

**FACULTY OF VOCATIONAL
STUDIES**

SYLLABUS

of

Bachelor of Vocation (Beauty & Wellness)

(Semester: I to VI)

(Under Credit Based Continuous Evaluation Grading System)

Session : 2020-21



The Heritage Institution

KANYA MAHA VIDYALAYA

JALANDHAR

(Autonomou)

Kanya Maha Vidyalaya , Jalandhar (Autonomous)
SCHEME AND CURRICULUM OF EXAMINATIONS OF THREE YEAR DEGREE
PROGRAMME
Bachelor of Vocation (Beauty & Wellness)Semester-I
Session : 2020-21

Name of the QP- Beauty Therapist BWS/Q0102

(NSQF Level-4)

Course Title	C/S/I/V	Course Code	Total Credits	Marks			CA	Examination (Hrs)
				Total	L	P		
Punjabi (Compulsory) ¹ Basic Punjabi ² PHC	C	BVBL- 1421 BVBL-1031 BVBL-1431	2	50	40	-	10	3Hrs
Communication Skill in English-I	C	BVBL-1102	4	50	40		10	3Hrs
Sterilization, Hygiene and Sanitation	C	BVBL-1143	2	50	40		10	3Hrs
Anatomy of Skin	S	BVBM-1144	4	100	40	40	20	3+3Hrs
Scalp and Hair	S	BVBM-1145	4	100	40	40	20	3+3Hrs
Skin Care	S	BVBP- 1146	2	50		40	10	3Hrs
Fashion and Basic Makeup	S	BVBP- 1147	2	50		40	10	3Hrs
Internship and Project Report	S	BVBI-1148	6	75		-	-	
*Drug Abuse: Problem Management	AC	AECD-1161	2	50	40		10	3Hrs
Foundation Programme	AC	SECF-1492	2	20	20		5	1Hr
		Total	30	525				

C-Compulsory

E-Elective

AC- Audit Course

¹Special paper in lieu of Punjabi (Compulsory).

²Special paper in lieu of Punjabi (Compulsory) for those students who are not domicile of Punjab.

*Credits of these paper will not be included in SGPA/CGPA of the student .

Kanya Maha Vidyalaya , Jalandhar (Autonomous)
SCHEME AND CURRICULUM OF EXAMINATIONS OF THREE YEAR DEGREE PROGRAMME
Bachelor of Vocation (Beauty & Wellness) Semester – II
Session : 2020-21

Name of the QP: Makeup Artist (BWS/Q0301)
(NSQF Level-5)

Course Title	C/S/I /V	Course Code	Total Credit	Marks			CA	Examination (Hrs)
				Total	L	P		
Punjabi (Compulsory)/ Basic Punjabi PHC	C	BVBL-2421 BVBL-2031 BVBL-2431	2	50	40	-	10	3hrs
Communication Skill in English- II	C	BVBM-2102	4	50	25	15	10	3hrs
Health and Safety in the Workplace	C	BVBL-2143	2	50	40	-	10	3Hrs
Beauty and Personality Development	S	BVBM-2144	4	100	40	40	20	3+3Hrs
Fashion Makeover	S	BVBP-2145	4	100	-	80	20	3Hrs
Photographic Make-up	S	BVBP-2146	4	100	-	80	20	3Hrs
Internship and Project Report	S	BVBI-2147	6	75	-	-	-	
*Drug Abuse: Problem Management and Prevention	AC	AECD-2161	2	50	40	-	10	3Hrs
*Moral Education Programme	A C	SECM-2502	2	25	20	-	5	1Hrs
		Total	30	525				

C-Compulsory

S-Skill Enhancement

AC-Audit course

¹ special course in lieu of Punjabi (compulsory)

² special course in lieu of punjabi (compulsory) for those students who are not domicile of Punjab.

*Grades points or Grades of these courses will not be included in the SGPA/CGPA of semester/programme

Kanya Maha Vidyalaya , Jalandhar (Autonomous)
SCHEME AND CURRICULUM OF EXAMINATIONS OF THREE YEAR DEGREE PROGRAMME
Bachelor of Vocation (Beauty & Wellness) Sem-III
Session : 2020-2021

Name of the QP: Hair Care Trainer (BWS/Q0210)
(NSQF Level-6)

Course Titles	Course type	Course Code	Total Credits	Marks				Examination time (in Hours)
				Total	Ext.		CA	
					L	P		
Histology of Hair	C	BVBL-3141	4	100	80	-	20	3
Knowledge of Hair Bond	C	BVBL-3142	4	100	80	-	20	3
Salon Management	C	BVBL-3143	2	50	40	-	10	3
Techniques of Hair Texturing	S	BVBP-3144	4	75	-	60	15	3
Hair Coloring	S	BVBP-3145	4	75	-	60	15	3
Assemblage Management	S	BVBP-3146	4	75	-	60	15	3
Internship and Project Report	S	BVBI-3147	6	75	-	-	-	
Gender Sensitization	S	SECG-3532	2	25	20	-	5	2
		Total	30	575				

C – Compulsory
S - Skill Enhancement

Kanya Maha Vidyalaya , Jalandhar (Autonomous)
SCHEME AND CURRICULUM OF EXAMINATIONS OF THREE YEAR DEGREE
PROGRAMME
Bachelor of Vocation (Beauty & Wellness) Sem-IV
Session-2020-21

Course Titles	Course type	Course Code	Total Credits	Marks				Examination time (in Hours)
				Total	Ext.		CA	
					L	P		
Care of Scalp and Hair	C	BVBL-4141	4	75	60	-	15	3
Hair Coloring and Bleaching	C	BVBL-4142	4	75	60	-	15	3
Superfluous Hair	S	BVBM-4143	4	100	40	40	20	3
Hair Styling	S	BVBP-4144	4	75	-	60	15	3
Chemical Hair Relaxing	S	BVBP-4145	2	50	-	40	10	3
Advance Hair Treatment	S	BVBP-4146	2	50	-	40	10	3
Internship and Project Report	S	BVBI-4147	6	75	-	75	-	-
Environmental Studies (Compulsory)	C	AECE-4221	4	100	60	20	20	3
Social Outreach	C	SECS-4522	2	25	-	20	05	
		Total	30	500				

C-Compulsory
S-Skill Enhancement

Kanya Maha Vidyalaya , Jalandhar (Autonomous)
SCHEME AND CURRICULUM OF EXAMINATIONS OF THREE YEAR DEGREE
PROGRAMME

Bachelor of Vocation (Beauty & Wellness) Semester-V

Session : 2020-21

Name of the QP : Institute Head(BWS/Q0606)
(NSQF Level- 7)

Course Titles	Course Type	Course Code	Total Credits	Marks				Examination time (in Hours)
				Total	Ext.		CA	
					L	P		
Chemical Hair Procedures	C	BVBL-5141	4	50	40	-	10	3
Therapeutic Massage	C	BVBL-5142	4	100	80	-	20	3
Electrical and Chemical Treatment	C	BVBL-5143	4	100	80		20	3
Fundamentals of Beauty	S	BVBP-5144	4	50	-	40	10	3
Massage Therapy	S	BVBP-5145	4	100	-	80	20	3
Skin Treatments and Peeling	S	BVBP-5146	4	100		80	20	3
Internship and Project Report	S	BVBI-5147	6	75	-	-	-	
		Total	30	575				

C-Compulsory

S- Skill Enhancement

Kanya Maha Vidyalaya , Jalandhar (Autonomous)
SCHEME AND CURRICULUM OF EXAMINATIONS OF THREE YEAR DEGREE
PROGRAMME
Bachelor of Vocation (Beauty & Wellness) Semester – VI
Session : 2020-2021

Course Title	C/S/I/V	Course Code	Total Credit	Marks			CA	Examination (Hrs)
				Total	L	P		
Entrepreneurship	C	BVBL-6141	4	100	80	---	20	3hrs
Human Resource Management	C	BVBL-6142	4	100	80	--- -	20	3hrs
Merchandising and Retailing	C	BVBL-6143	4	100	80	---	20	3Hrs
Concept Development	S	BVBP-6144	6	100	----	80	20	3+3Hrs
Computer Application	S	BVBP-6145	6	100	--	80	20	3Hrs
Internship and Project Report	S	BVBI-6146	6	75	---			
		Total	30	575				

C-Compulsory
S-Skill Enhancement

Bachelor of Vocation (Beauty & Wellness)
Punjabi (Compulsory)
Course Code: BVBL-1421
Session: 2020-21
(THEORY)

ਸਮਾਂ : 3 ਘੰਟੇ

Maximum Marks : 50

Theory : 40

CA : 10

ਪਾਠਕ੍ਰਮ ਅਤੇ ਪਾਠ ਪੁਸਤਕਾਂ

ਯੂਨਿਟ-I

ਆਤਮਅਨਾਤਮ(ਕਵਿਤਾਭਾਗ),(ਸੰਪ. ਸੁਹਿੰਦਰ ਬੀਰ ਅਤੇ ਵਰਿਆਮਸਿੰਘ ਸੰਧੂ) ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।
ਪ੍ਰੋ.ਪੂਰਨਸਿੰਘ, ਪ੍ਰੋ.ਮੋਹਨਸਿੰਘ, ਅੰਮ੍ਰਿਤਾਪ੍ਰੀਤਮ, ਜਗਤਾਰ, ਸੁਰਜੀਤਪਾਤਰ(ਕਵੀ ਪਾਠਕ੍ਰਮਦਾਹਿੰਸਾਹਨ)

