

TEMPLATE FOR REPORTING OF EVENTS

Faculty incharge of the event : <u>Dr. Ashwini P</u>	
Committee / Cell Name : <u>Training & Placement Cell</u>	
Event Title : <u>Two Day Training Programme on "How to Shape your Future?"</u>	
Event Type: Seminar/ Conference / Guest lecture/ Workshop / Extension Activity	
Specify if any other: <u>Training Programme</u>	
Event Date(s): <u>19th + 20th January</u>	
Venue : <u>SOM Law College Auditorium.</u>	
No. of Participants <u>147</u>	
Guest(s) / Dignitaries	Designation / Affiliation
1. <u>Ms. Nishvita</u>	<u>Manager - Legal & Company Secretary, Maersk, Bengaluru.</u>
2. <u>Dr. Tarandera</u>	<u>Principal, SOMLC</u>
3. <u>Dr. Ashwini P</u>	<u>Faculty Convener, SOMLC.</u>
4. <u>Manav Nambiar</u>	<u>Student Secretary.</u>
5. <u>Faizal, Priyank & Harsh</u>	<u>Student Co-ordinators</u>
6.	
Summary of the event / Additional information:	
<ul style="list-style-type: none"> - The event was organised for 2 days - It was an activity oriented Training Programme. - Topics for Training were: <ol style="list-style-type: none"> 1) How to climb Corporate Ladder? 2) Writing Skills & Email Etiquette 3) Soft Skills 4) Contract Drafting & Negotiation (Part 1) 5) Contract Drafting & Negotiation (Part 2) 6) Q. Contracts, Stamp Duty & Registration. 	

Sl.No.	CONTENTS	Page No.	
		From	To
1	Brief / detailed report	4	2
2	Broucher / Invitation	1	2
3	Programme Schedule	3	-
4	Photos with Geo-tag	5	10
5	List of participants (attendance)	11	18
6	Meeting Proceedings	19	-
7	Review meeting proceedings	20	-
8	News Clippings	-	-
9	Sample Certificate	21	-
10	Winners list (competition if any)	-	-

11 Itinerary 22 23.

Date: 22/01/2024

Ashwin P
Name and Signature

Dr. Ashwin P





SHRI DHARMASTHALA MANJUNATHESHWARA LAW COLLEGE
CENTRE FOR POST-GRADUATE STUDIES AND RESEARCH IN LAW
MANGALLURU- 575003
AFFILIATED TO KSLU, HUBBALI & RECOGNIZED BY BCI, NEW DELHI
(REACCREDITED WITH B++ GRADE(CGPA 2.9) BY NAAC)
PRESIDENT : DR. D. VEERENDRA HEGGADE



TRAINING AND PLACEMENT CELL
Organizes a training session on

HOW TO SHAPE YOUR FUTURE?

RESOURCE PERSON:

MS. NISHVITHA
MANAGER-LEGAL & COMPANY
SECRETARY AT MAERSK

ON 19TH & 20TH JANUARY 2024
11:00 A.M
AUDITORIUM, SDM LAW COLLEGE, MANGALORE

ANAY S NAMBIAR
STUDENT SECRETARY
T&P CELL

DR. ASHWINI P.
FACULTY CONVENOR
T&P CELL

DR. THARANATH
PRINCIPAL
SDM LAW COLLEGE

STUDENT COORDINATORS
GOWRY, PRIYANKA AND FAIZAL

EVENT SCHEDULE

DAY 1

SESSION 1: HOW TO CLIMB THE CORPORATE LADDER

TIME: 11 A.M - 12:30 P.M

LUNCH BREAK 12:30-1:15 P.M

SESSION 2: WRITING SKILLS & EMAIL ETIQUETTES

TIME: 1:15 P.M- 3:15 P.M

TEA BREAK 3:15-3:30 P.M

SESSION 3: SOFT SKILLS

TIME: 3:30 P.M- 5:00 P.M

DAY 2

SESSION 1: CONTRACT DRAFTING & NEGOTIATION (PART 1)

TIME: 10:30 A.M - 12:30 P.M

LUNCH BREAK 12:30-1:15 P.M

SESSION 2: CONTRACT DRAFTING & NEGOTIATION (PART 2)

TIME: 1:15 P.M- 3:15 P.M

TEA BREAK 3:15-3:30 P.M

SESSION 3: E-CONTRACTS, STAMP DUTY & REGISTRATION

TIME: 3:30 P.M- 5:00 P.M





Photo:





