

FACULTY OF VOCATIONAL STUDIES

**SYLLABUS
of**

**B.Voc . BEAUTY & WELLNESS
(Semester: I -II)**

(Under Credit Based Continuous Evaluation Grading System)



The Heritage Institution

**KANYA MAHA VIDYALAYA
JALANDHAR
(Autonomous)**

Bachelor of Vocation (B.voc)
B.voc in Beauty & Wellness
Scheme of Studies and Examinatio
SEMESTER-I

| Course Code | C/S/I/ V | Course Title | Hrs/ Week | CREDIT | Marks | | | C A | Examination (Hrs) |
|-------------|-------------|---|--------------|--------|---------------|-------|----|--------|----------------------|
| | | | | | L-T-P | Total | L | | |
| BVBL- 1421 | C | Compulsory basic Punjabi | 2 | 2-0-0 | 50 | 40 | | 10 | 3Hrs |
| BVBL-1102 | C | Communication skill in English | 2 | 2-0-0 | 50 | 40 | | 10 | 3Hrs |
| BVBM-1143 | S | Anatomy of skin | 2-4 | 2-0-2 | 75 | 25 | 35 | 15 | 3+3Hrs |
| BVBM-1144 | S | Scalp and hair | 2-4 | 2-0-2 | 75 | 40 | 20 | 15 | 3+3Hrs |
| BVBP-1145 | S | Fashion and basic makeup | 6 | 0-0-3 | 50 | | 40 | 10 | 3Hrs |
| BVBL-1146 | C | Sterilization, Hygiene & Sanitation | 2 | 2-0-0 | 50 | 40 | | 10 | 3Hrs |
| BVBP-1147 | S | Skin Care | 6 | 0-0-3 | 50 | | 40 | 10 | 3Hrs |
| AECD-1161 | AECC | *Drug Abuse:Problem, | 2 | 2-0-0 | Grade Only | 40 | | 10 | 3Hrs |
| SECF -1492 | BBCC | *Foundation program | 2 | 2-0-0 | Grade Only | 25 | | | |
| | | Total | | 24 | 400 | | | | |

Bachelor of Vocation (B.voc)
B.voc in Beauty & Wellness
Scheme of Studies and Examination
SEMESTER-II

| Course Code | C/S/I/V | Course Title | Hrs/Week | CREDIT | Marks | | | CA | Examination (Hrs) |
|-------------|---------|------------------------------------|----------|--------|------------|----|----|----|-------------------|
| | | | | L-T-P | Total | L | P | | |
| BVBL- 2421 | C | Compulsory basic Punjabi | 2 | 2-0-0 | 50 | 40 | | 10 | 3Hrs |
| BVBL-2102 | C | Communication skill in English | 2 | 2-0-0 | 50 | 40 | | 10 | 3Hrs |
| BVBP-2143 | S | Photographic Make-up | 6 | 0-0-3 | 100 | | 80 | 20 | 3Hrs |
| BVBM-2144 | S | Beauty and Personality Development | 3-4 | 3-0-2 | 100 | 60 | 20 | 20 | 3+3Hrs |
| BVBP-2145 | S | Fashion Makeover | 6 | 0-0-3 | 50 | | 40 | 10 | 3Hrs |
| BVBL-2146 | C | Health&Safety in the WorkPlace | 3 | 3-0-0 | 50 | 40 | | 10 | 3Hrs |
| BVBI-2147 | I | *Project Report& Presentation | 8 | 0-0-4 | Grade only | | | | 3Hrs |
| AECD-2161 | AECC | *Drug Abuse:Problem, | 2 | 2-0-0 | Grade Only | 40 | | 10 | 3Hrs |
| SECM-2502 | VBCC | *Moral education programe | 2 | 2-0-0 | Grade Only | 25 | | | 1Hrs |
| | | Total | | 26 | 400 | | | | |

C-Compulsory

S-Skill Enhancement

AECC-Ability Enhancement Compulsory Course

VBCC-Value Based Compulsory Course

***Marks and Credits of this paper will not be added in total marks and total credits.only grades will be provided.**

B.voc in Beauty & Wellness**Session 2018-19****B. Voc (Retail Mgt)/B.Voc (MSP)/ B.Voc (Animation)/B.Voc(TDAT)/B.Voc. (NEH)****Semester I****Gen.Punjabi**

BVRL/BVML/BVAL/BVTL/BVNL-1421

ਸਮਾਂ : 3 ਘੰਟੇ

ਝਘਜਠਚਠ ਝਗਾਤਯ 50

ਉਕਰਗਖ ਯ 40

ਛਯ 10

ਪਾਠ ਕ੍ਰਮ ਅਤੇ ਪਾਠ ਪੁਸਤਕਾਂ**ਯੂਨਿਟਜ਼**

ਆਤਮ ਅਨਾਤਮ (ਕਵਿਤਾ ਭਾਗ), (ਸੰਪ. ਸੁਹਿੰਦਰ ਬੀਰ ਅਤੇ ਵਰਿਆਮ ਸਿੰਘ ਸੰਧੂ) ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।

