OUTLINES OF TESTS SYLLABI AND COURSES OF READING

FOR

Bachelor of Vocation (Global Professional in Beauty & Aesthetics)

Session 2018-19

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

**(SEMESTER SYSTEM)**

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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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**SEMESTER IV**

| *GEN 401  | Environmental Studies                      | Generic                  | Theory            | 20                | 80                | --                  | --                  | 6      |
| GP-208     | Professional Client Handling               | Generic                  | Theory            | 20                | 80                | --                  | --                  | 6      |
| GP-205     | Hair Coloring                              | Skill                    | Practical         | --                | --                | 20                  | 80                  | 6      |
| GP-206     | Spa Indulgence                             | Skill                    | T/P               | 10                | 40                | 10                  | 40                  | 6      |
| GP-207     | Body Perfection through Yoga, Aerobics & Gym | Skill                    | T/P               | 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 in 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.
**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-101
Credits: 06

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

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

Instructions for Examiner:
- The syllabus of this paper has been divided into FOUR units.
- 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.
- The students are required to attempt one question from each unit and the entire Compulsory Question No. 1.
- 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:
- The Miracle of Healing Hands by Waheguru Singh Khalsa, DC Rishi Knot Pub
- Milday's Standard Cosmetology, Delmar Cengage Learning
- 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-102
Credits: 06

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

Objectives:

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

Instructions for Examiner:

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- 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 Areat (patchy hair loss), Alopecia Totalis & Universalis
- Androgenic Alopecia in males and females (genetic hair loss)
- Anagen and Telogen Effluviums (hair shedding)
- Cicatrice 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:
- Stephen Williams, "Hair Loss: Erase The Embarrassment With Helpful Tips To Keep Your Hair Healthy From Scalp To Tip", Stephen Williams Publishers.
B.Voc. (Global Professional in Beauty & Aesthetics)

Semester: I

Paper Title: Fundamentals of Beauty
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:
- 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
- Understand the key ingredients in waxing products and the various types and systems available in the market.
- Perform safely, effectively and to commercial standards and timing, a variety of methods of hair removal on a variety of clients.
- Enable student to shape the eyebrows

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

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:
- Practical workbook for Milady's Standard Cosmetology
- Preparing for the practical exam : Milady's Standard Cosmetology
- Salon fundamental cosmetology textbook: A Pivot Point.
- Salon fundamentals: A resource for you cosmetology career, Pivot Point International
B.Voc. (Global Professional in Beauty & Aesthetics)

Semester: II

Paper Title: Hair Care
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:

- 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
- Understand the key ingredients in waxing products and the various types and systems available in the market.
- Perform safely, effectively and to commercial standards and timing, a variety of methods of hair removal on a variety of clients.
- Enable student to shape the eyebrows

Instructions for Examiner:

- The syllabus of this paper has been divided into FOUR units.
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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

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

Semester: II

Paper Title: Beauty Regime
Paper Code: GP-105
Credits: 06

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

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

Instructions for Examiner:
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- 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:
- Stephanie Tourles, Storey Books, Naturally Healthy Skin: Tips and Techniques for a lifetime of Radiant Skin.
- Dr. Renu Gupta, Skin Care
- Kim Johnson, Knopf, Women's Face: Skin Care and Makeup
- 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-106                                    Credits: 06

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

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

Instructions for Examiner:
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• The students are required to attempt one question from each unit and the entire Compulsory Question No. 1.
• All questions carry equal marks.

UNIT-I

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

UNIT-II

Reception skills: Role and duties of a receptionist, enter 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:
• Beauty Therapy, The Official Guide to Level 2 by Lorraine Nordmann, Publisher: Macmillan Useful as a reference text for the teacher/tutor.
• Creating an Excellent Salon by Iris Rigazzi-Traling, Publisher: Holdder & Stoughton Useful as a reference text for the teacher/tutor.
B.Voc. (Global Professional in Beauty & Aesthetics)

Semester: II

Paper Title: BIOLOGY FOR BEAUTY THERAPY
Paper Code: GP 108

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

Objectives:
- Understand the relationship between health and beauty.
- Achieve a sense of confidence through proper systemic study of anatomy.
- Provide counseling for abnormalities of skin, nail & hair.

