



Faculty/Staff/ Development Programs/Administrative Training Programs (2019-20)

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Five-Day Faculty Development Programme

On

Roadmap To Quality Research

Date – 9th to 13th June

Baba Farid College of Engineering and technology conducted a Five-Day Faculty Development Programme (FDP) on roadmap to quality research from 09th to 13th June, 2020. The FDP aimed to help educators enhance their knowledge in research to improve the quality of teaching and learning in the campus.

The program covered various aspects of quality research, including their benefits, design, development, and implementation.

Day 1 (9th June 2020)

Theme 1: Research Data Bases and Indices

Expert: Dr Sandeep Grover, Professor, J.C. Bose University of Science and Technology, YMCA

The FDP included a series of sessions. The first day of the programme, Dr Sandeep Grover covered Introduction to research data bases and indices. He tells about the database that it is a searchable collection of information. A research database is where you find journal, magazine, and newspaper articles. Each database contains thousands of articles published in many different journals, allowing you find relevant articles faster than you would by searching individual journals.

Day 2 (10th June 2020)

Theme 2: Understanding of academic research writing and citation

Expert: Dr Manish Jindal, Professor, Panjab University

The second day of the programme Dr Manish Jindal share his view on writing the research article that what's thing has focused when you start to write an article. Academic writing refers to a style of expression that researchers use to define the intellectual boundaries of their disciplines and specific areas of expertise. Characteristics of academic writing include a formal tone, use of the third-person rather than first-person perspective (usually), a clear focus on the research problem under investigation, and precise word choice. Like specialist languages adopted in other professions, such as, law or medicine, academic writing is designed to



convey agreed meaning about complex ideas or concepts within a community of scholarly experts and practitioners.

Day 3 (11th June 2020)

Theme 3: Plagiarism: Issues and Solutions

Expert: Mr Ritesh, Manager, Senior Training Manager, North India, EBSCO Information Services

On the third day of the programme, Mr Ritesh discussed the issues of plagiarism and its solutions. He started plagiarism topic from definition that it is the process where a researcher deliberately borrows research ideas from another source or person and presents those ideas and findings as their own. He also discussed about the solution of it that Keeping track of the sources you consult in your research, Paraphrasing or quoting from your sources (and adding your own ideas), Crediting the original author in an in-text citation and in your reference list and Use a [plagiarism checker](#) before you submit

Day 4 (12th June 2020)

Theme 4: Intellectual Property Rights & Patenting: Its Academic Prospectus

Expert: Er Amardev Singh, Assistant Professor, Entrepreneurship Development and Industrial Coordination (EDIC) Dept., NITTTR, Chandigarh

The fourth day of the programme focused on the Intellectual Property Rights & Patenting. Er Amardev Singh explained the basic aspects of intellectual property rights like patents, trademarks, copyright and related rights, geographical indications and industrial designs. He also explains that how to deal with current concerns influencing the IP scenario like unfair competition, enforcement of IP rights and emerging issues in IPR.

Day 5 (13th June 2020) (Held on 17th June, 2020)

Theme 5: Writing a Research Proposal for Minor and Major Projects

Expert: Dr Umesh Kumar Sharma, Scientist E, Department of Science and Technology (DST), New Delhi

On the final day of the programme Dr Umesh Kumar Sharma gives the tips that which things keep in mind while you are writing a project i.e., the Project Proposal should have a Brief Title not exceeding one and half-lines to clearly indicate its subject & aim. The introduction of the proposed research work must cover the



Origin of Research Problem, Interdisciplinary Relevance, and Review of Research & Development in the subject. At the end of the programme the speaker mentioned the implications quality research. The interactive session allowed the participants to clarify their doubts and queries regarding research.

