

(CURRICULUM FOR ONE YEAR (TWO SEMESTER)
P.G. DIPLOMA IN BEAUTY AND HEALTH CARE

For the State of Uttar Pradesh



Prepared by:

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PREFACE

An important issue generally debated amongst the planners and educator's world over is how technical education can contribute to sustainable development of the societies struggling hard to come in the same bracket as that of the developed nations. The rapid industrialization and globalization has created an environment for free flow of information and technology through fast and efficient means. This has led to shrinking of the world, bringing people from different culture and environment together and giving rise to the concept of world turning into a global village. In India, a shift has taken place from the forgettable years of closed economy to knowledge based and open economy in the last few decades. In order to cope with the challenges of handling new technologies, materials and methods, we have to develop human resources having appropriate professional knowledge, skills and attitude. Technical education system is one of the significant components of the human resource development and has grown phenomenally during all these years. Now it is time to consolidate and infuse quality aspect through developing human resources, in the delivery system. Polytechnics play an important role in meeting the requirements of trained technical manpower for industries and field organizations. The initiatives being taken by the Technical Education, UP to revise the existing curricula of diploma Programs as per the needs of the industry and making them NSQF compliant, are laudable.

In order to meet the requirements of future technical manpower, we will have to revamp our existing technical education system and one of the most important requirements is to develop outcome-based curricula of diploma Programs. The curricula for diploma Programs have been revised by adopting time-tested and nationally acclaimed scientific method, laying emphasis on the identification of learning outcomes of diploma Program.

The real success of the diploma Program depends upon its effective implementation. However, best the curriculum document is designed, if it is not implemented properly, the output will not be as expected. In addition to acquisition of appropriate physical resources, the availability of motivated, competent and qualified faculty is essential for effective implementation of the curricula.

It is expected of the polytechnics to carry out job market research on a continuous basis to identify the new skill requirements, reduce or remove outdated and redundant courses, develop innovative methods of course offering and thereby infuse the much needed dynamism in the system.

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Coordinator
IRDT Kanpur

1. SALIENT FEATURES OF P.G. DIPLOMA IN BEAUTY AND HEALTH CARE

- 1) Name of the Program : P. G. Diploma Program in Beauty And Health care
- 2) Duration of the Program : One years (Two Semesters)
- 3) Entry Qualification : Graduation or equivalent NSQF Level as Prescribed by State Board of Technical Education, UP
- 4) Intake : 60 (or as prescribed by the Board)
- 5) Pattern of the Program : Semester Pattern
- 6) NSQF Level : Level - 8
- 7) Ratio between theory and Practical : 45:55 (Approx.)
- 8) Industrial Training: 4 weeks industrial training will be organized after first Semester exam. The evaluation of industrial training will be done in second semester.
- 9) Ecology and Environment: As per Govt. of India directives, a subject on Environmental Studies has been incorporated in the curriculum.
- 10) Student Centered Activities:
A provision of 3-6 periods per week has been made for organizing Student Centered Activities for overall personality development of students. Such activities will comprise of co-curricular activities such as expert lectures, self-study, games, hobby classes like photography, painting, singing etc. seminars, declamation contests, educational field visits, NCC, NSS and other cultural activities, disaster management and safety etc.
- 11) Project Work: A Project Work has been included in the curriculum to enable the student get familiarize with practices and procedures being followed in the industries and provide an opportunity to work on some live projects in the industry.

2. EMPLOYMENT OPPORTUNITIES OF DIPLOMA HOLDERS IN P.G. DIPLOMA IN BEAUTY AND HEALTH CARE

(A) EMPLOYMENT OPPORTUNITIES

Keeping present scenario in view following employment opportunities are visualized in different sectors of employment for diploma holders in Beauty and health care

A diploma holder in Beauty and Healthcare may be employed as

Government sector:- Instructor in ITI

Private Sector

- 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 equipment.

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) Cosmologist (Herbal)

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

(B) ACTIVITIES UNDER EACH JOB EMPLOYMENT

1.1

- 1. Beautician
 - Skin
 - Anatomy
 - Analysis.
 - Care.
 - Problem Diagnosis

 - Hands & Feet - Anatomy
 - Manicure/Pedicure
 - Problems

 - Hair - Anatomy

 - Dietetics. - (Knowledge of Calories)

 - Body perfection

 - Business Organization

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 Parlor:** As at (1) with knowledge of layouts & Decoration

5. **Hair Dressing & Styling Knowledge of Hair as for beautician:**

- Cutting
- Styling
- Coloring
- Perming
- Face Structure & Shape
- Bone
- Wigs/Switches.
- Problems - Diagnosis.
- Knowledge of Equipment
- Hair Cosmetics

6. Sales Promotion: Knowledge of Equipment & Products with their application Communication & Demonstration Skill

7. Finishing School Department
Etiquette
Communication
Make-up
Fashion Skills
Colour Sense
Personality Development
Nutrition.
Society Integration.

2.2 ENTREPRENEURSHIP

- | | |
|----------------------------|------------------|
| 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 | Camouflaging |
| Films | Effect of light & shade on make-up |
| Bridal | Methods of make-up removal |
| Photographic | Corrective make-up |
| Modeling | Presentation |
| Advertising | |
| 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 occasions | Make up expert as per requirement of user agency . |

3. LEARNING OUTCOMES OF THE PROGRAM

Sr. No.	Learning Outcomes
After due completion of the course, a P.G. Diploma in Beauty and Health Care will be able to:	
1.	To impart basic knowledge of anatomy, physiology, Yoga, dietetics in relation to Beauty Healthcare.
2.	To develop understanding of the basic principles, properties and application of various cosmetics and their effect on the skin.
3.	To impart working knowledge of handling and care of the equipment and implements used in Beauty and Healthcare
4.	To train the students in the care and beautification of the body and hair.
5.	To train the students in body perfection through yoga exercises, aerobics and Gym exercises
6.	To train the students in the recognition of abnormalities and faults of figure, skin and hair and their correction.
7.	To impart basic knowledge of setting up and management of a beauty parlor, saloon and finishing school.
8.	To impart basic knowledge of plastic surgery and Laser treatment (skin blemishes and hair Disorder)
9.	To impart basic knowledge of profession ethics and attitude.
10.	To train students as hair stylists.
11.	To train students as make up artist .
12.	To train students in making Herbal cosmetic products.
13.	To train students in a manner that they become capable of running their own parlor.
14.	To train students to handle clients and their needs in order to achieve client satisfaction.

4. DERIVING CURRICULUM AREAS FROM LEARNING OUTCOMES OF THE PROGRAM

The following curriculum area subjects have been derived from learning outcomes:

Sr. No.	Learning Outcomes	Curriculum Areas/Subjects
1.	Students will be able to communicate both in Hindi and English and be able to deal with their clients in an amicable manner. They shall gain full knowledge about the working of a Parlor.	Communication Skills Industrial Training of four Weeks
2.	Students will be able to deal with hair problem and suggest herbal remedies. Apart from this students would be experts in hair setting, styling and making.	Hair Care
3.	This paper will help in developing a forceful personality and getting on with others by developing personal communication. It will help to get rid of barriers in communication and eventually have a barrier-free personality.	Personality Development
4.	Students will have a better understanding of the human body and its structure. Application of this knowledge will help in understanding and practical of Beauty care, dietetics and fitness.	Anatomy & Physiology
5.	Students will be able to make herbal beauty products.	Cosmetology
6.	Students will have a good understanding of how businesses are run and how a parlor is setup.	Business Organization & Entrepreneurship Development
7.	Students will be able to run Fitness centers for exercises and Yoga	Fitness and Dietetics
8.	Students will be able to work as a professional beautician.	Beauty Care
9.	Having completed the project, it will help them in setting up their own business.	Project

