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

COMPETENCY BASED CURRICULUM

COSMETOLOGY

(Duration: One Year)

CRAFTSMEN TRAINING SCHEME (CTS)

NSQF LEVEL- 4

SECTOR – BEAUTY & WELLNESS

Directorate General of Training

COSMETOLOGY

(Non-Engineering Trade)

(Revised in 2019)

Version: 1.2

CRAFTSMEN TRAINING SCHEME (CTS)

NSQF LEVEL - 4

Developed By

Ministry of Skill Development and Entrepreneurship

Directorate General of Training

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1. COURSE INFORMATION

During one-year duration of 'Cosmetology' trade, a candidate is trained on Professional Skill, Professional Knowledge and Employability Skill related to job role. 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 workplace; 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 colouring, 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 economy/ Labour market. The vocational training programmes are delivered under the aegis of Directorate General of Training (DGT). Craftsman Training Scheme (CTS) with variants and Apprenticeship Training Scheme (ATS) are two pioneer schemes of DGT for strengthening vocational training.

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 DGT 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 PROGRESSION PATHWAYS

- Can join beauty industry as Hair stylist, Nail expert, Beautician, Wedding and event Stylist, Make Up Artist and will progress further as Senior Beautician, Supervisor and can rise to the level of Manager.
- Can become Entrepreneur in the related field.
- 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.
- Can join Advanced Diploma (Vocational) courses under DGT as applicable.

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)	1200
2.	Professional Knowledge (Trade Theory)	240
3.	Employability Skills	160
	Total	**1600**

2.4 ASSESSMENT & CERTIFICATION

The trainee will be tested for his skill, knowledge and attitude during the period of course through formative assessment and at the end of the training programme through summative assessment as notified by the DGT from time to time.

a) The **Continuous Assessment** (Internal) 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 formative assessment template provided on www.bharatskills.gov.in

b) The final assessment will be in the form of summative assessment. The All India Trade Test for awarding NTC will be conducted by Controller of examinations, DGT as per the guidelines. The pattern and marking structure is being notified by DGT 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 Trade Practical and Formative assessment is 60% & for all other subjects is 33%. There will be no Grace marks.

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 and records of internal (Formative) 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	• 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	• Good skill levels and accuracy in the field of work/ assignments. • A good level of neatness and consistency

little guidance, and regard for safety procedures and practices	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.	• 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.

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 fingernails.

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.

Hairdresser (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 fingernails. 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:

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 – Hairdresser (Ladies)
g) 5141.0200 – Hair Stylist

4. GENERAL INFORMATION

Name of the Trade	**COSMETOLOGY**
Trade Code	DGT/1023
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 (1600 Hours)
Entry Qualification	Passed 10th class examination
Minimum Age	14 years as on first day of academic session.
Eligibility for PwD	LD, CP, LC, DW, AA, HH, DEAF, OH (LL)
Unit Strength (No. of Student)	24 (There is no separate provision of supernumerary seats)
Space Norms	70 Sq. m
Power Norms	6 KW
Instructors Qualification for:	
(i) Cosmetology Trade	B.Voc/Degree in the relevant field from UGC recognized institutes with two years' experience in relevant field. **OR** Diploma (Minimum 2 years) in the Beauty Culture / Cosmetology from recognized board of education or relevant Advanced Diploma (Vocational) from DGT with two years' experience in relevant field. **OR** NTC/NAC passed in the trade of Hair & Skin Care /Cosmetology with 3 years' experience in relevant field. **Essential Qualification:** Relevant National Craft Instructor Certificate (NCIC) in any of the variants under DGT. **Note: - Out of two Instructors required for the unit of 2 (1+1), one must have Diploma, and other must have NTC/NAC qualifications. However, both of them must possess NCIC in any of its variants.**
(ii) Employability Skill	MBA/ BBA / Any Graduate/ Diploma in any discipline with Two years' experience with short term ToT Course in Employability Skills from

	DGT institutes. (Must have studied English/ Communication Skills and Basic Computer at 12th / Diploma level and above) **OR** Existing Social Studies Instructors in ITIs with short term ToT Course in Employability Skills from DGT institutes.
(iii) Minimum Age for Instructor	21 Years
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
40 Hours	30 Hours	6 Hours	4 Hours

