

**DR. S. S. BHATNAGAR UNIVERSITY INSTITUTE OF CHEMICAL ENGINEERING
AND TECHNOLOGY, PANJAB UNIVERSITY, CHANDIGARH**

**EXPRESSION OF INTEREST FOR SKILL TRAINING OF UNDER-GRADUATE STUDENTS FOR
INDUSTRY READINESS
APRIL, 2019**

DR. SHANTI SWAROOP BHATNAGAR UNIVERSITY INSTITUTE OF CHEMICAL ENGINEERING & TECHNOLOGY (DR. SSBUI CET), Panjab University Chandigarh (earlier known as Department of Chemical Engineering & Technology, DCET) was established in 1958 in collaboration with I.I.T., Chicago in the present building of the University Campus. Professor R. E. Peck from I.I.T. Chicago joined as the first Head of Institute. Since its inception in 1958, the Institute has established itself as a premier institution engaged in imparting quality technological education and providing support to research and development activities. Research in terms of publications and extramural funding has substantially increased over the years. The Institute has highly qualified core faculty of high professional profile to meet the emerging trends and challenges in the field of chemical engineering and allied areas on a global platform.

The year 2008 was the Golden Jubilee year of the Institute. As part of Celebrations, the Institute hosted CHEMCON-2008 (61st Annual session of Indian Institute of Chemical Engineers), which included a joint US-India Conference on Energy.

Further details about the institute are available on the website <https://uicet-teqip.puchd.ac.in/>

Objective of Skill Training Programme

It has been observed that some of the students who are hailing from diverse socioeconomic and educational backgrounds and who have taken admission in the undergraduate programmes of the institute need help in strengthening their skills. It is observed that some of the students who lack communication skills in English face issues of coping up with the curriculum and find it difficult to communicate with their peers. They might not be able to perform well in academics too due to these limitations. It becomes essential to provide them necessary training so that they can overcome these limitations. With this intent, a skill training programme for under-graduate students of institute is proposed to be conducted under TEQIP-III.

1. Scope of Work

The scope of work includes effectively conducting 60 hours “Skill Training Programme” for approximately 400-500 students of DR. SSBUI CET in small groups of 50 students per group as per the modules mentioned in the following Table:

1. Interpersonal Skills (7 hours)
 - The basics of interpersonal communication
 - Communicating effectively at workplace
 - Communication the "big picture"
 - Understanding the work culture of an organization
 - Interpersonal effectiveness in Meetings
2. Communication Skills (10 hours)
 - Communication basics - Understanding Communication
 - Introducing yourself, How to ask Questions and Answer them
 - Verbal Communication (Vocabulary building)
 - Listening
 - Non-verbal Communication
 - Etiquettes and Behavioural Skills
3. Presentation Skills (4 hours)
 - Presenting on a topic (Sample Visual Presentation) and mock presentation with practice session, Handling Stage Freight. Stage freight mock sessions, Extempore
 - Elevator Pitch
4. Entrepreneurship Skills (4 Hours)
5. Leadership Skills (5 Hours)
6. Corporate Grooming (4 hours)
 - Etiquette of Dressing for corporate world
 - Personal Grooming
 - Corporate etiquettes and mannerisms, email and phone protocol, voice culture
 - Discipline in corporate world
7. Problem Solving (2 Hours)
 - Keeping an open mind
 - Structuring Problems
 - Problem solving tools
8. Emotional Intelligence (2 Hours)
9. Preparing a Brilliant CV (2 hours)
 - Sessions on CV basics
 - Preparation of resume of each participant followed by individual analysis and feedback
 - Statement of Purpose

10. Group Discussion (10 hours)

- Introduction to GD and handling GD's
- One introductory GD with individual analysis and written feedback & follow-on minimum (3) GD Sessions of each student of the batch

11. Personal Interview (10 hours)

- Introduction and handling of interviews
- One-on-One interview with each participant by corporate trainers/industry experts/HR experts followed by individual analysis and written feedback and areas of improvement and guidelines to achieve them - to student and a consolidated feedback report covering all students to be submitted to the institute. All participating students must have been interviewed by the end of Skill Training Programme.

The training provider shall provide detailed techniques and tools that would be used for conducting each of the above mentioned modules. The training provider shall conduct the training as per the timetable provided by the institute. After the completion of training, the training provider should evaluate every student who has undergone the training for proficiency in each of the delivered modules. The training provider should submit a comprehensive report including consolidated reports of every student at the end of training programme. All the students who will successfully and satisfactorily complete the training shall be provided a certificate of completion by the training provider.

