

**MANNAR THIRUMALAI NAICKER COLLEGE (Autonomous),
Pasumalai
Curriculum**
(For the student admitted during the academic year 2023-2024 onwards)

Course Code	Title of the Course	No. of Hours /week		No. of Credits		Maximum Marks		
		T	P	T	P	Int	Ext	Total
FIRST SEMESTER								
Part – I	General Education							
23DBAG11	Business Communication	4	-	4	-	40	60	100
23DBAG12	Entrepreneurship	4	-	4	-	40	60	100
23DCSGP1	Office Automation Lab	-	4	-	4	40	60	100
	Total	8	4	8	4			
Part – II	Skill component							
23DBWSP1	Basic Beauty Therapy Lab	2	4	2	4	40	60	100
23DBWSP2	Basic Skin Care And Treatment Lab	2	4	2	4	40	60	100
23DBWSP3	Hair Dressing And Styling Lab	2	4	2	4	40	60	100
	Total	6	12	6	12			
SECOND SEMESTER								
Part – I	General Education							
23DBAG21	Small Business Management	4	-	4	-	40	60	100
23DBWG21	Waxing And Salon Management	4	-	4	-	40	60	100
23DCSGP2	Multimedia Lab	-	4	-	4	40	60	100
	Total	8	4	8	4			
Part – II	Skill component							
23DBWSP4	Introduction To Facial And Beauty Care Lab	2	4	2	4	40	60	100
23DBWSP5	Professional Makeup Artistry Lab	2	4	2	4	40	60	100
23DBWS21	Internship	-	6	-	6	40	60	100
	Total	4	14	4	14			
	Grand Total	26	34	26	34			



**MANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS)
COMMUNITY COLLEGE
ALL DIPLOMA COURSES**

(For those who joined in 2023-2024 and after)

Course Name	BUSINESS COMMUNICATION			
Course Code	23DBAG11	L	P	C
Category	General Education	4	-	4
COURSE OBJECTIVES:				
<ol style="list-style-type: none"> 1. To enable the students to acquire the written and oral business communication skills. 2. To Understand about trade enquires, & also the concept of collection letter. 3. Provide foundation and means of writing business letters. 4. To write resume for application for different positions independently. 5. To acquaint knowledge on report writing and able to write business reports. 				
UNIT: I	BUSINESS COMMUNICATION			12Hrs
Introduction - Meaning - Definition - Characteristics – Process - Essentials of Effective Communication - Forms of Communication - Types - Media of Communication - Written – Oral - Visual - Audio Visual - Computer based Communication - Barriers and remedies.				
UNIT: II	WRITTEN COMMUNICATION			12Hrs
Written Communication - Meaning - Business Letters - Essentials of a good Business Letter - Layout - Trade Letters – Enquiries & Offers – Quotations – Orders - Circular Letters - Sales Letters - E-mail Etiquettes.				
UNIT: III	ORAL COMMUNICATION			12Hrs
Oral Communication – Meaning - Oral and other forms of Communication – Speeches - Group communication - Presentations - Listening – Dialogue skills.				
UNIT: IV	RESUME DRAFTING			12Hrs
Resume Drafting - Application for a situation – Structure - Preparation of Resume - Preparation of Curriculum vitae – Drafting an application for different positions - Resume-Creation of Blogs.				
UNIT: V	REPORT WRITING			12Hrs
Report Writing - Meaning –Importance- Types of Business Reports - Structure of a Report - Oral and written reports- Characteristics of a good report -Drafting of Business Reports -Proposal – Meaning – Types of proposal.				
Books for Study:				

1. N.S. Raghunathan & B. Santhanam, **“Business Communication”**, fourth Edition, 2017 Margham publication.

Books for References:

1. R.S.N. Pillai & Bagavathi, **“Modern Commercial Correspondence”**, 2007, S. Chand & Company Ltd, New Delhi.
2. Rajendra Pal & J.S. Korlahalli, **“Essentials of Business Communication”**, Thirteenth Edition, 2013, Sultan Chand & Sons, New Delhi.

Total Lecture Hours | **60**

COURSE OUTCOME

CO1: Acquire the written and oral business communication skills.

CO2: Gain theoretical framework in writing business letters

CO3: Draft business, trade and circular letters comprehensively

CO4: Write resume for application for different positions independently

CO5: Acquaint knowledge on report writing and able to write business reports

LESSON PLAN

UNIT	BUSINESS COMMUNICATION	Hrs	Mode
I	Business Communication	12Hrs	PPT, Group
II	Written Communication	12Hrs	Discussion, Seminar, Quiz, Assignment and Activity
III	Oral Communication	12Hrs	
IV	Report Writing	12Hrs	
V	Resume Drafting	12Hrs	



**MANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS)
COMMUNITY COLLEGE
ALL DIPLOMA COURSES
(For those who joined in 2023-2024 and after)**

