

## **GUIDELINES AND COURSE REGULATIONS**

**(2019 - 2022)**

### **Introduction**

Jayaraj Annapackiam College for Women, Periyakulam, was conferred Autonomous Status in Oct. 2004 since then it has been following Choice Based Credit System. It was accredited at “A” Grade (3<sup>rd</sup> Cycle) by NAAC in May, 2014 with 3.36 as CGPA. As per the UGC guidelines of B.Voc and Mother Teresa Women’s University, the College has structured the Choice Based Credit System (CBCS) in view of the vision and mission of the Institution. The course regulations of the current formation of syllabi are given below:

#### **Objectives of B.Voc**

- To provide judicious mix of skills relating to a profession and appropriate content of General Education.
- To ensure that the students have adequate knowledge and skills.
- To provide flexibility to the students by means of pre-defined entry and multiple exit points.
- To provide vertical mobility to students coming out of 10+2 with vocational subjects.
- To provide vertical mobility to student with qualitatively framed professional course syllabus.

#### **Credit System**

Weightage to a Course/Paper is given in relation to the teaching hours assigned and the amount of time invested by the students to learn the course. Generally one contact hour per week has one credit and one credit would mean equivalent of 15 periods of 60 minutes each , for theory, workshop/labs and tutorials. In conformity with the UGC guidelines of B.voc given... Students should earn a minimum of 180 credits for an Undergraduate Degree programme.

#### **Academic Programmes**

The college follows the semester pattern requiring three years of study for a Bachelor’s Degree.

## 1. Under Graduate Programme

Program	UGC FUND
B.Voc Degree	Health care
	Beauty wellness
<b>Total</b>	<b>2</b>

## 2. Course Pattern

### (B.Voc Degree Programme)

PART-I	Tamil
PART-II	English
PART- III	Major Core
	Allied Core
	Community Service
	Internship Training
PART-IV	General paper

## 3. The Credit Break-up Table for B.Voc

### 3.1. Core Courses

A core course is either a major core or an allied core, totally related to major subject.

### 3.2. Self Study Paper

The students appear for the semester examinations on Self Study Papers on their own efforts without undergoing any regular classes, but the syllabus and course Materials are supplied by the department concerned. It has only external examination for 100 marks.

### 3.3. Ability Enhancement courses

“Computer” is offered to all students in I-IV semester as for ability enhancement.

### 3.4. Value Education\*

This course is offered in the first semester of UG Degree Programme.

### 3.5. Environmental Studies\*

A paper on Environmental Studies is offered to all the second year UG Students in the third semester.

\* It has CIA only.

### 3.6. Community service:

It is an outreach programme which aims at creation of social awareness among student's related to health care & beauty wellness.

### 3.7. Testing and Evaluation (B.Voc)

Evaluation of students is based on both Continuous Internal Assessment (CIA) and the Semester Examination (SE) held at the end of each Semester. The distribution of marks is indicated below:

Course	CIA	Semester Examination
Theory	40%	60%
Practical	50%	50%
EVS & VE	100%	-----
Project	50%	50%

### 3.8. CIA for Foundation Course (Value Education)

The Value Education Course has no external Semester Examination. Every student has to undergo one course under Value Education. The course is evaluated as shown below and the credit is awarded at the end of the first semester.

<b>Components</b>	<b>Marks</b>
Mid Semester	30
End Semester	30
Case Study Report	20
Book/Film Review	20
<b>Total</b>	<b>100</b>

### 3.9. CIA for Environmental Studies

The components of internal assessment for **Environmental Studies** are as follows:

<b>Components</b>	<b>Marks</b>
Test I	40
Test II	40
Environment Trip Report	10
Assignment	10
<b>Total</b>	<b>100</b>

### 3.10. CIA for Foundation Course (Office Automation)

<b>Components</b>	<b>Marks</b>
Practical Test -1	30
Practical Test – 2	30
Component 1 (Quiz)	10
Component 2(Lab Attendance )	10
Component 3(Lab performance)	10

Component 4(Lab Record)	10
<b>Total</b>	<b>100</b>

### 3.11. CIA for Foundation Course (Life Scoping)

The Value Education Course has no external Semester Examination. Every student has to undergo one course under Value Education. The course is evaluated as shown below and the credit is awarded at the end of the first semester.

<b>Components</b>	<b>Marks</b>
Mid Semester	30
End Semester	30
Component 1(Seminar )	10
Component 2(Quiz)	10
Component 3(Assignment)	10
Component 4(Attendance)	10
<b>Total</b>	<b>100</b>

### 3.12. Continuous Internal Assessment (Theory)

Continuous Assessment will be carried out by the Course Teachers. The components of CIA are as follows:

<b>Components</b>	<b>Marks</b>
Test –I	30
Test –II	30

Seminar/Quiz	10
Assignment	5
Attendance	5
<b>Total</b>	<b>80</b>

The total internal marks obtained for 80 will be converted into 40 marks.

### **Internship**

<b>Internal marks</b>		<b>External marks</b>	
Performance	40	Record	10
Attendance	10	Viva voce	40
<b>Total</b>	<b>50</b>	<b>Total</b>	<b>50</b>

A student has to complete 60 hours / semester to earn 2 credits for the internship. 60 hours could be adjusted on non-working days / holidays. At the end of 60 hours they have to submit a report and attend Viva voce.

### **3.13. Re-tests of CIA**

There is no minimum mark for continuous assessment. There will be no provision for additional tests on grounds of poor performance. However, students, who are unable to take tests as they have to participate in college sponsored activities during the test days, would be permitted to complete the course requirements before the commencement of the Semester Examinations, provided they have obtained a written permission from the Principal, stating clearly the reason for the absence, a week before the commencement of Retest schedule. A student who could not get the minimum pass mark in the aggregate of CIA and semester exams due to very low marks in CIA, shall be given a chance to take up CIA improvement exam, provided the student has appeared twice for the external exam in the particular paper and failed.

### 3.14. Duration of the Course

The total duration of the B.Voc. Programme will be of three Years. This period will be considered from the date of the allotment of Permanent Registration number.

### 4. Subject Code (B.Voc)

- The following Code system (maximum of 9 Characters) is adopted for UG Program.
- The year of revision (two digits indicating the year of revision of Syllabus)
- The Discipline name (two letters indicating the Department)
- The Semester number (1 or 2 or 3 or 4 or 5 or 6)
- Specification of nature of paper (two letters indicating the specification)
  - a. Major core MC
  - b. Allied Core AC
  - c. Core Practical CP
  - d. General Studies GS
  - e. Ability Enhancement Courses AE  
(Computer)

(The Courses namely Value Education and sociology, Environmental studies and life scoping come under Common Courses).

### 4.1. The Composition of Code

Year of Revision (2 Characters)	Department Code (2 Characters)	Semester No. (1 Character)	Specification of Nature of Paper (2 Characters)	Running Number of Paper (2 characters)
XX	XX	X	XX	XX

### 4.2. Department Code

S. No.	Department	Two letters Indicating Department
1.	B.Voc	
	a. Health Care	HC
	b. Beauty Wellness	BW

**b. (B. Voc) Beauty Wellness:**

S. No	TITLE PAPER	CODE
1.	Tamil-1-இந்திய மூலிகைகள்	19BW1GT01
2.	Communicative English -I	19BW1GE01
3.	Basics of Beauty Therapy	19BW1MC01
4.	Basics of Beauty Therapy & Skin anatomy- Lab	19BW1CP01
5.	Skin Anatomy & Skin care	19BW1AC01
6.	Life Coping Skills	19BW1GS01
7.	Office Automation	19BW1AE01
8.	Tamil-II- பழந்தமிழில் அறிவியல்	19BW2GT02
9.	Communicative English-II	19BW2GE02
10.	Hair care Maintenance	19BW2MC02
11.	Hair care Maintenance -Lab	19BW2CP02
12.	Ethics of Beautician	19BW2AC02
13.	Internship	19BW2IP01
14.	Value Education	19BW2GS02
15.	Internet Technology	19BW2AE02
16.	Tamil-III- சுற்றுலாவியல்	19BW3GT03
17.	Communicative English -III	19BW3GE03
18.	Professional Makeup	19BW3MC03
19.	Nail Art, Tatto Making & Makeup- Lab	19BW3CP03
20.	Nutrition Fitness	19BW3AC03
21.	Environmental Studies	19BW3GS03



22.	Web Designing	19BW3AE03
23.	Tamil-IV- நாட்டுப்புறவியல்	19BW4GT04
24.	Communicative English -IV	19BW4GE04
25.	Aroma Therapy	19BW4MC04
26.	Aroma Therapy - Lab	19BW4CP04
27.	Entrepreneurship and small Business Management	19BW4AC04
28.	Internship	19BW4IP02
29.	Corel Draw	19BW4AE04
30.	Massage Therapy	19BW5MC05
31.	Electro Therapy	19BW5MC06
32.	Electro Therapy & Massage Therapy- Lab	19BW5CP05
33.	Yoga & Medicine	19BW5GS04
34.	Basic of Accounting	19BW5GS05
35.	Sociology	19BW5GS06
36.	Self Study - Nail Technology	19BW5SS01
37.	Herbal Remedies	19BW6MC07
38.	Warts Removal & Dandruff Treatment	19BW6MC08
39.	Flower Making – Lab	19BW6CP06
40.	Internship	19BW6IP03
41.	Salon Ethics & Stock Management	19BW6GS07
42.	Community Service	19BW6PR01
43.	Business Communication	19BW6GS08
44.	Self Study - Relaxing Massages	19BW6SS02

## 5. Overall Performance

The GPA (Grade Point Average) is calculated as below.

$$\text{GPA} = \frac{\text{Sum of the multiplication of Grade Points by the Credits of the Courses}}{\text{Sum of the Credits of the Courses in a Semester}}$$

The Cumulative Grade Point Average (CGPA) is calculated as below:

$$\text{CGPA} = \frac{\text{Sum of the multiplication of Grade Points by the Credits of the entire Programme}}{\text{Sum of the Credits of the Courses of the entire Programme}}$$

### 5.1. The Scheme of Awarding Grade

<b>Range of Percentage of OPM</b>	<b>Grade Points</b>	<b>Letter Grade</b>	<b>Description</b>
90-100	9.0-10.0	O	Outstanding
80-90	8.0 - 8.9	D+	Excellent
75-79	7.5-7.9	D	Distinction
70-74	7.0-7.4	A+	Very Good
60-69	6.0-6.9	A	Good
50-59	5.0-5.9	B	Average
40-49	4.0-4.9	C	Satisfactory
00-39	0.0	U	Re-Appeal
Absent	0.0	AAA	ABSENT

## 5.2. Declaration of Result (B.Voc)

Ms. \_\_\_\_\_ has successfully completed Under Graduate Programme in \_\_\_\_\_. The student's Overall Performance is

<b>PART</b>	<b>GPA</b>	<b>Grade</b>	<b>Grade Legend</b>
I			
II			
III			
IV			
V			

and has earned the mandatory minimum 180 Credits.

**DEPARTMENT OF B.VOC (BEAUTY WELLNESS)**

**PROGRAMME OUTCOMES – B.VOC.**

<b>PO. NO.</b>	<b>UPON COMPLETION OF THIS PROGRAMME THE STUDENTS WILL BE ABLE TO</b>
1.	Think critically, evaluate analytically and apply the acquired Knowledge of their discipline in related scenario.
2.	Formulate hypothesis, design experiments, use appropriate tools and interpret the results.
3.	Demonstrate the precise understanding of the principles and theories of their discipline through experiments.
4.	Enhance the communicative skills and gain confidence to disseminate knowledge through oral/verbal communications effectively at various situations.
5.	Identify the different roles in an organizational structure of the work place and carry out multiple roles in social responsibilities.
6.	Increase self-awareness, set and pursue meaningful goals, and develop positive personal qualities.