LIST OF FACULTY MEMBERS

S. No.	Name of Faculty Member	Designation
1.	Pankaj mittal	ASSISTANT PROFESSOR
2.	Tanu Taneja	ASSISTANT PROFESSOR
3.	Gurkirtan sharma	ASSISTANT PROFESSOR
4.	Harpatap singh	ASSISTANT PROFESSOR
5.	Sandeep maan	ASSISTANT PROFESSOR
6.	Amritpal singh	ASSISTANT PROFESSOR
7.	Harkirat singh	ASSISTANT PROFESSOR
8.	Rajan vinayak	ASSISTANT PROFESSOR
9.	Tejinderpal singh sarao	PROFESSOR
10.	Arshdeep singh kalsi	ASSISTANT PROFESSOR
11.	Harjeet singh maan	ASSISTANT PROFESSOR



Staff Development Programme On “Documentation and Record Keeping”

Date: 20th Jan to 24th Jan, 2020

Baba Farid College of Engineering and Technology, Bathinda organized a 05 days Staff Development Program on “Documentation & Record Keeping” from 20th Jan to 24th Jan, 2020. 24 Non-Teaching Staff members had been gathered for this development programme.

Day 1: Monday, Jan 20, 2020

Resource Persons:

1. Er. Manish Goyal
2. Dr. Manish Gupta

1st Session:

Er. Harsimran Singh (Coordinator, SDP) and Head EED delivered a welcome speech to all the members. During the inaugural session, he briefed on the importance of Documentation and Record Keeping.

Session 2nd and 3rd:

Er. Manish Goyal discussed about the “Documents and Record Management Fundamentals”. Further, the definitions of Federal records were discussed and distinguished from non- record materials and personal papers. In addition, there was an understanding of the organization and function of an agency records management program.

Session 4th:

Dr. Manish Gupta delivered a talk on knowing the basic strategies, including record- keeping requirements, for managing records in all formats. He also described the long-term use and potential permanent value of records

Day 2: Tuesday, Jan 21, 2020

Resource Persons:

1. Dr. Manish Gupta
2. Mr. Pardeep Kaura



Session 1st and 2nd:

Dr. Gupta, in this session, discussed “Creating and Maintaining Organizational and Departmental Documentation”. He mentioned and identified federal records and how they are used to document and support the departmental process. Further, he discussed how to determine the record keeping requirements, for paper and electronic records that ensure adequate and proper documentation of department operations.

Session 3rd and 4th:

Mr. Kaura discussed about “how to gather information about records as a basis for efficient filing and storage solution”. In addition, he said that to maintain the records specific to program and course, including those created by e-mail, word processing, and imaging system and to know the strategies and challenges for satisfying record-keeping requirements in electronic documents or records management systems.

Day 3: Wednesday, Jan 22, 2020

Resource Persons:

1. Er. Jyoti Arora Bansal
2. Er. Manish Goyal

Session 1st and 2nd:

These were conducted by Er. Bansal. She exchanged his views on “Records Scheduling”. She laid special emphasis on performing an analysis to determine information needs and identify risks associated with records disposition, in addition, she told the importance of gathering information about records as a basis for preparing a records schedule.

Session 3rd and 4th:

Session third and fourth was conducted by Er. Goyal. He said that it is important to apply the General Records Schedules to standard administrative records. He also told the attendees to develop disposition instructions for records, in all media, based on course needs and accountability.



Day 4: Thursday, Jan 23, 2020

Resource Persons:

1. Dr. Pardeep Kaura
2. Dr. Manish Gupta

Session 1st & Session 2nd:

Dr. Kaura shared “Record Programme management Implementations and Development” where he shared his view on how to evaluate current record-keeping practices within your respective department. Further, he added the need of analyzing the external resources to assist with your Department/Lab.

3rd Session & Session 4th:

Further Dr. Gupta shared his experience on sharing and promoting your department records under an example of a management program to establish transparency and coordination in all departments of the college. In addition, he said that there is a need to establish an effective training program for all levels of personnel and to protect records from unauthorized destruction.

Day 5: Friday, Jan 24, 2020

Resource Persons:

Dr. Manish Gupta

Session 1st and 2nd:

These were started with the talk of Dr. Manish Gupta. He delivered his talk on the topic “Asset and Risk Management” where he conveyed an understanding of the key concepts of analyzing and managing the risk to the Department/Lab (records). He also discussed identifying and assess risk situations within your department records. In the end, he discussed about the prioritizing of risks and development strategies.

Valedictory Session

Er. Manish Goyal delivered vote of thanks to all the dignitaries and participants who made this programme a big Success. He congratulated all the staff members for successful completion of the staff development programme.



