

Syllabus

for

BASIC COSMETOLOGY

Under

CRAFTSMEN TRAINING SCHEME (CTS)

Designed in

- 2014 -

By

**Government of India
Ministry of Labour & Employment
Directorate General of Employment & Training**

GENERAL INFORMATION

1. Name of the Trade : **BASIC COSMETOLOGY**
2. NCO Code No. :
3. Duration : 1 Yr.(Two Semester of 6 Months each)
4. Power Norms : 6 kW
5. Space Norms : 70Sq.m.
6. Entry Qualification : Passed 10th Class Examination
7. Unit Size(No. of Student) : 20
8. Instructor's/Trainer's qualification:
 - a) Graduation
 - b) **NTC/NAC** in Hair & Skin Care /Basic Cosmetology and CITS in Hair & Skin Care/Cosmetology with three years' experience in the field.

OR

Diploma in the Beauty Culture / Cosmetology approved by **AICTE** with two Years' experience in the field.

OR

Post Graduate Diploma GOVT. recognized in the field with two years field experience.
9. Exit Level : Successful candidates would be able to work as Beautician, Hair dresser, Make-up Artist, Manicurist, Pedicurist, Hair Stylist, Slimming assistant, Hair colorist and Yoga expert.

Syllabus For The Trade of **BASIC COSMETOLOGY** For
Ist SEMESTER Under CTS.

Week No.	Practical	Theory
1 Week	<ul style="list-style-type: none"> • Personal grooming • Telephone etiquettes • Working on improving poise 	<p><u>Personality Development</u></p> <ul style="list-style-type: none"> • Hygiene rules • Basic of good grooming • Posture • Wardrobe planning • Motivation • Beauty as a career <p><u>Communication Skills</u></p> <ul style="list-style-type: none"> • Professional ethics • Client consultation • Telephone etiquettes
1 Week	<ul style="list-style-type: none"> • Trolley setting • Use of different sterilizing gadgets • Practice in disinfection procedures 	<p><u>Sterilization and Sanitization</u></p> <ul style="list-style-type: none"> • Purpose • Definition • Methods • Procedure • Safety precautions
2 Weeks	<ul style="list-style-type: none"> • Trolley setting • Client consultation • Allergy test procedure • Practice in waxing- hot , cold & warm wax • Practice by chemical depilation method 	<p><u>Temporary removal of Superfluous hair</u></p> <ul style="list-style-type: none"> • Hair growth cycle • Purpose of removing superfluous hair. • Definition and Methods of Epilation and Depilation • Product Knowledge • Allergy test • Client consultation • Procedure • Contra-actions • Contra-indications • Safety precautions
1 Week	<ul style="list-style-type: none"> • Trolley setting • Client consultation • Practice of Waxing, Threading, depilation & Tweezing the eyebrows • Patch test procedure 	<p><u>Threading, Tweezing and Bleaching</u></p> <ul style="list-style-type: none"> • Purpose • Definition • Types and methods

	<ul style="list-style-type: none"> eyebrows • Patch test procedure • Bleaching procedure 	<ul style="list-style-type: none"> • Client consultation • Product knowledge • Patch test • Procedure • Contra-actions • Contra-indications • Safety precautions • After care/Home care
3 Weeks	<ul style="list-style-type: none"> • Trolley setting • Client consultation • Filling of record card • Use of tools & equipment • Practice of Massage :- <ul style="list-style-type: none"> • Hands • Arms • Legs • Practice in different types of basic nail shapes • Practice in different types of manicure & pedicure <p><u>Nail art</u></p> <ul style="list-style-type: none"> • Tools knowledge • Product knowledge • Basic nail art techniques:- <ul style="list-style-type: none"> • Free hand 	<p><u>Manicure and Pedicure</u></p> <ul style="list-style-type: none"> • Anatomy of Nail • Classification and identification of nail diseases and disorders • Purpose of manicure and pedicure • Definition and Types • Tools , equipments & product knowledge • Client consultation • Procedure • Contra-actions • Contra-indications • Safety precautions
3 Week	<ul style="list-style-type: none"> • Trolley setting • Client consultation • Skin analysis:- <ul style="list-style-type: none"> • Naked eyes • Magnifying glass • Filling of record card • Cleaning procedure • Practice in facial with the help of different equipments:- <ul style="list-style-type: none"> • Vapozone • High Frequency • Brushing Unit • Galvanic • Ultrasonic • Vacuum & Spray • Faradic Current • Application of different types of packs & 	<p><u>Facials</u></p> <ul style="list-style-type: none"> • Anatomy of Skin :- • Skin structure • Functions of skin • Types of skin • Classification & identification of common skin problems:- <ul style="list-style-type: none"> • Acne • Blackheads • Whiteheads • Disorders of sweat glands • Disorders of oil glands • Meaning of Massage • Types and benefits of massage • Client consultation • Skin analysis

