

FACULTY OF VOCATIONAL STUDIES

SYLLABUS

of

PG Diploma of Cosmetology (Semester: I -II)

(Under Continuous Evaluation System)

Session: 2018-19



The Heritage Institution

**KANYA MAHA VIDYALAYA
JALANDHAR
(Autonomous)**

Scheme of Studies and Examination
PG Diploma in Cosmetology
Session 2018-19

Semester I							
Course Code	Course Name	Course Type	Marks				Examination time (in Hours)
			Total	Ext.		CA	
				L	P		
PCYM-1141	Personality Development (T+P)	C	100	40	40	20	3
PCYM-1142	External skin science (T+P)	C	100	40	40	20	3
PCYM-1143	Hair and scalp (T+P)	C	100	40	40	20	3
Total			300				
Semester II							
Course Code	Course Name	Course Type	Marks				Examination time (in Hours)
			Total	Ext.		CA	
				L	P		
PCYM-2141	Yoga and salon Management (T+P)	C	100	40	40	20	3
PCYM-2142	Make up and cosmetic (T+P)	C	150	40	80	30	3
PCYM-2143	Chemical structure of Hair and colours (T+P)	C	100	40	40	20	3
Total			350				

PG Diploma in Cosmetology (Semester-I)
(Session 2018-19)
Personality Development
Course Code: PCYM-1141
(THEORY)

Time: 3 hrs

Max. Marks: 100
Theory Marks: 40
Practical Marks: 40
CA: 20

Instructions for the Paper Setters:

Eight questions of equal marks are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section.

UNIT-I

COSMETOLOGY:

Introduction and Importance of Cosmetology

UNIT-II

PERSONAL GROOMING:

Colour and outfit culture:

- Colours:- Importance, effects and selection.
- Planning and Wardrobe and Selection of Clothes according to figure, physique, complexion, occupation and weather.
- Selection of accessories according to attire and occasion.
- Use of perfumes

Visual Poise

- Basic Stance and Corrective Stance.
- Basic hand positions and expressive and graceful hand free actions.
- correct different sitting positions and sitting on a low stool or bench.
- Walking correctly.
- Correct sleeping position.
- Getting in and out of cars
- Meeting and greeting people, party and table manner; entering and leaving properly.
- Handling coats, shawls and stoles, gloves and hand bags.

Speaking and Conversational charm:

- Characteristics of Charming conversationalist, topics of conversation, topics to avoid, manners of pleasant conversation, when to speak and when to listen.
- Voice cultivation, enunciation and pronunciation.

UNIT-III**PERSONAL HYGIENE:**

- Professional appearance and Good Grooming.
- Personal Hygiene and Healthy Habits.

UNIT-IV**BACTERIOLOGY: (In Short only)**

- What is Bacteria?
- Types of Bacteria
- Growth and Reproduction of Bacteria

Books Recommended:

- Basic Knowledge of Skin Care, Hair Care and personal grooming by Anita Thakur.
- Complete beauty book by Helen Foster
- The Big Beauty Book Glamour for the Fuller figure women by Ann Harper and Glenn Lewis
- Beauty Basics by Lorraine Nordmann Level-I

PG Diploma in Cosmetology (Semester-I)
(Session 2018-19)
Personality Development
Course Code: PCYM-1141
(PRACTICAL)

Time: 3 hrs

Practical Marks: 40

Instructions for Practical Examiners:

Question paper is to be set on the spot jointly by the Internal and External Examiners. Two copies of the same should be submitted for the record to COE office , Kanya Maha Vidyalaya, Jalandhar.

Project file will be evaluated by External Examiner which carries – 10 marks.

- (i) Dressing according to occasion, age, time, seasons.
- (ii) VIVA – on Visual Poises
- (iii) Practical files.

Books Recommended:

- Complete beauty book by Helen Foster
- The Big Beauty Book Glamour for the Fuller figure women by Ann Harper and Glenn Lewis
- Beauty Basics by Lorraine Nordmann Level-I
- Basic Knowledge of Skin Care, Hair Care and personal grooming by Anita Thakur.

