

Syllabus

for

**COSMETOLOGY**

Under

**CRAFT INSTRUCTOR TRAINING SCHEME (CITS)**

Designed in

- 2014 -

By

**Government of India  
Ministry of Labour & Employment  
Directorate General of Employment & Training**

**SYLLABUS FOR COSMETOLOGY UNDER THE CRAFTSMEN INSTRUCTOR TRAINING  
COURSE INCLUDING POT (PRINCIPLES OF TEACHING) AND WORKSHOP  
CALCULATION & SCIENCE**

**GENERAL INFORMATION**

1. Duration of Training : ONE YEAR (Two Semesters 6 Months each)
2. No. of Seats : 20
3. Entry Qualification : 1) 10<sup>th</sup> passed  
2) Passed Basic Cosmetology / Hair & Skin Care CTS Course.
4. Course Objectives : The objective of this course is to develop the training delivery capability & to impart training in advanced areas of Cosmetology.
5. Space Required : 80 Sq mt
6. Power required : 10 kW
7. Qualification of Trainer : Academic-  
i) 10<sup>th</sup> with Science  
ii) Graduation in any Stream  
Technical-  
i) Two year Diploma in relevant field from any Govt. Institute with CITS.
8. Experience : Four Years teaching/Industrial experience  
post qualification .
9. Trainee Exit Level : On completion of Training the Trainees are expected to be able to :  
a) Work as a vocational Instructor

- b) Manage Salon with latest Equipments and Technology
- c) Content development, developing processes

So that they are able to seek one of the following modes of employment:-

- a) Beauty Consultant
- b) Vocational Instructor .
- c) Product Educator .
- d) Make-up Artist.
- e) Aesthetician
- f) Cosmetologist.
- g) Nail Artist.
- h) Free Lancer.
- i) Marketing Manager.
- j) Hair Dresser
- k) Hair Stylist

**SYLLABUS FOR COSMETOLOGY (CITS)**  
**SEMESTER - I**

<b>Week No.</b>	<b>Practical</b>	<b>Theory</b>
1 week	<ul style="list-style-type: none"> <li>• Demo &amp; practice of life saving techniques during Injuries as- electric shock, burns.</li> </ul>	<p><b><u>Orientation &amp; First Aid Knowledge :</u></b></p> <ul style="list-style-type: none"> <li>• Purpose of First Aid</li> <li>• Identification &amp; recoveries of different types of Injuries such as- burns, electric shock, loss of consciousness, External bleeding, High Blood Pressure.</li> <li>• Difference between Injuries &amp; Emergencies.</li> </ul>
1 week	<ul style="list-style-type: none"> <li>• Skin Analysis</li> <li>• Filling of Record Card and consent form.</li> <li>• Use of different skin testing gadgets.</li> </ul>	<p><b><u>Disorder of the skin, Dermatology</u></b></p> <ul style="list-style-type: none"> <li>• Anatomy of Skin</li> <li>• Disorder of sudoriferous glands and sebaceous glands</li> <li>• Pigmentation disorders</li> <li>• Cosmetic Allergy</li> </ul>
2 weeks	<ul style="list-style-type: none"> <li>• Use of different facial machines for treating dehydrated skin, Anti aging, Anti acne and anti pigmentation skin.               <ul style="list-style-type: none"> <li>• Client consultation</li> <li>• Trolley preparation</li> <li>• Product Knowledge</li> <li>• Tools &amp; Equipment Knowledge</li> <li>• Procedure</li> <li>• Safety Precaution</li> </ul> </li> <li>• After care &amp; Home Care</li> </ul>	<p><b><u>Latest facials with Electrology</u></b></p> <ul style="list-style-type: none"> <li>• Benefits and Precautions of high frequency, Galvanic, Brushing Machine, Vacuum &amp; Spray machine, Magnifying lamp, woods lamp, facial vaporizer, ultra sonic.(IPL, microdermabrasion, micro needle &amp; chemical peel theory only).</li> <li>• <b><u>Facials:-</u></b> <ol style="list-style-type: none"> <li>1. Dehydrated skin</li> <li>2. Anti ageing</li> <li>3. Anti acne</li> <li>4. Anti pigmentation</li> </ol> </li> </ul>

