



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

SCHEME FOR JUDICIAL EDUCATION AND TRAINING

(with effect from 1st January, 2021)

&

**SCHEME FOR SELF-APPRAISAL, IMPACT ASSESSMENT
AND PERFORMANCE EVALUATION**

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S T A T E M E N T

As resolved and approved by "Committee for Judicial Education & Training" (Committee No. 7), comprising of Hon'ble Shri Justice Sanjay Yadav, Acting Chief Justice & Patron, Hon'ble Shri Justice Sujoy Paul, Hon'ble Shri Justice Atul Sreedharan, Hon'ble Shri Justice Anand Pathak and Hon'ble Shri Justice Rajeev Kumar Dubey, in the meeting dated 21st December, 2020.

21st December, 2020
Jabalpur


(Ramkumar Choubey)
Director

SCHEME FOR JUDICIAL EDUCATION AND TRAINING



**MADHYA PRADESH STATE JUDICIAL ACADEMY
HIGH COURT OF M.P., JABALPUR
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(with effect from 1st January, 2021)**

OBJECT AND REASONS

The Madhya Pradesh State Judicial Academy, Jabalpur (hereinafter referred as “MPSJA”) is established for imparting judicial education and training to the Judges of the Subordinate Judiciary (District Judiciary). It aims at equipping the Judges with up-to-date knowledge of laws and also inculcating and developing in them the inherent qualities of a Judge to play the designated role effectively and efficiently in the justice delivery system. The primary object of the MPSJA is to impart judicial education and training to the Judges of the Subordinate Judiciary with a view to groom them into upright, impartial, erudite and diligent Judges.

That, pursuant to the Resolution adopted in the Chief Justices’ Conference, 2016, the National Judicial Academic Council (NJAC) has been established to promote the cause of Judicial Education; prescribe and approve academic calendars for State Judicial Academies (SJAs); promote the growth and availability of resources required for judicial training and education; co-ordinate and monitor the functioning of SJAs and; suggest methods for improving judicial education facilities and co-operation among SJAs. In pursuance thereto, it has been resolved that SJAs will submit annual academic calendars of their respective academies to NJAC for finalization. It has also been resolved that the annual calendars of SJAs be prepared in a manner that to the extent practicable, the distribution of subjects be divided in the ratio of 80:20 between pan India subjects and State specific subjects.

The MPSJA also imparts judicial education and training to other stakeholders of the justice delivery system which includes Advocates, Police, various departments of the State Government and persons engaged in the field of law and justice.

With the passage of time, new avenues have emerged in the field of judicial education and training with the advent of information technology necessitating improvisation of new methodology to impart education.

Therefore, a comprehensive scheme is required to achieve these thematic objectives.

THEME

The principal aim of the Induction and Orientation Trainings for the newly recruited Civil Judges (Entry Level) and District Judges (Entry Level) is to build a strong foundation for grooming them as Judges. The idea of training besides learning of functioning of Courts, is to infuse an ATTITUDE as to how to apply the law as an engine of Social Justice.

The central point of focus of the Induction and Orientation Trainings, therefore, is to inculcate or nurture 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. Further, In-service or Mid-career judicial education and training programmes are also aimed to keep the judges update with new and emerging laws as well as new challenges in the field of justice dispensation. Accordingly, the Induction and Orientation Training Courses as well as In-service or Mid career judicial education and training programmes have four necessary themes i.e. (i) Qualities (Ethics), (ii) Attitude, (iii) Skills and (iv) Knowledge.

(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 Courts under the Constitution and adherence to the Constitutional Vision of Justice; sensitivity to human problems, courtesy to litigants, witnesses, court staff, members of 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 and efficacy.

(iii) Skills:

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 qualitative justice.

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

Planning and Management – for timely justice; decision making; and communication; ensuring effective implementation of judicial orders, management of

Court, Case, Time, Stress, human resources, relationship with Bar, executive agencies, ministerial staff and other stakeholders.

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 State (local) laws.

PART-I

INDUCTION TRAINING COURSE FOR CIVIL JUDGES (ENTRY LEVEL)

A. PARTICIPANTS

A Judge who is recruited 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 One Year (12 months/ 52 weeks) in aggregate and break-up of this period in weeks shall be as under;

Phase	Nature of Training Course	Break-up (duration in weeks)
First Phase	Field Training Course	8 weeks
First Phase	Institutional Training Course	4 weeks
Second Phase	Field Training Course	12 weeks
Second Phase	Institutional Training Course	4 weeks
Final Phase	Field Training Course	18 weeks
Final Phase	Institutional Training Course	6 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 (Entry Level). In this Phase, the Training Course shall be as under:

1st and 2nd 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. (one day)

(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. (two 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. (one-two 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. (one day)

(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.(one day)

(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 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. (one day)

(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. (two 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 Lok Adalat in the light of the Legal Services Authorities Act, 1987, Visit to J.J. Board, Observation Home etc.(one-two days)

3rd week (seven days)

Learning from other stakeholders

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

(i) 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 and working of Gram/Janpad/Zila Panchayat. (three days)

(ii) Police & Forest Departments

This learning shall include visit of one or two Police Stations at district headquarters, study of lodgement 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. (two days)

(iii) Jail Department

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

(iv) 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. (one day)

4th, 5th, 6th, 7th and 8th weeks

(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 three consecutive weeks)

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 District & Sessions Judge/ Addl. District & Sessions Judge (for two consecutive weeks)

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 (12 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:

1st to 10th weeks

- (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 eight consecutive weeks)**
 - 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).

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

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 every 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).

11th and 12th weeks

(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:

Learning in Nazarat Section – two days

Learning in Copying Section – two days

Learning in Malkhana Section – two days

Learning in Record Room Section – two days

Learning in Computer Section – one day

(ii) Learning of administrative orders, circulars, memos etc. and statements

This learning shall include learning of various orders, circulars, memos etc. issued by the High Court and District Judge from time to time on administrative side regarding judicial as well as administrative works and shall also learn various statements and their preparation and scrutiny of correctness of statements. (one day)

(iii) Learning of Legal Aid and Lok-Adalat –

Learning of Alternative Dispute Resolution (ADR), Mediation process, conduction of Lok Adalat and Legal Literacy Camps. (two days)

Residuary Period

Additional period (if any) to the period of twelve 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 District and Sessions Judge.

(3) FINAL PHASE FIELD TRAINING COURSE (18 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:

1st to 18th weeks

(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 district headquarters, 25-50 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 district headquarters, 50-100 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 works 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 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 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 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 eighteen 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.

