Value Added Programmes

Law Department

- **Introduction to MS Office: Fundamental of Computer.**

- **Life Skills & Personality Development**

- **Drafting of Pleading & Conveyancing.**

- **MS Office & Online Processing System.**

Establishment: Kamkus College of Law was established under the aegis of Bhagirath Seva Sansthan in 2007 with the object to mould a new breed of globally competent and socially committed lawyers, capable of operating legal matters effectively by imparting value based education.

Teaching & Activities: in addition to Course Work, Seminars/ Workshops/Symposium/ Conferences, Guest Lectures, Value Added Programme, Industrial/Professional/Excursion Visits, Celebration of Important Days, Social/Cultural Functions, Corporate Social Responsibility Activities and Student Clubs Activities are held regularly. KCL holds a number of Intra-College Competitions. Students of KCL have been consistently obtaining top ranking positions in the University & in other competitive exams. The Faculty and students are learning a lot through digital library via 'DELNET' and through registration and certification of 'SWAYAM' courses.

Infrastructure & Library: the infrastructure and other facilities are continuously updated/improved to create an excellent teaching learning environment with projector based Class-Rooms, Seminar-Hall, Auditorium, Cafeteria, Sports Ground and well-equipped Digital Library through which Books/Journals/Proceedings on all subjects are available both in print, CD's, Off-line and Online.

Automation & Networking: maximum use of Information Technology is made through Networking among Faculty, Staff & Students with Intranet/Internet & Social Media Group and Computerization of all functions. Besides the Institute is fully Wi-Fi with 40 MB connections.

Training & Placement: one of the most important aspects is our Training & Placement Cell which is an interface between our Students and Industry. Institute arranges for Summer Training/Internship Projects/ Guest-Lectures/Final Placement. Although 100% placement is provided however almost 75-80 percent are actually placed.

KAMKUS COLLEGE OF LAW

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VALUE ADDED SCHEDULE

LAW ACADEMY PROGRAMMES

COURSE	B.A.LL.B.	B.Com.LL.B.	LL.B.
Introduction to MS Office & fundamental of Computer	(All Semesters)	(All Semesters)	(All Semesters)
Life Skills & Personality Development	(All Semesters)	(All Semesters)	(All Semesters)
Drafting of Pleading & Conveyancing	VIth Sem. To Xth Sem	VIth Sem. To Xth Sem	(All Semesters)
MS Office & Online Processing System	(All Semesters)	(All Semesters)	(All Semesters)
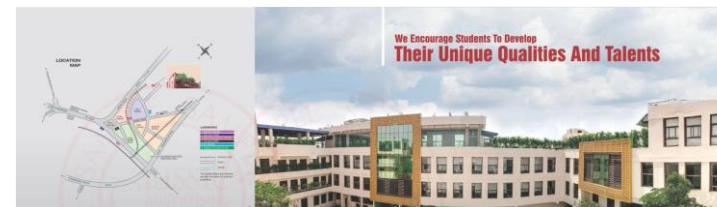
Introduction to MS Office & fundamental of Computer
Semester: B.A.LL.B./B.Com.LL.B./LL.B. (All Semesters)
Duration of the Course (in hours): 30 hrs.
Certification by: Kamkus College of Law, Ghaziabad

Sr. No.	Topic	Duration
1.	Computer Fundamental: Introduction	1 Hrs.
1.1	Types of Computer S	1 Hrs.
1.2	CPU, I/O Device, Memory Unit	1 Hrs.
1.3	Software, types of Software, Compiler, Interpreter, Assembler	1 Hrs.
1.4	**Operating System:** DOS, Windows	1 Hrs.
	Assignment/Class Test	1 Hrs.
2.	**Number System:** Types & Conversion	2 Hrs.
3.	MS Word: Introduction, Menu Bar, Quick Access Tool Bar	1 Hrs.
3.1	Home Tool Bar, Clipboard, Font Formatting, Paragraph Tool, Style & Editing Tool	2 Hrs.
3.2	Insert Tool Bar, Clipboard, Font Formatting, Paragraph Tool, Style & Editing Tool	2 Hrs.
3.3	Page Layout Tool Bar, Themes, Page Setup, Page Background, Paragraph arrange	2 Hrs.
	Assignment/Class Test	1 Hrs.
4.	MS Power Point: Introduction, Menu Bar, Quick Access Tool Bar	1 Hrs.
	Assignment/Class Test	1 Hrs.
5.	MS Excel: Introduction, Menu Bar, Quick Access Tool Bar	1 Hrs.
5.1	Home Tool Bar, Clipboard, Font Formatting, Alignment, Number, Style, Cells, Editing	2 Hrs.
5.2	Cell Formatting, Basic Formula, Copy Text from Sheet to other & one file to other	1 Hrs.
	Assignment/Class Test	1 Hrs.