10. Hiring of Agency/ Consultants

To carry out "Skill Training Programme" with the scope mentioned in Point No. 3, Project Head TEQIP-III, DR. SSBUCET invites Expression of Interest (EOI) from well-established agencies/ consultants (henceforth training provider) having experience of providing such trainings. The training provider should satisfy the following criteria:

1. Minimum 3 years experience in providing training similar trainings in educational institutions the training provider's annual turnover should not be less than Rs. 40 lacs per financial year during the last three years ending 2018.
2. The training provider should have minimum of 5 regular employees.
3. The training provider should have completed three projects of similar nature in past three financial years and have provided similar training to at least 200 students of engineering educational institutions.
4. The training provider should have at least 10 experienced resource persons (fulltime or otherwise) with at least Master's Degree for providing training in various elements of the Core and Advanced modules.

5. Guidelines for Evaluation and Selection

Evaluation of training provider's capability of providing such training will be done by an Evaluation Committee constituted by the Director. The evaluation will be done by a pointing system, where weightage is given to the following parameters:

S. No.	Parameter	Weightage (Marks)
1.	Training Provider's Experience in conducting such trainings	30
2.	Educational qualification and experience of the resource persons who will conduct programme at Dr. SSBUI CET	40
3.	Course Material to be delivered to the students for the training	15
4.	Methodology of training, strengths and weakness of training provider's EOI	15
	Total	100

After evaluation, the evaluation committee will recommend a training provider for conducting the said programme. Subsequent to the recommendation from selection committee, the financial bid of only the recommended training provider will be opened.

5. Submission of EOI

The EOI should be submitted in two separate covers: Technical Cover and Financial cover. The sealed EOI duly superscribed " EXPRESSION OF INTEREST FOR SKILL TRAINING OF UNDERGRADUATE STUDENTS FOR INDUSTRY READINESS" along with advertisement No. in bold letters on the top of the envelop should reach the office of the undersigned on or before **10.06.2019 upto 4:00 p.m.** addressed to the Project Head, TEQIP III, Dr.SSB University Institute Of Chemical Engineering & Technology, Panjab University, Chandigarh.

The technical cover should have the following documents (all the pages must be signed and stamped):

1. Brochure of training provider's organization
2. Nature of the organisation (Govt/ Public/ Private/ Partnership/ Trust/ Society)
3. Certificate of Registration/ Incorporation
4. Nature of the authorised person
5. Certified copies of turnovers of the last three financial years ending 2018
6. Financial Bid: May be given as per Annexure I enclosed
7. Permanent Account Number (PAN) and GST Number
8. Detailed experience profiles of all the resource persons who will conduct the training at DR. SSBUI CET
9. Sample of the course material/video CDs for the different modules to be delivered to the students during the training
10. Write up on the technical capabilities of the training provider

**Annexure – I
Financial Bid**

The financial cover should have the following document (all the pages must be signed and stamped):

Item	Total Students	Total Cost without GST (in Rs.)	GST	Total Cost with GST (in Rs.)
• Interpersonal Skills (7 hours)	<200 students			
• Communication Skills (10 hours)				
• Presentation Skills (4 hours)	<200 students			
• Entrepreneurship Skills (4 Hours)				
• Leadership Skills (5 Hours)	<200 students			
• Corporate Grooming (4 hours)				
• Problem Solving (2 Hours)	<200 students			
• Emotional Intelligence (2 Hours)				
• Preparing a Brilliant CV (2 hours)				
• Group Discussion (10 hours)				
• Personal Interview (10 hours)				

In the event of discrepancy of financial quote between the words and the figures the financial quote indicated in words will be considered final.

Signature of the Bidder with seal

6. Other terms and conditions

- A demand Draft of Rs. 1000/- (Rupees One thousand Only) has to be attached with the technical cover as processing tender fees which is non- refundable.
- The sealed tenders with cutting or overwriting in the rates quoted whether in figure of words shall not be accepted. Also the conditional tenders and tenders received after due date will not be entertained.
- Technical cover will be opened first and Financial cover of only those who fulfil the eligibility criteria and who have submitted all documents required for Technical cover will be opened later on.
- Successful Tendered will have to sign an agreement deed on stamp paper worth Rs. 20/- after finalization of Terms and Conditions. The agreement will be for 1 year and may be extended for another two years on the basis of performance.
- TDS as per existing rate will be deducted at source.
- At the end of training programme the student feedback should be taken and evaluated by the training agency and submitted to the faculty in-charge.
- 100% Payment shall be made after successful conduction of the programme and on submission of satisfactory completion of the work certificate.
- The Project Head TEQIP – III Dr. SSBUI CET, Panjab University, Chandigarh UICET, Panjab University reserves the right to accept or reject the tender without assigning any reason and his decision in all matters concerning the tender shall be final.
- The Project Head, TEQIP III, DR. SSBUI CET, Panjab University, Chandigarh will be the arbitrator for any dispute and the jurisdiction for the purpose of any dispute shall be Chandigarh.

Prof. Anupama Sharma
Project Coordinator, TEQIP-III

Prof. Amrit Pal Toor
Project Head, TEQIP-III