



GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP
DIRECTORATE GENERAL OF TRAINING

COMPETENCY BASED CURRICULUM

BASIC COSMETOLOGY

(Duration: One Year)

CRAFTSMEN TRAINING SCHEME (CTS)

NSQF LEVEL- 4



SECTOR – BEAUTY & WELLNESS

BASIC COSMETOLOGY

(Non-Engineering Trade)



CRAFTSMEN TRAINING SCHEME (CTS)

NSQF LEVEL - 4

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Developed By

Ministry of Skill Development and Entrepreneurship

Directorate General of Training

CENTRAL STAFF TRAINING AND RESEARCH INSTITUTE

EN-81, Sector-V, Salt Lake City,

Kolkata – 700 091

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The list of Expert members participated for finalizing the course curriculum of Spa Therapy.			
S No.	Name & Designation Sh/Mr/Ms	Organization	Remarks
1.	S.A. Pandav, Regional Dy. Director	DET, Gujarat	Chairman
2.	L.K. Mukherjee, DDT	CSTARI, Kolkata	Co-ordinator
3.	Smt. Neha K. Shah, Principal	ITI- Gorwa, Gujarat	Member
4.	Minaxi P. Dodia	Amruta Beauty Clinic, Vadodara	Expert
5.	Amruta Mistry	-do-	Expert
6.	Manick Dharani	The Spirit Luxury Spa, Gujarat	Expert
7.	D.J. Varmoon, Principal	ITI, Padra, Gujarat	Member
8.	Nirali Patel, SI	ITI, Gorwa (Mahila)	Member
9.	P.K. Bairagi, TO	CSTARI, Kolkata	Member

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1. COURSE INFORMATION

During one year duration of 'Basic Cosmetology' trade, a candidate is trained on Professional Skill, Professional Knowledge and Employability Skill. In addition to this, a candidate is entrusted to undertake project work, extracurricular activities and on-the-job training to build up confidence. The broad components covered under Professional Skill subject are as below:

The trainee learns to develop good appearance and behaviour, practices tasks as per industry standard and develops good communication skill. He/she is trained to prepare and maintain work area and maintain health and safety at the work place; carry out epilation and depilation services; illustrate and explain hair structure & hair growth cycle; carry out manicure and pedicure services. The trainee is able to explain anatomy of nail; differentiate and identify nail disease & nail disorders; carry out facial treatments for common skin problems; illustrate and explain skin structure; carry out hair treatment for common hair problems.

The learner learns to illustrate and explain structure of hair; create basic haircuts using special cutting techniques; demonstrate basic yogic exercises for stamina building and correcting body posture; demonstrate day, evening, party & bridal makeup and explain effects of light on makeup. He/she learns to create traditional hair styles & hair designing with artificial aids and thermal gadgets; demonstrate hair coloring, perming, straightening, rebonding & smoothing. Also the trainee is able to explain the knowledge of bonds; create bindi, heena & tattoo designing, drape saree in different styles and demonstrate asanas for spine stretching, stress management & common body ailments after completion of this course.

2. TRAINING SYSTEM

2.1 GENERAL

The Directorate General of Training (DGT) under Ministry of Skill Development & Entrepreneurship offers a range of vocational training courses catering to the need of different sectors of the economy/ labour market. The vocational training programs are delivered under the aegis of National Council of Vocational Training (NCVT). Craftsman Training Scheme (CTS) and Apprenticeship Training Scheme (ATS) are two pioneer programs of NCVT for propagating vocational training.

Basic Cosmetology trade under CTS is one of the popular courses delivered nationwide through a network of ITIs. The course is of one year duration. It mainly consists of Domain area and Core area. The Domain area (Trade Theory & Practical) imparts professional skills and knowledge, while the core area (Employability Skill) imparts requisite core skills, knowledge, and life skills. After passing out the training program, the trainee is awarded National Trade Certificate (NTC) by NCVT which is recognized worldwide.

Candidates broadly need to demonstrate that they are able to:

- Read and interpret technical parameters/documents, plan and organize work processes, identify necessary materials and tools;
- Perform tasks with due consideration to safety rules, accident prevention regulations and environmental protection stipulations;
- Apply professional skill, knowledge & employability skills while performing jobs.
- Document the technical parameters related to the task undertaken.

2.2 CAREER PROGRESSION PATHWAYS

- Can join Apprenticeship programs in different types of industries leading to a National Apprenticeship certificate (NAC).
- Can join Crafts Instructor Training Scheme (CITS) in the trade for becoming instructor in ITIs.

