

SKILL DEVELOPMENT COURSES FOR LAW

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COURSE FOR LATEX

(Branches: - As Applicable)

(2 CREDIT = 30 Hrs)

Course Objectives:-

Maximum Exposure has to be given on Practical Oriented

After completion of the course the student shall be able to:-

- 1) Create an article-style document that includes tables, figures, and a bibliography.
- 2) Write mathematic equations, formatting text in TEX.
- 3) Write book, research theis / report, presentation in TEX.

Sr. No	Content	Duration (30 Hrs)
1	Introduction Installation of The Software Latex,	2
2	Understanding Latex Compilation Basic Syntax, Writing equation, Matrix, Tables, A Simple Example	4
3	Basic Tools for Formatting Text Structuring, Creating Lists, and Changing Fonts, Paragraph Justification, Using Accents, Creating Tables, Importing Graphics.	4
4	Mathematical Formulas Basic Conventions in Math Mode, Simple Mathematical Formulas, , Alignments, Matrices, Dots in Formulas, Delimiters, Decorations, Packages: Geometry, Hyperref, amsmath, amssymb, algorithms, algorithmic graphic, color, tilez listing	6
5	Classes: article, book, report, beamer, slides, IEEtran	6
6	Application to: Write Resume, Writing Question Paper, Writing Articles/ Research Papers, Presentation using beamer.	8

References:-

- 1) "Learning LATEX" by Doing Andre Heck, AMSTEL Institute Publication.
- 2) "LaTeX: A Document Preparation System", 2nd Edition by Leslie Lamport, Addison-Wesley Professional Publication.
- 3) "LaTeX Companion", 2nd Edition By Frank Mittelbach, Michel Goossens, Johannes Braams, David Carlisle, Chris Rowley, Addison-Wesley Professional Publication.
- 4) "LaTeX Graphics Companion", 2nd Edition By Michel Goossens, Frank Mittelbach, Sebastian Rahtz, Denis Roegel, Herbert Vos, Addison-Wesley Professional Publication.

COURSE FOR SOFT SKILLS

(Branches: - As Applicable)

(2 CREDIT: - 30 hours)

Maximum Exposure has to be given on Practical Oriented

The syllabi should consist of practical and the theoretical aspects as well. For every component there shall be the practical and theoretical contents as well.

	PRACTICAL	THEORY	Duration in hours
	<p style="text-align: center;">Development of Proficiency in English :</p> <ul style="list-style-type: none"> • Practice on Oral and spoken communication skill & testing – voice & accent, voice clarity, voice modulation & intonation, word stress etc. • Feedback and questioning Technique • Objectiveness in Argument • Development etiquettes and manners • Study of different pictorial expression of non-verbal communication and its analysis • Film presentation (Hollywood movies or English Serials)(05 Hrs) 	<p style="text-align: center;">Concepts of effective communication</p> <ul style="list-style-type: none"> • Components of effective communication • Communication process and handling them • KISS (Keep it short and sweet) in communication – Composing effective messages. • Non – Verbal Communication: its importance and nuances: Facial Expression, Posture, Gesture, Eye contact, appearance (dress code). (04Hrs) 	9
	<p style="text-align: center;">Written Communication Skill Practice for:</p> <ul style="list-style-type: none"> • Correction of errors • Making of Sentences • Paragraph Writing • Leave Application and simple letter writing(4 Hrs) 	<p style="text-align: center;">Grammatical use:</p> <ul style="list-style-type: none"> • Punctuation • Meaning & opposites • Real Life conversations • Vocabulary building (2 Hrs) 	6
	<p style="text-align: center;">Presentation Skill practice</p> <ul style="list-style-type: none"> • Preparing in presentation • Delivery of presentation (4 Hrs) 	<p style="text-align: center;">Concept of 4 method for presentation</p> <ul style="list-style-type: none"> • Preparation & introduction • Presentation 	6

