



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

Tel. Office: 8448186947, 8448186950 www.maims.ac.in

ADD ON

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

August-October 2019

Timings: 2:00-4:00PM

Date of Commencement: 23rd Aug 2019

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

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

INTRODUCTION

This Add on Course will help the Students in learning the Basics of Civil and Criminal Legal Drafting so that they can have an in-depth knowledge of preparing Legal Drafts.

This Add on Course on is an attempt to meet the needsof aspiring Students & Lawyers who have a keen interest to learn & practice drafting of various legal documents.

In drafting following points need attentions: 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 Add On Course: Assignments

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

Requirements for Issue of Certificate

- 80% or more attendance.
- Submission of solutions/answers of all assignments.
- Submission of all weekly feedbacks
- Good performance in all MCQ based tests.

COURSE CONTENT

Session 1 & 2 : DRAFTING OF CRIMINAL PLEADINGS

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Session 3 & 4: DRAFTING OF CIVIL PLEADINGS

First Information Report (F.I.R) & Quashing of F.I.R
Bail Application & Anticipatory Bail Application

- Complaint for Dishonour of Cheque
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Plaint, Written Statement, Affidavit & Application for Amendment
Civil Suit for Recovery, Summary Suit

Session 5 & 6: CONTRACT / RENT MATTERS

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- 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

Session 7 & 8 : CONSTITUTION

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

Session 9 & 10 : DEEDS & WILL

- Partnership Deed, Sale Deed
- Will, Partition Deed

Session 11&12 : IMPORTANT PETITIONS

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

Session 13,14 & 15 : 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 (2 hours per session)

REGISTRATION FEE

Rs. 2500 (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

Starting from : 23rd August 2019

Timings: 2:00 p.m. to 4:00 p.m.

CRITERIA FOR CERTIFICATION

Minimum 70 % Attendance

COURSE CONTENT DRAFTED BY

Mr. Shridul Gupta

Assistant Professor, Department of Law, MAIMS

IMPORTANT DATES

- Registration starts **10th August 2019**
- Last date for registration **20th August 2019**
- Last date of payment is **22nd August 2019**
- Course Starts from **23rd August 2019**

ORGANISI

NG COMMITTEE

Chief Patron

DR. NAND KISHORE GARG

Founder Chairman & Chief Advisor, MATES

Patron

PROF. (DR.) S.K. GARG

Director General, MAIMS

FACULTY COORDINATORS

Dr. PRAVEEN KR. GUPTA

HOD, Dept. of Law, MAIMS

Mr. SHRIDUL GUPTA

Asst. Professor

Dr. NISHA DHANRAJ

Asst. Professor

Ms. PURNIMA GUPTA

Asst.
Professor

STUDENT CONVENORS

Ms. Kanika Kapoor

BA LLB 3rd Year

Ms. Deeksha Chugh

BA LLB 3rd Year

**Mr.
Harsh
Kumar**

BA LLB 3rd
Year