(ਪ੍ਰਸੰਗ ਸਹਿਤ ਵਿਆਖਿਆ, ਸਾਰ)

08 ਅੰਕ

ਯੂਨਿਟਜ਼

ਗਿਆਨ ਮਾਲਾ(ਵਿਗਿਆਨਕ ਤੇ ਸਮਾਜ ਵਿਗਿਆਨਕ ਲੇਖਾਂ ਦਾ ਸੰਗ੍ਰਹਿ), (ਸੰਪਾ. ਡਾ. ਸਤਿੰਦਰ ਸਿੰਘ, ਪ੍ਰੋ. ਮਹਿੰਦਰ ਸਿੰਘ ਬਨਵੈਤ), ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।

ਲੇਖ : ਪਹੀਆ ਪ੍ਰਦੂਸ਼ਣ, ਭਰੂਣ ਹਤਿਆ ਦੇ ਦੇਸ਼ ਵਿਚ, ਨਾਰੀ ਸ਼ਕਤੀ, ਵਾਤਾਵਰਣੀ ਪ੍ਰਦੂਸ਼ਣ ਅਤੇ ਮਨੁੱਖ, ਏਡਜ਼ : ਇਕ ਗੰਭੀਰ ਸੰਕਟ।

08 ਅੰਕ

ਯੂਨਿਟਜ਼

(ੳ) ਪੈਰਾ ਰਚਨਾ

(ਅ) ਪੈਰਾ ਪੜ੍ਹ ਕੇ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉਤਰ।

08 ਅੰਕ

ਯੂਨਿਟਜ਼

(ੳ) ਪੰਜਾਬੀ ਧੁਨੀ ਵਿਉਂਤ : ਉਚਾਰਨ ਅੰਗ, ਉਚਾਰਨ ਸਥਾਨ ਤੇ ਵਿਧੀਆਂ, ਸਵਰ, ਵਿਅੰਜਨ, ਸੁਰਪ੍ਰਬੰਧ।

(ਅ) ਭਾਸ਼ਾ ਵੰਨਗੀਆਂ : ਭਾਸ਼ਾ ਦਾ ਟਕਸਾਲੀ ਰੂਪ, ਭਾਸ਼ਾ ਅਤੇ ਉਪਭਾਸ਼ਾ ਦਾ ਅੰਤਰ, ਪੰਜਾਬੀ ਉਪਭਾਸ਼ਾਵਾਂ ਦੇ ਪਛਾਣ ਚਿੰਨ੍ਹ।

08 ਅੰਕ

ਅੰਕ ਵੰਡ ਅਤੇ ਪਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

1. ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਚਾਰ ਯੂਨਿਟ ਹੋਣਗੇ। ਸੈਕਸ਼ਨ ਟੱਕ ਦੇ ਪ੍ਰਸ਼ਨ ਯੂਨਿਟ ਜ਼ਰੂਰ ਵਿਚੋਂ ਪੁੱਛੇ ਜਾਣਗੇ ਹਰ ਯੂਨਿਟ ਵਿਚ ਦੋ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ।
2. ਵਿਦਿਆਰਥੀ ਨੇ ਕੁਲ ਪੰਜ ਪ੍ਰਸ਼ਨ ਕਰਨੇ ਹਨ। ਹਰ ਯੂਨਿਟ ਵਿਚੋਂ ਇਕ ਪ੍ਰਸ਼ਨ ਲਾਜ਼ਮੀ ਹੈ। ਪੰਜਵਾਂ ਪ੍ਰਸ਼ਨ ਕਿਸੇ ਵੀ ਯੂਨਿਟ ਵਿਚੋਂ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ।
3. ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ 08 ਅੰਕ ਹਨ।
4. ਪੇਪਰ ਸੈੱਟ ਕਰਨ ਵਾਲਾ ਜੇਕਰ ਚਾਹੇ ਤਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੀ ਵੰਡ ਅਗੋਂ ਵਧ ਤੋਂ ਵਧ ਚਾਰ ਉਪ ਪ੍ਰਸ਼ਨਾਂ ਵਿਚ ਕਰ ਸਕਦਾ ਹੈ।

B.VOC IN BEAUTY & WELLNESS**(Session 2018-19)****SEMESTER I****COMMUNICATION SKILLS IN ENGLISH -I****Course Code: BJML/BFDL/BHSL/BCAL/BITL-1102****Time: 3 Hours****Max. Marks: 50****Theory: 40****Continuous Assessment: 10****Instructions for the paper setter and distribution of marks:**

The question paper will consist of four sections and distribution of marks will be as under:

Section-A: The question of theoretical nature will be set from Unit I of the syllabus with internal choice and it will consist of 8 marks.

Section-B: Two comprehension passages will be given to the students based on the Unit II and the candidates will have to attempt one carrying 8 marks.

