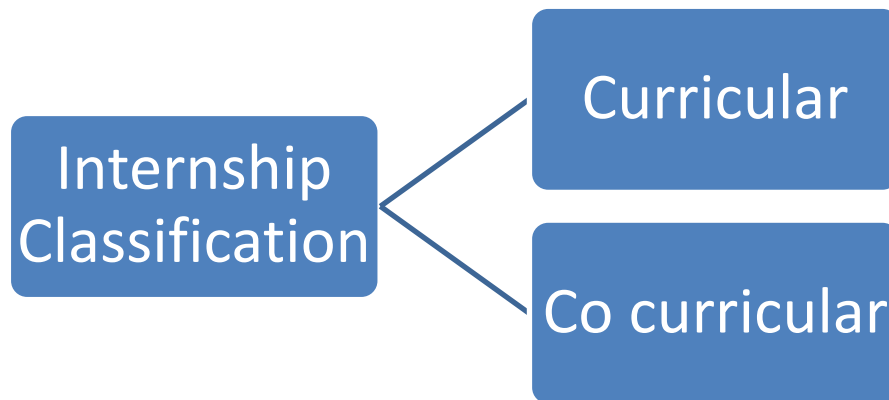


Introduction to Internships

The term Internship refers to the duration spent in an organization between the semesters (summers) or during the last semester. This could be in any organization of any size and operating in any area like Law, Media or Commerce or the public sector.

Internships have a variety of names including ‘Summer Internship’, ‘Summer Training’, ‘Summer Placement’, ‘Hands-on-Training’, ‘Field Training’, ‘Industrial Placement’, ‘Sandwich Placement’, ‘Placement Semester’, ‘Semester In Industry’, and probably a few more having the same meaning.



School	Duration of the Internship Week
Law	3 rd week of May
Media	4 th week of May
Management	4 th week of May

Pre-Placement Offer (PPO)

Pre-Placement Offer (PPO) is an offer of job, given by an organisation to a student (former intern) who pursued internship at the firm. This is how it works:

- Student gets selected for internship in a firm (summer placements) and spends few months working there.
- Before placements (and sometimes during the placement process), the intern is offered a permanent position by the organization, based on his/her performance during the internship period.

This offer of permanent position or full-time employment to the former intern is known as Pre-placement offer (PPO).

Pre-Placement Interview (PPI)

PPI is pretty similar to PPO. Except, instead of offering full-term employment contract to the intern, the organization schedules an interview with the student. In other words, based on a

candidate's performance during internship period, the organization conducts an interview (PPI) to further evaluate the candidate's suitability.

Finally, based on the performance in the interview, the candidate may receive a PPO (Pre-Placement Offer).

Reasons why a student should emphasize on an on-the-job training / Internship / Placement

1. Better your career prospects

The time spent on-the-job is notably useful for undergraduates looking to gain professional development. Not only will you enhance your soft skills, but you'll rapidly develop specific technical expertise too. They're a great addition to your CV and can really help with the inevitable competition you'll face during the turbulent graduate job search. Employers like to see that you're motivated and passionate, as well as have a genuine interest in developing your industry awareness and knowledge.

Doing a on-the-job stint also means you're able to 'test-drive' a career and make a more informed decision about what you want to do after you graduate.

2. Establish industry network connections

Building professional relationships is as important as every other aspect of the job. The most convenient model for the corporate is to offer job to its interns because they have tested them over a period of few months. Data corroborates that interns, who work sincerely on their projects, are offered jobs.

3. Real time feel of the corporate

Undertaking a on the job assignment means a student shall be handling responsibilities that are challenging and interesting. It provides an opportunity to expand network within the company and the industry as a whole. Majority of "On the job" students are paid a reasonable wage.

4. Amalgamating theory & practice

"On the job" is the time to embed the absorptions within the "four walls of the classroom" with the real world i.e. translating theory into practice. Impress your colleagues and maximize your confidence by applying what you've learned in your lectures, seminars and late-night library sessions to a real job.

5. A new and improved academic performance

“On the job” inspires students for further real-time projects and dissertations. It also helps develop soft skills, like team-work, ability to comprehend dynamic situations, etc. which are useful for academic performance.

6. Experience a new city

Although “on the job” assignments are (mainly) about the learning and the working, it doesn’t mean a student cannot use the time to explore the place if you are working in a city which is not your home town and especially if you have moved abroad for the assignment.



DME law School

Summer Internship Guidelines (B.A., LL.B. / B.B.A., LL.B.)

Years II / III / IV

Course Code: LL.B. AAA / BBB / CCC

1. Preface

According to the Guidelines of GGS IP University, all students who have written their examinations of 4th, 6th and 8th Semesters, have to undergo a Compulsory Summer Internship & submit its report, which shall be evaluated jointly by a board of examiners constituted by the Academic Program Committee of the College. This board of examiners will comprise of faculty members involved in teaching LL.B. Students. The compressive viva, internship, presentation & submission of report will carry a total of 100 marks.

2. Introduction

Objective of the Internship

The objective of the Internship is to help the students to develop ability to study the courts' / organizations' functioning and learn to apply the knowledge, skills, laws, concepts, tools and techniques pertaining to the profession of law.

3. Duration & credits

The duration of the internship will be One month. The training can commence on any date after completion of the theory exams of the even semesters and should be completed before the commencement date of the next odd semester (1st Monday of August 202x).

Five credits have been allotted to the internship, its presentation & submission of report conjointly with the comprehensive viva of the next odd semester to be held at the close of 5th, 7th & 9th semesters.

4. The organization for Internship of the student shall be duly approved by the mentor, in consultation with the Dean, DME Law School.
5. It shall be the sole responsibility of the mentor to verify the antecedents, authenticity, appropriateness, worthiness, usefulness, capability and fitness of the organization for the purpose of imparting Internship.
6. The organization for internship shall be of repute like an Advocate or private or public limited company, corporation or a government department, NGO, etc. The Internship faculty Supervisor i.e. the mentor shall arrange for the Internship or the students concerned shall arrange for the internship at their own which shall be approved by the mentor.
7. The mentor shall brief the interns before they leave for the Internship about the guidelines, expectations and other parameters are normally expected during the Internship.
8. The mentor shall have the liberty to either visit personally where the student is undergoing internship in order to assess, evaluate and provide suggestions for increasing the fruitfulness of the internship for the interns. These suggestions will be transmitted by the mentor through their email from the official e-mail id. After the visit of organization, mentor will submit a brief visit report to the Dean of the Law School within 2 days of the visit.

9. Every student is required to submit a communication via email at the official mail id of the mentor (for example n.sharma@dme.ac.in) from the organization's official id alongwith its hard copy specifying the following on or before 2nd Monday of **June** 202x:
- Name of student
 - Batch & Enrollment number
 - Name & address & profile of the organization.
 - Date of commencement & completion.
 - Contact details of the staff / management to whom the intern is reporting (mobile number & official mail id)
 - Title of the project.
10. The mentor is required to submit the Internship record of all the interns to the Dean by 2nd Monday of June 202x [excel sheet comprising the details mentioned in a, b, c, d, e & f above]. The mailing id will be hodlaw@dme.ac.in
11. Interns will be required to prepare a power point (ppt) presentation of the Internship details / work done / completed till 2nd Thursday of July 202x and mail the same to the Internship faculty Supervisor (mentor) by 2nd Friday of July 202x at their official mail id. PPTs are to be prepared in font size 28 with black font color font & white background.
12. The students are required to bring their own laptops/pen-drives, etc for their presentations. The Internship faculty Supervisors (mentors) will counter sign the internship report submitted by the students. It shall be the duty of the students to incorporate the modifications and the suggestions, if any, suggested by the supervisor, before printing the report.
13. **Interim Presentation Schedule:** The interim ppt presentation consisting of 10-15 slides (8-10 minutes) will be held as under:

Day & date	Batch	Section	Location	Faculty in-charge (Mentor)	2 nd in-charge
3 rd Monday of July 202x, 0930 hrs	B.A., LL.B. II Year	Section A	Room no. 201		
		Section B	Room no. 203		
		Section C	Room no. 205		
	B.B.A., LL.B. II Year	Section A	Room no. 301		
		Section B	Room no. 303		
3 rd Tuesday of July 202x, 0930 hrs	B.A., LL.B. III Year	Section A	Room no. 201		
		Section B	Room no. 203		
		Section C	Room no. 205		
	B.B.A., LL.B. III Year	Section A	Room no. 301		
		Section B	Room no. 303		
3 rd Wednesday of July 202x, 0930 hrs	B.A., LL.B. IV Year	Section A	Room no. 201		
		Section B	Room no. 203		
		Section C	Room no. 205		
	B.B.A., LL.B. IV Year	Section A	Room no. 301		
		Section B	Room no. 303		

14. This interim presentation will carry a maximum of 10 marks.
15. Mentor shall forward the Internship Reports to the Dean latest by 31 July 202x along with a summary in excel sheet (comprising a to f, para no. 10).

16. The Internship Report should be submitted with standard title cover page as specified herein after, alongwith a certificate on the Organization’s letterhead, issued & signed by organizations’ supervisor specifying the details of sub paras a to f of para 9.

17. Final Presentation & Submission Schedule: Last date for submitting the Internship report, complete in all respects, is the date of final presentation [consisting of 15-20 slides (10-12 minutes)] as mentioned below:

Day & date	Batch	Section	Location	Faculty in-charge (Mentor)	2 nd in-charge
4 th Monday of July 202x, 0930 hrs	B.A., LL.B. II Year	Section A	Room no. 201		
		Section B	Room no. 203		
		Section C	Room no. 205		
	B.B.A., LL.B. II Year	Section A	Room no. 301		
		Section B	Room no. 303		
4 th Tuesday of July 202x, 0930 hrs	B.A., LL.B. III Year	Section A	Room no. 201		
		Section B	Room no. 203		
		Section C	Room no. 205		
	B.B.A., LL.B. III Year	Section A	Room no. 301		
		Section B	Room no. 303		
4 th Wednesday of July 202x, 0930 hrs	B.A., LL.B. IV Year	Section A	Room no. 201		
		Section B	Room no. 203		
		Section C	Room no. 205		
	B.B.A., LL.B. IV Year	Section A	Room no. 301		
		Section B	Room no. 303		

18. Final presentation of ppt will carry a maximum of 15 marks.

19. For maintaining transparency, marks secured by the students at each stage will be displayed & mailed by the mentor within 24 hrs of the completion of said presentations.

20. Every student will maintain Daily Diary (date-wise) & will enter day to day summary of the work done.

21. Structure & Performa of the Final Internship Report:

- i. The length of the Internship Report may be about 15-20 pages excluding appendices, annexure, exhibits, references & bibliography typed in MS word, font size 12, font type ‘Times New Roman’, 1.5-spacing not exceeding 10,000 words. However, 10% variation on either side is permissible.
- ii. Contents of the Internship Report.

a	<p>The title page showing the following</p> <ul style="list-style-type: none"> - “INTERNSHIP REPORT” - Title - Name of the organization of Internship - Name of the candidate..... - B.A., LL.B. / B.B.A., LL.B. - Batch & Section - Enrollment number
---	---

	<ul style="list-style-type: none"> - Name of mentor - Logo of the DME. - Year of submission. - DME Law School - Delhi Metropolitan Education, Affiliated with - Guru Gobind Singh Indraprastha University
b	<p>(i) Declaration duly signed by the intern and mentor of DME (As per Annexure I)</p> <p>(ii) Certificate issued by the supervisor of the organization.</p>
c	Table of contents
d	Details of report, Chapter-wise, from introduction to conclusions & suggestions.
e	References/Bibliography
f	The internship report shall be submitted in spiral binding mode

22. Submission of Internship Report:

Two typed copies of the Internship Report in spiral binding mode are to be submitted to the mentor (one of which must contain an original print of original Internship certificate). The photocopy of the Supervisor's Certificate to be included in the 2nd copy of the Internship Report must be self-attested. One copy of the internship report shall be returned to the intern after its receipt by the mentor.

23. Evaluation of the Internship Report:

The weightage of marks in the evaluation of Internship Report shall be as follows:

Interim ppt Presentation	Final ppt Presentation	Diary & Internship report	Total of Internship	Comprehensive viva	Total
10	15	25	50	50	100

ANNEXURE-I DECLARATION

I, _____ Enrollment No. _____ B.A., LL.B. / B.B.A., LL.B. Batch (____ - ____) of DME Law School, hereby declare that the Internship Report titled as "_____", is my original work and the same has not been submitted to any other University/Organization for the award of any other degree.

Date: ____ / ____ / 202x

[Signature of the Candidate]

Countersigned
[Mentor of DME]



DME law School

Internship Guidelines Law Year V

(B.A., LL.B. / B.B.A., LL.B.)

Course Code: LL.B. XXX

1. Introduction

Objective of the Internship

The objective of the Internship is to help the students develop ability to study the courts' / organizational functioning and learn and apply concepts, tools and techniques.

Time devotion to dissertation vis-a-vis internship (during 10th semester of B.A., LL.B., and B.B.A., LL.B., program).

According to guidelines of Bar Council of India and GGSIP University, maximum credits assigned to dissertation for B.A., LL.B., and B.B.A., LL.B., are 20, whereas credit assigned to internship are 8, although dissertation as well as internship both carry a maximum of 100 marks each.

Hence, all the students of 10th semester are advised in their own interest to devote their daily/weekly/monthly time to their dissertation and internship in the ratio of their credits in the ratio of 10:4. Suppose there are 14 working weeks in the last semester. 10 weeks should be devoted to dissertation writing and 4 weeks to internship.

2. The students of the B.A., LL.B. / B.B.A., LL.B. program shall be required to submit the "Internship Report" to the office of the Head, DME Law School. The report should be duly typed and duly signed by the Intern and countersigned by the internship faculty Supervisor of the respective organization in which they undergo Internship for a period of minimum 12 weeks. Considering the credits for dissertation & internship, students shall pursue dissertation & internship simultaneously and devote time in the ratio of 10:4 on daily/weekly/monthly basis.
3. The organization for Internship of the student shall be duly approved by the concerned Supervisor. The faculty supervisor for internship will be same as designated for supervising the dissertation.
4. It shall be the sole responsibility of the Internship Supervisor to verify the antecedents of the organization, to verify its authenticity, appropriateness, worthiness, usefulness, capability and fitness for the purpose of imparting Internship.

5. For internship, the organization shall be of repute like an Advocate or private or public limited company, corporation or a government department, NGO, etc. The Internship faculty Supervisor shall arrange for the Internship or the students concerned shall arrange for the internship at their own which shall be approved by the Internship faculty Supervisor appointed by the Head of School.
6. The Internship Supervisor shall brief the interns before they leave for the Internship about the guidelines, expectations and other things that they are normally expected to do during the Internship period.
7. The Internship faculty Supervisor shall have the liberty to either visit personally where the student is undergoing internship to assess, evaluate and provide suggestions for the furtherance and increasing the fruitfulness of the internship for the interns. These suggestions will be provided by the Internship faculty Supervisor through email from the official e-mail id. In such cases, the faculty supervisor will submit a brief visit report to the Head of School within 2 days of the visit.
8. Each student is required to submit a communication (soft copy via email at internshiplaw@dme.ac.in from the organization's official id) & hard copy specifying the following latest by 1st Monday of March 202x:
 - (a) Name of student
 - (b) Batch & Enrollment number
 - (c) Name & address of the organization.
 - (d) Commencement & completion date of the Internship.
 - (e) Contact details of the staff / management to whom the intern is reporting (mobile number & official mail id)
 - (f) Title of the project.
9. Internship faculty Supervisor is required to submit the summary of Internship record to the respective Head of School by 3rd Monday of February 202x, 1630 hrs [excel sheet comprising the details mentioned in a, b, c, d, e & f above]. The mailing id will be internshiplaw@dme.ac.in
10. Interns will be required to prepare a power point presentation of the Internship details / work done/completed till 4th Friday of February 202x and mail the same to the Internship faculty Supervisor by 4th Saturday of February 202x.
11. The ppt presentation [interim] will be done on 3rd Monday, Tuesday & Wednesday of March 202x at 1500 hrs according to the schedule to be notified by the Head of School. For this purpose, students are required to bring their own laptops/pen-drives, etc. The Internship faculty Supervisors will be required to put their counter signatures on the internship work submitted by the student. It shall be binding on the students to incorporate the modifications and the suggestions, if any, suggested by the supervisor.
12. This interim presentation & report evaluation will carry a maximum of 20 marks.
13. The Internship faculty Supervisor shall forward the Internship Reports to the Head of School latest by 3rd Friday of March 202x along with a summary sheet

(excel comprising title of the project, name of the organization; student name & university roll number).

