

SYLLABUS

Day 1: Introduction to Legal Drafting and Pleading

- **Lecture (2 hour):**
 - Overview of legal drafting and its importance in legal practice.
 - Types of legal documents: contracts, pleadings, motions, legal notices, etc.
 - Introduction to pleadings: purpose and importance in litigation.
- **Workshop (1 hour):**
 - Analyzing sample legal documents to identify key components.
 - Group discussion on the significance of clarity, precision, and legal compliance.
- **Practical Exercise (1 hour):**
 - Draft a simple legal notice (e.g., notice to vacate or demand letter).

Day 2: Basics of Pleadings

- **Lecture (2 hour):**
 - What are pleadings? Understanding complaints, answers, replies, and motions.
 - Structure and components of a pleading.
 - The role of pleadings in civil and criminal cases.
- **Workshop (1 hour):**
 - Review of procedural rules relevant to pleadings (local and general).
 - Examination of real-life examples of complaints and answers.
- **Practical Exercise (1 hour):**
 - Drafting a basic complaint for a hypothetical case (e.g., breach of contract).

Day 3: Drafting Complaints and Answers

- **Lecture (2 hour):**
 - Detailed breakdown of a complaint: stating the facts, causes of action, and prayer for relief.
 - Drafting answers: admitting, denying, or stating insufficient knowledge.
 - Introduction to affirmative defenses and counterclaims.
- **Workshop (1 hour):**
 - Hands-on analysis of sample complaints and answers.
 - Identifying strengths and weaknesses in pleadings.
- **Practical Exercise (1 hour):**
 - Drafting an answer to a provided sample complaint.

Day 4: Motions and Legal Notices

- **Lecture (2 hour):**
 - Understanding motions: common types (e.g., motion to dismiss, summary judgment).
 - Structure and purpose of a motion.
 - Drafting effective legal notices.



- **Workshop (1 hour):**
 - Reviewing sample motions and legal notices.
 - Discussing strategies for persuasive writing in motions.
- **Practical Exercise (1 hour):**
 - Drafting a motion to dismiss based on given facts.
 - Drafting a legal notice (e.g., notice of intent to sue).

Day 5: Advanced Drafting Techniques and Review

- **Lecture (2 hour):**
 - Advanced drafting techniques: persuasive writing, organization, and legal citations.
 - Ethical considerations in drafting and pleading.
 - Tips for avoiding common drafting errors.
- **Workshop (1 hour):**
 - Mock drafting session based on a complex legal scenario.
 - Collaborative review of drafted documents.
- **Final Practical Exercise (1 hour):**
 - Comprehensive drafting exercise: Preparing a complete pleading (complaint or answer) for a provided case scenario.
 - Group review and feedback session.
 - Course wrap-up and key takeaways.

Reference Book :

"Pleading and Drafting: A Practical Approach" by R. D. Skitch

"Pleadings, Practice and Precedents in India" by Noshirvan H. Jhabvala

"The Art of Drafting Pleadings" by M.R. Mallick

"Bullen & Leake & Jacob's Precedents of Pleadings"





DRAFTING AND PLEADING
(2022-23)

TIME- TABLE

Date	Time (am)	Topics
09/03/2023	11:00 to 2:00	Topics as per syllabus will be completed
10/03/2023	11:00 to 2:00	
11/03/2023	11:00 to 2:00	
13/03/2023	11:00 to 2:00	
14/03/2023	11:00 to 2:00	

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Post Rayate, Tal. Kalyan, Dist. Thane - 421301





JEEVANDEEP SHAIKSHANIK SANSTHA, POI'S
JEEVANDEEP LAW COLLEGE, GOVELI

(AFFILIATED TO MUMBAI UNIVERSITY & APPROVED BY BAR COUNCIL OF INDIA)

Date – 1st March, 2023

Notice

All the students are hereby informed that the college will organized certificate course on “Legal drafting and Pleading” from 09/03/2023 to 14/03/2023. Interested students can register their name before 03/03/2023 and the registration form will be available in college office. For further details and any queries, please contact Prof. Suman Shukla. The details for the same are mentioned below.

Resource Person : Advocate Swapnil Varma (LLB High Court)

Date- 09/03/2023 to 14/03/2023

Venue- Room No.206, Jeevandeep Law College, Goveli

Time- 11:00 am onwards

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CERTIFICATE COURSE ON LEGAL DRAFTING AND PLEADING

- **Title :-** “Legal drafting and Pleading”
- **Venue:-** Room No. 206 , Jeevandeep Law College, Goveli
- **Name of Resource Persons :-** Advocate Swapnil Varma (LLB High Court)
- **Objectives of Lecture: -**
 - To frame issue and prepare draft
 - Importance of drafting
 - Legal notices
 - Legal Research

Jeevandeep Law College recently hosted a 20-hour certificate course on “**Legal Drafting and Pleading,**” conducted over 5 days by Advocate Swapnil Varma (LLB High Court), past president of Rotary Club Ambernath (E), and owner of Verma Associates.

Course Overview:

- **Day 1:** Introduction to legal drafting, covering contracts, wills, court submissions, and various types of legal documents, including contracts, pleadings, motions, and legal notices.
- **Day 2:** Examination of pleadings, including complaints, answers, replies, and motions, with a review of relevant procedural rules.
- **Day 3:** Instruction on drafting statements of facts, causes of action, and prayers for relief, along with an introduction to affirmative defenses and counterclaims.
- **Day 4:** Analysis of sample motions and legal notices.
- **Day 5:** Emphasis on persuasive writing, document organization, legal citations, and a mock drafting session based on a complex legal scenario.

Key Points Covered:

- **Drafting:** Involves creating legal documents like contracts and court submissions in a clear, structured, and legally acceptable manner.
- **Principles of Effective Drafting and Pleading:**
 - **Clarity:** Use simple, precise language to prevent misinterpretation.
 - **Accuracy:** Ensure all facts and legal references are correct and current.
 - **Organization:** Structure documents logically with appropriate headings and subheadings.
 - **Conciseness:** Be brief yet comprehensive, covering all necessary points without superfluous details.
 - **Persuasiveness:** Craft documents to effectively argue the case, employing compelling language and structure to support legal arguments.





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- **Compliance:** Adhere to relevant legal standards and procedural rules to ensure the documents are valid and enforceable.
- **Revision:** Importance of reviewing and editing drafts to eliminate errors and improve clarity and impact.

Outcomes:

- Enhanced clarity of legal issues and facts.
- Improved ability to outline rights, claims, and defenses.
- Increased likelihood of favorable rulings or settlements through well-crafted pleadings.
- Reduced ambiguity in legal documents with clear and precise language.
- Greater proficiency in persuasive and compliant legal writing.

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Date – 25th October, 2021

Notice

All the students are hereby informed that the college will organized certificate course on “Legal drafting and Pleading” from 16/11/2021 to 20/11/2021. Interested students can register their name before 1/11/2021 and the registration form will be available in college office. For further details and any queries, please contact Prof. Jaikumar Rijhwani. The details for the same are mentioned below.

Resource Person : Advocate Swapnil Varma (LLB High Court)

Date- 16/11/2021 to 20/11/2021

Venue- Room No.206, Jeevandeep Law College, Goveli

Time- 11:30 am onwards


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CERTIFICATE COURSE ON LEGAL DRAFTING AND PLEADING

- **Title :-** “Legal drafting and Pleading”
- **Venue:-** Room No. 206 , Jeevandeep Law College, Goveli
- **Name of Resource Persons :-** Advocate Swapnil Varma (LLB High Court)
- **Objectives of Lecture: -**
 - To frame issue and prepare draft
 - Importance of drafting
 - Legal notices
 - Legal Research

Brief Report :-

Jeevandeep Law College recently organized a 20-hour certificate course on “Legal Drafting and Pleading.” The course, conducted over 5 days, was led by Advocate Swapnil Varma (LLB High Court), past president of Rotary Club Ambarnath (E), and owner of Verma Associates.

