



HABIB EDUCATIONAL & WELFARE SOCIETY'S

M.S. COLLEGE OF LAW

Affiliated to University Of Mumbai & Approved By Bar Council Of India and Govt. of Maharashtra
At. Devghar, Post Khanivali Via Kudas Tal. Wada, Dist. Palghar - 421 312

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Value Added Course


“Certificate Course in Court Practice and Procedure”

August 14, 2023 to September 25, 2023

Coordinated By - Department of Law Faculty

Name- Mr.Warghade Dinesh Kumar




Principal
M. S. COLLEGE OF LAW
At : Devghar,
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Value Added Course
Certificate Course in Court Practice and Procedure
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Ref. MSL/2023/CDC/01

Date: July 03, 2023

CIRCULAR

It is to inform all the members of College Development Committee (CDC) that there will be a meeting on July 07, 2023 at 12.00 PM in Seminar Room to discuss about the various academic activities for the upcoming session. All concerned are requested to attend the meeting on time and be prepared to contribute to the discussion.

PRINCIPAL



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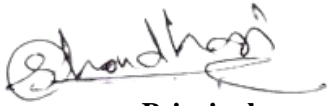
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Ref. MSL/2023/CDC/02


Date: July 05, 2023

NOTICE

It is to inform all the members of College Development Committee (CDC) that there will be a meeting on July 07, 2023 at 12.00 PM in Seminar Room to discuss about the various academic activities for the upcoming session. All concerned are requested to attend the meeting on time and be prepared to contribute to the discussion.


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MEETING MINUTES

Date: 07/07/2023

Time: 12:00 PM

Place: Seminar Room


Attendees:

S.No.	Name	Designation
1.	Dr.Shweta Chaudhari	Principal
2.	Dr.Dipti Gala	Assistant Professor
3.	Mr.Shaikh Abdul Rasool	Assistant Professor
4.	Mr.Shrey S Bhise	Assistant Professor
5.	Mr. Abishek Singh	Assistant Professor

Agenda:

1. To organize Alumni, meet and farewell for the final year students.
2. To conduct student exit survey.
3. To discuss important questions for examination.
4. Soft skills training for placement and internship.
5. Analysis of slow learner and their mentoring.
6. To discuss about the conduction of practical examination.
7. Submission of dissertation and projects by students.
8. To organize seminars by final year students.
9. To conduct remedial classes for weak learners on difficult topics on Saturdays.
10. To organize science exhibition, Panache, departmental quizzes, Industrial trips, surveys etc.
11. To organize Value added courses for Semester 2nd Students




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1. To discuss about the conduction of practical examination.
2. Submission of dissertation and projects by students.
3. To organise seminar by final year students
4. To conduct remedial classes for weak learners on difficult topics on Saturdays
5. To organise science exhibition, surveys etc.
6. To organise value added course for 1st, second and third year students

Minutes:

The meeting was called to order by principal at 12 pm in seminar room. The attendees were welcomed, and the agenda for the meeting was presented.

1. **To organise alumni, meet and farewell for the final year students:** The principal proposed organising an Alumni meet to facilitate interactions between current students and successful graduates. The event will serve as an opportunity for networking, mentorship, and sharing experience. Additionally a farewell program will be arranged to bid farewell to the final year students and celebrate their achievements. The specific dates and details of these events will be decided in consultation with the concerned faculty members and student representatives.
2. **To conduct student exit survey:** The Principal suggested conducting a student exit survey to gather feedback from graduating students. The survey will focus on their overall college experience, including academic programs, infrastructure, faculty support, extracurricular activities, and placement opportunities. The feedback received will help in assessing the college's strengths and areas for improvement.
3. **To discuss important questions for examination:** The Principal highlighted the need to discuss and finalize the important questions for the upcoming University examination. Faculty members were encouraged to collaborate and share their expertise in determining the key topics and questions that students should focus on during their exam preparation. This will ensure that students are well-prepared for the examination.
4. **Soft skills training for placement and internship:** To enhance students' employability and prepare them for the professional world, the Principal proposed conducting soft skills training programs. These programs will focus on improving students' Communication Skill Programme, teamwork abilities, time management, and overall personality development.
5. The training will specifically target placement and internship opportunities, equipping students with the necessary skills to succeed in their future careers.
6. **Analysis of slow learners and their mentoring:** The Principal emphasized the importance of identifying and addressing the needs of slow learners. It was suggested to analyse the performance and progress of such students and provide them with




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personalized mentoring and support. Faculty members were requested to closely monitor the academic progress of slow learners and implement strategies to help them overcome their challenges.

