

Syllabus For B.Voc. (Beauty Therapy and Aesthetics) Batch 2019 onwards

PROGRAMME OUTCOME:

Upon graduation, students would be able to:-

- Exhibit understanding of Industrial work culture.
- Develop professional skills through quality education & research.
- Outreach various sectors of society through interdisciplinary programmes and practical oriented approach.
- Create dynamic, logical and effective leaders with inspiring mindsets.
- Identify opportunities, define problems and find solutions.
- Demonstrate the ability to identify a business problem, isolate its key components, analyze and assess the salient issues, set appropriate criteria for decision making, and draw appropriate conclusions and implications for proposed solutions.
- Demonstrate the capabilities required to apply cross-functional knowledge.
- Solve real-world business problems and demonstrate use of appropriate techniques to effectively manage business challenges.
- Recognizing and resolving ethical issues.
- Communicate effectively: be it business, management.
- Possess a strong foundation for their higher studies.
- Become employable in various companies and government jobs.

PROGRAM SPECIFIC OUTCOME

Beauty therapy has always been a successful industry. It is no surprise that more students are choosing to study beauty therapy qualifications to kick-start an amazing career. There is a wide scope in the profession of Beauty and Aesthetics in India and in other countries. There is also a great demand for well-trained and experienced Indian professionals in the global hospitality and spa industry. As per a study conducted by KPMG, skilled workforce in beauty and aesthetics sector would grow thrice as much, from 40 lakh in 2013 to 1.42 crore in 2022, making it the fastest growing job creator. By 2022, in India, there will be an incremental demand for 10.06 million skilled manpower, so if this is the national scenario then one can imagine what the global demand would be.

It is a promising career for youth because of the advancement in the lifestyle. The curriculum will provide the participant all necessary knowledge to carry out their professional work and will help participants to achieve the following outcomes:

- Prepare and maintain work area.
- Observe the occupational health and safety regulations in the workplace.
- Analyze skin, suggest appropriate beauty regimens and perform facials, massages and other skin care treatments.
- Apply knowledge of the skin, clinical treatments and aesthetic applications with hands-on training.
- Perform specialized skin care procedures as well as other salon services, such as hair cutting, coloring, styling, manicures and pedicures.
- Perform chemical hair treatments, shampoo and scalp treatments, hair cutting and hair styling.
- Improve personal appearance and professional skills.
- Apply make-up for different occasions.
- Develop skills that are related to salon management including business management and retail sales.

- Maintain good health and personal hygiene.
- Communicate role related information to stakeholders in a polite manner and resolve queries.

CAREER SCOPE:

Beauty therapy courses can offer many advantages to both the students and the owners. Many skincare professionals seek formal training by completing certificate, diploma or associate degree programs. Skin care professionals often include salon-style laboratories where students blend skin care theory with actual skin care procedures. Such programs combine knowledge and study of the skin, clinical treatments and aesthetic applications with hands-on training.

The health and beauty industry is growing rapidly. New treatments and technologies are constantly being developed in the field. After completing the degree in this field, students will get a variety of career options to choose from. One can become a Beauty Therapist, Nail Technician, Make-up Artist, Massage Therapist, Salon Owner, Cosmetic Counter Consultant, Beauty Consultant, Hair Stylist, and even run your own beauty business. It's a flexible role which provides an unlimited scope for growth and development.

B. Voc. (Beauty Therapy & Aesthetics)

Semester 1st

Course Code	Course Type	Course Title	Load Allocations			Marks Distribution		Total	Credits
			L	T	P	Int.	Ext.		
BASC 101-19	Core Theory	Fundamentals of Skin Care I	3	1	0	40	60	100	4
BASC 102-19	Core Practical /Lab	Fundamentals of Skin Care I	0	0	4	60	40	100	2
BASC 103-19	Core Theory	Basics of Depilation	2	0	0	40	60	100	2
BASC 104-19	Core Practical /Lab	Basics of Depilation	0	0	4	60	40	100	2
BASC 105-19	Core Theory	Fundamentals of Hair Care	2	0	0	40	60	100	2
BASC 106-19	Core Practical /Lab	Fundamentals of Hair Care	0	0	4	60	40	100	2
BASC 107-19	Core Theory	Pedicure & Manicure	3	1	0	40	60	100	4
BASC 108-19	Core Practical /Lab	Pedicure & Manicure	0	0	4	60	40	100	2
BASC 109-19	Core Theory	Anatomy	2	0	0	40	60	100	2
BTHU103-18	AECC	English	1	0	0	40	60	100	1
BTHU104-18	AECC	English (Practical / Lab)	0	0	2	30	20	50	1
EVS102-18	AECC	Environmental Science	2	0	0	40	60	100	2
BASC 110-19	OJT - 120 hours of OJT with addition of 120 hours of practice is recommended at OJT premises, 240 hours = 4 credits (60*4)					0	0	100	4
TOTAL			16	2	16	520	580	1200	30

Semester 2nd

Course Code	Course Type	Course Title	Load Allocations			Marks Distribution		Total	Credits
			L	T	P	Int	Ext		
BASC 201-19	Core Theory	Fundamentals of Skin Care II	3	1	0	40	60	100	4
BASC 202-19	Core Practical/Lab	Fundamentals of Skin Care II	0	0	4	60	40	100	2
BASC 203-19	Core Theory	Basics of Beauty Therapies	3	1	0	40	60	100	4
BASC 204-19	Core Practical/Lab	Basics of Beauty Therapies	0	0	4	60	40	100	2
BASC 205-19	Core Theory	Basics of Hair Cutting	2	0	0	40	60	100	2
BASC 206-19	Core Practical/Lab	Basics of Hair Cutting	0	0	4	60	40	100	2
BASC 207-19	Core Theory	Fundamentals of Make-up	2	0	0	40	60	100	2
BASC 208-19	Core Practical/Lab	Fundamentals of Make-up	0	0	4	60	40	100	2
BASC 209-19	Core Theory	Introduction to Facial Electrotherapy	2	0	0	40	60	100	2
HVPE101-18	AECC	Human Values, De-addiction and Traffic Rules	3	0	0	40	60	100	3
HVPE101-18	AECC	Human Values, De-addiction and Traffic Rules (Lab/ Seminar)	0	0	1	25**	00	25	1
BASC 210-19	OJT - 120 hours of OJT with addition of 120 hours of practice is recommended at OJT premises, 240 hours = 4 credits (60*4)					100	-	100	4
TOTAL			15	3	16	480	520	1100	30

**The Human Values, De-addiction and Traffic Rules (Lab/ Seminar) and Mentoring and Professional Development course will have internal evaluation only

BASC 101-19 Fundamentals of Skin Care I

Course Outcomes:

- To develop good appearance and behavior, practice tasks as per industry standards and demonstrate good communication skill.
- To prepare and maintain work area and maintain health, hygiene and safety at the work place.
- To perform basic skin care services including skin analysis, facials, make-up application and superfluous hair removal.
- To manage relationships with customers.
- To select suitable equipment and products required for the treatment.

Unit-1: Personal Skills for professional

- Personality Development
- Personal Grooming
- Professional Ethics
- Communication Skills
- plan and organize service feedback files/documents.
- Plan and manage work routine based on salon procedure.
- Understand the client scheduling and bookings, maintaining work areas, equipment and product stocks to meet the schedule.
- Maintain accurate records of clients, treatments and product stock levels

Unit-2: Skin Structure

- Structure of Skin
- Layers of Skin
- Functions of Skin
- Analysis of the Skin
- Disorders of Skin
- Glands

Unit-3: Trolley Setting

- Select suitable materials and equipment.
- Carry out appropriate sterilization and disinfection of tools.
- Check and clean equipment according to procedures.
- Place and arrange all the products in the trolley as required for each treatment.

