

COURSE TITLE	GROOMING & PERSONALITY DEVELOPMENT
COURSE CODE	04AH0507
COURSE CREDITS	2

Course Outcomes: After completion of this course, student will be able to:

- 1 Develop the importance of ethical practices in both personal and professional decision-making.
- 2 Develop an understanding of corporate social responsibility (CSR) and its relevance in today's business world.
- 3 Evaluate a positive, confident, and approachable professional presence in all business situations.
- 4 Apply the nuances of career planning and effectively network to enhance career opportunities. Will be able to create a compelling CV, prepare for job interviews, and develop a professional online presence.
- 5 Apply to build self-confidence through self-awareness and self-improvement techniques.

Pre-requisite of course:NA

Teaching and Examination Scheme

Theory Hours	Tutorial Hours	Practical Hours	ESE	IA	CSE	Viva	Term Work
2	0	0	50	30	20	0	0

Contents : Unit	Topics	Contact Hours
1	Personality Development & Personal Grooming Definition and importance of personality development, Factors influencing Personality:Genetically and with experiences , Basics of personal grooming and hygiene habits, Understanding and using positive Body Language	15
2	Professional Etiquette and Career Planning Professional Grooming, Understanding of Dining and Business Etiquette, The importance of Career Assessment, Interview Etiquettes	15
Total Hours		30

Textbook :

- 1 Personality Development and Soft Skills, Dr. S. S. Khandwala, Pearson Education, 2023
- 2 Grooming and Personality Development, R.S. Sharma, Rupa Publications, 2021
- 3 Broom & Groom, Pavan Choudary and Kiran Bedi, Wisdom Village Publications, 2017

References:

- 1 The Art of Personality Development, The Art of Personality Development, N. K. Gupta, Himalaya Publishing House, 2023
- 2 Corporate Grooming and Etiquette, Corporate Grooming and Etiquette, Sarvesh Gulati, Rupa Publications, 2024

Suggested Theory Distribution:

The suggested theory distribution as per Bloom's taxonomy is as follows. This distribution serves as guidelines for teachers and students to achieve effective teaching-learning process

Distribution of Theory for course delivery					
Remember / Knowledge	Understand	Apply	Analyze	Evaluate	Higher order Thinking / Creative
20.00	30.00	25.00	15.00	10.00	0.00

Instructional Method:

- 1 PPT, Board work, Case study.