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# DR. KANAILAL BHATTACHARYYA COLLEGE

(Affiliated to the University of Calcutta)  
Re- Accredited with 'B' Grade by NAAC  
15, KONA ROAD, RAMRAJATALA,  
P.O. SANTRAGACHI, HOWRAH - 711104

Ref. No. ....

Date : .....

**1.2.1: Number of certificate /Value added course offered and online MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and completed during the last five years.**

## Report-2

### ACADEMIC FLEXIBILITY

Supporting documents of the following ADD-ON courses of the Institution (Program brochure, Notices etc. for certificate/ Value added programs with course modules and outcomes etc.) during the period 2017-2022 have been incorporated as a single annexure.

List of ADD-ON courses:

- 1 Certificate In Computer Application
- 2 Interior Decoration
- 3 Tally Ace
- 4 Business Development Executive (BFSI)
- 5 Beauty Therapy & Aesthetics
- 6 Certificate Course in Employability Skill

Authenticated

(Dr. Kaustubh Lahiri)  
Principal

Dr Kanailal Bhattacharyya College

## **CCA Course Curriculum**

### **Computer Fundamentals**

**General Concepts:** Introduction to Computer and Problem Solving: Information and Data Hardware: CPU, Primary and Secondary storage, Cache Memory, I/O devices, Bus structure,

**BIOS Software:** Systems and Application. Generation of Computers: Super, Mainframe, Mini and Personal Computer, Work stations, Parallel machines (concept only).

**Introduction to Programming Languages:** Machine Language, Assembly Language, High Level Language.

**Problem Solving:** Flow Charts, Decision Tables and Pseudo codes.

**System Software:** Classifications- Operating Systems (OS); Translators – Compilers and Interpreters, Preprocessors, Assemblers, Loaders, Linkers, Line and Screen Editors, other utilities.

**Virus:** Concept, Detection and Protection

**Multimedia:** Basic Concept, associated hardware and software

**Object Oriented Paradigm:** Basic characteristics, Definition, Brief comparison with other types of programming paradigms.

### **Computer Networks :**

Basics of Computer Network Computer Network: Definition, Goals, Structure; Broadcast and Point-ToPoint Networks; Network Topology and their various Types; Types of Network: LAN, MAN, WAN;

Transmission Media Transmission Media, Guided Media (Wired) and Unguided Media(Wireless).

Network Connectivity Devices Categories of Connectivity Devices, Passive and Active Hubs, Repeaters, Bridges, Switches (2-Layer Switch, 3-Layer, Switch(Router), Gateways, Firewalls.

Internet Basics Internet: Growth, Architecture, Accessing, Internet Service Providers(ISP), Internet Addressing System:IP Address, DNS, URL; World Wide Web (WWW): Web Servers, Web Browsers, Search Engine; Concept of Intranet & Extranet.

### **Microsoft office Package:**

**Unit 1 :** MS Word: Introduction, Windows 2007 Interface, Customizing the Word Application, Document Views, Basic Formatting in MS Word 2007,

**Unit 2 :** Advanced Formatting, Navigating through a Word Document, Performing a Mail Merge, Printing Documents, Print Preview

**Unit 3:** Excel 2007: Introduction, Workbook, Worksheet, Formatting in excel, Advanced formatting in Excel, Working with formulas, Printing worksheets. Excel - Page Orientation,Header and Footer, Insert Page Breaks, Set Background, Freeze Panes, Conditional Format

**Unit 4 :** Pivot Tables, Simple Charts, Pivot Charts, sort, filter

**Unit 5 :** MS PowerPoint: Introduction, Creating a Presentation, Basic Formatting in PowerPoint, Advanced Formatting, Using Templates,

**Unit 6 :** Inserting charts, Inserting tables, Printing presentations.

**Unit 7 :** Access 2007 : Introduction, creating databases, retrieving data with basic SQL

### **Part 3 Basics of Web designing (12 hours) Here are the key topics covered under the introduction to web designing:**

**Unit 1 :** Introduction to internet web pages and websites.

**Unit 2:** Design a website.

**Unit 3:** Design the look and feel of a website

**Unit 4 :** Tools of web design

**Unit 5:** HTML and CSS basic.

Project on MS Word, Excel, Powerpoint. Access and HTML

# Business Development Executive

BFSI Sector, aligned to QP BSC/Q0301



The advertisement features a smiling man with glasses and a beard, wearing a blue shirt, looking at a laptop. The background is a blurred office setting. The text is overlaid on the image in various colors and fonts. At the top left, there are logos for Peerless Skill Academy, Ramakrishna Math, Skill India, and NSDC. The main text reads 'BE A NEW YOU !' in large, bold, blue letters. Below this, it says 'Certification from NSDC & Tata Strive' in white text on a blue background. The central text is 'Business Development Executive IN BFSI SECTOR' in blue and black. To the right, it says 'Free online Training Programme' in red and blue. At the bottom, there is a black bar with white text: 'For Any Assistance' followed by a phone icon and the numbers '6291786778 / 6290407816', and a globe icon followed by the website 'www.peerless-rkm-skills.com'.

Peerless SKILL ACADEMY In collaboration with Ramakrishna Math Ramakrishna Mission Skill India NSDC National Skill Development Corporation Transforming the skill landscape

**BE A NEW YOU !**

Certification from  
NSDC & Tata Strive

**Business Development  
Executive  
IN BFSI SECTOR**

**Free  
online  
Training  
Programme**

**For Any Assistance** ☎ 6291786778 / 6290407816 🌐 [www.peerless-rkm-skills.com](http://www.peerless-rkm-skills.com)

## Job Description

Business Development Executives are representatives of a financial services company, responsible for building awareness, sourcing prospective customers. In addition, business development executives are also responsible for carrying out servicing existing customers.

## Eligibility & Personal Attributes

### Eligibility

The individual must:

- Be a graduate (from any discipline)
- Be of 18 years of age and upto 35 years



## Special Conditions

- Students should have smart phone and access to data for online class for 3 hours for classes and 2 hours for self learning classes
- Google Meet app should be installed on their smartphones
- Students should have a valid email ID

## Course Outline

Following modules would be covered -

- Understanding Banking and Financial Services Sector
- Introduction and understanding sales
- Understanding sales process
- Generating leads with focus on Financial Products
- Qualifying leads
- Evaluating credit details
- Approaching customer to generate leads
- Evaluating needs and presenting products with focus on financial products
- Handling Objections
- Sales Closure
- Ongoing and post sales service
- Using MIS and CRM in banks
- Stock market - Basic and workable understanding
- Mutual funds - Basic and workable understanding
- Insurance - Basic and workable understanding
- Entrepreneurship - Exposure and Orientation
- Customer Life Cycle Management and Financial Planning and advisory role
- Leading Self
- Leading Social Relations
- Leading at Work

## Duration

- Six (6) weeks
- 218 hours

## Nature of classes and academic delivery

- Fully Online - Both Virtual Online classes and Self Learning Lessons
- Blend of domain classes and soft skill essential for sales

# CERTIFICATE IN EMPLOYABILITY SKILL

## Syllabus (Annexure-1)

Module 1

**Introduction to Basic Spoken English (IL)**

**1 assessment • 48 mins**

Module 2

**Introduction to Personality (MT)**

**2 hrs 20 mins**

Module 3

**Grooming and Personal Hygiene (MT)**

**2 hrs 17 mins**

Module 4

**Body Language (MT)**

**3 hrs 24 mins**

Module 5

**Know about Etiquettes (MT)**

**37 mins**

Module 6

**Confidence Building (MT)**

**43 mins**

Module 7

**Six Pillars of Character (MT)**

**30 mins**

Module 8

**Team Work makes the Dream Work! (MT)**

**30 mins**

Module 9

**Introduction Slide - LWMT**

**1 hrs 5 mins**

Module 10

**Understanding the Interview Process - LWMT**

**4 hrs 18 mins**

Module 11

**Cover Letter & Resume Writing - LWMT**

**1 hrs 5 mins**

Module 12

**Types of Interview - LWMT**

**2 hrs 41 mins**

Module 13

**Preparing for Interviews - LWMT**

**17 mins**

Module 14

**During and After Interview - LWMT**

**34 mins**

Module 15

|  |                                     |
|--|-------------------------------------|
| <b>1.Introduction</b>                                      | <b>5 mins</b>                       |
| Module 16  |                                     |
| <b>Language Skills</b>                                     | <b>2 hrs 5 mins</b>                 |
| Module 17  |                                     |
| <b>3. Listening Skills</b>                                 | <b>3 hrs 30 mins</b>                |
| Module 18  |                                     |
| <b>Quiz 1 - Language Skills</b>                            | <b>10 mins</b>                      |
| Module 19  |                                     |
| <b>Grammar for communication</b>                           | <b>4 hrs</b>                        |
| Module 20  |                                     |
| <b>Quiz 2 - Language Skills</b>                            | <b>10 mins</b>                      |
| Module 21  |                                     |
| <b>Indian Banking and Financial Services - SCCP</b>        | <b>2 hrs 30 mins</b>                |
| Module 22  |                                     |
| <b>New to Banking -SCCP</b>                                | <b>2 hrs 30 mins</b>                |
| Module 23  |                                     |
| <b>Role of Commercial Bank -SCCP</b>                       | <b>1 assessment • 4 hrs 30 mins</b> |
| Module 24  |                                     |
| <b>Know about Regulatory Bodies -SCCP</b>                  | <b>3 hrs</b>                        |
| Module 25  |                                     |
| <b>Role of Business Correspondent/ Facilitator -SCCP</b>   | <b>1 assessment • 3 hrs 30 mins</b> |
| Module 26  |                                     |
| <b>Understanding Financial Inclusion -SCCP</b>             | <b>1 assessment • 5 hrs</b>         |
| Module 27  |                                     |
| <b>Know your Customer and Anti- Money Laundering -SCCP</b> | <b>5 hrs</b>                        |
| Module 28  |                                     |
| <b>Banking Products and Services -SCCP</b>                 | <b>2 assessments • 12 hrs</b>       |
| Module 29  |                                     |
| <b>Principles of Investment and Lending -SCCP</b>          | <b>1 assessment • 4 hrs 30 mins</b> |
| Module 30  |                                     |
| <b>Sourcing New Customer -SCCP</b>                         | <b>1 assessment • 4 hrs</b>         |
| Module 31  |                                     |
| <b>Sales Through Service -SCCP</b>                         | <b>1 assessment • 4 hrs</b>         |

Module 32  
**Monetary Policy - RBI -SCCP**

**2 assessments • 4 hrs 50 mins**

Module 33  
**Basics of Finance -SCCP**

**2 assessments • 5 hrs**

**BACHELOR OF VOCATION (INTERIOR DESIGN)**  
**TEACHING AND EXAMINATION SCHEME (WITH MULTIPLE EXIT POINTS)**

| SEMESTER-I<br>(Examination conducted by individual colleges) |  | TEACHING<br>SCHEME |        | CREDITS |        |       | EXAMINATION SCHEME |          |          |       |
|--|--|--------------------|--------|---------|--------|-------|--------------------|----------|----------|-------|
| SUB.NO   | SUBJECTS                                     | Lecture            | Studio | Theory  | Studio | TOTAL | Theory             | Internal | External | TOTAL |
| 101  | Interior Design Studio - 1                   |                    | 6      |         |        | 6     | 50                 | 100      |          | 150   |
| 102  | Interior Construction -1                     | 1                  | 4      |         |        | 5     | 50                 | 50       |          | 100   |
| 103  | Interior services - 1                        | 1                  | 2      |         |        | 3     | 50                 | 50       |          | 100   |
| 104  | Communication Skill - 1                      | 2                  |        |         |        | 2     |                    | 50       |          | 50    |
| 105  | Interior Drawings & Representation Skills -1 | 1                  | 3      |         |        | 4     |                    | 50       |          | 50    |
| 106  | Basic Design Studio -1                       |                    | 6      |         |        | 6     |                    | 50       | 50       | 100   |
| 107  | Interior Materials & Products -1             | 1                  | 1      |         |        | 2     | 50                 | 50       |          | 100   |
| 108  | History of Furniture -1                      | 2                  |        |         |        | 2     |                    | 50       |          | 50    |
| TOTAL  |  | 8                  | 22     |         |        | 30    | 200                | 450      | 50       | 700   |

| SEMESTER-II<br>(Examination conducted by individual colleges) |  | TEACHING<br>SCHEME |        | CREDITS |        |       | EXAMINATION SCHEME |          |          |       |
|---|--|--------------------|--------|---------|--------|-------|--------------------|----------|----------|-------|
| SUB.NO  | SUBJECTS                                     | Lecture            | Studio | Theory  | Studio | TOTAL | Theory             | Internal | External | TOTAL |
| 201   | Interior Design Studio -2                    |                    | 6      |         |        | 6     | 50                 | 100      |          | 150   |
| 202   | Interior Construction -2                     | 1                  | 4      |         |        | 5     | 50                 | 50       |          | 100   |
| 203   | Interior services - 2                        | 1                  | 2      |         |        | 3     | 50                 | 50       |          | 100   |
| 204   | Communication Skill - 2                      | 2                  |        |         |        | 2     |                    | 50       |          | 50    |
| 205   | Interior Drawings & Representation Skills -2 | 1                  | 3      |         |        | 4     |                    | 50       |          | 50    |
| 206   | Basic Design Studio -2                       |                    | 6      |         |        | 6     |                    | 50       | 50       | 100   |
| 207   | Interior Materials & Products -2             | 1                  | 1      |         |        | 2     | 50                 | 50       |          | 100   |
| 208   | History of Furniture -2                      | 2                  |        |         |        | 2     |                    | 50       |          | 50    |
|   | TOTAL  | 8                  | 22     |         |        | 30    | 200                | 450      | 50       | 700   |

**AT THE END OF FIRST YEAR UPON SUCCESSFUL COMPLETION OF SEMESTER-I AND II STUDENTS WILL BE AWARDED DIPLOMA (INTERIOR DESIGN)**

| SEMESTER-III<br>(Examination conducted by individual colleges) |  | TEACHING<br>SCHEME |        | CREDITS |        | EXAMINATION SCHEME |        |          |          |       |
|--|--|--------------------|--------|---------|--------|--------------------|--------|----------|----------|-------|
| SUB.NO   | SUBJECTS                                     | Lecture            | Studio | Theory  | Studio | TOTAL              | Theory | Internal | External | TOTAL |
| 301  | Interior Design Studio -3                    |                    | 6      |         |        | 6                  | 50     | 50       | 50       | 150   |
| 302  | Interior Construction -3                     | 1                  | 4      |         |        | 5                  |        | 100      | 50       | 150   |
| 303  | Interior services - 3                        | 1                  | 2      |         |        | 3                  |        | 50       | 50       | 100   |
| 304  | Communication Skill - 3                      | 2                  |        |         |        | 2                  |        | 50       |          | 50    |
| 305  | Interior Drawings & Representation Skills -3 | 1                  | 4      |         |        | 5                  |        | 50       |          | 50    |
| 306  | Environmental Studies -1                     | 2                  |        |         |        | 2                  |        | 50       |          | 50    |
| 307  | Interior Materials & Products-3              | 1                  | 2      |         |        | 3                  |        | 50       |          | 50    |
| 308  | Interior Design Studio - 4                   |                    | 4      |         |        | 4                  |        | 50       | 50       | 100   |
|  | TOTAL  | 8                  | 22     |         |        | 30                 |        | 500      | 200      | 700   |

| SEMESTER-IV<br>(Examination conducted by University of Mumbai) |  | TEACHING<br>SCHEME |        | CREDITS |        |       | EXAMINATION SCHEME |          |          |       |
|--|--|--------------------|--------|---------|--------|-------|--------------------|----------|----------|-------|
| SUB.NO   | SUBJECTS                                     | Lecture            | Studio | Theory  | Studio | TOTAL | Theory             | Internal | External | TOTAL |
| 401  | Interior Design Studio -5                    |                    | 6      |         |        | 6     |                    | 100      | 50       | 150   |
| 402  | Interior Construction -4                     | 1                  | 4      |         |        | 5     |                    | 100      | 50       | 150   |
| 403  | Interior services - 4                        | 1                  | 2      |         |        | 3     | 50                 | 50       |          | 100   |
| 404  | Communication Skill - 4                      | 2                  |        |         |        | 2     |                    | 50       |          | 50    |
| 405  | Interior Drawings & Representation Skills -4 |                    | 4      |         |        | 4     |                    | 50       |          | 50    |
| 406  | Interior Professional Practice - 1           | 3                  |        |         |        | 3     | 50                 |          |          | 50    |
| 407  | Elective - 1                                 |                    | 3      |         |        | 3     |                    | 50       |          | 50    |
| 408  | Interior Working Drawing -1                  | 1                  | 3      |         |        | 4     |                    | 50       | 50       | 100   |
|  | TOTAL  | 8                  | 22     |         |        | 30    | 100                | 450      | 150      | 700   |