Instructions for Examiner:
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UNIT I

**Cells**
Structure & functions

**Skin**
Structure and Functions: Epidermis, Dermis, Glands, Blood supply

UNIT II

**Nail**
Structure, diseases and disorders

**Hair**
Structure, Growth cycle: Anagen, Catagen, Telogen
Types of hair, Hypertrichosis.

UNIT III

**Bones**
Skull and face
Neck and shoulder girdle
Upper and lower extremities

**Muscles of Face: Name & Action**
Facial expression
Mastication
Scalp and Forehead
Check and mouth
The chin and superficial neck

UNIT IV

**Nerves of the face**

**Skin disorders**
Blemishes, Pigmentation, Sun damage abnormalities, Allergic skin conditions, Acne

**Awareness about HIV & AIDS in beauty services**

References:
- Anatomy and physiology; Ross and Wilson. ISBN 0443-03530-X
- Anatomy for Beauty - I & II; Compiled by Maya Paranjape.
- Bukowsky, Leon F. (editor), Skin Anatomy and Physiology research development, hardbound ed., S: Nova Science Publication
- S.Subramaniam’A Guide To Beauty and Skin Care
B.Voc. (Global Professional in Beauty & Aesthetics)

Semester: III

Paper Title: Home Care Beauty Treatments
Paper Code: GP-201

Credits: 06

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

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

Instructions for Examiner:
- The syllabus of this paper has been divided into FOUR units.
- 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**

**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:
- Blate Micale, Acupressure Bhag:3, P.Jain Publication, New Delhi
- Sharma R.K., Acupressure Chikitsa, Manoj Pocket, New Delhi
- Michael Reed Gach & Beth, Acupressure for Emotional Healing, P.Jain Publication, New Delhi
- Michael Reed Gach, Acupressure Potent Points, P.Jain Publication, New Delhi
- Lona Tee Guarden & others, A Complete Guide to Acupressure.
- Peter Deadman & Other, A Manual of Acupressure
B.Voc. (Global Professional in Beauty & Aesthetics)

Semester: III

Paper Title: COMMUNICATION & PRESENTATION PRACTICES
Paper Code: GP 202

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

Objective:
- To equip with language proficiency in Business/work situations particularly in spoken interaction.
- To make learners aware of the special features of format and style of informal communication through various modes.
- To equip learners with techniques of written communication in business situations.
- To expand vocabulary and develop reading comprehension of material related to business.

Instructions for Examiner:
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UNIT -1

Phonetic transcription
Stress and Intonation: (At least 10 word for writing and 10 word for pronunciation)
Assignment: (Written Communication)
Two assignments of approximately 400 words each decided by the teachers.

UNIT II

Oral Conversation:
Short speeches/declamation: Bid farewell, felicitate somebody, celebrate a public event, and offer condolences. Debate or current problems/topics.
Mock Interview: Preparation, Unfolding of personality and expressing ideas effectively.
Group discussion on current topics/problems.

UNIT III

Role Play/General Conversation: Making polite enquiries at Railway Station, Post Office, Banks and other Public places, replying to such enquiries, enquiring about various goods sold in the market and discussing their prices. Complaining about service at Hotel, restaurant, offering apologies in reply to such complaints, complain to a company about a defective product you have brought, reply to such complaints.
Presentation skill, Use of OHP and LCD.

