

BOARD OF TECHNICAL EDUCATION, RAJASTHAN, JODHPUR
RULES AND REGULATION FOR DIPLOMA COURSES IN
NON-ENGINEERING FOR THE YEAR 2005-2006 AND ONWARDS

1. DEFINITIONS :

Board	:	Means, Board of Technical Education, Rajasthan, Jodhpur constituted by Government of Rajasthan.
Chairman	:	Means, the Chairman of the Board, Ex - officio Director of Technical Education, Rajasthan, Jodhpur.
Secretary	:	Means, Joint Director Cum-Secretary of Board.
Registrar	:	Means, the Deputy Director (Registrar) of Board.
Diploma course	:	Means, 2 years/3 years (excluding practical training duration) diploma course in branch of non-engineering recognized by the Board.
Affiliated Institution	:	Means, an institution affiliated with Board, running Diploma course, examinations of which are conducted by the Board.
Principal	:	Means, the Principal or the Head of the affiliated Institution.
Regular Student	:	Means, a student who is eligible to pursue a regular course of study i.e. to attend regular classes in a particular year in which he/she wants to appear in the examination in the institution in which he has been enrolled by the Board.
Ex-Student	:	Means, a student who has completed a regular course of study as prescribed by the Board during a year, but fails in the theory and /or practical examination and is eligible to reappear in theory and / or practical examination in one or more subjects
Examination	:	Means, any examination conducted by the board.
Year	:	Means, an academic session for example first year means the first academic session of the prescribed course of study. Similarly second year and third year means second and third academic session respectively.

2. ADMISSION QUALIFICATIONS AND ENROLMENT :

- 2.1 The minimum qualification for admission to a Diploma Course in an affiliated institution shall be as prescribed by the Government of Rajasthan from time to time.
- 2.2 No student shall be admitted to any examination of the Board unless he/she has been enrolled with the Board. A student during his enrolment with the Board can not enroll himself with any other

Board/ University. If any such case is reported, the enrolment of the student with the Board will be cancelled and he/she will not be allowed to appear in any of the examinations conducted by the Board.

3. DURATION AND COURSE STUDY : Duration of Diploma Course shall extend over the period prescribed by the Board at an affiliated institution for regular students and the course of study shall consist of subjects, prescribed by the Board in the Teaching and Examination Scheme from time to time.

4. EXAMINATION SCHEME : The valuation of the students shall be done by the Board or by the affiliated institution on behalf of the Board as per Teaching and Examination scheme. Theory and practical Examination will be conducted by the Board at the end of each year in accordance with the prescribed Teaching and Examination Scheme at such centres and on such dates as may be notified by the Board.

- 4.1 THEORY EXAMINATION (TH) : These shall be conducted by the Board at the end of each year in the subjects listed under "TH" in the Teaching and Examination Scheme.
- 4.2 PRACTICAL EXAMINATION (PR) : These shall be conducted at the institution on behalf of the Board at the end of each year in the subjects listed under "PR". The mode of such examination will be as per the Teaching and Examination Scheme
- 4.3 SESSIONAL ASSESSMENT : This will be done by the affiliated institution on behalf of Board on the basis of day to day work consisting of class tests listed under "CT" and regular Practical work done during the course of study listed under "PR(S)" in Teaching and Examination Scheme. Three class tests will be conducted by the institution for each subject in a year on behalf of the Board but marks for best two tests will be counted.
- 4.4 PRACTICAL TRAINING ASSESSMENT : On completion of training the assessment will be done by a committee constituted by the institution as per directives of the Board.
- 4.5 PROJECT ASSESSMENT : Diploma course students have to complete a project, wherever applicable, after final year examination as per Teaching & Examination Scheme. The assessment of the project will be done as per directives of the Board.
- 4.6 PRACTICAL TRAINING & PROJECT ASSESSMENT : On completion of "Practical Training & project" the assessment will be done by a committee constituted by the institution as per directives of the Board.

5. ELIGIBILITY FOR EXAMINATION :-

- 5.1 For eligibility to appear in the Examination a student must have attended at least 75% of the lectures delivered in each subject

during the year and must also have attended at least 75% of the practicals conducted in each subject during the year. The deficiency in attendance in theory classes to the extent of 5% may be condoned by the Principal and an additional 5% by the Chairman for specific reason.

- 5.2 A student who does not fulfill the prescribed condition as mentioned in 5.1 shall not be allowed to appear in the examination. The detention orders shall be issued by the Head of the Institution on behalf of the Board.
- 5.3 A student who is not eligible to appear in the examination under regulation 5.1 shall repeat the course of study as a regular student. Such students shall not be permitted, where applicable, to keep term in the next higher class.

5.4 CHECK POINT:

- 5.4.1 A two/three year Diploma course student has to pass Diploma course by the end of four/six academic years respectively from the year of enrolment failing which his/her enrolment with the Board will automatically be cancelled.
 - 5.4.2 Three Year Diploma : A student has to pass all the subjects of first year and Second year by the end of fourth academic year except under rule 6.7 from the year of enrolment failing which his/ her enrolment with the Board will automatically be cancelled.
 - 5.4.3 Two Year Diploma : A student has to pass all the subjects of first year by the end of second academic year except under rule 6.7 from the year of enrolment failing which his/ her enrolment with the Board will automatically be cancelled.
- 5.5 Time limit to pass all subjects of Diploma course will not be extended for any punishment by the institution and for the punishment awarded by the Board for the use of unfair means in the examination.

6. PASSING STANDARDS:-

- 6.1 33% marks in each theory examination in the subjects listed under "TH" in the Teaching and Examination Scheme.
- 6.2 45% marks in each practical examination in the subjects listed under "PR" in the Teaching & Examination Scheme.
- 6.3 45% marks in consolidated sessionals [PR(S) + CT] of all subjects listed under "PR(S)" and "CT" in the Teaching and Examination Scheme.
- 6.4 Deficiency to the extent of 5 marks in a subject (TH, PR and consolidated sessionals) and up to 10 marks in a year may be condoned by the chairman. Deficiency will not be condoned

in more than two subjects in a year. The student whose deficiency in a subject has been condoned will be deemed to have passed the subject. Condonation will be given first in consolidated sessionals then in practical and lastly in theory subject/ subjects. Condonation marks will be awarded to a student in the eligible subject/ subjects only after he/she has passed all the remaining subjects of the concerned year.

- 6.5 A Diploma student who passes in all subjects in first/ second year shall be promoted to second/ third year respectively.
- 6.6 A Diploma student, who fails in consolidated sessional of any year will not be promoted to higher class. Such student will be declared failed and he/she will have to repeat the year in which he/she fails in consolidated sessionals as a regular student.
- 6.7 A Diploma student who passes in consolidated sessionals but fails in Theory/ Practical examination in first/ second year in not more than two subjects, (Theory and Practical of a subject will be treated as one subject) will be allowed to keep term in second/ third year respectively He/she will be allowed to reappear as Ex student in these subjects in the next year examination as and when held.
- 6.8 A Diploma student who passes in consolidated sessionals of final year but fails in Theory/ Practical Examination of final year will be allowed to reappear in a special examination for final year to be conducted after suitable interval.
- 6.9 Only those diploma students who have passed all Theory/ Practical subjects other than final year shall be allowed in the special examination for final year.
- 6.10 The special examination will be treated as part of the regular examination.
- 6.11 A Diploma student who passes in consolidated sessionals but fails in more than two subjects of first /second year Theory /Practical examination, is not eligible to keep term in the next higher class but may reappear in TH/PR or both as Ex-student in the subject/ subjects in which he/she fails in next year examination as and when held.
- 6.12 A Diploma student who reappear in Theory / Practical examination as Ex-student will retain full credit of consolidated sessional marks and marks of Theory / Practical examination for subject/Subjects in which he/she does not reappear.

- 6.13 A Diploma student can not be given the benefit of condonation for the purpose of deciding promotion under regulation. Only the student failing in one or two subjects in any year examination can be given the benefit of condonation.

7. AWARD OF DIPLOMA :

- 7.1 A student will become eligible for award of a Diploma after passing in all subjects of Diploma Course.
- 7.2 **FINAL AGGREGATE FOR DIPLOMA COURSE FOR AWARD OF DIVISION.**
- 7.2.1 FOR 3 YEAR DIPLOMA COURSE : -
- (i) 40% of the aggregate marks of I Year.
 - (ii) 60% of the aggregate marks of II Year,
 - (iii) 100% of the aggregate marks of III Year.
- 7.2.2 FOR 2 YEAR DIPLOMA COURSE :-
- (i) 50% of the aggregate marks of I Year,
 - (ii) 100% marks of the aggregate marks of II Year.
- 7.3 **AWARD OF DIVISION :** The division will be awarded to successful Diploma students on the basis of final percentage of marks as given below.

- (i) 75% or more : I Division with Honours
- (ii) 60% or more but less than 75% : I Division.
- (iii) 45% or more but less than 60% : II Division.
- (iv) Less than 45% but more than the: Pass Class
passing standards as stated in Rule 6.0

7.4 **MERCY GRACE MARK:**

- (i) Only 1 mercy grace mark will be awarded to those students whose Division is changed with the help of this mercy grace mark
- (ii) Mercy grace mark will be awarded to those students only who have passed all the subjects of Diploma Course.
- (iii) Mercy grace mark will be added in the grand total of the details of marks to award division and not in the marks of any particular semester or subject.

