



## Faculty/Staff/ Development Programs/Administrative Training Programs (2018-19)

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## **Administrative Training Programme On Meeting and scheduling tools on MS Teams**

**Dated – 07 January, 2019**

### **Objective-**

1. The first objective of this administrative training programme on Microsoft Teams was to ensure that the staff members understand the basic features and functions of this platform such as creating channels, scheduling meetings and sharing files.
2. Another important objective of the programme was to teach staff members how to collaborate and communicate effectively using Teams, including using chat, video and audio calls.
3. The programme included instructions on how to customize teams, such as creating custom channels, tabs and apps.

**Invited Speaker:** Mr. Sahil Bhardwaj

**No. of participants:** 35

### **Brief Summary:**

Baba Farid College of Engineering and Technology had organized a one-day Actual Administrative Training program on 'Meeting and scheduling tools on MS Teams' to educate and to promote the benefits of Teams among the staff community. This training programme had been designed so that the complete staff members could get to know that Microsoft Teams is a chat-based collaboration platform complete with document sharing, online meetings, and many more useful features for business and classroom environments.

The speaker started the session by saying that Microsoft Teams can be used for education because it is one of the best classroom and collaboration tools and it brings together classes virtually. The speaker mentioned that scheduling meetings with Teams is a very easy process. And every faculty member can schedule the meeting by following some easy steps:

Open Microsoft Teams.

1. Press the Schedule meeting button below the 'Type a new message' input box.
2. In the Calendar tab (on the left side of the app) select new meeting at the top right corner.
3. Specify a range of time in the calendar.
4. This will open a scheduling form to add a meeting title, invite people, and enter meeting details



The speaker mentioned that they can easily communicate with students, host virtual learning webinars, host Team Meetings with unlimited pupils and store easily accessible files. Teachers can also collaborate and work alongside pupils on documents at the same time to create that sense that you are both still in close contact with each other. The Microsoft Teams for Education application fully integrates with the common applications your pupils are used to; such as Word, PowerPoint, Excel and Teams can conveniently be accessed by Phone, Tablet, Desktop or Browser.

He elaborated that Microsoft Teams is a digital hub that brings conversations, content, and apps together in one place. It is a platform where teachers can create collaborative classrooms, connect in professional learning communities, and communicate with school staff – all from a single experience in Office 365 Education. It provides a digital space that brings conversations, content, assignments, and apps together, enabling students to take full control of their own learning. Accessible from any device, it is easy to use and encourages collaboration between teachers and students.

Moreover, the speaker mentioned that Teams bring everyone together in one digital classroom as it is a central place for live class sessions, text and voice chat, calendars, assignments, quizzes, Live Events, and more. Connect users to the tools they need in a single pane of glass.

At the end of session, he mentioned that Teams Simplifies collaboration and class management for educators. Educators can prepare rubrics, post Assignments, and stream lectures. Teams also enable internal meetings and sharing of course materials or lesson plans. It eases your management and support burden. School Data Sync generates class rosters in Teams based on your SIS, and using Teams as a hub negates the need for so many point solutions. It empowers educators to customize teaching and learning. Educators can build tailored experiences through custom apps and tools right within Teams, no Coding Experience required. It Streamline processes with apps, flows, and bots. It Personalized learning based on insights about student needs.

### **Conclusion:**

At the end of the session, the staff members were motivated enough to use Microsoft Teams in various disciplines including academics as well as others. The co-ordinator MS guide share with every faculty member for help and concludes with the above said points.



### List of Staff Members

S.No.	Name	Designation
1	Tejinderpal Singh Sarao	Professor
2	Tanu	Assistant Professor
3	Amritpal Singh	Assistant Professor
4	Sandeep Mann	Assistant Professor
5	Rajan Vinayak	Assistant Professor
6	Jayoti Arora Bansal	Associate Professor
7	Ashu Bansal	Assistant Professor
8	Simarjeet Kaur	Assistant Professor
9	Kulwinder Kaur	Assistant Professor
10	Charandeep Singh Bedi	Assistant Professor
11	Sahil Charaya	Assistant Professor
12	Ramneek Singh	Assistant Professor
13	Sunil Kumar Nagpal	Assistant Professor
14	Navjot Singh	Assistant Professor
15	Manish Gupta	Professor
16	Rajpreet Kaur	Assistant Professor
17	Abhi Garg	Assistant Professor
18	Harsimran Singh	Assistant Professor
19	Suman Rani	Assistant Professor
20	Harshdeep Sharma	Assistant Professor
21	Rishamjot Kaur	Assistant Professor



## BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

22	Manish Goyal	Associate Professor
23	Jasvinder Singh	Assistant Professor
24	Satnam Singh	Assistant Professor
25	Gurpreet Singh	Assistant Professor
26	Tejinderpal Singh Sarao	Professor
27	Anoop Monga	Assistant Professor
28	Gurjant Singh	Assistant Professor
29	Gaurav Garg	Assistant Professor
30	Arshdeep Singh Kalsi	Assistant Professor
31	Ajay Sidana	Assistant Professor
32	Kovid Sharma	Assistant Professor
33	Mashinder Singh	Assistant Professor
34	Gaurav Kumar	Assistant Professor
35	Balwinder Singh Brar	Associate Professor



## FACULTY DEVELOPMENT PROGRAMME

ON

“EFFECTIVE TEACHING- LEARNING FOR DEVELOPING COMMUNICATION SKILLS”

In Collaboration with TPR, INDIA

**Dated:** 10<sup>th</sup> to 14<sup>th</sup> December 2018

Faculty development programs (FDPs) have proven to be successful for improving teaching skills in higher education. It has been a long time asked question about that whether FDP produced any positive effect on faculty’s enhancement and achievement as well as the different methods to assess FDPs effectiveness. But in the recent times the analysis has been made that professional FDPs produce promising outcomes in the learning and teaching practices and recommended that teachers in higher education should attend FDP training activities on regular basis and that the scope of planned FDPs are necessary for collaboration, professional growth as well as management, and leadership abilities. Baba Farid college of Engineering and Technology is always dedicated for such development, not only of students but also of the faculty. In the same context, Faculty Development program on “Effective Teaching Learning for developing communication skills” was organized by Collaboration with “TPR”, India from 10<sup>th</sup> to 14<sup>th</sup> December 2018. This programme was attended by 20 faculty members. The coordinator Mr. Gaurav, shared the importance of such type of FDP’s is to make the faculty members aware of GD skills as well as refining their speaking skills. Good Communication leads to high confidence and hence, helps to perform better at whatever they are doing. If they excel in their communication, they can express their selves better and climb the stairs of success.

It is a known fact that every successful man or woman knows how to communicate in a precise and clear manner. Crisp communication is what everyone is looking for, a way to attract and get your work done. The FDP started with a following schedule:

**The first session**, Ms. Geetanjali Sharma, Design Manager, focused on ‘Introduction to Soft Skills & Personality Development where the participants were sensitized about the importance of developing soft skills and personality. This session motivated the faculty that they are role- models to the students and hence, there is great necessity to develop their soft skills and their personality.

**In second session**, Ms. Jannat Watts focused on Effective Communication Skills. In this session, the participants were made to understand the significance of various communication channels and the barriers, thus the participants comprehended effective communication skills.

**The third session,** Mr. Paras Bansal was on the significance of mentoring. They were told that every teacher has to act as a mentor for the students to make them better human beings and thus build a better society. This session emphasized on the methodology and nuances of mentoring.

**The fourth session,** Ms. Hunarpreet Kaur dealt with the importance of Non-Verbal Communication. The resource person discussed various non-verbal cues and their significance in communication. The session was very live and all the attendees learnt a lot with many activities.

At the end of the program, everyone was pleased and they also shared their views on it. They said that such type of FDPs provide them learning cum enjoyment opportunities. They assured that they would definitely apply all the learning of the FDP in their teaching style. It has worked a lot for the enhancement of their confidence and improved their skills also. They requested for even more FDPs and related programs in future also.





## List of Staff Members

S.No.	Name	Designation
1	Abhi Garg	Assistant Professor
2	Amandeep Kaur	Assistant Professor
3	Amandeep Singh	Assistant Professor
4	Chinu Verma	Assistant Professor
5	Damanpreet Kaur	Assistant Professor
6	Dinesh Kumar	Assistant Professor
7	Gurkirtan Sharma	Assistant Professor
8	Jaspal Virk	Assistant Professor
9	Nitika	Assistant Professor
10	Pushpinder Sharma	Assistant Professor
11	Sahil Gupta	Assistant Professor
12	Rajan Vinayak	Assistant Professor
13	Sourabh Maini	Assistant Professor
14	Vineet Garg	Assistant Professor
15	Ekta Nagpal	Assistant Professor
16	Kirandeep Kaur	Assistant Professor
17	Ramil Gupta	Assistant Professor
18	Ramneek Singh	Assistant Professor
19	Rishamjot Kaur Sran	Assistant Professor
20	Satnam Singh	Assistant Professor





# BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

**ABOUT US**

Baba Farid Group of Institutions, incepted in the year of 1993 under the guidance of Baba Farid Vidyak Society, is one of the prominent education hubs in India. 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 Indian and International learners to attain their career goals.

