

**CURRICULUM**

**FOR THE TRADE OF**

**Basic Cosmetology**

**UNDER**

**DUAL TRAINING SYSTEM**

**IN**

**CRAFTSMEN TRAINING SCHEME (CTS) PATTERN**

**BY**



**GOVERNMENT OF INDIA**  
**MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP**  
**DIRECTORATE GENERAL OF TRAINING**

**PROPOSED TIME DISTRIBUTION FOR BASIC COSMETOLOGY TRADE**  
**UNDER**  
**INDUSTRY INSTITUTE - TRAINING SCHEME**

<b>BLOCK WITH DURATION</b>	<b>THEORY</b>	<b>PRAC.</b>	<b>EMP. SKILL</b>	<b>ECA, LIB. &amp; OTHERS</b>	<b>REM.</b>
BLOCK – I (05 months/22 Weeks /duration ) Institute level trg.	220 hrs.	550hrs.	100 hrs.	10 hrs.	-----
BLOCK – II (5 months/ 22 weeks duration) Industry level trg.	---	880 hrs.	---	---	---
BLOCK – III (02 months/ 8 Weeks duration) Institute level trg.	70 hrs.	150 hrs. (Practical practice and submission of report related to industry training)	10 HRS.	10 hrs.	80 hrs./Last 2 weeks revision & exam.
<b>GRAND TOTAL</b>	<b>290 HRS.</b>	<b>1580 HRS.</b>	<b>110 HRS.</b>	<b>20 HRS.</b>	<b>80 hrs.</b>
<b>Total duration of training inclusive of Industry &amp; Institute is 1 years (2080 hrs.)</b>					

**NOTE:- The course content for subject employability skills will remain same as in basic cosmetology under CTS**

## GENERAL INFORMATION

1. Name of the Trade : **BASIC COSMETOLOGY**
2. NCO Code No. : 560
3. Duration : 1 Yr.(Three blocks)
4. Power Norms : 6 kW
5. Space Norms : 70Sq.m.
6. Entry Qualification : Passed 10<sup>th</sup> Class Examination
7. Unit Size(No. of Student) : 20
8. Instructor's/Trainer's qualification: Graduate and CITS with the five years of experience in the field of Cosmetology or graduate and diploma in Cosmetology with three years experience.
9. Exit Level : Successful candidates would be able to work as Beautician, Hair dresser, Make-up Artist, Manicurist, Pedicurist, Hair Stylist, Slimming assistant, Hair colorist .

# SYLLABUS CONTENT WITH TIME STRUCTURE FOR BASIC COSMETOLOGY TRADE

Block – I

Duration- 05 Months (22 weeks)

**Institute Level Training: -**

Sl. No.	Practical	Duration (hrs.)	Theory	Duration (hrs.)
1.	<ul style="list-style-type: none"> <li>• Personal grooming</li> <li>• Telephone etiquettes</li> <li>• Working on improving poise</li> </ul>	<u>20 hrs</u>	<p><b><u>Personality Development</u></b></p> <ul style="list-style-type: none"> <li>• Hygiene rules               <ul style="list-style-type: none"> <li>• Basic of good grooming</li> </ul> </li> <li>• Posture</li> <li>• Wardrobe planning</li> <li>• Motivation</li> <li>• Beauty as a career</li> </ul> <p><b><u>Communication Skills</u></b></p> <ul style="list-style-type: none"> <li>• Professional ethics</li> <li>• Client consultation</li> <li>• Telephone etiquettes</li> </ul>	<u>08 hrs.</u>
2.	<ul style="list-style-type: none"> <li>• Trolley setting</li> <li>• Use of different sterilizing gadgets</li> <li>• Practice in disinfection procedures</li> </ul>	<u>20 hrs.</u>	<p><b><u>Sterilization and Sanitization</u></b></p> <ul style="list-style-type: none"> <li>• Purpose</li> <li>• Definition</li> <li>• Methods</li> <li>• Procedure</li> <li>• Safety precautions.</li> </ul>	<u>05 hrs.</u>
3.	<ul style="list-style-type: none"> <li>• Trolley setting</li> <li>• Client consultation</li> <li>• Allergy test procedure</li> <li>• Demonstrate &amp; Practice of basic procedure of epilation &amp; Depilation</li> </ul>	<u>30 hrs.</u>	<p><b><u>Temporary removal of hair</u></b></p> <ul style="list-style-type: none"> <li>• Hair growth cycle</li> <li>• Purpose of removing superfluous hair.</li> <li>• Definition and Methods of Epilation and Depilation</li> <li>• Product Knowledge</li> <li>• Allergy test</li> <li>• Client consultation</li> <li>• Procedure</li> <li>• Contra-actions</li> <li>• Contra-indications</li> <li>• Safety precautions</li> </ul>	<u>10 hrs.</u>
4.	<ul style="list-style-type: none"> <li>• Trolley setting</li> <li>• Client consultation</li> <li>• Allergy test procedure</li> <li>• Bleaching procedure</li> <li>• Threading &amp; Tweezing procedure</li> </ul>	<u>25 hrs.</u>	<p><b><u>Threading 2 Tweezing and Bleaching</u></b></p> <ul style="list-style-type: none"> <li>• Purpose</li> <li>• Definition</li> <li>• Types and methods</li> <li>• Client consultation</li> <li>• Product knowledge</li> <li>• Patch test</li> <li>• Procedure</li> <li>• Contra-actions</li> <li>• Contra-indications</li> <li>• Safety precautions</li> <li>• After care/ Home care</li> </ul>	<u>05 hrs.</u>

