



NAAC Accredited  
A Star Status by GOI

# ADD ON : CERTIFICATE COURSE ON

*“Legal Literacy, Awareness and Aid”*

*Fourth Batch (2024-2025)*



## INFORMATION BULLETIN 2024-25

**DAULAT RAM COLLEGE**

University of Delhi  
4, Patel Marg,  
Delhi - 110007

**DELHI STATE LEGAL  
SERVICES AUTHORITY**

Third floor, Rouse Avenue Courts Complex,  
Pandey Deen Dayal Upadhyaya Marg,  
New Delhi, Delhi: 110002

Email ID : [llaa@dr.du.ac.in](mailto:llaa@dr.du.ac.in)  
Website : [www.dr.du.ac.in](http://www.dr.du.ac.in) ; [www.dslsa.org](http://www.dslsa.org)

## MESSAGE BY CHAIRMAN, DRC

Mr. Mukul Gupta



दौलत राम कॉलेज

(दिल्ली विश्वविद्यालय)

4, पटेल मार्ग, मौरिस नगर, दिल्ली-110007

फोन: 011-27667863

ईमेल : daulatramcollegedu@gmail.com

वेबसाइट : www.dr.du.ac.in



NAAC A<sup>+</sup> (3.36) & NIRF 26<sup>th</sup> Rank  
A Star Status by GOI.

*Daulat Ram College*  
(UNIVERSITY OF DELHI)

4, PATEL MARG, MAURICE NAGAR,  
DELHI-110007

PHONE : 011-27667863

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Website : www.dr.du.ac.in

### MESSAGE BY CHAIRMAN

*"The scales of justice are balanced and non-biased. The eventuality of any dispute is to come to a decision as it is based upon sanctioned laws that results in triumph of truth over falsehood."*

Law is an essential element of any society which wants to prosper and grow. Thus creating awareness and educating people about it is the need of the day. With this thought, Daulat Ram College is successfully providing **Certificate Add-on Course on "Legal Literacy Awareness and Aid"**, under the Aegis of IQAC in collaboration with Delhi State Legal Services Authority (DSLISA) since 2021 for the students, professionals and scholars.

The overall rationale of the course is to establish a clear and holistic perspective about the legal system and its applications in today's globalised, technological know-how and competitive world. It aims to educate the learners from different disciplines and backgrounds about the theoretical and practical aspects of the legal framework. It also aims to cultivate and enhance technical acumen and skills about the processes of legal and judicial institutions, so that their services can be accessed and availed for public advocacy.

The course covers diverse legal subjects such as Intellectual Property Rights, Cyber Laws, Consumer Laws, Corporate Laws, Women and Children Laws, Land Laws, Labour Laws, Human Rights Law and many more contemporary ones. The college has also opened "Centre for Legal Literacy, Awareness and Aid" on 17<sup>th</sup> October 2022 to provide legal aid services.

I take this opportunity to congratulate the team from Daulat Ram College and Delhi State Legal Services Authority for taking such an unique initiative in the interests of the society. My best wishes are with them for the coming Add on Courses on "Legal Literacy, Awareness and Aid".

Mr. Mukul Gupta  
Chairman, G.B.  
Daulat Ram College

# MESSAGE BY MEMBER SECRETARY, DSLSA

## Sh. Rajeev Bansal



**RAJEEV BANSAL**  
Member Secretary, DSLSA  
(Delhi Higher Judicial Service)



Central Office :  
3rd Floor, Rouse Avenue District Court Complex,  
Pandit Deen Dayal Upadhyaya Marg,  
New Delhi-110002  
Tel :- 011-23232781 Email: dslsa-phc@nic.in

### MESSAGE

In an era marked by rapid societal transformation, the significance of legal literacy cannot be overstated. Understanding the law and recognizing your rights are essential for fostering a just and equitable society. Under the esteemed guidance of Hon'ble Mr. Justice Manmohan, our Patron-in-Chief, and Hon'ble Mr. Justice Vibhu Bakhru, our Executive Chairman, the Delhi State Legal Services Authority (DSLISA) is dedicated to promoting legal awareness and access to justice for all individuals.

In alignment with this mission, we are proud to announce the next edition of the Add-On Certificate Course in Legal Literacy, Awareness, and Aid, developed in collaboration with Daulat Ram College, Delhi University. This hand crafted course is designed to equip participants with the knowledge and skills necessary to navigate through the complexities of the legal system effectively.