(ਸਾਰ, ਵਿਸ਼ਵਾਵਸਤੂ) 08 ਅੰਕ

ਯੂਨਿਟ-II

ਗਿਆਨਮਾਲਾ(ਵਿਗਿਆਨਕ ਤੇ ਸਮਾਜਵਿਗਿਆਨਕ ਲੇਖਾਂਦਾ ਸੰਗ੍ਰਹਿ),(ਸੰਪਾ.ਡਾ. ਸਤਿੰਦਰਸਿੰਘ, ਪ੍ਰੋ.ਮਹਿੰਦਰਸਿੰਘਬਨਵੈਤ), ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।

ਲੇਖ : ਭਰੂਣ ਹੱਤਿਆ ਦੇ ਦੇਸ਼ ਵਿਚ, ਵਾਤਾਵਰਣੀਪ੍ਰਦੂਸ਼ਣ ਅਤੇ ਮਨੁੱਖ, ਏਡਜ਼ : ਇਕਗੰਭੀਰ ਸੰਕਟ।

(ਸਾਰ, ਵਿਸ਼ਵਾਵਸਤੂ) 08 ਅੰਕ

ਯੂਨਿਟ-III

(ਓ)ਪੈਰਾਚਰਨਾ

(ਅ)ਪੈਰਾਪੜ੍ਹ ਕੇ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉਤਰ।

08 ਅੰਕ

ਯੂਨਿਟ-IV

(ਓ)ਪੰਜਾਬੀ ਧੁਨੀਵਿਉਂਤ : ਪਰਿਭਾਸ਼ਾ, ਉਚਾਰਨਅੰਗ

(ਅ)ਸਵਰ, ਵਿਅੰਜਨ

08 ਅੰਕ

ਅੰਕਵੰਡ ਅਤੇ ਪਰੀਖਿਅਕਲਈਹਦਾਇਤਾਂ

1. ਪ੍ਰਸ਼ਨਪੱਤਰ ਦੇ ਚਾਰ ਸੈਕਸ਼ਨਹੋਣਗੇ। ਸੈਕਸ਼ਨA-Dਤੱਕ ਦੇ ਪ੍ਰਸ਼ਨ ਯੂਨਿਟI-IV ਵਿਚੋਂ ਖੁੱਛੇ ਜਾਣਗੇ। ਹਰ ਸੈਕਸ਼ਨਵਿਚ ਦੋ ਪ੍ਰਸ਼ਨ ਖੁੱਛੇ ਜਾਣਗੇ।
2. ਵਿਦਿਆਰਥੀ ਨੇ ਕੁੱਲਪੰਜਪ੍ਰਸ਼ਨਕਰਨੇ ਹਨ। ਹਰ ਸੈਕਸ਼ਨਵਿਚੋਂਇਕਪ੍ਰਸ਼ਨਲਾਜ਼ਮੀ ਹੈ। ਪੰਜਵਾਂਪ੍ਰਸ਼ਨਕਿਸੇ ਵੀ ਸੈਕਸ਼ਨਵਿਚੋਂਕੀਤਾਜਾ ਸਕਦਾ ਹੈ।
3. ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ 08 ਅੰਕਹਨ।
4. ਪੇਪਰ ਸੈਟ ਕਰਨਵਾਲਾਜੇਕਰਚਾਹੇ ਤਾਂਪ੍ਰਸ਼ਨਾਂ ਦੀ ਵੰਡਅੱਗੋਂਵੱਧਤੋਂਵੱਧਚਾਰ ਉਪ ਪ੍ਰਸ਼ਨਾਂਵਿਚਕਰ ਸਕਦਾ ਹੈ।

Bachelor of Vocation (Beauty & Wellness)
BASIC PUNJABI
Course Code: BVBL-1031
Session: 2020-21
(THEORY)

ਸਮਾਂ 3 ਘੰਟੇ

Maximum Marks : 50

Theory : 40

CA : 10

ਪਾਠਕ੍ਰਮ

ਯੂਨਿਟ-I

ਪੈਂਤੀਅੱਖਰੀ, ਅੱਖਰਕ੍ਰਮ, ਪੈਰਬਿੰਦੀਵਾਲੇ ਵਰਣ ਅਤੇ ਪੈਰਵਿਚਪੈਣਵਾਲੇ ਵਰਣ ਅਤੇ ਮਾਤਰਾਵਾਂ (ਮੁੱਢਲੀਜਾਣਪਛਾਣ) ਲਗਾਖਰ (ਬਿੰਦੀ, ਟਿੱਪੀ, ਅੱਧਕ) : ਪਛਾਣ ਅਤੇ ਵਰਤੋਂ ।

08ਅੰਕ

ਯੂਨਿਟ-II

ਪੰਜਾਬੀਸ਼ਬਦਬਣਤਰ : ਮੁੱਢਲੀਜਾਣਪਛਾਣ (ਸਾਧਾਰਨਸ਼ਬਦ, ਸੰਯੁਕਤਸ਼ਬਦ, ਮਿਸ਼ਰਤਸ਼ਬਦ, ਮੂਲ ਸ਼ਬਦ, ਅਗੇਤਰ ਅਤੇ ਪਿਛੇਤਰ)

08ਅੰਕ

ਯੂਨਿਟ-III

ਨਿੱਤਵਰਤੋਂ ਦੀ ਪੰਜਾਬੀਸ਼ਬਦਾਵਲੀ : ਬਾਜ਼ਾਰ, ਵਪਾਰ, ਰਿਸ਼ਤੇਨਾਤੇ, ਖੇਤੀ ਅਤੇ ਹੋਰਪੰਦਿਆਂਆਦਿਨਾਲ ਸੰਬੰਧਤ।

08 ਅੰਕ

ਯੂਨਿਟ-IV

ਹਫ਼ਤੇ ਦੇ ਸੱਤਦਿਨਾਂ ਦੇ ਨਾਂ, ਬਾਰ੍ਹਾਂਮਹੀਨਿਆਂ ਦੇ ਨਾਂ, ਰੁੱਤਾਂ ਦੇ ਨਾਂ, ਇੱਕਤੋਂ ਸੌ ਤੱਕਗਿਣਤੀਸ਼ਬਦਾਂਵਿਚ ।

08ਅੰਕ

ਅੰਕਵੰਡ ਅਤੇ ਪਰੀਖਿਅਕਲਈਹਦਾਇਤਾਂ

1. ਪ੍ਰਸ਼ਨਪੱਤਰ ਦੇ ਚਾਰ ਸੈਕਸ਼ਨਹੋਣਗੇ। ਸੈਕਸ਼ਨA-Dਤੱਕ ਦੇ ਪ੍ਰਸ਼ਨ ਯੂਨਿਟI-IV ਵਿਚੋਂ ਪੁੱਛੇ ਜਾਣਗੇ। ਹਰ ਸੈਕਸ਼ਨਵਿਚ ਦੋ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ।
2. ਵਿਦਿਆਰਥੀ ਨੇ ਕੁੱਲ ਪੰਜਪ੍ਰਸ਼ਨਕਰਨੇ ਹਨ। ਹਰ ਸੈਕਸ਼ਨਵਿਚੋਂਇਕਪ੍ਰਸ਼ਨਲਾਜ਼ਮੀ ਹੈ। ਪੰਜਵਾਂਪ੍ਰਸ਼ਨਕਿਸੇ ਵੀ ਸੈਕਸ਼ਨਵਿਚੋਂਕੀਤਾਜਾ ਸਕਦਾ ਹੈ।
3. ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ 08 ਅੰਕਹਨ।
4. ਪੇਪਰ ਸੈਟ ਕਰਨਵਾਲਾਜੇਕਰਚਾਹੇ ਤਾਂਪ੍ਰਸ਼ਨਾਂ ਦੀ ਵੰਡਅੱਗੋਂਵੱਧਤੋਂਵੱਧਚਾਰ ਉਪ ਪ੍ਰਸ਼ਨਾਂ ਵਿਚਕਰ ਸਕਦਾ ਹੈ।

Bachelor of Vocation (Beauty & Wellness)
Punjab History and Culture
Course Code: (BVBL-1431)
Session: 2020-21
(THEORY)

Examination Time: 3 Hours
Credits L-T-P: 2-0-0
Contact Hours: 2Hrs/Week

Max. Marks: 50
Theory: 40
CA: 10

Instructions for the Paper Setter:

1. Question paper shall consist of four Units
2. Examiner shall set 8 questions in all by selecting **Two Questions** of equal marks from each Unit.
3. Candidates shall attempt **5 questions** in **600** words, by at least selecting **One Question** from each Unit
and the **5th question** may be attempted from any of the **four Units**.
4. Each question will carry 8 marks

Unit-I

1. Physical features of the Punjab
2. Sources of the ancient history of Punjab

Unit-II

3. Harappan Civilization: social, economic and religious life of the Indus Valley People.
4. The Indo-Aryans: Original home

Unit-III

5. Social, Religious and Economic life during Early Vedic Age.
6. Social, Religious and Economic life during Later Vedic Age.

