

COMPETENCY BASED CURRICULUM

FOR THE TRADE OF

BASIC COSMETOLOGY

UNDER

CRAFTSMAN TRAINING SCHEME (CTS)

IN SEMESTER PATTERN

BY



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

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1. INTRODUCTION

India is one of the youngest nations in the world. Our youth are our strength. However, a challenge facing the country is that of skilling our youth as per the demands of the industry. Recognizing the need for quickly coordinating the skill development and entrepreneurship efforts of all concerned stakeholders, the Government of India created the Ministry of Skill Development and Entrepreneurship on 9th November, 2014. To create further convergence between the Vocational Training System through Industrial Training Institutes (ITIs) and the new skill initiatives of the Government, the Training and Apprenticeship Training divisions from the Directorate General of Employment and Training (DGET) under the Ministry of Labour and Employment stand transferred to the Ministry of Skill Development and Entrepreneurship (MSDE) with effect from 16th April, 2015. This move brings over 11000 ITIs and scores of other institutions, and the Apprenticeship and Training divisions, under the Ministry.

The Ministry of Skill Development and Entrepreneurship is an apex organization for the development and coordination of the vocational training including Women's Vocational Training in our country. The Ministry conducts the vocational training programmes through the Craftsmen Training Scheme (CTS), Apprenticeship Training Scheme (ATS), Skill Development Initiative (SDI) Scheme based on Modular Employable Skills (MES) and Craftsmen Instructor Training Scheme (CITS) to cater the needs of different segments of the Labour market. The National Council for Vocational Training (NCVT) acts as a central agency to advise Government of India in framing the training policy and coordinating vocational training throughout India. The day-to-day administration of the ITIs rests with the State Governments/ Union Territories.

- Training courses under the CTS are being offered through a network of more than 11000 Government and Private Industrial Training Institutes (ITIs) located all over the country with a total seating capacity of more than 16 Lakhs with an objective to provide skilled workforce to the industry in 126 trades. Skill development courses exclusively for women are also being offered under CTS and other schemes through Government and Private ITIs and Regional Vocational Training Institutes (RVTIs) for Women.
- The Apprentices Act, 1961 was enacted with the objective of regulating the program of apprenticeship training in the industry by utilizing the facilities available within for imparting on-the-job training. The Act makes it obligatory for employers in specified industries to engage apprentices in designated trades to impart on the job training for school leavers, and ITI passed outs to develop skilled manpower for the industry.
- The Ministry is implementing the Employable Scheme (MES) under the Skill Development Initiative Scheme to provide vocational training to people to develop skilled manpower for the industry through a network of Vocational Training Providers (VTPs) located across the country.

Central Staff Training and Research Institute (CSTARI), Kolkata is the nodal institute for the development/revision of curricula under all vocational training schemes of the Ministry. National Instructional Media Institute (NIMI), Chennai is to make available instructional material in various trades for the use of trainees and trainers to ensure overall improvement in the standard of institutional training under the CTS and ATS schemes. The institute is actively involved in the development, production and dissemination of instructional media Packages (IMPs) comprising of books on Trade Theory, Trade Practical, Test/Assignment, and Instructor's Guide.

The National Skills Qualification Framework (NSQF), published in the Gazette of India on 27th December, 2013, is a national framework that aims to integrate general and vocational streams of education and training. The main goal of the NSQF is to focus on competency-based qualifications, which in turn facilitate and enhance transparency, both within and between general and vocational streams. The National Skill Development Agency (NSDA) under the Ministry is responsible for anchoring and implementation of the Framework, by bringing together the key stakeholders through the National Skill Qualifications Committee (NSQC).

The competency-based framework organizes qualifications into ten levels, with the entry level being 1, and the highest level being 10. Each level of the NSQF is described by a statement of learning outcomes in five domains, known as level descriptors. These five domains are (1) Process, (2) Professional knowledge, (3) Professional skill, (4) core skill, and (5) Responsibility. The paradigm shift from learning focused on inputs to an outcome/competency-based education would help in the Recognition of Prior Learning (RPL), and simultaneously enable the alignment of the Indian qualifications with international ones. Government funding is expected to be on a preferential basis for NSQF compliant courses. The NSQF notification provides a Qualification Register, which is the official national database of all qualifications aligned to NSQF levels. Through this Register, learners can expect access to all NSQF compliant qualifications.

The Ministry has set up Mentor Councils to focus on courses under NCVT in various sectors with representation from thought leaders among different stakeholders viz., industries, innovative entrepreneurs who have proved to be game-changers, academic/professional institutions, and champion ITIs for each of the sectors. The Mentor Council for each sector reviews curriculum, admission criteria, course duration, and requirement of trainers and assessment/evaluation systems for the sector on a continuous basis and make recommendations regarding the same. Sector-wise Core Groups are formed to plan and prepare the documentation for the competency-based curricula for the courses under each sector.

2. GENERAL INFORMATION

1	Qualification	BASIC COSMETOLOGY
2	N.C.O./NOS Code No.	NCO:2004/5141.10;NOS details in section 4
3	NSQF Level	Level 4
4	Duration of the course/qualification	One year (two semesters each of six months duration)
5	Entry Qualification	passed 10 th class examination
6	Trainees per unit	20

Note:

- i) Out of the two Instructors required for a unit of 2(1+1), one must have Degree/Diploma, and other must have NTC/NAC qualifications, in the relevant field.

Distribution of notional training hours of the training per week:

Total hours /week	Trade practical	Trade theory	Employability skills
40 Hours	32 Hours	6 Hours	2 Hours

3. COURSE STRUCTURE

Name of the Qualification: Basic Cosmetology

Total duration of the course: One year

Training duration details:

Course Elements	Hourly Distribution
Professional Skills	568 hrs
Professional Knowledge	142 hrs
Employability Skills	110 hrs
In-plant Training/Project Work	120 hrs
Admission & Examination	160 hrs
Total	1100 hrs

4. JOB ROLES

A Cosmetologist job role provides various types of beauty services, aware of the Beauty therapy, Health and hygiene, Safety & needs to be knowledgeable about beauty products. They must be able to perform Basic Epilation, Manicure, Pedicure, Facial Treatments, Haircuts, Hair Styles, Hair Coloring, Straightening, Rebinding & Hair treatments. They are also able to demonstrate different types of makeup & basic corrective makeup. A cosmetologist must be able to perform and demonstrate Yogasana & Meditation in order to remain fit & active for long working hours as they have to work under pressure, be polite & patient. & recommend the asana to clients having common ailments. Demonstrate the operation of Beauty & Hair Equipments.

Plan and organize assigned work and detect & resolve issues during execution. Demonstrate possible solutions and agree tasks within the team. Communicate with required clarity and understand technical English. Sensitive to environment, self-learning and productivity.