Course Overview:

- **Day 1:** Introduction to legal drafting, including contracts, wills, court submissions and types of legal documents such as contracts, pleadings, motions, and legal notices.
- **Day 2:** Understanding pleadings, including complaints, answers, replies, and motions, along with a review of procedural rules relevant to pleadings.
- **Day 3:** Drafting the statement of facts, causes of action, and prayer for relief as well as an introduction to affirmative defenses and counterclaims.
- **Day 4:** Review of sample motions and legal notices.
- **Day 5:** Focus on persuasive writing, document organization, legal citations, and a mock drafting session based on a complex legal scenario.

Key Points Covered:

Drafting is the process of creating legal documents, such as contracts, wills, and court submissions, in a clear, structured, and legally acceptable format. Effective drafting plays a critical role in legal practice, ensuring that documents are both comprehensive and precise.





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The course on **Legal Drafting and Pleading** focused on the following key principles:

- **Clarity:** Use simple and precise language to avoid ambiguity or misinterpretation.
- **Accuracy:** Verify that all facts, legal references, and citations are correct and current.
- **Organization:** Present the document in a logical structure, using appropriate headings, subheadings, and paragraphs.
- **Conciseness:** Be brief yet thorough, covering all essential points without unnecessary elaboration.

Outcomes:

- Improved clarity of legal issues and facts.
- Enhanced ability to outline rights, claims, and defenses clearly.
- Increased likelihood of favorable rulings or settlements through well-crafted pleadings.
- Reduced ambiguity in legal documents through clear and precise language.



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(AFFILIATED TO MUMBAI UNIVERSITY & APPROVED BY BAR COUNCIL OF INDIA)

Date – 10th June, 2019

Notice

All the students are hereby informed that the college will organized certificate course on “Legal drafting and Pleading” from 28/6/2019 to 03/07/2019. Interested students can register their name before 24/06/2019 and the registration form will be available in college office. For further details and any queries, please contact Prof. Jaikumar Rijhwani. The details for the same are mentioned below.

Resource Person : Advocate Swapnil Varma (LLB High Court)

Date- 28/6/2019 to 03/07/2019

Venue- Room No.206, Jeevandeep Law College, Goveli

Time- 10:00 am onwards


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CERTIFICATE COURSE ON LEGAL DRAFTING AND PLEADING

- **Title :-** “Legal drafting and Pleading”
- **Venue:-** Room No. 206 , Jeevandeep Law College, Goveli
- **Name of Resource Persons :** - Advocate Swapnil Varma (LLB High Court)
- **Objectives of Lecture: -**
 - To frame issue and prepare draft
 - Importance of drafting
 - Legal notices
 - Legal Research

Brief Report :-

Jeevandeep Law College has organized a certificate course on “Legal drafting and Pleading”. Students had attended the certificate course which was taken by Advocate Swapnil Varma (LLB High Court) past president of Rotary Club Ambemath (E) and the owner of verma associates.

In 5 days 20 hours course certificate Adv. Sharma sir gone through step by step. He taught the students how to do drafting, legal notice and research and how to draft pleading. Drafting refers to the creation of legal documents, such as contracts, wills, and court submissions
Types of legal documents: contracts, pleadings, motions, legal notices, etc. 2nd day sir had What are pleadings? Understanding complaints, answers, replies, and motions. Review of procedural rules relevant to pleadings 3rd day sir stating the facts, causes of action, and prayer for relief sir introduced to affirmative defenses and counterclaims in 4th day sample motions and legal notices 5th day persuasive writing, organization, and legal citations and Mock drafting session based on a complex legal scenario.

It involves expressing legal facts and arguments in a clear, structured, and legally acceptable format. The main goal is to convey information accurately and persuasively, ensuring that it meets all legal requirements and effectively communicates the drafter's intentions. sir further explained few key points:

Principles of Effective Drafting and Pleading:

- **Clarity:** Use simple, precise language to avoid misinterpretation.
- **Accuracy:** Ensure all facts and legal references are correct and up-to-date.
- **Organization:** Structure documents logically, using headings and subheadings.





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- **Conciseness:** Be brief but comprehensive, covering all necessary points without unnecessary details.

Outcomes:

- Clarity of Legal Issues and Facts.
- Parties can clearly outline their rights, claims, and defenses.
- A well-crafted pleading can increase the likelihood of a favorable ruling or settlement.
- Clear and precise language helps prevent ambiguity

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CERTIFICATE COURSE DRAFTING AND PLEADING

COURSE (2018-19)

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CERTIFICATE COURSE DRAFTING AND PLEADING

COURSE (2021-22)

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JEEVANDEEP LAW COLLEGE, GOVELI
CERTIFICATE COURSE DRAFTING AND PLEADING

COURSE (2022-23)

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Syllabus

Days	Topics
Day 1	<ul style="list-style-type: none"> • Introduction to Taxation Law <ul style="list-style-type: none"> ○ Topics Covered: <ul style="list-style-type: none"> • Definition and Purpose of Taxation • Historical Development of Tax Law • Types of Taxes: Direct and Indirect Taxes
Day 2	<ul style="list-style-type: none"> • Key Tax Authorities and their Functions <ul style="list-style-type: none"> ○ Topics Covered: <ul style="list-style-type: none"> • Role of Tax Authorities (Income Tax Department, IRS, etc.) • Powers and Responsibilities of Tax Officers • Introduction to Tax Forms and Returns • Practical Exercise: Filling out Basic Tax Forms
Day 3	<ul style="list-style-type: none"> • Income Tax Fundamentals <ul style="list-style-type: none"> ○ Topics Covered: <ul style="list-style-type: none"> • Income from Salary • Income from House Property • Income from Business or Profession • Components: Basic Salary, Allowances, Perquisites • Classification: Self-occupied vs. Let-out Property
Day 4	<ul style="list-style-type: none"> • Advanced Income Tax Topics <ul style="list-style-type: none"> ○ Topics Covered: <ul style="list-style-type: none"> • Capital Gains • Exemptions under Sections 54, 54EC, 54F, etc. • Types: Interest, Dividends, Gifts, Lottery Winnings • Rules for Set-off: Intra-head and Inter-head Adjustments
Day 5	<ul style="list-style-type: none"> • Tax Administration and Compliance <ul style="list-style-type: none"> ○ Topics Covered: <ul style="list-style-type: none"> • Procedures for Appeals and Revisions • Overview of TDS Provisions and Rates • TDS Certificates, Filing of TDS Returns • Recent Changes in Tax Law: Impact and Implications • Analysis of Recent Finance Acts



Reference Book

"Kanga & Palkhivala's The Law and Practice of Income Tax" by J.B. Kanga, N.A. Palkhivala, and Arvind P. Datar

"A Guide to Income Tax" by Girish Ahuja and Ravi Gupta

"Direct Taxes Law & Practice" by Vinod K. Singhania and Kapil Singhania

"Chaturvedi and Pithisaria's Income Tax Law" by D.P. Chaturvedi and V.P. Pithisaria



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JEEVANDEEP LAW COLLEGE, GOVELI

CERTIFICATE COURSE ON GST

COURSE (2020-21)

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JEEVANDEEP SHAIKSHANIK SANSTHA, POI'S
JEEVANDEEP LAW COLLEGE, GOVELI
CERTIFICATE COURSE ON TAXATION LAWS

COURSE (2022-23)

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JEEVANDEEP LAW COLLEGE, GOVELI

(AFFILIATED TO MUMBAI UNIVERSITY & APPROVED BY BAR COUNCIL OF INDIA)

Date – 15th March, 2021

Notice

Announcement of Certificate Course on Goods and Services Tax (GST)
Jeevandeep Law College, Goveli is pleased to announce a "Certificate Course on Goods and Services Tax (GST)" scheduled to be conducted from 05-04-2021 to 09-04-2021. Interested students can register their name before 27/03/2021 and the registration form will be available in college office. For further details and any queries, please contact Prof. Anushka Kataria. The details for the same are mentioned below.

