

Delhi Metropolitan Education

BA (JMC) ■ BBA ■ BBA LLB ■ BA LLB



DME

Affiliated to GGSIP University, New Delhi
Approved by Bar Council of India

DME Value Added Courses 2019-20

About DME

Welcome to Delhi Metropolitan Education, a premier educational institute affiliated to Guru Gobind Singh Indraprastha University, New Delhi and approved by Bar Council of India. At DME, we extend first rate infrastructure with strong academic facilities to provide a dynamic and clinical grounding for success.

The courses being taught here are :

- **BA LLB & BBA LLB**
- **BA (JMC)**
- **BBA**

Our society has been involved in education over the last 14 years. We are running the esteemed Mayo School, Noida in collaboration with Mayo College, Ajmer. The school campus is spread over ten acres and the school has over 3000 students enrolled currently.

Our sister college is Delhi Technical Campus at Greater Noida which provides the most sought after programmes affiliated to Guru Gobind Singh Indraprastha University and is approved by All India Council for Technical Education (AICTE). The institute imparts technical education in the fields of engineering, architecture and MBA.

Delhi World Public School, Noida Extension, was established in 2016. The School has around 1500 enrolled students. Delhi World Public Schools are a new chain of schools under the aegis of the Delhi World Public Foundation A Dipsites Pedagogy System



Importance of DME Value Added Courses

- Inter disciplinary skills imparted
Industry oriented courses
- Opportunity to upskill and reskill for employability enhancement
- Enrich CV with certifications
- Be better equipped with current industry knowledge

Information

- VAC Batch timings will be announced one week before course commencement
- Contact details of VAC Co-ordinators

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Value Added Courses
Offered by
DME MEDIA SCHOOL

2019-20



Fundamental Role of IPR Laws in the Media Domain (32 Hours)

This course aims to develop acumen for understanding how IPR will help you to create value for your product/service/innovation. Further, provide an understanding IPR from a more practical perspective that is beyond the defined walls of the provision. This course will further enable students to do a detailed analysis and in-depth learning of real-time cases and practical problems to aid deeper understanding of concepts and their application in real-life scenarios.

Topics Covered:

- Introduction to Intellectual Property: A Conceptual Primer
- TRIPS and Public Health: Challenges for Access to Medicines
- Concept of Invention, Novelty, Inventive Step and Industrial Application and Disclosure
- Pharmaceutical Patents- Subject Matter Exclusions
- Biotechnology Patents- Subject Matter Exclusions
- Trademarks
- Industrial Designs
- Trade secrets- conditions of protection
- Geographical Indications- substantive conditions for registration
- Patent Infringement
- Copyright Infringement
- Copyright –Civil and Criminal
- Trademark Law- Civil and Criminal

Batch 1: Date: 4 May 2020 - 22 May 2020

Medico Media World: Understanding Medical Journalism(32 Hours)

The present course makes the learners understand the medico media world and understanding medical journalism. By successfully completing this course, students will be able to gain understanding on legality and complexity of the actions taken by medical professionals in relation to journalism and to be aware of the outcomes their actions could have on a non-medical front. Further, this course aims to provide an understanding on the medico-legal guidelines, medico-legal examination, documentation, doctor protections, informed consent process, medical ethics, prevention and defence in such scenarios, etc which would further assist the doctors against legally detrimental actions which they may inadvertently be causing while undergoing their medical obligations.

Topics Covered:

- Introduction to Medical Laws in Journalism
- Introduction to Medical Negligence in media
- Introduction to Medical Records, Confidentiality, Privacy, Ethics
- Rights and Obligations of Doctors & Patients including
- Hospitals, Nursing Homes etc.
- Legal System and Legal Issues in Healthcare
- Medico Legal Documentation and Liabilities in Healthcare Practice
- Patient - Consent, Safety and Quality including Surgery
- Patient Screening, Clinical Trials etc.
- Medico media world Case Studies

Batch 1: Date: 4 May 2020 - 22 May 2020

The Art of Visual Storytelling (32 Hours)

The course aims to familiarise students with the fundamentals and the nuances of visual story telling. By successfully completing this course, students will be able to gain understanding on how to expand their cinematic drawing techniques. Also, this course will support the students to develop and understand the clear and dynamic stories for the screen.