5.	<ul style="list-style-type: none"> <li>• Trolley setting</li> <li>• Client consultation</li> <li>• Filling of record card</li> <li>• Use of tools &amp; equipment</li> <li>• Practice of Massage:- Hands Arms Legs</li> <li>• Demonstrate &amp; Practice of basic Manicure &amp; Pedicure.</li> <li>• Demonstrate &amp; Practice of basic nail art &amp; free hand nail art techniques.</li> </ul>	<u>60 hrs.</u>	<p><b><u>ManicureandPedicure</u></b></p> <ul style="list-style-type: none"> <li>• Anatomy of Nail</li> <li>• Classification and identification of nail diseases and disorders</li> <li>• Purpose of manicure and pedicure</li> <li>• Definition and Types</li> <li>• Tools,equipments &amp; product knowledge</li> <li>• Client consultation</li> <li>• Procedure</li> <li>• Contra-actions</li> <li>• Contra-indications</li> <li>• Safety precautions.</li> </ul>	<u>15 hrs.</u>
6.	<ul style="list-style-type: none"> <li>• Trolley setting</li> <li>• Client consultation</li> <li>• Skin analysis:- Naked eyes Magnifying glass</li> <li>• Filling of record card</li> <li>• Cleaning procedure</li> <li>• Demonstrate &amp; Practice of facial Massage</li> <li>• Pressure points</li> <li>• Pack application</li> <li>• Use of different gadgets while giving facial treatment</li> </ul>	<u>70 hrs.</u>	<p><b><u>Facials</u></b></p> <ul style="list-style-type: none"> <li>• Anatomy of Skin:- structure</li> <li>• Functions of skin</li> <li>• Types of skin</li> <li>• Classification &amp; identification of common</li> <li>• <b><u>skin problems</u></b>:- Blackheads Whiteheads Disorders of sweat glands Disorders of oil glands</li> <li>• Meaning of Massage</li> <li>• Types and benefits of massage</li> <li>• Client consultation</li> </ul> <p><b><u>Skin analysis</u></b></p> <ul style="list-style-type: none"> <li>• Tools equipments &amp; product knowledge</li> <li>• Basic and deep cleansing</li> <li>• Procedure</li> <li>• Contra-actions</li> <li>• Contra-indications</li> <li>• Safety precautions</li> </ul> <p><b><u>Electrotherapy</u></b> <b><u>Mask Therapy</u></b></p>	<u>40 hrs.</u>
7.	<ul style="list-style-type: none"> <li>• Trolley setting</li> <li>• Client consultation</li> <li>• Scalp analysis</li> <li>• Treatments of Common hair problems</li> <li>• Use of different electric gadgets</li> </ul>	<u>30 hrs.</u>	<p><b><u>Hair</u></b></p> <ul style="list-style-type: none"> <li>• Science of Hair (Structure of hair, Chemical composition Hair growth cycle Types of hair Hair texture, density, Elasticity &amp; porosity)</li> </ul> <p><b><u>Common hair problems</u></b></p> <ul style="list-style-type: none"> <li>➤ Dandruff</li> <li>➤ Hair falling</li> </ul>	<u>15 hrs.</u>