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 (4 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 4 weeks at MPSJA. In this Phase, the Training Course shall be as under:

1st to 4th 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 (4 weeks)

A Trainee Civil Judge, after the completion of Second Phase Field Training Course of 12 weeks, shall attend Second Phase Institutional Training Course for 4 weeks at MPSJA. In this Phase, the Training Course shall be as under:

1st to 4th 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.

(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 (6 weeks)

A Trainee Civil Judge, after the completion of Final Phase Field Training Course of 18 weeks, shall attend Final Phase Institutional Training Course for 6 weeks at MPSJA. In this Phase, the Training Course shall be as under:

(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.

(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 A
ORIENTATION TRAINING COURSE FOR
DISTRICT JUDGES (ENTRY LEVEL) DIRECTLY RECRUITED FROM THE BAR

A. PARTICIPANTS

A Judge who is recruited directly from the Bar as District Judge (Entry Level) as per the Madhya Pradesh Higher Judicial Services (Recruitment and Conditions of Service) Rules, 2017 will be the participant of this course. It shall be mandatory for every Judge who has been recruited directly from the Bar as District Judge (Entry Level) to attend and complete the Orientation Training Course as per this Scheme. For the purpose of this Scheme, such District Judge (Entry Level) may be called as "Trainee District Judge".

B. NATURE OF TRAINING COURSE AND DURATION

(i) Orientation Training Course for a Trainee District Judge shall be of two different natures i.e. (i) Field Training Course and (ii) Institutional Foundation Training Course. Each course shall be in two phases viz. Previous Phase and Final Phase.

During Field Training Course, the Trainee District Judge shall be imparted field training as per this Scheme at his/her place of posting on being appointed as District Judge (Entry Level) whereas, Institutional Foundation 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 Orientation Training Course for Trainee District Judge shall be **six months** (26 weeks) in aggregate and break-up of this period in weeks shall be as under:

Phase	Nature of Training Course	Break-up (duration in weeks)
Previous Phase	Field Training Course	8 weeks
Previous Phase	Institutional Foundation Training Course	4 weeks
Final Phase	Field Training Course	10 weeks
Final Phase	Institutional Foundation Training Course	4 weeks

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

C. FIELD TRAINING COURSE

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

(1) PREVIOUS PHASE FIELD TRAINING COURSE (8 weeks)

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

1st and 2nd week

(i) Introduction of Court premises

Introduction of all Courts and meeting with Presiding Judges of the courts in respective civil district and introduction of Ministerial Staff of the district establishment, formal visit of Court premises including various sections of the District Court. (one day)

(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 and Rules and Orders (Criminal) and under various administrative directions/ circulars of High Court. This learning shall include learning of various orders, circulars, memos etc. issued by the High Court and District Judge time to time on administrative side regarding judicial as well as administrative works, shall also learn various statements and their preparation and scrutiny of correctness of statements. (two days)

(iii) Learning in Nazarat Section

Learning in Nazarat 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 Nazarat Section. (one-two 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. (one day)

(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. **(one day)**

(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. **(one day)**

(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. **(two days)**

(viii) Learning of Legal Aid and Lok-Adalat

Visit of Office of the District Legal Services Authority (DLSA), Alternative Dispute Resolution (ADR) Centre, Mediation Centre and learning of their functioning including conduction of Lok Adalat in the light of Legal Services Authorities Act, 1987. **(one-two days)**

3rd week (seven days)

Learning from other stakeholders

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

(i) Revenue Department/Panchayat

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

(ii) Police & Forest Departments

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

(iii) Jail Department

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

(iv) 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 office of local bodies/Co-operative Societies, if any. (one day)

4th 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 (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 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 District 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 every stage, case management under Case Information System (CIS).

5th, 6th, 7th and 8th weeks

(i) Learning of Civil Court's proceedings and Criminal Court's proceedings by sitting in the Court of District & Sessions Judge/ Addl. District & Sessions Judge (for four consecutive weeks)

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 every 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).

(ii) Learning of Ministerial Work

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.

(iii) Residuary Period

Additional period (if any) to the period of eight weeks of Previous 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) FINAL PHASE FIELD TRAINING COURSE (10 weeks)

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

1st to 10th 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 District Judge shall be assigned, subject to the pendency at district headquarters, 10-20 cases of civil nature i.e. civil suits Class A & Class B, triable by District Judge, Motor Accident Claim cases, Land Acquisition cases, Regular Civil Appeal, Misc. Civil Appeal including related miscellaneous cases (if any) and few execution cases.

b. Learning of Criminal Court's proceedings; The Trainee District Judge as

Additional Sessions Judge shall be assigned, subject to the pendency at district headquarters, 20-30 cases of criminal nature i.e. sessions trial including related miscellaneous cases (if any) and few criminal appeals, revisions, bail applications.

(ii) Learning of other functioning of Courts and Judges

During this Phase, the Trainee District Judge shall learn by independent engagement the following works:

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

The Trainee District Judge may be engaged in legal awareness and other legal aid activities including Lok Adalats etc. Trainee District Judge may also hold Lok Adalat and participate in Legal Literacy Camps as per the direction of 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 District 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 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 District 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., Rules & Orders (Criminal) and Civil Court Rules under the direction of District & Sessions Judge/ Officer In-charge (OIC) of Record Room.

d. Engagement for urgent work on holidays

During this phase, the Trainee District Judge, being Additional Sessions Judge may also be engaged in urgent hearing work, if any, on holidays at respective headquarters.

e. Residuary Period

Additional period (if any) to the period of ten 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.

D. INSTITUTIONAL ORIENTATION TRAINING COURSE

A Trainee District Judge shall be imparted Institutional Training as Foundation Course in two phases at MPSJA (or at the place as directed) as follows:

(1) PREVIOUS PHASE FOUNDATION TRAINING COURSE (4 weeks)

A Trainee District Judge, after the completion of Previous Phase Field Training Course of 8 weeks, shall attend Foundation Training Course for 4 weeks at MPSJA. The Course shall be as under:

1st to 4th week

The Foundation 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 Previous 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 and Rules & Orders (Criminal).

(iii) Implementation of basic substantive laws

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

(iv) 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. Appeal (Civil and Criminal) and Revision (Criminal), Motor Accident Claim cases, Land Acquisition cases, Arbitration matters etc.

(v) Practical/ exercises and simulations: Art and craft of judgment/ order writing

- 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.

(vi) Law search and statute reading, group discussion

- 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.

