

(An Autonomous Body)

ORDINANCES FOR BACHELOR OF VOCATIONAL (BEAUTY AND COSMETOLOGY)

Ordinances for B.Voc in Beauty and Cosmetology

1. The B.Voc in Beauty and Cosmetology degree program is open to all students who have passed the Plus Two (12th grade) examination from CBSE, ICSE, or any state-authorized board.
2. The internal assessment criteria for each subject will vary based on the practical aspects included in the syllabus. The specific assessment criteria for each subject will be clearly mentioned in the respective syllabus.
3. A minimum of 75% attendance is compulsory for all students to be eligible to appear for the final examinations.
4. All practical files must be completed and submitted on time as per the schedule provided by the instructors.
5. Two Mid-Semester Tests (MSTs) shall be conducted during each semester. MSTs will consist of both theory and practical components which will be conducted in the lab.
6. Students are required to attend on-the-job training for a minimum of 120 hours in the college lab during each semester. Completion of this training is mandatory to qualify for the end-semester examinations.
7. After the completion of the first year of the B.Voc program, students will be awarded a Diploma in Beauty and Cosmetology. Upon completion of the second year, students will receive an Advanced Diploma in Beauty and Cosmetology. After successfully completing the third year, students will be awarded a Degree in Beauty and Cosmetology.
8. The minimum number of marks required to pass each semester examination will be 35% in each paper and 40% in the aggregate of the semester examination. Provided that in papers with practicals, the percentage shall be required separately in written and practical/lab work. The candidate shall also be entitled to grace marks as admissible under the general ordinance relating to the 'Award of Grace Marks'.
9. The successful candidate shall be classified on the basis of aggregate marks secured in all the six semesters of B. Voc taken together as under.
 - 75% or more with distinction.

- 60% or more in the first division.
- 50% or more but less than 60% in the second division.
- Below 50% in the third division.

10. The last date by which examination forms and fees must reach the Registrar shall be as follows:

| Semester | Without late fee | With late fee of Rs. 800/- | With late fee of Rs. 1200/- | With late fee of Rs. 5000/- | With late fee of Rs. 10,000/- |
|------------------|------------------|----------------------------|-----------------------------|-----------------------------|-------------------------------|
| Nov./Dec. (Odd) | Sept. 30 | Oct. 15 | Oct. 21 | Oct. 31 | Nov. 10 |
| April/May (Even) | Feb. 28 | March 15 | March 21 | March 31 | April 15 |

No Examination Form will be accepted after this date.

11. College medal will be awarded to a candidate who secures first position in the college on the basis of the marks of all the six semesters taken together. The general rules and conditions of the college for the award of medals/prizes etc. will be applicable in the award of the college medal to the topper of this examination.

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ASIAN
EDUCATIONAL INSTITUTE
Recognised by UGC Under Section 2(F) & 12(B)

(An Autonomous college)

Syllabus of Department Beauty and Cosmetology

Batch 2024-2025

Syllabus For B.Voc. (Beauty and cosmetology) Batch 2024-25

PROGRAMME OUTCOME:

Upon graduation, students would be able to:-

- Exhibit understanding of Industrial work culture.
- Develop professional skills through quality education & research.
- Outreach various sectors of society through interdisciplinary programmes and practical oriented approach.
- Create dynamic, logical and effective leaders with inspiring mindsets.
- Identify opportunities, define problems and find solutions.
- Demonstrate the ability to identify a business problem, isolate its key components, analyze and assess the salient issues, set appropriate criteria for decision making, and draw appropriate conclusions and implications for proposed solutions.
- Demonstrate the capabilities required to apply cross-functional knowledge.
- Solve real-world business problems and demonstrate use of appropriate techniques to effectively manage business challenges.
- Recognizing and resolving ethical issues.
- Communicate effectively: be it business, management.
- Possess a strong foundation for their higher studies.
- Become employable in various companies and government jobs.

PROGRAM SPECIFIC OUTCOME

Beauty therapy has always been a successful industry. It is no surprise that more students are choosing to study beauty therapy qualifications to kick-start an amazing career. There is a wide scope in the profession of Beauty and Aesthetics in India and in other countries. There is also a great demand for well-trained and experienced Indian professionals in the global hospitality and spa industry. As per a study conducted by KPMG, skilled workforce in beauty and aesthetics sector would grow thrice as much, from 40 lakh in 2013 to 1.42 crore in 2022, making it the fastest growing job creator. By 2022, in India, there will be an incremental demand for 10.06 million skilled manpower, so if this is the national scenario then one can imagine what the global demand would be.

It is a promising career for youth because of the advancement in the lifestyle. The curriculum will provide the participant all necessary knowledge to carry out their professional work and will help participants to achieve the following outcomes:

- Prepare and maintain work area.
- Observe the occupational health and safety regulations in the workplace.
- Analyze skin, suggest appropriate beauty regimens and perform facials, massages and other skin care treatments.
- Apply knowledge of the skin, clinical treatments and aesthetic applications with hands-on training.
- Perform specialized skin care procedures as well as other salon services, such as hair cutting, coloring, styling, manicures and pedicures.
- Perform chemical hair treatments, shampoo and scalp treatments, hair cutting and hair styling.
- Improve personal appearance and professional skills.
- Apply make-up for different occasions.
- Develop skills that are related to salon management including business management and retail sales.

- Maintain good health and personal hygiene.
- Communicate role related information to stakeholders in a polite manner and resolve queries.

CAREER SCOPE:

Beauty therapy courses can offer many advantages to both the students and the owners. Many skincare professionals seek formal training by completing certificate, diploma or associate degree programs. Skin care professionals often include salon-style laboratories where students blend skin care theory with actual skin care procedures. Such programs combine knowledge and study of the skin, clinical treatments and aesthetic applications with hands-on training.

The health and beauty industry is growing rapidly. New treatments and technologies are constantly being developed in the field. After completing the degree in this field, students will get a variety of career options to choose from. One can become a Beauty Therapist, Nail Technician, Make-up Artist, Massage Therapist, Salon Owner, Cosmetic Counter Consultant, Beauty Consultant, Hair Stylist, and even run your own beauty business. It's a flexible role which provides an unlimited scope for growth and development.

B. Voc. (Beauty and cosmetology)

Semester 1st

| Course Code | Course Type | Course Title | Load Allocations | | | Marks Distribution | | Total | Credits |
|--------------|------------------------|-----------------------------|------------------|----------|-----------|--------------------|------------|------------|-----------|
| | | | L | T | P | Int. | Ext. | | |
| B.VOC\BC 101 | Core Theory | Fundamentals of Skin Care I | 3 | 1 | 0 | 30 | 70 | 100 | 4 |
| B.VOC\BC 102 | Core Practical /Lab | Fundamentals of Skin Care I | 0 | 0 | 4 | 15 | 35 | 50 | 2 |
| B.VOC\BC 103 | Core Theory | Basics of Depilation | 2 | 0 | 0 | 15 | 35 | 50 | 2 |
| B.VOC\BC 104 | Core Practical /Lab | Basics of Depilation | 0 | 0 | 4 | 15 | 35 | 50 | 2 |
| B.VOC\BC 105 | Core Theory | Fundamentals of Hair Care | 2 | 0 | 0 | 15 | 35 | 50 | 2 |
| B.VOC\BC 106 | Core Practical /Lab | Fundamentals of Hair Care | 0 | 0 | 4 | 15 | 35 | 50 | 2 |
| B.VOC\BC 107 | Core Theory | Pedicure & Manicure | 3 | 1 | 0 | 30 | 70 | 100 | 4 |
| B.VOC\BC 108 | Core Practical /Lab | Pedicure & Manicure | 0 | 0 | 4 | 15 | 35 | 50 | 2 |
| B.VOC\BC 109 | Core Theory | Anatomy | 2 | 0 | 0 | 15 | 35 | 50 | 2 |
| B.VOC\BC 110 | AECC | English | 2 | 0 | 0 | 15 | 35 | 50 | 2 |
| BEVS101 | VAC | Environment and Road Safety | 2 | 0 | 0 | 15 | 35 | 50 | 2 |
| B.VOC\BC | OJT - 120 hours of OJT | | | | | 100 | 0 | 100 | 4 |
| TOTAL | | | 16 | 2 | 16 | 295 | 455 | 750 | 30 |