UNIT IV

Aural:
Listening to conversation/talk/reading of short passage and then writing down the relevant or main points in the specified number of words and answering the given questions:

References:
- Management - Rocky W. Griffin, Biztantra Publication
- Developing Communication Skills- Krishmohan and Meera Banerjee, Macmilan India Ltd.
- Communication Skills - Sanjay Kumar & PushpLata, Oxford University Press
- Business Communication - HorySankar Mukherjee, Oxford University Press
- Business Communication Today, Courtland L. Bovee, John. V. Thill
- Business Correspondence and Report Writing, R.C.Sharma, Krishna Mohan.Mcgraw Hill
- Communication for Business, Shirley Taylor, V.Chandra, Pearson
B.Voc. (Global Professional in Beauty & Aesthetics)

Semester: III

Paper Title: Hair Cuts & Styling Techniques
Paper Code: GP-203
Credits: 06

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

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

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- The syllabus of this paper has been divided into FOUR units.
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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:
- Standard Textbook of Cosmetology; My Lady Publication.
- NVQ Level II and III; U.K. Syllabus
- Hair Dressing I ; Leo Pollacline
- 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:
- Understand the basics and benefits of a makeup application.
- Recognize various face shapes and plan make-ups to enhance each individual client's needs.
- Perform make-ups safely, hygienically, to time & include corrective techniques on a variety of clients.
- Optimize opportunities to give information and advice to clients regarding products and services.
- Understand the basics and benefits of a makeup application.

Instructions for Examiner:
- The syllabus of this paper has been divided into FOUR units.
- 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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- 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:
- Kevyn Aucoin, Harper Collins, The Art of Make-up
- Mary Quant, DK Publishing, Classic Makeup and Beauty
- Kevyn Aucoin, Little Brown and Company, Face Forward
- Kevyn Aucoin, Little Brown and Company, Making Faces
- Arlene Mathew, The complete Beauty Book, Varun Publication, Bangalore
- 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-205

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

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

Instructions for Examiner:
- The syllabus of this paper has been divided into FOUR units.
- 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.
- The students are required to attempt one question from each unit and the entire Compulsory Question No. 1.
- 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:
- Standard Textbook of Cosmetology; My Lady Publication.
- NVQ Level II and III; U.K. Syllabus
- Hair Dressing I; Leo Pollacine
- Hair Dressing II; Martin Green
B.Voc. (Global Professional in Beauty & Aesthetics)

Semester: IV

Paper Title: Spa Indulgence
Paper Code: GP-206
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:
- To discuss the purpose of massage
- To demonstrate the manipulation in massage
- To understand the working and ethics of spa
- Understand the importance of various oils for treatments.
- To explain the scientific basis of Aromatics & Essences.

Instructions for Examiner:
- The syllabus of this paper has been divided into FOUR units.
- 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.
- The students are required to attempt one question from each unit and the entire Compulsory Question No. 1.
- 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:
- The Illustrated Guide to Massage and Aromatherapy by Catherine Stuart.
- Milday's Standard Cosmetology, Delmar Cengage Learning
- Tanushree Podder, The Magic of Massage, Pustak Mahal, Delhi
- 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-207  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:
• 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.
• To enable the students live bountiful, blissful and beautiful life.
• To provide students a means to adopt a career in yoga, Aerobics and Gym.

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

Unit I

Yoga
Introduction to Yoga and Astang Yoga, its advantages. Importance of yoga in modern living.
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 jacuzzi)

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 roller
Electric Exercycle
Slender tone machine
Treadmill
Gym Six Station.

References:
- Swami Ramdev ‘Yog Its Philosophy & Practice’ SS Printed Faridabad.
- Krishan Kumar ‘Yoga for Health & Relaxation’ Lotus Press, Delhi.
- The Mind Its Projections and Multiple Facets by Yogi Bhajan, Ph.D. with Gurcharan Singh Khalsa, Ph.D.KRI.
- The Master's Touch by Yogi Bhajan, Ph.D.KRI.
- Asana Pranayama Mudra Bandha : Sm. Satyananda
- Astanga Yoga : Sm. Satyananda
B.Voc. (Global Professional in Beauty & Aesthetics)

Semester: IV

Paper Title: **Professional Client Handling**
Paper Code: GP-208

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

**Objective:**
- Assess a client’s needs based on 'total look concept'.
- Conduct a successful client consultation
- Handle delicate communication with your client
- Build open lines of communication with co-workers and salon managers
- Identify key data required to create an appropriate and safe treatment plan.

