

Karnataka Progressive Education Society's



Dr. G. M. Patil Law College Dharwad, Karnataka



Add-On Courses

Add-On Courses Offered To The Students By The College

Course Code	Add-on Courses
101	Communication Skills and Personality Development
102	Yoga Course
103	Computer Course
104	Legal Language Skills
105	Translation Course

Duration: 30 Hours Each Course

**KPES's
Dr. G. M. Patil Law College**

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Phone No. - 0836 2790945

Affiliated to
Karnataka State Law University, Hubballi
Recognized by
Bar Council of India, New Delhi

Objectives of the Add-On Courses

The ever developing global scenario makes the world more competitive and requires high levels of lateral thinking. It is important for law colleges to supplement the curriculum to make students better prepared to meet professional demands as well as develop their own interests and aptitudes. The college organises add-on courses to help students with developing skills like communication skills, presentation skills, writing skills, listening skills and so on. These skills will instil confidence in students and they are better equipped to face the challenges.

The main objective of these add-on courses is to improve employability skills of students, to bridge the skill gaps and make students more professional. The courses are categorised into three main groups: academic enrichment, skill development and career oriented. These courses are offered in the afternoon after the regular class hours.

Code : 101

Communication Skills and Personality Development

Objectives:

To be a successful professional, students are required to acquire necessary communication skills. Along with this, overall personality development is equally significant. An advocate comes in contact with people from various walks of profession like corporate, business people, agriculturists, and doctors so on. A lawyer with best communication skills can easily interact with his clients and can present himself well in the court room.

To improve the communication skills of our students and develop their personality, the college is conducting an add-on course on communication skills and Personality Development.

Syllabus of the course:

Content I:

Importance of Spoken English, Tenses- present, past, future, one word substitution for Phrases and clauses

Content II:

Parts of speech, Framing questions- question tags, what, where..., word formation-use of prefixes and suffixes, compound words.

Content III:

Paragraph writing, use of thanks, please, sorry, presenting yourself, letter writing, paraphrasing.

Content IV:

Telephonic conversation, art of listening, dress to occasion, time management, motivation, leadership, body language.

Content V:

Model conversation, Small bits of conversation, handling of interviews, public speech, career planning.

Code : 102
Yoga Course

Objectives :

"Yoga" also refers to an inner science comprising of a variety of methods through which human beings can realize this union and achieve mastery over their destiny. Asanas are performed to improve flexibility, strength and balance.

Syllabus of the course:

1. Introduction to yoga-Meaning of Yoga, Asana, Benefits of Asanans

The eight limbs of yoga are yama (abstinences), niyama (observances), asana (yoga postures), pranayama (breath control), pratyahara (withdrawal of the senses), dharana (concentration), dhyana (meditation) and samadhi (absorption)."

2. BASIC ASANAS- Top 10 yoga poses for beginners- Mountain Pose (Tadasana), Tree Pose (Vrksasana), Triangle (Trikonasana), Warrior I (Virabhadrasana I), Downward-Facing Dog (Adho Mukha Svanasana), Upward-Facing Dog (Urdhva Mukha Svanasana), Seated Forward Fold (Paschimottanasana), Bridge Pose (Setubandhasana), Child pose (balasana), Savasana (corpse pose).

3. BASIC PRANAYAMA- Benefits of Pranayama- Types of Pranayama and Benefits-Dirga Pranayama calms the mind and body, Ujjayi Pranayama builds endurance, Kapalabhati Pranayama aids in digestion, Sheetal Pranayama has a cooling effect, Nadi Shodhana Pranayama is a Stress-Buster.

