

University of Mumbai



No. UG/ 65 of 2021

**CIRCULAR:-**

Attention of the Principals of the Affiliated Colleges and Directors of the recognized Institutions in Faculty of Humanities.

They are hereby informed that the recommendations made by the Board of Studies in English at its online meeting held on 30<sup>th</sup> May, 2020 vide item No. 2 and subsequently approved by the Board of Deans at its meeting held on 26<sup>th</sup> June, 2020 vide item No. 11(7) have been accepted by the Academic Council at its meeting held on 23<sup>rd</sup> July, 2020 vide item No. 4.27 and subsequently approved by the Management Council at its online meeting held on 28<sup>th</sup> August, 2020 vide item No. 2 and that in accordance therewith, in exercise of the powers conferred upon the Management Council under Section 74(4) of the Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017) the Ordinance 6576 & 6577 Regulations 9322 & 9323 and the syllabus of Certificate Course in Legal Drafting has been introduced and the same have been brought into force with effect from the academic year 2020-21. (The said course might be introduced from the academic year 2021-2022 in the wake of prolonged Covid-19 pandemic situation in the country and subsequent delay in the commencement of the new academic year) accordingly. (The same is available on the University's website [www.mu.ac.in](http://www.mu.ac.in)).

MUMBAI - 400 032  
22<sup>nd</sup> January, 2021  
To,

  
(Dr. B.N. Gaikwad)  
I/c. REGISTRAR

The Principals of the affiliated Colleges and Directors of the recognized Institutions in Faculty of Humanities. (Circular No. UG/334 of 2017-18 dated 9<sup>th</sup> January, 2018.)

A.C/4.27/23/07/2020  
M.C/2/28/08/2020

No. UG/65 of 2021

MUMBAI-400 032

22<sup>nd</sup> January, 2021

Copy forwarded with Compliments for information to:-

- 1) The Dean Faculty of Humanities,
- 2) The Chairman, Board of Studies in English,
- 3) The Director, Board of Examinations and Evaluation,
- 4) The Director, Board of Students Development,
- 5) The Co-ordinator, University Computerization Centre,

  
(Dr. B.N. Gaikwad)  
I/c. REGISTRAR

**Copy to :-**

- 1. The Deputy Registrar, Academic Authorities Meetings and Services (AAMS),**
- 2. The Deputy Registrar, College Affiliations & Development Department (CAD),**
- 3. The Deputy Registrar, (Admissions, Enrolment, Eligibility and Migration Department (AEM),**
- 4. The Deputy Registrar, Research Administration & Promotion Cell (RAPC),**
- 5. The Deputy Registrar, Executive Authorities Section (EA),**
- 6. The Deputy Registrar, PRO, Fort, (Publication Section),**
- 7. The Deputy Registrar, (Special Cell),**
- 8. The Deputy Registrar, Fort/ Vidyanagari Administration Department (FAD) (VAD), Record Section,**
- 9. The Director, Institute of Distance and Open Learning (IDOL Admin), Vidyanagari,**

**They are requested to treat this as action taken report on the concerned resolution adopted by the Academic Council referred to in the above circular and that on separate Action Taken Report will be sent in this connection.**

- 1. P.A to Hon'ble Vice-Chancellor,**
- 2. P.A Pro-Vice-Chancellor,**
- 3. P.A to Registrar,**
- 4. All Deans of all Faculties,**
- 5. P.A to Finance & Account Officers, (F.& A.O),**
- 6. P.A to Director, Board of Examinations and Evaluation,**
- 7. P.A to Director, Innovation, Incubation and Linkages,**
- 8. P.A to Director, Board of Lifelong Learning and Extension (BLLE),**
- 9. The Director, Dept. of Information and Communication Technology (DICT) (CCF & UCC), Vidyanagari,**
- 10. The Director of Board of Student Development,**
- 11. The Director, Department of Students Welfare (DSD),**
- 12. All Deputy Registrar, Examination House,**
- 13. The Deputy Registrars, Finance & Accounts Section,**
- 14. The Assistant Registrar, Administrative sub-Campus Thane,**
- 15. The Assistant Registrar, School of Engg. & Applied Sciences, Kalyan,**
- 16. The Assistant Registrar, Ratnagiri sub-centre, Ratnagiri,**
- 17. The Assistant Registrar, Constituent Colleges Unit,**
- 18. BUCTU,**
- 19. The Receptionist,**
- 20. The Telephone Operator,**
- 21. The Secretary MUASA**