**AT THE END OF SECOND YEAR UPON SUCCESSFUL COMPLETION OF SEMESTER-III AND IV STUDENTS WILL BE AWARDED ADVANCE DIPLOMA (INTERIOR DESIGN)**

| SEMESTER-V                                     |  | TEACHING SCHEME |           | CREDITS |        |           | EXAMINATION SCHEME |            |            |            |
|--|--|-----------------|-----------|---------|--------|-----------|--------------------|------------|------------|------------|
| Examination conducted by University of Mumbai) |  | Lecture         | Studio    | Theory  | Studio | TOTAL     | Theory             | Internal   | External   | TOTAL      |
| SUB.NO   | SUBJECTS                                     |                 |           |         |        |           |                    |            |            |            |
| 501  | Interior Design Dissertation                 |                 | 8         |         |        | 8         |                    | 100        | 200        | 300        |
| 502  | Interior Working Drawing -2                  | 1               | 4         |         |        | 5         |                    | 50         | 50         | 100        |
| 503  | Interior Services -5                         | 1               | 3         |         |        | 4         |                    | 50         | 50         | 100        |
| 504  | Research Methodology                         | 2               |           |         |        | 2         |                    | 50         |            | 50         |
| 505  | Interior Drawings & Representation Skills -5 |                 | 4         |         |        | 4         |                    | 50         |            | 50         |
| 506  | Interior Professional Practice - 2           | 4               |           |         |        | 4         | 50                 |            |            | 50         |
| 507  | Elective -2                                  |                 | 3         |         |        | 3         |                    | 50         |            | 50         |
|  | <b>TOTAL</b>                                 | <b>8</b>        | <b>22</b> |         |        | <b>30</b> | <b>50</b>          | <b>350</b> | <b>300</b> | <b>700</b> |

| SEMESTER-VI                                     |  | TEACHING SCHEME |        | CREDITS |        |           | EXAMINATION SCHEME |          |            |            |
|---|--|-----------------|--------|---------|--------|-----------|--------------------|----------|------------|------------|
| (Examination conducted by University of Mumbai) |  | Lecture         | Studio | Theory  | Studio | TOTAL     | Theory             | Internal | External   | TOTAL      |
| SUB.NO  | SUBJECTS                                     |                 |        |         |        |           |                    |          |            |            |
| 601   | Interior Professional Practice (16-18 weeks) |                 |        |         |        | 16        |                    |          | 200        | 200        |
|   | <b>TOTAL</b>                                 |                 |        |         |        | <b>16</b> |                    |          | <b>200</b> | <b>200</b> |

**AT THE END OF THIRD YEAR UPON SUCCESSFUL COMPLETION OF SEMESTER-V AND VI STUDENTS WILL BE AWARDED BACHELOR OF VOCATION (INTERIOR DESIGN)**



**SEMESTER-I EXAMINATION**

## THEORY

### SESSIONAL MARKS

[illegible][illegible]

**MINIMUM AGGREGATE MARKS FOR PASSING**

Exam conducted by individual colleges

Exam conducted by individual colleges

## THEORY

### SESSIONAL MARKS

INTERNAL

|          |
|----------|
| EXTERNAL |
|----------|

**TOTAL MARKS FOR EXAMINATION**

**MINIMUM AGGREGATE MARKS FOR PASSING**

**AT THE END OF FIRST YEAR UPON SUCCESSFUL COMPLETION OF SEMESTER-I AND  
II STUDENTS WILL BE AWARDED DIPLOMA (INTERIOR DESIGN)**

Exam conducted by individual colleges

Exam conducted by individual colleges

## THEORY

## SESSIONAL MARKS

**INTERNAL**

|          |          |
|----------|----------|
| INTERNAL | EXTERNAL |
|----------|----------|

TOTAL MARKS FOR EXAMINATION

|  |            |
|--|------------|
| <b>MINIMUM AGGREGATE MARKS FOR PASSING</b> | <b>350</b> |
|--|------------|

**SEMESTER-IV EXAMINATION**

Examination conducted by University of Mumbai

| Examination conducted by University of Mumbai |  | THEORY        |                  |               |                        | SESSIONAL MARKS |                        |               |                        | Max. Marks for the Course |
|---|--|---------------|------------------|---------------|------------------------|-----------------|------------------------|---------------|------------------------|---------------------------|
| SNO   | COURSES                                      | No. of Papers | Duration (Hours) | Maximum Marks | Min. Marks for passing | INTERNAL        |                        | EXTERNAL      |                        |                           |
|   |  |               |                  |               |                        | Maximum Marks   | Min. Marks for passing | Maximum Marks | Min. Marks for passing |                           |
| 401   | Interior Design Studio - 5                   |               |                  |               |                        |                 |                        |               |                        |                           |
| 402   | Interior Construction -4                     |               |                  |               |                        | 100             | 50                     | 50            | 25                     | 150                       |
| 403   | Interior services - 4                        |               |                  |               |                        | 100             | 50                     | 50            | 25                     | 150                       |
| 404   | Communication Skill - 4                      | 1             | 2                | 50            | 20                     | 50              | 25                     |               |                        | 100                       |
| 405   | Interior Drawings & Representation Skills -4 |               |                  |               |                        | 50              | 25                     |               |                        | 50                        |
| 406   | Interior Professional Practice - 1           |               |                  |               |                        | 50              | 25                     |               |                        | 50                        |
| 407   | Elective - 1                                 | 1             | 2                | 50            | 20                     |                 |                        |               |                        | 50                        |
| 408   | Interior Working Drawing -1                  |               |                  |               |                        | 50              | 25                     |               |                        | 50                        |
|   |  |               |                  |               |                        | 50              | 25                     | 50            | 25                     | 100                       |
| TOTAL MARKS FOR EXAMINATION                   |  |               |                  |               |                        |                 |                        |               |                        | 700                       |
| MINIMUM AGGREGATE MARKS FOR PASSING           |  |               |                  |               |                        |                 |                        |               |                        | 350                       |

**AT THE END OF SECOND YEAR UPON SUCCESSFUL COMPLETION OF SEMESTER-III AND IV STUDENTS WILL BE AWARDED ADVANCE DIPLOMA (INTERIOR DESIGN)**

**SEMESTER-V EXAMINATION**

Examination conducted by University of Mumbai

| SEMESTER-V EXAMINATION                        |  | THEORY        |                  |               |                        | SESSIONAL MARKS |                        |               |                        |                           |
|---|--|---------------|------------------|---------------|------------------------|-----------------|------------------------|---------------|------------------------|---------------------------|
| Examination conducted by University of Mumbai |  |               |                  |               |                        | INTERNAL        |                        | EXTERNAL      |                        |                           |
| SNO   | COURSES                                      | No. of Papers | Duration (Hours) | Maximum Marks | Min. Marks for passing | Maximum Marks   | Min. Marks for passing | Maximum Marks | Min. Marks for passing | Max. Marks for the Course |
| 501   | Interior Design Dissertation                 |               |                  |               |                        | 100             | 50                     | 200           | 100                    | 300                       |
| 502   | Interior Working Drawing -2                  |               |                  |               |                        | 50              | 25                     | 50            | 25                     | 100                       |
| 503   | Interior Services -5                         |               |                  |               |                        | 50              | 25                     | 50            | 25                     | 100                       |
| 504   | Research Methodology                         |               |                  |               |                        | 50              | 25                     |               |                        | 50                        |
| 505   | Interior Drawings & Representation Skills -5 |               |                  |               |                        | 50              | 25                     |               |                        | 50                        |
| 506   | Interior Professional Practice - 2           | 1             | 2                | 50            | 20                     |                 |                        |               |                        | 50                        |
| 507   | Elective -2                                  |               |                  |               |                        | 50              | 25                     |               |                        | 50                        |
| TOTAL MARKS FOR EXAMINATION                   |  |               |                  |               |                        |                 |                        |               |                        | 700                       |
| MINIMUM AGGREGATE MARKS FOR PASSING           |  |               |                  |               |                        |                 |                        |               |                        | 350                       |

**SEMESTER-VI EXAMINATION**

Examination conducted by University of Mumbai

| SEMESTER-VI EXAMINATION<br>Examination conducted by University of Mumbai |  | THEORY           |                     |                  |                           | SESSIONAL MARKS  |                           |                  |                           |                                 |
|--|--|------------------|---------------------|------------------|---------------------------|------------------|---------------------------|------------------|---------------------------|---------------------------------|
| SNO  | COURSES                                      | No. of<br>Papers | Duration<br>(Hours) | Maximum<br>Marks | Min. Marks<br>for passing | INTERNAL         |                           | EXTERNAL         |                           | Max. Marks<br>for the<br>Course |
|  |  |                  |                     |                  |                           | Maximum<br>Marks | Min. Marks<br>for passing | Maximum<br>Marks | Min. Marks<br>for passing |                                 |
| 601  | Interior Professional Practice (16-18 weeks) |                  |                     |                  |                           |                  |                           | 200              | 100                       | 200                             |
|  | TOTAL MARKS FOR EXAMINATION                  |                  |                     |                  |                           |                  |                           |                  |                           | 200                             |
|  | MINIMUM MARKS FOR PASSING                    |                  |                     |                  |                           |                  |                           |                  |                           | 100                             |

**AT THE END OF THIRD YEAR UPON SUCCESSFUL COMPLETION OF SEMESTER-V AND VI STUDENTS WILL BE AWARDED BACHELOR OF VOCATION (INTERIOR DESIGN)**



✓ DR. KANAILAL BHATTACHARYYA COLLEGE  
RAMRAJATALA, SANTRAGACHI, HOWRAH-4.

UGC Add-on-Course  
Career Oriented Dual Degree Programmes.

COURSE : INTERIOR DECORATION AND BEAUTIFICATION.

Details of Course Under Undergraduate Programme.


### INTERIOR DECORATION

Course Curriculum - **FIRST YEAR** (Certificate Course)

| PAPER NO. | PAPER TITLE  | FULL MARKS |
|-----------|--|------------|
| 1         | Theory: Basic Drawing concept and construction side                              | 100        |
| 2         | Theory: Furniture Graphics with colour and Sanitary                              | 100        |
| 3         | Practical : Project Design and its Beautification                                | 100        |
| 4         | Project Sheet: Project Work (At least 45 Drawing Sheets)                         | 100        |
| 5         | Viva & Internal Assessment: Internal and External assessment as Interior Design. | 100        |
|           | <b>TOTAL</b>   | <b>500</b> |

**Paper 1 (Theory) : Basic Drawing Concept and Construction Side.**

1. Interior Decoration and its Principles
2. Roof
3. Stair Case
4. Doors and Windows
5. Lintel & Arches
6. Ground Floors
7. Brick Masonry - (Bonds in Brick work, Types of Brick)
3. Stone Masonry - (General, Dressing of Stone)

- 
9. Introduction of Isometric Projection
  10. Isometric axes, lines and planes
  11. Isometric drawing
  12. Elevation (definition)
  13. Difference between Isometric and axonometric
  14. Difference between one point and two point perspectives

**Paper 2 (Theory) : Furniture Graphics with colour and Sanitary**

1. Carpentry Joints
2. Color
3. Paints, Varnishes, Distempers
4. Plumbing System
5. (i) Drainage - General  
(ii) Some of the technical terms used in connection with drainage system are under explain the drainage system.
6. Taps, Valves & Cocks
7. Kitchen
8. Sanitary Fittings
9. TRAPS

**Paper 3 (Practical) : Project Design and its Beautification**

1. Scale (Feet & Inches)
2. Line Drawing
3. (i) Introduction  
(ii) Drawing Board, T-Square, Set-Squares and there uses,  
(iii) Problem - (1,2,3)
4. Object drawing (Plan, Elevation & Isometric and Axonometric)
5. Stair Case

6. Doors & Windows
7. Arches
8. Brick
9. (a) Isometric view of furniture  
(b) Isometric Graph
10. Carpentry Joints
11. Color
12. Plan or layout of an area, Showroom, Shop, Class Room, Residence etc.
13. One point and Two point perspective of Furniture only.
14. Kitchen & Toilet Isometric with layout.
15. Room Elevation and Isometric Plan
16. Rendering
17. Lettering
18. One point and Two point perspective - without furniture (simple) of an area.

### INTERIOR DECORATION

Course Curriculum - 2nd Year (Diploma Course)

| PAPER NO. | PAPER TITLE   | FULL MARKS |
|-----------|---|------------|
| 6         | Theory : Interior Designing Wings   | 100        |
| 7         | Theory : Concept on Vastu Shastra and CAD system                                      | 100        |
| 8         | Practical : Project Designing and its Finishing                                       | 100        |
| 9         | Project Work (At least 45 Drawing Sheets) : Project Sheet and computer layout         | 100        |
| 10        | Viva & Internal Assessment : Interior Design and its Internal and External Assessment | 100        |
|           | TOTAL   | 500        |

✓

**Paper 6 (Theory) : Interior Designing Wings**

1. Idea of Storage Capacities
2. Office Planning and Interior Decoration
3. Wall Lining, False Ceiling and Partition
4. Lighting
5. Air-condition (A.C.)
6. Wall
7. Introduction of Isometric Projection, Isometric View, Isometric Graph and illustrative problems
8. (i) Introduction of Perspective Projection  
(ii) Principle of Perspective Projection  
(iii) Definitions of Perspective elements  
(iv) Station point  
(v) Picture Plane  
(vi) Method of drawing Perspective View
9. Gardening
10. Geometrical Forms
11. Tools of the Trade
12. Drainage System

**Paper 7 (Theory) : Concept on Vastu Shastra and CAD System**

1. Floor
2. False Ceiling
3. Wall Treatment
4. Color Composition
5. Drainage System
6. VASTU SHASTRA
7. Introduction of basic techniques and timber selection for curving
8. Masonry walls
9. Roofing
10. (i) Introduction (Computer Aided Drafting)  
(ii) Reasons for implementing a CAD system  
(iii) Application of CAD  
(iv) Benefits of CAD  
(v) Limitations of CAD



PAPER : 7 (Theory): Concept on Vastu Shastra and <sup>CAD</sup>~~CAD~~ System

| AutoCAD 2D   | AutoCAD 3D  |
|--|---|
| <ul style="list-style-type: none"> <li>• Introduction to CAD GUI</li> <li>• View management</li> <li>• <b>Drawing Commands</b> (Line, PolyLine, Circle (4 types), Arc (11 types), Rectangle, Polygon, Ellipse (3 types), Hatches, Gradient, Boundary, Spline (2 types), Construction line, Ray, Point, Device, Region, Revision Cloud, Wipeout, 3D polyline, Donut, Helix, Arc text)</li> <li>• <b>Modify Commands</b> (Move, Copy, Stretch, rotate, mirror, scale, Trim, Extend, Fillet, Chamfer, Array, Erase, Explode, Offset, Lengthen, Edit polyline, Edit Spline, Edit Hatch, Edit Array, Break, Break at Point, Join,</li> <li>• <b>Insert Command</b> ( Block, Wblock, Xref, Attach Image, Attributes (Define, Modify, Manage)</li> <li>• <b>Annotation</b> (Dimensions, Leader, Table, Text,, Style Change, ...)</li> <li>• Layer</li> <li>• Selection methods</li> <li>• Isometric drawings</li> <li>• Annotations and Dimensions</li> <li>• External References</li> <li>• <b>Layouts</b>( Page setup, 2D drawing layout, 3D to 2D views creation, Section, Detail,</li> <li>• Publish and Plo</li> </ul> | <ul style="list-style-type: none"> <li>• 3D modeling concepts in AutoCAD</li> <li>• Understand and use viewpoint and UCS</li> <li>• Wireframe modeling</li> <li>• <b>Solid modeling</b> (3D Objects, Extrude, Loft, Revolve, Sweep, Polysolid, Presspul, Surface)</li> <li>• <b>Solid Edit</b> (Union, Subtract, Intersection, Interfere, Slice, Thicken, Extract Edge, Imprint, Copy Edge, Colour Edge, Extrude Face, Taper, Copy Face, Rotate Face, Offset Face, Delete Face, Fillet, Chamfer, Shell)</li> <li>• <b>Surface Modeling &amp; Editing</b> (Network, Extrude, Loft, Sweep, Planer, Blend, Patch, Trim, Extend, Sculpt, Control Vertices)</li> <li>• Boolean Operations</li> <li>• Create &amp; manage 2D views from 3D models.</li> </ul> |

