



**Ganpat University**

॥ विद्यया समाजोत्कर्षः ॥

Faculty of  
**Computer Applications**



**FACULTY OF COMPUTER APPLICATIONS**

Programme	BCA Honors					Branch	Bachelor of Computer Applications		
Semester	VI					Version	1.0.0.0		
Effective from Academic Year				2026-2027		Effective for the batch Admitted in		June 2024	
Subject Code	U36D5LPD		Subject Name			LIFE SKILLS AND PERSONALITY DEVELOPMENT			
Teaching scheme						Examination scheme (Marks)			
(Per week)	Lecture (DT)		Practical (Lab.)		Total		CE	SEE	Total
	L	TU	P	TW					
Credit	2		-	-	2	Theory	25	25	50
Hours	2		-	-	2	Practical	-	-	-

**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.

**Course Outcomes :**

<b>Name of CO</b>	<b>Description</b>
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		Hrs
<b>1</b>	<b>Personality Development</b>  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, Developing a growth mindset	6
<b>2</b>	<b>SWOT Analysis and Self-Assessment</b>  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	6
<b>3</b>	<b>Johari Window and Self-Discovery</b>  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	6
<b>4</b>	<b>Body Language and Etiquettes</b>  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	6
<b>5</b>	<b>Life Skills for IT Professionals</b>  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	6

	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).	
<b>Practical Content:</b>		
NA		
<b>Text Books:</b>		
1	Personality Development and Soft Skills by Barun K. Mitra, Publisher: Oxford University Press, Edition/Year: 2nd Edition, 2016. ISBN: 9780199459742	
<b>Reference Books:</b>		
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: 2020 (2nd Edition). ISBN: 9781617292392	
3	Dorch, Patricia. What Are Soft Skills? New York: Execu Dress Publisher, 2013.	
<b>Web References / MOOC / Certification Course</b>		
1	<a href="https://onlinecourses.nptel.ac.in/noc25_hs174/preview">Developing Soft Skills and Personality - Course - https://onlinecourses.nptel.ac.in/noc25_hs174/preview</a>	
2	<a href="https://www.mygreatlearning.com/academy/learn-for-free/courses/personality-development-course">Personality Development Course with Certificate - https://www.mygreatlearning.com/academy/learn-for-free/courses/personality-development-course</a>	
3	<a href="https://www.skillindiadigital.gov.in/courses/detail/8a6dd495-d8e3-44ba-8bf4-f8d48f13b71d">Skill India Digital Hub (SIDH) - Upskilling, reskilling, career growth and lifelong learning - https://www.skillindiadigital.gov.in/courses/detail/8a6dd495-d8e3-44ba-8bf4-f8d48f13b71d</a>	
4	<a href="https://swayam-plus.swayam2.ac.in/courses/course-details?id=F_WADHW_041">https://swayam-plus.swayam2.ac.in/courses/course-details?id=F_WADHW_041</a>	
<b>Question Paper Scheme:</b>		
<b>End Semester Examination Duration:</b> (1 Hours Theory Examination)		
<b>Note for Examiner: -</b>		
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)		
<i>The question paper must comprehensively address all Course Outcomes (COs), align Taxonomy levels, and ensure complete syllabus coverage.</i>		