

**Syllabus For Human Hair Processing Assistant**

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|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Name</b>                  | <b>Human Hair Processing Assistant</b>                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Sector</b>                       | Handicrafts & Carpets                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Level</b>                        | 2                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Course Code</b>                  | STC-HAC/2025/1524                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Occupation</b>                   | Human Hair Processing                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Job Description</b>              | The Human Hair Processing Assistant is responsible for collecting, cleaning, sorting and processing raw human hair into various graded bundles such as kanchi, fancy (single drawn) and double drawn. He uses manual and tool-based techniques to maintain hair quality and uniformity, ensuring products meet industry standards for wigs, extensions and related applications. He works under instruction and close supervision. |
| <b>Course Duration</b>              | <b>Total Duration 240Hrs (T- 30hrs, P- 150hrs , OJT- 30 hrs, ES-30 hrs)</b>                                                                                                                                                                                                                                                                                                                                                        |
| <b>Trainees Entry Qualification</b> | No formal education with no experience                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Trainers Qualification</b>       | 10 <sup>th</sup> pass with 5 years relevant experience                                                                                                                                                                                                                                                                                                                                                                             |

**Structure of Course:**

| <b>Module No.</b> | <b>Module name</b>                            | <b>Outcome</b>                                                                                     | <b>Compulsory/ Optional</b> | <b>Theory (Hrs)</b> | <b>Practical (Hrs)</b> | <b>Total (Hrs) [Multiple of 30]</b> |
|-------------------|-----------------------------------------------|----------------------------------------------------------------------------------------------------|-----------------------------|---------------------|------------------------|-------------------------------------|
| 1                 | <b>Introduction</b>                           | Identify products, uses and markets for processed hair.                                            | Compulsory                  | 05                  | 25                     | 30                                  |
| 2                 | <b>Hair Collection &amp; Initial Handling</b> | Prepare raw hair using appropriate technique.                                                      | Compulsory                  | 05                  | 25                     | 30                                  |
| 3                 | <b>Kanchi Processing</b>                      | Process hair for kanchi bundle making                                                              | Compulsory                  | 05                  | 25                     | 30                                  |
| 4                 | <b>Fancy/ Single drawn Processing</b>         | Prepare fancy hair bundles from kanchi hair                                                        | Compulsory                  | 05                  | 25                     | 30                                  |
| 5                 | <b>Double Drawn Processing</b>                | Make double drawn bundles from fancy hair                                                          | Compulsory                  | 10                  | 50                     | 60                                  |
| 6                 | <b>OJT</b>                                    | Work in real job situation with special emphasis on basic safety and hazards in this domain (OJT). | Compulsory                  |                     | 30                     | 30                                  |
| 7                 | <b>Employability Skill</b>                    | As per guided curriculum                                                                           | Compulsory                  | 30                  | --                     | 30                                  |
| <b>TOTAL:</b>     |                                               |                                                                                                    |                             | <b>60</b>           | <b>180</b>             | <b>240</b>                          |

**SYLLABUS:****Module no 1 :Introduction**

**Outcome:**Identify products, uses and markets for processed hair.

**Theory Content:**

- Identify the end products like wigs, extensions, closures, and hairpieces.
- Describe the usage of processed hair used in beauty, fashion and medical sectors.
- Recognize India's role as a major raw hair exporter globally.
- Explain the history of temple hair donations and its economic value.
- List potential buyers like salons, e-commerce sites, wig makers and export firms.
- Discuss basic marketing ways like local fairs, social media and online platforms.

**Practical Content:**

- Observe samples of final hair products like wigs and extensions.
- Touch and compare different grades of raw, fancy and double drawn hair.
- Label products based on type, length and texture.
- Prepare a simple display of hair bundles with price tags.
- List the raw major hair importer major countries from India.
- Present the product to a peer group as a mock buyer.
- Create a basic marketing poster or online listing for hair products.

**Module No. 2: Hair Collection & Initial Handling**

**Outcome:** Prepare raw hair using appropriate technique.

**Theory Content:**

- Identify common sources of raw hair (temples, salons, donations).
- Differentiate between usable long strands and short cut hairs.
- Explain the process of separating white and black strands effectively.
- Describe the purpose of pre-treatment sprays in cleaning.
- Describe proper sun-drying methods and over-drying risks.
- Recognize the use of fingers and tools to loosen hair balls.
- List visual signs of damage such as lice, glue or dirt.
- Explain the need for sorting by length and temporary storage methods.

