

# **SAURASHTRA UNIVERSITY**

## **RAJKOT**

(ACCREDITED GRADE "A" BY NAAC)



### **FACULTY OF LAW**

Syllabus for

## **PG DIPLOMA IN LEGAL PROCESS OUTSOURING (ONLINE)**

**With Effect From: 2016-17**

## **Programme Outcomes**

Legal Process Outsourcing refers to the practice of a law by an individual or firm or corporation in which personal presence or contact is not required. The most commonly offered services have been agency work, document review, legal research and writing, drafting of pleadings and briefs, and patent services.

### **PO1.:**

#### **Professional skills**

Acquire reading, communication skill, drafting skill necessary for pleading and conveyances.

### **PO2.:**

#### **Effective Communication**

Development of effective communication skill using lucid language, without any grammatical error. Speak, read, write and communicate properly.

### **PO3.:**

#### **Self – directed and life-long Learning and Earning**

Acquire the ability to engage in independent and life-long learning and earning

### **PO4.:**

#### **Global Network**

Joining with global area for providing legal process services

### **Programme Specific Outcomes**

#### **PSO1.:**

Acquire the knowledge of legal position of various countries like USA, UK.

#### **PSO2.:**

Understand the basic concept and process of courts

#### **PSO3.:**

Analyse, interpret and prepare the draft and conveyances

**PG Diploma in Legal Process Outsourcing**  
**PGDLPO (Online)**  
**(Revised w.e.f. June-2016)**

- O.PGDLPO-1 Candidates who have passed LL.B.(Special) will be eligible for admission. Students who have passed LL.B.(Special) with English Medium shall given preference in admission.
- O.PGDLPO-2 The programme shall be a one year programme with two semesters.
- O.PGDLPO-3 It shall be an online programme.
- O.PGDLPO-4 Enlistment to the programme will be valid for 3 years.
- O.PGDLPO-5 Examination Scheme :

<b><u>Semester-1</u></b>		<b><u>Marks</u></b>
Course-1-	Foreign English	100
Course-2	Internet Skills	100
Course-3	Law of Contract	100
<b><u>Semester-2</u></b>		<b><u>Marks</u></b>
Course-4	US Legal System	100
Course-5	UK Legal System	100
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		500
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- O.PGDLPO-6 Passing Standard.

Individual Paper	-	40%
Aggregate	-	50%
1 <sup>st</sup> Division	-	above 60%
2 <sup>nd</sup> Division	-	above 50%

Fee - Rs.2,000/- Per Semester

Annexure "B"

Saurashtra University, Rajkot

Structure to be prepared in the Beginning of the Syllabus for All Semester / Year

PG Diploma in Legal Process Outsourcing Programme – 2016  
Semester – 1

No.	Course Code	Course Title	C	IM	EM	TM
1.	1604040005010100	Foreign English	6	100	00	100
2.	1604040005010200	Internet Skills	6	100	00	100
3.	1604040005010300	Law of Contract	6	100	00	100

C = Credits

IM=Internal Marks

EM=External Marks

TM=Total Marks

CCT=Core Course

SO=Sill Oriented Course

ICT=Interdisciplinary Course

SS=Self Study Course

DP=Dissertation / Project Work

ECT=Elective Course

Annexure "B"

Saurashtra University, Rajkot

Structure to be prepared in the Beginning of the Syllabus for All Semester / Year

PG Diploma in Legal Process Outsourcing Programme – 2016  
Semester – 2

No.	Course Code	Course Title	C	IM	EM	TM
1.	1604040005020100	US Legal System	6	100	00	100
2.	1604040005020200	UK Legal System	6	100	00	100

C = Credits

IM=Internal Marks

EM=External Marks

TM=Total Marks

CCT=Core Course

SO=Sill Oriented Course

ICT=Interdisciplinary Course

SS=Self Study Course

DP=Dissertation / Project Work

ECT=Elective Course

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## PG Diploma in Legal Process Outsourcing

### PGDLPO (Online)

#### Semester-I

##### Faculty of Law

Name of Course	Semester	Core/Elective/Allied/Practical/Project	Course/Paper Code	Course/Paper Title	Credit	Internal Marks	External Marks	Practical / Viva Exam Marks	External Exam Time Duration
PGDLP O	1	Core	1604040005010100	Foreign English	6	00	100	-	Three Hours

#### **Unit-1. Foreign English**

##### **Course Outcomes**

**COs.1** This course is designed to acquaint the students about the Vocabulary in US.

**COs.2** To acquaint with the Grammar in US

**COs.3** To develop the reading skills, computer typing skills, etc

**COs.4** To acquaint with the English language in other Countries

##### Course Contents:

1. Vocabulary with special reference USA,
2. Grammer,
3. Reading Skills,
4. Computer Typing Skills,
5. English in other Countries.

