

Report of **Professional Training** **Programme** **2018-2019**



Organized by :
IQAC



Unveiling Excellence

UNIVERSITY OF SCIENCE & TECHNOLOGY MEGHALAYA



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

Report of Professional Training Programme

2018-2019

**Organized by:
IQAC**



University of Science & Technology, Meghalaya

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

BRIEF REPORT

VENUE: Conference Hall, Block A, USTM

DATE: 17th September to 18th September, 2018

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| 1. NAME OF THE PROGRAM | : A Talk |
| 2. TOPIC OF THE PROGRAM | : ‘Quality Higher Education’ |
| 3. ACADEMIC YEAR | : 2018-2019 |
| 4. NUMBER OF RESOURCE PERSONS | : 1 |
| 5. NUMBER OF PARTICIPANTS | : 27 (Faculty Members) |
| 6. ORGANIZED BY | : USTM under IQAC initiative |
| 7. BRIEF PROGRAM REPORT: | |

This two days talk on ‘**Quality Higher Education**’ was successfully conducted at University of Science & Technology, Meghalaya (USTM). The talk has been organized for three days from 17th September, 2018 to 18th September, 2018 on Quality Education where Prof. Ved Prakash, Former Chairman of UGC, New Delhi had explained the faculty members about the importance of Quality in Higher Education. He also added that it is very necessary for the Educational Institutions to understand the implementation of quality in



BRIEF REPORT

VENUE: Conference Hall, Block A, USTM

DATE: 22-02-2019 to 24-02-2019

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| 1. NAME OF THE PROGRAM | : Orientation Programme |
| 2. TOPIC OF THE PROGRAM | : ‘Personality Development’ |
| 3. ACADEMIC YEAR | : 2018-2019 |
| 4. NUMBER OF RESOURCE PERSONS | : 1 |
| 5. NUMBER OF PARTICIPANTS | : 17 (Faculty Members) |
| 6. ORGANIZED BY | : USTM under IQAC initiative |
| 7. BRIEF PROGRAM REPORT: | |

A 3-Day Orientation Programme was organised for the faculty members from 22nd February to 24th February, 2019 by resource person Dr B.K. Das. The topic for the training programme was “Personality Development”. According to Dr Das, *personality development* is the relatively enduring pattern of the thoughts, feelings, and behaviours that distinguish individuals from one another. He mentioned that Personality development helps us develop an impressive personality and makes us stand apart from the rest.



BRIEF REPORT

VENUE: D Block, USTM

DATE: 5th April to 12th April, 2019

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| 1. NAME OF THE PROGRAM | : Faculty Development Program |
| 2. TOPIC OF THE PROGRAM | : ‘Students and Institutional Growth and Success’ |
| 3. ACADEMIC YEAR | : 2018-2019 |
| 4. NUMBER OF RESOURCE PERSONS | : 5 |
| 5. NUMBER OF PARTICIPANTS | : 45 (Faculty Members) |
| 6. ORGANIZED BY | : USTM under IQAC initiative |
| 7. BRIEF PROGRAM REPORT: | |

This seven days Faculty Development Programme on ‘**Students and Institutional Growth and Success**’ was successfully conducted at University of Science & Technology, Meghalaya (USTM) from 05/04/2019 to 12/04/2019. The FDP programme received an overwhelming response from the aspirants and finally the programme was attended by a total number of 45 participants/ faculty members from various departments of USTM. Five experts have been called as Resource Persons for the program who have shared their knowledge related to various sub topics like Creativity & Excel Leads to Organizational Success, Innovative & Effective Teaching for Institutional Growth, Students feedback Tool for Institutional Growth, Need of Industry Linkage for Institutional Success etc.



BRIEF REPORT

VENUE: NKC Auditorium, USTM

DATE: 03/06/2019 to 09/06/2019

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| 1. NAME OF THE PROGRAM | : Faculty Development Program |
| 2. TOPIC OF THE PROGRAM | : ‘Student Centric Curriculum and Teaching Learning’ |
| 3. ACADEMIC YEAR | : 2018-2019 |
| 4. NUMBER OF RESOURCE PERSONS | : 2 |
| 5. NUMBER OF PARTICIPANTS | : 44 (Faculty Members) |
| 6. ORGANIZED BY | : USTM under IQAC initiative |
| 7. BRIEF PROGRAM REPORT: | |

This seven days Faculty Development Programme on ‘**Student Centric Curriculum and Teaching Learning**’ was successfully conducted at University of Science & Technology, Meghalaya (USTM) from 03/06/2019 to 09/06/2019. The FDP programme received an overwhelming response from the aspirants and finally the programme was attended by a total number of 44 participants/ faculty members from various departments of USTM. Two experts-Prof D. P. Agarwal, honourable Former Chairman, UPSC and Prof. Mukulesh Baruah, Director AIM and ONGC Chairman, have been called as Resource Persons for the program who have shared their knowledge related to various sub topics like Student Centric Curriculum, Curriculum Innovation for Promoting Start-ups, Student Centric Teaching Learning Pedagogy etc.



