

**DEPARTMENT OF ENGLISH**  
**KURUKSHETRA UNIVERSITY, KURUKSHETRA**  
(Established by State Legislature Act XII of 1956)  
(A + Grade, NAAC Accredited)

**SCHEME OF EXAMINATION & SYLLABUS OF**  
**CERTIFICATE COURSE IN PERSONALITY DEVELOPMENT**  
**COURSE CODE: CPD**  
**W.E.F. Session: 2022-2023**

Sr. No.	Paper Code	Title	Marks		Duration	Workload	Exam Duration
			External	Internal			
1	CPD-101	Personality Development	40	10 (Total=50)		2 Hrs	3Hrs.
2	CPD-102	Practical	50			4 Hrs	
			Total Marks: 100				

## **Certificate Course in Personality Development**

**Paper Code: CPD-101**

### **Personality Development**

**External: 40 Marks**

**Internal: 10 Marks**

**Time: 3 Hours**

#### **Unit I**

Personality – Definition of Personality, Elements of Personality Development, Determinants of Personality Development, Personality Traits.

Self Concept – Meaning of Self Concept, Personality Development and Self Concept.

Perception – Definition of Perception, Perceptual Process.

Concept of Success and Failure – What is success, Hurdles in achieving success, Overcoming hurdles, Factors responsible for success; What is failure, causes of failure, SWOT Analysis.

Emotional Intelligence – Meaning of Emotional Intelligence, Importance of Emotional Intelligence

#### **Unit II**

Motivation, Introspection, Self-Assessment, Self – Appraisal and Self-Development.

Sigmund Freud – Id, Ego and Super Ego.

Self Esteem and Maslow; Self Esteem and Erikson.

Mind Mapping, Competency Mapping and 360 Degree Assessment.

Types of Personalities- Introvert, Extrovert and Ambivert person.

Leadership and Qualities of Successful Leader.

Personal Grooming –Meaning of Personal Grooming, Importance of Personal Grooming, Personal Hygiene, Dressing Up, Social Etiquettes

#### **Unit III**

Communication – Meaning, Features, Functions.

Types of Communication

Non-verbal communication – Introduction, Meaning, Types of Non-verbal Communication, Body Language, Projective Positive Body Language.

Assertiveness, Decision Making Skills.

Conflict-Process and Resolution.

Interpersonal Relationships – Factors affecting Interpersonal Relationships, Importance of Interpersonal Relationships, dealing with Seniors, Juniors, Colleagues etc.

#### **Unit IV**

Attitude- Concept and Significance, Factors affecting Attitudes, Positive Attitude- Advantages, Negative Attitude- Disadvantages, Ways to develop positive attitude.

Carl Jung's Contribution to Personality Development Theory.

Stress Management – Meaning, Introduction, Causes, Stress Management Techniques.

Time Management – Meaning, Importance, Techniques of Time Management and Styles of Time Management.

#### **Scheme of Examination**

**Note for Paper Setter.:** The paper setter will set five questions in all. Question No 1 will be compulsory and consist of 8 short answer type questions spread over all the four units. Further, the paper setter will set four essay-type questions based on all the four units with internal choice.

**Note for Students:** Attempt five questions in all. Question No 1 is compulsory. Attempt any four out of 8 given questions from Question No 1. Further, attempt any four-essay type questions from question No 2-4 selecting one question from each unit. All questions carry equal marks

**8x5=40 Marks**

**Certificate Course in Personality Development**

**Paper Code: CPD-102**

**Practical**

50 Marks

Public Speaking:	3-minute Extempore speech	15 Marks
Group Discussion:	12-minute GD of a group of 8 students	20 Marks
Mock Interview:	5-minute interview of each student for different purposes (job, seeking reference, attending customer, complaining disruption in power, water, internet supply, etc.)	15 Marks

**Total: 50 Marks**