USTM

Report of Professional Training Programme 2015-2016

Organized by : IQAC



UNIVERSITY OF SCIENCE & TECHNOLOGY MEGHALAYA

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



Report of

Professional Training Programme

2015-2016

Organized by:

IQAC



University of Science & Technology, Meghalaya

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

DATE : 26-03-2016 to 08-04-2016

VENUE : Conference Hall, Administrative Block, USTM

1. NAME OF THE PROGRAM : Faculty Development Program : "Entrepreneurship Development"

3. ACADEMIC YEAR : 2015-2016

4. NUMBER OF RESOURCE PERSONS : 10

5. NUMBER OF PARTICIPANTS : 30 (Faculty Members)

6. ORGANIZED BY : USTM under IQAC initiative

7. BRIEF PROGRAM REPORT :

This twelve days Faculty Development Program on Entrepreneurship Development conducted at USTM successfully. 30 faculty members of various Departments of USTM have participated in this programme. The programme was sponsored by The National Science & Technology Entrepreneurship Development, Board, Department of Science & Technology, New Delhi, India and organized by USTM. This FDP has been conducted to creat 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.



DATE :24th - 30th June, 2016 VENUE : D Block, USTM

1. NAME OF THE PROGRAM : Faculty Development Program

2. TOPIC OF THE PROGRAM : "Application of ICT in Higher Education"

3. ACADEMIC YEAR : 2015-2016

4. NUMBER OF RESOURCE PERSONS: 2

5. NUMBER OF PARTICIPANTS : 48 (Enclosed the list)

6. ORGANIZED BY : USTM under IQAC initiative

7. BRIEF PROGRAM REPORT:

This seven days Faculty Development Programme on 'Application of ICT in Higher Education' was successfully conducted at University of Science & Technology, Meghalaya (USTM) from 24/06/2016 to 30/06/2016. The resource persons of this FDP explained the importance and usage of ICT in Education Sector in todays' scenario, with special reference to Higher Education System. Different sub themes of this FDP were -ICT and its Application, ICT usage in Teaching and ICT in Higher Education. 48 participants have attended this seven days FDP.





DATE : 06-09-2015

VENUE: Conference Hall, Administrative Block, USTM

1. NAME OF THE PROGRAM : A Discussion

2. TOPIC OF THE PROGRAM : "Student Centric Curriculum'

3. ACADEMIC YEAR : 2015-2016

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 discussion on 'Student Centric Curriculum' was successfully conducted for faculty members at University of Science & Technology, Meghalaya (USTM) on 06-09-2015. The resource person was Dr. Zafar Sareshwala, honourable Chancellor, Maulana Azad National Urdu University. He has explained about the importance of student centric curriculum in today's scenario.



DATE : 22-01-2016 to 23-01-2016

VENUE : C Block, USTM

1. NAME OF THE PROGRAM : Faculty Training Programme

2. TOPIC OF THE PROGRAM : "Professionalism"

3. ACADEMIC YEAR : 2015-2016

4. NUMBER OF RESOURCE PERSONS : 1

5. NUMBER OF PARTICIPANTS : 20 (Faculty members)

6. ORGANIZED BY : USTM under IQAC initiative

7. BRIEF PROGRAM REPORT :

This two days Faculty TrainingProgramme on 'Professionalism' was successfully conducted for faculty members at University of Science & Technology, Meghalaya (USTM) from 22-01-2016 to 23-01-2016. The resource person for this programme was Dr. S. Borgohain. According to him professional development may be used in reference to a wide variety of specialized training, formal education, or advanced professional learning intended to help educators improve their professional knowledge, competence, skill, and effectiveness.



DATE : 11-03-2016

VENUE : Conference Hall, Administrative Block, USTM

1. NAME OF THE PROGRAM : A Talk

2. TOPIC OF THE PROGRAM : "Higher Education System in India'

3. ACADEMIC YEAR : 2015-2016

4. NUMBER OF RESOURCE PERSON : 1

5. NUMBER OF PARTICIPANTS : 16 (Faculty members)

6. ORGANIZED BY : USTM under IQAC initiative

7. BRIEF PROGRAM REPORT :

This one day Talk on Programme on 'Higher Education System in India' was successfully conducted for faculty members at University of Science & Technology, Meghalaya (USTM) on 11-03-2016. The resource persons of this talk was Prof Ved Prakash, honourable Chairman, UGC, New Delhi. He has explained the faculty members regarding higher education system in India. He also told about how to maintain the quality of education for the overall development of the country.