UNIT-IV

7. Teachings of Buddhism
8. Teachings of Jainism

Suggested Readings

1. L. M Joshi (ed.), *History and Culture of the Punjab*, Art-I, Patiala, 1989 (3rd edition)
2. L.M. Joshi and Fauja Singh (ed.), *History of Punjab*, Vol.I, Patiala 1977.
3. BudhaParkash, *Glimpses of Ancient Punjab*, Patiala, 1983.
4. B.N. Sharma, *Life in Northern India*, Delhi. 1966.
5. Chopra, P.N., Puri, B.N., and Das, M.N.(1974). *A Social, Cultural and Economic History of India*, Vol. I, New Delhi: Macmillan India.

Bachelor of Vocation (Beauty & Wellness)
COMMUNICATION SKILLS IN ENGLISH
Course Code: BVBL-1102
Session: 2020-21

Max. Marks: 50
Theory: 40
Continuous Assessment: 10

Instructions for the paper setter and distribution of marks:

The question paper will consist of four sections. The candidate will have to attempt five questions in all selecting one from each section and the fifth question from any of the four sections. Each question will carry 8 marks.

Section-A: Two questions of theoretical nature will be set from Unit I.

Section-B: Two comprehension passages will be given to the students based on Unit II.

Section-C: Two questions will be given from Unit III.

Section-D: Two questions will be set from Unit IV.

The syllabus is divided in four units as mentioned below:

Unit I

Reading Skills: Reading Tactics and strategies; Reading purposes—kinds of purposes and associated comprehension; Reading for direct meanings.

Unit II

Reading for understanding concepts, details, coherence, logical progression and meanings of phrases/expressions.

Activities:

- Comprehension questions in multiple choice format
- Short comprehension questions based on content and development of ideas

Unit III

Writing Skills: Guidelines for effective writing; writing styles for application, personal letter, official/business letter.

Activities

- Formatting personal and business letters.
- Organising the details in a sequential order

Unit IV

Resume, memo, notices etc.; outline and revision.

Activities:

- Converting a biographical note into a sequenced resume or vice-versa
- Ordering and sub-dividing the contents while making notes.
- Writing notices for circulation/ boards

Recommended Books:

1. *Oxford Guide to Effective Writing and Speaking* by John Seely.
2. *Business Communication*, by Sinha, K.K. Galgotia Publishers, 2003.
3. *Business Communication* by Sethi, A and Adhikari, B., McGraw Hill Education 2009.
4. *Communication Skills* by Raman, M. and S. Sharma, OUP, New Delhi, India (2011).
5. *English Grammar in Use: A Self Study Reference and Practice Book Intermediate Learners Book* by Raymond Murphy, Cambridge University Press.

Bachelor of Vocation (Beauty & Wellness) Semester-I
Sterilization, Hygiene and
Sanitation
Course Code: BVBL-1143
Session: 2020-21
(THEORY)

Time: 3hrs

Max Marks: 50
Theory Marks: 40
CA:10

Instructions for the Paper Setters:

Eight questions of equal marks (8 each) 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

- What is Personal Hygiene
- What is Public Hygiene
- Hygiene and Good Grooming

UNIT-II

- Methods of Sterilization
- Sanitation and its Types
- Physical Agents

UNIT-III

- Chemical Agents
- Chemical Disinfectant
- Antiseptics

UNIT-IV

- Suggestions for Sanitation
- General Salon Hygiene Rules

Books Recommended:

- Complete beauty book by Helen Foster.
- Harper and Glenn Lewis.
- Standard text book of Cosmetology Milady's

Bachelor of Vocation (Beauty & Wellness) Semester-I
Anatomy of Skin
Course Code: BVBM-1144
Session – 2020-21
(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 (8 each) 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

- Aims and Objectives
- Importance

UNIT-II

- **SKIN:**
- Anatomy of Skin
- Function of Skin
- Types of Skin

UNIT-III

MASSAGE:

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

UNIT-IV

PROBLEMS OF SKIN: Disorders of skin- acne, rosacea, psoriasis, pigmentation, seborrhoea, eczema, blemishes, bulla, sun tan, anti –ageing, dark circle, crowsfeet, vitiligo.

Book Recommended:

- Complete beauty book by Helen Foster
- The Complete Book of Massage by Mary Atkinson with Exme Floyd
- The Big Beauty Book Glamour for the Fuller figure women by Ann Harper and Glenn Lewis

Bachelor of Vocation (Beauty & Wellness) Semester-I
Anatomy of Skin
Course Code: BVBM-1144
Session – 2020-21 (PRACTICAL)

Time : 3hrs.

Practical Marks: 40

Instructions for Practical Examiners:

Question paper is to be set on the spot jointly by the Internal and External Examiners

SKIN TREATMENT WITH GALVANIC and HIGH FREQUENCY

- (i) Skin analysis
- (ii) Brushing unit
- (iii) Viva
- (iv) Presentation
- (v) File work

Book Recommended:

- Complete beauty book by Helen Foster
- The Complete Book of Massage by Mary Atkinson with Exme Floyd
- The Big Beauty Book Glamour for the Fuller figure women by Ann Harper and Glenn Lewis

Bachelor of Vocation (Beauty & Wellness) Semester-I

SCALP AND HAIR

Course Code: BVBM-1145

Session: 2020-21

(THEORY)

Time:3hr.

Max Marks: 100

Theory:40

Practical:40

CA: 20

Instructions for the Paper Setters

Eight questions of equal marks(8 each) 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

DISORDER OF THE HAIR AND SCALP

Non- Infections

Infectious

UNIT II

UNIT-I

GROWTH AND REPLACEMENT

Hair Cycle

Hair Analysis

Hair Pigments

PLAY WITH CHEMICALS

- Rebonding and Smoothening
- Perming
- Hair Spa

UNIT-III

KNOWLEDGE OF PHYSICAL AND CHEMICAL CLASSIFICATION:

- Shampoo
- Hair conditioners and Rinses
- Setting Gels and Lotions
- Hair Tonics
- Hair Oil
- Principle of color and color correction.
- Types of color
- Client consultation
- Applied techniques, mixing techniques
- Client consultation

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.

Book Recommended :

- Professional Hair Dressing by Martin Green Leo Palladino
- Complete beauty book by Helen Foster
- The Complete Book of Massage by Mary Atkinson with Exme Floyd

Bachelor of Vocation (Beauty & Wellness) Semester-I

SCALP AND HAIR

Course Code: BVBM-1145

Session: 2020-21

(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

HAIR STYLING

- Wet hair styling
- Thermal styling- straightening ,curling, crimping, waving, roller setting
- Hair extensions- wigs, extensions
- Treatments of scalp with the help of natural ingredients and different types of Products.
- Different Electrical Equipments used in scalp treatment
- Presentation
- File work
- Viva

Book Recommended :

- Professional Hair Dressing by Martin Green Leo Palladino
- Complete beauty book by Helen Foster
- The Complete Book of Massage by Mary Atkinson with Exme Floyd

Bachelor of Vocation (Beauty & Wellness) Semester-I
Skin Care
Course Code: BVBP-1146
Session:2020-21
(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

SKIN CARE:

- Deep Cleansing
- Facial Manipulation
- Bleaches
- Manicure
- Pedicure
- Waxing
- Threading

- Knowledge of skin analysis

CARE OF FEET AND HANDS

- Manicure

- Pedicure

Skin Treatments: Different types of skin treatments with the help of natural ingredients like packs, masks and creams for different skin

Viva
File work

Books Recommended:

- Complete beauty book by Helen Foster
- K.I.S.S (Keep it Simple Series) by Laura Bailey
- The Big Beauty Book Glamour for the Fuller figure women by Ann Harper and Glenn Lewis
- The Ultimate Guide to being naturally gorgeous by Sarah Stacey and Gosephine Fairley.

Bachelor of Vocation (Beauty & Wellness) Semester-I
Fashion and Basic Makeup
Course Code: BVBP-1147
Session:2020-21
(PRACTICAL)

Time: 3hrs.

Practical Marks: 40

Instructions for Practical Examiners:

Question paper is to be set on the spot jointly by the Internal and External Examiners

FACIAL MAKEUP

Preparation for makeup application-(Equipment, Tools)

- Base according to day/night
- Fashion Cosmetics
- Fashion Brands in Cosmetics
- Makeup and accessories according to occasion
- Basic makeup
- Casual make up
- Party makeup
- Day makeup
- Self makeup
- Product knowledge

Viva

File work

BOOKS RECOMMENDED:

- Kevyn Aucoin ,Harper Collins ,1995,The Art of Make Up
- Mary Quant, DK Publishing,1996, Classic Make Up and Beauty
- Kevyn Aucoin, Little Brown and Company,2000, Face Forward
- Arlene Mathew ,The Complete Beauty Book,2004, Varun Publication, Bangalore

Bachelor of Vocation (Beauty & Wellness) Semester-I
Internship and Project Report
Course Code: BVBI-1148
Session:2020-21

Time: 3hrs.

Max. Marks: 75

The students will submit their training reports (in duplicate) within a period of one month in the department

This period shall be counted from the last date of completion of the training. The supervisor in the organization under whose guidance the training is carried out will be required to grade the student's report.

Each students will be attached with one internal faculty guide, with whom they shall be continues touch during the training period. The internal faculty guide will be required to evaluate (out of 10 marks) on the basis of assessment report provided by the organization where the training has been completed and his/her on assessment about the work done by the student. The evaluation of the remaining 65 marks shall be made by external examiner appointed by the university who shall evaluate the report on the basis of presentation and the assessment report received from the organization where student has undergone .