**ABOUT BFCET**

Baba Farid College of Engineering and Technology is the 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 our society and to the economic base of our region, our 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 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 provide various Technical Skill Classes to Enhance practical Knowledge with Skill Based Technical Training Program by NSDC Govt. of India.

**HISTORY OF BATHINDA**

Bathinda (also known as tabar-e-hind or tabarhind) 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 AHMS. Bathinda is home to two modern thermal power plants, Shri Guru Nanak Dev ji Thermal and Shre Guru Hargobind ji Thermal Plnat 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**

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

**ISTE**  
INDIAN SOCIETY OF TECHNICAL EDUCATION

**AICTE**  
All India Council of Technical Education

INDIAN SOCIETY OF TECHNICAL EDUCATION & AICTE SPONSORED

**FACULTY DEVELOPMENT PROGRAMME**

ON

**"OUTCOME BASED EDUCATION- TEACHING SKILLS IN DIGITAL AGE"**

**16<sup>th</sup> -21<sup>st</sup> 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: 09<sup>th</sup> JULY, 2018
- Intimation of Acceptance: 10<sup>th</sup> 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 – hodmefcet@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/2lmn8mA>

**VENUE FOR COURSE**

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

**OBJECTIVE OF PROGRAMME**

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

**COURSE OUTCOME**

- The programme shall enable the participant to understand the fundamentals of OBE and effective teaching
- To prepare the Learning Outcomes of their respective course with the help of Bloom's Taxonomy.
- To develop novel competencies for the professional development of faculty in technical institutes.
- 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 COORDINATOR**  
Dr. TEJINDER PAL SINGH SARAO

**COURSE CO-COORDINATOR**  
Er. KOVID SHARMA

**ORGANISING COMMITTEE**

Dr. Jyoti Bansal	Dr. Manish Gupta
Dr. Kanwaljeet Kaur	Dr. B S Brar
Er. Ajay Sidana	Er. Sunil Nagpal
Er. Hardeep Singh	Er. Amandeep Singh
Er. Tanu Taneja	Er. Harsimran Singh
Er. Gurpreet Singh	Er. Arshdeep Singh
Er. Gaurav Garg	Er. Satnam Singh Sekhon
Mr. Jaswinder Singh	Er. Anoop Monga
Mrs. Dimpay Sharma	Er. Gurjant Singh Brar
Er. Ashish Kumar Yadav	Er. Navneen Kumar

**BABA FARID GROUP OF INSTITUTIONS**

Bathinda, Punjab  
Helpline: 1800-180-2002 (Toll-free),  
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**ISTE**  
INDIAN SOCIETY OF TECHNICAL EDUCATION

**AICTE**  
All India Council of Technical Education

INDIAN SOCIETY OF TECHNICAL EDUCATION & AICTE SPONSORED

FACULTY DEVELOPMENT PROGRAMME

ON

**"OUTCOME BASED EDUCATION- TEACHING LEARNING SKILLS IN DIGITAL AGE"**

16<sup>th</sup> -21<sup>st</sup> 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 \_\_\_\_\_

## ISTE & AICTE Sponsored Faculty Development Programme

On

**“Outcome Based Education - Teaching Learning Skills in Digital Age”**

**16<sup>th</sup> to 21<sup>th</sup>- JULY 2018**

A 6-days Faculty Development Programme on “Outcome Based Education-Teaching Learning Skills in Digital Age” sponsored by All India Council of Technical Education and Indian Society of Technical Education was conducted at Baba Farid College of Engineering & Technology, Bathinda from 16<sup>th</sup> to 21<sup>st</sup> July, 2018. More than 50 faculty members from various regions of country participated in this Faculty Development Programme. The main topics discussed in the programme were related to Outcome Based Education (OBE), Accreditation requirements, Teaching learning skills, Bloom’s Taxonomy, OBE Curriculum, E-learning with digital experiences, Industry-institute interface, mentoring of students, Art of living and filling of Self-Assessment Report for NBA Accreditation etc.

