

## SCHEME FOR INDUCTION TRAINING OF CIVIL JUDGES CLASS II

(Approved by Hon'ble the Chief Justice on 13.04.2011)

The principal aim of the Induction Training for the newly appointed Civil Judges Class II is to build a strong foundation for grooming them as good Judges. The object of training is not to teach but to inculcate an attitude as to how to apply the law as an engine of Social Justice. The central point of focus of the Induction Training, therefore, is on inculcating or nurturing the values of Judicial Ethics (Qualities), Attitude and sensitization to social issues, development of judicial skills and enhancement of knowledge of procedural and substantive laws in relation to timely and qualitative adjudication.

Accordingly, the Induction Training Programme has four necessary themes i.e. **(i) Qualities (Ethics)**, **(ii) Attitude**, **(iii) Skills** and **(iv) Knowledge**:

### Details of the themes:

**(i) Qualities (Ethics)** constitute the Principles of Judicial Conduct i.e. Independence, Impartiality, Integrity, propriety, Equality, Competence, Diligence, Punctuality, transparency; judicial accountability, responsiveness, adherence to Civil Services (Conduct) Rules.

**(ii) Attitude** regarding Role of Court under the Constitution and adherence to the Constitutional Vision of Justice; sensitivity to human problems, courtesy to litigants, witnesses, court staff, Bar, other stakeholders and respect towards weaker sections including minorities, women, SC/ST, children, aged, disabled, poor; attitude of protection of victims, fearlessness and courage to embrace consequences of right decisions, constant learning; respect for rule of law; simple life style, responsiveness and commitment to enhancing of access to justice and

legal awareness, sensitivity towards environmental protection, timeliness, efficiency; efficacy.

**(iii) Skills of judging** – Reasoning; Logic; Analysis, Appreciation of evidence; Appreciation of Law including precedents and interpretation of statutes; correct and exact identification of the principle (s) of law on the basis of which each case is to be decided with a view to achieve the goal of timely and qualitative justice.

Identification of scope of use of ADR under Section 89 or Plea Bargaining; planning and management for timely justice; decision making; judgment writing and communication; ensuring effective implementation of judicial orders.

Court craft, using judicial decision making and legal services authority for Social Reform – Judge as a catalyst of social change.

**Skills of Management** of Court, Case, Time, Stress, human resources, relationship with Bar, executive agencies, ministerial staff; other stakeholders.

**Skills of Administration** ensuring access to justice; maintaining court statistics and data; use of IT, administrative ability; leadership; social and attitudinal transformation; public speaking.

**(iv) Knowledge** regarding the provisions of the Constitution, Administrative Law, Procedural as well as Substantive Laws; both Civil and Criminal including law relating to Land Reforms, Social Reforms and Marginal Sections of Society i.e. Juveniles, SC.ST, Women, Forensic Science and Medical Jurisprudence, Cyber Law, Law relating to Environmental Protection including water, air, forests, wildlife etc.

**Duration:** 12 months

Break-up:

- (i) 12 weeks: First Phase Field Training in the respective places of posting
- (ii) 4 weeks: First Phase Institutional Training at JOTRI
- (iii) 12 weeks: Second Phase Field Training in respective places of posting
- (iv) 4 weeks: Second Phase Institutional Training at JOTRI
- (v) 12 weeks: Third Phase Practical Training in respective places of posting
- (vi) 4 weeks: Third and Final Phase Institutional Training at JOTRI
- (vii) 4 weeks: Final Phase Practical Training in respective places of posting

The aforesaid duration and order of Field Trainings and Institutional Trainings may vary to adjust with other Training Programmes.

**Faculty Members:** The aforesaid training will be imparted by Hon'ble Sitting Judges and Former Judges, Present and Former Senior Judges of Subordinate Judiciary, Lawyers, Academists, Experts of Forensic Science and Medical Jurisprudence, Management, Information and Communication Technology, Finance, Accounts etc.

**Methodology:** The methodology should not be like teaching in Law College because at the induction level imparting skills of application of law is more important than information about law. Therefore, methodology would be focused on interaction, discussions including group discussion, case study and exercises relating to framing of issues, charges, writing of model order-sheets, recording of evidence, examination of accused, disposal of interim applications, writing of civil and criminal judgments, the way of citing case laws etc. etc. However, where the method of lecture is considered more effective, the lectures may also be delivered.

**Detailed Training Programme and Curriculum:**

**(i) First Phase Field Training in the respective places of posting  
(12 weeks):**

The recruited Civil Judges shall be posted to headquarters of the civil district.

