

Report of Professional Training Programme 2014-2015



Unveiling Excellence

Organized by :
IQAC

UNIVERSITY OF SCIENCE & TECHNOLOGY MEGHALAYA

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



Report of Professional Training Programme

2014-2015

**Organized by:
IQAC**



University of Science & Technology, Meghalaya

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

BRIEF REPORT

VENUE : D Block, USTM
DATE : 15th -22nd November, 2014

- | | |
|--------------------------------------|---|
| 1. NAME OF THE PROGRAM | : Faculty Development Program -1 |
| 2. TOPIC OF THE PROGRAM | : ‘Human Relation Skill and Team Building’ |
| 3. ACADEMIC YEAR | : 2014-2015 |
| 4. NUMBER OF RESOURCE PERSONS | : 2 |
| 5. NUMBER OF PARTICIPANTS | : 46 (Attach the list) |
| 6. ORGANIZED BY | : USTM under IQAC initiative |
| 7. BRIEF PROGRAM REPORT | : |

This eight days Faculty Development Programme on ‘**Human Relation Skill and Team Building**’ was successfully conducted at University of Science & Technology, Meghalaya (USTM) from 15/11/2014 to 22/11/2014. The FDP programme received an overwhelming response from the aspirants and finally the programme was attended by a total number of 46 participants/ faculty members from various departments of USTM. Two experts have been called as Resource Persons for the program who have shared their knowledge related to various sub topics like Human Relation Skills, Importance of Team Building etc.



BRIEF REPORT

VENUE : Conference Hall, Administrative Block, USTM

DATE : 18th March-31st March, 2015

- | | |
|-------------------------------------|--|
| 1. NAME OF THE PROGRAM | : Faculty Development Program |
| 2. TOPIC OF THE FDP | : Entrepreneurship Development |
| 3. ACADEMIC YEAR | : 2014-2015 |
| 4. NUMBER OF RESOURCE PERSON | : 10 |
| 5. NUMBER OF PARTICIPANTS | : 30 (Faculty members) |
| 6. ORGANIZED BY | : USTM under IQAC initiative |
| 7. SPONSORED BY | : NSTEDB, DST, Govt of India, New Delhi |
| 8. BRIEF PROGRAM REPORT | : |

Twelve days Faculty Development Program on Entrepreneurship Development conducted on USTM where 30 faculty members have participated. The Programmes conducted by NSTEDB, DST, Govt of India, New Delhi and organized by USTM. This FDP has been conducted to create awareness among skill and trained persons to take up entrepreneurship as a career. Ten experts have been invited as resource persons who have given lectures on various sub topics related to Entrepreneurship Development.



BRIEF REPORT

DATE : 19th February, 2015
VENUE : Conference Hall, Administrative Block, USTM

1. NAME OF THE PROGRAM	: A Talk
2. TOPIC OF THE PROGRAM	: “Islamic Banking”
3. ACADEMIC YEAR	: 2014-2015
4. NUMBER OF RESOURCE PERSONS	: 1
5. NUMBER OF PARTICIPANTS	: 12 (Faculty members)
6. ORGANIZED BY	: USTM under IQAC initiative
7. BRIEF PROGRAM REPORT	:

This one day Talk on Programme on ‘Islamic Banking’ was successfully conducted for faculty members at University of Science & Technology, Meghalaya (USTM) on 19th February, 2015. Dr. Mohammed Obaidullah, Senior Economist, IDBI was the resource person. He has explained various policies, rules and regulations of Islamic Banking. He has also explained the procedure along with various advantages of Islamic Banking.



BRIEF REPORT

DATE : 28th February, 2015
VENUE : Conference Hall, Administrative Block, USTM

- 1. NAME OF THE PROGRAM** : A Talk
- 2. TOPIC OF THE PROGRAM** : “Role of Faculty in Institution Building”
- 3. ACADEMIC YEAR** : 2014-2015
- 4. NUMBER OF RESOURCE PERSONS** : 1
- 5. NUMBER OF PARTICIPANTS** : 15 (Faculty members)
- 6. ORGANIZED BY** : USTM under IQAC initiative
- 7. BRIEF PROGRAM REPORT:**

This one day Talk on Programme on ‘**Role of Faculty in Institution Building**’ was successfully conducted for faculty members at University of Science & Technology, Meghalaya (USTM) on 28th February, 2015. The resource persons of this talk was Dr. Mehmoodur Rehman, Rt. IAS and Former VC, AMU. 15 faculty members from various department of USTM attended the programme. Dr Rehman explained to faculty members about their role and responsibility for institution building.



