

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

Schedule of the First Phase Induction Course for newly appointed Civil Judges Class - II from 2018 Batch (Second Batch)

(18.06.2018 to 12.07.2018)

(First Week – 18.06.2018 to 23.06.2018)

DATE/ DAY	SESSION – I 10.00 am to 10.30 am	SESSION – II 10.30 am to 11.45 am	SESSION – III 12.00 noon to 1.00 pm	SESSION – IV 2.00 pm to 3.00 pm	SESSION – V 3.15 pm to 4.15 pm	SESSION – VI 4.30 pm to 5.30 pm
18.06.2018 (Monday)	Inauguration of the Course – By Shri Mohd. Fahim Anwar, Registrar General & Hon'ble Judge (Designate), High Court of M.P. , Shri Arvind Kumar Shukla, Principal Registrar (Judicial) & Registrar General (Designate), High Court of M.P. & Officers of the Academy	(i) Introduction of Faculty Members and participants with regard to their educational and family background (ii) Brief overview of the Course, methodology & its objective (iii) Test for language skills – Hindi to English and English to Hindi – By Officers of the Academy	Introduction to legacy of Madhya Pradesh Judiciary and Conduct and attributes of a good judge – By Shri Gajendra Singh, Special Judge SC/ST (P.A.) Act, Ujjain	Communication skills with reference to different stakeholders of justice dispensation system (Communication with seniors, staff, litigants, Advocates and administrative heads of officers of other departments, bar, witnesses, and public) – By Sanjeev Kalgaonkar, Director, MPSJA	Legal writing skills – English – By Ms. Anamika Sisodia Legal writing skills – Hindi – Importance of Hindi as official language of District Judiciary vis-a-vis English language – An Introduction – By Shri Sudeep Kumar Shrivastava Additional Director, MPSJA	Use of Library and Law search tools – By Shri Awdhesh Gupta, Faculty Senior, MPSJA
19.06.2018 (Tuesday)	Discussion on material/ recap of preceding day's learning – By Officers of the Academy	An overview of the Constitution and Classification of Civil Courts and Jurisdiction – Pecuniary and Territorial aspects [Contd] – By Shri Sudeep Kumar Shrivastava, Additional Director, MPSJA	An overview of the Constitution and Classification of Civil Courts and Jurisdiction – Subject matter aspects – By Shri Sudeep Kumar Shrivastava, Additional Director, MPSJA	Role and duties of Reader, Execution Clerk, Deposition Writer, Process Writer and Board Peon – By Ms. Swati Bajaj, O.S.D., MPSJA	Legal writing skills – English – By Ms. Anamika Sisodia How to improve legal writing skills Hindi – Tools and techniques – By Shri Awdhesh Gupta, Faculty Senior, MPSJA	Visit to Library of High Court – Introduction to Library, Library Material and Law Library – Guided by Shri Awdhesh Gupta, Faculty Senior, MPSJA
20.06.2018 (Wednesday)	Discussion on material/ recap of preceding day's learning – By Officers of the Academy	Kinds of suits generally instituted – Scrutiny of plaint, initial requisites for taking cognizance of a suit [Contd] – By Shri Vidhan Maheshwari, Assistant Director, MPSJA	Kinds of suits generally instituted – Scrutiny of plaint, initial requisites for taking cognizance of a suit, – By Shri Vidhan Maheshwari, Assistant Director, MPSJA	Parties to the suits and their representation by Pleaders/ Attorney/Agents – By Ms. Swati Bajaj, O.S.D., MPSJA	Legal writing skills - English – By Ms. Anamika Sisodia Legal writing skills – Hindi – Rules of basic Hindi grammar – By Shri Yashpal Singh, O.S.D., MPSJA	Visit to Library of High Court – How to use Law Library – Searching of a specific book in Library – Guided by Shri Awdhesh Gupta, Faculty Senior, MPSJA

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21.06.2018 (Thursday)	Discussion on material/ recap of preceding day's learning – By Officers of the Academy	Issuance and service of summons in Civil Matter [Contd] – By Smt. Sangeeta Yadav, Faculty Junior, MPSJA	Issuance and service of summons in Civil Matter – By Smt. Sangeeta Yadav, Faculty Junior, MPSJA	Discussion on law relating to consequence of non-appearance of parties (Order 9 CPC) – By Shri Yashpal Singh, O.S.D., MPSJA	Joint session on Legal writing skills – Important legal words in day to day usage- English to Hindi – By Smt. Sangeeta Yadav Faculty Junior, MPSJA	Visit to Library of High Court – How to use Law Library – Searching of specific query on legal topic and preparation of personal notes and personal digest – Guided by Shri Awdhesh Gupta, Faculty Senior, MPSJA
22.06.2018 (Friday)	Discussion on material/ recap of preceding day's learning –By Officers of the Academy	Return and rejection of plaint – By Shri Awdhesh Gupta, Faculty Senior, MPSJA	Written Statement, Counter – Claim and Set off – By Shri Yashpal Singh, O.S.D., MPSJA	Discussion on Section 89 CPC and Order 10 R 1A, 1B and 1C CPC – By Smt. Sangeeta Yadav, Faculty Junior, MPSJA	Time, Stress and Self Management [Contd] – By Brig. Ashok Kumar Jha, ZRO Jabalpur, DDGRTG, Jabalpur (Cantt.)	Time, Stress and Self Management – By Brig. Ashok Kumar Jha, ZRO Jabalpur, DDGRTG, Jabalpur (Cantt.)
23.06.2018 (Saturday)	Personality Development – Greetings, Introductions and first meetings – By Ms. Monika Anand, Grooming Expert, Indore	Personality development – Body language, Public Manners, Conduct and Decent Behavior – By Ms. Monika Anand, Grooming Expert, Indore	Personality development – Dining etiquettes – By Ms. Monika Anand, Grooming Expert, Indore	Personality development – Essential communication with Officials – By Ms. Monika Anand, Grooming Expert, Indore	Personality development – Dressing etiquettes – By Ms. Monika Anand, Grooming Expert, Indore	Personality development – Dressing etiquettes – By Ms. Monika Anand, Grooming Expert, Indore

Note:-

- (1) The participants may ask any question but please do not interrupt the speaker midway the lecture.
- (2) The Time Table is subject to change as per exigencies.
- (3) Use of Cell Phones in lecture room is strictly prohibited.
- (4) Yoga sessions shall be conducted every day from (19.06.2018) 7.00 am to 8.30 am in which participation is mandatory.

DIRECTOR