

SURENDRANATH LAW COLLEGE

24/2, Mahatma Gandhi Road, Kolkata-700009

Phone No.23503896

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www.snlawcollege.ac.in

Ref. No. SNLC/IQAC/ACA/066/2022-23

Date : 24/06/2022


NOTICE

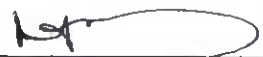
The final examination for Certificate Course on “**Career Counselling, Client Counselling and Legal Drafting**” will be held in accordance with course syllabus (as attached below). Module of examination will be divided into two parts, MCQ examination and legal drafting. MCQ will remain open from 8:00 am of 25/06/22 to 01:00 pm of 26/06/22. Project on legal drafting (any one topic of the Module-IV) is to be submitted to the Convenor on 27/06/22 till 01:00 pm. Students are advised to attend MCQ examination using the following link :

<https://forms.gle/Bmdd68AZA5hEkMNH8>

Every participant is also requested to provide valuable feedback using the following link :

<https://forms.gle/fq7x2V5WYdUAipi8A>


Subashna Tamang
Course Coordinator


Dr. Mohammadi Tarannum
Vice Principal
Surendranath Law College

VICE PRINCIPAL
SURENDRANATH LAW COLLEGE
KOLKATA-09



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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 III

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**



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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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Sr. No.	Date & Time	Topic	Assigned Teacher
01.	10.05.2022 (Tuesday) (8.00 A.M. to 11.00 A.M.)	Career Counselling (Module-I)	Adv. Md. Aammar Zaki
02.	11.05.2022 (Wednesday) (8.00 A.M. to 9.00 A.M.)	Client Counselling and Components of Effective Client Counselling (Module-II)	Adv. Imtiaz Ahmed
03.	11.05.2022 (Wednesday) (9.00 A.M. to 10.00 A.M.)	Professional Ethics (Module-II)	Prof. Amit Ghosh
04.	11.05.2022 (Wednesday) (10.00 A.M. to 11.00 A.M.)	Code of Conducts of Advocates, Privilege Communication (Module-II)	Adv. Md. Aammar Zaki
05.	12.05.2022 (Thursday) (8.00 A.M. to 9.00 A.M.)	Legal Drafting : Principles and Rules of Legal Drafting, Importance of Drafting in Civil & Criminal Pleading (Module-III)	Adv. Imtiaz Ahmed
06.	12.05.2022 (Thursday) (9.00 A.M. to 10.00 A.M.)	Drafting of Petition under Article 226 and Article 32 of the Indian Constitution (Module-III)	Adv. Md. Aammar Zaki
07.	12.05.2022 (Thursday) (10.00 A.M. to 11.00 A.M.)	Miscellaneous Drafting (Module-III)	Prof. Dr. Rajarshi Das
08.	13.05.2022 (Friday) (8.00 A.M. to 9.00 A.M.)	Writ under Constitution (Module-IV)	Prof. Diyali Roy
09.	13.05.2022 (Friday) (9.00 A.M. to 10.00 A.M.)	Form and Contents of Writ Petition (Module-IV)	Adv. Md. Aammar Zaki
10.	13.05.2022 (Friday) (10.00 A.M. to 11.00 A.M.)	Public Interest Litigation (Drafting) (Module-IV)	Adv. Imtiaz Ahmed
11.	17.05.2022 (Tuesday) (8.00 A.M. to 9.00 A.M.)	Pleading : Meaning Significance of Civil Pleading (Module-V)	Prof. Avirupa Chatterjee



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12.	17.05.2022 (Tuesday) (9.00 A.M. to 10.00 A.M.)	Plaint : Essential and Formal Parts of Plaint (Module-V)	Prof. Dipanwita Datta
13.	17.05.2022 (Tuesday) (10.00 A.M. to 11.00 A.M.)	Written Statement : Essential and Formal Parts of Plaint (Module-V)	Prof. Dr. Rajarshi Das
14.	18.05.2022 (Wednesday) (8.00 A.M. to 9.00 A.M.)	Amendment or Revision of Pleadings (Module-V)	Prof. Avirupa Chatterjee
15.	18.05.2022 (Wednesday) (9.00 A.M. to 10.00 A.M.)	Injunctions and Application for interim injunction, interlocutory petition (Module-V)	Prof. Dipanwita Datta
16.	18.05.2022 (Wednesday) (10.00 A.M. to 11.00 A.M.)	Interlocutory petition : Kinds under the supplementary proceedings (Module-V)	Prof. Dr. Rajarshi Das
17.	19.05.2022 (Thursday) (8.00 A.M. to 9.00 A.M.)	Execution of Decree (Module-V)	Prof. Avirupa Chatterjee
18.	19.05.2022 (Thursday) (9.00 A.M. to 10.00 A.M.)	Application for Execution and Percepts (Module-V)	Prof. Amit Ghosh
19.	19.05.2022 (Thursday) (10.00 A.M. to 11.00 A.M.)	Reference, Review and Revision (Module-V)	Prof. Dr. Rajarshi Das
20.	20.05.2022 (Friday) (8.00 A.M. to 9.00 A.M.)	Appellate Courts and Appeals (Module-V)	Prof. Diyali Roy
21.	20.05.2022 (Friday) (9.00 A.M. to 10.00 A.M.)	Execution : Stay of Execution (Module-V)	Adv. Imtiaz Ahmed
22.	20.05.2022 (Friday) (10.00 A.M. to 11.00 A.M.)	Memorandum of Appeal (Module-V)	Adv. Md. Aammar Zaki
23.	21.05.2022 (Saturday) (8.00 A.M. to 9.00 A.M.)	Criminal Courts : Classes and Power (Module-VI)	Prof. Dr. Caesar Roy



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24.	21.05.2022 (Saturday) (9.00 A.M. to 10.00 A.M.)	Drafting of Complaint (Module-VI)	Adv. Imtiaz Ahmed
25.	21.05.2022 (Saturday) (10.00 A.M. to 11.00 A.M.)	Criminal and Civil Pleadings (Distinctions) (Module-VI)	Prof. Diyali Roy
26.	23.05.2022 (Monday) (8.00 A.M. to 9.00 A.M.)	Application in Criminal Courts (Module-VI)	Adv. Md. Aammar Zaki
27.	23.05.2022 (Monday) (9.00 A.M. to 10.00 A.M.)	Application for Bail, Maintenance, Surety (Module-VI)	Prof. Dr. Caesar Roy
28.	23.05.2022 (Monday) (10.00 A.M. to 11.00 A.M.)	Appeal and Revisions under Criminal Proceedings & Drafting of Petition of Appeal (Module-VI)	Adv. Imtiaz Ahmed

