

Course Curricula

for

**Short Term Courses based on
Modular Employable Skills (MES)**

in

**Beauty culture and
Hair Dressing Sector**



**DIRECTORATE GENERAL OF EMPLOYMENT AND TRAINING
MINISTRY OF LABOUR & EMPLOYMENT
GOVERNMENT OF INDIA**

GENERAL INFORMATION

1. Name of the Trade : **BEAUTY THERAPY& HAIR STYLING**
(Level-1)
2. NCO Code No. :
3. MES course code : BEA 701
4. Duration : 500 Hours
5. Power Norms : 4 kW
6. Space Norms : 60 Sq.m.
7. Entry Qualification : Passed 10th class Examination
8. Unit Size(No. of Student) : 20
9. Instructor's/Trainer's qualification: Graduate with the five years of experience in relevant field, CIDESCO/CIBTAC/City & Guilds/ITEC, Certificate from a government recognized institute.
10. Exit Level : Successful candidates would

Be able to work as Beauty therapist, Facial therapist, Make Artist & Hair stylist.

DRAFT SYLLABUS FOR BEAUTY & HAIR STYLING LEVEL -1 (MES)

No.of hrs.	Theory	Practical
Th- 8 hrs Pr- 16 hrs	<p><u>Personality Development</u></p> <ul style="list-style-type: none"> • Personal Grooming • Hygiene Rules • Professional Ethics • Communication Skills 	<ul style="list-style-type: none"> • Group Discussion. • Personal Grooming for professional
Th-6 hrs Pr- 8 hrs	<p><u>Sterilization & Sanitization</u></p> <ul style="list-style-type: none"> • Purpose • Methods • Safety Precaution /do's & don'ts 	<ul style="list-style-type: none"> • Trolley setting • Practice in using of all equipments use for sterilizing & sanitizing
Th-6 hrs Pr- 24 hrs	<p><u>Manicure & Pedicure</u></p> <ul style="list-style-type: none"> • Definition • Purpose • Selection of Tools & Equipments • Product knowledge • Procedure • Safety Precautions/do's & don'ts • Contra indications • Contra-actions • After care/Home care 	<ul style="list-style-type: none"> • Trolley setting • Client consultation • Practice for Manicure & Pedicure
Th-6 hrs Pr- 24 hrs	<p><u>Temporary removal of Superfluous hair</u></p> <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/Do's & Dont's. • After care/home care 	<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

<p>Th-6 hrs Pr- 24 hrs</p>	<p><u>Threading, Tweezing and Bleaching</u></p> <ul style="list-style-type: none"> • Purpose • Definition • Types and methods • Client consultation • Product knowledge • Patch test • Procedure • Contra-actions • Contra-indications • Safety precautions/Do's & Dont's. • After care/Home care 	<ul style="list-style-type: none"> • Trolley setting • Client consultation • Practice of eyebrow shaping, upper lip, chin & forehead by threading and tweezing method • Patch test procedure • Bleaching procedure
<p>Th-3 hrs Pr- 32 hrs</p>	<p><u>Basic Hair Styling</u></p> <ul style="list-style-type: none"> • Purpose • Selection of tools , equipments& cosmetics • Client consultation • Knowledge of Hair Styling techniques as <ul style="list-style-type: none"> a) Rolls b) Twisting c) Braiding d) Curls • Safety Precautions • After care 	<ul style="list-style-type: none"> • Trolley setting • Client draping • Practice of making different types of hair styles with the use of hair accessories
<p>Th- 6 hrs Pr- 56 hrs</p>	<p><u>Thermal Hair Styling</u></p> <ul style="list-style-type: none"> • Purpose • Selection of tools , equipments& cosmetics • Client consultation • Types of thermal styling equipments as - <ul style="list-style-type: none"> a) Hair dryer b) Crimping rods c) Straightening rods d) Electric rollers e) Curling rods. • Safety Precaution / Do's & don'ts • After care 	<ul style="list-style-type: none"> • Trolley setting • Client draping • Practice in making different hair styles with the use of different thermal equipments.
<p>Th- 8 hrs Pr- 60 hrs</p>	<ul style="list-style-type: none"> • <u>Basic Make-up & Bindi Designing</u> • Purpose • Selection of Tools • Color theory 	<ul style="list-style-type: none"> • Trolley setting • Client draping • Practice in different types of Make-Ups.

	<ul style="list-style-type: none"> • Client consultation • Recognition of types of skin • Selection of correct colors, correct cosmetic. • Types of Make-Ups <ul style="list-style-type: none"> a) DayMake-Ups b) EveningMake-Ups c) Bridal make- up. • Application Techniques • Safety Precautions/ Do's & don'ts • After care 	<ul style="list-style-type: none"> • Practice in different types of Bindi Designing.
Th-6 hrs Pr- 57 hrs	<u>Facials</u> <ul style="list-style-type: none"> • Meaning of Massage • Techniques of Massage • Benefits of Massage • Selection of Tools & Equipments • Recogniziation of types of skin <ul style="list-style-type: none"> a) Oily b) Dry c) Combination d) Normal skin. • Procedure according to skin type. • Safety Precautions/ Do's & don'ts • After care. 	<ul style="list-style-type: none"> • Trolley arrangement. • Practice in giving facials according to types of skin
Th-6 hrs Pr- 10 hrs	<u>Scalp Massage, Shampooing/Conditioning, Rinsing</u> <ul style="list-style-type: none"> • Purpose • Client consultation • Scalp analysis • Knowledge of different gadgets for scalp treatment • Product knowledge • Scalp Manipulations • Benefits • Safety Precaution / Do's & don'ts • After care. 	<ul style="list-style-type: none"> • Trolley setting • Client Draping • Scalp Analysis • Procedure of giving a Shampoo, conditioner & Rinsing. • Scalp manipulations • Practice in uses of gadgets as-High frequency, Infra Red Lamp, Scalp Steamer for treatment of hair & scalp.
Th- 08hrs Pr- 56 hrs	<u>Hair Cuts</u> <ul style="list-style-type: none"> • Hair texture. • Sectioning. • Facial shapes 	<ul style="list-style-type: none"> • Trolley setting • Client draping • Practice in all types of basic haircuts.

