider their own further *development*. According to her, increased self-confidence leads to a sense of power over their own lives.



## BRIEF REPORT

**DATE** : 26-08-2016 to 27-08-2016  
**VENUE** : D Block, USTM

<b>1. NAME OF THE PROGRAM</b>	<b>: Professional Training Programme</b>
<b>2. TOPIC OF THE PROGRAM</b>	<b>: “Importance of Communication”</b>
<b>3. ACADEMIC YEAR</b>	<b>: 2016-2017</b>
<b>4. NUMBER OF RESOURCE PERSONS</b>	<b>: 1</b>
<b>5. NUMBER OF PARTICIPANTS</b>	<b>: 12 (Security staff)</b>
<b>6. ORGANIZED BY</b>	<b>: USTM under IQAC initiative</b>
<b>7. BRIEF PROGRAM REPORT</b>	<b>:</b>

This two days Professional Training Programme on ‘Importance of Communication’ was successfully conducted for Security staff at University of Science & Technology, Meghalaya (USTM) from 26-08-2016 to 27-08-2016. The resource person was Mr Deepankar Bhattacharjya. According to him, workplace communication is very important to organisation because it allows companies to be productive and operate effectively. He emphasised that the ability to effectively communicate with others is very important to one's professional growth and development.





## BRIEF REPORT

**DATE** : 09-09-2016 to 10-09-2016

**VENUE** : D Block, USTM

<b>1. NAME OF THE PROGRAM</b>	<b>: Professional Training Programme</b>
<b>2. TOPIC OF THE PROGRAM</b>	<b>: “Organization Behaviour”</b>
<b>3. ACADEMIC YEAR</b>	<b>: 2016-2017</b>
<b>4. NUMBER OF RESOURCE PERSONS</b>	<b>: 1</b>
<b>5. NUMBER OF PARTICIPANTS</b>	<b>: 12 (Security staff)</b>
<b>6. ORGANIZED BY</b>	<b>: USTM under IQAC initiative</b>
<b>7. BRIEF PROGRAM REPORT</b>	<b>:</b>

This two days Professional Training Programme on ‘Organization Behaviour’ was successfully conducted for Security staff at University of Science & Technology, Meghalaya (USTM) from 09-09-2016 to 10-09-2016. The resource person was Mr. Irfan Ziaur. It is very important to study organizational behaviour because it provides an understanding of why people behave as they do in organizations. In any organization, importance of organizational behaviour has tremendous necessities.





## BRIEF REPORT

**DATE** : 15-09-2016 to 17-09-2016

**VENUE** : D Block, USTM

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|--------------------------------------|--|
| <b>1. NAME OF THE PROGRAM</b>        | <b>: Professional Development Programme</b>      |
| <b>2. TOPIC OF THE PROGRAM</b>       | <b>: “Life Skill for Personal Effectiveness”</b> |
| <b>3. ACADEMIC YEAR</b>              | <b>: 2016-2017</b>                               |
| <b>4. NUMBER OF RESOURCE PERSONS</b> | <b>: 1</b>                                       |
| <b>5. NUMBER OF PARTICIPANTS</b>     | <b>: 23 (Housekeeping and Gardener staff)</b>    |
| <b>6. ORGANIZED BY</b>               | <b>: USTM under IQAC initiative</b>              |
| <b>7. BRIEF PROGRAM REPORT</b>       | <b>:</b>   |

This two days Professional Development Programme on ‘Life Skill for Personal Effectiveness’ was successfully conducted for Catering and Hostel staff at University of Science & Technology, Meghalaya (USTM) from 15-09-2016 to 17-09-2016. The resource person for the training was Mr Deepankar Bhattacharjya. Mr. Bhattacharjya explained the importance of Life Skills for personal development in every individual’s life. He encouraged everyone to keep improving these skills in order to achieve greater heights in our life.



## BRIEF REPORT

**DATE** : 22-09-2016 to 23-09-2016

**VENUE** : C Block, USTM

<b>1. NAME OF THE PROGRAM</b>	<b>: Professional Training Programme</b>
<b>2. TOPIC OF THE PROGRAM</b>	<b>: “Dignity of Labour”</b>
<b>3. ACADEMIC YEAR</b>	<b>: 2016-2017</b>
<b>4. NUMBER OF RESOURCE PERSONS</b>	<b>: 1</b>
<b>5. NUMBER OF PARTICIPANTS</b>	<b>: 13 (Security staff)</b>
<b>6. ORGANIZED BY</b>	<b>: USTM under IQAC initiative</b>
<b>7. BRIEF PROGRAM REPORT</b>	<b>:</b>

This two days Professional Training Programme on ‘Dignity of Labour’ was successfully conducted for Security staff at University of Science & Technology, Meghalaya (USTM) from 22-09-2016 to 23-09-2016. The resource person for this training was Mr Deepankar Bhattacharjya. According to Mr Bhattacharjya “*Dignity of Labour*” implies that all professions or jobs are treated equally and no occupation is considered to be superior or inferior to others.