BRIEF REPORT

DATE : 25-06-2015 to 27-06-2015
VENUE : D-Block, USTM

- | | |
|--------------------------------------|--|
| 1. NAME OF THE PROGRAM | : Faculty Development Programme |
| 2. TOPIC OF THE PROGRAM | : “Ethics and Moral” |
| 3. ACADEMIC YEAR | : 2014-2015 |
| 4. NUMBER OF RESOURCE PERSONS | : 1 |
| 5. NUMBER OF PARTICIPANTS | : 16 (Faculty members) |
| 6. ORGANIZED BY | : USTM under IQAC initiative |
| 7. BRIEF PROGRAM REPORT: | |

This three days Faculty Development Programme on ‘Ethics and Moral’ was successfully conducted for faculty members at University of Science & Technology, Meghalaya (USTM) from 25-06-2015 to 27-06-2015. The resource person was Mr N.I. Laskar for this FDP. He explained the importance of Professional ethics and moral values in today’s fast paced world. 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 : 04-07-2014 to 05-07-2014
VENUE : D Block, USTM

1. NAME OF THE PROGRAMME	: Professional Developme Programme
2. TOPIC OF THE PROGRAM	: “Working Under Pressure”
3. ACADEMIC YEAR	: 2014-2015
4. NUMBER OF RESOURCE PERSONS	: 1
5. NUMBER OF PARTICIPANTS	: 11 (Catering & Hostel Staff)
6. ORGANIZED BY	: USTM under IQAC initiative
7. BRIEF PROGRAM REPORT:	

This two days Professional Development Programme on ‘Working Under Pressure’ was successfully conducted for Catering & Hostel staff at University of Science & Technology, Meghalaya (USTM) from 04-07-2014 to 05-07-2014. The resource person for the topic was Jyoti Hatibarooah. She explained that the ability to work under pressure involves dealing with constraints which are often outside of our control.



BRIEF REPORT

DATE : 25-07-2014 to 26-07-2014
VENUE : D Block, USTM

1. NAME OF THE PROGRAMME	: Professional Development Programme
2. TOPIC OF THE PROGRAM	: “Professionalism”
3. ACADEMIC YEAR	: 2014-2015
4. NUMBER OF RESOURCE PERSONS	: 1
5. NUMBER OF PARTICIPANTS	: 06 (Catering & Hostel Staff)
6. ORGANIZED BY	: USTM under IQAC initiative
7. BRIEF PROGRAM REPORT:	

This two days Professional Development Programme on ‘Professionalism’ was successfully conducted for Catering & Hostel staff at University of Science & Technology, Meghalaya (USTM) from 25-07-2014 to 26-07-2014. All the sessions of this programme were taken by resource person Deepankar Bhaatacharjya. According to him professional work place attitude and appearance allow employees to take pride in their work and improve worker performance.



BRIEF REPORT

DATE : 22-08-2014 to 23-08-2014

VENUE : D Block, USTM

- | | |
|--------------------------------------|--|
| 1. NAME OF THE PROGRAMME | : Professional Training Programme |
| 2. TOPIC OF THE PROGRAM | : “Time Management” |
| 3. ACADEMIC YEAR | : 2014-2015 |
| 4. NUMBER OF RESOURCE PERSONS | : 1 |
| 5. NUMBER OF PARTICIPANTS | : 10 (Gardener) |
| 6. ORGANIZED BY | : USTM under IQAC initiative |
| 7. BRIEF PROGRAM REPORT | : |

This two days Professional Training Programme on ‘Time Management’ was successfully conducted for Gardening staff at University of Science & Technology, Meghalaya (USTM) from 22-08-2014 to 23-08-2014. Deepankar Bhattacharjya was the resource person for this training programme. According to him, time management helps us to make a good habit of organizing and structuring our daily activities.



BRIEF REPORT

DATE : 29-08-2014 to 30-08-2014
VENUE : D Block, USTM

1. NAME OF THE PROGRAMME	: Professional Development Programme
2. TOPIC OF THE PROGRAM	: “Moral”
3. ACADEMIC YEAR	: 2014-2015
4. NUMBER OF RESOURCE PERSONS	: 1
5. NUMBER OF PARTICIPANTS	: 16 (Catering & Hostel Staff)
6. ORGANIZED BY	: USTM under IQAC initiative
7. BRIEF PROGRAM REPORT	:

This two days Professional Development Programme on ‘Moral’ was successfully conducted for Catering & Hostel staff at University of Science & Technology, Meghalaya (USTM) from 29-08-2014 to 30-08-2014. The resource person for all the sessions of this programme was Mr Rupam Roy. According to him, the moral values in life hold great importance from the point of personal, social and spiritual development.