	<ul style="list-style-type: none"> • Hair cutting techniques • Elevation • Selection of tools & equipments • Product knowledge • Client consultation • Knowledge of types of basic haircuts as- <ul style="list-style-type: none"> a) One Length b) 'U' cut c) Blunt cut d) Forward Layering e) Square Layer f) Fringes • Safety Precautions Precaution / Do's & don'ts • After care. 	
Th-03 hrs Pr- 36 hrs	<p><u>Natural Hair Pack</u></p> <ul style="list-style-type: none"> • Purpose • Classification • Client consultation • Procedure • Safety Precautions/ Do's & don'ts • After care 	<ul style="list-style-type: none"> • Trolley setting • Client draping • Practice in applying • Natural Hair Pack (Henna)
25 hrs		<ul style="list-style-type: none"> • Market Survey • Project Work

Note :- Sterilization of tools & hand sanitization should be practised in each practical.

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)	1 dz.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 No.
26	Benders	1 dz.
27	Hood Dryer	1 no for 5 stations
28	Gloves (Latex)	1 no for 5 stations
Skin		
1	Magnifying lamp	1 No
2	Vapozone	1 No
3	Beauty Studio (Ultrasonic/Galvanic/High Frequency, Brushing unit, Vacuum & Spray)	1 No
4	High frequency*	1 No
5	Infra red Lamp	1 No
6	Wax heater	1 No
7	Beauty Trolleys	1 No.
8	Facial Bed	1 No.
9	Manicure Bowls	1 No
10	Pedi spa tub	1 No
11	Pedicure Foot Bath	02 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

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 :-

- Sterilization of tools & hand sanitization should be practised in each practical.
- Services of guest speakers (Yoga Instructor/Soft Skills Speaker will be taken for relevant subjects like Yoga & Communication Skills etc).
- Note: Above mentioned items are for a batch of 20 trainees, in case VTPs are intend to start with the batch 10 trainees the requirements would be reduced accordingly.

GENERAL INFORMATION

1. Name of the Trade : **BEAUTY THERAPY& HAIR STYLING**
(Level-2)
2. NCO Code No. :
3. MES course code : BEA 702
4. Duration : 500 Hours (04 Hours per day)
5. Power Norms : 4 kW
6. Space Norms : 60 Sq.m.
7. Entry Qualification : Passed 10th class Examination
- 8. Unit Size(No. of Student): 20**
9. Instructor's/Trainer's qualification: Graduate with the five years of experience in relevant field, CIDESCO/CIBTAC/City & Guilds/ITEC, Certificate from a government recognized institute.
10. Exit Level : Successful candidates would

Be able to work as Beauty therapist, Facial therapist, Make Artist & Hair stylist.

DRAFT SYLLABUS FOR BEAUTY & HAIR STYLING LEVEL -2 (MES)

No. of Hrs.	Theory	Practical
<ul style="list-style-type: none"> •Th- 20 hrs •Pr- 70 hrs 	<p><u>Facials and Electr ology</u></p> <ul style="list-style-type: none"> • Meaning of Massage • Massage Techniques • Benefits • Product Knowledge according skin type. • Client Consultation • Electricity-Terminology • Knowledge of all machines as <ul style="list-style-type: none"> a) High frequency b) Galvanic Machine c) Brushing Unit d) Vaccum Suction e) Vapozone f) EMS • Procedure of facials with machines <ul style="list-style-type: none"> • Safety Precautions / Do's & don'ts • After care 	<ul style="list-style-type: none"> • Trolley setting • Client draping • Practice of giving different types of facials with machines
<ul style="list-style-type: none"> •Th- 08 hrs •Pr- 72 hrs 	<p><u>Professional Make- Up</u></p> <ul style="list-style-type: none"> • Purpose of make-Up • Knowledge of basic facial shapes • Types of Professional Make-ups as- <ul style="list-style-type: none"> a) Corrective Make-up b) T.V Make-up c) Fantasy Make-up d) Special effects with Make-up • Color Theory • Product knowledge • Client Consultation • Selection of correct color & cosmetics according to skin type • Knowledge of applying Artificial Eyelashes <ul style="list-style-type: none"> • Safety Precautions/ Do's & don'ts • After care 	<ul style="list-style-type: none"> • Trolley setting • Client preparation • Makeup consultation chart • Practice of applying Artificial Eyelashes • Practice of applying different types of professional Make-up