5. Abstract of Curriculum Areas

(a) General Studies

1. Communication Skills-I
2. Communication Skills-II
3. Environmental Studies

(b) Basic & Advance Courses

1. Hair Care
2. Personality Development
3. Anatomy & Physiology
4. Cosmetology
5. Business Organization and Entrepreneurship Development
6. Fitness and Dietetics
7. Beauty Care

(c) Industrial Training

1. Industrial Training (Four week)

6. HORIZONTAL AND VERTICAL ORGANIZATION OF THE SUBJECTS

Sr. No.	Subjects	Distribution in Periods per week in Various Semesters	
		I	II
1.	Communication Skills-I	6	-
2.	Hair Care	12	-
3.	Personality Development	8	-
4.	Anatomy & Physiology	8	-
5.	Cosmetology	10	-
6.	Communication Skills-II		6
7.	Business Organization and Entrepreneurship Development		5
8.	Fitness and Dietetics		10
9.	Beauty Care		14
10.	Environmental Studies		5
11.	Project		6
12.	Student Centered Activities	4	2
Total		48	48

7- STUDY AND EVALUATION SCHEME FOR P.G. DIPLOMA IN BEAUTY AND HEALTH CARE

FIRST SEMESTER

Sr. No.	SUBJECTS	STUDY SCHEME			Credits	MARKS IN EVALUATION SCHEME								Total Marks of Internal & External
		Periods/Week				INTERNAL ASSESSMENT			EXTERNAL ASSESSMENT					
		L	T	P		Th	Pr	Tot	Th	Hrs	Pr	Hrs	Tot	
1.1	*Communication Skills-I	4	-	2	4	20	10	30	50	2 ½	20	3	70	100
1.2	Hair Care	4	-	8	4	20	30	50	50	2 ½	60	4	110	160
1.3	Personality Development	4	-	4	5	20	20	40	50	2 ½	50	3	100	140
1.4	Anatomy & Physiology	6	-	2	5	20	-	20	50	2 ½	-	-	50	70
1.5	Cosmetology	5	-	5	2	20	20	40	50	2 ½	50	4	100	140
#Student Centered Activities (SCA)				4	1	-	30	30	-	-	-	-	-	30
Total		23		25	21	100	110	210	250		180		430	640

* Common with other diploma Programs

- Student Centred Activities will comprise of co-curricular activities like extension lectures, self study, games, hobby clubs e.g. photography etc., seminars, declamation contests, educational field visits, N.C.C., NSS, Cultural Activities, disaster management and safety etc.

- 4 weeks industrial training will be organized after first Semester exam. The evaluation of industrial training will be done in second semester.

SECOND SEMESTER

Sr. No.	SUBJECTS	STUDY SCHEME			Credit ^s	MARKS IN EVALUATION SCHEME								Total Marks of Internal & External
		Periods / Week				INTERNAL ASSESSMENT			EXTERNAL ASSESSMENT					
		L	T	P		Th	Pr	Tot	Th	Hrs	Pr	Hrs	Tot	
2.1	*Communication Skill-II	4	-	2	4	20	10	30	50	2 ½	20	3	70	100
2.2	Business Organization and Entrepreneurship Development	5	-	-	4	20		20	50	2 ½			50	70
2.3	Fitness and Dietetics	4	-	6	4	20	30	50	50	2 ½	60	3	110	160
2.4	Beauty Care	4	-	10	5	20	30	50	50	2 ½	60	4	110	160
2.5	ENVIRONMENTAL STUDIES	3	-	2	3	20	10	30	50	2 ½	20	3	70	100
2.6	Project	-	-	6	2	-	50	50	-	-	100	-	100	150
2.7	Industrial Training (four Weeks)	-		-	2	-	-	-	-	-	50	3	50	50
#Student Centered Activities (SCA)				2	1	-	30	30	-	-	-	-	-	30
Total		20		28	25	100	160	260	250		310		560	820

* Common with other diploma Programs

- Student Centred Activities will comprise of co-curricular activities like extension lectures, self study, games, hobby clubs e.g. photography etc., seminars, declamation contests, educational field visits, N.C.C., NSS, Cultural Activities, disaster management and safety etc.

8. GUIDELINES FOR ASSESSMENT OF STUDENT CENTRED ACTIVITIES (SCA)

It was discussed and decided that the maximum marks for SCA should be 30 as it involves a lot of subjectivity in the evaluation. The marks may be distributed as follows:

- i. 10 Marks for general behavior and discipline
(by HODs in consultation with all the teachers of the department)
- ii. 5 Marks for attendance as per following:
(by HODs in consultation with all the teachers of the department)
 - a) 75 - 80% 2 Marks
 - b) 80 - 85% 4 Marks
 - c) Above 85% 5 Marks
- iii. 15 Marks maximum for Sports/NCC/Cultural/Co-curricular/ NSS activities as per following:
(by In-charge Sports/NCC/Cultural/Co-curricular/NSS)
 - a) 15 - State/National Level participation
 - b) 10 - Participation in two of above activities
 - c) 5 - Inter-Polytechnic level participation

Note: There should be no marks for attendance in the internal sessional of different subjects.

9. Detailed Content

I SEMESTER

1.1 COMMUNICATION SKILLS – I

L T P
4 - 2

RATIONALE

Knowledge of English Language plays an important role in career development. This subject aims at introducing basic concepts of communication besides laying emphasis on developing listening, speaking, reading and writing skills as parts of Communication Skill.

LEARNING OUTCOMES

After undergoing the subject, the students will be able to:

- Understand the importance of effective communication
- Describe the process of communication
- Communicate effectively in different contexts
- Identify parts of speech
- Write correct sentences using appropriate vocabulary
- Reproduce and match words and sentences in a paragraph
- Write various types of paragraphs, notices for different purposes and composition on picture with appropriate format
- Read unseen texts with comprehension

DETAILED CONTENTS

- | | | |
|---|---|--------------|
| 1 | Basics of Communication | (13 periods) |
| | 1.1 Definition and process of communication | |
| | 1.2 Types of communication - formal and informal, oral and written, verbal and non-verbal | |
| | 1.3 Communications barriers and how to overcome them | |
| | 1.4 Barriers to Communication, Tools of Communication | |
| 2 | Application of Grammar | (18 periods) |
| | 2.1 Parts of Speech (Noun, verb, adjective, adverb) and modals | |
| | 2.2 Sentences and its types | |
| | 2.3 Tenses | |
| | 2.4 Active and Passive Voice | |
| | 2.5 Punctuation | |
| | 2.6 Direct and Indirect Speech | |
| 3 | Reading Skill | (10 periods) |
| | Unseen passage for comprehension (one word substitution, prefixes, suffixes, antonyms, synonyms etc. based upon the passage to be covered under this topic) | |

4 Writing Skill (15 periods)

4.1 Picture composition

4.2 Writing paragraph

4.3 Notice writing

LIST OF PRACTICALS

Note: Teaching Learning Process should be focused on the use of the language in writing reports and making presentations.

Topics such as Effective listening, effective note taking, group discussions and regular presentations by the students need to be taught in a project oriented manner where the learning happens as a byproduct.

Listening and Speaking Exercises

1. Self and peer introduction
2. Newspaper reading
3. Just a minute session-Extempore
4. Greeting and starting a conversation
5. Leave taking
6. Thanking
7. Wishing well
8. Talking about likes and dislikes
9. Group Discussion
10. Listening Exercises.

