

## Rules & Regulations for Certificate courses:

Rules and Regulation for the course-

1. Fees: Rs. 1000 per certificate course
2. Hours of Training: Daily 1 hours / or Weekly 5 hours / or total 60 hours in semester
3. Examination: examination will be taken by college through Regular Methods of examination with Assignment, Project work, Quiz, Weekly test, Group Discussion and final certificate will be Award by College only.
4. Eligibility : Any student doing his/her graduation or post graduation simultaneously they can opt the course
5. Intake : Maximum 60 students in a class
6. Faculties : Internally 4 faculties as well as Guest lecturer and concerned subjects experts from open market will call for the same
7. Remuneration:Rs.350 Per session and Course coordinator of the course have Rs.1000 per month
8. Issue of Certificate : College will issue the joint certificate with the name of university 'Affiliated to Sardar Patel University'
9. Attendance : 70% to 75% for completing the certificate course



**Certificate Course**  
**Personality Development & Soft Skills**

Unit	Description in detail	Weightage
1	<b>Introduction to Personality Development</b> Dimensions of personality Importance of personality Development The concept of success and failure: What is success? - Hurdles in achieving Success - Overcoming hurdles - Factors responsible for success -- What is failure - Causes of failure. SWOT analysis.	25%
2	<b>Attitude &amp; Motivation</b> Attitude - Concept - Significance - Factors affecting attitudes - Positive attitude – Advantages –Negative attitude- Disadvantages - Ways to develop positive attitude - Differences between personalities having positive and negative attitude. Concept of motivation - Significance –Internal and external motives - Importance of self- motivation- Factors leading to de-motivation	25%
3	<b>Self-esteem&amp; Conflict Management</b> Term self-esteem - Symptoms - Advantages - Do's and Don'ts to develop positive self-esteem – Low self-esteem - Symptoms - Personality having low self-esteem - Positive and negative self- esteem. Interpersonal Relationships – Defining the difference between aggressive, submissive and assertive behaviors	25%
4	<b>Other Aspects of Personality</b> Body language - Problem-solving - Conflict and Stress Management - Decision-making skills - Leadership and qualities of a successful leader – Character building -Team-work – Time management - Work ethics –Good manners and etiquette- Values and Ethics.	25%

Reference books:

1. Andrews, Sudhir. How to Succeed at Interviews. 21st (rep.) New Delhi. Tata McGraw-Hill 1988.
2. Heller, Robert. Effective leadership. Essential Manager series. Dk Publishing, 2002
3. Hindle, Tim. Reducing Stress. Essential Manager series. Dk Publishing, 2003
- 4.. Mile, D.J Power of positive thinking. Delhi. Rohan Book Company, (2004).
5. Pravesh Kumar. All about Self- Motivation. New Delhi. Goodwill Publishing House.