Key features of the Add-On Certificate Course in Legal Literacy, Awareness, and Aid include a comprehensive understanding of fundamental legal principles that govern our society. Participants will gain valuable insights into the rights coupled with responsibilities of citizens, equipping them with the knowledge necessary to steer through day to day legal issues confidently.

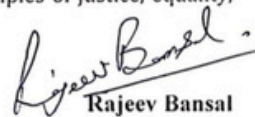
The course promotes active engagement through a curriculum that encourages interactive discussions and practical activities. This approach emphasizes the importance of legal literacy in everyday contexts, fostering a deeper appreciation of the relevance of laws in the lives of the candidates.

Additionally, participants will focus on skill development, acquiring essential skills that empower them to champion their own rights as well as the rights of others within their communities. This holistic approach ensures that learners are not only informed but also equipped to effect meaningful change.

The distinguished faculty, consisting of experienced Judges, legal practitioners and Academicians, will deliver a robust and engaging educational experience, combining theoretical foundations with practical applications, including field visits and case studies.

As you embark on this academic journey, I urge you to seize this opportunity with curiosity and a commitment to learning. Your active participation will not only enhance your understanding of legal concepts but also position you as an informed citizen for bringing justice and thereby peace in the community.

Together, let us aspire to build a society founded on the principles of justice, equality, and empowerment for all individuals.

  
Rajeev Bansal

## MESSAGE BY PRINCIPAL, DRC

Prof. Savita Roy



दौलत राम कॉलेज  
(दिल्ली विश्वविद्यालय)

4, पटेल मार्ग, मौरिस नगर, दिल्ली-110007  
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### MESSAGE BY PRINCIPAL

Daulat Ram College is successfully running Certificate Add-on Course on “*Legal Literacy, Awareness and Aid*” to impart legal knowledge and skills to young learners. A forerunner in educational practices, the College has taken the initiative to create awareness into the legal landscape of the country.

With the ongoing scientific and technological advances, such as the rise of big data, machine learning and artificial intelligence, many unskilled jobs worldwide may be taken over by machines, while the need for skilled workforce, particularly involving mathematics, computer science, data science and law in conjunction with multidisciplinary abilities across the sciences, social sciences, and humanities, will be increasingly in greater demand. Keeping this in mind and in line with National Education Policy 2020, College has initiated a basket of Add-on courses. It is a matter of pride that Delhi State Legal Services Authority (DSLISA) has collaborated with our College to further our endeavour to skill the youth in “Legal Literacy, Awareness and Aid”. We are indebted to DSLISA for extending the necessary and invaluable support in starting the course. This Add-on course will enrich our students further and will make them more confident and responsible citizen.

The college has also open “Centre for Legal Literacy, Awareness and Aid” on 17<sup>th</sup> October 2022 with the mission to provide a platform for people to seek legal aid & guidance and create awareness about social issues being faced by the society. The centre plans to provide Legal Aid Clinic services for Daulat Ram College students and their parents, staff members (teaching and non-teaching) and their family, where they can get resolutions for their legal issues by seeking advices of judiciary members.

The program has evolved with the support of Academic Advisory Board of the Course, in which contribution of Course Coordinator, DRC, Dr. Sonia Mehta is commendable.

My best wishes for the success of this program.

Prof. Savita Roy  
Principal



## ABOUT THE COLLEGE

Daulat Ram College is a premium women's educational institution, affiliated to University of Delhi, situated in the North Campus and has completed 62 glorious years of educating and empowering women. The college was founded in 1960, has 19 departments and over 4200 students enrolled in addition to students enrolled under its Foreign Language courses and School of Open Learning. The College has about 188 teaching staff supported by equal number of non-teaching staff. The faculty is actively engaged in research and publications in addition to their regular teaching and evaluation work.

The College is accredited by the National Assessment and Accreditation Council (NAAC) and additionally, the College has been bestowed with Star Status by the Department of Biotechnology, Government of India. The college has been awarded many research projects under Star Innovation Projects, Cluster Innovation Centre, University of Delhi.

The college has a well-stacked library including braille library, the science laboratories & their museums, well equipped computer labs, state of art Gymnasium, Conference Halls, amphitheatre etc. The entire campus is Wi-fi enabled and under CCTV surveillance. The college not only excels in academics but has acquired a leading position in University of Delhi in different co- curricular activities. The college aims to provide a safe, positive and intellectual learning environment that will empower students to become creative problem solvers, thinkers and inspired learners prepared to embark in the twenty - first century.