## BRIEF REPORT

**DATE** : 07-10-2016 to 08-10-2016  
**VENUE** : C Block, USTM

<b>1. NAME OF THE PROGRAM</b>	<b>: Professional Training Programme</b>
<b>2. TOPIC OF THE PROGRAM</b>	<b>: “Attitude”</b>
<b>3. ACADEMIC YEAR</b>	<b>: 2016-2017</b>
<b>4. NUMBER OF RESOURCE PERSONS</b>	<b>: 1</b>
<b>5. NUMBER OF PARTICIPANTS</b>	<b>: 12 (Security staff)</b>
<b>6. ORGANIZED BY</b>	<b>: USTM under IQAC initiative</b>
<b>7. BRIEF PROGRAM REPORT</b>	<b>:</b>

This two days Professional Training Programme on ‘Attitude’ was successfully conducted for Security staff at University of Science & Technology, Meghalaya (USTM) from 07-10-2016 to 08-10-2016. The resource person for this training was Ms.Rashmi Baruah. According to Ms. Baruah an *attitude* is an evaluation ranging from extremely negative to extremely positive. She explained that a positive attitude is mental outlook of optimism and of expecting good things to happen. She added that people who possess this attitude are easier to get along with, are happy, and they spread joy around them.





## BRIEF REPORT

**DATE** : 21-10-2016 to 22-10-2016  
**VENUE** : C Block, USTM

<b>1. NAME OF THE PROGRAM</b>	<b>: Professional Training Programme</b>
<b>2. TOPIC OF THE PROGRAM</b>	<b>: “Organizational Behaviour”</b>
<b>3. ACADEMIC YEAR</b>	<b>: 2016-2017</b>
<b>4. NUMBER OF RESOURCE PERSONS</b>	<b>: 1</b>
<b>5. NUMBER OF PARTICIPANTS</b>	<b>: 13 (Security staff)</b>
<b>6. ORGANIZED BY</b>	<b>: USTM under IQAC initiative</b>
<b>7. BRIEF PROGRAM REPORT</b>	<b>:</b>

This two days Professional Training Programme on ‘Organizational Behaviour’ was successfully conducted for Security staff at University of Science & Technology, Meghalaya (USTM) from 21-10-2016 to 22-10-2016. The resource person was Mr. N. I. Laskar for this training programme. According to Mr. Laskar, organizational behaviour helps us to study the complex nature of human beings in organizations he added human behaviour in a work environment and determines its impact on job structure, performance, communication, motivation, leadership, etc.





## BRIEF REPORT

**DATE** : 04-11-2016 to 05-11-2016

**VENUE** : C Block, USTM

<b>1. NAME OF THE PROGRAM</b>	<b>: Professional Training Programme</b>
<b>2. TOPIC OF THE PROGRAM</b>	<b>: “Crisis Management”</b>
<b>3. ACADEMIC YEAR</b>	<b>: 2016-2017</b>
<b>4. NUMBER OF RESOURCE PERSONS</b>	<b>: 1</b>
<b>5. NUMBER OF PARTICIPANTS</b>	<b>: 08 (Drivers)</b>
<b>6. ORGANIZED BY</b>	<b>: USTM under IQAC initiative</b>
<b>7. BRIEF PROGRAM REPORT</b>	<b>:</b>

This two days Professional Training Programme on ‘Crisis Management’ was successfully conducted for Drivers at University of Science & Technology, Meghalaya (USTM) from 04-11-2016 to 05-11-2016. The resource person was Mr Deepankar Bhattacharjya. Mr Bhattacharjya explained that *crisis management* is the process by which an organization deals with a disruptive and unexpected event that threatens to harm the organization or its stakeholders.



