

COSMETOLOGY

(Non-Engineering Trade)

SECTOR – BEAUTY AND WELLNESS

(Revised in 2019)

Version 1.1

CRAFT INSTRUCTOR TRAINING SCHEME (CITS)

NSQF LEVEL - 6

Skill India

कौशल भारत - कुशल भारत

Developed By

Government of India
Ministry of Skill Development and Entrepreneurship

Directorate General of Training
CENTRAL STAFF TRAINING AND RESEARCH INSTITUTE

EN-81, Sector-V, Salt Lake City,
Kolkata – 700 091

www.cstaricalutta.gov.in

CONTENTS

S No.	Topics	Page No.
1.	Course Overview	1
2.	Training System	2
3.	General Information	6
4.	Job Role	8
5.	Learning Outcomes	11
6.	Course Content	12
7.	Assessment Criteria	20
8.	Infrastructure	23
	Annexure I –List of Trade Experts	34

Skill India
 कौशल भारत - कुशल भारत

1. COURSE OVERVIEW

The Craft Instructor Training Scheme is operational since inception of the Craftsmen Training Scheme. The first Craft Instructors' Training Institute was established in 1948. Subsequently, 6 more institutes namely, Central Training Institute for Instructors (now called as National Skill Training Institute (NSTI), NSTI at Ludhiana, Kanpur, Howrah, Mumbai, Chennai and Hyderabad were established in 1960's by DGT. Since then the CITS course is successfully running in all the NSTIs across India as well as in DGT affiliated institutes viz. Institutes for Training of Trainers (IToT). This is a competency based course of one year duration. "Cosmetology" CITS trade is applicable for Instructors of "Basic Cosmetology" trade under CTS.

The main objective of Craft Instructor training programme is to enable Instructors explore different aspects of the techniques in pedagogy and transferring of hands-on skills so as to develop a pool of skilled manpower for industries, also leading to their career growth & benefiting society at large. Thus promoting a holistic learning experience where trainee acquires specialized knowledge, skills & develops attitude towards learning & contributing in vocational training ecosystem.

This course also enables the instructors to develop instructional skills for mentoring the trainees, engaging all trainees in learning process and managing effective utilization of resources. It emphasizes on the importance of collaborative learning & innovative ways of doing things. All trainees will be able to understand and interpret the course content in right perspective, so that they are engaged in & empowered by their learning experiences and above all, ensure quality delivery.

2. TRAINING SYSTEM

2.1 GENERAL

CITS courses are delivered in National Skill Training Institutes (NSTIs) & DGT affiliated institutes viz., Institutes for Training of Trainers (IToT). For detailed guidelines regarding admission on CITS, instructions issued by DGT from time to time are to be observed. Further complete admission details are made available on NIMI web portal <http://www.nimionlineadmission.in>. The course is of one-year duration. It consists of Trade Technology (Professional skills and Professional knowledge), Training Methodology and Engineering Technology/ Soft skills. After successful completion of the training programme, the trainees appear in All India Trade Test for Craft Instructor. The successful trainee is awarded NCIC certificate by DGT.

2.2 COURSE STRUCTURE

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

S No.	Course Element	Notional Training Hours
1.	Trade Technology	
	Professional Skill (Trade Practical)	640
	Professional Knowledge (Trade Theory)	240
2.	Soft Skills	
	Practical	100
	Theory	100
3.	Training Methodology	
	TM Practical	320
	TM Theory	200
	Total	1600

2.3 PROGRESSION PATHWAYS

- Can join as an Instructor in vocational training Institute/ technical Institute.
- Can join as a supervisor in Industries.

2.4 ASSESSMENT & CERTIFICATION

The CITS trainee will be assessed for his/her Instructional skills, knowledge and attitude towards learning throughout the course span and also at the end of the training program.

a) The Continuous Assessment (Internal) during the period of training will be done by **Formative Assessment Method** to test competency of instructor with respect to assessment criteria set against each learning outcomes. The training institute has to maintain an individual trainee portfolio in line with assessment guidelines. The marks of internal assessment will be as per the formative assessment template provided on www.bharatskills.gov.in.

b) The **Final Assessment** will be in the form of **Summative Assessment Method**. The All India Trade Test for awarding National Craft Instructor Certificate will be conducted by DGT as per the guidelines of DGT. The learning outcome and assessment criteria will be the basis for setting question papers for final assessment. The external 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 CRITERIA

S No.	Subject		Marks	Internal Assessment	Full Marks	Pass Marks	
						Exam	Internal Assessment
1.	Trade Technology	Trade Theory	100	40	140	40	24
		Trade Practical	200	60	260	120	36
2.	Soft Skills	Practical	50	25	75	30	15
		Theory	50	25	75	20	15
3.	Training Methodology	TM Practical	200	30	230	120	18
		TM Theory	100	20	120	40	12
Total Marks			700	200	900	370	120

The minimum pass percent for Trade Practical, TM Practical, Soft Skill Practical Examinations and Formative assessment is 60% & for all other subjects is 40%. There will be no Grace marks.

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. While assessing; the major factors to be considered are approaches to generate solutions to specific problems by involving standard/non-standard practices.

Due consideration should also 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 OSHE and self-learning attitude are to be considered while assessing competency.

