



# GUJARAT TECHNOLOGICAL UNIVERSITY

Program Name: Bachelor of Science

Level: Under Graduate

Branch Name: Honors/ Honors With Research (Biotechnology)

Course / Subject Code: BS03001051

Course / Subject Name: Personality Development and Soft Skills

W.e.f. Academic Year :	2025-26
Semester :	3
Category of the Course :	Ability Enhancement Courses

## Prerequisite:

Students should have a basic understanding of human behavior, communication skills, and the importance of interpersonal relationships.

## Rationale:

This course aims to create awareness about the significance of soft skills in professional and interpersonal communication. It facilitates personality development, which is essential for career growth, leadership, and workplace success. Soft skills include self-confidence, emotional intelligence, social etiquette, adaptability, and effective communication.

## Course Scheme:

Teaching Scheme			Total Credits	Assessment Pattern and Marks				Total Marks
L	T	PR	C	Theory		Practical		
				ESE (E)	PA(M)	ESE (V)	PA (I)	
1	0	2	2	00	50	50	00	100

## Course Content:

Unit No.	Unit Title	Topics Covered	Hours	Weightage (%)
1	<b>Introduction to Soft Skills and Personality Development</b>	- Definition, Concept, and Importance of Soft Skills - History and Scope of Personality Development - Personality Traits: Self-Confidence, Emotional Intelligence, Adaptability, Positive Thinking	6	15%
2	<b>Interpersonal Skills and Self-Management</b>	- Understanding Human Perceptions - Conflict Resolution: Win-Win Approach - Stress Management and Regulation Techniques - Time Management and Productivity Strategies	8	20%
3	<b>Communication Skills</b>	- Verbal and Non-Verbal Communication - Barriers to Communication and	10	25%



# GUJARAT TECHNOLOGICAL UNIVERSITY

**Program Name: Bachelor of Science**

**Level: Under Graduate**

**Branch Name: Honors/ Honors With Research (Biotechnology)**

**Course / Subject Code: BS03001051**

**Course / Subject Name: Personality Development and Soft Skills**

		Miscommunication - Effective Listening and Active Listening Techniques - Technology in Communication: Email and Telephone Etiquette		
<b>4</b>	<b>Public Speaking and Professional Etiquette</b>	- Presentation Skills: Overcoming Stage Fear - Structuring Effective Presentations with Visuals - Interview and Group Discussion Skills - Business and Social Etiquette, Teamwork, and Leadership	<b>8</b>	<b>20%</b>
<b>5</b>	<b>Application of Soft Skills in Real Life</b>	- Goal Setting and Personal Growth Strategies - Developing Trust and Integrity in Professional Life - Leadership and Decision-Making Skills - Case Studies and Role-Playing for Practical Exposure	<b>8</b>	<b>20%</b>

### Reference Books:

1. **Passion Struck: Twelve Powerful Principles to Unlock Your Purpose and Ignite Your Most Intentional Life"** by John R. Miles (2024)
2. **Quiet: The Power of Introverts in a World That Can't Stop Talking"** by Susan Cain (2012)
3. **The Leadership Challenge: How to Make Extraordinary Things Happen in Organizations"** by James M. Kouzes and Barry Z. Posner (7th Edition, 2023)

### Course Outcomes:

After completion of the course, students will be able to:

Sr. No.	Course Outcomes	RBT Level
<b>1</b>	Understand the importance of soft skills and personality traits in professional life.	UN, AP
<b>2</b>	Develop interpersonal and conflict resolution skills.	AP, AN
<b>3</b>	Learn stress management and time management strategies.	AP, EL
<b>4</b>	Enhance verbal and non-verbal communication skills for effective interaction.	AP, CR
<b>5</b>	Improve presentation and public speaking abilities.	UN, AP
<b>6</b>	Apply professional etiquette and ethical values in personal and professional settings.	AP, EL

\*RM: Remember, UN: Understand, AP: Apply, AN: Analyze, EL: Evaluate, CR: Create



# GUJARAT TECHNOLOGICAL UNIVERSITY

**Program Name: Bachelor of Science**

**Level: Under Graduate**

**Branch Name: Honors/ Honors With Research (Biotechnology)**

**Course / Subject Code: BS03001051**

**Course / Subject Name: Personality Development and Soft Skills**

## List of Practicals:

1. **Self-Assessment and SWOT Analysis:** Identifying strengths, weaknesses, opportunities, and threats.
2. **Goal-Setting Exercise:** Creating SMART goals for personal and professional growth.
3. **Conflict Resolution Role Play:** Practical application of conflict-handling techniques.
4. **Time Management Workshop:** Practicing time management strategies.
5. **Mock Interview and Group Discussion:** Enhancing verbal and non-verbal communication skills.
6. **Public Speaking Practice:** Overcoming stage fear and delivering an effective speech.
7. **Email and Telephone Etiquette Training:** Practicing professional email writing and telephone conversations.
8. **Leadership and Teamwork Activities:** Engaging in group tasks to develop leadership skills.

\*\*\*\*\*