### Faculty of Law

Name of Course	Semester	Core/Elective/Allied/Practical/Project	Course/Paper Code	Course/Paper Title	Credit	Internal Marks	External Marks	Practical / Viva Exam Marks	External Exam Time Duration
PGDLP O	1	Core	1604040005010200	Internet Skills	6	00	100	-	Three Hours

### Unit-2. Internet Skills

#### Course Outcomes

COs.1 This course is designed to acquaint the students about the computer operation

COs.2 To acquaint with the Data Security

COs.3 To develop the skills of using computer including MS Windows XP, MS Office, etc

COs.4 To acquaint with the Manupatra, Lexis Nexis

#### Course Contents

1. Using MS Windows XP
2. Using MS Office,
3. Using Google, Manupatra, Lexis Nexis,
4. Data Security.

### Faculty of Law

Name of Course	Semester	Core/Elective/Allied/Practical/Project	Course/Paper Code	Course/Paper Title	Credit	Internal Marks	External Marks	Practical / Viva Exam Marks	External Exam Time Duration
PGDLP O	1	Core	1604040005010300	Law of Contract	6	00	100	-	Three Hours

### Unit-3. Law of Contract

**COs.1** This course is designed to acquaint the students with the important provisions of Law of Contract

**COs.2** To develop the skills of forming the legal and valid contract

**COs.3** To acquaint with the consequences of breach of contract

#### Course Contents

1. Essential ingredient of the contract.
2. Voidable Contracts.
3. Void agreements.
4. Contingent contract.
5. Performance of the contract.
6. Quasi contract.
7. Breach of contract.

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## Semester-II

### Faculty of Law

Name of Course	Semester	Core/Elective/Allied/Practical/Project	Course/Paper Code	Course/Paper Title	Credit	Internal Marks	External Marks	Practical / Viva Exam Marks	External Exam Time Duration
PGDLP O	2	Core	1604040005020100	US Legal System	6	00	100	-	Three Hours

### **Unit-1 US Legal System**

#### **Course Outcomes**

**COs.1** This course is designed to acquaint the students about the civil litigation process in US.

**COs 2.** To develop the professional and drafting skill in the students particularly conveyances in US

**COs 3.** To understand the legal process Mergers and Amalgations (UK Law) Business, Entities in US

**COs 4.** To acquaint the legal provisions of US Intellectual Property Law and US Family Law

#### **Course contents**

1. US Civil Litigation Process,
  2. Conveyancing,
  3. Mergers and Amalgations (US Law) Business, Entities in US,
  4. US Intellectual Property Law,
  5. US Family Law.
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### Faculty of Law

Name of Course	Semester	Core/Elective/Allied/Practical/Project	Course/Paper Code	Course/Paper Title	Credit	Internal Marks	External Marks	Practical / Viva Exam Marks	External Exam Time Duration
PGDLP O	2	Core	1604040005020200	UK Legal System	6	00	100	-	Three Hours

## Unit-2 UK Legal System.

### Course Outcomes

**COs.1** This course is designed to acquaint the students about the civil litigation process in UK.

**COs 2.** To develop the professional and drafting skill in the students particularly conveyances in UK

**COs 3.** To understand the legal process Mergers and Amalgations (UK Law) Business, Entities in UK

**COs 4.** To acquaint the legal provisions of UK Intellectual Property Law and UK Family Law.

### Course contents

1. UK Civil Litigation Process,
2. Conveyance,
3. Mergers and Amalgations (UK Law) Business, Entities in UK,
4. UK Intellectual Property Law,
5. UK Family Law.

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PGDLPO - 2016

Semester - 01

નં.	સબજેક્ટ	કોર્ષ કોડ વર્ષ	ફેકલ્ટી લો 04	વિષય કોર - 01 ઇલેક્ટીવ - 02	કોર્ષ ગ્રુપ	લેવલ યુજી - 01	સેમેસ્ટર	પેપર નંબર	વિકલ્પ
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
૧.	Foreign English	16	04	04	00	05	01	01	00
૨.	Internet Skills	16	04	04	00	05	01	02	00
૩.	Law of Contract	16	04	04	00	05	01	03	00

PGDLPO - 2016

Semester - 02

નં.	સબજેક્ટ	કોર્ષ કોડ વર્ષ	ફેકલ્ટી લો 04	વિષય કોર - 01 ઇલેક્ટીવ - 02	કોર્ષ ગ્રુપ	લેવલ યુજી - 01	સેમેસ્ટર	પેપર નંબર	વિકલ્પ
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
૧.	US Legal System	16	04	04	00	05	02	01	00
૨.	UK Legal System	16	04	04	00	05	02	02	00

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