



RIZVI EDUCATION SOCIETY'S

# RIZVI LAW COLLEGE

New Rizvi Educational Complex, Off Carter Road, Bandra (West), Mumbai 400 050  
Phone: 2600 2230, 2600 2222.

## Criteria 1.2.2

Number of Add on or value-added courses /Certificate programs offered  
during the last five years

Dr. Sajan G. Patil  
I/c Principal





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## 1. List of Courses during the last 5 years

Academic Year	Title of the Course	Mode	Course Coordinator	Duration
2019-20	Course on contract drafting	Hybrid	Prof. Mehraj Mutawalli	20 hours
2019-20	Cyber law	Hybrid	Prof. Sadiya Syed	20 hours
2019-20	Soft skills development	Hybrid	Prof. Sadiya Syed	16 hours
2019-20	Introduction to MS Office	Hybrid	Prof. Sadiya Syed	20 hours
2019-20	Consumer Protection Laws	Hybrid	Prof. Mehraj Mutawalli	20 hours
2020-21	Introduction to Legal drafting	Online	Prof. Mehraj Mutawalli	16 hours
2020-21	Insolvency and Bankruptcy code	Online	Prof. Shweta Shah	20 hours
2020-21	Certificate course in Technology Contracts	Online	Prof. Sneha Soni	16 hours
2020-21	Introduction to RERA	Online	Prof. Shweta Shah	20 hours
2020-21	Introduction to Alternative Dispute Resolution (ADR)	Online	Prof. Samidha Dinde	20 hours
2021-22	Stress Management through yoga	Hybrid	Prof. Bhoomi Katira	16 hours
2021-22	Law and economics	Hybrid	Prof. Pooja Bhosale	20 hours
2021-22	Legal Research and writing	Hybrid	Prof. Mehraj Mutawalli	20 hours
2021-22	Introduction to Media and Entertainment laws	Hybrid	Prof. Shweta Shah	20 hours
2021-22	Labour and Employment laws	Hybrid	Prof. Mehraj Mutawalli	20 hours
2022-23	Legal Technology and Innovation	Hybrid	Prof. Bhoomi Katira	16 hours
2022-23	Criminal Drafting	Hybrid	Prof. Munmun Tyagi	20 hours
2022-23	Civil Proceedings & Civil Drafting	Hybrid	Prof. Mehraj Mutawalli	25 hours
2022-23	Course on Corporate governance	Hybrid	Prof. Bhoomi Katira	25 hours
2022-23	Course on Bill drafting	Hybrid	Prof. Shweta Shah	20 hours

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## 2. NOTICES OF COURSES DURING THE LAST 5 YEARS

*Notices of Certificate Programs: 2019-20*

Date: - 15.05.2019

### NOTICE

Rizvi Law college have initiated a certificate course in the college namely

### “Course on Contract Drafting”

<b>Eligibility Criteria: -</b>	<b>In house Students of Rizvi Law College</b>
<b>Course duration: -</b>	20 hours
<b>Course Commencement &amp; Completion: -</b>	07 <sup>th</sup> June – 12 <sup>th</sup> June 2019
<b>Mode: -</b>	Hybrid
<b>Award of Certificate: -</b>	Certificate of Completion will be awarded by Rizvi Law College to all the candidates upon successful completion of the course.

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Date: - 16.05.2019

## NOTICE

Rizvi Law college have initiated a certificate course in the college namely

### “Course on Cyber Law”

<b>Eligibility Criteria: -</b>	<b>In house Students of Rizvi Law College</b>
<b>Course duration: -</b>	20 hours
<b>Course Commencement &amp; Completion: -</b>	16 <sup>th</sup> June – 24 <sup>th</sup> June 2019
<b>Mode: -</b>	Hybrid
<b>Award of Certificate: -</b>	Certificate of Completion will be awarded by Rizvi Law College to all the candidates upon successful completion of the course.

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Date: - 14.06.2019

## NOTICE

Rizvi Law college have initiated a certificate course in the college namely

### “Course on Soft Skills Development”

<b>Eligibility Criteria: -</b>	<b>In house Students of Rizvi Law College</b>
<b>Course duration: -</b>	16 hours
<b>Course Commencement &amp; Completion: -</b>	1 <sup>st</sup> July – 10 <sup>th</sup> July 2019
<b>Mode of assessment: -</b>	Hybrid
<b>Award of Certificate: -</b>	Certificate of Completion will be awarded by Rizvi Law College to all the candidates upon successful completion of the course.

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Date: - 17.06.2019

## NOTICE

Rizvi Law college have initiated a certificate course in the college namely

### “Course on Introduction to MS Office”

**Eligibility Criteria: -**

**In house Students of Rizvi Law College**

**Course Commencement & Completion: -**

13<sup>th</sup> July – 24<sup>th</sup> July 20119

**Mode of assessment: -**

Hybrid

**Award of Certificate: -**

Certificate of Completion will be awarded by Rizvi Law College to all the candidates upon successful completion of the course.

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Phone: 2600 2230, 2600 2222.

Date: - 16.08.2019

## NOTICE

Rizvi Law college have initiated a certificate course in the college namely

### “Course on Consumer Protection Laws”

<b>Eligibility Criteria: -</b>	<b>In house Students of Rizvi Law College</b>
<b>Course duration: -</b>	20 hours
<b>Course Commencement &amp; Completion: -</b>	13 <sup>th</sup> September – 25 <sup>th</sup> September 2019
<b>Mode of assessment: -</b>	Hybrid
<b>Award of Certificate: -</b>	Certificate of Completion will be awarded by Rizvi Law College to all the candidates upon successful completion of the course.

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2020-21

## *Notices of Certificate Programs*

Date: -15.06.2020

### NOTICE

Rizvi Law college have initiated a certificate course in the college namely

### “Introduction to Legal Drafting”

<b>Eligibility Criteria: -</b>	<b>In House Students of Rizvi Law College</b>
<b>Course duration: -</b>	16 hours
<b>Course Commencement &amp; Completion: -</b>	6 <sup>th</sup> July 2020 – 16 <sup>th</sup> July 2020
<b>Mode of assessment: -</b>	Online
<b>Award of Certificate: -</b>	Certificate of Completion will be awarded by Rizvi Law College to all the candidates upon successful completion of the course.

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Phone: 2600 2230, 2600 2222.

Date: - 20.07.2020

## NOTICE

Rizvi Law college have initiated a certificate course in the college namely

### “Course on Insolvency and Bankruptcy Code”

<b>Eligibility Criteria: -</b>	<b>In house Students of Rizvi Law College</b>
<b>Course duration: -</b>	20 hours
<b>Course Commencement &amp; Completion: -</b>	20 <sup>th</sup> August – 30 <sup>th</sup> August 2020
<b>Mode of assessment: -</b>	Online
<b>Award of Certificate: -</b>	Certificate of Completion will be awarded by Rizvi Law College to all the candidates upon successful completion of the course.

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Date: - 20.06.2020

## NOTICE

Rizvi Law college have initiated a certificate course in the college namely

### “Course on Technology Contracts”

<b>Eligibility Criteria: -</b>	<b>In House Students of Rizvi Law College</b>
<b>Course duration: -</b>	16 hours
<b>Course Commencement &amp; Completion: -</b>	04 <sup>th</sup> July -14 <sup>th</sup> July 2020
<b>Mode of assessment:</b>	Online
<b>Award of Certificate: -</b>	Certificate of Completion will be awarded by Rizvi Law College to all the candidates upon successful completion of the course.