# ABOUT DELHI STATE LEGAL SERVICES AUTHORITY (DSLISA)



DSLISA, the successor of the Delhi Legal Aid and Advice Board, had been constituted under the Legal Service Authorities Act of 1987. Since its very inception, it has displayed an unflinching commitment to the hallowed constitutional vision of providing free and competent legal aid to the marginalized sections of our society, whose legal grievances had hitherto gone unaddressed.

DSLISA has also been bestowed with a legally ordained duty of organizing Lok Adalats and promoting other forms of Alternate Dispute Resolution (ADR) Mechanisms for amicable dispute resolution.

Additionally, facilitating the victim's rehabilitation is also within the mandate of this Authority. DSLISA is the Nodal Agency for the implementation of the Delhi Victims' Compensation Scheme- 2018. This Authority ensures that victim compensation funds are utilized in the best interest of the victim to alleviate the physical and mental harm sustained.

The function of DSLISA further includes assuming the role of a facilitator and a coordinator during times of calamities. During such times, like that of COVID-19 and the recent Yamuna floods, this Authority has undertaken multiple outreach and awareness programmes/initiatives, which positively contribute towards the welfare of the people.

A key aspect of DSLISA's function includes spreading legal awareness amongst the masses. The need for legal literacy cannot be over-emphasised as there is a growing recognition that a constitutional republic can only thrive when its citizens are aware of its rights and liberties.

Towards this end, DSLISA is actively involved in setting up Legal Literacy Clubs/ Legal Aid Clinics; reaching out to schools and colleges; offering add-on courses on diverse legal subjects to spread legal awareness; discussing and highlighting social welfare legislations for marginalised sections of society including children, women, senior citizens and transgenders.

Taking our work further, DSLISA takes great pride in offering the students these Add-On Courses on "Legal Literacy, Awareness and Aid". The underlying objective is to create legal awareness amongst both professionals and laypersons which would enable them to become agents of change and global leaders, whose actions are informed by humanism. DSLISA has structured these courses in such a manner that the ever-inquisitive learners get a glimpse into diverse laws, which would aid in realising their transformative and empowering potential.

# ABOUT THE COURSE

*“The legal system is an integral part of any society, built to protect its citizens and maintain their rights”.*

With this thought in mind, this course aims to educate the learners from different disciplines and backgrounds about the theoretical and practical aspects of the legal framework. It gives a look behind the curtains, with regards to the procedure and steps that have been taken to ensure justice is served without a waiver. It aims to impart basic knowledge and awareness about the legal concepts, legal methods, legal rights, remedies and responsibilities, legal schemes and benefits, different types of laws and to develop functional understanding of laws that affect individuals in their everyday life. It also aims to cultivate and enhance technical acumen and skills about the processes of legal and judicial institutions, so that their services can be accessed and availed for public advocacy. The overall rationale of the course is to establish a clear and holistic perspective about the legal system and its applications in today's globalised, technological know-how and competitive world. Also, it will create more awareness of how one of the world's largest democracy works.

The courses on “**Legal Literacy, Awareness and Aid**” are as follows:

- **Certificate Course (3 months)**
- **Diploma Course (3 months)**
- **Advance Diploma Course (3 months)**

**All the three courses includes specially designed modules focusing on field visits-enabling the learners to have a hands-on experience by visiting courts, related government offices, police stations and jails. These courses will make an individual not only a better-informed citizen, but also will give an edge in one's professional life on the off chance that one is pursuing a career in arts, social sciences, humanities or even education.**

# COURSE OBJECTIVES

- Acquainting learners specifically from non-law field with basic laws and judicial interpretations at the national and international level.
- Familiarizing learners about the legal system, rule of law, administration of justice and moral/ social/ political dilemmas
- Imparting comprehensive and interdisciplinary legal education that is skilfully and socially relevant to everyone.
- Sensitising learners towards the issues of access to justice of the deprived, marginalised and weaker sections of society- women and children
- Imparting legal skills mainly legal reasoning, problem solving, legal research, legal writing, oral and written communication, persuasion, leadership and teamwork to non-law graduate/ professionals
- Acquainting learners with ethical/ moral practices and standards in professional and corporate field.



