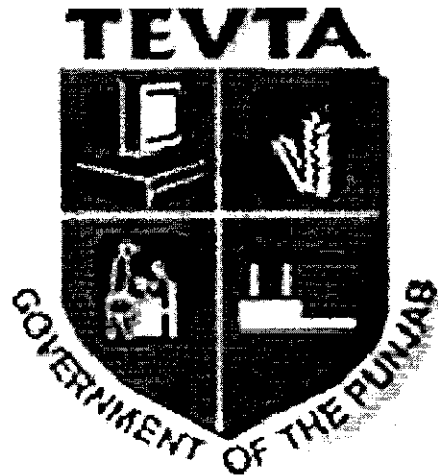


GOVERNMENT OF THE PUNJAB  
**TECHNICAL EDUCATION & VOCATIONAL  
TRAINING AUTHORITY**



CURRICULUM FOR  
VEHICLE DRIVING  
(3 – Month Course)

Revised April 2016

**APPROVED**

Date: 7-4-16

Sign: 

CURRICULUM SECTION  
**ACADEMICS DEPARTMENT**

96-H, GULBERG-II, LAHORE

Ph # 042-99263055-9, 99263064

[gm.acad@tevta.gop.pk](mailto:gm.acad@tevta.gop.pk), [manager.cur@tevta.gop.pk](mailto:manager.cur@tevta.gop.pk)

## **TRAINING OBJECTIVES**

To bring about constructive change in traffic culture of Pakistan and to meet increasing demand of skilled drivers in the market driving training is essential. Practical step in this regard for initiation of vehicle driving courses under the supervision of qualified & skilled instructors is need of the day

This course will contribute in eradication of poverty and unemployment from the home land in addition to the improvement of road safety conditions in the country. This course will sensitize drivers on lethal consequences of the careless driving in the light of attitudinal dynamics of driving. The aim behind all this exercise is safety of road users since one death or injury leaves an ever lasting impact on a family.

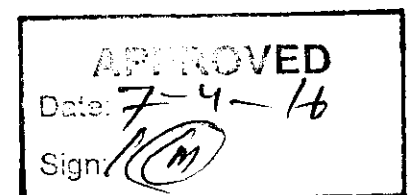
Rapidly expanding road networks, increasing transport facilities and road user-ship in our country has created immense demand for well proficient drivers. Globally the road behavior is considered a major factor for the assessment of nation's civilization. The traditional driving learning approaches and majority of driving schools does not fulfill the current requirement of driving skills.

Lacking of proper training of defensive driving techniques and absence of road sense not only causes damage to the vehicle and infrastructure but also results in loss of precious lives. Pakistan is lacking in driver's training facilities.

This curriculum covers safety precautions, basic vehicle driving training, vehicle servicing and upkeep along with Functional English and Information Technology.

## **CURRICULUM SALIENTS**

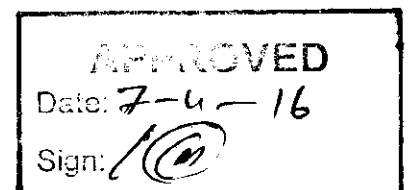
Name of Course	Vehicle Driving
Entry Level	Middle / preferably Matric
Age	Minimum 18 Years
Duration of Course	3-Months
Total Training Hours	400 Contact Hours
Training Methodology	80% Practical 20% Theory
Medium of instruction	Urdu / English



## **PERFORMANCE OBJECTIVES**

**On successful completion trainee will be able to:**

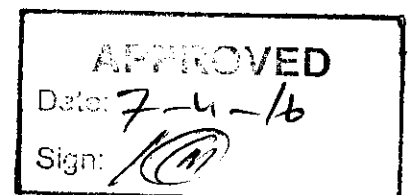
1. Explain rules & regulations according to highway code book
2. Explain road signs & markings
3. Explain Basic traffic laws
4. Explain various systems of vehicle
5. use instruments & controls of modern vehicle
6. Understand basic tyre safety procedure
7. Drive vehicle efficiently with all essential implements by observing necessary precautions and driving rules
8. Recognize the potential hazards of driving and take suitable actions to prevent collisions
9. Maintain log book & necessary documents of vehicle
10. Express good communication skills in English
11. Qualify as skilled driver and get driving license



## **KNOWLEDGE PROFICIENCY DETAILS**

On successful completion of this course the trainee will be able to:-

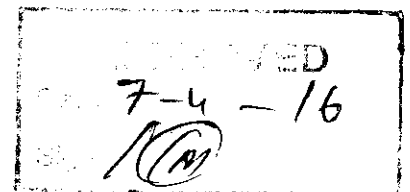
1. Explain Traffic Rules & regulations according to high way code manual
2. Explain road signs & markings
3. Understand basic traffic laws
4. Explain different systems of vehicles
5. Explain instruments & controls of modern vehicle
6. Explain basic tyre safety procedure
7. Explain working procedure and traffic rules for LHD & RHD
8. Explain periodic maintenance of vehicle
9. Explain necessary documents about vehicle and their updating.
10. Explain important terms and specifications regarding vehicle and driving.