2.3 COURSE STRUCTURE

Table below depicts the distribution of training hours across various course elements during a period of one year: -

S No.	Course Element	Notional Training Hours
1.	Professional Skill (Trade Practical)	1350
2.	Professional Knowledge (Trade Theory)	270
3.	Employability Skills	110
5.	Library & Extracurricular activities	70
6.	Project Work	160
7.	Revision and Examination	120
	Total	2080

2.4 ASSESSMENT & CERTIFICATION

The trainee will be tested for his skill, knowledge and attitude during the period of the course and at the end of the training program as notified by the Government of India (GoI) from time to time.

a) The **Internal Assessment** during the period of training will be done by **Formative Assessment Method** by testing for assessment criteria listed against learning outcomes. The training institute has to maintain an individual trainee portfolio as detailed in assessment guideline. The marks of internal assessment will be as per the template (Annexure – II).

b) The final assessment will be in the form of summative assessment method. The All India Trade Test for awarding NTC will be conducted by NCVT as per the guideline of Government of India. The pattern and marking structure is being notified by Govt. of India from time to time. **The learning outcome and assessment criteria will be the basis for setting question papers for final assessment. The examiner during final examination will also check** the individual trainee's profile as detailed in assessment guideline before giving marks for practical examination.

2.4.1 PASS REGULATION

For the purposes of determining the overall result, weightage of 100% is applied for six months and one year duration courses and 50% weightage is applied to each examination for two years courses. The minimum pass percent for Practical is 60% & minimum pass percent for Theory subjects is 33%.

2.4.2 ASSESSMENT GUIDELINE

Appropriate arrangements should be made to ensure that there will be no artificial barriers to assessment. The nature of special needs should be taken into account while undertaking the assessment. Due consideration should be given while assessing for teamwork, avoidance/reduction of scrap/wastage and disposal of scrap/waste as per procedure, behavioral attitude, sensitivity to the environment and regularity in training. The sensitivity towards OSHE and self-learning attitude are to be considered while assessing competency.

Assessment will be evidence based comprising the following:

- Job carried out in labs/workshop
- Record book/ daily diary
- Answer sheet of assessment
- Viva-voce
- Progress chart
- Attendance and punctuality
- Assignment
- Project work

Evidences of internal assessments are to be preserved until forthcoming examination for audit and verification by examining body. The following marking pattern to be adopted while assessing:

Performance Level	Evidence
(a) Weightage in the range of 60%-75% to be allotted during assessment	
For performance in this grade, the candidate should produce work which demonstrates attainment of an acceptable standard of craftsmanship with occasional guidance, and due regard for safety procedures and practices	<ul style="list-style-type: none"> • Demonstration of good skills and accuracy in the field of work/ assignments. • A fairly good level of neatness and consistency to accomplish job activities. • Occasional support in completing the task/ job.
(b) Weightage in the range of 75%-90% to be allotted during assessment	
For this grade, a candidate should produce work which demonstrates attainment of a reasonable standard of craftsmanship, with little guidance, and regard for safety procedures and practices	<ul style="list-style-type: none"> • Good skill levels and accuracy in the field of work/ assignments. • A good level of neatness and consistency to accomplish job activities. • Little support in completing the task/ job.

(c) Weightage in the range of more than 90% to be allotted during assessment	
For performance in this grade, the candidate, with minimal or no support in organization and execution and with due regard for safety procedures and practices, has produced work which demonstrates attainment of a high standard of craftsmanship.	<ul style="list-style-type: none">• High skill levels and accuracy in the field of work/ assignments.• A high level of neatness and consistency to accomplish job activities.• Minimal or no support in completing the task/ job.



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3. JOB ROLE

Skin Care Specialist; provides skin care treatments to face and body to enhance an individual's appearance. Advises clients about colors and types of make-up, and instruct them in make-up application techniques. Applies chemical peels in order to reduce fine lines and age spots. Cleanses clients' skin with water, creams and/or lotions. Demonstrates how to clean and care for skin properly, and recommend skin-care regimens. Determines which products or colors will improve clients' skin quality and appearance. Examines clients' skin, using magnifying lamps or visors when necessary, in order to evaluate skin condition and appearance. Keeps records of client needs and preferences, and the services provided. Performs simple extractions to remove blackheads. Removes body and facial hair by applying wax. Selects and applies cosmetic products such as creams, lotions, and tonics.

Beautician; gives various forms of beauty treatment to clients. Examines clients' skin and suggests suitable treatment. Applies lotions, creams and packs to stimulate circulation, lubricate tissues and remove wrinkles and lines. Massages face, neck, arms, legs or other parts of body and gives treatment for superficial skin blemishes. Removes superfluous hair by wax treatment or other method. Shapes, colors and otherwise treats eyebrows and eyelashes and applies cosmetics and advises on suitable make-up. May cut, comb and wave hair according to clients' instructions or according to particular style, tint or dye hair, and give scalp treatment. May clean, shape and polish finger nails.

Assistant Beautician; needs to be aware of the basics of beauty therapy, health and hygiene, safety and needs to be knowledgeable about various beauty products. Assistant Beautician is expected to perform basic epilation, manicure, pedicure and basic face care services and also assist the beautician in providing advanced services. The person also assists in salon ambience maintenance and also does various other odd jobs in the salon including sell salon retail products after obtaining knowledge on them.

