SUBJECT SPECIFIC SYLLABUS: LEGAL ASSISTANT

Legal Method

- Introduction to Legal Method
- Sources of Law
- Basic Concepts of Indian Legal System
- Legal Writing and Research

Law of Contract

- Unit-I: Formation of Contract
- Consideration and Capacity
- Validity, Discharge and Performance of Contract
- Remedies and Quasi Contracts
- Indemnity, Guarantee and Agency (Conceptual Study)
- The Indian Partnership Act, 1932
- The Sale of Goods Act, 1940
- The Negotiable Instrument Act, 1881

Legal English and Communication Skills

- Comprehension and Composition
- Language, Communication and Law
- Legal Communication

History

- History and Law
- Ancient India
- Medieval India
- Concept of Justice and Judicial Institutions in Ancient and Medieval India
- Early Developments (1600- 1836)
- Evolution of Law and Legal Institutions
- Constitutional Developments and Framing of Indian Constitution
- Modern and Contemporary India

Sociology

- Introduction
- Basic Concepts
- Social Change
- Social Control
- Kinship, Family and Marriage

- Religion
- Social Stratification
- Marginalized Groups and Deviants

Law of Torts and Consumer Protection

- Introduction and Principles of Liability in Tort
- Specific Torts-I
- Specific Torts-II
- The Consumer Protection Act, 1986

Political Science

- Political Theory
- Political Ideologies
- Machinery of Government
- Sovereignty and Citizenship
- Types of Government
- Key Concepts in International Relations
- United Nations and International Relations
- Critical Global Concerns

Family Law

- Hindu Marriage and Dissolution
- Muslim Marriage and Dissolution of Marriage
- Adoption, Maintenance of Guardianship
- Civil Marriage and Emerging trends in Family Law

Constitutional Law

- Constitution
- Constitutional Organs
- Distribution of Powers between Centre and States
- Other Provisions
- Fundamental Rights – I
- Fundamental Rights – II
- Right to Constitutional Remedies
- Directive Principles and Fundamental Duties

Law of Crimes

- Introduction to Substantive Criminal Law
- General Exceptions (Sections 76-106)
- Incoherent Forms of Crime
- Punishment
- Offences against Women
- Offences against Property

Economics

Introduction to Economics

- Demand, Supply, Production Analysis and Cost
- Market Structure, Theory of Determination of Factor Prices
- Theory of Money, Banking and Financial Institutions

Administrative Law

- Evolution and Scope of Administrative Law
- Legislative Functions of Administration
- Judicial Functions of Administration
- Administrative Discretion and Judicial Control of Administrative Action

Environmental Studies and Environmental Laws

- Environmental Protection: International and National Perspective: - Introduction, Constitutional Guidelines, Environmental Laws: India and International
- Prevention and Control of Water, Air, Noise and Land Pollution: - The Water (Prevention and Control of Pollution) Act, 1974, Air (Prevention and Control of Pollution) Act, 1981, Noise Pollution Control Order, 2000, Land Pollution
- General Environment Legislations and Protection of Forests and Wild Life:- Environmental (Protection) Act, 1986, Laws Related to Forest, Wild Life (Protection) Act, 1972.
- International Environment Laws and Current Trends: - Introduction to International Environmental Laws, National Green Tribunal.

Law of Evidence

- Introduction and Relevancy
- Statement – Admissions / Confessions and Dying Declarations
- Method of proof of facts
- Emerging Areas in the Law of Evidence

Corporate Law

- Incorporation and Formation of Company
- Corporate Financing
- Corporate Governance
- Corporate Social Responsibility and Corporate Liquidation

Code of Civil Procedure

- Introduction
- Initial Steps in a Suit
- Interim Orders
- Appeal, Reference, Review and Revision

Alternative Dispute Resolution (ADR)

- Concept of ADR
- Negotiation and Mediation
- Arbitration and Conciliation
- International Perspective

Jurisprudence

- Introduction
- Schools of Jurisprudence
- Legal Concepts
- Theories and Concepts of Justice

International Law

- Introduction
- Sources of International Law
- Recognition, Extradition and the Law of the Sea

Property Law

- Concept of Property and General Principles Relating to Transfer of Property
- General Principles Governing Transfer of Immovable Property
- Specific Transfers – I
- Specific Transfer – II

Investment and Competition Law

- Investment and Securities Laws
- Banks and Securities
- Foreign Investment Laws
- The Competition Law in India

Code of Criminal Procedure

- Introduction
- Arrest, Bail and Pre-Trial Proceedings
- Trial Proceedings
- Miscellaneous

Tax Law

- Basic Concept
- Residential Status, Chargeability
- Heads of Income and Rules of Tax
- Residual Income and Procedure for Assessment

Law and Emerging Technology

- Introduction: Notion of Technology
- E-Commerce
- Cyber Crime
- Genetic and Medical Technologies

Human Rights Law

- Introduction
- International Human Rights Law
- National Human Rights Law
- Group Rights

Banking and Insurance Law

- Banking System in India
- Lending, Securities and Recovery by Banks
- Banking Frauds
- Insurance Law

Telecommunication Laws

- Introduction
- International Bodies
- Reforms in Telecommunication
- Telecommunications: Issues and Challenges

Women and Law

- Introduction
- Constitution of India and Women
- Personal Laws and Women
- Criminal Laws and Women
- Women Welfare Laws

Criminology

- Introduction
- Nature of Crime
- Punishment
- Juvenile Justice

Labour Law-II

- The Minimum Wages Act, 1948
- The Payment of Wages Act, 1936
- The Factories Act, 1948
- The Employee's Compensation Act, 1923

International Trade Law

- Introduction of International Trade Law
- Development of International Trade: GATT, 1947 - WTO 1994
- WTO Agreements
- Contemporary Issues: International Trade and Regionalism

International Commercial Law

- International Sales Contracts
- Carriage of Goods
- International Payments
- Settlement of International Commercial Disputes

Indirect Taxes

- Central Excise
- Customs
- Value Added Tax
- Goods & Service Tax

Legal Ethics and Court Craft

- Supreme Court Rules 1966 and Delhi High Court Rules 1967
- The Limitation Act, 1963 and the Registration Act, 1908
- Bench-Bar Relations
- Legal Ethics

Drafting, Pleading and Conveyancing

- Fundamental Rules of Pleadings
- Civil Pleadings
- General Principles of Criminal Pleadings
- Conveyancing

Socio-Economic Offences

- Hoarding and Profiteering
- Adulteration
- Corruption
- Investigation and Prosecution

Law of International Organizations

- Introduction
- Legal Personality
- Relations with States

- Law-Making and Enforcement

Legal Framework of User Departments

- Delhi Water Board Act, 1998
- Delhi Goods & Service Tax Act
- Delhi Value Added Tax Act
- Delhi Fire Service Act
- Delhi Education Act
- Right to Education Act
- Motor Vehicles Act
- Environment Protection Act
- Delhi Urban Shelter Improvement Board Act
- Delhi Municipal Corporation Act
- New Delhi Municipal Council Act
- Government of NCT of Delhi Act
- Delhi Electricity Reforms Act