Newly recruited Civil Judge Class II (Entry Level) shall undergo 12 weeks training with Judicial Officer/Ministerial staff as detailed herein below, with a view to make him thoroughly conversant with the procedure to be followed in the trial of cases from the stage of presentation to the stage of disposal.

During the first four weeks, District & Sessions Judge shall attach Trainee Judges proportionately with the Court of Civil Judge Class I/Class II, having institution of injunction and other matters in the first half and with Chief Judicial Magistrate/Additional Chief Judicial Magistrate in the second half:

- (i) With the Civil Judge Class I/Class II Trainee Judge shall learn:
- (a) How to scrutinize plaints and what points are to be seen at the time the plaint is presented and the law related thereto.
  - (b) Pleading with regard to limitation and law thereto
  - (c) Pleading with regard to valuation of suits and law related thereto.
  - (d) Pleading with regard to court fees and proper court fees and law related thereto.
  - (e) Law related to return of plaint under Order 7 Rule 10 of the CPC and rejection of plaint under Order 7 Rule 11 of the CPC.
  - (f) How the service of processes is scrutinized and what are the law, rules and instructions regarding service of processes.

- (g) Trainee Judge should also acquaint himself with the law and rules regarding pleadings, discovery and inspection, documents, notice to admit facts and documents.
- (h) How the issues are framed and what are issues of law and of fact and what are mixed issues of law and facts shall also prepare draft issues.
- (i) Law and procedure related to cases under O. 37 of CPC
- (j) Law and procedure related to disposal of application under Order 38, 39 and 40 of the Civil Procedure Code.
- (k) Law and procedure related to Section 89 & O. 10-A of Civil Procedure Code.
- (l) Trainee Judge shall prepare hand-written brief note of scrutiny and place the same for perusal of Presiding Officer who shall examine it and advise Trainee Judge as and when feels necessary. However, such brief note shall be collected by Trainee Judge and shall place it before the District Judge or Additional District Judge, nominated by District Judge, weekly for perusal and instructions, if any. A separate register shall also be maintained by the Trainee Judge in which details of such cases shall be entered.
- (ii) With the Chief Judicial Magistrate/Additional Chief Judicial Magistrate in the second half Trainee Judge shall learn:
  - (a) Procedure related to remand including Police Remand, under 167 Cr.P.C. and provisions of bail of accused persons. Trainee Judge shall prepare brief note of remand cases with a view that mandatory provisions protecting right of accused, have been complied with or not?
  - (b) Procedure related to presentation of private complaint and specifically complaint under Section 138 Negotiable Instruments Act and law related thereto. Trainee Judge shall prepare brief note of complaint, so presented so as to see what offences alleged to have been committed.

- (c) Procedure of taking cognizance in criminal cases and law related thereto.
- (d) Procedure related to warrant trial, summons trial including summary cases.
- (e) Procedure related to committal of Sessions Cases.
- (f) Procedure related to furnishing bail by accused persons
- (g) Procedure related to release of seized property in criminal cases.
- (h) Framing of charge, particulars of offence and law related thereto and shall prepare draft charge.
- (i) Examination of accused under Section 313 Cr.P.C. and law related thereto.
- (j) Law related to compounding of offences and withdrawal of case under Sections 320 and 321 of the IPC.
- (k) Law and procedure related to Juvenile-in-conflict with law under Juvenile Justice (Care and Protection of Children) Act.
- (l) Trainee Judge shall daily prepare hand-written brief note of scrutiny and place the same for perusal of Presiding Officer who shall examine it and advise Trainee Judge as and when feels necessary. However, such brief note shall be collected by Trainee Judge and shall place it before the District Judge or Additional District Judge, nominated by the District Judge, weekly for perusal and instruction, if any. A separate register shall also be maintained by the Trainee Judge in which details of such cases shall be entered.

During the next four weeks, Trainee Judge shall receive training of various sections in first half and recording of evidence in civil and criminal cases in second half.

(1) In first half, Trainee Judge shall receive following training in successive manner:

- (a) Deputy Clerk of Court shall impart training of Nazarat Section under the supervision of District Registrar for two days,

drawing attention of Trainee Judge towards the relevant provision contained in Rules and Orders ( Civil & Criminal). Trainee Judge shall prepare brief note of such training, detailing registers to be maintained by Nazarat Section and third day, Trainee Judge shall carry out inspection and prepare hand written inspection notes and place it before District Judge or Additional District Judge, nominated by the District Judge.

