

Syllabus for the trade

of

# **HAIR AND SKIN CARE**

(SEMESTER PATTERN)

UNDER

CRAFTSMAN TRAINING SCHEME

Designed in: 2013

By

Government of India

**CENTRAL STAFF TRAINING AND RESEARCH INSTITUTE**

Directorate General of Employment & Training

Ministry of Labour & Employment

EN - 81, SECTOR – V, SALT LAKE CITY

Kolkata – 700 091

**List of members of trade committee meeting for the trade of Hair & Skin Care held at NVTI Noida**

<b>SL.NO.</b>	<b>NAME &amp; DESIGNATION S/SHRI</b>	<b>REPRESENTING ORGANISATION</b>	<b>REMARKS</b>
1.	Ms. Upma Bhatia, Jt. Director/Principal	NVTI, Noida	Chairperson
2.	Mr. R.N. Bandhopadhaya Jt. Director	DGE&T, New Delhi	Member
3.	Ms. Alka Sharma, Deputy Dir. Of Training	DGE&T, New Delhi	Member
4.	Ms. Savita Sharma, Lecturer	, Maharani Bagh Polytechnic	Member
5.	Ms. Bharti Taneja	Esthetician	Member
6.	Mr. Balraj	Director Alps Academy	Member
7.	Mr. Arjun Singh	Academic Manager, HABIBS	Member
8.	Ms. Divya Dahiya	Beautician/ Editor Diva & Diva	Member
9.	Ms. Gunjan Gaur	Alps Beauty Clinic	Member
10.	Ms. Nataliya Raina	Nail Technician, Ranara nails	Member
11.	Mr. Deepak	Hair Express (Saloon)	Member
12.	Ms. Sunita Bhat	Training Officer, NVTI Noida	Member
13.	Ms Mahima Totala	Training Officer, RVTI Jaipur	Member
14.	Ms. Archana Singh	Training Officer, NVTI Noida	Member
15.	Ms. Laxmi Singha	Training Officer, RVTI Jaipur	Member
16.	Ms. Tanu Shri	Training Officer, RVTI Panipat	Member
17.	Ms. Kanika	Training Officer, RVTI Panipat	Member
18.	Ms. Ruchi Chamoli	JTA/VI, NVTI Noida	Member

**List of members attended the Workshop to finalize the syllabi of existing CTS into Semester Pattern held from 6<sup>th</sup> to 10<sup>th</sup> May'2013 at CSTARI, Kolkata.**

Sl. No.	Name & Designation	Organisation	Remarks
1.	R.N. Bandyopadhyaya, Director	CSTARI, Kolkata-91	Chairman
2.	K. L. Kuli, Joint Director of Training	CSTARI, Kolkata-91	Member
3.	K. Srinivasa Rao, Joint Director of Training	CSTARI, Kolkata-91	Member
4.	L.K. Mukherjee, Deputy Director of Training	CSTARI, Kolkata-91	Member
5.	Ashoke Rarhi, Deputy Director of Training	ATI-EPI, Dehradun	Member
6.	N. Nath, Assistant Director of Training	CSTARI, Kolkata-91	Member
7.	S. Srinivasu, Assistant Director of Training	ATI-EPI, Hyderabad-13	Member
8.	Sharanappa, Assistant Director of Training	ATI-EPI, Hyderabad-13	Member
9.	Ramakrishne Gowda, Assistant Director of Training	FTI, Bangalore	Member
10.	Goutam Das Modak, Assistant Director of Trg./Principal	RVTI, Kolkata-91	Member
11.	Venketesh. Ch. , Principal	Govt. ITI, Dollygunj, Andaman & Nicobar Island	Member
12.	A.K. Ghate, Training Officer	ATI, Mumbai	Member
13.	V.B. Zumbre, Training Officer	ATI, Mumbai	Member
14.	P.M. Radhakrishna pillai, Training Officer	CTI, Chennai-32	Member
15.	A.Jayaraman, Training officer	CTI Chennai-32,	Member
16.	S. Bandyopadhyay, Training Officer	ATI, Kanpur	Member
17.	Suriya Kumari .K , Training Officer	RVTI, Kolkata-91	Member
18.	R.K. Bhattacharyya, Training Officer	RVTI, Trivandrum	Member
19.	Vijay Kumar, Training Officer	ATI, Ludhiana	Member
20.	Anil Kumar, Training Officer	ATI, Ludhiana	Member
21.	Sunil M.K. Training Officer	ATI, Kolkata	Member
22.	Devender, Training Officer	ATI, Kolkata	Member
23.	R. N. Manna, Training Officer	CSTARI, Kolkata-91	Member
24.	Mrs. S. Das, Training Officer	CSTARI, Kolkata-91	Member
25.	Jyoti Balwani, Training Officer	RVTI, Kolkata-91	Member
26.	Pragna H. Ravat, Training Officer	RVTI, Kolkata-91	Member
27.	Sarbojit Neogi, Vocational Instructor	RVTI, Kolkata-91	Member
28.	Nilotpal Saha, Vocational Instructor	I.T.I., Berhampore, Murshidabad, (W.B.)	Member
29.	Vijay Kumar, Data Entry Operator	RVTI, Kolkata-91	Member

