



## **PART-I**

### **SCHEME OF INDUCTION TRAINING COURSE FOR CIVIL JUDGES (ENTRY LEVEL) FOR THE FORTHCOMING BATCH (i.e. 2022 BATCH)**

#### **A. PARTICIPANTS**

A Judge who is recruited in the year 2022 as Civil Judge (Entry Level) as per the Madhya Pradesh Judicial Services (Recruitment and Conditions of Service) Rules, 1994 will be the participant of this course. It shall be mandatory for every Judge who has been recruited as Civil Judge (Entry Level) to participate and complete the Induction Training Course as per this Scheme. For the purpose of this Scheme, such Civil Judge (Entry Level) may be called as “Trainee Civil Judge”.

#### **B. NATURE OF TRAINING COURSE AND DURATION**

(i) Induction Training Course for Trainee Civil Judge shall be of two different natures i.e. (i) Field Training Course; and (ii) Institutional Training Course. During Field Training Course, the Judge shall be imparted field training as per this Scheme at his/her place of posting on being appointed as Civil Judge (Entry Level), whereas, Institutional Training Course shall be conducted at MPSJA or at the place as directed. Both training courses shall be scheduled in alternate (sandwich pattern) as per the break-up of total duration of training course.

(ii) The duration of Induction Training Course for Trainee Civil Judge shall be **Two Years** (24 months/ 104 weeks) in aggregate and break-up of this period in weeks shall be as under:

<b>Phase</b>	<b>Nature of Training Course</b>	<b>Break-up (duration in weeks)</b>
First Phase	Field Training Course	8 weeks
First Phase	Institutional Training Course	8 weeks
Second Phase	Field Training Course	36 weeks
Second Phase	Institutional Training Course	8 weeks
Final Phase	Field Training Course	36 weeks
Final Phase	Institutional Training Course	8 weeks

The duration of 8 weeks for First Phase of Field Training Course shall be reckoned from the date of joining at the place of posting on being appointed as Civil Judge (Entry Level) by the State Government. The duration and order of Field Training and Institutional Training of any phase may vary under exigencies.

### **C. FIELD TRAINING COURSE**

A Trainee Civil Judge shall be imparted Field Training in three different phases at his/her place of posting as follows:

#### **(1) FIRST PHASE FIELD TRAINING COURSE (8 weeks)**

The First Phase Field Training Course shall begin from the date of joining at the place of posting on being appointed as Civil Judge Class-II (Entry Level). In this Phase, the Training Course shall be as under:

##### **1<sup>st</sup> to 6<sup>th</sup> week**

##### **(i) Introduction of Court premises**

Introduction of all Courts and meeting with Presiding Judges of the Courts in the respective civil district and introduction of Ministerial Staff of the district establishment. Formal visit of Court premises includes various sections of the District Court (two days).

##### **(ii) Learning of administrative set up**

Learning of Establishment and Accounts Sections, receiving and dispatching of Dak, working of Statistical Writer (SW) including all

statements prepared and submitted in the light of relevant provisions contained in Civil Court Rules & Rules and Orders (Criminal) and under various administrative directions/ circulars of High Court (three days).

**(iii) Learning in Nazarat Section**

Learning in Nazarat Section in the light of relevant provisions contained in Civil Court Rules & Rules and Orders (Criminal), study of various Registers, formats and other records maintained and used in Nazarat Section (three days).

**(iv) Learning in Copying Section**

Learning in Copying Section in the light of relevant provisions contained in Civil Court Rules and Rules and Orders (Criminal), study of various Registers, formats and other records maintained and used in Copying Section (three days).

**(v) Learning in Malkhana Section**

Learning in Malkhana Section in the light of relevant provisions contained in Civil Court Rules and Rules and Orders (Criminal), procedure related to valuable property and disposal of property, study of various Registers, formats and other records maintained and used in Malkhana Section (three days).

**(vi) Visit of District Court Library and Computer Section**

Learning of various forms (formats) and Seals of Courts in the light of relevant provisions contained in Civil Procedure Code, 1908 (CPC), Criminal Procedure Code, 1973 (CrPC), Civil Court Rules and Rules and Orders (Criminal), procedure of procurement of stationary and forms from the Government Press. Also visiting Computer Section and learning about use of Technology and digitization (four days).

### **(vii) Learning in Record Room Section**

Learning in Record Room Section in the light of relevant provisions contained in Civil Court Rules and Rules and Orders (Criminal), procedure related to arrangements of various records, preservation and elimination of records. Study of various Registers, RR lists etc., formats and other records maintained and used in Record Room Section (three days).

### **(viii) Learning of Legal Aid, Lok-Adalat and Juvenile Justice System**

Visit of Office of the District Legal Services Authority (DLSA), Alternative Dispute Resolution (ADR) Centre, Mediation Centre and learning their functioning including conduction of LokAdalat in the light of the Legal Services Authorities Act, 1987, Visit of J.J. Board, Observation Home etc. (two days).

### **(ix) Learning from other stakeholders**

The Trainee Civil Judge shall visit the following departments in consultation with the appropriate authorities of concerned department:

#### **(a) Revenue Department/Panchayat**

This learning shall include visit of Offices of the District Collector, Superintendent of Land records, Sub-divisional Officer, Tehsildar, study of land records, various orders passed by the Revenue Authorities, case study of revenue cases under M.P. Land Revenue Code, 1959 Working of Gram/Janpad/Zila Panchayat (five days).

#### **(b) Police & Forest Departments**

This learning shall include visit of one or two Police Stations at district headquarters, study of lodging of FIRs, Case Diaries of investigations, maintaining of *Rojnamcha* etc., study of Police Manual. Also visit of forest office and study of investigation in forest offences etc. (four days).

**(c) Jail Department**

This learning shall include visit of Central or District Jail at district headquarters and study of Jail Manual. (one day).

**(d) Government Hospital/Local Bodies/Co-operative Societies**

This learning shall include visit of the Government Hospital at district headquarters, study of medico legal examination and preparation of MLCs Also visit of local bodies and co-operative societies, if any (two days).

