



**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.



## Value Added Courses

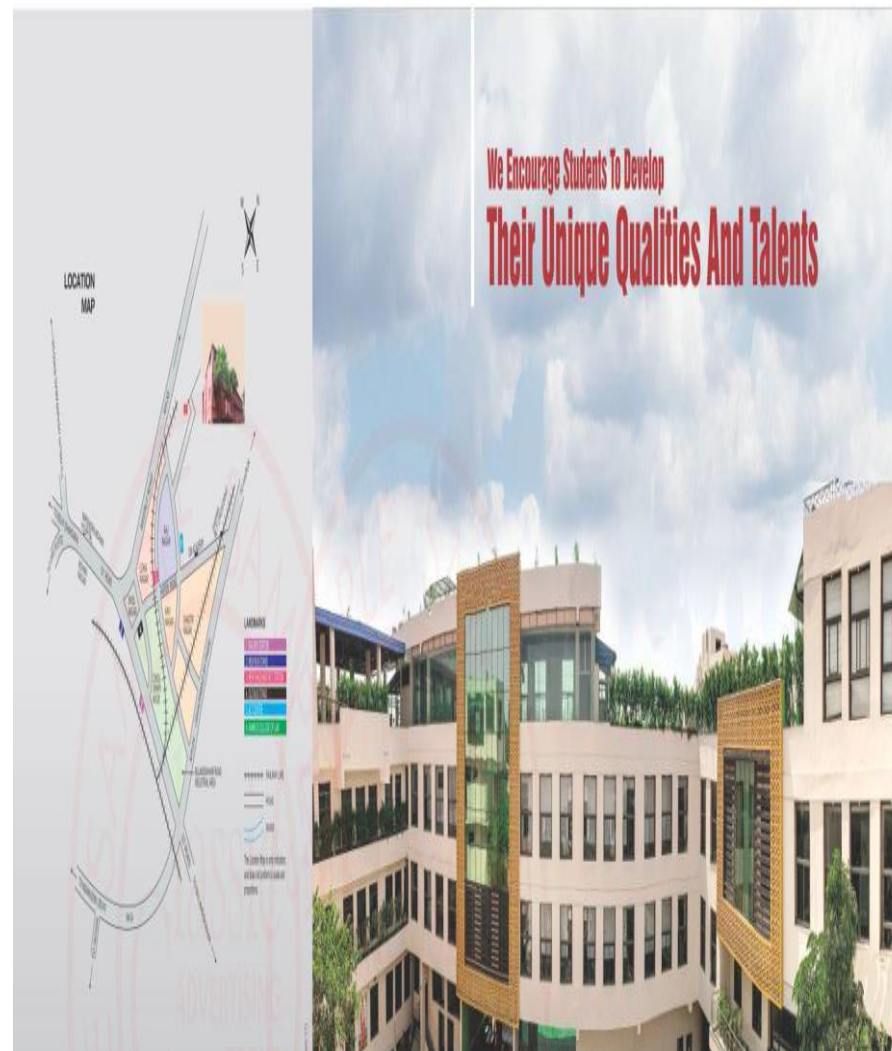
### Law Department

- **Introduction to MS Office: Fundamental of Computer.**
- **Life Skills & Personality Development.**
- **Drafting of Legal Documents i.e. Contracts, Deeds, Pleadings and Affidavits etc.**
- **MS Office & Online Processing System.**
- **Ethical use of AI in Education and Profession.**
- **Legal research and training of Manupatra and SCC Online.**
- **Prevention of Sexual Harassment (PoSH) at Workplace.**
- **Protection of IPRs (Intellectual Property Rights) practical training of registration of IPR.**

## VALUE ADDED SCHEDULE

### LAW ACADEMY PROGRAMMES

VAC 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 Legal Documents i.e. Contracts, Deeds, Pleadings and Affidavits etc.	Vlth Sem. To Xth Sem	Vlth Sem. To Xth Sem	(All Semesters)
MS Office & Online Processing System	(All Semesters)	(All Semesters)	(All Semesters)
Ethical use of AI in Education and Profession.	(All Semesters)	(All Semesters)	(All Semesters)
Legal research and training of Manupatra and SCC Online.	(All Semesters)	(All Semesters)	(All Semesters)
Prevention of Sexual Harassment (PoSH) at Workplace	(All Semesters)	(All Semesters)	(All Semesters)
Protection of IPRs (Intellectual Property Rights) practical training of registration of IPR	(All Semesters)	(All Semesters)	(All Semesters)