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Date: - 22.06.2020

## NOTICE

Rizvi Law college have initiated a certificate course in the college namely

### “Course on Introduction to RERA”

<b>Eligibility Criteria: -</b>	<b>In House Students of Rizvi Law College</b>
<b>Course duration: -</b>	20 hours
<b>Course Commencement &amp; Completion: -</b>	18 <sup>th</sup> July 2020 – 28 <sup>th</sup> July 2020
<b>Mode of assessment: -</b>	Online
<b>Award of Certificate: -</b>	Certificate of Completion will be awarded by Rizvi Law College to all the candidates upon successful completion of the course.

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Date: - 21.08.2020

## NOTICE

Rizvi Law college have initiated a certificate course in the college namely

### “Course on Introduction to Alternative Dispute Resolution (ADR)”

<b>Eligibility Criteria: -</b>	<b>In House Students of Rizvi Law College</b>
<b>Course duration: -</b>	20 hours
<b>Course Commencement &amp; Completion: -</b>	12 <sup>th</sup> Sept 2020 – 16 <sup>th</sup> Sept 2020
<b>Mode of assessment: -</b>	Online
<b>Award of Certificate: -</b>	Certificate of Completion will be awarded by Rizvi Law College to all the candidates upon successful completion of the course.

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2021-22

## *Notices of Certificate Programs*

Date: -22.12.2021

### **NOTICE**

Rizvi Law college have initiated a certificate course in the college namely

### **“Course on Stress Management Through Yoga”**

<b>Eligibility Criteria: -</b>	<b>In-house students of Rizvi Law College</b>
<b>Course duration: -</b>	16 hours
<b>Course Commencement &amp; Completion: -</b>	18 <sup>th</sup> January 2022- 21 <sup>st</sup> January 2022
<b>Mode of assessment: -</b>	Hybrid
<b>Award of Certificate: -</b>	Certificate of Completion will be awarded by Rizvi Law College to all the candidates upon successful completion of the course

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Date: - 23.12.2021

## NOTICE

Rizvi Law college have initiated a certificate course in the college namely

### “Course on Law and economics”

<b>Eligibility Criteria: -</b>	<b>In house Students of Rizvi Law College</b>
<b>Course duration: -</b>	20 hours
<b>Course Commencement &amp; Completion: -</b>	01 <sup>st</sup> January 2022-13 <sup>th</sup> January 2022
<b>Mode of assessment: -</b>	Hybrid
<b>Award of Certificate: -</b>	Certificate of Completion will be awarded by Rizvi Law College to all the candidates upon successful completion of the course

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Date: - 03.01.2022

## NOTICE

Rizvi Law college have initiated a certificate course in the college namely

### “Course on Legal Research and Writing”

<b>Eligibility Criteria: -</b>	<b>In house Students of Rizvi Law College</b>
<b>Course duration: -</b>	20 hours
<b>Course Commencement &amp; Completion: -</b>	16 <sup>th</sup> February 2022- 20 <sup>th</sup> February 2022
<b>Mode of assessment: -</b>	Hybrid
<b>Award of Certificate: -</b>	Certificate of Completion will be awarded by Rizvi Law College to all the candidates upon successful completion of the course.

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Date: - 24.01.2022

## NOTICE

Rizvi Law college have initiated a certificate course in the college namely

### “Course on Introduction to Media and Entertainment Laws”

<b>Eligibility Criteria: -</b>	<b>In House Students of Rizvi Law College</b>
<b>Course duration: -</b>	20 hours
<b>Course Commencement &amp; Completion: -</b>	26 <sup>th</sup> February 2022- 01 <sup>st</sup> March 2022
<b>Mode of assessment: -</b>	Hybrid
<b>Award of Certificate: -</b>	Certificate of Completion will be awarded by Rizvi Law College to all the candidates upon successful completion of the course

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Date: - 04.02.2022

## NOTICE

Rizvi Law college have initiated a certificate course in the college namely

### “Course on Labour and Employment Laws”

<b>Eligibility Criteria: -</b>	<b>In house Students of Rizvi Law College</b>
<b>Course duration: -</b>	20 hours
<b>Course Commencement &amp; Completion: -</b>	07 <sup>th</sup> March 2022-11 <sup>th</sup> March 2022
<b>Mode of assessment: -</b>	Hybrid
<b>Award of Certificate: -</b>	Certificate of Completion will be awarded by Rizvi Law College to all the candidates upon successful completion of the course.

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*Notices for 2022-2023*

**Date: -12.12.2022**

## **NOTICE**

Rizvi Law college have initiated a certificate course in the college namely

### **“Course on Legal Technology and Innovation”**

<b>Eligibility Criteria: -</b>	In-house students of Rizvi Law College
<b>Course duration: -</b>	16 hours
<b>Course Commencement &amp; Completion: -</b>	06th January 2023- 10 <sup>th</sup> January 2023
<b>Mode of assessment: -</b>	Hybrid
<b>Award of Certificate: -</b>	Certificate of Completion will be awarded by Rizvi Law College to all the candidates upon successful completion of the course.

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Date: - 02.01.2023

## NOTICE

Rizvi Law college have initiated a certificate course in the college namely

### “Course on Criminal Drafting”

<b>Eligibility Criteria: -</b>	In house Students of Rizvi Law College
<b>Course duration: -</b>	20 hours
<b>Course Commencement &amp; Completion: -</b>	17th January 2023- 21 <sup>st</sup> January 2023
<b>Mode of assessment: -</b>	Hybrid
<b>Award of Certificate: -</b>	Certificate of Completion will be awarded by Rizvi Law College to all the candidates upon successful completion of the course.

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Date: - 10.01.2023

## NOTICE

Rizvi Law college have initiated a certificate course in the college namely

### “Course on Civil Proceedings & Civil Drafting”

<b>Eligibility Criteria: -</b>	<b>In house Students of Rizvi Law College</b>
<b>Course duration: -</b>	25 hours
<b>Course Commencement &amp; Completion: -</b>	01 <sup>st</sup> February 2023- 08 <sup>th</sup> February 2023
<b>Mode of assessment: -</b>	Hybrid
<b>Award of Certificate: -</b>	Certificate of Completion will be awarded by Rizvi Law College to all the candidates upon successful completion of the course.

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Date: - 12.01.2023

## NOTICE

Rizvi Law college have initiated a certificate course in the college namely

### “Course on Corporate governance”

<b>Eligibility Criteria: -</b>	<b>In House Students of Rizvi Law College</b>
<b>Course duration: -</b>	25 hours
<b>Course Commencement &amp; Completion: -</b>	20 <sup>th</sup> February 2023- 27 <sup>th</sup> February 2023
<b>Mode of assessment: -</b>	Hybrid
<b>Award of Certificate: -</b>	Certificate of Completion will be awarded by Rizvi Law College to all the candidates upon successful completion of the course.

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14.02.2023

## NOTICE

Rizvi Law college have initiated a certificate course in the college namely

### “Course on Bill Drafting”

<b>Eligibility Criteria: -</b>	<b>In House Students of Rizvi Law College</b>
<b>Course duration: -</b>	20 hours
<b>Course Commencement &amp; Completion: -</b>	06 <sup>th</sup> March 2023-11 <sup>th</sup> March 2023
<b>Mode of assessment: -</b>	Hybrid
<b>Award of Certificate: -</b>	Certificate of Completion will be awarded by Rizvi Law College to all the candidates upon successful completion of the course.

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## COURSE CONTENT & OUTCOME OF ADD ON COURSES (2019-20)

### COURSE CONTENT OF CONTRACT DRAFTING

**COURSE DESIGNED BY: -**

Prof. Mehraj Mutawalli

**COURSE DURATION: -**

20 hours

#### **Introduction to Contracts:**

- Definition and types of contracts.
- Essential elements of a valid contract.
- Overview of contract law principles.

#### **Drafting Basics:**

- Structure and format of contracts.
- Use of clear and unambiguous language.
- Common drafting conventions.