4.2 NCO Mapping/ NOS & QP:

NCO Codes

- 5141.10 Hair Dresser (Ladies)
- 5141.15 Hair Stylist
- 5141.30 Beautician
- 5141.40 Manicurist
- 5141.45 Skin care specialist

NOS Codes

- BWS/N0101 - Prepare and maintain work area
- BWS/N0102 - Provide basic skin care treatment
- BWS/N0103 - Carry out basic epilation services
- BWS/N0104 - Provide manicure and pedicure services
- BWS/N0106 - Maintain health and safety at the workplace
- BWS/N0107 - Create a positive impression at the workplace

- BWS/N0201- Prepare and maintain work area
- BWS/N0202- Basic blow dry (blast dry) hair
- BWS/N0203 - Shampoo, condition the hair and scalp
- BWS/N0204 - Perform Basic Hair Cut
- BWS/N0205 - Assist the hair stylist performing advanced hair services
- BWS/N0206 - Maintain health and safety at the workplace
- BWS/N0207- Create a positive impression at the workplace

5. NSQF LEVEL COMPLIANCE

NSQF level for Basic cosmetology trade under CTS: Level 4

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

The NSQF level-4 descriptor is given below:

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

[Details of complete NSQF Level descriptor is given in Annexure 3]

6. GENERAL TRAINING PLAN, EXAMINATION & PASS REGULATION

General Training Plan

The knowledge and skill components as stated in the section for 'learning outcomes' are to be imparted in accordance with the instructions in respect of the content and time structure.

Assessment

The assessment for the semester-based qualification is carried out by conducting formative assessments, and end-of-semester examinations, as per the guidelines given in the Curriculum. The internal assessments for theory subjects and practical are conducted for evaluating the knowledge and skill acquired by trainees and the behavioural transformation of the trainees as per the learning outcomes. Theory examinations are conducted in Trade Theory, Workshop Calculation & Science, Engineering Drawing and Employability Skills. Trade practical examinations are conducted by the respective State Governments. The details of the examination and assessment standard are in a latter section. NCVT prepares the question papers for the Trade practical. Candidates are to demonstrate that they can:

1. Read & interpret technical parameters/documentation, plan and organize work processes, and identify necessary materials and tools,
2. Perform a task/job with due consideration to safety rules, accident prevention regulations and environmental protection stipulations,
3. Apply Professional Knowledge, Core Skills, and Employability Skills while performing the task/job.
4. Check the task/job as per the drawing for proper functioning, and identify and rectify errors in the job, if any.
5. Document the technical parameters related to the task/job.

Pass regulation

For the purposes of determining the overall result, weightage of 25 percent is applied to each semester examination. The minimum pass percent for Practical is 60% & minimum pass percent for Theory subject is 40%.

7. LEARNING OUTCOMES

The following are minimum broad learning outcomes after completion of the 'Basic Cosmetology' course of one year duration:

A. GENERIC OUTCOMES

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

B. SPECIFIC OUTCOMES

SEMESTER – I

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

SEMESTER – II

17. Demonstrate day, evening, party & bridal makeup and explain effects of light on makeup.
18. Demonstrate basic corrective makeup & explain basic facial shapes.
19. Create traditional hair styles using artificial aids
20. Create hair designs using thermal gadgets and wet styling techniques.

21. Demonstrate hair coloring, perming, straightening, rebonding & smoothing. Explain the knowledge of bonds.
22. Create bindi, heena & tattoo designing, drape saree in different styles.
23. Demonstrate asanas for spine stretching, stress management & common body ailments

8. ASSESSABLE OUTCOMES WITH ASSESSMENT CRITERIA

Note:

1. The training shall be conducted as per the syllabus.
2. The trainee shall demonstrate the competencies that are defined below in the assessable outcomes highlighted below.
3. The trainee shall be assessed for his/her achievement levels in all the assessable outcomes on the basis of the formative assessment, Theory & Practical examinations, observation, and viva-voce.
4. The trainee shall be assessed for his/her achievement levels in all the assessable outcomes of the Employability Skills, Workshop Calculation & Science, and Engineering Drawing, on the basis of Theory Examinations, and for his/her ability to apply the concepts in Practical.
5. The assessable outcomes and assessment criteria will serve as a set of guidelines for Trainers, Paper setters, Moderators, and Assessors.

Assessable outcomes along with assessment criteria to be achieved after each semester and completion of qualification:

Generic assessable outcomes:

ASSESSABLE OUTCOMES	ASSESSMENT CRITERIA
1. Recognize & comply safe working practices, environment regulation and housekeeping	1.1 Follow and maintain procedures to achieve a safe working environment in line with occupational health and safety regulations and requirements and according to site policy.
	1.2 Recognize and report all unsafe situations according to site policy.
	1.3 Identify and take necessary precautions on fire and safety hazards and report according to site policy and procedures.
	1.4 Identify, handle and store / dispose off dangerous goods and substances according to site policy and procedures following safety regulations and requirements.
	1.5 Identify and observe site policies and procedures in regard to illness or accident.
	1.6 Identify safety alarms accurately.
	1.7 Report supervisor/ Competent of authority in the event of accident or sickness of any staff and record accident details correctly according to site accident/injury

	<p>procedures.</p> <p>1.8 Identify and observe site evacuation procedures according to site policy.</p> <p>1.9 Identify Personal Productive Equipment (PPE) and use the same as per related working environment.</p> <p>1.10 Identify basic first aid and use them under different circumstances.</p> <p>1.11 Identify different fire extinguisher and use the same as per requirement.</p> <p>1.12 Identify environmental pollution & contribute to the avoidance of instances of environmental pollution.</p> <p>1.13 Deploy environmental protection legislation & regulations</p> <p>1.14 Take opportunities to use energy and materials in an environmentally friendly manner</p> <p>1.15 Avoid waste and dispose waste as per procedure</p> <p>1.16 Recognize different components of 5S and apply the same in the working environment.</p>
2. Work in a team, understand and practice soft skills, technical English to communicate with required clarity.	<p>2.1 Obtain sources of information and recognize information.</p> <p>2.2 Use and draw up technical drawings and documents.</p> <p>2.3 Use documents and technical regulations and occupationally related provisions.</p> <p>2.4 Conduct appropriate and target oriented discussions with higher authority and within the team.</p> <p>2.5 Present facts and circumstances, possible solutions & use English special terminology.</p> <p>2.6 Resolve disputes within the team</p> <p>2.7 Conduct written communication.</p>
3. Identify and develop specific area to perform practical operations.	<p>3.1 Semester examination to test basic skills on developing specific area to perform practical operations.</p> <p>3.2 Their applications will also be assessed during execution of assessable outcome and also tested during theory and practical examination.</p>
4. Explain energy conservation, global warming and pollution and contribute in day to day work by optimally using available resources.	<p>4.1 Semester examination to test knowledge on energy conservation, global warming and pollution.</p> <p>4.2 Their applications will also be assessed during execution of assessable outcome.</p>
5. Explain personnel finance, entrepreneurship and manage/organize related task in day to day work for personal & societal growth.	<p>5.1 Semester examination to test knowledge on personnel finance, entrepreneurship.</p> <p>5.2 Their applications will also be assessed during execution of assessable outcome.</p>

