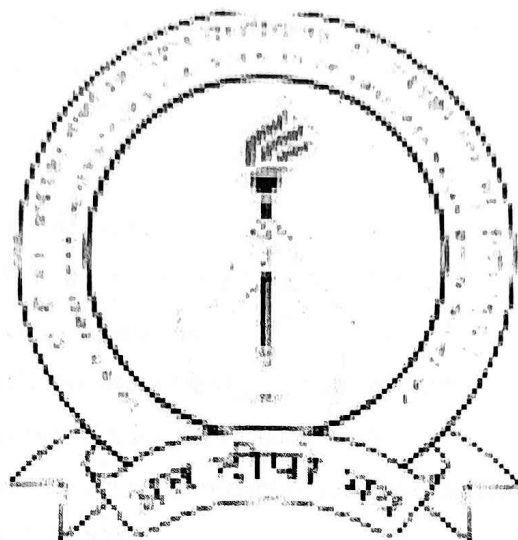


Dr. B.R. Ambedkar University of Social Sciences Mhow Mp India
School of Education



SYLLABUS

21-22

Skill Development Programme
Diploma Course in Personality Development & Beauty Care

Structure of the Course:

Yr - 21-22

PROGRAMME OUTCOME:

Beauty therapy has always been a successful industry. It is no surprise that more students are choosing to study beauty therapy qualifications to kick-start an amazing career. There is a wide scope in the profession of Beauty and Aesthetics in India and in other countries. There is also a great demand for well-trained and experienced Indian professionals in the global hospitality and spa industry. It is a promising career for youth because of the advancement in the lifestyle.

Students would be able to:-

1. Create dynamic, logical and effective leaders with inspiring mind sets.
2. Identify opportunities, define problems and find solutions.
3. Recognizing and resolving ethical issues.
4. Communicate effectively: be it business, management.
5. Possess a strong foundation for their higher studies.
6. Become employable in various companies and government jobs.

PROGRAM SPECIFIC OUTCOME

Students would be able to:-

1. Prepare and maintain work area.
2. Observe the occupational health and safety regulations in the workplace.
3. Analyze skin, suggest appropriate beauty regimens and perform facials, massages and other skin care treatments.
4. Perform specialized skin care procedures as well as other salon services, such as hair cutting, coloring, styling, manicures and pedicures.
5. Perform chemical hair treatments, shampoo and scalp treatments, hair cutting and hair styling.
6. Improve personal appearance and professional skills.
7. Apply make-up for different occasions.
8. Maintain good health and personal hygiene.
9. Communicate role related information to stakeholders in a polite manner and resolve queries

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Sr.No	Title	Theory/ Practical	Marks (Total)	Distribution of Marks		Credits	
				Theory	Practical	Theory	Practical
I	Personality Development	Theory/ Practical	60	60	-	4	-
II	Business Communication	Theory/ Practical	60	60	-	4	-
III	Basic beauty care	Theory/ Practical	100	60	40	3	2
IV	Facial and Hair Care	Theory/ Practical	100	60	40	3	2
V	Sap Therapy/ Food Diet	Theory/ Practical	60	40	20	4	2
VI	Skin Care and Face Make Up	Theory/ Practical	100	60	40	4	2
VII	Visit / Project		60				10
VIII	File work		60				20
	Total		600				60

Eligibility:- MIN 10th Pass

Durations- 6 Months

Fees: According to University Rules

Total seats- 30 (as required)

Credits- 60 Credits

Exam Pattern:-

Total marks – 200 marks (internal 40 % and External Viva 60 %)

The certificate should be awarded on completing the following pattern

1. A written assignment at least 10-15 pages.
2. Seminar
3. Oral presentation(viva)
4. File

Total Marks		600
Theory		60
Practical		40
Internal	External	
60	40	

After the completion of course exam (theory+Practical) will be held accordingly to the university and certificate will be provided by the university.