B.Voc (Beauty & Wellness) Semester - I

DRUG ABUSE

Course Code: AECD-1161

(Session:2020-21)

(Theory)

Time: 3hrs

Credit: 2-0-0

Max .Marks: 50

Theory:40

CA: 10

Instructions for the paper setters

Eight questions of equal (8 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

Meaning of Drug Abuse: Meaning, Nature and Extent of Drug Abuse in India and Punjab.

UNIT-II

Consequences of Drug Abuse for:

Individual : Education, Employment,

Income. Family : Violence.

Society : Crime

Nation : Law and Order problem.

UNIT-III

3) Management of Drug Abuse

Medical management : medication for treatment and to withdrawal effects.

UNIT-IV

Psychiatric Management: Counseling, Behavioral and Cognitive therapy. Social Management: Family, Group therapy and Environmental Intervention.

References:

1.Ahuja, Ram (2003), *Social Problems in India*, Rawat Publication, Jaipur.

Extent, Pattern and Trend of Drug Use in India, Ministry of Social Justice and Empowerment, Government of India, 2004.

Inciardi, J.A. 1981. *The Drug Crime Connection*. Beverly Hills: Sage Publications. Kapoor. T. (1985) *Drug epidemic among Indian Youth*, New Delhi: Mittal Pub.

Modi, Ishwar and Modi, Shalini (1997) *Drugs: Addiction and Prevention*, Jaipur

Bachelor of Vocation (Beauty & Wellness) Semester-III

Histology of Hair

Course Code : BVBL-3141

Session: 2020-21

(THEORY)

Time: 3 hrs.

Max. Marks: 100

Theory Marks: 80

C.A:20

Instructions for the Paper Setters:

Eight questions of equal marks (16 each) 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

ANATOMY OF HAIR

- Structure of hair
- Composition of hair

UNIT-II

- Types of hair
- Hair shapes
- Hair distribution
- Hair Facts

UNIT-III

DISORDERS OF HAIR

- Non-infectious
- Infectious

UNIT-IV

- Hair Function
- Hair Growth and Replacement
- Contra- indication during Scalp Treatment

Book Recommended :

- Professional Hair Dressing by Martin Green Leo Palladino
- Complete beauty book by Helen Foster
- The Complete Book of Massage by Mary Atkinson with Exme Floyd

Bachelor of Vocation (Beauty & Wellness) Semester II
Gen. Punjabi
Course Code: BVBL-2421
Session: 2020-21

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Max Marks:50
Theory:40

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Bachelor of Vocation (Beauty & Wellness) Semester II
Session: 2020-21
Course Title: Punjab History and Culture (C. 320 to 1000 B.C.)
(Special paper in lieu of Punjabi Compulsory)
(For those students who are not domicile of Punjab)
Course Code: BVBL-2431

Examination Time: 3 Hours
Credits L-T-P: 2-0-0
Contact Hours: 2Hrs/Week

Max. Marks: 50
Theory: 40
CA: 10

Instructions for the Paper Setter:

- 1. Question paper shall consist of four Units**
- 2. Examiner shall set 8 questions in all by selecting Two Questions of equal marks from each Unit.**
- 3. Candidates shall attempt 5 questions in 600 words, by at least selecting One Question from**
- 4. each Unit and the 5th question may be attempted from any of the four Units.**
- 5. Each question will carry 8 marks**

Unit-I

- 1. Alexander's Invasion's and Impact**
- 2. Administration of Chandragupta Maurya and Ashoka.**

Unit-II

- 3. The Kushans: Gandhar School of Art .**
- 4. Gupta Empire: Golden period (Science, Art and Architecture)**

Unit-III

- 5. The Punjab under the Harshvardhana**
- 6. Socio-cultural History of Punjab from 7th to 1000 A.D.**

Unit-IV Section A

- 7. Alexander's Invasion's**
- 8. Administration of Chandragupta Maurya and Ashoka.**

Suggested Readings

- 1. L. M Joshi (ed), *History and Culture of the Punjab*, Art-I, Punjabi University, Patiala, 1989 (3rd edition)**
- 2. L.M. Joshi and Fauja Singh (ed.), *History of Punjab*, Vol.I, Punjabi University, Patiala, 1977.**
- 3. Budha Parkash, *Glimpses of Ancient Punjab*, Patiala, 1983.**
- 4. B.N. Sharma: *Life in Northern India*, Delhi. 1966.**

Bachelor of Vocation (Beauty & Wellness) (SEMESTER-II)
Health and Safety in the Workplace
Course Code: BVBL: 2143
Session: 2020-21
(THEORY)

COURSE OUTCOMES:

- CO 1 :** Students know to collect, manage, and interpret information and data to identify trends and issues in the workplace.
- CO 2 :** Students will be able to recognize and evaluate occupational safety and health hazards in the workplace
- CO 3 :** Students will learn to determine appropriate hazard controls following the hierarchy of controls.
- CO 4 :** Students will be able to analyze the effects of injuries and illnesses and the methods to prevent incidents using the effective safety and health management systems and task oriented training.
- CO 5 :** Students know to set and achieve work priorities and goals individually and as a team member
- CO 6 :** Students know to use a range of effective communication skills.

Bachelor of vocation (Beauty & Wellness) Semester-II

Health and Safety in the Workplace

Course Code: BVBL: 2143

Session: 2020-21

(THEORY)

Time:3hrs.

Max Mark: 50

Theory Marks:40

CA:10

Instructions for Paper Setters:

Eight questions of equal (8each) 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

PERSONAL HYGIENE:

- What is Personal Hygiene
- Hygiene and Good Grooming
- Personal Hygiene and Healthy Habits

UNIT-II

SALON MANAGEMENT:

- Salon – Planning, Location
- Salon Ownership
- Space allotment, installation and fittings.
- Record keeping: Income and Expenditure
- Maintenance

UNIT-III

- Common equipment required for salon operation
- Safety Precautions

UNIT-IV

- Sterilization
- Sanitation and its types
- Methods of Sterilization
- Client Treatment

Books Recommended :

- Beauty Basics by Lorraine Nordmann Level-I
- Milady's, Text Book of Cosmetology, 2000, Milady Publication, America.
- Clean : A History of Personal Hygiene and Purity By Virginia Smith (Author)
- Salon Management by Martin Green

Bachelor of Vocation (Beauty & Wellness)
(SEMESTER-II)
Session:2020-21
Beauty and Personality Development
Course Code: BVBM-2144
(THEORY)

COURSE OUTCOMES:

CO 1 : Students will learn to know the importance of cosmetology and its objectives.

CO 2 : To enhance students talking, walking, standing ,sitting skills.

CO 3 : Grooming yourself with perfect selection of dresses and accessories according to occasion.

CO 4 : Improving students speaking skills.

CO 5 : To grab knowledge for person hygiene and learn healthy habits.

Bachelor of Vocation (Beauty & Wellness) Semester-II

Beauty and Personality Development

Course Code: BVBM-2144

Session:2020-21

(THEORY)

Time:3hrs.

Max Marks:100

Theory Marks: 40

Practical:40

CA:20

Instructions for the Paper Setters:

Eight questions of equal marks (8each) 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:

Color and outfit culture:

- Colors:- 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

UNIT-III

- **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-IV

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 handbags.

Book Recommended :

- Complete beauty book by Helen Foster
- The Big Beauty Book Glamour for the Fuller figure women by Ann Harper and Glenn Lewis
- Standard Text Book Of Cosmetology by Milady.

Bachelor of Vocation (Beauty & Wellness)
Semester-II
Session:2020-21
Beauty and Personality Development
Course Code: BVBM-2144
(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

- SELF GROOMING
- DIFFERENT TYPE OF SARIDRAPING
- VIVA
- FILEWORK

Book Recommended :

- Complete beauty book by HelenFoster
- The Big Beauty Book Glamour for the Fuller figure women by Ann Harper and Glenn Lewis
- Standard Text Book Of Cosmetology byMilady.

Bachelor of Vocation (Beauty & Wellness) SEMESTER- II
Fashion Makeover
Course Code: BVBP-2145
Session: 2020-21
(PRACTICAL)

COURSE OUTCOMES :

CO 1 :Students will learn the importance of cosmetology and its objectives

CO 2:Students will learn make-up themes and also about its applications.

CO 3:Students will be able to give proper advice of suitable make-up according to others face.

CO 4: The students were provide the knowledge to identify terminology related to skin, products and treatments with the demonstration of proper application of cosmetics related to skin care.

CO 5: Be able to give proper advice of suitable make-up according to ones face.

Bachelor of Vocation (Beauty & Wellness)
SEMESTER- II
Fashion Makeover
Course Code: BVBP-2145
Session:2020-21
(Practical)

Time:3hrs.

Max Marks-100
Practical-80
CA: 20

Instructions for Practical Examiners:

Question paper is to be set on the spot jointly by the Internal and External Examiners

UNIT-I

- Make-ups and related health factors
- History of Make-ups and related fashion trends.
- Entrepreneur and Business Awareness.

UNIT-II

- Cosmetic Science – II (Advance Product Knowledge)
- Theme based Advanced make-up knowledge and guidelines
 - Contouring and its technique according to different face types.

UNIT-III

(a) Make-ups Theme and its Application

- Dramatic look
- Dolls and related make-up look
- Character Make-ups
- Theatrical Make-ups
- Photographic Make-ups (black/white photographic makeups)
 - Men Make-up
- Face and Body Tattooing/Make-ups.