Semester 2nd

| Course Code | Course Type | Course Title | Load Allocations | | | Marks Distribution | | Total | Credits |
|--------------|------------------------|---|------------------|----------|-----------|--------------------|------------|------------|-----------|
| | | | L | T | P | Int | Ext | | |
| B.VOC\BC 201 | Core Theory | Fundamentals of Skin Care II | 3 | 1 | 0 | 30 | 70 | 100 | 4 |
| B.VOC\BC 202 | Core Practical/Lab | Fundamentals of Skin Care II | 0 | 0 | 4 | 15 | 35 | 50 | 2 |
| B.VOC\BC 203 | Core Theory | Basics of Beauty Therapies | 3 | 1 | 0 | 30 | 70 | 100 | 4 |
| B.VOC\BC 204 | Core Practical/Lab | Basics of Beauty Therapies | 0 | 0 | 4 | 15 | 35 | 50 | 2 |
| B.VOC\BC 205 | Core Theory | Basics of Hair Cutting | 2 | 0 | 0 | 15 | 35 | 50 | 2 |
| B.VOC\BC 206 | Core Practical/Lab | Basics of Hair Cutting | 0 | 0 | 4 | 15 | 35 | 50 | 2 |
| B.VOC\BC 207 | Core Theory | Fundamentals of Make-up | 2 | 0 | 0 | 30 | 70 | 100 | 4 |
| B.VOC\BC 208 | Core Practical/Lab | Fundamentals of Make-up | 0 | 0 | 4 | 15 | 35 | 50 | 2 |
| B.VOC\BC 209 | Core Theory | Introduction to Facial Electrotherapy | 2 | 0 | 0 | 15 | 35 | 100 | 2 |
| HVPE101-18 | VAC | DRUG ABUSE: PROBLEM MANAGEMENT & PREVENTION | 3 | 0 | 0 | 15 | 35 | 50 | 2 |
| B.VOC\BC 210 | OJT - 120 hours of OJT | | | | | 100 | - | 100 | 4 |
| TOTAL | | | 15 | 2 | 16 | 295 | 455 | 750 | 30 |

B.VOCABC 101 Fundamentals of Skin Care I

Course Outcomes:

- To develop good appearance and behavior, practice tasks as per industry standards and demonstrate good communication skill.
- To prepare and maintain work area and maintain health, hygiene and safety at the work place.
- To perform basic skin care services including skin analysis, facials, make-up application and superfluous hair removal.
- To manage relationships with customers.
- To select suitable equipment and products required for the treatment.

Unit-1: Personal Skills for professional

- Personality Development
- Personal Grooming
- Professional Ethics
- Communication Skills
- Plan and organize service feedback files/documents.
- Plan and manage work routine based on salon procedure.
- Understand the client scheduling and bookings, maintaining work areas, equipment and product stocks to meet the schedule.
- Maintain accurate records of clients, treatments and product stock levels

Unit-2: Skin Structure

- Structure of Skin
- Layers of Skin
- Analysis of the Skin

Unit-3: Trolley Setting

- Select suitable materials and equipment.
- Carry out appropriate sterilization and disinfection of tools.
- Check and clean equipment according to procedures.
- Place and arrange all the products in the trolley as required for each treatment.

Unit-4: Basic Skin Care

- Cleansing
- Toning
- Moisturizing

Unit-5: Deep Cleansing

- Basic Trolley setting for Deep Cleansing
- Analysis of Skin
- Preparation of client
- Procedure for Deep Cleansing
- Contraindications
- Precaution and reminders

Unit-6: Make-up Services

- Color Wheel
- Skin tones
- Cleansing
- Toning
- Moisturizing
- Different types of brushes
- Make-up products
- Selection of Sponges

Unit-7: Machines used for Deep Cleansing

- Facial steamer
- Vacuum suction
- Contraindications

**B.VOC\BC 102 Fundamentals of Skin Care I
(Practical)**

Trolley Setting

- Arrange the suitable products
- Arrange the equipment
- Practice in using of all equipment
- Ensure sterilizing & sanitizing

Basic Skin Care

- Cleansing
- Toning
- Moisturizing

Deep Cleansing

- Arrange the Trolley
- Analysis of skin
- Select the products according to skin type
- Client consultation
- Draping the client
- Practice in giving deep cleansing according to types of skin
- Knowledge of Contraindications
- After Care

B.VOC\BC 103 Basics of Depilation

Course Outcomes:

- To introduce students to the theory, fundamentals and tools of Depilation.
- To apply different methods and techniques of hair removal.
- To solve contra-actions that may occur after waxing treatments.

Unit-1: Threading

- Material required for threading
- Eyebrow shaping
- Threading and Tweezing
- Preparation of client
- Precautions and Reminders
- Contraindications

Unit-2: Bleaching

- Client consultation
- Basic trolley setting for bleach
- Patch Test / Pre-Bleach Treatment
- Procedure for different types of bleach cream
- Moisturizing / cold compression (post-bleach treatment)
- Precautions and Reminders
- Benefits of Bleach
- Contraindications
- Ensuring sterilization and sanitization

Unit-3: Waxing

- Client Consultation
- Preparation of the equipment and resources (wax)
- Temperature
- Types of Wax and Products
- Methods and techniques
- Practical demonstration; application and removal
- Body areas covered
- Aftercare advice
- Precautions and Reminders
- Contraindications

B.VOC\BC 104 Basics of Depilation

(Practical)

Threading

- Trolley setting
- Client consultation
- Movement of thread
- Shapes of Eye brows according to face
- After Care

Bleaching

- Trolley setting
- Client consultation
- Patch test Procedure
- Ratio of Chemical mixture
- Bleaching Procedure
- After Care

Waxing

- Trolley Setting for Waxing
- Client consultation
- Preparation of client
- Prepare the wax
- Waxing Procedure
- Hygienic ways during wax application
- Use of sterilization and sanitization
- After Care

B.VOC\BC 105 Fundamentals of Hair Care

Course Outcomes:

- To introduce students to the theory, fundamentals and tools of Hair Care.
- To understand the basic structure of the hair and scalp and the influencing factors that may cause damage to the hair and skin.
- To understand the basics of professional conduct in the salon.
- To acquire knowledge of the basic structure of the hair and scalp, hair growth and the different hair types.
- To select suitable products and understand how shampooing and conditioning affect the hair and scalp.
- To advise and establish client's requirements and consult their records.

Unit-1: Anatomy of Hair

- Structure of hair
- Layers of Hair
- Functions of Hair
- Types of Hair
- Composition of Hair

Unit-2: Scalp Massage

- Definition of massage
- Massage manipulation
- Benefits of massage
- Trolley setting
- Procedure of scalp massage

Unit-3: Shampoo and Conditioning

- Types of shampoo & conditioners
- Trolley setting for shampoo
- Preparation of client
- Procedure of shampoo
- Procedure of conditioning
- Precautions and contraindications

Unit-4: Blow Dry

- Trolley setting
- Understand the tools and products
- Understand techniques of blow dry
- Procedure of Blow dry
- Effect of Blow dry
- Precautions and Reminders
- Use of sterilization and sanitization
- After Care

B.VOC\BC 106 Fundamentals of Hair Care

(Practical)

Scalp Massage

- Trolley Setting
- Selection of Hair oil
- Care of Different types of Hair
- Sectioning of Hair
- Application of Oil
- Procedure of Scalp massage
- Precautions and reminders

Shampoo and Conditioning

- Trolley setting
- Selecting the shampoo according to hair type
- Preparing the client for shampoo
- Application of Shampoo
- Rinsing of Hair
- Application of Conditioner
- Draping of Towel
- Precautions and contraindications
- After Care

Blow Dry

- Trolley setting
- Understand the tools and products
- Understand techniques of blow drying
- Procedure of Blow drying
- Effects of Blow drying
- Precautions and Reminders
- Use of sterilization and sanitization
- After Care

B.VOC\BC 107 Pedicure & Manicure

Course Outcomes:

- To introduce students to the theory, fundamentals and tools of Hair Care.
- To identify the structure of the hand and foot
- To identify conditions of the nail and skin
- To have basic hygiene and safety measures to maintain a healthy environment in the beauty clinic
- To conduct a comprehensive client consultation
- To demonstrate skills in manicure and pedicure treatments.

Unit-1: Nails

- Structure of Nails
- Shape and texture of Nails
- Disorders of Nails
- Nail art

Unit-2: Hygiene and Safety

- Sanitization
- Disinfection
- Sterilization
- Disposal of Waste

Unit-3: Client Consultation

- Prepare Client's record
- Personal Presentation and ideal Behavior

Unit-4: Manicure

- Prepare the trolley
- Arrange the products and tools
- Understand the structure of client's nails
- Procedure of Manicure
- Massage techniques
- Contraindications
- Nail paint application

Unit-5: Pedicure

- Prepare the trolley
- Arrange the products and tools
- Understand the structure of client's nails
- Procedure of Pedicure
- Massage techniques
- Contraindications
- Nail paint application

B.VOC\BC 108 Pedicure & Manicure

(Practical)

Manicure

- Trolley setting
- Arrangement of Products and Tools
- Preparing the client
- Shape of Nails
- Conditions of Skin and nails of client
- Use of Different tools for Manicure
- Procedure of Manicure
- Massage Techniques
- Benefits and Contraindications
- Use of sterilization and sanitization
- After Care

Pedicure

- Trolley setting
- Arrangement of Products and Tools
- Preparing the client
- Shape of Nails
- Conditions of Skin and nails of client
- Use of Different tools for Pedicure
- Procedure of Pedicure
- Massage Techniques
- Benefits and Contraindications
- Use of sterilization and sanitization
- After Care

B.VOC\BC 109 Anatomy

Course Outcomes:

- To make students understand the fundamentals of Human Anatomy.
- To explain the functions of different body systems.
- To describe the structures of different body systems.