Mangaluru, KA, India
 Mahatma Gandhi Road, Kodiabail, Mangaluru,
 575003, KA, India
 Lat 12.879628, Long 74.841248
 01/19/2024 11:12 AM GMT+05:30
 Note : Captured by GPS Map Camera

Inaugural Program





*Resource Person
addressing students*





**SHRI DHARMASTHALA MANJUNATHESHWARA
LAW COLLEGE**

**Centre For Post - Graduate Studies and Research in L
Mangaluru - 575 003**

**Affiliated to KSLU, Hubballi & Recognised By BCI, New D
[Re-Accredited with B++ Grade (CGPA-2.9) By NAAC]**

(Managed By SDME Society Ujire)

President: Dr. D. VEERENDRA HEGGADE

(SDME QAC Initiative)

RAI PLACEMENT



8:31

5G 82

Vishnu K Sdmlc
4 minutes ago



SHRI DHARMASTHALA MANJUNATHESHWARA
LAW COLLEGE
 Centre For Post - Graduate Studies and Research in La
 Mangaluru - 575 003
 Affiliated to KSLU, Hubballi & Recognised By BCI, New De
 Accredited with B++ Grade (CGPA-2.9) By NAAC
 (Managed By SDME Society Ujire)
 Director : Dr. D. VEERENDRA HEGDE
 (An IQAC Initiative)

MS.NISHVITHA

GPS Map Camera



Mangaluru, KA, India
 Mahatma Gandhi Road, Kodiabail, Mangaluru,
 575003, KA, India
 Lat 12.879752, Long 74.841031
 20/01/2024 05:02 PM GMT+05:30
 Note : Captured by GPS Map Camera



Programme Schedule

Two Day Training Programme on How to Shape Your Future?

19th and 20th of January 2024

Day 1

Prayer: Shrilakshmi

Welcome Address: Dr. Ashwini P

Lighting of the Lamp

Introduction of the Resource Person: Priyanka

Key Remarks about the Programme: Dr. Tharanatha

Vote of Thanks: Gowri

Session I: How to climb the Corporate Ladder? At 11Am to 12.30pm

Session II: Writing Skills & E-mail Etiquettes At 1.15 to 3.15pm

Session III: Soft Skills At 3:30 to 5.00 pm

Day 2

Session I: Contract Drafting & Negotiation (Part 1) At 10.30 to 12.30 pm

Session II: Contract Drafting & Negotiation (Part 2) At 1.15 to 3.15 pm

Session III: E-Contracts, Stamp Duty & Registration At 3.30 to 5.00pm

Valedictory and Certificate Distribution



187

Report on 2 Day Training Programme
On

How to Shape your Future?

Report on Two days Training program on How to shape your future? Was organised by SDM Law College on 19th and 20th January 2024 which was held in total 6 sessions on various topics such as: How to climb corporate ladder? This session was about the various areas open in the corporate field; the qualities to be required to become a good lawyer/in house counsel and also how to improve communication skills.

The second session was about Writing skills and email etiquettes. In This session the main area of focus was how to write an appropriate email and also there various activities conducted where the students drafted an email on the subject given.

The third session was on Soft skills. In this session thee were many areas covered like how to do legal research, video conferencing Etiquette, Phone Etiquette etc.

By this the day 1 was successfully completed .

The day 2 had 3 sessions which were Contract drafting and negotiation in part 1& part 2, E-contracts, Stamping & Registration. The first session started with contract drafting and negotiation. In this session students learnt how to draft a contract and the important clauses of a contract, how to review a contract and also how to negotiate the consideration etc in a contract. There were also various activities conducted which made the session more interactive where students were asked to negotiate and also draft a particular clause of contract.