Assessment will be evidence based comprising of the following:

- Demonstration of Instructional Skills (Lesson Plan, Demonstration Plan)
- Record book/daily diary
- Assessment Sheet
- Progress chart
- Video Recording
- Attendance and punctuality
- Viva-voce
- Practical work done/Models
- Assignments
- Project work

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 while assessing:

Performance Level	Evidence
(a) Weightage in the range of 60%-75% to be allotted during assessment	
For performance in this grade, the candidate should be well versed with instructional design, implement learning programme and assess learners which demonstrates attainment of an acceptable standard of crafts instructorship with occasional guidance and engage students by demonstrating good attributes of a trainer.	<ul style="list-style-type: none"> • Demonstration of fairly good skill to establish a rapport with audience, presentation in orderly manner and establish as an expert in the field. • Average engagement of students for learning and achievement of goals while undertaking the training on specific topic. • A fairly good level of competency in expressing each concept in terms the student can relate, draw analogy and summarize the entire lesson. • Occasional support in imparting effective training.
(b) Weightage in the range of 75%-90% to be allotted during assessment	
For performance in this grade, the candidate should be well versed with instructional design, implement learning programme and assess learners which demonstrates attainment of a reasonable standard of crafts instructorship with little guidance and engage students by demonstrating good attributes of a trainer.	<ul style="list-style-type: none"> • Demonstration of good skill to establish a rapport with audience, presentation in orderly manner and establish as an expert in the field. • Above average engagement of students for learning and achievement of goals while undertaking the training on specific topic.

	<ul style="list-style-type: none"> • A good level of competency in expressing each concept in terms the student can relate, draw analogy and summarize the entire lesson. • Little support in imparting effective training.
<p>(c) Weightage in the range of more than 90% to be allotted during assessment</p>	
<p>For performance in this grade, the candidate should be well versed with instructional design, implement learning programme and assess learners which demonstrates attainment of a high standard of crafts instructorship with minimal or no support and engage students by demonstrating good attributes of a trainer.</p>	<ul style="list-style-type: none"> • Demonstration of high skill level to establish a rapport with audience, presentation in orderly manner and establish as an expert in the field. • Good engagement of students for learning and achievement of goals while undertaking the training on specific topic. • A high level of competency in expressing each concept in terms the student can relate, draw analogy and summarize the entire lesson. • Minimal or no support in imparting effective training.

3. GENERAL INFORMATION

Name of the Trade	COSMETOLOGY– CITS
Trade Code	DGT/ 4021
Reference NCO 2015	2356.0100, 5141.0100, 5141. 0200, 5142.0100, 5142.0300, 5142.0400, 5141.0201
NSQF Level	Level-6
Duration of Craft Instructor Training	One Year
Unit Strength (No. Of Student)	25
Entry Qualification	Degree / Diploma (Minimum 2 Years)in Cosmetology/ Hair & Skin Care/ Beautician Courses from recognized Board / University. OR National Trade Certificate in Cosmetology or related trades. OR National Apprenticeship Certificate in Hair & Skin Care/ Beautician or related trades.
Minimum Age	18 years as on first day of academic session.
Space Norms	80 Sq. M
Power Norms	10 KW
Instructor’s Qualification for	
1. Cosmetology (CITS) Trade	B.Voc/ Degree in Cosmetology/ Hair & Skin Care/ Beautician from AICTE/ UGC recognized University with two years experience in relevant field. OR Diploma (Minimum 2 Years) in Cosmetology/ Hair & Skin Care/ Beautician from recognized University /Board or relevant Advanced Diploma (Vocational) from DGT with five years experience in relevant field. OR NTC/ NAC passed in Cosmetology with seven years experience in relevant field. Essential Qualification: National Craft Instructor Certificate (NCIC) in Ccosmetology trade ,in any of the variants under DGT.
2. Soft skills	MBA/ BBA / Any Graduate/ Diploma in any discipline from AICTE/ UGC recognized College/ university with Three years’ experience and short term ToT Course in Soft Skills from DGT institutes.

	(Must have studied English/ Communication Skills and Basic Computer at 12th / Diploma level and above).					
3. Training Methodology	B.Voc/ Degree in any discipline from AICTE/ UGC recognized College/ university with two years experience in training/ teaching field. OR Diploma in any discipline from recognized board / University with five years experience in training/teaching field. OR NTC/ NAC passed in any trade with seven years experience in training/ teaching field. Essential Qualification: National Craft Instructor Certificate (NCIC) in any of the variants under DGT / B.Ed /ToT from NITTTR or equivalent.					
4. Minimum Age for Instructor	21 Years					
Distribution of training on Hourly basis: (Indicative only)						
Total Hrs. /week	Trade Practical	Trade Theory	Soft Skills		Training Methodology	
			Practical	Theory	Practical	Theory
40 Hours	16 Hours	6 Hours	2.5 Hours	2.5 Hours	8 Hours	5 Hours

4. JOB ROLE

Brief Description of Job Roles:

A Cosmetologist job role provides various types of beauty services, aware of the Beauty therapy, Health and hygiene, Firstaid, Safety & needs to be knowledgeable about beauty products. They must be able to demonstrate Latest Facials and skin Treatments, spa Manicure & Pedicure, nail mending, nail extension and nail art. They must be able to design latest Haircuts, Hair Styles, Hair Coloring, Straightening, Rebonding, perming & Hair treatments and spa. They will also be able to demonstrate different types of makeup- fantasy, character, TV & stage, Air brush, HD and portfolio etc and body piercing and permanent tattoos.

A cosmetologist must be able to perform and demonstrate Yogasana & Meditation in order to remain fit & active for long working hours as they have to work under pressure, be polite & patient. & recommend the asana to clients having common ailments. Demonstrate the operation of Beauty & Hair Equipment. Plan and organize assigned work and detect & resolve issues during execution. Demonstrate possible solutions and agree tasks within the team. Communicate with required clarity and understand technical English. Sensitive to environment, self-learning and productivity.

Manual Training Teacher/Craft Instructor; instructs students in ITIs/Vocational Training Institutes in respective trades as per defined job role. Imparts theoretical instructions for the use of tools & equipment of related trades and related subjects. Demonstrate process and operations related to the trade in the workshop; supervises, assesses and evaluates students in their practical work. Ensures availability & proper functioning of equipment and tools in stores.

Hair Dresser; Hair Stylist (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 hair dressing 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.

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.

Make-up Man; applies make-up to faces of actors and other performers to improve or alter their appearance for studio or stage productions. Examines casting list and requisitions wigs, beards and other materials needed. Applies make-up, such as grease paint, rouge, lipstick, face powder, wigs and beards to impart desired facial characteristic or expression to Actor or Actress. Issues instructions to Hair Dresser as to style of hair dressing required.

