



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 Legal Drafting

February– August 2021

Index

S.no	Content	Page no.
1	Brochure-Course Curriculum	7-8
2	Assessment Procedure	10
3	Participants cum Attendance list	12-15
4	Report with course outcome	16-36
5	Sample Certificate	37

Director
Maharaja Agrasen Institute
of Management Studies
Sector 22, Rohini, Delhi-86





MAHARAJA AGRASEN INSTITUTE OF MANAGMENT 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 BBALLB (Integrated) programmes affiliated to Guru Gobind Singh Indraprastha University, Delhi

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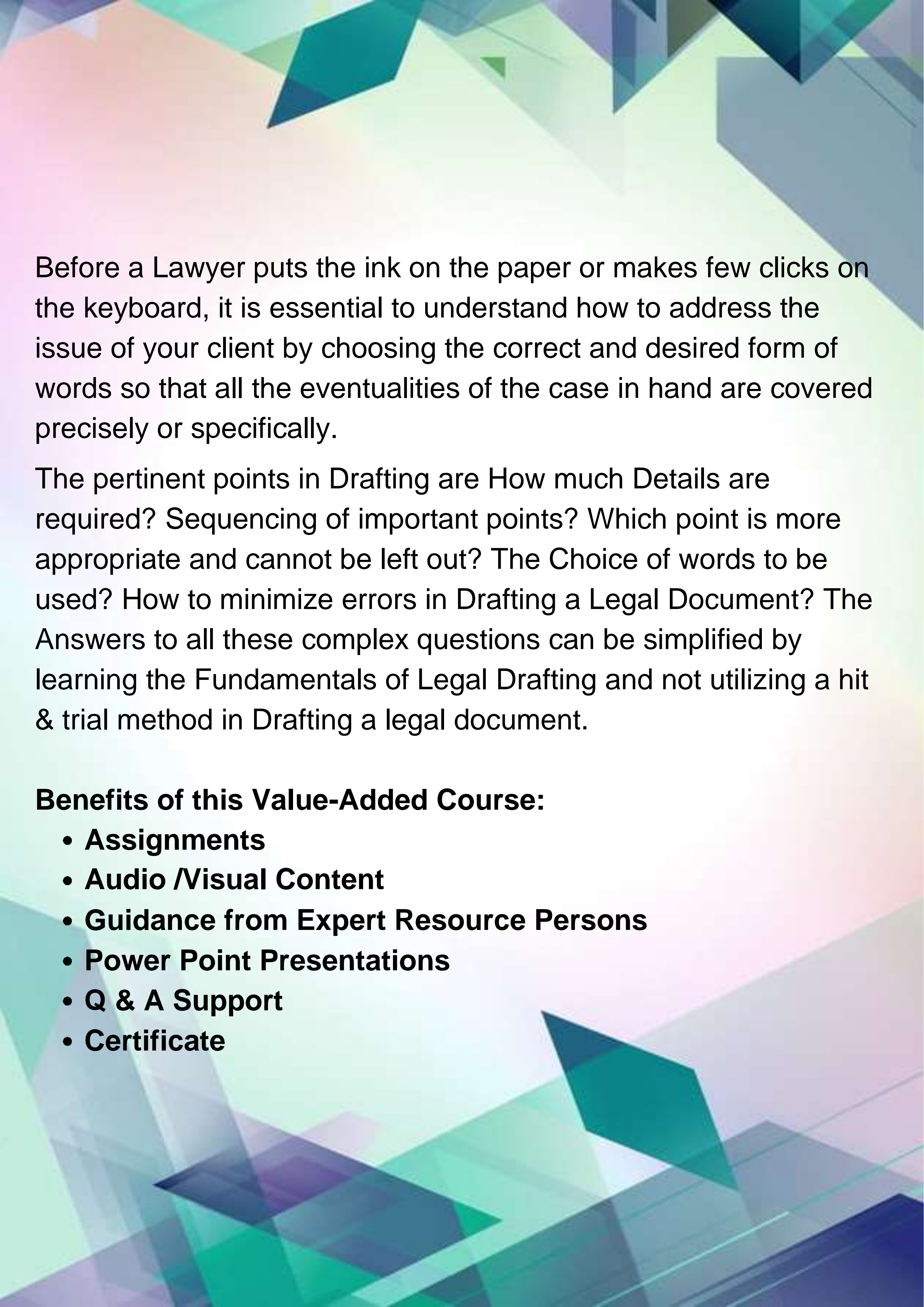
**Campus: Maharaja Agrasen Chowkn, Sector22,
Rohini, Delhi-110086, India (Estd. 2003)**

INTRODUCTION

‘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**

ORGANISING COMMITTEE

Chief Patron

DR. NAND KISHORE GARG

Founder Chairman & Chief Advisor, MATES

Patron

PROF. (DR.) S.K. GARG

Director General, MAIMS

Patron

PROF. (DR.) G.P. GOVIL

Advisor, MATES

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GUPTA**

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PROF. (DR.) SANGEETA MALIK

DEAN

Advisor

PROF. (DR.) RAJNI MALHOTRA

DHINGRA

PRINCIPAL - LAW

Advisor

PROF. (DR.) V.K. KHURANA

HOD- BBA & SECRETARY - IQAC

Advisor

PROF. (DR.) VINITA GUPTA

HOD - BA(JMC)

Advisor

DR. MANJU GUPTA

HOD - COMMERCE

Advisor

DR. SANJAY KUMAR MANGLA

HOD - ECONOMICS

Advisor

DR. MANOJ VERMA

COE

Advisor

FACULTY COORDINATORS

Dr. PRAVEEN KR. GUPTA

HOD, Dept. of Law, MAIMS

Mr. SHRIDUL GUPTA

Asst. Professor

Dr. NISHA DHANRAJ

Asst. Professor

Ms. KRITI JOHRI

Asst. Professor

STUDENT CONVENORS

Ms. SHALINI KASHYAP

BA LLB 7th sem

Ms. DIPANITA SINGH

BA LLB 5th sem

Mr. VIBHOR TIWARI

BA LLB 5th sem



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

Value Added Course on: Legal Drafting (Batch-1)																						
S.No	Name	Enrolment No.	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date
1	Aadish Jain	00114703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	Aaryav Lohia	00214703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	Abhay Garg	00314703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	Aditi Bhardwaj	00414703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	Aditi Kaushik	00514703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	Aditya Sharma	00614703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	Akshat	00714703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	Aman Sharma	00814703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	Anant Rohatgi	00914703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	Ananya Sharma	01014703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	Ananya Singh	01114703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	Anaya Das	01214703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13	Ankita Singh	01314703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	Anisha Maan	01414703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15	Anjali	01514703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	Ankit Singh	01614703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17	Ankita Singh	01714703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18	Anshu Singh	01814703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19	Avinash Singh	02014703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
20	Ayushi Kumar	02114703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
21	Ayushi Yadav	02214703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
22	Badal Yadav	02314703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
23	Bhumika	02414703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
24	Deepali	02514703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
25	Deepthi Mishra	02614703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
26	Dhruv Kumar	02714703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
27	Diksha	02814703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
28	Gaurav Singh	02914703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
29	Gauri Rajhans	03014703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
30	Harish Saini	03114703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
31	Harshit Rajput	03214703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
32	Himanshu	03314703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
33	Himanshu	03414703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
34	Ifrat Parvez	03514703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
35	Insha Khanam	03614703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
36	Kartik Sharma	03714703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
37	Kasim	03814703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
38	Kasim	03914703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
39	Khushi Arora	04014703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
40	Khushi Gupta	04114703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
41	Khyati Bansal	04214703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
42	Lakshmi	04314703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