**for information.**

## Board of Studies in English

### Syllabus

1	Title of the Course <b>0.6576</b>	Certificate Course in Legal Drafting
2	Eligibility for Admission <b>0.6577</b>	Candidate who passed 10+2 examination in Arts / Science / Commerce / or any other equivalent stream
3	Intake Capacity <b>R. 9322</b>	40 Students per batch
4	Passing Marks	The candidate must obtain 40 % of the total marks in external and internal examination to pass the course
5	Selection	First Come First Served Basis
6	Credits	02 Credits
7	Duration of the Course <b>R. 9323</b>	6 Months (July-December / January-June)
8	Number of Lectures	30 Hours
9	Fee Structure	Rs. 2000/- (The fee covers tuition fee, remuneration of teacher, infrastructural expenses, books, stationary, examination fee etc)
10	Teaching Faculty Qualification	As per UGC Guidelines
11	Remuneration of Teacher	As per University / Government Guidelines
12	Centre	Any College/Department/Institution under the purview of the University of Mumbai
13	Level	P.G./ U.G./ <del>Diploma</del> / Certificate (Strike out which is not applicable)
14	Pattern	Yearly / Semester (Strike out which is not applicable)
15	Status	To be implemented from the Academic Year 2020-2021

Date:

Signature:

**Copy to :-**

- 1. The Deputy Registrar, Academic Authorities Meetings and Services (AAMS),**
- 2. The Deputy Registrar, College Affiliations & Development Department (CAD),**
- 3. The Deputy Registrar, (Admissions, Enrolment, Eligibility and Migration Department (AEM),**
- 4. The Deputy Registrar, Research Administration & Promotion Cell (RAPC),**
- 5. The Deputy Registrar, Executive Authorities Section (EA),**
- 6. The Deputy Registrar, PRO, Fort, (Publication Section),**
- 7. The Deputy Registrar, (Special Cell),**
- 8. The Deputy Registrar, Fort/ Vidyanagari Administration Department (FAD) (VAD), Record Section,**
- 9. The Director, Institute of Distance and Open Learning (IDOL Admin), Vidyanagari,**

**They are requested to treat this as action taken report on the concerned resolution adopted by the Academic Council referred to in the above circular and that on separate Action Taken Report will be sent in this connection.**

- 1. P.A to Hon'ble Vice-Chancellor,**
- 2. P.A Pro-Vice-Chancellor,**
- 3. P.A to Registrar,**
- 4. All Deans of all Faculties,**
- 5. P.A to Finance & Account Officers, (F.& A.O),**
- 6. P.A to Director, Board of Examinations and Evaluation,**
- 7. P.A to Director, Innovation, Incubation and Linkages,**
- 8. P.A to Director, Board of Lifelong Learning and Extension (BLLE),**
- 9. The Director, Dept. of Information and Communication Technology (DICT) (CCF & UCC), Vidyanagari,**
- 10. The Director of Board of Student Development,**
- 11. The Director, Department of Students Welfare (DSD),**
- 12. All Deputy Registrar, Examination House,**
- 13. The Deputy Registrars, Finance & Accounts Section,**
- 14. The Assistant Registrar, Administrative sub-Campus Thane,**
- 15. The Assistant Registrar, School of Engg. & Applied Sciences, Kalyan,**
- 16. The Assistant Registrar, Ratnagiri sub-centre, Ratnagiri,**
- 17. The Assistant Registrar, Constituent Colleges Unit,**
- 18. BUCTU,**
- 19. The Receptionist,**
- 20. The Telephone Operator,**
- 21. The Secretary MUASA**

**for information.**

**Submission on Feasibility of Starting New Courses as per the Provision of  
Maharashtra Public University Act 2016  
Ac - 23/7/2020, Resolution No. 4.27**

