



# **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 2025-2026)



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## Part – IV Common Syllabus

### Personality Development Semester - V

### SYLLABUS

**(for the students those who joined the academic year 2025-2026)**

## Third Year – Semester – V

### Personality Development

|                                     |            |                                      |                 |                      |              |
|-------------------------------------|------------|--------------------------------------|-----------------|----------------------|--------------|
| <b>Title of the Course</b>          |            | <b>Personality Development</b>       |                 |                      |              |
| <b>Course Type</b>                  |            | <b>Indian Knowledge System (IKS)</b> |                 |                      |              |
| <b>Course Code</b>                  |            | <b>25UPDT51</b>                      |                 |                      |              |
| <b>Year</b>                         | <b>III</b> | <b>Semester</b>                      | <b>V</b>        | <b>Credits</b>       | <b>2</b>     |
| <b>Instructional Hours Per week</b> |            | <b>Lecture</b>                       | <b>Tutorial</b> | <b>Lab Practices</b> | <b>Total</b> |
|                                     |            | <b>1</b>                             | <b>1</b>        | <b>--</b>            | <b>2</b>     |

#### 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

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**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)<br>&<br>11 (b) | 12 (a)<br>&<br>12 (b) | 13 (a)<br>&<br>13 (b) | 14 (a)<br>&<br>14 (b) | 15 (a)<br>&<br>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)<br>&<br>16 (b) | 17 (a)<br>&<br>17 (b) | 18 (a)<br>&<br>18 (b) | 19 (a)<br>&<br>19 (b) | 20 (a)<br>&<br>20 (b) |