**7<sup>th</sup> and 8<sup>th</sup> week**

(i) Learning of Civil Court's proceedings and Criminal Court's proceedings by sitting in the Court of Civil Judge Class-I or Class-II & Chief Judicial Magistrate/Addl. Chief Judicial Magistrate or Judicial Magistrate First Class at district headquarters (for one week)

- a. Learning of Civil Court's proceedings; shall include filing of plaint, issuance of process, filing and disposal of interlocutory applications, framing of issues, recording of evidence, hearing of arguments, judgments and orders, drawing of decree. And also preparation for hearing of cases at every stage, use of ADR and mediation, providing free legal aid and writing order-sheets of each stage, case management under Case Information System (CIS).
- b. Learning of Criminal Court's proceedings; shall include authorization of police/ judicial/transit remands (for this learning Trainee Civil Judge shall also sit with duty Magistrate for remand work on holidays), production of accused from jail, filing of challan (final report), filing and disposal of interlocutory applications including applications for bail and for interim disposal/ custody of seized property, recording of statements under section 164 CrPC, procedure of summons trial, warrant

trial, summary procedure, framing of charges, issuance of process including arrest warrants, recording of evidence, hearing of arguments, judgments and orders, drawing of warrants, compounding of offences, forfeiture of bail-bonds, providing free legal aid and also preparation for hearing of cases at every stage and writing order-sheets of each stage, case management under Case Information System (CIS).

c. Trainee Judges shall also learn the working of Reader and Execution Clerk by sitting with them for two days each during learning of Court's proceedings.

(ii) Learning of Civil Court's proceedings and Criminal Court's proceedings by sitting in the Court of Principal District & Sessions Judge/ Addl. District & Sessions Judge (for one week)

a. Learning of Civil Court's proceedings; shall include filing of Plaint, filing and disposal of interlocutory applications, framing of issues, recording of evidence, hearing of arguments, judgments and orders, drawing of decree. And also preparation for hearing of cases at every stage, use of ADR and mediation, providing free legal aid and writing order-sheets of each stage, case management under Case Information System (CIS).

b. Learning of Criminal Court's proceedings; shall include filing and disposal of interlocutory applications including applications for bail, procedure of trial, framing of charges, issuance of process including arrest warrants, recording of evidence, hearing of arguments, judgments and orders, drawing of warrants, forfeiture of bail-bonds, providing free legal aid and also preparation for hearing of cases at every stage and writing order-sheets of every stage, case management under Case Information System (CIS).

## **Residuary Period**

Additional period (if any) to the period of eight weeks of First Phase Field Training already undergone shall be treated as residuary period. During this period, the training course shall be as follows:

**(i) Study of disposed of cases:** This learning shall include study of records of disposed of cases in the Record Room and atleast one case has to be studied in a single day and prepare a note thereof.

**(ii) Sitting in Courts for additional period:** This learning shall include study of pending cases in the Court and prepare order sheets/ orders as per the progress of the case.

**(iii) Others:** Any other learning as per the direction of District and Sessions Judge.

## **(2) SECOND PHASE FIELD TRAINING COURSE (36 weeks)**

The Second Phase Field Training Course shall commence just after completion of First Phase Institutional Training Course at MPSJA. In this Phase the Training Course shall be as under:

### **1<sup>st</sup> to 32<sup>nd</sup> week**

(i) Learning of Civil Court's proceedings and Criminal Court's proceedings by sitting in the Court of Civil Judge Class-I or Class-II & Chief Judicial Magistrate/ Addl. Chief Judicial Magistrate or Judicial Magistrate First Class at district headquarters

a. Learning of Civil Court's proceedings; shall include filing of plaint, issuance of process, filing and disposal of interlocutory applications, framing of issues, recording of evidence, hearing of arguments, judgments and orders, drawing of decree. And also preparation for hearing of cases at every stage, use of ADR and mediation, providing free legal aid and writing order-sheets of every stage, case management under Case Information System (CIS).

- b. Learning of Criminal Court's proceedings: shall include authorization of police/ judicial/transit remands (for this learning, Trainee Civil Judge shall also sit with duty Magistrate for remand work on holidays), production of accused from jail, filing of challan (final report), filing and disposal of interlocutory applications including applications for bail and for interim disposal/ custody of seized property, recording of statements under section 164 CrPC, procedure of summons trial, warrant trial, summary procedure, framing of charges, issuance of process including arrest warrants, recording of evidence, hearing of arguments, judgments and orders, drawing of warrants, compounding of offences, forfeiture of bail-bonds, providing free legal aid. And also preparation for hearing of cases at every stage and writing order-sheets of each stage, case management under Case Information System (CIS)
- c. Learning of Special Courts Proceedings: shall include sitting with Special Judges of Court for trial of cases relating to former and sitting M.Ps. & M.L.As., NDPS Act, Electricity Act, POCSO Act, OAW and SC/ST (P.A.) Act, if any, for a period of one week.

### **33<sup>rd</sup>& 34<sup>th</sup> week**

Learning in Tehsil and district Court– A Trainee Civil Judge posted at district headquarters shall learn the working of Tehsil Court and vice versa on the same lines as was done in the 7<sup>th</sup> & 8<sup>th</sup> week of the First Phase Field Training Course

The Trainee Civil Judge shall sit with Senior Judge nominated by the Principal District & Sessions Judge, to observe the Court proceedings (one week).

In the second week, he will visit jail and police station for one day each, sections for three days and the sixth day he shall visit District Legal Services Authority/Tehsil Legal Services Authority.

### **35<sup>th</sup> & 36<sup>th</sup> week**

(i) Learning in sections of the district Court– The Trainee Civil Judges shall revisit the learning of following sections of the district Court in the light of First Phase Field Training as well as First Phase Institutional Training as under in the first week:

- a. Learning in Nazarat Section
- b. Learning in Copying Section
- c. Learning in Malkhana Section
- d. Learning in Record Room Section
- e. Learning in Computer
- f. Learning of administrative orders, circulars, memos etc. and statements

(ii) Learning of Legal Aid and Lok-Adalat

Learning of Alternative Dispute Resolution (ADR), Mediation process, conduction of Lok Adalat and Legal Literacy Camps (one week)

### **Residuary Period**

Additional period (if any) to the period of thirty six weeks of Second Phase Field Training already undergone shall be treated as residuary period. During this period the training course shall be as follows:

**(i) Study of disposed of cases:** This learning shall include study of records of disposed of cases in the Record Room and atleast one case has to be studied in a single day and prepare a note thereof

**(ii) Sitting in Courts for additional period:** This learning shall include study of pending cases in the Court and prepare order sheets/ orders as per the progress of the case

**(iii) Others:** Any other learning as per the direction of Principal District and Sessions Judge

### **(3) FINAL PHASE FIELD TRAINING COURSE (36 weeks)**

The Final Phase Field Training Course shall commence just after completion of Second Phase Institutional Training Course at MPSJA. In this Phase, the Training Course shall be as under:

