

8. SYLLABUS

SYLLABUS – BASIC COSMETOLOGY			
Duration: One Year			
Week No.	Reference Learning Outcome	Professional Skills (Trade Practical) With Indicative Hours	Professional Knowledge (Trade Theory)
1	Develop good appearance and behavior, practice tasks as per industry standard and express good communication skill.	1. Personal grooming. (15 hrs) 2. Telephone etiquettes.(5 hrs) 3. Working on improving poise. (10 hrs)	Personality Development <ul style="list-style-type: none"> Hygiene rules Basic of good grooming Posture Wardrobe planning Motivation Beauty as a career Communication Skills <ul style="list-style-type: none"> Professional ethics Client consultation Telephone etiquettes
2	Prepare and maintain work area and maintain health and safety at the work place.	4. Trolley setting.(10 hrs) 5. Use of different sterilizing gadgets.(12 hrs) 6. Practice in disinfection procedures.(8 hrs)	Sterilization and Sanitization <ul style="list-style-type: none"> Purpose Definition Methods Procedure Safety precautions
3-4	Carry out epilation and depilation services. Illustrate and explain hair structure & hair growth cycle.	7. Trolley setting. (10 hrs) 8. Client consultation. (16 hrs) 9. Allergy test procedure. (16 hrs) 10. Practice in waxing- hot, cold & warm wax. (10 hrs) 11. Practice by chemical depilation method. (8 hrs)	Temporary removal of Superfluous hair <ul style="list-style-type: none"> Hair growth cycle Purpose of removing superfluous hair. Definition and Methods of Epilation and Depilation Product Knowledge Allergy test Client consultation Procedure Contra-actions Contra-indications Safety precautions
5	-do-	12. Trolley setting. (5 hrs) 13. Client consultation. (4 hrs) 14. Practice of Waxing, Threading, depilation & Tweezing the eyebrows.	Threading, Tweezing and Bleaching <ul style="list-style-type: none"> Purpose Definition Types and methods

		(10 hrs) 15. Patch test procedure. (6 hrs) 16. Bleaching procedure. (5 hrs)	<ul style="list-style-type: none"> • Client consultation • Product knowledge • Patch test • Procedure • Contra-actions • Contra-indications • Safety precautions • After care/Home care
6-8	Carry out manicure and pedicure services. Explain anatomy of nail. Differentiate and identify nail disease nail disorders.	17. Trolley setting. (9 hrs) 18. Client consultation. (12 hrs) 19. Filling of record card. (9 hrs) 20. Use of tools & equipment. (15 hrs) 21. Practice of Massage :- <ul style="list-style-type: none"> • Hands • Arms • Legs (9 hrs) 22. Practice in different types of basic nail shapes. (18 hrs) 23. Practice in different types of manicure & pedicure. (18 hrs) Nail art <ul style="list-style-type: none"> • Tools knowledge • Product knowledge • Basic nail art techniques:- ➤ Free hand 	Manicure and Pedicure <ul style="list-style-type: none"> • Anatomy of Nail • Classification and identification of nail diseases and disorders • Purpose of manicure and pedicure • Definition and Types • Tools , equipments& product knowledge • Client consultation • Procedure • Contra-actions • Contra-indications • Safety precautions
9-11	Carry out facial treatments for common skin problems. Illustrate and explain skin structure.	24. Trolley setting. (9 hrs) 25. Client consultation. (9 hrs) 26. Skin analysis:- <ul style="list-style-type: none"> • Naked eyes • Magnifying glass (6 hrs) 27. Filling of record card. (6 hrs) 28. Cleaning procedure. (12 hrs) 29. Practice in facial with the help of different equipments:- <ul style="list-style-type: none"> • Vapozone • High Frequency • Brushing Unit • Galvanic • Ultrasonic • Vacuum & Spray • Faradic Current (30 hrs) 	Facials <ul style="list-style-type: none"> • Anatomy of Skin :- • Skin structure • Functions of skin • Types of skin • Classification & identification of common skin problems:- ➤ Acne ➤ Blackheads ➤ Whiteheads ➤ Disorders of sweat glands ➤ Disorders of oil glands • Meaning of Massage • Types and benefits of massage