5. LEARNING OUTCOME

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

5.1 LEARNING OUTCOME (TRADE SPECIFIC)

1. Develop good appearance and behaviour, practice tasks as per industry standard and express good communication skill following safety precautions.
2. Prepare and maintain work area and maintain health and safety at the workplace.
3. Carry out epilation and depilation services. Illustrate and explain hair structure & hair growth cycle.
4. Carry out manicure and pedicure services. Explain anatomy of nail. Differentiate and identify nail disease nail disorders.
5. Carry out facial treatments for common skin problems. Illustrate and explain skin structure.
6. Carry out hair treatment for common hair problems. Illustrate and explain structure of hair.
7. Create basic haircuts using special cutting techniques.
8. Demonstrate basic yogic exercises for stamina building and correcting body posture
9. Demonstrate day, evening, party & bridal makeup and explain effects of light on makeup.
10. Create traditional hair styles & hair designing with artificial aids and thermal gadgets.
11. Demonstrate hair colouring, perming, straightening, rebonding & smoothening. Explain the knowledge of bonds.
12. Create bindi, heena & temporary tattoo designing, drape saree in different styles.

6. ASSESSMENT CRITERIA

LEARNING OUTCOMES	ASSESSMENT CRITERIA
1. Develop good appearance and behaviour, practice tasks as per industry standard and express good communication skill following safety precautions.	Read and interpret information accurately.
	Use gestures or simple words to communicate where language barriers exist.
	Display positive body language.
	Display courteous and helpful behavior at all times.
	Speak and understand Basic English.
	Use of different types of communication techniques.
	Maintain good health and personal hygiene
	Comply with high standards of grooming and personal behavior.
2. Prepare and maintain work area and maintain health and safety at the workplace.	Select suitable material and equipment for salon cleaning
	Place all the material in the trolley and set up it as per requirement.
	Carry out appropriate sterilizer and disinfection for tools and place the sterilized and disinfectant tools on a disinfected tray as per standard operating process.
	Dispose waste material safely & correctly
	Follow manufacturer's instructions when mixing and using chemicals.
	Check and clean equipments according to salon procedure.
	Identify different types of sterilizing and disinfecting equipments / products available & their correct usage.
	Check necessary environmental condition for the treatment including (heating, lighting, ventilation & comfort).
3. Carry out epilation and depilation services. Illustrate and explain hair structure & hair growth cycle.	Carry out the process using the tools & material (Hot wax, cold wax, strips etc.)
	Check the client expectation prior and clarify doubts, if any.
	Prepare the client for hair removal
	Apply the correct pre wax product prior to waxing.
	Apply the wax and remove correctly based on manufacture instructions.
	Stop the waxing treatment and providing relevant advice if contra action occurs.

	Check if the hair removal method is carried out at comfortable distance from the client, maintaining the correct tension of the thread.
	Providing clear instructions to the client on how & when to support their skin throughout the threading service.
	Creating a well-balanced, proportioned and defined eye brow shape to suit the client's requirement.
	Discontinuing the service & providing advice and recommendation when contra action occurs.
	Check if allergy test is done before starting the bleaching service.
	Monitor for contra-actions related to treatment & follow preventive measures.
	Clean the treated area and use suitable soothing product.
	Provide specific after process advice to the client.
4. Carry out manicure and pedicure services. Explain anatomy of nail. Differentiate and identify nail disease nail disorders.	Prepare the client & trolley for service.
	Analyze the hand & feet, fill the record card.
	Select right products/ materials and arrange the trolley.
	Identify basic hand tools (Nail file, cuticle cleaner and buffer, Nail cutter, nail cleaner) and their use.
	Adjust the positioning of the client to ensure easy process and minimal injury.
	Clean and dry the hand/ feet of client as a part of preparation.
	Apply cuticle softener product during the cuticle cutting process and ensure no damage to the cuticle and nail plate.
	Remove any excessive hard skin using foot scrape among without discomfort to the client.
	Use massage technique according to clients need.
	Apply suitable base coat /nail polish & topcoat relevant to the clients need.
	Clean the treated area and use suitable soothing product.
	Provide specific after process advice to the client.
5. Carry out facial treatments for common skin	Identity the equipment, material & tools used in facial.
	Make the importance of client comfort and modesty.
	Analyze the Skin and fill the record card.

