

CURRICULUM FOR DIPLOMA IN BEAUTY CULTURE AND HAIR DRESSING (BC)

(State Government Approved Short Term Diploma Course)

DURATION	Two Years
SCHEME	I
PATTERN	Full Time – Yearly

(To be implemented from the Academic Year 2017 – 2018)




***MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION, MUMBAI
(AUTONOMOUS)***

ISO 9001-2013 Certified

49, Kherwadi, Aliyawer Jung Marg, Mumbai – 400 051



MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION, MUMBAI																	
TEACHING AND EXAMINATION SCHEME																	
COURSE NAME: DIPLOMA IN BEAUTY CULTURE AND HAIR DRESSING																	
COURSE CODE : BC																	
DURATION OF COURSE: TWO YEARS										WITH EFFECT FROM 2017-18							
YEAR : FIRST										DURATION : 32 WEEKS							
PATTERN : FULL TIME - YEARLY										SCHEME : I							
SR. NO.	SUBJECT TITLE	SUB CODE	Abbreviation	TEACHING SCHEME			EXAMINATION SCHEME										
				TH	TU	PR	PAPER HRS	TH		PR		OR		TW		TOTAL	SW (23100)
								MAX	MIN	MAX	MIN	MAX	MIN	MAX	MIN		
✓1	Beauty & Skin Care Techniques	23127	BSC	02	01	06	02	50	20	50#	20	--	--	50@	20	150	100
✓2	Hair Designing	23128	HID	02	01	06	02	50	20	50#	20	--	--	50@	20	150	
✓3	Communication Skills	23129	COS	02	02		02	50	20	--	--	--	--	50@	20	100	
4	Anatomy & Physiology	23130	AAP	02	--	--	02	50	20	--	--	--	--	--	--	50	
5	Yoga Health & Fitness	23008	YHF	--	--	02	--	--	--	50@	20	--	--	--	--	50	
6	Professional Practices	23009	PRP	--	--	04	--	--	--	--	--	--	--	50@	20	50	
7	Cosmetology	23010	COS	--	--	04	--	--	--	50#	20	--	--	50@	20	100	
TOTAL				08	04	22	--	200	--	200	--	--	--	250	--	650	100
Student Contact Hours Per Week: 34Hrs. Theory and Practical periods of 60 minutes each. Total Marks : 750 Note: Internship during Summer vacation for Six Weeks at the end of First Year. @ Internal Assessment, # External Assessment, Ø Common to All Conventional Diploma, #* Online Examination,  No Theory Examination. Abbreviations: TH-Theory, TU- Tutorial, PR-Practical, OR-Oral, TW- Term work, SW- Sessional Work ➤ Conduct two class tests each of 25 marks for theory subject having theory exam. Sum of the total test marks of all subject are to be converted out of 100 marks as a sessional work. ➤ Progressive evaluation is to be done by subject teacher as per the prevailing curriculum implementation and assessment norms																	



MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION, MUMBAI																		
TEACHING AND EXAMINATION SCHEME																		
COURSE NAME: DIPLOMA IN BEAUTY CULTURE AND HAIR DRESSING																		
COURSE CODE : BC																		
DURATION OF COURSE: TWO YEARS							WITH EFFECT FROM 2017-18											
YEAR : SECOND							DURATION : 32 WEEKS											
PATTERN : FULL TIME - YEARLY							SCHEME : I											
SR. NO.	SUBJECT E		SUB CODE	Abbreviation	TEACHING SCHEME			EXAMINATION SCHEME										
								PAPER HRS	TH		PR		OR		TW		TOTAL	SW (23200)
					TH	TU	PR		MAX	MIN	MAX	MIN	MAX	MIN	MAX	MIN		
1	Internship*		23049	INT	--	--	--	--	--	--	--	--	50@	20	50@	20	100	100
2	Advance Beauty Techniques		23206	ABT	02	01	06	02	50	20	50#	20	--	--	50@	20	150	
3	Hair Dressing		23207	HAD	02	01	06	02	50	20	50#	20	--	--	50@	20	150	
4	Beauty Therapy & Aesthetic		23208	BTA	02	01	06	02	50	20	50#	20	--	--	50@	20	150	
5	Professional Practices		23011	PRP	--	--	04	--	--	--	--	--	--	--	50@	20	50	
6	Personal Grooming		23012	PEG	01	01		--	--	--	--	--	50@	20	--	--	50	
7	Salon Management		23013	SAM	01	01	--	--	--	--	--	--	--	--	50@	20	50	
8	Fundamentals of ICT		23029	FOI	01	--	02	--	--	--	50@	20	--	--	50@	20	100	
TOTAL					09	05	24	--	150	--	200	--	100	--	350	--	800	100

Student Contact Hours Per Week: 38 Hrs.

Theory and Practical periods of 60 minutes each.

Total Marks: 900

*Internship during summer vacation for Six Weeks at the end of First Year.

@ Internal Assessment, # External Assessment, Ø Common to All Conventional Diploma, #* Online Examination, No Theory Examination.

Abbreviations: TH-Theory, TU- Tutorial, PR-Practical, OR-Oral, TW- Term work, SW- Sessional Work

- Conduct two class tests each of 25 marks for theory subject having theory exam. Sum of the total test marks of all subject are to be converted out of 100 marks as sessional work.
- Progressive evaluation is to be done by subject teacher as per the prevailing curriculum implementation and assessment norms.
- For Fundamentals of ICT Internal Practical Examination to be conducted on Computer.



COURSE NAME : DIPLOMA IN BEAUTY CULTURE AND HAIR DRESSING
 COURSE CODE : BC
 YEAR : FIRST
 SUBJECT TITLE : BEAUTY & SKIN CARE TECHNIQUES
 SUBJECT CODE : 23127

TEACHING AND EXAMINATION SCHEME

TEACHING SCHEME				EXAMINATION SCHEME				
TH	TU	PR	PAPER HRS.	TH	PR	OR	TW	TOTAL
02	01	06	02	50	50#	--	50@	150

NOTE

- Two tests each of 25 marks to be conducted as per the schedule given by MSBTE.
- Total of tests marks for all theory subjects are to be converted out of 100 and to be entered in mark sheet under the head Sessional Work. (SW)

RATIONALE

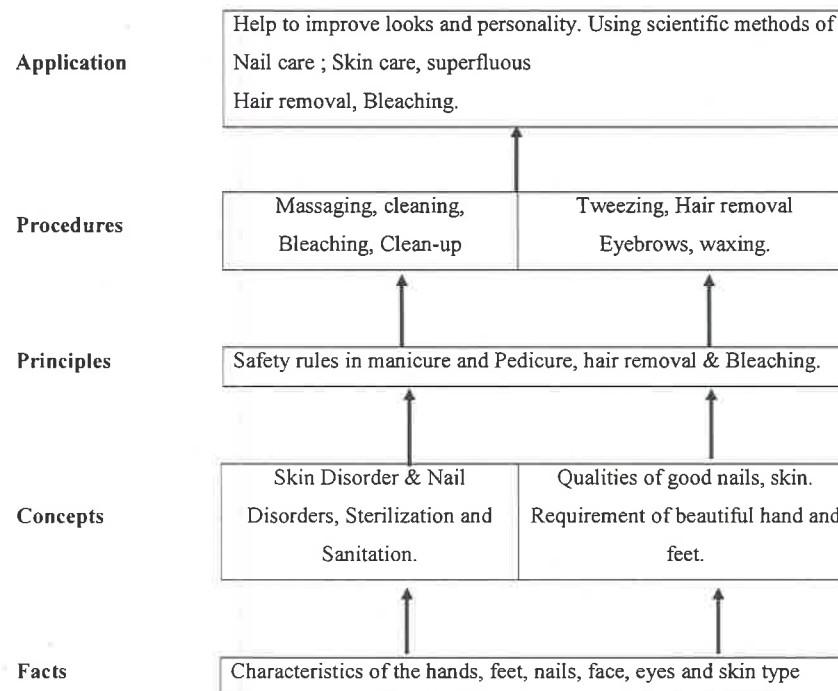
The subject content with the necessary basic knowledge required for the beauty culture & skin. The procedures adopted for care & maintenance of skin & corrective measures. The students would be equipped independently to manage their own beauty parlour.

OBJECTIVES

The students will be able to:

- Examine and identify the different face shapes.
- Corrective placing as well as shaping of the Eyebrows.
- Use hand and feet care techniques.
- To examine and identify the types of skin and skin disorders.
- Provide different superfluous hair removal services.
- Perform bleaching services in their Parlour.

LEARNING STRUCTURE



DETAILED CONTENTS

CHAPTER	CONTENTS	HOURS	MARKS
1	STERILIZATION AND SANITATION : Introduction and methods of sterilization and sanitation. Physical agents, Chemical agents, Dry Sanitizer Public Sanitation IDENTIFICATION OF FACE SHAPES AND EYEBROW ARCHING: Implements, materials & cosmetics used in eyebrow Arching. Different shapes of eyebrows according to face shape- Angular, Straight, V-shape, Thin, Medium, Thick. Procedure for eyebrow shaping and after care. Corrective placing & shaping of the eyebrows, measurement of eyebrow with the help of pencil.	20	14
2	MANICURING AND PEDICURING : Equipment's, Implements, cosmetics and materials. Shapes of nails, Preparation of the manicure table Plain manicure, Hand massage, Pedicuring, Foot massage, Leg Massage, Safety rules & contra-indications.	16	12
3	SUPERFLUOUS HAIR REMOVAL: Methods of permanent hair removal (only names) Temporary methods - Shaving, Tweezing, Hair lightening, Chemical Depilatories, Hot wax Contra indications, hygiene, safety precautions. SKIN BLEACHING: Introduction, Implements and materials. Procedure of skin bleaching and its Safety Measures and contra indications.	12	12
4	THEORY OF MASSAGE & CLEAN-UP: Skin Analysis – Normal, Dry, Oily, Cleansers & masks according to skin type.(Clean-up/ Mini Facial) Basic manipulations used in massage – Effleurage (Stroking of movement) Petrissage (Kneading movement) Friction (Deep rubbing movement) Vibratory movement Physiological effects of massages	16	12
Total		64	50

SKILLS TO BE DEVELOPED

INTELLECTUAL SKILLS :

1. To identify the face shape and give the proper eyebrow shape according to different face shapes.
2. Student will be able to analyze the skin condition of the client.
3. Students will be able to understand the method of the hair removal.

MOTOR SKILLS :

1. The student will be able to give the suitable shape of eyebrows with the help of different methods like threading, tweezing and cutting.
2. The student will successfully follow the correct technique of massage, nail shapes, different types of manicure & pedicure treatments.
3. Student will be able to adopt different methods of hair removal.
4. Student will be able to use the right techniques of skin bleaching.

