



KAMARAJ COLLEGE

(AUTONOMOUS)

Accredited with A+ Grade by NAAC

Among Top 150 Colleges in India - NIRF Ranking 2025

இந்து நாடார் சங்கங்களால் 1966-ல் தொடங்கப்பட்ட கல்லூரி
(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)
THOOTHUKUDI - 628 003.



Common Syllabus

Personality Development

Semester - V

SYLLABUS

(for the students those who joined the academic year 2024-2025)



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Part – IV Common Syllabus

Personality Development Semester - V

SYLLABUS

(for the students those who joined the academic year 2024-2025)

Third Year – Semester – V

Personality Development

Title of the Course		Personality Development			
Course Type		Indian Knowledge System (IKS)			
Course Code		24UPDT51			
Year	III	Semester	V	Credits	2
Instructional Hours Per week		Lecture	Tutorial	Lab Practices	Total
		1	1	--	2

UNIT – I

Personality - Definition – Determinants – Personality Traits –Theories of Personality – Importance of Personality Development. Self-Awareness – Meaning – Benefits of Self – Awareness – Developing Self – Awareness. Swot – Meaning – Importance- Application – Components. Goal Setting Meaning- Importance – Effective goal setting – Principles of goal setting – Goal setting at the Right level.

UNIT – II

Self-Monitoring – Meaning – High self – monitor versus low self-monitor – Advantages and Disadvantages self-monitor- Self –monitoring and job performance. Perception- Definition- Factor influencing perception- Perception process –Errors in perception – Avoiding perceptual errors. Attitude – Meaning- Formation of attitude – Types of attitude - Measurement of Attitudes – Barriers to attitude change – Methods to attitude change. Assertiveness - Meaning – Assertiveness in Communication – Assertiveness Techniques – Benefits of being Assertive – Improving Assertiveness.

UNIT – III

Team Building – Meaning – Types of teams – Importance of Team building- Creating Effective Team. Leadership – Definition – Leadership style- Theories of leadership – Qualities of an Effect leader. Negotiation Skills – Meaning – Principles of Negotiation – Types of Negotiation – The Negotiation Process – Common mistakes in Negotiation process. Conflict Management – Definition- Types of Conflict- Levels of Conflict – Conflict Resolution – Conflict management.

UNIT -IV

Communication - Definition - Importance of communication - Process of communication - Communication Symbols - Communication network - Barriers in communication - Overcoming Communication Barriers. Transactional Analysis - Meaning - Ego States - Types of Transactions - Johari Window- Life Positions. Emotional Intelligence- Meaning - Components of Emotional Intelligence- Significance of managing Emotional intelligence - How to develop Emotional Quotient. Stress Management - Meaning - Sources of Stress - Symptoms of Stress - Consequences of Stress - Managing Stress

UNIT - V

Social Graces - Meaning - Social Grace at Work - Acquiring Social Graces. Table Manners - Meaning - Table Etiquettes in Multicultural Environment- Do's and Don'ts of Table Etiquettes. Dress Code - Meaning- Dress Code for selected Occasions - Dress Code for an Interview. Group Discussion - Meaning - Personality traits required for Group Discussion- Process of Group Discussion- Group Discussion Topics. Interview - Definition- Types of skills - Employer Expectations -Planning for the Interview - Interview Questions- Critical Interview Questions.

References:

1. Dr.S. Narayana Rajan, Dr. B. Rajasekaran, G. Venkadasalaphi, V. Vijuresh Nayaham and Herald M.Dhas, **Personality Development**, Publication Division, Manonmaniam Sundaranar University, Tirunelveli
2. Stephan P.Robbins, **Organisational Behaviour**, Tenth Edition, Prentice Hall of India Private Limited, New Delhi,2008
3. Jit S. Chandan, **Oragnisational Behaviour**, Third Edition, Vikas Publishing House Private Limited, 2008
4. Dr.K.K. Ramachandran and Dr.K.K. Karthick, **From Campus to Corporate**, Macmillan Publishers India Limited, New Delhi, 2010.

Blue Print – End Semester Examinations Semester – V

Class: U.G.

Time: 3 Hours

Max. Marks: 75

Section A

(10 x 1 = 10)

Answer all questions.

Choose the correct answer. (With four options)

	Unit I	Unit II	Unit III	Unit IV	Unit V
Question Nos.	1 & 2	3 & 4	5 & 6	7 & 8	9 & 10

Section B

(5 x 5 = 25)

Answer all questions choosing either (a) or (b).

Answer should not exceed 250 words

	Unit I	Unit II	Unit III	Unit IV	Unit V
Question Nos.	11 (a) & 11 (b)	12 (a) & 12 (b)	13 (a) & 13 (b)	14 (a) & 14 (b)	15 (a) & 15 (b)

Section C

(5 x 8 = 40)

Answer all questions choosing either (a) or (b).

Answer should not exceed 500 words

	Unit I	Unit II	Unit III	Unit IV	Unit V
Question Nos.	16 (a) & 16 (b)	17 (a) & 17 (b)	18 (a) & 18 (b)	19 (a) & 19 (b)	20 (a) & 20 (b)