Programme Schedule

Day	Date & Time	Session	Venue
1	20.01.2020 10:00 hour	Overview on - Documentation & Record Keeping	Conference Room
	20.01.2020 12:00 hour	Refreshment	Cafeteria
	20.01.2020 14:00 hour	Discussion on Documents and Record Management Fundamentals	Conference Room
2	21.01.2020 10:00 hour	Discussion on Creating and Maintaining Organizational and Departmental Documentation	Conference Room
	21.01.2020 12:00 hour	Refreshment	Cafeteria
	20.01.2020 14:00 hour	Discussion on how to gather information about records	Conference Room
3	22.01.2020 10:00 hour	Talk on Records Scheduling	Conference Room
	22.01.2020 12:00 hour	Refreshment	Cafeteria
	22.01.2020 1400 hour	Discussion on General Records Schedules	Conference Room
4	23.01.2020 10:00 hour	Views on Record Programme management Implementations and Development	Conference Room
	23.01.2020 12:00 hour	Refreshment	Cafeteria
	23.01.2020 14:00 hour	Discussion on sharing and promoting your department records	Conference Room
5	24.01.2020 10:00 hour	Aspects on Asset and Risk Management	Conference Room
	24.01.2020 12:00 hour	Refreshment	Cafeteria
	24.01.2020 14:00 hour	Valedictory	Conference Room



Staff Development Program Dated 20 Jan 2020



Staff Development Program Dated 22 Jan 2020



LIST OF STAFF MEMBERS

S.No.	Name	Designation
1	Rakesh Kumar	Lab Instructor
2	Balkar Singh	Lab Technician
3	Rajveer Kaur	Lab Instructor
4	Maninder Singh	Lab Instructor
5	Harjeet Singh	Office Asstt
6	Sandeep Singh	Suprintendent
7	Jaswant Singh	Lab Instructor
8	Gagandeep Singh Brar	Lab Technician
9	Jaswinder Kamboz	Lab Technician
10	Davinder Kumar	Lab Instructor
11	Rajpal Kaur	Office Asstt
12	Lakhwinder Singh	Lab Instructor
13	Indraj Kumar	Lab Instructor
14	Gagandeep Singh	Lab Instructor
15	Sandeep Singh	Lab Instructor
16	Sukhraj Singh	Asstt. Supdt
17	Sukhwinder Kaur	PA to Principal
18	Rupinder Kaur	Librarian
19	Lakhwinder Kaur	Sr. Asstt. Librarian
20	Geeta Rani	Library Restorer
21	Rajnish Kumar	Deputy Accountant
22	Ram Kishan	Accountant
23	Parkash Singh Brar	DPE
24	Gurmeet Singh	Networking Assistant



Administrative Training Programme

On

"Importance of SOP's for Non-Teaching"

Date: 15th January, 2020

Objective:

1. To enhance staff members knowledge and skills related to carrying out Standard operating procedures effectively, efficiently and safely.
2. To improve their overall productivity and effectiveness in carrying out the procedures including improving their ability to plan manage and execute tasks in a timely manner.
3. To promote safety and compliance with regulations and standards.
4. To promote a culture of continuous improvement, which is essential for staying relevant and competitive

Resource Person: Er. Tanu Taneja

Participants: 13

Brief Report:

On the 15th of January, 2020, a staff development program on "Importance of SOP's for Non-Teaching" was conducted at the Innovation Center, BFCET. Er. Tanu Taneja was the resource person, and 13 non-teaching staff members attended the training. The purpose of the session was to introduce a new set of SOPs to the non-teaching staff members.

The programme dedicated to non-teaching staff members. Er. Tanu Taneja focused on the importance of following SOPs for non-teaching. She explained that following SOPs helps in maintaining consistency and ensures that all students receive equal treatment.

Er. Tanu Taneja also discussed various teaching techniques and how they can be used to make the teaching process more effective. She emphasized the need to make the teaching process more interactive and engaging to enhance student learning. She also explained how the new set of SOPs would help teachers achieve these objectives.



In the second session, Er. Tanu Taneja focused on the role of non-teaching staff members in maintaining the SOPs. She explained that non-teaching staff members play a crucial role in ensuring that the college operates smoothly. She also discussed the importance of following SOPs in various areas such as maintenance, security, and administration.

