BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Faculty/Staff/ Development Programs/Administrative Training Programs

(2017-18)

BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Faculty Development Programme

On

"Enhancing Effective Communication Skills"

14th May–18th May 2018

No. of Sessions : **Five**

Date of Commencement : **14th May 2018**

Conducted By : **The Princeton Review**

Baba Farid College of Engineering and Technology organized five days' FDP on enhancing effective communication skills. Over the years, there has been an increasing emphasis on the need to develop communication skills amongst the professionals. English language is the current lingua franca of the international business, technology, aviation, diplomacy, banking computing medicines engineering and tourism. It is spoken by 1.8 billion people in the world and the number still increasing. Almost every single university in the world are conducting scientific studies in English. Total 60% of radio programs are broadcast in English, more than 70% of the content or address of mailing letters are written in English. English plays an important role in the world. . Keeping this aspect and identifying the need to enhance the communication skills of BFCET; under the faculty Development Program arranged five days training on "Enhancing Effective Communication Skills". The major aim of this training was to help participants dramatically increase their ability to tune into others in order to communicate effectively, clarify expectations, resolve conflicts, and influence outcomes. 33 nominations from different streams of engineering department were received.

The resource persons were from "The Princeton Review", renowned organization dealing extensively in foreign language preparation. Methodology used during FDP was activity based and ensure active participation of all participants.

Training Design and Methodology

This FDP was strictly interactive and intended to take a very active approach to helping participants relate better to others. Self-assessment surveys, journal topics, peer practice, and public observation was set to allow participants to reflect on their own interpersonal awareness while learning from others.

Design

On arrival at the training venue, the participants were introduced to training staff and each other. A detailed introduction to the objectives, methodology of the training, expectations of the course staff follows. Each session consisted of a brief input on the topic followed by group tasks that will be done in

separate groups with the help of facilitator who mostly acted as an active observer. The tasks were mostly neutral in nature and carried out with time specifications.

Performance Evaluation & Feedback:

All the participants were evaluated on various Parameters throughout the FDP namely:

- Public Speaking Skills (Confidence, Clarity of thought, Connect with the audience, content relevance)
- Use of Vocabulary
- Converses at length rather than answering yes/no
- Fluency & Pronunciation
- Innovation & Creativity during session

Overview of Training Modules

DAY – 1

- Introduction of the Program
- Activity – Treasure hunt
- Video of a multicultural country in association with global language
- Activity – Jumbled pictures followed by analysis
- What makes people outshine in public?
- Sharing the agenda
- Formulation and naming of the groups
- Activity – Who am I?
- Video – Glossophobia (with Analysis)
- Activity – Extempore
- Evaluations

DAY – 2

- Activity – Breaking the comfort for Effective communication
- Activity – Considerate and Courteous
- Video on Use of Considerate & Courteous in effective communications followed by analysis
- Activity – Role-plays
- Group Discussion

DAY – 3

- Clarity of thoughts & speech in effective Communications
- Activity – Story chain
- Activity – Karaoke
- Activity – Pictionary
- Video clips and analysis
- Group Debate

DAY – 4

- Listening Vs. Hearing
- Activity – Creating a new language
- Activity – Dumb charades
- Ice Breaker – Passing the Expressions
- Activity – Mute movie Clips
- Activity – Freedom revolutionaries Role play

DAY – 5

- Extempore
- Group discussion
- Role play
- Take away from the week
- Feedback Time
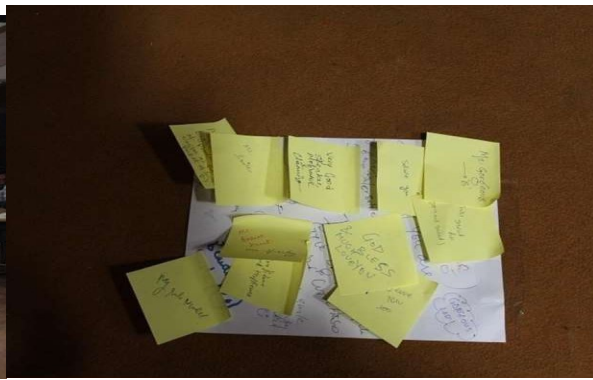
Conclusion

