Guru Kashi University



Diploma in Cosmetology

Session: 2025-26

Department of Fashion Design

Annexure-A

Programme Structure

	Semester- I								
Course Code	Course Name	Type of Course	L	т	P	Credits	Int	Ext	Total
DCT101	Communication Skills-I	Т	4	0	0	4	30	70	100
DCT102	Skin science and Personal grooming	Т	4	0	0	4	30	70	100
DCT103	Yoga & Hair Anatomy	Т	4	0	0	4	30	70	100
DCT104	Massage Therapy and Makeup	Р	0	0	6	3	25	50	75
DCT105	Scalp & Basics Haircuts	Р	0	0	6	3	25	50	75
Discipline Elective-I (Any one of the following)									
DCT106	Professional Makeup & Cosmetics	Elective-	3	0	0	3	25	50	75
DCT107	Face & Hair Therapy	(Theory)							
		Total	15	0	12	21	165	360	525

	Semester- II								
Course Code	Course Name	Type of Course	L	T	P	Credits	Int.	Ext.	Total
DCT201	Communication Skills-II	Т	4	0	0	4	30	70	100
DCT202	Makeup Artistry & Skin Care	Т	4	0	0	4	30	70	100
DCT203	Nutrition & Hair Care	Т	4	0	0	4	30	70	100
DCT204	Aesthetics	Р	0	0	6	3	25	50	75
DCT205	Hair design & Hair Therapies	Р	0	0	6	3	25	50	75
DCT206	Mehndi Art	Р	0	0	4	2	15	35	50
Total			12	0	16	20	155	345	500

Evaluation Criteria for Theory Courses A. Continuous Assessment: [25 Marks]

CA1: Surprise Test (Two best out of three) - (10 Marks)

CA2: Assignment(s) (10 Marks)

CA3: Term paper/Quiz/Presentations (05 Marks)

B. Attendance: [5 Marks]

C. Mid Semester Test-1: [30 Marks]

D. End-Term Exam: [40 Marks]

Evaluation Criteria for Practical Courses

A. Each Practical: {10 Marks}

B. Report: {05 Marks}

C. Practical Viva: {05 Marks}

Total Marks of each Practical: 20 Marks

SEMESTER-I

Course Title: Communication Skills-I

Course Code: DCT101

Learning Outcomes

L	T	P	Cr.
4	0	0	4

Total Hours: 60

- 1. **Demonstrate effective verbal communication** in both formal and informal contexts, including public speaking, group discussions, and professional presentations.
- 2. **Enhance written communication skills** by composing emails, reports, notices, applications, and other professional documents with clarity and correctness.
- 3. **Apply listening skills** to comprehend spoken English and respond appropriately in real-life and academic situations.
- 4. **Use non-verbal communication** such as gestures, body language, eye contact, and tone effectively to support verbal messages.
- 5. **Employ communication strategies** for conflict resolution, negotiation, persuasion, and teamwork in personal and professional settings.

Course Content

UNIT I 15 hours

English Language: Sentence, Parts of speech, Tenses, Active passive voice, Direct, Indirect speech, Creative writing& vocabulary, Comprehension Passage, Reading of Biographies of at least 10 IT business personalities.

UNIT II 14 hours

Business communication: Types, Medias, Objectives, Modals, Process, Importance Understanding Barriers to communication & ways to handle and improve barriers. Listening skills: Its importance as individual and as a leader or as a worker, Types of listening and Traits of a good listener, Note taking, barriers to listening & remedies to improve listening barriers

UNIT III 16 hours

Non verbal Communication- understanding what is called non verbal communication, its importance as an individual, as a student, as a worker and as a leader, its types. Presentation skills-Its Purpose in business world, How to find material for presentation, How to sequence the speech with proper introduction and conclusion, How to Prepare PPT& Complete set of required body language while delivering presentation.

UNIT IV 15 hours

Reading Skills- to enhance independent reading, Comprehension Passages,
News / Magazine articles on stereotype topics, Poems – Abu Ben Adhem, The
Tiger Writing skills- Importance of reading and writing, improving writing skill
through Basic cohesive paragraph writing, Resume writing, Job application
writing/acceptance letter

Transaction mode

Quiz, Project Based Learning, Video Based Teaching, Question, Open Talk **Suggested Reading**:

- "Effective Business Communication", M.V. RODRIGUEZ
- "Living English Structure", W. Standard Allen (Orient Longman)
- "Business Communication", Meenakshi Raman, Parkash Singh, Paperback Edition, Oxford University Press.

