



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

VALUE ADDED

COURSE ON LEGAL DRAFTING

February -August 2021

Timings: 4:00-6:00PM

Date Of Commencement: 25 Feb 2021

Venue: Online Classes via Gmeet

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 BALLB (Integrated) programmes affiliated to Guru Gobind Singh Indraprastha University, Delhi

**Maharaja Agrasen Institute of Management
Studies**

(Established by Maharaja Agrasen Technical
Education Society)

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

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 minimize 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

- Plaint, 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 (15 Sessions of 2 hours each)

The entire course comprising of 15 sessions is divided into 7 Modules

REGISTRATION FEE

Rs. 2500 (Fee exempted 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

Student who pays his/her Registration Fee through **Paytm / Any other Mode of Payment**, must E-mail Screenshot of payment, Student's Full Name, Enrolment No., Class & Section, Mobile No., Date of payment and Amount transferred at mainsvalueaddedcourse@gmail.com

COURSE SCHEDULE

From 25th February 2021 (Every Thursday and Friday
from 4:00 p.m. to 6:00 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**

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