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

**UNIT - I**

*The Client Consultation*
Preparing for the client consultation, Understanding the Total look concept, Nail Consultation, Skin Care Consultation
The Consultation Card: to include all the standard consultation information and specifically -- Personal detail, Medical History, Current Medication, Contra- indication, Reasons for Treatment, Treatment Requirements
How to use the Consultation card, The Consultation Area, Developing listening and observational skills
Special issues in communication

**UNIT II**

Meeting and greeting new client, Handling tardy Clients, Handling Unhappy Clients, Scheduling mix ups, In Salon Communication, Communicating with co-workers, Communicating with Manager, Communicating during employee evaluation

**UNIT - III**

*Salon procedure* - Products and services render, Cost saving, Determine client needs, Promotion

**UNIT IV**

*Salon operation* - Checking Daily Account, Monthly Report, Daily Collection, Client Analysis, Staff Working Schedule, Banking Procedures, Inventory Records, Tele Marketing Analysis, Staff Training

**References**
- Milady’s Standards cosmetology Delmar Cengage Learning
- Its All about the client consulting for result: Dougles B. Receves.: B Jain.
B.Voc. (Global Professional in Beauty & Aesthetics)
Semester: V

Paper Title: Beauty & Business Management  
Paper Code: GP-301  
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:
- Understanding of the basic principles of Business Management.
- To apply the knowledge of Business Management in Beauty Industry.
- To give insight the students on the importance of advertising and promotion and book-keeping.
- To interpret the balance sheet and other sales techniques.

Instructions for Examiner:
- The syllabus of this paper has been divided into FOUR units.
- 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.
- The students are required to attempt one question from each unit and the entire Compulsory Question No. 1.
- 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:
- Sethi Mohini Institution Food Management New Age International Publishers
- Koontz H O'Donnell C Management A System Contingency Analysis and Managerial Functions.
- Terrell E M Professional Food Preparation, Wiley publishers (New York)
- Knight J B & Kotschevar LH Quantity Food Production Planning & Management 3rd edition John Wiley & Sons
- Philip E Thangam Modern Cookery for teaching and Trade Part I & II Orient Longmam
- Tripathi P C Personnel management 15th ed Sultan Chand, New Delhi
Job Role:  Body Therapist, Media & Stage makeup artist, Salon Manager, Spa Therapist, Yoga Therapist, Gym Trainer, Panchkarma Therapist.

Objectives:
- Improve physical fitness & analyze the figure and posture defects.
- To understand the importance of perfect body postures.
- Impact of massage on the skin & muscles for figure improvement.
- Techniques of heat treatment and its effect.

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

Unit I

Diet-The First Step to Figure Improvement - Food: Definition, Functions and Importance, Methods to increase the nutritive value of food. Nutrients: Proteins, Carbohydrates, Fats. Vitamins - A, D, E, K, B₁, B₂, B₃, C Minerals-Iron, Calcium, Phosphorus, Sodium, Potassium, Iodine; Fiber, Water-sources, functions, effect of deficiency and excess of all the nutrients. Balanced diet: Different food-groups, Role of balanced diet in improving the quality of skin and hair, balanced diet for adolescents and adults. Obesity throughout life. Health hazards of obesity. Calorie controlled and low carbohydrate diets. High protein diets.

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:
* Body treatments for the Beauty Therapist; Ann Gallant ISBN 0-85950401
* Body Treatments & Dietetics for the Beauty Specialist; Ann Gallant ISBN 0-859504018
B.Voc. (Global Professional in Beauty & Aesthetics)

Semester: V

Paper Title: Basic Ayurveda, Naturopathy & Beauty
Paper Code: GP-303

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

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

Instructions for Examiner:
- The syllabus of this paper has been divided into FOUR units.
- 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.
- The students are required to attempt one question from each unit and the entire Compulsory Question No. 1.
- 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
Safety Precautions
After Care/Home Care