Section-C: Two questions will be given based on the topics given in the Unit III and the candidates will have to attempt one carrying 8 marks.

Section-D: One out of the two questions will have to be attempted by the candidates based on the topics given in Unit IV of the syllabus. It will carry 8 marks.

Important Note:

The candidate will have to attempt five questions in all selecting one from each section of the question paper and the fifth question may be attempted from any of the four sections. (8 x 5 = 40)

The syllabus is divided in four units as mentioned below:

Unit I

Reading Skills: Reading Tactics and strategies; Reading purposes–kinds of purposes and associated comprehension; Reading for direct meanings.

Unit II

Reading for understanding concepts, details, coherence, logical progression and meanings of phrases/ expressions.

Activities:

- Comprehension questions in multiple choice format
- Short comprehension questions based on content and development of ideas

Unit III

Writing Skills: Guidelines for effective writing; writing styles for application, personal letter, official/ business letter.

Activities

- Formatting personal and business letters.
- Organising the details in a sequential order

Unit IV

Resume, memo, notices etc.; outline and revision.

Activities:

- Converting a biographical note into a sequenced resume or vice-versa
- Ordering and sub-dividing the contents while making notes.
- Writing notices for circulation/ boards

Recommended Books:

1. *Oxford Guide to Effective Writing and Speaking* by John Seely.
2. *Business Communication*, by Sinha, K.K. Galgotia Publishers, 2003.
3. *Business Communication* by Sethi, A and Adhikari, B., McGraw Hill Education 2009.
4. *Communication Skills* by Raman, M. & S. Sharma, OUP, New Delhi, India (2011).
5. *English Grammar in Use: A Self Study Reference and Practice Book Intermediate Learners Book* by Raymond Murphy, Cambridge University Press.

B.Voc in Beauty and Wellness(SEMESTER-I)
Session – 2018-2019
Anatomy of Skin
Course Code: BVBM-1143
(THEORY)

Time: 3 hrs

Max. Marks: 75
Theory Marks: 25
Practical Marks: 35
CA: 15

Instructions for the Paper Setters

Eight questions of equal marks are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section

UNIT-I

COSMETOLOGY

- Aims and Objectives
- Importance

UNIT-II

SKIN:

- Anatomy of Skin
- Function of Skin
- Types of Skin

UNIT-III

MASSAGE:

- Benefits of massage
- Basic Manipulations used in massage.
- Points to remember while Massage.
- Facial Therapies with Pressure points of Different types of skin.

UNIT-IV

PROBLEMS OF SKIN: Disorders of skin- acne, rosacea, psoriasis, pigmentation, seborrhoea, eczema, blemishes, bulla, sun tan, anti –ageing, dark circle, crowsfeet, vitiligo

Books Recommended:

- Complete beauty book by Helen Foster
- The Big Beauty Book Glamour for the Fuller figure women by Ann Harper and Glenn Lewis
- Milady's, Text book of Cosmetology,2000,Milady Publication,America
- Arlene Mathew,The Complete Beauty Book,2004,Varun Publication,Bangalore
- Massage by Ken Eyerman
- The Complete Book of Massage by Mary Atkinson with Exme Floyd

B.Voc in Beauty and Wellness(SEMESTER-I)
Session – 2018-2019
Anatomy of Skin
Course Code: BVBM-1143
(PRACTICAL)

Time: 3 hrs

Practical Marks: 35

Instructions for Practical Examiners:

Question paper is to be set on the spot jointly by the Internal and External Examiners

SKIN TREATMENT WITH GALVANIC & HIGH FREQUENCY

- (i) Skin analysis
- (ii) File Work
- (iii) Presentation
- (iv) Viva
- (v) Brushing unit

Books Recommended:

- Complete beauty book by Helen Foster
- The Big Beauty Book Glamour for the Fuller figure women by Ann Harper and Glenn Lewis
- Milady's, Text book of Cosmetology,2000,Milady Publication,America
- Arlene Mathew,The Complete Beauty Book,2004,Varun Publication,Bangalore
- Massage by Ken Eyerman
- The Complete Book of Massage by Mary Atkinson with Exme Floyd

B.Voc in Beauty and Wellness (SEMESTER-I)

Session – 2018-2019

SCALP AND HAIR

Course Code : BVBM-1144

(THEORY)

Time: 3 hrs.**Max Marks:75****Theory:40****Practical:20****CA:15****Instructions for the Paper Setters:**

Eight questions of equal marks are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section.