14. The Internship Report should be submitted with standard title cover as specified herein, besides the certificate duly signed by the Internship supervisor on the Organization's letterhead that must specify the period for which the student has undergone Internship in that organization along with the Internship Schedule and the assessment of the overall performance of student. The title of the project must be clearly stated on the letterhead.
15. Last date for submitting the Internship report, complete in all respects, is 3rd Monday of April 202x. At least one week before the last date of submission of the Report, students will submit & present a final PPT on what they have learnt in their Internship. Final ppt presentation will be required to be done on the 2nd Monday, Tuesday & Wednesday of April 202x from 1500 hrs. This presentation will carry the balance 30 marks to be awarded by faculty supervisor/panel.
16. For providing feedback & maintaining transparency, marks secured in the report and /or presentation will be displayed/mailed by the Internship faculty Supervisor within 24 hrs of the completion of said presentations.
17. The Internship report should contain the following aspects of the organization besides its other components.
 - i) Organizational Profile.
 - ii) Daily Diary

18. Structure of the Final Internship Report:

- i. The length of the Internship Report may be about 20-30 pages typed in font size 12, font type 'Times New Roman', 1.5-spacing not exceeding 10,000 words (excluding appendices and exhibits). However 10% variation on either side is permissible.
- ii. Contents of the Internship Report.
 - a) The title page showing the following
 - "INTERNSHIP REPORT"
 - Title
 - Name of the organization of Internship
 - Name of the candidate.....
 - B.A., LL.B. / B.B.A., LL.B.
 - Section Batch
 - Enrollment number
 - Name of the faculty Supervisor
 - Logo of the DME.
 - Year of submission.
 - DME Law School
 - Delhi Metropolitan Education
 - Guru Gobind Singh Indraprastha University

- b) Certificate from the Organization on their official letterhead.
- c) Declaration from the candidate duly signed by the intern and countersigned by the Internship faculty Supervisor (As per Annexure I).
- d) Table of contents
- e) Details of report, Chapter-wise
- f) References/Bibliography
- g) The internship report shall be submitted in spiral binding mode.

19. Submission of Internship Report:

Two typed copies of the Internship Report in spiral binding mode are to be submitted to the Internship faculty Supervisor (one of which must be an original print comprising original Internship certificate) latest by 2nd Monday of April 202x, 1600 hrs. The photocopy of the Supervisor’s Certificate as included in the 2nd copy of the Internship Report must be self-attested.

20. Evaluation of the Internship Report:

The weightage of marks in the evaluation of Internship Report shall be as follows:

Component	Diary	Internship Report & Presentation	Viva	Total
Marks (Max=100)	25	20 (interim) + 30 (final) = 50	25	100

ANNEXURE-I

DECLARATION

I, _____ Enrollment No. _____ B.A., LL.B. / B.B.A., LL.B. Batch (201x-2x) of DME Law School, hereby declare that the Internship Report titled as “_____”, is an original work and the same has not been submitted to any other University/Organization for the award of any other degree.

[Signature of the Candidate]

Countersigned
[Faculty Supervisor]

Date: ____ / ____ / 202x



Delhi Metropolitan Education

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



DME_TPO_Law_202x_xxx

From:
The Director
Delhi Metropolitan Education
(Affiliated with GGSIPU, Delhi)
B-12, Sector - 62 NOIDA – 201301 (U.P.)
director@dme.ac.in
9991102036; www.dme.ac.in

xx _____ 202x

To
The Head
Legal Department

Phone: _____ Email: _____

INTERNSHIP

1. This is to certify that _____ [_____@gmail.com, Phone: _____] is a student of BA LLB / BBA LLB Batch 201x-2x [Univ. id _____] at Delhi Metropolitan Education.
2. As part of curriculum, the student is required to undergo 1-Month Internship.
3. It is requested that the student may be provided an opportunity to undergo this Training at your esteemed organization.
4. A word of confirmation at tpolaw@dme.ac.in will enable updating of records.

[Dr. Seema Mam]



Delhi Metropolitan Education

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



DME_TPO_BA_JMC_202x_XXX

From:

The Training Coordinator
Delhi Metropolitan Education
(Affiliated with GGSIPU, Delhi)
B-12, Sector - 62 NOIDA – 201301 (U.P.)
91-7042667951, 91-7042667516
www.dme.ac.in

_____ 202x

To
The Manager

Request for Training

1. This is to certify that is a student of (Course), Batch.....(univ. enrollment no.) at Delhi Metropolitan Education.
2. As part of curriculum, the student is required to undergo Internship Program for 6-8 weeks during the months of June & July 202x.
3. It is requested that the student may be provided an opportunity to undergo this Training your organization.
4. A word in confirmation will help update the records.

[Training & Placement Officer]



Delhi Metropolitan Education

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



DME_TPO_BBA_202x_XXX

From:
The Training Coordinator
Delhi Metropolitan Education
(Affiliated with GGSIPU, Delhi)
B-12, Sector - 62 NOIDA – 201301 (U.P.)
91-7042667951, 91-7042667516
www.dme.ac.in

_____ 202x

To
The Manager

Request for Training

1. This is to certify that is a student of, Batch.....(univ. enrollment no.) at Delhi Metropolitan Education.
2. As part of curriculum, the student is required to undergo Internship Program for 6-8 weeks during the months of June & July 202x.
3. It is requested that the student may be provided an opportunity to undergo this Training your organization.
4. A word in confirmation will help update the records.

[Training & Placement Officer]



DME Media School

Summer Training Report - BA (JMC)

Bachelor of Arts (Journalism & Mass Communication) - BA (JMC) is a professional program that requires theory as well as practical training. The media industry is continuously evolving and requires a student to be abreast of the same. Hence, Internships have been included in the curriculum to bridge the gap between classroom teaching and media industry.

In the BA (JMC) program, the students of first year are required to undergo a compulsory four weeks Internship in the field of print media. After the internship, students are required to make a report on the same titled Summer Training Report (STR) which is evaluated by an external examiner appointed by Guru Gobind Singh Indraprastha University, Dwarka and an internal examiner of the Institute. STR is a subject in third semester which carries 100 marks.

The students have to undergo a compulsory six weeks internship in the field of radio, television, advertising, public relations and corporate communication after the completion of the fourth semester. Post the internship, every student has to make a report on the same titled Functional Exposure Report (FER) which is evaluated by an external examiner appointed by Guru Gobind Singh Indraprastha University, Dwarka and an internal examiner of the Institute. FER is a subject in the Fifth semester which carries 100 marks.

1. The students of the BA (JMC) program shall be required to submit the “Summer Training Report”, duly typed and duly signed by the Training Supervisor of the respective organization in which they undergo training for a period of four weeks to the office of the Head, DME Media School.
2. The organization for training of the student shall be duly approved by the concerned Mentor.
3. It shall be the sole responsibility of the mentor to verify the antecedents of the organization, to verify its authenticity, appropriateness, worthiness, usefulness, capability and fitness for the purpose of imparting training.
4. Usually, it shall be an organization of repute either a private or public limited company, corporation or a government department, NGO, etc. The mentor shall arrange for the training seats or the students concerned shall arrange for the seats on their own which shall be approved by the mentor.

5. The mentor shall brief the mentees before they leave for the Training about the guidelines, expectations and other things that they are normally expected to do during the training period.
6. The mentor shall have the liberty to either visit personally where the student is undergoing training to assess, evaluate and provide suggestions for the furtherance and increasing the fruitfulness of the training for the mentee. These suggestions will be provided by the mentor through email from the official email id.
7. Each student is required to submit a communication (letter or email from the organization's official id) specifying the following:
 - (a) Name & address of the organization.
 - (b) Commencement & completion date of the training.
 - (c) Contact details of the staff / management to whom the student is reporting (mobile number & official mail id)
 - (d) Title of the project.
8. Mentor is required to submit the summary of training record to the Mentors and the subject teachers by the dates decided on the consent of the Dean/HoD [excel sheet comprising the details mentioned in a, b, c & d above].
9. Trainees will be required to prepare a power point presentation of the training details / project/work done/completed and mail the same to the mentor as per the dates decided by the concerned authority.
10. The ppt presentation will be done according to the schedule to be notified by the respective mentors. For this purpose, students are required to bring their own laptops/pen-drives, etc. The mentors will be required to put their signatures on the diary/project work submitted by the student.
11. This presentation & report evaluation will carry 50% of the internal marks assigned to the summer training program.
12. The mentor shall forward the Training Reports to the Head of Department along with a summary sheet (excel comprising title of the project, name of the organization; student name & university roll number).
13. The Training Report should be submitted with standard title cover as specified herein, besides the certificate duly signed by the Training supervisor on the Organization's letterhead that must specify the period for which the student has undergone training in that organization along with the Training Schedule and the assessment of the overall performance of student. The title of the project, if assigned, must be clearly stated on the letterhead.
14. Final presentation will be required to be done between as per the schedule decided by the School.
15. At least one week before the last date of submission of the Report, the students will give a power point presentation on what they have learnt in their training in

the presence of other trainee students and faculty members. This presentation will carry the balance 50% internal marks (strictly according to the distribution given below) to be awarded by faculty supervisor. The report is equal to one full subject and carries total 100 marks. It shall be binding on the students to incorporate the modifications and the suggestions, if any, suggested by the participants but approved by the faculty.

16. For providing feedback & maintaining transparency, marks secured in the report and /or presentation will be communicated on the spot and displayed/mailed by the mentor within 24 hrs of the completion of said presentations.

17. Plagiarism check: -

- (i) Students should avoid plagiarism. They are advised to select topics of their choice with the help of faculty members of the college. Care should be taken that no two students should have the same topic. Students will mention the respective topics on the CollPoll by themselves. Plagiarism in the dissertation shall first be checked by the students themselves with the help of the “Turnitin Account Creation Link” shared by the supervisors.
- (ii) The plagiarism in the dissertation will also be checked in the college itself on the turnitin anti-plagiarism software. In totality permissible limit of similarity will be 20% (twenty percent). Any similarity above 20% will be treated as plagiarism and dissertation with more than 20% similarity will be liable to be rejected as plagiarized.
- (iii) The similarity checks for plagiarism shall EXCLUDE the following:-
 - (a) All quoted work (“...”) falling under public domain or reproduced with all necessary permission and/or attribution typed in double indent/margin and single space. However, students should note that quoted text should not be more than 30%. In case of quoted text is in excess of 30%, turnitin software will display a sign of exclamation (!) at the end of the supervisor/instructor. In the event of plagiarism of quoted text is displayed beyond 30%, the supervisor shall not countersign the “Declaration/Certificate” as provided in Annexure-1 to these guidelines. No dissertation without counter-signature of the supervisor shall be accepted and will be liable to be rejected.
 - (b) All references, bibliography, table of content, acknowledgements etc.
 - (c) All small similarities of minor nature. (For example similarity up to fourteen consecutive similar words.)
 - (d) All generic terms, laws, standard symbols and standard equations.
 - (e) Turnitin software for the purpose of dissertation is modified /calibrated in accordance with the above mentioned guidelines.

1. Objective of the Training

The objective of the training report is to help the student develop ability to understand the actual functioning of the media industry per se. Students also learn to apply multidisciplinary concepts, tools and techniques to solve organizational problems.

2. Structure of the Final Training Report:

- i. The length of the Training Report may be about 40-60 pages typed in font size 12, font type 'Times New Roman', 1.5-spacing (both sides of the sheet) not exceeding 15,000 words (excluding appendices and exhibits). However 10% variation on either side is permissible.
- ii. Contents of the Training Report.
 - a) The title page showing the following
 - "SUMMER TRAINING REPORT"
 - Title of the Project
 - Name of the organization of Summer Training
 - Name of the candidate, BA (JMC) & University ID
 - Logo of the University, DME & the organization of training.
 - Month & year of submission.
 - DME Media School
 - Delhi Metropolitan Education
 - Guru Gobind Singh Indraprastha University
 - dme.ac.in
 - b) Certificate from the Industry Supervisor on the official letterhead.
 - c) Certificate from the candidate signed by the mentor and countersigned by the Head (Performa shown as Annexure I).

3. Submission of Training Report:

Two typed copies of the Training Report should be submitted to the mentor (one of which must be an original print comprising original training certificate). The photocopies of the Industry Supervisor's Certificate as included in the 2nd copy of the Training Report must be attested by the mentor. The Training Report will contain the documentation of all the work/ task completed by the student during his/ her internship period (both in the Print and Broadcast media subsequently). Even anything observed by the student during his Internship on the functioning of the organization has to be documented in the TR.

4. Evaluation of the Training Report:

The weightage of marks in the evaluation of Summer Training Report shall be as follows:

Component	Weightage
Introductory Framework	20 %
Empirical Section	40 %
Analysis Interpretation and conclusion	40 %

ANNEXURE-I

DECLARATION

1. I, _____ Univ. ID _____ BA JMC Batch (202x_ -
__) of DME Media School, hereby declare that the Summer Training Report
entitled _____ is an original work and the same has not been submitted to
any other University/Organization for the award of any other degree.
2. A presentation of this Training Report was made on _____ and
the suggestions as approved by the mentor & peers have been duly incorporated.

Signature of the Candidate

Presentation In charge
(Mentor)

Countersigned

Head, DME Media School, DME

Seal



DME Management School

Summer Training Report (BBA YYY)

1. The students of the BBA program shall be required to submit the “Summer Training Report”, duly typed and duly signed by the Training Supervisor of the respective organization in which they undergo training for a period of 6-8 weeks to the office of the Head, DME Management School.
2. The organization for training of the student shall be duly approved by the concerned Mentor.
3. It shall be the sole responsibility of the mentor to verify the antecedents of the organization, to verify its authenticity, appropriateness, worthiness, usefulness, capability and fitness for the purpose of imparting training.
4. Usually, it shall be an organization of repute either a private or public limited company, corporation or a government department, NGO, etc. The mentor shall arrange for the training seats or the students concerned shall arrange for the seats on their own which shall be approved by the mentor.
5. The mentor shall brief the mentees before they leave for the Training about the guidelines, expectations and other things that they are normally expected to do during the training period.
6. The mentor shall have the liberty to either visit personally where the student is undergoing training to assess, evaluate and provide suggestions for the furtherance and increasing the fruitfulness of the training for the mentee. These suggestions will be provided by the mentor through email from the official email id.
7. Each student is required to submit a communication (letter or email from the organization’s official id) specifying the following latest by 2nd Monday of June 202x:
 - (a) Name & address of the organization.
 - (b) Commencement & completion date of the training.
 - (c) Contact details of the staff / management to whom the student is reporting (mobile number & official mail id)
 - (d) Title of the project.
8. Mentor is required to submit the summary of training record to the respective Head of School by 2nd Tuesday of June 202x, 1630 hrs [excel sheet comprising the details mentioned in a, b, c & d above].

