

BABA FARID COLLEGE OF ENGINEERING & TECHNOLOGY

Muftsar Road, Bathinda, Punjab (India)

Organize

Administrative Training Programme

on

*Meeting and Scheduling Tools
on MS Teams*

7th January, 2019

EXPERT

Mr. Sahil Bhardwaj

PROGRAMME CO-ORDINATOR

Er. Hardeep Singh

**BABA FARID
GROUP OF INSTITUTIONS**

Bathinda, Punjab (India)

BABA FARID COLLEGE OF ENGINEERING & TECHNOLOGY

organizes

FACULTY DEVELOPMENT PROGRAMME

on

**EFFECTIVE TEACHING -
LEARNING FOR DEVELOPING
COMMUNICATION SKILLS**

10th to 14th December, 2018

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 enhance the Communication Skills of the Faculty Members.
- To impart knowledge to the Faculty regarding the importance of Appearance.
- To inculcate with the faculty members a sense of using correct and requisite gestures while delivering a session.
- To assist the Faculty members in enhancing their Presentation Skills.

PROGRAMME CONTENTS

- Communication
- Presentation Skills
- Gestures while delivering a Session
- Appearance

EXPECTED OUTCOME

- There will be an enhancement in the presentation skills of the faculty members.
- While delivering sessions the faculty members will use the requisite gestures.
- The faculty will impart knowledge to students in a more enhanced manner after working on their communication skills.

PROGRAMME DURATION

10th to 14th December, 2018

PROGRAMME COORDINATOR

Mr. Gaurav



BABA FARID COLLEGE OF ENGINEERING & TECHNOLOGY

Bathinda (Punjab) -151001, www.bfcet.com



ABOUT US

Baba Farid Group of Institutions, incepted in the year 1993 under the guidance of Baba Farid Vidyapeeth, is one of the prominent education hubs in Malwa region. Founded and Managed by reputed educationist Dr. Gurmeet Singh Dhaliwal (Chairman), the institution is delivering the academic excellence with complete panache. Being the leading Educational Institute of the region, it is a preferred destination of national and International learners to attain their career aspirations.

ABOUT BFCET

Baba Farid College of Engineering and Technology is a premier Institute of Malwa Region of the State of Punjab. BFCET is a prominent institute of BFGI which is approved by AICTE and affiliated to Maharaja Ranjeet Singh Punjab Technical University established in 2008. BFCET is a prominent institute of BFGI approved by AICTE, Step by Step BFCET has Grown and has risen like a star on academic horizon. The main strength of the institution is to impart the practical skills to the students with the support of excellent infrastructure and highly qualified faculty.

ABOUT THE DEPARTMENT

The objective of the Department of Mechanical Engineering is to produce graduates who contribute to the society and to the economic base of our region, nation and the world to the best of their abilities. Faculty members have excellent academic credentials and are highly active in research. Automation and Robotics is the thrust area of the department. The department has well equipped labs and a centralized workshop. Three students club in the department are Design Club, Automotive Engineering Club and Robotics Club. Department provides various Technical Skill Classes to Enhance Technical Knowledge with Skill Based Technical Training Program by NSDC Govt. of India.

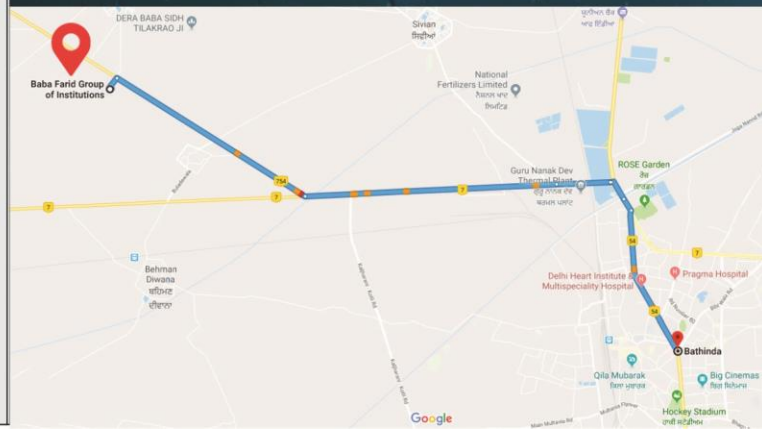
HISTORY OF BATHINDA

Bathinda (also known as tabar-e-hind or tabarhindh meaning the gateway to India) is a city and municipal corporation in southern part of Punjab, India. It is the northwestern India in the Malwa region, 227 km west of the capital city of Chandigarh and is the fifth largest city of Punjab. Bathinda's nicknamed the "city of lakes" courtesy of the artificial lakes in the city. The first empress of India, Razia Sultana was imprisoned in the Quila Mubarak fort in Bathinda the Gurudwara and Mazaar of haji rattan is the popular tourist center of Bathinda having connection with popular legends.

