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**SYLLABUS FOR
HAIR AND SKIN CARE**

**UNDER
CRAFTSMEN TRAINING SCHEME**

**As approved by
GOVERNMENT OF INDIA**

**In consultation with
THE NATIONAL COUNCIL FOR
VOCATIONAL TRAINING**

**Issued by
GOVERNMENT OF INDIA
MINISTRY OF LABOUR
DIRECTORATE GENERAL OF
EMPLOYMENT & TRAINING
NEW DELHI**

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General Information

1. **Objective of the Course**

The objective of this course is to impart basic skill and knowledge to trainees in the trade of Hair & Skin Care so that they are able to either seek employment as a beautician in a beauty parlour/saloon or run their own beauty parlour providing basic services.

2. **Trainee Entry Level**

Passed class X examination of 10 + 2 pattern or an equivalent examination.

3. **Course Duration**

The duration of the course shall be one year of full time attendance of 40 hours/week.

4. **Modular Break up**

The course is divided into three main modules

I. **General Module.** Covering personality development & Reception and Anatomy & Physiology.

II. **Hair Care.** Covering scalp massage and shampooing, hair cutting and styling, colouring & perming.

III. **Skin Care.** Covering manicure & pedicure, facial massage & make up, superficial hair removal and eye brow shaping and beaching.

5. **Trainee Exit Level**

On completion of training, the trainees are expected to be able to :

- (a) Know the techniques of handling customers and present herself.
- (b) Cut the hair in different styles using the various cutting tools and wet the hair temporarily and permanently.
- (c) Give artificial colour to hair with chemical and vegetable dyes.
- (d) Recognize skin types and treating them accordingly with various facial techniques.
- (e) Maintain hands/feet in healthy condition, decorate them with mehendi.
- (f) Remove superfluous facial and body hair as painlessly as possible without damaging clients.
- (g) Accentuate good features with different make up techniques.

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Course Scheduling

Week No.	Module	Theory (Hrs./Week)	Practical (Hrs./Week)
01 to 08	Module I	9	—
	Module II	2	13
	Module III	2	13
09 to 48	Social Studies	1	—
	Module II	2	18
	Module III	2	17
49 to 50	Social Studies	1	—
	Industrial Training		
51 to 52	Revision and Examination		

MODULE — I

(a) PERSONALITY DEVELOPMENT AND RECEPTION

Theory

- Qualities of a Beautician :**
Basic of good grooming. Care of self, skin & scalp, personal hygiene.
- Visual Poise :**
How to carry simple activities – sitting, walking, standing etc.
- Social Poise :**
Etiquettes, Public Relation, Telephone manners.
- Services :**
Appointment system, Psychology of customer, Customer's satisfaction, work ethics.
- Wardrobe Planning :**
Selection of clothing-profession, age, occasion, body structure and climate.

(b) ANATOMY AND PHYSIOLOGY

Theory

- Introduction to Anatomy and Physiology :**
Knowledge of basic cells and elementary tissues.
- Elementary knowledge of various systems :**
 - Nervous
 - Excretory
 - Circulatory
 - Respiratory
 - Skeleton
 - Endocrine
 - Reproductive
 - Muscular
 - Digestive
 - Endocrine system in detail
- Anatomy of facial and neck muscles :**
Elementary Characteristics of muscles of the body and their actions, mobility of the body and its physiology. Joints of the body and their action (Related to the Course).

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MODULE — II

(a) STUDY AND STRUCTURE OF HAIR

Theory

- Structure of hair.
- Types of hair — normal, dry & oily.
- Treatment for different types of hair.
- Massage.
- Benefits of scalp, manipulation – Basic scalp manipulation, material required, precautions.
- Shampooing and rinsing.
- Types of shampoo—
(a) Cream (b) Liquid (c) Powder etc.
- Material required for shampooing, precautions while shampooing.
- Purpose of rinsing, Types of rinses – cream, lemon, vinegar, etc.
- Precautions and benefits of rinsing.

Practicals

- Observation of Hair :** To know the types of hair & treating them accordingly, uses of gadgets, Preparation of client and trolley, practice of different types of manipulations, Hot oil treatment, scalp steaming.
- Shampooing and Rinsing :** Observation of scalp, Preparation of trolley, Selection of shampoo according to hair type, application of shampoo, Procedure.

(b) Hair Cutting & Styling

Theory

Hair Cutting

- Knowledge of hair texture.
- Types of materials & equipment used for hair cutting.
- Selection of cut according to facial shape, occasion, age, profession, body structure.
- Types of cut : blunt cut, thinning, layer cut.
- Sterilization and sanitation of implements.

Hair Styling

- Knowledge of different hair styles as per hair texture.
- Types of materials :** Cosmetics, tools & equipment used for hair-styling.
- Use of different techniques in styling :
 - Roller setting — purpose, types of rollers, sectioning for the roller setting.
 - Blow drying — Sectioning.
 - Comb out techniques — back combing, drying the hair, wave stretching.
 - Artificial aids — Purpose, Types, Cleaning and maintaining.

