



Maharaja Agrasen Institute of Management Studies

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 www.maims.ac.in

Skill Enhancement Course on Basics of Civil & Criminal Drafting

August – October 2019

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Sector 22, Rohini, Delhi-86





MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES

(A unit of Maharaja Agrasen Technical Education Society)

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

ADD ON


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Sector - 22, Rohini, Delhi-86



COURSE ON BASICS OF CIVIL & CRIMINAL DRAFTING

August-October 2019

Timings: 2:00-4:00PM

Date of Commencement: 23rd Aug 2019


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of Management Studies
Sector 22, Rohini, Delhi-86



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)


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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**


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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

-
-
-

Session 3 & 4: DRAFTING OF CIVIL PLEADINGS

Bail Application & Anticipatory Bail Application

- Complaint for Dishonour of Cheque
-
-

Plaint, Written Statement, Affidavit & Application for Amendment
Civil Suit for Recovery, Summary Suit

Session 5 & 6: 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

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



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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**


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ORGANISATION

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


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Value Added Course: CIVIL AND CRIMINAL DRAFTING

BATCH 1

| S.No | Name of Student | Enrollment No. | 23/8/2019 | 29/8/2019 | 26/9/2019 | 30/9/2019 | 2/9/2019 | 4/9/2019 | 6/9/2019 | 9/9/2019 | 11/9/2019 | 13/9/2019 | 16/9/2019 | 18/9/2019 | 20/9/2019 | 23/9/2019 | 25/9/2019 |
|------|-----------------|----------------|-----------|-----------|-----------|-----------|----------|----------|----------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 1 | AASHISH LAKRA | 114703817 | Lakra | Lakra | | Lakra | Lakra | Lakra | Lakra | Lakra | | Lakra | Lakra | Lakra | Lakra | Lakra | Lakra |
| 2 | AASHNA MADAN | 214703817 | A | A | A | A | | A | A | A | A | A | A | A | A | | A |
