



## Rashtriya Uchchatar Shiksha Abhiyan (RUSA) Gujarat State

Component No: 12

Component Name: Vocationalisation of higher education

Year: 2018-2019

College Name: Gujarat Commerce College

Address: Ellisbridge Ahmedabad-06

Email id: gujarat.college@yahoo.com

Website: www.gccabd.co.in

Contact No: 079-26430546; (M) 9737178086



Prepared by :

Name of the RUSA Coordinator  
Prof Yogesh S Doshi

Name of the Principal  
Prof. Usha Shankarraman

Course No. : 1

| Sr. No | Particulars  | Details  |
|--------|--|--|
| 1.     | Name of the College                                  | Gujarat Commerce College   |
| 2.     | Name of the NSDC Training Partners                   | Adani Skills Development Centre  |
| 3.     | Name of the Sector Skill Council                     | BFSI   |
| 4.     | Name of the Course                                   | Pay Roll (Accounts Executive)  |
| 5.     | Objectives of the Course                             | Mentioned below  |
| 6.     | Course Content                                       | Attached   |
| 7.     | Course Hours   | 120 hours  |
| 8.     | Total No of the Students in the Program              | 31   |
| 9.     | Training commencement Date                           | 07/09/2018   |
| 10.    | Training Completion Date                             | 30/10/2018   |
| 11.    | Students Attendance Report consolidated and day wise | Attached   |
| 12.    | Faculty participated in the Program                  | No   |
| 13.    | Assessment Date                                      | Yet to be done   |
| 14.    | Result of the Assessment                             | NA   |
| 15.    | Placement Details                                    | Attached   |
| 16.    | Written Testimonial                                  | Attached   |
| 17.    | Video Testimonial                                    | Attached   |
| 18.    | Cost of the Program                                  | 1,02,300 + 684<br>= 102984=00  |
| 19.    | Payment done by the College for this Program         | 30,690 + 51,150 + 684<br>=82,524=00                                    |
| 20.    | Benefits from the course                             | Students learnt accounts and will secure good jobs in respective field |

Objectives of the course:

To equip the students with the latest skills of accounts and make them learn thorough with the pay rolls.  
Make them learn the professional ways to cater services in the respective sector.

Sign of RUSA Coordinator



College Stamp

Principal Sign and Stamp

PRINCIPAL  
GUJARAT COMMERCE COLLEGE  
AHMEDABAD

Glimpse of the Course :



for UAA

Sign of RUSA Coordinator



College Stamp

UAA

Principal Sign and Stamp

PRINCIPAL  
GUJARAT COMMERCE COLLEGE  
AHMEDABAD



Course No. : 2


| Sr. No | Particulars  | Details  |
|--------|--|--|
| 1.     | Name of the College                                  | Gujarat Commerce College   |
| 2.     | Name of the NSDC Training Partners                   | Adani Skills Development Centre  |
| 3.     | Name of the Sector Skill Council                     | Beauty & wellness  |
| 4.     | Name of the Course                                   | Assistant Beauty Therapist   |
| 5.     | Objectives of the Course                             | Mentioned below  |
| 6.     | Course Content                                       | Attached   |
| 7.     | Course Hours   | 250 hours  |
| 8.     | Total No of the Students in the Program              | 22   |
| 9.     | Training commencement Date                           | 02/01/2019   |
| 10.    | Training Completion Date                             | On going   |
| 11.    | Students Attendance Report consolidated and day wise | Attached   |
| 12.    | Faculty participated in the Program                  | No   |
| 13.    | Assessment Date                                      | Yet to be done   |
| 14.    | Result of the Assessment                             | NA   |
| 15.    | Placement Details                                    | Yet to be done   |
| 16.    | Written Testimonial                                  | Attached   |
| 17.    | Video Testimonial                                    | Not Available as the course is ongoing and will resume in upcoming semester              |
| 18.    | Cost of the Program                                  | 1,81,500=00  |
| 19.    | Payment done by the College for this Program         | 54,450=00  |
| 20.    | Benefits from the course                             | Girl students learnt beauty skills and can become entrepreneurs in the respective field. |

Objectives of the Course:

To equip the students with the latest techniques in the sector of beauty. Make them learn the professional ways to cater services in the beauty sector.

for   
Sign of RUSA Coordinator

  
College Stamp

  
Principal Sign and Stamp  
PRINCIPAL  
GUJARAT COMMERCE COLLEGE  
AHMEDABAD

Glimpse of the Course :



*Handwritten signature of RUSA Coordinator*

Sign of RUSA Coordinator



College Stamp

*Handwritten signature of Principal*

Principal Sign and Stamp

GUJARAT COMMERCE COLLEGE  
AHMEDABAD

**Gujarat Commerce College, Ahmedabad – 6**  
**RUSA, Component-12- Vocationalization of Higher Education**

**Report**  
**Account Executive Classes**

31<sup>st</sup> March, 2019

To improve the quality of higher education, central government started Rashtriya uchchatar Shiksha Abhiyaan (RUSA) under which there are 18 components. Out of these components, component 12 Vocationalization of Higher Education aims to develop the quality of higher education through various courses. A total grant of rupees 15 crores was sanctioned under RUSA component 12 by MHRD, New Delhi for the year 2016-17. Out of which the first instalment of rupees 7 crores 50 lakhs was distributed between 69 colleges. Gujarat commerce college is one among those 69 colleges.

Under “**RUSA – Component-12, Vocationalization of Higher Education**”, Gujarat Commerce College (M) has received grant of Rs. 10,86,956=52 ten lakhs eighty-six thousand nine hundred and fifty-six rupees fifty-two paise on 18/10/2017 which was informed to us by KCG by their letter no: KCG/RUSA/12/2017/2677-2746 dated 17/10/2017.

After some procedural delays in finalizing the courses and trainers, it was finally decided by KCG that courses will be conducted by NSDC trainers, for which colleges have to sign MoU with selected NSDC training partner. Therefore, Gujarat Commerce college signed MoU with Adani Skill Development Centre on 18/09/2018 for three courses viz: pay roll account executive, retail marketing and Assistant beauty therapist.

As per the oral commitment with Adani Skill Development Centre, Pay Roll (Accounts Executive) course was started pre-MoU on 07/09/2018 and continued till 30/10/2018. The total duration of the course was of 120 hours, which includes theory and practical session.

Total 33 students of TY B. Com semester 5 participated in this course. Two trainers from Adani Skill Development Centre trained the students as follows:

1. Ms. Payal for theory
2. Ms Tejal Jani for practical's

Total amount to be paid will be as follows:

27.50 Rs. \* 31 students \* 120 hours = **1,02,300=00**

(one lakh two thousand three hundred rupees only)

Out of the total amount, payment was made to Adani Skill Development Centre in two instalments of 30% and 50% as per MoU, viz. Rs. 30,690=00 (thirty thousand six hundred and ninety rupees only) & 51,150=00 (fifty-one thousand one hundred and fifty rupees only) respectively.

Payment was made to Printvalley for banner for this program of Rs. 684=40 (six hundred and eighty-four rupees and forty paisa only).

Thus, a total of amount of Rs. 82,524=40 (eighty-two thousand five hundred twenty-four rupees and forty paisa only) was spent for Account executive course till 31<sup>st</sup> March 2019.

The remaining instalment of 20% will be paid to Adani skill development Centre after placements of the students as stated in MoU.

The assessment of the students will be conducted in upcoming semester. On 24/10/2018 at 2:30 PM Adani skill development center also conducted a placement camp. Three companies viz. Relay express, Pantaloons and Future Group were invited.

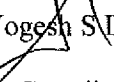
Total students turned up for interview: 25 out of 33

|               | No. of students appeared for interview | No of students shortlisted |
|---------------|--|----------------------------|
| Relay express | 25                                     | 14                         |
| Future group  | 16                                     | 3                          |
| Pantaloons    | 12                                     | 9                          |

No. of Students who took appointment: 01 Gurdeep Sardar in Relay express

Other selected students were of the opinion to join after their last semester exams. Further, placements will be conducted in upcoming semester and new academic year.

Principal Prof. Usha Shankarraman and College RUSA Coordinator Prof. Yogesh Doshi extended their sincere advices as and when needed. Asst. Professor S. S. Motwani, RUSA committee member took good efforts in conduction of the entire course. Dr. Hemali M. Shah member, RUSA committee extended her helping hand as and when needed.

  
Prof. Yogesh S. Doshi  
RUSA Coordinator

Gujarat Commerce College  
Ahmedabad



**Gujarat Commerce College, Ahmedabad – 6**  
**RUSA, Component-12- Vocationalization of Higher Education**

**Report**  
**Assistant Beauty Therapist Classes**

31<sup>st</sup> March, 2019

To improve the quality of higher education, central government started Rashtriya uchchatar Shiksha Abhiyaan (RUSA) under which there are 18 components. Out of these components, component 12 Vocationalization of Higher Education aims to develop the quality of higher education through various courses. A total grant of rupees 15 crores was sanctioned under RUSA component 12 by MHRD, New Delhi for the year 2016-17. Out of which the first instalment of rupees 7 crores 50 lakhs was distributed between 69 colleges. Gujarat commerce college is one among those 69 colleges.

