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FAIRFIELD

Institute of Management & Technology

(Affiliated to GGSIP University, New Delhi)



Department of Justice
Ministry of Law and Justice
Government of India

FIMT - SCHOOL OF LAW

IN ASSOCIATION WITH

PRO BONO CLUB

MINISTRY OF LAW AND JUSTICE

30 HOUR

ADD ON COURSE

ON

**DRAFTING
PLEADING &
CONVEYANCING**

15TH FEBRUARY 2024 - 29TH FEBRUARY 2024

www.fimt-ggsipu.org

FIMT INSTITUTIONAL CAMPUS, KAPASHERA, NEW DEHI

FROM THE DESK OF



Shri V.K.N. Bhardwaj
Chairperson, FIMT Group of Institutions

I am thrilled to extend my heartfelt congratulations to each and every one of you on the successful completion of the Add-On Course on Drafting, Pleading and Conveyancing!

Your dedication, hard work, and commitment throughout the duration of the course have been truly commendable. It is inspiring to witness the enthusiasm with which you have approached your studies and embraced the learning opportunities presented to you.

As Chairperson, I am immensely proud of the progress you have made and the knowledge and skills you have acquired during the course. Your determination to expand your horizons and enhance your expertise in Drafting Pleading is a testament to your passion for continuous learning and professional development.



Dr. Nalini Joshi
Executive Director, FIMT Group of Institutions

I would like to take this opportunity to express my gratitude to the faculty members and instructors who have played a pivotal role in guiding and supporting you throughout your learning journey. Their dedication and expertise have been instrumental in ensuring that you received a high-quality education and a fulfilling learning experience.

As you reflect on your accomplishments and celebrate this significant milestone, I encourage you to recognize the value of your hard work and dedication. The knowledge and skills you have gained during the course will undoubtedly serve you well in your future endeavors, both personally and professionally. I am confident that you will carry forward the lessons learned and the experiences gained from this course as you continue to pursue your goals and aspirations.



Prof. (Dr.) M. Afzal Wani
Advisor FIMT & Ex-Dean USLLS, GGSIPU

The successful course we hosted encompassed a comprehensive approach focused on enhancing the learning experience for our students. The course also emphasized interactive and engaging content, encouraging student-to-content, student-to-instructor, and student-to-student interaction. Furthermore, I am grateful for the camaraderie and collaborative spirit exhibited by my colleagues throughout this journey. The exchange of ideas, mutual support, and collective pursuit of knowledge have enriched the learning experience and exemplified the spirit of teamwork and cooperation within our student community. Once again, congratulations on this remarkable achievement! I wish you all the best in your future endeavors, and I look forward to hearing about your continued success and accomplishments in the days ahead.



Prof. (Dr.) Shaveta Gagneja, Course Director
Director, Fairfield-School of Law

As the Course Director, I congratulate everyone on the successful completion of the Add on Course. Every individual and the team involved in this endeavour has contributed significantly to the course's positive outcome; for that, I am truly thankful. From the diligent and inspiring efforts of the resource person to the active participation of the students, and the support from the Institute, each and every person's contribution has been invaluable. It is through collaborative efforts and unwavering commitment that we have achieved such outstanding results. Once again, I extend my deepest appreciation and admiration to everyone involved for their exceptional work and dedication.

A MESSAGE FROM

Ms. Swati Pandita, Course-Coordinator
Assistant Professor, Fairfield-SOL

I, Swati Pandita Course Co-ordinator, would like to express my heartfelt appreciation and gratitude towards the institute, students, and resource persons for the exceptional experience and opportunities provided through the drafting, pleading, and conveyancing course. Firstly, I am immensely grateful for the unwavering support and guidance extended by the institute. The dedication to creating a nurturing and conducive learning environment has had a profound impact on the growth and development of the students. The opportunities afforded by the institute have been invaluable, and I am deeply appreciative of the knowledge and skills imparted by the resource persons during the duration of the course. I would also like to recognize and appreciate the remarkable dedication and hard work demonstrated by our esteemed resource persons.



Ms. Arushi, Member
Assistant Professor, Fairfield-SOL

I am delighted to extend my heartfelt congratulations to each and every one of you on successfully completing the legal drafting course. Your dedication, perseverance, and hard work throughout the duration of the program have truly paid off. Legal drafting is a crucial skill in the field of law, and by completing this course, you have equipped yourselves with valuable knowledge and techniques that will undoubtedly serve you well in your future endeavours. I would like to express my gratitude to all the instructors and the support staff who have played a vital role in delivering this course and ensuring its success.