**PROGRAM SPECIFIC OUTCOMES – B.VOC.**

<b>PSO</b>	<b>UPON COMPLETION OF THIS PROGRAMME THE STUDENTS WILL BE ABLE TO</b>	<b>PO MAPPED</b>
PSO-1	Able to do the hair & Skin Service in professional manner.	PO -1 PO - 2 PO - 3
PSO-2	Gains knowledge about Techniques for beauty enhancement.	PO - 1 PO - 2 PO - 3
PSO-3	Acquire the basics fundamentals domain knowledge for developing effective computing solutions.	PO - 1 PO - 2
PSO-4	Cultivate communicative competency and writing skills required in job market.	PO – 1 PO - 4
PSO-5	Inculcate the values of life like personal, social and mental and thereby make them a good personality who copes with the issues of life.	PO - 5 PO - 6

## B.VOC (BEAUTY WELLNES)

### COURSE PATTERN (2019 - 2022)

SEM	PART	CODE	TITLE PAPER	HRS	CREDITS
<b>I</b>	I	19BW1GT01	Tamil-1-இந்திய மூலிகைகள்	2	2
	II	19BW1GE01	Communicative English -I	2	2
	<b>III</b>	<b>19BW1MC01</b>	<b>Basics of Beauty Therapy</b>	<b>4</b>	<b>4</b>
	<b>III</b>	<b>19BW1CP01</b>	<b>Basics of Beauty Therapy &amp; Skin anatomy- Lab</b>	<b>14</b>	<b>14</b>
	III	19BW1AC01	Skin Anatomy & Skin care	2	2
	IV	19BW1GS01	Life Coping Skills	2	2
		19BW1AE01	Office Automation	4	4
			<b>TOTAL</b>	<b>30</b>	<b>30</b>
<b>II</b>	I	19BW2GT02	Tamil-II- பழந்தமிழில் அறிவியல்	2	2
	II	19BW2GE02	Communicative English-II	2	2
	<b>III</b>	<b>19BW2MC02</b>	<b>Hair care Maintenance</b>	<b>6</b>	<b>6</b>
	<b>III</b>	<b>19BW2CP02</b>	<b>Hair care Maintenance -Lab</b>	<b>12</b>	<b>10</b>
	III	19BW2AC02	Ethics of Beautician	3	3
	<b>III</b>	<b>19BW2IP01</b>	<b>Internship</b>		<b>2</b>
	IV	19BW2GS02	Value Education	2	2
		19BW2AE02	Internet Technology	3	3
			<b>TOTAL</b>	<b>30</b>	<b>30</b>

<b>III</b>	I	19BW3GT03	Tamil-III- சுற்றுலாவியல்	2	2
	II	19BW3GE03	Communicative English -III	2	2
	III	19BW3MC03	<b>Professional Makeup</b>	<b>4</b>	<b>4</b>
	III	19BW3CP03	<b>Nail Art, Tatto Making &amp; Makeup-Lab</b>	<b>14</b>	<b>14</b>
	III	19BW3AC03	Nutrition Fitness	3	3
	IV	19BW3GS03	Environmental Studies	2	2
		19BW3AE03	Web Designing	3	3
			<b>TOTAL</b>	<b>30</b>	<b>30</b>
<b>IV</b>	I	19BW4GT04	Tamil-IV- நாட்டுப்புறவியல்	2	2
	II	19BW4GE04	Communicative English -IV	2	2
	III	19BW4MC04	<b>Aroma Therapy</b>	<b>6</b>	<b>6</b>
	III	19BW4CP04	<b>Aroma Therapy - Lab</b>	<b>12</b>	<b>10</b>
	III	19BW4AC04	Entrepreneurship and small Business Management	4	4
	III	19BW2IP02	<b>Internship</b>		<b>2</b>
	IV	19BW4AE04	Corel Draw	4	4
			<b>TOTAL</b>	<b>30</b>	<b>30</b>
<b>V</b>	III	19BW5MC05	<b>Massage Therapy</b>	<b>4</b>	<b>4</b>
	III	19BW5MC06	<b>Electro Therapy</b>	<b>4</b>	<b>4</b>
	III	19BW5CP05	<b>Electro Therapy &amp; Massage Therapy-Lab</b>	<b>10</b>	<b>10</b>

	IV	19BW5GS04	Yoga & Medicine	5	4
		19BW5GS05	Basics of Accounting	4	4
		19BW5GS06	Sociology	3	2
		19BW5SS01	Self Study - Nail Technology	-	2
			<b>TOTAL</b>	<b>30</b>	<b>30</b>
VI	III	19BW6MC07	Herbal Remedies	4	4
	III	19BW6MC08	Warts Removal & Dandruff Treatment	4	4
	III	19BW6CP06	Flower Making- Lab	10	8
	III	19BW6IP03	Internship		2
	III	19BW6GS07	Salon Ethics & Stock Management	5	3
	III	19BW6PR01	Community Service	4	4
	IV	19BW6GS08	Business Communication	3	3
		19BW6SS02	Self Study – Relaxing Massages		2
			<b>TOTAL</b>	<b>30</b>	<b>30</b>

## PATTERN OF EVALUATION

For this Course there will be Continuous Internal Assessment (CIA) and Semester Examination (SE). The weight age ratio is

Paper	Internal marks	External marks	Total marks
Theory	40	60	100
Practical	50	50	100

### CIA Components:

Theory marks			Practical marks		
Test – I	:	30	Lab Work	:	15
Test – II	:	30	Record	:	10
Seminar / Quiz	:	10	Test / Viva	:	20
Assignment	:	05	Attendance	:	05
Attendance	:	05			
<b>Total</b>	<b>:</b>	<b>80*</b>	<b>Total</b>	<b>:</b>	<b>50</b>

### Internship

Internal marks		External marks	
Performance	40	Record	10
Attendance	10	Viva voce	40
<b>Total</b>	<b>50</b>	<b>Total</b>	<b>50</b>



A student has to complete 60 hours / semester to earn 2 credits for the internship. 60 hours could be adjusted on non-working days / holidays. At the end of 60 hours they have to submit a report and attend Viva voce.

**Pass Criteria:**

Theory - 40% (Internal & External)

Practical Lab - 40% (Internal & External)

## இந்திய மூலிகைகள்

பருவம்: ஒன்று

நேரம்:30

குறியீடு: 19BW1GT01

புள்ளி: 2

நோக்கம்:

நம் நாட்டிலுள்ள மூலிகைகளின் சிறப்பினை அறிந்து அதைப் பயன்படுத்தி, நாடும் வீடும் நலம்பெற வேண்டும் என்ற எண்ணத்தை மாணவியர் மனதில் ஊட்டுதல்.

அலகு 1

நேரம்:6

தாமரை - முன்தோன்றிய முது மூலிகை.

அலகு 2

நேரம்:6

சுக்கு - செளபாக்கிய மூலிகை.

அலகு 3

நேரம்:6

மிளகு - நறுமண மூலிகைகளின் அரசன்.

அலகு 4

நேரம்:6

திப்பிலி - பிணி தீர்க்கும் மாமருந்து.

அலகு 5

நேரம்:6

ஏலக்காய் - சிறுநீரகப் பாதுகாப்பு.

பாடநூல்:

ஆர்.எஸ். நாராயணன் - தொல் சிறப்புள்ள இந்திய மூலிகைகள்

தாமரை பப்ளிகேஷன்ஸ் (பி) லிட்

அம்பத்தூர், சென்னை - 98.

இரண்டாம் பதிப்பு - 2013.

பார்வை நூல்:

முனைவர்.ந.கணேசன் - கொல்லி மலையில் சித்த மருத்துவத்தின் பயன்பாடுகள்

நியூசெஞ்சுரி புக்ஹவுஸ், சென்னை - 98

முதற்பதிப்பு - நவம்பர் 2009.

## **COMMUNICATIVE ENGLISH –I**

**Semester : I**

**Hours : 30**

**Sub. Code: 19BW1GE01**

**Credits: 2**

### **COURSE OUTCOME:**

- ❖ Introducing to the students about the process of Communication and kinds of communication; imbibing the various interpersonal skills needed for interaction.
- ❖ Learning the meaning and value of effective communication and its importance.
- ❖ Helping them to avoid the barriers of listening; effective listening skills.
- ❖ Making them to respond using varied expression.
  
- ❖ Helping the students to know about basics of grammar in order to read, understand and frame on the own.

### **UNIT – I**

**Hours: 6**

#### **PROCESS OF COMMUNICATION**

- ❖ **The process of communication**
- ❖ **Elements of communication**
- ❖ **Types of messages**
  - Intended messages
  - Perceived messages
- ❖ **Different types of verbal communication**
  - Listening skills
  - Talking

### **UNIT – II**

**Hours: 6**

#### **EFFECTIVE COMMUNICATION**

- ❖ **Effective communication**
- ❖ **Guidelines for effective communication**
- ❖ **Improving personal relationship**
  - Factors that determine friendship
  - Meeting people for the first time
  - Developing friendships

- 3 steps towards better relationships
- Lack of acceptance

### **UNIT – III**

**Hours: 6**

#### **TYPES OF LISTENING SKILLS**

##### **❖ Types of Listening Skills**

- Passive listening
- Acknowledgement
- Door openers
- Content paraphrase
- Active listening
- Non verbal observation
- Responding to legitimate dependency
- Granting requests

### **UNIT – IV**

**Hours: 6**

#### **SITUATIONAL COMMUNICATION**

- ❖ **Greeting**
- ❖ **Introduction**
- ❖ **Inviting Someone**
- ❖ **Making Requests**
- ❖ **Seeking Permission**

### **UNIT – V**

**Hours: 6**

#### **GRAMMAR**

##### **❖ Parts of Speech**

- Noun
- Verb
- Adjective

##### **❖ Present Tense**

- Simple present tense
- Present Perfect Tense
- Present Continuous Tense
- Present Perfect Continuous Tense

**BOOKS FOR REFERENCE:**

1. “Walking The Extra Mile” a text book on Interpersonal Relationship and Communication Skills, Dr.XavierAlponse S.J.
2. Living English Grammar&Composition Tickoo M.L. & Subramaniam A.E,Oriental Longman,New Delhi.
3. English Grammar &Composition Wren& Martin,S.Chand Publications-2005,Delhi.

