

2022-23

Department of Commerce
Mannam Memorial NSS College
Kottiyam, Kollam

DDO ON COURSE ON LEADERSHIP AND PERSONALITY
DEVELOPMENT.

Students list:

Sl.No	Name of the student	Candidate code	Signature
1	A .VISHNU	15920116001	
2	ABHIJITH .T	15920116002	
3	ABHISHEK. M	15920116003	
4	ADITHYA GIRI	15920116004	
5	AKARSH .H	15920116005	
6	ALFIYA NAZEER	15920116006	
7	AMAL .K	15920116007	
8	ANAGHA .S .ANIL	15920116008	
9	ANUSREE. B. ANIL	15920116009	
10	ARYA SREEKUMAR	15920116010	
11	BHAGYALEKSHMI .S	15920116011	
12	HARIKRISHNAN P. R	15920116012	
13	RUKSANA .S	15920116013	
14	ADARSH. S	15920116014	
15	AKASH .M. VARGHESE	15920116015	
16	AKHILESH. S	15920116016	
17	ANAGHA CHANDRAN	15920116017	
18	ASHLY UMESH	15920116018	
19	ASHWIN .M	15920116019	
20	ASWINI KRISHNAN	15920116020	
21	FATHIMA. H	15920116021	
22	FOUSIA .N	15920116022	
23	HARIKRISHNAN. R	15920116023	
24	KARUN SHAJI	15920116025	
25	LAL GOPAL	15920116026	
26	MUHAMMED ALTHAF. N	15920116027	
27	PAVITHRA SHAJI	15920116028	
28	RENJITH .R	15920116029	
29	REVATHY .M	15920116030	
30	SHAFNA R .S	15920116031	
31	SNEHA S. R	15920116032	
32	SUFI .S	15920116033	
33	VIJITHAMOL .U	15920116034	



Dr. KAVITHA L
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2022-23

Curriculum of course:

Course Title: Add on Course on Leadership and personality development

Course Code: CC CO-07

Course Duration : 30 Hours

UNIT I - Introduction to Personality Development The concept of personality - Dimensions of personality -Significance of Personality Development. The concept of success and failure: What is success? - Hurdles in achieving success - Overcoming hurdles

UNIT II Other Aspects of Personality Development 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

UNIT- III Resume building- The art of participating in Group Discussion – Facing the Personal (HR & Technical) Interview -Frequently Asked Questions - Psychometric Analysis - Mock Interview Sessions.

UNIT IV. Practical training on Leadership- Lecture, Readings, & Videos: Understanding administrative skills and their use in practice. Understanding interpersonal skills and their use in practice. Understanding conceptual skills and their use in practice. Leadership Portfolio: Leadership Vision Questionnaire; Observational Exercise; Reflection and Action Worksheet (30Hrs)

. 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. Lucas, Stephen. Art of Public Speaking. New Delhi. Tata - Mc-Graw Hill. 2001
5. Mile, D.J Power of positive thinking. Delhi. Rohan Book Company, (2004).

Vidya



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MMNSS COLLEGE, KOTTIYAM

DEPARTMENT OF COMMERCE

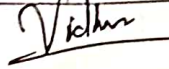
Course Title: Add on Course on Leadership and personality development

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Course schedule

Date	Day	Time	Topic Discussed
8/10/22	saturday	10 TO 1	Concept of personality development- dimensions, significance
15/10/22	saturday	10 TO 1	Success and failure, hurdles in achieving success
22/10/22	saturday	10 TO 1	Conflict and stress management, decision making skills
29/10/22	saturday	10 TO 1	Leadership, qualities of leader, Teamwork
12/11/22	saturday	10 TO 1	Time management, work ethics
26/11/22	saturday	10 TO 1	Resume building, Interview skills and FAQ
3/12/22	saturday	10 TO 1	psychometric analysis, Mock interview sessions
10/12/22	saturday	10 TO 1	Practical training on improving leadership skills
7/1/23	saturday	10 TO 1	Understanding conceptual and interpersonal skills
21/1/23	saturday	10 TO 1	Leadership portfolio, Observational exercises.
28/1/23	saturday	10 TO 1	Practicing Reflection and action worksheets