**Day 1: Monday, July 16, 2018**

### Resource Person

1. Dr. Mohan Paul Singh Isher (Vice Chancellor, MRSPTU Bathinda)
2. Dr. P.S. Grover, KIIT Group of College, Gurgaon

**Session 1<sup>st</sup>** : -The Chief Guest Dr. Mohan Paul Singh Isher, Hon’ble Vice Chancellor, Maharaja Ranjit Singh Punjab Technical University, Bathinda (Punjab) made the occasion graceful with his esteemed presence and evocative inaugural address on “Outcome Based Education- Teaching Learning skills in Digital Age”. During the inaugural session, Dr. Tejinder Pal Singh Sarao (Coordinator FDP) briefed the importance of Outcome based education to all participants. Er. Manish Goyal (Asst. Director Academics) delivered welcome speech to all the faculty members as well as delegates.



**Session 2<sup>nd</sup> and 3<sup>rd</sup>** - Dr. P.S. Grover, Director, KIIT Group of College, Gurgaon, discussed issues related to Teaching-learning and Outcome Based Education in technical institutes. He discussed the difference between our present education system and need of outcome-based education system.

**Session 4<sup>th</sup>** - Dr. P.S. Grover, delivered a talk on Vision and Mission of technical Institutes. He also discussed graduate attributes for engineering students and programme educational objectives (PEOs) as per NBA.

**Day 2: Tuesday, July 17, 2018**

**Resource Person:**

1. Dr. P.S. Grover, KIIT Group of College, Gurgaon

**Session 1<sup>st</sup> and 2<sup>nd</sup>** – Dr. P.S. Grover, in this session discussed Program Outcomes (POs) and Course Outcomes (COs). Sessions were concluded by group discussion and feedback session associated with the topics.

**Session 3<sup>rd</sup> and 4<sup>th</sup>** – Dr. P.S. Grover discussed Development of Programme Curriculum for Outcome Based Education. He cleared all the queries of participant's regarding assessment tools and methods in context of OBE.



**Day 3: Wednesday, July 18, 2018**

**Resource Person:**

1. Dr. Ajay Kakar (Thaper University, Patiala)
2. Dr. Felix Bast, (Central University of Punjab, Bathinda, Punjab)

**Session 1<sup>st</sup> and 2<sup>nd</sup>** – were conducted by Dr. Ajay Kakar from Thaper University Patiala, Dr. Kakar exchanged his views on different Taxonomies and their relevance to educational objectives with his power point presentation. He elaborated Bloom's Taxonomy in detail with examples.



**Session 3<sup>rd</sup> and 4<sup>th</sup>** – Session third and fourth were conducted by Dr. Felix Bast from Central University, Bathinda. He shared his experience on "E learning with Digital Experiences".

He shared concepts and tools involved with e-learning that are used as part of non-formal and life-long learning. An easy to adopt e-learning framework called 'Site Box' was discussed. Dr Felix discussed concept of MOOCs, with an emphasize on how MOOCs transforms digital



education landscapes. He covered salient features of UGC-SWAYAM in-depth. He covered how MOOCs facilitate hybrid model of pedagogy, also called 'flip class', as well as Artificial Intelligence-assisted latest concept of Personalized Education.

## Day 4: Thursday, July 19, 2018

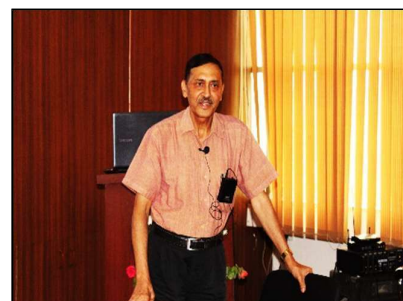
### Resource Person:

1. Dr. Jubilee Padmanabhan, (Central University of Punjab, Bathinda, Punjab)
2. Dr. J.S. Saini, (NITTTR, Chandigarh)
3. Dr. Sesadeba Pany, (Central University of Punjab, Bathinda, Punjab)

**Session 1<sup>st</sup>** – Dr. Jubilee Padmanabhan from Central University of Punjab shared “Activity Based Teaching and Learning process” where she delivered live demonstration on activity-based education through audience activity.



**Session 2<sup>nd</sup>** – was delivered by Dr. J.S. Saini, from NITTTR, Chandigarh. He shared his experience on “Learning through Industrial Exposure”. Dr. Saini covered how to implement the technical-teaching methodology via industrial tie-ups and Project based learning. He enlightened faculty members regarding industry-academia collaboration with his widened experience.



**Session 3<sup>rd</sup> and 4<sup>th</sup>** - was conducted by Dr. Sesadeba Pany from Central University Bathinda, Dr. Pany Shared his experience on “Effective Teaching and Students Feedback” throughout the session he cleared all the queries of the faculty related to effective teaching and students feedback.



