

SURENDRANATH LAW COLLEGE



Affiliated to
University of Calcutta
24/2, M.G. ROAD, KOLKATA, 700009

ORGANISES

CERTIFICATE COURSE ON CAREER COUNSELLING, CLIENT COUNSELLING AND LEGAL DRAFTING

Chairperson
Dr. Mohammadi Tarannum
(Vice-Principal)

Course-Convenor
Mrs. Subashna Tamang

Joint-Course Convenor
Mrs. Debjani Ojha



Venue: Seminar Hall
Surendranath Law College

CERTIFICATE COURSE ON CAREER COUNSELLING, CLIENT COUNSELLING AND DRAFTING

ABOUT THE INSTITUTION:

Surendranath Law College is an esteemed law institute affiliated to the University of Calcutta and recognized by the Bar Council of India, also regarded as one of the oldest law colleges of the country. 'Rastraguru' Surendranath Banerjea, the great patriot and educationist founded this college in the heart of the city close to the Sealdah Railway Station - considering the convenience of commuting and to encourage more students to partake of quality education, especially for those who belonged to the downtrodden community. In 1882, the Presidency School, which formed the nucleus of the present Institution, was handed over to Sir Surendranath Banerjea on 1st January 1884. He raised it to the status of a college affiliated to the F.A. standard and named it "The Presidency Institution". Within a year the institution was converted into a full-fledged, first grade college under the name "Ripon College". Its activity was further extended through the opening of the Post-Graduate Department of Law in 1884, which was later affiliated to the Calcutta University in the year 1885, as an independent professional college. Presently, Surendranath Law College imparts 5 years B.A.LL.B. course, 5 years B.A. LL.B. (Honors) course and two years LL.M. course.

ABOUT THE COURSE:

Choice plays the significant role in every one's life, of which some may not lead to right decision and some may lead to success in life. Therefore, considering the need of the final year students, this certificate course on career counseling, client counseling and drafting extends an elaborate knowledge to cope up with such dilemma of the final students. This course also extends the knowledge on professional ethics and way of communication with clients which shall be followed by the advocates which reflects the shadow of responsible professionals towards society and nation at large.

Therefore, to construct a worthy consequence of career and client counselling various drafting preparation shall also be included in this certificate course. Drafting means an act of preparing legal documents such as agreements, pleading and deeds

etc. In the area of law, a lot of skills are required along with theoretical knowledge of law which this course offers to pave a better way for the new graduates in the field of law.

Hence, understanding the sheer need of the young minds in the fields of law, Surendranath Law College offers the course and thus endeavors to spread an insight on the importance of career counseling, client counseling and drafting in legal area. Course also provides a detail understanding of the subject with practical knowledge and draft to be offered in specimen on different issues by the institution.

COURSE DESIGN AND VENUE:

- ✚ This Course shall provide the theoretical and practical part comprising specimen of conveyance, petitions, writ petition etc.;
- ✚ This Course shall be held offline and will be conducted at seminar hall of Surendranath Law College;
- ✚ Duration: The duration for certificate course shall be 15 days (30 hours), 2hrs per day, which includes practical and theoretical study of the subject;
- ✚ Timings: 8 am-9 am and 9 am -10 am (15 days).

OBJECTIVES OF COURSE:

The core objectives of the Certificate Course are to provide:

- ✚ A skillful knowledge of drafting to meet the needs of future professional career;
- ✚ To bridge the skill gaps and enhance knowledge of law among students for upcoming challenges within legal area;
- ✚ To learn how to draft a legal document;
- ✚ To provide a knowledge and stimulate participants for drafting petitions, applications, deed in different subject matters under law and real-life situations;
- ✚ To broaden knowledge, skills and abilities;
- ✚ To improve decision making skills;
- ✚ To increase self-esteem and motivation;
- ✚ To build interpersonal effectiveness;
- ✚ Understanding of client's need and to point out the relief/reliefs effectively.

PROCEDURE FOR REGISTRATION/ENROLLMENT AND IMPORTANT DATES:

- ✚ Registration for the course shall be done through goggle form link as provided before starting of the certificate course.
- ✚ Participants shall fill up the credentials and register.
- ✚ Registration shall start from last week of March of the Year.
- ✚ Last date of registration will be the first week of April of the Year.

