

Post Graduate Diploma in Perfumery and Cosmetic Management

Class : FY – PGDPCM

Section I : Perfumery & Cosmetics

1. Perfumery

2. Cosmetics I

3. Cosmetics II

4. Fundamental And Applied Chemistry

Section II : The Commerce / Managerial Modules

1. Operations & Project Analysis

2. Human Resource Management

3. Analysis And Management Of Information

4. Basic Accounting And Finance

I. PERFUMERY - I

1. Raw materials in perfumery

2. History of perfumes

3. Indian and Global perfumery trends

4. Analytical Chemistry and Separation Techniques relating to Perfumery

5. Instrumental Analysis - GC, MS, HPLC, HPTLC, Supercritical Extraction relating to Perfumes

6. Introduction to Fundamentals of Flavour Technology

7. Practical exposé regarding GC, MS, HPLC, HPTLC, Supercritical Extraction relating to Perfumes

II. COSMETIC - I

1. Functional Raw materials in cosmetics :

a. Solvents, Emulsifiers, Thickeners and gums, Emollients , Preservatives etc.

b. Silicones : Chemistry, Raw Materials' & It's Application

2. Actives & Its Application
3. Alternative to Silicones
4. Animal Based Products Substitute
5. Pre - Biotics and Pro – Biotics in cosmetics
6. Natural Alternatives to Functional Raw materials
7. Recent Advances in Raw Material Chemistry

III. COSMETIC - II

1. Physiology of Skin, Hair and Tooth
2. Packaging Materials; their Property and Utility in Cosmetics
3. Analytical Chemistry and Separation
4. Animal Testing & Toxicology Studies
5. Impact of Personal Care/ Make- Up/ Fragrance Industry – On Environment.
6. Sensorial evaluation and psychophysiology & Current Trends in Sensorial Evaluation
7. Recent trends/advances in Cosmetic Packaging
8. Alternative to Animal Testing

IV. FUNDAMENTAL AND APPLIED CHEMISTRY

1. Chemistry of surfactants
2. Theory of emulsion
3. Macromolecular chemistry
4. Fragrance selection, stability and testing
5. Environmental safety and industrial network
6. Chemistry of surfactants
7. Theory of emulsion
8. Macromolecular chemistry

9. Selection, stability and testing
10. Environmental safety and industrial network
11. Natural/Herbal/Organic – Certification Bodies and Procedure of Certification
12. Claims on Labels /Claims Substantiation (Non Toxic/ Cruelty Free etc...)
13. Technical regulations of Import and Export of Cosmetics
14. Clinical Trials and its Practical Implication

V. OPERATIONS & PROJECT ANALYSIS

1. Concepts & Theories of General Management
2. Production Planning & Management Work Measurement
3. Quality management & Assurance Capacity Management
4. Operations Strategy
5. Resource Planning in Service and Manufacturing Environments
6. Inventory Control and Material Requirement Planning
7. Project Feasibility, Project Report,
8. Project Appraisal Project Management
9. Role of Operations in Various Sectors
10. Supply Chain Management
11. Future of Operations

VI. HUMAN RESOURCE MANAGEMENT

1. Overview of Management. Motivation and behavior of Individuals and groups in organizations.
2. Principles and models of HRM and personnel Management.
3. Scientific recruitment, Selection, Appraisal and Reward of employees.
4. Issue of control and effective handling and Management of employee.

5. Grievances and discipline.
6. Identification of training and development needs, Continuous Professional Development, lifelong learning, and personal development, e-Training.
7. Succession Planning.
8. Employee participation, Representation, Commitment and Involvement
9. Talent Acquisition & Management
10. Performance Management & Development,
11. Compensation & Benefits Management

VII. ANALYSIS AND MANAGEMENT OF INFORMATION

1. Information vs Data; their uses in underpinning the decision making process in business.
2. Data collection methods; primary and secondary data; electronic sources.
3. Questionnaire Design and Survey methodology, Data storage.
4. Methods of summarizing data using Business Graphics, Statistics and Tables.
5. Hypothesis testing methods and its use in business.
6. Basics of Computing systems, Terminology, Downsizing.
7. Impact of systems management. Networking and Communication.
8. The Electronic Office. Database design – flat files and relational structures.
9. Use of relational database tools.
10. Systems development methodologies – SSADM, RAD. Outsourcing
11. Identification of Business problems and development of I.T. solutions.
12. Budget control. Timing. Security.
13. Electronic Business and Electronic Commerce. Business models; Electronic Payment methods; Security issues, SSL and encryption methods, Legal and ethical issues.

VIII. BASIC ACCOUNTING AND FINANCE

1. Basic Accounting Concepts and
2. Conventions
3. The Profit & Loss Account
4. The Balance Sheet
5. The Importance of Cash
6. Cash & Fund flow statements
7. Accounting for Limited Companies
8. Financing the Business & Source of Finance
9. Basic accounting concepts and conventions
10. Bank Reconciliation Statement
11. Management of working capital