

LMV Owner Driver

Course Code NARQ40015-PROCESS: Session Plan

Day	Session	Subject
01	I	Registration & Inauguration, About the Institute, rules & regulations of training/institute
	II	Micro lab – ice breaking exercise
	III	Achievement Motivation – confidence building
	IV	Need and advantages of Self Employment
02	I & II	Entrepreneurial Competencies - ways and improve motivation (SRQ)
	III to IV	Ring Toss Exercise- Risk Taking & Goal Setting and Growth and Strategic Planning
03	I	Problem solving-Explanation through case studies and exercises Tower building – eradicating dependency syndrome
	II to IV	Qualities of a good driver-attitude, patience ,responsibility,self-confidence,anticipation,concentration,courtesy,etiquette&mannerism
04	I	Time Management
	II to IV	Basic rules of driving –introduction ,defensive driving ,knowledge of vehicle controls ,maintenance &simple mechanism ,motor vehicle act signs and symbols
05	I to IV	Knowledge of vehicle controls-major & minor-controls, Response of controls-accelerator ,brake ,clutch , Fuel System, Gas Fuel System, Engine Overhaul & Measurement, Manual Transmission Service &Repair and steering-practical
06	I & II	Pre- driving checks – Before Stepping in to the driver’s seat and subsequently Practical
	III	Tower Building Game - Removing the Dependency Syndrome
	IV	Holding steering wheel Push & pull method practice, on the move , gear changing – turning , sounding horn , operating dash board switches, signaling emergencies
07	I	Effective Communication Skills and Principles Of Management
	II to IV	Holding steering wheel Push & pull method practice , on the move , gear changing – turning sounding horn , operating dash board switches, signaling emergencies - practices
08	I - IV	Holding steering wheel Push & pull method practice , on the move , gear changing – turning sounding horn , operating dash board switches, signaling emergencies - practices
09	I to IV	Gear Changing – Double de – Clutching , Gear up & Gear down procedures, Induction System, Hydraulic and Pneumatic Principles, Automotive Engine Principles - practices
10	I to IV	Gear Changing – Double de – Clutching , Gear up & Gear down procedures, Induction System, Hydraulic and Pneumatic Principles, Automotive Engine Principles - practices
11	I- II	Stopping – Normal Stopping , emergency Stopping , use of engine brake / exhaust brake , stopping & Following Distance – reaction Distance , braking Distance , two seconds time rule method
	III - IV	Practical of the above sessions

12	I-II	Computer Knowledge for RTO license, Maneuvering – passing , merging diverging , overtaking , crossing , turning , cornering , reversing & parking,
	III& IV	Practical of the above sessions
13	I	Driving under special conditions – wet weather , dawn , dusk , misty roads & dense traffic and Automotive Mechanical
	II	Market Survey - Theory
	III& IV	Practical of the above sessions
14	I-IV	Market Survey-Collection of information and field visits.
15	I	Market Survey -Report writing, presentation, group discussion & analysis
	II to IV	Driving practices – practical (four wheeler)
16	I & IV	Driving practices – practical (four wheeler)
17	I-II	Knowledge About roads – functional classification , design speeds , surface types & characteristics
	III & IV	Driving procedures in different road conditions – types of road junctions , driving procedures in bye pass , subways , over bridge & fly over -Practical of the above sessions, Electrical Principles, Basic Mechanics
18	I-II	Types of road markings – white line (continuous and broken), yellow line, lane marking, zebra crossing, stop line, parking markings & since of road signals), Automatic light signals
	III & IV	Practical of the above sessions
19	I-II	Road user characteristics - pedestrians – types (drunkards, children, blind, aged people, deaf & dump etc.). Accidents – types, causes, preventions, driver's duties and responsibilities on the occurrence of accidents – Theory
	III & IV	Practical of the above sessions
20	I-II	Important provisions in motor vehicles Act, 1988 (59 of 1988), Central motor vehicles Rules, 1989, and the state motor vehicles Rules.
	III & IV	Computer teaching for RTO license practical
21	I-II	Vehicle maintenance - effects of bad and negligent driving on vehicle condition, day to day maintenance, tire & battery maintenance etc.
	III & IV	Practical of the above sessions
22	I-IV	Defensive Driving techniques , judgment anticipation & escape route & Computer teaching for RTO license practical
23	I-IV	Stopping – Normal Stopping , emergency Stopping , use of engine brake / exhaust brake , stopping & Following Distance – reaction Distance , braking Distance , two seconds time rule method - Practical of the sessions
24	I to IV	Driving practices – practical
25	I to IV	Driving practices – practical
26	I	Maintenance of records, Books of Account& book keeping – Methodology
	II - IV	Driving practices – practical

27	I	Transportation Management and standard of Protocols and friendly behavior with Customers
	II - IV	Driving practices – practical
28	I	Insurance & Taxation
	II-IV	Introduction on Automotive Electronics & Multiplexed Wiring, Vehicle Safety – Airbags, ABS Brakes etc. Vehicle Lighting & Air-Conditioning, Vehicle Diagnostics, Technologies & Standards, Alternative Fuels & Hybrid Vehicles, Automotive Materials, Surface Engineering & Manufacturing
29	I & II	Banking–Deposits & advances, lending schemes/Government schemes
	III	Business plan/Project report preparation and Basic Laws relating to MSMEs
	IV	Human Relations
30	I	Marketing Management
	II	Launching formalities -steps in launching of an enterprises pitfalls and their control
	III	Final Evaluation Test
	IV	Feedback & Valedictory