

# GUJARAT UNIVERSITY

## Syllabus for B. A., B. Com. and B. Sc. Programmes Based on National Education Policy - 2020

### SEMESTER – II

#### Skill Enhancement Courses

#### SEC-PLD-126: Personality and Leadership Development

(With Effect from Academic Year 2023-2024)

-----  
**Andragogy:** Classroom Lectures, In-Class Activities and Group Discussions, Role-Plays, Practical Exercises (Guest Speakers, Real-life Case Studies.), etc.  
-----

**Learning Objectives:** This syllabus is designed:

- To help students in enhancing their self-awareness, interpersonal skills and overall personal grooming
  - To foster personal growth and development by focusing on self-awareness, communication skills, emotional intelligence and goal setting
  - To explore various aspects of personality enhancement and leadership qualities for improving their confidence, firmness and relationships with others
- 

**Learning Outcomes:** On successful completion of the syllabus, the students will be able:

- To comprehend the role of confidence and self-esteem in personal development
  - To create a comprehensive action plan for personality enhancement and leadership development
  - To cultivate personality and leadership qualities in Diverse and Inclusive Environments
-

# UNIT - I

## Personality Enhancement

### 1. Concept of Personality:

- (A) Introduction
- (B) Definitions
- (C) Importance of Personality Enhancement
- (D) Types – (i) Extroverts and (ii) Introverts

### 2. Hereditary Factors Influencing Personality:

- (A) Introduction
- (B) Physique and Physical Health
- (C) Endocrine System
- (D) Nervous System

### 3. Environmental Factors Influencing Personality Enhancement:

- (A) Introduction
- (B) Socio-Cultural Factors
- (C) Religious Factors
- (D) Economic Factors
- (E) Geographical Factors

### 4. Impact of Mass Media in Personality Enhancement:

- (A) Radio and Television
- (B) Book and Newspaper
- (C) Film and Advertising
- (D) Major Social Media – WhatsApp, Instagram, Facebook, Twitter (X) etc.

### 5. Etiquette and Social Grace for Personality Enhancement:

- (A) Introduction
- (B) Business Etiquette
- (C) Social Etiquette
- (D) Politeness and Courtesy
- (E) Cultural Sensitivity
- (F) Fostering Inclusivity and Diversity awareness
- (G) Personal Grooming and Image Management

### 6. Tips for Enhancing Personality:

- (A) Think Positive
- (B) Avoid Backbiting
- (C) Be Soft-spoken
- (D) Be Confident
- (E) Be Optimistic
- (F) Be an Attentive Listener
- (G) Improve Communication Skills
- (H) Be Loving and Congenial
- (I) Seek Feedback

## **UNIT- II: Leadership Development**

### **1. Concept of Leadership:**

- (A) Introduction
- (B) Definitions
- (C) Importance of Leadership Development
- (D) Evolution of Leadership in Indian Context

### **2. Leadership Skills:**

- (A) Interpersonal Skills
- (B) Team Building Skills
- (C) Motivational Skills
- (D) Decision-making Skills
- (E) Problem-solving Skills
- (F) Managerial Skills
- (G) Diplomatic Skills

### **3. Different Leadership Styles:**

- (A) Democratic Leadership
- (B) Autocratic Leadership
- (C) Laissez-faire Leadership
- (D) Situational Leadership
- (E) Charismatic Leadership
- (F) Inspirational Leadership

### **4. Characteristics of a Good Leader:**

- (A) Honesty and Integrity
- (B) Creativity and Innovation
- (C) Positive Thinking
- (D) Emotional Intelligence
- (E) Accountability
- (F) Self-Confidence
- (G) Vision and Foresight

### **5. Communication Skills for Leaders:**

- (A) Active Listening
- (B) Public Speaking and Presentation
- (C) Giving and Receiving Feedback
- (D) Non-verbal communication

### **6. Global Leadership Competencies:**

- (A) Leadership in Global Context
- (B) Diversity and Inclusivity in Leadership
- (C) Leading Virtual and Remote Teams
- (D) Overcoming Biases in Decision Making
- (E) Understanding Global Changes and Challenges

## Modes of Evaluation

### 1. Continuous and Comprehensive Evaluation (CCE) - (25Marks)

(A) Attendance: 05 Marks

(B) Assignment: 05 Marks

(C) Mid-Term Evaluation: 15 Marks

After completion of the syllabus, the faculty member will conduct mid-term evaluation. The concerned faculty member will decide the mode of mid-term evaluation from the following:

❖ **MCQ Based Examination** (Online/Offline)

(15 MCQs of one mark each, Time Duration: 15 Minutes)

(OR)

❖ **Any one from the following:**

- Open Book Exam
- Role Play
- Essay/Article Writing
- Quizzes (On/Offline)
- Objective Test
- Class Assignment
- Research/Dissertation
- Case Studies
- Report Writing
- Interviews
- Poster Presentation
- Seminar
- Paper Presentation
- Viva Voce/Oral

(OR)

❖ **Descriptive Examination** (Time Duration: 45 Minutes)

**Note: Structure of the Question Paper for Descriptive Examination**

(Time Duration: 45 Minutes, Marks: 15)

**Q-1. Write a detailed note on any one: (From Unit – I&II) 10 Marks**

(A) Long Question

(B) Long Question

(C) Long Question

**Q-2. Choose the correct option: (Five MCQs from Unit – I&II) 05 Marks**

### 2. Semester End Evaluation (SEE) – (25Marks)

**Note:** Semester End Evaluation will be conducted by Gujarat University through University External Examination Monitoring Committee (UEEMC) constituted by the Gujarat University vide પરિપત્ર ક્રમાંક :૨૯૨ (નં . પરીક્ષા/૨૯૦૨૬/૨૦૨૩) તા :૦૯/૧૧/૨૦૨૩

\*\*\*\*\*

Modes of Evaluation	Maximum Marks	Minimum Passing Marks
CCE	25	09
SEE	25	09

## **Credit Distribution:**

**Course Credits:** 02 Credits

(One credit means one hour of lecture – 2 Lectures per week)

**Total No. of Teaching Hours:** 30 Hours

**Unit – I:** 15 Hours

**Unit – II:** 15 Hours

## **Recommended Reading:**

D. P. Subharwal – *Personality Development Handbook*

Rajiv Mishra – *Personality Development: Transform Yourself*

Dr. Shailesh Tondon & Dr. Asish Kaushal – *Personality Development & Grooming*

Del Carnegie – *The Leader in You*

Andrew Bryant – *Self Leadership*

Peter G. Northouse – *Leadership: Theory and Practice*

Radcliffe – *Leadership: Plain and Simple*

## **Recommended E-Content:**

English GUETA Website / English GUETA App / English GUETA YouTube channel