

# **SYLLABUS**

**For the trade of**

## **HAIR & SKIN CARE** **(Semester Pattern)** **(for Visually Impaired and Other Disabled)**

**UNDER**

**CRAFTSMAN TRAINING SCHEME (CTS)**

**Designed in**

**2013**

Government of India  
Ministry of Labour & Employment  
Directorate General of Employment & Training  
CENTRAL STAFF TRAINING AND RESEARCH INSTITUTE  
BLOCKEN-81, SECTOR – V, SALT LAKE CITY  
KOLKATA – 700 091

List of the members attended the Trade Committee Meeting for designing Syllabus for the trade of **“Hair and Skin Care” under Craftsman Training Scheme (CTS)** ( for Visually Impaired and other Disabled) held on 11<sup>th</sup> March’2013 at Blind People’s Association, Vastrapur, Ahmedabad, Gujarat.

**Shri R.N.Bandyopadhyaya, Director, CSTARI, Kolkata.**

<b>Sl. No.</b>	<b>Name &amp; Designation, S/Shri/Smt.</b>	<b>Organisation</b>	<b>Remarks</b>
1	Mr. S. A. Pandav, Joint Director (Training)	Directorate Employment & Training, Gandhinagar	Chairman
2	Mr .L. K. Mukherjee, Dy. Director of Training	Central Staff Training & Research Institute, Kolkata	Member
3	Mr. Nirmalya Nath, Asst. Director of Training	Central Staff Training & Research Institute, Kolkata	Member
4	Dr.Bhushan Punani, Executive Director	Blind People Association, Ahmedabad	Member
5	Mr. G. N. Parekh, RDD (Training)	Directorate Employment & Training, Gandhinagar	Member
6	Mr. K. K. Bhatt, Deputy Director	Vocational Rehabilitation Centre, Ahmedabad	Member
7	Mr. P. B. Vyas, Principal	I.T.I. Kubernagar	Member
8	Mr. Satishbhai Christian, Creative Director	La Femme Beauty Parlour	Member
9	Tejal Lakhia, Hon. Superintendent	I.T.C; Blind People Association, Ahmedabad	Member
10	Mr. Ketan Shah, Vice President	All Gujarat Council for the deaf, Ahmedabad	Member
11	Harshaben Shah, S.I. Hair & Skin Care	I.T.I.(Women) Thaltej, Ahmedabad	Member
12	Aanal Christian, Director	La Femme Beauty Parlour	Member
13	Urvashi Gaurangbhai Dave, Proprietor	Jasmine Beauty Care	Member
14	Yamini N. Mehta, Proprietor	Re- Look Beauty Care	Member
15	Dr. Ambaben R.Trivedi, I/C. Principal	B.D. Arts College	Member
16	Prof. Falguni R. Panchal, Assistant Professor	B.D. Arts College	Member
17	Prof. Dharti H. Gajjar, Professor	B.D. Arts College	Member
18	Harsh G. Dave	Jasmine Beauty Care	Member
19	Rakesh S.Dushiya, Artist	Beauty Health India Pvt. Ltd	Member
20	Ketki Abhilash Ghoda, BA with H.Sc. Uni-II	Ravi Group tution	Member
21	Sima Jayprakash Yagnik , BA with H.Sc.	Ankur School	Member

22	Prof. Kalyani Nishith Vaishnav, M.A. with H.Sc.	Shri J.M. Patel Arts Smt M.N. Patel Com. College Unjha, Hmemchadracharya Unijha	Member
23	Archna Patel, Makeup Artist	Nikhar Beauty Care	Member
24	Prof. Roopa G. Mehta, Asst. Professor	B.D. Arts College	Member
25	Sonalben M. Kothari, Director	Medona Beauty World, Ahmedabad	Member

**List of members attended the Trade Committee Meeting for Restructuring of Syllabus under CTS (specially for Visually Impaired and other Disabled) on 01 October 2013 at Blind People's Association, Vastrapur, Ahmedabad, (Gujrat)**