Director
Maharaja Agrasen Institute
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Value Added Course on: Legal Drafting (Batch-2)																							
S.No	Name	Enrolment No.	3.2.21	3.3.21	09.03.2021	10.03.2021	16/3/2021	17/3/2021	30/3/2021	31/3/2021	7.6.21	7.7.21	20/7/2021	21/7/2021	27/7/2021	28/7/2021	29.7.21	29.7.2021	30.07.2021	31.07.2021	02.08.2021	03.08.2021	
101	Siddharth	00214703819	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
102	Siddharth	00314703819	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	
103	Smridhi Pathak	01814703819	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	
104	Sukhleen	01114703819	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	
105	Tarun Bansal	05014703819	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	
106	Vatsnavi	01214703819	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	
107	Vidhi Gupta	00614703819	P	P	P	P	P	P	P	A	A	A	P	P	P	P	P	A	P	P	P	P	
108	Vishnu	02114703819	P	P	P	A	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	
109	Vaishnavi	03714703819	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	
110	Vasini	03214703819	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	
111	Smrithi Arora	05214703819	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	
112	Aakash Singh	00114703818	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	
113	Abhinav Singh	00214703818	P	P	P	P	P	P	P	A	A	A	P	P	P	P	P	A	P	P	P	P	
114	Abhishek	00314703818	P	P	P	A	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	
115	Aditya	00514703818	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	
116	Aditi Ranjan	07114703819	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	
117	Aditya	00614703818	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	
118	Aditya Dogra	00714703818	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	
119	Aditya Goel	07214703819	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	
120	Aditya Khanna	00814703818	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	
121	Aditya Mishra	05514703819	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	A	P	P	
122	Aditya	00914703818	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	
123	Aditya	01014703818	P	P	P	P	P	P	P	A	A	A	P	P	P	P	P	A	P	P	P	P	
124	Aman	06814703819	P	P	P	A	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	
125	Aman Walia	01114703818	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	
126	Anmol Juneja	01214703818	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	
127	Anshika	01314703818	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	
128	Anshika	01414703818	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	
129	Ayush Ranjan	05314703819	P	P	P	P	P	P	P	P	A	A	A	P	P	P	P	P	P	A	P	P	
130	Bharti Rao	05914703819	P	P	P	A	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	
131	Devanshi	05814703819	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	
132	Diksha Jora	06614703819	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	
133	Dipanshu	05614703819	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	
134	Dhananjay	06414703819	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	
135	Harshita Jain	06014703819	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
136	Harshvardhan	06514703819	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	
137	Ishtika	06114703819	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	
138	Jyotsana Batra	03514703818	P	P	A	P	P	P	P	P	P	A	A	A	P	P	P	P	A	P	P	P	
139	Kaustubh	05414703819	P	P	P	P	P	P	P	P	A	A	A	P	P	P	P	P	A	P	P	P	
140	Rishika	03614703818	P	P	P	A	P	P	P	P	A	A	P	P	P	P	P	P	P	P	A	P	
141	Kavish Behl	03714703818	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	
142	Kiran Chuphal	03814703818	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	
143	Kunal Dalal	03914703818	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	
144	Mayanka	04214703818	P	P	A	P	P	P	P	P	A	A	P	P	P	P	P	P	A	P	P	P	
145	Mayanka	04314703818	P	P	P	P	P	P	P	P	A	A	A	P	P	P	P	P	A	P	P	P	
146	Neha Rathore	06914703819	P	P	P	A	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	



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147	Our Dutt	06214703819	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P
148	Pulkit	07414703819	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
149	Ritika Bansal	07314703819	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
150	Shivam Gaur	07514703819	P	P	P	P	P	P	P	A	A	A	P	P	P	P	P	A	P	P	P	P
151	Survang	06314703819	P	P	P	A	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P
152	Survang	07014703819	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P
153	Subodh	05714703819	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
154	Teevra Mishra	06714703819	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P



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MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES

(A unit of Maharaja Agrasen Technical Education Society)

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

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

Under the Aegis of IQAC

Value added Course on

Legal Drafting

February-August 2021

Topic: Data Analytics 1.0 (Skill Enhancement Certificate Course)

Date: 25th February 2021-6th August 2021

Time: 4:00 PM to 6:00 PM

Venue: GMeet

Beneficiaries with number: 154

Number of Batches: 2 (90+87)

VALUE ADDED COURSE ON LEGAL DRAFTING

INAUGURAL

Date: 25.02.2021

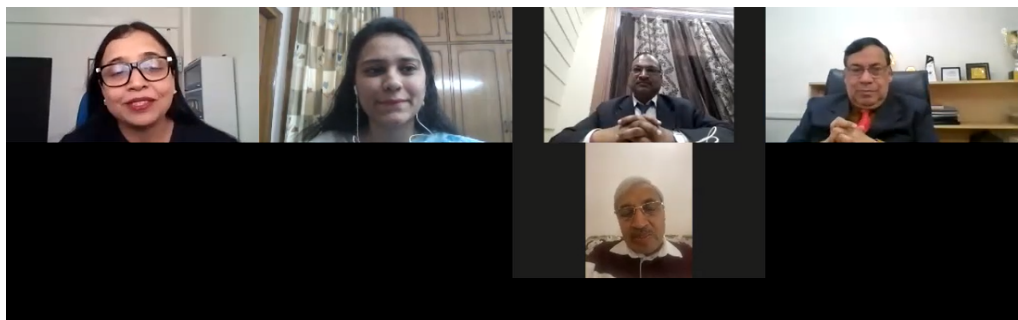
The Inauguration of MAIMS 1st Value Added Course on Legal Drafting took place on February 25, 2021. The welcome address was given by **Prof. (Dr.) S.K. Garg**, Director General, MAIMS, followed by words of wisdom from **Prof. (Dr.) Ravi Kumar Gupta**, Director, MAIMS, and **Prof. (Dr.) Rajni Malhotra Dhingra**, Principal, Department of Law, MAIMS. The respected guests blessed the Faculty and Student Members for their initiative in starting the 1st Value Added Course for the students of Department of Law. Our esteemed guests were accorded Vote of Thanks by **Dr. Praveen Kumar Gupta**, Head, Department of Law, MAIMS.

The team of Faculty Coordinators, **Mr. Shridul Gupta**, **Dr. Nisha Dhanraj Dewani**, **Ms. Aarushi Agarwal**, and **Ms. Kriti Johri** along with the Student Coordinators, **Palak Tyagi**,


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Ritvik Bhardwaj, Shalini Kashyap, Dipanita Singh and Vibhor Tewari coordinated in the smooth organization and conduct of different sessions of the value added course.