LIST OF PRACTICAL

SR. NO.	PRACTICAL	HOURS
1	Procedure of Eyebrow Arching with Different method & eye brow shapes for different faces a) Threading Method b) Tweezing Method c) Waxing Method	30
2	Procedure of cleaning & shaping the nails and treat cuticles for Hand & Leg. a) Plain Manicure b) Aroma Manicure c) Spa Manicure d) Plain Pedicure e) Aroma Pedicure f) Spa Pedicure g) Paraffin Pedicure	40
3	Duplication of waxing a) Hot Wax b) Liposoluble Wax	40
4	Demonstration of application of Bleaching a) Cream bleach b) Powder Bleach	20
5	Analyses & Examination of different types of Skin a) Normal Skin b) Dry Skin c) Oily Skin d) Combination Skin	30
6	Procedure of Clean up on different types of skin. a) Normal Skin b) Dry Skin c) Oily Skin d) Combination Skin	32
Total		192

SUGGESTED LEARNING RESOURCES

SR. NO.	TITLE	AUTHOR	PUBLICATION
1	A Professional guide to Hair Dressing and Beauty Therapy	Dr. Veena Pitre	Mrs. Veena Pitre 1221, W. Paranjpe Road, Pune-04.
2	Standard Textbook of Cosmetology	Coustane V Kibbe	Milady Publication

SUGGESTED E-LEARNING RESOURCES

1. www.goodreads.com/shelf/show/cosmetology
2. www.milady.cengage.com
3. www.skincareresourcecenter.com/site-search-map.html



COURSE NAME : DIPLOMA IN BEAUTY CULTURE AND HAIR DRESSING
 COURSE CODE : BC
 YEAR : FIRST
 SUBJECT TITLE : HAIR DESIGNING
 SUBJECT CODE : 23128

TEACHING AND EXAMINATION SCHEME

TEACHING SCHEME			EXAMINATION SCHEME					
TH	TU	PR	PAPER HRS.	TH	PR	OR	TW	TOTAL
02	01	06	02	50	50#	--	50@	150

NOTE:

- Two tests each of 25 marks to be conducted as per the schedule given by MSBTE.
- Total of tests marks for all theory subjects are to be converted out of 100 and to be entered in mark sheet under the head Sessional Work. (SW)

RATIONALE

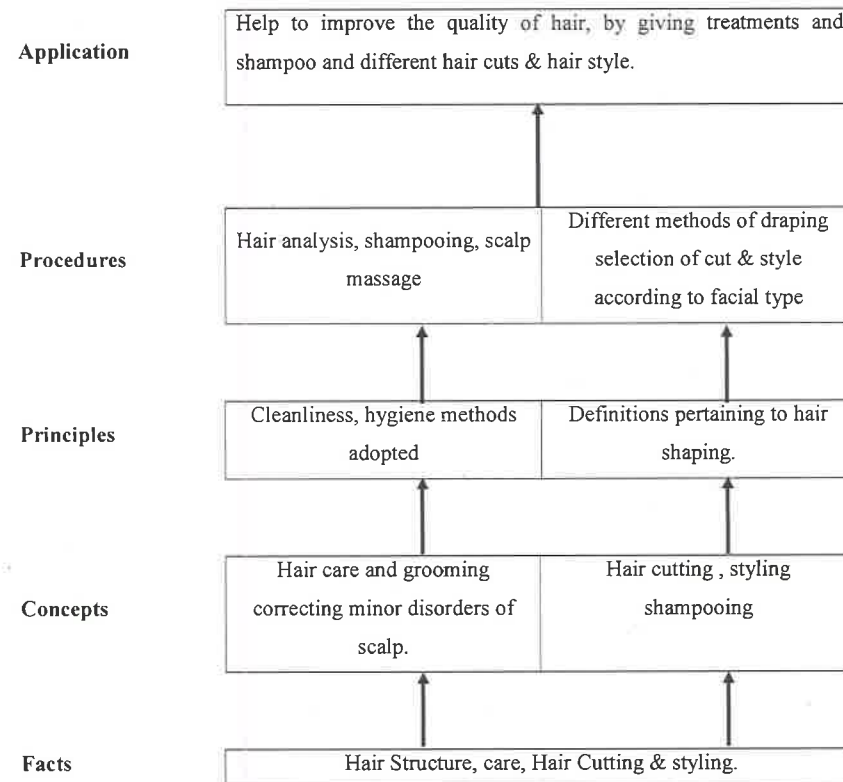
The contents of Hair Dressing will help in giving detail professional knowledge of Hair and its aspects. This knowledge is useful in study of Hairstyling.

OBJECTIVES

The students will be able to:

- Able to conduct analyses of hair
- Treat the minor hair disorders.
- State types of drape
- Select proper shampoo for particular type of hair.
- Identify and state the facial types.
- Shape hair according to facial type.
- Select and give suitable hairstyle.
- Choose rollers or artificial switches according to style.
- Handle different types of thermal irons.
- Perform blow dry styling.

LEARNING STRUCTURE



DETAILED CONTENTS

CHAPTER	CONTENTS	HOURS	MARKS
1	DRAPING Introduction Types of Draping - Wet hair services, Dry hair services, Chemical hair services General electrical precautions SHAMPOO CONDITIONERS & RINSING Introduction Types of shampoo Selection of correct shampoo Material & equipment required Procedure of Shampooing Types of Conditioners Hair Rinses USE OF ARTIFICIAL AIDS & SWITCHES Purpose of using a Wig Types of Wigs Storage, Cleaning of Wigs Ordering a Wig Quality of Wig	18	14
2	HAIR & DISORDERS OF SCALP & HAIR Hair Structure and composition of hair Hair Analysis Hair & Scalp treatment - Dry Hair & Scalp, Oily Hair & Scalp, Falling Hair Corrective Hair Treatment Alopecia-Types and its treatment with high frequency Dandruff-Types and its treatment with high frequency Disorders of Hair- Trichoptilosis, Trichorrhexis, Hypertrichosis, Canities, Monilethrix.	18	12
3	HAIR CUTTING Implements used in cutting. Factors considered in Hair Cutting. Cleaning of cutting Tools. Precautions while cutting hair. Basics of Hair cutting. Sectioning, Guidelines. Blow Drying Principle of blow drying. Purpose of blow drying. How to use a Hand dryer. Precaution taken while Hair drying.	14	12

CHAPTER	CONTENTS	HOURS	MARKS
4	THERMAL HAIRSTYLING & SETTING Introduction Implements & Tools required in hair styling Types of combs & brushes Qualities of good combs Removal of tangles from Hair Styling of hair according to shapes of faces Thermal Straightening Hair & Scalp Analysis before Thermal Straightening Precaution taken while Thermal Straightening Material, Preparation Procedure of Thermal Straightening Roller Setting Principle of Roller setting Implement & Material Procedure of Roller Setting Thermal Curling(Tong) Use of Thermal Curling Implement & Material Procedure of Thermal Curling	14	12
TOTAL		64	50

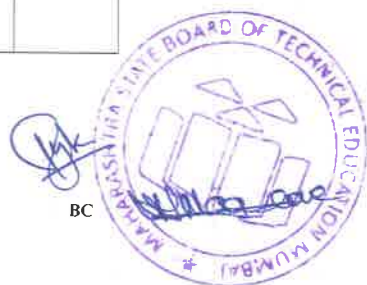
SKILLS TO BE DEVELOPED

INTELLECTUAL SKILLS

1. The student will be able to analyze the scalp, types of hair.
2. The Students will be able to detail the face shape, head shape, and also to recognize types of wigs.

MOTOR SKILLS

1. The student will be able to give treatments by using different oils, rays, medicines for lice and dandruff. They practice cutting by using scissors, razors, and cutter.
2. The student will practice to give different hairstyles according to face shape and features by using different techniques like hair pieces, rods, curlers.



LIST OF PRACTICAL

SR.NO.	PRACTICAL	HOURS
1	Draping procedure for different hair services a. Wet Hair Service. b. Dry Hair Service. c. Chemical Hair Service.	04
2	Procedure for Shampooing, Conditioning & Rinsing	12
3	Demonstration of Blow Drying Setting for Long Hair / Short Hair / Front Hair Considering Safety Precautions. Demonstration of Temporary Straightening of Hair, Temporary Curling and fixing of hot roller curls	32
4	Procedure for oil Massage & benefits of massage.	12
5	Analyses & Examination of Hair & Scalp Condition.	10
6	Use of Herbal treatment & High Frequency for Normal / Dry/ Oily Hair.	12
7	Procedure & treatment for split Hair ends.	10
8	Procedure of using High Frequency for dandruff & Alopecia & Contraindication	20
9	Different Types & Angle of hair cutting, General rules of Haircutting a) Straight Cut b) U" Cut c) Round Blunt Cut d) Straight Round Cut e) Layer Cut	40
10	Different types of hair style(20 types) a) Khajuri Chote b) Four Curls c) Punjabi Chote d) Pony with Curls e) French Braiding f) French Roll g) Middle bun with braiding h) Double French Roll i) One Side Twisting j) Onion Style bun k) Middle bun with two sides Twisting l) Two Curls m) Onion style Two n) Cover bun o) Simple Bun p) Western Style q) Butter fly r) Figure of 8 -1 s) Figure of 8 -2	40
	Total	192

SUGGESTED LEARNING RESOURCES

SR. NO.	TITLE	AUTHOR	PUBLICATION
1	A Professional guide to Hair Dressing and Beauty Therapy	Dr. Veena Pitre	Mrs. Veena Pitre 1221, W. Paranjpe Road, Pune-04.
2	Standard Textbook of Cosmetology	Coustane V Kibbe	Milady Publication

SUGGESTED E-LEARNING RESOURCES

- 1 www.goodreads.com/shelf/show/cosmetology
- 2 www.milady.cengage.com
- 3 www.howtocuthair.tv/barber-basics



COURSE NAME : DIPLOMA IN BEAUTY CULTURE AND HAIR DRESSING
COURSE CODE : BC
YEAR : FIRST
SUBJECT TITLE : COMMUNICATION SKILLS
SUBJECT CODE : 23129

TEACHING AND EXAMINATION SCHEME

TEACHING SCHEME				EXAMINATION SCHEME				
TH	TU	PR	PAPER HRS.	TH	PR	OR	TW	TOTAL
02	02	--	02	50	--	--	50@	100

NOTE

- Two tests each of 25 marks to be conducted as per the schedule given by MSBTE.
- Total of tests marks for all theory subjects are to be converted out of 100 and to be entered in mark sheet under the head Sessional Work. (SW)

RATIONALE

The course material with special emphasize on communication skills would improve the applied language skill of the students making it possible for them to acquire better writing and presentation skills which are a pre-requisite for professional careers in middle level management.

OBJECTIVES

The students will be able to:

- Write paragraphs
- Define and describe objects and process
- Report happenings.
- Explain agendas, and plans.
- Express what they say
- Say what they mean
- Comprehend written matter.

**LEARNING STRUCTURE****Application**

Communicating in English, Interpret & use company terminology and technical communication.