INSTRUCTIONAL STRATEGY

Student should be encouraged to participate in role play and other student centred activities in class room and actively participate in listening exercises

MEANS OF ASSESSMENT

- Assignments and quiz/class tests, mid-semester and end-semester written tests
- Actual practical work, exercises and viva-voce
- Presentation and viva-voce

RECOMMENDED BOOKS

1. Communicating Effectively in English, Book-I by RevathiSrinivas; Abhishek Publications, Chandigarh.
2. Communication Techniques and Skills by R. K. Chadha; DhanpatRai Publications, New Delhi.
3. High School English Grammar and Composition by Wren & Martin; S. Chand & Company Ltd., Delhi.
4. Excellent General English-R.B.Varshnay, R.K. Bansal, Mittal Book Depot, Malhotra
5. The Functional aspects of Communication Skills – Dr. P. Prasad, S.K. Katria& Sons, New Delhi

6. Q. Skills for success – Level & Margaret Books, Oxford University Press.
7. e-books/e-tools/relevant software to be used as recommended by AICTE/ NITTTR, Chandigarh.

Websites for Reference:

1. [http://www.mindtools.com/ page 8.html](http://www.mindtools.com/page 8.html) – 99k
2. <http://www.letstalk.com.in>
3. <http://www.englishlearning.com>
4. <http://learnenglish.britishcouncil.org/en/>
5. <http://swayam.gov.in>

SUGGESTED DISTRIBUTION OF MARKS

Topic No.	Time Allotted (Periods)	Marks Allotted (%)
1	13	24
2	18	32
3	10	16
4	15	28
Total	56	100

1.2 HAIRCARE

L T P
4 - 8

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.

LEARNING OUTCOMES

After undergoing the subject, the students will be able to:

1. Give Hair Maintenance Treatment.
2. Make elaborate Hairstyles
3. Give Basic Hair Care Treatments
4. Apply effective Hair Dyes and Hair Coloring.
5. Give Temporary and Permanent Hair Styling and setting

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 different types of rinses used, their purpose and effects

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

Safety precaution observed in shampooing and rinsing

3. SCALP MASSAGE:

Benefits and methods of massage

- Hair Spa Treatment
- Petrissage
- Effleurage
- Tapotement
- 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. Wig lets, cascades, false demi wigs, 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: Theory of different equipments for thermal setting and styling, procedure and precautions.
8. Electrical massage: By high frequency, procedure and safety precautions. Light Therapy
9. Hair coloring 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 and precautions 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 procedure. Equipments.
14. Advance Treatment:

Electrolysis and Thermolysis for hair removal. Ozone Treatment for hair
15. Introduction of computer application in hair styling.

LIST OF PRACTICALS

Practical's based on theory

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 razor, 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 figure 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
- see-through
- shells
- ringlets
- plaits
- 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 Coloring:

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 solution, different types of bleaching with caps or without caps, Coloring.

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.

INSTRUCTIONAL STATREGY

Teacher may use various teaching aids like live models, charts, graphs and experimental kits etc. for imparting effective instructions in the subject. Use of demonstration and animations can make the subject interesting and may develop scientific temper in the students.

MEANS OF ASSESSMENT

- Assignments and quiz/class tests, mid-semester and end-semester written tests
- Actual Lab & Practical Work,

RECOMMENDED BOOKS

- 1.Hair Design Book William Collins E.D. Galgotia and Sons
- 2.Modern Hair Style Asha Rani Vora Delhi Pustak Mandal
- 3.The art of modern Hair Styling by Anthony Collethi

Websites for Reference:

1. en.wikipedia.org/wiki/Haircare
2. en.wikipedia.org/wiki/Hairstyle
3. www.hairstyle.com

SUGGESTED DISTRIBUTION OF MARKS

4	4	7
5	4	7
6	4	7
7	4	7
8	2	4
9	2	4
10	4	7
11	6	8
12	4	7
13	4	7
14	4	7
15	4	7
Total	56	100

1.3 PERSONALITY DEVELOPMENT

L T P
4 - 4

RATIONALE

It has two parts first-his/her appearance, looks body structure and second is dressings. The part of the personality is too much related to his/her mental abilities its sharpness knowledge style of speech. Beauty parlors 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.

LEARNING OUTCOMES

After undergoing the subject, the students will be able to:

1. Plan Wardrobes for self and clients effectively.
2. Understand different Personality types
3. Be able to transgress into a positive personality.
4. Understand the Art of graciousness
5. Have a good understanding of Dressing according to occasion
6. Have contemporary dressing sense

DETAILED CONTENTS

1. Evolution of one self
 - a) Every women's assets
 - b) Believing 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. Wardrobe 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 strength?
 - 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.
- 1. Deportment.
 - 2. Time management and stress management.

LIST OF PRACTICALS

Practical's based on theory

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

INSTRUCTIONAL STATREGY

Student should be encouraged to participate in role play in class room and actively participate in mock exercises.

MEANS OF ASSESSMENT

- Assignments and quiz/class tests, mid-semester and end-semester written tests
- Actual practical work, exercises and viva-voce

RECOMMENDED BOOKS:

1. Correct Etiquette for all Occasions by Margeret Wilkinson
2. The Art of conversation and self-Expression by Bitty and Norvis
3. Secret of pose personality and Model Beauty by Hohn Robert Powers
4. Leadership on the Job. By Alnos Hall

Websites for Reference:

1. en.wikipedia.org/wiki/Personality-development
2. www.artofliving.org/in-en/personality-development
3. www.personalitydevelopment.org

SUGGESTED DISTRIBUTION OF MARKS

Topic No.	Time Allotted (Periods)	Marks Allotted (%)
1	6	12
2	8	14
3	6	12
4	8	14
5	8	14
6	6	10
7	8	14
8	6	10
Total	56	100

1.4 ANATOMY AND PHYSIOLOGY

L T P

6 2 -

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.

LEARNING OUTCOMES

After undergoing the subject, the students will be able to:

1. Understand the Anatomy & Physiology of the Human Body
2. Understand the skin and hair structures which will help them in the basic treatments
3. Knowledge of Muscular and Skeletal system will help them in their massage and beauty care treatments.
4. Will be able to diagnose Skin, nail and hair problems of clients.

DETAILED CONTENTS

1. INTRODUCTION TO ANATOMY & PHYSIOLOGY:

Brief Introduction to Human body and basic concept of Anatomy & Physiology.

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

Muscular system: Elementary knowledge of the muscular system, anatomy regarding with the face neck hand & feet muscles.

Digestive system: Elementary knowledge of digestive system regarding with elementary canal.

Skeletal System: Elementary knowledge of the skeletal system, regarding with bones of face, vertebral column, hand & feet bones and their defects. Joints of the body & their action.

3. STRUCTURE OF SKIN & APPENDAGES:

Skin: Structure of skin and their function, distributions, growth, life span, colour texture, type of skin, common skin disorders Example: Dermatitis, Insect Bite, Skin Lesion, Bacterial & Fungal disorder, Allergic disorder, Endocrine disorder etc.

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

Hairs: Structure of hair & scalp, function, distribution, Growth & types of common hair disorders–Example:

- premature graying
- Alopecia
- Seborrhea
- pediculosis
- scabies
- impetigo
- dandruff etc.

INSTRUCTIONAL STATREGY

Teacher may use various teaching aids like live models, charts, graphs and experimental kits etc. for imparting effective instructions in the subject. Use of demonstration and animations can make the subject interesting and may develop scientific temper in the students. Teacher must plan a tour of Science Park available in nearby areas in order to enhance the interest in this course.