4. DHYANA (MEDITATION) - Technique of Dhyana –Benefits of Dhyana

5. SURYA NAMASKAR(SUN SALUTATION)-The following table shows the steps in Surya Namaskar with yoga pose names.

Step No	Surya Namaskar Poses	Asana Name in English
1	Pranamasana	Prayer Pose
2	Hasta Uttanasana	Raised Arms Pose
3	Pada Hastasana	Hand To Foot Pose
4	Ashwa Sanchalanasana	Equestrian Pose
5	Adho Mukha Svanasana	Downward Facing Dog Pose
6	Ashtanga Namaskara	Eight Parts Salute
7	Bhujangasana	Cobra Pose
8	Adho Mukha Svanasana	Downward Facing Dog Pose
9	Ashwa Sanchalanasana	Equestrian Pose
10	Pada Hastasana	Hand To Foot Pose
11	Hasta Uttanasana	Raised Arms Pose
12	Pranamasana	Prayer Pose

Code : 103
Basic Computer Course

Objectives:

In this digital age, it has become a necessity for every student to be able to stay at par with the latest technological advancements and next-generation technology. Knowing the many uses of computers and how to access them effectively is a valuable skill in today's world.

The objective of the course is to familiarise students with computers. The course is designed to aim at imparting a basic level appreciation programme for the students. After completing the course the incumbent is able to the use the computer for basic purposes of preparing his personnel/business letters, viewing information on Internet (the web), research purposes, sending mails, using internet banking services etc. This makes the student digitally literate.

Syllabus

Unit I: Computer - An Amazing Machine

- Parts of Computer
- Functions of Computer
- Computer System
- Input Device
- Output Devices
- Central Processing Unit

Unit II: Memory and Storage

- Bits and Byte
- Internal Memory
- External Memory
- Storage Devices

Unit III: Working With Windows

- Features of Windows
- Starting Windows
- Files and Folders
- Creating a File
- Creating a Folder
- Opening a File /Folder
- Using Context Menu

Unit IV: Microsoft Office

- Ms. word Creating, editing, saving and printing text documents, Font and paragraph formatting, Simple character formatting, Inserting tables, using Spelling and Grammar check
- Ms. Excel, Spreadsheet basics, Creating, editing, saving and printing spreadsheets, Working with functions, and formulas, Modifying worksheets with colour and auto formats.

Unit V: Introduction to Internet

- What is Internet?
- Uses of Internet
- Basic Requirements for Internet connection.
- Internet Terms
- About Internet Explorer
- Searching on internet
- E-Mail

Code : 104
Course on Legal Language

Objectives:

'Human language is a result of divine gift'. Language is a powerful medium of symbols, meanings, communication and expressions.

Language occupies paramount place in the legal profession. Legal language differs from ordinary language. A language is one of the tools of an effective communication. However, the legal language is a special language which contains latin, anglo and foreign words. The legal writing needs a special skill of drafting with a sound vocabulary of legal words. It is, therefore necessary for the law students to attain perfection in legal writing and drafting.

To develop the legal acumen and help the students to develop their legal vocabulary, the college is conducting an add-on course on Legal language skills.

Syllabus

Content I:

Importance of legal language, description of law and language, necessity and background for study of legal language.

Content II:

Paraphrasing, Idiomatic phrases.

Content III:

History and significance of latin words in legal language.

Content IV:

Paragraph writing, Legal essays.

Content V:

One word substitution, idioms and phrases, antonyms and synonyms, legal terms and legal maxims.

Code : 105
Translation course
(Only for final year students)

Objectives:

In every state Judiciary Exams consist of translation paper. This course mainly develops the proficiency, knowledge and skill of translation. To help the final year students who wish to join Judiciary shall take this add-on course as the legal terms and latin words, being used in courts are necessary for the translation. Those studying in English medium might find difficulty translating to Kannada, and those of Kannada medium face difficulties translating to English. Hence the course focuses on legal terms and understands them for better and easy translation.

To develop the skills and proficiency in legal translations which would be useful for judicial examination the college is conducting an add-on course on Translation.

Syllabus

Content I:

Art of translation, Tips for translation, Legal Dictionary

Content II:

Translation of Depositions

Content III:

Translation of judgment

Content IV:

Translation of documents –Power of Attorney, Sale agreement, Sale-deed, Gift deed, Lease deed, Mortgage deed, Will, Adoption Deed, Partnership Deed, Partnership Deed, Family settlement Deed.

Content V:

Recent trends of translation, Sample translation question papers