



RANI CHANNAMMA UNIVERSITY, BELAGAVI

WEL-COME

**TO THE COURSE STRUCTRE AND SYLLABUS OF
UNDERGRADUATE PROGRAMMES – BSW**

III Semester

w.e.f.

Academic Year 2017-18 and Onwards

BACHELOR SOCIAL WORK (BSW)

GROUP -1 (LANGUAGES)

1. English Basic :

Detailed Syllabus for BA / BSW / BA in CCJ

(With effect from 2017-18 onwards)

Semester – III: Basic English

Teaching Hours: 5 Hours per week

Text: Biographical Sketches

1. Vinoba - Hallam Tennyson
2. Charles Darwin - Rajendra Kumar
3. St. Joan - R.N. Roy
4. The Friend of Slaves - Dorothy King
5. Leo Tolstoy – Ronald Seth

Grammar and Composition

- 1) Confusing Words
- 2) One Word Substitutes
- 3) Interpretations of Notices
- 4) Welcome address and Vote of thanks
- 5) CV writing

Pattern of Question Paper

(80 Marks paper of three hours and 20 Marks for I.A)

- | | |
|--|---------|
| 1) Objective type questions on Biographical Sketches | 10X1=10 |
| 2) Comprehension questions (Answer in a sentence or two) | 5X2=10 |
| 3) Essay type question on Portraits (One out of two) | 10 |
| 4) Essay type question on Portraits (One out of two) | 10 |
| 5) Short notes on Portraits (Two out of Four) | 2X5= 10 |
| 6) Confusing Words (Sentences to be framed on Five pairs of words) | 10 |
| 7) A) One Word Substitutes | 5X1= 05 |
| B) Interpretations of Notices (any 2 out of 3) | 1X5= 05 |
| 8) A) Welcome address and Vote of thanks | 1X5= 05 |
| B) CV writing | 1X5= 05 |

80

Detailed Syllabus for BA / BSW / BA in CCJ
(With effect from 2017-18 onwards)
Semester – III: Additional English
Teaching Hours: 5 Hours per week

Text: Prose

1. Tolerance – E. M. Forster
2. And then Gandhi Came – Jawaharlal Nehru
3. The Aim of Education – Sir Richard Livingstone
4. My School – Rabindranath Tagore
5. A Different Kind of Learning – Jade Snow Wong

Grammar and Composition

- 1) Determiners (Some/any/no/none/any/much/many/little/few/a lot/plenty/all/all of/
most/most of/all/every/whole /each/every etc.)
- 2) Adjectives and adverbs
- 3) Futurity in English
- 4) Phrasal Verbs
- 5) Concord

Pattern of Question Paper

(80 Marks paper of three hours and 20 Marks for I.A)

- | | |
|--|----------|
| 1) Objective type questions | 10X1= 10 |
| 2) Comprehension Questions (Answer in a sentence or two) | 5X2=10 |
| 3) Essay type Question (One out of two) | 10 |
| 4) Essay type Question (One out of two) | 10 |
| 5) Short notes (Two out of Four) | 2X5=10 |
| 6) a) Determiners | 5X1=05 |
| b) Use of Adjectives and Adverbs | 5X1=05 |
| 7) Futurity in English | 10 |
| 8) a) Phrasal Verbs | 5X1=05 |
| b) Concord | 5X1=05 |

