

## **DEVELOPMENT OF PERSONALITY AND COMMUNICATION SKILL**

**Contact Hours : 52**  
**Marks : Main Exam : 80**

**Contact/ Weekly Hours : 4**  
**Internal Assessments : 20**

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### **Module 1 : Personality – The Introduction**

**(11 Hrs)**

Personality meaning, dimensions/ determinants physical, Intellectual, emotional, linguistic cultural, Traits of Personality, importance of personality development, Personality development as a process.

### **Module 2 : Personality Development**

**(11 Hrs)**

Grooming the self, Dress code for Men and Women, Do's and Don'ts, Social etiquettes and Manners, Self-confidence – Meaning and building techniques, Willpower Increasing the Willpower for self-improvement.

### **Module 3 : Self Analysis**

**(10 Hrs)**

SWOT Analysis, Who am I, Attributes, Importance of Self Confidence, Creativity out of box thinking, Lateral Thinking, Johari Window.

GOAL SETTING – Short Term, Long Term, Life Time Goals, (Personalized and organizational) Time Management Value of time, Diagnosing Time Management, Weekly Planner To do list, Prioritizing work.

### **Module 4 : Communication and its importance**

**(10 Hrs)**

Process of Communication, written and oral communication, process of listing body language or non verbal communication, the art of public speaking.

### **Module 5 : Leadership as a process**

**(10 Hrs)**

Working in a team, management of conflict, interpersonal and interpersonal intergroup, Profiles, of great personalities, Career planning and role of career planning and role of career planning in personality development, How to face personal interview and group discussion.

### **References:**

1. Organisational Behaviour : By S.S. Khanaka
2. Organisational Behaviour : By Stephen Robbins
3. Organisational Behaviour : By Ashwatappa
4. Cloninger, Susan C, (2000) Theories of personality, prentice Hall London.

5. Eriksen Karin (1979) Communion skills for human services, Prentice-Hall
6. Hurlack,, Elizabeth B (?) personality Development
7. Johnson Roy Ivan (1956) Communication : Handling Idea Effectively, McGraw Hill, New York.
8. Kagan Jerome (1969), Personality Development, Harcourt Brace, New York.
9. Kundu C.L (1989) personality Development, Sterling Bangalore.

**Scheme of Instruction and Examination**

<b>Sem</b>	<b>Title of the Paper</b>	<b>Theory Hours</b>	<b>Theory Marks</b>	<b>I.A. Marks</b>	<b>Exam Hrs</b>	<b>Total Marks</b>
III	Development of Personality and Communication	4 Hrs	80	20	1.5	100

**Note :** The Final Examination shall be in Multiple Choice Question (MCQ)

Equal weightage shall be given to all the modules when preparing MCQ's

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