		<ul style="list-style-type: none"> • Evaluation / feedback • Summarization / Conclusion(2 Hrs) 	
	<p align="center">Team Building / Coordination Skills</p> <ul style="list-style-type: none"> • Team Building Practices through group exercises , team task / role play • Ability to mixing & accommodation • Ability to work together (4 Hrs) 	<p align="center">Concept of</p> <ul style="list-style-type: none"> • Group • Group Dynamics • Team building (2 Hrs) 	6
	<p align="center">Organizational Skills</p> <ul style="list-style-type: none"> • Time Management Practices through exercise. • Exercise of different Time management Techniques (2 Hrs) 	<p align="center">Organizational Skills</p> <ul style="list-style-type: none"> • Time Management – Definition, Need, Principles, advantages and Disadvantages, Time Management techniques. • Goal Setting- Concept of goal-setting, Importance of goals, SMART (Specific, Measurable, Achievable, Realistic, Time-bound) goals, Do's and Don'ts about goals. (1 Hrs) 	3

References:-

- 1) “Effective Communication for Colleges”, by Clarice Penne baker Brantley , Michele Goulet Miller, 11th edition, Cengage Learning Publication.
- 2) “Common Mistakes at Proficiency and How to Avoid them”, by Julie Moore, Cambridge University Press Publication
- 3) “Written Communications That Inform and Influence”, by Harvard Business School Publishing, Perseus Distribution Services Publication.
- 4) “How to Run Seminars & Workshops: Presentation Skills for Consultants, Trainers and Teachers” by Robert L. Jolles, 3rd Edition, Wiley Publication.
- 5) “Developing Management Skills” by David A. Whetten, Kim S. Cameron, 8th edition, Prentice Hall Publication.

COURSE FOR FORENSIC SCIENCE

Course Objectives: -

(4 CREDIT = 60 Hrs)

Maximum Exposure has to be given on Practical Oriented

After completing the Forensic Science program, students will be able to:

1. Explain the career opportunities available to forensic investigators and describe the characteristics of professionals in this field.
2. Identify five common means of death and the ways in which investigators attempt to estimate the time of death.
3. Explain how investigators combine scientific methods with intuition during their investigations and describe the factors that influence the selection and use of various analytical techniques.
4. Describe the typical criminal investigation and the significance of individual and class characteristics in the context of criminal investigations.
5. Explain the purpose of processing and securing the crime scene and outline the considerations involved in the removal of physical evidence, including legal and safety precautions.
6. Describe the procedures followed in the crime lab and identify and describe common tools, processes, and evolving technologies, such as microscopes, fingerprinting, drug screening, and serology and other immunoassay techniques, such as DNA profiling, as well as crime scene reconstruction.

Sr. No	Content	Duration (15 Hrs)
1	Criminal Justice System Introduction to the administration of criminal justice in a democratic society, with emphasis on the theoretical and historical development of law enforcement. The principles of organization and administration for law enforcement; functions and specific activities; planning and research; public relations; personnel and training; inspection and control; direction; policy formulation.	12
2	Crime Investigation Techniques a) Crime scene sketches and search patterns b) Collection and packaging of physical evidence c). Crime scene photography d). Fingerprint classification e) Inked fingerprints f). Latent fingerprint recovery (powder) g). Impression evidence (footwear impressions) h). Forensic pathology	12
3	FORENSIC PHOTOGRAPHY a) Photography of objects – Close-up, normal, telephoto and processing.	12

	b) Document and Finger print Photography. c) Photomicrography, Macro photography, X-Ray shadowgraphy and UV fluorescence Photography d) Photography with different filters for developing contrasts	
4	QUESTIONED DOCUMENTS Identification of handwriting – a) General characteristics, natural variations, fundamental divergences and individual characteristics. b) To detect simulated, traced forgeries and disguised handwritings. c) To study the handwriting of person suffering from illness and handwriting written on unusual surfaces d) Examination of additions, alterations and obliterations in the documents. e) Examination of mechanical and chemical use of erasures on the documents f) Examination of indented writings g) Identification of writing inks by TLC h) Examination of security documents (currency note, stamp, passport, lottery, etc.) i) Examination of mechanical, electronic and digital typescripts and printed matter. j) Examination of sequence of intersecting strokes.	12
5	FINGER PRINTS AND IMPRESSIONS a) To take plain and rolled inked fingerprints and to identify patterns b) To perform ridge tracing and ridge counting c) To identify ridge characteristics d) To compare the finger prints e) To develop latent fingerprints with powder, fuming and chemical methods. f) Lifting of fingerprints.	12