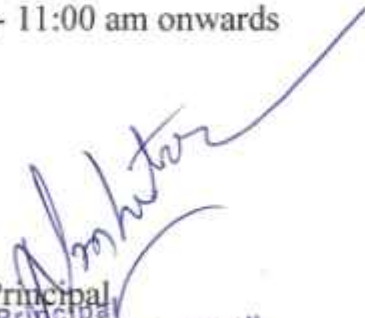
We encourage all interested individuals to take advantage of this opportunity to enhance their understanding of GST.

Resource Person : Mrs. Anita Vishwanathan (CA)

Date- 28/6/2019 to 03/07/2019

Venue- Room No.206, Jeevandeep Law College, Goveli

Time- 11:00 am onwards


I/C. Principal
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(AFFILIATED TO MUMBAI UNIVERSITY & APPROVED BY BAR COUNCIL OF INDIA)

CERTIFICATE COURSE ON GOODS AND SERVICES TAX (GST)

- Title :- “Goods and Services Tax (GST)”
- Venue:- Room No. 206 , Jeevandeep Law College, Goveli
- Name of Resource Persons : - Mrs.Anita Vishwanathan (CA)

Brief Report :-

The Certificate Course on Goods and Services Tax (GST) has gained significant importance in the context of India's tax reforms and is not an integral part of any practice of taxation. This report outlines the structure, curriculum, and outcomes of the GST certificate course conducted by JEEVANDEEP LAW COLLEGE, GOVELI on 28/6/2019 to 03/07/2019.

Course Overview

Institution: JEEVANDEEP LAW COLLEGE, GOVELI

Course Duration: 4 days

Mode: Physical sessions conducted for the students.

Target Audience: Students of SYLL.B./FYLL.B./TYLL.B.

Curriculum

The course curriculum is designed to provide an overview of provisions relating to good and services tax and understanding the basic principles of such a tax reform.

DAY 1

Introduction to GST

1. **Overview of GST**
 - Definition and Objectives of GST
 - Evolution of GST: Global and National Perspectives
 - Structure and Framework of GST in India
 - Comparison of GST vs. Previous Tax Regimes
2. **Key Concepts and Terminology**
 - Taxable Supply, Mixed and Composite Supply





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- o Place, Time, Value of Supply
- o Input Tax Credit (ITC) and Output Tax
- 3. GST Law and Structure**
- o GST Acts: Central Goods and Services Tax Act (CGST), State Goods and Services Tax Act (SGST), Integrated Goods and Services Tax Act (IGST), and Union Territory Goods and Services Tax Act (UTGST)
- o GST Council

DAY 2

GST Registration and Compliance

4. GST Registration

- o Requirements for Registration
- o Procedure for GST Registration
- o Types of Registration

5. Filing GST Returns

- o Types of GST Returns
- o Filing Procedures and Deadlines
- o Common Mistakes in Return Filing

6. Invoicing and Documentation

- o GST Invoice Formats and Requirements
- o Debit and Credit Notes
- o Record-Keeping
- o E-way Bill and E-invoicing: Understanding the generation and compliance of E-way bills and E-invoices

DAY 3

GST on Supply of Goods and Services

7. Taxable Supplies

- o Classification of Goods and Services under GST
- o Taxability of Different Types of Supplies
- o Exemptions and Non-Taxable Supplies

8. Determination of Place of Supply

- o Rules for Place of Supply for Goods and for Services





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- Impact on Inter-State and Intra-State Transactions

9. Valuation of Supply

- Methods of Valuation under GST
- Determining the Value of Supply
- Discounts, Subsidies, and Other Adjustments

10. Input Tax Credit (ITC)

- Eligibility and Conditions for ITC
- ITC on Capital Goods, Inputs, and Input Services
- Reverse Charge Mechanism
- ITC Reversal and Matching

DAY 4

GST for Specific Sectors- Overview

11. GST and E-Commerce

- GST Implications for E-Commerce Operators

12. GST in the Real Estate Sector

- Taxation of Real Estate Transactions
- Construction Services and Sale of Under-Construction Properties
- Input Tax Credit for Builders and Developers

Module 5: GST Refunds

- Types of Refunds
- Procedure for Claiming Refunds
- Commonly encountered Issues and Delays in Refunds

15. Recent Amendments and Updates

- Recent Changes and Amendments in GST Law
- Impact of Recent Court Judgments and GST Council Decisions

16. Workshop and Case Studies

- Practical Exercises on GST Filing and Compliance
- Analysis of Landmark Cases and Real-Life Scenarios



Outcomes

Feedback from Participants: The course received a positive feedback for its comprehensive coverage of the topics and practical insights in the GST compliance.



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Success Rate: A noteworthy percentage of participants passed the assessment successfully, demonstrating that the learning was effective with positive outcome..

Impact: The Student participants reported that the overview of the subject has given a good insight of understanding GST and a broad jurisprudence of taxation Laws.

Conclusion

The Certificate Course on GST conducted by Jeevandeep Law College, Goveli equips students with the necessary knowledge to try and understand an important aspect of taxation laws, that being a part of the third year syllabus. Such courses play a crucial role giving student exposure to a more nuanced area of taxation practice. The success of this Course further motivates the committee to take proactive steps in arranging more such events and thereby extending the benefits to the students.

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Post Rayate, Tal. Kalyan, Dist. Thane - 421301



SYLLABUS

Days	Topics
Day 1	<ul style="list-style-type: none">▪ Overview of Property Law and Transactions.▪ Transfer of Title.▪ Components of a sale agreement.▪ Drafting key clauses in sale contracts.▪ Role of escrow in property sales
Day 2	<ul style="list-style-type: none">▪ Introduction to Mortgage Law.▪ Rights and Obligations of Mortgagors and Mortgagees.▪ Legal distinctions: mortgage vs. deed of trust▪ Mortgage Documentation and Procedures.▪ Drafting a sample mortgage agreement.
Day 3	<ul style="list-style-type: none">▪ Fundamentals of Lease Agreements.▪ Leasehold Interests.▪ Drafting and Negotiating Lease Agreements.▪ Types of leasehold interests: fixed-term, periodic, at-will, etc.
Day 4	<ul style="list-style-type: none">▪ Integrated Case Studies and Practical Applications.▪ Analysis of real-life cases related to sale, mortgage, and lease.▪ Drafting a sale agreement, mortgage deed, and lease contract.▪ Ethical considerations in property transactions.

Reference Books :

Introduction to Property Law in India : Siva Prasad Bose

Property Law By Dr. Poonam Pradhan Saxena

Transfer of Property Act : By Dr.Avtar Singh and Prof. Dr. Harpreet Kaur

Transfer of Property and Property Law : Dr. G.P. Tripathi

Transfer of Property Act : Dr. R.K.Sinha



JEEVANDEEP SHAIKSHANIK SANSTHA, PO'S
JEEVANDEEP LAW COLLEGE, GOVELI
CERTIFICATE COURSE ON TRANSFER OF
PROPERTY
COURSE (2019-20)
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CERTIFICATE COURSE ON TRANSFER OF
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CERTIFICATE COURSE ON TAXATION LAWS

COURSE (2022-23)

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Date – 27th February, 2020

Notice


All the students are hereby informed that the college will organized certificate course on “Property Law and Transactions” from 11-03-2020 to 14-03-2020. Interested students can register their name before 04/03/2020 and the registration form will be available in college office. For further details and any queries, please contact Prof. Jaikumar Rijhwani. The details for the same are mentioned below.

