



PRINCIPAL DISTRICT COURT : : KADAPA

Establishment/ Dis.No: 1115

Date: 21.02.2025.

Communicated the copy of Hon'ble High Court's letter in ROC.No.97/2022-CPS, dt.13.02.2025 along with the Hon'ble High Court's Proceedings Order ROC.No.97/2022-CPS, dt.13.02.2025, with regard to Training Programme, ECT_13_2024 on 01.03.2025 (Saturday) and ECT_16_2025 on 15.03.2025 (Saturday) from 10:00 A.M., to 05:00 P.M., for the benefit of Judicial Officers working in the District Judiciary.

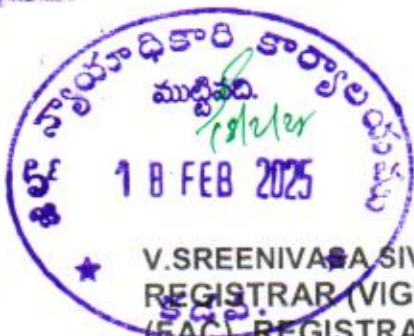
Hence, all the Judicial Officers in the Unit of Kadapa, are hereby requested to attend the above said Training Programme at **Tirupathi on 01.03.2025 (Saturday) and 15.03.2025 (Saturday) from 10:00 A.M., to 05:00 P.M.,** without fail. The Venue of the training programme will be communicated by the Hon'ble High Court in due course.


**PRINCIPAL DISTRICT JUDGE,
KADAPA.**
CRO

To

1. All Judicial Officers in the Unit of Kadapa.
2. The Secretary, DLSA, Kadapa.
3. The Chairman, PLAPUS, Kadapa.
4. The Senior Superintendents/ Superintendents (Accounts, Process, Copyist, Central Record Room), District Court, Kadapa.
8. The O.P Cell incharge, District Court, Kadapa.
9. System Officer, e-Courts Project, District Court, Kadapa (with a direction to send e-mails to all the Officers and upload the same in the District Court's Website).

Computer



AMARAVATI,
Dt:13-02-2025.

ROC.NO.97/2022-CPS

To
All the Unit Heads

Sir/Madam,

R.No
214
18.2.25

Sub: eCourts - Phase-III – APJA - HIGH COURT – COMPUTER SECTION –
Capacity Building Phase III – Training Programmes, ECT_13_2024 on 01.03.2025 (Saturday) and ECT_16_2025 on 15.03.2025 (Saturday) from 10:00 AM to 05:00 PM for the benefit of Judicial Officers working in the District Judiciary in the State of Andhra Pradesh – INSTRUCTIONS – Regarding.

Ref: 1. Letter received from Andhra Pradesh Judicial Academy vide ROC.No.11/APJA/2024 dated: 12.12.2025.
2. Letter received from Andhra Pradesh Judicial Academy vide ROC.No.11/APJA/2024 dated: 20.01.2025.

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I invite your attention to the subject and reference cited above.

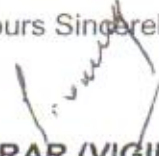
As directed, I am to inform that the Hon'ble eCommittee, Supreme Court of India, proposed to conduct the Training Programmes, ECT_13_2024 and ECT_16_2024 for the benefit of all the Judicial Officers working in the District Judiciary through Andhra Pradesh Judicial Academy is scheduled on 01.03.2025 (Saturday) and 15.03.2025 (Saturday) respectively between 10:00 AM and 05:00 PM through offline mode at District Headquarters which are divided into Six (6) Clusters as shown in the Annexure by the resource persons of Ubuntu Master Trainers and Ubuntu-cum-CIS Master Trainers (Judicial Officers) along with District System Administrators (DSAs), System Officers (SOs), System Assistants (SAs) of concerned districts.

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In this connection, I request your good selves to issue necessary proceedings to District System Administrators (DSAs), System Officers (SOs) and System Assistants (SAs) working under your control to assist Ubuntu Masters and Ubuntu-cum-CIS Master Trainers (Judicial Officers) towards imparting the training and also make necessary arrangements either in Government/Private Establishments for the above said training programmes.