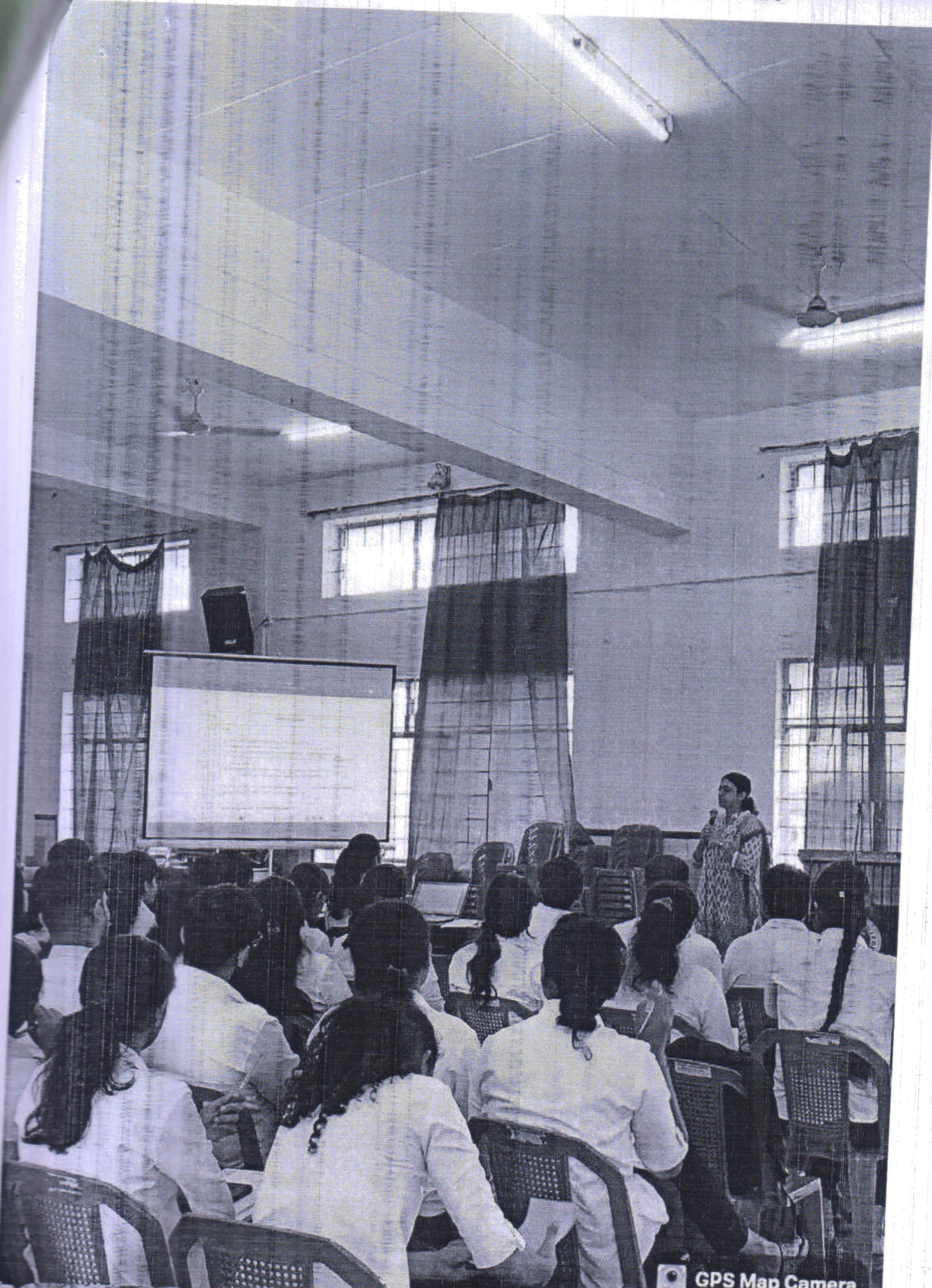
The next session was about E-Contracts, Stamping and Registration. In this session the students learnt what is an E-Contract its validity, enforceability etc. In this session even the Stamp duty calculation and the registration of documents was covered. There was an activity conducted in which students calculated the stamp duty of different states.

This completed the day 2 successfully.

The sessions were very informative and useful and it was a very interactive session with the involvement of students which gave the students practical knowledge about the various field of law .

All the sessions were taken over by Ms. Nishvitha, Manager, Company Secretary and Legal Attorney, Maersk, Bangalore was the Resource person with 150 participants. The event started with a Inaugural session and was concluded with valedictory session with the distribution of certificates to participants. Both the sessions were presided over by the resource person Ms, Nishvitha, Dr. Tharanatha, Principal, SDMLC, Dr. Ashwini .P, Faculty Convenor, Mr. Manav Nambiar, Student Secretary and the coordinators of the training and placement cell Gowry , Priyanka and Faizal.