Course Name	ENTREPRENEURSHIP			
Course Code	23DBAG12	L	P	C
Category	General Education	4	-	4
COURSE OBJECTIVES:				
<ol style="list-style-type: none"> 1. To understand the areas of discipline of management & entrepreneurship. 2. To acquire necessary knowledge and skills required for organizing and carrying out Entrepreneurial activities. 3. To master the knowledge necessary to plan entrepreneurial activities. 4. To motivate young people to set up own ventures and contribute to national economic development. 5. To create more employment opportunities. 				
UNIT: I	ENTREPRENEUR & ENTREPRENEURSHIP			12Hrs
Entrepreneurship – Meaning – Characteristics –Types – Functions of entrepreneurs –Distinction between entrepreneur and manager. Entrepreneurship - Concept– Nature and characteristics – Entrepreneurship and Intrapreneurship – Role of entrepreneurship in economic development.				
UNIT: II	NATURE AND SCOPE OF BUSINESS			12Hrs
Meaning of business – Characteristics of business – Distinction between business, profession and employment – Components of business, – Inter-relationship between industry, commerce and trade – Requisites of success in business.				
UNIT: III	WOMEN ENTREPRENEURS			12Hrs
Women Entrepreneurs – Definition – Need – Functions – Qualities of Women Entrepreneurs – Problems faced by women entrepreneurs – Suggestions for the development of women entrepreneurs.				
UNIT: IV	FRANCHISING			12Hrs
Definition – Advantages – Successful Examples – Franchising offers in India – List of Franchise offers in India – Precautions – Types of Franchises.				
UNIT: V	ENTREPRENEURSHIP DEVELOPMENT IN INDIA			12Hrs
Emergence of entrepreneurial class in India – Environmental factors affecting entrepreneurship – Locational mobility of entrepreneurs – Entrepreneurship development programme – Institutions for entrepreneurship development – Entrepreneurial performance in India.				
Books for Study:				

1. Dr. Gupta. C.B and Dr. S.S. Khanka., Entrepreneurship and Small Business Management, New Delhi, 2019

Books for References:

1. Jeyashree Suresh, Entrepreneurial Development, Margham Publications, Chennai, 2019.
2. Dr. P.T. Vijayshree & Dr. M. Alagammai, Entrepreneurship & Small Business Management, Margham Publications, Chennai, 2016.

Total Lecture Hours | **60**

COURSE OUTCOME

CO1:	Gain understanding of the concepts of Entrepreneurship and their development in all forms and shapes.
CO2:	Understand entrepreneurial environment impacted by the social, economic, cultural & legal conditions.
CO3:	Understand the entrepreneurial process from idea generation, to concept development and creation of the venture.
CO4:	Provide the students with necessary inputs for creation of new ventures and develop entrepreneurial behavior.
CO5:	Identify and develop opportunities for an entrepreneur in an uncertain and inflexible environment and ways and means to minimize the external threats.

LESSON PLAN

UNIT	ENTREPRENEURSHIP	Hrs	Mode
I	Entrepreneur & Entrepreneurship	12Hrs	PPT, Group Discussion, Seminar, Quiz, Assignment and Activity
II	Nature and Scope of Business	12Hrs	
III	Women Entrepreneurs	12Hrs	
IV	Franchising	12Hrs	
V	Entrepreneurship Development in India	12Hrs	



**MANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS)
COMMUNITY COLLEGE
ALL DIPLOMA COURSES
(For those who joined in 2023-2024 and after)**

Course Name	OFFICE AUTOMATION LAB			
Course Code	23DCSGP1	L	P	C
Category	General Education	-	4	4
COURSE OBJECTIVES:				
<p>1. To learn objective of this course is familiarizing the students with the innovations of in computer applications in business.</p> <p>2. To understand the basic computer knowledge and also enable the students to appreciate the practical details of computer.</p> <p>3. To enable you, the user to create and edit documents.</p> <p>4. To create and manipulate simple.</p> <p>5. To construct formulas, including the use of built in functions, and relative and absolute references in Ms-Excel.</p>				
<u>LIST OF ASSIGNMENTS (MS WORD)</u>				
<p>1. Create a news-paper document with at least 200 words,</p> <p>a. Use margins as, top:1.5, bottom:2, left:2, right:1 inches.</p> <p>b. Use heading “Gandhi Jayanti”, font size: 16, font color: red, font face: Arial Black.</p> <p>c. With first letter “dropped” (use drop cap option) of the first paragraph containing a picture at the right side</p> <p>d. Use three columns from the second paragraph onwards till the half of the page.</p> <p>e. Then use heading “Computer basics”</p> <p>f. Create paragraph using two columns till the end of the page.</p> <p>2. Create a flowchart using,</p> <p>a. Proper shapes like ellipse, arrows, rectangle, and parallelogram.</p> <p>b. Use grouping to group all the parts of the flowchart into one single object.</p> <p>3. Create a table using table menu with,</p> <p>a. At least 5 columns and 10 rows.</p> <p>b. Merge the first row into one cell.</p> <p>c. Merge the second row into one cell, then split the second row into three cells.</p> <p>d. Use proper table border and color.</p>				

- e. Insert proper content into the table with proper text formatting.
4. Create a table using two columns,
 - a. The left column contains all the short-cut keys and right side column contains the function of the short-cut keys.
 - b. Insert a left column using layout option. Name the heading as Serial No.
5. Create two letters with the following conditions in Ms Word and find the difference.
 - a. Write a personal letter to your friend using at least 100 words and two paragraphs. The date must be in top-right corner. Use „justify“ text-alignment and 1.5 line spacing for the body of the letter. Letter must contain proper salutation and closing.
 - b. Use step by step mail-merge wizard to design a letter. (Mailing step by step mail merge wizard letters start from a template select template letters select proper template create new document OK)
6. Create a letter, which must be sent to multiple recipients.
 - a. Use Mail-Merge to create the recipient list.
 - b. Use excel sheet to enter the recipient.
 - c. Start the mail merge using letter and directory format. State the difference.

