



BABA FARID COLLEGE OF ENGINEERING & TECHNOLOGY

Muktsar Road, Bathinda-151001, Punjab (INDIA)

(Approved by AICTE, New Delhi and Affiliated to Maharaja Ranjit Singh Punjab Technical University, Bathinda)

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DVV CLARIFICATIONS 6.3.3

List of Professional Development/Administrative Programs organized by the Institute

S. No	Title of the professional development / administrative training program	Dates (from-to) (DD-MM-YYYY)
1.	SDP on Microsoft office	04-08-2022 - 08-08-2022
2.	SDP on Cultivating Skills and knowledge for college gardeners	09-05-2022 - 13-05-2022
3.	Administrative training program on classroom learning management system using CollPoll	02-08-2021
4.	SDP on Advanced techniques in Electrical Maintenance	23-07-2021
5.	SDP on Human Values and Professional Ethics	22-02-2021 - 26-02-2021
6.	SDP on Documentation and Record Keeping	20-01-2020 - 24-01-2020
7.	SDP on Importance of SOP's for Non-Teaching	15-01-2020
8.	SDP on strengthening campus safety: Advanced training for Security Guards	23-09-2019
9.	Administrative training program on meeting and scheduling tools on MS Teams	07-01-2019
10.	SDP on Microsoft Office - Tips and Tricks	07-01-2019 -11-01-2019
11.	SDP on Roles and responsibilities of office boys	12-09-2018
12.	SDP on Earthing and Grounding	09-07-2018
13.	SDP on effective cleaning techniques for Sweepers	15-03-2018
14.	SDP on Driving towards cleanliness	15-03-2018
15.	SDP on empowering wardens to manage and inspire Mess Staff	12-03-2018
16.	SDP on Drive Safe	07-03-2018
17.	SDP on Advanced plumbing tools and techniques programme	08-08-2017
18.	Administrative training program on Enterprise Resource Planning (ERP) System and leave management	01-08-2017
19.	SDP on Personality Development and Positive Thinking	03-07-2017 - 07-07-2017

Ajmer
Principal
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BATHINDA.