			<ul style="list-style-type: none"> <li>➤ Split ends</li> <li>➤ Pediculosis</li> </ul>	
8.	<ul style="list-style-type: none"> <li>• Trolley setting</li> <li>• Client consultation</li> <li>• Scalp analysis</li> <li>• Procedure of head massage</li> <li>• Procedure of Shampooing, Conditioning, Deep Conditioning</li> </ul>	<u>25 hrs.</u>	<p><b><u>Head Massage, Shampooing, Conditioning &amp; Deep-conditioning</u></b></p> <ul style="list-style-type: none"> <li>• Purpose</li> <li>• Product knowledge</li> <li>• Procedure</li> <li>• Benefits</li> <li>• Precautions</li> </ul>	<u>05 hrs.</u>
9.	<ul style="list-style-type: none"> <li>• Trolley setting</li> <li>• Client consultation</li> <li>• Scalp analysis</li> <li>• Selection of cosmetics &amp; implements</li> <li>• Demonstrate &amp; Practice of basic Hair cutting techniques</li> <li>• Demonstrate &amp; Practice of basic blow drying techniques</li> </ul>	<u>50 hrs.</u>	<p><b><u>Hair Cutting &amp; Blowdry</u></b></p> <ul style="list-style-type: none"> <li>• Facial shapes knowledge</li> <li>• Sectioning</li> <li>• Elevation/Angles</li> <li>• Length &amp; perimeter</li> <li>• Basics of Blow dry</li> <li>• Tools knowledge</li> <li>• Hair cutting techniques</li> <li>• Safety precautions</li> </ul>	<u>20 hrs.</u>
10.	<ul style="list-style-type: none"> <li>• Trolley setting</li> <li>• Client consultation</li> <li>• Scalp analysis</li> <li>• Selection of cosmetics &amp; implements</li> <li>• Demonstrate &amp; Practice of basic Make up techniques</li> </ul>	<u>45 hrs.</u>	<p><b><u>Make-up</u></b></p> <ul style="list-style-type: none"> <li>• Purpose</li> <li>• Effects of light on make-up</li> <li>• Color theory</li> <li>• Basic facial shapes knowledge</li> <li>• Types of brushes knowledge for make-up</li> <li>• Product knowledge</li> </ul> <p><b><u>Types of make-up</u></b></p> <ul style="list-style-type: none"> <li>• Day time</li> <li>• Evening and Party</li> <li>• Bridal</li> <li>• Procedure of CTM</li> </ul> <p><b><u>Basic corrective make-up for:-</u></b></p> <ul style="list-style-type: none"> <li>• Checks</li> <li>• Nose</li> <li>• Lips</li> <li>• Jaws</li> <li>• Make-up removal</li> <li>• Tools &amp; equipment hygiene</li> <li>• Safety precautions</li> </ul>	<u>20 hrs.</u>

11.	<ul style="list-style-type: none"> <li>• Trolley setting</li> <li>• Client consultation</li> <li>• Scalp analysis</li> <li>• Selection of cosmetics &amp; implements</li> <li>• Demonstrate &amp; Practice of different types of traditional hair styling techniques:- Rolls Braids Interlocks Twisting styles</li> <li>• Artificial Aids</li> </ul> <p><b><u>Wet styling</u></b></p> <ul style="list-style-type: none"> <li>▪ Pin curls</li> <li>▪ Finger waving</li> <li>▪ Roller setting</li> </ul> <p><b><u>Thermal Styling</u></b></p> <ul style="list-style-type: none"> <li>▪ Blow drying</li> <li>▪ Ironing/Crimping</li> <li>▪ Tongs</li> </ul>	<u>70 hrs.</u>	<p><b><u>Hair Styling</u></b></p> <ul style="list-style-type: none"> <li>• Purpose</li> <li>• Types of hairstyling</li> <li>• Thermal styling</li> <li>• Wet styling</li> <li>• Roller Setting</li> <li>• Artificial Aids</li> </ul> <p><b><u>Thermal Styling</u></b></p> <ul style="list-style-type: none"> <li>▪ Blow drying</li> <li>▪ Ironing/Crimping</li> <li>▪ Tongs</li> </ul> <p><b><u>Wet styling</u></b></p> <ul style="list-style-type: none"> <li>▪ Pin curls</li> <li>▪ Finger waving</li> <li>▪ Roller setting</li> <li>▪ Cleaning &amp; maintaining of artificial aids</li> <li>▪ Safety precautions</li> </ul>	<u>15 hrs.</u>
12.	<ul style="list-style-type: none"> <li>• Trolley setting</li> <li>• Client consultation</li> <li>• Scalp analysis</li> <li>• Filling record card</li> <li>▪ Demonstrate &amp; Practice of Basic Hair coloring techniques:-</li> <li>▪ Pre-lightening</li> <li>▪ Global color</li> <li>▪ High lightening</li> </ul>	<u>30 hrs.</u>	<p><b><u>Hair Coloring</u></b></p> <ul style="list-style-type: none"> <li>• Science of color</li> <li>• Basic law of color (color sheel)</li> </ul> <p><b><u>Classification of hair color</u></b></p> <ul style="list-style-type: none"> <li>▪ Temporary</li> <li>▪ Semi-permanent</li> <li>▪ Permanent</li> </ul> <ul style="list-style-type: none"> <li>• <b><u>Types of hair color</u></b></li> <li>▪ Chemical</li> <li>▪ Vegetable</li> </ul> <ul style="list-style-type: none"> <li>• <b><u>Numbering system</u></b></li> <li>▪ Product knowledge</li> <li>▪ Allergy Test procedure</li> <li>▪ Contra-actions</li> <li>▪ Contraindications</li> <li>▪ Safety precautions</li> </ul>	<u>20 hrs.</u>

