



MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES



A unit of (Maharaja Agrasen Technical Education Society) Affiliated to GGSIP University;
NAAC A++ Accredited, Recognized u/s 2(f) of UGC Recognized by Bar Council of India

DEPARTMENT OF LAW

Presents

VALUE ADDED COURSE ON DRAFTING AND PLEADINGS

COURSE STARTS FROM 18 AUGUST, 2025 ONWARDS

Venue: 11th Block, MAIMS

Classes from Monday to Friday at 8:30 am to 9:30 pm

Maharaja Agrasen Technical Education Society (MATES), New Delhi



Founder and Chief Advisor,
MATES & Chancellor, Maharaja
Agrasen University, Baddi (HP)

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ABOUT

MAIMS



MAIMS was established in 2003 by Maharaja Agrasen Technical Education Society. The institute has attained a distinct position in running BBA, B.com (H), BA (H) Eco. , BA JMC, B.A. LL.B. (Integrated), BBA LLB (Integrated) and LLM programmes, in affiliation with Guru Gobind Singh Indraprastha University, Delhi. The Institute was granted ISO certification 9001:2015 after meeting the updated requirements of ISO certification. Over the years, MAIMS has grown into a premier centre of excellence and has made its niche in the areas of teaching, research, consultancy, and corporate development. It has been accredited with the highest grade of NAAC A++ in 2023.

Education and educators have always played an instrumental role in the development and advancement of society and humankind. We are living in an era of rapid change, with global expansion of skills and expertise in a variety of fields. The role of education has shifted from rote memorisation to proactive learning. We at MAIMS are conscious of these needs and are continuously striving to attain them. As part of our commitment to being at the forefront of education, we collaborate with and maintain excellent relationships with industry and leading corporate houses for training and internship opportunities. This gives our students an edge over others, which is reflected in our high placement rates, year after year. At MAIMS, we inspire dreams, galvanise actions, and define the vision for tomorrow. Our enthusiasm knows no bounds, and our dedication to take education to new heights is unmatched.

ABOUT

DEPARTMENT OF LAW

The Department of Law was established in 2017 with the introduction of the five-year integrated BA LL.B degree course. Established as a unit of the Maharaja Agrasen Institute of Management Studies, the Department aims to provide quality education with a professional approach to the budding legal professionals. The Department added another feather to its cap with the introduction of the five-year integrated BBA LL.B course in 2020, along with the introduction of a one-year LLM course in 2022. Entry to the five-year course as well as LLM is through the rankings of the CLAT (Common Law Aptitude Test). The Department is equipped with requisite facilities like Moot Court and Legal Services Clinic as stipulated by the Bar Council of India. It has a mix of senior seasoned faculty as well as young and dynamic faculty. The teacher-student ratio has been kept at the optimum level to meet the requirements of the students and the stipulated norms.

At present, the Department is placed in the sprawling campus of MAIMS, which has an excellent infrastructure. Under the visionary leadership of our founder Chairman, Dr. Nand Kishore Garg and the able leadership of our Director, Prof. (Dr.) Rajni Malhotra Dhingra and the administrative acumen of our HoD, Dr. Praveen Kumar Gupta, the Department has been achieving prominence in the domain of higher education in the field of law.

VISION

To be the Centre of Excellence in providing legal education, training, research and consultancy.

To offer quality legal education, training, research and consultancy and to embody the aspirations of the people and the community, by creating, preserving, integrating, transmitting and utilizing legal knowledge for the development of the society. To provide stimulating environment to our students conducive for their holistic development and enabling them to develop scientific temperament, legal acumen and compassion imbued with moral and ethical values.

MISSION

— 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 the inclusion of Legal Drafting as a part of the law curriculum, students often face serious difficulties when they enter legal practice. The transition from academic learning to practical application exposes a significant gap in drafting skills, which are fundamental to the legal profession. Drafting is not merely a mechanical exercise but a critical art that determines the effectiveness of legal representation.

A good lawyer is not only required to be skilled in oral arguments but must also be proficient in presenting facts, issues, and reliefs in a clear, precise, and articulate manner through well-drafted pleadings and legal documents. Proper drafting assists the court in the effective dispensation of justice and reflects the lawyer's competence, preparation, and professional responsibility.

The Value Added Course on Drafting and Pleadings is designed to bridge this gap by equipping law students and aspiring lawyers with essential drafting skills required in real-life legal practice. Before a lawyer puts pen to paper or makes a few clicks on the keyboard, it is crucial to understand how to address a client's issues by choosing the correct form, structure, and language so that all possible contingencies of the case are covered accurately and comprehensively.

The course focuses on the core aspects of drafting, such as determining the appropriate level of detail, proper sequencing of facts and issues, identification of indispensable points, precise choice of words, and techniques to minimise errors in legal documents. Rather than adopting a hit-and-trial approach, the course emphasizes learning the fundamentals of legal drafting in a systematic and practical manner.

Through structured learning and hands-on practice, this Value Added Course aims to develop confidence and competence in drafting various legal documents, thereby preparing students for professional excellence in litigation and allied legal fields.

Key Benefits of the Value Added Course include:

- Practice-oriented drafting assignments
- Audio-visual learning content
- Guidance from expert resource persons
- PowerPoint presentations for conceptual clarity
- Interactive Q & A support
- Certificate upon successful completion

The course also provides practical exposure through the drafting of various legal documents, enabling students to apply theoretical knowledge to real-world legal scenarios.

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

- Complaint, 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

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

**18th August 2025
to
21st November 2025**

REGISTRATION FEE

Rs. 500/-

CRITERIA FOR CERTIFICATION

Minimum 80 % Attendance

COURSE CONTENT DRAFTED BY

Dr. Aarushi Agarwal

Assistant Professor, Department of Law, MAIMS

under the able guidance of

Prof. (Dr.) Rajni Malhotra Dhingra Director, MAIMS

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BBA LLB, 6th sem