9. Trainees will be required to prepare a power point presentation of the training details / project/work done/completed till 4th Monday of June and mail the same to the mentor by 1st Monday of July 202x.
10. The ppt presentation will be done on 1st Tuesday of July, 0930-1630 hrs according to the schedule to be notified by the respective mentors. For this purpose, students are required to bring their own laptops/pen-drives, etc. The mentors will be required to put their signatures on the diary/project work submitted by the student.
11. This presentation & report evaluation will carry 40% of the internal marks assigned to the summer training program.
12. The mentor shall forward the Training Reports to the Head of Department latest by 1st Monday of September along with a summary sheet (excel comprising title of the project, name of the organization; student name & university roll number).
13. The student will undertake a Project during their training tenure with the consent of the mentor and connected with the organization in which they are undergoing their training. The organizations where the project is not assigned to the students shall have General Training in any area of Management.
14. No two students should normally work on a single project during their training. Even if the students are assigned the same project by the organization due to requirements of the project, it is expected that students shall work on different aspects of the project and their presentations shall be basically different.
15. The Training Report should be submitted with standard title cover as specified herein, besides the certificate duly signed by the Training supervisor on the Organization's letterhead that must specify the period for which the student has undergone training in that organization along with the Training Schedule and the assessment of the overall performance of student. The title of the project, if assigned, must be clearly stated on the letterhead.
16. Final presentation will be required to be done on the 1st Monday of August 202x.
17. Last date for submitting the training report, complete in all respects, is 1st Monday of September. At least one week before the last date of submission of the Report, the students will give a power point presentation on what they have learnt in their training in the presence of other trainee students and faculty members. This presentation will carry the balance 60% internal marks (strictly according to the distribution given below) to be awarded by faculty supervisor. The report is equal to one full subject and carries total 100 marks. It shall be binding on the students to incorporate the modifications and the suggestions, if any, suggested by the participants but approved by the faculty.
18. For providing feedback & maintaining transparency, marks secured in the report and /or presentation will be communicated on the spot and displayed/mailed by the mentor within 24 hrs of the completion of said presentations.
19. Plagiarism check: -

- (i) Students should avoid plagiarism. They are advised to select topics of their choice with the help of faculty members of the college. Care should be taken that no two students should have the same topic. Students will mention the respective topics on the CollPoll by themselves. Plagiarism in the dissertation shall first be checked by the students themselves with the help of the “Turnitin Account Creation Link” shared by the supervisors.
- (ii) The plagiarism in the dissertation will also be checked in the college itself on the turnitin anti-plagiarism software. In totality permissible limit of similarity will be 20% (twenty percent). Any similarity above 20% will be treated as plagiarism and dissertation with more than 20% similarity will be liable to be rejected as plagiarized.
- (iii) The similarity checks for plagiarism shall EXCLUDE the following:-
 - (a) All quoted work (“...”) falling under public domain or reproduced with all necessary permission and/or attribution typed in double indent/margin and single space. However, students should note that quoted text should not be more than 30%. In case of quoted text is in excess of 30%, turnitin software will display a sign of exclamation (!) at the end of the supervisor/instructor. In the event of plagiarism of quoted text is displayed beyond 30%, the supervisor shall not countersign the “Declaration/Certificate” as provided in Annexure-1 to these guidelines. No report without counter-signature of the supervisor shall be accepted and will be liable to be rejected.
 - (b) All references, bibliography, table of content, acknowledgements etc.
 - (c) All small similarities of minor nature. (For example similarity up to fourteen consecutive similar words.)
 - (d) All generic terms, laws, standard symbols and standard equations.
 - (e) Turnitin software for the purpose of dissertation is modified /calibrated in accordance with the above mentioned guidelines.
- (iv) Zero tolerance policy in plagiarism in core areas of dissertation:-

The core work of the report shall comprise of all chapters including abstract, summary, hypothesis, observations, result, conclusions and suggestions/recommendations. This core work done by the student shall be based on original ideas and shall be covered by zero tolerance policy on plagiarism

20. The Training report should contain the following aspects of the organization besides its other components.
 - i. Organizational Profile
 - ii. Business of the organization.
 - iii. Management procedures adopted in various functional areas of the organization.
 - iv. Critical assessment and evaluation of the organizational business, strengths and weaknesses and future prospects of the organization.

- v. Suggestions and recommendations for the organization.

1. Objective of the Training

The objective of the training report is to help the student develop ability to study the organizational functioning and learn and apply multidisciplinary concepts, tools and techniques to solve organizational problems.

2. Types of Training Report:

The training report may be of the following types:

- i) **Comprehensive case study** (covering single organization, multifunctional area, problem formulation, analysis and recommendations).
- ii) **Inter-organizational study** aimed at inter-organizational comparison or validation of theory/survey of management practices
- iii) **Field Study** (empirical study).

3. Project Formulation:

In case a specific project is allotted by the industry supervisor, the project formulation shall be broadly on the following lines:

- i. Structure of the study/Chapterization
- ii. Introduction
- iii. Significance of the Study
- iv. Review of existing literature
- v. Focus of the problem
- vi. Objectives and Hypotheses
- vii. Research Methodology (Research Design, Universe & Survey Population, Sample, Collection of Data, Analysis Pattern)
- viii. Limitations of the Study
- ix. References/Bibliography

4. Structure of the Final Training Report:

- i. The length of the Training Report may be about 40-60 pages typed in font size 12, font type 'Times New Roman', 1.5-spacing (both sides of the sheet) not exceeding 15,000 words (excluding appendices and exhibits). However 10% variation on either side is permissible.
- ii. Contents of the Training Report.

a) The title page showing the following

- "SUMMER TRAINING REPORT"
- Title of the Project
- Name of the organization of Summer Training
- Name of the candidate, BBA Batch & University ID
- Logo of the University, DME & the organization of training.
- Month & year of submission.
- DME Management School
- Delhi Metropolitan Education
- Guru Gobind Singh Indraprastha University
- dme.ac.in

- b) Certificate from the Industry Supervisor on the official letterhead.
- c) Certificate from the candidate signed by the mentor and countersigned by the Head (Performa shown as Annexure I).

5. Submission of Training Report:

- 6. Two typed copies of the Training Report should be submitted to the mentor (one of which must be an original print comprising original training certificate) before 1st Monday of September 202x, 1600 hrs. The photocopies of the Industry Supervisor's Certificate as included in the 2nd copy of the Training Report must be attested by the mentor.

7. Evaluation of the Training Report:

The weightage of marks in the evaluation of Summer Training Report shall be as follows:

Component	Weightage
Introductory Framework	20 %
Empirical Section	40 %
Analysis Interpretation and conclusion	40 %

ANNEXURE-I

DECLARATION

1. I, _____ Univ. ID _____ BBA Batch (202x_ - __) of DME Management School, hereby declare that the Summer Training Report entitled _____ is an original work and the same has not been submitted to any other University/Organization for the award of any other degree.
2. A presentation of this Training Report was made on _____ and the suggestions as approved by the mentor & peers have been duly incorporated.

Signature of the Candidate

Presentation In charge
(Mentor)

Countersigned

Head, DME School of Management

Seal



DME Law School

Dissertation Guidelines Law Year V

(B.A., LL.B. / B.B.A., LL.B.)

Course Code: LL.B. XXX

1. The sole objective of these guidelines/instructions is to help the students to develop ability to apply and understand multi-disciplinary concepts, tools and techniques during their research for dissertation.
2. Faculty members (law) are at liberty to supervise not more than 10 students of their respective choices subject wise. The supervisors of remaining students shall be decided by the internship and dissertation committee.
3. Final year students are required to submit synopsis of dissertation (about 10 to 25 pages) by e-mail at internshiplaw@dme.ac.in as well as by submitting a duly typed copy, signed by the student and faculty supervisor on or before the last date to be notified. Synopsis received after the last date shall not be entertained under any circumstances.
4. The topic chosen/allotted to students may involve purely doctrinal or empirical or partly doctrinal and partly empirical research methodology in accordance with the requirement of the chosen topic and area of research for their dissertation.
5. Doctrinal research methodology will include inter alia study of books, articles, case laws, law commission reports, constituent assembly debates etc.
6. Empirical or non-doctrinal research methodology will include inter alia field Study involving framing of hypothesis, collection of data by means of questionnaire and other methods/tools.
7. The dissertation shall be evaluated at following four stages:-
 - (a) Presentation of synopsis. of synopsis
(Spiral bound/stapled copy required.)

- (b) Pre- submission presentation and pre- viva of dissertation (draft of the dissertation to be shown in spirally bound copy along with copy of the latest turnitin plagiarism report).
 - (c) Final submission of dissertation in one hard bound copy (another copy to be retained by the student for viva-voce) which must include the hard copy of the latest turnitin plagiarism report, which is to be placed in the beginning of the dissertation after the title page.
 - (d) Viva-voce by external examiner.
8. **Structure of the Report:** The synopsis of dissertation (which is a miniature of final dissertation) and final dissertation should inter alia clearly state the following according to the requirement of the selected topic:-
- (i) General Introduction of the topic along with Objectives & significance of the study.
 - (ii) Review of existing literature.
 - (iii) Conceptualization/Theme/Focus of the problem.
 - (iv) Research methodology or research design- (doctrinal/empirical/both)
 - (v) Hypothesis. (If required).
 - (vi) Sample of targeted Survey population.
 - (vii) Collection of data.
 - (viii) Data analysis (Only in final dissertation).
 - (ix) Limitations of the study.
 - (x) Chapterization (From introduction to conclusion) (To be detailed & elaborated in final dissertation)
 - (xi) Conclusions & Suggestions (only in final dissertation)
 - (xii) References/Bibliography, which will include inter-alia, list of articles, books, dictionaries, encyclopedias, inter-net sites, journals, law commission reports, Parliamentary debates etc.
9. Formatting and structure of synopsis for dissertation and final dissertation inter alia shall be as follows:-
- (i) The dissertation shall be typed and the font shall be Times New Roman only and it should be in justified alignment.
 - (ii) The length of synopsis may be between 10 to 25 pages and that of dissertation may be between 100 to 150 pages excluding appendices, bibliography etc.
 - (iii) Size of the paper printout shall be A-4.
 - (iv) The dissertation must be typed only on one side of the paper.
 - (v) Font size shall be 14 for headings, 12 for main body and 10 for foot notes.
 - (vi) Line space in the main body shall be 1.5 whereas in the foot notes line spacing shall be one.

- (vii) One inch margin to be left on three sides. One and half inch margin to be left on left hand side for facilitating binding.
- (viii) The footnoting shall be as per JILI (www.ili.ac.in) style of footnoting in Times New Roman, single space and in justified alignment.
- (ix) The quoted text should be in right alignment in Times New Roman font with double indent/margin on the left hand side. The quoted text should be typed in single space. The last word of the quoted text at inverted comma closed (..”) has to be connected with the relevant foot note number, whose details should appear at the foot of the same page acknowledging the source from where the quoted text is taken.
- (x) Title page should contain title of dissertation, name of the college, logo of the college in the centre, name of the university, name of the candidate, enrollment number, current mobile number, e-mail id, and name of the supervisor, month and year of submission.
- (xi) The latest turnitin plagiarism report duly signed by the student is to be appended at the beginning of the dissertation after title page.
- (xii) Declaration of the student (in accordance with Annexure-I) that research work done by him/her is based upon his/her original research work under the guidance of allotted supervisor. This declaration shall be signed by the student and counter signed by the supervisor.
(Annexure- 1)
- (xiii) Title page again after the said declaration.
- (xiv) Preface: - It will contain the experience of researcher along with crux of dissertation.
- (xv) Acknowledgment: - Student should acknowledge all the sources/persons that were helpful in writing dissertation.
- (xvi) Table of contents will include preface, acknowledgment, list of abbreviations and their meanings in tabular form including the meaning of signals used like accord, but see, cf., et seq., Ibid., Id., Infra, loc. cit., op. cit., see, see also, supra, re., etc. List of cases, chapterization from introduction to conclusion, bibliography including articles, books, dictionaries, encyclopedias, journals, reports etc., should be included in the table of contents.
- (xvii) The dissertation shall be paginated. Each page (except the title page) must have a number. There shall be no blank pages. The number should not appear on the title page. The preliminary pages should be numbered with lower case roman numerals, centered at the foot/top of the page. The remainder of the dissertation except appendices is to be numbered with Indo-Arabic numerals beginning with 1 (one).
- (xviii) Table of contents will indicate page number(s) against each and every item.
- (xix) In list of cases, each case should indicate the page number(s) on which particular case appears in the dissertation.

- (xx) Appendices like sample questionnaire, interview schedule, tables etc., to be appended at the end of dissertation.
 - (xxi) The final dissertation shall be hard bound with the help of black colored binding with printing in golden color.
10. (a) After the presentation of synopsis of dissertation, students are required to make a pre-submission presentation and pre-viva-voce of dissertation on a date to be separately notified. One spiral bound copy of the draft of the dissertation along with copy of the latest turnitin plagiarism report duly signed by the student will be required for pre-submission presentation and pre-viva-voce.
- (b) Number of hard bound copies to be submitted shall be one. Another hard bound copy is to be retained by the students. They will bring second hard bound copy at the time of the final viva voce examination. Final dissertation is also required to be mailed at internshiplaw@dme.ac.in for plagiarism check.
11. Maximum marks for the dissertation shall be 100.
12. Plagiarism defined: Plagiarism is the act of stealing, copying someone else's creativity, language, words or work and pretending that they are one's own. It shall be considered to be a corrupt practice, academic dishonesty and breach of ethics. Plagiarism violates of copyright and intellectual property rights. It involves using someone else's work as one's own including data plagiarism and self-plagiarism.
13. **Plagiarism check:** -
- (a) Students should avoid plagiarism. They are advised to select topics of their choice with the help of faculty members of the college. Care should be taken that no two students should have the same topic. Students will mention the respective topics on the Google spread sheet shared with them. Plagiarism in the dissertation shall first be checked by the students themselves with the help of the "Turnitin Account Creation Link" shared by the supervisors.
 - (b) The plagiarism in the dissertation will also be checked in the college itself on the turnitin anti-plagiarism software. In totality permissible limit of similarity will be 20% (twenty percent). Any similarity above 20% will be treated as plagiarism and dissertation with more than 20% similarity will be liable to be rejected as plagiarized.
 - (c) The similarity checks for plagiarism shall **EXCLUDE** the following:-
 - (i) All quoted work ("...") falling under public domain or reproduced with all necessary permission and/or attribution typed in double indent/margin and single space. However, **students should note**

that quoted text should not be more than 30%. In case of quoted text is in excess of 30%, turnitin software will display a sign of exclamation (!) at the end of the supervisor/instructor.

In the event of plagiarism of quoted text is displayed beyond 30%, the supervisor shall not countersign the “Declaration/Certificate” as provided in **Annexure-1** to these guidelines. No dissertation without counter-signature of the supervisor shall be accepted and will be liable to be rejected.

- (ii) All references, bibliography, table of content, Preface and acknowledgements etc.
 - (iii) All small similarities of minor nature. (For example similarity up to fourteen consecutive similar words.)
 - (iv) All generic terms, laws, standard symbols and standard equations.
- (d) Turnitin software for the purpose of dissertation is modified /calibrated in accordance with the above mentioned guidelines.
- (e) Zero tolerance policy in plagiarism in core areas of dissertation:-
The core work of the dissertation shall comprise of all chapters including abstract, summary, hypothesis, observations, result, conclusions and suggestions/ recommendations. This core work done by the student shall be based on original ideas and shall be covered by zero tolerance policy on plagiarism.

(ANNEXURE-I)**DECLARATION**

I, **(NAME OF STUDENT)**, student of X Semester B.A., / BB.A., LLB (H), section..... Enrolment No....., Delhi Metropolitan Education, Noida, do hereby declare that the dissertation titled as “**(TOPIC OF DISSERTATION)**” is my own original work which is a pre requisite condition for the award of the Degree of B.A., / BB.A., LLB (H). The dissertation is submitted to Delhi Metropolitan Education, Noida, affiliated to Guru Gobind Singh Indraprastha University, New Delhi.