UNIT-I**STRUCTURE OF HAIR:**

- Composition of Hair
- Division of Hair
- Types of Hair

DISORDER OF THE HAIR AND SCALP

- Non- Infections
- Infectious

GROWTH AND REPLACEMENT

- Hair Cycle
- Hair Analysis
- Hair Pigments

UNIT-II**PLAY WITH CHEMICALS**

- Rebonding and Smoothing
- Perming
- Hair Spa

UNIT-III**KNOWLEDGE OF PHYSICAL AND CHEMICAL CLASSIFICATION:**

- Shampoo
- Hair conditioners and Rinses
- Setting Gels and Lotions
- Hair Tonics
- Hair Oil

HAIR COLOURING

- Principle of colour and colour correction.
- Types of colour
- Client consultation
- Applied techniques, mixing techniques
- Client consultation

UNIT-IV

CARE OF SCALP:

- Treatments of scalp with the help of natural ingredients and different types of Products.
- Different Electrical Equipments used in scalp treatment.

Books Recommended:

- Cotter,Louise,Hair Coloring Techniques.1-56253-116-6
- Rangi,Deb.Milady'sStandard Hair Coloring Manual and Activities Book 1-56253-356-8
- Sollock,Tom.Corrective Hair Coloring:A Hands on Approach 0-87350-393-7
- Warren,Roxy.Haircoloring in Plain English 1-56253-357-6.
- Milady's, Text book of Cosmetology,2000,Milady Publication,America

B.Voc in Beauty and Wellness (SEMESTER-I)
Session – 2018-2019
SCALP AND HAIR
Course Code : BVBM-1144
(PRACTICAL)

Practical Marks: 20

Instructions for Practical Examiners:

Question paper is to be set on the spot jointly by the Internal and External Examiners

HAIR STYLING

- Wet hair styling
- Thermal styling- straightning, curling, crimping, waving, roller setting
- Hair extensions- wigs, extensions
- Presentation
- File work
- Viva
- Treatments of scalp with the help of natural ingredients and different types of Products.
- Different Electrical Equipments used in scalp treatment

Books Recommended:

- Baily Diance Carol, and Elizabeth Anthony Natural Hair Care and Beaiding. 1-56253-316-9
- Cotter, Louise. Beautiful Black Styles. 1-56253-222-7
- Milady's for Men Only: Styling and Techniques. 1-56253-203-0
- Jones, Jamie Rines. Brainds and Updos Made Easy.

B.Voc in Beauty and Wellness (SEMESTER-I)**Session: 2018-19****Fashion and Basic Makeup****Course Code: BVBP-1145****(Practical)****Time: 3hrs.****Max Marks:50**
Practical Marks: 40
CA:10**Instructions for Practical Examiners:**

Question paper is to be set on the spot jointly by the Internal and External Examiners

FACIAL MAKEUP**Preparation for makeup application-(Equipment,Tools)**

- Base according to day/night
- Fashion Cosmetics
- Fashion Brands in Cosmetics
- Makeup and accessories according to occasion
- Basic makeup
- Casual make up
- Party makeup
- Day makeup
- Self makeup
- VIVA – About different types of Makeup and cosmetic
- File Work

Books Recommended:

- Handa Parvesh, Complete Book on Beauty Body Makeup, 2006, Goodwill Publication, New Delhi
- Makeup Is Art (Hardcover) by Academy of Freelance Makeup.
- Habib Jawed, Professional Hair Styling, 2007, UBSPD, New Delhi

B.Voc in Beauty and Wellness (SEMESTER-I)
Session: 2018-19
Sterilization, Hygiene and Sanitation
Course Code:BVBL-1146
(THEORY)

Time: 3hrs.

Max Marks: 50

Theory:40

CA:10

Instructions for the Paper Setters:

Eight questions of equal marks are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section.

UNIT-I

- What is Personal Hygiene
- What is Public Hygiene
- Hygiene and Good Grooming

UNIT-II

- Methods of Sterilization
- Sanitation and its Types
- Physical Agents

UNIT-III

- Chemical Agents
- Chimerical Disinfections
- Antiseptics

UNIT-IV

- Suggestions for Sanitation
- General Salon Hygiene Rules

Books Recommended:

- Roday.S(2003) Hygiene & sanitation,Tata Mc Graw Hill Publication Ltd.
- Chopra,Dr.Deepak.Perfect Health(Harmony Book,New York,1991)
- Complete beauty book by Helen Foster
- Svoboda,Rebert E.Life,Health and Longevity.(Arkana,The Penguin Group,Harmondsworth,Mddx,ENGLAND,1992)

B.Voc in Beauty and Wellness (SEMESTER-I)**Session: 2018-19****Skin Care****Course Code:BVBP-1147****Time: 3 hrs****(PRACTICAL)****Max. Marks: 50****Practical Marks:40****CA:10****Instructions for Practical Examiners:**

Question paper is to be set on the spot jointly by the Internal and External Examiners

SKIN CARE:

- Deep Cleansing
- Facial Manipulation
- Bleaches
- Manicure
- Pedicure
- Waxing
- Threading
- Knowledge of skin analysis

CARE OF FEET AND HANDS

- Manicure
- Pedicure

Skin Treatments: Different types of skin treatments with the help of natural ingredients like packs, masks and creams for different skin

- VIVA
- File Work

Books Recommended:

- Dr.Renu Gupta, Skin Care.
- Kathlyn Quatrochi Interweave Press, 1997, the Skin Care Book: Simple Herbal Recipes.
- David Leffell, Hyperion, 2000, Total Skin: The Definitive Guide to Whole Skin Care For Life.
- Kim Johnson, Knopf, 1997, women's Face: Skin Care and Makeup

B.Voc (Beauty & Wellness)
Semester-I (Session 2018-19)
DRUG ABUSE
Course Code: AECD-1161
(Theory)

Time: 3 Hrs
Credit: 3-0-0

Max. Marks: 50
Theory: 40
CA: 10

Instructions for the Paper Setter

Eight questions of equal marks are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section.