13.	<ul style="list-style-type: none"> <li>• Trolley setting</li> <li>• Client consultation</li> <li>• Scalp analysis</li> <li>• Filling record card</li> </ul> <ul style="list-style-type: none"> <li>▪ Demonstrate &amp; Practice of Basic perming techniques</li> </ul>	<u>20 hrs.</u>	<p><b><u>Perming</u></b></p> <ul style="list-style-type: none"> <li>• Definition</li> <li>• Knowledge of Bonds</li> <li>• Basic Perm technique</li> <li>• Types of perm rollers</li> <li>• Client consultation</li> <li>• Scalp analysis</li> <li>• Product knowledge</li> <li>• Strand test procedure</li> <li>• Step by step procedure of perming</li> <li>• Contra-actions</li> <li>• Contra-indications</li> <li>• Safety precautions <ul style="list-style-type: none"> <li>• Aftercare/Homecare</li> </ul> </li> </ul>	<u>20 hrs.</u>
14.	<ul style="list-style-type: none"> <li>• Trolley setting</li> <li>• Client consultation</li> <li>• Scalp analysis</li> <li>• Filling record card</li> </ul> <ul style="list-style-type: none"> <li>▪ Demonstrate &amp; Practice of Straightening, Rebonding &amp; Smoothing Procedures</li> </ul>	<u>30 hrs.</u>	<p><b><u>Straightening/Rebonding/Smoothing</u></b></p> <ul style="list-style-type: none"> <li>• Definition</li> <li>• Knowledge of Bonds</li> <li>• Client consultation</li> <li>• Scalp analysis</li> <li>• Product knowledge</li> <li>• Strand test knowledge &amp; procedure</li> <li>• Step by stem procedure of Straightening/Rebonding/Smoothing</li> <li>• Contra-actions</li> <li>• Contra-indications</li> <li>• Safety precautions</li> <li>• Aftercare/Homecare</li> </ul>	<u>20 hrs.</u>
15.	<p><b><u>Indian traditional beauty concept</u></b></p> <ul style="list-style-type: none"> <li>• Bindi designing practical topics</li> <li>• Henna designing</li> <li>• Tattoo making</li> <li>• Saree draping (4 styles)</li> </ul>	<u>25 hrs.</u>	<p><b><u>Indian traditional beauty concepts</u></b> Safety precautions related to practical topics.</p>	<u>02 hrs.</u>

**NOTE :- Maximum uses of video demonstration and other base teaching aids may be adopted to deliver the theoretical knowledge.**



## BLOCK - II

DURATION: 05 MONTHS (22 weeks)

### Industry level training

Broad learning to be covered in industry for basic cosmetology Trade:-

1. Safety & best practices/ Basic industrial culture.
2. Record keeping / Documentation.
3. Personal grooming and communication skills
4. Hair chemical services
5. Corrective Make up Techniques
6. Nail Services

Details of practical skills to be covered during industry training for Basic Cosmetology trade:-

DURATION: 05 MONTHS (22 weeks)

S.NO.	PROFESSIONAL SKILL/TRADE PRACTICAL	
1.	Develop good appearance and behavior, practice, tasks as per industry standard and express good communication skill.	<ol style="list-style-type: none"><li>1. Read and interpret information accurately.</li><li>2. Use gestures or simple words to communicate where language barriers exist.</li><li>3. Display positive body language.</li><li>4. Display courteous and helpful behavior at all times.</li><li>5. Speak and understand Basic English.</li><li>6. Use of different types of communication equipments available and their use.</li><li>7. Maintain good health and personal hygiene</li><li>8. Comply high standard of grooming and personal behavior</li></ol>
2.	Prepare and maintain work area and maintain health and safety at the work place.	<ol style="list-style-type: none"><li>1. Select suitable material and equipment for salon cleaning.</li><li>2. Place all the material in the trolley and set up it as per requirement.</li><li>3. Carry out appropriate sterilizer and disinfection for tools and place the sterilized and disinfectant tools on a disinfected tray as per standard operating process.</li><li>4. Dispose waste material safely &amp; correctly</li><li>5. Follows manufactures instructions when mixing and using chemicals.</li><li>6. Check and clean equipments according to salon procedure.</li><li>7. Identify different types of sterilizing and disinfecting equipments / products available &amp; their correct usage.</li><li>8. Check necessary environmental condition for the treatment including (heating, lighting, ventilation, &amp; comfort).</li></ol>
3.	Carry out epilation and depilation services.	<ol style="list-style-type: none"><li>1. Carry out the process using the tools &amp; material (Hot wax, cold wax, strips etc.)</li><li>2. Check the client expectation prior and</li></ol>