- (b) Deputy Clerk of Court shall impart training of Copying Section under the supervision of District Registrar for two days, drawing attention of Trainee Judge towards the relevant provision contained in Rules and Orders (Civil & Criminal). Trainee Judge shall prepare brief not of such training, detailing registers to be maintained by Copying Section and third day, Trainee Judge shall carry out inspection and prepare hand written inspection notes and place it before District Judge or Additional District Judge, nominated by the District Judge.
- (c) District Registrar/OIC, Malkhana shall impart training to Trainee Judge with regard to Malkhana Section, procedure related to valuable property and disposal of property deposited with Malkhana for two days, drawing attention of Trainee Judge towards the relevant provision contained in Rules and Orders (Criminal). On third day, Trainee Judge shall carry out inspection and prepare hand written inspection notes and place it before District Judge or Additional District Judge, nominated by the District Judge.
- (d) Deputy Clerk of Court shall impart training of Establishment and Accounts Section under the supervision of District Registrar for two days drawing attention of Trainee Judge towards the relevant provision contained in Rules and Orders (Civil and Criminal). Trainee Judge shall prepare brief note

of such training, detailing registers to be maintained by Establishment and Accounts Section and third day, Trainee Judge shall carry out inspection and prepare hand written inspection notes and place it before District Judge or Additional District Judge, nominated by the District Judge.

(e) S.W. shall impart training of S.W. Section for two days and third day, Trainee Judge shall carry out inspection and prepare hand written inspection notes and place it before District Judge or Additional District Judge, nominated by the District Judge.

(f) Record Keeper shall impart training of Record Room for two days, drawing attention of Trainee Judge towards the relevant provision contained in Rules and orders (Civil & Criminal). On third day, Trainee Judge shall carry out inspection and prepare hand written inspection notes and place it before District Judge or Additional District Judge, nominated by the District Judge.

(2) In the second half, the Judge will sit with Additional District & Sessions Judge, where evidence is being recorded. Presiding Officer of the Court shall explain necessary provision related to recording of evidence. Trainee Judge shall prepare a note thereof. Trainee Judge shall submit weekly inspection notes and notes to the District & Sessions Judge or Additional District Judge, for necessary guidance.

During the next four weeks, District & Sessions Judge shall attach Trainee Judge or Judges with one or more Civil Judge Class I/Class II as he deems fit.

Trainee Judge shall sit with Civil Judge Class I/Class II with whom so attached for the whole day and watch proceedings of each and every case and prepare notes. Trainee Judge shall prepare draft issues, charges, orders and judgments of cases, coming up for hearing. Trainee Judge shall also receive each day, two disposed of records from the Record Room and will examine it and prepare detailed note of the



proceedings of the case and the same shall be placed before the District Judge or Additional District Judge, nominated by the District Judge.

During this period of First Phase Field Training, the trainee judge will also learn the operation of Computer relating to use of MS Word, Judis, e-mail, internet services, search of law with the help of e-Journals in particular AIR Software. Trainee Judge shall at least devote one hour daily for this task and the concerned District Judge shall direct to his System Officer (Computer) to make necessary arrangements therefor. Looking to the importance of Computer in the day-to-day Court working and the concept of e-Courts, it is also desired from the trainee judge that he should join any of the private Computer Training Institute after the court working hours, certainly, with his own initiatives and funds.

During the entire period of First Phase Field Training, the concerned District Judge in consultation with the concerned authorities shall arrange for the field visits of the trainee judges as under:

<b>Sl. No.</b>	<b>Name of the Officer</b>	<b>Duration</b>
1.	Revenue Departments of DM/ADM/SDM/Tahsildar	4 days
2.	Government Hospital	2 days
3.	Psychiatry Unit nearest to the Government Hospital or Mental Asylum maintained under the Mental Health Act, 1987	2 days
4.	Juvenile Justice Board/ Observation Home	2 days
5.	Central/District Jail	2 days
6.	Office of the District Legal Services Authority	2 days
7.	Police Station/S.P. Office	2 days
8.	Forest Department	2 days

**(ii) First Phase Institutional Training at JOTRI (4 weeks):**

The First Phase Institutional Training will focus on imparting training regarding attitude, judicial ethics and development of skills required for dispensation of justice based on Constitutional vision of justice, basic human and fundamental rights of the individuals/citizens and approach and change of mindset towards the right-based attitudes of the judges regarding poor and marginalized sections of the society, particularly women, children, old age and disabled persons. For the development of the personality of a Judge, apart from Judicial Ethics based on Bangalore Principles other Conduct Rules will also be focused. Emphasis will also be given for developing Core Judicial skills and other communication and administration/managerial skills required for case/Court/time/self/stress management including personality development.

