

MADHYA PRADESH STATE JUDICIAL ACADEMY,
HIGH COURT OF M.P., JABALPUR

JOINING INSTRUCTIONS

On nomination to attend any programme at the Madhya Pradesh State Judicial Academy, the nominated Judges shall -

1. arrange Board Diary in such a manner that no case is listed on the dates, on which you are directed to attend the programme. In case, cases have been fixed for the said dates, Summons should not be issued and if Summons are issued, then parties should be informed about the changes of date.
2. send legal problems, if any, which they want to be addressed during the course/programme/workshop only in the Academy's email mpsja@mphc.in well in advance.
3. not pray for adjustment except in exigencies. The communication in this respect shall be sent only in the Academy's email mpsja@mphc.in to encourage paperless communication.
4. intimate the travel plans at least 3 days in advance on the mobile number **09424958820 of Shri K.L. Chourasia** to enable the Academy to provide transport facility from the railway station/bus stop/Airport. In case Shri Chourasia cannot be contacted, the participants may contact **Shri Pramod Kumar Chaturvedi, A.G. I on Mobile No. 08878747939** or to **Shri Pramod Kushwaha, A.G. III on Mobile No. 09713717147** or on **Office telephone No. 0761-2628679**
5. note that lodging and boarding facilities of outstation participants shall be made in the Guest House of the Academy.

The participants in need of care shall be accommodated on the ground floor of the Guest House on prior intimation. The participants in need of special care may, with prior permission of the Academy, stay at accommodation of their choice. In such a case participants shall be entitled to T.A. & D.A. as per rules. Kindly note that it would not be possible for the Academy to make arrangement for pick up and drop back to such place of their choice.
6. also note that the official vehicle of the State Judicial Academy shall remain parked at the Main Entrance of Railway Station, Jabalpur (Platform No. 1 only). The participants will have to make arrangement to carry their baggage to the parked vehicles.

Arrangement of vehicle will not be made without prior intimation of arrival and departure programme received from the participants.

7. be ready to adjust in allotted rooms on twin sharing basis when more than one training programme is being run in the Academy or the number of participants is more.
8. not bring with him/her spouse and children as the Academy does not have facilities for taking care of family of nominated judge and also limited rooms are available at the Academy. However, the lady Judges with **prior permission** of the Academy, can bring their infant children alongwith an attendant.
9. report at the Guest House Reception for the Joining Formalities which will include: (1) Submission of Registration Form: (to be filled up in capital letters); (2) The correct DATE & TIME of DEPARTURE in the form provided by the SJA to enable the protocol to make suitable arrangement.
10. go through the Schedule of the Programme uploaded on the website of the Academy three days prior to the scheduled programme and prepare themselves accordingly.
11. appear for the course in prescribed uniform (i.e. Black coat, white shirt, grey trousers and black tie in the case of men and white saree and blouse with black coat in the case of ladies) during entire duration of the course, if he/she is nominated for Induction/Foundation Course. The participants of remaining programmes shall be in a sober dress.
12. report by **9.45 a.m.** on the first day of the programme in the Lecture Room of Madhya Pradesh State Judicial Academy, Jabalpur as well as report in time in lecture hall after the two tea breaks and a lunch break introduced in between sessions on each day.
13. go through relevant Reference Material available on the official website of the Academy i.e. www.mpsja.mphc.gov.in at the link mpsja.mphc.gov.in/knowledge-gateway available on aforementioned link. No hard copy shall be provided.
14. bring sportswear and sports shoes, if they intend to utilize Gymnasium and Fitness Centre. Without sports shoes and proper sportswear, entry in Fitness Centre is strictly prohibited.
15. send softcopies of atleast one article/presentation/ research paper/ judgment/order authored by them for sharing and discussion in the Course/programme on official email of the State Judicial Academy i.e. mpsja@mphc.in atleast three days' prior to the schedule of the programme. Please **DO NOT** send hard copies.

16. shall be provided with tea, breakfast, lunch and dinner during their period of stay for the Programme, free of charge, as per the rules of the Academy.
17. not telephone/email/fax any officer of the MPSJA including the Director for permission to bring along the family members/staff of the courts/drivers/security personnel/friends. No arrangement/facility will be provided.
18. not ask for extension to stay in the Campus for more than duration of the training programme as the services at the Guest House are outsourced. The Guest House becomes operational only one day prior to the commencement of the programme and continues for just one more day after the conclusion of the programme. Therefore, nominated judges are requested to plan their itinerary accordingly.
19. take adequate care of their belongings & do not leave any valuables & cash open in the room allotted. The Academy will not accept, entertain written/oral complaints on loss of valuables from rooms. The participant Judges may keep the room keys with them. The room cleaning may be done, on request, in the presence of occupants. Therefore participants/occupants must take care of their valuable items and cash, if any.
20. inform in writing any specific type of food needed during the stay at the Academy campus due to diet restrictions/religious reasons; written information will be forwarded to the catering service.
21. secure reservation for their return journey from their place of posting before departure to avoid any inconvenience. The MPSJA does not have any facility of Railway Reservation Quota, and can only request the DRM, Jabalpur for Emergency Quota which does not guarantee confirmation. MPSJA will not be responsible for the non-confirmation of the ticket, and will not extend the stay in the Guest House.
22. take part in YOGA classes from 7.00 am to 8.30 am in the Stress Management Centre of the Academy unless medically unfit to do YOGA exercises.
23. take breakfast from 8.30 am to 9.30 am so as to reach in time for the class/session which will begin from 10.00 am. Consumption of food in the rooms allotted to the participants is strictly prohibited.
24. note that on the day of departure, dinner packets will be made available to the participants, on prior intimation only.
25. not talk loudly and play the television or music at high volume.
26. use carefully the items provided in the rooms like towels, bed-sheets and pillow cover so that no indelible mark is left after its use.

27. use water sparingly as water is precious.
28. turn off all electrical equipments like television, air conditioners, fans, lights, geysers before leaving the room
29. make use of the library facility as the Library is kept open for participating judges from 9:00 am to 8.00 pm. Nominated judge can get the books issued in his/her name during the course of his/her stay in the Academy.
30. bring their laptops with them, if allotted to them, for classroom/sessions during their stay for the programme.
31. not use their mobile phones in the Lecture Hall when the session is going on.
32. not possess or consume alcoholic drinks/tobacco products/*Gutka* in the premises of SJA campus.
33. not smoke cigarette or bidi as campus is strictly a NO SMOKING ZONE. Also spitting is not allowed in and around the Campus.
34. provide feedback on format designed without giving names to evaluate the impact of training programme
35. park the personal vehicles in proper way at prescribed places so as to avoid any inconvenience.
36. ensure that after completion of the programme, all the equipments in the rooms like remotes of televisions, set top box and air conditioners and keys of the almirah are safely returned or left in rooms.

Kindly note that -

In the guest rooms of the Academy, wired network and at open places, wi fi network facility is available.

The Hardware Technician Mr. Rahul Jaltodiya, Mobile No. 9685229141 shall provide User Id and password for usage of wi fi network.

•

WISH YOU A COMFORTABLE AND PURPOSEFUL STAY