<ul style="list-style-type: none"> •Th- 10 hrs •Pr- 40 hrs 	<p><u>Hair Problems & Treatments</u></p> <ul style="list-style-type: none"> • Hair structure • Types of hair • Hair & scalp disorders& Causes for <ul style="list-style-type: none"> a) Dandruff b) Oily hair c) Split ends d) Dry hairs e) Falling hair f) Chemically treated hairs g) Damaged hair. • Product knowledge <ul style="list-style-type: none"> • Client Consultation • Procedures with the use of various equipments. <ul style="list-style-type: none"> • Safety precautions Do's & don'ts • After care 	<ul style="list-style-type: none"> • Trolley setting • Client draping • Practice in use of different equipments for treating various hair & scalp disorders.
<ul style="list-style-type: none"> •Th- 08 hrs •Pr- 66 hrs 	<p><u>Advance Hair Styling</u></p> <ul style="list-style-type: none"> • Purpose • Knowledge of advance Hair Styling according to facial shapes, length, density and texture • Product knowledge • Selection of Tools, Equipments & Styling products <ul style="list-style-type: none"> • Client Consultation • Knowledge of styling with the help of hair extension, hair accessories & Electrical Equipments. <ul style="list-style-type: none"> • Safety Precautions/ Do's & don'ts • After care 	<ul style="list-style-type: none"> • Trolley setting • Client draping • Practice of trendy hair styles with the use of different types of hair accessories. • Practice of attaching Hair Extension for creating advance hair Styles • Practice of long hair styling with the use of electrical gadgets.
<ul style="list-style-type: none"> •Th- 10 hrs Pr- 64 hrs 	<p><u>Advanced Hair Cuts</u></p> <ul style="list-style-type: none"> • Sterilization & Sanitization • Hair texture • Sectioning • Facial shapes • Special cutting techniques as– <ul style="list-style-type: none"> a) Precision hair cutting b) Notching c) Slicing • Elevation 	<ul style="list-style-type: none"> • Trolley setting • Client draping • Practice of holding equipment for a haircut • Practice of all types of advance haircuts .

	<ul style="list-style-type: none"> • Selection of tools & equipments. <ul style="list-style-type: none"> • Client Consultation • Procedures of all types of advance hair cuts as- <ul style="list-style-type: none"> a) Forward graduation b) Reverse graduation c) Razor cut d) layer cut e) Inversion Layers/Variations f) Graduated Bob g) Classical Bob h) Round Layers i) Gents Barbering-scissor over comb/Clipper • Safety precautions/ Do's & don'ts • After care. 	
<ul style="list-style-type: none"> •Th- 30 hrs •Pr- 90 hrs 	<p><u>Hair Chemical services</u></p> <ul style="list-style-type: none"> • Hair texture • Client consultation • Product knowledge • Purpose of Rebonding • Patch test • Strand test • Precautions to be taken before giving all chemical services. • Purpose of Perming • Preparation • Techniques of perming • Purpose of Hair Coloring • Principles of color • Classification of colors. • Benefits of coloring. • Special effects of coloring techniques as – <ul style="list-style-type: none"> a) Frosting b) Tipping c) Slicing d) Foil technique e) Comb technique f) Global coloring . 	<ul style="list-style-type: none"> • Trolley setting • Client draping • Practice of Rebonding. • Practice of Perming. • Practice of all types of Hair Coloring Techniques.

	<ul style="list-style-type: none"> • Safety precautions /Do's & don'ts • After care 	
• Pr- 12 hrs	-	Sari Draping <ul style="list-style-type: none"> • Practice for draping different styles of sari's as per different occasions.

Note :- Sterilization of tools & hand sanitization should be practised in each practical.

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)	1 dz.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	Clipper	
18	Crimper	1 no for 5 stations
19	Mirror Panel	1 No.
20	Styling Chair (multipurpose for hair & beauty services)	1 No.
21	Shampoo Station with chair	1 no for 5 stations
22	Hair Trolley	01 No.
23	Ceramic Straightening Iron	1 No.
24	Curling Rods with attachments	1 no for 5 stations
25	Neck Tray (for perming)	1 No.
26	Rebonding Boards	1 No.
27	Benders	1 dz.
28	Hood Dryer	1 no for 5 stations
29	Gloves (Latex)	1 no for 5 stations
	Skin	
1	Magnifying lamp	1 No
2	Vapozone	1 No

3	Beauty Studio (Ultrasonic/Galvanic/High Frequency, Brushing unit, Vacuum & Spray)	1 No
4	High frequency*	1 No
5	Infra red Lamp	1 No
6	Wax heater	1 No
7	Beauty Trolleys	1 No.
8	Facial Bed	1 No.
	Hands & Feet	
1	Manicure Bowls	1 No
2	Pedi spa tub	1 No
3	Pedicure Foot Bath	02 No.
4	Manicure stools	1 no.
5	Manicure table	1 No.
6	Pedi stool	1 No.
7	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

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

Name : Integrated Course in Hair, Skin and Make-up

Code: : BEA 703

Sector : Beauty Culture & Hair Dressing

Qualification : Minimum 8th Standard and 14 years of age

Duration :650hrs

Faculty Qualification Certificate / Diploma / Degree holder in Beauty Culture / Hair Designing / Make Up with a minimum work experience of 03 -07 years in the sector.

Maximum Batch Size : 20 Students

Terminal competency: Successful candidates would be able to work as a salon therapist for providing basic beauty, make-up and hair dressing services. This course would also inculcate professional ethics, safe working methods and up keeping of work place.

