

BABA FARID COLLEGE OF ENGINEERING & TECHNOLOGY

through

SCHOOL OF SKILL DEVELOPMENT

organizes

FACULTY DEVELOPMENT PROGRAMME

on

STRESS AND TIME MANAGEMENT

29th December, 2014 to 3rd January, 2015

ABOUT

It is believed that the most important resource of any educational institution is its faculty members, who teach & nurture the students and also prepare them to cater the needs of society and industry. Keeping in sync with this belief Baba Farid College of Engineering & Technology (BFCET) organizes faculty development programme (FDP) in order to deal with rapid changes and shifting paradigms in education. Without such programme, teachers are reduced to instructors presenting their knowledge of the subject by one-way lecturing.

Faculty Development Programme refers to range of activities that helps academicians in improving their professional skills that are vital for carrying out their teaching and research. It also develops administration qualities such as assessment, designing improved & effective curriculum, assistance to faculty members in getting their research project funded from Government and Corporates, FDP also works to enhance the ICT skills, to carry out consultancy projects improving the institute's climate by educating & transferring of knowledge which involves generation of new ideas & techniques for organizational leadership & mentoring etc.

FDPs are categorized in three ways instructional development, personal development and organizational development. The first one includes practice such as curriculum development, teaching diagnosis and training. Personal development generally involves activities to encourage faculty growth, for example enhancement of interpersonal skills, career counseling etc. Organizational development aims to advance the institutional environment for research and innovation.

Baba Farid College of Engineering & Technology has been always practicing innovating teaching practices to attain its mission of being committed to excellence in education, research and training, use of contemporary participant-centric pedagogies and teaching methods and establishing a presence in emerging segments of technical education sector. In this endeavor BFCET is committed to provide research and teaching skill enhancement programmes for fellow faculty members. This Faculty Development Programme (FDP) is carefully designed to bridge the gap in quality research and teaching skills that are required in contemporary technical education.

OBJECTIVES

- To have a clear and better understanding of stress and its causes
- To fix priorities, both in work and outside
- To learn how to link short, medium and long-term goals
- To help in managing and controlling interruptions and behaving more assertively

PROGRAMME CONTENTS

- Phenomenon of work stress.
- Relation between different aspects of work stress.
- Strategies, plans and techniques for coping with stress.
- Time management.
- Relation between work stress and time management.
- Role of team work to minimize work stress.

EXPECTED OUTCOME

The faculty will be::

- Able to understand and identify personal causes of stress.
- Able to apply the principles of time management to increase productivity.
- Empowered to develop a strategy for aligning their daily activities to support their goals.
- Able to recognize key components of effective goal setting through time management.
- Able to understand and recognize the different work styles, and learn to understand self, to empathize and relate well to people, especially in group projects.

PROGRAMME DURATION

29th December, 2014 to 3rd January, 2015

EVENT COORDINATOR

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