**CERTIFICATE COURSE IN LEGAL DRAFTING**

**1. Necessity of Starting this course:**

Certificate courses serve to add additional skills to the existing one. This certificate course is designed to introduce any graduate or under-graduate or post-graduate learners, professionals or any interested learner to acquire one of the most essential skills in day today life i.e. drafting content in legal way. This course is intends to impart the essential skills enabling the learner to understand and draft the legal documents that he/she may come across in his professional as well as day to-day life. It helps in making aware the learner to the critical rules and principles of drafting legal documents essential not only in professional life but also in day today life. The special provisions added in this curriculum has added the practical components of drafting that can help the learner to comprehend the nuances involved in legal drafting. Besides, comprehensive covering of the best practices for drafting legal documents in general, the course will also focus more closely on contracts, notices, and pleadings. Thus, on successful completion of this course learner will be encouraged to take the drafting as a professional career.

**2. Whether UGC has recommended to start the said Courses?**

UGC has given guidelines for introduction of career oriented courses ( <https://www.ugc.ac.in/oldpdf/xiplanpdf/revisedcareerorientedcourses.pdf> ). Universities are allowed to run the diploma / certificate courses and with due approval of its governing councils/ statutory council wherever required (Ref: <https://www.ugc.ac.in/faq.aspx>). However, u/s 5(16) under Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017), Universities are empowered to start to prescribe the courses of instruction and studies in choice based credit system for the various examinations leading to specific degrees, diplomas or certificates in a stand-alone format or joint format with other State or national or global universities.

**3. Whether all the courses have commenced from academic year 2019-20?**

The above certificate course recommended by the BoS in English, and further approved by the statutory bodies is to be introduced from the Academic Year 2020-2021.

**4. The courses started by the University are self-financed, whether adequate number of eligible permanent Faculties are available?**

The certificate course is purely self-financed. The department/affiliated colleges interested in its affiliation need to comply with the norms laid down as above.

**5. To give details regarding duration of the course and is it possible to compress the course?**

The duration of the course is maximum 6 month {6 Months (July-December / January-June)} with total 30 contact hours consist of maximum 2 Credits on completion of total 30 hours.

**6. The intake capacity of each course and no. of admissions given in the current academic year (2019-20)**

The intake capacity is set to maximum 40 students per batch.

**7. Opportunities of employability/employment available after undertaking these courses:**

This course is meant for the any graduates /young lawyers/professors/Chartered Accountants/Company Secretaries or any individuals who want to be introduced to various aspects of legal drafting.

- This is a basic course for all interested candidates wanting an insight into the legal industry and a sense of the work performed by lawyers when they serve clients, whether they are working independently, at law firms or in companies.
- Legal writing skills are crucial for young professionals to develop a personal brand for themselves, especially on the internet.
- An individual proficient in the legal drafting will also be discoverable online by potential clients.

\*\*\*\*\*



# University of Mumbai

## Certificate Course in Legal Drafting

Syllabus (with effect from the academic year 2020-21)

(Choice Based Credit System)

### Board of Studies in English

#### Dr. Sudhir Nikam (Chairperson)

Dr. Rajesh Karankal (Member)

Dr. Santosh Rathod (Member)

Dr. Bhagyashree Varma (Member)

Dr. Deepa Mishra (Member)

Dr. B. N. Gaikwad (Member)

Dr. Dattaguru Joshi (Member)

Dr. Satyawan Hanegave (Member)

Dr. Deepa Murdeshwar-Katre (Member)