## **BASICS OF BEAUTY THERAPY**

**Semester: I**

**Hours: 60**

**Sub. Code: 19BW1MC01**

**Credits: 4**

### **COURSE OUTCOME:**

- ❖ Gains knowledge about maintenance of salon
- ❖ Able to do the skin services
- ❖ Gains knowledge about salon ethics
- ❖ Able to suggest home care advice
- ❖ Gains knowledge about the rules and regulations of salon

### **UNIT – I**

#### **INTRODUCTION**

**Hours: 12**

- ❖ Maintenance of a salon
- ❖ Sanitation and sterilization

### **UNIT – II**

**Hours: 12**

- ❖ Threading
  - Hands
  - Legs
  - Eyebrows
  - face
- ❖ Waxing
  - Hands
  - Legs
  - Underarms
  - Full body

### **UNIT – III**

**Hours: 12**

#### **❖ Bleaching**

- Patch test
- Procedure for face
- Back
- Hands
- Legs
- Full body

#### **❖ Facial**

- Procedure
- Massage strokes
- Types of facial

### **UNIT – IV**

**Hours: 12**

#### **❖ Pedicure**

- Procedure with massage
- Pack application

#### **❖ Manicure**

- Procedure with massage
- Pack application

### **UNIT – V**

**Hours: 12**

#### **❖ Salon setup**

- Maintenance of salon
- Rules and Regulations of salon employees
- Salon ethics

## **BEAUTY THERAPY AND SKIN ANATOMY- LAB**

**Semester: I**

**Hours: 210**

**Sub. Code: 19BW1CP01**

**Credits: 14**

1. Facial
2. Bleaching
3. Waxing
4. Threading
5. Manicure
6. Pedicure
7. Basic makeup



## **SKIN ANATOMY AND SKIN CARE**

**Semester: I**

**Hours: 30**

**Sub. Code: 19BW1AC01**

**Credits: 2**

### **COURSE OUTCOME:**

- ❖ Able to identify the skin diseases
- ❖ Able to give consultation about skin problems
- ❖ Able to suggest home care advices
- ❖ Able to treat skin problem
- ❖ Able to give self care advice for skin

### **UNIT – I**

**Hours: 6**

- ❖ Basic structure of skin
- ❖ Skin analysis and its types-dry skin , oily skin and combination skin

### **UNIT – II**

**Hours: 6**

#### **SKIN DISORDERS AND ITS TYPES**

- ❖ Introduction to acne
- ❖ Acne and its types
- ❖ Treatment for acne
- ❖ Home care tips

### **UNIT – III**

**Hours: 6**

#### **CHRONIC SKIN PROBLEMS**

- ❖ Types of diseases-psoriasis ,eczema ,acne, rosacea
- ❖ Symptoms
- ❖ Treatments
- ❖ Home care advice

## **UNIT – IV**

**Hours: 6**

### **FUNGAL PROBLEMS**

- ❖ Types of diseases-athletes foot, yeast infection, ringworm,etc
- ❖ Diagnosis
- ❖ Symptoms
- ❖ Treatments
- ❖ Home care advice

## **UNIT – V**

**Hours: 6**

### **Skin cancer-squamous cell carcinoma, basal cell cancer, melanoma etc**

- ❖ Diagnosis
- ❖ symptoms
- ❖ Treatment
- ❖ Risk factors

### **SKIN CARE**

- ❖ Cleansing
- ❖ Toner
- ❖ Antioxidant serum
- ❖ Eye Cream
- ❖ Moisturizer
- ❖ Sunscreen

### **NIGHTTIME REGIMENT**

- ❖ Cleanser
- ❖ Toner, Essences, And Booster
- ❖ Eye Cream
- ❖ Treatment Serum Creams and Pads
- ❖ Hydrating Mask or Face Oil
- ❖ Moisturizer or Night Cream

## **BOOKS FOR REFERENCE:**

- ❖ Reviewed by Debra jaliman,MD on aug 7.2019
- ❖ Reviewed by carol Dersarkissian on may 18.2019
- ❖ Reviewed by [www.webmd.com](http://www.webmd.com)
- ❖ Skin care by [www.dermstore.com](http://www.dermstore.com)

## **LIFE COPING SKILLS-I**

**Semester : I**

**Hours: 30**

**Sub. Code: 19BW1GS01**

**Credits: 2**

### **UNIT – I**

**Hours: 6**

#### **MEANING AND PROCESS OF COPING**

Mechanisms of coping: Learning objective – Brainstorming session – Theory Input – Definition of coping – Positive, Negative, Two kinds of coping, Problem focused coping, Emotion Focused Coping.

#### **SELF – EFFICIENCY**

Control, Measuring Self-Efficacy, Assessment of Self – Efficacy, developing Self – Efficacy

#### **COPING WITH PHYSICAL CHANGE AND SEXUALITY**

Human life cycle – Anatomy of men and women – The meaning of purpose and sexuality – Problems connected with sexuality - Exercise.

### **UNIT- II**

**Hours: 6**

#### **SELF ESTEEM**

What is Self – esteem? – Why should I think about my Self – esteem? – The importance of high self esteem – Low self esteem

#### **SELF – CONCEPT**

What is the Self Concept? – The self-concept and Personal growth – Self Test – Exercises.

#### **SELF – ACCEPTANCE**

Definition – Theory – Self awareness – Self acceptance being a person and becoming a person – Group activity Self –Image, Questions for Self – Reflection (Social Self).

### **POSITIVE THINKING**

What is Positive thinking – The profile of a positive thinker – The positive attitude – Learn to turn negative thinking patterns around – Positive thinking - group activity.

### **GOAL SETTING**

Benefits of goal setting – Plan of action.

### **STRESS MANAGEMENT**

What is Stress? – How does stress affect you? – Some sources of stress to control harmful stress, Plan a personal stress management program - Some ways for you to reduce stress – Learn to control stress.

### **TIME MANAGEMENT**

What is Time management? – Why time management is so important? – Will time management really help me ? – Learn to schedule – Know your peak times – Control interruptions.

## **UNIT- III**

**Hours: 6**

### **COPING WITH LONELINESS, SHYNESS AND FEAR OF REJECTION**

Coping skills – External unchangeable – External changeable.

### **MOTIVATION AND SELF ACTUALIZATION**

Introduction – Self actualization – Maslow's Theory physiological needs safety needs – Growth need - characteristics of self – actualizing people.

## **UNIT – IV**

**Hours: 6**

### **COPING WITH ANGER & PHYSICAL & VERBAL ABUSE**

Consequences of a anger – Inhibiting anger – aggression – Managing anger & aggression.

## **UNIT – V**

**Hours: 6**

### **COPING WITH HIV/AIDS, ALCOHOLISM & DRUG ABUSE**

Symptoms, prevention and rehabilitation

### **COPING WITH STUDY SKILLS**

Introduction – Identifying study problems coping with your study patterns – What you study? - When you study? – Why should I study? Plan your study each day – Develop your own shorthand system – How to take notes – How to write a report.

**TEXT BOOK:**

**Course material**

**BOOKS FOR REFERENCE:**

**“WE SHALL OVERCOME”, a textbook on Life Coping Skills,**

**- Dr. Xavier Alphonse S.J.**

## OFFICE AUTOMATION

**Semester : I**

**Hours: 60**

**Sub. Code: 19BW1AE01**

**Credits: 4**

### COURSE OUTCOME:

- ❖ To provide an in-depth knowledge about the use of office automation packages, internet and intranet tools and web hosting etc.
- ❖ To provide training about the usage of modern office for day to day office management and e-governance.
- ❖ To help the candidates to get acquainted with IT and cyber laws, taxes, financial rules to be followed by the public and private officers.
- ❖ To Develop create a documents that demonstrate proficiency in the use of word processing and Presentation application.
- ❖ Bridge the fundamental concepts of computers with the present level of knowledge of the student.

### UNIT – I

**Hours: 12**

#### FUNDAMENTALS OF COMPUTER

Definition Of Computer System – Classification Of Computer – Computer Hardware – Basic Operations Performed By A Computer System – Basic Components Of Computer System – Central Processing Unit – Primary Memory – Arithmetic Logic Unit (Alu) - Control Unit – Peripherals – Input Devices- Output Device – Types Of Software – Utilities.

### UNIT – II

**Hours: 12**

#### MICROSOFT WORD

Word Processor Basics – Menus – Creating A New Blank Document – Tool Bars – Changing The Size Of A Document – Closing The Document And Quitting Word. - **Typing Your First Document:** Starting Microsoft Word – Saving the Document – Previewing the Document – Printing the Document – Closing the Word Document.

## **UNIT – III**

**Hours: 12**

### **MANIPULATING DATA**

Formulas And Functions – Excel Calculation Mode - Opening Microsoft Excel And Entering Data – Using Formula To Calculate The Workbook Data.- Functions – Common Excel Functions – Editing Data In Excel Workbook – Copying A Formula In A Sheet – Copying Values, Not Formula Or Function- Deleting Rows And Columns.- Inserting Rows And Columns - Automatic Filling Of Entries.

## **UNIT- IV**

**Hours: 12**

### **WORKING IN MICROSOFT POWERPOINT**

Starting PowerPoint – Creating a Presentation Using Auto Content Wizard – Saving the Presentation. - Working with Text in Slides – Formatting the Text – Closing the Presentation. Downloading a PowerPoint Design Template.

## **UNIT – V**

**Hours: 12**

### **ADDING ANIMATION IN SLIDES**

Creating a Presentation Using Design Template – Adding Transition Effects to Slides – Animating Individual Slide Elements with Custom Animation. - Previewing Animation Effects in The Slide- Saving The Presentation.- Set Up Show – Closing Presentation And Quitting PowerPoint.

### **MS - WORD**

1. Text formatting with shortcuts.
2. Applying Page Borders and Numbering and Bulleting
3. Table creation and formatting
4. Designing advertisement using shapes
5. Working with Images



6. Working with Charts
7. Exercise for implementing a Mail Merge Concept

### **MS - ACCESS**

8. Create a Table and database

### **MS - EXCEL**

9. Working with Mathematical Functions
10. Working with Statistical Functions
11. Working with Filtering Concept in Excel
12. Exercise by implementing different kinds of Charts.

### **MS - POWERPOINT**

13. Graphical Output to introduce yourself
14. Graphical Output to introduce your College.
15. Adding sounds to the Presentation

### **BOOKS FOR REFERENCE:**

1. Dr. Xavier Alphose S.J. “Computer Made Easy A Textbook On Basic Computer Skills”, 2005 Edition.
2. Microsoft Office 2007 Bible - John Walkenbach, Herb Tyson, Faithe Wempen, Cary N. Prague, Michael R. Groh, Peter G. Aitken, And Lisa A. Bucki - Wiley India Pvt. Ltd.

## பழந்தமிழில் அறிவியல்

பருவம்: இரண்டு

நேரம்: 30

குறியீடு: 19BW2GT02

புள்ளி: 2

நோக்கம்: தமிழ் இலக்கியங்களில் காணப்படும் அறிவியல் கூறுகளை அறியச் செய்தல்.

அலகு 1

நேரம்:6

பழந்தமிழில் அறிவியல்

அலகு 2

நேரம்:6

கொல்லி

அலகு 3

நேரம்:6

ஆமை

அலகு 4

நேரம்:6

நறுமணக்கோதை

அலகு 5

நேரம்:6

திருவாசகம் என்னும் அறிவியல் கருவூலம்.

பாடநூல்:

முனைவர் க.பலராமன் - பழந்தமிழ்இலக்கியத்தில் அறிவியல்,  
உலகத் தமிழாராய்ச்சி நிறுவனம்,  
சென்னை - 13,  
முதல் பதிப்பு -2009.

பார்வை நூல்:

இராம.சுந்தரம் - தமிழ் வளர்க்கும் அறிவியல்,  
நியூ செஞ்சுரி புக் ஹவுஸ்,  
சென்னை, முதல் பதிப்பு -2009.

## **COMMUNICATIVE ENGLISH –II**

**Semester : II**

**Hours : 30**

**Sub. Code: 19BW2GE02**

**Credits: 2**

### **COURSE OUTCOME:**

- ❖ Helping the students to avoid communication blocks in order to succeed in communication which builds relationships.
- ❖ Nurturing the skills of communication through the study of manner of Public Speaking; elements of Speaking; characteristics of public speaking.
- ❖ Understanding of Non-Verbal Communication.
- ❖ Enriching in varied expressions of Everyday Communication.
- ❖ Encouraging the students to write with proper understanding of the cue and also using different styles.