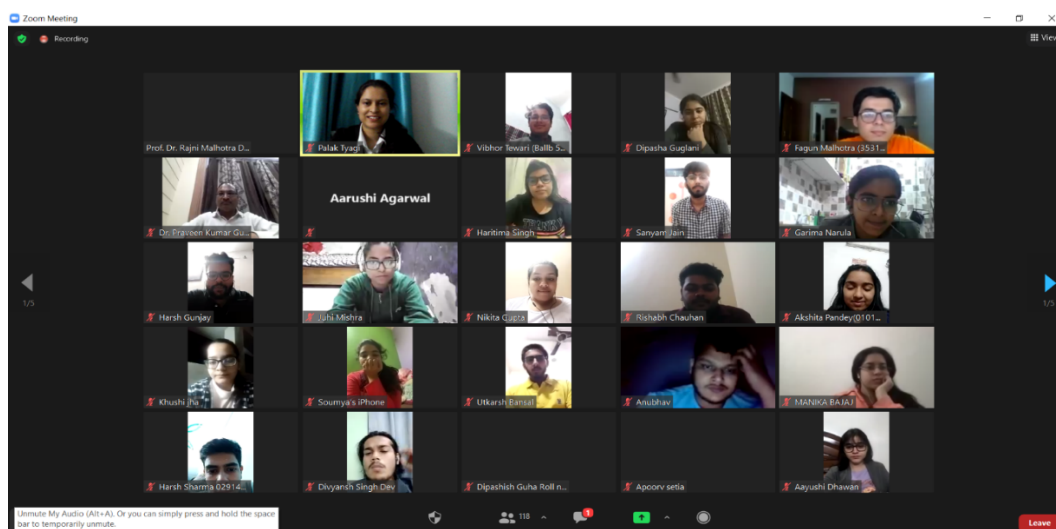


SESSION – 1, MODULE - I

Date: 25.02.2021

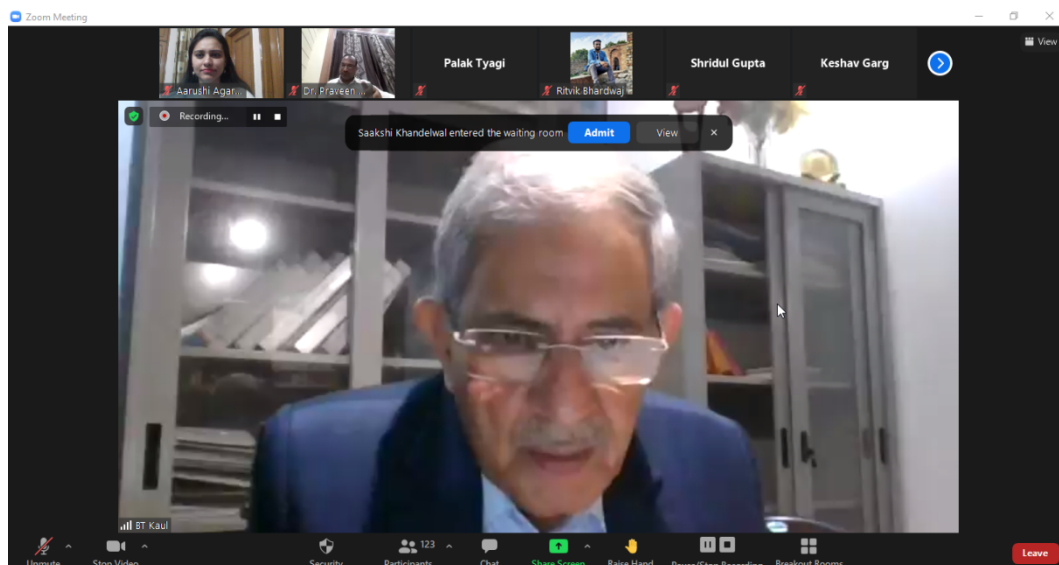
Speaker: Prof. Dr. B.T. Kaul

The informative and insightful session started with the introduction of the esteemed speaker for the day, **Prof. Dr. B.T. Kaul** sir. Dr. Kaul is an academic and legal expert has been a practicing Advocate in the Hon'ble Supreme Court of India for about 41 years. In February 2014, he was appointed by the Hon'ble High Court of Delhi to head the Delhi Judicial Academy as its Chairperson. The topic for the session was **“First Information Report (F.I.R) and Quashing of F.I.R.”**, on which sir elaborated thoroughly, by touching on the landmark judgments related to F.I.R. and drawing a comparison between personal liberty and the fundamental rights enshrined under articles 14, 19, 21, and 22 of the Constitution of India. The session concluded with Dr. Rajni Malhotra Dhingra, Principal, Department of Law, extending a warm vote of thanks to Prof. Dr. B.T. Kaul sir.



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SESSION – 2, MODULE - I

Date: 26.02.2021

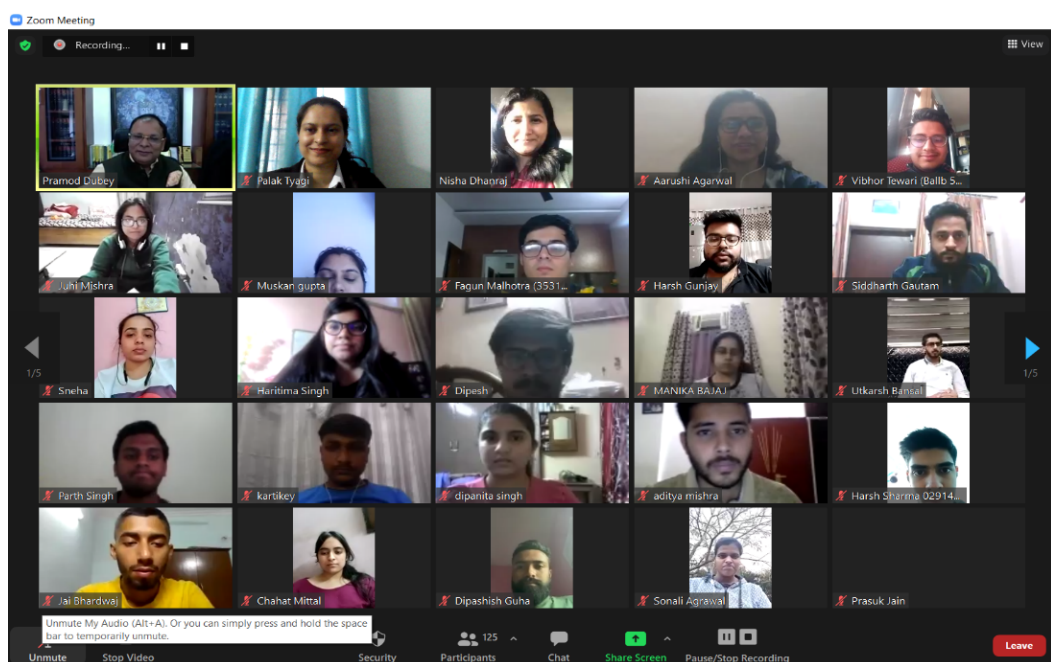
Speaker: Mr. Pramod Kumar

Dubey

The informative and insightful session started with the introduction of the esteemed speaker for the day, **Mr. Pramod Kumar Dubey**. Mr. Dubey has been practicing as an independent lawyer, specialising in anti-corruption cases, white-collar crimes, economic offences cases, and criminal offences involving the FEMA and MACOCA. The topic for the session was **“Bail Application, Anticipatory Bail Application, and Complaint for Dishonour of Cheque”**, on which sir elaborated thoroughly, by touching on the landmark judgments related to anticipatory bail. Sir then went on to explain and elaborate on Section 138 of Negotiable Instruments Act, 1881, which deal exclusively with the notice for dishonour of cheque.


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SESSION – 3, MODULE - II

Date: 06.03.2021

Speaker: Ms. Monika

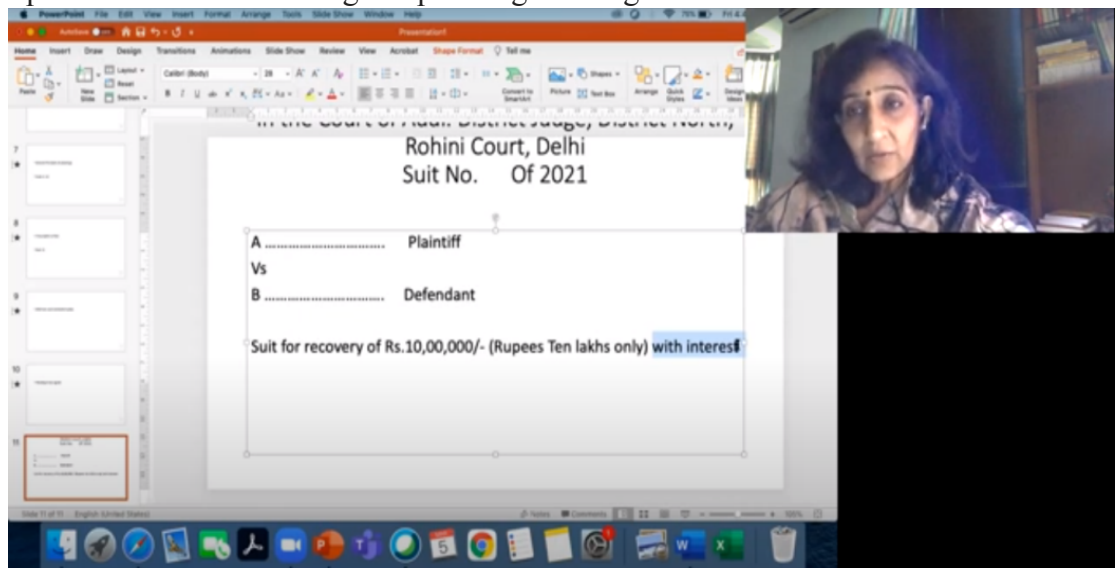
Srivastava

The informative and insightful session started with the introduction of the esteemed speaker for the day, **Ms. Monika Srivastava**, an expert in the matrimonial and consumer protection disputes, a trained mediator and author of various popular books including “The Code of Civil Procedure 1908; published in 2010 was the resource person for the third session. The topic for the session was **“Drafting of Civil Proceedings”**. Ma’am started the session by explaining about the pleadings. She extensively discussed about the importance, objective

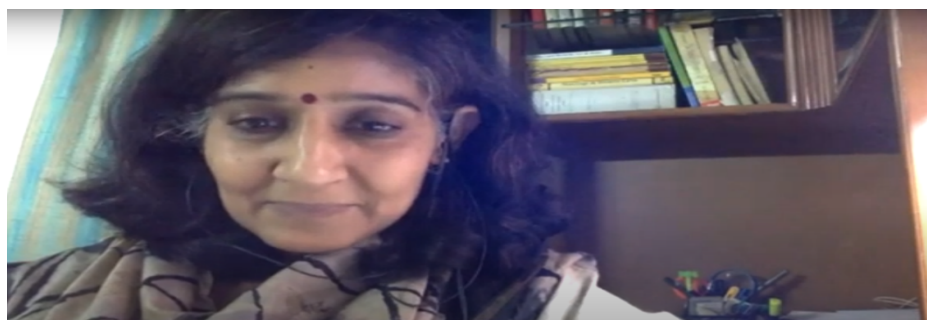
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and purpose of the pleadings. She explained about the four golden fundamentals of pleadings and the rules surrounding it which was an eye opener for all. Lastly, ma'am gave a step-by-step lesson on the drafting of pleadings through an interactive session with the



participants.