References:-

- 1) "Criminal Investigation" by Berg B.L, 4th Edition, New York McGraw Hill Publication.
- 2) "Criminal investigation" by Bennett, W. & Hess, K. (2010), 9th Edition. Belmont, CA: Wadsworth Publication.
- 3) "Forensic Science: A Beginner's Guide (Beginner's Guides (Oneworld))", by Jay Siegel, ONE World Publication.
- 4) "Forensic Science: Principles & Concepts", by Nishant Singh, Ancient Publishing Publication.
- 5) "Forensic Science: Modern Methods of Solving Crime", by Max M. Houck, first edition Neha Publication.
- 6) "Forensic Science: An Introduction to Scientific Crime Detection", by Walls H. J., 2nd Edition UNIVERSAL LAW Publication.
- 7) "Forensic Science", by Ashok Kumar, Discovery Publishing house Publication.

COURSE FOR OFFICE AUTOMATION

Course Objectives: -

(4 CREDIT = 60 Hrs)

Maximum Exposure has to be given on Practical Oriented

After completion of the course the student shall be able to:-

1. Improve customer relation.
2. Achieve better management control.
3. Simplify operations and minimize computational errors.
4. Improve quality of output in terms of presentation and reduction in processing time.

Sr. No	Content	Duration (60 Hrs)
1	<p>1. Introduction to Word Processors</p> <p>2. Creating a Basic Document, Get Help Using Word, Enter Text, Save a New Document, Preview a Document, Print a Document, Templates available in Word,</p> <p>3. Editing a Document: Navigate in a Document, Insert Text, Select Text, Move and Copy Text, Delete Blocks of Text, Undo Changes, Find and Replace Text</p> <p>4. Formatting Text Change Font and Size, Apply Font Styles and Effects, Change Text Color, Highlight Text, Copy Formats, Clear Formatting</p> <p>5. Formatting Paragraphs Set Tabs, Change Paragraph Alignment, Indent Paragraphs, Add Borders and Shading, Apply Styles, Create Lists, Change Spacing Between Paragraphs and Lines</p> <p>6. Proofing a Document Use the Thesaurus, Check Spelling and Grammar, Check Word Count</p> <p>7. Adding Tables Create a Table, Enter Data in a Table, AutoFormat a Table</p> <p>8. Inserting Graphic Elements Insert a Clip Art Picture, Insert Symbols and Special Characters, Add a Watermark</p> <p>9. Controlling Page Appearance Set Page Orientation, Change Page Margins, Add Headers and Footers</p>	12
2	<p>1. Introduction to Spreadsheets</p> <p>2. Create a simple spreadsheet, Moving Around a Worksheet, Selecting Cells, Columns, Rows, and Ranges The Zoom Feature, Entering and Deleting Data, Using Undo and Redo, AutoFill and Complete, Dragging and Dropping Cells Cut, Copy, and Paste Cells, Insert and Delete Cells, Rows, and Columns, Creating a New Workbook, Opening a Workbook, Saving a Workbook, Closing a Workbook</p> <p>3. Printing Your Spreadsheet Opening Print Preview, Using the Print Preview, Quick Printing</p>	12

	<p>The Print Dialogue, Using Page Setup</p> <p>4. Functions and Formulas Basic Mathematical Operators Working with Basic Formulas, Using Formulas with Multiple Cell References, Relative and Absolute Cell References</p> <p>Fixing Formula Errors, Displaying and Printing Formulas</p> <p>What are Functions? Finding the right Function</p> <p>Some Useful and Simple Functions, Using AutoSum</p> <p>5. Editing Your Workbook</p> <p>Changing the Size of Rows or Columns, Adjusting Cell Alignment</p>	
3	<p>Overview Creating a database</p> <p>Modifying a table, Creating Forms, Queries and reports</p>	12
4	<p>Internet Basics</p> <p>Navigating the Web, Finding Information on the Web, Communication Using E-Mail</p>	12
5	<p>Overview of Presentation</p> <p>Graphics, Creating a Presentation ,Modifying and Refining Presentation, Using Advanced , Presentation Features</p>	12

References:-

- 1) "Computer Basics with Office Automation", by Archana Kumar, I.K. International Publication.
- 2) "The Handbook of Office Automation", by Reilly Ralph Tomas Ph. D.
- 3) "Exploring of Computer Fundamentals and Office Automation", by D. Magdalene Delighta Angeline, I. Samuel Peter James, LAP Lambert Academic Publishing.