BRIEF REPORT

DATE: 12-09-2014 to 14-09-2014

VENUE: D Block, USTM

- | | |
|--------------------------------------|---|
| 1. NAME OF THE PROGRAMME | : Orientation Programme |
| 2. TOPIC OF THE PROGRAM | : “Importance of Cleanliness and Beautification” |
| 3. ACADEMIC YEAR | : 2014-2015 |
| 4. NUMBER OF RESOURCE PERSONS | : 1 |
| 5. NUMBER OF PARTICIPANTS | : 41 (Housekeeping and Gardening staff) |
| 6. ORGANIZED BY | : USTM under IQAC initiative |
| 7. BRIEF PROGRAM REPORT: | |

This three days Orientation Programme on ‘Importance of Cleanliness and Beautification’ was successfully conducted for Housekeeping and the Gardening staff at University of Science & Technology, Meghalaya (USTM) from 12-09-2014 to 14-09-2014. Mr. N.I. Laskar was the Resource person for the programme. According to him, cleanliness gives rise to a good character by keeping body, mind, and soul clean and peaceful. According to the resource person, maintaining cleanliness and beauty is the essential part of healthy living because it is the cleanliness and beauty only which helps to improve our personality by keeping clean and beauty externally and internally.



BRIEF REPORT

DATE : 19-09-2014 to 20-09-2014
VENUE : D Block, USTM

- | | |
|--------------------------------------|---|
| 1. NAME OF THE PROGRAMME | : Professional Development Programme |
| 2. TOPIC OF THE PROGRAM | : “Working Under Pressure” |
| 3. ACADEMIC YEAR | : 2014-2015 |
| 4. NUMBER OF RESOURCE PERSONS | : 1 |
| 5. NUMBER OF PARTICIPANTS | : 09 (Catering & Hostel Staff) |
| 6. ORGANIZED BY | : USTM under IQAC initiative |
| 7. BRIEF PROGRAM REPORT: | |

This two days Professional Development Programme on ‘Working Under Pressure’ was successfully conducted for Catering & Hostel staff at University of Science & Technology, Meghalaya (USTM) from 19-09-2014 to 20-09-2014. The sessions of this programme were taken by Rashmi Baruah. She mentioned that the ability to respond effectively to pressure and stress is extremely important in any line of work.



BRIEF REPORT

DATE : 23-10-2014 to 25-10-2014
VENUE : D Block, USTM

1. NAME OF THE PROGRAMME	: Orientation Programme
2. TOPIC OF THE PROGRAM	: “Motivation”
3. ACADEMIC YEAR	: 2014-2015
4. NUMBER OF RESOURCE PERSONS	: 1
5. NUMBER OF PARTICIPANTS	: 33 (Housekeeping and Gardening staff)
6. ORGANIZED BY	: USTM under IQAC initiative
7. BRIEF PROGRAM REPORT:	

This three days Orientation Programme on ‘Motivation’ was successfully conducted for Housekeeping and the Gardening staff at University of Science & Technology, Meghalaya (USTM) from 23-10-2014 to 25-10-2014. The resource person for the sessions of this orientation programme was Deepankar Bhattacharjya. According to him, motivation helps in improving performance and efficiency in one’s life.



BRIEF REPORT

DATE : 30-10-2014 to 01-11-2014
VENUE : D Block, USTM

1. NAME OF THE PROGRAMME	:Professional Training Programme
2. TOPIC OF THE PROGRAM	: “Crisis Management”
3. ACADEMIC YEAR	: 2014-2015
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 two days Professional Training Programme on ‘Crisis Management’ was successfully conducted for Security Staff at University of Science & Technology, Meghalaya (USTM) from 30-10-2014 to 01-11-2014. The resource person was Mr. Shamim Goney. He said that security personnel should always be prepared with a rapid response plan to emergencies.