Apart from that, the training will also be focused on implementation of basic substantive and procedural laws of different branches so that the trainee judges may strengthen their core judicial skills and knowledge.

**(iii) Second Phase Field Training in the respective places of posting (12 weeks):**

After completion of First Phase Institutional Training, Judges will go back to their respective places of posting and will continue to sit with the senior judicial officers in the Court as per the directions and guidance of the concerned District Judge.

During this period, with a view to learn practical working of the Court, it is also expected from the trainee judges to perform one day each the work assigned to the Court staff, i.e. Reader, Execution Clerk, Process Writer, Deposition Writer etc. Similarly, they are also required to perform one day each the work assigned to the employees of Nazarat

Section, Copying Section, Malkhana, Establishment, Accounts, S.W. Section and Record Room.

During this period the trainee judges are required to make an in-depth study relating to various legal provisions, their importance during the Court/case hearing in respect of all the topics on which they were imparted short-term field visit trainings during the First Phase Field Training so that they become more acquainted with the subject-matters and are able to discharge their duties effectively as and when required.

During this period, the concerned District Judge shall provide records of 25 contested disposed of civil suits and 25 criminal cases. The Trainee Judges shall thoroughly study these records (from the stage of institution to the final disposal of the cases) and prepare their notes and identify causes for delay, if any, in each case, and also frame issues, charges, examination of accused, write important order-sheets and civil/criminal judgments and submit the same to the District Judges concerned every week for their perusal and appropriate directions.

The Trainee Judges shall also have to submit the records of the aforesaid exercise during their Second Phase Institutional Training at JOTRI for perusal and further guidance.

During this period the District Judge concerned shall provide the trainee judges various landmark judgments of Hon'ble the Supreme Court and Hon'ble M.P. High Court relating to Constitutional Vision, Rule of Law, Human Rights, Protection of Weaker Sections and Social Justice and Reforms, which every Judge must read. The list of judgments to be provided to the trainee judges will be provided by the JOTRI.

**(iv) Second Phase Institutional Training at JOTRI (4 weeks):**

The Second Phase of the Institutional Training Programme would focus on practical training regarding framing of issues, framing of charges, recording of evidence, examination of accused, disposal of interim applications, writing of civil and criminal judgments, importance

of landmark pronouncements of Hon'ble Supreme Court and High Court of M.P., notes thereon, the principles laid down therein and the way of citing case laws, while writing of judgments/orders etc.

During this period, the records relating to framing of issues, charges, judgment/order writing prepared by the trainee judges be examined by the officers of the Institute in order to assess the performance of their field training with a view to give further guidance.

During this period, role of judge in dispensation of justice and protecting the Constitutional rights as well as their approach towards the needy persons will be discussed.

Required judicial ethics and skills through group discussions by way of active participation and involvement of trainee judges in group discussions will be evolved so that every participant trainee judge may have an opportunity to develop his skills to place himself on the right track where he has to work throughout his judicial career.

**(v) Third Phase Practical Training in the respective places of posting  
(12 weeks):**

After completion of Second Phase Institutional Training, the trainee judges may hold independent Courts for practical training and for this purpose, they should be given 30 simple civil cases in which both parties are present and issues are to be framed or trial at initial stage after framing of issues is pending, 20 Execution cases (Civil) of various kinds and 50 criminal cases instituted on police report or on private complaint and triable by the Magistrate Second Class in which the accused persons have appeared. These cases may be given at initial stage of S. 238/244 or 251 Cr.P.C. or of the prosecution/complainant at evidence stage.

On every week end the trainee judge shall submit the records of such civil and criminal cases in which he may have framed particulars of offence/charge or framed issues and in which he may have passed any

order/judgment to the District Judge for his perusal and appropriate directions.

During this period, the trainee judge may be engaged in legal literacy camps/ legal awareness camps and other legal aid activities including Lok Adalats etc., since trainee judge shall hold regular court for practical training purpose with less number of civil/criminal cases as mentioned above and he can spare time for other programmes mainly concerned with District Legal Services Authority as and when required as directed by the Chairman of the District Legal Services Authority under the guidance of the Secretary, District Legal Services Authority.

During this period, trainee judge shall prepare notes of his practical training as well as of programmes attended/conducted as per the directions of Chairman of the District Legal Services Authority and place it before the District & Sessions Judge for perusal and appropriate directions.