8. **MERIT:** Students who pass all subjects of a Diploma course in single attempt without any condonation and within prescribed duration of the course will be considered for the merit as per rules of the Board.

9. **IMPROVEMENT :**

- 9.1 A student who passes in all subjects of Diploma may be allowed one chance for improvement of his/her performance.
- 9.2 Such students will be permitted to reappear only in Theory papers of one or more subjects of final year, as ex-student only in the next examination.
- 9.3 The student who avails of chance for improvement of his/her performance will retain full credits of marks except the theory marks of subjects in which he/she re-appears. If the student scores lesser aggregate marks or fails in one or more subjects during his chance for improvement, the aggregate marks and division scored by him/her in the previous examination will stand and no further chance for improvement would be allowed to him/her.
- 9.4 Such improvement of marks will be counted only for the purpose of division and not for Merit.

10. Any student debarred or rusticated by the competent authority will not be eligible to appear in any examination from the date of issue of such orders.

11. These Rules and Regulation shall come into force for student admitted from the year 2005-2006 and onwards.

12. Students pursuing a Diploma Course of recognized state Board of Tech Education or University may be permitted to migrate to this Board in accordance with rules of the Board.
13. A student who completes a course of study in a branch and become eligible for award of a Diploma may be permitted to study and appear in the second Diploma examination in accordance with rules of the Board.
14. If a student is unable to pass regularly the course of study prevailing at the time of admission then he/ she is liable to be shifted in the consecutive new scheme, if any, introduced by the Board at any time.
15. The power of addition and alteration of rules shall remain with the Board of Technical Education Rajasthan, Jodhpur.
16. In case of any dispute the jurisdiction will be courts situated at JODHPUR only.

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COMPUTER APPLICATIONS -I

CODE BC 101

CA 101/CD 101/ ID 101/ TD 101

L	T	P
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RATIONALE

The course has been designed to provide an introduction to Computer Technology and its tools. The student will be able to understand the basics of Computer and its application. The student will be able to appreciate the role of Computer Technology, more specifically computer hardware, software and its application in the present social and economic scenario.

The course has focus on the following:

- * Computer Organization.
- * Computer Operating System and Software
- * MS Windows, Word Processing
- * Presentation Packages.

CONTENTS

	L	P
1. Computer Appreciation :	2	3
1.1. Characteristics of Computers.		
1.2. Input, Output, Storage units.		
1.3. CPU, Computer System.		
2. Computer Organization :	11	12
2.1 Central Processing Unit.		
2.1.1 Control Unit.		
2.1.2 Arithmetic Unit.		
2.1.3 Instruction Set.		
2.1.4 Register.		
2.1.5 Processor Speed.		
2.2 Memory		
2.2.1 Main Memory.		
2.2.2 Storage Evaluation Criteria.		
2.2.3 Memory Organization.		
2.2.4 Memory Capacity.		
2.2.5 Random Access Memories.		
2.2.6 Read Only Memories.		
2.2.7 Secondary Storage Devices.		
2.2.7.1 Magnetic Disk.		
2.2.7.2 Floppy and Hard Disk.		

2.2.7.3	Optical Disks CD-ROM.		
2.2.7.4	Mass Storage Devices.		
2.3	Input Devices		
2.3.1	Keyboard.		
2.3.2	Mouse.		
2.3.3	Trackball.		
2.3.4	Joystick.		
2.3.5	Scanner.		
2.3.6	Optical Mark Reader.		
2.3.7	Bar-code Reader.		
2.3.8	Magnetic Ink Character Reader.		
2.3.9	Digitizer.		
2.3.10	Card Reader.		
2.3.11	Voice Recognition.		
2.3.12	Web Camera		
2.3.13	Video Cameras.		
2.4	Output Devices		
2.4.1	Monitors.		
2.4.2	Printers.		
	2.4.2.1 Dot Matrix Printers.		
	2.4.2.2 Inkjet Printers.		
	2.4.2.3 Laser Printers.		
2.4.3	Plotters.		
2.4.4	Computers Output Micro-Film (COM).		
2.4.5	Multimedia Projector		
2.5.	Computer Software.		
2.5.1	Relationship between Hardware and Software.		
2.5.2	System Software, Application Software, Compiler. Interpreter, Names of some high level languages		
2.5.3	Applications of Computer		
3.	Operating System :	9	12
3.1	Microsoft Windows		
3.1.1	An overview of different versions of Windows.		
3.1.2	Basic Windows elements.		
3.1.3	File Management through Windows.		
3.1.4	Using Essential Accessories: Systems Tools- Disk cleanup, Disk defragmenter, Entertainment, Games, Calculator, Imaging-Fax, Notepad, Paint, WordPad, Recycle Bin, Windows Explorer, Creating Folders & Icons		

4.	Word Processing :	5	39
4.1	Word Processing Concepts.		
4.2	Saving, Closing, Opening an Existing Document.		
4.3	Selecting text, Editing text.		
4.4	Finding and Replacing text.		
4.5	Printing Documents.		
4.6	Creating and Printing Merged Documents, Mail merge		
4.7	Character and Paragraph Formatting, Page Design and Layout.		
4.8	Editing and Proofing Tools; Checking and correcting spellings.		
4.9	Handling Graphics.		
4.10	Creating Tables and Charts.		
4.11	Document Templates and Wizards.		
5.	Presentation Package :	3	24
5.1	Creating. Opening and Saving presentations.		
5.2	Creating the look of presentation.		
5.3	Working in different Views, working with Slides.		
5.4	Adding and formatting Text, Formatting Paragraphs.		
5.5	Checking Spelling and Correcting Typing Mistakes.		
5.6	Making Notes, Pages and Handouts.		
5.7	Drawing and Working with Objects.		
5.8	Adding Clip Art and Other Pictures.		
5.9	Designing Slide Shows.		
5.10	Running and Controlling a Slide Show.		
5.11	Printing Presentations.		

REFERENCE BOOKS :

- 1 Foundations of Computing P.K. Sinha and P. Sinha, First edition, 2002 B P B publication.
2. Microsoft office 2000 for Windows S. Sagman, second Indian print, 2001 Pearson education.

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COMMUNICATION SKILLS IN ENGLISH**CODE BC 102**

CA 102/CD 102/ ID 102/ TD 102

L	T	P
1	-	2

RATIONALE

The students seeking admission to the diploma courses do not have the required proficiency in English. It has, therefore, been decided to introduce English and Communication Techniques to help them to attain proficiency in the subject.

CONTENTS

	L
1. Narration, Voice, Basic Sentence Patterns. (Nine basic sentence patterns)	5
2. Transformation of Sentences, Determiners, Preposition.	7
3. Tenses, Common errors (Noun, Pronoun, Articles, Adverb, Punctuation, Preposition etc.)	7
4. Modals in Conversational Usage, Prefix, Suffix, Idioms & Phrasal verbs :	4
Modals	
Can, Could, Should, Will, Would, May, Might, Must, Need not, Dare not, Ought to, Used to.	
Phrases	
At all; In stead of; In Spite of; As well as; Set up; Up set; Look up; Call off; Call out; Come across; Set right; Look other.	
Idioms	
Work up (excite); Break down; Stand up for; Turn down; Pass away; Pass on; Back up; Back out; Carry out; Done for (ruined); Bring about; Go through; Ran over; Look up (improve); Pick out (selected).	
5. Composition - 1. Unseen Passage, Precis Writing	2
6. Letter Writing, Paragraph Writing, Report Writing	3
7. Essay Writing - Essays on general and topics related to environmental problems.	2

PRACTICALS

We envisage two successive stages for attaining skill in communication ability;

1. Listening
2. Speaking

We can club them together as shown above.

1. Listening :	P
	6
1.1 For improving listening skills the following steps are recommended,	
1.1.1 Listen to Prerecorded Tapes	
1.1.2 Reproduce Vocally what has been heard	
1.1.3 Reproduce in Written form	
1.1.4 Summarise the text heard	
1.1.5 Suggest Substitution of Words and Sentences	
1.1.6 Answer Questions related to the taped text	
1.1.7 Summarise in Writing	
2. Speaking :	6
2.1 Introducing English consonant-sounds and vowel-sounds.	
2.1.1 Remedial excercises where necessary	
2.2 Knowing Word stress	
Shifting word stress in poly-syllabic words	
[For pronunciation practice read aloud a para or page regularly while others monitor]	
3. Vocabulary :	10
3.1 Synonyms. Homonyms. Antonyms and Homophones	
3.2 Words often confused, as for example,	
[I-me; your-yours; its-it's; comprehensible-comprehensive; complement-compliment]	
3.3 Context-based meanings of the words, for example,	
3.3.1 man[N] man[vb]; step[N] ,step[vb]	
3.3.2 conflict _____Israel Palestinian conflict	
Emotional conflict,	
Ideas conflict	
3.3.3 learn _____ 1 learn at this school	
I learnt from the morning news	
4. Delivering Short Discourses :	15
4.1. About oneself	
4.2 Describing a Place, Person, Object	
4.3 Describing a Picture, Photo.	