LIST OF ASSIGNMENTS (MS EXCEL)

1. Create a table “Student result” with following conditions.
 - a. The heading must contain, Sl. No., Name, Mark1, Mark2, Mark3, Total, average and result with manual entry.
 - b. Use formulas for total and average.
 - c. Find the name of the students who has secured the highest and lowestmarks.
 - d. Round the average to the nearest highest integer and lowest integer (useceiling and floor function respectively).
2. Do as directed
 - a. Create a notepad file as per the following fields

Sln0	name	th1	th2	th3	th4	th5	total	%	grade
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 - b. Import this notepad file into excel sheet using „data from text“ option.
 - c. Grade is calculated as,
 - i. If $\% \geq 90$, then grade A
 - ii. If $\% \geq 80$ and < 90 , then grade B
 - iii. If $\% \geq 70$ and < 80 , then grade C
 - iv. If $\% \geq 60$ and < 70 , then grade D
 - v. If $\% < 60$, then grade F
3. Create a sales table using the following data,

Item	Year1	Year2	Year3	Year4
Item1	1000	1050	1100	1200
Item2	950	1050	1150	1200
Item3	1100	1200	1200	1300

- a. Draw the bar-graph to compare the sales of the three items for four years using

- insert option.
- b. Draw a line-graph to compare the sales of three items for four years using insert option.
 - c. Draw different pie-charts for the given data using insert option.
 - d. Use condition, to highlight all the cells having value ≥ 1000 with red color (use conditional formatting).

LIST OF ASSIGNMENTS (MS POWERPOINT)

1. Create a power-point presentation with minimum 5 slides.
 - a. The first slide must contain the topic of the presentation and name of the presentation.
 - b. Must contain at least one table.
 - c. Must contain at least 5 bullets, 5 numbers.
 - d. The heading must be, font size:32, font-face: Arial Rounded MT Bold,font-color: blue.
 - e. The body must be, font size: 24, font-face: Comic Sans MS, font-color: green.
 - f. Last slide must contain „thank you“.
2. Create a power-point presentation with minimum 10 slides
 - a. Use word art to write the heading for each slides.
 - b. Insert at least one clip-art, one picture
 - c. Insert at least one audio and one video
 - d. Hide at least two slides
3. Create a power-point presentation with minimum 5 slides
 - a. Use custom animation option to animate the text; the text must move left to right one line at a time.
 - b. Use proper transition for the slides.

Books for Study:

1. Dr. P. Rizwan Ahmed, *Office Automation* , Margham publication, Chennai, 2019 reprint.

Books for References:

1. Comdex 14-1in-1 Computer course Kit ,Vikas Gupta.

2. Master in Ms-Office, Bittu Kumar.

	Total Lecture Hours	60
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COURSE OUTCOME

CO1:	Acquire knowledge on editor, spreadsheet and presentation software
CO2:	Understand and discuss about the use of Office Package in daily life
CO3:	Give hands on training to the students to create and format documents using MSWord

CO4:	Construct charts in MS-Excel
CO5:	Design presentation with efficient slides

LESSON PLAN

OFFICE AUTOMATION LAB	Hrs	Mode
Exercise: 1. Create a news-paper document with at least 200 words. 2. Create a flowchart using. 3. Create a table using table menu. 4. Create two letters with the following conditions in Ms Word and find the difference. 5. Create a letter, which must be sent to multiple recipients.	20	Laboratory experiments
6. Create a table “Student result” with following conditions. 7. Do as directed 8. Create a sales table using the following data.	20	
9. Create a power-point presentation with minimum 5 slides. 10. Create a power-point presentation with minimum slides 11. Create a power-point presentation with minimum 5 slides	20	



**MANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS)
COMMUNITY COLLEGE
DIPLOMA IN BEAUTY AND WELLNESS
(For those who joined in 2023-2024 and after)**

Course Name	BASIC BEAUTY THERAPY LAB			
Course Code	23DBWSP1	L	P	C
Category	Skill Component	2	4	6
COURSE OBJECTIVES:				
1.To Development the knowledge regarding Threading method. 2.To inculcate skills in preparing their application to different practical situations to gain the ability to bleaching procedure. 3. To face Dtan removed 4.To accumulate knowledge client consultation 5.To know the Responsibilities of beautician				
UNIT: I	THREADING	20Hrs		
Threading method- client consultation- Contraindication- Preparation of Trolley – Choosing the Eyebrows –Eyebrow measurement to decide length- Face shapes and correct eyebrow shapes- Eyebrow shaping.				
UNIT: II	BLEACHING	20Hrs		
Procedure for Bleaching- Types of Bleaching – Procedures for cream bleach – Oxy bleaching – Fruit bleaching				
UNIT: III	CLEAN UP	15Hrs		
Process of clean up – Procedure of clean up –Trolley setting – Cleansing-Toning –Scrub – Blackheads removing -Pack.				
UNIT: IV	D-TAN	20Hrs		
Procedure of Dtan – Types of Dtan –Trolley setting – Procedures for dtan cream – Procedure for Powder Dtan – client Consultation.				
UNIT: V	PERSONAL EFFECTIVENESS	15Hrs		
Job profile- General code and conducts – Responsibilities of a Beautician – Client care- Personal Health and Appearance.				
(60% of marks must be allotted to practical questions. 40% of marks must be allotted to Theory questions).				
				Total Lecture Hours
				90 Hrs
LIST OF PRACTICALS:				

- Cream Bleach
- Powder Bleach
- Clean up
- Dtan
- Threading

Books for Study:

Material will be issued by Department of Beauty and Wellness

Books for References:

1. Joanna Vargas, *Glow from Within*, USA, Harper Collins Publisher, 2020
2. Caroline Hirons, *Skin care ;The Ultimate No- Nonsense Guide*, Illustrated Edition, HQ Publisher, USA 2020.
3. Gretchen Davis and Mindy Hills, *The Makeup artist Handbook*, 3rd Edition, Routledge Publisher, USA, 2017.
4. RachealPontillo, *Love Your Skin*, 1st Edition, Sennin Group LLC, Newyork, 2017.
5. Bee Shapiro, *Skin Deep*, Illustrated Edition, Publisher ; Harry N Abrams, New York, 2017.

