

Minor Elective Paper For U.G. Students

PERSONAL AND PROFESSIONAL EXCELLENCE

Course Objective:

- Importance of Personal and Professional excellence
- Inculcating the components of excellence

Course Contents:

Module I: Components of Excellence

(12 Hours)

- Personal Excellence:
 - Identifying long-term choices and goals
 - Uncovering the talent, strength & style
- Analyzing choke points in your personal processes by analysis in area of placements, events, seminars, conference, extracurricular activities, projects etc.

Module II: Managing Personal Effectiveness

(12 Hours)

- Setting goals to maintain focus
- Dimensions of personal effectiveness (self disclosure, openness to feedback and perceptiveness)
- Integration of personal and organizational vision for effectiveness
- A healthy balance of work and play
- Managing Stress creatively and productively

Module III: Personal Success Strategy

(12 Hours)

- Time management
- Handling criticism and interruptions
- Managing difficult people
- Mapping and evaluating the situations
- Identifying long-term goals

Module IV: Personal Positive Growth

(12 Hours)

- Understanding & Developing positive emotions
- Positive approach towards future
- Resilience during loss and challenge

Module V: Professional Success

(12 Hours)

- Building independence & interdependence
- Reducing resistance to change
- Continued reflection (Placements, events, seminars, conferences, projects extracurricular Activities etc.)

Suggested Readings:

- Bates, A. P. and Julian, J.: Sociology - Understanding Social Behaviour
- Dressler, David and Cans, Donald: The Study of Human Interaction
- Raman, A.T. (2003) Knowledge Management: A Resource Book. Excel Books, Delhi.
- Kamalavijayan, D. (2005). Information and Knowledge Management. Macmillan India Ltd. Delhi
- Robbins O.B. Stephen;. Organizational Behaviour

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