PANJAB UNIVERSITY, CHANDIGARH-160014 (INDIA)

OUTLINES OF TESTS SYLLABI AND COURSES OF READING

FOR

Bachelor of Vocation (Global Professional in Beauty & Aesthetics)

Session 2017-18

(1\textsuperscript{st} to 6\textsuperscript{th} Semester)
**SCHEME OF B.Voc. (Global Professional in Beauty & Aesthetics)**

(SEMESTER SYSTEM)

<table>
<thead>
<tr>
<th>Paper Code</th>
<th>Title</th>
<th>Generic/ Skill Component</th>
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<td>GP-106</td>
<td>Hand &amp; Feet Care</td>
<td>Skill</td>
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<td>Skill</td>
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**SEMESTER II**

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<td><strong>SIT-201</strong></td>
<td>Summer Industrial Training</td>
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*Refer to Generic Components Common to all B.Voc. Courses

** Summer Industrial Training of 4-6 weeks in a relevant Industry after 2nd Semester Examinations during summer break. Training report by the student to be submitted within in one week of start of 3rd Semester. Viva-Voce examination to be held within 3-weeks of the start of 3rd semester.

**Job Role:** Front Desk Officer, Beauty Advisor, Aesthetician, Pedicurist/Manicurist, Makeup Artist, Beauty Therapist, Shampooer and Hair Therapist, Salon Owner.
### Semester III

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<td>Value Education And Human Rights</td>
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<td>Makeup Artistry</td>
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### Semester IV

| *GEN 401  | Environmental Studies                      | Generic                  | Theory           | 20                | 80                | --                   | --                   | 6      |
| GP-208     | Professional Client Handling               | Generic                  | Theory           | 20                | 80                | --                   | --                   | 6      |
| GP-211     | Hair Coloring                              | Skill                    | Practical        | --                | --                | 20                   | 80                   | 6      |
| GP-209     | Spa Indulgence                             | Skill                    | Theory/practical | 10                | 40                | 10                   | 40                   | 6      |
| GP-210     | Body Perfection through Yoga, Aerobics & Gym | Skill         | Theory/practical | 10                | 40                | 10                   | 40                   | 6      |
| **SIT-401**| Summer Industrial Training                 | Skill                    | Practical        | --                | --                | 20                   | 80                   | 6      |

*Refer to Generic Components Common to all B.Voc. Courses

** Summer Industrial Training of 4-6 weeks in a relevant Industry after 4th Semester Examinations during summer break. Training report by the student to be submitted within one week of start of 5th Semester. Viva-Voce examination to be held within 3-weeks of the start of 5th semester.

**Job Role:** ------ Body Therapist, Media & Stage makeup artist, Salon Manager, Spa Therapist, Yoga Therapist, Gym Trainer, Panchkarma Therapist.
### Semester V

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<td>Critical Thinking and Elementary Statistics</td>
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<td>Generic</td>
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<td>GP-305</td>
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**Note:** Winter Industrial/ In-house Training of 2-3 weeks in a relevant area after 5th Semester Examinations in winter break.

### Semester VI

<table>
<thead>
<tr>
<th>Paper Code</th>
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<td>Research Methodology</td>
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<td>Pre Bridal Grooming Plan</td>
<td>Skill</td>
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<tr>
<td>**SIT- 601</td>
<td>Summer Industrial/ In-house Training and Comprehensive Viva</td>
<td>Skill</td>
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*Refer to Generic Components Common to all B.Voc. Courses*

**Winter Industrial/ In-house Training of 2-3 weeks done after 5th Semester Examinations and before start of 6th semester. Training report by the student to be submitted within in one week of start of 6th Semester. Viva-Voce examination to be held within 3-weeks of the start of 6th semester.

**Job Role:** ---- Laser Therapist, Skin Therapist, Bride Designer, Entrepreneur, Manufacturer of cosmetics, Vocational Trainer in Beauty School, Trichologist, Yoga Therapist for Hair Care Centre, Salon Manager.
B.Voc. (Global Professional in Beauty & Aesthetics)

Semester: I

Paper Title: Hand & Feet Care
Paper Code: GP-106
Credits: 06

Job Role: Front Desk Officer, Beauty Advisor, Aesthetician, Pedicurist/Manicurist, Makeup Artist, Beauty Therapist, Shampooer and Hair Therapist, Salon Owner.

Objectives:
1. Prepare client and area hygienically, examine hands and/or feet, plan the treatment, note contra-indications and give advice.
2. Perform nail treatments safely, effectively, hygienically and to a commercial standard and time on a variety of clients.
3. Optimize opportunities to give information and advice to clients regarding products and services.

Instructions for Examiner:
1. The syllabus of this paper has been divided into FOUR units.
2. Examiner will set a total of NINE questions comprising Two questions from each unit, including Question No. 1 (compulsory) of short answer type covering the whole syllabus.
3. The students are required to attempt one question from each unit and the entire Compulsory Question No. 1.
4. All questions carry equal marks.

Unit I

Equipments & Products
Use of the equipment and products for hand and feet: nail enamel remover, Cuticle cream, Massage cream/oil, Nail strengtheners, Hard skin remover for the feet, Base coat, Top coat, Quick dry (spray and paint on), Cuticle oil, Cuticle remover, Buffing paste, Exfoliate for skin of the hands and feet, Nail enamel, Ridge filler.