Topics Covered:

- Storytelling an Art: Concept, Expressions and Storytelling: A Dialogue Through Expressions
- Viewing and Discussion about Story-Telling
- Cultural Narratives and Visual Language
- Elements of Storytelling
- Class exercise: Movie View, Camera Angles and Types of Shots
- Understanding Storyboard
- Understanding Script Writing
- Auer's Study and narratives and Movie view

Batch 1: Date: 4 May 2020 - 22 May 2020

Value Added Courses
Offered by
DME MANAGEMENT SCHOOL
2019-20



Concepts of Design Thinking & Innovation (30 hours)

This course intends to familiarize the student with the basics of innovation and design thinking. The aim of this course is to provide the understanding of the concept of design thinking for product and service development as well as the fundamental concept of innovation and design thinking. Thus, the course focuses on the methods of implementing design thinking in the real world.

Topics Covered:

- Shared Model in Team-Based Design
- Theory and Practice in Design Thinking
- MVP or Prototyping
- Tools for Design Thinking
- Design Thinking to Business Process Modelling

Batch 1: Date: 4 May 2020 - 22 May 2020

Legal Contracts and Agreements for Entrepreneurs (31 hours)

The present course makes the learners understand the Legal Contracts and Agreements for Entrepreneurs. By successfully completing this course, students will be able to understand how legal contracts and agreements impact the success of entrepreneurs. Furthermore this course helps to understand the role of torts, liability, and negligence in creating and managing products and services. To understand how to examine how to create, evaluate, and negotiate contracts and sales agreements. This course aims to make students know the advantages and disadvantages of different types of venture financing.

Topics Covered:

- Introduction to Legal Contracts and Agreements for Entrepreneurs
- Types of agreements and contracts
- Sales Agreements and Warranties
- Raising Capital and Funds
- Managing Risk
- Understand How to Form the Business, Work With the Initial Customers, and Hire
- Intellectual Property, Patents, Copyrights, Trademarks, and Trade Secrets-Influence on Business
- Real-World Scenarios and Address Legal and Business Issues in a Practical Manner with Case Studies and Role Plays

Batch 1: Date: 4 May 2020 - 22 May 2020

New Models of Work Post COVID 19 (30 hours)

The present course makes the learners understand the new models of work post covid. By successfully completing this course, students will be able to understand the future of work post covid-19 so as to examine the impact of covid-19 on different sectors. Furthermore, to make students understand the advantages and disadvantages of different types of work in the new normal.

Topics Covered:

- Introduction to work models before and after covid-19
- Types of work and job assignments after the pandemic
- Impact of pandemic on different sectors and industries
- Ranking of different sectors as per the new normal
- Medical care- Hospitals and Clinics, Personal Care
- Understand how to form the business, work with the initial customers, and hire
- On site customer interaction-Banks, Retail stores
- Indoor production and warehousing-Factories
- Computer Based office work-Offices and Corporate houses
- Classroom Training and Learning digital

Batch 1: Date: 4 May 2020 - 22 May 2020

Real Estate Management and Best Practices (30 hours)

To offer hands on experience that is vital to excel in the real estate market by understanding the principles and practices of real estate. This course aims at summarising the scope of the existing real estate industry in the current business environment and to classify the various statutory and legal regulations applicable to real estate market. It outlines the roles, responsibilities, rights and liabilities of different real estate stakeholders. Further, provides an exposure to the various documentation procedures for different real estate transactions, appraisals, agreements and valuation of properties.

Topics Covered:

- Real Estate Scope
- Factors Affecting Real Estate Market
- Role of Government in Real Estate Market
- Statutory Provisions, Laws, Rules, and Regulations
- Functions of Real Estate Development like Project Formulation, Feasibility Studies, Developing, Costing and Financing Managing

Batch 1: Date: 4 May 2020 - 22 May 2020

Developing Entrepreneurial Mindset for Media Professional (30 Hours)

The course aims to provide foundation of basic entrepreneurial skill and to acquaint students with entrepreneurship and inspire them to set up and manage their business in future. This course will not only provide exposure to various aspects of entrepreneurial opportunities and business but also provide a certain motivation through various stories and cases studies.

Topics Covered:

- Theories of Entrepreneurship
- Myths of Entrepreneurs
- Entrepreneurial Mindset: Creativity Workshops
- Innovation Learning
- Promotion of Venture and Writing Business Plan
- Entrepreneurial Supports: Entrepreneurial Development Programs

Batch 1: Date: 4 May 2020 - 22 May 2020

Value Added Courses
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2019-20



Child Rights and Security Laws: POCSO Act (32 hours)

This course aims to provide an understanding of the POSCO Act which provides comprehensive definition and recognition of crime which covers possible sexual crimes and sexual exploitation against children with the basic intention being to protect children. By successfully completing this course, students will be able to get an insight into the POSCO Act which has been enacted to protect children from offences.