COURSE OUTCOME

CO1:	Define threading and understand the purpose of threading.
CO2:	Classify the types of eyebrows
CO3:	Shape eyebrows and forehead.
CO4:	Face Dtan removed
CO5:	Responsibilities of a Beautician

LESSON PLAN

UNIT	BASIC BEAUTY THERAPY	Hrs	Mode
I	Threading	20	PPT, Seminar, Assignment and Hands on practice
II	Bleaching	20	
III	Clean Up	15	
IV	D-Tan	20	
V	Personal Effectiveness	15	



**MANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS)
COMMUNITY COLLEGE
DIPLOMA IN BEAUTY AND WELLNESS
(For those who joined in 2023-2024 and after)**

Course Name	BASIC SKIN CARE AND TREATMENT LAB			
Course Code	23DBWSP2	L	P	C
Category	Skill Component	2	4	6
COURSE OBJECTIVES:				
<ol style="list-style-type: none"> 1. Understand the anatomy and the basic skin types of the Human 2. Describe the equipment and tools used for Skin Care 3. Explain the steps of giving massage during facial 4. Demonstrate the manicure and pedicure procedures 5. Explain the skin allergic and problems 				
UNIT: I	SKIN			20 Hrs
Define Skin-Functions of the skin- Structure of the skin- Skin analysis-Procedure of skin analysis-Basis of skin care-Threats to the skin-Internal threats-External threats.				
UNIT: II	SKIN CARE TREATMENT			20 Hrs
Skin types-Normal skin-Dry skin- Oily skin- Combination skin – Additional characteristics-Home treatments- PH balance- Acid mantle-skin allergies and problems-Patch Test.				
UNIT: III	NAILS			15 Hrs
Structure and functions of nails- Nail growth- Muscles and bones of hands and legs List of common disorders seen on hands and legs-Blue nails-Bruised nails- Egg shell Nails- Hand nail-Leychonychia-longitudinal ridges- Minor nail separation (onycholysis)- Onychophagy-Onychorrhaxis-Pitting-Pterygium-Transverse furrows-Calluses-Corns.				
UNIT: IV	PEDICURE & MANICURE			20 Hrs
Pedicure-Purpose of pedicure-Nail treatment-Leg massage-Styles of polish application-Contra indication-Equipment and materials-Procedure before beginning-Home care. Manicure-Purpose of manicure-Nail treatment-Hand massage- Styles of polish application-Contra indication-equipment and materials-Procedure before beginning-Home care.				
UNIT: V	PERSONALITY DEVELOPMENT			15 Hrs
Positive Traits- Space for Imperfection- Spontaneity in work- Stay enthusiastic- Sign of a Good Communicator-Passionate worker- Stress Management- Strong Personality.				
(60% of marks must be allotted to practical questions. 40% of marks must be allotted to Theory)				

questions).	
	Total Lecture Hours 90 Hrs
LIST OF PRACTICALS:	
<ul style="list-style-type: none"> ○ Hand Massage ○ Classic Manicure ○ Leg Massage ○ Classic Pedicure ○ Nail polish application 	
Books for Study:	
Material will be issued by Department of Beauty and Wellness	
Books for References:	
<ol style="list-style-type: none"> 1. Joanna Vargas, <i>Glow from Within</i>, USA, Harper Collins Publisher, 2020 2. Caroline Hiron, <i>Skin care ;The Ultimate No- Nonsense Guide</i>, Illustrated Edition, HQ Publisher, USA 2020. 3. Gretchen Davis and Mindy Hills, <i>The Makeup artist Handbook</i>, 3rd Edition, Routledge Publisher, USA, 2017. 4. Racheal Pontillo, <i>Love Your Skin</i>, 1st Edition, Sennin Group LLC, Newyork, 2017. 5. Bee Shapiro, <i>Skin Deep</i>, Illustrated Edition, Publisher ; Harry N Abrams, New York, 2017 	
COURSE OUTCOME	
CO1:	State the types of skin of human
CO2:	Select the type of make-up accessories for various types of skin and situation
CO3:	Perform eye and lip make-up including corrections
CO4:	Demonstrate various types of Facials and massaging manipulations
CO5:	Pedicure and manicure

LESSON PLAN

UNIT	BASIC SKIN CARE AND TREATMENT AND LAB	Hrs	Mode
I	Skin	20	PPT, Seminar, Assignment and Hands on Practice
II	Skin care treatment	20	
III	Nails	15	
IV	Pedicure & Manicure	20	
V	Personality Development	15	