BRIEF REPORT

VENUE: NIT Room, Block D, USTM

DATE: 18th June'19 to 21st June, 19

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| 1. NAME OF THE PROGRAM | : Faculty Development Programme |
| 2. TOPIC OF THE PROGRAM | : ‘Providing Effective Feedback to Students for Creating better Learning Environment’ |
| 3. ACADEMIC YEAR | : 2018-2019 |
| 4. NUMBER OF RESOURCE PERSONS | : 1 |
| 5. NUMBER OF PARTICIPANTS | : 10 (Faculty Members) |
| 6. ORGANIZED BY | : USTM under IQAC initiative |
| 7. BRIEF PROGRAM REPORT: | |

A faculty Development Programme was conducted from 18-06-2019 to 21-06-2019, by resource person Mr. Diganta Sarma on the topic “Providing Effective Feedback to students for creating better learning environment” for faculty members. According to him, feedback is an essential part of effective learning. It helps students understand the subject being studied and gives them clear guidance on how to improve their learning. The resource person also added that feedback can improve a student's confidence, self-awareness and enthusiasm for learning.



BRIEF REPORT

VENUE: NKC Auditorium, USTM

DATE: 21st June to 29th June, 2019

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| 1. NAME OF THE PROGRAM | : Faculty Development Program |
| 2. TOPIC OF THE PROGRAM | : ‘Quality Enhancement and Assurance of Learning’ |
| 3. ACADEMIC YEAR | : 2018-2019 |
| 4. NUMBER OF RESOURCE PERSONS | : 3 |
| 5. NUMBER OF PARTICIPANTS | : 42 (Faculty Members) |
| 6. ORGANIZED BY | : USTM under IQAC initiative |
| 7. BRIEF PROGRAM REPORT: | |

This eight days Faculty Development Programme on ‘**Quality Enhancement & Assurance of Learning**’ was successfully conducted at University of Science & Technology, Meghalaya (USTM) from 21/06/2019 to 29/06/2019. The FDP programme received an overwhelming response from the aspirants and finally the programme was attended by a total number of 42 participants/ faculty members from various departments of USTM. Three experts have been called as Resource Persons for the program who have shared their knowledge related to various sub topics like Quality Enhancement, Total Quality Management, TQM and Assurance of Learning etc.



BRIEF REPORT

VENUE: Block C, USTM

DATE: 5th July-7th July, 2018

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| 1. NAME OF THE PROGRAM | : Orientation Programme |
| 2. TOPIC OF THE PROGRAM | : ‘Importance of Team Building |
| 3. ACADEMIC YEAR | : 2018-2019 |
| 4. NUMBER OF RESOURCE PERSONS | : 1 |
| 5. NUMBER OF PARTICIPANTS | : 20 (Administrative Staff) |
| 6. ORGANIZED BY | : USTM under IQAC initiative |
| 7. BRIEF PROGRAM REPORT: | |

An Orientation Programme was conducted from 05-07-2018 to 07-07-2018, by resource person Mr. N. I. Laskar on the topic “Importance of Teambuilding” for the Administrative Staff of USTM. He mentioned that team building brings people together by encouraging collaboration and teamwork. He explained that fun activities that help people see each other in a different light allow them to connect in a different setting. He highlighted that one of the most powerful reasons for team building is to get results.



