

Add On course – Personality Development and Communication skills.

Introduction

This course covers various dimensions and importance of effective personality. The course aims to cause a basic awareness about the significance of soft skills in professional and inter-personal communications and facilitate an all-round development of personality. Soft skills comprise pleasant and appealing personality traits as self-confidence, positive attitude, emotional intelligence, social grace, flexibility, friendliness and effective communication skills.

OBJECTIVES

- 1.To make students understand the concept and components of personality, thereby to apply the acquired knowledge to themselves and to march towards excellence in their respective academic careers.
- 2.To enable students to keep themselves abreast of general knowledge and current information.
- 3.To bring out creativity and other latent talents with proper goal setting so that self- esteem gets enhanced.
- 4.To sharpen memory skills and other study skills, which are vital for academic excellence.
- 5.To give training for positive thinking which will keep the students in a good stead at the time of crisis.
- 6.To enhance and enrich language abilities

Course Contents:

Sr. No.	Topics	Hour(s)
1.	Attitude Training. (Positive Attitude)	02
2.	Time Management & Personality Development	02
3.	Team Work and its effectiveness	02
4.	Conflict Management	02
5.	Stress Management	02
6.	Physical fitness and Meditation	01

7.	Communication Skills	02
8.	Increasing Productivity and Saving costs	01
9.	Procrastination	01
10.	Self Confidence	01
11.	SWOT Analysis and Self Development	02
12.	Managing Change	01
13.	Organizational Effectiveness	01
14.	Introduction to soft skills	02
15.	Vocabulary techniques	01
16.	Uses of dictionary	01
17.	Pronunciation	01
18.	Classification of words	01
19.	Analytical techniques	02
20.	Problem solving skills	02
21.	Brain storming	02
	TOTAL	32

Course Evaluation:

Students will be evaluated on the following parameters:

Sr. No	Particulars	Marks	Weightage
1.	Attendance	50	50%
2.	Final Evaluation	50	50%

Eligibility: Any student in B.A.I and B.Sc. I may take admission for the said course.

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