7. **To discuss the conduction of practical examination:** The Principal proposed a discussion on the conduction of practical examinations. The logistics, evaluation criteria, and assessment procedures for the practical exams will be determined and communicated to the faculty members. It was emphasized that the practical examinations should provide a fair and comprehensive assessment of students' practical knowledge and skills.
8. **Submission of dissertations and projects by students:** The Principal reminded the faculty members about the submission deadline for dissertations and projects by the students. Clear instructions and guidelines regarding the format, content, and submission process should be provided to the students to ensure a smooth submission process.
9. **To organize seminars by final year students:** To showcase the research and academic achievements of the final year students, the Principal suggested organizing seminars where they can present their findings and share their knowledge with the college community. This will provide a platform for intellectual exchange and foster a culture of academic engagement.
10. **To conduct remedial classes for weak learners on difficult topics on Saturdays:** The Principal recommended organizing remedial classes on Saturdays to provide additional support to weak learners. These classes will focus on addressing difficult topics and concepts, helping students overcome their challenges and improve their understanding. Faculty members were encouraged to volunteer and contribute to these remedial classes.
11. **To organize science exhibition, Panache, departmental quizzes, industrial trips, surveys, etc.:** The Principal proposed organizing various extracurricular activities and events, such as science exhibitions, cultural events like Panache, departmental quizzes, industrial trips, and surveys. These activities will provide students with opportunities for practical learning, creative expression, and holistic development.
12. **To organize Value added courses for Semester 2nd Students:** The Principal elaborated on the importance of providing value-added courses to enhance the academic experience and skill set of students. Various suggestions were put forth regarding the types of value-added courses that could be beneficial for Semester 2nd students. Suggestions included courses related to Communication Skill Programme, coding, financial literacy, and career development.

Action Items:

1. The Principal will coordinate with faculty members and student representatives to finalize the dates and details of the Alumni meet and farewell program.




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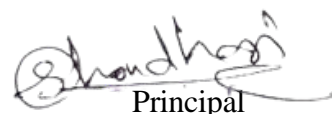
2. Faculty members will develop and conduct the student exit survey, ensuring comprehensive feedback is collected.
3. Faculty members will collaborate to finalize important questions for the upcoming examination.
4. The administration will organize soft skills training programs, focusing on placement and internship opportunities.
5. Faculty members will identify slow learners, provide personalized mentoring, and monitor their progress.
6. Faculty members will discuss and plan the conduction of practical examinations, ensuring fairness and thorough assessment.
7. The administration will remind students about the submission deadline for dissertations and projects, providing clear guidelines.
8. The administration will facilitate the organization of seminars by final year students, allowing them to showcase their research and knowledge.
9. Faculty members will schedule remedial classes for weak learners on Saturdays, focusing on difficult topics.
10. The administration will coordinate the organization of science exhibitions, Panache, departmental quizzes, industrial trips, surveys, and other extracurricular activities.
11. The Academic Committee will compile a list of potential value-added courses based on the suggestions provided during the meeting.

These action items will be followed up on in subsequent meetings to track progress and ensure the successful implementation of the proposed agendas.


Closing:

Principal expressed gratitude to the staff members for their active participation and valuable input during the meeting. It was emphasized that their collaboration and dedication are essential in implementing the discussed agendas successfully. The staff members were encouraged to further develop and refine these proposals and work collectively towards the holistic development of the students.

The meeting concluded at 02.00 PM. The next meeting will be scheduled and communicated to the committee members accordingly.


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Ref. MSL/2023/40

Date: August 4, 2023

CIRCULAR

We are pleased to inform all the students that the Value Added Course (VAC) – Certificate Course in Court Practice and Procedure will commence from August 14, 2023 to September 25, 2023. This course is designed to provide additional skills and knowledge beyond the regular curriculum, enhancing your learning experience and improving your career prospects.


