



## CHILDREN WELFARE CENTRE'S COLLEGE OF LAW

Marve Road, Malad (W), Mumbai 400 064

(Approved by Bar Council of India & Affiliated to Mumbai University)

Children Welfare Centre's College of Law

*Invites you to*

“ L E X R E D I G E N D I S ”

## ADD-ON CERTIFICATE COURSE DRAFTING, PLEADING, CONVEYANCING

### **DURATION -**

*30 hours (offline mode)*

### **TIMING -**

*11:00 am to 4:30 pm  
(Every Saturday)*

### **STARTING FROM-**

*09/03/2024 to 13/04/2024*

### **COURSE COORDINATOR-**

*Asst. Prof Rajkumar Tiwari.*

## ABOUT THE COLLEGE

Established in the year 2010, Children Welfare Centre Trust's College of Law, located at Marve Road, Malad West on a sprawling campus, strives to produce competent law professionals year after year. The college is affiliated to University of Mumbai and enjoys recognition by the Bar Council of India and Government of Maharashtra.

## ABOUT THE COURSE

- Join this course of Drafting, Pleading and Conveyancing to sharpen your skills.
- Irrespective of whether you are a law student, a practising Lawyer, this course will help you to master this critical area of Law.

## HIGHLIGHTS OF THIS COURSE –

- Guidance by the Experts in the field of law.
- Interactive sessions.
- Practical exercises and case studies.
- Enhance your legal writing skill.

## BENEFITS OF THE COURSE-

- **Client Satisfaction** - Well-drafted documents build client confidence and trust in their lawyers' abilities.
- **Clarity in communication** - Clear communication helps in minimising confusion, conflicts, and disputes.
- **Efficiency** - Well-drafted contracts can prevent future conflicts or time consuming, costly renegotiations.
- **Reputation** - Well-drafted documents can enhance your credibility and reputation among clients, colleagues, authorities and the judiciary.

# TOPICS –

## 1. INTRODUCTION TO DRAFTING & LEGAL EFFECTIVE DRAFTING.

- Understand the importance of legal effective drafting.
- Principle of effective Legal writing and structuring Legal documents.
- Drafting legal notice, opinion and memos.

## 2. FUNDAMENTALS OF PLEADINGS.

- Introduction to Criminal and Civil pleadings.
- Drafting complaints, written statements, Counterclaim, set-off.
- Use of proper facts and legal language in drafts.

## 3. CONVEYANCING-

- Introduction to Conveyancing.
- Title Search.
- Drafting mortgage deed, Sale deed, Lease deed, Agreement to sale

## 4. ADVANCED DRAFTING TECHNIQUE-

- Drafting contracts, Legal notices, Agreements.
- Drafting Wills, Power of attorney, Bails.
- Reviewing the legal drafts for accuracy.

DATE	TIME	TOPIC	INSTRUCTOR
09/03/2024	11:00AM-1:30 P.M	USE OF PROPER FACTS AND LEGAL LANGUAGE IN DRAFTS	ADV. SUNNY AARON WASKAR (FOUNDER OF SUNNY WASKAR & ASSOCIATES)
	1:30 TO 2:00 PM (BREAK)	(BREAK)	-
	2:00 P.M TO 4:30 PM	INTRODUCTION TO CONVEYANCING	ASST. PROF AMARO HENRIQUES
16/03/2024	11:00AM TO 1:30 P.M	DRAFTING OF MORTGAGE DEED, SALE DEED, LEASE DEED, AGREEMENT TO SALE	ADV. KARAN MERTIA SIR (PRACTISING ADVOCATE IN HIGH COURT)
	1:30 TO 2:00 PM (BREAK)	(BREAK)	-
	2:00 P.M TO 4:30 PM	DRAFTING LEGAL NOTICE, OPINION AND MEMOS.	ASST. PROF MUNMUN DESAI
23/03/2024	11:00AM-1:30 P.M	INTRODUCTION TO CRIMINAL AND CIVIL PLEADINGS.	HON'BLE RETD. JUDGE DUJENDRAKUMAR H SHARMA
	1:30 TO 2:00 PM	(BREAK)	-
	2:00 P.M TO 4:30 PM	DRAFTING OF COMPLAINTS, WRITTEN STATEMENT, COUNTER CLAIM, SET OFF.	HON'BLE RETD. JUDGE DUJENDRAKUMAR H SHARMA
30/03/2024	11:00AM-1:30 P.M	BAILS.	ASST. PROF RAJKUMAR TIWARI
	1:30 TO 2:00 PM (BREAK)	(BREAK)	-
	2:00 P.M TO 4:30 PM	LEGAL NOTICE, POWER OF ATTORNEY	ASST. PROF MANISHA PATHAK
06/03/2024	11:00AM TO 1:30 P.M	UNDERSTAND THE IMPORTANCE OF EFFECTIVE LEGAL DRAFTING.	ADV. PRADYUMNA D SHARMA. (MANAGING PARTNER OF SHARMA & SHARMA LEGAL SOLUTIONS)
	1:30 TO 2:00 PM (BREAK)	(BREAK)	-
	2:00 P.M TO 4:30 PM	PRINCIPAL OF EFFECTIVE LEGAL WRITING AND STRUCTURING LEGAL DOCUMENTS,	ADV. PRADYUMNA D SHARMA. (MANAGING PARTNER OF SHARMA & SHARMA LEGAL SOLUTIONS)
13/04/2024	11:00AM-1:30 P.M	TITLE SEARCH	ASST. PROF AMARO HENRIQUES
	1:30 TO 2:00 PM	(BREAK)	-
	2:00 P.M TO 4:30 PM	DRAFTING OF CONTRACTS	ASST. PROF POOJA HINGORANI

# INSTRUCTIONS

1. The course is for Rs 500/, only for the students of CWC 's College of Law
2. The Course will be held for 6 Saturdays between 09.03.2024 and 13.04.2024 at 3rd floor, Moot Court Hall.
3. Kindly note that it is mandatory for the enrolled students to complete 80% of the course in order to obtain the certificate.
4. Enrolled students will be required to sign-in and sign-out separately for each session.
5. ONLY the enrolled students will be allowed to be present in the hall. No other students will be allowed as audience.

For details, please visit our college website :

[www.cwclawcollege.in](http://www.cwclawcollege.in)

Contact- +91 9967529177

## CHIEF PATRON

Shri Ajay Kaul

*General Secretary*

*(Children Welfare Centre Trust)*

## ADVISORY COMMITTEE

Dr. Anant N. Kalse

*(I/C Principal, CWC's College Of Law)*

&

Shri. Suraj Wadhwa

*(Management, CWC's College of Law)*

## COURSE COORDINATOR

Prof Rajkumar Tiwari

*(Assistant Professor, CWC's College of Law)*