Mr. Ayush Awasthi, Student Convener
BA-LLB, Fairfield-SOL

I would like to extend a warm welcome to all of you who have enrolled in our upcoming certificate program. We are excited to have you join us on this educational journey and are committed to providing you with a rewarding and enriching learning experience. We encourage you to actively participate in class discussions, collaborate with your peers, and take full advantage of the resources available to you. By actively engaging with the course material and embracing the learning process, we are confident that you will emerge from this program with new insights, skills, and perspectives that will benefit you both personally and professionally.



Mr. Sagar Panday, Student Convener
BA-LLB, Fairfield-SOL

As the student convener of the Drafting, Pleading, and Conveyancing course, I wanted to take this opportunity to express my heartfelt appreciation and gratitude to our esteemed institute for providing us with the opportunity to pursue the Add on Course. The quality of education, courses, and support that the institute has provided has been truly exceptional, and we are fortunate to have such a dedicated institution nurturing our career in the field of law. I also want to express my deepest appreciation to my fellow students. I am confident that the knowledge and skills gained during this course will serve us well in our future endeavours. In conclusion, I am deeply grateful for the enriching experience and the opportunities for personal and professional growth that the Drafting, Pleading, and Conveyancing course has provided.



GLIMPSES OF PAST YEAR....

30 HOUR ADD ON COURSE ON MEDIATION & CONFLICT RESOLUTION

6TH DECEMBER 2023- 3RD JANUARY 2024

A 30 Hour Add on Course on an emerging area of law i.e Mediation & Conflict Resolution. The course equipped our participants with practical mediation skills, including negotiation techniques, active listening, and conflict resolution strategies, which are invaluable in various personal and professional settings.



ORGANISING COMMITTEE

Shri V.K.N. Bhardwaj
Patron

Prof.(Dr.) M. Afzal Wani
Patron

Ms. Parul Manchanda
Convener

Dr. Monika
Member

Dr. Nalini Joshi
Patron

Prof.(Dr.) Shaveta Gagneja
Course Designer & Director

Ms. Swati Pandita
Co-Convener

Ms. Dakshita
Student Convener

MODULE 1

BASICS OF DRAFTING & PLEADING

Date: 15 February 2024

Resource Person: Mr. Kumar Abhishek
Legal Consultant, Law Commission of India

The First Lecture was on the topic “Basics of Drafting & Pleadings” taken by Kumar Abhishek, who is currently working as Legal Consultant at the Law Commission of India, New Delhi. Mr Abhishek as a legal professional understands the importance of precision and clarity in drafting and pleadings. He adeptly navigated through the intricate aspects of legal drafting, providing valuable insights and practical tips along the way. Throughout the lecture, Mr Abhishek meticulously elucidated the fundamental principles of drafting legal documents, emphasizing the importance of precision, clarity, and coherence. He elucidated various drafting techniques and conventions, demonstrating how meticulous attention to detail can significantly enhance the efficacy and persuasiveness of legal pleadings.