## **SKILL PROFICIENCY DETAILS**

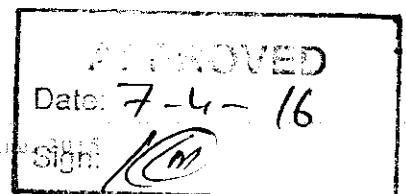
On successful completion of this course the trainee will be able to:-

1. Take charge of vehicle & hand over charge of vehicle according to given procedure
2. Drive different types of vehicles efficiently by observing traffic rules & regulations
3. Inspect the vehicle applying "POWER" formula
4. Exercise cockpit drill and start vehicle using different fuels
5. Operate all instruments & controls of vehicle according to owner's manual
6. Apply defensive driving techniques while driving
7. Trouble shoot vehicle problem
8. Respond to emergency situations positively & give first aid as per medical procedure
9. Maintain vehicle log book & other relevant documents
10. To communicate in English and exercise work ethics



**SCHEME OF STUDIES**  
**Vehicle Driving**  
**(3-Months)**

Sr. No.	Main topics	Theory hours	Practical hours	Total hours
1.	Introduction & Orientation	1	-	1
2.	Mindset & Motivation	1	-	1
3.	History & Types of engine & vehicle	1	-	1
4.	Identification of different vehicles according to makes & models , Documents, SMS/Website verification	2	2	4
5.	Identification of different parts of vehicle (Exterior, Interior)	1	4	5
6.	Introduction to various systems of vehicle	5	20	25
7.	instruments & controls of modern vehicle and safety features	4	5	09
8.	High way code (Traffic Rules & regulations)	16	2	18
9.	Basic Knowledge of traffic laws in Pakistan NHTS , MVOs & MVR	3	2	5
10.	Pre journey inspection & cock pit drill	2	05	07
11.	ABC combination control & Driving on different tracks (L, T, ?, S,)	2	156	158
12.	Driving in different road condition (sand, muddy, wet, mountain, urban, rural, highway)	2	25	27
13.	Driving in different weather condition (hot, cold, fog, rain, snow, day/night)	1	25	26
14.	Servicing , Periodic maintenance & Emergency toeing of vehicle	2	16	18
15.	Health, Safety & First aid Procedure	7	8	15
16.	Road ethics & courtesies (Attitudinal dynamics of driving & Road stress / Road Rage Management	20	-	20
17.	I.T Fundamentals	2	18	20
18.	Functional English	15	25	40
<b>Total</b>		<b>87</b>	<b>313</b>	<b>400</b>




**Detail of Course Contents**  
**Vehicle Driving**  
**(3-Months)**

Sr. No.	Detail of Topics	Theory Hours	Practical Hours
1	<b>1. Introduction &amp; Orientation</b> 1.1. Introduction of organization, instructor ,trainees 1.2. Introduction of Course contents & performance objectives	1	
	<b>2. Mindset &amp; motivation</b> 2.1. Driving as a skill 2.2. Driving as a profession 2.3. Difference between accident & collision 2.4. What do we believe / perceive about accidents 2.5. Defensive Driving behavior 2.6. Personal & Social issues of driver effecting driving 2.7. Motivation	1	
	<b>3. History &amp; Types of Engine &amp; Vehicle</b> 3.1. History of engine, EC & IC Engine, 2&4 Stroke 3.2. History of vehicles 3.3. Frame / frame less, vehicles 3.4. Front engine front wheel drive 3.5. Front engine rear wheel drive 3.6. Rear engine rear wheel drive	1	
	<b>4. Identification of different vehicles</b> 4.1. Different makes and models of Imported and locally manufactured vehicles 4.2. Purchase receipts, Registration book, transfer latter, route permit, token paid receipts 4.3. Vehicle fitness certificate 4.4. Vehicle verification through SMS/website	2	2
	<b>5. Identification of different parts of vehicle</b> 5.1. Frame, body, roof, Chassis, panels, hood, doors, door handles, fenders, bumpers, lights, Front grill, wind screen (Front & Rear), Fire wall, tyres , Engine , gear box, Steering, Engine, passenger & lugged compartment , Leg Room, Trunk, mirrors,	1	4
	<b>6. Introduction to various systems of vehicle</b> 6.1. Suspension , steering & Brakes system 6.2. Cooling system 6.3. Lubricating system 6.4. Electrical system 6.5. Ignition system 6.6. Intake & exhaust system 6.7. Fuel system 6.8. Transmission system 6.9. Heating & cooling system	5	20
	<b>7. Instruments &amp; controls of vehicle and safety</b>	4	5