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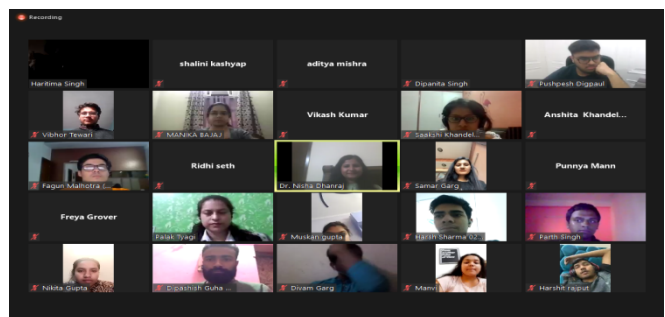
SESSION – 4, MODULE - II

Date: 07.03.2021

Speaker: Mr. Anupam

Srivastava

Mr. Anupam Srivastava, who is a practicing lawyer since 1991 and currently the managing partner of The Chambers of Law (TCL) India, was the expert resource person for the fourth session that was held on 7th of March 2021. Sir initiated the fourth session by discussing about the three types of jurisdiction for a recovery suit. While giving his speech sir also mentioned about the bare acts and the high court rules that are crucial for a lawyer practicing in courts. As regards to current trends, he talked about the methods one should adopt while searching for case laws on the internet. Sir, told us briefly about the appeal, review, and revision petition. Further, he talked about written statement and told us why it was necessary to specifically deny every averment. Sir ended the session by quoting a line wherein he said “Drafting is a work of art, and you have to be an artist to succeed in this”.



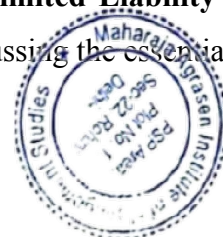
SESSION – 5, MODULE - III

Date: 12.03.2021

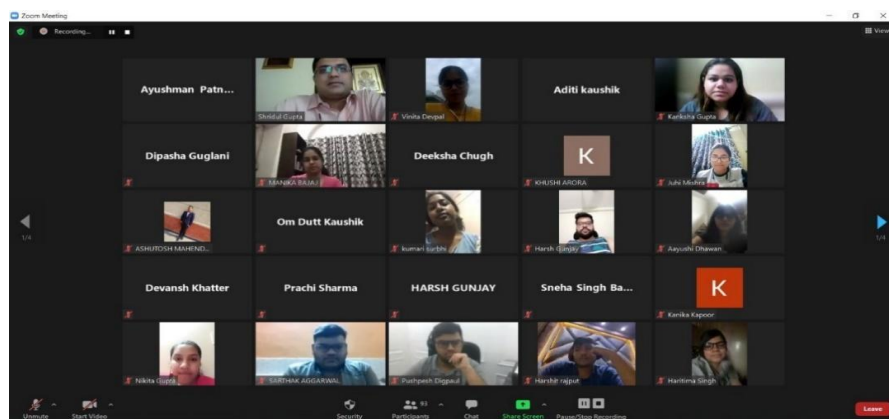
Speaker: Prof. Dr. Ritu Gupta

The informative and insightful session started with the introduction of the esteemed speaker for the day, **Prof. Dr. Ritu Gupta**. She is a Professor of Law at National Law University, Delhi and has a teaching experience of 17 years. She specialises in the Law of Contract and Banking Law. She has also been conferred with the ‘REX Karamveer Global Fellowship and Karamveer Chakra Award’ in March 2015 for her outstanding contribution to women empowerment. The topic for the session was “**Drafting a Limited Liability Partnership Contract**” on which ma’am elaborated thoroughly, while discussing the essentials of Limited

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Liability Partnership Contract. She explained how such contracts are drafted, by sharing a reference document with the students.




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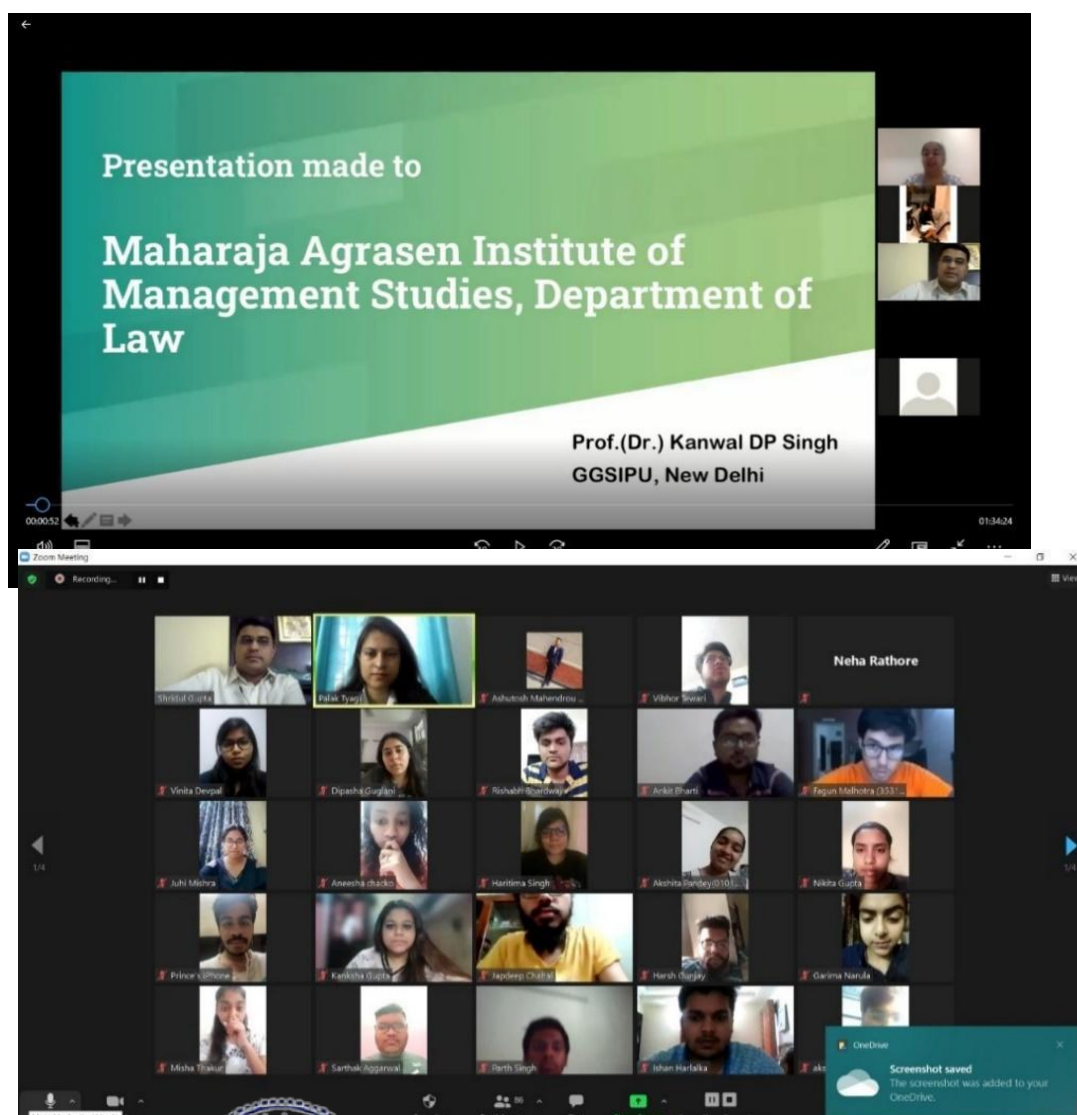


SESSION – 6, MODULE - III

Date: 13.03.2021

Speaker: Prof. Dr. Kanwal D P Singh

The informative and insightful session started with the introduction of the esteemed speaker for the day, **Prof. Dr. Kanwal D P Singh**. Her experience in the field of academics is nothing short of daunting, with 42 published research papers (7 in international journals, 29 in national journals, and 6 chapters in edited books). She also has 6 articles in magazines, 23 paper presentations, and 28 instances of being the keynote speaker/chairperson in summits and conferences to her credit. The topic for the session was **“Suit for Specific performance & Recovery of Damages in case of Breach of Contract, and Petition for Eviction of Tenant”** on which ma'am elaborated thoroughly by discussing the essentials of both the suit and the petition. She explained how such legal documents are drafted, while also enlightening the students on the different headings and sub-headings that go into such documents.