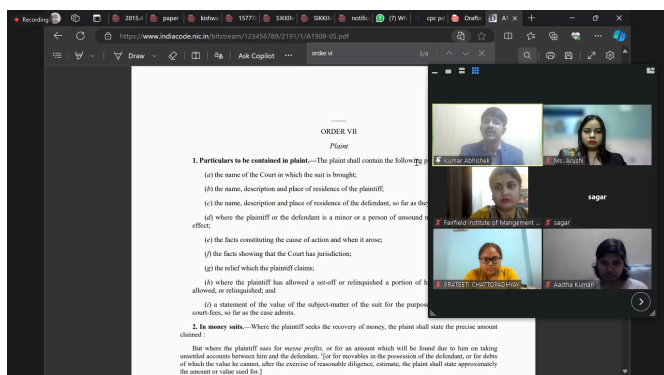
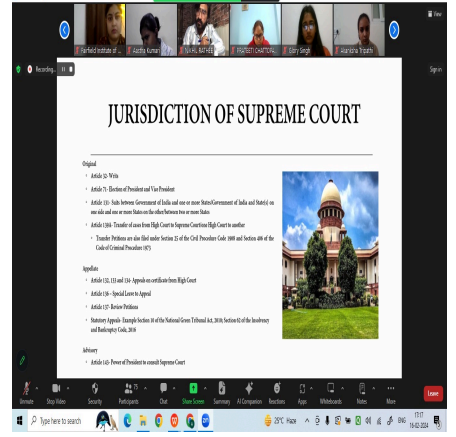
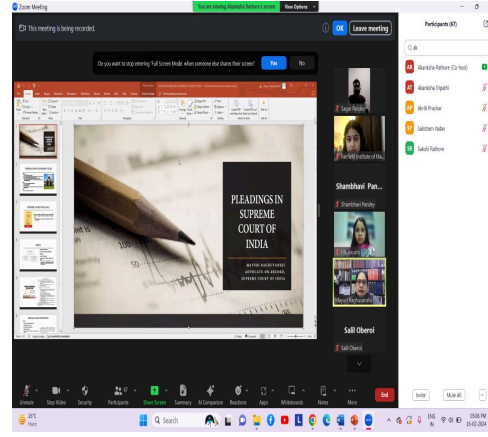
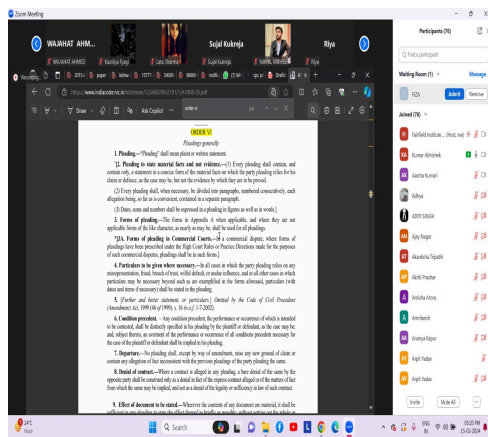
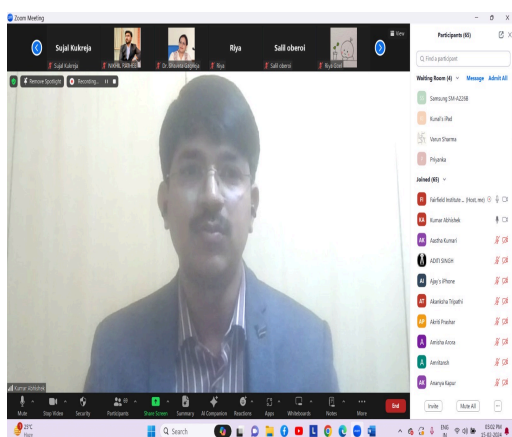
MODULE 2

PLEADINGS IN SUPREME COURT

Date: 16 February 2024

Resource Person: Ms. Mayuri Raghuvanshi
*AOR-Supreme Court &
Senior Counsel Panel on State of Uttar Pradesh.*

The Second Lecture was on the topic “Pleadings in Supreme Court” delivered by Ms Mayuri Raghuvanshi. She is An Advocate on Record in Supreme Court and Senior Counsel Panel on State of Uttar Pradesh. Ms Raghuvanshi Covered various aspects of pleadings in Supreme Court, including the importance of pleadings, their role in shaping the course of litigation, and the specific requirements and procedures for drafting pleadings in the Supreme Court. She highlighted key principles and guidelines for crafting effective pleadings, emphasizing clarity, precision, and adherence to legal standards. Additionally, she discussed notable case law examples to illustrate practical insights into pleading strategies and pitfalls to avoid.