(vii) 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).

(viii) Personality features as judge

- a. Court's language and communication & writing skills – Language of the Subordinate Courts in Madhya Pradesh.
- b. Physical education, health awareness and Yoga.
- c. Attire and turn-out.

(ix) 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.

(x) 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.

(xi) Information technology in courts

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

(xii) Field visit/ Excursion

- a. Visit to understand the flora and fauna, eco-system, demography etc.
- b. Visit to understand Indian legacy, rural and agricultural life style.

(2) FINAL PHASE FOUNDATION TRAINING COURSE (4 weeks)

A Trainee District Judge, after the completion of Final Phase Field Training Course of 10 weeks, shall attend Final Phase Foundation Training Course for 4 weeks at MPSJA. The Course shall be as under:

1st to 4th week

(i) Feedback sessions

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

(ii) Implementation of basic substantive laws

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

(iii) Procedural laws and their application

- a. Civil Procedure Code, Criminal Procedure Code, Evidence Act, Specific Relief Act.
- b. Special civil and criminal laws which provides procedure.
- c. Civil Court Rules and Rules & Orders (Criminal).
- d. Appeal (Civil and Criminal) and Revision (Criminal), Reference, Motor Accident Claim cases, Land Acquisition cases, Arbitration matters etc.

(iv) Practical/ exercises and simulations: Art and craft of judgment/ order writing

- a. In civil matters: writing of judgments, drawing of decrees in appeal matters, award in Motor Accident Claim cases, Orders and Order-sheets in such cases.
- b. In criminal matters: Orders on bail applications, framing of charges in sessions trial cases, recording of evidence, preparation of questionnaire for examination of accused, writing of judgments in sessions trial, criminal appeal, revision, drawing of warrants for sentence etc.
- c. Importance of landmark pronouncements of the Supreme Court and High Courts, notes thereon, principles laid down therein and the mode of citing case laws (precedents), while writing of judgments/orders, group discussions etc.

(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.
- f. Victim Compensation.

(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 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, 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.
- c. Management; Court, Time, Self and Stress.
- d. Administrative functioning of judge.

ACCRETIVE PERIOD

After the completion of Final Phase Foundation Training Course, the Trainee District 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 B
INSTITUTIONAL ADVANCE TRAINING COURSE FOR
DISTRICT JUDGES (ENTRY LEVEL) ON PROMOTION

A. PARTICIPANTS

A Judge who is appointed as District Judge (Entry Level) on promotion from the cadre of Civil Judge Senior Division as per the Madhya Pradesh Higher Judicial Service (Recruitment and Conditions of Service) Rules, 2017 will be the participant of this course. It shall be compulsory for every Judge who has been appointed as District Judge (Entry Level) on promotion from the cadre of Civil Judge Senior Division to participate and complete the Institutional Advance Training Course as per this Scheme. For the purpose of this Scheme, such District Judge (Entry Level) may be called as “Participant District Judge”.

B. NATURE OF TRAINING COURSE AND DURATION

(i) Institutional Advance Training Course for the participant District Judges shall be conducted only as Advance Training Course. This course shall be organized by the MPSJA as early as possible after the appointments of District Judges (Entry Level) on promotion from the Civil Judge Senior Division.

(ii) The duration of Advance Training Course for participant District Judge shall be four weeks. This duration of four weeks shall be reckoned from the date of commencement of such course at MPSJA. The duration of Advance Training Course may vary under exigencies.

(iii) Institutional Advance Training Course for the participant District Judges may be organized along with the Final Phase Foundation Training Course for the Trainee District Judges as per PART-II A of this Scheme.

C. CONDUCTION OF ADVANCE COURSE

A participant District Judge, after appointment as District Judges (Entry Level) on promotion from Civil Judge Senior Division shall participate in Advance Course at MPSJA for a period of four weeks. The Course shall be as under;

1st to 4th week

The Advance Training Course shall be conducted by organizing sessions/ programmes on the following subjects/ topics:

(i) Feedback sessions:

- a. Introduction, interaction on background, educational and other qualifications and experiences as Civil Judge.
- b. Feedback from field learning (if any) prior to joining the Course at MPSJA.

(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 applications

a. Civil Procedure Code, Criminal Procedure Code, Evidence Act, Specific Relief Act.

b. Special civil and criminal laws which provides procedure.

c. Civil Court Rules and Rules & Orders (Criminal).

d. Appeal (Civil and Criminal) and Revision (Criminal), Reference, Motor Accident Claim cases, Land Acquisition cases, Arbitration matters etc.

(iv) Practical/ exercises and simulations: Art and craft of judgment/ order writing

a. In civil matters: writing of judgments, drawing of decrees in appeal matters, award in Motor Accident Claim Cases, Orders and Order-sheets in such cases.

b. In criminal matters: Orders on bail applications, framing of charges in sessions trial cases, recording of evidence, preparation of questionnaire for examination of accused, writing of judgments in sessions trial, criminal appeal, revision, drawing of warrants for sentence etc.

c. Importance of landmark pronouncements of the Supreme Court and High Courts, notes thereon, principles laid down therein and the mode of citing case laws (precedents) while writing of judgments/orders, group discussions etc.

(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.

f. Victim Compensation.

(vi) Personality features as judge

a. Court's language and communication & writing skills – Language of the District 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 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, 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.
- c. Management; Court, Time, Self and Stress.
- d. Administrative functioning of judge.

PART- III
REFRESHER TRAINING COURSE FOR
CIVIL JUDGES (ENTRY LEVEL)

A. PARTICIPANTS

A Judge who has been posted in the Court after completing Induction Training Course for Civil Judges (Entry Level) and worked for at least one year in the Court with independent charge will be the participant of this course. For the purpose of this Scheme, such Civil Judge (Entry Level) may be called as "Participant Civil Judge".

B. NATURE OF TRAINING COURSE AND DURATION

(i) The Refresher Training Course for the Participant Civil Judge shall be conducted only as Institutional Training Course. This course shall be organized by the MPSJA as early as possible after working for at least one year in the Court with independent charge as Civil Judge (Entry Level).

(ii) The duration of Refresher Training Course for Civil Judge (Entry Level) shall be of one week (5-6 days). This duration of one week shall be reckoned from the date of commencement of such course at MPSJA.