Assistant Hair Stylist; shampoos and conditions hair, blow dries hair, provides basic haircuts as well as assists the hair stylist in providing other advanced hair 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.

Reference NCO 2015:

- a) 2356.0100-Manual Training Teacher/ Craft Instructor
- b) 5141.0100 – Hair Dresser (Ladies)
- c) 5141. 0200 – Hair Stylist
- d) 5142.0100 – Beautician
- e) 5142.0300 – Skin care specialist
- f) 5142.0400- Make up man/artist
- g) 5141.0201- Assistant Hair Stylist
- h) Assistant Beauty Therapist

- i) Pedicurist & Manicurist
- j) Beauty Therapist
- k) Assistant Nail Technician

5. LEARNING OUTCOMES

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

5.1 TRADE TECHNOLOGY

1. Recognize and comply safe working practices and to handle emergency in saloon by providing first Aid.
2. Analyse the skin with skin testing gadgets and recognize skin disorder.
3. Provide services and demonstrate latest facials and skin treatments by using machines.
4. Provide services and demonstrate spa manicure/pedicure, nail mending, nail extension and nail art.
5. Demonstrate and createspecial effects with hair colouring and perming.
6. Perform and demonstrate latest hair cut with different cutting tools.
7. Perform and demonstrate hair treatments for various hair problems.
8. Create latest hair styles and hair designing with hair extensions and gadgets.
9. Create special makeup looks- corrective, fantasy, character, TV & stage, Air brush, HD and portfolio etc.
10. Demonstrate different types of yogic exercises- Bandhas, Mudras, Pranayama and Chakras.
11. Demonstrate different types of body massage and body spa.
12. Demonstrate piercing techniques for nose and ears.
13. Create different designs of permanent tattoos.

6. COURSE CONTENT

SYLLABUS FOR COSMETOLOGY– CITS			
TRADE TECHNOLOGY			
Duration	Reference Learning Outcome	Professional Skills (Trade Practical)	Professional Knowledge (Trade Theory)
Practical 16 Hrs Theory 06 Hrs	Recognize and comply safe working practices and to handle emergency in saloon by providing first Aid.	1. Demonstrate life saving techniques during Injuries as-electric shock, burns etc.	Orientation & First Aid Knowledge a) Purpose of First Aid b) Identification & recoveries of different types of Injuries such as-burns, electric shock, loss of consciousness, External bleeding, High Blood Pressure. c)Difference between Injuries & Emergencies.
Practical 32Hrs Theory 12Hrs	Analyze the skin with skin testing gadgets and recognize skin disorder.	2. Demonstrate Skin Analysis :- • Filling of Record Card and consent form. • Demonstrate using of different skin testing gadgets for exp. Skin tester, derma scope etc.	Study of Dermatology a) Anatomy of Skin b) Disorder of sudoriferous glands and sebaceous glands c)Pigmentation disorders d) Cosmetic Allergy Study of skin disorders.
Practical 64Hrs Theory 24Hrs	Provide services and demonstrate latest facials and skin treatments by using machines.	3. Use of different facial machines for treating dehydrated skin, Anti ageing, Anti acne and anti pigmentation of skin :- • Explain gathering of information and process of Consultation with Client about the different types of facial. • Demonstrate setting up of Trolley prior to facial work. • Demonstrate facial Products to be arranged on the trolley. • Demonstrate Tools &	Latest facials with Electrology. Benefits and Precautions of high frequency, Galvanic, Brushing Machine, Vacuum & Spray machine, Magnifying lamp, woods lamp, facial vaporizer, ultra sonic, micro dermabrasion (IPL, micro dermabrasion, micro needle & chemical peel theory only). Knowledge of facial Products and tools &equipments to be arranged on the trolley. Facials:- a) Dehydrated skin b) Anti ageing c) Anti acne d) Anti pigmentation

		<p>Equipment used for facial.</p> <ul style="list-style-type: none"> • Perform the Procedure of doing facial. • Observe Safety Precaution. • Steps for After care & Home Care. 	
<p>Practical 64 Hrs</p> <p>Theory 24 Hrs</p>	<p>Provide services and demonstrate spa manicure/pedicure, nail mending, nail extension and nail art.</p>	<p>4. Demonstration of French manicure/pedicure, Foot spa & hand spa, Hot stone manicure, Nail Tips & Nail Wrap application :-</p> <ul style="list-style-type: none"> • Perform nail art. • Demonstrate setting up of Trolley prior to performing nail art. • Product Knowledge viz. base coat, hand cream, cuticle oil etc. • Tools & Equipment Knowledge viz. Nail filer, Cuticle pusher, nail clippers etc. • Explain the Procedure of facial. • Observe Safety Precaution. • Steps for After care & Home Care. • Perform Sterilization & sanitation of tools. 	<p>Spa Manicure/Pedicure:-</p> <ol style="list-style-type: none"> a) Knowledge of Client Consultation. b) Latest trend & Product knowledge. c) French Manicure/Pedicure. d) Surgical Manicure/ Pedicure. e) Foot spa & Hand spa. f) Nail Tips. g) Nail Wraps. h) Nail Art. i) Safety Precautions. j) Hygiene & sterilization.
		<p>5. Demonstrate different types of manicure/pedicureservices :-</p> <ul style="list-style-type: none"> • Explain gathering of information and process of Consultation with Client regarding manicure /pedicure services. • Demonstrate setting up of Trolley. • Demonstrate the Products 	<p>Knowledge of Nail Extension:-</p> <ol style="list-style-type: none"> a) Anatomy of Nail <p>Knowledge of Acrylic Nails:-</p> <ol style="list-style-type: none"> a) Selection of right product b) Nail care c) Infection & care d) Purpose of Acrylic Nail e) Removing of Acrylic Nail f) After care g) Refill <p>Knowledge of Gel Nails:-</p> <ol style="list-style-type: none"> a) Purpose of Gel Nail

