

NAAC ACCREDITED



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ISO 21001:2018 & ISO 14001:2015 & ISO 9001:2015

FAIRFIELD
Institute of Management & Technology
(Affiliated to GGSIP University, New Delhi)

DRAFTING, PLEADING AND CONVEYANCING



FAIRFIELD INSTITUTE OF MANAGEMENT & TECHNOLOGY

NAAC ACCREDITED



Affiliated to GGS IP University an 'A' Grade College by DHE, Govt. of NCT New Delhi,
Approved by Bar Council of India, NCTE and Recognised under 2(f) of UGC Act of 1956



Department of Justice
Ministry of Law and Justice
Government of India

30 HOUR CERTIFICATE COURSE

DRAFTING, PLEADING AND CONVEYANCING

ORGANISED BY

FIMT - SCHOOL OF LAW

FEBRUARY 15th - FEBRUARY 29th 2024

HYBRID MODE

ABOUT FAIRFIELD COLLEGE

The Fairfield Institute of Management and Technology (FIMT) is a NAAC accredited prestigious college in Delhi with an ambiance of representing the academic culture of the capital town of the largest democracy of the world and a vibrant emerging economy. Established by the Fairfield Group of Institutions, it is an 'A' Grade College approved by the Government of NCT of Delhi, affiliated to the prestigious Guru Gobind Singh Indraprastha University, which is the first university established by the Government of Delhi. FIMT is approved by the Bar Council of India and National Council for Teacher Education and other authenticating bodies. It is backed by a legacy of 47 years of shaping students' career in the country in areas of Management, Commerce, Teachers' Education, Journalism, Information and Communication Technology, Humanities, and Law and Legal Studies. The institutional distinction includes social outreach, field studies and job orientation programs in respective areas of study.

ABOUT THE FIMT-SCHOOL OF LAW

The School of Law - aims to explore and identify novel areas of law and policy through relentless engagement in developing legal theory and practice, academic potential, critical analytical ability and advocacy skills so as to fully equip the students with a learning which is intellectually stimulating, socially vital and professionally enriching. This course is intended to impart intensive knowledge and training in Law subjects and help students to acquire wider perspectives both for legal responsibilities and professional application.

ABOUT THE PRO BONO CLUB

FAIRFIELD-School of Law Pro Bono Club is constituted to empower the Nyaya Bandhu (Pro Bono Legal Services) program under the Department of Justice, Ministry of Law and Justice. Under this scheme a Pro Bono Club is established by the Institute and promises to provide pro bono services to people in need of legal aid and to provide assistance to the Lok Adalats and ADR tribunals for promoting equal access to justice. This endeavor will give practical exposure to students and help them in becoming public spirited practitioners, and at the same time, it will also provide much-needed assistance to pro bono advocates and help them in elevating the quantity and quality of their work.



ABOUT THE COURSE

The course will focus on imparting practical skills and knowledge related to legal drafting, court pleadings and conveyancing. The idea is to acquaint students with numerous facets of the subject matter and to provide them practical exposure.

The course shall focus on understanding the fundamentals of legal drafting, conveyancing which involves preparing legal documents such as contracts, agreements, petitions, and legal opinions; learning the importance of precision and clarity in language to avoid ambiguity and misinterpretation in legal documents; understanding the process of filing legal pleadings, which are formal written statements filed with the court that outline the facts, legal arguments, and demands of a party in a case; drafting various types of pleadings, including complaints, answers, motions, and petitions etc.

The distinguishing feature of this course is its expert faculty who have years of practical experience in subject. In addition to this, students will negotiate on given real life situations and draft contracts accordingly.

COURSE OUTCOME

- To help law students, legal professionals or academicians enhance their drafting skills, pleading techniques and specialise in conveyancing.
- Enhance skills required for drafting, pleading and conveyancing by way of practical exercises and case studies.
- Assist students in understanding areas complimentary to drafting and pleading.
- Provide a thorough understanding of different forms used in litigation and their significance.