C. CONDUCTION OF INSTITUTIONAL REFRESHER COURSE

The Institutional Refresher Course for the Civil Judge (Entry Level) shall be conducted as under:

One week

The Institutional Refresher Training Course shall be conducted by organizing sessions/ programmes on the following subjects/ topics:

(i) Feedback sessions

- a. Formal introduction, experiences of working with independent charge as Civil Judge.
- b. Feedback from field learning and identifying issues.

(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

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

(iv) Need based sessions

- a. Group discussion and open interaction based on judgments and orders submitted by participant Civil Judges.
- b. Sessions based on individual need assessment.
- c. Emerging trends in the field of law, recent dicta.

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

- a. Necessity and procedure of extending free legal aid.
- b. Alternative Dispute Resolution mechanism, Lok Adalat.
- c. Mediation; Role as referral judge and judge-mediator.

(vi) Attitude and aptitude

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

(vii) Information technology in courts

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

(viii) Administration and managerial skills

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

PART- IV
REFRESHER COURSE FOR DISTRICT JUDGES (ENTRY LEVEL)

A. PARTICIPANTS

A Judge who has been posted in the Court after completing Orientation Training Course for District Judges (Entry Level) directly recruited from the Bar as well as a Judge who has completed Institutional Advance Training Course for District Judges (Entry Level) appointed on promotion and worked for at least one year in the Court with independent charge will be the participant of this course. For the purpose of this Scheme, such District Judge (Entry Level) may be called as “Participant District Judge”.

B. NATURE OF TRAINING COURSE AND DURATION

(i) The Refresher Training Course for the Participant District Judge shall be conducted only as Institutional Training Course. This course shall be organized by the MPSJA as early as possible after the completion of working for at least one year in the Court as District Judge (Entry Level).

(ii) The duration of Refresher Training Course for District Judge (Entry Level) shall be of one week (5-6 days). This duration of one week shall be reckoned from the date of commencement of such course at MPSJA.

C. CONDUCTION OF INSTITUTIONAL REFRESHER COURSE

The Institutional Refresher Training Course for the participant District Judge (Entry Level) shall be conducted as under:

One week

The Institutional Refresher Training Course shall be conducted by organizing sessions/ programmes on the following subjects/ topics:

(i) Feedback sessions:

- a. Formal introduction, experiences of working with independent charge as District Judge.
- b. Feedback from field learning and identifying issues.

(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

- a. Civil Procedure Code, Criminal Procedure Code, Evidence Act, Specific Relief Act, Special civil and criminal laws which provides procedure.
- b. Appeal (Civil and Criminal), Revision (Criminal), Motor Accident Claim Cases, Arbitration matters, Land Acquisition cases, Sessions Trials.

(iv) Need based sessions

- a. Group discussion and open interaction based on the judgments and orders of submitted by the participant District Judges.
- b. Sessions based on individual need assessment.
- c. Emerging trends in the field of law, recent dicta.

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

- a. Necessity and procedure of extending free legal aid.
- b. Alternative Dispute Resolution mechanism, Lok Adalat.
- c. Mediation; Role as referral judge and judge-mediator.
- d. Victim Compensation.

(vi) Attitude and aptitude

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

(vii) Information technology in courts

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

(viii) Administration and managerial skills

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

PART- V

IN-SERVICE/ MID-CAREER JUDICIAL EDUCATIONAL PROGRAMMES

A. PARTICIPANTS

A Judge who is appointed as Civil Judge as per Madhya Pradesh Judicial Services (Recruitment and Conditions of Service) Rules, 1994 and as District Judge as per the Madhya Pradesh Higher Judicial Services (Recruitment and Conditions of Service) Rules, 2017 will be the participant of In-service/ Mid-career Judicial Educational Programmes. For the purpose of this Scheme, such Judge may be referred as "Participant Judge".

B. NATURE OF PROGRAMMES AND DURATION

- (i) A Refresher Course may be organized for Civil Judges (Class-I & Class-II) and District Judges (Entry level/ Selection Grade) on completion of five years of judicial service.
- (ii) The In-service/ Mid-career Judicial Educational Programmes for the participant Judges may be conducted at MPSJA or on regional basis.
- (iii) The In-Service/ Mid-Career Judicial Educational Programmes for the participant Judges may also be organized at other Institutions with their collaboration.
- (iv) The In-service/ Mid-Career Judicial Educational Programmes shall be of short-term duration.

C. CURRICULUM

The curriculum of In Service/ Mid-Career Judicial Educational Programmes shall be the same as that of Induction/Orientation/Advance Courses and may also include some new subject/topic relevant to the thematic objectives of the Scheme.

D. CONDUCTION OF IN-SERVICE/ MID-CAREER JUDICIAL EDUCATIONAL PROGRAMMES

- (i) In-service/ Mid-career Judicial Educational programmes may be conducted as Short-term Institutional Courses such as Workshops, Colloquia, Seminars, Retreats, Seed Programmes, Awareness Programmes etc.
- (ii) Such programmes may also be conducted as Special Courses and Specialized Educational Programmes.

PART- VI

JUDICIAL EDUCATIONAL PROGRAMMES FOR OTHER STAKEHOLDERS

A. PARTICIPANTS

Judicial Education Programmes for other stakeholders of justice dispensation system such as Advocates, Police Personnel, Forest Personnel, Prosecution Officers, Administrative Officers, Medical Experts, Ministerial Staff of High Court and Subordinate Courts etc. may be organized for short duration as per need.

B. NATURE OF PROGRAMMES AND DURATION

- (i) Judicial Education Programmes for other stakeholders may be organized alongwith the Judges of the subordinate Courts/Judicial Officers in line of In-Service/ Mid-Career Judicial Educational programmes for them.
- (ii) Judicial Education Programmes for other stakeholders may also be organized at the request of such other Departments subject to the approval of competent authority. MPSJA may also extend academic support to any such stakeholders.
- (iii) Judicial Education Programmes for other stakeholders shall be of short duration.

C. CURRICULUM

The curriculum of Judicial Education Programmes for other stakeholders shall be the same as that of In-service/ Mid-career Judicial Educational programmes of the Judges of the Subordinate Courts (District Judiciary) and may also include specific subject/topic as per the need.

D. CONDUCTION OF JUDICIAL EDUCATIONAL PROGRAMMES FOR OTHER STAKEHOLDERS

Such programmes may be conducted as Workshops, Colloquia, Seminars, Symposia, Retreats, Seed Programmes, Awareness Programmes, Specialized Programmes etc.