## Day 5: Friday, July 20, 2018

### Resource Person:

1. Session on Art of Living by Dr. Amit Taneja and Mr. Sumit Arora
2. Dr. SohanChandel, Psychologist

**Session 1<sup>st</sup> and 2<sup>nd</sup>** – Session 1 and 2 were taken by Dr. Amit Taneja and Mr. Sumit Arora from Art of living. They provided knowledge on the topic connected to “Sudarshan Kriya” and enlightened the faculty with their various yoga techniques through live demonstration which really helped participants to calm their mind and body in stressful working environment.



**Session 3<sup>rd</sup> and 4<sup>th</sup>** – were presented by Dr. Sohan Chandel (Psychologist). Dr. Chandel delivered his session on topic “New Age Mentoring and attending skills for the faculty on the psychological standpoint”. He discussed important aspects of working environment, problems faced by the teachers and its psychological solutions.

In his fourth session Dr. Sohan Chandel provided a live psychological activity among participants to demonstrate his psychological aspects.



## Day 6: Saturday, July 21, 2018

### Resource Person:

1. Dr. Sandeep Grover (YMCA Faridabad)

**Session 1<sup>st</sup> and 2<sup>nd</sup>** – were started with the talk of Dr. Sandeep Grover from YMCA Faridabad. He delivered his talk on the topic “Discussion on SAR” where he conveyed valuable information on several accreditations like NBA (national board of accreditation) and NAAC (national assessment and accreditation council) to audience



## Valedictory Session

Er. Rupinder Singh Sekhon, General Manager (Verka Milk Plant, Bathinda) was the Chief Guest at the valedictory Session. In his interaction, Er. Rupinder Singh shared his valuable views about industrial-institutional relationships. He also mentioned the problems faced by the industries due to the lack of futuristic and advanced knowledge of students. Despite these, he shared valuable information about the industrial environment to faculty members.



This programme has proved as a fruitful experience for organizers, experts as well as participants. Dr. Tejinder Pal Singh Sarao (Coordinator of FDP and Head, Department of Mechanical Engineering) shared the detailed report of the FDP in valedictory session.



Er. Manish Goyal (Asst. Director Academics) delivered vote of thanks to all the dignitaries and participants who made this faculty development programme a big Success. He congratulates all the faculty members for successful completion of the faculty development programme





## List of Staff Members

S.No.	Name	Designation
1	Ajay Sidana	Assistant Professor
2	Amandeep Kaur	Assistant Professor
3	Ankit Sharma	Assistant Professor
4	Anoop Monga	Assistant Professor
5	Arshdeep Singh Kalsi	Assistant Professor
6	Ashu Bansal	Assistant Professor
7	Balwinder Singh Brar	Associate Professor
8	Charandeep Singh	Assistant Professor
9	Gaurav Garg	Assistant Professor
10	Gurjant Singh	Assistant Professor
11	Gurpreet Singh	Assistant Professor
12	Hardeep Singh	Assistant Professor
13	Harleen Kaur	Assistant Professor
14	Harsimran Singh	Assistant Professor
15	Jasvinder Singh	Assistant Professor
16	Jyoti Bansal	Associate Professor
17	Kanwaljeet Kaur	Associate Professor
18	Karandeep Singh	Assistant Professor
19	Kovid Sharma	Assistant Professor
20	Navjot Singh	Assistant Professor
21	Rajpreet Kaur	Assistant Professor
22	Sabina Chawla	Assistant Professor
23	Sandeep Maan	Assistant Professor
24	Satnam Singh	Assistant Professor
25	Suman Rani	Assistant Professor
26	Sunil Nagpal	Assistant Professor
27	Tanu	Assistant Professor
28	Ramil Gupta	Assistant Professor
29	Tejinderpal Singh Sarao	Professor



## **Staff Development Programme ON “Microsoft Office-Tips and Tricks”**

**Dated: 07<sup>th</sup> to 11<sup>th</sup> January, 2019**

### **Objectives**

1. To increase employee productivity
2. To develop the computing skills of employees
3. To improve the overall organizational performance
4. To meet the changing needs of education sector and society
5. Microsoft Word
6. Advance features of MS-word
7. Microsoft Power Point
8. Working with animations in PPTs
9. Microsoft excel
10. Microsoft access
11. Working with databases
12. Microsoft outlook & working with emails

Five days Staff Development Programme (SDP) on Microsoft Office-Tips and Tricks was conducted at Baba Farid College of Engineering and Technology, Bathinda from 07th to 11th July, 2016 under the supervision of Er. Ashu Bansal, Assistant Professor, Department of Computer Science and Engineering. 20 Non-Teaching staff members from various departments was attended this programme.

