

GANPAT UNIVERSITY										
FACULTY OF ARCHITECTURE DESIGN & PLANNING										
Programme	Bachelor of Design				Branch/Spec.	INSTITUTE OF DESIGN				
Semester	II				Version	3.0.0.0				
Effective from Academic Year	2021-2022				Effective for the batch Admitted in	June 2021				
Subject code	3IIA07CSPD		Subject Name	COMMUNICATION SKILLS & PERSONALITY DEVELOPMENT						
Teaching scheme					Examination scheme (Marks)					
(Per week)	Lecture (DT)		S/W/T		Total		CIE	SE	UE	Total
	L	TU	S/W/T	TW						
Credit	2	-	-	-	2	Theory	40	20	40	100
Hours	2	-	-	-	2	Jury/Viva /TW	-	-	-	-
Objective:										
<p>The course focuses on sharpening Communication Skills as an essential soft skill in the professional world and acquiring traits of a positive Personality. This course introduces students to essentials of successful professional communication in varied situations and contexts. The personality domain recognises the importance of developing an integrated sense of personal identity, a positive sense of self and a personal code of ethics.</p>										
Learning Outcome:										
<p>LO1: Distinguish among various levels of organisational communication and communication barriers while developing an understanding of the communication process. LO2: Stimulate critical thinking by developing lucid writing skills LO3: Identify reasons for perceptual errors and overcome the same LO4: Demonstrate improved interpersonal skills by identifying and developing a repertoire of strategies for improved communication effectiveness and demonstrate strategies in oral and written contexts. LO5: Demonstrate positive group communication exchanges LO6: Apply appropriate communication skills across settings, purposes, and audiences LO7: Set personal growth targets and meet them using projection techniques LO8: Build positive self - esteem LO9: Inculcate qualities of a good team member as well as function as a team leader LO10: Negotiate complexities of professional and familial environment through improved interpersonal relationships.</p>										
CONTENT & TEACHING UNITS										
Unit	Content									HRS
1	<p>Self-Exploration & Interpersonal Relationships</p> <ul style="list-style-type: none"> • Self-Exploration - Reflecting on interests, values, skills, and personality traits, as well as key experiences • Confidence Building & Credibility • Assertiveness and Self Confidence Training- Master techniques to overcome nervousness and speak with confidence • Emotional Intelligence (EQ) -Articulate emotions using the right language • Recognition and dealing with difficult behaviour in others • Setting achievable goals in-line with personal values 									14

	<ul style="list-style-type: none"> • Define and practice self-management, self-awareness, self-regulation, self-motivation and empathy • Forms of Interpersonal Relationships -Building Trust and Credibility 	
2	Group Dynamics & Team Building <ul style="list-style-type: none"> • Types of listening & good listening practices - Summarize Spoken Text / Dictation • Conversations, Dialogues, and Debates • Group Discussions - Leading & Motivating • Relate emotional intelligence to the workplace. Use the concepts and techniques in the workplace 	14
3	Communication Skills <ul style="list-style-type: none"> • Active Listening Training • Inter Cultural Communication & Public Speaking – The art of persuasion, situational dialogues & role play. • Non-Verbal Training • Paraphrasing • Effective use of tone & method for speaking on the spot • Creative Writing - Technical proposals, business writings, reports, resumes etc. 	8
Text Books		
1		
Reference Books		
1	Kumar, Sanjay, Lata Pushp, 2015. Communication Skills. Oxford University Press, New Delhi	
2	Suresh Kumar, E, 2012. Communication Skills and Soft skills. Pearson, New Delhi	

Note: Continuous Internal Evaluation shall be divided into A. 20% -Attendance B. 80% -Periodic Evaluation

CIE- Continuous Internal Evaluation, SE-Summative Evaluation (Jury/Viva/TW/Theory Exam),
 UE- University Exams (Jury/Viva/TW/Theory Exam)