

COURSE BROCHURE



RIGHT TO INFORMATION (RTI) MASTERY: DRAFTING REQUESTS & APPEALS

1 AUGUST – 31 AUGUST, 2025

**COURSE COORDINATOR -
ADV. KEERTI YADAV**

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 canonsphere

 Canon Sphere

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 www.canonsphere.com

ABOUT US

Canonsphere is an innovative platform dedicated to fostering the growth and development of individuals in the legal field. We provide law students and professionals with dynamic opportunities to participate in debates, moot courts, drafting competitions, quizzes, and much more, in collaboration with like-minded organisations. Our platform is designed to empower individuals to create positive change and make a meaningful impact within the legal profession.

In addition to these offerings, **Canonsphere** is expanding its horizons by **launching startup consultancy services**, aiming to cultivate an environment where ideas are nurtured, and innovation thrives. Through our dedicated Freelancing and Outsourcing services, we connect legal professionals and students with projects that help them enhance their skills and gain **real-world experience**.

ABOUT THE COURSE

RTI (RIGHT TO INFORMATION) MASTERY: DRAFTING REQUESTS & APPEALS

A transformative 4-week course on using the RTI Act as a powerful tool for transparency, advocacy, and accountability.

Course Highlights:

- Modules: 4
- Duration: 4 weeks
- Sessions: 2 per week (Sat & Sun, 1.5 hours each)
- Case Studies: 10
- Assignments: 4
- Quizzes & Practice Tasks
- Counselling Sessions: 2
- Live Workshop + Documentary Screening

Benefits of the Course

- Certificate of Completion
- Practical drafting templates and toolkits
- Peer-reviewed assignments
- Access to recordings for one month
- Direct mentorship from legal experts

Course Objectives

- Certificate of Completion
- Practical drafting templates and toolkits
- Peer-reviewed assignments
- Access to recordings for one month
- Direct mentorship from legal experts

Fees Details

Course Fee: ₹500 Only

Important Information

- Course conducted on weekends (Saturday and Sunday)
- Recordings available for 30 days post-course
- Digital certificate + performance report upon completion
- Course fee is non-refundable
- Mandatory Assignment

WHO CAN ENROLL?

- Students pursuing any undergraduate degree(BA LL.B/ B.Com LL.B/ BBA LL.B/ B.Sc LL.B/ LL.B etc. from a recognized university are eligible to enroll.
- LLM students or researchers are also eligible to enroll.
- Advocates and legal interns
- RTI and transparency activists
- Journalists, media professionals, and researchers
- NGO workers and governance professionals
- Any citizen eager to use RTI as a tool for public interest

No prior experience with RTI required!

LAST DATE TO ENROLL

All enrollments for the Canonsphere “Drafting Right to Information” course will **close on 31th July, 2025**. Be sure to register before the deadline to secure your place in this groundbreaking program.

COURSE MODULES OVERVIEW

Module 1: Understanding RTI – Basics & Application

- RTI Act 2005, PIO responsibilities, scope, timeframes
- How to draft effective RTI requests
- Case study-based learning
- Task: Draft RTI to a public authority

Module 2: Drafting Effective RTI Applications

- Key structure & sections, exemptions (Section 8 & 9)
- RTI in NREGA, PDS, corporate accountability
- Task: Draft RTI for a local service

Module 3: Mastering RTI Appeals

- First vs Second Appeal, drafting appeal letters
- Digital portals and online filing
- RTI in health, education, and environment
- Task: Draft Second Appeal based on a flawed RTI response

Module 4: Advanced Strategies & Legal Remedies

- Handling sensitive RTI, landmark cases
- Filing writ petitions, complaints
- Task: Draft second appeal + plan writ petition

REGISTRATION PROCESS

How to Register:

- **Fill Out the Registration Form;**

https://docs.google.com/forms/d/e/1FAIpQLSdje9P69igBB3zxrXJA2ccO1bn_B8ny3qx7BEkc9VtIdf_Ag/viewformusp=sharing&ouid=111846986748888684184



SCAN FOR REGISTRATION

- **Pay the Course Fee – ₹500**

Account Number- **50100719791974**

Account Holder- **Manya Harit**

Bank Name - HDFC Bank Branch - Garh Road

Meerut

IFSC Code - **HDFC0001911**

OR

UPI ID - **9152958951@pz**



SCAN TO PAY

ADD-ON BENEFITS

Exclusive Course Benefits

- RTI Drafting Templates
- Certificate of Completion
- Live+ recorded class
- Live Support for Draft Review
- Bonus Reading List + RTI Filing Portals
- Mentorship & Networking Opportunities
- Top performing students get the opportunity for internship

FACUTLY PANEL



LAKSHMY CHANDRASEKARAN IYER

A seasoned RTI expert with 34 years in banking, specializing in RTI Act implementation, training over 1,000 professionals, and authoring practical resources on RTI.



DR. DAMYANTI RATHORE

She is a dedicated legal educator currently serving at NIMS University. She also extends her academic expertise to S.S Jain Subodh Law College and Rajasthan College for Engineering for Women, fostering interdisciplinary learning across institutions.



ASST. PROF. SHUBHA MATHUR

Experienced Assistant Professor with a demonstrated history of working in the Higher Education industry. Skilled in Humanitarian, Right to Information, Contract Law, Corporate Law, Constitutional Law, Family Law and International Law. Strong education professional with a NET focused in Law from University Grants Commission (ugc).

CONTACT DETAILS

*For more details, contact us at
+91 6378845873 and talk with
Adv. Keerti Yadav,
our course anchor*

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