Sr. No.	Detail of Topics	Theory Hours	Practical Hours
	<p><b>features</b></p> <p>7.1. Steering column control</p> <p>7.1.1. Key(master key, sub key), Ignition switch (lock, Accessories, on, start)</p> <p>7.1.2. Tilt and Telescopic steering</p> <p>7.1.3. Push button start</p> <p>7.1.4. Combination Headlamp Switch (Turn signal , dipper, Position lights &amp; High/low beam)</p> <p>7.1.5. Horn switch</p> <p>7.1.6. Wind screen wiper and washer switch(mist, off, interval, low, high)</p> <p>7.1.7. Cruise control switch</p> <p>7.1.8. Air conditioning temp. control button</p> <p>7.1.9. Audio Video control switch</p> <p>7.2. Instrument panel, Door &amp; floor control</p> <p>7.2.1. Rear wind screen Demister switch</p> <p>7.2.2. Temperature control knob/lever/button</p> <p>7.2.3. Air intake selector knob/lever/button (recalculating ,fresh)</p> <p>7.2.4. Air ventilators lever/buttons (panel ,Bi-level, floor, floor/windshield, wind shield)</p> <p>7.2.5. Hazard warning light switch/button</p> <p>7.2.6. Locking and Unlocking (inside &amp; outside)</p> <p>7.2.7. Fan speed knob/button, air swing button</p> <p>7.2.8. Cigarette lighter, ash tray (front, rears), cup and bottle holder</p> <p>7.2.9. Manual and power seats adjustment (driver &amp; Passengers), head rest adjustment</p> <p>7.2.10. Manual and Power window control</p> <p>7.2.11. Power windows lock switch/button</p> <p>7.2.12. Manual and electric side view mirror control</p> <p>7.2.13. Rear view mirror (day/night position)</p> <p>7.2.14. illumination control of instrument cluster</p> <p>7.2.15. Navigation and Multimedia Entertainment</p> <p>7.2.16. Head light aimer</p> <p>7.2.17. Power antenna ,Digital clock, Sun visor, ticket holder, vanity mirror, glove box, center console box, arm rest, remaining fuel display</p> <p>7.2.18. Hood/Bonnet release lever, Fuel lid &amp; trunk lid opener, Hood rod and its positions</p> <p>7.2.19. Power sunroof, electric rear sunshade</p> <p>7.2.20. Manual and electric parking brake</p> <p>7.2.21. Manual &amp; auto gear shift lever</p> <p>7.2.22. Accelerator , Brake , Clutch paddles</p> <p>7.3. Meter &amp; gauges</p> <p>7.3.1. Speedometer, Odometer, digital odometer,</p>		

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Date: 7-4-16


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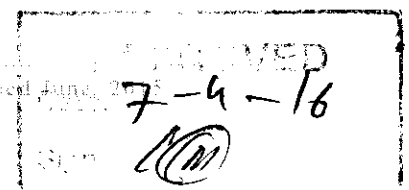
Sr. No.	Detail of Topics	Theory Hours	Practical Hours
	<p>Trip meter, Tachometer, digital tachometer Voltage meter, Fuel economy meter, Inclination meter(side to side and front to rear inclination), thermometer, trip meter reset button/knob</p> <p>7.3.2. Fuel gauge , Oil pressure gauge , Engine coolant temperature gauge</p> <p>7.4. Warning &amp; informative lights</p> <p>7.4.1. Brake warning light, charging system warning light, low engine oil pressure warning light, High/low temperature warning light , seat belt warning light and buzzer, Fuel level warning light and buzzer, Diesel fuel filter indicator, Malfunction/check engine light, Electric power steering warning light , ABS warning light , Air bag warning light, Turn signal light and buzzer, High beam light, Diesel preheat warning light, Shift lever position lights for A/T (P,R,N,D,2,L etc), Fuel system warning light and buzzer, 4WD engagement light, Turbo charging warning light, Catalytic Convertor warning light, Timing belt replacement light, Open door andtrunk warning light, Tail brake lamp warning light, Brake shoe replacement warning light</p> <p>7.4.2. Head Lights, Day light led's, position light, fog light, Tail light , Reverse light, indicator light, Door light, license light, Roof Light(off, on, door positions) Ignition switch light, trunk light,</p> <p>7.5. Safety and security features</p> <p>7.5.1. Child lock</p> <p>7.5.2. Keyless entry(remote system),key alarm</p> <p>7.5.3. Central locking, central locking button/switch</p> <p>7.5.4. High mount rear brake light</p> <p>7.5.5. Air bag(front and sides)</p> <p>7.5.6. Warning triangle</p> <p>7.5.7. Seat belt (Three &amp; Two point) ELR</p> <p>7.5.8. Anti-theft security system with alarm</p> <p>7.5.9. Light-On Reminding alarm</p> <p>7.5.10. Immobilizer system</p> <p>7.5.11. Crumple zone, door beams</p> <p>7.5.12. Collapsible steering</p> <p>7.5.13. Rear view camera</p> <p>7.6. Accessories of vehicle</p> <p>7.6.1. Spare tyre, Jack (mechanical, Hydraulic)</p> <p>7.6.2. First aid kit, fire extinguisher</p> <p>7.6.3. Wheel nut spanner, jack handle, tool kit, toeing hook, toeing rope/chain, snow chain</p> <p>7.6.4. Arrow racks, Luggage roof &amp; bicycle</p>		