MEANS OF ASSESSMENT

- Assignments and quiz/class tests, mid-semester and end-semester written tests
- Actual practical work, exercises and viva-voce

RECOMMENDED BOOKS

1. Human Anatomy and Physiology by Smruti Kantak
2. Physiology for B.Sc. Nursing by A.K. Jain
3. Human Anatomy and Physiology by A.K. Jain

Websites for Reference:

1. en.wikipedia.org/wiki/Anatomy-and-physiology
2. anatomyandphysiologyi.com

SUGGESTED DISTRIBUTION OF MARKS

Topic No.	Time Allotted (Periods)	Marks Allotted (%)
1	26	24
2	52	46
3	34	30
Total	112	100

1.5 COSMETOLOGY

L T P

5 - 5

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.

LEARNING OUTCOMES

After undergoing the subject, the students will be able to:

1. Understand the chemical compositions of Cosmetics
2. Understand which chemical composition is suitable for which type of skin, hair and nails
3. Will be able to make herbal cosmetics of all kinds
4. Set up their own indigenous set up of herbal cosmetics

DETAILED CONTENTS

1. INTRODUCTION TO COSMETOLOGY:

2. COSMETIC CREAMS:

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

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, chemical and herbal

5. COLORED 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 Talcum powder. Colored face powder, Compact face powder

e) Rouge:(Blusher or Blush on)

f) LIPSTICKS:

Introduction, Function & Composition

g) EYE MAKEUP:

Eye shadow, Mascara & Eye linear 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.
- vii) Hair Masks

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
- e) Herbal Vela Packs

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, Glycerin, etc.

LIST OF PRACTICALS

- i. Study of ingredients used in cold and other creams.
- ii. Study of ingredients used in nail polish and nail polish remover.
- iii. Study of ingredients used in rouge.
- iv. Study of ingredients used in eye shadow.
- v. Preparation of talcum powders.
- vi. Study of ingredients used in moisturizers astringent.
- vii. Study of ingredients used in skin toners and face bleach.

- viii. Study of ingredients used in face powder.
- ix. Study of ingredients used in shampoo and hair bleach
- x. Study of ingredients used in hair spray.
- xi. Preparation of hot and cold wax.
- xii. Preparation of home-made packs & scrubs.
- xii. Preparation of herbal packs & scrubs.
- xiii. Preparation of hand cream & crack cream.

INSTRUCTIONAL STATREGY

The teacher should explain about field applications before teaching the basics to develop proper understanding of the physical phenomenon. Use of demonstration and animations can make the subject interesting and may develop scientific temper in the students.

MEANS OF ASSESSMENT

- Assignments and quiz/class tests, mid-semester and end-semester written tests
- Actual practical work, exercises and viva-voce

RECOMMENDED BOOKS

1. Modern Cosmetology by Ralph O Henry
2. Cosmetic Material by R.C. Harry
3. A Survey of Chemistry for Cosmetologist

Websites for Reference:

1. en.wikipedia.org/wiki/Cosmetology
2. www.thefreedictionary.com/cosmetology

SUGGESTED DISTRIBUTION OF MARKS

Topic No.	Time Allotted (Periods)	Marks Allotted (%)
1	4	6
2	20	28
3	8	12
4	6	8
5	8	12
6	8	12
7	2	2
8	6	8
9	4	6
10	4	6
Total	70	100

II Semester

2.1 COMMUNICATION SKILLS – II

L T P
4 - 2

RATIONALE

Knowledge of English Language plays an important role in career development. This subject aims at introducing basic concepts of communication besides laying emphasis on developing listening, speaking, reading and writing skills as parts of Communication Skill.

LEARNING OUTCOMES

After undergoing the subject, the students will be able to:

- Frame correct sentences with illustrations
- Comprehend the language correctly
- Interpret the language correctly
- Use given material in new situations.
- Correspond effectively using various types of writings like letters, memos etc.
- Communicate effectively in English with appropriate body language making use of correct and appropriate vocabulary and grammar in an organised set up and social context.

DETAILED CONTENTS

1. Functional Grammar (16 periods)
 - 1.1 Prepositions
 - 1.2 Framing Questions
 - 1.3 Conjunctions
 - 1.4 Tenses
- 2 Reading (16 periods)
 - 2.1 Unseen Passage for Comprehension (Vocabulary enhancement - Prefixes, Suffixes, one word substitution, Synonym and Antonym) based upon the passage should be covered under this topic.
- 3 Writing Skill (24 periods)
 - 3.1 Correspondence
 - a) Business Letters- Floating Quotations, Placing Orders, Complaint Letters.
 - b) Official Letters- Letters to Government and other Offices
 - 3.2 Memos, Circular, Office Orders
 - 3.3 Agenda & Minutes of Meeting
 - 3.4 Report Writing

LIST OF PRACTICALS

Note: Teaching Learning Process should be focused on the use of the language in writing reports and making presentations.

Topics such as Effective listening, effective note taking, group discussions and regular presentations by the students need to be taught in a project oriented manner where the learning happens as a byproduct.

Speaking and Listening Skills

1. Debate
2. Telephonic Conversation: general etiquette for making and receiving calls
3. Offering- Responding to offers.
4. Requesting – Responding to requests
5. Congratulating
6. Exploring sympathy and condolences
7. Asking Questions- Polite Responses
8. Apologizing, forgiving
9. Complaining
10. Warning
11. Asking and giving information
12. Getting and giving permission
13. Asking for and giving opinions

INSTRUCTIONAL STRATEGY

Students should be encouraged to participate in role play and other student-centered activities in class rooms and actively participate in listening exercises

MEANS OF ASSESSMENT

- Assignments and quiz/class tests, mid-semester and end-semester written tests
- Actual practical work, exercises and viva-voce
- Presentation and viva-voce

RECOMMENDED BOOKS

1. Communicating Effectively in English, Book-I by RevathiSrinivas; Abhishek Publications, Chandigarh.
2. Communication Techniques and Skills by R. K. Chadha; Dhanpat Rai Publications, New Delhi.
3. High School English Grammar and Composition by Wren & Martin; S. Chand & Company Ltd., Delhi.
4. e-books/e-tools/relevant software to be used as recommended by AICTE/NITTTR, Chandigarh.

Websites for Reference:

1. <http://www.mindtools.com/> page 8.html – 99k
2. <http://www.letstalk.com.in>
3. <http://www.englishlearning.com>
4. <http://learnenglish.britishcouncil.org/en/>
5. <http://swayam.gov.in>

SUGGESTED DISTRIBUTION OF MARKS

Topic No.	Time Allotted (Periods)	Marks Allotted (%)
1	16	28
2	16	28
3	24	44
Total	56	100

2.2 BUSINESS ORGANIZATION & ENTREPRENEURSHIP DEVELOPMENT.

(Common with Fashion Design & Garment Technology)

L T P
5 - -

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.

LEARNING OUTCOMES

After undergoing the subject, the students will be able to:

1. Will understand what a business is
2. Will be able to set up their own enterprise
3. Will be able to understand the financial implications of a business
4. Will understand what marketing techniques to adopt for their enterprise
5. Will have basic knowledge of Government rules and regulations for Small enterprises.

DETAILED CONTENTS

1. Introduction:

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 organization 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

INSTRUCTIONAL STRATEGY

Teacher may use various teaching aids like live models, charts, graphs and experimental kits etc. for imparting effective instructions in the subject. The teacher should explain about field applications before teaching the basics to develop proper understanding of the physical phenomenon. Use of demonstration and animations can make the subject interesting and may develop scientific temper in the students. Teacher must plan a tour of Science Park available in nearby areas in order to enhance the interest in this course.