Under “**RUSA – Component-12, Vocationalization of Higher Education**”, Gujarat Commerce College (M) has received grant of Rs. 10,86,956=52 ten lakhs eighty-six thousand nine hundred and fifty-six rupees fifty-two paise on 18/10/2017 which was informed to us by KCG by their letter no: KCG/RUSA/12/2017/2677-2746 dated 17/10/2017.

After some procedural delays in finalizing the courses and trainers, it was finally decided by KCG that courses will be conducted by NSDC trainers, for which colleges have to sign MoU with selected NSDC training partner. Therefore, Gujarat Commerce college signed MoU with Adani Skill Development Centre on 18/09/2018 for three courses viz: pay roll account executive, retail marketing and Assistant beauty therapist.

As per the work order no: GCC/RUSA/2018-19/2097 dated 01/01/2019, Adani Skill Development Centre started Assistant Beauty Therapist course from 02/01/2019. The course is ongoing and is at break due to university exams. It will be completed in the upcoming semester and new academic year. The total duration of the course was of 250 hours, which includes theory and practical session.

Total 22 girl students of TY B. Com and Ex Students participated in this course. Trainers from Adani Skill Development Centre who trained the students are as follows:

1. Perna Sharma
2. Darshana mam
3. Sapna mam

Total amount to be paid will be as follows:

33 Rs. \* 22 students \* 250 hours = **1,81,500=00**

(One lakh eighty-one thousand five hundred rupees only)




Out of the total amount, payment of first instalment of 30% was made to Adani Skill Development as per MoU, viz. Rs. 1,81,500=00 \*30% = **54,450=00** (Fifty-four thousand four hundred and fifty rupees only)

The second instalment of 50% will be paid on completion of the course. The remaining instalment of 20% will be paid to Adani skill development Centre after placements of the students as stated in MoU.

The assessment of the students will be conducted in upcoming semester.

Further, placements will be conducted in upcoming semester and new acaademic year.

Principal Prof. Usha Shankarraman and College RUSA Coordinator Prof. Yogesh Doshi extended their sincere advices as and when needed. Asst. Professor S. S. Motwani, RUSA committee member took good efforts in conduction of the entire course. Dr. Hemali M. Shah member, RUSA committee extended her helping hand as and when needed.

  
Prof. Yogesh S Doshi

RUSA Coordinator

Gujarat Commerce College

Ahmedabad

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# Model Curriculum

## Accounts Payroll Executive

SECTOR: BFSI  
SUB-SECTOR: FINANCIAL SERVICES  
OCCUPATION: INVESTMENT SERVICES  
REF ID: BSC/Q1201, Version No. 1.0  
NSQF LEVEL: 4

25/04/2019



## Certificate

### CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

**BFSI SECTOR SKILLS COUNCIL OF INDIA**

For the

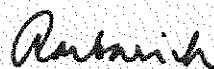
### MODEL CURRICULUM

Complying to National Occupational Standards of  
Job Role/ Qualification Pack: '**Accounts Executive (Payroll)**'  
QP No. '**BSC/Qs201 NSQF Level 4**'

Date of issuance: January 11<sup>th</sup>, 2018

Valid up to: January 11<sup>th</sup>, 2017

\* Valid up to the next review date of the Qualification Pack



Authorized Signatory  
(BFSI Sector Skills Council of India)

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| <b>3. Annexure: Assessment Criteria</b> | <b>05</b> |



|   |   |                            |            |
|---|---|----------------------------|------------|
| <b>Program Name</b>                                   | <b>Accounts Payroll Executive</b>   |                            |            |
| <b>Qualification Pack Name &amp; Reference ID. ID</b> | BSC/Q1201   |                            |            |
| <b>Version No.</b>                                    | 1.0   | <b>Version Update Date</b> | 15-01-2016 |
| <b>Pre-requisites to Training</b>                     | Graduation in commerce or allied subjects/Diploma in commercial Practice  |                            |            |
| <b>Training Outcomes</b>                              | <p><b>After completing this programme, participants will be able to:</b></p> <ul style="list-style-type: none"> <li>• Maintain and update records relating to the amount of salaries payable to employees.</li> <li>• Explanation of accounting processes that relate to calculation of salaries payable to employees.</li> <li>• Co-ordinate with Human Resource department in an efficient and effective manner.</li> <li>• Have problem solving skills.</li> <li>• Act with integrity when performing multiple tasks for the organization.</li> <li>• Explanation of statutory deductions from salaries and other allowances, Income tax TDS and other adjustments to salaries.</li> <li>• Verify documents related to employee salary details and apply knowledge about the deductions relating to PF, ESI etc.</li> <li>• Prepare worksheet to derive the net salary payable to employees.</li> <li>• Prepare advice statements relating to Income Tax, Professional Tax (PT) deduction, Provident Fund (PF) deduction and Employee State Insurance (ESI) deduction.</li> <li>• Calculate the gross total of all deductions and arrive at a single amount as is payable by the organization to the employees as monthly compensation.</li> </ul> |                            |            |

| Sr. No. | Module  | Key Learning Outcomes   | Equipment Required   |
|---------|---|---|--|
| 1       | <b>Understanding Payroll and Salary</b><br><br><b>Theory Duration</b><br>(hh:mm)<br>5:00<br><b>Practical Duration</b><br>(hh:mm)<br>20:00<br><br><b>Corresponding NOS Code</b><br>N1201           | <ul style="list-style-type: none"> <li>• Clear Accounting concepts related to payroll</li> <li>• Describe components of salary</li> <li>• Explanation of the components of fixed pay such as Basic, H.R.A, any special allowance etc. supplier</li> <li>• Explanation of the components of variable portion of salary such as Incentive, commission, overtime which varies month on month.</li> </ul>   | White board, Marker, Overhead projector, Laptop, Internet access, Game card (snake & ladder) |
| 2       | <b>Payroll Accounting and Accounting Software</b><br><br><b>Theory Duration</b><br>(hh:mm)<br>5:00<br><b>Practical Duration</b><br>(hh:mm)<br>20:00<br><br><b>Corresponding NOS Code</b><br>N1206 | <ul style="list-style-type: none"> <li>• Record payroll in books of accounts.</li> <li>• Pass accounting entry either electronically or in the physical records as is the case with the organization.</li> <li>• Usage of the accounting software used by the company.</li> <li>• Use of various account types and codes.</li> <li>• Creation of accounts if authorized</li> </ul>  | White board, Marker, Overhead projector, Laptop, Internet access, Game card (snake & ladder) |
| 3       | <b>Employee Records and Salary Register</b><br><br><b>Theory Duration</b><br>(hh:mm)<br>2:00<br><br><b>Practical Duration</b><br>(hh:mm)<br>10:00<br><br><b>Corresponding NOS Code</b><br>N1202   | <ul style="list-style-type: none"> <li>• Record and maintain the correct name of the employee as per validated proof.</li> <li>• Record and update the designation of the employee.</li> <li>• Record and maintain the date of Joining of the employee.</li> <li>• Record the date of any promotion and/or change in job role.</li> <li>• Get access to the leave details of the employee for salary calculation process.</li> <li>• Record entries in salary register</li> </ul> | White board, Marker, Overhead projector, Laptop, Internet access, Game card (snake & ladder) |
| 4       | <b>Preparation of Salary Advice</b><br><br><b>Theory Duration</b><br>(hh:mm)<br>3:00  | <ul style="list-style-type: none"> <li>• Obtain salary register or by any other term referred or any other document that contains the Employee details.</li> <li>• Verification of the updated job role and designation appears alongside the employee details.</li> <li>• Co-relate the Date of Joining/leaving of the employee with the available</li> </ul>  | White board, Marker, Overhead projector, Laptop, Internet access, Game card (snake & ladder) |