**(vi) Third and Final Phase Institutional Training at JOTRI  
(4 weeks):**

After completion of Third Phase Practical Training at the respective places of posting, trainee judges will be again called in the Institute for a period of four weeks for their evaluation and impact assessment of field as well as institutional training so that they may finally go back to their respective districts with more confidence to handle independent Court proceedings and also to solve their practical problems in this regard.

The trainee judges shall also submit some of their judgments/orders in civil and criminal cases that were passed during the Third Phase Practical Training. The judgments/orders thus submitted by the trainee judicial officers shall be assessed and their short-coming will be discussed.

This phase will mainly concentrate on open interaction and discussion on various topics relevant for good judging. Methods of presentation by trainee judges and case study including problem solving exercises apart from other routine day-to-day work will be used so that every trainee judge use his reception power to the optimum level and get an opportunity to explore their in-built and yet concealed capabilities for better development of justice delivery system.

**(vii) Final Phase Practical Training in the respective places of posting (4 weeks approximate):**

After Third and Final Phase of Institutional Training Programme, the trainee judges will go back to their respective places of posting and will continue the work assigned to them during the Third Phase Practical Training Programme. The District Judge concerned may assign similar more civil/criminal cases to the trainee judges looking to the number of pending cases and also looking to the capacity of the trainee judge.

During this period the concerned District Judge shall evaluate and assess the work of the concerned trainee judge and shall send report with regard to the suitability of independent/full fledged posting of trainee judge as regular judge with power of Judicial Magistrate First Class and also with summary powers. If the District Judge is of the view that a particular trainee judge requires some extra training, then he shall write to the High Court in this regard with reasons, so that, if found necessary, such trainee judge may be given special further training at JOTRI and after that his regular posting may be considered.

**SYLLABUS/CURRICULUM FOR NEWLY RECRUITED CIVIL  
JUDGES CLASS II (JUNIOR DIVISION):**

**QUALITIES (ETHICS)**

*Personality of a Judge, Standards of Judicial Conduct and Behaviour*

**1. THE PRINCIPLES OF JUDICIAL CONDUCT:**

- (i) Independence,
- (ii) Impartiality,
- (iii) Integrity,
- (iv) Propriety,
- (v) Equality,
- (vi) Competence and diligence

**2. Restatement of Values, 1992**

**3. Transparency**

**4. Judicial Accountability**

**5. Responsiveness to Litigants as a Judge**

**6. Adherence to the Ideals of the Judicial Oath under Schedule 3 of the Constitution of India**

**7. Punctuality**

**8. Madhya Pradesh Civil Services (Conduct) Rules**

**ATTITUDE**

**1. CONSTITUTIONAL VISION OF JUSTICE**

- (i) Making of Indian Constitution
- (ii) Role of District Judiciary under the Constitution
- (iii) Protecting Constitutional Rights and values – Humanness, compassion, concern for the weak, self-disciplined, dignity, equality, moral courage, etc.

2. **Recognition and elimination of biases (particularly relating to class, caste, gender, religion, region, language etc.)**
3. **Sensitization Towards Marginalized or Underprivileged Classes such as poor women, children, SC/ST, old age and disabled persons, Transgenders**
4. **Attitudinal Change in the Conduct and Behaviour of Judicial Officers**
5. **Fearlessness and Courage to embrace consequences of Right Decisions**
6. **Timeliness, efficiency and efficacy in adjudication**
7. **Simple Living and habit of Self-Assessment**
8. **Circulars issued by the High Court**
9. **Environment Protection**
10. **Enhancing Legal Aid and Access to Justice**
11. **VICTIMOLOGY:** Victims Constitutional and legal rights particularly in respect of compensation and rehabilitation thereof
12. **HUMAN RIGHTS**
  - (i) U.N. Conventions
  - (ii) Indian Constitution
  - (iii) Other Indian Statutes

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## SKILLS

1. **LEADERSHIP**
2. **COMMUNICATION SKILLS**
  - (i) Reading
  - (ii) Active Listening
  - (iii) Language - Comprehension and Expression
  - (iv) Writing Speaking Orders
  - (v) Judgment Writing – Civil & Criminal
  - (vi) Official Correspondence



**3. CORE JUDICIAL SKILLS**

- (i) Conducting of Judicial Process
- (ii) Legal Research
- (iii) Legal Reasoning
- (iv) Fact Finding
- (v) Identification of Issues
- (vi) Appreciation of Evidence
- (vii) Decision Making
- (viii) Dictating, Editing and Correcting Judgments and Orders
- (ix) Ensuring effective implementation of Judicial Orders

**4. ADMINISTRATIVE / MANAGEMENT SKILLS**

- (i) Court management
- (ii) Docket Management
- (iii) Case Flow Management
- (iv) Ensuring Access to Justice
- (v) Financial Management
- (vi) Time management
- (vii) Stress Management through Yoga and Meditation
- (viii) Preparation of Various Returns
- (ix) Regular Inspection of Court – Monthly and Annual
- (x) Annual Physical Verification of Court's Pending Records
- (xi) Management of different sections of the Court and Establishment i.e. Malkhana, Copying Section, Record Room, Library, Accounts Section, Establishment, Statistical Writing Section, Computer Section etc.