		<p>clarify doubts, if any.</p> <ol style="list-style-type: none"> <li>3. Prepare the client for hair removal</li> <li>4. Apply the correct pre wax product prior to waxing.</li> <li>5. Apply the wax and remove correctly based on manufacture instructions.</li> <li>6. Stop the waxing treatment and providing relevant advice if contra action occurs.</li> <li>7. Ensuring the hair removal method is carried out at comfortable distance from the client, maintaining the correct tension of the thread.</li> <li>8. Providing clear instructions to the client on how &amp; when to support their skin throughout the service.</li> <li>9. Creating a well balanced, proportioned and defined eye brow shape to suit the client's requirement.</li> <li>10. Discontinuing the service &amp; providing advice and recommendation when contra action occurs.</li> <li>11. Ensure allergy test is done before starting the bleaching service.</li> <li>12. Monitor for contra-actions related to treatment &amp; follow preventive measures.</li> <li>13. Clean the treated area and use suitable soothing product.</li> <li>14. Provide specific after process advice to the client.</li> </ol>
4.	Carry out manicure and pedicure services.	<ol style="list-style-type: none"> <li>1. Prepare the client &amp; trolley for service.</li> <li>2. Analyze the hand &amp; feet, fill the record card.</li> <li>3. Select right products/material and arrange the trolley.</li> <li>4. Identify basic hand tools (Nail file, cuticle cleaner and buffer, Nail cutter, nail cleaner) and their use.</li> <li>5. Adjust the positioning of the client to ensure easy process and minimal injury.</li> <li>6. Clean and dry the hand/feet of client as a part of preparation.</li> <li>7. Apply cuticle softener product during the cuticle cutting process and ensure no damage to the cuticle and nail plate.</li> <li>8. Remove any excessive hard skin using foot scrape among without discomfort to the client.</li> <li>9. Use massage technique according to clients need.</li> <li>10. Apply suitable base coat /nail polish &amp; top coat relevant to the clients need.</li> <li>11. Clean the treated area and use suitable soothing product.</li> <li>12. Provide specific after process advice to the client.</li> </ol>

5.	Carry out facial treatments for common skin problems.	<ol style="list-style-type: none"> <li>1. Identify the equipment, material &amp; tools used in facial.</li> <li>2. Make the importance of client comfort and modesty.</li> <li>3. Analyze the Skin and fill the record card.</li> <li>4. Prepare the client &amp; trolley for service.</li> <li>5. Cleanse &amp; exfoliate the skin.</li> <li>6. Appropriate massage movements and pressure to suit the client's skin.</li> <li>7. Use of different facial machines as per treatment.</li> <li>8. Demonstrate correct method of application and removal of the specific mask.</li> <li>9. Select after care products and apply correctly.</li> <li>10. Work station clean and tidy in completion of treatment.</li> </ol>
6.	Carry out hair treatment for common hair problems.	<ol style="list-style-type: none"> <li>1. Identify different types of hair,</li> <li>2. Comply with health and safety standard and process laid out by manufactures instruction.</li> <li>3. Analyze the hair and scalp.</li> <li>4. Prepare the client and trolley for service</li> <li>5. Use of shampoo according to the hair.</li> <li>6. Use conditioning products to needs of the client hair.</li> <li>7. Monitor time and development of the conditioning product.</li> <li>8. Treat the clients scalp &amp; Hair with the use of electrical equipments.</li> <li>9. Clean the treated area and use suitable soothing product.</li> <li>10. Provide specific after process advice to the client.</li> </ol>
7.	Create basic haircuts using special cutting techniques.	<ol style="list-style-type: none"> <li>1. Carry out client consultation procedure.</li> <li>2. Identify tools and equipments and their use.</li> <li>3. Carry out hair analysis and check hair density, texture and growth.</li> <li>4. Prepare the client and trolley for hair cutting.</li> <li>5. Use tools &amp; equipments effectively to achieve the required result.</li> <li>6. Select suitable equipments and material such as (Hair brushes, dryer etc.) required for the service.</li> <li>7. Carry out sectioning for blow drying.</li> <li>8. Make out each section of hair, starting at the bottom, work upward, using the angles of cuts to achieve desired effects.</li> <li>9. Check the client on satisfaction with the finish result.</li> <li>10. Provide specific after process advice to the client</li> </ol>

