

JADAVPUR UNIVERSITY
KOLKATA: 700032

TENDER

Jadavpur University invites sealed quotation for Career Counselling Programme of University students under UGC – XIth plan programme. Quotation should be as per following modules and be submitted by 2.00 p.m. on or before 28.07.2012, at the following address:-

Sri Siddhartha Bhattacharyya, Officer of Placement & Training, Placement & Training Office, Jadavpur University, Kolkata – 700 032.

⌚ **Module-I** - Communication and Etiquette

Total Duration – 20 hrs.

- ⌚ Topic: - Introducing Self, Grammar, Comprehension, Pronunciation, Tongue Twister, Listening Abilities, Extempore, Written Business communication and Role Playing, Phrasal Verbs, Rapid Fire, Presentation, Narration, Improving Listening Skills, Spellings, Presentation and writing sessions, Role Playing & listening Comprehensions, Extempore, Debate, Etiquette, Class test

⌚ **Module-II** - Quantitative Aptitude and Reasoning

Total Duration – 24 hrs.

- ⌚ Topic: - Number systems, Percentage, Ratio and Proportion, Profit and Loss, Chain Rule, Time & Work, Pipes & Systems, Functions, Time, Distance & Speed, Clocks, Calendars, Simple & Compound Interest, Permutation and Combination, Probability, Geometry, Mensuration, Data Interpretation, Verbal and Logical Reasoning, Class test

⌚ **Module-III** – IT

Total Duration – 24 hrs.

- ⌚ Topic:- Java, Oracle, ERP, Microsoft .NET, Data Structure, OS:- UNIX.
The topics covered should go to enough detail so as to provide confidence to students of non computer science and IT departments to face interviews with IT organisations

⌚ **Module-IV** - Group Discussions and Personal Interview

Total Duration – 16 hrs

- ⌚ Topic:- GD and Personal Interview (Technical), GD and Personal Interview: (HR)

Quotation must be placed with rates for all four modules combined and for one session

Quotations should include booklets, course – materials and other required items.

Company's credential, list of training done, CV of Faculties and sample copies of booklets are to be submitted along with quotation.