Resource Person : Mr. V.Vishwanathan (Secretary Palghar Housing Federation)

Date- 11-03-2020 to 14-03-2020

Venue- Room No.205, Jeevandeep Law College, Goveli

Time- 12:30 am onwards


I/C. Principal

Principal

Jeevandeep Law College, Goveli
Post Rayate, Tal. Kalyan, Dist. Thane - 421301





CERTIFICATE COURSE ON PROPERTY LAW AND TRANSACTIONS

Introduction:

The Course organized by the college on transfer of property was an initiative to provide opportunity for the students to interact with experts and to gain insights on the practical aspects of various modes of transfer of one's interest in a property. The Transfer of Property Act (TOPA) 1882 is codification that contains provisions for the transfer of both movable and immovable property, though a major portion of the enactment is applicable to the transfers of immovable properties. This report outlines the structure, curriculum, and outcomes of the GST certificate course conducted by JEEVANDEEP LAW COLLEGE, GOVELI from 11-03-2020 to 14-03-2020

Course Overview

Institution: JEEVANDEEP LAW COLLEGE, GOVELI

Course Duration: 4 days

Mode: Physical sessions conducted for the students.

Target Audience: Students of SYLL.B./FYLL.B./TYLL.B.

The course curriculum is designed to provide an overview of the actual process and formalities of transferring one's interest in property, whether movable or immovable.

The four day certificate course introduces the students to the documentations involved, the authorities and compliances involved in a transfer.

DAY 1

Day one of the course started with lighting of the lamp, introduction and felicitation of Mr. V. Vishwanathan. He started the lecture of day 1 with overview of Property Law and Transactions that included Transfer of Title, Components of a sale agreement, drafting key clauses in sale contracts etc. Sir discussed a sale agreement, operational clauses therein with examples of several agreements. The day ended with question answer session of the day's topics. A lot of questions were asked by curious students like the importance of certain clauses in the agreement, what is a mistake has to be rectified after the agreement is registered, the importance of date of possession in a agreement for an under construction building etc.

DAY 2

The second day of the course commenced with interesting topics related such as

- Introduction to Mortgage Law.
- Rights and Obligations of Mortgagors and Mortgagees.
- Legal distinctions: mortgage vs. deed of trust.

The second half of the day touched upon topics like mortgage documentation and procedures, and a sample mortgage agreement was discussed to better understand the operational clauses and concluded with Q&A session.

DAY 3

On day 3 Vishwanathan sir took up the topics related to

- Fundamentals of Lease Agreements.



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JEEVANDEEP SHAIKSHANIK SANSTHA, POI'S

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(AFFILIATED TO MUMBAI UNIVERSITY & APPROVED BY BAR COUNCIL OF INDIA)

- Leasehold Interests.
- Drafting and Negotiating Lease Agreements.
- Types of leasehold interests: fixed-term, periodic, at-will.

Lease, being an important topic of transfer of property, the rights, duties of the lesser and lessee were discussed at length. The second half of the day continues with drafting of lease agreement. Make case laws were discussed wherein an agreement with a little other than 'Lease' were held to be a lease depending on the wordings and context of the entire document.

The day concluded with Q&A session with lots of questions on difference between lease and leave and license.

DAY 4

On the last day of the course the topics discussed were Integrated Case Studies and Practical Applications. Further analysis of real-life cases related to sale, mortgage, and lease.

Drafting a sale agreement, mortgage deed, and lease contract were presented and discussed. The requirement for registration, implications of non-registration, stamp duty, adjudication of documents etc were discussed. Lastly the Ethical considerations in property transactions like accurate information about properties and disclosure of any conflicts of interest were enumerated.

Outcomes

Feedback from Participants: The course received an overwhelming positive feedback for its comprehensive coverage of the topics and practical insights in various nature of property transactions.

Success Rate: All participants passed the assessment successfully, demonstrating that the learning was effective with positive outcome..

Impact: The Student participants reported that the overview of the subject has given a good insight of understanding Property Law and related Transactions.

Conclusion

The Certificate Course on Property Law conducted by Jeevandeep Law College, Goveli equips students with the necessary knowledge to try and understand an important aspect of property transactions, its legality, implications and short comings. Such courses play a crucial role giving student exposure to a law and its implications which have an enormous implication in the society. The success of this Course further motivates the committee to take proactive steps in arranging more such events and thereby extending the benefits to the students.

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JEEVANDEEP SHAIKSHANIK SANSTHA, POI'S
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JEEVANDEEP SHAIKSHANIK SANSTHA, POI'S
JEEVANDEEP LAW COLLEGE, GOVELI
(AFFILIATED TO MUMBAI UNIVERSITY & APPROVED BY BAR COUNCIL OF INDIA)

Date – 3rd March, 2023

Notice

All the students are hereby informed that the college will organized certificate course on “Property Law and Transactions” from 15-03-2023 to 18-03-2023. Interested students can register their name before 13/03/2023 and the registration form will be available in college office. For further details and any queries, please contact Prof. Manan Rajani. The details for the same are mentioned below.

Resource Person : Mr. V.Vishwanathan (Secretary Palghar Housing Federation)

Date- 15-03-2023 to 18-03-23

Venue- Room No.205, Jeevandeep Law College, Goveli

Time- 12:30 am onwards

I/C. Principal

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Jeevandeep Law College, Goveli
Post Rayate, Tal. Kalyan, Dist. Thane - 421301





JEEVANDEEP SHAIKSHANIK SANSTHA, POI'S

JEEVANDEEP LAW COLLEGE, GOVELI

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CERTIFICATE COURSE ON PROPERTY LAW AND TRANSACTIONS

Introduction

The Course organized by the college on transfer of property was an initiative to provide opportunity for the students to interact with experts and to gain insights on the practical aspects of various modes of transfer of one's interest in a property. The Transfer of Property Act (TOPA) 1882 is codification that contains provisions for the transfer of both movable and immovable property, though a major portion of the enactment is applicable to the transfers of immovable properties. This report outlines the structure, curriculum, and outcomes of the Transfer of property certificate course conducted by JEEVANDEEP LAW COLLEGE, GOVELI from 15-03-2023 to 18-03-23

Course Overview

Institution: JEEVANDEEP LAW COLLEGE, GOVELI

Course Duration: 4 days

Mode: Physical sessions conducted for the students.

Target Audience: Students of SYLL.B./FYLL.B./TYLL.B.

The course curriculum is designed to provide an overview of the actual process and formalities of transferring one's interest in property, whether movable or immovable.

The four day certificate course introduces the students to the documentations involved, the authorities and compliances involved in a transfer.

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Day one of the course started with lighting of the lamp, introduction and felicitation of Mr. V. Vishwanathan. He started the lecture of day 1 with overview of Property Law and Transactions that included Transfer of Title, Components of a sale agreement, drafting key clauses in sale contracts etc. Sir discussed a sale agreement, operational clauses therein with examples of several agreements. The day ended with question answer session of the day's topics. A lot of questions were asked by curious students like the importance of certain clauses in the agreement, what is a mistake has to be rectified after the agreement is registered, the importance of date of possession in a agreement for an under construction building etc.





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- Fundamentals of Lease Agreements.
- Leasehold Interests.
- Drafting and Negotiating Lease Agreements.
- Types of leasehold interests: fixed-term, periodic, at-will.