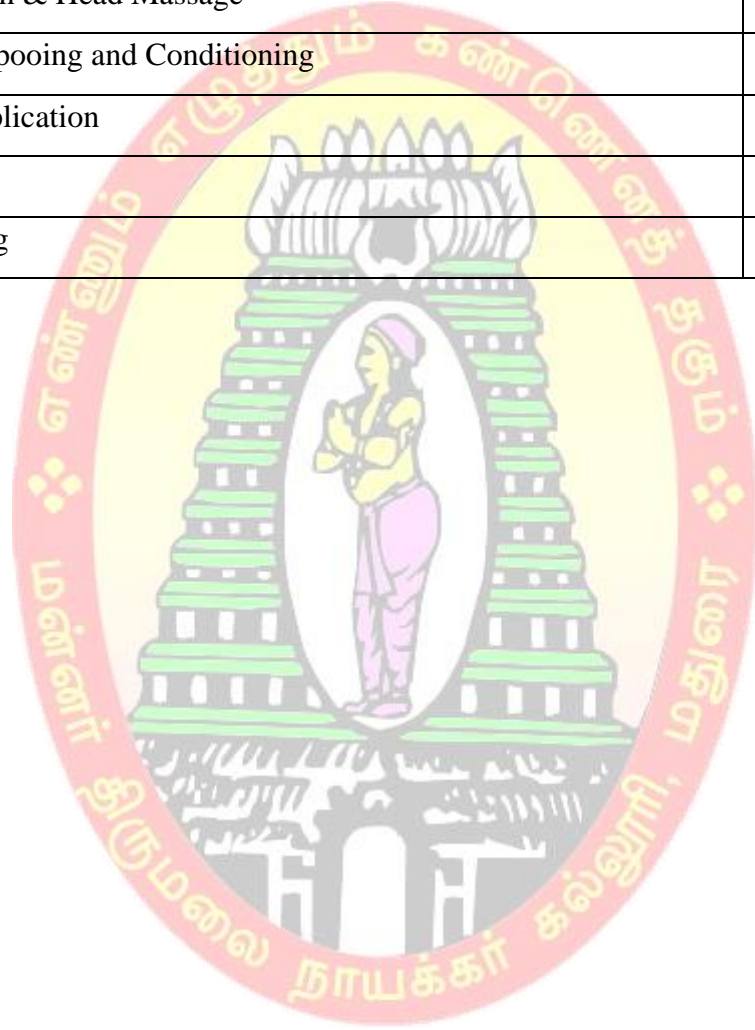
**MANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS)
COMMUNITY COLLEGE
DIPLOMA IN BEAUTY AND WELLNESS
(For those who joined in 2023-2024 and after)**

Course Name	HAIR DRESSING AND STYLING LAB			
Course Code	23DBWSP3	L	P	C
Category	Skill Component	2	4	6
COURSE OBJECTIVES:				
<ol style="list-style-type: none"> 1. Learn about the structure and types of Hair 2. Describe about scalp manipulation and hair rinsing process 3. Explain the procedure for various thermal hair styling like roll, straightening 4. Learn about the haircut method 5. Gain knowledge about hair colouring and the process 				
UNIT: I	INTRODUCTION & HEAD MASSAGE			15 Hrs
Structure of Hair, Types of hair, Hair growth cycle, Importance of hair care, factors affecting hair growth. Scalp massage –benefits and methods, materials required and procedure -Massage strokes-Relaxing stokes- Pressure points-Neck massage- Back massage-After care.				
UNIT: II	HAIR SHAMPOOING AND CONDITIONING			15 Hrs
Meaning-Required tools and products-Procedure-Method of shampooing- Method of Conditioning-Towel Draping.				
UNIT: III	HENNA APPLICATION			20 Hrs
Benefits of Henna-conditions hair- covers grey –Treat Dandruff - Henna in Saloon- Mixing Procedure- Ingredients to make henna –Client Preparation- procedure.				
UNIT: IV	HAIR CUT			20 Hrs
Knowledge of hair texture, selection of hair cut according to facial shape, occasion, age, profession, body structure and hair texture. Hair cutting techniques, tools and equipment in haircuts. Haircuts – types: basic haircuts- Trimming, straight cut, U cut, and V-cut. Use of Hair shaping and cutting implements. Sterilization and sanitation.				

UNIT: V	HAIR STYLING	20 Hrs
Different hair styles as per hair texture, materials used for hair styling, techniques in styling – Rolls, twists, braiding, Roller setting, Blow drying, Comb out techniques, thermal hair styling- Hair dryer, Crimping rods , Straightening rods, Electric rollers Curling rods. . Hair styling- Basic hairstyle, Model, party styles and bridal styles.		
(60% of marks must be allotted to practical questions. 40% of marks must be allotted to Theory questions).		
		Total Lecture Hours
		90 Hrs
LIST OF PRACTICALS:		
<ul style="list-style-type: none"> • Head massage • Shampooing and conditioning • Henna Application • Basic Hair cut • Straight and etc.. 		
Books for Study:		
Material will be issued by Department of Beauty and Wellness		
Books for References:		
<ol style="list-style-type: none"> 1. Joanna Vargas, <i>Glow from Within</i> , USA, Harper Collins Publisher , 2020 2. Caroline Hirons ,<i>Skin care ;The Ultimate No- Nonsense Guide</i>, Illustrated Edition, HQ Publisher, USA 2020. 3. Gretchen Davis and Mindy Hills, <i>The Makeup artist Handbook</i>, 3rd Edition, Routledge Publisher, USA, 2017. 4. RachealPontillo, <i>Love Your Skin</i>, 1st Edition, Sennin Group LLC, Newyork, 2017. 5. Bee Shapiro, <i>Skin Deep</i>, Illustrated Edition, Publisher ; Harry N Abrams, New York, 2017. 		
COURSE OUTCOME		
CO1:	Explain the hair growth rate and hair damages	
CO2:	Demonstrate the hair shampooing techniques	
CO3:	Handle various types of hair colouring. and dyeing materials and perform the hair	
CO4:	Dyeing materials and perform the hair colouring	
CO5:	Perform different types of hair cut like bob, straight cut etc.	

LESSON PLAN

UNIT	HAIR DRESSING AND STYLING LAB	Hrs	Mode
I	Introduction & Head Massage	15	PPT, Seminar, Assignment and Hands on practice
II	Hair Shampooing and Conditioning	15	
III	Henna Application	20	
IV	Hair Cut	20	
V	Hair styling	20	





**MANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS)
COMMUNITY COLLEGE
ALL DIPLOMA COURSES
(For those who joined in 2023-2024 and after)**