Procedures

Defining paragraph writing
Writing letters
Constructing correct sentences
Public speaking
Debate

Principles

Theory of communication
Theory of meaning
Psychology of communication
Body language
Syntactic structure of the English Language

Concepts

Creative communication
Transformative Generative Syntax
Lateral Thinking
Discourse Analysis

Facts

Rules of Grammar
Skills of Communication Usage
Rules of paragraph writing, defining
Message outlines
Letter writing
Reading comprehension

DETAILED CONTENTS

CHAPTER	CONTENTS	HOURS	MARKS
1	Applied Grammar Part-1 Articles: definite and indefinite Nouns, Verbs, Adjectives, Adverbs. Prepositions: Types and usage Conjunctions. Active and Passive voice Direct and Indirect Speech	20	14
2	Applied Grammar Part-2 Tenses – Present Tense Past Tense Future Tense Connectors: And, But, Or, Nor, Though, Although, If, Unless, Otherwise, Because, as, Therefore, So, Who, Whom, Whose, Which, Where, When, Why, What	14	12
3	Vocabulary Building Words often confused Prefix and suffix Synonyms and Antonyms	14	12
4	Comprehension Passages Seen passages from MSBTE text book. Unseen passages from different sources Letter writing Ordering Materials Enquires Application writing.	16	12
TOTAL		64	50

LIST OF ASSIGNMENTS

SR.NO.	ASSIGNMENTS
1	Make sentences using correct articles.
2	Make sentences using correct prepositions.
3	Make sentences using correct conjunctions.
5	Make sentences using correct active and passive voice.
6	Make sentences using correct direct and indirect speech.
7	Make sentences using correct tenses.
8	Make sentences using correct connectors.



9	Make oral presentations using correct grammar.
10	Read aloud Newspapers with correct pronunciations and intonations.
11	Deliver short prepared speeches for different occasion

SUGGESTED LEARNING RESOURCES

SR. NO.	TITLE	AUTHOR	PUBLICATION
1	English	MSBTE	MSBTE, Mumbai
2	Effective English with CD	Kumar, E. Suresh; Sreehari, P.; Savithri, J.	Pearson Education, Noida, New Delhi
3	English Grammar at Glance	Gnanamurali, M.	S. Chand and Co. New Delhi
4	Essential English Grammar	Murphy, Raymond	Cambridge University Press, New Delhi, Third edition
5	Living English Structure	Allen, W.S.	Pearson Education, New Delhi, Fifth edition

SUGGESTED E-LEARNING RESOURCES

- 1 www.englishgrammar.org/rules-review/
- 2 www.talkenglish.com/grammar/grammar.aspx
- 3 <https://resumegenius.com/resume-samples>
- 4 www.test-preparation.ca/tips-for-reading-comprehension-questions

COURSE NAME : DIPLOMA IN BEAUTY CULTURE AND HAIR DRESSING
COURSE CODE : BC
YEAR : FIRST
SUBJECT TITLE : ANATOMY & PHYSIOLOGY
SUBJECT CODE : 23130

TEACHING AND EXAMINATION SCHEME

TEACHING SCHEME				EXAMINATION SCHEME				
TH	TU	PR	PAPER HRS.	TH	PR	OR	TW	TOTAL
02	--	--	02	50	--	--	--	50

NOTE

- Two tests each of 25 marks to be conducted as per the schedule given by MSBTE.
- Total of tests marks for all theory subjects are to be converted out of 100 and to be entered in mark sheet under the head Sessional Work. (SW)

RATIONALE

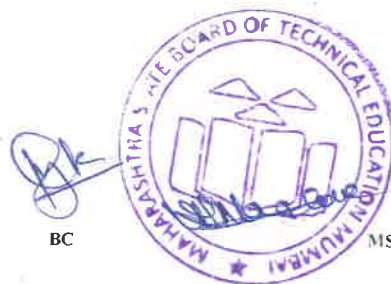
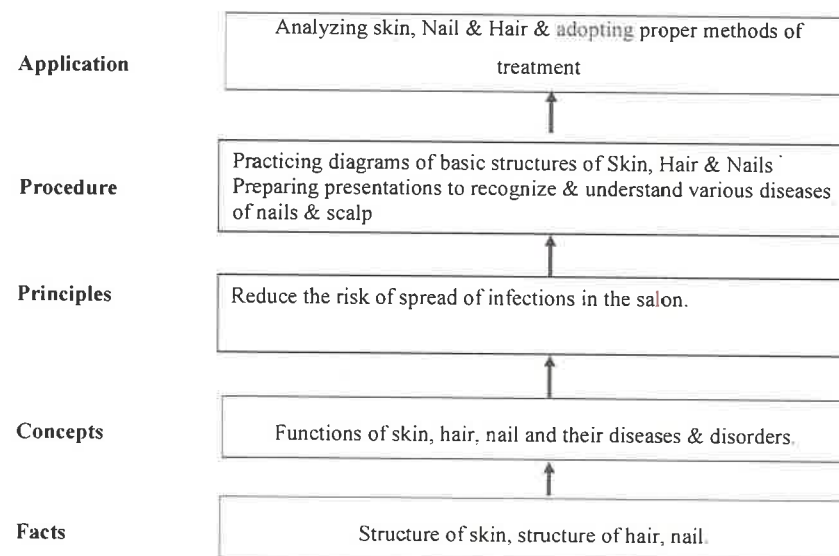
The structure and functions of skin and hair would be covered so as to enable students to understand the characteristics of different types of skin and provide corrective treatment for the same.

The subject would impart theoretical knowledge on structure and functions of muscles. It also includes structure and functions of hair & nail, to enable students to provide corrective treatment for common problems of Nails & Hair.

OBJECTIVES

The students will be able to:

- Appreciate the importance of health along with beauty.
- Develop sense of confidence through proper systemic study of anatomy.
- Identify and state abnormalities of skin, hair & nail related to beauty services.

LEARNING STRUCTURE

DETAILED CONTENTS

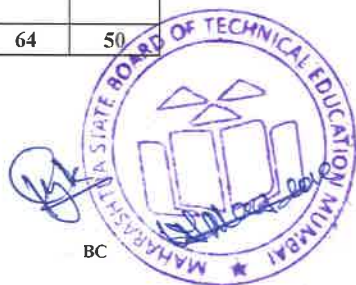
CHAPTER	CONTENTS	HOURS	MARKS
1	Introduction Of Anatomy Physiology Basic Structure of Skin. Dermis, Epidermis, Subcutaneous layer Function of Skin. Glands of skin: Sebaceous gland and Sweat gland Disorders of Sebaceous gland and Sweat gland Infection and Infestation of skin Basic Diagram of skin showing Dermis, Epidermis, Subcutaneous layer Infectious Diseases Relevant to Beauty Therapist Bacterial: Impetigo, Furuncles Viral: Simplex Herpes, AIDS, Fungal: Tinea Common Diseases of Skin -Moles, Wart, Skin problems due to sun burn (factors, Different types of sun burns). Allergies of Skin – Primary and Secondary Allergies	18	14
2	Structure of Nail Diagram of Structure of Nail Fungal infection of nail: Onychomycosis and Tinea Pedis Ring worm Infection of hand or feet Diseases of nail Onychocryptosis, Onychia.	18	12
3	Structure of Hair Diagram of structure of Hair Diseases of Hair & Scalp: Psoriasis, Dermatitis, Eczema, Alopecia, Dandruff. Hair Growth Cycle: Anagen, Catagen and Telogen	14	12
4	Skeletal System Bones of the Skull : Cranium bones, Face bones Bones of the Neck : Hyoid bone, cervical vertebrae Bones of Upper extremity, Bones of Lower extremity Bones of Chest Muscles - Definition, Types, General Characteristics of Muscles, Motor Points(Only Names) Methods of achieving nerve stimulation Massage Manual Massage, Chemical Massage, Electric currents, Light rays, Moist Heat, Nerve Impulse	14	12
Total		64	50

SUGGESTED LEARNING RESOURCES

SR. NO.	TITLE	AUTHOR	PUBLICATION
1	A Professional guide to Hair Dressing and Beauty Therapy	Dr. Veena Pitre	Mrs. Veena Pitre 1221, W. Paranjpe Road, Pune-04.
2	Standard Textbook of Cosmetology	Coustane V Kibbe	Milady Publication

SUGGESTED E-LEARNING RESOURCES

- 1 https://en.wikipedia.org/wiki/Human_body
- 2 www.skinceuticals.com/skin_explained_understanding_skin_animation.html
- 3 www.hairgrowthsos.com › Hair Loss Articles



COURSE NAME : DIPLOMA IN BEAUTY CULTURE AND HAIR DRESSING
 COURSE CODE : BC
 YEAR : FIRST
 SUBJECT TITLE : YOGA HEALTH & FITNESS
 SUBJECT CODE : 23008

TEACHING AND EXAMINATION SCHEME

TEACHING SCHEME			EXAMINATION SCHEME					
TH	TU	PR	PAPER HRS.	TH	PR	OR	TW	TOTAL
--	--	02	--	--	50@	--	--	50

RATIONALE

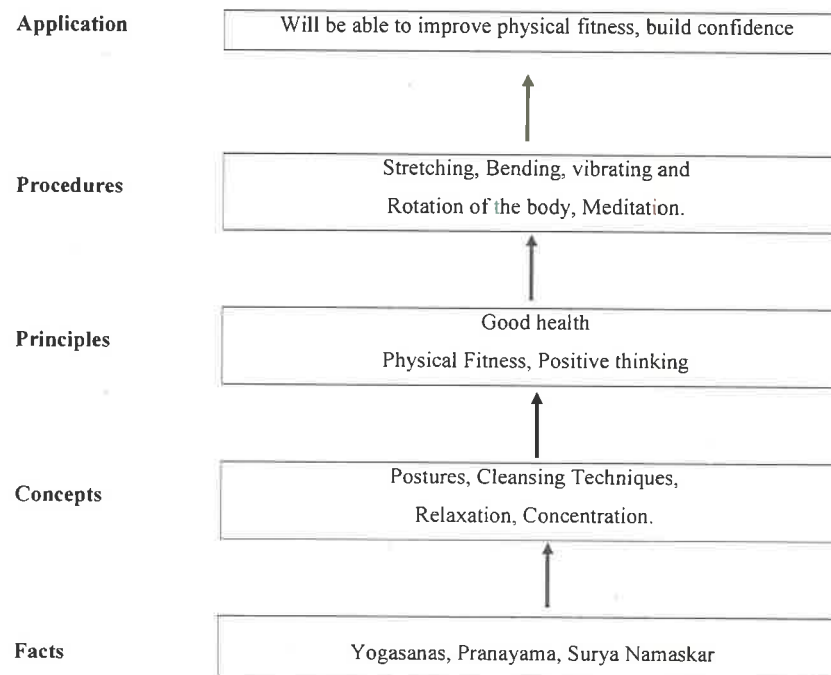
The subject would help in the practice of various Yogasanas. It would give an in depth insight of the yogic techniques meant to aid the development of the physical, mental and vital components of human being.

The subject would impart theoretical as well as practical skills in the practice of Pranayama, Surya Namaskar. It would give an in depth insight of the yogic techniques meant to aid the development of the physical, mental and vital components of human beings.

OBJECTIVES

Student will able to:

- Develop and exhibit good Posture.
- Acquire skill for demonstrating various yogasana and pranayama.
- Develop practice of maintaining good Health.
- Enhance the Ability to Concentrate.
- Improve Health And Immune System.
- Learn how to relax mind and body.

