

AC –

Item No. –

As Per NEP 2020

Tolani College of Commerce (Autonomous)



Title of the Course: Personality Development (Semester IV)

Programmes:

Bachelor of Commerce (Management Studies)
Bachelor of Commerce (Accounting & Finance)
Bachelor of Commerce (Banking & Insurance)
Bachelor of Commerce (Financial Markets)

Syllabus for 2 Credit Course from the Academic Year 2025-2026

Name of the Course: Personality Development

Sr. No.	Heading	Particulars
1	<p>Description of the course :</p> <p>Including but not limited to :</p>	<p>This course aims to equip undergraduate students with essential skills for personal and professional growth.</p> <p>The course also focuses on methods to improve confidence and persuasive communication.</p> <p>Through interactive activities and practical demonstrations, students will be prepared to build a strong personal brand and professional presence in diverse settings.</p>
2	Vertical :	Skill Enhancement Course (SEC)
3	Type :	Theory
4	Credit :	2 credits
5	Hours Allotted :	30 Hours
6	Marks Allotted :	50 Marks Continuous Evaluation 20 marks and Semester End Examination 30 marks
7	<p>Course Objectives:</p> <ol style="list-style-type: none"> 1. To develop self-awareness and understand personal strengths, weaknesses, values, and goals. 2. To enhance emotional intelligence, stress management, and adaptability. 3. To cultivate leadership qualities, professional branding, and confidence in workplace settings. 4. To equip students with interpersonal skills for professional and personal growth. 	
8	<p>Course Outcomes:</p> <ol style="list-style-type: none"> 1. Demonstrate self-awareness and goal setting for personal growth. 2. Apply emotional intelligence and adaptability in various professional contexts. 3. Exhibit leadership, personal branding, and networking skills. 4. Showcase professional communication and interpersonal effectiveness. 	

9	<p>Module 1: Intrapersonal Development (15 Hours)</p>
	<p>Self-Awareness and Personal Growth</p> <ul style="list-style-type: none"> ● Understanding self-awareness and its importance ● Assessing personal strengths, weaknesses, and values ● Goal-setting strategies and vision-building <p>Emotional Intelligence and Resilience</p> <ul style="list-style-type: none"> ● Developing emotional intelligence and self-regulation techniques ● Managing stress and developing adaptability ● Strategies for building resilience in challenging situations <p>Communication and Relationship Building</p> <ul style="list-style-type: none"> ● Verbal and non-verbal communication techniques ● Active listening and assertive communication ● Identifying and using different communication styles (direct, indirect, formal, informal)
	<p>Module 2: Interpersonal and Professional Effectiveness (15 Hours)</p>
	<p>Leadership and Professional Presence</p> <ul style="list-style-type: none"> ● Key elements of executive presence: grooming, posture, and body language. ● Leadership styles and qualities ● Conflict resolution and team collaboration <p>Communication and Expressive Skills</p> <ul style="list-style-type: none"> ● Basics of public speaking and speech structuring ● Critical thinking in argumentation and Consensus building ● Storytelling and motivational/inspirational speaking <p>Advanced Public Speaking and Delivery Methods</p> <ul style="list-style-type: none"> ● Impromptu and extemporaneous speaking ● Panel discussions and structured debates ● Persuasive and motivational speaking
10	<p>Secondary Reading List</p> <ul style="list-style-type: none"> ● Brown, Angela R. Leadership Mastery: Strategies for Effective Decision Making and Problem Solving. HarperCollins, 2024. ● Davis, Michael. Interview Excellence: Mastering New Age Interview Techniques. Academic Publishing, 2023.

	<ul style="list-style-type: none"> ● Johnson, Mary. Transitioning Successfully: Campus to Corporate Soft Skills. XYZ Press, 2022. ● Smith, John. Soft Skills in the Workplace: A Comprehensive Guide. Acme Publishing, 2023. ● Thompson, Emily. The Art of Professional Communication: Soft Skills for the Digital Age. Beacon Books, 2024. ● Lucas, Stephen E. The Art of Public Speaking. McGraw-Hill, 2019. ● Harvard Business Review. HBR Guide to Persuasive Presentations. Harvard Business Review Press, 2012. ● Pease, Allan and Barbara Pease. The Definitive Book of Body Language. Bantam, 2004. ● Covey, Stephen R. The 7 Habits of Highly Effective People. Free Press, 1989.
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11	Internal Continuous Assessment: 40%	Semester End Examination: 60%	
12	Continuous Evaluation through: (20 marks)	Periodical Test, Oral Presentation, Extemporaneous Speech, Case studies, Public speaking competition	A learner must be present for each of the sub-components
13	SEE Evaluation: Practical Demonstration (30 marks)		
	<p>A. Role-Play Simulation (30 Marks)</p> <p>Objective: Evaluate critical thinking, decision making, interpersonal skills, adaptability, professional presence and the ability to provide constructive feedback in realistic scenarios.</p> <p>Format:</p> <ul style="list-style-type: none"> ● Group A: Presents the role-play simulation (20 Marks). ● Group B: Observes, analyses, and presents feedback based on rubrics (10 Marks). ● The pattern is reversed, allowing all students to experience both presenting and evaluating. <p>Teacher Evaluation Parameters:</p> <p>For Group A (20 Marks): Presenting the Simulation</p> <ol style="list-style-type: none"> Critical Thinking and Decision-Making (5 Marks): <ul style="list-style-type: none"> ○ Ability to assess the situation critically. ○ Making appropriate and well-thought-out decisions during the simulation. Interpersonal Conflict Handling (5 Marks): <ul style="list-style-type: none"> ○ Skill in responding appropriately to challenging scenarios. ○ Flexibility and responsiveness in handling unexpected developments. Professionalism (5 Marks): <ul style="list-style-type: none"> ○ Maintain a professional demeanour, including body language, tone, and attire. 		

	<ul style="list-style-type: none"> ○ Adherence to workplace norms during role-play. <p>4. Team Coordination (5 Marks):</p> <ul style="list-style-type: none"> ○ Evidence of effective collaboration among team members. ○ Distribution and execution of roles to achieve the task's objectives. <p>For Group B (10 Marks): Observation and Feedback</p> <p>1. Observation and Analysis (5 Marks):</p> <ul style="list-style-type: none"> ○ Quality of insights based on the scenario's key aspects (e.g., decisions, conflict resolution). ○ Using the provided rubric effectively to identify strengths and improvement areas. <p>2. Constructive Feedback Delivery (5 Marks):</p> <ul style="list-style-type: none"> ○ Ability to present feedback clearly, concisely, and respectfully ○ Suggestions provided are actionable and relevant to the scenario. <p>Note: Evaluation rubrics must be clearly defined by the faculty.</p>
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Signatures of Team Members

Sr.No.	Name	Signature
1.	Ms. Amrita Nambiar	
2.	Dr. Swati Bhise	