| Sr. No. | Module   | Key Learning Outcomes  | Equipment Required   |
|---------|--|--|--|
|         | <b>Practical Duration</b><br>(hh:mm)<br>10:00<br><br><b>Corresponding NOS Code</b><br>N1203  | documents  |  |
| 5       | <b>Preparation of Statutory Advice (Income Tax, PF, ESI)</b><br><br><b>Theory Duration</b><br>(hh:mm)<br>5:00<br><br><b>Practical Duration</b><br>(hh:mm)<br>15:00<br><br><b>Corresponding NOS Code</b><br>N1204 | <ul style="list-style-type: none"> <li>Explanation of the statutory deductions as carried out in the organization.</li> <li>Updated information on all the changes in applicable laws.</li> <li>Updated knowledge on the statutory due dates for submitting various payments into the government account.</li> <li>Preparation of statutory advice statements detailing the type and amount of statutory deductions to be made during the month for each employee.</li> <li>Report to management on salary.</li> </ul> | White board, Marker, Overhead projector, Laptop, Internet access, Game card (snake & ladder) |
| 6       | <b>Salary Journal</b><br><br><b>Theory Duration</b><br>(hh:mm)<br>2:00<br><br><b>Practical Duration</b><br>(hh:mm)<br>15:00<br><br><b>Corresponding NOS Code</b><br>N1205  | <ul style="list-style-type: none"> <li>Access to salary journal of the current accounting period.</li> <li>Receive login ID to access and update data when stored in electronic mode.</li> <li>Explanation of contents of the salary journal.</li> <li>Compilation of data required to update the salary journal.</li> <li>Calculate and highlight the total amount of gross salaries of employees for the month/period.</li> </ul>  | White board, Marker, Overhead projector, Laptop, Internet access, Game card (snake & ladder) |
| 7       | <b>Voucher Preparation</b><br><br><b>Theory Duration</b><br>(hh:mm)<br>3:00<br><br><b>Practical Duration</b><br>(hh:mm)<br>20:00<br><br><b>Corresponding NOS Code</b><br>N1206                                   | <ul style="list-style-type: none"> <li>Ascertain voucher type required to record the salary entry in the books of accounts.</li> <li>Select the payment voucher type for respective transactions.</li> <li>Update the approved payment details on to the voucher and then to update the books of accounts.</li> <li>Get signed net salary payable voucher.</li> <li>Get signed net salary payable statement.</li> </ul>  | White board, Marker, Overhead projector, Laptop, Internet access, Game card (snake & ladder) |
| 8       | <b>Documentation</b><br><br><b>Theory Duration</b><br>(hh:mm)<br>5:00  | <ul style="list-style-type: none"> <li>Realizing importance of documents and maintain the same order.</li> <li>Filing and maintaining the employees' details.</li> <li>Filing the transactional documents along with the salary details.</li> </ul>  | White board, Marker, Overhead projector, Laptop, Internet access, Game card (snake & ladder) |

| Sr. No. | Module  | Key Learning Outcomes  | Equipment Required |
|---------|---|--|--------------------|
|         | <b>Practical Duration</b><br>(hh:mm)<br>10:00<br><br><b>Corresponding NOS Code</b><br>N1207             | <ul style="list-style-type: none"> <li>Assisting superior/ Manager with the documentation for furnishing proof documents in case of any dispute.</li> <li>Preparation and presentation of quarterly, half-yearly reports as per requirements.</li> </ul> |                    |
|         | <b>Total Duration</b><br><br><b>Theory Duration</b><br>30:00<br><br><b>Practical Duration</b><br>120:00 | <b>Unique Equipment Required:</b><br>NA  |                    |

Grand Total Course Duration: **150Hours, 0 Minutes**

(This syllabus/ curriculum has been approved by **BFSI Sector Skill Council of India**)



### Annexure: Assessment Criteria

|                             |                                   |
|-----------------------------|-----------------------------------|
| <b>Assessment Criteria</b>  |                                   |
| <b>Job Role</b>             | <b>Accounts Payroll Executive</b> |
| <b>Qualification Pack</b>   | <b>BSCQ/1201</b>                  |
| <b>Sector Skill Council</b> | <b>BFSI</b>                       |

| <b>Sr. No.</b> | <b>Guidelines for Assessment</b>   |
|----------------|--|
| 1              | The assessment for the theory part will be based on knowledge bank of questions created by the SSC.  |
| 2              | Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre.                                  |
| 3              | Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on these criteria.           |
| 4              | To pass the Qualification Pack, every trainee should score the minimum percentage assign to that job role, aggregate of theory and practical.                              |
| 5              | In each paper there will be 60 questions each though it's online or offline.   |
| 6              | The assessor will be required to translate the questions from English to local language. And the VIVA also be conducted in English or local language as per their comfort. |
| 7              | VIVA will be conducted with Online as well as Offline exams.   |
| 8              | Pass percentage for Accounts Payroll Executive is 60   |

| Assessable Outcome  | Assessment Criteria  | Total Mark | Out Of    | Marks Allocation |                    |
|---|--|------------|-----------|------------------|--------------------|
|   |  |            |           | Th eor y         | Skill s Pract ical |
| <b>1. BSC /Q1201 (UNDERSTANDING PAYROLL AND SALARY)</b>                     | <ul style="list-style-type: none"> <li>Explain the components of salary, maintain employee related details pertaining to advances paid and recovered, seek and receive Income Tax declarations from employees, understand details about</li> <li>deductions relating to statutory deductions such as Provident Fund, ESI, Professional Tax etc.</li> </ul>   | <b>20</b>  | 20        | 10               | 10                 |
|   | <b>Total</b>   |            | <b>20</b> | <b>10</b>        | <b>10</b>          |
| <b>2. BSC/N1206 (PAYROLL ACCOUNTING AND ACCOUNTING SOFTWARE)</b>            | <ul style="list-style-type: none"> <li>Passing accounting entry either electronically or in the physical records as is the case with the organization.</li> <li>Explain double entry system of accounting.</li> <li>Give effect to various components of salary account such as Basic salary account (a/c), HRA a/c, Allowances a/c, deductions, tax account etc.</li> </ul>   | <b>30</b>  | 30        | 15               | 15                 |
|   | <b>Total</b>   |            | <b>30</b> | <b>15</b>        | <b>15</b>          |
| <b>3. BSC/N1202 (EMPLOYEE RECORDS AND SALARY REGISTER)</b>                  | <ul style="list-style-type: none"> <li>Have access to and verify documents related to employee salary details, apply knowledge about the deductions relating to PF, ESI etc. and maintain records of the same for future audit and reference.</li> </ul>   | <b>30</b>  | 30        | 15               | 15                 |
|   | <b>Total</b>   |            | <b>30</b> | <b>15</b>        | <b>15</b>          |
| <b>4. BSC/N1203 (PREPARATION OF SALARY ADVICE)</b>                          | <ul style="list-style-type: none"> <li>Record and maintain details of employees such as their salary, leave, deductions and adjustments, and with the help of these accumulated data, prepare worksheet to derive the net salary payable to employees.</li> </ul>  | <b>30</b>  | 30        | 15               | 15                 |
|   | <b>Total</b>   |            | <b>30</b> | <b>15</b>        | <b>15</b>          |
| <b>5. BSC/N1204 (PREPARATION OF STATUTORY ADVICE (INCOME TAX, PF, ESI))</b> | <ul style="list-style-type: none"> <li>Explain statutory deductions as applicable to the organization and prepare advice statements relating to Income Tax, Professional Tax (PT) deduction, Provident Fund (PF) deduction and Employee State Insurance (ESI) deduction.</li> <li>Calculate the gross total of all these deductions and arrive at a single amount as is payable by the organization to the employees as monthly compensation.</li> </ul> | <b>30</b>  | 30        | 15               | 15                 |
|   | <b>Total</b>   |            | <b>30</b> | <b>15</b>        | <b>15</b>          |
| <b>6. BSC/N1205 (SALARY JOURNAL)</b>  | <ul style="list-style-type: none"> <li>Prepare the net salary payable statement in the prescribed format of the company which would detail the earnings of employees, deductions to be made from employee's salaries as this is the transactional document for recording the salary details into the books of accounts of the organization.</li> </ul>   | <b>30</b>  | 30        | 15               | 15                 |

| Assessable Outcome                         | Assessment Criteria   | Total Mark | Out Of     | Marks Allocation |                    |
|--|---|------------|------------|------------------|--------------------|
|  |   |            |            | Th eor y         | Skill s Pract ical |
|  | <b>Total</b>  |            | <b>30</b>  | <b>15</b>        | <b>15</b>          |
| <b>7. BSC/N1206 (VOUCHER PREPARATION )</b> | <ul style="list-style-type: none"> <li>Understand and select the voucher, update the approved payment details on to the voucher and then to update the books of accounts</li> </ul>   | <b>30</b>  | <b>30</b>  | <b>15</b>        | <b>15</b>          |
|  | <b>Total</b>  |            | <b>30</b>  | <b>15</b>        | <b>15</b>          |
| <b>8. BSC/N1207 (DOCUMENTATION)</b>        | <ul style="list-style-type: none"> <li>Understand the importance of filing and record keeping.</li> <li>File the transactional documents, employee details and other related documents for seamless retrieval according to the accounting period</li> </ul> | <b>30</b>  | <b>30</b>  | <b>15</b>        | <b>15</b>          |
|  | <b>Total</b>  |            | <b>30</b>  | <b>15</b>        | <b>15</b>          |
|  | <b>Grand Total</b>  | <b>200</b> | <b>200</b> | <b>100</b>       | <b>100</b>         |
|  | <b>Percentage Weightage:</b>  |            |            | <b>50 %</b>      | <b>50%</b>         |
|  | <b>Minimum Pass% to qualify (aggregate):</b>  |            |            | <b>60%</b>       |                    |