**LEARNING STRUCTURE**

LIST OF PRACTICAL

Sr. No.	PRACTICAL	Hours
1	Surya Namaskar Benefits & contra indication of Surya Namaskar	10
2	PRANAYAMA Definition Types of Pranayama, Important aspects of pranayama, Benefits & Contra indications of pranayama.	18
3	Asana Shithilikaran Vyayama – Basic Concepts & advantages Padmasana, Parvatasana, Tad asana, Vajrasana, Bhujangasana, Salabh asana, Pawan Muktasana, Dhanurasana, Pachimotanasana, Halasana	20
4	Meditation & Meditation Posture Benefits of Meditations, Meditation posture & types of mudras.	16
Total		64

SKILLS TO BE DEVELOPED

INTELLECTUAL SKILLS

1. Students will be able to analyze the general health condition.
2. To suggest Yogasanas as per individual ailments.

MOTOR SKILLS

1. Students will be able to Practice different stages to maintain and improve the body posture.
2. Students will be able to adopt corrective measures to improve and maintain stamina, tone and general condition of the body.

SUGGESTED LEARNING RESOURCES

SR. NO.	TITLE	AUTHOR	PUBLICATION
1	Yogic Asanas for group Training Part – I and II	Janardan Swami	Yogabhyasi Mandal Ramnagar, Nagpur
2	Yoga postures	James Hewitt	Vikas Publishing house Pvt. Ltd. New Delhi
3	Yoga Asanas Pranayama Mudras, Kriyas	A Vivekananda Kendra	Vivakananda Kendra 3 Singarac hari street Madras 600005.
4	Yoga for mental power	Dr. Phulgendra Sinha	Orient Paper backs A division of vision books Pvt. Ltd. Madasa Road Kasmere Gate Delhi
5	Pranayam	Brahmal un Janardhar Swamy	Prof. M.S. Vaidya M.M. College of Science Nagpur.

SUGGESTED E-LEARNING RESOURCES

- 1 <https://www.yogajournal.com/poses>
- 2 <https://www.yogajournal.com/poses/poses-by-level/beginners-poses>
- 3 <https://www.yogajournal.com/poses/types/pranayama>
- 4 www.yogaindailylife.org/system/en/.../sitting-postures-for-pranayama-and-meditation



COURSE NAME : DIPLOMA IN BEAUTY CULTURE AND HAIR DRESSING

SUBJECT CODE : BC

YEAR : FIRST

SUBJECT TITLE : PROFESSIONAL PRACTICES

COURSE CODE : 23009

TEACHING AND EXAMINATION SCHEME

TEACHING SCHEME			EXAMINATION SCHEME					
TH	TU	PR	PAPER HRS.	TH	PR	OR	TW	TOTAL
--	--	04	--	--	--	--	50@	50

RATIONALE

Professional practices will introduce the students to the latest aspects of Beauty culture and Hair Dressing. They will gain invaluable hands on experience in the emerging trends in beauty business.

OBJECTIVES

The students will be able to:

- Select corrective treatments and latest trends for skin & hair.
- Demonstrate the latest techniques in the related subjects.
- Gain practical experience from Industrial visits / parlour visits/ group discussion / Fitness center.
- Learn appropriate dietary modification for benefit of the client.

DETAILED CONTENTS

SR. NO.	CONTENTS	HOURS
1	Guest Lectures: Latest techniques used in skin care and hair care	50
2	a. Parlor visits b. Industrial Visit	20
3	Parlour Internship	58
Total		128

Report based on the above content related activities shall be submitted by the students and assessed by the faculty on Continuous basis (Progressive Assessment activity).

COURSE NAME : DIPLOMA IN BEAUTY CULTURE AND HAIR DRESSING
SUBJECT CODE : BC
YEAR : FIRST
SUBJECT TITLE : COSMETOLOGY
COURSE CODE : 23010

TEACHING AND EXAMINATION SCHEME

TEACHING SCHEME			EXAMINATION SCHEME					
TH	TU	PR	PAPER HRS.	TH	PR	OR	TW	TOTAL
--	--	04	--	--	50#	--	50@	100

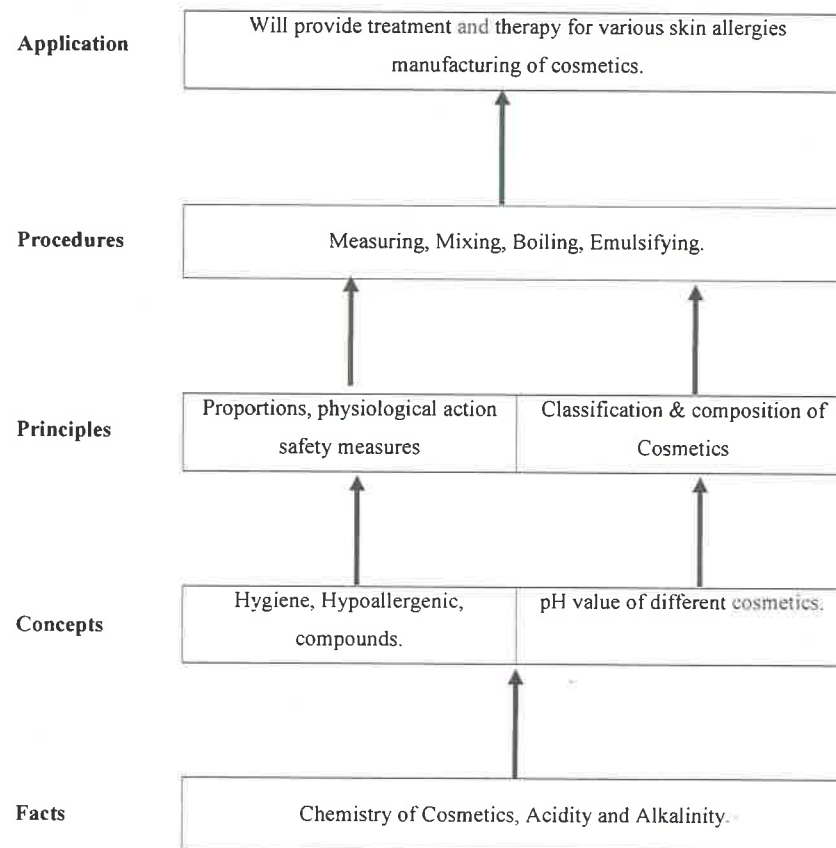
RATIONALE

The subject should impart skills to students for making their own simple in expensive cosmetics and preserving cosmetics. It should also impart scientific principles and techniques used for formulation of various cosmetics.

OBJECTIVES

The students will be able to:

- Identify and state different raw materials.
- Uses and incorporation in the cosmetic formulation of raw materials.
- Application and handling of cosmetics.

**LEARNING STRUCTURE**

LIST OF PRACTICAL

SR. NO	PRACTICAL	HOURS
1	Introduction of Cosmetology Introduction of Organic & Inorganic cosmetology Knowledge about pH value of cosmetic products Testing cosmetics with litmus paper	10
2	Creams Ingredients of cream, procedure of measuring & method of making cream. Preparation of Different types of creams. <ul style="list-style-type: none"> • Massage cream • Cuticle cream • Vitamin E cream 	24
3	Hair Cosmetic. Ingredients of Shampoo & conditioner, procedure of measuring & method of making Shampoo & conditioner <ul style="list-style-type: none"> • Hair Shampoo • Hair Conditioner 	20
4	Wax Ingredients of wax, procedure of measuring & method of making wax, Types of Wax <ul style="list-style-type: none"> • Hot Wax • Paraffin Wax 	24
5	Herbal Cosmetics. Ingredients of Herbal Cosmetics, procedure of measuring & method of making Herbal Cosmetics Different types of Face pack, Hair packs Cleansing pack Exfoliating pack Skin toning pack Herbal Pack for acne Clay pack Hair pack for hair conditioning Hair pack for Dandruff	30
6	General Cosmetics Talcum powder Nail paint remover Cuticle oil for dry brittle nails	20
TOTAL		128

SKILLS TO BE DEVELOPED

INTELLECTUAL SKILLS

Students will be able to identify the raw materials and the percentage use in the cosmetic formulation.

MOTOR SKILLS

Students will be able to measure the ingredients required for manufacturing of cosmetics and demonstrate its procedures.

SUGGESTED LEARNING RESOURCES

SR. NO.	TITLE	AUTHOR	PUBLICATION
1	Modern Cosmetics	E. G. Thomssen	Universal Publishing Corp.
2	Perfumes, Cosmetics & Soaps	William Poucher	Chapman & Hall Ltd. Landon
3	Cosmetics Sciences & Technology	Edward Sagarin	Interscience Publishers
4	Harry's Cosmeticology	Ralph G. Harry	Chemical Publishing Company Inc. New York

SUGGESTED E-LEARNING RESOURCES

1. www.wikihow.com/PersonalHygiene/HairRemoval/Waxing
2. https://en.wikipedia.org/wiki/Ingredients_of_cosmetics
3. www.thefitindian.com/face-packs-for-healthy-skin/



COURSE NAME : DIPLOMA IN BEAUTY CULTURE AND HAIR DRESSING

COURSE CODE : BC

YEAR : SECOND

SUBJECT TITLE : INTERNSHIP

SUBJECT CODE : 23049

TEACHING AND EXAMINATION SCHEME

TEACHING SCHEME			EXAM SCHEME & MAXIMUM MARKS					
TH	TU	PR	PAPER HRS.	TH	PR	OR	TW	TOTAL
--	--	--	--	--	--	50@	50@	100

NOTE

- Internship shall be completed by the students for a duration of Six weeks at the end of First Year during the vacation. The student must submit the Log book of daily activities performed and learnings, Certificate from the Organization and the training report. The same shall be assessed by the Internal Examiner at the beginning of the Second Year and the marks shall be submitted to MSBTE at the end of Second Year.

RATIONALE

Internship offers practical work experience to the students who are new in Beauty Culture & Hair Dressing field. This will enable students to strengthen their resumes by giving them visible work experience and providing better job opportunities to change their careers

OBJECTIVES

- Hands on experience to emerge in the beauty industry.
- Gain practical knowledge & experience from salons.
- Strengthen their confidence to attend clients.
- Enhance the ability to accurately diagnose & analyse different issues of each client to give satisfactory results.
- Create an environment to develop professional ethics, improving their communication skill with patrons.
- Participate in maintaining salon sanitation & cleanliness.