		<p>to be used.</p> <ul style="list-style-type: none"> • Selection of Tools & Equipment used for this service. <p>6. Demonstrate the process of Acrylic Nails designs :-</p> <ul style="list-style-type: none"> • Procedure • Precautions • Removal • Steps for Aftercare of Acrylic Nails <p>7. Demonstrate the process of Gel Polish :-</p> <ul style="list-style-type: none"> • Handling UV lamps • Procedure 	<ul style="list-style-type: none"> b) Selection of right product c) Knowledge about UV d) lamps e) Removing of Gel Nail f) Aftercare g) Refill
<p>Practical 80Hrs</p> <p>Theory 30Hrs</p>	<p>Demonstrate and create special effects with hair coloring and perming.</p>	<p>8. Demonstrate the process of hair coloring and perming :-</p> <ul style="list-style-type: none"> • Explain gathering of information and process of Consultation with Client regarding hair coloring and perming services. • Demonstrate setting up of Trolley. • Perform Strand test. • Perform Special effects with hair coloring viz. Streaking, Frosting, Tipping, Panelling, Scrunching, Comb technique, Shoe shine highlights and Balayage. • Steps of After Care & Home Care. 	<p>Hair Coloring Services:-</p> <ul style="list-style-type: none"> a) Creative coloring & color corrections. b) Patch Test. c) Material required. d) Pre-filler. e) Safety Precaution. f) Indication & contra action. g) After Care/Home Care.
		<p>9. Examination of scalp & hair condition :-</p> <ul style="list-style-type: none"> • Process of Consultation with Client. • Demonstrate setting up of Trolley. 	<p>Special Perming effects:-</p> <ul style="list-style-type: none"> a) Permanent waving procedures. b) Strand test/porosity/elasticity. c) Material Required. d) Curvature perm wrap.

		<ul style="list-style-type: none"> • Perform Pre disposition test. • Perform Sectioning & Blocking. • Demonstrate various types of perm rollers. • Procedure for all types of perms. • Use of digital perming machine. • Safety Precautions. 	<ul style="list-style-type: none"> e) Basic Perm Wrap. f) Brick lay perm wrap. g) Weave technique. h) Double tool technique. i) Digital perming. j) Contra indications & contra-actions. k) Safety precautions. l) After Care.
<p>Practical 32 Hrs</p> <p>Theory 12 Hrs</p>	<p>Perform and demonstrate latest hair cut with different cutting tools.</p>	<p>10. Examination of hair length, facial shape, Density and texture :-</p> <ul style="list-style-type: none"> • Process of Consultation with Client. • Demonstrate setting up of Trolley. • Selection of Tools required for hair cutting. • Selection of Hair cut according to hair texture and facial shape of the client. • Sectioning and sub sectioning the hair according to required hair cut. • Practice in cutting hair with Shears, Razors and electric clippers. 	<ul style="list-style-type: none"> a) Tools Knowledge b) Advance Hair Cutting. c) Types of layering & graduation. d) Types of blunts. e) Procedure of hair Cuts.
<p>Practical 16 Hrs</p> <p>Theory 06 Hrs</p>	<p>Perform and demonstrate hair treatments for various hair problems.</p>	<p>11. Examination of scalp & hair condition for hair treatment :-</p> <ul style="list-style-type: none"> • Process of Consultation with Client. • Demonstrate setting up of 	<p>Hair Treatments:-</p> <ul style="list-style-type: none"> a) Anatomy of Hair. b) Causes and treatments of various hair problems such as, thinning of hair, hair repairing, hair strengthening, Chemically Damaged hair and treatments like- hair repairing and hair strengthening.

		<p>Trolley.</p> <ul style="list-style-type: none"> • Explain Products required for hair treatment. • Demonstration of Hair spa. • Explain Precautions to be followed. • Steps of After care. 	<p>c) Purpose & Procedure of hair SPA treatment for above different problems with OZONE micromist machine.</p> <p>d) Safety Precaution.</p>
<p>Practical 64 Hrs</p> <p>Theory 24 Hrs</p>	<p>Create latest hair styles and hair designing with hair extensions and gadgets.</p>	<p>12. Demonstrate latest hair styling with gadgets :-</p> <ul style="list-style-type: none"> • Process of Consultation with Client. • Demonstrate setting up of Trolley. • Selection of Products required for hair styling. • Procedure of forming corn rows, top buns & shignons. • Precautions to be followed during hair styling. 	<p>Hair styling:-</p> <ol style="list-style-type: none"> Styling long hair. Corn rows. Wigs and hair pieces/ extension. Purpose of uses hair pieces. Quality and cost. Types of hair pieces. Wig measurement. Cleaning and maintaining of wigs.
<p>Practical 128Hrs</p> <p>Theory 48Hrs</p>	<p>Create special makeup looks- corrective, fantasy, character, TV & stage, Air brush, HD and portfolio etc.</p>	<p>13. Demonstrate special makeup looks for corrective looks, fantasy character, portfolio etc. :-</p> <ul style="list-style-type: none"> • Process of Consultation with Client. • Demonstrate setting up of Trolley. • Selection of Products required for makeup looks. • Demonstration of applying Corrective Make-Up. • Demonstration of Fantasy Make-Up and Special make- up looks. • Precautions to be followed during application of makeup. • Steps of skin after care. 	<p>Types of Make-Up :-</p> <ol style="list-style-type: none"> Purpose, Benefits & Precautions of Corrective make-up. Purpose, Benefits & Precautions of Fantasy. Purpose, Benefits & Precautions of Special make up looks.
		<p>14. Hygiene & sanitation to be followed for makeup :-</p>	<p>Professional Make-Up:</p> <ol style="list-style-type: none"> Purpose, Benefits &