Unit-4: Basic Skin Care

- Cleansing
- Scrubbing
- Toning
- Moisturising

Unit-5: Basic Facial

- Basic Trolley setting for Facial
- Analysis of Skin
- Basic massage manipulation
- Preparation of client
- Procedure for Basic facial
- Contraindications
- Precaution and reminders

Unit-6: Make-up Services

- Color Wheel
- Skin tones
- Brow shaping
- Cleansing
- Toning
- Moisturising
- Different types of brushes
- Make-up products
- Selection of Sponges

Unit-7: Machines used for Facial Services

- Facial steamer
- High-frequency
- Galvanic
- Ultrasonic
- Faradic
- Vacuum suction
- Microcurrent/Electro-muscle stimulator
- Lymphatic drainage equipment
- Microdermabrasion
- Contraindications

Suggested readings (Books):

- Beauty Therapy: The Foundation Level II, by Lorraine Nordmann
- Professional Beauty Therapy Level III, by Lorraine Nordmann
- Milady's Standard Cosmetology, by Milady

BASC 102-19 Fundamentals of Skin Care I (Practical)

Trolley Setting

- Arrange the suitable products
- Arrange the equipment
- Practice in using of all equipment
- Ensure sterilizing & sanitizing

Basic Skin Care

- Analysis of the Skin Type
- Arrange the required material on trolley
- Select the products according to Skin Type
- Practice of Cleansing, toning
- Practice of Scrubbing
- Practice of Moisturizing

Basic Facial

- Arrange the Trolley
- Analysis of skin
- Different strokes of massage
- Pressure points of massage
- Select the products according to skin type
- Client consultation
- Draping the client
- Practice in giving facials according to types of skin
- Knowledge of Contraindications
- After Care

BASC 103-19 Basics of Depilation

Course Outcomes:

- To introduce students to the theory, fundamentals and tools of Depilation.
- To apply different methods and techniques of hair removal.
- To solve contra-actions that may occur after waxing treatments.

Unit-1: Threading

- Material required for threading
- Eyebrow shaping
- Threading and Tweezing
- Preparation of client
- Precautions and Reminders
- Contraindications

Unit-2: Bleaching

- Client consultation
- Basic trolley setting for bleach
- Patch Test / Pre-Bleach Treatment
- Procedure for different types of bleach cream
- Moisturizing / cold compression (post-bleach treatment)
- Precautions and Reminders
- Benefits of Bleach
- Contraindications
- Ensuring sterilization and sanitization

Unit-3: Waxing

- Client Consultation
- Preparation of the equipment and resources (wax)
- Temperature
- Types of Wax and Products
- Methods and techniques
- Practical demonstration; application and removal
- Body areas covered
- Aftercare advice
- Precautions and Reminders
- Contraindications

Suggested readings (Books):

Milady's Hair Removal Techniques – Author Helen Bickmore

Waxing Made Easy: A Step-by-Step Guide – Author Renee Poignard

BASC 104-19 Basics of Depilation

(Practical)

Threading

- Trolley setting
- Client consultation
- Movement of thread
- Shapes of Eye brows according to face
- After Care

Bleaching

- Trolley setting
- Client consultation
- Patch test Procedure
- Ratio of Chemical mixture
- Bleaching Procedure
- After Care

Waxing

- Trolley Setting for Waxing
- Client consultation
- Preparation of client
- Prepare the wax
- Waxing Procedure
- Hygienic ways during wax application
- Use of sterilization and sanitization
- After Care

BASC 105-19 Fundamentals of Hair Care

Course Outcomes:

- To introduce students to the theory, fundamentals and tools of Hair Care.
- To understand the basic structure of the hair and scalp and the influencing factors that may cause damage to the hair and skin.
- To understand the basics of professional conduct in the salon.
- To acquire knowledge of the basic structure of the hair and scalp, hair growth and the different hair types.
- To select suitable products and understand how shampooing and conditioning affect the hair and scalp.
- To advise and establish client's requirements and consult their records.

Unit-1: Anatomy of Hair

- Structure of hair
- Layers of Hair
- Functions of Hair
- Types of Hair
- Composition of Hair

Unit-2: Scalp Massage

- Definition of massage
- Massage manipulation
- Benefits of massage
- Trolley setting
- Procedure of scalp massage

Unit-3: Shampoo and Conditioning

- Types of shampoo & conditioners
- Trolley setting for shampoo
- Preparation of client
- Procedure of shampoo
- Procedure of conditioning
- Precautions and contraindications

Unit-4: Blow Dry

- Trolley setting
- Understand the tools and products
- Understand techniques of blow dry
- Procedure of Blow dry
- Effect of Blow dry
- Precautions and Reminders
- Use of sterilization and sanitization
- After Care

Suggested readings (Books):

- Great Hair by Davis Biton
- Milady's Standard Cosmetology
- The science of Hair Care – John Wilkinson

BASC 106-19 Fundamentals of Hair Care

(Practical)

Scalp Massage

- Trolley Setting
- Selection of Hair oil
- Care of Different types of Hair
- Sectioning of Hair
- Application of Oil
- Procedure of Scalp massage
- Precautions and reminders

Shampoo and Conditioning

- Trolley setting
- Selecting the shampoo according to hair type
- Preparing the client for shampoo
- Application of Shampoo
- Rinsing of Hair
- Application of Conditioner
- Draping of Towel
- Precautions and contraindications
- After Care

Blow Dry

- Trolley setting
- Understand the tools and products
- Understand techniques of blow drying
- Procedure of Blow drying
- Effects of Blow drying
- Precautions and Reminders
- Use of sterilization and sanitization
- After Care

BASC 107-19 Pedicure & Manicure

Course Outcomes:

- To introduce students to the theory, fundamentals and tools of Hair Care.
- To identify the structure of the hand and foot
- To identify conditions of the nail and skin
- To have basic hygiene and safety measures to maintain a healthy environment in the beauty clinic
- To conduct a comprehensive client consultation
- To demonstrate skills in manicure and pedicure treatments.

Unit-1: Nails

- Structure of Nails
- Shape and texture of Nails
- Disorders of Nails

Unit-2: Hygiene and Safety

- Sanitization
- Disinfection
- Sterilization
- Disposal of Waste

Unit-3: Client Consultation

- Prepare Client's record
- Personal Presentation and ideal Behaviour

Unit-4: Manicure

- Prepare the trolley
- Arrange the products and tools
- Understand the structure of client's nails
- Procedure of Manicure
- Massage techniques
- Contraindications
- Nail paint application

Unit-5: Pedicure

- Prepare the trolley
- Arrange the products and tools
- Understand the structure of client's nails
- Procedure of Pedicure
- Massage techniques
- Contraindications
- Nail paint application

Suggested readings (Books):

- A Complete Guide to Manicure & Pedicure by Leigh Toselli
- Manicuring and Pedicuring by Rosie Watson
- Milady's Standard Cosmetology by Milady

BASC 108-19 Pedicure & Manicure

(Practical)

Manicure

- Trolley setting
- Arrangement of Products and Tools
- Preparing the client
- Shape of Nails
- Conditions of Skin and nails of client
- Use of Different tools for Manicure
- Procedure of Manicure
- Massage Techniques
- Benefits and Contraindications
- Use of sterilization and sanitization
- After Care

Pedicure

- Trolley setting
- Arrangement of Products and Tools
- Preparing the client
- Shape of Nails
- Conditions of Skin and nails of client
- Use of Different tools for Pedicure
- Procedure of Pedicure
- Massage Techniques
- Benefits and Contraindications
- Use of sterilization and sanitization
- After Care

BASC 109-19 Anatomy

Course Outcomes:

- To make students understand the fundamentals of Human Anatomy.
- To explain the functions of different body systems.
- To describe the structures of different body systems.