## GENERAL INFORMATION

1. **Name of the Trade:** HAIR AND SKIN CARE
2. **NCO Code No.**
3. **Duration** One year (Two semesters)
4. **Power Norms :** 4 kW
5. **Space Norm :** 48 Sq . m.
6. **Entry Qualification :** Passed 10<sup>th</sup> class Examination
7. **Unit Size(No. of Students) :** 16
8. **Instructor's/Trainer's Qualification :** Diploma in Cosmetology / Beauty Culture / Beautician /  
Make up course / equivalent from recognized board /  
Institution with Two year experience in the relevant field.  
OR  
NAC/NTC in the trade of Hair & Skin Care / Cosmetology /  
Beauty Culture / Beautician / Make up course / equivalent with  
three years experience in the relevant field.
9. **Desirable Qualification :** Preference will be given to Craft Instructor's Certificate  
(CIC)  
**Note: At least one instructor must have Degree/Diploma in Beauty Culture**

**Syllabus For The Trade Of Hair And Skin Care Under C.T.S**  
**DURATION:- Six Months**

**First Semester**

**Semester Code: HSC: SEM I**

**PERSONALITY DEVELOPMENT AND ANATOMY**

WEEK NO	PRACTICAL	THEORY
1-3	i) Practice of thread  ii) Knowledge of facial shapes  iii) Practice of Eye brow Shaping  iv) Practice of basics for MS Word, MS Excel	<u>Qualities of a good Beautician:</u> i) Basics of good grooming, ii) Care of self, iii) Personal hygiene, iv) Wardrobe planning <u>Attitude/Posture:</u> i) Visual poise: How to carry simple activities, sitting, standing, walking etc. ii) Social poise: Ethics, Time Management, Human relations iii) Your professional image : Healthy mind & body, Psychology of customer, Customer satisfaction <u>Communication for success:</u> i) Communication basic ii) Client consultation iii) Special issues in communication iv) In salon communication v) Telephone manner vi) Basic Computer knowledge (MS Word, Excel), Maintaining the records, Appointment Booking,
4	v) Practice of Henna Designs on hands  vi) Practice of Decorative Henna designs	<u>Infection control:</u> i) Bacteria ii) Viruses iii) How pathogens enter the body. iv) Immunity v) Principles of prevention: Sterilization and sanitation vi. Knowledge of General Safety, Occupational health and hygiene

