



Bangladesh University of Business and Technology (BUBT)  
(Outcome-Based Curriculum)

**Faculty of Law**

**LLB (Hons) Program**

**Course Outline**

**Part A- Introduction**

1. Course Code : LAW 644
2. Course Title : Conveyance & Legal Drafting Part-II
3. Course Type: : Compulsory
4. Year/Semester : 4<sup>th</sup> Year, Semester-2<sup>nd</sup>
5. Academic Session : Fall-2025
6. Course Teacher's Information :
  - Name and Code : Helal Morshed Omiyo
  - Designation : Lecturer
  - Department : Department of Law & Justice
  - Contact Details : helalmorshed@bubt.edu.bd
  - Room Number : Building 01, Room No. 511
7. Pre-requisite (if any) : None
8. Credit Value : 3.00 Credit Hours
9. Contact Hours : Class Hours = 17 Weeks = (34 classes x 75 minutes per class or Total 42.5 hrs.  
  
Counseling Hours = 17 Weeks x 2 Hours per week = 34 Hours  
***\*For optimum utilization of physical resources, the duration of our class weeks are 17 weeks.***
10. Total Marks : 100

## 11. Class Schedule and Counseling Hours

| Intake | Section | Class Schedule |                      |          | Counseling Hours |                         |          |
|--------|---------|----------------|----------------------|----------|------------------|-------------------------|----------|
|        |         | Day            | Time                 | Room No. | Day              | Time                    | Room No. |
| 45     | 1       | Tuesday        | 10:30 AM to 11:45 AM | B1-504A  | Sunday           | 02:45 PM to 5:45 PM     | B1-511   |
|        |         | Wednesday      | 10:30 AM to 11:45 AM | B1-504A  | Monday           | 10:30 A.M. to 12:30 P.M | B1-511   |

## 12. Rationale of the Course:

This course aims to enlighten the students with all practical rules and regulations of civil and criminal courts as well as to enhance the skill of students in drafting both contentious and non-contentious petitions or other formats that provide adequate confidence to adapt themselves to a practical court atmosphere. The specific purpose of the course is to provide knowledge and understanding of civil and criminal court structure, general rules applicable in court practice both lower court and high court, legal and practical rules relating to the art of drafting, different formats of conveyancing, various types of deeds, civil, criminal petitions or applications with practical technique.

## 13. Course Objectives:

The objectives of this course are as follows:

1. To explain, analyze, and apply the basic civil and criminal rules and order in their practical life.
2. To analyze, determine, and explain the rules, regulations, and practical techniques of trial.
3. To apply general rules and regulations of filing C.R., G.R. cases, court processes, and court practice general and special matters.
4. To demonstrate the practical procedure to deal with witnesses, trial procedure, and post-trial procedure in criminal cases.
5. To prepare basic legal drafts, deeds, and documents covering both contentious and non-contentious matters.

## 14. Course Learning Outcomes (CLOs) and Mapping of CLOs with Program Learning Outcomes (PLOs):

### Course Learning Outcomes (CLOs):

The expected learning outcomes of this course are as follows:

1. Explain, analyze, and apply the basic civil and criminal rules and order in their practical life.
2. Analyze, determine, and explain the rules, regulations, and practical techniques of trial.
3. Apply general rules and regulations of filing C.R., G.R. cases, court process, and court practice general and special matters.
4. Demonstrate the practical procedure to deal with witnesses, trial procedures, and post-trial procedures in criminal cases.
5. Prepare basic legal drafts, deeds, and documents covering both contentious and non-contentious matters.

**Program Learning Outcomes (PLOs):**

|      |                                                                                                                                                                                                                                                                                    |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PLO1 | Apply the knowledge of evaluation, fundamentals, and legal specialization to solve legal problems;                                                                                                                                                                                 |
| PLO2 | Identify, formulate, research the literature analyze legal problems, and reach substantiated conclusions using provisions of law.                                                                                                                                                  |
| PLO3 | Conduct investigations of various legal problems, considering provisions of law, analysis, and interpretation of case laws to provide lawful conclusions.                                                                                                                          |
| PLO4 | Apply reasoning informed by relative knowledge to assess societal, health, safety, legal, and cultural issues and the consequent responsibilities relevant to professional manners and etiquette.                                                                                  |
| PLO5 | Apply ethical principles and commit to professional ethics, responsibilities, and the norms of the lawyer's professional manners and etiquette.                                                                                                                                    |
| PLO6 | Function effectively in the individual law chamber and as a member or leader of a particular law chamber or legal work base office/teams as well as in multidisciplinary settings.                                                                                                 |
| PLO7 | Communicate effectively about legal issues with the general people and with society at large. Be able to comprehend and write effective opinions, prepare legal documentation, make effective presentations before the court and clients, and give and receive clear instructions. |
| PLO8 | Recognize and need for and have the preparation and ability to engage in independent, life-long learning in the broadest context of legal changes.                                                                                                                                 |