✓  
**Paper 8 (Practical) : Project Designing and its Finishing**

1. Plan and four wall elevation of Residence, Shop, Showroom, Classroom, Clinic, Restaurant etc.
2. Drainage system
3. Metric Scale Drawing (only plan)
4. Furniture Layout with one and two point perspective design of area (with methods)
5. Color Composition
6. CAD System (Computer Practical Plan only)
7. Curving system
8. Foundation (Simple)
9. Curving system graph and full size
10. Geometrical forms
11. Materials
12. Estimation
13. VASTU SHASTRA

**INTERIOR DECORATION**

Course Curriculum - 3rd Year (Advanced Diploma Course)

| PAPER NO. | PAPER TITLE   | FULL MARKS |
|-----------|---|------------|
| 11        | Theory : Geometrical Forms and other view of Interior Design                | 100        |
| 12        | Theory: Colour Composition for Beautification with CAD                      | 100        |
| 13        | Practical : Project Design and Interior Detailing                           | 100        |
| 14        | Project Work (At least 45 Drawing Sheets) : Project Sheet and its Detailing | 100        |
| 15        | Viva & Internal Assessment : Viva with its Internal and External Assessment | 100        |
|           | <b>TOTAL</b>  | <b>500</b> |



**Paper 11 (Theory) : Geometrical Forms and other view of Interior Design**

1. Storage Capacity with Furniture
2. Office Planning
3. Wall Lining and False Ceiling and Partition
4. Electrical with Lighting
5. Air condition (A.C.) (i) Window, (ii) Split unit, (iii) Duct system
6. Wall Treatment
7. Foundation (General)
8. Definition of Perspective elements, Station Point, Picture Plane and methods of drawing Perspective view
9. Stair Case
10. Gardening (Ground & Roof)
11. Geometrical Forms
12. Tools of the Trade
13. Plumbing system with technical terms.
14. Materials & Surfaces
15. Indoor Plants
16. Ceiling
17. Interior of Functional Spacer
18. Terrace Gardening

**Paper 12 (Theory) : Colour Composition for Beautification with CAD**

1. Floor
2. False Ceiling
3. Wall Treatment (Paper, Paneling)
4. Color Composition (Lamination & Varner)
5. Drainage System (in details)
6. VASTU SHASTRA

✓

PER 12 (Theory): Colour Composition for Beautification with CAD

| 3D MAX  | VRay  |
|---|---|
| <p>Particulars</p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Display in 3-D Studio Max, Toolbars, Menu Bar, Standard Primitives</li> <li>• Introduction of AutoCAD shapes, Modify-Extrude, Bevel, Edit-Move, Rotate, Align, Mirror</li> <li>• Compound objects-Boolean operations, Lathe, Pivot point, Edit-Clone,</li> <li>• Modify-Bend, Taper, Twist, Tools-Array, Spacing tools, Group &amp; Ungroup, Editing of "Editable Splines"</li> <li>• Properties of Materials, Material Editor, Creation and application of standard materials</li> <li>• Maps and their uses in materials</li> <li>• Properties of Maps used in materials, UVW map, Modification of maps</li> <li>• Lights in max</li> <li>• Properties of Lights, Types of Standard Lights, Shade, Shadow and other effects of Lights</li> <li>• Camera &amp; Rendering</li> <li>• Camera position and lenses, Environmental map, Rendering and saving of images</li> <li>• Recapitulation- Model, Material, Light, Camera, Rendering</li> <li>• Max Materials &amp; Camera-Advanced Application</li> <li>• Blend &amp; Composite materials, Opacity Map, Depth of Field, Motion Blur</li> <li>• Max Lighting-Advanced Application</li> <li>• Shadow parameters of Light</li> <li>• Atmospheric effects of light</li> <li>• Photometric Lights</li> </ul> | <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Basic Setup With Vray</li> <li>• V-Ray Concept</li> <li>• Lighting Tools</li> <li>• Global Illumination</li> <li>• V-Ray Material</li> <li>• Image Sampling</li> <li>• The Vray Workflow</li> <li>• V-Ray Effect</li> <li>• Using Render Elements</li> <li>• V-Ray RT</li> </ul> |





7. Basic Techniques and timber selection for curving
8. Masonry walls
9. Roofing
10. (i) Introduction (Computer Aided Drafting)  
(ii) Reasons for implementing a CAD system  
(iii) Application of CAD, (iv) Benefits of CAD  
(v) Limitation of CAD, (vi) Hardware of CAD (min, level)
11. Welded Joints
12. Furniture
13. Office

**Paper 13 (Practical) : Project Design and Interior Detailing**

1. Plan and four wall elevation of Residence, Shop, Showroom, Classroom, Clinic, Entry, Lobby, Restaurant etc.
  2. Drainage system and Plumbing system.
  3. Metric Scale Drawing (Plan & Elevation)
  4. Furniture Layout with one and two point perspective design of area
  5. Color Composition
  6. CAD System (Computer Practical Plan & Elevation)
  7. Curving System
  8. Foundation with some details
  9. Curving System graph and full size
  10. Geometrical Forms
  11. Materials
  12. Estimation
  13. VASTU SHASTRA
  14. Labor and Hardware
  15. Office
-

# **B. VOC**

## **In**

### **Beauty & Aesthetics**

### **(UGC)**

**Program Outcomes:**

- Learn the proper techniques of skincare
- Study the science of the body and skin
- Practice on fellow students
- Perform skincare on the general public
- Learn how to run a spa
- Build your book of business
- Get the how-to on selling retail products
- Learn how to book clients and reschedule appointments
- Work with a senior student to improve your trade
- Building Your Book of Business
- Selling Retail Products
- Booking Clients
- Giving Consultations
- Social Media Marketing Technique



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**Course Relevance:**

There is a wide scope in the profession of Beauty and Aesthetics in India or in other countries. It is the promising career for youth because of advancement in the lifestyle. According to NSDC, 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. According to FICCI, the Indian spa industry needs over 20,000 new professionals every year and offers very good earning opportunities for well-trained professionals. There is also a great demand for well-trained and experienced Indian professionals in the global hospitality and spa industry. 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 could be. We need quality people to meet this demand. The biggest challenge we are facing today is the shortage of quality skilled manpower.

With a degree of B. Voc in Beauty and Aesthetics, one can work in a salon or a spa. Aspirants can also work in different specialized areas of Beauty such as a nail technician in nail art boutique, skin specialist in a skin clinic and more on.

**TOTAL DURATION OF COURSE: 3 Years**

- ✓ After completion of Year - 1 Diploma is awarded.
- ✓ After completion of Year - 2 Advance Diploma is awarded.
- ✓ After completion of Year - 3 B. VOC Degree is awarded.

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**Year - 1 - Diploma (SEMESTER - I)**

| Course   | Component | Theory / Practical /<br>Sessional | Internal (Theory) | External (Theory) | Internal (Practical) | External (Practical /<br>Sessional) | Credit |   |   |
|--|-----------|-----------------------------------|-------------------|-------------------|----------------------|-------------------------------------|--------|---|---|
|  |           |                                   |                   |                   |                      |                                     | L      | T | P |
| UGEN - 101<br>ENGLISH LANGUAGE AND COMMUNICATIVE SKILLS  | Generic   | Theory                            | 10                | 40                | -                    | -                                   | 1      | 1 | - |
| UGEN - 102<br>COMPUTER FUNDAMENTALS & IT   | Generic   | Theory                            | 10                | 40                | -                    | -                                   | 1      | 1 | - |
| UBAV - 103<br>BEAUTY REGIME  | Skill     | Theory                            | 10                | 40                | -                    | -                                   | 1      | 1 | - |
| UBAV - 104<br>FUNDAMENTALS OF<br>BEAUTY  | Skill     | Theory                            | 10                | 40                | -                    | -                                   | 1      | 1 | - |
| UBAV - 105<br>HAND AND FEET TREATMENTS   | Skill     | Theory                            | 10                | 40                | -                    | -                                   | 1      | 1 | - |
| UGEN – 191<br>COMPUTER FUNDAMENTALS & IT LAB   | Generic   | Practical                         | -                 | -                 | 10                   | 40                                  | -      | - | 2 |
| UBAV - 192<br>BEAUTY REGIME LAB  | Skill     | Practical                         | -                 | -                 | 10                   | 40                                  | -      | - | 2 |
| UBAV - 193<br>FUNDAMENTALS OF<br>BEAUTY LAB  | Skill     | Practical                         | -                 | -                 | 10                   | 40                                  | -      | - | 2 |
| UBAV - 194<br>HAND AND FEET TREATMENTS LAB   | Skill     | Practical                         | -                 | -                 | 10                   | 40                                  | -      | - | 2 |
| UGEN – 181<br>ENGLISH LANGUAGE LAB   | Generic   | Sessional                         | -                 | -                 | -                    | 50                                  | -      | - | 2 |
| <p style="text-align: center;"><b>All Generic Components common to all B. Voc. courses.</b><br/> <b>Industrial Training of 3 - 4 weeks of 6 credits in each year followed by report writing and Viva Voce.</b><br/> <b>These credits will be evaluated in semester 6</b></p> |           |                                   |                   |                   |                      |                                     |        |   |   |

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**Year - 1 - Diploma (SEMESTER - II)**

| Course   | Component | Theory / Practical / Sessional | Internal (Theory) | External (Theory) | Internal (Practical) | External (Practical / Sessional) | Credit |   |   |
|--|-----------|--------------------------------|-------------------|-------------------|----------------------|----------------------------------|--------|---|---|
|  |           |                                |                   |                   |                      |                                  | L      | T | P |
| UGEN - 201<br>SOFT SKILL & PERSONALITY DEVELOPMENT   | Generic   | Theory                         | 10                | 40                | -                    | -                                | 1      | 1 | - |
| UGEN - 202<br>BUSINESS ANALYSIS: ENVIRONMENT, SALES & MARKETING  | Generic   | Theory                         | 10                | 40                | -                    | -                                | 1      | 1 | - |
| UBAV - 203<br>MAKE UP ARTISTRY   | Skill     | Theory                         | 10                | 40                | -                    | -                                | 1      | 1 | - |
| UBAV - 204<br>HAIR DESIGNING   | Skill     | Theory                         | 10                | 40                | -                    | -                                | 1      | 1 | - |
| UBAV - 205<br>CHEMICAL HAIR PROCEDURES   | Skill     | Theory                         | 10                | 40                | -                    | -                                | 1      | 1 | - |
| BAV - 291<br>MAKE UP ARTISTRY LAB  | Skill     | Practical                      | -                 | -                 | 10                   | 40                               | -      | - | 2 |
| UBAV - 292<br>HAIR DESIGNING LAB   | Skill     | Practical                      | -                 | -                 | 10                   | 40                               | -      | - | 2 |
| UBAV - 293<br>CHEMICAL HAIR PROCEDURES LAB   | Skill     | Practical                      | -                 | -                 | 10                   | 40                               | -      | - | 2 |
| UGEN - 281<br>SOFT SKILL & PERSONALITY DEVELOPMENT LAB   | Generic   | Sessional                      | -                 | -                 | -                    | 50                               | -      | - | 2 |
| UGEN - 282<br>PRACTICE SESSION ON BUSINESS ANALYSIS: ENVIRONMENT, SALES & MARKETING  | Generic   | Sessional                      | -                 | -                 | -                    | 50                               | -      | - | 2 |
| <p style="text-align: center;"><b>All Generic Components common to all B. Voc. courses.</b><br/> <b>Industrial Training of 3 - 4 weeks of 6 credits in each year followed by report writing and Viva Voce.</b><br/> <b>These credits will be evaluated in semester 6</b></p> |           |                                |                   |                   |                      |                                  |        |   |   |

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**Year - 2 - Advanced Diploma (SEMESTER - III)**

| Course   | Component | Theory / Practical / Sessional | Internal (Theory) | External (Theory) | Internal (Practical) | External (Practical / Sessional) | Credit |   |   |
|--|-----------|--------------------------------|-------------------|-------------------|----------------------|----------------------------------|--------|---|---|
|  |           |                                |                   |                   |                      |                                  | L      | T | P |
| UGEN - 301<br>VALUE EDUCATION & HUMAN RIGHTS   | Generic   | Theory                         | 10                | 40                | -                    | -                                | 1      | 1 | - |
| UGEN - 302<br>BASIC ACCOUNTING   | Generic   | Theory                         | 10                | 40                | -                    | -                                | 1      | 1 | - |
| UBAV - 303<br>ADVANCE MAKEUP TECHNIQUES  | Skill     | Theory                         | 10                | 40                | -                    | -                                | 1      | 1 | - |
| UBAV - 304<br>BODY THERAPY   | Skill     | Theory                         | 10                | 40                | -                    | -                                | 1      | 1 | - |
| UBAV - 305<br>SALON AND CUSTOMER CARE  | Skill     | Theory                         | 10                | 40                | -                    | -                                | 1      | 1 | - |
| UBAV - 391<br>ADVANCE MAKEUP TECHNIQUES LAB  | Skill     | Practical                      | -                 | -                 | 10                   | 40                               | -      | - | 2 |
| UBAV - 392<br>BODY THERAPY LAB   | Skill     | Practical                      | -                 | -                 | 10                   | 40                               | -      | - | 2 |
| UBAV - 393<br>SALON AND CUSTOMER CARE LAB  | Skill     | Practical                      | -                 | -                 | 10                   | 40                               | -      | - | 2 |
| UGEN - 381<br>PRACTICE SESSION ON VALUE EDUCATION & HUMAN RIGHTS   | Generic   | Sessional                      | -                 | -                 | -                    | 50                               | -      | - | 2 |
| UGEN - 382<br>PRACTICE SESSION ON BASIC ACCOUNTING   | Generic   | Sessional                      | -                 | -                 | -                    | 50                               | -      | - | 2 |
| <p style="text-align: center;"><b>All Generic Components common to all B. Voc. courses.</b><br/> <b>Industrial Training of 3 - 4 weeks of 6 credits in each year followed by report writing and Viva Voce.</b><br/> <b>These credits will be evaluated in semester 6</b></p> |           |                                |                   |                   |                      |                                  |        |   |   |

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**Year - 2 - Advanced Diploma (SEMESTER - IV)**

| Course   | Component | Theory / Practical / Sessional | Internal (Theory) | External (Theory) | Internal (Practical) | External (Practical / Sessional) | Credit |   |   |
|--|-----------|--------------------------------|-------------------|-------------------|----------------------|----------------------------------|--------|---|---|
|  |           |                                |                   |                   |                      |                                  | L      | T | P |
| UGEN - 401<br>ENVIRONMENTAL STUDIES  | Generic   | Theory                         | 10                | 40                | -                    | -                                | 1      | 1 | - |
| UGEN - 402<br>QUALITY MANAGEMENT   | Generic   | Theory                         | 10                | 40                | -                    | -                                | 1      | 1 | - |
| UBAV - 403<br>SPA INDULGENCE   | Skill     | Theory                         | 10                | 40                | -                    | -                                | 1      | 1 | - |
| UBAV - 404<br>BASIC AYURVEDA, NATUROPATHY AND BEAUTY   | Skill     | Theory                         | 10                | 40                | -                    | -                                | 1      | 1 | - |
| UBAV - 405<br>HAIR TRICHOLOGY  | Skill     | Theory                         | 10                | 40                | -                    | -                                | 1      | 1 | - |
| UBAV - 491<br>SPA INDULGENCE LAB   | Skill     | Practical                      | -                 | -                 | 10                   | 40                               | -      | - | 2 |
| UBAV - 492<br>BASIC AYURVEDA, NATUROPATHY AND BEAUTY LAB   | Skill     | Practical                      | -                 | -                 | 10                   | 40                               | -      | - | 2 |
| UBAV - 493<br>HAIR TRICHOLOGY LAB  | Skill     | Practical                      | -                 | -                 | 10                   | 40                               | -      | - | 2 |
| UGEN - 481<br>PRACTICE SESSION ON ENVIRONMENTAL STUDIES  | Generic   | Sessional                      | -                 | -                 | -                    | 50                               | -      | - | 2 |
| UGEN - 482<br>PRACTICE SESSION ON QUALITY MANAGEMENT   | Generic   | Sessional                      | -                 | -                 | -                    | 50                               | -      | - | 2 |
| <p style="text-align: center;"><b>All Generic Components common to all B. Voc. courses.</b><br/> <b>Industrial Training of 3 - 4 weeks of 6 credits in each year followed by report writing and Viva Voce.</b><br/> <b>These credits will be evaluated in semester 6</b></p> |           |                                |                   |                   |                      |                                  |        |   |   |