Beauticians and Related Workers, Others; Hairdressers, Barbers, Beauticians and Related Workers, other include all other hairdressers, barbers, beauticians and related workers not elsewhere classified.


Pedicurist and Manicurist; needs to be aware of the basics of pedicure and manicure, health and safety, hygiene and needs to be knowledgeable about various beauty products. The role-holder is expected to independently provide services of pedicure and manicure while performing some other assisting services.

Hair Dresser (Ladies); cuts, washes, dyes and waves hair and performs other personal services incidental to hair dressing of women. Covers clothing of clients with towel or apron to avoid sticking of cut hair. Cuts hair according to instructions of client or according to a particular style

using clippers, scissors, razors and combs. Washes, rinses and dries hair, using shampoos and solutions as necessary and bleaches, dyes or tints hair. Waves hair by wrapping it with round curlers, adding wave solutions and performing other tasks to obtain required effect. Sets hair in desired style by combing. May clean, shape and polish finger nails. May give scalp treatment to clients.

Hair Stylist; specializes in dressing hair according to latest style, period, or character portrayal, following instructions of patron MAKE-UP ARTIST, or script: Questions patron or reads instructions of MAKE-UP ARTIST or script to determine hairdressing requirements. Studies facial features of patron or performing artist and arranges, shapes, and trims hair to achieve desired effect, using fingers, combs, barber scissors, hair-waving solutions, hairpins, and other accessories. Dyes, tints, bleaches, or curls or waves hair as required. May create new style especially for patron. May clean and style wigs. May style hairpieces.

Reference NCO-2015:

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- a) 5142.0300-Skin Care Specialist
 - b) 5142.0100- Beautician
 - c) 5142.0101– Assistant Beautician
 - d) 5142.9900- Beauticians and Related Workers, Others
 - e) 5142.0201-Pedicurist and Manicurist
 - f) 5141.0100– Hair Dresser (Ladies)
 - g) 5141.0200 – Hair Stylist

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4. GENERAL INFORMATION

Name of the Trade	Basic Cosmetology
NCO - 2015	5142.0300, 5142.0100, 5142.0101, 5142.9900, 5142.0201, 5141.0100, 5141.0200.
NSQF Level	Level-4
Duration of Craftsmen Training	One Year
Entry Qualification	Passed 10 th class examination
Unit Strength (No. of Student)	24
Space Norms	70 Sq. m
Power Norms	6 KW
Instructors Qualification for:	
(i) Basic Cosmetology Trade	<p>Post Graduate Diploma in the field from Govt. recognized institutes with two years experience in relevant field.</p> <p style="text-align: center;">OR</p> <p>Diploma in the Beauty Culture / Cosmetology approved by AICTE with two years experience in relevant field.</p> <p style="text-align: center;">OR</p> <p>NTC/NAC passed in Hair & Skin Care /Basic Cosmetology trade with 3 years post qualification experience in relevant field.</p> <p>Essential Qualification: Craft Instructor Certificate in relevant trade under NCVT.</p> <p>Note: Out of two Instructors required for the unit of 2 (1+1), one must have Diploma, and other must have NTC/NAC qualifications.</p>
(ii) Employability Skill	<p>MBA OR BBA with two-year experience OR Graduate in Sociology/ Social Welfare/ Economics with two-year experience OR Graduate/ Diploma with two-year experience and trained in Employability Skills from DGT institutes.</p> <p style="text-align: center;">AND</p> <p>Must have studied English/ Communication Skills and Basic Computer at 12th/ Diploma level and above.</p> <p style="text-align: center;">OR</p> <p>Existing Social Studies Instructors duly trained in Employability Skills</p>

	from DGT institutes.			
List of Tools and Equipment	As per Annexure – I			
Distribution of training on hourly basis: (Indicative only)				
Total Hrs/ Week	Trade Practical	Trade Theory	Employability Skills	Extracurricular Activity
40 Hours	30 Hours	6 Hours	2 Hours	2 Hours



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5. NSQF LEVEL COMPLIANCE

NSQF level for **'Basic Cosmetology'** trade under CTS: **Level 4**

As per notification issued by Govt. of India dated- 27.12.2013 on National Skill Qualification Framework total 10 (Ten) Levels are defined.

Each level of the NSQF is associated with a set of descriptors made up of five outcome statements, which describe in general terms, the minimum knowledge, skills and attributes that a learner needs to acquire in order to be certified for that level.

Each level of the NSQF is described by a statement of learning outcomes in five domains, known as level descriptors. These five domains are:

- a. Process
- b. Professional knowledge
- c. Professional skill
- d. Core skill
- e. Responsibility

The Broad Learning outcome of **'Basic Cosmetology'** trade under CTS mostly matches with the Level descriptor at Level- 4.