- 5. Group Discussion : 15**
 5.1 Developing skill to initiate a discussion [How to open]
 5.2 Snatching initiative from others [Watch for weak points, etc.]

6. Expand a topic-sentence into 4-5 sentence narrative. 8
Note :

- The Medium of teaching and examination will be English.
- The Question on Essay Writing (Unit-7) will be compulsory. The student will have to attempt one essay out of two, touching the given points on general/ local topic related to environmental problems.
- At least one question will be set from each unit.
- No theory question will be set from syllabus of practicals.

REFERENCE BOOKS

- | | |
|---|--|
| 1. Intermediate English Grammar | Raymond Murphy,
Pub: Foundation Books,
New Delhi |
| 2. Eng. Grammar, usage & Composition | Tickoo & Subramanian
Pub: S.Chand and Co. |
| 3. Living Eng. Structure | Stannard Alien.
Pub: Longman |
| 4. A Practical Eng. Grammar
(and its Exercise Books) | Thomson and Martinet.
Pub : ELBS |
| 5. High School English Grammar
and Composition | Wren & Martin. |

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NATURAL COSMETOLOGY

CODE BC 103

L T P
1 -- 2/2

RATIONALE

The students seeking admission to the diploma of Beauty Culture must have knowledge of natural things, which can help in cultivating beauty. To gain and preserve beauty has been a natural wish of every human being, since the beginning of beauty, people have learned how to use a wide variety of preparation to beautify body.

CONTENTS

1.	1.1	Natural Cosmetics, Their Need and Importance.	L
	1.2	Study of the following with respect to their Cosmetic Properties and Effects :	6
	1.2.1	Strawberries	1.2.9 Thyme
	1.2.2	Roses	1.2.10 Oatmeal
	1.2.3	Milk	1.2.11 Turmeric
	1.2.4	Cucumber	1.2.12 Wheat germ
	1.2.5	Brewer's yeast	1.2.13 Almond
	1.2.6	Corn	1.2.14 Neem
	1.2.7	Clove	1.2.15 China Rose
	1.2.8	Apricots	
2.		Composition and Functions of following for Skin Treatment :	4
	2.1	Make up Remover	2.5 Sun tan lotion
	2.2	Astringents	2.6 Skin tighteners
	2.3	Cleanser	2.7 Black head cleanser
	2.4	Moisturizers	2.8 Creams
3.		Composition and Functions of Masks for following types of Skin :	5
	3.1	Blemished Skin.	
	3.2	Rough Skin.	
	3.3	Wrinkled Skin.	
	3.4	Oily Skin	
	3.5.	Pimpled Skin.	
4.		Composition and Functions of following for Hair Treatment:	5
	4.1	Natural Tints	
	4.1.1	Camomile	
	4.1.2	Walnut	
	4.1.3	Sage	
	4.1.4	Heena	
	4.1.5	Indigo	
	4.1.6	Amla (Indian goose berries)	
	4.1.7	Ketachau or Kattha	
	4.2	Conditioners	
	4.2.1	Mayonaise	
	4.2.2	Avocado	
	4.2.3	Protein	
	4.2.4	Heena	
	4.3	Treatments for Oily, Dry and Damaged Hair, Dandruff and Split ends.	

- 4.4 Hair Sprays
 4.5 Hair, Shimmers
 4.6 Hair Straighteners
 4.7 Hair Packs
5. **Composition and functions of following for treatment of :** 2
 5.1 Eye Wash
 5.2 Lipstick and Lip Gloss.
 5.3 Herbal Nail Dips.
 5.4 Teeth Cleanser.
6. **Essential Oils : Study and application of the following oils :** 8
 6.1 Camomile 6.7 Cypress
 6.2 Junipur 6.8 Lemongrass
 6.3 Lavender 6.9 Rosemary
 6.4 Neroli 6.10 Sandle Wood
 6.5 Lemon 6.11 Tea tree
 6.6 Bergamot 6.12 Geranium

PRACTICALS

1. **Preparation of :** P
8
 1.1 Scrub
 1.2 Astringent Lotion
 1.3 Cleanser
 1.4 Make-up Remover.
2. **Preparation of masks for :** 8
 2.1 Blemished Skin
 2.2 Pimpled Skin
 2.3 Oily Skin
 2.4 Dry Skin
3. **Preparation of Hair Packs : for Colouring Hair, Conditioning Hair, Falling Hair, Dandruff Hair.** 8
4. **Preparation of :** 6
 4.1 Eye wash
 4.2 Lip Glom
 4.3 Hot Wax
 4.4 Teeth cleanser
 4.5 Hair Oil

REFERENCE BOOKS :

1. The Handbook of Natural Beauty Castleton, Virginia
 Pub : PG Publishing Pvt. Ltd.
 Singapore, Hong Kong,
 New Delhi.

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ANATOMY & PHYSIOLOGY

CODE BC 104

L T P
2 2/2 --**RATIONALE**

The students seeking admission to the Beauty Culture diploma course must have knowledge of Anatomy and Physiology of human body because most of the subjects in this diploma require such background knowledge.

CONTENTS

- | | L | T |
|---|-----------|-----------|
| 1. Introduction to Anatomy and Physiology : | 14 | 7 |
| 1.1 Basic Cell and Elementary Tissues | | |
| 1.2 General Formation of the Body Skeleton | | |
| 1.3 Elementary knowledge of various Systems of the Body | | |
| 2. Elementary knowledge of following Systems : | 22 | 9 |
| (only Anatomy and Physiology) | | |
| 2.1 Digestive | | |
| 2.2 Circulatory | | |
| 2.3 Respiratory | | |
| 2.4 Excretory | | |
| 3. Elementary knowledge of following Systems : | 10 | 3 |
| (only Anatomy and Physiology) | | |
| 3.1 Endocrine. | | |
| 3.2 Female Reproductive. | | |
| 4. Elementary knowledge of following Systems : | 14 | 11 |
| (only Anatomy and Physiology) | | |
| 4.1 Skeleton | | |
| 4.2 Muscular | | |
| 4.3 Lymphatic | | |
| 4.4 Cutaneous System | | |

REFERENCE BOOKS :

1. Sharir Aur Sharir Kriya Vigyan Evelyn Pearce
 2. Sharir Kriya Vigyan Pramila Verma

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BEAUTY CULTURE – I**CODE BC 105**

L	T	P
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RATIONALE

The students seeking admission to the diploma of Beauty Culture must be well versed with knowledge and practical of Beauty Therapy as this particular subject gives maximum standing for professionalism in this field.

CONTENTS

- 1. Skin Care :**
 - 1.1 Analysis and Skin Types
 - 1.2 Basic Skin Care
 - 1.3 Plain Facial for all types of Skin.
- 2. Manicure and Pedicure :**
 - 2.1 Structure and Study of Nails
 - 2.2 Disorders and Diseases of Nails
 - 2.3 Procedure of Manicure and Pedicure
 - 2.4 Types of Manicure and Pedicure
 - 2.5 Nail Art and Artificial Aids and its uses
 - 2.6 Harmful effects of Cosmetics on Nails and Skin and its Cure.
- 3. Superflous Hair Removal :**
 - 3.1 Definition
 - 3.2 Different Methods
 - 3.3 Removal of Hair from Face and Body
 - 3.4 Eye brow Shaping, different methods to Shape
 - 3.5 Threading - Brow Arch and Correct Placing and Shaping of Eye-Brow.
 - 3.6 Fashion effects of Brows Makeup
 - 3.7 Bleaching
 - 3.7.1 Procedure and Preparation by different methods.
 - 3.7.2 Cosmetic knowledge.
- 4. Make-up :**
 - 4.1 Facial make-up Techniques
 - 4.2 Preparation
 - 4.3 Implements and Materials used
 - 4.4 Body make-up by Mehandi.

- 5. Body Massage :**
 - 5.1 Basic Manipulations used in body Massage
 - 5.2 Physiological effects of Massages.

Note :The Essential Theory should be taught during the Practicals.

PRACTICALS

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|---|-----------|
| | P |
| 1. Skin Care : | 28 |
| 1.1 Skin Analysis and Skin Care | |
| 1.2 Procedure of Performing Facial for Different types of Skin. | |
| 2. Manicure and Pedicure : | 56 |
| 2.1 Procedure of Performing Different types Manicure and Pedicure. | |
| 3. Superflous Hair Removal : | 49 |
| 3.1 Procedure of Performing different Epilatory and Depilatory Methods. | |
| 3.2 Practicing in Shaping Eye Brow. | |
| 3.3 Practice of using the Bleaching Method of different Preparations. | |
| 4. Make-up : | 35 |
| 4.1 Procedure and Performing basic make-up Techniques | |
| 4.2 Procedure and Performing Body make-up by Mehandi. | |
| 5. Body Massage : | 42 |
| 5.1 Procedure and Performing Body Massage by Oil. | |

REFERENCE BOOKS :

- | | | |
|---|--|---------------|
| 1 | Standard Text Book of Cosmetology | Milady staff |
| 2 | Principles and Practice of Beauty Culture | Florence wall |
| 3 | Manual for Skin Care, Cosmetics application and Corrective Make-up | Madame Korner |
| 4 | Beauty Specialist | Ann Gallant |

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HAIR DRESSING – I**CODE BC 106**

L	T	P
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RATIONALE

The students seeking admission to the diploma of Beauty Culture must be well versed with knowledge and practical of hairdressing because hair designing in an important aspect of external beauty. Since ages, crowning glory is the subject of admiration.