Bathinda is a hub of Educational Institutions such as MRSPTU, Central University of Punjab and upcoming AIIMS. Bathinda is home to two modern thermal power plants, Shri Guru Nanak Dev ji Thermal and Shree Guru Hargobind ji Thermal Plant at Lehra mohabbat. The city has a national fertilizer plant, Guru Gobind Singh oil refinery, A historic Qila Mubarak fort is the main historical monuments. Bathinda is one of the largest food grain and cotton markets in northern India. The area around Bathinda is prolific grape growing area. It is the one of the leading cities in education in Punjab.

HOW TO REACH BFGI

1. 4 km from Bathinda Airport
2. 12 km Bathinda Bus Stand
3. 13 km from Bathinda Jn. Railway Station
4. 210 km from Chandigarh
5. 300 km from New Delhi by Train.
6. Delhi to Bathinda (Via Air)- 1 hour 20 min



INDIAN SOCIETY OF TECHNICAL EDUCATION
& AICTE SPONSORED

FACULTY DEVELOPMENT PROGRAMME

on

“OUTCOME BASED EDUCATION TEACHING LEARNING SKILLS IN DIGITAL AGE”



16th -21st JULY, 2018



ORGANISED BY

DEPARTMENT OF MECHANICAL ENGINEERING
BABA FARID COLLEGE OF ENGINEERING & TECHNOLOGY

Bathinda, Punjab (INDIA)-151001
Helpline: 0164-2786001, 1800-180-2002 (Toll-Free)



WHO CAN REGISTER

Faculty members and research scholar and must be an ISTE Member can Register.

IMPORTANT INFORMATION

- Last Date of Registration: 9th JULY, 2018
- Intimation of Acceptance: 10th JULY, 2018
- NO Registration fees.
- TA as per Norms (for out stationed Participants)

REGISTRATION

Interested participants should send their duly completed Registration form through proper channel. Participants can also Send their Registration form through Email – hodmebfcet@gmail.com confirmation of eligible candidates will be done on first come first serve basis as seats are limited. Incomplete application forms will not be entertained. Registration can be download by using following link.

<http://bit.ly/2l1mn8mA>

VENUE FOR COURSE

INNOVATION CENTER
BABA FARID COLLEGE OF ENGINEERING AND TECHNOLOGY
BABA FARID GROUP OF INSTITUTIONS
Bathinda (Punjab)

OBJECTIVE OF PROGRAMME

1. To enable the participants to understand and practice Outcome Based Teaching -Learning Strategies.
2. To enable participants to develop suitable tools of evaluation.
3. To facilitate exposure to the latest pedagogical techniques.
4. To understand the role of digital tools and social media in teaching learning.
5. To give the faculty, the exposure on NBA Validation Criteria.

COURSE OUTCOME

1. The programme shall enable the participant to understand the fundamentals of OBE and effective teaching
2. To prepare the Learning Outcomes of their respective course with the help of Bloom's Taxonomy.
3. To develop novel competencies for the professional development of faculty in technical institutes.
4. Use the latest pedagogical techniques including effective use of ICT for teaching and learning.

PATRON

Dr. GURMEET SINGH DHALIWAL
(CHAIRMAN, BFGI)

ORGANISING CHAIR

Dr. PARDEEP KAURA

CONVENOR

Er. MANISH GOYAL

COURSE CORDINATOR

Dr. TEJINDER PAL SINGH SARAO

COURSE CO-CORDINATOR

Er. KOVID SHARMA

ORGANISING COMMITTEE

Dr. Jyoti Bansal
Dr. Kanwaljeet Kaur
Er. Ajay Sidana
Er. Hardeep Singh
Er. Tanu Taneja
Er. Gurpreet Singh
Er. Gaurav Garg
Mr. Jaswinder Singh
Mrs. Dimpy Sharma
Er. Ashish Kumar Yadav

