



GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP
DIRECTORATE GENERAL OF TRAINING

COMPETENCY BASED CURRICULUM

COSMETOLOGY

(FOR VISUALLY IMPAIRED & OTHER DISABLE)

(Duration: One Year)

CRAFTSMEN TRAINING SCHEME (CTS)

NSQF LEVEL : 3.5



SECTOR – BEAUTY & WELLNESS

CENTRAL STAFF TRAINING AND

Kolkata-700091



Directorate General of Training

RESEARCH INSTITUTE

COSMETOLOGY

(FOR VISUALLY IMPAIRED & OTHER DISABLE)

(Non-Engineering Trade)

(Revised in August 2025)

Version: 3.0

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NSQF LEVEL – 3.5



Developed By

CENTRAL STAFF TRAINING AND RESEARCH INSTITUTE

Directorate General of Training
Ministry of Skill Development and Entrepreneurship
EN-81, Sector-V, Salt Lake City,
Kolkata – 700 091
www.cstaricalcutta.gov.in

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1. COURSE INFORMATION

During the one-year duration of “Cosmetology (for Visually Impaired & Other Disable)” trade, a candidate is trained on Professional Skill, Professional Knowledge and Employability Skill related to job roles. In addition to this, a candidate is entrusted to undertake project work, extracurricular activities and on-the-job training to build up confidence. The broad components covered under Professional skill subject are as below: -

The trainees will develop good appearance and behavior, practice, tasks as per industry standard and express good communication skill. They can Prepare and maintain work area and maintain health and safety at the work place. They will carry out epilation and depilation services. Illustrate and explain hair structure & hair growth cycle. They will also carry out manicure and pedicure services. Explain anatomy of nail. Differentiate between and identify nail disease nail disorders. The trainee carries out facial treatments for common skin problems. Illustrate and explain skin structure. They will also carry out hair treatment for common hair problems. Illustrate and explain structure of hair. The trainees will acquire skill to create basic haircuts using special cutting techniques. They can demonstrate basic yogic exercises for stamina building and correcting body posture

The trainee learn Yogasana for spine stretching, stress management & common body ailments they will also Demonstrate day, evening, party, bridal & corrective makeup and explain effects of light on makeup and basic facial shapes. Trainees will also be able to create traditional hair styles& hair designing with artificial aids and thermal gadgets and wet styling technique. The trainees will able to demonstrate hair coloring, perming, straightening, rebounding and smoothening and explain the knowledge of bonds. The trainees will Create bindi, henna & tattoo designing, drape saree in different styles.

2.1 GENERAL

The Directorate General of Training (DGT) under Ministry of Skill Development & Entrepreneurship offers a range of vocational training courses catering to the need of different sectors of economy/ Labour market. The vocational training programmes are delivered under the aegis of Directorate General of Training (DGT). Craftsman Training Scheme (CTS) with variants and Apprenticeship Training Scheme (ATS) are two pioneer schemes of DGT for strengthening vocational training.

‘Cosmetology (for Visually Impaired & Other Disable)’ trade under CTS is one of the popular courses delivered nationwide through a network of ITIs. The course is of one year duration. It mainly consists of Domain area and Core area. The Domain area (Trade Theory & Practical) imparts professional skills and knowledge, while the core area (Employability Skill) imparts requisite core skills, knowledge, and life skills. After passing out the training program, the trainee is awarded National Trade Certificate (NTC) by DGT which is recognized worldwide.

Candidates broadly need to demonstrate that they are able to:

- Read and interpret parameters/documents, plan and organize work processes, identify necessary materials and tools;
- Perform tasks with due consideration to safety rules, accident prevention regulations and environmental protection stipulations;
- Apply professional skill, knowledge & employability skills while performing jobs.
- Document the parameters related to the task undertaken.

2.2 PROGRESSION PATHWAYS

- Can join beauty industry as Beautician, Make Up Artist and will progress further as Senior Beautician, Supervisor and can rise to the level of Manager.
- Can become Entrepreneur in the related field.
- Successful candidates will be able to work as beautician, Hair dresser, Makeup Artist, Manicurist, Pedicurist and hair stylist.
- Can join Apprenticeship programs in different types of industries leading to a National Apprenticeship certificate (NAC).
- Can join Crafts Instructor Training Scheme (CITS) in the trade for becoming an instructor in ITIs.
- Can join advanced Diploma (Vocational) courses under DGT as applicable.

2.3 COURSE STRUCTURE

Table below depicts the distribution of training hrs across various course elements during a period of one year: -

S No.	Course Element	Notional Training Hours
1.	Professional Skill (Trade Practical)	840
2.	Professional Knowledge (Trade Theory)	240
3.	Employability Skills	120
Total		1200
On the Job Training (OJT)/ Group Project*		150
Optional Courses**		240
Grand Total		1590

* The trainee has to undergo 150 hours of mandatory OJT (On the Job Training) at nearby industry or wherever industry not available then group project has to be done with the supervision of the trade instructor for every year.

** Trainees of one-year or two-year trade can also opt for optional courses of up to 240 hours in each year for obtaining 10th/ 12th class certificate from NIOS along with ITI certification, or, short term courses for extra skills/knowledge.

2.4 ASSESSMENT & CERTIFICATION

The trainee will be tested for his/her skill, knowledge and attitude during the period of course through formative assessment and at the end of the training programme through summative assessment as notified by the DGT from time to time.

a) The **Continuous Assessment** (Internal) during the period of training will be done by **Formative Assessment Method** by testing for assessment criteria listed against learning outcomes. The training institute has to maintain an individual trainee portfolio as detailed in assessment guideline. The marks of internal assessment will be as per the formative assessment template provided on www.cstaricalcutta.gov.in or www.bharatskills.gov.in

b) The final assessment will be in the form of summative assessment. The All India Trade Test for awarding NTC will be conducted by DGT as per the guidelines. The pattern and marking structure is being notified by DGT from time to time. **The learning outcome and assessment criteria will be the basis for setting question papers for final assessment. The examiner during final examination will also check** the individual trainee's profile as detailed in assessment guideline before giving marks for practical examination.