COURSE NAME : DIPLOMA IN BEAUTY CULTURE AND HAIR DRESSING

SUBJECT CODE : BC

YEAR : SECOND

SUBJECT TITLE : ADVANCE BEAUTY TECHNIQUES

COURSE CODE : 23206

TEACHING AND EXAMINATION SCHEME

TEACHING SCHEME			EXAMINATION SCHEME					
TH	TU	PR	PAPER HRS.	TH	PR	OR	TW	TOTAL
02	01	06	02	50	50#	--	50@	150

NOTE

- Two tests each of 25 marks to be conducted as per the schedule given by MSBTE.
- Total of tests marks for all theory subjects are to be converted out of 100 and to be entered in mark sheet under the head Sessional Work. (SW)

RATIONALE

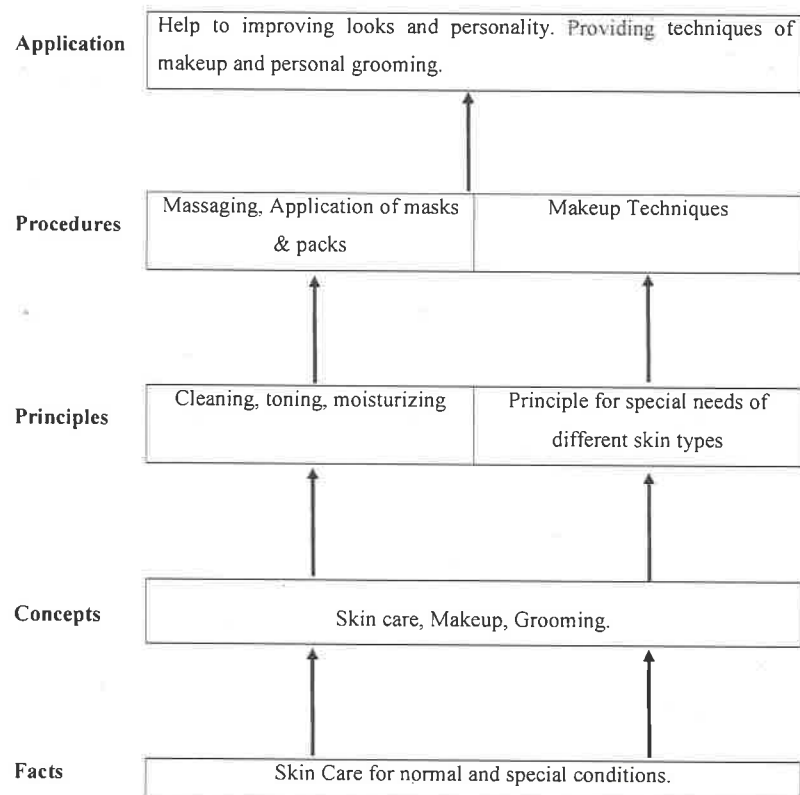
To provide Advance knowledge to the beauty culture students, with respect to necessary techniques used for care of skin and make up techniques adopted for professional career.

OBJECTIVES

The students will able to:

- Perform professional facial services with the help of different natural and suitable cosmetics.
- Select proper treatment according to skin type & their problem.
- Prepare face packs and masks as per skin types.
- Perform different types of make up procedures according to face types and shapes.
- Perform makeup techniques for artists of T.V. programs, Stage programs & Films.

LEARNING STRUCTURE



DETAILED CONTENTS

CHAPTER	CONTENTS	HOURS	MARKS
1	DRAPING FOR FACIAL SERVICES How to protect the patron and her clothing Preparation of the patron for facial services Skin Analysis & Skin Type Procedure of skin analyses Basic characteristics of skin types Normal Skin, Dry Skin, Oily Skin, Combination Skin, Sensitive Skin, Mature Skin, Black head and White head. Home Care Treatment for - Normal Skin, Dry Skin, Oily Skin.	18	14
2	FACIAL SERVICES Plain facial for normal skin Facial for dry skin Facial for oily skin with acne. Facial for sensitive skin Treatment for whiteheads and blackheads Cosmetics, implements, equipment required Effects and advantages of a facial, Precautions, reminders and common faults during facials.	18	12
3	Face Packs and Mask Setting and Non-setting Mask Characteristics of Good Mask Common products used in Face packs Glycerin, Calamine, Magnesium, Fullers earth, Zinc Oxide, Sulphur, Almond Oil, Rose Water and Orange water, Kaolin. Application and Removal of Face pack Treatment using products from natural resources - Herbs, Fruits and Vegetables	14	12
4	FACIAL MAKE UP Implements, materials and equipments Cosmetics used in makeup Procedure of applying make up Corrective make up Corrective make up for a. Forehead b. Nose and Chin c. Jawline and Neck d. Eyes e. Lips Points to be remembered while doing make up Different types of Make-up, Cosmetic allergies and precautions.	14	12
Total		64	50



SKILLS TO BE DEVELOPED:**INTELLECTUAL SKILLS:**

1. To analyse the skin conditions and different skin type.
2. To recognize the Various Facial types

MOTOR SKILL

1. Student will be able to state the correct procedure and exhibit manipulative skills required for facial.
2. Student will be able to minimize facial defects by the use of corrective make up.
3. Student will be able to adapt proper facial and make up techniques as per requirement.

LIST OF PRACTICAL

SR. NO.	PRACTICAL	HOURS
	Facial for Different Skin types	
1	Facial for Dry Skin	10
2	Facial for Oily Skin	10
3	Facial for Normal Skin	10
4	Vegetable Facial	10
5	Fruit Facial	10
6	Chocolate Facial	10
7	Gold Facial	10
8	Diamond Facial	10
9	Pearl Facial	10
	Make Up Technique	
10	Day Make Up	10
11	Bridal Make Up	10
12	Party Make Up	10
13	Evening Make Up	10
14	Corrective Make Up	10
15	T.V. Make Up	10
16	Stage Make Up	10
17	Film Make Up	10
18	Application & preparation of Mehndi cone	12
19	Nail Art	10
20	Sari Draping -Practice for draping different styles of sari's as per different occasions.	10
	TOTAL	192

SUGGESTED LEARNING RESOURCES

SR. NO.	TITLE	AUTHOR	PUBLICATION
1	A Professional guide to Hair Dressing and Beauty Therapy	Dr. Veena Pitre	Mrs. Veena Pitre 1221, W. Paranjpe Road, Pune-04.
2	Standard Textbook of Cosmetology	Coustane V Kibbe	Milady Publication

SUGGESTED E-LEARNING RESOURCES

- 1 www.makeup.com/
- 2 www.differencebetween.info/difference-between-facial-mask-and-facial-pack
- 3 tipsandbeauty.com/how-to-choose-right-facial-for-your-skin-type/



COURSE NAME : DIPLOMA IN BEAUTY CULTURE AND HAIR DRESSING
 SUBJECT CODE : BC
 YEAR : SECOND
 SUBJECT TITLE : HAIR DRESSING
 COURSE CODE : 23207

TEACHING AND EXAMINATION SCHEME

TEACHING SCHEME				EXAMINATION SCHEME				
TH	TU	PR	PAPER HRS.	TH	PR	OR	TW	TOTAL
02	01	06	02	50	50#	--	50@	150

NOTE

- Two tests each of 25 marks to be conducted as per the schedule given by MSBTE.
- Total of tests marks for all theory subjects are to be converted out of 100 and to be entered in mark sheet under the head Sessional Work. (SW)

RATIONALE

The contents of Hair dressing will aim at giving detail professional knowledge of Hair and its aspects. This knowledge is useful in study of Hair Styling.

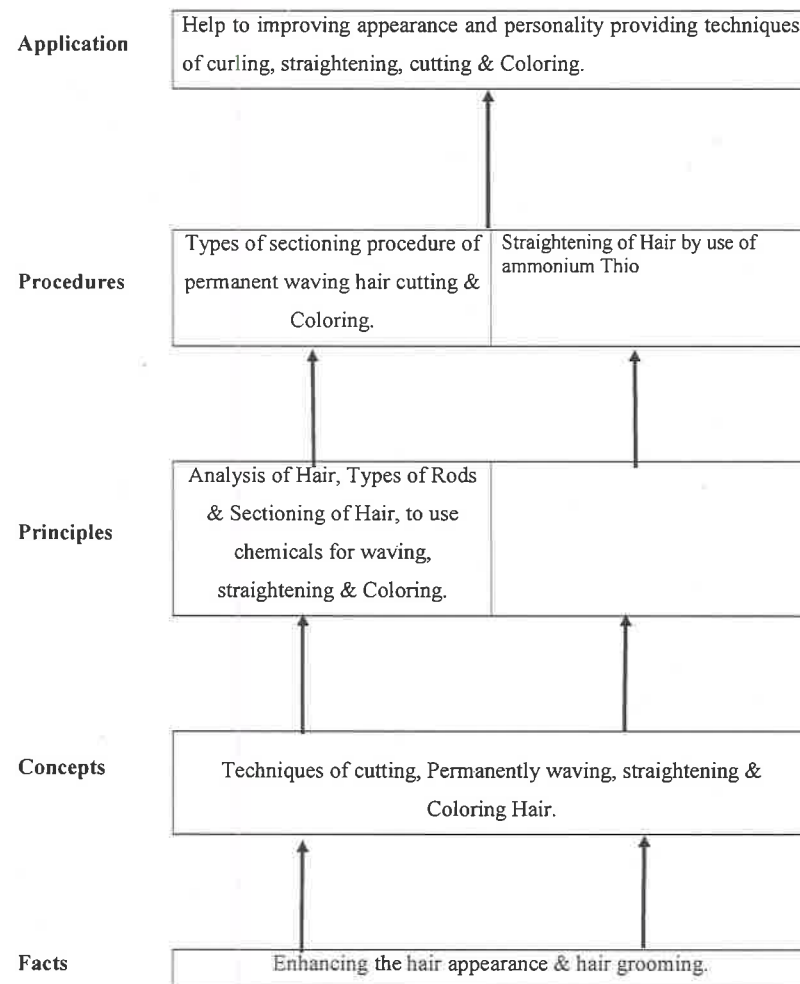
OBJECTIVES

The students will be able to:

- Identify the porosity and texture of hair.
- Give a permanent wave.
- Use chemicals for curling and straightening hair.
- State and explain chemistry of coloring.
- Select lighteners.
- Perform haircuts with the help of angles.



LEARNING STRUCTURE



DETAILED CONTENTS

CHAPTER	CONTENTS	HOURS	MARKS
1	Hair Coloring Basic law of colors: Primary, Secondary & Tertiary Natural levels of Hair colors Classification of hair coloring: Temporary(Only names), Semi-permanent (Only names, Advantages & Disadvantages), Permanent Tints (Advantages & Disadvantages) Patch test Application of Permanent tints Pre-lightening of Hair Levels of pre lightening Strand test Types of Pre lighteners Technique used in pre lightening of hair: Foil, Cap, Streaking with brush Safety precautions & Contra indications	20	14
2	Chemical Hair Relaxing Chemistry of hair relaxing Analysis of hair & scalp Relaxing with Sodium Hydroxide Relaxing with Ammonium thioglycolate Retouch of Chemical Hair relaxing Contra indications of Chemical Hair Relaxing and safety precautions	16	12
3	Permanent Waving Chemistry of permanent wave Analysis of client hair: Texture, Porosity Types of sectioning, rods and end paper wrapping Procedures of Permanent wave Types of Neutralizers Contra indications of Permanent Waving and safety precautions	12	12
4	Advance Hair Cutting Sterilization & Sanitization, Hair texture, Sectioning, Facial shapes, Client Consultation, Selection of tools & equipment. Special cutting techniques as-a) Precision hair cutting b) Notching c) Slicing d) Elevation e) Slithering f) Backcombing g) Tapering, Point Tapering h) Club Cutting i) Thinning Hair j) Shingling k) Razor shaping l) Cutting curly, Thick & Thin Hair Safety precautions/ Do's & Don'ts.	16	12
Total		64	50

SKILLS TO BE DEVELOPED

INTELLECTUAL SKILLS

1. The student will be able to analyze the hair quality and chemistry of permanent waving coloring & relaxing.
2. The student will be able to know the basic angles of cutting and chemicals used in coloring.

