

## BCA- 126 Personality Development

**Maximum Marks: 100**  
**Minimum Pass Marks: 35**  
**Time: 3 hours**

**External: 80**  
**Internal: 20**

**Note:** Examiner will be required to set Nine Questions in all. First Question will be compulsory, consisting of objective type/short-answer type questions covering the entire syllabus. In addition to that eight more questions will be set, two questions from each Unit. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

### UNIT- I

**Personality & Personal Grooming** – A Brief Introduction to Personality and self-concept, Element of Personality, Determinants of Personality, Causes of deranged Personality, Personality Analysis.

Grooming, Personal hygiene, Social, Business and Dining Etiquettes, Body language use and misuse, Art of good Conversation, Art of Intelligent Listening.

### UNIT- II

**Interpersonal Skills & Role playing:** Dealing with seniors, colleagues, juniors, customers, suppliers, contract workers, owners etc at work place

### UNIT- III

**Group Discussion & Presentation skills:** Team behavior, how to effectively conduct yourself during GD, do's and don'ts, clarity of thoughts and its expression  
Presentation skills & seminar skills

### UNIT- IV

**Interviews Preparation:** Intent and purpose, selection procedure, types of interviews, Self planning, writing winning resume, knowledge of company profiles, academics and professional knowledge review, update on current affairs and possible questions, time – keeping, grooming, dress code, document portfolio, frequently asked questions and their appropriate answers, self – introduction, panel addressing, mental frame – work during interviews

### REFERENCE BOOKS

- (1) Personal management and Human Resources, by C.S. Venkata Ratanam and B.K. Srivastava, Published by Tata McGraw Hill Publishing Ltd. New Delhi
- (2) Human Behaviour at Work, by: Keith Davis, Tata McGraw Hill Pub. Ltd. N. Delhi
- (3) Im OK, You re OK, by : Thomas A. Harris, Publihed By : Pan Books, London and Sydney
- (4) Pleasure of your Company, by : Ranjana Salgaocar, Published By : Pyramid Publishers, Goa
- (5) How to get the job you want, by : Arun Agarwal, Published By : Vision Books, New Delhi
- (6) Get That Job, Rohit Anand & Sanjeev Bikhchandani, Harper Collins