



**PERIYAR UNIVERSITY**  
**Periyar Palkalai Nagar, Salem-636011**

**PERIYAR INSTITUTE OF DISTANCE EDUCATION**



**DIPLOMA**

**in**

**BEAUTY CARE**

**REGULATIONS AND SYLLABUS**

*(Effective from the academic year 2015-2016 and thereafter)*

## **DIPLOMA IN BEAUTY CARE REGULATIONS AND SYLLABUS**

(With effect from the academic year 2015 – 16 onwards)

### **Preamble**

Rising disposable income of the rapidly expanding Indian middle class, demand fuelled by increasing stress levels and willingness of people to ‘look and feel good’ are further fueling the growth of the Beauty & Wellness industry. India is currently the 10th fastest growing market globally in Beauty & Wellness sector. The beauty and wellness sector is well established with a lot of people self-employed, owning a salon, running their own freelance business, working overseas or on cruise ships. Recently, holistic therapists (like aromatherapists and reflexologists) have joined the business.

A lot of people in the beauty industry specialise in one area, such as hairdressing, manicures or tanning. People who perform a range of different treatments, such as hair removal (depilation), make-up and facial massages are known as **beauticians** or beauty **therapists**. With extra training, beauty therapists can become qualified in more complicated techniques like aromatherapy, electrical treatments for skin and hair, and nail extensions.

### **Objectives of the course**

- To develop the capabilities and knowledge of students in the areas of,
  - Communication skill, positive thinking, inner strength
  - Different disorders and remedies of skin and hair
  - Structure and types of skin, eyebrow shaping, pedicure, manicure, facial, makeup, removal of superfluous hair and different skin treatment
  - Structure and texture of hair, different hair cutting styles and treatments, permanent hair waving, use of implements.
  - Managing a self-owned parlour or to assist the employer in managing the parlour

After learning the student can get exposition in corporate sector as beauty advisor, councilor for beauty, health care treatment.

### **Candidate’s eligibility for admission**

Any candidate passed +2 examinations or any UG degree, approved by the Association of Indian Universities are eligible to seek admission.

**Duration of the course** – One year.

### **Course Structure**

Non Semester Pattern. No Internal Assessment. Total marks: 900 (06 theory papers, 02 practical papers, 01 Internship). Each course carries 100 marks

### **Structure of the Programme**

<b>S.No.</b>	<b>Course Code</b>	<b>Title of the paper</b>	<b>Exam Hours</b>	<b>Total Marks</b>
<b>First Year</b>				
1	15DBC01	Communication Skills	3	100
2	15DBC02	Personality Development	3	100
3	15DBC03	Skin Care	3	100
4	15DBC04	Hair Care	3	100
5	15DBC05	Nail and Foot Care	3	100
6	15DBC06	SPA therapy and Management	3	100
7	15DBC07	Basic Cosmetology I Practical	3	100

8	15DBC08	Basic Cosmetology II Practical	3	100
9	15DBC09	One month Internship at a recognized Beauty Clinic/SPA therapy clinic	Viva Voce	100

### **Internship Rules and Regulations**

The student will be required to under go an internship for a total duration of four weeks in their chosen area of interest as mentioned in the structure of the programme which will facilitate their professional career in the same field. This programme could be taken up either as a single block or in two different blocks. The student will be required to submit and present a report of the internship after its completion. It is also envisaged that participating organization/institution will give their performance appraisal of the student work (A copy of the performance appraisal certificate with the marks out of 75 has to be enclosed in the internship report). The final mark will be mentioned in the mark sheet once the student completed viva voce examination for the internship.

### **Examinations**

Examinations are conducted in non semester pattern. Candidates failing in any subject (both theory and practical) will be permitted to appear for such failed subjects in the same syllabus structure at subsequent examinations for within next 5 years. Failing which, the candidate has to complete the course in the present existing syllabus structure.