MODULE 3

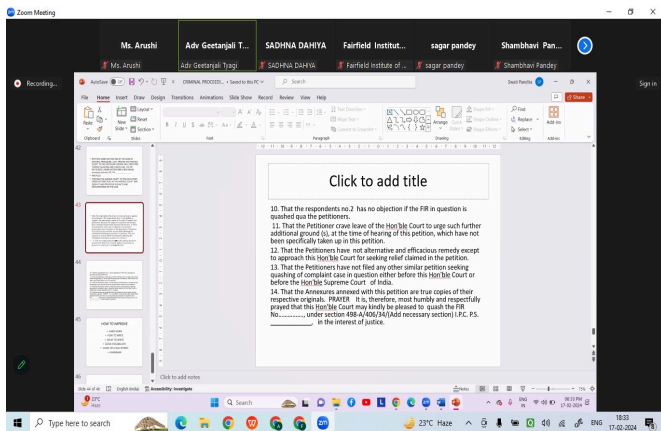
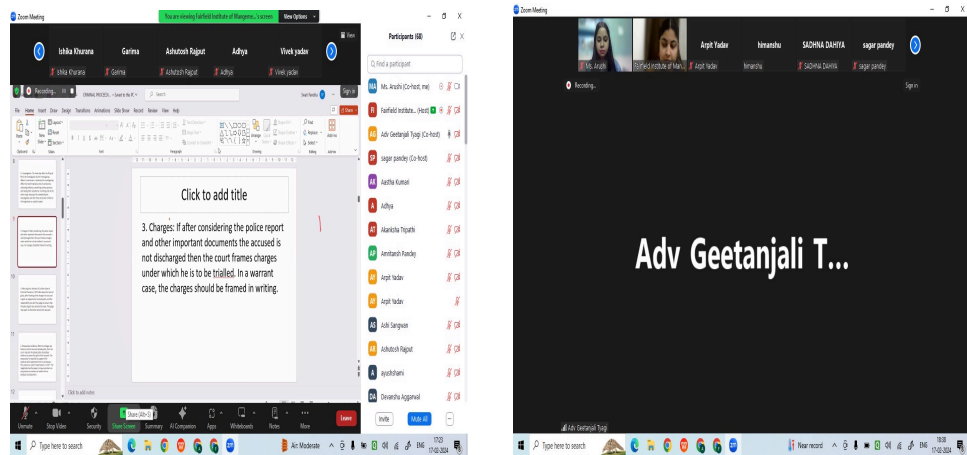
CRIMINAL PLEADINGS

Date: 17 February 2024

Resource Person: Ms. Geetanjali Tyagi

Founding Partner A & G Attorneys and Solicitors

The learning session on criminal drafting and pleading by Ms. Gitanjali Tyagi, Founding Partner, A & G Attorneys & Solicitors LLP was a comprehensive exploration of the essential skills required in legal practice, particularly in the realm of criminal law. The session emphasized the critical role that drafting plays in presenting facts and law effectively before the court to ensure a just and proper judgment in criminal cases. This session equipped legal professionals with essential skills to effectively advocate for their clients in criminal cases.



MODULE 4

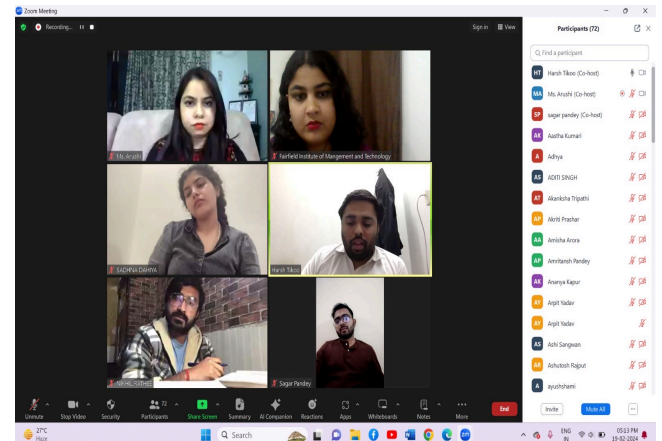
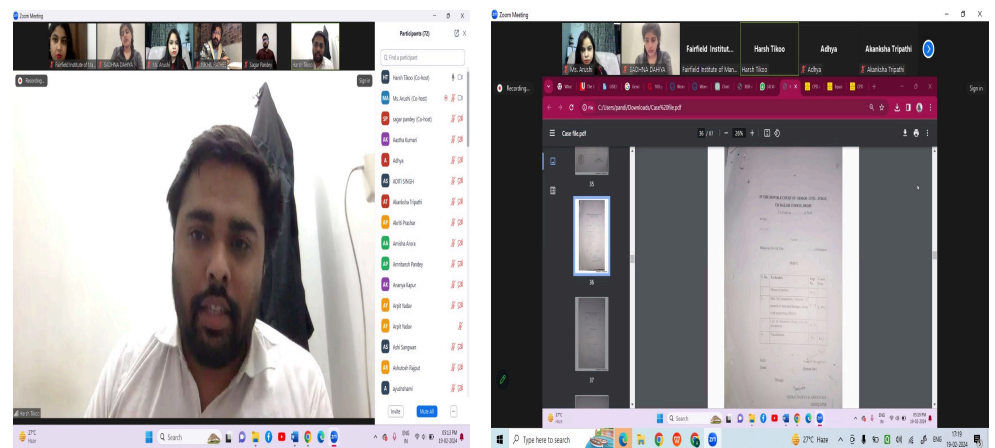
CIVIL PLEADINGS