BRIEF REPORT

DATE : 14-11-2014 to 15-11-2014
VENUE : D Block, USTM

1. NAME OF THE PROGRAMME	: Professional Training Programme
2. TOPIC OF THE PROGRAM	: “Moral”
3. ACADEMIC YEAR	: 2014-2015
4. NUMBER OF RESOURCE PERSONS	: 1
5. NUMBER OF PARTICIPANTS	: 16 (Gardening staff)
6. ORGANIZED BY	: USTM under IQAC initiative
7. BRIEF PROGRAM REPORT:	

This two days Professional Training Programme on ‘Moral’ was successfully conducted for Gardening staff at University of Science & Technology, Meghalaya (USTM) from 14-11-2014 to 15-11-2014. The resource person for the sessions of this training Programme were Rashmi Baruah. She explained that 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 : 21-11-2014 to 22-11-2014
VENUE : D Block, USTM

1. NAME OF THE PROGRAMME	: Training Programme
2. TOPIC OF THE PROGRAM	: “Time Management”
3. ACADEMIC YEAR	: 2014-2015
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 Training Programme on ‘Time Management’ was successfully conducted for Security staff at University of Science & Technology, Meghalaya (USTM) from 21-11-2014 to 22-11-2014. The sessions of this training was taken by resource person Ms. Rashmi Baruah. She explained that good *time management* allows to take advantage of learning opportunities lowers stress and helps to focus, which leads to career success.



BRIEF REPORT

DATE : 18-12-2014 to 20-12-2014
VENUE : C Block, USTM

1. NAME OF THE PROGRAMME	: Professional Training Programme
2. TOPIC OF THE PROGRAM	: “Work Responsibility”
3. ACADEMIC YEAR	: 2014-2015
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 three days Professional Training Programme on ‘Work Responsibility’ was successfully conducted for Security staff at University of Science & Technology, Meghalaya (USTM) from 18-12-2014 to 20-12-2014. The sessions of the training was taken by resource person Mr N I Laskar. According to him, it is the employees’ responsibility to perform the duties of that position to the best of their ability while adhering to company policies and protocols.



BRIEF REPORT

DATE : 30-01-2015 to 31-01-2015
VENUE : D Block, USTM

1. NAME OF THE PROGRAMME	: Professional Training Programme
2. TOPIC OF THE PROGRAM	: “Ethics”
3. ACADEMIC YEAR	: 2014-2015
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 ‘Ethics’ was successfully conducted for Security staff at University of Science & Technology, Meghalaya (USTM) from 30-01-2015 to 31-01-2015. It was taken by resource person Jyoti Hatibarooh. She explained Ethics is a fundamental requirement of any profession. It is how we behave in the face of difficult situations that test our moral fibre.



BRIEF REPORT

DATE : 20-02-2015 to 21-02-2015
VENUE : D Block, USTM

1. NAME OF THE PROGRAMME	: Professional Training Programme
2. TOPIC OF THE PROGRAM	: “Life Skill for Personal Effectiveness”
3. ACADEMIC YEAR	: 2014-2015
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 ‘Life Skill for Personal Effectiveness’ was successfully conducted for Drivers at University of Science & Technology, Meghalaya (USTM) from 20-02-2015 to 21-02-2015. The resource person for this program was Mr Deepankar Bhattacharjya. He 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 : 13-03-2015 to 14-03-2015
VENUE : D Block, USTM

1. NAME OF THE PROGRAMME	: Professional Training Programme
2. TOPIC OF THE PROGRAM	: “Moral and Ethics”
3. ACADEMIC YEAR	: 2014-2015
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 ‘Moral and Ethics’ was successfully conducted for Drivers at University of Science & Technology, Meghalaya (USTM) from 13-03-2015 to 14-03-2015. The resource person was Rashmi Baruah. 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 : 27-03-2015 to 28-03-2015
VENUE : D Block, USTM

1. NAME OF THE PROGRAMME	: Professional Training Programme
2. TOPIC OF THE PROGRAM	: “Crisis Management”
3. ACADEMIC YEAR	: 2014-2015
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 ‘Crisis Management’ was successfully conducted for Drivers at University of Science & Technology, Meghalaya (USTM) from 27-03-2015 to 28-03-2015. Mr Deepankar Bhattacharjya was the resource person for the event. According to Mr Bhattacharjya a crisis mindset requires the ability to think of the worst-case scenario while simultaneously suggesting numerous solutions. He added that organizations and individuals should always be prepared with a rapid response plan to emergencies which would require analysis, drills and exercises.



