

COIMBATORE INSTITUTE OF TECHNOLOGY,
(Government Aided Autonomous Institution)
Coimbatore – 641 014 ♦ TAMIL NADU ♦ INDIA
Tel: 0422 – 2574071, Fax: 0422 – 2573187

CIT/TEQIP-II/ST/EOI/1 (Student Training)

07/04/2014

**TERMS OF REFERENCE (TOR) FOR THE SUBMISSION OF EXPRESSION OF INTEREST
(EOI) FOR TRAINING STUDENTS**

Coimbatore Institute of Technology is one of the recipients of the funds from **GOI/NPIU/MHRD/ World Bank/ GOTN** under TEQIP – II and intends to conduct the following training programs for students of the Institute. The college invites Expression of Interest (EOI) from Qualified Training Providers.

1. TECHNICAL ENGLISH TRAINING
 - 1.1 Content Writing
 - 1.2 Written & Email Etiquette
 - 1.3 Oral Presentation Skills
 - 1.4 Language & Proxemics

2. PRE – PLACEMENT TRAINING
 - 2.1 Resume Writing
 - 2.2 Skills for facing the interview

3. SOFT SKILLS
 - 3.1 Communication Skills
 - 3.2 Presentation Skills
 - 3.3 Group Discussion Skills
 - 3.4 Team Building Exercises
 - 3.5 Interpersonal Skills
 - 3.6 Time Management Skills
 - 3.7 Preparation of Aptitude Test

4. PERSONALITY DEVELOPMENT
 - 4.1 Vision & Goals Setting
 - 4.2 Assertiveness
 - 4.3 Responsibility
 - 4.4 Professionalism
 - 4.5 Confidence Building Skills
 - 4.6 Stress Management

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5. Finishing School for Different Engineering disciplines with modules.
6. Training on core areas/thrust areas of the discipline.
7. Entrepreneurship Training
8. Industry relevance skill sets
 - 8.1 Corporate etiquette skills
 - 8.2 Work Ethics

Instructions to Consultants for submitting EOI

1. The Expression of Interest (EOI) should reach TEQIP Office on or before 05th June, 2014.
2. Address all communications to : THE PRINCIPAL, TEQIP – II Office, Coimbatore Institute of Technology, Coimbatore – 641 014, with superscription of ‘ Expression of Interest for Students Training’.
3. The trainer can be an individual or a group of individuals or firm imparting the necessary training.
4. The trainer/firm should have minimum 5 years of experience in conducting such programs, as evinced through documentary evidence. The trainer shall be ready for giving a presentation if need be.
5. The proposals may be for all activities or activities of specialization of the trainer.
6. Programs to be scheduled on days/dates of mutual convenience.
7. The CVs of the trainer(s), samples of course material, required duration for imparting a specific training, past experience and feedback reports from previous trainings must accompany the proposal, along with other documentary evidence and estimated cost of each program/module separately. The designed programs should take into account the qualifications and level of intelligence of the students.
8. The decision of the College will be final for the selection of the Trainer(s).