The NSQF level-4 descriptor is given below:

Level	Process Required	Professional Knowledge	Professional Skill	Core Skill	Responsibility
Level 4	Work in familiar, predictable, routine, situation of clear choice	Factual knowledge of field of knowledge or study	Recall and demonstrate practical skill, routine and repetitive in narrow range of application, using appropriate rule and tool, using quality concepts	Language to communicate written or oral, with required clarity, skill to basic Arithmetic and algebraic principles, basic understanding of social political and natural environment	Responsibility for own work and learning.

6. LEARNING OUTCOME

Learning outcomes are a reflection of total competencies of a trainee and assessment will be carried out as per the assessment criteria.

6.1 GENERIC LEARNING OUTCOME

1. Recognize & comply safe working practices, environment regulation and housekeeping.
2. Work in a team, understand and practice soft skills, technical English to communicate with required clarity.
3. Identify and develop specific area to perform practical operations.
4. Explain energy conservation, global warming and pollution and contribute in day to day work by optimally using available resources.
5. Explain personnel finance, entrepreneurship and manage/organize related task in day to day work for personal & societal growth.
6. Explain and apply basic computer working, basic operating system, simulate part programme using simulation software and uses internet services to get accustomed & take benefit of IT developments in the industry.
7. Understand and explain the concept in productivity, quality tools, and labour welfare legislation and apply such in day to day work to improve productivity & quality.
8. Explain occupational safety and health, hygiene, accident prevention techniques and first aid.

6.2 SPECIFIC LEARNING OUTCOME

- 7 Develop good appearance and behaviour, practice tasks as per industry standard and express good communication skill.
- 8 Prepare and maintain work area and maintain health and safety at the work place.
- 9 Carry out epilation and depilation services. Illustrate and explain hair structure & hair growth cycle.
- 10 Carry out manicure and pedicure services. Explain anatomy of nail. Differentiate and identify nail disease nail disorders.
- 11 Carry out facial treatments for common skin problems. Illustrate and explain skin structure.
- 12 Carry out hair treatment for common hair problems. Illustrate and explain structure of hair.
- 13 Create basic haircuts using special cutting techniques.
- 14 Demonstrate basic yogic exercises for stamina building and correcting body posture

- 15 Demonstrate day, evening, party & bridal makeup and explain effects of light on makeup.
- 16 Create traditional hair styles & hair designing with artificial aids and thermal gadgets.
- 17 Demonstrate hair coloring, perming, straightening, rebonding & smoothing. Explain the knowledge of bonds.
- 18 Create bindi, heena & tattoo designing, drape saree in different styles.
- 19 Demonstrate asanas for spine stretching, stress management & common body ailments.



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7. LEARNING OUTCOME WITH ASSESSMENT CRITERIA

GENERIC LEARNING OUTCOME	
LEARNING OUTCOME	ASSESSMENT CRITERIA
1. Recognize & comply safe working practices, environment regulation and housekeeping.	1.1 Follow and maintain procedures to achieve a safe working environment in line with occupational health and safety regulations and requirements and according to site policy.
	1.2 Recognize and report all unsafe situations according to site policy.
	1.3 Identify and take necessary precautions on fire and safety hazards and report according to site policy and procedures.
	1.4 Identify, handle and store / dispose off dangerous goods and substances according to site policy and procedures following safety regulations and requirements.
	1.5 Identify and observe site policies and procedures in regard to illness or accident.
	1.6 Identify safety alarms accurately.
	1.7 Report supervisor/Competent of authority accident or sickness of any staff and record correctly according to site accident/injury procedures.
	1.8 Identify and observe site evacuation procedures according to site policy.
	1.9 Identify Personal Protective Equipment (PPE) and use the same as per related working environment.
	1.10 Identify basic first aid and use them under different circumstances.
	1.11 Identify different fire extinguisher and use the same as per requirement.
	1.12 Identify environmental pollution & contribute to the avoidance of instances of environmental pollution.
	1.13 Deploy environmental protection legislation & regulations
	1.14 Take opportunities to use energy and materials in an environmentally friendly manner
	1.15 Avoid waste and dispose waste as per procedure
	1.16 Recognize different components of 5S and apply the same in the working environment.
2. Work in a team, understand and practice	2.1 Obtain sources of information and recognize information.
	2.2 Use and draw up technical drawings and documents.
	2.3 Use documents and technical regulations and occupationally