2.4.1 PASS REGULATION

For the purposes of determining the overall result, weightage of 100% is applied for six months and one year duration courses and 50% weightage is applied to each examination for two years courses. The minimum pass percentage for Trade Practical and Formative assessment are 60% & for all other subjects are 33%.

2.4.2 ASSESSMENT GUIDELINE

Appropriate arrangements should be made to ensure that there will be no artificial barriers to assessment. The nature of special needs should be taken into account while undertaking the assessment. Due consideration should be given while assessing for teamwork, avoidance/reduction of scrap/wastage and disposal of scrap/waste as per procedure, behavioral attitude, sensitivity to the environment and regularity in training. The sensitivity towards Occupational Safety, Health and Environment (OSHE) and self-learning attitude are to be considered while assessing competency.

Assessment will be evidence based comprising some of the following:

- Job carried out in labs/workshop
- Record book/ daily diary
- Answer sheet of assessment
- Viva-voce
- Progress chart
- Attendance and punctuality
- Assignment
- Project work
- Computer based multiple choice question examination
- Practical Examination

Evidences and records of internal (Formative) assessments are to be preserved until forthcoming examination for audit and verification by examining body. The following marking pattern to be adopted for formative assessment:

Marks Allotted during	Performance Level	Evidence
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Assessment		
Marks between 60% to 75%	For performance in this grade, the candidate should produce work which demonstrates attainment of an acceptable standard of craftsmanship with occasional guidance, and due regard for safety procedures and practices.	<ul style="list-style-type: none"> • Demonstration of good skill in the use of hand tools, machine tools and workshop equipment. • 60-70% accuracy achieved while undertaking different work with those demanded by the component/job. • A fairly good level of neatness and consistency in the finish. • Occasional support in completing the project/job.
Marks above 75% to 90%	For this grade, a candidate should produce work which demonstrates attainment of a reasonable standard of craftsmanship, with little guidance, and regard for safety procedures and practices.	<ul style="list-style-type: none"> • Good skill levels in the use of hand tools, machine tools and workshop equipment. • 70-80% accuracy achieved while undertaking different work with those demanded by the component/job. • A good level of neatness and consistency in the finish. • Little support in completing the project/job.
Marks Above 90%	For performance in this grade, the candidate, with minimal or no support in organization and execution and with due regard for safety procedures and practices, has produced work which demonstrates attainment of a high standard of craftsmanship.	<ul style="list-style-type: none"> • High skill levels in the use of hand tools, machine tools and workshop equipment. • Above 80% accuracy achieved while undertaking different work with those demanded by the component/job. • A high level of neatness and consistency in the finish. • Minimal or no support in completing the project.

Brief Description of Job Roles:

Hair Dresser (Ladies) cuts, washes, dyes and waves hair and performs other personal services incidental to hair dressing of women. Covers clothing of clients with towel or apron to avoid sticking of cut hair. Cuts hair according to instructions of client or according to a particular style using clippers, scissors, razors and combs. Washes, rinses and dries hair, using shampoos and solutions as necessary and bleaches, dyes or tints hair. Waves hair by wrapping it with round curlers, adding wave solutions and performing other tasks to obtain required effect. Sets hair in desired style by combing. May clean, shape and polish finger nails. May give scalp treatment to clients.

Hair Stylist specializes in dressing hair according to latest style, period, or character portrayal, following instructions of patron MAKE-UP ARTIST, or script: Questions patron or reads instructions of MAKE-UP ARTIST or script to determine hairdressing requirements. Studies facial features of patron or performing artist and arranges, shapes, and trims hair to achieve desired effect, using fingers, combs, barber scissors, hair-waving solutions, hairpins, and other accessories. Dyes, tints, bleaches, or curls or waves hair as required. May create new style especially for patron. May clean and style wigs. May style hairpieces.

Beautician gives various forms of beauty treatment to clients. Examines clients' skin and suggests suitable treatment. Applies lotions, creams and packs to stimulate circulation, lubricate tissues and remove wrinkles and lines. Massages face, neck, arms, legs or other parts of body and gives treatment for superficial skin blemishes. Removes superfluous hair by wax treatment or other method. Shapes, colours and otherwise treats eyebrows and eyelashes and applies cosmetics and advises on suitable make-up. May cut, comb and wave hair according to clients' instructions or according to particular style, tint or dye hair, and give scalp treatment. May clean, shape and polish finger nails.

Assistant Beautician needs to be aware of the basics of beauty therapy, health and hygiene, safety and needs to be knowledgeable about various beauty products. Assistant Beautician is expected to perform basic epilation, manicure, pedicure and basic face care services and also assist the beautician in providing advanced services. The person also assists in salon ambience maintenance and also does various other odd jobs in the salon including sell salon retail products after obtaining knowledge on them.

Manicurist cleans, shapes and polishes finger nails. Applies liquid polish-remover or lotion to take off old nail polish or to clean nails. Moistens nails with water before cutting with scissors or nipper and files edges of nails to shape., Applies nail paint with small brush. Cleans and sterilizes equipment. May advise customers on massage and use of creams to improve appearance of hands and arms. Is known as PEDICURIST if performs similar operations on feet, cuts or treats corns.

Pedicurist and Manicurist needs to be aware of the basics of pedicure and manicure, health and safety, hygiene and needs to be knowledgeable about various beauty products. The role-holder is expected to independently provide services of pedicure and manicure while performing some other assisting services.

Skin Care Specialist provides skin care treatments to face and body to enhance an individual's appearance. Advises clients about colours and types of make-up, and instruct them in make-up application techniques. Applies chemical peels in order to reduce fine lines and age spots. Cleanses clients' skin with water, creams

and/or lotions. Demonstrates how to clean and care for skin properly, and recommend skin-care regimens. Determines which products or colours will improve clients' skin quality and appearance. Examines clients' skin, using magnifying lamps or visors when necessary, in order to evaluate skin condition and appearance. Keeps records of client needs and preferences, and the services provided. Performs simple extractions to remove blackheads. Removes body and facial hair by applying wax. Selects and applies cosmetic products such as creams, lotions, and tonics.