UNIT II

Correct use of the following equipment for nail treatment: Emery board, Nail clippers, Orange wood stick, Rubber hoof stick, Cuticle knife, Cuticle nippers/Cuticle scissors, Chamois Buffer, Rasp or other hand skin remover. Gel Nails, Refill and After-Care, Temporary nail extension.

Unit – III

Procedures
Nail Shaping
Manicure and pedicure, Aroma Manicure and pedicure, De-tan Manicure and pedicure, French Manicure and pedicure

UNIT IV

Recognize the contraindication to manicure and pedicure, safety and hygiene throughout, preventing damage when using all the equipment and the products.
Massage of the hands, arms, foot and leg using all the classical massage movements.

References Resources:
1. The Miracle of Healing Hands by Waheguru Singh Khalsa, DC Rishi Knot Pub
2. Milday's Standard Cosmetology, Delmar Cengage Learning
3. The Illustrated Guide to Massage and Aromatherapy by Catherine Stuart.
B.Voc. (Global Professional in Beauty & Aesthetics)

Semester: I

Paper Title: Hair Trichology
Paper Code: GP-103
Credits: 06

Job Role: Front Desk Officer, Beauty Advisor, Aesthetician, Pedicurist/Manicurist, Makeup Artist, Beauty Therapist, Shampooer and Hair Therapist, Salon Owner.

Objectives:
1. Understand different types of hair loss and their causes.
2. Various options for hair loss treatments.
3. Recognize hair and scalp disorders commonly seen in the salon and know which can be treated there.

Instructions for Examiner:
1. The syllabus of this paper has been divided into FOUR units.
2. Examiner will set a total of NINE questions comprising Two questions from each unit, including Question No. 1 (compulsory) of short answer type covering the whole syllabus.
3. The students are required to attempt one question from each unit and the entire Compulsory Question No. 1.
4. All questions carry equal marks.

UNIT-I
Introduction to Trichology and the Trichological Sciences
Anatomy & Physiology of the Human Hair and Scalp: Structure and Function

UNIT-II
Hair Loss conditions and their causes:
- Alopecia Areata (patchy hair loss), Alopecia Totalis & Universalis
- Androgenic Alopecia in males and females (genetic hair loss)
- Anagen and Telogen Effluviums (hair shedding)
- Cicatricial Alopecia (scarring hair loss)

UNIT-III
Hair fiber disorders:
- Traction Alopecia (hair breakage)
- Genetic and congenital hair fibre problems
  - Scalp disorders:
  - Folliculate scalp breakouts
  - Seborrhea Dermatitis (scalp flaking)
Other hair & scalp conditions:
- Trichotillomania (hair pulling)
- Hirsuitism (too much body hair)

UNIT-IV
Salon Treatments for Hair Loss & Scalp Problems
  - Trichology Consultation:
    - Recognizing different hair loss and scalp conditions

References Resources:
B.Voc. (Global Professional in Beauty & Aesthetics)

Semester: I

Paper Title: Fundamentals of Beauty
Paper Code: GP-104
Credits: 06

Job Role: Front Desk Officer, Beauty Advisor, Aesthetician, Pedicurist/Manicurist, Makeup Artist, Beauty Therapist, Shampooer and Hair Therapist, Salon Owner.

Objectives:
1. Prepare the client and area hygienically and safely, examine the area, plan the treatment, note contraindications and advice on the most appropriate means of hair removal & bleaching.
2. Understand the key ingredients in waxing products and the various types and systems available in the market.
3. Perform safely, effectively and to commercial standards and timing, a variety of methods of hair removal on a variety of clients.
4. Enable student to shape the eye brows

Instructions for Examiner:
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2. Examiner will set a total of NINE questions comprising Two questions from each unit, including Question No. 1 (compulsory) of short answer type covering the whole syllabus.
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Unit I

Eyebrow Shaping and bleaching
Eyebrow shaping according to face structure.
Use of eyebrow pencil.
Tweezing and threading.
Judging of brow length.
Enhancing the appearance of eyebrows and lashes, techniques of eyebrow shaping, use of false eyelashes, strip and individuals false eyelashes.

UNIT II

Bleaching-patch test, benefits, equipments and material various types, procedure and contraindications.

Unit – III

Hair Removal Procedures
Various wax treatments available and their benefits including warm, strip wax, hot wax and other waxing systems eg. Rollers and tubes. Hot and warm waxing procedures for areas like legs, underarms, abdomen, arms, bikini lines, face.

UNIT IV

Preparation of wax. Suitable preparation of the work area and client.
Hygiene application and disposal of wax.
After care, home care treatment.
Taking into account the rate and density of the hair growth.
Other methods of hair removal to cover the advantage & disadvantage of each.
Sterilization of tools.

References Resources:
1. Practical workbook for Milady’s Standard Cosmetology
2. Preparing for the practical exam : Milady’s Standard Cosmetology
4. Salon fundamentals: A resource for you cosmetology career, Pivot Point International
Job Role: Front Desk Officer, Beauty Advisor, Aesthetician, Pedicurist/Manicurist, Makeup Artist, Beauty Therapist, Shampooer and Hair Therapist, Salon Owner.