BRIEF REPORT

VENUE: Block C, USTM

DATE:19th July to 21st, July, 2018

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| 1. NAME OF THE PROGRAM | : Professional Training Programme |
| 2. TOPIC OF THE PROGRAM | : ‘Training on Microsoft Office’ |
| 3. ACADEMIC YEAR | : 2018-2019 |
| 4. NUMBER OF RESOURCE PERSONS | : 1 |
| 5. NUMBER OF PARTICIPANTS | : 12 (Technical Staff) |
| 6. ORGANIZED BY | : USTM under IQAC initiative |
| 7. BRIEF PROGRAM REPORT: | |

A Professional Training Programme was conducted from 19th July to 21st July, 2018 at USTM. The topic for the training programme was “Training on Microsoft Office” and the resource person for the programme 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

VENUE: NIIT Room, Block D, USTM

DATE: 27th July to 29th July, 2018

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| 1. NAME OF THE PROGRAM | : Professional Development Training Programme |
| 2. TOPIC OF THE PROGRAM | : ‘Time Management’ |
| 3. ACADEMIC YEAR | : 2018-2019 |
| 4. NUMBER OF RESOURCE PERSONS | : 1 |
| 5. NUMBER OF PARTICIPANTS | : 12 (Operational Staff) |
| 6. ORGANIZED BY | : USTM under IQAC initiative |
| 7. BRIEF PROGRAM REPORT: | |

A Professional Development Training Programme was conducted from 27th July to 29th July, 2018 at USTM. The topic for the training programme was “Time Management” and the resource person for the programme was Mr. Mrinal Sarkar. He 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

VENUE: NIIT Room, Block D, USTM

DATE: 2nd August to 4th August, 2018

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| 1. NAME OF THE PROGRAM | : Professional Development Training Programme |
| 2. TOPIC OF THE PROGRAM | : ‘Stress Management’ |
| 3. ACADEMIC YEAR | : 2018-2019 |
| 4. NUMBER OF RESOURCE PERSONS | : 1 |
| 5. NUMBER OF PARTICIPANTS | : 08 (Drivers) |
| 6. ORGANIZED BY | : USTM under IQAC initiative |
| 7. BRIEF PROGRAM REPORT: | |

A Professional Development Training Programme was conducted from 2nd August to 4th August, 2018 at USTM. The topic for the training programme was “Stress Management” and the resource person for the programme was Mr. Samujjwal Deb Sharma. According to him people who learn to *manage stress* lead happier and healthier lives. He explained that Stress management is a wide spectrum of techniques and psychotherapies aimed at controlling a person's level of stress, especially chronic stress, usually for the purpose of and for the motive of improving everyday functioning.



BRIEF REPORT

VENUE: NIIT Room, Block D, USTM

DATE: 20th August to 21st August, 2018

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| 1. NAME OF THE PROGRAM | : Professional Development Training Programme |
| 2. TOPIC OF THE PROGRAM | : ‘Office Etiquette’ |
| 3. ACADEMIC YEAR | : 2018-2019 |
| 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: | |

A Professional Training Programme was conducted from 20th August to 21st August, 2018 at USTM. The topic for the training programme was “Office Etiquette” and the resource person for the programme was Ms. Salma Sabnam. She emphasised that Work and Office etiquette is important because it creates a professional, mutually respectful atmosphere and improves communication, which helps a work place serve as a productive place.



BRIEF REPORT

VENUE: NIT Room, Block D, USTM

DATE: 23rd August to 25th August, 2018

1. NAME OF THE PROGRAM : Administrative Training Programme

2. TOPIC OF THE PROGRAM : 'Ethics and Professionalism'

3. ACADEMIC YEAR : 2018-2019

4. NUMBER OF RESOURCE PERSONS : 1

5. NUMBER OF PARTICIPANTS : 15 (Administrative Staff)

6. ORGANIZED BY : USTM under IQAC initiative

7. BRIEF PROGRAM REPORT:

An Administrative Training Programme was conducted from 23rd August to 25th August, 2018 at USTM. The topic for the training programme was "Ethics and Professionalism" and the resource person for the programme was Mr. Deepankar Bhattacharya. According to him, Ethics is a fundamental requirement of any profession. He added that Ethics is a system of moral principles governing the appropriate conduct of a person or a group. He emphasised that maintaining good ethics is being consistent with the principles of correct moral conduct constantly.



