

## **KRE Society's**

### **R. V. Bidap Law College, Bidar**

**(Approved by BCI New Delhi & Permanently Affiliated to Karnataka State Law University, Hubballi)**

Add-on Course Details

### **Add-on Course Agreements deeds and drafting**

**(2022-23).**

#### **Preamble:**

In acknowledgment of the paramount importance of legal drafting in shaping precise and enforceable agreements, this preamble establishes the foundational principles of the "Agreements, Deeds, and Drafting" course. Grounded in the pursuit of meticulous language and comprehensive understanding, the course envisions equipping participants with the skills to navigate the complexities of legal documentation, fostering a generation of adept drafters capable of creating robust, compliant, and ethically sound legal instruments. With a commitment to excellence in legal communication, this preamble foresees a transformative educational journey that empowers individuals to navigate the intricacies of contractual frameworks with clarity, precision, and ethical acumen.

#### **Objectives:**

- Mastery of Legal Drafting Skills
- Comprehensive Understanding of Contractual Elements
- Effective Negotiation and Communication Skills
- Application of Regulatory and Ethical Considerations

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Add-on Course Details

**Instructional Design:**

This course is of 30-hour duration which includes theory classes and assignments etc.

**Medium of Instruction:** English

**Course Structure and Examination Scheme:**

**Total contact hours:**

Theory Classes: 30 Hours

**Mode of Examination:**

MCQ Exam of 25 Questions: 50 Marks

**Eligibility:** Students enrolled in LLB Programme



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Add-on Course Details

## **Add-on Course on Agreements deeds and drafting**

**(2022-23)**

### **Syllabus**

- Module 1: Introduction to Word Processing
- Module 2: Document Formatting and Styles
- Module 3: Headers, Footers, and Page Layout
- Module 4: Tables and Graphical Elements
- Module 5: Advanced Text Editing and Collaboration
- Module 6: Document Templates and Automation
- Module 7: Document Security and Accessibility
- Module 8: Advanced Features and Tips
- Module 9: Project and Presentation

#### **REFERENCES**

- "Microsoft Word 2019 Step by Step" by Joan Lambert and Curtis Frye
- "Word 2019 For Dummies" by Dan Gookin:

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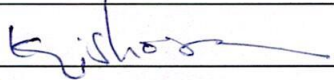

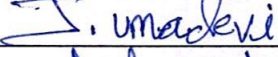
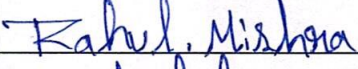
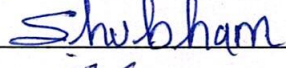

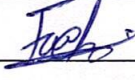
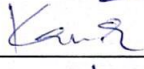
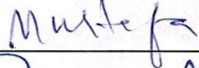
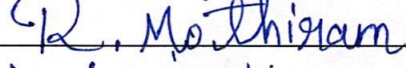
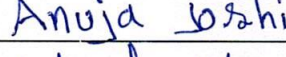
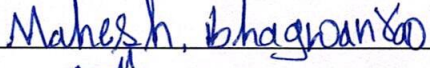
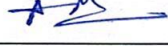
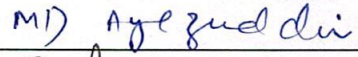
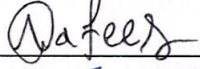

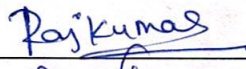

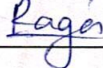

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Add-on Course Details

**Add-on Course on Agreement on Deeds and Drafts**

2022-23

**Enrolment List**

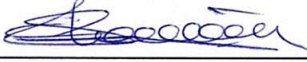

| Reg No. | Name of the Student  | Signature   |
|---------|----------------------|---|
| 1       | Jugal Kishor         |    |
| 2       | Manojkumar Rao       |     |
| 3       | J Umadevi            |     |
| 4       | Rahul Mishra         |     |
| 5       | Shubham Mishra       |    |
| 6       | Md Umaiz Guffran     |   |
| 7       | Md Farhan            |  |
| 8       | Dhanjeet Kaur Sardar |  |
| 9       | Md Mustafa           |  |
| 10      | R Mothiram           |   |
| 11      | Anuja Joshi          |   |
| 12      | Mahesh Bhagwanrao    |   |
| 13      | Md Amjad             |   |
| 14      | Md Khaja Ayaj Uddin  |   |
| 15      | Nafees Anjum         |   |
| 16      | Pushpa Tukaram       |   |
| 17      | Rajkumar Maruti      |  |
| 18      | Sachin S Kulkarni    |  |
| 19      | Sachin Raga          |  |
| 20      | Shivakumar S Patil   |   |



