

STUDY & EVALUATION SCHEME FOR  
ONE YEAR P. G. DIPLOMA COURSE IN BEAUTY AND HEALTH CARE  
(Effective from the session 200 )

I YEAR

Curriculum						S U B J E C T	Scheme of Examination								
Periods Per Week							Theory				Practical				Grand Total
Lecture	Tutorial	Practical	Lab.	Work Shop	Total		Examination Dur.	Sess. Marks	Total Marks	Examination Dur.	Sess. Marks	Total Marks			
3	-	-	2	--	5	1.1 Professional Communication	2.5	50	20	70	3	20	10	30	100
4	1	-	-	--	5	1.2 Anatomy & Physiology	2.5	50	20	70	-	-	-	-	70
2	-	-	4	--	6	1.3 Body Perfection- Yoga and Dietetics	2.5	50	20	70	3	60	30	90	160
2	-	-	4	--	6	1.4 Cosmetic Chemistry	2.5	50	20	70	4	50	20	70	140
2	-	-	6	--	8	1.5 Beauticare	2.5	50	20	70	4	60	30	90	160
2	-	-	4	--	6	1.6 Hair Care	2.5	50	20	70	4	60	30	90	160
2	-	-	2	--	4	1.7 Personality Development	2.5	50	20	70	3	50	20	70	140
2	1	-	-	--	3	1.8 Business Organisation & Entrepreneurship Development	2.5	50	20	70	-	-	-	-	70
2	-	-	-	--	2	1.9 Environmental Education(*) And Disaster Management	2.5	50	--	--	--	--	--	--	--
	-	3	-	--	3	1.10 Project	-	-	-	-	-	100	50	150	150
	-	-	-	--	-	1.11 Industrial Training of Six to Eight Weeks	-	-	-	-	-	30	20	50	50
21	2	3	22	--	48	<-----TOTAL----->	--	400	160	560	--	430	210	640	1200
														Games/NCC/Social and Cultural Activity/Community Development Work + Discipline (30 + 20)	50
															1250

- NOTE: (i) Each period will be of 50 minutes duration.  
(ii) Each session will be of 32 weeks.  
(iii) Effective teaching will be atleast 25 weeks.  
(iv) Remaining period will be utilized for revision etc.  
(v) Industrial training of 6 to 8 weeks will be structured and supervised by the institute. Purpose of training is to give an exposure of Beauty and Healthcare-setup and have to knowledge and skill there is day to day use. Every students will submit a report of his training. The report will contain the description his observation about beauty and health care organisation.He/she will evaluated at institute level for 50 marks - 30 marks for viva-voce and 20 marks for report presented.  
(vi) (\*) It is compulsory to appear & to pass in examination, But marks will not be included for division and percentage of obtained marks.

## C O N T E N T S

S.No.	Particulars	Page No.
1.	Study & Evaluation Scheme	1
2.	Main features of the curriculum	2- 3
3.	Need analysis	4
4.	List of Experts	5
5.	Job Potential	6- 8
6.	Activities under Each Job	9
6.	Course objectives	
7.	Detailed Course Content	
1.1	Professional Communication	10-13
1.2	Anatomy and Physiology	14-15
1.3	Body Perfection-Yoga and Dietetics	16-20
1.4	Cosmetic Chemistry	21-24
1.5	Beauticare	25-29
1.6	Hair care	30-34
1.7	Personality Development	35-36
1.8	Business Management & Entrepreneurship Development	37-38
1.9	Environmental Education & Disaster Management	39-41
1.10	Project	42
1.11	Industrial Training	42
10.	Staff structure	43
11.	Space requirement	44-45
12.	List of equipments	46-50
13.	List of Books	51-53
14.	ANNEXURE 1 Community Development Work	54
15.	ANNEXURE 2 Field Exposure	55
16.	ANNEXURE 3 QUESTIONNAIRE	56-58

## MAIN FEATURES OF THE CURRICULUM

Name of the Course	-	Beauty and Health Care
Intake	-	30
Duration of the Course	-	One Year
Pattern of the Course	-	Annual System
Entry Qualification	-	Graduation
Mode of admission	-	Through Joint Entrance Exam.

## NEED ANALYSIS

There is practically no data available regarding requirement of technicians in the field of Beauty and Health Care on Commercial basis.

It is realised on the basis of common observations that certain type of specific job situations like Business Executives, Air Hostesses, Sales Executives, Hotel Managers, TV Artists, Stage Actors, Exhibition Executives need some distinguished type of hair dressing, make up and beauty treatment for which they have to consult practitioners in the field. The number of such professionals in the field is limited and scattered in the form of barber shops, beauty parlours, slimming centres, Yoga Centres and the like; with inadequate technical knowhow. To bridge the gap between capabilities of practitioners in the field and actual job proficiency required the need for a technician who could become capable of diagnosing and correcting faults and abnormalities of figure, skin and hair is strongly demanded. A diploma trained technician will have adequate knowledge in cosmetic chemistry, dietetics, beauty perfection and Yoga, dermatology, beauty therapy, hair dressing, communication & information media, entrepreneurship and business management etc.

Some social functions like marriage ceremony need dressing of bride and participants. Cultural functions like drama, Ramlila, Krishna Lila, One act play, Stage dance etc. also require a trained personnel for make up.

More over it is a natural urge for every human being to present himself in the society with as much beautifulness or

handsomeness as possible and with education and training one can look more pleasing and impressive.

It is hoped that this curriculum on implementation in right spirit in polytechnic will produce competent and right type of middle level man power to fulfill Beauty and Healthcare needs of the society.



## JOB POTENTIAL / OPPORTUNITIES

The job potential for a technician in Beauty and Healthcare dressing may be categorised under three major heads.

### Employment.

A diploma holder in Beauty and Healthcare may be employed as

- i) A Beautician
- ii) A teacher in Beauty and Healthcare institutions.
- iii) A technical personnel in health club.
- iv) A supervisor in Hair dressing and styling shops.
- v) A technical personnel in finishing schools.
- vi) A sales executive for promotion of sales of beauty products and equipments.

### Entrepreneurship

The following assignments may be undertaken by a diploma holder in Beauty and Healthcare.

- i) Beautician
- ii) Health club
- iii) Hair dressing & styling
- iv) Cosmetic chemist

### Free Lancing

A diploma holder in Beauty and Healthcare may take up any of the following assignments.

- i) Make up expert
- ii) Home service
- iii) Journalism
- iv) Beauty consultant
- v) Artist for special make up

ACTIVITIES UNDER EACH JOB EMPLOYMENT

1. Beautician
  - Skin
    - Anatomy
    - Analysis.
    - Care.
    - Problem
      - a) Diagnosis
      - b) Treatment
  - Body
    - Physiology.
  - Hands & Feet
    - Anatomy
    - Manicure/Pedicure
    - Problems
  - Hair
    - Anatomy
  - dietetics.- (Knowledge of Calories)
  - Body perfection
  - Business Organisation
2. Lecturer:
  - Thorough knowledge of subject - theoretical, practical and awareness of new techniques.
3. Health Club:
  - Knowledge of equipments.
  - types of exercises.
  - Diet
  - First Aid.
4. Beauty Parlour
  - As at (1) with knowledge of layouts & Decoration
5. Hair Dressing & Syling
  - Knowledge of Hair as for beautician
  - Cutting
  - Styling

	Colouring
	Perming
	Face Structure & Shape
	Bone
	Wigs/Switches.
	Problems - Diagonosis.
	Knowledge of Equipment
	Hair Cosmetics
6.	Sales Promotion
	Knowledge of Equipment & Products with their application
	Communication & Demonstration Skill
7.	Finishing School
	Deportment
	Etiquette
	Communication
	Make-up
	Fashion Skills
	Colour Sense
	Personality Development
	Nutrition.
	Society Integration.
2.2	ENTERPRENEURSHIP
	1. Health Club
	Same as above
	2. Beautician
	Same as above
	3. Hair Dressing & Styling
	Same as above
	4. Cosmetology
	(6 month course)
2.3	FREELANCING
	1. Make up Expert
	Analysis of Face
	TV
	Cosmetic know-how
	Stage
	Camouflouging
	Films
	Effect of light & shade on make-up
	Bridal
	Methods of make-up removal

Photographic	Corrective make-up
Modelling	Presentation
2. Home Visiting	Knowledge required as for beautician hair dresser and make up expert.
3. Journalism	Knowledge of beautician Presentation Awareness of latest trends in beauty
4. Beauty Consultant	Consultancy regarding beauty, hair dressing and Health care
5. Artist for special occasion	Make up expert as per requirement of user agency

## COURSE OBJECTIVES

The objectives of this course are:

- 4.1 To impart basic knowledge of anatomy, physiology, Yoga, dietetics in relation to Beauty and Healthcare.
- 4.2 To develop understanding of the basic principles, properties and application of various types of cosmetics and their effect on the skin.
- 4.3 To impart working knowledge of handling and care of the equipments and implements used in Beauty and Healthcare.
- 4.4 To train the students in the care and beautification of the body and hair.
- 4.5 To train the students in body perfection through yoga exercises, aerobics and Gym exercises.
- 4.6 To train the students in the recognition of abnormalities and faults of figure, skin and hair and their correction.
- 4.7 To impart basic knowledge of setting up and management of a beauty parlour, saloon and finishing school.
- 4.8 To impart basic knowledge of plastic surgery and Laser treatment (skin blemishes and hair disorders).
- 4.9 To impart basic knowledge of profession ethics and attitude.