Topics Covered:

- Overview of the POCSO Act, 2012 and 2020
- Objects and Special Features
- Age Rules under the Act
- Abetment and Attempt
- Introduction to Specific Procedure to be Adopted
- Disposal and Compensation
- Redressal Mechanism and Dealing with Other Challenges
- Reporting and Recording of Offence
- Comparative Study with IPC
- Child Protection Schemes
- Juvenile Justice Act 2015
- Specific and Other Offences under the Act

Batch 1: Date: 19 August 2019 - 24 August 2019

Copyright Laws: Basics, Process and Potential (31 hours)

The present course makes the learners understand the Copyright Laws: Basics, Process and Potential. By successfully completing this course, students will be able to identify the basic elements of copyright and to describe what copyright does and does not protect. Further, to explain the limits of copyright protection. This course aims to provide students an understanding about how to analyse fair use and other complex doctrines that extend from copyright law .

Topics Covered:

- Introduction to Copyright's Basic Rights
- Basic requirements for attaining copyright protection
- Copyright's Advanced Rights
- Limitations and Exceptions to Copyright
- Process of Copyright
- Understand Fair Use Doctrine
- Remedies for infringement
- Potential for copyright
- Real-world examples of legal battles surrounding copyright law
- Revision and Exam-Related FAQs
- Specific and Other Offences under the Act

Batch 1: Date: 19 August 2019 - 24 August 2019

Foreign Trade Policy of India (32 hours)

This course aims to equip students with a broad based knowledge of trade practices in India by summarizing the scope of the existing real estate industry in the current business environment and to classify the various statutory and legal regulations applicable to real estate market. This course outlines the roles, responsibilities, rights and liabilities of different real estate stakeholders. Students will get exposure to the various documentation procedures for different real estate transactions, appraisals, agreements and valuation of properties.

Topics Covered:

- Trade Its Meaning And Types
- Difference Between Internal And International Trade
- Theories Of International Trade
- India's Internal Trade- Characteristics and Problems
- Coastal Trade and Trade of Uttar Pradesh
- Terms of Trade
- Foreign Trade Of India - Before Independence, During Planning Period, Recent Trends in India's Foreign Trade
- Major Items of Exports: Composition, Direction And Future Prospects, Major Items Of Imports: Composition, Direction And Future Prospects
- Free Trade and Protective Trade Policies, India's Major Trading Partners. Financing Of Foreign Trade, National Level Financing
- Strategy for Trade Policy in India - General Developments during Planning Period
- Recent World Trade Scenario
- Trade Agreements - Bilateral and Multilateral Trade Agreements, GATT & UNCTAD, WTO
- India's Balance of Trade and Balance of Payments

Batch 1: Date: 19 August 2019 - 24 August 2019

Income Tax: Self-filing Management (31 hours)

This course aims to provide a better understanding about how to get the correct income tax filed by the students and to know the correct IT forms. The students will be able to grasp knowledge on the applicable tax rates and the correct way to do e-filing. This course will provide a practical understanding of income tax filing.

Topics Covered:

- Introduction to various it tax laws for individuals
- Introduction to various rebates and deductions for an individual
- Difference between HUF and individual and their tax liabilities
- To know about the various proofs which needs to be uploaded
- To check the tax credit from 26 as form and role of tds
- Log in to the it portal and making one's account to file the returns

Batch 1: Date: 19 August 2019 - 24 August 2019

Introduction to Economic Offences and White Collar Crimes- 30 Hours(31 hours)

The present course makes the learners understand the Fundamentals of economic offences and white collar crimes. By successfully completing this course, students will be able to understand the economic offences and white-collar crimes. Types of socio-economic crimes committed in India. The students will get an insight of prevention of corruption Act and Money Laundering Act.