PART- VII-A METHODOLOGY, RESOURCE PERSONS, FACULTIES AND COURSE CURRICULUM

A. METHODOLOGY

(i) The methodology of Induction and Orientation Training Course shall includes:

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 as per Appendices shall be as under;

- (i) Induction Training Course and Refresher Course for Civil Judges – Appendix-1
(Entry Level)
- (ii) Orientation/Advance Training Course and Refresher Course for
District Judge (Entry Level) – Appendix- 2
- (iii) In-Service/ Mid Career Judicial Educational programmes – Appendix- 1
&
– Appendix- 2

(as per the cadre of participants and need of the programme)



PART-VII- B
CONDUCTION THROUGH ONLINE OR
OTHER MODES OF TELECOMMUNICATION

A. INTRODUCTORY

All Induction, Orientation, Advance and Refresher Courses and other Judicial Educational and Training Programmes shall be organized for the Civil Judges (Entry Level), District Judges (Entry Level), Judges of the Sub-ordinate Courts (District Judiciary) and other stakeholders etc. (herein referred as "participant") as per the Scheme. The Scheme provides for detailed methodology to be adopted for imparting judicial education and training.

This methodology for conducting courses and programmes 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 courses and programmes cannot be conducted physically or where any course or programme 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**.
- (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

a. For the Judges of the Subordinate Court (District Judiciary)

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 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/programme well in advance and the same shall be communicated to the participants through their e-mail and/or ported 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.

b. for other Stakeholders

The Authority/Department shall ensure all necessary support and arrangements when programme is conducted for officers of such department.

E. GENERAL INSTRUCTIONS

Necessary instructions regarding any course or programme 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 or programme.



PART- VIII
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/ judicial educational programme conducted as per this Scheme.

II. DIRECTORATE OF MPSJA:

Subject to the approval of the "Committee for Judicial Education and Training", all Judicial Education programmes and 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/ Trainee District 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/ Trainee District 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 and/or Trainee District 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/ Trainee District 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 and Trainee District 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/Trainee District Judges on their joining in the district.

8. Periodical verification of Field Training:

Every Trainee Civil Judge and Trainee District 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/ Participants shall strictly adhere the joining rules and instructions during Institutional Training and Judicial Educational programmes organized at MPSJA or any other place.

2. Instructions and directions:

For conduction of Institutional Training and Judicial Educational programmes 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 and Judicial Educational Programmes as per duration which shall be conducted according to Schedule.

4. Lodging and boarding:

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

V. COMPLETION OF TRAINING

1. Certificate of Participation

a. 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, Orientation Training Course and Advance Training Course respectively, the Director, MPSJA shall issue a Certificate of Participation to the Trainee Civil Judge/ Trainee District Judge.

b. The Director, MPSJA may issue Certificate of Participation to the participants of any judicial educational or training programme.

2. Exemption and effect of absence

a. The Trainee Civil Judge/Trainee District Judge, who has not attended a particular Induction Training Course/Orientation Training Course (field and institutional both) and Advance Training Course respectively for full prescribed period, such course shall be considered “incomplete”.

b. The Trainee Civil Judge/Trainee District 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 and Orientation Training Course by a Trainee District 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 judicial educational programme and/or training to any Judicial officer or officers or any stakeholders in such a manner as may think appropriate.

(ii) This Scheme shall repeal all other schemes relating to judicial education and training of Judges of the Subordinate Courts in the State of Madhya Pradesh.

(iii) Trainee Judges who have nominated for any training course prior to commencement of this Scheme or attended any phase of their training course under the old Scheme shall complete their training course, whether field or institutional, under the old Scheme itself.

APPENDICES

Appendix -1 : [Course Curriculum for Induction Training Course for Civil Judges (Entry Level)]

Appendix -2 : [Course Curriculum for Orientation/Advance Training Course for District Judges (Entry Level)]

Jabalpur

21st December, 2020

DIRECTOR

MPSJA

APPENDIX – 1
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, 1955: 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



APPENDIX – 2
CURRICULUM OF ORIENTATION/ADVANCE/REFRESHER TRAINING
COURSE FOR DISTRICT 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. Duties of Judge :
 - (i) Punctuality
 - (ii) Transparency
 - (iii) Accountability
 - (iv) Expeditious and Fair Decisions
 - (v) Order and Decorum in the Court
3. Restatement of Values, 1992
4. Responsiveness to stakeholders as a Judge
 - (i) Litigants
 - (ii) Lawyers
 - (iii) Staff
 - (iv) Victims/witnesses
5. Adherence to the Ideals of the Judicial Oath under Schedule 3 of the Constitution of India
6. Attitudinal Change in the Conduct and Behaviour of Judicial Officers
7. Canons of Judicial Ethics
8. Madhya Pradesh Civil Services (Conduct) Rules, 1965
9. Madhya Pradesh Civil Services (Classification, Control and Appeal) Rules, 1966
10. Recusal: (a) Desirable (b) Mandatory

II. ATTITUDE

1. Constitutional Vision of Justice
 - (i) Role of District Judiciary under the Constitution – enabling provisions, practices, Case Law
 - (ii) Protecting Constitutional Rights and values – Humanness, compassion, concern for the weak, self-disciplined, dignity, equality, moral courage, etc.

- (iii) 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. Enhancing Legal Aid and Access to Justice
- 7. Victimology:
 - (i) Victims Constitutional and legal rights particularly in respect of compensation and rehabilitation thereof
- 8. Environment Protection – Environmental Protection Act, 1986; Air Act, 1981; Water Act, 1974; Forest Act, 1927; Wild Life (Protection) Act, 1972
- 9. Human Rights
 - (i) U.N. Conventions
 - (ii) Indian Constitution
 - (iii) Other Indian Statutes
 - (iv) Case laws
- 10. Judiciary as “guardian of rights”
- 11. Witness protection
- 12. Law and Poverty/Distributive Justice
 - (i) Impoverishment by Law-poverty and development
 - (ii) Analysis of socially beneficial legislation
 - (iii) Distributive justice
- 13. Access to Justice
- 14. Women and Law
 - (i) Status of women
 - (ii) Property Rights of women
 - (iii) Women in criminal law – Offenders & victims
 - (iv) Women at workplace
- 15. 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
- 16. Gender discrimination
 - (i) Discrimination against LGBT
 - (ii) S.377 IPC
 - (iii) Rights in live-in relationships
- 17. 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, 1955: 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
- 18. 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) Language - Comprehension and Expression
 - (ii) Writing Speaking Orders
 - (iii) Judgment Writing – Civil & Criminal
 - (iv) 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
 - (x) Judgment in appeal and revision
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) Fundamental Duties
 - (v) Contract with Union and State Governments
 - (vi) 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) Registration, rejection and return of plaint
 - (ii) Service of summons
 - (iii) Suits by indigent person – Principles and procedure
 - (iv) Res Judicata
 - (v) Law of Injunction – Interim injunctions
 - (vi) Inherent powers
 - (vii) Framing of issues
 - (viii) Substitution of Legal Representatives
 - (ix) Recording of compromise
 - (x) Decree – Preliminary and final
 - (xi) Execution proceedings
 - (xii) Order 41 and particularly the provisions regarding Additional evidence and Additional documents.
6. Contract Act, 1872
7. Court Fees Act, 1870
8. Suits Valuation Act, 1897
9. Indian Easements Act, 1882
 - (i) Easements – Its Imposition, Acquisition and Transfer
 - (ii) Lease & Licence – Difference between
10. Indian Stamp Act, 1899
 - (i) Impounding of documents and other general principles of Stamp Act