**Mapping of CLOs with Program Learning Outcomes (PLOs):**

|  | PLO1 | PLO2 | PLO3 | PLO4 | PLO5 | PLO6 | PLO7 | PLO8 |
|--|------|------|------|------|------|------|------|------|
|  |      |      |      |      |      |      |      |      |

|             |   |  |   |  |   |   |   |   |
|-------------|---|--|---|--|---|---|---|---|
| <b>CLO1</b> | √ |  | √ |  | √ | √ |   | √ |
| <b>CLO2</b> |   |  |   |  |   |   |   | √ |
| <b>CLO3</b> |   |  |   |  |   |   |   | √ |
| <b>CLO4</b> | √ |  |   |  | √ |   | √ | √ |
| <b>CLO5</b> |   |  | √ |  |   |   | √ | √ |

## Part B

### 15. Course plan specifying contents, CLOs, teaching-learning, and assessment strategy with corresponding CLOs:

| Week | Lecture | Topics                                                                                                                                                 | Book(s) & Other Reference(s)                                                                                                                                     | Teaching-Learning Strategy      | Assessment Strategy  | Corresponding CLO (s) |
|------|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|----------------------|-----------------------|
| 1    | 1       | <b>Conveyancing and Drafting:</b> Conveyance & Drafting- meaning, Characteristics, etc                                                                 | Saud Hasan Monica Khan, <i>Legal Drafting and Conveyancing</i> .<br>Dr. Syeda Nasrin, <i>Basics of Legal Drafting</i> (2 <sup>nd</sup> Edn, Beacon Publications) | Lecture                         |                      | CLO2                  |
|      | 2       | Principles of drafting, conveyancing, distinction between conveyancing and drafting; Debate of Modern <i>versus</i> orthodox school of legal drafting. |                                                                                                                                                                  | Lecture                         |                      | CLO5                  |
| 2    | 3       | <b>Drafting (Civil):</b> Different kinds of Complaint Drafting                                                                                         |                                                                                                                                                                  | Lecture                         |                      | CLO1                  |
|      | 4       | Different kinds of Complaint Drafting                                                                                                                  | Saud Hasan Monica Khan, <i>Legal Drafting and Conveyancing</i> .<br>Dr. Syeda Nasrin, <i>Basics of Legal Drafting</i> (2 <sup>nd</sup> Edn, Beacon Publications) | Lecture                         |                      | CLO2                  |
| 3    | 5       | Different kinds of Complaint Drafting                                                                                                                  |                                                                                                                                                                  | Lecture, Interactive Discussion |                      | CLO2                  |
|      | 6       | Different kinds of written statement Drafting                                                                                                          |                                                                                                                                                                  | Lecture, Interactive Discussion | <b>Class Test 01</b> | CLO2                  |
| 4    | 7       | Different kinds of written statement Drafting                                                                                                          | Saud Hasan Monica Khan, <i>Legal Drafting and Conveyancing</i> .                                                                                                 | Lecture                         |                      | CLO4                  |

|   |                            |                                                                            |                                                          |                                 |                                      |                  |
|---|----------------------------|----------------------------------------------------------------------------|----------------------------------------------------------|---------------------------------|--------------------------------------|------------------|
|   | 8                          | Hajira Petition, Time Petition                                             |                                                          | Lecture                         |                                      | CLO4             |
| 5 | 9                          | Petition for condonation of delay                                          |                                                          | Lecture, Group Study            |                                      | CLO4             |
|   | 10                         | Petition of temporary injunction                                           |                                                          | Lecture                         |                                      | CLO3             |
| 6 | 11                         | Petition for set aside of orders. Petition against <i>ex parte</i> decree, | Saud Hasan Monica Khan, Legal Drafting and Conveyancing. | Lecture                         |                                      | CLO4             |
|   | 12                         | Petition for adjournment                                                   |                                                          | Lecture                         |                                      | CLO2, CLO3, CLO4 |
| 7 | 13                         | Petition for amendment of pleadings                                        | Saud Hasan Monica Khan, Legal Drafting and Conveyancing. | Lecture, Interactive Discussion |                                      | CLO2, CLO3, CLO4 |
|   | 14                         | Memo of Appeal                                                             |                                                          | Lecture                         |                                      | CLO4             |
| 8 | 15                         | Petition for transfer of civil suits. Drafting of Review Petition          | Saud Hasan Monica Khan, Legal Drafting and Conveyancing. | Lecture                         |                                      | CLO2, CLO4       |
|   | 16                         | Miscellaneous civil petition.                                              | Saud Hasan Monica Khan, Legal Drafting and Conveyancing. | Lecture                         |                                      | CLO2 CLO3        |
|   | <b>Midterm Examination</b> |                                                                            |                                                          |                                 |                                      |                  |
| 9 | 17                         | <b>Drafting (Criminal):</b> FIR, General Diary, CR case, 1898.             | Saud Hasan Monica Khan, Legal Drafting and Conveyancing. | Lecture                         | <b>Assignment &amp; Presentation</b> | CLO1, CLO5       |