5-7	<ul style="list-style-type: none"> <li>i) Practice of Nail Shaping</li> <li>ii) Practice of Nail Enamel application</li> <li>iii) Preparation of charts</li> <li>iv) Sketching of diagrams</li> </ul>	<p><u>Anatomy and physiology</u>  Introduction of anatomy and physiology</p> <ul style="list-style-type: none"> <li>i) Knowledge of basic cells and elementary tissue</li> </ul> <p>Basic knowledge of various systems :</p> <ul style="list-style-type: none"> <li>i) Nervous system</li> <li>ii) Excretory system</li> <li>iii) Circulatory system</li> <li>iv) Respiratory system</li> </ul>
8-9	<ul style="list-style-type: none"> <li>i) Warm up exercises</li> <li>ii) Practice of 5 different asanas</li> </ul>	<p><u>YOGA:</u></p> <ul style="list-style-type: none"> <li>i) Meaning and principles of Yoga</li> <li>ii) Yogic diet</li> </ul> <p>Different Asanas: Vajarasana, Konasana, Padmasana , Savasana, Pascimottanasana,</p>
10	<ul style="list-style-type: none"> <li>i) Preparation of diet charts</li> </ul>	<p><u>DIETITICS:</u></p> <ul style="list-style-type: none"> <li>i) Importance of nutrition in health and beauty : Definition of food</li> <li>ii) Function of food.</li> </ul>
11-12	<ul style="list-style-type: none"> <li>i) Preparation of trolley and client for eyebrow shaping</li> <li>ii) Preparation of material and supplies used.</li> <li>iii) Measuring the brow for correct length and arch.</li> <li>iv) Procedure for giving an eye brow shaping.</li> <li>v) Sanitation and sterilization of implements</li> <li>vi) Preparation of client and trolley for bleaching.</li> <li>vii) Preparation of material &amp; supplies.</li> <li>viii) Preparation of bleach pack.</li> <li>ix) Practice of allergy test for bleaching.</li> <li>x) Practice in application of bleaching pack.</li> <li>xi) Practice of Full Body bleach</li> </ul>	<p><u>EYE BROW SHAPING/ BLEACHING:</u></p> <ul style="list-style-type: none"> <li>i) Material required for eye brow shaping</li> <li>ii) Techniques of eye brow shaping</li> <li>iii) Precautions and benefits of eye brow shaping</li> <li>iv) Meaning of bleaching / purpose</li> <li>v) Material and supplies for bleaching</li> <li>vi) Patch Test</li> <li>vii) Precautions / benefits</li> <li>viii) Types of bleach – cream, liquid and powder</li> </ul>

13 -14	<ul style="list-style-type: none"> <li>i) Preparation of trolley and client for hair removal.</li> <li>ii) Procedure of temporary methods of hair removal. <ul style="list-style-type: none"> <li>1) Epilation- Waxing : Types of waxes (Oil wax, Flavored Wax, Cold Wax, Chocolate Wax) Threading, Tweezing.</li> <li>2) Depilation-Chemical depilation.</li> </ul> </li> <li>iii) Sanitation and sterilization of implements</li> </ul>	<p><u>SUPER FLOUS HAIR REMOVAL:</u></p> <ul style="list-style-type: none"> <li>i) Meaning and cause of super flous hair</li> <li>ii) Methods of hair removal – temporary and permanent</li> <li>iii) Types of temporary methods of hair removal: <ul style="list-style-type: none"> <li>1) Epilation</li> <li>2) Depilation</li> </ul> </li> <li>iv)Precautions / benefits of hair removal</li> </ul>
15 -17	<ul style="list-style-type: none"> <li>i) Preparation of trolley and client.</li> <li>ii) Use of manicure &amp; pedicure tools &amp; equipments</li> <li>iii) Practice of massage – hands Arms, Legs &amp; Feet.</li> <li>iv) Practice of plain manicure and pedicure and nail art, artificial nails.</li> <li>v) Practice of different types of manicure</li> <li>vi) Practice of henna with different design (Hand decoration/ Temporary Tattoo application/ Hand Craft/Uses of blocks).</li> </ul>	<p><u>MANICURE AND PEDICURE</u></p> <ul style="list-style-type: none"> <li>i) Structure of nail</li> <li>ii) Meaning of manicure and Pedicure</li> <li>iii) Knowledge of different types of equipments.</li> <li>iv) Material and cosmetic used in manicure and Pedicure</li> <li>v) Types of Manicure and Pedicure – hot oil manicure, electric manicure, French manicure, booth manicure, Paraffin wax treatment, Manicure/Pedicure wraps (Use fullers earth)</li> <li>vi) Knowledge of diseases and disorders of nails</li> <li>vii) Benefits of manicure/Pedicure</li> <li>viii) Precautions</li> </ul>
18 -20	<ul style="list-style-type: none"> <li>i) Observation of Hair: To know the types of hair and treating them accordingly, uses of gadgets (High frequency, Infra Red Lamp, Scalp Steamer), Preparation of client and trolley practice of different types of manipulations, Hot oil treatment, scalp steaming,</li> </ul>	<ul style="list-style-type: none"> <li>i) Structure of hair</li> <li>ii) Types of hair – Normal, Oily and dry</li> <li>iii) Common hair problems: (Dandruff, Hair Falling, Grey Hair, Pediculosis)</li> <li>iv) Scalp Massage – History of scalp massage , Importance of scalp massage, material required, Basic scalp manipulation, Benefits of Scalp Massage, Therapy/ Conditions/</li> </ul>