I YEAR

1.1 PROFESSIONAL COMMUNICATION

[ Common to All Engineering/Non Engineering Courses]

L T P  
3 - 2

Rationale:

Communication forms an important activity of diploma holder. It is essential that he/she should be in a position to communicate in writing and orally with superiors, equals and subordinates. This subject aims at providing working knowledge of languages like Hindi and English so as to train the students in the art of communication. It is suggested that maximum attention should be given in developing Communication abilities in the students while imparting instructions by giving maximum emphasis on practice.

Sr.No.	Units	Coverage time		
		L	T	P
1.	Introduction to communication methods meaning, channels & media written and verbal.	5	-	-
2.	Development of comprehension of English & Hindi through study of text material & language exercises.	20	-	-
3.	Development of expression through			
	A. Letters (English & Hindi)	10	-	-
	B. Report writing (English) Note making and minutes writing	10	-	-
4.	Composition	10	-	-
5.	Grammar	20	-	-
		75	-	50

1. PART I : COMMUNICATION IN ENGLISH

- 1.1 Concept of communication, importance of effective communication, types of communication, formal, informal, verbal and nonverbal, spoken and written. Techniques of communication, Listening, reading, writing and speaking, Barriers in communication, Modern tools of communication- Fax, e-mail, Telephone, telegram, etc.
- 1.2 Development of comprehension and knowledge of English through the study of text material and language exercises based on the prescribed text book of English.

1.3 Development of expression through:

1.3.1 Letters :

Kinds of letters:-

Official, demi-offical, unofficial , for reply or in reply, quotation, tender and order giving letters. Application for a job.

1.3.2 Report writing and Note making and minutes writing.

1.4 Grammer : Transformation of sentences, Preposition, Articles, Idioms and Phrases, One word substitution, Abbreviations.

1.5 Composition on narrative, descriptive, imaginative, argumentative, discussion and factual topics.

2. PART II : COMMUNICATION IN HINDI

2.1 Development of comprehension and knowledge of Hindi usage through rapid reading and language exercises based on prescribed text material developed by IRDT.

2.2 Development of expression through ;

Letter writing in Hindi:

Kinds of letters:-

Official, demi-offical, unofficial , for reply or in reply, quotation, tender and order giving letters, Application for a job.

(1) Paper should be in two parts, part I - English and part II Hindi.

COMMUNICATION AND PRESENTATION PRACTICES

1.A. Phonetic transcription

B. Stress and intonation :

(At least 10 word for writting and 10 word for pronunciation)

2. ASSIGNMENT : (Written Communication)

Two assignment of approximately 400 word each decided by the teachers.

SUGGESTED ASSIGNMENTS :

1. a picture/photograph
2. an opening sentence or phrase
3. a newspaper/magzine clipping or report
4. factual writting which should be informative or argumentative.

3. Oral Conversation:

1. Short speeches/declamation : Bid farewell, Felicitate

- somebody, Celebrate a public event, Offer condolences
2. Debate on current problems/topics
  3. MockInterview : Preparation, Unfolding of personality and Expressing ideas effectively
  4. Group discussion on current topics/problems
  5. 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.
  6. Presentation skill, Use of OHP and LCD.
4. 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

The assignments/project work are to be evaluated by the internal/ external examiner. The distribution of 30 marks e.g.

10 marks for assignment (Given by subject teacher as sessional marks)  
 10 marks for conversation and viva-voce  
 10 marks for phonetic transcription

#### STRUCTURE OF COMMUNICATION TECHNIQUE PAPER

##### Distribution of Marks

Theory Paper : 50 Marks  
 Sessional : 20 Marks  
 Practices : 30 Marks

- Q1. Question based on the topics prescribed text material will be set to test the candidates ability to understand the content, explain words and phrases, making sentence of given words and ability to summarise will be included. All questions will have to be answered.
- |                           |          |
|---------------------------|----------|
| A. from English Text Book | 10 Marks |
| B. from Hindi Text Book   | 5 Marks  |
- Q2. Candidates will be required to write one letter (English) and one letter in (Hindi) from a choice of two -
- |                    |         |
|--------------------|---------|
| A. English Letters | 5 Marks |
| B. Hindi Letters   | 5 Marks |
- Q3. Report Writing on given outlines 5 Marks
- Q4. There will be a number of short answer questions to test the

candidates knowledge of functional grammar, structure and usage of the language. All the items in this question will be compulsory. The grammar questions has four parts -

(Total Part: A For 5 Marks, B For 3 Marks, C For 3 Marks and D For 4 Marks)

A. This part of the question has to do with the transformation of sentences. English uses several patterns of sentence formation and the same meaning can be expressed by several patterns e.g. Active to Passive voice and vice versa, Direct to Indirect and vice versa, Reframing sentences by changing part of speech e.g Noun to Adjective, Interchanging degree of comparison.

Interchanging Moods - Affirmative to Negative, Assertive to Interrogative or to exclamatory

B. The second part usually requires blanks in a sentence to be filled in with a suitable preposition and articles.

C. The third part is usually an exercise on tenses.

D. The fourth part concerns with one word substitution and abbreviation, uses of idioms and Phrases.

Q5. COMPOSITION : (About 300 Words) (5 marks)

Candidates will be required to select one composition topic from a choice of five. The choice will normally include narrative descriptive, argumentative, discussion and factual topics. The main criteria by which the composition will be marked are as follows

A. the quality of the language employed, the range and appropriateness of vocabulary and sentence structure the correctness of grammatical construction, punctuation and spelling.

B. The degrees to which candidate have been successfully in organising both the composition as a whole and the individual paragraphs.

1.2 ANATOMY AND PHYSIOLOGY

L T P  
4 1 -

Rationale:

The body appearance too much depends upon the right functioning of inside body systems. Anyone concerned with beauty culture practices must have some rudimentary knowledge of the systems, hence the paper.

TOPIC WISE DISTRIBUTION OF PERIODS

Sr.No.	Units	Coverage time		
		L	T	P
1.	Introduction to Anatomy & Physiology	20	5	-
2.	Elementary knowledge of various system of the body	20	5	
3.	Anatomy and Physiology of hands & feet & their Abnormalities	20	5	-
4.	Structure of skin & appendages	40	10	-
		100	25	-

DETAILED CONTENTS :

1. INTRODUCTION TO ANATOMY & PHYSIOLOGY :

Basic cells and elementary tissues.

2. ELEMENTARY KNOWLEDGE OF THE VARIOUS SYSTEMS OF THE BODY :

- Muscular system
- Skeletal system
- Digestive system

Muscular system : Elementary knowledge of the muscular system, anatomy and characteristics of face and neck muscles the formation of face and neck muscles, characteristics of the mobility of the body and its physiology, Joints of the body and their actions.

SKELETAL SYSTEM : Elementary knowledge of the skeletal system, characteristic features of the hand and feet bones and their defects.

DIGESTIVE SYSTEM : Elementary knowledge of digestive system the elementary canal, digestion of food, absorption of food, metabolism and balanced diet and effect of their malfunctioning over the human physique and beauty.

3. ANATOMY & PHYSIOLOGY :

Anatomy and physiology of hands & feet and their abnormalities.

4. STRUCTURE OF SKIN & APPENDAGES :

Skin : Microscopic appearance of skin and their function, distributions, growth, life span, colour texture, structure, type of skin, common skin disorders.

- defective
- Allergic
- Endocrine disorders
- recognition of different skin disorders
- Pathogenic organism affecting hands and feet

Nails : Structure of nails and their forms, types of nails, nail disorders and nail disease.

Hairs : Study of hair & scalp, microscopic appearance of hairs and their functions, distribution, growth, types of hair and common hair disorders -

- premature greying
- Alopecia
- Seborrea
- pediculosis
- scabeies
- impetigo
- dandruff

### 1.3 BODY PERFECTION-YOGA & DIETETICS

L T P  
2 - 4

#### Rationale:

Yoga is a physical practice which in early days was taken as an exercise for concentration of mind needful for yogis only, but the modern science has recognised that yogic exercises provide good shape and strength to body as well as develops a sound mind in it.

#### TOPIC WISE DISTRIBUTION OF PERIODS

Sr.No.	Units	Coverage time		
		L	T	P
1.	BODY PERFECTION	20	-	-
2.	YOGA	20	-	-
3.	Dietetics	10	-	-
	A. Basic ingredients of normal diet		-	-
	B. Balanced diet different aspects		-	-
	C. Effect of food		-	-
	D. Malnutrition		-	-
		50	-	100

#### DETAILED CONTENTS :

##### 1. BODY PERFECTION :

Definition of good posture, Natural construction and function of human body. Description of feet, knees, pelvic, abdominal, vib cafe, shoulders, ears, chin (with diagram of perfect posture) Poor posture and how to correct it. Posture while standing, sitting and walking & Evaluation of body defects.

##### 2. Planning of client treatment -

- a. Height; weight and measurement charts
  - b. Medical history of the client
  - c. Types diet and exercises suggested in relation to age, climatic conditions and body requirement.
  - d. Proportion of different parts of the body.
  - e. Science of isometrics, corrective exercises of muscles sag, tightening of sagged abdomine and bust muscles.
3. Electrical equipments and gadgets for figure correction.

Names of the equipments, their working principles, benefits and precautions. Different types baths such steam, bubble, sauna bath.

2. YOGA :

Introduction to Yoga and astang yoga, its advantages. Qualities of yoga. Importance of yoga in modern living.