Objectives:
1. Prepare the client and area hygienically and safely, examine the area, plan the treatment, note contraindications and advice on the most appropriate means of hair removal & bleaching.
2. Understand the key ingredients in waxing products and the various types and systems available in the market.
3. Perform safely, effectively and to commercial standards and timing, a variety of methods of hair removal on a variety of clients.
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4. All questions carry equal marks.

UNIT I
Hair Analysis, Draping, Types of Hair, Henna Application on the hair.

UNIT II
Shampooing: The PH scale, chemistry of water, Chemistry of shampoos and types of shampoo, Shampoo Procedures, shampooing of chemically treated hair.

UNIT III
Conditioner, Chemistry and types of conditioners, Scalp massage, scalp manipulation techniques.

UNIT IV
Scalp treatment for normal, oily, dry, dandruff prone hair. Falling hair, Hair Breakage putting extra strength and techniques, procedures for growth stimulations.

Benefits of Hair Scalp Treatment
B.Voc. (Global Professional in Beauty & Aesthetics)

Semester: II

Paper Title: Beauty Regime
Paper Code: GP-109

Job Role: Front Desk Officer, Beauty Advisor, Aesthetician, Pedicurist/Manicurist, Makeup Artist, Beauty Therapist, Shampooer and Hair Therapist, Salon Owner.

Objectives:
1. To explain the purpose and application of facials and face mask.
2. To follow proper safety and sanitation procedures.
3. To develop skills in the manipulation of equipment and materials necessary for facial.
4. To demonstrate the use of equipment, implements, cosmetic and material when giving a facial.

Instructions for Examiner:
1. The syllabus of this paper has been divided into FOUR units.
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3. The students are required to attempt one question from each unit and the entire Compulsory Question No. 1.
4. All questions carry equal marks.

Unit – I

Study and recognition of skin types
Classification of skin types, special treatments to different types of skin: acne, open pores, pigmented, matured, wrinkled skin.

UNIT II

Types of Facials
Plain facial, Veg. peels facial, Gauze facial, Ozone facial, Thermo herb facial, Gold & Silver facial.

UNIT III

Types of Face Masks
Ingredients and effects of face masks
Clay Masks
Natural Masks (Vegetable & Fruits)
Thermal Masks
Paraffin Wax Masks.
Latex Plastic Masks.
Peel off Masks.
Other Ayurvedic Masks.

UNIT – IV

Equipment needed for facial treatment: Tools & techniques
Maintenance a high standard of hygiene & safety throughout.
Contraindications to face masks & facials.
Preparation of masks in suitable quantity at appropriate time.
How a mask/facial should be applied and why.
Face mask to the specific area they suit.
Removal of the face mask comfortably, promptly and thoroughly.
Recommendation for future treatment plan to incorporate salon & home use of the products.

References Resources:
3. Dr. Renu Gupta, Skin Care
5. Kim Johnson, Knopf, Women’s Face: Skin Care and Makeup
6. Milady’s, Text Book of Cosmetology, Milady Publication, America
B.Voc. (Global Professional in Beauty & Aesthetics)

Semester: II

Paper Title: Salon & Customer Care
Paper Code: GP-110
Credits: 06

Job Role: Front Desk Officer, Beauty Advisor, Aesthetician, Pedicurist/Manicurist, Makeup Artist, Beauty Therapist, Shampooer and Hair Therapist, Salon Owner.

Objectives:
1. To increase students understanding of the importance of salon and customer care
2. To promote safe hygienic and healthy work practices.
3. To develop students communications and interpersonal skills.
4. To provide opportunities for students to practice reception skills specific to the service industry.
5. To familiarize students with salon planning and design.
6. To develop students awareness of professional training and career opportunities within the cosmetic industry.
7. Consulting with clients to determine their needs and preferences.

Instructions for Examiner:
1. The syllabus of this paper has been divided into FOUR units.
2. Examiner will set a total of NINE questions comprising two questions from each unit, including Question No. 1 (compulsory) of short answer type covering the whole syllabus.
3. The students are required to attempt one question from each unit and the entire Compulsory Question No. 1.
4. All questions carry equal marks.

UNIT-I

Salon professional: Roles and duties, Work ethics. Importance of maintaining a healthy lifestyle-exercise, image, rest.

UNIT-II

Reception skills: Role and duties of a receptionist, entering appointments in an appointment book for various services, answering phone calls, take and record a message for a client or another member of staff, accept different types of payments, complete a gift voucher, display of stock to promote sales.

UNIT-III

Ergonomic principles: Foot, leg, hand, wrist, hips, knees, neck, back, shoulder, chest; Ergonomically designed salon equipments-availability, benefits, design.

Safety: Potential safety hazards found in a hair salon, potentially hazardous substances found in salons, safe and hygienic disposal of waste, safe use of hair equipments, fire preventions and fire fighting equipments, fire evacuation procedure for a salon.

UNIT-IV

Salon Design: Features of good salon design, furnishing and equipments for a hair salon, layout and décor for a hair salon

References Resources:
2. Creating an Excellent Salon by Iris Rigazzi-Traling, Publisher: Holdder & Stoughton Usefull as a reference text for the teacher/tutor.
Job Role: Body Therapist, Media & Stage makeup artist, Salon Manager, Spa Therapist, Yoga Therapist, Gym Trainer, Panchkarma Therapist.