A copy of the syllabus prescribed on the above topic is enclosed herewith for your ready reference. Further I request you to send the attendance sheet to the Registrar (IT-cum-CPC) to enable the Registry to forward the same to the Hon'ble eCommittee, Supreme Court of India.

Yours Sincerely,

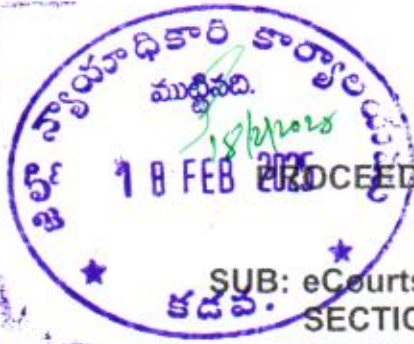


**REGISTRAR (VIGILANCE)
(FAC) REGISTRAR GENERAL**

Encl:a/a

Copy to:

The Director, Andhra Pradesh Judicial Academy, Kaja, Guntur.
Registrar (IT-cum-CPC).



PROCEEDINGS OF THE HIGH COURT OF ANDHRA PRADESH AT
AMARAVATI

SUB: eCourts – Phase-III – APJA – HIGH COURT – COMPUTER SECTION – Nomination of resource persons for eCourts Capacity Building Phase III – Training Programmes ECT_13_2024 and ECT_16_2024 on 01.03.2025 (Saturday) and 15.03.2025 respectively from 10:00 AM to 05:00 PM for the benefit of all the Judicial Officers working in the District Judiciary in the State of Andhra Pradesh – INSTRUCTIONS – Regarding.

R.NO

215

18.2.25

- REF:** 1. Letter received from Andhra Pradesh Judicial Academy vide ROC.No.11/APJA/2024 dated: 12.12.2024.
2. Letter received from Andhra Pradesh Judicial Academy vide ROC.No.11/APJA/2024 dated: 20.01.2025.

ORDER ROC.NO.97/2022-CPS**Dated: 13.02.2025**

The High Court of Andhra Pradesh at Amaravati is pleased to pass the following order:-

The following Ubuntu Master Trainers and Ubuntu cum CIS Master Trainers (Judicial Officers) are nominated to conduct the scheduled Training Programme of Hon'ble eCommittee, Supreme Court of India on the topics ECT_13_2024 and ECT_16_2024 for the benefit of All the Judicial Officers working in the District Judiciary for the below Districts/Clusters on 01.03.2025 (Saturday) and 15.03.2025 (Saturday) from 10.00 A.M to 05.00 P.M.

Sl. No.	Name of the Officer and Designation	Place of Training	Clusters/Districts
1.	Sri. C.N.Murthy Ubuntu-cum-CIS Master Trainer & Principal Special Judge for CBI Cases Visakhapatnam	Visakhapatnam	Visakhapatnam
			Vizianagaram
2.	Sri P.Govardhan Ubuntu-cum-CIS Master Trainer & XII Additional District and Sessions Judge, Visakhapatnam		Srikakulam
3.	Sri A Satyanand Ubuntu-cum-CIS Master Trainer & II-Additional District & Sessions Judge Vijayawada	Rajahmundry	West Godavari
4.	Sri. Ch. Pavan Kumar Ubuntu Master Trainer & II Additional Civil Judge (Senior Division), Visakhapatnam		East Godavari

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5.	Sri Meejuri Suneel Kumar Ubuntu-cum-CIS Master Trainer & I Additional District and Sessions Judge, Eluru	Vijayawada	Krishna
6.	Sri V. Sreenivasa Siva Ram Ubuntu Master Trainer & Registrar (Vigilance), High Court of Andhra Pradesh		Guntur
7.	Dr. Y. Bindu Madhavi Ubuntu Master Trainer & Deputy Director, Andhra Pradesh Judicial Academy		
8.	Sri S. Kamalakara Reddy Ubuntu Master Trainer & Registrar (Judicial), High Court of Andhra Pradesh	Ongole	Prakasam
9.	Sri K.P. Sairam Ubuntu Master Trainer & VI Additional Civil Judge (Senior Division), Vijayawada		Neelore
10.	Sri G. Bhupal Reddy Ubuntu-cum-CIS Master Trainer & I Addl. District and Sessions Judge, Kurnool	Kurnool	Kurnool
11.	Sri T. Vasudevan Ubuntu Master Trainer & Civil Judge (Senior Division), Penukonda		Ananthapuramu
12.	Sri D. Yedukondalu Ubuntu-cum-CIS master Trainer & Registrar (IT-cum-CPC), High Court of Andhra Pradesh	Tirupathi	Chittoor
13.	Smt. G.C. Asifa Sulthana Ubuntu Master Trainer & Additional Civil Judge (Senior Division), Kadapa		Kadapa