Principal

Details of the VAC Classes:

Start Date: August 14, 2023


Timings: 3:00 PM to 4:00 PM (Monday to Saturday)

Faculty Coordinator- Mr.Warghade Dinesh Kumar

CC –

HOD of all departments




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Ref. MSL/2023/46

Date- August 7,2023

NOTICE

We are pleased to inform all the students that the Value Added Course (VAC) - Certificate Course in Court Practice and Procedure will commence from August 14, 2023 to September 25, 2023. This course is designed to provide additional skills and knowledge beyond the regular curriculum, enhancing your learning experience and improving your career prospects.

Details of the VAC Classes:

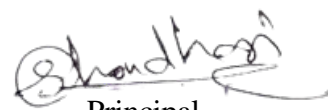
Start Date: August 14, 2023

Timings: 3:00 PM to 4:00 PM (Monday to Saturday)


Faculty Coordinator- Mr.Warghade Dinesh Kumar

CC-

HOD of all departments


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Value Added Course

Certificate Course in Court Practice and Procedure

COURSE OUTCOME

- 1. Understanding Court Procedures:** Gain knowledge of the various stages of litigation, including filing, pre-trial motions, trial proceedings, and post-trial processes.
- 2. Preparation of Legal Documents:** Learn how to draft essential legal documents such as complaints, answers, motions, and briefs, ensuring they meet procedural requirements.
- 3. Case Management Skills:** Develop skills to manage and organize case files, including tracking deadlines, managing evidence, and coordinating with clients and witnesses.
- 4. Courtroom Practice:** Understand courtroom procedures, including presenting cases, examining witnesses, and making legal arguments effectively.
- 5. Legal Research and Writing:** Enhance skills in legal research to support case preparation, and improve legal writing abilities for drafting persuasive legal arguments and documents.
- 6. Trial Preparation:** Learn how to prepare for trial, including developing case strategies, organizing evidence, and preparing witnesses for testimony.
- 7. Advocacy Skills:** Develop advocacy skills, including oral argumentation, cross-examination, and closing statements, to effectively represent clients in court.
- 8. Ethical and Professional Conduct:** Understand the ethical considerations and professional responsibilities involved in litigation, including client confidentiality, conflict of interest, and adherence to legal standards.
- 9. Understanding Evidence Rules:** Gain knowledge of the rules of evidence and how to apply them in presenting and challenging evidence during litigation.
- 10. Settlement Negotiations:** Learn techniques for negotiating settlements and understanding when and how to pursue alternative dispute resolution methods.
- 11. Appellate Procedure:** Understand the process for appealing court decisions, including filing appeals, preparing appellate briefs, and arguing before appellate courts.
- 12. Practical Experience:** Gain practical experience through simulations, role-plays, or mock trials to apply theoretical knowledge in real-world scenarios.




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13. Client Interaction: Develop skills for effective client communication, including managing expectations, advising on legal strategy, and maintaining professional relationships.

14. Use of Technology in Litigation: Learn about the use of technology in litigation, including electronic discovery, case management software, and virtual court proceedings.

15. Critical Thinking and Problem-Solving: Enhance critical thinking and problem-solving skills to address complex legal issues and develop effective litigation strategies.




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SYLLABUS: Certificate Course in Court Practice and Procedure

Module 1: Introduction to Litigation

- Overview of the Litigation Process
- Types of Litigation: Civil, Criminal, and Administrative
- Key Players in the Litigation Process: Judges, Attorneys, Parties, and Witnesses

Module 2: Legal Research and Writing

- Techniques for Legal Research
- Using Legal Databases and Resources
- Drafting Legal Documents: Complaints, Answers, and Motions
- Writing Persuasive Legal Arguments

Module 3: Case Preparation

- Case Analysis and Strategy Development
- Gathering and Organizing Evidence
- Preparing Witnesses and Expert Testimony
- Discovery Process: Depositions, Interrogatories, and Requests for Production


Module 4: Pre-Trial Procedures

- Filing and Serving Pleadings
- Motion Practice: Types of Motions and Their Purposes
- Pre-Trial Conferences and Settlement Negotiations
- Understanding Pre-Trial Orders and Scheduling