### **UNIT – I**

**Hours: 6**

#### **COMMUNICATION BLOCKS**

- ❖ **Communication blocks**
  - Solution/Advice-Order/Command
  - Threats
  - Moralising
  - Criticising
  - Praising/Sympathize/Being Humorous
  - Asking Unnecessary or Probing Questions.

### **UNIT – II**

**Hours: 6**

#### **PUBLIC SPEAKING-VERBAL COMMUNICATION**

- ❖ **Introduction**
- ❖ **Manner of public speaking**
- ❖ **Elements of public speaking**
- ❖ **Steps to successful delivery of the speech**
  - Tone of Voice
  - Emphasis used in Speech
  - Content of Speech

- Use of Figurative Speech
- Use of Humor
- Speed of Speech
- Pronunciation
- Pitch of voice
- Personal appearance

### **UNIT – III**

**Hours: 6**

#### **NON VERBAL COMMUNICATION**

##### **❖ Body language**

- Gaze
- Posture
- Gestures
- Proximity & Touch

### **UNIT – IV**

**Hours: 6**

#### **SITUATIONAL COMMUNICATION**

- ❖ Complimenting and Congratulating
- ❖ Expressing Sympathy and Condolence
- ❖ Apologizing
- ❖ Making Suggestions

### **UNIT – V**

**Hours: 6**

#### **COMPOSITION**

##### **❖ Formal Letter**

- Placing Orders of beauty things.

##### **❖ Resume writing**

- Application for the job of a Beautician

#### **BOOKS FOR REFERENCE:**

1. “Walking The Extra Mile” a text book on Interpersonal Relationship and Communication Skills, Dr.XavierAlponse S.J.
2. Living English Grammar&Composition Tickoo M.L. & Subramaniam A.E,Oriental Longman,New Delhi.
3. English Grammar &Composition Wren& Martin,S.Chand Publications-2005,Delhi.

## **HAIR CARE AND MAINTAINENCE**

**Semester: II**

**Hours: 90**

**Sub. Code: 19BW2MC02**

**Credits: 6**

### **COURSE OUTCOME:**

- ❖ Identify the Hair texture and able to do a service
- ❖ Able to identify the face shapes.
- ❖ Able to do hair cut according to face shapes
- ❖ Able To Do The Chemical Treatment.
- ❖ Gains The Knowledge About Chemical Services

### **UNIT – I**

**Hours: 12**

- ❖ ANATOMY OF HAIR
  - Hair structure and function
  - Growth cycle of hair
  - Hair texture-thin ,thick and coarse
  - Hair types – wavy,curly,straight
  - Hair bonds
  - Hair pigments

### **UNIT – II**

**Hours: 12**

- ❖ Hair Cut
  - Determining Face Shapes
  - Hair cut for Oval Shape
  - Hair cut for Round shape
  - Hair cut for Square shape
  - Hair cut for Heart Shape
  - Hair cut for Diamond Shape
  - Hair cut for Triangle Shape

### **UNIT – III**

**Hours: 12**

#### **❖ Hair Style**

- Determining Face Shapes
- Best hairstyles for heart shape
- Hair styles to avoid for heart shape
- Best hair styles for square shape
- Hair styles to avoid for square shape
- Best hairstyles for round shape
- Hair styles to avoid for round shape
- Best hairstyle for diamond face
- Hairstyle to avoid for diamond face

### **UNIT – IV**

**Hours: 12**

#### **❖ Hair Coloring**

- Introduction of hair coloring
- Color chart
- Color wheel
- Primary, secondary ,tertiary colors
- Developer and its mixing ratio
- Hair coloring and its types
- Hair coloring techniques
- Test for hair coloring
- Contraindication for hair coloring
- Maintenance of hair color

### **UNIT – V**

#### **Chemical treatment**

**Hours: 12**

#### **❖ Hair Treatments**

- ❖ Hair straightening
- ❖ Chemical reactions in hair

- ❖ Hair smoothening
- ❖ Hair perming
- ❖ Keratin treatment
- ❖ Chemical reactions in hair
  - Role of neutralizer
- ❖ Contraindications of hair treatments
- ❖ Maintenance of hair service
- ❖ Home care tips
- ❖ Do's and don'ts after the hair treatments

### **BOOK FOR REFERENCE:**

- Hair cuts by TAYLAH BREWE
- Hair Straightening By Look Good/Beauty Magazine.
- Hair Smoothening From M. Times Of India.Com
- Hair styles by [WWW.luxury](http://WWW.luxuryhair.Com) hair.Com
- Colorful history of hair dye by Susannah Murdock
  - Color wheel by RMRS
  - Developer by Glamot on aug 15,2017
  - Hair color types by lorealparis beauty magazine
  - Hair colouring techniques by Missouri college of cosmetology
  - Test for hair color by Katie leigh
  - Contraindications by Sutherlands hair and beauty
  - Maintenance of hair colour by Elaine Barnett on june 6 2017

## **HAIR CARE AND MAINTAINENCE- LAB**

**Semester: II**

**Hours: 150**

**Sub. Code: 19BW2CP02**

**Credits: 10**

### **❖ HAIR CUTS**

- Straight cut
- U cut
- V cut
- Graduation cut
- Layer cut
- Fringe
- Bang
- Baby cut
- Mushroom cut

### **❖ HAIR STYLES & MACHINES**

- French braid
- High bun
- Single plait
- Double plait
- French roll
- Twisting styles.
- Blow dry & hot rollers & ironing & tongs

### **❖ HAIR COLORING**

- Grey coverage
- Global coverage
- Highlights
- Fashion colors



## ❖ HAIR TREATMENTS

- Hair spa
- Hair fall treatment
- Hair perming
- Keratin treatment
- Dandruff treatment
- Hair straightening
- Hair smoothening

## **ETHICS OF BEAUTICIAN**

**Semester : II**

**Hours: 45**

**Sub. Code: 19BW2AC02**

**Credits: 3**

### **COURSE OUTCOME:**

- ❖ Gains Knowledge About Ethics Of Salon
- ❖ Able to behave in professional manner
- ❖ Learns about time management
- ❖ Able to maintain personal hygiene
- ❖ Able to maintain the salon in hygienic manner.

### **UNIT – I**

**Hours: 9**

#### **WORK ETHICS**

- Ethical principles
- Reliable
- Organized
- Friendly
- Artistic
- Good Communicator

### **UNIT – II**

#### **TEAM LEADER**

**Hours: 9**

- Enthusiastic
- Caring
- All-rounder
- No Drama
- Eager
- Trustworthy
- Team Player

### **UNIT – III**

#### **SALON RULES & REGULATION**

**Hours: 9**

- Ethic Essentials
- Dress habits
- Initiative
- Positive attitude
- Team work
- Honesty & Dependability & Efficiency

### **UNIT – IV**

**Hours: 9**

- ❖ Time management
  - Time Fixing for services
  - Punctuality
  - Time Keeping
- ❖ Professionalism
  - Dress for success
  - Personal grooming
  - Client consultation
  - Dealing in a Professional Manner
  - Communication skills

### **UNIT – V**

#### **SALON MAINTENANCE**

**Hours: 9**

- ❖ Maintenance of Salon
- ❖ Salon Hygiene
- ❖ Sterilization

#### **BOOKS FOR REFERENCE:**

- ❖ REVIEWED BY MODERN SALON

## VALUE EDUCATION

**Semester: II**

**Hours: 30**

**Sub. Code: 19BW2GS02**

**Credit: 2**

### **COURSE OUTCOMES:**

- ❖ Develop positive attitude towards life
- ❖ Internalize human values and sense one's personal identity and growth
- ❖ Face challenges in life positively with a knowledge on life coping skills
- ❖ Uphold the dignity of women
- ❖ Contribute more for women development and women empowerment

### **UNIT I**

**Hours: 6**

Values in Life- Personal, Social, Values in love and marriage, Spiritual and Professional - Life values - societal concerns and challenges. (6 Hours)

### **UNIT II**

**Hours: 6**

Life oriented skills - Self identity - self - esteem, self - concept, self - acceptance - Positive thinking - Positive attitude - Time management (6 Hours)

### **UNIT III**

**Hours: 6**

Motivation - Goal setting - Goal, its focus and importance - Success - obstacles to success - overcoming obstacles - Problem solving - Decision making - decision making process. (6 Hours)

### **UNIT IV**

**Hours: 6**

Women in society - Sex differences and sexual discrimination in society traditional bases of sexual identity - Actual Difference between the sexes - Social consequences of women's employment in modern society. (6 Hours)

## **UNIT V**

**Hours: 6**

Women in the Indian society - Status of women in independent India - problems of women in modern India - Rights and protection given to women by the constitution of India - Strategies for the Protection of women's rights and Rehabilitation of Women - Future Prospects (6 Hours)

### **COURSE BOOK:**

❖ Value Education: Course Material Prepared by the Department of Foundation Courses. JAC 18

### **BOOKS FOR REFERENCE:**

1. Dr. Xavier Alphonse S.J., "We Shall Overcome" - A Text book on Life Coping Skills, ICRDCE Publication, Chennai, 2011
2. mUs;epjp M.K. jhNkhjud; KJepiy Nguhrphpah; - ,NaR fhl;Lk ; Nahfk;. md;G newp ntspaPL jpz;Lf;fy;.
3. Dennis K. Kelly, "Achieving Unlimited Success", Indra Publishing House, Bhopal, 2009
4. Felix Koikara, SDB., "Live Your Values"-Teacher's Guide, Don Bosco Youth Animation Centre, Ennore, Madras, 1990
5. Elizabeth B. Hurlock, 'Personality Development, TMH Publications, New Delhi, 2004.

# **INTERNET TECHNOLOGY**

**Semester: II**

**Hours: 45**

**Sub. Code: 19BW2AE02**

**Credits: 3**

## **COURSE OUTCOME:**

- ❖ To understand the historical background and evolution of today's Internet;
- ❖ To understand client/server relationships in the context of the Internet and intranets;
- ❖ Able to the intent technologies present the student with an introduction, applications and tools.
- ❖ In this lesson, we will give a brief overview of the internet, and we will talk about some fundamental concepts such as networks, servers, and clients.
- ❖ The World Wide Web service is emphasized and basic web page creation with HTML is introduced.