Skill	Learning outcome	Lesson Plan – Theory/Demo/practical
Personal Grooming & hygiene:	<ul style="list-style-type: none">• Basics of good grooming & personal hygiene• Care of yourself• Care of your Hair& Nails• Wardrobe planning• Jewelry	Theory – 4 hrs
Sterilization and sanitization	<ul style="list-style-type: none">• Sterilization methods• Chemical Infection Control Method• Sanitizers	Theory – 8hrs
Professional Ethics:	<ul style="list-style-type: none">• A professional attitude towards clients and colleagues• Communication skill• Physical Presentation on the job• Desirable qualities for effective client relations• Importance of good ethics	Theory – 4 hrs
Client Consultation:	<ul style="list-style-type: none">• Good communication• Putting clients at ease• Establishing understanding	Theory – 4 hours

<p>Skin Structure :</p>	<ul style="list-style-type: none"> • Consultation tools – Hair swatches, Camera. Styling books, make up looks book • Clients lifestyle and history • Understanding styling and grooming requirements • Home care • Medical Problems <ul style="list-style-type: none"> • Skin Anatomy • Function of skin • Types and condition of skin – normal, dry, oily, and combination / dehydrated, sensitive & mature • Common skin Problems- Ageing, Acne, Pigmentation and sebaceous gland • Skin Analysis – Visual and with use of equipment 	<p>Theory – 12 hrs</p>
<p>Facial Massage:</p>	<ul style="list-style-type: none"> • Theory of massage • Massage techniques • Pressure points • Safety and precaution during massage manipulation • Benefits of massage 	<p>Theory & demo – 12hrs</p>
<p>Hair Structure:</p>	<ul style="list-style-type: none"> • Hair Anatomy & hair growth cycle • Different Hair types – Porosity, texture, elasticity, density and scalp condition • Common scalp & hair problems <p>cuticle damage, moisture balance, protein loss , chemical or elasticity damage ,Falling Hair, Dandruff, Premature Grey Hair.</p> <ul style="list-style-type: none"> • Hair and scalp Analysis – visual and with use of equipment. 	<p>Theory & demo –16hrs</p>
<p>Shampooing / Deep Conditioning</p>	<ul style="list-style-type: none"> • Client draping and giving a basic shampoo • Types of Shampoo & Conditioner • Deep conditioning methods 	<p>Theory & Demo – 4 hrs 4 Practical - 8hrs</p>

<p>Head Massage</p>	<ul style="list-style-type: none"> • Safety Precautions • Rinsing 	<p>Theory & Demo – 6hrs 6 Practical– 8hrs</p>
<p>Temporary Removal of superfluous hair</p>	<ul style="list-style-type: none"> • Definition of massage • Massage manipulation • Benefits of massage • Procedure of scalp massage • Care of different hair types – Dry, oily, split, damaged, under nourished, chemically treated <ul style="list-style-type: none"> • Difference between Epilation & Depilation Method • Methods of temporary hair removal <p>Epilation – waxing, threading</p> <ul style="list-style-type: none"> • Safety and precaution • Trolley set up • Procedures for superfluous hair removal • Benefits and contraindication 	<p>Theory & Demo – 4hrs 12 models & 8hrs</p>
<p>Eye Brow Shaping</p>	<ul style="list-style-type: none"> • Removing hair with thread • Removing hair with tweezers • Cleaning of eyebrows • Shaping of Eye brows • Safety precaution 	<p>Theory & Demo – 2hrs 20 Practical - 20 models & 6hrs</p>
<p>Bleaching</p>	<ul style="list-style-type: none"> • Theory of bleach • Types of bleaches – Powder and cream. • Preparation of client and trolley for bleaching • Methods of bleaching facial and body hair • Practice of bleaching Sensitivity check • Benefits and contraindication <ul style="list-style-type: none"> • Nail Anatomy 	<p>Theory & Demo – 2hrs 10 models of different skin tones – 6hrs</p>

<p>Hands & Feet Services Basic Manicure and Pedicure</p>	<ul style="list-style-type: none"> • Common Nail problem • Identification of nail disorders or diseases. • Tools and equipments for manicure and pedicure. • Preparation of client for manicure and <p>Pedicure</p> <ul style="list-style-type: none"> • Procedure of manicure/pedicure • Nail Polish Techniques • Hand and foot massage • Safety precaution 	<p>Theory & Demo –6hrs 20 Practical- 20hrs</p>
<p>Thermal Hair Styling</p>	<ul style="list-style-type: none"> • Equipment and supplies used in thermal styling • Use of cosmetics for thermal styling • Blow Drying of different Angles • Procedures of Thermal Styling using different tools and equipments • Dryers, Pressing Comb, Electric Roller, Curling Tong, Crimping Machine • Precautions 	<p>Theory & Demo – 6hrs 4 Practical – 30hrs</p>
<p>Hair Cut</p>	<ul style="list-style-type: none"> • Hair textures • Client consultation-Hair texture, Density, quality • Hair shaping instruments • How to hold the scissors and razor • Sectioning for hair cuts • Angles • Preparation of client • Short, medium and long hair cuts – 4 universal styles for females • Hair Cutting and Styling as per Facial Shape • Procedures of Forward Graduation , Reverse Layered, Multi Layered, Uniform Layering, Layered Bob cuts • Male Hair Cuts – 3 types using scissor comb and clippers. 	<p>Theory & Demo - 24 hrs Practical - 80hrs</p>