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Date: 7-4-16

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Sr. No.	Detail of Topics	Theory Hours	Practical Hours
	stand/holder		
	<b>8. Highway code</b>		
	8.1. Pedestrian safety	16	02
	8.2. Physical fitness of driver		
	8.3. Vehicle inspection before journey		
	8.4. Use & importance of seat belt		
	8.5. Speed limit & safe distance		
	8.6. Driving in adverse weather condition		
	8.7. How to join and leave the road		
	8.8. Over taking rules		
	8.9. Blind zone		
	8.10. Difference between overtaking and crossing,		
	8.11. Blind overtaking		
	8.12. Right of way		
	8.13. Use of vehicle lights		
	8.14. Vehicle reversing procedure		
	8.15. Transportation of hazardous material		
	8.16. Animals on road and how to deal with them		
	8.17. Road signs (Mandatory, Warning , Informative)		
	8.18. Road markings		
	8.19. General instruction for motor ways		
	8.20. How to join & leave motor way		
	8.21. Types of roads		
	<b>9. Basic knowledge of traffic laws in Pakistan</b>		
	9.1. Common violations and their penalty	03	02
	9.2. Basic laws to regulate traffic in national highway safety ordinance (NHSO 2000)		
	9.3.9 Basic laws to regulate traffic in motor vehicle ordinance (MVO 1965)		
	9.4. Basic laws to regulate traffic in motor vehicle regulations (MVR 1969)		
	<b>10. Pre journey inspection &amp; cock pit drill</b>		
	10.1. Clock wise inspection	02	05
	10.2. Anti-clock wise inspection		
	10.3. "POWER " Formula		
	10.4. Inspection of documents,		
	10.5. Seat adjustment,		
	10.6. Steering Adjustment		
	10.7. Mirrors adjustment		
	10.8. Seat belts		
	<b>11. ABC combination control &amp; Driving on different tracks (L,T,?, S)</b>		
	11.1. Acceleration with RPM	02	156
	11.2. Idle RPM		
	11.3. Clutch pressing & releasing		
	11.4. Selection of gear Manual transmission , Auto transmission, 4 wheel drive		




Sr. No.	Detail of Topics	Theory Hours	Practical Hours
	11.5. Position of hands while holding the steering & during turning 11.6. Turning radius of different vehicles 11.7. Round turn, Sharp turn 11.8. Steering control in reversing 11.9. Precaution before reversing the vehicle 11.10. Reversing speed 11.11. Speed according to the gear 11.12. Gear selection according to road condition 11.13. Gear selection while driving uphill, down hill 11.14. Automatic transmission 11.15. Cruise control function 11.16. Off road driving 11.17. Single road driving 11.18. One way, two way driving 11.19. Driving in different shapes (L, T, S, ?) 11.20. Parking 11.20.1. Straight parking 11.20.2. Angle parking 11.20.3. Parallel parking 11.20.4. Garage parking <b>12. Driving in different road condition</b> 12.1. Driving practice on rural road 12.1.1. How to care pedestrians, Cyclist, Motor cyclist, Slow moving vehicles 12.2. Over taking on rural roads 12.3. Emergency brake & speed control 12.4. Hazard recognition 12.5. Observation skills 12.6. Road positioning 12.7. Driving on urban road 12.7.1. Lane discipline 12.7.2. Round about, 12.7.3. Intersection 12.7.4. Traffic signal lights 12.7.5. Traffic regulating persons 12.7.6. School, hospital, shopping center 12.7.7. Parking in urban area 12.8. Driving on sandy, dusty road 12.9. Driving on wet, rough, muddy or melted-snow road 12.10. Driving on mountainous area 12.11. Driving practice on High way/ motor way 12.11.1. Entry exit procedure & Precautions 12.11.2. Joining & leaving the highway/ motor way 12.11.3. Speed limits 12.11.4. Proper lane usage	2	25

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Sr. No.	Detail of Topics	Theory Hours	Practical Hours
	12.11.5. Over taking on motorway		
	12.11.6. Responding to emergency situation		
	<b>13. Driving in different weather condition</b>		
	13.1. Driving in hot weather and its precautions (sunlight effect, tyre safety, AC usage, vehicle heat up etc)	01	25
	13.2. Driving in storm or low visibility		
	13.3. Driving in cold weather & its precautions ( fog, rain, snow falling etc)		
	13.4. Driving practice in Day/night condition		
	<b>14. Servicing &amp; periodic maintenance of vehicle</b>		
	14.1. Safety precautions	02	16
	14.2. Maintenance schedule		
	14.3. Engine Oil level		
	14.4. Protection from corrosion		
	14.5. Fan belt tension		
	14.6. Battery electrolyte level		
	14.7. Steering wheel free play		
	14.8. Parking brake lever travel		
	14.9. Brake fluid level		
	14.10. Wind shield washer		
	14.11. Solution level		
	14.12. Clutch pedal Free play & height		
	14.13. Parking Brake adjustment		
	14.14. Cleaning Air Filter, AC filter		
	14.15. Oil Filter, Fuel Filter		
	14.16. Engine Coolant		
	14.17. Spark plug cleaning		
	14.18. Bleeding Hydraulic Brake and clutch Circuit		
	14.19. Tyre rotation		
	14.20. Tyre inflation pressure		
	14.21. Fuse replacing		
	14.22. Lighting bulb replacement		
	14.23. Lubricating the lubrication points		
	14.24. Vehicle washing		
	14.25. Storing vehicle		
	14.26. Log book maintenance		
	14.27. Preparation of history sheet		
	14.28. Emergency toeing		
	14.28.1. Flat bed equipment		
	14.28.2. Wheel lift equipment		
	14.28.3. Sling type equipment		
	<b>15. Health, Safety &amp; First aid procedure</b>		
	15.1. Introduction to first aid	07	08
	15.2. Use of PPEs		
	15.3. Health & Safety rules		
	15.4. Evacuation and shifting		
	15.5. Bleeding control, Shock treatment		

