



## **Add On Course**

On

**Course Name: Personal Development and Self-Reflection**

Course Code: CC23/23/1/PDSR

Organised by

**Department of Philosophy**

and

**IQAC, Al Ameen Memorial Minority College**

### **AL AMEEN MEMORIAL MINORITY COLLEGE**

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## Add on Course Organising Committee

<b>Patron</b>	: Dr. Nurul Haque, Principal, Al Ameen Memorial Minority College
<b>Course Co-ordinator</b>	: Prof. Sayera Begum, Co-ordinator, IQAC, Al Ameen Memorial Minority College
<b>Members</b>	: Prof. Matin Ahmed, Prof. Dipankar Manna, Prof. Sk Asgar Ali, Tazuddin Ahmed, Benajir Khatun, Asadulla Khan
<b>Faculty Member</b>	: Prof. Sanchari Ghosh

<b>Course Name</b>	: <b>Personal Development and Self-Reflection</b>
<b>Course Code</b>	: CC23/23/1/PDSR
<b>Course Duration</b>	: 6 Month (January to June)
<b>Date of Application</b>	: 1 <sup>st</sup> Week of January
<b>Class Start</b>	: 1 <sup>st</sup> Week of February
<b>Course Fees</b>	: No fee is required for the course
<b>Eligibility</b>	: Students of UG level of our College
<b>Mode</b>	: Blended Mode
<b>Seat Limit</b>	: 50
<b>Course Duration</b>	: 40 Hours in 6 Month
<b>Class Day</b>	: Every Sunday
<b>Class Time</b>	: 11 A.M. to 1:30 P.M.
<b>Examination Time</b>	: 1 <sup>st</sup> Week of June
<b>Result Publication</b>	: 3 <sup>rd</sup> Week of June
<b>Certificate Issued</b>	: 3 <sup>rd</sup> Week of June

### Methodology

- Theoretical and Practical Approaches.
  - Experience sharing
  - Students' Seminars
  - Project Work

### Course Outcome

After completion of the course, students will be able to gain experience a profound transformation in various aspects of their lives. Overall, the outcome of the course is a more confident, fulfilled and purpose driven individual equipped to navigate life's challenges and authenticity.

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### Overview of the Syllabus

Class Duration: 4 hours for each module

#### Module 1: Understanding Self:

Introduction to personal development  
Self-awareness: Identifying strengths and weaknesses  
Values clarification: Defining personal values and beliefs  
Goal setting: Setting SMART goals for personal growth

#### Module 2: Mindset Mastery:

Growth mindset vs. fixed mindset  
Overcoming limiting beliefs  
Cultivating resilience and perseverance  
Practicing gratitude and positive thinking

#### Module 3: Emotional Intelligence:

Introduction to emotional intelligence (EQ)  
Self-management: Regulating emotions and stress  
Social awareness: Empathy and understanding others  
Relationship management: Effective communication and conflict resolution

#### Module 4: Time Management and Productivity:

Prioritization techniques  
Time blocking and scheduling  
Overcoming procrastination  
Setting boundaries for work-life balance

#### Module 5: Communication Skills:

Active listening and empathetic communication  
Assertiveness training  
Non-verbal communication  
Constructive feedback and conflict resolution

#### Module 6: Personal Branding and Networking:

Defining personal brand identity  
Online presence management (social media, LinkedIn, etc.)  
Networking strategies for career advancement  
Elevator pitch and personal branding statement

#### Module 7: Self-Care and Well-being:

Importance of self-care  
Physical health: Exercise, nutrition, and sleep  
Mental health awareness: Stress management, mindfulness, and relaxation techniques  
Building a support network and seeking help when needed

#### Module 8: Reflection and Continuous Growth:

Reflective practices for personal and professional development  
Learning from failures and setbacks  
Creating a personal development plan for ongoing growth  
Resources for continued learning and improvement

**Gradation:** A=50-60%

A+=60-70%

O=70-100%

#### Assessment and Certification:

**Capstone project:** Applying personal development strategies to real-life scenarios.

**Final exam:** Assessing understanding and application of course material.

**Certificate of Completion:** Awarded to participants who successfully complete the course requirements.

#### The examination pattern and marks distribution for the Add On Courses

**Total Marks** : 50 Marks

**Theory Exam** :30 = i. Multiple-choice questions (MCQs) : 30 marks(2marks for 15 questions)  
ii. Project report/ Presentation : 10 marks  
iii. Internal Assessment : 10 marks

**This distribution allows for evaluating both theoretical knowledge and practical skills, along with assessing the student's consistency and engagement throughout the course.**