11. Registration Act, 1908
 - (i) Sections 17 and 49
12. I.P.R. Laws
 - (i) Copyrights Act, 1957 (ii) Trade Marks Act, 1958
 - (iii) Patents Act, 1970
13. 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
14. Limitation Act, 1963
15. Madhya Pradesh Land Revenue Code, 1959
 - (i) Important provisions relating to Madhya Pradesh Land Revenue Code
16. Madhya Pradesh Accommodation Control Act, 1961
 - (i) General Provisions of Accommodation Control Act with specific reference to Sections 12, 13 & 23
17. Madhya Pradesh Civil Courts Act, 1961
 - (i) General provisions relating to Madhya Pradesh Civil Courts Act, 1972
18. Madhya Pradesh Civil Courts Rules, 1961
 - (i) Relevant provisions under Rules & Orders (Civil)
19. Specific Relief Act, 1963
20. Transfer of Property Act, 1882
21. Legal Services Authorities Act, 1987
22. Right to Information Act, 2005
23. Motor Vehicles Act, 1988
 - (i) The provisions of interim compensation under the principle of 'No Fault Liability'
 - (ii) Liability of owner, driver and Insurance Company
 - (iii) Principles of Multiplier
 - (iv) Disbursement of compensation
 - (v) Rate of interest on compensation amount
 - (vi) Compensation under Sections 163-A and 166

- (vii) Gratuitous passenger
- 24. Arbitration and Conciliation Act, 1996
- 25. Land Acquisition Laws
- 26. Indian Succession Act, 1925
- 27. Municipal Laws – Election Petitions
- 28. M.P. Public Trusts Act, 1951
- 29. M.P. Money Lenders Act, 1934
- 30. Family Courts Act, 1984 – Law of marriage and divorce, maintenance, custody and guardianship
- 31. Labour and Industrial Laws

CRIMINAL LAWS:

- 1. Principles of criminal liability
- 2. Punishment
 - (i) Sentencing policy
 - (ii) Fines – Quantum, recovery
 - (iii) Compensation – S.357 CrPC
- 3. Indian Penal Code
 - (i) Offences relating to false evidence and offences against public justice
 - (ii) Various offences triable by Court of Session
- 4. Code of Criminal Procedure, 1973
 - (i) Constitution of Criminal Courts
 - (ii) Joint Trials/segregation of Trials
 - (iii) Absconding accused – Procedure
 - (iv) Framing of Charges
 - (v) Recording of evidence
 - (vi) Power to summon material witnesses and power to proceed against other persons appearing to be guilty of offence – Sections 311 and 319
 - (vii) Examination of accused under Section 313
 - (viii) Suspension of sentence u/s 389 and 424
 - (ix) Disposal of property
 - (x) Bail and Anticipatory bail
 - (xi) Forfeiture of bail bonds
 - (xii) Law relating to recovery of fine and compensation
 - (xiii) Statements u/s 161 and contradictions u/s 162

- (xiv) Rights of accused in trial
 - (xv) Role and rights of Victims
 - (xvi) Orders under Section 232
 - (xvii) Remand of cases
 - (xviii) Appeal and revision
6. Indian Evidence Act, 1872
- (i) Marshalling and appreciation of Evidence – Civil & Criminal
 - (ii) Admission/Confession r/w S.27
 - (iii) Credibility of witness
 - (iv) Dying Declaration
 - (v) Examination of witnesses
 - (vi) Recording and appreciation of expert witnesses
 - (vii) Falsity of defence
 - (viii) Impeachment of credit of evidence
 - (ix) Motive
 - (x) Presumptions
 - (xi) Estoppel
 - (xii) Competency of the witnesses, child witnesses
 - (xiii) Burden of Proof
 - (xiv) Contradictions and omissions
 - (xv) Identification of person and property
 - (xvi) Provisions relating to Electronic Evidence
 - (xvii) Evidence in trap cases
 - (xviii) S. 165 – power of court to put questions or order production
 - (xix) Forensic evidence
7. 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
8. Juvenile Justice (Care & Protection of Children) Act, 2015 and Rules
- (i) Salient features of the Act, particularly related to the age determination by Courts under the Act
9. Probation of Offenders Act, 1958
- (i) Sections 2 to 6 of the Act and relevancy of Section 360 Cr.P.C.

10. Immoral Traffic (Prevention) Act, 1956
11. N.D.P.S. Act, 1985
12. Protection of Women from Domestic Violence Act, 2005
13. Prevention of Corruption Act, 1988
14. Electricity Act, 2003
15. 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
16. 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
17. 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



**SCHEME FOR SELF-APPRAISAL, IMPACT ASSESSMENT AND
PERFORMANCE EVALUATION**



**MADHYA PRADESH STATE JUDICIAL ACADEMY
HIGH COURT OF M.P., JABALPUR
SCHEME FOR SELF-APPRAISAL, IMPACT ASSESSMENT AND
PERFORMANCE EVALUATION**

(with effect from 1st January, 2021)

OBJECT

As per the Scheme for Judicial Education and Training, it shall be mandatory for every Civil Judge (Entry Level) to attend and complete the Induction Training Course for a period of one year (12 months/52 weeks) and for every District Judge (Entry Level) recruited directly from the Bar to attend and complete the Orientation Training Course for a period of six months (26 weeks) as per the said Scheme. According to the Scheme, the aforementioned training courses are being imparted in two different natures i.e Field Training and Institutional Training. After the completion of the Training Course, District & Sessions Judge concerned has to submit a report, whereas, the Director, MPSJA has to submit a report regarding completion of Institutional Training. However, there is no structured scheme for performance evaluation of the trainee Judge and impact assessment of the training course for being considered suitability of such Trainee Judge for posting in the Court with independent charge.