SESSION – 7, MODULE - IV

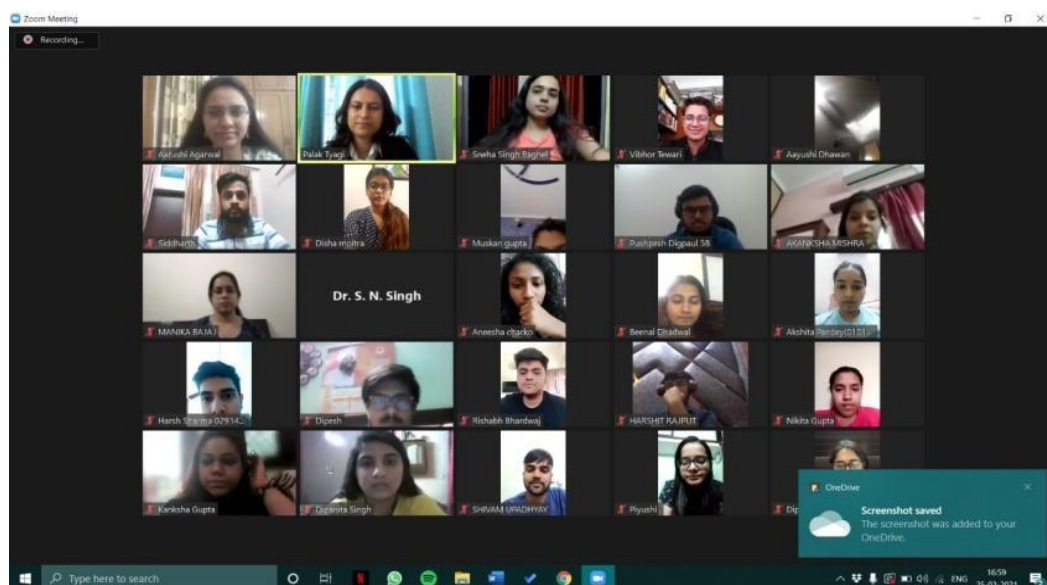

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Date: 25.03.2021

Speaker: Prof. Dr. S.N. Singh

The informative and insightful session started with the introduction of the esteemed speaker for the day, **Prof. Dr. S.N. Singh**. Prof. Singh is considered to be one of the longest-serving professors of law in the Faculty of Law, University of Delhi. He has an experience of almost 37 years under his belt. Currently, sir is a practicing lawyer in the Hon'ble Supreme Court with an experience of 10 plus years. The topic for the session was **“Drafting of writs and Special Leave Petition.”** Sir, started the session by discussing about the various grounds on which a writ petition can be filed. He explained elaborately about the contents of the writ petition and the relevant documents to be submitted with it. He stressed on the idea of using alternative remedy available to solve the dispute rather than approaching the court directly.




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SESSION – 8, MODULE - IV

Date: 26.03.2021

Speaker: Mr. Ashok Agarwal

The informative and insightful session started with the introduction of the esteemed speaker for the day, **Mr. Ashok Agarwal**. Mr Agarwal, a practicing lawyer since 1976, is known for his untiring efforts to make good schooling and health facilities available to the poor. His P.I.L.s filed through “Social Jurist” – an NGO run by him have played a significant role in bringing changes in admission irregularities and lack of basic amenities in State run schools. The topic for the session was “**Drafting of Public Interest Litigation.**” Sir started the session by discussing about few case laws. Through these cases sir explained in brief about the meaning, and ingredients of PIL. Further sir briefed about the contents of PIL and the importance of thoroughly investigating the matter before filing a PIL in the court. At the end of the session, a Question-Answer session was held, where a number of doubts of the participants were cleared.



SESSION – 9, MODULE - V

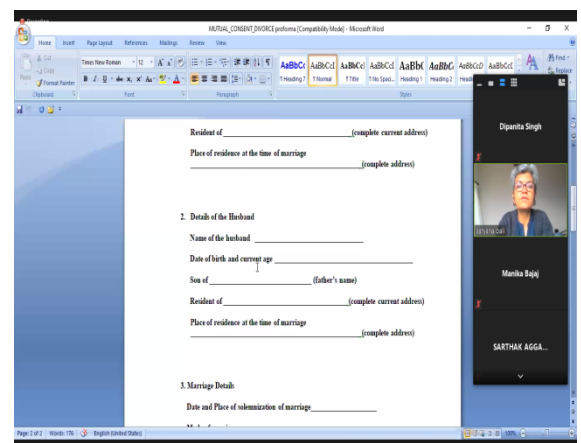
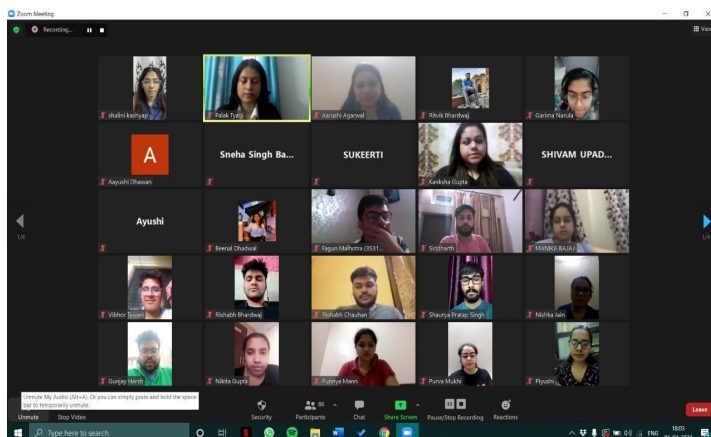
Date: 01.04.2021

Speaker: Ms. Sanjana Bali


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A very learning & interactive Session in **Module V** entitled **Deeds & Wills** was held on **1st April 2021**. The Session covered the legal documents of **Partnership Deed & Sale Deed**. The Session was held by eminent speaker **Ms. Sanjana Bali** who is an Advocate and a trained mediator and has over 25 years of experience in litigation. She is also a visiting Faculty in various Universities. The Session started with a brief overview of the law governing the legal documents, specimen of Sale Deed, explanation of various covenants included in the Sale deed, specimen of Partnership Deed, key features of a partnership including mutual agency, several key terms & conditions generally included in the partnership deed. The session ended with questions inquisitive questions from participants.

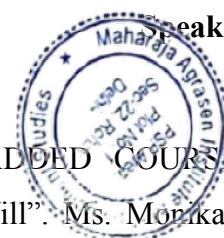


SESSION – 10, MODULE - V

Date: 26.07.2021
Srivastava

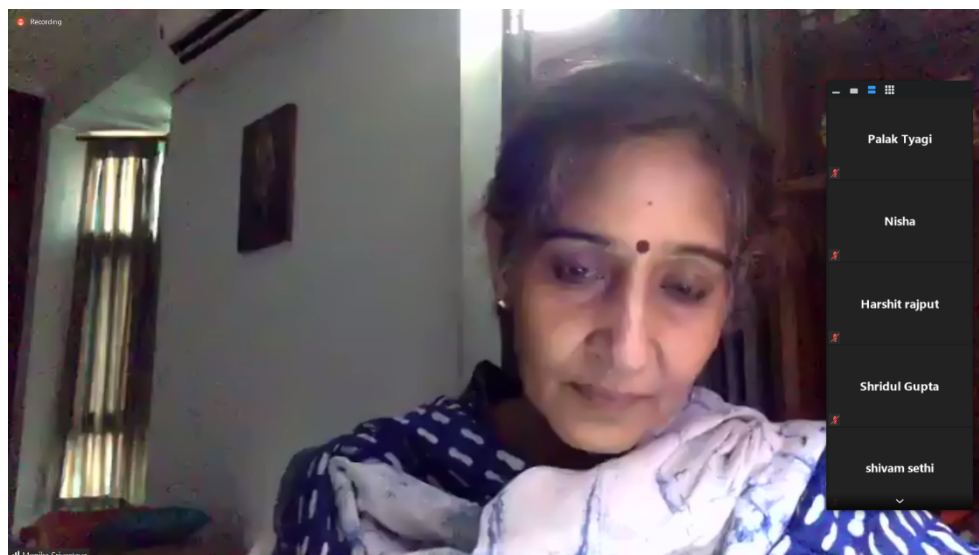
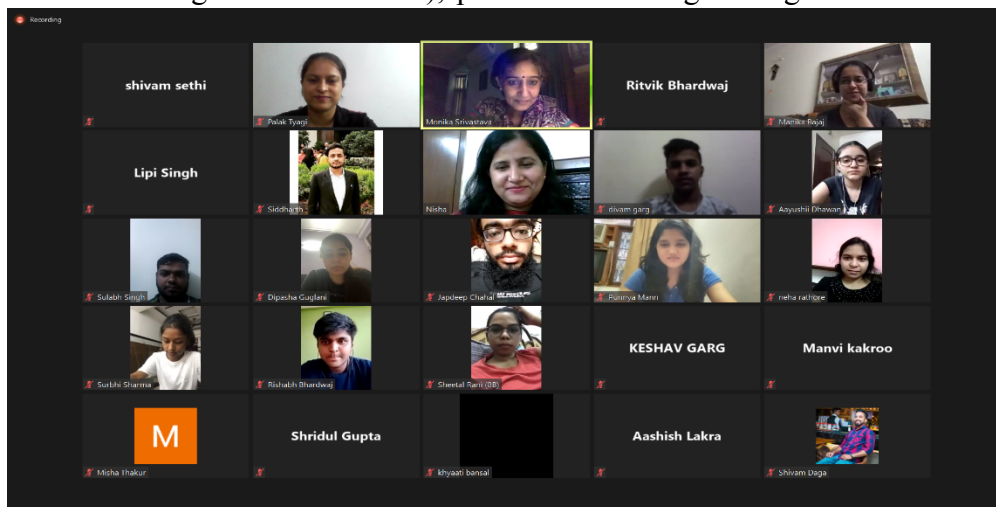
The 10th Session in the Vth Module of VALUE ADDED COURSE ON LEGAL DRAFTING, was conducted on the topic "Deeds and Will". Ms. Monika Srivastava is a