## BRIEF REPORT

**DATE** : 01-12-2016 to 03-12-2016

**VENUE** : D Block, USTM

<b>1. NAME OF THE PROGRAM</b>	<b>: Orientation Programme</b>
<b>2. TOPIC OF THE PROGRAM</b>	<b>: “Ethics and Values”</b>
<b>3. ACADEMIC YEAR</b>	<b>: 2016-2017</b>
<b>4. NUMBER OF RESOURCE PERSONS</b>	<b>: 1</b>
<b>5. NUMBER OF PARTICIPANTS</b>	<b>: 31 (Catering &amp; Hostel staff)</b>
<b>6. ORGANIZED BY</b>	<b>: USTM under IQAC initiative</b>
<b>7. BRIEF PROGRAM REPORT</b>	<b>:</b>

This three days Orientation Programme on ‘Ethics and Values’ was successfully conducted for Catering and Hostel staff at University of Science & Technology, Meghalaya (USTM) from 01-12-2016 to 03-12-2016. The resource person was Mr. N.I.Laskar. He said that Ethics is a fundamental requirement of any profession. According to him Ethics is a system of moral principles governing the appropriate conduct of a person or a group. Mr. Laskar mentioned that maintaining good ethics is being consistent with the principles of correct moral conduct constantly.



## BRIEF REPORT

**DATE** : 18-12-2016 to 19-12-2016

**VENUE** : C Block, USTM

<b>1. NAME OF THE PROGRAM</b>	<b>: Professional Training Programme</b>
<b>2. TOPIC OF THE PROGRAM</b>	<b>: “Professionalism”</b>
<b>3. ACADEMIC YEAR</b>	<b>: 2016-2017</b>
<b>4. NUMBER OF RESOURCE PERSONS</b>	<b>: 1</b>
<b>5. NUMBER OF PARTICIPANTS</b>	<b>: 07 (Drivers)</b>
<b>6. ORGANIZED BY</b>	<b>: USTM under IQAC initiative</b>
<b>7. BRIEF PROGRAM REPORT</b>	<b>:</b>

This two days Professional Training Programme on ‘Professionalism’ was successfully conducted for Drivers at University of Science & Technology, Meghalaya (USTM) from 18-12-2016 to 19-12-2016. The resource person of the Mr. Deepankar Bhattacharjya. The resource person explained that the standards governing professional conduct include knowing how you present yourself, your work ethic, and how you communicate with others.





## BRIEF REPORT

**DATE** : 27-02-2017 to 28-02-2017

**VENUE** : C Block, USTM

<b>1. NAME OF THE PROGRAM</b>	<b>: Professional Training Programme</b>
<b>2. TOPIC OF THE PROGRAM</b>	<b>: “Work Responsibility”</b>
<b>3. ACADEMIC YEAR</b>	<b>: 2016-2017</b>
<b>4. NUMBER OF RESOURCE PERSONS</b>	<b>: 1</b>
<b>5. NUMBER OF PARTICIPANTS</b>	<b>: 26 (Gardener staff)</b>
<b>6. ORGANIZED BY</b>	<b>: USTM under IQAC initiative</b>
<b>7. BRIEF PROGRAM REPORT</b>	<b>:</b>

This two days Professional Training Programme on ‘Work Responsibility’ was successfully conducted for Catering and Hostel staff at University of Science & Technology, Meghalaya (USTM) from 27-02-2017 to 28-02-2017. The resource person for the training was Deepankar Bhattacharjya. Mr Bhattacharjya also added that it is employee’s responsibility to perform the duties of that position to the best of their ability while adhering to the organisation’s policies and protocols.





## BRIEF REPORT

**DATE** : 03-03-2017 to 04-03-2017

**VENUE** : D Block, USTM

<b>1. NAME OF THE PROGRAM</b>	<b>: Professional Training Programme</b>
<b>2. TOPIC OF THE PROGRAM</b>	<b>: “Importance of Communication”</b>
<b>3. ACADEMIC YEAR</b>	<b>: 2016-2017</b>
<b>4. NUMBER OF RESOURCE PERSONS</b>	<b>: 1</b>
<b>5. NUMBER OF PARTICIPANTS</b>	<b>: 06 (Drivers)</b>
<b>6. ORGANIZED BY</b>	<b>: USTM under IQAC initiative</b>
<b>7. BRIEF PROGRAM REPORT</b>	<b>:</b>

This two days Professional Training Programme on ‘Importance of Communication’ was successfully conducted for Drivers at University of Science & Technology, Meghalaya (USTM) from 03-03-2017 to 04-03-2017. It was taken by resource person Dr. Mousumi Choudhury. According to her, effective communication is significant for all professionals in the organizations so as to perform the basic functions of an organisation.



