C. U. SHAH UNIVERSITY, WADHWAN CITY.

Faculty of: **Sciences and Life Sciences**
Course: **Bachelor of Science (Chemistry)**
Semester**: II**
Subject Code**: SEC202-1C**
Subject Name: **Personality Development**

Sr. No	Category	Subject Code	Subject Name	Teaching hours/ Week			Credit hours	Credit Points	Evaluation Scheme/ Semester								Total
									Theory				Tutorial / Practical				
									Continuous and Comprehensive Evaluation		End Semester Exams		Internal Assessment		End Semester Exams		
				Th	Tu	Pr			Marks	Marks	Marks	Duration	Marks	Duration	Marks	Duration	
6	SEC	SEC202-C	Personality development	3	-	2	5	4	10 10 05	Assignment Quiz Attendance	25	1	-	-	-	-	50

AIM :

- It aims to develop and improve qualities such as communication skills, confidence, emotional intelligence, self-awareness, leadership abilities, interpersonal skills, and overall personal effectiveness.

COURSE CONTENTS

UNIT	COURSE CONTENT	TEACHING HOURS
I	**Personality** - definition – determinants – personality traits –theories of personality – importance of personality development. self awareness – meaning – benefits of self – awareness – developing self – awareness. swot – meaning – importance- application – components. goal setting meaning- importance – effective goal setting – principles of goal setting – goal setting at the right level.	6
II	**Self monitoring** – meaning – high self – monitor versus low self monitor – advantages and disadvantages self monitor- self –monitoring and job performance. perception - definition- factor influencing perception- perception process –errors in perception – avoiding perceptual errors. attitude – meaning- formation of attitude – types of attitude - measurement of attitudes – barriers to attitude change – methods to attitude change. assertiveness - meaning – assertiveness in communication – assertiveness techniques – benefits of being assertive – improving assertiveness	6
III	**Team building –** meaning – types of teams – importance of team building- creating effective team. leadership – definition – leadership style- theories of leadership – qualities of an effect leader. negotiation skills – meaning – principles of negotiation – types of negotiation – the negotiation process-common mistakes in negotiation process. conflict management – definition- types of conflict- levels of conflict – conflict resolution – conflict management.	6

IV	**Communication –** definition – importance of communication – process of communication - communication symbols – communication network – barriers in communication – overcoming communication barriers. transactional analysis – meaning – ego states – types of transactions – johari window- life positions. emotional intelligence- meaning – components of emotional intelligencesignificance of managing emotional intelligence – how to develop emotional quotient. stress management – meaning – sources of stress – symptoms of stress – consequences of stress – managing stress	6
V	**Social graces –** meaning – social grace at work – acquiring social graces. table manners – meaning – table etiquettes in multicultural environment- do's and don'ts of table etiquettes. dress code – meaning- dress code for selected occasions – dress code for an interview. group discussion – meaning – personality traits required for group discussion- process of group discussion- group discusson topics. interview – definitiontypes of skills – employer expectations –planning for the interview – interview questionscritical interview questions.	6

TEACHING METHODOLOGY

- Conventional method (classroom blackboard teaching)
- ICT Techniques
- Teaching through the classroom, laboratory work
- Variety of learning styles and tools (PowerPoint presentations, audio-visual resources, e-resources, seminars, workshops, models)
- Teaching through laboratory work

LEARNING OUTCOME

- After the successful completion of the course, students will be able to learn about Personality, Self-monitoring, Teamwork, Communication and Social graces.

ARRANGEMENT OF LECTURE DURATION AND PRACTICAL SESSION AS PER DEFINED CREDIT NUMBERS

Units	Lecture Duration (In Hrs.)		Calculation of Credits (In Numbers)		Total Lecture Duration	Credit Calculation
	Theory	Practical	Theory	Practical	Theory+ Practical	Theory+ Practical
Unit – 1	06	00				
Unit – 2	06	00				
Unit – 3	06	00	2	00	00	2
Unit – 4	06	00				
Unit – 5	06	00				
TOTAL	30	00	2	00	00	2

EVALUATION

Theory Marks	Practical Marks	Total Marks
50	00	50

REFERENCE BOOKS

1. Dr.S. Narayana Rajan, Dr. B. Rajasekaran, G. Venkadasalapthi, V. Vijuresh Nayaham

and Herald M.Dhas, Personality Development, Publication Division, Manonmaniam Sundaranar University, Tirunelveli

2. Stephan P.Robbins, Organisational Behaviour, Tenth Edition, Prentice Hall of India Private Limited, New Delhi,2008

3. Jit S. Chandan, Organisational Behaviour, Third Edition, Vikas Publishing House Private Limited, 2008

4. Dr.K.K. Ramachandran and Dr.K.K. Karthick, From Campus to Corporate, Macmillan Publishers India Limited, New Delhi,2010.