

Report of

Professional Development Training Programme

2017-2018

Organized by:
IQAC



University of Science & Technology, Meghalaya

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

BRIEF REPORT

DATE : 4th November – 17th November, 2017
VENUE : Conference Hall, Administrative Block, USTM

1. NAME OF THE PROGRAM : Faculty Development Program
2. TOPIC OF THE PROGRAM : ‘Art of Living’
3. ACADEMIC YEAR : 2017-2018
4. NUMBER OF RESOURCE PERSONS : 3
5. NUMBER OF PARTICIPANTS : 40 (Faculty Members)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This fourteen days Faculty Development Programme on ‘**Art of Living**’ was successfully conducted for Faculty members at University of Science & Technology, Meghalaya (USTM) from 04/11/2017 to 17/11/2017. A total number of 40 faculty members from various departments of USTM have participated in this FDP. Experts of the programme have taken various sessions regarding the topic. Some of the sessions included in the programme were: yoga, meditation, stress management, effective communication, handling complaints and problems in college environment, dynamism and crossing boundaries, ethics in team work, holistic rejuvenation of body and mind system, experiential teaching, being inspired and inspiring others, etc.



BRIEF REPORT

DATE : 15th December to 23rd December, 2017
VENUE : D Block, USTM

1. NAME OF THE PROGRAM : Faculty Improvement Program
2. TOPIC OF THE PROGRAM : 'Professional Ethics and Development'
3. ACADEMIC YEAR : 2017-2018
4. NUMBER OF RESOURCE PERSONS : 3
5. NUMBER OF PARTICIPANTS : 40
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This eight days Faculty Improvement Programme on 'Professional Ethics and Development' was successfully conducted for faculty members at University of Science & Technology, Meghalaya (USTM) from 15/12/2017 to 23/12/2017. A total number of 40 faculty members from various departments of USTM have participated in this FDP. Three experts were invited in this FDP as resource persons and they have taken various sessions regarding Professional ethics and Moral Values, Importance of Professional Development in Education Sector etc.



BRIEF REPORT

DATE : 5th January to 11th January, 2018
VENUE : C Block, USTM

- 1. NAME OF THE PROGRAM** : Short Term Course
2. TOPIC OF THE PROGRAM : “Work Life Balance of Faculty Members”
3. ACADEMIC YEAR : 2017-2018
4. NUMBER OF RESOURCE PERSONS : 2
5. NUMBER OF PARTICIPANTS : 42
6. ORGANIZED BY : USTM under IQAC initiative
7. TEACHER IN-CHARGE : Dr. Rashmi Baruah
8. BRIEF PROGRAM REPORT:

This seven days Short Term Course on ‘Work Life Balance of Faculty Members’ conducted successfully for faculty members from 5th January, 2018 to 11th January, 2018 at University of Science & Technology, Meghalaya (USTM). This Short Term Course was attended by a total number of 42 participants/ faculty members from various departments of USTM. Two experts Dr. Satya B. Borgohain, Director Personnel, NEEPCO, and Mr Parag Phukan, Former VP, RIL were called as resource persons and they talked on various sub-topics related to ‘Work Life Balance’.



BRIEF REPORT

DATE : 22-06-2018 to 23-06-2018
VENUE : Conference Hall, Administrative Block, USTM

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| 1. NAME OF THE PROGRAM | : A talk |
| 2. TOPIC OF THE PROGRAM | : ‘Initiation of Teachers for Curriculum Development’ |
| 3. ACADEMIC YEAR | : 2017-2018 |
| 4. NUMBER OF RESOURCE PERSONS | : 1 |
| 5. NUMBER OF PARTICIPANTS | : 15 |
| 6. ORGANIZED BY | : USTM under IQAC initiative |
| 7. BRIEF PROGRAM REPORT | : |

This two days talk on ‘Initiation of Teachers for Curriculum Development’ was successfully conducted at University of Science & Technology, Meghalaya (USTM) from 22/06/2018 to 23/06/2018. A total number of 15 faculty members from various departments of USTM have participated in this discussion. The resource person explained that the role of teachers in the curriculum process is to help students develop an engaged relationship with the content. Active learning will increase the focus and retention of the curriculum, resulting in an exciting learning environment. teachers play an integral part in the process of developing the curriculum; then students' outcomes.