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Date: 7-4-16

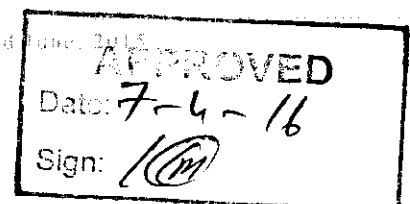
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Sr. No.	Detail of Topics	Theory Hours	Practical Hours
	15.6. Choking and rescue breathing ,CPR 15.7. Fracture , its types & first aid 15.8. Burns , its types & first aid 15.9. Responding in emergency <b>16. Work ethics, Road ethics and courtesies &amp; attitudinal dynamics</b> 16.1. Definition and types of attitude 16.2. Conduct towards vulnerable road users 16.3. Attitude in collision / mishap 16.4. Fatigue its causes and management 16.5. Right of way 16.6. Expression of basics ethics & courtesies 16.7. Sacrificing behavior, Space sharing 16.8. Ignoring other's mistakes 16.9. Driving in Que 16.10. Guidance / help to other road users 16.11. Use of horn & lights 16.12. Meeting manners, Messing manners 16.13. Phone using manners 16.14. Personal hygiene of Driver 16.15. Trip planning 16.16. Traveling preparation check list <b>16.17. Road stress / road rage management</b> 16.17.1. Introduction to road stress / road rage 16.17.2. Causes of road stress / road rage 16.17.3. Road stress / road rage management	20	
<b>Total</b>		<b>70</b>	<b>270</b>

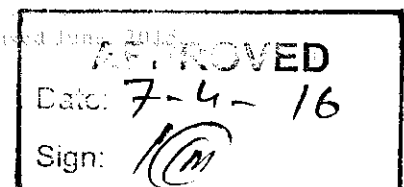
JUN 2015  
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**LIST OF PRACTICALS****Vehicle Driving**

1. First Aid treatment & basic fire fighting
2. Removing refitting wheel ornaments and wheel cups
3. Checking/adding engine oil level
4. Checking/adding power steering fluid level
5. Checking/adding automatic transmission fluid(ATF) level
6. Removing , cleaning & refitting of Ash tray
7. Adding washer fluid in washer tank
8. Checking coolant level in reserve tank
9. Cleaning of battery terminal posts and terminals
10. Checking battery condition and electrolyte level
11. Removing & refitting of battery
12. Draining and filling the coolant in radiator
13. Removing , Inspection and refitting of radiator cap
14. Vehicle jump starting
15. Draining diesel fuel filter water
16. Removing & refitting of diesel fuel filter
17. Bleeding the fuel system of diesel engine
18. Cutting ,Stripping, jointing and insulation taping of different wires
19. Removing, current checking and refitting of spark plug wires
20. Removing and refitting the spark plugs
21. Car washing & polishing
22. Removing ,cleaning and refitting of air filter
23. Removing ,cleaning and refitting of air conditioning filter
24. Checking tyre tread and inflation pressure
25. Adjust parking brake
26. Adjust fan, generator and power steering belts
27. Adjust clutch pedal free ply
28. Removing, inspecting & refitting of different wiring grips and thimbles
29. Removing, inspecting & refitting of different fuses and lighting bulbs
30. lowering and reinstalling the spare wheel of vehicle
31. Checking and replacing the tyres




32. Rotating of directional and non directional tyres
33. Changing the engine oil & oil filter
34. Changing the Automatic Transmission Fluid (ATF)
35. Removing ,inspection & refitting of wiper blades
36. Bleeding of brake system and clutch system
37. Inspection of vehicle pre journey & Cockpit drill
38. Forward driving practice in cones
39. Reverse driving practice in cones
40. Driving practice in L shape, ? Shape, S Shape, T Shape
41. Driving Practice on Rural and Urban Roads
42. Parking practice (straight/garage, angle, parallel)
43. Practical for Emergency toeing



