

Curriculum
for
Certificate Course in
Grooming and Personality Development for Women's

Under NSQF, UGC, New Delhi

Submitted by

**Maratha Vidya Prasarak Samaj's
K.P.G. Arts, Commerce and Science College, Igatpuri
Tal: Igatpuri, Dist: Nashik**

Designed by

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To be implemented from Academic Year 2019-2020

1. Discipline : Interdisciplinary

2. Name of the Course : Grooming and Personality Development for Women's

3. Rationale:

Proper [grooming and professional appearance](#) are important to gain not just positive impression but also respect in the workplace. First impressions matter and the way you look and carry yourself create impact on people you get along with in the work setting. Proper grooming and professional appearance is important to both men and women. Lack of these may lead to poor image and may interfere with your chance of getting good impression and positive feedbacks from your workmates and superiors.

As an individual living and working in a highly complex and competitive society, you must recognize and understand the impact of your appearance as it communicates first to you and then to others. While it is important to like what you wear and the way you look, it is more important to understand why or why not and specifically how this affects you, others and your life and the achievement of your goals.

- **Your clothing and grooming affect the way you think:** When you appear authentic, attractive and appropriate, you think more positively about yourself, your situation and others.

- **Your clothing and grooming affect the way you feel:** A positive personal appearance is a fast, effective way to boost self-confidence and overcome anxiety regarding ability or acceptance.
- **Your clothing and grooming affect the way you act or behave:** A positive personal appearance is one of the most effective ways to improve behaviour and enhance performance level or productivity.
- **Your clothing and grooming affect the way others react and respond to you:** Your appearance makes a strong statement about your personality, values, attitudes, interests, knowledge, abilities, roles, and goals.

4. Duration:

The duration of the certificate course will be **Six months**.

5. Certificate Course in Grooming and Personality Development for Women's

The Certificate will be awarded only after completion of Six month course. The suggested credits for each of the years as follows.

Awards		Normal Calendar Duration	Skill Component Credits	General Education Credits	Total Credits
6 months	Certificate Course in Grooming and Personality Development for Women's	One Semester	18	12	30

Credits can be define as the workload of a student in,

1. Lectures
2. Practicals
3. Role Play, Acts
4. Seminars
5. Examination
6. Other Assessment activities

6. Eligibility:

1. Candidates should pass Higher Secondary School Education (or 10+2 course) from any recognized board to take admission to certificate course.

7. Teaching and Examination Scheme:

Theory : In Semester Marks: Attendance + Session work + Assignments

End Semester Marks : Theory Paper Marks

Practical : In Semester Marks: Attendance + Term work + Oral

End Semester Marks :Final Examination conducted by sector skill council

Assessment of PR/OR/TW

1) All orals and practicals are to be assessed by Internal Examiners.

2) All TW are to be assessed by internal examiner only.

Scheme of Examination

Theory : Duration-3 hrs Maximum Marks: 100 Passing Min: 35 Marks

Practicals : Duration-3 hrs Maximum Marks: 100 Passing Min:35 Marks

Aims/Objectives:

- To develop inter personal skills and be an effective goal oriented team player.
- To develop professionals with idealistic, practical and moral values.
- To develop communication and problem solving skills.
- To re-engineer attitude and understand its influence on behavior.
- To improve awareness and identity,
- To develop talents and potential, build human capital and facilitate employability,
- To enhance the quality of life and contribute to the realization of dreams and aspirations.
- To Improve self-awareness and self-knowledge
- To Improve skills and Build identity/self-esteem
- To develop strengths or talents
- Improving a career
- To Identify or improve the potential

SYLLABUS

Section: I

GROOMING

Unit No.	Topic	Learning Point	Period
1	Skin	1.1 Types of skin 1.2 Skin care	05
2	Cleanser	2.1 Types of Cleanser 2.2 How to use of Cleanser 2.3 Cleanser Precaution	06
3	Toner	3.1 Defination 3.2 Types 3.3 Advantage.	07
4	Moisturiser	4.1 Types of Moisturiser 4.2 Use of Moisturiser	06

5	Threading	5.1 Purpose, Definition 5.2 Types and methods 5.3 Client consultation, Product knowledge. 5.4 Procedure 5.5 Safety precautions/Do's & Don't's. 5.6 After care/Home care 5.7 Eye brow shaping 5.8 Shapes & angles of eye browshaping	10
6	Bleach	6.1 Concepts of Bleaching 6.2 Type and Use of Bleaching 6.3 Bleach Precaution	04
7	Waxing	7.1 Definition 7.2 Types of wax. 7.2 Handwax, legwax.	05
8	Manicure	8.1 Definition 8.2 Selection of Tools & Equipments 8.3 Product knowledge 8.4 Procedure 8.5 Safety Precautions/do's & don'ts 8.6 Benefits	08
9	Pedicure	9.1 Implements 9.2 Procedure 9.3 Benefits	04
10	Nail decoration	10.1 Paint art, Crystal art 10.2 Artificial Plastic Nail application and removal	04
11	Facial	11.1 Meaning of Massage, Techniques of Massage, Benefits of Massage. 11.2 Selection of Tools & Equipments. 11.3 Recogniziation of types of skin a) Oily b) Dry c) Combination d) Normal skin. 11.4 Procedure according to skin type. 11.5 Safety Precautions/ Do's &	40