Course Title: Skin science and Personal grooming

Course Code: DCT102

L	T	P	Cr.
4	0	0	4

Total

Hours:60

Learning Outcomes:

- 1. **Identify the structure and functions of the skin**, including types of skin and common skin conditions.
- 2. **Explain basic skin physiology** such as cell regeneration, sebum production, hydration, and aging processes.
- 3. **Demonstrate proper skin analysis techniques** and recommend appropriate skin care routines for different skin types.
- 4. **Use cleansing, toning, exfoliation, and moisturizing techniques** professionally and safely.
- 5. **Apply facial treatments** (including steaming, masking, and massage) with knowledge of skin anatomy and hygiene standards.

Course Content

UNIT I 16 hours

COSMETOLOGY: -Aims and objectives, Importance, PERSONAL GROOMING: -Care of yourself: Mouth, Teeth, Eyes, Ears, Feet, Removing body, hair, Nails and, Hand care, Care of Clothing. Visual poise: -Standing, Sitting and Walking Basic table manners. How to get into a car. How to carry accessories. Wardrobe Planning.

UNIT II 15 hours

SKIN: - Structure of skin. Functions of skin. Common skin problems (acne, pigmentation, wrinkles, black heads) Skin types and skin analysis. Describe the melanin. FACIALS: -Benefits of massage. Massage methods.

Massaging techniques. Plain facial. Facial treatment of acne pigmentation, wrinkles, black heads removing with natural herbs/ingredients.

UNIT III 14 hours

Basic Make-Up Steps: -Base make-up. Base make-up according to day/night. Facial shape analysis. Importance and use of Highlighter according to facial skin. Casual and formal make-up. Make-up according to weather, occasion and with matching dress.

UNIT IV 15 hours

Hair Removing Method: -Waxing. Threading/tweezing Bleaching.

Transaction mode

Quiz, Project Based Learning, Video Based Teaching, Question, Open Talk **Suggested Reading**:

- Basic cosmetology theory by Menka Aggarwal.
- Perfectly clear by Dr. Nick lowe.
- Skin, hair and nails structure and function- BO forslind Magnus lindberg.

Course Title: Yoga & Hair Anatomy

Course Code: DCT103

L	T	P	Cr.
4	0	0	4

Total Hours:60

Learning Outcomes:

Yoga (Wellness Component):

- 1. Understand the basic principles and philosophy of Yoga, including its role in holistic health and wellness.
- 2. Demonstrate foundational yoga postures (asanas), breathing techniques (pranayama), and meditation practices for physical and mental wellbeing.
- 3. Explain the impact of yoga on body systems such as the circulatory, digestive, nervous, and endocrine systems.

Hair Anatomy (Beauty/Science Component):

- 6. Describe the structure and functions of hair, including the hair shaft, follicle, bulb, and root.
- 7. Identify different types of hair (curly, straight, wavy, oily, dry) and common scalp conditions (dandruff, hair fall, fungal infections).
- 8. Understand the growth cycle of hair (Anagen, Catagen, Telogen phases) and factors influencing hair growth and hair loss.

Course Content

UNIT I 16 hours

YOGA: -Benefits of yoga, Rules of yoga. Benefits of aerobics.

UNIT II 17 hours

HAIR: -Structure of hair. Hair disorders (Dandruff, Alopecia, Hair fall, White hair, Head lice). Hair growth and replacement

UNIT III 13 hours

HAIR SHAPING WITH HAIR CUT:- Sectioning of hair

UNIT IV 14 hours

Preparation of hair cut. Technique of hair cut. Basic hair cut like trimming, U-cut, V-cut, feather cut, layers and razor cut.

Transaction mode

Quiz, Project Based Learning, Video Based Teaching, Group Discussions, Open Talk

- Skin, hair and nails structure and function-BO forslind Magnus lindberg.
- Health, Physical Education & Sports By Atwal & Kansal.
- Hair Cutting by Peter Sabatini.
- Basic Cosmetology by Kuljeet Kaur

Course Title: Massage Therapy and Makeup

Course Code: DCT104

L	T	P	Cr.	
0	0	6	3	
Total				

Hours:45

Learning Outcomes:

Understand the basic principles and benefits of massage therapy for relaxation, circulation, and muscular relief.