BRIEF REPORT

VENUE: Block D, USTM

DATE: 24th August to 25th August, 2018

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| 1. NAME OF THE PROGRAM | : Professional Training Programme |
| 2. TOPIC OF THE PROGRAM | : ‘e-mail etiquettes’ |
| 3. ACADEMIC YEAR | : 2018-2019 |
| 4. NUMBER OF RESOURCE PERSONS | : 1 |
| 5. NUMBER OF PARTICIPANTS | : 08 (Technical Staff) |
| 6. ORGANIZED BY | : USTM under IQAC initiative |
| 7. BRIEF PROGRAM REPORT: | |

A Professional Training Programme was conducted from 24th August to 25th August, 2018 at USTM. The topic for the training programme was “e-mail etiquettes” and the resource person for the programme was Ms Sangita Borkakoty. 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

VENUE: NIIT Room, Block D, USTM

DATE: 29th August to 31st August, 2018

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| 1. NAME OF THE PROGRAM | : Professional Development Training Programme |
| 2. TOPIC OF THE PROGRAM | : ‘Life Skill for Personal Effectiveness’ |
| 3. ACADEMIC YEAR | : 2018-2019 |
| 4. NUMBER OF RESOURCE PERSONS | : 1 |
| 5. NUMBER OF PARTICIPANTS | : 14 (Catering & Hostel Staff) |
| 6. ORGANIZED BY | : USTM under IQAC initiative |
| 7. BRIEF PROGRAM REPORT: | |

A Professional Development Training Programme was conducted from 29th August to 31st August, 2018 at USTM. The topic for the training programme was “Life Skill for Personal Effectiveness” and the resource person for the programme was Dr. Rashmi Baruah. She explained the importance of Life Skills for personal development in every individual’s life. She encouraged everyone to keep improving these skills in order to achieve greater heights in our life.



BRIEF REPORT

VENUE: NIIT Room, Block D, USTM

DATE: 30th August to 31st August, 2018

- 1. NAME OF THE PROGRAM** : Professional Development Training Programme
- 2. TOPIC OF THE PROGRAM** : ‘Formal & Informal Communication’
- 3. ACADEMIC YEAR** : 2018-2019
- 4. NUMBER OF RESOURCE PERSONS** : 1
- 5. NUMBER OF PARTICIPANTS** : 14 (Operational Staff)
- 6. ORGANIZED BY** : USTM under IQAC initiative
- 7. BRIEF PROGRAM REPORT:**

A Professional Development Training Programme was conducted from 30th August to 31st August, 2018 at USTM. The topic for the training programme was “Formal and Informal Communication” and the resource person for the programme was Ms Bidisha Sharma. She explained that formal communication is one that passes through predefined channels of communication throughout the organization.



BRIEF REPORT

VENUE: NIIT Room, Block D, USTM

DATE: 1st September to 2nd September, 2018

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| 1. NAME OF THE PROGRAM | : Professional Development Training Programme |
| 2. TOPIC OF THE PROGRAM | : ‘Motivation’ |
| 3. ACADEMIC YEAR | : 2018-2019 |
| 4. NUMBER OF RESOURCE PERSONS | : 1 |
| 5. NUMBER OF PARTICIPANTS | : 14 (Operational Staff) |
| 6. ORGANIZED BY | : USTM under IQAC initiative |
| 7. BRIEF PROGRAM REPORT: | |

A Professional Development Training Programme was conducted from 1st September to 2nd September, 2018 at USTM. The topic for the training programme was “Motivation” and the resource person for the programme was Mr. Samujjwal Deb Sharma. According to him, motivation helps in improving performance and efficiency in one’s life.



BRIEF REPORT

VENUE: NIT Room, Block D, USTM

DATE: 4th September- 6th September, 2018

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| 1. NAME OF THE PROGRAM | : Administrative Training Programme |
| 2. TOPIC OF THE PROGRAM | : ‘Individual Work Vs Teamwork’ |
| 3. ACADEMIC YEAR | : 2018-2019 |
| 4. NUMBER OF RESOURCE PERSONS | : 1 |
| 5. NUMBER OF PARTICIPANTS | : 20 (Administrative Staff) |
| 6. ORGANIZED BY | : USTM under IQAC initiative |
| 7. BRIEF PROGRAM REPORT: | |

An Administrative Training Programme was conducted from 4th September to 6th September, 2018 at USTM. The topic for the training programme was “Individual Work Vs Teamwork” and the resource person for the programme was Dr Rashmi Baruah. According to her-teamwork involves the interaction of individuals to a common purpose where the interests of the individual are secondary to group unity and the efficiency of the group to perform the task assigned. She also mentioned that creating productive environments where teamwork thrives requires workers with highly developed communication and interpersonal skills and an organizational structure that promotes collaboration and partnership instead of competition and rivalry.