CONTENTS**1. Hair Shaping and Cutting :**

- 1.1 Study of Profile
- 1.2 Different types of Cutting to suit the Texture,
- 1.3 Fine Hair
- 1.4 Oily Hair
- 1.5 Straight Hair
- 1.6 Wavy Hair
- 1.7 Coarse Hair
- 1.8 Different Types of Cuts :
 - 1.8.1 Trimming
 - 1.8.2 Layer Cutting
 - 1.8.3 Blunt Cut.
 - 1.8.4 Tapering
 - 1.8.5 Hair Shaping and Cutting Implements and their uses. Different types of Sectioning and Pattern Making.

2. Hair Setting and Styling :

- 2.1 Roller Setting Roller Bases
- 2.2 Off Base Rollers
- 2.3 Half Base Rollers
- 2.4 On Base Rollers
- 2.5 Spiral Rollers
- 2.6 Ringlets Rollers
- 2.7 Study of the Hair and its length for using different sizes of Rollers
- 2.8 Setting of Rollers in different styles to suit shape of the face and figure.
 - 2.8.1 Selecting the Cosmetics used in Hair Setting.
 - 2.8.2 Use of different methods of Hair Drying ; Hand Hair Dryer and Hood Hair Dryer
 - 2.8.3 Comb Out Techniques

3. Hair styling :

- 3.1 Description of different types of Hair Styles to Built, Age, and Occasion
- 3.2 Facial Shapes
- 3.3 Features
- 3.4 Shapes of Head
- 3.5 Hair Texture
- 3.6 Density
- 3.7 Length and Condition of the Hair Equipment
- 3.8 Implements and Cosmetics used on Hair Setting and Styling.

4. Shampooing Rinsing and Conditioning :

- 4.1 Importance of Shampooing
- 4.2 Purpose and function
- 4.3 Types of shampoos
- 4.4 Effect on different types of hair
- 4.5 Types of Rinses
 - 4.5.1 Purpose and effects

5. Thermal Hair Styling :

- 5.1 Different Equipments for Thermal Hair Styling

Note :The Essential Theory should be taught during the Practicals.

PRACTICALS**1. Hair Shaping or Cutting :**

- 1.1 Defining the shape of the Face
- 1.2 Defining the Types and Texture of hair
- 1.3 Deciding the Methods to be used
- 1.4 Correct way of holding the Implements
- 1.5 Preparing the Client for the hair cut
- 1.6 Sectioning the hair with Scissors
- 1.7 Use of Razor and Handling of Natural Clippers

**P
35****2. Hair Setting :**

- 2.1 Handling of Implements used
 - 2.1.1 Comb Brushes
 - 2.1.2 Setting Rollers
- 2.2 On long and short hair Comb out Technique
- 2.3 Practice in Making
 - 2.3.1 Pin - Curls

45

- 2.3.2 Sculpture Curls
- 2.3.3 Arc shaped base
- 2.3.4 "C" Shaped Base, Fill in Curls.
- 2.4 Handling of the different Dryers, Drying of Hair.

3. Hair Styling : 45

Study of face and their features, Making of the styles.

- 3.1 Plain buns 3.5 Shells
- 3.2 Rolls 3.6 Ringlets
- 3.3 Inter locks 3.7 Plaits
- 3.4 Bee Hives 3.8 Kiss curls.

Making of Styles in Fashion at one time.

4 Shampooing, Rinsing and Conditioning : 40

- 4.1 Practicing Shampooing
- 4.2 Rinsing
- 4.3 Conditioning
- 4.4 Scalp Massage

5. Thermal Hair Setting : 45

- 5.1 Practice Thermal Setting and Styling.

REFERENCE BOOKS :

- 1 Standard Textbook of Cosmetology Milady staff.
- 2 The Art of Modern Hair Styling Anthony Collethi.

DIETETICS

CODE BC 107

L T P
2 2/2 --

RATIONALE

The students seeking admission to the diploma of Beauty Culture must have thorough knowledge of elements of food and nutrition, as nutrition is the internal base of beauty. Healthy food makes one slim and smart and makes the body and hair healthy.

CONTENTS

1. Definition of Dietetics. L 27

- 1.1 Food Nutrition and Health
- 1.2 Basic Ingredients of Normal Diet

- 1.3 Study of following :
 - 1.3.1 Protein
 - 1.3.2 Carbohydrates
 - 1.3.3 Fats
 - 1.3.4 Mineral Salt
 - 1.3.5 Vitamins
 - 1.3.6 Water
- 1.4 Study of Food Groups.

2. Beauty Diet : 4

- 2.1 Food Containing Vitamins Methods of Preparation to Prevent its Destruction
- 2.2 Diet to Maintain Normal Health and Weight.

3. Definition of a Calorie : 9

- 3.1 Calculation of diet in terms of Calories
- 3.2 Calorie needs for different Age Groups
- 3.3 Study of Food Groups.

4. Balanced Diet : 15

- 4.1 Vegetarian
- 4.2 Non - vegetarian
- 4.3 Growing Girl
- 4.4 Diet for Reducing or Putting on Weight
- 4.5 Diet to be taken During Summer, Winter and Rainy Season.
- 4.6 Cheaper type of Food that Contain Protein, Mineral, Salts and Vitamins.

5. Balanced Diet : 5

- 5.1 Balance Diet for a Client in terms of Cost
- 5.2 Effect of Food on Various Systems of the Human Body
- 5.3 Types of Food having good effect on the important Organs of Body.

TUTORIALS

- 1 Beauty and slimming diet planning based on Calorie Chart. 5
- 2 Making different Diet Chart in terms of Calories. 6
- 3 Exercises on number of Calories to be calculated for different age groups keeping in view the economic factors of the client. 5
- 4 Preparation of seasonal Diet Charts. 4
- 5 Calculating Food items in terms of cost. 4
- 6 Planning Therapeutic Diets for Common Disorders. 6

Note: In Theory Examination Calorie chart should be Provided with Question Paper.

REFERENCE BOOKS :

- 1. Hand book of food and Nutrition M. Swaminathan.

BODY PERFECTION & YOGA - I**CODE BC 108**

L	T	P
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RATIONALE

The students seeking admission to the diploma of Beauty Culture must have knowledge of different kinds of exercises as these play an important part in maintaining a beautiful body and mind. This subject is demand of the day.

CONTENTS**1. Introduction to Yoga :**

- 1.1 Advantages
- 1.2 Qualities of Yoga
- 1.3 Importance in Modern Living
- 1.4 Definition of Asana
- 1.5 Points to remember while doing Yogic Exercises.

2. Yogic Suksham Vyayam or Light Yogic Exercises :

- 2.1 Methods and Benefits
- 2.2 Nabhi -
 - 2.2.1 Chakra or testing the Navel
 - 2.2.2 Self treatment of the displaced Navel
 - 2.2.3 Diagnosis and Correction of Displaced Navel
 - 2.2.4 Asanas & Advantages

3. Yogic Asana :

- | | | | |
|-----|--------------|------|------------------------|
| 3.1 | Padmasana | 3.9 | Makarasana |
| 3.2 | Sarpasana | 3.10 | Tarasana |
| 3.3 | Shalabhasana | 3.11 | Shavasana |
| 3.4 | Dhanurasana | 3.12 | Mandukasana |
| 3.5 | Sarvangasana | 3.13 | Paschimottanasan Asana |
| 3.6 | Gomoukhasana | 3.14 | Pavan Muktasana |
| 3.7 | Sukhasana | 3.15 | Vajrasana |
| 3.8 | Halasana | 3.16 | Ustrasana |

4. Ashtang Yoga :

- 4.1 Shatkarma
- 4.2 Pranayam
 - 4.2.1 Meaning and Importance
 - 4.2.2 Types of Pranayam & Mudras

5. Posture for Body Perfection :

- 5.1 The Spine
- 5.2 Good Posture

- 5.3 Posture Correction
- 5.4 Posture Exercise
- 5.5 Causes of Bad Posture
- 5.6 Correct Standing and Sitting Postures
- 5.7 Correct Stooping Techniques
- 5.8 Taking Measurements
- 5.9 Measurement Chart
 - 5.9.1 Height and Weight Chart

6. Aerobics Exercises :

- 6.1 Introduction
- 6.2 Exercises for different Parts of the Body with Music
- 6.3 Benefits
- 6.4 Advantages
- 6.5 Disadvantages.

Note :The Essential Theory should be taught during the Practicals.