### **Day 1: Monday, January 07, 2019**

#### **Resource Person:**

1. Er. Amandeep Singh

The first day of workshop began with introductory speech by the resource person, highlighting, in brief, the importance and benefits of the SDP. The resource person talked about various concepts which are to be covered during the workshop and how these concepts are useful in the routine office work. After the introduction, resource person started with the first concept i.e., Microsoft Office Basics, Introduction to Microsoft Word 2010, and use of Common Features of the Microsoft Office 2010. Then he elaborated how the user can do editing of Documents and Using Tables, Creating Reports, and Newsletters.





Listeners also learned more about Mail Merge. In the evening session, everyone was told to do hands-on

practice on the discussed topics. They were told to prepare sample documents so that they can be benefited by doing practice.

## **Day 2: Tuesday, January 08, 2019**

### **Resource Person:**

1. Er. Sunil Nagpal

Day 2 started with introduction to Microsoft PowerPoint 2010 and its importance in office related works. The resource person explained how someone can get started with PowerPoint. Then the resource person told about other features of Power Point like how the user can work with List and Graphs. The interesting part of the workshop was that everyone not only listened to the concepts but they also had hands-on

practice on the concepts explained. Then the resource person told how someone can enhance a Presentation with the help of in-built animations. The timer options were also told. In the concluding session of the day, everyone was doing their practice on MS Power Point by preparing presentations on various topics of computer science and technology.

## **Day 3: Wednesday, January 9, 2019**

### **Resource Person:**

1. Er. Amandeep Singh

Next day started with query session for the concepts discussed on day 1 and day 2. After the question-answer session, the resource person started the next module of MS-Office i.e. MS Excel. He started with introduction to Microsoft Excel 2010. He started with how someone can start working with MS-Excel. He told that MS-Excel is used for accounting purpose as well as for document publishing. MS-Excel has power to hold data in tabular form i.e. in the form of rows and columns. Keeping data in this format makes it easy to manage. Further he told about how various formulae can be applied on different rows and columns. The resource person also told about various Functions and Charts that can be prepared based on the data available. Charts add more value to data as it makes it easier to analyse a chart than the actual data. He also told about some other features like Advanced Functions, Pivot Charts, and PivotTables. In the evening session, the resource person explained Advanced Printing, Formatting, and Editing Options.



## **Day 4: Thursday, January 10, 2019**

### **Resource Person:**

1. Er. Ashu Bansal

Day 4 started with importance of database and management of databases. The resource person projected the importance of MS-Access in managing databases. He started with an introduction to Microsoft Access 2010. He explained various features of MS-Access. The learners learnt about how to write Queries using MS-Access. He also explained some of the concepts of Database Management System which includes primary key, foreign key and other keys important for maintaining the integrity of Databases. He also explained about working with Forms and Reports. At the end, he explained some features of MS-Access which helps user to maintain security of the data.

