PRINCIPAL DISTRICT COURT : : KADAPA

Establishment/ Dis.No: 5202 **Date:** 17.09.2025.

Communicated the copy of Proceedings of the Hon'ble High Court of Andhra Pradesh, Amaravati in Order ROC.No.736/2025-B.Spl., dt.15.09.2025.

PRINCIPAL DISTRICT JUDGE,
KADAPA.

To

1. The I Additional District Judge, Kadapa.
2. The III Additional Civil Judge (Junior Division), Kadapa.
3. The Civil Judge (Junior Division), Kamalapuram.
4. The Superintendent (Accounts) and O.P Cell incharge, District Court, Kadapa.
5. The System Officer, e-courts Project, District Court, Kadapa (with a direction to send e-mails and upload the same in the District Court's website).
6. Stock file.

PROCEEDINGS OF THE HIGH COURT OF ANDHRA PRADESH AT AMARAVATI

SUB: Nomination of certain newly designated Master Trainers to participate in the e-Courts Capacity Building Phase III training programme P21-ECT_3_2025 which is scheduled to be held from 23.09.2025 to 26.09.2025 at Andhra Pradesh Judicial Academy, Mangalagiri, Guntur District – Relief Arrangements - **Orders – Issued.**

READ: Letter Roc.No.126/APJA/2025, dated 10.09.2025 from the Director, Andhra Pradesh Judicial Academy, Mangalagiri, Guntur District.

ORDER ROC.NO.736/2025-B.SPL. DATED:15.09.2025

The High Court has made the following order:

The following Judicial Officers, who are newly selected as Master Trainers by e-Committee of Hon'ble Supreme Court of India are nominated to participate in the e-Courts Capacity Building Phase III training programme P21-ECT_3_2025 which is scheduled to be held from 23.09.2025 to 26.09.2025 at Andhra Pradesh Judicial Academy, Mangalagiri, Guntur District.

SL. NO.	NAME AND DESIGNATION OF THE OFFICER
1.	Sri P.V.NAGA RANJIT KUMAR, I Additional Civil Judge (Junior Division), Tanuku, West Godavari District.
2.	MS. MORAMPUDI, MAHATHI, Civil Judge (Junior Division). Vinukonda, Guntur District.
3.	MS. P.SWATHI BHAVANI, I Additional Civil Judge (Junior Division), Bheemunipatnam, Visakhapatnam District.
4.	SMT. M.VENKATA VAHINI, Principal Additional Civil Judge (Junior Division), Chirala, Prakasam District.
5.	MS. ATLURI SINDHURA, Principal Civil Judge (Junior Division), Tiruvur, Krishna District.
6.	MS. S.PRATHIMA, Civil Judge (Junior Division), Banaganapalle, Kurnool District.
7.	SRI P.DIVAKAR, Additional Civil Judge (Senior Division), Kurnool.
8.	Sri V.RAGHUNATH, I Additional Civil Judge (Junior Division), Eluru, West Godavari District.

9.	SRI J.SUJIN KUMAR, II Additonal Civil Judge (Junior Division), Sattenapalli, Guntur District.
10.	SRI K.GURU ARAVIND, Civil Judge (Junior Division), Vayalpadu, Chittoor District.
11.	SRI Y.GOPALA KRISHNA, I Additional Civil Judge (Senior Division), Guntur.
12.	SMT. MOHIDEEN ZAMRUTH BEGUM KAMALUDEEN, I Additional Civil Judge (Junior Division), Srikakulam.
13.	SRI A.VENKATA NAGARAJU, Civil Judge (Junior Division), Satyaveedu, Chittoor District.
14	SRI S.MADHUSUDHAN RAO, Civil Judge (Junior Division), Kamalapuram, Kadapa District.
15.	MS. V.NAVYASHRI, III Additional Civil Judge (Junior Division), Ongole, Prakasam District.
16.	SRI L.GOPINATH, Civil Judge (Junior Division), Prathipadu, East Godavari district.
17.	SRI G.KARTHIK, III Additional Civil Judge (Junior Division)-cum-III Additional Judicial Magistrate, Visakhapatnam.
18.	SRI ABDUL RAHMAN SHAIK, III Additional Civil Judge (Junior Division), Nellore.
19.	MS. INAPAKURTHI SWATHI, Additional Civil Judge (Junior Division), Chilakaluripet, Guntur District.

