P. G. DIPLOMA IN SKIN AND HAIR THERAPY
W.E.F. 2013-14

Duration of Course - One Year
Eligibility: Graduate in any stream
With effect from : (2013-14)

<table>
<thead>
<tr>
<th>Sr No</th>
<th>Subject Title</th>
<th>Theory</th>
<th>Time</th>
<th>Practical</th>
<th>Time</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>External</td>
<td>Internal</td>
<td></td>
<td></td>
<td>Theory</td>
</tr>
<tr>
<td>1</td>
<td>Basics of Beauty Therapy</td>
<td>80</td>
<td>20</td>
<td>3 hrs</td>
<td>50</td>
<td>3 hrs</td>
</tr>
<tr>
<td>2</td>
<td>Tools &amp; Techniques in skin Care</td>
<td>80</td>
<td>20</td>
<td>3 hrs</td>
<td>50</td>
<td>3 hrs</td>
</tr>
<tr>
<td>3</td>
<td>Hair Care &amp; Styling</td>
<td>40</td>
<td>10</td>
<td>3 hrs</td>
<td>100</td>
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<tr>
<td>4</td>
<td>Basics of Human Anatomy</td>
<td>40</td>
<td>10</td>
<td>3 hrs</td>
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<tr>
<td>5</td>
<td>Nutrition and Yoga</td>
<td>40</td>
<td>10</td>
<td>3 hrs</td>
<td>50</td>
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<td>Total</td>
<td>350</td>
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Rationale:
The course deals with the necessary basic fundamentals required for the beauty culture profession. It is necessary for the student to know some important professional ethics with respect to beauty culture. They get knowledge regarding examination of face, neck and hair to have proper selection of treatment and application of most suitable cosmetics. They are introduced to the various electrical, heat, light, ultra sound and oil treatment for skin conditioning along with the types of electrical current and its safety. This course gives the basic fundamental knowledge to the beauty culture students with respect to necessary normal shampooing, rinsing, shaping of hair as well as it gives the basic requirements of scalp treatments. They get better understanding of anatomy of cells, tissues, muscles, nails and hair and the introductory and informative knowledge about digestive, respiratory, nervous, reproductive, endocrine and urinary system which is also necessary for the beauty culture students.
Note: Examiner will set nine questions. First question is compulsory and will be of short question answer covering the whole syllabi. Remaining four questions will be attempted by selecting at least one question from each unit. All the question carry equal marks.

Unit-I

Professional roles and responsibilities:-
Health, hygiene and safety, Bacteriology, Controlling the saloon environment, Health and safety, Physical safety, Fire Safety, Electrical safety, First aid, Product safety, Client care, Treatment hygiene, Sanitization and sterilization, Saloon security.

Reception:-
Organization and customer care, First Impression, the receptionist, Communication skills, Looking after clients and visitors, Making appointments, Handling enquiries, taking messages, Dealing with complaints, Processing payments Cashing up and dress Code

Selling products and services:-
Planning and retail selling products, treatment and services

Unit-II

Examining the face and neck:-
Skin analysis, facial anatomy and skin types, Assessing the client, Examining the face, Bone structure, Muscles of the face, neck and shoulders, the nerves, Blood supply, Diseases and disorders of the skin, Allergies to facial treatments

Facial massage and skin care:-
Saloon treatments and home care, Skin care, Advice for home care, Cleansers, Exfoliation – Scrubbing - to remove dead skin, Toners, Moisturizers, Face masks, Specialized skin products. Eye care, Neck care, Lip care, Caring for dark skin, Profession facial treatment. Cleaning the skin, Removing skin blockages, Exfoliating, Facial massage, Applying a face mask, Completing facial treatments.