| 3 | AAYUSH DAWAR | 114703817 | | A | A | A | A | A | | A | A | A | A | A | A | A | A |
| 4 | AAYUSH DEHARAN | 414703817 | A | | A | A | A | A | A | A | A | A | A | A | A | A | A |
| 5 | ADITYA MISHRA | 614703817 | ADITYA | ADITYA | ADITYA | ADITYA | ADITYA | ADITYA | ADITYA | | ADITYA | ADITYA | ADITYA | | ADITYA | ADITYA | ADITYA |
| 6 | ALOK | 714703817 | Alok | Alok | Alok | Alok | Alok | Alok | Alok | Alok | | | Alok | Alok | | Alok | Alok |
| 7 | AMAN KOHLI | 814703817 | aman | aman | | aman | aman | aman | aman | aman | aman | aman | aman | | aman | aman | aman |
| 8 | ANKIT VASHISTH | 914703817 | | A | A | A | A | | A | A | A | A | A | A | A | A | A |
| 9 | ANKIT BHARTI | 1014703817 | ANKIT | ANKIT | ANKIT | | ANKIT | ANKIT | ANKIT | ANKIT | ANKIT | | ANKIT | ANKIT | ANKIT | ANKIT | ANKIT |
| 10 | ANKIT MAHAMNA | 1114703817 | A | A | A | A | A | A | A | A | | A | A | A | A | | A |
| 11 | ANMOL SHARMA | 1214703817 | A | | A | A | A | A | A | A | A | A | A | A | A | A | A |
| 12 | ANUJ DUA | 1414703817 | A | A | A | A | A | A | A | A | A | A | A | A | | A | A |
| 13 | ANURAG SINGH | 1514703817 | ASingh | ASingh | ASingh | ASingh | | ASingh | ASingh | ASingh | ASingh | ASingh | ASingh | | ASingh | ASingh | ASingh |
| 14 | APOORV JAIN | 1614703817 | A | A | | A | A | A | A | A | A | A | | A | A | A | A |
| 15 | APOORV SETIA | 1714703817 | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A |
| 16 | APURVA BHUTANI | 1814703817 | A | A | A | A | A | | A | A | A | A | A | | A | A | A |
| 17 | ARUSHI GOYAL | 1914703817 | A | A | A | A | A | A | A | A | A | | A | A | A | A | A |
| 18 | ASHNEET KALR | 2014703817 | A | A | A | A | | A | A | A | A | A | A | A | | A | A |
| 19 | AYUSH KUMAR | 2114703817 | A | A | A | A | A | A | | A | A | A | A | | A | A | A |
| 20 | BHAVI MIDHA | 2214703817 | BHAVI | BHAVI | BHAVI | | BHAVI | BHAVI | BHAVI | | BHAVI | BHAVI | BHAVI | BHAVI | BHAVI | | BHAVI |
| 21 | BHAVIKA KOHLI | 2314703817 | Bh | | Bh | Bh | Bh | Bh | Bh | Bh | Bh | Bh | Bh | | Bh | Bh | Bh |
| 22 | BHUMIKA POPLI | 2414703817 | Popli | Popli | Popli | | Popli | | Popli | Popli | Popli | Popli | Popli | Popli | Popli | Popli | Popli |
| 23 | CHARNI DUGGAL | 2514703817 | Duggal | Duggal | Duggal | Duggal | Duggal | Duggal | | Duggal | Duggal | | Duggal | Duggal | Duggal | Duggal | Duggal |
| 24 | DHEKSHA CHUGH | 2614703817 | Deekha | Deekha | Deekha | Deekha | Deekha | Deekha | Deekha | Deekha | Deekha | Deekha | Deekha | Deekha | | | Deekha |

