

## 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.

## SEC-133: PUBLIC SPEAKING

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

### Course Objectives:

This paper aims to impart communication skills to students for public speaking and interaction with the general public.

### Learning Outcomes:

The course will enable the students to overcome the fear of public speaking and enhance their confidence to gain practical experience in effective public speaking.

#### Unit I: Public Speaking: Meaning and Significance.

Types of Public Speaking: Media, Corporate and Political.

#### Unit II: Art of Public Speaking: Language, Etiquettes and Communication Skills.

Techniques of Public Speaking: Audience Applause Technique, Practice with a mini-audience, Practice in front of camera, Soft Sale Storytelling Strategy.

#### Unit III: Tools for Public Speaking: Vocal delivery, Body language, Audio Visual aids.

Effective Speaking: Presentation

### Suggested Readings

Davidson, Jeff, *The Complete Guide to Public Speaking*, Breathing Space Institute, 2003

DiSanza, J. R., & Legge, N. J, *Business and professional communication: Plans, processes, and performance* (3rd ed.). Needham Heights, MA: Allyn & Bacon, 2005.

Goleman, Daniel, *Working with Emotional Intelligence*, London: Banton Books, 1998

Hall, Calvin S, et.al., *Theories of Personality*, New Delhi: Wiley, rpt.2011

Hamilton, C, *Essentials of public speaking* (5th ed.). Belmont, CA: Wadsworth Cengage Learning, 2012

Holtz, Shel, *Corporate Conversations*, New Delhi: PHI.2007

King, Dale, *Effective Communication Skills: The Nine-Keys Guidebook for Developing the Art of Persuasion through Public Speaking, Social Intelligence, Verbal Dexterity, Charisma and Eloquence*, Hamatea Publishing Studio, 2020

Kumar, Sanjay and Pushp Lata, *Communication Skills*, New Delhi: OUP, 2011

- Koch, A. *Speaking with a purpose*. Needham Heights, MA: Allyn & Bacon, 2007.
- Lucas, Stephen E, *The Art of Public Speaking*, McGraw-Hill Book Co. International Edition, 11th Ed., 2014
- O'Hair, D., Rubenstein, H., & Stewart, R, *A pocket guide to public speaking* (2nd ed.). Boston, MA: Bedford/St. Martin's, 2007
- Sharma, Sangeeta and Binod Mishra, *Communication Skills for Engineers and Scientists*, New Delhi: PHI Learning, 2009, 6th Reprint 2015
- Thorpe, Edgar and Showick Thorpe, *Winning at Interviews*, Pearson Education 2004
- Turk, Christopher, *Effective Speaking, South Asia Division*: Taylor & Francis, 1985.
- Zarefsky, David, *Public Speaking: Strategies for Success*, Allyn & Bacon, Incorporated, 1999

## SEC-134: TEAM BUILDING

(Contact Hours: 45, Credits-3)

**Course Objectives (COs):** The course will familiarize the students with the diverse aspects of team building.

**Learning Outcomes (LOs):** The students will be able to understand the importance of team building, its purpose, team spirit and team work. They will be able to effectively address diverse issues relating to team building process. The students will learn how team building helps in conflict resolution, management and use of individual talents.

### Unit- I: Team Building: Conceptual Issues

- Definition and characteristics of a team
- Team spirit and collectivism
- Motivation
- Leadership

### Unit- II: Structure and Process of Team Building

- Characteristics of successful team building
- Effective team performance: issues and challenges
- Accountability
- Obstacles/problems in team building

### Unit- III: Importance of Team Building

- Creative and learning competence
- Improvement of work culture
- Building up of trust
- Collective ownership

### Suggested readings:

- Alley, H. R. 2011. *Becoming the supervisor: Achieving your company's mission and building your team*. UK: Routledge.
- Coyle, D. 2019. *The culture code: The secrets of highly successful groups*. London: RH Business Books.
- M., V. J. 2001. *Group model building: Facilitating team learning using system dynamics*. Chichester: J. Wiley.
- McChrystal, S. 2015. *Team of teams: New rules of engagement for a complex world*. USA: Portfolio Penguin.
- McDaniel, A. 2013. *The Young Professional's Guide to managing: Building, guiding, and motivating your team to achieve awesome results*. USA: The Career Press.
- Roefaro, M. 2011. *Building the team from the inside out: A multi-dimensional view of leadership*. United States: Waterside Publications.
- Tjosvold, D. & Tjosvold, M. M. 2015. *Building the team organization: How to open minds, resolve conflict, and ensure cooperation*. Basingstoke, Hampshire: Palgrave Macmillan.

## VAC-140: ENVIRONMENTAL SCIENCE

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

**Course Objective:** To introduce the basic concepts of environment, natural resources, biodiversity and its conservation and concepts and components of environmental pollution and social issues.

**Learning Outcomes:** Student should be able to gain the knowledge about the environment, its component, natural resources, biodiversity conservation, environmental pollution and social issues pertaining to environmental pollution. **(Contact hours: 15 hrs.)**

Unit I: Environment: Definition, Components of Environment; Natural resources (Renewable and Non-renewable) their conservation and management: Forest resources, Water resources, Mineral resources, Energy resources, Land resources. Soil erosion and desertification. **(Contact hours: 15 hrs.)**

Unit II: Ecosystems: Concept, Structure and Functions. Food Chain and Food web. Energy flow in an ecosystem and biogeochemical cycle. Biodiversity: definition and concepts, biodiversity hot-spots. Conservation of biodiversity: *In-situ* and *ex-situ* conservation. **(Contact hours: 15 hrs.)**

Unit III: Environmental Pollution and Social Issues: Definition, causes, effects and control measures for Air pollution, Water pollution, Soil pollution, Noise pollution; Important issues of environmental pollution: Climate change (Greenhouse effect & Global warming), acid rain, ozone layer depletion; Environmental Legislation: Salient features of Environmental Protection Act, Air (Prevention & Control of Pollution) Act, Water (Prevention & Control of Pollution) Act; Sustainable development; Role of Information Technology in Environment, Environmental ethics and movements. **(Contact hours: 15 hrs.)**

### **Suggested Readings:** (All latest edition)

Botkin, D.B. and Keller, E.A. Environmental Science: Earth as a Living Planet. John Wiley and Sons, New Delhi.

Chapin III, F.S., Matson, P.A. and Vitousek, P.M. Principles of Terrestrial Ecosystem Ecology. Springer, New Delhi.

Purohit, S.S., Shammi, Q.J. and Agarwal, A.K. A Textbook of Environmental Science. Students Edition, Jodhpur.

Sharma, P.D. Ecology and Environment. Thirteenth Edition. Rastogi Publication, Meerut.

Odum, E.P. Fundamentals of Ecology. Nataraj Publisher, DehraDun.

Rana, S.V.S. Essentials of Ecology and Environmental Science. Prentice Hall of India, New Delhi.

De, A.K. Environmental Chemistry. New Age International Pvt. Ltd., New Delhi.

Viswanatha, C.R., Hegadal, R.V. and Hegadal, S.V. Disaster Management. Himalaya Publishing House