## Trainer Prerequisites for Job role: "Accounts Payroll Executive" mapped to Qualification Pack: "BSCQ/1201"

| Sr. No. | Area                                      | Details  |
|---------|---|--|
| 1       | <b>Description</b>                        | To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack "BSC / Q 1201".  |
| 2       | <b>Personal Attributes</b>                | Aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well-organised and focused, eager to learn and keep oneself updated with the latest in the mentioned field. |
| 3       | <b>Minimum Educational Qualifications</b> | B.Com  |
| 4a      | <b>Domain Certification</b>               | Certified for Job Role: "Accounts Payroll Executive" mapped to QP: "BSC Q/1201". Minimum accepted score as per SSC guideline is 70%.   |
| 4b      | <b>Platform Certification</b>             | Recommended that the Trainer is certified for the Job Role: "Trainer", mapped to the Qualification Pack: "SSC/1402". Minimum accepted score as per SSC guideline is 70%.   |
| 5       | <b>Experience</b>                         | <ul style="list-style-type: none"> <li>Minimum 3 years' experience as a trainer in the BFSI domain</li> <li>Minimum 2 years' experience as a trainer of Accounting subjects</li> </ul> Experience in accounting services a plus  |



# Model Curriculum

## Assistant Beauty Therapist

**SECTOR: BEAUTY AND WELLNESS**  
**SUB-SECTOR: BEAUTY AND SALONS**  
**OCCUPATION: SKIN CARE SERVICE**  
**REFERENCE ID: BWS/Q0101 VERSION 1.0**  
**NSQF LEVEL: 3**

25/04/2019



## Certificate

### CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

**BEAUTY AND WELLNESS SECTOR SKILLS COUNCIL**

for the


### MODEL CURRICULUM

Complying to National Occupational Standards of  
Job Role/Qualification Pack: Assistant Beauty Therapist QP No. BWS/Q0202, Level 3

Date of issuance: 30<sup>th</sup> December 2016

Valid up to: 25<sup>th</sup> December 2016

\* Valid up to the next review date of the Qualification Pack

  
Chairperson  
Beauty & Wellness Sector Skills Council

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# Assistant Beauty Therapist

## CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Assistant Beauty Therapist”, in the “Beauty and Wellness” Sector/Industry and aims at building the following key competencies amongst the learner

|   |  |                            |            |
|---|--|----------------------------|------------|
| <b>Program Name</b>                                   | <b>Assistant Beauty Therapist</b>  |                            |            |
| <b>Qualification Pack Name &amp; Reference ID. ID</b> | Assistant Beauty Therapist<br>BWS/Q0101  |                            |            |
| <b>Version No.</b>                                    | 1.0  | <b>Version Update Date</b> | 09-12-2015 |
| <b>Pre-requisites to Training</b>                     | Minimum qualification – Preferably Class VIII / the ability to read/write and communicate effectively for the job role.  |                            |            |
| <b>Training Outcomes</b>                              | <p><b>After completing this programme, participants will be able to:</b></p> <ul style="list-style-type: none"> <li>• <b>Prepare and maintain work area</b> -preparing the equipment, products and work area ahead of service delivery to ensure the efficiently and effectiveness of conducting treatments considering the standards of operation of the salon.</li> <li>• <b>Provide basic skin care treatment</b> -provides Performance Criteria, Knowledge &amp; Understanding and Skills &amp; Abilities required to provide facial skin care / face clean up treatment.</li> <li>• <b>Carry out basic depilation services</b> -to carry out waxing and threading services.</li> <li>• <b>Perform manicure and pedicure services</b> - Clean and remove dead skin and callous from hands and feet and improve the appearance of nails.</li> <li>• <b>Assist the Beauty Therapist performing beauty services</b> - Abilities required for assisting the Beauty Therapist in providing various services.</li> <li>• <b>Maintain health and safety of work area</b> - Maintain a safe and hygienic environment at the work area.</li> <li>• <b>Create a positive impression at the workplace</b> -Ability for individuals to meet the personal grooming and behaviour requirements, execute tasks as per the organization’s standards and communicate/record information in order to create a positive impression at the workplace.</li> </ul> |                            |            |



This course encompasses 14 out of 14 National Occupational Standards (NOS) of “Beauty Advisor” Qualification Pack issued by “Beauty and Wellness Sector Skill Council”.

| Sr. No. | Module   | Key Learning Outcomes   | Equipment Required   |
|---------|--|---|--|
| 1       | <b>Introduction</b><br><br><b>Theory Duration</b><br>(hh:mm)<br>03:00<br><b>Practical Duration</b><br>(hh:mm)<br>10:00<br><br><b>Corresponding NOS Code</b><br>BWS/N9001   | <ul style="list-style-type: none"> <li>Identify the career opportunities and working methods within the hair and beauty sector</li> <li>Identify and list the hairdressing services and beauty treatments</li> </ul>  |  |
| 2       | <b>Introduction Anatomy and physiology</b><br><br><b>Theory Duration</b><br>(hh:mm)<br>23:00<br><b>Practical Duration</b><br>(hh:mm)<br>00:00<br><br><b>Corresponding NOS Code</b><br>BWS/N0101<br>BWS/N0102<br>BWS/N0401<br>BWS/N0103 | <ul style="list-style-type: none"> <li>Understand the structure of the skin</li> <li>Describe the function of the skin</li> <li>Identify characteristics of the skin and skin types of different ethnic client groups</li> <li>Explain the actions of the facial, neck and shoulder muscles</li> <li>Identify the bones of the head, neck and shoulder girdle</li> <li>Identify the position of the head, face, neck, chest and shoulder girdle bones</li> <li>Identify the position of the face, neck and shoulder muscles</li> <li>Explain the effect of the natural ageing process on the facial and bleach skin and muscle tone</li> <li>Identify the allergies, contraindications, contra actions,( Erythema)</li> <li>Explain the structure, function, , hair growth cycle and types of hair</li> <li>Explain the structure, function, characteristics of nail and process of nail growth</li> <li>Identify bones of Lower leg and Foot</li> <li>Identify bones of the wrist, hands fingers and forearm</li> <li>Explain structure and functions of the lymphatic vessels of the lower leg, foot, hand and arm</li> <li>Explain arteries and veins of lower leg, foot, hand and arm</li> <li>Identify muscles of the lower leg, foot, hand and arms</li> <li>Identify nail diseases and disorders</li> <li>Explain nail and skin analysis by visual/manual examination to identify treatable conditions and contra indications restricting or preventing treatment</li> </ul> | Anatomy and physiology charts  |
| 3       | <b>Basic Waxing services</b>   | <ul style="list-style-type: none"> <li>Be able to use safe and effective methods of working when waxing</li> <li>Be able to consult, plan and prepare for waxing treatments with clients 3. Be able to</li> </ul>   | Therapy bed<br>Beauty Trolley<br>Wax heater<br>Wax strips<br>Wax knife |

| Sr. No. | Module  | Key Learning Outcomes  | Equipment Required   |
|---------|---|--|--|
|         | <b>Theory Duration</b><br>(hh:mm)<br>04:00<br><br><b>Practical Duration</b><br>(hh:mm)<br>20:00<br><br><b>Corresponding NOS Code</b><br>BWS/N0102   | <ul style="list-style-type: none"> <li>Understand how to work safely and effectively when providing waxing treatments</li> <li>Understand how to consult, plan and prepare for the treatment</li> <li>Understand Knowledge of anatomy and physiology that relates to waxing treatment</li> <li>Understand contra-indications that affect or restrict waxing treatments</li> <li>Understand equipment, materials, products, techniques and treatment planning for waxing</li> <li>Be able to provide aftercare advice for clients</li> </ul>  | Spatula<br>Bowls<br>Dust bin   |
| 4       | <b>Threading Services</b><br><br><b>Theory Duration</b><br>(hh:mm)<br>01:00<br><br><b>Practical Duration</b><br>(hh:mm)<br>06:00<br><br><b>Corresponding NOS Code</b><br>BWS/N0102                            | <ul style="list-style-type: none"> <li>Be able to maintain safe and effective methods of working when providing threading services</li> <li>Be able to consult, plan and prepare for threading services with clients</li> <li>Be able to remove unwanted hair</li> <li>Be able to provide aftercare advice</li> <li>consult, plan and prepare for the threading service</li> <li>Be able to provide aftercare advice for clients</li> <li>To work safely and effectively when providing threading services</li> <li>Explain anatomy and physiology</li> <li>Identify contra-indications and contra-actions</li> <li>Select threading tools, materials and equipment</li> </ul>   | Basket, bed/recliner chair, bowl, cotton, mirror, tissues, towel, Trolley.   |
| 5       | <b>Manicure and Pedicure Services</b><br><br><b>Theory Duration</b><br>(hh:mm)<br>04:00<br><br><b>Practical Duration</b><br>(hh:mm)<br>22:00<br><br><b>Corresponding NOS Code</b><br>BWS/N 0401<br>BWS/N 9001 | <ul style="list-style-type: none"> <li>Be able to use safe and effective methods of working when providing manicure services</li> <li>Be able to consult, plan and prepare for the service with clients</li> <li>Be able to carry out manicure services</li> <li>Understand organizational and legal requirements</li> <li>Understand how to work safely and effectively when providing manicure services</li> <li>Understand how to perform client consultation, treatment planning and preparation</li> <li>List contra-indications and contra-actions that affect or restrict manicure services</li> <li>Explain anatomy and physiology that relates to manicure services</li> <li>Understand manicure techniques, products and service planning Understand how to provide aftercare advice for clients.</li> </ul> | Manicure Chair<br>Manicure stool<br>Sterilizer<br>Bowls<br>Manicure brush<br>Nail Cutter<br>Cuticle Pusher<br>Cuticle Nipper<br>Orange stick<br>Nail Filer<br>Pack brush<br>Dust bin<br>Pedicure –<br>Pedicure Chair<br>Pedicure Stool<br>Sterilizer<br>Bowls<br>Foot Scraper<br>Emery Board<br>Pumice Stone<br>Nail Cutter<br>Cuticle Pusher<br>Cuticle Nipper<br>Orange stick<br>Nail filer<br>Toe separator<br>Pedicure Brush |

