

Subject Code: 1MS3010306	Subject Title: Personality Development and Soft Skills I
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1. Course Overview

Soft Skills enable people to navigate their environment, work well with others, perform well and achieve their goals. This course will cover aspects of Personality Development, Self-Management, Time Management, Work Ethics and Interpersonal Skills - enabling students develop and imbibe the soft skill traits which are needed and helpful in the practical world. It will help in bridging the gap between skill requirements of the employer and the competency of the students. This course intends to enhance the employability of students.

2. Course Objectives

After the course, participants

- Would be able to manage one's self and become aware of the emotional competencies needed in the workplace.
- Would be able to realize one's potential to the fullest.
- Would be able to set appropriate goals and manage time effectively.
- Would be able to apply ethical principles and manage mixed competencies at all levels, in professional context.
- Would develop interpersonal skills for empowerment of self and others.
- Would be able to empathize and trust colleagues for improving interpersonal relations.
- Would be able to apply interpersonal skills for better relations with seniors, juniors, peers and stakeholders.

3. Teaching Scheme (Hours per week)

Lecture (Hrs.)	Tutorial	Practical	Credit			Total
				University Total Assessment	Continuous Assessment	
3	1	-	4	60	40	100

4. Syllabus:

Module No.	Contents	Total Hours	Weight
1	Introduction To Personality Development Meaning and Significance of Personality Development, Theories- Freud & Erickson- Learning Skills, Adaptability Skills. The concept of success and failure: What is success? - Hurdles in achieving success - Overcoming hurdles - Factors responsible for success – What is failure - Causes of failure.	9	20%
2	Self-Management Identifying one's strengths and weaknesses Planning & Goal setting Managing self – emotions, ego, pride Individual SWOT Analysis	9	20%
3	Time Management Time Management concept Attendance , Discipline & Punctuality Act in time on commitment Quality/ Productive Time	9	20%
4	Work Ethics Importance of Ethics Ethical decision making Personal and professional moral code of conduct Creating a harmonious life	9	20%
5	Interpersonal Skills Meaning and its importance Developing Positive Relationship Positive Attitude Empathize: Comprehend others opinions and point of views Mutuality, Trust and Emotional Bonding	9	20%

5. Reference Books

Author /s	Publication	Title
Jeff Butterfield	Cengage Learning	Soft Skills for Everyone
Fredrick H. Wentz	-	Soft Skills Training – A workbook to develop skills for employment

Barun K. Mitra	Oxford University Press	Personality Development and Soft Skills
B.N.Ghosh	McGraw Hill India, 2012	Managing Soft Skills for Personality Development
S.P. Dhanavel	Orient Blackswan India, 2010	English and Soft Skills
Sherfield, R. M.; Montgomery, R.J. and Moody, P, G.	(2010) 4 th ed. New Delhi: Pearson.	Developing Soft Skills
Alec Mackenzie	-	The Time Trap : the Classic book on Time Management
Johnson, D.W.	(1997) 6 th ed. Boston: Allyn and Bacon	Reaching out – Interpersonal Effectiveness and Self Actualization
Robbins, S. P. and Hunsaker, Phillip, L.	(2009) 5 th ed. New Delhi: PHI Learning	Training in Interpersonal skills. Tips for managing people at work.

6. Evaluation Scheme

Sr. No.	Component	Weight
1	University Examination * For the written examination, the open book examination may be opted by the paper setter appropriately	60%
2	Internal Assessment -Depending on the need and objectives of the subject, internal assessment should include minimum three of the following sub-components; <i>Class Test, Quiz, Assignments, Case Presentation, Class Participation, Projects, Team/Individual Assignments.</i> -The weightage of a sub-component should not exceed 50% of internal assessment component weight. -The bifurcation of sub-components shall be communicated by the instructor before commencement of the academic sessions.	40%