Further, the officers viz., Ms. Morampudi Mahathi and Ms. Atluri Sindhura who are undergoing Practical Training from 15.09.2025 to 11.10.2025 at District Headquarters vide High Court's Proceedings Roc.No.681/2025-B.Spl., dated 21.08.2025 and nominated to above said programme, their practical training is extended by four days.

Therefore, the Unit Heads concerned are requested to make necessary incharge arrangements during period of absence of the above said Officers.

Schedule of the above said training is enclosed herewith.

REGISTRAR (VIGILANCE)

To

1. The Officers and Incharge Officers concerned.
2. The Registrar General, and all other Registrars, High Court of Andhra Pradesh (for information).

3. The Registrar (I.T)-cum-Central Project Coordinator, High Court of Andhra Pradesh (with a request to direct the concerned to upload the proceedings in the High Court's website).
4. The Director, Andhra Pradesh Judicial Academy, Mangalagiri, Guntur District.
5. The Member Secretary, Andhra Pradesh State Legal Services Authority, H.No.2-273/54-A, B.S.R Commercial Complex, Malkapuram Village, near Andhra Pradesh Secretariat, Amaravati, Opposite to Traffic Police Statition, Thulluru Mandal, Guntur District.
6. The Principal District Judges,
   Chittoor, East Godavari at Rajamahendravaram, Guntur, Kadapa, Krishna at Machilipatnam, Kurnool, Nellore, Prakasam at Ongole, Srikakulam, Visakhapatnam, West Godavari at Eluru.
7. The I Additional District and Sessions Judges,
   Chittoor, East Godavari at Rajamahendravaram, Guntur, Kadapa, Krishna at Machilipatnam, Kurnool, Nellore, Prakasam at Ongole, Srikakulam, Visakhapatnam, West Godavari at Eluru.
8. The District Treasury Officers,
   Chittoor, East Godavari at Rajamahendravaram, Guntur, Kadapa, Krishna at Machilipatnam, Kurnool, Nellore, Prakasam at Ongole, Srikakulam, Visakhapatnam, West Godavari at Eluru (with a request to inform the same to the Sub Treasury Officers if required)

On instructions of Hon'ble e-Committee, Supreme Court of India

Special Drive Training and Outreach Programme

Conducted through

ANDHRA PRADESH JUDICIAL ACADEMY

Under the Aegis of

HIGH COURT OF ANDHRA PRADESH

P21-ECT_3_2025 – Programme for New Master Trainer Programme for New Master Trainers – Judicial Officers

DATE & TIME	CUMULATIVE SESSION NO.	TIME SCHEDULE	SUBJECT	RESOURCE PERSON/ PERSONS
Day-1 23.09.2025 Tuesday	1.	SESSION - I 10:00 A.M To 10:20 A.M	**Orientation** • Introduction of trainers • Focus of training • Change Management • 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 • Role of Master trainers • Training methodology	**Sri D. Yedukondalu** Ubuntu-cum-CIS master Trainer & Registrar (IT-cum-CPC) High Court of Andhra Pradesh
	2.	SESSION -II 10:20 A.M to 11:20 A.M	**Introduction To Ecommittee and Introduction to E Court Project** • Brief history of ICT in judiciary • National e-governance Programme (NeGP) • Ecommittee - Constitution and Hierarchy • E-courts project • Role of ▪ Department of Justice, ▪ ECommittee,	**Sri D. Yedukondalu** Ubuntu-cum-CIS master Trainer & Registrar (IT-cum-CPC) High Court of Andhra Pradesh