PRACTICALS

- | | |
|--|----------|
| | P |
| 1 Different point to be pointed out while Performing Yoga. | 2 |
| 2 Learning and Practicing Different Exercises. | 43 |
| 3 Testing the Navel, Position on a Model, Showing different Treatment by Asanas. Nabhi Massage etc. Performing and Learning Different Navel Asanas. | 15 |
| 4 Learning and Performing Different Asanas, Pranyama their Physiological effect on body, practice in performing Jalneti, Kunjal. | 60 |
| 5 Practice of Correct Posture while Walking, Standing, Sitting, eaching and Stooping Techniques. How to take Measurement of different parts of body. How to check Correct Posture. | 30 |
| 6 Practice in Aerobic Exercises for different parts of the body for body Perfection with the help of Audio and Visual aids. | 60 |

REFERENCE BOOKS :

- | | | |
|---|-----------------------|-------------------------------------|
| 1 | Yogasan Vigyan | Dhirender Bramchari |
| 2 | Yogasan and Sadhana | Dr. Satyapal,
Dr. Dholendes Agra |
| 3 | Yog Dipika. | B.K.S. Ayyangar. |
| 4 | Patanjali Yog Pradeep | Swami Umanand Thirth |

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CODE BC 106 : List of Equipments : (for 20 students)

1.	Dermo scope	02
2.	Facial Bed	03
3.	Facial Steamer	03
4.	Oxylation unit	02
5.	Peeling machine	02
6.	Electric Maincure unit	02
7.	Pedicure Massager station	02
8.	Wax Heater	04
9.	Thermolysis unit	01
10.	Electrolysis unit	01
11.	Electric twiser	01
12.	Vibrator	04
13.	Geysers	01
14.	Manicure set	03
15.	Pedicure set	03

CODE BC 107 : List of Equipments : (for 20 students)

1.	Scissors	06
2.	Razor	06
3.	Thinning Scissors	03
4.	Blow Dryer	06
5.	Hair Styler	06
6.	Hot Rollers	02
7.	Electric Heat Cap.	01
8.	Steamer	01
9.	Hood Hair Dryer	01
10.	Curling Iron (Diff. Dia)	06
11.	Pressing Comb (Hair straighter)	02
12.	Crimper	02
13.	Hair Dressing Chair	06
14.	Shampoo Basin with Chair	02
15.	Equipment Trolley	02
16.	Neck Tray	02
17.	Electric Clipper	02
18.	Hair Dummy	06
19.	Thermal Hair Brush	02 set.

CODE BC 108 : List of Equipments : (for 20 students)

1.	Sphygmomano meter (B.P. Instruments)	02
2.	Jelneti lota (pot)	10
3.	Weighing machine	02
4.	Height measuring scale	01
5.	T.V.	01
6.	DVD Player	01
7.	Music System	01
8.	Exercise Mat. 2½ x 5"	20
9.	Dumbles	6 sets.

COMPUTER APPLICATION - II

CODE BC 201	L	T	P
CA 201/CD 201/ID 201/TD 201	1	--	3

RATIONAL

The course has been designed to provide an introduction to Computer Networks, Internet and Internet Accesses, Electronic mailing system, Worksheets concepts, Branch related software application. The student will understand the basic Web terminology. The students will be able to access Internet, send & receive emails, searching and managing data on worksheet.

CONTENTS

	L	P
1. Branch Related Applications and Softwares :	5	15
1.1 Only for Costume Design & Dress Making Students		
• Corel Draw / Photoshop		
1.2 Only for Textile Design Students		
• Corel Draw / Photoshop		
1.3 Only for Commercial Art Students		
• Corel Draw / Photoshop		
1.4 Only for Beauty Culture Students		
• Cosmopolitan/ Photoshop		
1.5 Only for Interior Decoration Students		
• 3D- Home / Autocad		
2. Computer Networking :	4	8
2.1 Need of networks.		
2.2 Types of Network-LAN, WAN, MAN etc.,		
2.3 Topologies of LAN - Ring, Bus, Star, Mesh and Tree topologies,		
2.4 Components of LAN -Media, NIC, NOS, Bridges, HUB, Routers, Repeater and Gateways,		
2.5 Modem - Working and characteristics,		
2.6 Types of Connections - Dialup, Leased Lines, ISDN,		
3. Internet Basic :	5	15
3.1 Evolution.		
3.2 Protocols.		
3.3 Interface Concepts.		
3.4 Internet Vs Intranet.		
3.5 Growth of Internet.		
3.6 Internet Service Provider.		
3.7 URLs and Domain names.		
3.8 Portals and Applications.		

4.	Electronic Mail (E-mail) :	5	20
4.1	Concepts		
4.2	POP and WEB Based E-mail		
4.3	Merits.		
4.4	Address.		
4.5	Basics of Sending & Receiving.		
4.6	E-mail Protocols.		
4.7	Mailing List.		
4.8	Free Email services.		
5.	World Wide Web (WWW) :	4	14
5.1	History and Working.		
5.2	Web Browsers, and Its functions.		
5.3	Concept of Search Engines.		
5.4	Searching the Web.		
5.5	Web Servers.		
5.6	Web Protocols.		
6.	Spreadsheet Package :	7	18
6.1	Spreadsheet Concepts.		
6.2	Creating, Saving and Editing a Workbook.		
6.3	Inserting, Deleting Work Sheets.		
6.4	Entering data in a cell / formula.		
6.5	Copying and Moving data from selected cells.		
6.6	Handling operators in formulas.		
6.7	Functions; Mathematical, Logical, Statistical Text, Financial. Date and Time Functions, using Function Wizard.		
6.8	Formatting a Worksheet: Formatting cells changing data alignment, changing date, number, character, or currency format, changing font, adding borders and colors.		
6.9	Printing worksheet.		
6.10	Charts and Graphs- Creating, Previewing, Modifying Charts.		
6.11	Integrating word processor, spread sheets, web pages.		

NOTE:

- Above concept may be illustrated using internet. Student should practice on internet for needful searching, text & voice chatting etc. Student are required to practice on MS-Excel and branch related software's.

- From topic no.1 "Branch Related Applications & Software" No question will be asked in theory paper. The Questions from this topic will be incorporated in practical examinations of respective branches.

REFERENCE BOOKS :

- | | |
|---|--|
| 1. O level Module -M 1.2- Internet & web page designing | V.K.Jain,
BPB Publications. |
| 2. Internet for Everyone & Mat hews Lean, | Alexis Lean
Vikas Publishing
House, New Delhi. |
| 3. Microsoft office 2000 for Windows
Pearson education | S. Sagman |

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ENVIRONMENTAL STUDIES**CODE BC 202**

CA 202/CD 202/ ID 202/ TD 202

L T P

2 -- 2/2

RATIONALE

Environmental study is a subject as per directions of Supreme Court / Govt. of India. Under Act. 51 A (g) of our constitution it is our fundamental duty to protect our environment.

A diploma holder must have knowledge of different types of pollution so that she may help in balancing the eco system and controlling pollution by pollution control measures. She should also be aware of environmental laws related to the control of pollution.

CONTENTS

1. General :	L
	5
1.1 Biotic and abiotic environment.	
1.2 Adverse effects of Environmental Pollution	
1.3 Control strategies	
1.4 Various Acts and Regulations	
2. Water Pollution :	10
2.1 Water Quality Standards	
2.2 Surface and underground water sources	
2.3 Impurities in water and their removal	
2.4 De-fluoridation	
2.5 Adverse effects of domestic waste water and industrial effluent to surface water sources	
2.6 Eutrophication of lakes	
2.7 Self purification of streams	

3.	Air Pollution :	10
3.1	Sources of air contaminants	
3.2	Adverse effects on human health	
3.3	Measurement of air quality standards and their permissible limits	
3.4	Measures to check air pollution	
3.5	Greenhouse effect	
3.6	Global warming	
3.7	Acid rain	
3.8	Ozone depletion	
4.	Solid Waste Management :	5
4.1	Introduction to solid waste	
4.2	Its collection and disposal	
4.3	Recovery of resources	
4.4	Sanitary land-filling	
4.5	Vermi-composting	
4.6	Hazardous waste management	
5.	Land Pollution :	5
5.1	Soil conservation	
5.2	Land erosion	
5.3	Afforestation	
6.	Ecology :	5
6.1	Basics of species	
6.2	Biodiversity	
6.3	Population dynamics	
6.4	Energy flow	
6.5	Ecosystems	
7.	Social Issues and the Environment :	5
7.1	Sustainable development and Life style	
7.2	Urban problems related to energy	
7.3	Resettlement and rehabilitation of people	
7.4	Environmental ethics	
7.5	Consumerism and waste products	
8.	Water Harvesting and Rural Sanitation :	10
8.1	Water harvesting techniques	
8.2	Different schemes of Rural Water Supply in Rajasthan	
8.3	Rural Sanitation	
8.4	Septic Tank	

8.5	Collection and disposal of wastes	
8.6	Bio-gas	
8.7	Community Awareness and participation	
9.	Miscellaneous :	5
9.1	Non-Conventional (Renewable) sources of energy	
9.2	Solar energy, Wind energy, Bio-mass energy, Hydrogen energy	

Practical work :	P
1. Visit to local air polluted site	6
2. Visit to local water polluted site	6
3. Visit to local area to document environmental assets-mountain / desert / river / forest	6
4. Study of local birds, plants, insects	3
5. Plantation work	3
6. Environmental awareness campaign through exhibitions	6

Note : After visits/ study, the students will prepare posters , charts , reports for exhibitions / presentations.