The level of participation was very high throughout the training; participant's involvement in group work was proactive. All the participants shared their ideas and views regarding the topics shared with them. All the employees were committed to utilize effective communication skills for the organization in specific and in their lives generally. Participants were encouraged to ask questions and the questions asked were answered in a satisfactory manner. Majority of the participants were excited to learn about the new topics in terms of communication skills at workplace. With specific reference to the topics, majority of the participants admired the topic of non-verbal communication skills (body language). Furthermore, the training, as a whole, conveyed to the participants the positive message that learning to communicate is a continuous process and one has to adapt according to time, place and situation.

List of Staff Members

S.No.	Name	Designation
1	Amandeep Kaur	Assistant Professor
2	Amandeep Singh	Assistant Professor
3	Amritpal Kaur	Assistant Professor
4	Charanjit Singh	Assistant Professor
5	Damanpreet Kaur	Assistant Professor
6	Dimpy Sharma	Assistant Professor
7	Garima Mahajan	Assistant Professor
8	Hardeep Singh	Assistant Professor
9	Harleen Kaur	Assistant Professor
10	Jarnail Rathour	Assistant Professor
11	Jashanpreet Kaur	Assistant Professor
12	Kirandeep Kaur	Assistant Professor
13	Manisha	Assistant Professor
14	Manmehak Sidhu	Assistant Professor
15	Natasha Sharma	Assistant Professor
16	Navjot Singh	Assistant Professor
17	Rajesh Kumar	Assistant Professor
18	Rajpreet Kaur	Assistant Professor
19	Ramandeep Sidhu	Assistant Professor
20	Rishamjot Sran	Assistant Professor
21	Sapna Boro	Assistant Professor
22	Sunil Kumar Nagpal	Assistant Professor
23	Swarnjeet Singh	Assistant Professor
24	Balwinder Singh	Associate Professor
25	Harpreet Singh	Assistant Professor
26	Rashmi Uppal	Assistant Professor

Faculty Development Programme

On

Computational Fluid Dynamics Using ANSYS Workbench & Ansys CFD Software

Date 3rd January 2018

Baba Farid College of Engineering & Technology, Bathinda organized Faculty Development Programme on "Computational Fluid Dynamics Using ANSYS Workbench & ANSYS CFD Software" by CAADD Center Bathinda. Principal of BFCET, Dr Manish Goyal welcomed the worthy guests and Programme event organizer, Er Ashish Kumar Yadav who thanked and gave information about the programme. Key note speaker, Er. Fizo Sr. Design Engineer (CADD center New Delhi) and Mr. Avtar Bhullar (CAADD center Bathinda) shared need and importance of Computational Fluid Dynamics Using ANSYS Workbench & Ansys CFD Software and how companies are looking for digital transformation and even quoted few examples of the same. They congratulated BFCET for organizing FDP and wished good luck and success.

Glimpses of the Faculty Development Programme

Er. Fizo Sr. Design Engineer and Mr. Avtar Bhullar take the lectures and gives the introduction about CAD/CAE with structural analysis. They also take the practical sessions and practical workshops on Computational fluid dynamics (CFD).

Computational fluid dynamics (CFD) is the use of applied mathematics, physics and computational software to visualize how a gas or liquid flows -- as well as how the gas or liquid affects objects as it flows past. Computational fluid dynamics is based on the Navier-Stokes equations. These equations describe how the velocity, pressure, temperature, and density of a moving fluid are related.

Glimpses of the Faculty Development Programme

CFD software requires information about the size, content and layout of the data center. It uses this information to create a 3D mathematical model on a grid that can be rotated and viewed from different angles. CFD modeling can help an administrator identify hot spots and learn where cold air is being wasted or air is mixing.