BRIEF REPORT

VENUE: NIIT Room, Block D, USTM

DATE: 7th September to 8th September, 2018

- 1. NAME OF THE PROGRAM : Professional Development Training Programme**
- 2. TOPIC OF THE PROGRAM : ‘Organizational Behaviour’**
- 3. ACADEMIC YEAR : 2018-2019**
- 4. NUMBER OF RESOURCE PERSONS : 1**
- 5. NUMBER OF PARTICIPANTS : 13 (Operational Staff)**
- 6. ORGANIZED BY : USTM under IQAC initiative**
- 7. BRIEF PROGRAM REPORT:**

A Professional Development Training Programme was conducted from 7th September to 8th September, 2018 at USTM. The topic for the training programme was “Organizational Behaviour” and the resource person for the programme was Dr. Rashmi Baruah. According to her, organizational behaviour helps us to study the complex nature of human beings in organizations.



BRIEF REPORT

VENUE: NIIT Room, Block D, USTM

DATE: 4th October to 6th October, 2018

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| 1. NAME OF THE PROGRAM | : Professional Development Training Programme |
| 2. TOPIC OF THE PROGRAM | : ‘Work Ethics’ |
| 3. ACADEMIC YEAR | : 2018-2019 |
| 4. NUMBER OF RESOURCE PERSONS | : 1 |
| 5. NUMBER OF PARTICIPANTS | : 10 (Drivers) |
| 6. ORGANIZED BY | : USTM under IQAC initiative |
| 7. BRIEF PROGRAM REPORT: | |

A Professional Development Training Programme was conducted from 4th October to 6th October, 2018 at USTM. The topic for the training programme was “Work Ethics” and the resource person for the programme was Ms Bidisha Sharma. She explained that Professional ethics are principles that govern the behaviour of a person or group in a work environment. She added that like values, professional ethics provide rules on how a person should act towards other people and institutions in such an environment.



BRIEF REPORT

VENUE: NIIT Room, Block D, USTM

DATE: 12th October to 13th October, 2018

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| 1. NAME OF THE PROGRAM | : Orientation Programm |
| 2. TOPIC OF THE PROGRAM | : ‘Green Environment, Clean Environment’ |
| 3. ACADEMIC YEAR | : 2018-2019 |
| 4. NUMBER OF RESOURCE PERSONS | : 1 |
| 5. NUMBER OF PARTICIPANTS | : 30 (Housekeeping & Gardener) |
| 6. ORGANIZED BY | : USTM under IQAC initiative |
| 7. BRIEF PROGRAM REPORT: | |

An Orientation Programme was conducted from 12th October to 13th October, 2018 at USTM. The topic for the training programme was “Green Environment, Clean Environment” and the resource person for the programme was Mr. N. I. Laskar. He added that it is necessary to keep our environment clean and green because we get fresh air as unclean environment leads to a bad condition of a society, arrival of diseases and many more.



BRIEF REPORT

VENUE: Block C, USTM

DATE: 8th November to 10th November, 2018

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| 1. NAME OF THE PROGRAM | : Professional Development Training Programme |
| 2. TOPIC OF THE PROGRAM | : ‘Working Under Pressure’ |
| 3. ACADEMIC YEAR | : 2018-2019 |
| 4. NUMBER OF RESOURCE PERSONS | : 1 |
| 5. NUMBER OF PARTICIPANTS | : 12 (Security Staff) |
| 6. ORGANIZED BY | : USTM under IQAC initiative |
| 7. BRIEF PROGRAM REPORT: | |

A Professional Training Programme was conducted from 8th November to 10th November, 2018 at USTM. The topic for the training programme was “Working Under Pressure” and the resource person for the programme was Mr. N. I. Laskar. According to him, the ability to work under pressure involves dealing with constraints which are often outside of our control. He explained that *working well under pressure* is a good trait to have.



BRIEF REPORT

VENUE: NIIT Room, Block D, USTM

DATE: 16th November to 17th November, 2018

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| 1. NAME OF THE PROGRAM | : Professional Development Training Programme |
| 2. TOPIC OF THE PROGRAM | : ‘Motivation’ |
| 3. ACADEMIC YEAR | : 2018-2019 |
| 4. NUMBER OF RESOURCE PERSONS | : 1 |
| 5. NUMBER OF PARTICIPANTS | : 12 (Security Staff) |
| 6. ORGANIZED BY | : USTM under IQAC initiative |
| 7. BRIEF PROGRAM REPORT: | |

A Professional Training Programme was conducted from 16th November to 17th November, 2018 at USTM. The topic for the training programme was “Motivation” and the resource person for the programme was Dr. Rashmi Baruah. According to her, motivation helps in improving performance and efficiency in one’s life.