<p>6. Understand and apply basic computer working, basic operating system, simulate part programme using simulation software and uses internet services to get accustomed & take benefit of IT developments in the industry.</p>	<p>6.1 Semester examination to test knowledge on basic computer working, basic operating system and uses internet services. 6.2 Their applications will also be assessed during execution of assessable outcome.</p>
<p>7. Understand and explain the concept in productivity, quality tools, and labour welfare legislation and apply such in day to day work to improve productivity & quality.</p>	<p>7.1 Semester examination to test the concept in productivity, quality tools and labour welfare legislation. 7.2 Their applications will also be assessed during execution of assessable outcome.</p>
<p>8. Explain occupational safety and health, hygiene, accident prevention techniques and first aid.</p>	<p>8.1 Semester examination to test the concepts of occupational safety and health, hygiene, accident prevention techniques and first aid. 8.2 Their applications will also be assessed during execution of assessable outcome.</p>

Specific assessable outcomes:

Semester-I

Assessable outcomes	Assessment criteria
<p>9. Develop good appearance and behavior, practice, tasks as per industry standard and express good communication skill.</p>	<ol style="list-style-type: none"> 1. Read and interpret information accurately. 2. Use gestures or simple words to communicate where language barriers exist. 3. Display positive body language. 4. Display courteous and helpful behavior at all times. 5. Speak and understand Basic English. 6. Use of different types of communication techniques. 7. Maintain good health and personal hygiene 8. Comply with high standards of grooming and personal behavior.
<p>10. Prepare and maintain work area and maintain health and safety at the work place.</p>	<ol style="list-style-type: none"> 1. Select suitable material and equipment for salon cleaning 2. Place all the material in the trolley and set up it as per requirement. 3. Carry out appropriate sterilizer and disinfection for tools and place the sterilized and disinfectant tools on a disinfected tray as per standard operating process. 4. Dispose waste material safely & correctly 5. Follow manufacturer's instructions when mixing and using chemicals. 6. Check and clean equipments according to salon procedure. 7. Identify different types of sterilizing and disinfecting equipments / products available & their correct usage. 8. Check necessary environmental condition for the treatment including (heating, lighting, ventilation & comfort).
<p>11. Carry out epilation and depilation services. Illustrate and explain hair structure & hair growth cycle.</p>	<ol style="list-style-type: none"> 1. Carry out the process using the tools & material (Hot wax, cold wax, strips etc.) 2. Check the client expectation prior and clarify doubts, if any. 3. Prepare the client for hair removal 4. Apply the correct pre wax product prior to waxing. 5. Apply the wax and remove correctly based on manufacture instructions. 6. Stop the waxing treatment and providing relevant advice if contra action occurs. 7. Check if the hair removal method is carried out at comfortable distance from the client, maintaining the correct tension of the thread. 8. Providing clear instructions to the client on how & when to support their skin throughout the threading service. 9. Creating a well balanced, proportioned and defined eye brow shape to suit the client's requirement. 10. Discontinuing the service & providing advice and recommendation when contra action occurs. 11. Check if allergy test is done before starting the bleaching service. 12. Monitor for contra-actions related to treatment & follow

	<p>preventive measures.</p> <p>13. Clean the treated area and use suitable soothing product.</p> <p>14. Provide specific after process advice to the client.</p>
<p>12. Carry out manicure and pedicure services. Explain anatomy of nail. Differentiate between and identify nail disease nail disorders.</p>	<ol style="list-style-type: none"> 1. Prepare the client & trolley for service. 2. Analyze the hand & feet, fill the record card. 3. Select right products/ materials and arrange the trolley. 4. Identify basic hand tools (Nail file, cuticle cleaner and buffer, Nail cutter, nail cleaner) and their use. 5. Adjust the positioning of the client to ensure easy process and minimal injury. 6. Clean and dry the hand/ feet of client as a part of preparation. 7. Apply cuticle softener product during the cuticle cutting process and ensure no damage to the cuticle and nail plate. 8. Remove any excessive hard skin using foot scrape among without discomfort to the client. 9. Use massage technique according to clients need. 10. Apply suitable base coat /nail polish & top coat relevant to the clients need. 11. Clean the treated area and use suitable soothing product. 12. Provide specific after process advice to the client.
<p>13. Carry out facial treatments for common skin problems. Illustrate and explain skin structure.</p>	<ol style="list-style-type: none"> 1. Identify the equipment, material & tools used in facial. 2. Make the importance of client comfort and modesty. 3. Analyze the Skin and fill the record card. 4. Prepare the client & trolley for service. 5. Cleanse & exfoliate the skin. 6. Appropriate massage movements and pressure to suit the client's skin. 7. Demonstrate correct method of application and removal of the specific mask. 8. Select after care products and apply correctly. 9. Work station clean and tidy in completion of treatment.
<p>14. Carry out hair treatment for common hair problems. Illustrate and explain structure of hair.</p>	<ol style="list-style-type: none"> 1. Identify different types of hair, 2. Comply with health and safety standard and process laid out by manufacturer. 3. Analyze the hair and scalp. 4. Prepare the client and trolley for service 5. Use hair oil on scalp and give the massage movement. 6. After completion of the massage, steam the scalp for 5 to 10 min. 7. Use of shampoo according to the hair. 8. Use conditioning products to needs of the client hair. 9. Monitor time and development of the conditioning product. 10. Remove conditioning product and excess water from the hair. 11. Clean the treated area and use suitable soothing product. 12. Provide specific after process advice to the client
<p>15. Create basic haircuts using special cutting</p>	<ol style="list-style-type: none"> 1. Carry out client consultation procedure. 2. Identify tools and equipments and their use. 3. Carry out hair analysis and check hair density, texture and

<p>techniques.</p>	<p>growth.</p> <ol style="list-style-type: none"> 4. Prepare the client and trolley for hair cutting. 5. Use tools & equipments effectively to achieve the required result. 6. Select suitable equipments and material such as (Hair brushes, dryer etc.) required for the service. 7. Carry out sectioning for blow drying. 8. Make out each section of hair, starting at the bottom, work upward, using the angles of cuts to achieve desired effects. 9. Check the client on satisfaction with the finish result. 10. Provide specific after process advice to the client
<p>16. Demonstrate basic yogic exercises for stamina building and correcting body posture</p>	<ol style="list-style-type: none"> 1. Ensure health condition is fit for practicing yoga. 2. Follow specific sequence. 3. Wear clean & loose clothes while performing yoga. 4. Proceed slowly and carefully. 5. Avoid force or strain. 6. Relax briefly between each practice. 7. Yoga must be practiced on suitable yoga mats. 8. Remove spectacles, watches or any jewellery. 9. Always breathe through the nose both in & out, unless specified otherwise. 10. Avoid practice any yoga technique under the influence of alcohol or mind altering drugs. 11. Check awareness.