Simply by changing variables, the administrator can visualize how cold air will flow through the data center under a number of different circumstances. This knowledge can help the administrator optimize the efficiency of an existing cooling infrastructure and predict the effectiveness of a particular layout of IT equipment. For example, if an administrator wanted to take one rack of hard drive storage and split the hard drives over two racks, a CFD program could simulate the change and help the administrator understand what adjustments would be need to be made to deal with the additional heat load before any time or money has been spent.

On last day of FDP, quiz was conducted, and feedback was taken from participants followed by Valedictory session which was concluded with a brief report and vote of thanks by FDP Coordinator.

List of Staff Members

S.No.	Name	Designation
1	Anoop Monga	Assistant Professor
2	Gurjant Singh	Assistant Professor
3	Kovid Sharma	Assistant Professor
4	Balwainder Singh Brar	Associate Professor
5	Gurkirtan Sharma	Assistant Professor
6	Jasvinder Singh	Assistant Professor
7	Kanwaljeet Kaur	Associate Professor
8	Sandeep Mann	Assistant Professor
9	Tanu Taneja	Assistant Professor
10	Satnam Singh	Assistant Professor

Administrative Training Programme
On
Enterprise Resource Planning (ERP) system and Leave
Management System

Date of Workshop: 01 August, 2017

Invited Expert: Mr. Lakhwinder

No. of participants: 16

The Baba Farid College of Engineering organized an One day Administrative Training Program on ERP system and leave management system. 16 faculty members attended the programme. The main objective of this programme was to increase the employee productivity, maintenance of e-platform, registration module, and token generation system, ERP tools, leave management system, admission module, lead management, admission reports and E-approval System.

Session 1:

The session started with an inauguration speech by Mr. Lakhwinder. He addressed the entire audience and explained the importance of ERP solution in day to day tasks. On very first session, the expert discussed the introduction of tools like Admission system, E-Approval system, Mentor Scheme etc. available in ERP solution**.**

Session 2:

In the second session, the expert started with the token generation system being used at theentry gate. He discussed how tokens are generated and activated at the entry gate. Furtherit was discussed how the management system queue works. Furthermore, experts discussed the Enquiry system. He also discussed important points to be taken care of while enteringenquiry in ERP solution.

Session 3:

The session started with discussing the Registration and Admission process in ERPsolution. Firstly, experts discussed registration process i.e., how enquiry is forwarded to Registration and what are the points to be taken care of while doing student registrationon ERP solution. Secondly, the admission process was discussed with non-teaching members. Various steps, fee schemes available, validations in various fields of admissionform were discussed. Furthermore, all attendees did hands-on practice of all steps of the Admission process on ERP solution.

Session 4:

In the fourth session of the programme, the expert discussed reports like Enquiry, registration, admission, region-wise admission, school-wise admission, etc available in Admission process of ERP solution. He also focused the session on Lead Management. The expert elaborated how to enter adopted students, entering efforts after calling to students. Furthermore, reports available in Lead management were also discussed.

Session 5:

In the last session of the programme, the expert focused on the E-Approval system in ERP solution. He discussed how to add e-approvals, how to assign/reassign tasks to anotherperson, how to close an e-app after completing the task. The queries of all the processes of ERP solution were solved. With this, the programme was concluded.

List of Staff Members

S. No.	Name	Designation
1	Tanu	Assistant Professor
2	Sandeep Mann	Assistant Professor
3	Rajan Vinayak	Assistant Professor
4	Gurkirtan Sharma	Assistant Professor
5	Kavita Gupta	Assistant Professor
6	Dr. Jayoti Arora Bansal	Associate Professor
7	Charandeep Singh Bedi	Assistant Professor
8	Dr. Meenakshi Arya	Associate Professor
9	Ramneek Singh	Assistant Professor
10	Chinu Verma	Assistant Professor
11	Ankit Sharma	Assistant Professor
12	Amandeep Kaur Ghai	Assistant Professor
13	Satnam Singh	Assistant Professor
14	Harleen Kaur	Assistant Professor
15	Sunil Kumar Nagpal	Assistant Professor
16	Navjot Singh	Assistant Professor

BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Staff Development Programme

On

Personality Development and Positive Thinking

03rd to 07th July, 2017

Baba Farid College of Engineering and Technology Bathinda organized five days Staff Development Programme (SDP) on "Personality Development and Positive Thinking. The Objective of this endeavor was the promotion of the strategies for the personality development and positive thinking of the staff members. The rationale behind this endeavor was the recognition of the multifaceted influence of the personality of the employees upon organizational effectiveness. The influence of human personality upon the functional efficiency of an organization and its personnel has been widely recognized. The personality can also be modified to a certain extent. Accordingly, recent years have seen a variety of efforts by professionals in various fields to design courses that would help develop certain positive trends in personality. The objective of such courses is to remove or screen out those barriers or obstructions that stand in the way of the expression of individual personality, through a process of training. Er. Tanu Taneja, Head & Assistant Professor, CED was acted as coordinator.

Day- 1

Resource Person: Mr. Gursimran Singh

Session: Personality Development and Positive Thinking

It was to impart knowledge, sharpen skills, and to orient attitudes of participants so that they are capable of performing better in their roles as leaders based on the situation. During the initial discussion, importance and primacy of leadership was highlighted. The concept of leader and manager was compared and contrasted. It was made clear that while categorization of leadership is based on what leaders do or what they are capable of doing the best, identification of leadership styles is based on how leaders perform the tasks of:

1. Making decisions
2. Implementing decisions

Day- 2

Resource Person: Ms. Nimrat Kaur

Session: Interpersonal Relations (Transactional Analysis)

It was to create awareness in the participants with regard to the different aspects of interpersonal relations based on the ideas envisaged in Transactional Analysis and their relative significance in the context of the functional effectiveness of organizations.

In this section, participants were provided with theoretical knowledge with regard to nature, types, and outcomes of various interpersonal relationships in relation with Transactional Analysis.

In this session, Ego States were analyzed with the help of concrete examples in the organizational set up. This session involved the use of a lecture-cum-discussion method.

Strokes can be considered in the simplest way as forms of rewards (appreciations) and punishments. They can be either positive or negative and all people need them for performing. After providing the awareness regarding the different stroking patterns to the participants, they were asked to make an evaluation of their stroking patterns and identify their merits and demerits and also to suggest changes, if any, required in stroking patterns to enhance interpersonal relationships.

Day- 3

Resource Person: Ms. Gurmeet Kaur

Session: Stress Management

The principal objectives of this training were to familiarize the participants with the knowledge regarding the various causes of stress, type of stresses, and above all the various stress management strategies.

The following factors were covered:

- What is Stress?
- Relevance of Stress
- Difference between Distress and Eustress
- General Adaptation Syndrome

This section involved a theoretical as well as a practical session. The theoretical session is aimed at increasing the awareness of participants regarding the influence of perceptual changes, personality, proper exercise, time management and the avoidance of long working hours in reducing the experience of stress. The practical session involved the imparting of training in Yoga, Meditation and Relaxation.

Day- 4

Resource Person: Ms. Vaishnavi

Session: Group Dynamics and Team Building

It was to improve managerial capabilities of participants through team building and group dynamics. A unique feature of the session on team building and management would be that a game/exercise will precede discussions. The exercise of broken squares was conducted without announcing thatit is part of a session on team building and management.

To conduct the exercise of broken squares the group was divided into two teams of fivemembers.

Day- 5

Resource Person: Ms. Avneet Kaur

Session: Motivaton

It was to make the participants aware of the multifaceted impact of the concept of Motivation upon efficient organizational functioning. The session relating to this topic covered the information relating to different motivational concepts.

In this session, participants were provided with information pertaining to the relevance ofMotivation to performance. They were also made aware of the different types of motivations such as Positive motivation, Negative or Fear motivation, Intrinsic Motivation, Extrinsic Motivation etc.

