



Type of course: Diploma

Prerequisite: None

Teaching and Examination Scheme:

Teaching Scheme			Credits	Examination Marks						Total Marks
L	T	P		Theory Marks			Practical Marks			
				ESE (E)	PA (M)		PA(V)		PA (I)	
		PA	ALA		ESE	OEP				
03	00	00	03	50	00	00	00	00	00	50

L- Lectures; P- Practical; OJT- On Job Training; C- Credit; ESE- End Semester Examination; PA- Progressive Assessment

Course Content:

Sr. No.	Topic	No. of Hours	% Weightage
01	LAYOUT OF GARAGE AND TOOLS & EQUIPMENT REQUIRED Location of modern automobile garage. Layout of a fully equipped modern garage. Major equipment used in repair, testing, and reconditioning of automobiles. Service Station equipment (compressor, washer, hydraulic ramp and other lifting devices etc.) Denting and painting tools and equipment. Layout of fuel filling station-cum-service station. Workshop safety.	3	10
02	GARAGE PROCEDURE A typical garage organisation chart. Duties of garage foreman. Vehicle selling- dealership, showroom, Terms of Warranty, after-sales service, advertising, and salesmanship. Diagnosing and estimating repairs. Booking of repairs. Job card, time card. Inspection and testing of repaired vehicles. Billing of repairs. Customer record. Purchase and sale of used vehicles. Insurance and accidental jobs. Safety in garages. Customer satisfaction. Time management.	4	15
03	STORE ORGANISATION Stores and store-keeping procedure. Day book, ledger, stock register. Indenting and issue of spares and materials. Inventory control. Stocking of material - shelves, racks, bins; fuels and inflammable materials. Handling of liquids and acids. Duties and responsibilities of storekeeper and purchase officer. Tools-Storing and issuing.	6	30
04	FLEET MANAGEMENT Types of vehicles in a fleet - goods vehicles, tankers and carriers, delivery vans, fire fighting vehicles, break-down service vehicles, buses and luxury vehicles. Layout of a fleet maintenance depot, Duties of driver, conductor and mechanic, Scheduling the maintenance of a fleet. Estimating the operating cost of transport vehicles	7	30



GUJARAT TECHNOLOGICAL UNIVERSITY

Syllabus for Diploma in Vocation (D.Voc), 6th Semester Branch:
Automobile Servicing
Subject Name: Garage Organization & Transport Management
Subject Code: 1260104

With effective
from academic
year 2018-19

Sr. No.	Topic	No. of Hours	% Weightage
05	MOTOR VEHICLE ACT Definition of vehicles, testing and certifying procedures, Registration of vehicles, Permits for passenger and goods vehicles, Licensing, Transfer of ownership. Essentials of driving and traffic regulations; signals and traffic signs	4	15

Suggested Specification table with Marks (Theory):

Distribution of Theory Marks					
R Level	U Level	A Level	N Level	E Level	C Level
10	15	10	10	5	5

Legends: R: Remembrance; U: Understanding; A: Application, N: Analyze and E: Evaluate C: Create and above Levels (Revised Bloom's Taxonomy)

References:

1. Fleet Maintenance & Management: AW Clair