

# SURENDRANATH LAW COLLEGE

24/2, Mahatma Gandhi Road, Kolkata – 700009

Phone No. 23503896

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Ref. No. SNLC/IQAC/ACA/031/2023-24

Date: 12.05.2023

## NOTICE

Surendranath Law College is going to organize an offline Certificate Course (Value-added Course) on “**CAREER COUNSELLING, CLIENT COUNSELLING AND LEGAL DRAFTING**” from 15<sup>th</sup> May to 8<sup>th</sup> June for 19 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 programme.

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



Dr. Mohammadi Tarannum  
Vice Principal  
Surendranath 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**



**15<sup>th</sup> May-08<sup>th</sup> June, 2023**  
**8am - 10am**  
**Venue: Seminar Hall**  
**Surendranath law College**

**Dr. Mohammadi Tarannum**  
**Chairperson**  
**Subashna Tamang**  
**Convenor**



# CERTIFICATE COURSE

ON

## CAREER COUNSELLING, CLIENT COUNSELLING AND LEGAL DRAFTING

### **ABOUT THE INSTITUTE:**

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 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. (Honours) 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 counselling, client counselling 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

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 19 days in offline mode at seminar hall of Surendranath Law College;
- The duration for course shall be 38 hours, 2 hrs per day, 19 days which includes practical and theoretical study of the subject;
- Timings: 08:00 a.m. to 10:00 a.m. (38 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: 12th May, 2023.
- Certificate Course shall be organized from 15<sup>th</sup> May to 08<sup>th</sup> June, 2023.
- Online examination (MCQ): 10<sup>th</sup> June, 2023.
- Offline project submission: 21<sup>st</sup> June, 2023.

#### **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 : Prof. Dr. Mohammadi Tarannum**

**Course Coordinator : Miss 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: Complaint and Written Statement
- Object of Pleading
- Significance of Pleading
- General and Fundamental Rules of Pleadings
- Alternative Dispute Resolution
- a. **Complaint:**
  - Introduction
  - Essential and Formal Parts of Complaint (Cause of Action, Body of Complaint, 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/PROGRAMME**

<b>Sl. No.</b>	<b>Date &amp; Time</b>	<b>Topic</b>	<b>Assigned Teacher</b>
01.	15.05.2023 (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. Suranjan Dasgupta
02.	16.05.2023 (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. Suranjan Dasgupta
03.	17.05.2023 (Wednesday) (8.00 A.M. to 10.00 A.M.)	Miscellaneous Drafting and Application in Criminal Courts (Bail, Maintenance, Surety)	Adv. Md. Ammar Zaki
04.	18.05.2023 (Thursday) (8.00 A.M. to 10.00 A.M.)	Appellate Courts: Appeal and Revisions under Criminal Proceedings & Drafting of petition of Appeal	Adv. Md. Ammar Zaki
05.	19.05.2023 (Friday) (8.00 A.M. to 10.00 A.M.)	Legal Drafting in Civil Pleading: Plaint and Written Statement (Essential and Formal Parts thereof).	Adv. Sreemoyee Mitra
06.	22.05.2023 (Monday) (8.00 A.M. to 10.00 A.M.)	Amendment or revision of Pleadings Injunctions and Application for Interim injunction, interlocutory petition.	Adv. Sreemoyee Mitra
07.	23.05.2023 (Tuesday) (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. Sreemoyee Mitra
08.	24.05.2023 (Wednesday) (8.00 A.M. to 10.00 A.M.)	Appellate Courts and Appeal	Adv. Sreemoyee Mitra
09.	25.05.2023 (Thursday) (8.00 A.M. to 10.00 A.M.)	Career Counselling and Client Counselling, Components of effective Client Counselling.	Adv. Suranjan Dasgupta
10.	26.05.2023 (Friday) (8.00 A.M. to 10.00 A.M.)	Professional Ethics, Code of Conducts of Advocates, Privilege Communication	Adv. Suranjan Dasgupta
11.	29.05.2023 (Monday) (8.00 A.M. to 10.00 A.M.)	Accountancy for Lawyers	Adv. Suranjan Dasgupta
12.	30.05.2023 (Tuesday) (8.00 A.M. to 10.00 A.M.)	Bar Bench Relation, Amicus Curiae	Adv. Suranjan Dasgupta
13.	31.05.2023 (Wednesday) (8.00 A.M. to 10.00 A.M.)	Concept and components of Moot Court, Importance and Purpose of mooting	Arindam Saha Asstt. Professor Amity Law School
14.	01.06.2023 (Thursday) (8.00 A.M. to 10.00 A.M.)	Observation of Trial in Civil and Criminal Cases.	Adv. Md. Ammar Zaki
15.	02.06.2023 (Friday) (8.00 A.M. to 10.00 A.M.)	Differences between Moot Court and Mock Court Moot Problems	Arindam Saha Asstt. Professor Amity Law School
16.	05.06.2023 (Monday) (8.00 A.M. to 10.00 A.M.)	History, Meaning, Scope and Classification of Alternative Dispute Resolution	Adv. Monika Karla

<b>Sl. No.</b>	<b>Date &amp; Time</b>	<b>Topic</b>	<b>Assigned Teacher</b>
17.	06.06.2023 (Tuesday) (8.00 A.M. to 10.00 A.M.)	Negotiation, Conciliation, Mediation and Arbitration as a mode of Alternative Dispute Resolution, Arbitration and Conciliation Act, 1996.	Adv. Monika Karla
18.	07.06.2023 (Wednesday) (8.00 A.M. to 10.00 A.M.)	Lok Adalat Legal Services Authority Act, 1987.	Adv. Monika Karla
19.	08.06.2023 (Thursday) (8.00 A.M. to 10.00 A.M.)	Interviewing techniques and Pre-trial Preparation.	Adv. Md. Ammar Zaki