

Devi Sharvani education Society's  
**V M Salgaocar College of Law**  
**Practical Papers**

**Four Practical Papers**

1. DPC
2. Ethics
3. ADR and Legal Aid
4. Moot Court

**Journal**

- Each Paper one book
- A4 size note book
- If the book is complete write in another similar size note book
- Maintain neatly and properly
- Lost - Rewrite once again – no alternative
- A4- Size journal – for every Practical Paper

**Index page**

- Should be Complete in all manners with all components
- 30 days and Civil and Criminal case (Court visit and observation) – letter or signature of the senior advocate - Mandatory
- Practical Papers

**Sem IX/V – Two Practical papers**

1. DPC – Lectures and exercises, Exam, Viva
2. Professional Ethics – Ethics Lectures (General), Accountancy (removed), Internship - 30 days in Advocates Office, Guest lectures, Bar Council Cases

**Sem X/VI – Two Practical papers**

3. ADR – (Arbitration, Conciliation, Negotiation, Mediation- L.Aid and final - Viva
4. Moot Court – Moot cases, civil/criminal case, client counselling cases and viva

**PAPER - I ----DPC**

- Drafting, Pleadings and Conveyancing
- Teacher will inform in the beginning weightage for each activity
- Class work – exercises – 40% weightage
- Various exercises and drafting-exam -class room activities -50%
- Final – Viva – 10% weightage
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**PAPER - II----PROFESSIONAL ETHICS**

- Ethics Regular Lectures
- Two faculty will teach – make a note
- General idea of ethics
  - Court manner in general
- Advocates Act and Rules – 7 lamps of advocacy
- Duties of advocate –
  - Client, Society
  - Colleagues
  - Judges
- Contempt Court Act
- Bar Bench Relations
- Contempt cases – Supreme Court
- Bar Council cases – misconduct
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- Bar Council Cases
- Disciplinary proceedings - cases
- Each of one is required to prepare a note on cases allotted by the faculty (case brief)
- Teacher will inform you the cases
- Remind the teacher about Bar Council cases

### **Internship**

- 30 days every year one internship
- For five years - 5 internships, 3year course – 3 internship
- If you need college will issue request letter
- 5 years 5 internship certificates are mandatory
- 30 days internship
- Internship - during winter or summer vacation
- NGOs, Advocates office, Law firm, Company, NHRC, Government legal department etc.,
- Introduction – advocates office, name, place, time
- Need to record daily basis
- **Need to observe interview with the client** in the Senior Advocates office (if allowed)
  - Starting of the interview
  - To understand and to appreciate the process
  - How to collect relevant information
  - Ending of the interview
- Letter from the advocate or his signature after 30 days
- If no chance to observe interview or no observation
- What you did in the office
- Reading the case/ file
- Make note of the same in note book
- Every day need to write ¾ page or one page
- Writing few lines are insufficient
- Advantages of 30 days
- Conclusions – importance of internship
- Internship may be after class timings or during vacation
- Maintain a dairy for 30 days
- College will issue recommendation letter for internship, if necessary
- Approval from senior advocate, company, NGO, NHRC, Government department etc
- After completion – signed certificate copy to be submitted in the college
- Original certificate to be submitted at the time of viva

#### **Expected outcome of internship**

1. To understand how to arrange files and maintaining them
2. To appreciate the arrangement of office library books in scientific manner
3. To realise in conducting basic research work for different cases
4. To verify how to maintain cause list in the form of a dairy

### **Guest lectures**

- Guest lectures attended to be in writing
- Topic delivered
- Details of guest faculty - name, designation, place
- Contents of the discussion
- What you learnt
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- Your view on the topic
- Every guest lecture - Attendance sheet has to be signed by the students
- Internship – 30%, Guest lecture – 15%, Ethics – 15%, Contempt cases – 15% n Bar Council Cases – 15%
- Viva – (10%) before the final University exam

### **PRACTICAL PAPERS – III ---- ADR**

Public Interest Lawyering, Legal Aid, and Para Legal Services  
 Lok Adalat, Legal Aid camp, Legal Literacy and Para Legal Training-  
 Lessons on Negotiation, Arbitration and Conciliation, Mediation  
 Use of computer in legal work, legal research  
 Lex infinitum - Mediation  
 Viva

#### **Legal Aid Cell**

- Member of College Legal Aid Cell – every week to attend and conduct activities or help local residents in legal matters or creating awareness on various legal issues
- Major programmes/project/research work/ translation in to local language
- Minor programmes
  - Awareness seminars in schools, PTA, Mahila mandals, street paly, skit,
  - Helping locals in getting – ration card, adhaar card, krishi card – helping them in filling, attaching documents and getting the card
  - Attending and writing details of Gram Sabha
- Students can take up any other innovative activity
- They are encouraged to do any new creative work for public benefit
- Clients visited to the LA Cell and their problem – solving the same with the help of faculty or advocate
- Attach relevant report, photoes, cards, etc
- Joining the LA Cell
- Everyone should join during 3<sup>rd</sup> and 4<sup>th</sup> year and complete two year term- Degree – 2<sup>nd</sup> year and 3<sup>rd</sup> year
- PIL or Member of Clinic
- Member of clinic – project, Consumer complaint - research for the complaint, appearing or attending the Consumer Commissions
- Every year 100 hours