- 1. **Identify different types of massage techniques** such as effleurage, petrissage, tapotement, and friction.
- 2. **Demonstrate correct posture, pressure, and hand movements** used in facial and body massage.
- 3. **Identify skin tones, face shapes, and features** to determine suitable makeup techniques and products.
- 4. **Apply basic makeup** (foundation, concealer, blush, eye makeup, and lip color) for day and evening looks.
- 5. **Use tools and cosmetic products** safely and effectively for professional makeup application.

Course Content

UNIT I 12 hours

MASSAGE: -Benefits of massage. Massage methods. Massaging techniques. MEHNDI: -Arabian mehndi. Simple mehndi. Bridal mehndi

UNIT II 10 hours

FACIAL: -Preparation of facial Skin Analysis Plain facial. Different facial for different skin type and different skin problems: Black head removing. Application of thermos pack. Facial with natural herbs and ingredients. Treatment of acne, pigmentation, wrinkles. Vegetable peeling.

UNIT III 11 hours

MAKE-UP: - Analysis of facial shape. Base make-up according to day/night, weather, and occasion and according to dress. Casual and formal make-up. How to choose correct make-up. Applications of different type of base make-up.

UNIT IV 12 hours

REMOVING BODY HAIR: - Waxing, Tweezing , Threading. Use of chemical applicators. Bleaching.

Transaction mode

Quiz Project Based Learning, Video Based Teaching, Group Discussions, Open **Suggested Reading**:

- Make up manual by Lisa Potter-Dixon.
- Milady's Hair removal Techniques

Course Title: Scalp & Basics Haircuts

Course Code: DCT105

L	T	P	Cr.
0	0	6	3

Total Hours:45

Learning Outcomes:

- 1. **Understand the anatomy and functions of the scalp**, including skin layers, sebaceous glands, and follicles.
- 2. **Identify common scalp conditions**, such as dandruff, dry scalp, oily scalp, and fungal infections.
- 3. **Perform professional scalp analysis** to determine the appropriate care and treatment.
- 4. **Identify and handle haircutting tools** such as scissors, razors, clippers, thinning shears, and combs correctly and safely.
- 5. **Understand hair types, textures, and growth patterns** that influence haircutting techniques.

Course Content

UNIT I 12 hours

HAIR CARE: - Shampooing - Procedure, Types of shampoo. Scientific brushing on wet hair. Use of Spray, Gel, Mousse, Volumizers Etc.

UNIT II 10 hours

SCALP TREATMENT, APPLYING MASK, CONDITIONERS. Scientific brushing on different types of hair Scalp manipulations Scalp treatment (lice, hair treatment) Dandruff treatment. Removing of split ants.

UNIT III 11 hours

HAIR SHAPING: - Blow dry. Temporary Straitening. Crimping. Different style of hair curls

UNIT IV 12 hours

HAIR CUTS: - Hair Sectioning (Basic) Hair Sectioning acc. To different basic haircuts. Preparation of haircut. Basic hair cut like trimming, U-cut, V-cut, feather cut, layers and razor cut.

Transaction mode

Quiz, Project Based Learning, Video Based Teaching, Group Discussions, Open Talk

- Hair cutting for dummies by J. Elaine Spear.
- Milady's Hair removal Techniques.
- Health, Physical Education & Sports By Atwal & Kansal.

Course Title: Professional Makeup & Cosmetics

Course Code: DCT106

L	T	P	Cr.
3	0	0	ფ

Total Hours:45

Learning Outcomes:

- 1. **Understand the structure and types of cosmetics** used in professional makeup, including their composition and skin compatibility.
- 2. **Identify different skin types and undertones** to choose suitable makeup products and shades.
- 3. **Demonstrate professional makeup application techniques** for various facial features (eyes, lips, cheeks, brows).
- 4. **Apply base makeup techniques** such as priming, concealing, color correcting, and foundation blending for a flawless finish.
- 5. **Perform makeup looks for different occasions** including day makeup, evening makeup, party makeup, bridal makeup, and fashion/editorial looks.