| Sr. No. | Module  | Key Learning Outcomes   | Equipment Required  |
|---------|---|---|---|
| 6       | <b>Basic Skin Care</b><br><br><b>Theory Duration</b><br>(hh:mm)<br>04:00<br><br><b>Practical Duration</b><br>(hh:mm)<br>12:00<br><br><b>Corresponding NOS Code</b><br>BWS/ N0102      | <ul style="list-style-type: none"> <li>Maintain safe and effective methods of working</li> <li>Consult, plan and prepare for facials with clients</li> <li>Select products and materials for a basic skin care treatment</li> <li>Carry out a basic skin care treatment</li> <li>Improve and maintain skin condition</li> <li>Provide aftercare advice</li> </ul>   | Pack brush<br>Dust Bin<br><br>Therapy bed<br>Beauty<br>Stool/chair<br>Trolley<br>Bowls<br>Sterilizer<br>Como done remover<br>Face steamer<br>Pack Brush<br>Dust Bin |
| 7       | <b>Knowledge of Skincare</b><br><br><b>Theory Duration</b><br>(hh:mm)<br>05:00<br><br><b>Practical Duration</b><br>(hh:mm)<br>10:00<br><br><b>Corresponding NOS Code</b><br>BWS/NO102 | <ul style="list-style-type: none"> <li>Maintain safe and effective methods of working when assisting with facial treatments</li> <li>Assist to consult, plan and prepare for facials with clients</li> <li>Assist in Selecting products and materials for a skin care treatment</li> <li>Carry out a basic skin care treatment</li> <li>Assist with facial treatments to improve and maintain skin condition</li> <li>Provide aftercare advice</li> </ul>   | Therapy bed<br>Beauty<br>Stool/chair<br>Trolley<br>Bowls<br>Sterilizer<br>Como done remover<br>Face steamer<br>Pack Brush<br>Dust Bin                               |
| 8       | <b>Healthy and Safety</b><br><br><b>Theory Duration</b><br>(hh:mm)<br>03:00<br><br><b>Practical Duration</b><br>(hh:mm)<br>10:00<br><br><b>Corresponding NOS Code</b><br>BWS/N9002    | <ul style="list-style-type: none"> <li>Identify contra-indications related to beauty treatments</li> <li>Understand process and products to sterilize and disinfect equipment/ tools</li> <li>Follow manufacturer's instructions related to equipment and product use and cleaning</li> <li>Understand knowledge of applicable legislation relating to the workplace (for example health and safety, workplace regulations, use of work equipment, control of substances hazardous to health, handling/storage/ disposal/ cautions of use of products, fire precautions, occurrences, hygiene practice, disposal of waste, environmental protection</li> <li>Handle, use and store products, tools and equipment safely to meet with the manufacturer's instructions</li> </ul> | First aid kit<br>Fire extinguishers<br>Sterilizers<br>Hot cabinets<br>Waste disposal bins   |
| 9       | <b>Client Care and Communication in Beauty Industry</b><br><br><b>Theory Duration</b><br>(hh:mm)<br>03:00   | <ul style="list-style-type: none"> <li>Be able to communicate and behave in a professional manner when dealing with clients</li> <li>Be able to manage client expectations</li> <li>Behave in a professional manner within the workplace</li> <li>Use effective communication techniques when dealing with clients</li> <li>Be able to Adapt methods of communication to suit different situations and client needs</li> </ul>  |   |

## Trainer Prerequisites for Job role: "Assistant Beauty Therapist" mapped to Qualification Pack: "BWS/Q0101" Version 1.0

| Assessment Criteria for Assistant Beauty Therapist |                            |
|--|----------------------------|
| Job Role   | Assistant Beauty Therapist |
| Qualification Pack                                 | BWS/Q0101                  |
| Sector Skill Council                               | Beauty and Wellness        |

| Sr. No. | Area                               | Details  |
|---------|------------------------------------|--|
| 1       | Job Description                    | To deliver accredited training service , mapping to the curriculum detailed above in accordance with the Qualification Pack BWS/Q0101 Version 1.0  |
| 2       | Personal Attributes                | Aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well-organized and focused, eager to learn and keep oneself updated with the latest in the mentioned field. |
| 3       | Minimum Educational Qualifications | Preferably graduate or 12 <sup>th</sup> pass with Advanced Diploma in Beauty Therapy or equivalent certificate   |
| 4a      | Domain Certification               | Certified for Job Role: "Assistant Beauty Therapist" mapped to QP: "BWS/Q0101". Minimum accepted score is 70%  |
| 4b      | Platform Certification             | Recommended that the Trainer is certified for the Job Role: "Trainer", mapped to the Qualification Pack: "SSC/Q1402". Minimum accepted score is 70%  |
| 5       | Experience                         | Graduate or 12 <sup>th</sup> pass with Advanced diploma in beauty therapy or equivalent certificates in Beauty Therapy<br>3 years' work experience as beauty therapist/senior beauty therapist   |

## Annexure: Assessment Criteria

| Assessment Criteria for Assistant Beauty Therapist |                            |
|--|----------------------------|
| Job Role   | Assistant Beauty Therapist |
| Qualification Pack                                 | BWS/Q0101                  |
| Sector Skill Council                               | Beauty and Wellness        |

| Sr. No. | Guidelines for Assessment   |
|---------|---|
| 1       | For assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC |
| 2       | The assessment for the theory part will be based on knowledge bank of questions created by the SSC  |
| 3       | Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below)   |
| 4       | Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on this criteria  |
| 5       | To pass the Qualification Pack , every trainee should score a minimum of 50% in every NOS and overall 50% pass percentage in every QP   |
| 6       | In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.  |



| Assessment outcome (NOS Code and Description)             | Assessment Criteria (PC)  | Total Mark | Out Of     | Marks Allocation |                  |
|---|---|------------|------------|------------------|------------------|
|   |   |            |            | Theory           | Skills Practical |
| <b>1. BWS/N9001 (Prepare and maintain work area)</b>      | PC1. Ensure that environmental conditions are suitable for the client and the treatment to be carried out in a hygiene and safe environment | <b>100</b> | 15         | 3                | 12               |
|   | PC2. Select suitable equipment and products required for the treatment  |            | 19         | 5                | 14               |
|   | PC3. Set up the equipment and prepare the products for treatments in adherence to the salon procedures and product/ equipment guidelines    |            | 20         | 4                | 16               |
|   | PC4. Place the products in the trolley for the treatment  |            | 12         | 2                | 10               |
|   | PC5. Sterilize, disinfect and place the tools on the tray.  |            | 14         | 4                | 10               |
|   | PC6. Dispose waste materials in adherence to the salon's and industry requirements  |            | 10         | 2                | 8                |
|   | PC7. Store records, materials and equipment securely in line with the salon's policies  |            | 10         | 2                | 8                |
|   | <b>Total</b>  |            | <b>100</b> | <b>22</b>        | <b>78</b>        |
| <b>2. BWS/N0101 (Provide basic skin care treatment)</b>   | PC1. Comply with health and safety standards and processes laid out by manufacturer and organization and based on client needs              |            | 9          | 3                | 6                |
|   | PC2. Carry out basic facial care / face clean-up process using the tools and materials and as per process laid down by the organization     |            | 15         | 5                | 10               |
|   | PC3. Check the client's understanding and expectation prior to commencement and clarify doubts, if any                                      |            | 5          | 1                | 4                |
|   | PC4. Clean the skin free it of all traces of make-up by using suitable deep cleansing techniques  |            | 12         | 4                | 8                |
|   | PC5. Use an exfoliation technique suitable for the client's skin type and skin condition  |            | 11         | 3                | 8                |
|   | PC6. Use a suitable skin warming technique relevant to the client's needs   |            | 8          | 2                | 6                |
|   | PC7. Carry out any necessary extraction, when required.   |            | 6          | 1                | 5                |
|   | PC8. Apply mask treatments evenly and neatly, ensuring that the area to be treated is covered   |            | 10         | 2                | 8                |
|   | PC9. Remove masks after the recommended time frame has elapsed  |            | 6          | 1                | 5                |
|   | PC10. Carry out cleaning to ensure skin is left clean, toned and suitably moisturized.  |            | 9          | 3                | 6                |
|   | PC11. Provide specific after process advice to the client   |            | 9          | 3                | 6                |
|   | <b>Total</b>  |            | <b>100</b> | <b>28</b>        | <b>72</b>        |
| <b>3. BWS/N0102 (Carry out basic depilation services)</b> | PC1. Comply with health and safety standards and processes laid out by manufacturer and organization and based on client needs.             |            | 4          | 1                | 3                |
|   | PC2. Carry out the process using the tools and materials(hot wax, cold wax, strips etc )and as per process laid down by the organization    |            | 9          | 3                | 6                |
|   | PC3. Check the client's understanding and expectation prior to commencement and clarify doubts, if any                                      |            | 2          | 0.5              | 1.5              |
|   | PC4. Prepare the client and provide suitable personal protective equipment  |            | 2          | 0.5              | 1.5              |