LEARNING OUTCOME

- The course enables the students to develop and hone skills required for drafting in legal profession.
- Students would also learn about the procedural aspects of pleading and conveyancing.
- Students will have a practical and comprehensive knowledge of Drafting, Pleading and Conveyancing.

MODULES

The course shall be divided into 10 modules with each module will be 3 hours long.

MODULE 1	Basic Principles of Drafting & Pleading
MODULE 2	Civil Pleadings
MODULE 3	Criminal Pleadings
MODULE 4	Matrimonial Pleadings
MODULE 5	Pleadings in Commercial Courts
MODULE 6	Petitions under Constitutional Law
MODULE 7	Pleadings in Arbitration
MODULE 8	Drafting of Commercial & Trans National Contracts
MODULE 9	Conveyancing
MODULE 10	Practical Training / Court Visit

EXAMINATION

RESOURCE PERSONS



Ms. Mayuri Raghuvanshi: *Advocate on Record, Supreme Court*

She is an Advocate on Record and in the Senior Counsel Panel of State of Uttar Pradesh as well as an expert member of Internal Complaints Committees of POSH constituted by Rashtrapati Bhawan, India Brand Equity Foundation (Ministry of Commerce and Industry), Wildlife Crime Control Bureau. She is also an honorary faculty with Symbiosis Law School, NOIDA, Institute of Secretariat Training and Management (ISTM), New Delhi & Judicial Training & Research Institute, Lucknow.



Mr. RHA Sikandar: *Advocate on Record, Supreme Court*

He is an Advocate on Record and Consultant with National Human Rights Commission, Delhi Commission for Protection of Child Rights & Delhi Police. He has also served on the panel of MTNL. In addition to this, he has taught at School of Law-Jamia Hamdard and Lloyd Law College.



Ms. Firdouse Qutub Wani: *Advocate on Record, Supreme Court*

An Advocate-on-Record at Supreme Court of India, she is also the Additional Standing Counsel of Delhi State Industrial & Infrastructure Development Corporation (DSIIDC) and Amicus Curie for National Consumer Dispute Redressal Commission. She represents Govt of Delhi & Delhi Wakf Board, being Panel Counsel for both the Bodies and appears for Reserve Bank of India. In addition to this, she is an External Committee member of Internal Complaints Committee in Several Corporates.



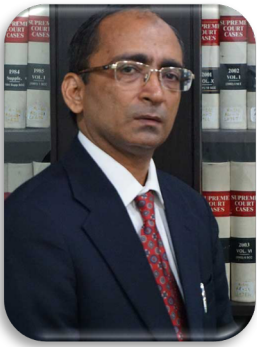
Mr. Towseef Ahmad Dar : *Advocate on Record, Supreme Court*

He is an Advocate on Record Supreme Court of India, He has done his LLM with specialisation in Corporate Law. His experience as an advocate is in all judicial setups of India. Constantly focused on resolving complex & challenging legal issues and always looking for ways to improve and evolve easy justice accessible processes. He has been part of Triple Talak case, Babri Masjid case, 370 case, LGBT case.



Ms. Abha Malhotra : *Senior Counsel to Union of India for Central Gov.*

As an Advocate at the Delhi High Court with more than two decades of experience. She has expertise in writ and appellate jurisdiction and Arbitration matters. Has handled many landmark cases, from government policy to taxation, service & educational matters. Also was and continue to be on the panel for many educational institutions, like Jamia Milia Islamia University, FIITJEE, Presidium schools.



Mr. Bhumesh Verma: *Managing Partner, Corp Comm Legal*

He is the Managing Partner of Corp Comm Legal, an independent Indian law firm headquartered in New Delhi. Having started his career at Ajay Bahl & Co. (now part of AZB & Partners), He went on to work with some of the best law firms in India. He received the coveted Chevening Scholarship by the UK Government in 2000. Later in his career, he became partner at some of the leading Indian law firms including Khaitan & Co., Paras Kuhad & Associates and Link Legal.