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**Year - 3 - Degree (SEMESTER - V)**

| Course  | Component | Theory / Practical / Sessional | Internal (Theory) | External (Theory) | Internal (Practical) | External (Practical / Sessional) | Credit |   |   |
|---|-----------|--------------------------------|-------------------|-------------------|----------------------|----------------------------------|--------|---|---|
|   |           |                                |                   |                   |                      |                                  | L      | T | P |
| UGEN - 501<br>INDIAN ECONOMY & SOCIAL CHANGES   | Generic   | Theory                         | 10                | 40                | -                    | -                                | 1      | 1 | - |
| UGEN - 502<br>RESEARCH METHODOLOGY  | Generic   | Theory                         | 10                | 40                | -                    | -                                | 1      | 1 | - |
| UBAV - 503<br>LASER FUNDAMENTALS AND SAFETY   | Skill     | Theory                         | 10                | 40                | -                    | -                                | 1      | 1 | - |
| UBAV - 504<br>ELECTRICAL & CHEMICAL TREATMENTS  | Skill     | Theory                         | 10                | 40                | -                    | -                                | 1      | 1 | - |
| UBAV - 505<br>PRE-BRIDAL GROOMING PLAN  | Skill     | Theory                         | 10                | 40                | -                    | -                                | 1      | 1 | - |
| UBAV - 591<br>LASER FUNDAMENTALS AND SAFETY LAB   | Skill     | Practical                      | -                 | -                 | 10                   | 40                               | -      | - | 2 |
| UBAV - 592<br>ELECTRICAL & CHEMICAL TREATMENTS LAB  | Skill     | Practical                      | -                 | -                 | 10                   | 40                               | -      | - | 2 |
| UBAV - 593<br>PRE-BRIDAL GROOMING PLAN LAB  | Skill     | Practical                      | -                 | -                 | 10                   | 40                               | -      | - | 2 |
| UGEN - 581<br>PRACTICE SESSION ON INDIAN ECONOMY & SOCIAL CHANGES   | Generic   | Sessional                      | -                 | -                 | -                    | 50                               | -      | - | 2 |
| UGEN - 582<br>PRACTICE SESSION ON RESEARCH METHODOLOGY  | Generic   | Sessional                      | -                 | -                 | -                    | 50                               | -      | - | 2 |
| <p align="center"><b>All Generic Components common to all B. Voc. courses.</b><br/><b>Industrial Training of 3 - 4 weeks of 6 credits in each year followed by report writing and Viva Voce.</b><br/><b>These credits will be evaluated in semester 6</b></p> |           |                                |                   |                   |                      |                                  |        |   |   |



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**Year - 3 - Degree (SEMESTER - VI)**

| Course   | Component | Theory / Practical / Sessional | Internal (Theory) | External (Theory) | Internal (Practical) | External (Practical / Sessional) | Credit |   |    |
|--|-----------|--------------------------------|-------------------|-------------------|----------------------|----------------------------------|--------|---|----|
|  |           |                                |                   |                   |                      |                                  | L      | T | P  |
| UGEN - 601<br>GENERAL HUMAN PSYCHOLOGY & HR MANAGEMENT   | Generic   | Theory                         | 10                | 40                | -                    | -                                | 1      | 1 | -  |
| UGEN - 602<br>ENTREPRENEURSHIP DEVELOPMENT PROGRAMME   | Generic   | Theory                         | 10                | 40                | -                    | -                                | 1      | 1 | -  |
| UGEN - 681<br>PRACTICE SESSION ON GENERAL HUMAN PSYCHOLOGY & HR MANAGEMENT   | Generic   | Sessional                      | -                 | -                 | -                    | 50                               | -      | - | 2  |
| UGEN - 682<br>PRACTICE SESSION ON ENTREPRENEURSHIP DEVELOPMENT PROGRAMME   | Generic   | Sessional                      | -                 | -                 | -                    | 50                               | -      | - | 2  |
| UBAV - 691<br>INDUSTRIAL TRAINING  | Skill     | Practical                      | -                 | -                 | -                    | 300                              | -      | - | 12 |
| <p style="text-align: center;"><b>All Generic Components common to all B. Voc. courses.</b><br/> <b>Industrial Training of 3 - 4 weeks of 6 credits in each year followed by report writing and Viva Voce.</b><br/> <b>These credits will be evaluated in semester 6</b></p> |           |                                |                   |                   |                      |                                  |        |   |    |

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**Year - 1 Diploma (SEMESTER - I)**

**Paper Title: UGEN – 101: ENGLISH LANGUAGE AND COMMUNICATIVE SKILLS**

**Objective:** The objective of this paper is to familiarize the students with the importance of Communication and its associated components in the hard core corporate sector.

**UNIT - I**

The Sentence and Its Structure - How to Write Effective Sentences - Phrases - What Are They? - The Noun Clauses - The Adverb Clause - The Relative Clause - How the Clauses Are Conjoined - Word - Classes and Related Topics - Understanding the Verb - Understanding the Auxiliary Verb - Understanding the Adverbs - Understanding the Pronoun - Prepositions.

**UNIT - II**

Spelling and Pronunciation - Pronunciation, The Tense and Related Topics - Presentness and Present Tenses - The Presentness of a Past Action - Interrogatives and Negatives - Negatives - How to Frame Questions - What's What? - Polite Expressions - Some Time Expressions - In Conversation – Letter Writing - Academic Assignments.

**UNIT - III**

Self - Assessment; Identifying Strength & Limitations; Habits, Will - Power and Drives, Developing Self - Esteem and Building Self - Confidence, Significance of Self - Discipline, Understanding Perceptions, Attitudes, and Personality Types, Mind - Set: Growth and Fixed, Values and Beliefs, Motivation and Achieving Excellence; Self - Actualization Need; Goal Setting, Life and Career Planning , Constructive Thinking, Communicating Clearly: Understanding and Overcoming barriers.

**UNIT - IV**

Active Listening, Persuasive Speaking and Presentation Skills, Conducting Meetings, Writing Minutes, Sending Memos and Notices; etiquette: Effective E - mail Communication; Telephone Etiquette, Body Language in Group Discussion and Interview.

**Books Recommended:**

- Dorch, Patricia. What Are Soft Skills? New York: Execu Dress Publisher, 2013.
- Kulbhushan Kumar, Effective Business Communications, Khanna Publishing House (AICTE Recommended-2018)
- Kamin, Maxine. Soft Skills Revolution: A Guide for Connecting with Compassion for Trainers, Teams, and Leaders. Washington, DC: Pfeiffer & Company, 2013.
- Klaus, Peggy, Jane Rohman & Molly Hamaker. The Hard Truth about Soft Skills. London: HarperCollins E - books, 2007.
- Petes S. J. , Francis. Soft Skills and Professional Communication. New Delhi: Tata McGraw - Hill Education, 2011.
- Stein, Steven J. & Howard E. Book. The EQ Edge: Emotional Intelligence and Your Success. Canada: Wiley & Sons, 2006.

**Paper Title: UGEN – 181 ENGLISH LANGUAGE LAB**

**Planning for Practical session: (Based on UGEN – 101)**

- Conversation classes on contemporary issues
- Writing of corporate CVs
- PPT presentation on selected issues
- Group discussion
- Tips to face the interviews and mock sessions

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**Paper Title: UGEN – 102: COMPUTER FUNDAMENTALS & IT**

**Objectives:** The objective of this course is to familiarize students with Fundamentals of Computer and IT applications. It enables the student to get practical exposure towards MS - Office tools.

**UNIT - I**

KNOWING COMPUTER: Introduction, Objectives, Basic Applications of Computer, Components of Computer System: Central Processing Unit, Keyboard, mouse and VDU, Other Input devices, Other Output devices, Computer Memory. Concept of Hardware and Software: Hardware, Software: Application Software, Systems software. Concept of computing, data and information. Bringing computer to life: Connecting keyboard, mouse, monitor and printer to CPU, Checking power supply.

**UNIT - II**

OPERATING COMPUTER USING GUI BASED OPERATING SYSTEM: Introduction, Objectives, Basics of Operating System: Operating system, Basics of popular operating system (LINUX, WINDOWS). The User Interface: Task Bar, Icons, Menu, Running an Application. Operating System Simple Setting: Changing System Date And Time, Changing Display Properties, To Add Or Remove A Windows Component, Changing Mouse Properties, Adding and removing Printers. File and Directory Management: Creating and renaming of files and directories, Common utilities.

**UNIT - III**

INTRODUCTION TO INTERNET, WWW AND WEB BROWSERS: Introduction, Objectives. Basic of Computer Networks: Local Area Network (LAN), Wide Area Network (WAN). Internet: Concept of Internet, Applications of Internet, Connecting to the Internet, Troubleshooting, World Wide Web (WWW), Web Browsing Software, Popular Web Browsing Software. Search Engines: Popular Search Engines / Search for content, Accessing Web Browser, Using Favorites Folder, Downloading Web Pages, Printing Web Pages. Understanding URL, Surfing the web: Using e - governance website.

**UNIT - IV**

COMMUNICATIONS AND COLLABORATION: Introduction, Objectives, Basics of E - mail: What is an Electronic Mail, Email Addressing, Using E - mails: Opening Email account, Mailbox: Inbox and Outbox, Creating and Sending a new E - mail, Replying to an E - mail message, Forwarding an E - mail message, Sorting and Searching emails. Introduction to MS - Office: MS - Word, MS - Excel, MS - Power Point.

**Books Recommended:**

- Computer Fundamentals, R.S. Salaria, Khanna Publishing House (AICTE Recommended Textbook – 2018)
- Handbook of Computer Fundamentals, N.S. Gill, Khanna Publishing House (AICTE Recommended Textbook – 2018)
- Fundamentals of Computers, V. Rajaraman, PHI Publication
- Computer Fundamentals, P. K. Sinha, BPB Publication
- Introduction to Computers with MS - Office 2007, Leon, TMH Publication

**Paper Title: UGEN – 191 COMPUTER FUNDAMENTALS & IT LAB**

**List of Experiments: (Based on UGEN – 102)**

- Different components of Taskbar
- Create Desktop icons
- Create Folder and Files on Desktop
- Run Application such as Notepad, MS Paint
- Change Mouse properties in Windows
- Connecting to the Internet
- Applying browsers software such as chrome, Internet Explorer
- Applying software download
- Create E-mail ID in a mail server
- Sending E-mail and working with Inbox
- Create Bio data in word
- Formatting text in Word
- Create excel database, apply auto sum
- Create presentation file with multiple slides
- Apply slide transition

**Paper Title: UBAV - 103: BEAUTY REGIME**

**Job Role: Junior Assistant - Beauty Therapy & Aesthetics**

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**Objectives:** • To explain the purpose and application of facials and face mask. • To follow proper safety and sanitation procedures. • To develop skills in the manipulation of equipment and materials necessary for facial. • To demonstrate the use of equipment, implements, cosmetic and material when giving a facial.

**UNIT - I**

Study and recognition of skin types Classification of skin types, special treatments to different types of skin: acne, open pores, pigmented, matured, wrinkled skin.

**UNIT - II**

Types of Facials Plain facial, Veg. peels facial, Gauze facial, Ozone facial, Thermo herb facial, Gold & Silver facial.

**UNIT - III**

Types of Face Masks Ingredients and effects of face masks Clay Masks Natural Masks (Vegetable & Fruits) Thermal Masks Paraffin Wax Masks. Latex Plastic Masks. Peel off Masks. Other Ayurvedic Masks.

**UNIT - IV**

Equipment needed for facial treatment: Tools & techniques Maintenance a high standard of hygiene & safety throughout. Contraindications to face masks & facials. Preparation of masks in suitable quantity at appropriate time. How a mask/facial should be applied and why. Face mask to the specific area they suit. Removal of the face mask comfortably, promptly and thoroughly. Recommendation for future treatment plan to incorporate salon & home use of the products.

**Books Recommended:**

- David E. Bank and Estelle Sobel, Adams Media Corporation, Beautiful Skin: Every Woman's Guide to Looking Her best at any age. \_
- Stephanie Tourles, Storey Books, Naturally Healthy Skin: Tips and Techniques for a lifetime of Radiant Skin.
- Dr. Renu Gupta, Skin Care \_
- Arlene Mathew, The complete Beauty Book, Varun Publication, Bangalore.
- Kim Johnson, Knopf, Women's Face: Skin Care and Makeup
- Milady's, Text Book of Cosmetology, Milady Publication, America

**Paper Title: UBAV - 192 BEAUTY REGIME LAB**

**Planning for Practical session: (Based on UBAV – 103)**

- Learn, Study and recognition of skin types Classification of skin types, special treatments to different types of skin: acne, open pores, pigmented, matured, wrinkled skin.
- Have the knowledge of All Types of Facials like Plain facial, Veg. peels facial, Gauze facial, Ozone facial, Thermo herb facial, Gold & Silver facial.
- Have the knowledge and application of different Types of Face Masks Ingredients and effects of face masks viz. Clay Masks Natural Masks (Vegetable & Fruits); Thermal Masks Paraffin Wax Masks. Latex Plastic Masks. Peel off Masks. Other Ayurvedic Masks.
- Have the knowledge of equipments needed for facial treatment, tools & techniques Maintenance a high standard of hygiene & safety throughout.
- Learn the application of Contra indications to face masks & facials. Preparation of masks in suitable quantity at appropriate time.
- Learn how a mask/facial should be applied and why. Face mask to the specific area they suit.
- Learn the removal of the face mask comfortably, promptly and thoroughly. Recommendation for future treatment plan to incorporate salon & home use of the products.

**Paper Title: UBAV - 104: FUNDAMENTALS OF BEAUTY**

**Job Role: Junior Assistant - Beauty Therapy & Aesthetics**

**Objectives:** • Prepare the client and area hygienically and safely, examine the area, plan the treatment, note contra-indications and advice on the most appropriate means of hair removal & bleaching • Understand the key ingredients in waxing products and the various types and systems available in the market. • Perform safely, effectively and to commercial standards and timing, a variety of methods of hair removal on a variety of clients. • Enable student to shape the eye brows

**UNIT - I**

Eyebrow Shaping and bleaching Eyebrow shaping according to face structure. Use of eyebrow pencil. Tweezing and threading. Judging of brow length. Enhancing the appearance of eyebrows and lashes, techniques of eyebrow shaping, use of false eyelashes, strip and individuals false eyelashes.

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**UNIT - II**

Bleaching-patch test, benefits, equipments and material various types, procedure and contraindications.

**UNIT - III**

Hair Removal Procedures Various wax treatments available and their benefits including warm, strip wax, hot wax and other waxing systems eg. Rollers and tubes. Hot and warm waxing procedures for areas like legs, underarms, abdomen, arms, bikini lines, face.

**UNIT - IV**

Preparation of wax. Suitable preparation of the work area and client. Hygiene application and disposal of wax. After care, home care treatment. Taking into account the rate and density of the hair growth. Other methods of hair removal to cover the advantage & disadvantage of each. Sterilization of tools.

**Books Recommended:**

- Practical workbook for Milady's Standard Cosmetology
- Preparing for the practical exam : Milady's Standard Cosmetology
- Salon fundamental cosmetology textbook: A Pivot Point.
- Salon fundamentals: A resource for you cosmetology career, Pivot Point International.

**Paper Title: UBAV - 193 FUNDAMENTALS OF BEAUTY LAB**

**Planning for Practical session: (Based on UBAV – 104)**

- Learn and apply the concept of Eyebrow Shaping and bleaching Eyebrow shaping according to face structure. Use of eyebrow pencil. Tweezing and threading. Judging of brow length.
- Learn and know the technique for enhancing the appearance of eyebrows and lashes, techniques of eyebrow shaping, use of false eyelashes, strip and individuals false eyelashes.
- Have the know-how of Bleaching-patch test, benefits, equipments and material various types, procedure and contraindications.
- Learn and apply the procedure of Hair Removal, Various wax treatments available and their benefits including warm, strip wax, hot wax and other waxing systems e.g. Rollers and tubes.
- Have the knowledge of hot and warm waxing procedures for areas like legs, underarms, abdomen, arms, bikini lines, face.
- Learn the preparation of wax, suitable preparation of the work area and client. Hygiene application and disposal of wax. After care, home care treatment.
- Taking into account the rate and density of the hair growth and other methods of hair removal to cover the advantage & disadvantage of each. Sterilization of tools.

**Paper Title: UBAV - 105: HAND AND FEET TREATMENTS**

**Job Role: Junior Assistant - Beauty Therapy & Aesthetics**

**Objectives:** • Prepare client and area hygienically, examine hands and/or feet, plan the treatment, note contra-indications and give advice. • Perform nail treatments safely, effectively, hygienically and to a commercial standard and time on a variety of clients. • Optimize opportunities to give information and advice to clients regarding products and services.

**UNIT - I**

Equipments & Products Use of the equipment and products for hand and feet: nail enamel remover, Cuticle cream, Massage cream/oil, Nail strengthener, Hard skin remover for the feet, Base coat, Top coat, Quick dry (spray and paint on), Cuticle oil, Cuticle remover, Buffing paste, Exfoliant for skin of the hands and feet, Nail enamel, Ridge filler.