**SCHEME OF STUDIES**  
**I.T Fundamentals**

S.No	Main Topics	Theory Hours	Practical Hours	Total Hours
1.	Introduction to Computers	1	6	7
2.	Typing - Microsoft Word	2	7	9
3.	Internet & Electronic Mail	1	3	4
<b>Total</b>		<b>04</b>	<b>16</b>	<b>20</b>


Curriculum Section, Aeronautics Department (TEVTA), Revised June 2015

**APPROVED**  
Date: 7-4-16  
Sign: 



**DETAIL OF COURSE CONTENTS**  
**I.T Fundamentals**


S. No	Detail of Topics	Theory Hours	Practical Hours
<b>1</b>	<b>Introduction to Computers</b>	<b>1</b>	<b>6</b>
	1.1 What is a computer- Definition, functions and general features?		
	1.2 What is Hardware – 1.2.1 Computer parts and units 1.2.1.1 Input Unit - Keyboard, Mouse etc. 1.2.1.2 Central Processing Unit 1.2.1.3 Output Unit		
	1.3 What is Software – 1.3.1 Electronic Parts of a Pc it is 1.3.1.1 Software and Its types 1.3.1.2 System Software, Application Software		
	1.4 Working with windows Operating System 1.4.1 How does windows desktops work?		
	1.5 What are the Icons, Shortcuts and other graphic, 1.5.1 How to see computer contents on different drives etc		
<b>2</b>	<b>Typing and Word processing (MS Word)</b>	<b>2</b>	<b>9</b>
	2.1 Proper way of typing correct and speedy - getting familiar with the keys		
	2.2 Where to type in computer? How to save a file? How to get it back? Where to find your saved work?		
	2.3 How to get it printed?		
<b>3</b>	<b>Emailing and Internet Surfing</b>	<b>1</b>	<b>3</b>
	3.1 How to go to Internet, what is required for an internet connection etc.		
	3.2 How to use email? How to search on web? Etc		
	3.3 How to make new email account, login and logout an email account etc.?		
<b>Total</b>		<b>04</b>	<b>16</b>

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Date: 7-4-16  
Sign: 

**LIST OF PRACTICALS**  
**I.T Fundamentals**

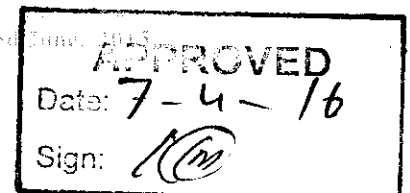
S. No.	Name of Practical
1.	Turn On/Off and setting of power supply
2.	Accessing The Desktop
3.	Using of Icons and Shortcuts
4.	Setting / customizing the desktop
5.	Viewing the contents of computer – Directory
6.	Copying, Deleting and Moving Files in a folder
7.	Working with different Applications
8.	Opening MS Word for typing
9.	First lesson of Typing A S D F
10.	Second Lesson of typing J K L ;
11.	Third Lesson U I O P
12.	Fourth Lesson R E W Q
13.	Fifth Lesson N M , .
14.	Sixth Lesson V C X Z
15.	Seventh Lesson All letter using R index Finger
16.	Eighth Lesson All letter using L index Finger
17.	Formatting in MS Word Bold, Italic etc.
18.	Using Internet
19.	Opening Email, making new account
20.	Sending Receiving Emails

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVED**  
Date: 7-4-16  
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**SCHEME OF STUDIES**  
**Functional English**

S.No	Main Topics	Theory Hours	Practical Hours	Total Hours
1.	Introduction of English Sentence Structure	2	3	5
2.	Use of present indefinite tense	2	3	5
3.	Use of 'is' 'are' 'am' questions and negatives	2	3	5
4.	Ask questions	2	3	5
5.	Express daily routines	2	3	5
6.	Know how to address people	1	2	3
7.	Provide written feedback	1	2	3
8.	Dialogues	1	2	3
9.	Understand vocabulary	1	2	3
10.	Application/C.V.	1	2	3
<b>Total</b>		<b>15</b>	<b>25</b>	<b>40</b>




**DETAIL OF COURSE CONTENTS**  
**Functional English**

S. No	Detail of Topics	Theory Hours	Practical Hours
1	<b>Introduction of English sentence structure</b>	2	3
2	<b>Use of present indefinite tense with exercises</b>	2	3
3	<b>Use of 'is' 'are' 'am' questions and negatives</b>	2	3
4	<b>4.1 Ask questions</b> 4.1.1 At work place 4.1.2 In the market 4.1.3 In classroom	2	3
5	<b>5.1 Express daily routines</b> 5.1.1 Before going to college 5.1.2 Dealing with colleagues 5.1.3 Going to market	2	3
6	<b>6.1 Know how to address people</b> 6.1.1 In Meetings 6.1.2 In class	1	2
7	<b>7.1 Provide written feedback</b> 7.1.1 After visiting the market 7.1.2 On some official task	1	2
8	<b>8.1 Dialogues</b> 8.1.1 With colleague 8.1.2 Teacher/student 8.1.3 Employer/employee 8.1.4 Booking on railway station	1	2
9	<b>Understand vocabulary</b>	1	2
10	<b>Application / C.V.</b>	1	2
<b>Total</b>		<b>15</b>	<b>25</b>