Specific assessable outcomes:

Semester-II

Assessable outcomes	Assessment criteria
17. Demonstrate day, evening, party, bridal corrective makeup and explain effects of light on makeup & basic facial shapes.	<ol style="list-style-type: none"> 1. Consult with the client during the makeup service to confirm the desired look. 2. Carry out process using the tools and equipment. 3. Identify facial shapes and choose make up products according to clients' needs. 4. Prepare the client including cleansing, skin analysis, toning and moisturizing. 5. Perform makeup procedures with use of optical illusion. 6. Provide specific after care advice.
18. Create traditional hair styles & hair designing with artificial aids and thermal gadgets	<ol style="list-style-type: none"> 1. Carry out client consultation 2. Identify the styling tools & equipment and products that are safe and fit for purpose. 3. Analyze the hair for performing the styling. 4. Select the hair style according to the client (check hair length, facial shape, Density, texture) to fulfill the desired needs. 5. Perform the procedure of selected hair style. 6. Check the client on satisfaction with the finish result. 7. Provide specific after process advice to the client.
19. Demonstrate hair coloring, perming, straightening, rebonding & smoothing. Explain the knowledge of bonds	<ol style="list-style-type: none"> 1. Carry out client consultation 2. Assemble the trolley and prepare the client for hair coloring. 3. Perform hair and Scalp analysis and fill the record card. 4. Identify the styling tools & equipment and products that are safe and fit for purpose. 5. Mix the ingredient in mentioned ratio and place for ease of use by the stylist. 6. Start applying mixture according to sectioning pattern. 7. Regular monitor and time the development of hair coloring, perming, straightening, rebonding & smoothing. 8. Rinse the coloring product and apply conditioner according to hair. 9. Cleanse the hair for deep cleansing. 10. Choose the sectioning pattern according to the desired look. 11. Start perming process (sectioning, wrapping, Lotion application). 12. Rinse the Lotion from hair and apply neutralize to rebuild the bonds. 13. Leave the hair according to manufacture instruction and rinse off then apply the conditioner. 14. After the deep cleansing, dry hair and straighten it with straightening iron. 15. Start applying the Straightening/Smoothing cream. 16. Leave the hair according to manufacture instruction and rinse off. 17. Rinse the Lotion from hair and apply neutralize to rebuild

	<p>the bonds.</p> <ol style="list-style-type: none"> 18. Start applying hair mask and serum to control the damage. 19. Check the client on satisfaction with the finish result. 20. Provide specific after process advice to the client. 21. Clean and sterilize all tools & equipments before use.
20. Create bindi, heena & tattoo designing, drape saree in different styles.	<ol style="list-style-type: none"> 1. Consult the client for service. 2. Check if the treatment area is clean. 3. Check if all the material is set up in the trolley as per requirement. 4. Check if tools are sterilized or disinfected. 5. Check if the is drape as per her comfort 6. Check if the designs are symmetrical or not.
21. Demonstrate asanas for spine stretching, stress management & common body ailments	<ol style="list-style-type: none"> 1. Ensure health condition is fit for practicing yoga. 2. Follow specific sequence. 3. Wear clean & loose clothes while performing yoga. 4. Proceed slowly and carefully. 5. Never force or strain. 6. Relax briefly between each practice. 7. Practice yoga on suitable yoga mats. 8. Remove spectacles, watches or any jewelry. 9. Breathe through the nose both in & out, unless specified. 10. Check if yoga practice is done under the influence of alcohol or mild altering drugs. 11. Be aware of what you are doing. No concern with others or out siders.

9. SYLLABUS CONTENT WITH TIME STRUCTURE

SYLLABUS FOR THE TRADE OF 'Basic Cosmetology'

9.1 Syllabus Content for Professional Skill & Knowledge

First Semester

Duration: Six Months

Detailed Syllabus:

Week No.	Practical	Theory
1	<ul style="list-style-type: none"> • Personal grooming • Telephone etiquettes • Working on improving poise 	Personality Development <ul style="list-style-type: none"> • Hygiene rules • Basic of good grooming • Posture • Wardrobe planning • Motivation • Beauty as a career Communication Skills <ul style="list-style-type: none"> • Professional ethics • Client consultation • Telephone etiquettes
2	<ul style="list-style-type: none"> • Trolley setting • Use of different sterilizing gadgets • Practice in disinfection procedures 	Sterilization and Sanitization <ul style="list-style-type: none"> • Purpose • Definition • Methods • Procedure • Safety precautions
3-4	<ul style="list-style-type: none"> • Trolley setting • Client consultation • Allergy test procedure • Practice in waxing- hot , cold & warm wax • Practice by chemical depilation method 	Temporary removal of Superfluous hair <ul style="list-style-type: none"> • Hair growth cycle • Purpose of removing superfluous hair. • Definition and Methods of Epilation and Depilation • Product Knowledge • Allergy test • Client consultation • Procedure • Contra-actions • Contra-indications • Safety precautions
5	<ul style="list-style-type: none"> • Trolley setting 	Threading, Tweezing and Bleaching