	<p>Serum Application.</p> <p>ii) Shampooing, Rinsing and Conditioning:</p> <p>i) Observation of scalp.</p> <p>ii) Preparation of trolley.</p> <p>iii) Selection of Material according to hair type.</p> <p>iv) Application of shampoo, Rinse, Conditioner.</p> <p>v) Procedure and precautions.</p>	<p>Precautions and Serum applications.</p> <p>v) Shampooing, Rinsing and Conditioning.</p> <p>vi) Concept of Shampooing, Purpose, benefit, Classification, Material required, Procedure, then precautions.</p> <p>vii) Types of shampoo - Cream, liquid, powder etc..</p> <p>viii) Purpose of rinsing, types of rinsing – cream, lemon, vinegar etc</p> <p>ix) Precaution and benefits of rinsing</p> <p>x) Purpose of Conditioners, types of conditioners, Precaution and benefits of conditioners.</p>
21 -24	<p>i) Select/design final styles according to hair texture and facial shapes</p> <p>ii) Practices in hair styling techniques:</p> <p>1) Roller setting – Preparing the trolley &amp; client, sectioning procedure, setting rollers on short, medium and long hair uses with different bases.</p> <p>2) Blow Drying of Hair- Preparing the trolley &amp; client, practice of setting hair with dryer (out turn, in turn), straightening with help of hand dryer, wave stretching,</p> <p>3) Comb out techniques- Back combing techniques, back brushing techniques.</p> <p>4) Styling long hair in various types of braids,</p>	<p><u>HAIR STYLING</u></p> <p>i) Knowledge of different styles as per hair texture and Facial Shapes</p> <p>ii) Types of material cosmetics, tools and equipments used for hair styling</p> <p>iii) Use of different techniques in styling :</p> <p>1) Roller setting : Purpose, types of rollers, sectioning for the roller setting, different types of rollers setting techniques and their precautions.</p> <p>2) Blow drying : Sectioning, wave stretching, curling</p> <p>3) Comb out techniques : Back combing, back brushing.</p> <p>4) Artificial aids: purpose, types, cleaning and maintaining and making of different hair accessories.</p> <p>5) Principles and techniques of wet hair</p> <p>6) styling – different types of pin curls and Finger waving, precautions</p> <p>7) Principles of traditional and thermal hair styling :</p> <p>i) Traditional Hair styling: Interlocks (till eight interlocks),</p>

	<p>rolls, Interlocks, casual styles, Twisting etc. according to facial shape.</p> <p>5) Artificial aids- Styling, Fixing on the head and switch setting on the stand and live models.</p> <p>6) Thermal styling (Straightening/ Waving) with the help of different electrical gadgets (Crimper, Electric rollers, Pressing machine, curling rods, Spiral rods, Hot sticks).</p>	<p>rolls, curls, braiding, twisting</p> <p>ii) Thermal hair styling: Straightening/Waving uses with different electrical gadgets</p>
25	Project work / Industrial visit (optional)	
26	Examination	