UNIT-IV

Hair styling- high fashion and period styling. (Including all the style followed in the past and today's highly appreciated fashionable hair style.

Introduction to photography: Learning the photo shoot techniques, background to enhance make ups and costumes and method to provide sharp and fine look to make-up

Books Recommended :

- Robert Jones, Make up Makeover :Expert Secrets For Stunning Transformation “Gloucester: Fair Winds Press, 2005 Isted.
- Handa Parvesh, Complete Book on Beauty Body Makeup, 2006, Goodwill Publication, New Delhi
- Makeup Is Art (Hardcover) by Academy of Freelance Makeup
- Kevyn Aucoin, Little Brown and Company, 1999. Making Faces
- Mary Quant, DK Publishing, 1996, Classic Makeup and Beauty.
- I AM ZAIN PHOTOGRAPHY October 2017 HEATHER S. EXCLUSIVE CONTENT The Purge Dark Soul MR. SINISTER publish by NEONDEMON P.6

Bachelor of Vocation (Beauty & Wellness)
(SEMESTER-II)
Photographic Makeup
Course Code: BVBP-2146
Session:2020-21
(Practical)

COURSE OUTCOMES:

CO 1: The students were trained with the knowledge of terminology related to skin and fashion trends.

CO 2: The Purpose of this course is to provide students with the knowledge of good photo shoot.

CO 3: Understand the proper knowledge of products, tools, equipment and techniques used in makeup.

CO 4: Students will learn make-up themes and also its applications.

CO 5: Students will be able to give advice of suitable make-up according to one's face.

CO6: Students will come to know about portfolio shoot.

Bachelor of Vocation (Beauty & Wellness)
Semester II
Photographic Makeup
Course Code: BVBP-2146
Session:2020-21
(Practical)

Time:3hrs.

Max Marks: 100
Practical Marks:80
CA:20

Instructions for Practical Examiners:

Question paper is to be set on the spot jointly by the Internal and External Examiners

UNIT-I

- Creative make up techniques
- Digital photographic makeup application
- Fashion Styling for photo shoots Hairstyling for Fashion
- Communicate and behave in a professional manner
- Select and use products, tools and equipment for photographic make-up application

UNIT-II

Designed all looks Portfolio reference

- Bridal
- Period
- Fantasy

UNIT-III

Used all application techniques Portfolio reference

- Base application
- Highlighting and shading Concealing Blending
- Application of eye products
- Application of lip products

UNIT-IV

Used a minimum of 2 additional media Portfolio reference

- Clothes
- Hair

Book Recommended :

- Mary Quant,DK Publishing,1996,Classic Makeup and Beauty.
- I AM ZAIN PHOTOGRAPHY October 2017 HEATHER S. EXCLUSIVE
- CONTENT The Purge Dark Soul MR. SINISTER publish by NEON DEMON P.61
- Handa Parvesh,Complete Book on Beauty Body Makeup,2006,Goodwill Publication,New Delhi
- Makeup Is Art (Hardcover) by Academy of Freelance Makeup. Habib Jawed,Professional Hair Styling,2007,UBSPD,New Delhi

B.Voc (Beauty & Wellness) SEMESTER-II
INTERNSHIP AND PROJECT REPORT

Course Code: BVBI-2147

Session: 2020-21

Time: 3hrs

Max. Marks: 75

The students will submit their training reports (in duplicate) within a period of one month in the department. This period shall be counted from the last date of completion of the training. The supervisor in the organization under whose guidance the training is carried out will be required to grade the student's report.

Each student will be attached with one internal faculty guide, with whom they shall be in continuous touch during the training period. The internal faculty guide will be required to evaluate (out of 10 marks) on the basis of assessment report provided by the organization where the training has been completed and his/her own assessment about the work done by the student.

The evaluation of the remaining 65 marks shall be made by external examiner appointed by the university who shall evaluate the report on the basis of presentation and the assessment report received from the organization where student has undergone.

B.Voc (Beauty & Wellness) SEMESTER-II
DRUG ABUSE
Course Code: AECD-2161
Session: 2020-21
(Theory)

Time:3 Hrs

Max. Marks:50

Theory:40
CA:10

Instructions for the Paper Setter

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 anySection.

UNIT-I

Prevention of Drug abuse: Role of family: Parent child relationship, Family support, Supervision, Shaping values, Active Scrutiny.

UNIT-II

School: Counselling, Teacher as role-model. Parent-teacher-Health Professional Coordination, Random testing on students.

UNIT-III

Controlling Drug Abuse: Media: Restraint on advertisements of drugs, advertisements on bad effects of drugs, Publicity and media, Campaigns against drug abuse, Educational and awareness program

UNIT-IV

Legislation: NDPs act, Statutory warnings, Policing of Borders, Checking Supply/Smuggling of Drugs, Strict enforcement of laws, Time bound trials.

References:

1. Ahuja, Ram (2003), *Social Problems in India*, Rawat Publication, Jaipur.
2. Extent, Pattern and Trend of Drug Use in India, Ministry of Social Justice and Empowerment, Government of India, 2004.
3. Inciardi, J.A. 1981. *The Drug Crime Connection*. Beverly Hills: Sage Publications.
4. Kapoor. T. (1985) *Drug epidemic among Indian Youth*, New Delhi: Mittal Pub.
5. Modi, Ishwar and Modi, Shalini (1997) *Drugs: Addiction and Prevention*, Jaipur: Rawat Publication.
6. National Household Survey of Alcohol and Drug abuse. (2003) New Delhi, Clinical

Bachelor of Vocation (Beauty & Wellness) SEMESTER-II

Course Title: Moral Education Programme

Course Code: SECM-2502

Session :2020-21

Course Intended for: Sem II students of all streams

Course Duration: 30 hrs

Course Objectives:

- ☐ To sensitize students about the role and importance of human values and ethics in personal, social and professional life.
- ☐ To enable students to understand and appreciate ethical concerns relevant to modern lives.
- ☐ To prepare a foundation for appearing in various competitive examinations.
- ☐ To sensitize the students about the current issues and events of national and international importance.
- ☐ To highlight plausible implications of ethical human conduct, trustful and mutually fulfilling human behaviour and mutually enriching interaction with nature.

Course Contents:

- ☐ Introduction to Moral Education
- ☐ Need, content and purpose
- ☐ Vedic values
- ☐ Character building

The Self and You

- ☐ Understanding the Self –Self awareness, fighting the five evils (lust, anger, attachment, ego and greed), Selfgrowth.
- ☐ Personalethics
- ☐ Aspiration v/s ambition, self- seeking v/sselflessness
- ☐ Physical and mentalhealth

The Family and You

- ☐ Importance of family- the basic unit of humaninteraction.
- ☐ Generationgap
- ☐ Relationship with siblings and elders

The Society and You

- ☐ Socialresponsibility
- ☐ Our rights andduties

SESSION 2020-2021

- ☐ Civic sense

- ☐ Opposite sexrelations
- ☐ Globalization and IT boom – cellphonemenace
- ☐ Peerpressure
- ☐ Genderissues

The Nation and You

- ☐ International peace andbrotherhood
- ☐ Saving theenvironment
- ☐ Communal harmony, Tolerance, Understanding ofCultures
- ☐ Respect forMartyrs
- ☐ NationalPri

Bachelor of Vocation (Beauty & Wellness) Semester-III
Knowledge of Hair Bond Course
Code - BVBL-3142
Session: 2020-2021
(THEORY)

Time: 3 hrs.

Max. Marks: 100

Theory Marks :80

C.A:20

Instructions for the Paper Setters:

Eight questions of equal marks (16 each) 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

- Knowledge of hair bonds.
- Chemical reaction in layers of hair
- Types of shampoo and additives used in shampoo

UNIT-II

- Rebonding
- Perming
- Smoothening

UNIT-III

- PH of hair and hair products
- Deep Conditioning
- Hair spa

UNIT-IV

- Hair Color Application
- Heena Application

Book Recommended :

- Complete beauty book by Helen Foster
- The Complete Book of Massage by Mary Atkinson with Exme Floyd
- Professional Hair Dressing by Martin Green Leo Palladino

Bachelor of Vocation (Beauty & Wellness) Semester-III

Salon Management
Course Code – BVBL-3143
Session: 2020-21
(THEORY)

Time: 3 hrs.

Total Marks: 50
Theory Marks :40
C.A:10

Instructions for the Paper Setters:

Eight questions of equal marks(8 each) 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

SALON MANAGEMENT:

- Salon – Planning, Location
- Salon Ownership
- Space allotment, installation and fittings.

UNIT- II

- Types of services and their cost.
- Types of employees and employment.
- Record keeping: Income and Expenditure
- Retailing and Salesmanship

UNIT- III

- Advertising and Appointments
- Maintenance
- Common equipment required for salon operation

UNIT- IV

FIRST AID

- Cut or Abrasions
- Burns
- Other salon Injuries
- Precautions and safety measures during the procedure

BOOKS RECOMMENDED:

- Complete beauty book by Helen Foster
- Standard Text Book Of Cosmetology by Milady.
- Milady's, Text Book of Cosmetology, 2000, Milady Publication, America.
- Clean :A History of Personal Hygiene and Purity By Virginia Smith(Author)

Bachelor of Vocation (Beauty & Wellness) Semester-III
TECHNIQUES OF HAIR TEXTURING
Course Code - BVBP-3144
Session: 2020-21
(PRACTICAL)

Time: 3 hrs.