Date: 18 February 2024

Resource Person: Mr. Harsh Tikoo

Advocate, Supreme Court & Delhi High Court

Mr. Harsh Tikoo, an advocate practicing in Supreme Court, High Court and lower courts delivered a lecture on Civil Pleadings. He reiterated the paramount importance of mastering the art of drafting pleadings in civil litigation, as they serve as the cornerstone of legal advocacy and play a decisive role in shaping the trajectory of judicial proceedings. The lecture provided attendees with valuable insights and practical guidance to navigate the nuances of civil pleadings with proficiency and confidence. Furthermore, the lecture touched upon the procedural mechanisms available for amending pleadings and filing supplementary pleadings to ensure that the pleadings accurately reflect the parties' positions and the evolving nature of the litigation. Drawing upon his extensive experience in civil litigation,



MODULE 5

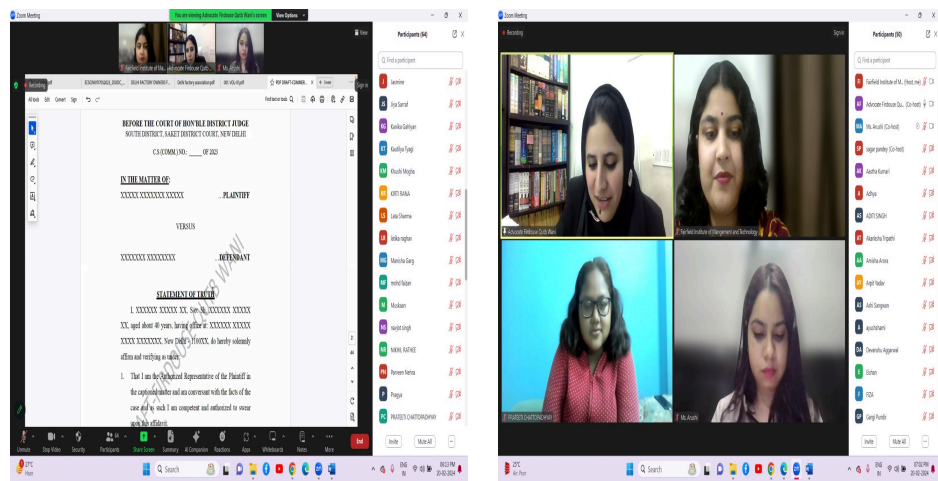
PLEADINGS IN COMMERCIAL COURT

Date: 22 February 2024

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

Ms. Firdouse Wani, an accomplished Advocate-on-Record (AOR) practicing at the prestigious Supreme Court of India, delivered an enlightening lecture focusing on the nuances of pleadings in commercial courts. Her extensive experience and expertise provided attendees with invaluable insights into this critical aspect of legal practice.

A central theme of Ms. Wani's discourse was the strategic approach required in drafting pleadings for commercial matters. She elucidated on the importance of thoroughly analyzing the commercial transaction or dispute at hand, identifying key issues, and crafting pleadings that strategically position the client's case for success.