REFERENCE BOOKS :

- | | |
|--|--|
| 1. Patyavaran Shiksha | Dr. A.N. Mathur, Dr. N.S. Rathore & Dr. V.K. Vijay |
| 2. Patyavaran Adhyayan | Dr. Ram Kumar Gujar
Dr. B.C. Jat |
| 3. Patyavaran Avabodh | Dr. D.D. Ojha |
| 4. Environmental chemistry and pollution control : | S.S. Dora |
| 5. Ecology concepts and application : | Manuel C. Muller |
| 6. Environmental protection | Emil T. Chanlett |
| 7. Environmental science | Cumingham. Saigo |
| 8. Solid waste management : | C.I.. Mantell |
| 9. Introduction to Environmental Engineering & Science | Gilbert M Masters
Prentice Hall of India, 1995 |
| 10. Concept of Ecology, 1991 | Edward J Kormondy |
| 11. Ecology 1975 | Odum |
| 12. Environmental Engineering | Peavy, Rowe, Tehobaniglum |
| 13. Environmental Impact Assessment | Mc Graw Hill, NewYork, 1977 |
| 14. Environmental Technologies for Sustainable Development | Dr. Upendra Pandel
Dr. M.P. Poonia |
| 15. Environmental Pollution & Management | V.K. Kohli & Vikas Kohli |

16. पर्यावरण विनाश के कगार पर राजीव गुप्ता
 17. पर्यावरण जीवों का आंगन प्रेमानन्द चंदोला
 18. पर्यावरण (त्रैमासिक) पर्यावरण एवं वन मंत्रालय, नई दिल्ली
 19. Panda, New letter WWF-India, New Delhi

Recommended faculty for teaching the subject: Faculty of Civil Engineering or M.Sc. in Environment or PG Diploma in Environment and Sustainable Development.

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ENTREPRENEURSHIP & PARLOUR MANAGEMENT CODE BC 203

L T P
2 1 --

RATIONAL

The student seeking admission to the Diploma of Beauty culture must have knowledge of to how set a industry, saloon and entrepreneur support systems. It will also provide the knowledge of loan tax and day to day management of the saloon.

CONTENTS

	L	T
1. Entrepreneurship :	7	2
1.1 Entrepreneurship		
1.2 Entrepreneur		
1.3 Need of Employment and Opportunities		
1.4 Essential Characteristics of a Good Entrepreneur		
1.5 Classification of Industries		
1.5.1 Tiny		
1.5.2 Small Scale		
1.5.3 Medium Scale		
1.5.4 Large Scale		
1.5.5 Handicraft		
1.5.6 Ancillary		
1.6 Types of Industries –		
1.6.1 Production		
1.6.2 Job Based		
1.6.3 Service		
2. Entrepreneurship Support System :	15	6
2.1 Role of District Industries Centre and Directorate of Industries		
2.2 Small Industries Development Organisation (SIDO)		

- 2.3 Small Industries Service Institute (SISI)
 2.4 National Small Industries Corporation (NSIC)
 2.5 Rajasthan Small Industries Corporation (RSIC)
 2.6 State Trading Corporation (STC)
 2.7 National Research and Development Corporation (NRDC)
 2.8 Commercial Banks
 2.9 Khadi and Village Industries Commision (KVIC)
 2.10 State Financial Corporation (SFC)
 2.11 State Electricity Board
 2.12 Pollution Control Board
 2.13 All India Handicraft Board
 2.14 Rajasthan Handloom Development Corporation
 2.15 Rajasthan Khadi and Village Industries Board
 2.16 Bureau of Indian Standards
 2.17 Other Institutions of Central / State level in Promoting Small / Medium Enterprises.

3. Enterpreneurial Development :	2	2
3.1 Product Identification		
3.2 Site Selection		
3.3 Plant Lay-Out		
3.4 Project File		
3.5 Need for a Planned and Coordinated Efforts		
3.6 Follow-up		
3.7 Institutional Support		
3.8 Need of Pre-market Survey or Research.		
4. Setting Up SSI :	5	4
4.1 Preparation of Scheme		
4.2 Registration, Provisional and Permanent		
4.3 Area		
4.4 Procedure for Allotment of Plot or Land by RIICO		
4.5 Conversion of Agriculture Land into Industrial Land.		
5. Financial Sources for SSI :	4	2
5.1 Loan from state		
5.2 Financial Corporation		
5.3 Various Loan Schemes		
5.3.1 Term Loan Assistance		
5.3.2 Soft Loan		
5.3.3 Working Capital Loan from Khadi and Village Industries Commission		
5.3.4 Credit Facilities by Banks		

6.	Tax System and Insurance :	5	4
6.1	Income Tax		
6.2	Sales Tax		
6.3	Excise Duty		
6.4	Custom Duty		
6.5	Industrial and Fire Insurance		
6.6	Procedure for Industrial Insurance :		
6.1.1	Insurance, Taxes and Laws Pertaining to Beauty Parlours.		
6.1.2	Cosmetic and Drug Act :- Main Provisions Pertaining to Beauty Culture.		
7.	Essentials of a Good Business Organisation :	5	3
7.1	Salon Ownership		
7.2	Marketing of Cosmetics		
7.3	Sales Promotion		
7.4	Advertisement Service Sale		
8.	Parlour Planning :	7	3
8.1	Physical Environment :		
8.1.1	Selection of Location.		
8.1.2	Space Allotment.		
8.1.3	Furniture.		
8.1.4	Furniture Colour Scheme and Decoration.		
8.1.5	Lighting and Ventilation		
8.2	Installation Cost,		
8.3	Operating Cost.		
9.	9.1 Day-to-day Management of Parlour.	8	2
9.2	Sterilization and Sanitation of Equipments and Materials.		
9.3	Personal and Parlour Hygiene.		
10.	Safety Pecautions :	2	2
10.1	First-Aid for Emergency & Accidents.		

REFERENCE BOOKS :

- | | | |
|----|---------------------------------------|----------------------------|
| 1. | Hand book of small scale industries | P.M. Bhandari |
| 2. | Project planning and Entrepreneurship | T.R. Banga. |
| 3. | Hand book on Entrepreneurship | O.P.Harkut & G.P. Vaishnav |

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COSMETIC SCIENCE**CODE BC 204**

L	T	P
2	--	2

RATIONAL

The student seeking admission to the Diploma of Beauty Culture must have knowledge to composition and making of cosmetics in forms of cream toners, masks and coloured cosmetics etc.

CONTENTS

1.	Cosmetics :	L
		7
1.1	Cosmetics - Definition, Classification, Raw materials, List and Availability.	
1.2	Study of Equipments used in Cosmetic Making.	
1.3	Introduction to Organic Solvents, Colours and Preservatives used in Cosmetics. Importance of Perfumes in Cosmetic Making.	
1.4	Properties and uses of :	
1.4.1	Hydrogen peroxide.	
1.4.2	Ammonia.	
2.	Creams and Lotions :	11
	Introduction, composition and functions of the following types of creams and lotions.	
2.1	Cold Cream	
2.2	Vanishing Creams	
2.3	Vitaminized Cream	
2.4	Cleansing Cream	
2.5	Bleaching Cream	
2.6	Barrier Cream	
2.7	Anti Wrinkle Cream	
2.8	Night Cream	
2.9	Foundation Cream	
2.10	Nourishing Cream.	
2.11	Detail Study of Emollients.	
3.	Nail Enamels :	3
3.1	Introduction	
3.2	Composition and Functions of the Enamels or Polishes	
3.3	Manicure Preparations	
3.4	Nail Polish Removers	
3.5	Nail Cream	
3.6	Cuticle Softener	
3.7	Cuticle Cream.	

4.	Skin Toning Agents and Facial Masks :	8
4.1	Skin Toning Agents	
4.1.1	Skin Fresheners	
4.1.2	Astringent Lotions	
4.2	Facial Masks	
4.2.1	Introduction	
4.2.2	Types of Facial Masks	
4.2.3	Composition and Physiological Action of their Ingredients.	
5.	Coloured Cosmetics for the Facial Makes :	15
5.1	Introduction, Function and Composition of the following :-	
5.1.1	Foundation Make up	
5.1.2	Cake Make-up	
5.1.3	Blemish Concealers	
5.2	Powders :- Introduction, Function and Composition of the following :	
5.2.1	Coloured Face Powders	
5.2.2	Compact Face Powders	
5.2.3	Talcum Powders	
5.3	Rouges :	
5.3.1	Types	
5.3.2	Composition and Functions	
5.3.3	Lipsticks : Introduction, Function, Composition and Physiological Action of the Various Ingredients.	
5.4	Eye Make up : Introduction, Function and Composition of the following :	
5.4.1	Eye Shadow	
5.4.2	Mascara	
5.4.3	Eye Liner and Eyebrow Pencil.	
6.	Cosmetics Used for Hair and Scalp :	10
6.1	Introduction, Classification, Composition and Function of the following :-	
6.1.1	Shampoos	
6.1.2	Rinses	
6.1.3	Conditioner	
6.1.4	Hair Sprays	
6.1.5	Dyes	

6.2	Introduction, Composition and Function of the following :-	
6.2.1	Cosmetic Deodorants.	
6.2.2	Anti Per spirants.	
6.2.3	Depilatory Creams and Waxes.	
7.	Water :	3
7.1	Water, its Sources, Types of Hardness. Introduction to Bath Preparations their Composition and Functions :	
7.1.1	Bubble Bath.	
7.1.2	Body Massage Oil.	
7.1.3	Bath Salts.	
8.	Hazards :	3
8.1	Hazards of Cosmetics, Quality Control of Cosmetics in India.	