I. Definition of asanas. Points to remember while doing yogic exercises. Yogic asnas: Padmasana, Sarpasana, Shalabhasana, Dhanuraasana, Sarvangasana, Gomukhasana, Vajrasana, Halasana, Makrasana, Tarasana, Shavasana, Yogasana, Sidhasana. Benefits of Yoga asnas, Sidhasana, Padmasans, Halasana. Ardh-mastsyendra and Purna-mastsyendra asana, Paschimottana asana, Matsay asana, supta vajrasana, Virasana, Lion's pose, realisation posture, Bhadrasana, Vrikshasana (tree pose)

II. Sukshama Vyayama or light yogic exerises, their methods and benefits.

III. Sthulavyayamas, their methods and benefits

IV. Yogic shlavyayam, its benefit, its different exercises.

V. Bhava sudhi or pure thoughts meditation.

VI. All exercises of surya Namaskar or Sun Greetings.

VII. Nabhichakra or testing the navel. Self treatment of the navel, diagnosis and correction of the displaced navel. Its asanas, advantages

VIII.Trataka exercises for the eyes.

IX. Purification of body through six purificatory process (Shatkarmas)

X. Aerobics & Gym :

Introduction to aerobics, Importance, Diet, exercises & dress codes, Gym-free exercise and machine exerise and fifferent baths (Steam, salt, Bubble, sauna bath and Jaccuzi).

XI. SLIMMING & BEAUTY EQUIPMENT :

Manual:

- a. Figuroll
- b. Hand Massager
- c. Figure Pull

- d. Olympic exerciser
- e. Slender belt
- f. Double chin reducer
- g. Charming machine
- h. Rowing machine
- i. exercycle
  - Electrical :
  - a. Vibratory belt
  - b. G-5
  - c. Tummy roller
  - d. Electric Exercycle
  - e. Slender tone machine
  - f. Treadmill
  - g. Gym. Six Station

### 3. DIETETICS :

#### 3.1 Introduction :

- I. Definition of dietetics

#### 3.2 Basic ingredients of normal diet :

- i) Study of proteins, carbohydrates, fats, minerals, salt, vitamins and water.
- ii) Beauty diet, food containing vitamins and its method of preparation to prevent its destruction

#### 3.3 BALANCED DIET-DIFFERENT ASPECTS :

- i) Definition of a calorie.
- ii) To Calculate a diet in terms of calories.
- iii) Calorie needs for different age groups.
- iv) Balanced diet in terms of cost.
- v) Food that has more food value and costless.
- vi) Diet chart based on high food value and low cost.
- vii) Diet to maintain normal health.
- viii) A balanced diet, vegetarian, non-vegetarian.
- ix) Diet for reducing or putting on weight.
- x) Diet to be taken during summer, winter and rainy season
- xi) Balance diet and Mitahar

#### 3.4 EFFECT OF FOOD :

- i) Effect of food on various systems of the human body.

- ii) Types of food having good effect on the important organs of the body.

### 3.5 MALNUTIRITION :

- i) Malnutrition and associated diseases.
- ii) Effect of ill-balanced diet on health.
- iii) Effect of malnutrition on skin and appendages i.e. Skin, Hair and Nail.

## P R A C T I C A L S

### BODY PERFECTION :

- i) The study of different models and understanding their defects.
- ii) Explaining with the help of models the demonstration of the functions of the human body.
- iii) Study of different postures and postural faults. How to sit, stand and walk gracefully learning and
- iv. Showing different models : explaining their defects.
- vi. Dividing them in different age groups, different treatments for different models.
- vii. Study in detail the models psychological and nodical history explaining them the evaluation method for precaution to be taken.
- viii Measuring different models to make a graph of it.
- ix Framing of different diets for different age groups.
- x. Measuring different models checking age etc.
- xi. Practically learning and performing different exercises.
- xii. The treatment given through electrical and other instruments for achieving the desired results.

### YOGA :

1. Different points are pointed out while performing yoga.
2. Learning and practising different exercises.
3. Framing different yogic diets chart for different age groups.
4. Learning and performing different asanas: Padmasana, Sarpasana, Shalbhasana, Dhanurasana, Sarvangasana, Gomukhasana, Vajrasana, Kurmasana, Khagasana, Sukhasana, Halasana, Mekrasana, Tarasana, Shavasana, Yogasana, Sidhasana.

5. Yogic shlvayayam, its benefit, its different exercises.
  6. Yogic Asnas benefits of methods; yogasana, sidhasana, padmasana, Headstand.
  7. Ardh-mastisyendra and Purna-mastisyendra asana, Paschimottana asana, Matsay asana, supta vajrasana, Virasana, Lion's pose, realisation posture, Bhadrasana, Vrikshasana (tree pose)
  8. Bhava sudhi or pure thoughts meditation.
  9. All exercises of surya Namaskar or Sun Greetings.
  10. Nabhichakra or testing the navel. Self treatment of the navel, diagnosis and correction of the displaced navel. Its asanas, advantages
  11. Making of different charts of practising concentration.
  12. Learning and practising different exercises.
  13. Learning and practising different exercises-The treatment given through these exercises for achieving the desired results.
  14. Learning & practising of controlling thoughts.
  15. Learn to keep mind free from thoughts worries etc.
  16. Concentration and meditation in different asnas.
  17. Learning and practising different exercises of sun greetings.
  18. Practices of different aerobic exercises.
  19. AEROBICS & GYM:  
Introduction to aerobics, Importance, Diet, exercises & dress codes, Gym- Free Exercises and Machine Exercises and Different Bath.
  20. Knowledge and demonstration of these equipment already mentioned in theory
3. DIETETICS :
- i) Beauty and slimming diet planning
  - ii) Making different diet charts in terms of calories.
  - iii) Exercise on number of calories to be calculated for different age groups keeping in view the economic factors of the client.
  - iv) Preparation of seasonable diet chart
  - v) Calculating food items interms of cost.

#### 1.4 COSMETIC CHEMISTRY

L T P  
2 - 4

##### Rationale:

Human health and skin has to face every day vagaries of environmental change and seasons. The heat and dust & dryness of air, too much affect the human skin it needs protection against all these effects to keep it healthy and fresh. Cosmetics are such materials which help us in this regard many ways. Sometimes they enhance the beauty of skin. A beautician without knowledge of cosmetics, their concoction and their specific effect of their ingredients is a man without arms in a battle field.

##### TOPIC WISE DISTRIBUTION OF PERIODS

Sr.No.	Units	Coverage time		
		L	T	P
1.	Introduction	4	-	-
2.	Creams	10	-	-
3.	Cosmetics used in the care of hand & feet	6	-	-
4.	Skin toning agents and facial masks	4	-	-
5.	Coloured cosmetics for the facial make up	6	-	-
6.	Cosmetics used for hair and scalp	8	-	-
7.	Organic solvents	2	-	-
8.	Depilatories creams and waxes for the removal of unwanted hairs	6	-	-
9.	Bath preparations	2	-	-
10.	Knowledge of Herbal Medicinal Products	2	-	-
		50	-	100

##### DETAILED CONTENTS :

##### 1. INTRODUCTION TO COSMETIC CHEMISTRY:

##### 2. CREAMS :

Introduction, composition and functions of the following types of creams and function of their ingredients and formula.

- a) Cold cream.
- b) Vitaminized cream
- c) Antibacterial cream
- d) Deep cleansing cream
- e) Bleaching Cream
- f) Barrier cream
- g) Anti wrinkle cream

- h) Night cream
- i) skin food cream
- j) Anti allergic cream and
- k) Foundation cream
- l) Nourishing cream

3. COSMETICS USED IN THE CARE OF HANDS AND FEET:

Introduction, Composition and Functions of the various constituents used in the cosmetics used for the care of hands and feet and precautions to be observed.

4. SKIN TONING AGENTS AND FACIAL MASKS:

Introduction, Composition and Function of their ingredients, Types of facial masks Natural and chemical

5. COLOURED COSMETICS FOR THE FACIAL MAKE-UP:

Introduction, function composition and preparation of the following.

- a) Foundation make-up
- b) Cake make-up.
- c) Blemish concealers.
- d) Preparation of Talc powder, Coloured face powder, Compact face powder
- e) Rouge:(Blusher or Blushon)

f) LIPSTICKS:

Introduction, Function & Composition

g) EYE MAKEUP:

Eye shadow, Mascara & Eye liner and eyebrow pencil.

h) WHITENING PREPARATIONS:

Introduction, composition and functions.

- i) Cosmetic deodorants, Colognes and perfume & Antiperspirants.

6. COSMETICS USED FOR HAIR AND SCALP:

- a) Introduction, classification, composition and function of the following.

- i) Shampoos
- ii) Rinses.
- iii) Bleaches
- iv) Setting lotions
- v) Dyes.
- vi) Hair Spray.

7. ORGANIC SOLVENTS :

Introduction to Organic Solvents used in the cosmetic preparations- Hydrogen Peroxide & Ammonia, Preparation of Nail Polish.

8. Depilatories, creams and waxes for the removal of unwanted hair :

Introduction, composition and functions

9. Bath preparations :

Introduction, composition and functions of the following

- a) Bubble bath
- b) Body massage oil
- c) Talc powders
- d) Bath salts

10. Knowledge of Herbal Medicinal Products :

Knowledge and study of herbal medicinal plants and their uses in different cosmetic products - Aloe, Neem, Tulsi, Turmeric, Cucumber, Lemon, Orange, Multani Mitti, Sandal, Rose, honey, Glycerine, etc.