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| | | | | | | | | | | | | | | | | |
|----|-----------------------|------------|--------|--------|--------|--------|-------|--------|--------|--------|-------|--------|--------|--------|--------|--------|
| 25 | DEVESH VARSH | 2814703817 | Dev | Dev | Dev | | Dev | Dev | Dev | Dev | Dev | Dev | | Dev | Dev | Dev |
| 26 | DIPASHA GUGLANI | 2914703817 | D | D | D | D | D | D | | D | D | D | D | D | D | D |
| 27 | DISHA CHANDRA | 3014703817 | DISHA | DISHA | DISHA | DISHA | DISHA | DISHA | DISHA | DISHA | | DISHA | DISHA | DISHA | DISHA | DISHA |
| 28 | DRISHITI | 3114703817 | D | D | D | D | | D | D | D | D | D | D | D | D | D |
| 29 | GAURAV BANERJEE | 3214703817 | ga | ga | | ga | ga | ga | ga | ga | | ga | ga | ga | ga | ga |
| 30 | GAURAV YADAV | 3314703817 | G | G | G | G | G | G | G | | G | G | G | G | G | G |
| 31 | GOPAL SINGH | 3414703817 | Singh | Singh | Singh | Singh | | Singh | Singh | Singh | Singh | | Singh | Singh | Singh | Singh |
| 32 | HARSH YADAV | 3514703817 | Harsh | | Harsh | Harsh | Harsh | Harsh | | Harsh | Harsh | Harsh | Harsh | Harsh | Harsh | Harsh |
| 33 | HARSHIT SINGH GAHLOT | 3614703817 | Harsh | Harsh | Harsh | Harsh | Harsh | | Harsh | Harsh | | Harsh | Harsh | Harsh | Harsh | Harsh |
| 34 | ISHAAN SHARMA | 3714703817 | IS | | IS | IS | IS | IS | IS | IS | IS | | IS | IS | IS | IS |
| 35 | JANHVI MEHRA | 3814703817 | J | J | J | J | J | J | J | J | | J | J | J | J | J |
| 36 | JANVEE DHINGRA | 3914703817 | JANVEE | JANVEE | JANVEE | JANVEE | | JANVEE | JANVEE | JANVEE | | JANVEE | JANVEE | JANVEE | JANVEE | JANVEE |
| 37 | JATIN BALAIN | 4014703817 | J | J | J | | J | J | J | J | J | J | | J | J | J |
| 38 | KANIK KAPOOR | 4114703817 | K | K | K | K | K | | K | K | K | K | | K | K | K |
| 39 | KANISHKA RAWAT | 4214703817 | K-R | K-R | K-R | | K-R | K-R | K-R | K-R | | K-R | K-R | K-R | K-R | K-R |
| 40 | KANKSHA GUPTA | 4314703817 | G | | G | G | G | G | | G | G | G | G | G | G | G |
| 41 | KAPILA BISHT | 4414703817 | B | B | B | B | | B | B | B | B | B | | B | B | B |
| 42 | KRITI ARORA | 4514703817 | KRITI | KRITI | KRITI | KRITI | KRITI | | KRITI | KRITI | KRITI | | KRITI | KRITI | KRITI | KRITI |
| 43 | KRITI SAKUJA | 4714703817 | K | K | K | K | K | | K | K | K | K | K | | K | K |
| 44 | KRITIKA KSHANNA | 4814703817 | K-K | | K-K | K-K | K-K | K-K | K-K | K-K | K-K | | K-K | K-K | K-K | K-K |
| 45 | KUMARI PRIYANKA | 4914703817 | | PRIYA | PRIYA | PRIYA | PRIYA | PRIYA | PRIYA | PRIYA | | PRIYA | PRIYA | PRIYA | PRIYA | PRIYA |
| 46 | MANIKA BATAJ | 5014703817 | M | M | M | M | | M | M | M | M | M | M | M | M | M |
| 47 | MANVI KAKROO | 5114703817 | MANVI | MANVI | MANVI | MANVI | MANVI | MANVI | MANVI | MANVI | MANVI | | MANVI | | MANVI | MANVI |
| 48 | MD MOHEZUDDIN QURESHI | 5214703817 | MD | MD | MD | MD | MD | | MD | MD | MD | MD | MD | MD | MD | MD |
| 49 | MEHUL JAIN | 5314703817 | Mehul | Mehul | Mehul | Mehul | Mehul | Mehul | | Mehul | Mehul | Mehul | Mehul | | Mehul | Mehul |
| 50 | MONESH KUMAR | 5414703817 | M | M | M | M | | M | M | M | | M | M | M | M | M |
| 51 | ARJUN MITTAL | 5514703817 | ARJUN | | ARJUN | ARJUN | ARJUN | ARJUN | ARJUN | ARJUN | ARJUN | ARJUN | | ARJUN | ARJUN | ARJUN |
| 52 | DISHA MITRA | 5614703817 | D | D | D | D | D | D | | D | D | D | D | D | | D |
| 53 | MANISH KUMAR GARG | 5714703817 | M-G | M-G | M-G | M-G | M-G | | M-G | M-G | M-G | M-G | | M-G | M-G | M-G |
| 54 | PALLAV SHARMA | 5814703817 | P | P | P | | P | P | P | P | P | P | P | P | P | P |
| 55 | PRACHI AGGARWAL | 5914703817 | P | P | | P | P | P | P | P | | P | P | P | P | P |
| 56 | SANCHI THAKRAL | 6014703817 | S | S | S | S | | S | S | S | S | S | S | S | | S |