		30. Application of different types of packs & masks according to skin type. (18 hrs)	<ul style="list-style-type: none"> • Client consultation • Skin analysis • Tools, equipments & product knowledge • Basic and deep cleansing • Procedure • Contra-actions • Contra-indications • Safety precautions
12	Carry out hair treatment for common hair problems. Illustrate and explain structure of hair.	31. Trolley setting. (3 hrs) 32. Client consultation. (4 hrs) 33. Scalp analysis. (3 hrs) 34. Practice in using gadgets:- <ul style="list-style-type: none"> • High frequency • Infra red lamp • Scalp steamer (10 hrs) 35. Safety precautions /Do's & Dont's. (6 hrs) 36. After care. (4 hrs)	Hair <ul style="list-style-type: none"> • Science of Hair • Structure of hair root & hair shaft • Chemical composition • Hair growth cycle • Types of hair • Hair texture, density, Elasticity & porosity. • Common hair problems <ul style="list-style-type: none"> ➤ Dandruff ➤ Hair falling ➤ Split ends ➤ Pediculosis
13-14	-do-	37. Trolley setting. (10 hrs) 38. Client consultation. (10 hrs) 39. Scalp analysis. (10 hrs) 40. Procedure. (30 hrs)	Head Massage, Shampooing, Conditioning & Deep-conditioning <ul style="list-style-type: none"> • Purpose • Product knowledge • Procedure • Benefits • Precautions
15-19	Create basic haircuts using special cutting techniques.	41. Trolley setting. (20 hrs) 42. Client consultation. (20 hrs) 43. Scalp analysis. (20 hrs) 44. Practice in different types of cuts:- <ul style="list-style-type: none"> • One-length cut • Diagonal cut • Graduated cut (25 hrs) 45. Special cutting techniques as— <ol style="list-style-type: none"> a) Precision hair cutting b) Notching c) Slicing 	Hair Cutting & Blowdry <ul style="list-style-type: none"> • Facial shapes Knowledge • Sectioning • Elevation/Angles • Length & perimeter • Basics of Blow dry • Tools knowledge • Hair cutting techniques • Safety precautions

		(30 hrs) 46. Elevation. (25 hrs) 47. Practice of blow drying. (30 hrs)	
20-21	Demonstrate basic yogic exercises for stamina building and correcting body posture.	48. Stamina building exercises. (40 hrs) 49. Deep breathing exercises. (20 hrs)	Yoga and its Components <ul style="list-style-type: none"> • Purpose • Definition • Benefits • Precautions Yogic diet
22-23	-do-	50. Practice in Suksham Vayayam. (20 hrs) 51. Practice in Surya Namaskar. (25 hrs) 52. Practice in all Sthool Vayayam. (15 hrs)	Yogic SukshamVayayam <ul style="list-style-type: none"> • Procedure • Benefits • Precautions Surya Namaskar Yogic SthoolVayayam <ul style="list-style-type: none"> • Procedure • Benefits
24-25	Project work/ industrial visit		
26	Revision		
27-30	Demonstrate day, evening, party & bridal makeup and explain effects of light on makeup.	53. Trolley setting. (12 hrs) 54. Client consultation. (12 hrs) 55. Skin analysis. (16 hrs) 56. Selection of cosmetics & implements. (14 hrs) 57. Practice in CTM procedure. (14 hrs) 58. Practice in different types of make-up <ul style="list-style-type: none"> • Day time • Evening and party • Bridal (32 hrs) 59. Basic corrective make-up for cheeks, nose, lips & jaws. (20 hrs)	Make-up <ul style="list-style-type: none"> • Purpose • Effects of Light on makeup • Color theory • Basic facial shapes knowledge • Types of brushes knowledge for make-up • Product knowledge • Types of make-up Day time • Evening and Party • Bridal • Procedure of CTM • Basic corrective make-up for:- <ul style="list-style-type: none"> ➤ Cheeks ➤ Nose ➤ Lips ➤ Jaws • Make-up removal • Tools & equipment hygiene • Safety precautions
31-34	Create traditional hair styles & hair	60. Trolley setting. (8 hrs) 61. Client consultation. (8 hrs) 62. Scalp analysis. (8 hrs)	Hair Styling <ul style="list-style-type: none"> • Purpose • Types of hairstyling