## P R A C T I C A L S

- i. Preparation of cold and other creams.
- ii. Preparation of nail polish and nail polish remover.
- iii. Preparation of rouge.
- iv. Preparation of eye shadow.
- v. Preparation of talcum powders.
- vi. Preparation of moisturizers astringent.
- vii. Preparation of skin toners and face bleach.
- viii Preparation of face powder.
- ix. Preparation of shampoo and hair bleach
- x. Preparation of hair spray
- xi. Preparation of face powder.
- xii. Preparation of hot and cold wax.
- xiii Preparation of home made and cosmetic face packs.
- xiv Preparation of depilatory waxes (hot & cold)

1.5 BEAUTYCARE

L T P  
2 - 6

Rationale:

Over all body beauty is the collective effect of all its apparent organ and each parts need a separate care to maintain its look and form. The paper deals with all these points related to the care of individual organs separately.

TOPIC WISE DISTRIBUTION OF PERIODS

Sr.No.	Units	Coverage time		
		L	T	P
1.	Introduction	2	-	-
2.	Manicure & Pedicure	6	-	-
3.	Body Massage	6	-	-
4.	A. Skin care	6	-	-
	B. Hair care	6	-	-
5.	Facial	6	-	-
6.	Make up	6	-	-
7.	Slimming & Beauty Equipment	6	-	-
8.	Plastic Surgery & Laser Treatment	6	-	-
		50	-	150

DETAILED CONTENTS :

1. INTRODUCTION :

Study of skin disorders and defects of the individuals and to decide a rectification.

2. MANICURE & PEDICURE :

- Manicure and Pedicure procedures.
- Types of manicure and pedicure.
- Different equipments used,
- Types of cosmetics used.
- Artificial aids used- Nail art, Nail mending, Permanent nail extension, Nail decoration, Nail piercing and using nail jewellery.

3. BODY MASSAGE :

- Definition of Massage
- Different types of Massage and their advantage.
- Different technique used for Massage, Frequency of massage effect of Each massage, Treatment of light ailment, Use of Vibro Massager.
- Caution & Reminders

4. SKIN CARE & HAIR CARE :

- Cleansing, moisturising, toning, nourishing, face packs
- Massaging & Analysis of skin.
- Removal and camouflaging of unwanted hair.

4.1 Methods of removing unwanted hair : Threading, tweezing, waxing, shaving, electrolysis, Depilatory methods. Thermolysis, Blend, Selection of appropriate method.

4.1.1 WAXING : Study of hair its knowledge, removing of superfluous from the face and body. Preparation of wax, types of wax and their application, testing & precautions, Sterilisation of tools.

4.1.2 Bleaching : Hair knowledge, its growth & allergies, Cosmetic knowledge (making the hair to go light by the method of bleaching and the ingredients required for the mixture) application and its procedure, precaution, its advantages and disadvantages.

5. EYEBROW SHAPING:

Knowledge of cosmetics, Procedure and precautions to be taken when using them. Shaping according to face structure. use of eyebrow pencil. Tweezing & Threading, Judging of Brow Length

6. Facial :

I. Study and recognition of skin type, classification of skin types. Special treatment to different types of skin; study of skin i.e. acne, open pores, pigmented, matured and wrinkled skin.

II. Cosmetics, implements, equipment needed for doing a facial and their effects. Effect of facial precaution to be taken during facial

III. Types of Facial : Plain facial, Vegetable peel facial, Gauze facial, Paraffin mask treatment, High frequency facial, Ozone facial, galvanic facial, thermoherb facial, Aroma facial, Gold and Silver facial.

Equipment Needed For Doing A Facial :

Vapourozone, High frequency apparatus, Skin venton machine, Galvanic machine, Infra red lamp, Double boiler, Facial trolley, Derme scape.

Sterilisation of implements used

7. Make-up :

A. Study of the structure of face in terms of bone formation.

- B. Types of skin for makeup.
- C. Different types of make-up.
- D. Steps of maker procedure. Stage, Television, Open air theatre, Morning and evening, make up, model, photographic makeup, Bridal makeup and Fantansy Makeup.
- E. Names of maker.
- F. Corrective Makeups
- G. Precautions to be taken to prevent cosmetic allergies, Brands available in the market.
- H. Makeup Aids i.e. False eyelashes-types and application, Body printing, Tatto designing.

8. Knowledge of Slimming & Beauty Equipment :

High frequency current for different types of skin. The vibration massager; Electrical oil heater; steamer or vaporizer; use of Epilation unit, Faradic current; Galvanic currents, black head removal machine; use of ozone and vapourozone. Instruction of Latest equipment in beauty & healthcare

- 1. Electronics Muscle Stimulator
- 2. Heat Theraphy (Cellulite deep heat)
- 3. Vaccum Suction
- 4. Body Fat Analyzer
- 5. Personal Slimming Machine
- 6. Beauty chairs
- 7. Steamers
- 8. Galvanic
- 9. Ultrasonic Beauty Machine
- 10. High frequency vibrator
- 11. Sopt cleaner
- 12. Hydraulic Barbar Chair
- 13. Body Firmer
- 14. Dermasonic Beauty Equipment
- 15. Hair and Mole Removing Equipment
- 16. face Lifting Machine

9. Plastic Surgery & Laser Treatment :

Introdution of plastic surgery and laser treatment.

## P R A C T I C A L S

1. MANICURE : Practice of filing, cleaning, pushing & cutting the cuticles, practice in massaging and painting of the nails, practice in hand and arm massage. Fixing of nails and removing of artificial nails, practice in nail mending. Plain manicure hot oil manicure and electric manicure. Practice in sterilising the implements use and fixing of decals.
2. PEDICURE : Practice in filing, cleaning, pushing and cutting the cuticles practice in massaging and painting of the toe nails. Practice in legs and feet massage. Removing of corns and callous plain pedicure, hot oil pedicure and electric pedicure practice in sterilising the implements.
3. BODY MASSAGE : Practice in giving a plain body massage with oil or with powder. Practice in different movement used for body massage.
4. WAXING : Practice in removing the unwanted hair by using cold and hot wax, from the face and body, preparation of wax and testing it.
5. BLEACHING : Practice in using the bleaching method to make the hair look light (on the face and body) preparation of bleach with different ingredients.
6. EYEBROW SHAPING : "Tweezing & Threading"  
Practice in using different types of cosmetics, practice in different types of threading, practice in giving a proper eyebrow shaping; different types of eyebrow keeping face structure in mind.
7. FACIAL :
  - Practice in giving plain facial.
  - Practice in giving facials according to skin conditioners as dry oily combination and normal skin conditions.
  - Professional treatment and home treatment for different skin types.
  - Practice in using and making of different types of face pack or mask.
  - Practice in oil, hot facial and treatment for acne skin.
  - Practice in using different types of cream oil and lotions according to skin condition.

8. MAKE-UP :

- Practice in different types of make up, giving light touch of make up for casuals (morning, evening and party make-up, Bridal makeup, Waterproof makeup, Camflouge makeup, Fantasy makeup.
- Practice in special makeup like stage, television open air theatre, modelling and photographic makeup, Body art, Tatto designing.
- Practice in using different types of cosmetics for different types of skin.

9. SLIMMING AND BEAUTY EQUIPMENT :

- Practice in using different types of equipments high frequency currents for problem skin. Vibrator massager, steamer, vaporizer, use of epilation unit.
- Practice in faradic currents, galvanic currents.
- Practice in using and removing of black head removing machine.
- Practice in ozone and vapour zone therapy, care and maintenance of equipment and safety precautions to be taken.

10. ADVANCE TREATMENT :

Galvanic treatment for pimples, marks, pigmentation, mature and wrinkled skin, acne, scar, blackheads.

Ozone treatment of hair and skin - dandruff and alopecia.

## 1.6 HAIRCARE

L    T    P  
2    -    4

### Rationale:

The human hair on his head has always been treating as a thing of beauty which adds too much to human personality and looks. So it has always attracted the human attention for its care, upkeep and orderly dressing. For this, varieties of hair oils shampoos and hair nourishing formulations has been tried to this date. Presently hair is an industry and billion & billion of money is spent every year on haircare all over the world.

### TOPIC WISE DISTRIBUTION OF PERIODS

Sr.No.	Units	Coverage time		
		L	T	P
1.	History of Hair Dressing in India & Europe	2	-	-
2.	Shampoos & Rinses	4	-	-
3.	Scalp message	4	-	-
4.	Hair shaping & cutting	4	-	-
5.	Hair setting and styling	4	-	-
6.	Artificial aids	4	-	-
7.	Thermal Hair setting & styling	4	-	-
8.	Electrical massage	2	-	-
9.	Hair colouring and tinting	2	-	-
10.	Bleaching or hair lightening	4	-	-
11.	Chemical or permanent waving and straightening	4	-	-
12.	Advanced hair cutting	4	-	-
13.	Corrective hair and scalp treatment	4	-	-
14.	Advance Treatment	4	-	-
		50	-	100

### DETAILED CONTENTS :

#### 1. INTRODUCTION :

History of hair dressing in India and Western countries.

#### 2. SHAMPOOS & RINSES :

Importance of shampooing, its purpose & functions, various types of shampoos and their uses, effect on normal, dry, oil scalp and hair.

Description of differet types of rinses used, their purpose and effects

- Vinegar or lemon rinse
- Cream rinse
- Colour rinse
- Herbal Rinse

Safety precaution observed in shampooing and rinscing

3. SCALP MASSAGE :  
Benefits and methods of message
  - Petrissage
  - Effleurage
  - Tapotment
  - Friction - Friction & Vibration material required and procedures.
  