Therefore, all the above officers are requested to impart the training programme through offline in coordination with the DSAs, SOs and SAs of the respective Districts and you are requested to coordinate with the Principal District Judges of respective Districts for further information and the venue of the Training Programme will be communicated in due course.

**REGISTRAR (VIGILANCE)
(FAC) REGISTRAR GENERAL**

Copy to:

1. The Director, Andhra Pradesh Judicial Academy, Kaja, Guntur.
2. All the Unit Heads
3. Copy to Registrar (Vigilance), High Court of Andhra Pradesh for favour of information.



12.ECT_13_2022 - Computer Skill Enhancement Programme -Level I & II

Description of Programme:-	Computer Skill Enhancement Programme -Level I & II, etc
Training Code :	ECT_13_2022
Target Group :-	Judicial Officers of District Judiciary (All Cadre)
Place of Training :-	District Head Quarters through State Judicial Academy
No. of Days :-	1
Mode of Training:-	Offline/ Online/Hybrid
Hands on Training:-	(Yes) Strongly Recommended
Resource persons (Suggestive) :	Existing Master Trainers (Judicial Officers) of the State along with Technicians/ Officials from amongst NIC /High Court/ District Court digitisation personnel/ Technical experts

Colour Coding:

National Topics

State-Specific topics

Optional Topics

DAY 1		
Session No.1	Time (minutes): 15	Tentative time table 10.00 a.m. - 10.15 a.m.
Main Topic	Sub Topics	
Orientation and Overview of the Program	<ul style="list-style-type: none"> ● Focus of training ● Change Management ● Need for training ● Training methodology ● Overview of latest initiatives of e-Committee and current phase of e-Courts project 	
Session No.2	Time (minutes): 30	Tentative time table 10.15 a.m. - 10.45 a.m.
Main Topic	Sub Topics	
Overview of Computer	<ul style="list-style-type: none"> ● Special emphasis on newly installed/ latest equipment/ new technology 	



Infrastructure : Hardware	<ul style="list-style-type: none"> • Hardware Components: <ul style="list-style-type: none"> ◦ Computers-desktops & laptops ◦ Peripherals including printers ◦ Photocopying equipment ◦ Scanners ◦ VC equipment ◦ Cables ◦ UPS ◦ Network equipment & accessories including Wifi solutions • Electronic waste management in courts including EWM Rules, 2016 with 2018 amendments 	
<ul style="list-style-type: none"> • State-Specific Hardware procurement & management 		
Session No.3	Time (minutes): 45	Tentative time table 10.45 a.m. - 11.30 a.m.
Main Topic	Sub Topics	
Overview of Computer Infrastructure : Software	<ul style="list-style-type: none"> • Open source vs. patented/ proprietary • Operating system options <ul style="list-style-type: none"> ◦ Windows/Mac/Linux • Ubuntu Linux- features & benefits • New features in version 20.4 • Ubuntu-Linux File System <ul style="list-style-type: none"> ◦ Home Folder ◦ Desktop ◦ Documents ◦ Downloads Folders ◦ PDF (output folder for virtual pdf printer) Folder ◦ ReadMe Folder ◦ Location (Path) of files & folders in Ubuntu- Linux • Using the File Browser • Understanding the use of Copy To, Move To, Other Pane (F3) • Accessing recently copied data/clipboard • Typing in Indian Languages- <ul style="list-style-type: none"> ◦ Selecting Keyboard Input Language ◦ Using specific Keyboard Layout: • Using a webcam with Ubuntu-Linux • Taking a screenshot • Force quit (force kill) an errant/misbehaving application • Other useful applications 	
Break		
Session No.4	Time (minutes): 90	Tentative time table 11.45 a.m. - 01.15 p.m.
Main Topic	Sub Topics	
Working with day-to-day Applications:	<ul style="list-style-type: none"> • LibreOffice Writer/ Word Processor Tips <ul style="list-style-type: none"> ◦ Free software vs. Paid software ◦ Basic tips to use a word processor efficiently 	