MEANS OF ASSESSMENT

- Assignments and quiz/class tests, mid-semester and end-semester written tests
- Actual practical work, exercises and viva-voce

RECOMMENDED BOOKS

1. Portfolio of Accounting Systems for small and medium sized businesss.
2. Successful sales Management by Dum & Bradstreet
3. Small business Management by Broom Longenecker
4. Fundamentals of Business Organization and management by Y.K.Bhushan

SUGGESTED DISTRIBUTION OF MARKS

Topic No.	Time Allotted (Periods)	Marks Allotted (%)
1	6	8
2	12	18
3	12	18
4	10	14
5	10	14
6	8	12
7	8	12
8	4	4
Total	70	100

2.3 FITNESS & DIETETICS

L T P
4 - 6

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 recognized that yogic exercises provide good shape and strength to body as well as develops a sound mind in it.

LEARNING OUTCOMES

After undergoing the subject, the students will be able to:

1. Understand food, diet and its importance
2. Will be able to make specific Diet charts
3. Will be able to conduct isometric exercises for fitness
4. Will be able to instruct Yogic exercises for general fitness
5. Will have basic knowledge of Cardio exercises like Aerobics, etc.

DETAILED CONTENTS

1. BODY PERFECTION:

Definition of good posture, Natural construction and function of human body. Description of feet, knees, pelvic, abdominal, viba 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 abdominal and bust muscles.
3. Electrical equipments and gadgets for figure correction. Names of the equipments, their working principles, benefits and precautions.

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, realization posture, Bhadrasana, Vrikshasana (tree pose)
- II. Sukshama Vyayama or light yogic exerises, their methods and benefits.
- III. Sthulavyayamas, their methods and benefits
- IV. Yogic shlvayayam, its benefit, Pranayama 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. Purification of body through six purificatory (Shatkarmas)
- IX. Aerobics & Gym:

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

X. SLIMMING & BEAUTY EQUIPMENT:

Manual:

- a. Figural
- b. Hand Massager
- c. Shoulder Machine
- d. Olympic exerciser
- e. Slender belt
- f. Double chin reducer
- g. Charming matching
- h. Rowing machine
- i. Chest Machine(Pectoral)
- j. Electrical: Vibratory belt
- k. G-5
- l. Leg Machine-Hand-string- Quard-strip
- m. Electric Exercise Cycle
- n. Slender tone machine
- o. Treadmill

p. 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- Calorie Charts.
- ii) To Calculate a diet in terms of calories-BCA & BMR.
- 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
- xii) Clinical Diet-Client-Medical History
- Xiii) Diet during fast festival

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.
- iii) Fat Mobilization

- iv) Water Intake- Level and retention

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.

LIST OF PRACTICALS

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
- 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 Medical 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 practicing 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-mastsyendra and Purna-mastsyendra asana, Paschimottana asana, Matsay asana, supta vajrasana, Virasana, Lion's pose, realization 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 practicing concentration.
 12. Learning and practicing different exercises.
 13. Learning and practicing different exercises-The treatment given through these exercises for achieving the desired results.
 14. Learning & practicing of controlling thoughts.
 15. Learn to keep mind free from thoughts worries etc.
 16. Concentration and meditation in different asnas.
 17. Learning and practicing different exercises of sun greetings.
 18. Power Yoga and Zoomba.
 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
 21. Introduction to Weight gain exercises.
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 in terms of cost.

INSTRUCTIONAL STATREGY

Teacher may use various teaching aids like live models, charts, graphs and experimental kits etc. for imparting effective instructions in the subject. The teacher should explain about field applications before teaching the basics to develop proper understanding of the physical phenomenon. Use of demonstration and animations can make the subject interesting and may develop scientific temper in the students.

MEANS OF ASSESSMENT

- Assignments and quiz/class tests, mid-semester and end-semester written tests
- Actual practical work, exercises and viva-voce

RECOMMENDED BOOKS

1. Therapeutic exercise for body alignment and functions by Maria & Williaims
2. Complete book of yoga Shri A Nanda and Ravindra
3. Yogasana Vigyan by Dhirandra Brahmchari
4. Practical Guide to Yoga. Sri Swami Chidananda

Websites for Reference:

1. www.dgdieteticsandfitness.com
2. www.health.com/.../30-simple-diet-and-fitness-tips
3. www.wikihow.com/Do-Fitness-Yoga
4. www.femina.in/wellness/yoga

SUGGESTED DISTRIBUTION OF MARKS

Topic No.	Time Allotted (Periods)	Marks Allotted (%)
1	18	34
2	18	32
3	20	34
Total	56	100

2.4 BEAUTYCARE

L T P
4 - 10

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.

LEARNING OUTCOMES

After undergoing the subject, the students will be able to:

1. Do Facial, Manicure, pedicure etc.
2. Will be able to give Hair removal treatments.
3. Will be able to give body massage
4. Will be able to do Make-up.
5. Will be able to do bridal makeup

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 jewelry.

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, moisturizing, 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, Sterilization 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.

4.2-Exfoliation techniques

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, thermo herb facial, Aroma facial, Gold and Silver facial.

Equipment Needed for Doing a Facial:

Vapourozone, High frequency apparatus, Galvanic machine, Infra-red lamp, Double boiler, Facial trolley, Derma scape. Sterilization 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 make-up procedure. Stage, Television, Open air theatre, Morning and evening, make up, model, photographic makeup, Bridal makeup and Fantasy Makeup.
 - E. Names of make-up.
 - F. Corrective Makeup's
 - G. Precautions to be taken to prevent cosmetic allergies, Brands available in the market.
 - H. Make-up Aids I.e. False eyelashes-types and application, Body printing, Tattoo designing.
- ## 8. Knowledge of 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 vapour ozone Instruction of Latest equipment in beauty & healthcare

1. Electronics Muscle Stimulator
2. Heat Therapy (Cellulite deep heat)
3. Vacuum Suction
4. Body Fat Analyzer
5. Beauty chairs
6. Steamers
7. Galvanic
8. Ultrasonic Beauty Machine
9. High frequency vibrator
10. Spot cleaner
11. Hydraulic Barber Chair
12. Body Firmer
13. Derma sonic Beauty Equipment
14. Hair Removing Equipment
15. face Lifting Machine

9. Advance Treatment:

- (a) Galvanic treatment for pimples, marks, pigmentation nature and wrinkled skin, once, scale and black heads.
- (b) Ozone treatment for hair and skin – Dandruff and alopecia.

LIST OF PR 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 sterilizing the implements used 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 croons and callous plain pedicure, hot oil pedicure and electric pedicure practice in sterilizing 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.
- 1.1 **WAXING:** Practice in removing the unwanted hair by using cold and hot wax, from the face and body, preparation of wax and testing it.
 - 1.2 **Exfoliation Techniques**

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.
 - Anti aging facial and under-eye treatment
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, camouflage makeup, Fantasy makeup.
 - Practice in special makeup like stage, television open air theatre, modeling and photographic makeup, Body art, Tattoo designing.
 - Practice in using different types of cosmetics for different types of skin.
 - Makeup – Air brush makeup
9. BEAUTY EQUIPMENT:
 - Practice in using different types of equipment 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.

INSTRUCTIONAL STRATEGY

Teacher may use various teaching aids like live models, charts, graphs and experimental kits etc. for imparting effective instructions in the subject. The teacher should explain about field applications before teaching the basics to develop proper understanding of the physical phenomenon. Use of demonstration and animations can make the subject interesting and may develop scientific temper in the students. Teacher must plan a tour of Science Park/planetarium available in nearby areas in order to enhance the interest in this course.