	designing with artificial aids and thermal gadgets.	<p>63. Selection of cosmetics & implements. (16 hrs)</p> <p>64. Practice in different types of traditional hair styling techniques:-</p> <ul style="list-style-type: none"> • Rolls • Braids • Interlocks • Twisting styles (40 hrs) <p>65. Practice in different techniques of hair styling :-</p> <ul style="list-style-type: none"> • Thermal styling • Wet styling • Roller Setting • Artificial Aids (40 hrs) 	<p>a) Thermal styling</p> <p>b) Wet styling</p> <p>c) Roller Setting</p> <p>d) Artificial Aids</p> <ul style="list-style-type: none"> • Thermal Styling <ul style="list-style-type: none"> ➤ Blow drying ➤ Ironing/ Crimping ➤ Tongs • Wet styling <ul style="list-style-type: none"> ➤ Pin curls ➤ Finger waving • Roller setting • Artificial Aids • Cleaning & maintaining of artificial aids • Safety precautions
35-36	Demonstrate hair coloring, perming, straightening, rebonding & smoothening. Explain the knowledge of bonds.	<p>66. Trolley setting. (6 hrs)</p> <p>67. Client consultation. (8 hrs)</p> <p>68. Scalp analysis. (6 hrs)</p> <p>69. Selection of Color. (10 hrs)</p> <p>70. Allergy test procedure. (10 hrs)</p> <p>71. Practice in different types of hair coloring techniques</p> <p>a) Pre-lightening</p> <p>b) Global color</p> <p>c) High lightening (20 hrs)</p>	<p>Hair Coloring</p> <ul style="list-style-type: none"> • Science of color • Basic law of color(color wheel) • Classification of hair color <ul style="list-style-type: none"> ➤ Temporary ➤ Semi-permanent ➤ Permanent • Types of hair color <ul style="list-style-type: none"> ➤ Chemical ➤ Vegetable • Techniques <ul style="list-style-type: none"> ➤ Pre-lightening ➤ Global color ➤ High lightening • Numbering system • Product Knowledge • Allergy Test procedure • Procedure of applying all types of hair color • Contra-actions • Contra-indications • Safety precautions
37-39	-do-	<p>72. Trolley setting. (15 hrs)</p> <p>73. Client consultation. (15 hrs)</p> <p>74. Scalp analysis. (15 hrs)</p> <p>75. Strand test procedure. (25 hrs)</p> <p>76. Procedure & precautions.</p>	<p>Perming</p> <ul style="list-style-type: none"> • Definition • Knowledge of Bonds • Basic Perm technique • Types of perm rollers • Client consultation

		(20 hrs)	<ul style="list-style-type: none"> Scalp analysis Product knowledge Strand test knowledge & procedure Step by step procedure of perming Contra-actions Contra-indications Safety precautions Aftercare/Homecare
40-41	-do-	77. Trolley setting. (7 hrs) 78. Client consultation. (8 hrs) 79. Scalp analysis. (12 hrs) 80. Strand test procedure. (18 hrs) 81. Procedure & precautions. (15hrs)	Straightening/ Rebonding/ Smoothing <ul style="list-style-type: none"> Definition Knowledge of Bonds Client consultation Scalp analysis Product knowledge Strand test knowledge & procedure Step by step procedure of Straightening/Rebonding/Smoothing Contra-actions Contra-indications Safety precautions Aftercare/Homecare
42-43	Create bindi, heena & tattoo designing, drape saree in different styles.	82. Indian traditional beauty concepts. (60 hrs) <ul style="list-style-type: none"> Bindi designing Henna designing Tattoo making Saree draping (4 styles) 	<ul style="list-style-type: none"> Safety precautions related to practical topics
44-45	Demonstrate asanas for spine stretching, stress management & common body ailments.	83. Practice in asanas for :- <ul style="list-style-type: none"> Spine stretching (10 hrs) <ul style="list-style-type: none"> Pachimotāsana Sankatasana Bhujangāsana Ushtrasana atsyasana Stress management (15 hrs) <ul style="list-style-type: none"> Thadasana Shavasana Makrasana Different body ailments (35 hrs) <ul style="list-style-type: none"> Uttanpadasana Chakarasana Shalbhasana Dhanurasana 	Asanas <ul style="list-style-type: none"> Purpose Definition Asanas for :- <ul style="list-style-type: none"> Spine stretching (05 each) Stress management (05 each) Different body ailments (05 each) Obesity, Diabetics, Joints pain, Hypertension, Thyroid <ul style="list-style-type: none"> Benefits Safety precautions