	<ul style="list-style-type: none"> • Client consultation • Practice of Waxing, Threading, depilation & Tweezing the eyebrows • Patch test procedure • Bleaching procedure 	<ul style="list-style-type: none"> • Purpose • Definition • Types and methods • Client consultation • Product knowledge • Patch test • Procedure • Contra-actions • Contra-indications • Safety precautions • After care/Home care
6-8	<ul style="list-style-type: none"> • Trolley setting • Client consultation • Filling of record card • Use of tools & equipment • Practice of Massage :- <ul style="list-style-type: none"> • Hands • Arms • Legs • Practice in different types of basic nail shapes • Practice in different types of manicure & pedicure <p>Nail art</p> <ul style="list-style-type: none"> • Tools knowledge • Product knowledge • Basic nail art techniques:- <ul style="list-style-type: none"> • Free hand 	<p>Manicure and Pedicure</p> <ul style="list-style-type: none"> • Anatomy of Nail • Classification and identification of nail diseases and disorders • Purpose of manicure and pedicure • Definition and Types • Tools , equipments& product knowledge • Client consultation • Procedure • Contra-actions • Contra-indications • Safety precautions
9-11	<ul style="list-style-type: none"> • Trolley setting • Client consultation • Skin analysis:- <ul style="list-style-type: none"> • Naked eyes • Magnifying glass • Filling of record card • Cleaning procedure • Practice in facial with the help of different equipments:- <ul style="list-style-type: none"> • Vapozone • High Frequency • Brushing Unit • Galvanic • Ultrasonic • Vacuum & Spray 	<p>Facials</p> <ul style="list-style-type: none"> • Anatomy of Skin :- • Skin structure • Functions of skin • Types of skin • Classification & identification of common skin problems:- <ul style="list-style-type: none"> • Acne • Blackheads • Whiteheads • Disorders of sweat glands <ul style="list-style-type: none"> • Disorders of oil glands • Meaning of Massage • Types and benefits of massage

	<ul style="list-style-type: none"> • Faradic Current • Application of different types of packs & masks according to skin type 	<ul style="list-style-type: none"> • Client consultation • Skin analysis • Tools, equipments & product knowledge • Basic and deep cleansing • Procedure • Contra-actions • Contra-indications • Safety precautions
12	<ul style="list-style-type: none"> • Trolley setting • Client consultation • Scalp analysis • Practice in using gadgets:- <ul style="list-style-type: none"> • High frequency • Infra red lamp • Scalp steamer • Safety precautions /Do's & Dont's. • After care 	<p>Hair</p> <ul style="list-style-type: none"> • Science of Hair • Structure of hair root & hair shaft • Chemical composition • Hair growth cycle • Types of hair • Hair texture, density, Elasticity & porosity. <ul style="list-style-type: none"> • Common hair problems <ul style="list-style-type: none"> ➤ Dandruff ➤ Hair falling ➤ Split ends ➤ Pediculosis
13-14	<ul style="list-style-type: none"> • Trolley setting • Client consultation • Scalp analysis • Procedure 	<p>Head Massage, Shampooing, Conditioning & Deep- conditioning</p> <ul style="list-style-type: none"> • Purpose • Product knowledge • Procedure • Benefits • Precautions
15-19	<ul style="list-style-type: none"> • Trolley setting • Client consultation • Scalp analysis • Practice in different types of cuts:- <ul style="list-style-type: none"> • One-length cut • Diagonal cut • Graduated cut • Special cutting techniques as– <ol style="list-style-type: none"> a) Precision hair cutting b) Notching c) Slicing 	<p>Hair Cutting & Blowdry</p> <ul style="list-style-type: none"> • Facial shapes Knowledge • Sectioning • Elevation/Angles • Length & perimeter • Basics of Blow dry • Tools knowledge • Hair cutting techniques • Safety precautions

	<ul style="list-style-type: none"> • Elevation • Practice of blow drying 	
20-21	<ul style="list-style-type: none"> • Stamina building exercises • Deep breathing exercises 	Yoga and its Components <ul style="list-style-type: none"> • Purpose • Definition • Benefits • Precautions Yogic diet
22-23	<ul style="list-style-type: none"> • Practice in SukshamVayayam • Practice in Surya Namaskar • Practice in all SthoolVayayam 	Yogic SukshamVayayam <ul style="list-style-type: none"> • Procedure • Benefits • Precautions Surya Namaskar Yogic SthoolVayayam <ul style="list-style-type: none"> • Procedure • Benefits
24	<ul style="list-style-type: none"> • Industrial visits • Market survey • Project work 	
25	Admission	
26	Examination	

Second Semester

Duration: Six Months

Detailed Syllabus:

Week Nos.	Practical	Theory
1-4	<ul style="list-style-type: none"> • Trolley setting • Client consultation • Skin analysis • Selection of cosmetics & implements • Practice in CTM procedure • Practice in different types of make-up <ul style="list-style-type: none"> • Day time 	Make-up <ul style="list-style-type: none"> • Purpose • Effects of Light on makeup • Color theory • Basic facial shapes knowledge • Types of brushes knowledge for make-up • Product knowledge • Types of make-up

	<ul style="list-style-type: none"> • Evening and party • Bridal • Basic corrective make-up for cheeks, nose, lips & jaws 	<ul style="list-style-type: none"> • Day time • Evening and Party • Bridal • Procedure of CTM • Basic corrective make-up for:- <ul style="list-style-type: none"> • Cheeks • Nose • Lips • Jaws • Make-up removal • Tools & equipment hygiene • Safety precautions
5-8	<ul style="list-style-type: none"> • Trolley setting • Client consultation • Scalp analysis • Selection of cosmetics & implements • Practice in different types of traditional hair styling techniques:- <ul style="list-style-type: none"> • Rolls • Braids • Interlocks • Twisting styles • Practice in different techniques of hair styling :- <ul style="list-style-type: none"> • Thermal styling • Wet styling • Roller Setting • Artificial Aids 	<p>Hair Styling</p> <ul style="list-style-type: none"> • Purpose • Types of hairstyling <p>a)Thermal styling b)Wet styling c)Roller Setting d)Artificial Aids</p> <ul style="list-style-type: none"> • Thermal Styling <ul style="list-style-type: none"> • Blow drying • Ironing/Crimping • Tongs • Wet styling <ul style="list-style-type: none"> • Pin curls • Finger waving • Roller setting • Artificial Aids • Cleaning & maintaining of artificial aids • Safety precautions
9-10	<ul style="list-style-type: none"> • Trolley setting • Client consultation • Scalp analysis • Selection of Color • Allergy test procedure • Practice in different types of hair coloring techniques <p>a) Pre-lightening b) Global color c)High lightening</p>	<p>Hair Coloring</p> <ul style="list-style-type: none"> • Science of color • Basic law of color(color wheel) • Classification of hair color <ul style="list-style-type: none"> • Temporary • Semi-permanent • Permanent • Types of hair color <ul style="list-style-type: none"> • Chemical • Vegetable • Techniques