Online (Dr. Nisha Sharma) Online (Dr. Jyoti Chavhan) Online (Dr. Vidya Datta)

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Personality Development (Paper-I)

SPECIFIC OUTCOME

1. To understand how to handle issues in business.
2. To understand qualities and responsibilities of good leader.
3. To understand the importance of motivating employees.
4. To understand management and its advantages.

UNIT-1

Marks: 60

Leadership – Introduction to the leadership, Leadership power, Leadership styles, Leadership in administration, qualities of leader.

Conflict Management – Introduction to the conflict, Causes of conflict, managing conflict in organization

UNIT – 2

Interpersonal Relations – Introduction to the interpersonal relations, Analysis relations of different ego states, Analysis of Transactions, Analysis of strokes, and Analysis of life positions.

UNIT – 3

Stress Management – Introduction to the stress, Causes of stress, Nature & Dimension of stress, Impact of stress, managing stress.

Time Management – Time as a resource, Identify important time wasters, Individual time management styles, Techniques of better time management.

UNIT – 4

Group Dynamics – Importance of groups in organization, Team interaction in groups, Group building, Decision Making, Motivation – Introduction to the motivation, Types of motivation, Motivating subordinates Analysis of motivation

Suggested Readings:

1. Cohen.R.J & M.E. Swerdlik (2002).psychological testing and assessment. McGraw Hill, USA.
2. Jackson, A.W., J.R. Morrow, D.W. Hill and R.K. Dishman (2004). Physical Activity for Health & Fitness. Human Kinetics, USA.
3. Kansal, D.K (2011). Holistic Personality Development. Sports & Spiritual Science Publication, New Delhi (2 Press).
4. Peeke, P. (2006). The National Body Challenge. Hay House, Inc., USA.
- Cohen.R.J & M.E. Swerdlik (2002).psychological testing and assessment.McGraw Hill,USA.
2. Jackson, A.W., J.R. Morrow, D.W. Hill and R.K. Dishman (2004). Physical Activity for Health & Fitness. Human Kinetics, USA.
3. Kansal, D.K (2011). Holistic Personality Development. Sports & Spiritual Science Publication, New Delhi (2 Press).

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Business Communication (Paper- II)

SPECIFIC OUTCOME:

Marks: 60

1. To understand importance of communication.
2. To understand written communication.

Unit 1 –

Communication-Meaning, Importance & Objectives, Principles of communication, Forms of communication, Process of communication, Barriers of effective communication, Techniques of effective communication.

Unit 2 –

Written communication –Business letters – Inquiries, Circulars, Quotations. Acknowledgments, Executions, Complaints, Collection letters, Banking correspondence. Agency correspondence.

Unit 3 –

Report writing –Types of report, components of report, Business reports, Reports by individuals, Reports by committee, Meeting-Notice-Agenda, Resolution & minutes

Unit 4 –

Oral communication –Listening & Speaking, Meeting speeches & techniques of electing response, observation methods, Group discussions & interview
Non-verbal communication- Body language, Gesture, Posture, Facial expressions, dress codes

Suggested Readings:

1. Sethi, Anjanee & Bhavana Adhikari. Business communication, New Delhi:
2. Tata McGraw Hill Tickoo, Champa & Jaya Sasikumar. Writing with the purpose. New York: OUP, 1979.
3. Sonie, Subhash C. mastering the art of effective business communication. New Delhi: Student Aid Publication, 2008,
4. Herekar, Prakash. Business communication, Pune: Mehta publication 2007
5. Herekar, Prakash. Business communication, Pune: Mehta publication 2003

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Basic Beauty Care (Paper-III)

Specific Outcome

- 1) To understand basic of beauty and its care.
- 2) To understand importance of personal hygiene.

Marks: 60

UNIT – 1:

Introduction & importance of beauty care, importance of personal hygiene, personal grooming, Sterilization and sanitation – purpose, methods, do's and don'ts professional ethics.

UNIT – 2:

Eye brow shaping: Materials required, Tweezing and Threading, Different types of threading, different types of eye brows, and keeping in mind the face structure

UNIT – 3:

Manicure and pedicure: Definition purpose, introduction tools and equipment application of creams and lotion, methods/types of pedicure and manicure. Head, Body and leg massages step by step procedure.