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The day concluded with Q&A session with lots of questions on difference between lease and leave and license.

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Drafting a sale agreement, mortgage deed, and lease contract were presented and discussed. The requirement for registration, implications of non-registration, stamp duty, adjudication of documents etc were discussed. Lastly the Ethical considerations in property transactions like accurate information about properties and disclosure of any conflicts of interest were enumerated.





JEEVANDEEP SHAIKSHANIK SANSTHA, POI'S

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Outcomes

Feedback from Participants: The course received an overwhelming positive feedback for its comprehensive coverage of the topics and practical insights in various nature of property transactions.

Success Rate: All participants passed the assessment successfully, demonstrating that the learning was effective with positive outcome..

Impact: The Student participants reported that the overview of the subject has given a good insight of understanding Property Law and related Transactions.

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The Certificate Course on Property Law conducted by Jeevandeep Law College, Goveli equips students with the necessary knowledge to try and understand an important aspect of property transactions, its legality, implications and short comings. Such courses play a crucial role giving student exposure to a law and its implications which have an enormous implication in the society. The success of this Course further motivates the committee to take proactive steps in arranging more such events and thereby extending the benefits to the students.



Principal

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JEEVANDEEP SHAIKSHANIK SANSTHA, POI'S
JEEVANDEEP LAW COLLEGE, GOVELI

(AFFILIATED TO MUMBAI UNIVERSITY & APPROVED BY BAR COUNCIL OF INDIA)

Date : 15th June, 2019

NOTICE

All the students are hereby informed that there will be held a Certificate Course on "Yoga" from 21/06/2019 to 27/06/2019 at 7:00am to 10:00am. The certificate are provided by "Arogya Yoga And Naturopathy Institute" affiliated with Trinetra Insight Foundation. The details of the program given below:

Date :- 21/06/2019 to 27/06/2019.

Venue :- Auditorium Hall, Jeevandeep Law College, Goveli

Time: 7:00am Onwards


I/C. Principal

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YOGA AND MEDITATION
(2019-20)

TIME- TABLE

Date	Time (am)	Topics
21/06/2019	7:00 to 10:00	Topics as per syllabus will be completed
22/06/2019	7:00 to 10:00	
24/06/2016	7:00 to 10:00	
25/06/2019	7:00 to 10:00	
26/06/2019	7:00 to 10:00	
27/06//2019	7:00 to 10:00	


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Yoga & Meditation SYLLABUS

Introduction Of Yoga

- Origin of Yoga
- Different Paths of Yoga
- Samkhaya Darshan
- Vedanta Darshan
- Obstacles in Yoga

Ashtanga Yoga (8 Limbs)

- Yama
- Niyama
- Asana
- Pranayama
- Pratyahara
- Dharana
- Dhyana
- Samadhi

Hatha Yoga

- Panch Kosha
- Annamaya Kosha
- Pranamaya Kosha
- Manomaya Kosha
- Jnanamaya Kosha
- Anandamaya Kosha





Date: 30/06/2019

REPORT ON YOGA SESSION

- **Title :- "Yoga"**
- **Venue:-** Jeevandeep Law College, Goveli
- **Name of Resource Persons :-** Rameshvar Kanase
- **Objectives of Seminar: -**
 - Mental Clarity and Calmness
 - Relax Mind
 - Benefit heart and health
 - Energy and brighter moods.
 - Improve strength, balance and flexibility

- **Brief Report:-**

Jeevandeep Law College, Goveli, had organized yoga in collaboration with "Arogya Yoga And Naturopathy Institute" affiliated with Trinetra Insight Foundation a yoga Session conducted on the "Auditorium Hall " dated 21/06/2019 to 27/06/2019. Rameshvar Kanase sir taught students different types of pranayams example

- Anuloma Viloma
- Bhastrika
- Bhramri
- Sitkari
- Kapal bharti
- Surya namaskar

- **Outcomes of Seminar:-**
 - Students learn how to do yoga day to day life.
 - They learn the importance of yoga.
 - Make their daily routine healthy.

- **Participation of student: - 16**



[Handwritten Signature]

Principal



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Date : 10th June, 2020

NOTICE

All the students are hereby informed that there will be held a Certificate Course on "Yoga Health and Hygiene" from 15/06/2020 to 20/06/2020 at 7:00am to 10:00am. The certificate are provided by "Arogya Yoga And Naturopathy Institute" affiliated with Trinetra Insight Foundation. The details of the program given below:

Date :- 15/06/2020 to 20/06/2020

Venue :- Zoom App Online

Time; 07:00 am to 10:00 am

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YOGA AND MEDITATION
(2020-21)

TIME- TABLE

Date	Time (am)	Topics
15/06/2020	7:00 to 10:00	Topics as per syllabus will be completed
16/06/2020	7:00 to 10:00	
17/06/2020	7:00 to 10:00	
18/06/2020	7:00 to 10:00	
19/06/2020	7:00 to 10:00	
20/06/2020	7:00 to 10:00	

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Yoga & Meditation
SYllabus

Introduction Of Yoga

- Origin of Yoga
- Different Paths of Yoga
- Samkhaya Darshan
- Vedanta Darshan
- Obstacles in Yoga

Ashtanga Yoga (8 Limbs)

- Yama
- Niyama
- Asana
- Pranayama
- Pratyahara
- Dharana
- Dhyana
- Samadhi

Hatha Yoga

- Panch Kosha
- Annamaya Kosha
- Pranamaya Kosha
- Manomaya Kosha
- Jnanamaya Kosha
- Anandamaya Kosha





Date:- 23/06/2020

REPORT ON HEALTH, HYGIENE AND YOGA

- **Title :- "Health and Hygiene"**
- **Venue:-** Jeevandeep Law College, Goveli
- **Name of Resource Persons :-** Vijay Kukreja Sir, Nikita Shelar madam
- **Objectives of Seminar: -**
 - Balanced diet
 - Personal hygiene
 - Community hygiene
 - Washing hand

- **Brief Report:-**

Jeevandeep Law College, Goveli, had organized yoga Health and Hygiene Session" in collaboration with "Arogya Yoga And Naturopathy Institute" affiliated with Trinetra Insight Foundation online dated 15/06/2020 to 20/06/2020. Vijay Kukreja sir, Nikita Shelar madam, taught the students how to maintain health and hygiene in covid . During the covid this session plays important role in maintaining day to day life because if you want to stay away from covid virus so you have to maintain health and hygiene. These were the few points they had discussed.

- Washing hands before and after eating.
- Breathing exercise.
- Protein- rich diet.
- Maintain distance from the others.
- Do not need to go outside without any genuine reason
- Pranayams etc.