## **UNIT – I**

**Hours: 9**

### **INTRODUCTION:**

#### ❖ **What is Internet**

Type:

- LAN
- WAN

#### ❖ **Server and Client**

#### ❖ **The World Wide Web(WWW)**

- HTML
- URL

## **UNIT – II**

**Hours: 9**

#### ❖ **How is the Internet Used?**

- Finding Information Online
- Intelligent Personal Assistants

❖ **Using the Internet to Communicate**

- Social Networking
- Chat and Instant Messaging
- VOIP
- Blogs

❖ **Media on the Internet**

- Streaming Media
- Media Player and Embedded Media
- Online Media On Your TV
- Using the Internet in the Future

**UNIT – III**

**Hours: 9**

❖ **Connecting To the Internet:**

- How do I Connect to the Internet?
- Choosing an Internet Services
- Choosing an I Internet Providers

❖ **Hardware needed:**

- Modem
- Router
- Network card

❖ **Web Browser**

- Setting Your Internet Connection
- Setting Up a Home Network

**UNIT – IV**

**Hours: 9**

**BROWSER BASICS:**

**Introduction**

❖ **Browser Basics**

- Common Web Browser
- Nativigation to a Website

- Adding Bookmarks
- ❖ **Browsing History**
  - View Your History
  - Deleting Your History
- ❖ **Tabbed Browsing**
- ❖ **Downloading Files**
  - How to Download a File
  - Save Image
  - Plug-ins

## **UNIT – V**

**Hours: 9**

### **INTERNET TO EMAIL:**

- ❖ **Introduction**
  - Getting to know Email
  - Understanding Email Addresses
- ❖ **About Email Providers**
  - Web Mail Providers
  - Other Mail Providers
  - Information Management Software
- ❖ **Understanding the Email Interface**
  - Inbox
  - Message Pane
  - Compose Pane
- How to connect Internet through WIFI & Hotspot & LAN
- Browse With UPL
- How to Download Image, audio
- How to Download Video
- Convert Video to Audio
- Resize Image, Image resolution and Compose Image
- Convert PNG Images & JPEG Image



- How to Create E-Mail ID pf on Your Own
- To Compose Mail Difference Between CC&BCC
- Forward, Replaying E-mail

### **BOOKS FOR REFERENCE:**

- Berisha-Namani, M. (2010). Biznesi elektronik. Prishtine.
- Business Support Center research on the development of SMEs in Kosovo (2010), processed by the author. Business Support Center research on the development of SMEs in Kosovo (2011, 2012).
- Croteau, A.M., & Bergeron, F. (2001). An Information Technology Trilogy: Business Strategy,
- Technological Deployment and Organizational Performance. Journal of Strategic Information Systems, vol. 10, 77-99.

## சுற்றுலாவியல்

பருவம்: மூன்று

நேரம்:30

குறியீடு: 19BW3GT03

புள்ளி: 2

நோக்கம்:

சுற்றுலாவின் தனித்தன்மையையும் அதன் சிறப்புக்களையும் எடுத்துரைத்தல்.

அலகு 1

நேரம்: 6

சுற்றுலா விளக்கம் - சுற்றுலாவின் வகைகள்.

அலகு 2-

நேரம்: 6

சுற்றுலாவின் நோக்கங்கள் - சுற்றுலாவைத் தூண்டும் காரணிகள்.

அலகு 3

நேரம்: 6

சுற்றுலாவிற்குரிய அடிப்படைக் கூறுகள்.

அலகு 4

நேரம்: 6

சுற்றுலாத் துறையை மேம்படுத்துதல்.

அலகு 5

நேரம்: 6

சுற்றுலாத் தொழிலின் முக்கியத்துவம் - நன்மைகள் - தீமைகள்.

பாட நூல்:

முனைவர். ச. ஈஸ்வரன் - சுற்றுலாவியல் ஓர் அறிமுகம்  
சாரதா பதிப்பகம்,  
சென்னை - 14.  
முதற்பதிப்பு ஏப்ரல் - 2010.

பார்வை நூல்:

ஆர். சாந்தகுமாரி - சுற்றுலாவியல்  
சாந்தா பப்ளிஷர்ஸ், சென்னை - 14.  
இரண்டாம் பதிப்பு ஜூன் - 2002.

## **COMMUNICATIVE ENGLISH -III**

**Semester : III**

**Hours : 30**

**Sub. Code: 19BW3GE03**

**Credits: 2**

### **COURSE OUTCOME:**

- ❖ Describing the different types of Leadership Communication.
- ❖ Learning to value the strength of others; developing team work and communication.
- ❖ Learning the varied situational communication.
- ❖ Introducing new vocabularies; knowing their meanings and its usage in a sentence.
- ❖ Helping the students to understand the basics of English grammar.

### **UNIT – I**

**Hours: 6**

#### **LEADERSHIP COMMUNICATION**

- ❖ **Definition of Leadership**
- ❖ **Types of Leadership**
  - Authoritarian Leadership
  - Consultative leadership
  - Participative Leadership
  - Laissez-faire Leadership
- ❖ **Shared Leadership**
- ❖ **Ten principles for Leadership Communication**
- ❖ **Styles of Leadership.**

### **UNIT – II**

**Hours: 6**

#### **TEAM COMMUNICATION**

- ❖ **What is Team Communication?**
- ❖ **Characteristics of Team Members**
- ❖ **Achieving Effectiveness through Team Communication**
- ❖ **The Components of Communication**
- ❖ **Characteristics of highly cohesive Teams.**
- ❖ **Ways to improve Team Communication**

### **UNIT – III**

**Hours: 6**

#### **SITUATIONAL CONVERSATIONS**

##### **❖ Linguaphone Training**

- Usage of Please
- Usage of Thank You
- Usage of Hello

##### **❖ Situational Conversation**

- At the Bank
- At the Parlor
- In a Shopping Mall

### **UNIT – IV**

**Hours: 6**

#### **VOCABULARY**

##### **❖ Vocabulary: Synonyms-Antonyms-Prefix-Suffix**

### **UNIT – V**

**Hours: 6**

#### **GRAMMAR**

##### **❖ Parts of Speech**

- Adverb
- Conjunction
- Preposition

##### **❖ Past Tense**

- Simple Past tense
- Past Continuous Tense
- Past Perfect Tense
- Past Perfect Continuous Tense.

#### **BOOKS FOR REFERENCE:**

1. “Walking The Extra Mile” a text book on Interpersonal Relationship and Communication Skills, Dr.XavierAlponse S.J.
2. Living English Grammar&Composition Tickoo M.L.  
&Subramaniam A.E, Oriental Longman, New Delhi.
3. English Grammar &Composition Wren&Martin, S.Chand Publications-2005, Delhi.

## **PROFESSIONAL MAKEUP**

**Semester: III**

**Hours: 60**

**Sub. Code: 19BW3MC03**

**Credits: 4**

### **COURSE OUTCOME:**

- ❖ Able to choose the right makeup products for skin type
- ❖ Able to correct the face shapes by contouring
- ❖ Able to cover the skin problems by concealer.

### **UNIT – I**

**Hours: 12**

- ❖ History of makeup
- ❖ Makeup Tools
  - Powder Brush
  - Foundation brush
  - Concealer Brush
  - Contouring Brush
  - Highlighting brush
  - Eyebrow Brush
  - Eye shadow Brush
  - Lip stick brush
  - Lip Liner Brush

### **UNIT – II**

**Hours: 12**

- ❖ Skin types and its product
  - Dry Skin
  - Oily Skin
  - Sensitive Skin
  - Combination Skin
  - Normal Skin
- ❖ Beauty basics

- Foundation
- Compact Powder
- Concealer & correction
- Contouring
- Highlighting
- Eyeliner
- Eye shadow
- Lip stick

### **UNIT – III**

**Hours: 12**

- ❖ Makeup for Problematic skin
  - Acne
  - Pigmentation
  - Red Patches
  - Under Eye
- ❖ Makeup techniques
  - Choose the Right Foundation
  - Use a Highlighter
  - Contouring

### **UNIT – IV**

**Hours: 12**

- ❖ Before tips for bridal makeup
  - Monthly Facial
  - Using Right Moisturizer
  - Cleansing Face Twice a day
  - Usage Homemade Face Pack
  - Body Polishing
- ❖ How to choose concealer
  - Even Skin Tone
  - Liquid Concealer

- Stick Concealer
- Cream Concealer

## **UNIT – V**

**Hours: 12**

- ❖ Contouring & highlighting
  - Cheeks
  - Nose
  - Forehead
  - Chin
- ❖ Party Makeup
- ❖ Day time glamour

## **BOOKS FOR REFERENCE**

1. History of makeup by Wikipedia
2. Makeup tools by Cosmopolitan
3. Skin type & Products by style caster
4. Beauty Basics by Misty spinnay Feb 7, 2016.

## **NAIL ART AND MAKEUP-LAB**

**Semester: III**

**Hours: 210**

**Sub.Code: 19BW3CP03**

**Credits:14**

### **❖ NAIL ART**

- Floral designs
- Glitters
- Stones
- Color combination

### **❖ MEHANDI**

- ❖ Cone making
- ❖ Mehendi making
- ❖ Arabic designs
- ❖ Bridal designs

### **❖ MAKEUP**

- ❖ Bridal makeup
- ❖ Party makeup
- ❖ HD makeup
- ❖ Smokey Eyes
- ❖ Cine Makeup



## **NUTRITION FITNESS**

**Semester: III**

**Hours: 45**

**Sub.Code: 19BW3AC03**

**Credits: 3**

### **COURSE OUTCOME:**

- ❖ Suggest a balanced diet to clients
- ❖ Plan a diet according to skin problems
- ❖ Suggest right food for right skin type
- ❖ Gains knowledge about the connection in between food and beauty

### **UNIT – I**

**Hours: 9**

- ❖ Introduction to nutrient.
- ❖ Importance of balanced diet
  - Carbohydrates
  - Fats
  - Fiber
  - Minerals
  - Proteins
  - Vitamins
  - Water
  - Macro-nutrients
  - Iron
  - Micro-nutrients

### **UNIT – II**

**Hours: 9**

- ❖ Junk food and its side effects
  - It can cause memory and learning Problem
  - Increases the risk of dementia
  - Lessens its ability to control appetite
  - It can Cause chemical changes that can lead to depression

- It makes you impatient and can cause uncontrollable cravings

❖ Yoga and food

- Belief in Sattvic diet
- Your diet should be free from chemicals
- Believe in Vegetarian diet
- Eating two hours before Asana and Sleeping
- Fasting for one day in a week

**UNIT – III**

**Hours: 9**

❖ Types of skin and its diet

- Dry skin And its Diet
- Oily skin and its Diet
- Normal skin its diet
- Sensitive skin its diet
- Combination its diet

❖ Skin disorders and its diet

- Acne and its diet

**UNIT – IV**

**Hours: 9**

❖ Diet for healthy hair and nails

- Diet for Healthy Hair- Eggs, Berries, Spinach, Fatty fish and ect
- Diet for Healthy Nails- Broccoli, Eggs, Salmon, Coconut Oil, Spinach.

❖ Importance of water

- Body Benefits
- Procedure of removing wastage and toxins
- Water Aids in Digestion
- Prevention of dehydration
- Water needs for a Human body

## UNIT – V

Hours: 9

- ❖ Incompatible food combination
  - Category of food that should not combine
  - Combination to reduce or Avoid
  - A Balanced Approach to food Combining
- ❖ Healthy skin diet
  - Low-Fat dairy Products
  - Fruits Diet – Blackberries, Blueberries, strawberries, and Plums
  - Nuts Diet- Walnuts, Canola oil, And Flaxseed
  - Choosing of Healthy Oils
  - Whole Pulses
  - Anti- Oxidant- Green Tea, Lemon, Fruits and ect

### BOOKS FOR REFERENCE:

- Health engine on 17sep2007
- Balanced diet by Katherine Marengo on jan 4,2019
- Yoga and food by Mary Taylor and Lynn Ginsburg on jun 12 2017
- Incompatible food combination by Dr.vasant Lad, on Dec 09,2009
- Importance of water by Jen Laskey on feb 16,2015
- Best time to eat by times of india Aug 21,2019

## **ENVIRONMENTAL STUDIES**

**Semester: III**

**Hours: 30**

**Sub.Code: 19BW3GS03**

**Credits: 2**

### **COURSE OUTCOMES:**

- ❖ Recall the components of our planet earth.
- ❖ Elucidate and understand the importance of Natural resources.
- ❖ Summarizes the energy status of the environment.
- ❖ Acquire knowledge on the conservation of our environment.
- ❖ Analyze the significance of water and climate towards sustainable development.

### **UNIT I:**

**Hours: 6**

MULTIDISCIPLINARY NATURE OF ENVIRONMENTAL STUDIES Definition, scope and importance - Need for public awareness.