	<ul style="list-style-type: none"> • masks according to skin type 	<ul style="list-style-type: none"> • Tools, equipments & product knowledge • Basic and deep cleansing • Procedure • Contra-actions • Contra-indications • Safety precautions
1 Week	<ul style="list-style-type: none"> • Trolley setting • Client consultation • Scalp analysis • Practice in using gadgets:- <ul style="list-style-type: none"> • High frequency • Infra red lamp • Scalp steamer • Safety precautions /Do's & Dont's. • After care 	<p><u>Hair</u></p> <ul style="list-style-type: none"> • Science of Hair • Structure of hair root & hair shaft • Chemical composition • Hair growth cycle • Types of hair • Hair texture, density, Elasticity & porosity. • Common hair problems <ul style="list-style-type: none"> ➤ Dandruff ➤ Hair falling ➤ Split ends ➤ Pediculosis
2 Weeks	<ul style="list-style-type: none"> • Trolley setting • Client consultation • Scalp analysis • Procedure 	<p><u>Head Massage, Shampooing, Conditioning & Deep-conditioning</u></p> <ul style="list-style-type: none"> • Purpose • Product knowledge • Procedure • Benefits • Precautions
5 Weeks	<ul style="list-style-type: none"> • Trolley setting • Client consultation • Scalp analysis • Practice in different types of cuts:- <ul style="list-style-type: none"> • One-length cut • Diagonal cut • Graduated cut • Special cutting techniques as- <ul style="list-style-type: none"> a) Precision hair cutting b) Notching c) Slicing • Elevation • Practice of blow drying 	<p><u>Hair Cutting & Blowdry</u></p> <ul style="list-style-type: none"> • Facial shapes Knowledge • Sectioning • Elevation/Angles • Length & perimeter • Basics of Blow dry • Tools knowledge • Hair cutting techniques • Safety precautions

2 Week	<ul style="list-style-type: none"> • Stamina building exercises • Deep breathing exercises 	<u>Yoga and its Components</u> <ul style="list-style-type: none"> • Purpose • Definition • Benefits • Precautions <u>Yogic diet</u>
2 Week	<ul style="list-style-type: none"> • Practice in Suksham Vayayam • Practice in Surya Namaskar • Practice in all Sthool Vayayam 	<u>Yogic Suksham Vayayam</u> <ul style="list-style-type: none"> • Procedure • Benefits • Precautions <u>Surya Namaskar</u> <u>Yogic Sthool Vayayam</u> <ul style="list-style-type: none"> • Procedure • Benefits
1 Weeks	<ul style="list-style-type: none"> • Industrial visits • Market survey • Project work 	
1 Week	Admission	
1 Week	Examination	

Note :-

Sterilization of tools & hand sanitization should be practised in each practical.

Services of guest speakers (Yoga Instructor/Soft Skills Speaker will be taken for relevant subjects like Yoga & Communication Skills etc).

Syllabus For The Trade of **BASIC COSMETOLOGY** For
IInd SEMESTER Under **CTS**.