Objectives:
1. Enable students to give home care advice to the clients.
2. To impart the concept of nature cure system based on scientific technique of Massage and pressure.
3. To give knowledge about various pressure techniques for different ailments.
4. To impart knowledge about preparing and using home products.
5. Preparation of natural, safe, low cost products for hair, scalp and skin.

Instructions for Examiner:
1. The syllabus of this paper has been divided into FOUR units.
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4. All questions carry equal marks.

Unit I

Acupressure

UNIT II

How Acupressure Works, How to locate the correct reflex points, Do’s and Don’ts, Pressure Technique, Number of sittings required for cure,

Unit-III

Natural Product Laboratory
Home Products for Skin Treatments, Preparation of Different Creams, Lotions, Masks, Packs, Skin Tonics for different type of skin viz. Hyper-sensitive Skin, Open Pores, Prickly Heat, Boils Pustules & Sunburn.

UNIT IV

Ayurvedic products for hair
Ayurvedic Hair Oils, Packs, Tonics, Shampoos and Conditioners for – Dry Hair, Dull Hair, Oily Hair, Brittle Hair, Flakiness, Thin Hair, Split-End Hair, Dandruff, Loss of Hair, Chronic Hair Fall, Graying Hair.

References Resources:
1. Blate Micale, Acupressure Bhag:3, P.Jain Publication, New Delhi
2. Sharma R.K., Acupressure Chliktsa, Manoj Pocket, New Delhi
3. Michael Reed Gach & Beth, Acupressure for Emotional Healing, P.Jain Publication, New Delhi
4. Michael Reed Gach, Acupressure Potent Points, P.Jain Publication, New Delhi
6. Peter Deadman & Other, A Manual of Acupressure
B.Voc. (Global Professional in Beauty & Aesthetics)

Semester: III

Paper Title: Hair Cuts & Styling Techniques
Paper Code: GP-205

Job Role: Body Therapist, Media & Stage makeup artist, Salon Manager, Spa Therapist, Yoga Therapist, Gym Trainer, Panchkarma Therapist.

Objectives:
1. Enable students to give home care advice to the clients.
2. To impart the concept of nature cure system based on scientific technique of Massage and pressure.
3. To give knowledge about various pressure techniques for different ailments.
4. To impart knowledge about preparing and using home products.
5. Preparation of natural, safe, low cost products for hair, scalp and skin

Instructions for Examiner:
1. The syllabus of this paper has been divided into FOUR units.
2. Examiner will set a total of NINE questions comprising Two questions from each unit, including Question No. 1 (compulsory) of short answer type covering the whole syllabus.
3. The students are required to attempt one question from each unit and the entire Compulsory Question No. 1.
4. All questions carry equal marks.

UNIT I

Geometry, Sectioning & Elevation.
Styling & Cutting Tools, Styling Products.
Draping the Client for haircuts & styling. Trolley setting

UNIT II

Thermal Styling: Blow drying, Tonga & Irons, Crimping, Setting hair and Hot Rollers

UNIT III

Principles of Hair Cutting: Head form, Reference Points., Areas of Head

Safety and Precautions in hair cutting

UNIT IV

Basic Hair Cuts:
Blunt Hair Cuts 0°
Graduated 45°
Uniform Layered 90°
Long Layered 180°

References Resources:
2. NVQ Level II and III; U.K. Syllabus
3. Hair Dressing I ; Leo Pollacine
4. Hair Dressing II ; Martin Green
B.Voc. (Global Professional in Beauty & Aesthetics)

Semester: III

Paper Title: Makeup Artistry
Paper Code: GP-204

Credits: 06

Job Role: Front Desk Officer, Beauty Advisor, Aesthetician, Pedicurist/Manicurist, Makeup Artist, Beauty Therapist, Hair Designer, Salon Owner.

Objectives:
1. Understand the basics and benefits of a makeup application.
2. Recognize various face shapes and plan make-ups to enhance each individual client's needs.
3. Perform make-ups safely, hygienically, to time & include corrective techniques on a variety of clients.
4. Optimize opportunities to give information and advice to clients regarding products and services.
5. Understand the basics and benefits of a makeup application.

Instructions for Examiner:
1. The syllabus of this paper has been divided into FOUR units.
2. Examiner will set a total of NINE questions comprising Two questions from each unit, including Question No. 1 (compulsory) of short answer type covering the whole syllabus.
3. The students are required to attempt one question from each unit and the entire Compulsory Question No. 1.
4. All questions carry equal marks.

UNIT – I

Theory of Makeup
Consultation and Makeup Preparation.
Ambience of makeup room.
Make up colour theory.
Benefits of makeup application.
Self Presentation of makeup artist,

UNIT II

Brush & Base theory.
Selecting makeup colours according to skin colour, eye colour, hair colour
Use & selection of appropriate makeup products like concealers, foundations and others
Contraindications to makeup.