**Syllabus For The Trade Of “HAIR AND SKIN CARE” Under C.T.S**  
**DURATION:- Six Months**

**Second Semester**

**Semester Code: HSC: SEM II**

**YOGA AND DIETITICS**

WEEK NO.	PRACTICAL	THEORY
1-3	Practice of Yogic Sukshama Vyayam	Yogic Suksham Vyayam and Precautions to be taken while doing yogic exercise
4-6	i) Preparation of diet charts according to different age groups	Balanced diet :- (a) Definition of balanced diet (b) Importance of balanced diet (c) Classification of balanced diet according to age group. Conservation of nutrients while cooking
7-9	Practice of manicure  Practice of pedicure  Practice of waxing  Practice of eye brow shaping  Practice of styling	Basic knowledge of various systems : v) Skeleton system vi) Muscular system vii) Digestive System Endocrine system Anatomy of facial and neck muscles: Elementary Characteristics of muscles of the body and their action, mobility of the body and its physiology. Joints of the body and their action (Related to the Course).
10          11-12	i) Practice of massage manipulations on face. ii) Recognize different skin types Used by derma scope - Dry, Oily, Normal & Combination Skin. iii) Selection of creams & packs according to skin type. iv) Preparing the trolley & client for facial make-up. v) Practice in cleansing the face & neck thoroughly. vi) Practice in facial massage with hands & electrical equipments (High frequency, facial vaporizer, brushing machine,). vii) Facial for different types of skin	<u>MASSAGE</u> i) Meaning of massage ii) Benefits of massage iii) Types of massage iv) Precautions  <u>FACIAL</u> i) Structure of skin ii) Composition of skin iii) Skin analysis iv) Facial for dry, oily, normal, acne or aging skin v) Cosmetic required for facial. vi) Facial manipulation

	<ul style="list-style-type: none"> <li>viii) Treating black-heads and white-heads.</li> <li>ix) Application of Peels, Packs &amp; Masks according to skin type.</li> </ul>	<ul style="list-style-type: none"> <li>vii) Black head and white head</li> <li>viii) Face Packs, Masks, Face Scrubs and their benefits.</li> </ul>
13-16	<ul style="list-style-type: none"> <li>i) Choosing correct color of cosmetic for make-up.</li> <li>ii) Use of Cosmetics in Make up</li> <li>iii) Practice in day, evening and bridal make-up. Precautions while doing makeup.</li> </ul>	<u>MAKE UP</u> <ul style="list-style-type: none"> <li>i) History of make up</li> <li>ii) Form of cosmetics used in make up</li> <li>iii) Knowledge of different type of Makeup – Day time makeup, Bridal makeup, Evening makeup, Water proof makeup.</li> <li>iv) Brief knowledge of facial shape.</li> <li>v) Bindi designs</li> <li>vi) Precautions</li> </ul>
17-20	<ul style="list-style-type: none"> <li>i) Preparing the trolley &amp; client and materials.</li> <li>ii) Select design for the client according to hair texture and facial shapes (blunt cut, thinning, layer cut, Deep U, Slant U, Razor cut, trimming, Steps Cut).</li> <li>iii) Sectioning procedure</li> <li>iv) Practice of Hair cutting on dummies and live models</li> <li>v) Sterilizing and maintenance of equipments</li> </ul>	<u>HAIR CUTTING</u> <ul style="list-style-type: none"> <li>i) Knowledge of hair texture</li> <li>ii) Types of material and equipments used for hair cutting</li> <li>iii) Elevations/Length and Parameter</li> <li>iv) Types of cuts – blunt cut, thinning, layer cut, Deep U, Slant U, Razor cut, trimming, Steps Cut.</li> <li>v) Blow Drying</li> </ul>
21-22	<ul style="list-style-type: none"> <li>i) Study of scalp and hair</li> <li>ii) Skin test/patch test</li> <li>iii) Selection of color</li> <li>iv) Preparation of trolley and client</li> <li>v) Practices of application of hair color, Vegetable &amp; Chemical dyes and Hair color (Full hair/root touch up).</li> </ul>	<u>HAIR COLORING</u> <ul style="list-style-type: none"> <li>i) History of hair coloring <ul style="list-style-type: none"> <li>1) Client consultation</li> <li>2) Basic law of color</li> <li>3) Classification of color</li> <li>4) Types of hair Coloring Process (Natural, Henna, Global Coloring).</li> <li>5) Points to be considered before using hair coloring products</li> <li>6) Allergy test / pre disposition test</li> <li>7) Material required for coloring</li> <li>8) Precaution for both- vegetable or chemical hair dye.</li> </ul> </li> </ul>
23-24	<ul style="list-style-type: none"> <li>i) Examination of scalp condition.</li> <li>ii) Preparing the trolley and client.</li> <li>iii) Practice of different sectioning patterns.</li> </ul>	<u>PERMING</u> <ul style="list-style-type: none"> <li>i) History of Perming <ul style="list-style-type: none"> <li>1) Client Consultation</li> </ul> </li> </ul>