ELIGIBILITY CRITERIA:

- ✚ This certificate course is open for students of final year (5th year) of B.A. LL.B. course.

ASSESSMENT OF CERTIFICATE COURSE:

This Certificate Course shall carry 100 marks, with continuous assessment (80 marks) and final assessment (20 marks). Continuous assessment shall include objectives (MCQ) and assignments on the subject.

Assessment Procedure	Marks
Objectives based on Modules II-VI (MCQ)	50
Assignments based on Module III, V and VI	30
Final Assessment based on whole syllabus (MCQ)	20
Total Assessment Marks	100

Evaluation of the performance of the participating law students will be graded as shown below:

GRADE	MARKS %
A+	80 and above
A	70-79
B+	60-69
B	50-59
C	40-49
F	Less than 40

Participants shall obtain passing requirements of 40 % to be awarded by certificate. The percentage of the marks obtained by a candidate in a course will be indicated in the awarding certificate.

ATTENDANCE:

- ✚ Participants shall attain 70 % of the course to appear on a final assessment;
- ✚ Participants who fail the examination shall not be awarded certificate.

CERTIFICATE:

- ✚ Candidates on successful completion of the Certificate Course shall be awarded by a certificate issued and duly signed by the Authority.

Chairperson: Prof. Dr. Mohammadi Tarannum
Course Coordinator: Mrs. Subashna Tamang
Joint Course Coordinator: Mrs. Debjani Ojha

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COURSE STRUCTURE OF THE CERTIFICATE COURSE ON CAREER COUNSELLING, CLIENT COUNSELLING AND LEGAL DRAFTING

MODULE I

1. Career Counselling:

- What is career counselling?
- Why career counselling?
- Scope of career in law.

MODULE II

2. Client Counselling:

- Concept of Client Counselling
- Components of effective client counselling
- Professional ethics
- Code of conducts of Advocates
- Privilege Communication

MODULE II

3. Legal Drafting:

- Introduction
- Principles and Rules of Legal Drafting
- Importance of Drafting in Civil and Criminal pleading
- Drafting of petition under Article 226 and Article 32 of the Indian Constitution
- Miscellaneous Drafting: Deed of- Adoption, Affidavit, Agreement, Assignment, Gifts, Lease, License, Mortgage, Negotiable Instruments, Partition, Family Settlement, Partnership, Power of Attorney, Sale, Wills, Trust.

MODULE IV

4. Drafting of Writ Petition:

- Habeas Corpus
- Mandamus
- Certiorari
- Prohibition
- Qua Warranto
- Form and Contents of Writ Petition
- Drafting of Public Interest Litigation.

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MODULE V

5. Civil Pleading:

- History of Pleading
- Meaning of Pleading: Plaint and Written Statement
- Object of Pleading
- Significance of Pleading
- General and Fundamental Rules of Pleadings
- a. **Plaint:**
 - Introduction
 - Essential and Formal Parts of Plaint (Cause of Action, Body of Plaint, Claim, Relief and Miscellaneous)
- b. **Written Statement:**
 - Introduction
 - Essential and Formal Parts of Written Statement (Counter Claim, Legal and Equitable Set-off and Miscellaneous)
- c. **Amendment or Revision of Pleadings:**
 - Introduction
 - General Power of amend
 - Compulsory Amendment
 - Voluntary Amendment
 - Amendment under Inherent Powers
- d. **Interlocutory Applications:**
 - Injunction
 - Permanent, Mandatory, Temporary Injunctions including Application for interim injunction, Interlocutory Petitions,
 - Kinds of Interlocutory Petitions under the Supplementary Proceedings (Arrest for judgment, Application for attachment before judgment)
- e. **Execution of Decree:**
 - Introduction
 - Application for Execution
 - Precepts
- f. **Reference, Review and Revision**
- g. **Appellate Courts and Appeals:**
 - Introduction
 - Appellate Courts
 - Appeal from Orders, Original Decrees, Appellate Decrees or Second Appeals
 - Stay of Execution
 - Memorandum of appeal

