



Bangladesh University of Business and Technology (BUBT)

(Outcome-Based Curriculum)

Faculty of Law

LLB (Hons) Program

Course Outline

Part A

1. Course Code : Law 643
2. Course Title : **Conveyancing and Drafting Part-I**
3. Course Type : Compulsory
4. Year/Semester : 4th Year, 1st Semester
5. Academic Session : Spring 2025

6. Course Teacher's Information

- Name and Code : Md. Ashif-Ul-Haque (AUH)
- Designation : Assistant Professor
- Department : Department of Law & Justice
- Contact Details : Cell Phone: 01756019132, Email: ashif@bubt.edu.bd
- Room Number : Building 01, Room No. 1505

7. Pre requisite (If any) : None

8. Credit Value : 3.00 Credit Hours

9. Contact Hours : Class Hours = 17 Weeks = (34 Classes x 1.25 Hours per class) = 42.5 Hours
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.
46	1	Monday	01:30 PM to 02:45PM	B1-1508	Monday	10.30 AM -11.30 AM	B1-1505
		Thursday	11:45AM to 01.00 PM	B1-1501	Thursday	01.30PM -02.30 PM	B1-1505

12. Rationale of the Course :

This is a core course of Law for the professionals. This course mainly depends on practical skill of an individual and relating to all types of litigation and as well as non-contentious matter also. The course Conveyance and Drafting objectives is to give lessons for getting relief and seeks justice from the respective court through legal drafting in the matter of civil, criminal, corporate, family matters and personal matters etc. Whereas This course main aims to provide students with a distinctive knowledge regarding preparation and composition of legal drafting.

13. Course Objectives:

The objectives of this course are as follows:

- a) To enable the undergraduate students to gain a better understanding about the non-contentious legal drafting.
- b) To enable the undergraduate students to enrich general understanding regarding legal drafting and its application.
- c) To describe and analyze nature, extent and different aspects of different non-contentious drafting.
- d) To identify different problems and be able to prepare the legal documents.

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 rules and provisions in their practical life in the matter of non-contentious drafting
2. Analyze, determine and explain the rules, regulations and practical techniques of non-contentious drafting.
3. Demonstrate the practical procedure to legal drafting relating to non-contentious matters.
4. Prepare basic legal draft, deed and documents covering non-contentious matters.

Programme Learning Outcomes (PLOs)

PLO1	Legal knowledge: Apply the knowledge of evaluation, fundamentals and legal specialization to solve the legal problems;
PLO2	Problem analysis: Identify, formulate, research the literature and analyze legal problems and reach substantiated conclusions using provisions of law.
PLO3	Investigation: Conduct investigations of various legal problems, considering provisions of law, analysis and interpretation of case laws

	to provide lawful conclusions.
PLO4	Legal Professionals and society: 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	Ethics: Apply ethical principles and commit to professional ethics, responsibilities and the norms of the lawyers professional manners and etiquette.
PLO6	Individual work and team work: Function effectively in the individual law chamber and as a member or leader of particular law chamber or legal work base office/teams as well as in multidisciplinary settings.
PLO7	Communication: Communicate effectively about legal issues with the general people and with society at large. Be able to comprehend and write effective opinion, prepare legal documentation, make effective presentations before the court and clients and give and receive clear instructions..
PLO8	Life-long learning: 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):

Course Learning Outcome (CLOs)	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8
CLO 1: Explain, analyze and apply the basic rules and provisions in their practical life in the matter of non-contentious drafting.	√	√		√	√			
CLO 2: Analyze, determine and explain the rules, regulations and practical techniques of non-contentious drafting.	√	√		√		√	√	
CLO 3: Demonstrate the practical procedure to legal drafting relating to non-contentious matters.	√		√	√		√	√	√
CLO 4: Prepare basic legal draft, deed and documents covering non-contentious matters.		√	√		√	√	√	√

--	--	--	--	--	--	--	--	--

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	Basic concepts of Legal Drafting and Conveyancing	A Guide to Conveyancing and Legal Drafting Md. Abdul Halim	Lecture		CLO1
	2	Characteristics of Drafting and Conveyance		Lecture		CLO1
2	3	Requirements of Drafting and Conveyance,		Lecture		CLO1
	4	Legal Notice, Replay to Legal Notice	A Guide to Conveyancing and Legal Drafting Md. Abdul Halim,	Lecture, Interactive Discussion		CLO2
3	5	Drafting of Legal Notice		Lecture		CLO2 CLO3
	6	Legal Opinion		Lecture, Interactive Discussion	Class Test 01	CLO2
4	7	Drafting of Legal opinion	A Guide to Conveyancing and Legal Drafting Md. Abdul Halim	Lecture		CLO2
	8	Oaths and Affidavit		Lecture		CLO2