MOTOR SKILLS

1. The student will be able to use the rollers for permanent waving & neutralizers, and straightening Cream.
2. The student will be able to do cutting of hair by using angles, elevations and clippers. They also develop skill to give color and tints to hair.

LIST OF PRACTICAL

SR. NO.	PRACTICAL	HOURS
1	Permanent Wave a. Analysis of hair b. Types of rods c. Sectioning of hair d. Roller application e. Procedure	40
2	Chemical Hair Relaxing a. Analysis of hair b. Straightening with Ammonium thioglycolate	40
3	Practicing Cut While Using Angles a. Layer with Step cut b. Boy Cut/ Mushroom cut c. Long hair layers d. Forward graduation e. Reverse graduation f. Use of thinning shear g. Use of Clipper & Razor h. Razor cut i. Inversion Layers/Variations j. Graduated Bob k. Classical Bob l. Round Layers m. Gents Barbering-scissor over comb/Clipper	40
4	Preparation & Application of Hair Color a. Use of Hair colors b. Use of dyes c. Use of Vegetable dyes d. Global coloring	40
5	Preparation & Application Hair Lightening a. Removal of tints b. Foil technique c. Cap technique	32



	d. Back combing technique e. Balayage technique f. Slicing	
	Total	192

SUGGESTED LEARNING RESOURCES

SR. NO.	TITLE	AUTHOR	PUBLICATION
1	A Professional guide to Hair Dressing and Beauty Therapy	Dr. Veena Pitre	Mrs. Veena Pitre 1221, W. Paranjpe Road, Pune-04.
2	Standard Textbook of Cosmetology	Coustane V Kibbe	Milady Publication

SUGGESTED E-LEARNING RESOURCES

- 1 www.milady.cengage.com
- 2 www.wikihow.com › ... › Categories › Personal Care and Style › Grooming › Hair Care
- 3 www.delmar.com/resources/samp_chaps/156253467X_13.pdf
- 4 science.howstuffworks.com › Science › Innovation › Everyday Innovations

COURSE NAME : DIPLOMA IN BEAUTY CULTURE AND HAIR DRESSING
SUBJECT CODE : BC
YEAR : SECOND
SUBJECT TITLE : BEAUTY THERAPY AND AESTHETIC
COURSE CODE : 23208

TEACHING AND EXAMINATION SCHEME

TEACHING SCHEME			EXAMINATION SCHEME					
TH	TU	PR	PAPER HRS.	TH	PR	OR	TW	TOTAL
02	01	06	02	50	50#	--	50@	150

NOTE

- Two tests each of 25 marks to be conducted as per the schedule given by MSBTE.
- Total of tests marks for all theory subjects are to be converted out of 100 and to be entered in mark sheet under the head Sessional Work. (SW)

RATIONALE

In this field of beauty culture, Beauty therapy and Aesthetics is an important subject. For the student it is quite necessary to have a detailed theoretical as well as practical knowledge regarding the same. This subject deals with the analysis of the skin. Proper approach towards various treatment and precautionary measures to be taken while using / handling electrical gadgets and aromatic oils.

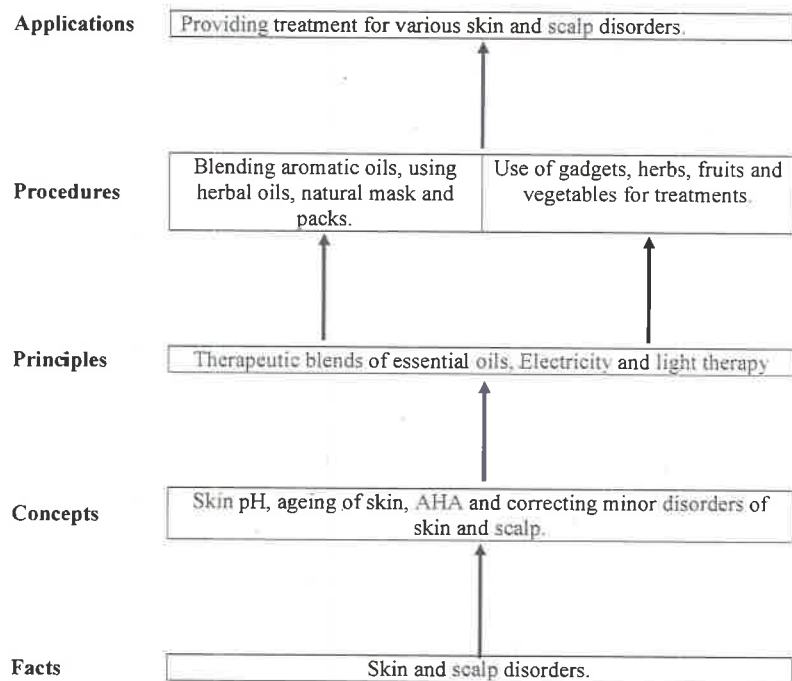
OBJECTIVES

The students will be able to:

- Identify and explain skin disorders, which can be treated in beauty salon / clinic
- Practicing different types of facials with electrical equipment.
- Able to Select and make therapeutic blend of various aromatic oils to treat skin and hair problems.



LEARNING STRUCTURE



DETAILED CONTENTS

CHAPTER	CONTENTS	HOURS	MARKS
1	ELECTRICITY AND LIGHT THERAPY Definition of Electric Current Types of current: AC & DC current (Only Definitions) General precaution of using electric equipment Benefits & Application of Normal Steamer, Ozone steamer Vibrator and Vacuum General exfoliation with Brushing unit. Body Massage Therapy Benefits of body massage technique, Deep Tissue Technique, Lymphatic Drainage with massage. Contraindications & safety measures while massaging. Infra red therapy Hot oil mask facial with Infrared lamp Paraffin wax mask therapy	20	14
2	Galvanic Currents Introduction of Galvanic current Method of using galvanic current Benefits and caution of galvanic current Treatments using Galvanic Current Orange facial (Ionization) for pigmented skin AHA facial for pigmented and aging skin. Elastin collagen treatment for aging skin Desincrustation treatment for oily and pimple skin Facial for sensitive skin	16	12
3	High Frequency current Introduction about high frequency current Methods: Direct, Indirect & General methods Benefits and cautions of high-frequency current Treatment using high-frequency current <ul style="list-style-type: none"> Facial for Oily skin Facial for Ache Treatment 	12	12
4	Aromatherapy Introduction of aromatherapy Properties and use of oils: essential oil and carrier oils. Oil blend, storage and safety precautions of using essential oils. Therapeutic blend/remedies using Aroma oil blend Use of Aroma oil in beauty care.	16	12
Total		64	50



SKILLS TO BE DEVELOPED**INTELLECTUAL SKILLS**

The students will be able to recognize and analyze the patron's Skin and Scalp conditions; and will be able to determine the corrective treatment to be given.

MOTOR SKILLS

1. The students will be able to perform corrective treatment for skin and scalp disorders.
2. The students will be able to use variety of electrical gadgets.
3. The students will be able to use products from natural resources and other cosmetics.

LIST OF PRACTICAL

SR. NO.	PRACTICAL	HOURS
1	Demonstrations of Electric And Light Therapy a. Galvanic Current b. Orange facial (Ionization) for pigmented skin c. AHA facial for pigmented skin. d. Desincrustation for oily skin e. Facial for sensitive skin f. High Frequency g. Ache Treatment h. Facial for Dry Skin	48
2	Procedure of using different equipment's for face Treatment a. Brushing unit b. Ozone Steamer c. Vibrator d. Ultra sound facial e. Infra-Red lamp	48
3	Preparation Of Different Aroma Oil Blend And their Uses. a. Hair fall b. Dandruff c. Muscular pain	48
4	Demonstration For Basic Body Massage Technique a. Preparation of massage bed b. General manipulation	48
	TOTAL	192

SUGGESTED LEARNING RESOURCES

SR. NO.	TITLE	AUTHOR	PUBLICATION
1	A Professional guide to Hair Dressing and Beauty Therapy	Dr. Veena Pitre	Mrs. Veena Pitre 1221, W. Paranjpe Road, Pune-04.
2	Standard Textbook of Cosmetology	Coustane V Kibbe	Milady Publication

SUGGESTED E-LEARNING RESOURCE

- 1 www.dailyhealthneeds.com/galvanic-facial-procedure-benefits-galvanic-massage-mac.
- 2 <https://www.jellenproducts.com/high-frequency-facial-treatment/>
- 3 www.infrared-light-therapy.com/infrared-heat-lamp-therapy/



COURSE NAME : DIPLOMA IN BEAUTY CULTURE AND HAIR DRESSING
 SUBJECT CODE : BC
 YEAR : SECOND
 SUBJECT TITLE : PROFESSIONAL PRACTICES
 COURSE CODE : 23011

TEACHING AND EXAMINATION SCHEME

TEACHING SCHEME			EXAMINATION SCHEME					
TH	TU	PR	PAPER HRS.	TH	PR	OR	TW	TOTAL
--	--	04	--	--	--	--	50@	50

RATIONALE

Professional practices will introduce the students to the latest aspects of Beauty culture and Hair Dressing. They will gain invaluable hands on experience in the emerging trends in beauty business.

OBJECTIVES

The students will be able to:

- Select corrective treatments and latest trends for skin & hair.
- Demonstrate the latest techniques in the related subjects.
- Gain practical experience from Industrial visits / parlour visits / group discussion / Fitness center.
- Learn appropriate dietary modification for benefit of the client.

DETAILED CONTENTS

SR. No.	CONTENTS	HOURS
1	Guest Lectures Latest techniques used in skin care and hair care	40
2	a. Salon visits b. Industrial Visit c. Make up Studio visit.	40
3	Group discussions and seminars	40
4	Workshop of Diet & Nutrition	08
Total		128



COURSE NAME : DIPLOMA IN BEAUTY CULTURE AND HAIR DRESSING
 SUBJECT CODE : BC
 YEAR : SECOND
 SUBJECT TITLE : PERSONAL GROOMING
 COURSE CODE : 23012

TEACHING AND EXAMINATION SCHEME

TEACHING SCHEME			EXAMINATION SCHEME					
TH	TU	PR	PAPER HRS.	TH	PR	OR	TW	TOTAL
01	01	--	--	--	--	50@	--	50

RATIONALE

The modern situations demand not only an ability to handle cosmetics but also an ability to handle human beings. Knowledge of human psychology, values, etiquettes and manners would help the students to develop a magnetic personality that would make them to be better cosmetologist.