**UNIT - II**

Correct use of the following equipment for nail treatment: Emery board, Nail clippers, Orange wood stick, Rubber hoof stick, Cuticle knife, Cuticle nippers/Cuticle scissors, Chamois Buffer, Rasp or other hand skin remover. Gel Nails, Refill and After-Care, Temporary nail extension.

**UNIT - III**

Procedures Nail Shaping Manicure and pedicure, Aroma Manicure and pedicure, De-tan Manicure and pedicure, French Manicure and pedicure

**UNIT - IV**

Recognize the contraindication to manicure and pedicure, safety and hygiene throughout, preventing damage when using all the equipment and the products. Massage of the hands, arms, foot and leg using all the classical massage movements.

**Books Recommended:**

- The Miracle of Healing Hands by Waheguru Singh Khalsa, DC Rishi Knot Pub \_
- Milady's Standard Cosmetology, Delmar Cengage Learning \_

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- The Illustrated Guide to Massage and Aromatherapy by Catherine Stuart.

**Paper Title: UBAV - 194 HAND AND FEET TREATMENTS LAB**

**Planning for Practical session: (Based on UBAV – 105)**

- Learn the use of equipments & products for hand and feet: nail enamel remover, Cuticle cream, Massage cream/oil.
- Have the know-how of Nail strengthener, Hard skin remover for the feet, Base coat, Top coat, Quick dry (spray and paint on), Cuticle oil, Cuticle remover, Buffing paste, Exfoliant for skin of the hands and feet, Nail enamel, Ridge filler
- Know the correct use of the following equipment for nail treatment, Emery board, Nail clippers, Orange wood stick, Rubber hoof stick, Cuticle knife, Cuticle nippers/Cuticle scissors, Chamois Buffer, Rasp or other hand skin remover. Gel Nails, Refill and After-Care, Temporary nail extension.
- Learn the procedures of Nail Shaping Manicure and pedicure, Aroma Manicure and pedicure, De-tan Manicure and pedicure, French Manicure and pedicure
- Have the knowledge of the contraindication to manicure and pedicure, safety and hygiene throughout, preventing damage when using all the equipment and the products. Massage of the hands, arms, foot and leg using all the classical massage movements.

**Year - 1 Diploma (SEMESTER - II)**

**Paper Title: UGEN – 201: SOFT SKILL & PERSONALITY DEVELOPMENT**

**Objective:** On completion of the course, the students will be able to listen to lectures, public announcements, news on TV, radio and engage in telephonic conversation to communicate effectively and accurately in English used as spoken language for various purposes.

**UNIT - I**

**Listening Skills:** Barriers to listening; effective listening skills; feedback skills. Attending telephone calls; note taking. Activities: Listening exercises - Listening to conversation, News and TV reports. Taking notes on a speech / lecture.

**UNIT - II**

**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. The study of sounds of English, stress and intonation. Situation based Conversation in English.

**UNIT - III**

**Essentials of Spoken English:** Activities, Making conversation and taking turns, Oral description or explanation of a common object, situation or concept, Giving interviews.

**UNIT - IV**

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

**Books Recommended:**

- Soft skills Training - A workbook to develop skills for employment by Fredrick H. Wentz
- Personality Development and Soft skills , Oxford University Press by Barun K. Mitra

**Paper Title: UGEN - 281 SOFT SKILL & PERSONALITY DEVELOPMENT LAB**

**Planning for Practical session: (Based on UGEN – 201)**

- Classroom technique to improve the soft skills
- Surprise writing on current issues
- General grooming sessions to face the interview
- Group discussions
- Motivational classes to improve communication and confidence power

**Paper Title: UGEN – 202: BUSINESS ANALYSIS: ENVIRONMENT, SALES & MARKETING**

**Objective:** The course will enable the students to understand, assimilate and apply the various dimensions of business and its associated affairs in the socio economic, socio cultural and socio political ambience.

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**UNIT - I**

Business Environment - Introduction, Concept of Business, Levels of the Business Environment, Understanding the Environment, Economic Environment of Business, The Global Economic Environment, Economic Policies, Business and Economic Policies, Socio Cultural Environment, Business and Society, Business and Culture, Indian Business Culture, Culture and Organizational Behavior. Introduction to Political Environment, Political Environment and the Economic system, Types of Political Systems, Indian Constitution and Business, Changing Profile of Indian Economy, Business Risks Posed by the Indian Political System, Economic Systems, Financial Environment: Introduction, An Overview of the Financial System, Components of Financial System, Financial Institutions and their Roles, Financial Institutions in India, Role of Foreign Direct Investment

**UNIT - II**

Introduction to Legal Environment, Laws Impacting Industry in India, Intellectual Property Rights, Major Regulations Pertaining to Business, Regulatory Role of Government, Promotional Role of Government, Participatory Role of Government, Conciliatory and Judicial Role of Government, Impact of India's Industrial Policy on Economic Reforms, New Economic Policy, Globalization. India, WTO and Trading Blocs, Levels of Economic Integration/Trading Blocs, Effects of Economic Integration, Major Regional Trading Blocs, Commodity Agreement, World Trade Organization, WTO and India, Corporate Social Responsibility: Introduction, Meaning and Definition, Need for social responsibility of business, Social responsibility of business towards different groups, Barriers to social responsibility, Social responsibility of business in India, Public, Private, Joint and Cooperative Sectors

**UNIT - III**

Traditional and Modern Concepts of Marketing; Selling vs. Marketing; Marketing mix; Marketing Environment. Market Segmentation & its implication. Concept of Product, Product Planning and Development; Packaging: Role and Functions; Brand name and Trade mark; Product Life Cycle Concept; Distributions Channels and Physical Distribution. Price: Importance of Price in the Marketing Mix; Factors affecting Price of a Product/Service; Discounts and Rebates. Methods of Promotion; Advertising Media; Characteristics of an effective Advertisement

**UNIT - IV**

Salesmanship and Qualities of Salesman; Product knowledge; Customer knowledge: Buying Motives and Selling Points. Scientific Selling; Approach and Presentation: Methods of Approaching a Customer; Presentation Process and Styles; Presentation planning. Objection Handling: Types of objections; Handling customer objections. Closing Sales and Follow up: Methods of closing sale; Executing sales order; Follow-up; Sales Promotion Schemes: Sampling; Coupon; Price Off; Premium Plan; Consumer Contests and Sweeps Takes; POP Displays; Demonstration; Trade Fairs and Exhibitions; Sales Promotion Techniques and Sales Force.

**Books Recommended:**

- Business Environment; By T. R. Jain, Mukesh Trehan, Ranju Trehan, VK Global Publications.
- Business Environment; By Vishwajeet Prasad, Gyan Publishing House.
- Business Environment; By Saleem, Pearson Education India.
- BUSINESS ENVIRONMENT; By VEENA KESHAV PAILWAR, PHI Learning Pvt. Ltd.
- Business Environment, by Suresh Bedi, Excel Books
- BUSINESS ENVIRONMENT: INDIAN AND GLOBAL PERSPECTIVE; FAISAL AHMED, M. ABSAR ALAMM, PHI Learning Pvt. Ltd.
- Principles of Management, Premvir Kapoor, Khanna Publishing House
- PRINCIPLES OF MARKETING; Kotlar Philip and Armstrong Gary, Pearson Education
- MARKETING MANAGEMENT; Ramaswamy, V.S. and S. Namakumari: Macmillian
- SALES MANAGEMENT; Condif, Still and Govani et.al: Prentice Hall of India
- SALES MANAGEMENT; Text; Cases & Readings: Vaccaro J.P: Prentice Hall of India
- ADVERTISING & SALES PROMOTION; Kazmi & Batra: Excel Books

**Paper Title: UGEN - 282 PRACTICE SESSION ON BUSINESS ANALYSIS: ENVIRONMENT, SALES & MARKETING**

**Planning for Practical session: (Based on UGEN – 202)**

- Study of international organization (WTO, WORLD BANK, IMF, AMA)
- Case studies on the recent Business Environment, Marketing, & Sales Promotion
- PPT presentation on selected issues
- Survey to collect the samples for project work

**Paper Title: UBAV - 203: MAKE UP ARTISTRY**

**Job Role: Junior Assistant - Beauty Therapy & Aesthetics**

**Objectives:** • Understand the basics and benefits of a make up applications. • Recognize various face shapes and plan make-ups to enhance each individual client's needs. • Perform make-ups safely, hygienically, to time & include corrective techniques on a variety of clients. • Optimize

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opportunities to give information and advice to clients regarding products and services. • Understand the basics and benefits of a make up applications.

**UNIT - I**

Theory of Makeup Consultation and Makeup Preparation. Ambience of makeup room. Make up colour theory. Benefits of makeup application. Self Presentation of makeup artist,

**UNIT - II**

Brush & Base theory. Selecting makeup colours according to skin colour, eye colour, hair colour Use & selection of appropriate makeup products like concealers, foundations and others Contraindications to makeup.

**UNIT - III**

Basic Makeup Day self makeup Day party makeup Evening party makeup

**UNIT - IV**

Corrective Makeup As per face shapes Features Nose and Chin shapes Jawline and neck area Eye shapes and Eye brows Lip shapes Wrinkles

**Books Recommended:**

- Kevyn Aucoin, Harper Collins, The Art of Make-up \_
- Mary Quant, DK Publishing, Classic Makeup and Beauty \_
- Kevyn Aucoin, Little Brown and Company, Face Forward \_
- Kevyn Aucoin, Little Brown and Company, Making Faces \_
- Arlene Mathew, The complete Beauty Book, Varun Publication, Bangalore \_
- Milady's, Text Book of Cosmetology, Milady Publication, America

**Paper Title: UBAV – 291 MAUKE UP ARTISTRY LAB**

**Planning for Practical session: (Based on UBAV – 203)**

- Learn and apply the theory of Makeup Consultation and Makeup Preparation, ambience of makeup room, make up colour theory, benefits of makeup application, self presentation of makeup artist,
- Learn and apply the Brush & Base theory, by selecting makeup colours according to skin colour, eye colour, hair colour use
- Learn the selection of appropriate makeup products like concealers, foundations and others Contraindications to makeup.
- Have the knowledge of Basic Makeup Day self makeup Day party makeup Evening party makeup
- Learn the corrective makeup technique as per face shapes Features Nose and Chin shapes Jawline and neck area Eye shapes and Eye brows Lip shapes Wrinkles

**Paper Title: BA–204: HAIR DESIGNING**

**Job Role: Junior Assistant - Beauty Therapy & Aesthetics**

**Objectives:** • To understand the basic elements of hair-cutting and hair designing. • To give effective head massage • Prepare the client & area hygienically & safety • Perform effectively and to commercial standard, a variety of haircuts. Hair styles & treatments

**UNIT - I**

Hair Care Basic Hair Structure Shampooing and Rinsing

**UNIT - II**

Scalp Treatments for dandruff, falling hair, hair breakage, extra strength, growth stimulation. Head Massage.

**UNIT - III**

Hair Styling and Shaping Short Hair Styling: Roller setting, Blow drying Long Hair Styling: Buns and Curls on hair, Art of making Switch, Advance hair styles Braiding: Long and Short Hair

**UNIT - IV**

Terms used in hair shaping. All angle cutting Razor shaping, Layers, Boy-Cut, Club-Cut

**Books Recommended:**

- Standard Textbook of Cosmetology; My Lady Publication.
- NVQ Level II and III; U.K. Syllabus
- Hair Dressing I ; Leo Pollacine



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- Hair Dressing II ; Martin Green
- Hair Dressing III ; Martin Green, Leo Pollacine
- Note Book on Hair Dressing (Basic and Advance); Compiled by Maya Paranjape
- Habib Jawed, Professional Hair Styling, UBSPD, New Delhi

**Paper Title: UBAV – 292 HAIR DESIGNING LAB**

**Planning for Practical session: (Based on UBAV – 204)**

- Learn and apply the Hair Care Basic Hair Structure Shampooing and Rinsing
- Have the knowledge of Scalp Treatments for dandruff, falling hair, hair breakage, extra strength, growth stimulation and head Massage.
- Learn the use of various hair styles and shaping short hair styling.
- Learn the technique of roller setting, blow drying long hair styling, Buns and Curls on hair, Art of making Switch, Advance hair styles Braiding: Long and Short Hair
- Learn the terms used in hair shaping, all angle cutting razor shaping, layers, boy-cut, club-cut.

**Paper Title: UBAV - 205: CHEMICAL HAIR PROCEDURES**

**Job Role: Junior Assistant - Beauty Therapy & Aesthetics**

**Objectives:** • To understand the basic elements of hair designing. • Provide color service in accordance with a client's need or expectations. • To effectively perform hair straightening & hair waving

**UNIT - I**

Permanent Waving: Principle Actions in cold waving Basic Requirements. Scalp and Hair Analysis Curling Rods Chemical Solutions Sectioning and Blocking Patterns for sectioning and blocking Winding or wrapping the hair. Proper use of end papers. Pre-permanent wave shampoo. Test Curls. Applications of Waving Lotion. Neutralization of the Hair.

**UNIT - II**

Chemical Hair Relaxing: Action of Chemical Products Analysis of Patron's Hair Strand Test Chemical Hair Relaxing Process Ammonium Thioglycollate (thio) Relaxer

**UNIT - III**

Hair Coloring: Classifications of Hair Coloring Aniline Derivative Tints Patch Test Preparation for hair Tinting Permanent hair coloring, Semi Permanent Tints, Temporary colour Rinses.

**UNIT - IV**

Hair Lightening: Effects of hair Lighteners Problems in hair Lightening Types of lightening Hydrogen Peroxide and its uses Lightening Virgin hair.

**Books Recommended:**

- The Multicultural Client: Cuts, Styles, and Chemical Services. I-56253-178-6
- Scali-Sheahan, Maura. Milady's Standard Textbook of Professional Barber-Styling. 3rd Edition I-56253-366-5
- Ekstom, Candi, and Louise Cotter. Perm Waving Styles. I-56253-312-6
- Padgett, Mark E.A Contemporary Approach to Permanent Waving. I-56253-101-8
- Zotos Creative Designers. Milady's Perm Techniques. I-56253-172-7
- Arlene Mathew, The complete Beauty Book, Varun Publication, Bangalore.
- Habib Jawed, Professional Hair Styling, UBSPD, New Delhi • Standard Textbook of Cosmetology; My Lady Publication.
- NVQ Level II and III; U.K. Syllabus

**Paper Title: UBAV – 293 CHEMICAL HAIR PROCEDURES LAB**

**Planning for Practical session: (Based on UBAV – 205)**

- Learn the technique of permanent waving, principle actions in cold waving Basic Requirements.
- Have the knowledge of scalp, hair analysis, curling rods, use of chemical solutions Sectioning and Blocking Patterns for sectioning and blocking Winding or wrapping the hair.
- Have the knowledge of proper use of end papers. Pre-permanent wave shampoo. Test Curls. Applications of Waving Lotion. Neutralization of the Hair.

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- Have the knowledge of Chemical Hair Relaxing: Action of Chemical Products Analysis of Patron's Hair Strand Test Chemical Hair Relaxing Process Ammonium Thioglycollate (thio) Relaxer
- Learn the technique Hair Coloring, Classifications of Hair Coloring Aniline Derivative Tints Patch Test Preparation for hair Tinting Permanent hair coloring, Semi Permanent Tints, Temporary colour Rinses.
- Have the knowledge and application for Hair Lightening, Effects of hair Lighteners Problems in hair Lightening.
- Learn various types of lightening Hydrogen Peroxide and its uses Lightening Virgin hair.

**Year - 2 - Advanced Diploma (SEMESTER - III)**

**Paper Title: UGEN – 301: VALUE EDUCATION & HUMAN RIGHTS**

**Objective:** The course aims to provide a sharp insight into the importance of human values, ethics, morality and above all the full growth of personality to ensure some total development of the human mind.

**UNIT – I**

Concept of Human Values, Value Education Towards Personal Development, Aim of education and value education; Evolution of value oriented education; Concept of Human values; types of values; Components of value education. Personal Development, Character Formation Towards Positive Personality, Value Education Towards National and Global Development, National and International Values, Social Values, Professional Values, Religious Values, Aesthetic values.

**UNIT – II**

Impact of Global Development on Ethics and Values, Conflict of cross – cultural influences, mass media, cross – border education, materialistic values, professional challenges and compromise, Modern Challenges of Adolescent Emotions and behavior; Sex and spirituality, Adolescent Emotions.