Detailed Contents:

Cell and cell organelles

- 1) Structure and classification
- 2) Function
- 3) Cell division (Mitosis and Meiosis)

Cell Tissues

- Identify the four main tissue types
- Discuss the functions of each tissue type.
 1. Epithelial tissue
 2. Connective tissue
 3. Muscular tissue
 4. Nervous tissue

Different anatomical systems of human body and their parts:

1. Skeletal system
2. Muscular system
3. Respiratory system
4. Digestive System
5. Cardio vascular System
6. Lymphatic System
7. Excretory System
8. Endocrine System
9. Integumentary Systems
10. Sense Organs

B.VOC\BC 108 Pedicure & Manicure

(Practical)

Manicure

- Trolley setting
- Arrangement of Products and Tools
- Preparing the client
- Shape of Nails
- Conditions of Skin and nails of client
- Use of Different tools for Manicure
- Procedure of Manicure
- Massage Techniques
- Benefits and Contraindications
- Use of sterilization and sanitization
- After Care

Pedicure

- Trolley setting
- Arrangement of Products and Tools
- Preparing the client
- Shape of Nails
- Conditions of Skin and nails of client
- Use of Different tools for Pedicure
- Procedure of Pedicure
- Massage Techniques
- Benefits and Contraindications
- Use of sterilization and sanitization
- After Care

B.VOC\BC110 English

Course Outcomes:

- To introduce students to the theory, fundamentals and tools of communication.
- To help the students become the independent users of English language.
- To develop in them vital communication skills which are integral to their personal, social and professional interactions?
- The syllabus shall address the issues relating to the Language of communication.
- Students will become proficient in professional communication such as interviews, group discussions, office environments, important reading skills as well as writing skills such as report writing, note taking etc.

Detailed Contents:

Unit1- 1 (Introduction)

- Theory of Communication
- Types and modes of Communication

Unit- 2 (Language of Communication)

- Verbal and Non-verbal
 - (Spoken and Written)
- Personal, Social and Business
- Barriers and Strategies
- Intra-personal, Inter-personal and Group communication

Unit-3 (Reading and Understanding)

- Close Reading
- Comprehension
- Summary Paraphrasing
- Analysis and Interpretation
- Translation (from Hindi/Punjabi to English and vice-versa)
- Literary/Knowledge Texts

Unit-4 (Writing Skills)

- Documenting
- Report Writing
- Making notes
- Letter writing

Recommended Readings:

1. Fluency in English - Part II, Oxford University Press, 2006.
2. Business English, Pearson, 2008.
3. Language, Literature and Creativity, Orient Blackswan, 2013.
4. Language through Literature (forthcoming) ed. Dr. Gauri Mishra, DrRanjanaKaul, DrBrati Biswas
5. On Writing Well. William Zinsser. Harper Resource Book. 2001
6. *Study Writing*. Liz Hamp-Lyons and Ben Heasley. Cambridge University Press. 2006.

SEMESTER- I

BEVS101: ENVIRONMENTAL AND ROAD SAFETY

Max. Marks : 50 Marks
Internal Assessment: 15 marks
End Semester Exam: 35 marks
Examination Duration: 1.5 hrs.

Total lectures: 24
Pass marks: 40%
Credits: 02

INSTRUCTIONS FOR PAPER SETTER

The question paper will consist of three sections A, B and C. Section A and B will have four questions from the respective sections of the syllabus and will carry 05 marks each. Section C will consist of 15 short-answer type questions which will cover the entire syllabus uniformly and will carry 15 marks in all.

INSTRUCTIONS FOR CANDIDATES

Candidates are required to attempt two questions from each section A and B and the entire section C.

Section-A

Unit 1: Introduction to Environmental Studies

- Multidisciplinary nature of environmental studies. Definition and importance.
- Concept of Biosphere- Lithosphere, Hydrosphere, Atmosphere.

(01 Lectures)

Unit 2: Eco-System and Biodiversity Conservation

- Ecosystem and its components, Types of Ecosystems.
- Biodiversity- Definition and Value, Threatens to biodiversity and its conservation:

(02 Lectures)

Unit 3: Natural Resources: Renewable and Non- Renewable Resources

- Land resource and land use change; Land degradation, soil erosion and desertification.
- Deforestation: Causes and impacts due to mining, dam building on environment.
- Water: Use and over-exploitation of surface and ground water.
- Energy resources: Renewable and non-renewable energy sources.

(06 Lecture)

Unit 4: Environmental Pollution

- Environmental Pollution: Types, causes, effects and controls
- Solid waste management: Control measures of urban and industrial waste.

(03 Lecture)

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Section-B

Unit 5: Environmental Protection laws in India

- Environment Laws: Environment Protection Act; Air (Prevention & Control of Pollution) Act; water (Prevention and Control of Pollution) Act; Wildlife Protection Act; Forest Conservation Act. International agreements: Montreal and Kyoto protocols and Convention on Biological Diversity(CBD)
- Environmental policies and Practices: Climate change, global warming, ozone layer depletion, acid rain and impacts on human communities and agriculture.

(06 Lectures)

Unit 6: Human Communities and the environment

- Human population growth: Impacts on environment, human health and welfare, Sanitation and Hygiene.
- Disaster management: floods, earthquake, cyclones and landslides.
- Environmental movements: Chipko, Silent Valley, Bishnois of Rajasthan.

(03 Lecture)

Unit 7: Road Safety Awareness

- Concept and significance of Road safety.
- Traffic signs.
- Traffic rules.
- Traffic Offences and penalties.

(01 Lectures)

Unit 8: Stubble Burning

- Meaning of Stubble burning, impact on health and environment.
- Management and alternative uses of crop stubble.

(02 Lectures)

Fieldwork / Project Work

- Identify the natural resources of your area.
- Identify the sources of energy used in your area.
- Construction of food chain/ food web of the visited area.
- To identify the sources of pollution of your area.
- To record the AQI daily during stubble burning season and study its impact on health and environment.
- Common traffic violation and their penalties in and around your city.

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Suggested Readings:

1. Carson, R. 2002. Silent Spring. Houghton Mifflin Harcourt.
2. Gadgil, M., & Guha, R. 1993. This Fissured Land: An Ecological History of India. Univ. of California Press.
3. Gleeson, B. and Low, N. (eds.) 1999. Global Ethics and Environment, London, Routledge.
4. Gleick, P.H. 1993. Water in Crisis. Pacific Institute for Studies in Dev., Environment & Security. Stockholm Env. Institute, Oxford Univ. Press.
5. Groom, Martha J., Gary K. Meffe, and Carl Ronald Carroll. Principles of Conservation Biology. Sunderland: Sinauer Associates, 2006.
6. Grumbine, R. Edward, and Pandit, M.K. 2013. Threats from India's Himalaya dams. Science, 339: 36-37.
7. Kumar, N. 2015. Environmental and Road Safety Awareness. R. D. Publications, Jalandhar.
8. McCully, P. 1996. Rivers no more: The environmental effects of dams (pp.29---64). Zed Books.
9. McNeill, John R. 2000. Something New Under the Sun: An Environmental History of the Twentieth Century.
10. Odum, E. P., Odum, H.T. & Andrews, J. 1971. Fundamentals of Ecology. Philadelphia: Saunders.
11. Pepper, I.L., Gerba, C.P. & Brusseau, M.L. 2011. Environmental and Pollution Science. Academic Press.
12. Rao, M.N. & Datta, A.K. 1987. Wastewater Treatment. Oxford and IBH Publishing Co. Pvt. Ltd.
13. Raven, P.H., Hassenzahl, D.M. & Berg, L.R. 2012. Environment. 8th edition. John Wiley & Sons.
14. Rosencranz, A., Divan, S., & Noble, M.L. 2001. Environmental law and policy in India. Tripathi 1992.
15. Sengupta, R. 2003. Ecology and economics: An approach to sustainable development. Oxford University Press.
16. Sharma, P. D. 2007. Ecology and Environment. Rastogi Publication.
17. Singh, J.S., Singh, S.P. and Gupta, S.R. 2014. Ecology, Environmental Science and Conservation. S. Chand Publishing, New Delhi.
18. Sodhi, N.S., Gibson, L. & Raven, P.H. (eds.) 2013. Conservation Biology: Voices from the Tropics. John Wiley & Sons.
19. Thapar, V. 1998. Land of the Tiger: A Natural History of the Indian Subcontinent.
20. Warren, C.E. 1971. Biology and Water Pollution Control. WB Saunders.
21. Wilson, E.O. 2006. The Creation: An appeal to save life on earth. New York: Norton.
22. World Commission on Environment and Development. 1987. Our Common Future. Oxford University Press.

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B.VOC\BC 201 Fundamentals of Skin Care II

Course Outcomes:

- To handle different sterilization machines and tools, and explain their importance.
- To provide facial skin care treatment to enhance facial skin condition.
- To Design, record and maintain treatment plans and records for each client.
- To recognize contraindications, skin diseases and disorders relevant to facials and products.