PRACTICALS

1.	Preparation of Cold and other Creams and Lotions.	10
2.	Preparation of Nail Polish and Nail Polish Removers.	4
3.	Preparation of Face Powder.	4
4.	Preparation of Astringent Skin Freshener.	6
5.	Preparation of Hair Conditioner.	6
6.	Preparation of Shampoos.	4
7.	Preparation of Hair Sprays.	6
8.	Preparation of Depilatory Waxes (Hot and Cold).	6
9.	Preparation of Talcum Powder.	4
10.	Preparation of Home made and Cosmetic Face Packs.	10

REFERENCE BOOKS :

1.	Cosmetic (Science and Technology Vol.-I & II)	Balson and sagarin, wiley inter science
2.	Perfumes, soaps, and cosmetics,	A.K. Gupta small scale Industries, Roopnagar Delhi. Hindi
3.	A Text book of Applied Chemistry for Home science and Applied science.	Jacob. T The Macmillan Com. of India Ltd.
4.	A text book of Applied Chemistry	Kalsi, P.S. & Manrao, M.R. Kalyani pub. New Delhi
5.	Modern cosmetics	Thomssen E.O, Universal Pub. Corporation, Bombay

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BEAUTY CULTURE - II**CODE BC 205**

L	T	P
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RATIONAL

The student seeking admission to the Diploma of Beauty Culture must have knowledge of all types of make-up facials, and latest equipment to maintain skin health.

CONTENTS

- 1. Facial :**
 - 1.1 Facial Treatments for different kinds of Skin with different types of Problems.
- 2. Make-Up :**
 - 2.1 Study of the Structure of Face in terms of Bone Formation
 - 2.2 Types of Skin for Make-up
 - 2.3 Names of Make-up
 - 2.3.1 Corrective Make-up
 - 2.3.2 Stage
 - 2.3.3 Television
 - 2.3.4 Open air theater
 - 2.3.5 Morning and Evening character
 - 2.3.6 Model
 - 2.3.7 Photographic Make Up
 - 2.3.8 Bridal Make Up
 - 2.4 Precautions to be taken to Prevent Cosmetic Allergies
 - 2.5 Types of Make up
 - 2.6 Brands Available in the Market
 - 2.7 Setup of make up Procedure.
- 3. Body Massage :**
 - 3.1 Definition of Massage
 - 3.2 Different types of Massage
 - 3.2.1 Shiatsu
 - 3.2.2 Spa
 - 3.2.3 Ayurvedic
 - 3.3 Effect our each Manipulation and their effect of body
 - 3.4 Techniques used in Massage
 - 3.5 Frequency of Body Massage
 - 3.6 Treatment of light Ailments
 - 3.7 Advantages of Massage
 - 3.7 Use of Vibro Massager

- 4. Treatment Planning :**
 - 4.1 Treating skin after diagnosing its disorders by following Machinery
 - 4.1.1 High Frequency Unit
 - 4.1.2 Skin Vention Unit
 - 4.1.3 Oil Healers
 - 4.1.4 Steamer or Vaporizer
 - 4.1.5 Galvanic Unit
 - 4.1.6 Oxillation and Ozone
 - 4.2 Ultra Sonic Unit
 - 4.3 Vacuum Suction and Micro bio face lifting
 - 4.4 Intra red & Ultra Violet Lamps
- 5. Aromatherapy :**
 - 5.1 Uses of Essential Oils
 - 5.2 Techniques of Aroma Massage
 - 5.3 Therapeutic uses of Aromatherapy.

Note :The Essential Theory should be taught during the Practicals.

PRACTICALS

- 1. Facial : 42**
 - 1.1 Practice
 - 1.2 Facials according to Skin type and Problems
 - 1.3 Practice in using and making of different types of Face Pack or Mask.
 - 1.4 Practice in using different types of Creams, Oil and Lotions According to Skin conditions and Problems.
- 2. Make-Up : 56**
 - 2.1 Practice in different types of Make-up
 - 2.2 Giving light touch of Make up for Casuals (Morning, Evening and Party Make up).
 - 2.3 Practice in Special Make-up like Stage, Television, Open Air Theatre, Modeling and Photographic Make-up.
 - 2.4 Practice in using different types of Cosmetics of Make-up for different types of Skin. Character, Corrective Make-up
- 3. Treatment Planning : 63**
 - Practice in using different types of equipment to treat skin.
 - 3.1 High Frequency Unit
 - 3.2 Skin Vention Unit

- 3.3 Oil Heaters
- 3.4 Steamers
- 3.5 Galvanic Unit
- 3.6 Ox illation Unit
- 3.7 Ozone Unit
- 3.8 Ultrasonic Unit
- 3.9 Vacuum Suction Unit
- 3.10 Micro Bio Face Lifting Unit
- 4. **Body Massage :** 21
 - 4.1 Practice in giving different types of Body Massage.
- 5. **Aromatherapy :** 14
 - 5.1 Practice in giving Aromatherapy Treatments.
- 6. **Mehandi :** 14
 - 6.1 Preparation and Application for Fashion effects through Mehandi.

REFERENCE BOOKS :

1. The Prentice Hall Text book. of Cosmetology
Scottetal
Pub. : Prentice - Hall, Inc,
Engle wood cliffs
New Delhi - 07632.
2. Beauty Specialist 2nd Edition.
Ann Gallant
3. Science for Hair Dressing Students.
C.M. Lee and J.K. Inglis
Pub : Pergamon Press.
Oxford.

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HAIR DRESSING - II**CODE BC 206**

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RATIONAL

The student seeking admission to the Diploma of Beauty Culture must be will used with the hair colouring, straightening and latest hair do's as hair dressing is an important aspect of external beauty.

CONTENTS

1. **Electrical Massage :**
 - 1.1 By High Frequency, Procedure and Safety Precautions.
 - 1.2 Light Therapy.

2. **Artificial Aids :**
 - 2.1 Advance Hair Styles in Hair Pieces
 - 2.2 Selection of Pieces
 - 2.3 Cutting of Hair Pieces
 - 2.4 Setting of Hair Pieces
 - 2.5 Different Types of Bridal Dressing by means of Hairpiece.
3. **Hair Colouring and Tinting :**
 - 3.1 Basic Law of Colour
 - 3.2 Primary Colours
 - 3.3 Secondary Colours
 - 3.4 Depth of Colours
 - 3.5 Tonal Value of Colours
 - 3.6 Neutralizing Colours
 - 3.7 Classification of Hair Colour
 - 3.8 Temporary Colour
 - 3.9 Semi-permanent Colour
 - 3.10 Material and Procedures
 - 3.11 Safety Precautions
 - 3.12 Care of Hair Colouring Products
 - 3.13 Tint Retouch
 - 3.14 Procedure for Retouching Tint
 - 3.15 Pre-Lightening
 - 3.16 Fillers
 - 3.17 Tinting Back to Natural
4. **Bleaching or Hair Lightening :**
 - 4.1 Different types of Hair Lighteners
 - 4.2 Bleaching Porosity and Texture
 - 4.3 Material
 - 4.4 Implements and Procedure
 - 4.5 Problems Encountered in Hair Bleaching
 - 4.6 Precautions to be taken
5. **Chemical or Permanent Waving and Straightening :**
 - 5.1 Scalp Condition
 - 5.2 Texture of Hair
 - 5.3 Porosity
 - 5.4 Elasticity
 - 5.5 Different types of Waving and Curling
 - 5.6 Sectioning Patterns
 - 5.7 Rod Selection and Blocking
 - 5.8 Wrapping

- 5.9 Chemical Waving Materials and Procedure
- 5.10 Precautions
- 5.11 Waving Tinted
- 5.12 Bleached or Damaged Hair
- 5.13 Keying a Permanent Wave to a Style
- 5.14 Special Permanent
- 5.15 Reconstruction Permanent
- 5.16 End Permanents
- 5.17 Piggyback Curls
- 5.18 Pickup Curls
- 5.19 Hair Straightening Products
- 5.20 Hair Analysis
- 5.21 Tinting
- 5.22 Sodium Hydroxide
- 5.23 Straightening
- 5.24 Thioglycolate Straightening (Thio Relaxer)
Straightening Tinted or Bleached Hair,
- 5.25 Precautions

5. Advance Hair Cutting and Styling :

- 5.1 5.1.1 Description of different Shapes of Face and Figure.
- 5.1.2 Texture of Hair.
- 5.1.3 Length and Perimeter, Elevation low, High and Medium.
- 5.1.4 Procedure and Material used,
- 5.1.5 Description of Electrical Clippers and its Attachments.