**Office Suites,
PDF Tools,
Speech to
Text Software,
etc.**

- Saving document
- Keyboard Shortcuts
- Formatting
- Automatic saving
- Auto text
- Auto Correct
- Table of contents
- Miscellaneous
- Find and replacing text
- Use of spell checker
- Header/ Footer
- Inserting Date/Time.
- Footnote, Endnote, etc
- Bullets/ Numbering
- Page Numbering
- Viewing/Printing documents
- Working with Speech to Text Software
 - Tips, practice & demonstration
- Working with Tables
- LibreOffice Calc
 - Use of Spreadsheets in Court work
 - Calculation of Units
 - Administrative work
- LibreOffice Presentation
- PDF Tips
 - Conversion to as PDF in Ubuntu-Linux
 - Generation of accessible PDF Documents and uploading of only accessible and digitally signed PDF documents in the websites of the District Courts
 - How to convert JPEG, PNG etc. format to PDF format
 - PDF Editing Tools in UBUNTU
 - Merging and splitting of PDF Files
 - How to bookmark a PDF Document

- Working with Speech to Text Software
 - **State-Specific** software
 - **State-Specific** regional language support and fonts

Break

Session No.5	Time (minutes): 60	Tentative time table 02.00 p.m.- 03.00 p.m.
Main Topic	Sub Topics	
Video Conferencing and Hybrid Hearing: Way Forward	<ul style="list-style-type: none"> ● Video Conferencing <ul style="list-style-type: none"> ○ Judgments on VC ○ Advantages of VC ○ VC equipment ○ Creation of accounts ○ Scheduling of meetings 	

	<ul style="list-style-type: none"> o Panels o Viewing Modes o Recording of meetings o Hybrid Hearing • Video Conferencing Tips 	
	<ul style="list-style-type: none"> • <i>State-Specific software for video conferencing</i> • <i>State-Specific Rules</i> relating to video conferencing. 	
Session No.6	Time (minutes): 30	Tentative time table 03.00 p.m.- 03.30 p.m.
Main Topic	Sub Topics	
An Introduction to Servers	<ul style="list-style-type: none"> • Basics of Servers <ul style="list-style-type: none"> o Different components of a Server o RAID Configuration o Latest tech/ trends in Servers o How to create a replica of Server? 	
Break		
Session No.7	Time (minutes): 65	Tentative time table 03.45 p.m.- 04.50 p.m.
Main Topic	Sub Topics	
Working in Cyberspace, Basics of Networking and Data Security	<ul style="list-style-type: none"> • Working in Cyberspace • Internet: An Overview / Web browser Toolbar / Hyperlinks Problems loading a page / Working with Search Engines / Printing webpage <ul style="list-style-type: none"> o Internet Safety and Tips o Firefox Web browser-tips o Search Tips o Privacy and Data Protection • Data Management and Security <ul style="list-style-type: none"> o Importance of data security o Open data o Password management o Data auditing o Management of Data on devices and Cloud • Basics of Networking: <ul style="list-style-type: none"> o Local Area Networks o Wide Area Networks o Virtual Private Networks o Use of Networks in file sharing, printing, etc. 	
Session No.8	Time (minutes): 10	Tentative time table 4.50 p.m.- 5.00 p.m.
Main Topic	Sub Topics	
	Discussion & Doubts	