soft skills, technical English to communicate with required clarity.	related provisions.
	2.4 Conduct appropriate and target oriented discussions with higher authority and within the team.
	2.5 Present facts and circumstances, possible solutions & use English special terminology.
	2.6 Resolve disputes within the team
	2.7 Conduct written communication.
3. Identify and develop specific area to perform practical operations.	3.1 Final examination to test basic skills on developing specific area to perform practical operations.
	3.2 Their applications will also be assessed during execution of assessable outcome and also tested during theory and practical examination.
4. Explain energy conservation, global warming and pollution and contribute in day to day work by optimally using available resources.	4.1 Final examination to test knowledge on energy conservation, global warming and pollution.
	4.2 Their applications will also be assessed during execution of assessable outcome.
5. Explain personnel finance, entrepreneurship and manage/organize related task in day to day work for personal & societal growth.	5.1 Final examination to test knowledge on personnel finance, entrepreneurship.
	5.2 Their applications will also be assessed during execution of assessable outcome.
6. Explain and apply basic computer working, basic operating system, simulate part programme using simulation software and uses internet services to get accustomed & take benefit of IT developments in the	6.1 Final examination to test knowledge on basic computer working, basic operating system and uses internet services.
	6.2 Their applications will also be assessed during execution of assessable outcome.

industry.	
7. Understand and explain the concept in productivity, quality tools, and labour welfare legislation and apply such in day to day work to improve productivity & quality.	<p>7.1 Final examination to test the concept in productivity, quality tools and labour welfare legislation.</p> <p>7.2 Their applications will also be assessed during execution of assessable outcome.</p>
8. Explain occupational safety and health, hygiene, accident prevention techniques and first aid.	<p>8.1 Final examination to test the concepts of occupational safety and health, hygiene, accident prevention techniques and first aid.</p> <p>8.2 Their applications will also be assessed during execution of assessable outcome.</p>



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SPECIFIC LEARNING OUTCOME	
LEARNING OUTCOME	ASSESSMENT CRITERIA
9. Develop good appearance and behaviour, practice tasks as per industry standard and express good communication skill.	9.1 Read and interpret information accurately.
	9.2 Use gestures or simple words to communicate where language barriers exist.
	9.3 Display positive body language.
	9.4 Display courteous and helpful behavior at all times.
	9.5 Speak and understand Basic English.
	9.6 Use of different types of communication techniques.
	9.7 Maintain good health and personal hygiene
	9.8 Comply with high standards of grooming and personal behavior.
10. Prepare and maintain work area and maintain health and safety at the work place.	10.1 Select suitable material and equipment for salon cleaning
	10.2 Place all the material in the trolley and set up it as per requirement.
	10.3 Carry out appropriate sterilizer and disinfection for tools and place the sterilized and disinfectant tools on a disinfected tray as per standard operating process.
	10.4 Dispose waste material safely & correctly
	10.5 Follow manufacturer's instructions when mixing and using chemicals.
	10.6 Check and clean equipments according to salon procedure.
	10.7 Identify different types of sterilizing and disinfecting equipments / products available & their correct usage.
	10.8 Check necessary environmental condition for the treatment including (heating, lighting, ventilation & comfort).
11. Carry out epilation and depilation services. Illustrate and explain hair structure & hair growth cycle.	11.1 Carry out the process using the tools & material (Hot wax, cold wax, strips etc.)
	11.2 Check the client expectation prior and clarify doubts, if any.
	11.3 Prepare the client for hair removal
	11.4 Apply the correct pre wax product prior to waxing.
	11.5 Apply the wax and remove correctly based on manufacture instructions.
	11.6 Stop the waxing treatment and providing relevant advice if contra action occurs.
	11.7 Check if the hair removal method is carried out at comfortable distance from the client, maintaining the correct tension of the thread.
	11.8 Providing clear instructions to the client on how & when to support their skin throughout the threading service.

	11.9	Creating a well balanced, proportioned and defined eye brow shape to suit the client's requirement.
	11.10	Discontinuing the service & providing advice and recommendation when contra action occurs.
	11.11	Check if allergy test is done before starting the bleaching service.
	11.12	Monitor for contra-actions related to treatment & follow preventive measures.
	11.13	Clean the treated area and use suitable soothing product.
	11.14	Provide specific after process advice to the client.
12. Carry out manicure and pedicure services. Explain anatomy of nail. Differentiate and identify nail disease nail disorders.	12.1	Prepare the client & trolley for service.
	12.2	Analyze the hand & feet, fill the record card.
	12.3	Select right products/ materials and arrange the trolley.
	12.4	Identify basic hand tools (Nail file, cuticle cleaner and buffer, Nail cutter, nail cleaner) and their use.
	12.5	Adjust the positioning of the client to ensure easy process and minimal injury.
	12.6	Clean and dry the hand/ feet of client as a part of preparation.
	12.7	Apply cuticle softener product during the cuticle cutting process and ensure no damage to the cuticle and nail plate.
	12.8	Remove any excessive hard skin using foot scrape among without discomfort to the client.
	12.9	Use massage technique according to clients need.
	12.10	Apply suitable base coat /nail polish & top coat relevant to the clients need.
	12.11	Clean the treated area and use suitable soothing product.
	12.12	Provide specific after process advice to the client.
13. Carry out facial treatments for common skin problems. Illustrate and explain skin structure.	13.1	Identify the equipment, material & tools used in facial.
	13.2	Make the importance of client comfort and modesty.
	13.3	Analyze the Skin and fill the record card.
	13.4	Prepare the client & trolley for service.
	13.5	Cleanse & exfoliate the skin.
	13.6	Appropriate massage movements and pressure to suit the client's skin.
	13.7	Demonstrate correct method of application and removal of the specific mask.
	13.8	Select after care products and apply correctly.
	13.9	Work station clean and tidy in completion of treatment.
14. Carry out hair treatment for common hair problems. Illustrate	14.1	Identify different types of hair,
	14.2	Comply with health and safety standard and process laid out by manufacturer.