		<ul style="list-style-type: none"> • Makeup consultation form for Clients. • Demonstrate Work station Setup. • Selection of Products. • Demonstration and practice of character makeup, TV & stage makeup, Portfolio makeup, Air brush Make-Up, High definition makeup. • Precautions to be followed during make up. • Steps of after care. 	<p>Precautions of Character Make-up.</p> <p>b) Purpose, Benefits & Precautions of TV & Stage Makeup.</p> <p>c) Purpose, Benefits & Precautions of Air brush Make-up.</p> <p>d) Purpose, Benefits & Precautions of High definition makeup.</p> <p>e) Purpose, Benefits & Precautions of Portfolio Makeup.</p> <p>f) Product knowledge.</p>
<p>Practical 48Hrs</p> <p>Theory 18 Hrs</p>	<p>Demonstrate different types of yogic exercises- Bandhas, Mudras, Pranayama and Chakras.</p>	<p>15. Perform different types of Bandhas:-</p> <ul style="list-style-type: none"> • Jalandhar Bandhas. • Mool Bandhas. • Uddian Bandhas. • Safety precaution to be followed during Bandhas exercises. 	<p>YOGA BANDHAS</p> <p>a) Meaning of Bandhas</p> <p>b) Types of Bandhas</p> <p>c) Benefits of Bandhas</p> <p>d) Contra - indications</p>
		<p>16. Perform different types of Mudras:-</p> <ul style="list-style-type: none"> • Gyan Mudra • Prithvi Mudra • Varun Mudra • Vayan Mudra • Shoonya Mudra • Surya Mudra • Pran Mudra • Apan Mudra • Ling Mudra • Namaskar Mudra • Safety precaution to be followed while performing Mudras. 	<p>MUDRAS</p> <p>a) Meaning of Mudras</p> <p>b) Types of Mudras</p> <p>c) Benefits of Mudras</p> <p>d) Contra-indication</p>
		<p>17. Perform different types of Pranayama:-</p>	<p>PRANAYAMA</p> <p>a) Meaning of Pranayama</p> <p>b) Types of Pranayama</p>

		<ul style="list-style-type: none"> • Bhastrika Pranayama • Sitkari Pranayama • Bhramari Pranayama • Ujjayi Pranayam • Plavini Pranayama • Surya BhediPranayam • Safety precaution to be followed while performing Pranayama. 	<p>c) Benefits of Pranayam d) Contra-indication</p>
		<p>18. Perform different types of Chakras:-</p> <ul style="list-style-type: none"> • Mooldhara Chakras • Swadhisthana Chakras • Manipura Chakras • Anahata Chakras • Vishuddi Chakras • Ajna chakras • Safety precaution to be followed while performing Chakras. 	<p>CHAKRAS</p> <p>a) Meaning of Chakras b) Types of Chakras c) Benefits of Chakras d) Contra indication</p>
<p>Practical 64 Hrs</p> <p>Theory 24 Hrs</p>	<p>Demonstrate different types of body massage and body spa.</p>	<p>19. Demonstrate different types of Body Massage and spa:-</p> <ul style="list-style-type: none"> • Process of Consulting with Client regarding Body Massage and Spa. • Demonstrate setting up of Trolley. • Explain Products required for Body Massage and spa. • Full body massages techniques (Swedish & Classical massage). • Perform Body spa. • Precautions to be followed. • Steps for Aftercare. 	<p>Body Massage :-</p> <p>a) Anatomy & physiology b) Consultation c)History of massage d) Different type of Massage e) Swedish & Classical massage movement.</p> <p>Body spa :-</p> <p>a) Benefits of Massage b) Contra-indication c) Safety Precautions</p>

<p>Practical 16 Hrs</p> <p>Theory 06 Hrs</p>	<p>Demonstrate piercing techniques for nose and ears.</p>	<p>20. Piercing :-</p> <ul style="list-style-type: none"> • Process of Consulting with Client regarding piercing of nose and ears. • Demonstrate setting up of Trolley. • Explain Products required for Piercing. • Perform Piercing techniques for nose and ears. • Safety Precautions to be followed. • Steps for Aftercare. 	<p>Piercing:-</p> <ol style="list-style-type: none"> a) Purpose, benefits and precautions. b) Contra-indications. c) Contra-actions.
<p>Practical 16 Hrs</p> <p>Theory 06 Hrs</p>	<p>Create different designs of permanent tattoos.</p>	<p>21. Permanent body Tattoos :-</p> <ul style="list-style-type: none"> • Process of Consulting with Client regarding Trolley Setting. • Explain Products required for Tattoo • Perform Tattoo techniques. • Safety Precautions to be followed. • Steps for Aftercare. 	<p>Permanent body Tattoos :-</p> <ul style="list-style-type: none"> • Science of permanent tattoos • Purpose, benefits and precautions • Contra-indications • Contra actions

SYLLABUS FOR CORE SKILLS

1. Soft Skills (Common for all Non-Engineering CITS trades) (100 Hrs + 100Hrs)
2. Training Methodology (Common for all trades) (320Hrs + 200Hrs)

Learning outcomes, assessment criteria, syllabus and Tool List of above Core Skills subjects which is common for a group of trades, provided separately in www.bharatskills.gov.in