1 week	<ul style="list-style-type: none"> <li>● Demonstration and practice of French manicure/pedicure, Foot spa &amp; hand spa, Nail Tips &amp; Nail Wrap application.</li> <li>● Practice of nail art <ul style="list-style-type: none"> <li>● Trolley setting</li> <li>● Product Knowledge</li> <li>● Tools &amp; Equipment Knowledge</li> <li>● Procedure</li> <li>● Safety Precaution</li> <li>● After care &amp; Home Care</li> <li>● Sterilization &amp; sanitation of tools.</li> </ul> </li> </ul>	<p><b><u>Spa Manicure/Pedicure:-</u></b></p> <ol style="list-style-type: none"> <li>a. Client Consultation</li> <li>b. Latest trend &amp; Product knowledge</li> <li>c. French Manicure/Pedicure</li> <li>d. Surgical Manicure/Pedicure</li> <li>e. Foot spa &amp; Hand spa</li> <li>f. Nail Tips</li> <li>g. Nail Wraps</li> <li>h. Nail Art</li> <li>i. Safety Precautions</li> <li>j. Hygiene &amp; sterilization</li> </ol>
2 week	<ul style="list-style-type: none"> <li>● Client Consultation</li> <li>● Trolley setting</li> <li>● Strand test</li> <li>● Special effects with hair colouring <ol style="list-style-type: none"> <li>a. Streaking</li> <li>b. Frosting</li> <li>c. Tipping</li> <li>d. Panelling</li> <li>e. Scrunching</li> <li>f. Comb technique</li> <li>g. Shoe shine highlights.</li> </ol> </li> <li>● After Care &amp; Home Care</li> </ul>	<p><b><u>Hair Colouring Services</u></b></p> <p>Creative colouring &amp; colour corrections :-</p> <ul style="list-style-type: none"> <li>● Patch Test</li> <li>● Material required</li> <li>● Pre -filler</li> <li>● Safety Precaution</li> <li>● Indication &amp; contra action.</li> <li>● After Care /Home Care</li> </ul>
2week	<ul style="list-style-type: none"> <li>● Client Consultation</li> <li>● Trolley Setting</li> <li>● Tools Knowledge</li> <li>● Selection of Hair cut according to hair texture and facial shape of the client</li> <li>● Sectioning and sub sectioning the hair according to required hair cut</li> <li>● Practice in cutting hair with Shears and Razors</li> </ul>	<p><b><u>Advance Hair Cutting</u></b></p> <ol style="list-style-type: none"> <li>a. Types of layering &amp; graduation</li> <li>b. Types of blunts.</li> <li>c. Procedure of hair Cuts</li> </ol>

2 week	<ul style="list-style-type: none"> <li>• Client consultation</li> <li>• Trolley Setting</li> <li>• Product Knowledge</li> <li>• Demonstration and practice of applying Corrective Make-Up.</li> <li>• Demonstration and practice of Fantasy Make-Up and Special make- up looks</li> <li>• Precautions</li> <li>• After care</li> </ul>	<p><b><u>Types of Make-Up</u></b></p> <ol style="list-style-type: none"> <li>a. Purpose, Benefits &amp; Precautions of Corrective make-up</li> <li>b. Purpose, Benefits &amp; Precautions of Fantasy</li> <li>c. Purpose, Benefits &amp; Precautions of Special make up looks</li> </ol>
1 week	<ul style="list-style-type: none"> <li>• Practice of different types of Bandhas</li> <li>1. Jalandhar Bandhas</li> <li>2. Mool Bandhas</li> <li>3. Uddian Bandhas</li> <li>• Safety precaution</li> </ul>	<p><b><u>YOGA BANDHAS</u></b></p> <ul style="list-style-type: none"> <li>• Meaning of Bandhas</li> <li>• Types of Bandhas</li> <li>• Benefits of Bandhas</li> <li>• Contra - indications</li> </ul>
	<ul style="list-style-type: none"> <li>• Practice of different types of Mudras</li> <li>1. Gyan Mudra</li> <li>2. Prithvi Mudra</li> <li>3. Varun Mudra</li> <li>4. Vayan Mudra</li> <li>5. Shoonya Mudra</li> <li>6. Surya Mudra</li> <li>7. Pran Mudra</li> <li>8. Apan Mudra</li> <li>9. Ling Mudra</li> <li>10. Namaskar Mudra</li> <li>• Safety precaution</li> </ul>	<p><b><u>MUDRAS</u></b></p> <ul style="list-style-type: none"> <li>• Meaning of Mudras</li> <li>• Types of Mudras</li> <li>• Benefits of Mudras</li> <li>• Contra indication</li> </ul>

**Note :-**

- Sterilization of tools & hand sanitization should be practised in each practical.
- Special lectures & demonstrations may be arranged from industry for special relevant topics.