Detailed course:

Unit-1: Skin Care

- Introduction of Skin
- Structure, glands and functions of skin
- Sterilization and Sanitizations

Unit-2: pH of Skin

- pH of skin
- Importance of pH
- Understanding and Maintaining of pH

Unit-3: Health and Nutrition

- Types of Nutrition
- Role of Nutrition
- Health and Nutrition facts

Unit-4: Basic Facial

- Arrange the trolley
- Analysis of skin
- Different strokes of massage
- Pressure points of massage
- Select the products according to skin type
- Client consultation
- Draping the client
- Practice in giving facials according to skin type
- Knowledge of contraindications
- Aftercare

B.VOC\BC 202 - Fundamentals of Skin Care II

(Practical)

Basic facial

- Arrange the trolley
- Analysis of skin
- Different strokes of massage
- Pressure points of massage
- Select the products according to skin type
- Client consultation
- Draping the client
- Practice in giving facials according to skin type
- Knowledge of contraindications
- Aftercare

B.VOC\BC 203 Basics of Beauty Therapies

Course Outcomes:

- To prepare a treatment plan for face, body, feet and hand treatments and make-up.
- To identify and understand the key ingredients in products for face, hands and feet.
- To identify the type of skin and decide the treatment for that skin.
- To identify different cosmetics and various equipment for providing a service.
- To recognize contraindications, skin diseases and disorders relevant to facials.

Unit-1: Therapy for Dry skin

- Skin Analysis of client
- Client consultation
- Preparing for the therapy
- Procedure of therapy
- Carry out electrotherapy
- Application of Packs
- Benefits and contraindications

Unit-2: Therapy for Normal Skin

- Skin Analysis of client
- Client consultation
- Preparing for the therapy
- Procedure of therapy
- Carry out of electrotherapy
- Application of Packs
- Benefits and contraindications

Unit-3: Therapy for Oily Skin

- Preparation of trolley
- Client consultation
- Skin Analysis of client
- Preparing for the therapy
- Procedure of therapy
- Carry out of electrotherapy
- Application of Packs
- Benefits and contraindications

Unit-4: Therapy for Disorder Skin

- Skin Analysis of client
- Client consultation
- Preparing for the therapy
- Procedure of therapy
- Carry out of electrotherapy
- Application of Packs
- Benefits and contraindications

**B.VOC\BC 204 Basics of Beauty Therapies
(Practical)**

Therapy for Dry skin

- Consult the client
- Arrange the trolley
- Prepare the client
- Cleansing of skin
- Exfoliation of skin (use of Frimotor)
- Steaming (use of Steamer)
- Extraction of skin
- Use of machine according to skin (Ultrasonic)
- Application of Packs
- After care

Therapy for Normal Skin

- Consult the client
- Arrange the trolley
- Prepare the client
- Cleansing of skin
- Exfoliation of skin (use of Frimotor)
- Steaming (use of Steamer)
- Extraction of skin
- Massage
- Use of machine according to therapy (galvanic)
- Application of Packs

Therapy for Oily Skin

- Consult the client
- Arrange the trolley
- Prepare the client
- Cleansing of skin
- Exfoliation of skin (use of frimotor)
- Steaming (use of Steamer)
- Extraction of skin
- Massage
- Use of machine according to therapy (High Frequency)
- Application of Packs

Therapy for Disorder Skin

- Consult the client
- Arrange the trolley
- Prepare the client
- Cleansing of skin
- Exfoliation of skin
- Steaming (use of Steamer)
- Extraction of skin
- Massage
- Use of machine according to therapy
- Application of Packs
- After care

B.VOC\BC 205 Basics of Hair Cutting

Course Outcomes:

- To introduce students to the theory, fundamentals and tools of Hair cutting.
- To understand the basics of professional conduct in the salon.
- To acquire skills and abilities required for basic haircuts.
- To identify contra-indications that may restrict or limit provision of services.
- To use tools and products that are safe and fit for purpose.
- To carry out effective client consultation before commencing a service.

Unit-1: Client Consultation

- Consult the client
- Hair Analysis
- Density of Hair
- Draping
- Hair Shampoo

Unit-2: Handling the Scissors and Combs

- Parts of the Scissors
- Scissor Positions
- Holding the Scissors
- Styling Comb
- Holding Comb and Scissors

Unit-3: Principles of Hair Cutting

- Reference points
- Area of the head
- Lines and angles
- Elevation
- Cutting line
- Guidelines
- Over direction
- Sectioning Combing

Unit-4: Basic Sectioning

- Applying the six Basic sectioning
- Basic Sub-sectioning

Unit-5: Basic Hair Cuts

- One length techniques
- Straight haircut
- U cut

B.VOC\BC 206 Basics of Hair Cutting

(Practical)

- Client consultation
- Hair Shampoo
- Conditioning
- Towel Draping

Handling the Scissors and Combs

- Holding the Scissor
- Scissor Positions
- Holding Comb and Scissors

Principles of Hair Cutting

- Detangle hair
- Combing
- Sectioning of Hair
- Basic Sub sectioning

Basic Hair cuts

- Shampoo and Conditioning
- Towel Drying
- Draping
- Sectioning of Hair
- Hair Cutting
- Sterilizing & sanitizing

B.VOC\BC 207 Fundamentals of Make-up

Course Outcomes:

- To identify different tools for make-up.
- To apply color theory principles when choosing colors in make-up while working with different clients.
- To apply foundation effectively.
- To correctly apply make-up on yourself and others, regardless skin age/type, eye shape and so on.

Detailed Course:

Unit-1: Introduction

- Color Wheel
- Skin tones
- Brow shaping

Unit-2: Prepare the skin

- Cleansing
- Toning
- Moisturizing

Unit-3: Selection of Tools

- Different types of brushes
- Make-up products
- Selection of Sponges

Unit-4: Types of Make-up

- Day make-up
- Evening Make-up
- Party Make-up

B.VOC\BC 208 Fundamentals of Make-up

(Practical)

- Cleansing
- Toning
- Moisturizing
- Analysis of Skin
- Selection of Products
- Choosing right colors
- Trolley Setting
- Preparing the Skin
- Application of Make-up Products
- After care

B.VOC\BC 209: Introduction to Facial Electrotherapy

Course Outcomes:

- To prepare for facial treatments using electrotherapy.
- To provide facial treatments using electrotherapy.
- To use the equipment safely and confidently.

Unit-1: High Frequency

- What is high frequency machine
- How does this machine work
- Direct and indirect current
- The difference between orange and violet electrodes
- Benefits of high frequency machine facial
- Products used for high frequency therapy
- Contraindications

Unit-2: Galvanic

- To perform application of disincrustation/ iontophoresis gel/solution.
- to know galvanic electrode preparation
- to know maintenance of galvanic electrodes
- Products used for treatment
- Risks and Precautions

Unit-3: Ultrasonic

- What is ultrasonic facial
- How does it work
- Benefits of Ultrasonic
- Products used for ultrasonic therapy
- Contraindications

Semester 3rd

| Course Code | Course Title | Load Allocations | | | Marks Distribution | | Total | Credits |
|--------------|----------------------|------------------|---|----|--------------------|------|-------|---------|
| | | L | T | P | Int. | Ext. | | |
| B.VOC\BC 301 | Skin Care III | 2 | 1 | 0 | 30 | 70 | 100 | 4 |
| B.VOC\BC 302 | Skin Care III - Lab | 0 | 0 | 4 | 15 | 35 | 50 | 2 |
| B.VOC\BC 303 | Hair Stylist | 2 | 1 | 0 | 30 | 70 | 100 | 4 |
| B.VOC\BC 304 | Hair Stylist - Lab | 0 | 0 | 4 | 15 | 35 | 50 | 2 |
| B.VOC\BC 305 | Nails Theory | 2 | 1 | 0 | 15 | 35 | 50 | 2 |
| B.VOC\BC 306 | Nails lab | 0 | 0 | 4 | 15 | 35 | 50 | 2 |
| B.VOC\BC 307 | Punjabi | 0 | 0 | 4 | 15 | 35 | 50 | 2 |
| B.VOC\BC 308 | Advance Makeup | 2 | 1 | 0 | 15 | 35 | 50 | 2 |
| B.VOC\BC 309 | Advance Makeup - Lab | 0 | 0 | 4 | 30 | 70 | 100 | 4 |
| B.VOC\BC 310 | SPA | 2 | 0 | 0 | 15 | 35 | 50 | 2 |
| B.VOC\BC 311 | Basic accountancy | 3 | 0 | 0 | 15 | 35 | 50 | 2 |
| B.VOC\BC 312 | Basics of management | 3 | 1 | 0 | 15 | 35 | 50 | 2 |
| TOTAL | | 16 | 5 | 20 | 225 | 525 | 750 | 30 |

Semester 4th

| Course Code | Course Title | Load Allocations | | | Marks Distribution | | Total | Credits |
|--------------|---|------------------|---|---|--------------------|-----|-------|---------|
| | | L | T | P | Int | Ext | | |
| B.VOC\BC 401 | 22 weeks INDUSTRIAL TRAINING & ITS EVALUATION | | | | 300 | 450 | 750 | 30 |
| | · LOG BOOK | | | | | | | |
| | · PROJECT REPORT | | | | | | | |
| | · APPRAISALS | | | | | | | |
| | · VIVA VOCE | | | | | | | |
| TOTAL | | | | | 300 | 450 | 750 | 30 |