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Speaker: Ms. Monika

practicing advocate with an expertise in the matrimonial and consumer protection disputes. She is a trained mediator and author of various popular books such as “The Code Of Civil Procedure 1908”; Published In 2010 And “Guide To Right To Fair Compensation And Transparency In Land Acquisition, Rehabilitation And Resettlement Act, 2013”. the session commenced with explanation of the meaning of the legal term Will, different kinds of will, various requirements of will like Legal Capacity (The person making the will must be of sound mind at the time of the creation of the will), Voluntary Intent (a testator must execute a will voluntarily) requirement of Witnesses. At least two witnesses need to attest that they saw the testator sign his or her will), provisions relating to Registration of a will, drafting of a will.



SESSION – 11, MODULE - VI

Date: 29.04.2021

Sanjana Bali
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Speaker: Ms. Sanjana Bali

Session 11 of **Module VI** entitled **Important Petitions** covered the topics of **Petition for Divorce by Mutual Consent and Complaint under Consumer Protection Act, 1986** held by eminent speaker **Ms. Sanjana Bali** who is an Advocate and a trained mediator and has over 25 years of experience in litigation. The Session started with overview of drafting of a Consumer petition, key provisions including Jurisdiction, contents of such petition, specimen of a Consumer Petition highlighting the header of the complaint followed by the introduction of the contesting parties, body of the complaint highlighting several key provisions including the relief sought from the consumer forum. The learned speaker also requested and catered to the questions from the enthusiastic participants pertaining to drafting of Consumer petition. The Session also witnessed the drafting of petition for Divorce by Mutual Consent. The speaker highlighted that ‘The World has changed, life has changed, marriages have changed, people coming together to stay married have also changed. Marriages break up today because of incompatibility and incompatibility is not a recognized ground.’ Ms. Bali also shared a detailed standard format which can be of use to fetch information from client for drafting the petition. She also explained about the mandatory documents which need to be filed along with the Mutual Divorce petition.

MUTUAL_CONSENT_DIVORCE proforma [Compatibility Mode] - Microsoft Word

Home Insert Page Layout References Mailings Review View

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Resident of _____ (complete current address)

Place of residence at the time of marriage _____ (complete address)

2. Details of the Husband

Name of the husband _____

Date of birth and current age _____

Son of _____ (father's name)

Resident of _____ (complete current address)

Place of residence at the time of marriage _____ (complete address)

3. Marriage Details

Date and Place of solemnization of marriage _____

Page: 2 of 2 Words: 176 English (United States) 100%

Dipanita Singh

Sanjana Bali

Manika Bajaj

SARTHAK AGGA...

SESSION – 12, MODULE - VI

Date: 30.04.2021

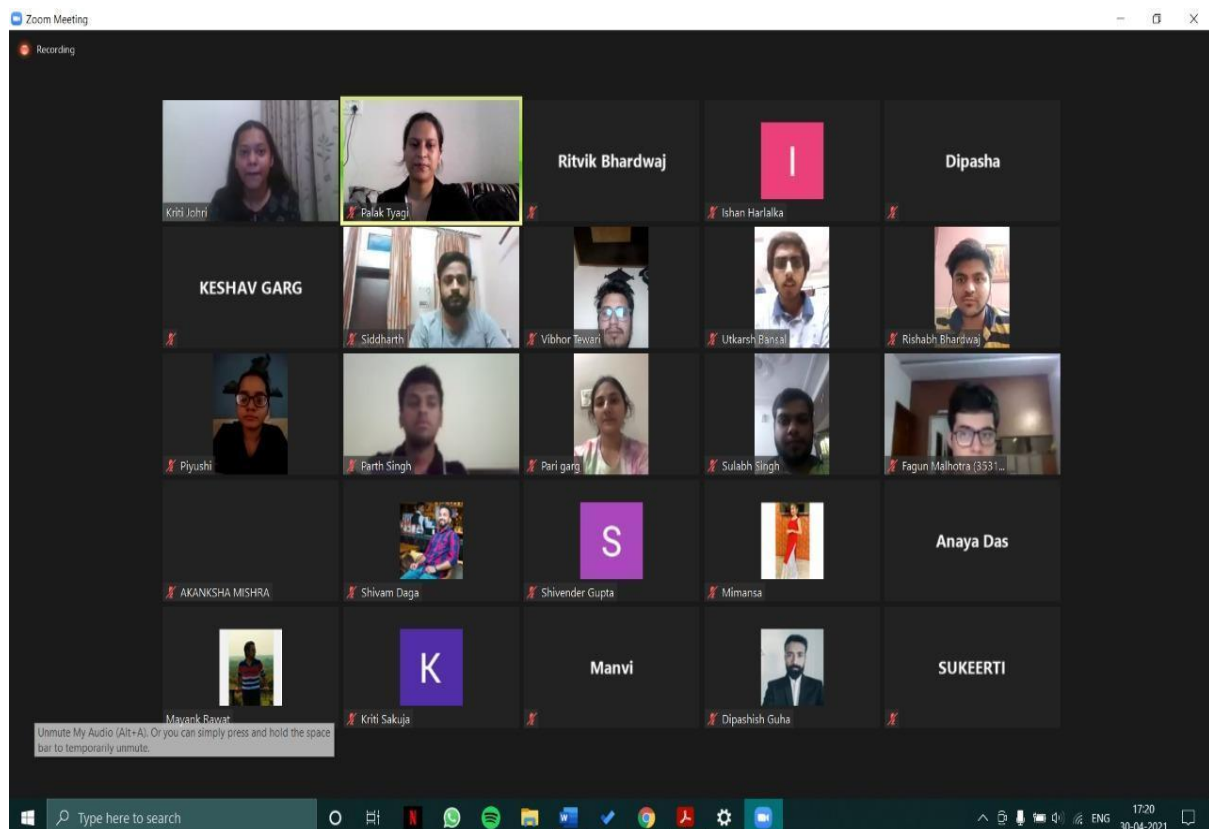
Sanjana Bali

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Speaker: Ms. Sanjana Bali

Session 12 in **Module VI entitled Important Petitions** covered drafting of **Petition for Motor Accident Claims**. The speaker **Ms. Sanjana Bali** is an Advocate and a trained mediator and has over 25 years of experience in litigation. She is also a visiting Faculty in various Universities. The Session started with the questions from the erstwhile session on drafting of mutual divorce petition. The eminent speaker then proceeded with the next part of the session pertaining to motor vehicle claim petition highlighting the background and basis of filing the same. Ms. Bali also shared with the participants a specimen petition filed before the Motor Accident Claims Tribunal highlighting the required tabular standard format which accompanies the filing of this petition including all personal details of the victim, salary drawn (if any), reasons why these details are necessary, jurisdiction, nature of injuries sustained, expenses incurred in treatment, prayer, amongst other key provisions. She also highlighted the list of documents which are compulsorily required to be filed as per the Motor Vehicles Act. The session ended with curious participants resolving their queries from the eminent speaker.