UNIT – 4:

Nail Art: Factors affecting nail growth. Introduction- equipment's and tools, types of nail polish, application and their methods. Different methods of nail art
Mahanadi: introduction, preparation of Mahanadi paste, Mahanadi cone preparation and application on hand and leg.

Suggested Readings:

Hair, Skin and beauty care 9The complete body Book – blossom Kocher (2000) VBSPD/VBS publishers distributors Ltd. New Delhi

Complete Beautician course Dr. Renu Gupta (2001) Diamond pocket books Pvt Ltd. New Delhi.

Practical guide to Beautician training- Madhumita paudwal (2002) Asian Publisher, New Delhi.

Classic makeup and beauty book Maureen Barry More Dave King (1996).

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Practical- I

Basic Beauty Care –

Marks: 40

1. Sterilization and sanitation methods and procedures
2. Threading tweezing of eye brow, upper lip, forehead and chin
3. Manicure- Latest
4. Pedicure- Latest
5. Application of nail polish and nail art
6. Preparation of Mehendi paste and application
7. Waxing – Hands, legs

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SKIN CARE & FACE MAKEUP (Paper- IV)

Specific Outcome:

- 1) To understand Skin anatomy.
- 2) To understand art of makeup.

UNIT – 1:

Marks: 60

Skin Anatomy – Cell, Cell generation stages, Human body, Skin – Layers of skin, Types of skin, Skin analysis, Skin care treatments, Skin care products, Skin care methods – Natural & Artificial.

UNIT – 2:

Skin Treatments – Pimple treatments, under eye treatment, Dark circle, Pigmentation, Mature skin, Suntan, Open pores, Preparation & Importance of each treatment

UNIT – 3:

Deep Cleansing Machines – Steamers: - Current, Benefits, Precaution during treatment, Contraindications, Duration of treatment according to the skin type, Dangers, Sterilization, Brushing, Current, Benefits, Precaution during treatment, Contraindications, Dangers, sterilization of brushes.

UNIT – 4:

ART OF MAKEUP – Importance of makeup, Tools used in makeup, Cosmetics used in makeup, Types of foundation, Face powder, Face compact, Canceller, Blusher, Eye shadow. Lipstick – Selection and application.

Makeup– Party makeup, Nude Makeup, Oily Makeup, Bridal Makeup, Corrective Makeup.

Suggested Readings:

1. Blossom Kochar, Hair, Skin and Beauty care, the complete Body Book, VBS publisher new Delhi, 2002.
2. Dr. Renugupta, Complete Beautician Course, Diamond Pocket books, Pvt. Ltd. New Delhi, 2001.
3. Madhumita Pauwal, Practical Guide to Beautician Training, Asian Publishers, New Delhi, 2002.

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Practical- II- SKIN CARE AND FACIAL

Marks: 40

1. Facial – Types of facial (Normal, Herbal pearl, fruit, golden, silver, Home)
2. Bleaching
3. Face pack and Face Massage
4. Pimple Treatment
5. under eye treatment
6. Pigmentation
7. Mature skin
8. Sun tan
9. Open pores

FACIAL AND HAIR CARE (Paper-IV)

Specific Outcome:

1. To understand hair anatomy.
2. To understand basics of hair care treatments.

UNIT - I:

Marks: 60

Structure of Hair, Types of hair, Hair growth cycle, Importance of hair care, factors affecting hair growth, Scalp massage –benefits and methods, materials required and procedure. Shampooing and rinsing-its importance, purpose and function, types of shampoo – their uses and effects, precautions, purpose of rinsing, types of rinses, benefits of rinsing and precautions.

UNIT – II:

Hair cut-Knowledge of hair texture, selection of hair cut according to facial shape, occasion, age, profession, body structure, Hair texture. Hair cutting techniques, tools and equipment in hair-cuts. **Hair-cuts** – types of basic hair- cuts Trimming, straight cut, U cut, V-cut.