## BRIEF REPORT

**DATE** : 30-03-2017 to 31-03-2017  
**VENUE** : C Block, USTM

<b>1. NAME OF THE PROGRAM</b>	<b>: Professional Development Program</b>
<b>2. TOPIC OF THE PROGRAM</b>	<b>: “Motivation”</b>
<b>3. ACADEMIC YEAR</b>	<b>: 2016-2017</b>
<b>4. NUMBER OF RESOURCE PERSONS</b>	<b>: 1</b>
<b>5. NUMBER OF PARTICIPANTS</b>	<b>: 16 (Operational Staff )</b>
<b>6. ORGANIZED BY</b>	<b>: USTM under IQAC initiative</b>
<b>7. BRIEF PROGRAM REPORT</b>	<b>:</b>

This two days Professional Development Programme on ‘Motivation’ was successfully conducted for Operational Staff at University of Science & Technology, Meghalaya (USTM) from 30-03-2017 to 31-03-2017. The resource person was Deepankar Bhattacharjya. According to him, motivation helps us to achieve our personal goals. He added that if an individual is motivated, he will have job satisfaction. He stressed that an individual would always gain by working with a dynamic team.



## BRIEF REPORT

**DATE** : 21-04-2017 to 22-04-2017  
**VENUE** : D Block, USTM

<b>1. NAME OF THE PROGRAM</b>	<b>: Professional Training Programme</b>
<b>2. TOPIC OF THE PROGRAM</b>	<b>: “Dignity of Labour”</b>
<b>3. ACADEMIC YEAR</b>	<b>: 2016-2017</b>
<b>4. NUMBER OF RESOURCE PERSONS</b>	<b>: 1</b>
<b>5. NUMBER OF PARTICIPANTS</b>	<b>: 08 (Drivers)</b>
<b>6. ORGANIZED BY</b>	<b>: USTM under IQAC initiative</b>
<b>7. BRIEF PROGRAM REPORT</b>	<b>:</b>

This two days Professional Training Programme on ‘Dignity of Labour’ was successfully conducted for Drivers at University of Science & Technology, Meghalaya (USTM) from 21-04-2017 to 22-04-2017. The resource person was Mr Deepankar Bhattacharjya. According to him, the *dignity of labour* is the philosophy that all types of jobs are respected equally, and no occupation is considered superior and none of the jobs should be discriminated on any basis. He emphasised that whether one's occupation involves physical work or mental *labour*, it is held that the job deserves respect.



## BRIEF REPORT

**DATE** : 28-04-2017 to 29-04-2017

**VENUE** : C Block, USTM

<b>1. NAME OF THE PROGRAM</b>	<b>: Orientation Program</b>
<b>2. TOPIC OF THE PROGRAM</b>	<b>: “Moral and Values”</b>
<b>3. ACADEMIC YEAR</b>	<b>: 2016-2017</b>
<b>4. NUMBER OF RESOURCE PERSONS</b>	<b>: 1</b>
<b>5. NUMBER OF PARTICIPANTS</b>	<b>: 06 (Operational Staff )</b>
<b>6. ORGANIZED BY</b>	<b>: USTM under IQAC initiative</b>
<b>7. BRIEF PROGRAM REPORT</b>	<b>:</b>

This two days Orientation Programme on ‘Moral and Values’ was successfully conducted for Operational Staff at University of Science & Technology, Meghalaya (USTM) from 28-04-2017 to 29-04-2017. The resource person was Mr. N.I. Laskar. According to him moral values reflect an individual's character and spirituality. They help in building good relationships in personal as well as professional lives.





## BRIEF REPORT

**DATE** : 04-05-2017 to 06-05-2017  
**VENUE** : C Block, USTM

<b>1. NAME OF THE PROGRAM</b>	<b>: Professional Training Program</b>
<b>2. TOPIC OF THE PROGRAM</b>	<b>: “Training on Microsoft Office”</b>
<b>3. ACADEMIC YEAR</b>	<b>: 2016-2017</b>
<b>4. NUMBER OF RESOURCE PERSONS</b>	<b>: 1</b>
<b>5. NUMBER OF PARTICIPANTS</b>	<b>: 07 (Technical Staff )</b>
<b>6. ORGANIZED BY</b>	<b>: USTM under IQAC initiative</b>
<b>7. BRIEF PROGRAM REPORT</b>	<b>:</b>

This two days Professional Training Programme on ‘Training on Microsoft Office’ was successfully conducted for Technical Staff at University of Science & Technology, Meghalaya (USTM) from 04-05-2017 to 06-05-2017. The resource person was Ms Daisy Kalita. She explained that Microsoft Office is a collection of office-related applications. She added that each application serves a unique purpose and offers a specific service to its users.