| Assessment outcome (NOS Code and Description) | Assessment Criteria (PC)   | Total Mark | Out Of     | Marks Allocation |                  |
|---|--|------------|------------|------------------|------------------|
|   |  |            |            | Theory           | Skills Practical |
|   | PC5. Apply the correct pre wax products prior to waxing based on manufacturers' instructions   |            | 5          | 1                | 4                |
|   | PC6. Conduct a test patch and skin sensitivity test ahead of the waxing treatment  |            | 5          | 1                | 4                |
|   | PC7. Apply the product and remove correctly based on manufacturer's instructions   |            | 5          | 1                | 4                |
|   | PC8. Maintain the client's modesty and privacy at all times  |            | 2          | 0.5              | 1.5              |
|   | PC9. Follow work techniques that minimize discomfort to the client   |            | 2          | 0.5              | 1.5              |
|   | PC10. Stop the waxing treatment and providing relevant advice if contra actions occur  |            | 5          | 2                | 3                |
|   | PC11. Clean the treated area and use a suitable soothing product   |            | 4          | 1                | 3                |
|   | PC12. Check with the client on satisfaction with the finished result   |            | 2          | 0.5              | 1.5              |
|   | PC13. Provide specific after process advice to the client.   |            | 5          | 2                | 3                |
|   | PC14. Comply with health and safety standards and processes laid out by manufacturer and organization and based on client needs                        |            | 3          | 1                | 2                |
|   | PC15. Carry out the process using the tools and materials (threads, scissors etc) and as per process laid down by the organization                     |            | 5          | 1                | 4                |
|   | PC16. Check the client's understanding and expectation prior to commencement and clarify doubts, if any  |            | 2          | 0.5              | 1.5              |
|   | PC17. Adjust the client's position to meet the needs of the service without causing them discomfort  |            | 2          | 0.5              | 1.5              |
|   | PC18. Ensuring safe and quick hair removal methods are carried out to minimize discomfort to the client  |            | 6          | 2                | 4                |
|   | PC19. Ensuring the hair removal methods are carried out at a comfortable distance from the client whilst maintaining the correct tension of the thread |            | 4          | 1                | 3                |
|   | PC20. Providing clear instructions to the client on how and when to support their skin throughout the threading service                                |            | 2          | 0.5              | 1.5              |
|   | PC21. Creating a well-balanced, proportioned and defined eyebrow shape to suit the client's requirements, when required                                |            | 5          | 1                | 4                |
|   | PC22. Checking the client's wellbeing throughout the service and giving the necessary reassurance  |            | 2          | 0.5              | 1.5              |
|   | PC23. Discontinuing the service and providing advice and recommendations where contra-actions occur.   |            | 6          | 2                | 4                |
|   | PC24. Clean the treated area and use a suitable soothing product.  |            | 4          | 1                | 3                |
|   | PC25. Check with the client on satisfaction with the finished result.  |            | 2          | 0.5              | 1.5              |
|   | PC26. Provide specific after - process advice to the client.   |            | 5          | 2                | 3                |
|   | <b>Total</b>   |            | <b>100</b> | <b>28</b>        | <b>72</b>        |

| Assessment outcome (NOS Code and Description)                | Assessment Criteria (PC)   | Total Mark | Out Of | Marks Allocation |                  |
|--|--|------------|--------|------------------|------------------|
|  |  |            |        | Theory           | Skills Practical |
| <b>4. BWS/N0401 (Perform manicure and pedicure services)</b> | PC1. Adhere to the health and safety standards laid out by the manufacturer and salon  |            | 3      | 0.5              | 2.5              |
|  | PC2. Sanitize the hands prior to procedure commencement  |            | 2      | 0.5              | 1.5              |
|  | PC3. Prepare the client and provide suitable protective apparel  |            | 2      | 0.5              | 1.5              |
|  | PC4. clarify the client's understanding and expectation prior to commencement of procedure   |            | 2      | 0.5              | 1.5              |
|  | PC5. Position self and client throughout procedure to ensure privacy, comfort and wellbeing  |            | 2      | 0.5              | 1.5              |
|  | PC6. Adjust the client's position to meet the needs of the service without causing them discomfort.  |            | 2      | 0.5              | 1.5              |
|  | PC7. Perform and adapt the procedure using materials, equipment and techniques correctly and safely to meet the needs of the client                    |            | 3      | 0.5              | 2.5              |
|  | PC8. Remove any existing nail polish   |            | 2      | 0.5              | 1.5              |
|  | PC9. Check the desired length and shape with the client  |            | 3      | 0.5              | 2.5              |
|  | PC10. File the nails ensuring the nail's free edge is left smooth and shaped to required length according to the client's needs                        |            | 5      | 0.5              | 4.5              |
|  | PC11. Remove dirt in the underside of the nails  |            | 2      | 0.5              | 1.5              |
|  | PC12. Use suitable cuticle tools and products safely and effectively to remove excess cuticle, ensuring that the cuticle and nail plate are undamaged  |            | 5      | 0.5              | 4.5              |
|  | PC13. Use specialized hand and nail treatments to improve the appearance of the client's skin and nails  |            | 5      | 1                | 4                |
|  | PC14. Use smooth and even massage techniques and pressure to meet the client's needs using appropriate products (Ex. Massage creams, lotions)          |            | 4      | 0.5              | 3.5              |
|  | PC15. Leave the hands and lower arms free of any excess massage medium   |            | 2      | 0.5              | 1.5              |
|  | PC16. Check that the nail plate is clean, dry and oil free and the underside is clean and free of debris   |            | 2      | 0.5              | 1.5              |
|  | PC17. Apply one base coat, polish coats as desired and one top coat for the desired finish   |            | 3      | 0.5              | 2.5              |
|  | PC18. Check that the nail finish is left with smooth and even texture and colour, with the cuticle and nail wall free polish                           |            | 3      | 0.5              | 2.5              |
|  | PC19. clean and dry the client's legs  |            | 2      | 0.5              | 1.5              |
|  | PC20. Remove any existing nail polish.   |            | 2      | 0.5              | 1.5              |
|  | PC21. check the desired length and shape with the client   |            | 3      | 0.5              | 2.5              |
|  | PC22. file the nails ensuring the nail's free edge is left smooth and shaped to required length according to the client's needs                        |            | 4      | 1                | 3                |
|  | PC23. remove dirt in the underside of the nails  |            | 2      | 0.5              | 1.5              |
|  | PC24. Use suitable cuticle tools and products safely and effectively to remove excess cuticle, ensuring that the cuticle and nail plate are undamaged. |            | 4      | 0.5              | 3.5              |
|  | PC25. remove any excessive hard skin using a foot scrapper   |            | 2      | 0.5              | 1.5              |
|  | PC26. use specialized leg and nail treatments to improve the appearance of the client's skin and nails   |            | 3      | 0.5              | 2.5              |
|  | PC27. use smooth and even massage techniques and pressure to meet the client's needs   |            | 4      | 2                | 2                |