BRIEF REPORT

DATE : 07-07-2017 to 08-07-2017
VENUE : Block D, USTM

1. NAME OF THE PROGRAM	: Professional Training Programme
2. TOPIC OF THE PROGRAM	: 'Motivation'
3. ACADEMIC YEAR	: 2017-2018
4. NUMBER OF RESOURCE PERSONS	: 1
5. NUMBER OF PARTICIPANTS	: 06 (Block Officers)
6. ORGANIZED BY	: USTM under IQAC initiative
7. BRIEF PROGRAM REPORT:	

This two days Professional Training Programme on 'Motivation' was successfully conducted at University of Science & Technology, Meghalaya (USTM) from 07-07-2017 to 08-07-2017. A total number of 06 Block officers of USTM have participated in this discussion. According to the resource person, motivation is an important life skill. He mentioned that the reason it's important because every person on this earth is unique and has a purpose. Resource person Mr. Bhattacharjya added that to steward your purpose well, you have to be motivated to work towards your goals which helps your dreams become a reality.



BRIEF REPORT

DATE : 14-07-2017 to 15-07-2017
VENUE :Block C, USTM

1. NAME OF THE PROGRAM	: Professional Training Programme Programme
2. TOPIC OF THE PROGRAM	: ‘Ethics and Organizational Behaviour’
3. ACADEMIC YEAR	: 2017-2018
4. NUMBER OF RESOURCE PERSONS	: 1
5. NUMBER OF PARTICIPANTS	: 16 (Operational Staff)
6. ORGANIZED BY	: USTM under IQAC initiative
7. BRIEF PROGRAM REPORT	:

This two days Professional Training Programme on ‘Use of IT Tools’ for Technical Staff was successfully conducted at University of Science & Technology, Meghalaya (USTM) from 14-07-2017 to 15-07-2017. The resource person for this training programme was Mr. Samujjawal Deb Sarma. According to him, work ethic is a belief that hard work and diligence have a moral benefit and an inherent ability, virtue or value to strengthen character and individual abilities, which is required to maintain good organizational behaviour.



BRIEF REPORT

DATE : 21-07-2017 to 22-07-2017
VENUE : Block D, USTM

1. NAME OF THE PROGRAM	: Professional Training Programme
2. TOPIC OF THE PROGRAM	: 'Work Ethics'
3. ACADEMIC YEAR	: 2017-2018
4. NUMBER OF RESOURCE PERSONS	: 1
5. NUMBER OF PARTICIPANTS	: 07 (Technical Staff)
6. ORGANIZED BY	: USTM under IQAC initiative
7. BRIEF PROGRAM REPORT	:

This two days Professional Training Programme on 'Work Ethics' was successfully conducted for Technical staff at University of Science & Technology, Meghalaya (USTM) from 21-07-2017 to 22-07-2017. According to the resource person Ms. Rashmi Baruah, *Work ethics* is a belief that hard work and diligence have a moral benefit and an inherent ability, virtue or value to strengthen character and individual ability. Dr. Baruah mentioned that it is a set of values centered on importance of work and manifested by determination or desire to work hard.



BRIEF REPORT

DATE : 11-08-2017 to 12-08-2017
VENUE : Block C, USTM

1. NAME OF THE PROGRAM	: Professional Training Programme Programme
2. TOPIC OF THE PROGRAM	: ‘Individual Work Vs. Teamwork’
3. ACADEMIC YEAR	: 2017-2018
4. NUMBER OF RESOURCE PERSONS	: 1
5. NUMBER OF PARTICIPANTS	: 11 (Operational Staff)
6. ORGANIZED BY	: USTM under IQAC initiative
7. BRIEF PROGRAM REPORT	:

This two days Professional Training Programme on ‘Individual Work Vs Teamwork’ was successfully conducted for Operational Staff at University of Science & Technology, Meghalaya (USTM) from 11-08-2017 to 12-08-2017. The resource person was Dr. Rashmi Baruah. According to her, effective teamwork allows workers to accomplish projects which are too complex or large for an individual to do alone, which includes all but the smallest of projects. She added that Teamwork also allows a group to investigate a problem from many perspectives through brainstorming, which allows a team to incorporate different perspectives and ideas.