## **PAPER I (15DBC01) COMMUNICATION SKILLS**

### **Objectives**

- To sensitize students to their communicative behavior
- To enable them to reflect and improve on their communicative behavior/performance
- To build capacities for self criticism and facilitate growth
- To lead students to effective performances in communication

### **UNIT I**

**Listening Skills** - Types of Listening (theory /definition), Process of Listening, Tips for Effective Listening, Benefits of Effective Listening, Academic Listening- (lecturing), Listening to Talks and Presentations, Listening to Announcements- (railway/bus stations/airport/stadium announcement etc.), Listening to Radio and Television, Barriers to Listening.

### **UNIT II**

**Telephone Skills** - Basics of Telephone communication, How to handle calls- telephone manners, Leaving a message, Making requests, Greeting and Leave Taking over phone (etiquette), Asking for and giving information, Giving Instructions, Listening for Tone/Mood and Attitude at the other end, Handling the situations especially trouble shooting, Teleconference handling, Handling Tele interviews for Call Centres.

### **UNIT III**

**Writing Skills** - Elements of Effective Writing, Main Forms of Written Communication: Agenda, Minutes, Notices, Writing of CV, Memo, Drafting an E-mail, Press Release, Reports, Making notes on Business conversations, Effective use of SMS, Case writing and Documentation. Correspondence: Personal, Official and Business.

### **UNIT IV**

**Spoken Skills** - Organs of Speech, Description and Articulation of English Speech Sounds, Syllables and Stress (Weak Forms, Intonation), Connected Speech, Spelling and Pronunciation, International Phonetic Alphabet Transcription of Received Pronunciation of Words as per the Oxford Advanced Learners Dictionary of H.S. Hornby, Oral Presentation and Public Speaking Skills, Business Presentations.

**Career Skills-** Applying for job, Cover letters, Resume and Effective Profiling, Interviews, Group discussions.

#### **UNIT V**

**Reading Skills** - Importance of Reading, Definition of Reading, Levels of Reading, Requirements of Reading, Types of Reading, Techniques of Reading, Academic Reading Tips.

#### **Practical Assignments**

Writing CV; Memo Writing; Letter Writing (Employment related correspondence, Correspondence with Govt./Authorities, Office Orders, Enquiries and Replies); Business Letters; Preparing Agenda for Meetings; Essay Writing; Report Writing; Press Release.

#### **References**

1. Sethi, J & P.V.Dhamija. A Course in Phonetics and Spoken English, New Delhi, Prenticehall of India, 1989.
2. Sen, Leena. Communication Skills, Prentice Hall of India, New Delhi.
3. Prasad. V. Advanced Communication Skills. New Delhi. Atma Ram Publications, 2002.
4. Bansal, R.K. and J.B. Harrison. Spoken English, Orient Language. Second Edition, Madras: Orient Longman, 1972.
5. Roach Peter. English Phonetics and Phonology. Cambridge University Press, 2001.
6. A.S. Hornby's. Oxford Advanced Learners Dictionary of Current English, 9<sup>th</sup> Edition, 2015. ISBN 0-19-479900-X.
7. Prasad, P. The Functional Aspects of Communication Skills, New Delhi, SK Kataria & Sons, 2008.
8. McCarthy, Michael. English Vocabulary in Use, Advanced, Cambridge: Cambridge University Press, 2003.
9. Rajinder Pal and Prem Lata. English Grammar and Composition, Sultan Chand Publication, 2011.
10. Bovee, Courtland, L., John V. Thill and Barbara E. Schatzman. Business Communication Today: Seventh Edition. Delhi: Pearson Education, 2004.
11. Lesikar, Raymond V and Marie E. Flatley. Basic Business Communication: Skills for Empowering the Internet Generation: Ninth Edition. New Delhi: Tata McGraw-Hill Publishing Company Ltd., 2002.
12. Pease, Allan and Barbara Pease. The Definitive Book of Body Language. New Delhi: Manjul Publishing House, 2005.

