



About the Institute

•**Establishment:** The Institute of Professional Excellence and Management (IPEM) was established in 1996 by Late Dr. B.S.Goel- a Visionary, Academician & Philanthropist with Values, who had over 56 years of teaching & research experience in India and abroad. Dr. Goel was also awarded the Shiksha Bharti Award in 2013.

•**Teaching & Activities:** In addition to Course Work, Seminars/Workshops, Guest Lectures, Value Added Programmes, Industrial/Professional/Excursion Visits, Celebration of Important Days, Social/ Cultural Functions, Corporate Social Responsibility Activities, and Student Clubs Activities are held regularly. The IPEM holds a number of Inter-School / College Competitions. The Students of IPEM have been consistently obtaining top ranking positions in the University. The Faculty and Students are learning a lot through Registration and Certification of SWAYAM Courses. The IPEM is also Registered with National Academic Depository (NAD).

•**Infrastructures & Library:** The Infrastructure and Facilities are continuously updated/ improved to create an excellent teaching/learning environment with state-of-the-art Labs, Class Rooms, Seminar Hall Auditorium, Cafeteria, Badminton Court and Basket Ball Court. The IPEM has a well equipped Library through which Books/ Journals/ Proceedings on all Subjects are available both in Print, CDs, Off-line and On-line.

•**Automation & Networking:** Maximum use of Information Technology is made through Networking among Faculty, Staff & Students with Intranet/Internet & Social Media Groups and Computerization of all Functions. Besides the Institute is fully Wi-Fi with a 40 MB connection.

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



LAKSH

Estd. 1996
ipem

Law Academy

HAZIABAD

ISO 9001: 2015 Certified & NAAC Accredited



Value Added Programmes

LAW Department

- **COMPUTER FUNDAMENTAL & INTRODUCTION TO MS OFFICE**
- **OFFICE AUTOMATION**
- **MS OFFICE & ONLINE PROCESSING SYSTEM**
- **PDP & COMMUNICATION (SPOKEN ENGLISH)**

IPEM LAW ACADEMY

A-13/1, S.S.G.T. ROAD INDUSTRIAL AREA, NH-24, GHAZIABAD-201010

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VALUE ADDED SCHEDULE LAW ACADEMY PROGRAMMES

SEMESTER	BALLB 1-YEAR	BALLB 2-YEAR	BALLB 3-YEAR
ODD SEMESTER	PDP + COMMUNICATION	PDP + COMMUNICATION	PDP + COMMUNICATION
EVEN SEMESTER	COMPUTER FUNDAMENTAL & INTRODUCTION TO MS OFFICE	OFFICE AUTOMATION	MS OFFICE & ONLINE PROCESSING SYSTEM

VALUE ADDED PROGRAMMES

MANAGEMENT

- PDP & English Communication
- Tally
- Digital Marketing
- ProfHR

IT

- PDP & English Communication
- Web Designing & Python
- Advanced Java & Software Testing

EDUCATION

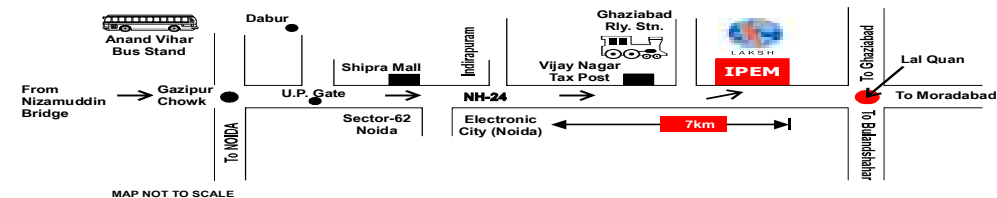
- PDP & English Communication
- Preparation of CTET & UPTET
- Language Enhancement/E- Content Writing
- Smart Classes Training

LAW

- PDP & English Communication
- Human Rights Laws
- Intellectual Property Rights (IPR)
- Cyber Laws



:: LOCATION MAP ::



MAP NOT TO SCALE

Institute of Professional Excellence & Management, Ghaziabad

Computer Fundamental & Introduction to MS Office

Even Semester : (Jan-May); BALLB 1 Yr.

