

BABA FARID COLLEGE OF ENGINEERING & TECHNOLOGY

organizes

FACULTY DEVELOPMENT PROGRAMME

on

**ENHANCING EFFECTIVE
COMMUNICATION SKILLS**

14th to 18th May, 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 groom faculty's Listening Skills
- To assist faculty in building confidence within themselves.
- To help faculty in expressing themselves clearly and briefly.

PROGRAMME CONTENTS

- Confidence
- Listening
- Nonverbal Communication
- Clarity and Concision

EXPECTED OUTCOME

- The faculty will become more confident in communicating with others.
- There will be an enhancement in their speaking skills as they become good listeners.
- This will enhance the Nonverbal Communication skills of the faculty.

PROGRAMME DURATION

14th to 18th May, 2018

PROGRAMME COORDINATOR

Mr. Gaurav



BABA FARID COLLEGE OF ENGINEERING & TECHNOLOGY

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



BABA FARID COLLEGE OF ENGINEERING & TECHNOLOGY

Muksar Road, Bathinda, Punjab (India)

Organizes

Faculty Development Programme

on

Computational Fluid Dynamics

Using ANSYS Workbench & Ansys Software

TRAINER

Mr. Fizo
Sr. Engineer
Cadd centre corporate, New Delhi

Mr. Avtar Singh Bhullar
Cadd Centre, Bathinda

3rd January, 2018

10:00 am onwards

BABA FARID GROUP OF INSTITUTIONS

Bathinda, Punjab (India)

BABA FARID COLLEGE OF ENGINEERING & TECHNOLOGY

Muhsar Road, Bathinda, Punjab (India)

Organize

Administrative Training Program

on

ENTERPRISE RESOURCE PLANNING ERP SYSTEM AND LEAVE MANAGEMENT



EXPERT

Mr. Lakhwinder Singh

PROGRAMME CO-ORDINATOR

Er. Hardeep Singh

1st August, 2017

**BABA FARID
GROUP OF INSTITUTIONS**

Bathinda, Punjab (India)

BABA FARID COLLEGE OF ENGINEERING & TECHNOLOGY

organizes

STAFF DEVELOPMENT PROGRAMME

On

**PERSONALITY DEVELOPMENT
AND POSITIVE THINKING**

03rd to 07th July, 2017

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 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 by developing positive thinking
- To improve the overall organizational performance.
- To develop positive attitude of employees.
- To motivate them how to meet the changing needs of education industry and society.

PROGRAMME CONTENTS

- Personality development and positive thinking
- Interpersonal relations
- Stress and causes of stress
- Impact of stress
- Managing stress
- Group dynamics & team building
- Motivation

PROGRAMME COORDINATOR

Er. Tanu Taneja

Head & Assistant Professor, Civil Engineering

PROGRAMME DURATION

03rd to 07th July, 2017

EXPECTED OUTCOME

- Understand the importance of teamwork
- Develop time management and stress management
- Make use of techniques for self-awareness and self-development
- Understand and effectively utilize strategic attitude enhancing skills and techniques
- Manage and motivate people more effectively using goal setting, positive outcomes and success coaching.



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BABA FARID COLLEGE OF ENGINEERING & TECHNOLOGY

Muktsar Road, Bathinda, Punjab (India)

Organize

Staff Development Programme

on

EFFECTIVE CLEANING TECHNIQUES FOR SWEEPERS



EXPERT

Mr. Balkaran Singh

PROGRAMME COORDINATOR

Er. Hardeep Singh

15th March, 2018

**BABA FARID
GROUP OF INSTITUTIONS**

Bathinda, Punjab (India)

BABA FARID COLLEGE OF ENGINEERING & TECHNOLOGY

Muksar Road, Bathinda, Punjab (India)

Organize

Staff Development Programme

on

DRIVING TOWARDS CLEANLINESS



EXPERT

Mr. Navdeep Singh Sidhu

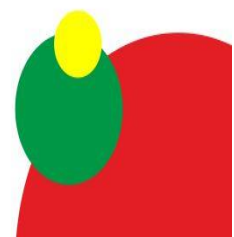
PROGRAMME COORDINATOR

Er. Hardeep Singh

13th March, 2018

**BABA FARID
GROUP OF INSTITUTIONS**

Bathinda, Punjab (India)



BABA FARID COLLEGE OF ENGINEERING & TECHNOLOGY

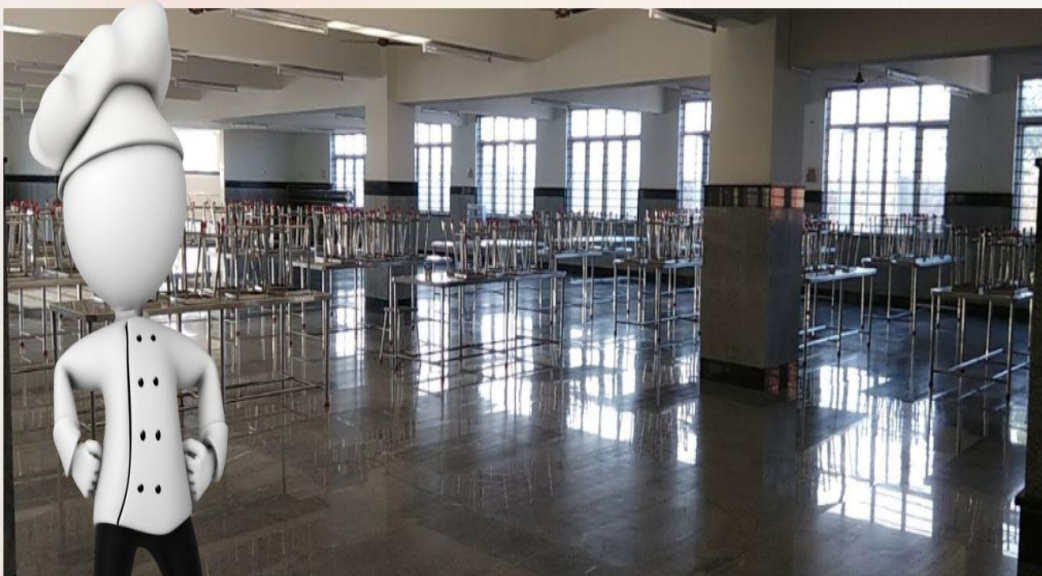
Muktsar Road, Bathinda, Punjab (India)

Organize

Staff Development Programme

on

Empowering wardens to manage and inspire Mess Staff



RESOURCE PERSON

Mr. Lakhveer Singh

12th March, 2018

**BABA FARID
GROUP OF INSTITUTIONS**

Bathinda, Punjab (India)

BABA FARID COLLEGE OF ENGINEERING & TECHNOLOGY

Muktsar Road, Bathinda, Punjab (India)

Organize

Staff Development Programme

on

DRIVE SAFE



EXPERT

Mr. Navdeep Singh Sidhu

PROGRAMME COORDINATOR

Er. Hardeep Singh

7th March, 2018

BABA FARID GROUP OF INSTITUTIONS

Bathinda, Punjab (India)

BABA FARID COLLEGE OF ENGINEERING & TECHNOLOGY

Muhtsar Road, Bathinda, Punjab (India)

Organize

STAFF DEVELOPMENT PROGRAMME

on

ADVANCED PLUMBING TOOLS AND TECHNIQUES PROGRAMME

8th August, 2017

EXPERT ER GURKIRTAN SHARMA

PROGRAMME COORDINATOR ER. HARDEEP SINGH



BABA FARID
GROUP OF INSTITUTIONS

Bathinda, Punjab (India)