**1. 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
<b>1.</b>	Computer Fundamental: Introduction	1 Hrs.
<b>1.1</b>	Types of Computers	1 Hrs.
<b>1.2</b>	CPU, I/O Device, Memory Unit	1 Hrs.
<b>1.3</b>	Software, types of Software, Compiler, Interpreter, Assembler	1 Hrs.
<b>1.4</b>	<b>Operating System:</b> DOS, Windows	1 Hrs.
	<b>Assignment/Class Test</b>	1 Hrs.
<b>2.</b>	<b>Number System:</b> Types & Conversion	2 Hrs.
<b>3.</b>	MS Word: Introduction, Menu Bar, Quick Access Tool Bar	1 Hrs.
<b>3.1</b>	Home Tool Bar, Clipboard, Font Formatting, Paragraph Tool, Style & Editing Tool	2 Hrs.
<b>3.2</b>	Insert Tool Bar, Clipboard, Font Formatting, Paragraph Tool, Style & Editing Tool	2 Hrs.
<b>3.3</b>	Page Layout Tool Bar, Themes, Page Setup, Page Background, Paragraph arrange	2 Hrs.
	<b>Assignment/Class Test</b>	1 Hrs.
<b>4.</b>	MS Power Point: Introduction, Menu Bar, Quick Access Tool Bar	1 Hrs.
	<b>Assignment/Class Test</b>	1 Hrs.
<b>5.</b>	MS Excel: Introduction, Menu Bar, Quick Access Tool Bar	1 Hrs.
<b>5.1</b>	Home Tool Bar, Clipboard, Font Formatting, Alignment, Number, Style, Cells, Editing	2 Hrs.
<b>5.2</b>	Cell Formatting, Basic Formula, Copy Text from Sheet to other & one file to other	1 Hrs.
	<b>Assignment/Class Test</b>	1 Hrs.

**2. Drafting of Legal Documents i.e. Contracts, Deeds, Pleadings and Affidavits etc.****Duration of the Course:** 6 Weeks (in hours- 30 hrs.)**Mode:** Offline.**Assessment:** Drafting assignments, mock hearings.

Sl. No.	Topic	Week-1
<b>1.</b>	<b>Principles of Legal Drafting.</b>	
	1.1 Importance of Clarity, Precision, and Structure.	
	1.2 Components of Legal Documents.	
	1.3 Common Legal Terminologies.	
<b>2.</b>	<b>Contracts and Agreements</b>	<b>Week-2</b>
	2.1 Essentials of valid contracts	
	2.2 Drafting clauses (boilerplate, indemnity, arbitration, etc.)	
	2.3 Sample employment/service agreements.	
<b>3.</b>	<b>Deeds and Conveyancing</b>	<b>Week-3</b>
	3.1 Sale deed, gift deed, mortgage deed, lease deed	
	3.2 Registration process and stamp duty	
	3.3 Drafting and formatting.	
<b>4.</b>	<b>Pleadings in Civil and Criminal Matters</b>	<b>Week-4</b>
	4.1 Complaint, written statement, FIR, charge sheet, bail application.	
	4.2 Formatting and legal language.	
	4.3 Jurisdiction and cause of action.	
<b>5.</b>	<b>Affidavits, Notices &amp; Miscellaneous Drafts</b>	<b>Week-5</b>
	5.1 Drafting affidavits and power of attorney	
	5.1 Legal notices and replies	
	5.2 RTI applications.	
<b>6.</b>	<b>Review &amp; Final Compilation</b>	<b>Week-6</b>
	Compilation of draft portfolio	
	Peer review.	
	Mock client consultation and feedback.	