## **Day 5: Thursday, January 11, 2019**

### **Resource Person:**

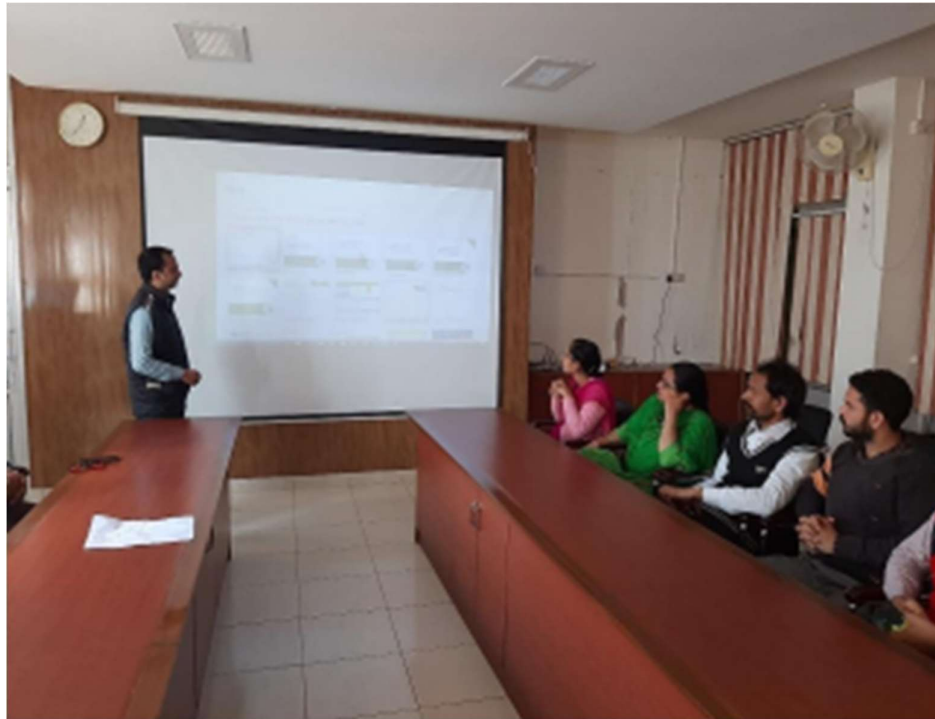
1. Er. Ankit Sharma

On day 5, resource person started with last package of MS-Office i.e. MS-Outlook. He started with introduction to Outlook and use of Outlook in routine communication. He explained how to interact with Outlook 2010. He explained GUI interface of MS-Outlook. He explained various concepts of MS-Outlook like receiving E-Mail, Composing E-Mail Messages and answering E-Mails. With the completion of last module of MS-Office, the resource person initiated the valedictory session, by concluding SDP and briefing about various modules covered during last five days.



## Schedule of 5 Days

Day	Date & Time	Session	Venue
1	07 Jan, 2019 10:00 am	Introduction to MS-Word	Lab-5, Innovation Centre
	07 Jan, 2019 01:00 pm	Advance Features of MS-Word	Lab-5, Innovation Centre
2	08 Jan, 2019 10:00 am	Introduction to MS-Power Point	Lab-5, Innovation Centre
	08 Jan, 2019 01:00 pm	Working with Animations in PPTs	Lab-5, Innovation Centre
3	09 Jan, 2019 10:00 am	Introduction to MS-Excel	Lab-5, Innovation Centre
	09 Jan, 2019 01:00 pm	Working with Animations in PPTs	Lab-5, Innovation Centre
4	10 Jan, 2019 10:00 am	Introduction to MS-Access	Lab-5, Innovation Centre
	10 Jan, 2019 01:00 pm	Working with Databases	Lab-5, Innovation Centre
5	11 Jan, 2019 10:00 am	Introduction to MS-Outlook	Lab-5, Innovation Centre
	11 Jan, 2019 01:00 pm	Working with Emails	Lab-5, Innovation Centre





## List of Staff Members

S. No.	Name	Designation
1	Harjeet Singh	Office Asstt
2	Sukhraj Singh	Asstt. Supdt
3	Sukhwinder Kaur	PA to Principal
4	Davinder Kumar	Lab Instructor
5	Gagandeep Sing Brar	Lab Technician
6	Jaswinder Kamboz	Lab Technician
7	Maninder Singh	Lab Instructor
8	Rajveer Kaur	Lab Instructor
9	Jaswant Singh	Lab Instructor
10	Sandeep Singh	Lab Instructor
11	Balkar Singh	Lab Technician
12	Geeta Rani	Library Asstt.
13	Lakhwinder Kaur	Sr. Asstt. Librarian
14	Rupinder Kaur	Librarian
15	Indraj Kumar	Lab Instructor
16	Lakhwinder Singh	Lab Instructor
17	Rajpal Kaur	Office Asstt
18	Rakesh Kumar	Lab Instructor
19	Bikramjeet Singh	Library Assistant
20	Sandeep Singh	Suprintendent



## **Staff Development Programme**

**ON**

### **Roles and Responsibilities of Office Boys**

**Dated -12 September, 2018**

#### **Objectives-**

1. This program was aimed at improving the work efficiency of office boys.
2. They were taught about time management skills, effective communication skills and organization techniques.
3. This program also focused on personal development of office boys. This would help them to build confidence, self-esteem and communication skills

**Invited Expert:** Mr. Balkaran Singh

**Participants:** 19

#### **Brief Report:**

Baba Farid College of Engineering and Technology, Bathinda organized a one-day Staff Development Programme on “Roles and responsibilities of Office boys” on 12th September, 2018. The programme was conducted over one day and aimed to provide Office boys with skills and knowledge related to their roles in the college. This programme was held on the college premises and was attended by 34 Office boys.