Duration of the Course (in hours): 30 hrs

Certification by : IPEM Law Academy, Ghaziabad

Sr. No	Topic	Duration
1	Computer Fundamental: Introduction	1 Hrs
1.1	Types of Computer System	1 Hrs
1.2	CPU, I/O Devices, Memory Unit	1 Hrs
1.3	Software, Types of Software, Compiler, Interpreter, Assembler	1 Hrs
1.4	Operating System: DOS, Windows	1 Hrs
	Assignment/ Class Test	1 Hrs
2	Number System: Types & Conversion	2 Hrs
3	MS Word: Introduction, Menu Bar, Quick Access Tool Bar	1 Hrs
3.1	Home Tool Bar, Clipboard, Font Formatting, Paragraph Tool, Style & Editing Tool	2 Hrs
3.2	Insert Tool Bar, Pages Tool, Tables, Illustrations (Insert Picture, Clip Art, Shapes, SmartArt, Chart), Links, Header & Footer, Text, WordArt, Object and Symbols	2 Hrs
3.3	Page Layout Tool Bar, Themes, Page Setup, Page Background, Paragraph, Arrange	2 Hrs
	Assignment/ Class Test	1 Hrs
4	MS Power Point: Introduction, Menu Bar, Quick Access Tool Bar	1 Hrs
	Assignment/ Class Test	1 Hrs
5	MS Excel: Introduction, Menu Bar, Quick Access Tool Bar	1 Hrs
5.1	Home Tool Bar, Clipboard, Font Formatting, Alignment, Number, Style, Cells, Editing	2 Hrs
5.2	Cell Formatting, Basic Formula, Copy Text from Sheet to other & One file to other	1 Hrs
	Assignment/ Class Test	1 Hrs

Office Automation

Even Semester : (Jan-May); BALLB 2 Yr.

Duration of the Course (in hours): 30 hrs

Certification by : IPEM Law Academy, Ghaziabad

Sr. No	Topic	Duration
1	MS Word: Introduction, Menu Bar, Quick Access Tool Bar	2 Hrs
	Assignment/ Class Test	1 Hrs
2	MS Power Point: Introduction, Menu Bar, Quick Access Tool Bar	1 Hrs
2.1	Home Tool Bar, Clipboard Tool, Drawing, Editing	2 Hrs
2.2	Insert Table, Picture, Clip Art, Photo Album	2 Hrs
2.3	Links, Text Box, Header & Footer, WordArt, Slide	2 Hrs
2.4	Design Tool Bar, Page Setup, Themes, Background	1 Hrs
	Assignment/ Class Test	1 Hrs
3	MS Excel: Introduction, Menu Bar, Quick Access Tool Bar	1 Hrs
3.1	Home Tool Bar, Clipboard, Cells, Editing	1 Hrs
3.2	Insert Tool Bar, Table, Picture, Clip Art, Symbol	2 Hrs
	Assignment/ Class Test	1 Hrs
4	Internet: Introduction & Usage	1 Hrs
4.1	Web Browser, Web Server, Internet Tools & Services	1 Hrs
4.2	Introduction to Cyber Crime, Cyber Security, Cyber Law	1 Hrs
	Assignment/ Class Test	1 Hrs

PDP & Communication (Spoken English)

Even Semester : (Jan-May); BALLB 1 Yr.

Duration of the Course (in hours): 30 hrs

Certification by : IPEM Law Academy, Ghaziabad

Sr. No	Topic	Duration
1	Introduction to English Communication	1 Hrs
2	5 Scientific Ways to Learn English	1 Hrs
3	Buidling Basic Vocabulary	1 Hrs
4	Secret of Remembering More Words	1 Hrs
5	Building Sentences	1 Hrs
6	Prepare Powerful Self Introduction	1 Hrs
7	Public Speaking	1 Hrs
8	Solve the mystery of Tenses	1 Hrs
9	Solve the mystery of Tenses	1 Hrs
10	Understanding English Grammar	1 Hrs
11	Group Discussions and Public Speaking	1 Hrs
12	Interview Q & A in Basic English	1 Hrs

MS Office & Online Processing System

Even Semester : (Jan-May); BALLB 3 Yr.

Duration of the Course (in hours): 30 hrs

Certification by : IPEM Law Academy, Ghaziabad

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

Rules for VAP

The following guidelines have been framed for this Value Added Programme on Office Automation:-

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

Rules for VAP

5. Only those Candidates will be eligible for Certificate who have obtained at least 60% marks in the tests in both Theory and Practical.
6. Any student who remain absent in the Class, will have to pay a fine of Rs. 50/- for each Absence.
7. At the end of the Session, the Feedback will be taken from the Students.
8. The whole conduct of VAP on Office Automation will be through PowerPoint Presentations and Practical Demonstration.