Reference NCO-2015:

- a) 5141.0100 – Hair Dresser (Ladies)
- b) 5141.0200 – Hair Stylist
- c) 5142.0100 – Beautician
- d) 5142.0101 – Assistant - Beautician
- e) 5142.0200 – Manicurist
- f) 5142.0201 – Pedicurist and Manicurist
- g) 5142.0300 – Skin care specialist

Reference NOS:

- (i) BWS/N9429
- (ii) BWS/N9430
- (iii) BWS/N9431
- (iv) BWS/N9405
- (v) BWS/N9404
- (vi) BWS/N9408
- (vii) BWS/N9407
- (viii) BWS/N9411
- (ix) BWS/N9432
- (x) BWS/N9409
- (xi) BWS/N9433
- (xii) BWS/N9434

4. GENERAL INFORMATION

Name of the Trade	COSMETOLOGY (FOR VISUALLY IMPAIRED & OTHER DISABLE)
Trade Code	DGT/1107
NCO - 2015	5141.0100, 5141.0200, 5142.0100, 5142.0101, 5142.0200, 5142.0201, 5142.0300
NOS Covered	BWS/N9429, BWS/N9430, BWS/N9431, BWS/N9405, BWS/N9404, BWS/N9408, BWS/N9407, BWS/N9411, BWS/N9432, BWS/N9409, BWS/N9433, BWS/N9434
NSQF Level	Level-3.5
Duration of Craftsmen Training	One Year
Entry Qualification	Passed 10 th class examination (Candidate should be of visually impaired or other disabled)
Minimum Age	14 years as on first day of academic session.
Eligibility for PwD	Visually impaired
Unit Strength (No. of Student)	12 (There is no separate provision of supernumerary seats)
Space Norms	70 Sq. m
Power Norms	4 KW
Instructors Qualification for:	
(i) Cosmetology (for Visually Impaired Trade)	<p>B.Voc/Degree in Cosmetology / Beauty culture from UGC recognized University with one year of teaching or industry experience in the Beauty & Wellness field.</p> <p style="text-align: center;">OR</p> <p>Diploma (Minimum 2 years) in Cosmetology/ Beauty Culture/ Beautician/ Make up course from recognized board/ Institution with two years of teaching or industry experience in Beauty & Wellness field.</p> <p style="text-align: center;">OR</p> <p>NTC/NAC passed in the Trade of Cosmetology (VI & OD) [erstwhile Hair & Skin Care (VI & OD)] with three years of teaching or industry experience in Beauty & Wellness field.</p> <p><u>Essential Qualification:</u> Relevant Regular / RPL variants of National Crafts Instructor Certificate (NCIC) under DGT.</p>

	<p>Note: - Out of two Instructors required for the unit of 2 (1+1), one must have Degree/Diploma and other must have NTC/NAC qualifications. However both of them must possess NCIC in any of its variants.</p> <p>It will be responsibility of the Training Centre to impart training in curriculum (like Braille, Orientation & Mobility, Activities of Daily Living), total communication, use of assistive devices, adaptations for barrier free environment and technology.</p> <p>Visually Impaired and other such Disabilities requiring support should be provided Writer (one standard below Trade Entry Level) during examination and given 30 Minutes more than the prescribed time.</p>
(ii) Employability Skill	<p>MBA/ BBA / Any Graduate/ Diploma in any discipline with Two years' of teaching or industry experience with short term ToT Course in Employability Skills conducted by DGT institutions. (Must have studied English/ Communication Skills and Basic Computer at 12th / Diploma level and above)</p> <p style="text-align: center;">OR</p> <p>Existing Social Studies Instructors in ITIs with short term ToT Course in Employability Skills conducted by DGT institutions.</p>
(iii) Minimum Age for Instructor	21 Years
List of Tools and Equipment	As per Annexure – I

5. LEARNING OUTCOME

Learning outcomes are a reflection of total competencies of a trainee and assessment will be carried out as per the assessment criteria.

5.1 LEARNING OUTCOMES:

Sl. No.	NOS CODE	Learning Outcome	Duration		
			Practical	Theory	Total
1.	BWS/N9429	Develop good appearance and behaviour, perform tasks as per industry standard and express good communication skill following safety precautions.	30	15	45
2.	BWS/N9430	Prepare and maintain work area and maintain health and safety at the work place.	30	15	45
3.	BWS/N9431	Perform epilation and depilation services. Illustrate and explain hair structure & hair growth cycle.	90	30	120
4.	BWS/N9405	Perform manicure and pedicure services. Explain anatomy of nail. Differentiate between and identify nail disease and nail disorders.	75	15	90
5.	BWS/N9404	Perform facial treatments for common skin problems. Illustrate and explain skin structure.	95	25	120
6.	BWS/N9408	Perform hair treatment for common hair problems. Illustrate and explain structure of hair.	75	15	90
7.	BWS/N9407	Create basic haircuts using special cutting techniques.	85	20	105
8.	BWS/N9411	Demonstrate basic yogic exercises for stamina building and correcting body posture.	35	10	45
9.	BWS/N9432	Demonstrate day, evening/ party & bridal makeup.	100	20	120
10.	BWS/N9409	Create traditional hair styles & hair designing with artificial aids and thermal gadgets and wet styling technique.	95	25	120
11.	BWS/N9433	Demonstrate hair coloring, perming, straightening, rebounding and smoothening and explain the knowledge of bonds.	100	35	135
12.	BWS/N9434	Create bindi, heena & temporary tattoo designing, drape saree in different styles.	30	15	45
Employability Skills			-	120	120
Total			840	360	1200

6. ASSESSMENT CRITERIA

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<p>1. Develop good appearance and behavior, perform tasks as per industry standard and express good communication skill following safety precautions. (NOS: BWS/N9429)</p>	<ul style="list-style-type: none"> • Read and interpret information accurately. • Use gestures or simple words to communicate where language barriers exist. • Display positive body language. • Display courteous and helpful behaviour at all times. • Speak and understand Basic English / Regional Language. • Use of different types of communication techniques. • Maintain good health and personal hygiene. • Comply with high standards of grooming and personal behaviour.
<p>2. Prepare and maintain work area and maintain health and safety at the work place. (NOS: BWS/N9430)</p>	<ul style="list-style-type: none"> • Select suitable material and equipment for salon cleaning • Place all the material in the trolley and set up as per requirement. • Carry out appropriate sterilizer and disinfection for tools and place the sterilized and disinfectant tools on a disinfected tray as per standard operating process. • Dispose waste material safely & correctly • Follow manufacturer’s instructions when mixing and using chemicals. • Check and clean equipment according to salon procedure. • Identify different types of sterilizing and disinfecting equipment / products available & their correct usage. • Check necessary environmental condition for the treatment including (heating, lighting, ventilation & comfort).
<p>3. Perform epilation and depilation services. Illustrate and explain hair structure & hair growth cycle. (NOS: BWS/N9431)</p>	<ul style="list-style-type: none"> • Carry out the process using the tools & material (Hot wax, cold wax, strips etc.). • Check the client expectation prior and clarify doubts, if any. • Prepare the client for hair removal. • Apply the correct pre-wax product prior to waxing. • Apply the wax and remove correctly based on manufacture instructions. • Stop the waxing treatment and providing relevant advice if contra action occurs. • Check if the hair removal method is carried out at

