

**FACULTY OF VOCATIONAL STUDIES**

**SYLLABUS**

**of**

**Post-Graduate Diploma in Cosmetology**

**Semester: I & II**

**(Under Continuous Evaluation System)**

**Session: 2021-2022**



**The Heritage Institution**

**KANYA MAHA VIDYALAYA  
JALANDHAR  
(Autonomous)**

**Kanya Maha Vidyalaya , Jalandhar ( Autonomous)**  
**SCHEME AND CURRICULUM OF EXAMINATIONS OF ONE YEAR P.G DIPLOMA**  
**PROGRAMME**

**Post-Graduate Diploma in Cosmetology (Semester-I)**

**Session : 2021-2022**

<b>Post-Graduate Diploma in Cosmetology (Semester I)</b>							
<b>Course Title</b>	<b>Course Code</b>	<b>Course Type</b>	<b>Marks</b>				<b>Examination time (in Hours)</b>
			<b>Total</b>	<b>Ext.</b>		<b>CA</b>	
				<b>L</b>	<b>P</b>		
Personality Development	<b>PCYM-1141</b>	C	100	40	40	20	3+3hrs
External Skin Science	<b>PCYM-1142</b>	C	100	40	40	20	3+3hrs
Hair and Scalp	<b>PCYM-1143</b>	C	100	40	40	20	3+3hrs
<b>Total</b>			<b>300</b>				

**Kanya Maha Vidyalaya , Jalandhar ( Autonomous)**  
**SCHEME AND CURRICULUM OF EXAMINATIONS OF ONE YEAR P.G DIPLOMA PROGRAMME**

**Post-Graduate Diploma in Cosmetology (Semester II)**

<b>Course Title</b>	<b>Course Code</b>	<b>Course Type</b>	<b>Marks</b>				<b>Examination time (in Hours)</b>
			<b>Total</b>	<b>Ext.</b>		<b>CA</b>	
				<b>L</b>	<b>P</b>		
Yoga and Salon Management	PCYM-2141	C	100	40	40	20	3+3hrs
Make up and Cosmetic	PCYM-2142	C	150	40	80	30	3+3hrs
Chemical Structure of Hair and Colours	PCYM-2143	C	100	40	40	20	3+3hrs
<b>Total</b>			<b>350</b>				

**Post-Graduate Diploma in Cosmetology (Semester-I)**  
**Personality Development**  
**Course Code: PCYM-1141**  
**Session: 2021-2022**  
**(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:**

Introduction and Importance of Cosmetology

**UNIT-II**

**PERSONAL GROOMING:**

**Colour and outfit culture:**

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

**Visual Poise**

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

**Speaking and Conversational charm:**

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

### **UNIT-III**

#### **PERSONAL HYGIENE:**

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

### **UNIT-IV**

#### **BACTERIOLOGY: (In Short only)**

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

#### **Books Recommended:**

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

**Post-Graduate Diploma in Cosmetology (Semester-I)**  
**Personality Development**  
**Course Code: PCYM-1141**  
**Session: 2021-2022**  
**(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.

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

:

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

**Books Recommended:**

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

**Post-Graduate Diploma in Cosmetology (Semester-I)**  
**External Skin Science**  
**Course Code: PCYM-1142**  
**Session: 2021-2022**  
**(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**

**CELLS:**

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

**UNIT-II**

**SKIN:**

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

**UNIT-III**

**FACIAL MUSCLES:**

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

**UNIT-IV**

**MASSAGE:**

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

**Books Recommended:**

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

**Post-Graduate Diploma in Cosmetology (Semester-I)**  
**External Skin Science**  
**Course Code: PCYM-1142**  
**Session: 2021-2022**  
**(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.