BRIEF REPORT

VENUE: NIIT Room, Block D, USTM

DATE: 29th November to 30th November, 2018

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| 1. NAME OF THE PROGRAM | : Professional Development Training Programme |
| 2. TOPIC OF THE PROGRAM | : ‘Professionalism’ |
| 3. ACADEMIC YEAR | : 2018-2019 |
| 4. NUMBER OF RESOURCE PERSONS | : 1 |
| 5. NUMBER OF PARTICIPANTS | : 12 (Security Staff) |
| 6. ORGANIZED BY | : USTM under IQAC initiative |
| 7. BRIEF PROGRAM REPORT: | |

A Professional Training Programme was conducted from 29th November to 30th November, 2018 at USTM. The topic for the training programme was “Professionalism” and the resource person for the programme was Mr. N. I. Laskar. According to him, a workplace is beneficial if professionalism remains intact because professional employees are more productive and profitable. However, emotions and attitudes are contagious, so unprofessional behaviour between employees can negatively impact the workplace too.



BRIEF REPORT

VENUE: NIT Room, Block D, USTM

DATE: 6th December to 8th December, 2018

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| 1. NAME OF THE PROGRAM | : Professional Development Training Programme |
| 2. TOPIC OF THE PROGRAM | : ‘Importance of Teamwork’ |
| 3. ACADEMIC YEAR | : 2018-2019 |
| 4. NUMBER OF RESOURCE PERSONS | : 1 |
| 5. NUMBER OF PARTICIPANTS | : 03 (Block Officers) |
| 6. ORGANIZED BY | : USTM under IQAC initiative |
| 7. BRIEF PROGRAM REPORT: | |

A Professional Development Training Programme was conducted from 6th December to 8th December, 2018 at USTM. The topic for the training programme was “Importance of Teamwork” and the resource person for the programme was Dr Rashmi Baruah. According to her teamwork involves the interaction of individuals to a common purpose where the interests of the individual are secondary to group unity and the efficiency of the group to perform the task assigned.



BRIEF REPORT

VENUE: Block C, USTM

DATE: 9th December to 10th December, 2018

- 1. NAME OF THE PROGRAM** : Professional Development Training Programme
- 2. TOPIC OF THE PROGRAM** : 'Time Management'
- 3. ACADEMIC YEAR** : 2018-2019
- 4. NUMBER OF RESOURCE PERSONS** : 1
- 5. NUMBER OF PARTICIPANTS** : 10 (Block Officers)
- 6. ORGANIZED BY** : USTM under IQAC initiative
- 7. BRIEF PROGRAM REPORT:**

A Professional Development Training Programme was conducted from 9th December to 10th December, 2018 at USTM. The topic for the training programme was "Time Management" and the resource person for the programme was Mr. Deepankar Bhattacharjya. Mr Bhattacharjya explained that "Time management" refers to the way we organize and plan how long we spend on specific activities. He added that Time Management helps us to make a good habit of organizing and structuring our daily activities. He stressed upon the fact that Time management plays a significant role in our lives



BRIEF REPORT

VENUE: Block C, USTM

DATE: 12th December to 14th December, 2018

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| 1. NAME OF THE PROGRAM | : Professional Development Training Programme |
| 2. TOPIC OF THE PROGRAM | : ‘Moral and Values’ |
| 3. ACADEMIC YEAR | : 2018-2019 |
| 4. NUMBER OF RESOURCE PERSONS | : 1 |
| 5. NUMBER OF PARTICIPANTS | : 12 (Block Officers) |
| 6. ORGANIZED BY | : USTM under IQAC initiative |
| 7. BRIEF PROGRAM REPORT: | |

A Professional Development Training Programme was conducted from 12th December to 14th December, 2018 at USTM. The topic for the training programme was “Moral and Values” and the resource person for the programme was Dr Yancey Momin. She explained that moral values reflect an individual's character and spirituality. She also added that moral and values help in building good relationships in personal as well as professional lives