**Practical Content:**

- Collect hair from designated sources.
- Remove small cut hairs.
- Separate white and black hair from it.
- Apply color to white hair to make it black.
- Apply special liquid spray and dry in sun, avoid too much drying.
- Loosen hair balls manually using fingers and needles.
- Inspect each bundle for lice, glue or damage.
- Sort hair roughly by length and texture.
- Store in clean, covered containers for temporary use.

**Module No. 3: Kanchi Processing**

**Outcome:** Process hair for kanchi bundle making

**Theory Content:**

- Identify the tool called kanchikanta used for sorting hair.
- Explain the use of kanchi in hair processing.
- Describe the importance of aligned hair strands before bundling.
- List the criteria of size and texture for grouping hair.
- Explain the process of mixing surf in hot water at the right temperature.

**Practical Content:**

- Take specially stored bundle hair for kanchi process.
- Use the comb like kanchikanta to start separating the hair.
- Align strands from root to tip before bundling
- Bind using rubber bands and check uniformity
- Group the strands into batches based on consistency
- Measure length of each processed batch.
- Mix surf in hot water by maintaining appropriate temperature.
- Wash the bundled hair in the hot water.
- Dry the washed hair using towels or natural air drying racks.

**Module No. 4: Fancy/Single Drawn Processing**

**Outcome:** Prepare fancy hair bundles from kanchi hair

**Theory Content:**

- Define fancy hair used in processing.
- Describe selection of dry kanchi hair for fancy processing.
- Explain the use of powder to increase smoothness.
- Identify fancy processing tools like kanta comb.
- Describe hair separation by size during combing

**Practical Content:**

- Dust and clean dry kanchi bundles before starting.
- Apply powder evenly to reduce rough texture if necessary
- Hold kanta comb steadily and fill hair in gaps (between two lines).
- Pull hair gently through the comb based on thickness.
- Repeat combing to enhance softness and shine.
- Arrange processed hair based on volume and curl.
- Bind fancy hair bundles with rubber bands.
- Label each bundle with type and length for sorting.

**Module No. 5: Double Drawn Processing**

**Outcome:** Make double drawn bundles from fancy hair

**Theory Content:**

- Differentiate between single drawn and double drawn hair.

- Explain the need to remove short hair strands for length uniformity.
- Identify the tools used in double draw processing.
- Explain benefits of double drawn in wig making.

**Practical Content:**

- Take fancy-processed bundles for double draw sorting.
- Place the bundle on a clean flat surface.
- Hold the bundle firmly at the root end.
- Pull out shorter strands from the tip side using a fine comb.
- Repeat the process until only even-length hair remains.
- Align all strands properly from root to tip.
- Re-check for stray short hairs and remove them.
- Bundle and bind the hair using a rubber band.
- Label the bundle as "double drawn."
- Group and store based on length and texture.

**Module No. 6 : OJT**

**Outcome:** Work in real job situation with special emphasis on basic safety and hazards in this domain

**Practical Content:**

Assessor will check report prepared for this component of Practical training of the course and assess whether competency has been developed to work in the real job situation with special emphasis on basic safety and hazards in this domain. (The trainee is expected to undertake work in actual workplace under any supervisor / contractor).

**Module No 7: Employability Skills (30 Hrs)**

**Key Learning Outcomes**

**Introduction to Employability Skills Duration: 1 Hour**

After completing this programme, participants will be able to:

1. Discuss the importance of Employability Skills in meeting the job requirements

**Constitutional values - Citizenship Duration: 1 Hour**

2. Explain constitutional values, civic rights, duties, citizenship, responsibility towards society etc. That are required to be followed to become a responsible citizen.
3. Show how to practice different environmentally sustainable practices.

**Becoming a Professional in the 21st Century Duration: 1 Hours**

4. Discuss 21st century skills.
5. Display positive attitude, self motivation, problem solving, time management skills and continuous learning mindset in different situations.