PG Diploma in Cosmetology (Semester-I)
(Session 2018-19)
External skin science
Course Code: PCYM-1142
(THEORY)

Time: 3 hrs

Max. Marks: 100
Theory Marks:40
Practical Marks:40
CA:20

Instructions for the Paper Setters:

Eight questions of equal marks are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section

UNIT-I

CELLS:

- Basic structure of cells
- Growth & reproduction of cells in brief.

UNIT-II

SKIN:

- Anatomy of Skin
- Function of Skin
- Types of Skin
- Problems of Skin

UNIT-III

FACIAL MUSCLES:

- Basic Knowledge of muscles of the facial skin.
- Kinds of nerves in short.
- Nerves of the face and neck.

UNIT-IV

MASSAGE:

- Theory of Massage
- Benefits of massage
- Basic Manipulations used in massage.
- Points to remember while Massage.
- Facial Therapies with Pressure points of Different types of skin.

Books Recommended:

- Massage by Ken Eyerama
- The Complete Book of Massage by Mary Atkinson with Exme Floyd
- Mind, Body , Spirit by Mark Evans
- Beauty Basics by Lorraine Nordmann Level-I

PG Diploma in Cosmetology (Semester-I)
(Session 2018-19)
External skin science
Course Code: PCYM-1142
(PRACTICAL)

Time: 3 hrs

Practical Marks: 40

Instructions for Practical Examiners:

Question paper is to be set on the spot jointly by the Internal and External Examiners. Two copies of the same should be submitted for the record to COE office , Kanya Maha Vidyalaya, Jalandhar.

Project file will be evaluated by External Examiner which carries – 10 marks.

Facial treatment of Different types of Skin

- (i) Aroma Therapy
- (ii) Body Massage & Spa
- (iii) Viva
- (iv) File Work

Books Recommended:

- Massage by Ken Eyerama
- Beauty Basics by Lorraine Nordmann Level-I
- The Complete Book of Massage by Mary Atkinson with Exme Floyd
- Mind, Body , Spirit by Mark Evans

PG Diploma in Cosmetology (Semester-I)
(Session 2018-19)
Hair and Scalp
Course Code: PCYM-1143
(THEORY)

Time: 3 hrs

Max. Marks: 100
Theory Marks:40
Practical Marks:40
CA:20

Instructions for the Paper Setters:

Eight questions of equal marks are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section

UNIT-I

STRUCTURE OF HAIR:

- Composition of Hair
- Division of Hair
- Types of Hair

UNIT-II

KNOWLEDGE OF THE STRUCTURE CONNECTED WITH HAIR FOLLICLE:

- Dermal Papilla
- Outer root sheath, inner roots sheath
- Bulb, matrix
- Dermal Cord
- Connective tissues
- Arrestor Pili muscles

GROWTH AND REPLACEMENT

- Hair Cycle
- Hair Analysis
- Hair Pigments

UNIT-III

DISORDER OF THE HAIR AND SCALP

- Non- Infections
- Infectious

UNIT-IV

CARE OF SCALP:

- Treatments of scalp with the help of natural ingredients and different types of Products.
- Different Electrical Equipments used in scalp treatment.

Books Recommended:

- Basic Knowledge of Skin Care, Hair Care and personal grooming by Anita Thakur.
- Professional Hair Dressing by Martin Green Leo Palladino
- Complete beauty book by Helen Foster
- Hair Flair by Bltl Edltions

PG Diploma in Cosmetology (Semester-I)
(Session 2018-19)
Hair and Scalp
Course Code: PCYM-1143
(PRACTICAL)

Time: 3 hrs

Practical Marks: 40

Instructions for Practical Examiners:

Question paper is to be set on the spot jointly by the Internal and External Examiners. Two copies of the same should be submitted for the record to COE office , Kanya Maha Vidyalaya, Jalandhar.

Project file will be evaluated by External Examiner which carries – 10 marks.

- (i) Different types of scalp and Hair treatments.
- (ii) Hair Spas.
- (iii) Formal Hair Styles.
- (iv) Thermal Hair styling with Lod setting, Electric rollers, Hot rollers, straightness.
- (v) Removal of unwanted hair like – Threading, Waxing etc.

