

Bachelor of Arts (VS) Modern Office Management

Semester VIII

Discipline Specific Course - (DSE 8.4)-Office Legal Documentation and Pleading

CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
Office Legal Documentation and Pleading DSE 8.4	4	3	1	0	Class XII	Nil

Learning Objective:

- To equip students with foundational knowledge of legal documentation and pleadings.
- To develop practical skills in drafting, filing, and managing legal documents in civil and criminal matters.
- To explain the structure, format, and statutory requirements of legal documents in India.
- To emphasize ethical practices in legal drafting and documentation.
- To introduce the role of digitization and compliance in modern legal processes.
- To provide exposure to real-world formats, court rules, and documentation protocols.
- To build students' confidence in preparing and handling legally enforceable instruments and pleadings.

Learning Outcomes:

- Understand Legal Documentation in the Indian Context
- Identify the legal requirements for execution, attestation, notarization, registration, and stamping of documents.
- Draft standard legal agreements such as employment contracts, NDAs, and service/vendor contracts.
- Identify and draft essential clauses like indemnity, termination, jurisdiction, and arbitration.
- Apply procedural rules related to verification, cause of action, and relief.
- Demonstrate Ethical Practices and Maintain Legal Records
- Understand the implications of non-compliance with court filing procedures and improper documentation under Indian law.

Course Content

(Theory 45 Hours + 15 hours Tutorials)

Unit 1: Introduction to Legal Documentation in India

15 hours

Meaning, nature, and classification of legal documents, Legal capacity to contract and execute documents, Authentication, attestation, notarization, and registration (Indian Registration Act,

1908), Stamp duty and e-stamping (Indian Stamp Act, 1899), E-filing and digitization of documents (Information Technology Act, 2000). Drafting commercial and office-related agreements:, Employment agreements: Non-disclosure agreements (NDAs), Vendor and service contracts, Sale deed, lease deed, gift deed: structure and key clauses, Power of attorney (general and special)

Unit 2: Court Pleadings & Civil Litigation Documents

10 hours

Format and structure of civil pleadings under the Code of Civil Procedure, 1908, Complaint, written statement, affidavit, rejoinder, Application under Order 39 (injunctions), Order 6 Rule 17 (amendment), Essentials of verification, cause of action, and relief claimed, Filing procedures and timelines in civil courts

Unit 3: Criminal Pleadings & Related Documentation

10 hours

Basics of complaint drafting under Criminal Procedure Code, 1973, FIR vs. private complaint, Drafting bail applications, anticipatory bail, and discharge applications, Legal notices and police complaints, Vakalatnama and appearance memos

Unit 5: Professional Ethics, Record-Keeping & Legal Compliance

10 hours

Duties of legal professionals and documentation staff, Legal record-keeping, file maintenance, indexing, and docketing, Confidentiality and data protection under Indian law (IT Act, RTI Act, proposed DPDP Bill), Compliance with court filing norms and registry procedures, Consequences of improper documentation or false pleadings.

Practical:

- Understanding a format of notarized affidavit and registered deed
- Prepare a sample employment agreement and a general power of attorney
- Draft a complaint and a written statement based on a fictional dispute
- Draft a police complaint and a basic bail application. Create a model legal documentation file with index and summary sheet

Reference

- Mogha, G. C. (2021). *Mogha's pleadings and conveyancing* (19th ed.). Eastern Book Company.
- Murli, M. C. (2022). *Legal drafting, pleading and conveyancing*. LexisNexis.
- Tiwari, O. P. (2020). *The art of drafting: Pleadings, notices, agreements, deeds & conveyancing*. Allahabad Law Agency.
- Ministry of Law and Justice. (2000). *The Information Technology Act, 2000*. Government of India.