7. ASSESSMENT CRITERIA

LEARNING OUTCOME	ASSESSMENT CRITERIA
TRADE TECHNOLOGY (TT)	
1. Recognize and comply safe working practices and to handle emergency in saloon by providing first Aid.	Maintain procedures to achieve a safe working environment as required in working area.
	Recognize unsafe situations and to take necessary precautions.
	Differentiate between injuries and emergencies.
	Explain basic first aid and use them under different circumstances.
	Demonstrate life saving techniques.
2. Analyse the skin with skin testing gadgets and recognize skin disorder.	Identify skin testing gadgets and materials and arrange trolley accordingly.
	Analyse the skin and fill the consultation form and consent form.
	Check for different skin disorders and planning treatment accordingly.
3. Provide services and demonstrate latest facials and skin treatments by using machines.	Identify the equipment's, materials and tools used in latest facial treatments.
	Demonstrate facials for dehydrated skin, anti-ageing, anti-acne and anti-pigmentation.
	Demonstrate the use of high frequency and galvanic machine safely.
	Demonstrate the use of brushing machine and vacuum & spray machine safely.
	Demonstrate the use of magnifying lamp and Wood's lamp safely.
	Demonstrate the use of facial vaporizer and ultrasonic machine safely.
	Demonstrate the use of microdermabrasion safely.
	Use recognised IPL, Micro needle and chemical peel for skin treatments.
	Perform hygiene and cleanliness during and after skin treatments.
4. Provide services and demonstrate spa manicure/pedicure, nail mending, nail extension and nail art.	Demonstrate the equipment's, materials and tools used in spa manicure /pedicure and nail mending, nail extension and nail art.
	Analyse the skin and fill the consultation form and consent form.
	Identify nail disorders and diseases.
	Demonstrate spa manicure/pedicure according to skin type.
	Apply nail tips and nail wraps.
	Perform nail art designs in different trends.
Perform hygiene and sterilization.	
5. Demonstrate and create	Explain the equipments, materials and tools used in hair coloring

special effects with hair colouring and perming.	and perming.
	Analyse the hair and fill the consultation form and consent form.
	Demonstrate patch test and strand test for hair coloring and perming.
	Demonstrate special effects with hair coloring.
	Demonstrate all types of perm techniques.
	Demonstrate digital perming .
6. Perform and demonstrate latest hair cut with different cutting tools.	Identify contra indications and provide measure for contra actions.
	Explain the equipments, materials and tools used in hair cutting.
	Analyse the hair & scalp and recognize disorders.
	Consult with client regarding final look for a haircut.
	Demonstrate different layering and graduation for a haircut.
	Observe safety norms while working with project
	Advice client to maintain the style of the hair cut.
Perform hygiene and cleanliness during and after service.	
7. Perform and Demonstrate hair treatments for various hair problems.	Explaintheequipments, materials and tools used in hair treatments.
	Analyse the hair & scalp and recognize disorders and diseases.
	Consult with client regarding hair treatment.
	Perform hair spa for different hair problems- thinning of hair and chemically damaged hair.
	Demonstrate Ozone micromist machine in hair treatments.
	Identify contra indications and provide measure for contra actions.
8. Create latest hair styles and hair designing with hair extensions and gadgets.	Explain the equipments, materials and tools used in hair styling.
	Demonstrate long hair styles for different occasions.
	Perform latest hair styles and hair designs according to client’s need.
	Demonstrate corn rows, top buns and shignons.
	Design hair styles by using wigs and hair pieces/ extensions.
	Measure a wig prior to using.
	Cleaning and maintaining of wigs.
	Advice client to maintain the style of hair and after care.
9. Create special makeup looks- corrective, fantasy, character, TV &stage , Air brush, HD and portfolio etc.	Explain the equipments, materials and tools that are safe and fit for makeup.
	Maintain hygiene and sanitation.
	Consult with client regarding make up requirement to bring out the desired look.
	Analyse the skin and fill the record card and consent form.
	Identify facial texture, shape, presence of pigmentation, scars, acne and choose makeup products according to client’s need.
	Perform corrective makeup to enhance facial features.

	Perform different types of fantasy makeup.
	Perform special makeup looks- character makeup.
	Perform TV& stage makeup
	Demonstrate air brush makeup.
	Demonstrate High Definition makeup.
	Demonstrate Portfolio makeup.
	Advice the client for after care.
10. Demonstrate different types of yogic exercises- Bandhas, Mudras, Pranayama and Chakras.	Ensure health condition is fit for practicing yoga.
	Observe safe conditions for yoga practice.
	Follow all the safety precautions.
	Demonstrate yoga on suitable yoga mats.
	Demonstrate breathing practices.
	Demonstrate bandhas- jalandhar bandha, moolbantha, uddian bandha.
	Demonstrate mudras- gyan, prithvi, varun, vayu, shoonya, surya, pran, apan, ling, namaskar.
	Demonstrate pranayama- bhastrika, sitkari, bhramari, ujjayi, plavini, suryabhedhi.
	Demonstrate chakras- muladhar, swadhisthana, manipura, anahata, vishuddhi, ajna.
	Explain benefits of yoga practice .
11. Demonstrate different types of body massage and body spa.	Identify and arrange the equipments, materials and tools used in body spa.
	Consult with client regarding any skin diseases/contra indications.
	Check for suitable products.
	Demonstrate body massage and body spa techniques.
	Observe hygiene and cleanliness during and after service.
	Observe contra actions and guide client accordingly.
12. Demonstrate piercing techniques for nose and ears. Create different designs of permanent tattoos	Explain the equipments, materials and tools used in piercing.
	Check for contra indications.
	Observe safety and hygiene while piercing.
	Demonstrate piercing techniques safely.
	Check for contra actions and treat accordingly.
13. Create different designs of permanent tattoos.	Identify and arrange the equipments, materials and tools used in tattoos.
	Check for contra indications.
	Observe safety and hygiene while making Tattoos.
	Demonstrate Tattoo techniques safely.
	Check for contra actions and treat accordingly.