5.ECT_16_2022 -Ecourt Programme at District Headquarters

Description of Programme:-	Ecourts Programme at All-District Headquarters
Training Code :	ECT_16_2022
Target Group :-	All Judicial Officers of the District
Place of Training :-	At District Head Quarters through State Judicial Academy
No. of Days :-	1
Mode of Training:-	Offline/ Online/Hybrid
Hands on Training:-	Recommended
Resource persons (Suggestive) :	Existing Master Trainers (Judicial Officers) of the State

Colour Coding:

National Topics

State-Specific topics

Optional Topics

Day 1		
Session No.1	Time (minutes): 15	Tentative time table 10.00 a.m. - 10.15 a.m.
Main Topic	Sub Topics	
Orientation and Overview of the Program	<ul style="list-style-type: none"> ● Introduction of trainers ● Focus of training ● Change Management <ul style="list-style-type: none"> ○ Concept and need for change management ○ Process reengineering and process automation techniques adopted and in process towards creation of Paperless Court environment. ○ Change management through training ● Need for continuous training and sensitisation of stakeholders ● Brief overview of ecourts project <ul style="list-style-type: none"> ○ Role of Department of Justice, eCommittee, NIC, High Court Computerisation Committee, Central Project Coordinator, Directorate of IT, District Court Computerisation Committee, Nodal Officers, Ubuntu-CIS Master Trainers & Advocate Master Trainers in implementation of ecourts project ○ Phases of ecourts project ○ Main thrust of Draft Vision Document for Phase III 	

Session No.2	Time (minutes): 15	Tentative time table 10:15 a.m. - 10:45 a.m.
Main Topic	Sub Topics	
Overview of Computer Infrastructure: Hardware (Electronic Hardware Management)	<ul style="list-style-type: none"> ● Basic IT infrastructure of a Courtroom and a court Complex as per the Policy and Action Plan of eCourts Project Phase-II. ● Types of Electronic Hardware Components: <ul style="list-style-type: none"> ○ Computers-desktops & laptops ○ Peripherals including printers ○ Photocopying equipment ○ Scanners ○ VC equipment ○ Cables ○ UPS ○ Network equipment & accessories including Wifi solutions ● Electronic waste management in courts including EWM Rules, 2016 with 2018 amendments 	
	<ul style="list-style-type: none"> ● Brief overview of state/High Court specific policy and procedure for ICT assets (hardware & software), if any, relating to <ul style="list-style-type: none"> ○ Procurement of electronic hardware equipments ○ Deployment <ul style="list-style-type: none"> ■ Electronic Hardware register eg: HAMOS, Asset register & annual physical verification of IT Assets, data entry in Inventory management Software etc ■ AMC management ■ Laptop issue, handling & management protocol ○ Management ○ Disposal 	
Session No.3	Time (minutes): 45	Tentative time table 10:45 a.m. - 11:30 a.m.
Main Topic	Sub Topics	
Overview of Computer Infrastructure: Software	<ul style="list-style-type: none"> ● Computer Software <ul style="list-style-type: none"> ○ Operating System ○ Application Software ● Types of operating system ● Open source vs. patented/ proprietary ● Operating system options <ul style="list-style-type: none"> ○ Windows ○ Mac ○ Linux ● Ubuntu Linux- features & benefits ● New features in version 20.4 ● Ubuntu-Linux File System <ul style="list-style-type: none"> ○ Home Folder ○ Desktop ○ Documents ○ Downloads Folders ○ PDF (output folder for virtual pdf printer) Folder 	



	<ul style="list-style-type: none"> o ReadMe Folder o Location (Path) of files & folders in Ubuntu- Linux • Using the File Browser • Understanding the use of Copy To, Move To, Other Pane (F3) • Accessing recently copied data/clipboard • Typing in Indian Languages- <ul style="list-style-type: none"> o Selecting Keyboard Input Language o Using specific Keyboard Layout: • Using a webcam with Ubuntu-Linux • Taking a screenshot • Force quit (force kill) an errant/misbehaving application • Other useful applications
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Break