Detailed Contents:

Cell and cell organelles

- 1) Structure and classification
- 2) Function
- 3) Cell division (Mitosis and Meiosis)

Cell Tissues

- Identify the four main tissue types
- Discuss the functions of each tissue type.
 1. Epithelial tissue
 2. Connective tissue
 3. Muscular tissue
 4. Nervous tissue

Different anatomical systems of human body and their parts:

1. Skeletal system
2. Muscular system
3. Respiratory system
4. Digestive System
5. Cardio vascular System
6. Lymphatic System
7. Excretory System
8. Endocrine System
9. Integumentary Systems
10. Sense Organs

Recommended Readings:

- Anatomy & Physiology: Beauty Therapy Basics – Helen McGuinness (Author)
- Milady Standard Cosmetology – Milady (Author)

BTHU103-18 English

Course Outcomes:

- To introduce students to the theory, fundamentals and tools of communication.
- To help the students become the independent users of English language.
- To develop in them vital communication skills which are integral to their personal, social and professional interactions.
- The syllabus shall address the issues relating to the Language of communication.
- Students will become proficient in professional communication such as interviews, group discussions, office environments, important reading skills as well as writing skills such as report writing, note taking etc.

Detailed Contents:

Unit1- 1 (Introduction)

- Theory of Communication
- Types and modes of Communication

Unit- 2 (Language of Communication)

- Verbal and Non-verbal
 - (Spoken and Written)
- Personal, Social and Business
- Barriers and Strategies
- Intra-personal, Inter-personal and Group communication

Unit-3 (Reading and Understanding)

- Close Reading
- Comprehension
- Summary Paraphrasing
- Analysis and Interpretation
- Translation (from Hindi/Punjabi to English and vice-versa)
- Literary/Knowledge Texts

Unit-4 (Writing Skills)

- Documenting
- Report Writing
- Making notes
- Letter writing

Recommended Readings:

1. Fluency in English - Part II, Oxford University Press, 2006.
2. Business English, Pearson, 2008.
3. Language, Literature and Creativity, Orient Blackswan, 2013.
4. Language through Literature (forthcoming) ed. Dr. Gauri Mishra, DrRanjanaKaul, DrBrati Biswas
5. On Writing Well. William Zinsser. Harper Resource Book. 2001
6. *Study Writing*. Liz Hamp-Lyons and Ben Heasley. Cambridge University Press. 2006.

EVS102-18 Environmental Science

Course Outcomes:

- Students will enable to understand environmental problems at local and national level through literature and general awareness.
- The students will gain practical knowledge by visiting wildlife areas, environmental institutes and various personalities who have done practical work on various environmental Issues.
- The students will apply interdisciplinary approach to understand key environmental issues and critically analyze them to explore the possibilities to mitigate these problems.
- Reflect critically about their roles and identities as citizens, consumers and environmental actors in a complex, interconnected world

Unit 1 : Introduction to environmental studies

- * Multidisciplinary nature of environmental studies;
- * Scope and importance; Concept of sustainability and sustainable development.

Unit 2 : Ecosystems

- What is an ecosystem? Structure and function of ecosystem; Energy flow in an ecosystem: food chains, food webs and ecological succession. Case studies of the following ecosystems :
 - a) Forest ecosystem
 - b) Grassland ecosystem
 - c) Desert ecosystem
 - d) Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries)

Unit 3 : Natural Resources : Renewable and Non-- renewable Resources

- Land resources and land use change; Land degradation, soil erosion and desertification.
- Deforestation: Causes and impacts due to mining, dam building on environment, forests, biodiversity and tribal populations.
- Water : Use and over-- exploitation of surface and ground water, floods, droughts, conflicts over water (international & inter-- state).
- Energy resources : Renewable and non renewable energy sources, use of alternate energy sources, growing energy needs, case studies.

Unit 4 : Biodiversity and Conservation

- Levels of biological diversity : genetic, species and ecosystem diversity; Biogeographic zones of India; Biodiversity patterns and global biodiversity hot spots
- India as a mega-- biodiversity nation; Endangered and endemic species of India
- Threats to biodiversity : Habitat loss, poaching of wildlife, man-- wildlife conflicts, biological invasions; Conservation of biodiversity : In-- situ and Ex-- situ conservation of biodiversity.
- Ecosystem and biodiversity services: Ecological, economic, social, ethical, aesthetic and Informational value.

Unit 5 : Environmental Pollution

- Environmental pollution : types, causes, effects and controls; Air, water, soil and noise pollution
- Nuclear hazards and human health risks
- Solid waste management : Control measures of urban and industrial waste.
- Pollution case studies.

Unit 6 : Environmental Policies & Practices

- Climate change, global warming, ozone layer depletion, acid rain and impacts on human communities and agriculture

Environment Laws: Environment Protection Act; Air (Prevention & Control of Pollution) Act; Water (Prevention and control of Pollution) Act; Wildlife Protection Act; Forest Conservation Act. International agreements: Montreal and Kyoto protocols and Convention on Biological Diversity (CBD).

- Nature reserves, tribal populations and rights, and human wildlife conflicts in Indian context.

Unit 7 : Human Communities and the Environment

- Human population growth: Impacts on environment, human health and welfare.
- Resettlement and rehabilitation of project affected persons; case studies.
- Disaster management : floods, earthquake, cyclones and landslides.
- Environmental movements : Chipko, Silent valley, Bishnois of Rajasthan.
- Environmental ethics: Role of Indian and other religions and cultures in environmental conservation.
- Environmental communication and public awareness, case studies (e.g., CNG vehicles in Delhi).

Unit 8 : Field work

- Visit to an area to document environmental assets: river/ forest/ flora/fauna, etc.
- Visit to a local polluted site-- Urban/Rural/Industrial/Agricultural.
- Study of common plants, insects, birds and basic principles of identification.
- Study of simple ecosystems-- pond, river, Delhi Ridge, etc.

Suggested Readings:

1. Carson, R. 2002. *Silent Spring*. Houghton Mifflin Harcourt.
2. Gadgil, M., & Guha, R.1993. *This Fissured Land: An Ecological History of India*. Univ. of California Press.
3. Gleeson, B. and Low, N. (eds.) 1999.*Global Ethics and Environment*, London, Routledge.
4. Gleick, P. H. 1993. *Water in Crisis*. Pacific Institute for Studies in Dev., Environment & Security. Stockholm Env. Institute, Oxford Univ. Press.
5. Groom, Martha J., Gary K. Meffe, and Carl Ronald Carroll.*Principles of Conservation Biology*. Sunderland: Sinauer Associates, 2006.
6. Grumbine, R. Edward, and Pandit, M.K. 2013. Threats from India's Himalaya dams. *Science*, 339: 36-- 37.
7. McCully, P. 1996. *Rivers no more: the environmental effects of dams*(pp. 29-- 64). Zed Books.

BASC 201-19 Fundamentals of Skin Care II

Course Outcomes:

- To handle different sterilization machines and tools, and explain their importance.
- To provide facial skin care treatment to enhance facial skin condition.
- To Design, record and maintain treatment plans and records for each client.
- To Recognize contraindications, skin diseases and disorders relevant to facials and products.

Detailed course:

Unit-1: Skin Care

- Introduction of Skin
- Structure, glands and functions of skin
- Sterilization and Sanitizations

Unit-2: pH of Skin

- pH of skin
- Importance of pH
- Understanding and Maintaining of pH

Unit-3: Health and Nutrition

- Types of Nutrition
- Role of Nutrition
- Health and Nutrition facts

Unit-4: Facial Masks and Packs

- Cleansing of skin
- Different type of masks and packs
- Applications of Masks
- Benefits and contraindications
- Home-made Basic preparations: Cleanser, creams, toner, astringent, pack, moisturizer, rose water, cleansing milk, scrub, ubtan, multani mitti, fruit, clay, ayurvedic

Suggested Reading (Books):

- Good Calories, Bad Calories: Fats, Carbs, and the Controversial Science of Diet and Health by Gary Taubes
- Milady's Standard Cosmetology by Milady
- Understanding Nutrition by Eleanor Noss Whitney (Author), Sharon Rady Rolfes (Author)

BASC 202 -19 Fundamentals of Skin Care II

(Practical)

- Cleansing of skin
- Preparation of mask
- Application of masks and packs
- After care

BASC 203-19 Basics of Beauty Therapies

Course Outcomes:

- To prepare a treatment plan for face, body, feet and hand treatments and make-up.
- To identify and understand the key ingredients in products for face, hands and feet.
- To identify the type of skin and decide the treatment for that skin.
- To identify different cosmetics and various equipment for providing a service.
- To recognize contraindications, skin diseases and disorders relevant to facials.

