



**Maharaja Agrasen Institute of Management Studies**  
 Affiliated with GGS IP University; Recognized u/s 2(f) of UGC  
 Recognized by Bar Council of India; ISO 9001: 2015 Certified Institution  
Sector 22, Rohini, Delhi -110086

**Department of Law**  
**Academic Year: 2020-21**

**Date:** 01/02/2021

**NOTICE**  
**VALUE ADDED COURSE ON LEGAL DRAFTING**

An Add-On-Certificate course on the topic “Value Added Course on Legal Drafting” will be conducted from 25/02/2021 onwards for the students of the program BA LL.B & BBA LL.B. The course duration is 30 hours.

Benefits/ Significance of the Course: The course will be highly beneficial to participants and will enable them to hone their skills and become industry ready. ‘Lawyers have two common failings. One is that they do not write well, and the other is that they think they do.’ (Carl Felsenfeld, ‘The Plain English Movement in the United States’, Canadian Business Journal, Vol. 6, 1981-82). Despite a Law Course of Legal Drafting in Law Curriculum, Students face a serious difficulty when they enter into practice. This Value Added Course will help the Students in Legal Drafting so that they may not face any problem in preparing Legal Drafts. A good Lawyer need not only be good in arguing but he must also be proficient in presenting his case in clear and articulate manner so that it assists the Judge in dispensation of Justice. This Value-Added Course on Legal Drafting is an attempt to meet the needs of aspiring Students & Lawyers who have a keen interest to learn & practice drafting of various legal documents. Before a Lawyer puts the ink on the paper or makes few clicks on the keyboard, it is essential to understand how to address the issue of your client by choosing the correct and desired form of words so that all the eventualities of the case in hand are covered precisely or specifically. The pertinent points in Drafting are How much Details are required? Sequencing of important points? Which point is more appropriate and cannot be left out? The Choice of words to be used? How to minimise errors in Drafting a Legal Document? The Answers to all these complex questions can be simplified by learning the Fundamentals of Legal Drafting and not utilizing a hit & trial method in Drafting a legal document.



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Issue of Certificate: Students will be issued Certificate of Completion on the basis of their maintaining at least 80 % attendance.

A brief overview of the Value-Added Course is as follows:

S. No.	Topic(s)	Resource Person(s)
1	<b>DRAFTING OF CRIMINAL PLEADINGS</b>	Prof. B.T Kaul & Mr. P.K Dubey
2	<b>DRAFTING OF CIVIL PLEADINGS</b>	Ms. Monika Srivastava & Mr. Anupam Srivastava
3	<b>CONTRACT / RENT MATTERS</b>	Prof. Ritu Gupta & Prof. Kanwal D.P Singh
4	<b>CONSTITUTION</b>	Prof. S.N Singh & Mr. Ashok Agarwal
5	<b>DEEDS AND WILLS</b>	Ms. Sanjana Bali & Ms. Monika Srivastava
6	<b>IMPORTANT PETITIONS</b>	Ms. Sanjana Bali
7	<b>ARBITRATION</b>	Mr. Brij Bhushan Gupta & Mr. J.P Sengh

Detailed brochure of the certificate course will be shared/displayed in due course of time. Interested students should register themselves online through following Google form: <https://forms.gle/rPhmBAb63XpuXpug9>

Last date of registration is 22/02/2021. For any query, the interested students can contact following faculty members:

1. Shridul Gupta, Convenor – 9899091025 & shridulgupta.faculty@mains.ac.in
2. Dr. Nisha Dhanraj, Faculty Coordinator – 9899169706 & nishadhanrajdewani.faculty@mains.ac.in
3. Ms. Aarushi Agarwal, Faculty Coordinator - 9871215225 & aarushiagarwal.faculty@mains.ac.in
4. Ms. Kriti Johri, Faculty Coordinator – 9810487172 & kritijohri.faculty@mains.ac.in

**Dr. Praveen Kumar Gupta**  
**Head, Department of Law**

CC: Director, MAIMS for information

CC: Principal, Department of Law for information