UNIT-I

1) Meaning of Drug Abuse: Meaning, Nature and Extent of Drug Abuse in India and Punjab.

UNIT-II

2) Consequences of Drug Abuse for:

Individual : Education, Employment, Income.

Family : Violence.

Society : Crime

Nation : Law and Order problem.

UNIT-III

3) Management of Drug Abuse

Medical management : medication for treatment and to withdrawal effects.

UNIT-IV

4) Psychiatric Management: Counselling, Behavioural and Cognitive therapy.

Social Management: Family, Group therapy and Environmental Intervention.

References:

1. Ahuja, Ram (2003), *Social Problems in India*, Rawat Publication, Jaipur.
2. Extent, Pattern and Trend of Drug Use in India, Ministry of Social Justice and Empowerment, Government of India, 2004.
3. Inciardi, J.A. 1981. *The Drug Crime Connection*. Beverly Hills: Sage Publications.
4. Kapoor. T. (1985) *Drug epidemic among Indian Youth*, New Delhi: Mittal Pub.
5. Modi, Ishwar and Modi, Shalini (1997) *Drugs: Addiction and Prevention*, Jaipur

Bachelor of Vocation(B.Voc)**B.Voc (Beauty & Wellness)****Session 2018-19****Semester II****Gen.Punjabi****COURSE CODE-BVRL/BVML/BVAL/BVTL/BVBL-2421****ਸਮਾਂ : 3 ਘੰਟੇ**

Max Marks: 50

Theory :40

CA.10

ਪਾਠ ਕ੍ਰਮ ਅਤੇ ਪਾਠ ਪੁਸਤਕਾਂ**ਯੂਨਿਟ-I****ਆਤਮ ਅਨਾਤਮ (ਕਹਾਣੀ ਭਾਗ), (ਸੰਪ. ਸੁਹਿੰਦਰ ਬੀਰ ਅਤੇ ਵਰਿਆਮ ਸਿੰਘ ਸੰਧੂ)**

ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।

08 ਅੰਕ

ਯੂਨਿਟ-II

ਗਿਆਨ ਮਾਲਾ(ਵਿਗਿਆਨਕ ਤੇ ਸਮਾਜ ਵਿਗਿਆਨਕ ਲੇਖਾਂ ਦਾ ਸੰਗ੍ਰਹਿ)(ਸੰਪ. ਡਾ. ਸਤਿੰਦਰ ਸਿੰਘ, ਪ੍ਰੋ. ਮਹਿੰਦਰ ਸਿੰਘ ਬਨਵੈਤ), ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ, 2007

ਲੇਖ : ਸਾਹਿਤ ਤੇ ਲੋਕ ਸਾਹਿਤ, ਅੱਖਾਂ, ਅਚੇਤਨ ਦਾ ਗੁਣ ਤੇ ਸੁਭਾਅ, ਕੰਪਿਊਟਰ ਅਤੇ ਇੰਟਰਨੈਟ, ਮਨੁੱਖੀ ਅਧਿਕਾਰ।