- **Outcomes of Seminar:-**

- Students got aware about how to maintain hygiene.
- What kind of precautions are necessary for health

- **Participation of student: - 21**

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Date : 16th June, 2021


NOTICE

All the students are hereby informed that there will be held a Certificate Course on "Yoga For Better Living" from 21/06/2021 to 26/06/2021 at 7:00am to 10:00am. The certificate are provided by "Arogya Yoga And Naturopathy Institute" affiliated with Trinetra Insight Foundation. The details of the program given below:

Date :- 21/06/2021 to 26/06/2021

Venue :- Auditorium Hall, Jeevandeep Law College

Time: 7:00am to 10:00am


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YOGA AND MEDITATION

(2020-21)

TIME- TABLE

Date	Time (am)	Topics
21/06/2021	7:00 to 10:00	Topics as per syllabus will be completed
22/06/2021	7:00 to 10:00	
23/06/2021	7:00 to 10:00	
24/06/2021	7:00 to 10:00	
25/06/2021	7:00 to 10:00	
26/06/2021	7:00 to 10:00	

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(AFFILIATED TO MUMBAI UNIVERSITY & APPROVED BY BAR COUNCIL OF INDIA)

Yoga & Meditation
SYllabus

Introduction Of Yoga

- Origin of Yoga
- Different Paths of Yoga
- Samkhaya Darshan
- Vedanta Darshan
- Obstacles in Yoga

Ashtanga Yoga (8 Limbs)

- Yama
- Niyama
- Asana
- Pranayama
- Pratyahara
- Dharana
- Dhyana
- Samadhi

Hatha Yoga

- Panch Kosha
- Annamaya Kosha
- Pranamaya Kosha
- Manomaya Kosha
- Jnanamaya Kosha
- Anandamaya Kosha





Date:- 27/6/2021

REPORT ON YOGA FOR BETTER LIVING

- **Title :- "Yoga For Better Living"**
- **Venue:- Jeevandeep Law College, Online**
- **Name of Resource Persons :- Vijay Kukreja Sir**
- **Objectives of Seminar: -**
 - Breathing in fresh air
 - Enjoy the nature.
 - Learning of asnaas.
- **Brief Report:-**

Jeevandeep Law College, Goveli, had organized a "Yoga For Better Living" dated 21/06/2021 to 26/06/2021 . Vijay Kukreja sir, taught the students how to perform yoga for better living after covid . During the covid the yoga had played very important role in every ones life those who had daily practicing in yoga they are able to fight with the diseases. He performed multiple asana student also performed same asana and trying to learn asana.

- **Outcomes of Seminar:-**
 - Students decided that they will perform yoga on daily basis.
 - To keep themselves healthy.
- **Participation of student: -18**

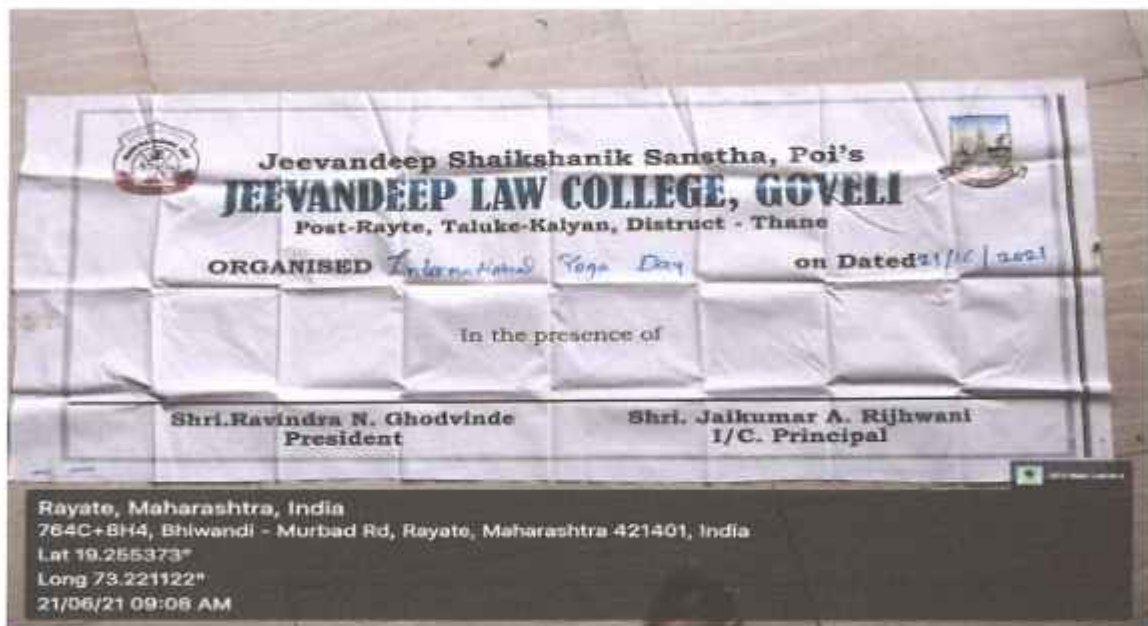

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(AFFILIATED TO MUMBAI UNIVERSITY & APPROVED BY BAR COUNCIL OF INDIA)

Date : 12th February, 2022

NOTICE

All the students are hereby informed that there will be held a Certificate Course on "Stress Management Through Yoga" from 21/02/2022 to 26/02/2022 at 7:00am to 10:00am. The certificate are provided by "Arogya Yoga And Naturopathy Institute" affiliated with Trinetra Insight Foundation. The details of the program given below:

Date :- 21/02/2022 to 26/02/2022

Venue :- Ulhas River, Ulhasnagar and Jeevandeep Law College

Time: 7:00am to 10:00am

I/C. Principal

Principal

Jeevandeep Law College, Goveli
Post Rayate, Tal. Kalyan, Dist. Thane - 421301






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YOGA AND MEDITATION
(2021-22)

TIME- TABLE

Date	Time (am)	Topics
21/02/2022	7:00 to 10:00	2 days outdoor session and after that in class room Topics covered as per syllabus will be completed
22/02/2022	7:00 to 10:00	
23/02/2022	7:00 to 10:00	
24/02/2022	7:00 to 10:00	
25/02/2022	7:00 to 10:00	
26/02/2022	7:00 to 10:00	


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Yoga & Meditation **SYllabus**

Introduction Of Yoga

- Origin of Yoga
- Different Paths of Yoga
- Samkhaya Darshan
- Vedanta Darshan
- Obstacles in Yoga

Ashtanga Yoga (8 Limbs)

- Yama
- Niyama
- Asana
- Pranayama
- Pratyahara
- Dharana
- Dhyana
- Samadhi

Hatha Yoga

- Panch Kosha
- Annamaya Kosha
- Pranamaya Kosha
- Manomaya Kosha
- Jnanamaya Kosha
- Anandamaya Kosha





Date:- 28/02/2022

REPORT ON STRESS MANAGEMENT THROUGH YOGA

- **Title :- “Stress Management Through Yoga”**
- **Venue:-** Ulhas River, Ulhasnagar
- **Name of Resource Persons :-** Prof. Mohnish Deshmukh
- **Objectives of Seminar:-**
 - Breathing in fresh air
 - Enjoy the nature.
 - Remove inability to sleep
 - Stomach upset.
 - To keep away anger , frustration
- **Brief Report:-**

On 28th February, 2022 Jeevandeep College of Law had conducted a Outdoor Yoga session for 2 days here they explain how to be fit after lots of stress through yoga. College bought our students outside near the Ulhas River for yoga.

Before the demonstration , Prof. Mohnish Deshmukh sir explained the students what is the meaning of yoga and how to manage stress by performing yoga. Then sir started demonstrated Pranayams and performed multiple Asanas. Students also started following the sir.

After 2 days outdoor session students are attained further 3 days in classroom and had done course completion students were joined in college auditorium hall and completed their course.

- **Outcomes of Seminar:-**
 - Everyone feel rejuvenate while performing yoga.
 - After yoga session students started roaming near the river.
 - Students enjoyed a lot nature.
 - Multiple yoga taught in college auditorium hall.
- **Participation of student:-** 14


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(AFFILIATED TO MUMBAI UNIVERSITY & APPROVED BY BAR COUNCIL OF INDIA)

Date : 03rd April, 2023

NOTICE

All the students are hereby informed that there will be held a Certificate Course on "Yoga" from 10/04/2023 to 17/04/2023 at 7:00am to 10:00am. The certificate are provided by "Arogya Yoga And Naturopathy Institute" affiliated with Trinetra Insight Foundation. The details of the program given below:

Date :- 10/04/2023 to 17/04/2023

Venue :- Jeevandeep Law College, Goveli

Time: 7:00am to 10:00am.

