


## CC-PERSONALITY DEVELOPMENT & LIFE SKILLS

**(S.Y.B.Com. Sem-3: 2025-26)**

| <b>RESOURCE PERSON</b>  |   |
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|  | <p><b>Dr. Kalpesh D. Kansara</b></p> <p><b>MA, MPhil, PhD, NET</b></p> <p><b>Experience: 19 years</b></p>   |
| <b>Course Objective:</b>  | <ul style="list-style-type: none"> <li>- To develop the personality and teach life skills</li> <li>- To help an individual to inculcate positive qualities like punctuality, flexible attitude, willingness to learn, patience, friendly nature, empathy, etc.</li> </ul> |
| <b>Expected Outcome:</b>  | Students will be able to know the importance & need of personality development and inculcate necessary life skills.   |
| <b>Evaluation Method:</b>   | <i>Multiple Choice Questions (MCQ)/Assignments.</i>   |
| <b>COURSE CONTENT</b>   |   |
| <b>Unit-1:</b>  | Essentials of Personality Development   |
|   | Introduction  |
|   | Types of Personality  |
|   | Personality Traits  |
|   | Values and Ideals   |
| <b>Unit-2:</b>  | Communication Skills  |
|   | Listening   |
|   | Speaking  |
|   | Writing   |
|   | Responding  |
| <b>Unit-3:</b>  | Body Language   |
|   | Facial Expressions  |
|   | Body Posture  |
|   | Voice and Distance  |
|   | Being Presentable   |
| <b>Unit-4:</b>  | Life Skills   |
|   | Concept   |
|   | Identifying problems & resolving them   |
|   | Positive Attitude, habits & behaviour   |

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|                         | Professional Skills  |
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| <b>Reference Books:</b> | 1) Hurlock, E. (1974). Personality Development. New York: McGraw Hill Inc.                                     |
|                         | 2) Swami Vivekanand (2009). Personality Development. Advaita Ashrama, Kolkata.                                 |
|                         | 3) Life Skills (2018). Julia Laflin. Summersdale Publishers Ltd.   |
|                         | 4) Life Skills. <a href="http://www.macmillanenglish.com/life-skills">www.macmillanenglish.com/life-skills</a> |
|                         | 5) Life Skills (Jeevan Kaushal) (2019). UGC.   |
|                         | 6) The Illustrated Light on Yoga. B.K.S. Iyengar. Harper Collins Publishers India.                             |
|                         | 7) The Fundamentals of Meditation. Ting Chen. Buddha Dharma Education Association Inc.                         |
|                         | 8) Good Nutrition. M.S. Swaminathan. M.S. Swaminathan Research Foundation.                                     |