



# 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

**Pedagogy:** 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.,

**Course Outcomes:** On successful completion of the course, the Students will be able to

- a) To help students understand themselves and set clear goals.
- b) To enable students to manage their behavior and communicate assertively.
- c) To build teamwork, leadership, and basic negotiation skills.
- d) To improve communication, emotional control, and stress-handling abilities.
- e) To develop professional etiquette and prepare students for GDs and interviews.

Syllabus:	Hours
<b>Module No. 1: Personality, Self-Awareness, SWOT &amp; Goal Setting</b>	06
<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>	06
<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>	06
<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>	08
<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.	

**Social Graces:** meaning – workplace etiquette.

**Table Manners:** Meaning - Do's and Don'ts of Table Etiquettes.

**Dress Code:** Meaning - Dress Code for an Interview - grooming basics.

**Group Discussion:** Meaning – Essential skills.

**Interview:** Meaning – Interview Process – Common Q&A.

**Skill Development Activities:**

1. Prepare a Personal SWOT and Set 3 SMART Goals.
2. Role-play exercises to identify perceptual errors and practice assertive communication.
3. Team-building game followed by a short negotiation role-play.
4. Draft a professional email (digital etiquette) and complete a simple EQ self-check.
5. Conduct a mock Group Discussion and a basic mock interview session.
6. Any other activities, which are relevant to the course.

**Reference Books:**

1. Barun K. Mitra – *Personality Development and Soft Skills*, Oxford University Press, New Delhi, 2011.
2. Dr. S. Narayana Rajan et al. – *Personality Development*, Publication Division, Manonmaniam Sundaranar University, Tirunelveli, 2010.
3. Dr. K. K. Ramachandran & Dr. K. K. Karthick – *From Campus to Corporate*, Macmillan Publishers India, New Delhi, 2010.
4. Dr. Shalini Verma – *Development of Life Skills and Professional Practice*, Sultan Chand & Sons, New Delhi, 2016.
5. Prof. M. S. Rao – *Soft Skills: Enhancing Employability and Career Growth*, I.K. International Publishing House, New Delhi, 2011.

**Note:** Latest edition of Reference books may be used.

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*Signature*  
**Chairman**  
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**ಉನ್ನತಿ**  
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 ದಾವಣಗೆರೆ ವಿಶ್ವವಿದ್ಯಾಲಯ,  
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