**5. PERSONALITY DEVELOPMENT**

- (i) Public Speaking, Elocution, English Speaking, Debating
- (ii) Social Etiquette and Manners
- (iii) Hobby Development
- (iv) Cultural Activities

## 6. COMPUTERS

- (i) Knowledge of operation of Computer System
- (ii) Using MS Office
- (iii) Judis, e-mail and Internet Services
- (iv) Searching law with the help of e-journals in particular AIR Software



## KNOWLEDGE

### CIVIL LAWS:

#### 1. CONSTITUTION OF INDIA

- (i) Basic features of Indian Constitution
- (ii) Preamble
- (iii) Fundamental Rights
- (iv) Directive Principles of State Policy
- (v) Fundamental Duties
- (vi) Contact with Union and State Governments
- (vii) Inconsistency between law made by the Parliament and State Legislature

#### 2. ADMINISTRATIVE LAW

- (i) Principles of Natural Justice

#### 3. CIVIL PROCEDURE CODE

- (i) Jurisdiction of Civil Courts
- (ii) Registration, rejection and return of plaint
- (iii) Suits against Government
- (iv) Suits of Indigent persons-Principles and Procedure
- (v) Suits by or against minor/firm/company/corporation/society/trust
- (vi) Service of Summons
- (vii) Appearance of parties and consequences of non-appearance of parties
- (viii) Filing of the Written Statement
- (ix) Amendment of pleadings

- (x) Examination of parties and Settlement of disputes outside the Courts (S. 89 & O. 10-A)
- (xi) Provisions relating to interrogatories, discoveries and inspection
- (xii) Law of injunctions – Interim injunctions
- (xiii) Framing of issues
- (xiv) Recording of evidence
- (xv) Law of Res Judicata
- (xvi) Substitution of Legal Representatives
- (xvii) Quick disposal of Interlocutory Applications
- (xviii) Attachment before judgment
- (xix) Appointment of Receiver, Commissioner
- (xx) How to exhibit the documents
- (xxi) Recording of compromise
- (xxii) Summary Suits – O. 37, Costs
- (xxiii) Decree – Preliminary decree and final decree
- (xxiv) Execution Proceedings and Section 47 – How to deal with execution proceedings
- (xxv) Stay of execution of decree
- (xxvi) When power of review may be exercised
- (xxvii) Inherent Powers

4. **CONTRACT ACT**

5. **SALE OF GOODS ACT**

6. **PARTNERSHIP ACT**

- (i) General provisions of the Acts

7. **LAW OF TORTS**

- (i) Basic principles

8. **COURT FEES ACT**

- (i) Court fees payable on different suits

**9. SUITS VALUATION ACT**

- (i) Valuation of suit

**10. GRAM NYAYALAYAS ADHINIYAM, 2008**

- (i) General provisions of Gram Nyayalayas Adhiniyam

**11. INDIAN EASEMENTS ACT**

- (i) Easements – Its Imposition, Acquisition and Transfer
- (ii) Lease & Licence – Difference between

**12. INDIAN STAMP ACT**

- (i) Impounding of documents and other general principles of Stamp Act

**13. REGISTRATION ACT**

- (i) Sections 17 and 49

**14. I.P.R. LAWS**

Important provisions of:

- (i) Copy Right Act
- (ii) Trade Marks Act
- (iii) Patents Act

**15. LAW RELATING TO SUCCESSION AND ADOPTION**

- (i) Indian Succession Act – Important Provisions including provisions relating to proof of Will
- (ii) Joint Family Property And Partition In Hindu Law
- (iii) Devolution Of Interest Under Hindu Succession Act
- (iv) Law Relating to Succession In Muslim Law
- (v) Succession of Agricultural Land
- (iv) Law Relating to Adoption