Unit-1: Therapy for Dry skin

- Skin Analysis of client
- Client consultation
- Preparing for the therapy
- Procedure of therapy
- Carry out electrotherapy
- Application of Packs
- Benefits and contraindications

Unit-2: Therapy for Normal Skin

- Skin Analysis of client
- Client consultation
- Preparing for the therapy
- Procedure of therapy
- Carry out of electrotherapy
- Application of Packs
- Benefits and contraindications

Unit-3: Therapy for Oily Skin

- Preparation of trolley
- Client consultation
- Skin Analysis of client
- Preparing for the therapy
- Procedure of therapy
- Carry out of electrotherapy
- Application of Packs
- Benefits and contraindications

Unit-4: Therapy for Disorder Skin

- Skin Analysis of client
- Client consultation
- Preparing for the therapy
- Procedure of therapy
- Carry out of electrotherapy
- Application of Packs
- Benefits and contraindications

Suggested Readings (Books):

- The Skin Care Answer Book 1st Edition by Mark Lees (Author)
- Milady's Standard Cosmetology, by Milady
- Shahnaz Husain's Beauty Book

BASC 204-19 Basics of Beauty Therapies (Practical)

Therapy for Dry skin

- Consult the client
- Arrange the trolley
- Prepare the client
- Cleansing of skin
- Exfoliation of skin (use of Frimotor)
- Steaming (use of Steamer)
- Extraction of skin
- Use of machine according to skin (Ultrasonic)
- Application of Packs
- After care

Therapy for Normal Skin

- Consult the client
- Arrange the trolley
- Prepare the client
- Cleansing of skin
- Exfoliation of skin (use of Frimotor)
- Steaming (use of Steamer)
- Extraction of skin
- Massage
- Use of machine according to therapy (galvanic)
- Application of Packs

Therapy for Oily Skin

- Consult the client
- Arrange the trolley
- Prepare the client
- Cleansing of skin
- Exfoliation of skin (use of frimotor)
- Steaming (use of Steamer)
- Extraction of skin
- Massage
- Use of machine according to therapy (High Frequency)
- Application of Packs

Therapy for Disorder Skin

- Consult the client
- Arrange the trolley
- Prepare the client
- Cleansing of skin
- Exfoliation of skin
- Steaming (use of Steamer)
- Extraction of skin
- Massage
- Use of machine according to therapy
- Application of Packs
- After care

BASC 205-19 Basics of Hair Cutting

Course Outcomes:

- To introduce students to the theory, fundamentals and tools of Hair cutting.
- To understand the basics of professional conduct in the salon.
- To acquire skills and abilities required for basic haircuts.
- To identify contra-indications that may restrict or limit provision of services.
- To use tools and products that are safe and fit for purpose.
- To carry out effective client consultation before commencing a service.

Unit-1: Client Consultation

- Consult the client
- Hair Analysis
- Density of Hair
- Draping
- Hair Shampoo

Unit-2: Handling the Scissors and Combs

- Parts of the Scissors
- Scissor Positions
- Holding the Scissors
- Styling Comb
- Holding Comb and Scissors

Unit-3: Principles of Hair Cutting

- Reference points
- Area of the head
- Lines and angles
- Elevation
- Cutting line
- Guidelines
- Overdirection
- Sectioning Combing

Unit-4: Basic Sectioning

- Applying the six Basic sectioning
- Basic Sub-sectioning

Unit-5: Basic Hair Cuts

- One length techniques
- Straight haircut
- U cut

Suggested Readings (Books):

- Hair Cutting Basics by Marth G. Fernandez
- Hair Cutting by Peter Sabatani
- Milady's Standard Cosmetology, by Milady
- Scissors and Comb Haircutting: A Cut-By-Cut Guide by Bob Ohnstad

BASC 206-19 Basics of Hair Cutting

(Practical)

- Client consultation
- Hair Shampoo
- Conditioning
- Towel Draping

Handling the Scissors and Combs

- Holding the Scissor
- Scissor Positions
- Holding Comb and Scissors

Principles of Hair Cutting

- Detangle hair
- Combing
- Sectioning of Hair
- Basic Sub sectioning

Basic Hair cuts

- Shampoo and Conditioning
- Towel Drying
- Draping
- Sectioning of Hair
- Hair Cutting
- Sterilizing & sanitizing

BASC 207-19 Fundamentals of Make-up

Course Outcomes:

- To identify different tools for make-up.
- To apply color theory principles when choosing colors in make-up while working with different clients.
- To apply foundation effectively.
- To correctly apply make-up on yourself and others, regardless skin age/type, eye shape and so on.

Detailed Course:

Unit-1: Introduction

- Color Wheel
- Skin tones
- Brow shaping

Unit-2: Prepare the skin

- Cleansing
- Toning
- Moisturising

Unit-3: Selection of Tools

- Different types of brushes
- Make-up products
- Selection of Sponges

Unit-4: Types of Make-up

- Day make-up
- Evening Make-up
- Party Make-up

Suggested Reading (Books):

- Make-up Artist Face Charts (The Beauty Studio Collection) by Gina M. Reyna
- Shahnaz Husain's Beauty Book
- The Make-up Book by Book by Joy Terri

BASC 208-19 Fundamentals of Make-up

(Practical)

- Cleansing
- Toning
- Moisturizing
- Analysis of Skin
- Selection of Products
- Choosing right colors
- Trolley Setting
- Preparing the Skin
- Application of Make-up Products
- After care

BASC 209-19: Introduction to Facial Electrotherapy

Course Outcomes:

- To prepare for facial treatments using electrotherapy.
- To provide facial treatments using electrotherapy.
- To use the equipment safely and confidently.

Unit-1: High Frequency

- What is high frequency machine
- How does this machine work
- Direct and indirect current
- The difference between orange and violet electrodes
- Benefits of high frequency machine facial
- Products used for high frequency therapy
- Contraindications

Unit-2: Galvanic

- To perform application of desincrustation/ iontophoresis gel/solution.
- to know galvanic electrode preparation
- to know maintenance of galvanic electrodes
- Products used for treatment
- Risks and Precautions

Unit-3: Ultrasonic

- What is ultrasonic facial
- How does it work
- Benefits of Ultrasonic
- Products used for ultrasonic therapy
- Contraindications

Suggested Readings (Books):

- Advanced Facial Machines by Milady
- Build the Micro-Stim: Use Microcurrent Therapy to Heal Yourself by Reginald W. Davis
- Milady's Standard Cosmetology, by Milady

HVPE101-18- Human Values, De-addiction and Traffic Rules

Course Objective

This introductory course input is intended

- a. To help the students appreciate the essential complementarity between 'VALUES' and 'SKILLS' to ensure sustained happiness and prosperity which are the core aspirations of all human beings.
- b. To facilitate the development of a Holistic perspective among students towards life, profession and happiness, based on a correct understanding of the Human reality and the rest of Existence. Such a holistic perspective forms the basis of Value based living in a natural way.
- c. To highlight plausible implications of such a Holistic understanding in terms of ethical human conduct, trustful and mutually satisfying human behavior and mutually enriching interaction with Nature.

Thus, this course is intended to provide a much needed orientational input in Value Education to the young enquiring minds.