Books Recommended:

- Professional Hair Dressing by Martin Green Leo Palladino
- Complete beauty book by Helen Foster
- Hair Flair (Practical) by Blltl Edltions
- Hairdressing Vintage Books Collection Hair,Curls

PG Diploma in Cosmetology (Semester-II)
(Session 2018-19)
YOGA AND SALON MANAGEMENT
Course Code: PCYM – 2141
(THEORY)

Time: 3 hrs

Max. Marks: 100
Theory Marks:40
Practical Marks:40
CA:20

Instructions for the Paper Setters:

Eight questions of equal marks are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section

UNIT-I

YOGA:

- What is Yoga/ its aims, importance and benefits.
- ASSANS – Vajar, Tar, Bhujang, Gowmukh, Padam, their techniques, importance and effects on body and warm up techniques in Yoga.
- Aerobics and difference between Yoga and Aerobics.

UNIT-II

NUTRITION AND DIETICS:

- Major functions of carbohydrates, protein, fat, vitamin – A, B, C, B-Complex (B. Group) and sources related to skin, eye and hair.
- Role of water in maintaining healthy skin.
- Concept of Balance Diet and five food groups.

UNIT-III

SALON MANAGEMENT:

- Salon – Planning, Location
- Salon Ownership
- Space allotment, installation and fittings.
- Types of services and their cost.
- Types of employees and employment.
- Record keeping: Income and Expenditure
- Retailing and Salesmanship
- Advertising and Appointments
- Maintenance
- Common equipment required for salon operation
- Safety Precautions

UNIT-IV**STERILIZATION AND SANITATION:**

- Common terms used in relation to disinfection
- Methods of sterilization and sanitation
- General suggestions for sanitation.

Books Recommended:

- Basic Knowledge of Skin Care, Hair Care and personal grooming by Anita Thakur.
- Structural Yoga Therapy by Mukunda Stiles
- Contemporary Nutrition by Wardlaw Insel Seyler
- Nutrition Secretes by Hanley and Belfus, Inc, Medical Publisher.

PG Diploma in Cosmetology (Semester-II)
Session – 2018-19
YOGA AND SALON MANAGEMENT
Course Code: PCYM – 2141
(PRACTICAL)

Time: 3 hrs

Practical Marks: 40

Instructions for Practical Examiners:

Question paper is to be set on the spot jointly by the Internal and External Examiners. Two copies of the same should be submitted for the record to COE office , Kanya Maha Vidyalaya, Jalandhar.

Project file will be evaluated by External Examiner which carries – 10 marks.

- (i) Perform Assans :Vajar, Tar, Bhujang, Gowmukh, Padam
- (ii) Aerobics
- (iii) Viva – Assans and Salon Management
- (iv) File Work

Books Recommended:

- Structural Yoga Therapy by Mukunda Stiles
- Contemporary Nutrition by Wardlaw Insel Seyler
- Asana, Pranayama, Mudra and Bandha
- Successful Salon and Spa Management Paperback

PG Diploma in Cosmetology (Semester-II)
(Session 2018-19)
MAKE UP AND COSMETIC
Course Code: PCYM – 2142
(THEORY)

Time: 3 hrs

Max. Marks: 150
Theory Marks:40
Practical Marks:80
CA:30

Instructions for the Paper Setters:

Eight questions of equal marks are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section

UNIT-I

1. CHEMICAL AND PHYSICAL CLASSIFICATIONS OF COSMETICS

- Powders, solutions, soaps, emulsions – oil in water or water in oil, suspensions, ointments.
- Creams for different types of skin
- Skin Bleaches
- Cosmetics for make-up
- Nail Products

UNIT-II

2. MAKE – UP:

- Make-up according to skin, climate and occasion.
- Different types of make-up – corrective make-up, camouflage make-up, theatre make-up.
- Bridal make-up.

UNIT-III

3. NAILS:

- Structure & functions of nail.
- Disorder and disease of nails.