**16. LIMITATION ACT**

- (i) Disposal of suits etc. instituted after the period of limitation
- (ii) Extension of period of limitation in certain cases
- (iii) Legal disability
- (iv) Computation of period of limitation exclusion of time
- (v) Effect of death, fraud etc.
- (vi) Effect of acknowledgment in writing and written and signed promise to pay time barred debt
- (vii) Effect of payment
- (viii) Effect of acknowledgement or payment by another person
- (ix) Acquisition of ownership by possession
- (x) Limitation prescribed for different types of remedies under Civil and Criminal law

**17. MADHYA PRADESH LAND REVENUE CODE**

- (i) Important provisions relating to Madhya Pradesh Land Revenue Code

**18. M.P. ACCOMMODATION CONTROL ACT**

- (i) General Provisions of Accommodation Control Act with specific reference to Sections 12, 13 & 23

**19. MADHYA PRADESH CIVIL COURTS ACT**

- (i) General provisions relating to Madhya Pradesh Civil Courts Act

**20. RULES & ORDERS (CIVIL)**

- (i) Different relevant provisions under Rules & Orders (Civil)

**21. SPECIFIC RELIEF ACT**

- (i) Recovery of possession of property
- (ii) Contracts which can be and cannot be specifically enforced
- (iii) Persons for or against whom contracts may be specifically enforced
- (iv) Suits for specific performance of contract – Necessary pleadings, issues, trial and Court’s discretion
- (v) Rescission of contracts
- (vi) Declaratory decrees
- (vii) Preventive relief

**22. TRANSFER OF PROPERTY ACT**

- (i) General provisions of Transfer of Property Act

**23. LEGAL SERVICES AUTHORITIES ACT****24. OATHS ACT****25. RIGHT TO INFORMATION ACT**

- (i) Important Provisions under the Acts

**CRIMINAL LAWS:****26. CODE OF CRIMINAL PROCEDURE**

- (i) Classification of offences and constitution of criminal Courts under Chapter II of Code of Criminal Procedure
- (ii) Powers of Magisterial Courts
- (iii) Arrest, remand and custody of accused – Precautions to be observed.
- (iv) Statement and confession under Section 164
- (v) Law regarding Bail – Granting, refusal and cancellation
- (vi) Jurisdiction of the Criminal Courts in Inquiries and Trials

- (vii) Provisions relating to limitation and cognizance of offences under police report/complaint cases and Section 210 of Code of Criminal Procedure
- (viii) Private complaints – Procedure
- (ix) Absconding accused – Procedure to be followed
- (x) Issuance of process with reference to Sections 82 & 83 of Cr.P.C.
- (xi) Framing of Charges
- (xii) Committal proceedings/trial procedure in criminal cases
- (xiii) Recording of evidence
- (xiv) Power to summon material witnesses and power to proceed against other persons appearing to be guilty of offence
- (xv) Examination of accused under Section 313
- (xvi) Appropriate sentence in criminal cases
- (xvii) Suspension of sentence u/s 389 and 424
- (xviii) Disposal of property
- (xix) Plea Bargaining
- (xx) Withdrawal from prosecution and compounding of offences
- (xxi) Law and Procedure relating to maintenance
- (xxii) Proceedings against persons of unsound mind
- (xxiii) Inquiry by Judicial Magistrate under Section 176
- (xxiv) Forfeiture of bail bonds and Law relating to recovery of fine and compensation

**27. INDIAN PENAL CODE**

- (i) General Explanation
- (ii) Punishments
- (iii) General exceptions
- (iv) Abetment
- (v) Criminal Conspiracy

- (vi) Unlawful Assembly
- (vii) Contempt of the Lawful Authority of Public Servants
- (viii) Offences against person and property triable by Magistrates
- (ix) Offences relating to false evidence and offences against public justice

**28. ARMS ACT**

- (i) Offences under Arms Act and Notifications

**29. FOREST LAWS**

Important provisions of:

- (i) Indian Forest Act
- (ii) M.P. Kasht Chiran (Viniyaman) Adhiniyam
- (iii) M.P. Van Upaj Viniyaman Adhiniyam
- (iv) M.P. Tendupatta Vyapar Viniyaman Adhiniyam
- (v) Wild Life Protection Act

**30. DOWRY PROHIBITION ACT**

**31. M.P. EXCISE ACT**

**32. MOTOR VEHICLES ACT**

**33. PREVENTION OF FOOD ADULERATION ACT**

**34. PUBLIC GAMBLING ACT**

- (i) General - Provisions relating to offences and penalty
- (ii) Procedure - Cognizance, bail, trial, disposal of property, compounding etc

**35. INFORMATION TECHNOLOGY ACT**

- (i) An overview of the Information Technology Act with reference to Evidence Act and Indian Penal Code
- (ii) Cyber offences and penalties