|           |           |                                                                             |                                                                                              |                      |  |            |
|-----------|-----------|-----------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|----------------------|--|------------|
|           | <b>18</b> | Bail petition, <i>hajira</i> petition, time petition,                       |                                                                                              | Lecture              |  | CLO1, CLO5 |
| <b>10</b> | <b>19</b> | A petition under section 241A of the Cr. P.C                                | Saud Hasan Monica Khan, Legal Drafting and Conveyancing.                                     | Lecture              |  | CLO1, CLO5 |
|           | <b>20</b> | A petition under section 145 of the Code of Civil Procedure, 1898           |                                                                                              | Lecture, Group Study |  | CLO1, CLO5 |
| <b>11</b> | <b>21</b> | <i>Naraji</i> Petition, Petition for discharge.                             | Dr. Syeda Nasrin, <i>Basics of Legal Drafting</i> (2 <sup>nd</sup> Edn, Beacon Publications) | Lecture              |  | CLO1, CLO5 |
|           | <b>22</b> | Petition for remand, petition for transfer of criminal cases.               |                                                                                              | Lecture, Group Study |  | CLO1, CLO5 |
| <b>12</b> | <b>23</b> | Petition for cancellation of bail, Petition for reducing security and bond. | . Saud Hasan Monica Khan, Legal Drafting and Conveyancing.                                   | Lecture              |  | CLO1, CLO5 |
|           | <b>24</b> | Miscellaneous Criminal Petition.                                            |                                                                                              | Lecture              |  | CLO1, CLO5 |
| <b>13</b> | <b>25</b> | Drafting of Quashment Petition u/s 561A of the Code of Criminal Procedure   |                                                                                              | Lecture              |  | CLO1, CLO5 |

|           |           |                                                                                    |                                                                                              |                                 |                      |            |
|-----------|-----------|------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|---------------------------------|----------------------|------------|
|           | <b>26</b> | Drafting of Petition for Revision, Drafting an appeal against order                | Saud Hasan Monica Khan, Legal Drafting and Conveyancing.                                     | Lecture                         |                      | CLO1, CLO5 |
| <b>14</b> | <b>27</b> | Drafting of Habeas Corpus Petition u/s 491 of the Code of Criminal Procedure, 1898 | Dr. Syeda Nasrin, <i>Basics of Legal Drafting</i> (2 <sup>nd</sup> Edn, Beacon Publications) | Lecture                         | <b>Class Test 02</b> | CLO1, CLO5 |
|           | <b>28</b> | Memorandum of Appeal, Petition for Revision                                        |                                                                                              | Lecture                         |                      | CLO1, CLO5 |
| <b>15</b> | <b>29</b> | Writ meaning, classification.                                                      | Saud Hasan Monica Khan, Legal Drafting and Conveyancing.                                     | Lecture, Interactive Discussion |                      | CLO1, CLO5 |
|           | <b>30</b> | Different kinds of writ petition drafting                                          |                                                                                              | Lecture                         |                      | CLO3       |
| <b>16</b> | <b>31</b> | Different kinds of writ petition drafting                                          |                                                                                              | Lecture, Interactive Discussion |                      | CLO3       |

|    |                   |                                            |                                                                |                                 |  |      |
|----|-------------------|--------------------------------------------|----------------------------------------------------------------|---------------------------------|--|------|
|    |                   |                                            |                                                                | n                               |  |      |
|    | 32                | Memo of Appeal in High Court Division      |                                                                | Lecture, Interactive Discussion |  | CLO3 |
| 17 | 33                | Others petition in the High Court Division | Saud Hasan<br>Monica Khan,<br>Legal Drafting and Conveyancing. | Lecture, Interactive Discussion |  | CLO2 |
|    | 34                | Revision Class                             |                                                                | Interactive Discussion          |  |      |
|    | Final Examination |                                            |                                                                |                                 |  |      |