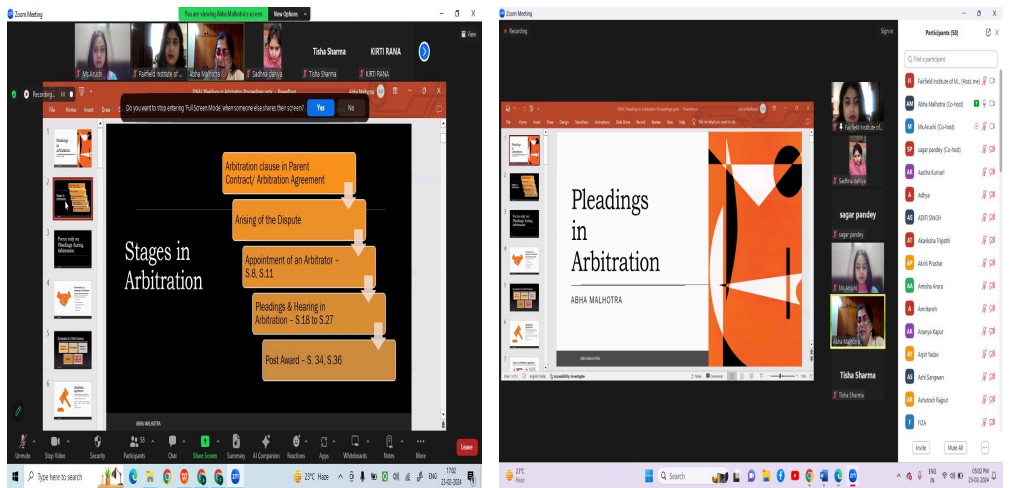
MODULE 6

PLEADINGS IN ARBITRATION

Date: 23 February 2024

Resource Person: Ms. Abha Malhotra
Senior Counsel for the Union of India at the Delhi High Court & Managing Partner at Jurispleaders

Ms. Abha Malhotra, a distinguished Senior Counsel representing the Union of India at the Central Government, recently delivered an enlightening lecture focusing on the art of pleading in arbitrations. Ms. Malhotra commenced her lecture by providing a comprehensive overview of the arbitral process. She highlighted the key features of arbitration, including party autonomy, confidentiality, and the finality of arbitral awards. Understanding the unique characteristics of arbitration is essential for crafting pleadings that are tailored to the arbitration process and its objectives. Drawing from her extensive experience in representing the Union of India in arbitration proceedings, Ms. Malhotra provided attendees with insights into navigating procedural rules and guidelines governing arbitration.



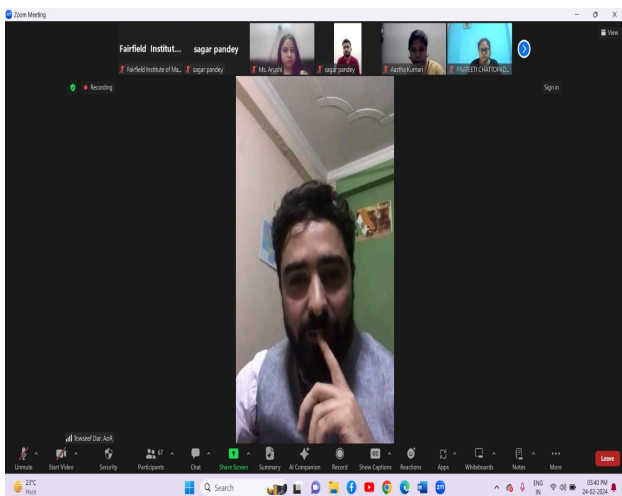
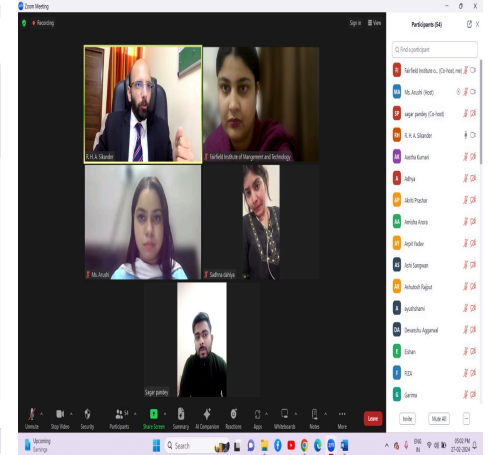
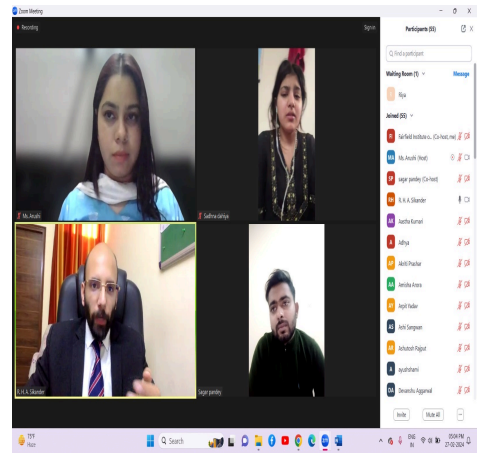
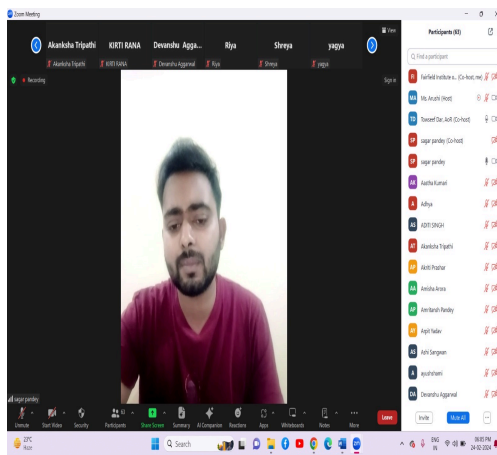
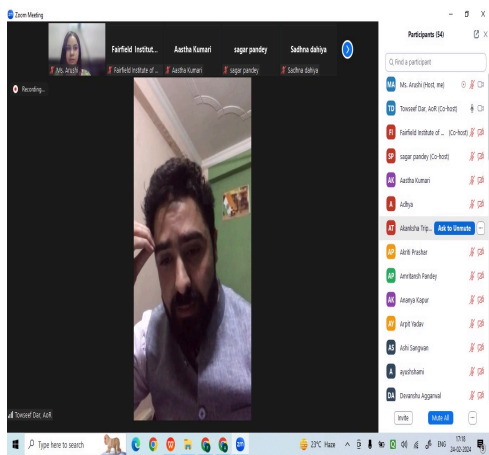
MODULE 7