#### **How to calculate**

- Every week 2 to 3 hours
- 30 Saturdays per year = 30x3 = 90 hours
- Minor programmes per year 4
- Each programme 3 hours = 12 hours
- Major programme = survey, inviting the public for awareness programme, permission, the day of the programme = 10
- Legal Aid = PIL

#### **PUBLIC INTEREST LITIGATION**

- Students are encouraged to file PIL
- If it is accepted by the court and court issues appropriate orders
- It is not easy – need to collect evidence, time taking 6 months to one year
- PIL
- Collection of documents from scratch
- Drafting skills – writ petition
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- Court should accept and
- Admit the PIL
- Issue orders to the appropriate authority to implement or enforce – Then eligible for Legal aid activities benefit

#### **Student- Member of Clinic**

- Speak to the concerned faculty and incorporate the detailed work in the appropriate practical paper and obtain faculty signature
- Child Rights Clinic
- Consumer Clinic
- Disability Rights Clinic
- Clinics
- Admission to the clinics like Child rights, Consumer, Disability clinics
- Visiting and helping the authorities before the JJB, Children's Court, and Consumer Commission etc.
- 2 years or 1 year clinic and one year Legal Aid
- Attending meeting and discussion – to be written down

#### **Arbitration and Conciliation Act**

- Continuous lectures on this Act
- Attend and make a note
- Same has to be written in PP - 3 -A4 Note book – Journal

#### **Negotiation**

- Attend orientation lectures
- Clarify your doubts
- Solving negotiation problem and providing appropriate remedy to the client
- Same has to be written in A4 size note book
- Negotiation problem is assessed by the faculty
- Three exercises – negotiation

#### **Mediation**

- Attending mediation orientation lectures
- Clarify your doubts
- Observation of mediation problems during Lex infinitum
- Attending expert sessions during Lex
- Need to record in A4 size note book
- Mediation Certificate Course and Lex Infinitum – International Mediation Competition

#### **PRACTICAL PAPER – IV ----MOOT COURT**

- 3 Compulsory Moot Problems (30 marks),
- Civil and Criminal Case (30 marks),
- Client counseling Cases (Interview techniques) – 30 marks
- Viva – 10 marks

#### **Moot court – PP - 4**

- Student participated in State or National Moot court competition (write Brief the details, attach photo copy certificate)
- They should write in brief the memorial in A4 size note book and attach the certificate
- Meet the in charge faculty and obtain marks for outside moot court competition
- Civil and Criminal Case
- Start from 3<sup>rd</sup> year onwards and continue – 15 to 20 hearings
- Degree students from 2<sup>nd</sup> year onwards – 15 to 20 hearings
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### **Civil and Criminal Case**

- One civil case and one criminal case has to be observed
- To understand the procedure followed in civil and criminal matter
- Start attending the cases this semester onwards
- Civil case before the – Civil Judge Junior or Senior Division - it cannot be Mamlatdar Court, Family Court
- The procedure in these courts is different – summary process

### **Civil Case**

- Court - don't write like A Court, B Court etc
- Parties - Plaintiff – Defendant - Names
- Advocates, Judge
- Facts of the case
- Statute involved – provisions of law
- Issues involved
- The day when you attended court, you have to record – date – stage, what happened to be written in the journal
- Each hearing has to be recorded as per the discussion in the court
- If the case is incomplete before the viva date
- State your opinion
- It has to be attested by the senior advocate or attach certificate from him

### **Criminal Case**

- Court - don't write like A Court, B Court etc
- Court should be JMFC, Additional Sessions or Sessions Court or NDPS
- Children's Court, JJ B – not considered
- Parties - Complainant – Accused - Names
- Advocates, Judge
- Facts of the case
- Statute involved – provisions of law
- Issues involved
- The day when you attended court, you have to record – date – stage, what happened to be written in the journal
- Each hearing has to be recorded as per the discussion in the court
- If the case is incomplete before the viva date
- State your opinion
- It has to be attested by the senior advocate or attach certificate from him
- Cheque bounce case is not considered as criminal case

### **Client Counselling**

- Need to attend orientation
- Understand and follow the instructions carefully
- Clarify all your doubts
- Three client counselling cases to be written in A4 size note book
- CC may be
- Video recording of the case or
- Live client – interview the client, obtain all the relevant information, give solution for the problem

**All the Best**

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