

GOVERNMENT J. THANKIMA COLLEGE

PERSONALITY DEVELOPMENT COURSE (PDC)

BROCHURE 2016

Designed by



(LALNGAIHAWMA)

Chairman

Innovation and Best Practice Committee



(ZORAMTHANGA)

Secretary

Innovation and Best Practice Committee

Dated Aizawl
The 10th June, 2016

INTRODUCTION: Personal development is a lifelong process. It's a way for people to assess their skills and qualities, consider their aims in life and set goals in order to realize and maximize their potential. It covers activities that improve awareness and identity, develop talents and potential, build human capital and facilitate employability, enhance quality of life and contribute to the realization of dreams and aspirations. Not limited to self-help, the concept involves formal and informal activities for developing others in roles such as teachers, guide, counselor, manager, life coach or mentor.

When personal development takes place in the context of institutions, it refers to the methods, programs, tools, techniques, and assessment system that support human development at the individual level in organizations.

Personal development may include the following activities:

- Improving self-awareness
- Improving self-knowledge
- Improving skills or learning new ones
- Building or renewing identity/self-esteem
- Developing strengths or talents
- Improving wealth
- Identifying or improving potential
- Building employability or (alternatively) human capital
- Enhancing lifestyle or the quality of life
- Improving health
- Fulfilling aspirations
- Initiating a life enterprise or (alternatively) personal autonomy
- Defining and executing personal development plans (PDPs)
- Improving social abilities

OBJECTIVE: Personality Development quintessentially means enhancing and grooming one's outer and inner self to bring a positive change in life. Each individual has a distinct persona that can be developed, polished and refined. This process includes boosting one's confidence, improving communication and language speaking abilities, widening one's scope of knowledge, developing certain hobbies or skills, learning fine etiquettes and manners, adding style and grace to the way one looks, and overall imbibing oneself with positivity, liveliness and peace.

The objective of the Personal Development Course is to enhance the personality of the students thereby increasing their employability quotient. The classroom facilitation and out bound training brings together the skills that students need to learn to succeed in today's business environment. To impart such skills, the Personal Development Course is devised to prepare students to meet the challenges of corporate world.

COURSE STRUCTURE:

Eligibility:

As per the provision provided under RUSA scheme, only the final year students i.e., 5th and 6th semester students, shall be eligible for the program and enrolment in the program shall be considered compulsory.

Duration:

As per the provision provided under RUSA scheme, the duration of the course will cover three months or ninety days.

Class timings:

Classes for the PDC shall be considered two times in a week on Tuesday and Friday. The timings of the class shall be 02:45-03:45 PM.

Commencement of the class:

The PDC shall commenced from Tuesday, September 27, 2016.

Attendance:

75% attendance of the classes held under the PDC shall be held compulsory for final year students. Students who do not fulfill this condition shall not be allowed to sit in the examination.

Study materials: The students will be special supplementary reading materials pertaining to the Course free of cost.

Course Syllabus

Unit	Name of Paper	Topic	No of Classes
I.	Personal Empowerment	Self-awareness	1
		Values and Goals	1
		Skills and Information	1
II.	Healthy living	Physical Exercise for Healthy living	1
		Elements of Healthy Diet	1
		Elements of Healthy Mind	1
III.	Time Management	Managing Oneself	1
		Planning and Prioritizing	1
		Goal Setting and Time Management Tools	1
IV.	Stress Management	Sources and Identification	1
		Consequences of Stress	1
		Reduction, Elimination and Prevention	1
V.	Leadership	Categories and Styles of Leadership	1
		Issues in Leadership	1
		Qualities of Good Leadership	1
VI.	Communication Skills in English	Basic Language Skills: Grammar and Usage	3
		Writing Skills: Comprehension, correspondences; minute, reports and CV Writing	2
		Letter Writing: Social and official correspondences; minute, reports and CV Writing	2
		Phonology and Stress Marking	3
		Reading Skills	2
		Speaking Skills	2
VII.	Interview Technique	Preparing and Self Presentation	1
		Communication and Argument	1
		Dress and Body Languages	1

*Total number of actual classes: 34

Proposals:

- 1. Inauguration of the Course:** The 1st class of the PDC is proposed as the inauguration program of the course. The program is proposed as under.
Chairperson : Mr. Lalngaihawma, Chairperson, IB&PC
Course Presentation : Mr. Zoramthanga, Course Coordinator
Inauguration : Principal, GJTC
- 2. Certificate regarding:** a certificate is proposed to be issued on successful completion of the Course to the students.
- 3. Resource persons:** resource persons from outside having expertise, specialization and experiences in related Course topics, such as- dietician, fitness instructor, psychiatrist, psychologist, President CYMA and MZP, teacher in coaching class institute, etc.