#### **Contractual Clauses:**

- Identification and understanding of key contractual clauses.
- Examples of boilerplate clauses.
- In-depth study of specific clauses (e.g., indemnification, confidentiality, termination).

#### **Legal Research Skills:**

- Conducting legal research to support contract drafting.
- Use of precedents and templates.

#### **Risk Management:**

- Identifying and mitigating risks in contracts.
- Understanding the consequences of poorly drafted clauses.

#### **Negotiation Skills:**

- Strategies for negotiating contract terms.
- Communication and interpersonal skills in negotiation.

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## **International and Cross-Border Contracts:**

- Considerations for drafting contracts with international parties.
- Addressing jurisdictional issues.

## **Ethical Considerations:**

- Professional responsibility in contract drafting.
- Avoiding conflicts of interest.

## **Practical Exercises:**

- Hands-on drafting exercises.
- Peer review and feedback on drafted contracts.

## **COURSE OUTCOMES:**

Upon completing a contract drafting course, participants should be able to:

### **Draft Clear and Effective Contracts:**

- Produce well-structured, clear, and legally enforceable contracts.

### **Identify and Manage Risks:**

- Recognize potential legal issues and risks in contracts and address them appropriately.

### **Negotiate Contract Terms:**

- Apply negotiation skills to reach mutually beneficial agreements.

### **Conduct Legal Research:**

- Use legal research tools to support the drafting process.

### **Understand International Considerations:**

- Navigate complexities in drafting contracts with international parties.

### **Demonstrate Ethical Practice:**

- Uphold ethical standards in contract drafting and avoid conflicts of interest.

### **Collaborate Effectively:**

- Work collaboratively with clients, colleagues, and other stakeholders in the contract drafting process.

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## COURSE CONTENT OF CYBER LAWS:

**COURSE DESIGNED BY: -**

Prof. Sadiya Syed

**COURSE DURATION: -**

20 hours

### **Introduction to Cyber Laws:**

- Definition and scope of cyber laws.
- Historical development and evolution.

### **Cyber Crimes:**

- Identification and classification of cybercrimes.
- Case studies of notable cybercrime incidents.

### **Data Protection and Privacy:**

- Legal aspects of data protection and privacy.
- Compliance with data protection regulations.

### **Electronic Transactions and Contracts:**

- Legality of electronic transactions and contracts.
- Digital signatures and their legal implications.

### **Intellectual Property in the Digital Age:**

- Protection of intellectual property online.
- Copyright, trademark, and patent issues related to the internet.

### **Cyber Security Laws:**

- Legal aspects of cybersecurity.
- Regulations and standards for ensuring cyber resilience.

### **Regulation of Online Content:**

- Freedom of expression vs. regulation of harmful content.
- Liability of internet service providers.

### **Jurisdictional Issues in Cyberspace:**

- Challenges related to determining jurisdiction in online activities.
- International cooperation in combating cybercrimes.

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## **Ethical Hacking and Cyber Forensics:**

- Legal aspects of ethical hacking.
- Use of cyber forensics in legal investigations.

## **Emerging Technologies:**

- Legal considerations for emerging technologies like artificial intelligence, blockchain, and the Internet of Things (IoT).

## **Role of Law Enforcement:**

- Collaboration between law enforcement and technology experts.
- Challenges in investigating and prosecuting cybercrimes.

## **COURSE OUTCOMES:**

Upon completing a Cyber Laws course, participants should be able to:

### **Understand Legal Frameworks:**

- Comprehend the legal frameworks governing cyberspace at national and international levels.

### **Identify and Classify Cyber Crimes:**

- Recognize and categorize various types of cybercrimes.

### **Ensure Data Protection and Privacy Compliance:**

- Understand and implement legal requirements for data protection and privacy.

### **Navigate Intellectual Property Issues:**

- Address legal issues related to intellectual property in the digital realm.

### **Navigate Cybersecurity Legal Aspects:**

- Implement legal measures to enhance cybersecurity.

### **Manage Online Content and Liability:**

- Understand the legal aspects of regulating online content and the liability of service providers.

### **Address Jurisdictional Challenges:**

- Navigate jurisdictional challenges in cyberspace.

### **Apply Ethical Hacking and Cyber Forensics:**

- Understand the legal aspects of ethical hacking and cyber forensics.

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## **Adapt to Emerging Technologies:**

- Grasp the legal implications of emerging technologies.

## **Collaborate in Law Enforcement:**

- Collaborate effectively with law enforcement agencies in dealing with cybercrimes.

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**I/c Principal**





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## COURSE CONTENT OF SOFT SKILLS DEVELOPMENT:

**COURSE DESIGNED BY: -**

Prof. Sadiya Syed

**COURSE DURATION: -**

20 hours

### Communication Skills:

- Verbal communication
- Non-verbal communication
- Listening skills
- Written communication

### Interpersonal Skills:

- Building relationships
- Teamwork and collaboration
- Conflict resolution
- Networking skills

### Emotional Intelligence:

- Self-awareness
- Self-regulation
- Empathy
- Motivation
- Social skills

### Time Management:

- Goal setting
- Prioritization
- Planning and organizing
- Time tracking

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## **Adaptability and Flexibility:**

- Dealing with change
- Problem-solving
- Creativity and innovation

## **Leadership and Management Skills:**

- Decision-making
- Delegation
- Motivating others
- Conflict management

## **Stress Management:**

- Identifying stressors
- Coping strategies
- Mindfulness and relaxation techniques

## **Networking Skills:**

- Building professional relationships
- Effective communication in networking
- Utilizing social media for professional networking

## **Presentation Skills:**

- Public speaking
- Designing effective presentations
- Handling Q&A sessions

## **Negotiation Skills:**

- Preparation and planning
- Active listening
- Compromise and agreement

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## COURSE OUTCOME:

1. Improved Communication
2. Enhanced Interpersonal Relationships
3. Increased Emotional Intelligence
4. Effective Time Management
5. Adaptability and Flexibility
6. Leadership and Management Skills
7. Stress Reduction
8. Networking Success
9. Confident Presentation Skills
10. Effective Negotiation

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## COURSE CONTENT ON INTRODUCTION TO MS OFFICE:

**COURSE DESIGNED BY: -**

Prof. Sadiya Syed

**COURSE DURATION: -**

20 hours

### Microsoft Word:

- Basic navigation and interface
- Document creation, formatting, and editing
- Working with styles, fonts, and paragraph formatting
- Inserting and formatting images and tables
- Page layout and printing options

### Microsoft Excel:

- Introduction to spreadsheets and cells
- Data entry and manipulation
- Basic formulas and functions
- Cell formatting and conditional formatting
- Creating charts and graphs

### Microsoft PowerPoint:

- Creating and formatting slides
- Adding text, images, and multimedia elements
- Slide transitions and animations
- Presentation design and layout
- Slide show delivery and presenter tools

### Microsoft Outlook:

- Email management and organization
- Calendar scheduling and appointments
- Contact management
- Task and to-do list management
- Outlook settings and customization

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## File Management:

- Understanding file formats and compatibility
- Saving, opening, and organizing files
- File sharing and collaboration features

## Integration between Office Applications:

- Copying and pasting between applications
- Embedding or linking content from one application to another

## Best Practices and Tips:

- Time-saving shortcuts and features
- Efficient workflow strategies
- Troubleshooting common issues

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## COURSE OUTCOMES:

Proficiency in Microsoft Word:

- Ability to create, format, and edit documents efficiently.

Excel Competency:

- Skills in data entry, basic formulas, and creating simple charts.

Effective PowerPoint Presentations:

- Capability to design and deliver engaging presentations.

Efficient Email and Calendar Management:

- Mastery of Outlook features for effective communication and scheduling.