Through the use of case analysis and questionnaire, the participants were made aware of the operation of the different motivational concepts. Through the use of active discussion with the participants, the trainers made the participants informed about the methods by which motivational level of subordinates could be enhanced.

Day Wise Schedule

No of Days	Session	Topic(s)
Day 1	Session-1	Personality Development and Positive Thinking
Day 2	Session -2	Interpersonal Relations
Day 3	Session -3	Stress and Causes of stress Impact of stress Managing Stress
Day 4	Session -4	Group Dynamics & Team Building
Day 5	Session -5	Motivation Lecture

Staff Development Programme dated 03 July, 2017

List of Staff Members

S. No.	Name	Designation
1	Gagandeep Singh Brar	Lab Technician
2	Jaswinder Kamboz	Lab Technician
3	Rakesh Kumar	Lab Instructor
4	Jaswant Singh	Lab Instructor
5	Sandeep Singh	Lab Instructor
6	Balkar Singh	Lab Technician
7	Baljeet Rupal	Lab Technician
8	Indraj Kumar	Lab Instructor
9	Lakhwinder Singh	Lab Instructor
10	Sartaj Singh	Lab Instructor
11	Davinder Kumar	Lab Instructor
12	Parkash Singh Brar	DPE
13	Sukhwinder Kaur	PA to Principal
14	Rupinder Kaur	Librarian
15	Lakhwinder Kaur	Sr. Asstt. Librarian
16	Geeta Rani	Library Restorer
17	Bikramjeet Singh	Library Assistant
18	Hardeep Singh	Library Assistant

Staff Development Programme
On
Effective Cleaning Techniques for Sweepers

Dated –15 march, 2018

Objective-

- To Train the Sweepers for the cleaning.
- To Train the Sweepers about the equipment needed for cleaning and maintenance duties
- To Train the sweepers to follow procedures for the use of chemical cleaners to preventdamage to floors.
- Will understand & follow all healthy and safety regulations

Expert: Mr. Balkarn Singh

Participants: 19

Brief Report:

Baba Farid College of Engineering and Technology, Bathinda organized a Staff development Programme on 'Effective Cleaning Techniques for Sweepers' on 15th march, 2018. The programme was conducted over one day and aimed to provide sweepers with skills and knowledge related to their roles in the college. The workshop was held on the college premisesand was attended by 19 sweepers as they are an essential part of the functioning of educational institutions, including colleges. They are individuals who work voluntarily to assist the college administration in carrying out their duties. It is essential to provide sweepers with workshops and training programs to enhance their skills and knowledge, ensuring they can perform their roles effectively. This report outlines a workshop given to sweepers in a college.

In first Session Trainer Talked about the Task performs by the sweepers

- Clean building floors by sweeping, mopping, scrubbing, or vacuuming.
- Clean windows, glass partitions or mirrors using soapy water or other cleaners, sponges or squeegees.
- Gather and empty trash.
- Clean washrooms using solvents, brushes or power cleaning equipment.
- Spray insecticides or fumigants to prevent insect or rodent infestation.
- Performs general clean-up of all office facilities

This programme also focused on developing specific skills that sweepers would need to perform their roles effectively. The session began with a presentation on time management, which emphasized the importance of prioritizing tasks and managing time effectively. This was followed by a presentation on leadership skills, which discussed various leadership styles andhow sweepers could develop their leadership skills.

Conclusion:

The programme provided sweepers with valuable skills and knowledge related to their roles and responsibilities in the college. The workshop emphasized the importance of effective communication, time management, leadership, teamwork, and stress management. Sweepers were also given an opportunity to network with each other, which could lead to better collaboration and teamwork. Overall, the workshop was a successful workshop, and it isrecommended that similar workshops be conducted in the future to continue developing sweeper's skills and knowledge. At the end of session, the sweepers were motivated enough to use cleaning Tools & solvent in order to clean the building all the time In a nutshell, everyone took the responsibility and performed their duties diligently.