Course Name	SMALL BUSINESS MANAGEMENT			
Course Code	23DBAG21	L	P	C
Category	General Education	4	-	4
COURSE OBJECTIVES:				
<ol style="list-style-type: none"> To familiarize the concept of Small business. To discuss sources of finance steps to start industrial Units. To know the various institutions assisting finance. To create more employment opportunities. Decision support information that improves decisions such as a report. 				
UNIT: I	BASICS OF SMALL BUSINESS ENTERPRISE			14 Hrs
Small Business – Definition – Features – Role of Small Business in Economic Development – Reasons for Establishing Small Business – Quality of Small Businessmen – Advantages and Disadvantages of Small Business – Reasons for Failures of Small Business – Characteristics of Successful Small Businessmen – Different Stages of Small business – Steps in Setting up a Small Business – Relationships between Small and Large Units – Small Sector in India .				
UNIT: II	DYNAMICS OF SMALL BUSINESS			14 Hrs
Concepts and Definitions of Small Scale Industries (SSIs) – Role of SSIs – Government Policy and Development of SSIs – Growth and Performance – SSI Sector and Committee Report – Reservation of items for SSI – Problems of SSI – Sickness of SSI: Causes, Symptoms and Cures – Prospects of SSI in free Economy.				
UNIT: III	INSTITUTIONS SUPPORTING SMALL BUSINESS			12 Hrs
Central, State and Other Institutional Support for SSI – Technological Upgradation and Institutional facility for SSI – Incentives and Subsidies for SSI.				
UNIT: IV	ESTABLISHING OF MICRO, SMALL AND MEDIUM ENTERPRISES			10 Hrs

MSME - Steps in Enterprise Building: Finding out New Business Idea – Identifying a Suitable Business Opportunity – Preliminary Evaluation.	
UNIT: V	GROWTH STRATEGIES FOR SMALL BUSINESS 10 Hrs
Need for growth –Types of growth strategies –Expansion –Diversification –Sub-contracting – stages of growth.	
Total Lecture Hours 60	
Books for Study:	
1. Dr. Gupta. C.B and Dr. S.S. Khanka., Entrepreneurship and Small Business Management, New Delhi, 2019	
Books for References:	
1. Dr. P.T. Vijayshree & Dr. M. Alagammai, Entrepreneurship & Small Business Management, Margham Publications, Chennai, 2016.	
2. Vasant Desai, Fundamentals of Entrepreneurship and Small Business Management, Himalaya Publishing House, 2010.	
COURSE OUTCOME	
CO1:	Gain knowledge in the concept of small business management
CO2:	Understand the procedure to start the new venture
CO3:	Know the various institutions assisting
CO4:	Facilitates to identify new ideas and ventures
CO5:	To develop the Employability skill.

LESSON PLAN

UNIT	SMALL BUSINESS MANAGEMENT	Hrs	Mode
I	Introduction to small business	14	PPT, Group Discussion, Seminar, Quiz, Assignment and Activity
II	Dynamics of small business	14	
III	Institutional support to small scale industries	12	
IV	Establishing of micro, small and medium enterprises	10	
V	Growth strategies for small business	10	



**MANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS)
COMMUNITY COLLEGE
DIPLOMA IN BEAUTY AND WELLNESS
(For those who joined in 2023-2024 and after)**

Course Name	WAXING AND SALON MANAGEMENT			
Course Code	23DBWG21	L	P	C
Category	General Education	4	-	4
COURSE OBJECTIVES:				
<ol style="list-style-type: none"> 1. To remove facial and body hair using temporary methods. 2. Warm on legs, arms, eyebrow, face. 3. Hot wax on under arms and bikini. 4. Safe and hygienic environment 5. Knowledge and study of herbal cosmetics 				
UNIT: I	HEALTH AND SAFETY MEASURES			12Hrs
Safe and hygienic environment-Workplace regulations- Accidents in work place – Disposable of wastes- First Aid- Personal hygiene, appearance of Beauticians-Standing postures- Sitting postures.				
UNIT: II	HAIR REMOVAL METHODS & WAXING			12Hrs
Permanent Methods- Laser Hair Removal- Structure of Hair- Functions of hair- Parts of the hair- Types of the hair- Hair growth. Types of wax- General techniques for waxing-Cubical preparation- Procedure – Contra action-After care and advice.				
UNIT: III	SALON PLANNING AND HOME REMEDIES			12Hrs
Reception setting- The Receptionist-Staff Responsibilities-importance of Home remedies- Consideration before selling Homecare.				
UNIT: IV	CUSTOMER SERVICE			12Hrs
Meaning-Principle of customer service- Skills that you need to equip yourself for Good customer service-Ethics-Benefits of Ethics-Importance of ethics.				
UNIT: V	COSMETIC CREAMS AFTER WAXING			12Hrs
Introduction, Knowledge of Herbal Medicinal Products , Knowledge and study of herbal medicinal plants and their uses in different cosmetic products - Aloe, Neem, Tulsi, Turmeric, Cucumber, Lemon, Orange, Multani Mitti, Sandal.				

(60% of marks must be allotted to practical questions. 40% of marks must be allotted to Theory questions).

Total Lecture Hours 60 Hrs

Books for Study:

Material will be issued by Department of Beauty and Wellness

Books for References:

1. Joanna Vargas, *Glow from Within*, USA, Harper Collins Publisher, 2020
2. Caroline Hiron, *Skin care ;The Ultimate No- Nonsense Guide*, Illustrated Edition, HQ Publisher, USA 2020.
3. Gretchen Davis and Mindy Hills, *The Makeup artist Handbook*, 3rd Edition, Routledge Publisher, USA, 2017
4. Racheal Pontillo, *Love Your Skin*, 1st Edition, Sennin Group LLC, Newyork, 2017.
5. Bee Shapiro, *Skin Deep*, Illustrated Edition, Publisher; Harry N Abrams, New York, 2017.