### **UNIT II:**

**Hours: 6**

NATURAL RESOURCES Classification of Resources: Renewable and non - renewable resources - Forest resources, water resources, mineral resources, food resources, energy resources, Land resources - associated problems; Role of an individual in conservation of natural resources - Equitable use of sources for sustainable life styles.

### **UNIT III:**

**Hours: 6**

ECOSYSTEMS Concept of an ecosystem - Structure and function of an ecosystem - producers, consumers and decomposers - Energy flow in the ecosystem - Food chains, food webs and ecological pyramids - Introduction, types, characteristic features, structure and function of the following Eco system: Forest, grass land, desert and aquatic.

### **UNIT IV:**

**Hours: 6**

ENVIRONMENTAL POLLUTION Definition, Causes, effects and control measures of Air pollution, Water pollution, Soil pollution, Marine pollution, Noise pollution, Thermal

pollution, nuclear hazards, Solid waste management, Role of an individual in prevention of pollution.

**UNIT V:**

**Hours: 6**

**SOCIAL ISSUES AND THE ENVIRONMENTS** From unsustainable to sustainable development - Urban problems related to energy Water conservation, rain water harvesting, water shed management, Resettlement and rehabilitation of people, its problem and concerns, case studies, Environmental ethics, Climate change, global warming, acid rain and ozone layer depletion, nuclear accidents and holocaust, case studies. Waste land reclamation. Environmental protection act, air act, water act, wild life protection act.

**BOOKS FOR REFERENCE:**

1. Murugesan, R., (2007). Environmental science and Engineering, Millenium publication, Madurai.

UNIT I: Section - 1.1 & 1.2

UNIT II: Section - 1.3 to 1.37

UNIT III: Section - 2.1 to 2.7 & 2.10 to 2.27

UNIT IV: Section - 3.1 to 3.37

UNIT V: Section - 4.1 to 4.17

# **WEB DESIGNING**

**Semester: III**

**Hours: 45**

**Sub.Code: 19BW3AE03**

**Credits: 3**

## **COURSE OUTCOME:**

- To Gain the fundamental knowledge of HTML tags
- To create web pages using image, tables and frames.
- To explore the concepts of DHTML and text effects in creating web pages.
- To develop and enhance forms with Javascript
- To develop an interactive website using CSS and Javascript.

## **UNIT – I**

**Hours: 5**

### **Get Your Feet with HTML:**

- Understand Html-Convert Text To Html-Add Comments To Your Html Document
- Text-Headings-Organize Your Content With Lists
- Understand Hypertext And Links-Formatting Tags.

## **UNIT – II**

**Hours: 8**

### **Create Images, Tables and Frames:**

- Image Tag - Anchor Tag - Enhance your presentation with Graphics.
- Creating Table-Understand Frames-Modify your Frames.
- Working with Buttons -Creating webpage using Tables, Frames and buttons.

## **UNIT – III**

**Hours: 10**

### **Learning DHTML Basics:**

- Introducing DHTML - Creating a simple DHTML example
- Understanding the DOM- Including DOM properties and DOM methods

- Creating positionable elements (layers) - Responding to events - Finding and critiquing online DHTML resources - DHTML tips and tricks.

## **UNIT – IV**

**Hours: 10**

### **Working with Style Sheets:**

- Introducing Style Sheets-Features
- Syntax-External Style Sheet-Internal Style Sheet-Inline Styles-Multiple Style Sheet
- Exploring Dhtml Text Effects.

## **UNIT – V**

**Hours: 12**

### **Web designing Practical:**

1. Simple Web Page using all Formatting
2. Web Page with Hyper Links and Images
3. Web Page with Lists
4. Web Page with Table
5. Web Page with Frames
6. Personal Webpage creation using Style Sheets

### **BOOKS FOR REFERENCE:**

1. **“Web Technologies HTML, JavaScript, PHP, Java, JSP XML and AJAX”** Black Book, Kogent Learning Solutions Inc., Dreamtech Press, 2017.
2. **“Internet & World Wide Web How To Program”**, P. J. Dietal, H. M. Deital, Fourth Edition, Pearson International Edition, 2013.
3. **“The Complete Reference HTML & XHTML”** Thomas A. Powell, Tata McGraw-Hill Publishing Company Limited, New Delhi, Edition, 4<sup>th</sup> Edition, 2004.
4. **“Web Enabled Commercial Application Development Using HTML, DHTML, JavaScript, Perl CGI”**, Ivan Bayross, BPB Publications, New Delhi, 3rd Edition, 2009.

## நாட்டுப்புறவியல்

பருவம்: நான்கு

நேரம்: 30

குறியீடு: 19BW4GT04

புள்ளி: 2

நோக்கம் :

நாட்டுப்புறக் கலைகளை மாணவர்களுக்கு அறிவித்தல்.

அலகு 1

நேரம்: 6

நாட்டுப்புறவியல் கல்வி ஒரு விளக்கம்.

அலகு 2

நேரம்: 6

நாட்டுப்புறக் கைவினைக் கலைகள்.

அலகு 3

நேரம்: 6

பண்பாடு - நாட்டுப்புற விளையாடல்கள்.

அலகு 4

நேரம்: 6

நாட்டுப்புற நம்பிக்கைகள்

அலகு 5

நேரம்: 6

பழமொழிகள்

பாடநூல்:

சு. சண்முகசுந்தரம் - நாட்டுப்புறவியல்,  
பாரி முனை,  
சென்னை - 6000108,  
மறு பதிப்பு - அக்டோபர் - 1999.

பார்வைநூல்:

சு. சக்திவேல் - நாட்டுப்புறவியல் ஆய்வு  
மணிவாசகர் பதிப்பகம்,  
சென்னை-108, 7-ஆம் பதிப்பு - 2006.



## **COMMUNICATIVE ENGLISH -IV**

**Semester : IV**

**Hours : 30**

**Sub. Code: 19BW4GE04**

**Credits: 2**

### **COURSE OUTCOME:**

- ❖ Inculcating the art of group discussion to excel in group communication.
- ❖ Helping them to know about interview; making the students face the interview committee.
- ❖ Inculcating Presentation Skills.
- ❖ To help the students understand the Components of a meaning & conversion into different kinds of speech.
- ❖ To make the students write with proper understanding of the cue and also using different styles.

### **UNIT – I**

**Hours: 6**

#### **GROUP DISCUSSION**

- ❖ **Group Discussion**
- ❖ **Guidelines for group discussion**
  - Goal-Directed Discussion
  - Responsibility of every member
  - Co-operation and not Conflict
  - Leadership
- ❖ **Factors that matter in a Group Discussion**
  - Power of Expression
  - Knowledge of the subject
  - Flexibility
  - Liveliness

### **UNIT – II**

**Hours: 6**

#### **INTERVIEW SKILLS**

- ❖ **Definition of Interview**
- ❖ **Kinds of Interview**
  - Journalistic Interview
  - Counseling Interview

- Employment Interview
- Promotion Interview
- Annual Interview

❖ **Success in Interview**

- Things you must do in interview
- Things not to do in interview.

**UNIT – III**

**Hours: 6**

**PRESENTATION SKILLS**

❖ **The Nature of the Audience**

❖ **Organize your presentation**

❖ **The Structure of the Presentation**

- Format your Presentation for Effective Delivery
- Developing your argument
- Organize the content for audience impact
- Organize the content for direct audience impact
- Bringing the presentation to life-Presentation Plan

**UNIT – IV**

**Hours: 6**

**GRAMMAR**

❖ **Future Tense**

- Simple Future Tense
- Future Continuous Tense
- Future Perfect Tense
- Future Perfect Continuous Tense

❖ **Framing Questions**

**UNIT – V**

**Hours: 6**

**COMPOSITION**

❖ **Comprehension**

❖ **Welcome Speech**

❖ **Vote of Thanks**

**BOOKS FOR REFERENCE:**

1. “Walking The Extra Mile” a text book on Interpersonal Relationship and Communication Skills, Dr.XavierAlponse S.J.
2. Living English Grammar&CompositionTickoo M.L.  
&SubramaniamA.E,OrientalLongman,New Delhi.
3. English Grammar &Composition Wren&Martin,S.Chand Publications-2005,Delhi.

## **AROMA THERAPY**

**Semester: IV**

**Hours: 90**

**Sub.Code: 19BW4MC04**

**Credits: 6**

### **COURSE OUTCOME:**

- Gains knowledge about aroma oils
- Able to do aroma oil massage.

### **UNIT – I**

**Hours: 12**

- ❖ Introduction of Aroma oils
- ❖ Aroma oil and its types
  - Lavender
  - Cinnamon oil
  - Lemon oil
  - Lemongrass oil
  - Clary sage
  - Tea Tree oil
  - Eucalyptus oil etc

### **UNIT – II**

**Hours: 12**

- ❖ Mixing of oils
  - Carrier Oil
  - Essential oil
- ❖ Benefits of oils- Boost energy, Relieve Stress and etc,

### **UNIT – III**

**Hours: 12**

- ❖ Contraindications of Aroma oils
  - Epilepsy
  - BP

- Pregnancy
- Cancer
- Diabetes
- ❖ Aroma Oil And Body Massage
  - Proper body functions
  - Removal of Toxins
  - Pain Relief
  - Calmness and Relaxation
  - Anxiety reliever

#### **UNIT – IV**

**Hours: 12**

- ❖ Storage of Aroma Oils
  - Cool Place
  - Avoid Heat Sources
  - Dark glass bottles
  -
- ❖ Advantages and Disadvantages of Aroma oil
  - Improve Health of the Skin
  - Boost Immunity
  - Positive effect of the Circulatory system
  - Some oil Mimic Estrogen

#### **UNIT – V**

**Hours: 12**

- ❖ Medicinal benefits of Aroma oils
  - Healing Properties
  - Treat Sinus
  - Treat Nerve problems
  - Reduce Inflammation
  - Antibiotic and Antimicrobial

#### **BOOKS FOR REFERENCE**

1. Introduction of aroma oils by HALLE COTTIS
2. Aroma oil types by Emily Rekstis on july 3,2018
3. Blending of oils by Wikihow on oct 1,2019
4. Benefits of aroma oils by Helen west ,RDonsep 30,2019
5. Aroma oil massage by cathywong on aug 312019

## **AROMA THERAPY LAB**

**Semester: IV**

**Hours: 210**

**Sub. Code: 19BW4CP04**

**Credits: 10**

1. Aroma Body Massage
2. Head Massage
3. Swedish Aroma Massage
4. Mixing of aroma oil

## **ENTREPRENEURSHIP AND SMALL BUSINESS MANAGEMENT**

**Semester` : IV**

**Hours: 60**

**Sub. Code: 19BW4AC04**

**Credits: 4**

### **COURSE OUTCOME:**

- ❖ Gains knowledge about business ideas

### **UNIT – I**

**Hours: 12**

- ❖ Scope of entrepreneurship
- ❖ Characteristic
  - Creative
  - Passionate
  - Motivated
  - Optimistic
  - Future oriented
  - Flexible
  - Resourceful

### **UNIT – II**

**Hours: 12**

- ❖ NATURE OF ENTREPRENEURSHIP
  - Bring changes in process of procedure
  - Innovation in production
  - New usage of materials
  - Creator of market
  - Metal attitude of risk
  - Do something in effective manner
  - Achieve certain goals
- ❖ CHALLENGES
  - Marketing strategy
  - Capital



- Finding customers
- Cash flow management

### **UNIT – III**

**Hours: 12**

#### **❖ TYPES OF ENTREPRENEURSHIP**

- Small business
- Scalable startup
- Large companies
- Social entrepreneurship

### **UNIT – IV**

**Hours: 12**

#### **❖ BARRIERS IN ENTREPRENEURSHIP**

- Rules
- Tax
- License
- Environment regulations

### **UNIT – V**

**Hours: 12**

#### **❖ FACTORS AFFECTING ENTREPRENEURSHIP**

- Economic development
- Culture
- Technological development
- Education
- ❖ Wealth creation and sharing
- ❖ Create jobs
- ❖ Balanced regional development
- ❖ GPD and capita income
- ❖ Standard of living

### **BOOKS FOR REFERENCE**

**Reviewed by EduRev b.com**

# **COREL DRAW**

**Semester: IV**

**Hours: 60**

**Sub. Code: 19BW4AE04**

**Credits: 4**

## **COURSE OUTCOME:**

- To Get Acquainted With Coreldraw Applications.
- To Work Using Various Menu Bars And Graphic Tools Of Coreldraw.
- To Work With Various Text Tools And Docker Tools In Coreldraw.