UNIT-III

Basic Makeup
Day self makeup
Day party makeup
Evening party makeup

UNIT IV

Corrective Makeup
As per face shapes
Features
Nose and Chin shapes
Jawline and neck area
Eye shapes and Eye brows
Lip shapes
Wrinkles

References Resources:
2. Mary Quant, DK Publishing, Classic Makeup and Beauty
5. Arlene Mathew, The complete Beauty Book, Varun Publication, Bangalore
6. Milady’s, Text Book of Cosmetology, Milady Publication, America
B.Voc. (Global Professional in Beauty & Aesthetics)

Semester: IV

Paper Title: Hair Coloring
Paper Code: GP-211                                           Credits: 06

Job Role:  Body Therapist, Media & Stage makeup artist, Salon Manager, Spa Therapist, Yoga Therapist, Gym Trainer, Panchkarma Therapist.

Objectives:
1. To understand the basic elements of hair designing.
2. Provide color service in accordance with a client's need or expectations.
3. To effectively perform hair straightening & hair waving.

Instructions for Examiner:
1. The syllabus of this paper has been divided into FOUR units.
2. Examiner will set a total of NINE questions comprising two questions from each unit, including Question No. 1 (compulsory) of short answer type covering the whole syllabus.
3. The students are required to attempt one question from each unit and the entire Compulsory Question No. 1.
4. All questions carry equal marks.

UNIT I
Color theory, Level system and Client consultation.

UNIT II
Types of hair, Hair colour application procedure
Patch test, Strand test.
Hair Color safety and precautions.

UNIT III
Hair lightening and Bleaching.
Hair Coloring shampoos,

UNIT IV
Special effects of hair colouring, techniques of application-
  Cap techniques
  Foil techniques
  Balayage Technique
  Corrective hair Coloring

References Resources:
2. NVQ Level II and III; U.K. Syllabus
3. Hair Dressing I ; Leo Pollacine
4. Hair Dressing II ; Martin Green
B.Voc. (Global Professional in Beauty & Aesthetics)

Semester: IV

Paper Title: Spa Indulgence
Paper Code: GP-209                                           Credits: 06

Job Role: Laser Therapist, Skin Therapist, Bride Designer, Entrepreneur, Manufacturer of cosmetics, Vocational Trainer in Beauty School, Trichologist, Yoga Therapist for Hair Care Centre, Salon Manager.

Objectives:
1. To discuss the purpose of massage
2. To demonstrate the manipulation in massage
3. To understand the working and ethics of spa
4. Understand the importance of various oils for treatments.
5. To explain the scientific basis of Aromatics & Essences.

Instructions for Examiner:
1. The syllabus of this paper has been divided into FOUR units.
2. Examiner will set a total of NINE questions comprising two questions from each unit, including Question No. 1 (compulsory) of short answer type covering the whole syllabus.
3. The students are required to attempt one question from each unit and the entire Compulsory Question No. 1.
4. All questions carry equal marks.

Unit – I


UNIT II

Swedish Massage,
Lomi-Lomi Massage,
Deep Tissue Massage,
Traditional Thai Massage,
Ayurvedic Abhangya,
Balinese Massage
Javanese Lulur.

Unit III

Aroma Therapy
History of Aroma Therapy
Natural Sources of Essential Oils
Basic Chemistry/Aroma Chemistry
In-depth Study of Oil and Methods of Extraction and Yield
Blending Objective method & Types of notes.

UNIT IV

Uses of Essential Oil
Oil-Detail study for oils (21 oils)
Carrier Oil
Treatment Oils-Therapeutic references, Therapeutic name.
Action of Oils
Plant Families.
Health, Safety and hygiene regulations.
Contra Indications.

References Resources:
1. The Illustrated Guide to Massage and Aromatherapy by Catherine Stuart.
2. Milday's Standard Cosmetology, Delmar Cengage Learning
3. Tanushree Podder, The Magic of Massage, Pustak Mahal, Delhi
5. Sharma, Rajiv, Massage for Good Health, Diamond Pocket Books (P) Ltd.
B.Voc. (Global Professional in Beauty & Aesthetics)

Semester: IV

Paper Title: Body Perfection through Yoga Aerobics & Gym
Paper Code: GP-210 Credits: 06

Job Role: Laser Therapist, Skin Therapist, Bride Designer, Entrepreneur, Manufacturer of cosmetics, Vocational Trainer in Beauty School, Trichologist, Yoga Therapist for Hair Care Centre, Salon Manager.

Objectives:
1. To give students the strength and power to open their mind & heart to remove tension, depression, anger, phobia, fear and channelize their energy in positive way to get a new perspective of life.
2. To enable the students live bountiful, blissful and beautiful life.
3. To provide students a means to adopt a career in yoga, Aerobics and Gym.

Instructions for Examiner:
1. The syllabus of this paper has been divided into FOUR units.
2. Examiner will set a total of NINE questions comprising two questions from each unit, including Question No. 1 (compulsory) of short answer type covering the whole syllabus.
3. The students are required to attempt one question from each unit and the entire Compulsory Question No. 1.
4. All questions carry equal marks.

Unit I
Yoga
Sukshama Vyayama or light yogic exercises, their methods and benefits.

UNIT II
Sthulayayamas, their methods and benefits.
Yogic Shlavyayam, its benefits, its different exercises.
Bhava Sudhi or pure thoughts meditation.
All exercises of surya Namaskar or Sun Greetings.
Nabhichakra or testing the navel. Self treatment of the navel, diagnosis and correction of the displaced navel. Its asanas, advantages.