**SYLLABUS FOR COSMETOLOGY (CITS)**  
**SEMESTER - II**

<b>Week No.</b>	<b>Practical</b>	<b>Theory</b>
1 week	<ul style="list-style-type: none"> <li>• Practice of different types of Pranayama               <ol style="list-style-type: none"> <li>1. Bhastrika Pranayama</li> <li>2. Sitkari Pranayama</li> <li>3. Bhramari Pranayama</li> <li>4. Ujjayi Pranayam</li> <li>5. Plavini Pranayama</li> <li>6. Surya Bhedi Pranayam</li> </ol> </li> <li>• Safety precaution</li> </ul>	<p><b><u>PRANAYAMA</u></b></p> <ul style="list-style-type: none"> <li>• Meaning of Pranayama</li> <li>• Types of Pranayama</li> <li>• Benefits of Pranayam</li> <li>• Contraindication</li> </ul>
	<ul style="list-style-type: none"> <li>• Practice of different types of Chakras               <ol style="list-style-type: none"> <li>1. Mooldhara Chakras</li> <li>2. Swadhisthana Chakras</li> <li>3. Manipura Chakras</li> <li>4. Anahata Chakras</li> <li>5. Vishuddi Chakras</li> <li>6. Ajna chakras</li> </ol> </li> <li>• Safety precaution</li> </ul>	<p><b><u>CHAKRAS</u></b></p> <ul style="list-style-type: none"> <li>• Meaning of Chakras</li> <li>• Types of Chakras</li> <li>• Benefits of Chakras</li> <li>• Contraindication</li> </ul>
2 Weeks	<ul style="list-style-type: none"> <li>• Hygiene &amp; sanitation</li> <li>• Makeup consultation form</li> <li>• Work station Setup</li> <li>• Product Knowledge</li> <li>• Demonstration and practice of character makeup, TV &amp; stage makeup, Portfolio makeup, Air brush Make-Up.</li> <li>• Precautions</li> <li>• After care</li> </ul>	<p><b><u>Professional Make-Up :</u></b></p> <ol style="list-style-type: none"> <li>a. Purpose, Benefits &amp; Precautions of Character Make-up</li> <li>b. Purpose, Benefits &amp; Precautions of TV &amp; Stage Makeup</li> <li>c. Purpose, Benefits &amp; Precautions of Air brush Make-up.</li> <li>d. Purpose, Benefits &amp; Precautions of High definition</li> <li>e. Purpose, Benefits &amp; Precautions of Portfolio Makeup</li> <li>f. Product knowledge</li> </ol>