08 ਅੰਕ

ਯੂਨਿਟ-III(**ੳ**) ਸ਼ਬਦ ਬਣਤਰ ਅਤੇ ਸ਼ਬਦ ਰਚਨਾ : ਪਰਿਭਾਸ਼ਾ, ਮੁਢਲੇ ਸੰਕਲਪ

(ਅ) ਸ਼ਬਦ ਸ਼੍ਰੇਣੀਆਂ

08 ਅੰਕ

ਯੂਨਿਟ-IV

(ੳ) ਸੰਖੇਪ ਰਚਨਾ

(ਅ) ਮੁਹਾਵਰੇ ਅਤੇ ਅਖਾਣ

08 ਅੰਕ

ਅੰਕ ਵੰਡ ਅਤੇ ਪਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

1. ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਚਾਰ ਯੂਨਿਟ ਹੋਣਗੇ। ਸੈਕਸ਼ਨ A-D ਤੱਕ ਦੇ ਪ੍ਰਸ਼ਨ ਯੂਨਿਟ I-IV ਵਿਚੋਂ ਪੁੱਛੇ ਜਾਣਗੇ ਹਰ ਯੂਨਿਟ ਵਿਚ ਦੋ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ।
2. ਵਿਦਿਆਰਥੀ ਨੇ ਕੁਲ ਪੰਜ ਪ੍ਰਸ਼ਨ ਕਰਨੇ ਹਨ। ਹਰ ਯੂਨਿਟ ਵਿਚੋਂ ਇਕ ਪ੍ਰਸ਼ਨ ਲਾਜ਼ਮੀ ਹੈ। ਪੰਜਵਾਂ ਪ੍ਰਸ਼ਨ ਕਿਸੇ ਵੀ ਯੂਨਿਟ ਵਿਚੋਂ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ।
3. ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ 08 ਅੰਕ ਹਨ।
4. ਪੇਪਰ ਸੈਟ ਕਰਨ ਵਾਲਾ ਜੇਕਰ ਚਾਹੇ ਤਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੀ ਵੰਡ ਅਗੋਂ ਵਧ ਤੋਂ ਵਧ ਚਾਰ ਉਪ ਪ੍ਰਸ਼ਨਾਂ ਵਿਚ ਕਰ ਸਕਦਾ ਹੈ।

Bachelor of Vocation(B.Voc)

Beauty & Wellness

B.A. (JMC)/ B.Sc. (FD)/ B.Sc. (Home Science) / B.C.A. / B.Sc. IT (Session 2018-19)

Semester-II

COMMUNICATION SKILLS IN ENGLISH-II

BVBL-2102
Time:3hurs

Max. Marks: 50
Theory:40
CA: 10

Course Contents:

Unit I

Listening Skills: Barriers to listening; effective listening skills; feedback skills.

Activities: Listening exercises – Listening to conversation, News and TV reports

Unit II

Attending telephone calls; note taking and note making.

Activities: Taking notes on a speech/lecture

Unit III

Speaking and Conversational Skills: Components of a meaningful and easy conversation; understanding the cue and making appropriate responses; forms of polite speech; asking and providing information on general topics.

Activities: 1) Making conversation and taking turns

2) Oral description or explanation of a common object, situation or concept

Unit IV

The study of sounds of English, stress

Situation based Conversation in English

Essentials of Spoken English

Activities: Giving Interview

Recommended Books:

1. *Oxford Guide to Effective Writing and Speaking* by John Seely.
 2. *Business Communication* by Sethi, A and Adhikari, B., McGraw Hill Education 2009.
 3. *Communication Skills* by Raman, M. & S. Sharma, OUP, New Delhi, India (2011).
- A Course in Phonetics and Spoken English* by J. Sethi and P.V. Dhamija, Phi Learning

Instructions for the paper setters and distribution of marks:

The question paper will consist of four sections and distribution of marks will be as under:

Section-A: Two questions with internal choice will be set from Unit I of the syllabus and these questions will be theoretical in nature corresponding to the syllabus of Section-I. Each will carry 5 marks.

Section-B: Two questions with internal choice will be set from Unit II of the syllabus. One will be theoretical and the second will be practical in nature. Each will carry 5 marks.

Section-C: Two questions with internal choice will be set from Unit III of the syllabus and these will be theoretical in nature. Each will carry 5 marks.

Section-D: Two questions with internal choice will be set from Unit IV of the syllabus. One question will be theoretical in nature and the other will be practical in nature (based on phonetic transcription and stress). Each will carry 5 marks.

Important Note:

The candidate will have to attempt five questions in all selecting one from each section of the question paper and the fifth question may be attempted from any of the four sections.

(5 x 5 = 25)

PRACTICAL / ORAL TESTING**Marks: 15****Course Contents:**

1. Oral Presentation with/without audio visual aids.
2. Group Discussion.
3. Listening to any recorded or live material and asking oral questions for listening comprehension

Questions:

1. Oral Presentation will be of 5 to 7 minutes duration. (Topic can be given in advance or it can be of student's own choice). Use of audio visual aids is desirable.
2. Group discussion comprising 8 to 10 students on a familiar topic. Time for each group will be 15 to 20 minutes.

Note: Oral test will be conducted by external examiner with the help of internal examiner.

B.Voc in Beauty and Wellness (SEMESTER-II)
Session-2018-2019
Photographic Makeup
Course Code: BVBM-2143
(PRACTICAL)

Time: 3 hrs.