I declare that this dissertation is an authentic record of my own work under the supervision of “**(NAME OF SUPERVISOR)**”. The matter contained in this Dissertation has not been submitted by me for the award of any other degree of this or any other University/Institute.

This work is based on my own study, experience and observations. The contents of this dissertation are true and correct to the best of my knowledge and understanding. I certify that this work is in accordance with the policy of plagiarism.

SIGNATURE OF STUDENT**COUNTER SIGNATURE OF SUPERVISOR****NAME OF STUDENT****NAME OF SUPERVISOR****COURSE (B.A., / BB.A., LL.B. (H))****D.M.E., NOIDA****SECTION****ENROLMENT NUMBER.....****BATCH.....****DATED.....**

DATES**(Paper Code-LL.B. xx)****B.A.,LL.B. & BB.A., LL.B. (H) Xth semester (201X-2X)**

Sr.	EVENT	DATE
1	Selection of topics/allotment of supervisors for dissertation.	At the close of ninth semester examination.
2	Signing of tracker report. (To be kept by the supervisors)	Twice a month (fortnightly) in 1 st & 2 nd half of each month.
3	Presentation of synopsis of dissertation (10 marks)	1 st Monday of February, 202X
4	Pre-submission presentation and pre-viva of dissertation. (draft of the dissertation to be shown in spiral bound copy along with copy of the latest turnitin plagiarism report duly signed by the student.) (15 marks)	1 st Monday of April, 202X
5	Final submission of dissertation in one hard bound copy. (Another copy to be retained by the student for viva-voce.) (50 marks) <i>NB: The dissertation must include the hard copy of the latest turnitin plagiarism report duly signed by the student which is to be placed in the beginning of the dissertation after the title page.</i>	3 rd Monday of April 202X
6	Viva-Voce by external examiner (25 marks)	Date to be notified later



DME Management School

Project Report Guidelines

L-0 T-0 Credits-6

BBA AAA

1. During the sixth semester each student of BBA shall undertake a project to be pursued by him / her under the supervision of an Internal Supervisor to be appointed by the Director / Principal.
2. The subject and topic will be approved by the project mentor. The Project Report in duplicate (02 copies) along with one soft copy shall be submitted at least two weeks prior to the commencement of the End Term Examination of the Sixth Semester to the mentor. The students shall be required to submit the "Dissertation Project Report", duly typed and duly signed by the Mentor under the supervision of the Head, DME Management School.
3. Project Report shall carry 100 marks. These shall be evaluated by an External Examiner appointed by the University for 50 marks and for the rest of the 50 marks by an Internal Board of Examiners to be appointed by the Director / Principal of the Institution. This internal Board of Examiners shall comprise of a minimum of two Internal Faculty Members.
4. It shall be the sole responsibility of the mentor to verify the report, to verify its authenticity, appropriateness, worthiness, usefulness, capability and fitness for the purpose of Dissertation project.
5. Project Mentors will be required to submit the finalized topics of the mentees to the Class mentors through mail to check that no duplication of topics is there. In case of duplication the project mentor who has sent the mail later will have to get the topic of his mentee revised.
6. Usually, it shall be an organization of repute a private or public limited company, corporation or a government department, NGO, or an independent project. The mentor shall arrange for the training seats or the students concerned shall arrange for the seats on their own which shall be approved by the mentor or will take up the independent project as per the guidance of the mentor.
7. Objective of Dissertation Project: To help the student develop ability to apply multi-disciplinary concepts, tools and techniques to solve organizational problems.

8. Types of project:

(i)	Comprehensive case studies	Covering single organization, multifunctional area problem formulation, analysis and recommendations.
(ii)	Inter-organizational study	Aimed at inter-organizational comparison OR validation of theory OR survey of management practices.
(iii)	Field study	Empirical study.

9. Interim report: To be submitted to the mentor / research supervisor followed by its presentation before the faculty in the class. The supervisor shall certify that pre-submission presentation by the candidate has been made and feasible suggestions have been incorporated. The concerned supervisor shall keep a record of presentation by each student.

10. Structure of final report:

(i) Length of report may be 60-80 pages typed in 1.5 spaces not exceeding 15,000 words (excluding appendices and exhibits). [+ 10%]

(ii) The project report must contain the following: -

(a)	Title page showing title
(b)	Purpose for which the project has been submitted
(c)	Name of candidate, supervisor, institute, university, month and year of submission
(d)	Certificate from the candidate countersigned by supervisor and director, certificate from the competent authority of the organization where the project has been conducted
(e)	Acknowledgement
(f)	Table of contents

(iii) Chapters: -

(a) Introduction: Significance of the problem, review of literature, conceptualization, operationalization of the concept, focus of study, objectives, hypothesis, limitations, chapterization, notes (references).

(b) Research methodology: -Universe and survey population, profile of organization, research design, sample size and techniques, analysis pattern, data collection (primary and secondary), identified independent and dependent variables, content analysis, applied statistical tools (analysis pattern).

(c) Objective wise analysis (chapter 3, 4, 5, ... Micro analysis).

(d) Macro analysis (interferences and interpretation).

(e) Summary of major observations and recommendations (including utility of observations and directions for future research).

(f) Appendices: - Questionnaire/schedule, raw analysis and tables, bibliography.

(iv) Important Dates:

Finalizing the topic by project mentor	4 th Friday of Feb 202x
Submission of the final draft to project mentors	Fourth Friday of March 202x Internal Viva: 1 st Monday of April 202x
Revised Internal Viva (In case required)	2 nd Monday of April 202x

11. Plagiarism check: -

(i) Students should avoid plagiarism. They are advised to select topics of their choice with the help of faculty members of the college. Care should be taken that no two students should have the same topic. Students will mention the respective topics on the CollPoll by themselves. Plagiarism in the dissertation shall first be checked by the students themselves with the help of the “Turnitin Account Creation Link” shared by the supervisors.

(ii) The plagiarism in the dissertation will also be checked in the college itself on the turnitin anti-plagiarism software. In totality permissible limit of similarity will be 20%

(twenty percent). Any similarity above 20% will be treated as plagiarism and dissertation with more than 20% similarity will be liable to be rejected as plagiarized.

(iii) The similarity checks for plagiarism shall EXCLUDE the following:-

- (a) All quoted work (“...”) falling under public domain or reproduced with all necessary permission and/or attribution typed in double indent/margin and single space. However, students should note that quoted text should not be more than 30%. In case of quoted text is in excess of 30%, turnitin software will display a sign of exclamation (!) at the end of the supervisor/instructor. In the event of plagiarism of quoted text is displayed beyond 30%, the supervisor shall not countersign the “Declaration/Certificate” as provided in Annexure-1 to these guidelines. No dissertation without counter-signature of the supervisor shall be accepted and will be liable to be rejected.
- (b) All references, bibliography, table of content, acknowledgements etc.
- (c) All small similarities of minor nature. (For example similarity up to fourteen consecutive similar words.)
- (d) All generic terms, laws, standard symbols and standard equations.
- (e) Turnitin software for the purpose of dissertation is modified /calibrated in accordance with the above mentioned guidelines.

(iv) Zero tolerance policy in plagiarism in core areas of dissertation:-

The core work of the dissertation shall comprise of all chapters including abstract, summary, hypothesis, observations, result, conclusions and suggestions/ recommendations. This core work done by the student shall be based on original ideas and shall be covered by zero tolerance policy on plagiarism

ANNEXURE-I

DECLARATION

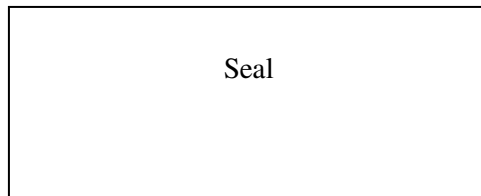
1. I, _____ Univ. ID _____ BBA Batch (202x_ - __) of DME Management School, hereby declare that the Dissertation entitled _____ is an original work and the same has not been submitted to any other University/Organization for the award of any other degree.
2. A presentation of this Report was made on _____ and the suggestions as approved by the mentor & peers have been duly incorporated.

Signature of the Candidate

Presentation In charge
(Mentor)

Countersigned

Head, DME School of Management



Introduction

What is a Student Placement?

A Student Placement is a 'real' work experience gained within a 'real' working environment that complements the student's degree qualification and provides mutual benefit to both the employer and the student.

The term student placement usually refers to the duration spent in an organization during the last semester or after the completion of the course. This could be in any organization of any size and operating in any area like Law, Media or Commerce or the public sector.

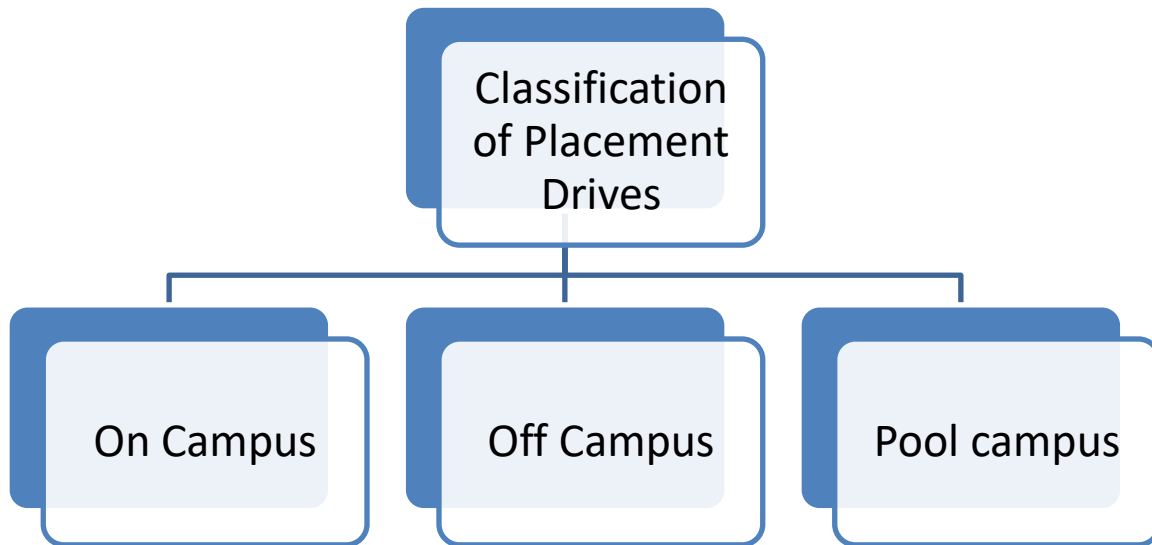
Placement can fall into a variety of names including 'Job', 'Campus Placement', 'off campus Placement', 'Placement Semester', 'Semester in Industry', and probably a few more having the same meaning.

Objective of Campus Placements

The major objective of campus placements is to identify talented and qualified professionals before they complete their education. It provides employment opportunities to students who are pursuing or in the final stage of completing their courses. Research shows that employers recruit graduates with the right set of Knowledge, Skills & Attitude.

What is a campus drive?

Campus drive is a program conducted within educational institutes / at the corporate premises / a common place to provide opportunities to students pursuing or in the stage of completing the course. Under a campus drive, corporate select students depending on their knowledge, skills & attitude.



Advantages of “Campus Recruitment Drives”

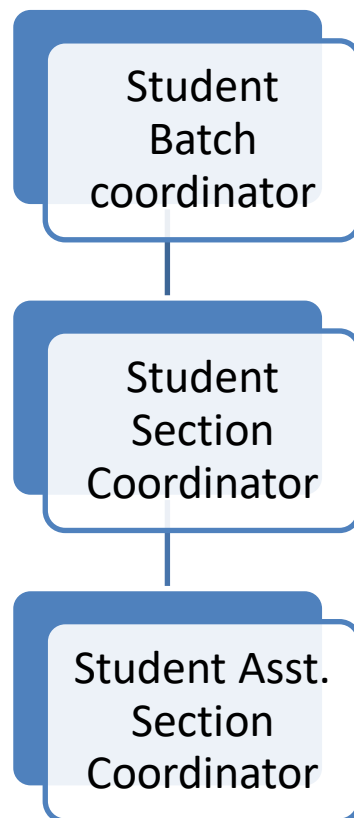
Advantages for the Students	Advantages for the recruiters
Jobs at their doorstep	Student pool offering a wide choice at a single point
Saving in terms of “Search Cost”	Saving in terms of “Advertisement Cost”
Saving in terms of “Application Cost”	Dealing with 1 college rather than large number of students
Saving in terms of “Travel cost”	Tried & tested client pool if the recruiter is visiting college for other than the 1 st time

For the college, Campus Recruitment Drives help building the identity & brand, which in turn, improves the quality of input i.e. the quality of students seeking admission in the college.

Training & Placement Cell: Structure

The Training & Placement cell for each school will function independently under the leadership of the convener. The convener is traditionally designated as Training & Placement Officer (TPO). Each member of the School Placement Committee will report to the TPO. Members of the placement committee will appoint “Student Members”. It is expected that the student members of the Placement Committee are empowered, with commensurate authority & responsibility so that they can discharge their duties efficiently. While delegating tasks, from the convener to the faculty members & in turn, from the faculty members to the student members, it should be understood that “Authority, not responsibility can be delegated”.

Structure of Placement Cell



Role/Responsibility/Profile of the Student Section Coordinator & Asst. Section Coordinator:

1. Holding meetings each Tuesday (1500 hrs).
2. To assist students of their section to develop & clarify their academic and career interests, and their short and long-term goals through individual counseling and group sessions

3. Clicking professional photos for the internship/placement brochure latest by the 3rd Monday of August.
4. Collection of data for the internship/placement brochure latest by the 3rd Monday of August.
5. Preparing the internship/Placement brochure latest by the last working day of August.
6. Maintaining and regularly updating the database of students on CollPoll.
7. Maintaining database of companies and establishing strategic links for campus recruitments.
8. Gathering information about job fairs/pool campuses/job opportunities with the public sector/competitive exams and all relevant recruitment advertisements & sharing the same with the students of their section.
9. Coordinating with companies to learn about their requirements and recruitment procedures
10. Identifying the needs and expectations of the companies to assist them in recruiting most suitable candidates.
11. Organizing pre-placement training/workshops/seminars for students.
12. Arranging periodic meetings with Human Resources Department of companies and TPO's (of peer colleges) to promote recruitments.
13. Arranging Motivational Talks / Psychometric Tests / Expectation Management Workshops.
14. Scheduling invited talks by prospective recruiters.
15. To provide resources and activities to facilitate the career planning process.
16. To act as a link between students, alumni, and the employment community.
17. To assist students of their section for industrial training at the end of even semesters.
18. To assist students in obtaining placement in reputed companies.
19. Meetings:

Day	Timings	Venue	In attendance
Tuesday	1500 hrs	301: Law School 509: Mgmt School 01: Media School	TPO, faculty members & student members

In case Tuesday is a holiday, the meeting will be automatically scheduled for the next working day with the same time & place.

Role/Responsibility/Profile of the Faculty member & TPO:

1. To mentor/guide/assist/supervise the student member/s in the execution of all the tasks listed above for the batch allotted.
2. Overall responsibility for the efficient (processes) & effective (meeting targets) functioning of the School Placement Cell.