Total Marks: 75 Practical
Marks : 60
C.A:15

Instructions for the Paper Setters:

Question paper is to be set on the spot jointly by Internal and External Examiner.

SCIZZORING:

- Implements of hair cutting
- Sectioning of hair cutting
- Hair thinning
- Hair cutting tools
- Client consultation
- Types of cutting tools
- Hair Cutting Angle System
- Club Cutting
- Notching
- Point
- Cutting
- Feathering

Books Recommended:

- Complete beauty book by Helen Foster.
- Professional Hair Dressing by Martin Green Leo Palladino.
- Laser Hair Removal By David J.Goldberg.

Bachelor of Vocation (Beauty & Wellness) Semester-III
Hair Coloring
Course Code – BVBP-3145
Session: 2020-21
(PRACTICAL)

Time: 3 hrs.

Total Marks:75
Practical Marks :60
C.A:15

Instruction For Practical Examiner :

Question paper is to be set on the spot jointly by Internal and External Examiner.

FASHION COLORS

- Highlights
- Global Coloring
- Heena Applications
- Fashion Shades
- Frosting
- Cap Technique
- Mixing technique
- Streaking
- Identifying Natural Level and Tone

Books Recommended:

- Complete beauty book by Helen Foster
- Professional Hair Dressing by Martin Green Leo Palladino
- Haircoloring in plain English ISBN-10: 1562533576
- The Haircoloring Manual a practical guide to successful hair coloring by Martha Gfemandez

Bachelor of Vocation (Beauty & Wellness)
Assemblage Management
Course Code – BVBP-3146
Session: 2020-21
(PRACTICAL)

Time: 3 hrs.

Total Marks-75
Practical marks-60
C.A-15

Instruction for Practical Examiner:

Question paper is to be set on the spot jointly by Internal and External Examiner.

Model of Salon Management Viva
Lab Training File
Presentation

BOOKS RECOMMENDED

- Koontz Harold and Weihrich Heinz (2006) Essesntials of Management 7th edition Tata Mc Graw Hill Book Company
- Sethi Mohini (2005) Institution Food Management New Age International Publishers
- Tripathi P C (2000) Personnel management 15th ed Sultan Chand ,New Delhi
- A very AC (1991) Modern Guide to Food Service Equipment ,Waveland Press
- Sethi Mohini (2005) Personnel management 15th ed sultan Chand ,New D

Bachelor of Vocation (Beauty & Wellness) Semester-III

Internship and Project Report

Course Code: BVBI-3147

Session: 2020-21

Time: 3hrs

Max.Marks:75

The students will submit their training reports (in duplicate) within a period of one month in the department . This period shall be counted from the last date of completion of the training. The supervisor in the organization under whose guidance the training is carried out will be required to grade the student's report.

Each students will be attached with one internal faculty guide, with whom they shall be continues touch during the training period. The internal faculty guide will be required to evaluate (out of 10 marks) on the basis of assessment report provided by the organization where the training has been completed and his/her on assessment about the work done by the student.

The evaluation of the remaining 65 marks shall be made by external examiner appointed by the university who shall evaluate the report on the basis of presentation and the assessment report received from the organization where student has undergone .

Bachelor of Vocation (Beauty& Wellness) SEMESTER-IV
Care of Scalp and Hair
Course Code – BVBL-4141
Session: 2020-2021
(Theory)

COURSE OUTCOME:

CO 1: Students will learn **the** layers of hair its composition and its types

CO 2: To have knowledge about the structure connected with hair follicle

CO 3: Students will learn the growth and replacement of hair with its hair cycle and hair pigments

CO 4: To know the hair analysis for curing the problems related to scalp and hair

CO 5: Students also learn different disorders of hair and scalp both infectious and non- infectious

CO 6: Train the students with different techniques of scalp with different electrical equipments

Bachelor of Vocation (Beauty & Wellness) SEMESTER-IV

Care of Scalp and Hair

Course Code – BVBL-4141

Session: 2020-2021

(Theory)

Time: 3hrs.

Total Marks: 75

Theory marks: 60

C.A: 15

Instructions for the Paper Setters:

Eight questions of equal Marks (12 each) 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

Disorders of Hair & Scalp

- Infectious Disease
- Non- Infectious Disease

UNIT – II

- What is shampoo and how does a shampoo act?
- Types of shampoo
- Myths About Shampoos

UNIT – III

Scalp Treatment

- Massage
- Application Of Heat
- Vibratory Massage

UNIT – IV

- Hair Analysis
- Oil Treatment
- Knowledge of Natural Ingredients

Books Recommended:

- Complete beauty book by Helen Foster.
- Standard text book of Cosmetology Milady's.
- Professional Hair Dressing by Martin Green Leo Palladino.
- Harper and Glenn Lewis.

Bachelor of Vocation (Beauty & Wellness) Semester-IV
Hair Coloring and Bleaching
Course Code – BVBL-4142
Session: 2020-21
(Theory)

COURSE OUTCOMES:

CO1:Students will learn about types and classification of colors

CO 2: To learn about the right products, implements used in hair coloring.

CO 3: To understand proper knowledge of colors mixing.

CO 4: students will understand about advance techniques of hair coloring.

CO5: students will come to know how to consult a client regarding a particular service.

CO6: students will learn the new trends used in hair colouring.

Bachelor of Vocation (Beauty & Wellness) Semester-IV
Hair Coloring and Bleaching
Course Code – BVBL-4142
Session: 2020-21
(Theory)

Time: 3 hrs

Total Marks: 75
Theory marks: 60
C.A: 15

Theory: 60

Instructions for the Paper Setters:

Eight questions of equal Marks (12 each) 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

HAIR COLOURING

- Classification of Colour
- Types of colour
- Colour depth and tone.

UNIT-II

One step Tinting

- Virgin hair tinting
- Darker shade
- Tint retouch
- High lighting shampoo tints

UNIT-III

Blonde and Blonde Effects

- Applied techniques, mixing techniques
- Single Processing for Virgin Hair
- importance of patch test

UNIT-IV

- Salon menu of services
- Release statement
- Client consultation

Books Recommended:

- Complete beauty book by Helen Foster.
- Harper and Glenn Lewis.
- Hair Yoga: Caring for your Hair the Right Way by Jawed Habib

Bachelor of Vocation (Beauty & Wellness) Semester-IV
Superfluous Hair
Course Code – BVBM-4143
Session: 2020-2021
(Theory)

Course Outcomes:

CO 1: Understand the factors that influence hair removal services

CO 2: Understand the tools, products, equipment and techniques for hair removal services

CO 3: Students will learn about personal and public Hygiene.

CO 4: Students will learn about Hygiene and Good Grooming.

CO5: Students will understand the concept and use of antiseptic and disinfectant.

Bachelor of Vocation (Beauty & Wellness) Semester-IV
Superfluous Hair
Course Code – BVBM-4143
Session: 2020-21
(Theory)

Time:3hrs.

Total Marks:100
Theory Marks: 40
Practical marks:40
C.A:20

Instructions for the Paper Setters:

Eight questions of equal marks(8 each) 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

- Study of Superfluous Hair
- Methods of Permanent Hair Removal

Unit-II

- Methods of epilation
- Methods of depilation

Unit-III

- Personal Hygiene
- Public Hygiene
- Hygiene and Good Grooming

Unit-IV

- Depuration
- Anti-Septic

Books Recommended:

- Complete beauty book by Helen Foster.
- Standard text book of Cosmetology Milady's.
- Professional Hair Dressing by Martin Green Leo Palladino.
- Laser Hair Removal By David J. Goldberg.

Bachelor of Vocation (Beauty & Wellness) Semester-IV

Superfluous Hair

Course Code – BVBM-4143

Session: 2020-21

(Practical)

Time: 3 hrs.

Practical marks: 40

Instructions for the Paper Setters:

Question paper is to be set on the spot jointly by Internal and External Examiner.

Different technique of removing Method:

- ☐ Depilatory Creams
- ☐ Electrolysis
- ☐ Threading
- ☐ Tweezing.
- ☐ Waxing
- ☐ Shaving
- ☐ File Work

Books Recommended:

- ☐ Complete beauty book by HelenFoster.
- ☐ Professional Hair Dressing by Martin Green LeoPalladino.
- ☐ Laser Hair Removal By David J.Goldberg.

Bachelor of Vocation (Beauty & Wellness) SEMESTER-IV
Hair Styling
Course Code – BVBP -4144
(PRACTICAL)

COURSE OUTCOMES

CO 1: Students will learn about the right products, implements and tools used in hair Styling.

CO 2: Students will understand about proper knowledge of hair styling.

CO 3: Students understand the advance Techniques of hair styling.

CO 4: Students will Learn Hair Styling With Thermal Equipments.

CO 5: Students will Learn Hair Do's on wet Hair.

CO 6: Students will Come to know different Techniques of Hair curling.

Bachelor of Vocation (Beauty & Wellness) Semester IV
Hair Styling
Course Code – BVBP -4144
Session -2020-21
(Practical

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Total Marks: 75
Practical marks: 60
C.A: 15

Instructions for the Paper Setters:

Question paper is to be set on the spot jointly by Internal and External Examiner.