problems. Illustrate and explain skin structure.	Prepare the client & trolley for service.
	Cleanse & exfoliate the skin.
	Appropriate massage movements and pressure to suit the client's skin.
	Demonstrate correct method of application and removal of the specific mask.
	Select after care products and apply correctly.
	Workstation clean and tidy in completion of treatment.
6. Carry out hair treatment for common hair problems. Illustrate and explain structure of hair.	Identify different types of hair,
	Comply with health and safety standard and process laid out by manufacturer.
	Analyze the hair and scalp.
	Prepare the client and trolley for service
	Use hair oil on scalp and give the massage movement.
	After completion of the massage, steam the scalp for 5 to 10 min.
	Use of shampoo according to the hair.
	Use conditioning products to needs of the client hair.
	Monitor time and development of the conditioning product.
	Remove conditioning product and excess water from the hair.
	Clean the treated area and use suitable soothing product.
	Provide specific after process advice to the client.
7. Create basic haircuts using special cutting techniques.	Carry out client consultation procedure.
	Identify tools and equipments and their use.
	Carry out hair analysis and check hair density, texture and growth.
	Prepare the client and trolley for hair cutting.
	Use tools & equipments effectively to achieve the required result.
	Select suitable equipments and material such as (Hair brushes, dryer etc.) required for the service.
	Carry out sectioning for blow drying.
	Make out each section of hair, starting at the bottom, work upward, using the angles of cuts to achieve desired effects.
	Check the client on satisfaction with the finish result.

	Provide specific after process advice to the client
8. Demonstrate basic yogic exercises for stamina building and correcting body posture	Ensure health condition is fit for practicing yoga.
	Follow specific sequence.
	Wear clean & loose clothes while performing yoga.
	Proceed slowly and carefully.
	Avoid force or strain.
	Relax briefly between each practice.
	Yoga must be practiced on suitable yoga mats.
	Remove spectacles, watches or any jewellery.
	Always breathe through the nose both in & out, unless specified otherwise.
	Avoid practice any yoga technique under the influence of alcohol or mind-altering drugs.
	Check awareness.
9. Demonstrate day, evening, party, bridal corrective makeup and explain effects of light on makeup.	Consult with the client during the makeup service to confirm the desired look.
	Carry out process using the tools and equipment.
	Identify facial shapes and choose to make up products according to clients' needs.
	Prepare the client including cleansing, skin analysis, toning and moisturizing.
	Perform makeup procedures with use of optical illusion.
	Provide specific after care advice.
10. Create traditional hair styles & hair designing with artificial aids and thermal gadgets.	Carry out client consultation
	Identify the styling tools & equipment and products that are safe and fit for purpose.
	Analyze the hair for performing the styling.
	Select the hair style according to the client (check hair length, facial shape, Density, texture) to fulfill the desired needs.
	Perform the procedure of selected hair style.
	Check the client on satisfaction with the finish result.
	Provide specific after process advice to the client.
11. Demonstrate hair	Carry out client consultation

coloring, perming, straightening, rebonding & smoothening. Explain the knowledge of bonds	Assemble the trolley and prepare the client for hair colouring.
	Perform hair and Scalp analysis and fill the record card.
	Identify the styling tools & equipment and products that are safe and fit for purpose.
	Mix the ingredient in mentioned ratio and place for ease of use by the stylist.
	Start applying mixture according to sectioning pattern.
	Regular monitor and time the development of hair colouring, perming, straightening, rebonding & smoothing.
	Rinse the colouring product and apply conditioner according to hair.
	Cleanse the hair for deep cleansing.
	Choose the sectioning pattern according to the desired look.
	Start perming process (sectioning, wrapping, Lotion application).
	Rinse the Lotion from hair and apply neutralize to rebuild the bonds.
	Leave the hair according to manufacture instruction and rinse off then apply the conditioner.
	After the deep cleansing, dry hair and straighten it with straightening iron.
	Start applying the Straightening/Smoothing cream.
	Leave the hair according to manufacture instruction and rinse off.
	Rinse the Lotion from hair and apply neutralize to rebuild
	Start applying hair mask and serum to control the damage.
	Check the client on satisfaction with the finish result.
	Provide specific after process advice to the client.
	Clean and sterilize all tools & equipments before use.
12. Create bindi, heena & temporary tattoo designing, drape saree in different styles.	Consult the client for service.
	Check if the treatment area is clean.
	Check if all the material is set up in the trolley as per requirement.
	Check if tools are sterilized or disinfected.
	Check if the is drape as per her comfort
	Check if the designs are symmetrical or not.