<p>Hair Styling - 6 Types</p>	<ul style="list-style-type: none"> • Back combing on the head • Styling -Single Roll, French Roll, Multiple Roll • Fixing of loose hair piece on client's head • Braiding • Evening Hair styles, party hair style, bridal hair style. 	<p>Theory & Demo each – 16hrs 4 Practical each - 60hrs</p>
<p>Henna – Head</p>	<ul style="list-style-type: none"> • Contraindications • Preparation & application technique 	<p>Theory & Demo - 2hrs 6 Practicals - 8hrs</p>
<p>Types of Facials – Basic – Manual</p>	<ul style="list-style-type: none"> • Client consultation • Product Knowledge according to different skin type • Trolley setting and facial bed setup for facial • Analysis of Skin • Massage manipulations on face, neck and back • Complete Procedure – Cleansing, Toning, Exfoliation, extraction, massage and pack/mask application 	<p>Theory & Demo – 8hrs 2 Practicals - 20hrs</p>
<p>Electrology</p> <ul style="list-style-type: none"> • Beauty Studio • High Frequency • Ultra Sonic • Galvanic 	<ul style="list-style-type: none"> • Theory & practical of equipment: Ultrasonic Steamer, Brushing, Ozone, High Frequency, Galvanic and Vacuum Suction. • Benefits & usage • Safety Precaution, indications • Contraindications • Maintenance & care of Machines 	<p>Theory & Demo - 30hrs Practical – 40hrs</p>
<p>Chemical Jobs</p>	<ul style="list-style-type: none"> • Introduction of Coloring • Basic Principles of color – Primary, Secondary and Complementary color 	<p>Theory & Demo – 16hrs</p>

Terminology Knowledge	ingredients	
Salon Management	<ul style="list-style-type: none"> • Administration & Management of Salon • Operating a Successful Salon • Opening own salon • Building a Clientele • Personal Service work 	Theory – 20hrs Theory – 4 hrs
Exposure	<ul style="list-style-type: none"> • Industry visits 	Theory – 16 hrs

Consumables Tools and Equipments (As per requirement)

Hand Sanitizer	
Tissue Box	Beauty Studio
White Towels Medium	Sterilizer
White Hand Towel	Foot Spa (Pedicure Tub)
Brown Towels	Bowls Medium
Bed Sheets	Bowls Small
Head Bands	Bowls Large
Cotton	Spatula
Gauze	Face Pack Brush
Antiseptic Lotion	Extractor
H2O2	Scissor Big And Small
Pedicure Shampoo	Nail Cutter
Manicure Cream	Nail Filer
Pedicure Cream	Cuticle Pusher
Cuticle Cream/Oil	Nail Brush
Mineral Salt	Orange Wood Stick
Scrub	Cuticle Nipper
Nail Paint Remover	Cuticle Clipper
Sponge	Bleach Brush
Base Coat And Top Coat	Pumice Stone
Nail Paints	Wax Warmer
Eye makeup remover	Small Eyebrow Scissor
Wooden Loofa	Eyebrow Groomer Brush
Scrapper	Make Up Sponge
Waxing Strips	Powder Puff
Wax	Brush Set
Astringent Lotion	Steamer
Moisturizer Lotion For Dry And Oily Skin	Spatula

Talcum Powder	Detangle Comb
Cleansing Lotion	Bowl
Oil Free Cleanser	Henna Brush
Rose Water	Blow Dryer
Bleach Cream	Round Brushes-3 Sizes
Sunscreen	Pedal Brush
Powder Bleach	Tail Comb
Glycerin Base Soap	Detangle Comb
Cotton Thread	Section Clips
China Powder	Glitter
Lacto calamine Lotion	Spray Bottle
Eyebrow Pencil	Crimping Mach.
Facial Scrub	Iron Machine
Face Pack	Tong Rod
Sodium Bicarbonate Powder	Back Combing Comb
Facial Massage Cream	Juda Pin / U Pin
Facial Massage Gel	Bob Pin
Emollient Cream	Invisible Pin / Fine Pin
Lip Balm	Hair Accessories
Compact Powder - Fair , Medium & Dark Color	Cutting Scissors
Eye shadow Kit	Texturizing Scissors
Eye Liner	Cutting Comb
Transparent Mascara	Razor
Brown Pencil	Blades
Blusher Palate	Razor Comb
Lip Color Palate	Color Brush
Congealer - Fair , Medium & Dark Color	Pin Tail Comb
Liquid Foundation - Fair , Medium & Dark Color	Hot Rollers
Black Mascara	Measuring Glass
Black Kajal	Dupatta
Paint Stick Foundation	Safety Pins
Pan Cake	Saree Pins
Loose Powder - Fair , Medium & Dark Color	Acne gel/cream
Satin Eye Shadow Powder	Acne Pack
Face Shimmer Powder	Acne Lotion
Polyester Glitter Eye Shadow	Gold facial kit
Shampoo	Artificial aids for hair style
Conditioner	Perm Lotion
Shampoo Cape	Neutralizer
Bowl	Wooden rollers - Medium and large
Cotton	Spiral rollers
Towels	Butter Paper
Henna Powder	Straightening cream
Tea Leave Water	Neutralizer
Shower Cap	Color Care Shampoo

