



Shikshan Prasarak Sanstha's,
SHRI. OMKARNATH MALPANI LAW COLLEGE, SANGAMNER
In Collaboration with
SANGAMNER BAR ASSOCIATION, SANGAMNER
Introduce

**CERTIFICATE COURSE ON
DRAFTING AND PLEADING**

(Commence from: 20th April, 2022)

INAUGURAL SESSION

Welcome & Introduction of Guests

Introductory Speech by - **Asst. Prof. Rahul S. Deshmukh**
(IC Principal, Shri. Omkarnath Malpani Law College,)

Address by - **Hon. Shri. Shrikant. Y. Bhosale**
(Addl. District & Session Judge, Sangamner)

Presided by - **Hon. Shri. Nandlal Parakh**
(Member, Shikshan Prasarak Sanstha, Sangamner)

Vote of Thanks - **Asst. Prof. Deoyanee Nikam**

PROGRAMME SCHEDULE

Date	Time	Topic	Resource Person
20/04/2022	3.00 to 6.00 p.m.	General principles of Drafting & Pleading	Hon. Shri. Vaibhav Jadhav (Civil Judge, Senior Division, Sangamner)
21/04/2022	3.00 to 6.00 p.m.	Drafting of miscellaneous application in court proceeding	Hon. Shri. Deepak Dongare (Civil Judge, Senior Division & Secretary, District Legal Aid Committee, Dhule)
22/04/2022	3.00 to 6.00 p.m.	Fundamental & Other rules of Pleading	Hon. Adv. Sushma Thorat (Advocate, Sangamner Bar Association)
23/04/2021	3.00 to 6.00 p.m.	मराठी लेखन आणि तंत्र	Hon. Shri. Santosh Khedlekar (HOD, Journalist Department, Sangamner College)
25/04/2022	3.00 to 6.00 p.m.	Suit for declaration of share & Partition under Joint Hindu Family property	Hon. Shri. Shrikant Bhosale (Addl. District & Session Judge, Sangamner)
26/04/2022	3.00 to 6.00 p.m.	Relationship between Pleadings & Evidence	Hon. Shri. Prashant Shinde (Civil Judge, Senior Division, Sangamner)
27/04/2022	3.00 to 6.00 p.m.	Petition & reply for divorce alleging grounds of divorce	Hon. Adv. Ranjana Gawande (Advocate, Sangamner Bar Association)
28/04/2022	3.00 to 6.00 p.m.	Drafting & Pleading in Specific performance suits	Hon. Adv. Sangram Jondhale (Advocate, Sangamner Bar Association)
29/04/2022	3.00 to 6.00 p.m.	Suits relating to possession	Hon. Adv. Pradip Malpani (Senior Advocate, Sangamner Bar Association)
30/04/2022	3.00 to 6.00 p.m.	Suits relating to negotiable instruments	Hon. Adv. Nikhil Wakchaure (Advocate, Akole Bar Association)

Shikshan Prasarak Sanstha's

SHRI OMKARNATH MALPANI LAW COLLEGE

SANGAMNER - 422 605, DIST. AHMEDNAGAR (M.S.)

VALUE ADDED COURSE ON COMMUNICATION SKILLS

A. Year 2022-2023

Syllabus

• **Objectives of the Course**

- i) To develop the communication skill and Competency.
- ii) To develop the proficiency, fluency, confidence and overall personality development of the students.
- iii) To make the students more employable in different field
- iv) To prepare the students more effective writing and speaking both in formal and informal ways.

Lectures

• **Module No. 1 (Grammar)**

[09]

- i) Tenses
- ii) Voice
- iii) Type of Sentences (Statement, Exclamatory, Imperative, Interrogative)
- iv) Reported Speech
- v) Articles
- vi) Prepositions
- vii) Punctuation Marks

• **Module No. 2 (Vocabulary)**

[06]

- i) Word formation
- ii) Legal Terms /Legal Maxims
- iii) Confused Words
- iv) One Word Substitution
- v) Idioms and Phrases
- vi) Synonyms and Antonyms

• **Module No. 3 (Communication Skills)**

[05]

- i) The concept of Communication
- ii) Elements, Features and objectives of the Communication
- iii) Types of Communication
- iv) Electronic Communication

- v) Significance of Communication skills for Lawyers (Listening, Speaking, Reading and Writing)
- vi) Importance of Communication

• **Module No. 4 (Writing Skills)** **[05]**

- i) Paragraph Writing
- ii) Letter Writing
- iii) Report Writing
- iv) Note Taking
- v) Note Making
- vi) Resume Writing

• **Module No. 5 (Practical) (Language Lab)** **[05]**

- i) Listening Skills
- ii) Speaking Skills
- iii) Reading Skills
- iv) Writing Skills