## Part C

### 16. Assessment and Evaluation:

#### a) Assessment Strategy:

- i. Students will have **two class tests (CTs)** during the semester in this course. The date and time of CT will be announced before the tests. CTs will be closed book.
- ii. The mark of the **CTs** is 15.
- iii. If students cannot sit for the CT for any valid reason(s), their CT *may* be retaken at a later date. However, the retake of such CT lies solely at the discretion of the course teacher. However, the valid reason(s) has to be communicated to the course teacher before the original schedule of the CT.
- iv. There will be **one assignment** with a **presentation**.
- v. No late submission of any assignment will be accepted.
- vi. If students cannot submit their assignments within the due time for any valid reason(s), their assignment will be accepted as a late submission but the marks of the assignment will be deducted. However, the valid reason(s) has to be communicated to the course teacher before the deadline.
- vii. Failure to submit assignments will carry a Zero Mark(s).
- viii. Evaluated copies of assignments will be shown to the students during the class time.
- ix. Zero tolerance will be shown in case of copy/manipulation in the assignment. Two or more copied assignments will carry a zero mark.
- x. Remaining absent in any presentation will carry zero marks in that presentation and there will be no make-up presentation.
- xi. There will be one **Midterm Examination** and the **Final Examination** according to the rule of BUBT.
- xii. All the examined scripts of Class Tests and Midterm Examinations will be shown to the students during class time.

**b) Marks Distribution:**

Marks distribution of each course at BUBT is made on 100 marks and the distribution of weightage is given below:

| <i>Particulars</i>          | <i>Marks</i> |
|-----------------------------|--------------|
| Class Attendance            | 05           |
| Class Test                  | 15           |
| Assignment and Presentation | 10           |
| Midterm Examination         | 30           |
| Final Examination           | 40           |
| <i>Total</i>                | <i>100</i>   |

**Marks distribution for class attendance**

A student must attend at least 70% of classes in all the courses. 5% marks in each course is allocated for attendance and this score will vary from 1 to 5 according to his/her percentage of presence as shown below:

| <i>Percentage of Attendance</i> | <i>Marks</i> |
|---------------------------------|--------------|
| 91% to 100%                     | 5            |
| 86% to 90%                      | 4            |
| 81% to 85%                      | 3            |
| 76% to 80%                      | 2            |
| 70% to 75%                      | 1            |

**c) Grading Policy:**

The grading policy of BUBT will be followed to grade the students:

| <b>Marks (%)</b>   | <b>Letter Grade</b> | <b>Grade Point</b> |
|--------------------|---------------------|--------------------|
| 80 -100            | A+                  | 4.00               |
| 75 to less than 80 | A                   | 3.75               |
| 70 to less than 75 | A-                  | 3.50               |
| 65 to less than 70 | B+                  | 3.25               |
| 60 to less than 65 | B                   | 3.00               |
| 55 to less than 60 | B-                  | 2.75               |
| 50 to less than 55 | C+                  | 2.50               |
| 45 to less than 50 | C                   | 2.25               |
| 40 to less than 45 | D                   | 2.00               |
| Less than 40       | F                   | 0.00               |

d)

#### **Make-up Procedure:**

i. If any student remains absent in CT(s) because of valid reason(s), he/she must report it to the course teacher before the original date scheduled for CT through an email or the Class Representative (CR). The course teacher may consider the reason(s) for remaining absent in CT(s) and may give a make-up schedule for that CT(s). No further make-up schedule of CT(s) will be given if a student fails to comply with the earlier make-up schedule (if any).

ii. If any student fails to attend the Mid-term Examination or and Final Examination for valid reason(s), he/she may apply for supplementary examination(s) **according to the rules of BUBT** and the supplementary examination(s) will be conducted by the Controller of Examination according to the examination rules of BUBT.

iii. If any student remains absent in any class(es) due to valid reason(s), he/she needs to submit a 'Written Application' to the course teacher supported by proper document(s). After verifying the submitted documents, the class teacher may grant him/her a 'Leave of Absence' and may consider the attendance for those class(es).

## **Part D**

### **17. Learning Materials**

#### **Recommended Readings:**

1. Saud Hasan Monica Khan, *Legal Drafting and Conveyancing: drafting civil, criminal, writ and conveyancing*, 2nd Edition, New Warsi Book Corp
2. Dr. Syeda Nasrin, *Basics of Legal Drafting* (2<sup>nd</sup> Edn, Beacon Publications)
3. Professor Dr. Syed Sarfaraj Hamid, *Legal Drafting and Conveyancing*.

#### **Supplementary Readings:**

1. Murali Manohar, *The Art of Conveyancing and Pleading*.
2. Hargopal, Indian Draftsman, *Guide to Legal Drafting*.
3. A B Siddique and Dr. MahbuburRahman, *Civil Case Drafting & Practice*.

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