Course Methodology

- ☐ The methodology of this course is universally adaptable, involving a systematic and rational study of the human being vis-à-vis the rest of existence.
- ☐ It is free from any dogma or value prescriptions.
- ☐ It is a process of self-investigation and self-exploration, and not of giving sermons. Whatever is found as truth or reality is stated as proposal and the students are facilitated to verify it in their own right based on their Natural Acceptance and Experiential Validation.
- ☐ This process of self-exploration takes the form of a dialogue between the teacher and the students to begin with, and within the student himself/herself finally.
- ☐ This self-exploration also enables them to evaluate their pre-conditionings and present beliefs

Module 1: Course Introduction - Need, Basic Guidelines, Content and Process for Value Education [6]

1. Understanding the need, basic guidelines, content and process for Value Education
2. Self Exploration—what is it? - its content and process; 'Natural Acceptance' and Experiential Validation- as the mechanism for self exploration
3. Continuous Happiness and Prosperity- A look at basic Human Aspirations
4. Right understanding, Relationship and Physical Facilities- the basic requirements for fulfillment of aspirations of every human being with their correct priority
5. Understanding Happiness and Prosperity correctly- A critical appraisal of the current scenario
6. Method to fulfill the above human aspirations: understanding and living in harmony at various levels

Module 2: Understanding Harmony in the Human Being - Harmony in Myself! [6]

7. Understanding human being as a co-existence of the sentient 'I' and the material 'Body'
 8. Understanding the needs of Self ('I') and 'Body' - *Sukh* and *Suvidha*
 9. Understanding the Body as an instrument of 'I' (I being the doer, seer and enjoyer)
 10. Understanding the characteristics and activities of 'I' and harmony in 'I'
 11. Understanding the harmony of I with the Body: *Sanyam* and *Swasthya*; correct appraisal of Physical needs, meaning of Prosperity in detail
 12. Programs to ensure *Sanyam* and *Swasthya*
- Practice Exercises and Case Studies will be taken up in Practice Sessions.

Module 3: Understanding Harmony in the Family and Society- Harmony in Human-Human Relationship[6]

13. Understanding harmony in the Family- the basic unit of human interaction
14. Understanding values in human-human relationship; meaning of *Nyaya* and program for its fulfillment to ensure *Ubhay-tripti*;

Trust (*Vishwas*) and Respect (*Samman*) as the foundational values of relationship

15. Understanding the meaning of *Vishwas*; Difference between intention and competence
 16. Understanding the meaning of *Samman*, Difference between respect and differentiation; the other salient values in relationship
 17. Understanding the harmony in the society (society being an extension of family): *Samadhan*, *Samridhi*, *Abhay*, *Sah-astitva* as comprehensive Human Goals
 18. Visualizing a universal harmonious order in society- Undivided Society (*Akhand Samaj*), Universal Order (*Sarvabhaum Vyawastha*) - from family to world family!
- Practice Exercises and Case Studies will be taken up in Practice Sessions.

Module 4: Understanding Harmony in the Nature and Existence - Whole existence as Co-existence [4]

19. *Understanding the harmony in the Nature*
 20. Interconnectedness and mutual fulfillment among the four orders of nature- recyclability and self-regulation in nature
 21. Understanding Existence as Co-existence (*Sah-astitva*) of mutually interacting units in all-pervasive space
 22. Holistic perception of harmony at all levels of existence
- Practice Exercises and Case Studies will be taken up in Practice Sessions.

Module 5: Implications of the above Holistic Understanding of Harmony on Professional Ethics [6]

23. Natural acceptance of human values
24. Definitiveness of Ethical Human Conduct
25. Basis for Humanistic Education, Humanistic Constitution and Humanistic Universal Order
26. Competence in professional ethics:
 - a) Ability to utilize the professional competence for augmenting universal human order,
 - b) Ability to identify the scope and characteristics of people-friendly and eco-friendly production systems,
 - c) Ability to identify and develop appropriate technologies and management patterns for above production systems.
27. Case studies of typical holistic technologies, management models and production systems
28. Strategy for transition from the present state to Universal Human Order:
 - a) At the level of individual: as socially and ecologically responsible engineers, technologists and managers
 - b) At the level of society: as mutually enriching institutions and organizations

One each seminar will be organized on Drug De-addiction and Traffic Rules. Eminent scholar and experts of the subject will be called for the Seminar at least once during the semester. It will be binding for all the students to attend the seminar

Text Book

R R Gaur, R Sangal, G P Bagaria, 2009, *A Foundation Course in Value Education*.

Reference Books

- Ivan Illich, 1974, *Energy & Equity*, The Trinity Press, Worcester, and HarperCollins, USA
2. E.F. Schumacher, 1973, *Small is Beautiful: a study of economics as if people mattered*, Blond & Briggs, Britain.
3. A Nagraj, 1998, *Jeevan Vidya ek Parichay*, Divya Path Sansthan, Amarkantak.
4. Susan George, 1976, *How the Other Half Dies*, Penguin Press. Reprinted 1986, 1991
5. PL Dhar, RR Gaur, 1990, *Science and Humanism*, Commonwealth Publishers.
6. A.N. Tripathy, 2003, *Human Values*, New Age International Publishers.
7. Subhas Palekar, 2000, *How to practice Natural Farming*, Pracheen(Vaidik) Krishi Tantra Shodh, Amravati.
8. Donella H. Meadows, Dennis L. Meadows, Jorgen Randers, William W. Behrens III, 1972, *Limits to Growth – Club of Rome's report*, Universe Books.
9. E G Seebauer & Robert L. Berry, 2000, *Fundamentals of Ethics for Scientists & Engineers*, Oxford University Press
10. M Govindrajran, S Natrajan & V.S. Senthil Kumar, *Engineering Ethics (including Human Values)*, Eastern Economy Edition, Prentice Hall of India Ltd.
11. B P Banerjee, 2005, *Foundations of Ethics and Management*, Excel Books.
12. B L Bajpai, 2004, *Indian Ethos and Modern Management*, New Royal Book Co., Lucknow. Reprinted 2008

Semester 3rd

Course Code	Course Title	Load Allocations			Marks Distribution		Total	Credits
		L	T	P	Int.	Ext.		
BASC 301-19	Skin Care III	2	1	0	40	60	100	3
BASC 302-19	Skin Care III - Lab	0	0	4	60	40	100	2
BASC 303-19	Hair Stylist	2	1	0	40	60	100	3
BASC 304-19	Hair Stylist - Lab	0	0	4	60	40	100	2
BASC 305-19	Nails	2	1	0	40	60	100	3
BASC 306-19	Nails - Lab	0	0	4	60	40	100	2
BASC 307-19	Advance Makeup	2	1	0	40	60	100	3
BASC 308-19	Advance Makeup - Lab	0	0	4	60	40	100	2
BASC 309-19	SPA	2	0	0	40	60	100	2
BASC 310-19	Basic accountancy	3	0	0	40	60	100	3
BASC 311-19	Basics of management	3	1	0	40	60	100	4
BMPD 302-19	Mentoring and professional development	1	0	0	25		25	1
TOTAL		17	5	16	545	580	1125	30

Semester 4th

Course Code	Course Title	Load Allocations			Marks Distribution		Total	Credits
		L	T	P	Int	Ext		
BASC 401-19	22 weeks INDUSTRIAL TRAINING & ITS EVALUATION				300	450	750	30
	· LOG BOOK							
	· PROJECT REPORT							
	· APPRAISALS							
	· VIVA VOCE							
TOTAL					300	450	750	30

Semester 5th

Course Code	Course Title	Load Allocations			Marks Distribution		Total	Credits	
		L	T	P	Int.	Ext			
BASC 501-19	Skin Care IV	3	1	0	40	60	100	4	
BASC 502-19	Skin Care III - Lab	0	0	4	60	40	100	2	
BASC 503-19	Hair Stylist	3	1	0	40	60	100	4	
BASC 504-19	Hair Stylist - Lab	0	0	4	60	40	100	2	
BASC 505-19	Advance Makeup II	3	1	0	40	60	100	4	
BASC 506-19	Advance Makeup II - Lab	0	0	4	60	40	100	2	
BASC 507-19	SPA II	3	1	0	40	60	100	4	
BASC 508-19	Human resource management	3	0	0	40	60	100	3	
BASC 509-19	Entrepreneurship development	3	1	0	40	60	100	4	
BMPD 502-19	Mentoring and professional development	1	0	0	25		25	1	
TOTAL		19	5	12	445	480	925	30	

Semester 6th

Course Code	Course Title	Load Allocations			Marks Distribution		Total	Credits	
		L	T	P	Int	Ext			
BASC 601-19	22 weeks INDUSTRIAL TRAINING & ITS EVALUATION				300	450	750	30	
	· LOG BOOK								
	· PROJECT REPORT								
	· APPRAISALS								
	· VIVA VOCE								
TOTAL					300	450	750	30	

Semester 3rd

BASC 301-19 SKIN CARE III

Unit-1 Preparation of the client

- Plan and organize service feedback files/documents.
- Plan and manage work routine based on salon procedure.
- Understand the client scheduling and bookings, maintaining work areas, equipment and product stocks to meet the schedule.
- Maintain accurate records of clients, treatments and product stock levels
- Understand the personal presentation and Ideal behavior.
- Identify ways to dispose of waste correctly.