Division of responsibilities among faculty members (Law School)

Year	I	II	III	IV	V
Faculty member	A1	A2	A3	A4	A5
Sections	BA LLB Sections A, B & C	BA LLB Sections A, B & C	BA LLB Sections A, B & C	BA LLB Sections A, B & C	BA LLB Sections A, B & C
Faculty member	B1	B2	B3	B4	B5
Sections	BBA LLB Sections A & B	BBA LLB Sections A & B	BBA LLB Sections A & B	BBA LLB Sections A & B	BBA LLB Sections A & B

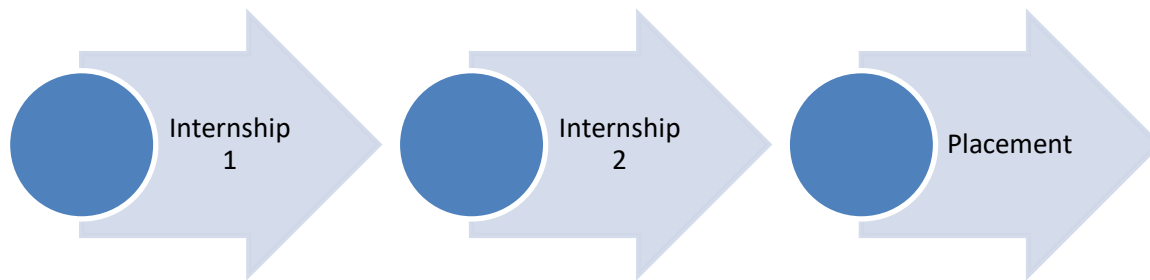
Division of responsibilities among faculty members (Media School)

Year	I	II	III
Faculty member	A1	A2	A3
Sections	BA (JMC) Sections A, B & C	BA (JMC) Sections A, B & C	BA (JMC) Sections A, B & C

Division of responsibilities among faculty members (Management School)

Year	I	II	III
Faculty member	A1	A2	A3
Sections	BBA Sections A, B & C	BBA Sections A, B & C	BBA Sections A, B & C

The DME Model: Placement through Internships



Role/Responsibility/Profile of the Student Section Coordinator & Asst. Section Coordinator:

1. Holding meetings each Tuesday (1500 hrs).
2. To assist students of their section to develop & clarify their academic and career interests, and their short and long-term goals through individual counseling and group sessions
3. Maintaining and regularly updating the database of students on CollPoll.
4. Clicking professional photos for the internship brochure latest by the 3rd Monday of August.
5. Collection of data for the internship brochure latest by the 3rd Monday of August.
6. Preparing the internship brochure latest by the last working day of August.
7. Vetting of the student CVs.
8. Maintaining database of companies and establishing strategic links for campus recruitments.
9. Gathering information about job fairs/pool campuses/job opportunities with the public sector/competitive exams and all relevant recruitment advertisements & sharing the same with the students of their section.
10. Coordinating with companies to learn about their requirements and recruitment procedures
11. Identifying the needs and expectations of the companies to assist them in recruiting most suitable candidates.
12. Organizing pre-placement training/workshops/seminars for students.
13. Arranging periodic meetings with Human Resources Department of companies and TPO's (of peer colleges) to promote recruitments.
14. Arranging Motivational Talks / Psychometric Tests / Expectation Management Workshops.
15. Scheduling invited talks by prospective recruiters.
16. To provide resources and activities to facilitate the career planning process.
17. To act as a link between students, alumni, and the employment community.
18. To assist students of their section for industrial training at the end of even semesters.
19. To assist students in obtaining internships with organizations of repute.

20. To organize a “Internship Week” during April 2nd week.

21. Meetings:

Day	Timings	Venue	In attendance	Agenda
Tuesday	1500 hrs	Room no. 301: Law School Room no. 509: Mgmt School Room no. 01: Media School	TPO, faculty members & student members	Assessment of the work done during the past 1 week; Planning of the tasks to be implemented during the next 4 working days.

In case Tuesday is a holiday, the meeting will be automatically scheduled for the next working day with the same time & place.

Role/Responsibility/Profile of the Faculty member & TPO:

- To mentor/guide/assist/supervise the student member/s in the execution of all the tasks listed above for the batch allotted.
- Overall responsibility for the efficient (processes) & effective (meeting targets) functioning of the School Placement Cell.

Division of responsibilities among faculty members (Law School)

Year	I	II	III	IV	V
Faculty member	A1	A2	A3	A4	A5
Sections	BA LLB Sections A, B & C	BA LLB Sections A, B & C	BA LLB Sections A, B & C	BA LLB Sections A, B & C	BA LLB Sections A, B & C
Faculty member	B1	B2	B3	B4	B5
Sections	BBA LLB Sections A & B	BBA LLB Sections A & B	BBA LLB Sections A & B	BBA LLB Sections A & B	BBA LLB Sections A & B

Division of responsibilities among faculty members (Media School)

Year	I	II	III
Faculty member	A1	A2	A3
Sections	BA (JMC) Sections A, B & C	BA (JMC) Sections A, B & C	BA (JMC) Sections A, B & C

Division of responsibilities among faculty members (Management School)

Year	I	II	III
Faculty member	A1	A2	A3
Sections	BBA Sections A, B & C	BBA Sections A, B & C	BBA Sections A, B & C

Pre Placement Drive Protocols

Action	Responsibility	Closing the action/Remarks
How did the recruiter know about DME		
Who is the contact person at the recruiter's office?		
Vetting the recruiter's credentials/details through the recruiter's web		
Receiving the Job Description (JD) from the recruiter		
Sharing the JD with the students through collpoll/other media		
Discussing the JD & "About the recruiter organization" with the relevant students in the classroom & clarifying the queries		
Receiving choice from students for participating in the recruitment process through collpoll		
Mock interview specifically for this drive		



Delhi Metropolitan Education

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



Professional
Photo

Name:
Phone:
Alternate Phone:
Email:

OBJECTIVE

INTERNSHIPS / PROJECTS / HANDS ON TRAININGS

Organization	Project Title & Synopsis	Duration

DISSERTATION

Title:
Synopsis:

QUALIFICATIONS

Class / Degree	Board/University	Year of Passing	%
Graduation			
12 th			
10 th			

VISITS

Organization	Date of Visit	Key learning

PUBLICATIONS

CONFERENCES/WORKSHOPS ATTENDED

- National Conference on “_____” at _____ (Organization & its Place) (Date: ____20__).
-

PERSONAL DETAILS

- Passport No.: L7548014; date of issue: 12/3/2014; date of expiry: 11/3/2024; Place of issue: Delhi.
- UID: 998727784485; PAN: AVUPS8632M
- Hobbies: Reading Books:
Favorite authors: Salman Rushdie, Jeffry Archer, Dominique Lapierre and Larry Collins (recent history), Sidney Sheldon (suspense fiction), Gita Piramal (Business History).
- Date of birth: ___ June _____
- Mother: Name: _____ Profession: _____
- Father: Name: _____ Profession: _____
- Permanent address:

ACHIEVEMENTS

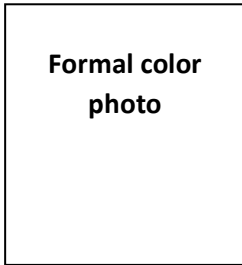
- NCC ‘C’ certificate holder.
- .

Date: _____
Place: _____

(Name)

Annexure A

DECLARATION



Fill the information in Capital

A. STUDENT INFORMATION

Student Name

University Enrolment No.....

Program / Course:Stream

School.....Batch

Postal Address:

.....

.....

.....PIN.....

Contact (Student).....

Contact (Mother)

Contact (Father).....

Email Id

Alternate Email Id.....

B. DECLARATION

1. Do you need Internship/Placement assistance? Yes / No
2. If no, I hereby wish to declare that I do not require Final Placement/ Internship from the college for the following reason:

Entrepreneur	Further Studies	Family Business	Other

Signature of the student

Date: ____ / ____ /2020

.....

Interview Tips

1. Learn the following about the recruiter:

- (i) Organization's profile:
 - (a) Recruiter's product / service & industry
 - (b) Annual and quarterly reports
 - (c) Trade publications.
- (ii) Job description for the post applied
- (iii) Communicate with the people who are aware about the recruiter & collect information about the industry, the recruiter and its management.
- (iv) If the recruiter has any office/outlet in your area, visit once.

2. Speak

- a) Loudly
- b) Clearly
- c) Slowly

3. FAQs

- (i) The interviewer begins the conversation with "How are you doing?" You need to respond back with "Fine. How about you?"
- (ii) Introduce yourself: A starter question from which further questions are picked up.
 - (a) Start with your full name.
 - (b) State your career objectives
 - (c) Schooling.
 - (d) College.
 - (e) State your key skills (useful for the recruiter)
 - (f) Highlight any special training or certifications you have.
 - (g) Describe your SWOT
 - (h) Close with your personal details like hobbies, parents, etc.
- (iii) Why should you be hired?

Ask questions about the position for which you are being interviewed & find out the specifics.

You need to end the interview with. "Thanks for your time. It was nice talking to you and I look forward to being a part of your project".

4. Attire

Make sure your first impression is a good one by looking professional and confident. Even when the corporate culture is more casual, it doesn't hurt to be the best dressed person in the room during an interview.

5. Arrive in time

Be at the destination and report to the receptionist well before the interview. 15-30 minutes early is the rule of thumb. To make sure you don't arrive at the last minute, go over your travel

route in advance, and even drive it once to test the route so you are absolutely confident you know how long it will take.

6. Maintain a Friendly and Professional appearance

Be accessible and open, but always professional. Listen carefully to the questions being asked, and make relevant and concise responses. Stay on course with your answers, and provide specific examples whenever appropriate to elaborate & reinforce the points you are making.

7. Ask Permission to Take Notes

It implies that you are very interested in the position and the recruiter, and it shows clearly that you are well organized, detail oriented and thorough

8. Answer Confidently

Provide direct and complete answers to all questions that are asked of you. Even the toughest questions can be handled with poise and confidence. Don't try to hide weaknesses in your experience or difficult relationships in your work history. Never dwell on the negative, and put a positive, but honest spin on things.

1. Things to Avoid

- (i) Try to avoid giving out too much personal information (i.e., financial problems, marital status, children, etc.).
- (j) Avoid questions about salary and benefits until the job is offered.
- (k) Don't talk too much.
- (l) Bring a few pointed, well thought out questions regarding the position (i.e., duties, responsibilities, territory size, commission structure, potential for advancement.)
- (m) Don't be late. If at all possible, be early at least 15-30 minutes prior to the interview.
- (n) Don't brag. It is fine to bring a "brag book" with you to the interview that lists your accomplishments. However, try not to rely on it. Use it as a guide to show the interviewer what you can do for their recruiter.



PLACEMENT POLICY

1. Introduction
2. Placement through Internships.
3. Placement Rules and Regulations
4. General Guidelines
5. Eligibility
6. Placement Process
7. Job acceptance Policy
8. Early Joining
9. Finishing School
10. Annexure A.

1. Introduction

Placement Assistance: The transition from campus to corporate is a trial. The search for 1st job ushers the beginning of a different life. The Objective of this search should be to find a situation that supports onward progression and where one can grow with the organization in terms of learning & remuneration.

DMEs' Placement Cell intends to assist students to make their job search consequential. By connecting with the corporate, the Placement Cell brings a broad spectrum of opportunities to satisfy the diverse requirements of the students. This policy framework will provide the broad framework for the functioning of all the internship & placement activities at DME.

2. Placement through Internships:

DME's placement strategy is "Placement through Internships". Thus, the focus of DME's placement cell is to have the correct set of internships / trainings / hands-on projects / part-time projects leading to placements.

3. Placement Rules & Regulations

4. General Guidelines

The Placement Committee of each School is responsible for the functioning of the Placement Process. Schools will have a Internship/Placement committee consisting of representatives from the students. Faculty members will be nominated for mentoring & providing direction to the placement committee.

The School Placement Office will facilitate the internships/placement of all eligible students enrolled for B.B.A. LL.B., B.A. LL.B., B.A. (J.M.C.) & B.B.A. courses. Eligible students interested in placement assistance shall submit a Placement registration form.

Once registered, each student will participate in the internship/placement activities.

Student wishing to opt out of the internship/placement assistance can do so by signing the form/declaration in Annexure A.

Internship/Placement involves interacting with the corporate. It represents an opportunity for creating goodwill for the student and the College. The participating corporate views the student as an ambassador of the DME. Students are, therefore, advised to exhibit professional conduct while interacting with the corporate. If any student deviates from the professional code of conduct, he/she is liable to be disqualified from internship/placement assistance.

All participating students are required to be present in the college on all days of placement-related activities in college dress.

It is the student's responsibility to follow all timelines arising out of the placement processes. For this purpose, the student must regularly check the notices on CollPoll and comply with the actions as required within the indicated time. Non-adherence to schedules may lead to denial to attend future placement processes.

Students are required to keep a track of the communications pertaining to the corporate with Job opportunities. If a student, eligible as per the Job Description, chooses not to apply for three (3) consecutive eligible job postings, then it shall automatically imply that the student is not interested in pursuing the placement assistance process. In such cases, the student will be denied further placement assistance.

For securing a job, a maximum of five (5) attempts of selection rounds will be permitted. If a student fails to obtain a offer after appearing for selection interview of five (5) organizations, then he/she will automatically opt out of the placement assistance processes of the college.

All job offers will be made through the Placement Cell. No direct offers to students will be permitted.

The College will follow a 1-student, 1-job offer policy. Thus, it becomes mandatory for the student to accept the 1st job offer. Upon receiving the 1st job offer, the student will be automatically considered as placed, and removed from list of students awaiting job offers.

Dream job:

Defined as having >25% per month higher salary vis-à-vis the offer in hand. A student is permitted to avail an opportunity offering the "Dream Job" despite already having an offer in hand.

5. Eligibility

The College would facilitate final placement of its students fulfilling the below mentioned criteria:

Successfully completed the semester examinations/course with a CGPA equivalent to 6 or higher, and with no backlogs at the time of interview.

Satisfactory conduct with no disciplinary action throughout the program.

Good attendance record (mandatory) in their courses and has good participation in Placement Activities (Guest Lectures/ Seminars/ Conferences/ Industry Visits etc).

90% attendance in the proposed trainings conducted as part of DME Finishing School as per clause 3 of this document.

Graduating students who wish to pursue their entrepreneurial / higher studies/ competitive exams / startup prospects instead of seeking placements, may seek deferment from the on-campus placement process by submitting the form given in Annexure A to their respective TPO by 31 October of the year in which the applicable placement process starts.

The Placement Cell will attempt to find suitable opportunities for deferred-students who return to request placement support within 12 months of the completion of their graduation. Placement support to such students will be made on a best- attempt basis without any assurances or guarantees.

6. Placement Process

DME will follow a rolling placement process starting September every year. The placement process will have the flexibility to accommodate the needs of the recruiters. It will broadly comprise of the following steps:

- (i) Recruiting companies will inform the College about their requirements, Job descriptions, eligibility norms and the compensation packages offered.
- (ii) These details will be shared with students through the Placement Committee.
- (iii) Students will be able to decide about participating in the company's recruitment process depending upon their interest, suitability, specializations and career interests.
- (iv) CVs of interested and/or suitable students will be sent to the recruiting organization.
- (v) The recruiters will shortlist students based on this.
- (vi) Shortlisted students will be informed about the selection process which may include one or

- more of the following:
 - (a) Personal interview.
 - (b) Online Assessment
 - (c) Telephonic interview
 - (d) Case Discussion
 - (e) Group Discussion
 - (f) Language/voice tests
 - (g) Multiple rounds of Interviews.
- (vii) The rounds may be conducted on the College's campus or at other premises decided by the company.
- (viii) Students may be required to go to the company's office or other pool campus locations for final placements as decided by the recruiter company.
- (ix) Withdrawal of candidature: After the Pre-Placement talk for Final Placement, student/s can withdraw his/her candidature. Once the company's placement process commences, students will not be permitted to withdraw. Any withdrawal will result in debarring the student from the placement assistance process.
- (x) It shall be mandatory for short-listed students to appear for the interview.
- (xi) Absence from the interview would result in debarring such student(s) from the placement assistance process.

7. Job acceptance policy

In the event of students appearing for multiple recruiting companies' selection process for final placement, it would be mandatory for the student(s) to accept the 1st offer and join that company.