80

2. Kannada Basic

ಸಾಹಿತ್ಯ ಸಂಗಮ-೨

ಬಿ.ಎ., ಬಿ.ಎಸ್.ಡಬ್ಲ್ಯೂ ಹಾಗೂ ಸಿ.ಸಿ.ಜಿ. ತರಗತಿಗಳಿಗೆ ಮೂರನೆಯ ಸೆಮಿಸ್ಟರ್

ಆವಶ್ಯಕ ಕನ್ನಡ ಪದ್ಯಕ್ರಮ

ಪದ್ಯ ಭಾಗ

೧. ಕುರುರಾಜಂ ಮಾನಹಾನಿಗೆ ನೊಂದಂ	-ರನ್ನ
೨. ತಿರುಕೊಳವಿನಾಚೆಯ ಪ್ರಲಾಪ	-ಷಡಕ್ಷರದೇವ
೩. ಜೀವಪರ ನಿಲುವಿನ ವಚನಗಳು	-ಬಸವಣ್ಣ
೪. ಮಾದ ಮಾದಿ	-ಬಿ. ಎಂ. ಶ್ರೀ.
೫. ಬರತೀರೇನ ಪಂಥರಪುರಕ	-ಸವದತ್ತಿ ಸಿದ್ಧಪ್ಪ
೬. ಹಳ್ಳಿ ಪ್ಯಾಟಿ ಕದನ	-ಮಲ್ಲ ಬಸು
೭. ತಿಳಿದವರೇ ಹೇಳಿ	-ವೈದೇಹಿ
೮. ಕಟ್ಟಿತ್ತೇವ ನಾವು	-ಸತೀಶ್ ಕುಲಕರ್ಣಿ
೯. ಬುದ್ಧನಿಗೊಂದಿಷ್ಟು ದಾರಿ ಬಿಡಿ	-ಸತ್ಯಾನಂದ ಪಾತ್ರೋಟ

ಗದ್ಯ ಭಾಗ

೧೦. ಸುಮತಿ ಕಥೆ	-ಶಿವಕೋಟಾಚಾರ್ಯ
೧೧. ಅಡ್ಡ ಹೆಸರು	-ಡಾ. ಎಂ. ಎಂ. ಕಲಬುರ್ಗಿ
೧೨. ಕನ್ನಡ ರಂಗಭೂಮಿ	-ಡಾ. ಬಾಳಣ್ಣ ಶೀಗೇಹಳ್ಳಿ
೧೩. ಸಂತ ಕವಿ ಅಮೀರ್ ಖುಸ್ರೋ	-ಫಕೀರ್ ಮಹ್ಮದ್ ಕಟ್ಟಾಡಿ
೧೪. ಹುಳಿಮಾವಿನ ಮರ ಮತ್ತು ನಾನು	-ಇಂದಿರಾ ಲಂಕೇಶ
೧೫. ಹಟ್ಟಿಯಲ್ಲಿ ಹುಟ್ಟಿದ ಕನ್ನಡ	-ಮೊಗ್ಗು ಗಣೇಶ
೧೬. ಭವದ ಬೀಜ ಮೊಳೆವಲ್ಲಿ	-ಚನ್ನಪ್ಪ ಅಂಗಡಿ

(ಡಾ. ಎಸ್. ಎಂ. ಗಂಗಾಧರಯ್ಯ)
ಅಧ್ಯಕ್ಷರು
ಕನ್ನಡ ಅಭ್ಯಾಸ ಮಂಡಳಿ (ಯು.ಜಿ)

3. Marathi Basic Semester III

Basic Marathi

Course: Literary form: Novel

Text: Nava Prayog : Sane Guruji

Abhinandan Prakashan, Kolhapour

4. Hindi Basic

Syllabus for B.A. / B.S.W- III Semester from the academic year 2017-18 onwards

1) **Examination** : a) One Paper carrying 80 Marks and 3 hours of Duration.

b) Internal Assessment Marks 20

2) **Teaching** : 5 hours per week

3) **Course** : 1) Drama

2) General Essay

4) Distribution of Marks

I	Objective type of Questions 10/14	10 Marks
II	Annotations from Drama 2/4	10 Marks
III	General Question based on Drama 2/4	30 Marks
IV	Short Notes on Drama 3/5	15 Marks
V	General Essay with Options 1/3	15 Marks
	Total	80 Marks
	Internal Assessment	20 Marks
	Total	100 Marks

Text Books-

1) Drama (नाटक) **माधवी** :- भीम साहनी

Marks : 65

राजकमल काशन

१-बी नेताजी सुभाष माग, द रयागंज

नई द ल - ११०००२

2) General Essay (नबंध रचना)