### Syllabus Sub-Committee

**Dr Satyawan S Hanegave (Convener):** Department of English, K J Somaiya College of Arts and Commerce, Mumbai

**Dr Pratima Das (Member):** Department of English, Smt. C.H.M. College, Ulhasnagar

**Dr Seema Sharma (Member):** Department of English, Jai Hind College, Mumbai

**Dr Bindu Variath (Member):** K C Law College, Mumbai

**Dr Aneesh V Pillai (Member):** School of Legal Studies, Cochin University of Science and Technology, Kerala



## Board of Studies in English

### Syllabus

1	Title of the Course	Certificate Course in Legal Drafting
2	Eligibility for Admission	Candidate who passed 10+2 examination in Arts / Science / Commerce/ or any other equivalent stream
3	Intake Capacity	40 Students per batch
4	Passing Marks	The candidate must obtain 40 % of the total marks in external and internal examination to pass the course
5	Selection	First Come First Served Basis
6	Credits	02 Credits
7	Duration of the Course	6 Months (July-December / January-June)
8	Number of Lectures	30 Hours
9	Fee Structure	Rs. 2000/- (The fee covers tuition fee, remuneration of teacher, infrastructural expenses, books, stationary, examination fee etc)
10	Teaching Faculty Qualification	As per UGC Guidelines
11	Remuneration of Teacher	As per University / Government Guidelines
12	Centre	Any College/Department/Institution under the purview of the University of Mumbai
13	Level	<del>P.G. / U.G. / Diploma</del> / Certificate (Strike out which is not applicable)
14	Pattern	<del>Yearly</del> / Semester (Strike out which is not applicable)
15	Status	To be implemented from the Academic Year 2020-2021

Date:

Signature:

## **Certificate Course in Legal Drafting**

### **Preamble:**

Certificate courses serve to add additional skills to the existing one. This certificate course is designed to introduce any graduate or under-graduate or post-graduate learners, professionals or any interested learner to acquire one of the most essential skills in day today life i.e. drafting content in legal way. This course is intends to impart the essential skills enabling the learner to understand and draft the legal documents that he/she may come across in his professional as well as day to-day life. It helps in making aware the learner to the critical rules and principles of drafting legal documents essential not only in professional life but also in day today life. The special provisions added in this curriculum has added the practical components of drafting that can help the learner to comprehend the nuances involved in legal drafting. Besides, comprehensive covering of the best practices for drafting legal documents in general, the course will also focus more closely on contracts, notices, and pleadings. Thus, on successful completion of this course learner will be encouraged to take the drafting as a professional career. The knowledge of drafting and conveyancing will help the learner to have a command over the better interaction while seeking legal advice from the legal experts in regards to the matters to be incorporated in the documents, to decide upon the coverage and laying down rights and obligations of the parties therein. Any advanced knowledge that lets the learner to implement in his career will facilitates better communication, thus, this course too intends to allow the practitioner to extract more information on framework of drafting, problems involved in and arrive on workable solutions, and facilitates settlement in all the legal matters especially involving in general draft documents, engrossment and execution thereof. A learner with the knowledge of legal drafting can make a better document with all facts known and judging the relevance and importance of all aspects to be covered therein.

- **Necessity of the Course:**

Certificate courses serve to add additional skills to the existing one. This certificate course is designed to introduce any graduate or under-graduate or post-graduate learners, professionals or any interested learner to acquire one of the most essential skills in day today life i.e. drafting content in legal way. This course is intends to impart the essential skills enabling the learner to understand and draft the legal documents that he/she may come across in his professional as well as day to-day life. It helps in making aware the learner to the critical rules and principles of drafting legal documents essential not only in professional life but also in day today life. The special provisions

added in this curriculum has added the practical components of drafting that can help the learner to comprehend the nuances involved in legal drafting. Besides, comprehensive covering of the best practices for drafting legal documents in general, the course will also focus more closely on contracts, notices, and pleadings. Thus, on successful completion of this course learner will be encouraged to take the drafting as a professional career.

**Objectives:**

1. To provide an idea about the general rules and principles of drafting legal documents
2. To acquaint the major provisions related to drafting under the Indian Laws
3. To analyse issues in contracts and negotiating terms of the contract
4. To provide practical training in drafting various legal documents such as notices, sale deeds, contracts, etc.
5. To enable the students to deal read and understand legal documents which he/she may deal in their normal life.
6. To equip the students to deal with complex legal documents without any external assistance

**Learning Outcomes:**

On successful completion of this course, students will be able to do the following:

1. Identify the primary components of the Indian legal system, navigate sources of legal information, and find sources of law relevant to specific legal documents.
2. Draft legal documents without any assistance from others.
3. Read, analyse, and synthesize primary and secondary legal documents.
4. Draft the legal documents which are more suited to their own needs and also they can help others in drafting documents.
5. Write predictive memoranda, client letters, and other legal documents with appropriate content, using the formats that lawyers would expect
6. Write precisely, concisely, and correctly.

