

# SURENDRANATH LAW COLLEGE

24/2, Mahatma Gandhi Road, Kolkata – 700009

Phone No. 23503896

Email :snlcollege@gmail.com

Website :www.snlawcollege.ac.in


Ref. No. SNLC/IQAC/ACA/ 06 /2024-25

Date: 18.04.2024

## NOTICE

Surenranath Law College is going to organize an offline Certificate Course (Value-added Course) cum Practical Classes on “**CAREER COUNSELLING, CLIENT COUNSELLING AND LEGAL DRAFTING**” from 22<sup>nd</sup> April to 13<sup>th</sup> May for 15 days (2 hours per day) for final year law students of the institution. Each and every student is encouraged to participate in this certificate course. Participating candidates will be provided with certificates at the end of the program.

The brochure and schedule of classes/program are attached herewith.

  
Dr. Mohammadi Tarannum  
Vice Principal  
Surenranath Law College

VICE PRINCIPAL  
SURENDRANATH LAW COLLEGE  
KOLKATA-09



# SURENDRANATH LAW COLLEGE

24/2, M.G. ROAD, KOLKATA, 700009



*ORGANISES*

## CERTIFICATE COURSE ON CAREER COUNSELLING CLIENT COUNSELLING AND LEGAL DRAFTING

22<sup>nd</sup> April-13<sup>th</sup> May, 2024  
8am -10am

Venue: Seminar Hall  
SurenDRanath law College

Dr. Mohammadi Tarannum  
Chairperson

Subashna Tamang  
Convenor



counselling, client counselling 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 for 15 days in offline mode at seminar hall of Surendranath Law College;
- The duration for course shall be 30 hours, 2hrs. per day, 15 days which includes practical and theoretical study of the subject;
- Timings: 08:00 a.m. to 10:00 a.m. (30 hours).

**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 clients' need and to point out the relief/reliefs effectively.

**IMPORTANT DATES:**

- Notice:18.04.2024
- Certificate Course shall be organized from: 22<sup>nd</sup> April-13<sup>th</sup> May, 2024.
- Online examination (MCQ):14<sup>th</sup> May, 2024.
- Offline project submission: 15<sup>th</sup> May, 2024

**ELIGIBILITY CRITERIA:**

- This certificate course is open for the law students of final year.



## 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
Assignments based on	
Module I	15
Module II	15
Module III	15
Module IV	15
Module V	20
Module VI	20
<b>Total Assessment Marks</b>	<b>100</b>

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:

- 70% attendance is mandatory for the course;
- 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 :Dr. Mohammadi Tarannum**

**Course Coordinator :Mrs. Subashna Tamang (Asst. Prof.)**



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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.
- Moot Court

### 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
- Alternative Dispute Resolution
- 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



## SCHEDULE OF CLASSES/PROGRAM

Sl. No.	Date & Time	Topic	Assigned Teacher
01.	22.04.2023 (Monday) (8.00 A.M. to 10.00 A.M.)	Legal Drafting: Principles and Rules of Legal Drafting, Importance of Drafting in Criminal Pleading, Drafting of Complaint.	Adv. Imtiaz Ahmed (Advocate)
02.	23.04.2023 (Tuesday) (8.00 A.M. to 10.00 A.M.)	Writ and PIL under Constitution: Drafting of Petition under Article 32 and Article 226 of the Constitution of India.	Adv. Imtiaz Ahmed (Advocate)
03.	24.04.2023 (Wednesday) (8.00 A.M. to 10.00 A.M.)	Miscellaneous Drafting and Application in Criminal Courts (Bail, Maintenance, Surety)	Adv. Imtiaz Ahmed (Advocate)
04.	25.04.2023 (Thursday) (8.00 A.M. to 10.00 A.M.)	Appellate Courts: Appeal and Revisions under Criminal Proceedings & Drafting of petition of appeal.	Sukumar Roy (Principal Secretary)
05.	26.04.2024 (Friday) (8.00 A.M. to 10.00 A.M.)	Legal Drafting in Civil Pleading: Plaint and Written Statement (Essential and Formal Parts thereof). Amendment or revision of Pleadings Injunctions and Application for Interim injunction, interlocutory petition.	Adv. Md. Ammar Zaki (Advocate)
06.	29.04.2024 (Monday) (8.00 A.M. to 10.00 A.M.)	Execution of Decree, Application for Execution, Stay of Execution and Percepts, Reference, Review and Revision.	Adv. Md. Ammar Zaki (Advocate)
07.	30.04.2024 (Tuesday) (8.00 A.M. to 10.00 A.M.)	Appellate Courts and Appeal	Asit Dey (Retired District Judge)
08.	02.05.2024 (Thursday) (8.00 A.M. to 10.00 A.M.)	Career Counselling and Client Counselling, Components of effective Client Counselling.	Adv. Suranjan Dasgupta (Advocate)
09.	03.05.2024 (Friday) (8.00 A.M. to 10.00 A.M.)	Professional Ethics, Code of Conducts of Advocates, Privilege Communication, Accountancy for Lawyers	Adv. Suranjan Dasgupta (Advocate)
10.	04.05.2024 (Saturday) (8.00 A.M. to 10.00 A.M.)	Bar Bench Relation, Amicus Curiae	Adv. Sreemoyee Mitra (Advocate)
11.	06.05.2024 (Monday) (8.00 A.M. to 10.00 A.M.)	Concept and components of Moot Court, Importance and Purpose of mootng, Differences between Moot Court and Moot Problems.	Adv. Sreemoyee Mitra (Advocate)



12.	07.05.2024 (Tuesday) (8.00 A.M. to 10.00 A.M.)	Observation of Trial in Civil and Criminal Cases.	Arindam Saha (Asst. Prof.)
13.	09.05.2024 (Thursday) (8.00 A.M. to 10.00 A.M.)	History, Meaning, Scope and Classification of Alternative Dispute Resolution, Negotiation, Conciliation, Mediation and Arbitration as a mode of Alternative Dispute Resolution, Arbitration and Conciliation Act, 1996.	Amit Ghosh (Asst. Prof.)
14.	10.05.2024 (Friday) (8.00 A.M. to 10.00 A.M.)	Lok Adalat Legal Services Authority Act, 1987.	Amit Ghosh (Asst. Prof.)
15.	13.05.2024 (Monday) (8.00 A.M. to 10.00 A.M.)	Interviewing techniques and Pre-trial Preparation.	Amit Ghosh (Asst. Prof.)