Topics Covered:

- Nature, Concept & Scope of Economic offenses and White-Collar Crime
- Hoarding, Black-marketing & Adulteration
- Tax evasion
- White collar crime in different professions
- White collar crime vs. Traditional crime
- Judicial response to White collar crime
- Remedial measures to curb White Collar Crimes
- The Prevention of Corruption Act, 1988
- The Prevention of Money Laundering Act, 2002
- Real Estate Fraud, Fraudulent Bankruptcy, Bank Frauds
- Insurance Frauds, Racketeering in Employment
- Theft of Intellectual Property, Computer Crime
- Stock Market Manipulations

Batch 1: Date: 19 August 2019 - 24 August 2019

Learning MS Office Tools for a Lawyer (30 hours)

This course aims to focus on imparting essential skills in Word, Outlook, Excel, PowerPoint, Visio, Publisher, Share Point, Project and One Note to apply best practices in work and achieve confidence and job satisfaction. Students will learn the essential Microsoft Office skills which can be used confidently in the workplace and become a Microsoft Certified Trainer. Learners will understand which tasks each of the major Office programs can perform in a variety of professional, educational, and personal situations. To give lawyers and personal injury law firms distinct advantages, as the Microsoft Office 365 tools serve as the bedrock of legal technology, a set of foundational tools for everyone in practice.

Topics Covered:

- Excel- Quick Start, Introduction to Excel, Rows and Columns, Cells, Formatting, Workbook and Worksheets etc.
- Power Point-Quick Start, Introduction to PowerPoint, Slides and Layouts etc.
- Visio Publisher-Introduction to Publisher, application of publisher for professional publications, building of business cards etc.
- Share Point- Introduction to SharePoint, Creating Sites, sharing a file, site, list item, Sharing and permissions
- Project-Introduction; Collaborate-Share your project with a group, Time reporting; Projects and Tasks
- One Note-Introduction, Take Notes, format notes, Draw and Sketch, Share and Sync, stay organized
- Outlook-Introduction, Customize View, categorize items, Compose or reply email, send save and print email etc.
- Visio- Introduction, Collaborate-Use Visio viewer to view or print Visio drawings, share schedule and task details with Visio Gantt Chart
- Power BI- Introduction, learn how to share, interact, and collaborate on reports; create rich interactive reports with visual analytics

Batch 1: Date: 19 August 2019 - 24 August 2019

Legal Research Methods: Quantitative Research Understanding (30 hours)

The main objective of this course is to acquaint the student of law with the scientific method of social science research. This course is expected to provide the knowledge of the technique of selection, collection and interpretation of primary and secondary data in socio legal research. Students can develop a scientific approach to socio legal problems. They will be able to design and execute small scale research problems.

Topics Covered:

- Introduction: Concept, Identifying Research Problem, Legal Research Model Types
- Research Designs & Research Techniques
- Research Tools and Data Collection
- Legal Writing
- Individual Research Work Discussions

Batch 1: Date: 19 August 2019 - 24 August 2019

Media and Entertainment Law: Contracts, Licensing and Regulations (30 hours)

The course in Media & Entertainment Law will enable students to understand the basics of Media & Entertainment Law. This will help students to learn about the History of media law, the Constitutional rights of Media, Free press and media ethics, and many more. Furthermore, to gain a holistic understanding of entertainment law and other aspects of media and entertainment law.

Topics Covered:

- Media and the Constitution
- Media and the Law
- Regulatory Framework for the Media Sector
- Contract in Film Industries
- Advertisement and Law
- Licencing
- Regulations

Batch 1: Date: 19 August 2019 - 24 August 2019

Understanding Maritime Laws (31 hours)

The course in Maritime Law will enable students to understand the basics of Maritime Laws and Practices. This course aims to produce law professionals who can analyse and evaluate the laws and legal systems pertaining to water bodies and ports of India from a juristic perspective. It also fosters expertise specialized in areas of maritime law, jurisprudence, and other emerging laws forged out of international water disputes.

Topics Covered:

- International Law of the Sea
- Law and Social Transformation in India
- Maritime Laws and Practices
- Indian Maritime Law
- Indian Constitutional Law: The New Challenges Judicial Process
- Legal Education and Research Methodology
- Maritime Jurisdictions
- Maritime Insurance Policies and Practices
- Maritime Environment Laws and Practices
- Maritime Safety and Security
- Maritime Businesses & Contracts
- Employment and Seafarer's Right
- Maritime Disputes Settlements
- Regulations

Batch 1: Date: 4 May 2020 - 22 May 2020

Evaluation/Assessment Process:

- The students are required to get minimum of 75% attendance to appear for end of course exam
- Thereby, students will be evaluated by viva of 20 marks and MCQ test of 40 marks
- Furthermore, the exam pass percentage is 45% of the overall assessment done



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Get in touch

Course Co-ordinators

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