File Management Skills:

- Understanding file organization, storage, and collaboration.

Integration Skills:

- Ability to transfer and use content seamlessly between Office applications.

Increased Productivity:

- Implementation of time-saving techniques and shortcuts.

Troubleshooting Abilities:

- Capability to identify and solve common issues within the Microsoft Office suite.

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## COURSE CONTENT ON CONSUMER PROTECTION LAWS

**COURSE DESIGNED BY: -**

Prof. Mehraj Mutawalli

**COURSE DURATION: -**

20 hours

**1. Introduction to Consumer Protection:**

- Definition of consumer rights and the need for protection.
- Historical context and evolution of consumer protection laws.

**2. Fundamental Consumer Rights:**

- Right to safety: Products and services should not pose a threat to consumers.
- Right to information: Consumers have the right to know about the products and services they purchase.
- Right to choose: Consumers should have a variety of choices in the marketplace.
- Right to be heard: Consumers should have a voice in decisions affecting their interests.

**3. Unfair and Deceptive Practices: -**

- Prohibition of false advertising and misleading practices.
- Regulations regarding pricing, warranties, and guarantees.

**4. Product Liability:**

- Consumer protection laws often include provisions holding manufacturers and sellers responsible for defective or unsafe products.
- Procedures for product recalls and compensation for damages.

**5. Contractual Agreements:**

- Examination of standard form contracts and unfair contract terms.
- Regulations on contract disclosures and terms.

**6. Consumer Credit Protection:**

- Laws regulating credit transactions and lending practices.
- Protections against predatory lending and unfair debt collection practices.

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## 7. E-commerce and Online Transactions:

- Regulations addressing online consumer protection issues.
- Electronic contract formation and digital signatures.

## 8. Enforcement Mechanisms:

- Agencies responsible for enforcing consumer protection laws.
- Legal remedies available to consumers, including compensation, refunds, and injunctions.

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## COURSE OUTCOME:

1. Understanding of Consumer Rights
2. Awareness of Unfair Practices
3. Legal Framework Knowledge
4. Analytical Skills
5. Application of Laws
6. Advocacy Skills
7. Ethical Considerations

By the end of the course, students should be well-equipped to navigate consumer protection issues, both as informed consumers and potential advocates in legal and business contexts. Additionally, they should possess the skills to contribute to the development and improvement of consumer protection laws and regulations.

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## COURSE CONTENT & OUTCOME OF ADD ON COURSES (2020-21)

### COURSE CONTENT OF INTRODUCTION TO LEGAL DRAFTING

**COURSE DESIGNED BY: -**

Prof. Mehraj Mutawalli

**COURSE DURATION: -**

20 hours

#### **Introduction to Legal Writing:**

- Understanding the importance of clear and concise legal writing.
- Differentiating between legal writing and other forms of writing.

#### **Basic Legal Concepts:**

- Introducing fundamental legal concepts and terminology.  
Explaining the structure and components of legal documents.

- **Types of Legal Documents:**

Drafting contracts, agreements, and memoranda.

Creating legal opinions and briefs.

#### **Legal Research Skills:**

Teaching research methods for gathering relevant legal information.

Utilizing legal databases and resources effectively.

#### **Grammar and Style:**

Emphasizing the importance of grammar and proper style in legal drafting.

Providing guidelines for clarity and precision in language.

#### **Ethical Considerations:**

Discussing ethical considerations in legal drafting.

Addressing potential conflicts of interest and confidentiality issues.

#### **Revision and Editing:**

Teaching the importance of revision and self-editing in legal documents.

Providing strategies for proofreading and improving document quality.

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## Course Outcomes:

### Drafting Proficiency:

Students should be able to draft various legal documents accurately and effectively.

### Research Skills:

Students should possess the ability to conduct legal research and incorporate findings into their drafts.

### Clarity and Precision:

Graduates should demonstrate clarity and precision in their written communication, avoiding ambiguity.

### Legal Analysis:

Students should be able to analyse legal issues and apply relevant laws in their drafting.

### Ethical Awareness:

Graduates should be aware of ethical considerations in legal drafting and be able to navigate potential ethical challenges.

### Collaborative Skills:

Depending on the course structure, students may be expected to collaborate on drafting projects, improving teamwork and communication skills.

### Professionalism:

Students should develop a professional approach to legal drafting, adhering to industry standards and best practices.

### Critical Thinking:

The course should enhance students' critical thinking skills in the context of legal analysis and drafting.

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## COURSE CONTENT OF INSOLVENCY AND BANKRUPTCY CODE

**COURSE DESIGNED BY: -**

Prof. Shweta Shah

**COURSE DURATION: -**

20 hours

### **1. Introduction to Insolvency and Bankruptcy Code:**

- Overview of the IBC and its objectives.
- Historical perspective and need for reform.
- Comparison with earlier insolvency laws in India.

### **2. Corporate Insolvency Resolution Process (CIRP):**

- Initiation of CIRP by financial or operational creditors.
- Appointment and role of the Insolvency Professional (IP).
- Moratorium period and its implications.
- Committee of Creditors (CoC) and its functions.
- Resolution plan submission and approval.

### **3. Liquidation Process:**

- When the resolution process fails.
- Appointment of a liquidator.
- Distribution of proceeds in the order of priority.

### **4. Individual Insolvency:**

- Provisions related to insolvency of individuals and partnership firms.
- Eligibility criteria for filing for insolvency.
- Bankruptcy order and its consequences.

### **5. Cross-Border Insolvency:**

- Recognition of foreign proceedings.
- Cooperation between domestic and foreign courts.
- Application of the IBC to cross-border insolvency.

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## 6. Adjudicating Authorities:

- National Company Law Tribunal (NCLT) and National Company Law Appellate Tribunal (NCLAT).
- Powers and functions of the adjudicating authorities.

## 7. Role of Regulatory Authorities:

- Securities and Exchange Board of India (SEBI), Reserve Bank of India (RBI), and other regulatory bodies.
- Coordinated functioning with these bodies during insolvency proceedings.

## 8. Case Studies and Practical Application:

- Analysis of landmark insolvency cases.
- Simulation exercises for drafting resolution plans and conducting liquidation proceedings.

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## Course Outcomes:

### 1. Successful Resolution:

- Revival of the distressed company through an approved resolution plan.

### 2. Liquidation:

- Distribution of assets to creditors in the order of priority.

### 3. Rejection of Resolution Plan:

- If the Committee of Creditors rejects all submitted resolution plans.

### 4. Bankruptcy Order for Individuals:

- Imposition of bankruptcy order on individuals or partnership firms.

### 5. Cross-Border Cooperation:

- Successful coordination and recognition of insolvency proceedings across borders.

### 6. Precedents and Precedent-Setting Judgments:

- Impact of key legal interpretations and judgments on future cases.

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## COURSE IN TECHNOLOGY CONTRACTS

**COURSE DESIGNED BY: -**

Prof. Sneha Soni

**COURSE DURATION: -**

20 hours

Course Content:

### **Introduction to Technology Contracts:**

Overview of technology contracts and their importance in the tech industry.

Key terms and concepts in technology contracts.

### **Types of Technology Contracts:**

- Software development agreements.
- Licensing agreements.
- Service level agreements (SLAs).
- Technology transfer agreements.
- Cloud computing agreements.

### **Key Provisions in Technology Contracts:**

- Intellectual property rights.
- Confidentiality and non-disclosure provisions.
- Indemnification clauses.
- Limitation of liability.
- Termination and breach.

### **Regulatory Compliance:**

- Understanding and navigating relevant laws and regulations.
- Data protection and privacy considerations (e.g., GDPR, CCPA).

### **Negotiation Strategies:**

- Effective negotiation techniques for technology contracts.
- Balancing the interests of different parties.