DATE : 02-07-2015 to 04-07-2015

VENUE : C Block, USTM

1. NAME OF THE PROGRAM : Orientation Programme

2. TOPIC OF THE PROGRAM : "Behaviour and Communication"

3. ACADEMIC YEAR : 2015-2016

4. NUMBER OF RESOURCE PERSO : 1

5. NUMBER OF PARTICIPANTS6. ORGANIZED BY20 (Catering and Hostel staff)USTM under IQAC initiative

7. BRIEF PROGRAM REPORT :

This three days Orientation Programme on 'Behaviour and Communication' was successfully conducted for Catering and Hostel Staff at University of Science & Technology, Meghalaya (USTM) from 02-07-2015 to 04-07-2015. The resource person was Mr. N I Laskar for this orientation programme. According to him, behaviour is a means of communication, and all behaviour has a functional elements.



DATE : 23-07-2015 to 25-07-2015

VENUE : D Block, USTM

1. NAME OF THE PROGRAM : Orientation Programme

2. TOPIC OF THE PROGRAM : "Importance of Kitchen Cleanliness"

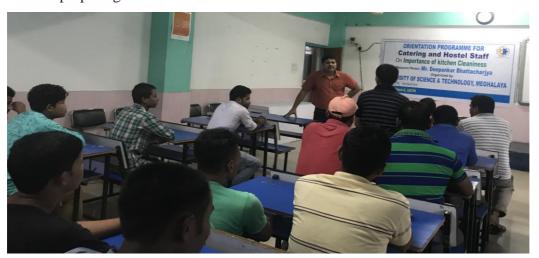
3. ACADEMIC YEAR : 2015-2016

4. NUMBER OF RESOURCE PERSO : 1

5. NUMBER OF PARTICIPANTS : 20 (Catering and Hostel staff)
6. ORGANIZED BY : USTM under IQAC initiative

7. BRIEF PROGRAM REPORT :

This three days Orientation Programme on 'Importance of Kitchen Cleaniness' was successfully conducted for Catering and Hostel Staff at University of Science & Technology, Meghalaya (USTM) from 23-07-2015 to 25-07-2015. The resource person was Mr Deepankar Bhattacharya. He mentioned that it is important to keep the kitchen clean because the food that is produced is going into people's bodies. He stressed that the possibility of getting someone sick is always therefore it is important to maintain an environment that is safe for preparing food.





DATE : 07-08-2015 to 08-08-2015

VENUE : D Block, USTM

1. NAME OF THE PROGRAM2. TOPIC OF THE PROGRAM3. "Importance of Maintaining Discipline"

3. ACADEMIC YEAR : 2015-2016

4. NUMBER OF RESOURCE PER : 1

5. NUMBER OF PARTICIPAN6. ORGANIZED BY18 (Catering and Hostel staff)USTM under IQAC initiative

7. BRIEF PROGRAM REPORT:

This two days Professional Development Programme on 'Importance of mainining Discipline' was successfully conducted for Catering and Hostel Staff at University of Science & Technology, Meghalaya (USTM) from 07-08-2015 to 08-08-2015. It was taken by resource person Ms Jyoti Hatiboruah. She mentioned that without discipline, employees would not only misbehave but also do whatever they want to do. She added that discipline is important as it binds the employees and also motivates them to respect their organization.





DATE : 28-08-2015 to 29-08-2015

VENUE : C Block, USTM

1. NAME OF THE PROGRAM: Training Programme2. TOPIC OF THE PROGRAM: "Stress Managemen

3. ACADEMIC YEAR : 2015-2016

4. NUMBER OF RESOURCE PERSO : 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 'Stress Management' was successfully conducted for Security Staff at University of Science & Technology, Meghalaya (USTM) from 28-08-2015 to 29-08-2015. The resource was Mr N.I. Laskar. According to him people who learn to *manage stress* lead happier and healthier lives.



DATE : 18-09-2015 to 19-09-2015

VENUE : C Block, USTM

1. NAME OF THE PROGRAM : Professional Development Programme

2. TOPIC OF THE PROGRAM : "Dignity of Labour"

3. ACADEMIC YEAR : 2015-2016

4. NUMBER OF RESOURCE PER : 1

5. NUMBER OF PARTICIPAN6. ORGANIZED BY16 (Catering and Hostel staff)USTM under IQAC initiative

7. BRIEF PROGRAM REPORT:

This two days Professional Development Programme on 'Dignity of Labour' was successfully conducted for Catering and Hostel Staff at University of Science & Technology, Meghalaya (USTM) from 18-09-2015 to 19-09-2015. 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 explained that regardless of whether one's occupation involves physical work or mental labour, it is held that the job deserves respect.



