

# STRUCTURE TABLE

Course Title: **B. Voc. in Automotive Maintenance, Service & Repair**

Semester: Sixth

S. No.	Paper Title	Paper Category Skill Compulsory (SC) Skill Elective (SE)	Credits			Total Credits	EoSE Duration (Hrs.)		
			Theory	Practical	Self/Project/Industry		T	P	S
1.	<b>Automobile dealership management</b>	SC	4	-	0	4	3	4	
2.	<b>Organizational Performance Management</b>	SC	4	-	0	4	3	4	
3.	<b>Project Report and Seminar</b>	SC	-	-	4	4	3	4	
4.	<b>Internship/OJT</b>	SC	-	-	6	6			
<b>Total</b>						<b>18</b>			

**Skill Subjects**  
**Semester VI**  
**General Education Subject**

<b>Skill Paper I: Automobile dealership management -</b>					
<b>Component</b>	<b>Unit (Module)</b>	<b>Subunit (Session)</b>	<b>Learning objective</b>	<b>Duration in hour</b>	<b>Credit</b>
<b>Theory</b>	Dealership infrastructure management	Understanding Dealership Infrastructure requirements. Furnishing dealership. Preparing dealer manual, knowledge of service station layout, tools and equipment's.	Knowledge and requirement of dealership infrastructure	10	4
<b>Theory</b>	Dealership showroom management	standard operating procedures of the OEM related with telemarketing sales, process flow of complete sales and service cycles at the dealership, Institutional and professional code of ethics and standards of practice, safety and health policies and regulations for the workplace including automotive showroom in general	Basic understanding of dealership showroom requirement and work culture.	15	
<b>Theory</b>	Pre delivery Inspection	the technical specifications of various OEM vehicles as well as those manufactured by the competitors, relevant and up-to-date knowledge of vehicle design, manufacture, consumer and vehicle legislation, industry and trade practices, the technical aspects of PDI communicated from the OEM (through various service circulars) and communicate it to the PDI technicians through regular meetings to ensure proper adherence, PDI procedures for fleet/ corporate customers at locations outside the workshop	Knowledge of Vehicle pre-delivery inspection and its Importance.	15	
<b>Theory</b>	Vehicle accessory a installation and fitment	Right brand/ make/ variant of accessories available for a particular vehicle. Installation and fitment vehicle accessories model as specified by the respective OEM, Installation and fitment of exterior and interior accessory. Vehicle paint protection accessory, audio visual and navigation accessory, security related accessory.	Understanding of vehicle accessory installation and fitment technique	20	
<b>Suggested books:-</b>					
<ul style="list-style-type: none"> <li>• Workshop management and marketing technique vol. IV- Anil Chikara, Satya Publication New Delhi</li> <li>• Dealership staff training manuals</li> </ul>					

<b>Skill PaperII: Organizational Performance Management</b>					
<b>Component</b>	<b>Unit (Module)</b>	<b>Subunit (Session)</b>	<b>Learning objective</b>	<b>Duration in hour</b>	<b>Credit</b>
<b>Theory</b>	<b>Plan and organize work to meet expected outcomes</b>	<ul style="list-style-type: none"> <li>• Interpret Standard Operating Procedures (SOP) and plan sequence of operations correctly.</li> <li>• Organize required tools and equipment for the task to be carried out.</li> <li>• Seek guidance from the appropriate authority, when required.</li> <li>• Establish and agree with the work requirements with appropriate people.</li> <li>• Manage time, resources and cost effectively to achieve better results.</li> </ul>		20	4
<b>Theory</b>	<b>Work effectively in a team</b>	<ul style="list-style-type: none"> <li>• different types of information that colleagues might need and the importance of providing this information when it is required</li> <li>• the importance of helping colleagues with problems, in order to meet quality and time standards as a team</li> </ul>		15	
<b>Theory</b>	<b>Supervise and evaluate performance</b>	<p>Analyses information and evaluate results amongst the various available options or metrics on the performance indicators to choose best way to motivate subordinates through:</p> <ul style="list-style-type: none"> <li>• rewards and recognition schemes</li> <li>• promotion</li> <li>• transfer to other work stream</li> <li>• nominate for an executive training</li> <li>• any other monetary or non-monetary benefits</li> <li>•</li> </ul>		15	
<b>Suggested books:-</b>					
<ul style="list-style-type: none"> <li>• Workshop management and marketing technique vol. IV- Anil Chikara, Satya Publication New Delhi</li> <li>• Dealership staff training manuals</li> </ul>					

<b>Skill Paper III: Project Report and Seminar -</b>					
<b>Component</b>	<b>Unit (Module)</b>	<b>Sub-unit (Session)</b>	<b>Learning objective</b>	<b>Duration in hour</b>	<b>Credit</b>
<b>Practical</b>	Project report	Student will prepare and submit a detailed project report of his OJT	Students will be able to summarize the OJT and learn to prepare reports	40	2
<b>Presentation</b>	Seminar	Student will be given one topic for credit seminar to present in the house	Students will be able to research on given topic and learn to prepare and present PowerPoint presentation	20	2