7. TRADE SYLLABUS

SYLLABUS FOR COSMETOLOGY TRADE			
DURATION: ONE YEAR			
Duration	**Reference Learning Outcome**	**Professional Skills (Trade Practical) With Indicative Hours**	**Professional Knowledge (Trade Theory)**
Professional Skill 30 Hrs.; Professional Knowledge 06 Hrs.	Develop good appearance and behavior, practice tasks as per industry standard and express good communication skill following safety precautions.	1. Personal grooming. (15 hrs.) 2. Client handling and counseling. (05 hrs.) 3. Working on improving poise. (10 hrs.)	**Personality Development** • Hygiene rules • Basic of good grooming • Posture • Wardrobe planning • Motivation • Cosmetology as a career **Interactive Skills** • Professional ethics • Client consultation • Telephone etiquettes (06 hrs.)
Professional Skill 30 Hrs.; Professional Knowledge 06 Hrs.	Prepare and maintain work area and maintain health and safety at the workplace.	4. Trolley setting. (10 hrs.) 5. Use of different sterilizing gadgets. (12 hrs.) 6. Practice in disinfection procedures. (8 hrs.)	**Sterilization and Sanitization** • Purpose • Definition • Methods • Procedure • Saloon hygiene • Safety precautions (06 hrs.)
Professional Skill 90 Hrs.; Professional Knowledge 18 Hrs.	Carry out epilation and depilation services. Illustrate and explain hair structure & hair growth cycle.	7. Trolley setting. (07 hrs.) 8. Client consultation and handling. (06 hrs.) 9. Client draping (05 hrs.) 10. Allergy test procedure. (10 hrs.) 11. Demonstration Practice in waxing (arm, leg, full body and face waxing) - hot, cold & warm wax. (10 hrs.)	**Temporary removal of Superfluous hair** • Hair growth cycle • Purpose of removing superfluous hair. • Definition and Methods of Epilation and Depilation • Product Knowledge • Allergy test

		12. Practice by chemical depilation method. (8 hrs.) 13. Sterilization and sanitation. (05 hrs.)	• Client consultation • Procedure • Contra-actions • Contra-indications • Safety precautions (12 hrs.)
		14. Trolley setting. (5 hrs.) 15. Client consultation and handling. (4 hrs.) 16. Draping of client. (05 hrs.) 17. Practice of waxing, Threading &Tweezing. (05 hrs.) 18. Epilation & depilation the eyebrows. (05 hrs.) 19. Allergy test procedure. (05 hrs.) 20. Bleaching procedure. (05 hrs.) 21. Sterilization and Sanitation. (05 hrs.)	**Threading, Tweezing and Bleaching** • Purpose • Definition • Types and methods • Client consultation • Product knowledge • Patch test • Sterilization and Sanitation • Procedure • Contra-actions • Contra-indications • Safety precautions • After care/Home care (06 hrs.)
Professional Skill 90 Hrs.; Professional Knowledge 18 Hrs.	Carry out manicure and pedicure services. Explain anatomy of nail. Differentiate and identify nail disease nail disorders.	22. Trolley setting. (06 hrs.) 23. Client consultation and handling. (06 hrs.) 24. Draping of client. (05 hrs.) 25. Filling of record card. (06 hrs.) 26. Use of tools & equipment. (10 hrs.) 27. Procedure. (08 hrs.) 28. Practice of Massage:- • Hands • Arms • Legs (6 hrs.) 29. Practice in different types of basic nail shapes. (14 hrs.)	**Manicure and Pedicure** • 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 • Sterilization & Sanitation • Contra-actions • Contra-indications • Safety precautions