**UNIT – III**

Therapeutic Measures – Control of the mind through: Simplified physical exercise, Meditation – Objectives, types, effect on body, mind and soul, Yoga – Objectives, Types, Asanas, Activities: Moralisation of Desires, Neutralisation of Anger, Eradication of Worries, Benefits of Blessings

**UNIT – IV**

Human Rights – concepts & evolution, Definitions under Indian and International documents, Broad classification of Human Rights and Relevant Constitutional Provisions, Human Rights of Women and Children, Institutions for Implementation, Violations and Redressal.

**Books Recommended:**

- Value education and human rights, By R. P. Shukla, Sarup & Sons
- Professional Ethics and Human Values, Premvir Kapoor, Khanna Publishing House (AICTE Recommended Textbook)
- Value Education And Education For Human Rights, By V.C. Pandey, Gyan Publishing House.
- Education for Values, Environment and Human Rights, By Y. K. Sharma, Published by Deep and Deep Publications.
- Human Rights: Twenty First Century Challenges, edited by V.N. Viswanathan (ed. By), Gyan Publishing House.
- Education for Values, Environment and Human Rights, By J. C. Aggarwal, Shipra Publications, 2005
- Human Rights Education: A Global Perspective, edited by Hemlata Talesra, Nalini Pancholy, Mangi Lal Nagda, Published by Daya Books.

**Paper Title: UGEN - 381 PRACTICE SESSION ON VALUE EDUCATION & HUMAN RIGHTS**

**Planning for Practical session: (Based on UGEN – 301)**

- Motivational classes on values and ethics
- Case studies
- PPT presentation on selected areas

**Paper Title: UGEN – 302: BASIC ACCOUNTING**

**Objective:** The course will surely help the students to gain a comprehensive knowledge on the various areas of finance such as basic concepts, role of accounts, preparation of charts and an overview of the subject at the both domestic and international levels.

**UNIT – I**

Define the accounting process, Describe the role of accountants, Explain accounting concepts and principles, Discuss the concept of the accounting equation, Use the accounting equation to analyze basic transactions in terms of increases and decreases, Reporting financial information on a balance sheet, Determine how transactions change owner's equity in an accounting equation, Reporting a changed accounting equation on a balance sheet, Analyze transactions using T – accounts and using debits and credits, Use debits and credits to record increase and decreases in accounts, Record journal entries in a 5 – column journal, Define accounting terms related to journalizing transactions, Prove and rule a five – column journal and prove cash

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**UNIT – II**

Prepare a chart of accounts and opening accounts, Post separate amounts from a journal to a general ledger, Post column totals from a journal to a general ledger, Make correcting entries, Reconcile a bank statement and record bank service charges, dishonored checks, and petty cash transactions, Describe and prepare the work sheet, Plan and adjust entries on a work sheet, Extend financial statement information on a work sheet, Find and correct errors on a work sheet, Describe the content and purpose of the three basic financial statements and how they are related.

**UNIT – III**

Journalize and post adjusting entries, Journalize and post closing entries and prepare a post – closing trial balance. Reinforcement 1B, Describe the nature of merchandising business, Describe and be able to journalize purchases of merchandise for cash, Describe and be able to journalize purchases of merchandise on account and buying of supplies, Describe and be able to journalize cash payments and other transactions, Journalizing sales (compute sales tax) and cash receipts, Describe the concept of subsidiary ledgers, Journalize and post using accounts payable subsidiary ledgers, Journalize and post using accounts receivable subsidiary ledgers

**UNIT – IV**

Prepare payroll records, Preparing payroll time cards, Calculating employee total earnings, Determining payroll tax withholding, Preparing payroll checks, Record, and journalize the payroll for a merchandising business, Record employer payroll taxes, Reporting, and paying withholding and payroll taxes, Prepare a worksheet for a merchandising business, Analyzing and adjusting the Merchandise Inventory account, Analyzing and adjusting the Supplies account, Analyzing and adjusting the Prepaid Insurance account, Prepare a multiple – step income statement for a merchandising business, Analyzing component percentages of income statements showing net income and net loss, Prepare a distribution of net income and owner's equity statements, Prepare a classified balance sheet

**Books Recommended:**

- Basic Accounting: The step-by-step course in elementary accountancy, By Nishat Azmat, Andy Lymer, Hachette UK.
- Basic Accounting, By Rajni Sofat, PHI Learning Pvt. Ltd.
- BASIC ACCOUNTING, By SOFAT, RAJNI, HIRO, PREETI, PHI Learning Pvt. Ltd.
- Accounting for Beginners, By Kokab Rahman, Createspace Independent Pub, 2013

**Paper Title: UGEN - 382 PRACTICE SESSION ON BASIC ACCOUNTING**

**Planning for Practical session: (Based on UGEN – 302)**

- Assignment on discussed topics
- Case studies analysis

**Paper Title: UBAV - 303: ADVANCE MAKEUP TECHNIQUES**

**Job Role: Senior Assistant - Beauty Therapy & Aesthetics**

**Objectives:** • Perform make-ups safely & hygienically, • Perform makeup's to time & include various techniques, for a variety of occasions on a variety of clients. • Perform makeup for media, theater, TV, portfolio & ramp. • Making students proficient in using advance make up techniques like Air Gun.

**UNIT - I**

Preparing the face for make-up, Trolley Setting, Makeup Consultancy Chart, use of Air Brush Makeup

**UNIT - II**

Different make-ups Wet look make up, Engagement make up, Bridal make up, Reception make up, Groom Makeup, Makeup for fashion show

**UNIT - III**

Advance Make up Portfolio, Glossy Make Up, Ramp Make Up, Black & White Make Up, Fantasy Make Up

**UNIT - IV**

Illusion Make Up Cut Marks, Stitch Marks, Accidental Marks, Burn Marks, Old Age, Blood Coming out of mouth. High standard of hygiene and safety, precautions, Cleaning Tools and Equipment. Make up removal procedure and products.

**Books Recommended:**

- Kevyn Aucoin, Harper Collins, The Art of Make-up \_
- Mary Quant, DK Publishing, Classic Makeup and Beauty \_
- Kevyn Aucoin, Little Brown and Company, Face Forward \_
- Kevyn Aucoin, Little Brown and Company. Making Faces \_
- Arlene Mathew, The complete Beauty Book, Varun Publication, Bangalore \_
- Milady's, Text Book of Cosmetology, Milady Publication, America

**Paper Title: UBAV – 391 ADVANCE MAKEUP TECHNIQUES LAB**

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**List of Experiments: (Based on UBAV – 303)**

- Learn the art of preparing the face for make-up, Trolley Setting, Makeup Consultancy Chart, use of Air Brush Makeup.
- Learn the process and application of different make-ups, wet look make up, Engagement make up, Bridal make up, Reception make up, Groom Makeup, Makeup for fashion show
- Have the knowledge and application of Advance Make up Portfolio, Glossy Make Up, Ramp Make Up, Black & White Make Up, Fantasy Make Up
- Have the knowledge of Illusion Make Up Cut Marks, Stitch Marks, Accidental Marks, Burn Marks, Old Age, Blood Coming out of mouth.
- Learn the process for High standard of hygiene and safety, precautions, Cleaning Tools and Equipment. Make up removal procedure and products.
- PPT
- Paper presentation

**Paper Title: UBAV - 304: BODY THERAPY**

**Job Role: Senior Assistant - Beauty Therapy & Aesthetics**

**Objectives:** • Improve physical fitness & analyze the figure and posture defects. • To understand the importance of perfect body postures. • Impact of massage on the skin & muscles for figure improvement. • Techniques of heat treatment and its effect.

**UNIT - I**

Figure Diagnosis - Analysis of the figure. Postural defects. The correct standing posture. Body types. Specific figure faults. Manual body assessment. Tests for muscle strength. The underweight client. Common figure faults. Diet-The First Step to Figure Improvement - Food: Definition, Functions and Importance, Methods to increase the nutritive value of food. Nutrients: Proteins, Carbohydrates, Fats. Vitamins -A, D, E, K, B1, B2, B3, C Minerals-Iron, Calcium, Phosphorus, Sodium, Potassium, Iodine; Fiber, Water-sources, functions, effect of deficiency and excess of all the nutrients. Balanced diet: Different food-groups, Role of balanced diet in improving the quality of skin and hair, balanced diet for adolescents and adults. Obesity throughout life. Health hazards of obesity. Calorie controlled and low carbohydrate diets. High protein diets.

**UNIT - II**

Figure Improvement Through Exercise The value of exercise. The skeletal system. The muscular system. Exercise starting positions. General exercise. Correct breathing. Isotonic and isometric exercise. Progressive resistance exercise. Concentric and eccentric muscle work, Relaxation techniques.

**UNIT - III**

Manual Massage General effects and benefits of massage. Effects of massage on the skin, muscles and adipose tissue. Definition and classification of massage movements. Requirements for massage. Equipment for massage. Working stance. Hand contact and flexibility. Medical liaison and contra indications to massage. Preparation for massage. Treatment organization and adaptation. Massage sequence. Heat Therapy and Lamp Treatments Forms of heat therapy. Safety in the clinic. Effects of heat on the body. Contra-indications to general heat therapy. Paraffin wax treatment. Ultra violet treatment. Infrared and radiant heat treatments.

**UNIT - IV**

Special Reduction Body Treatment General treatments Contra-indications, application effects and benefits of treatment. . Vibratory treatments. Galvanic treatments. High frequency treatment direct and indirect. Vacuum Massage Faradic

**Books Recommended:**

- Body treatments for the Beauty Therapist; Ann Gallant ISBN 0-85950401
- Body Treatments & Dietetics for the Beauty Specialist; Ann Gallant ISBN 0-859504018

**Paper Title: UBAV – 392 BODY THERAPY LAB**

**List of Experiments: (Based on UBAV – 304)**

- Acquire the knowledge of Figure Diagnosis - Analysis of the figure. Postural defects. The correct standing posture. Body types. Specific figure faults. Manual body assessment. Tests for muscle strength. The underweight client. Common figure faults.
- Consult the right Diet-The First Step to Figure Improvement - Food: Definition, Functions and Importance.
- Have the knowledge to increase the nutritive value of food. Nutrients: Proteins, Carbohydrates, Fats. Vitamins -A, D, E, K, B1, B2, B3, C Minerals-Iron, Calcium, Phosphorus, Sodium, Potassium, Iodine; Fiber, Water-sources, functions, effect of deficiency and excess of all the nutrients.

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- Develop the concept of balanced diet, Different food-groups, Role of balanced diet in improving the quality of skin and hair, balanced diet for adolescents and adults.
- Learn how to avoid obesity throughout life. Health hazards of obesity. Calorie controlled and low carbohydrate diets. High protein diets.
- Learn the tools and techniques for figure improvement through Exercise The value of exercise. The skeletal system. The muscular system. Exercise starting positions. General exercise. Correct breathing. Isotonic and isometric exercise. Progressive resistance exercise. Concentric and eccentric muscle work, Relaxation techniques.
- Learn the Manual Massage General effects and benefits of massage. Effects of massage on the skin, muscles and adipose tissue. Definition and classification of massage movements. Requirements for massage. Equipment for massage. Working stance. Hand contact and flexibility.
- Have the knowledge Medical liaison and contra indications to massage. Preparation for massage. Treatment organization and adaptation. Massage sequence.
- Develop the concept of and the apply the same for Heat Therapy and Lamp Treatments Forms of heat therapy. Safety in the clinic.
- Learn the effects of heat on the body. Contra-indications to general heat therapy. Paraffin wax treatment. Ultra violet treatment. Infrared and radiant heat treatments.
- Have the knowledge of Special Reduction Body Treatment General treatments Contra-indications, application effects and benefits of treatment. . Vibratory treatments. Galvanic treatments. High frequency treatment direct and indirect. Vacuum Massage Faradic.
- PPT
- Paper presentation

**Paper Title: UBAV - 305: SALON AND CUSTOMER CARE**

**Job Role: Senior Assistant - Beauty Therapy & Aesthetics**

**Objectives:** • To increase students understanding of the importance of salon and customer care • To promote safe hygienic and healthy work practices. • To develop students communications and interpersonal skills. • To provide opportunities for students to practice reception skills specific to the service industry. • To familiarize students with salon planning and design. • To develop students awareness of professional training and career opportunities within the cosmetic industry. • Consulting with clients to determine their needs and preferences.

**UNIT – I**

Salon professional: Roles and duties, Work ethics. Importance of maintaining a healthy life style-exercise, image, rest.

**UNIT – II**

Reception skills: Role and duties of a receptionist, enter appointments in an appointment book for various services, answering phone calls, take and record a message for a client or another member of staff, accept different types of payments, complete a gift voucher, display of stock to promote sales.

**UNIT – III**

Ergonomic principles: Foot, leg, hand, wrist, hips, knees, neck, back, shoulder, chest; Ergonomically designed salon equipments availability, benefits, design. Safety: Potential safety hazards found in a hair salon, potentially hazardous substances found in salons, safe and hygienic disposal of waste, safe use of hair equipments, fire preventions and fire fighting equipments, fire evacuation procedure for a salon.

**UNIT – IV**

Salon Design: Features of good salon design, furnishing and equipments for a hair salon, layout and décor for a hair salon

**Books Recommended:**

- Beauty Therapy, The Official Guide to Level 2 by Lorraine Nordmann, Publisher: Macmillan Useful as a reference text for the teacher/tutor.
- Creating an Excellent Salon by Iris Rigazzi-Traling, Publisher: Holdder & Stoughton Useful as a reference text for the teacher/tutor.

**Paper Title: UBAV – 393 SALON AND CUSTOMER CARE LAB**

**List of Experiments: (Based on UBAV – 305)**

- Have the knowledge of Salon professional: Roles and duties, Work ethics. Importance of maintaining a healthy life style-exercise, image, rest.
- Acquire and apply the same for Reception skills: Role and duties of a receptionist, enter appointments in an appointment book for various services, answering phone calls.

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- Learn how to take and record a message for a client or another member of staff, accept different types of payments, complete a gift voucher, display of stock to promote sales
- Have the knowledge of Ergonomic principles: Foot, leg, hand, wrist, hips, knees, neck, back, shoulder, chest; Ergonomically designed salon equipments availability, benefits, design.
- Have the knowledge of Safety: Potential safety hazards found in a hair salon, potentially hazardous substances found in salons, safe and hygienic disposal of waste, safe use of hair equipments, fire preventions and fire fighting equipments, fire evacuation procedure for a salon.
- Learn the art of Salon Design: Features of good salon design, furnishing and equipments for a hair salon, layout and décor for a hair salon
- PPT

**Year - 2 - Advanced Diploma (SEMESTER - IV)**

**Paper Title: UGEN – 401: ENVIRONMENTAL STUDIES**

**Objective:** Keeping in view the modern status of environment, the course primarily aims at providing various awareness programs required for the welfare of the environment apart from the emphasis on the general and conventional issues surrounding the environment.

**UNIT - I**

Multidisciplinary nature of environmental studies - Definition, scope and importance, need for public Awareness, Natural Resources: Renewable and non - renewable resources, Natural resources and associated problems, Role of an individual in conservation of natural resources. Equitable use of resources for sustainable lifestyles, Ecosystems: Concept, Structure and function of an ecosystem. Producers, consumers and decomposers. Energy flow in the ecosystem. Ecological succession. Food chains, food webs and ecological pyramids.

**UNIT - II**

Biodiversity and its conservation , Bio - geographically classification of India, Value of biodiversity, Biodiversity at global, National and local levels. India as a mega diversity Nation, Hot - spots of biodiversity. Threats to biodiversity: habitat loss, poaching of wildlife, man - wildlife conflicts. Endangered and endemic species of India. Conservation of biodiversity: In - situ and Ex - situ conservation of biodiversity.

**UNIT - III**

Environmental Pollution: Definition , Cause, effects and control measures of : Air pollution, Water pollution, Soil pollution, Marine pollution, Noise pollution, Thermal pollution, Nuclear hazards. Solid waste Management: Causes, effects and control measures of urban and industrial wastes. Role of an individual in prevention of pollution. Pollution case studies. Disaster management: floods, earthquake, cyclone and landslides . Social Issues and the Environment: From Unsustainable to Sustainable development. Urban problems related to energy. Water conservation, rain water harvesting, watershed management. Resettlement and Rehabilitation of people; its problems and concerns. Case Studies.

**UNIT - IV**

Environmental ethics: Issues and possible solutions. Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust. Case Studies. Wasteland reclamation. Consumerism and waste products. Environment Protection Act. Air (Prevention and Control of Pollution) Act. Water (Prevention and control of Pollution) Act. Wildlife Protection Act Forest Conservation Act. Issues involved in enforcement of environmental legislation. Public awareness. Human Population and the Environment. Population growth, variation among nations. Population explosion - Family Welfare Programme. Environment and human health. Human Rights. Value Education. HIV/AIDS. Women and Child Welfare. Role of Information Technology in Environment and Human health. Case Studies.