#### **1<sup>st</sup> to 36<sup>th</sup> week**

#### **(i) Learning of Civil Court's proceedings and Criminal Court's proceedings by holding Court independently**

- a. **Learning of Civil Court's proceedings:** The Trainee Civil Judge shall be assigned, subject to the pendency at their headquarters, 50-100 cases of civil nature i.e. civil suits Class A & Class B, triable by Civil Judge Class-II including related miscellaneous cases (if any) and few execution cases
- b. **Learning of Criminal Court's proceedings:** The Trainee Civil Judge as Judicial Magistrate Second Class shall be assigned, subject to the pendency at their headquarters, 100-200 cases of criminal nature i.e. regular criminal trial triable by Judicial Magistrate Second Class including related miscellaneous cases (if any) and few criminal trials instituted upon complaint relating to offences triable by Judicial Magistrate Second Class

#### **(ii) Learning of other functioning of Courts and Judges: During this phase, the Trainee Civil Judge shall learn the following work by independent engagement:**

##### **a. Holding of Lok Adalat and participation in Legal Literacy Camps**

The Trainee Civil Judge may be engaged in legal awareness and other legal aid activities including Lok Adalats etc. Trainee Civil Judge may also hold Lok Adalat and participate in Legal Literacy Camps as per the direction of Principal District & Sessions Judge/ Chairman, District Legal Services Authority and under the guidance of the Secretary, District Legal Services Authority

**b. Learning of disposal of case property lying in the Malkhana**

During this phase, the Trainee Civil Judge may also be engaged in disposal of case property lying in the Malkhana as per the Cr.P.C. and Rules & Orders (Criminal) under the direction of Principal District & Sessions Judge/ Officer In-charge (OIC) of Malkhana

**c. Learning of elimination of disposed of records of judicial cases lying in the Record Room**

During this phase, the Trainee Civil Judge may also be engaged in elimination of disposed of records of judicial cases lying in the Record Room as per the Cr.P.C., C.P.C. and Rules & Orders (Criminal), Civil Court Rules under the direction of Principal District & Sessions Judge/ Officer In-charge (OIC) of Record Room

**d. Engagement for remand work on holidays**

During this phase, the Trainee Civil Judge, being Judicial Magistrate Second Class, may also be engaged in remand work (under section 167 Cr.P.C.) on holidays at respective headquarters and may exercise powers under section 167 Cr.P.C. in the matters which come under his/her jurisdiction as Judicial Magistrate Second Class

**e. Residuary Period**

Additional period (if any), to the period of thirty six weeks of Final Phase Field Training already undergone shall be treated as residuary period and during this additional period, the trainee judge shall continue the learning of Court's proceedings by holding court independently and other functioning of Courts and Judges

The trainee Judges, on every working Saturday in the post-lunch period, shall interact with the Officers of MPSJA through videoconferencing and other modes of communication regarding the problems faced by them as per cluster of district prepared by MPSJA.

#### **D. INSTITUTIONAL INDUCTION TRAINING COURSE**

A Trainee Civil Judge shall be imparted Institutional Training in three different phases at MPSJA (or at the place as directed) as follows:

##### **(1) FIRST PHASE INSTITUTIONAL TRAINING COURSE (8 weeks)**

A Trainee Civil Judge, after completion of First Phase Field Training Course of 8 weeks, shall participate in First Phase Institutional Training Course for 8 weeks at MPSJA. In this Phase, the Training Course shall be as under:

##### **1<sup>st</sup> to 8<sup>th</sup> week**

The institutional training course shall be conducted by organizing sessions/ programmes on the following subjects/ topics:

##### **(i) Ice breaking and Feedback sessions:**

- a. Oath of Judge, formal introduction, interaction on background, educational and other qualifications and experiences prior to induction in judicial services
- b. Feedback from field learning during First Phase Field Training Course etc.

##### **(ii) Court's set up and various sections of the court, court staff, business rules of the civil and criminal courts:**

- a. Hierarchy of courts, constitution of various courts, special courts, conferment of judicial powers
- b. Court's staff/ ministerial staff, their duties and functioning.
- c. Various sections of the court and their functioning [viz. Nazarat, Malkhana, Record Room, Copying, Stationary, Library, IT & Computer, Statistical (SW), Central Office etc.]
- d. Civil Court Rules & Rules and Orders (Criminal)

**(iii) Procedural laws and their applications**

- a. Civil Procedure Code, Criminal Procedure Code, Evidence Act, Specific Relief Act
- b. Special civil and criminal laws which provides procedure

**(iv) Practical/ exercises and simulations**

- a. **In civil matters:** Order sheet writing, framing of issues, recording of statements, orders writing on interlocutory applications (procedural), recording of evidence, writing of judgments, drawing of decrees and processes etc.
- b. **In criminal matters:** Order sheet writing, remand and bail orders, framing of charges, recording of statements, preparation of questionnaire for examination of accused, order writing on interlocutory applications (procedural), recording of evidence, writing of judgments, drawing of summons and warrants etc.

**(v) Law search and statute reading, group discussions**

- a. Practical exercises of law search and practice of statute reading
- b. Law of precedents, method of application of case laws
- c. Modern law search tools

**(vi) Study of demography and culture of State of Madhya Pradesh**

- a. Elementary knowledge of demography of Madhya Pradesh
- b. Elementary knowledge of diverse culture of Madhya Pradesh
- c. Ancient and modern Indian justice system and its ethical & moral values; illustrative anecdotes (allegory)

**(vii) Personality features as judge**

- a. **Court's language and communication & writing skills** – Language of the Subordinate Courts in Madhya Pradesh, legal glossary, writing skills in general and in judicial working, communication skills (Hindi and English)
- b. Physical education, health awareness and Yoga
- c. Attire and turn-out

**(viii) Attitude and aptitude**

- a. Study of national and social values, elimination of biases/ prejudices
- b. Judicial ethics and conduct
- c. Behavioral aspects of a judge

**(ix) Service rules**

- a. M.P. Civil Services (Conduct) Rules, 1965, M.P. Civil Services (Classification, Control and Appeal) Rules, 1966, Leave Rules, 1977, etc.
- b. Various Administrative Circulars and Orders

**(x) Information technology in courts**

- a. Court working under Case Information System (CIS)
- b. Various useful Software

**(xi) Field visit/ outing**

Visit to understand Indian legacy, rural and agricultural life style

**(2) SECOND PHASE INSTITUTIONAL TRAINING COURSE (8 weeks)**

A Trainee Civil Judge, after the completion of Second Phase Field Training Course of 36 weeks, shall attend Second Phase Institutional Training Course for 8 weeks at MPSJA. In this Phase, the Training Course shall be as under:

**1<sup>st</sup> to 8<sup>th</sup> week**

**(i) Feedback sessions**

- a. Feedback from field learning during Second Phase Field Training Course.
- b. Recap of learning from First Phase Institutional Training Course.