I/C. Principal

Principal
Jeevandeep Law College, Goveli
Post Rayate, Tal. Kalyan, Dist. Thane - 421201





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YOGA AND MEDITATION
(2020-21)

TIME- TABLE

Date	Time (am)	Topics
10/04/2023	7:00 to 10:00	Topics as per syllabus will be completed
11/04/2023	7:00 to 10:00	
12/04/2023	7:00 to 10:00	
13/04/2023	7:00 to 10:00	
15/04/2023	7:00 to 10:00	
17/04/2023	7:00 to 10:00	

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Yoga & Meditation
SYllabus

Introduction Of Yoga

- Origin of Yoga
- Different Paths of Yoga
- Samkhaya Darshan
- Vedanta Darshan
- Obstacles in Yoga

Ashtanga Yoga (8 Limbs)

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- Niyama
- Asana
- Pranayama
- Pratyahara
- Dharana
- Dhyana
- Samadhi

Hatha Yoga

- Panch Kosha
- Annamaya Kosha
- Pranamaya Kosha
- Manomaya Kosha
- Jnanamaya Kosha
- Anandamaya Kosha





Date:- 18/04/2023

REPORT ON YOGA SESSION

- Title :- "Yoga"
- Venue:- Jeevandeep Law College, Goveli
- Name of Resource Persons :- Rameshvar Kanase Sir
- Objectives of Seminar: -
 - Self- realization.
 - Inner peace.
 - Balance and harmony.
 - Blood circulation.
- Brief Report:-

Jeevandeep Law College, Goveli, had organized yoga in collaboration with "Arogya Yoga And Naturopathy Institute" affiliated with Trinetra Insight Foundation a yoga Session conducted on the "Auditorium Hall " dated 10/04/2023 to 17/04/2023. The sir had taught multiple things in 6 days course:

- Anuloma Viloma
- Bhastrika
- Yama
- Niyama
- Pratyahara
- Manomaya Kosha
- Bhramri
- Sitkari
- Kapal bharti
- Surya namaskar

- Outcomes of Seminar:-
 - Students learn the multiple Aasans of yoga.
 - Students learn self-realization.
 - They learn the importance of inner peace.
 - Maintain mental health.





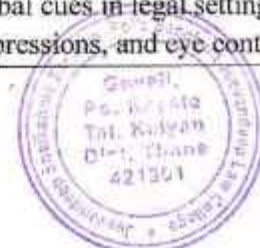
JEEVANDEEP SHAIKSHANIK SANSTHA, POI'S
JEEVANDEEP LAW COLLEGE, GOVELI
(AFFILIATED TO MUMBAI UNIVERSITY & APPROVED BY BAR COUNCIL OF INDIA)

- Participation of student: - 12
- Photograph



SYLLABUS

Days	Topics
Day 1	<p>Introduction to Legal Communication</p> <ul style="list-style-type: none"> • Objective: Understand the fundamentals of communication within the legal context. <ul style="list-style-type: none"> ○ Topics Covered: <ul style="list-style-type: none"> ▪ Overview of legal communication: significance and challenges ▪ Types of legal communication: client interaction, court communication, legal documentation, negotiation ▪ Ethical considerations in legal communication ▪ Maintaining confidentiality and professionalism ▪ Common barriers to effective communication in legal settings and overcoming them ○ Activities: <ul style="list-style-type: none"> ▪ Group discussion on the role of communication in legal practice ▪ Case study analysis: examples of effective and ineffective legal communication
Day 2	<p>Verbal Communication and Advocacy Skills</p> <ul style="list-style-type: none"> • Objective: Enhance verbal communication skills, focusing on advocacy and client interaction. <ul style="list-style-type: none"> ○ Topics Covered: <ul style="list-style-type: none"> ▪ Techniques for clear and persuasive oral advocacy ▪ Effective questioning and cross-examination skills ▪ Communicating with clients: active listening, empathy, clarity ▪ Managing difficult conversations with clients or opposing counsel ▪ Courtroom communication: demeanor, tone, and clarity ○ Activities: <ul style="list-style-type: none"> ▪ Mock client interviews to practice empathy and clarity ▪ Role-playing exercises for cross-examination and questioning techniques ▪ Public speaking practice: delivering opening and closing statements
Day 3	<p>Non-Verbal Communication and Courtroom Presence</p> <ul style="list-style-type: none"> • Objective: Master the use of non-verbal communication and build a confident courtroom presence. <ul style="list-style-type: none"> ○ Topics Covered: <ul style="list-style-type: none"> ▪ Understanding and interpreting non-verbal cues in legal settings ▪ Importance of body language, facial expressions, and eye contact in



	<p>court</p> <ul style="list-style-type: none"> ▪ Developing a confident and assertive courtroom presence ▪ Handling nervousness and building credibility through non-verbal communication ▪ Observing and reacting to the non-verbal behavior of judges, clients, and juries <p>○ Activities:</p> <ul style="list-style-type: none"> ▪ Simulation of courtroom scenarios to practice non-verbal communication ▪ Analyzing video clips of courtroom settings to identify effective non-verbal strategies ▪ Feedback sessions on courtroom presence and body language
Day 4	<p>Written Legal Communication</p> <ul style="list-style-type: none"> • Objective: Develop skills for effective and precise legal writing. <ul style="list-style-type: none"> ○ Topics Covered: <ul style="list-style-type: none"> ▪ Principles of clear and concise legal writing ▪ Structuring legal documents: briefs, memos, contracts, and letters ▪ Importance of tone and style in legal correspondence ▪ Techniques for persuasive legal writing ▪ Common legal writing pitfalls and how to avoid them ○ Activities: <ul style="list-style-type: none"> ▪ Writing exercises: drafting briefs, memos, and client letters ▪ Peer review sessions to provide feedback on written assignments ▪ Analyzing sample legal documents for structure and effectiveness
Day 5	<p>Negotiation and Mediation Communication Skills</p> <p>Objective: Equip participants with communication techniques for negotiation and mediation.</p> <ul style="list-style-type: none"> ○ Topics Covered: <ul style="list-style-type: none"> ▪ Fundamentals of negotiation in a legal context ▪ Communication strategies for effective negotiation and mediation ▪ Building rapport and trust with negotiating parties ▪ Handling conflicts and impasse during negotiations ▪ Ethical considerations in negotiation and mediation communication ○ Activities: <ul style="list-style-type: none"> ▪ Role-playing negotiation scenarios to practice techniques ▪ Group discussions on real-world negotiation challenges and solutions ▪ Mock mediation sessions to simulate mediation communication



Reference Books :

"Legal Writing in Plain English: A Text with Exercises" by Bryan A. Garner

"Legal Communication and Research Skills" by Lelys Maddocks and Susan Casey

"Advocacy: Preparation and Performance" by David Ross QC

"Plain English for Lawyers" by Richard C. Wydick

"Just Writing: Grammar, Punctuation, and Style for the Legal Writer" by Anne Enquist and Laurel Currie Oates



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CERTIFICATE COURSE ON COMMUNICATION
DEVELOPMENT

(2018-19)

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**CERTIFICATE COURSE ON COMMUNICATION
DEVELOPMENT**

(2020-21)

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DEVELOPMENT

(2022-23)

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Date – 15th December, 2018

Notice

All the students are hereby informed that the college will organized certificate course on “Communication Development” from 01/01/2019 to 05/01/2019. Interested students can register their name before 23/12/2018 to the concerned person. The details for the same are mentioned below.

