



SGT UNIVERSITY, GURGAON FACULTY OF LAW

PROGRAMME	SEMESTER	COURSE NAME	COURSE CODE
LL. B. (Hons)	V	Drafting, Pleading & Conveyancing	08040503

Drafting, Pleading & Conveyancing

Course Objective: Legal drafting skills are of utmost importance to all lawyers but are often difficult to master. Despite the challenges of mastering the art, the most effective lawyers are those who actively implement strategies to improve their drafting skills. Drafting requires a host of skills to be effective. This course will help the students to enhance legal drafting skills. It not only focuses on the theory of effective drafting guidelines but also provides relevant formats to assist in understanding practical application of concepts and develop necessary skills for drafting legal documents. The course is intended to improve the ability to draft quality legal documents.

Module – I Fundamental Rules of Pleadings

1. Pleadings (Order 6 CPC)
2. Plaint Structure
3. Written Statement and Affidavit
4. Application under Section 5 of the Limitation Act
5. Application for setting aside *ex-parte* Decree
6. Writ Petitions

Module – II Civil Pleadings

1. Suit for Recovery under Order XXXVII of CPC
2. Suit for Permanent Injunction
3. Suit for Dissolution of Partnership
4. Application for Temporary Injunction Order XXXIX of CPC
5. Appeal from Original Decree under Order 41 of CPC
6. Revision Petition
7. Review Petition

Module – III General Principles of Criminal Pleadings

1. Application for Bail
2. Application under Section 125 CRPC

3. Compounding of Offences by Way of Compromise under Section 320 (i) CRPC
4. Complaint under Section 138, Negotiable Instruments Act, 1881
5. Application under Section 482, CRPC

Module – IV CONVEYANCE

- a. Notice to the Tenant under Section 106 of Transfer of Property Act
- b. Notice under Section 80 of CPC
- c. Notice under Section 434 of the Companies Act
- d. Reply to Notice
- e. General Power of Attorney, Will, Agreement to Sell, Sale-Deed, Lease-Deed, Partnership Deed, Mortgage Deed, Relinquishment Deed, Deed of Gift

Module – V FORMS OF DRAFTING

1. Petition for Grant of Probate / Letters of Administration
2. Application for Appointment of Receiver/Local Commissioner
3. Application for Compromise of Suit
4. Application for Appointment of Guardian
5. Application to Sue as an Indigent Person under Order 33 CPC
6. Appeal from orders under order 43 of CPC
7. Application for execution
8. Application for caveat section 148A of CPC
9. Writ Petition
10. Special Power of Attorney
11. Reference to Arbitration and Deed of Arbitration
12. Notice for Specific Performance of Contract

Course Outcome: After completing this course, Students will be able to:

1. Analyze and apply general principles of drafting and conveyancing
2. Use effective writing techniques to draft different types of legal documents
3. Draft different types of Deeds including deed of sale of land, mortgage deeds, license deeds, lease deeds, assignment deeds, trust deeds, partnership deeds and power of attorney deeds

4. Draft different types of contracts including commercial agreements, professional services agreement, employment agreements franchise, agency, dealership and distributorship agreements, intellectual property rights agreements, arbitration agreements, foreign collaboration and joint ventures agreements and real estate and tenancy agreements.

Suggested Readings:

1. N.S. Bindra, Conveyancing, Draftsman and Interpretation of Dates, Delhi LawHouse, 1985
2. G.C. Mogha& S. N. Dhingra, Mogha's Law of Pleading in India with Precedents,Eastern Law House, 18th Edn. 2013
3. R.N. Chaturvedi, Conveyancing, Eastern Book Company, 2011 (7th Edn)
4. G.C. Mogha, Indian Conveyancer, Dwivedi Law, 2009 (14th Edn)
5. C. R. Datta& M.N. Das, D'Souza's Form and Precedents of Conveyancing, Eastern Law House, 2008 (13th Edn)