**(ii) Implementation of basic substantive laws**

As per curriculum of the Course, lectures and interactive sessions, group discussions etc. on substantive laws

**(iii) Procedural laws and their application, art and craft of judgment/ order writing**

- a. Civil Procedure Code, Criminal Procedure Code, Evidence Act, Specific Relief Act
- b. Special civil and criminal laws which provides procedure
- c. Art and craft of judgment/ order

**(iv) Practical/ exercises and simulations, court drill**

- a. Practical training on framing of issues, charges, recording of evidence, examination of accused, disposal of interim applications, writing of civil and criminal judgments, importance of landmark pronouncements of the Supreme Court and High Courts, notes thereon, principles laid down therein and the mode of citing case laws while writing of judgments/orders, group discussions etc.
- b. conduction of simulations and mock trials
- c. Preparation of short films/plays on legal issues
- d. Showing motivational/inspirational movies

**(v) Legal Aid and Lok Adalat, ADR including Mediation**

- a. Necessity and procedure of extending free legal aid
- b. Legal literacy, awareness camps etc.
- c. Alternative Dispute Resolution mechanism, Lok Adalat
- d. Mediation; Role as referral judge and judge-mediator
- e. Functioning of Legal Services Authorities

**(vi) Personality features as judge**

- a. **Court's language and communication & writing skills** – Language of the Subordinate Courts in Madhya Pradesh, legal glossary, writing skills in general and in judicial working, communication skills (Hindi and English), general reading.
- b. Physical education, health awareness and Yoga

**(vii) Attitude and aptitude**

- a. Study of national and social values, elimination of biases/ prejudices
- b. Judicial ethics and conduct
- c. Behavioral aspects of a judge; sessions based on individual need assessment, evaluation and impact assessment by personal interaction
- d. Leadership skills as judge

**(viii) Development of core judicial skills required for dispensation of justice**

- a. Sensitization and approach and change of mindset towards the poor and marginalized sections of the society, particularly women, children, old age and differently abled persons
- b. Constitutional vision of justice, basic human and fundamental rights of the individuals/citizens, fundamental duties

**(ix) Information technology in courts**

- a. Court working under CIS (Case Information System)
- b. Various useful Software

**(x) Administration and managerial skills**

- a. Management; Court, Time, Self and Stress
- b. Administrative functioning of judge

**(3) FINAL PHASE INSTITUTIONAL TRAINING COURSE (8 weeks)**

A Trainee Civil Judge, after the completion of Final Phase Field Training Course of 36 weeks, shall attend Final Phase Institutional Training Course for 8 weeks at MPSJA. In this Phase, the Training Course shall be as under;

**1<sup>st</sup> to 8<sup>th</sup> week**

**(i) Feedback sessions**

- a. Feedback from field learning during Final Phase Field Training Course
- b. Recap of learning from First & Second Phase Institutional Training Course.

**(ii) Implementation of basic substantive laws**

As per curriculum of the Course, lectures and interactive sessions, group discussions etc. on substantive laws

**(iii) Procedural laws and their application, art and craft of judgment/ order writing**

- a. Civil Procedure Code, Criminal Procedure Code, Evidence Act, Specific Relief Act
- b. Special civil and criminal laws which provides procedure
- c. Art and craft of judgment/ order

**(iv) Practical/ exercises and simulations, court drill**

- a. Practical training on recording of evidence, disposal of interim applications, writing of civil and criminal judgments
- b. conduction of simulations and mock trials
- c. Preparation of short films/plays on legal issues
- d. Showing motivational/inspirational movies

**(v) Need assessment, evaluation and impact assessment of field training**

- a. Group discussion and open interaction based on the judgments and orders of Final Phase Field Training submitted by the Trainee Judges
- b. Sessions based on individual need assessment, evaluation and impact assessment of field training by personal interaction.

**(vi) ADR including Mediation**

- a. Alternative Dispute Resolution mechanism, Lok Adalat
- b. Mediation; Role as referral judge and judge-mediator

**(vii) Public address, social media**

- a. Communication & writing skills (Hindi and English), Public address
- b. Effect of media reporting on judicial working, judge and social media

**(viii) Attitude, judicial ethics and conduct**

- a. Behavioral aspects of a judge; sessions based on individual need assessment, evaluation and impact assessment of by personal interaction.
- b. Judicial ethics and conduct

**(ix) Aptitude to discharge judicial function and development of core judicial skills required for dispensation of justice**

- a. Sensitization and change of mindset towards the poor and marginalized sections of the society, particularly women, children, old age and differently abled persons.
- b. Constitutional vision of justice, basic human and fundamental rights of the individuals/citizens, fundamental duties

**(x) Administration and managerial skills**

- a. Management; Court, Time, Self/Stress management etc.
- b. Leadership skills as judge, managerial skills
- c. Thoughtfulness, Yoga, Meditation
- d. Cleanliness of court room and court premises
- e. Arrangement of judicial work, physical verification of cases, priorities of cases, special efforts for old pending cases and cases of specified category
- f. Board (Judicial) Diary, posting of cases, block method, optimum utilization of resources for justice dispensation etc.

**(xi) Excursion**

Visit to understand the flora and fauna, eco-system, demography etc.

**ACCRETIVE PERIOD**

After the completion of Final Phase Institutional Training Course, the trainee judge shall continue learning of Court's proceedings by holding court independently and other functioning of Courts and Judges as of Final Phase Field Training Course till his/her posting in a regular court.

## **PART- II**

### **METHODOLOGY, RESOURCE PERSONS, FACULTIES AND COURSE CURRICULUM**

#### **A. METHODOLOGY**

- (i) The methodology of Induction and Orientation Training Course shall include;

##### **For Field Training Course;**

- a. Self learning, case studies, observation and practice
- b. Monitoring, assessment and guidance.