Unit -2 Introduction to cosmetic peels

- Party peel, Fruit-based peel, vegetable peel etc.
- Consultation techniques to identify treatment objectives
- Hygiene and safe environment
- Skin Sensitivity Test
- Pre and post treatment
- Benefits of Peeling
- Effects and contra actions

Unit -3- Studio-center

- Introduction
- Types of Machines:
 - Vacuum
 - Spray,
 - Steamer,
 - Ozone,
 - Magnifying lamp,
 - Woods lamp
 - Ultrasonic,
 - High-frequency,
 - Galvanic,
 - Brush

Unit -4 Advance facials

- Aroma facials, Fruit facials, Hydrating Facials and Facial for mature skin
- Basic Trolley setting for Facial
- Analysis of Skin
- Preparation of client
- Procedure for facial
- Benefits of Facial
- Contraindications
- Precaution and reminders

BASC 302 -SKIN CARE III - LAB

Studio-center

- Use of Studio center
- Types of Machines:
 - Vacuum
 - Spray,
 - Steamer,
 - Ozone,
 - Magnifying lamp,
 - Woods lamp
 - Ultrasonic,
 - High-frequency,
 - Galvanic,
 - Brush
- Aroma facials, Fruit facials, Hydrating Facials and Facial for mature skin
- Basic Trolley setting for Facial
- Analysis of Skin
- Preparation of client
- Procedure for facial
- Precaution and reminders

BASC 303 –HAIR STYLIST

Unit-1 Preparation of the client

- Chemical composition of hair
- Hair analysis
- Hair growth
- Hair loss
- Hair & scalp disorders
- Principles of hair dressing
- Hair designing as per the facial structure

Unit-2 Scalp Massage and Hair Spa

- Identifying client's hair and scalp condition,
- Performing various massage techniques:
Effleurage, petrissage, tapotement, rotary, vibration, friction
- Procedure of hair spa
- Benefits of hair spa
- After care advice

Unit-3 Hair Styling & Dressing

- Different hair styles:
Open Hair Styles, Semi-Tied & Up styles , Bridal Hair Dos, Party Hairdos, Sleep-in Looks,
- Different Styling products:
Use of Styling lotions, Mousse, Styling gel, Heat protectants, Serum, Hairspray cream, Finishing gel, volume mousse, silicon shiner, wax, finishing spray, Range and suitability of styling products,
- Various hair accessories: Pins (types), clips (types), false hair, parandas, nets, veils, fresh flowers (gajra), etc. ,
- Out curls & In curls :
Velcro rollers and Hot curls

Unit-4 Different Kinds of Hair Cuts:

- Hair Cuts:
Steps, Layering, Feather Cut, Razor Cut, Fringe Styling, Short Hair Cut, Men Hair Cut, etc. (cutting angles 45,90 degrees)
- Cutting techniques:
Notching, Slicing, Point cutting, Scissor over comb, Feathering, Thinning, Club cutting, Texturing.

Unit-5 Hair coloring

- Color theory
- Types of hair color
- Hair color application
 - Root touch up
 - Global Hair color
 - Male hair color
- Precautions
- Pre and post treatment

Unit -6 Perm and Neutralize hair

- Health and safety
- Client consultation
- Trolley setting
- Hair and scalp condition
- Techniques used for perming and neutralizing
- Procedure of perming,
- Different type of perm
- Winding techniques :
 - Spiral perm, ladder perm, body wave perm, soft perm
- Sectioning Techniques : Brick, nine sections, directional ,piggy back
- Semi permanent waving
- Permanent waving

post perm conditioners

BASC 304–HAIR STYLIST - PRACTICAL

Unit-2 Scalp Massage & Hair Spa

- Identifying client's hair and scalp condition,
- Selection of products for Hair massage & Hair SPA
- Procedure of hair spa
- After care advice

Unit-3 Hair Styling & Dressing

- Different hair styles:
Open Hair Styles, Semi-Tied & Up styles , Bridal Hair Dos, Party Hairdos, Sleep-in Looks,
- Different Styling products:
Use of Styling lotions, Mousse, Styling gel, Heat protectants, Serum, Hairspray cream, Finishing gel, volume mousse, silicon shiner, wax, finishing spray, Range and suitability of styling products,
- Various hair accessories: Pins (types), clips (types), false hair, parandas, nets, veils, fresh flowers (gajra), etc. ,
- Out curls & In curls :
Velcro rollers and Hot curls

Unit-4 Different Kinds of Hair Cuts:

- Hair Cuts:
Steps, Layering, Feather Cut, Razor Cut, Fringe Styling, Short Hair Cut, Men Hair Cut, etc. (cutting angles 45,90 degrees)
- Cutting techniques:
Notching, Slicing, Point cutting, Scissor over comb, Feathering, Thinning, Club cutting, Texturing.

Unit-5 Hair coloring

- Hair color application
 - Root touch up
 - Global Hair color
 - Male hair color

Unit -6 Perm and Neutralize hair

- Trolley setting
- Hair and scalp condition
- Techniques used for perming and neutralizing
- Procedure of perming,
- Different type of perm
- Winding techniques :
- Spiral perm, ladder perm, body wave perm, soft perm
- Sectioning Techniques : Brick, nine sections, directional ,piggy back
- Semi permanent waving
- Permanent waving

BASC 305 –NAILS

Unit-1 Preparation of the client

- Tools & Equipment
- Safety precautions
- Introduction about products

Unit -2 Acrylic Nail Extension

- Products and tools for acrylic nail extension
- Nails features and conditions
- Nails shaping and filling technique
- Nail plate preparation
- Selection of correct tip
- Application of powder and liquid
- Apply polish /gel
- After care advice

Unit-3 UV Gel Nail Extension

- Products and tools for UV Gel nail extension
- Selection of correct tip
- Blending of nail tip
- Application of Gel layers
- Buffing the nails
- Refilling the nails
- Electric filing
- Nail Art
- Nail care tools
- Precautions and contraindications
- After Care advice

Unit-4 Mehendi

- Material and products Required
- Perform pre preparation of Mehendi
- Preparation of cone
- Prepare the design of Mehendi
- Application of Mehendi
- Contraindications
- After care Advice

BASC 306 –NAILS - PRACTICAL

Unit -2 Acrylic Nail Extension

- Products and tools for acrylic nail extension
- Nails features and conditions
- Nails shaping and filling technique
- Nail plate preparation
- Selection of correct tip
- Application of powder and liquid
- Buffing and filling
- Apply polish /gel
- After care advice

Unit-3 UV Gel Nail Extension

- Products and tools for UV Gel nail extension
- Selection of correct tip
- Blending of nail tip
- Application of Gel layers
- Refilling the nails
- Electric filling
- Precautions and contraindications
- After Care advice

Unit-4 Mehandi

- Material and products Required
- Perform pre preparation of Mehendi
- Preparation of cone
- Prepare the design of Mehendi
- Application of Mehendi
- Contraindications
- After care Advice

BASC 307 – ADVANCE MAKEUP

Unit-1 Preparation of the client

- Product Knowledge
- Safety and Hygiene
- Trolley setting
- Selection of products and equipments
- Preparing the client for makeup
- Precautions