		<ul style="list-style-type: none"> ➤ Trikonasana ➤ Nokasana ➤ Halasana ➤ Pavanmuktasana ➤ Padmasana ➤ Suptvajasana ➤ Gomukhasana ➤ Vajasana ➤ Tratak ➤ Sarvangasana 	
46	-do-	84. Practice in asanas for different age groups. (30 hrs)	Yoga for different age groups:- <ul style="list-style-type: none"> • Children, Old citizens, Pregnant women • Benefits • Safety precautions Height, Weight Management Chart related to Ht&Wt
47-48	-do-	85. Practice in doing Tratak. (25 hrs) 86. Practice in doing Meditation. (35 hrs)	Tratak <ul style="list-style-type: none"> • Definition • Procedure • Benefits • Safety precautions • Meditation • Definition • Procedure • Benefits • Safety precautions
49-50	Project work/ On Job Training		
51	Revision		
52	Examination		

Note: -

1. The instructor may design their own project and also inputs from local industry may be taken in designing such new project.
2. The project should broadly cover maximum skills in the particular trade and must involve some problem solving skill. Emphasis should be on Teamwork: Knowing the power of synergy/ collaboration, work to be assigned to a group (Group of at least 4 trainees). The group should demonstrate Planning, Execution, Contribution and Application of Learning. They need to submit a project report.
3. If the instructor feels that for execution of specific project more time is required then he may plan accordingly in appropriate time during the execution of normal trade practical.

8. SYLLABUS - CORE SKILLS

EMPLOYABILITY SKILLS		
Duration: 110 Hrs.		
1. English Literacy		Duration : 20 hrs Marks : 09
Pronunciation	Accentuation (mode of pronunciation) on simple words, Diction (use of word and speech)	
Functional Grammar	Transformation of sentences, Voice change, Change of tense, Spellings.	
Reading	Reading and understanding simple sentences about self, work and environment	
Writing	Construction of simple sentences Writing simple English	
Speaking/ Spoken English	Speaking with preparation on self, on family, on friends/ classmates, on known people, picture reading, gain confidence through role-playing and discussions on current happening, job description, asking about someone's job, habitual actions. Cardinal (fundamental) numbers, ordinal numbers. Taking messages, passing on messages and filling in message forms, Greeting and introductions, office hospitality, Resumes or curriculum vita essential parts, letters of application reference to previous communication.	
2. IT Literacy		Duration : 20 hrs Marks : 09
Basics of Computer	Introduction, Computer and its applications, Hardware and peripherals, Switching on-Starting and shutting down of the computer.	
Computer Operating System	Basics of Operating System, WINDOWS, The user interface of Windows OS, Create, Copy, Move and delete Files and Folders, Use of External memory like pen drive, CD, DVD etc. Use of Common applications.	
Word Processing and Worksheet	Basic operating of Word Processing, Creating, Opening and Closing Documents, Use of shortcuts, Creating and Editing of Text, Formatting the Text, Insertion & Creation of Tables. Printing document. Basics of Excel worksheet, understanding basic	

	commands, creating simple worksheets, understanding sample worksheets, use of simple formulas and functions, Printing of simple excel sheets.
Computer Networking and Internet	Basic of Computer Networks (using real life examples), Definitions of Local Area Network (LAN), Wide Area Network (WAN), Internet, Concept of Internet (Network of Networks), Meaning of World Wide Web (WWW), Web Browser, WebSite, Web page and Search Engines. Accessing the Internet using Web Browser, Downloading and Printing Web Pages, Opening an email account and use of email. Social media sites and its implication. Information Security and antivirus tools, Do's and Don'ts in Information Security, Awareness of IT - ACT, types of cyber crimes.
3. Communication Skills <div> Duration : 15 hrs Marks : 07 </div>	
Introduction to Communication Skills	Communication and its importance Principles of effective communication Types of communication - verbal, non-verbal, written, email, talking on phone. Non-verbal communication -characteristics, components-Para-language Body language Barriers to communication and dealing with barriers. Handling nervousness/ discomfort.
Listening Skills	Listening-hearing and listening, effective listening, barriers to effective listening, guidelines for effective listening. Triple- A Listening - Attitude, Attention & Adjustment. Active listening skills.
Motivational Training	Characteristics essential to achieving success. The power of positive attitude. Self awareness Importance of commitment Ethics and values Ways to motivate oneself Personal goal setting and employability planning.
Facing Interviews	Manners, etiquettes, dress code for an interview Do's & don'ts for an interview