☒ **Factor to Be Consider While Styling**

- ☐ **Technique of hair Styling** (a) Styling For Dry

Hair (b) Styling For Wet Hair

☒ **Different Types of Curls**

- ☐ **Wigs Setting**
☐ **Different Types of Braiding**
☐ **Occasional Hair Buns**
☐ **Viva**
☐ **Lab Training**

Books Recommended:

- ☐ Professional Hair Dressing by Martin Green Leo Palladino.
☐ The Art Of Hair Coloring Book By David Adams and Jackie Wadson.

Bachelor of Vocation (Beauty & Wellness) Semester-IV
Chemical Hair Relaxing
Course Code – BVBP-4145
Session : 2020-21
(Practical)

COURSE OUTCOMES:

CO 1: Students will learn the scalp and hair treatments.

CO 2: Students get knowledge of material and procedure used for chemical treated hair.

CO 3: Students will learn the technique of Permanent hair straightening by Break the Natural Bond.

CO 4: Students will understand the technique of relaxing on New Growth (retouch)

CO 5: To Learn the Technique of perming with the Help of Chemicals

Bachelor of Vocation (Beauty & Wellness) Semester-IV

Chemical Hair Relaxing

Course Code – BVBP-4145

Session: 2020-21

(Practical)

Time: 3 hrs.

Total Marks:50

Practical marks:40

C.A:10

Instructions for the Paper Setters:

Question paper is to be set on the spot jointly by Internal and External Examiner.

☒ Chemical HairRelaxing:

- (a)For Dry Hair (b)For Oily Hair
- (c)For chemical treated hair

☒ Gave relaxing treatment on newgrowth(retouch)

- ☐ Chemical hairRelaxing:
- (a)material used (b)Procedure

Books Recommended:

- ☐ Complete beauty book by HelenFoster.
- ☐ Professional Hair Dressing by Martin Green LeoPalladino.
- ☐ Laser Hair Removal By David J.Goldberg.

Bachelor of Vocation (Beauty & Wellness) Semester- IV
Advance Hair Treatment Course Code –
BVBP-4146
Session- 2020-21
(Practical)

COURSE OUTCOMES

CO 1: Students will learn the right products, implements used in hair treatments

CO 2: Students will get to know the different Disorders of Hair.

CO 3: Understand about advance techniques of Hair treatments.

CO4: Students will get to know power Hair treatments.

CO5: Students were trained know power Hair treatments.

Bachelor of Vocation (Beauty & Wellness) Semester-IV
Advance Hair Treatment
Course Code – BVBP-4146
(Practical)

Time: 3 hrs.

Total Marks:50
Practical marks:40
C.A:10

Instructions for the Paper Setters:

Question paper is to be set on the spot jointly by Internal and External Examiner

- ☐ HighFrequency
- ☐ High-tech RegrowthTherapy
- ☐ Surgical HairReplacment
- ☐ Power RepairTreatment
- ☐ Mythic OilSpa
- ☐ KeratinTreatment
- ☐ Smart blondTreatment

Books Recommended:

- ☐ Complete beauty book by HelenFoster.
- ☐ Standard text book of CosmetologyMilady's.
- ☐ Laser Hair Removal By David J.Goldberg.

Bachelor of Vocation (Beauty & Wellness) (Semester-IV)
Internship and Project Report
Course Code: BVBI-4147
Session: 2020-21

Time: 3hrs

Max. Marks: 75

The students will submit their training reports (in duplicate) within a period of one month in the department. This period shall be counted from the last date of completion of the training. The supervisor in the organization under whose guidance the training is carried out will be required to grade the student's report.

Each student will be attached with one internal faculty guide, with whom they shall be in continuous touch during the training period. The internal faculty guide will be required to evaluate (out of 10 marks) on the basis of assessment report provided by the organization where the training has been completed and his/her own assessment about the work done by the student.

The evaluation of the remaining 65 marks shall be made by external examiner appointed by the university who shall evaluate the report on the basis of presentation and the assessment report received from the organization where student has undergone

Bachelor of Vocation (Beauty and Wellness) Semester-V
Chemical Hair Procedures

Course Code: BVBL-5141

Session: 2020-21

(THEORY)

Time: 3hrs

Max Marks: 50

Theory Marks :40

CA:10

Instructions for the Paper Setters:

Eight questions of equal marks (8 each) 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

Permanent Waving:

- Chemistry of permanent waving
- Principle and procedure of relaxing hair

UNIT-II

Chemical Hair Relaxing:

- Types of chemical relaxer
- Action of chemical Products
- Client Consultation

UNIT-III

Thermal Styling:

- Types of thermal styling
- Selections of tools and equipments
- Safety Precautions

UNIT-IV

Chemical Safety:

- Aims and importance of health and safety in workplace
- Hazards and Risks

Books Recommended:

- The Multicultural Client: Cuts, style , and Chemical Services.I-56253-178-6.
- Scali- Sheahan, Maura.Milady's Standard Textbook.
- Professional Barber- Styling.3re Edition I-56253-366-5

Bachelor of Vocation (Beauty and Wellness) Semester-V

Therapeutic Massage

Course Code: BVBL-5142

Session : 2020-21

(THEORY)

Time: 3hrs

Max Marks: 100

Total Marks: 80

C.A: 20

Instructions for the Paper Setters:

Eight questions of equal marks(16 each) 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

Therapeutic Massage:

- Introduction of Therapeutic Massage
- Types of Massage(Swedish massage, deep tissue, hot stone, thai massage)
- Pressure points with Facial Massage
- Motor Points
- Contraindications during Massage

UNIT-II

Reflexology:

- Brief Introduction of Reflexology and Zones of Reflexology
- Relationship between reflexology and massage
- Draw the Map of Foot and Hand Reflexology

UNIT-III

UNIT-III

Aromatherapy:

- History of Aromatherapy
- Techniques of Aromatherapy
- The ambience of massage room set up

UNIT-IV

Essential oils:

- Essential oil and its meaning
- Types of Essential oil
- Uses and Benefits of Essential oil

Books Recommended:

- Practical workbook for Milady's Standard Cosmetology
- Salon fundamental cosmetology textbook: A Pivot Point
- Preparing for the practical exam : Milady's Standard Cosmetology

Bachelor of Vocation (Beauty and Wellness) Semester-V
Electrical and Chemical Treatment
Course Code: BVBL-5143
Session : 2020-21
(THEORY)

Time: 3hrs

Max Marks:100
Theory Marks :80
CA: 20

Instructions for the Paper Setters:

Eight questions of equal marks (16 each) 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

Chemical Peels:

- Introduction and Types of Peels
- Procedure, indications and contraindications
- Pre and Post Procedure
- Removing of Chemical Peeling

UNIT-II

Electrical treatments:

- Neuromuscular electrical stimulation (faradic current)
- High Frequency
- Vacuum suction
- Galvanic facial
- Steam with (Hot and Cold)

UNIT-III

Care and storage of electrical equipments:

- Sterilization of equipments
- High standard of hygiene
- Safety selection of appliance.

UNIT-IV

- Physiological and psychological effect of the electrical and chemical treatment.
- Benefits and contraindication of the treatments
- Precaution (before and after)
- Record keeping

Books Recommended:

- Unfolding revolution of chemical peels by Sita Paudal.
- Manual of Chemical Peels; Superficial and medium depth, Mark G.Rubin.Lippincott William and Wilkins
- Textbook of chemical Peels (1st Edition): Philippe Depicz, E-book ISBN: 9780203347416
- Step by step chemical Peels: Khungar Niti: J.P.Digital

Bachelor of Vocation (Beauty & Wellness) Semester-V
Fundamentals of Beauty
Course Code: BVBP-5144
Session : 2020-21
(PRACTICAL)

Time: 3hrs

Max Marks:50
Practical Marks :40
CA: 10

Instructions for the Paper Setters:

Question paper is to be set on the spot jointly by Internal and External Examiner.

- Applying false eye lashes
 - a) Upper eye lash
 - b) Lower eye lash
- Preparation of client
- Trolley Setting
- Precautions / Saloon Protocol for COVID-19 likes situations
- Tools and equipments used in permanent eyelash extension
- Procedure of permanent eyelash extension
- Eyebrow Mapping
- Self Threading
- Eyebrow Shaping
- Selection of Brow shades

Books Recommended:

- Practical workbook for Milady's Standard Cosmetology
- Salon fundamental cosmetology textbook : A Pivot Point
- Preparing for the practical exam : Milady's Standard Cosmetology

Bachelor of Vocation (Beauty and Wellness) Semester-V
MASSAGE THERAPY
Course Code: BVBP-

5145

Session : 2020-21
(PRACTICAL)

Time: 3hrs
Max Marks:100

Theory Marks :80
CA: 20

Instructions for the Paper Setters:

Question paper is to be set on the spot jointly by Internal and External Examiner.

- Client Consultation and Preparation
- Trolley Setting For Massage
- Precautions and Contraindications
- Techniques of Different type of Massage :
 - a) Swedish Massage
 - b) Hot Stone Massage
 - c) Aromatherapy Massage
 - d) Deep Tissue Massage
 - e) Sports Massage
 - f) Thai Massage
- Different Types of oil used in Massage (Any five)
- **File Work**
- **Viva**

Books Recommended:

- Practical workbook for Milady's Standard Cosmetology
- Preparing for the practical exam : Milady's Standard Cosmetology
- The Illustrated Guide to Massage and Aromatherapy by Catherine Stuart. Tanushree Podder,
- The Magic of Massage, Pustak Mahal, Delhi

Bachelor of Vocation (Beauty and Wellness) Semester-V
SKIN TREATMENTS and PEELING
Course Code: BVBP-5146
Session: 2020-21
(PRACTICAL)

Time: 3hrs
Max. Marks: 100

Practical Marks: 80
C.A: 20

Instructions for the Paper Setters:

Question paper is to be set on the spot jointly by Internal and External Examiner.