Unit III
Aerobics & Gym
Introduction to aerobics, its Importance, Diet, exercises & dress codes, Gym-free exercise and machine exercise and different baths (steam, salt, bubble, sauna bath and jaccuzi)

UNIT IV
Slimming & Beauty Equipment
Manual
Figuroll
Hand Massager
Figure Pull
Olympic exercise
Slender belt
Double chin reducer
Charming machine
Rowing machine
Exercycle
Electrical
Vibratory belt
G-5
Tummy roler
   Electric Exercycle
   Slender tone machine
   Treadmill
   Gym Six Station.

References Resources:
4. The Mind its Projections and Multiple Facets by Yogi Bhajan, Ph.D.with Gurcharan Singh Khalsa, Ph.D.KRI.
5. The Master’s Touch by Yogi Bhajan, Ph.D.KRI.
6. Asana Pranayama Mudra Bandha : Sm. Satyananda
7. Astanga Yoga : Sm. Satyananda
B.Voc. (Global Professional in Beauty & Aesthetics)

Semester: V

Paper Title: Beauty & Business Management
Paper Code: GP-302
Credits: 06

Job Role: Laser Therapist, Skin Therapist, Bride Designer, Entrepreneur, Manufacturer of cosmetics, Vocational Trainer in Beauty School, Trichologist, Yoga Therapist for Hair Care Centre, Salon Manager.

Objectives:
1. Understanding of the basic principles of Business Management.
2. To apply the knowledge of Business Management in Beauty Industry.
3. To give insight the students on the importance of advertising and promotion and book-keeping.
4. To interpret the balance sheet and other sales techniques.

Instructions for Examiner:
1. The syllabus of this paper has been divided into FOUR units.
2. Examiner will set a total of NINE questions comprising two questions from each unit, including Question No. 1 (compulsory) of short answer type covering the whole syllabus.
3. The students are required to attempt one question from each unit and the entire Compulsory Question No. 1.
4. All questions carry equal marks.

Unit I
Forming A Company - Capital, Finance-Raising The Capital, Types of Business, Starting A Business, District and Site of The Premises. Equipments-Required to Commence Business For A Beauty Salon,

UNIT II
Building Up And Maintaining A Clientele Base, Legal Consideration To Be Taken When Opening Salon. Additional Points To Be Considered When Opening A Salon. Terms of Business Organization. Salon Administration Methods of Payment

Unit III

UNIT IV
Sales Techniques - Salon Sales Procedures, Analysis of Balance Sheet, Analysis of Trading, Profit And Loss Account Bank Reconciliation.

References Resources:
2. Sethi Mohini Institution Food Management New Age International Publishers
5. Terrell E M Professional Food Preparation, Wiley publishers (New York)
6. Knight J B & Kotschevar LH Quantity Food Production Planning & Management 3rd edition John Wiley & Sons
7. Philip E Thangam Modern Cookery for teaching and Trade Part I & II Orient Longmam
8. Tripathi P C Personnel management 15th ed Sultan Chand, New Delhi
B.Voc. (Global Professional in Beauty & Aesthetics)

Semester: V

Paper Title: Body Therapy
Paper Code: GP-303

Credits: 06

Job Role: Body Therapist, Media & Stage makeup artist, Salon Manager, Spa Therapist, Yoga Therapist, Gym Trainer, Panchkarma Therapist.

Objectives:
1. Improve physical fitness & analyze the figure and posture defects.
2. To understand the importance of perfect body postures.
3. Impact of massage on the skin & muscles for figure improvement.

Instructions for Examiner:
1. The syllabus of this paper has been divided into FOUR units.
2. Examiner will set a total of NINE questions comprising two questions from each unit, including Question No. 1 (compulsory) of short answer type covering the whole syllabus.
3. The students are required to attempt one question from each unit and the entire Compulsory Question No. 1.
4. All questions carry equal marks.

Unit I


UNIT II

Figure Improvement Through Exercise

Unit III

Manual Massage

Heat Therapy and Lamp Treatments

UNIT IV

Special Reduction Body Treatment
General treatments Contra-indications, application effects and benefits of treatment.
- Vibratory treatments.
- Galvanic treatments.
- High frequency treatment direct and indirect.
- Vacuum Massage
- Faradic

References Resources:
B.Voc. (Global Professional in Beauty & Aesthetics)

Semester: V

Paper Title: Basic Ayurveda, Naturopathy & Beauty  
Paper Code: GP-304  
Credits: 06

Job Role:  Body Therapist, Media & Stage makeup artist, Salon Manager, Spa Therapist, Yoga Therapist, Gym Trainer, Panchkarma Therapist.

Objectives:
1. To provide basic knowledge about the various beauty treatments in Ayurveda.
2. To give insight into various naturopathy treatments related to beauty.
3. To help students gain basic knowledge about the process and benefits of Shirodhara & Potli Massage.

Instructions for Examiner:
1. The syllabus of this paper has been divided into FOUR units.
2. Examiner will set a total of NINE questions comprising two questions from each unit, including Question No. 1 (compulsory) of short answer type covering the whole syllabus.
3. The students are required to attempt one question from each unit and the entire Compulsory Question No. 1.
4. All questions carry equal marks.