COURSE FOR INFORMATION TECHNOLOGY LAW

Course Objectives: -

(4 CREDITS = 60 Hrs)

Maximum Exposure has to be given on Practical Oriented

After completion of the course the student shall be able to:-

- 1) Evaluate the law in relation to intellectual property, Internet content, eBusiness and eGovernance.
- 2) Critically analyse the law in relation intellectual property, the regulation of Internet content, eBusiness and eGovernance, and make suggestions for reform.
- 3) Developed research skills and knowledge of technical and legal IT resources in preparation for classes.
- 4) Developed the ability to critically review national, EU and international IT law policy,
- 5) Developed competence in the use of key online and offline IT legal resources.

Sr.No	Content	Duration (60 Hrs)
1	Introduction to Information Technology law a) Information Technology Contracts, b) Electronic contract and Torts, c) Information and communications technology crime, d) Data protection and freedom of information	12
2	Intellectual Property (IP). a) Software patentability and copyright; b) The database right; c) Protection of domain names using trade marks; d) Copyright issues online, including peer-to-peer and online libraries.	12
3	Regulation of Internet content. a) Internet Service Provider (ISP) liability; b) Criminal law (hacking, denial of service (DoS), cyber-security, pornography and censorship); c) Virtual torts.	12
4	eBusiness. a) Information security (including digital signatures); b) Software contracts and licensing; c) Open Source software; d) Online Dispute Resolution.	12
5	eGovernance.	12

	<ul style="list-style-type: none">a) Online and employee surveillance;b) Privacy and data protection (including privacy enhancing technologies);c) Information security and corporate governance;d) Security and terrorism;e) Technical standardization.	
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References:-

- 1) "Information Technology Law" by Lloyd, 5th Edition, OU Publication.
- 2) "Copyright Law in the Digital Society" Aplin, Hart Publication.
- 3) "Intellectual Property" by Bainbridge, D, 8th Edition, Longman Publication.
- 5) "Introduction to Information Technology Law" by Bainbridge, 6th Edition, Longman.
- 6) "Information Technology Law: The law and society" by Murray, 1st Edition, OU Publication.
- 7) "Information Technology Law" by Rowland and MacDonald, 4th Edition, Routledge-Cavendish Publication.
- 8) "E-Commerce Law" by Todd, 1st Edition, Routledge-Cavendish Publication.
- 9) "Information Technology Law and Practice", by Vakul Sharma-English-Universal Law Publishers-Paperback_Edition-3 Rev edition.

COURSE FOR ALTERNATIVE DISPUTE RESOLUTION

Course Objectives: -

(4 CREDITS = 60 Hrs)

Maximum Exposure has to be given on Practical Oriented

Having successfully completed this course, students will be able to:

- 1) Analyze the advantages and disadvantages of negotiation in a particular situation vis a vis taking the dispute to a court of law.
- 2) Assist in strategically determining a client's negotiation position; in terms of the strength and weaknesses of that client's case.
- 3) Explain how one can generally avoid dangers which arise during negotiation.
- 4) Analyze ethical issues which may arise in negotiation.
- 5) Analyze ethical issues which may arise in negotiation.
- 6) Explain what a mediator does and does not do.
- 7) Analyze the meaning, and effect, of mediation agreements and how they affect the parties' future rights.
- 8) Explain the advantages and disadvantages of arbitration and assist in making the determination of whether arbitration is appropriate in a particular case.
- 9) Research and apply the state and federal laws which govern arbitration.
- 10) Take the steps necessary to initiate an arbitration proceeding.
- 11) Explain the form and functions of high-low arbitration and how it operates differently from traditional arbitration.