Resource Person : Adv. Haresh Punjabi

Date- 01/01/2019 to 05/01/2019

Venue- Room No.205, Jeevandeep Law College, Goveli

Time- 11:00 am onwards


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Post Rayata, Tal. Kalyan, Dist. Thane - 421301





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CERTIFICATE COURSE ON COMMUNICATION DEVELOPMENT

- **Title :-** “Certificate Course Communication Development”
- **Venue:-** Room No. 205 , Jeevandeep Law College, Goveli
- **Name of Resource Persons :-** Adv. Haresh Punjabi
- **Objectives of Lecture: -**
 - To frame issue and prepare draft
 - Importance of drafting
 - Legal notices
 - Legal Research

Brief Report :-

Jeevandeep Law College has organized a certificate course on “Communication Development”. Students had attended the certificate course which was taken by Haresh Punjabi sir. In 4 days 17 hours course certificate Haresh Punjabi sir gone through step by step. He taught the students as per the syllabus overview of legal communication: significance and challenges Types of legal communication: client interaction, court communication, legal documentation, negotiation Ethical considerations in legal communication. Maintaining confidentiality and professionalism. Common barriers to effective communication in legal settings and overcoming them etc.

Day by day sir had taken these topics 2nd day sir had covered Enhance verbal communication skills, focusing on advocacy and client interaction. 3rd day sir stating the Master the use of non-verbal communication and build a confident courtroom presence. Understanding and interpreting non-verbal cues in legal settings, importance of body language, facial expressions, and eye contact in court and developing a confident and assertive courtroom presence. 4th day Develop skills for effective and precise legal writing last day sir had gone through Equip participants with communication techniques for negotiation and mediation.

At the end of the day everyone got habitual with each other and our participants were happy with the course they learn much more things while attending the course.

Principles of Effective Communication Development:

- **Clarity:** Use simple, straightforward language and avoid jargon or complex terms unless the audience is familiar with them.





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- **Consistency:** Ensure all facts and legal references are correct and up-to-date.
- **Brevity :** Being concise and to the point without sacrificing clarity or meaning.
- **Emotional Intelligence:** Recognizing, understanding, and managing one's own emotions and those of others.
- **Patience :** Allowing time for others to process information and respond thoughtfully.

Outcomes:

- Clarity of Language and avoid jargon.
- Parties can clearly outline their role while performing their duties.
- Clear and precise language helps prevent ambiguity.
- Ensure all facts and legal references are correct and up-to-date.



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Date – 25th March, 2021

Notice

All the students are hereby informed that the college will organized certificate course on "Communication Development" from 05/04/2021 to 09/04/2021. Interested students can register their name before 01/04/2021 to the concerned person. The details for the same are mentioned below.

Resource Person :Adv. Haresh Punjabi

Date- 05/04/21 to 09/04/2021

Venue- Zoom app

Time- 11:00 am onwards


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CERTIFICATE COURSE ON COMMUNICATION DEVELOPMENT

- **Title :-** “ Certificate Course Communication Development”
- **Venue:-** Zoom app
- **Name of Resource Persons :-** Adv. Haresh Punjabi
- **Objectives of Lecture: -**
 - To frame issue and prepare draft
 - Importance of drafting
 - Legal notices
 - Legal Research

Brief Report :-

Jeevandeep Law College recently organized a 4-day, 16-hour certificate course on "Communication Development," led by Adv. Haresh Punjabi. The course was designed to enhance legal communication skills in a structured, step-by-step manner. Over the four days, the following topics were covered:

Day 1:

- **Overview of Legal Communication:** Discussed its significance and challenges.
- **Types of Legal Communication:** Covered client interaction, court communication, legal documentation, and negotiation.
- **Ethical Considerations:** Emphasized maintaining confidentiality and professionalism in legal communications.
- **Barriers to Effective Communication:** Explored common barriers in legal settings and strategies to overcome them.

Day 2:

- **Enhancing Verbal Communication Skills:** Focused on advocacy and client interaction.

Day 3:

- **Mastering Non-verbal Communication:** Participants learned to interpret non-verbal cues in legal settings, such as body language, facial expressions, and eye contact.





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- **Courtroom Presence:** Emphasized developing a confident and assertive presence in the courtroom.

Day 4:

- **Effective Legal Writing:** Focused on developing precise and clear legal writing skills.
- **Negotiation and Mediation Techniques:** Equipped participants with communication techniques to effectively handle negotiations and mediations.

By the end of the course, participants had developed a stronger grasp of legal communication, both verbal and non-verbal, and expressed satisfaction with the valuable skills they acquired throughout the training.

Principles of Effective Communication Development that were emphasized:

1. **Clarity:** Use clear, simple, and straightforward language. Avoid jargon or complex terms unless the audience is well-versed in the subject matter.
2. **Consistency:** Ensure that all facts, legal references, and information are accurate and up-to-date. This builds trust and reliability in communication.
3. **Brevity:** Be concise and to the point. Communicate without unnecessary details, while ensuring that the message remains clear and comprehensive.
4. **Emotional Intelligence:** Recognize, understand, and manage both your own emotions and those of others. This enhances empathy and helps in navigating complex interpersonal interactions, especially in legal communication.
5. **Patience:** Allow time for others to process the information you provide and respond thoughtfully. This helps to foster more meaningful and effective communication.

These principles serve as the foundation for developing strong communication skills in a legal context.

Outcomes:

- Clarity of Language and avoid jargon.
- Parties can clearly outline their role while performing their duties.
- Clear and precise language helps prevent ambiguity.
- Ensure all facts and legal references are correct and up-to-date.

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Date – 15th December, 2022

Notice

All the students are hereby informed that the college will organized certificate course on “Communication Development” from 02/01/2023 to 06/01/2023. Interested students can register their name before 23/12/2022 to the concerned person. The details for the same are mentioned below.

Resource Person :Adv. Haresh Punjabi

Date- 02/01/23 to 06/01/2023

Venue- Room No.207, Jeevandeep Law College, Goveli

Time- 11:00 am onwards

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CERTIFICATE COURSE ON COMMUNICATION DEVELOPMENT

- **Title :-** “ Certificate Course Communication Development”
- **Venue:-** Room No. 207 , Jeevandeep Law College, Goveli
- **Name of Resource Persons :-** Adv. Haresh Punjabi
- **Objectives of Lecture: -**
 - To frame issue and prepare draft
 - Importance of drafting
 - Legal notices
 - Legal Research

Brief Report :-

Jeevandeep Law College recently conducted a 17-hour certificate course on “Communication Development,” led by Haresh Punjabi. Over the course of 4 days, students engaged in a structured program designed to enhance their legal communication skills.

Course Overview:

- **Day 1:** Introduction to legal communication, including its significance, challenges, and types (client interaction, court communication, legal documentation, and negotiation). Ethical considerations, such as maintaining confidentiality and professionalism, were also covered.
- **Day 2:** Focused on enhancing verbal communication skills, with an emphasis on advocacy and client interaction.
- **Day 3:** Addressed non-verbal communication, including interpreting non-verbal cues, the importance of body language, facial expressions, and eye contact in court, and building a confident courtroom presence.
- **Day 4:** Concentrated on developing skills for effective and precise legal writing and communication techniques for negotiation and mediation.

Principles of Effective Communication Development:

- **Clarity:** Use straightforward language and avoid jargon unless the audience is familiar with it.
- **Consistency:** Ensure all facts and legal references are accurate and current.
- **Brevity:** Be concise without sacrificing clarity or meaning.
- **Emotional Intelligence:** Understand and manage one’s own emotions and those of others.
- **Patience:** Allow time for thoughtful processing and response.





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Outcomes:

- Improved clarity of language and avoidance of jargon.
- Clear role definition for all parties involved.
- Enhanced ability to prevent ambiguity in communication.
- Assurance of accurate and up-to-date legal references.

Participants were pleased with the course and found it highly beneficial for their professional development.



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