##### **For Institutional Training Course;**

- a. Lectures, speeches
  - b. Discussion (group or one-to-one), participative methods, presentation, case studies
  - c. Mock drill/ mock trials, simulation exercises and problem solving
  - d. Mentoring and need based coaching
  - e. Exhibitions of audio-visuals including films, Excursion, Open interaction
  - f. Information and Communication Technology (ICT) tools
  - g. Any other suitable methodology may be adopted for imparting judicial education and training
- (ii) The methodology of In-service/ Mid-career Judicial Educational programmes shall also be the same as that of Induction and Orientation Training Course as per the suitability

#### **B. RESOURCE PERSONS AND FACULTIES**

- (i) The resource persons and faculties shall include;
- a. Hon'ble Judges of the Supreme Court and High Courts

- b. Hon'ble Former Judges of the Supreme Court and High Courts
  - c. Faculty of the MPSJA
  - d. Judges of the District Judiciary (in-service and retired and on deputation)
  - e. Advocates, Academicians, Subject experts, Government Officers/ Employees as subject expert, eminent speakers
  - f. Other peer experts
- (ii) Any resources person or faculty may impart judicial education or training to the Trainee/ participant Judges of any cadre irrespective of their rank or grade or position.
- (iii) The Director, MPSJA may request and invite any Resource Person or Faculty for any Judicial Educational Programme or Training Course.

### **C. COURSE CURRICULUM**

The course curriculum for Induction Training Course for Civil Judges (Entry Level) – Appendix

## **PART-III**

### **CONDUCTION THROUGH ONLINE OR OTHER MODES OF TELECOMMUNICATION**

#### **A. INTRODUCTORY**

The Induction Training Course shall be conducted, as per the Scheme. The Scheme provides for detailed methodology to be adopted for imparting judicial education and training.

This methodology for conducting Course online or through other telecommunication modes is in addition to the methodology provided in the Scheme and shall be applied in a situation and circumstances where course cannot be conducted physically or where the course appears to be fit for being conducted online or through other modes of telecommunication.

#### **B. METHOD**

Online delivery of lectures, online exhibition of study material and practical exercises along with open interactive session will be the method of imparting education and training as per the following details:

- (i) Lectures will be delivered from the MPSJA live. Sessions may be conducted every day as per the schedule of the course or programme.
- (ii) Apart from the Live Streaming of lectures, sessions may be organized through video conferencing, applications such as Google Meet, Cisco Webex, etc.
- (iii) The lectures may be recorded and the recorded version of the lecture may also be made available to the participants as per requirement.
- (iv) Questionnaires, practical problems and exercises, as per the Scheme, may be provided through email or other modes of

telecommunication to the participants as per the schedule. Participants may ask their queries and doubts during the two way communication through video conferencing application or they may send their queries and problems via e-mail or other modes of telecommunication.

- (v) Reading and study material prepared by the MPSJA and resource persons will also be shared with the participants, apart from the official website of MPSJA, through email and other modes of telecommunication.

### **C. TECHNICAL ACCESSIBILITY**

- (i) User IDs and passwords of the participants shall be created by the MPSJA for online delivery of lectures.
- (ii) The live video lectures and recordings shall be made available only to these participants on the link available on official website of MPSJA i.e. [www.mpsja.mphc.gov.in](http://www.mpsja.mphc.gov.in).
- (iii) For connection through video conferencing applications participants shall be provided with joining link on their e-mail ID communicated to the Academy.
- (iv) Participants shall be required to remain available through e-mail and other modes of communication for receiving instructions issued by MPSJA from time to time.

### **D. CO-ORDINATION**

At the receiving end, the District & Sessions Judge shall ensure the necessary support, particularly on the following points:

- (i) During the period of any institutional training course, the participant shall be considered as undergoing training course at MPSJA. Thus, they are not to be assigned any other work which may deprive them from attending the course as per the schedule.

- (ii) Participant may be provided with the facility of one all-in-one desktop computer in a separate room/ V.C. room or any other appropriate place in the District Court premises to attend online course/programme comfortably. They may also utilize their own /laptop/tablet computers etc. It is advisable not to use cell phone.
- (iii) Participant may be provided with stationery and computer printing/ photo copy facility as per their requirement for the purpose of course or programme from the budgetary allocation made therefor.
- (iv) A Senior Judicial Officer of the district may be appointed as In-charge Training to supervise the conduction of course or programme at the participant's end.
- (v) The participants may be directed to receive User ID and Password (if any) as is provided by MPSJA and to receive schedule of the course well in advance and the same shall be communicated to the participants through their e-mail and/or posted on official website of MPSJA.
- (vi) The District & Sessions Judge shall ensure technical support and assistance of System Analyst and System Assistant/ Computer personal working under them

#### **E. GENERAL INSTRUCTIONS**

Necessary instructions regarding coursee conducted online or through other modes of telecommunication may be issued by the competent authority or Director, MPSJA time to time. The nomination order issued under the Scheme may also contain such instructions as per the nature of course.

## **PART- IV**

### **MISCELLANEOUS**

#### **I. NOMINATION**

A nomination order, general or specific, shall be issued by the competent authority for attending/ participating in each of the training course conducted as per this Scheme.

#### **II. DIRECTORATE OF MPSJA:**

Subject to the approval of the “Governing Council of Madhya Pradesh State Judicial Academy”, Training Courses as per this Scheme shall be conducted and organized under the direction of the Director, MPSJA.

#### **III. FIELD TRAININGS**

##### **1. Issuance of Field Training Programme:**

The District & Sessions Judge shall issue a Field Training Programme as per the Scheme immediately on posting of the Trainee Civil Judge and ensure imparting field training to any such Trainee Judge as per this Scheme.

##### **2. Designation of Courts for training:**

The District & Sessions Judge shall designate suitable Court(s) specifying the name of the Presiding Judge of such Courts in which the trainee Civil Judge shall be imparted field training for learning of Court's proceedings as per the Scheme. In case any such Presiding Officer of the designated Court is on leave or otherwise not available for such period, the Trainee Judge shall be imparted field training in the Court of In-charge Presiding Officer during such period.

### **3. Nomination of In-charge Training Judicial Officer:**

The District & Sessions Judge shall nominate a suitable Judicial Officer of Higher Judicial Services cadre, preferably senior officer posted at district headquarter as In-charge Training for supervision of Field Training of Trainee Civil Judges as per the Scheme. Such Judicial Officer may be called as “In-charge Training” for the purpose of this Scheme.

### **4. Coordination with other departments:**

The District & Sessions Judge, in consultation with the appropriate authorities, shall make arrangements in other departments for learning from other stakeholders as per the Scheme.