Semester 5th

| Course Code | Course Title | Course Type | Load Allocations | | | Marks Distribution | | TOTAL CREDITS | |
|-------------|--|--------------------|------------------|---|----|--------------------|-----|---------------|----|
| | | | L | T | P | INT | EXT | | |
| B.VOC/BC501 | Skin Care-IV | Core Theory | 3 | 1 | 0 | 30 | 70 | 100 | 4 |
| B.VOC/BC502 | Skin Care-III-Lab | Core Practical/Lab | 0 | 0 | 4 | 15 | 35 | 50 | 2 |
| B.VOC/BC503 | Hair Stylist | Core Theory | 3 | 1 | 0 | 30 | 70 | 100 | 4 |
| B.VOC/BC504 | Hair Stylist-Lab | Core Practical/Lab | 0 | 0 | 4 | 15 | 35 | 50 | 2 |
| B.VOC/BC505 | Advance Makeup-II | Core Theory | 2 | 1 | 0 | 15 | 35 | 50 | 2 |
| B.VOC/BC506 | Advance Makeup-II | Practical Lab | 0 | 0 | 4 | 15 | 35 | 50 | 2 |
| B.VOC/BC507 | SPA-II | Core Theory | 2 | 1 | 0 | 15 | 35 | 50 | 2 |
| B.VOC/BC508 | SPA-II | Practical Lab | 0 | 0 | 4 | 15 | 35 | 50 | 2 |
| B.VOC/BC509 | Human resource Mang | Core Theory | 3 | 0 | 0 | 30 | 70 | 100 | 4 |
| B.VOC/BC510 | Entrepreneurship development | Core Theory | 3 | 1 | 0 | 30 | 70 | 100 | 4 |
| B.VOC/BC511 | Mentoring and Professional Development | AECC | 1 | 0 | 0 | 25 | | 25 | 2 |
| | | | 17 | 5 | 16 | 235 | 490 | 725 | 30 |

Semester 6th

| Course Code | Course Title | Load Allocations | | | Marks Distribution | | Total | Credits |
|-------------|---|------------------|---|---|--------------------|-----|-------|---------|
| | | L | T | P | Int | Ext | | |
| B.VOCB C601 | 22 weeks INDUSTRIAL TRAINING & ITS EVALUATION | | | | 300 | 450 | 750 | 30 |
| | · LOG BOOK | | | | | | | |
| | · PROJECT REPORT | | | | | | | |
| | · APPRAISALS | | | | | | | |
| | · VIVA VOCE | | | | | | | |
| TOTAL | | | | | 300 | 450 | 750 | 30 |

Semester 3rd

B.VOC\BC 301 SKIN CARE III

Unit-1 Preparation of the client

- Plan and organize service feedback files/documents.
- Plan and manage work routine based on salon procedure.
- Understand the client scheduling and bookings, maintaining work areas, equipment and product stocks to meet the schedule.
- Maintain accurate records of clients, treatments and product stock levels
- Understand the personal presentation and Ideal behavior.
- Identify ways to dispose of waste correctly.

Unit -2 Introduction to cosmetic peels

- Party peel, Fruit-based peel, vegetable peel etc.
- Consultation techniques to identify treatment objectives
- Hygiene and safe environment
- Skin Sensitivity Test
- Pre and post treatment
- Benefits of Peeling
- Effects and contra actions

Unit -3- Studio-center

- Introduction
- Types of Machines:
 - Vacuum
 - Spray,
 - Steamer,
 - Ozone,
 - Magnifying lamp,
 - Woods lamp
 - Ultrasonic,
 - High-frequency,
 - Galvanic,
 - Brush

Unit -4 Advance facials

- Aroma facials, Fruit facials, Hydrating Facials and Facial for mature skin
- Basic Trolley setting for Facial
- Analysis of Skin
- Preparation of client
- Procedure for facial
- Benefits of Facial
- Contraindications
- Precaution and reminders

B.VOCBC 302 -SKIN CARE III - LAB

Studio-center

- Use of Studio center
- Types of Machines:
 - Vacuum
 - Spray,
 - Steamer,
 - Ozone,
 - Magnifying lamp,
 - Woods lamp
 - Ultrasonic,
 - High-frequency,
 - Galvanic,
 - Brush
- Aroma facials, Fruit facials, Hydrating Facials and Facial for mature skin
- Basic Trolley setting for Facial
- Analysis of Skin
- Preparation of client
- Procedure for facial
- Precaution and reminders

B.VOC\BC 303 –HAIR STYLIST

Unit-1 Preparation of the client

- Chemical composition of hair
- Hair analysis
- Hair growth
- Hair loss
- Hair & scalp disorders
- Principles of hair dressing
- Hair designing as per the facial structure

Unit-2 Scalp Massage and Hair Spa

- Identifying client's hair and scalp condition,
- Performing various massage techniques:
Effleurage, petrissage, tapotement, rotary, vibration, friction
- Procedure of hair spa
- Benefits of hair spa
- After care advice

Unit-3 Hair Styling & Dressing

- Different hair styles:
Open Hair Styles, Semi-Tied & Up styles, Bridal Hair Dos, Party Hairdos, Sleep-in Looks,
- Different Styling products:
Use of Styling lotions, Mousse, Styling gel, Heat protectants, Serum, Hairspray cream, Finishing gel, volume mousse, silicon shiner, wax, finishing spray, Range and suitability of styling products,
- Various hair accessories: Pins (types), clips (types), false hair, parandas, nets, veils, fresh flowers (gajra), etc. ,
- Out curls & In curls :
Velcro rollers and Hot curls

Unit-4 Different Kinds of Hair Cuts:

- Hair Cuts:
Steps, Layering, Feather Cut, Razor Cut, Fringe Styling, Short Hair Cut, Men Hair Cut, etc. (cutting angles 45,90 degrees)
- Cutting techniques:
Notching, Slicing, Point cutting, Scissor over comb, Feathering, Thinning, Club cutting, Texturing.

Unit-5 Hair coloring

- Color theory
- Types of hair color
- Hair color application
 - Root touch up
 - Global Hair color
 - Male hair color
- Precautions
- Pre and post treatment

Unit -6 Perm and Neutralize hair

- Health and safety
- Client consultation
- Trolley setting
- Hair and scalp condition
- Techniques used for perming and neutralizing
- Procedure of perming,
- Different type of perm
- Winding techniques :
 - Spiral perm, ladder perm, body wave perm, soft perm
- Sectioning Techniques : Brick, nine sections, directional ,piggy back
- Semi-permanent waving
- Permanent waving

post perm conditioners

B.VOC\BC 304-HAIR STYLIST - PRACTICAL

Unit-2 Scalp Massage & Hair Spa

- Identifying client's hair and scalp condition,
- Selection of products for Hair massage & Hair SPA
- Procedure of hair spa
- After care advice

Unit-3 Hair Styling & Dressing

- Different hair styles:
Open Hair Styles, Semi-Tied & Up styles, Bridal Hair Dos, Party Hairdos, Sleep-in Looks,
- Different Styling products:
Use of Styling lotions, Mousse, Styling gel, Heat protectants, Serum, Hairspray cream, Finishing gel, volume mousse, silicon shiner, wax, finishing spray, Range and suitability of styling products,
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- Cutting techniques:
Notching, Slicing, Point cutting, Scissor over comb, Feathering, Thinning, Club cutting, Texturing.

Unit-5 Hair coloring

- Hair color application
 - Root touch up
 - Global Hair color
 - Male hair color

Unit -6 Perm and Neutralize hair

- Trolley setting
- Hair and scalp condition
- Techniques used for perming and neutralizing
- Procedure of perming,
- Different type of perm
- Winding techniques :
 - Spiral perm, ladder perm, body wave perm, soft perm
- Sectioning Techniques : Brick, nine sections, directional ,piggy back
- Semi-permanent waving
- Permanent waving

B.VOC\BC 305 –NAILS

Unit-1 Preparation of the client

- Tools & Equipment
- Safety precautions
- Introduction about products

Unit -2 Acrylic Nail Extension

- Products and tools for acrylic nail extension
- Nails features and conditions
- Nails shaping and filling technique
- Nail plate preparation
- Selection of correct tip
- Application of powder and liquid
- Apply polish /gel
- After care advice

Unit-3 UV Gel Nail Extension

- Products and tools for UV Gel nail extension
- Selection of correct tip
- Blending of nail tip
- Application of Gel layers
- Buffing the nails
- Refilling the nails
- Electric filing
- Nail Art
- Nail care tools
- Precautions and contraindications
- After Care advice

Unit-4 Mehndi

- Material and products Required
- Perform pre preparation of Mehndi
- Preparation of cone
- Prepare the design of Mehndi
- Application of Mehndi
- Contraindications
- After care Advice

B.VOC\BC 306 –NAILS - PRACTICAL

Unit -2 Acrylic Nail Extension

- Products and tools for acrylic nail extension
- Nails features and conditions
- Nails shaping and filling technique
- Nail plate preparation
- Selection of correct tip
- Application of powder and liquid
- Buffing and filling
- Apply polish /gel
- After care advice

Unit-3 UV Gel Nail Extension

- Products and tools for UV Gel nail extension
- Selection of correct tip
- Blending of nail tip
- Application of Gel layers
- Refilling the nails
- Electric filling
- Precautions and contraindications
- After Care advice

