

**KSKV Kachchh University**  
**Program: PGDCA**  
**Semester: I**

<b>Paper Code:</b> CECS104	<b>Total Credit : 4</b> <b>Total Marks : 70</b> <b>Time : 3 Hrs</b>
<b>Title of Paper:</b> Personality Development and Soft skills	

<b>Unit</b>	<b>Description</b>	<b>Weighting</b>
I	Introduction to Soft Skills and Hard Skills, Break the ice berg – FEAR, Self Development - Etiquette and Manners. The Self Concept: Attitude, The process of attitude formation, positive attitude, How to build a success attitude, You are the chief architecture of yourself. Self Management Techniques. Believe in your self: Self Image and Self Esteem, Building Self Confidence, Environment we mix with, How to build self image?.	20%
II	Meaning and definition of personality, Personal Planning and Success Attitude: Prioritizing, Creating the master plan, Active positive visualization and Spot analysis. Self Motivation and Communication: Levels of motivation, power of irresistible enthusiasm, etiquettes and manners in a group, public speaking, Importance of listening and responding.	20%
III	Motivation Skills & Personality Development, Goal Setting, Career Planning, Resume Building, Psychometric Test, Priority Management & Time Management, Positive Attitude and Self Confidence. Verbal Communication includes Planning, Preparation Delivery, Feedback and assessment of activities like: Public speaking, Group Discussion, Oral Presentation skills, Perfect Interview, Listening and observation skills, body language and use of Presentation aids.	20%
IV	Written communication that includes project proposals, brochures, newsletters, articles. Etiquettes that include: etiquettes in social as well as office settings, email etiquettes, telephone etiquettes. Improving Personal Memory, study skills that include rapid reading, notes taking and creativity.	20%
V	Problem Solving and Decision Making Skills, Perceptive, Conceptual, Creative, Analytical and Decisive. Leadership as a process: co-ordination while working in a team, Leadership styles, Leader and Team player, Management of conflict, Profiles of great and successful personalities, Role of career planning in personality development, negotiation, Motivating.	20%

<b>Basic Text &amp; Reference Books :-</b>	
1.	Wallace : Personality Development 1st Edition, 2008 Cengage Learning India.
2.	Kundu, C.I.- Personality development, Sterling Bangalore
3.	Listening and Responding – Sandra D.Collins-Cengage Learning India.
4.	1,001 ways to inspire your organization, your team and your self – David E. Rye- Jaico publishing house.

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<b>Unit</b>	<b>Description</b>	<b>Total Marks</b>
I	Q.1(A) Short / Medium Questions (With Internal Option)	06
	Q.1(B) Short / Medium Questions (With Internal Option)	08
II	Q.2(A) Short / Medium Questions (With Internal Option)	06
	Q.2(B) Short / Medium Questions (With Internal Option)	08
III	Q.3(A) Short / Medium Questions (With Internal Option)	06
	Q.3(B) Short / Medium Questions (With Internal Option)	08
IV	Q.4(A) Short / Medium Questions (With Internal Option)	06
	Q.4(B) Short / Medium Questions (With Internal Option)	08
V	Q.5(A) Short / Medium Questions (With Internal Option)	06
	Q.5(B) Short / Medium Questions (With Internal Option)	08