	<ul style="list-style-type: none"> • Comfortable distance from the client, maintaining the correct tension of the thread. • Providing clear instructions to the client on how & when to support their skin throughout the threading service. • Creating a well-balanced, proportioned and defined eyebrow shape to suit the client’s requirement. • Discontinuing the service & providing advice and recommendation when contra action occurs. • Check if allergy test is done before starting the bleaching service. • Monitor for contra-actions related to treatment & follow preventive measures. • Clean the treated area and use suitable soothing product. • Provide specific after process advice to the client • Use of different methods of hair removal by application of creams/ Razor/ Plucking / Threading.
<p>4. Perform manicure and pedicure services. Explain anatomy of nail. Differentiate between and identify nail disease and nail disorders. (NOS: BWS/N9405)</p>	<ul style="list-style-type: none"> • Prepare the client & trolley for service. • Analyse the hand & feet, fill the record card. • Select right products/ materials and arrange the trolley. • Identify basic hand tools (Nail file, cuticle cleaner and buffer, Nail cutter, nail cleaner) and their use. • Adjust the positioning of the client to ensure easy process and minimal injury. • Clean and dry the hand/ feet of client as a part of preparation. • Apply cuticle softener product during the cuticle cutting process and ensure no damage to the cuticle and nail plate. • Remove any excessive hard skin using foot scrape among without discomfort to the client. • Use massage technique according to clients need. Scrub the leg (below the knee) & feet and Anti-tan pack application • Apply suitable base coat /nail polish & top coat relevant to the clients need. • Clean the treated area and use suitable soothing product. • Provide specific after process advice to the client.
<p>5. Perform facial treatments for common skin problems. Illustrate</p>	<ul style="list-style-type: none"> • Identity the equipment, material & tools used in facial. • Make the importance of client comfort and modesty. • Analyse the Skin and fill the record card.

<p>and explain skin structure. (NOS: BWS/N9404)</p>	<ul style="list-style-type: none"> • Prepare the client & trolley for service. • Cleanse & exfoliate the skin except for acne /pimple prone skin. • Appropriate massage movements and pressure to suit the client's skin • Steam to the face 3- 4 minutes • Demonstrate correct method of application and removal of the specific mask. • Select after care products and apply correctly. • Work station clean and tidy in completion of treatment.
<p>6. Perform hair treatment for common hair problems. Illustrate and explain structure of hair. (NOS: BWS/N9408)</p>	<ul style="list-style-type: none"> • Identify different types of hair, • Comply with health and safety standard and process laid out by manufacturer. • Analyse the hair and scalp. • Prepare the client and trolley for service • Use high frequency machine for 5 -7 minutes all over the scalp. • Use hair oil on scalp and neck give the massage movement for 20 mins. • After completion of the massage, apply herbal pack if necessary & steam the scalp for 5 to 10 min. • Use of shampoo according to the hair. • Use conditioning products to needs of the client hair. • Monitor time and development of the conditioning product. • Remove conditioning product and excess water from the hair. • Clean the treated area and use suitable soothing product. • Provide specific after process advice to the client
<p>7. Create basic haircuts using special cutting techniques. (NOS: BWS/N9407)</p>	<ul style="list-style-type: none"> • Carry out client consultation procedure. • Identify tools and equipment and their use. • Carry out hair analysis and check hair density, texture and growth. • Prepare the client and trolley for hair cutting. • Use tools & equipment effectively to achieve the required result. • Select suitable equipment and material such as (Hair brushes, dryer etc.) required for the service. • Carry out sectioning for blow drying. • Make out each section of hair, starting at the bottom, work upward, using the angles of cuts to achieve desired effects. • Check the client on satisfaction with the finish result. • Provide specific after process advice to the client.

<p>8. Demonstrate basic yogic exercises for stamina building and correcting body posture. (NOS: BWS/N9411)</p>	<ul style="list-style-type: none"> • Ensure health condition is fit for practicing yoga. • Follow specific sequence. • Wear clean & loose clothes while performing yoga. • Proceed slowly and carefully. • Avoid force or strain. • Relax briefly between each practice. • Yoga must be practiced on suitable yoga mats. • Remove spectacles, watches or any jewellery. • Always breathe through the nose both in & out, unless specified otherwise. • Avoid practice any yoga technique under the influence of alcohol or mind-altering drugs. • Check awareness.
<p>9. Demonstrate day, evening/ party & bridal makeup. (NOS: BWS/N9432)</p>	<ul style="list-style-type: none"> • Consult with the client during the makeup service to confirm the desired look. • Carry out process using the tools and equipment. • Identify facial shapes and choose to make up products according to clients' needs. • Prepare the client including cleansing, skin analysis, toning and moisturizing. • Perform makeup procedures with use of optical illusion. • Provide specific after care advice.
<p>10. Create traditional hair styles & hair designing with artificial aids and thermal gadgets and wet styling technique. (NOS: BWS/N9409)</p>	<ul style="list-style-type: none"> • Carry out client consultation. • Identify the styling tools & equipment and products that are safe and fit for purpose. • Analyse the hair for performing the styling. • Select the hair style according to the client (check hair length, facial shape, Density, texture) to fulfill the desired needs. • (Follow the procedure of traditional hair styles, artificial aids and thermal gadgets.) • Perform the procedure of selected hair style. • Check the client on satisfaction with the finish result • Provide specific after process advice to the client.
<p>11. Demonstrate hair</p>	<ul style="list-style-type: none"> • Carry out client consultation.