Unit-III

Make-up:-
Choosing and using colour cosmetics Make-up services, Wedding make-up, Preparing for make-up for a fashion show, Hygiene precautions, Choosing and applying make-up products, Foundation, Face powder, Contour cosmetics, Corrective make-up – to give ideal shape (oval) the make up given to any shape of face, Eye cosmetics, Corrective eye-make-up, Lip cosmetics, Corrective lip make-up, Allergies to make-up products

Eye brow:-Shaping and enhancing eyebrows according to the shape of the face
Unit-IV

Manicure and pedicure:-
Treatment for the nails, hands and feet assessing the client for treatment, Structure and growth of nails. Diseases and disorders of the hands and feet. Manicure, Hand massage, Pedicure, Foot massage

Removing and lightening hair:- Methods of removing unwanted hair, Waxing and bleaching, depilation, Bleaching, Other methods of hair removal,

PAPER-1 Basics of Beauty Therapy (Practical)

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Title</th>
<th>Author</th>
</tr>
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<tbody>
<tr>
<td>05</td>
<td>The Beauty Therapy Fact File</td>
<td>Susan Cressay ISBN -0 750604670</td>
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<tr>
<td>06</td>
<td>Beauty Therapy</td>
<td>Compiled by Maya Paranjape</td>
</tr>
<tr>
<td>07</td>
<td>Beauty Therapy-The Foundation Level II</td>
<td>Lorraine Nordman</td>
</tr>
<tr>
<td>08</td>
<td>Standard textbook on Cosmetology</td>
<td>My Lady Publication</td>
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</table>
PAPER -2 Tools & Techniques in Skin Care (Theory)

Duration of exam: 3 hrs.
M.M.: 100
Theory Exam: 80
Int. Assessment: 20

Note: Examiner will set nine questions. First question is compulsory and will be of short question answer type covering the whole syllabi. Remaining four questions will be attempted by selecting at least one question from each unit. All the question carry equal marks.

Unit-I

Specialized Electrical treatment for face: High Frequency- Direct

Galvanic Machine treatment
For dehydrated skin – Ageing process
For congested skin – Crusty skin

Unit-II

Treatment for Seborrhea
Acne treatment, Alopecia, dandruff treatment

Blemished skin treatments-
Scrubs, enzyme peel and other methods of exfoliation

Unit-III

Feradic current NMS
Motor point and Facial electrode method

Lymphatic Drainage

Unit-IV

Types of Therapy:
Light therapy: Infrared, Ultra Violet
Heat therapy, ozone, vaporizer
Hot oil and paraffin wax mask theory
Electricity and Electrical safety rules
PAPER -2 Tools & Techniques in Skin Care (Practical)

Duration of exam: 3 hrs
M.M.: 50
Exam: 50

- HF- Acne, Alopecia, Dandruff
- Galvanic- Dis-incrustation, Ionisation
- Exfoliation- Brushing
- Feradic-Face
- Vacuum –Face

Books:

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P. G. DIPLOMA IN SKIN AND HAIR THERAPY
PAPER -3 –Hair Care & Styling (Theory)

Duration of exam: 3 hrs
M.M.: 50
Theory Exam: 40
Int. Assessment: 10

Note: Examiner will set nine questions. Candidate will attempt five questions. First question is compulsory and will be of short question answer type covering the whole syllabi. All the question carry equal marks.

Basic Hair Structure

Shampooing and Rinsing

Hair Shaping :-
Layers, Boy-Cut, Club Cut
Scalp treatment
Head massage

Short Hair Styling:-
Roller Setting, Blow drying
Long Hair Styling
Buns and curls on Hair Switch
Braiding Long and Short Hair

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P. G. DIPLOMA IN SKIN AND HAIR THERAPY
PAPER -3 –Hair Care & Styling (Practical)

Duration of Exam: 3 hrs
M.M.: 100
Exam: 100

Head Massage
Hair cut straight, bunt layering step
Long Hair Style
Short Hair Style
Braiding
Styling short hair – Blow drying, Roller selling
Books:

<table>
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<tr>
<th>Sr. No</th>
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<tbody>
<tr>
<td>1</td>
<td>Standard Textbook of Cosmetology</td>
<td>My Lady Publication</td>
</tr>
<tr>
<td>2</td>
<td>Hair Dressing I</td>
<td>Leo Pollacine</td>
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<td>3</td>
<td>Hair Dressing II</td>
<td>Martin Green</td>
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<tr>
<td>4</td>
<td>Hair Dressing III</td>
<td>Martin Green, Leo Pollacine</td>
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<td>5</td>
<td>Note Book on Hair Dressing (Basic &amp; Advance)</td>
<td>Complied by Maya Paranjape</td>
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P. G. DIPLOMA IN SKIN AND HAIR THERAPY
PAPER-4 Basics of Human Anatomy (Theory)

Duration of exam: 3 hrs.
M.M.: 50
Theory Exam: 40
Int. Assessment: 10

Note: Examiner will set nine questions. Candidates will attempt five questions. Question No. I is compulsory of short questions- answer covering whole syllabus. All the question carry equal marks.