**Unit I**      **Legal Terms:** Law, Custom, Justice, Right, Duty, Wrong, Civil Wrong, Criminal Wrong, Remedy, Fact, Person, State, Plaintiff, Complaint, Suit, Affidavit, Judgement, Appeal, Review, Revision, References, Writ, Stay order,

Injunction, Adjournment, Cause of Action, Issue, Charge, Bail, Ex Parte, Discharge, Acquittal, Conviction, Legal heirs, Legal Representative, Power of Attorney, International law, Arbitration, Jurisdiction, Amicus Curiae, Law: Civil and Criminal Law - Rules – Plaintiff – Defendant – Petitioner – Suit – Complainant – Complaint – Deeds – Contracts, Writs – PIL – Affidavit – Deponent – Courts – Tribunals – Quasi –Judicial Bodies – Drafting – Pleading – Conveyancing. (Or any other words that fits the purpose of this course. The instructor is at his/her liberty to add to the list or use other terms if necessary.)

### **03 Lectures**

<b>Unit II</b>	<b>Principles of Drafting</b>	<b>05 Lectures</b>
	<ul style="list-style-type: none"><li>i. Basic Principles of Drafting</li><li>ii. Primary rules relating to Drafting</li><li>iii. Legal Notice</li><li>iv. Pleadings</li><li>v. Affidavit</li><li>vi. Legal Contracts</li><li>vii. Transfer Agreements</li><li>viii. Lease Agreements</li><li>ix. Sale Agreements</li></ul>	
<b>Unit III</b>	<b>Civil and Criminal Court Documents</b>	<b>11 Lectures</b>
	<b>A. Civil Court Documents</b> <ul style="list-style-type: none"><li>i. Introduction to Civil Laws in India</li><li>ii. Hierarchies in Civil Courts in India</li><li>iii. Plaints</li><li>iv. Written Statements</li><li>v. Interlocutory Application</li><li>vi. Appeal</li></ul>	

**B. Criminal Court Documents**

- i. Introduction to Criminal Laws and System India
- ii. Hierarchies of Criminal Courts in India
- iii. Summons and Warrants
- iv. Private Complaint
- v. Bail Application
- vi. Appeal

**Unit IV      Petitions and Special Petitions      11**

- i. Complaints under Consumers Protection Act
- ii. Petition under Motor Vehicles Accidents Act
- iii. Petitions for Tribunals
- iv. Writ Petitions (All 5 types)
- v. Public Interest Litigation
- vi. Petition Under Right to Information Act

**Evaluation Pattern:**

**Internal Evaluation**

**Total Marks: 40**

- |  |   |          |
|--|---|----------|
| 1. Assignments                               | : | 10 Marks |
| 2. Chamber Visit for 6 days and report on it | : | 20 Marks |
| 3. Presentation                              | : | 10 Marks |

**External Evaluation**

**Total Marks: 60 Marks**

- |     |                                |    |
|-----|--------------------------------|----|
| Q1. | Objective Type Questions:      | 15 |
| Q2. | a. To frame Civil Documents    | 05 |
|     | b. To frame Civil Documents    | 05 |
|     | c. To frame Civil Documents    | 05 |
| Q3. | a. To frame Criminal Documents | 05 |
|     | b. To frame Criminal Documents | 05 |
|     | c. To frame Criminal Documents | 05 |
| Q4. | a. To frame Special Petitions  | 05 |
|     | b. To frame Special Petitions  | 05 |
|     | c. To frame Special Petitions  | 05 |