UNIT-IV

4. MANICURE AND PADICURE

- Describe step by step.
- Their effects and Spa

Books Recommended:

- Basic Knowledge of Skin Care, Hair Care and personal grooming by Anita Thakur.
- The Make up Book by Sallu Norton
- Complete beauty book by Helen Foster
- The Big Beauty Book Glamour for the Fuller figure women by Ann Harper and Glenn Lewis
- A Complete Guide to Manicure and Pedicure by Leigh Toselli.
- Nail Art projects by Helena Biggs.

PG Diploma in Cosmetology (Semester-II)
(Session 2018-19)
MAKEUP AND COSMETIC
Course Code: PCYM – 2142
(PRACTICAL)

Time: 3 hrs

Practical Marks: 80

Instructions for Practical Examiners:

Question paper is to be set on the spot jointly by the Internal and External Examiners. Two copies of the same should be submitted for the record to COE office , Kanya Maha Vidyalaya, Jalandhar.

Project file will be evaluated by External Examiner which carries – 10 marks.

- (i) Pedicure or manicure
- (ii) Bridal Makeup
- (iii) VIVA – About different types of Makeup and cosmetic
- (iv) File Work

Books Recommended:

- The Make up Book by Sallu Norton
- Complete beauty book by Helen Foster
- The Big Beauty Book Glamour for the Fuller figure women by Ann Harper and Glenn Lewis
- A Complete Guide to Manicure and Pedicure by Leigh Toselli.

PG Diploma in Cosmetology (Semester-II)
(Session 2018-19)
CHEMICAL STRUCTURE OF HAIR AND COLOURS
Course Code: PCYM – 2143
(THEORY)

Time: 3 hrs

Max. Marks: 100
Theory Marks:40
Practical Marks:40
CA:20

Instructions for the Paper Setters:

Eight questions of equal marks are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section

UNIT-I

1. CHEMICAL STRUCTURE OF HAIR:

- Knowledge of hair bonds.
- How does a chemical react in layers of hair?
- Knowledge of Acids, Alkalics in hair.
- What is shampoo and how does a shampoo act?
- Types of shampoo and additives used in shampoo?

UNIT-II

2. KNOWLEDGE OF PHYSICAL AND CHEMICAL CLASSIFICATION: (In Brief only)

- Shampoo
- Hair conditioners and Rinses
- Setting Gels and Lotions
- Hair Sprays
- Hair Colouring Products
- Products for Permanent Straightening and Waving.
- Hair Tonics
- Hair Oils.

UNIT-III

3. HAIR COLOURING

- Principle of colour and colour correction.
- Types of colour
- Client consultation
- Applied techniques, mixing techniques
- Colour depth and tone.

UNIT-IV**4. HAIR TEXTURING**

- Types of cutting tools.
- Hair Cutting Angle System
- Cutting lines and texturing
- Techniques of Hair cutting

Books Recommended:

- Professional Hair Dressing by Martin Green Leo Palladino
- Basic Knowledge of Skin Care, Hair Care and personal grooming by Anita Thakur.
- Complete beauty book by Helen Foster
- Hair Flair by Blltl Edltions

PG Diploma in Cosmetology (Semester-II)
(Session 2018-19)
CHEMICAL STRUCTURE OF HAIR AND COLOURS
Course Code: PCYM – 2143
(PRACTICAL)

Time: 3 hrs

Practical Marks: 40

Instructions for Practical Examiners:

Question paper is to be set on the spot jointly by the Internal and External Examiners. Two copies of the same should be submitted for the record to COE office , Kanya Maha Vidyalaya, Jalandhar.

Project file will be evaluated by External Examiner which carries – 10 marks.

- (i) Hair Cuts : lines, angles and texture.
- (ii) Hair colouring and lightening
- (iii) VIVA : About rebonding and permanent waving, shampooing
- (iv) File Work

Books Recommended:

- Professional Hair Dressing by Martin Green Leo Palladino
- Hair Flair (Practical) by Bliftl Edltions
- Hairdressing Vintage Books Collection Hair,Curls
- Milady Standard Natural Hair Care & Braiding