| Assessment outcome (NOS Code and Description)                                | Assessment Criteria (PC)  | Total Mark | Out Of     | Marks Allocation |                  |
|--|---|------------|------------|------------------|------------------|
|  |   |            |            | Theory           | Skills Practical |
|  | PC28. leave the foot and lower leg free of any excess massage medium  |            | 2          | 0.5              | 1.5              |
|  | PC29. check that the nail plate is dehydrated and the underside is clean and free of debits   |            | 2          | 0.5              | 1.5              |
|  | PC30. apply sufficient base coat, polish coats and top coats for the desired finish   |            | 3          | 0.5              | 2.5              |
|  | PC31. check that the nail finish is left with smooth and even texture and colour, with the cuticle and nail wall free enamel                            |            | 3          | 0.5              | 2.5              |
|  | PC32. Check the client's wellbeing throughout the service and giving the necessary reassurance  |            | 3          | 0.5              | 2.5              |
|  | PC33. clean the treated area and use a suitable soothing product  |            | 2          | 0.5              | 1.5              |
|  | PC34. Complete the therapy to the satisfaction of the client in a commercially acceptable time  |            | 2          | 0.5              | 1.5              |
|  | PC35. Record the therapy accurately and store information securely in line with the salon's policies  |            | 2          | 0.5              | 1.5              |
|  | PC36. Provide specific after - procedure, homecare advice and recommendations for product use and further treatments to the client.                     |            | 3          | 1                | 2                |
|  | <b>Total</b>  |            | <b>100</b> | <b>21</b>        | <b>79</b>        |
| <b>5. BWS/N0103 (Assist the Beauty Therapist performing beauty services)</b> | Ensure the health and safety standards and processes laid out by manufacturer, organization and clients are followed to perform the operation           |            | 19         | 4                | 15               |
|  | Arrange tools and products that are safe and fit for the purpose based on the guidelines  |            | 25         | 5                | 20               |
|  | PC3. Assist the Beauty Therapists and makeup artists with the products and the services under guidance based on the procedure laid out by the employers |            | 30         | 5                | 25               |
|  | PC4. Assist to resolve any problems occurring during the process using the relevant corrective action   |            | 14         | 4                | 10               |
|  | PC5. Assist cleaning up the post-treatment waste to main the health and safety standard.  |            | 12         | 2                | 10               |
|  | <b>Total</b>  |            | <b>100</b> | <b>20</b>        | <b>80</b>        |
| <b>6. BWS/N9002 (Maintain health and safety of work area)</b>                | PC1. Set up and position the equipment, chemicals, products and tools in the work area to meet legal, hygiene and safety requirements.                  |            | 13         | 3                | 10               |
|  | PC2. Clean and sterilize all tools and equipment before use   |            | 13         | 3                | 10               |
|  | PC3. Maintain one's posture and position to minimize fatigue and the risk of injury   |            | 9          | 2                | 7                |
|  | PC4. Dispose waste materials in accordance to the industry accepted standards   |            | 12         | 2                | 10               |
|  | PC5. Maintain first aid kit and keep oneself updated on the first aid procedures  |            | 10         | 3                | 7                |
|  | PC6. Identify and document potential risks and hazards in the workplace   |            | 10         | 3                | 7                |
|  | PC7. Accurately maintain accident reports   |            | 10         | 3                | 7                |
|  | PC8. Report health and safety risks/ hazards to concerned personnel   |            | 10         | 3                | 7                |

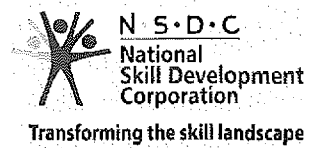
| Assessment outcome (NOS Code and Description)                    | Assessment Criteria (PC)  | Total Mark | Out Of     | Marks Allocation |                  |
|--|---|------------|------------|------------------|------------------|
|  |   |            |            | Theory           | Skills Practical |
|  | PC9. Use tools, equipment, chemicals and products in accordance with the salon's guidelines and manufacturers' instruction.                                       |            | 13         | 3                | 10               |
|  | <b>Total</b>  |            | <b>100</b> | <b>25</b>        | <b>75</b>        |
| <b>7. BWS/N9003 (Create a positive impression at work area )</b> | PC1. Maintain good health and personal hygiene  |            | 8          | 2                | 6                |
|  | PC2. Comply with organisation's standards of grooming and personal behaviour  |            | 9          | 3                | 6                |
|  | PC3. Meet the organisation's standards of courtesy, behaviour and efficiency  |            | 9          | 3                | 6                |
|  | PC4. Stay free from intoxicants while on duty   |            | 2          | 1                | 1                |
|  | PC5. Wear and carry organisation's uniform and accessories correctly and smartly  |            | 6          | 1                | 5                |
|  | PC6. Take appropriate and approved actions in line with instructions and guidelines   |            | 6          | 2                | 4                |
|  | PC7. Record details related to tasks, as per procedure  |            | 5          | 2                | 3                |
|  | PC 8. Participate in workplace activities as a part of the larger team  |            | 5          | 1                | 4                |
|  | PC9. Report to supervisor immediately in case there are any work issues   |            | 3          | 1                | 2                |
|  | PC10. Use appropriate language, tone and gestures while interacting with clients from different cultural and religious backgrounds, age, disabilities and gender. |            | 7          | 2                | 5                |
|  | PC11. Communicate procedure related information to clients based on the sector's code of practices and organisation's procedures/ guidelines                      |            | 7          | 2                | 5                |
|  | PC12. Communicate role related information to stakeholders in a polite manner and resolve queries, if any.  |            | 7          | 2                | 5                |
|  | PC13. Assist and guide clients to services or products based on their needs   |            | 4          | 1                | 3                |
|  | PC14. Report and record instances of aggressive/ unruly behaviour and seek assistance   |            | 4          | 1                | 3                |
|  | PC15. Use communication equipment (phone, email etc.) as mandated by your organization  |            | 4          | 1                | 3                |
|  | PC16. Carry out routine documentation legibly and accurately in the desired format  |            | 6          | 2                | 4                |
|  | PC17. File routine reports and feedback   |            | 4          | 1                | 3                |
|  | PC18. Maintain confidentiality of information, as required, in the role.  |            | 4          | 1                | 3                |
|  | <b>Total</b>  |            | <b>100</b> | <b>29</b>        | <b>71</b>        |



| Sr. No. | Module  | Key Learning Outcomes   | Equipment Required |
|---------|---|---|--------------------|
|         | <b>Practical Duration</b><br>(hh:mm)<br>10:00<br><br><b>Corresponding NOS Code</b><br>BWS/N9003         | <ul style="list-style-type: none"> <li>• Be able to Use effective consultation techniques to identify treatment objectives</li> <li>• Provide clear recommendations to the client</li> <li>• Maintain client confidentiality</li> <li>• Be able to use retail sales techniques to meet client requirements and maintain client confidentiality</li> <li>• Plan and organize service feedback files/documents</li> <li>• Plan and manage work routine based on salon procedure</li> <li>• Understand the client scheduling and bookings and maintain the work area, equipment and product stocks to meet the schedule</li> <li>• Maintain accurate records of clients, treatments and product stock levels</li> <li>• Accept feedback in a positive manner and develop on the shortcomings.</li> </ul> |                    |
|         | <b>Total Duration</b><br><br><b>Theory Duration</b><br>50:00<br><br><b>Practical Duration</b><br>100:00 | <b>Unique Equipment Required:</b> Anatomy and physiology charts, First aid kit, Fire extinguishers, Sterilizers, Hot cabinets, Waste disposal bins, Therapy bed, Beauty Stool/chair, Trolley, Bowls , Como done remover, Face steamer, Pack Brush, Dust Bin , Manicure Chair, Manicure stool, Manicure brush, Nail Cutter, Cuticle Pusher, Cuticle Nipper, Orange stick, Nail Filer, Pack brush, Pedicure Chair, Pedicure Stool, Foot Scraper, Emery Board, Pumice Stone, Nail Cutter, Cuticle Pusher, Cuticle Nipper, Orange stick, Nail filer, Toe separator, Pedicure Brush, Pack brush, Headband, large towel/ Client couch, bin with liner,  |                    |

Grand Total Course Duration: **150Hours, 0 Minutes**

(This syllabus/ curriculum has been approved by **Beauty & Wellness Sector Skill Council**)



### Beauty and Wellness Sector Skill Council

405-406, 4th Floor, DLF City Court, M G Road, Sikanderpur, Gurgaon - 122002



**RASHTRIYA UCHCHATAR SHIKSHA ABHIYAN (RUSA)**  
**Component 12 Vocationalization of Higher Education**  
**RUSA 1.0**



**Name Of College: GUJARAT COMMERCE COLLEGE**

**Course Name: PAY ROLL (ACCOUNTS EXECUTIVE)**

| Sr. No. | Date       | Total Enrolled Student | Total Present Student |
|---------|------------|------------------------|-----------------------|
| 1       | 7/9/2018   | 31                     | 18                    |
| 2       | 8/9/2018   | 31                     | 24                    |
| 3       | 10/9/2018  | 31                     | 17                    |
| 4       | 14/9/18    | 31                     | 23                    |
| 5       | 15/9/18    | 31                     | 26                    |
| 6       | 18/9/18    | 31                     | 25                    |
| 7       | 19/9/18    | 31                     | 25                    |
| 8       | 20/9/18    | 31                     | 23                    |
| 9       | 22/9/18    | 31                     | 24                    |
| 10      | 24/9/18    | 31                     | 27                    |
| 11      | 25/9/18    | 31                     | 26                    |
| 12      | 26/9/18    | 31                     | 28                    |
| 13      | 10/10/2018 | 31                     | 28                    |
| 14      | 11/10/2018 | 31                     | 24                    |
| 15      | 12/10/2018 | 31                     | 26                    |
| 16      | 15/10/18   | 31                     | 21                    |
| 17      | 16/10/18   | 31                     | 20                    |
| 18      | 17/10/18   | 31                     | 12                    |
| 19      | 18/10/18   | 31                     | 30                    |
| 20      | 19/10/18   | 31                     | 20                    |
| 21      | 20/10/18   | 31                     | 22                    |
| 22      | 22/10/18   | 31                     | 22                    |
| 23      | 23/10/18   | 31                     | 22                    |
| 24      | 24/10/18   | 31                     | 24                    |
| 25      | 26/10/18   | 31                     | 21                    |
| 26      | 27/10/18   | 31                     | 18                    |
| 27      | 29/10/18   | 31                     | 26                    |
| 28      | 30/10/18   | 31                     | 21                    |