Behavioral Skills	Problem solving Confidence building Attitude
4. Entrepreneurship Skills	
Duration : 15 hrs Marks : 06	
Concept of Entrepreneurship	Entrepreneur - Entrepreneurship - Enterprises: Conceptual issue Entrepreneurship vs. management, Entrepreneurial motivation. Performance & record, Role & function of entrepreneurs in relation to the enterprise & relation to the economy, Source of business ideas, Entrepreneurial opportunities, The process of setting up a business.
Project Preparation & Marketing Analysis	Qualities of a good entrepreneur, SWOT and risk analysis. Concept & Application of PLC, Sales & Distribution management. Difference between small scale & large scale business, Market survey, Method of marketing, Publicity and advertisement, Marketing mix.
Institution's Support	Preparation of project. Role of various schemes and institutes for self-employment i.e. DIC, SIDA, SISI, NSIC, SIDO, Idea for financing/ non-financing support agencies to familiarize with the policies / programmes, procedure & the available scheme.
Investment Procurement	Project formation, Feasibility, Legal formalities i.e., Shop act, Estimation & costing, Investment procedure - Loan procurement - Banking processes.
5. Productivity	
Duration : 10 hrs Marks : 05	
Benefits	Personal/ Workman - Incentive, Production linked Bonus, Improvement in living standard.
Affecting Factors	Skills, Working aids, Automation, Environment, Motivation - How it improves or slows down productivity.
Comparison with Developed Countries	Comparative productivity in developed countries (viz. Germany, Japan and Australia) in select industries, e.g. Manufacturing, Steel, Mining, Construction etc. Living standards of those countries, wages.
Personal Finance Management	Banking processes, Handling ATM, KYC registration, safe cash handling, Personal risk and insurance.
6. Occupational Safety, Health and Environment Education	
Duration : 15 hrs Marks : 06	
Safety & Health	Introduction to occupational safety and health Importance of safety and health at workplace.

Occupational Hazards	Basic hazards, chemical hazards, vibroacoustic hazards, mechanical hazards, electrical hazards, thermal hazards. occupational health, occupational hygiene, occupational diseases/ disorders & its prevention.
Accident & Safety	Basic principles for protective equipment. Accident prevention techniques - control of accidents and safety measures.
First Aid	Care of injured & sick at the workplaces, First-aid & transportation of sick person.
Basic Provisions	Idea of basic provision legislation of India. Safety, health, welfare under legislative of India.
Ecosystem	Introduction to environment. Relationship between society and environment, ecosystem and factors causing imbalance.
Pollution	Pollution and pollutants including liquid, gaseous, solid and hazardous waste.
Energy Conservation	Conservation of energy, re-use and recycle.
Global Warming	Global warming, climate change and ozone layer depletion.
Ground Water	Hydrological cycle, ground and surface water, Conservation and harvesting of water.
Environment	Right attitude towards environment, Maintenance of in-house environment.
7. Labour Welfare Legislation	
Duration : 05 hrs Marks : 03	
Welfare Acts	Benefits guaranteed under various acts- Factories Act, Apprenticeship Act, Employees State Insurance Act (ESI), Payment Wages Act, Employees Provident Fund Act, The Workmen's Compensation Act.
8. Quality Tools	
Duration : 10 hrs Marks : 05	
Quality Consciousness	Meaning of quality, Quality characteristic.
Quality Circles	Definition, Advantage of small group activity, objectives of quality circle, Roles and function of quality circles in organization, Operation of quality circle. Approaches to starting quality circles, Steps for continuation quality circles.
Quality Management	Idea of ISO 9000 and BIS systems and its importance in maintaining

System	qualities.
House Keeping	Purpose of housekeeping, Practice of good housekeeping.
Quality Tools	Basic quality tools with a few examples.



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