8. INFRASTRUCTURE

LIST OF TOOLS AND EQUIPMENT FOR COSMETOLOGY- CITS			
(for batch of 25 candidates)			
S No.	Name of the Tools & Equipment	Specification	Quantity
A. Standard Tool list			
1.	Mirror Panel		25+1 nos.
2.	Dressing Out Chairs		25+1 nos.
3.	Saloon Chairs		25+1 nos.
4.	Facial Beds		04 Nos.
5.	Manicure Tables with Lamps		06 Nos.
6.	Manicure Trolley		04 Nos.
7.	Manicure Stools		25+1 nos.
8.	Teacher Chair Table		02 Nos.
9.	Refrigerator		01 No.
10.	AC Split with stabilizer		As required
11.	Equipment Trolley		04 Nos.
12.	Wax Heater(Double Bowl)		04 Nos.
13.	Tray		25+1 nos.
14.	Heat Convector		02 Nos.
15.	Hot towel cabinet		02 Nos.
16.	UV sterilizer		02 Nos.
17.	Wood Lamp		02 Nos.
18.	Complete Facial Machine		02 Nos.
19.	Vapozone		02 Nos.
20.	Vacuum Suction Machine		02 Nos.
21.	Galvanic Machine		02 Nos.
22.	High Frequency Machine		02 Nos.
23.	Ultra Sonic Machine		02 Nos.
24.	Magnifying Lamp		02 Nos.
25.	Air Brush Machine		04 Nos.
26.	Pedistation		02 Nos.
27.	UV Lamps		04 Nos.
28.	Geyser		02 Nos.

29.	Almirah		06 Nos.
30.	Display Board		06 Nos.
31.	Desktop computer	CPU: 32/64 Bit i3/i5/i7 or latest processor, Speed: 3 GHz or Higher. RAM:-4 GB DDR-III 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.	02 Nos.
32.	UPS		As required
33.	Printer		01 No
34.	Wash Basins		04 Nos.
35.	Pedestal Hood hair dryer		02 Nos.
36.	Hair Dryer		12 Nos.
37.	Diffuser		02 Nos.
38.	Clamozone		02 Nos.
39.	Digital Perming Machine		02 Nos.
40.	Curling Rod		04 Nos.
41.	Crimping Tong		04 Nos.
42.	Straightening Rod		04 Nos.
43.	Hair Clipper		02 Nos.
44.	Electric Roller set		04 Nos.
45.	Shampoo Station		04 Nos.
46.	Dummy head with Slip-on		25+1 nos.
47.	Trolleys		25+1 nos.
48.	Curtains		As required
49.	Infra Red Lamp		02 Nos.
50.	All types of Perming rollers		As required
51.	G-10 Body Massager		01 No.
52.	First Aid Kit		01 No.
53.	Dummy Skelton		01 No.
54.	Anatomy Charts for all Major Body system		As required

55.	Ozone micromist Machine		02 Nos.
56.	Piercing machine		04 Nos.
57.	Tattoo machine		04 Nos.
58.	Microdermabrasion		02 Nos.
59.	Skin tester,		02 Nos.
60.	Derma scope		02 Nos.
61.	Digital nail art printer machine		01No.
B. Trainees Personal Kit			
62.	Pack & Bleach brush		25+1 nos.
63.	Nail Brush		25+1 nos.
64.	Head band		25+1 nos.
65.	Eye lash curler		25+1 nos.
66.	Manicure set		25+1 nos.
67.	Cuticle cutter		25+1 nos.
68.	Pedicure set		25+1 nos.
69.	Wax applicator		25+1 nos.
70.	Spray Bottle		25+1 nos.
71.	Small Bowls		25+1 nos.
72.	Make-up brush set		25+1 nos.
73.	Make-up sponge		25+1 nos.
74.	Artificial Eye lash set		25+1 nos.
75.	Black head remover		25+1 nos.
76.	Dye brush		25+1 nos.
77.	Gloves		25+1 nos.
78.	Cutting Sheet		25+1 nos.
79.	Hair cutting scissor		25+1 nos.
80.	Setting Clips		As required
81.	Bob pins		As required

82.	Jura pins		As required
83.	Open teeth comb		25+1 nos.
84.	Styling Comb		25+1 nos.
85.	Tail Comb		25+1 nos.
86.	Switch stand		25+1 nos.
87.	Plain switch		25+1 nos.
88.	Swiggle		25+1 nos.
89.	Plaits		25+1 nos.
90.	Razor Comb		25+1 nos.
91.	Hair Accessories		As required
C. Theory Room Furniture			
92.	Student's chair with flap		20 Nos.
93.	Teacher's Table and chair set		01 No.
94.	LCD Projector		01 No.
95.	Desktop computer	CPU: 32/64 Bit i3/i5/i7 or latest processor, Speed: 3 GHz or Higher. RAM:-4 GB DDR-III 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.	01 No.
96.	UPS		As required
97.	White Magnetic Board with felt board		01 No.
98.	Air conditioner split with stabilizer		As required
99.	Display board		02 Nos.
100.	Curtain/blinds for Lab.		As required
D. Yoga Lab			
101.	Yoga Mat		20 No.
102.	Teacher's Chair		01 No.
103.	Teacher's Table		01 No.
E. List of Raw Materials			
101.	Cleanser		for different skin types

102.	Toner		for different skin types
103.	Scrub		As required
104.	Facial Massage creams		for different skin types
105.	Mask		for different skin types
106.	Face Pack		As required
107.	Rose Water		As required
108.	Gel		As required
109.	Moisturiser		for different skin types
110.	Sunscreen lotion / creame		for different skin types
111.	Cotton buds		As required
112.	Facial wipes		As required
113.	Cotton		As required
114.	Sanitizer		As required
115.	Shampoo		Shampoo for different hair types
116.	Conditioner		As required
117.	Preperm shampoo		As required
118.	Perming lotion		As required
119.	Neutralising lotions		As required
120.	Porosity fillers		As required
121.	Perm end papers/wraps		As required
122.	Rubberbands		As required
123.	Perming cap		As required
124.	Neck trays		As required
125.	Portal		As required
126.	Gloves		As required