and explain structure of hair.	14.3 Analyze the hair and scalp.
	14.4 Prepare the client and trolley for service
	14.5 Use hair oil on scalp and give the massage movement.
	14.6 After completion of the massage, steam the scalp for 5 to 10 min.
	14.7 Use of shampoo according to the hair.
	14.8 Use conditioning products to needs of the client hair.
	14.9 Monitor time and development of the conditioning product.
	14.10 Remove conditioning product and excess water from the hair.
	14.11 Clean the treated area and use suitable soothing product.
	14.12 Provide specific after process advice to the client.
15. Create basic haircuts using special cutting techniques.	15.1 Carry out client consultation procedure.
	15.2 Identify tools and equipments and their use.
	15.3 Carry out hair analysis and check hair density, texture and growth.
	15.4 Prepare the client and trolley for hair cutting.
	15.5 Use tools & equipments effectively to achieve the required result.
	15.6 Select suitable equipments and material such as (Hair brushes, dryer etc.) required for the service.
	15.7 Carry out sectioning for blow drying.
	15.8 Make out each section of hair, starting at the bottom, work upward, using the angles of cuts to achieve desired effects.
	15.9 Check the client on satisfaction with the finish result.
	15.10 Provide specific after process advice to the client
16. Demonstrate basic yogic exercises for stamina building and correcting body posture	16.1 Ensure health condition is fit for practicing yoga.
	16.2 Follow specific sequence.
	16.3 Wear clean & loose clothes while performing yoga.
	16.4 Proceed slowly and carefully.
	16.5 Avoid force or strain.
	16.6 Relax briefly between each practice.
	16.7 Yoga must be practiced on suitable yoga mats.
	16.8 Remove spectacles, watches or any jewellery.
	16.9 Always breathe through the nose both in & out, unless specified otherwise.
	16.10 Avoid practice any yoga technique under the influence of alcohol or mind altering drugs.
	16.11 Check awareness.

17. Demonstrate day, evening, party, bridal corrective makeup and explain effects of light on makeup.	17.1 Consult with the client during the makeup service to confirm the desired look.
	17.2 Carry out process using the tools and equipment.
	17.3 Identify facial shapes and choose make up products according to clients' needs.
	17.4 Prepare the client including cleansing, skin analysis, toning and moisturizing.
	17.5 Perform makeup procedures with use of optical illusion.
	17.6 Provide specific after care advice.
18. Create traditional hair styles & hair designing with artificial aids and thermal gadgets.	18.1 Carry out client consultation
	18.2 Identify the styling tools & equipment and products that are safe and fit for purpose.
	18.3 Analyze the hair for performing the styling.
	18.4 Select the hair style according to the client (check hair length, facial shape, Density, texture) to fulfill the desired needs.
	18.5 Perform the procedure of selected hair style.
	18.6 Check the client on satisfaction with the finish result.
	18.7 Provide specific after process advice to the client.
19. Demonstrate hair coloring, perming, straightening, rebonding & smoothening. Explain the knowledge of bonds	19.1 Carry out client consultation
	19.2 Assemble the trolley and prepare the client for hair coloring.
	19.3 Perform hair and Scalp analysis and fill the record card.
	19.4 Identify the styling tools & equipment and products that are safe and fit for purpose.
	19.5 Mix the ingredient in mentioned ratio and place for ease of use by the stylist.
	19.6 Start applying mixture according to sectioning pattern.
	19.7 Regular monitor and time the development of hair coloring, perming, straightening, rebonding & smoothening.
	19.8 Rinse the coloring product and apply conditioner according to hair.
	19.9 Cleanse the hair for deep cleansing.
	19.10 Choose the sectioning pattern according to the desired look.
	19.11 Start perming process (sectioning, wrapping, Lotion application).
	19.12 Rinse the Lotion from hair and apply neutralize to rebuild the bonds.
	19.13 Leave the hair according to manufacture instruction and rinse off then apply the conditioner.
	19.14 After the deep cleansing, dry hair and straighten it with straightening iron.
	19.15 Start applying the Straightening/Smoothing cream.