DATE : 25-09-2015 to 26-09-2015

VENUE : C Block, USTM

1. NAME OF THE PROGRAM : Professional Training Programme

2. TOPIC OF THE PROGRAM : "Work Responsibility"

3. ACADEMIC YEAR : 2015-2016

4. NUMBER OF RESOURCE PERSO : 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 'Work Responsibility' was successfully conducted for Security Staff at University of Science & Technology, Meghalaya (USTM) from 25-09-2015 to 26-09-2015. The resource person was Ms. Rashmi Baruah. According to her it is the employee's responsibility to perform the duties of the position to the best of their ability while adhering to company policies and protocols.



DATE : 06-11-2015 to 07-11-2015

VENUE : C Block, USTM

1. NAME OF THE PROGRAM : Professional Training Programme

2. TOPIC OF THE PROGRAM : "Professionalism"

3. ACADEMIC YEAR : 2015-2016

4. NUMBER OF RESOURCE PERSO : 1

5. NUMBER OF PARTICIPANTS : 11 (Security staff)

6. ORGANIZED BY : USTM under IQAC initiative

7. BRIEF PROGRAM REPORT :

This two days Professional Training Programme on 'Professionalism' was successfully conducted for Security Staff at University of Science & Technology, Meghalaya (USTM) from 06-11-2015 to 07-11-2015. The resource person was Deepankar Bhattacharjya for this training. He emphasised that in case of emergency security personnel should not panic rather they shouls assist the people to lead them to the safest place. He explained that Security Staff should act in a disciplined and professional manner in any situation, when either dealing with difficult people or working under a difficult situation.



DATE : 20-11-2015 to 21-11-2015

VENUE : C Block, USTM

1. NAME OF THE PROGRAM : Professional Training Programme

2. TOPIC OF THE PROGRAM : "Ethics" 3. ACADEMIC YEAR : 2015-2016

4. NUMBER OF RESOURCE PERSO : 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 20-11-2015 to 21-11-2015. The resource person was Jyoti Hatiboruah. According to her Ethics is a fundamental requirement of any profession. She explained that it is a system of moral principles governing the appropriate conduct of a person or a group. She emphasised that maintaining good ethics is being consistent with the principles of correct moral conduct constantly.



DATE : 29-01-2016 to 31-01-2016

VENUE : C Block, USTM

1. NAME OF THE PROGRAM : Professional Development Training Programme

2. TOPIC OF THE PROGRAM : "Human Relation Skill'

3. ACADEMIC YEAR : 2015-2016 4. NUMBER OF RESOURCE PERSONS : 1

5. NUMBER OF PARTICIPANTS : 08 (Block Officers)

6. ORGANIZED BY : USTM under IQAC initiative

7. BRIEF PROGRAM REPORT :

This three days Professional Development Training Programme on 'Human Relation Skill' was successfully conducted for Block officersat University of Science & Technology, Meghalaya (USTM) from 29-01-2016 to 31-01-2016. The resource person for this training was Mr. Deepankar Bhattacharya. According to him human relation skills is crucial to establishing and maintaining productive business relationships. He added that good communication and attention from managers typically lead to increased levels of productivity and job satisfaction.



DATE : 12-02-2016 to 13-02-2016

VENUE : D Block, USTM

1. NAME OF THE PROGRAM : Professional Training Programme 2. TOPIC OF THE PROGRAM : "Barriers in Communication'

3. ACADEMIC YEAR : 2015-2016

4. NUMBER OF RESOURCE PERSONS : 1

5. NUMBER OF PARTICIPANTS : 12 (Block Officers)

6. ORGANIZED BY : USTM under IQAC initiative

7. BRIEF PROGRAM REPORT :

This two days Professional Training Programme on 'Barriers in Communication' was successfully conducted for Block officers at University of Science & Technology, Meghalaya (USTM) from 12-02-2016 to 13-02-2016. The resource person for this training was Ms. Jyoti Hatiboruah. According to her the barriers to effective communication could be of many types like linguistic, psychological, emotional, Physical and cultural etc. She added that in many communications, the message may not be received exactly the way the sender intended. She mentined that therefore it is important that the communicator seeks feedback to check that their message is clearly understood.