		30. Practice in different types of manicure & pedicure. (15 hrs.) 31. Sterilization & Sanitation Nail art • Tools knowledge • Product knowledge • Basic nail art techniques: - ➢ Free hand (14 hrs.)	**Nail Art -** • Precaution after Care, home care Related product Knowledge (18 hrs.)
Professional Skill 120 Hrs.; Professional Knowledge 24 Hrs.	Carry out facial treatments for common skin problems. Illustrate and explain skin structure.	32. Facial room setting. (6 hrs.) 33. Trolley setting/ bed setting (6 hrs.) 34. Client consultation and handling. (6 hrs.) 35. Client draping. (5 hrs.) 36. Skin analysis: - • Naked eyes • Magnifying glass (10 hrs.) 37. Filling of record card. (6 hrs.) 38. Practice of massage techniques. (15 hrs.) 39. Cleaning procedure. (12 hrs.) 40. Practice in facial with the help of different equipments: - • Magnifying lamp • Wood Lamp • Vapor zone • High Frequency • Brushing Unit • Galvanic • Ultrasonic • Vacuum & Spray • Faradic Current (36	**Facials** • 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 • Client consultation **<u>Skin analysis</u>** • Tools, equipments& product knowledge • Basic and deep cleansing • Procedure • Contra-actions • Contra-indications

		hrs.) 41. Application of different types of packs & masks according to skin type. (18 hrs.)	• Safety precautions (24 hrs.)
Professional Skill 90 Hrs.; Professional Knowledge 18 Hrs.	Carry out hair treatment for common hair problems. Illustrate and explain structure of hair.	42. Trolley setting. (6 hrs.) 43. Client consultation and handling. (4 hrs.) 44. Client Draping. (6 hrs.) 45. Scalp analysis. (3 hrs.) 46. Procedure of head massage. (12 hrs.)	Structure of hair, Science of Hair Structure of hair root & hair shaft Chemical composition • Hair growth cycle • Types of hair • Hair texture, density, Elasticity & porosity Head Massage, Shampooing, Conditioning & Deep-conditioning • Purpose • Product knowledge • Procedure • Benefits • Precautions (12 hrs.)
		47. Trolley setting. (10 hrs.) 48. Client consultation and handling. (10 hrs.) 49. Scalp analysis. (10 hrs.) 50. Client Draping. (6 hrs.) 51. Practice in using gadgets:- • High frequency • Infra red lamp • Scalp steamer (10 hrs.) 52. Sterilization & Sanitation. (03 hrs.) 53. Safety precautions /Do's & Dont's. (6 hrs.) 54. After care. (4 hrs.)	**Common hair problems:-** • Dandruff • Hair falling • Split ends • Pediculosis • Grey hair • Dry & Chemically damage Hair (06 hrs.)
Professional Skill 150	Create basic haircuts using	55. Trolley setting. (06 hrs.) 56. Client consultation and	**Hair Cutting & Blow-dry** • Facial shapes Knowledge

Hrs.; Professional Knowledge 30 Hrs.	special cutting techniques.	handling. (10 hrs.) 57. Client Draping (06 hrs.) 58. Hair & Scalp analysis. (06 hrs.) 59. Practice of holding scissors and comb together. (08 hrs.) 60. Practice in different types of cuts: - • One-length cut • Diagonal cut • Graduated cut • Layering (30 hrs.) 61. Special cutting techniques as— a) Precision hair cutting. (20 hrs.) b) Notching (20 hrs.) c) Elevation. (20 hrs.) 62. Practice of different techniques for blow drying. (20 hrs.) 63. Sterilization & Sanitation. (04 hrs.)	• Sectioning • Elevation/Angles • Length & perimeter • Basics of Blow dry • Tools knowledge • Hair cutting techniques • Safety precautions (30 hrs.)
Professional Skill 90 Hrs.; Professional Knowledge 18 Hrs.	Demonstrate basic yogic exercises for stamina building and correcting body posture.	64. Stamina building exercises. (30 hrs.) 65. Deep breathing exercises. (10 hrs.)	**<u>Yoga and its Components</u>** • Purpose • Definition • Benefits • Precautions Yogic diet (06 hrs.)
		66. Practice in Suksham Vayayam. (10 hrs.) 67. Practice in Surya Namaskar. (15 hrs.) 68. Practice in all Sthool Vayayam. (15 hrs.) 69. Practice in doing	**<u>Yogic Suksham Vayayam</u>** • Procedure • Benefits • Precautions **<u>Surya Namaskar Yogic Sthool Vayayam</u>** • Procedure