Sr.No	Content	Duration (60 Hrs)
1	Introduction to Forms of Alternative Dispute Resolution Overview of Alternate Dispute Resolution , History of Alternate Dispute Resolution, Negotiation Overview, Mediation Overview, Arbitration Overview	8
2	Negotiation Positioning-Problem Solvers Cooperate Adversaries Compete Negotiation Generally , Adversarial Positioning & Distributive Bargaining	8

3	The Legal Professional as a Negotiator- Ethical Considerations Model Rules of Professional Conduct , Negotiator’s Duties to Client - Model Rule 1.4 , Negotiator’s Duties to Client - Model Rule 2.1, Negotiator’s Duties to Others – Model Rule 4.1, Negotiator’s Duties to Others – Model Rule 4.2 , Negotiator’s Duties to Others – Model Rule 4.3	8
4	Negotiating Deals Absent Disputes, Settlement Agreements & Special Settlements Making Deals Cooperatively and Competitively, Drafting a Valid Settlement Agreement , Special Settlement Agreements	8
5	Mediation: How It Works Mediation– What It Is and What It Is Not , Advantages and Disadvantages of Mediation, Mediation Structure,	8
6	Mediation: Case Studies Hypothetical Mediation Scenario, The Clergy Cases & Meddlesome Mediators The Foxgate Case – Good Faith & Confidentiality	12
7	Arbitration Arbitration’s History Prior to the Twentieth Century, The Rise of Arbitration Legislation	8

References:-

- 1) “Alternative Dispute Resolution”, 1st Edition, by Madabhushi Sridhar, LexisNexis India Publication.
- 2) “Alternative Dispute Resolution along with the Gram Nyayalayas Act”, by Sukumar Ray, Eastern Law House Publication.
- 3) “Textbook on Arbitration & Conciliation with Alternative Dispute Resolution”, by Saharay Madhusudan 2nd edition, UNIVERSAL LAW PUB Publication.

COURSE FOR MANAGEMENT FUNDAMENTALS

Course Objectives: -

(4 CREDITS = 60 Hrs)

Maximum Exposure has to be given on Practical Oriented

Having successfully completed this course, students will be able to:

- 1) Explain the various concepts of management.
- 2) Make the students understand the contemporary management practices.
- 3) Highlight professional challenges that managers face in various organization.
- 4) Enable the students to appreciate the emerging ideas and practices in the field of Management

Sr.No	Content	Duration (60 Hrs)
1	<p>Introduction to Principles of Management: Basic Concepts: Definition of Management , Contribution of F.W Taylor, Henri Fayol, Elton Mayo, Mary Parker Follet, Rensis Likert, Chestard Bernard, Douglas McGregor, Peter Drucker, Michael Porter and C.K Prahlad Approaches to Management: Scientific Approach, Systems Approach and Contingency Approach. Managerial Competencies: Communication, team work, planning and administrative, strategic and global competencies.</p>	12
2	<p>Organization: Formal and Informal, Line and staff relationship, Centralization Vs. Decentralization, Basic issues in organizing ,work specialization ,chain of command delegation, span of management, Organization structural- bases for departmentation</p> <p>Organizational Culture: Cultural Diversity, Multi Ethic Workforce, Organizing Knowledge resource.</p>	12
3	<p>Planning: Nature & element of planning, planning types and models, planning in learning organizations, types, Steps, MBO, MBE, Planning, Premises.</p> <p>Decision Making: Risk and uncertainty, Decision Trees, Decision Making process, models of decision making, increasing participation in decision making, decision - making creativity.</p>	12
4	<p>Controlling: Process, Standards and Bench marking – Coordination- Principles of Co-ordination –Inter – dependence.</p>	12
5	<p>Challenges in Management: Change Management- Timing of Change- Reaction to change Planning organizational Change- Technological change Effective use of Communication Devices and IT</p>	12

References:-

- 1) "Fundamentals of Management", by Robbins,S.P and Decenzo, D.A, Person Education Publication.
- 2) "Management by Koontz and wechrich", TMGH Publication.
- 3) "Management by Stoner, et al, prentice Hall of India", New Delhi Publication.
- 4) "Management by Hellregel, Thomson Learning", Bombay Publication.
- 5) "Management –Text & Cases by Satya Raju",PHI Publication.
- 6) "Management by Rchard L draft ", Thomson South-Western Publication.

COURSE FOR INVESTMENT AND SECURITIES LAW

(Branches: - As Applicable)

(4 CREDIT = 60 Hrs)

Course Objectives:-

Maximum Exposure has to be given on Practical Oriented

After completion of the course the student shall be able to:-

1. Learn laws relating to investment and security.
2. Enable the economic and social development depends on security market at national and global levels.