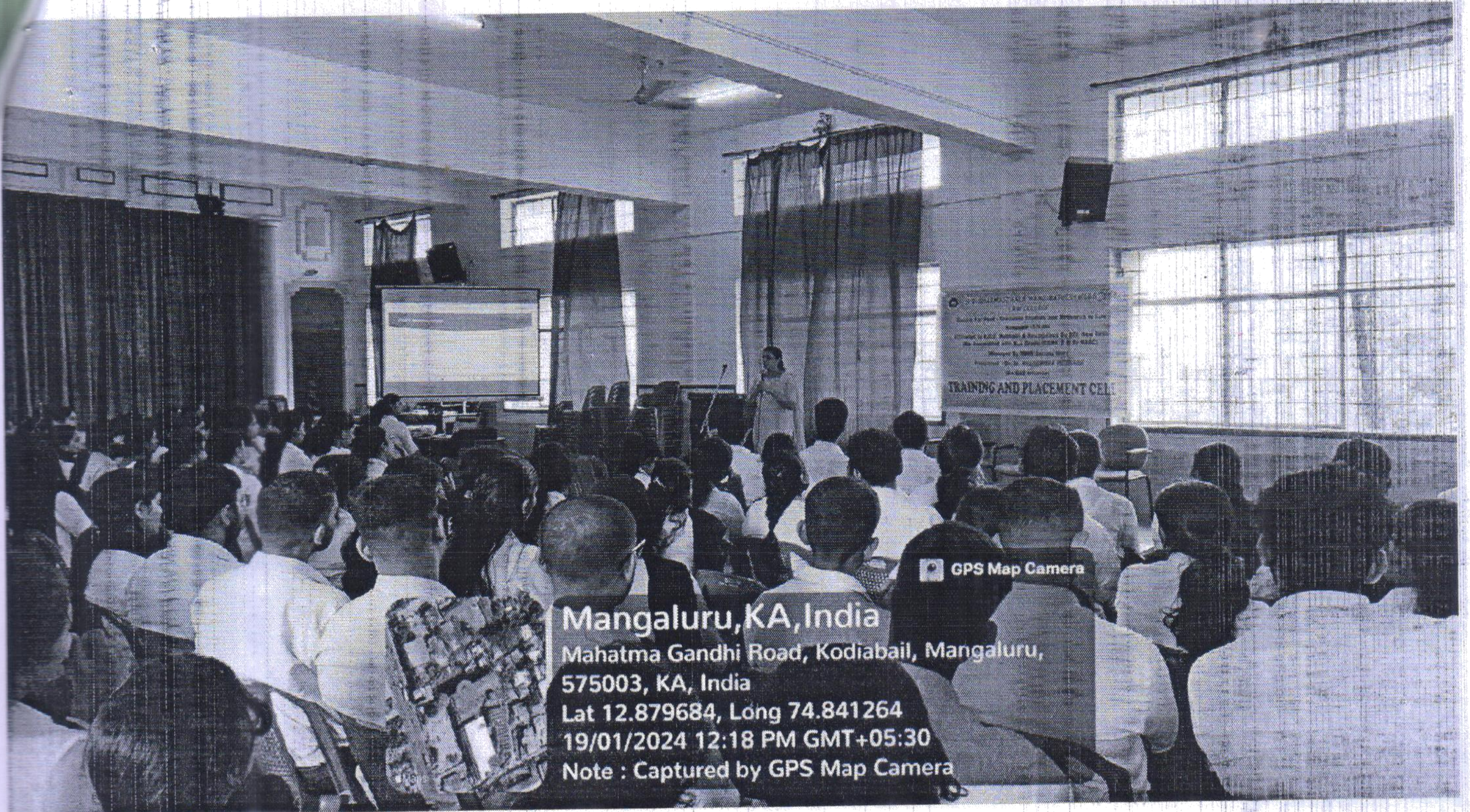




GPS Map Camera

Mangaluru, KA, India
 Mahatma Gandhi Road, Kodiabail, Mangaluru,
 575003, KA, India
 Lat 12.879725, Long 74.841097
 20/01/2024 10:18 AM GMT+05:30
 Note : Captured by GPS Map Camera





Mangaluru, KA, India
Mahatma Gandhi Road, Kodiabail, Mangaluru,
575003, KA, India
Lat 12.879684, Long 74.841264
19/01/2024 12:18 PM GMT+05:30
Note : Captured by GPS Map Camera

*Resource Person
Addressing Students*





Mangaluru, KA, India
 Mahatma Gandhi Road, Kodiabail, Mangaluru,
 575003, KA, India
 Lat 12.879634, Long 74.841245
 19/01/2024 11:37 AM GMT+05:30
 Note : Captured by GPS Map Camera





SHRI DHARMASTHALA MANUJATHASARANYA 50
 LAW COLLEGE
 Centre For Post-Graduate Studies
 Mangaluru - 575
 Affiliated to KSLU, Hubballi & Recognized by UGC, New Delhi
 (Re-Accredited with B++ Grade)
 (Managed By S...)
 President : Dr. D...
 (An...)
 TRAINING AND...