DATE & TIME	CUMULATIVE SESSION NO.	TIME SCHEDULE	SUBJECT	RESOURCE PERSON/ PERSONS
			▪ 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 & thrust of phase II & III ▪ Overview on Policy & Action Plan Document of Phase-I and Phase-II of eCourts Project. ▪ Main concept in Draft Vision Document for Phase-3 • Overview, utility & services idea of the e-initiatives of the Hon Supreme Court ▪ "ecourts.gov.in" portal. ▪ National Judicial Data Grid (NJDG).	
	3.	**SESSION –III** 11:40 A.M to 01:00 P.M	**Introduction to Data Security and computer infrastructure** • Importance of data security • Concept of data as an asset • Open data • Password management • Management of data on devices and cloud • Data backup • Data archiving • Data auditing	**Sri D. Yedukondalu** **Ubuntu-cum-CIS master Trainer & Registrar (IT-cum-CPC)** **High Court of Andhra Pradesh**

DATE & TIME	CUMULATIVE SESSION NO.	TIME SCHEDULE	SUBJECT	RESOURCE PERSON/PERSONS
			• State . Specific agreements and policy for effective implementation of ecourts project • State specific stage of implementation of each of the e-initiatives and the projects in the pipeline with approximate timelines **E-filing-3.0** • E-filing • Versions • Importance of efiling • Advantages of efiling cases • Steps to efile a case • IA filing • Consuming cases in CIS from efiling and ICJS portals • New cases • Efiling in existing cases • IA filing • Importance of Document indexing • Registration of advocates on efiling portal	
	4.	**SESSION -IV** 02:00 P.M to 03:20 P.M	**Introduction to computer operating systems** Computer Software • Operating System • Application Software • Types of operating system : Open source vs. patented • Microsoft Windows 7,8,10 & 11 Working with Microsoft Windows • Desktop and taskbar • System date & time • File management-file extensions • Scanner/ printer	**Sri K.P. Sairam** **Ubuntu Master Trainer &** **VI Additional Civil Judge** **(Senior Division), Vijayawada**

DATE & TIME	CUMULATIVE SESSION NO.	TIME SCHEDULE	SUBJECT	RESOURCE PERSON/ PERSONS
			• Fundamentals • Free software vs. Paid software	
	5.	**SESSION –V** 03:40 P.M to 05:00 P.M	Ubuntu-Linux • Why Ubuntu Linux -features & benefits • Various distributions of Ubuntu-Linux & its version philosophy, LTS (Long term support) versions • Ubuntu-Linux updates • Installing new programme in Ubuntu Linux • Additional software for Ubuntu-Linux • E-committee customized Ubuntu-Linux • Understanding Ubuntu-Linux and comparison with windows- • Gnome Desktop • Applications & Places Menu Design • Recent documents • Accessing recently opened documents • Clearing recent documents • Managing Files & Folders • Home folder • ReadMe Folder • Creating new user and changing user/root passwords • Recording desktop movements & voice input (Screen Recorder with voice) • Recording voice using Sound Recorder • Force quit (force kill) an errant/misbehaving application • Text to speech (TTS) feature	**Sri K.P. Sairam** **Ubuntu Master Trainer &** **VI Additional Civil Judge** **(Senior Division), Vijayawada**