Marks : 15

Reference Books

- ह द नाटक : बचन सिंह
- भारतीय नायक - वमश : जयदेव तनेजा
- ह द नाटक के पाँच दशक : कुसुम खेमानी
- साठो तर ह द नाटक : के. वी. नारायण कुप
- ह द नाटक और नायक समीक्षा : डॉ. नरनारायण राय,
- वातं यो तर सामाजीक नाटको म उ' य त व : डॉ. वजया गाढवे
- नबंध का खजाना : आरती अनिहोरी
- ठल लत नबंध : कृष्ण बहार म
- सादो तरकाल न नाटक : भूप कलसी

5. Prakrit Basic

Semester – III Basic Praakrit		
Teaching hours	-	5 hours per week
Exam marks	-	80+20=100 of 3 hours Duration
Text 1)	उसाणिरूद्धं	- 80 Marks
2)	Internal Assessment	- 20 Marks
1)	Internal test	- 10 Marks
2)	Assignment, class records skill – development	- 10 Marks
Total		100 Marks

Question Paper Pattern

I.	Match the following or select the correct answer	10 Marks
II.	Translate & Explain (any three verses)	18 Marks
III.	Explain with reference to context (any four out of six)	16 Marks
IV.	Essay type question (with internal choice)	18 Marks
V.	Short notes (any three out of five)	18 Marks
Total		80 Marks

6. Sanskrit Basic

Syllabus for B.A. /BSW
Semester -III
Basic Sanskrit

Sanskrit Basic (MIL)

Teaching Hours : 5 Hours per week

Examination Marks : One Paper carrying 100 Marks

(80+20) of 3 hours duration

Text

मेघदूतम् of Kalidasa

Ed. Dr. C. S. Naikar. Medha Publishers Kalyan Nagar Dharwad, 2010

- | | |
|--------------------------------------|----------|
| a) पूर्वमेघ (Verse from 1 to 62) | 50 Marks |
| b) History of Khandakavya | 20 Marks |
| c) Grammar (Use of Cases) | 10 Marks |
| (स्त्रीलिङ्ग and नपुंसकलिङ्ग : only) | |

Internal Assessment

20 Marks

Total

100 Marks

Question Paper Pattern:

- | | |
|---|----------|
| I. Multiple choice questions from पूर्वमेघ & History of खण्डकाव्य (Any ten out of twelve) | 10 Marks |
| II. Translation and explanation of Prose / Verse from पूर्वमेघ - (Any three out of five) | 15 Marks |
| III. Explain the key sentences (Any three out of five) | 12 Marks |
| IV. (a) Essay type Question on पूर्वमेघ (With internal choice) | 10 Marks |
| (a) Short notes from पूर्वमेघ (Any two out of four) | 8 Marks |
| V. a) Essay type question on History of Khandakavya (with internal choice) | 8 Marks |
| b) Short notes on History of Khandakavya (with internal choice) | 7 Marks |
| VI. Grammar - (Use of Cases) (स्त्रीलिङ्ग and नपुंसकलिङ्ग) | 10 Marks |

7. Arabic Basic:

SYLLABUS OF ARABIC SUBJECT

B.A. Third Semester

Arabic Basic

Paper : Prose, Poetry and History of Arabic Literature

Scheme of teaching : 5 hours per week

Prescribed Text Books

1. **Al-Qiratul Wadhiha Part-II Prose**

By: Waheeduz.zama Al-Kiranvi.Pub.By:Maktaba Husainia
Deoband (U.P)

Following Lessons.

(1)Hadeesul Atfal. (2) Dukkanul Baqqal.(3) AsSaidaliyyah.(4) AzZaman
(5).AsSaa-atu (i) (6) AsSaa-atu (ii) (7) Al Hatifu. (8)Al Mat-amu

2. **Qaseeda-e-Burdah (Poetry)**

By: Imam Boosary.

