SYLLABUS

For

PERSONALITY DEVELOPMENT

Audit Course (Value added)

Session: 2022-2023

(Semester III)

Kanya Maha Vidyalaya, Jalandhar

(Autonomous)
The Heritage Institution

PERSONALITY DEVELOPMENT

Course Title: Personality Development
Nature of course: Audit Course (Value added)
Course duration: 30 hours
Course intended for: Semester III students of Under Graduate Program
- B.Sc (Economics)
- B.Sc. (Economics) with additional
- Course of Banking
- B.Sc. (Bio- Technology)
- B.Sc. (Medical)
- B.Sc. (Hons.) Physics
- B.Sc. (Hons.) Mathematics
- B.Sc. (Non -Medical)
- B.Sc. (Computer Science)
- B.C.A
- B.Sc.(Information Technology)
- B. Voc. (Animation)
- B. Voc. (Retail Management)
- B. Voc.(Management & Secretarial
- Practices)
- B. Voc(Textile Design & Apparel
- Technology)
- B.Voc(Nutrition, Exercise & Health)
- B. Voc.(Beauty & Wellness)
- B. Voc. (Hospitality and Tourism)
- B. Voc(Artificial Intelligence & Data
- Science)

Course credits: 2 (For Credit based Continuous Evaluation Grading System)
Course Code: SECP-3512

PURPOSE
To enhanceholisticdevelopmentofstudents and improve their employability skills.

INSTRUCTIONAL OBJECTIVES
- To re-engineer attitude and understand its influence on behaviour.
- To develop inter-personal skills and be an effective goal-oriented team player.
- To develop communication and problem solving skills.
- To develop professionals with idealistic, practical and moral values.

LEARNING OUTCOMES
- On completion of the course, students will be able to hone their personality by
- Realisation of the importance and incorporation of positive thinking and attitude in life
- Enhacement of self confidence and analysis of self capabilities
- Learning the different communication skills for self expression
- Effective use of time to combat stress and increase in productivity
- Enhancing personality by physical grooming and fitness

- Understanding the role of design principles and appropriateness of apparel
- Incorporating social etiquettes in daily life and conduct
- Excelling in decision making and leadership qualities

CURRICULUM

Course credits-2   **Total Contact Hours-30**

MODULE	TITLE	HOURS
1.	**Positive Thinking & Attitude**	**2**
2.	**Self Analysis & Self Confidence**	**2**
3.	**Communication Skills**	**10**
	Basic Communication Skills **Body Language** **Interview Skills** **Résumé Writing** **Group Discussion** **Telephone and E-mail etiquette** **Public Speaking**	
4.	**Time Management**	**2**
5.	**Stress and Conflict Management**	**2**
6.	**Physical Fitness and Personal Grooming**	**2**
7.	**Appropriateness of Apparel**	**2**
8.	**Social Etiquette**	**2**
9.	**Decision Making process & Problem Solving Skills** **Leadership Skills** **Goal Setting** **Motivation**	**5**
10.	**Closure**	**1**

EXAMINATION

1. Total marks of the course will be 25 (Final Examination: 20 Marks; Internal Assessment: 5Marks)
2. The pattern of the final examination will be multiple choice questions. 25 multiple choice type questions will be set. The student shall attempt 20 questions. Each question will carry 1 mark (20 X 1 = 20). Total time allotted will be 1 hour.
3. Internal Assessment will consist of Attendance: 2 Marks, Internal: 3 Marks.(Total Internal Assessment:5 Marks)

SYLLABUS

MODULE 1: Positive Thinking & Attitude
- Factors Influencing Attitude
- Essentials to develop Positive Attitude
- Challenges &lessons from Attitude

MODULE 2: Self Analysis & Self Confidence
- Who am I
- Importance of Self Confidence
- SWOT Analysis

MODULE 3: Communication Skills

(i) Basic Communication Skills
- Speaking skills
- Listening skills
- Presentation skills

(ii) Body Language
- Forms of Non-Verbal Communication
- Interpreting body language clues
- Effective use of body language

(iii) Interview Skills
- Type of Interviews
- Ensuring success in job interviews
- Appropriate use of Non-verbal Communication

(iv) Résumé Writing
- Features
- Different types of résumé for Different posts

(v) Group Discussion
- Difference between Group discussion and debate
- Importance of Group Discussion
- Group Decision
- Ensuring success in group discussions

(vi) Telephone & E-mail Etiquette
- Telephone etiquette
- E-mail etiquette

(vii) Public Speaking
- Introductory speech
- Informative speech

- Persuasive speech
- Extemporesession

MODULE 4: Time Management
- Importance of time management
- Values & beliefs
- Goals and benchmarks – The ladders of success
- Managing projects and commitments
- Prioritizing your To-do's
- Getting the results you need

MODULE 5: Stress & Conflict Management
- Introduction to stress
- Types of stressors
- Small changes and large rewards
- Stress prevention
- Overcoming unhealthy worry
- Stress at home and workplace
- Dealing with frustration and anger
- Stress reducing exercises
- Understanding conflicts
- Violent and Non-violent conflicts
- Source of conflict
- Structural and cultural violence

MODULE 6: Physical Fitness and Personal Grooming
- Fitness and exercise
- Balanced & healthy diet
- Skin care & Hair care
- Make-up skills

MODULE 7: Appropriateness of Apparel
- Apparel & Personality
- Psycho-social aspects of apparel
- Style-tips for smart dressing & effective use of design elements

MODULE 8: Social Etiquette
- Civic Sense
- Workplace skills
- Meeting and greeting people
- Table Setting and table manners

MODULE 9: Decision Making Process and Problem Solving Skills
- Anatomy of a decision
- How to use problem solving steps and problem solving tools
- How to distinguish root causes from symptoms to identify right solution for right problems

- How to improve problem solving and decision making by identifying individual problem solving styles
- The creative process for making decisions
- Tools to improve creativity
- Implementing the decision – Wrap up

(i) Leadership Skills
- Handling peer pressure and bullies
- Team work
- Decision making
- Taking initiatives

(ii) Goal Setting
- Wish list
- SMART goals
- Blueprint for success
- Short-term, Long-term, Life-term Goals

(iii) Motivation
- Factors of motivation
- Self talk
- Intrinsic & extrinsic motivators

Books Recommended

1. Rossi, P.(2011).*Everyday Etiquette: How to navigate 101 common and uncommon social situations*. St Martins Pr.
2. Pietrzak, T.,& Fraum,M. (2005). *Building career success skills*. ASTD Press.
3. Treffinger, D.J., Isaksen, S.G., &Brian, K. (2005). *Creative problem solving: An Introduction*.
4. Carr, A. (2004).*Positive Psychology: The science of happiness and human strengths*. Burnner-Routlrdge.
5. Oberg, B.C. (1994).*Speech craft: An Introduction to public speaking*. Meriwether Publishing.