### **5. Assignment of Judicial work:**

The District & Sessions Judge shall assign judicial work to the Trainee Civil Judge during Field Training as per this Scheme. While assigning such work, Civil and Criminal cases pending at different stages of trial such as at the stage of issuance of process, framing of charges/issues, recording of evidence and final arguments etc. (which are otherwise legally transferable from one court to other) may be allotted to such Trainee Judge. For this purpose, concerned Judges/ Judicial Magistrates may be requested to select the cases carefully for being transferred to the Trainee Judges. Such allocation of judicial work shall be made in advance before commencement of respective Phase of field Training.

### **6. Assistance of Ministerial Staff:**

The District & Sessions Judge shall direct all concerned members of the Ministerial Staff to extend support and assist the Trainee Judge during Field Training. The District & Sessions Judge may depute competent officials from the ministerial staff to assist the Trainee Judge while imparting training in various sections of the

District Court.

### **7. Field Diary:**

Every Trainee Civil Judge shall maintain a Field Diary in given format. Field Diary shall contain only brief notes of day's learning. However, the Trainee Judge may prepare the detailed notes of their daily learning separately for reference in future.

Field Diary in prescribe format will be made available to the District & Sessions Judges by the MPSJA who shall provide the same to the Trainee Civil Judges on their joining in the district.

### **8. Periodical verification of Field Training:**

Every Trainee Civil Judge shall submit Field Diary for verification of daily learning to the Presiding Judge with whom such Trainee Judge is being imparted training by sitting in the Court and to the concerned In-charge Training for verification of daily/weekly learning as per the Scheme. Accordingly, the Presiding Judge and In-charge Training may guide the Trainee Judge. On completion of respective Phase of Field Training, Field Diary shall be submitted to the District & Sessions Judge who shall examine and record comments thereon. The District & Sessions Judge may also call the Field Diary at any time and if think necessary, instruct/guide the Trainee Judge.

### **9. Submission of Field Diary:**

Field Diary shall be presented at the time of Institutional Training of each phase at MPSJA and the same shall be finally submitted to the Director, MPSJA on completion of Final Phase Field Training course.

## **IV. INSTITUTIONAL TRAINING**

### **1. Adherence of joining rules and instructions:**

All the Trainee Judges shall strictly adhere the joining rules and instructions during Institutional Training organized at MPSJA or any

other place.

## **2. Instructions and directions:**

For conduction of Institutional Training organized at MPSJA or any other place, suitable and required instructions and directions may be issued from time to time by the competent authority and/or Director, MPSJA.

## **3. Schedule of the course:**

The Director, MPSJA shall prepare and issue the Schedule of the Institutional Training as per duration which shall be conducted according to Schedule.

## **4. Lodging and boarding:**

Lodging and boarding facilities may be provided during Institutional Training organized at MPSJA or any other place as per the norms/rules.

# **V. COMPLETION OF TRAINING**

## **1. Certificate of Participation**

The training courses shall be considered to be completed after the Trainee Judges have completed the prescribed duration of training course. On completion of Induction Training Course, the Director, MPSJA shall issue a Certificate of Participation to the Trainee Civil Judge.

## **2. Exemption and effect of absence**

- a. The Trainee Civil Judge, who has not attended a particular Induction Training Course (field and institutional both) for full prescribed period, such course shall be considered "incomplete".
- b. The Trainee Civil Judge, who has not joined or remained absent due to any reason or leave or granted exemption on his/her request from the respective Training Course for a maximum period of 1/4 of total duration prescribed for such Training Course or any Phase thereof, which shall be calculated on the basis of actual working days, may be directed

to attend similar Training Course or any Phase thereof again.

### **3. Submission of Report**

On completion of Induction Training Course by a Trainee Civil Judge, the Director, MPSJA shall prepare a report and same shall be submitted to the High Court.

### **VI. SAVINGS & REPEAL:**

- (i) Notwithstanding anything contained in this Scheme, the Chief Justice may direct to conduct or organize any training to the Trainee Judge or Judges in such a manner as may think appropriate.
- (ii) This Scheme is in addition to the "Scheme for Judicial Education and Training" (w.e.f. from 1<sup>st</sup> January, 2021).

**APPENDIX:** Course Curriculum for Induction Training Course for Civil Judges (Entry Level)

**Jabalpur**  
**28<sup>th</sup> July, 2022**

**ADDITIONAL DIRECTOR**  
**MPSJA**

*Approved by Hon'ble Chief Justice in the Governing Council  
Meeting held on 03.08.2022.*

**ADDITIONAL DIRECTOR**  
**MPSJA**

## **CURRICULUM OF INDUCTION/REFRESHER TRAINING COURSE FOR CIVIL JUDGES (ENTRY LEVEL)**

### **I. 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
  - (vii) Personality of a Judge
  - (viii) Standards of Judicial Conduct
  - (ix) Behaviour
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. Attitudinal Change in the Conduct and Behaviour of  
Judicial Officers
9. Canons of Judicial Ethics
10. Madhya Pradesh Civil Services (Conduct) Rules, 1965
11. Madhya Pradesh Civil Services (Classification, Control  
and Appeal) Rules, 1966
12. Recusal: (a) Desirable (b) Mandatory

### **II. ATTITUDE**

1. Constitutional Vision of Justice
  - (i) Making of Indian Constitution.
  - (ii) Role of District Judiciary under the Constitution – enabling provisions, practices, Case Law.
  - (iii) Protecting Constitutional Rights and values – Humanness, compassion, concern for the weak, self-disciplined, dignity, equality, moral courage, etc.
  - (iv) Constitutional Values.
  - (v) Role of Judicial system in bringing about social change.
2. Recognition and elimination of biases
  - (i) Recognizing hidden biases/ prejudices/ stereotypes (particularly relating to class, caste, gender, religion, region, language etc.).
  - (ii) Minimizing impact of bias on decision making.
3. Sensitization towards Marginalized or Underprivileged Classes such as poor, women, children, SC/ST, old age and disabled persons, Transgenders.
4. Fearlessness and Courage to embrace consequences of Right Decisions.
5. Timeliness, efficiency and efficacy in adjudication.
6. Simple Living and habit of Self-Assessment.
7. Circulars issued by the High Court.
8. Environment Protection – Environmental Protection Act – Air Act, Water Act, Forest Act, Wild Life (Protection) Act.
9. Enhancing Legal Aid and Access to Justice.
10. Victimology:
  - (i) Victims Constitutional and legal rights particularly in respect of compensation and rehabilitation thereof.
11. Human Rights