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## **Dispute Resolution:**

- Methods for resolving disputes in technology contracts.
- Arbitration vs. litigation.

## **Case Studies and Practical Examples:**

- Analysing real-world examples of successful and problematic technology contracts.
- Drafting exercises to enhance practical skills.

## **Ethical and Social Implications:**

- Addressing ethical considerations in technology contracts.
- Social responsibility in contract drafting and negotiation.
- Learning Outcomes:

## **Understanding of Legal Frameworks:**

- Familiarity with relevant legal frameworks governing technology contracts.

## **Drafting Skills:**

Ability to draft clear, comprehensive, and legally sound technology contracts.

## **Negotiation Skills:**

Proficiency in negotiating key terms to achieve favourable outcomes for all parties.

## **Risk Management:**

Understanding and managing risks associated with technology contracts.

## **Compliance Awareness:**

Awareness of legal and regulatory requirements impacting technology contracts.

## **Problem-Solving:**

Capacity to identify and address potential issues that may arise during contract execution.

## **Ethical Considerations:**

Awareness of ethical considerations and responsibilities in technology contract negotiations.

## **Practical Application:**

Application of knowledge through case studies and practical exercises.

## **Communication Skills:**

Enhanced communication skills for effective negotiation and contract drafting.

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## COURSE CONTENT AND OUTCOME OF INTRODUCTION TO RERA:

**COURSE DESIGNED BY: -**

Prof. Shweta Shah

**COURSE DURATION: -**

20 hours

### **Introduction to Real Estate Regulation and Development Act (RERA):**

Historical background and the need for RERA.

Overview of RERA as a regulatory framework for the real estate sector.

### **Key Provisions of RERA:**

Registration of real estate projects and agents.

Obligations and responsibilities of developers.

Rights and obligations of homebuyers.

### **Regulatory Authorities under RERA:**

Role and functions of the Real Estate Regulatory Authority (RERA).

Adjudication of disputes and appellate tribunals.

### **Compliance and Disclosures:**

Understanding the compliance requirements for real estate projects.

Mandatory disclosures and their significance.

### **Consumer Protection under RERA:**

Mechanisms for protecting the interests of homebuyers.

Redressal of grievances and complaints.

### **Implications for Real Estate Developers:**

Impact of RERA on project planning and execution.

Financial and legal implications for developers.

### **Legal and Regulatory Framework:**

Analysis of other relevant laws and regulations in conjunction with RERA.

Interplay with laws related to land acquisition, environment, and local planning.

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## Case Studies:

Examination of real-life cases related to RERA compliance and disputes.

Analysis of the outcomes and lessons learned.

## Ethical Considerations:

Discussion on ethical considerations in the real estate industry.

The role of ethics in RERA compliance and dealings.

## Learning Outcomes:

- **Understanding of RERA Framework:**
  - Grasp of the key provisions and objectives of RERA.
- **Compliance Awareness:**
  - Knowledge of the compliance requirements for developers and real estate agents.
- **Consumer Protection Skills:**
  - Ability to understand and address consumer concerns under RERA.
- **Legal and Regulatory Analysis:**
  - Competence in analysing the legal and regulatory framework surrounding RERA.
- **Practical Application:**
  - Application of RERA principles in real-world scenarios through case studies.
- **Conflict Resolution:**
  - Skills in resolving disputes and conflicts arising from RERA-related issues.
- **Ethical Decision-Making:**
  - Awareness of ethical considerations in the real estate sector and their application under RERA.
- **Risk Management:**
  - Understanding and managing risks associated with RERA compliance and non-compliance.
- **Communication Skills:**
  - Effective communication of RERA-related information to stakeholders.

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## **COURSE CONTENT ON INTRODUCTION TO ALTERNATIVE DISPUTE RESOLUTION (ADR):**

**COURSE DESIGNED BY:** - Prof. Samidha Dinde

**COURSE DURATION:** - 20 hours

### **Overview of Alternative Dispute Resolution (ADR):**

Definition and significance of ADR.

Distinction between ADR and traditional litigation.

### **Types of ADR:**

Negotiation: principles and techniques.

Mediation: process, roles, and skills.

Arbitration: procedures, awards, and enforceability.

Other ADR methods (e.g., conciliation, hybrid processes).

### **Legal Framework:**

Understanding the legal basis and support for ADR.

Relevant statutes and regulations.

### **ADR Techniques and Approaches:**

Interest-based vs. rights-based approaches.

Collaborative problem-solving techniques.

### **Role of ADR Practitioners:**

Responsibilities and qualifications of mediators and arbitrators.

Code of ethics for ADR professionals.

### **Case Studies:**

Analysis of real-life examples of successful ADR processes.

Examining instances where ADR methods were less effective.

### **Cultural and Diversity Considerations:**

Understanding how cultural and diverse factors can impact ADR processes.

Strategies for handling cross-cultural disputes.

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## **ADR in Different Contexts:**

ADR in business and commercial settings.

ADR in family law and community disputes.

ADR in international disputes.

## **Practical Skills Development:**

Simulations and role-playing exercises for negotiation, mediation, and arbitration.

Drafting ADR agreements.

## **LEARNING OUTCOMES:**

### **Understanding of ADR Principles:**

Familiarity with the core principles and concepts of ADR.

### **Knowledge of ADR Methods:**

Understanding the characteristics and applications of various ADR methods.

### **Legal Awareness:**

Knowledge of the legal framework supporting ADR, including relevant statutes and regulations.

### **Practical Skills:**

Development of practical skills in negotiation, mediation, and arbitration.

### **Conflict Analysis:**

Ability to analyse conflicts and determine suitable ADR methods.

### **Ethical Considerations:**

Awareness of ethical considerations in ADR and adherence to professional codes of conduct.

### **Cultural Competence:**

Recognition and understanding of cultural and diversity issues in ADR.

- **Case Analysis:**

Ability to analyse real-life cases and draw lessons for ADR practice.

- **Effective Communication:**

Improved communication skills for facilitating ADR processes.

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## Application in Various Contexts:

Understanding how ADR principles apply in different contexts, such as business, family, and international disputes.

## COURSE CONTENT & OUTCOME OF ADD ON COURSES (2021-22)

### COURSE ON STRESS MANAGEMENT THROUGH YOGA

COURSE DESIGNED BY: -

Prof. Bhoomi Katira

COURSE DURATION: -

20 hours

#### Module 1: Introduction to Stress and Yoga

- Understanding stress: Causes, effects, and types
- Introduction to the principles of yoga as a stress management tool
- Historical background and philosophy of yoga

#### Module 2: Yoga Asanas (Postures) for Stress Relief

- Gentle yoga poses for relaxation
- Deep breathing techniques (Pranayama) to calm the nervous system
- Yoga Nidra for deep relaxation and stress reduction
- Incorporating mindfulness and meditation into asana practice

#### Module 3: Yoga Philosophy and Lifestyle

- The eight limbs of yoga (Ashtanga Yoga) and their relevance to stress management
- Yogic diet and lifestyle choices for stress reduction
- Developing a daily yoga routine for stress relief

#### Module 4: Anatomy and Physiology of Stress and Relaxation

- Understanding the physiological response to stress
- How yoga affects the nervous system and stress hormones
- The role of mindfulness in promoting relaxation

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## Module 5: Applications of Yoga in Daily Life

- Yoga for workplace stress
- Yoga for stress in relationships
- Yoga for managing chronic stress and anxiety

## Module 6: Yoga for Emotional Well-being

- Emotional release through yoga
- Developing emotional resilience through mindfulness
- The connection between mind and body in stress management

## Module 7: Creating Personalized Stress Management Plans

- Assessing individual stressors and triggers
- Designing personalized yoga routines for stress relief
- Integrating yoga practices into daily life for long-term benefits

## Module 8: Teaching and Practicum

- Techniques for teaching stress management through yoga
- Practice teaching sessions and feedback
- Ethical considerations and professional boundaries

## Outcome Objectives:

By the end of the course, participants should be able to:

1. Understand the physiological and psychological aspects of stress and how yoga can help manage it.
2. Demonstrate proficiency in various yoga asanas, pranayama, and meditation techniques for stress relief.
3. Apply yogic philosophy and lifestyle principles to enhance overall well-being and resilience to stress.
4. Analyse and adapt yoga practices to address specific stressors in different life situations.
5. Develop and implement personalized stress management plans for themselves and others.
6. Articulate the importance of mindfulness and emotional well-being in stress reduction.
7. Acquire the skills and knowledge necessary to teach stress management through yoga to others.

