

Programme	B. Sc. (CA & IT) Honours				Branch	Computer Applications			
Semester	VI				Version	1.0.0.0			
Effective from Academic Year			2026-27		Effective for the batch Admitted in			June 2024	
Subject code		U16E5LSD		Subject Name		LIFE SKILLS AND PERSONALITY DEVELOPMENT			
Teaching scheme					Examination scheme(Marks)				
(Per week)	Lecture (DT)		Practical (Lab.)		Total		CCE	SEE	Total
	L	TU	P	TW					
Credit	2	-	-	-	2	Theory	25	25	50
Hours	2	-	-	-	2				

Objective:

Understand the concept of personality development, its importance, and how it impacts personal and professional growth.

Pre-requisites:

- Have basic knowledge of the IT industry and job roles.
- Be familiar with using computers and the Internet.
- Possess a willingness to learn professional communication skills.

Learning Outcome:

Name of CO	Description
CO1	Demonstrate self-awareness by applying personality assessment tools to identify personal strengths and growth areas for academic and career development.
CO2	Apply SWOT analysis and Johari Window to enhance self-reflection, feedback interpretation, and personal goal setting.
CO3	Exhibit appropriate body language and digital etiquette in personal and professional communication, including virtual platforms.
CO4	Collaborate effectively in team settings by understanding group dynamics, team roles, and applying creative problem-solving strategies.
CO5	Cultivate a growth mindset, build self-confidence, and adopt resilience strategies to face challenges in personal and professional contexts.

Mapping of CO and PO:

Cos	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
CO1	1	1	0	0	2	2	2	0	3	0	0	2
CO2	2	0	0	1	2	2	2	1	3	3	2	2
CO3	0	0	0	0	0	1	2	0	3	2	3	0
CO4	1	0	0	0	0	1	1	0	3	3	0	1
CO5	0	0	0	0	0	0	3	0	3	0	3	2

Content:

Unit	Content	Hrs.
1	<p>Personality Development</p> <ul style="list-style-type: none"> • Definition and components of personality • Importance of personality in career and social interactions • Big Five Personality Traits (Openness, Conscientiousness, Extraversion, Agreeableness, Neuroticism) • Myers-Briggs Type Indicator (MBTI): Understanding personality types • Techniques for self-improvement • Overcoming self-doubt and building confidence 	06

	<ul style="list-style-type: none"> Developing a growth mindset 	
2	SWOT Analysis and Self-Assessment <ul style="list-style-type: none"> Definition: Strengths, Weaknesses, Opportunities, Threats Importance of SWOT in career planning and decision-making Identifying personal strengths and weaknesses Exploring opportunities for growth and potential threats Case studies: How successful individuals used SWOT for career advancement	06
3	Johari Window and Self-Discovery <ul style="list-style-type: none"> Four quadrants: Open Area, Blind Spot, Hidden Area, Unknown Area Importance of feedback and communication Techniques for self-disclosure and seeking feedback Building trust and transparency in relationships Identifying blind spots through constructive feedback Role of mentors and peers in providing insights Group activity: Sharing personal unknown areas and discovering hidden talents 	06
4	Body Language and Etiquettes <ul style="list-style-type: none"> Understanding non-verbal cues: Posture, gestures, facial expressions Impact of body language on perception and communication Common mistakes in body language and how to correct them Mirroring and matching techniques for rapport-building Virtual communication etiquette: Zoom meetings, chats, and video calls 	06
5	Life Skills for IT Professionals <ul style="list-style-type: none"> Creative Thinking and Innovation: Techniques for fostering creativity and encouraging innovation in IT projects Problem-Solving and Critical Thinking: Steps to effective problem-solving, Logical reasoning and analytical thinking What is a team? Key characteristics of high-performing teams. Why team building is critical for productivity and workplace harmony. Stages of Team Development (Tuckman's Model): Forming, Storming, Norming, Performing, and Adjourning. Definition and importance of clear internal communication. Barriers to effective communication (e.g., language barriers, cultural differences, lack of feedback). 	06

Text Books:

1	Personality Development and Soft Skills by Barun K. Mitra, Publisher: Oxford University Press Edition/Year: 2nd Edition, 2016. ISBN: 9780199459742
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Reference Books:

1	Contributor Personality Development by Pradyuman Raj, Dipali Dave, Manisha Banani, Hiral Gaud, Gujarat Technical Publishers, ISBN: 978-93-85016-91-2
2	Soft Skills: The Software Developer's Life Manual, by John Sonmez, Publisher: Manning Publications, Year: 202 (2nd Edition). ISBN: 9781617292392
3	Dorch, Patricia. What Are Soft Skills? New York: Execu Dress Publisher, 2013.

Web Reference:

1	Developing Soft Skills and Personality - Course
2	Personality Development Course with Certificate
3	Skill India Digital Hub (SIDH) - Upskilling, reskilling, career growth and lifelong learning

Question Paper Scheme:

End Semester Examination Duration: (1 Hour Theory Examination)

Note for Examiner: -

- Q-1 Any one out of Two (05 Marks)
- Q-2 Any one out of Two (05 Marks)
- Q-3 Any one out of Two (05 Marks)
- Q-4 Any one out of Two (05 Marks)

Q-5 Any one out of Two (05 Marks)

*The question paper must comprehensively address all Course Outcomes (COs), align with Bloom's Taxonomy levels, and ensure complete syllabus coverage.