DATE & TIME	CUMULATIVE SESSION NO.	TIME SCHEDULE	SUBJECT	RESOURCE PERSON/ PERSONS
Day-2 24.09.2025 Wednesday	6.	SESSION – I 10:00 A.M To 11:20 A.M	**Advanced operating systems** Advanced Concepts of UBUNTU 24.04 (Hands On Practice by the participants) • Desktop • Documents. • downloads folder • Location (Path) of files & folders in Ubuntu-Linux • Using the File Browser • Using shortcuts • Create Folder, Cut. Copy. Paste. Rename. Delete etc • Understanding the use of Copy To, Move To, Other Pane {F3) Additional Software • Accessing recently copied data/clipboard • Typing in Indian Languages- • Selecting Keyboard Input Language • Using specific Keyboard Layout: • Firefox Web / Chrome browser tips • Taking a screenshot • Google Search-Tips & Techniques • The StarDict talking dictionary	**Dr. Y Bindhu Madhavi,** **Ubuntu Master Trainer & Deputy Director, Andhra Pradesh Judicial Academy**
	7.	SESSION –II 11:40 A.M to 01:00 P.M	**Word processing software** • Introduction to Word Processing software • Advantages of LibreOffice vs Microsoft Word • Use of Libreoffice in day to day working of the Court • e Basic tips to use a word processor efficiently ' • Use of Spacebar vs. Tab • Paragraph Spacing • Page Breaks • Left/Right/Centre Justify • Insert & Overwrite Mode • Page Settings in the Document and the Printer • Paragraph Numbering (Simple and	**Dr. Y Bindhu Madhavi,** **Ubuntu Master Trainer & Deputy Director, Andhra Pradesh Judicial Academy**

DATE & TIME	CUMULATIVE SESSION NO.	TIME SCHEDULE	SUBJECT	RESOURCE PERSON/ PERSONS
			Outline(Sublevel)) • Using Right Click Options • Page Numbering • Saving document • Save (Ctrl §) • Save As. • Saving with Password • Keyboard Shortcuts • Undo (Ctrl + Z) • Redo(Ctrl + Y) • Finding & Replacing Text • Formatting • Character Formatting • Paragraph Formatting • Inserting • Date & time, • Footnote, Headnote etc. • Working with columns • Tables • Use of Spell Checker • Viewing & printing documents • Automatic saving • Automatic Save Options • Creating Backup Copy of File • Auto text • Auto Correct • Table of contents • Working with Tables • Use of Digital Signatures • Miscellaneous • Using Bullets and Numbering for Paragraphs • Symbols and Graphics as Bullets • Simple Numbering • Outline Numbering	

DATE & TIME	CUMULATIVE SESSION NO.	TIME SCHEDULE	SUBJECT	RESOURCE PERSON/ PERSONS
	8.	**SESSION -III** 02:00 P.M to 03:20 P.M	**Electronic Hardware Management** 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 • Computers-desktops & laptops • Mobile phones • Peripherals including printers • Photocopying equipments • Scanners • VC equipment • Cables • Battery • UPS • Generator • Networking equipment & accessories including Wifi solutions • Electronic waste management including EWM Rules, 2016 with 2018 amendments **Brief overview of state/High Court specific policy and procedure for ICT assets (hardware & software), if any, relating to** • Procurement of electronic hardware equipment • Deployment • Electronic Hardware register eg: HAMOS, Asset register and annual physical verification. of IT Assets, data entry in Inventory management Software etc • AMC management • Laptop issue, hauling & management protocol • Management • Disposal Efiling-2 • Virtual courts • Ecourts services mobile app	**Sri S. Kamalakara Reddy** Ubuntu master trainer & Registrar (Judicial), High Court of Andhra Pradesh

DATE & TIME	CUMULATIVE SESSION NO.	TIME SCHEDULE	SUBJECT	RESOURCE PERSON/ PERSONS
			• Helpdesks for efiling • E-Sewa Kendras& facilities available therein • Kiosks • Efiling videos and manual • Salient features of State-Specific efiling 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.	
	9.	SESSION –IV 03:40 P.M to 05:00 P.M	**Libre Office Calc** • What is Libreoffice Calc? Common uses • Libreoffice Calc interface: ribbon, workbook, worksheet, cells • Opening, saving, creating a workbook • Entering data and navigating the worksheet. • Writing formulas: =A1+B1, =A2*A3 • Cell referencing (relative vs. absolute) • Functions: SUM, AVERAGE, MIN, MAX, COUNT • Insert/delete sheets • Rename, move, and copy sheets • Freeze panes, split windows • Editing and deleting cell contents • Autofill and Flash Fill • Formatting: fonts, alignment, borders, colors • Number formats: currency, date, percentage • Using Format Painter • Creating bar, column, pie, and line charts • Customizing chart design and layout • **Sorting data (alphabetically, numerically).** • Filtering data (basic filters). • Using tables for better data management. • Introduction to Data Validation (dropdown lists). • Creating and formatting Libreoffice Calc tables • Simple data validation (dropdown list) • Quick recap & Q&A	**Sri S. Kamalakara Reddy** Ubuntu master trainer & Registrar (Judicial), High Court of Andhra Pradesh