Mr. Harsh Tickoo: *Advocate, Delhi & Rajasthan High Court*

He is an established advocate practicing in Delhi and Rajasthan. He is on panel of various companies dealing with DRT, Recovery Suits, Cheque Dishonor, Consumer Cases, etc as well as on Civil Panel of Delhi State Legal Service Authority, Delhi Government. He has also authored an exhaustive, analytical and incisive commentary on Law Of Protection Of Children From Sexual Offences.



Mr. Kumar Abhishek Singh: *Legal Consultant, Law Comm. Of India*

He is presently engaged as Legal Consultant to the Law Commission of India since October 2023. Previously he has worked as an Assisting Counsel with Mr. Manoj Goel, Senior Advocate, Supreme Court of India & dealt with matters particularly relating to Constitutional Laws, Criminal Laws, Civil Laws, Service Laws and Original Side cases of Inter State Dispute. He has also Worked as Assistant Professor (Guest), Campus Law Centre, University of Delhi.



Ms. Geetanjali Tyagi: *Founding Partner, A & G Attorneys & Solicitors LLP.*

She is the founding partner of A & G Attorneys and Solicitors LLP and has handled cases of Civil Nature i.e., service matters, education, arbitration, land and revenue, contempt proceedings, IPR, Criminal and commercial nature before the Hon'ble Supreme Court of India, High Court of Delhi and its subordinate courts. She has also been trained as per the guidelines of Bar Council of India & Hon'ble Supreme Court of India for 45 hours in the Mediation and have specialized in dispute resolutions.

WHO CAN UNDERTAKE THIS COURSE?

- Lawyers/advocates, professionals involved in information technology, professionals in the corporate, industry, government, media, and civil society sector, technology policy professionals, academicians, and research scholars interested in the field of technology and information technology law and policy and under graduates or post graduates from law or any discipline are well positioned to apply for the course.
- There shall be no restriction as to age, nationality, gender, employment status in the admission process.

DURATION

It shall Commence on Feb 15, 2024 and lectures would be held at a convenient time.

The course will be live-streamed on zoom and the link for the same shall be provided after registration

EXAMINATION

Participants will have clear an objective examination with 60% marks to get the completion certificate.

REGISTRATION

Interested candidates may register on first come first serve basis for the course through the QR Code.



- Last date of Registration & Payment
10 FEBRUARY, 2024
- Registration Fee is
1,100 (₹) per student.
- Pay At:

Account Holder Name	FAIRFIELD INSTITUTE OF MANAGEMENT & TECHNOLOGY
Bank Name	HDFC BANK
Account Number	50200024027620
Account Type	CURRENT
RTGS/NEFT/IFSC Code	HDFC 0004404
Branch	Mahipalpur

PATRONS

SHRI V.K.N BHARDWAJ
CHAIRMAN
FAIRFIELD GROUP OF
INSTITUTIONS

DR. NALINI JOSHI
EXECUTIVE DIRECTOR
FAIRFIELD INSTITUTE OF
MANAGEMENT & TECHNOLOGY

PROF. (DR.) M. AFZAL WANI
EX DEAN, GGSIPU
EX MEMBER- LAW COMMISSION OF INDIA
ADVISOR-FAIRFIELD COLLEGE

COURSE DIRECTOR

PROF.(DR.) SHAVETA GAGNEJA
DIRECTOR
FAIRFIELD-SCHOOL OF LAW

COURSE CO-ORDINATOR

MS. SWATI PANDITA
ASST. PROFESSOR
FAIRFIELD-SCHOOL OF LAW

STUDENT CONVENERS

AYUSH AWASTHI
BBA-LL.B. INT.(H.)
4TH SEMESTER
{2022-2027}

SAGAR PANDEY
BA-LL.B. INT.(H.)
6TH SEMESTER
{2021-2026}

CONTACT DETAILS

collegefairfield@gmail.com

+91- 9312352942

www.fimt-ggsipu.org