### 3. 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 Grammar	1 Hrs.
11.	Group Discussion	1 Hrs.
12.	Interview Technique (Q. & A. based)	1 Hrs.

### 4. 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.
	<b>Assignment/Class Test</b>	1 Hrs.
2.	MS Excel: Introduction, Menu Bar, Quick Access Tool Bar	1 Hrs.
	<b>Assignment/Class Test</b>	1 Hrs.
3.	Computer Network: Introduction, Types	1 Hrs.
	<b>Assignment/Class Test</b>	1 Hrs.
4.	ERP: Introduction, History	1 Hrs.
5.	Google Apps: Use of Google Drive	1 Hrs.
	<b>Assignment/Class Test</b>	1 Hrs.

## 5. Ethical Use of AI in Education and Profession.

**Duration of the Course:** 6 Weeks.

**Mode:** Offline.

**Assessment:** Case studies, MCQs, reflective essays.

Sl. No.	Topic	Week-1
1.	<b>Introduction to AI and its Role in Education &amp; Professions.</b>	
	<ul style="list-style-type: none"><li>• Basic concepts of AI</li><li>• Applications in education, healthcare, law, HR, etc.</li><li>• Overview of AI tools (ChatGPT, Turnitin AI, Grammarly, etc.)</li></ul>	
2.	<b>Ethical Frameworks and Principles</b>	<b>Week-2</b>
	<ul style="list-style-type: none"><li>• Definitions: Ethics, Morality, Bias</li><li>• UNESCO, IEEE and other global AI ethics frameworks.</li><li>• Understanding digital responsibility.</li></ul>	
3.	<b>Bias, Discrimination &amp; Data Privacy</b>	<b>Week-3</b>
	<ul style="list-style-type: none"><li>• Algorithmic bias in AI</li><li>• Data protection laws (GDPR, Indian PDP Bill).</li><li>• Ethics in data collection and usage</li></ul>	
4.	<b>Academic Integrity &amp; AI</b>	<b>Week-4</b>
	<ul style="list-style-type: none"><li>• Use of AI in assessments and research.</li><li>• AI detection tools.</li><li>• Ethical dilemmas in AI-assisted learning.</li></ul>	
5.	<b>Professional Use of AI: Opportunities and Pitfalls</b>	<b>Week-5</b>
	<ul style="list-style-type: none"><li>• AI in law, business, healthcare, and journalism.</li><li>• Workplace ethics and transparency.</li><li>• Employer-employee perspectives on AI usage.</li></ul>	
6.	<b>Case Studies &amp; Final Project</b>	<b>Week-6</b>
	<ul style="list-style-type: none"><li>• Real-world case studies of ethical lapses</li><li>• AI usage policy creation.</li><li>• Final presentation or project submission.</li></ul>	

## 6. Legal Research and Training on Manupatra & SCC Online.

**Duration of the Course:** 6 Weeks.

**Mode:** Offline.

**Assessment:** Practical assignments, research logs.

Sl. No.	Topic	Week-1
1.	<b>Introduction to Legal Research.</b>	
	<ul style="list-style-type: none"><li>• Types of legal research.</li><li>• Primary vs secondary sources.</li><li>• Citation styles and research methodology.</li></ul>	
2.	<b>Overview of Manupatra &amp; SCC Online.</b>	<b>Week-2</b>
	<ul style="list-style-type: none"><li>• Interface navigation.</li><li>• Differences in coverage.</li><li>• Types of content available.</li></ul>	
3.	<b>Case Law Research.</b>	<b>Week-3</b>
	<ul style="list-style-type: none"><li>• Boolean search techniques.</li><li>• Keyword and subject-wise search.</li><li>• Judgments and headnotes analysis.</li></ul>	
4.	<b>Statutory &amp; Legislative Research.</b>	<b>Week-4</b>
	<ul style="list-style-type: none"><li>• Use Searching bare acts, rules, amendments.</li><li>• Notifications and circulars.</li><li>• Commentary vs primary texts.</li></ul>	
5.	<b>Research Assignments &amp; Tools.</b>	<b>Week-5</b>
	<ul style="list-style-type: none"><li>• Legal maxims, digests, treatises.</li><li>• Case summary preparation.</li><li>• Parallel citations.</li></ul>	
6.	<b>Project and Practical Assessment</b>	<b>Week-6</b>
	<ul style="list-style-type: none"><li>• Real-Research on a live topic.</li><li>• Comparative use of both databases.</li><li>• Viva or report submission.</li></ul>	

