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)
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

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

The student will be required to undergo 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

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


**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**


**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 superfluous 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, precautious its advantages and disadvantages. Massage – Definition, Types of Techniques, Cosmetic knowledge, benefits of message and its precautious.

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

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, precautious, purpose of rinsing, types of rinses, benefits of rinsing and precautious.

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 dying, Comb out techniques, thermal hair styling. Natural hair pack. Artifical 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

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, Onychorrhexis, 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 Don’t’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 Don’t’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 Don’t’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 Don’t’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 Don’t’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 Don’t’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
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.
4. Gerry Bodeker (Editor), Marc Cohen (Editor), (2008), Understanding the Global Spa Industry: Spa Management, Butterworth Heinemann Publishers, USA.
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
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 Smoothening of hair.

References

16. Beauty Therapy Complied by Maya Paranjape
17. Lorraine Nordman, Beauty Therapy-The Foundation Level II.
18. Standard textbook on Cosmetology, My Lady Publication