		<p>don'ts, After care.</p> <p>11.6 Types of Facial Plain, Scrub, Herbal, Fruit facial</p> <p>11.7 Advantages of Facial</p>	
12	Makeup	<p>12.1 Purpose, Selection of Tools, Colour theory</p> <p>12.2 Trolley setting, Client draping,</p> <p>12.3 Practice in different types of Make-Ups. draping,</p> <p>12.4 Recognition of types of skin, Selection of correct colours, correct cosmetic.</p> <p>12.5 Types of Make-Ups look.</p> <p>a) DayMake-Ups</p> <p>b) EveningMake-Ups</p> <p>c) Bridal make- up.</p> <p>12.6 Application Techniques</p> <p>12.6 Safety Precautions, Do's don'ts , After care</p>	33
13	Hair Cutting	<p>13.1 Hair texture, Sectioning, Facial shapes</p> <p>13.2 Hair cutting techniques, Elevation, Selection of tools & equipments, Product knowledge.</p> <p>13.3 Knowledge of types of basic haircuts as-</p> <p>a) One Length</p> <p>b) 'U' cut</p> <p>c) Blunt cut</p> <p>d)straight cut,</p> <p>e) v cut,</p> <p>f) babycut</p> <p>g) Square Layer</p> <p>13.4 Safety Precautions</p> <p>Precaution / Do's & don'ts ☑ After care.</p>	08

References

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2. Herman Harry Szmant (1989). Organic building blocks of the chemical industry. John Wiley and Sons. p. 113. [ISBN 978-0-471-85545-3](#).
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4. Arza Seidel; et al., eds. (2013), Kirk-Othmer Chemical Technology of Cosmetics
5. Tony Burns; et al., eds. (2010), Rook's Textbook of Dermatology (8th ed.)

Section II : Personality Development for Women

Unit No	Topic	Learning Point	Periods
1	Self analysis	1.1 SWOT Analysis, 1.2 who am I, 1.3 Attribute, 1.4 Importance of self confidence, 1.5 Self esteem	10
2	Creativity	2.1 Out of box thinking, 2.2 Lateral thinking	08
3	Attitude	3.1 Factors influencing attitude 3.2 challenges and lessons from attitude 3.3 Etiquette	10
4	Motivation	4.1 Factors of motivation 4.2 Self talk 4.3 intrinsic & extrinsic motivators	08
5	Goal setting	5.1 Wish list 5.2 Smart goal 5.3 Blue print for success 5.4 Short term	32

		<p>5.5 Long term</p> <p>5.6 Life time goals</p> <p>5.7 Time management value of time</p> <p>5.8 Diagonosis time management</p> <p>5.9 Weekly planner to do list</p> <p>5.10 Prioritizing work</p> <p>5.11 Extempore</p>	
6	Interpersonal Skills	<p>6.1 Gratitude understanding the relationship between leadership networking and team work.</p> <p>6.2 Assessing interpersonal skills situation description of interpersonal skill.</p> <p>6.3 Team work: Necessity of team work personally, socially & educationally</p>	10
7	Leadership	<p>7.1 Skills for good leader</p> <p>7.2 Assessment of leadership skills</p>	08
8	Stress Management	<p>8.1 Causes of stress & its impact</p> <p>8.2 How to manage and distress</p> <p>8.3 Circle of control</p> <p>8.4 Stress busters</p> <p>8.5 Emotional intelligence</p> <p>8.6 Emotional quotient, why emotional intelligence matters</p> <p>8.7 Emotion scales</p> <p>8.9 Managing emotions</p>	30
9	Conflict Resolution	<p>9.1 Conflicts in human relations- Reasons case studies</p> <p>9.2 Approaches to conflict resolution</p>	10
10	Decision Making	<p>10.1 Importance & necessity of decision making</p>	14

		10.2 Technical topic presentation 10.3 Process and practical way of decision making 10.4 Weighing positive & negative	
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References:

1. Covey Sean, *Seven Habits of Highly Effective Teens*, New York, Fireside Publishers, 1998.
2. Carnegie Dale, *How to win Friends and Influence People*, New York: Simon & Schuster, 1998.
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4. Daniel Coleman, *Emotional Intelligence*, Bantam Book, 2006
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6. Hindle, Tim. *Reducing Stress*. Essential Manager series. Dk Publishing, 2003
7. Lucas, Stephen. *Art of Public Speaking*. New Delhi. Tata - Mc-Graw Hill. 2001
8. Mile, D.J *Power of positive thinking*. Delhi. Rohan Book Company, (2004).
9. Pravesh Kumar. *All about Self- Motivation*. New Delhi. Goodwill Publishing House. 2005.
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