2 Weeks	<ul style="list-style-type: none"> <li>• Examination of scalp &amp; hair condition</li> <li>• Client Consultation</li> <li>• Trolley setting</li> <li>• Pre disposition test</li> <li>• Sectioning &amp; Blocking</li> <li>• Practice in types of perm rollers</li> <li>• Procedure for all types of perms</li> <li>• Use of digital perming machine</li> <li>• Safety Precautions</li> </ul>	<p><b><u>Special Perming effects:</u></b></p> <p>Permanent waving procedures</p> <ol style="list-style-type: none"> <li>a) Strand test/porosity/elasticity</li> <li>b) Material Required</li> <li>c) Curvature perm wrap</li> <li>d) Basic Perm Wrap</li> <li>e) Bricklay perm wrap</li> <li>f) Weave technique</li> <li>g) Double tool technique</li> <li>h) digital perming</li> <li>i) Contra indications &amp; contra-actions</li> <li>j) Safety precautions</li> <li>k) After Care</li> </ol>
2 Weeks	<ul style="list-style-type: none"> <li>• Client Consultation</li> <li>• Trolley Setting</li> <li>• Product Knowledge</li> <li>• Full body massage techniques</li> <li>• Precautions</li> <li>• After care</li> </ul>	<p><b><u>Body Massage :</u></b></p> <ol style="list-style-type: none"> <li>a) Anatomy &amp; physiology</li> <li>b) Consultation</li> <li>c) History of massages</li> <li>d) Different type of Massages</li> <li>e) Swedish &amp; Classical massage movements</li> <li>f) Benefits of Massage</li> <li>g) Contraindication</li> <li>h) Safety Precautions</li> </ol>
1 weeks	<ul style="list-style-type: none"> <li>• Client consultation</li> <li>• Trolley Setting</li> <li>• Product Knowledge</li> <li>• Demonstration and Practice of Hair spa .</li> <li>• Precautions</li> <li>• After care</li> </ul>	<p><b><u>Hair Treatments :</u></b></p> <ul style="list-style-type: none"> <li>• Anatomy of Hair</li> <li>• Causes and treatments of various hair problems such as, thinning of hair, hair repairing, hair strengthening, Chemically Damaged hair.</li> <li>• Purpose &amp; Procedure of hair SPA treatment for above different problems with OZONE micromist machine</li> <li>• Safety Precaution</li> </ul>



2 Weeks	<ul style="list-style-type: none"> <li>• Client consultation</li> <li>• Trolley setting</li> <li>• Product Knowledge</li> <li>• Procedure of corns rows, top buns &amp; shignons</li> <li>• Precautions</li> </ul>	<p><b><u>Hair Styling</u></b></p> <ul style="list-style-type: none"> <li>• Styling long hair</li> <li>• Corn Rows</li> <li>• Wigs and hair Pieces/ Extension             <ol style="list-style-type: none"> <li>1. Purpose of uses Hair pieces</li> <li>2. Quality And Cost</li> <li>3. Types of Hair Pieces</li> <li>4. Wig Measurement</li> <li>5. Cleaning And Maintaining of Wigs</li> </ol> </li> </ul>
2 Weeks	<ul style="list-style-type: none"> <li>• Client Consultation</li> <li>• Trolley setting</li> <li>• Product Knowledge</li> <li>• Tools &amp; Equipment Knowledge</li> </ul> <p><b><u>Acrylic Nails:</u></b></p> <ol style="list-style-type: none"> <li>1. Procedure</li> <li>2. Precautions</li> <li>3. Removal</li> <li>4. After care</li> </ol> <p><b><u>Gel Polish:</u></b></p> <ol style="list-style-type: none"> <li>1. Handling UV lamps</li> <li>2. Procedure</li> <li>3. Precautions</li> <li>4. Removal</li> <li>5. After care</li> </ol>	<p><b><u>Nail Extension</u></b></p> <ul style="list-style-type: none"> <li>• Anatomy of Nail</li> <li>• <b><u>Acrylic Nails</u></b> <ol style="list-style-type: none"> <li>1. Selection of right product</li> <li>2. Nail care</li> <li>3. Infection &amp; care</li> <li>4. Purpose of Acrylic Nail</li> <li>5. Removing of Acrylic Nail</li> <li>6. After care</li> </ol> </li> <li>• <b><u>Gel Nails</u></b> <ol style="list-style-type: none"> <li>1. Purpose of Gel Nail</li> <li>2. Selection of right product</li> <li>3. Knowledge about UV lamps</li> <li>4. Removing of Gel Nail</li> <li>5. After care</li> <li>6. Refill</li> </ol> </li> </ul>

**Note :-**

- Sterilization of tools & hand sanitization should be practised in each practical.
- Special lectures & demonstrations may be arranged from industry for special relevant topics.