- (i) U.N. Conventions
  - (ii) Indian Constitution
  - (iii) Other Indian Statutes
  - (iv) Case laws
12. Judiciary as “guardian of rights”
  13. Witness protection
  14. Law and Poverty/Distributive Justice
    - (i) Impoverishment by Law-poverty and development
    - (ii) Analysis of socially beneficial legislation
    - (iii) Distributive justice
  15. Access to Justice
    - (i) Legal aid
    - (ii) Access to Justice for the underprivileged
    - (iii) Gram Nyayalaya Act, 2008
  16. Women and Law
    - (i) Status of women
    - (ii) Property Rights of women
    - (iii) Women in criminal law – Offenders & victims
    - (iv) Women at workplace
  17. Children and Law
    - (i) Status of children in India
    - (ii) Rights of children under the convention on protection of Child Rights
      - (a) Survival
      - (b) Development
      - (c) Protection
      - (d) Participation
    - (iii) Fundamental Rights and Directive Principles relating to children under the Constitution
    - (iv) Right and obligations towards children in family disputes
  18. Gender discrimination

- (i) LGBT
  - (ii) Discrimination against LGBT
  - (iii) S.377 IPC
  - (iv) Rights in live-in relationships
19. Disability
- (i) From disabled to differently abled
  - (ii) Convention on Persons with Disabilities and right to health under the Indian Constitution
  - (iii) The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995: Critical Issues
  - (iv) The National Trust for Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities Act, 1999: Critical Issues
  - (v) HIV/AIDS
20. Mental Health
- (i) Mental Healthcare Act, 2017 - An overview
  - (ii) Powers and duties Magistrates under MHA, 2017

### **III. SKILLS**

1. Leadership
  - (i) Team Building
  - (ii) Leading change
  - (iii) Strategies to deal with resistance
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
  - (vii) Verbal and Non-verbal communication
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
- (v) Gender norms in the workplace and beyond

6. Information and Communication Technology

- (i) Knowledge of operation of Computer System
- (ii) Using Ubuntu, Writer and allied applications
- (iii) Judis, Justis, e-mail and Internet Services
- (iv) Searching law with the help of e-journals
- (v) E-Courts – Functioning & procedures
- (vi) Use of Information and Communication Technology in Court
- (vii) Case Information System (CIS) and other allied softwares
- (viii) Use of video-conferencing

**IV. 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) Contract with Union and State Governments
  - (vii) Inconsistency between law made by the Parliament and State Legislature
2. Administrative Law – Principles of Natural Justice
3. Structure and Classification of courts

4. Administrative Structure of District Courts and Administrative Responsibilities of Judicial Officers
5. Code of Civil Procedure, 1908
  - (i) History and Jurisdiction of Civil Courts
  - (ii) Stages in a civil suit
  - (iii) Jurisdiction – S.9
  - (iv) Maintainability of suits – Order VII Rule II
  - (v) Issuance and service of summons – Order V
  - (vi) CPC Amendments – time Limits, production of documents
  - (vii) Parties to suits – Order I
  - (viii) Registration, rejection and return of plaint
  - (ix) Appearance of parties and consequences of non-appearance of parties
  - (x) Law of injunctions – Interim injunctions
  - (xi) Filing of the Written Statement
  - (xii) Amendment of pleadings
  - (xiii) Examination of parties and Settlement of disputes outside the Courts (S. 89 & O. 10-A)
  - (xiv) Stay of suits – (Section 10) and *res judicata* (Section 11)
  - (xv) Discovery and inspection – Order XI
  - (xvi) Interrogatories – Order XI, Rules I-II
  - (xvii) Admissions – Order XII, Rules 2 and 2A
  - (xviii) Settlement of issues – Order XIV, Rule 5
  - (xix) Recording of evidence
  - (xx) Bringing on Record Legal Representatives – Order XXII Rule 4
  - (xxi) Quick disposal of Interlocutory Applications
  - (xxii) Arrest and attachment before judgment – Order

XXXVIII, Rules 1 and 5

- (xxiii) Appointment of Receiver, Commissioner
  - (xxiv) How to exhibit the documents
  - (xxv) Recording of compromise
  - (xxvi) Decree – Preliminary decree and final decree
  - (xxvii) Execution Proceedings and Section 47 – How to deal with execution proceedings
    - (a) Stay of execution of decree
    - (b) Execution of decrees and orders – Order XXI
    - (c) Execution of money decrees
    - (d) Possession or occupancy of immovable property
  - (xxviii) Review – Order XLVII
  - (xxix) Inherent Powers
  - (xxx) Suits against Government
  - (xxxi) Suits by Indigent persons-Principles and Procedure
  - (xxxii) Suits by or against minor/ firm/ company/ corporation/ society/ trust
  - (xxxiii) Appointment of Commissioners – Order XXVI
6. Contract Act, 1872
  7. Court Fees Act, 1870
  8. Suits Valuation Act, 1897
  9. Gram Nyayalayas Act, 2008
  10. Indian Easements Act, 1882
    - (i) Easements – Its Imposition, Acquisition and Transfer
    - (ii) Lease & Licence – Difference between
  11. Indian Stamp Act, 1899
    - (i) Impounding of documents and other general principles of Stamp Act
  12. Registration Act, 1908

- (i) Sections 17 and 49
- 
- 13. I.P.R. Laws
    - (i) Copyrights Act
    - (ii) Trade Marks Act
    - (iii) Patents Act
  - 14. 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
    - (vi) Law Relating to Adoption
  - 15. Limitation Act, 1963
    - (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
  - 16. Madhya Pradesh Land Revenue Code, 1959

- (i) Important provisions relating to Madhya Pradesh Land Revenue Code
- 17. Madhya Pradesh Accommodation Control Act, 1961
- 18. Madhya Pradesh Civil Courts Act, 1961
  - (i) General provisions relating to Madhya Pradesh Civil Courts Act
- 19. Madhya Pradesh Civil Courts Rules, 1961
  - (i) Relevant provisions under Rules & Orders (Civil)
- 20. Specific Relief Act, 1963
  - (i) Suits for specific performance of contract – Necessary pleadings, issues, trial and judgment
  - (ii) Declaratory decrees
  - (iii) Preventive relief
- 21. Transfer of Property Act, 1882
- 22. Legal Services Authorities Act, 1987
- 23. Oaths Act, 1969
- 24. Right to Information Act, 2005