4. Hair shaping and cutting :  
  
 Study of profiles, Different types of cutting to suit the texture (fine, curly, straight, wavy and course hair). Different types of cuts- trimming, blunt-cut, layered, cutting & tapering.  
 Hair shaping and cutting implements and their uses  
 Different types of sectioning and patterns making.
  
5. Hair setting and styling :  
  
 Different types of rollers and their applications.  
  
 Setting rollers in different styles to suit face and figure.  
  
 Spiral rollers, Directional rollers, Ringlet rollers, knowledge of electric rollers, electric rods.
  - a. Finger waving - different types and methods used.
  - b. Types of curls - their direction and partings.
  - c. Selecting the cosmetics used in hair setting.
  - d. Uses of different methods of hair drying hair drier and hood hair-drier.
  - e. Comb-out techniques- Back-combing, lacing, smoothing, back-brushing, wave-stretching. Implements used, and selection of cosmetics.
  - f. Hair Styling - Description of different types of hair styles to suit physique age, occasion & profession, facial shape, features, shape of the head, hair texture, density, length and condition of the hair, equipment, implement and cosmetic used in hair setting and styling.
  
6. Artificial aids :
  - a. History of wigs, switches and hair-pieces. Materials used (human hair, synthetic hair or animal hair).
  - b. Types of hair pieces. Wiglets, cascades, false demiwigs, switches.
  - c. Selection of hair pieces, equipments, tools and materials

used. Cleaning and caring of hair pieces. Procedures of styling different types of hair pieces.

7. Thermal hair setting and styling : different equipments for thermal setting and styling, procedure and precautions.
8. Electrical massage : By high frequency, procedure and safety precautions. Light Therapy
9. Hair colouring and tinting : Basic law of colour; Primary colours, Secondary colours, Depth of colour, Tonal value of colour, Neutralizing colour, classification of hair colour; Temporary colour, Semi permanent colour, Permanent colour.
10. Bleaching or hair lightening : Different types of hair lighteners. Bleaching, porosity and texture of hair, material, implements and procedure. Problems encountered in hair bleaching. Precaution to be taken.
11. Chemical or permanent waving and straightening : Scalp condition; Texture of hair; porosity Elasticity. different types of waving and curling sectioning patterns; Rod selection and blocking; Wrapping; chemical waving materials and procedure; Material and procedure; precaution.
12. Advanced hair cutting :
  - a) Description of different shapes of face and figure.
  - b) Texture of hair
  - c) Length and perimeter, elevation-low, high and medium.
  - d) Procedure and material used.
  - e) Description of Electrical clippers and its attachments.
  - f) Safety precautions.
13. Corrective hair and scalp treatments for :

Oily hair, dry hair, falling hair, split ends, head lice. Premature grey hair. Corrective diet, material and

precedure. Equipments.

14. Advance Treatment :

Electrolysis and Thermolysis for hair removal. Ozone Treatment for hair

P R A C T I C A L S

1. Giving shampoo; preparing the client; draping procedure, Materials used; preparation of trolley, application of shampoo, rinsing, towel drying.
2. Scalp massage: basic massage, manipulation and Practice.
3. Defining the shape of the face and defining the type and texture of hair. Deciding the method to be used, Correct way of holding the implements. Preparing client for the hair cut. Sectioning the hair with scissor or razer, handling of the manual clippers. Giving a medium length & long length hair cut.

4. Hair setting :

Handling of implements used form brush roller and putting them, setting rollers on long and short hair, practice in fingure waving.

Practice in making pin curls, sculpture curls, curved or 'i' based curls, fill in curls.

Handling of the different dryers; drying of hair, comb out practice in backcombing, smoothing, back brushing wave stretching and lacing.

5. HAIR STYLING :

Study of face and other features, making of the styles

- Plain buns
- Rolls
- inter locks
- seethrough
- sheels
- ringlets
- plaitss
- Kiss curls

making of styles in fashion at the time.

6. ARTIFICIAL AIDS :

- a - Selection of hair pieces, Shampooing, conditioning of

various types of hair pieces.

b - Setting of the basic styles, combination of the styles to create for fashions.

c - Fixing of switches.

7. Thermal Hair Setting & Styling :

Practice in use of electric irons or rods, curling tongs, Crimping tongs styling dryer, blow dryer and their attachments, creating different styles out of the basic techniques.

8. Electrical Massage :

a - Preparation of client, user and handling of high frequency apparatus, Infrared lamps.

b - Practice in use of the different lamps.

9. Hair colouring :

Examination of scalp and hair : Skin test, colour or dye selection, Preparation of client and protection setting of trolley, Sectioning the hair, application of hair, colour or dye, conditioning and setting.

10. Bleaching :

Examination of skin, skin test, chemicals and mixing of solution, different types of bleaching with caps or without caps, colouring.

11. Permanent Waving :

Examination of scalp and hair, selection of curlers, selection of lotion, sectioning and blocking, preliminary test curls giving the wave neutralizing setting of hair.

12. Advanced Hair Cutting :

- Defining the shape of the face and figure.
- Testing texture of hair.

13. Handling of electrical clippers and various attachments.

- Section and patterns.
- Giving a medium length and long length hair cut.

14. Giving the treatment by various methods and equipments.

15. Use of head steamer, various rays : Radiant heat, infra red, ultra violet, light frequency, care and maintenance of the equipment and safety precautions.

## 1.7 PERSONALITY DEVELOPMENT

L    T    P  
2   -   2

Rationale:

The overall personality of individual is made up of two parts first-his/her appearance, looks body structure and dressings. The part of the personality is too much related to his/her mental abilities its sharpness knowledge style of speech. Beauty partours help to develop the first part of the personality. This paper aims to fulfill the needs for the development of second part of the personality.

### TOPIC WISE DISTRIBUTION OF PERIODS

Sr.No.	Units	Coverage time		
		L	T	P
1.	Evaluation of one self	8	-	-
2.	Ward-robe Planning	8	-	-
3.	Achieving charm in voice and Conversation	8	-	-
4.	Art of graciousness	8	-	-
5.	Blending of Physical beauty with inner strength.	5	-	-
6.	Blending of colour of clothes, make-up and hair to improve personality	5	-	-
7.	Deportment	2	-	-
8.	Time Management and Stress Management	6	-	-
		50	-	50

### DETAILED CONTENTS :

1. Evaluation of one self
  - a) Every womens assets
  - b) Beleiving in your self
  - c) Analysis of one's assets & liabilities with reference to personality
  - d) Elimination of the negative
  - f) Accentuating of the positive
2. Ward robe Planning
  - a) How to select and wear the clothes that bring out the best in you.
  - b) Colour and pattern
  - c) Development of good taste in clothes to surrounding.

- d) Dressing for your personality
  - e) Psychology of colours.
3. Achieving charm in voice and conversation.
- a) Improving voice and speech
  - b) Importance of good grammar in conversation
  - c) What should be talked about on different occasions
  - d) How to get conversation off to a good start.
  - e) Group conversation (Make-every girl to speak record her voice and play back; talking to the class.)
  - f) Body Language
  - g) Effective Communication
  - h) Facial & vocal expression
  - i) Making the first impression
4. Art of graciousness
- a) Taking and giving compliments.
  - b) Introducing technique
  - c) Graciousness and manners.
5. Blending of physical beauty with inner strength.
- a) How to get rid of stresses?
  - b) How to recognize the inner strenght?
  - c) How to be confident, self assured and have a positive approach to a problem?
  - d) How to win confidence of others?
6. Blending of colour of clothes, make-up and hair to improve personality.
7. Deportment.
8. Time management and stress management.

#### P R A C T I C A L S

- i) Deportment
- ii) Make up techniques.
- iii) Hair styling
- iv) Fashion asthetics

1.8 BUSINESS ORGANISATION & ENTREPRENEURSHIP DEVELOPMENT.  
(Common with Fashion Design & Garment Technology)

L T P  
2 1 -

Rationale:

The objective of this paper is to make the students familiar with entrepreneurship development, small scale industries, financial management, marketing techniques, industrial management, banking and postal information etc.

Sl.No.	Topics	Coverage Time		
		L	T	P
1.	Introduction	4	2	-
2.	Small scale industries	10	5	-
3.	Financial management	10	5	-
4.	Marketing Techniques	9	5	-
5.	Industrial management	6	3	-
6.	Project identification	4	2	-
7.	Export management	4	2	-
8.	Government Rules	3	1	-
		50	25	-

1. Introduction :

Entrepreneur, entrepreneurship, its meaning & importance, qualities of an entrepreneur, entrepreneur motivation training, achievement planning.

2. Small scale industries :

Role and importance of small scale industries, village industry, tiny industry, small scale and ancillary industry. General principles of organisation and management nature, types and

functions.

3. Financial Management :

Estimating and costing, financial institutions for land, infrastructure, machinery and raw materials.

4. Marketing Techniques :

Project selection based on market survey, demand and supply estimation product life cycle. Basic concept of marketing and salesmanship.

5. Industrial Management :

General cleanliness and supervision, preparing salaries and wage bills, proper stores, studying purchase requirements, maintenance of stock and stock books, receipt and issue of stock. Working capital management, personnel management, Book keeping, balance sheet, break even analysis.

6. Project identification, analysis and report writing.

7. Export Management :

Documentation, Procedures and Brief Introduction of Export Promotion organization.