## **UNIT – I:**

**Hours: 12**

### **CorelDraw Basics:**

- Creating A New File – The Coreldraw Screen – Property Bar – Saving A File
- Closing A File – Opening An Existing A Corel Drawing
- Views.

## **UNIT – II**

**Hours: 12**

### **Drawing and Selecting:**

- Getting Familiar With The Toolbox
- Getting With The Project
- Working With Objects Shapes
- Applying Effects To Objects.

## **UNIT – III**

**Hours: 12**

### **Working with Text:**

- The Text Tool
- Getting Started With The Book Cover
- Converting From One Text Type To Another
- Formatting Text
- The Text Editor.

## **UNIT – IV**

**Hours: 12**

### **Working with Images:**

- Bitmaps And Vector Images
- Importing Images – Resizing, Rotating And Skewing Images
- Cropping An Image – Adding Special Effects To Bitmaps
- Exporting Files To Other Applications – Publishing To Pdf.

## **UNIT – V**

**Hours: 12**

### **Page Layout and Background:**

- Changing The Page Size, Changing The Page Layout , Changing The Page Background
- Page Frame – Inserting Pages – Renaming Pages – Deleting Pages – Rulers.

## **COREL DRAW LAB**

1. Formatting text
2. Design a Wedding Card
3. Design a Greeting card
4. Working with Images
5. Design an Invitation using images, shapes and text

### **TEXT BOOK:**

1. “Comdex Multimedia and Web Design “, Vikas Gupta, Dreamtech Press 2010 Edition.

### **COREL DRAW**

- a. Unit I : Chapter 1
- b. Unit II : Chapter 2
- c. Unit III : Chapter 3
- d. Unit IV : Chapter 4
- e. Unit V : Chapter 5

### **BOOKS FOR REFERENCE:**

1. “Comdex 14-in-1 Computer Course Kit “, Vikas Gupta, Dreamtech Press 2008 Edition.

## **MASSAGE THERAPY**

**Semester: V**

**Hours: 60**

**Sub. Code: 19BW5MC05**

**Credits: 4**

### **COURSE OUTCOME**

- ❖ Able to give full body massage
- ❖ Gains knowledge about the connection between body function and massage

### **UNIT – I**

**Hours: 6**

- ❖ History of massage
- ❖ Massage and its types
  - Hot stone massage
  - Aromatherapy massage
  - Deep tissue Massage
  - Reflexology Massage

### **UNIT – II**

**Hours: 6**

- ❖ Steps to be done before massage
  - Client Consultation
  - Room Setting
  - Trolley Setting
- ❖ Swedish massage
  - Massage Techniques
  - Massage Stroke
    - Effleurage
    - Petrissage
    - Friction
    - Tapotement

### **UNIT – III**

**Hours: 6**

- ❖ Body spa
  - Cleansing
  - Scrubbing
  - Body Massage
  - Body Pack
  - Body polishing
- ❖ Body wrap
  - Mud wrap
  - Chocolate Wrap
  - Herbal Body Wrap
  - Slimming Body Wrap
  - Hydrating Body Wrap
  - Oil Body Wrap

### **UNIT – IV**

**Hours: 6**

- ❖ Introduction of Ayurveda
- ❖ Abhyanga
  - Full Body Oil Massage
  - Massage Strokes
  - Effleurage
  - Petrissage
  - Friction
  - Tapotement
  - Boat Movement

### **UNIT – V**

**Hours: 6**

- ❖ Massage therapy safety
  - Recent operation
  - Pregnancy
  - Skin Problem

- ❖ Massage benefits
  - Blood Circulation
  - Removal of Toxins
  - Pain Relief
  - Weight Management
  - Metal replacement of body
  - Broken limbs after accident
- ❖ Connection between massage and body function
  - Helpful for Alleviating different kinds of pain
  - Relieve Muscle and tissue tension
  - Relieve Mental illness

#### **BOOKS FOR REFERENCE:**

1. History of massage therapy by florida academy 17.5.2019
2. Types of massage by Debra Rose Wilson
3. Body spa by Quora
4. body wrap by SpaSeekers
5. introduction of ayurveda by vasant lad
6. AbhyangabyKrishnenduayu
7. contraindications by [www.massagenow.com](http://www.massagenow.com)
8. Massage benefits by Harris on 20 apr 2015
9. connection between body function and massage by [www.massagetherapyreference.com](http://www.massagetherapyreference.com)

## **ELECTRO THERAPY**

**Semester: V**

**Hours: 60**

**Sub.Code:19BW5MC06**

**Credits: 4**

### **COURSE OUTCOME**

- ❖ Gains knowledge about the machines
- ❖ Able to handle the machines

### **UNIT – I**

**Hours: 12**

- ❖ Introduction to cosmetic science
- ❖ Types of cosmetics
- ❖ Different types of makeup

### **UNIT – II**

**Hours: 12**

- ❖ GALVANIC MACHINE
  - Introduction
  - Galvanic facial treatment
  - Benefits
- ❖ HIGH FREQUENCY MACHINE
  - Machine work
  - Wattage and oscillations
  - Orange and violet electrodes
  - Benefits
  - High frequency for skin
  - High frequency for hair

### **UNIT – III**

**Hours: 12**

- ❖ VACUUM SUCTION
  - Introduction
  - Facial treatment

- Blackheads and white heads removal
- Benefits of facial vacuum suction
- Benefits of body suction

#### **UNIT – IV**

**Hours: 12**

##### **❖ MICRODERMABRASION**

- Introduction
- Benefits
- Diamond tip hand piece
- Crystal microdermabrasion
- Hydra dermabrasion
- Side effects
- After treatment results

#### **UNIT – V**

**Hours: 12**

##### **❖ ULTRASOUND**

- INTRODUCTION
- Ultrasonic facial
- Tightens skin
- Benefits
- Stimulating collagen creation

#### **BOOKS FOR REFERENCE:**

1. [WWW.Quora.com](http://WWW.Quora.com)
2. [www.healthsite.com](http://www.healthsite.com)



## **ELECTRIC AND ELECTROTHERAPY& MASSAGE THERAPY - LAB**

**Semester: V**

**Hours: 210**

**Sub.Code: 19BW5CP05**

**Credits: 10**

Galvanic Machine with Facial

1. High Frequency With Facial
2. Ultra Sound Machine With Facial
3. Microdermabrasion With Facial
4. Body Spa
5. Body wrap
6. Body Massage

## **YOGA AND MEDICINE**

**Semester: V**

**Hours: 60**

**Sub.Code: 19BW5GS04**

**Credits: 4**

### **COURSE OUTCOME:**

- ❖ Gains knowledge about yoga
- ❖ Learns about yoga asnas

### **UNIT- I**

**Hours: 12**

- ❖ **Physical health**
- ❖ **Structure and function of the body**
  - Internal organs
  - Mobility
  - Stabilizes the body
  - Pelvis function

### **UNIT- II**

**Hours: 12**

- ❖ **Food and medicines**
  - Ayurvedic diet
  - How it works
  - Benefits
  - Whole foods
  - Weight loss
  - Mind fullness
- ❖ **System of medicines**
  - Introduction
  - Tradition of ayurveda
  - Historical background
  - Concept of health in ayurveda

## **UNIT- III**

**Hours: 12**

### **❖ Simplified physical exercises**

### **❖ Yoga sanas**

- Tadasana(mountain pose)
- Vrikhasana (tree pose)
- Kursisana (chair pose)
- Naukasana (boat pose)
- Trikoasana (triangle pose)

## **UNIT – IV**

**Hours: 12**

### **❖ The mind**

- Field of consciousness
- Yogic discipline
- Alerting the vrittis

### **❖ Meditation**

- Shavasana
- Concentration of breathing

### **❖ Special meditation**

- Loving- kindness meditation
- Body progressive relaxation
- Mindfulness meditation
- Kundalini yoga
- Zen meditation
- Transcendental Meditation

## **BOOKS FOR REFERNCE:**

1. [www.meditation.com](http://www.meditation.com)
2. [www.healthline.com](http://www.healthline.com)
3. [www.yogaonline.com](http://www.yogaonline.com)

## **BASIC OF ACCOUNTING**

**Semester: V**

**Hours: 60**

**Sub.Code:19BW5GS05**

**Credit: 4**

### **COURSE OUTCOMES:**

- ❖ Have an idea about accounting principles-concepts and conventions.
- ❖ Get the knowledge about journal ledger and trial balance.
- ❖ Gain the knowledge about subsidiary books
- ❖ Increase the knowledge about Bank reconciliation statement.
- ❖ Educate the student about the need and importance of final accounts.

### **UNIT I**

**Hours: 12**

Meaning - Definition - Objectives - Functions of accounting - Limitation of Accounting - classification of Accounting - Rules of the double entry system - Advantage of double entry system - Accounting concepts - Accounting conventions.

### **UNIT II**

**Hours: 12**

Journal-meaning-Rules of journalizing, difference between trade discount and cash discount-preparation of journal- ledger -journal to ledger, and trial balance - objectives of trial balance and basic problems.

### **UNIT III**

**Hours: 12**

Subsidiary books -classification of subsidiary books - cash book - single column - double column - three column cash book - petty cash book - purchase book - sales book - sales return book - purchase return book.

#### **UNIT IV**

**Hours: 12**

Bank reconciliation statements - Need - Reasons for the difference between cash book and pass book - procedures and preparation of bank reconciliation statement.

#### **UNIT V**

**Hours: 12**

Final accounts - Trading accounts - Profit and loss account - Balance sheet with simple adjustment items.

#### **BOOKS FOR REFERENCE:**

1. S.P. Jain, K.L. Narang, Advanced Accountancy, 2010, Kalyani Publication
2. Shukla and Grewal, Financial Accounting, 2008, Sultan chand Publication
3. Raman and Arulanandan, Financial Accounting, 2009, Pass Publication
4. Jain Narang, Financial Accounting, 2004, Kalyani Publication
5. Gupta and Radhaswamy, Financial Accounting, 2008, Prasanna Publication.

## **SOCIOLOGY - I**

**Semester : V**

**Hours : 30**

**Sub. Code: 19BW5GS06**

**Credits: 2**

### **SPECIFIC OBJECTIVES**

- ❖ Know the structure & the dynamics of the society
- ❖ The relationship of the individual to the society

### **UNIT –I**

**Hours: 6**

#### **Introduction**

- Definition of sociology
- Nature & scope of the discipline
- Importance & application of sociology in nursing care

### **UNIT –II**

**Hours: 6**

#### **Social groups**

- The meaning & classification of groups
- Primary & secondary group
- Class, tribe, caste
- Economic, political.