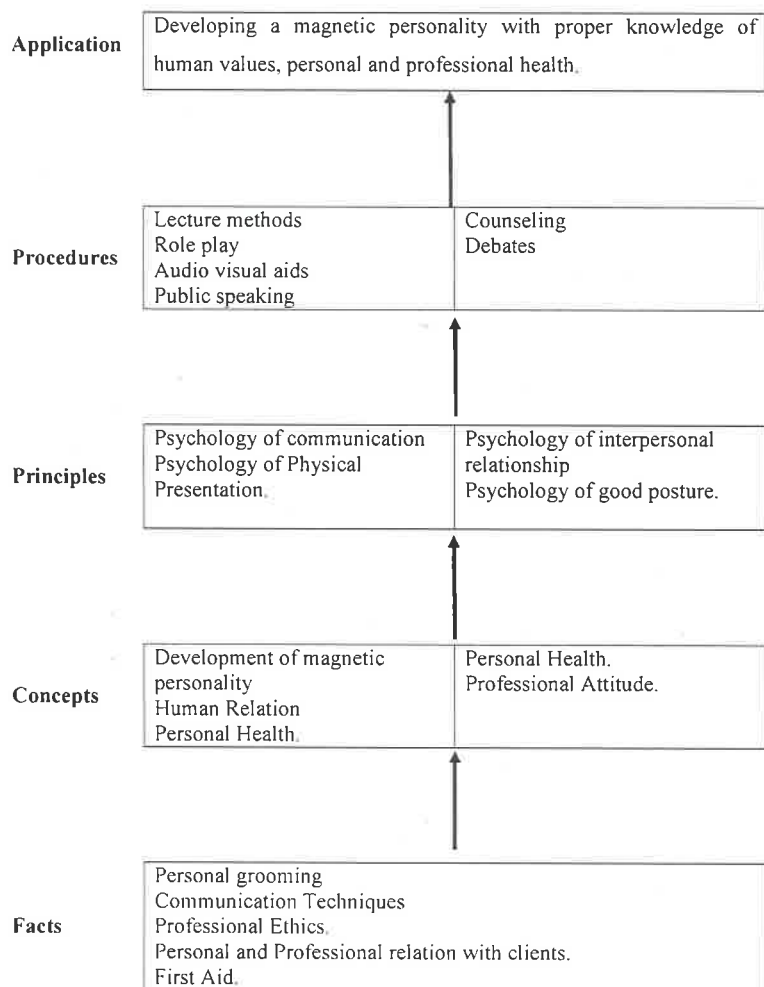
OBJECTIVE

Students will be able to:

- Communicate effectively.
- Exhibit hospitality towards customers.
- Exhibit good etiquettes.
- Perform task/ job efficiently.
- Give empathetic treatment to customers.
- Maintain Healthy Body and Mind.



LEARNING STRUCTURE



DETAILED CONTENTS

Sr. NO.	CONTENTS	HOURS
1	Personality Development a. Dress Sense. b. Personal Grooming. c. Positive Thinking	08
2	Personal and Professional Health a. Rest b. Exercise c. Relaxation d. Nutrition. e. Personal Hygiene. f. Personal Grooming	08
3	Physical presentation a. Physical Presentation on Job. b. Checkpoints of good Posture. c. Basic Stance for women. d. Basic Stance for men.	08
4	Good Posture a. Introduction. b. Standing. c. Sitting. d. Lifting. e. Care of Feet.	08
5	Desirable Qualities for effective client's relation a. Emotional Control. b. Positive Approach. c. Good Manners d. Bad Manners	08
6	Human Relation & your professional attitude a. Greeting client b. Client Mood c. Topic of conversation d. Making good impression e. Cultivate self confidence f. Interest in the clients personal preferences g. Being Punctual h. Develop business and sales abilities i. Avoiding Criticizing j. Keep informed of new product and Services k. Dealing with Client. l. Practice highest standards of sanitation.	08
7	Professional Ethics a. Introduction b. Rules of ethics you Practice. c. Guideline for proper behavior.	08



SR. NO.	CONTENTS	HOURS
	<ul style="list-style-type: none"> ▪ As Employer ▪ As Employee ▪ As a co worker ▪ As a operator 	
	d. Safety Precautions <ul style="list-style-type: none"> ▪ Accidents due to falls. ▪ Accidents due to Chemicals. ▪ Accidents due to Electrical Equipment. ▪ Accidents due to the Services. ▪ Accidents due to fire. 	
8	First Aid <ul style="list-style-type: none"> a. Introduction b. Cuts and Abrasions c. Burns. d. Eye Injuries. e. Use of first Aid Kit 	08
Total		64

LIST OF ASSIGNMENTS

SR. NO.	ASSIGNMENTS
1	Collection magazines & newspaper cutting on dressing styles at various occasions.
2	Students will learn & practice walk & talk in the classroom and will also learn to present their own self in society.
3	Narrating incident or story which has a message of positive thinking.
4	Visit to a Gym to understand the importance of exercise for a good posture & health.
5	Writing their own days diet & evaluating it from the nutrition perspective.
6	Demonstration of checkpoints for a good posture in the classroom.
7	Debate on good manners & bad manners for effective clients' relation.
8	Skit on human relations in the classroom, ppt slide making or assignment on professional ethics
9	Practicing in the classroom at how to use first aid in different situation.

SUGGESTED LEARNING RESOURCES

SR. NO.	TITLE	AUTHOR	PUBLICATION
1	A Professional guide to Hair Dressing and Beauty Therapy	Dr. Veena Pitre	Mrs. Veena Pitre 1221, W. Paranjpe Road, Pune-04.
2	Standard Textbook of Cosmetology	Coustane V Kibbe	Milady Publication

SUGGESTED E-LEARNING RESOURCES

1. <https://beautyhealthtips.in/best-self-easy-grooming-tips-for-women/>
2. www.milady.cengage.com



COURSE NAME : DIPLOMA IN BEAUTY CULTURE AND HAIR DRESSING
 SUBJECT CODE : BC
 YEAR : SECOND
 SUBJECT TITLE : SALON MANAGEMENT
 COURSE CODE : 23013

TEACHING AND EXAMINATION SCHEME

TEACHING SCHEME			EXAMINATION SCHEME					
TH	TU	PR	PAPER HRS.	TH	PR	OR	TW	TOTAL
01	01	--	--	--	--	--	50@	50

RATIONALE

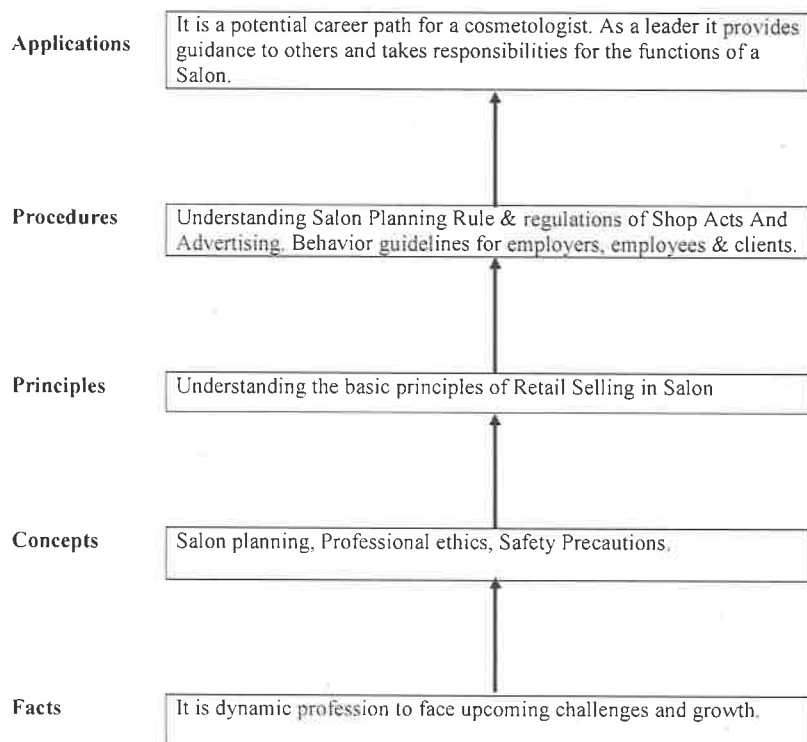
Salon management is one of the most important areas of education for students who wish to work in, manage, or own their own salon. Salon management teaches the business aspects of managing a salon. This includes aspects such as human resources, marketing, and financial components.

OBJECTIVES

Student will be able to:

- Select the type of organization to set up a business.
- Select the procedure for securing necessary goods.
- List the qualities of salesmanship.
- Identify the various procedures to operate the various bank accounts.

LEARNING STRUCTURE



DETAILED CONTENTS

SR. NO.	CONTENTS	HOURS
1	Salon Location & Ownership Salon locality, transport facility, Proper Agreement & Lease knowledge, Types of ownership	10
2	Salon planning Availability & Area of Room, storage facility, Types of services to be offered, Space allotment, Requirement & number of machines, types of employment & Staff requirement, interior of room.	12
3	Rule & regulations Shop Act, Health Development, Advertising, Handling Complains, Overall Maintenance.	12
4	Retail selling of products in Salon Introduction of Retail selling, Availability of different products, Principles of selling.	10
5	Professional ethics Meaning of Professional ethics, Behavior guidelines for employers, employees & clients.	10
6	Safety Precautions Meaning of accident & Safety precaution, Accident due to fall, Chemical, electrical equipment, Fire and other services.	10
Total		64

LIST OF ASSIGNMENTS

SR.NO	ASSIGNMENTS
1	Interacting session in the classroom with lawyer & estate agent on how to fix an agreement & also on lease knowledge.
2	Assignment on Types of ownership using books from library.
3	Visit to a well-equipped Salon & a report writing for the same.
4	Discussion on the principles of selling in the classroom.
5	Weekly internship to know the behavior guidelines for an employer & employee.
6	Skit on safety precaution by the students in the classroom.

SUGGESTED LEARNING RESOURCES

SR. NO.	TITLE	AUTHOR	PUBLICATION
1	A Professional guide to Hair Dressing and Beauty Therapy	Dr. Veena Pitre	Mrs. Veena Pitre 1221, W. Paranjpe Road, Pune-04.
2	Standard Textbook of Cosmetology	Coustane V Kibbe	Milady Publication

SUGGESTED E-LEARNING RESOURCES

- <http://beautysupply.about.com/od/salonoperations/tp/How-To-Manage-Hair-Stylists.htm>
- www.milady.cengage.com



COURSE NAME : DIPLOMA IN BEAUTY CULTURE AND HAIR DRESSING
 SUBJECT CODE : BC
 YEAR : SECOND
 SUBJECT TITLE : FUNDAMENTALS OF ICT
 COURSE CODE : 23029

TEACHING AND EXAMINATION SCHEME

TEACHING SCHEME			EXAMINATION SCHEME					
TH	TU	PR	PAPER HRS.	TH	PR	OR	TW	TOTAL
01	--	02	--	--	50@	--	50@	100

Note : Internal Practical Examination to be conducted on Computer.

RATIONALE

In any typical business setup in order to carry out routine tasks related to create business documents, perform data analysis and its graphical representations and making electronic slide show presentations, the student need to learn various software as office automation tools like word processing applications, spreadsheets and presentation tools. They also need to use these tools for making their project reports and presentations. The objective of this course is to develop the basic competency in students for using these office automation tools to accomplish the job.

