

BABAFARID COLLEGE OF ENGINEERING & TECHNOLOGY

Organizes

STAFF DEVELOPMENT PROGRAMME

on

**DOCUMENTATION
AND
RECORD KEEPING**

20th - 24th Jan 2020

ABOUT

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 work skills 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 the employee knowledge about documentation processes
- To enhance employee productivity
- To improve the overall performance of the institute
- To develop proper record keeping skills of the employees
- To develop procedure in order to meet the changing needs of education sector

PROGRAMME CONTENTS

- Overview on-Documentation and record keeping
- Documents and record management fundamentals
- Creating and maintaining organizational and departmental documentation
- How to gather information about records
- Records scheduling
- General records schedules
- Record programme management implementations and development
- Sharing and promoting your department records

PROGRAMME COORDINATOR

Er. Tanu

Head & Assistant Professor, Civil Engineering

PROGRAMME DURATION

20th Jan to 24th Jan, 2020

EXPECTED OUTCOME

- Understand the guidelines for documentation
- Able to improve confidence in carrying out workplace documentation
- Understand the organization's record management program
- Know the basic strategies for managing records in all format



BABAFARID COLLEGE OF ENGINEERING & TECHNOLOGY

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

BABA FARID COLLEGE OF ENGINEERING & TECHNOLOGY

Muksar Road, Bathinda, Punjab (India)

Organize

Staff Development Programme

on

Importance of SOP's for Non-Teaching

15th January, 2020

EXPERT

Er. Tanu Taneja

PROGRAMME CO-ORDINATOR

Er. Hardeep Singh



**BABA FARID
GROUP OF INSTITUTIONS**

Bathinda, Punjab (India)

BABA FARID COLLEGE OF ENGINEERING & TECHNOLOGY

Muksam Road, Bathinda, Punjab (India)

Organize

Staff Development Programme

on

Strengthening Campus Safety : Advanced Training for Security Guards

23rd September, 2019

EXPERT

Mr. Gurmeet Singh Sidhu

PROGRAMME CO-ORDINATOR

Er. Hardeep Singh



**BABA FARID
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Bathinda, Punjab (India)

BABA FARID COLLEGE OF ENGINEERING & TECHNOLOGY

Muktsar Road, Bathinda, Punjab (India)

Organize

5 Day Faculty Development Programme

on

ROADMAP TO QUALITY RESEARCH

PROGRAMME COORDINATOR

Dr. Manish Gupta

RESOURCE PERSONS

Dr. Sandeep Grover

Professor J.C Bose University of Science and Technology ,YMCA

Dr. Manish Jindal

Professor Panjab University

Mr. Ritesh

Manager Senior Training Manager North India, EBSCO Information Services

Er. Amardev Singh

Assistant Professor EDIC Dept NITTR Chandigarh

Dr. Umesh Kumar Sharma

Department of Science and Technology, New Delhi

9th to 13th June, 2020

**BABA FARID
GROUP OF INSTITUTIONS**

Bathinda, Punjab (India)