The session began with an introduction to the college and its mission and vision. The facilitator then outlined the roles and responsibilities of Office boys and discussed the importance of Office boys in the functioning of the college. The session then moved on to discuss the various departments in the college and the functions of each department. This was followed by a presentation on effective communication skills, which emphasized the importance of clear and concise communication. The session concluded with a group activity, where Office boys were divided into groups and asked to discuss their roles and responsibilities and how they could contribute to the college's growth.

This training program also focused on developing specific skills that Office boys would need to perform their roles effectively. The speaker talked about time management which emphasized on the importance of prioritizing tasks and managing time effectively. This was followed by a presentation on leadership skills, which discussed various leadership styles and how Office boys could develop their leadership skills.

The session then moved on to discuss the importance of teamwork and collaboration, followed by a group activity where Office boys were asked to work together to solve a problem. The session concluded with a presentation on stress management, which discussed various stress management techniques that Office boys could use to manage stress effectively.

## **Conclusion:**

The programme provided Office boys 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. Office boys were also given an opportunity to network with each other, which could lead to better collaboration and teamwork. Overall, the program was a success.





## List of Staff Members

Sr. No.	Name	Designation
1	Rajvinder Singh	Office Boy
2	Gurjant Singh	Office Boy
3	Vikramjeet Singh	Office Boy
4	Chander Bhan	Office Boy
5	Gurmeet Singh	Office Boy
6	Gurdeep Singh	Office Boy
7	Jagsir Singh	Office Boy
10	Baljeet Singh	Office Boy
11	Varinder Kumar	Office Boy
12	Gurpreet Singh	Office Boy
13	Satnam Singh	Office Boy
14	Gurdeep Singh	Office Boy
15	Gurpreet Singh	Office Boy
16	Jagseer Singh	Office Boy
17	Iqbal Singh	Office Boy
18	Bikramjeet Singh	Office Boy
19	Gurjiwan Singh	Office Boy





## Staff Development Programme

On

## Earthing and Grounding

Dated –09 July, 2018

### Objective:

1. The first objective of this earthing and grounding programme was to help participants in understanding the basic concepts and terminology associated with earthing and grounding. This included understanding the difference between earthing and grounding, the different types of earthing systems, and the reasons why earthing and grounding were important.
2. Another objective of the earthing and grounding programme was to help participants understand the risks associated with electrical systems, such as electric shock, electrocution, and electrical fires. Participants learnt about the different types of electrical hazards and how to identify them.
3. Participants learnt how to install and maintain earthing and grounding systems. This included learning about the different types of earthing materials and how to select the appropriate materials for different applications.

**Resource Person:** Er. Abhi Garg

**No. of participants:** 6

### Brief Report:

A staff development programme on Earthing and Grounding was organized by the EE Department at BFCET, Bathinda on 9th July, 2018. The seminar was aimed at providing a comprehensive understanding of the importance of earthing and grounding in electrical systems. The resource person, Er. Abhi Garg, a renowned electrical engineer, delivered a highly informative and interactive session on the topic.

Er. Abhi Garg started the session by introducing the concepts of earthing and grounding, emphasizing their importance in ensuring electrical safety. He discussed the differences between the two concepts and their applications in various electrical systems. He then went on to explain the types of earthing and grounding systems, including Plate earthing, Pipe earthing, and Rod earthing. He explained the factors that determine the type of earthing and grounding system required in different scenarios. Er. Abhi Garg also provided a detailed explanation of the various methods used for measuring the earth resistance and how to calculate the current carrying capacity of earthing and grounding systems. The resource person highlighted the importance of proper maintenance and periodic testing of earthing and grounding systems,

and provided guidelines on how to ensure the effectiveness of such systems. The session was interactive, and the participants were encouraged to ask questions and clarify their doubts on the subject matter.

## **Conclusion:**

The seminar on Earthing and Grounding was highly informative and engaging, providing the participants with a comprehensive understanding of the subject. The session emphasized the importance of earthing and grounding in electrical systems and highlighted the need for proper maintenance and periodic testing of these systems. The seminar was beneficial to all participants, including students, faculty, and practicing engineers. We thank Er. Abhi Garg for sharing his knowledge and expertise on the subject.





### List of Staff Members

Sr. No.	Name	Designation
1	Gursewak Singh	Electrical Supervisor
2	Jagmeet Singh	Electrician
3	Gurmit Singh	Electrician
4	Jasveer Singh	Lab Instructor
5	Buta Singh	Electrician
6	Karamjit Singh	Electrician