Practicals

Hair Cutting

- Preparing the trolley & client and materials.
- Select design for the client according to hair texture and facial shapes (blunt cut, 'U' cut, layer cut.)
- Sectioning procedure.
- Practice of hair cutting on dummies and live models.

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- (b) Blow drying of hair — Preparing the trolley & client, Practices of setting hair with dryer – out turn, in turn, straightening with the help of hand dryer.
- (c) Back brushing — Back combing procedure, styling long hair in various types of braids, rolls, interlocks, casual styles, etc.
- (d) Artificial aids — styling, Fixing on the head and switch stand.

(c) **COLOURING AND PERMING**

Theory

Colouring

History of colouring

- 1. Basic law of colour.
- 2. Classification of hair colour.
- 3. Points to be considered before using hair colouring products.
- 4. Allergy Test.
- 5. Pre-disposition Test.
- 6. Material required for hair colouring.
- 7. Precautions for both vegetable & chemical dye.

Perming

- 1. History of perming.
- 2. Types of perming.
- 3. Scalp and hair analysis.
- 4. Sectioning and blocking.
- 5. Types of wraps.
- 6. Types of perm rollers.
- 7. Application of lotion, processing.
- 8. Neutralizing.
- 9. Precautions
- 10. Filling record card.

Practicals

Hair Colouring

- 1. Study of scalp and hair.
- 2. Skin test/patch test.
- 3. Selection of colour.
- 4. Preparation of trolley and client.
- 5. Practices of application of hair Colour-vegetable & Chemical dyes.

Perming

- 1. Examination of scalp condition.
- 2. Preparing the trolley and client.
- 3. Practice of different sectioning pattern.
- 4. Selection of lotion, size of rollers & curls test.
- 5. Procedure and precautions.

MODULE — III

(a) **MANICURE AND PEDICURE**

Theory

- 1. Study of nail.
- 2. Meaning of manicure.
- 3. Knowledge of different types of equipment.
- 4. Material and Cosmetics used in manicure.

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Practical

- 1. Preparation of trolley and client.
- 2. Use of manicure & pedicure tools & equipments.
- 3. Practice of plain manicure and pedicure.
- 4. Practice of massage—Hand, Arms, Legs & Feet.
- 5. Practice of putting Henna with cone, stick, fingers for different occasion.

(b) **Massage, Facial & Make-Up**

Theory

Massage :

- 1. Meaning of massage.
- 2. Benefits of massage.
- 3. Types of massage.
- 4. Precautions.

Facial :

- 1. Composition of skin.
- 2. Skin Analysis.
- 3. Treatment for dry, oily & normal skin.
- 4. Cosmetics required for facial.
- 5. Facial Manipulation.
- 6. Black head & white head treatment.
- 7. Pack & mask.
- 8. Benefits of packs & masks.

Make-up

- 1. History of make-up.
- 2. Knowledge of different make-up.
- 3. Precautions.

Practicals

- 1. Practice of massage manipulations on face.
- 2. Recognize different skin types – Dry, Oily, Normal & Combination skin.
- 3. Selection of cream & pack according to skin type.
- 4. Preparing the trolley & client for facial make-up.
- 5. Practice in cleansing the face & neck thoroughly.
- 6. Practice in facial massage with hands & vibration.
- 7. Treating different skin types with facial.
- 8. Treating black-head and white-heads.
- 9. Application of packs according to skin type.
- 10. Choosing correct colour of cosmetics for make-up.
- 11. Apply cleansing cream, foundation, powder, lip stick according to skin type & occasion.
- 12. Practice in day, evening and bridal make-up.

(c) **SUPERFLOUS HAIR REMOVAL**

Theory

- 1. Meaning & causes of superflous hair.
- 2. Methods of hair removal :
 - (i) Temporary
 - (ii) Permanent
- 3. Types of temporary method of hair removal.
 - (a) Epilation
 - (b) Depilation

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3. Sanitation and sterilization of implements.

(d) EYEBROW SHAPING/BLEACHING**Theory**

1. Material required for Eye brow shaping.
2. Precautions & Benefits of Eye brow shaping.
3. Meaning of bleaching.
4. Material & supplies for bleaching.
5. Precautions.

Practicals

1. Preparation of trolley and client for Eye brow shaping.
2. Preparation of material and supplies used.
3. Measuring the brow for correct length and arch.
4. Procedure for giving an eye brow shaping.
5. Sanitation & sterilization of implements.
6. Preparation of client & trolley for bleaching.
7. Preparation of material & supplies.
8. Preparation of bleach pack.
9. Practice of allergy test for bleaching.
10. Practice in application of bleaching pack.