### **PAPER II (15DBC02) PERSONALITY DEVELOPMENT**

#### **Objectives**

- To bring about personality development with regard to the different behavioural dimensions that has far reaching significance in the direction of organisational effectiveness.

#### **UNIT I**

**Leadership** - Introduction to Leadership, Leadership Power, Leadership Styles, Leadership in Administration.

**Interpersonal Relations** - Introduction to Interpersonal Relations, Analysis Relations of different ego states, Analysis of Transactions, Analysis of Strokes, Analysis of Life position.

#### **UNIT II**

**Stress Management** - Introduction to Stress, Causes of Stress, Nature and Dimensions of Stress, Impact of Stress, Managing Stress.

**Group Dynamics** - Importance of groups in organization, and Team Interactions in group, Group Building, Decision Taking

**Team Building**, Interaction with the Team, How to build a good team?

### **UNIT III**

**Conflict Management** - Introduction to Conflict, Causes of Conflict, Managing Conflict

**Performance Appraisal** - Introduction to Performance Appraisal, Vertical Appraisal, Horizontal Appraisal, 360° Performance Appraisal, Methods of improving Techniques of Performance Appraisal.

### **UNIT IV**

**Time Management** - Time as a Resource, Identify Important Time Wasters, Individual Time Management Styles, Techniques for better Time Management.

**Motivation** - Introduction to Motivation, Relevance and types of Motivation, Motivating the subordinates, Analysis of Motivation.

### **UNIT V**

**Holistic Personality Development** - Self management skills, Role of Physical Activity in Developing Components of Holistic Personality, Studying Components of Physical Personality – Physique, Lifestyle, Nutritional Habits, Components of Psychological Personality: MESS i.e. Mental Personality, Emotional Personality, Spiritual and Social Personality, Meaning, Definition and Importance of Extrinsic Environment of Man and Environmental Personality Development.

### **References**

1. Cohen, R. J. & M.E. Swerdlik (2002). Psychological Testing and Assessment. McGraw Hill, USA.
2. Jackson, A.W., J.R. Morrow, D.W. Hill and R.K. Dishman (2004). Physical Activity for Health & Fitness. Human Kinetics, USA.
3. Kansal, D.K (2011). Holistic Personality Development. Sports & Spiritual Science Publication, New Delhi (2 Press).
4. Peeke, P. (2006). The National Body Challenge. Hay House, Inc., USA.
5. Robbins, G., D. Powers and S. Burgers (2008). A Wellness Way of Life. McGraw Hill, USA.
6. Vivekananda, S. (2007). Personality Development. Advaita Ashrama Publications, Kolkata, India.
7. Weinsberg R.S. and D. Gould (2003). Foundations of Sports & Exercise Psychology. Human Kinetics, USA.
8. Chandan, J.S., Organizational Behaviour. Vikas Publishing House PVT LTD 1994.
9. Statt, D.A. Using Psychology in Management Training, Taylor and Francis Inc.2000.

## **PAPER III (15DBC03)**

### **SKIN CARE**

#### **Objectives**

- To train the students to provide basic skin care treatment

#### **Unit – I**

Introduction and importance of skin care, Types of skin, factors affecting skin condition, skin analysis, Treatment for dry, oily and normal skin, skin care for different seasons.

#### **Unit – II**

Classification & identification of common skin problems – Acne, Blackheads, Whiteheads, Disorders of sweat glands, Disorders of oil glands, Dryness, Dullness, Tanning, Pimple, Under eye lines, Pigmentation, Ageing.

Cleansing – Types of Skin cleansing, Techniques of cleansing, Selection of Cleanser, Treating different skin types with cleansing, importance and types of Natural cleanser.

### **Unit – III**

Facial – According to the type of skin, Removal of black and white head, Techniques of Facial, importance and Benefits pack and mask, Knowledge of machines for facial.

Waxing - Removing of superflous hair from the face and body, preparation of wax and its testing and precautions, types of wax, sterilization of tools.