		<ul style="list-style-type: none"> ➤ Pre-lightening ➤ Global color ➤ High lightening <ul style="list-style-type: none"> ● Numbering system <ul style="list-style-type: none"> • Product Knowledge • Allergy Test procedure • Procedure of applying all types of hair color • Contra-actions • Contra-indications • Safety precautions
11-13	<ul style="list-style-type: none"> • Trolley setting • Client consultation • Scalp analysis • Strand test procedure • Procedure & precautions 	<p>Perming</p> <ul style="list-style-type: none"> • Definition • Knowledge of Bonds • Basic Perm technique • Types of perm rollers • Client consultation • Scalp analysis • Product knowledge • Strand test knowledge & procedure • Step by step procedure of perming • Contra-actions • Contra-indications • Safety precautions • Aftercare/Homecare
14-15	<ul style="list-style-type: none"> • Trolley setting • Client consultation • Scalp analysis • Strand test procedure • Procedure & precautions 	<p>Straightening/Rebonding/Smoothing</p> <ul style="list-style-type: none"> • Definition • Knowledge of Bonds • Client consultation • Scalp analysis • Product knowledge • Strand test knowledge & procedure • Step by step procedure of Straightening/Rebonding/Smoothing • Contra-actions • Contra-indications • Safety precautions • Aftercare/Homecare
16-	Indian traditional beauty concepts	

17	<ul style="list-style-type: none"> • Bindi designing • Henna designing • Tattoo making • Saree draping (4 styles) 	<ul style="list-style-type: none"> • Safety precautions related to practical topics
18-19	<ul style="list-style-type: none"> • Practice in asanas for :- • Spine stretching <ul style="list-style-type: none"> • Pachimotasana • Sankatasana • Bhujangasana • Ushtrasana • Matsyasana • Stress management <ul style="list-style-type: none"> • Thadasana • Shavasana • Makrasana • Different body ailments <ul style="list-style-type: none"> • Uttanpadasana • Chakarasana • Shalbhasana • Dhanurasana • Trikonasana • Nokasana • Halasana • Pavanmukatasana • Padamasana • Suptvajasana • Gomukhasana • Vajasana • Tratak • Sarvangasana 	<p>Asanas</p> <ul style="list-style-type: none"> • Purpose • Definition • Asanas for :- • Spine stretching (05 each) • Stress management(05 each) • Different body ailments(05 each) Obesity, Diabetics, Joints pain, Hypertension, Thyroid <ul style="list-style-type: none"> • Benefits • Safety precautions
20	<ul style="list-style-type: none"> • Practice in asanas for different age groups 	<p>Yoga for different age groups:-</p> <ul style="list-style-type: none"> • Children, Old citizens, Pregnant women • Benefits • Safety precautions <p>Height, Weight Management Chart related to Ht&Wt</p>
21-22	<ul style="list-style-type: none"> • Practice in doing Tratak 	<p>Tratak</p> <ul style="list-style-type: none"> • Definition

	<ul style="list-style-type: none"> Practice in doing Meditation 	<ul style="list-style-type: none"> Procedure Benefits Safety precautions <ul style="list-style-type: none"> Meditation Definition Procedure Benefits Safety precautions
23-24	<ul style="list-style-type: none"> On the job training Project work 	
25	Admission	
26	Examination	

9.3 SYLLABUS CONTENT OF EMPLOYABILITY SKILLS

General Information

Name of the subject	: EMPLOYABILITY SKILLS
Applicability	: CTS- Mandatory for all trades ATS- Mandatory for fresher only
Hours of Instruction	110 Hrs.
Examination	: The examination shall be held at the end of semesters.
Instructor Qualification	<ul style="list-style-type: none"> MBA or BBA with two years' experience or Graduate in Sociology/ Social Welfare/ Economics with Two years' experience or Graduate/ Diploma with Two years' experience and trained in Employability Skills from ITIs and Must have studied English/ Communication Skills and Basic Computer at 12th / Diploma level and above or Existing Social Studies Instructors duly trained in Employability Skills from DGET institutes
Instructor	<ul style="list-style-type: none"> One full-time instructor is required for 1000 seats and above For seats less than 1000, the instructor may be out sourced/ hired on contract basis.

Semester-wise Distribution of Topics (Employability Skills)

Course Duration	Topics		Examination
	Semester 1	Semester 2	
01 Year (Two semesters)	1. English Literacy 2. I.T. Literacy 3. Communication Skills	1. Entrepreneurship Skills 2. Productivity 3. Occupational Safety , Health, and Environment Education 4. Labour Welfare 5. Legislation 6. Quality Tools	Final examination at the end of each semester

Syllabus Content for Employability Skills

Semester 1

Learning Objectives (1st semester)

1. Read, write and communicate in English language for day to day work.
2. Communicate in written and oral and with required clarity ensuring that the information communicated is clear, concise and accurate.
3. Understand and apply basic computer working, basic operating system and uses internet services to get accustomed & take benefit of IT developments in the industry

Detailed Syllabus

1. English Literacy	
Hours of Instruction: 20 Hrs. Marks Allotted: 09	
Pronunciation	Accentuation (mode of pronunciation) on simple words, Diction (use of word and speech)
Functional Grammar	Transformation of sentences, Voice change, Change of tense, Spellings.
Reading	Reading and understanding simple sentences about self, work and environment
Writing	Construction of simple sentences Writing simple English
Speaking / Spoken English	Speaking with preparation on self, on family, on friends/ classmates, on known, picture reading gain confidence through role-playing and discussions on current happening job description, asking about someone's job habitual actions. Cardinal (fundamental) numbers ordinal numbers. Taking messages, passing messages on and filling in message forms Greeting and introductions office hospitality, Resumes or curriculum vita essential parts, letters of application reference to previous communication.
2. I.T. Literacy	
Hours of Instruction: 20 Hrs. Marks Allotted: 09	

Basics of Computer	Introduction, Computer and its applications, Hardware and peripherals, Switching on-Starting and shutting down of computer.
Computer Operating System	Basics of Operating System, WINDOWS, The user interface of Windows OS, Create, Copy, Move and delete Files and Folders, Use of External memory like pen drive, CD, DVD etc, Use of Common applications.
Word processing and Worksheet	Basic operating of Word Processing, Creating, opening and closing Documents, use of shortcuts, Creating and Editing of Text, Formatting the Text, Insertion & creation of Tables. Printing document. Basics of Excel worksheet, understanding basic commands, creating simple worksheets, understanding sample worksheets, use of simple formulas and functions, Printing of simple excel sheets
Computer Networking and INTERNET	Basic of computer Networks (using real life examples), Definitions of Local Area Network (LAN), Wide Area Network (WAN), Internet, Concept of Internet (Network of Networks), Meaning of World Wide Web (WWW), Web Browser, Web Site, Web page and Search Engines. Accessing the Internet using Web Browser, Downloading and Printing Web Pages, Opening an email account and use of email. Social media sites and its implication. Information Security and antivirus tools, Do's and Don'ts in Information Security, Awareness of IT – ACT, types of cyber-crimes.

