



**MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES**

(A unit of Maharaja Agrasen Technical Education Society)

Affiliated to GGSIP University; Recognized u/s 2(f) of UGC

Recognized by Bar Council of India; ISO 9001: 2015 Certified Institution

Maharaja Agrasen Chowk, Sector 22, Rohini, Delhi - 110086, INDIA

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**Department of Law**

**Academic Year: 2019-20**

**Course Duration: 23rd August – 25th October 2019**

Mode: Offline

**ADD ON COURSE ON BASICS OF CIVIL & CRIMINAL DRAFTING**

Team of Faculty Coordinators:

**Mr. Shridul Gupta**, Assistant Professor, Dept. of Law, MAIMS

**Dr. Nisha Dhanraj Dewani**, Assistant Professor, Dept. of Law, MAIMS

**Ms. Purnima Gupta**, Assistant Professor, Dept. of Law, MAIMS

along with the Student Coordinators:

**Ms. Kanika Kapoor**, BALLB, 3<sup>rd</sup> Year

**Ms. Deeksha Chugh**, BALLB, 3<sup>rd</sup> Year

**Mr. Harsh Kumar**, BALLB, 3<sup>rd</sup> Year

coordinated in the smooth organization and conduct of different sessions of the Add on course.

The following sessions were held covering the key areas of:

**Sessions 1 & 2: Drafting of Criminal Pleadings**

**Sessions 3 & 4: Drafting of Civil Pleadings**

**Session 5 & 6: Contract / Rent Matters**

**Session 7 & 8: Constitution**

**Session 9 & 10: Deeds & Wills**

**Session 11 & 12: Important Petitions**

**Session 13, 14 & 15: Arbitration**

The sessions were very insightful and informative and elaborate discussions were conducted on key legal percepts with the help of landmark judgments including: “**First Information Report (F.I.R) and Quashing of F.I.R.**”, “**Bail Application, Anticipatory Bail Application, and Complaint for Dishonour of Cheque**”, “**Drafting of Civil**

**Proceedings**", the importance, objective and purpose of the pleadings, how to search case laws on the internet. Art of filing an Appeal, review, and revision petition, **"Drafting a Limited Liability Partnership Contract"**, **"Suit for Specific performance & Recovery of Damages in case of Breach of Contract, and Petition for Eviction of Tenant"**, **"Drafting of writs and Special Leave Petition"**, **"Drafting of Public Interest Litigation."** The sessions also included discussion on how to draft legal documents of **Partnership Deed & Sale Deed**, drafting a **Petition for Divorce by Mutual Consent and Complaint under Consumer Protection Act, 1986**, drafting of **Petition for Motor Accident Claims**, Drafting an application for the appointment of an Arbitrator and filing of Statement of Claim and Defence, Drafting an appeal against interim award or to set aside an arbitral award and also the Drafting of Execution Petition for the enforcement of the Arbitral Award.

The course was started for the undergraduate students of MAIMS and other institutes. Registration for the same began on 10th August, 2019 and classes started from 23rd August 2019 and ended on 25th September 2019. With 15 sessions of 2 hours each, the course was of 30 hours duration in total. The course was conducted in 2 batches because of 120 students. The classes of 1st Batch were conducted on Monday, Wednesday and Friday and the classes of 2nd Batch were conducted on Tuesday, Thursday and Saturday. All the classes were offline. The valedictory was conducted on 25th October 2019.

Certificates were given only to such students who successfully qualified all the four parameters namely, Attendance, feedback forms, Assignments and Quizzes. Total 120 students across the country have registered for this course and have qualified all the above stated parameters. At the end of the course assignment was given to students to test their knowledge gained from the add on course. The Course was a big success and was enjoyed by the students. Such courses help the students in learning the basics of Civil and Criminal Legal Drafting so that they can have in depth knowledge of preparing the Legal Drafts.

#### **List of Top Performers of the Certificate Course**

<b>Name</b>	<b>Institute</b>
<b>DEVESH VAISH</b>	MAIMS
<b>MANISH KUMAR GARG</b>	MAIMS
<b>ABHISHEK</b>	MAIMS