Max Marks:100
Practical Marks: 80
CA:20

Instructions for Practical Examiners:

Question paper is to be set on the spot jointly by the Internal and External Examiners

UNIT-I

- Creative make up techniques
- Digital photographic makeup application
- Fashion Styling for photo shoots
- Hairstyling for Fashion
- Communicate and behave in a professional manner
- Select and use products, tools and equipment for photographic make-up application

UNIT-II

Designed all looks Portfolio reference

- Bridal
- Period
- Fantasy

UNIT-III

Used all application techniques Portfolio reference

- Base application
- Highlighting and shading
- Concealing Blending
- Application of eye products
- Application of lip products

UNIT-IV

Used a minimum of 2 additional media Portfolio reference

- Clothes
- Hair

Recommended Books

- Mary Quant,DK Publishing,1996,Classic Makeup and Beauty.
- I AM ZAIN PHOTOGRAPHY October 2017 HEATHER S. EXCLUSIVE CONTENT The Purge Dark Soul MR. SINISTER publish by NEON DEMON P.61
- Handa Parvesh,Complete Book on Beauty Body Makeup,2006,Goodwill Publication,New Delhi
- Makeup Is Art (Hardcover) by Academy of Freelance Makeup.
- Habib Jawed,Professional Hair Styling,2007,UBSPD,New Delhi

B.Voc in Beauty and Wellness (SEMESTER-II)
Session-2018-2019
Beauty and Personality Development
Course Code:BVBM-2144
(THEORY)

Time: 3 hrs.

Max Marks:100
Theory Marks:60
Practical:20
CA:20

Instructions for the Paper Setters:

Eight questions of equal marks are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section.

UNIT-I

COSMETOLOGY:

Introduction and Importance of Cosmetology

UNIT-II

PERSONAL GROOMING:

Colour and outfit culture:

- Colours:- Importance, effects and selection.
- Planning and Wardrobe and Selection of Clothes according to figure, physique, complexion, occupation and weather.
- Selection of accessories according to attire and occasion.
- Use of perfumes

UNIT-II

Speaking and Conversational charm:

- Characteristics of Charming conversationalist, topics of conversation, topics to avoid, manners of pleasant conversation, when to speak and when to listen.
- Voice cultivation, enunciation and pronunciation.

UNIT-IV**Visual Poise**

- Basic Stance and Corrective Stance.
- Basic hand positions and expressive and graceful hand free actions.
- correct different sitting positions and sitting on a low stool or bench.
- Walking correctly.
- Correct sleeping position.
- Getting in and out of cars
- Meeting and greeting people, party and table manner; entering and leaving properly.
- Handling coats, shawls and stoles, gloves and hand bags.

Books Recommended:

- Complete beauty book by Helen Foster
- The Big Beauty Book Glamour for the Fuller figure women by Ann Harper and Glenn Lewis
- Beauty Basics by Lorraine Nordmann Level-I
- Milady's, Text Book of Cosmetology, 2000, Milady Publication, America

B.Voc in Beauty and Wellness (SEMESTER-II)
Session-2018-2019
Beauty and Personality Development
Course Code:BVBM-2144
(PRACTICAL)

Time: 3 hrs.

Practical:20
CA:20

Instructions for Practical Examiners:

Question paper is to be set on the spot jointly by the Internal and External Examiners

- SELF GROOMING
- DIFFERENT TYPE OF SARI DRAPING
- VIVA
- FILE WORK

Books Recommended:

- Complete beauty book by Helen Foster
- The Big Beauty Book Glamour for the Fuller figure women by Ann Harper and Glenn Lewis
- Beauty Basics by Lorraine Nordmann Level-I
- Milady's, Text Book of Cosmetology, 2000, Milady Publication, America.

B.Voc in Beauty and Wellness (SEMESTER-II)

Session: 2018-19

Fashion Makeover

Course Code:BVBP-2145

(PRACTICAL)

Max Marks:50

Practical:40

CA:10

Time: 3 hrs.

Instructions for Practical Examiners:

Question paper is to be set on the spot jointly by the Internal and External Examiners

UNIT-I

- Make-ups and related health factors
- History of make-ups and related fashion trends.
- Entrepreneur and Business Awareness.

UNIT-II

- Cosmetic Science – II (Advance Product Knowledge)
- Theme based Advanced make-up knowledge and guidelines
- Contouring and its technique according to different face types.

UNIT-III

(a) Make-ups Theme and its Application

- Dramatic look
- Dolls and related make-ups look
- Character Make-ups
- Theatrical Make-ups
- Photographic Make-ups (black/white photographic make-ups)
- Men Make-up
- Face and Body Tattooing /make-ups.

UNIT-IV

Hair styling- high fashion and period styling. (Including all the style followed in the past and today's highly appreciated fashionable hair style.

Introduction to photography: Learning the photo shoot techniques, background to enhance make ups and costumes and method to provide sharp and fine look to make-ups.

Books Recommended :

- Robert Jones, Make up Makeover :Expert Secrets For Stunning Transformation “Gloucester : Fair Winds Press,2005 Ist ed.
- Handa Parvesh, Complete Book on Beauty Body Makeup,2006,Goodwill Publication,New Delhi
- Makeup Is Art (Hardcover) by Academy of Freelance Makeup
- Kevyn Aucoin, Little Brown and Comapany, 1999.Making Faces
- Mary Quant,DK Publishing,1996,Classic Makeup and Beauty.
- I AM ZAIN PHOTOGRAPHY October 2017 HEATHER S. EXCLUSIVE CONTENT The Purge Dark Soul MR. SINISTER publish by NEON DEMON P.61

B.Voc in Beauty and Wellness (SEMESTER-II)
Session: 2018-19
Course Code:BVBL:2146
HEATH AND SAFETY IN THE WORKPLACE
(THEORY)

Time: 3 hrs.

