

SANT GADGE BABA AMAVATI UNIVERSITY

संत गाडगे बाबा अमरावती विद्यापीठ



Syllabus

of

Personality Development and Soft Skills

Components etc.

(Generic Open Elective)

Department of Lifelong Learning & Extension

(w.e.f. 2022-23)

Centre for generic open elective

All affiliated colleges under

SANT GADGE BABA AMRAVATI UNIVERSITY

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Generic Open Elective Course
**Personality Development and Soft Skills
Components etc.**
Duration 6 Month (30 Hours)

INTRODUCTION

The crucial role of softs skills and Personality development in personal and professional life is universally proven. Therefore, with the objectives of equipping students with vital communication and soft skills so as to succeed in the highly competitive international arena, Sant Gadge Baba Amravati University proposes to offer, a specially designed Generic open elective course in personality development and Soft Skills.

Students would find this course immensely useful for enhancing employability skills, both in India and abroad.

COURSE OBJECTIVES

- Personality Development of the student.
- To enhance employability skills.
- To inculcate skills required for the entrepreneurship.
- To become responsible citizen through holistic way of personality development.

COURSE CONTENTS

UNIT– I

1. Soft Skills:

An Introduction – Definition and Significance of Soft Skills; Process and Assessment of Soft Skill Development.

2. Self-Discovery:

Discovering the Self, Setting Goals, Beliefs, Values, Attitude.

3. Positivity and Motivation:

Developing Positive Thinking and Attitude; Meaning and Theories of Motivation; Enhancing Motivation Levels.

UNIT-2

1. Interpersonal Communication & Public Speaking:

Interpersonal relations; Interpersonal communication methods.

Skills, Methods, Strategies and Essential tips for effective public speaking.

2. Group Discussion:

Selection of Topics, Dos & Don'ts of Group Discussion .

3. Verbal & Non-Verbal Communication, Team work and Leadership Skills:

Types, Advantages, Disadvantages & Significance.

Concept of Teams; Building effective teams; Concept of Leadership and honing Leadership skills.

UNIT-3

1. Interview Skills:

Interview script, Dos & Don'ts of interview skills. Pre and Post preparation.

2. Presentation Skills & Etiquette and Manners:

Stages, Process & Techniques. Social and Business etiquette.

3. Personality Development & Time Management –

Meaning, Nature, Features, Stages, Models; Learning Skills; Adaptability Skills. Concept, Matrix, Effective tools of time management.

UNIT– 4

- 1. Decision-Making:** Meaning, Types and Models, Group and Ethical Decision-Making.
- 2. Problem-Solving Skills:** Problems and Dilemmas in application of these skills.
- 3. Stress Management:** Types, Symptoms and Causes of Stress Management.

UNIT– 5

Psychological techniques to measure personality status.

1. Developing EQ, IQ, SQ & MQ
2. Tests related to personality.
3. Improvement techniques.

ELIGIBILITY

- Admitted to any undergraduate programme in the college affiliated to Sant Gadge Baba Amravati University.

MEDIUM OF INSTRUCTIONS

English, Marathi & Hindi

EXAMINATION PATTERN

A. Submission of Assignment
B. Seminar/Mini Project/Field Visit
C. Practical Exam
D. Grading System (As per annexure A)

FEES STRUCTURE

As per University Norms

TEACHING FACULTY

- Faculty of affiliated colleges of Sant Gadge Baba Amravati University having good communication and soft skill knowledge/ Qualified faculty certified by other soft skills or personality development training agencies
- The preference should be given to the faculty trained & certified under HRDC, Sant Gadge Baba Amravati University.

COURSE OUTCOMES

By the end of the course, students will be able to:

1. Communicate effectively with confidence to the surroundings.
2. Enhance team work & leadership.
3. Develop problem solving approach.
4. Develop decision making ability.

SALIENT FEATURES:

- An integrated generic open elective course with modules catering to both beginners as well as advance learners.
- A comprehensive course, that covers all the major aspects of soft skills and personality development.
- Teaching methodology is learner-oriented, communicative and task-based.
- Aims at enriching the individual's personality and ensuring personal, social and professional productivity and satisfaction.
- The Generic open elective is not only a valuable addition to the career profile but also qualifies one to impart vital soft skill training in different spheres.

COLLABORATIVE AGENCIES

1. Ayush Mantralaya
2. NGO working in the field of personality development
3. NSDC
4. Local management associations & Private Companies.

Annexure A

Grade	Description	Range of Marks obtained out of 100 or equivalent fraction	Grade point
O	Outstanding	90-100	10
A+	Excellent	80-89	9
A	Very Good	70-79	8
B+	Good	60-69	7
B	Above average	55-59	6
C	Average	50-54	5
P	Pass	40-49	4
F	Fail	Below 40	0
Ab	Absent	Ab	0