Course Content

UNIT I 12 hours

Introduction: Make an impression Tools, Products and basic equipment Manufacturing and distribution of cosmetics Working with clients

UNIT II 11 hours

Personality and fashion profiles Introduction to color theory Friends in the cosmetics industry Self-Assessment exercise of personality and body features.

UNIT III 10 hours

Makeup tips and tricks you can try yourself A history of skin care and opportunities Life Skills Your professional image

UNIT IV 12 hours

Communicating for success Infection control principles and practices Skin structure, growth and nutrition Skin disorders and diseases

Transaction mode

Project Based Learning, Video Based Teaching, Group Discussions, Open Talk

- Professional Hair Dressing by Martin Green Leo Palladino.
- Complete beauty book by Helen Foster
- Perfectly clear by Dr. Nick lowe.
- Skin, hair and nails structure and function-BO forslind Magnus lindberg.

Course Title: Face and Hair Therapy

Course Code: DCT107

L	T	P	Cr.
3	0	0	3

Total Hours:45

Learning Outcomes:

- 1. **Understand the structure of facial skin**, muscles, and pressure points relevant to facial treatments.
- 2. **Identify various skin types and conditions** (dry, oily, sensitive, acne-prone, pigmented) and recommend suitable therapies.
- 3. **Demonstrate facial therapy techniques** including cleansing, exfoliation, steaming, extraction, massage, and application of masks.
- 4. **Understand the anatomy of the hair and scalp**, including hair structure, types, and growth cycle.
- 5. **Identify common hair and scalp problems** such as dandruff, hair fall, dryness, thinning, and suggest appropriate therapy.

Course Content

UNIT I 11 hours

Hair spa & hair treatments Straightening Perm

UNIT II 12 hours

Keratin Hair art & bridal hair styling Creative haircuts and colouring

UNIT III 10 hours

Blow drawing & heat styling Grey Coverage Root touch-ups (Hair colouring and straightening)

UNIT IV 12 hours

Grooming: -Hygiene and safety Nails Structure Cleansing and toning practice Exfoliation & extraction & massage & facial procedures. Anti-Pigmentation & Feet massage

Transaction mode

Project Based Learning, Video Based Teaching, Group Discussions, Open Talk

Suggested Reading:

• Basic Knowledge of Face and Hair Therapy by Anita Thakur.

- Standard text book of Cosmetology Milady's.
- Professional Face and Hair Therapy by Martin Green Leo Palladino

Semester-II

Course Title: Communication Skill-II

Course Code: DCT201

L	T	P	Cr.
4	0	0	4

Total Hours:60

Learning Outcomes:

- 1. **Demonstrate advanced verbal communication skills** in academic, social, and professional settings including presentations, group discussions, and debates.
- 2. **Develop effective written communication** through drafting professional documents such as reports, proposals, business letters, notices, and emails.
- 3. **Enhance listening and comprehension abilities** for academic lectures, workplace meetings, and media content.
- 4. **Apply techniques of public speaking** with confidence, clarity, and appropriate body language.
- 5. **Use appropriate vocabulary and grammar** to express ideas clearly and persuasively in both oral and written forms.

Course Content

UNIT I 15 hours

Introduction to Business Communication: Meaning and Definition; process and classification of communication; elements &characteristics of communication; barriers to effective communication in business organization; Formal and Informal communication; grapevine, importance of effective communication in business house; Principals of effective communication.

UNIT II 15 hours

Writing Skills: Inter-office memorandums; faxes; E-mails; writing effective sales letters - to agents; suppliers; customers; report writing; project writing.

UNIT III 17 hours

Curriculum Vitae (CV): Drafting a CV; writing job application and other applications; do's and don'ts while appearing for an Interview; types of interview.

UNIT IV 13 hours

Presentation Skills: Introduction; need of good presentation skills in professional life; preparing a good presentation; group discussion; extempore speaking.