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## COURSE CONTENT ON LAW AND ECONOMICS

**COURSE DESIGNED BY: -**

Prof. Pooja Bhosale

**COURSE DURATION: -**

20 hours

### **Introduction to Law and Economics:**

Overview of the basic principles of economics and their application to legal analysis.

Historical development and evolution of the Law and Economics field.

### **Microeconomic Foundations:**

Understanding individual behaviour, rational choice theory, and utility maximization.

Analysis of how individuals make decisions under conditions of scarcity.

### **Legal Institutions and Economic Efficiency:**

Examination of various legal institutions (e.g., property rights, contracts, torts) and their impact on economic efficiency.

Transaction cost theory and its relevance to legal rules.

### **Game Theory and Legal Analysis:**

Introduction to game theory and its application to legal scenarios.

Strategic interactions among individuals and institutions in the legal context.

### **Economic Analysis of Property Law:**

Study of property rights, including the economic implications of different property regimes.

Coase Theorem and its application to property rights disputes.

### **Contract Law and Economics:**

Economic analysis of contract formation, performance, and breach.

Examining how contract law can promote efficient agreements.

### **Tort Law and Economics:**

Economic analysis of tort liability, deterrence, and compensation.

Critique of strict liability versus negligence in tort law.

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## **Antitrust and Competition Law:**

Economic analysis of competition policy and antitrust laws.

Examination of market structures and the role of competition in fostering economic welfare.

## **Regulation and Public Policy:**

Economic analysis of government regulation and its impact on markets.

Cost-benefit analysis and regulatory impact assessment.

## **Behavioural Law and Economics:**

Integration of insights from behavioural economics into legal analysis.

Examining how cognitive biases and bounded rationality influence legal decision-making.

## **Course Outcomes:**

### **Analytical Skills:**

Develop the ability to analyse legal issues using economic principles.

Apply economic reasoning to evaluate the efficiency and effectiveness of legal rules.

### **Interdisciplinary Understanding:**

Understand the connections between law and economics, and how insights from both fields can inform each other.

### **Policy Analysis:**

Gain skills in assessing and critiquing legal policies using economic tools.

Understand the implications of legal decisions on social welfare.

### **Critical Thinking:**

Foster critical thinking skills in evaluating legal rules and institutions from an economic perspective.

### **Communication Skills:**

Effectively communicate economic analyses of legal issues both in writing and verbally.

### **Practical Application:**

Apply economic concepts to real-world legal problems and cases.

Develop the ability to propose and evaluate policy reforms based on economic analysis.

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## COURSE CONTENT ON LEGAL RESEARCH AND WRITING

**COURSE DESIGNED BY: -**

Prof. Mehraj Mutawalli

**COURSE DURATION: -**

20 hours

### **Introduction to Legal Research:**

- Understanding the legal research process
- Identifying primary and secondary legal sources
- Use of legal databases and libraries

### **Legal Writing Fundamentals:**

- Legal writing styles and conventions
- Drafting legal documents (memoranda, briefs, opinions)
- Citations and proper referencing (using Bluebook or other citation styles)

### **Case Analysis:**

- Reading and analysing legal cases
- Identifying key legal issues
- Extracting relevant legal principles and rules

### **Statutory Research:**

- Understanding statutes and codes
- Researching legislative history
- Interpreting statutory language

### **Legal Argumentation:**

- Constructing legal arguments
- Persuasive writing techniques
- Counter-arguments and rebuttals

### **Legal Ethics in Research and Writing:**

- Understanding ethical considerations in legal research
- Avoiding plagiarism and maintaining academic integrity
- Confidentiality and attorney-client privilege

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## Legal Research Project:

- Conducting a comprehensive legal research project
- Synthesizing information into a coherent written document
- Presenting research findings effectively

## Course Outcomes:

### Research Skills:

Develop effective legal research skills using both traditional and electronic resources.

### Analytical Thinking:

Enhance analytical thinking by dissecting legal issues and extracting relevant information from cases and statutes.

### Writing Proficiency:

Improve legal writing skills, including organization, clarity, and conciseness.

### Citation Mastery:

Master the use of legal citation styles, such as the Bluebook, to properly cite legal authorities.

### Ethical Considerations:

Understand and adhere to ethical guidelines in legal research and writing.

### Argumentation and Persuasion:

Develop the ability to construct persuasive legal arguments and effectively communicate them in writing.

### Presentation Skills:

Demonstrate the ability to present research findings coherently and persuasively.

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## COURSE CONTENT ON INTRODUCTION TO MEDIA AND ENTERTAINMENT LAWS

**COURSE DESIGNED BY: -**

Prof. Shweta Shah

**COURSE DURATION: -**

20 hours

### Overview of Media and Entertainment Industry:

- Introduction to the media and entertainment sectors.
- Understanding the significance and impact of media and entertainment on society.

### Foundations of Law:

- Basic legal concepts relevant to the media and entertainment industry.
- Introduction to legal systems and principles.

### Freedom of Expression and Speech:

- Constitutional rights and limitations.
- Defamation, libel, and slander laws.
- Privacy laws and their application to media content.

### Intellectual Property Laws:

- Copyright laws and their application to creative works.
- Trademark laws for protection of brands and logos.
- Patent laws and their relevance in media and entertainment.

### Media Regulation and Ethics:

- Regulatory bodies overseeing media and entertainment.
- Ethical considerations in journalism and content creation.
- Media responsibility and accountability.

### Entertainment Contracts:

- Overview of contract law in the entertainment industry.
- Understanding key contract terms for artists, producers, and distributors.

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## Digital Media and Technology Laws:

- Cyber laws and their implications for digital media.
- Privacy issues in the digital era.
- Intellectual property challenges in the online space.

## Media and Entertainment Litigation:

- Case studies of notable legal disputes in the industry.
- Understanding the legal resolution of conflicts.

## COURSE OUTCOMES:

Upon completing the course, students are expected to:

1. Understand Legal Frameworks
2. Navigate Intellectual Property Issues
3. Apply Regulatory Knowledge
4. Analyse Ethical Dilemmas
5. Draft and Understand Contracts
6. Navigate Digital Media Challenges
7. Critical Thinking in Legal Contexts
8. Awareness of Industry Dynamics

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## COURSE CONTENT ON LABOUR AND EMPLOYMENT LAWS

**COURSE DESIGNED BY: -**

Prof. Mehraj Mutawalli

**COURSE DURATION: -**

20 hours

### **Introduction to Labour and Employment Laws:**

- Overview of the legal framework governing labour and employment.
- Historical development and evolution of labour laws.

### **Fundamental Labour Rights:**

- Understanding fundamental labour rights, including freedom of association and the right to collective bargaining.
- Anti-discrimination laws in the workplace.

### **Employment Contracts:**

- Formation and termination of employment contracts.
- Terms and conditions of employment.

### **Wage and Hour Laws:**

- Minimum wage laws.
- Overtime regulations and working hours.
- Payment of wages and benefits.