		Meditation. (10 hrs.)	• Benefits **MEDITATION** • Definition • Procedure • Benefits • Safety Precautions (12 hrs.)
Professional Skill 120 Hrs.; Professional Knowledge 24 Hrs.	Demonstrate day, evening, party & bridal makeup and explain effects of light on makeup.	70. Trolley setting. (06 hrs.) 71. Client consultation and handling. (06 hrs.) 72. Client Draping. (06 hrs.) 73. Skin analysis. (05 hrs.) 74. Selection of cosmetics & implements. (10 hrs.) 75. Practice in CTM procedure. (12 hrs.) 76. Practice in different types of make- • Day time • Make up for special occasion • Bridal make up (35 hrs.) 77. Corrective make-up for cheeks, nose, lips, jaws eyes and eyebrows. (35 hrs.) 78. Sterilization & Sanitation. (05 hrs.)	**Make-up** • Skin Structure • Purpose • Effects of Light on makeup • Color theory • Basic facial shapes knowledge • Product knowledge • Types of make-up Day time • Evening and Party • Bridal • Procedure of CTM • Basic corrective make-up for: - ➢ Cheeks ➢ Nose ➢ Lips ➢ Jaws ➢ Eyes ➢ Eyebrows • Make-up removal • Tools & equipment hygiene • Safety precautions (24 hrs.)
Professional Skill 120 Hrs.; Professional	Create traditional hair styles & hair designing with artificial aids and thermal gadgets.	79. Trolley setting. (6 hrs.) 80. Client consultation and handling. (8 hrs.) 81. Scalp and Hair analysis. (6 hrs.)	**Hair Styling** • Knowledge of Facial Shapes. • Purpose • Types of hairstyling

Knowledge 24 Hrs.		82. Selection of Styling products & implements. (10 hrs.) 83. Practice in different types of traditional hair styling techniques:- • Rolls • Braids • Interlocks • Twisting styles (30 hrs.) 84. Practice in different techniques of hair styling :- • Thermal styling • Roller Setting • Artificial Aids (30 hrs.) Artificial Aids - 85. Practice of latest and modern hair style. (25 hrs.) 86. Sterilization & Sanitation. (05 hrs.)	a) Thermal styling b) Roller Setting c)Artificial Aids **Thermal Styling** • Blow drying • Ironing/ Crimping • Tongs **Wet styling** • Roller setting • Artificial Aids • Cleaning & maintaining of artificial aids • Safety precautions (24 hrs.)
Professional Skill 210 Hrs.; Professional Knowledge 42 Hrs.	Demonstrate hair coloring, perming, straightening, rebonding & smoothening. Explain the knowledge of bonds.	87. Trolley setting. (6 hrs.) 88. Client consultation and handling. (8 hrs.) 89. Scalp and hair analysis. (6 hrs.) 90. Selection of Color. (10 hrs.) 91. Allergy test procedure. (10 hrs.) 92. Practice in different types of hair coloring techniques a) Global color b) High lightening (20 hrs.) 93. Practice latest techniques :- • Frosting • Crunching • Weaving	**Hair Coloring** • Knowledge of Hair Structure • Science of color • Basic law of colour (colour wheel) • Classification of hair color ➢ Temporary ➢ Semi-permanent ➢ Permanent • Types of hair color ➢ Chemical ➢ Vegetable • Techniques ➢ Pre-lightening ➢ Global color ➢ High lightening

		• Slicing After care. (6 hrs.) 94. Sterilization & Sanitation (4 hrs.)	• Numbering system • Product Knowledge • Allergy Test procedure • Procedure of applying all types of hair color • Contra-actions • Contra-indications • Safety precautions (12 hrs.)
		95. Trolley setting. (7 hrs.) 96. Client consultation and handling. (8 hrs.) 97. Client draping. (6 hrs.) 98. Scalp and hair analysis. (12 hrs.) 99. Strand test procedure. (16 hrs.) 100. Procedure & precautions. (15 hrs.) 101. Sterilization & Sanitation. (6 hrs.)	**Perming** • Definition • Knowledge of Hair Structure • Knowledge of Bonds • Basic Perm technique • Types of perm rollers • Client consultation • Scalp analysis • Product knowledge • Strand test knowledge & procedure • Step by step procedure of perming • Contra-actions • Contra-indications • Safety precautions • Aftercare/Homecare (18 hrs.)
		102. Trolley setting. (7 hrs.) 103. Client consultation and handling. (8 hrs.) 104. Client draping. (6 hrs.) 105. Scalp and hair analysis. (12 hrs.) 106. Strand test procedure. (16 hrs.) 107. Procedure & precautions. (15 hrs.) 108. Sterilization & Sanitation. (6	**Straightening/ Rebonding/ Smoothening** • Definition • Knowledge of Hair Structure • Knowledge of Bonds • Client consultation • Scalp analysis • Product knowledge • Strand test knowledge &procedure