<b>SL. NO.</b>	<b>NAME &amp; DESIGNATION S/SHRI</b>	<b>REPRESENTING ORGANIZATION</b>	<b>REMARKS</b>
1.	S. A. Pandav, Joint Director	CET, Gandhinagar, Gujarat	Chairman
2.	L.K Mukherjee, Dy Director	CSTARI Kolkatta	Member
3.	Dr. Bhushan Punani, Executive Director	Blind People's Association, Ahmedabad	Member
4.	Harish Panchal, Director (Trg.)	Blind People's Association, Ahmedabad	Member
5.	Nandini Rawal, Director (Project)	Blind People's Association, Ahmedabad	Member
6.	Tejal S. Lakhia, Hon. Superintendent	Blind People's Association, Ahmedabad	Member
7.	Mr. Ranchhod Soni	Higher Secondary School for The Blind Vastrapur, Ahmedabad	Member
8.	Mr. Mihir Das	JBS Academy, Ahmedabad	Member
9.	Mrudangi Trivedi	ABS Academy Pvt. Ltd., Ahmedabad	Member
10.	Jagruti V. Chaudhary	Blind People's Association, Ahmedabad	Member
11.	Hetal S. Ram Raliya	Blind People's Association, Ahmedabad	Member
12.	Dhingani Nalin H	Technical Institute, Ahmedabad	Member
13.	Kalyanee D. Dani	I.T.I., Ahmedabad	Member
14.	Hemal D. Punlit	I.T.I. Women, Thaltej, Ahmedabad	Member
15.	Vina Chawla	Emp. And Training H.O. Gandhinagar	Member
16.	Chanda Chawhan	I.T.I. Vijapur, Dist.-Meshana	Member
17.	Trivedi Jatin	Mahila ITI, Theltej	Member
18.	Smt. Harsha J. Shet	Mahila ITI, Theltej	Member
19.	Hansh G. Dave	Jasmine Beauty Care, Ahmedabad	Member
20.	Sipai Jakir J.	Blind People's Association, Ahmedabad	Member
21.	Jagdish jenabhai Parnar, Craft Instructor	Blind People's Association, Ahmedabad	Member
22.	Beenal Bharat Kumar Modi, Instructor	Blind People's Association, Ahmedabad	Member
23.	Vasant Kamdar, VI	ITI, Palana	Member
24.	Satish S. Charan, Asst. App. Advisor	CET, Gandhinagar, Gujarat	Member

## GENERAL INFORMATION

1. **Name of the Trade** : **Hair and Skin Care**  
(for visually impaired and other disabled)
  2. **N.C.O. Code No.** :
  3. **Course Duration** : **One Year (Two Semester)**  
The duration of the course shall be one year of full time attendance of 40 hours/week.
  4. **Entry Qualification**
    - Passed class X examination of 10 + 2 pattern or an equivalent examination.
    - Candidate should be of low Vision/Orthopedically Disabled/Hearing impaired /other Disabled
  5. **Unit Strength** : 10 Trainees
  6. **Space Norms** : Space for practical room : 35 Sq. mtr.
  7. **Power Norms** : 4 KW
  8. **Qualification of Instructor** : (i) Diploma in Cosmetology / Beauty Culture / Beautician / Make up course / equivalent from recognized board / Institution with Two year experience in the relevant field.
- OR
- (ii) 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.

**Note:** At least one instructor must have Degree/Diploma in Beauty Culture.

Note: It will be responsibility of the Training Centre to impart training in plus curriculum (like Braille, Orientation & Mobility, Activities of Daily Living), total communication, use of assistive devices, adaptations for barrier free environment and technology.

Visually Impaired and other such Disabilities requiring support should be provided Writer (one standard below Trade Entry Level) during examination and given 30 Minutes more than the prescribed time.