The Committee for "Overall Working of Judicial Officers' Training and Research Institute (MPSJA) and all matters relating thereto" (Committee No.7), has resolved in its meeting dated 28.11.2019 that Director, MPSJA shall prepare scheme for impact assessment of institutional and field training that is being imparted to newly appointed District Judges (Entry Level) directly appointed from Bar and newly appointed Civil Judges (Entry Level).

Therefore, a scheme for self appraisal, impact assessment and performance evaluation is required to achieve these objectives. Hence, this "Scheme" namely; "Scheme for Self Appraisal, Impact Assessment and Performance Evaluation".

APPLICATION

This Scheme is applicable to the Civil Judge (Entry Level) recruited as per the Madhya Pradesh Judicial Services (Recruitment and Conditions of Service) Rules, 1994 and District Judge (Entry Level) recruited directly from the Bar as per the Madhya Pradesh Higher Judicial Services (Recruitment and Conditions of Service) Rules, 2017.

For the purpose of this Scheme the Civil Judge (Entry Level) and District Judge

(Entry Level) recruited directly from the Bar may be referred as “Trainee Civil Judge” and “Trainee District Judge” respectively.

In this Scheme, the “Scheme for Judicial Education and Training” is referred as “Training Scheme”.

SELF-APPRAISAL

a. The Trainee Civil Judge after completion of the Induction Training Course and Trainee District Judge after completion of the Orientation Training Course as per the Training Scheme shall submit Self-Appraisal Report (SAR) to the Director, MPSJA.

b. The Trainee Civil Judge shall submit Self Appraisal Report (SAR) in prescribed format **Proforma- A** and Trainee District Judge shall submit Self-Appraisal Report (SAR) in prescribed format **Proforma- B**.

IMPACT ASSESSMENT AND PERFORMANCE EVALUATION

A. Field Training:

(i) The District & Sessions Judge may observe and inspect or may direct the concerned Judicial Officer who is deputed as In-charge Training as per the Training Scheme to observe and inspect the work of the Trainee Judge during field training course during each phase and shall forward the general comments of informative nature regarding impact of field training of each phase to the Director, MPSJA who shall consider the same while assessing the impact of training.

(ii) The Director/Judicial Officers of MPSJA may observe and inspect the Field Diary maintained by the Trainee Judge as per the Training Scheme while assessing the impact of training of each phase.

B. Institutional training:

During all phases of Induction course and Orientation course as per the Training Scheme, respectively;

(i) The Director, MPSJA may observe and inspect or may direct any Judicial Officer of the MPSJA to observe and inspect the work and performance of the Trainee Judge during institutional training course.

(ii) While observing and inspecting the work and performance of the Trainee Judge during institutional training course, the draft of exercises, orders, judgments, performance in simulation/mock drill, responsiveness, promptness, aptitude etc. may be taken in to consideration.

(iii) The Trainee Judge shall be given questionnaire on daily or weekly basis on particular day's or week's learning who shall submit the solutions/answers thereon. Judicial Officers of MPSJA shall examine the same and assess the impact of training.

(iv) The Director, MPSJA may direct any Judicial Officer of the MPSJA to observe the Trainee Judge discretely generally as well as on the following points such as; adherence

of joining rules of MPSJA, punctuality, resourcefulness, interpersonal relationship, discipline, general behaviour, attitude, cognition, etc.

(v) The Officer of MPSJA concern, shall submit a Note on the impact assessment and performance of to the Trainee Judge.

REPORT

On the basis of Self Appraisal Report (SAR) submitted by the Trainee Judge, comments received from the District & Sessions Judge (if any) as well as the Note submitted by the Faculty of MPSJA, the Director, MPSJA on the basis of such observation and inspection shall prepare an "Impact Assessment and Performance Evaluation Report" in the given format containing impact assessment and performance evaluation along with opinion of the training imparted to the Trainee Judge as "Satisfactory" or "Not-satisfactory".

ANNEXURES

Proforma-A [Self Appraisal Report by Trainee Civil Judge]

Proforma-B [Self Appraisal Report by Trainee District Judge]

Proforma-C [Impact Assessment and Performance Evaluation Report]

Jabalpur

21st December, 2020

DIRECTOR

MPSJA

INDUCTION TRAINING COURSE FOR CIVIL JUDGES (ENTRY LEVEL)

SELF APPRAISAL REPORT

(To be filled in by the Trainee Civil Judge)

PERSONAL DETAILS

Name :

Designation :

Place of posting :

Educational qualifications :

Date of joining :

Period of absence from training course : Casual leave Optional leave
Vacations Earned leave
Journey period Commuted leave
Training Other

Training course details : **Field Training Course:**
First Phase: From to
Residuary Period: From to
Second Phase: From to
Residuary Period: From to
Final Phase: From to
Institutional Training Course:
First Phase: From to
Second Phase: From to
Final Phase: From to

A. Field Training Course

Assess your performance on following parameters :

- 1. Punctuality
.....
.....
- 2. Sincerity
.....
.....

3. Absence from training, if any (reasons)

.....
.....

4. Inter-personal Relationship

.....
.....

5. Health and Personal well-being

.....
.....

6. Learning of law and procedure

a. Learning from other departments :

.....
.....

b. Learning from sections :

.....
.....

c. Learning from Court Proceedings :

.....
.....

d. Learning from disposed off case files :

.....
.....

e. Give two instances of learning experience during independent holding of Court.

.....
.....

f. Difficulties, if any, faced during Field Training.

.....
.....

7. Work done statement:

**STATEMENT SHOWING WORK DONE
DURING FINAL PHASE OF FIELD TRAINING COURSE**

CLASS OF CASES	NO. OF ALLOTTED CASES	NO. OF DISPOSAL	
		CONTESTED	UNCONTESTED
CIVIL SUITS CLASS "A"			
CIVIL SUITS CLASS "B"			
CIVIL EXECUTIONS			
MISC. CIVIL CASES			
REGULAR CRIMINAL CASES			
MISC. CRIMINAL CASES			
ANY OTHER WORK			
TOTAL			

**Signature
Trainee Civil Judge**

VERIFICATION

**Signature
In-charge Training**

B. Institutional Training Course

Assess your performance on following parameters :

1. Punctuality

.....

2. Sincerity

.....

