

Branch Name:	Management
Program Code:	MS301
Course Name:	Personality Development and Soft Skills I
Course Code:	2MS3010306T
Pre-requisite Course:	

Course Objectives:

- 1) To understand the scope of personality and its development.
- 2) To develop core skills for development of self.
- 3) To cultivate interpersonal skills for successful life.
- 4) Able to set appropriate goals and manage time effectively.
- 5) To apply ethical principles and manage mixed competencies at all levels, in professional context.
- 6) Able to empathize and trust colleagues for improving interpersonal relations.

Teaching and Examination Scheme:

Teaching Scheme (Hours per week)				Evaluation Scheme (Marks)				
Lecture (L)	Tutorial (T)	Practical (P)	Credit	Theory (Marks)		Practical (Marks)		Total (Marks)
				University Assessment	Continuous Assessment	University Assessment	Continuous Assessment	
4	-	-	4			-	-	100

Subject Contents:

Sr. No.	Topic	Total Hours	Weightage (%)
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%
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Text Books:

Sr. No.	Books
1	Personality Development and Soft Skills by Barun K. Mitra Oxford University Press
2	Managing Soft Skills for Personality Development by B.N.Ghosh McGraw Hill India, 2012

Reference Books:

Sr. No.	Books
1	Soft Skills for Everyone by Jeff Butterfield Cengage Learning
2	Soft Skills Training – A workbook to develop skills for employment by Fredrick H. Wentz
3	Developing Soft Skills by Sherfield, R. M.; Montgomery, R.J. and Moody, P, G. (2010) 4 th ed. New Delhi: Pearson.
4	Reaching out – Interpersonal Effectiveness and Self Actualization by Johnson, D.W. (1997) 6 th ed. Boston: Allyn and Bacon.
5	Training in Interpersonal skills. Tips for managing people at work. By Robbins, S. P. and Hunsaker, Phillip, L. (2009) 5 th ed. New Delhi: PHI Learning

List of Open Source Software/learning website:

1. <https://www.youtube.com/watch?v=1Evwgu369>
2. <https://psychology-tools.com/empathy-quotient/>
3. https://www.saylor.org/2019/07/blog-get-resume-ready-with-our-new-professional-development-courses-feat-leadership-teams/?gclid=CjwKCAjw7p6aBhBiEiwA83fGumv-lhiQYzMrtxYTMkkzGaxKcnofI8ekAKiuwxhWNyBrpwQHkyR9zhoCpSQQAvD_BwE

Course Learning Outcomes (CLO): On completion of this course, the students will be able to:

CLO	Description	Bloom's Taxonomy Level
CLO1	Most primitive and basic level of human thinking, Use of repetition and mugging up in order to remember the information	1 Remember
CLO2	Use of explanation to clarify concepts, Focus is on understanding 'WHY', Gives meaning to the information	2 Understand
CLO3	Applying and experimenting the learned material in practice, Important for skill development, Helpful in getting confidence over one's knowledge	3 Apply
CLO4	Examining relationships among different parts of big structure, Recognizing similarities and differences between concepts and learned material.	4 Analyze

CLO5	Making own judgment after assessment of information, Criticizing an idea Deciding the value of a thing, data or an idea after detailed scrutiny,	5 Evaluate
CLO6	Putting parts or pieces together to create new thing, idea or product, Reorganize parts or pieces innovatively, Leads to patents and copyrights, Highly demanded in the world of competition, Helpful in bringing Disruptive Technology, Makes the parson 'Exceptional' in organization	6 Create

Mapping of CLOs with Pos & PSOs

Course	Program Outcomes(POs)								Program Specific Outcomes(PSOs)	
Learning Outcomes	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PSO1	PSO2
CLO1	M		L	H		L				
CLO2				H			L			
CLO3	H		M	H		L				
CLO4			L	H						
CLO5	H	M		H			L			
CLO6				H						

H: High, M: Medium, L: Low