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**LIST OF PRACTICALS**  
**Functional English**

S. No.	Practical
1.	Group discussion
2.	Interviews
3.	Role play

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**LIST OF LABS**

**Vehicle Driving**

- Engine Lab
- Open Area for driving

**I.T Fundamentals**

- Computer Lab

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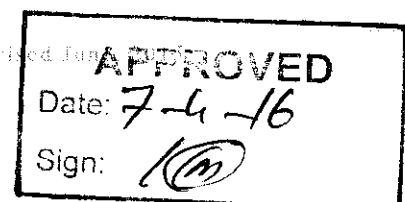
**List of Machinery / Equipment / Tools**

(For a Class of 25 Students)

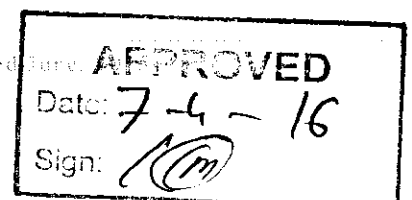
<b>Name of Trade</b>	<b>Vehicle Driving</b>
<b>Duration of Course</b>	<b>03 – Months</b>

**Vehicle Driving**

<b>S. No.</b>	<b>Name of Items</b>	<b>Quantity</b>
1.	Fire extinguisher DCP, Co2	1 each
2.	First aid box	2 No.
3.	Lap top core i5	1 No
4.	Multimedia with speakers	1 No.
5.	Car manual transmission	02 No.
6.	Car automatic transmission	1 No.
7.	Van / Light loader preferably diesel	1 No.
8.	Front Half Cut of Modern Car	01 No
9.	Mechanical jack scissor type 1 Ton	2 No.
10.	Hydraulic Jack bottle type 2 Ton	2 No.
11.	Screw driver flat & Flip	2 No. Each
12.	T handle 8, 10 ,12 mm	2 Set
13.	Oil Filter Wrench	2 No.
14.	Nose plier	2 No.
15.	Combination plier	2 No.
16.	Combination spanner	1 Set
17.	Magnetic stick	2 No.
18.	Wire cutter	2 No.
19.	Wire striper	2 No.
20.	Jump starting wires	2 Set
21.	Spark plug spanner	2 No.
22.	Air compressor 100-150 litter tank capacity	1 No.
23.	Battery Charger 14 Volt, 15 Amp	01 No



S. No.	Name of Items	Quantity
24.	Tread Gauge / Depth Gauge	3 No.
25.	Traffic sign board 6' X 4'	3 No.
26.	Toing chain	2 No.
27.	Safety cones Large	100 No.
28.	Brake bleeding kit	2 No.
29.	Air gun	2 No.
30.	Instrument cluster of modern vehicle	2 No.
31.	Combination switch	2 No.
32.	Road signs different all three types	5 each
33.	Tyre pressure gauge	2 No.
34.	Open end spanner	1 No.
35.	Cross wheel spanner	2 No.
36.	Fuse Puller	5 No.
37.	Oil can pump type	2 No.
38.	Funnel plastic small, large	2 No. each
39.	fuel measures (quarter & half liter)	1 No. each
40.	First aid box	2 No.





**COMPUTER LAB**

S. No.	Tools / Equipment	Quantity
1.	Desktop computer (Specifications as per notification issued by MIS Section, TEVTA)	26 (1 for each student & 1 for the teacher)
2.	Printer (Laser)	01
3.	Scanner	01
4.	Internet Connection (At least 1 MB speed)	01
5.	UPS 10 KVA	01
6.	Air Conditioner 1 ½ Ton	02
7.	Multimedia Projector	01

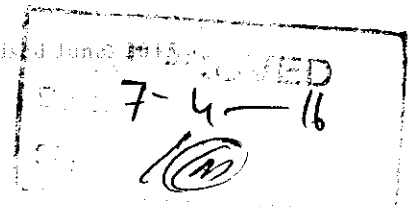
Curriculum Section - Vocational Department TEVTA, Revise

Approved
Date: 7-4-16
Sign: [Signature]

**LIST OF CONSUMABLE MATERIAL**  
**FOR CLASS OF 25**  
**(6-Months)**

**Vehicle Driving**

S. No.	Description	Quantity
1	Petrol / Diesel	500 liter
2	Mobil oil	30 Liter
3	Air filter	4 No.
4	Spark plug	12 No.
5	Cotton waste	50 Kg
6	Cotton gloves	10 Dozen
7	Fuses 10,15,20,25,30,40,50,80,100 Amp	5 Each
8	Brake oil	2 Liter
9	Grease	2 Kg
10	Power steering oil	5 Liter
11	Automatic Transmission Fluid	10 Liter
12	Manual transmission fluid	6 Liter
13	Anti-rust	5 Bottles
14	Coolant	5 liter
15	Distilled water	10 Liter
16	Battery terminal small & large	4 Each
17	Insulation plastic tape	1 Dozen
18	Emery paper	1 Dozen
19	Bath Soap	36 No.
20	First aid practical equipment & Consumable items	As per physician's recommendation




**Functional English**

S. No.	Item	Quantity
1.	Stationery	As per requirement
2.	Board Markers	As per requirement

**I.T Fundamentals**

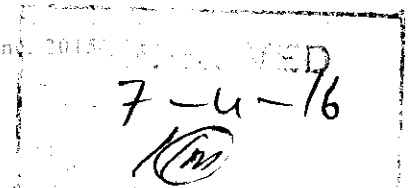
S. No.	Item	Quantity
1.	Printing Paper	As per requirement
2.	Printer Toner	As per requirement

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## EMPLOYABILITY OF PASSOUTS

The Pass outs of this course may find employment / job opportunities in the following sectors / areas.