If a student gets a pre-placement offer (PPO) from an Organization, he/she will be considered as campus placed and will not be eligible for further placement assistance from the College.

8. Early Joining

Companies may indicate early joining in their offer letters. Such cases will be reported to the placement office, HOD and Dean.

At present, the College does not have a policy for early joining. The College does not encourage early joining as it involves loss of academic credits which may potentially lead to incomplete coursework and withholding of the degree. However, such early joining may be permitted depending on the merits of the case. In all circumstances the student would be allowed to join early only if recommended by the respective TPO and approved by the Head of School.

If a student is allowed to join early, then he/she shall furnish an undertaking whereby he/she would diligently undertake assignments given to him/her and report to the concerned faculty member on the mutually agreed days. Failure in submitting the assignments and meeting faculty members on the assigned day(s) may result in withholding of the degree. The student must manage the leave of absence from the company, to write their final examinations and complete other academic requirements in time.

The College reserves the right to change/modify any or all of the above-mentioned rules/regulations and procedures, whenever it is deemed necessary to do so.

9. DME Finishing School

DME's Corporate Readiness Program is designed to assist students make the best out of every market situation and achieve a good start in your career. The program provides advice and encouragement on how to assess your current situation and your professional opportunities and offers numerous tips on how to present yourself to the best of your advantage during the application and selection process.

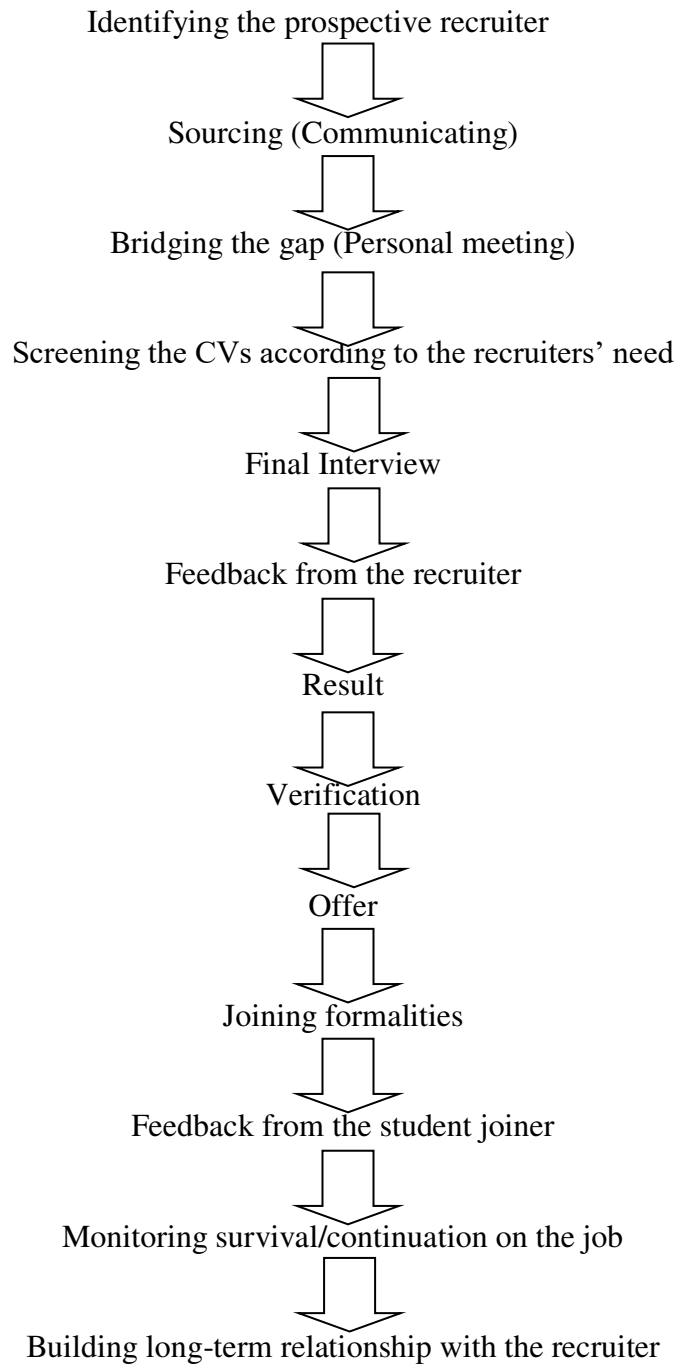
DME Finishing School (DFS) is designed to help the student improve chances to get a right career opportunity and make the student corporate ready. DFS seeks to assist participants with professional development and career advancement process thus equipping you with the skills that are required for employment.

The list of proposed workshops is as follows:

Proposed Workshops	Value Proposition
Industry Insights Sessions	This will help students Explore Diverse Career Opportunities with Industry Practitioners sharing key insights on working in specific profiles / industries.
Life Skills Training	This will help build confidence in both spoken skills and for group collaboration and cooperation, find new ways of thinking, problem solving and decision making etc.
CV and Cover Letter Development	Nobody can ever underestimate how important it is to have a good CV. First impressions count, and the first impression that a potential employer will have of a DME Student, is going to depend on how they present their CV.
Curating Social Media Presence	Importance of a LinkedIn profile can hardly be undermined. We will have professionals come and guide students create and improve their LinkedIn profiles via Rock your Profile session.
Art of Networking	Connections for Better Opportunities. Jobs never fall from the sky! Every individual is supposed to work harder and make endless efforts in order to secure a high prospective job. Besides struggle and determination, networking is also important for better employment opportunities.
Testing/Assessment	Assessing students on skills that are important for industry and suggesting an improvement plan will help with better placements.
Interview Training including Mock Interviews, Role Plays, Case Studies and Presentations (With Inputs from Industry Practitioners)	Interviews are key for better jobs in the industry and hence training students with the best trainers for this most important selection process.
Negotiating Salary: How to ask for a higher salary?	Compensation is an important benchmark on how educational institutions are perceived amongst Corporate and prospective students. Hence, training and helping our current students ask and get better salaries is paramount.
Technical Trainings	Training on emerging areas and technology to give an edge to our students.

Aptitude/Reasoning/Logical Analysis	It's now a common practice for campus recruiters to conduct tests in these specific areas to gauge student ability. Training students in these specific areas will increase their employability.
-------------------------------------	--

Recruitment Cycle



Placement Week

Definition

Placement week is the most important part of the placement process. Generally spread over a week (sometimes more than a week), organizations conduct tests and final interviews with shortlisted candidates. The interviews are mostly held inside the college campus, barring few exceptions. Based on a candidate's performance in interviews, placement offers are made.

Calendar for the Placement Week

School	Duration of the Placement Week
Law	3 rd week of April
Media	2 nd week of April
Management	1 st week of April

Day Zero is usually the first **day** of recruitment at schools, at which the most favored recruiters visit campus and/or conduct interviews with students for **placement**.

Cohort-based Placements

During the Placement Week, firms arriving on campus for interviews are divided in certain cohorts – meaning groups. Each cohort groups organizations offering similar profiles or firms from similar domains. On a certain day during the placement week, one cohort is called for campus hiring. Schools are now adopting this cohort-based process. Some colleges also call it cluster-based placements.

Rolling Placement Process (Vs. Placement Week)

In rolling placement process, students are placed in firm over a certain period of time – few weeks or even upto a year. Rolling placements are generally conducted over a longer period of time, as opposed to placement week where all the interviews are conducted over a period of seven to ten days. Many institutes opt for rolling placements as it gives both students and firms a certain time leverage.

Lateral Placements

Lateral placements are chiefly meant for candidates with more extensive work experience. Normally, a Graduate batch has a mix of both freshers and experienced candidates. Lateral placements are conducted for the experienced candidates.

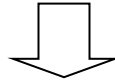
Instead of entry roles for graduates, these experienced candidates are offered senior and middle-management positions. The companies hiring have a certain 'minimum work experience' criteria. If the candidate meets the required criteria, then the lateral placement process is initiated.

Placement Holiday / Deferred Placements

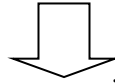
Placement Holiday, also referred as Deferred Placements, allows students to pursue their entrepreneurial aspirations for a certain period of time. If the venture doesn't work out, the student can come back and sit for placements. Placement holiday varies from 2-3 years in most institutes. Some institutes act as an incubation centre, helping the student develop the model. Some institutes also offer stipend during those 2-3 years.

Placement Day Protocols

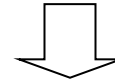
1. Good Morning whats app message to the executive /s visiting the college by the TPO
(Around 0800 hrs).
2. Query regarding vehicle.
3. Whats app college's location.
4. Should anyone escort the visitor?



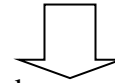
1. Courtesy call
2. Do you need any guidance regarding the location/route?
3. Where have you reached?
4. At what time you are expected to reach?
5. Request for Live location (Monitoring the movement of the visitor)



1. Informing the Security supervisor regarding the vehicle
2. Vehicle type/number so that entry is permitted from gate no. 2
3. Hospitality (Responsibility?)

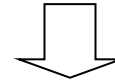


1. Who will receive the guest at gate no. 2?
2. Guest to be welcomed by the TPO in the Board room.



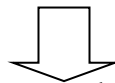
Board room activities

1. Meeting with the Head & Dean of School.
2. Meeting with the Director (will briefly introduce the college to the guest) & Director General.
3. Who will do the introductions?



Campus round:

1. Auditorium
2. Studio
3. Library
4. Seminar hall
5. Moot



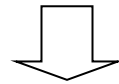
1. Escorting the recruiter to the room designated for Pre-placement talk.
2. TPO/Member to introduce the recruiter & the organization.
3. Emceeing script

4. Planter & DME kit (Head of School to present)
5. IT person to be present.



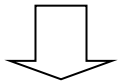
Pre Placement talk

Pre-Placement Talks are given by the company participating in the placement process. It generally includes a detailed presentation that talks about the company, its policies, hierarchy, recruitment process, career growth, job location, positions and salaries offered. It is a two-way discussion, where even students participating in the placement process are encouraged to clarify their doubts or discuss anything related to the company or the profile.

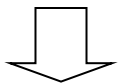


Recruitment process:

1. Written test (Location, Invigilator/Photo copies of the question paper)
2. Laboratory test
3. GD (Board room)
4. Personal Interview (Location)



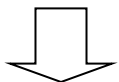
1. Result announcements (round wise)
2. Final result announcement
3. Release of offer (Written communication of the offer)
4. When companies extend the final offer of employment, it is known as the Release of Offer. Of course, various institutes have various names for it. Other common terms are Final Offer, Placement Offer and so on. Companies do not extend the offer to the candidates directly. It is either given to the placement office or placement committee.



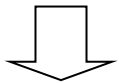
Post Placement Talk

Post-placement talk generally includes offering employment, accepting / denying the offer, discussion of employment terms and so on between the company and the student.

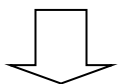
Not all B-schools allow an official post-placement talk.



Seeing off the recruiter



Whats app message to the executive /s who visited the college (Who?)



Thanks mail (Who?)

Finishing School

Concept

A finishing school is a school for young men & women that focus on teaching social graces and upper-class cultural rites as a preparation for entry into the corporate world. The name reflects that it follows on from ordinary school and is intended to complete the education, with classes primarily on etiquette, with academic subjects secondary. It consists of an intensive course, or a side programme run simultaneously with a degree course. In the United States it is sometimes called a charm school.

Course wise/year wise focus areas Corporate Lectures/ Mocks /Activities

Mgmt & Journalism School

Semester	Module	Learning Objectives
1	Expectation setting	To learn industry expectations from fresher
1	Ice Breaking	To know more about the training program & the candidates
2	Organizational Structure	To learn organizational structure
2	SWOT analysis	To identify their Strengths, Weaknesses, Opportunities & Threats
2	Corporate jargons	To learn most commonly used words in corporate
3	Public Speaking	To eliminate stage fear
3	Presentation skills	To articulate your thoughts through PPT presentation
3	E-mail etiquette	To learn e-mail writing skills
4	Grooming	Dress to impress/proximity/personal hygiene
4	Body language	To learn +ve body language
4	Telephone etiquette	To handle telephonic round of interview/To learn call mechanics
5	Group discussion	To assess candidates' public speaking skills
5	Personal interview	To perform well during interviews

Law School

Semester	Module	Learning Objectives
1	Expectation setting	To learn industry expectations from freshers
1	Ice Breaking	To know more about the training program & the candidates
2	Organizational Structure	To learn organizational structure
2	SWOT analysis	To identify their Strengths, Weaknesses, Opportunities & Threats
3	Corporate jargons	To learn most commonly used words in corporate
4	Public Speaking	To eliminate stage fear
5	Presentation skills	To articulate your thoughts through PPT presentation

6	E-mail etiquette	To learn e-mail writing skills
6	Grooming	Dress to impress/proximity/personal hygiene
7	Body language	To learn +ve body language
7	Telephone etiquette	To handle telephonic round of interview/To learn call mechanics
8	Group discussion	To access candidates' public speaking skills
8	Personal interview	To perform well during interviews

Notes:

- (i) The finishing school modules should be complete by the 2nd last semester.
- (ii) In addition to the above, the finishing school will comprise special lectures by potential recruiters/senior corporate executives.
- (iii) Responsibility for scheduling the above modules will be of the student coordinator/concerned faculty member.

Group Discussion Tips

Group Discussion is a formal round moderated by panelists. It is nothing but a tool used by companies to gauge a candidate's ability to communicate effectively. GD or Group Discussion round is one of the most dreaded elimination rounds in the entire recruitment process for freshers. In reality, it is not as tough as it seems. Following are the basic tips for campus recruitment GD rounds.

1. Body language

The first impression is often the last. Make sure you make a good one. While in a Group Discussion, follow the basics of sitting up straight, look everyone in the eye while making your point and listen attentively to others while they speak. Don't be too animated (waving your arms frantically or making gestures that are loud). Never twiddle with your pen or stare blankly at the ceiling when others in the group are talking. Look at them while they speak and show that you're interested in what they have to contribute, even if you have to pretend.

Key: Make eye contact with everyone on the table while they speak or while you speak. This shows that you're alert.

2. Courteous

Remember that one of the key traits GD recruiters look for is team spirit. Make sure you're courteous to others in the group. Make your point but avoid intervening when others are talking. Additionally, do not use negative terms like "I disagree" or "That's incorrect".

Using milder forms of disagreement like "Adding another perspective to what you just contributed" or "Looking at it from another angle", not only displays your positive personality but also shows you're a team worker.

key: Talk in 'business English'. Don't forget to thank your recruiters while exiting the GD room to leave a great impact.

3. Confidence

The point you thought would make you stand out just got stolen! The guy sitting on your right is screaming his lungs out. You feel you're losing control of the situation. Do not panic. The panelists can see how you react to tense circumstances like these. Hence, relax. Breathe. Compose yourself. And jump right into the Group Discussion with a new point, like nothing happened.

Key: This is the only chance you get to prove yourself. Do or die trying.

4. Language

While it is important to make a substantial number of points and leave a mark on the panelists, it is equally important that you talk sense. Blabbering gibberish never fetches points. If you feel that you're unaware of the topic, allow others to speak first. Take a cue from what they have to

offer and make your own points. In the worst case, rephrase what your group mates had to offer and reiterate their points. If you feel you didn't have much to contribute, summarize the discussion.

Key: Choose your words wisely.

5. Kick starting

If you are well versed with the topic announced and there is a lot you have to offer, pat yourself on the back (well, mentally). Jot down the key points and be the beginner of the group discussion. That way, you get an opportunity to lead the discussion, heading it to a meaningful point of your choice and convenience.

Key: Well begun is a job half done!

6. Data / Illustration support

Using famous quotes or examples to back up your points in a group discussion will prompt panelists to keep note of your cognizance. Also, the use of statistical data to corroborate your viewpoint fetches further brownie points. It is not that hard after all, is it?