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>Anatomy and physiology</p> <p>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 asana</li> </ul>	<p>YOGA:</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>DIETITICS:</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>EYE BROW SHAPING/ BLEACHING:</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.</li> <li>1) Epilation- Waxing : Types of waxes (Oil wax, Flavored Wax, Cold Wax, Chocolate Wax) Threading, Tweezing.</li> <li>2) Depilation-Chemical depilation.</li> <li><sup>m)</sup> Sanitation and sterilization of implements</li> </ul>	<p><b>SUPER FLOUS HAIR REMOVAL:</b></p> <ul style="list-style-type: none"> <li>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: 1) Epilation 2) Depilation</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><b>MANICURE AND PEDICURE</b></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,</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</li> </ul>



	Hot oil treatment, scalp steaming,	massage, material required, Basic scalp manipulation, Benefits of Scalp Massage, Therapy/ Conditions/
	<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</p>	<p><b>HAIR STYLING</b></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>

	techniques, back brushing techniques. 4) Styling long hair in various types of braids,	7) Principles of traditional and thermal hair styling : i) Traditional Hair styling: Interlocks (till eight interlocks),
	rolls, Interlocks, casual styles, Twisting etc. according to facial shape. 5) Artificial aids- Styling, Fixing on the head and switch setting on the stand and live models. 6) Thermal styling (Straightening/ Waving) with the help of different electrical gadgets (Crimper, Electric rollers, Pressing machine, curling rods, Spiral rods, Hot sticks).	rolls, curls, braiding, twisting ii) Thermal hair styling: Straightening/Waving uses with different electrical gadgets
25	Project work / Industrial visit (optional)	
26	Examination	

**SYLLABUS FOR THE TRADE OF HAIR AND SKIN CARE (FOR VISUALLY IMPAIRED AND OTHER DISABLED) UNDER CRAFTSMAN TRAINING SCHEME (CTS)**

**Duration : Six Months**

**Second Semester**

**Semester Code :HSC:SEM II**

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).
10-12	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	MASSAGE i) Meaning of massage ii) Benefits of massage iii) Types of massage iv) Precautions FACIAL 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
	viii) Treating black-heads and white-heads. ix) Application of Peels, Packs & Masks according to skin type.	vii) Black head and white head viii) Face Packs, Masks, Face Scrubs and their benefits.
13-16	i) Choosing correct color of cosmetic for make-up. ii) Use of Cosmetics in Make up iii) Practice in day, evening and bridal make-up. Precautions while doing makeup.	MAKEUP i) History of make up ii) Form of cosmetics used in make up iii) Knowledge of different type of Makeup - Day time makeup, Bridal makeup, Evening makeup, Water proof makeup. iv) Brief knowledge of facial shape. v) Bindi designs vi) Precautions
17-20	i) Preparing the trolley & client and materials.	HAIR CUTTING i) Knowledge of hair texture

	<ul style="list-style-type: none"> <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>	<ul style="list-style-type: none"> <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>	<b>HAIR COLORING</b> <ul style="list-style-type: none"> <li>i) History of hair coloring</li> <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>
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>	<b>PERMING</b> <ul style="list-style-type: none"> <li>i) History of Perming</li> <li>1) Client Consultation</li> </ul>
	<ul style="list-style-type: none"> <li>iv) Selection of lotion, size of rollers &amp; curls test.</li> </ul> <p>Procedure and precautions</p>	<ul style="list-style-type: none"> <li>2) Types of Perming</li> <li>3) Scalp and hair analysis</li> <li>4) Sectioning and blocking</li> <li>5) Types of wraps / end paper</li> <li>6) Types of perm rollers</li> <li>7) Application of lotion and processing</li> <li>8) Neutralizing / precautions</li> <li>9) Filling report card</li> </ul>
25	Revision	
26	Examination	

**List of Tools & Equipment**  
**Trade: Hair & Skin Care**

<b>A. Yoga Lab.</b>		
<b>SI. No.</b>	<b>Name of the item</b>	<b>Qty.</b>
1.	Darry	01 No.
2.	Yoga Matte	10 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>		
<b>SI. No.</b>	<b>Name of the item</b>	<b>Qty.</b>
1.	Single desks for trainees with arrangements of keeping books etc.	10 No.
2.	Revolving chairs without arms	10 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>			
<b>Sl.No.</b>	<b>Name of the item</b>	<b>Qty.</b>	<b>Specification</b>
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	