




# DAVANGERE UNIVERSITY

Shivagangotri, Davangere-577007

Personality Development: BA/B.Sc./BSW/BVA Programs as per SEP-2024

2 <sup>nd</sup> Year Degree for BA/B.Sc./BSW/BVA Programs		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours
2 Credits	2 Hrs	32 Hrs
<b>Pedagogy:</b> Classroom lectures, case studies, group discussions, seminars, field work, role plays, soft skills games, audio-visual presentations, and use of digital tools such as resume builders, LinkedIn profile creation, and mock interview platforms to ensure experiential and application-oriented learning. etc.,		
<b>Course Outcomes:</b> On successful completion of the course, the Students will be able to <ol style="list-style-type: none"> <li>To help students understand themselves and set clear goals.</li> <li>To enable students to manage their behavior and communicate assertively.</li> <li>To build teamwork, leadership, and basic negotiation skills.</li> <li>To improve communication, emotional control, and stress-handling abilities.</li> <li>To develop professional etiquette and prepare students for GDs and interviews.</li> </ol>		
<b>Syllabus:</b>		<b>Hours</b>
<b>Module No. 1: Personality, Self-Awareness, SWOT &amp; Goal Setting</b>		<b>06</b>
<b>Personality:</b> Meaning - Personality Traits - Importance of Personality Development. <b>Self-Awareness:</b> Meaning - Benefits of Self-Awareness - Developing Self-Awareness - Use of simple Personality Assessment Tools. <b>SWOT Analysis:</b> Meaning - Application. <b>Goal Setting:</b> Meaning - SMART goals - Time Management.		
<b>Module No. 2: Self-Monitoring, Perception, Attitude &amp; Assertiveness</b>		<b>06</b>
<b>Self-Monitoring:</b> Meaning & importance of self-monitoring. <b>Perception:</b> Meaning - Perception Process - Errors in Perception. <b>Attitude:</b> Meaning - Barriers to Attitude Change - Methods to Attitude Change. <b>Assertiveness:</b> Meaning - Simple Assertiveness Techniques.		
<b>Module No. 3: Team Building, Leadership, Negotiation &amp; Conflict Management</b>		<b>06</b>
<b>Team Building:</b> Meaning - Importance of Team Building - Simple activities. <b>Leadership:</b> Meaning - Basic Leadership Styles. <b>Negotiation Skills:</b> Meaning - Common Mistakes in Negotiation. <b>Conflict Management:</b> Meaning - Basic types of Conflict - Simple Resolution techniques.		
<b>Module No. 4: Communication, Emotional Intelligence &amp; Stress Management</b>		<b>08</b>
<b>Communication:</b> Meaning - Process of Communication - Barriers in Communication - Digital Communication Etiquette (Email, Video Calls, Chat Platforms). <b>Emotional Intelligence:</b> Meaning - How to improve EQ. <b>Stress Management:</b> Meaning - Sources of Stress - Symptoms of Stress - Consequences of Stress - Simple management techniques.		

<b>Module 5: Social Graces, Group Discussion, and Interview Skills</b>	<b>06</b>
<p><b>Social Graces:</b> meaning – workplace etiquette.</p> <p><b>Table Manners:</b> Meaning - Do's and Don'ts of Table Etiquettes.</p> <p><b>Dress Code:</b> Meaning - Dress Code for an Interview – grooming basics.</p> <p><b>Group Discussion:</b> Meaning – Essential skills.</p> <p><b>Interview:</b> Meaning – Interview Process – Common Q&amp;A.</p>	
<p><b>Skill Development Activities:</b></p> <ol style="list-style-type: none"> <li>1. Prepare a Personal SWOT and Set 3 SMART Goals.</li> <li>2. Role-play exercises to identify perceptual errors and practice assertive communication.</li> <li>3. Team-building game followed by a short negotiation role-play.</li> <li>4. Draft a professional email (digital etiquette) and complete a simple EQ self-check.</li> <li>5. Conduct a mock Group Discussion and a basic mock interview session.</li> <li>6. Any other activities, which are relevant to the course.</li> </ol>	
<p><b>Reference Books:</b></p> <ol style="list-style-type: none"> <li>1. Barun K. Mitra – <i>Personality Development and Soft Skills</i>, Oxford University Press, New Delhi, 2011.</li> <li>2. <b>Dr. S. Narayana Rajan et al.</b> – <i>Personality Development</i>, Publication Division, Manonmaniam Sundaranar University, Tirunelveli, 2010.</li> <li>3. <b>Dr. K. K. Ramachandran &amp; Dr. K. K. Karthick</b> – <i>From Campus to Corporate</i>, Macmillan Publishers India, New Delhi, 2010.</li> <li>4. <b>Dr. Shalini Verma</b> – <i>Development of Life Skills and Professional Practice</i>, Sultan Chand &amp; Sons, New Delhi, 2016.</li> <li>5. Prof. M. S. Rao – <i>Soft Skills: Enhancing Employability and Career Growth</i>, I.K. International Publishing House, New Delhi, 2011.</li> </ol> <p><b>Note:</b> Latest edition of Reference books may be used.</p>	

**Chairman**  
Board of Studies  
Institute of Management Studies  
Davangere University  
Shivagangothri, DAVANGERE-577007



ವಾಣಿಜ್ಯ ಮತ್ತು ನಿರ್ವಹಣಾಶಾಸ್ತ್ರ ನಿಕಾಯ  
ದಾವಣಗೆರೆ ವಿಶ್ವವಿದ್ಯಾನಿಲಯ.  
ಶಿವಗಂಗೋತ್ರಿ, ದಾವಣಗೆರೆ-೦೭.



ಕುಲಸಚಿವರು  
ದಾವಣಗೆರೆ ವಿಶ್ವವಿದ್ಯಾನಿಲಯ  
ಶಿವಗಂಗೋತ್ರಿ, ದಾವಣಗೆರೆ-577007