<p>coloring, perming, straightening, rebounding and smoothing and explain the knowledge of bonds. (NOS: BWS/N9433)</p>	<ul style="list-style-type: none"> • Assemble the trolley and prepare the client for hair coloring. • Perform hair and Scalp analysis and fill the record card • Identify the styling tools & equipment and products that are safe and fit for purpose. • Mix the ingredient in mentioned ratio and place for ease of use by the stylist. • Start applying mixture according to sectioning pattern. • Regular monitor and time the development of hair coloring, perming, straightening, rebounding& smoothing. • Rinse the coloring product and apply conditioner according to hair. • Cleanse the hair for deep cleansing. • Choose the sectioning pattern according to the desired look. • Start perming process (sectioning, wrapping, Lotion application). • Rinse the Lotion from hair and apply neutralize to rebuild the bonds. • Leave the hair according to manufacture instruction and rinse off then apply the conditioner. • After the deep cleansing, dry hair and straighten it with straightening iron • Start applying the Straightening/Smoothing cream. • Leave the hair according to manufacture instruction and rinse off • Rinse the Lotion from hair and apply neutralize to rebuild the bonds. • Start applying hair mask and serum to control the damage. • Check the client on satisfaction with the finish result. • Provide specific after process advice to the client. • Clean and sterilize all tools &equipment’s before use. • Product knowledge of different companies.
<p>12. Create bindi, heena & temporary tattoo designing, drape saree in different styles. (NOS: BWS/N9434)</p>	<ul style="list-style-type: none"> • Consult the client for service. • Check if the treatment area is clean. • Check if all the material is set up in the trolley as per requirement. • Check if tools are sterilized or disinfected. • Check if the is drape as per her comfort • Check if the designs are symmetrical or not.

7. TRADE SYLLABUS

SYLLABUS FOR HAIR & SKIN CARE (FOR VISUALLY IMPAIRED & OTHER DISABLE) TRADE			
DURATION: ONE YEAR			
Duration	Reference Learning Outcome	Professional Skills (Trade Practical)	Professional Knowledge (Trade Theory)
Professional Skill 30 Hrs.	1. Develop good appearance and behavior, perform tasks as per industry standard and express good communication skill following safety precautions.	1. Familiarization with the Institute, classroom and equipment's.	Introduction to the trade
Professional Knowledge 15 Hrs.		2. Grooming self -skin, hair, mouth & teeth, hand, feet & body odour. 3. Maintain cleanliness in each job. 4. Work on improving poise- a) Sitting b) Standing c) Walking d) Things up. 5. Make telephone etiquettes. 6. Consult with client.	Personality development <ul style="list-style-type: none"> • Good health & personal hygiene • Good grooming & wardrobe planning • Beauty as a career • Different types of communication techniques in salon • Verbal- language, English knowledge • Non- verbal- visual poise, body language, gesture • Professional ethics
Professional Skill 30 Hrs.	2. Prepare and maintain work area and maintain health and safety at the work place.	7. Checking interior setting with its requirement.	Salon & safe atmosphere <ul style="list-style-type: none"> • Beauty salon set-up & its interior and exterior requirement • Safe working environment- occupational health & safety regulations & unsafe situation • Store, waste and disposable of waste dangerous goods and substances • Handle safety measures in emergency as fire, illness, accident
Professional Knowledge 15 Hrs.		8. Safety of the salon- electricity, fire. 9. Create pleasant environment. 10. Housekeeping. 11. Safety measures- fire, accident. 12. First aid box.	
		13. Set up trolley.	Sterilization and Sanitization

		<p>14. Use of different sterilizing gadgets – wet, dries.</p> <p>15. Practice in disinfection procedures.</p>	<ul style="list-style-type: none"> • Purpose • Definition • Methods • Procedure • Safety precaution
<p>Professional Skill 90 Hrs.</p> <p>Professional Knowledge 30 Hrs.</p>	<p>3. Perform epilation and depilation services.</p> <p>Illustrate and explain hair structure & hair growth cycle.</p>	<p>16. Set up trolley.</p> <p>17. Consult with client.</p> <p>18. Allergy test procedure</p> <p>19. Practice in waxing- hot, cold & warm wax.</p> <p>20. Practice by chemical depilation method.</p>	<p>Temporary removal of Superfluous hair</p> <ul style="list-style-type: none"> • Hair structure • Hair growth cycle • Purpose of removing superfluous hair • Definition and methods of Epilation and Depilation • Safe work habits • Product knowledge • Allergy test • Client consultation • Procedure • Contra-actions and its measures • Contra-indications • Safety precautions
		<p>21. Practice of Waxing, Threading, Depilation & Tweezing the eyebrows.</p> <p>22. Patch test procedure.</p> <p>23. Bleaching procedure.</p>	<p>Threading, Tweezing and Bleaching</p> <ul style="list-style-type: none"> • Purpose • Definition • Types and methods • Client consultation • Product knowledge • Patch test • Procedure • Contra- actions and its measures • Contra- indications • Safety precautions • After care/ Home care
<p>Professional Skill 75 Hrs.</p>	<p>4. Perform manicure and</p>	<p>24. Set up trolley.</p> <p>25. Consultation with client.</p>	<p>Manicure and Pedicure</p> <ul style="list-style-type: none"> • Anatomy of Nail