## 7. Prevention of Sexual Harassment (POSH) at Workplace.

**Duration of the Course:** 6 Weeks.

**Mode:** Offline.

**Assessment:** Role plays, MCQs, compliance checklist.



Sl. No.	Topic	Week-1
1.	<b>Understanding Sexual Harassment.</b>	
	<ul style="list-style-type: none"><li>Types Definition under Indian Law (POSH Act, 2013).</li><li>Types of sexual harassment.</li><li>Impact on individuals and organizations.</li></ul>	
2.	<b>Legal Framework of POSH.</b>	<b>Week-2</b>
	<ul style="list-style-type: none"><li>POSH Act, 2013: Key provisions.</li><li>Vishaka Guidelines.</li><li>Comparison with global laws.</li></ul>	
3.	<b>Role of Employer and Internal Committee (IC).</b>	<b>Week-3</b>
	<ul style="list-style-type: none"><li>Formation and training of IC.</li><li>Duties of employer under the Act.</li><li>Record keeping and compliance.</li></ul>	
4.	<b>Complaint Mechanism &amp; Inquiry Process.</b>	<b>Week-4</b>
	<ul style="list-style-type: none"><li>Complaint procedures and timelines.</li><li>Inquiry protocols and report writing.</li><li>Rights of parties involved.</li></ul>	
5.	<b>Case Studies and Mock Trials</b>	<b>Week-5</b>
	<ul style="list-style-type: none"><li>Analysis of landmark judgments.</li><li>Simulated IC proceedings.</li><li>Preventive strategies.</li></ul>	
6.	<b>Implementation &amp; Awareness</b>	<b>Week-6</b>
	<ul style="list-style-type: none"><li>Workplace policy drafting.</li><li>Awareness training plan.</li><li>Assessment and feedback.</li></ul>	

## 8. Protection of IPRs: Practical Training in Registration of IPR.

**Duration of the Course:** 6 Weeks.

**Mode:** Offline.

**Assessment:** Application preparation, case-based evaluation.

Sl. No.	Topic	Week-1
1.	<b>Introduction to Intellectual Property Rights.</b>	
	<ul style="list-style-type: none"><li>Overview of IPR types (Patent, Trademark, Copyright, Design).</li><li>Importance and scope in innovation-driven sectors.</li><li>Impact on individuals and organizations.</li></ul>	
2.	<b>Trademark Registration.</b>	<b>Week-2</b>
	<ul style="list-style-type: none"><li>Eligibility, distinctiveness.</li><li>Filing procedure (Form TM-A).</li><li>Objection and opposition handling.</li></ul>	
3.	<b>Copyright and Design.</b>	<b>Week-3</b>
	<ul style="list-style-type: none"><li>Copyright registration process (Form XIV).</li><li>Design application (Form 1).</li><li>Practical demo on online portals.</li></ul>	
4.	<b>Patent Filing and Search.</b>	<b>Week-4</b>
	<ul style="list-style-type: none"><li>Patentability criteria and documentation.</li><li>Form 1, Form 2, provisional vs complete specs.</li><li>Patent search tools (InPASS, Espacenet).</li></ul> <div></div>	
5.	<b>IPR Management &amp; Enforcement</b>	<b>Week-5</b>
	<ul style="list-style-type: none"><li>Licensing and assignment.</li><li>Infringement and remedies.</li><li>IPR in contracts and business models.</li></ul>	
6.	<b>Live Project: Simulated IPR Filing</b>	<b>Week-6</b>
	<ul style="list-style-type: none"><li>Draft and file a mock trademark/copyright/patent</li><li>Team-based simulation of IPR registration lifecycle</li><li>Presentation and viva</li></ul>	