Key: Read well before you appear for a Group Discussion and use your complete knowledge to your benefit.

7. Simulating GDs

Participating in mock Group Discussions before the D-day will help you judge yourself vis-a-vis others of similar caliber and potential (prepare these topics). Try to be a part of mock Group Discussions to open your thought process to diverse topics and make a mental note of your strengths and shortcomings.

Key: Try practicing ways to overcome pitfalls in front of a mirror. Trust us, it works wonders, almost every time.

8. General Knowledge

Some most common topics for group discussion are picked up from newspapers. Make sure you're fully aware of whatever's hot and happening in and around the country. If you haven't been reading newspapers/magazines regularly, browse through websites that could give you a quick overview of the latest happenings.

Key: General knowledge is pivotal to get through a GD round.

9. Truthfulness

Has it ever happened that you made 6 points in a Group Discussion and got rejected while your friend made just 2 and got selected? Happens often, right? This shows that no 2 Group Discussions are the same and you may never know what exactly a company is looking for. So, don't believe your GD coaches when they give you "Group discussion tips that command you to

make at least 5 points to get noticed“. No set rules can be framed about the number of times you open your mouth in a Group Discussion.

Key: Go with the flow, follow your heart. Remember, eventually, it is the quality that matters and not quantity.

10. Current affairs

Just like your best friend, internet browsers can answer all your queries by suggesting top interview preparation websites in times of distress. Research online regularly to access a vast, company-specific database of authentic interview experiences shared by real interviewees. Read interview and group discussion tips submitted by genuine people who have undergone similar experiences before. Watch videos of GD recordings too. Such materials will help you ace your GD selection process.

Key: Research online for GD preparation materials from time to time.

11. Special GD skills

Group discussion is a tool to test your teamwork skills, listening skills, discussion ability, subject knowledge, and communication. Intrinsic skills like reasoning, speaking and time management come in very handy. Skills that you can work upon include presentation, summarizing and people speaking.

Key: Get in a group of 6-8 and try out these pointers to play it cool.

12. Procedures

Come prepared

Note down the names of all the participants

Maintain a firm posture

Take charge of the discussion

Retain your standing and balance

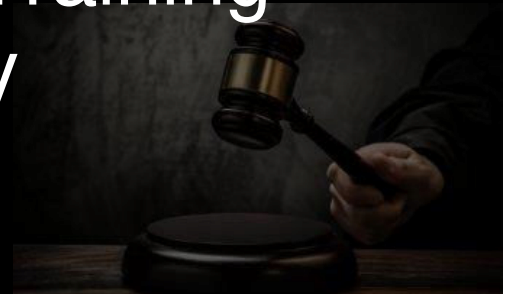
Do not get emotional



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



Judicial Training Academy (JTA)



Delhi Metropolitan Education's JTA

(pro bono)



Our endeavor is that every desirous and deserving student of DME gets his seat assured on the dais of the court room to provide justice to masses.

***Prof. (Dr.) N. K.
Bahl Director, JTA***

INTRODUCTION

Delhi Metropolitan Education (DME) is committed to achieve the zenith of excellence in the world of legal education and knowledge. It aims at producing successful, responsible and committed judicial officers as part of its placement programme. To achieve this objective, the institute has set up DME's Judicial Training Academy (JTA) on 8th August, 2017 under the supervision of Hon'ble Mr. Justice Bhanwar Singh, former judge, Allahabad High Court. The academy is headed by Professor DR. Naresh Kumar Bahl, former District & Sessions judge having experience of more than three decades in the field of judicial service.

AIMS & OBJECTIVES

JTA is aimed to give 360 degrees comprehensive approach to its students aspiring for judicial services and other competitive examinations like A.P.O., CLAT for LL.M., Bar Council of India Examination (BCI), etc. To achieve this pious aim, the entire training is imparted to the students free of cost. For this purpose the academy has engaged highly dedicated professionals including judges, academicians, and highly qualified experts. The goal of this academy is to ensure that the students of DME get appropriate training and guidance for clearing the judicial examinations of various states. The academy ensures that the students get deep and advanced knowledge of the core subjects and they are strategically trained for preliminary, mains and interview stages of state level judicial competitive examinations.

VISION

The vision of the academy is to ensure that the students aspiring for judicial career are prepared beforehand while graduating from DME and at the same time they are not burdened with extra expenses to achieve this goal. JTA will help students achieve their highest professional dreams and motivates them to serve the nation to the best of their ability.

CONDUCT OF CLASSES

Classes of JTA are optional and supernumerary in nature i.e., in addition to regular classes. These classes are conducted for a continuous period of one year starting from **1st August till 31st July** and are open to all the final year law students, who wish to join judicial services of various states, or want to take APO examination or want to go for CLAT for LL.M., or Bar council of India Examination. The beauty of this training programme is that it saves one invaluable year of the students which could well earn them an edge for their elevation in their judicial career. Alumni of the college are also entitled to join these classes on payment of nominal charges.

The classes for the judicial academy are conducted on the following pattern:

- A) Class room studies through lecture methods with the help of Power Point Presentations.
- B) Field study through academic tours to District Court Compound, District Jail, office of Superintendent of Police, Kotwali Police station, Mahila Thana, Lok Sabha and Rajya Sabha etc.
- C) Tele law scheme through whats app.
- D) All notes in the form of PPTs or word files are regularly mailed to the students.
- E) Legal flow charts are given to the students for practical learnings. Students take photographs of the charts and they are expected to draw them afresh in their own handwriting.
- F) Written tests are compulsory for each and every student on every first and third Fridays. Separate tests are held for MCQs and essay type questions.
- G) Extempore snap tests are held without any prior notice. They may be held on any working day.
- H) Group discussions are held in class room itself, in which students are asked to self-assess themselves and then assess each other. The exercise is supervised by the concerned faculty members. Final marks are awarded by the faculty members.

Target Examinations

(1) **UTTRAKHAND JUDICIAL SERVICE EXAMINATION - CIVIL JUDGE (JD)**

Examination Plan and Syllabus for the Examination.

(A) **For Preliminary written Entrance (Screening) Examination:**

The preliminary written entrance examination paper will be divided into two parts.

Part-I will contain 50 marks and Part-II will contain 150 marks. There will be objective type test on the following subjects:-

Part-I :- General Knowledge. It will include day to day happenings around India and the World, particularly in the legal spheres. The questions may relate mainly to international law, neutrality, recent legislation pronouncement particularly Indian Constitution, law and development and legal aspects but it will not be confined to this only.

Part-II :- It will cover the following Acts and Laws – Transfer of Properties Act, Principle of Hindu Laws and Principle of Muslim Laws, Evidence Act, Code of Criminal Procedure, Indian Penal Code, Civil Procedure Code.

(B) **For Main written Examination and Viva-voce Examination (Interview):**

The examination will include the following subjects; each subject will carry the number of mark shown against it:

Subject	Mark
1- The Present Day	150
2- Language	100
3- Law: Paper I - Substantive Law	200
4- Law: Paper II - Evidence & Procedure	200
5- Law: Paper III - Revenue & Criminal	200
6- Viva-Voce	100

(1) **The Present Day -** This paper is designed to test the candidate's knowledge of the reactions to what is happening in India and the world generally at the present day, particularly in the legal sphere and also his power of expression in English. Questions,

the answers to which should be in essay form will relate mainly to jurisprudence, international law, neutrality, recent legislation, particularly- Indian constitutional law and developments, especially on their legal aspect and so on but will not be confined to them. Credit will be given both for substance and expression; conversely deduction will be made for bad expression, including faults of grammar, misuse of words etc.

- (2) **Language -** A passage in English will be set and the candidate will be required to translate it into the ordinary language spoken in the courts, using the Devnagri Script ----- Marks
30 Likewise a passage of Hindi will be required to be translated in ordinary English language. ----- Marks 30
There will be English Précis writing also. ----- Marks 40
- (3) **Law: Paper I-Substantive Law -** The questions set will be restricted to the field covered by-
The law of contracts; the law of partnership; the law concerning easements and torts; the law relating to transfer of property; including the principles of equity specially applicable thereto; the principles of equity, with special reference to the Law of Trust and specific relief. Hindu Law and Mohammedan Law.
- (4) **Law: Paper II - Evidence and Procedure -** The field will be that covered by the Law of Evidence, The Criminal Procedure Code and Code of Civil Procedure, including the principles of pleading. The questions set will relate mainly to practical matters; such as the framing of charges and issues the methods of dealing with the evidence of witness, the writing of judgment and the conduct of cases generally but will not be restricted to them.
- (5) **Law: Paper III- Revenue & Criminal -** U.P. Zamindari Abolition and Land Reforms Act (as applicable in Uttarakhand) and Indian Penal Code.
- (6) **Viva-Voce-** The suitability of the candidate for employment in the Judicial Service will be tested with reference to his record at School, College and University and his personality, address and physique. The questions which may be put to him may be of a general nature and will not necessarily be of an academic or legal nature.

NOTE: - (i) The marks obtained in viva-voce will be added to the marks obtained in the written papers and the candidates place will depend on the aggregate of both.

(ii) The Commission reserve the right to refuse to call for viva-voce and candidate who has not obtained such marks in the Law Papers as to justify such refusal.

(C) **For Basic Knowledge of computer Operation Practical Examination:**

Microsoft Windows Operating system and Microsoft Office (Maximum Marks – 100; Minimum Qualifying Marks to be obtained – 40; Time allowed: One Hour)

The paper shall be set from the given syllabus broadly taking one question from each i.e. - (1) Windows and internet. (2) M.S. - word. (3) M.S. - Access. (4) M.S. - Excel and (5) M.S. - Power Point. Each question shall have five actions to be performed on the system each having four marks. Printout of the output shall be taken and given for evaluation.

(2) U.P. JUDICIAL SERVICE EXAMINATION - CIVIL JUDGE (JD)

- (a) Preliminary (Objective)
- (b) Mains (Subjective)
- (c) Interview (Oral)

a. Preliminary Examination

S.No.	Paper	Subject	Duration	Marks
1.	Paper I	General Knowledge	2 hours	150
2.	Paper II	Law	2 hours	300

Note:- Preliminary Examination Pattern – Objective type based on MCQ

Paper-I General Knowledge (150 Marks)

(Topics in brief)

- 1) Current National Issues & topics of Social relevance
- 2) International Affairs and Institutions
- 3) History of India
- 4) Indian Culture
- 5) Geography of India
- 6) Indian Economy
- 7) Indian Polity
- 8) India and the World
- 9) Science and Technology
- 10) Communications and Space etc.

Paper-II Law (300 Marks)

- 1) International Organizations
- 2) Current International Affairs
- 3) Jurisprudence (**not in the Mains**)
- 4) Constitution of India
- 5) Indian Evidence Act
- 6) Transfer of Property Act
- 7) Criminal Procedure Code
- 8) Civil Procedure Code
- 9) Indian Penal Code
- 10) Law of Contract

b. Mains Examination – Pattern (UP Judicial Service)

- The UPPSC Civil Judge Mains Exam consists of the following features
- : The exam is of Conventional type i.e., it consists of descriptive
- questions. There will be 5 papers + Interview of 100 marks
- Each paper carries a total of 200 marks.
- Papers 1 & 2 consists of GK and Language
- Papers 3, 4 & 5 consists of questions pertaining to Law
- Mains + Interview =1100Marks

S.No.	Paper	Subject	Duration	Marks
1.	Paper I	General Knowledge	3 hours	200
2.	Paper II	Language	3 hours	200
3.	Paper III	Law-I (Substantive Law)	3 hours	200
4.	Paper IV	Law-II (Procedure and Evidence)	3 hours	200
5.	Paper V	Law-III (Penal, Revenue and Local Laws)	3 hours	200

Paper-I G. K. (200 Marks)

(Exactly same as pre-exam)

- 1) Current National Issues & topics of Social relevance
- 2) International Affairs and Institutions
- 3) History of India
- 4) Indian Culture
- 5) Geography of India
- 6) Indian Economy
- 7) Indian Polity
- 8) India and the World
- 9) Science and Technology
- 10) Communications and Space etc.

Paper-II Language (200 Marks)

- 1) English Essay writing (60 marks)
- 2) English Precis writing (60 marks)
- 3) Translation of passage from Hindi to English (40 marks)
- 4) Translation of passage from English to Hindi (40 marks)

Paper III- Law I (200 Marks) Substantive Law

S.No.	Subject	No. of questions to be prepared
1.	The Law of Contracts	10
2.	The Law of Partnership	08
3.	The Law concerning easements and torts	12
4.	The Law relating to transfer of property	10
5.	The Law relating to the principles of equity	07
6.	Law of trust and specific relief	08
7.	Hindu Law	10
8.	Mohammedan Law	10
9.	Constitutional Law (50 marks) 25%	10

Paper-IV-Law II (200 Marks) Procedure & Evidence

S.No.	Subject	No. of questions to be prepared
1.	The Law of Evidence	10
2.	The Criminal Procedure Code	10
3.	Code of Civil Procedure	10
4.	Principles of pleadings	08
5.	Practical matters	05
6.	Framing of charges and issues	05
7.	Evidence of witnesses	02
8.	The writing of judgments	10
9.	The conduct of cases	05

Paper-V-Law III (200 Marks) Penal, Revenue & Local Laws

S.No.	Subject	No. of questions to be prepared
1.	Indian Penal Code, 1860 (balancing)	10
2.	U.P. Zamindari Abolition and Land Reforms Act, 1951	10
3.	U.P. Urban Buildings (Regulation of Letting, Rent and Eviction) Act, 1972	06
4.	U.P. Municipalities Act	06
5.	U.P. Panchayati Raj Act	06
6.	U.P. Consolidation of Holdings Act, 1953	06
7.	U.P. Urban (Planning and Development) Act, 1973	06

(c) Interview (100 marks)

(3) DELHI JUDICIAL SERVICE EXAMINATION – CIVIL JUDGE (JD)/MM

- 1. Preliminary Examination – 200 marks**
- 2. Main Examination – 850 marks**
- 3. Viva Voce – 150 marks**

Preliminary Examination

Preliminary Examination, being a screening test, consists of one paper of multiple choice type questions carrying maximum of 200 marks with 25% negative marking to test general knowledge and aptitude of the candidate, his power of expression, flare in English, knowledge of objective type legal problems and their solutions covering following subjects: -

- 1. Constitution of India (not in the mains)**
2. C.P.C.
3. Cr.P.C.
4. I.P.C.
5. Contract Act
6. Partnership Act
7. Principles governing Arbitration Law
8. Evidence Act
9. Specific Relief Act
10. Limitation Act etc.

Eligibility to qualify for main examination:

Minimum qualifying marks in the preliminary examination shall be 60% for general candidates and 55% for SC, ST and physically handicapped candidates, for being selected in the mains examination. However, the number of candidates to be admitted to the main examination (written) will not be more than 10 times the total number of vacancies of each category advertised. The marks obtained in preliminary examination by the candidates who are declared qualified for admission to the mains examination (written) will not be counted for determining their final order of merit.

Syllabus for Main Examination (DJS)

The main examination (written) will comprise of four papers of the following subjects and each subject will carry the number of marks shown against it.