8.	Demonstrate day, evening, party & bridal makeup and explain effects of light on makeup.	<ol style="list-style-type: none"> <li>1. Consult with the client during the makeup service to confirm the desired look.</li> <li>2. Carry out process using the tools and equipment.</li> </ol>
9.	Demonstrate basic corrective makeup	<ol style="list-style-type: none"> <li>3. Identify facial shapes and choose make up products according to clients needs.</li> <li>4. Prepare the client including cleansing, skin analysis, toning and moisturizing.</li> <li>5. Perform makeup procedures with use of optical illusion.</li> <li>6. Provide specific after care advice.</li> </ol>
10.	Create traditional hair styles using artificial aids	<ol style="list-style-type: none"> <li>1. Carry out client consultation</li> <li>2. Identify the styling tools &amp; equipment and products that are safe and fit for purpose.</li> <li>3. Analyze the hair for perform the styling.</li> <li>4. Select the hair style according to the client (check hair length, facial shape, Density, texture)to fulfill the desired needs.</li> <li>5. Perform the procedure of selected hair style. Check the client on satisfaction with finish result.</li> <li>6. Check the client on satisfaction with the finish result.</li> <li>7. Provide specific after process advice to the client.</li> </ol>
11.	Create hair designs using thermal gadgets and wet styling techniques.	
12.	Demonstrate hair coloring, perming, straightening, rebonding & smoothing..	<ol style="list-style-type: none"> <li>1. Carry out client consultation</li> <li>2. Assemble the trolley and prepare the client for hair coloring.</li> <li>3. Perform hair and Scalp analysis and fill the record card.</li> <li>4. Identify the styling tools &amp; equipment and products that are safe and fit for purpose.</li> <li>5. Mix the ingredient in mentioned ratio and place for ease of use by the stylist.</li> <li>6. Regular monitor and time the development of hair coloring, perming, straightening, rebonding &amp; smoothing. product.</li> <li>7. Leave the hair according to manufacture instruction</li> <li>8. Apply hair mask and serum to control the damage.</li> <li>9. Check the client on satisfaction with the finish result.</li> <li>10. Provide specific after process advice to the client.</li> <li>11. Clean and sterilize all tools &amp; equipments before use.</li> </ol>
13.	Create bindi, heena & tattoo designing, drape saree in different styles.	<ol style="list-style-type: none"> <li>1. Practice in creating different bindi, Heena &amp; tattoo designs.</li> <li>2. Practice in draping saree in different styles.</li> </ol>

## **BLOCK – III**

DURATION: 2 months (08weeks)

### **Institute level training**

For last two months candidates will be engaged in following works:-

1. Theoretical and practical practice of yogic exercises and asanas.
2. Theoretical knowledge of salon management
3. Revision of theoretical components covered during Block-1
4. Practical practice and report submission
5. Preparing candidate to face interview, preparation of Bio-data, and awareness about different jobs in the related field and grooming to be an entrepreneur.
6. Self study and final AITT examination.

#### **NOTE:**

1. The training may be conducted in Block mode i.e. few months in ITI & few in industry.
2. The training may be conducted in flexible mode i.e. few days of a week in ITI & few days in industry.
3. Five months Industrial training is mandatory.
4. Last two months of training in ITI is Mandatory.
5. No admission of trainees without signing MOU with industry by the institute.
6. To sign MOU with ITI, industry must ensure the training facility should be available to impart different skill sets as indicated in Block II. At least 60% of total skill set in Block II for Cosmetologist.
7. In the industry ensure delivery of skill training as per Sl. 6 then 2<sup>nd</sup> MOU is not necessary. However, Industry & ITI should ensure 100% skill training indicated in Block II & necessary arrangement to be made to cover training on rest skill set (beyond the % indicated in s.no.6) through ITI, any other training institutes and E- learning process may be adopted.

DURATION: 2 months (08weeks)