PETITIONS IN SUPREME COURT

Date: 24 February 2024

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

Mr. Towseef Ahmad Dar is an Advocate on Record in the Supreme Court of India and in his lecture on Petitions in Supreme Court, he emphasized the unique nature of constitutional litigation, where petitions often involve questions of fundamental rights, constitutional interpretation, and the scope of governmental authority. Understanding the constitutional framework is essential for crafting petitions that effectively assert the petitioner's rights and contentions process. Throughout the lecture, Mr. Dar underscored the importance of upholding ethical standards in Supreme Court advocacy. He reminded attendees of their duty to the court and to the integrity of the judicial process, cautioning against the use of misleading or frivolous arguments and emphasizing the need for honesty and transparency in all pleadings submitted to the court.



MODULE 8

PETITIONS IN SUPREME COURT

Date: 24 February 2024

Resource Person: Mr. R.H.A Sikandar
Advocate on Record, Supreme Court

Mr. RHA Sikandar delivered an informative lecture on petitions in the Supreme Court of India, offering valuable insights into the procedural aspects and strategic considerations involved in filing petitions before the apex court. The lecture commenced with an overview of the significance of petitions as a mechanism for seeking legal remedies and redressal of grievances before the Supreme Court. Mr. Sikandar emphasized the crucial role of petitions in initiating judicial review and upholding the rule of law. Throughout the lecture, Mr. Sikandar elucidated the different types of petitions recognized by the Supreme Court, including writ petitions, special leave petitions (SLPs), public interest litigation (PIL) petitions, review petitions, and curative petitions.



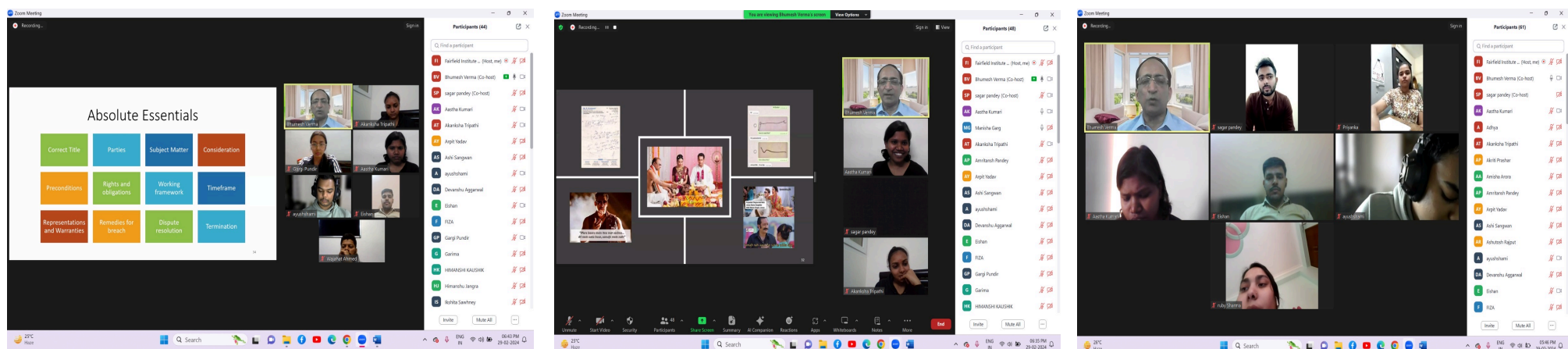
MODULE-9

COMMERCIAL & TRANS NATIONAL CONTRACT

Date: 29 February 2024

Resource Person: Mr. Bhumesh Verma, *Corp Comm Legal and Ex-Partner Khaitan & Khaitan*