Draping Sheet	Color Care Conditioner
Mousse	Petroleum Jelly
Hair Spray	Clarifying Shampoo
Hair Oil	Cloth Net
Tissue Box	Derma Base Palate
Glitter Spray	Derma loose powder
Rubber Band	Aqua color palate
Artificial Hair	Fantasy eyelashes
Artificial Juda	False Eye lashes
Hair Stuffing-S,M,L	Strip Eyelashes
Hair Gel	Eyelashes glue
Color Spray	cotton buds
Color Tube	Saree
Developer	Silver Foil
Platifiz	

Power Norms:

Skin Lab- 8 plug points (4 x 16 amps; 4 x 5 amps)
Hair Lab – 10 plugs (5 x 16 amps; 5 x 5 amps)
Pedicure Lab - 4 plugs (2 x 16 amps; 2 x 5 amps)
Make up Lab – 4 plugs (2 x 16 amps; 2 x 5 amps)

Space size – 1550 Square Feet

Skin Lab - 700 square feet for 4 therapy beds
Pedicure – 110 square feet for 2 stations
Nail table – 110 square feet for 2 stations
Hair Lab – 210 square feet for 4 cutting station
Shampoo station – 120square feet for 2 stations
Make up Lab – 100 square feet
Store – 70 square feet

Furniture:

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- Facial Beds
- Shampoo Chair
- Reclining Cutting Chair
- Make up Chair
- Manicure Table
- Stool
- Cupboard

Process of assessment

Written and Practical Exam

Third Party Assessment: –

SYLLABUS

FOR

NAIL TECHNOLOGY

GENERAL INFORMATION

1. Name of the Trade : **Nail Technology**
2. **MES course code** : **BEA 704**
3. NCO Code No. : 560
4. Duration : 240 Hours
5. Power Norms : 4 kW
6. Space Norms : 40 Sq.m.
7. Entry Qualification : Passed 10th class Examination
8. Unit Size(No. of Student) : 20
9. Instructor's/Trainer's qualification: 12th Pass with the five years of
experience
in relevant field.
10. Exit Level : Successful candidates
would be able to work as
a Nail Technician, Manicurist,
Pedicurist

DRAFT SYLLABUS FOR NAIL TECHNOLOGY

DURATION:- 240 Hours

Hours	Theory	Practical
Th - 2 hrs. P - 4 hrs.	<u>Safety in the Salon</u> <ul style="list-style-type: none">● Hygiene rules● Knowledge of tools● Sterilisation & sanitation● Common chemicals used by nail Technicians● Protection of eye● Safety precaution/ Do's & don'ts● Contra Indications● Contra-actions● After care/Home care	<ul style="list-style-type: none">● Demonstration & practice of manicure & pedicure

<p>Th - 4 hrs. P - 16 hrs.</p>	<p><u>Common Nail Disorders and their symptoms</u></p> <ul style="list-style-type: none"> ● Nail Anatomy ● Common nail disorders and their symptoms <ul style="list-style-type: none"> ● Bruised nails ● Discoloured nails ● Egg shell nails ● Furrows ● Hang nails ● Leukonychia ● Onychatrophia ● Onychauxis ● Tile shaped nails ● Trumpet or Priner nail ● Onychocryptosis ● Onychophagy ● Onychophosis ● Onychorrhexis ● Onychogryphosis ● Onychosis ● Onychia 	<ul style="list-style-type: none"> ● Different types of Manicure & Pedicure- <ul style="list-style-type: none"> ● Paraffin treatment ● French Manicure ● Mani/ Pedi Spa ● Hot oil manicure
<p>Th - 2 hrs. P - 18 hrs.</p>	<p><u>Nail Tips</u></p> <ul style="list-style-type: none"> ● Types of Nail Tips ● Client consultation ● Nail Tip application ● Nail Tip application Post Service ● Nail Tip application Pre Service ● Tip Removal ● Safety precautions/Do's & don'ts ● Contra Indications ● Contra-actions ● After care/Home care 	<ul style="list-style-type: none"> ● Demonstrate & Practice of Nail Tips application and their removal
<p>Th - 4 hrs. P I-16 hrs.</p>	<p><u>Nail Wraps</u></p> <ul style="list-style-type: none"> ● Definition & types of Nail wraps ● Nail wrap Pre- Service ● Client consultation ● Nail wrap application ● Nail Warp post service ● Nail wrap maintenance 	<ul style="list-style-type: none"> ● Demonstration & Practice of different types of Nail Wrap

	<ul style="list-style-type: none"> • Nail wrap removal • Safety precautions/Do's & don'ts • Contra Indications • Contra-actions • After care/Home care 	
Th - 8 hrs. P - 60 hrs.	<p><u>Acrylic Nails</u></p> <ul style="list-style-type: none"> • Supplies of Acrylic nails • Acrylic nail Pre service • Client consultation • Acrylic Nails procedure using forms • Acrylic Nail procedure using Tips • Acrylic nail post service • Acrylic nail refills • Safety precautions/Do's & don'ts • Contra Indications • Contra-actions • After care/Home care 	<ul style="list-style-type: none"> • Demonstration & Practice of Acrylic Nails application & removal
Th - 8 hrs. P - 60 hrs.	<p><u>Gel Nails</u></p> <ul style="list-style-type: none"> • Supplies of Gel Nails • Gel application Pre service • Client consultation • Light cured Gel application • Light cured Gel over forms procedure • Gel refill and removal • Safety precautions/Do's & don'ts • Contra Indications • Contra-actions • After care/Home care 	<ul style="list-style-type: none"> • Demonstration & Practice Gel nails Application removal
Th - 2 hrs. P - 36 hrs.	<p><u>Nail Art</u></p> <ul style="list-style-type: none"> • Basic rules of Nail art • Colour Theory • Types of Nail Art • Client consultation • Safety precautions/Do's & don'ts • Gel Polish application and removal 	<ul style="list-style-type: none"> • Creating Nail art with the help of Gems, foiling, striping tape, Gold leafing, Freehand painting using an air brush