SHRI DHARMASTHALA MANUJATHASARANYA
 LAW COLLEGE
 MANGALURU
 KARNATAKA
 (Signature)





Student Participation





SI No	Name of the Student	Class	Contact Number	Signature
✓ 1.	Syeda Nurath Madiha	3(3) LLB	6360609779	Syeda
✓ 2.	Anjana K.	5 th BA LLB 'A'	9207652367	Anjana
✓ 3.	Nandana	5 th BA LLB 'B'	7356198477	Nandana
✓ 4.	Sharadhi	4 th BALLB 'A'	8762794049	Sharadhi
✓ 5.	Rashmi	4 th BA LLB 'A'	8951018471	Rashmi
✓ 6.	Akshatha	4 th BA LLB 'A'	9611186022	Akshatha
✓ 7.	Sweekrithi. R. Abra	5 th BA LLB 'A'	8296654756	Sweekrithi R. Abra
✓ 8.	Nithya K.	5 th BA LLB 'A'	9141826435	Nithya
✓ 9.	Sahaera K	5 th BA LLB 'A'	9686976853	Sahaera
✓ 10.	Hrishika	5 th BA LLB 'B'	9207432936	Hrishika
✓ 11.	Shreya P. S	5th BA LLB 'B'	9844023891	Shreya
✓ 12.	Devi Prasad	2 nd BA LLB 'A'	9353460259	Devi
✓ 13.	G. Arun Vekshaan	3 YEAR LLB	9482831264	Arun
✓ 14.	Veekshitha	3 YEAR LLB	8748865253	Veekshitha
✓ 15.	Aishwarya. M	3 YEAR LLB	7483691895	Aishwarya
✓ 16.	MANDJNA. H. R	5 th YEAR LLB 'A'	8088119559	Manojna
✓ 17.	Shashika	5 th YEAR LLB 'B'	7022593217	Shashika
✓ 18.	Ananth.	3 rd YEAR LLB 'A'	8762180803	Ananth
✓ 19.	Manoj. R. Naik	3 rd YEARS LLB	7975234244	Manoj
✓ 20.	Deepika	5 th YEAR BBA	8296558559	Deepika
✓ 21.	Divya	3 year LLB	9108291081	Divya
✓ 22.	Anusha	3 rd year LLB	9148343563	Anusha



3 people
No whatsapp



Programme Schedule
Two Day Training Programme on How to Shape Your Future?
19th and 20th of January 2024

SI No	Name of the Student	Class	Contact Number	Signature
23	Shamitha. S	3 year LLB	8867224563	
24	Bhavish. A	5 BBA 22B	9481225922	
25	Malavika SN	1 BBA LLB	9902933089	malavika
26	Jacob Victor	V BBA LLB	9497898799	
27	Stuti. S. Chowla	V BBA LLB	8197478133	
28	Deepika D P			
28	Sharanya	V BBA LCB	9901121428	
29	Syed Junaid	3 year LLB	9113985297	
30	Raveena	3 years LLB	9110241625	
31	Nishi	"		
32	Sheena	"		
33	Khadeeja	"		
34	Rameya. H	3 years LLB		
35	Prakrathi	3 year LLB		
36	Sulekhanwad Safuddin	3 year LLB		
37	Nehal Nishan MK	3 year LLB		
38	Amamitha P	3 years LLB		
39	Ananth Poo	5 year LLB	6361493185	
40	H. Sooraj P	5 BA LLB (A)	9447217666	
41	Karthik K G	"	6360985301	Karthik