BRIEF REPORT

DATE : 18-08-2017 to 19-08-2017
VENUE : Block D, USTM

1. NAME OF THE PROGRAM	: Professional Training Programme
2. TOPIC OF THE PROGRAM	: 'Moral and Values'
3. ACADEMIC YEAR	: 2017-2018
4. NUMBER OF RESOURCE PERSONS	: 1
5. NUMBER OF PARTICIPANTS	: 12 (Security Staff)
6. ORGANIZED BY	: USTM under IQAC initiative
7. BRIEF PROGRAM REPORT	:

This two days Professional Training Programme on 'Moral and Values' was successfully conducted for Security Staff at University of Science & Technology, Meghalaya (USTM) from 18-08-2017 to 19-08-2017. It was taken by resource person Ms. Jyoti Hatiboruah. She explained that moral values reflect an individual's character and spirituality. She added that moral and values help in building good relationships in personal as well as professional lives.



BRIEF REPORT

DATE : 30-08-2017 to 31-08-2017
VENUE :Block D, USTM

- 1. NAME OF THE PROGRAM** : Administrative Training Programme
2. TOPIC OF THE PROGRAM : ‘Work Responsibility’
3. ACADEMIC YEAR : 2017-2018
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 10 (Administrative Staff and Block Officers)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This two days Administrative Training Programme on ‘Work Responsibility’ was successfully conducted for Administrative staff and Block officers at University of Science & Technology, Meghalaya (USTM) from 30-08-2017 to 31-08-2017. A total number of 10 staff of USTM have participated in this discussion. The resource person Dr Rashmi Baruah explained and tried to make employees understand their 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 : 08-09-2017 to 09-09-2017
VENUE : Block D, USTM

1. NAME OF THE PROGRAM	: Professional Training Programme
2. TOPIC OF THE PROGRAM	: ‘Use of IT Tools’
3. ACADEMIC YEAR	: 2017-2018
4. NUMBER OF RESOURCE PERSONS	: 1
5. NUMBER OF PARTICIPANTS	: 07 (Technical Staff)
6. ORGANIZED BY	: USTM under IQAC initiative
7. BRIEF PROGRAM REPORT	:

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 08-09-2017 to 09-09-2017. The resource person for the programme 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 : 14-09-2017 to 16-09-2017
VENUE :Block C, USTM

1. NAME OF THE PROGRAM	: Professional Development Programme
2. TOPIC OF THE PROGRAM	: ‘Teamwork and Job Satisfaction’
3. ACADEMIC YEAR	: 2017-2018
4. NUMBER OF RESOURCE PERSONS	: 1
5. NUMBER OF PARTICIPANTS	: 13 (Operational Staff)
6. ORGANIZED BY	: USTM under IQAC initiative
7. BRIEF PROGRAM REPORT	:

This three days Professional Development Programme on ‘Teamwork and Job Satisfaction’ was successfully conducted at University of Science & Technology, Meghalaya (USTM) from 14-09-2017 to 16-09-2017 for Operational Staff. The training programme was taken by resource person Jyoti Hatiboruah. According to her, from an ethical and psychological perspective, individualism is the idea that humans should act, think and judge independently following only their own minds. She also mentioned that, however a group approach increases the chances of detecting flaws in a solution an individual might miss.



