



Kadi Sarva Vishwavidyalaya

(With Effect From: Academic Year 2017-18)

Detailed Syllabus

Personality Development

BE: Semester I / II

SUB CODE: UE103

Teaching Scheme (Credits and Hours)

Teaching scheme				Total Credit	Evaluation Scheme					
L	T	P	Total		Theory		Mid Sem	CIA	Pract.	Total
Hrs	Hrs	Hrs	Hrs		Hrs	Marks	Marks	Marks	Marks	Marks
2	0	0	2	2	3	70	30	20	0	120

LEARNING OBJECTIVES:

The objective of the course is bring about overall personality development with regard to the different behavioural dimensions such as self-confidence , enhance self-esteem that have far reaching significance in the direction of professional and personal effectiveness.

- Polishing manners to behave appropriately in social and professional circles.
- Enhancing the ability to handle casual and formal situations in terms of personal grooming, dinning etiquette.
- Developing and maintaining a positive attitude and being assertive
- Handling difficult situations with grace, style, and professionalism

OUTLINE OF THE COURSE:

- Power Dressing: Wardrobe Etiquette
- Grooming for Success
- Body Language, Poise, and Eye Contact
- Pronunciation, Voice Modulation, and Diction
- Self-Esteem and Confidence, public speaking
- Communication, Leadership
- Assertive Behaviour
- Handling difficult situations with grace, style, and professionalism
- Making a Great First Impression, Relationship building and Interpersonal relations
- Greetings, Introductions, The Art Of Small Talk and Conversations
- Polishing Business Manners: Handshake, gifts, visiting cards, humour, office behaviour etc.
- Dining Etiquette
- Importance of groups in organization
- Time Management
- Motivation
- Interviewing Skills

Total Hours (Theory) : 30

Total Hours (Practical) : 00

Total Hours : 30



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DETAILED SYLLABUS OF PERSONALITY DEVELOPMENT:

	Topics	Lectures	Weightage
1	Grooming for Success: Understand the importance of Personal Hygiene-breath, perspiration-body odour, fragrance, Dressing etiquette, Makeup and Hair grooming. Balanced diet to stay fit	03	10%
2	Body Language: How body language speaks, gesturing for a purpose, signature gesture, creating rapport, using your head, communicating your feelings through face, understanding the power of eye, learning how your body speaks for you.	03	10%
3	Psychological determinants: Basic pronunciation and diction, voice modulations, anchoring, news coverage, Event coverage, public speaking.	03	10%
4	Communication and Leadership: Introduction to Communication, Flow of Communication, Listening, Barriers of Communication, How to overcome barriers of communication, Introduction to Leadership, Leadership Power, Leadership Styles, Leadership in Administration sharpen the saw, Examining the leader's role as motivator and coach.	03	10%
5	Professionalism: Importance of groups in organization, Interactions in group, Group Decision Taking, Team building, Interaction with the Team, How to build a good team, stress Management, managing conflicts	03	10%
6	Interpersonal Relations: Introduction to Interpersonal Relations, understanding relationships, making first impression, greetings, small talks, different ego states, analysis of life position, personal growth, responsible citizenship.	03	10%
7	Business Manners: Respect the work environment, voice mail etiquette, email etiquette, hand shake, tips for better business manners, global guide to business etiquette.	03	10%
8	Time Management: Time as a Resource, Identify Important Time Wasters, Individual Time Management Styles, Techniques for better Time Management.	03	10%
9	Motivation: Introduction to motivation, relevance and types of motivation, motivating the subordinates. Motivation in Education, interpersonal influences on achievement.	03	10%
10	Interviewing skills: Common interview question, what employers want, attitude and effort, three golden rules, body language, mock interview, behavioral interview, STAR method	03	10%

INSTRUCTIONAL METHOD AND PEDAGOGY (Continuous Internal Assessment (CIA) Scheme)



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- The programme would involve interactive sessions, individual and group exercises, role plays, situation-handling, and experience-sharing. Selected video films will complement these.
- Classroom Teaching is facilitated by Interaction, Multi-media Projector and Communicative Activities.
- One internal exam of 30 marks is conducted as a part of internal theory evaluation.
- The course includes a Lab, where students have to participate in activities such as Role plays, simulations, presentations etc. It carries 20 marks Weightage.
- Viva Voice /practical exam will be conducted at the end of the semester of 30 Marks.

STUDENTS LEARNING OUTCOME:

At the end of the course

- Will understand how morals are developed
- The opportunity to be able to form a healthy rapport with anybody of any age bracket.
- Use mock situations to develop awareness on interviewing techniques to prepare for future interviews
- Ability to hold on your own, the ability to curb temperament and be an out-going and well-spoken or rather, well communicative individual.
- Understanding of how personality affects career choices

REFERENCE BOOKS/TEXT BOOK:

1. SOFT SKILLS, 2015, Career Development Centre, Green Pearl Publications
2. Covey Sean, Seven Habits of Highly Effective Teens , New York, Fireside Publishers, 1998.
3. Carnegie Dale, How to win Friends and Influence People , New York: Simon & Schuster, 1998.
4. Thomas A Harris , I am ok, You are ok, New York - Harper and Row, 1972
5. Daniel Coleman, Emotional Intelligence , Bantam Book, 2006
6. Body language for Dummies- Elizabeth Kuhnke