

SYLLABUS
For
PERSONALITY DEVELOPMENT
and
JOB READINESS

(Value added Course)



2025-2028

(Semester V)

The Heritage Institution
KANYA MAHA VIDYALAYA
JALANDHAR
(Autonomous)

Personality Development and Job Readiness Course is a specialised program for undergraduate students of Semester V. This specially curated course aims to equip students with essential life skills, soft skills, and career preparation tools required to thrive in the professional world. Through interactive sessions, practical exercises, and guided mentorship, the course aims to help students unlock their potential, enhance their personality, and step confidently into the job market.

Learning Objectives and Expected outcomes:

- **Cultivate Positive Thinking and Self-Awareness**

Develop a constructive mindset and gain insights into personal strengths, weaknesses, and growth areas.

- **Build Self-Confidence and Personal Identity**

Enhance self-belief and present themselves confidently in academic, social, and professional settings.

- **Set Realistic Goals and Strengthen Ambition**

Learn structured techniques for setting personal and career goals aligned with their long-term vision.

- **Master Verbal and Non-Verbal Communication**

Improve clarity, confidence, and effectiveness in oral and written communication.

- **Understand Organizational Structures and Workplace Terminology**

Gain familiarity with corporate hierarchies, job roles, and essential corporate jargon to ease the transition into professional environments.

- **Explore Career Options and Navigate the Job Market**

Identify suitable career paths, understand current job trends, and prepare effectively for employment opportunities.

- **Apply Decision-Making and Problem-Solving Strategies**

Use logical reasoning and creative thinking to handle challenges in both academic and real-world scenarios.

- **Manage Time, Stress, and Conflicts Effectively**

Develop skills to prioritize tasks, maintain emotional balance, and resolve interpersonal conflicts constructively.

- **Practice Social Etiquette and Personal Grooming**

Adopt appropriate social behavior, personal hygiene, and dressing sense suitable for interviews and workplace settings.

- **Perform Successfully in Interviews and Assessments**

Gain hands-on experience through mock interviews and feedback sessions to build job readiness and interview competence.

CONTENTS

Course Credits-4

Total Contact Hours - 60

Module	Title	Hours
1.	Positive Attitude and SWOT Analysis	5
2.	Goal Setting and Leadership	5
3.	Resume Writing and Communication Skills	10
4.	Organisational Structure and Corporate Jargons	5
5.	Career Options and Job markets	5
6.	Decision Making and Problem Solving	5
7.	Time, Stress and Conflict management	5
8.	Social etiquettes and personal grooming	5
9.	Mock Interviews	10
10.	Final assessment, Feedback and Closure	5
	Total	60