Pub.By:Azeem Book Depo Deoband (U.P)

Chapter no. 3

3. **Mukhtasar Tareekh-e- Adabiyat-e-Arabi**

By: Dr.syed Abul Fazl

Pub.By:Deccan Traders Book Seller

& Publisher 23-2-378, Moghalpura, Hyderabad.

Chapter No.III 1st & 2nd period (daur)

4. **The Holy Quraan.** Pub.By:Taj Company Mumbai

Suratush-shams

The question paper should be broadly based on the following pattern.

1) Multiple choice from first and second text	10x1	= 10
2) Summary from first text with choice	2x7½	= 15
3) R.C. from first text with choice	3x5	= 15
4) Appreciation of verses from second text 2 out of 3	2x7½	= 15
5) Question from third text with choice	2x7½	= 15
6) Question on Sura	1x10	= 10

		80

8. Persian Basic:

Semester – III Basic Persian (MIL)

Scheme of teaching(5 hours per week)

Modern Prose/Poetry

Prescribed text book

1. Prose:-

selected portion only

“Shaikh Yousuf Amu”.

Textbook:-

Shukhane-E-Naw by Dr.ManzarAhmed Khan.

Aligarh University.

Pub:-Educational book house Aligarh.

2. Poetry:-

Prescribed Text book

Selected portion only

“Shair-E-Farsi-E-im rose”.

Textbook:-

Nisabe-Farsi(part-II) by Dr.Aaftab Akhtar Razivi & Prof.M.M Jalali.

9.Urdu Basic:

B.A III SEMESTER URDU-BASIC (MIL)

Paper-III: Prose, Poetry & Novelette

Scheme of Teaching: Duration 16 Weeks – 5 Hours/ Week

Prescribed Text Books:

I. MAYAR-E-ADAB

(Detailed text book)

Edited by: Prof
Surayya Hussain
Published by:
Educational Book
House, Aligarh

The following portions only:

PROSE

1. Wajhi
2. Mir Aman
3. Sar Shaar
4. Sir Sayyed
5. Mohd. Hussain Azaad

POETRY

GHAZALS

1. Wali
2. Mir
3. Galib
4. Momin (first two Gazals only)

Marsiya by Anees

POEMS

1. Allama Iqbal
2. Josh

II.MOAMMA KHATOON (NOVELETTE)

By: Shaukat Thanavi
Published by: Naseem Book Depot,
Lucknow

COURSE STRUCTURE FOR BACHELOR OF SOCIAL WORK (BSW)

(To be effective from the Academic Year 2017-2018)

SEMESTER-III

Sl. No.	Group	Code No.	Title of the Paper
1	I	3.1	First Language
2	I	3.2	Second Language
3	II	3.3	Work With Groups
4	II	3.4	Contemporary Ideologies and Social Work
5	II	3.5	Social Work and Health Care
6	II	3.6	Social Work Practicum - III
7	III	3.7	Personality Development

Total for III semester = 700

SEMESTER – III

Paper Code: 3.3

Paper Title: WORK WITH GROUPS

Objectives:

- a) To develop understanding of types of groups, processes and techniques of group work.
- b) To develop skill to apply group work method.
- c) To understand application of group work method in various settings.

UNIT I

Introduction to Social Group Work: Meaning, Definition, Objectives, Scope and Principles of Social Group Work; Historical Development of Social Group Work.

UNIT II

Types of Groups: Support Groups, Educational Groups, Growth Groups, Therapy Groups, Socialization Groups, and Social Action Groups.

Theories Underlying Group Work Practice – Systems Theory, Psychodynamic Theory, Learning Theory, Field Theory, and Social Exchange Theory.

UNIT III

Processes of Group Work: Pre-group Formation Phase (formulating group's purpose, deciding the composition of the group, determining the size of the group, enrolling the members, and contracting), Initial Phase (self- presentations by the worker and the members, orientation about the group work, goal formation, structuring the group session, and reviewing the contract), Middle Phase (making arrangements for the conduct of group sessions, structuring the time, facilitating group meetings, and assessment of the group's progress), Evaluation of the Group, and Terminating and Follow-up of the Group.