		hrs)	• Step by step procedure of Straightening/Rebonding / Smoothening • Contra-actions • Contra-indications • Safety precautions • Aftercare/Homecare (12 hrs.)
Professional Skill 60 Hrs.; Professional Knowledge 12 Hrs.	Create bindi, heena & temporary tattoo designing, drape saree in different styles.	109. Indian traditional beauty concepts. (60 hrs.) • Bindi designing • Henna designing • Temporary Tattoo making. • Saree draping (4 styles)	**<u>Indian traditional beauty concepts</u>** Safety precautions related to practical topics • Contra-actions • Contra-indications (12 hrs.)
Project Work/Industrial Visit			

SYLLABUS FOR CORE SKILLS
1. Employability Skills (Common for all CTS trades) (160 Hrs.)

Learning outcomes, assessment criteria, syllabus and Tool List of Core Skills subjects which is common for a group of trades, provided separately in www.bharatskills.gov.in

ANNEXURE-I

LIST OF TOOLS & EQUIPMENT			
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.	Afro/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.	Towel (Large & Medium)		02 Nos.
12.	Napkin		02 Nos.
13.	Hair Accessories		As required
14.	Make-up Brush set	11 in one	01 No.
15.	Pack & Bleach Brush		01 Each
16.	Hair cutting Scissors		01 each
17.	Wax applicator		01 No.
18.	Black Head Remover		01 each
19.	Braid		01 No.
20.	Bob Pins		As required
21.	Juda Pins		As required
22.	Setting clips		As required
23.	Lab Coat		01 No.
24.	Manicure Set		01 Set
25.	Pedicure Set		01 Set
26.	Cutting Sheet	01 each	Cutting Sheet
B. TOOLS & EQUIPMENT			
Hair (Per station for two trainees)			
27.	Barber Scissors		1 No.
28.	Thinning Scissors		1 No.
29.	Velcro Rollers	Large, medium, & small	1dz.each
30.	Perm rollers (Star Perm, Ladder Perm, spiral rods, Chop sticks, Wooden rollers)	different sizes Small, medium, large	1 dz. Each

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

68.	Boiler		01 No.
69.	Front wash Basin		1 no for 5 stations
70.	Curtain/Blinds for Lab		As required
71.	Blanket		1 No
72.	Hot towel cabinet		1 no for 5 stations
73.	Desktop Computer	CPU: 32/64 Bit i3/i5/i7 or latest processor, Speed: 3 GHz or Higher. RAM:-4 GB DDR-III or Higher, Wi-Fi Enabled. Network Card: Integrated Gigabit Ethernet, with USB Mouse, USB Keyboard and Monitor (Min. 17 Inch. Licensed Operating System and Antivirus compatible with trade related software.	01 No.
74.	Computer Table		01 No.
75.	Heat Convector		04 Nos.
76.	Air conditioner split		As Required
77.	Student Lockers		1 per student
78.	Refrigerator		1 No.
79.	Almirah		1 no for 5 stations
80.	Teacher's Chair and table set		1 No.
81.	Black head remover		1 No.
82.	Display board	minimum 3 x 4 feet size	As Required
83.	Wet Sterilizer		1 no for 5 stations
C. FURNITURE			
Theory Room Furniture			
84.	Student's chair with flap		25 (24+1) Nos.
85.	Teacher's Table and chair set		01 No.
86.	LCD Projector		01 No.
87.	Computer set with UPS		01 No.
88.	White Magnetic Board with felt board		01 No.
89.	Air conditioner split		As required
90.	Display board		02 Nos.
91.	Curtain/blinds for Lab.		As required
Yoga Lab.			
92.	Yoga Mat		25 (24+1) Nos.
93.	Teacher's Chair		01 No.
94.	Teacher's Table		01 No.
95.	Curtain for Lab.		As required
Note: -			

1. *All the tools and equipment are to be procured as per BIS specification.*
2. *Internet facility is desired to be provided in the classroom.*

ANNEXURE-II

The DGT sincerely acknowledges contributions of the Industries, State Directorates, Trade Experts, Domain Experts, trainers of ITIs, NSTIs, faculties from universities and all others who contributed in revising the curriculum.