Unit-2 Different type of Eye Make ups

- Natural eyes
- Shimmery Eyes
- Cut Crease eyes
- Heavy Eye liner
- Smoky eyes

Unit-3 Various Type of Make ups

Bridal Make ups

- Natural Makeup
- Glossy Makeup
- Matt Makeup
- HD Makeup

Camouflage Makeup

**Corrective Makeup **

Ramp makeup

Photography makeup

Draping Saree & Dupatta

BASC 308 –ADVANCE MAKEUP- PRACTICAL

Different type of Make ups

- Select and arrange the products on trolley
- Different type of techniques

- Natural eyes
- Shimmery Eyes
- Cut Crease eyes
- Heavy Eye liner
- Smoky eyes

- Natural Makeup
- Glossy Makeup
- Matt Makeup
- HD Makeup

Camouflage Makeup

Corrective Makeup \

Ramp makeup

Photography makeup

Draping Saree & Dupatta

BASC 309 –SPA

Unit-1 Preparation of the client

- Trolley setting –select suitable tools for the therapy
- Product selection according to skin type
- Lymphatic drainage system of the body
- Health and Safety - Identify risks to customer privacy and modesty
- Maintaining good appearance and behavior
- Communication with client

Unit-2 SPA

- Definition and history of SPA
- Perform basic spa therapy techniques (range of body massages, wraps etc.)
- Use various types of wraps like foil, plastic, fabric; as per the requirement of the client
- Massage Techniques (reflexology, deep tissue, lomi lomi, etc.)
- Various oils for different type of skin
- Prepare the client
- Benefits of massage
- Precautions and contraindications
- Create a positive impression at work area

Practical

- Trolley setting –select suitable tools for the therapy
- Product selection according to skin type
- Perform basic spa therapy techniques (range of body massages, wraps etc.)
- Use various types of wraps like foil, plastic, fabric; as per the requirement of the client

BASC 310 - BASIC ACCOUNTANCY

Unit I

Introduction to Accounting: Meaning and Definition, Types and Classification, Principles of accounting, Systems of accounting, Generally Accepted Accounting Principles (GAAP). Recording of transactions: Voucher system; Accounting Process.

Unit II

Journals, Subsidiary Books, Ledger, Cash Book, Bank Reconciliation Statement, Trial Balance. Depreciation: Meaning, need & importance of depreciation, methods of charging depreciation.

Unit III

Final Accounts: Meaning, Procedure for preparation of Final Accounts, Difference between Trading Accounts, Profit & Loss Accounts and Balance Sheet, Adjustments (Only four): Closing Stock, Pre-paid Income and Expenses, Outstanding Income and Expenses, Depreciation.

Unit IV

Cost Accounting, Cost Sheet/Tender/Marginal Costing & Break even Analysis, Budgetary Control.

REFERENCES:

- Sharma, R.K. and Shashi K. Gupta, Management Accounting, Kalyani Publisher, Ludhiana.
- Gupta, R.L., Booking keeping & Accounting, Sultan Chand, New Delhi
- Grewal T.S., Introduction to Accounting, S. Chand

BASC 311 - BASICS OF MANAGEMNT

Unit I

Introduction: Concept of Management, Scope, Functions and Principles of Management. Evolution of Management Thought(Basic concepts of F.W.Taylor, Henri Fayol ,Elton Mayo , Chester Barnard & Peter Drucker to the management thought)

Unit II

Planning: -Meaning, Need & Importance, types, levels, advantages & limitations, Process of Planning, Objectives, Policy & Procedures. Forecasting – Meaning, Need & Techniques. Decision Making - Meaning, Types & Process

Unit III

Organizing: Meaning, Importance, Patterns of Organization, Life & Staff relationship, Centralization & decentralization, Staffing: Nature & scope of Staffing, Manpower planning, Selection & Training. Performance Appraisal: Meaning and importance; Directing: Meaning, Nature & scope

Unit IV

Motivation: Meaning, importance Leadership: Meaning, importance, qualities & functions of leaders Communication:-Types & Importance ; Controlling: Need, Nature, importance, Process & Techniques

UNIT –VI

Introduction to Materials Management : Meaning, definition, scope and functions of Materials Management, Objectives and Advantages of Materials Management. Interfaces of Materials Management : Internal and external interfaces. Organisation for Material Management. Supply Chain Management : Concept, objectives of supply – production and distribution system, Role and Management of flow of material in supply chain management.

References

- Srinivasan, R. and S.A. Chunawalia, Management Principles & Practice, Himalaya Publishing House, New Delhi.
- Prasad, L.M., Principles & Practice of Management, Sultan Chand & Sons, New Delhi.
- Koontz Harold and Heinz Weihrich, Management, Mc Grwa Hill
- Burton and Thakur, Management Today- Principles and Practices, Tata Mc Graw Hill
- Dutta A.K., Materials Management: Procedures, Text and cases, Prentice Hall of India Pvt. Ltd., New Delhi.
- Gopalakrishnan, P. and Sundareson, M., Materials Management: An Integrated Approach, Prentice Hall of India Pvt. Ltd., New Delhi

BMPD 302 - Mentoring and Professional Development

Guidelines regarding Mentoring and Professional Development

The objective of mentoring will be development of:

- Overall Personality
- Aptitude (Technical and General)
- General Awareness (Current Affairs and GK)
- Communication Skills
- Presentation Skills

The course shall be split in two sections i.e. Outdoor activities and class activities.

For achieving the above, suggestive list of activities to be conducted are:

Part – A

(Class Activities)

1. Expert and video lectures
2. Aptitude Test
3. Group Discussion
4. Quiz (General/Technical)
5. Presentations by the students
6. Team building Exercises

Part – B

(Outdoor Activities)

7. Sports/NSS/NCC
8. Society Activities of various students chapter i.e. ISTE, SCIE, SAE, CSI, Cultural Club, etc.

Evaluation shall be based on rubrics for Part – A & B

Mentors / Faculty incharges shall maintain proper record student wise of each activity conducted and the same shall be submitted to the department

SEMESTER 5

BASC 501 SKIN CARE V

Theory

Unit-1 Preparation of the client

- Plan and manage work routine based on salon procedure.
- Understand the client scheduling and bookings, maintaining work areas, equipment and product stocks to meet the schedule.
- Consult the client
- Maintain accurate records of clients, treatments and product stock levels
- Understand the personal presentation and Ideal behavior. Identify ways to dispose of waste correctly

Unit-2 Peels/Microdermabrasion

- What is micro dermabrasion
- Benefits of micro dermabrasion
- Risk and Side effects of micro dermabrasion
- Procedure of micro dermabrasion
- Precautions and contraindications

Unit-3 Skin Treatment

Anti-Pigmentation, Anti-Acne. Anti-Aging ,Whitening, Rejuvenating

- Basic Trolley setting for Treatments
- Analysis of Skin
- Preparation of client
- Procedure for Skin treatment
- Benefits of Treatment
- Contraindications
- Precaution and reminders

Practical
BASC 502 SKIN CARE V

Peels/Microdermabrasion

- What is micro dermabrasion
- Benefits of micro dermabrasion
- Risk and Side effects of micro dermabrasion
- Procedure of micro dermabrasion
- Precautions and contraindications

Skin Treatment

Anti-Pigmentation, Anti-Acne, Anti-Aging ,Whitening, Rejuvenating

- Basic Trolley setting for Treatments
- Analysis of Skin
- Preparation of client
- Procedure for Skin treatment
- Contraindications

Theory

BASC 503 Hair Stylist

Unit-1 Preparation of client

- Client consultation
- Knowledge of hair bond

Unit -2 Rebonding

- Preparation of the client
- Chemical hair relaxation
- Hair Testing: Elasticity, porosity, incompatibility, strand
- Keratin
- Straightening: Hair Straightening/Curling
- Use of heat protection, maintaining temperature, Effects of heat on hair
- Holding the iron, setting temperature, ironing each section, curling tong, Setting gels