MEANS OF ASSESSMENT

- Assignments and quiz/class tests, mid-semester and end-semester written tests
- Actual practical work, exercises and viva-voce

RECOMMENDED BOOKS

1. Women and Beauty by Sophia Loren
2. Cosmetic make up by Ann Eaton M.C.
3. Manual for skin care Cosmetics application and corrective make up by Madame Korner
4. Beauty Care by Shahnaz Hussain

Websites for Reference:

1. www.beautytipshindi.com
2. makeupandbeauty.com
3. www.makeup.com/tipstutorials

SUGGESTED DISTRIBUTION OF MARKS

Topic No.	Time Allotted (Periods)	Marks Allotted (%)
1	2	4
2	6	10
3	6	12
4	6	10
5	6	12
6	6	10
7	8	14
8	8	14
9	8	14
Total	56	100

2.5 ENVIRONMENTAL STUDIES

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RATIONALE

A diploma holder must have knowledge of different types of pollution caused due to industries and constructional activities so that he may help in balancing the ecosystem and controlling pollution by various control measures. He should also be aware of environmental laws related to the control of pollution. He should know how to manage the waste. Energy conservation is the need of hour. He should know the concept of energy management and its conservation.

LEARNING OUTCOMES

After undergoing the subject, the student will be able to:

- Comprehend the importance of ecosystem and sustainable
- Demonstrate interdisciplinary nature of environmental issues
- Identify different types of environmental pollution and control measures.
- Take corrective measures for the abatement of pollution.
- Explain environmental legislation acts.
- Define energy management, energy conservation and energy efficiency
- Demonstrate positive attitude towards judicious use of energy and environmental protection
- Practice energy efficient techniques in day-to-day life and industrial processes.
- Adopt cleaner productive technologies
- Identify the role of non-conventional energy resources in environmental protection.
- Analyze the impact of human activities on the environment

DETAILED CONTENTS

1. Introduction (04 Periods)
 - 1.1 Basics of ecology, eco system- concept, and sustainable development, Resources renewable and nonrenewable.
2. Air Pollution (04 Periods)
 - 2.1 Source of air pollution. Effect of air pollution on human health, economy, plant, animals. Air pollution control methods.
3. Water Pollution (08 Periods)
 - 3.1 Impurities in water, Cause of water pollution, Source of water pollution. Effect of water pollution on human health, Concept of dissolved O₂, BOD, COD. Prevention of water pollution- Water treatment processes, Sewage treatment. Water quality standard.
4. Soil Pollution (06 Periods)
 - 4.1 Sources of soil pollution
 - 4.2 Types of Solid waste- House hold, Hospital, From Agriculture, Biomedical, Animal and human, excreta, sediments and E-waste
 - 4.3 Effect of Solid waste
 - 4.4 Disposal of Solid Waste- Solid Waste Management

5. Noise pollution (06 Periods)

Source of noise pollution, Unit of noise, Effect of noise pollution, Acceptable noise level, Different method of minimize noise pollution.

6. Environmental Legislation (08 Periods)

Introduction to Water (Prevention and Control of Pollution) Act 1974, Introduction to Air (Prevention and Control of Pollution) Act 1981 and Environmental Protection Act 1986, Role and Function of State Pollution Control Board and National Green Tribunal (NGT), Environmental Impact Assessment (EIA).

7. Impact of Energy Usage on Environment (06 Periods)

Global Warming, Green House Effect, Depletion of Ozone Layer, Acid Rain. Eco-friendly Material, Recycling of Material, Concept of Green Buildings.

LIST OF PRACTICALS

1. Determination of pH of drinking water
2. Determination of TDS in drinking water
3. Determination of TSS in drinking water
4. Determination of hardness in drinking water
5. Determination of oil & grease in drinking water
6. Determination of alkalinity in drinking water
7. Determination of acidity in drinking water
8. Determination of organic/inorganic solid in drinking water
9. Determination of pH of soil
10. Determination of N&P (Nitrogen & Phosphorus) of soil
11. To measure the noise level in classroom and industry.
12. To segregate the various types of solid waste in a locality.
13. To study the waste management plan of different solid waste
14. To study the effect of melting of floating ice in water due to global warming

INSTRUCTIONAL STRATEGY

In addition to theoretical instructions, different activities pertaining to Environmental Studies like expert lectures, seminars, visits to green house, effluent treatment plant of any industry, rain water harvesting plant etc. may also be organized.

MEANS OF ASSESSMENT

- Assignments and quiz/class tests,
- Mid-term and end-term written tests

RECOMMENDED BOOKS

1. Environmental and Pollution Awareness by Sharma BR; Satya Prakashan, New Delhi.

2. Environmental Protection Law and Policy in India by Thakur Kailash; Deep and Deep Publications, New Delhi.
3. Environmental Pollution by Dr. RK Khitoliya; S Chand Publishing, New Delhi
4. Environmental Science by Deswal and Deswal; Dhanpat Rai and Co. (P) Ltd. Delhi.
5. Engineering Chemistry by Jain and Jain; Dhanpat Rai and Co. (P) Ltd. Delhi.
6. Environmental Studies by Erach Bharucha; University Press (India) Private Ltd., Hyderabad.
7. Environmental Engineering and Management by Suresh K Dhamija; S K Kataria and Sons, New Delhi.
8. E-books/e-tools/relevant software to be used as recommended by AICTE/UBTE/NITTTR, Chandigarh.

Websites for Reference:

<http://swayam.gov.in>

SUGGESTED DISTRIBUTION OF MARKS

Topic No.	Time Allotted (Periods)	Marks Allotted (%)
1	04	10
2	04	10
3	08	20
4	06	14
5	06	14
6	08	20
7	06	12
Total	42	100

2.6 PROJECT

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- 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 saloon in a given locality and the plinth area.
- iv) Planning layout and setting of equipment for a fitness center.
- v) parlor visits.
- v) Practical application of skills and prepare a report.

2.7 INDUSTRIAL TRAINING

- Four weeks training in any Parlor or Gym.

10. RESOURCE REQUIREMENT

10.1 PHYSICAL RESOURCES

(A) Space requirement

Norms and standards laid down by All India Council for Technical Education (AICTE) are to be followed to work out space requirement in respect of class rooms, tutorial rooms, drawing halls, laboratories, space required for faculty, student amenities and residential area for staff and students.

(B) Equipment requirement:

Following Laboratories are required for P.G. Diploma in Beauty and Health Care

- Communication Laboratory
- HEALTH CARE LAB
- Consumables Items linen

EQUIPMENT REQUIRED FOR BEAUTY AND HEALTH CARE

Sr. No.	Description	Qty	Rate	Total Price (Rs)
COMMUNICATION LABORATORY				
1.	Stools	40		10,000
2.	Display Board/Screen	2		6,000
3.	Sound recording and playing system	1		6,000
4.	Audio cassettes	60		2,000
5.	Overhead Projector	1		5,000
6.	Transparencies slides	100		500
7.	TV, VCR and camera for video recording	1 each		20,000
8.	English spoken course	1		2,000
9.	A Quiz room equipped with two way audio system, back projection system and slide projector	1		30,000
10.	Miscellaneous	LS		1,500
Beautation lab				
1	Ceiling or wall mounted driers	6	5000	30000.00
2	Hand driers	16	800	12800.00
3	Dressing out chairs	10	600	6000.00
4	Back wash chairs moving seat Sloping back & Hydraulic	01	30000	30000.00
5	Back wash basins	4	2000	8000.00
6	Front Wash Basins	4	2000	8000.00
7	Hot/Cold Spray Units	8	2000	16000.00
	Steamer	01	3000	3000
	Face Steamer	16	200	3200.00
	Sterlising Unit Dry	01	3000	3000.00
	Sterlising with Trays	01	3000	3000.00
	Trolleys with Trays	16	2000	32000.00
	Scissors (wormac)	16	25	400.00
	Scissors (thinning)	16	30	480
	Large Comb	16	10	160.00
	Tail Comb	16	05	80.00
	Pin Tail Comb	16	05	80.00
	Hair Brush	16	20	320.00
	Brush	16	20	320.00
	High frequency massage machine	02	2000	4000.00
	Plastic Bins	16	80	1280.00
	Hand Mirror small	16	05	320.00
	Rollers (Small medium and large)	3 doz each	36 x 12 x 2	864
	Perm Roller (wooden)	2 doz.	24x12x2	576.00