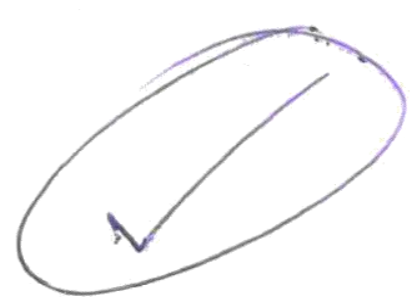


Sl No	Name of the Student	Class	Contact Number	Signature
42 ✓	Shrvin melisha Dsoza	3 (3) LLB	9900897933	
43 ✓	Vijaysubree Jain	3 (3) LLB	82775 22199	
44 ✓	Nishitha	5 BA A	9148014530	
45 ✓	Doesha Shetty	3 (3) LLB	7483 550761	
46 ✓	Swathi	3 (3) LLB	8549906986	
47 ✓	Shwetha	4 th BBA	89844993941	
48 ✓	Tanmai	4 th BBA	8867283381	
49 ✓	Bhargavi	5 th BBA	9945312127	
50 ✓	Jaysh . P.M	3 rd (3) LLB	9731569660	
51 ✓	Vaishnavi Hegde	3 (3) LLB	7899862210	
52 ✓	Dileep Kumar . K . L	3 (3) LLB	9353601850	
53 ✓	Prakrathi . M	5 th BBA	9113615022	
54 ✓	Swathi	5 th BBA	7483452379	
55 ✓	Aneetha	3 (3) LLB	8151081622	
56 ✓	Lakshitha	3(0) LLB	7619468770	
57 ✓	Gopika . v	1 BBA	7994960916	
58 ✓	SAFAL DEV	1 BBA	7012184909	
59 ✓	Jacob victor	5 th BBA	9497898799	
60 ✓	Ashitha . m . k	4 th BA B	6238287057	
61 ✓	Niya Vincent	4 th BA A	8590617237	
62 ✓	Jyotiks . Praveen	3 rd BBA	9778569389	
63 ✓	Fiona Rodrigues	2 nd (3) LLB	8088505274	



SI No	Name of the Student	Class	Contact Number	Signature
64	Adithyanavayanan	5 th BBA	7406628331	
65	Riya raj	5 th BA A	7356139538	
66	Ashwitha	5 th BA A	7899983754	
67	Vaishakha. S	5 th BA A	7306135676	
68	Kalima Nathaliya	5 th BA A	9663639866	
69	Shreetha	5 th BA A	8904793219	
70	Rajashree. K	5 th BA B	7306478727	
71	Maneesha. C	5 th BA B	8921319126	
72	Apeksha. H. J	4 th BA B	9483053520	
73	Sharanya. S	4 th BA B	8073564860	
74	Ashwath.	5 th BA B	7624838402	
75	Sneeth	5 th BBA	9019056079	
76	Praksha	4 th BA A	7760092567	
77	Vibha. Shenoy	4 th BA A	8590553698	
78	Anusha.	4 th BA A	9148872800	
79	Chaitra. A.R	3(3) LLB	9113642193	
80	Renita Meneses	4 th BA A	9353305016	
81	Megha.	4 th BA A	9353468339	
82	Arijali. C	4 th BA A	8431988077	
83	Adityan E. J	1 st BBA	9207429919	
84	Prathiksha. P	5 th BA B	8088892616	
85	Preetham	5 th BA B	7019150679	





Programme Schedule

Two Day Training Programme on How to Shape Your Future?

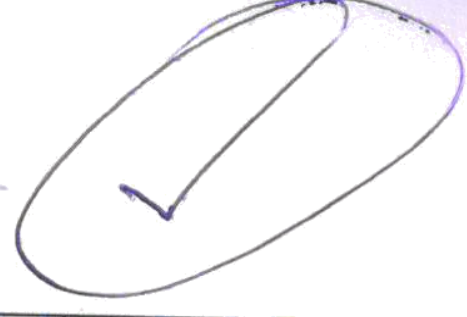
19th and 20th of January 2024

SI No	Name of the Student	Class	Contact Number	Signature	
86 ✓	Devika Rathnan	5 th BA - A	9495279976		X
87 ✓	Medha Gopal	"	9847180346		✓
88 ✓	MUHAMMAD FIRAS	11	9448353917		✓
89 ✓	Avinash shetty	5 th B.A - 'B'	8197380167		✓
90 ✓	ROHIT P Bhat	5 th B.A., 'B'	8762150290		✓
91 ✓	Indulekha TM	5 th BA B	9895577564		✓
92 ✓	Ajeeshahara	3 (3 year) LLB	8113829023		✓
93 ✓	Sneha Prakash	5-BA-B.	8590324159		X
94 ✓	Annanya Ballal.	4 th BA - A	7019079066		✓
95 ✓	Amseena	4 th BA - A	7510591246		✓
96 ✓	Preethi K Deekshit	4 th BA - A	9353697389		✓
97 ✓	Shreetha P S	"	7349273665		✓
98	Vibha Shetty				
99 ✓	Disha Shetty	3 (3 year) LLB	7624972699		✓
100 ✓	Shilpa Thambi	"	7899490158		✓
101 ✓	Ismath Thasneem	5 th BA - B	9567878456		✓
102 ✓	Nida Kathija	4 th BA - A	7829670114		✓
103 ✓	Anugraha Vaakey	1 st BBA	9778293134		✓
104 ✓	Sowjanya Jain	3 (3 year) LLB	9108833207		✓
105 ✓	Sonal Pasanna	"	6360117967		✓