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Add-on Course Details

|    |                    |   |
|----|--------------------|---|
| 21 | Sharif Mohammed    |   |
| 22 | P Jyoti            | P. Jyoti  |
| 23 | Syed Ismail Quadri |  |
| 24 | Anita Tuljappa     | Anita   |
| 25 | Balbhim Maruti     | Balbhim   |



Course Co-ordinator



Principal

**PRINCIPAL**  
**R.V. Bidap Law College**  
**BIDAR-585 401**







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Add-on Course Details

**Add-on Course on Agreement on Deeds and Drafts**

(2022-23)

**Attendance Sheet**

|    |                    | 3/6/23             | 5/6/23             | 6/6/23             | 7/6/23             | 8/6/23             | 9/6/23             | 10/6/23            | 12/6/23            | 13/6/23            | 14/6/23            |
|----|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| 21 | Sharif Mohammed    | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> |
| 22 | P Jyoti            | <i>P. Jyoti</i>    | <i>P. Jyoti</i>    | <i>P. Jyoti</i>    | <i>P. Jyoti</i>    | <i>P. Jyoti</i>    | <i>P. Jyoti</i>    | <i>P. Jyoti</i>    | <i>P. Jyoti</i>    | <i>P. Jyoti</i>    | <i>P. Jyoti</i>    |
| 23 | Syed Ismail Quadri | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> |
| 24 | Anita Tuljappa     | <i>Anita</i>       | <i>Anita</i>       | <i>Anita</i>       | <i>Anita</i>       | <i>Anita</i>       | <i>Anita</i>       | <i>Anita</i>       | <i>Anita</i>       | <i>Anita</i>       | <i>Anita</i>       |
| 25 | Balhim Maruti      | <i>Balhim</i>      | <i>Balhim</i>      | <i>Balhim</i>      | <i>Balhim</i>      | <i>Balhim</i>      | <i>Balhim</i>      | <i>Balhim</i>      | <i>Balhim</i>      | <i>Balhim</i>      | <i>Balhim</i>      |

*[Signature]*

Course Co-ordinator

*[Signature]*

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Add-on Course Details

**Add-on Course on Agreement on Deeds and Drafts**  
**(2022-23)**

**Attendance Sheet**

|    |                    | 15/6/23  | 16/6/23  | 17/6/23  | 18/6/23  | 19/6/23  | 20/6/23  | 21/6/23  | 22/6/23  | 23/6/23  | 24/6/23  |
|----|--------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| 21 | Sharif Mohammed    | Sharif   | Sharif   | Sharif   | Sharif   | Sharif   | Sharif   | Sharif   | Sharif   | Sharif   | Sharif   |
| 22 | P Jyoti            | P. Jyoti | P. Jyoti | P. Jyoti | P. Jyoti | P. Jyoti | P. Jyoti | P. Jyoti | P. Jyoti | P. Jyoti | P. Jyoti |
| 23 | Syed Ismail Quadri | smal     | smal     | smal     | smal     | smal     | smal     | smal     | smal     | smal     | smal     |
| 24 | Anita Tuljappa     | Anita    | Anita    | Anita    | Anita    | Anita    | Anita    | Anita    | Anita    | Anita    | Anita    |
| 25 | Balhim Maruti      | Balhim   | Balhim   | Balhim   | Balhim   | Balhim   | Balhim   | Balhim   | Balhim   | Balhim   | Balhim   |

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Add-on Course Details

**Add-on Course on Agreement on Deeds and Drafts**  
**(2022-23)**

**Attendance Sheet**

|    |                    | 1/7/23             | 3/7/23             | 4/7/23             | 5/7/23             | 6/7/23             | 7/7/23             | 8/7/23             | 10/7/23            | 11/7/23            | 12/7/23            |
|----|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| 21 | Sharif Mohammed    | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> |
| 22 | P Jyoti            | <i>P. Jyoti</i>    | <i>P. Jyoti</i>    | <i>P. Jyoti</i>    | <i>P. Jyoti</i>    | <i>P. Jyoti</i>    | <i>P. Jyoti</i>    | <i>P. Jyoti</i>    | <i>P. Jyoti</i>    | <i>P. Jyoti</i>    | <i>P. Jyoti</i>    |
| 23 | Syed Ismail Quadri | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> |
| 24 | Anita Tuljappa     | <i>Anita</i>       | <i>Anita</i>       | <i>Anita</i>       | <i>Anita</i>       | <i>Anita</i>       | <i>Anita</i>       | <i>Anita</i>       | <i>Anita</i>       | <i>Anita</i>       | <i>Anita</i>       |
| 25 | Balhim Maruti      | <i>Balhim</i>      | <i>Balhim</i>      | <i>Balhim</i>      | <i>Balhim</i>      | <i>Balhim</i>      | <i>Balhim</i>      | <i>Balhim</i>      | <i>Balhim</i>      | <i>Balhim</i>      | <i>Balhim</i>      |