Unit I

Principles of Ayurveda

Beauty treatment in Ayurveda:-
Skin treatment for Acne, Sunburns, Hyper-pigmentations, Freckles, Dark under eyes circles, Blemishes, Stretch marks, Scars and Anti ageing.
Ayurvedic treatment for Hair fall, Pre-mature Graying, Baldness, chemically (damaged) coloured hair.

Ayurvedic Massage therapy- Abhyanga, Hot Stone Massage.
Ayurvedic steam bath.

UNIT II

Beauty and Naturopathy

Basic knowledge about Naturopathy
Various treatments with nature cure such as:

a) Earth (Mud Therapy)
b) Air therapy
c) Space therapy (Fasting)
d) Water therapy (Steaming etc.)
e) Fire therapy

UNIT III

Shirodhara: Potli and Indian Head Massage

Purpose
History
Benefits
Essential steps
Treatment preparation
Safety precautions/Do's & Don'ts
After care

UNIT IV

Indian Head Massage

Purpose
History
Benefits
Essential Steps
Treatment Preparation
Potli Massage

Purpose
History
Benefits
Essential steps
Treatment preparation
Safety precautions/Do's & Don’ts
After care

References Resources:

1. Prof. Holger Hannemann. Magnetic Therapy: Balancing your energy flow for self healing
2. Andrew Salter, The Conditioned Reflex Therapy Classic Book on Assertiveness that began Behavior Therapy Published
3. Diane Buchman, Blanche Fried, The Complete Book on Water Therapy
B.Voc. (Global Professional in Beauty & Aesthetics)

Semester: V

Paper Title: Chemical Hair Procedure
Paper Code: GP-305

Job Role: Body Therapist, Media & Stage makeup artist, Salon Manager, Spa Therapist, Yoga Therapist, Gym Trainer, Panchkarma Therapist.

Objectives:
1. To understand the basic elements of hair designing.
2. Provide color service in accordance with a client's need or expectations.
3. To effectively perform hair straightening & hair waving.

Instructions for Examiner:
1. The syllabus of this paper has been divided into FOUR units.
2. Examiner will set a total of NINE questions comprising two questions from each unit, including Question No. 1 (compulsory) of short answer type covering the whole syllabus.
3. The students are required to attempt one question from each unit and the entire Compulsory Question No. 1.
4. All questions carry equal marks.

Unit I
Permanent Waving:
Structure of Hair, Chemistry of Hair, Client Consultant, Hair Analysis, Draping for Chemical Service. Trolley Set up

Unit II
Hair Perming: Material for Perming, Stages of Perming, Procedure of Perming

Unit – III
Theory of Rebounding
Procedure of Rebounding

Unit IV
After Care of Chemical, Hair Procedure, Safety & Precautions.

References Resources:
1. The Multicultural Client: Cuts, Styles, and Chemical Services. I-56253-178-6
7. Habib Jawed, Professional Hair Styling, UBSPD, New Delhi
9. NVQ Level II and III; U.K. Syllabus
B.Voc. (Global Professional in Beauty & Aesthetics)

Semester: VI

Paper Title: Research Methodology
Paper Code: GP-308
Credits: 06

Job Role: Laser Therapist, Skin Therapist, Bride Designer, Entrepreneur, Manufacturer of cosmetics, Vocational Trainer in Beauty School, Trichologist, Yoga Therapist for Hair Care Centre, Salon Manager.

Objectives:
1. To equip the students with the basic understanding of research methodology
2. Various tools used for conducting research.
3. Enable students to formulate an appropriate questionnaire
4. To apply various statistical tests to arrive at appropriate inference

Instructions for Examiner:
1. The syllabus of this paper has been divided into FOUR units.
2. Examiner will set a total of NINE questions comprising two questions from each unit, including Question No. 1 (compulsory) of short answer type covering the whole syllabus.
3. The students are required to attempt one question from each unit and the entire Compulsory Question No. 1.
4. All questions carry equal marks.

UNIT-I

Research Methodology
Nature and scope of Research Methodology. Importance of Research in important Areas.

UNIT II

Types of Research-Exploratory Research, Prescriptive Research, Experimental Research.

UNIT-III

Methods of data collection
Primary data-Secondary data. Designing of a Questionnaire, Sampling - Probability sampling & Non-Probability sampling methods

UNIT IV

Hypothesis-Test of significance - T Text (for small samples)
F-(Association of attributes)
X2 test of attributes

References Resources:
1. Research methodology methods and techniques by C.R. Kothari
2. Research methodology by P.K. Manoharam
3. Research methodology by Dr. C. Rajindra Kumar
B.Voc. (Global Professional in Beauty & Aesthetics)

Semester: VI

Paper Title: Pre Bridal Grooming Plan
Paper Code: GP-309                                           Credits: 06

Job Role: Laser Therapist, Skin Therapist, Bride Designer, Entrepreneur, Manufacturer of cosmetics, Vocational Trainer in Beauty School, Trichologist, Yoga Therapist for Hair Care Centre, Salon Manager.

Objectives:
1. To enable the students to develop practical skills in giving pre-bridal services.
2. To enable the students to frame pre-bridal packages according to the requirements and budgets.
3. To enable the students to design the services in a given timeframe.
4. To inculcate unique selling points in students through blogs, rehearsals and photo shoots.