Module 5: Courtroom Procedures

- Structure and Function of Courtrooms




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- Conducting a Trial: Opening Statements, Examination of Witnesses, and Closing Arguments
- Rules of Evidence and Their Application
- Handling Objections and Challenges

Module 6: Advocacy and Oral Arguments

- Techniques for Effective Advocacy
- Delivering Persuasive Oral Arguments
- Cross-Examination Strategies
- Addressing and Responding to Opposing Arguments

Module 7: Trial Preparation and Execution

- Developing a Trial Strategy
- Preparing Trial Exhibits and Evidence Presentation
- Conducting Mock Trials and Role-Playing
- Managing Trial Logistics and Courtroom Dynamics

Module 8: Post-Trial Procedures


- Post-Trial Motions: Motion for a New Trial, Judgment Notwithstanding the Verdict
- Appeals and Appellate Procedure
- Preparing and Filing Appellate Briefs
- Understanding Appellate Review and Oral Arguments

Module 9: Ethics and Professional Conduct

- Ethical Considerations in Litigation
- Confidentiality and Privilege
- Professional Responsibility and Conduct
- Handling Conflicts of Interest

Module 10: Technology in Litigation




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- Use of Electronic Discovery (e-Discovery)
- Case Management Software and Tools
- Virtual Court Proceedings and Remote Hearings
- Data Security and Management

Module 11: Settlement and Alternative Dispute Resolution (ADR)

- Negotiation Techniques and Settlement Strategies
- Mediation and Arbitration Processes
- Drafting Settlement Agreements
- Benefits and Limitations of ADR

Module 12: Practical Applications and Simulations

- Simulated Courtroom Scenarios
- Role-Playing in Legal Practice
- Case Studies and Real-World Application
- Feedback and Evaluation from Instructors


Module 13: Client Interaction and Communication

- Managing Client Expectations and Communication
- Advising Clients on Legal Strategy
- Ethical and Professional Client Relations

Module 14: Review and Capstone Project

- Comprehensive Review of Course Material
- Capstone Project: Complete a Litigation Case from Start to Finish
- Presentation and Defence of Capstone Project
- Final Assessment and Certification




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Time Table

Certificate Course in Court Practice and Procedure

W.e.f.: August 14, 2023

Days	Subject	Time
Monday	Certificate Course in Court Practice and Procedure	3 pm to 4 pm
Tuesday	Certificate Course in Court Practice and Procedure	3 pm to 4 pm
Wednesday	Certificate Course in Court Practice and Procedure	3 pm to 4 pm
Thursday	Certificate Course in Court Practice and Procedure	3 pm to 4 pm
Friday	Certificate Course in Court Practice and Procedure	3 pm to 4 pm
Saturday	Certificate Course in Court Practice and Procedure	3 pm to 4 pm

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LECTURE PLAN

TIME - Monday to Saturday (3 pm to 4pm)

Understanding the Litigation Process

Lecture 1: Overview of litigation

Lecture 2: Types of litigation (civil, criminal, and administrative)

Lecture 3: Roles and responsibilities of litigators

Court Structure and Jurisdiction

Lecture 4: Structure of the judiciary

Lecture 5: Jurisdiction of various courts

Procedural Laws

Lecture 6: Civil Procedure Code (CPC)


- Structure of the CPC
- Key provisions and their applications
- Filing a civil suit

Lecture 7: Criminal Procedure Code (CrPC)

- Structure of the CrPC
- Key provisions and their applications
- Filing a criminal case

Drafting Petitions and Written Statements




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Lecture 8: Elements of a petition, Common mistakes and best practices

Lecture 9: Crafting effective written statements

Affidavits and Other Documents

Lecture 10: Importance of affidavits

Lecture 11: Drafting and filing affidavits

Lecture 12: Supporting documents in litigation

Discovery and Disclosure

Lecture 13: Purpose of discovery, Types of discovery tools

Lecture 14: Managing disclosure obligations

Interrogatories and Depositions

Lecture 15: Crafting effective interrogatories

Lecture 16: Conducting and defending depositions

Opening Statements and Presentation of Evidence

Lecture 17: Crafting compelling opening statements

Lecture 18: Rules of evidence and Admissibility of evidence

Examination and Cross-Examination of Witnesses

Lecture 19: Techniques for direct examination and Handling hostile witnesses


Lecture 20: Effective cross-examination strategies

Judgments and Orders

Lecture 21: Types of judgments and orders

Lecture 22: Drafting and enforcing orders




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Appeals and Revisions

Lecture 23: Grounds for appeal and Appellate procedure

Mediation, Conciliation and Arbitration

Lecture 24: Mediation process and its techniques and Role of conciliators

Lecture 25: Arbitration agreements, conducting arbitration and Enforcing arbitral awards