Week Nos.	Practical	Theory
4 Weeks	<ul style="list-style-type: none"> • Trolley setting • Client consultation • Skin analysis • Selection of cosmetics & implements • Practice in CTM procedure • Practice in different types of make-up <ul style="list-style-type: none"> • Day time • Evening and party • Bridal • Basic corrective make-up for cheeks, nose, lips & jaws 	<p><u>Make-up</u></p> <ul style="list-style-type: none"> • Purpose • Effects of Light on makeup • Color theory • Basic facial shapes knowledge • Types of brushes knowledge for make-up • Product knowledge • Types of make-up <ul style="list-style-type: none"> • Day time • Evening and Party • Bridal • Procedure of CTM • Basic corrective make-up for:- <ul style="list-style-type: none"> • Cheeks • Nose • Lips • Jaws • Make-up removal • Tools & equipment hygiene • Safety precautions
4 Weeks	<ul style="list-style-type: none"> • Trolley setting • Client consultation • Scalp analysis • Selection of cosmetics & implements • Practice in different types of traditional hair styling techniques:- <ul style="list-style-type: none"> • Rolls • Braids • Interlocks • Twisting styles • Practice in different techniques of hair styling :- <ul style="list-style-type: none"> • Thermal styling • Wet styling • Roller Setting • Artificial Aids 	<p><u>Hair Styling</u></p> <ul style="list-style-type: none"> • Purpose • Types of hairstyling <ul style="list-style-type: none"> a) Thermal styling b) Wet styling c) Roller Setting d) Artificial Aids • Thermal Styling <ul style="list-style-type: none"> • Blow drying • Ironing/Crimping • Tongs • Wet styling <ul style="list-style-type: none"> • Pin curls • Finger waving • Roller setting • Artificial Aids • Cleaning & maintaining of artificial aids • Safety precautions

<p>2 Weeks</p>	<ul style="list-style-type: none"> • Trolley setting • Client consultation • Scalp analysis • Selection of Color • Allergy test procedure • Practice in different types of hair coloring techniques <ul style="list-style-type: none"> a) Pre-lightening b) Global color c) High lightening 	<p><u>Hair Coloring</u></p> <ul style="list-style-type: none"> • Science of color • Basic law of color(color wheel) • Classification of hair color <ul style="list-style-type: none"> • Temporary • Semi-permanent • Permanent • Types of hair color <ul style="list-style-type: none"> • Chemical • Vegetable • Techniques <ul style="list-style-type: none"> ➤ Pre-lightening ➤ Global color ➤ High lightening • Numbering system <ul style="list-style-type: none"> • Product Knowledge • Allergy Test procedure • Procedure of applying all types of hair color • Contra-actions • Contra-indications • Safety precautions
<p>3 Weeks</p>	<ul style="list-style-type: none"> • Trolley setting • Client consultation • Scalp analysis • Strand test procedure • Procedure & precautions 	<p><u>Perming</u></p> <ul style="list-style-type: none"> • Definition • Knowledge of Bonds • Basic Perm technique • Types of perm rollers • Client consultation • Scalp analysis • Product knowledge • Strand test knowledge & procedure • Step by step procedure of perming • Contra-actions • Contra-indications • Safety precautions • Aftercare/Homecare
<p>2 Weeks</p>	<ul style="list-style-type: none"> • Trolley setting • Client consultation • Scalp analysis • Strand test procedure • Procedure & precautions 	<p><u>Straightening/Rebonding/Smoothing</u></p> <ul style="list-style-type: none"> • Definition • Knowledge of Bonds • Client consultation • Scalp analysis • Product knowledge • Strand test knowledge &