BRIEF REPORT

DATE : 21-09-2017 to 23-09-2017
VENUE :Block D, USTM

1. NAME OF THE PROGRAM	: Professional Training Programme
2. TOPIC OF THE PROGRAM	: ‘Motivation’
3. ACADEMIC YEAR	: 2017-2018
4. NUMBER OF RESOURCE PERSONS	: 1
5. NUMBER OF PARTICIPANTS	: 13 (Security Staff)
6. ORGANIZED BY	: USTM under IQAC initiative
7. BRIEF PROGRAM REPORT	:

This three days Professional Training Programme on ‘Motivation’ was successfully conducted for Security Staff at University of Science & Technology, Meghalaya (USTM) from 21-09-2017 to 23-09-2017. The training programme was taken by resource person Dr Rashmi Baruah. She mentioned that motivation is an important life skill. She added that to steward our purpose well, we have to be motivated to work towards our goals which helps your dreams become a reality.



BRIEF REPORT

DATE : 28-09-2017 to 29-09-2017
VENUE : Block D, USTM

1. NAME OF THE PROGRAM : Administrative Training Programme
2. TOPIC OF THE PROGRAM : 'Ethics, Integrity and Professionalism'
3. ACADEMIC YEAR : 2017-2018
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 16 (Administrative Staff & Block Officers)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This two days Administrative Training Programme on 'Ethics, Integrity and Professionalism' for Administrative staff and Block Officers was successfully conducted at University of Science & Technology, Meghalaya (USTM) from 28-09-2017 to 29-09-2017. The resource person Dr Rashmi Baruah explained that *Professional ethics* encompass the personal and corporate standards of behaviour expected by codes of practice that members of the profession must follow to prevent exploitation of the client and to preserve the *integrity* of the profession. She 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 : 06-10-2017 to 07-10-2017
VENUE : Block D, USTM

1. NAME OF THE PROGRAM	: Professional Training Programme
2. TOPIC OF THE PROGRAM	: 'Importance of Communication'
3. ACADEMIC YEAR	: 2017-2018
4. NUMBER OF RESOURCE PERSONS	: 1
5. NUMBER OF PARTICIPANTS	: 07 (Drivers)
6. ORGANIZED BY	: USTM under IQAC initiative
7. BRIEF PROGRAM REPORT	:

This two days Professional Training Programme on 'Importance of Communication' was successfully conducted for Drivers at University of Science & Technology, Meghalaya (USTM) from 06-10-2017 to 07-10-2017. For this training the resource person for the training was Dr. Mousumi Choudhury. According to Dr Mousumi, clarifying the objective of a communication is important because it will help us determine the right medium for the message we are delivering. She added that the more a message will have a direct impact on an individual, the more personal the communication should be.



BRIEF REPORT

DATE : 13-10-2017 to 14-10-2017
VENUE : Block C, USTM

1. NAME OF THE PROGRAM	: Professional Training Programme
2. TOPIC OF THE PROGRAM	: 'Work Ethics'
3. ACADEMIC YEAR	: 2017-2018
4. NUMBER OF RESOURCE PERSONS	: 1
5. NUMBER OF PARTICIPANTS	: 11 (Technical Staff)
6. ORGANIZED BY	: USTM under IQAC initiative
7. BRIEF PROGRAM REPORT	:

This two days Professional Training Programme on 'Use of IT Tools' for Technical Staff was successfully conducted at University of Science & Technology, Meghalaya (USTM) from 13-10-2017 to 14-10-2017. This training session was taken by resource person Dr. Rashmi Baruah. According to her work ethic is basically the belief that work is a good moral. She added that it refers to a set of values that are defined and characterized by diligence and hard work.



BRIEF REPORT

DATE : 09-11-2017 to 11-11-2017
VENUE :Block D, USTM

1. NAME OF THE PROGRAM	: Professional Training Programme
2. TOPIC OF THE PROGRAM	: ‘Time Management’
3. ACADEMIC YEAR	: 2017-2018
4. NUMBER OF RESOURCE PERSONS	: 1
5. NUMBER OF PARTICIPANTS	: 10 (Drivers)
6. ORGANIZED BY	: USTM under IQAC initiative
7. BRIEF PROGRAM REPORT	:

This three days Professional Training Programme on ‘Time Management’ was successfully conducted for Drivers at University of Science & Technology, Meghalaya (USTM) from 09-11-2017 to 11-11-2017. The training programme was taken by resource person Chandrani Roy. She explained “Time management” refers to the way we organize and plan how long we spend on specific activities. She added that Time Management helps us to make a good habit of organizing and structuring our daily activities. She stressed that Time management plays a significant role in our lives. If we better understand the time value, then we can gain experience and develop skills over time.