## STANDARD LIST OF TOOLS AND EQUIPMENT

S.No	Name of Item	Quantity
1	Mirror Panel	12 No.
2	Dressing Out Chairs	12No.
3	Saloon Chairs	12No
4	Facial Beds	04 No.
5	Manicure Tables with Lamps	06 No.
6	Manicure Trolley	04 No.
7	Manicure Stools	24 No.
8	Teacher Chair Table	02 No.
9	Refrigerator	01 No.
10	AC Split (2 ton.) with stablizer	02 No.
11	Equipment Trolley	04 No.
12	Wax Heater( Double Bowl)	04 No.
13	Tray	12 No.
14	Heat Convector	02 No.
15	Hot towel cabinet	02 No.
16	UV sterlizer	02 No.
17	Wood Lamp	02 No.
18	Complete Facial Machine	02 No.
19	Vapozone	02 NO.
20	Vaccum Suction Machine	02 No.
21	Galvanic Machine	02 No.
22	High Frequency Machine	02 No.
23	Ultra Sonic Machine	02 No.
24	Magnifying Lamp	02 No.
26	Air Brush Machine	04 No.
27	Pedistation	02 No.
28	UV Lamps	04 No.
29	Geyser	02 No.
30	Almirah	06 No.
31	Dislpay Board	06 No.
32	Computer with Internet & Printer	02 No.
33	Wash Basins	04 No.
34	Pedestal Hood hair dryer	02 No.
35	Hair Dryer	12 No.

36	Diffuser	02 no.
38	Clamozone	02 No.
39	Digital Perming Machine	02 No.
40	Curling Rod	04 No.
41	Crimping Tong	04 No.
42	Straightening Rod	04 No.
43	Hair Clipper	02 No.
44	Electric Roller set	04 No.
45	Shampoo Station	04 No.
46	Dummy head with Slip-on	24 No.
47	Trolleys	12No.
48	Curtains	As per the Lab requirement.
49	Infra Red Lamp	02 No.
50	All types of Perming rollers	As per the requirement and to be consumed after 2yrs.
53	G-10 Body Massager	01 No.
54	First Aid Kit	01 No.
55	Dummy Skelton	01 No.
56	Anatomy Charts for all Major Body system	As required
57	Ozone micromist Machine	02 No.

**Note :-**

- Plastic & Wooden Rollers and plastic tools may be treated as consumable after 2 yrs.
- Switches, Slip-ons and Hair pieces may be treated as consumable after 1 yrs.
- All related videos , Charts , new trends and techniques should added from time to time .

**Trainees personal kit**

1.	Pack & Bleach brush	01 No.
2.	Nail Brush	01 No.
3.	Head band	01 No.
4.	Eye lash curler	01 No.
5.	Manicure set	01 No.
6.	Cuticle cutter	01 No.
7.	Pedicure set	01 No.
8.	Wax applicator	01 No.
9.	Spray Bottle	01 No.
10.	Small Bowls	02 No.
11.	Make-up brush set	01 No.
12.	Make-up sponge	01 No.
13.	Artificial Eye lash set	01 No.
14.	Black head remover	01 No.
15.	Dye brush	01 No.
16.	Gloves	01 No.
17.	Cutting Sheet	01 No.
18.	Hair cutting scissor	01 No.
19.	Setting Clips	As required
20.	Bob pins	As required
21.	Jura pins	As required
22.	Open teeth comb	01 No.
23.	Styling Comb	01 No.
24.	Tail Comb	01 No.

25.	Switch stand	01 No.
26.	Plain switch	01 No.
27.	Swiggle	01 No.
28.	Plaits	01 No.
29.	Razor Comb	01 No.
30.	Hair Accessories	As per requirement

### Theory Room Furniture

S.No.	Description	Qty.
1	Student's chair with flap	20 Nos.
2	Teacher's Table and chair set	01 No.
3	LCD Projector	01 No.
4	Computer set with UPS	01 No.
5	White Magnetic Board with felt board	01 No.
6	Air conditioner split 2 ton with stabilizer	As required
7	Display board	02 Nos.
8	Curtain/blinds for Lab.	As required

### Yoga Lab.

S.No.	Description	Qty.
1	Yoga Mat	20 No.
2	Teacher's Chair	01 No.
3	Teacher's Table	01 No.