3. Absence from training, if any (reasons)

.....

4. Inter-personal Relationship

.....

5. Health and Personal well-being

.....
.....

6. Learning of law and procedure

.....

7. Difficulties, if any, faced during Institutional Training

.....

8. Statement showing work done during Institutional Course

**STATEMENT SHOWING WORK DONE
DURING FINAL PHASE OF INSTITUTIONAL TRAINING COURSE**

TYPES OF EXERCISES	NO. OF EXERCISES GIVEN	DATE OF SUBMISSION	REMARKS
Case study work/ writing orders, judgments etc.			
Mock drill, presentations, group discussions participated etc.			

Note: Additional sheets may be attached if needed.

**Signature
Trainee Civil Judge**

VERIFICATION

**Signature
In-charge Judicial Officer
of MPSJA**

3. Absence from training, if any (reasons)

.....
.....

4. Inter-personal Relationship

.....
.....

5. Health and Personal well-being

.....
.....

6. Learning of law and procedure

a. Learning from other departments :

.....
.....

b. Learning from sections :

.....
.....

c. Learning from Court Proceedings :

.....
.....

d. Learning from disposed off case files :

.....
.....

e. Give two instances of learning experience during independent holding of Court.

.....
.....

f. Difficulties, if any, faced during Field Training

.....
.....

7. Work done statement:

**STATEMENT SHOWING WORK DONE
DURING FINAL PHASE OF FIELD TRAINING COURSE**

CLASS OF CASES	NO. OF ALLOTTED CASES	NO. OF DISPOSAL	
		CONTESTED	UNCONTESTED
CIVIL SUITS CLASS "A"			
CIVIL SUITS CLASS "B"			
CIVIL EXECUTIONS			
MISC. CIVIL CASES			
MOTOR ACCIDENT CLAIM CASES			
REGULAR CIVIL APPEALS			
MISC. CIVIL APPEALS			
SESSIONS TRIAL CASES			
MISC. CRIMINAL CASES			
CRIMINAL APPEALS			
CRIMINAL REVISIONS			
BAIL APPLICATIONS			
ANY OTHER WORK			
TOTAL			

**Signature
Trainee District Judge**

VERIFICATION

**Signature
In-charge Training**

B. Institutional Training Course

Assess your performance on following parameters :

1. Punctuality

.....
.....

2. Sincerity

.....
.....

3. Absence from training, if any (reasons)
.....
.....
4. Inter-personal Relationship
.....
.....
5. Health and Personal well-being
.....
.....
6. Learning of law and procedure
.....
7. Difficulties, if any, faced during Institutional Training
.....
8. Statement showing work done during Institutional Course

**STATEMENT SHOWING WORK DONE
DURING FINAL PHASE OF INSTITUTIONAL TRAINING COURSE**

TYPES OF EXERCISES	NO. OF EXERCISES GIVEN	DATE OF SUBMISSION	REMARKS
Case study work/ writing orders, judgments etc.			
Mock drill, presentations, group discussions participated etc.			

Note: Additional sheets may be attached if needed.

**Signature
Trainee District Judge**

VERIFICATION

**Signature
In-charge Judicial Officer
of MPSJA**



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

**IMPACT ASSESSMENT AND
PERFORMANCE EVALUATION**

REPORT

DESCRIPTION OF THE TRAINEE CIVIL JUDGE

Name :

Designation :

Place of Posting :

Date of Joining :

Details of the Training Course attended : **Field Training Course:**
 First Phase: From.....to
 Residuary Period: From..... to
 Second Phase: From.....to
 Residuary Period: From.....to
 Final Phase: From.....to
Institutional Training Course:
 First Phase: From.....to
 Second Phase: From.....to
 Final Phase: From.....to

A. FIELD TRAINING COURSE

Assessment on the basis of Self Appraisal, Field Diary and comments of the District & Sessions Judge (if any) :

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B. INSTITUTIONAL TRAINING COURSE

(a) Observation and inspection:

I. General observation

i. Adherence of joining rules of MPSJA

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ii. Punctuality

.....
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iii. Resourcefulness

.....
.....

iv. Interpersonal relationship

.....
.....

v. Discipline

.....
.....

vi. General behaviour

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vii. Attitude

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viii. Cognition

.....
.....

ix. Any other special observation

.....
.....

II. Academic observation and inspection

i. Responsiveness

.....
.....

ii. Promptness

.....
.....

iii. Aptitude

.....
.....

iv. Solutions/answers to daily/weekly questionnaire

.....
.....

v. Quality of draft orders/judgments

.....
.....

vi. Performance in simulations/mock drills

.....
.....

vii. Any other special observation

.....
.....

C. OPINION WITH COMMENTS

**i. Whether training course imparted found
Satisfactory/Not Satisfactory:**

.....
.....
.....
.....
.....
.....

ii. Special remarks, if any.

.....
.....
.....

**Signature
Director, MPSJA**



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

**IMPACT ASSESSMENT AND
PERFORMANCE EVALUATION**

REPORT

DESCRIPTION OF THE TRAINEE DISTRICT JUDGE

Name :

Designation :

Place of Posting :

Date of Joining :

Details of the Training Course attended : **Field Training Course:**

Previous Phase: From.....to

Residuary Period: From.....to

Final Phase: From.....to

Residuary Period: From.....to

Institutional Training Course:

Previous Phase: From.....to

Final Phase: From.....to

A. FIELD TRAINING COURSE

Assessment on the basis of Self Appraisal, Field Diary and comments of the District & Sessions Judge (if any) :

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B. INSTITUTIONAL TRAINING COURSE

(a) Observation and inspection:

I. General observation

i. Adherence of joining rules of MPSJA

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ii. Punctuality

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iii. Resourcefulness

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iv. Interpersonal relationship

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v. Discipline

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vi. General behaviour

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vii. Attitude

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viii. Cognition

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ix. Any other special observation

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II. Academic observation and inspection

i. Responsiveness

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ii. Promptness

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iii. Aptitude

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iv. Solutions/answers to daily/weekly questionnaire

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v. Quality of draft orders/judgments

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vi. Performance in simulations/mock drills

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vii. Any other special observation

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C. OPINION WITH COMMENTS

i. Whether training course imparted found Satisfactory/Not Satisfactory:

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ii. Special remarks, if any.

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**Signature
Director, MPSJA**

**MADHYA PRADESH STATE JUDICIAL ACADEMY,
HIGH COURT OF MADHYA PRADESH**

Beoharbag, Jabalpur (MP) – 482007

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