

NOTICE INVITING EXPRESSION OF INTEREST (EOI)

For Hiring Trainer for Teaching Personality Development Course to
UG & PG Students

CENTRAL UNIVERSITY OF JAMMU

Rahya-Suchani (Bagla), Distt. Samba- 181143

Tel-8082197957, Website: www.cujammu.ac.in



Notice Inviting Expression of Interest

Sealed applications are invited for EoI from the interested Service Providers for conducting Sessions to run various courses of different levels on "Personality Development and Grooming" for "Under-Graduate and Post-Graduate students" of all disciplines of the Institute at the Institute premises. The details of EoI can be obtained from the Central University of Jammu website www.cujammu.ac.in .

Last date for receipt of EoI : 11 /12/2024 at 05.00 PM

Date of opening of EoI : 13/12/2024 at 11.00 AM

No. CUJ/Proc/TPO(EOI)/2024/05 dt: 20.11.2024

Sd/-
Registrar



जम्मू केंद्रीय विश्वविद्यालय
Central University of Jammu
Bagla (Rahya-Suchani), District Samba-181143, Jammu (J&K)
Tele: 01923 – 249643 & Website: www.cujammu.ac.in



No. CUJ/Proc/TPO(EOI)/2024/05

20th Nov, 2024

Central University of Jammu invites Expression of Interest (EOI) from interested service providers for Conducting Sessions to run various courses of different levels on "Personality Development & Grooming" for "Undergraduate and Postgraduate students" of all disciplines of the Institute at the Institute premises.

The EOI is invited to identify experienced and suitable service providers for conducting special sessions to run various courses of different level on Personality Development & Grooming for UG and PG Students of the Institute at the Institute premises. The process of identification will have the following steps and tentative timelines.

1. OVERVIEW:

Service Required: Conducting Sessions to run various courses of different levels on Personality Development, Career Counseling & Grooming for Undergraduate (UG) and Postgraduate (PG) students of all disciplines of the Institute at the Institute premises.

Organization: Central University, Jammu

Duty Station: CUJ, Campus Jammu

Duration of induction: (December - January) (tentative)

Target: Undergraduate Students and Postgraduate Year Students of all disciplines

No. of -Students/Batch size: Approx. 200 students inclusive of boys and girls in 6 batches of 35 students each (students are with multi-lingual background)

OBJECTIVE OF HIRING PROFESSIONAL SERVICES

The students coming to CUJ Campus, Jammu are intellectually of high quality and have proven their ability in the academics through various examinations. The Institute believes that the pass-out students of the Institute must have the required attitude and set of soft skills to become worthy engineers, technocrats, scientists, architects, managers, and so on. Moreover, he/she must also have a broad understanding of society and relationships, ethos and the respect for the nation. Character needs to be nurtured as an essential quality by which he/she would understand and fulfill his/her responsibility not only as an engineer, but also a citizen of the country

and a human being. Besides the above, several meta-skills and underlying values are needed. When new students enter an institution, they come with diverse thoughts, backgrounds and preparations. It is important to help them adjust to the new environment and inculcate in them the ethos of the institution with a sense of larger purpose. The time of the program is also used to rectify some critical lacunas and groom them to build an overall personality such that he/she can face the world and creatively contribute towards the welfare of the society. Some of the skills which are usually found deficient are self-confidence, motivation, language skills, professional etiquette and public speaking. Students, who lack any or some these skills face issues of dealing with their fellow students and coping up with the curriculum which is the least desirable. Even if one student is lagging others in the academic matters due to these limitations, it will be hurting the sentiments. So, it is necessary to provide not only technical training but also the personality development training proactively for all the students.

Details of Course 1: Personal Empowerment

The course will run for students in B.Tech semester fifth and MBA final year. It includes the following modules:

Self-assessment to discover one's Strengths, Areas of Improvements and Personality Profile.

Effective Communication Skills

- Word Power enhancement
- Attention to Detail: spacing, punctuation, spelling, and other finer aspects
- Verbal and non-verbal communication skills
- Written English with emphasis on writing grammatically correct technical / official letters, applications and reports
- Getting rid of inhibitions and building confidence
- Assertive and Submissive communication
- Using Language for Convincing and Persuasion
- Art of asking Questions
- Practice sessions

Personal Grooming, Formal Dressing and Body Language

- Basics of Power Dressing
- Corporate Dress Code
- Importance of Self Grooming and Personal Hygiene
- Gestures & Postures, Tone of *Voice*, *Voice* Modulation
- Workplace Etiquette & Culture
- How to introduce yourself

GD and Interview preparation

Preparing an Effective Resume/Portfolio / LinkedIn profile

- Highlighting strengths and proven delivery capabilities
- Learning from Shared Sample resumes from industry
- Customize your resume as per the company's requirement
- Portfolio design with industry experts

1 Basics of Public Speaking

- Dos and Don'ts
- Meet and Talk Online
- Powerful Phone Talk
- Presentation Skills - Time to Shine
- Professional Emails writing
- How to handle extempore

Group Discussions

- How to conduct yourself in a GD
- Attitude and Communication skills & Analysis
- Points to remember - Attitude, Communication Skills, Analysis and Knowledge
- How to present your point
- Body language to be taken care
- Voice modulation & tone while sharing your view
- Interpersonal skills
- Team working skills
- Leadership skills
- Mock sessions

Interview Preparation

- Behavioral, Standard, and Stress Interviews
- Responses to Frequently Asked Questions during interview with Human Resource Department
- Demonstrating strengths to suit the HR requirements
- Questions to ask any recruiter
- How to impress the interview panel?
- How to prove yourself in an interview as ethical/loyal to an organization?
- Dealing with, Confidential Information and Conflicts of Interest
- How to make your point heard?
- How to market yourself at interview?
- Preparation for Telephonic Round of interview
- Telephonic Interview