### **Occupational Health and Safety:**

- Workplace safety regulations.
- Employer responsibilities for maintaining a safe working environment.

### **Employee Benefits and Social Security:**

- Overview of employee benefits, including health insurance, retirement plans, and leave policies.
- Social security laws and their impact on employment.

### **Collective Bargaining and Trade Unions:**

- Understanding the role of trade unions.
- Collective bargaining processes and agreements.

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## Unfair Labour Practices:

- Identifying and addressing unfair labour practices.
- Remedies available to employees in cases of unfair treatment.

## Employee Discipline and Termination:

- Disciplinary actions and procedures.
- Legal considerations in employee termination.

## International Labour Standards:

- Overview of international labour standards set by organizations like the International Labour Organization (ILO).
- Global perspectives on labour rights.

## Legal Compliance and Enforcement:

- Strategies for ensuring legal compliance in the workplace.
- Overview of government agencies responsible for enforcing labour laws.

## COURSE OUTCOMES:

Upon completing the course, students are expected to:

### Understand Legal Frameworks:

- Have a solid understanding of the legal framework governing labour and employment.

### Apply Employment Contract Knowledge:

- Understand the nuances of employment contracts and apply this knowledge in real-world scenarios.

### Navigate Wage and Hour Issues:

- Be able to navigate and apply wage and hour laws to ensure fair compensation.

### Ensure Workplace Safety:

- Understand and implement workplace safety regulations to create a safe working environment.

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## **Negotiate and Understand Collective Bargaining:**

- Have the skills to engage in collective bargaining processes and understand trade union dynamics.

## **Address Unfair Labour Practices:**

- Identify and address unfair labour practices to protect employees' rights.

## **Handle Employee Discipline and Termination:**

- Navigate the legal aspects of employee discipline and termination.

## **Global Perspectives:**

- Recognize and understand international labour standards and their impact on the global workforce.

## **Ensure Legal Compliance:**

- Develop strategies for ensuring legal compliance within the workplace.

## **Critical Analysis of Labour Laws:**

- Apply critical thinking skills to analyse and interpret labour laws in different contexts.

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## COURSE CONTENT AND COURSE OUTCOME (2022-23)

### COURSE CONTENT AND OUTCOME OF INTRODUCTION TO LEGAL TECHNOLOGY AND INNOVATION

**COURSE DESIGNED BY: -**

Prof. Bhoomi Katira

**COURSE DURATION: -**

20 hours

#### Module 1: Introduction to Legal Technology and Innovation

- Define legal technology and its significance in the legal profession.
- Identify key historical developments and milestones in legal innovation.
- Understand the current landscape of legal technology, including major players and trends.

#### Module 2: Legal Research and Analytics

- Conduct efficient legal research using online databases.
- Evaluate and utilize legal analytics for data-driven decision-making.
- Apply case prediction models to legal scenarios.

#### Module 3: Automation and Artificial Intelligence in Law

- Create and manage legal documents using automation tools.
- Analyse the role of AI in contract review, understanding both benefits and challenges.

#### Module 4: E-Discovery and Digital Forensics

- Navigate the e-discovery process and use technology-assisted review (TAR).
- Understand the role of digital forensics in legal investigations and evidence handling.

#### Module 5: Blockchain and Smart Contracts

- Explain the basics of blockchain technology and its applications in law.
- Assess the implementation and legal considerations of smart contracts.

#### Module 6: Online Dispute Resolution (ODR)

- Recognize the principles and applications of online dispute resolution.
- Analyse technology's role in alternative dispute resolution (ADR) processes.

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## Module 7: Cybersecurity and Data Privacy in Legal Practice

- Implement cybersecurity best practices in the legal profession.
- Understand legal obligations and technological solutions for data privacy compliance.

## Module 8: Regulatory and Ethical Issues

- Navigate legal tech regulations and ensure compliance.
- Address ethical challenges in the use of legal technology and uphold professional responsibility.

## Module 9: Future Trends

- Identify emerging technologies in the legal sector.
- Develop strategies for fostering innovation within law firms and legal departments.

## Module 10: Capstone Project

- Apply knowledge gained throughout the course to a real-world project.
- Present the project, demonstrating an understanding of legal technology's practical implications.

## Overall Course Outcomes:

Upon completion of the course, students should be able to:

- Demonstrate a comprehensive understanding of legal technology and innovation.
- Apply various legal tech tools and methodologies to enhance legal practice.
- Evaluate the ethical and regulatory implications of technology in the legal profession.
- Propose and implement innovative solutions to legal challenges using technology.
- Effectively communicate and collaborate in a technology-driven legal environment.
- Stay informed about emerging trends and technologies impacting the legal sector.

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## COURSE CONTENT AND OUTCOME OF CRIMINAL DRAFTING

**COURSE DESIGNED BY: -**

Prof. Munmun Tyagi

**COURSE DURATION: -**

20 hours

### Module 1: Introduction to Criminal Drafting

Learning Outcomes:

- Understand the importance of effective drafting in criminal law.
- Differentiate between civil and criminal drafting requirements.
- Explore the types of legal documents used in criminal practice.

### Module 2: Basics of Legal Drafting

Learning Outcomes:

- Master fundamental principles of legal drafting.
- Develop skills in precise and clear language use.
- Understand the structure and components of legal documents.

### Module 3: Drafting Criminal Complaints

Learning Outcomes:

- Draft a comprehensive criminal complaint.
- Identify essential elements required for a valid criminal complaint.
- Understand the legal and procedural requirements in filing a criminal case.

### Module 4: Pleading Preparation for Criminal Trials

Learning Outcomes:

- Draft pre-trial pleadings, including motions to dismiss, motions in limina, and discovery requests.
- Develop effective trial strategy through pleading preparation.

### Module 5: Drafting Legal Memoranda in Criminal Cases

Learning Outcomes:

- Analyse legal issues and conduct legal research for criminal cases.
- Draft clear and persuasive legal memoranda supporting criminal arguments.

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## Module 6: Bail Applications and Sentencing Memoranda

### Learning Outcomes:

- Draft bail applications, addressing legal and factual considerations.
- Prepare sentencing memoranda to present factors in Favor of leniency.

## Module 7: Appeals and Post-Conviction Drafting

### Learning Outcomes:

- Draft appellate briefs for criminal appeals.
- Understand the nuances of post-conviction drafting, including habeas corpus petitions.

## Module 8: Drafting Plea-Bargaining Agreements

### Learning Outcomes:

- Negotiate and draft plea agreements.
- Analyse the legal and practical implications of plea bargains.

## Module 9: Drafting Search Warrants and Affidavits

### Learning Outcomes:

- Draft search warrants and supporting affidavits.
- Understand the constitutional requirements for obtaining search warrants.

## Module 10: Drafting Legislation and Legal Reform in Criminal Law

### Learning Outcomes:

- Draft proposed legislation related to criminal law reform.
- Understand the process of legal reform and its impact on criminal practice.

### Overall Course Outcomes:

Upon completion of the course, students should be able to:

- Demonstrate proficiency in drafting a variety of legal documents in the context of criminal law.
- Apply legal research skills to support drafting decisions.
- Understand the procedural and substantive requirements for various criminal pleadings.
- Develop effective written advocacy skills in the criminal law context.
- Analyse ethical considerations in criminal drafting.

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## COURSE CONTENT AND OUTCOME OF CIVIL PROCEEDINGS & CIVIL DRAFTING

**COURSE DESIGNED BY: -**

Prof. Mehraj Mutawalli

**COURSE DURATION: -**

20 hours

### Module 1: Introduction to Civil Proceedings

#### Learning Outcomes:

- Understand the structure and stages of civil proceedings.
- Differentiate between civil and criminal litigation.
- Explore the roles of parties, attorneys, and the court in civil cases.