127.	Hair pre lightners		As required
128.	Hair colours(basic,fashion,highlight)		As required
129.	Developer		different percentage
130.	Post colour shampoo		As required
131.	Aluminium foils		As required
132.	Highlight caps with crochet needles		As required
133.	Protective cream		As required
134.	Tail combs		As required
135.	Bob pins-different sizes		As required
136.	Jura pins -different sizes		As required
137.	Invisible pins		As required
138.	Decorative pins-accessories		As required
139.	Wide comb		As required
140.	Styling comb		As required
141.	Wigs		As required
142.	Hair switches		As required
143.	Hair stuffing-round,small,oblong		As required
144.	False hairs for different lengths		As required
145.	Sprays		As required
146.	Mousse		As required
147.	Styling gels		As required
148.	Styling serums		As required
149.	Rubberbands		As required
150.	Perm rollers		Different types
151.	Skin polisher		As required
152.	Cleanser		As required

153.	Toner		As required
154.	Primer		As required
155.	Base foundation as-		As required
156.	Supra- normal		As required
157.	Derma- oily skin		As required
158.	Liquid foundation		As required
159.	Mousse foundation		As required
160.	Pan cake		As required
161.	Pan stick		As required
162.	toose powder		As required
163.	Compact powder		As required
164.	Eyeshadow pallet		As required
165.	Shimmer		As required
166.	Glitter		As required
167.	Eyeliner- liquid,gel,waterliner		different formats
168.	Kajal/kohl		As required
169.	Eye brow pencils/powder		As required
170.	Eye pencils		As required
171.	Mascara		As required
172.	Blush palette		As required
173.	Lip palette		As required
174.	Lip pencil		As required
175.	Lip gloss		As required
176.	Make- Up Sponge		As required
177.	Make- Up remover		As required

178.	Body paints		As required
179.	Accessories-diamonds, studs		As required
180.	Bindi's		Different formats
181.	Heena		As required for hands
182.	Safety Pins		As required
183.	Manicure- pedicure shampoo		As required
184.	Hydrogen Peroxide		As required
185.	Pedicure salt		As required
186.	Cuticle Creams		As required
187.	Manicure Pedicure Massage Creams		As required
188.	Oil		As required
189.	Paraffin Wax		As required
190.	Gauze		As required
191.	Cellophane sheets		As required
192.	Petroleum jelly		As required
193.	Base coat		As required
194.	Nail Varnish		Different colors
195.	Nail Varnish remover		As required
196.	Top coat		As required
197.	Postal colors		As required
198.	Stone bindi's		Different colors
199.	Nail art stickers		Different colors & designs
200.	Nail art sealer		As required
201.	Studs		As required
202.	Hair Oil		As required
203.	Cold wax/ Hot wax		As required

204.	Warm wax		As required
205.	Thread (40 Coat)		As required
206.	Talcum powder		As required
207.	Astringent lotion		As required
208.	Detol/Salvon		As required
209.	Waxing strips (disposable)		As required
210.	Depilatory Creams		As required
211.	Katori wax		As required
212.	Boric Acid		As required
213.	Alcohol		As required
214.	Formalin		As required
215.	Scrub/Exfoliators		As required
216.	Manicure /Pedicure pack		As required
217.	Borax powder		As required
218.	Glycerine		As required
219.	Body scrubs		As required
220.	Body packs		As required
221.	Deep Cleansing Shampoo		As required
222.	Body massage Oil		As required
223.	Body Massage Cream		As required
224.	Body wash/ Gel		As required
225.	Hair spa Creams		As required
226.	Deep conditioning creams		As required
227.	Hair protein lotions		As required
228.	Protein packs for hair		As required
229.	Hair serums		For different

			hair treatments
230.	Acrylic Powder		As required
231.	Acrylic Liquid		As required
232.	Acrylic Brushes		For application
233.	Dappen dish		As required
234.	Primer		For acrylic nails
235.	Cuticle remover		As required
236.	Nail strengthener		As required
237.	Nail glue		As required
238.	Nail Tips		As required
239.	Practice hands		As required
240.	Practice fingers		As required
241.	Plain gel		As required
242.	Colored gel		As required
243.	Gel brushes		For application
244.	Euro cleaner		As required
245.	Antiseptic dehydrator		As required
246.	Nail tip cutter		As required
247.	Buffer		As required
248.	Emery boards		As required
249.	Nail wrap		As required
250.	Gel nail paints		As required
251.	Blonder		As required
252.	Serums		Different types for facial treatments
Linen			
253.	Head band		As required
254.	Big towel		As required

255.	Face towel		As required
256.	Hand towel		As required
257.	Bed sheet		As required
258.	Bath robes		As required
259.	Aprons		As required
260.	Capes		As required
261.	Stones for manicure		As required
262.	Body spa kit		As required
263.	Tattoo ink(different colors)		As required
264.	Piercing studs(gold plated)		As required

ANNEXURE – I

The DGT sincerely acknowledges contributions of the Industries, State Directorates, Trade Experts, Domain Experts and all others who contributed in revising the curriculum. Special acknowledgement is extended by DGT to the following expert members who had contributed immensely in this curriculum.

List of Expert Members participated/ contributed for finalizing the course curriculum of Cosmetology (CITS) trade			
Sl. No.	Name & Designation Sh./Mr./Ms.	Organization	Remarks
1.	S.A. Pandav, Regional Dy. Director	DET, Gujarat	Chairman
2.	L.K. Mukherjee, DDT	CSTARI, Kolkata	Co-ordinator
3.	Neha K. Shah, Principal	ITI- Gorwa, Gujarat	Member
4.	Minaxi P. Dodia	Amruta Beauty Clinic, Vadodara	Expert
5.	Amruta Mistry	-do-	Expert
6.	Manick Dharani	The Spirit Luxury Spa, Gujarat	Expert
7.	D.J. Varmoon, Principal	ITI, Padra, Gujarat	Member
8.	Nirali Patel, SI	ITI, Gorwa (Mahila)	Member
9.	Miss Manjil, Trg. Officer	NSTI (W), Kolkata	Member
10.	Miss ShewtaJaiswal, Trg. Officer	NSTI (W), Kolkata	Member
11.	P.K. Bairagi, Trg. Officer	CSTARI, Kolkata	Member