<p>Professional Knowledge 15 Hrs.</p>	<p>pedicure services. Explain anatomy of nail. Differentiate between and identify nail disease and nail disorders.</p>	<p>26. Filling of Record card. 27. Use of tools & equipment and products. 28. Practice of Massage: a. Hands b. Arms c. Legs. 29. Practice in different types of basic nail shapes. 30. Practice in different types of manicure & pedicure. Nail art 31. Tools knowledge. 32. Product knowledge. 33. Various techniques of Nail Art</p>	<ul style="list-style-type: none"> • Classification and identification of nail diseases and disorders • Purpose of manicure and pedicure • Definition and types • Tools, equipment and product knowledge • Consult with client • Procedure • Contra- actions • Contra- indications • Safety precautions
<p>Professional Skill 95 Hrs. Professional Knowledge 25 Hrs.</p>	<p>5. Perform facial treatments for common skin problems. Illustrate and explain skin structure.</p>	<p>34. Set up Trolley. 35. Consult with Client. 36. Skin analysis: - a. Naked eyes b. Magnifying glass. 37. Filling of record card. 38. Cleaning and exfoliate procedure. 39. Massage movements and pressure. 40. Practice in facial with the help of different equipment: - a. Vapozone b. High Frequency c. Brushing Unit d. Galvanic e. Ultrasonic f. Vacuum & Spray 41. Application of different types of packs & masks according to skin type. 42. Application of aftercare products. 43. Safety and hygiene</p>	<p>Facials</p> <ul style="list-style-type: none"> • Anatomy of skin • Skin structure • Functions of skin • Types of skin • Classification and identification of common skin problems – <ul style="list-style-type: none"> – Acne – Blackheads – Whiteheads – Disorders of sweat glands – Disorders of oil glands • Meaning of Massage • Types and benefits of massage • Consult with client • Skin analysis • Tools, equipment & product knowledge • Basic and deep cleansing • Procedure

			<ul style="list-style-type: none"> • Contra-actions • Contra-indications • Safety precaution
Professional Skill 75 Hrs. Professional Knowledge 15 Hrs.	6. Perform hair treatment for common hair problems. Illustrate and explain structure of hair.	44. Set up Trolley. 45. Consult with Client. 46. Scalp and hair analysis. 47. Practice in using gadgets: <ul style="list-style-type: none"> a. High frequency b. Infra-red lamp c. Scalp steamer 48. Care afterwards/After care	Hair <ul style="list-style-type: none"> • Science of Hair • Structure of hair root & hair Shaft • Chemical composition • Hair growth cycle • Types of hair • Hair texture, density, elasticity & porosity • Common hair problems: <ul style="list-style-type: none"> – Dandruff – Hair falling – Split ends – Pediculosis
		49. Procedure head massage. 50. Shampooing. 51. Conditioning. 52. After care	Head Massage, Shampooing, Conditioning & Deep-conditioning <ul style="list-style-type: none"> • Purpose • Product knowledge • Procedure • Benefits • Precautions
Professional Skill 85 Hrs. Professional Knowledge 20 Hrs.	7. Create basic haircuts using special cutting techniques.	53. Set up Trolley. 54. Cnsult with Client. 55. Scalp and hair analysis. 56. Sectioning. 57. Use of tools & equipment. 58. Practice in different types of cuts: - <ul style="list-style-type: none"> a) One-length cut b) Diagonal cut c) Graduated cut 59. Special cutting techniques as– <ul style="list-style-type: none"> a) Precision hair cutting b) Notching 	Hair Cutting & Blow-dry <ul style="list-style-type: none"> • Facial shapes Knowledge • Sectioning • Elevation/Angles • Length & perimeter • Basics of Blow dry • Tools & equipment knowledge • Hair cutting techniques • Safety precautions • Aftercare

		<p>c) Slicing</p> <p>60. Elevation.</p> <p>61. Practice of blow drying.</p>	
<p>Professional Skill 35 Hrs.</p> <p>Professional Knowledge 10 Hrs.</p>	<p>8. Demonstrate basic yogic exercises for stamina building and correcting body posture</p>	<p>62. Stamina building exercises.</p> <p>63. Deep breathing exercises.</p>	<p><u>Yoga and its Components</u></p> <ul style="list-style-type: none"> • Purpose • Definition • Benefits • Precautions • Yogic diet • Yoga Ashana
		<p>64. Practice Suksham Vayayam.</p> <p>65. Practice Surya Namaskar.</p> <p>66. Practice doing Meditation.</p> <p>67. Practice padmasan, vrajrasan, bhujangasan, gomukhasan, pashmochtanasan, tarasan, trikonasan, vriksasan, bhujangasan, chakrasan, sabasan.</p>	<p><u>Yogic Suksham Vayayam</u></p> <ul style="list-style-type: none"> • Benefits • Precautions <p><u>Surya Namaskar</u></p> <ul style="list-style-type: none"> • Procedure • Benefits <p><u>MEDITATION</u></p> <ul style="list-style-type: none"> • Definition • Procedure • Benefits • Safety Precautions
<p>Professional Skill 100 Hrs.</p> <p>Professional Knowledge 20 Hrs.</p>	<p>9. Demonstrate day, evening/ party & bridal makeup</p>	<p>68. Prepare work area.</p> <p>69. Set up trolley.</p> <p>70. Consulting and handling the client.</p> <p>71. Client Draping.</p> <p>72. Skin analysis.</p> <p>73. Selection of cosmetics & implements.</p> <p>74. CTM procedure.</p> <p>75. Different types of make-up</p> <ul style="list-style-type: none"> • Day makeup and evening makeup, glamour makeup • Make up for special occasion • Bridal make up <p>76. Corrective make-up for cheeks, nose, lips, jaws eyes and eyebrows.</p> <p>77. Sterilization & Sanitation.</p>	<p><u>Make-up</u></p> <ul style="list-style-type: none"> • Makeup history, types of facial shapes, facial harmony and skin coloration. • Purpose • Effects of Light on makeup • contraindications • Color theory. • Basic facial shapes knowledge • Product knowledge • Tools knowledge • Procedure of CTM • Types of make-up • Day makeup • Evening and Party Make up and Make up for special occasion, glamour makeup • Types of Bridal Make up • Basic corrective make-up for: -

