Rayat Shikshan Sanstha's

ISMAILSAHEB MULLA LAW COLLEGE, SATARA

PROSPECTUS

Certificate Course in Computer Skills for Law Profession

(Commenced from 2024-25)

Syllabus Framing Committee

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Ismailsaheb Mulla Law College

Computer Skills for Law Profession

- ABOUT ISMAILSAHEB MULLA LAW COLLEGE, SATARA -

Karmaveer Dr. Bhaurao Patil earnestly desired to establish a law college in addition to Arts, Science, Commerce and Education Colleges. After his sad demise in 1959, Ismailsaheb Mulla, Honorary Secretary of Rayat Shikshan Sanstha took great efforts and received permission from Shivaji University to start a Law College in Satara. He selected able and eminent lawyers from the District Bar Association of Satara as honorary lecturers and established this college on 15-5-1968 affiliated to The Shivaji University, Kolhapur. On 15-02-1975 this college was named after Adv. Ismailsaheb Mulla, the renowned, selfless and dedicated Honorary Secretary of Rayat Shikshan Sanstha, who worked for 38 years in the honorary capacity.

Ismailsaheb Mulla Law College is doing a pioneering work in the field of legal education in Satara District and surrounding area since 1968. The college conducts Three Year Law Course, Five Year Law Course and Diploma Courses in Labour Law, Cyber law, Insurance and E-Banking. The college also conducts short term certificate courses in E-Banking, Insurance, Human Rights, Computer Skills and Personality Development. From Academic Year 2017- 18, the college has also started a study Centre for Company Secretary Course, in association with ICSI, Pune Chapter.

- VISION -

We are committed to promote value based, quality legal education and research by nurturing skills and potentials of faculty and students and inculcating in them respect for law and humanity.

- MISSION -

1) To empower students with updated knowledge and confidence, for excellence in legal education, research and legal profession.

2) To provide a learning environment supported by educational tools and technology.

3) To develop professional and leadership skills, integrity and accountability amongst students.

4) To impart affordable, innovative, relevant legal education, conducive to personal and professional growth.

- GOALS -

1) To provide opportunities of legal education to masses including those from rural areas.

2) To spread legal literacy among people to facilitate accomplishment of democratic aspirations of people.

3) To provide legal aid, for enforcing the rights of people and in particular to bring justice within the reach of poor and needy.

4) To develop legal awareness, regarding the knowledge of legal rights, ways and means to enforce them, civic responsibilities, fundamental duties, and social reforms necessary for development of the society.

5) To foster all-round development of the students along-with improving their professional excellence in the legal field and inculcating socially responsible attitude among them.

6) To aim at wider goals of empowering law students to fulfil their responsibility as a member of legal profession, in the administration of law, reforms of law and protection of individual rights as well as public interest in the society.

Our Institutional Vision, Mission and Goals are in tune with the core values of NAAC

Core Values of IMLC

— Contributing to **National Development through Legal Education, Legal Aid and Legal Literacy**

— Fostering **Global Competencies** among students through ICT enabled LMS

— Inculcating a **value system** among students

— Promoting the **use of Technology**

— Quest for **Excellence**

During our glorious journey of last 50 years under the aegis of Rayat Shikhan Sanstha, the academic achievements have been noteworthy. Almost every year, our students have ranked in the merit list of Shivaji University. The college pursues excellence through clinical legal training and ICT enabled teaching learning process involving Moodle Learning Management System. While providing student centric, inclusive and value based education, the college lays emphasis on enhancing lawyering abilities and advocacy skills of students equipping them with global competencies to enter in the noble legal profession with competence and confidence.

Computer Skills for Law Profession

Syllabus

Objectives

The knowledge of computer has become an integral part of legal profession. The open source resources available online provides huge learning opportunity to students. The computer and internet are important tools hence its effective usage is essential. The course equips students to effectively use computer and internet resources for learning and online legal research purpose. Further, it creates awareness on cyber crime, cyber security, copyrights and law related to it. It provides both theoretical and practical knowledge on the subject; however more emphasis is laid on practical aspect so that students are able to successfully utilize these skills.

Eligibility: XII

Duration: 3 Months

Intake Capacity: 60

Medium of Instruction :- English

Learning Outcomes: Student will achieve competency in,

a) Statutory provision related to cyber law i.e Information Technology Act, 2000

b) Learn ethical and precautionary norms for usage of internet and social media.

c) Learn preventive tools to prevent cybercrime.

d) Learn to apply e-learning methods in personal and professional life.

Module I

Linux operating system (Total 10 lectures = 4 Theory + 6 Practical)

Introduction to free and open source, Linux distributions/distro, Ubuntu, Graphical user interface, desktop environment, MATE desktop, Unity. Introduction to Ubuntu Mate operating system, long term support, releases, applications, image viewer, document viewer, text editor, Rhythm box, Shotwell,VLC, Screenshot, Universal Access etc.

Module II

Libre Office Suite   (Total 10 lectures **=** 4 Theory + 6 Practical)

Writer free open source word processor, Open Document Format (ODF), templates and styles, spelling and grammar checker, page-layout methods, including frames, columns, and tables etc. Calc, concept of spreadsheet (worksheet), excel essentials, styles & formatting, Sorting & filtering, charts, formulas & functions. Impress, difference between presentation & document, using power point, creation & presentation, working with slides, designing presentations, working with graphics, tables & charts, animation & slide show.

Module III

Tools of Cyber world   **(**Total 10 lectures **=** 4 Theory + 6 Practical)

Introduction to Internet, Web Browsing Tools - Mozilla Firefox, Chrome, Email – Gmail, Google Drive, Word to PDF, PDF to Word, Webpage to PDF, YouTube etc. INFLBNET , SCC Online, Legal research tools etc. , Chat Bot, Chat GPT, AI in legal perspective – Judiciary .

Module IV

Legal Language Lab   **(**Total 10 lectures = 3 Theory + 7 Practical)
Introduction, Concepts used in legal language, lectures on using legal language for professional outlook.
E-learning
Introduction to open access learning, advantages, Bare Acts, law commission reports, legal news, law journals, eBooks, educational lectures on YouTube, important web portals etc.

Module   V   (Total 10 lectures = 5 Theory + 5 Practical)

E-Filing

Introduction to Courts, Hierarchy of courts , jurisdiction of courts, etc.
Introduction to E-filing, basic tenets of E-filing, Demonstration lectures on E-filing, E-Court services . E-complaint registration etc.

Module VI

Information Technology Act, 2000 (Total 10 lectures Theory)

Salient features of the Act, scheme of the Act, jurisdiction, offences, description and penalty, authorities, e-governance, case laws etc.
Types of cyber-crime, internet scams, phishing, cyber terrorism, cyber warfare etc, precaution & awareness, case laws.
E-commerce
E-commerce features, advantages, types of e-commerce, online contracts, online shopping and precautions etc.

Practical -: Impress Competition

Topics of presentation, formation of teams, preparation, semifinal rounds andfinal rounds.

Examination Pattern for Computer Skills for Law Profession

Theory 50 Marks (25 x 2)

Multiple choice-based question

Practical 50 Marks

Online search-based questions