# COURSE LEARNING OUTCOMES

**After the completion of Certificate, Diploma and Advance Diploma courses, students will have a plethora of opportunities waiting at their doorstep in a short span of time.**

- Provides a competitive advantage to:
  - Students pursuing the undergraduate and postgraduate courses in the field of commerce, economics, journalism, management and other art, education and science courses.
  - Professionals working in Corporates, Government organisations, NGOs etc.
- Develop understanding of the interdisciplinary nature of law and its relations with your parent disciplines to pursue higher education.
- Application of the acquired knowledge and skills in the various legal matters pertaining to business or personal issues without help from any third party.
- Analyse and differentiate fact from law.
- Develop an understanding of the legal framework that underpins financial transactions between companies, individuals and government entities.
- Enhance the legal technical knowledge of professionals from non-legal background, making them asset to their employers when it comes to navigating complex legal and regulatory terrain.
- Provides comprehensive knowledge about legal domain for entrepreneurs to start their own venture (Start –Ups).
- Broaden the knowledge base of HR Professionals about anti-discrimination laws, the employee-employer relationship and wage and hour laws. (Specifically for HR Law).
- Develop legal skills to undertake and protect their research from infringement and solve problems in the field of law.
- Design and formulate global strategies by learning about differences in the domestic and international law.

# EMPLOYMENT OPPORTUNITY

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- These add-on courses give learners an extra edge or an added advantage in applying for a job, as it represents a high level of competency and knowledge in the legal field.
- After completing the above courses, participants can go for lucrative career opportunities in various international and national organizations related to international aviation, international shipping, international trade, international environmental law, human rights and humanitarian law, international conflicts, etc
- It will open many job opportunities in areas of IPR and patents with MNCs, domestic industries, corporate firms, outsourcing companies (KPOs and LPOs), universities, government and R&D Institutions.
- The professionals can also get excellent jobs in food, agricultural, biotech, chemical, pharmaceutical and allied industries and research laboratories
- Job positions that will be open to learners :
  - Social Workers/ NGOs
  - Legal Reporter/Publisher
  - Nodal Officer
  - Paralegal Volunteer
  - Patent Analyst / Patent Specialist / Patent Agent
  - Volunteer in Arbitration, Mediation and Conciliation
  - Entrepreneurs

## WHO MAY APPLY FOR CERTIFICATE COURSE?

- **Anyone who has passed out 12th Class with minimum 50%.**
- Students affiliated to any Course/College/University.
- Employees/Professionals working in Corporates, NGOs and Government organisations.
- Employees sponsored by their Organisation.

**Note : Qualifying this course will not make you eligible to practice law in courts of law.**

# COURSE STRUCTURE

No. of Modules and Details	No. of Sessions	Hours	Medium	Course Duration	Commencing in Academic Year
<b>5 as follows:</b> <ul style="list-style-type: none"><li>• Know your Rights/Remedies</li><li>• Legal Procedure</li><li>• Women related laws</li><li>• Legal Services in India</li><li>• Field Visit</li></ul>	30	30	Bilingual (English and Hindi)	3 Months	2024-25

## INTERNSHIP OPPORTUNITY

After successfully completing this course, selected students based on merit will be provided Internship with the help of Delhi State Legal Service Authority.

The objective of the Internship program is to provide first-hand experience of day-to-day operations of the Authority by closely working at grass root level of our society as well as hands on experience on legal issues faced by people at large.

This is a unique opportunity to have an understanding of Free Legal Aid System and how different stakeholders work in tandem with each other to ensure that the benefit of various welfare scheme of Government as well as DSLSA/NALSA reach to the marginalized section of the society.

This can be done under Internship, Apprenticeship, Projects, Community Outreach (IAPCs) in lieu of SEC in second and third year and will be equivalent to 02 credits in UGCF



# ADMISSION PROCESS

The registration and admission process will be **online for the Certificate Course** in the academic session 2024-25. **Admission will be on merit basis.** Merit basis will be determined on basis of the aggregate of Senior Secondary School Examination (10+2 System) of the Central Board of Secondary Education, New Delhi or an examination recognized as equivalent. The aggregate shall be calculated on the basis of one language and four best academic/elective subjects. **A relaxation of 10% in cut-off of marks will be given to SC/ST/PWD applicants.**

**The candidate will be registered by the college in the first instance and thereafter the merit list will be drawn out of the registered candidates.**

## NO. OF SEATS

The no. of seats are 75, however the college shall commence the course only on enrollment of minimum of 30 candidates

**Minimum Age:  
18 years**

## DURATION

- November 2024 - March 2025
- Contact Classes will be held twice a week
- END TERM EXAMINATION - April 2025 (tentatively)

## ELIGIBILITY CRITERIA

Candidates who have passed the Senior Secondary School Examination (10+2 System) of the Central Board of Secondary Education, New Delhi or an examination recognized as equivalent there to with an aggregate of at least **50%** are eligible to apply for admission.