4	Curtain for Lab.	As required
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### LIST OF RAW MATERIALS FOR COSMETOLOGY ( CITS)

<b>Raw Materials:-</b>		
1	Cleanser	for different skin types
2	Toner	for different skin types
3	Scrub	
4	Facial Massage creams	for different skin types
5	Mask	for different skin types
6	Face Pack	
7	Rose Water	
8	Gel	
9	Moisturiser	for different skin types
10	Sunscreen	for different skin types
11	Cotton buds	
12	Facial wipes	
13	Cotton	
14	Sanitizer	
15	Shampoo	Shampoo for different hair types
16	Conditioner	
17	Preperm shampoo	
18	Perming lotion	
19	Neutralising lotions	
20	Porosity fillers	
21	Perm end papers/wraps	
22	Rubberbands	
23	Perming cap	
24	Neck trays	
25	Portal	
26	Gloves	
27	Hair pre lightners	
28	Hair colours( basic,fashion,highlight)	
29	Developer	different percentage
30	Post colour shampoo	
31	Aluminium foils	
32	Highlight caps with crochet needles	
33	Protective cream	
34	Tail combs	
35	Bob pins-different sizes	
36	Jura pins -different sizes	
37	Invisible pins	

38	Decorative pins-accessories	
39	Wide comb	
40	Styling comb	
41	Wigs	
42	Hair switches	
43	Hair stuffing-round,small,oblong	
44	False hairs for different lengths	
45	Sprays	
46	Mousse	
47	Styling gels	
48	Styling serums	
49	Rubberbands	
50	Perm rollers	Different types
51	Skin polisher	
52	Cleanser	
53	Toner	
54	Primer	
55	Base foundation as-	
56	Supra- normal	
57	Derma- oily skin	
58	Liquid foundation	
59	Mousse foundation	
60	Pan cake	
61	Pan stick	
62	Loose powder	
63	Compact powder	
64	Eyeshadow pallete	
65	Shimmer	
66	Glitter	
67	Eyeliner- liquid,gel,waterliner	different formats
68	Kajal/kohl	
69	Eye brow pencils/powder	
70	Eye pencils	
71	Mascara	
72	Blush palette	
73	Lip palette	
74	Lip pencil	
75	Lip gloss	
76	Make- Up Sponge	
77	Make- Up remover	
78	Body paints	
79	Accessories-diamonds, studs	
80	Bindi's	different formats
81	Heena	for hands
82	Safety Pins	
83	Manicure- pedicure shampoo	
84	Hydrogen Peroxide	

85	Pedicure salt	
86	Cuticle Creams	
87	Manicure Pedicure Massage Creams	
88	Oil	
89	Paraffin Wax	
90	Gauze	
91	Cellophine sheets	
92	Petroleum jelly	
93	Base coat	
94	Nail Varnish	different colors
95	Nail Varnish remover	
96	Top coat	
97	Postal colors	
98	Stone bindi's	different colors
99	Nail art stickers	different colors & designs
100	Nail art sealer	
101	Studs	
102	Hair Oil	
103	Coldwax/ Hot wax	
104	Warm wax	
105	Thread (40 Coat)	
106	Telcom powder	
107	Astringent lotion	
108	Detol/Salvon	
109	Waxing strips ( disposable)	
110	Depilatory Creams	
111	Katori wax	
112	Boric Acid	
113	Alcohol	
114	Formalin	
115	Scrub/Exfoliators	
116	Manicure /Pedicure pack	
117	Borax powder	
118	Glycerine	
119	Body scrubs	
120	Body packs	
121	Deep Cleansing Shampoo	
122	Body massage Oil	
123	Body Massage Cream	
124	Body wash/ Gel	
125	Hair spa Creams	
126	Deep conditioning creams	
127	Hair protein lotions	
128	Protein packs for hair	
129	Hair serums	For different hair treatments
130	Acrylic Powder	
131	Acrylic Liquid	



132	Acrylic Brushes	For application
133	Dappen dish	
134	Primer	For acrylic nails
135	Cuticle remover	
136	Nail strengthener	
137	Nail glue	
138	Nail Tips	
139	Practice hands	
140	Practice fingers	
141	Plain gel	
142	Colored gel	
143	Gel brushes	For application
144	Euro cleaner	
145	Antiseptic dehydrator	
146	Nail tip cutter	
147	Buffer	
148	Emery boards	
149	Nail wrap	
150	Gel nail paints	
151	Blonder	
152	Serums	Different types for facial treatments
	<b>Linen:-</b>	
1	Head band	
2	Big towel	
3	Face towel	
4	Hand towel	
5	Bed sheet	
6	Bath robes	
7	Aprons	
8	Capes	

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