

Syllabus for Diploma in Legal Process and Soft Skill

Paper-I

<u>Unit-I Basic Principles of Law - I</u>	Unit-81
1) Legal System :- Civil Law, Common Law, India, U.K. America.etc	05
2) Courts and Jurisdiction	05
3) Arbitration	10
4) Mediation	03
5) Negotiation	03
6) Precedent	06
7) Law Reporting	<u>03</u>
	<u>35</u>
<u>Unit-II Basic Principles of Law -II</u>	
2) Law relating to contracts Offer Acceptance Competency, Void, voidable Contracts Consideration –ingredients, exception	12
3) Intellectual Property Law Basic Concept –meaning- requirement Authorities –WIPO Regulation	18
4) Company law Meaning of Company Merger and Amalgamation Share, Stock exchange Regulation	16
	<u>46</u>
	<u>81</u>

Paper-II**80Units****Unit-I Skill of Advocacy –I**

Parts of documents –Evidentiary –Value-Types of documents- Drafting	05
1. Contract-General	04
2. Power of Attorney	03
3. Bank Guarantee	02
4. Sale, Mortgage, Lease etc.	12
5. Arbitration agreement	04
6. Complaint /WS	10
7 Patent / Copy right application	06

Unit II Soft Skill of Advocacy –II (Soft Skills)

1. Art of client interviewing	08
2. Art of Examination of Witness	08
3. Argument skills	06
4. Judgment writing skill	06
5. Law Office Management	06

Paper-III

Unit-84

English Proficiency

The Program enables the participants to achieve excellent proficiency in global English voice and accent

Module-I (Language Proficiency) **16**

1. Basic Grammar
2. Parts of Sentences
3. Transitive and Intransitive Verbs
4. Appositives
5. Sentence Variety

Module –II (Approach to better communication) **20**

1. Basic Communication skill
2. Speech Disclosure
3. Public Speaking
4. Personality Assessment
5. Motivation
6. The Science of Discussion
7. Effective Communication

Module III **10**

1. Fluency
2. Vocabulary
3. Inter Personal Skill
4. Tele Etiquettes

Module IV **08**

1. Voice and Accent
2. Role of Speech
3. Clarity

Module V **30**

1. Writing ability
2. Sentence Construction
3. Comprehension
4. Essay Writing

Paper-IV **Unit-83****Computer Technology and Document Management**

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| 1. MS Office | 20 |
| 2. Web Designing | 20 |
| 3. Data Basic | 10 |
| 4. Tools for research and use of search engine | 10 |
| 5. Data Security | 08 |
| 6. Document Management | 15 |

Paper –V

Project Work (100 Marks)

Every subject Paper carries 100 marks 60 Externals
40 Internal

Distribution of Internal Marks-

- 1) 10 Marks for Group Discussion and Seminar
- 2) 15 Marks for Written test
- 3) 10 Marks for Viva
- 4) 05 Marks for Attendance