## BRIEF REPORT

**DATE** : 11-05-2017 to 13-05-2017

**VENUE** : C Block, USTM

**1. NAME OF THE PROGRAM** : Professional Development Training Program

**2. TOPIC OF THE PROGRAM** : “Ethics”

**3. ACADEMIC YEAR** : 2016-2017

**4. NUMBER OF RESOURCE PERSONS** : 1

**5. NUMBER OF PARTICIPANTS** : 12 (Operational Staff )

**6. ORGANIZED BY** : USTM under IQAC initiative

**7. BRIEF PROGRAM REPORT** :

This three days Professional Development Training Programme on ‘Ethics’ was successfully conducted for Operational Staff at University of Science & Technology, Meghalaya (USTM) from 11-05-2017 to 13-05-2017. The resource person was Deepankar Bhattacharjya. According to him, Ethics is a fundamental requirement of any profession. According to the resource person, it is a system of moral principles governing the appropriate conduct of a person or a group. Maintaining good ethics is being consistent with the principles of correct moral conduct constantly.



## BRIEF REPORT

**DATE** : 26-05-2017 to 27-05-2017

**VENUE** : C Block, USTM

<b>1. NAME OF THE PROGRAM</b>	<b>: Professional Training Program</b>
<b>2. TOPIC OF THE PROGRAM</b>	<b>: “Use of IT Tools”</b>
<b>3. ACADEMIC YEAR</b>	<b>: 2016-2017</b>
<b>4. NUMBER OF RESOURCE PERSONS</b>	<b>: 1</b>
<b>5. NUMBER OF PARTICIPANTS</b>	<b>: 11(Technical Staff )</b>
<b>6. ORGANIZED BY</b>	<b>: USTM under IQAC initiative</b>
<b>7. BRIEF PROGRAM REPORT</b>	<b>:</b>

This two days Professional Training Programme on ‘Use of IT Tools’ was successfully conducted for Technical Staff at University of Science & Technology, Meghalaya (USTM) from 26-05-2017 to 27-05-2017. The resource person was Ms Daisy Sharma. According to her software *tools* help diagnose computer and network problems and determine which computer device is not functioning correctly. She emphasised that a technician must be able to *use* a range of software *tools* to diagnose problems, maintain hardware, and protect the data stored on a computer.



## BRIEF REPORT

**DATE** : 23-06-2017 to 24-06-2017

**VENUE** : C Block, USTM

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|--------------------------------------|-------------------------------------|
| <b>1. NAME OF THE PROGRAM</b>        | <b>: Orientation Programme</b>      |
| <b>2. TOPIC OF THE PROGRAM</b>       | <b>: “Importance of Teamwork”</b>   |
| <b>3. ACADEMIC YEAR</b>              | <b>: 2016-2017</b>                  |
| <b>4. NUMBER OF RESOURCE PERSONS</b> | <b>: 1</b>                          |
| <b>5. NUMBER OF PARTICIPANTS</b>     | <b>: 14 (Operational Staff )</b>    |
| <b>6. ORGANIZED BY</b>               | <b>: USTM under IQAC initiative</b> |
| <b>7. BRIEF PROGRAM REPORT</b>       | <b>:</b>                            |

This two days Orientation Programme on ‘Importance of Teamwork’ was successfully conducted for Operational Staff at University of Science & Technology, Meghalaya (USTM) from 23-06-2017 to 24-06-2017. The resource person was Mr. N.I.Laskar. According to him, team building brings people together by encouraging collaboration and teamwork. He highlighted that one of the most powerful reasons for team building is to get results.





## BRIEF REPORT

**DATE** : 29<sup>th</sup> June to 30<sup>th</sup> June, 2017  
**VENUE** : C Block, USTM

**1. NAME OF THE PROGRAM** : Administrative Training Program  
**2. TOPIC OF THE PROGRAM** : “Individual Work Vs Teamwork”  
**3. ACADEMIC YEAR** : 2016-2017  
**4. NUMBER OF RESOURCE PERSONS** : 1  
**5. NUMBER OF PARTICIPANTS** : 08 (Administrative Staff & Block Officers)  
**6. ORGANIZED BY** : USTM under IQAC initiative  
**7. BRIEF PROGRAM REPORT** :

This two days Administrative Training Programme on ‘Individual Work Vs Teamwork’ was successfully conducted for Administrative staff and Block officers at University of Science & Technology, Meghalaya (USTM) from 29/06/2017 to 30/06/2017. The resource person was Ms. Rashmi Baruah. According to her, Working in teams increases collaboration and allows brainstorming. As a result, more ideas are developed and productivity improves. She added that individual work is important when the task requires more concentration.