**Note: For framing documents hypothetical facts will be provided in the question paper.**

### **Recommended Books for Studies**

- Kumar H.L., Legal Drafting - Do it yourself, Universal Law House, 2016
- Shiva Gopal, Conveyancing, Precedents and Forms, EBC, 2016
- Hargopal, Hargopal's Legal Draftsman - A Comprehensive Guide to Deeds and Documents in 2 Vols. Universal Law Publishing Co Pvt. Ltd., 2018
- Justice P.S.Narayana, Pleadings and Practice (Civil & Criminal), Asia Law House, 2017
- Dr. Amit Sen, Legal Language, Legal Writing and Legal Drafting, Kamal Law House, Kolkata, 2008.
- SR Myneni, Legal Language and Legal Writing, Asia Law House, Hyderabad, 2019
- Nabhi's, Legal Drafting for Layman, Nabhi Publications, 2016
- R. Prakash, Murli Manohar Art of Conveyancing and Pleading, EBC, 2016
- R. Chakraborty, Law of Pleadings with Precedents (Civil and Criminal), Orient Publishing Company, 2008
- Dr. A. B. Kafaltiya, Textbook on Pleadings, Drafting & Conveyancing, Universal Law Publishing Co Pvt. Ltd., 2018
- Ashwin Madhavan, Rodney D. Ryder, Legal Writing and Contract Drafting, Bloomsbury, 2018
- Dr. A. N. Chaturvedi, Principles & Forms of Pleadings & Conveyancing with Advocacy & Professional Ethics, Allahabad Law Agency, 2018
- Reliance, Concise Concepts on Drafting Appearances and Pleadings, Reliance Publications, 2015
- Dr. K. K. Srivastava, The Law of Pleadings, Drafting and Conveyancing, Central Law Agency, 2016
- Dr. S.C.Tripathi, Legal Language, Legal Writing & General English, Central Law Publications, 2018

### **Reference Books for further Studies**

- CA. Rajkumar S. Adukia, Drafting of Commercial Contracts and Agreements, Asia Law House, 2012
- Rodney D Ryder, Drafting Corporate and Commercial Agreements [Legal Drafting Guidelines, Forms & Precedents], Universal Law Publishing Co Pvt Ltd., 2017
- H.K. Saharay, N.S. Bindra's Pleadings and Practice (2 Volume Set), Universal Law Publishing Co Pvt Ltd., 2017

Richa Kachhwaha, The Art of Legal Writing: Practicing Lawyers to Successful Professionals, Oak Bridge Publishing, 2019

S. P. Aggarwal, Drafting and Conveyancing, Lexis Nexis, 2015

J. P. Agarwala, Pleadings & Precedents in India, (in 2 Vols.), Delhi Law House, 2018

Medha Kolhatkar, Drafting, Pleading and Conveyancing, Lexis Nexis, 2019

S. P. Aggarwal, Pleadings - An Essential Guide, Lexis Nexis, 2016

Prof. Dr. K. L. Bhatia, Textbook on Legal Language and Legal Writing, Universal Law Publishing Co Pvt Ltd., 2010

D K Gupta, A Guide to Conveyancing, Drafting and Deeds, Vol. 1, 2005, Kamal Law House, Kolkata.

### **YouTube Video URL List for reference**

- i. <https://www.youtube.com/playlist?list=PLj26egOBPjmE6Go4CSY-8kr2gJc7JXVmW>
- ii. [https://www.youtube.com/watch?v=ixKD\\_Mah2-4&list=PLj26egOBPjmE6Go4CSY-8kr2gJc7JXVmW&index=2](https://www.youtube.com/watch?v=ixKD_Mah2-4&list=PLj26egOBPjmE6Go4CSY-8kr2gJc7JXVmW&index=2)
- iii. <https://www.youtube.com/watch?v=9nzytkcl1hM>
- iv. <https://www.youtube.com/watch?v=NT5W-lxXkoY>

### **Note:**

1. At the end of the course, the Centre (College/Institute/Department) should ensure that the university rules and regulations have been duly followed.
2. On the basis of examination results and credits earned by the student, the Centre will issue the joint certificate with the name of University and College/Institute/Department.

**N.B.:** THE CENTER SHOULD ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH RECOGNISED LAW FIRM/INDIVIDUAL LAW CONSULTANT TO ENSURE STUDENTS' VISIT FOR ACTIVE LEARNING WITH PRACTICAL EXPOSURE