UNIT IV

Group dynamics: Role, Leadership, Decision making, Sub-group, Isolation, Conflict and Group control. Programme Planning in Group Work Practice. Skills of Social Group Work.

UNIT V

Role of Social Group Worker through the Group Work Process.

Application of Social Group Work in Different Settings: Community Development Setting, Clinical Setting, School Setting, Institutions for Delinquents, Institutions for Women, Institutions for the Aged.

References:

- Douglas, Tom. 1979. *Group Processes in Social Work*. Chichester: John Wiley & Sons.
- Konopka, Gisela. 1954. *Group Work in the Institution*. New York: Association Press.

- Konopka, Gisela. 1963. *Social Group Work: A Helping Process*. Englewood Cliffs, N.J: Prentice Hall.
- Toseland, Ronald and Rivas, F. Robert. 1999. *Introduction to Group Work Practice*. Allyn and Bacon, 3rd edition.
- Trecker, Herleigh B. 1970. *Social Group Work - Principles and Practices*. New York: Association Press.
- Trevithick, Pamela. 2000. *Social Work Skills - A Practice Handbook*. Philadelphia: Open University Press.

Paper Code: 3.4

Paper Title: CONTEMPORARY IDEOLOGIES AND SOCIAL WORK

Objectives:

- a) Gain understanding regarding contemporary ideologies of Social Work and social change.
- b) Develop the skills of decision making at different levels.
- c) Understand the values of Social Work and learn to consciously apply them in practice.

Course Content:

UNIT I

Identity of Professionalization of Social Work Today: Professional Attributes of a Social Worker; Values, Education, Knowledge, Practice Areas of Contemporary Social Work; National and International Professional Associations and Federations.

UNIT II

Goals, Functions, Roles, and Processes of Social Work; Welfare versus Development orientation to Social Work.

UNIT III

Contemporary Ideologies for Social Change: Neo-liberalism, Globalization, Feminism, Multi-Culturalism, New Social Movements, Resurgence of the Civil Society.

UNIT IV

Contemporary Ideologies of Social Work Profession: Critical Social Work, Feminist Social Work, Strengths-based Social Work, Evidence-based Practice, Rights-based Social Work, and Inclusive Social Work.

UNIT V

Indigenous Approaches to Social Work; Interrelations between Spirituality and Social Work; Concept and Philosophy Social Work Ethics; Ethical responsibilities of Social Workers; Ethical decision making and dilemmas at different levels of practice.

References:

- Agarwal, M.M. 1998. *Ethics and Spirituality*. Shimla: India institute of Advanced Study.
- D'Souza, Ashok. A. 2012. *Noam Chomsky's Discourse on Globalization and United States' Imperialism: Implications to Social Action in India*. Bangalore: Niruta Publications.

- Desai, M. 2000. *Curriculum Development on History of Ideologies for Social Change and Social Work*. Mumbai: Social Work Education and Practice, TISS.
- Desai, M. 2002. *Ideologies and Social Work: Historical and Contemporary Analysis*. Mumbai: Social Work Education and Practice, TISS.
- Dominelli, Lena. 2004. *Social Work: Theory and Practice for a Changing Profession*. New Delhi: Rawat.
- Gray, Mel and Webb, S.A. 2009. *Social Work: Theories and Methods*. New Delhi: Sage.
- Joseph, J. and Fernandes, G. (ed.). 2006. *An Enquiry into Ethical Dilemmas in Social Work*. Mumbai: Research Unit, Nirmal Niketan.
- Joseph, Sherry (Ed.). 2000. *Social Work in the Third Millennium (Some Concerns and Challenges)*, Sriniketan, Department of Social Work, Visva-Bharati.
- Tejappa, U. 2015. *Vrittigara Samjakarya: Itihaasa mattu Vicharadharegalu* (Kannada). Belagavi: Pranati Publications.
- Thomas, Gracious. 2015. *Code of Ethics for Social Workers*. New Delhi: IGNOU.
- University Grants Commission. 1978. *Review of Social Work Education in India: Retrospect and Prospect*. New Delhi: UGC.
- Wood Safe. K. 1962. *From Charity to Social Work*. London: Routledge & Kegan Paul.