### **Unit – IV**

Bleaching & massage – Types of bleaches procedure and application, precautions its advantages and disadvantages. Massage – Definition, Types of Techniques, Cosmetic knowledge, benefits of message and its precautions.

### **Unit – V**

Art of make up - party make up, daily make up, oily make up, bridal make up, corrective make –up, threading. Preparation and application of mehandi, pedicure, manicures and nail art. Perfumes – Knowledge of Perfumes and Perfume Terminology.

### **References**

1. Blossom Kochar, Hair, Skin and Beauty care, The complete Body Book, VBS publisher New Delhi, 2002.
2. Dr. Renugupta, Complete Beautician Course, Diamond Pocket books, Pvt. Ltd. New Delhi, 2001.
3. Madhumita Pauwal, Practical Guide to Beautician Training, Asian Publishers, New Delhi, 2002.

## **PAPER IV (15DBC04)**

### **HAIR CARE**

#### **Objectives**

- To impart learning to the students on basic knowledge of hair and its care

#### **Unit – I**

Structure of Hair, Types of hair, Hair growth cycle, Importance of hair care, factors affecting hair growth, massage - basic scalp manipulation, shampooing and rinsing, types of shampoo – cream, liquid, powder, precautions, purpose of rinsing, types of rinses, benefits of rinsing and precautions.

#### **Unit – II**

Knowledge of hair texture, selection of art according to facial shape, occasion, age, profession, body structure, Hair cuts – types of basic hair cuts, hair cutting techniques, tools and equipment in hair cuts, advanced hair cuts - Forward graduation, Reverse graduation, Razor cut, layer cut, Inversion Layers/Variations, Graduated Bob, Classical Bob, Round Layers, Gents Barbering-scissor over, comb/Clipper; Use of Hair shaping, sterilization and sanitation. Purpose of removing superfluous hair. Definition and Methods of Epilation and Depilation.

#### **Unit – III**

Hair styling – knowledge of different hair style as per hair texture, materials used for hair styling, techniques in styling – Roller setting, Blow drying, Comb out techniques, thermal hair styling. Natural hair pack. Artificial aids – purpose, types, cleaning and maintaining.

#### **Unit – IV**

Hair conditioning – Types of Hair conditioner – natural, chemical, Hair problems and treatments - graying, dandruff, dryness, Baldness, Hair spray – Types, Advantages & Disadvantages, outline of hair drier, hair ironing.

#### **Unit – V**

Hair colour – History of colouring, Basic law of colour, classification of hair colour, consideration before hair allergy test, precaution, types of perming, techniques of perming, special effects of coloring techniques – frosting, tipping, slicing, foil technique, comb technique, global coloring, precautions in coloring.

#### **References**

1. Charles Zviak, (1986), The Science of Hair Care, Taylor & Francis.
2. Dale H. Jhonson, (1997), Hair and Hair Care, Marcel Decker Inc., New York.
3. Claude Bouillon and John Wilkinson, (2005), The Science of Hair Care, Taylor & Francis.
4. Audrey Davis Sivasothy, (2012), Hair Care Rehab, The ultimate hair repair and reconditioning manual, Saja Publishing Company, LLC.
5. Meenakshi Sinha, Reena Rajgopal, Suchismita Banerjee, (2000), All You Wanted To Know About Hair Care, Sterling Publishers Pvt. Ltd., New Delhi.

### **PAPER V (15DBC05) NAIL AND FOOT CARE**

#### **Objectives**

1. To inculcate practical and theoretical experience on nail and foot care of an individual.

#### **Unit I**

Nail anatomy, common nail disorders and symptoms – Bruised nails, discoloured nails, Egg shell nails, furrows, hang nails, leukonychia, Onychatrophia, Onychauxis, Tile shaped nails, Trumpet or Priner nail, Onychocryptosis, Onychophagy, Onychophosis, Onychorrhaxis, Onychogryphosis, Onychosis, and Onychia

#### **Unit II**

Nail Tips – Types of nail tips, nail tip application, nail tip application post service, nail tip application pre service, tip removal, safety precautions - Do's and Dont's. Nail Wraps – definition, types of nail wraps, nail wrap pre service, nail wrap application, nail wrap post service, nail wrap maintenance, nail wrap removal, safety precautions - Do's and Dont's.