8. Government Rules:

Rules and regulation, Policies, Single story Vs Multi story layout

1.9 ENVIRONMENTAL EDUCATION & DISASTER MANAGEMENT

L T P  
2 - -

RATIONALE:

A diploma student must have the knowledge of different types of pollution caused due to industrialisation and construction activities, so as he may help in balancing of eco-system and control pollution by providing controlling measures. They should be also aware of the environmental laws for effectively controlling the pollution of environment. The topics are to be taught in light of legislation Para-3.

TOPIC WISE DISTRIBUTION OF PERIODS:

SL. NO.	TOPIC	L	T	P
1.	Introduction	6		
2.	Pollution	3		
2.1	Water Pollution	8		
2.2	Air Pollution	8		
2.3	Noise Pollution	3		
2.4	Radio Active Pollution	4		
2.5	Solid Waste Management	5		
3.	Legislations	3		
4.	Environmental Impact Assessment	4		
5.	Disaster Management	6		
TOTAL		50	-	-

DETAILED CONTENTS

1. INTRODUCTION :

- Basics of ecology, Ecosystem, Biodiversity Human activities and its effect on ecology and eco system, different development i.e. irrigation, urbanization, road development and other engineering activities and their effects on ecology and eco system, Mining and deforestation and their effects.
- Lowering of water level , Urbanization.
- Biodegradation and Biodegradability, composting, bio remediation, Microbes .Use of biopesticides and biofungicides.
- Global warning concerns, Ozone layer depletion, Green house effect, Acid rain,etc.

2. POLLUTION :

Sources of pollution, natural and man made, their effects on

living environments and related legislation.

#### 2.1 WATER POLLUTION :

- Factors contributing water pollution and their effect.
- Domestic waste water and industrial waste water. Heavy metals, microbes and leaching metal.
- Physical, Chemical and Biological Characteristics of waste water.
- Indian Standards for quality of drinking water.
- Indian Standards for quality of treated waste water.
- Treatment methods of effluent (domestic waste water and industrial/ mining waste water), its reuse/safe disposal.

#### 2.2 AIR POLLUTION :

Definition of Air pollution, types of air pollutants i.e. SPM, NOX, SOX, CO, CO<sub>2</sub>, NH<sub>3</sub>, F, CL, causes and its effects on the environment.

- Monitoring and control of air pollutants, Control measures techniques. Introductory Idea of control equipment in industries i.e.
  - A. Settling chambers
  - B. Cyclones
  - C. Scrubbers (Dry and Wet)
  - D. Multi Clones
  - E. Electro Static Precipitations
  - F. Bog Fillers.
- Ambient air quality measurement and their standards.
- Process and domestic emission control
- Vehicular Pollution and Its control with special emphasis of Euro-I, Euro-II, Euro-III and Euro IV.

#### 2.3 NOISE POLLUTION :

Sources of noise pollution, its effect and control.

#### 2.4 RADISACTIVE POLLUTION :

Sources and its effect on human, animal, plant and material, means to control and preventive measures.

#### 2.5 SOLID WASTE MANAGEMENT :

Municipal solid waste, Biomedical waste, Industrial and Hazardous waste, Plastic waste and its management.

3. LEGISLATION :

Preliminary knowledge of the following Acts and rules made thereunder-

- The Water (Prevention and Control of Pollution) Act - 1974.
- The Air (Prevention and Control of Pollution) Act - 1981.
- The Environmental Protection (Prevention and Control of Pollution) Act -1986. Rules notified under EP Act - 1986 Viz.
  - # The Manufacture, Storage and Import of Hazardous Chemical (Amendment) Rules, 2000
  - # The Hazardous Wastes (Management and Handling ) Amendment Rules, 2003.
  - # Bio-Medical Waste (Management and Handling) (Amendment) Rules, 2003.
  - # The Noise Pollution (Regulation and Control) (Amendment) Rules, 2002.
  - # Municipal Solid Wastes (Management and Handling) Rules, 2000.
  - # The Recycled Plastics Manufacture and Usage (Amendment) rules, 2003.

4. ENVIRONMENTAL IMPACT ASSESSMENT (EIA) :

- Basic concepts, objective and methodology of EIA.
- Objectives and requirement of Environmental Management System (ISO-14000) (An Introduction).

5. DISASTER MANAGEMENT :

Definition of disaster - Natural and Manmade, Type of disaster management, How disaster forms, Destructive power, Causes and Hazards, Case study of Tsunami Disaster, National policy- Its objective and main features, National Environment Policy, Need for central intervention, State Disaster Authority- Duties and powers, Case studies of various Disaster in the country, Meaning and benefit of vulnerability reduction, Factor promoting vulnerability reduction and mitigation, Emergency support function plan.

Main feature and function of National Disaster Management Frame Work, Disaster mitigation and prevention, Legal Policy Frame Work, Early warning system, Human Resource Development and Function, Information dissemination and communication.

#### 1.10 PROJECT

L T P  
- - 3

- i) Preparation of a file containing photographs, cuttings in regard to yogic exercises, hair styles and beauty culture.
- ii) Preparation of a file containing photographs cutting of various equipments and implements used in beauty culture and hair dressing.
- iii) Planning, layout and setting requirements for a medium salloon in a given locality and the plinth area.
- iv) To Organise door to door demonstration of beauty goods and prepare a report (May be arranged with the help of manufactures).
- v) Practical application of skills and prepare a report.

#### 1.10 INDUSTRIAL TRAINING

Six to Eight weeks

## STAFF STRUCTURE

1.	Principal	1
2.	H O D	1
3.	Lecturer	1
4.	Assistant Lecturer	1

### PART-TIME STAFF

5.	Lecturer (Pharmacy)	1
6.	Lecturer(Management)	1

### OTHER COMMON STAFF

1.	Lab Assistant	2	
2.	Steno/ Typist	1	Qualification
3.	Accountant/Cashier	1	->As Per service
4.	Student Clerk	1	Rules of Tech.
5.	Store Keeper	1	Education,U.P.
6.	Librarian	1	
7.	Attendent	2	
8.	Sweeper	1	On Contract Basis
9.	Chaukidar & Mali	1	

Lecturer Qualification : Diploma in Beauty Culture Spl. in Health Care/Dietician/Yoga with 8 Yrs. Professional Experience.

Assistant Lecturer Qualification : Diploma in Beauty and Healthcare with 2 years field experience

Head of Department Qualification : Lecturer with 5 year experience in related field

SPACE REQUIREMENT  
(For Institution Under S.F.S)

B. Administrative Block

	No.	Sq. Ft.
[A]	Administrative Block	
1. Prinicipal's room	1	120
2. Steno Room	1	60
3. Main Office	1	100
4. Library	1	500
5. Staff Room	1	120
6. Store	1	300
7. Confrence Room	1	800
8. Head of Department Room	1	100
9. Common Room	1	300
10. Toilet	3	40 (Each)

C. Laboratories / Workshops

1. Beauticare Lab	1	400	"
2. Cosmetology Lab	1	400	"
3. Body Perfection, Yoga & Dietetics Lab	1	400	"
4. Class Room	1	300	"

D. Common Facilities

1. Dispensary	1	100	"
2. Canteen, Cooperative Store, Bank Extension Centre, Postal Services etc.	1	300	"
3. Parking space			
A. Cycle Stand		(1 Sqm./Cycle For 25% Students)	
B. Scooter Stand		(3 Sqm./Scooter For 25% Students)	
C. Car Garage		(15 Sqm./ Car )	
D. Bus Garage		(55 Sqm./ Bus )	
4. N.C.C. block	1	( 2 Sqm/Student )	
5. Guest room (with 2 guest rooms and service facility)	1	100	

E. Residential Facilities

1. Hostel for Students	1	for 30 girls	
2. Staff Quarters			
Principal	1	Type IV	
HOD/Warden	1	Type IV	
Lecturer	1	Type IV	
Technician/Ministerial Staff	2	Type II	
Class IV	2	Type I	
3. Play ground	1	-	

1.	Principal	1
2.	H O D	1
3.	Lecturer	1
4.	Assistant Lecturer	1

PART-TIME STAFF

5.	Lecturer (Pharmacy)	1
6.	Lecturer(Management)	1

OTHER COMMON STAFF

1.	Lab Assistant	2		
2.	Steno/ Typist	1		Qualification
3.	Accountant/Cashier	1		->As Per service
4.	Student Clerk	1		Rules of Tech.
5.	Store Keeper	1		Education,U.P.
6.	Librarian	1		
7.	Attendent	2		
8.	Sweeper	1		On Contract Basis
9.	Chaukidar & Mali	1		

Lecturer Qualification : Diploma in Beauty Culture Spl. in Health Care/Dietician/Yoga with 8 Yrs. Professional Experience.