Sr. No	Content	Duration (60 Hrs)
1	Historical Background of securities and investment laws Securities: the concept, England: Banking corporate finance and private financial services, India: from usury laws to the modern system	8
2	Securities: Kinds Government Securities, Securities issued by banks, Securities issued by corporations, Securities in mutual fund and collective investment scheme, Depository receipts	8
3	Government Securities Bonds issued by government and semi government institutions, Role of Central Bank (the RBI in India), Impact of issuance of bonds on economy, Government loan from the general public, External borrowing, World Bank, I.M.F. Asian Development Bank, Direct loan from foreign government. Government loan: the constitutional dilemma and limitations, Can a state go for external loans?, Impact on economic sovereignty, Dilution of power of the Central Bank (RBI), Treasury deposits	12
4	Securities Issued by Banks Bank notes: is it the exclusive privilege of the Central Bank in the issue, Changing functions of banks from direct lending and borrowing to modern System, Bank draft, travelers cheques, cheque cards, credit cards, cast cards, Deposits' nature: current, saving and fixed deposits, interest warrants	8
5	Corporate Securities Shares, Debentures, Company deposits, Control over corporate securities, Central government: Company Law Board, SEBI: guide lines on capital issues, RBI, Protection of investor, Administrative regulation, Disclosure regulation, Protection by criminal sanction	8
6	Collective Investment Unit Trust of India, Venture capital, Mutual fund, Control over issue and management of UTI, venture capital and mutual funds, Plantations and horticulture farms, General control, Control by rating, Regulation on rating.	8
7	Investment in non-banking financial institutions Control by usury laws, Control by RBI, Regulation on non-banking financial and non-financial companies, Private-financial companies: registration and regulation, Chit funds	8

References:-

- 1) "Investment and Securities Markets in India" by Avdhani. V.A, Himalaya Publishing House Publication.
- 2) "Investment and Securities Markets in India", by Khan. M. Y, Tata McGraw Hill Publication.
- 3) "Banking theory, Law and Practice", by K.P.M. Sundaram, P.N.Varshney, Sultan Chand & Sons,
- 4) "The Banking Law in Theory and Practice", by Gupta, S.N, Universal, New Delhi Publication.
- 5) "Guide to the Companies Act", by Ramaiya, A. Wadhwa and Co., New Delhi Publication.
- 6) "Banking theory and Practice", by Shekhar. K.C. Shekar Lekshmy, Vikas Publishing House Publication.
- 7) "Financial Markets and Institutions", by Dr. S. Gurusamy, Tata McGraw Hill Publication.

COURSE FOR LEGAL PROCESS OUTSOURCING

Course Objectives: -

(4 CREDIT = 60 Hrs)

Maximum Exposure has to be given on Practical Oriented

After completion of the course the student shall be able to:-

1. Effectively communicate ideas and analysis of statutes as they relate to a specific client problem.

Sr. No	Content	Duration (60 Hrs)
1	Introduction to LPO The LPO Setup, LPO System and Processes, Corporate Skills, Business Communication, Cultural Training, Team Building, Analytical Ability, Customer Centricity, Corporate Ethics, Security and confidentiality, Plagiarism ,corporate values, LPO Service offering, Demystifying misconceptions on LPO, Regularity framework for LPOs in india and across the globe, Current trends on outsourcing.	8
2	LPO-Offering-Contract Management Fundamentals of contract, Reading a contract, essentials of contract, Anatomy of contract, key clauses, interplay among clauses, Types of contracts, Non disclosure agreement, hold Harmless Agreements, Licenses and leases, publishing agreements, Contract Management Services, Contract Abstraction, Contract Obligation Tracking, Deviation and Risk Analysis, Contract Review and Negotiation, Contract Administration	20
3	LPO Offering-Document Review/Litigation Support Process Flow of Litigation, Workflow of Litigation Procedure, Discovery, What is Document Review, Categories of Document Review, Review Protocol/guideline, Privilege, Attorney Client Privilege, Attorney Work Product	10
4	Legal Research Meaning of Legal Research, Objective/need for legal research, silent features of legal research(search vs research, web based research etc.), Types of Legal Research(Objective/persuasive, jurisdiction, issues etc), use of IARC method, Sources for legal research(primary/secondary/web based etc),using citations, Global Legal Systems, US Legal System, UK Legal System, Memorandum writing, Do's and Don't in legal research	8
5	Compliance Introduction to compliance, Need for Compliance and Impact of Non-Compliance, Types of Compliance, Regulatory compliance, Contractual compliance, Process flow and Methodologies, Compliance tracking and reporting, Steps for effective compliance management, Exercises/Assignment.	5
6	Intellectual Property Meaning and Scope, Tangible vs. Intangible Assets, Intellectual Property vs Intellectual property right, Types of Intellectual Property(Trademark, Copyright, Patent, Trade Secret, Geographical Indication, Industrial design right, integrated circuit Topographic),Intellectual Property services, Patent search, Patent Drafting and Filing, Patent Prosecution, Infringement	4