## Institute level training

Sl. No.	Practical	Duration (hrs.)	Theory	Duration (hrs.)
01	<ul style="list-style-type: none"> <li>Stamina building exercises</li> <li>Deep breathing exercises</li> </ul>	<u>20 hrs.</u>	<b><u>Yoga and its Components</u></b> <ul style="list-style-type: none"> <li>Purpose</li> <li>Definitions</li> <li>Benefits</li> <li>Precautions</li> <li>Yogic diet</li> </ul>	<u>05hrs.</u>
02	<ul style="list-style-type: none"> <li>Practice in Suksham Vayayam</li> <li>Practice in Surya Namaskar</li> <li>Practice in all SthoolVayayam</li> </ul>	<u>25 hrs.</u>	<b><u>Yogic SukshamVayayam</u></b> <ul style="list-style-type: none"> <li>Procedure</li> <li>Benefits</li> <li>Precautions</li> </ul> <b><u>Surya Namaskar Yogic SthoolVayayam</u></b> <ul style="list-style-type: none"> <li>Procedure</li> <li>benefits</li> </ul>	<u>10hrs.</u>
03	<b><u>Practice in asanas for:-</u></b> <b>Spinetretching</b> <ul style="list-style-type: none"> <li>Pachimotasana</li> <li>Sankatasana</li> <li>Bhujangasana</li> <li>Ushtrasana</li> <li>Matsyasana</li> </ul> <b>Stress Management</b> <ul style="list-style-type: none"> <li>Tadasana</li> <li>Shavasana</li> <li>Makrasana</li> </ul> <b>Different body ailments</b> <ul style="list-style-type: none"> <li>Uttanapadasana</li> <li>Chakraasana</li> <li>shalbhasana</li> <li>Dhanurasana</li> <li>Trikonasana</li> <li>Noukasana</li> <li>Halasana</li> <li>awanamuktasana</li> <li>Padmasana</li> <li>Suktvajrasana</li> <li>Gomukhasana</li> <li>Vajrasana</li> <li>Tratak</li> <li>Sarvangasana</li> </ul>	<u>35 hrs.</u>	<b><u>Asanas</u></b> <ul style="list-style-type: none"> <li>Purpose</li> <li>Definition</li> <li>Asans for :-</li> <li>Spine stretching(5each)</li> <li>Stress Management(5 each)</li> <li>Deferent body ailments(5each)Obesity, Diabetes, Joint Pain, Hyper Tension, Thyroid</li> <li>Benefits</li> <li>Safety Precautions</li> </ul>	<u>20hrs.</u>
04	Practice in asanas for Different Age Groups	<u>25 hrs.</u>	<b><u>Yoga for Different Age Groups</u></b> <ul style="list-style-type: none"> <li>Children, Old Citizens, Pregnant Women,</li> <li>Benefits</li> <li>Safety Precaution</li> </ul> <b><u>Height, Weight Management</u></b>	<u>15hrs.</u>

			Chart Related To Height & Weight	
05	<ul style="list-style-type: none"> <li>• Practice in doing Tratak</li> <li>• Practice in doing Meditation</li> </ul>	<u>20 hrs.</u>	<p><b><u>TRATAK</u></b></p> <ul style="list-style-type: none"> <li>• Definition</li> <li>• Procedure</li> <li>• Benefits</li> <li>• Safety Precautions</li> </ul> <p><b><u>MEDITATION</u></b></p> <ul style="list-style-type: none"> <li>• Definition</li> <li>• Procedure</li> <li>• Benefits</li> <li>• Safety Precautions</li> </ul>	<u>15hrs.</u>
06	<ul style="list-style-type: none"> <li>• Project/Presentations</li> <li>• Market survey</li> </ul>	<u>25 hrs.</u>	<p><b>Salon Management</b></p> <ul style="list-style-type: none"> <li>• Inventory management</li> <li>• Team building</li> <li>• Basics of marketing</li> <li>• Stock Keeping</li> <li>• Up selling and cross selling</li> </ul>	<u>05hrs</u>
<b>Revision &amp; Examination (2 week)</b>				

## Standard list of tools & equipments per station for two trainees

S. No.	Description	Qty.
<b>Hair</b>		
1	Barber Scissors	1 No
2	Thinning Scissors	1 No
3	Velcro Rollers ( Large, medium, & small)	1dz.each
4	Perm rollers ( Star Perm, Ladder Perm, spiral rods, Chop sticks, Wooden rollers (different sizes Small, medium, large)	1 dz. Each
5	Manual Razor	1 No
6	Dust Brush	1 No
7	Swiggle	1 No
8	Dye Brush	1 No
9	Back View Mirror	1 No
10	Cutting sheet	1 No
11	Dye Bowl	1 No
12	Professional Hair Brushes set	1 set
13	Hot Rollers	1 Set
14	Dummy head on stand with slipon	1 No
15	Dryer	1 No
16	Crimper	1 no for 5 stations
17	Mirror Panel	1 No.
18	Styling Chair (multipurpose for hair & beauty services)	1 No.
19	Shampoo Station with chair	1 no for 5 stations
20	Hair Trolley	01 No.
21	Ceramic Straightening Iron	1 No.
22	Curling Rods with attachments	1 no for 5 stations
23	Neck Tray (for perming)	1 No.
24	Rebonding Boards	1 No.
25	Benders	1 dz.
26	Hood Dryer	1 no for 5 stations
<b>Skin</b>		
1	Magnifying lamp	1 no for 5 stations
2	Vapozone	1 no for 5 stations
3	EMS Machine	1 no for 5 stations
4	Infra red Lamp	1 No
5	Wax heater	1 No
6	Black head remover	1 No. Per Trainee
7	Pedi spa tub	1 No
8	Manicure table	1 No.
9	Pedi stool	1 No.
10	Manicure Trolley	1 No.
11	Dry Sterilizer (Ultra Violet)	1 no for 5 stations
12	Water Boiler	01 No.
13	Front wash Basin	1 no for 5 stations
14	Curtain/Blinds for Lab	As required
15	Blanket	06 No
16	Hot towel cabinet	1 no for 5 stations
17	Complete Computer system with UPS & Internet facility	02 No.
18	Computer Table	02 No
19	Heat Convactor	04 No.