21 Sharif Mohammed

22 P Jyoti

23 Syed Ismail Quadri

24 Anita Tuljappa

25 Balhim Maruti



**Course Co-ordinator**



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Add-on Course Details

**Add-on Course on Agreements Deeds and Drafting**

(2022-23)

**Mark List**

| Reg No. | Name of the Student  | Marks Obtained | Result<br>(P:Pass,<br>F:Fail) |
|---------|----------------------|----------------|-------------------------------|
| 1       | Jugal Kishor         | 30             | Pass                          |
| 2       | Manojkumar Rao       | 30             | Pass                          |
| 3       | J Umadevi            | 32             | Pass                          |
| 4       | Rahul Mishra         | 40             | Pass                          |
| 5       | Shubham Mishra       | 40             | Pass                          |
| 6       | Md Umaiz Guffran     | 32             | Pass                          |
| 7       | Md Farhan            | 30             | Pass                          |
| 8       | Dhanjeet Kaur Sardar | 32             | Pass                          |
| 9       | Md Mustafa           | 30             | Pass                          |
| 10      | R Mothiram           | 34             | Pass                          |
| 11      | Anuja Joshi          | 28             | Pass                          |
| 12      | Mahesh Bhagwanrao    | 32             | Pass                          |
| 13      | Md Amjad             | 30             | Pass                          |
| 14      | Md Khaja Ayaj Uddin  | 32             | Pass                          |
| 15      | Nafees Anjum         | 30             | Pass                          |
| 16      | Pushpa Tukaram       | 30             | Pass                          |
| 17      | Rajkumar Maruti      | 32             | Pass                          |
| 18      | Sachin S Kulkarni    | 30             | Pass                          |
| 19      | Sachin Raga          | 34             | Pass                          |



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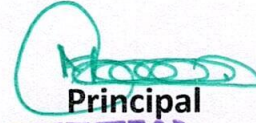
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Add-on Course Details

|    |                    |    |      |
|----|--------------------|----|------|
| 20 | Shivakumar S Patil | 30 | Pass |
| 21 | Sharif Mohammed    | 32 | Pass |
| 22 | P Jyoti            | 30 | Pass |
| 23 | Syed Ismail Quadri | 34 | Pass |
| 24 | Anita Tuljappa     | 30 | Pass |
| 25 | Balbhim Maruti     | 34 | Pass |



Course Teacher



Principal

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Add-on Course Details

**Report and Outcomes**

**Name of the Course:** Add-on Course on Agreements deeds and drafting

**Number of Student Enrolled:** 25

**BOS Meeting Date:** 2.6.2023

**Start Date of the Course:** 3.6.2023

**End Date of the Course:** 12.7.2023

R V Bidap Law College conducted a course on Proficient Drafting Skills Successful completion of the "Agreements, Deeds, and Drafting" course ensures participants can proficiently draft various legal documents, including agreements and deeds, with precision and attention to legal language, structure, and terminology. Effective Legal Analysis and Negotiation Participants develop the skills to critically analyze legal documents, identify potential issues, and engage in effective negotiation.



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Add-on Course Details

**Outcome of the Course**

**Proficient Drafting Skills** Successful completion of the "Agreements, Deeds, and Drafting" course ensures participants can proficiently draft various legal documents, including agreements and deeds, with precision and attention to legal language, structure, and terminology.

**Comprehensive Understanding of Contractual Elements** Graduates will possess a thorough understanding of the essential elements of contracts and legal agreements, including terms and conditions, obligations, rights, and dispute resolution mechanisms, fostering their ability to create robust and legally sound documents.

**Effective Legal Analysis and Negotiation** Participants develop the skills to critically analyze legal documents, identify potential issues, and engage in effective negotiation. This outcome aims to enhance their ability to create agreements that align with the interests and intentions of the parties involved, promoting clarity and minimizing legal risks.





**K.R.E. Society's**

# **R.V BIDAP LAW COLLEGE BIDAR**

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MANAHLI ROAD, BIDAR - 585 403. ( KARNATAKA STATE) INDIA


## **CERTIFICATE**

*This is to certify that*

*Mr./ Miss./ Mrs.* PUSHPA TUKARAM

*of LLB* III<sup>rd</sup> *year has successfully completed add on course on*  
Agreements Deeds and Drafting *offered during 2022-23*

*from* 03.06.2023 *to* 12.07.2023

  
**Principal**  
**PRINCIPAL**  
**R.V. Bidap Law College**  
MANAHLI ROAD, BIDAR - 585 403