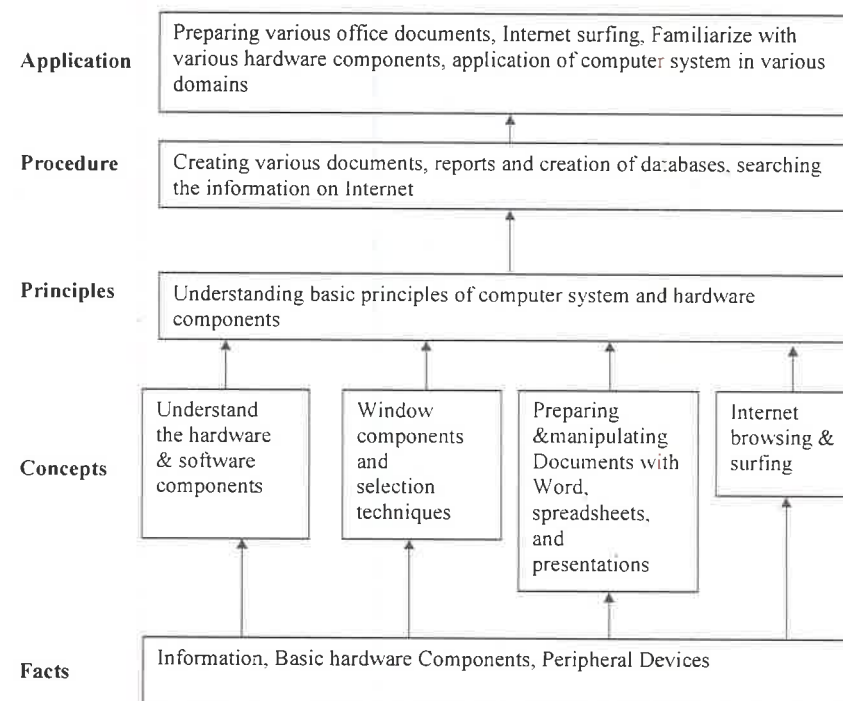
OBJECTIVES

Students will be able to:

- Understand a computer system that has hardware and software components, which controls and makes them useful.
- Understand the operating system as the interface to the computer system.
- Use the basic functions of an operating system.
- Set the parameter required for effective use of hardware combined with and application software.
- Compare major OS like Linux and MS-Windows
- Use file managers, word processors, spreadsheets, presentation software's and Internet.
- Have hands on experience on operating system and different application software
- Use the Internet to send mail and surf the World Wide Web.



LEARNING STRUCTURE

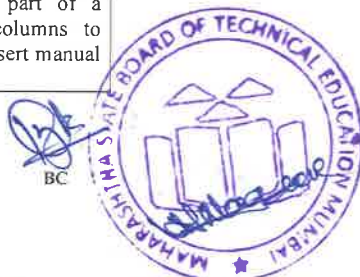


DETAILED CONTENTS

Note: Contents of theory are to be taught in practical period

CHAPTER	CONTENTS
1	<p>Basics of Computer System: Overview of Hardware and Software: block diagram of Computer System, Input/ Output unit CPU, Control Unit, Arithmetic logic Unit (ALU), Memory Unit</p> <p>Internal components: processor, motherboards, random access memory (RAM), read-only memory (ROM), video cards, sound cards and internal hard disk drives)</p> <p>External Devices: Types of input/output devices, types of monitors, keyboards, mouse, printers: Dot matrix, Inkjet and LaserJet, plotter and scanner, external storage devices CD/DVD, Hard disk and pen drive</p> <p>Application Software: word processing, spreadsheet, database management systems, control software, measuring software, photo-editing software, video-editing software, graphics manipulation software System Software compilers, linkers, device drivers, operating systems and utilities</p> <p>Network environments: network interface cards, hubs, switches, routers and modems, concept of LAN, MAN, WAN, WLAN, Wi-Fi and Bluetooth</p> <p>Working with Operating Systems: Create and manage file and folders, Copy a file, renaming and deleting of files and folders, Searching files and folders, application installation, creating shortcut of application on the desktop.</p>
2	<p>Word Processing: Overview of Word processor Basics of Font type, size, colour, Effects like Bold, italic, underline, Subscript and superscript, Case changing options. Previewing a document. Saving a document, Closing a document and exiting application.</p> <p>Editing a Document: Navigate through a document, Scroll through text. Insert and delete text, Select text, Undo and redo commands, Use drag and drop to move text, Copy, cut and paste, Use the clipboard, Clear formatting, Format and align text, Formatting Paragraphs. Line and paragraph spacing, using FIND and REPLACE, Setting line spacing, add bullet and numbers in lists, add borders and shading, document views, Page settings and margins, Spelling and Grammatical checks.</p> <p>Changing the Layout of a Document: Adjust page margins, Change page orientation, Create headers and footers, Set and change indentations, Insert and clear tabs.</p> <p>Inserting Elements to Word Documents: Insert and delete a page break, Insert page numbers, Insert the date and time, Insert special characters (symbols), Insert a picture from a file, Resize and reposition a picture</p> <p>Working with Tables: Insert a table, Convert a table to text, Navigate and select text in a table, Resize table cells, Align text in a table, Format a table, Insert and delete columns and rows, Borders and shading, Repeat table headings on subsequent pages, Merge and split cells.</p> <p>Working with Columned Layouts and Section Breaks: a Columns, Section breaks, Creating columns, Newsletter style columns, Changing part of a document layout or formatting, Remove section break, Add columns to remainder of a document, Column widths, Adjust column spacing, Insert manual column breaks.</p>

3	<p>Working with Spreadsheets: Overview of workbook and worksheet, Create Worksheet Entering sample data, Save, Copy Worksheet, Delete Worksheet, Close and open Workbook.</p> <p>Editing Worksheet: Insert and select data, adjust row height and column width, delete, move data, insert rows and columns, Copy and Paste, Find and Replace, Spell Check, Zoom In-Out, Special Symbols, Insert Comments, Add Text Box, Undo Changes, - Freeze Panes, hiding/unhiding rows and columns.</p> <p>Formatting Cells and sheet: Setting Cell, Type, Setting Fonts, Text options, Rotate Cells, Setting Colors, Text Alignments, Merge and Wrap, apply Borders and Shades, Sheet Options, Adjust Margins, Page Orientation, Header and Footer, Insert Page Breaks, Set Background.</p> <p>Working with Formula: Creating Formulas, Copying Formulas, Common spreadsheet Functions such as sum, average, min, max, date, In, And, or, mathematical functions such as sqrt, power, applying conditions using IF.</p> <p>Working with Charts: Introduction to charts, overview of different types of charts, Bar, Pie, Line charts, creating and editing charts. Using chart options: chart title, axis title, legend, data labels, Axes, grid lines, moving chart in a separate sheet.</p> <p>Advanced Operations: Conditional Formatting, Data Filtering, Data Sorting, Using Ranges, Data Validation, Adding Graphics, Printing Worksheets, print area, margins, header, footer and other page setup options.</p>
4	<p>Creating a Presentation: Outline of an effective presentation, Identify the elements of the User Interface, Starting a New Presentation Files, Creating a Basic Presentation, Working with textboxes, Apply Character Formats, Format Paragraphs, View a Presentation, Saving work, creating new Slides, Changing a slide Layout, Applying a theme, Changing Colours, fonts and effects, apply custom Colour and font theme, changing the background, Arrange Slide sequence,</p> <p>Inserting Media elements: Adding and Modifying Graphical Objects to a Presentation - Insert Images into a Presentation, insert audio clips, video/animation, Add Shapes, Add Visual Styles to Text in a Presentation, Edit Graphical Objects on a Slide, Format Graphical Objects on a Slide, Group Graphical Objects on a Slide, Apply an Animation Effect to a Graphical Object, Add Transitions, Add Speaker Notes, Print a Presentation.</p> <p>Working with Tables: Insert a Table in a Slide, Format Tables, and Import Tables from Other Office Applications.</p> <p>Working with Charts: Insert Charts in a Slide, Modify a Chart, Import Charts from Other Office Applications.</p>
5	<p>World Wide Web: Introduction, Internet, Intranet, Cloud, Web Sites, web pages, URL, web servers, basic settings of web browsers- history, extension, default page, default search engine, creating and retrieving bookmarks, use search engines effectively for searching the content.</p> <p>Web Services: e-Mail, Chat, Video Conferencing, e-learning, e-shopping, e-Reservation, e-Groups, Social Networking.</p>



LIST OF PRACTICAL

SR. NO.	PRACTICAL	HOURS
	Computer system and Operating system	
1	Identify various Input/output devices, connections and peripherals of computer system	02
2	Manage files and folders : Create, copy, rename, delete, move files and folder	02
	Word Processing	
3	Create, edit and save document : apply formatting features on the text - line, paragraph	02
4	Use bullets, numbering, page formatting Insert and edit images and shapes, sizing, cropping, colour, background, group/ungroup	02
5	Insert and apply various table formatting features on it.	04
6	Apply page layout features i. Themes, page background, paragraph, page setup ii. Create multicolumn page iii. Use different options to print the documents	04
7	Use mail merge with options.	02
	Spreadsheets	
8	Create, open and edit worksheet i. Enter data and format it, adjust row height and column width ii. Insert and delete cells, rows and columns iii. Apply wrap text, orientation feature on cell.	04
9	Insert formulas, "IF" conditions, functions and named ranges in worksheet.	02
10	Apply data Sort, Filter and Data Validation features.	04
11	Create charts to apply various chart options.	04
12	Apply Page setup and print options for worksheet to print the worksheet.	01
	Presentation Tool	
13	Create slide presentation i. Apply design themes to the given presentation ii. Add new slides and insert pictures/images, shapes	04
14	i. Add tables and charts in the slides. ii. Run slide presentation in different modes iii. Print slide presentation as handouts	04
15	Apply animation effects to the text and slides.	04
16	Add audio and video files in the given presentation	04
	Internet Basics	
17	Configure Internet connection	05
18	Use internet for different web services.	05
19	Configure browser settings and use browsers.	05
	TOTAL	64

SUGGESTED LEARNING RESOURCES

SR. NO.	TITLE OF BOOK	AUTHOR	PUBLICATION
1	Computer Fundamentals	Goel, Anita	Pearson Education, New Delhi, 2014, ISBN-13: 978-8131733097
2	Computer Basics Absolute Beginner's Guide, Windows 10	Miller, Michael	QUE Publishing: 8th edition August 2015, ISBN: 978-0789754516
3	Linux: Easy Linux for Beginners	Alvaro, Felix	CreatevSpace Independent Publishing Platform- 2016, ISBN: 978-1533683731
4	Microsoft Office 2010: On Demand	Johnson, Steve	Pearson Education, New Delhi India, 2010. ISBN : 9788131770641
5	Microsoft Office 2010 for Windows: Visual Quick Start	Schwartz, Steve	Pearson Education, New Delhi India, 2012, ISBN:9788131766613
6	OpenOffice.org for Dummies	Leete, Gurdy, Finkelstein Ellen, Mary Leete	Wiley Publishing, New Delhi, 2003 ISBN : 978-0764542220

SUGGESTED E-LEARNING RESOURCES

1. <https://www.microsoft.com/en-in/learning/office-training.aspx>
2. <http://www.tutorialsforopenoffice.org/>
3. https://s3-ap-southeast-1.amazonaws.com/r4ltue295xy0d/Special_Edition_Using_StarOffice_6_0.pdf