#### **Social Process**

- Religious groups, crowd, public
- Co –operation, competition, conflict
- Accommodation
- Assimilation & isolation

### **UNIT –III**

**Hours: 6**

#### **Population**

- Society & population -
- Population distribution in India

- Population explosion in India & its impact on health status

## **UNIT –V**

**Hours: 6**

### **Family & marriage**

#### 1-Family

- ❖ Function
- ❖ Types (joint, nuclear, & extended family)
- ❖ Characteristics
- ❖ The modern family (Changes , problems dowry etc)

#### 2-Marriage

- ❖ Forms & functions of marriage
- ❖ Marriage & family problems in India

Its influence on health & health practices

## **UNIT –VI**

**Hours: 6**

### **Social control**

-Nature & process of social control

- ❖ Political, legal religious educational, economic, industrial

### **Social problems**

- ❖ Social disorganization
- ❖ Poverty, housing & illiteracy
- ❖ Rights of women & children
- ❖ Child labor , child abuse , crime , substance abuse

### **BOOKS FOR REFERENCE:**

1. Sachadeva Y.V., An introduction to sociology, Kithab Mahal; Allahabad
2. R.K.Manekar, Sociology for Nurses, SivosankarT.P., Vora Medical Publications
3. K.P.Pothen, Sociology for Nurses, 3<sup>rd</sup> ed, N.R Brothers, Indore, C.N. Shankar Rao principals of sociology with introduction to social thoughts, S Chand E Company publishers

## **SELF STUDY-NAIL TECHNOLOGY**

**Semester : V**

**Hours :**

**Sub. Code: 19BW5SS01**

**Credits: 2**

### **UNIT-I**

- Structure of nails
- Nail equipment's
- Nail chemicals

### **UNIT-II**

- Nail disinfection
- Nail sanitation
- Individual sculptured nails

### **UNIT-III**

- Individual removals
- Individual nail wraps

### **UNIT-IV**

- Business practices
- Advantages of business practices
- Disadvantages of business practices

### **UNIT-V**

- Safety measures
- Personal hygiene



## **HERBAL REMEDIES**

**Semester: VI**

**Hours: 60**

**Sub.Code: 19BW6MC07**

**Credits: 4**

### **COURSE OUT COME:**

- ❖ Gains knowledge about herbal remedies
- ❖ Able to prepare own products

### **UNIT – I**

**Hours: 12**

- ❖ Remedies for a Glowing Skin
  - Honey
  - Figs
  - Milk
  - Avocado
  - Banana
  - Olives
  - Papaya
- ❖ Herbal Face pack And face Mask
  - Mint and Turmeric Face pack
  - Cucumber and Sugar face pack
  - Yogurt and Gram flour face pack
  - Lemon and Honey Face pack
  - Egg and Honey face mask
  - Banana face Mask
  - Strawberry and Lemon Face mask
  - Sandalwood and Rose water pack

### **UNIT – II**

**Hours: 12**

- ❖ Herbal Face Scrub
  - Kiwi Scrub

- Oatmeal Scrub
- Coffee Scrub
- Walnut Scrub
- Tomato Scrub

❖ Face Moisturizer

- Shea Butter
- Coconut Oil
- Rose and Argon Oil
- Vitamin E
- Olive Oil
- Aloe vera

**UNIT – III**

**Hours: 12**

❖ Herbal Remedies for Healthy Hair

- Coconut Oil
- Castor Oil
- Rinse with Reetha (SoapNuts)
- Egg Mask
- Oil Massage

❖ Herbal Remedies for Dandruff

- Tea Tree Oil
- Coconut Oil
- Aloe vera
- Apple Cider Vinegar
- Aspirin

**UNIT - IV**

**Hours: 12**

❖ Hair Loss

- Garlic Juice
- Onion Juice
- Ginger Juice

- Scalp Massage with Essential Oil
- Green Tea Massage in Hair
- ❖ Home Remedies for dry and Damage hair
  - Avocado
  - Massage in Butter
  - Condition with Olive oil
  - Rinse with Tea
  - Apple cider Vinegar
  - Treat with Botanical Oils
  - Sandalwood oil

## **UNIT –V**

**Hours: 12**

- ❖ Natural Remedies for Hair re-growth
  - Hot Oil Massage
  - Viviscal
  - Fish oil
  - Ginseng
  - Rosemary oil
  - Geranium oil
- ❖ Herbal Remedies for Head lice
  - Tea tree Oil
  - Lavender oil
  - Neem oil
  - Clove oil
  - Eucalypytus oil
  - Aniseed oil
  - Cinnamon oil
  - Red Thyme oil

## **BOOKS FOR REFERENCE**

1. Reviewed by [www.healthline.com](http://www.healthline.com)

## **WARTS REMOVAL AND DANDRUFF TREATMENT**

**Semester: VI**

**Hours: 60**

**Sub.Code: 19BW6MC08**

**Credits: 4**

### **COURSE OUTCOME**

- ❖ Able To Treat Dandruff Issues
- ❖ Able To Treat Warts

### **UNIT – I**

**Hours: 12**

- ❖ Introduction
- ❖ Types Of Warts
  - Plantar Warts
  - Genital Warts
  - Flat Warts

### **UNIT – II**

**Hours: 12**

- ❖ Treatment
  - Salicylic Acid
  - Freezing
  - Duct Tape
  - Other Agent
  - Zapping And Cutting
  - Lasers
  - Machines

### **UNIT – III**

**Hours: 12**

- ❖ Dandruff
  - Introduction
  - Types Of Dandruff
  - Dry Skin

- Oily Scalp
- Fungal Infections

❖ Diagnosis

- Psoriasis
- Atopic Dermatitis
- Rosacea
- Tinea Capitis

**UNIT – IV**

**Hours: 12**

❖ Symptoms

- Itchy
- Redness
- Inflammation
- Cracked Skin

❖ Treatments

- Salicylic Acid
- Selenium Sulphide
- Avoid Chemical Treatments
- Brush And Wash Your Hair With Sulphate Free Chemicals

**UNIT – V**

**Hours: 12**

- ❖ Hair and scalp detector
- ❖ Machines for dandruff treatment

**BOOKS FOR REFERENCE**

1. Reviewed By Webmd.Com
2. Reviewed By Style Raze

## **FLOWER MAKING- LAB**

**Semester: VI**

**Hours: 120**

**Sub.Code:19BW6CP06**

**Credit: 8**

1. Jasmine Garland
2. Rose Petals Garland
3. Dollar Making
4. Veni Making

## **SALON ETHICS AND STOCK MANAGEMENT**

**Semester: VI**

**Hours: 45**

**Sub.Code: 19BW6GS07**

**Credits: 3**

### **COURSE OUTCOME**

**AT the end of the course the student will able to:**

- Gains knowledge about salon setup and professional ethics
- Able to manage clients feedback and complaints
- Able to set goals and complete their targets in salon
- Good in communication manner, time management, personal grooming and hygiene.

### **UNIT – I**

**Hours: 5**

- ❖ Introduction To Stock Control
- ❖ Projected Vs Actual Expense
- ❖ Purchase Orders:
- ❖ Order Product On Time
- ❖ Do Not Over the time
- ❖ Avoid Loss From Expired Products

### **UNIT – II**

**Hours: 8**

- ❖ Ordering right levels of stock
- ❖ Create Purchase order
- ❖ Approve purchase order
- ❖ Inventory level alerts.
- ❖ Personal hygiene
- ❖ Personal grooming

### **UNIT – III**

**Hours: 10**

- ❖ Communication manner
- ❖ Greetings of clients

### **UNIT – IV**

**Hours: 10**

- ❖ Sterilization
- ❖ Clients history and feedback
- ❖ Dealing with complaints

### **UNIT – V**

**Hours: 12**

- ❖ Time management
- ❖ Setting goals
- ❖ Professional ethics

### **BOOKS FOR REFERENCE:**

1. ESTHER BOLKIN on October 4,2016
2. Bathaman about communicaton skills and greetings on jan4,2012
3. Professional ethics by Anam Ahmed reviewed by jayne Thompson on Aug (2,2019)



## **BUSINESS COMMUNICATION**

**Semester: VI**

**Hours: 45**

**Sub.Code: 19BW6GS08**

**Credit: 3**

### **COURSE OUTCOMES:**

- ❖ Make the students to know the effectiveness of communication.
- ❖ Acquire the in-depth knowledge in Business correspondence.
- ❖ Acquire the practical knowledge about circulars and report writing.
- ❖ Gain knowledge about Interview letter, Application letter and testimonial.
- ❖ Insist the role of modern equipment in Business.

### **UNIT I**

**Hours: 5**

Communication-meaning- communication cycle-principles of communication  
Importance of effective Communication in Business.

### **UNIT II**

**Hours: 8**

Need functions and kinds of business letters - Mechanical parts of Business letter Various types of business letters - letter of enquiry and reply - quotations - Offers - Orders - Cancellation of orders.

### **UNIT III**

**Hours: 10**

Circulars - status enquiries- Application for a situation - Reports - Meaning - definition - Characteristics of a good report.

### **UNIT IV**

**Hours: 10**

Interview letter - Appointment letter - Promotion letter - Testimonials.

## **UNIT V**

**Hours: 12**

Modern equipments in communication - Role of computers in Business Communication-  
meaning of internet, E-Mail.

### **COURSE BOOK:**

Rajendra pal and J.S.Korlahalli , Essentials of Business communication, 2012, Sultan Chand  
Publication

### **BOOKS FOR REFERENCE:**

1. R.S.Pillai & Bagavathi, Business Communication, 2009, Sultan Chand Publication.
2. Ramesh MS. & Paten Shetty , Effective Business English & Communication, 2010, Sultan  
Chand Publication
3. L. Garkside , Modern Business Communication, 2007, Mac Millan Publication

## **RELAXING MESSAGE**

**Semester : VI**

**Hours :**

**Sub. Code: 19BW6SS02**

**Credits: 2**

### **UNIT-I**

- Introduction to massage therapy
- Starting position and derived position

### **UNIT-II**

- RELAXING POSES
- Correct postures

### **UNIT-III**

- Active and passive movements
- Hydrotherapy

### **UNIT-IV**

- Stretching exercises
- Relaxed passive movements

### **UNIT-V**

- Breathing exercises
- Balance & co-ordination exercises

### **INTERNAL QUESTION PATTERN**

**Time: 2 Hours**

**Maximum Marks: 30**

#### **PART A**

- I. Answer **ANY FIVE** out of Eight Questions (5 X 2 = 10)

#### **PART B**

- II. Answer **ANY THREE** out of Six Questions. (3 X 4 = 12)

#### **PART C**

- III. Answer the following **ANY ONE** out of Three Questions. (1 X 8 = 8)

### **EXTERNAL QUESTION PATTERN**

**Time: 3 Hours**

**Maximum Marks: 6**

#### **PART A**

- I. Answer **ANY FIVE** out of Eight Questions. (5 X 2 = 10)

#### **PART B**

- II. Answer **ANY FIVE** out of Eight Questions. (5 X 4 = 20)

#### **PART C**

- III. Answer **ANY THREE** out of five Questions. (3 X 10 = 30)

**General education: Practical:**

**1hrs – 1 credit**

**Skill component: Practical:**

**1hrs – 1 credit**

**Theory:**

**2hrs – 1 credit**

**Theory:**

**1hrs – 1 credit**