List of Staff Members

S. No.	Name	Designation
1	Satish Kumar	Sweeper
2	Monu	Sweeper
3	Ghanshyam	Sweeper
4	Kanhiya	Sweeper
5	Harbhajan Singh	Sweeper
6	Monu	Sweeper
7	Baljinder Singh	Sweeper
8	Lakhwinder Singh	Sweeper
9	Deepak Rajput	Sweeper
10	Gurmeet Singh	Sweeper
11	Phool Chand	Sweeper
12	Sandeep Kumar	Sweeper
13	Bablu	Sweeper
14	Jaspal Singh	Sweeper
15	Jagsir Singh	Sweeper
16	Krishan Singh	Sweeper
17	Ashok	Sweeper
18	Bakil Kumar	Sweeper
19	Deepak	Sweeper

Staff Development Programme
On
Driving towards Cleanliness

Dated – 13 March, 2018

Invited Expert: Mr. Navdeep Singh Sidhu

Participants: 8

Brief Report:

Baba Farid College of Engineering and Technology had organized a one day Staff Development Programme on ''Driving towards cleanliness' 'on 15th March, 2018 to educate and to promote civic sense among the staff community. This programme had been designed so that the staff members can do their contributions to keep the buses clean and improve on their area of improvements. Staff members were advised not to throw paper plates, water bottles, paper cups, tissues, and many unwanted things in buses as it is very unhygienic to all of us. They were also informed to make the college buses a beautiful place for one and it makes individuals healthier when the environment around them is healthy.

Moreover, they were told that Clean Buses could promote Hygiene; it could improve hygiene in buses and could also help to reduce the spread of sickness. The speaker said that maintaining a clean bus environment could set a good example to students. Mr. Navdeep Singh Sidhu emphasized that Cleanliness would encourage learners to take pride in their college, which make them less likely to drop litter and as such they would potentially make a bigger effort to maintain their environment. In addition to it, the speaker claimed that cleanliness would give rise to a good character by keeping body, mind, and soul clean and peaceful. The speaker elaborated the topic by saying that maintaining cleanliness was the essential part of healthy living because it was the cleanliness only which could help to improve our personality by keeping clean externally and internally.

Valedictory session:

At the end of the session, the staff members were motivated enough for the hygiene and cleanliness of buses and everyone took the responsibility to guide the students of the college with the same knowledge

List of Staff Members

Sr. No.	Name	Designation
1	Gurpreet Singh	Driver
2	Jaswant Singh	Driver
3	Shinderpal Ram	Driver
4	Sukhwinder Singh	Driver
5	Harpal Singh	Driver
6	Balwinder Singh	Driver
7	Swarn Singh	Driver
8	Rupinder Singh	Driver

BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Staff Development Programme

On

Empowering Wardens to Manage and Inspire Mess Staff

Dated – 12 March, 2018

Objectives:

1. The main objective of this programme was to improve the efficiency and effectiveness of the mess operation, while also ensuring the health and safety of the students.
2. The programme provided a clear understanding of the roles and responsibilities of hostel warden and mess staff.
3. This programme covered food safety and hygiene practices that were essential for maintaining a healthy and safe environment in the mess.
4. This included programmes on proper food storage, preparation, and handling, as well as cleaning and sanitizing procedures.

Baba Farid College of Engineering and Technology, Bathinda organized a one day Programme on ''Empowering Wardens to manage and inspire mess staff '' on 12th march, 2023. Five mess staff members had been gathered for this development programme. This programme had been designed so that the complete staff members along with the hostel warden could do their work effectively and improve on their area of improvements.

Resource Person:

Mr. Lakhveer Singh (Hostel Warden

Session 1st: Mr. Lakhveer Singh (Hostel Warden) delivered a welcome speech to all the members. During the inaugural session, he briefed the importance of hygiene and cleanliness of mess and food.