**Basic English Skills Duration: 2 Hours**

6. Use appropriate basic English sentences/phrases while speaking

**Communication Skills Duration: 4 Hour**

7. Demonstrate how to communicate in a well-mannered way with others.
8. Demonstrate working with others in a team

**Diversity & Inclusion Duration: 1 Hour**

9. Show how to conduct oneself appropriately with all genders and PwD
10. Discuss the significance of reporting sexual harassment issues in time

**Financial and Legal Literacy Duration: 4 Hours**

11. Discuss the significance of using financial products and services safely and securely.
12. Explain the importance of managing expenses, income, and savings.
13. Explain the significance of approaching the concerned authorities in time for any exploitation as per legal rights and laws

**Essential Digital Skills Duration: 3 Hours**

14. Show how to operate digital devices and use the associated applications and features, safely and securely
15. Discuss the significance of using internet for browsing, accessing social media platforms, safely and securely

**Entrepreneurship Duration: 7 Hours**

16. Discuss the need for identifying opportunities for potential business, sources for arranging money and potential legal and financial challenges

**Customer Service Duration: 4 Hours**

17. Differentiate between types of customers
18. Explain the significance of identifying customer needs and addressing them
19. Discuss the significance of maintaining hygiene and dressing appropriately

**Getting ready for apprenticeship & Jobs Duration: 2 Hours**

20. Create a biodata.
21. Use various sources to search and apply for jobs.
22. Discuss the significance of dressing up neatly and maintaining hygiene for an interview.
23. Discuss how to search and register for apprenticeship opportunities.

**Learning Outcome – Assessment Criteria**

| Module No. | Outcome                                                 | Assessment Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------------|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1          | Identify products, uses and markets for processed hair. | <p><b>After completion of this module students will be able to:</b></p> <p>(1.1) Identify types of final hair products.<br/>           (1.2) List key sectors using processed hair.<br/>           (1.3) Describe India's role in hair export.<br/>           (1.4) List major countries of Indian raw hair importer.<br/>           (1.5) Name common buyers and markets.<br/>           (1.6) Display hair samples with labels.<br/>           (1.7) Prepare a simple product poster or listing.</p> |
| 2          | Prepare raw hair using appropriate technique.           | <p><b>After completion of this module students will be able to:</b></p> <p>(2.1) Identify sources of raw hair.<br/>           (2.2) Separate white and black strands.<br/>           (2.3) Apply spray and sun-dry hair.<br/>           (2.4) Loosen hair balls by needle.<br/>           (2.5) Inspect hair for lice or dirt.<br/>           (2.6) Sort and store hair properly.</p>                                                                                                                  |
| 3          | Process hair for kanchi bundle making                   | <p><b>After completion of this module students will be able to:</b></p> <p>(3.1) Select stored hair bundles.</p>                                                                                                                                                                                                                                                                                                                                                                                       |

| Module No. | Outcome                                     | Assessment Criteria                                                                                                                                                                                                                                                                                                                                |
|------------|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|            |                                             | (3.2) Use kanchikanta to comb.<br>(3.3) Align strands before bundling.<br>(3.4) Bind and group by texture.<br>(3.5) Wash bundles in surf water.<br>(3.6) Dry hair using towel or rack.                                                                                                                                                             |
| 4          | Prepare fancy hair bundles from kanchi hair | <b>After completion of this module students will be able to:</b><br>(4.1) Clean kanchi bundles.<br>(4.2) Apply powder for smoothness.<br>(4.3) Comb hair using kanta tool.<br>(4.4) Repeat combing for shine.<br>(4.5) Arrange by volume or curl.<br>(4.6) Bind and label each bundle.                                                             |
| 5          | Make double drawn bundles from fancy hair   | <b>After completion of this module students will be able to:</b><br>(5.1) Pick fancy bundles.<br>(5.2) Hold root and pull short hairs.<br>(5.3) Repeat to match lengths.<br>(5.4) Align strands fully.<br>(5.5) Remove leftover shorts.<br>(5.6) Bind and label final bundle.                                                                      |
| 6          | OJT                                         | Assessor will check report prepared for this component of Practical training of the course and assess whether competency has been developed to work in the real job situation with special emphasis on basic safety and hazards in this domain. (The trainee is expected to undertake work in actual workplace under any supervisor / contractor). |
| 7          | Employability Skill                         | As per guided curriculum                                                                                                                                                                                                                                                                                                                           |