Unit-4 Mehndi

- Material and products Required
- Perform pre preparation of Mehndi
- Preparation of cone
- Prepare the design of Mehndi
- Application of Mehndi
- Contraindications
- After care Advice

B.VOC\BC 308 – ADVANCE MAKEUP

Unit-1 Preparation of the client

- Product Knowledge
- Safety and Hygiene
- Trolley setting
- Selection of products and equipment
- Preparing the client for makeup
- Precautions

Unit-2 Different type of Eye Make ups

- Natural eyes
- Shimmery Eyes
- Cut Crease eyes
- Heavy Eye liner
- Smoky eyes

Unit-3 Various Type of Make ups

Bridal Make ups

- Natural Makeup
- Glossy Makeup
- Matt Makeup
- HD Makeup

Camouflage Makeup

**Corrective Makeup **

Ramp makeup

Photography makeup

Draping Saree & Dupatta

Asian Educational Institute
(An Autonomous College)

ਪੇਪਰ - ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ

PAPER: PUNJABI COMPULSORY

B.Voc. ਸਮੇਸਟਰ ਤੀਜਾ

ਵਿਸ਼ਾ ਕੋਡ

ACADEMIC SESSION 2025-26

ਕੁਲ ਅੰਕ 50

ਅੰਦਰੂਨੀ ਮੁਲਾਂਕਣ 15

ਬਾਹਰੀ ਪ੍ਰੀਖਿਆ 35 ਅੰਕ

ਸਮਾਂ:

ਵਿਸ਼ੇ ਵਿਚੋਂ ਪਾਸ ਹੋਣ ਲਈ ਅੰਕ 35%
ਅੰਕ ਅਧਿਆਪਨ 03 ਪੀਰੀਅਡ ਪ੍ਰਤੀ ਹਫ਼ਤਾ
ਕੁਲ 02 ਕ੍ਰੈਡਿਟ

ਪਾਠਕ੍ਰਮ ਅਤੇ ਪਾਠ ਪੁਸਤਕਾਂ

ਭਾਗ - ਓ

ਭਾਗ - ਓ 1 ਕਹਾਣੀ ਕੀ ਰੁਚੀ ਹੈ? ਕਹਾਣੀ ਦਾ ਸਰੂਪ, ਤੱਤ, ਕਹਾਣੀ ਅਤੇ ਨਾਵਲ ਵਿੱਚ ਅੰਤਰ: ਅਧਿਆਪਕ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਕਹਾਣੀ ਦੇ ਸਰੂਪ ਬਾਰੇ ਦੱਸੇਗਾ ਅਤੇ ਕਹਾਣੀ ਤੇ ਨਾਵਲ ਦੇ ਅੰਤਰ ਬਾਰੇ ਸਮਝਾਏਗਾ।

5 ਅੰਕ

ਭਾਗ ਓ-2: ਕਹਾਣੀਆਂ ਦੀ ਪੁਸਤਕ ਕਥਾ ਰੰਗ, ਸੰਪਾ. ਵਰਿਆਮ ਸਿੰਘ ਸੰਧੂ ਅਤੇ ਡਾਕਟਰ ਬਲਦੇਵ ਸਿੰਘ ਚੀਮਾ, ਪਬਲੀਕੇਸ਼ਨ ਬਿਊਰੋ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ ਪਟਿਆਲਾ (ਅਧਿਆਪਕ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਕਹਾਣੀ ਦੇ ਸਾਰ, ਤੱਤ ਵਿਸ਼ੇ ਬਾਰੇ ਦੱਸੇਗਾ ਅਤੇ ਕਹਾਣੀ ਦੀ ਸਾਹਿਤਕ ਕਲਾ ਬਾਰੇ ਜਾਣੂ ਕਰਵਾਏਗਾ ਅਤੇ ਨਾਲ ਹੀ ਉਹਨਾਂ ਨੂੰ ਇਨ੍ਹਾਂ ਬਾਰੇ ਆਪਣੇ ਵਿਚਾਰ ਬਣਾਉਣ ਅਤੇ ਆਪਣਾ ਸਿਰਜਣਾਤਮਕ ਹੁੰਗਾਰਾ ਸਿਰਜਣ ਲਈ ਪ੍ਰੇਰਿਤ ਕਰੇਗਾ।)

10 ਅੰਕ

ਭਾਗ - ਅ

ਭਾਗ-ਅ ਪੰਜਾਬੀ ਪੱਤਰਕਾਰੀ:

(1) ਖਬਰ (2) ਵਿਸ਼ੇਸ਼ ਅਖਬਾਰੀ ਰਿਪੋਰਟ (3) ਫੀਚਰ ਲੇਖਣ (4) ਇਸ਼ਤਿਹਾਰ ਲੇਖਣ (5) ਇਸ਼ਤਿਹਾਰੀ ਖਬਰ : ਸੰਕਲਪ ਅਤੇ

ਅਭਿਆਸ

(ਨੋਟ: ਇਹ ਹਦਾਇਤਾਂ ਕੇਵਲ ਅੰਦਰੂਨੀ ਮੁਲਾਂਕਣ ਲਈ ਹਨ। ਇਸ ਖੰਡ ਦੇ ਆਧਾਰ 'ਤੇ ਵਿਦਿਆਰਥੀ 'ਤੇ ਇੱਕ ਸਕਰੈਪ ਬੁੱਕ ਤਿਆਰ ਕਰਵਾਈ ਜਾਵੇਗੀ। ਉਸ ਵਿੱਚ ਵਿਦਿਆਰਥੀ ਕੁਲ 20 ਪੰਨੇ ਦੀਆਂ ਖਬਰਾਂ, ਵਿਸ਼ੇਸ਼ ਅਖਬਾਰੀ ਰਿਪੋਰਟਾਂ, ਨਿਊਜ਼ ਫੀਚਰ, ਇਸ਼ਤਿਹਾਰ ਅਤੇ ਇਸ਼ਤਿਹਾਰੀ ਖਬਰਾਂ ਤਿਆਰ ਕਰੇਗਾ। ਹਰ ਵੰਨਗੀ ਦੀਆਂ ਘੱਟ ਤੋਂ ਘੱਟ ਦੋ ਲਿਖਤਾਂ ਜ਼ਰੂਰ ਸ਼ਾਮਲ ਕੀਤੀਆਂ ਜਾਣਗੀਆਂ। ਅੰਦਰੂਨੀ ਮੁਲਾਂਕਣ ਵਿੱਚ ਅਸਾਈਨਮੈਂਟ ਦੇ ਨੰਬਰ ਇਸ ਸਕਰੈਪਬੁੱਕ ਦੇ ਆਧਾਰ 'ਤੇ ਦਿੱਤੇ ਜਾਣਗੇ।