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

Facial treatment of Different types of Skin

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

**Books Recommended:**

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

**Post-Graduate Diploma in Cosmetology (Semester-I)**

**Hair and Scalp**

**Course Code: PCYM-1143**

**Session: 2021-2022**

**(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**

**STRUCTURE OF HAIR:**

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

**UNIT-II**

**KNOWLEDGE OF THE STRUCTURE CONNECTED WITH HAIR FOLLICLE:**

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

**GROWTH AND REPLACEMENT**

- Hair Cycle
- Hair Analysis
- Hair Pigments

**UNIT-III**

**DISORDER OF THE HAIR AND SCALP**

- Non- Infections
- Infectious

**UNIT-IV**

**CARE OF SCALP:**

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

**Books Recommended:**

- 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



**Post-Graduate Diploma in Cosmetology (Semester-I)**  
**Hair and Scalp**  
**Course Code: PCYM-1143**  
**Session: 2021-2022**  
**(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.

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

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

**Books Recommended:**

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

**Post-Graduate Diploma in Cosmetology (Semester-II)**  
**Session – 2021-2022**  
**Yoga and Salon Management**  
**Course Code: PCYM – 2141**  
**(THEORY)**

**Time: 3 hrs**

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

**Instructions for the Paper Setters:**

Eight questions of equal marks(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**

**YOGA:**

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

**UNIT-II**

**NUTRITION AND DIETICS:**

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

**UNIT-III**

**SALON MANAGEMENT:**

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

## UNIT-IV

### **STERLIZATION AND SANITATION:**

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

### **Books Recommended:**

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

**Post-Graduate Diploma in Cosmetology (Semester-II)**

**Session – 2021-2022**  
**Yoga and Salon Management**  
**Course Code: PCYM – 2141**  
**(PRACTICAL)**

**Time: 3 hrs**

**Practical Marks: 40**

**Instructions for Practical Examiners:**

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

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

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

**Books Recommended:**

- Structural Yoga Therapy by Mukunda Stiles
- Contemporary Nutrition by Wardlaw Insel Seyler
- Nutrition Secretes by Hanley and Belfus, Inc, Medical Publisher.

**Post Graduate Diploma in Cosmetology(Semester-II)**

**Session – 2021-2022**

**Makeup and Cosmetics**

**Course Code: PCYM – 2142**

**(THEORY)**

**Time: 3 hrs**

**Max. Marks: 100**

**Theory Marks:40**

**Practical Marks:60**

**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**

**CHEMICAL AND PHYSICAL CLASSIFICATIONS OF COSMETICS**

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

**UNIT-II**

**MAKEUP:**

- Makeup according to skin, climate and occasion.
- Different types of make-up – corrective make-up, camufeluge make-up, theatremake-up.
- Bridal make-up.