		<p>78. Make up removal</p> <p>79. Maintain Clean work station before, after and during the procedure.</p> <p>80. Tools Cleaning Procedure</p>	<ul style="list-style-type: none"> ➤ Cheeks ➤ Nose ➤ Lips ➤ Jaws ➤ Eyes ➤ Eyebrows <ul style="list-style-type: none"> ● Contraindication ● Safety precautions
<p>Professional Skill 95 Hrs.</p> <p>Professional Knowledge 25 Hrs.</p>	<p>10. Create traditional hair styles & hair designing with artificial aids and thermal gadgets and wet styling technique.</p>	<p>78. Set up client.</p> <p>79. Scalp & hair analysis.</p> <p>80. Selection of cosmetics & implements.</p> <p>81. Practice in different types of traditional hair styling techniques: -</p> <ul style="list-style-type: none"> a. Rolls b. Braids c. Interlocks d. Twisting styles <p>82. Practice in different techniques of hair styling:</p> <ul style="list-style-type: none"> a. Thermal styling b. Wet Styling- Roller Setting. c. Artificial aids <p>83. Client's satisfaction.</p>	<p>Hair Styling</p> <ul style="list-style-type: none"> ● Purpose ● Types of hairstyling <ul style="list-style-type: none"> a) Thermal styling b) Wet styling c) Roller Setting d) Artificial Aids ● Thermal Styling <ul style="list-style-type: none"> – Introduction of thermal gadgets – Blow drying – Ironing/Crimping – Tongs ● Wet styling <ul style="list-style-type: none"> – Finger waving – Roller setting ● Artificial Aids ● Cleaning & maintaining of artificial aids ● Safety precautions
<p>Professional Skill 100 Hrs.</p> <p>Professional Knowledge 35 Hrs.</p>	<p>11. Demonstrate hair coloring, perming, straightening, rebounding and smoothening and explain the knowledge of bonds.</p>	<p>84. Set up trolley.</p> <p>85. Consult with client.</p> <p>86. Scalp & hair analysis.</p> <p>87. Selection of Colour.</p> <p>88. Allergy test procedure.</p> <p>89. Practice in different types of hair colouring techniques</p> <ul style="list-style-type: none"> a) Pre-lightening b) Global Colour c) High lightening <p>90. Procedure & Precautions.</p>	<p>Hair Coloring</p> <ul style="list-style-type: none"> ● Science of Colour ● Basic law of Colour (Colour wheel) ● Classification of hair Colour <ul style="list-style-type: none"> – Temporary – Semi-permanent – Permanent ● Types of hair Colour <ul style="list-style-type: none"> – Chemical – Vegetable

		<p>91. Client’s satisfaction. 92. Care afterwards/after care.</p>	<ul style="list-style-type: none"> • Techniques <ul style="list-style-type: none"> – Pre-lightening – Global Color – High lightening • Numbering system • Product Knowledge • Allergy Test procedure • Contra-actions • Contra-indications • Safety precautions
		<p>93. Set up trolley. 94. Consult with client. 95. Scalp & hair analysis. 96. Strand test procedure. 97. Procedure & precautions. 98. Hair mask & serum application.</p>	<p>Straightening/ Rebounding/ Smoothing</p> <ul style="list-style-type: none"> • Definition • Knowledge of Bonds • Client consultation • Scalp & hair analysis • Product knowledge • Strand test knowledge & procedure • Step by step procedure of Straightening/ Rebounding/ Smoothing • Contra-actions • Contra-indications • Safety precautions • Aftercare/Homecare
<p>Professional Skill 30 Hrs. Professional Knowledge 15 Hrs.</p>	<p>12. Create bindi, heena & temporary tattoo designing, drape saree in different styles.</p>	<p>99. Indian traditional beauty concepts.</p> <ul style="list-style-type: none"> • Henna designing • Temporary Tattoo making. • Saree draping • Create bindi according to facial harmony / culture. 	<p><u>Indian traditional beauty concepts</u> Safety precautions related to practical topics</p> <ul style="list-style-type: none"> • Contra-actions • Contra-indications • Bindi according to facial harmony / culture
Project Work/Industrial Visit			

SYLLABUS FOR CORE SKILLS

1. Employability Skills (Common for all CTS trades) (120 Hrs)

Learning outcomes, assessment criteria, syllabus and Tool List of Employability Skills is provided separately in www.cstaricalcutta.gov.in / www.bharatskills.gov.in / www.dgt.gov.in.

List of Tools & Equipment (Same as cosmetology but half as batch size 12)			
COSMETOLOGY (FOR VISUALLY IMPAIRED & OTHER DISABLE) (For batch of 12 Candidates)			
Sl. No.	Name of the Tools and Equipment	Specification	Quantity
A. TRAINEES TOOL KIT			
1.	Tail comb		1 each
2.	Style Comb		1 each
3.	Open teeth tail comb		1 each
4.	Small Bowl		2 each
5.	Facial Band		2 each
6.	Spray bottle		1 each
7.	Nail File		1 each
8.	Nail Cutter		1 each
9.	Personal Towel (Medium)		2 Nos.
10.	Napkin		2 Nos.
11.	Hair Accessories		As required
12.	Make-up Brush		1 each
13.	Pack & Bleach Brush		1 each
14.	Wax applicator		1 each
15.	Braid		1 each
16.	Bob Pins		As required
17.	Juda Pins		As required
18.	Setting clips		As required
19.	Lab Coat/ Apron		1 each
20.	Manicure Set		1 each
21.	Pedicure Set		1 each
22.	Manicure Bowls		1 each
23.	Black head remover		1 No.
B. SHOP TOOLS & EQUIPMENT			
Standard list of tools & equipment per station for two trainees			
Hair			
24.	Barber Scissors		1 No
25.	Thinning Scissors		1 No
26.	Plastic Rollers (Large, medium, & small)		1 doz. each
27.	Dust Brush		1 No
28.	Dye Brush		1 No

29.	Back View Mirror		1 No
30.	Cutting sheet		1 No
31.	Dye Bowl		1 No
32.	Professional Hair Brushes set		1 set
33.	Scalp steamer		1 No
34.	Tong Machine	Different sizes of tong	6 Nos.
35.	Dummy head on stand with slipon		1 No
36.	Dryer		1 No
37.	Crimper		1 no for 5 stations
38.	Mirror Panel		1 No.
39.	Styling Chair (multipurpose for hair & beauty services)		1 No.
40.	Shampoo Station with chair		1 no for 5 stations
41.	Hair Trolley		1 No.
42.	Ceramic Straightening Iron		1 No.
43.	Curling Rods with attachments		1 no for 5 stations
44.	Rebounding Boards		1 set.
45.	Benders		1 dz.
46.	Hood Dryer		1 no for 5 stations
Skin			
47.	Magnifying lamp		1 no for 5 stations
48.	Vapozone		1 no for 5 stations
49.	High frequency (professional) machine for hair and facial treatment		02 Nos
50.	Infra-red Lamp		02 Nos
51.	Wax heater double bowl		02 Nos
52.	Beauty Trolleys		04 Nos
53.	Facial Bed		02 Nos
54.	Pedi station with stools		02 Nos.
55.	Manicure stools		01 No.
56.	Manicure table with LED lamp		02 Nos.