	Rollers Sterlising unit	2	50	100.00
	Manicure & Pedicure sets	16	100	1600.00
	Black Head Removers Electrical Mechanical	16	50	800
	Couches	02	650	1300
	Razors	14	40	640
	Machine Clippers	16	20	320.00
	Hand Clippers	16	20	320.00
	Infra Red Lamps	04	1000	4000
	Hair Pieces	16	50	800.00
	Hair Wigs	16	100	1600.00
	Block, Clamps & Extensions	16	100	1600.00
	Massage/vibrator	01	1000	1000.00
	Sauna Facial	04	500	2000.00
	Brushes Soft	16	80	1280.00
	Emersion rod-1000 Watts	2	100	200.00
	Bucket Enameled (10 Ltrs.)	02	200	400.00
	Heater- 1000 Watts.	01	150	150.00
	Pan Aluminum (10 Ltrs)	01	100	100.00
	Round Dunlop Cushion for Pedicure	08	100	800.00
	Tweezers	16	20	320.00
	Clips Large	12"x16x5		960.00
	Clips Small	12"x16x5		960.00
	Switches Assorted	16	50	800.00
	Round Basin- Plastic 6 Ltrs	8	250	2000.00
	Jugs- 0.75 Litrs	2	20	40.00
	Bath Mugs- 0.250 Litres	2	10	20.00
	Bowl Plastic	16	10	160.00
	Roll-on Brush	16	10	160.00
	Soft Brush	16	25	400.00
	Roller Net	08	50	400.00
	Stuffing for Hair Setting	08	50	400.00
	Foot scraper with emery paper	16	20	320.00
	Dye Brush.	16	20	320.00
	Cloves Hand	16 Pairs	25	400
	Crape Bandage 3"	16 Rolls	25	400.00
	Hair Net	16	15	240.00
	Emery Board	32 pkts.	12	384.00
	Artificial nails	30 pkts	20	600.00
	False Eyelashes			
HEALTH CARE LAB				
	Exercising Cycle	01	5000	5000
	Vibratory beds	01	6000	6000.00

	Walker	01	6000	6000.00
	Vibratory belt	01	5500	5500.00
	Roller all sizes			5000
	Sauna Room	04	Rates are in per square feet	Rates are in per square feet
	Figuroll	04	200	800.00
	Bust Developer	10	15	150.00
	Charming machine	01	3500	3500.00
	Steam Cabinet	01	6500	6500.00
	Slendertone	01	7000	7000.00
	Twister with Stand	01	1500	1500.00
	Vibratory Massager for face & body	02	500	1000.00
	Head Steamer tropical	01	5500	5500.00
	Latest Electronics Equipment	1 Set of Each		
Consumables Items linen				
	Blanket	01	200	200.00
	Sheets for Cutting	08	50	400.00
	Curtains	as required		4000.00
	Dusters	4	25	100.00
	Duster Coats	16	250	4000.00
	Towels Large	12	50	600.00
	Towels Medium	12	40	480.00
	Towels Small	12	25	300.00
	Towels Face	12	25	300.00
	Dari	02	300	600.00
	Chatai	15	20	300.00
COSMETICS ITEMS				
	Cleansing Milk	16	100	1600.00
	Foundation	16	100	1600.00
	Moisturizer	16	100	1600.00
	Astringent	16	26	416.00
	Front Wash Basin	04	2000	8000.00
	Hot/Cold Spray Units	08	2000	16000.00
	Steamer	01	3000	3000.00
	Face Steamer	16	2000	32000.00
	Sterlizing Unit Dry	01	3000	3000.00
	Sterlizing Unit Wet	01	3000	3000.00
	Trollies with Trays	16	2000	32000.00

	Scissors(thinning)	16	30	480.00
	Large Comb	16	05	80.00
	Tail Comb	16	05	80.00
	Pin Tail Comb	16	05	80.00
	Hair Brush	16	20	320.00
	Brush	16	20	320.00
	Plastic Pins	16	80	1280.00
	High Frequency Massage Machine	02	2000	4000.00
	Hand Mirror Small	16	20	320.00
	Bindi	16	12	192.00
	Glow Stick	16	20	320.00
	Compact	16	25	400.00
	Face Powder	16	18.50	296.00
	Sheer Genius foundation	16	17.50	280.00
	Cotton	16	25	400.00
	Perming Lotion	16	100	1600.00
	Thread	16	05	80.00
	Cold Cream	16	35.50	568.00
	Olive Oil	16	25	400.00
	Rubber Bands	16	05	80.00
	Plastic Spray Bottles	16	50	800.00
	Soap	16	6	96.00
	Dittol (200 c.c. packing)	16	10	160.00
	Soda Bi Carbonate (200 gm packed)	16	05	80.00
	Face Pack	16	20	320.00
	Hair Dye	16	33	528.00
	Ammonia	16	10	160.00
	Hydrogen Peroxide	16	10	160.00
	Cuticle remover	16	15	240.00
	Nail Polish remover	16	09	144.00
	Whitening Creams	16	25	400.00
	Vanishing Cream	16	24.50	392.00
	Misc. Items			10000.00
	Intercom.			50000.00

(C) Furniture Requirement

Norms and standards laid down by AICTE be followed for working out furniture requirement for this course.

10.2 Human Resources Development:

Weekly work schedule, annual work schedule, student teacher ratio for various group and class size, staffing pattern, work load norms, qualifications, experience and job description of teaching staff workshop staff and other administrative and other administrative and supporting staff be worked out as per norms and standards laid down by the AICTE.

11. EVALUATION STRATEGY

11.1 INTRODUCTION

Evaluation plays an important role in the teaching-learning process. The major objective of any teaching-learning endeavor is to ensure the quality of the product which can be assessed through learner's evaluation.

The purpose of student evaluation is to determine the extent to which the general and the specific objectives of curriculum have been achieved. Student evaluation is also important from the point of view of ascertaining the quality of instructional processes and to get feedback for curriculum improvement. It helps the teachers in determining the level of appropriateness of teaching experiences provided to learners to meet their individual and professional needs. Evaluation also helps in diagnosing learning difficulties of the students. Evaluation is of two types: Formative and Summative (Internal and External Evaluation)

Formative Evaluation

It is an on-going evaluation process. Its purpose is to provide continuous and comprehensive feedback to students and teachers concerning teaching-learning process. It provides corrective steps to be taken to account for curricular as well as co-curricular aspects.

Summative Evaluation

It is carried out at the end of a unit of instruction like topic, subject, semester or year. The main purpose of summative evaluation is to measure achievement for assigning course grades, certification of students and ascertaining accountability of instructional process. The student evaluation has to be done in a comprehensive and systematic manner since any mistake or lacuna is likely to affect the future of students.

In the present educational scenario in India, where summative evaluation plays an important role in educational process, there is a need to improve the standard of summative evaluation with a view to bring validity and reliability in the end-term examination system for achieving objectivity and efficiency in evaluation.