Anatomy: Basic Beauty, Cell, Tissues- Types of tissues, System- definition, Basic Facial anatomy,: Bones of skull and face, muscles of facial expression and mastication, Bone attachment of facial expression and muscles, muscles of scalp and forehead, Anatomy of the neck and shoulder, girdle bones of upper limb and muscles of shoulder girdle. Structure of skin, Sweat and sebaceous gland, Functions of the skin. Skins defense against bacteria. Types of nerves of Head, face and neck, structure of nail,

Skin disorder, blemishes, pigmentation abnormalities, and allergic skin conditions.

Anatomy of hair:
Hair Structure: Hair growth cycle: Biology of hair growth. Anagen Catagen, Telogen, early anagen
Books

<table>
<thead>
<tr>
<th>Subject</th>
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</tr>
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<tbody>
<tr>
<td>Anatomy and physiology</td>
<td>Ross and Wilson</td>
</tr>
<tr>
<td></td>
<td>ISBN 0443-03530-X</td>
</tr>
<tr>
<td>Lecture notes for beauty therapist: Anatomy &amp; Physiology</td>
<td>Dr. R. Leibowitz</td>
</tr>
<tr>
<td>Anatomy for Beauty-I &amp; II</td>
<td>Complied by Maya Paranjape</td>
</tr>
</tbody>
</table>

P.G. DIPLOMA IN SKIN AND HAIR THERAPY
PAPER 5- NUTRITION AND YOGA (Theory)

Duration of exam: 3 hrs.
M.M.: 50
Theory Exam: 40
Int. Assessment: 10

Note: Examiner will set nine questions. Candidate will attempt five question First question is compulsory and will be of short question answer covering the whole syllabi. Remaining four questions will be attempted by selecting at least one question from each unit. All the question carry equal marks.

Unit-I

Food- Definition, Functions and Importance. Methods to increase the nutritive value of food

Nutrients –Proteins, Carbohydrates, Fats, Vitamins –A, D, E, K, B₁, B₂, B₃, C
Minerals- Iron, Calcium , Phosphorus, Sodium, Potassium, Iodine; Fibre, Water - sources,functions, effect of deficiency and excess of all the nutrients
Balanced diet- Different food-groups, Role of balanced diet in improving the Quality of skin and hair, balanced diet for adolescents and adults.

Unit-II

Importance of Yoga-Meaning of Yoga- Types of Yoga, HathaYoga, RajYoga, The Physical, Mental & Spiritual benefits of Meditation, Asanas & pranayama..

The physical & Mental benefits of the following
Asanas- Shakti band series I, II, III. Tadasan, Triyaktdaasan, Trikonasan ,Surya Namaskar, Naukasan, Sinhasan
The Physical & Mental benefits of Pranayama, anuloma-viloma pranayama, Bharamari Pranayama
**Books:**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Author’s Name</th>
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<tbody>
<tr>
<td>Fundamentals of Nutrition</td>
<td>M.S. Swaminathan</td>
</tr>
<tr>
<td>Textbook of Human Nutrition</td>
<td>M. S. Banji, N. P. Rao</td>
</tr>
<tr>
<td>Nutrition in nutshell</td>
<td>Arti Sankhla</td>
</tr>
</tbody>
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**PAPER 5- NUTRITION AND YOGA (Practical)**

Duration of exam: 3 hrs.  
M.M.: 50  
Theory Exam: 50

a) Preparing a chart on Nutrients/balanced diet  
b) Practising all asanas and pranayama as mentioned in therapy of Yoga.

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<tr>
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<tbody>
<tr>
<td>1. Asan, Pranayama, Mudrabandh</td>
<td>Swami Satyanand Saraswati</td>
</tr>
<tr>
<td>2. Asan- why and how</td>
<td>Omparkash Tiwari</td>
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<tr>
<td>3. Meditation science and practice</td>
<td>M. C. Panda</td>
</tr>
<tr>
<td>4. Asan and Yog Mudrayein</td>
<td>Dr. Ravinder</td>
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<tr>
<td>5. Sabhi ke Liye Yog</td>
<td>B. K. S. Iyengar</td>
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