DATE : 18-02-2016 to 20-02-2016

VENUE : C Block, USTM

1. NAME OF THE PROGRAM : Training Programme
2. TOPIC OF THE PROGRAM : "Moral and Values"

3. ACADEMIC YEAR : 2015-2016

4. NUMBER OF RESOURCE PER : 1

5. NUMBER OF PARTICIPAN : 40 (Housekeeping and Gardening staff)

6. ORGANIZED BY : USTM under IQAC initiative

7. BRIEF PROGRAM REPORT :

This three days Training Programme on 'Moral and Values' was successfully conducted for Housekeeping and Gardening Staff at University of Science & Technology, Meghalaya (USTM) from 18-02-2016 to 20-02-2016.the resource person was Mr. N I Laskar. According to him moral values reflect an individual's character and spirituality. He mentioned that moral help in building good relationships in personal as well as professional lives. He emphasised that values can help in eradicating problems like dishonesty, violence, cheating, and jealousy from one's life. Thus moral values in life hold great importance from the point of personal, social and spiritual development.



DATE : 11-03-2016 to 12-03-2016

VENUE : C Block, USTM

1. NAME OF THE PROGRAM : Training Programme

2. TOPIC OF THE PROGRAM : "Teamwork" 3. ACADEMIC YEAR : 2015-2016

4. NUMBER OF RESOURCE PER : 1

5. NUMBER OF PARTICIPAN : 29 (Housekeeping and Gardening staff)

6. ORGANIZED BY : USTM under IQAC initiative

7. BRIEF PROGRAM REPORT :

This two days Training Programme on 'Teamwork' was successfully conducted for Housekeeping and Gardening Staff at University of Science & Technology, Meghalaya (USTM) from 11-03-2016 to 12-03-2016. The resource person was Deepankar Bhattacharjya for this training programme. According to him the most effective teamwork is produced when all the individuals involved harmonize their contributions and work towards a common goal.



DATE : 17-03-2016 to 19-03-2016

VENUE : C Block, USTM

1. NAME OF THE PROGRAM : Orientation Programme

2. TOPIC OF THE PROGRAM : "Communication and Professional Skill"

3. ACADEMIC YEAR : 2015-2016

4. NUMBER OF RESOURCE PERSO : 1

5. NUMBER OF PARTICIPANTS : 12 (Drivers)

6. ORGANIZED BY : USTM under IQAC initiative

7. BRIEF PROGRAM REPORT :

This three days Orientation Programme on 'Communication and Professional Skilll' was successfully conducted for Drivers at University of Science & Technology, Meghalaya (USTM) from 17-03-2016 to 19-03-2016. The resource person was Mr. N I Laskar. According to himthe ability to communicate effectively with others is essential, whatever sector we may work in. Good communication improves and inspires high performance and enhances the workplace culture.



DATE : 22-04-2016 to 23-04-2016

VENUE : C Block, USTM

1. NAME OF THE PROGRAM : Orientation Programme 2. TOPIC OF THE PROGRAM : "Human Behaviour"

3. ACADEMIC YEAR : 2015-2016

4. NUMBER OF RESOURCE PERSO : 1

5. NUMBER OF PARTICIPANTS : 09 (Drivers)

6. ORGANIZED BY : USTM under IQAC initiative

7. BRIEF PROGRAM REPORT :

This two days Orientation Programme on 'Human Behaviour' was successfully conducted for Drivers at University of Science & Technology, Meghalaya (USTM) from 22-04-2016 to 23-04-2016. The resource person for the programme was Ms Rashmi Baruah. According to her *human behaviour* is the response of individuals or groups of *humans* to internal and external stimuli. She mentioned that it refers to the array of every physical action and observable emotion associated with individuals, as well as the *human* race.



DATE : 29-04-2016 to 30-04-2016

VENUE : C Block, USTM

1. NAME OF THE PROGRAM : Professional Training Programme

2. TOPIC OF THE PROGRAM : "Working Under Pressure"

3. ACADEMIC YEAR : 2015-2016

4. NUMBER OF RESOURCE PER : 1

5. NUMBER OF PARTICIPAN : 29 (Housekeeping and Gardening staff)

6. ORGANIZED BY : USTM under IQAC initiative

7. BRIEF PROGRAM REPORT :

This two days Professional Training Programme on 'Working Under Pressure' was successfully conducted for Housekeeping and Gardening Staff at University of Science & Technology, Meghalaya (USTM) from 29-04-2016 to 30-04-2016. The resource person was Ms Jyoti Hatiboruah for this programme. According to her, the ability to work under pressure involves dealing with constraints which are often outside of our control.