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

References:
- Prof. Holger Hannemann. Magnetic Therapy: Balancing your energy flow for self healing
- Andrew Salter, The Conditioned Reflex Therapy Classic Book on Assertiveness that began Behavior Therapy Published
- Diane Buchman, Blanche Fried, The Complete Book on Water Therapy
- Ruth Sova, The Water way to Mobility and Pain free.
B.Voc. (Global Professional in Beauty & Aesthetics)

Semester: V

Paper Title: Chemical Hair Procedure
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:
- To understand the basic elements of hair designing.
- Provide color service in accordance with a client's need or expectations.
- To effectively perform hair straightening & hair waving

Instructions for Examiner:
- The syllabus of this paper has been divided into FOUR units.
- 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.
- The students are required to attempt one question from each unit and the entire Compulsory Question No. 1.
- 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:
- The Multicultural Client: Cuts, Styles, and Chemical Services. I-56253-178-6
- Padgett, Mark E.A Contemporary Approach to Permanent Waiving. I-56253-101-8
- Zotos Creative Designers. Milady’s Perm Techniques. I-56253-172-7
- Habib Jawed, Professional Hair Styling, UBSPD, New Delhi
- Standard Textbook of Cosmetology; My Lady Publication.
- NVQ Level II and III; U.K. Syllabus
B.Voc. (Global Professional in Beauty & Aesthetics)

Semester: VI

Paper Title: Research Methodology
Paper Code: GP-305

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

Instructions for Examiner:
- The syllabus of this paper has been divided into FOUR units.
- 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.
- The students are required to attempt one question from each unit and the entire Compulsory Question No. 1.
- 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:
- Research methodology methods and techniques by C.R. Kothari
- Research methodology by P.K. Manoharam
- 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-306                                           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:
• To enable the students to develop practical skills in giving pre-bridal services.
• To enable the students In framing pre-bridal packages according to the requirements and budgets.
• To enable the students to design the services in a given time frame.
• To inculcate unique selling points in students through blogs, rehearsals and photo shoots.

Instructions for Examiner:
• The syllabus of this paper has been divided into FOUR units.
• 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.
• The students are required to attempt one question from each unit and the entire Compulsory Question No. 1.
• 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:
• Rar Morris “Express Makeup”
• Bobby Brown “Makeup Manual”.
• Making Faces: Kevyn Aucoin.
• Jemma Kidds “Make up Masterclass” Beauty Bible of Professional Techniques & Wearable Look.
B.Voc. (Global Professional in Beauty & Aesthetics)

Semester: VI

Paper Title: Electrical & Chemical Treatments
Paper Code: GP-307                                           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:
• Explain and discuss the electrical currents used in beauty therapy.
• Understand the safety and preparatory procedures for these treatments, including contra-indications.
• Perform hygienically, successfully and safely, to a commercial standard and time, each treatment, to suit each individual client, on a variety of clients.
• Explain the physiological and psychological effects and the aftercare advice for each treatment.

Instructions for Examiner:
• The syllabus of this paper has been divided into FOUR units.
• 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.
• The students are required to attempt one question from each unit and the entire Compulsory Question No. 1.
• 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:
• Unfolding revolution of chemical peels by Sita Paudal
B.Voc. (Global Professional in Beauty & Aesthetics)

Semester: VI

Paper Title: Advance Makeup
Paper Code: GP-308

Credits: 06

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

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

Instructions for Examiner:
- The syllabus of this paper has been divided into FOUR units.
- 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.
- The students are required to attempt one question from each unit and the entire Compulsory Question No. 1.
- 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:
- Kevyn Aucoin, Harper Collins, The Art of Make-up
- Mary Quant, DK Publishing, Classic Makeup and Beauty
- Kevyn Aucoin, Little Brown and Company, Face Forward
- Kevyn Aucoin, Little Brown and Company. Making Faces
- Arlene Mathew, The complete Beauty Book, Varun Publication, Bangalore
- Milady's, Text Book of Cosmetology, Milady Publication, America