**Books Recommended:**

- M.P. Poonia & S.C. Sharma, Environmental Studies, Khanna Publishing House
- Mike Hulme, Climates and Cultures.
- Mark Garrett, Encyclopaedia of Transportation Social Science and Policy.
- Steel, Science An A - to - Z Guide to Issues and Controversies.
- John A Matthews, Encyclopaedia of Environmental Change.
- O.P. Gupta, Elements of Environmental Pollution Control, Khanna Publishing House

**Paper Title: UGEN - 481 PRACTICE SESSION ON ENVIRONMENTAL STUDIES**

**Planning for Practical session: (Based on UGEN – 401)**

- Case studies
- Tree plantation program
- PPT presentation on selected areas
- Poster making

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**Paper Title: UGEN – 402: QUALITY MANAGEMENT**

**Objective:** This course will help the students to digest the basic features of the subject apart from a handful of theories, laws, hypothesis included in the course, before the students stamp their feet on the corporate sector.

**UNIT - I**

Introduction to Quality Management, Evolution of Quality Management, Concepts of Product and Service Quality  
Dimensions of Quality, Deming's, Juran's, Crosby's Quality Philosophy, Quality Cost

**UNIT - II**

Introduction to Process Quality, Graphical and statistical techniques for Process Quality Improvement  
Graphical tools for data representation, 7 QC tools

**UNIT - III**

Sampling, sampling distribution, and hypothesis Testing Regression, Control charts, Process capability analysis, Measurement system analysis, Analysis of Variance (ANOVA), Design and Analysis of Experiment (DOE), Acceptance sampling plan, TQM, Leadership, Lean and JIT Quality Philosophy, Benchmarking, Process failure mode and effect analysis(PFMEA), Service Quality, Six sigma for Process Improvement, ISO 9001 and QS 9000  
Quality Audit, Quality Circles

**UNIT - IV**

Quality Improvement, Quality Function Deployment, Robust Design and Taguchi Method, Design Failure Mode & Effect Analysis, Product Reliability Analysis, Six Sigma in Product Development

**Books Recommended:**

- D. C. Montgomery, Introduction to Statistical Quality Control, John Wiley & Sons, 3<sup>rd</sup> Edition.
- M.P. Poonia & S.C. Sharma, Total Quality Management, Khanna Publishing House, (AICTE Recommended Textbook)
- Mitra A. , Fundamentals of Quality Control and Improvement, PHI, 2nd Ed. , 1998.
- J Evans and W Lindsay, The Management and Control of Quality, 6<sup>th</sup> Edition, Thomson, 2005
- Besterfield, D H et al. , Total Quality Management, 3rd Edition, Pearson Education, 2008.
- D. C. Montgomery, Design and Analysis of Experiments, John Wiley & Sons, 6<sup>th</sup> Edition, 2004
- D. C. Montgomery and G C Runger, Applied Statistics and Probability for Engineers, John Wiley & Sons, 4th Edition.

**Paper Title: UGEN - 482 PRACTICE SESSION ON QUALITY MANAGEMENT**

**Planning for Practical session: (Based on UGEN – 402)**

- Case studies
- PPT presentation on TQM practices
- Survey and sample collection for project

**Paper Title: BA-403: SPA INDULGENCE**

**Job Role: Senior Assistant - Beauty Therapy & Aesthetics**

**Objectives:** • To discuss the purpose of massage • To demonstrate the manipulation in massage • To understand the working and ethics of spa • Understand the importance of various oils for treatments. • To explain the scientific basis of Aromatics & Essences.

**UNIT - I**

Spa Therapies: Introduction to Spa, History and origin of the spa, Types, Product, Layout, Importance, System, Principles and classification, Spa House Keeping, Spa etiquettes and grooming, Basics of spa management, Marketing for Spa.

**UNIT - II**

Swedish Massage, Lomi-Lomi Massage, Deep Tissue Massage, Traditional Thai Massage, Ayurvedic Abhangya, Balinese Massage Javanese Lulur.

**UNIT - III**

Aroma Therapy History of Aroma Therapy Natural Sources of Essential Oils Basic Chemistry/Aroma Chemistry In-depth Study of Oil and Methods of Extraction and Yield Blending Objective method & Types of notes.

**UNIT - IV**

Uses of Essential Oil Oil-Detail study for oils (21 oils) Carrier Oil Treatment Oils-Therapeutic references, Therapeutic name. Action of Oils Plant Families. Health, Safety and hygiene regulations. Contra Indications.

**Books Recommended:**

- The Illustrated Guide to Massage and Aromatherapy by Catherine Stuart.
- Milday's Standard Cosmetology, Delmar Cengage Learning

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- Tanushree Podder, The Magic of Massage, Pustak Mahal, Delhi
- Clare Maxwell-Hudson, "The complete Book of Massage, 1st ed., New York, random House.
- Sharma, Rajiv, Massage for Good Health, Diamond Pocket Books (P) Ltd. \_ Baiz Rodolfe, Healing Power of Essential Oils, Twin Lakes, Wisconsin.
- D. Milli Austin, Healing Bath: Using Essential Oil Therapy to Balance Body Energy, Inner Tradition, Vermont

**Paper Title: UBAV – 491 SPA INDULGENCE LAB**

**List of Experiments: (Based on UBAV – 403)**

- Have the knowledge of Spa Therapies: Introduction to Spa, History and origin of the spa, Types, Product, Layout, Importance, System.
- Have the know-how of Principles and classification, Spa House Keeping, Spa etiquettes and grooming, Basics of spa management, Marketing for Spa.
- Learn the art of Swedish Massage, Lomi-Lomi Massage, Deep Tissue Massage, Traditional Thai Massage, Ayurvedic Abhangya, Balinese Massage Javanese Lulur.
- Have the know-how of Aroma Therapy History of Aroma Therapy Natural Sources of Essential Oils Basic Chemistry/Aroma Chemistry In-depth Study of Oil and Methods of Extraction and Yield Blending Objective method & Types of notes.
- Learn the uses of Essential Oil Oil-Detail study for oils (21 oils) Carrier Oil Treatment Oils-Therapeutic references, Therapeutic name. Action of Oils Plant Families. Health, Safety and hygiene regulations. Contra Indications.
- PPT
- Paper presentation

**Paper Title: UBAV–404: BASIC AYURVEDA, NATUROPATHY AND BEAUTY**

**Job Role: Senior Assistant - Beauty Therapy & Aesthetics**

**Objectives:** • To provide basic knowledge about the various beauty treatments in Ayurveda. • To give insight into various naturopathy treatments related to beauty. • To helps student gain basic knowledge about the process and benefits of Shirodhara & Potli Massage.

**UNIT - I**

Principles of Ayurveda: Beauty treatment in Ayurveda:- Skin treatment for Acne, Sunburns, Hyper-pigmentations, Freckles, Dark under eyes circles, Blemishes, Stretch marks, Scars and Anti ageing. Ayurvedic treatment for Hair fall, Pre-mature Graying, Baldness, chemically (damaged) coloured hair. Ayurvedic Massage therapy- Abhyanga, Hot Stone Massage. Ayurvedic steam bath.

**UNIT - II**

Beauty and Naturopathy: Basic knowledge about Naturopathy. Various treatments with nature cure such as: Earth (Mud Therapy), Air therapy, Diet therapy (Fasting), Water therapy (Steaming etc.). Fire therapy

**UNIT - III**

Shirodhara: Potli and Indian Head Massage : Purpose, History, Benefits, Essential steps, Treatment , preparation, Safety precautions/Do's & Don'ts, After care.

**UNIT - IV**

Indian Head Massage: Purpose, History, Benefits, Essential Steps, Treatment Preparation, Safety , Precautions, After Care/Home Care. Potli Massage: Purpose, History, Benefits, Essential steps, Treatment preparation, Safety , precautions/Do's & Don'ts, After care

**Books Recommended:**

- Prof. Holger Hannemann. Magnetic Therapy: Balancing your energy flow for self healing
- Andrew Salter, The Conditioned Reflex Therapy Classic Book on Assertiveness that began Behavior Therapy Published
- Diane Buchman, Blanche Fried, The Complete Book on Water Therapy
- Ruth Sova, The Water way to Mobility and Pain free.

**Paper Title: UBAV – 492 BASIC AYURVEDA, NATUROPATHY AND BEAUTY LAB**



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**List of Experiments: (Based on UBAV – 404)**

- Learn the Principles of Ayurveda: Beauty treatment in Ayurveda:- Skin treatment for Acne, Sunburns, Hyper-pigmentations, Freckles, Dark under eyes circles, Blemishes, Stretch marks, Scars and Anti ageing.
- Develop the concept and apply the same for Ayurvedic treatment for Hair fall, Pre-mature Graying, Baldness, chemically (damaged) coloured hair.
- Learn the process of Ayurvedic Massage therapy- Abhyanga, Hot Stone Massage. Ayurvedic steam bath.
- Beauty and Naturopathy: Basic knowledge about Naturopathy and Various treatments with nature cure such as: Earth (Mud Therapy), Air therapy, Diet therapy (Fasting), Water therapy (Steaming etc.). Fire therapy
- Have the know-how of Shirodhara: Potli and Indian Head Massage : Purpose, History, Benefits, Essential steps, Treatment , preparation, Safety precautions/Do's & Don'ts, After care.
- Have the know-how of Indian Head Massage: Purpose, History, Benefits, Essential Steps, Treatment Preparation, Safety , Precautions, After Care/Home Care.
- Learn the concept and apply the same for Potli Massage: Purpose, History, Benefits, Essential steps, Treatment preparation, Safety , precautions/Do's & Don'ts, After care
- PPT
- Paper presentation

**Paper Title: UBAV-405: HAIR TRICHOLOGY**

**Job Role: Senior Assistant - Beauty Therapy & Aesthetics**

**Objectives:** • Understand different types of hair loss and their causes. • Various options for hair loss treatments. • Recognize hair and scalp disorders commonly seen in the salon and know which can be treated there.

**UNIT – I**

Introduction to Trichology and the Trichological Sciences Anatomy & Physiology of the Human Hair and Scalp: Structure and Function

**UNIT – II**

Hair Loss conditions and their causes: Alopecia Areata (patchy hair loss), Alopecia Totalis & Universalis , Androgenic Alopecia in males and females (genetic hair loss) , Anagen and Telogen Effluviums (hair shedding) , Cicatrice Alopecia (scarring hair loss)

**UNIT – III**

Hair fiber disorders: Traction Alopecia (hair breakage) , Genetic and congenital hair fibre problems Scalp disorders: , Folliculate scalp breakouts , Seborrhea Dermatitis (scalp flaking) Other hair & scalp conditions: Trichotillomania (hair pulling) , Hirsutism (too much body hair)

**UNIT – IV**

Salon Treatments for Hair Loss & Scalp Problems Trichology Consultation: • Recognizing different hair loss and scalp conditions.

**Books Recommended:**

- George Thomas Jackson, "A Practical Treatise on the Diseases of the Hair and Scalp" Cambridge Scholars Publishers.
- Rodney Dawber R P R Dawber, "Diseases of the Hair and Scalp (English) 3rd Edition", Blackwell Science Inc.
- Stephen Williams, "Hair Loss: Erase The Embarrassment With Helpful Tips To Keep Your Hair Healthy From Scalp To Tip", Stephens Williams Publishers.
- Diane B. Eisman and Eugene H. Eisman, Pocket Books UK, 2000, The Bald Truth: The First Complete Guide to Preventing And Treating Hair Loss.

**Paper Title: UBAV – 493 HAIR TRICHOLOGY LAB**

**List of Experiments: (Based on UBAV – 405)**

- Introduction to Trichology and the Trichological Sciences Anatomy & Physiology of the Human Hair and Scalp: Structure and Function
- Have the knowledge of Hair Loss conditions and their causes: Alopecia Areata (patchy hair loss), Alopecia Totalis & Universalis , Androgenic Alopecia in males and females (genetic hair loss) , Anagen and Telogen Effluviums (hair shedding) , Cicatrice Alopecia (scarring hair loss)
- Have the knowledge for Hair fiber disorders: Traction Alopecia (hair breakage) , Genetic and congenital hair fibre problems Scalp disorders: , Folliculate scalp breakouts , Seborrhea Dermatitis (scalp flaking) Other hair & scalp conditions: Trichotillomania (hair pulling) , Hirsutism (too much body hair)
- Learn and apply Salon Treatments for Hair Loss & Scalp Problems Trichology Consultation: • Recognizing different hair loss and scalp conditions.
- PPT
- Paper presentation

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**Year - 3 - Degree (SEMESTER - V)**

**Paper Title: UGEN – 501: INDIAN ECONOMY & SOCIAL CHANGES**

**Objective:** The subject aims to cover a broad canvas of the Indian economy from independence to the present era including the possible social changes witnessed over the period of time.

**UNIT - I**

Indian Economy on the eve of Independence, British rule and its impact on Indian Economy, Emergence and development of Planning exercise in India - historical debates, plan models and shift in focus over time

**UNIT - II**

Output (National Income) and Employment Structure of Indian Economy; Composition and relative rates of growth of agriculture, industry and services sectors; Sub - sectoral analysis. Trends and patterns in structure of population over time - growth rate, gender, rural - urban, literacy, regional; Structure and trends of Poverty and Inequality (interpersonal and regional);

**UNIT - III**

Inflation - trends, structure and causes; Unemployment - trends, structure and types. Trends in Agricultural Production and Productivity; Land Reforms - Genesis, Progress and current status; Green Revolution - Measures and its effects. Trends and Patterns of Industrial Sector; Changes in the structure of Indian Industry; Small Scale Industries - Growth, Structure and its contribution in national economy; Public Sector - Growth, Structure, Historical role, Evolution and Dilution. Trends in Exports and Imports; Composition and Direction of Foreign Trade; Balance of Payments - Current Status

**UNIT - IV**

Introduction to different theories of social change, Social conditions and religious thought.

**Books Recommended:**

- R Dutta and K P M Sundaram: Indian Economy, S Chand
- A. N. Agarwal: Indian Economy, Problems of Development and Planning, New Age.
- Mishra and Puri: Indian Economy, Himalaya.
- Planning Commission: Eleventh Five Year Plan, Vol I, II and III, Academic Foundation.
- Government of India: Economic Survey (latest issue)

**Paper Title: UGEN - 581 PRACTICE SESSION ON INDIAN ECONOMY & SOCIAL CHANGES**

**Planning for Practical session: (based on UGEN – 501)**

- Data collection on Indian economy system
- PPT presentation on the current economic scenario
- Case studies on recent economic issues
- Graphical presentation to connect between economy and society

**Paper Title: UGEN – 502: RESEARCH METHODOLOGY**

**Objective:** The course aims to teach the students to read, understand and explore something new from the conventional material before they climb up the ladder for more progressive research works.

**UNIT - I**

Foundations of Research: Meaning, Objectives, Motivation, Utility. Concept of theory, empiricism, deductive and inductive theory. Characteristics of scientific method - Understanding the language of research - Concept, Construct, Definition, Variable. Research Process (10%)

**UNIT - II**

Problem Identification & Formulation - Research Question - Investigation Question - Measurement Issues - Hypothesis - Qualities of a good Hypothesis - Null Hypothesis & Alternative Hypothesis. Hypothesis Testing - Logic & Importance (10%)

**UNIT - III**

Research Design: Concept and Importance in Research - Features of a good research design - Exploratory Research Design - concept, types and uses, Descriptive Research Designs - concept, types and uses. Experimental Design: Concept of Independent & Dependent variables.

**UNIT - IV**

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Qualitative and Quantitative Research: Qualitative research - Quantitative research - Concept of measurement, causality, generalization, replication. Merging the two approaches.

**Books Recommended:**

- Research methodology by P. K. Manoharam
- Research methodology by Dr. C. Rajindra Kumar
- Research methodology methods and techniques by C. R. Kothari

**Paper Title: UGEN - 582 PRACTICE SESSION ON RESEARCH METHODOLOGY**

**Planning for Practical session: (Based on UGEN – 502)**

- Case studies
- Model paper presentation on assigned topics
- Survey and sample collection for project preparation

**Paper Title: UBAV–503: LASER FUNDAMENTALS AND SAFETY**

**Job Role: Beauty Therapist & Aesthetics**

**Objectives:** • To acquaint the students with latest cosmetic laser techniques. • To acquaint the students with safety procedures while using lasers. • To acquaint the students indications & contradictions applicable to use of laser. • To acquaint the students with bioethics. • To acquaint the students with medico-legal aspects.

**UNIT - I**

Introduction to Lasers History, Laser Physics & Vocabulary Type of Laser Laser & Skin Interaction, Laser Chromospheres, Choosing Appropriate Settings, Available aesthetic laser technologies in the world.