Unit -3 Advance Hair Coloring

- Preparation of the client
- Client consultation
- Prepare the trolley
- Hair analysis
- Shadowing, Fashion colors, Special effects in hair coloring,
- Procedure: Sand dust, Ombre highlights
- Post colour conditioning - - After care advice
- Problems in hair coloring
- Color correction
- Hair extensions
- Wig fixing

BASC 504 – 19 HAIR STYLIST – LAB

Practical

Rebonding

Hair Testing: Elasticity, porosity, incompatibility, strand
Keratin

Straightening: Hair Straightening/Curling

Use of heat protection, maintaining temperature, Effects of heat on hair

Holding the iron, setting temperature, ironing each section, curling tong, Setting gels

Advance Hair Coloring

- Shadowing, Fashion colors, Special effects in hair coloring,
- Procedure: Sand dust, Ombre highlights
- Post colour conditioning - - After care advice
- Problems in hair coloring
- Color correction
- Hair extensions

Wig fixing

BASC 505 – 19 ADVANCE MAKEUP – II

Theory

Unit-1 Preparation of the client

- Safety and hygiene
- Trolley Setting
- Cleansing of skin
- Client consultation

Unit -2 Artificial eyelashes

- Introduction
- Types of False Eye lashes
- Procedure of applying the False eyelashes
- Precautions and contraindications

Unit -3 Brow filling

- Introduction of Brow filling
- Products required for Brow filling
- Procedure of Brow filling
- Precautions and contraindications
- Post care

Unit-4 Advance Makeup

- Introduction to Theatrical make-ups
- Introduction to Portfolio make-up
- Introduction to Prosthetic make-ups
- All application techniques:-
- blending, shading, highlighting ,contouring ,stippling application

BASC 506 – 19 ADVANCE MAKEUP II - LAB

Practical

Preparation of the client

- Safety and hygiene
- Trolley Setting
- Cleansing of skin
- Client consultation

Artificial eyelashes

- Procedure of applying the False eyelashes
- Precautions and contraindications

Brow filling

- Products required for Brow filling
 - Procedure of Brow filling
 - Precautions and contraindications
 - Post care
-
- Introduction to Theatrical make-ups
 - Introduction to Portfolio make-up
 - Introduction to Prosthetic make-ups
 - All application techniques:-
 - blending, shading, highlighting ,contouring ,stippling application

BASC 507 - SPA - II

Theory

Unit-1 Preparation of the client

- Personal hygiene
- Preparation of the client
- Trolley setting
- Maintain health and safety at the workplace

Unit-2 Foot Reflexology

- Introduction to Foot reflexology
- How foot reflexology is differ from other massage
- Benefits of reflexology
- Precautions and contraindications

Unit -3 Aromatherapy Massage

- Aromatherapy massage
- Introduction to ayurvedic massages and concept
- Basic principles of Aromatherapy
- Various types of equipments used for Aromatherapy
- Preparation of the client
- Types of oils used in massages
- Benefits of Aromatherapy massage
- Contraindications and Precautions

Unit -4 Deep Tissue Massage

- Deep tissue massages
- What is deep tissue massage
- Techniques of deep tissue massage
- Benefits of Deep tissue massage
- Contraindications and precautions

Practical

BASC SPA

Preparation of the client

- Personal hygiene
- Preparation of the client
- Trolley setting

- Procedure of foot reflexology
- Precautions and contraindications

Aromatherapy Massage

- Aromatherapy massage
- Various types of equipments used for Aromatherapy
- Preparation of the client
- Types of oils used in massages

- Deep tissue massages
- Techniques of deep tissue massage

BASC 508 - HUMAN RESOURCE MANAGEMENT

Unit I

Meaning, nature and scope of HRM; Nature, Functions, Importance and Limitations of HRM; Challenges faced by Modern HR Managers; The Evolving Role of HRM in the tourism industry: the Changing Emphasis.

Unit II

Human Resource Planning: Introduction, Definitions, Features, Need for HR Planning; Objectives, Process, Factors affecting HR planning; Types, Benefits, Problems in HR planning and Suggestions for making HR Planning Effective; Succession planning.

Unit III

Job Analysis, Job Design & Compensation management: Introduction, Objectives, Benefits, Process, Techniques and Problems in Job Analysis. Job Design-Meaning, Objectives and Techniques of Job Design. Compensation Management: Concept, policies and Administration, Methods of Wage payments and incentive plans, Fringe Benefits.

Unit IV

Recruitment and Selection: Meaning and Definitions, Importance and Purpose, Process, Factors affecting Recruitment, Sources of Recruitment, Methods, Constraints and Challenges of Recruitment. Recent Trends in recruitment. Selection: Meaning and definition, procedure, selection Process.

References:

- Pramod Verma, Personnel Management in Indian Organisations, Oxford & IBM Publishing Co. Ltd, New Delhi.
- Venkata Ratnam CS & Srivatsava B K, Personnel Management and Human Resources, Tata McGraw Hill, New Delhi.
- S. K. Chakravarthy, Managerial Effectiveness and Quality and Work Life, TMH, New Delhi.
- Robert L. Mathis & John. H. Jackson, HRM, South Western Pub. Saiyadain S.Mirza, HRM, TMH, New Delhi.
- Dessler, A Framework for HR Management, Pearson Edn India.

BASC 509 - ENTREPRENEURSHIP DEVELOPMENT

Unit I

Definition and Concept of Entrepreneurship, Theories of Entrepreneurship, Myths about Entrepreneurship, Entrepreneurial Traits and Motivation, Role of Entrepreneurship in economic development. Types of Entrepreneurs. Barriers in the way of Entrepreneurship. Entrepreneurship Development (ED) Cycle.

Unit II

Creativity and Business Ideas, Blocks to creativity. Business Plans and reasons of failure of business plans. Micro-Small-Medium (MSME) Enterprise – Definition –Characteristics-Objectives - Advantages - Disadvantages-Role in developing countries- Problems- steps for starting- – Government Policies.

Unit III

EDP in India – Phases of Entrepreneurial programs – Government Policies- Administrative Frame work – Policy instruments – Statutory Boards – Industrial Estates –Industrial clusters – Incentives and subsidies – Advantages - Needs & Problems – Promotional agencies. Business Incubators& Start-ups.

Unit IV

Financing Options - Bridge capital, Seed capital assistance, Margin money scheme, Industrial Sickness, Causes-Remedies- An overview on the roles of institutions/schemes in entrepreneurial development- SIDBI, Commercial Banks. Other financing options- venture capital, lease funding, Angel Investors. Revival, Exit and End to a venture.

Suggested Readings:

Kumar,Arya(2018), “Entrepreneurship”, Pearson, New Delhi.

Gopal,V.P.Nanda (2015), “Entrepreneurial Development”, Vikas Publishing, New Delhi.

Desai, Vasant, “Dynamics of Entrepreneurial Development & Management”, Himalaya Publishing House.

Khanka,S S, Entrepreneurial Development, S.Chand & Co.,New Delhi.

IKG Punjab Technical University
B.Voc. (Beauty Therapy And Aesthetics) Batch 2019 onwards

BMPD 502-18 - MENTORING AND PROFESSIONAL DEVELOPMENT

Guidelines regarding Mentoring and Professional Development

The objective of mentoring will be development of:

- Overall Personality
- Aptitude (Technical and General)
- General Awareness (Current Affairs and GK)
- Communication Skills
- Presentation Skills

The course shall be split in two sections i.e. outdoor activities and class activities.

For achieving the above, suggestive list of activities to be conducted are:

Part – A

(Class Activities)

1. Expert and video lectures
2. Aptitude Test
3. Group Discussion
4. Quiz (General/Technical)
5. Presentations by the students
6. Team building Exercises

Part – B

(Outdoor Activities)

7. Sports/NSS/NCC
8. Society Activities of various students chapter i.e. ISTE, SCIE, SAE, CSI, Cultural Club, etc.

Evaluation shall be based on rubrics for Part – A & B

Mentors / Faculty incharges shall maintain proper record student wise of each activity conducted and the same shall be submitted to the department