Name and Signature of Course Advisor: Vidhu V.L. Name and Signature of HOD 

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ADD ON COURSE: Leadership and Personality Development (CC CO-07)

Model Question paper -PART I

Total marks:20 Duration: 1 1/2 hour

Two mark Questions(Answer all questions)

1. Define term Personality.
2. Write a note on psychometric Analysis.
3. Explain about Work ethics.
4. What do you mean by Interpersonal skills?
5. Write a note on Stress management.
6. What is Leadership portfolio?
7. Write a note on Interview skills.
8. Explain qualities of a good leader.
9. What is social etiquette?
10. Explain briefly theories of leadership.

PART-II :Case study questions Choose any of two activities and submit a report on the same.(30 MARKS)

1.Leadership Book Club

Instructions: Read and discuss leadership books together, sharing insights and key takeaways from the readings.

A leadership book club provides an opportunity to dive into the wisdom of renowned authors, explore different leadership philosophies, and learn from the experiences of others. It sparks intellectual discussions, expands knowledge, and ignites inspiration. By delving into these books together, leaders cultivate a culture of continuous learning and feed their hunger for leadership excellence.

2. Leadership Role Models

Instructions: Have leaders research and present on their chosen leadership role models, highlighting their qualities and impact.

Role models inspire and guide leaders on their journey. This game encourages leaders to explore the lives and accomplishments of influential leaders. By studying their role models, leaders gain insights into exemplary leadership traits and behaviors. It fosters inspiration, sets a benchmark for excellence, and allows leaders to learn from the best. Dive into the world of leadership icons, discover the secrets of their success, and let their legacies shape your own leadership path.

3. Appreciation Circle

Instructions: Create a space for leaders to express appreciation for each other's contributions and strengths.

Gratitude is the secret ingredient of exceptional leadership. The appreciation circle allows your team to acknowledge and celebrate the strengths and achievements of their coworkers. It creates a positive and uplifting environment, fostering a culture of appreciation and recognition. By expressing gratitude, leaders build stronger relationships, boost team morale, and inspire their team to give their best. Gather in a circle, shower each other with praise, and watch your leadership bonds grow stronger.

4. Panel Discussion

Instructions: Organize a panel discussion with leaders from various backgrounds and industries, addressing leadership topics and answering questions.

Ready to enter the leadership spotlight? A panel discussion gathers leaders with diverse experiences, expertise, and perspectives to share their wisdom. It's a platform for thought-provoking discussions, dynamic exchanges, and gaining insights from successful leaders. By participating in the panel and asking burning questions, your team can expand their horizons, challenge their assumptions, and elevate their leadership acumen.

Vidhu V.L. Vidhu

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Add on course:Leadership and Personality Development

Marklist

Sl.No	Name of the student	Candidate code	Marks secured
1	A .VISHNU	15920116001	28
2	ABHIJITH .T	15920116002	42
3	ABHISHEK. M	15920116003	46
4	ADITHYA GIRI	15920116004	20
5	AKARSH .H	15920116005	20
6	ALFIYA NAZEER	15920116006	39
7	AMAL .K	15920116007	20
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Report of course : ADD ON COURSE ON LEADERSHIP AND
PERSONALITY DEVELOPMENT

Department of commerce organized an add on course on Leadership and personality development to Final year B.Com students. 33 students enrolled and participated and course was conducted on lecturing mode. Vidhu V L, faculty of Department of Commerce handled the lecturing sessions. 30 hours were allotted to complete the whole curriculum of the course. Students was evaluated based on written and case study assessment. All student participants successfully completed the course. Add on course on Leadership and personality development facilitated the students to discover their own potential and develop leadership and personality skills.



[Signature]

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