				RESOURCE PERSON/ PERSONS
			Libre Office Impress • What is LibreOffice Impress? • Starting Impress and using templates • Interface overview: slides pane, workspace, task pane • Creating a new presentation (blank or with wizard) • Adding, duplicating, and deleting slides • Slide layouts and designs • Working with text boxes • Using bulleted and numbered lists • Headers, footers, and slide numbering • Inserting images, shapes, icons • Formatting text and objects • Inserting tables and charts • Embedding audio and video • Applying slide designs and master slides • Creating custom slide backgrounds • Using color schemes and fonts consistently • Best practices in slide design • Slide transitions: applying and customizing • Object animations: entrance, emphasis, exit, motion paths • Timing and sequencing of animations • Using the Animation Pane • Slide show modes: manual, auto, presenter view • Using presenter tools: notes, timers, pointer • Exporting presentation: PDF, images, video • Printing handouts and notes • Using artificial intelligence in Presentation.	

DATE & TIME	CUMULATIVE SESSION NO.	TIME SCHEDULE	SUBJECT	RESOURCE PERSON/ PERSONS
Day-3 25.09.2025 Thursday	10.	SESSION – I 10:00 A.M To 11:20 A.M	**Case Information System (CIS 4.0)** Overview of Case Information System (CIS) of District Courts along with the important features of CIS. • Basic idea about CIS-Concept & Utility of Core & Periphery • Responsibility of eCommittee and eCourts cell-regarding core & periphery • Various types of masters • Editing masters data • National Code in Case Type, Purpose, Disposal, Order Type Masters • Unification & Mapping • Export & import functionality in Masters • User Master - understanding user Roles • Search functionality 2 • Logging in to CIS • Dashboard • DashBoard Statistics with link to today's cases • Undated Cases Details • No. of Cases Disposed of in the current month • Total number of cases pending in court • Top most cases pending in court with case type • Bar Chart (Case Type Wise) and Pie Charts (Age wise) • Dynamically opening side menu • Menu Search Functionality • Select Date always on the page • Q-Menu • Sidebar and various menu entries in sidebar ' • Admin menu • Add, Modify, Delete in all entry forms • Taken on Board : • Transfer of Case within Establishment • Bulk Case Transfer • Establishment Transfer	**Sri Meejuri Suneel Kumar** Ubuntu-cum-CIS master Trainer & XII Additional District and Sessions Judge, Vijayawada, Krishna District

			• Proceeding Corrections • Restoring and revocation of disposed of cases • Delay Reason • Miscellaneous • Transfer of judicial officers in CIS • Unique 7 digit alpha-numeric character Judicial Officer Code (JO Code) • Importance of JO Code in NJDG as well as in CIS. • Mapping of JO Code in CIS • Daily data uploading to CIS • Reports generated from CIS • JUSTIS app	
	11.	SESSION –II 11:40 A.M to 01:00 P.M	**CIS 4.0 -Case data entry** • Need for accuracy • Connection with efiling • Need for entering accurate data during registration of cases of • Advocate email address and mobile numbers • Litigant mobile number • Impact of inaccurate data as above on SMS Alert • Advocate registration in e- filing module. • Filing • Filing philosophy – FOR A • Case filing • Appeal filing • Vertical integration • IA filing • Concept of L.A. • Need for separate filing of IA • IA. and pendency • Case Type & IA- Distinction • A new case entry should not be used where I.A. can be used • ICJS integration • e-filing integration • Objection	**Sri Meejuri Suneel Kumar** **Ubuntu-cum-CIS master Trainer & XII Additional District and Sessions Judge, Vijayawada, Krishna District.**