DATE : 05-05-2016 to 07-05-2016

VENUE : C Block, USTM

1. NAME OF THE PROGRAM : Professional Training Programme

2. TOPIC OF THE PROGRAM : "Time Management"

3. ACADEMIC YEAR : 2015-2016

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 three days Professional Training Programme on 'Time Management' was successfully conducted for Technical Staff at University of Science & Technology, Meghalaya (USTM) from 05-05-2016 to 07-05-2016. The session was taken by Resource Person Ms. Jyoti Hatiboruah. According to her, time management is the process of planning and exercising conscious control of the time spent on specific activities to work smarter than harder. She added that it is a juggling act of various things that help you increase efficiency and strike a better work-life balance.



DATE : 13-05-2016 to 14-05-2016

VENUE : C Block, USTM

1. NAME OF THE PROGRAM : Professional Training Programme

2. TOPIC OF THE PROGRAM : "Working Under Pressure"

3. ACADEMIC YEAR : 2015-2016

4. NUMBER OF RESOURCE PERSO : 1

5. NUMBER OF PARTICIPANTS : 06 (Drivers)

6. ORGANIZED BY : USTM under IQAC initiative

7. BRIEF PROGRAM REPORT :

This two days Orientation Programme on 'Working Under Pressure' was successfully conducted for Drivers at University of Science & Technology, Meghalaya (USTM) from 13-05-2016 to 14-05-2016. The resource person was Jyoti Hatibarooah. She emphasised that the ability to work under pressure involves dealing with constraints which are often outside of your control. The resource person also added that these constraints might be resource or time constraints, the difficulty of the task or having insufficient knowledge required to complete the task, or unforeseen changes or problems.



DATE : 03-06-2016 to 05-06-2016

VENUE : C Block, USTM

1. NAME OF THE PROGRAM : Professional Development Training

Programme

2. TOPIC OF THE PROGRAM : "Individual Work Vs Teamwork"

3. ACADEMIC YEAR : 2015-2016

4. NUMBER OF RESOURCE PERSO : 1

5. NUMBER OF PARTICIPANTS : 16 (Operational Staff)

6. ORGANIZED BY : USTM under IQAC initiative

7. BRIEF PROGRAM REPORT :

This three days Professional Development Training Programme on 'Individual Work Vs Teamwork' was successfully conducted for Operational Staff at University of Science & Technology, Meghalaya (USTM) from 03-06-2016 to 05-06-2016. Ms. Rashmi Baruah was the resource person for this training programme. According to her, some people prefer to work individually and others in teams. She mentioned that working in teams increases collaboration and allows brainstorming. As a result, more ideas are developed and productivity improves. She added that however it is better for a person to work alone for a task that require high concentration and focus.



DATE : 17-06-2016 to 18-06-2016

VENUE : C Block, USTM

1. NAME OF THE PROGRAM : Professional Development Training

Programme

2. TOPIC OF THE PROGRAM : "Moral" 3. ACADEMIC YEAR : 2015-2016

4. NUMBER OF RESOURCE PERSO : 1

5. NUMBER OF PARTICIPANTS : 10 (Operational Staff)

6. ORGANIZED BY : USTM under IQAC initiative

7. BRIEF PROGRAM REPORT :

This two days Professional Development Training Programme on 'Moral' was successfully conducted for Operational Staff at University of Science & Technology, Meghalaya (USTM) from 17-06-2016 to 18-06-2016. Ms. Jyoti Hatiboruah was the resource person for this session. According to her, *Moral values* such as integrity, determination, loyalty, truthfulness, honesty, giving respect to each other etc should be inherited by every individual. She also mentioned that *moral values* help us distinguish between what's right and wrong, good or bad for us as well as society.



DATE : 24-06-2016 to 25-06-2016

VENUE : C Block, USTM

1. NAME OF THE PROGRAM : Professional Training Programme

2. TOPIC OF THE PROGRAM : "Dignity of Labour"

3. ACADEMIC YEAR : 2015-2016

4. NUMBER OF RESOURCE PER : 1

5. NUMBER OF PARTICIPAN : 26(Housekeeping and Gardening staff)

6. ORGANIZED BY : USTM under IOAC initiative

7. BRIEF PROGRAM REPORT :

This two days Professional Training Programme on 'Dignity of Labour' was successfully conducted for Housekeeping and Gardening Staff at University of Science & Technology, Meghalaya (USTM) from 24-06-2016 to 25-06-2016. The resource person for this training programme was 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 added that regardless of whether one's occupation involves physical work or mental labour, it is held that the job deserves respect.