BRIEF REPORT

DATE : 16-11-2017 to 18-11-2017
VENUE : Block D, USTM

1. NAME OF THE PROGRAM	: Orientation Programme
2. TOPIC OF THE PROGRAM	: ‘Health and Hygiene’
3. ACADEMIC YEAR	: 2017-2018
4. NUMBER OF RESOURCE PERSONS	: 1
5. NUMBER OF PARTICIPANTS	: 31 (Catering and Hostel Staff)
6. ORGANIZED BY	: USTM under IQAC initiative
7. BRIEF PROGRAM REPORT	:

This three days Orientation Programme on ‘Health and Hygiene’ was successfully conducted for Catering and Hostel Staff at University of Science & Technology, Meghalaya (USTM) from 16-11-2017 to 18-11-2017. The resource person for the training programme was Mr. N.I.Laskar. He explained that health is the normal and healthy state of the body. He stressed on the fact that hygiene refers to good practices that prevent disease and lead to good health, especially cleanliness, proper disposal of wastewater and drinking water supply. He mentioned that it refers to all the activities that are done to improve and preserve, maintain good health.



BRIEF REPORT

DATE : 23-11-2017 to 25-11-2017
VENUE : Block D, USTM

1. NAME OF THE PROGRAM	: Orientation Programme
2. TOPIC OF THE PROGRAM	: ‘Group Behaviour’
3. ACADEMIC YEAR	: 2017-2018
4. NUMBER OF RESOURCE PERSONS	: 1
5. NUMBER OF PARTICIPANTS	: 30 (Housekeeping and Gardening Staff)
6. ORGANIZED BY	: USTM under IQAC initiative
7. BRIEF PROGRAM REPORT	:

This three days Orientation Programme on ‘Group Behaviour’ was successfully conducted for Housekeeping and Gardening Staff at University of Science & Technology, Meghalaya (USTM) from 23-11-2017 to 25-11-2017. The resource person was Deepankar Bhattacharjya. According to him, the most effective group behaviour is produced when all the individuals involved harmonize their contributions and work towards a common goal.



BRIEF REPORT

DATE : 08-12-2017 to 09-12-2017
VENUE :Block D, USTM

1. NAME OF THE PROGRAM : Administrative Training Programme
2. TOPIC OF THE PROGRAM : 'Importance of Documentation'
3. ACADEMIC YEAR : 2017-2018
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 10 (Administrative Staff & Block Officers)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This two days Administrative Training Programme on 'Importance of Documentation' was successfully conducted for Administrative staff and Block Officers at University of Science & Technology, Meghalaya (USTM) from 08-12-2017 to 09-12-2017. Dr. Sandeep Gupta was the resource person and he explained how important it is to keep the file properly with a very good documentation for the future use of data and thereby to make some right decision in an organization. Each and every employee of the organization must understand the importance of documentation.



BRIEF REPORT

DATE : 14-12-2017 to 16-12-2017
VENUE :Block D, USTM

1. NAME OF THE PROGRAM	: Professional Training Programme
2. TOPIC OF THE PROGRAM	: 'Importance of Communication'
3. ACADEMIC YEAR	: 2017-2018
4. NUMBER OF RESOURCE PERSONS	: 1
5. NUMBER OF PARTICIPANTS	: 13 (Security Staff)
6. ORGANIZED BY	: USTM under IQAC initiative
7. BRIEF PROGRAM REPORT	:

This three days Professional Training Programme on 'Importance of Communication' was successfully conducted for Security Staff at University of Science & Technology, Meghalaya (USTM) from 14-12-2017 to 16-12-2017. The training programme was taken by resource person by N I Laskar. According to him, clarifying the objective of a communication is important because it will help us determine the right medium for the message we are delivering. He added that the more a message will have a direct impact on an individual, the more personal the communication should be.