COURSE OUTCOME

CO1:	Maintain safe and effective methods of waxing when removing hair by waxing.
CO2:	Consult, plan and prepare for the waxing service with clients
CO3:	Remove unwanted hair.
CO4:	Provide aftercare service
CO5:	Herbal cosmetic service

LESSON PLAN

UNIT	WAXING AND SALON MANAGEMENT	Hrs	Mode
I	Health and safety Measures	12	PPT, Seminar, Assignment and Hands on practice
II	Hair Removal Methods & Waxing	12	
III	Salon Planning and Home remedies	12	
IV	Customer Service	12	
V	Cosmetic creams after waxing	12	



**MANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS)
COMMUNITY COLLEGE
ALL DIPLOMA COURSES
(For those who joined in 2023-2024 and after)**

Course Name	MULTIMEDIA LAB			
Course Code	23DCSGP2	L	P	C
Category	General Education	-	4	4
COURSE OBJECTIVES:				
<ol style="list-style-type: none"> To learn the basics and Fundamentals of Multimedia animation. To introduce Multimedia components and Tools. To understand how Multimedia can be incorporated in real life. To develop various video and text applications. To Design and develop various Multimedia Systems applicable in real time. 				
LIST OF PRACTICALS				Hours
Flash Lab Programs: <ol style="list-style-type: none"> Moving a Ball using flash. Bouncing a Ball using flash. Moving a Car using flash. Animating a Star using flash. Frame by Frame Animation using flash. Text masking using flash. Photo masking using flash. Write a program to find Arithmetic Value in Flash. Write a program to find Fibonacci Series in Flash. Write a program to find Factorial in Flash. Photoshop Lab Program: <ol style="list-style-type: none"> Design Birthday card using Photoshop. Convert Picture into Text Background image. Creating Brush tool and using a Jelly Beans Clone the image using Photoshop. Pass port size photo using Photoshop. 				60
Total Lecture Hours				60 Hrs
Books for Study:				
1. M. Mahalakshmi, Multimedia , Margham Publications (2019)				
Books for References:				
1. Practical Photoshop CS6, Level 1 by Barbara Zukin Heiman, Donald Laird, Corrine Haverinen, Windsor Green, & Marilyn P. Kelly Practical Photoshop.				

2. Project Flash MX by Nat Gertler, Thomson Delmar Learning Publication.

COURSE OUTCOME

CO1:	Perform the operations of various multimedia techniques
CO2:	Ability to know about techniques of image processing
CO3:	Understand the various designing process in multimedia animation
CO4:	Develop an interactive multimedia presentation by using multimedia devices
CO5:	Identify practical aspects in designing latest multimedia applications

LESSON PLAN

LIST OF PRACTICALS	Hrs	Mode
<p>Flash Lab Programs:</p> <ol style="list-style-type: none"> 1. Moving a Ball using flash. 2. Bouncing a Ball using flash. 3. Moving a Car using flash. 4. Animating a Star using flash. 5. Frame by Frame Animation using flash. 6. Text masking using flash. 7. Photo masking using flash. 8. Write a program to find Arithmetic Value in Flash. 9. Write a program to find Fibonacci Series in Flash. 10. Write a program to find Factorial in Flash. <p>Photoshop Lab Program:</p> <ol style="list-style-type: none"> 11. Design Birthday card using Photoshop. 12. Convert Picture into Text Background image. 13. Creating Brush tool and using a Jelly Beans 14. Clone the image using Photoshop. 15. Pass port size photo using Photoshop. 	60	Lab demonstration



**MANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS)
COMMUNITY COLLEGE
DIPLOMA IN BEAUTY AND WELLNESS
(For those who joined in 2023-2024 and after)**

Course Name	INTRODUCTION TO FACIAL AND BEAUTY CARE LAB			
Course Code	23DBWSP4	L	P	C
Category	Skill Component	2	4	6
COURSE OBJECTIVES:				
1. Perform basic facial, treatment facial and hygiene of the clients 2. Manage time effectively 3. Communicate effectively in the workplace 4. Work in a team 5. Follow occupational health and safety procedures and techniques				
UNIT: I	SKIN TYPES AND PROBLEMS			15 Hrs
Types of skin-Dry skin-Normal skinCombination skin- Oily skin- Sensitive skin- Dehydrated skin- odematous skin Allergic skin-Skin allergies and skin problems-suggesting facials as per skin types				
UNIT: II	FACIAL PROCEDURE			20 Hrs
Preparation of the client-Cleansing-Exfoliation-Warming the skin steaming-Come do removal- Toners-Benefits of skin toners-Application techniques-Facial massage-Massage movements-Mask Treatments-Mask types-Sun protection chapter.				
UNIT: III	TYPES OF FACIAL			20 Hrs
Detan- fruit cleansing-facial for Dry skin-facial for sensitive skin Gold Facial-Bridal Facial.				
UNIT: IV	FACIAL			20 Hrs
Facial types-Required products-Tools and equipment -Process-Procedure- Post care tips				
UNIT: V	FUNCTION OF SKIN			15 Hrs
Skin:Definition- Functions of skin-structure of skin-skin layer-Epidermis- Dermis-Analysis of skin- Additional characteristics of skin-Propertieso f skin.				
(60% of marks must be allotted to practical questions. 40% of marks must be allotted to Theory questions).				
				Total Lecture Hours
				90Hrs
LIST OF PRACTICALS:				
<ul style="list-style-type: none"> • Pearl Facial for Dry skin • Silver facial for sensitive skin • Gold Facial 				

- Bridal Glow
- Whitening facial

Books for Study:

Material will be issued by Department of Beauty and Wellness

Books for References:

1. Joanna Vargas, *Glow from Within*, USA, Harper Collins Publisher, 2020
2. Caroline Hirons, *Skin care ;The Ultimate No- Nonsense Guide*, Illustrated Edition, HQ Publisher, USA 2020.
3. Gretchen Davis and Mindy Hills, *The Makeup artist Handbook*, 3rd Edition, Routledge Publisher, USA, 2017.
4. RachealPontillo, *Love Your Skin*, 1st Edition, Sennin Group LLC, Newyork, 2017.
5. Bee Shapiro, *Skin Deep*, Illustrated Edition, Publisher ; Harry N Abrams, New York, 2017.

