

## SEC-132: PERSONALITY DEVELOPMENT

*(Contact Hours: 45, Credits-3)*

### **Learning Outcomes (LOs):**

1. Comprehending the scope of personality and its development.
2. Enabling development of core skills for development of self.
3. Understanding positive personality traits
4. Cultivating skills for successful life

### **Unit-I Personality Development**

- Personality-Concept, nature, traits of Personality, Social etiquettes and manners
- Determinants of personality- physical, intellectual, emotional, linguistic and cultural
- Importance of personality development, Factors influencing Personality Development
- Self-confidence – Meaning and building techniques, Willpower-Increasing the Willpower for self-improvement.

### **Unit-II Attitude and Motivation**

- Attitude – Concept and types
- Developing a positive attitude in life and factors affecting attitudes
- Motivation– Concept, significance and types
- Importance of self-motivation and factors leading to de-motivation

### **Unit-III Career planning activities**

- Time management skills
- Resume building, Art of Facing Interviews
- Significance of personality Test & Aptitude tests
- Mock Interview Sessions

### **Suggested readings:**

1. Andrews, Sudhir (1988). How to Succeed at Interviews. 21st (rep.) New Delhi, Tata McGraw-Hill.
2. Barun K. Mitra, Personality Development and Group Discussions, Oxford University Press Career Digest
3. Chandra, M.S. Satish (1999). Conflict Management. Delhi. Rajat publication.
4. Hurlock Elizabeth B. Personality Development Tata Mcgraw Hill, New Delhi
5. Jaikishan Roy (2015). Improve your Personality, Mark Publishers, Jaipur.
6. Jegadeesan, M., S.R. Padma, M.R. Naveen kumar (2021). Communication Skills and Personality Development. New India Publishing Agency, New Delhi.
7. Mile, D.J (2004). Power of positive thinking. Delhi. Rohan Book Company.
8. Pravesh Kumar (2005). All about Self- Motivation. New Delhi. Goodwill Publishing House.

9. Sabharwal, D. P. (2021). Personality Development Handbook Paperback, Fingerprint Publishing, New Delhi.
10. Shankar, Uday (1981). Personality Development. Delhi Smith, B (2004). Body Language. Delhi: Rohan Book Company.
11. Swami Vivekananda (2011) Personality Development published by Ramakrishna Math and Ramakrishna Mission.
12. Yadav, R. N. Singh (2016). The Dynamics of Successful personality, Mount Hill Publishing Company, New Delhi.