Special acknowledgement is extended by DGT to the following expert members who had contributed immensely in this curriculum.

List of members attended the trade committee meeting to finalize the syllabus of Cosmetology under CTS.			
S No.	**Name & Designation Sh/Mr/Ms**	**Organization**	**Remarks**
1.	Ranjna, Trainer	Lakme	Member
2.	Inelika Singh, Centre Head	Blossom Kochher College of Creative Arts	Member
3.	Sushil Chandra, Sr. Finance & operation Executive	Jawed Habib	Member
4.	Narender Sen, Technical Head	Jawed Habib	Member
5.	Avjali Dhawan, Trainer	Blossom Kochher College of Creative Arts	Member
6.	Arpita Das, Educator & Cosmetologist	Beauness By Arpita	Member
7.	Krishna Singh, Manager	KPMG (PMC Strive)	Member
8.	Toniska Suntha, Technical Head	VLCC Institutes (Skill Development)	Member
9.	Sandeep Sharma, Sr. Executive Operation	VLCC Institutes (Skill Development)	Member
10.	Anil Kumar, Director	DGT, Hq	Member
11.	G. Giri, Jt. Director	DGT, Hq	Member
12.	Praveen Kumar, Dy. Director	DGT, New Delhi	Member
13.	B.V.S. Sesha Chari, Director	CSTARI, Kolkata	Member
14.	R.P. Dhingra, Director	NIMI, Chennai & DGT, HQ	Member
15.	C.S. Murthy, JDT	CSTARI, Kolkata	
16.	Anuradha Chanda, Group Instructor	ITI Hastsal	Member
17.	Yamini Srivastava, Instructor	ITI Mori Gate, Delhi	Member
18.	V.V. Sateesh Reddy, TO	DGT, Hq	Member

19.	Ruchi Chamoli, VI	NSTI(W) Noida	Member
20.	Sunita Bhat, TO	NSTI(W) Noida	Member
21.	Shiv Kumar, JTA	DGT, HQ	Member
22.	Chitra, TO	DGT, HQ	Member
23.	S.A. Pandav, Regional Dy. Director	DET, Gujarat	Member
24.	L.K. Mukherjee, DDT	CSTARI, Kolkata	Member
25.	Smt. Neha K. Shah, Principal	ITI- Gorwa, Gujarat	Member
26.	Minaxi P. Dodia	Amruta Beauty Clinic, Vadodara	Member
27.	Amruta Mistry	-do-	Member
28.	Manick Dharani	The Spirit Luxury Spa, Gujarat	Member
29.	D.J. Varmoon, Principal	ITI, Padra, Gujarat	Member
30.	Nirali Patel, SI	ITI, Gorwa (Mahila)	Member
31.	P.K. Bairagi, TO	CSTARI, Kolkata	Member
32.	Mrs. Manjil Mojun Bhajani, Instructor	NSTI (W) Kolkata	Member
33.	Mrs. Shewta Jaiswal, Instructor	NSTI (W) Kolkata	Member
34.	R.N. Manna, TO	CSTARI, Kolkata	Member

ABBREVIATIONS:

CTS	Craftsmen Training Scheme
ATS	Apprenticeship Training Scheme
CITS	Craft Instructor Training Scheme
DGT	Directorate General of Training
MSDE	Ministry of Skill Development and Entrepreneurship
NTC	National Trade Certificate
NAC	National Apprenticeship Certificate
NCIC	National Craft Instructor Certificate
LD	Locomotor Disability
CP	Cerebral Palsy
MD	Multiple Disabilities
LV	Low Vision
HH	Hard of Hearing
ID	Intellectual Disabilities
LC	Leprosy Cured
SLD	Specific Learning Disabilities
DW	Dwarfism
MI	Mental Illness
AA	Acid Attack
PwD	Person with disabilities

कौशलं बलम्