	iv) Selection of lotion, size of rollers & curls test. v) Procedure and precautions	2) Types of Perming 3) Scalp and hair analysis 4) Sectioning and blocking 5) Types of wraps / end paper 6) Types of perm rollers 7) Application of lotion and processing 8) Neutralizing / precautions 9) Filling report card
25	Revision	
26	Examination	

**LIST OF TOOLS & EQUIPMENT**  
**TRADE: HAIR & SKIN CARE**

<b>A. Yoga Lab.</b>		
Sl. No.	Name of the item	Qty.
1.	Darry	01 No.
2.	Yoga Matte	16 No.
3.	Teacher's Chair	01 No.
4.	Teacher's Table	01 No.
5.	Curtain for Lab.	As required

<b>B. Theory Room Furniture</b>		
Sl. No.	Name of the item	Qty.
1.	Single desks for trainees with arrangements of keeping books etc.	16 No.
2.	Revolving chairs without arms	16 No.
3.	Teacher's Table and chair set	01 No.
4.	LCD Projector	01 No.
5.	Interactive multimedia Board with latest accessories	01 No.
6.	Computer set with UPS	01 No.
7.	White Magnetic Board with felt board & accessories	01 No.
8.	Air conditioner split 2 ton with stablizer	02 No.
9.	Flannel board	01 No.
10.	Display board	02 No.
11.	Curtain for Lab.	As required

<b>C. TRAINEE'S KIT</b>			
Sl.No.	Name of the item	Qty.	Specification
1.	Hand Mirror	01 each	
2.	Tail comb	01 each	Should be made of plastic and have pointed tail(Standard size).
3.	Style Comb	01 each	Plastic comb(Standard size).
4.	Open teeth tail comb	01 each	Should be made of plastic with curling bristles wide apart to be provided.
5.	Small Bowls	02 each	Glass / Plastic
6.	Head Band	01 each	Should be made of towel cloth and Velcro on the ends to hold the hair firmly.
7.	Spray bottle	01 each	Aluminium long lasting. A pistol valve fixed on top, that when pressed sprays the contene of the bottle and the front orifice is adjustable to vary the pattern of shower.

8.	Gloves	01 each	Medium size with good latex should be provided.
9.	Nail File	01 each	
10.	Nail Cutter	01 each	
11.	Plain Switches	01 each	Human Hair
12.	Switch Stand	01 each	Straw wovenmetal
13.	Personal Towel	02 No.	
14.	Hair Accessories	As required	
15.	Make-up Brush	01 each	Sable Hair
16.	Pack & Bleach Brush	01 each	
17.	Wax applicator	01 each	Steel
18.	Choti	01 each	
19.	Bob Pins	As required	
20.	Jura Pins	As required	
21.	Setting clips	As required	