Professional Responsibility

Lecture 26: Lawyer-client relationship, Confidentiality and privilege and Duties to the court and opposing counsel

Using Legal Databases

Lecture 27: Searching for case law and Analysing legal precedents

Moot Court Exercises


Lecture 28: Introduction to moot court, Preparing for moot court

Lecture 29: Conducting moot court sessions

Certification Ceremony

Lecture 30: Review of course outcomes, Distribution of certificates




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Assessment: Certificate Course in Court Practice and Procedure

Question Paper


Instructions:

Answer all questions.

Each question carries 10 marks

1. What documents are typically filed at the beginning of a civil lawsuit to initiate the legal process?
2. Describe the process of filing a motion for a summary judgment and explain its purpose in the litigation process.
3. Imagine you are preparing for a trial in which your client is the defendant. Outline the key steps you would take to prepare your case, including evidence gathering, witness preparation, and strategy development.
4. Draft a complaint for a hypothetical civil case, including essential elements such as the parties involved, the nature of the dispute, and the relief sought. Ensure that the document adheres to standard procedural requirements.
5. Discuss the role of ethical considerations in litigation. How do ethical standards influence the conduct of attorneys during the pre-trial, trial, and post-trial phases? Provide examples to illustrate your points.




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Post-Khanivali, Tal. Wada,
Dist. Palghar, Pin-401204.



HABIB EDUCATIONAL & WELFARE SOCIETY'S

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: 8805395450 / 7770056227



: mslawwada@gmail.com



: http://www.hewscity.com

Result Analysis: Certificate Course in Court Practice and Procedure

Sr. No	Name	Q1	Q2	Q3	Q4	Q5
1.	GAWALE RAKESH SURESH	3	4	2	3	5
2.	SONAWANE SANTOSH EJJINATH	3	4	3	4	4
3.	PARDHI PRIYA KAMLAKAR	5	5	4	5	1
4.	MUJAWAR CHANDABI NOOR	4	3	4	4	5
5.	SHAH SURAJ JAYESH	4	4	3	1	2
6.	BHOIR SADANAND MAHADEV	2	4	2	4	3
7.	GHARAT PRAJYOT SUBHASH	4	2	3	5	5
8.	GODAMBE TEJASWINI RAGHUNATH	1	2	3	1	3
9.	LAISHETTY SRINIVAS BAKKALIAH	2	2	1	3	2
10.	SHAIKH MUSTAFA AHMED AMIN AHMED	3	5	2	4	5
11.	PAWAR KISHOR RAMDAS	3	1	1	3	3
12.	KHAN AYUB KAMRUDDIN	4	1	4	3	5
13.	LONDHE VIJAY BABANRAO	1	5	4	2	2
14.	YADAV SANDEEPKUMAR RAMASRAY	3	4	4	2	2
15.	BHOIR YOGESH KESHAV	3	1	2	1	4
16.	PASI SUSHIL PANDHARI	2	3	2	1	5
17.	SELIYA ASADULLAH ABDUL RAHIM	3	4	4	2	2
18.	WAGHAMARE UMESH DATTATRAYA	4	3	4	3	5
19.	PATIL SAGAR SAKHARAM	1	3	5	4	5
20.	BANDAGALE KUNAL SITARAM	3	2	2	3	5
21.	LOPES PRASHANT KAITAN	2	3	4	3	3
22.	WAGHMARE SAVITA SHRIRANG	4	5	5	4	1
23.	SHELAR RAMAKANT ANANT	2	1	3	3	4
24.	JADHAV NILESH KASHINATH	3	2	5	5	1
25.	KSHATRIYA MALA SHIVAJI	1	2	5	3	5
26.	SALAVI PRATIKSHA PRAKASH (PRIYA)	3	4	5	2	4
27.	KARDILE PRAKASH KISAN	2	1	1	1	1
28.	BHOSALE SIDDHESH SANJAY	5	5	3	4	1
29.	BHAGWAT VANDANA DINKAR	3	2	5	5	1
30.	BHANUSHALI BHUSHAN CHANDRAKANT	2	3	4	1	1
31.	MENE RAVINDRA VAMAN	4	5	3	5	2
32.	VYAS VISHAL VEDPRAKASH	4	2	5	5	5
33.	SANKHE VAISHNAVI VIJAY	5	2	5	1	3
34.	THORAT PANDHARINATH HARI	2	4	5	2	1
35.	CHIKHLEKAR SAIF ABDUL BASIT	2	3	4	1	2
36.	HAWALADAR MAHALAXMI KUMAR	3	1	5	4	5
37.	WARGHADE KUNAL SUDHAKAR	1	5	5	1	4
38.	NEVAGI JAYESH SHRIKRISHNA	1	5	1	1	4
39.	MAHAJAN RAJESH JAGANNATH	3	3	2	3	2
40.	PATIL SWAPNALI ASHOK	4	3	2	2	1
41.	QURAIHI TUBA HASNAIN	3	1	1	3	3
42.	THEJALE RAVINDRA KASHIRAM	4	1	4	3	5
43.	PANDEY SAURAB KUMAR NARADMUNI	1	5	4	2	2
44.	UGHADE VISHAL NATHURAM	3	4	4	2	2
45.	KONDVILKAR HITESH DEVRAM (KUNDA)	3	1	2	1	4