	19.16 Leave the hair according to manufacture instruction and rinse off.
	19.17 Rinse the Lotion from hair and apply neutralize to rebuild
	19.18 Start applying hair mask and serum to control the damage.
	19.19 Check the client on satisfaction with the finish result.
	19.20 Provide specific after process advice to the client.
	19.21 Clean and sterilize all tools & equipments before use.
20. Create bindi, heena & tattoo designing, drape saree in different styles.	20.1 Consult the client for service.
	20.2 Check if the treatment area is clean.
	20.3 Check if all the material is set up in the trolley as per requirement.
	20.4 Check if tools are sterilized or disinfected.
	20.5 Check if the is drape as per her comfort
	20.6 Check if the designs are symmetrical or not.
21. Demonstrate asanas for spine stretching, stress management & common body ailments	21.1 Ensure health condition is fit for practicing yoga.
	21.2 Follow specific sequence.
	21.3 Wear clean & loose clothes while performing yoga.
	21.4 Proceed slowly and carefully.
	21.5 Never force or strain.
	21.6 Relax briefly between each practice.
	21.7 Practice yoga on suitable yoga mats.
	21.8 Remove spectacles, watches or any jewelry.
	21.9 Breathe through the nose both in & out, unless specified.
	21.10 Check if yoga practice is done under the influence of alcohol or mild altering drugs.
	21.11 Be aware of what you are doing. No concern with others or out siders.

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

		<p>(10 hrs)</p> <p>15. Patch test procedure. (6 hrs)</p> <p>16. Bleaching procedure. (5 hrs)</p>	<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	<p>Carry out manicure and pedicure services. Explain anatomy of nail. Differentiate and identify nail disease nail disorders.</p>	<p>17. Trolley setting. (9 hrs)</p> <p>18. Client consultation. (12 hrs)</p> <p>19. Filling of record card. (9 hrs)</p> <p>20. Use of tools & equipment. (15 hrs)</p> <p>21. Practice of Massage :-</p> <ul style="list-style-type: none"> • Hands • Arms • Legs <p>(9 hrs)</p> <p>22. Practice in different types of basic nail shapes. (18 hrs)</p> <p>23. Practice in different types of manicure & pedicure. (18 hrs)</p> <p>Nail art</p> <ul style="list-style-type: none"> • Tools knowledge • Product knowledge • Basic nail art techniques:- <ul style="list-style-type: none"> ➤ Free hand 	<p>Manicure and Pedicure</p> <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	<p>Carry out facial treatments for common skin problems. Illustrate and explain skin structure.</p>	<p>24. Trolley setting. (9 hrs)</p> <p>25. Client consultation. (9 hrs)</p> <p>26. Skin analysis:-</p> <ul style="list-style-type: none"> • Naked eyes • Magnifying glass <p>(6 hrs)</p> <p>27. Filling of record card. (6 hrs)</p> <p>28. Cleaning procedure. (12 hrs)</p> <p>29. Practice in facial with the help of different equipments:-</p> <ul style="list-style-type: none"> • Vapozone • High Frequency • Brushing Unit • Galvanic • Ultrasonic • Vacuum & Spray • Faradic Current (30 hrs) 	<p>Facials</p> <ul style="list-style-type: none"> • Anatomy of Skin :- • Skin structure • Functions of skin • Types of skin • Classification & identification of common skin problems:- <ul style="list-style-type: none"> ➤ 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- <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"> Pachimotasana Sankatasana Bhujangasana 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 ➤ Padamasana ➤ 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	
	Duration : 15 hrs Marks : 07
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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LIST OF TOOLS & EQUIPMENT			
BASIC COSMETOLOGY (For batch of 24 Candidates)			
S No.	Name of the Tools and Equipment	Specification	Quantity
A : TRAINEES TOOL KIT (Per 2 Candidates):			
1.	Tail comb		01 No.
2.	Style Comb		01 No.
3.	Open teeth tail comb		01 No.
4.	Small Bowl		02 Nos.
5.	Facial Band		02 Nos.
6.	Spray bottle		01 No.
7.	Nail File		01 No.
8.	Nail Cutter		01 No.
9.	Plain Switches		01 No.
10.	Switch Stand		01 No.
11.	Personal Towel	Medium	02 Nos.
12.	Napkin		02 Nos.
13.	Hair Accessories		As required
14.	Make-up Brush		01 No.
15.	Pack & Bleach Brush		01 Each
16.	Wax applicator		01 No.
17.	Braid		01 No.
18.	Bob Pins		As required
19.	Juda Pins		As required
20.	Setting clips		As required
21.	Lab Coat		01 No.
22.	Manicure Set		01 Set
23.	Pedicure Set		01 Set
B. TOOLS & EQUIPMENT			
Hair			
24.	Barber Scissors		1 No.
25.	Thinning Scissors		1 No.
26.	Velcro Rollers	Large, medium, & small	1dz.each
27.	Perm rollers (Star Perm, Ladder Perm, spiral rods, Chop sticks, Wooden rollers)	different sizes Small, medium, large	1 dz. Each
28.	Manual Razor		1 No.
29.	Dust Brush		1 No.
30.	Swiggle		1 No.
31.	Dye Brush		1 No.