#### **Unit III**

Acrylic Nails – Supplies of Acrylic Nails, Acrylic nail procedure using forms, Acrylic nail procedure using tips, Acrylic nail refills, Acrylic nail pre and post service, safety precautions - Do's and Dont's. Gel nails - Supplies of gel Nails, light cured gel application, light cured gel over forms procedure, gel refills and removal, gel nail pre and post service, safety precautions - Do's and Dont's.

#### **Unit IV**

Nail Art – basic rules of nail art, colour theory, types of nail art, gel polish application and removal, safety precautions - Do's and Dont's.

#### **Unit V**

Leg and foot Anatomy, Toe nail and finger structure, Foot nails and skin diseases, Foot cleanup and care, Foot nail filing, safety precautions - Do's and Dont's.

#### **References**

1. Beatriz A. Adriano and Annabel L. Guardian, Beauty Care (Nail Care) Services, K to 12 – Technology and Livelihood Education
2. kreativestudios.com

3. <http://www.google.com.ph/imgres>
4. [www.cbd.int/ibd/2008/Resources/teachers/appendix3.shtml](http://www.cbd.int/ibd/2008/Resources/teachers/appendix3.shtml)
5. [http://en.wikipedia.org/wiki/Nail\\_disease](http://en.wikipedia.org/wiki/Nail_disease)
6. <http://www.beautyweb.com/>

**PAPER VI (15DBC06)**  
**SPA THERAPY AND MANAGEMENT**

**Objectives**

1. To make the students to become successful Spa therapist and electrologist.

**Unit I**

Introduction to anatomy and physiology of skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems. First aids for internal and external bleeding, fractures, sprains and dislocations, head, neck and back injuries, shock and trauma, burns, electric shocks, heart attack and seizure, cardiac and respiratory arrest, choking, loss of consciousness, eye, ear, nose and throat emergencies, heat and cold emergencies.

**Unit II**

History and introduction to SPA, Types of SPA, Introduction to complementary SPA therapies – Acupressure, Acupuncture, Colon therapy, Chinese medicine, Ear Candling, Electropathy, Gem therapy, Herbalism, Homeopathy, Naturopathy, Physiotherapy, Reiki, Tibetan Medicine, Introduction to Med SPA treatments like Botox, Fillers, Liposuction etc.

**UNIT III**

SPA products and knowledge – Licensing (Drug Control), Product Testing, Efficacy, Shelf Life, Storage, Contamination and Allergies of Herbs, Essential Oils, Aromatic Oils, Body Scrubs, Body Wraps, Facial Products, Preservatives, Active Ingredients, Carrier Oil & Base Creams, Pre blended oils, Pre Blended creams, Soaps, Shampoos, lotions.

**UNIT IV**

Massages – History, Types, Steps, Treatment Preparation, Sops and Benefits of Swedish Massage, Abhyangam Massage, Body Massage, Body Scrub And Body Wrap, Hydrotherapy and Basic Facial.

**Unit V**

SPA as a career – basic requirements, remuneration/earning, SPA career options, starting own SPA business, job opportunities in India and Abroad, roles and responsibilities of SPA therapist.

**References**

1. Ross and Wilson, Anatomy and physiology, ISBN 0443-03530-X.
2. Jane Crebbin-Bailey, John Harcup and John Harrington (2005), The Spa Book: The Official Guide to Spa Therapy (Hairdressing and Beauty Industry Authority), Thomson learning, London.
3. Steve Capellini, (2009), The Complete Spa Book for Massage Therapists, Cengage Learning Publishers.
4. Gerry Bodeker (Editor), Marc Cohen (Editor), (2008), Understanding the Global Spa Industry: Spa Management, Butterworth Heinemann Publishers, USA.
5. Mary S. Wisnom, Lisa L. Capozio, (2011), Spa Management: An Introduction, Prentice Hall, New Delhi.