BRIEF REPORT

DATE : 10-04-2015 to 11-04-2015
VENUE : D Block, USTM

1. NAME OF THE PROGRAMME	: Professional Development Programme
2. TOPIC OF THE PROGRAM	: “Importance of Communication”
3. ACADEMIC YEAR	: 2014-2015
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 Development Programme on ‘Importance of Communication’ was successfully conducted for Operational staff at University of Science & Technology, Meghalaya (USTM) from 10-04-2015 to 11-04-2015. Ms. Rashmi Baruah was the resource person for the programme. According to her workplace communication is very important to an organisation because it allows the organisation to be productive and operate effectively. She also added that employees can experience an increase in morale, productivity and commitment if they are able to communicate up and down the communication chain in an organization.



BRIEF REPORT

DATE : 24-04-2015 to 25-04-2015
VENUE : D Block, USTM

1. NAME OF THE PROGRAMME	: Professional Training Programme
2. TOPIC OF THE PROGRAM	: “E-mail etiquettes”
3. ACADEMIC YEAR	: 2014-2015
4. NUMBER OF RESOURCE PERSONS	: 1
5. NUMBER OF PARTICIPANTS	: 02 (Technical Staff)
6. ORGANIZED BY	: USTM under IQAC initiative
7. BRIEF PROGRAM REPORT	:

This two days Professional Training Programme on ‘e-mail etiquettes’ was successfully conducted for Technical staff at University of Science & Technology, Meghalaya (USTM) from 24-04-2015 to 25-04-2015. The resource person for the training was Sangita Borkotoky. According to her email etiquette involves respect and common sense as well as maturity and professionalism. She added that common etiquette rules focus on good communication.



BRIEF REPORT

DATE : 15-05-2015 to 16-05-2015
VENUE : D Block, USTM

1. NAME OF THE PROGRAMME	:Orientation Programme
2. TOPIC OF THE PROGRAM	: “Etiquettes and Behaviour”
3. ACADEMIC YEAR	: 2014-2015
4. NUMBER OF RESOURCE PERSONS	: 1
5. NUMBER OF PARTICIPANTS	: 09 (Drivers)
6. ORGANIZED BY	: USTM under IQAC initiative
7. BRIEF PROGRAM REPORT	:

This two days Orientation Programme on ‘Etiquettes and Behaviour’ was successfully conducted for Drivers at University of Science & Technology, Meghalaya (USTM) from 15-05-2015 to 16-05-2015. The resource person for this programme was Mr. N. I. Laskar. According to him being a good driver goes way beyond following the rules. He added that having good etiquette plays a large hand in getting to your destination safely and without incident.



BRIEF REPORT

DATE : 21-05-2015 to 23-05-2015
VENUE : D Block, USTM

1. NAME OF THE PROGRAMME	: Professional Training Programme
2. TOPIC OF THE PROGRAM	: “Use of IT Tools”
3. ACADEMIC YEAR	: 2014-2015
4. NUMBER OF RESOURCE PERSONS	: 1
5. NUMBER OF PARTICIPANTS	: 08 (Technical Staff)
6. ORGANIZED BY	: USTM under IQAC initiative
7. BRIEF PROGRAM REPORT	:

This three days Professional Training Programme on ‘Use of IT Tools’ was successfully conducted for Technical staff at University of Science & Technology, Meghalaya (USTM) from 21-05-2015 to 23-05-2015. The resource person was 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 : 05-06-2015 to 06-06-2015
VENUE : D Block, USTM

1. NAME OF THE PROGRAM : Administrative Training Programme
2. TOPIC OF THE PROGRAM : “Importance of Professional Development”
3. ACADEMIC YEAR : 2014-2015
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 12 (Administrative Staff & Block Officers)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This two days Administrative Training Programme on ‘Importance of Professional Development’ was successfully conducted for Administrative staff and Block Officers at University of Science & Technology, Meghalaya (USTM) from 05-06-2015 to 06-06-2015. The resource person was Mr. Deepankar Bhattacharya. The resource person mentioned that actively pursuing professional development ensures that knowledge and skills stay relevant and up to date. It also allows employees to be more aware of changing trends and directions in an industry. Mr Bhattacharya mentioned that with the professional world moving at a faster pace than ever before, standing still will cause us to be left behind as peers expand their knowledge and skills.





Campus
Techno City, Khanapara, Kling Road
Baridua, 9th Mile, Ri-Bhoi, Meghalaya-793101
Ph. 0361-2895030
E-mail : ustm2011@gmail.com
Web : www.ustm.ac.in