

Sant Gadge Baba Amravati University, Amravati

As Per NEP 2020 Syllabus

Faculty: Humanities

Three Years- Six Semesters Bachelor's Degree Programme

B.A-I, SEM- II (Library & Information Science)

Course Code – 636282

VSC Theory: Personality Development and Communication Skill

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Total Teaching Hours	Max Marks	Internal Marks	Total Marks
4.5	II	636282	VSC Theory: Personality Development and Communication Skill	2	2	30	30	20	50

Code – 636282

VSC Theory: Personality Development and Communication Skill

Course Objective	• To develop students' personality, self-confidence, and professional attitude. • To enhance verbal, non-verbal, written, and interpersonal communication skills. • To improve leadership, teamwork, and decision-making abilities.			
Course Outcomes:	• Demonstrate self-awareness, positive attitude, and professional ethics. • Communicate effectively in academic and professional environments using verbal, written, and non-verbal communication skills. • Apply leadership, teamwork, problem-solving, and decision-making skills in library and workplace settings. • Deliver effective presentations and perform confidently in interviews and group discussions. • Exhibit professional etiquette, emotional intelligence, and customer service skills while interacting with library users.			
Unit System	Contents	Workload Allotted	Weightage of Marks Allotted	Exam Type & Marks
Unit I	Introduction to Personality Development • Meaning, Concept, and Importance of Personality Development. • Positive Thinking and Attitude • Goal Setting and Motivation • Time Management	8 Hours	8 Marks	Theory-60 Internal Assessment-40 Marks Total Marks-100

Unit II	Communication Skills • Meaning, Process, and Types of Communication. • Listening Skills. • Barriers to Communication. • Effective Communication Techniques.	7 Hours	7 Marks
Unit III	Interpersonal Skills and Professional Behaviour • Interpersonal Communication. • Teamwork and Collaboration. • Leadership Qualities. • Emotional Intelligence.	8 Hours	8 Marks
Unit IV	Presentation and Public Speaking Skills • Presentation Skills. • Public Speaking Techniques. • Group Discussion. • Communication with Library Users.	7 Hours	7 Marks
References:	• Hurlock, Elizabeth B. Personality Development. Tata McGraw-Hill. • Covey, Stephen R. The 7 Habits of Highly Effective People. Simon & Schuster. • Carnegie, Dale. How to Win Friends and Influence People. Simon & Schuster. • Goleman, Daniel. Emotional Intelligence. Bantam Books. • Pease, Allan & Pease, Barbara. The Definitive Book of Body Language. Bantam Books.		