		<p>procedure</p> <ul style="list-style-type: none"> • Step by step procedure of Straightening/Rebonding/Smoothing • Contra-actions • Contra-indications • Safety precautions • Aftercare/Homecare
2 Weeks	<p><u>Indian traditional beauty concepts</u></p> <ul style="list-style-type: none"> • Bindi designing • Henna designing • Tattoo making • Saree draping (4 styles) 	<ul style="list-style-type: none"> • Safety precautions related to practical topics
2 Weeks	<ul style="list-style-type: none"> • Practice in asanas for :- • Spine stretching <ul style="list-style-type: none"> • Pachimotasana • Sankatasana • Bhujangasana • Ushtrasana • Matsyasana • Stress management <ul style="list-style-type: none"> • Thadasana • Shavasana • Makrasana • Different body ailments <ul style="list-style-type: none"> • Uttanpadasana • Chakarasana • Shalabhasana • Dhanurasana • Trikonasana • Nokasana • Halasana • Pavanmukatasana • Padamasana • Suptvajasana • Gomukhasana • Vajasana • Tratak • Sarvangasana 	<p><u>Asanas</u></p> <ul style="list-style-type: none"> • Purpose • Definition • Asanas for :- • Spine stretching (05 each) • Stress management(05 each) • Different body ailments(05 each) Obesity, Diabetics, Joints pain, Hypertension, Thyroid • Benefits • Safety precautions
1 Week	<ul style="list-style-type: none"> • Practice in asanas for different age groups 	<p><u>Yoga for different age groups:-</u></p> <ul style="list-style-type: none"> • Children, Old citizens, Pregnant women • Benefits • Safety precautions <p><u>Height, Weight Management</u> Chart related to Ht & Wt</p>

2 Week	<ul style="list-style-type: none"> Practice in doing Tratak Practice in doing Meditation 	<p>Tratak</p> <ul style="list-style-type: none"> Definition Procedure Benefits Safety precautions <p>Meditation</p> <ul style="list-style-type: none"> Definition Procedure Benefits Safety precautions
2 Weeks	<ul style="list-style-type: none"> On the job training Project work 	
1 Week	Admission	
1 Week	Examination	
Note :- Sterilization of tools & hand sanitization should be practiced in each practical.		

Standard list of tools & equipments per station for two trainees

S. No.	Description	Qty.
Hair		
1	Barber Scissors	1 No
2	Thinning Scissors	1 No
3	Velcro Rollers (Large, medium, & small)	1 dz.each
4	Perm rollers (Star Perm, Ladder Perm, spiral rods, Chop sticks, Wooden rollers (different sizes Small, medium, large)	1 dz. Each
5	Manual Razor	1 No
6	Dust Brush	1 No
7	Swiggle	1 No
8	Dye Brush	1 No
9	Back View Mirror	1 No
10	Cutting sheet	1 No
11	Dye Bowl	1 No
12	Professional Hair Brushes set	1 set
13	Scalp steamer	1 No
14	Hot Rollers	1 Set
15	Dummy head on stand with slipon	1 No
16	Dryer	1 No
17	Crimper	1 no for 5 stations
18	Mirror Panel	1 No.
19	Styling Chair (multipurpose for hair & beauty services)	1 No.
20	Shampoo Station with chair	1 no for 5 stations
21	Hair Trolley	01 No.

22	Ceramic Straightening Iron	1 No.
23	Curling Rods with attachments	1 no for 5 stations
24	Neck Tray (for perming)	1 No.
25	Rebonding Boards	1 set .
26	Benders	1 dz.
27	Hood Dryer	1 no for 5 stations
Skin		
1	Magnifying lamp	1 no for 5 stations
2	Vapozone	1 no for 5 stations
3	Beauty Studio (Ultrasonic/Galvanic/High Frequency, Brushing unit, Vacuum & Spray)	1 no for 5 stations
4	High frequency*	1 No
5	EMS Machine	1 no for 5 stations
6	Infra red Lamp	1 No
7	Wax heater	1 No
8	Beauty Trolleys	1 No.
9	Facial Bed	1 No.
10	Manicure Bowls	1 No
11	Pedi spa tub	1 No
12	Manicure stools	1 no.
13	Manicure table	1 No.
14	Pedi stool	1 No.
15	Manicure Trolley	1 No.
Lab		
1	Dry Sterilizer (Ultra Violet)	1 no for 5 stations
2	Boiler	01 No.
3	Front wash Basin	1 no for 5 stations
4	Curtain/Blinds for Lab	As required
5	Blanket	1 No
6	Hot towel cabinet	1 no for 5 stations
7	Computer system with Internet facility & Printer	01 No.
8	Computer Table	01 No.
9	Heat Convector	04 No.
10	Air conditioner split 2 ton with stabilizer	As Required
11	Student Lockers	1 per student
12	Refrigerator	1 No.
13	Almirah	1 no for 5 stations
14	Teacher's Chair and table set	1 No.
15	Black head remover	1 No.
16	Display board (minimum 3X4 feet size)	As Required
17	Wet Sterilizer	1 no for 5 stations

Note :-

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

TRAINEE'S PERSONAL KIT

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

Note :-

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

Theory Room Furniture

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

Yoga Lab.