	<ul style="list-style-type: none"> • After care 	
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Note :- Sterilization of tools & hand sanitization should be practised in each practical.

Standard List of tools & Equipments for a batch of 20 trainees

S No.	Description	Qty.
1.	Manicure/ Pedicure Kit	20 Nos.
2.	Brush Kit	20 Nos.
3.	Manicure Bowl	20 Nos.
4.	Pedicure Foot Spa	10 Nos.
5.	Manicure Chair	10 Nos.
6.	Manicure Table with lamp	10 Nos.
7.	Pedicure Stool	10 Nos.
8.	Trolley	10 Nos.
9.	Dry Sterilizer	02 Nos.
10.	Wet Sterilizer	02 Nos.
11.	Manicure Trolley	10 Nos.
12.	Hot towel cabinet	02 Nos.
13.	UV Lamp	10 Nos.
14.	Wash basin	As

		required
15.	Almirah	02 Nos.
16.	Teachers table and Chair	01 each No.
17.	Geyser	01 No.
18.	Nail Trainer	20 Nos.
19.	Nail Drilling Machine with Bits	5 Nos.

Note: Above mentioned items are for a batch of 20 trainees, in case VTPs are intend to start with the batch 10 trainees the requirements would be reduced accordingly.

SYLLABUS

FOR

MODULAR EMPLOYABLE SKILLS

(MES)

GENERAL INFORMATION

11. Name of the Trade : **BRIDAL MAKE-UP ARTIST**
12. **MES course code** : **BEA 705**
13. NCO Code No. :
14. Duration : 300 Hours
15. Power Norms : 4 kW
16. Space Norms : 40 Sq.m.
17. Entry Qualification : Passed 08th class Examination
18. Unit Size(No. of Student) : 20
19. Instructor's/Trainer's qualification: Graduate with the five years of experience in relevant field, CIDESCO/CIBTAC/City & Guilds/ITEC, Certificate from a government recognized institute.
20. Exit Level : Successful candidates would
be able to work as special make-up artist.

No.of Hrs.	Theory	Practical
Th-2 Pr- 28	<u>Basic Introduction</u> <ul style="list-style-type: none"> • Bridal make-up as a career • Hygiene • Preparation of skin for make-up • Skin & Hair analysis • Care of hands & feets • Makeup Consultation Chart • Safety precautions/ Do's & don'ts 	<ul style="list-style-type: none"> • Client consultation • Trolley setting • Skin & Hair analysis procedure • Prep(preparation) of skin in CTM procedure • Makeup Consultation chart
Th- 2 Pr- 8	<u>Make-up fundamentals</u> <ul style="list-style-type: none"> • Color theory • Application techniques • Face & eyes shapes • Effects of lights on make-up • Tools & different types of make-up brushes knowledge • Product knowledge • Makeup format 	<ul style="list-style-type: none"> • Trolley setting • Client consultation • Care of tools & brushes • Practice in color blending
Th- 2 Pr- 30	<u>Introduction to bridal make-up</u> <ul style="list-style-type: none"> • Purpose • Types <ul style="list-style-type: none"> a) Traditional brides b) Contemporary brides • Skin tone knowledge • Safety precautions/ Do's & don'ts • Before & After care 	<ul style="list-style-type: none"> • Practice in applying foundations , concealers & base colors according to skin tones
Th- 8 Pr- 128	<u>Traditional & Contemporary Brides</u> <ul style="list-style-type: none"> • Purpose , History & definition • Modern& traditional bridal looks knowledge • Color selection • Camouflage techniques • Highlighting & contouring • Smokey eyes, Arabian eyes, glitters & lip color knowledge • Individual eyelash application • Contemporary eye make-up, lip color selections • Safety precautions/ Do's & don'ts • Removal of makeup 	<ul style="list-style-type: none"> • Trolley setting • Client consultation • Skin & hair analysis • application techniques • Practice in traditional bridal make-up • Practice in contemporary bridal make-up • Practice in highlighting, contouring , smokey & glittery eyes, Arabian eyes, lip colors, blushers & bronzers application techniques • Practice in individual eyelashes application • Practice in bridal hair styling,