	Search and Analysis, Trademark Searches/Filling and Prosecution, Copyright Registration	
7	Technology and law	5

References:-

- 1) "The Law and Practice of Legal Process Outsourcing", by Cch, Wolters Kluwer India Pvt Ltd Publication.
- 2) "Contracts and their Management", by Ramaswamy B S, 4th Edition Lexis Nexis Publication
- 3) "Written Communications That Inform and Influence", by Harvard Business School Publishing, Perseus Distribution Services Publication.
- 4) "Legal Research Methodology", by Rattan Singh, LexisNexis India Publication.

ADVANCED LEGAL WRITING COURSE

Course Objectives: -

(4 CREDIT = 60 Hrs)

Maximum Exposure has to be given on Practical Oriented

After completion of the course the student shall be able to:-

1. Enhance legal analysis and case synthesis abilities.
2. Understand the vertical structure of the court system.
3. Be able to properly cite, in legal memoranda format, cases, state and federal statutes and other secondary recourses.
4. Effectively communicate ideas and analysis of statutes as they relate to a specific client problem.

Sr. No	Content	Duration (60 Hrs)
1	Introduction to Legal Writing Variety of Legal Documents, The Importance of Legal Writing Skills, Characteristics of Legal Writing, The Counter rules of construction, Applying Writing Skills to the Legal Writing Process	6
2	The Prewriting Process The Importance of the Prewriting Process, Stages of the prewriting Process, Identifying the Source Law, Reading the Law, Analyzing the Law, Applying Law, Evaluating the Law	6
3	Structure in Legal Documents The Design of a Legal Document, The Basics of Design, Sentence Structure.	6
4	Diseases of Legal Writing Avoid Ambiguity, Avoid Inconsistency, Avoid Redundant Pairs, Avoid Nouns and Verb Strings, Avoid The Vague Referent, Avoid Legal Jargon, Avoid Problem Modifier	6
5	Style: Polishing Your Writing Build Sentences Around Verbs, Choose Active Rather than Passive Voice, Avoid Fat Nouns, Use Correct Tense, Think Singular, Use Nonsexist Language, Avoid Intrusive Words	6
6	Editing The Difference between Macro and Micro Editing, Macro Editing	6
7	Litigation Documents Background of Pleading Practice, Distinction Between pleading and Motions, Form of Court Documents, The Importance of Deadlines, Guidelines for Preparing Legal Documents, Sample Pleading and Motions.	6
8	Legal Correspondence Functions of Legal Correspondence, effective Letter Writing, The Format of letters, Examples of legal Correspondence.	6
9	Transaction Documents Putting Together Legal Relationships, Volunteering to Draft the Document, Consulting Checklists and Form Books, The Components of The Document, Examples of Transaction Documents.	6

10	Legal Memoranda What is a Memorandum, Preparing to write a Memorandum, Form of the Memorandum, Style of the Memorandum, Sample Memorandum	6
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References:-

- 1) "Beyond the Basics: A Text for Advanced Legal Writing" by Ray & Cox, West Publishing.
- 2) "The Elements of Legal Style or The Redbook: A Manual on Legal Style" by Bryan Garner's.
- 3) "Legal Writing (Paperback) "by Steve Barber, 2nd Edition, International Cengage Learning Publication.