**VENUE :  
DAULAT RAM COLLEGE**

# COURSE PEDAGOGY

The lectures will include presentations of case laws, hands on session: case study approach, role play, field visits (High Court, District Court, Police Station, Prison) and seminars. The students will be encouraged to deliberate and have active interactions and discussions. Projects, questionnaires and assignments will be given to enhance their skills, knowledge and overall development.

# RESOURCE PERSON

The contact classes will be delivered by Eminent members from Judicial and Legal Fraternity.

# EVALUATION MECHANISM

- A minimum of **75%** attendance is compulsory to take the end term examination.
- A Continuous Evaluation having weightage of **50%**. It may include oral and written tests, presentations, case study solving exercises, observation of practical skills through case laws.
- End term examination having weightage of **50%**.
- **In case attendance is less than 75% or student is unable to appear for end term exam on medical grounds, then student will be given only one chance to appear for the final end term exam in the immediate next session only, on established medical reasons with supporting documents**
- **The candidate will be declared pass on the basis of combined result of marks obtained in Continuous Evaluation and End term examination.**
- **THE PASS % SHALL BE 40%.**
- **In case a candidate is not able to pass the course as per the above mentioned criteria or is unable to appear for the end term exam for any reason except on medical grounds, he or she needs to enroll again as a fresh admission for the course.**

# REGISTRATION AND FEE STRUCTURE

## Registration :

Registration Form Link	<a href="https://forms.gle/koAWe6i5S5MvidDC6">https://forms.gle/koAWe6i5S5MvidDC6</a>
Registration Start Date	30th October 2024
Last Date of Registration	10th November 2025

### Note :

1. Please keep screenshot of payment (in pdf, jpeg, png format) before filling the registration form.
2. Confirmation to the selected students as decided on the basis of merit would be send through Email.

## Fee Structure :

Registration Fees	Rs. 500 (Non-refundable)
Annual Course Fees	Rs. 5000

Note : **Rs 100** will be deducted if admission is cancelled within one week of commencement of classes and beyond one week there will be no refund of Course fees.

**DISCLAIMER:** The College reserves the right to revise fees during any time.

## PAYMENT DETAILS :

Account Holder Name : M/S DR COLLEGE-ADD ON COURSES-LLAA

Bank Name : Indian Overseas Bank

Branch Name : University Branch, Delhi

Account No. : 173401000010021

IFSC Code : IOBA0001734

MICR Code : 110020084

Account Type : Savings Account

# SALIENT FEATURES OF THE COURSE

**3 MONTH COURSE**

**5 MODULES**

**30 SESSIONS**

**30 Hours**

**LIVE  
SESSIONS**

**FIELD VISITS**

**SESSIONS BY  
JUDICIAL OFFICERS**

**LIMITED NUMBER  
OF SEATS**

**EXCLUSIVELY FOR NON-LAW  
STUDENTS**

**CERTIFICATE AWARDED,  
POST COMPLETION**



In case of any further details required, please send a mail to :

[llaa@dr.du.ac.in](mailto:llaa@dr.du.ac.in)

Follow us on Instagram: [legalliteracycourse\\_drc](#)

# PATRONS



**Sh. Rajeev Bansal**  
District Judge/ Member Secretary  
Delhi State Legal Services Authority



**Prof. Savita Roy**  
Principal  
Daulat Ram College, University of Delhi

# COURSE COORDINATORS



**Sh. Tushar Gupta**  
Delhi Judicial Services  
Secretary  
West Delhi Legal Services Authority



**Prof. Sonia Mehta**  
Professor  
Department of Philosophy  
Daulat Ram College, University of Delhi

In case of any further details required, please send a mail to :

[l1aa@dr.du.ac.in](mailto:l1aa@dr.du.ac.in)

Follow us on Instagram: [legalliteracycourse\\_drc](https://www.instagram.com/legalliteracycourse_drc)