		jewellery setting, saree draping and dupatta setting according to traditional & Contemporary looks.
Th- 4 Pr- 64	<ul style="list-style-type: none"> • Selection of implements • Practice in different types of traditional hair styling techniques:- <ul style="list-style-type: none"> • Rolls • Braids • Interlocks • Twisting styles • Practice in different types of hair styling :- <ul style="list-style-type: none"> • Thermal styling • Wet styling • Roller Setting • Artificial Aids 	<p><u>Hair Styling</u></p> <ul style="list-style-type: none"> • Types of hairstyling <ol style="list-style-type: none"> a) Thermal styling b) Wet styling c) Roller Setting d) Artificial Aids • Thermal Styling <ul style="list-style-type: none"> • Blow drying procedure • Ironing/Crimping procedure • Tongs procedure • Wet styling <ul style="list-style-type: none"> • Pin curls procedure • Finger waving procedure • Roller setting <ul style="list-style-type: none"> • Hot rollers • Velcro • Benders • Artificial Aids <ul style="list-style-type: none"> • Hair pieces • Switches • Accessories (Natural & Artificial) • Cleaning & maintaining of artificial aids
Pr- 12	<p>Saree & Dupatta Draping</p> <ul style="list-style-type: none"> • 7 Styles (Bengali, Gujrati, Punjabi, Muslim, Maharashtrian, Fancy, South Indian) 	
Pr- 12		<p><u>Bindi Designing</u></p> <ul style="list-style-type: none"> • Practice in different types of bindi designs according to :- <ol style="list-style-type: none"> a) Traditional brides b) Asian brides c) Contemporary brides

Note :- Sterilization of tools & hand sanitization should be practised in each practical.

Tools & equipments lists

S.no	Name of item	Quantity
1	Make-up chairs	10 Nos.
2	Mirror panels with makeup lights	10 Nos.
3	Back view mirrors	10 Nos.
	Personal Kits	
1	Make-up brush set	1 No.
2	Mixing pallet	1 No.
3	Eyelash curlers	1 No.
4	Small manicure scissors	1 No.
5	Tweezers	1 No.
	Products:	
	Different formats of Base , Eye Makeup & Lip Makeup.	

Note: Above mentioned items/Area are for a batch of 20 trainees, in case VTPs are intend to start with the batch 10 trainees the requirements would be reduced accordingly.

SYLLABUS

FOR

MODULAR EMPLOYABLE SKILLS

(MES)

GENERAL INFORMATION

21. Name of the Trade : **BEAUTY ADVISOR**
22. **MES course code** : **BEA 706**
23. NCO Code No. :
24. Duration : 220 Hours
25. Power Norms : 4 kW
26. Space Norms : 40 Sq.m.
27. Entry Qualification : Passed 10th class Examination
28. Unit Size(No. of Student) : 20
29. Instructor's/Trainer's qualification: Graduate with the five years of experience in sales & marketing or in relevant field, CIDESCO/CIBTAC/City & Guilds/ITEC, Certificate from a government recognized institute.
30. Exit Level : Successful candidates would
be able to work as beauty advisor / consultant with branded cosmetic companies in malls, departmental stores and also work as a product educator.

No. of hours	Theory	Practical
Th- 4	<u>Introduction to beauty consultant field</u> <ul style="list-style-type: none"> • Aspects • Related facts • Statistics • Job opportunities 	
Th- 30 P- 30	<u>Basic needs of a beauty consultant</u> <ul style="list-style-type: none"> • Hygiene • Personal grooming • Communication & spoken skills • Behaviour & mannerism • Stress Management • Client consultation • Workplace etiquettes • Counter handling & services • Retail administration & display skills • Selling techniques • Cash handling, record & stock maintenance • Counter Hygiene and maintenance 	<ul style="list-style-type: none"> • Practice in making of invoice, ledger book & bills • Group discussions • Practice in handling front office • Market surveys • Personal Appearance
Th- 14 P- 36	<u>Basic knowledge of make-up & products</u> <ul style="list-style-type: none"> • Difference between day & evening looks • Product knowledge • Product application techniques • Safety precautions/ Don't & Don'ts • After care 	<ul style="list-style-type: none"> • Practice in applying different make-up products according to day & evening looks.
Th- 24 P- 24	<u>Basic Skin Care knowledge</u> <ul style="list-style-type: none"> • Function of skin • Skin structure • Types of skin • Factor effecting skin health • Purpose of basic regime (CTM) • Sun Care • Identification, causes & care of various skin problem:- <ul style="list-style-type: none"> a) Dryness 	<ul style="list-style-type: none"> • Practice in applying skin care products.

	<ul style="list-style-type: none"> b) Dullness c) Tanning d) Pimple e) Under eye lines f) Pigmentation g) Ageing • Safety precautions/ Don't & Don'ts 	
Th- 30 P- 10	<u>Basic knowledge of Hair & its care</u> <ul style="list-style-type: none"> • Structure of hair • Knowledge of hair color :- <ul style="list-style-type: none"> a) Types of hair color b) Types of shades c) Guidelines for hair color recommendation d) Myths & facts e) Safety precautions/ Do's & Don'ts • <u>Hair care</u> <ul style="list-style-type: none"> a) Types of hair with its causes & care b) Causes of hair damaging c) Knowledge of hair care formats with its benefits as- shampoo, conditioner, serum, masques & tonics. d) Hair concerns with its causes & care as – long hair, frizzyness, dullness, dull& damaged hair. e) Types of dandruff with its causes & care f) Safety precautions/ Don't & Don'ts 	<ul style="list-style-type: none"> • Practice in applying different hair care products
Th- 15 P- 5	Perfumes: <ul style="list-style-type: none"> • Perfumes notes • Knowledge of Perfumes • Perfume Terminology 	<ul style="list-style-type: none"> • Perfume Testing • Mock Session