- 5.2 Corrective Hair and Scalp Treatments for : Oily Hair, Dry Hair, Falling Hair Split ends, Head Lice, Premature Grey Hair, Corrective Diet.

Note :The Essential Theory should be taught during the Practicals.

PRACTICALS

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|----|--|----|
| 1. | Practicing Electrical Massage by High Frequency and Light Therapy. | 14 |
| 2. | Practice in using and Making Artificial Aids. | 14 |
| 3. | Practicing Tinting and Hair Colouring. | 35 |
| 4. | Practicing Hair Lightening. | 14 |
| 5. | Practicing Permanent Waving. | 35 |

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|----|---|----|
| 6. | Practicing Hair Straightening. | 14 |
| 7. | Practicing Advance hair Cutting and Styling. | 12 |
| 8. | Practicing different kinds of Decoration on Hair Styles. | 14 |
| 9. | Practicing Corrective Hair and Scalp Treatments for Oily Hair, Dry Hair, Falling Hair and Split ends. | 28 |

REFERENCE BOOKS :

- | | | |
|----|--|--|
| 1. | The Prentice Hall Text Book of Cosmetology | Oline P. Scott,
Mary G. Callahan. et al |
| 2. | Milady's Standard | Milady Staff |
| 3. | Textbook of Cosmetology | Milady Staff |

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COMMON DISORDERS OF SKIN HAIR & SCALP

CODE BC 207	L	T	P
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RATIONAL

The student seeking admission to the Diploma of Beauty Culture must have thorough knowledge of diseases and disorders of skin and hair to prevent infection saloon.

CONTENTS

	L	T
1. Characteristics of a normal healthy skin, Ageing of the skin.	2	2
2. Common skin disorders - recognition, causes, prevention and remedies :	10	10
2.1 Disorders of the oily glands.		
2.2 Disorders of the sweat glands.		
2.3 Psoriasis		
2.4 Eczema.		
2.5 Allergies.		
2.6 Tanning and sunburn.		
2.7 Pigmentation defects and wrinkles.		
2.8 Dermatitis		
3. Pathogenic organism affecting skin - types, classification multiplication effect on skin and control.	6	6
3.1 Scabies		
3.2 Ring worm		
3.3 Pediculosis		

4.	Skin disorders due to infection and malnutrition - their prevention and correction,	3	3
4.1	The structure of Hair, the Hair follicle		
4.2	Growth and regeneration of a Hair		
5.	Disorders of Hair - Abnormalities in Hair Growth and condition	6	6
5.1	Hereditary defect		
5.2	Nutritional defects		
5.3	Acquired defect -		
5.3.1	Trlehorrhesis, nodosa		
5.3.2	Trichonodosis		
5.3.3	Traumatic alopecia		
5.3.4	Telogen effluvium		
5.4	Pre - mature greying		
5.5	Baldness and falling Hair – Alopecia		
6.	Disorders of Scalp :	3	3
6.1	Dandruff		
6.2	Seborrhea		
6.3	Seborrhea capitis and other common problems		

REFERENCE BOOKS :

- | | | |
|----|------------------------------------|---|
| 1. | Science for Hair Dressing Students | Lee, C.M. & Inglis, J.K. ,
Pergamon press. |
| 2. | Beauty Specialist 2nd Edition. | Gallant, Ann. |
| 3. | Text Book of Cosmetology | Scott, G.P. et. al., Prentice-
Hall, Inc. Englewood Cliffs.
New Jersey 07632. |
| 4. | Beauty and Medicine | Amon |

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BODY PERFECTION AND YOGA - II**CODE BC 208****L T P****- - 7****RATIONAL**

The student seeking admission to the Diploma of Beauty Culture must have knowledge of different kind of exercises health club equipments and meditation to maintain the health.

CONTENTS

1.	1.1	Planning of clients treatment of body perfection, disease and disorders and their cure by yog.
	1.2	Medical history of the client : B.P., Pulse, height, weight, age, family history and diseases.
	1.3	Fasting, shankha prakshalan.
	1.4	Yogic balance diet or mitahar
	1.4.1	Tamsic
	1.4.2	Satvik
	1.4.3	Rajsik.
		Exercise suggested in relation to age , climatic conditions and patterns treatments.
2.	2.1	Electrical equipments and gadgets for figure correction, Names of the equipments, working principles, benefits, precautions
	2.2	Slimming by the following therapies :
	2.2.1	Electrical muscles stimulation therapy
	2.2.2	Heat therapy
	2.2.3	Vacuum therapy
	2.2.4	Massage therapy
	2.3	Study of different kind of baths:-
	2.3.1	Sauna
	2.3.2	Steam
	2.3.3	Sun
	2.3.4	Water bath
	2.3.5	Jacozy
3.		Exercise for Body Perfection :
	3.1	Introduction
	3.2	Daily exercise programme
	3.3	Bust line building exercise
	3.4	Facial exercise
	3.5	Exercise for firm neck
	3.6	Chin exercise for waist line
	3.7	Stomach exercise for underweight
	3.8	Exercise for over developed calves
	3.9	Exercise for over-forty

- 4. Yogic Asana :**
- | | | | |
|------|--|------|------------------|
| 4.1 | Benefits and methods | 4.2 | yogasna |
| 4.3 | matyendrasana | 4.4 | supt vajarasana |
| 4.5 | Vipritkarni asana | 4.6 | setubandha asana |
| 4.7 | markatasana | 4.8 | Bhujangasana |
| 4.9 | Shashankasana | 4.10 | Sihhasana |
| 4.11 | Trikonasana | 4.12 | Katicha Krasana |
| 4.13 | Titali asana. | | |
| 4.14 | Pure thought meditation methods | | |
| 4.15 | Surya namaskar benefits and precautions. | | |

Note :The Essential Theory should be taught during the Practicals.

PRACTICALS

- | | | |
|----|--|----|
| 1. | Treatment through yoga. | 20 |
| 2. | Meditation in different asanas. | 20 |
| 3. | Treatment through Pranayam. | 25 |
| 4. | Out door games according to the students interest and body perfection. | 25 |
| 5. | Practicing sauna, steam and water bath. | 25 |
| 6. | Learning and practicing different exercises. | 35 |
| 7. | Learning and practicing different exercises of sun greeting or surya namaskar. | 25 |
| 8. | Sliming by the following machines : electrical muscles stimulator, heat unit, vacuum unit and massage therapy. | 35 |

REFERENCE BOOKS :

- | | | |
|----|---|-------------------------------------|
| 1. | Yog Sadhana Avam Yog Chikitsa Rahasya | Swami Ramdevji Maharaj |
| 2. | Pranayam Rahasya | Swami Ramdevji Maharaj |
| 3. | Divya Yog Sadhana (Asan – Pranayam) V.C.D. Part 1-2 | Swami Ramdevji Maharaj |
| 4. | Yog Sandesh (Monthly Magazine) | Swami Ramdevji Maharaj |
| 5. | Yogasan and Sadhana | Dr. Satyapal,
Dr. D. D. Agarwal |
| 6. | Yog | Vivekanand Kendra , Delhi |
| 7. | Yog Dipeeka | B.K. Sayangar, Ort.
Longman Ltd. |
| 8. | Patanjali Yog | Pradeep, Umanand tirth |

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PROJECT

Project work shall be assigned to the student at the start of II year classes, registered as per B.T.E.R. Rules & Regulation and will be carried out after the final Examination for 2nd year, for twenty four continuous working days.

The project can be assigned to the students individually or in groups. Project work shall consist of the actual task and the report writing. The actual task may be of different nature like designing, fabrication, survey and studies in market / organisation, etc. Some other problems may be given as per the need and local conditions. Facilities of computer may be utilized for the project work.

It is further advised that the topics of the project may be decided at the beginning of the II year. The students may also be encouraged to collect material and do preparatory work during the year of study.

At the end of the project, a project report should be submitted by each student before the final assessment. The assessment of the project should be of continuous nature through out the project duration. The final assessment will be done immediately after completion of project by examiners on the basis of project report, work done during the project and viva - voce.

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Job Opportunities of Diploma Holders in Beauty Culture

1. Beauty Therapist
2. Mehendi / Tatoon Artist
3. Masseur
4. Make up artist
5. As a Consultant - Beauty / Hair / Health
6. As a Hair Dresser
7. Technical Advisor in Cosmetic Companies
8. Technical Demonstrator for Cosmetic Companies
9. As a Lecture/ Technician/ Instructor in Govt. Sector
10. Yoga Instructor
11. Instructor in Health Club.
12. Self Entrepreneur - Beauty Parlour, Hair Sallon, Institute, health club, Mobile Parlour, Herbal Cosmetic Manufacture and seller.