- Client Consultation Chart
- Trolley Setting
- Precautions
- Client Setting
- Treatments Prepare:
 - a) Microdermabrasion Treatment
 - b) Skin whitening Treatment
 - c) Rejuvenating Treatment
 - d) Peeling for Wrinkles
 - e) Peeling for Melasma
- **VIVA**
- **FILE WORK**

Books Recommended:

- The Art of Skin by Zein E Obagi M.D
- Milady's Aesthetician Series by Pamela Hill
- Skin Resurfacing by William P Coleman, Naomi Lawre

Bachelor of Vocation (Beauty and Wellness) Semester-V

Internship and Project Report

Course Code: BVBI-5147

Session: 2020-21

Time: 3hrs

Max Marks: 75

The students will submit their training reports (in duplicate) within a period of one month in the department. This period shall be counted from the last date of completion of the training. The supervisor in the organization under whose guidance the training is carried out will be required to grade the student's report.

Each student will be attached with one internal faculty guide, with whom they shall be continue touch during the training period. The internal faculty guide will be required to evaluate (out of 10 marks) on the basis of assessment report provided by the organization where the training has been completed and his/her on assessment about the work done by the student.

The evaluation of the remaining 65 marks shall be made by external examiner appointed by the university who shall evaluate the report on the basis of presentation and the assessment report received from the organization where student has undergone .

Bachelor of Vocation (Beauty & Wellness) Semester - VI
Entrepreneurship
Course Code - BVBL-6141
Session - 2020-2021
(Practical)

COURSE OUTCOMES

CO1: Students will understand the nature of entrepreneurship

CO2: Students will understand the function of the entrepreneur in the successful, commercial application of innovations

CO3: Students will confirm an entrepreneurial business idea

CO4: Students know to identify personal attributes that enable best use of entrepreneurial opportunities

CO5: Students explore entrepreneurial leadership and management style.

Bachelor of Vocation (Beauty & Wellness) Semester-VI

Entrepreneurship

Course Code: BVBL-6141

Session: 2020-21

Time: 3hrs

Max Marks: 100

Theory Marks :80

CA:20

Instructions for the Paper Setters:

Eight questions of equal marks (16 each) 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

- What is Entrepreneurship
- Types of Entrepreneurship
- Traits and Features

UNIT-II

- Study of various essential aspects of entrepreneurship.
- Identification and development of entrepreneurial skills.

UNIT-III

- Role of entrepreneurship skills in Beauty industry
- Sources of funds for Beauty industry

UNIT-IV

- Legal requirements for establishment of new unit
- Determine business, register your business, get EIN, Get licence, local taxes, Budget

Books Recommended

1. "Fashion Entrepreneur By Sandra Burke, Publisher Burke.
2. "Fashion Buying" By Helen Goworek, Publisher Blackwell.
3. "Inside the Fashion Business" By Dickerson, Publisher Pearson.

Bachelor of Vocation (Beauty & Wellness) Semester-VI

Human Resource Management

Course Code: BVBL-6142

Session: 2020-21

Course Objective:

CO1: To help students understand, appreciate and analyze work force at the managerial and non-managerial levels.

CO2: Contribute to the development, implementation, and evaluation of employee recruitment, selection, and retention plans and processes.

CO3 : Develop, implement, and evaluate employee orientation, training, and development programs.

CO4 : Facilitate and support effective employee and labour relations in both non-union and union environments.

CO5: Facilitate and communicate the human resources component of the organization's business plan.

Bachelor of Vocation (Beauty & Wellness) Semester-VI

Human Resource Management

Course Code: BVBL-6142

Session: 2020-21

Time: 3hrs

Max Marks: 100

Theory Marks :80

CA:20

Instructions for the Paper Setters:

Eight questions of equal marks (16 each) 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

Introduction of HRM

History of HRM

Aims and Importance of HRM

UNIT - II

Job Analysis and Design

Concept of Job Analysis and Design

Methods of Job Analysis

Job Description-Job Specification

UNIT - III

Human Resource Planning (HRP)

Importance of HRP-Process of HRP-Levels

Types of HRP-Forecasting Demand for employees

UNIT - IV

Recruitment and Selection Process :

Definition and concept of Recruitment-

Sources of recruitment

Recruitment Policies.

Books Recommended:

1. K. Aswathappa, D. Sadhna: International Human Resource Management, Tata McGraw-Hill.
2. Monir H. Tayeb: International Human Resource Management, Oxford University Press.
3. Chris Brewster: International Human Resource Management, Orient Longman.
4. Tony Edwards and Chris Rees: International Human Resource Management, Pearson Education.

Bachelor of Vocation (Beauty & Wellness) Semester-VI

Merchandising and Retailing

Course Code: BVBL-6143

Session: 2020-21

Course Outcomes:

CO1: To make the students understand retailing as an industry.

CO2: Plan, develop, and present merchandise lines for identified market segments.

CO3: To acquaint the participants with knowledge & skills for store operations, retailing marketing & merchandising management functions.

CO4: Experiential learning and exposure to emerging trends in fashion retailing.

CO5 : To develop an understanding of Advance Retail Merchandising, for profit maximization and sales growth.

CO6: To expose students to the emerging area of category management and collaborative planning.

Bachelor of Vocation (Beauty & Wellness) Semester-VI

Merchandising and Retailing

Course Code: BVBL-6143

Session: 2020-21

Time: 3hrs

Max Marks: 100
Theory Marks :80
CA:20

Instructions for the Paper Setters:

Eight questions of equal marks (16 each) 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

Merchandising

Introduction

Types of Merchandising

Rights of Merchandising

Qualities of Merchandiser

Unit – II

Retail Organisational structure store

Introduction of Retailing

Retailing format

Role and Responsibility of Retail Fashion Buyer.

Role of Buying and Selling products

Unit – III

Retail Product Promotion

- Marketing Channels
- Planning and Direction
- Retail Advertising
- Publicity
- Special Events
- Visual Merchandise
- Personal Selling
- Relationship Marketing

Unit – IV

Brands and labels

Purchase Term: Discount, Purchase Order, Payment Terms.

Costing: Cost Price, Selling Price, Backward costing.

Books Recommended:

1. John Donnellan, Merchandise Buying & Management, 2001, Fairchild Books.
2. Kitty G. Dickerson, Inside the Fashion Business, 7th Edition, 2003, Prentice Hall.
3. Elaine Stone, The Dynamics of Fashion, 2004, Fairchild.
4. Jay Diamond; Ellen Diamond, The World of Fashion, 2007, Fairchild.

Bachelor of Vocation (Beauty & Wellness) Semester-VI

Concept Development

Course Code: BVBP-6144

Session: 2020-21

Course Outcomes:

CO1: Students will complete conceptual exercises designed to develop creative and analytical problem solving skills

CO2: Students will begin to understand and define concepts as overriding ideas.

CO3: Students will learn the basics of descriptive drawing for animation.

CO4: The translation of idea to animation will be practiced through exercises and visual storyboards.

CO5: Students will be introduced to basic treatments and narrative structure; basic shots and film language

Bachelor of Vocation (Beauty& Wellness) Semester-VI

Concept Development

Course Code: BVBP-6144

Session: 2020-21

Time: 3hrs

Max Marks: 100

Practical Marks :80
CA:20

Instructions for the Paper Setters:

Question paper is to be set on the spot jointly by Internal and External Examiner.

- Development of 3 concepts based on inspiration and trends.
- Design exploration using templates or sketches (based on concepts)
- Final portfolio completion and presentation.

Books Recommended:

1. The straight- Talking Beauty Companion by Sali Hughes.
2. The Little Dictionary of Fashion by Christian Dior.
3. Concept Development and the Development of Word Meaning by Seiler and T.B., Wannenmacher

Bachelor of Vocation (Beauty & Wellness) Semester-VI

Computer Application

Course Code: BVBP-6145

Session: 2020-21

Course Outcomes:-

CO1: Students know to Work effectively with a range of current, standard, Office Productivity software applications.

CO2: Students learn to Operate a variety of advanced spreadsheet, operating system and word processing functions.

CO3: Students learn to solve a range of problems using office productivity applications, and adapt quickly to new software releases.

CO4: Students know to Maintain quality assurance through critically evaluating procedures and results.

Bachelor of Vocation (Beauty & Wellness) Semester-VI

Computer Application
Course Code: BVBP-6145
Session: 2020-21

Time: 3hrs

Max Marks: 100
Practical Marks :80
CA:20

Instructions for the Paper Setters:

Question paper is to be set on the spot jointly by Internal and External Examiner.

- AdobePhotoshop
- Coral Draw – drawing face, features & illustrating make-ups & hairstyles.
- Making mood boards/collages
- Editing pictures of faces/hairs to illustrate make-ups and hair style design.

Books Recommended:

1. Adobe Photoshop,12.0
2. Gruman, Galen, Adobe in Design Cs2Bible.2
3. Adobe Illustrator,12.0
4. Golding, Mordy, Adobe Creative Suite2