**LIST OF TOOLS, EQUIPMENT TO THE TRADE OF HAIR AND SKIN CARE
FOR A BATCH OF 16 TRAINEES**

S. No.	Description	Quantity
(A) Tools		
1.	Barber scissors	8 No.
2.	Thinning scissors	8 No.
3.	Rollers (large, medium & small)	16 dz each
4.	Manicure set	8 No.
5.	Pedicure set	8 No.
6.	Perm rollers (large, medium & small)	16 dz each
7.	Hand clippers	8 No.
8.	Blunt Razor with shaving blades	8 No.
9.	Switch stand	16 No.
10.	Back view mirror	8 No.
11.	Hand mirror	8 No.
12.	Manicure Bowls	16 No.
13.	Pedicure Bowls	8 No.
14.	Professional hair brushes	8 No.
15.	Roll-on brushes	8 No.
16.	Head band	8 No.
17.	Cutting sheet	8 No.
18.	Spray bottle	16 No.
19.	Setting clips (large & small)	16 dz each
20.	Plastic Bins	8 No.
21.	Black head removers	8 No.
22.	Tweezer	8 No.
23.	Chote	16 No.
24.	Soft brush	8 No.

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32. Open teeth tail comb 16 No.
33. Three-in-one brush 16 No.
34. Gloves 16 No.
35. Hair Net 16 No.
36. Switch stand 16 No.
37. Round Dunlop Cushion for pedicure 8 No.

Note : 1 No. of each item No. 29 to 35 of this list to be issued to the trainees once for course of 1 year duration & to be treated as consumed.

(B) Equipment/Furniture

38. Facial sauna 4 No.
39. Vapozone 2 No.
40. High frequency 2 No.
41. Scalp steamer 1 No.
42. Pedestal dryer 1 No.
43. Dummy Head 8 No.
44. Hand dryer 8 No.
45. Immersion rod 1 No.
46. Heater 1 No.
47. Hot plate 1 No.
48. Wax heater 1 No.
49. Bucket Enamelled 1 No.
50. Sauce pan 1 No.
51. Infra Red Lamp 3 No.
52. Vibro Massager 2 No.
53. Geysar 1 No.
54. Counter with wall attached mirror to accommodate 8 clients at a time 1 No.
55. Neck cut wash Basin 3 No.
56. Hot and cold spray unit 3 No.
57. Front wash Basin 2 No.
58. Machine clipper 3 No.
59. Air Conditioner 2 No.
60. Manicure Tables 4 No.
61. Manicure Stools 16 No.
62. Dressing out chair 8 No.
63. Back wash chair 3 No.
64. Pedicure chokies 8 No.
65. Trollies 8 No.
66. Facial Bed 4 No.
67. Student Lockers 2 No.
68. Almirah 2 No.
69. Teacher's Table 1 No.
70. Teacher's Chair 1 No.
71. Flannel board 1 No.
72. Display board 1 No.
73. Black board (one for theory room and one for practical lab.) 2 No.
74. Table and chair for trainees (for theory room) 16 No.
75. Teacher's table and chair (for theory room) 1 No.

TRADE COMMITTEE FOR HAIR & SKIN CARE TRADE

- | | |
|---|------------------|
| 1. Ms. A. Sarvaria
Addl. Director of Trg.
D.G.E.T., New Delhi. | Chairperson |
| 2. Mrs. Awasthi,
H.O.D. (Beauty Culture)
Women's Polytechnic Maharani Bagh,
New Delhi. | Member |
| 3. Dr. R.C. Gupta
Project Officer (Yoga), 117, Kapil Vihar,
Delhi - 110034 | Member |
| 4. Mrs. Veena Singh
Twinkle Beauty Parlour,
C-18, Lajpat Nagar III
New Delhi. | Member |
| 5. Mrs. Savita Sharma, Lecturer,
Women's Polytechnic,
392-B, Pocket II,
New Delhi 52. | Member |
| 6. Mr. Rakesh Kapoor, Cosmetologist,
A-101/7, Wazirpur Ind. Area,
Delhi - 52. | Member |
| 7. Mr. Nishat
Yours Beauty Parlour,
JP-7, Pitam Pura,
New Delhi. | Member |
| 8. Mr. Vineet Kapoor
Her Highness Beauty Parlour,
M - 51, Laxmi Shopping Complex,
IInd Floor, Greater Kailash - 1,
New Delhi. | Member |
| 9. Mrs. Jytika Grover, Lecturer,
New Delhi Polytechnic,
C-2, Maharashtra Sadan,
Coper Nicus Marg,
New Delhi. | Member |
| 10. Mr. N.K. Mangal
Joint Director of Trg.
N.V.T.I. Noida. | Member-Secretary |
| 11. Mr. S. Kumar
A.D.T. N.V.T.I. Noida. | Special Invitee |
| 12. Mr. R. Kumar
A.D.T. NVTI Noida. | Special Invitee |
| 13. Mrs. Alka Sharma
T.O. NVTI, Noida | Special Invitee |