32.	Back View Mirror		1 No.
33.	Cutting sheet		1 No.
34.	Dye Bowl		1 No.
35.	Professional Hair Brushes set		1 set
36.	Scalp steamer		1 No.
37.	Hot Rollers		1 Set
38.	Dummy head on stand with slipon		1 No.
39.	Dryer		1 No.
40.	Crimper		1 no for 5 stations
41.	Mirror Panel		1 No.
42.	Styling Chair (multipurpose for hair & beauty services)		1 No.
43.	Shampoo Station with chair		1 no for 5 stations
44.	Hair Trolley		01 No.
45.	Ceramic Straightening Iron		1 No.
46.	Curling Rods with attachments		1 no for 5 stations
47.	Neck Tray (for perming)		1 No.
48.	Rebonding Boards		1 set
49.	Benders		1 dz.
50.	Hood Dryer		1 no for 5 stations
Skin			
51.	Magnifying lamp		1 no for 5 stations
52.	Vapozone		1 no for 5 stations
53.	Beauty Studio	(Ultrasonic/Galvanic/High Frequency, Brushing unit, Vacuum & Spray)	1 no for 5 stations
54.	High frequency		1 No
55.	EMS Machine		1 no for 5 stations
56.	Infra red Lamp		1 No.
57.	Wax heater		1 No.
58.	Beauty Trolleys		1 No.
59.	Facial Bed		1 No.
60.	Manicure Bowls		1 No
61.	Pedi spa tub		1 No
62.	Manicure stools		1 No.
63.	Manicure table		1 No.

64.	Pedi stool		1 No.
65.	Manicure Trolley		1 No.
Lab			
66.	Dry Sterilizer	(Ultra Violet)	1 no for 5 stations
67.	Boiler		01 No.
68.	Front wash Basin		1 no for 5 stations
69.	Curtain/Blinds for Lab		As required
70.	Blanket		1 No
71.	Hot towel cabinet		1 no for 5 stations
72.	Computer system with Internet facility & Printer		01 No.
73.	Computer Table		01 No.
74.	Heat Convector		04 Nos.
75.	Air conditioner split	2 ton with stabilizer	As Required
76.	Student Lockers		1 per student
77.	Refrigerator		1 No.
78.	Almirah		1 no for 5 stations
79.	Teacher's Chair and table set		1 No.
80.	Black head remover		1 No.
81.	Display board	minimum 3 x 4 feet size	As Required
82.	Wet Sterilizer		1 no for 5 stations

C. FURNITURE

Theory Room Furniture

83.	Student's chair with flap		*24 Nos.
84.	Teacher's Table and chair set		01 No.
85.	LCD Projector		01 No.
86.	Computer set with UPS		01 No.
87.	White Magnetic Board with felt board		01 No.
88.	Air conditioner split	2 ton with stabilizer	As required
89.	Display board		02 Nos.
90.	Curtain/blinds for Lab.		As required

Yoga Lab.

91.	Yoga Mat		*24 Nos.
92.	Teacher's Chair		01 No.
93.	Teacher's Table		01 No.
94.	Curtain for Lab.		As required

Note: -

1. All the tools and equipment are to be procured as per BIS specification.
2. Quantity marked with * has been increased as per the batch size.
3. Internet facility is desired to be provided in the class room.

Tools & Equipment for Employability Skills		
S No.	Name of the Equipment	Quantity
1.	Computer (PC) with latest configurations and Internet connection with standard operating system and standard word processor and worksheet software.	*12 nos.
2.	UPS - 500VA	*12 nos.
3.	Scanner cum Printer	01 no.
4.	Computer Tables	*12 nos.
5.	Computer Chairs	*24 nos.
6.	LCD Projector	01 no.
7.	White Board 1200mm x 900mm	01 no.

Note: Above Tools & Equipment not required, if Computer LAB is available in the institute.

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FORMAT FOR INTERNAL ASSESSMENT

Name & Address of the Assessor:			Year of Enrollment:											
Name & Address of ITI (Govt./Pvt.):			Date of Assessment:											
Name & Address of the Industry:			Assessment location: Industry / ITI											
Trade Name:		Examination:		Duration of the Trade/course:										
Learning Outcome:														
S No.	Maximum Marks (Total 100 Marks)		15	5	10	5	10	10	5	10	15	15	Total Internal Assessment Marks	Result (Y/N)
	Candidate Name	Father's/Mother's Name	Safety Consciousness	Workplace Hygiene & Economical use of materials	Attendance/ Punctuality	Ability to follow Manuals/ Written instructions	Application of Knowledge	Skills to Handle Tools/ Equipment/ Instruments/ Devices	Economical use of Materials	Working Strategy	Quality in Workmanship/ Performance	VIVA		
1														
2														