Session No. 4	Time (minutes): 30	Tentative time table 11.45. a.m. - 12.15 p.m.
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Main Topic	Sub Topics
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<p>Case Information System (CIS): Revisiting Familiar Concepts</p>	<ul style="list-style-type: none"> • Concept of Establishment in CIS. Concept of Login and Password. • Overview of Dashboard Data and Functions including Dynamic Opening Side Menu • Core & Periphery • Various types of Masters • Editing Masters data • Q -Menu • Postings and Transfer of judicial officers in CIS • Daily data uploading to CIS • Concept of FAOR or FORA. Workflow of Case • Balance Sheet • Filing- <ul style="list-style-type: none"> o Cases o Caveat o Appeal filing o IA filing • Objections <ul style="list-style-type: none"> o Specifying objections o Objection compliance date o Check slip o Scrutiny list o Objection Compliance board • Registration- <ul style="list-style-type: none"> o Registration of case o Data entry o Change of registration date o Registration Reports o Case Extra info, etc. o Unregistered Cases • Allocation- <ul style="list-style-type: none"> o Individual & Bulk
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	<ul style="list-style-type: none"> o Random o Reports.
Session No. 5	Time (minutes): 30 Tentative time table 12.15 p.m. - 12.45 p.m.

Main Topic	Sub Topics
Case Information System (CIS): Court Proceedings	<ul style="list-style-type: none"> • Court Proceedings- • Case proceedings <ul style="list-style-type: none"> o Undated Cases o Bulk proceedings, o Linked Cases o Update Case Information o Urgent Case: <ul style="list-style-type: none"> ■ Why Urgent Case Option? ■ Where to find urgent case option-Admin menu, Registration & court proceedings menu ■ Urgent case reports o Order & Judgement Uploading o Judges Leave o Delay Management etc. o On VC o Order passed o Exhibits o Court event & DCMS o Issues framed o Witnesses examined o Appearance o Written statement o Disposing the case o Next date o Reason for adjournment o Purpose of listing o Presence o Digital display boards & Display board management o Proceedings correction • Online copy application • COVID case management

Session No. 6	Time (minutes): 30 Tentative time table 12.45 p.m. - 01.15 p.m.
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Main Topic	Sub Topics
Case Information System (CIS): Important Modules (With special emphasis on new Modules)	<ul style="list-style-type: none"> • Cause lists- <ul style="list-style-type: none"> o Civil o Criminal • Additional Party Details- <ul style="list-style-type: none"> o Change Advocate, o Legal Heir, o Witness Information, • Management Reports-



	<ul style="list-style-type: none"> o Civil & Criminal Reports, o Monthly Statement and other reports. • Transfer of Cases- <ul style="list-style-type: none"> o Individual, o Bulk o Establishment Transfer • Lok Adalat- Assign Cases, Disposal, Reports. • Mediation • Query Builder. • Overview of Admin Module- <ul style="list-style-type: none"> o Case Restoration, o Taken on Board, o Modify Case Details, o Modify Business, o Case Conversion, o Delete cases etc. • Overview of Masters Module. • Overview of the User Module. • Plead Guilty- <ul style="list-style-type: none"> o Plead Guilty cases & Proceeding o Virtual Court Cases o Consume o Verification.
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Break

Session No.7	Time (minutes): 90	Tentative time table 02:00 p.m.- 03.30 p.m.
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Main Topic	Sub Topics
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ICT Tools for moving towards paperless Courts: E-filing, ICJS and Pre-Trial Module	<ul style="list-style-type: none"> • E-filing <ul style="list-style-type: none"> o E-filing module o Versions o Steps to e-file a case o Data consumption of e-filing to CIS o E-filing of cases o Integration with CIS o Movement of file through E-filing portal and CIS o Objections in E-Filing vs Objections in CIS o E-filing of interim applications o E-filing of documents o Case data entry-connection with e-filing o E-Pay: Facilitation of e-Payment of Court fees, fines and penalties by the Advocates/litigants and verification of Court fees purchased online. • ICJS Module <ul style="list-style-type: none"> o Consumption of FIR. o Consumption of Chargesheet o Charge sheet/summary o Chargesheet/summary received report
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	<ul style="list-style-type: none"> ● Pre-trial <ul style="list-style-type: none"> ○ Remand ○ Bail ○ Release ○ Pretrial order uploading
	<ul style="list-style-type: none"> ● Helpdesks for e-filing ● E-Sewa Kendras & facilities available therein ● Kiosks ● E-filing videos and manual ● Salient features of State-Specific e-filing rules-for example, Electronic Filing Rules for Courts (Kerala),2021 & Online electronic filing (E-Filing) of cases in the High Court and Subordinate Courts of Tripura Rules, 2021.