Drafting of Pleading & Conveyancing
Semester: B.A.LL.B./B.Com.LL.B (VIth Sem. to Xth Semester) & LL.B (All Semester)
Duration of the Course (in hours): 30 hrs.
Certification by: Kamkus College of Law, Ghaziabad

Sr. No.	Topic	Duration
1.	DRAFTING OF CRIMINAL PLEADINGS – INTRODUCTION	1 Hrs.
1.1	First Information Report (F.I.R) & Quashing of F.I.R	2 Hrs.
1.2	Bail Application & Anticipatory Bail Application	2 Hrs.
1.3	Complaint for Dishonour of Cheque	1 Hrs.
	Assignment/Class Test	1 Hrs.
2.	DRAFTING OF CIVIL PLEADINGS - INTRODUCTION	1 Hrs.
2.1	Plaint, Written Statement.	2 Hrs.
2.2	Affidavit & Application for Amendment	1 Hrs.
2.3	Civil Suit for Recovery, Summary Suit	1 Hrs.
2.4	Appeal, Review & Revision Petition	2 Hrs.
	Assignment/Class Test	1 Hrs.
3.	CONTRACT / RENT MATTERS	1 Hrs.
3.1	Drafting a Limited Liability Partnership Contract	2 Hrs.
3.2	Suit for Specific performance & Recovery of Damages in case of Breach of Contract	2 Hrs.
3.3	Petition for Eviction of Tenant	1 Hrs.
	Assignment/Class Test	1 Hrs.
4.	CONSTITUTION	1 Hrs.
4.1	Drafting of Writs	2 Hrs.
4.2	Public Interest Litigation (P.I.L) & Special Leave Petition (S.L.P)	2 Hrs.
	Assignment/Class Test	1 Hrs.

Life Skills & Personality Development Programme
Semester: B.A.LL.B./B.Com.LL.B./LL.B. (All Semesters)
Duration of the Course (in hours): 30 hrs.
Certification by: Kamkus College of Law, Ghaziabad

Sr. No.	Topic	Duration
1.	Introduction to English Communication	1 Hrs.
2.	5 Scientific ways to learn English	1 Hrs.
3.	Building Basic Vocabulary	1 Hrs.
4.	Easy secret of remembering more words	1 Hrs.
5.	Sentence Formation	1 Hrs.
6.	Introduce yourself	1 Hrs.
7.	Public Speaking	1 Hrs.
8.	Solve the mystery of Tenses	1 Hrs.
9.	Solve the mystery of Tenses	1 Hrs.
10.	Understanding English Grammer	1 Hrs.
11.	Group Discussion	1 Hrs.
12.	Interview Technique (Q. & A. based)	1 Hrs.

MS Office & Online Processing System
Semester: B.A.LL.B./B.Com.LL.B./LL.B. (All Semesters)
Duration of the Course (in hours): 30 hrs.
Certification by: Kamkus College of Law, Ghaziabad

Sr. No.	Topic	Duration
1.	MS Power Point: Introduction, Menu Bar, Quick Access Tool Bar	1 Hrs.
	Assignment/Class Test	1 Hrs.
2.	MS Excel: Introduction, Menu Bar, Quick Access Tool Bar	1 Hrs.
	Assignment/Class Test	1 Hrs.
3.	Computer Network: Introduction, Types	1 Hrs.
	Assignment/Class Test	1 Hrs.
4.	ERP: Introduction, History	1 Hrs.
5.	Google Apps: Use of Google Drive	1 Hrs.
	Assignment/Class Test	1 Hrs.

Rules for Value Added Programme:
The following guidelines have been framed for this Value Added Programme on Office Automation:-
1. The Course will be completed within 40 Lectures including Theory and Practical.
2. Only those students will be eligible for the Certificate who have attained at least 90% of attendance in the Theory & Practical Classes.
3. There is no Course Fee, but for the Certificate the student has to pay Rs.600/-.
4. A Test will be conducted at the end of the session.

Rules for VAP
5. Only those students will be eligible for the Certificate who have attained at least 90% of attendance in the Theory & Practical Classes.
6. Any student who remain absent in the Class, will have to pay a fine of Rs. 50/- for each absence.
7. At the end of the Session, the Feedback will be taken from the students.
8. The whole conduct of VAP on Office Automation will be through Power Point Presentations and Practical demonstration.