1. Government organizations
2. Private organization
3. Public organization
4. Taxi Driving
5. Commercial driving
6. Personal driving



## **REFERENCE BOOKS**

### **Vehicle Driving**

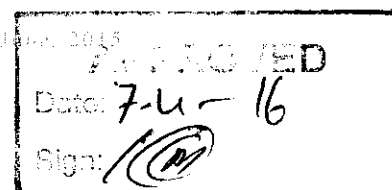
1. Motor way & High way code book
2. Driver / Owner's Manuals of various Vehicles
3. Car Driving Ka Hunar, By Humdard Book Depot
4. Traffic violation lists NHSO 2000, MVO 1965, MVR 1969

### **Functional English**

1. High School English Grammar By Wren & Martin
2. Oxford English Grammar

### **I.T Fundamentals**

1. Introduction to Computer by Peter Norton
2. 2007 Microsoft® Office System Step by Step by Joyce Cox, Steve Lambert and Curtis Frye
3. Internet and E-mail with Windows 7 by Studio Visual Steps



**QUALIFICATION FOR INSTRUCTOR**

**Driving Instructor**

- DAE Auto & Farm / Auto & Diesel, along with 1-Year relevant experience & driving License

OR

- G-II, Auto & Farm / Auto Mechanic Certificate, along with 2-Years relevant experience with driving License

OR

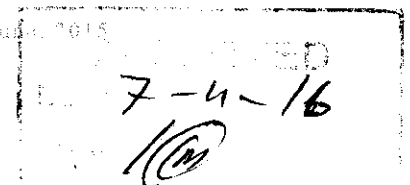
- Graduation with 2 years Experience as driving instructor & license holder by NH & MP

**Functional English**

- M.A. (English)

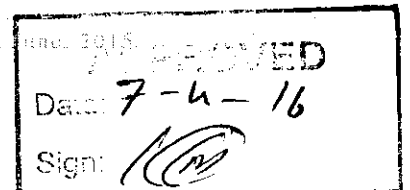
**I.T Fundamentals**

- DAE CIT/ BCS from HEC recognized university



**List of Trade Related Jargon**

1. Safety precautions	حفاظتی تدابیر	30. Cooling system	نظام ٹھنڈک
2. Tools	اوزار	31. Viscosity	گاڑھا پن
3. Equipment	آلات	32. Rusting	زنگ آلودگی
4. First Aid	ابتدائی طبی	33. Ignition switch	جابی سوئچ
5. Bleeding	امداد	34. Muffler	سلنسر
6. Fracture	خون بہنا	35. Heat	حرارت
7. Measurement	بڈی ٹوٹنا	36. Technical	تکنیکی
8. Tri Square	پیمانہ	37. Check up	معائنہ
9. Plier	گنیا	38. Conductor	موصل
10. Screw Driver	پلاس	39. Non conductor	غیر موصل
11. Divider	پیچ کس	40. Resistance	رکاوٹ
12. Files	پرکار	41. Parallel	متوازی
13. Hack saw	رینی	42. Series	سلسلہ وار
14. Scissor	اری	43. Magnet	مقناطیس
15. Spanner	قینچی	44. Tread	گڈی
16. Socket	پانا	45. Parking brake	بینڈ بریک
17. Bench vice	گوٹی	46. Hood	بونٹ
18. Chain Hoist	بانک	47. Trunk	ڈگی
19. Length	چین کی	48. Automobile	گاڑی
20. Volume	لمبائی	49. Fuel feed pump	لغتی پمپ
21. Mass	حجم	50. Glow plug	بیٹر
22. Work	کیمیت	51. Lubrication system	نظام چکنائی
23. Power	کام	52. Electrical System	برقی نظام
24. Energy	طاقت		
25. Kinetic energy	توانائی		
26. Friction	حرکی توانائی		
27. Fuel	رگڑ		
28. Combustion	ایندھن		
29. Reciprocating	اختراک		
	متقافی		



**Curriculum Revision Committee**

1. **Rana Imran Sattar,**  
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AMTS, Sargodha **Convener**
  
2. **Engr. Atif Latif,**  
HOI,  
AMTS, Faisalabad **Member**
  
3. **Mr. Shaukat Ali Rana**  
Senior Instructor (Auto)  
GCT Railway Road,  
Lahore **Member**