**UNIT - II**

Laser Safety: contraindications/Eye Protection/ Flammable Liquids and Gases/ Smoke/ Hazard/ Access and Signage Patient psychology and expectation

**UNIT - III**

Advance laser and their indications Intense pulsed light Pre-and post treatment do's and don's Skin rejuvenation Skin resurfacing Skin tightening Permanent Hair Reduction Treatments of Acne scarring Comparison between laser Management and complications of laser and IPL Considerations for laser equipment purchase

**UNIT - IV**

Important considerations How to market your practice and build your customer base Medico-legal aspects of cosmetic dermatology Ethics in cosmetic practice What do buy and where to buy

**Books Recommended:**

- The laser guide book; Jeff Hecht. New York McGraw- Hill.
- Principles of laser, Orazio Svelto, New York Plenum.
- Understanding laser: an entry level guide. Jeff Hecht. New York IEEE press.
- Introduction to laser & their application: Donald C O'shea, W. Russell Callen & William IT. Rhodess, Reading Mass: Addison Wesley Publishing Co.

**Paper Title: UBAV – 591 LASER FUNDAMENTALS AND SAFETY LAB**

**List of Experiments: (Based on UBAV – 503)**

- Introduction to Lasers History, Laser Physics & Vocabulary Type of Laser Laser & Skin Interaction, Laser Chromospheres, Choosing Appropriate Settings, Available aesthetic laser technologies in the world.
- Learn the tools for Laser Safety: contraindications/Eye Protection/ Flammable Liquids and Gases/ Smoke/ Hazard/ Access and Signage Patient psychology and expectation
- Have the knowledge for Advance laser and their indications Intense pulsed light Pre-and post treatment.
- Learn the do's and don'ts for Skin rejuvenation Skin resurfacing Skin tightening Permanent Hair Reduction.
- Have the knowledge for Treatments of Acne, scarring.
- Learn the Comparison between laser Management and complications of laser and IPL Considerations for laser equipment purchase
- Have the adequate market knowledge for your practice and building your customer base Medico-legal aspects of cosmetic dermatology ethics in cosmetic practice What do buy and where to buy.
- PPT
- Paper presentation

**Paper Title:UBAV–504: ELECTRICAL & CHEMICAL TREATMENTS**

**Maulana Abul Kalam Azad University of Technology, West Bengal**  
*(Formerly West Bengal University of Technology)*  
**B. Voc. in Beauty & Aesthetics (UGC)**  
**(Effective for Academic Session 2018-2019)**

**Job Role: Beauty Therapist & Aesthetics**

**Objectives:** • Explain and discuss the electrical currents used in beauty therapy.. • Understand the safety and preparatory procedures for these treatments, including contra-indications. • Perform hygienically, successfully and safely, to a commercial standard and time, each treatment, to suit each individual client, on a variety of clients. • Explain the physiological and psychological effects and the aftercare advice for each treatment.

**UNIT – I**

Chemical Peels: Introduction to Peels, Superficial, Medium, Deep, Augmented Peels, Characteristics, AHA superficial peeling, Peeling for melasma, wrinkles, acne & fair skin, Peeling for skin rejuvenation. Equipment, commercially and effectively used for facial treatments.

**UNIT – II**

Electrical Treatments: Neuromuscular electrical stimulation (faradic current), Infrared, High Frequency, Vacuum suction, Mechanical brush cleaner, Galvanic facial (iontophoresis and deincrustation), Ultra Violet, Steam (with and without ozone), Mechanical Massagers.

**UNIT – III**

Care & storage of electrical equipments: sterilization of equipment, high standard of hygiene & safety selection of appliance, equipment to suit the client's need,

**UNIT – IV**

Physiological and psychological effect of the electrical and chemical treatment, treatment time, benefits and contraindications of the treatment. Precautions (before & after). Record keeping pertaining to the treatment.

**Books Recommended:**

- Unfolding revolution of chemical peels by Sita Paudal
- Manual of Chemical Peels; Superficial & medium depth, Mark G. Rubin. Lippincott William & Wilkins: ISBN-13:978-0397515066
- Textbook of Chemical Peels (1st Edition): Philippe Depicz, E-book ISBN: 9780203347416
- Step by Step chemical Peels: Khungar Niti: J.P. Digital: ISBN: 9783184485301

**Paper Title: UBAV – 592 ELECTRICAL & CHEMICAL TREATMENTS LAB**

**List of Experiments: (Based on UBAV – 504)**

- Chemical Peels: Introduction to Peels, Superficial, Medium, Deep, Augmented Peels, Characteristics, AHA superficial peeling, Peeling for melasma, wrinkles, acne & fair skin, Peeling for skin rejuvenation. Equipment, commercially and effectively used for facial treatments.
- Have the knowledge of Electrical Treatments: Neuromuscular electrical stimulation (faradic current), Infrared, High Frequency, Vacuum suction, Mechanical brush cleaner, Galvanic facial (iontophoresis and deincrustation), Ultra Violet, Steam (with and without ozone), Mechanical Massagers.
- Learn the tools and techniques Care & storage of electrical equipments: sterilization of equipment, develop the concept of high standard hygiene & safety selection of appliance, equipment to suit the client's need.
- Have the know-how of Physiological and psychological effect of the electrical and chemical treatment, treatment time, benefits and contraindications of the treatment. Precautions (before & after). Record keeping pertaining to the treatment.
- PPT
- Paper presentation

**Paper Title: UBAV-505: PRE-BRIDAL GROOMING PLAN**

**Job Role: Beauty Therapist & Aesthetics**

**Objectives:** • To enable the students to develop practical skills in giving pre-bridal services. • To enable the students In framing pre-bridal packages according to the requirements and budgets. • To enable the students to design the services in a given time frame. • To inculcate unique selling points in students through blogs, rehearsals and photo shoots.

**UNIT - I**

Pre - Bridal Sessions:

Face: Eyebrow grooming, facial for nourishing the skin, IPL treatment to reduce hair growth, if required. Body: Diet consultation and Gym enrollment for figure correction, Body waxing, bleaching and polishing treatment, Aromatherapy for deep massage. Hand & Feet care: Manicure & Pedicure, Nail art, professional mehndi designing, artificial nails if desired.

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**UNIT - II**

Hair: Improving the quality of hair, treatment for dandruff prone/ damaged hair, treatment/ hair colour for gray hair, hair spa and different hair styles for different ceremonies. Spa: Weekend indulgence

**UNIT - III**

Pre - Bridal Packages: Designing pre - bridal/bridal packages for different prices, Designing wedding blogs and inviting reviews. Fixing bridal makeup team, hair designing team & treatment team. Dress rehearsal: Trial make over sessions & draping according to different cultures & themes.

**UNIT - IV**

Deciding on hair accessories, bridal jewellery & cosmetics, Photo shoots & head shoots session for bride before & after makeup, Designing of short term make up courses for brides to be, Wedding wishes

**Books Recommended:**

- Rar Morris "Express Makeup"
- Bobby Brown "Makeup Manual".
- Makeup Makeovers: Expert secrets for stunning transformation. Robert Jones.
- Making Faces: Kevyn Aucoin.
- Jemma Kidds "Make up Masterclass" Beauty Bible of Professional Techniques & Wearable Look.

**Paper Title: UBAV – 593 PRE-BRIDAL GROOMING PLAN LAB**

**List of Experiments: (Based on UBAV – 505)**

- Pre - Bridal Sessions: Have the basic concept of Face: Eyebrow grooming, facial for nourishing the skin, IPL treatment to reduce hair growth, if required. Body: Diet consultation and Gym enrollment for figure correction.
- Learn the procedure for Body waxing, bleaching and polishing treatment, Aromatherapy for deep massage. Hand & Feet care: Manicure & Pedicure, Nail art, professional mehndi designing, artificial nails if desired.
- Have the know-how of Improving the quality of hair, treatment for dandruff prone/ damaged hair, treatment/ hair colour for gray hair.
- Learn the technique of hair spa and different hair styles for different ceremonies. Spa: Weekend indulgence.
- Have the essential knowledge for Pre - Bridal Packages: Designing pre - bridal/bridal packages for different prices, Designing wedding blogs and inviting reviews.
- Have the know-how for Fixing bridal makeup team, hair designing team & treatment team. Dress rehearsal: Trial make over sessions & draping according to different cultures & themes.
- Develop the creativity for hair accessories, bridal jewellery & cosmetics, Photo shoots & head shoots session for bride before & after makeup.
- Learn the art for Designing of short term make up courses for brides to be, Wedding wishes.
- PPT
- Paper presentation

**Year - 3 - Degree (SEMESTER - VI)**

**Paper Title: UGEN – 601: GENERAL HUMAN PSYCHOLOGY & HR MANAGEMENT**

**Objective:** The classic blend of psychology and human resource will help to deal with the individuals in the corporate sector. The study of proper human mind is to be emphasized before the role of human resource management comes to play.

**UNIT - I**

Introduction to psychology, Nature of psychology; Basic concepts: Person, States of Consciousness: Sleep and Wakefulness and altered States of Consciousness, Behavior and Experience, II Evolution of the discipline of psychology; Psychology and other disciplines; Linkages across psychological processes

**UNIT - II**

Methods of psychology, The bases of human behavior, Evolutionary perspective on human behavior; Biological and cultural roots; Nervous system and endocrine system: Structure and relationship of with behavior and experience; Brain and behavior, Socialization, Enculturation and Acculturation; Globalization; Diversity and pluralism in the Indian context.

**UNIT - III**

Evolution and growth of human resource management (with special reference to Scientific management and Human relations approaches). Role of HR in strategic management. Nature. objectives, scope, and functions of HR management, Challenges of HR (the changing profile of the workforce - knowledge workers, employment opportunities in BPOs, IT and service industries, Flexi options), Workforce diversity (causes, paradox, resolution of diversity by management).

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**UNIT - IV**

Concepts of line - staff in the structure of human resource department and the role of human resource manager, Manpower planning, Job analysis, Job evaluation.

**Books Recommended:**

- General Psychology by S. Dandapani, Neelkamal Publication (2016)
- General Psychology by R. K. Gupta
- Aswathappa K. (2002) Human Resource and Personnel Management, Tata McGraw - Hill, New Delhi.
- Bhattacharyya Kumar Deepak (2006) Human Resource Managing, Excel Books, New Delhi.
- Cascio F. W. (2003) Managing Human Resources, Productivity, Quality of Life, Profits, Tata Mc - Graw - Hill, New York.

**Paper Title: UGEN - 681 PRACTICE SESSION ON GENERAL HUMAN PSYCHOLOGY & HR MANAGEMENT**

**Planning for Practical session: (Based on UGEN – 601)**

- How to conduct counseling sessions
- Case studies
- PPT presentation on recent HR practices

**Paper Title: UGEN – 602: ENTREPRENEURSHIP DEVELOPMENT PROGRAMME**

**Objective:** The course aim to give a shape to understand the validity of various entrepreneurship development programs in the field of economics and its related concepts.

**UNIT - I**

To make the students understand about entrepreneurs and different classifications. Entrepreneur and entrepreneurship - Definition; traits and features; classification; Entrepreneurs; Women entrepreneurs; Role of entrepreneur in Entrepreneurs in India, Create an awareness about EDP. Entrepreneurial development programme concept; Need for training; phases of EDP; curriculum & contents of Training Programme; Support systems, Target Groups; Institutions conducting EDPs in India and Kerala.

**UNIT - II**

General awareness about identification of project financing new enterprises; Promotion of a venture; opportunity Analysis Project identification and selection; External environmental analysis economic, social, technological and competitive factors; Legal requirements for establishment of a new unit; loans; Over run finance; Bridge finance; Venture capital; Providing finance in Approaching financing institutions for loans.

**UNIT - III**

To identify different Discuss opportunities in small business; Small business Enterprise - Identifying the Business opportunity in various sectors - formalities for setting up of a small business enterprise - Institutions supporting small business enterprise - EDII (Entrepreneurship Development Institute of India), SLDO (Small Industries Development Organization NSIC (National small Industries Corporation Ltd. (CNSIC) NIESBUD (National Institute for Entrepreneurship and small Business Development) Sickness in small business enterprise causes and remedies.

**UNIT - IV**

To understand about a project report relating to a small business; Project formulation - Meaning of a project report significance contents formulation planning commissions guidelines for formulating a project report - specimen of a project report, problems of entrepreneurs case studies of entrepreneurs.

**Books Recommended:**

- Clifton, Davis S. and Fyvie, David E. , Project Feasibility Analysis, John Wiley, New York, 1977.
- Desai A. N., Entrepreneur and Environment, Ashish, New Delhi, 1990.
- Drucker, Peter, Innovation and Entrepreneurship, Heinemann, London, 1985
- Jain Rajiv, Planning a Small Scale Industry: A guide to Entrepreneurs, S. S. Books, Delhi, 1984
- Kumar S. A. , Entrepreneurship in Small Industry, Discovery, New Delhi, 1990
- McClelland, D. C. and Winter, W. G. , Motivating Economic Achievement, Free Press, New York, 1969

**Paper Title: UGEN - 682 PRACTICE SESSION ON ENTREPRENEURSHIP DEVELOPMENT PROGRAMME**

- PPT presentation
- Case studies on Men/Women entrepreneurs
- Seminar on successful entrepreneurs
- Preparation of project work

**Paper Title: UBAV – 691: INDUSTRIAL TRAINING**

**Job Role: Beauty Therapist & Aesthetics**

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Industrial Training of 3 - 4 weeks of 6 credits in each year followed by Report Writing and Viva - voce. These trainings are to be carried out during summer vacations. These training may be done from industries/Skill knowledge providers (SKPs)/Sector Skill Councils (SSCs)/Training centers/Institutes. These credits will be evaluated in Semester VI.





# Dr. Kanailal Bhattacharyya College

15, Kona Road, Ramrajatala, P.O. : Santragachi, Howrah-711 104

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| SL No.      | Topics   | Hours |
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| 2.          | Maintaining Stock Keeping units (SKU)                  | 6     |
| 3.          | Recording Day to day transactions                      | 14    |
| 4.          | Accounts Receivable and Accounts Payable               | 12    |
| 5.          | MIS Reports  | 2     |
| 6.          | Getting Started with GST with e filing GSTR 3B, GSTR 1 | 14    |
| 7.          | Multi-Currency   | 2     |
| 8.          | Multi Lingual  | 1     |
| 9.          | Security Control                                       | 2     |
| 10.         | Recording Voucher with TDS (Tax Deducted at Source)    | 4     |
| Total Hours | 60   |       |

### Commercials :

| Certification | Recommended Duration | Courseware & Certificate Price (INR)                | College Share (INR) | Total Fees (INR) |
|---------------|----------------------|---|---------------------|------------------|
| Tally ACE     | 60 Hrs               | 3000/- (Training, Certification with Physical Book) | 500/-               | 3500/-           |

Fees will be payable in two installment 1st at the time of admission Rs. 2000/- and 2nd at next month Rs. 1500/-

- (Typical group size minimum of 30 students in a batch).
- Certification will be provided to every successful candidate, Dr. Kanailal Bhattacharyya College name will be printed on the certificate as an organizer.

*Deep Narayan Pal*

*KLB*  
Principal 21/01/19  
Dr. Kanailal Bhattacharyya College  
Santragachi, Howrah



## TALLY ACE COURSE SUMMARY

TOTAL STUDENTS ADMITTED—21(F-16,M-5)

DROUPOUT STUDENT-----03

CONTINUE-----18

CLASS STARTING DATE-----07.04.2019

CLASS ENDING, EXAMINATION DATE—22.09.2019

CONVOCATION AND JOB FAIR-----26.09.2019

TOTAL CLASS DURATION ---60 HOURS

COMPUTER STUDENT RATIO-----1:1

TOTAL PRACTICE CLASS DURATION ----30 HOURS

TRAINING PARTNER ----CAREER SOLUTIONS

NAME OF CAREER SOLUTION COORDINATOR ---MR.DEEP NARAYAN PAL(MO.NO.8013782614)

### NAME OF COMPANY ATTAINED IN JOB FAIR

- 1.DYNAVISON
- 2.2 COMS
- 3.TECHNOIMPACT SOLUTION
- 4.MAN POWER CONSULTANTS
- 5.HDFC BANK
- 6.TEAMLEASE SERVICES LTD.

*Saurav Mondal*  
1.11.19  
Co-ordinator  
Career Orientation Programme  
(U. G. C. Recognised)  
Dr. Kanailal Bhattacharyya College  
Santragachi, Howrah-4



*K. B. Bha*  
Principal 01/11/2019  
Dr. Kanailal Bhattacharyya College  
Santragachi, Howrah- 4



# Dr. Kanailal Bhattacharyya College

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*Dr. Sampa Ray Bagchi*

Joint Co-ordinator UGC B.VOC

Beauty Therapy and Aesthetics

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