The drafting of commercial and transnational contracts requires a nuanced understanding of legal principles, business dynamics, and international regulations. Mr. Bhumesh Verma delivered a compelling lecture focusing on the art and intricacies of drafting such contracts. His extensive experience and expertise provided attendees with invaluable insights into the complexities of commercial transactions and the essential elements of drafting contracts with cross-borders. He discussed the complexities arising from differences in legal systems, cultural norms, and regulatory environments across jurisdictions, emphasizing the need for meticulous research and analysis to ensure compliance .



GLIMPSES OF THE PAST





TESTIMONIALS



Jiya Sarraf,
Bennett University



The course offers a comprehensive exploration of drafting, pleading, and conveyancing, covering foundational principles and advanced techniques essential for legal practitioners. Through interactive sessions and case studies, I gained practical experience, fostering a seamless transition from theory to practice.

Pen is mightier than the sword. But what to write, how to write in a precise and clear manner is what I learned in this course. It highlighted the significance of use of proper words, following the rules of drafting as per the principles of drafting to bring the justice to the party in this Justice system

Manisha Garg,
Legal Officer,
Punjab Investigation
Bureau



The modules were meticulously crafted, covering everything from the basics to advanced techniques, ensuring a well-rounded learning experience. Assignments were designed to simulate real-world scenarios, challenging me to think critically and apply the principles learned in court. Moreover, the course provided a platform for networking and collaboration with fellow legal professionals

Amritansh Pandey
BA-LLB, FIMT



Drafting is an art. In legal field, if a petition, application is drafted accurately then half the battle is won. This course helped to understand the basic principles of drafting and the practical problems that are faced while drafting and how to overcome those problems and bring the parties to justice.

Shefali Garg,
Lawyer,
Punjab & Chandigarh
High Court



Nikhil Rathee
BALLB, FIMT



The course's expertise has created new opportunities for career progress. I'm in a good place to take advantage of interesting chances that fit with my goals and interests. Enhanced Efficiency: I have prepared numerous legal documents, including complaints, petitions, motions, and briefs, with greater efficiency as a result of refining my skills in this area

Course was interactive and comprehensive and the Resource Person were very humble as they answered all our queries and also showed us and provided us with course material such as PPTs and draft samples that were made by the Resource Persons. Overall, this course was beneficial to me. I'm grateful to FIMT for providing me this opportunity.

Gargi Pundir,
BA-LLB, FIMT



FAIRFIELD INSTITUTE OF MANAGEMENT & TECHNOLOGY

An 'A' Grade College by DHE, Govt. of NCT Delhi
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FAIRFIELD

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15

SUSTAINABILITY
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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
THE FIRST COLLEGE OF GGSIP UNIVERSITY TO HOST THE PRESTIGIOUS
BAR COUNCIL OF INDIA & BAR COUNCIL OF INDIA TRUST
ALL INDIA INTER - UNIVERSITY MOOT COURT COMPETITION

LEARN THE ART OF WAR WITH AI IN LAW

FIMT - SCHOOL OF LAW

**BA/BBA
LL.B.
LL.M.**

HONORS

DURATION: 5 YEARS

SPECIALISATIONS

- ✓ CRIMINAL JUSTICE SYSTEM
- ✓ ALTERNATE DISPUTE RESOLUTION.
- ✓ INTELLECTUAL PROPERTY RIGHTS.
- ✓ CORPORATE LAW.

DURATION: 1 YEAR

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- Updated Library and E-Library
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FIMT MOOT-COURT



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🎓 BA - JMC

🎓 BBA (GEN.)

🎓 B.COM. (H.)

🎓 B.ED.

🎓 BCA

🎓 BA.(H)-ENG.

🎓 MA-ENGLISH

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