5	9	Drafting of different Affidavit	Legal Drafting and Conveyancing Saud Hasan and Monica Khan,	Lecture, Group Study		CLO2
	10	Will and Codicil	A Guide to Conveyancing and Legal Drafting Md. Abdul Halim	Lecture		CLO2
6	11	Draft of Will		Legal Drafting and Conveyancing Saud Hasan and Monica Khan,	Lecture, Interactive Discussion	
	12	Power of Attorney	Lecture		CLO1 CLO2	
7	13	Power of Attorney	A Guide to Conveyancing and Legal Drafting Md. Abdul Halim	Lecture,	CLO2	
	14	Sale Deed, Agreement to sale Deed		Lecture Interactive Discussion	CLO2	
8	15	Draft of Sale deed	A Guide to Conveyancing and Legal Drafting Md. Abdul Halim	Lecture	CLO3	
	16	Review Class		Lecture		
	Midterm Examination					
9	17	General Dairy	Legal Drafting and Conveyancing Saud Hasan and Monica Khan,	Lecture, Interactive Discussion	Assignment & Presentation	CLO2
	18	Deed of Exchange		Lecture		CLO3
10	19	Law on Gift	A Guide to Conveyancing and Legal Drafting Md. Abdul Halim	Lecture Interactive Discussion		CLO1 CLO2
	20	Gift Deed		Lecture		CLO2 CLO3
11	21	Mortgage		Lecture Interactive Discussion		CLO3
	22	Mortgage		Lecture		CLO3

12	23	Mortgage Deed	A Guide to Conveyancing and Legal Drafting Md. Abdul Halim	Lecture, Group Study		CLO2 CLO3
	24	Lease and License		Lecture		CLO3
13	25	Deed of Lease and License		Lecture Group Study		CLO3

	26	Law on Trust	Legal Drafting and Conveyancing Saud Hasan and Monica Khan, A Guide to Conveyancing and Legal Drafting Md. Abdul Halim	Lecture	Class Test 02	CLO3
14	27	Law on Trust		Lecture		CLO3
	28	Trust Deed		Lecture Interactive Discussion		CLO2 CLO3
15	29	Law on Partnership	A Guide to Conveyancing and Legal Drafting Md. Abdul Halim	Lecture		CLO3, CLO4
	30	Partnership Deed		Lecture		CLO3, CLO4
16	31	Other Agreements		Lecture		CLO4
	32	Other Agreements		Lecture		CLO4
17	33	Other Agreements	A Guide to Conveyancing and Legal Drafting Md. Abdul Halim	Lecture, Group Study		CLO4
	34	Revision Class		Interactive Discussion		
	Final Examination					

Part C

16. Assessment and Evaluation:

a) Assessment Strategy:

- Students will have **two class tests (CTs)** during the semester in this course. The date and time of each Class Test will be announced before the tests. All CTs will be closed book.
- The marks of the **two class tests** will be counted and averaged.

- iii. There will be **one assignment** with **presentation**.
- iv. No late submission of any assignment will be accepted.
- v. If students cannot submit their assignments within due time for any valid reason(s), their assignment will be accepted as late submission but the marks of assignment will be deducted.
- vi. Failure to submit assignment will carry Zero Mark(s).
- vii. Evaluated copies of assignments will be shown to the students during the class time.
- viii. Zero tolerance will be shown in case of copy/manipulation in assignment. Two or more copied assignments will carry zero mark.
- ix. Remaining absent in any presentation will carry zero mark in that presentation and there will be no make-up presentation.
- x. There will be one **Midterm Examination** and the **Final Examination** according to the rule of BUBT.
- xi. All the examined scripts of Class Tests and Midterm Examination will be shown to the students during the 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>	100

Marks distribution for class attendance

A student must attend at least 70% 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 86%	3
76% to 80%	2
70% to 75%	1

c) Grading Policy:

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

<i>Marks (%)</i>	<i>Letter Grade</i>	<i>Grade Point</i>
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 immediately. The course teacher may consider the reason(s) of 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.
- 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

a) Recommended Readings:

1. Md. Abdul Halim, *A Guide to Conveyancing and Legal Drafting*
2. Saud Hasan Monica Khan, *Legal Drafting and Conveyancing: drafting civil, criminal, writ and conveyancing*, 2nd Edition, New Warsi Book Corp

b) Supplementary Readings:

1. Prof. Dr. Syed Sarfaraj Hamid, *the Legal drafting and Conveyancing*
2. Murali Monohar, *The Art of Conveyancing and Pleading*
3. Hargopal, Indian Draftsman, *Guide to Legal Drafting*
4. A. B. Majumder, *Plaints and Complaints*
5. A B Siddique and Dr. Mahbubur Rahman , *Civil Case Drafting & Practice*
6. Akib Al Rabbi, *Drafting and Conveyancing*

(Md. Ashif-Ul-Haque)

Assistant Professor

Department of Law & Justice

Bangladesh University of Business and Technology (BUBT)