BRIEF REPORT

DATE : 16-03-018 to 17-03-2018
VENUE :Block D, USTM

1. NAME OF THE PROGRAM	: Professional Development Programme
2. TOPIC OF THE PROGRAM	: ‘Responsiveness to Students’
3. ACADEMIC YEAR	: 2017-2018
4. NUMBER OF RESOURCE PERSONS	: 1
5. NUMBER OF PARTICIPANTS	: 19 (Catering and Hostel Staff)
6. ORGANIZED BY	: USTM under IQAC initiative
7. BRIEF PROGRAM REPORT	:

This two days Profesional Development Programme on ‘Responsiveness to Students’ was successfully conducted for Catering and Hostel Staff at University of Science & Technology, Meghalaya (USTM) from 16-03-018 to 17-03-2018. The resource person for the training programme was Dr. Mousumi Choudhury. According to her, student responsiveness is about being fast and right. The value of being right is obvious – customers i.e. the students get something that meets their needs. But the value also depends critically on the speed with which the response is produced.



BRIEF REPORT

DATE : 22-03-2018 to 24-03-2018
VENUE : Block D, USTM

1. NAME OF THE PROGRAM	: Professional Development Programme
2. TOPIC OF THE PROGRAM	: ‘Distortion of Communication
3. ACADEMIC YEAR	: 2017-2018
4. NUMBER OF RESOURCE PERSONS	: 1
5. NUMBER OF PARTICIPANTS	: 16 (Operational Staff)
6. ORGANIZED BY	: USTM under IQAC initiative
7. BRIEF PROGRAM REPORT	:

This three days Professional Development Programme on ‘Distortion of Communication’ was successfully conducted for Operational Staff at University of Science & Technology, Meghalaya (USTM) from 22-03-2018 to 24-03-2018. The resource person was Ms. Jyoti Hatiboruah. According to her, distortion can take many forms in communication. She mentioned that most often than not, faulty technology, disability in a person, environment in which the message is conveyed, cultural differences, etc. causes distortion of communication.



BRIEF REPORT

DATE : 20-04-2018 to 21-04-2018
VENUE : Block D, USTM

1. NAME OF THE PROGRAM	: Professional Training Programme
2. TOPIC OF THE PROGRAM	: 'Work Ethics'
3. ACADEMIC YEAR	: 2017-2018
4. NUMBER OF RESOURCE PERSONS	: 1
5. NUMBER OF PARTICIPANTS	: 08 (Drivers)
6. ORGANIZED BY	: USTM under IQAC initiative
7. BRIEF PROGRAM REPORT	:

This two days Professional Training Programme on 'Work Ethics' was successfully conducted for Drivers at University of Science & Technology, Meghalaya (USTM) from 20-04-2018 to 21-04-2018. The training programme was taken by resource person Bidisha Sharma. She explained that work ethic is a belief that hard work and diligence have a moral benefit and an inherent ability, virtue or value to strengthen character and individual abilities. She added that it is a set of values centered on importance of work and manifested by determination or desire to work hard.



BRIEF REPORT

DATE : 27-04-018 to 28-04-2018
VENUE :Block D, USTM

1. NAME OF THE PROGRAM	: Professional Development Programme
2. TOPIC OF THE PROGRAM	: ‘Time Management’
3. ACADEMIC YEAR	: 2017-2018
4. NUMBER OF RESOURCE PERSONS	: 1
5. NUMBER OF PARTICIPANTS	: 17 (Catering and Hostel Staff)
6. ORGANIZED BY	: USTM under IQAC initiative
7. BRIEF PROGRAM REPORT	:

This two days Profesional Development Programme on ‘Time Management’ was successfully conducted for Catering and Hostel Staff at University of Science & Technology, Meghalaya (USTM) from 27-04-018 to 28-04-2018. The resource person was Dr. Rashmi Baruah. She explained “Time management” refers to the way we organize and plan how long we spend on specific activities. She added that Time Management helps us to make a good habit of organizing and structuring our daily activities. She stressed that Time management plays a significant role in our lives. If we better understand the time value, then we can gain experience and develop skills over time.