Assistant Lecturer Qualification : Diploma in Beauty and Healthcare with 2 years field experience

Head of Department Qualification : Lecturer with 5 year experience in related field

LIST OF TOOLS, EQUIPMENT AND FURNITURE

Sl. No.	DESCRIPTION	QUANTITY	COST (ESTIMATED)
1.	Ceiling or wall mounted driers	6 x 5000	30000.00
2.	Hand driers	16 x 800	12800.00
3.	Dressing out chairs	10 x 600	6000.00
4.	Back wash chairs moving seat, Sloping back & Hydrolic	1 x 30000	30000.00
5.	Back wash basins	4 x 2000	8000.00
6.	Front Wash Basins	4 x 2000	8000.00
7.	Hot/Cold Spray Units	8 x 2000	16000.00
8.	Steamer	1 x 3000	3000.00
9.	Face Steamer	16 x 200	3200.00
10.	Sterlising Unit Dry	1 x 3000	3000.00
11.	Sterlising with Trays	1 x 3000	3000.00
12.	Trollies with Trays	16 x 2000	32000.00
13.	Scissors (wormac)	16 x 25	400.00
14.	Scissors (thinning)	16 x 30	480.00
15.	Large Comb	16 x 05	80.00
16.	Tail Comb	16 x 05	80.00
17.	Pin Tail Comb	16 x 05	80.00
18.	Hair Brush	16 x 20	320.00
19.	Brush	16 x 20	320.00
20.	High frequency massage machine	2 x 2000	4000.00
21.	Plastic Bins	16 x 80	1280.00
22.	Hand Mirror small	16 x 05	320.00
23.	Rollers (Small medium and large)	3 doz each 36 x 12 x 2 per trainee	864.00
24.	Perm Roller (wooden)	2 doz. 24x12x2	576.00
25.	Rollers Sterlising unit	2 x 50	100.00
26.	Manicure & Pedicure sets	16 x 100	1600.00
27.	Black Head Removers Electrical Mechanical	16 x 50	800.00
28.	Couches	2 x 650	1300.00
29.	Razors	16 x 40	640.00
30.	Machine Clippers	16 x 20	320.00
31.	Hand Clippers	16 x 20	320.00
32.	Infra Red Lamps	4 x 1000	4000.00
33.	Hair Pieces	16 x 50	800.00
34.	Hair Wigs	16 x 100	1600.00
35.	Block, Clamps & Extensions	16 x 100	160.00

36.	Massage/vibrator	1 x 1000	1000.00
37.	Sauna Facial	4 x 500	2000.00

Sl. No.	DESCRIPTION	QUANTITY	COST (ESTIMATED)
38.	Brushes Soft	16 x 80	1280.00
39.	Emersion rod-1000 Watts	2 x 100	200.00
40.	Bucket Enamelled (10 Ltrs.)	2 x 200	400.00
41.	Heater- 1000 Watts.	1 x 150	150.00
42.	Pan Alluminium (10 Ltrs)	1 x 100	100.00
43.	Round Dunlop Custion for Pedicure	8 x 100	800.00
44.	Twezers	16 x 20	320.00
45.	Clips Large	12"x16x5	960.00
46.	Clips Small	12"x16x5	960.00
47.	Switches Assorted	16 x 50	800.00
48.	Round Basin- Plastic 6 Ltrs	8 x 250	2000.00
49.	Jugs- 0.75 Litrs.	2 x 20	40.00
50.	Bath Mugs- 0.250 Litres	2 x 10	20.00
51.	Bowl Plastic	16 x 10	160.00
52.	Rollon Brush	16 x 10	160.00
53.	Soft Brush	16 x 25	400.00
54.	Roller Net	8 x 50	400.00
55.	Stuffing for Hair Setting	8 x 50	400.00
56.	Foot scraper with emery paper	16 x 20	320.00
57.	Dye Brush.	16 x 20	320.00
58.	Cloves Hand	16 Pairsx 25	400.00
59.	Crape Bandage 3"	16 Rollsx25	400.00
60.	Hair Net	16 x 15	240.00
61.	Emery Board	32 pkts.x12	384.00
62.	Artificial nails	30 pkts.x20	600.00
63.	False Eyelashes		

HEALTH CARE LAB

1.	Exercising Cycle	1	3000.00
2.	Vibratory beds	1	6000.00
3.	Walker	1	3000.00
4.	Vibratory belt	1	5500.00
5.	Roller all sizes	--	5000.00
6.	Sauna Room	4 Rates are in per square feet	
7.	Figuroll	4	800.00
8.	Bust Developer	10	150.00
9.	Charming machine	1	3500.00
10.	Steam Cabinet	1	6500.00
11.	Slendertone	1	7000.00
12.	Twister with Stand	1	1500.00
13.	Vibratory Massager for face & body	2	1000.00
14.	Head Steamer tropical	1	5500.00
15.	Latest Electronics Equipment	1 Set of Each	100000.00

(Consumables Items)

LINEN			
1.	Blanket	1 x 200	200.00
2.	Shaets for Cutting	8 x 50	400.00

3.	Curtains	as required 4000	4000.00
4.	Dusters	4 x 25	100.00

Sl. No.	DESCRIPTION	QUANTITY	COST (ESTIMATED)
5.	Duster Coats	16 x 250	4000.00
6.	Towels Large	12 x 50	600.00
7.	Towels Medium	12 x 40	480.00
8.	Towels Small	12 x 25	300.00
9.	Twoels Face	12 x 25	300.00
10.	Dari	2 x 300	600.00
11.	Chatai	15 x 20	300.00

COSMETICS ITEMS

1.	Cleansing Milk	16 x 25.5	488.00
2.	Foundation	16 x 19.75	316.00
3.	Moisturizer	16 x 25.75	408.00
4.	Astringent	16 x 26	400.00
5.	Front Wash Basin	4 x 2000	8000.00
6.	Hot/Cold Spray Units	8 x 2000	16000.00
7.	Steamer	1 x 3000	3000.00
8.	Face Steamer	16 x 2000	32000.00
9.	Sterlizing Unit Dry	1 x 3000	3000.00
10.	Sterlizing Unit Wet	1 x 3000	3000.00
11.	Trollies with Trays	16 x 2000	32000.00
12.	Scissors (thinning)	16 x 30	480.00
13.	Large Comb	16 x 5	80.00
14.	Tail Comb	16 x 5	80.00
15.	Pin Tail Comb	16 x 5	80.00
16.	Hair Brush	16 x 20	320.00
17.	Brush	16 x 20	320.00
18.	Plastic Pins	16 x 80	1280.00
19.	High Frequency Massage Machine	2 x 2000	4000.00
20.	Hand Mirror Small	16 x 20	320.00
21.	Bindi	16 x 12	192.00
22.	Glow Stick	16 x 20	320.00
23.	Compact	16 x 25	400.00
24.	Face Powder	16 x 18.50	296.00
25.	Sheer Genius foundation	16 x 17.50	280.00
26.	Cotton	16 x 25	400.00
27.	Perming Lotion	16 x 100	1600.00
28.	Thread	16 x 5	80.00
29.	Cold Cream	16 x 35.50	568.00
30.	Olive Oil	16 x 25	400.00
32.	Rubber Bands	16 x 5	80.00
33.	Plastic Spray Bottles	16 x 50	800.00
34.	Soap	16 x 6	96.00
35.	Dittol (200 c.c. packing)	16 x 10	160.00
36.	Soda Bi Carbonate (200 gm packed)	16 x 5	80.00
37.	Face Pack	16 x 20	320.00
38.	Hair Dye	16 x 33	528.00
39.	Ammonia	16 x 10	160.00
40.	Hydrogen Peroxide	16 x 10	160.00

41.	Cuticle remover	16 x 15	240.00
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Sl.	DESCRIPTION	QUANTITY	COST
No.			(ESTIMATED)
-----			
42.	Nail Polish remover	16 x 9	144.00
43.	Whitening Creams	16 x 25	400.00
44.	Vanishing Cream	16 x 24.50	392.00
45.	Misc. Items		10000.00
46.	Intercom.		50000.00

Sl. No.	DESCRIPTION	QUANTITY	COST (ESTIMATED)
FURNITURE			
1.	Manicure Table	4 x 800	3200.00
2.	Tray	2 x 100	200.00
3.	Couch	2 x 650	1300.00
4.	Chairs (Dressing out)	16 x 500	8000.00
5.	Stools	16 x 120	1900.00
6.	Counter with wall attached mirrors	3 x 1500	4500.00
7.	Reception Desk	1 x 3000	3000.00
8.	Phone	1	8000.00
9.	Almirah	2 x 1700	3400.00
10.	Instructor Table	1 x 600	600.00
11.	Instructor Chair	1 x 250	250.00
12.	Chowkies	8 x 100	800.00
13.	Gyser	2 x 2000	4000.00
14.	Steel Locker for trainees	2 x 2000	4000.00
15.	Chalk Board	1 x 300	300.00
16.	Air-Conditioner	4 x 250000	100000.00
17.	Extractor Fan	1 x 2000	2000.00
18.	Facial Bed	2 x 2500	5000.00
19.	Settee	1 x 2000	2000.00
20.	Chair for trainees	16 x 250	4000.00
21.	Table for trainees	16 x 300	4800.00
22.	Other Misc. Furnitures		25000.00
23.	Table for massage with steps	1 x 1000	1000.00
24.	Fridge	1 x 6000	6000.00
25.	Class Room Chair	40 x 350	14000.00
26.	Class Room Table	40 x 500	20000.00
27.	Reading Room/Library		
	i.Book Self	10 x 3000	30000.00
	ii.Steel Almirah	05 x 3000	15000.00
	iii.Reading Table	03 x 5000	15000.00
	iv.Reading Chair	30 x 500	15000.00

