

DEPARTMENT OF BOTANY				Certificate Course				
Sem	Course Type	Course Code	Course Title	Credits	Total Contact Hours	CIA	Ext	Total
	Certificate course	21B5C1	Personality Development	2	30	50	50	100

Course outcomes:-

- To transform confident citizens in the future.
- To take the path of positive attitude.
- To focus on the solutions rather than problems.
- To conduct to themselves in a mature manner when they interact with the people.
- To recognize the need for and ability to engage in lifelong learning.

Course description:-

- This course makes the students groom their personality and prove themselves as good Samaritans of the society.
- This course insists in individuals or in group class presentations pertaining to the concept theories or issues in human development.

Unit-1

Personality: Definition- Determinants-Personality traits- Theories of personality and prove themselves as good Samaritans of the society.

Self awareness -Meaning-Benefits of self awareness-benefits of self awareness-Developing self – Awareness.

Unit-2

Goal setting: Meaning-Importance-Effective goal setting –Principles of goal setting – goal setting at the right level.

Disadvantages of self monitor-self monitoring and job performance.

Unit-3

Team building: Meaning –types of teams. Importance of Team building-creative effective team.

Leadership-Definition –Leadership style-Theories of leadership-Qualities of an effective leader.

Unit-4

Transaction Analysis-Meaning –EGO states –Types of Transactions – Johari Window-Life positions.

Emotional intelligence: Meaning-components of Emotional intelligence-How to improve Emotional Quotient.

Unit-5

Table manners: Meaning-Table etiquette in multicultural environment-Do and Don't of Table Etiquettes.

Dress code : Importance of dress code in educational institution ,work place, interview and for the selected occasions .

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.Venkadasalapathi,V.Vijuresh Nayaham and herald M.Dhas ,Personality development,Publication Division,Manomaniam SundarnarUniversity,Tirunelveli.
2. Stephen P.Robbins,Organisational Behaviour,Tenth Edition,Prentice Hall of India Private Limited,2008
3. Jit.S.Chandan,Organisational 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.

Course Designer: Dr. M. Karpagajothi, Assistant Professor.