Transaction mode

Project Based Learning, Video Based Teaching, Group Discussions, Open Talk

- "Effective Business Communication", M.V. RODRIGUEZ
- "Business Communication", Meenakshi Raman, Parkash Singh,
- Paperback Edition, Oxford University Press

Course Title: Makeup Artistry & Skin Care

Course Code: DCT202

L	T	P	Cr.
4	0	0	4

Total Hours:60

Learning Outcomes:

- 1. **Understand the principles of makeup artistry**, including face shapes, skin tones, and color theory.
- 2. **Identify and use professional makeup tools and products** according to hygiene and safety standards.
- 3. **Demonstrate makeup techniques** for various facial features (eyes, lips, brows, cheeks) with precision and creativity.
- 4. **Understand skin structure, types, and common skin issues**, including acne, pigmentation, dryness, and aging.
- 5. **Conduct proper skin analysis** to recommend suitable skin care routines and treatments.
- 6. **Perform basic skin care procedures** like cleansing, exfoliation, steaming, massage, and mask application.

Course Content

UNIT I 20 hours

NAILS: -Structure of nails. Disorders and diseases of nails. Nail spa. Nail art.

UNIT II 15 hours

EYES: Care of eyes. Exercise of eyes. Eye brow shaping. Different type of make-up(dramatic make-up, smoky make-up, winged make-up) Applications of fake eye lashes. Eye treatment with home remedies.

UNIT III 10 hours

Method of pedicure and manicure.

UNIT IV 15 hours

MAKE-UP:- Art of camouflage, Products and application. Engagement make-up. Bridal make-up. Correct make-up of eyes, nose, cheeks, jaw line, lip line. Reception make-up. Dupatta Setting. Sari Draping.

Transaction mode

Quiz, Project Based Learning, Video Based Teaching, Group Discussions, Open

- Make up of a confident woman by Trish Mc Evoy.
- Skin, Hair and nails structure & function by BO forslind Magnus lindberg.

Course Title: Nutrition & Hair Care

Course Code: DCT203

L	T	P	Cr.
4	0	0	4

Total

Hours:60

Course Outcomes:

- 1. Understand what an adequate and well balanced diet:-
- 2. Examine the several type of nutrition
- 3. Explain the role of nutrition and list of food sources those include nutrients.
- 4. Have knowledge about the hair and scalp disorder.

Course Content

UNIT I

15 hours

NUTRITION: - Rule of nutrition: Protein, Carbohydrates, Fats, Minerals, Vitamin A, B, C, B- Complex, B3 and their food sources. Basic five food groups. The impact of organic food on skin and hair.

UNIT II 14 hours

HAIR COLORING: -Global coloring. Hair streaking. Method of color mixing.

Method of color applications. Color cutting.

UNIT III 16 hours

HEAD MASSAGE: -Technique of head massage. Hair problem treatments with natural masks and packs. HAIR REPAIR TREATMENT AFTER THE USE OF CHEMICALS: -Hair Spa. Deep Conditioning. Hair Polishing.

UNIT IV 15 hours

Use Of Advanced Techniques On The Hair:-Rebounding Perming.

Salon Management: -Qualities and duties of salon management. Common equipment's used in salon. Planning and layout of salon.

Transaction mode

Quiz, Project Based Learning, Video Based Teaching, Group Discussions, Open Talk

- VK Kaushik "Reading in food Nutrition and dietetics.
- Basic Cosmetology by Kuldeep Kaur.
- Salon Management by Martin Green.

Course Title: Aesthetics
Course Code: DCT204

L	T	P	Cr.
0	0	6	3

Total Hours:45

Learning Outcomes:

- 1. **Understand the fundamental concepts and theories of aesthetics**, including beauty, taste, form, and expression.
- 2. **Trace the historical development of aesthetic thought**, from classical to contemporary schools of philosophy and art theory.
- 3. **Analyze aesthetic principles** in various art forms such as painting, sculpture, music, dance, and literature.
- 4. Examine the relationship between the artist, the artwork, and the viewer, and how meaning is created and perceived.
- 5. **Differentiate between aesthetic judgment and personal taste**, and articulate informed critical opinions on works of art.

Course Content

UNIT I

12 hours

NAILS CARE: -Manicure. Hot oil manicure. Nail art. Pedicure. French manicure. Artificial nails. Nail mending

UNIT II 11 hours

EYE CARE AND EYE MAKE-UP: -Eye exercise, eye treatments. Eye brow shaping. Simple eye make-up. Fashion eye make-up: - Dramatic, smoky eye, winged eye make-up. Applications of fake eye lashes.