BRIEF REPORT

VENUE: Block C, USTM

DATE: 28th December to 29th December, 2018

- 1. NAME OF THE PROGRAM** : Professional Training Programme
- 2. TOPIC OF THE PROGRAM** : ‘Barriers in Communication’
- 3. ACADEMIC YEAR** : 2018-2019
- 4. NUMBER OF RESOURCE PERSONS** : 1
- 5. NUMBER OF PARTICIPANTS** : 10 (Block Officers)
- 6. ORGANIZED BY** : USTM under IQAC initiative
- 7. BRIEF PROGRAM REPORT:**

A Professional Training Programme was conducted from 28th December to 29th December, 2018 at USTM. The topic for the training programme was “Barriers in Communication” and the resource person for the programme was Ms Jyoti Hatiborooah. She mentioned that most often than not, faulty technology, disability in a person, environment in which the message is conveyed, cultural differences, etc. causes barriers in communication



BRIEF REPORT

VENUE: NIIT Room, Block D, USTM

DATE: 25th April to 27th April, 2019

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| 1. NAME OF THE PROGRAM | : Professional Development Training Programme |
| 2. TOPIC OF THE PROGRAM | : ‘Values’ |
| 3. ACADEMIC YEAR | : 2018-2019 |
| 4. NUMBER OF RESOURCE PERSONS | : 1 |
| 5. NUMBER OF PARTICIPANTS | : 09 (Drivers) |
| 6. ORGANIZED BY | : USTM under IQAC initiative |
| 7. BRIEF PROGRAM REPORT: | |

A Professional Development Training Programme was conducted from 25th April to 27th April, 2019 at USTM. The topic for the training programme was “Values” and the resource person for the programme was Dr. Yancey Momin. She explained that the teaching of values and character is the very basis of education. Thus the emphasis should be towards the teaching of values rather than just imparting knowledge



BRIEF REPORT

VENUE: NIIT Room, Block D, USTM

DATE: 14th June to 16th June, 2019

1. NAME OF THE PROGRAM : Professional Development Training Programme

2. TOPIC OF THE PROGRAM : ‘Moral and Values’

3. ACADEMIC YEAR : 2018-2019

4. NUMBER OF RESOURCE PERSONS : 1

5. NUMBER OF PARTICIPANTS : 14 (Operational Staff)

6. ORGANIZED BY : USTM under IQAC initiative

7. BRIEF PROGRAM REPORT:

A Professional Development Training Programme was conducted from 14th June to 16th June, 2019 at USTM. The topic for the training programme was “Moral and Values” and the resource person for the programme was Dr. Yancey Momin. According to her when a person has a strong moral character, they are said to be a person of integrity and to live an honest life is said to be the most important virtue a person can have. She also mentioned that Value is a concept of ethical integrity and people should act according to their valued principles..



BRIEF REPORT

VENUE: NIIT Room, Block D, USTM

DATE: 20th June to 22nd June, 2019

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| 1. NAME OF THE PROGRAM | : Professional Development Training Programme |
| 2. TOPIC OF THE PROGRAM | : 'Moral and Ethics' |
| 3. ACADEMIC YEAR | : 2018-2019 |
| 4. NUMBER OF RESOURCE PERSONS | : 1 |
| 5. NUMBER OF PARTICIPANTS | : 08 (Drivers) |
| 6. ORGANIZED BY | : USTM under IQAC initiative |
| 7. BRIEF PROGRAM REPORT: | |

A Professional Development Training Programme was conducted from 20th June to 22nd June, 2019 at USTM. The topic for the training programme was "Moral and Ethics" and the resource person for the programme was Dr. Rashmi Baruah. 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. She added that the moral values in life hold great importance from the point of personal, social and spiritual development.



BRIEF REPORT

VENUE: NIIT Room, Block D, USTM

DATE: 28th June to 29th June, 2019

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| 1. NAME OF THE PROGRAM | : Professional Training Programme |
| 2. TOPIC OF THE PROGRAM | : ‘Importance of Beautification’ |
| 3. ACADEMIC YEAR | : 2018-2019 |
| 4. NUMBER OF RESOURCE PERSONS | : 1 |
| 5. NUMBER OF PARTICIPANTS | : 12 (Gardener) |
| 6. ORGANIZED BY | : USTM under IQAC initiative |
| 7. BRIEF PROGRAM REPORT: | |

An Professional Training Programme was conducted from 28th June to 29th June, 2019 at USTM. The topic for the training programme was “Importance of Beautification” and the resource person for the programme was Dr. Rashmi Baruah. She explained that aside from the obvious aesthetic benefits, studies indicate that garden beautification can help people reduce stress, frustration, and aggression.





Campus

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