Max Marks:50
Theory Marks:40
CA:10

Instructions for the Paper Setters:

Eight questions of equal marks are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section.

UNIT-I

PERSONAL HYGIENE:

- What is Personal Hygiene
- What is Public Hygiene
- Hygiene and Good Grooming
- Personal Hygiene and Healthy Habits

UNIT-II

SALON MANAGEMENT:

- Salon – Planning, Location
- Salon Ownership
- Space allotment, installation and fittings.
- Record keeping: Income and Expenditure
- Maintenance

UNIT-II

- Retailing and Salesmanship
- Advertising and Appointments
- Types of services and their cost.
- Types of employees and employment.

UNIT-III

- Common equipment required for salon operation
- Safety Precautions

UNIT-IV

- Sterilization
- Sanitation and its types
- Methods of Sterilization
- Clint treatment

Books Recommended :

- Beauty Basics by Lorraine Nordmann Level-I
- Milady's, Text Book of Cosmetology, 2000, Milady Publication, America.
- Clean :A History of Personal Hygiene and Purity By Virginia Smith(Author)
- Salon Management by Martin Green

B.Voc in Beauty and Wellness (SEMESTER-II)**Session: 2018-19****Course Code:BVBL-2147****PROJECT REPORT & PRESENTATION**

The Internship/ project work will be of three months duration. During the fourth semester there shall be two months for internship in an institution and one month for project work. No candidate who has passed the examination shall be awarded the Degree unless she has undergone the internship in an institution as aforesaid to the satisfaction of the head of institution where she has been studying. Students are required to submit a dissertation /research work on any of the topics covered under syllabus as per the survey conducted under that specified field.

B.A/B.Sc/BCA/B.Com/BBA Semester – II
(Session 2018-19)
Course Code: AECD-2161
DRUG ABUSE
(THEORY)

Time: 3 Hrs

Max. Marks: 50

Theory: 40

CA: 10

Instructions for the Paper Setter

Eight questions of equal marks are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section.

UNIT-I

Prevention of Drug abuse: Role of family: Parent child relationship, Family support, Supervision, Shaping values, Active Scrutiny.

UNIT-II

School: Counselling, Teacher as role-model. Parent-teacher-Health Professional Coordination, Random testing on students.

UNIT-III

Controlling Drug Abuse: Media: Restraint on advertisements of drugs, advertisements on bad effects of drugs, Publicity and media, Campaigns against drug abuse, Educational and awareness program

UNIT-IV

Legislation: NDPs act, Statutory warnings, Policing of Borders, Checking Supply/Smuggling of Drugs, Strict enforcement of laws, Time bound trials.

References:

1. Ahuja, Ram (2003), *Social Problems in India*, Rawat Publication, Jaipur.
2. Extent, Pattern and Trend of Drug Use in India, Ministry of Social Justice and Empowerment, Government of India, 2004.
3. Inciardi, J.A. 1981. *The Drug Crime Connection*. Beverly Hills: Sage Publications.
4. Kapoor. T. (1985) *Drug epidemic among Indian Youth*, New Delhi: Mittal Pub.
5. Modi, Ishwar and Modi, Shalini (1997) *Drugs: Addiction and Prevention*, Jaipur: Rawat Publication.
6. National Household Survey of Alcohol and Drug abuse. (2003) New Delhi, Clinical

Semester-II (Session 2018-19)
Course Title: Moral Education Programme

Course Intended for: Sem II students of all streams

Course code: SECM 2502

Course Duration: 30 hrs

Course Objectives:

- To sensitize students about the role and importance of human values and ethics in personal, social and professional life.
- To enable students to understand and appreciate ethical concerns relevant to modern lives.
- To prepare a foundation for appearing in various competitive examinations.
- To sensitize the students about the current issues and events of national and international importance.
- To highlight plausible implications of ethical human conduct , trustful and mutually fulfilling human behaviour and mutually enriching interaction with nature .

Course Contents:

- Introduction to Moral Education
- Need , content and purpose
- Vedic values
- Character building

The Self and You

- Understanding the Self –Self awareness, fighting the five evils (lust, anger, attachment, ego and greed), Self growth.
- Personal ethics
- Aspiration v/s ambition, self- seeking v/s selflessness
- Physical and mental health

The Family and You

- Importance of family- the basic unit of human interaction.
- Generation gap
- Relationship with siblings and elders

The Society and You

- Social responsibility

- Our rights and duties

SESSION 2018-19

- Civic sense
- Opposite sex relations
- Globalization and IT boom – cellphone menace
- Peer pressure
- Gender issues

The Nation and You

- International peace and brotherhood
- Saving the environment
- Communal harmony, Tolerance, Understanding of Cultures
- Respect for Martyrs
- National Pride