10 ਅੰਕ

ਭਾਗ - ਏ

ਭਾਗ ਓ ਅਤੇ ਅ ਵਿਚੋਂ ਸੰਬੰਧ ਉਤਰਾਂ ਵਲੋਂ 5 ਪ੍ਰਸ਼ਨ।

5x2=10 ਅੰਕ

ਅੰਕ ਵੰਡ ਅਤੇ ਪੇਪਰ ਸੈਂਟਰ ਲਈ ਹਦਾਇਤਾਂ

1. ਪਾਠਕ੍ਰਮ ਦੇ ਦੋ ਭਾਗ ਓ ਅਤੇ ਅ ਹਨ ਪਰ ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਤਿੰਨ ਭਾਗ ਓ, ਅ ਅਤੇ ਏ ਹੋਣਗੇ।
2. ਭਾਗ ਓ-1 ਵਿਚੋਂ 2 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ: ਜਿਨ੍ਹਾਂ ਵਿਚੋਂ ਵਿਦਿਆਰਥੀ ਇੱਕ ਪ੍ਰਸ਼ਨ ਦਾ ਉੱਤਰ ਦੇਵੇਗਾ। ਇਹ ਪ੍ਰਸ਼ਨ ਕਹਾਣੀ ਗਲਪ ਰੂਪਾਂ ਦੇ ਸਰੂਪ, ਪ੍ਰਕਿਰਤੀ, ਤੱਤਾਂ ਬਾਰੇ ਜਾਂ ਇਨ੍ਹਾਂ ਵਿਚਕਾਰ ਸਮਾਨਤਾਵਾਂ ਜਾਂ ਅੰਤਰਾਂ ਬਾਰੇ ਹੋਣਗੇ। 5 ਅੰਕ
3. ਭਾਗ ਓ-2 ਵਿਚੋਂ ਦੋ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ, ਜਿਨ੍ਹਾਂ ਵਿਚੋਂ ਵਿਦਿਆਰਥੀ ਨੇ ਇੱਕ ਦਾ ਉੱਤਰ ਦੇਣਾ ਹੋਵੇਗਾ। ਕਹਾਣੀ ਬਾਰੇ ਪਾਠਕੀ ਹੁੰਗਾਰਾ, ਕਹਾਣੀਆਂ ਬਾਰੇ ਵਿਦਿਆਰਥੀਆਂ ਦੇ ਪ੍ਰਭਾਵ, ਕਹਾਣੀ ਦੇ ਮੰਤਵ ਅਤੇ ਜੀਵਨ ਨੂੰ ਸਮਝਣ ਵਿਚ ਕਹਾਣੀ ਦੇ ਮਹੱਤਵ ਬਾਰੇ ਪ੍ਰਸ਼ਨ ਪੁੱਛਿਆ ਜਾ ਸਕਦਾ ਹੈ। ਕਹਾਣੀ ਦੇ ਵਿਸ਼ੇ-ਵਸਤੂ, ਵਿਚਾਰਧਾਰਾ, ਸਮਕਾਲੀ ਜੀਵਨ ਵਿੱਚ ਕਹਾਣੀ ਦੇ ਵਿਸ਼ੇ ਦੇ ਮਹੱਤਵ, ਦਾ ਵਿਸ਼ਲੇਸ਼ਣ ਕਰਨ ਲਈ ਕਿਹਾ ਜਾ ਸਕਦਾ ਹੈ। ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਬਣਾਉਣ ਲੱਗਿਆਂ ਧਿਆਨ ਰੱਖਿਆ ਜਾਵੇ ਕਿ ਵਿਦਿਆਰਥੀ ਦੇ ਆਪਣੇ ਵਿਚਾਰਾਂ ਦੇ ਪ੍ਰਗਟਾਵੇ ਨੂੰ ਉਤਸ਼ਾਹਿਤ ਕੀਤਾ ਜਾਵੇ। 10 ਅੰਕ
4. ਭਾਗ ਅ ਵਿਚ ਦਰਜ ਪੱਤਰਕਾਰੀ ਰੂਪਾਂ ਦੀ ਪਰਿਭਾਸ਼ਾ, ਸਰੂਪ, ਪ੍ਰਕਾਰਜ ਅਤੇ ਮਹੱਤਵ ਦੇ ਨਾਲ-ਨਾਲ ਇਨ੍ਹਾਂ ਰੂਪਾਂ ਦੇ ਆਪਸੀ ਨਿਖੇੜ ਬਾਰੇ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾ ਸਕਦੇ ਹਨ। ਇਸ ਭਾਗ ਵਿਚੋਂ ਕੁਲ 2 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ, ਜਿਨ੍ਹਾਂ ਵਿਚੋਂ ਵਿਦਿਆਰਥੀ ਨੇ ਇੱਕ ਪ੍ਰਸ਼ਨ ਦਾ ਉੱਤਰ ਦੇਣਾ ਹੋਵੇਗਾ। 10 ਅੰਕ
5. ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਭਾਗ ਏ ਵਿਚ ਪਾਠਕ੍ਰਮ ਦੇ ਭਾਗ ਓ ਅਤੇ ਅ ਦੇ ਸਾਰੇ ਭਾਗਾਂ ਵਿਚੋਂ 5 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ, ਵਿਦਿਆਰਥੀ ਨੇ ਇਨ੍ਹਾਂ ਸਾਰੇ ਪ੍ਰਸ਼ਨਾਂ ਦਾ ਉੱਤਰ 4-6 ਸਤਰਾਂ ਵਿਚ ਦੇਣਾ ਹੋਵੇਗਾ। 5x2 = 10

ਸਹਾਇਕ ਪਾਠ ਸਮੱਗਰੀ

1. ਬਲਦੇਵ ਸਿੰਘ ਧਾਲੀਵਾਲ, ਪੰਜਾਬੀ ਕਹਾਣੀ ਦਾ ਇਤਿਹਾਸ, ਪੰਜਾਬੀ ਅਕਾਦਮੀ, ਦਿੱਲੀ
2. ਸਾਹਿਤ ਕੋਸ਼, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ, 1989
3. ਡਾ. ਪਰਮਿੰਦਰ ਸਿੰਘ ਤੇ ਕਿਰਪਾਲ ਸਿੰਘ ਕਸੇਲ, ਸਾਹਿਤ ਦੇ ਰੂਪ, ਲਾਹੌਰ ਬੁੱਕ ਸ਼ਾਪ, 1977
4. ਡਾ. ਟੀ.ਆਰ. ਵਿਨੋਦ, ਨਾਵਲ ਆਲੋਚਨਾ ਸ਼ਬਦਾਵਲੀ ਕੋਸ਼, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ, 1999
5. ਗਿ. ਲਾਲ ਸਿੰਘ ਤੇ ਹਰਕੀਰਤ ਸਿੰਘ, ਕਾਲਜ ਪੰਜਾਬੀ ਵਿਆਕਰਣ, ਪੰਜਾਬ ਸਟੇਟ ਯੂਨੀਵਰਸਿਟੀ ਟੈਕਸਟਬੁੱਕ ਬੋਰਡ, ਚੰਡੀਗੜ੍ਹ।
6. ਸੰਤ ਸਿੰਘ ਸੇਖੋਂ, ਸਾਹਿਤਆਰਥ, ਲਾਹੌਰ ਬੁੱਕ ਸ਼ਾਪ, ਲੁਧਿਆਣਾ।
7. ਖੋਜ ਪਤ੍ਰਿਕਾ (ਗਲਪ ਵਿਸ਼ੇਸ਼ ਅੰਕ), ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।

B.VOC\BC 309 –ADVANCE MAKEUP- PRACTICAL

Different type of Make ups

- Select and arrange the products on trolley
- Different type of techniques
- Natural eyes
- Shimmery Eyes
- Cut Crease eyes
- Heavy Eye liner
- Smoky eyes
- Natural Makeup
- Glossy Makeup
- Matt Makeup
- HD Makeup

Camouflage Makeup

Corrective Makeup \

Ramp makeup

Photography makeup

Draping Saree & Dupatta

B.VOC\BC 310 –SPA

Unit-1 Preparation of the client

- Trolley setting –select suitable tools for the therapy
- Product selection according to skin type
- Lymphatic drainage system of the body
- Health and Safety - Identify risks to customer privacy and modesty
- Maintaining good appearance and behavior
- Communication with client

Unit-2 SPA

- Definition and history of SPA
- Perform basic spa therapy techniques (range of body massages, wraps etc.)
- Use various types of wraps like foil, plastic, fabric; as per the requirement of the client
- Massage Techniques (reflexology, deep tissue, lomi lomi, etc.)
- Various oils for different type of skin
- Prepare the client
- Benefits of massage
- Precautions and contraindications
- Create a positive impression at work area

Practical

- Trolley setting –select suitable tools for the therapy
- Product selection according to skin type
- Perform basic spa therapy techniques (range of body massages, wraps etc.)
- Use various types of wraps like foil, plastic, fabric; as per the requirement of the client

**B.VOC\BC 311 -
BASIC ACCOUNTANCY**

Unit I

Introduction to Accounting: Meaning and Definition, Types and Classification, Principles of accounting, Systems of accounting, Generally Accepted Accounting Principles (GAAP). Recording of transactions: Voucher system; Accounting Process.

Journals, Subsidiary Books, Ledger, Cash Book, Bank Reconciliation Statement, Trial Balance.

Unit II

Depreciation: Meaning, need & importance of depreciation, methods of charging depreciation. (SLM/ WDM in details).

Final Accounts: Meaning, Procedure for preparation of Final Accounts, Difference between Trading Accounts, Profit & Loss Accounts and Balance Sheet, Adjustments (Only four): Closing Stock, Pre-paid Income and Expenses, Outstanding Income and Expenses, Depreciation.

B.VOC/BC 312 - BASICS OF MANAGEMENT

Unit I

Introduction: Concept of Management, Scope, Functions and Principles of Management. Evolution of Management Thought(Basic concepts of F.W.Taylor, Henri Fayol ,Elton Mayo , Chester Barnard & Peter Drucker to the management thought)

Unit II

Planning: -Meaning, Need & Importance, types, levels, advantages & limitations, Process of Planning, Objectives, Policy & Procedures. Forecasting – Meaning, Need & Techniques. Decision Making - Meaning, Types & Process

Unit III

Organizing: Meaning, Importance, Patterns of Organization, Life & Staff relationship, Centralization & decentralization, Staffing: Nature & scope of Staffing, Manpower planning, Selection & Training. Performance Appraisal: Meaning and importance; Directing: Meaning, Nature & scope

Unit IV

Motivation: Meaning, importance Leadership: Meaning, importance, qualities & functions of leaders Communication: -Types & Importance; Controlling: Need, Nature, importance, Process & Techniques

References

- Srinivasan, R. and S.A. Chunawalia, Management Principles & Practice, Himalaya Publishing House, New Delhi.
- Prasad, L.M., Principles & Practice of Management, Sultan Chand & Sons, New Delhi.
- Koontz Harold and Heinz Weihrich, Management, Mc Grwa Hill
- Burton and Thakur, Management Today- Principles and Practices, Tata Mc Graw Hill
- Dutta A.K., Materials Management: Procedures, Text and cases, Prentice Hall of India Pvt. Ltd., New Delhi.
- Gopalakrishnan, P. and Sundareson, M., Materials Management: An Integrated Approach, Prentice Hall of India Pvt. Ltd., New Delhi

SEMESTER 5

B.VOC\BC 501 SKIN CARE V

Theory

Unit-1 Preparation of the client

- Plan and manage work routine based on salon procedure.
- Understand the client scheduling and bookings, maintaining work areas, equipment and product stocks to meet the schedule.
- Consult the client
- Maintain accurate records of clients, treatments and product stock levels
- Understand the personal presentation and Ideal behavior. Identify ways to dispose of waste correctly