Signature

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| | | | | | | | | | | | | | | | | |
|----|--------------------|-------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 57 | SANCHIT SACHDEV | 05114703817 | Sach | | Sach | Sach | Sach | Sach | Sach | Sach | Sach | Sach | | Sach | Sach | Sach |
| 58 | NADIMA KHAN | 5514703817 | NADIMA | NADIMA | NADIMA | NADIMA | NADIMA | NADIMA | NADIMA | NADIMA | NADIMA | NADIMA | NADIMA | NADIMA | NADIMA | NADIMA |
| 59 | NEERJA | 5614703817 | Neer | Neer | | Neer | Neer | Neer | Neer | Neer | Neer | | Neer | Neer | Neer | Neer |
| 60 | NISHITHA MAGAN | 5714703817 | N | N | N | N | N | N | N | N | | N | N | N | N | N |


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Value Added Course: CIVIL AND CRIMINAL DRAFTING

BATCH 2

| S No | Name of Student | Enrollment No | 27/9/2019 | 29/9/2019 | 31/8/2019 | 3/9/2019 | 5/9/2019 | 7/9/2019 | 12/9/2019 | 14/9/2019 | 17/9/2019 | 19/9/2019 | 21/9/2019 | 24/9/2019 | 26/9/2019 | 28/9/2019 | 1/10/2019 |
|------|--------------------------|---------------|-----------|-----------|-----------|----------|----------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 1 | AAKASH SINGH | 114703818 | As | As | As | | As | As | As | As | As | | As | As | As | As | As |
| 2 | ABHINAV SINGH | 214703818 | As | As | | As | As | As | As | As | As | As | As | As | As | | As |
| 3 | ABHISHEK | 314703818 | As | As | As | | As | As | As | | As | As | As | As | As | As | As |
| 4 | ABHYUDEY KABRA | 514703818 | As | As | As | As | As | As | As | As | | As | As | | As | As | As |
| 5 | ADITYA AGARWAL | 614703818 | As | As | | As | As | | As | As | As | As | As | As | As | As | As |
| 6 | ADITYA DOGRA | 714703818 | As | As | As | As | As | As | | As | As | As | As | | As | As | As |
| 7 | ADITYA KHANNA | 814703818 | As | As | As | As | As | | As | As | | As | As | As | As | As | As |
| 8 | AKSHANSH GAUTAM | 914703818 | As | As | As | As | As | As | | As | As | | As | As | As | As | As |
| 9 | AKSHITA PANDEY | 1014703818 | As | As | As | As | As | As | As | | As | As | As | As | As | As | As |
| 10 | AMAN WALIA | 1114703818 | As | As | As | | As | As | | As | As | As | As | As | As | As | As |
| 11 | ANMOL JUNEJA | 1214703818 | As | As | As | As | | As | | As | As | As | As | As | As | As | As |
| 12 | ANSHITA KHANDEWAL | 1314703818 | As | As | As | As | As | As | As | As | As | As | As | As | As | As | As |
| 13 | ANUSHAY NIGAM | 1414703818 | As | As | | As | As | As | | As | As | As | As | As | As | As | As |
| 14 | ARPAN SHUKLA | 1514703818 | As | As | As | As | As | As | As | | As | | As | As | As | As | As |
| 15 | ASHISH ARORA | 1714703818 | As | As | As | As | As | As | As | | As | As | As | As | As | | As |
| 16 | AVANTIKA KRUPAKAR WASNIK | 1814703818 | As | As | As | As | As | As | As | | | As | As | As | | As | As |
| 17 | AYUSHMAN PATNAIK | 1914703818 | As | As | As | As | As | | As | As | | As | As | As | As | As | As |
| 18 | BEENAL DHADWAL | 2014703818 | As | As | As | As | As | As | | As | As | As | | As | As | As | As |
| 19 | DEVANSH DUA | 2114703818 | As | As | As | As | As | As | As | | As | As | As | | As | As | As |
| 20 | GAURAV | 2214703818 | As | As | As | As | As | As | As | As | | As | As | | As | As | As |
| 21 | HARIKESH NARANG | 2414703818 | As | As | As | As | As | As | As | | As | As | | As | As | As | As |
| 22 | HARSH MAHESHWARI | 2514703818 | As | As | As | | As | | As | As | As | As | | As | As | As | As |
| 23 | HARSHIT ARORA | 2614703818 | As | As | As | As | As | As | As | | As | As | As | As | As | As | As |


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 Sector-22, Rohini, Delhi-86