SESSION – 13, MODULE - VII

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Date: 06.05.2021

Speaker: Mr. Brij Bhushan

Gupta

Session 13 of **Module VII** entitled **Arbitration** was held by learned speaker **Mr. Brij Bhushan Gupta, Sr. Advocate** covering the topics of Drafting an application for the appointment of an Arbitrator and filing of Statement of Claim and Defence. The eminent speaker, Mr. Brij Bhushan Gupta is a Sr. Advocate practicing in Supreme Court of India, High Courts since 1985. Sir has also served as Additional Standing Counsel for NDMC, Standing Counsel for Delhi Pollution Control Committee and has also participated and presented papers in several National and International Seminars, Conferences & Workshops. The Session commenced with highlighting the importance of Arbitration in litigation because practically every contract has an Arbitration clause, emphasizing the background of this legislation, as over the years, so many steps have been taken by the Legislature to ensure that this alternate dispute redressal forum could be made more effective, more cost friendly, and less time consuming. The speaker explained in detail the key points in drafting of Application for appointment of Arbitrator which is made before a Judicial authority. These include stating the very basis of facts leading to dispute between the parties, whether the dispute is covered within the scope of arbitration agreement, concept of referability & concept of arbitrability, question pertaining to different forms of jurisdiction amongst several key provisions. The speaker explained the drafting of Statement of claim and defense.



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SESSION – 14, MODULE - VII

Date: 07.05.2021

Speaker: Mr. J.P Sengh

Session 14 of **Module VII** entitled **Arbitration** was held on **7th May 2021** by learned speaker, **Mr. J.P Sengh, Sr. Advocate**. The Session covered the topics of 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 eminent speaker of the Session was Mr. J.P Sengh, Sr. Advocate. Sir is an accomplished civil, commercial and arbitration lawyer and also a trained mediator having an experience of over 40 years. He is also the founder organizing secretary of Samadhan, Delhi High Court Mediation and Conciliation centre and has been part of training programs of mediator held within India and abroad. Sir is also the Secretary general of Maadhyam – International Council for Conflict Resolution. The Session started with introductory remarks by Sir that ‘Drafting is both an Art as well as a profession. Its actually the foundation of the entire case. In fact, 1st step in the Art of Advocacy is drafting of a pleading. Drafting helps to streamline your thoughts and comes by experience. One needs to know the law on the subject and the relief available and use simple language. Sir than referred to the key provisions of Arbitration law and Judgment dealing with the filing of application to set aside the arbitral award, grounds upon which courts can be approached to set aside the arbitral award, law concerning the enforcement of arbitral award. Sir than proceeded to take up the queries from the inquisitive participants.



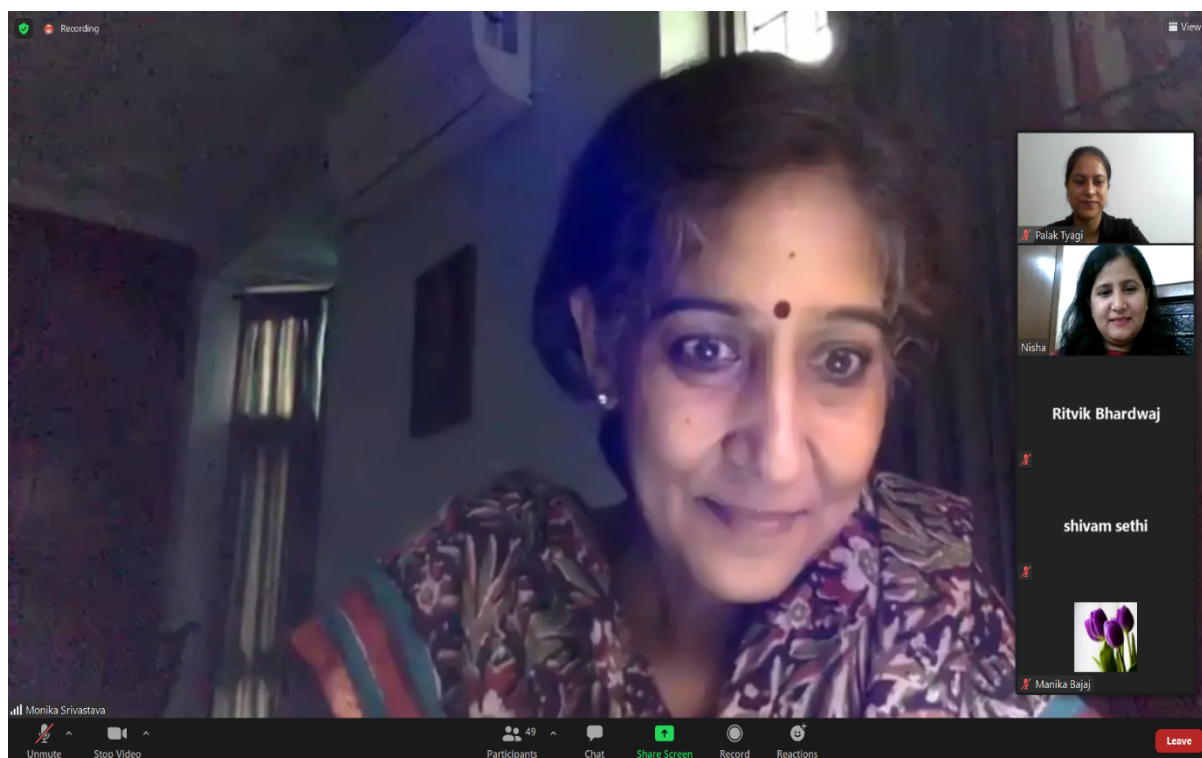
Extra Session -1 (SESSION – 15), MODULE - II

Date: 27.07.2021

Speaker: Ms. Monika Srivastava

The 15th session of the Value Added Course was held on the topics “**Appeal, Review and Revision Petition**”. Ms. Monika Srivastava was the esteemed speaker for the day. Ma’am is a Campus Law Center alumnus whose experience as a lawyer, mediator, author as well as a law teacher is truly inspiring. She’s an expert in matrimonial and consumer protection disputes. She’s also a trained mediator who has authored various popular books such as the Code of Civil Procedure 1908, guide to right to fair compensation and transparency in land acquisition, rehabilitation and resettlement act 2013. Ma’am has also assisted in editing of the 16th edition of Mulla’s Code of Civil Procedure Code, 1908.

Ma’am started the session by explaining the meaning of appeal, review and Revision petition. Mam also explained the process of drafting of an appeal through an illustration. She also stated the difference between RFA (regular first appeal) and FAO (first appeal against order. Ma’am also explained the drafting of a revision petition. She concluded the session by explaining the review petition.




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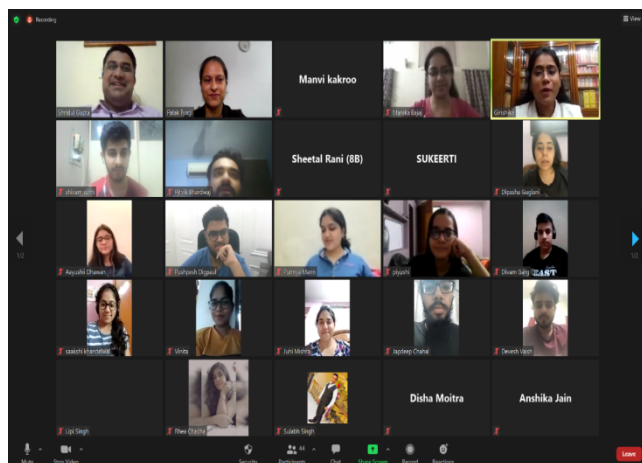


Extra Session -2 (SESSION – 16), MODULE - II

Date: 28.07.2021

Speaker: Dr. Girishika Singla

The 16th Session of the Value Added Course was held on the topics **F.I.R** and **Quashing of F.I.R**. Dr. Girishika is an Advocate on record with over 10 years of experience of practicing in the bar. She was a gold medallist at her law school and also holds an LL.M and Ph.D degree. Dr. Girishika commenced the session with the explanation of meaning of F.I.R, Cognizable offence, Quashing of F.I.R u/s 482 Cr. PC, Withdrawal of F.I.R. She proceeded to explain how a Petition to Quash an F.I.R is to be drafted. The session was very interactive with numerous questions asked by the participants and getting their inquisitive queries resolved from the vivid replies from the speaker.