### Module 2: Basics of Legal Drafting

#### Learning Outcomes:

- Master fundamental principles of legal drafting.
- Develop skills in precise and clear language use.
- Understand the structure and components of legal documents.

### Module 3: Pleadings in Civil Litigation

#### Learning Outcomes:

- Draft a comprehensive complaint in a civil case.
- Understand the requirements and elements of pleadings.
- Respond to complaints by drafting answers and counterclaims.

### Module 4: Pre-Trial Motions and Discovery

#### Learning Outcomes:

- Draft pre-trial motions, including motions to dismiss and summary judgment.
- Understand the rules and strategies of the discovery process.
- Prepare and respond to interrogatories, requests for production, and requests for admission.

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## Module 5: Legal Memoranda in Civil Cases

### Learning Outcomes:

- Analyse legal issues and conduct legal research for civil cases.
- Draft clear and persuasive legal memoranda supporting civil arguments.

## Module 6: Settlement Agreements and Negotiation

### Learning Outcomes:

- Negotiate and draft settlement agreements.
- Understand alternative dispute resolution methods.
- Analyse the legal and practical implications of settlement agreements.

## Module 7: Trial Proceedings and Courtroom Skills

### Learning Outcomes:

- Understand the trial process in civil litigation.
- Develop courtroom advocacy and presentation skills.
- Draft trial-related documents, including trial briefs and jury instructions.

## Module 8: Appellate Practice and Brief Writing

### Learning Outcomes:

- Draft appellate briefs for civil appeals.
- Understand the appellate process and standards of review.
- Analyse the legal and strategic considerations in appellate practice.

## Module 9: Drafting Contracts and Legal Instruments

### Learning Outcomes:

- Draft various contracts, including agreements, leases, and deeds.
- Understand the legal implications of contract drafting.
- Analyse and interpret contractual provisions.

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## Module 10: Legal Reform and Legislation in Civil Law

### Learning Outcomes:

- Draft proposed legislation related to civil law reform.
- Understand the process of legal reform and its impact on civil practice.
- Analyse the intersection of statutory law and civil litigation.

### Overall Course Outcomes:

Upon completion of the course, students should be able to:

- Demonstrate proficiency in drafting a variety of legal documents in the context of civil litigation.
- Apply legal research skills to support drafting decisions.
- Understand the procedural and substantive requirements for various civil pleadings.
- Develop effective written and oral advocacy skills in civil law.
- Analyse ethical considerations in civil drafting and proceedings.

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## COURSE CONTENT AND OUTCOME OF CORPORATE GOVERNANCE

**COURSE DESIGNED BY: -**

Prof. Bhoomi Katira

**COURSE DURATION: -**

20 hours

### **Introduction to Corporate Governance:**

- Definition and importance of corporate governance.
- Historical development and evolution of corporate governance.
- Key principles and theories of corporate governance.

### **Legal and Regulatory Framework:**

- Overview of relevant national and international laws and regulations.
- Role of regulatory bodies and government agencies in corporate governance.
- Compliance and disclosure requirements.

### **Shareholders and Stakeholders:**

- Rights and responsibilities of shareholders.
- Stakeholder theory and its implications for corporate governance.
- Shareholder activism and engagement.

### **Board of Directors:**

- Composition, structure, and roles of the board.
- Board committees and their functions (e.g., audit, compensation, nomination).
- Board evaluation and performance.

### **Executive Compensation:**

- Design and structure of executive compensation.
- Incentive mechanisms and their impact on corporate performance.
- Issues related to excessive executive compensation.

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## **Risk Management and Internal Controls:**

- Identification and assessment of corporate risks.
- Internal control mechanisms and their importance.
- Corporate governance's role in risk mitigation.

## **Ethics and Corporate Social Responsibility:**

- Ethical considerations in corporate decision-making.
- Corporate social responsibility (CSR) and sustainable business practices.
- Business ethics in the context of corporate governance.

## **Financial Reporting and Audit:**

- Transparency and accuracy in financial reporting.
- Role of auditors and the audit committee.
- Importance of independent audits in corporate governance.

## **Corporate Governance Best Practices:**

- Global corporate governance codes and guidelines.
- Case studies of successful corporate governance practices.
- Emerging trends and challenges in corporate governance.

## **Corporate Governance and Strategy:**

- Alignment of corporate governance with business strategy.
- Governance's role in strategic decision-making.
- Adapting governance structures to changing business environments.

## **Outcomes of Corporate Governance Courses:**

- Understand the principles and theories that underlie effective corporate governance.
- Analyse and evaluate corporate governance structures and practices.
- Apply legal and regulatory frameworks to ensure compliance.
- Assess the role of boards, committees, and executives in corporate governance.
- Evaluate and design executive compensation packages.
- Recognize and manage ethical dilemmas in corporate decision-making.

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Understand the relationship between corporate governance and social responsibility.

Analyse financial reports and audit processes in the context of governance.

Apply best practices to enhance corporate governance in real-world scenarios.

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## COURSE CONTENT AND OUTCOME ON BILL DRAFTING

**COURSE DESIGNED BY: -**

Prof. Shweta Shah

**COURSE DURATION: -**

20 hours

### **Introduction to Legislative Drafting:**

- Definition and significance of legislative drafting.
- Overview of the legislative process.
- Distinction between primary and secondary legislation.

### **Legal and Constitutional Framework:**

- Understanding the legal and constitutional basis for legislation.
- Reviewing relevant constitutional provisions and legal principles.
- Analysing the hierarchy of laws and legal sources.

### **Drafting Principles and Techniques:**

- Clarity, precision, and consistency in drafting.
- Use of defined terms, headings, and cross-references.
- Techniques for avoiding ambiguity and vagueness.

### **Structure and Components of a Bill:**

- Title and preamble.
- Sections, subsections, and clauses.
- Schedules and appendices.

### **Drafting Language and Style:**

- Plain language drafting.
- Use of technical terms and definitions.
- Avoidance of legalese and unnecessary complexity.

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## **Amendments and Revisions:**

- Techniques for amending existing legislation.
- Approaches to revising and updating laws.
- Impact of amendments on the overall legislative framework.

## **Consultation and Stakeholder Engagement:**

- Importance of consulting relevant stakeholders.
- Techniques for gathering input and feedback.
- Balancing conflicting interests and perspectives.

## **Ethical Considerations:**

- Ensuring fairness and justice in drafting.
- Avoiding unintended consequences.
- Addressing potential loopholes and ambiguities.

## **Comparative Legislative Systems:**

- Studying legislative systems in different jurisdictions.
- Learning from best practices in bill drafting.
- International standards and conventions.

## **Practical Exercises and Workshops:**

- Hands-on drafting exercises.
- Mock legislative sessions.
- Peer review and feedback on draft bills.

## **Outcomes of Bill Drafting Courses:**

- Understand the principles and techniques of legislative drafting.
- Draft and revise bills with clarity, precision, and consistency.
- Navigate the legal and constitutional framework governing legislation.
- Identify and address ethical considerations in the drafting process.
- Engage with stakeholders and incorporate feedback into drafts.
- Analyse and propose amendments to existing legislation.

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Evaluate the impact of drafting choices on the interpretability of the law.

Apply plain language drafting principles to enhance accessibility.

Demonstrate an understanding of comparative legislative systems.

Participate effectively in the legislative process.

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## 4. Attendance Sheet for last five academic years

<https://law.rizvi.edu.in/naac/1/Attendance%20sheet%20of%20last%20five%20years.pdf>

## 5. Certificates of courses during the last 5 years

<https://law.rizvi.edu.in/naac/1/Certificates.pdf>

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