SI No	Name of the Student	Class	Contact Number	Signature
106	Yashaswini ✓	4 th BBA	9731456791	
107	✓ Surya R ✓	3 (3 year) LLB	8289897913	
✓ 108	✓ Shailakshmi M ✓	2 nd LLB	9683105059	
109	Rushi Reshma Rebello ✓	2 nd LLB (3Yrs)	6363914290	
110	✓ Prathiksha ✓	2 nd LLB (3Yrs)	9632649908	
111	✓ Aishwarya Suvarna ✓	2 nd LLB (3Yrs)	9967753148	
112	✓ Gayatri Krishna ✓	4 th BBA LLB	8076322988	
113	✓ Dhruv Nayak ✓	4 th BA - A	9380594576	
114	✓ Arya P ✓	1 st BBA	9188454501	
115	✓ Sahana ✓	3 year LLB	9741031943	
(116)	✓ Sampritha	3 year LLB	8277153975	
(117)	Navya	3 year LLB	7483015398	
(118)	Disha Suvarna	5 BBA LLB	9739088939	
119	Mohd. Sahid -	4 BBA LLB	9535199057	
✓ 120	Mohd. Alam -	4 BBA LLB	9535612344	
✓ 121	Prathiksha Pai -	5 BBA LLB	6364401725	
✓ 122	Lakshmi Jayan -	1 st BBA LLB	8281858255	
123	✓ Shraanya -	3 (3) LLB	8123112287	
124	✓ Bhavana Unni -	4 th BA - A	9778202457	
125	✓ Shraanya ✓	2 nd (3 Yrs)	9611232881	
126	✓ Akul Asut ✓	2 nd (3 years)	8147607087	
127	✓ Kavya ✓	3 (3) year	9901895600	





SI No	Name of the Student	Class	Contact Number	Signature
128 128	✓ Rythik Shetty	3(3 years)	9677183104	Rythik
129 129	✓ Nelson D'Silva	3(3 years)	9535545691	Nelson
X 130	✓ ANKITH KINI	" "	8762498815	Ankith
X 131	✓ Deepak B	3(3 yrs)	9482861730	Deepak B
X 132	✓ Lohith M.D.	3(3)	8762047986	L.M.D.
✓ 133	✓ Jayaprakash	3(3)	7338221244	Jayaprakash
✓ 134	✓ Khyath Shetty	3 years	9686509605	Khyath
✓ 135	✓ SHRIPAD TANTRI	5(5) B	7975426807	Shripad
✓ 136	✓ Harshith K	3(3) LLB	7022189441	Harshith
✓ 137	✓ Deena Dsouza	3(2) LLB	9663541339	Deena
✓ 138	✓ Priya Maniya Jose	5(5) LLB	9663479144	Priya
✓ 139	Vishnu K	4 th BA B	9207870770	Vishnu
✓ 140	✓ Mohammed Rasza T Rasza	4 th BA B	9539829263	Mohammed
✓ 141	Prashanth M	4 th BA B	8281993585	Prashanth
✓ 142	Alshay K - Santhosh	4 th BA A	7034592720	Alshay
✓ 143	Aphur Vayhese	5 th BBA LLB	9198230236	Aphur
✓ 144	Shamma Nazki	3 rd BBA LLB	8714359099	Shamma
✓ 145	Karthik S.M	4 th BA LLB	8147724990	Karthik
✓ 146	Goury	5 th BBA	9562516060	Goury
✓ 147	Manav S.N	5 th BBA	6364323017	Manav



✓ 202

Programme Schedule
Two Day Training Programme on How to Shape Your Future?
19th and 20th of January 2024