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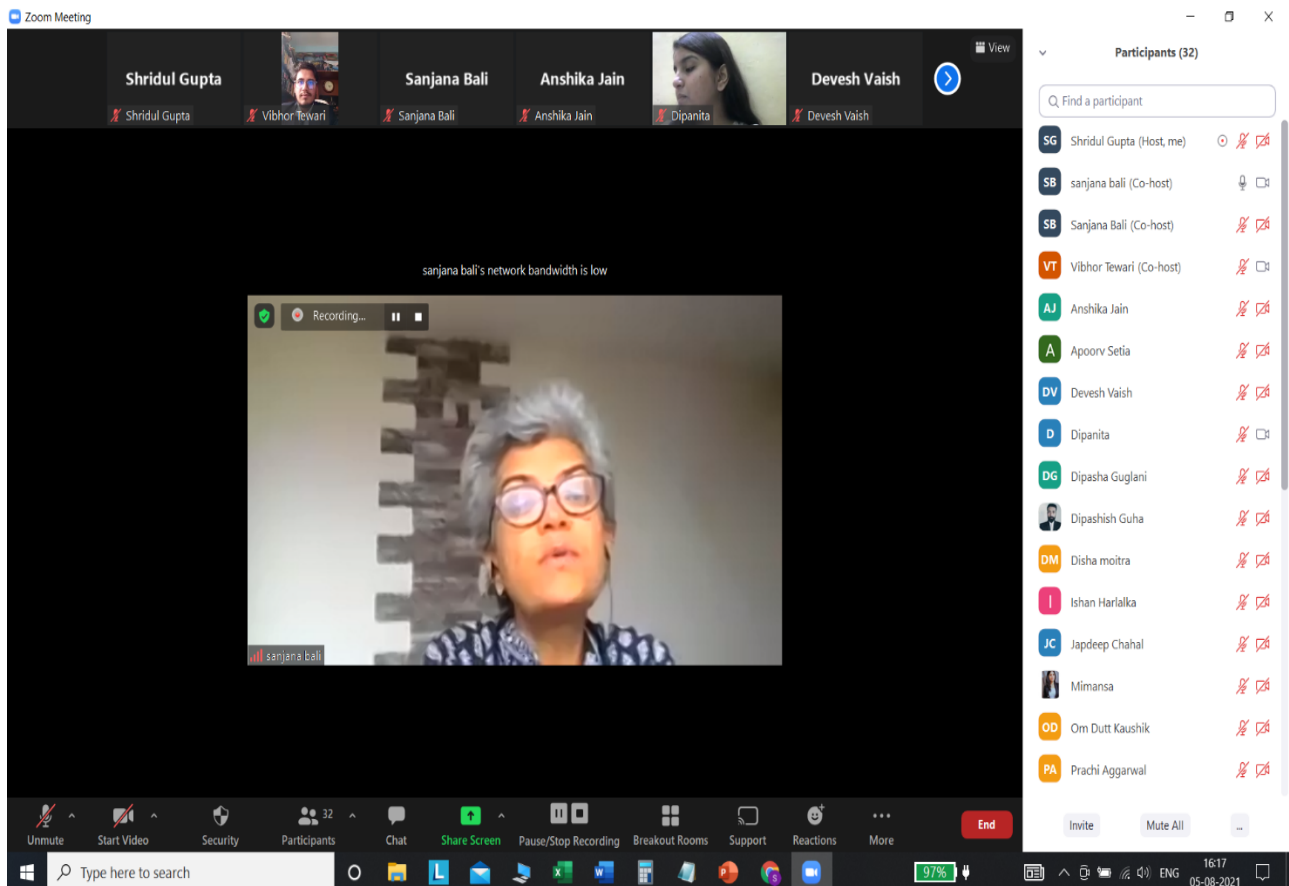
Extra Session -3 (SESSION – 17), MODULE - IV

Date: 05.08.2021

Speaker: Ms. Sanjana Bali

The 17th Session of the Value Added Course was held on the topics **WRIT, P.I.L and S.L.P.**

The Session was held by eminent speaker Ms. Sanjana Bali. The speaker **Ms. Sanjana Bali** is an Advocate and a trained mediator and has over 25 years of experience in litigation. She is also a visiting Faculty in various Universities. Ms. Bali explained the difference between a Writ petition filed under Art. 32 & 226, Kinds of Writ petitions (Habeas Corpus, Mandamus, Certiorari, Prohibition & Quo Warranto), Format of Drafting a Writ petition including chronological order of events, Grounds of Filing a Writ petition, Questions of Law, Prayer, Difference between Additional relief and alternative relief, Affidavit and Counter-Affidavit.



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Extra Session -4 (SESSION – 18), MODULE - IV

Date: 06.08.2021

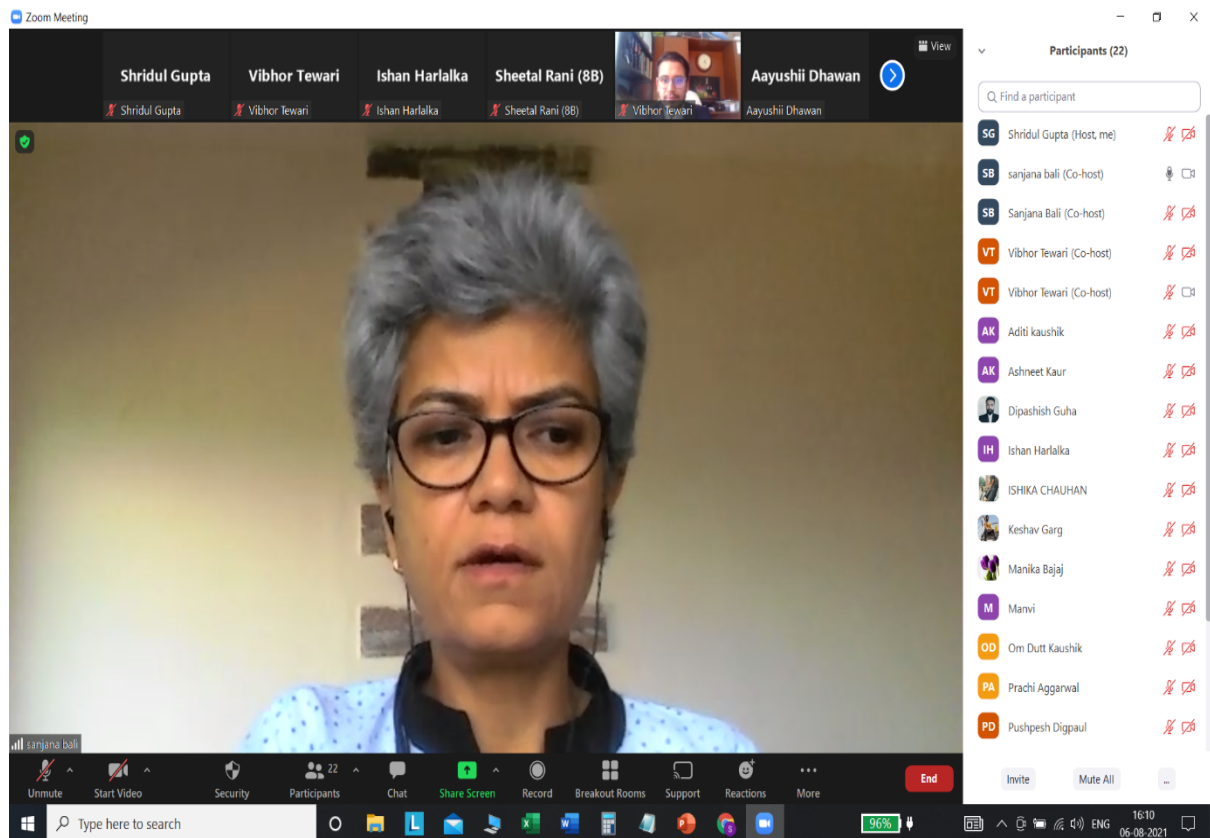
Speaker: Ms. Sanjana Bali

The 18th Session of the Value Added Course continued on the topics **WRIT, P.I.L and Special Leave Petition (S.L.P)**. The Session was held by eminent speaker Ms. Sanjana Bali. The speaker **Ms. Sanjana Bali** is an Advocate and a trained mediator and has over 25 years of experience in litigation. She is also a visiting Faculty in various Universities. Ms. Bali explained the concept of Special Leave Petition in detail, powers of the Hon'ble Supreme Court of India under which an S.L.P can be entertained, Grounds of Filing an S.L.P, limitation period, court fee, certified copies, Drafting of an S.L.P including the Synopsis, Factual Matrix, Questions of Law.



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Three toppers of the Course:

1. Ankita Singh 01714703820
2. Nakul Taneja 05614703820
3. Kavish Behl 03714703818


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Sample Certificate:

Value Added Course on Legal Drafting




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