S.No.	Subject	Marks
1.	General Knowledge and Language	250
2.	Civil Law-I	200
3.	Civil Law-II	200
4.	Criminal Law	200

Paper-I (250 marks)

General Knowledge and Language: -

This paper shall comprise two sections: -

Section I: - General Knowledge: - this is to test the candidates' knowledge of current affairs etc

(100 marks)

Section II: - Language (essay, translation & precise writing):- This is to test the candidates' knowledge and power of expression in English. Credit will be given both for substance and expression. Conversely, deduction will be made for bad expression, faults of grammar and misuse of words etc. There will be two passages for translation. The first passage in English shall be required to be translated into Hindi (in devnagari script). The second passage in Hindi (in devnagari script) shall be required to be translated into English. **(150marks)**

Paper-II (200 marks) Civil Law-I

1. Indian Contract Act
2. Indian Sale of Goods Act
3. Indian Partnership Act
4. Specific Relief Act
5. Hindu Law
6. Mohammadan Law
7. Delhi Rent Control Act
8. Law of Torts

Paper-III (200 marks) Civil Law-II

1. Civil Procedure Code
2. Law of Evidence
3. Law of Limitation
4. Law of Registration

Paper-IV (200 marks) Criminal Law

1. Criminal Procedure Code
2. Indian Penal Code
3. Indian Evidence Act

Viva Voce (150 marks)

Only such candidates will be called for viva voce who have obtained 40% marks in each written paper and 50% marks in the aggregate except in the case of candidates belonging to reserve categories, i.e., SC, ST & physically handicapped in whose case the qualifying marks shall be 35% in each written paper and 45% in aggregate. A candidate of general category must secure minimum 50% marks and a candidate of reserved category must secure a minimum of 45% marks in viva voce to be eligible for being recommended for appointment for the service. The marks obtained in the viva voce will be added in the marks obtained in the main examination (written) and the candidate's position will depend on the aggregate of both.

(4) ASSISTANT PROSECUTION OFFICERS (A.P.O.) UTTAR PRADESH

- A) Preliminary examination (objective type)
 B) Mains Examination (written type)
 C) Personality test (interview)

A) Preliminary Examination:- It will consists of two papers:

Part-I (General knowledge)

It will include day-to-day happenings around India and the world with special reference to :-

1. General Science (8 marks)
2. Current events of national and international importance (10 marks)
3. History of India (8 marks)
4. Indian National Movement (8 marks)
5. Indian Polity and economy (8 marks)
6. World Geography and Population (8 marks)

Part-II (Law):

It will cover following Acts with number of questions indicated as under :-

1. Indian Penal Code (35)
2. Criminal Procedure Code (25)
3. Indian Evidence Act (25)
4. Police Act and Regulations (15)

Main Examination

S.No.	Subject	Marks
1.	General Knowledge/ General awareness	100
2.	General Hindi	100
3.	Criminal Law & Procedure	100
4.	Law of Evidence	100

A) Personality Tests (50

marks) Note :-

1. The suitability of the candidate shall be assessed with reference to his capacity, character, personality and physical fitness.
2. The marks obtained in written test will be added to that obtained in personality tests to consider the place of the candidate.

(5) RAJASTHAN JUDICIAL SERVICE EXAMINATION

<u>S. No.</u>	<u>ADDITIONAL SUBJECTS</u>
1.	Interpretation of statute
2.	Rajasthan Rent Control Act, 2001
3.	Juvenile Justice (care and protection of children) Act, 2015
4.	The Negotiable Instrument Act, 1881
5.	The Probation of Offenders Act, 1958
6.	Protection of Women From Domestic Violence Act, 2005

(6) M.P. JUDICIAL SERVICES EXAMINATION

<u>S. No.</u>	<u>ADDITIONAL SUBJECTS</u>
1.	M.P. Accommodation Control Act, 1961
2.	M.P. Land Revenue Code, 1959
3.	Negotiable Instrument Act, 1881

Academic Calendar of JTA* (For Mains Exam)

	Month	Subject	No. of Hours
1.	August	Indian Penal Code	15
2.	August	Criminal Procedure Code	20
3.	September	Indian Evidence Act	20
4.	September	Limitation Act	07
5.	October	Indian Constitution	25
6.	September	Specific Relief Act	07
7.	November	Civil Procedure Code	20
8.	October	Law of Contract	15
9.	October	Current International Affairs	10
10.	October	Transfer of Property Act	15
11.	November	Jurisprudence	20
12.	November	Muslim Law	15
13.	December	Indian Trust Act	07
14.	December	Tort	10
15.	January	Hindu Law	20
16.	January	Indian Partnership Act	10
17.	February	Easement Act	07
18.	February	Equity	07
19.	March	U.P. Police Act & Regulation	10
20.	March	Uttar Pradesh Zamindari Abolition and Land Reforms Act 1951	15
21.	March	Uttar Pradesh Urban Buildings (Regulation of Letting, Rent and Eviction) Act 1972.	15
22.	April	U.P. Municipalities Act.	10
23.	April	U.P. Panchayatraj Act.	10
24.	May	U.P. Consolidation and Holdings Act.	15
25.	May	U.P. Urban (Planning and Development) Act 1973, together with Rules framed under the aforesaid Acts	15
26.	June	Principles of pleading, framing of charges and issues, evidence of witnesses.	30
27.	June	Writing of judgment of session trials, appeals and revision.	30
28.	July	Essay Writing	30
29.	July	Precis Writing and Translation	30
30.	July	Delhi Rent Control Act	15
31.	April – July	English, Hindi & G.S.	100

Numbers of teaching hours = 550

Doubts removal classes = 450

Total = 1000

*Teaching schedule is liable to be changed in accordance with declaration of vacancies of various states and availability of the faculty members.

Academic Calendar of JTA* (For Preliminary Exam)

S.No.	Month	Subject	No. of Hours	No. of MCQs
1.	February	Civil Procedure Code	20	600
2.	February	Indian Evidence Act	10	270
3.	February	Criminal Procedure Code	15	380
4.	March	Limitation Act	06	180
5.	March	Indian Constitution	30	1040
6.	March	Specific Relief Act	04	130
7.	April	Indian Penal Code	10	250
8.	April	Law of Contract	10	290
9.	April	Current International Affairs	10	220
10.	May	Transfer of Property Act	10	250
11.	May	Jurisprudence	07	170
12.	May	Muslim Law	10	390
13.	May	Indian Trust Act	02	30
14.	May	Tort	10	260
15.	June	Hindu Law	20	640
16.	June	Indian Partnership Act	15	490
17.	July	Easement Act	02	30
18.	July	Equity	02	30
19.	July	U.P. Police Act & Regulation	07	200
Number of teaching hours			200	Total MCQs 5850
Doubt removal classes			200	
Current affairs			100	
Group discussions			150	
Tele Law scheme through Whatsapp @ one hour per day			350	
Total			1000 (Hours)	

*Teaching schedule is liable to be changed in accordance with declaration of vacancies of various states and availability of the faculty members.

Understanding the Law in Action

Law in books and law in practice are two different aspects. In order to give practical training to students JTA arranges visits to following organs of the legal system.

S.No.	Month	Subject
1.	August	Lok Adalat at District. Court compound G.B. Nagar
2.	October	District. Jail, G.B. Nagar
3.	November	Office of S.P., P.S. Kotwali and Mahila Thana
4.	December	Juvenile justice board
5.	February	Lok Sabha & Rajya Sabha
6.	April	District Court G.B. Nagar

ACHIEVEMENTS OF JTA

JUDICIAL SERVICES

S.N.	NAME	ACHIEVEMENTS	YEAR
1	HERSHIKA RASTOGI	Civil Judge, J.D., U.P. Judicial service	2019
2	SANTOSH KUMAR	Civil Judge, J.D., Bihar Judicial service	2019

CLAT FOR LL.M.

S.N.	NAME	ACHIEVEMENTS	YEAR
1	SURYA SAXENA	CLAT for LL.M. (N.L.U., Jodhpur) & UGC, NET	2018
2	KAJAL CHAUDHARY	CLAT for LL.M. (N.L.U., Patiala) & UGC, NET	2018
3	NISHTHA KAURA	CLAT for LL.M. (N.U.J.S., Kolkata)	2018
4	VIBHU MISHRA	Pursuing LL.M. from University of Griffith, Queensland Australia	2020
5	SHALINI PARASAR	CLAT for LL.M. (N.L.U., Patiala) & UGC, NET	2019
6	AKANSHA VAJPAYEE	CET for LL.M. (VIPS, affiliated to GGSIPU, Dwarka New Delhi)	2018
7	DIVYANSH MADHURENDRA	CLAT for LL.M. (N.U.A.L.S., Kochi)	2019
8	PURUSHARTH ARORA	CLAT for LL.M. (N.U.A.L.S., Kochi)	2019

ASSISTANT PROFESSOR

S.N.	NAME	ACHIEVEMENTS	YEAR
1	SURYA SAXENA	Assistant Professor (Law), DME, Noida	2019
2	KAJAL CHAUDHARY	Assistant Professor (Law), LPU, Noida	2019

OTHERS

1	DIPANKAR MALYIYA	Legal Associate in India Legal (APN News Channel), Noida	2019
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DELHI METROPOLITAN EDUCATION
JUDICIAL TRAINING ACADEMY (JTA)
 B-12, Sector 62, Noida,
STUDENTS REGISTRATION FORM (2019-20)

Affix Latest
Passport size
Photograph
and
sign across it.

Batch Name	Registration No. DME/ 2019-20/.....
	Registration No. AL/DME2019-20/.....

TO BE FILLED IN BY CANDIDATE

1. Name of the Candidate: (In English)
as per the SSC Certificate (In Hindi)
2. Father's Name
3. Mother's Name
4. Father's Occupation:
5. Gender: MALE / FEMALE
6. Category (GEN / SC / ST / OBC/ PH)
7. Date and place of Birth:.....
8. Land Line/Mobile No.
- Father's Mobile No.....
9. E-Mail:
10. Address for Correspondence:
- City State: PIN
11. Permanent Address for Correspondence:
- City State: PIN
12. Educational Qualification:

Course	College/University	Year of Passing	Roll. No.	Marks Obtained / Total Marks	% of Marks
HIGH SCHOOL					
INTERMEDIATE					
GRADUATION					
POST GRADUATION					

13. Are you an alumni of DME? YES/ NO

If YES, Please furnish your details below :

Enrolment number of BA/ BBA LLB

14. Have you appeared in Judicial competitive exams in the previous years YES / NO

(If YES give details)

A) Name and State of exam and year

B) Stages Cleared / Appeared in exam viz. prelims / mains/ interview

15. Tick the purpose of joining JTA :- Civil Judge (JD), APO,CLAT for higher legal studies, Judge Advocate General, BCI Exam or any other competitive examination.

16. FEE DETAILS (DD / RTGS / NEFT / CASH)

(A) Amount Paid: Rs.

(B) DD Details: DD Number & Date :

Name of the Bank and its branch:

(C) RTGS / NEFT Details

TERMS AND CONDITIONS

- The candidates must submit the duly filled form for admission in JTA on or before 31st July. Registration charges Rs. 500/- (non-refundable) are to be paid by all the candidates. The training for students of DME is free of costs. However, alumni of DME are required to pay the nominal fees as fixed by the management.
- The alumni of DME can reserve the seat in a particular batch by paying the full fee either in cash/DD along with the application form. The admission can be taken either in person or by sending the DD along with application form by post. Complete application form along with DD and other documents may be sent by post at the following address:
Delhi Metropolitan Education, B-12, Block B, Industrial Area, (opposite IBM) Sector 62, Noida, Uttar Pradesh Pin- 201301.
- The student would be liable for necessary action as deemed fit by the JTA, for any wrong information filled in the application form.
- Mere submission of the application would not ensure his / her admission. Candidate would be required to provide his/her educational certificates (Photostat copies) viz., SSC certificate for the proof of age (Compulsory) and Proof of ID.
- Students, if required will have to attend additional classes on any holidays/ working day, depending upon the coverage of syllabus.
- The Academy will try its best to do justice with the students. Students will have to co-operate with JTA, in case of rescheduling of classes because of any reason whatsoever.

7. Every student is expected to maintain discipline inside and outside the classroom. In case of violation of any of the rules & regulations or discipline the institute reserves the right to cancel the admission without any refund of fee.
8. If a student is absent without prior information for more than 7 days, his/ her admission shall be deemed to be cancelled. The decision of the management in this regard will be final.
9. All students are required to bring identity card daily in the class & the card shall be presented for verification whenever it is demanded. (Every candidate is required to submit an additional copy of his/ her latest passport size coloured photograph for identity card)
10. Students are not allowed to carry mobile phone / I-pod etc. in the class rooms. However, if he/she carries mobile phone in the classes, then it should be switched off. DME is not responsible for any loss or theft of any valuables.
11. If any student misuses the ID card/Fee receipt, his / her admission will be cancelled and serious legal and administrative action will be taken against him / her.
12. If at any point of time, the Central/state Govt. further increases service tax, the extra amount of service tax will be borne by the students from the date of enforcement of the Act by the Govt.
13. In all matters, the decision of the management of the DME shall be final.
14. If any type of mishap occurs in the premises of the DME on account of situations beyond the control of DME or any other natural calamity, such as earthquake, floods, fire, electric short circuit etc, the DME shall not be responsible in any manner whatsoever.
15. All disputes will be subject to Jurisdiction of Noida, Uttar Pradesh.

DECLARATION

I..... hereby Certify that the particulars furnished by me are true to the best of my knowledge and belief and I shall abide by the rules and regulations stipulated by the Delhi Metropolitan Education, Judicial Training Academy (JTA), Sector 62, Noida. I further undertake that JTA, will have all the right to advertise my result. I understand that the fee once paid is not refundable or adjustable under any circumstances in future.

Date

Signature of Parent / Guardian

Place

Signature of the Student

Admitted / Not Admitted	
Dated.....	(Signature) (Director General / Director)



*Consistency in studies and 100% attendance
in JTA classes is the key to success.*

*DR. N.K. Bahl
Director, J.T.A.*

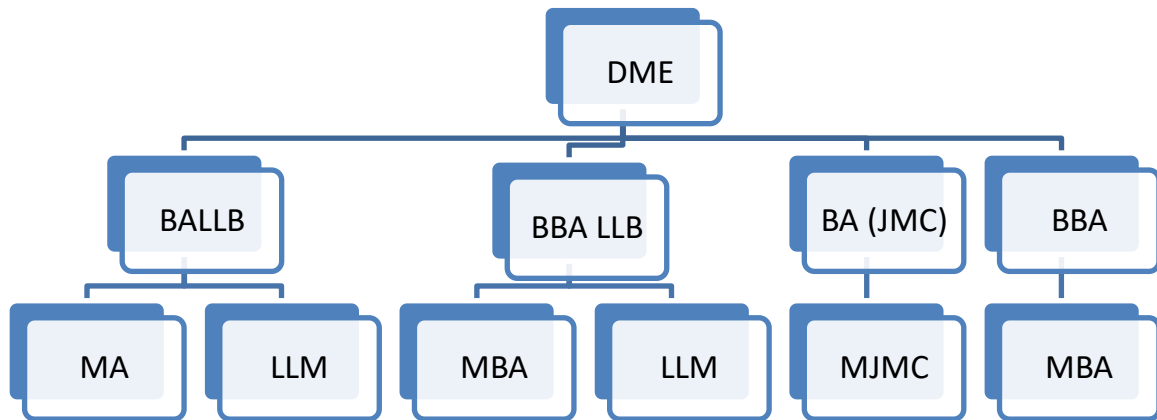


Higher Education

Higher education, also called **Post-Graduate education**, third-level or tertiary education, is an optional final stage of formal learning that occurs after completion of Graduation. It is sometimes referred to as further education or continuing education.

India's higher education system is the third largest in the world, next to the United States and China. The main governing body at the Post Graduate is the University Grants Commission, which enforces its standards, advises the government, and helps coordinate between the centre and the state. Accreditation for higher learning is overseen by 15 autonomous institutions established by the University Grants Commission (UGC).

Avenues of Higher Education after the courses at DME



Pros & Cons of pursuing Post Graduation

Pros	Cons
It helps to sharpen the intellect of a person	Often times, the theoretical learning hampers the success in the real world
It enables the process of gaining maturity due to the higher learning process	It leads to money outflow & opportunity cost of earning money is incurred

DME trains its students for higher education through workshops by experts from Indian & foreign universities.