Paper Code: 3.5

Paper Title: SOCIAL WORK AND HEALTH CARE

Objectives:

- a) Understand health situation in India
- b) Understand various factors affection health and
- c) Health care system, community, health, Policies and programs.

Course Content:

UNIT I

Concept of Health: Physical, social, mental and spiritual dimensions of health – Positive health – determinants of health - changing perspectives of health care - Social work practice in the field of health.

UNIT II

Concept of social medicine, preventive medicine and community health.

Brief discussion on causes, signs and symptoms, treatment and prevention of communicable and non-communicable diseases such as leprosy, TB, STDs, AIDS, cancer, hypertension, and diabetes.

UNIT III

Mother and Child Health (MCH) Services: Prenatal and postnatal care, immunization, school health programme, ICDS and RCH programme.

Importance of Nutrition; Concept, causes and remedial measures for under-nutrition and malnutrition.

UNIT IV

Concept of mental health, mental illness, community mental health and community psychiatry; Role of the social worker in prevention, promotion and rehabilitation.

UNIT V

Health services at national, state, district, taluka and PHC levels.

Health education: meaning, importance and methods.

National health programmes – national health policy – national and international organizations for health.

References:

- Bajpai, P.K. (Ed): Social Work Perspectives on Health, Rawat Publications, Jaipur, 1998.
- Clark, D.W and McMahon, B. (Ed): Preventive and Community Medicine, Little, Brown and Company, Boston, 1981.
- Hanlon, J.J and Pickett, G.E: Public Health – Administration and Practice, C.B.Mosby Company, St.Louis, 1979.
- Hillebo, H.E and Larimore, G.W: Preventive Medicine, W.B. Saunders Company, Philadelphia, 1966.
- Latham, W and Newbery, A: Community Medicine – Teaching Research and Health Care, Butterworth, London, 1970.
- Mathur, J.S: Introduction to Social and Preventive Medicine, Oxford and I.B.H. Publishing Company, New Delhi, 1971.
- Mechanic, David: Medical Sociology – A Selective View, Free Press, New York, 1968.
- Nichols, P.J.R. (Ed): Rehabilitation Medicine, Butterworth, London, 1980.
- O'Neill, D. (Ed): Modern Trends in Psychosomatic Medicine, Butterworth and Co., London, 1955.
- Park, K: Park's Textbook of Preventive and Social Medicine, Banarsidas Bhanot, Jabalpur, 1997.
- Ramachandru, G: Health Planning in India, A.P.H. Publishing Corporation, New Delhi, 1997.
- Rusk, Howard, A: Rehabilitation Medicine, C.V.Mosby Company, Saint Louis, 1977.
- Turner, C.E: Seller, C.M and Smith, S.L: School Health and Health Education, C.V.Mosby Company, St. Louis, 1961.
- UNICEF: Health and Basic Services, UNICEF South Central Asia Regional Office, New Delhi.

Paper Code: 3.6

Paper Title: SOCIAL WORK PRACTICUM – III

Objectives:

- a) To develop capacity for observation and analyzing social realities.
- b) To develop an understanding of needs, problems and programmes for different target groups.
- c) To develop an understanding of the role of a social worker in different settings.
- d) To develop skills in observation, interview, recording, group discussions and leadership.
- e) To develop skills in report writing and use of supervision.

Course Content:

This paper comprises:

- Orientation to intensive field work.
- Placement in School setting.
- Interaction with social work practitioners.
- Structured Experiences Laboratory to help students understand and practice various skills required for effective practice of Fieldwork Practicum.