57.	Electric Manicure Kit	Professional range	02 Nos.
58.	Galvanic	Professional range	02 Nos.
59.	Ultra Sonic	Professional range	02 Nos.
60.	Skin Analyser	Professional range	02 Nos.
61.	Vacuum suction		1 No.
62.	Manicure Trolley		02 Nos.
Lab			
63.	Dry Sterilizer (Ultra Violet)		1 no for 5 stations
64.	Geyser	25 Litre Copper plate	1 No.
65.	Front wash Basin		1 no for 5 stations
66.	Curtain/Blinds for Lab		As required
67.	Blanket		02 Nos.
68.	Hot towel cabinet		01 Nos.
69.	Desktop computer	CPU: 64 Bit i3/i5/i7 or latest processor, Speed: 3 GHz or Higher. RAM:-4 GB DDR-IV or Higher, Wi-Fi Enabled. Network Card: Integrated Gigabit Ethernet, with USB Mouse, USB Keyboard and Monitor (Min. 17 Inch. Licensed Operating System and Antivirus compatible with trade related software. or Latest Version	1 No.
70.	Printer		1 No.
71.	Computer Table		1 No.
72.	Heat Convector		4 Nos.
73.	Air conditioner 1.5 Ton		4 Nos.
74.	Student Lockers		1 per student
75.	Refrigerator	165 Ltr	1 No.
76.	Almirah		2 Nos.
77.	Teacher's Chair and table		1 set
78.	Wet Sterilizer		1 no for 5 stations
C. SHOP FLOOR FURNITURE AND MATERIALS			
79.	Student's chair with flap		12 Nos.

80.	Teacher's Table and chair set		1 No.
81.	LCD Projector/ Interactive Board		1 No.
82.	White Magnetic Board with felt board		1 No.
83.	Curtain/blinds for Lab.		As required
D. YOGA LAB MATERIALS			
84.	Yoga Mat		12 Nos.
85.	Teacher's Chair		1 No.
86.	Teacher's Table		1 No
87.	Curtain for Lab.		As required

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Special acknowledgement is extended by DGT to the following expert members who had contributed immensely in this curriculum.

List of Contributors			
Sl. No.	Name & Designation Mr./Ms.	Organization	Remarks
1.	Shri S.S. Naik, Regional Director	RDSDE, Rajasthan	Chairman
2.	Shri T. Ragulan, Director	CSTARI, Kolkata	Member
3.	Neetu Shukla, T.O.	NSTI (W), Jaipur	Member
4.	Beena raj, T.O.	NSTI (W), Jaipur	Member
5.	Vineeta Sharma, Technical Trainer	Dabur India Limited Ghaziabad	Member
6.	Shri Yogesh Kumar Srivastava	HDK BEAUTYI PVT. LTD.	Member
7.	Punam Kumari	Aveela Education Nails	Member
8.	Sudha, Trainer	Aveda Education Pvt. Ltd.	Member
9.	Nitya Shivhare, Trainer	Vibage Beauty and Health Care Pvt. Ltd.	Member
10.	Radhika Bhardwaj	Shadows Unisex Salon, Jaipur	Member
11.	Sachi Kasaudhan, Cosmetologist	NSTI, Jaipur	Member
12.	Deepti Bansal, Saloon owner	NSTI, Jaipur	Member
13.	Manju Khatuwal	Jaipur	Member
14.	Vaibhavi Kumawat	Shades n shine unisex salon, Jaipur	Member
15.	Neetu Sachdeva	MDM Jaipur	
16.	Sapna Guvlani	MDM Jaipur	Member
17.	Shilpa	Areum Salon, 36-37 SDC Building, Jaipur	Member
18.	Rohit Kumar	Areum Salon, 36-37 SDC Building, Jaipur	Member
19.	Manju Rewani	All is well Beauty & Spa	Member
20.	Toshi Verma	NSTI (W) Jaipur	Member
21.	Dr. Lovina Mittal	Govt. Women Polytechnic College, Jaipur	Member
22.	Pebam Prerna Singh	NSTI, Jaipur	Member
23.	P.K. Bairagi, T.O.	CSTARI, Kolkata	Member

24.	B. Biswas, T.O.	CSTARI, Kolkata	Member
25.	Vijay Sain	Scissor's N Style Salon, Jaipur	Member
26.	Archana Singh, A.D.	CSTARI, Kolkata	Member
27.	Tania Gupta, Cosmetology	Srabasti Kolkata	Member
28.	Jayashri Sarkar, Owner	Serampore Hooghly	Member
29.	Tripti Datta, T.O.	NSTI (W) Indore	Member
30.	Sujata Sharma, Hair and Beauty Expert	A1 Govind Vihar Golyawas Mansarover	Member
31.	Kavita Kadam, Assistant Professor	SVITT, SVVV, Indore	Member
32.	Ami Makwana, Supervisor instructor	Ahmedabad	Member
33.	Rajni Soni, T.O.	NSTI(W), Allahabad	Member
34.	Tanushree Sharma, T.O.	NSTI(W), PANIPAT	Member
35.	Mohita, Makeup Artist	Kay 2 Salon, Jaipur	Member
36.	Manisha Maheshwari, Makeup Artist and Hair Dresses	Freelancing work, Udaipur	Member

ABBREVIATIONS	
CTS	Craftsmen Training Scheme
ATS	Apprentice ship Training Scheme
CITS	Crafts Instructor Training Scheme
DGT	Directorate General of Training
MSDE	Ministry of Skill Development and Entrepreneurship
NTC	National Trade Certificate
NAC	National Apprentice ship Certificate
NCIC	National Craft Instructor Certificate
LD	Locomotor Disability
CP	Cerebral Palsy
MD	Multiple Disabilities
LV	Low Vision
HH	Hard of Hearing
ID	Intellectual Disabilities
LC	Leprosy Cured
SLD	Specific Learning Disabilities
DW	Dwarfism
MI	Mental Illness
AA	Acid Attack
PwD	Person with disabilities