Session 2nd and 3rd: Mr. Lakhveer Singh discussed the importance of mess management. He told the members that Mess formed a very important part of the hostel and the staff would keep the record of various aspects of mess like food quality, the hygienic preparation of food with reference to the menu, the proper meal timings and things like that. Moreover, he emphasized on the importance of cleaning the kitchen, dining tables, crockeries, utensils etc. In addition to it, he briefed that dressing up of mess members with the proper aprons and dress was an important aspect of mess hygiene as well as it could keep the staff disciplined. At the end of the session, he talked about the individual person's ethics that the mess staff should behave politely with the hostel students and they should always do their best to feed the students with love and care so that the children can feel their home and loved ones even at their college.

Valedictory Session:

Mr. Lakhveer Singh delivered a vote of thanks to all the participants who made this programme a big success. He congratulated all the staff members for successful completion of the staff development programme

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List of Staff Members

Sr. No.	Name	Designation
1	Lakhvir Singh	Boys Hostel Warden
2	Indu Bala	Girls Hostel Warden
3	Hargurpreet Singh	Helper hostel
4	Akbar Bibi	Helper hostel
5	Gurjiwan Singh	Helper Hostel

BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Staff Development Programme

On

Drive Safe

Dated – 07 march, 2018

Invited Expert: Mr. Navdeep Singh Sidhu

Participants: 30

Brief Report:

Baba Farid College of Engineering and Technology had organized a one day Staff Development Programme on ''safe driving'' on 07 march, 2018 to educate and to promote the responsibilities of bus drivers among the staff community. 30 bus drivers including 2 from BFCET had been gathered for this development programme. This training programme had been designed so that the complete staff members could get aware about their duties and how much responsibility they had while driving the buses as it was all about the safety and security of students.

Session 1st: Mr. Navdeep Singh (Manager Admin) delivered a welcome speech to all the members. During the inaugural session, he briefed the importance of the responsibilities of bus drivers.

Session 2nd and 3rd: Mr. Navdeep Singh stated that the most obvious responsibility of a college bus driver was to transport students to and from college or activities in a timely and safe manner. This included showing up to each home or stop at the scheduled time and driving safely in all types of weather. Drivers were required to have commercial driver's licenses to operate full-sized buses. Maneuvering safely on turns and when rain or fog impact conditions were critical. So while driving they would keep their full concentration on driving only.

Moreover, the speaker said that Regular drivers were responsible for monitoring the safety of their buses. This included regular checks on brakes, tires, turning signals and mechanical equipment.

In addition to it, the speaker elaborated some more responsibilities of drivers like

- The bus driver would check at the end of each trip to ensure that no students or personal objects had beenleft on the bus. They would notify their dispatcher immediately of anything that was left on the bus.

- Drivers would keep the vehicles clean and free of any hazards. And also, drivers would Use an appropriate tone of voice and vocabulary when speaking to students and refrain from shouting, swearingor using offensive and aggressive language.

- Driver would allow the students aboard the vehicle to speak to each other in the language of their choice.

- Driver would ensure that all the students are informed about the bus safety rules.

- Driver would cooperate with the principal when establishing a seating plan for the bus.

- They would always deliver students to their scheduled destination, even if they display unruly behavior.

- They would not use a cell phone or other personal portable electronic device while operating a College bus or any other vehicle transporting students, including while loading and unloading students, except inan emergency.

Valedictory Session:

Mr. Navdeep Singh delivered a vote of thanks to all the participants who made this programme a big success. He congratulated all the staff members for successful completion of the staff development program.

BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

List of Staff Members

S.No.	Name	Designation
1	Gurpreet Singh	Driver
2	Jaswant Singh	Driver
3	Shinderpal Ram	Driver
4	Sukhwinder Singh	Driver
5	Harpal Singh	Driver
6	Balwinder Singh	Driver
7	Swarn Singh	Driver
8	Rupinder Singh	Driver
9	Dharmpal Singh	Driver
10	Bhola Singh	Driver
11	Hardev Singh	Driver
12	Gurhcaran Singh	Driver
13	Gurjeet Singh	Driver
14	Kuldeep Singh	Driver
15	Mandeep Singh	Driver
16	Jaswant Singh	Driver
17	Gurjant Singh	Driver
18	Rajinder Singh	Driver
19	Rajdeep Singh	Driver
20	Pinderpal Singh	Driver
21	Balwant Singh	Driver
22	Baldev Singh	Driver
23	Bhupinderpal Singh	Driver
24	Baljit Singh	Driver
25	Narinder Singh	Driver
26	Lakhwinder Singh	Driver
27	Rajdeep Singh	Driver
28	Ravneet Singh	Driver
29	Dalvir Singh	Driver
30	Boota Singh	Driver

BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Staff Development Programme

On

Advanced Plumbing Tools and Techniques Programme

Dated –08 August, 2017

Invited Expert: Er Gurkirtan Sharma

Participants: 2

Brief Report:

Baba Farid College of Engineering and Technology had organized a Staff Development Programme on Advanced plumbing tools and techniques Programme for Plumbers. This programme had been designed so that the complete staff members could get aware about the plumbing System.

In first Session Trainer Talked about the Tasks Perform by the Plumbers-

- Assemble pipe sections, tubing, and fittings, using couplings, clamps, screws, bolts, cement, plastic solvent, caulking, or soldering, brazing, and welding equipment.

- Fill pipes or plumbing fixtures with water or air and observe pressure gauges to detect and locate leaks.

- Locate and mark the position of pipe installations, connections, passage holes, and fixtures in structures, using measuring instruments such as rulers and levels.

- Measure, cut, thread, and bend pipe to required angle, using hand and power tools or machines such as pipe cutters, pipe-threading machines, and pipe-bending machines.

- Install pipe assemblies, fittings, valves, appliances such as dishwashers and water heaters, and fixtures such as sinks and toilets, using hand and power tools.

In Second Session Trainer Talked about the Tools used in Plumbing System-

Tools used –

- Bench vises — Bench chain vises; Bench yoke vises; Tristand chain vises Drain or pipe cleaning equipment —Drain cleaning cables; Hand spinners; Sectional drain cleaning machines; Toilet augers

- Pipe or tube cutters — Pipe cutters; Power pipe cutters; Ratcheting polyvinyl chloride PVC cutters; Tubing cutters

- Saws — Hacksaws; Mini hacksaws

- Specialty wrenches — Basin wrenches; Chain wrenches; Strainer wrenches; Water heater

element removal wrenches

In Third Session Trainer Talked about the Abilities of Plumbers-

- Arm-Hand Steadiness — the ability to keep your hand and arm steady while moving your armor while holding your arm and hand in one position.

- Manual Dexterity — The ability to quickly move your hand, your hand together with your arm,or your two hands to grasp, manipulate, or assemble objects.

- Problem Sensitivity — the ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem

- Static Strength — the ability to exert maximum muscle force to lift, push, pull, or carry objects.

- Deductive Reasoning — the ability to apply general rules to specific problems to produce answers that make sense.

- Extent Flexibility — The ability to bend, stretch, twist, or reach with your body, arms, and/or legs

- Finger Dexterity — The ability to make precisely coordinated movements of the fingers of oneor both hands to grasp, manipulate, or assemble very small objects.

- Information ordering — the ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

- Near Vision — the ability to see details at close range (within a few feet of the observer).

- Oral Comprehension — the ability to listen to and understand information and ideas presented through spoken words and sentences.

Conclusion:

At the end of the session, the staff members were motivated enough to use Tools & Recenttechnologies to solve the problems and how to do tasks with time management.In a nutshell, everyone took the responsibility and performed their duties diligently.

Staff development programme dated 08 August, 2017

List of Staff Members

S. No.	Name	Designaton
1	Raj Kumar	Plumber
2	Pawandeep Singh	Plumber