3. Communication Skills

Hour of Instruction: 15 Hrs.Marks Allotted: 07

Topic	Contents
Introduction to Communication Skills	Communication and its importance
	Principles of Effective communication
	Types of communication – verbal, nonverbal, written, email, talking on phone.
	Nonverbal communication –characteristics, components-Para-language
	Body – language
	Barriers to communication and dealing with barriers.
	Handling nervousness/ discomfort.
Listening Skills	Listening-hearing and listening, effective listening, barriers to effective listening guidelines for effective listening.
	Triple- A Listening – Attitude, Attention & Adjustment.
	Active Listening Skills.
Motivational Training	Characteristics Essential to Achieving Success
	The Power of Positive Attitude
	Self-awareness
	Importance of Commitment
	Ethics and Values
	Ways to Motivate Oneself

	Personal Goal setting and Employability Planning.
Facing Interviews	Manners, Etiquettes, Dress code for an interview
	Do's & Don'ts for an interview
Behavioral Skills	Problem Solving
	Confidence Building
	Attitude

Semester 2

Learning Objectives (2nd Semester)

1. Knowledge of business activities, ability to interact with consumers for development of businesses.
2. Understand and apply productivity, its benefits and factors affecting the productivity.
3. Follow and maintain procedures to achieve a safe working environment in line with occupational health, safety, environment regulations and Labour welfare legislation and requirements.
4. Understand and apply quality concepts as per ISO and BIS system and its importance.
5. Recognize different components of 5S and apply the same in the working environment

Detailed Syllabus

4. Entrepreneurship skill Hour of Instruction: 15 Hrs.Marks Allotted: 06	
Topic	Content
Business & Consumer:	Types of business in different trades and the importance of skill, Understanding the consumer, market through consumer behavior, market survey, Methods of Marketing, publicity and advertisement
Self-Employment:	Need and scope for self-employment, Qualities of a good Entrepreneur (values attitude, motive, etc.), SWOT and Risk Analysis
Govt Institutions :	Role of various Schemes and Institutes for self-employment i.e. DIC, SIDBI, MSME, NSIC, Financial institutions and banks
Initiation Formalities :	Project Formation, Feasibility, Legal formalities i.e., Shop Act, Estimation & Costing, Investment Procedure - Loan Procurement - Agencies - banking Process
5. Productivity Hour of Instruction: 10 Hrs.Marks Allotted: 05	

Productivity	Definition, Necessity, Meaning of GDP.
Benefits	Personal / Workman – Incentive, Production linked Bonus, Improvement in living standard. Industry Nation.
Affecting Factors	Skills, Working Aids, Automation, Environment, Motivation How improves or slows down.
Comparison with developed countries	Comparative productivity in developed countries (viz. Germany, Japan and Australia) in selected industries e.g. Manufacturing, Steel, Mining, Construction etc. Living standards of those countries, wages.
Personal Finance Management	Banking processes, Handling ATM, KYC registration, safe cash handling, Personal risk and Insurance.
6. Occupational Safety, Health & Environment Hour of Instruction: 15 Hrs.Marks Allotted: 06	
Safety & Health :	Introduction to Occupational Safety and Health and its importance at workplace
Occupational Hazards :	Occupational health, Occupational hygiene, Occupational Diseases/ Disorders & its prevention
Accident & safety :	Accident prevention techniques- control of accidents and safety measures
First Aid :	Care of injured & Sick at the workplaces, First-aid & Transportation of sick person
Basic Provisions :	Idea of basic provisions of safety, health, welfare under legislation of India
7.Labour Welfare Legislation Hour of Instruction: 05 Hrs.Marks Allotted: 03	
Labour Welfare Legislation	Benefits guaranteed under various acts- Factories Act, Apprenticeship Act, Employees State Insurance Act (ESI), Payment Wages Act, Employees Provident Fund Act, The Workmen’s Compensation Act
8.Quality Tools Hour of Instruction: 10 Hrs.Marks Allotted: 05	
Quality Consciousness :	Meaning of quality, Quality Characteristic
Quality Circles :	Definition, Advantage of small group activity, objectives of Quality Circle, Roles and Functions of Quality Circles in organization, Operation of Quality Circle, Approaches to Starting Quality Circles, Steps for Continuation Quality Circles

Quality Management System:	Idea of ISO 9000 and BIS systems and its importance in maintaining qualities.
House Keeping :	Purpose of Housekeeping, Practice of good Housekeeping.5S Principles of Housekeeping: SEIRI – Segregation, SEITON – Arrangement, SEISO – Cleaning, SEIKETSU – maintenance of Standards, SHITSUKE - Discipline

10. INFRASTRUCTURE

1. Instructors' Qualification	NTC/NAC in Hair & Skin Care /Basic Cosmetology and CITS in Hair & Skin Care/Cosmetology with three years' experience in the field. OR Diploma in the Beauty Culture / Cosmetology approved by AICTE with two Years' experience in the field. OR Post Graduate Diploma GOVT. recognized in the field with two years field experience.
Desirable qualification	Graduation
3. Space Norms	70Sq.m.
4. Power Norms	6 kW
5.Tools, Equipment & General Machinery	(As per Annexure II)

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Note:

- i) Out of two Instructors required for the unit of 2(1+1), one must have Diploma, and other must have NTC/NAC qualifications.
- ii) The list of Tools, Equipment & listed in Annexure – II is for a particular trade Basic cosmetology comprising of two semesters and not for a single semester.

11. ASSESSMENT STANDARDS

11.1.ASSESSMENT GUIDELINES:

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

Assessment shall be evidence based comprising the following:

- 1) Job carried out in labs/workshop
- 2) Record book/ daily diary
- 3) Answer sheet for assessment
- 4) Viva-voce
- 5) Progress Chart
- 6) Attendance and punctuality
- 7) Assignment
- 8) Project work

Evidence of internal assessment should be preserved for an appropriate period of time for audit and verification by examination body.

The following marking pattern to be adopted while assessing:

a) Weightage in the range of 60-75% to be allotted during assessment under following performance level:

For performance in this grade, the candidate with occasional guidance and showing due regard for safety procedures and practices, has produced work that demonstrates attainment of an acceptable standard of craftsmanship. In this work there is evidence of:

- Demonstration of good skill in the use of hand tools, machine tools, and workshop equipment
- Below 70% tolerance dimension achieved while undertaking different work with those demanded by the component/job.
- A fairly good level of neatness and consistency in the finish
- Occasional support in completing the project/job.

b) Weightage in the range of above 75%- 90% to be allotted during assessment under following performance level:

For this grade, the candidate, with little guidance and showing due regard for safety procedures and practices, has produced work that demonstrates attainment of a reasonable standard of craftsmanship. In this work there is evidence of:

- Good skill levels in the use of hand tools, machine tools, and workshop equipment

- 70-80% tolerance dimension achieved while undertaking different work with those demanded by the component/job.
- A good level of neatness and consistency in the finish
- Little support in completing the project/job

c) Weightage in the range of above 90% to be allotted during assessment under following performance level:

For performance in this grade, the candidate, with minimal or no support in organization and execution and with due regard for safety procedures and practices, has produced work which demonstrates attainment of a high standard of craftsmanship. In this work there is evidence of:

- High skill levels in the use of hand tools, machine tools, and workshop equipment
- Above 80% tolerance dimension achieved while undertaking different work with those demanded by the component/job.
- A high level of neatness and consistency in the finish.
- Minimal or no support in completing the project.