COURSE OUTCOME

CO1:	Implement the strategies of facial
CO2:	Apply facial for normal, dry and oily skin
CO3:	Demonstrate Gold facial for brides.
CO4:	Perform skin analysis and its treatment
CO5:	Perform basic and treatment facial

LESSON PLAN

UNIT	INTRODUCTION TO FACIAL AND BEAUTY CARE LAB	Hrs	Mode
I	Skin types and Problems	15	PPT, Seminar, Assignment and Hands on practice
II	Facial Procedure	20	
III	Types of facial	20	
IV	Facial	20	
V	Skin	15	



**MANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS)
COMMUNITY COLLEGE
DIPLOMA IN BEAUTY AND WELLNESS
(For those who joined in 2023-2024 and after)**

Course Name	PROFESSIONAL MAKE UP ARTISTRY LAB			
Course Code	23DBWSP5	L	P	C
Category	Skill Component	2	4	6
COURSE OBJECTIVES:				
<p>1. utilize extensive experience in makeup artistry to provide clients with exceptional service and beautiful results.</p> <p>2.To secure a position as a Makeup Artist where I can use creativity and expertise to enhance the beauty of clients.</p> <p>3.To obtain a Makeup Artist role that allows me to use passion for makeup and beauty, while providing excellent customer service.</p> <p>4.Seeking a Makeup Artist position with an established company offering opportunities for growth and advancement.</p> <p>5.To work as a Makeup Artist in an environment that encourages creativity, collaboration, and innovation.</p>				
UNIT: I	INTRODUCTION TO MAKEUP			15 Hrs
<p>Skin types-Cleansing, Toning and Moisturizing.-Makeup –contra indication-equipment and materials-makeup sequences-preparing the treatment area-preparing the skin-brushes-color theory-makeup sequences.</p>				
UNIT: II	SAREE DRAPING			15 Hrs
<p>Choosing perfect sarees for different occasions - Assisting in draping a Saree according to body structure – Pleating techniques – South IndianSareedraping – North Indian Sareedraping – wear style saree Drapping.</p>				
UNIT: III	HAIR DO			20 Hrs
<p>Blow drying – Braiding – Messy braid - French braid - Traditional bridal bun – South ndian hair style – Loose bun with decorations – Hair styles using tongs .</p>				
UNIT: IV	PARTY MAKEUP			20 Hrs
<p>Cleansing- toning- Moisturizing- Primer Application – Color Corrector – foundation –Fixing spray - highlighter – lip stick - lip gloss- rainbow eye makeup – fixing.</p>				
UNIT: V	BRIDAL MAKEUP			20 Hrs
<p>Cleansing- Toning- Moisturizing– Primer Application – Corrector- Foundation – highlighter – Contour- Powder- Lip mosturiser - Lip makeup- Eye makeup – Fixing.</p>				

(60% of marks must be allotted to practical questions. 40% of marks must be allotted to Theory questions).

	Total Lecture Hours	90 Hrs
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LIST OF PRACTICALS:

- Typical south Indian Sareedraping
- Typical North Indian Sareedraping
- Traditional Hairstyling
- Party hairstyle
- Party makeup
- Muhurtham Makeup
- Traditional Makeup

Books for Study:

Material will be issued by Department of Beauty and Wellness

Books for References:

1. Joanna Vargas, *Glow from Within*, USA, Harper Collins Publisher, 2020
2. Caroline Hiron, *Skin care ;The Ultimate No- Nonsense Guide*, Illustrated Edition, HQ Publisher, USA 2020
3. Gretchen Davis and Mindy Hills, *The Makeup artist Handbook*, 3rd Edition, Routledge Publisher, USA, 2017.
4. RachealPontillo, *Love Your Skin*, 1st Edition, Sennin Group LLC, Newyork, 2017.
5. Bee Shapiro, *Skin Deep*, Illustrated Edition, Publisher ; Harry N Abrams, New York, 2017.

COURSE OUTCOME

CO1:	Master themselves in Facial
CO2:	Sketch different hairdo and drape saree perfectly
CO3:	Acquire Bridal Makeover efficiently
CO4:	Understands and explain about makeup
CO5:	Identifies different implements & tools used for make up

LESSON PLAN

UNIT	PROFESSIONAL MAKE UP ARTISTRY LAB	Hrs	Mode
I	Introduction to Makeup	15	PPT, Seminar, Assignment and Hands on practice
II	Saree Draping	15	
III	Hair Do	20	
IV	Party Makeup	20	
V	Bridal Makeup	20	



**MANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS)
COMMUNITY COLLEGE
DIPLOMA IN BEAUTY AND WELLNESS
(For those who joined in 2023-2024 and after)**

Course Name	INTERNSHIP			
Course Code	23DBWS21	L	P	C
Category	Skill Component	-	6	6

INTERNSHIP ASSESSMENT

(Req. Max: Formative: 60 marks, Summative: 40marks)

External Evaluation (Industrial Partner)

- Evaluation Form (60 marks)

Application of Knowledge	Care for Tools & Equipment	Economic use of Material	Safety Consciousness	Speed	Accuracy	Quality of Workmanship	Amount of Work	Number of Attempts	Attitude

Rating Scale: Excellent- 6; Very Good- 5; Good- 4; Fair- 3; Satisfactory -2;Poor-1.

Internal Evaluation (Course Teacher)

- Case Study/ Project (20 marks)
- Viva (20 marks)