**PAPER VII (15DBC07)**  
**BASIC COSMETOLOGY PRACTICAL I**

**Objectives**

1. To impart the practical skills on sanitation and sterilization, hair removal, manicure, pedicure, facial, CTM, and make-up.

**Exercises**

1. Sterilisation and sanitation methods and procedures.
2. Epilation and Depilation of superfluous hair.
3. Waxing, Threading, depilation & Tweezing the eyebrows.
4. Manicuring and Pedicuring – Massage of Hands, Arms and Legs; shaping nails, practice different types of manicure and pedicure.
5. Basic nail art techniques.
6. Facials – Skin analysis, cleaning and facial with different equipments, application of different types of packs and masks according to the skin type.
7. CTM (Cleaning, Toning and Moisturizing) Procedures.
8. Different types of make up – Day time, Evening and Party and Bridal.
9. Basic corrective make-up for cheeks, nose, lips and jaws.
10. Make-up removal.

**References**

1. Pivot Point International, (2005), Salon Fundamentals, A Resource For Your Cosmetology Career: Study Guide, Pivot Point Intl Inc.
2. Janet Simms, A Practical Guide to Beauty Therapy, ISBN 0-7487-1505-8.
3. Lorraine Nordman, Beauty Therapy –The Foundation, ISBN 0-333-60107-6.
4. Gaynot Winard, A Guide for Health & Beauty Therapists Volume- 1 Face, Hands & Feet, ISBN 0-582-24790-X.
5. Ann Gallant, Principles & Techniques for the Beauty Specialist, ISBN 0-748715509.
6. Susan Cressay, The Beauty Therapy Fact File, ISBN -0 750604670.
7. Beauty Therapy Complied by Maya Paranjape
8. Lorraine Nordman, Beauty Therapy-The Foundation Level II.
9. Standard textbook on Cosmetology, My Lady Publication

**PAPER VIII (15DBC08)**  
**BASIC COSMETOLOGY PRACTICAL II**

**Objectives**

1. To impart the practical skills on sanitation and sterilization, head massage and conditioning, hair cuts, hair styling, hair coloring and other Indian traditional beauty procedures.

**Exercises**

1. Saloon management.
2. Scalp analysis and practice of using gadgets for dandruff, hair falling, split ends, pediculosis.
3. Head massage, shampooing, conditioning and deep conditioning.
4. Different types of hair cuts, cutting techniques and Blow drying of hair.
5. Traditional hair styling techniques – Rolls, Braids, Interlocks, Twisting styles
6. Different methods of hair styling – Thermal styling, Wet Styling, Roller setting and artificial aids.
7. Allergy test procedure and hair coloring procedure.
8. Hair coloring techniques – pre-lightening, global color, high lightening and numbering system.
9. Procedure for Perming, Straightening, Rebonding and Smoothing of hair.

10. Bindi designing, Henna designing, Tattoo making and Saree draping (4 styles).

### **References**

10. Pivot Point International, (2005), Salon Fundamentals, A Resource For Your Cosmetology Career: Study Guide, Pivot Point Intl Inc.
11. Janet Simms, A Practical Guide to Beauty Therapy, ISBN 0-7487-1505-8.
12. Lorraine Nordman, Beauty Therapy –The Foundation, ISBN 0-333-60107-6.
13. Gaynot Winard, A Guide for Health & Beauty Therapists Volume- 1 Face, Hands & Feet, ISBN 0-582-24790-X.
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15. Susan Cressay, The Beauty Therapy Fact File, ISBN -0 750604670.
16. Beauty Therapy Compiled by Maya Paranjape
17. Lorraine Nordman, Beauty Therapy-The Foundation Level II.
18. Standard textbook on Cosmetology, My Lady Publication