Dr. Manish Gupta
Dr. B S Brar
Er. Sunil Nagpal
Er. Amandeep Singh
Er. Harsimran Singh
Er. Arshdeep Singh
Er. Satnam Singh Sekhon
Er. Anoop Monga
Er. Gurjant Singh Brar
Er. Naveen Kumar

BABA FARID
GROUP OF INSTITUTIONS

Bathinda, Punjab

Helpline: 1800-180-2002 (Toll-free),
0164-2786001, www.babafaridgroup.com



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16th -21st JULY 2018

REGISTRATION FORM

Name: _____

Designation: _____

Qualification: _____

Teaching/Industry Experience in Yrs.: _____

Mailing Address: _____

Email: _____

Mob. No.: _____

ISTE Membership No: _____

I undertake to abide by the rules and regulations governing the AICTE-ISTE FDP and shell attend the course of complete duration.

Date.

Signature

BABA FARID COLLEGE OF ENGINEERING & TECHNOLOGY

organizes

STAFF DEVELOPMENT PROGRAMME

on

MICROSOFT OFFICE TIPS AND TRICKS

7TH – 11TH Jan, 2019

Non-teaching staff have a significant role to play in the institution's success. It is essential for the non-teaching staff to perform their duties responsibly to enable the teaching staff and the organization to work smoothly. They undertake a wide range of activities related to course delivery and course/programme implementation, including student support services. Growth and development are an ongoing process for all levels of the education sector employees. The Staff Development Programme (SDP) is designed to assist Baba Farid College of Engineering & Technology staff build workskills and improve individual performance by increasing knowledge and enhancing productivity. Staff Development Programme is a process directed towards the personal and professional growth of staff. SDP can be viewed as the activities and programs (formal or informal and on or off campus) that help staff members learn about responsibilities, develop required skills and competencies necessary to accomplish institutional goals, and grow personally and professionally to prepare themselves for progression in the institution.

OBJECTIVES OF PROGRAMME

The objectives of staff development programme are-

- To increase employee productivity
- To improve the overall organizational performance
- To develop the computing skills of employees
- To meet the changing needs of education sector & society

PROGRAMME CONTENTS

- Microsoft Word
- Advance features of MS-word
- Microsoft Power Point
- Working with animations in PPTs
- Microsoft excel
- Microsoft access
- Working with databases
- Microsoft outlook & working with emails

PROGRAMME COORDINATOR

Er. Tanu

Head & Assistant Professor, Civil Engineering

PROGRAMME DURATION

07th to 11th January, 2019

EXPECTED OUTCOME

- Able to recognize when to use each of the microsoft office programs to create academic documents.
- Provide hands-on use of microsoft office and its applications
- Able to create access databases by structuring existing data, writing advanced queries, working with macros.
- Enable them to understand the use of microsoft outlook in our daily life



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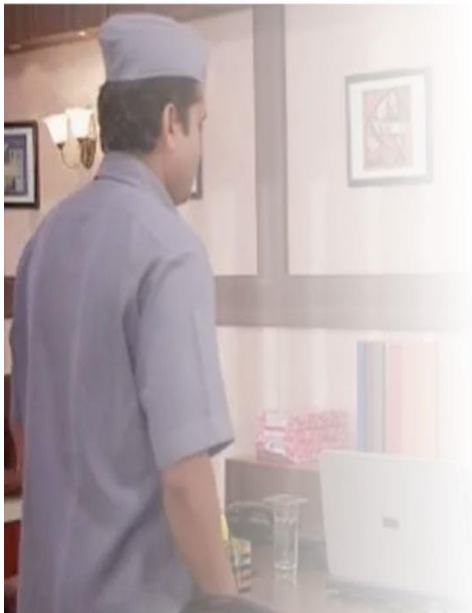
BABA FARID COLLEGE OF ENGINEERING & TECHNOLOGY

Muktsar Road, Bathinda, Punjab (India)

Organize

Staff Development Programme

on



ROLES AND RESPONSIBILITIES OF OFFICE BOYS

12th September, 2018

EXPERT

Mr. Balkaran Singh

PROGRAMME CO-ORDINATOR

Er. Hardeep Singh

**BABA FARID
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Bathinda, Punjab (India)

BABA FARID COLLEGE OF ENGINEERING & TECHNOLOGY

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Organize

Staff Development Programme

on

EARTHING AND GROUNDING

9th July, 2018



EXPERT

Er. Abhi Garg

PROGRAMME CO-ORDINATOR

Er. Harsimran Singh

**BABA FARID
GROUP OF INSTITUTIONS**

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