

Workshop on “Manner, Etiquette, Behavior, Responsibilities and Time Management”- 24 January, 2020



The Institutional Quality Assurance Cell (IQAC) of East West University organized a day-long workshop titled “**Manner, Etiquette, Behavior, Responsibilities and Time Management**” on January 24, 2020. The workshop, intended for all staff members of Grades 11 and 12, was held in the S.M. Nousher Ali Lecture Gallery. The purpose of the workshop was to motivate and create awareness among the staff about their duties and responsibilities with a view towards better office management. The Director of IQAC, Professor Dr. Basanta Kumar Barmon, chaired the program and also delivered the welcome and concluding remarks. In his motivating and insightful discussion, Professor Dr. Barmon emphasized that institutional development of a university depends not only on the development of its faculty members, but also on the manner, etiquette, behavior and responsibilities of all its associated staff. In addition, Professor Dr. Masuma Habib, Director of Centre of Excellence in Teaching and Learning (CETL) at the Bangladesh Agricultural University, was the external resource person. She facilitated the workshop and greatly inspired the audience by sharing her expert views on the subject matter. The resource person had also briefly discussed the code of conduct for sexual harassment and relevant preventive measure.

A total of 104 staff members attended the workshop. They also learned about manner, etiquette and time management that will help them in better communicating with university officials, university guests and parents of students. Concluding the workshop, the Director expressed his

sincere gratitude to the respected resource person, all participants and IQAC support staff in making the workshop a complete success.