**List of Tools, Equipment & materials needed for 30 Trainees (Practical)**

| Sl. No. | Item                                 | Specification                             | Quantity |
|---------|--------------------------------------|-------------------------------------------|----------|
| 1       | Stainless Steel Hair Collection Tray | Size: 24" x 18", rust-proof, with handles | 10 Nos.  |

|    |                                       |                                                                |             |
|----|---------------------------------------|----------------------------------------------------------------|-------------|
| 2  | Ball Hair                             | Ball hair sells by hokar                                       | As required |
| 3  | Liquid for hair loosening             | China /silk and sine liquid                                    | As required |
| 4  | Gloves (Reusable)                     | Rubber, waterproof, heat-resistant for handling chemicals      | 30 pairs    |
| 5  | Needles (Thick, Blunt End)            | For loosening hair balls manually                              | 30 nos.     |
| 6  | KanchiKanta (Comb for Kanchi Process) | Special Steel comb on wooden structure                         | 30 nos.     |
| 7  | Kanta Comb (Fancy Processing Comb)    | Iron/Steel teeth with wooden base, fixed gaps for size sorting | 30 nos.     |
| 8  | Rubber Bands                          | Medium strength, 1-inch diameter (packet of 1000)              | As required |
| 9  | Plastic Spray Bottles                 | 500ml capacity, used for pre-treatment liquid sprays           | 5nos.       |
| 10 | Powder Applicator Brushes             | Medium-soft, used for dusting powder on dry hair               | 30nos.      |
| 11 | Plastic Hair Storage Containers       | 10–15L capacity, with lid, stackable                           | 10 nos.     |
| 12 | Hot Water Containers/Buckets          | 10–15L capacity, heat-resistant plastic or steel               | 10 nos.     |
| 13 | Surf (Detergent) Mixing Rod           | Plastic or wooden stirrer, 2 ft length                         | As required |
| 14 | Drying Racks                          | Foldable, multi-tier, 4–5 ft high, mesh or wire base           | 10 nos.     |
| 15 | Powder for Hair Smoothing             | Talc-based or herbal powder, non-irritant (500gm pack)         | As required |
| 16 | Measuring Tape                        | Flexible, 60 inch/150 cm, for hair length measurement          | 5 nos.      |
| 17 | Labels & Markers                      | Waterproof labels and permanent markers for tagging bundles    | As required |
| 18 | Digital Weighing machine              | 30kg measurable                                                | 2 nos.      |
| 19 | Brick Weight                          | 30 kg                                                          | As required |
| 20 | Carpet                                |                                                                | As required |
| 21 | Hair color                            |                                                                | As required |

### Marks Distribution

| Outcome                                                                                            | Outcome Code  | Type       | Total ThHrs | Total PrHrs | Total OJT Hrs |
|----------------------------------------------------------------------------------------------------|---------------|------------|-------------|-------------|---------------|
| Identify products, uses and markets for processed hair.                                            | HAC/1524/OC1  | Compulsory | 30          | 130         | 0             |
| Prepare raw hair using appropriate technique.                                                      | HAC/1524/OC2  | Compulsory | 30          | 130         | 0             |
| Process hair for kanchi bundle making                                                              | HAC/1524/OC3  | Compulsory | 30          | 130         | 0             |
| Prepare fancy hair bundles from kanchi hair                                                        | HAC/1524/OC4  | Compulsory | 30          | 130         | 0             |
| Make double drawn bundles from fancy hair                                                          | HAC/1524/OC5  | Compulsory | 30          | 180         | 0             |
| Work in real job situation with emphasis on basic safety and hazards                               | HAC/1524/OC6  | Compulsory | 0           | 0           | 100           |
| Employability Skill-30 Hrs                                                                         | DGT/VSQ/N0101 | Compulsory | 50          | 0           | 0             |
| <b>Total Marks: 1000</b><br><b>Theory: 200 including ES</b><br><b>Practical: 800 including OJT</b> |               |            |             |             |               |