Break

Session No.8	Time (minutes): 30	Tentative time table 03.45 p.m. - 04.15 p.m.
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Main Topic	Sub Topics
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Electronic Case Management Tools (ECMT) for Judges and Court Staff	<ul style="list-style-type: none"> ● JustIS Application: Practice/ Demonstration ● Sandes (GIMS) Application ● NSTEP <ul style="list-style-type: none"> ○ Process generation ○ Process data entry ○ Draft generation ○ Upload process ○ Copy previous process ○ Publish process ○ Process acknowledgment ○ Process status ○ NSTEP Web interface ○ NSTEP Mobile application ● Justice Clock ● NJDG ● e-Courts Website and application ● Digital Signature Key- Installation and working. ● Official Email ● KAVACH ● Email integration in google ● SMS push and pull services, ● Automated email, ● Live streaming ● SUVAS ● New eservices introduced on a nationwide basis till the date of the training
	<ul style="list-style-type: none"> ● Other/ <i>State-Specific</i> tools, portals, applications, etc. ● New eservices introduced in the state till the date of the training

Session No.9	Time (minutes): 15	Tentative time table 04.15 p.m. - 04.30 p.m.
Main Topic	Sub Topics	
Working with day-to-day Applications: PDF Tools, Speech to Text Software, etc.	<ul style="list-style-type: none"> • PDF Tips <ul style="list-style-type: none"> ◦ Conversion to as PDF in Ubuntu-Linux ◦ Generation of accessible PDF Documents and uploading of only accessible and digitally signed PDF documents in the websites of the District Courts ◦ PDF Editing Tools in UBUNTU 	
	<ul style="list-style-type: none"> • Working with Speech to Text Software <ul style="list-style-type: none"> ◦ <i>State-Specific</i> software ◦ <i>State-Specific</i> regional language support and fonts 	
Session No.10	Time (minutes): 15	Tentative time table 04.30 p.m. - 04.45 p.m.
Main Topic	Sub Topics	
Overview of Video Conferencing and Hybrid Hearing: Way Forward	<ul style="list-style-type: none"> • Principles of Video conferencing <ul style="list-style-type: none"> - One to one - One to many - Many to many - Hybrid hearing • Judgments on VC • Advantages of VC • VC equipments- Procurement, management and optimum use <ul style="list-style-type: none"> - Setting up VC - Setting up Hybrid hearings • VC Etiquette 	
	<ul style="list-style-type: none"> • State-Specific VC software procured for court video conferencing-for eg: Peoplelink, google meet, Zoom etc. • Salient features of State-Specific VC rules-for example, Electronic Linkage Rules for Courts, 2021 (Kerala) & Tripura VC Rules, 2018 	
Session No.11	Time (minutes): 10	Tentative time table 04.45 p.m. - 04.55 p.m.
Main Topic	Sub Topics	
Overview of Digitization	<ul style="list-style-type: none"> • Importance of digitisation • Principles <ul style="list-style-type: none"> ◦ Metadata and its importance • Standard Operating Procedures(SOP) for digitisation of ecommittee • Hardware and software requirements & Management of digitisation • Types of PDF documents <ul style="list-style-type: none"> ◦ PDF & PDF/A 	

	<ul style="list-style-type: none"> o OCR & ICR 	
	<ul style="list-style-type: none"> • Stage of digitisation in each state of <ul style="list-style-type: none"> o High Court records/District Court records • State-Specific Digitisation priority & standard workflow of digitisation • State-Specific stages and activities of digitisation- <ul style="list-style-type: none"> o Pre-scanning o scanning o Post-scanning 	
Session No.12	Time (minutes): 5	Tentative time table 04.55 pm- 05.00 pm
	Discussion and Doubts	