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40.	PASTAF SIDDHESHWAR DITAINESHWAR	2	3	2	1	5
47.	NASIKKAR FIZA KHURRAM	3	4	4	2	2
48.	KONDLEKAR ROHAN SUDHIR (SUPRIYA)	4	3	4	3	5
49.	LOMATE SACHIN SHAHAJI	1	3	5	4	5
50.	PATIL SANDESH SURESH	3	2	2	3	5
51.	WADATKAR ATUL RAJENDRA	2	3	4	3	3
52.	PUJARI BHAWYA SHANKAR	4	5	5	4	1
53.	SIDDIQUE MOHD MOHSIN ABDUL HAQUE	2	1	3	3	4
54.	ATTAR ADIL AYUB	3	2	5	5	1
55.	KANINDE MAYUR MILIND	1	2	5	3	5
56.	AVDUTH BALRAM ANJALIAH	3	4	5	2	4
57.	KADAV KISHOR TUKARAM	2	1	1	1	1
58.	PANDEY VANDANA RADHAKRISHNA	3	1	1	3	3
59.	ANSARI ZIYAUDDIN ALAUDDIN	4	1	4	3	5
60.	BHAGAT PRADIP GANPAT	1	5	4	2	2




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APPLICATION FORM

Add on Course: - **Certificate Course in Court Practice and Procedure**

August 14, 2023 to September 25, 2023

Student's Name :

Father's Name :

Class :

Percentage of Marks obtained in Last Qualifying Examination:

Date of Admission in this Institution:

Phone No. :

Mobile :

DETAILS OF ADD ON COURSES

Parent's Signature:

Student's Signature: ...

Date:

Date:

Reference

Signature of Counsellor:


.....

Name of Counsellor :

Remarks of Counsellor :

Remarks of Principal :




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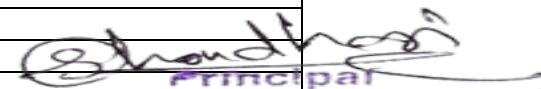
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Certificate Course in Court Practice and Procedure

August 14, 2023 to September 25, 2023

Enrollment List:-

S No.	Name
1.	GAWALE RAKESH SURESH
2.	SONAWANE SANTOSH EJINATH
3.	PARDHI PRIYA KAMLAKAR
4.	MUJAWAR CHANDABI NOOR
5.	SHAH SURAJ JAYESH
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44.	UGHADE VISHAL NATHURAM
45.	KONDVILKAR HITESH DEVRAM (KUNDA)
46.	JAGTAP SIDDHESHWAR DNYANESHWAR
47.	NASIKKAR EIZA KHURRAM
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49.	LOMATE SACHIN SHAHAJI


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