*MS*

**Principal Sign & Stamp**

**PRINCIPAL**  
**GUJARAT COMMERCE COLLEGE**  
**AHMEDABAD**

*For MS*

**Sign Of RUSA Coordinator**

## Commerce College

| Sr No. | Name                 | Number     | Present/Absent |
|--------|----------------------|------------|----------------|
| 1      | Pawan Sharma         |            | Present        |
| 2      | Jaykumar valand      | 7600992536 | Present        |
| 3      | Shubham Shah         | 8128031166 | Present        |
| 4      | Karan Prajapati      | 7045521499 | Present        |
| 5      | Sandeep Solanki      | 7069400286 | Present        |
| 6      | Gurupritsingh sardar | 8238151157 | Present        |
| 7      | Sonu Prajapati       | 8347162081 | Present        |
| 8      | Sherien              | 9978547274 | Present        |
| 9      | Jyoti Parihar        | 9687964605 | Present        |
| 10     | Shubham Pandey       | 7046216084 | Present        |
| 11     | Ami Khalas           | 8347997423 | Present        |
| 12     | Himaneer Jadav       | 8347563147 | Present        |
| 13     | Chirag Solanki       | 9724896408 | AB             |
| 14     | Mitul Solanki        | 7043395231 | Present        |
| 15     | Pooja Revar          |            | AB             |
| 16     | Misbah Memon         | 9662908311 | Present        |
| 17     | Heena Shaikh         | 7490895203 | Present        |
| 18     | Piyush Rachhadiya    | 8140367606 | Present        |
| 19     | Said Anvar Sunasara  | 9574143411 | Present        |
| 20     | Anil Kumar vasoniya  | 9469325050 | Present        |
| 21     | Dipen Shurti         | 9586302619 | AB             |
| 22     | Nikhil Jadav         | 9375711101 | Present        |
| 23     | jay Modi             | 7383849862 | Present        |
| 24     | Sunil Raval          | 8511056140 | Present        |
| 25     | Amardeep Rajbhar     | 7698635630 | Present        |
| 26     | Ajay Rana            |            | AB             |
| 27     | Sunamrata Nirmal     | 9054599044 | Present        |
| 28     | Nikunj Prajapati     | 8460755692 | Present        |
| 29     | Vedant Mourya        |            | AB             |
| 30     | Akash Gohel          | 9104605684 | AB             |
| 31     | Akshay Bhansari      | 7567917125 | Present        |

| Name of the Course                       | Pay Roll (Accounts Executive) |
|--|-------------------------------|
| Total Students                           | 31                            |
| Students Appered in Interview            | 25                            |
| No.of Selected students in Relay Express | 25 (1 joined)                 |
| No.of Selected students in Pantaloons    | 12                            |
| No.of Selected students in Future group  | 4                             |
|  |                               |



## Employers Details

| Relay Express         |                   | Pantaloons            |                   |
|-----------------------|-------------------|-----------------------|-------------------|
| Appeared In Interview | Selected/Rejected | Appeared In Interview | Selected/Rejected |
| Yes                   | Shortlisted       | No                    |                   |
| Yes                   | Shortlisted       | Yes                   | Selected          |
| Yes                   |                   | No                    |                   |
| Yes                   | Shortlisted       | Yes                   | Rejected          |
| Yes                   |                   | Yes                   | Selected          |
| Yes                   | Shortlisted       | Yes                   | Selected          |
| Yes                   | Shortlisted       | Yes                   | Selected          |
| Yes                   | Shortlisted       | No                    |                   |
| Yes                   | Shortlisted       | No                    |                   |
| Yes                   | Shortlisted       | No                    |                   |
| Yes                   | Shortlisted       | No                    |                   |
| No                    |                   | No                    |                   |
| Yes                   |                   | Yes                   | Selected          |
| No                    |                   | No                    |                   |
| Yes                   | Shortlisted       | No                    |                   |
| Yes                   |                   | No                    |                   |
| Yes                   |                   | Yes                   | Rejected          |
| Yes                   |                   | Yes                   | Selected          |
| Yes                   |                   | No                    |                   |
| No                    |                   | No                    |                   |
| Yes                   | Shortlisted       | No                    |                   |
| Yes                   |                   | Yes                   | Selected          |
| Yes                   |                   | Yes                   | Rejected          |
| Yes                   |                   | Yes                   | Selected          |
| No                    |                   | No                    |                   |
| Yes                   | Shortlisted       | Yes                   | Selected          |
| Yes                   | Shortlisted       | No                    |                   |
| No                    |                   | No                    |                   |
| No                    |                   | No                    |                   |
| Yes                   |                   | No                    |                   |



| Future Retails        |                   | Accept the job / Yes or not | If Selected and offer not accepted. Give Reason |
|-----------------------|-------------------|-----------------------------|---|
| Appeared In Interview | Selected/Rejected |                             |   |
|                       |                   | Not Yet                     | Will join after TY Exams                        |
| Yes                   | Selected          | Not Yet                     | Will join after TY Exams                        |
|                       |                   |                             |   |
|                       |                   | Not Yet                     | Will join after TY Exams                        |
|                       |                   | Not Yet                     | Will join after TY Exams                        |
|                       |                   | Yes in Relay Express        | **  |
|                       |                   | Not Yet                     | Will join after TY Exams                        |
|                       |                   | Not Yet                     | Will join after TY Exams                        |
|                       |                   | Not Yet                     | Will join after TY Exams                        |
|                       |                   | Not Yet                     | Will join after TY Exams                        |
|                       |                   | Not Yet                     | Will join after TY Exams                        |
|                       |                   | Not Yet                     | Will join after TY Exams                        |
|                       |                   |                             |   |
| Yes                   | Rejected          | Not Yet                     | Will join after TY Exams                        |
|                       |                   |                             |   |
|                       |                   | Not Yet                     | Will join after TY Exams                        |
|                       |                   |                             |   |
|                       |                   |                             |   |
|                       |                   | Not Yet                     | Will join after TY Exams                        |
|                       |                   |                             |   |
|                       |                   | Not Yet                     | Will join after TY Exams                        |
|                       |                   | Not Yet                     | Will join after TY Exams                        |
|                       |                   | Not Yet                     | Will join after TY Exams                        |
|                       |                   | Not Yet                     | Will join after TY Exams                        |
| yes                   | Selected          | Not Yet                     | Will join after TY Exams                        |
|                       |                   | Not Yet                     | Will join after TY Exams                        |
|                       |                   |                             |   |
| Yes                   | Selected          |                             |   |
|                       |                   | Not Yet                     | Will join after TY Exams                        |

## Testimonial letter

Gujarat Commerce college, Ahmedabad has conducted courses under RUSA component 12. Of which I joined Assistant Beauty Therapist course. The course started with the theory of skin care and the basics of hygiene. We learnt a lots of new things which earlier we didn't know. We also learnt some professional skills. The course was followed by practical sessions of beauty treatments in college. We spent hours together with the practical sessions. As a girl, this course gives me a good opportunity to earn and make a career in this field. We are looking forward for assessment and final placements. The good thing was the same courses are charged high if done from any private institute, but here it was made free for us. Thanks to RUSA, My college and GOI for such initiatives.

Name: Twinkle Sadlee Thakur

College: Gujarat Commerce College

Class & Semester: M.Com Sem-2

Roll No: 256

Signature:

Twinkle

## Testimonial letter

Gujarat Commerce college, Ahmedabad has conducted courses under RUSA component 12. Of which I joined Pay Roll (Account Executive) course. The course started with the theory of pay rolls where we learnt a lots of new things which earlier we didn't know. We also learnt some professional skills. The course was followed by practical sessions of Tally in college tally lab. We spent hours together with the practical sessions. College also gave placement opportunity under this course. We are looking forward for assessment and final placements. The good thing was the same courses are charged high if done from any private institute, but here it was made free for us. Thanks to RUSA, My college and GOI for such initiatives.

Name: Karan Prakash Prajapati

College: Gujarat Commerce College

Class & Semester: B.Com Sem - 5

Roll No: 1193

Signature: Prajapati Karan