11.2 STUDENTS' EVALUATION AREAS

The student evaluation is carried out for the following areas:

- Theory
- Practical Work (Laboratory, Workshop, Field Exercises)
- Project Work
- Professional Industrial Training

A. Theory

Evaluation in theory aims at assessing students' understanding of concepts, principles and procedures related to a course/subject, and their ability to apply learnt principles and solve

problems. The formative evaluation for theory subjects may be caused through sessional /class-tests, home-assignments, tutorial-work, seminars, and group discussions etc. For end-term evaluation of theory, the question paper may comprise of three sections.

Section-I

It should contain objective type items e.g. multiple choice, matching and completion type. Total weightage to Section-1 should be of the order of 20 percent of the total marks and no choice should be given in this section. The objective type items should be used to evaluate students' performance in knowledge, comprehension and at the most application domains only.

Section-II

It should contain short answer/completion items. The weightage to this section should be of the order of 40 percent of the total marks. Again, no choice should be given in section-II

Section-III

It may contain two to three essay type questions. Total weightage to this section should be of the order of 40 percent of the total marks. Some built-in, internal choice of about 50 percent of the questions set, can be given in this section

Table II : Suggested Weightage to be given to different ability levels

Abilities	Weightage to be assigned
Knowledge	10-30 percent
Comprehension	40-60 percent
Application	20-30 percent
Higher than application i.e. Analysis, Synthesis and Evaluation	Upto 10 percent

B. Practical Work

Evaluation of students performance in practical work (Laboratory experiments, Workshop practicals/field exercises) aims at assessing students ability to apply or practice learnt concepts, principles and procedures, manipulative skills, ability to observe and record, ability to interpret and draw conclusions and work related attitudes. Formative and summative evaluation may comprise of weightages to performance on task, quality of product, general behaviour and it should be followed by viva-voce.

C. Project Work

The purpose of evaluation of project work is to assess students ability to apply, in an integrated manner, learnt knowledge and skills in solving real life problems, manipulative skills, ability

to observe, record, creativity and communication skills. The formative and summative evaluation may comprise of weightage to nature of project, quality of product, quality of report and quality of presentation followed by viva-voce.

D. Professional Industrial Training

Evaluation of professional industrial training report and viva-voce/ presentation aims at assessing students' understanding of materials, industrial processes, practices in the industry/field and their ability to engage in activities related to problem-solving in industrial setting as well as understanding of application of learnt knowledge and skills in real life situation. The formative and summative evaluation may comprise of weightages to performance in testing, general behaviour, quality of report and presentation during viva-voce.

12. RECOMMENDATIONS FOR EFFECTIVE CURRICULUM IMPLEMENTATION

This curriculum document is a Plan of Action and has been prepared based on exhaustive exercise of curriculum planning and design. The representative sample comprising selected senior personnel (lecturers and HODs) from various institutions and experts from industry/field have been involved in curriculum design process.

The document so prepared is now ready for its implementation. It is the faculty of polytechnics who have to play a vital role in planning instructional experiences for the courses in four different environments viz. class-room, laboratory, library and field and execute them in right perspective. It is emphasized that a proper mix of different teaching methods in all these places of instruction only can bring the changes in stipulated students behaviour as in the curriculum document. It is important for the teachers to understand curriculum document holistically and further be aware of intricacies of teaching-learning process (T-L) for achieving curriculum objectives. Given below are certain suggestions which may help the teachers in planning and designing learning experiences effectively. These are indicative in nature and teachers using their creativity can further develop/refine them. The designers of the programme suggest every teacher to read them carefully, comprehend and start using them.

(A) Broad Suggestions:

1. Curriculum implementation takes place at programme, course and class-room level respectively and synchronization among them is required for its success. The first step towards achieving synchronization is to read curriculum document holistically and understand its rationale and philosophy.
2. An academic plan needs to be prepared and made available to all polytechnics well in advance. The Principals have a great role to play in its dissemination and, percolation upto grass-root level. Polytechnics, in turn are supposed to prepare institutional academic plan.
3. HOD of every Programme Department along with HODs and incharges of other departments are required to prepare academic plan at department level referring to institutional academic plan.
4. All lecturers/Senior lecturers are required to prepare course level and class level lesson plans referring departmental academic plan.

(B) Course Level Suggestions

Teachers are educational managers at class room level and their success in achieving course level objectives lies in using course plan and their judicious execution which is very important for the success of programme by achieving its objectives.

Polytechnic teachers are required to plan various instructional experiences viz. theory lecture, expert lectures, lab/workshop practicals, guided library exercises, field visits, study tours, camps etc. In addition, they have to carry out progressive assessment of theory, assignments, library, practicals and field experiences. Teachers are also required to do all these activities within a stipulated period of time. It is essential for them to use the given time judiciously by planning all above activities properly and ensure execution of the plan effectively.

Following is the gist of suggestions for subject teachers to carry out T-L process effectively:

1. Teachers are required to prepare a course plan, taking into account departmental academic plan, number of weeks available and courses to be taught.
2. Teachers are required to prepare lesson plan for every theory class. This plan may comprise of contents to be covered, learning material for execution of a lesson plan. They may follow steps for preparing lesson plan e.g. drawing attention, state instructional objectives, help in recalling pre-requisite knowledge, deliver planned subject content, check desired learning outcomes and reinforce learning etc.
3. Teachers are required to plan for expert lectures from field/industry. Necessary steps are to plan in advance, identify field experts, make correspondence to invite them, take necessary budgetary approval etc.
4. Teachers are required to plan for guided library exercises by identification of course specific experience requirement, setting time, assessment, etc. The assignments and seminars can be thought of as terminal outcome of library experiences.
5. Concept and content based field visits may be planned and executed for such content of course which is abstract in nature and no other requisite resources are readily available in institute to impart them effectively.
6. There is a dire need for planning practical experiences in right perspective. These slots in a course are the avenues to use problem based learning/activity learning/ experiential learning approach effectively. The development of lab instruction sheets for the course is a good beginning to provide lab experiences effectively.
7. Planning of progressive assessment encompasses periodical assessment in a semester, preparation of proper quality question paper, assessment of answer sheets immediately and giving constructive feed back to every student
8. The student centred activities may be used to develop generic skills like task management, problem solving, managing self, collaborating with others etc.

9. Where ever possible, it is essential to use activity based learning rather than relying on delivery based conventional teaching all the time.
10. Teachers may take initiative in establishing liaison with industries and field organizations for imparting field experiences to their students.
11. Students be made aware about issues related to ecology and environment, safety, concern for wastage of energy and other resources etc.
12. Students may be given relevant and well thought out project assignments, which are purposeful and develop practical skills. This will help students in developing creativity and confidence for their gainful employment.
13. A Project bank may be developed by the concerned department of the polytechnics in consultation with related Industry, research institutes and other relevant field organizations in the state.

13. LIST OF PARTICIPANTS

The following experts have participated in workshop for Developing the Curricula Structure and Contents of P.G. Diploma In Beauty And Health Care for UP State on 15 October, 2019 at IRDT Kanpur :

1. Dr. Vivek Mishra, Additional Chief Medical Officer, Prayagraj.
2. Dr. Ruchi Mittal, Principal Ruchi's Institute of Creative Arts, Allahabad.
3. Dr. Sunil Shukla, Ex. Director, AXIS College of Management, Kanpur.
4. Smt. Sadhana Katiyar, Lecturer Beauty & Health care, SRL Suman UPS Polytechnic, Firozabad
5. Ms. Kalpana Devi, Assistant Professor/Coordinator, IRDT Kanpur