36. **JUVENILE JUSTICE (CARE & PROTECTION OF CHILDREN) ACT**
- (i) Salient features of the Act, particularly related to the age determination by J.J. Board or Courts under the Act
37. **NEGOTIABLE INSTRUMENTS ACT**
- (i) Salient features of the Negotiable Instruments Act with particular reference to the offence relating to dishonour of cheque
38. **POLICE ACT**
- (i) Important provisions of Police Act
39. **PROBATION OF OFFENDERS ACT**
- (i) Sections 2 to 6 of the Act and relevancy of Section 360 Cr.P.C.
40. **IMMORAL TRAFFIC (PREVENTION) ACT**
41. **M.P. GOVANSH VADH PRATISHEDH ADHINIYAM**
42. **M.P. KRISHI PARIRAKSHAN ADHINIYAM**
43. **MEDICAL TERMINATION OF PREGNANCY ACT**
44. **MENTAL HEALTH ACT**
45. **N.D.P.S. ACT**
46. **PC & PNDT ACT**
47. **PREVENTION OF CRUELTY OF ANIMALS ACT**
- (i) Important provisions of the Acts
48. **PROTECTION OF WOMEN FROM DOMESTIC VIOLENCE ACT**
- (i) Salient features of the Act with particular reference to the kinds of Orders, procedure, aspect and enforcement of Court's Orders under the Act

**49. INDIAN EVIDENCE ACT**

- (i) Relevancy
- (ii) Appreciation of Evidence - Civil & Criminal
- (iii) Admission/Confession
- (iv) Credibility of witness
- (v) Dying Declaration
- (vi) Examination of witnesses
- (vii) Recording and appreciation of expert witnesses
- (viii) Falsity of defence
- (ix) Hearsay Evidence
- (x) Impeachment of credit of evidence
- (xi) Motive
- (xii) Presumption
- (xiii) Oral and Documentary Evidence
- (xiv) Primary and Secondary Evidence
- (xv) Exclusion of oral evidence by documentary proof
- (xvi) Estoppel
- (xvii) Competency of the witnesses
- (xviii) Burden of Proof
- (xix) Contradictions and omissions
- (xx) Privileges
- (xxi) Identification of person and property
- (xxii) Provisions relating to Electronic Evidence
- (xxiii) Importance of Section 165 for fair trial.

**50. FORENSIC SCIENCE AND MEDICINE**

- (i) Fingerprints
- (ii) Principles of finger prints science
- (iii) Their use in various field - ridge formation - types, pattern and interpretation
- (iv) Various functions of finger prints Bureau

- (v) Latent finger prints - Crime scene procedure
- (vi) Preparation of finger prints for courts and finger prints in Court
- (vii) Admissibility and relevancy of brain mapping test, narco-analysis, DNA test in criminal justice system

**51. MEDICAL JURISPRUDENCE**

- (i) Medical Jurisprudence/Forensic medicine – Definition of wound, injury and hurt - Classification of mechanical wounds
- (ii) Description of abrasion/bruise/laceration
- (iii) Incised wounds/punctured wounds/wounds caused by firearms
- (iv) Wound reporting and medico-legal aspects of different types of wounds
- (v) Age estimation – medico-legal aspects
- (vi) Cause of death in injuries/volitional acts after injury

**52. RULES & ORDERS (CRIMINAL)**

- (i) Different relevant provisions under Rules & Orders (Criminal)

**GENERAL**

**53. LAW OF PRECEDENTS**

**54. INTERPRETATION OF STATUTES**

**55. SERVICE RULES DEALING WITH LEAVE, L.T.C., T.A. & INCOME TAX**

**56. STUDY OF IMPORTANT PRONOUNCEMENTS OF HON'BLE SUPREME COURT & HIGH COURT OF M.P.**

**57. MADHYA PRADESH CIVIL SERVICES (CLASSIFICATION, CONTROL & APPEAL) RULES**

**58. VISIT TO DIFFERENT GOVERNMENT DEPARTMENTS**

- (a) Collector, SDM, Tahsildar, SLR, other Revenue Officers
- (b) Police Department – S.P., D.S.P., Inspector of Police
- (c) Jail Authorities (Central/District Jail)
- (d) Forensic Lab
- (e) Medico-legal Cell in Government Hospital
- (f) Juvenile Justice Board/Observation Home
- (g) District Legal Services Authority
- (h) Psychiatry Unit near to Government Hospital or Mental Asylum maintained under Mental Health Act, 1987

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**For various Induction Training Programmes to be conducted during the academic year, please refer to the Academic Calendar .**