14 BIBLIOGRAPHY OF BOOKS FOR BEAUTICULTURE AND HAIR DRESSING COURSE

S.No.	Name of Book	Author	Publisher	Amount
BEAUTYCARE				
1.	Health and Beauty on mother hood	Gayle hummi	Viking Penguin Inc New York	287.45
2.	Women and Beauty	Sophia Loren	E.D. Galotia & Sons New Delhi	125.00
3.	Cosmetic make up	AnnEaton M.C. DIP M.C. Cert. ED	Longman Scientific technical group	202.00
4.	Manual for skin care Cosmetics application and corrective make up.	Madame Korner		
5.	Histry of make up.	Corner & Doran		
6.	Vogue Complete Beauty	Deborah Hutton	Octopus Book Ltd.	
7.	Shahnaz hussain	Ranjan Kaul	Thomson press New Delhi	95.00
8.	Electricity Manual for Beauti Culture	Glender & Stingley		
9.	Technique of beauty production	A.R.I.C.		
10.	Modern Cosmetology	Relph O Henry		
11.	Cosmetic Material	R.C. Harry		
12.	A Survey of Chemistry for Cosmetologist	-		
13.	The art and science of manicuring	-		
14.	Visual Beuaty Mannual	Milady		
15.	Principles and Practice of Beauty Culture	Florence E. Wall		
16.	Correct Etiquette for all occassions	Margeret Wilkinson		
17.	The Art of conversation and self expression	Bitty and Norvis		

18.	Secret of pose personality and model beauty.	Hohn Robert Powers		
HAIRCARE				
19.	Hair Design Book	William collins	E.D. Galgotia and Sons	45.00
20.	Modern Hair Style	Asha Rani vora	Delhi Pustak Mandal	15.00
21.	The art of modern hair styling	Anthony Collethi		
BODY PERFECTION (HEALTHCARE)				
22.	Therapeutic exercise for body alignment and functions	Maria & Williaims and Catherine Worthenghem		
23.	Complete book of yoga	Shri A Nanda and Swami Narendra Nath	Ravindra Printing Press Delhi	35.00
24.	Yoga	Swami Narendra nath	"	
25.	Yoga Academy	M.R. Pai	Hyderabad Univerisity	
26.	Yogasana Vigyan	Dhirandra Brahmchari	Dhirendra Yoga Publication	10.00
27.	Yogic Suksma Vyayama	"	"	10.00
28.	Practical Guide to Yoga.	Sri Swami Chidananda	Devine Life Society	10.00
29.	Heath and hygiene	Swami Shivananda	"	25.00
30.	Alpna	Dass Gupta	Director Publ. Division. Parliament	250.00
31.	Beauty Therapy Scervice	R.A. Bembri	Data Bombridge R.A.	
32.	Complete Beauty Book	Caloure Litrary Book	Colore Library Book	446.00
33.	The hand book of natural Beauty.	Virginia V Castlenton	P.C. Publishing Singapore Mongking	119.00

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|-----|---|-------------------------------|
| 34. | Every day Business<br>Accounts for the layman                               | F.R. Merchant                 |
| 35. | Principles of Accounting  | Stanley W.Rowland             |
| 36. | Practical Book keeping<br>and Accounting                                    |                               |
| 37. | Portfaliio of Accounting<br>Systems for small<br>and medium sized business. | National Society<br>of Public |
| 38. | Successful sales<br>management  | Dum & Bradstreet              |
| 39. | How to increase sales   | Alfred Tack                   |
| 40. | How to market<br>professional design<br>services                            | George L. Jones               |
| 41. | Small business Management   | Broom Longenecker             |
| 42. | Fundamentals of Business<br>Organisation and Management.                    | Y.K.Bhushan                   |
| 43. | Industrial Organisation<br>and Management.                                  | Prof.A.S. Deshpande           |
| 44. | Leadership on the job.  | Alnos Hall                    |
| 45. | The O.K. Boss.  | Muriel James                  |

M A G A Z I N E S

- |     |                      |  |
|-----|----------------------|--|
| 46  | Care                 |  |
| 47. | Health and Nutrition |  |
| 48. | Famina               |  |
| 49. | Beauty Plus          |  |

## ANNEXURE I

### COMMUNITY DEVELOPMENT WORK

For Community Development work two 15 days camps will be organised during the session in identified villages. The students shall stay in the camps and under the supervision of concerned faculty members shall undertake/execute the assigned works in the following fields.

1. To launch and sustain functional literacy programmes.
2. To train the rural youth in different trades/skills.
3. Training by innovating and improving the efficiency of household gadgets.
4. To control and reduce pollution affecting the social fabric of rural life i.e.
  - Construction of Soak Pits and Sanitary Latrines, Tree Plantation, Social Forestry, Installation of Smokeless Chulhas.
5. To disseminate information on sources of non conventional energy. Installation and maintenance of Solar Street Lights, Solar Photovoltaic Pumps, Wind Mills, Bio Gas Plants etc shall be undertaken.
6. Transfer of appropriate Technology/Demonstration of cheap houses by use of locally available material, treatment of mud walls innovation of mud floor, treatment of thatch roofs etc shall be taken with provisions for training to the villagers.
7. Training and demonstration of new agricultural implements, household gadgets and appliances of non conventional energy.
8. To help the rural youth in preparing project reports to set up industrial units and entrepreneurial development.
9. All community polytechnics shall render repair and maintenance of agricultural implements, appliances of non conventional energy, household gadgets etc and train the rural youth in such skills.

ANNEXURE - II

FIELD EXPOSURE - II

Students will undergo a Six to Eight week Industrial Exposure, in a medium/small scale units cosmetic manufacturing unit or beauty parlours. It will be arranged and supervised by the institute staff. They will incorporate following points in their reports.

If inconvenient after annual exam, the industrial exposure can be arranged during second half of the session before the exam.

1. Name & Address of the unit
2. Date of
  - i. Joining.
  - ii. Leaving.
3. Nature of Industry/unit
  - i. Product.
  - ii. Services.
  - iii. Working Hrs.
4.
  - i. Names of the sections of the unit visited.
  - ii. Number of person engaged.
  - iii. Activities in the section.
  - iv. Name of tools/machines/equipments/instruments used.  
their simple sketches showing their salient features. Section layouts  
Brief description of processes involved.
  - v. Source of power.
5.
  - i. What is learnt. (Give on separate sheet)
  - ii. What interested him most. (Give details)

QUESTIONNAIRE

INSTITUTE OF RESEARCH, DEVELOPMENT AND TRAINING U.P. KANPUR -208024

SUBJECT: Questionnaire for ascertaining the job potential and activities of One diploma holder in Beauty and Health Care.

PURPOSE: To design and develop diploma curriculum in Beauty and Health Care.

NOTE: 1. Please answer the questions to the points given in the questionnaire.  
2. Any other point or suggestion not covered in this questionnaire may be written on a separate paper and enclosed with the questionnaire.

1. Name of the organisation: \_\_\_\_\_  
\_\_\_\_\_

2. Name & Designation of the officer \_\_\_\_\_  
filling the questionnaire \_\_\_\_\_

3. Name of the department/section/  
shop \_\_\_\_\_  
\_\_\_\_\_

4. Important functions of the \_\_\_\_\_  
department/section/shop \_\_\_\_\_

5. Number of diploma/Certificate  
holder employees under your charge \_\_\_\_\_  
in the area of Beauty and Health Care.

6. Please give names of modern equipments/machines handled by a  
diploma/certificate holder in Beauty and Health Care in your  
organisation.

- |    |    |    |
|----|----|----|
| 1. | 2. | 3. |
| 4. | 5. | 6. |

7. What proficiencies are expected from a diploma/certificate  
holder in Beauty and Health Care.

- |    |    |    |
|----|----|----|
| 1. | 2. | 3. |
| 4. | 5. | 6. |

8. Mention the approximate percentage of the following desired in  
Diploma/certificate teaching.

1. Theoretical knowledge -----%
2. Practical knowledge -----%
3. Skill Development -----%
9. Do you think " on the job training" / Industrial training should form a part of curriculum. ( Yes/ No)  
if yes then
- (a) Duration of training -----
- (b) Mode of training
1. Spread over different semesters
  2. After completion of course
  3. Any other mode
10. What mode of recruitment is followed by your organisation.
1. Academic merit
  2. Written test
  3. Group discussion
  4. Interview
  5. On the job test.
11. Mention the capabilities/ Qualities looked for while recruiting certificate/diploma holder in Beauty and Health Care.
- (a) Technical knowledge -----
- (b) Practical skill -----
- (c) Etiquettes and behaviour -----
- (d) Aptitude -----
- (e) Health habit and social background -----
- (f) Institution where trained -----
12. Does your organisation have Yes/No  
any system for the survey of beauty trends of different countries/States.
13. Does your organisation conducts field Yes/No  
survey to know users views regarding.
1. Fashion trends for different age groups and sex.
  2. Effect of climatic conditions
  3. Any other
- If yes ; please give brief account of each.
14. Which type of assignment do you suggest for an entrepreneur in Beauty and Health Care.
15. In which types of organisations can a diploma/certificate holder in Beauty and Health Care get employment.

1

2

3

4

5

6

16. Job prospects for the diploma holder in Hair Dressing & Beauticulture the next ten years in the state / country.
17. In your opinion what should be the subjects to be taught to a diploma student in Beauty and Health Care.

Theory

Practical

18. Kindly mention particulars regarding topics/areas which should be given more emphasis in the curriculum .

Theory

Practical

19. Kindly state whether your organisation can contribute towards improvement of curriculum in above field. Yes/ No  
If yes : Please give names of experts in your organisation to whom contact.

20. Kindly give your valuable suggestions for being considered at the time of finalisation of curriculum.

21. What changes in technologies or to be incorporated in the development of curriculum on Beauty and Health Care.

( Signature )

Kindly mail the above questionnaire duly filled to:-

Dr. Anita Bajpai  
Asstt. Professor  
Institute of Research, Development & Training, U.P.  
Govt. Polytechnic Campus  
Kanpur-208024

( Please note that all information in this survey is confidential for the use of curriculum design only )