20	Air conditioner split 2 ton with stabilizer	As Required
21	Student Lockers	03 No. ( Eight lockers in each Cabinet)
22	Refrigerator	1 No.
23	Almirah	04 No.
24	Teacher's Chair and table set	1 No.
25	Display board (minimum 3X4 feet size)	As Required
26	Wet Sterilizer	4 No.
27	Scalp steamer	06 No
28	Beauty Studio (Ultrasonic/Galvanic/High Frequency, Brushing unit, Vacuum & Spray)	02 No.
29	High frequency	02 No
30	Beauty Trolleys	06 No.
31	Facial Bed	06 No.
32	Computer Chair	02 No.
33	Laser jet Printer	01 No.
34	Ultrasonic	02 No.
35	Galvanic	02 No.
36	Vacuum suction/ Spray	02 No
37	Electric Manicure Set	04 No
38	Vibro Massager with attachments	04 No.
39	Digital Thermolysis Machine	01 No. for 5 Stations
40	Geyser .(25 ltrs.)	02 No
41	Immersion Rod	02 No.
42	Manicure stools	01 No. Per Trainee

**Note :-**

- Plastic & Wooden Rollers and plastic tools may be treated as consumable after 2 yrs.
- Switches, Slip-ons and Hair pieces may be treated as consumable after 1 yrs.

**TRAINEE'S PERSONAL KIT**

<b>S.No.</b>	<b>Description</b>	<b>Qty.</b>
1	Tail comb	01 each
2	Style Comb	01 each
3	Open teeth tail comb	01 each
4	Small Bowl	02 each
5	Facial Band	02 each
6	Spray bottle	01 each
7	Nail File	01 each
8	Nail Cutter	01 each
9	Plain Switches	01 each
10	Switch Stand	01 each
11	Personal Towel (Medium, large)	02 No.
12	Napkin	02 No.
13	Hair Accessories	As required
14	Make-up Brush	01 each
15	Pack & Bleach Brush	01 each
16	Wax applicator	01 each
17	Braid	01 each
18	Bob Pins	As required
19	Juda Pins	As required
20	Setting clips	As required
21	Lab Coat	01 each
22	Manicure Set	01 each
23	Pedicure Set	01 each
24.	Dye brush	01 no.

**Note :-**

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

**Yoga Lab.**

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

**Theory Room Furniture**

<b>S.No.</b>	<b>Description</b>	<b>Qty.</b>
1	Student's chair with flap	20 Nos.
2	Teacher's Table and chair set	01 No.
3	LCD Projector	01 No.
4	Complete Computer set with UPS & Internet facility	01 No.
5	White Magnetic Board with felt board	01 No.
6	Air conditioner split 2 ton with stabilizer	As required
7	Display board	02 Nos.
8	Curtain/blinds for Lab.	As required
9	Laser Jet Printer	01 No.

## LIST OF TRADE COMMITTEE MEMBERS

S. No	Name of the Member	Place & Designation
1.	Ms. Alka Sharma	Joint Director, NVTI, Noida.
2.	Mr. Mahesh Kardam	Joint Director, DGT, New Delhi
3.	Ms. Vashali K. Shah	Director, LTA School of Beauty
4.	Ms. Samantha Kochher	MD, BlossmKochher, college of Creative Art and Design
5.	Mohd. Amjad	VLCC, Health Care Limited
6.	Mr. Jatin Rai	DGM, VLCC, Corporate office Gurgaon
7.	Ms. GurpreetSibbel	MD, Nail Pro.
8.	Mr. Saspal singh	Sahiba Saloon and SPA Academy
9.	Ms. Sita	Senior Manager, VLCC, Corporate Office Gurgaon
10.	Ms. Pinki Singh	Sahiba Saloon and SPA Academy
11.	Mr. Anup	Loreal/Matrix Technical Center.
12.	Ms. Sushiel	Jawed Habib Academy
13.	Ms. Sunita Bhat	Training Officer, NVTI, Noida
14.	Ms. Anuradha	Group Instructor, ITI Hastsaal , New Delhi
15.	Ms. Ruchi Chamoli	JTA,NVTI,Noida

## ALLOTMENT OF TIME & MARKS AMONG THE SUBJECTS FOR EXAMINATION

S.NO.	SUBJECTS	Duration of exam (in hrs.)	Full Marks	Pass Marks
1.	Trade Theory	3	30	12
2.	Trade Practical-I*	--	50	30
3.	Trade Practical-II**	--	50	30
4.	Internal sessional Marks (ITI)	--	20	--
5.	Employability Skill	--	50	20

**Note:-**

1. "\*" represents practical conducted at ITI
2. "\*\*" represents practical conducted at Industry at the end of training
3. 40% pass marks for theory subjects and 60% pass marks for practical