DATE & TIME	CUMULATIVE SESSION NO.	TIME SCHEDULE	SUBJECT	RESOURCE PERSON/ PERSONS
			• Specifying objections • Objection compliance date • Check slip • Scrutiny list • Objection Compliance board • Objection in CIS vs. Objection in e-filing application. • Registration • Data entry • Change of registration date • Urgent case option • Need for Urgent Case Option • Finding urgent case option- • Admin menu, Registration menu • Court proceedings menu • Urgent case reports • Case Allocation • What is allocation • Random allocation • Case type judge	
	12.	**SESSION –III** 02:00 P.M to 03:20 P.M	**Ubuntu 24.04 Installation and Software Application Setup** Pre-Installation Preparation • System requirements for Ubuntu 24.04 • Downloading Ubuntu ISO from the official site • Creating bootable USB (using Rufus, BalenaEtcher, or Startup Disk Creator) • BIOS/UEFI settings (boot order, Secure Boot, etc.) • Virtual machine alternative (VirtualBox/VMware) Installing Ubuntu 24.04 • Starting the installer (Try vs. Install) • Language, keyboard, and timezone selection • Installation types: ▪ Erase disk and install ▪ Manual partitioning (Intro to /, /home, swap) • Creating user account and setting hostname	**Sri V. Sreenivasa Siva Ram** Ubuntu master trainer & Registrar (Vigilance), High Court of Andhra Pradesh

DATE & TIME	CUMULATIVE SESSION NO.	TIME SCHEDULE	SUBJECT	RESOURCE PERSON/ PERSONS
			• Keeping system updated • Using ufw for basic firewall management	
	13.	SESSION -IV 03:40 P.M to 05:00 P.M	**CIS 4.0** • e Case Proceedings • Accessing daily proceedings • Proceedings data entry • On VC • Order passed • Exhibits • Marking presence of parties & advocates • Court event & DCMS • Witnesses examined • Written statement • Legal heir • Disposing the case • Next date • Reason for adjournment • Purpose of listing • Bulk proceedings • Bulk disposal • Digital display boards • Display board management • Issue/Charge framing • Delay Status • Proceedings correction • Online copy application	**Sri Meejuri Suneel Kumar** Ubuntu-cum-CIS master Trainer & XII Additional District and Sessions Judge, Vijayawada, Krishna

		DULE		RESOURCE PERSON/ PERSONS
			• Understanding GRUB and dual boot (if applicable) Post-Installation Setup • First boot and system tour (GNOME interface) • Updating the system: ▪ GUI: Software Updater ▪ Terminal: sudo apt update && sudo apt upgrade • Installing missing drivers (Wi-Fi, graphics) • Enabling Flatpak and Snap support Installing Software (Graphical Tools) • Ubuntu Software Center: ▪ Browsing and installing applications ▪ Categories: Office, Internet, Multimedia, Utilities • Installing .deb files (e.g., Google Chrome, Zoom) • Using GNOME Extensions (optional) Installing Software (Terminal) • apt basics: ▪ sudo apt install, remove, search ▪ Example: sudo apt install vlc gimp • Managing .deb packages via dpkg • Using snap and flatpak ▪ snap install, flatpak install • Common commands: whereis, which, apt-cache Essential Applications to Install • Office & PDF: LibreOffice, Okular, Master PDF Editor • Media: VLC, GIMP, Audacity • Internet: Firefox, Chromium, Thunderbird • Utilities: Timeshift, GNOME Tweaks, GParted • Developer Tools: VS Code, Git, Terminator • System Monitoring: htop, GNOME System Monitor System Maintenance Tips • Cleaning disk space with bleachbit or sudo apt autoremove • Creating backups with Timeshift	