| | | | | | | | | | | | | | | | | | |
|----|---------------------|------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 24 | HARSHITA GOGIA | 2914703818 | H | H | H | H | | H | H | H | H | H | | H | H | H | H |
| 25 | HARSHITA PANDY | 2914703818 | H | H | H | H | H | H | H | | H | H | H | H | H | H | H |
| 26 | HRIK SEWAL | 2914703818 | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H |
| 27 | ISHAN HARALKA | 3014703818 | I | I | I | I | I | I | I | | I | I | I | I | I | I | I |
| 28 | JAGRITI KHOSHER | 3114703818 | J | J | J | J | J | J | J | J | J | J | J | J | J | J | J |
| 29 | JAI BHARWAL | 3214703818 | J | J | J | J | J | J | J | J | J | J | J | J | J | J | J |
| 30 | JHANY TANWAR | 3314703818 | J | J | J | J | J | J | J | J | J | J | J | J | J | J | J |
| 31 | MUDIT KUMAR | 114703819 | M | M | M | M | M | M | M | M | M | M | M | M | M | M | M |
| 32 | SHEETAL PRAJAPATI | 214703819 | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S |
| 33 | SIDDHARTH | 314703819 | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S |
| 34 | DHRUV KUMAR | 414703819 | D | D | D | D | D | D | D | D | D | D | D | D | D | D | D |
| 35 | AKANKSHA MISHRA | 514703819 | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A |
| 36 | VIDHI GUPTA | 614703819 | V | V | V | V | V | V | V | V | V | V | V | V | V | V | V |
| 37 | AKANKSHA | 714703819 | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A |
| 38 | ANAR BAPAYEE | 814703819 | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A |
| 39 | PLASH JINDAL | 914703819 | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 40 | NISHIL KALSHAL | 1014703819 | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N |
| 41 | SURPLEEN | 1114703819 | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S |
| 42 | VAISHNAVI DOGRA | 1214703819 | V | V | V | V | V | V | V | V | V | V | V | V | V | V | V |
| 43 | NIKHIL SINGH | 1314703819 | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N |
| 44 | KESHAV BANSAL | 1414703819 | K | K | K | K | K | K | K | K | K | K | K | K | K | K | K |
| 45 | SHASHWAT MISHRA | 1514703819 | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S |
| 46 | PREETI | 1614703819 | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 47 | KANWAR ADITYA SINGH | 1714703819 | K | K | K | K | K | K | K | K | K | K | K | K | K | K | K |
| 48 | SHRUDHI PATHAK | 1814703819 | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S |
| 49 | ANMOL GUPTA | 1914703819 | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A |
| 50 | SARANSH ATRI | 2014703819 | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S |
| 51 | VISHESH KUMAR | 2114703819 | V | V | V | V | V | V | V | V | V | V | V | V | V | V | V |
| 52 | NILIMA RAJE | 2214703819 | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N |
| 53 | NISHKA JAIN | 2314703819 | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N |
| 54 | DEVANSH SONDI | 2414703819 | D | D | D | D | D | D | D | D | D | D | D | D | D | D | D |
| 55 | MUSKAN JAIN | 2514703819 | M | M | M | M | M | M | M | M | M | M | M | M | M | M | M |
| 56 | SANYA KATHPAL | 2614703819 | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S |



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|----|-------------------|------------|----------|----------|---------|----------|----------|----------|----------|----------|----------|----------|---------|----------|----------|----------|----------|
| 01 | HIMANSHU SINGH | 2704700819 | Himanshu | Himanshu | | Himanshu | Himanshu | Himanshu | Himanshu | Himanshu | Himanshu | Himanshu | | Himanshu | Himanshu | Himanshu | Himanshu |
| 02 | SANDEEP KUMAR | 2804700819 | Sandeep | Sandeep | Sandeep | Sandeep | Sandeep | Sandeep | Sandeep | Sandeep | Sandeep | Sandeep | Sandeep | Sandeep | Sandeep | Sandeep | Sandeep |
| 03 | SHARAD KUMAR | 2904700819 | Sharad | Sharad | Sharad | Sharad | Sharad | Sharad | Sharad | Sharad | Sharad | Sharad | Sharad | Sharad | Sharad | Sharad | Sharad |
| 04 | AVISH JANWAR | 3004700819 | Avish | Avish | Avish | Avish | Avish | Avish | Avish | Avish | Avish | Avish | Avish | Avish | Avish | Avish | Avish |


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

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, 3rd Year

Ms. Deeksha Chugh, BALLB, 3rd Year

Mr. Harsh Kumar, BALLB, 3rd 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**

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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.

| Name | Institute |
|-------------------|-----------|
| DEVESH VAISH | MAIMS |
| MANISH KUMAR GARG | MAIMS |
| ABHISHEK | MAIMS |


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Sample Certificate:

Add on Course of Basics of Civil and Criminal Drafting




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