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

LIST OF RAW MATERIAL FOR THE TRADE BASIC COSMETOLOGY UNDER (CTS)

Raw Materials:-		
1	Cleanser	for different skin types
2	Toner	for different skin types
3	Scrub	
4	Massage creams	for different skin types
5	Mask	for different skin types
6	Face Pack	
7	Rose Water	
8	Gel	
9	Moisturizer	for different skin types
10	Sunscreen	for different skin types
11	Cotton buds	
12	Facial wipes	
13	Cotton	
14	Sanitizer	
15	Shampoo	Shampoo for different hair types
16	Conditioner	
17	Pre perm shampoo	
18	Perming lotion	
19	Neutralizing lotions	
20	Porosity fillers	
21	Perm end papers/wraps	
22	Rubber bands	
23	Perming cap	
24	Neck trays	
25	Portal	
26	Gloves	
27	Hair pre lighteners	
28	Hair colors(basic,fashion,highlight)	
29	Developer	different percentage
30	Post color shampoo	
31	Aluminum foils	
32	Highlight caps with crochet needles	
33	Protective cream	
34	Tail combs	
35	Bob pins-different sizes	
36	Jura pins -different sizes	
37	Invisible pins	
38	Decorative pins-accessories	
39	Wide comb	
40	Styling comb	
41	Wigs	

42	Hair switches	
43	Hair stuffing-round,small,oblong	
44	False hairs for different lengths	
45	Sprays	
46	Mousse	
47	Styling gels	
48	Styling serums	
49	Rebonding Creams	
50	Rebonbing boards	
51	Cleanser	
52	Toner	
53	Primer	
54	Base foundation as-	
55	Supra- normal	
56	Derma- oily skin	
57	Liquid foundation	
58	Mousse foundation	
59	Pan cake	
60	Pan stick	
61	Loose powder	
62	Compact powder	
63	Eyeshadow pallete	
64	Shimmer	
65	Glitter	
66	Eyeliner- liquid, gel, water liner	different formats
67	Kajal /kohl	
68	Eye brow pencils/powder	
69	Eye pencils	
70	Mascara	
71	Blush palette	
72	Lip palette	
73	Lip pencil	
74	Lip gloss	
75	Make- Up Sponge	
76	Make- Up remover	
77	Body paints	
78	Accessories-diamonds, studs	
79	Bindi's	different formats
80	Heena	for hands
81	Safety Pins	

82	Manicure- pedicure shampoo	
83	Hydrogen Peroxide	
84	Pedicure salt	
85	Cuticle Creams	
86	Manicure Pedicure Massage Creams	
87	Oil	
88	Paraffin Wax	
89	Gauze	
90	Cellophane sheets	
91	Petroleum jelly	
92	Base coat	
93	Nail Varnish	different colors
94	Nail Varnish remover	
95	Top coat	
96	Postal colors	
97	Stone bindi's	different colors
98	Nail art stickers	different colors & designs
99	Nail art sealer	
100	Studs	
101	Hair Oil	
102	Cold wax/ Hot wax	
103	Warm wax	
104	Thread (40 Coat)	
105	Talcum powder	
106	Astringent lotion	
107	Dettol/ Savlon	
108	Waxing strips (disposable)	
109	Depilatory Creams	
110	Katori wax	
111	Boric Acid	
112	Alcohol	
113	Formalin	
114	Scrub/Exfoliators	
115	Manicure /Pedicure pack	
116	Borax powder	
117	Glycerin	
118	National styling Spray	
119	Hair rescue treatment mask	
120	Deep Cleansing Shampoo	
Linen:-		
1	Head band	
2	Big towel	
3	Face towel	
4	Hand towel	

3	Face towel	
4	Hand towel	
5	Bed sheet	
6	Bath robs	
7	Aprons	
8	Capes	