Instructions for Examiner:
1. The syllabus of this paper has been divided into FOUR units.
2. Examiner will set a total of NINE questions comprising two questions from each unit, including Question No. 1 (compulsory) of short answer type covering the whole syllabus.
3. The students are required to attempt one question from each unit and the entire Compulsory Question No. 1.
4. All questions carry equal marks.

Unit-I

Pre-Bridal Sessions:
Face: Eyebrow grooming, facial for nourishing the skin, IPL treatment to reduce hair growth, if required.
Body: Diet consultation and Gym enrollment for figure correction, Body waxing, bleaching and polishing treatment, Aroma therapy for deep massage.
Hand & Feet care: Manicure & Pedicure, Nail art, professional mehndi designing, artificial nails if desired.

UNIT II

Hair: Improving the quality of hair, treatment for dandruff prone/ damaged hair, treatment/ hair colour for gray hair, hair spa and different hair styles for different ceremonies.
Spa:
   Weekend indulgence
   Dental spa for the smile.

UNIT-III

Pre-Bridal Packages:
Designing pre-bridal/bridal packages for different prices.
Designing wedding blogs and inviting reviews.
Fixing bridal makeup team, hair designing team & treatment team.
Dress rehearsal: Trial make over sessions & draping according to different cultures & themes.

UNIT IV

Deciding on hair accessories, bridal jewellery & cosmetics.
Photo shoots & headshots session for bride before & after makeup.
Designing of short term make up courses for brides to be.
Wedding wishes

References Resources:
1. Rar Morris “Express Makeup”
B.Voc. (Global Professional in Beauty & Aesthetics)
Semester: VI

Paper Title: Electrical & Chemical Treatments
Paper Code: GP-310
Credits: 06

Job Role: Laser Therapist, Skin Therapist, Bride Designer, Entrepreneur, Manufacturer of cosmetics, Vocational Trainer in Beauty School, Trichologist, Yoga Therapist for Hair Care Centre, Salon Manager.

Objectives:
1. Explain and discuss the electrical currents used in beauty therapy.
2. Understand the safety and preparatory procedures for these treatments, including contra-indications.
3. Perform hygienically, successfully and safely, to a commercial standard and time, each treatment, to suit each individual client, on a variety of clients.
4. Explain the physiological and psychological effects and the aftercare advice for each treatment.

Instructions for Examiner:
1. The syllabus of this paper has been divided into FOUR units.
2. Examiner will set a total of NINE questions comprising two questions from each unit, including Question No. 1 (compulsory) of short answer type covering the whole syllabus.
3. The students are required to attempt one question from each unit and the entire Compulsory Question No. 1.
4. All questions carry equal marks.

Unit – I

UNIT II
Electrical Treatments: Neuromuscular electrical stimulation (faradic current), Infrared, High Frequency, Vacuum suction, Mechanical brush cleaner, Galvanic facial (iontophoresis and desincrustation), Ultra Violet, Steam (with and without ozone), Mechanical Massagers.

Unit – III
Care & storage of electrical equipments: sterilization of equipment, high standard of hygiene & safety selection of appliance, equipment to suit the client's need,

UNIT IV
Physiological and psychological effect of the electrical and chemical treatment, treatment time, benefits and contraindications of the treatment. Precautions (before & after). Record keeping pertaining to the treatment.

References Resources:
1. Unfolding revolution of chemical peels by Sita Paudal
B.Voc. (Global Professional in Beauty & Aesthetics)

Semester: VI

Paper Title: Advance Makeup Techniques
Paper Code: GP-311

Job Role: Body Therapist, Media & Stage makeup artist, Salon Manager, Spa Therapist, Yoga Therapist, Gym Trainer, Panchkarma Therapist.

Objectives:
1. Perform make-ups safely & hygienically,
2. Perform makeup's to time & include various techniques, for a variety of occasions on a variety of clients.
3. Perform makeup for media, theater, TV, portfolio & ramp.
4. Making students proficient in using advance make up techniques like Air Gun.

Instructions for Examiner:
1. The syllabus of this paper has been divided into FOUR units.
2. Examiner will set a total of NINE questions comprising two questions from each unit, including Question No. 1 (compulsory) of short answer type covering the whole syllabus.
3. The students are required to attempt one question from each unit and the entire Compulsory Question No. 1.
4. All questions carry equal marks.

UNIT – I
Preparing the face for make-up, Trolley Setting, Makeup Consultancy Chart, use of Air Brush Makeup

UNIT II
Different make-ups
Wet look make up, Engagement make up, Bridal make up, Reception make up, Groom Makeup, Makeup for fashion show

UNIT-III
Advance Make up
Portfolio, Glossy Make Up, Ramp Make Up, Black & White Make Up, Fantasy Make Up

UNIT IV
Illusion Make Up
Cut Marks, Stitch Marks, Accidental Marks, Burn Marks, Old Age, Blood Coming out of mouth.
High standard of hygiene and safety, precautions, Cleaning Tools and Equipment.
Make up removal procedure and products.

References Resources:
2. Mary Quant, DK Publishing, Classic Makeup and Beauty
5. Arlene Mathew, The complete Beauty Book, Varun Publication, Bangalore
6. Milady’s, Text Book of Cosmetology, Milady Publication, America