Day-4 26.09.2025 Friday	14.	SESSION – I 10:00 A.M To 10:20 A.M	**CIS 4.0 and NSTEP** • Process generation • Process data entry • Role of Court User • Draft generation • Upload process • Copy the previous process • Publish process • Process acknowledgement • Process status • NSTEP • Utility of NSTEP mobile application in service of civil processes. • NSTEP Web interface • District Admin User / Nazarat Branch Incharge • Manage Bailiff/Process Server (Add & Modify) • Manage Process Admin/Nazir (Add & Modify) • Process Admin / Nazir • Consume Data • Process Allocation • Process Delivery • NSTEP Mobile application • View Allocated Processes • Capture Photo and Signature • Save Location • Upload Status • ECourts Services mobile app • Case Management • Get Case status, cause list, orders • My Cases-Export and Import • QRscan option and its utility for Advocates	**Sri Meejuri Suneel Kumar** Ubuntu-cum-CIS master Trainer & XII Additional District and Sessions Judge, Vijayawada
	15.	SESSION –II 11:40 A.M to 01:00 P.M	**CIS- 4.0 & ICJS integration** Judgement/order uploading • A-diary generation • B diary • Under trial	**Sri Meejuri Suneel Kumar** Ubuntu-cum-CIS master Trainer & XII Addl District and Sessins Judge, Vijayawada, Krishna District

DATE & TIME	CUMULATIVE SESSION NO.	TIME SCHEDULE	SUBJECT	RESOURCE PERSON/ PERSONS
			• Lok Adalat/ Mediation • Proceedings Reports • Monitoring through CIS • Remand • Bail • Release • Charge sheet/summary • Chargesheet /summary received report • Pretrial order uploading • Other features of CIS • Management tools for Judges" • CIS-ICJS integration • State-Specific filing workflow changes • State-specific Periphery applications	
	16.	**SESSION -III** 02:00 P.M to 03:00 P.M	**Internet and Internet Based Communications Overview:** • Local Area Networks • Wide Area Networks • Virtual Private Networks , • Networking equipments such as Routers, modems, extenders, ports & switches • Use of Networks in file sharing, printing, etc. • Internet • Servers • Components of server • RAID Configuration • Latest tech/ trends in Servers • How to create a replica of Server? • Web browser • Toolbar • Hyperlinks • Problems loading a page • Working with search engines • Printing Webpage • Email-an overview • Creating email account	**Sri V. Sreenivasa Siva Ram** Ubuntu master trainer & Registrar (Vigilance), High Court of Andhra Pradesh

			• Downloading and uploading files • Instant messaging/ communications software • Short Messaging System • Whatsapp , • Sandesh • Other Instant communication applications **PDF's and Digitization** ▪ Importance of digitization ▪ Principles ▪ Metadata and its importance ▪ Standard Operating Procedures(SOP) for digitization of ecommittee ▪ Hardware and software requirements & Management of digitization Types of PDF documents • PDF & PDF/A • OCR&ICR . • Pre-scanning • scanning • Post-scanning • PDF & folders- creating PDF ' • PDF (output folder for virtual pdf printer) Folder • Print as PDF in Ubuntu-Linux • Types of PDF • OCR & ICR • Digitization process • Weeding out • Scanning and storage (SOP-SC) • Exporting as PDF. • Export as PDF-two methods • Stage of digitisation in the High Court and District Court . • State-Specific Digitisation priority & standard workflow of digitisation and State-Specific stages and activities of digitisation- • Concept of paperless courts	

DATE & TIME	CUMULATIVE SESSION NO.	TIME SCHEDULE	SUBJECT	RESOURCE PERSON/ PERSONS
	17.	SESSION –IV 03:15 P.M to 04:30 P.M	**Presentation by each trainee master trainers for about 4 minutes on two topics chosen randomly**	