BRIEF REPORT

DATE : 18-05-2018 to 19-05-2018
VENUE :Block D, USTM

1. NAME OF THE PROGRAM	: Professional Training Programme
2. TOPIC OF THE PROGRAM	: 'Moral'
3. ACADEMIC YEAR	: 2017-2018
4. NUMBER OF RESOURCE PERSONS	: 1
5. NUMBER OF PARTICIPANTS	: 08 (Drivers)
6. ORGANIZED BY	: USTM under IQAC initiative
7. BRIEF PROGRAM REPORT	:

This two days Professional Training Programme on 'Moral' was successfully conducted for Drivers at University of Science & Technology, Meghalaya (USTM) from 18-05-2018 to 19-05-2018. The training programme was taken by resource person Salma Sabnam. She explained that *Moral* is the differentiation of intentions, decisions and actions between those that are distinguished as proper and those that are improper. She stressed on the fact that Moral reflect an individual's character and spirituality. She added that moral help in building good relationships in personal as well as professional lives.



BRIEF REPORT

DATE : 24-05-2018 to 26-05-2018
VENUE : Block D, USTM

1. NAME OF THE PROGRAM	: Professional Development Programme
2. TOPIC OF THE PROGRAM	: ‘Importance of Teamwork’
3. ACADEMIC YEAR	: 2017-2018
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 four days Professional Development Programme on ‘Importance of Teamwork’ was successfully conducted for Operational Staff at University of Science & Technology, Meghalaya (USTM) from 24-05-2018 to 26-05-2018 and the training programme was taken by resource person Dr. Mousumi Choudhury. According to her, effective teamwork allows workers to accomplish projects which are too complex or large for an individual to do alone, which includes all but the smallest of projects. Teamwork also allows a group to investigate a problem from many perspectives through brainstorming, which allows a team to incorporate different perspectives and ideas. A group approach also increases the chances of detecting flaws in a solution an individual might miss



BRIEF REPORT

DATE :14-06-2018 to 16-06-2018

VENUE :Block D, USTM

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| 1. NAME OF THE PROGRAM | : Professional Development Programme |
| 2. TOPIC OF THE PROGRAM | : 'Time Management' |
| 3. ACADEMIC YEAR | : 2017-2018 |
| 4. NUMBER OF RESOURCE PERSONS | : 1 |
| 5. NUMBER OF PARTICIPANTS | : 26 (Housekeeping and Gardening Staff) |
| 6. ORGANIZED BY | : USTM under IQAC initiative |
| 7. BRIEF PROGRAM REPORT | : |

This three days Professional Development Programme on 'Time Management' was successfully conducted for Housekeeping and Gardening Staff at University of Science & Technology, Meghalaya (USTM) from 14-06-2018 to 16-06-2018. The resource person for the training programme was Chandrani Roy. According to her, Time Management helps us to make a good habit of organizing and structuring our daily activities. She stressed that Time management plays a significant role in our lives.



BRIEF REPORT

DATE :22-06-2018 to 23-06-2018
VENUE :Block D, USTM

1. NAME OF THE PROGRAM	: Professional Development Programme
2. TOPIC OF THE PROGRAM	: 'Professionalism'
3. ACADEMIC YEAR	: 2017-2018
4. NUMBER OF RESOURCE PERSONS	: 1
5. NUMBER OF PARTICIPANTS	: 28 (Housekeeping and Gardening Staff)
6. ORGANIZED BY	: USTM under IQAC initiative
7. BRIEF PROGRAM REPORT	:

This two days Professional Development Programme on 'Professionalism' was successfully conducted for Housekeeping and Gardening Staff at University of Science & Technology, Meghalaya (USTM) from 22-06-2018 to 23-06-2018. The resource person of the session was Mr Samujjwal Deb. He explained that Professionalism is the conduct, behaviour and attitude of someone in a work. He added that a person doesn't have to work in a specific profession to demonstrate the important qualities and characteristics of a professional.

