

Syllabus for Diploma in Legal Proces and Soft Skill

Paper-I

Unit-I Basic Principles of Law - I

- 1) Legal System :-  
Civil Law, Common Law,  
India, U.K. America.etc
- 2) Courts and Jurisdiction
- 3) Arbitration
- 4) Mediation
- 5) Negotiation
- 6) Precedent
- 7) Law Reporting

Unit-II Basic Principles of Law -II

- 2) Law relating to contracts  
Offer Acceptance Competency, Void, voidable Contracts  
Consideration –ingredients, exception
- 3) Intellectual Property Law  
Basic Concept –meaning- requirement  
Authorities –WIPO Regulation
- 4) Company law  
Meaning of Company  
Merger and Amalgamation  
Share, Stock exchange Regulation

**Paper-II**

**Unit-I Skill of Advocacy –I**

Parts of documents –Evidentiary –Value-Types of documents-  
Drafting

1. Contract-General
2. Power of Attorney
3. Bank Guarantee
4. Sale, Mortgage, Lease etc.
5. Arbitration agreement
6. Complaint /WS
- 7 Patent / Copy right application

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

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

### Paper-III

#### English Proficiency

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

#### Module-I (Language Proficiency )

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

#### Module –II (Approach to better communication )

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

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

**Module IV**

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

**Module V**

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

**Paper-IV**

**Computer Technology and Document Management**

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

**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