Advanced hair-cuts – layer cut, blunt cut, tapering, Graduation, bob etc, Use of Hair shaping and cutting implements. Sterilization and Sanitation

UNIT – III:

Hair styling – knowledge of different hair style as per hair texture, materials used for hair styling,

techniques in styling – Rolls, twists, braiding, Roller setting, Blow drying, Comb out techniques, thermal hair styling- Hair dryer, Crimping rods , Straightening rods, Electric rollers Curling rods. . Natural hair pack

Artificial aids – purpose, types, cleaning and maintaining Hair styling-Basic hairstyle, Model, party styles and bridal styles

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Spa Therapy and Food Diet (Paper-V)

Specific Outcome

1. To understand importance of spa therapy and its history.
2. To understand spa as a career.

Marks: 60

UNIT- I:

. Basic concept on Food, Nutrition and Nutrients. Classification of Food, Classification of Nutrients. Introduction to Vitamins, Sources of Vitamins, Food hygiene and sanitation

UNIT- II:

History and introduction to SPA, Types of SPA, Introduction to complementary SPA therapies – Acupressure, Acupuncture, Colon therapy, Chinese medicine,

UNIT – III:

SPA products and knowledge – Licensing (Drug Control), Product Testing, Efficacy, Shelf Life, Storage, Allergies of Herbs, Essential Oils, Aromatic Oils, Body Scrubs, Body Wraps, Facial Products, Preservatives, Active Ingredients,

UNIT – IV:


SPA as a career – basic requirements, remuneration/earning, SPA career options, starting own SPA business, job opportunities in India and Abroad, roles and responsibilities of SPA therapist

PRACTICAL – IV- ADVANCED BEAUTY CARE

Marks

40

1. Hair treatment-Hair fall, Dandruff.
2. Hair curl.
3. Hair straightening.
4. Body massage.
5. SPA therapy.
6. Make up- simple, party, oily, bridal.
7. Basic Corrective make up-for cheeks, lips, and jaw.
8. Make up removal.
9. Bindi deigning.
10. Saree draping.

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SKIN CARE & FACE MAKEUP

Specific Outcome:

- 1) To understand basic skin care treatments.
- 2) To understand skin problems.

UNIT – 1:

Marks: 60

Skin: Introduction & importance of skin care, Factors affecting on skin, Skin care for different season, Home remedies for skin care.

UNIT – 2:

Skin Problems: Classification & Identification of Common skin problems – Acne, Blackheads, Whiteheads, Disorder of sweat glands, Disorder of oil glands, dryness, and dullness.

UNIT – 3:

Cleansing & Scrubbing: 1) Cleansing - Definition of cleansing, Types of cleansers, Method of cleansing, Benefits of cleansing, Natural Cleansers.

2) Scrubbing -What is scrubbing, Importance of scrubbing, Types of Scrub, Benefits of scrubbing, Contraindications of scrubbing, How to remove black heads & white heads by using twisers.

UNIT – 4:

Bleach & Facial : 1) Bleaching – Types of bleach , Procedure and application on face, neck , hands and other parts , precaution , its advantages & disadvantages.

2) Face Massage – Facial bones, Muscles of face, Techniques of facial, step by step procedure of facial, Benefits of facial, Contraindications, Product knowledge according to the skin.

Suggested Readings:

1. Blossom Kochar, Hair, Skin and Beauty care, the complete Body Book, VBS publisher new Delhi, 2002.
2. Dr. Renugupta, Complete Beautician Course, Diamond Pocket books, Pvt. Ltd. New Delhi, 2001.
3. Madhumita Pauwal, Practical Guide to Beautician Training, Asian Publishers, New Delhi, 2002.

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Lab Work of Project / Industrial Visit / Study Tour

Specific Outcome:

Marks 50

The student will undertake a project work on the topic assigned by the concern guide consultation with the department on the various issues Problem themes case studies and site visit. The project report will be 50 marks which would be assessed by the internal guide

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