UNIT III 10 hours

Professional Make-Up. Full Make-Up According To Wedding Function: -Engagement make-up. Bridal make-up. Reception make-up.

UNIT IV 12 hours

CORRECTIVE MAKE-UP OF: - Eyes, Nose, Cheeks, Jaw line, Lip line.

Dupatta setting. Sari draping. Permanent Waving And Rebonding Techniques

Transaction mode

Quiz, Project Based Learning, Video Based Teaching, Group Discussions,

- Skin, Hair and nails structure & function by BO forslind Magnus lindberg.
- Make up manual by Lisa Potter-Dixon.
- Basic Cosmetology by Menika Aggarwal.

Course Title: Hair design & Hair Therapies

Course Code: DCT205

L	T	P	Cr.
0	0	6	3

Total Hours:45

Learning Outcomes:

- 1. **Understand the principles of hair design**, including face shapes, hair textures, balance, and proportion.
- 2. **Identify and use hair design tools and equipment**, such as scissors, razors, curlers, straighteners, and brushes with proper technique and safety.
- 3. **Create various hair designs and styles**, including braiding, twisting, curling, straightening, buns, and updos for different occasions.
- 4. Understand the structure and physiology of the hair and scalp, including hair growth cycle and types.
- 5. **Identify common hair and scalp problems** (dandruff, hair fall, thinning, dryness, oiliness, split ends) and suggest suitable treatments.
- 6. **Perform professional hair therapies**, such as oil massage, hair spa, deep conditioning, hot towel therapy, and protein treatments.

Course Content

UNIT I 12 hours

HAIR COLORING: Global coloring. Hair streaking. Method of color mixing. Method of color applications. Method of Color cutting. Heena applications. Preparation of hair coloring.

UNIT II 10 hours

HAIR DESIGNING:-Different types of plait (at least any five). Buns with stuffiest and without stuffies.

UNIT III 12 hours

SCALP MASSAGE, BODY MASSAGE.HAIR CARE: -Hair spa. Hair polishing.

UNIT IV 11 hours

Rebonding Perming Advanced haircuts. Planning of a salon on a paper.

Transaction mode

Quiz ,Project Based Learning ,Video Based Teaching ,Group Discussions, Open Talk

- The art of Hair coloring by David Adams & Jacki Wadeson.
- Hair Cutting by Peter Sabatini.
- Salon Management by Martin Green.

Course Title: Mehndi Art

Course Code: DCT206

L	Т	P	Cr.
0	0	4	2

Total Hours:30

Learning Outcomes:

- 1. Understand the cultural, historical, and aesthetic significance of Mehndi art.
- 2. Develop skills in creating traditional and contemporary Mehndi designs.
- 3. Demonstrate practical proficiency in applying Mehndi on various body parts, especially hands and feet.
- 4. Experiment with tools and materials used in Mehndi application.
- 5. Create original, innovative compositions and motifs using regional, Arabic, and fusion styles.
- 6. Apply Mehndi art in professional, festive, and bridal contexts.

UNIT I: Introduction to Mehndi Art

7 Hours

- Origin and history of Mehndi art in India and other cultures
- Importance and symbolism of Mehndi in traditions and rituals
- Different styles: Indian, Arabic, Indo-Arabic and Bridal styles
- Introduction to tools and natural Mehndi ingredients

UNIT II: Basic Patterns and Techniques

7 Hours

- Practice of basic elements: dots, lines, checks, curves, spirals, and floral forms
- Repetition and rhythm in patterns
- Creating borders and small compositions
- Cone making and holding techniques
- Preparation of natural Mehndi paste

UNIT III: Traditional and Regional Designs

8 Hours

- Arabic flowy designs
- Rajasthani, Marwari, Punjabi, and South Indian styles
- Application techniques on palms and back of the hands

UNIT IV: Contemporary and Creative Expressions

8 Hours

- Use of glitters, stones, and colored Mehndi
- Thematic Mehndi for events: bridal, festive, and fashion
- Live practice: creating full-hand and foot designs
- Time-bound application tests and portfolio creation

Suggested Readings / Resources:

- 1. "The Art of Mehndi" Sumita Batra
- "Mehndi: The Timeless Art of Henna Painting" Loretta Roome
 "Traditional Mehndi Designs" Dorine van den Beukel
- 4. "Henna Sourcebook" Mary Packard