Note: Each student is expected to spend ten hours per week in the Field / Agency and the Faculty Supervisor is expected to spend about eight hours per week for this paper by conducting Orientation Classes, arranging for Orientation Visits / Fieldwork Placement, conducting Structured Experience Laboratory classes, Field Visits for Supervision and Guidance, Individual Conferences and Group Conferences on a weekly basis, and Correction of Fieldwork Reports. Thus, the workload for this paper for each of the Faculty Supervisor may be considered equivalent to one full theory paper.

References:

- Kohli, A.S. 2004. *Field Instruction and Social Work: Issues, Challenges and Response*. Delhi: Kanishka.
- Lawani, B.T. 2009. *Social Work Education and Field Instructions*. Agra: Current Publications.
- Mathew, G. *Supervision in Social Work*. Mumbai: TISS.
- Roy, S. 2012. *Fieldwork in Social Work*. Jaipur: Rawat Publications.
- Sajid, S.M. 1999. *Fieldwork Manual*. New Delhi: Department of Social Work, Jamia Milia Islamia.
- Singh, R.R. (ed.) 1985. *Fieldwork in Social Work Education: A Perspective for Human Service Profession*. New Delhi: Concept Publishing.
- Subedhar, I.S. 2001. *Fieldwork Training in Social Work*. New Delhi: Rawat.
- University Grants Commission. 1978. *Review of Social Work Education in India: Retrospect and Prospect*. New Delhi: UGC.

GROUP – III

(Compulsory Paper) 2018-19 Onwords

DEVELOPMENT OF PERSONALITY AND COMMUNICATION SKILL

Contact Hours : 52
Marks : Main Exam : 80

Contact/ Weekly Hours : 4
Internal Assessments : 20

Module 1 : Personality – The Introduction

(11 Hrs)

Personality meaning, dimensions/ determinants physical, Intellectual, emotional, linguistic cultural, Traits of Personality, importance of personality development, Personality development as a process.

Module 2 : Personality Development

(11 Hrs)

Grooming the self, Dress code for Men and Women, Do's and Don'ts, Social etiquettes and Manners, Self-confidence – Meaning and building techniques, Willpower Increasing the Willpower for self-improvement.

Module 3 : Self Analysis

(10 Hrs)

SWOT Analysis, Who am I, Attributes, Importance of Self Confidence, Creativity out of box thinking, Lateral Thinking, Johari Window.

GOAL SETTING – Short Term, Long Term, Life Time Goals, (Personalized and organizational) Time Management Value of time, Diagnosing Time Management, Weekly Planner To do list, Prioritizing work.

Module 4 : Communication and its importance

(10 Hrs)

Process of Communication, written and oral communication, process of listing body language or non verbal communication, the art of public speaking.

Module 5 : Leadership as a process

(10 Hrs)

Working in a team, management of conflict, interpersonal and interpersonal intergroup, Profiles, of great personalities, Career planning and role of career planning and role of career planning in personality development, How to face personal interview and group discussion.

References:

1. Organisational Behaviour : By S.S. Khanaka
2. Organisational Behaviour : By Stephen Robbins
3. Organisational Behaviour : By Ashwatappa
4. Cloninger, Susan C, (2000) Theories of personality, prentice Hall London.
5. Eriksen Karin (1979) Communism skills for human services, Prentice-Hall
6. Hurlack,, Elizabeth B (?) personality Development
7. Johnson Roy Ivan (1956) Communication : Handling Idea Effectively, McGraw Hill, New York.
8. Kagan Jerome (1969), Personality Development, Harcourt Brace, New York.
9. Kundu C.L (1989) personality Development, Sterling Bangalore.

Scheme of Instruction and Examination

Sem	Title of the Paper	Theory Hours	Theory Marks	I.A. Marks	Exam Hrs	Total Marks
III	Development of Personality and Communication	4 Hrs	80	20	1.5	100

Note : The Final Examination shall be in Multiple Choice Question (MCQ)

Equal weightage shall be given to all the modules when preparing MCQ's