MODULE VI

6. Criminal Pleading:

- Classes of Criminal Courts
 - Power of Criminal Courts
 - Drafting of Complaint
 - Distinctions of Criminal and Civil Pleadings
- a. **Application in Criminal Courts:**
- Introduction
 - Contents of Applications
 - Application for Bail
 - Application for Maintenance
 - Application for surety
- b. **Appeals and Revisions:**
- General understanding of Appeal and Revision under Criminal proceedings
 - Drafting of Petition of Appeal

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COURSE SCHEDULE OF THE CERTIFICATE COURSE ON CAREER COUNSELLING, CLIENT COUNSELLING AND LEGAL DRAFTING

	Date & Time	Topic	Assigned Teacher
01.	(8.00 A.M. to 10.00 A.M.)	Career Counselling (Module-I)	
02.	(8.00 A.M. to 9.00 A.M.)	Client Counselling and Components of Effective Client Counselling (Module-II)	
03.	(9.00 A.M. to 10.00 A.M.)	Professional Ethics (Module-II)	
04.	(8.00 A.M. to 9.00 A.M.)	Code of Conducts of Advocates, Privilege Communication (Module-II)	
05.	(9.00 A.M. to 10.00 A.M.)	Legal Drafting : Principles and Rules of Legal Drafting, Importance of Drafting in Civil & Criminal Pleading (Module-III)	

06.	(8.00 A.M. to 9.00 A.M.)	Drafting of Petition under Article 226 and Article 32 of the Indian Constitution (Module-III)
07.	(9.00 A.M. to 10.00 A.M.)	Miscellaneous Drafting (Module-III)
08.	(8.00 A.M. to 9.00 A.M.)	Writ under Constitution (Module-IV)
09.	(9.00 A.M. to 10.00 A.M.)	Form and Contents of Writ Petition (Module-IV)
10.	(8.00 A.M. to 9.00 A.M.)	Public Interest Litigation (Drafting) (Module-IV)
11.	(9.00 A.M. to 10.00 A.M.)	Pleading : Meaning Significance of Civil Pleading (Module-V)
12.	(8.00 A.M. to 9.00 A.M.)	Plaint : Essential and Formal Parts of Plaint (Module-V)
13.	(9.00 A.M. to 10.00 A.M.)	Written Statement : Essential and Formal Parts of Plaint (Module-V)

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Sr. No	Date & Time	Topic	Assigned Teacher
14.	(8.00 A.M. to 9.00 A.M.)	Amendment or Revision of Pleadings (Module-V)	
15.	(9.00 A.M. to 10.00 A.M.)	Injunctions and Application for interim injunction, interlocutory petition (Module-V)	
16.	(8.00 A.M. to 9.00 A.M.)	Interlocutory petition: Kinds under the supplementary proceedings (Module-V)	
17.	(9.00 A.M. to 10.00 A.M.)	Execution of Decree (Module-V)	
18.	(8.00 A.M. to 9.00 A.M.)	Application for Execution and Precepts (Module-V)	
19.	(9.00 A.M. to 10.00 A.M.)	Reference, Review and Revision (Module-V)	

20.	(8.00 A.M. to 9.00 A.M.)	Appellate Courts and Appeals (Module-V)	
21.	(9.00 A.M. to 10.00 A.M.)	Execution: Stay of Execution (Module-V)	
22.	(8.00 A.M. to 9.00 A.M.)	Memorandum of Appeal (Module-V)	
23.	(9.00 A.M. to 10.00 A.M.)	Criminal Courts: Classes and Power (Module-VI)	
24.	(8.00 A.M. to 9.00 A.M.)	Drafting of Complaint (Module-VI)	
25.	(9.00 A.M. to 10.00 A.M.)	Criminal and Civil Pleadings (Distinctions) (Module-VI)	
26.	(8.00 A.M. to 9.00 A.M.)	Application in Criminal Courts (Module-VI)	
27.	(9.00 A.M. to 10.00 A.M.)	Application for Bail, Maintenance, Surety (Module-VI)	
	(8.00 A.M. to 10.00 A.M.)	Appeal and Revisions under Criminal Proceedings & Drafting of Petition of Appeal (Module-VI)	

NOTE: Schedule will be finalized and declared at the start of the certificate course.