Unit-2 Peels/Microdermabrasion

- What is micro dermabrasion
- Benefits of micro dermabrasion
- Risk and Side effects of micro dermabrasion
- Procedure of micro dermabrasion
- Precautions and contraindications

Unit-3 Skin Treatment

Anti-Pigmentation, Anti-Acne. Anti-Aging, Whitening, Rejuvenating

- Basic Trolley setting for Treatments
- Analysis of Skin
- Preparation of client
- Procedure for Skin treatment
- Benefits of Treatment
- Contraindications
- Precaution and reminders

Practical**B.VOC\BC 502 SKIN CARE V****Peels/Microdermabrasion**

- What is micro dermabrasion
- Benefits of micro dermabrasion
- Risk and Side effects of micro dermabrasion
- Procedure of micro dermabrasion
- Precautions and contraindications

Skin Treatment**Anti-Pigmentation, Anti-Acne, Anti-Aging, Whitening, Rejuvenating**

- Basic Trolley setting for Treatments
- Analysis of Skin
- Preparation of client
- Procedure for Skin treatment
- Contraindications

Theory

B.VOC\BC 503 Hair Stylist

Unit-1 Preparation of client

- Client consultation
- Knowledge of hair bond

Unit -2 Rebounding

- Preparation of the client
- Chemical hair relaxation
- Hair Testing: Elasticity, porosity, incompatibility, strand
- Keratin
- Straightening: Hair Straightening/Curling
- Use of heat protection, maintaining temperature, Effects of heat on hair
- Holding the iron, setting temperature, ironing each section, curling tong, Setting gels

Unit -3 Advance Hair Coloring

- Preparation of the client
- Client consultation
- Prepare the trolley
- Hair analysis
- Shadowing, Fashion colors, Special effects in hair coloring,
- Procedure: Sand dust, Ombre highlights
- Post color conditioning - - After care advice
- Problems in hair coloring
- Color correction
- Hair extensions
- Wig fixing

B.VOC\BC 504 – HAIR STYLIST – LAB

Practical

Rebounding

Hair Testing: Elasticity, porosity, incompatibility, strand
Keratin

Straightening: Hair Straightening/Curling

Use of heat protection, maintaining temperature, Effects of heat on hair

Holding the iron, setting temperature, ironing each section, curling tong, Setting gels

Advance Hair Coloring

- Shadowing, Fashion colors, Special effects in hair coloring,
- Procedure: Sand dust, Ombre highlights
- Post color conditioning - - After care advice
- Problems in hair coloring
- Color correction
- Hair extensions

Wig fixing

B.VOC\BC 505 – ADVANCE MAKEUP – II

Theory

Unit-1 Preparation of the client

- Safety and hygiene
- Trolley Setting
- Cleansing of skin
- Client consultation

Unit -2 artificial eyelashes

- Introduction
- Types of False Eye lashes
- Procedure of applying the False eyelashes
- Precautions and contraindications

Unit -3 Brow filling

- Introduction of Brow filling
- Products required for Brow filling
- Procedure of Brow filling
- Precautions and contraindications
- Post care

Unit-4 Advance Makeup

- Introduction to Theatrical make-ups
- Introduction to Portfolio make-up
- Introduction to Prosthetic make-ups
- All application techniques:-
- blending, shading, highlighting ,contouring ,stippling application

B.VOC\BC 506 – ADVANCE MAKEUP II - LAB

Practical

Preparation of the client

- Safety and hygiene
- Trolley Setting
- Cleansing of skin
- Client consultation

Artificial eyelashes

- Procedure of applying the False eyelashes
- Precautions and contraindications

Brow filling

- Products required for Brow filling
- Procedure of Brow filling
- Precautions and contraindications
- Post care

Advance makeup

- Introduction to Theatrical make-ups
- Introduction to Portfolio make-up
- Introduction to Prosthetic make-ups
- All application techniques:-
- blending, shading, highlighting ,contouring ,stippling application

B.VOC\BC 507 - SPA - II

Theory

Unit-1 Preparation of the client

- Personal hygiene
- Preparation of the client
- Trolley setting
- Maintain health and safety at the workplace

Unit-2 Foot Reflexology

- Introduction to Foot reflexology
- How foot reflexology is differ from other massage
- Benefits of reflexology
- Precautions and contraindications

Unit -3 Aromatherapy Massage

- Aromatherapy massage
- Introduction to Ayurveda massages and concept
- Basic principles of Aromatherapy
- Various types of equipment used for Aromatherapy
- Preparation of the client
- Types of oils used in massages
- Benefits of Aromatherapy massage
- Contraindications and Precautions

Unit -4 Deep Tissue Massage

- Deep tissue massages
- What is deep tissue massage
- Techniques of deep tissue massage
- Benefits of Deep tissue massage
- Contraindications and precautions

Practical

B.VOC\BC508 SPA

Preparation of the client

- Personal hygiene
- Preparation of the client
- Trolley setting
- Procedure of foot reflexology
- Precautions and contraindications

Aromatherapy Massage

- Aromatherapy massage
- Various types of equipment used for Aromatherapy
- Preparation of the client
- Types of oils used in massages
- Deep tissue massages
- Techniques of deep tissue massage

B.VOC\BC 509 - HUMAN RESOURCE MANAGEMENT

Unit I

Meaning, nature and scope of HRM; Nature, Functions, Importance and Limitations of HRM; Challenges faced by Modern HR Managers; The Evolving Role of HRM in the tourism industry: the Changing Emphasis.

Unit II

Human Resource Planning: Introduction, Definitions, Features, Need for HR Planning; Objectives, Process, Factors affecting HR planning; Types, Benefits, Problems in HR planning and Suggestions for making HR Planning Effective; Succession planning.

Unit III

Job Analysis, Job Design & Compensation management: Introduction, Objectives, Benefits, Process, Techniques and Problems in Job Analysis. Job Design-Meaning, Objectives and Techniques of Job Design. Compensation Management: Concept, policies and Administration, Methods of Wage payments and incentive plans, Fringe Benefits.

Unit IV

Recruitment and Selection: Meaning and Definitions, Importance and Purpose, Process, Factors affecting Recruitment, Sources of Recruitment, Methods, Constraints and Challenges of Recruitment. Recent Trends in recruitment. Selection: Meaning and definition, procedure, selection Process.

References:

- Pramod Verma, Personnel Management in Indian Organisations, Oxford & IBM Publishing Co. Ltd, New Delhi.
- Venkata Ratnam CS & Srivatsava B K, Personnel Management and Human Resources, Tata McGraw Hill, New Delhi.
- S. K. Chakravarthy, Managerial Effectiveness and Quality and Work Life, TMH, New Delhi.
- Robert L. Mathis & John. H. Jackson, HRM, South Western Pub. Saiyadain S.Mirza, HRM, TMH, New Delhi.
- Dessler, A Framework for HR Management, Pearson Edn India.

B.VOC\BC 510 - ENTREPRENEURSHIP DEVELOPMENT

UNIT – I*

***Introduction: ***

Meaning, scope, need and significance; role and functions of entrepreneur in economic development; economic, social and psychological need for entrepreneurship;

***Emergence of Entrepreneurial Class: ***

Financing the Entrepreneurial business: Arrangement of funds; Traditional and modern sources of financing, Venture capital.

***Promotion of a Venture: ***

Opportunities analysis; External environment analysis, Economic, Social and Technological analysis.

Entrepreneurial Development Programmes (EDP):

Role, relevance and achievements; Role of government in organizing EDPs; Critical evaluation.

***Women Entrepreneurship: ***

Need, Growth and development of women Entrepreneurship, Problems faced by Women Entrepreneurs.

Suggested Readings:

Kumar, Arya (2018), "Entrepreneurship", Pearson, New Delhi.

Gopal, V.P. Nanda (2015), "Entrepreneurial Development", Vikas Publishing, New Delhi.

Desai, Vasant, "Dynamics of Entrepreneurial Development & Management", Himalaya Publishing House.

Khanka, S S, Entrepreneurial Development, S.Chand & Co., New Delhi.

MENTORING AND PROFESSIONAL DEVELOPMENT

Guidelines regarding Mentoring and Professional Development

The objective of mentoring will be development of:

- Overall Personality
- Aptitude (Technical and General)
- General Awareness (Current Affairs and GK)
- Communication Skills
- Presentation Skills

The course shall be split in two sections i.e. outdoor activities and class activities.
For achieving the above, suggestive list of activities to be conducted are:

Part – A

(Class Activities)

1. Expert and video lectures
2. Aptitude Test
3. Group Discussion
4. Quiz (General/Technical)
5. Presentations by the students
6. Team building Exercises

Part – B

(Outdoor Activities)

7. Sports/NSS/NCC
8. Society Activities of various students chapter i.e. ISTE, SCIE, SAE, CSI, Cultural Club, etc.

Evaluation shall be based on rubrics for Part – A & B

Mentors / Faculty incharges shall maintain proper record student wise of each activity conducted and the same shall be submitted to the department