**UNIT-III**

**NAILS:**

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

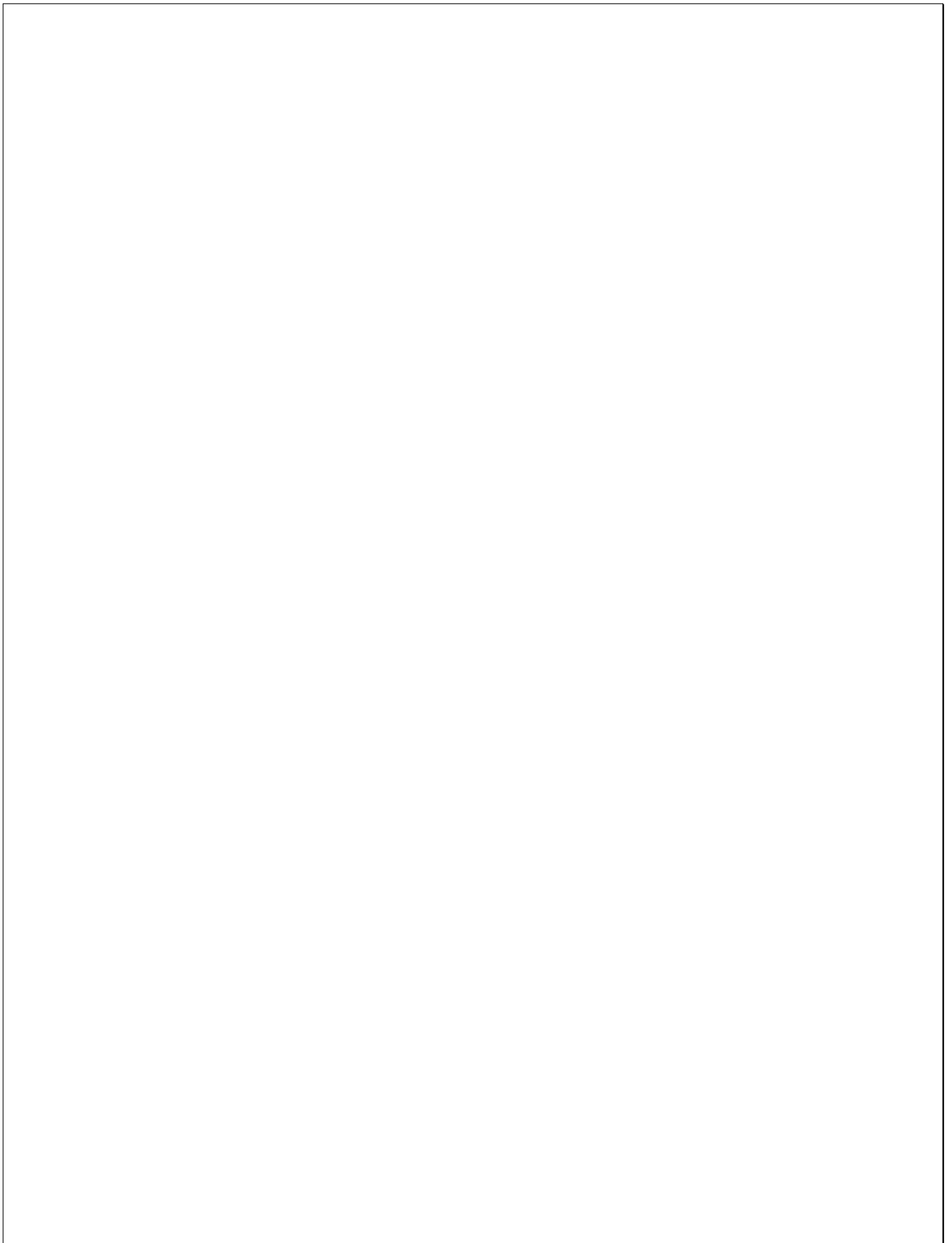
**UNIT-IV**

**MANICURE AND PEDICURE**

- Describe step by step.
- Their effects and Spa

**Books Recommended:**

- The Make up Book by Sallu Norton
- Complete beauty book by Helen Foster
- The Big Beauty Book Glamour for the Fuller figure women by Ann Harper and Glenn Lewis



**Post Graduate Diploma in Cosmetology (Semester-II)**  
**Session – 2021-2022**  
**Makeup and Cosmetics**  
**Course Code: PCYM – 2142**  
**(PRACTICAL)**

**Time: 3 hrs**

**Practical Marks: 80**

**Instructions for Practical Examiners:**

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

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

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

**Books Recommended:**

- The Makeup Book by Sallu Norton
- Complete beauty book by Helen Foster
- The Big Beauty Book Glamour for the Fuller figure women by Ann Harper and Glenn Lewis

**Post Graduate Diploma in Cosmetology(Semester-II)**  
**Session – 2021-2022**  
**Chemical Structure of Hair and Colours**  
**Course Code: PCYM – 2143**  
**(THEORY)**

**Time: 3 hrs**

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

**Instructions for the Paper Setters:**

Eight questions of equal marks(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**

**CHEMICAL STRUCTURE OF HAIR:**

- Knowledge of hair bonds.
- How does a chemical react in layers of hair?
- Knowledge of Acids, Alkalis in hair.
- Types of shampoo and additives used in Shampoo?

**UNIT-II**

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

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

**UNIT-III**

**HAIR COLOURING**

- Principle of Colour and Colour Correction.
- Types of Colour
- Client consultation
- Applied techniques, mixing Techniques
- Colour depth and tone.



## UNIT-IV

### HAIR TEXTURING

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

### Books Recommended:

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

**Post Graduate Diploma in Cosmetology (Semester-II)**  
**Session – 2021-2022**  
**Chemical Structure of Hair and Colours**  
**Course Code: PCYM – 2143**  
**(PRACTICAL)**

**Time: 3 hrs**  
**40**

**Practical Marks:**

**Instructions for Practical Examiners:**

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

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

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

**Books 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