



**MAHARAJA AGRASEN INSTITUTE  
OF MANAGEMENT STUDIES  
DEPARTMENT OF LAW**

**VALUE ADDED  
COURSE ON  
LEGAL DRAFTING**

**FEBRUARY 2021**

**Dr. Nand Kishore Garg**  
**Founder Chairman & Chief Advisor, MATES**  
**Chancellor, Maharaja Agrasen University, Baddi, HP, India**



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# ABOUT MAIMS

Maharaja Agrasen Institute of Management Studies was established in 2003 by Maharaja Agrasen Technical Education Society. The Society comprises of a group of eminent Industrialists, Educationalists and people from different walks of life. The Society has succeeded in establishing institutions of repute in the areas of Engineering, Management, Law, Economics, and Journalism. The Institute has attained a distinct position in running BBA, B. Com (H), BA Eco (H), BA(JMC), BALLB (Integrated) and BBALLB (Integrated) programmes affiliated to Guru Gobind Singh Indraprastha University, Delhi

**Maharaja Agrasen Institute of Management  
Studies**

(Established by Maharaja Agrasen Technical  
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Affiliated to GGSIP University, Delhi Recognized u/s

2(f) of UGC & Bar Council of India

ISO 9001:2015 Certified Institution

[www.maims.ac.in](http://www.maims.ac.in)

Campus: Maharaja Agrasen Chownk, Sector22,  
Rohini, Delhi-110086, India (Estd. 2003)

# **INTRODUCTION**

‘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.

### **Benefits of this Value-Added Course:**

- **Assignments**
- **Audio /Visual Content**
- **Guidance from Expert Resource Persons**
- **Power Point Presentations**
- **Q & A Support**
- **Certificate**

# **COURSE CONTENT**

## **MODULE 1 : DRAFTING OF CRIMINAL PLEADINGS**

- First Information Report (F.I.R) & Quashing of F.I.R
- Bail Application & Anticipatory Bail Application
- Complaint for Dishonour of Cheque

## **MODULE 2 : DRAFTING OF CIVIL PLEADINGS**

- Complaint, Written Statement, Affidavit & Application for Amendment
- Civil Suit for Recovery, Summary Suit
- Appeal, Review & Revision Petition

## **MODULE 3 : CONTRACT / RENT MATTERS**

- Drafting a Limited Liability Partnership Contract
- Suit for Specific performance & Recovery of Damages in case of Breach of Contract
- Petition for Eviction of Tenant

# COURSE CONTENT

## MODULE 4 : CONSTITUTION

- Drafting of Writs
- Public Interest Litigation (P.I.L) & Special Leave Petition (S.L.P)

## MODULE 5 : DEEDS & WILL

- Partnership Deed, Sale Deed
- Will, Partition Deed

## MODULE 6 : IMPORTANT PETITIONS

- Petition for Divorce by Mutual Consent
- Complaint under Consumer Protection Act, 1986
- Petition for compensation under Motor Accident claim

## MODULE 7 : ARBITRATION

- Application for Appointment of Arbitrator
- Statement of Claim & Defence
- Appeal against Interim Award / Appeal to set aside Arbitral Award
- Execution petition for Enforcement of Arbitral Award



## DURATION

30 Hours (3 hrs per Module)

## REGISTRATION FEE

Rs. 1200 (Rs. 800 for Students of MAIMS)

## PAYMENT DETAILS

### *PAYTM Detail:*

Paytm No. 8448186940 (Accounts Department)

### *Debit/Credit Card/Net Banking/NEFT:*

- **Account Holder's Name:** Maharaja Agrasen Institute of Management Studies
- **Account No.** 394502010059876
- **Bank Name:** Union Bank of India
- **Branch Name:** Maharaja Agrasen College, Sector 22, Rohini, Delhi - 110086
- **IFSC Code:** UBIN0560421

Student who pays his/her Registration Fee through **NEFT**, must E-mail the details such as Student's Full Name, Enrolment No., Class & Section, Mobile No., UTR No., Date of payment and Amount transferred at [mainsvalueaddedcourse@gmail.com](mailto:mainsvalueaddedcourse@gmail.com)

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## **COURSE SCHEDULE**

From 25th February, 2021 (Every Thursday and Friday  
from 4 p.m. to 5:30 p.m.)

## **CRITERIA FOR CERTIFICATION**

Minimum 80 % Attendance

## **COURSE CONTENT DRAFTED BY**

**Mr. Shridul Gupta**

Assistant Professor, Department of Law, MAIMS  
under the able guidance of

**Prof. (Dr.) Rajni Malhotra Dhingra**

Principal, Department of Law, MAIMS, Delhi

## **IMPORTANT DATES**

- Registration starts **1st February 2021**
- Last date for registration **20th February 2021**
- Last date of payment is **22nd February 2021**
- Course Starts from **25th February 2021**

# ORGANISING COMMITTEE

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Director General, MAIMS

Patron

**PROF. (DR.) G.P. GOVIL**

Advisor, MATES

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Asst. Professor

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Asst. Professor

## STUDENT CONVENORS

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BA LLB 5th sem