11.2 FINAL ASSESSMENT- All India Trade TEST (SUMMATIVE ASSESSMENT)

- There shall be a single objective type Examination paper for the subjects Trade Theory and Employability Skills.
- The two objective type Examination papers as mentioned above shall be conducted by National Council for Vocational Training (NCVT), whereas examination for the subject Trade Practical shall be conducted by the State Governments. NCVT shall supply the Question Paper for the subject Trade Practical.

MARKING PATTERN		
Sl. No.	Subject for the trade test	Maximum marks for the each subject
1.	Practical	100
2.	Trade Theory	30+50
3.	Employability Skills	Objective type Written Test of 80 marks (Trade Theory 30 Marks & Employability Skills 50 marks)
4.	Internal assessment	20
TOTAL:		200

TRADE: BASIC COSMETOLOGY**Standard list of tools & equipments per station for two trainees**

S. No.	Description	Qty.
Hair		
1	Barber Scissors	1 No
2	Thinning Scissors	1 No
3	Velcro Rollers (Large, medium, & small)	1dz.each
4	Perm rollers (Star Perm, Ladder Perm, spiral rods, Chop sticks, Wooden rollers (different sizes Small, medium, large)	1 dz. Each
5	Manual Razor	1 No
6	Dust Brush	1 No
7	Swiggle	1 No
8	Dye Brush	1 No
9	Back View Mirror	1 No
10	Cutting sheet	1 No
11	Dye Bowl	1 No
12	Professional Hair Brushes set	1 set
13	Scalp steamer	1 No
14	Hot Rollers	1 Set
15	Dummy head on stand with slipon	1 No
16	Dryer	1 No
17	Crimper	1 no for 5 stations
18	Mirror Panel	1 No.
19	Styling Chair (multipurpose for hair & beauty services)	1 No.
20	Shampoo Station with chair	1 no for 5 stations
21	Hair Trolley	01 No.
22	Ceramic Straightening Iron	1 No.
23	Curling Rods with attachments	1 no for 5 stations
24	Neck Tray (for perming)	1 No.
25	Rebonding Boards	1 set .
26	Benders	1 dz.
27	Hood Dryer	1 no for 5 stations
Skin		
1	Magnifying lamp	1 no for 5 stations
2	Vapozone	1 no for 5 stations
3	Beauty Studio (Ultrasonic/Galvanic/High Frequency, Brushing unit, Vacuum & Spray)	1 no for 5 stations
4	High frequency*	1 No
5	EMS Machine	1 no for 5 stations
6	Infra red Lamp	1 No
7	Wax heater	1 No
8	Beauty Trolleys	1 No.
9	Facial Bed	1 No.

10	Manicure Bowls	1 No
11	Pedi spa tub	1 No
12	Manicure stools	1 no.
13	Manicure table	1 No.
14	Pedi stool	1 No.
15	Manicure Trolley	1 No.
Lab		
1	Dry Sterilizer (Ultra Violet)	1 no for 5 stations
2	Boiler	01 No.
3	Front wash Basin	1 no for 5 stations
4	Curtain/Blinds for Lab	As required
5	Blanket	1 No
6	Hot towel cabinet	1 no for 5 stations
7	Computer system with Internet facility & Printer	01 No.
8	Computer Table	01 No.
9	Heat Convector	04 No.
10	Air conditioner split 2 ton with stabilizer	As Required
11	Student Lockers	1 per student
12	Refrigerator	1 No.
13	Almirah	1 no for 5 stations
14	Teacher's Chair and table set	1 No.
15	Black head remover	1 No.
16	Display board (minimum 3X4 feet size)	As Required
17	Wet Sterilizer	1 no for 5 stations

A : TRAINEES TOOL KIT:

TRAINEE'S PERSONAL KIT		
S.No.	Description	Qty.
1	Tail comb	01 each
2	Style Comb	01 each
3	Open teeth tail comb	01 each
4	Small Bowl	02 each
5	Facial Band	02 each
6	Spray bottle	01 each
7	Nail File	01 each
8	Nail Cutter	01 each
9	Plain Switches	01 each
10	Switch Stand	01 each
11	Personal Towel (Medium)	02 No.
12	Napkin	02 No.
13	Hair Accessories	As required
14	Make-up Brush	01 each
15	Pack & Bleach Brush	01 each
16	Wax applicator	01 each

17	Braid	01 each
18	Bob Pins	As required
19	Juda Pins	As required
20	Setting clips	As required
21	Lab Coat	01 each
22	Manicure Set	01 each
23	Pedicure Set	01 each

Note :-

- Services of guest speakers (Yoga Instructor/ Soft Skills Speaker will be taken for relevant subjects like Yoga & Communication Skills etc).
- Every Trainee has to maintain Practical book and she has to write each exercise done by her inside the book duly signed by the Instructor.

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

Yoga Lab.		
S.No.	Description	Qty.
1	Yoga Mat	20 No.
2	Teacher's Chair	01 No.
3	Teacher's Table	01 No.
4	Curtain for Lab.	As required

GUIDELINES FOR INSTRUCTORS AND PAPER SETTERS

1. All questions of theory paper for the trade will be in objective type format.
2. Due care to be taken for proper & inclusive delivery among the batch. Some of the following method of delivery may be adopted:
 - a. Lecture
 - b. Lesson
 - c. Demonstration
 - d. Practice
 - e. Group discussion
 - f. Discussion with peer group
 - g. Project work
 - h. Industrial visit
3. Maximum utilization of latest form of training viz., audio visual aids, integration of IT, etc. May be adopted.
4. The total hours to be devoted against each topic may be decided with due diligence to safety & with prioritizing transfer of required skills.
5. Questions may be set based on following instructions:-

Sl. No.	Question on different aspect	Weightage in %age	Key Words may be like
1	Information received	25	What, Who, When
2	Knowledge	50	Define, Identify, Recall, State, Write, List & Name
3	Understanding	15	Describe, Distinguish, Explain, Interpret & Summarize
4	Application	10	Apply, Compare, Demonstrate, Examine, Solve & Use

6. Due weightage to be given to all the topics under the syllabus while setting the question paper.