Er. Tanu Taneja also emphasized the need for non-teaching staff members to communicate effectively with teaching staff members. She explained that effective communication helps in ensuring that everyone is on the same page and that there is no mis-communication.





Vote of Thanks:

At the end of the session, Er. Rajan Vinayak delivered a vote of thanks. He thanked Er. Tanu Taneja for conducting the session and for sharing her knowledge and expertise with the staff members. He also thanked all the staff members for attending the session and for their active participation.

Conclusion:

This staff development programme conducted by Er. Tanu Taneja was informative and insightful. The programme helped staff members understand the importance of following SOPs for non-teaching. It also helped staff members learn new teaching techniques and how to make the teaching process more effective. The new set of SOPs will be implemented in the college, and it is expected to improve the overall quality of education and college operations.

LIST OF STAFF MEMBERS

S.No.	Name	Designation
1	Gagandeep Brar	Lab Technician
2	Jaswinder Kamboj	Lab Technician
3	Davinder Kumar	Lab Instructor
4	Rakesh Kumar	Lab Instructor
5	Balkar Singh	Lab Technician
6	Sandeep Singh	Lab Instructor
7	Lakwinder Singh	Lab Instructor
8	Indraj Kumar	Lab Instructor
9	Gagandeep Singh	Lab Instructor
10	Baljeet Rupal	Lab Technician
11	Jaswant Singh	Lab Instructor
12	Rajveer Kaur	Lab Instructor
13	Maninder Singh	Lab Instructor



Staff Development Programme On “Strengthening campus safety: Advanced training for Security Guards”

Date: 23rd September 2019

Training Venue: Parking Area

Participants: 7

Trainer: Mr. Gurmeet Singh Sidhu (Security In charge)

Objective:

Baba Farid College of Engineering and Technology Bathinda organized Staff Development Programme (SDP) on “Strengthening Campus Safety: Advanced Training for College Security Guards”. It was a 1 day staff development program to equip security personnel with the necessary skills, knowledge, and techniques to handle security-related issues effectively. The training program covered a wide range of topics and was conducted on 23rd September, 2019. This report summarizes the key aspects of the program for each session held during the programme.

Session 1: Roles and Responsibilities of Security Guards

The first session of the training program focused on the roles and responsibilities of security guards. The participants were introduced to the various duties and responsibilities of a security guard, including patrolling, monitoring, and responding to emergencies. The participants were also trained on how to interact with visitors, employees, and stakeholders effectively.

Session 2: Surveillance and Monitoring Techniques

The second session of the training program covered surveillance and monitoring techniques. The participants were trained on how to use various types of surveillance equipment, including CCTV cameras and monitoring software. They were also taught how to recognize and respond to suspicious behavior and how to document incidents effectively.

Session 3: Risk Assessment and Threat Analysis

The third session of the training program focused on risk assessment and threat analysis. The participants were trained on how to identify potential security threats and vulnerabilities and how to conduct a risk assessment of a facility. They were also taught how to develop a comprehensive security plan and how to implement security measures effectively.

Session 4: Emergency Response Procedures

The fourth session of the training program covered emergency response procedures. The participants were trained on how to respond to various types of emergencies, including fires, floods, and terrorist attacks. They were also taught how to evacuate a facility safely and how to provide first aid in emergency situations.

Session 5: Communication and Customer Service Skills

The final session of the training program focused on communication and customer service skills. The participants were trained on how to communicate effectively with visitors, employees, and stakeholders. They were also taught how to handle difficult situations and how to provide excellent customer service while maintaining a secure environment.

The 1-day staff development program conducted by Baba Farid College of Engineering and Training was comprehensive and covered all the essential aspects of security management. The program equipped the security personnel with the necessary skills, knowledge, and techniques to handle security-related issues effectively. It is expected that the program will improve the overall security measures at Baba Farid Group of Institutions, making it a safer place for everyone. The feedback from the participants was positive, and they expressed their appreciation for the training program.





LIST OF STAFF MEMBERS

Sr. No.	Name	Designation
1	Gurcharan Singh (Sr.)	SECURITY GUARD
2	Kuldeep Singh	SECURITY GUARD
3	Gora Singh	SECURITY GUARD
4	Veerpal Kaur	SECURITY GUARD
5	Boota Singh	SECURITY GUARD
6	Ranjit Singh	SECURITY GUARD