

## FC: 301: Personality Development (Foundation Course)

Theory: Credit: 3 (70% )

Total Marks: 100

Practical: Credit: 1(30%)

Unit	Topics Covered	Wt.
<b>I</b>	<p><b>Introduction to Personality Development</b> The concept personality - Dimensions of personality - Term personality development - Significance.</p> <p><b>The concept of success and failure</b> What is success? - Hurdles in achieving success - Overcoming hurdles - Factors responsible for success – What is failure - Causes of failure</p>	<b>20%</b>
<b>II</b>	<p><b>Attitude &amp; Motivation</b> Attitude - Concept - Significance - Factors affecting attitudes - Positive attitude - Advantages -Negative attitude - Disadvantages - Ways to develop positive attitude - Difference between personalities having positive and negative attitude. Concept of motivation - Significance - Internal and external motives - Importance of self-motivation- Factors leading to demotivation</p>	<b>15%</b>
<b>III</b>	<p><b>Self-esteem</b> Term self-esteem - Symptoms - Advantages - Do's and Don'ts to develop positive self-esteem - Low self-esteem - Symptoms - Personality having low self esteem - Positive and negative self-esteem.</p> <p><b>Interpersonal Relationships</b> Interpersonal relationships - Developing positive personality - Analysis of strengths and weaknesses.</p>	<b>15%</b>
<b>IV</b>	<p><b>Other Aspects of Personality Development</b> Body language - Problem-solving - Conflict and Stress Management - Decision-making skills - Positive and creative thinking - Leadership and qualities of a successful leader - Character-building - Team-work - Lateral thinking - Time management - Work ethics – Management of change - Good manners and etiquettes (Concept, significance and skills to achieve should be studied.)</p>	<b>20%</b>

<b>V</b>	<b>Practical: Viva –Voce</b> Group Discussion Presentation Skills Body Language Problem Solving & Decision Making	<b>30%</b>
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The written exam carries 50 marks of weight age and the oral exam carries 20 marks, the internal from college carries 30 marks, in total the subject be 100 marks.

**Reference Books:**

1. *Business Communication - K. K. Sinha - Galgotia Publishing Company, New Delhi.*
2. *Media and Communication Management - C. S. Rayudu - Himalaya Publishing House, Bombay.*
3. *Essentials of Business Communication - Rajendra Pal and J. S. Korlhalli - Sultan Chand & Sons, New Delhi.*
4. *Group Discussion and Public Speaking - K. Sankaran and Mahendra Kumar - M.I. Publications, Agra*
5. *Organizational Behavior - S. P. Robbins - Prentice-Hall of India Pvt. Ltd., New Delhi*
6. *Principles and Practice of Business Communication By Phoda A. Doctor & Aspi H. Doctor. (A. R. Shetha & Co. Bombay)*