SI No	Name of the Student	Class	Contact Number	Signature
	✓ RAJATH	IV BA-LLB(A)	7411369347	<i>[Signature]</i>
	✓ Abhay	V B.ALLB(A)	7510388107	<i>[Signature]</i>
	✓ Tripti	V B.A.LL(B)	906760488	<i>[Signature]</i>
	✓ Vanissa Vera Mendonca	V BBA LLB	9900788406	<i>[Signature]</i>
	✓ Abigail	IV BBA LLB	7899244620	<i>[Signature]</i>
	✓ Sheaddha	IV BBA LLB	9947856197	<i>[Signature]</i>
	Sheked	II nd LLB 3 rd yr	9535948430	<i>[Signature]</i>



Meeting Proceedings

02/01/2024

A formal meeting by the Convener of Training & Placement Cell was convened on 02/01/2024 at 12:30 PM with the Student Secretary & Co-ordinator to discuss about the 2 day training Programme on "How to shape your future?" & Principal. Student Secretary & Co-ordinator have been informed about the schedule, resource person & the topics for the training Programme & the same has been finalised with the permission of the Principal.

Students were (Co-ordinator) informed to start with the preparations for its execution.

~~_____~~

(Dr. Ashwin P)
Faculty Convener



Review Meeting Proceedings 18/01/2024

A Review meeting was convened to Review the Preparatory on the 2 day training programme on How to Start your future?

Students were (coordinators) informed to arrange the Auditorium, Preparatory & finalisation of programme Schedule, food & requirement arrangements were reviewed.

Accommodation & travel arrangements for the Review person was Reviewed & awaited for the execution of the same on next day.



Praveen P
(Dr. Ashwin P)
Faculty Convenor

Sample Certificate

205



SHRI DHARMASTHALA MANJUNATHESHWARA LAW COLLEGE
AFFILIATED TO KSLU, HUBBALLI & RECOGNIZED BY BCI, NEW DELHI
(REACCREDITED WITH B++ GRADE CGPA 2.9 BY NAAC)
PRESIDENT: DR. D. VEERENDRA HEGGADE



THIS IS TO CERTIFY THAT

Mr/Ms _____

has participated in the Training Programme on 'How To Shape Your Future?'
on 19th & 20th January 2024, at SDM Law College, Mangalore.

Dr. Ashwini P.

Faculty Convenor
Training & Placement Cell
SDM Law College, Mangalore

Dr. Tharanatha

Principal
SDM Law College, Mangalore

Itinerary

Day 1 - Soft Skills

Topic 1: How to climb corporate ladder (2 hours)

Impact: Many students are aspired to join corporate after pursuing Law or CS. The role of Corporate attorney/ In-house counsel is just not 9 am to 6 pm desk job.

Every in-house counsel is similar to 'Corporate IAS', they need to act as a watch-dog in the organisation. This segment shall explain and guide students on the skills required by inhouse lawyers to grow in corporate career.

We shall focus on:

- How does corporate structure work (law students wouldn't have exposure on functioning of company unless they would have interned in MNC)
- Different opportunities for inhouse counsel
- Roles and responsibilities of inhouse counsel
- Skills required to grow in career (oral, written, research, leadership, stakeholder/ client advisory)
- Softer aspects- listening skills, how to overcome stage fear, how to conduct meetings, finding a mentor, time management, presentation technique etc.,

Topic 2: Writing skills and email etiquette (2 hours)

Impact: Lawyers must master the art of writing/drafting. Many of us fumble to write or fail to communicate our exact intention in words. So, it's important to understand few simple techniques to overcome such situations.

This session shall provide guidance on how to structure the thoughts, creating an outline before writing, audience perspective, additionally few tips before sharing the document/ email.

We will have two activities to make this more interactive with instant feedback.

Topic 3: Soft skills (1.5 to 2 hours)

Impact: Along with technical skills every individual should develop soft skills/ etiquettes to grow in career.

- How to conduct legal research
- Professional etiquettes:
 - ☒ Videoconference etiquette
 - ☒ Phone etiquette
 - ☒ Meeting etiquette
- Soft skills



- ☒ Active team player
- ☒ Feedback technique
- ☒ Appreciation

Day 2- Technical skills

Topic 1: Contract drafting and negotiation (4 to 5 hours)

Contract vetting and negotiation is everyday task assigned to inhouse counsel. It's pertinent to understand the business needs, law of the land, appropriate positions to negotiate and close the contracts successfully.

This session will train students on key clauses in contract, negotiation points on both ends and witty positions/amicable positions to conclude the transactions successfully.

Topic 2: Econtract, stamp duty and registration (2-2.5 hours)

- ☒ Significance of electronically executed contracts under law.
- ☒ How to compute stamp duty with class activities.
- ☒ Mandate and governance around registration.