### **CRIMINAL LAWS:**

- 1. Principles of criminal liability
- 2. Inchoate Crimes
  - (a) Strict Liability      (b) Attempt
  - (c) Joint Liability      (d) Conspiracy
- 3. Punishment
  - (i) Meaning and types
  - (ii) Choosing appropriate sentence – Ss. 53-57 IPC
  - (iii) Imprisonment –
    - a) Prison reforms
    - b) Purpose and functions
    - c) Quantum of imprisonment

- d) Mandatory minimum sentence
- e) S. 428 – Set off
- f) Abuse in prison and need of supervision
- g) Rights of accused relating to sentencing
- (iv) Fines – Quantum, recovery
- (v) Compensation – S. 357 CrPC
- 4. Indian Penal Code
  - (i) General Explanation
  - (ii) General exceptions
  - (iii) Abetment
  - (iv) Criminal Conspiracy
  - (v) Unlawful Assembly
  - (vi) Contempt of the Lawful Authority of Public Servants
  - (vii) Offences against person and property triable by Magistrates
  - (viii) Offences relating to false evidence and offences against public justice
- 5. Code of Criminal Procedure, 1973
  - (i) Constitution of Criminal Courts
  - (ii) Jurisdiction
  - (iii) Stages in a criminal trial
  - (iv) Registration of FIRs, power u/s 156 (3)
  - (v) Powers of Magisterial Courts
  - (vi) Arrest, remand and custody of accused – Precautions to be observed
  - (vii) Law regarding Bail – Granting, refusal and cancellation
  - (viii) Statement and confession u/s 164
  - (ix) Jurisdiction of the Criminal Courts in Inquiries and

## Trials

- (x) Taking cognizance r/w powers u/s 173 (8)
- (xi) Provisions relating to limitation and cognizance of offences under police report/complaint cases and Section 210 of Code of Criminal Procedure
- (xii) Private complaints – Procedure
- (xiii) Procedure on first appearance of accused
- (xiv) Absconding accused – Procedure to be followed
- (xv) Issuance of process with reference to Sections 82 & 83 of Cr.P.C.
- (xvi) Committal of cases
- (xvii) Joint Trials/segregation of Trials
- (xviii) Framing of Charges, Framing of notice S.251
- (xix) Procedure in summary, summons and warrant trials and complaint cases
- (xx) Recording of evidence
- (xxi) Power to summon material witnesses and power to proceed against other persons appearing to be guilty of offence – Sections 311 and 319
- (xxii) Examination of accused u/s 313
- (xxiii) Appropriate sentence in criminal cases
- (xxiv) Suspension of sentence u/s 389 and 424
- (xxv) Disposal of property
- (xxvi) Plea Bargaining
- (xxvii) Withdrawal from prosecution and compounding of offences
- (xxviii) Law and Procedure relating to maintenance – Section 125
- (xxix) Proceedings against persons of unsound mind

- (xxx) Inquiry by Judicial Magistrate u/s 176(1A)
  - (xxxi) Forfeiture of bail bonds
  - (xxxii) Law relating to recovery of fine and compensation
  - (xxxiii) Bail and Bond, soundness of surety, acceptance of Bail Bond
  - (xxxiv) Statements u/s 161 and contradictions u/s 162
  - (xxxv) Rights of accused in trial
  - (xxxvi) Role and rights of Victims
6. Indian Evidence Act
- (i) Relevancy
  - (ii) Appreciation of Evidence – Civil & Criminal
  - (iii) Admission/Confession r/w S.27
  - (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) Presumptions
  - (xiii) Oral and Documentary Evidence
  - (xiv) Primary and Secondary Evidence
  - (xv) Admissibility of documents
  - (xvi) S.91 – Exclusion of oral evidence by documentary proof
  - (xvii) Estoppel
  - (xviii) Competency of the witnesses, child witnesses
  - (xix) Burden of Proof

- (xx) Contradictions and omissions
  - (xxi) Privileges
  - (xxii) Identification of person and property
  - (xxiii) Provisions relating to Electronic Evidence
  - (xxiv) Exhibition of documents
  - (xxv) Hostile witnesses
  - (xxvi) S. 165 – Power of court to put questions or order production
  - (xxvii) Forensic evidence
7. Arms Act, 1959
  8. Forest Laws
    - (i) Indian Forest Act, 1927
    - (ii) M.P. Kasht Chiran (Viniyaman) Adhiniyam, 1984
    - (iii) M.P. Van Upaj (Vyapar Viniyaman) Adhiniyam, 1969
    - (iv) M.P. Tendupatta (Vyapar Viniyaman) Adhiniyam, 1964
    - (v) Wild Life (Protection) Act, 1972
  9. Dowry Prohibition Act, 1961
  10. M.P. Excise Act, 1915
  11. Motor Vehicles Act, 1988 – Sentencing, Supurdagi, Recovery and Deposit of Fine
  12. Public Gambling Act, 1976
  13. Information Technology Act, 2000
    - (i) An overview of the Information Technology Act with reference to Evidence Act and Indian Penal Code
    - (ii) Cyber offences and penalties
  14. Juvenile Justice (Care & Protection of Children) Act,

## 2015 and Rules

- (i) Salient features of the Act, particularly related to the age determination by J.J. Board or Courts under the Act
15. Negotiable Instruments Act, 1881
  - (i) Salient features of the Negotiable Instruments Act with particular reference to the offence relating to dishonour of cheque
16. Police Act, 1861 and Regulations
  - (i) Important provisions of Police Act and Regulations
17. Probation of Offenders Act, 1958
  - (i) Sections 2 to 6 of the Act and relevancy of Section 360 Cr.P.C.
18. Immoral Traffic (Prevention) Act, 1956
19. M.P. Govansh Vadh Pratishedh Adhiniyam, 2004
20. Medical Termination of Pregnancy Act, 1971
21. N.D.P.S. Act, 1985
22. PC & PNDT Act, 1994
23. Prevention of Cruelty to Animals Act, 1960
24. Protection of Women from Domestic Violence Act, 2005
  - (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
25. 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

(viii) Ballistics science

26. 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

(vii) Autopsy – medico-legal aspects

27. Rules & Orders (Criminal)

(i) Relevant provisions under Rules & Orders (Criminal)

**GENERAL:**

1. Law of Precedents
2. Interpretation of Statutes
3. Service Rules dealing with Leave, L.T.C., T.A. & Income Tax etc.
4. Study of Important Pronouncements of Hon'ble Supreme Court & High Court of M.P.
5. Evaluation System – Meeting Targets whilst maintaining quality of adjudication





