

# National Judicial Academy

## P-958 Conference on Functions of Registrar (Administration)

30<sup>th</sup> November- 2<sup>nd</sup> December, 2015

<b>Prog Coordinator</b>	Mr. Shivraj Huchhanavar
<b>No. of Participants</b>	20
<b>No. of forms received</b>	20
<b>General Suggestion</b>	
4	<p><b>Give your views on the structure of the programme and sessions included:</b></p> <ol style="list-style-type: none"> <li>1. Well, programme was nicely arranged except for the fact some of the resource persons (without pinpointing anybody) were not effective in influencing the participants.</li> <li>2. Retired judges who has acted as Registrar Administration has to give us idea of running the show.</li> <li>3. The programme structure is remarkable.</li> <li>4. It will be better if the duration of the session is shorter than that of present one.</li> <li>5. The duties of the Reg (Admin) should specifically be identified; 2. Speakers should have a clear understanding about the functioning of R (Admin).</li> <li>6. Good to include the duties of Registrar (Ad) of the High Courts.</li> <li>7. Respondent did not comment.</li> <li>8. Well planned.</li> <li>9. 1. Lecture on Disciplinary proceedings against the employees and quantum of punishment; 2. Concern expressed by the participants be conveyed to the higher authorities to get them overcome and remedied.</li> <li>10. This time the programme and sessions were excellent and enjoyed it.</li> <li>11. The structure of the programme and duration was proper but other issues relation to General Administration requires to be included.</li> <li>12. To be related with actual duties to be performed in High Court and confined in that context only.</li> <li>13. Just fine.</li> <li>14. Structure of the programme was very good but some of the sessions need practical approach than theoretical.</li> <li>15. Programmes were lengthy.</li> <li>16. As in Ans. 6</li> <li>17. More use of Technical support.</li> <li>18. Prgoramme is good. Subject for discussion need more time . Interactive sessions help.</li> <li>19. This is follow up programme so the Training schedule may be dedicated to 1 ½ day</li> <li>20. In my view programme is structured properly. For lecture sessions better speakers/resource persons can be included.</li> </ol>
5	<p><b>What are your gains/learning from this programme?</b></p> <ol style="list-style-type: none"> <li>1. Well, gains from the programme were that some of the resource persons made us educative after enhancing communication skills and exercising control over ourselves.</li> <li>2. Useful in management of the registry.</li> <li>3. Management skills which is required to be learnt by the officers of the High Court.</li> <li>4. I learnt lot of things from this programme and I will try to adopt this to my High Court.</li> <li>5. 1. We can executed the work 'if there is determination, whatever the hurdles; 2. This is our duty to work for the interest of the institution.</li> </ol>

	<ol style="list-style-type: none"> <li>6. It reminded what we can do with our control.</li> <li>7. A lot of incentives received for tackling many administrative problems.</li> <li>8. Very useful in day to day working. The innovations can also be experimented in our working.</li> <li>9. 1, U take myself now more confident of my working; 2. I have learnt many a things to be followed in my day to day working.</li> <li>10. Lot of points for improving the administration.</li> <li>11. Time management and do better for the institution.</li> <li>12. Learnt about human behavior and ways to solve controlling/supervising tools.</li> <li>13. Practically will help us immensely in our day to day work.</li> <li>14. I learn importance of team work, staff management, learning process.</li> <li>15. 1. How to bridge the gap between effective and efficiency; 2. Timely performance of routine duties; 3. Adopt the methods of Israli people to harness innovation and execute in oneself.</li> <li>16. To see the Administration functioning within my jurisdiction with effective control.</li> <li>17. Feel highly motivated to energize the staff.</li> <li>18. Really good. We can implement some of the tips which the speakers have given.</li> <li>19. Team work. Time management.</li> <li>20. I will work with more confidence and fervor; I also learnt how to work in team.</li> </ol>
<p style="text-align: center;">6</p>	<p><b>Kindly make and Suggestion you may have on how NJA may Serve You better and make the Programme more effective:</b></p> <ol style="list-style-type: none"> <li>1. Programme may be conducted properly and the resource person should be scheduled properly depending on their background and the subject they have to discuss upon.</li> <li>2. Respondent did not comment</li> <li>3. Such programmes may be conducted with shorter sessions.</li> <li>4. Respondent did not comment</li> <li>5. Nothing special- well arranged.</li> <li>6. As suggested in QNo 4.( Good to include the duties of Registrar (Ad) of the High Courts.)</li> <li>7. Respondent did not comment</li> <li>8. Invite problems beforehand prior to start of programme so that those can be solved during discussions.</li> <li>9. 1. Core areas of the judicial system like the functioning of the Court in proper manner and getting the pendency reduced need to be addressed more effectively; 2. Bar, i.e. in an integral part of the judicial system how it can be made more accountable to the society should be pondered over and explored.</li> <li>10. Respondent did not comment</li> <li>11. NJA should include aspect of Case Management system and its monitoring through Reg. (Admin).</li> <li>12. Suggestion in question form may be obtained from all the High Courts.</li> <li>13. More interactive, more visual would make it more interesting.</li> <li>14. Interactive sessions like Team building without time wasting, from Administrators to Managers, Inter and Intra communication skills may be given more time.</li> <li>15. To make such programs more effective, let the resource person and a Retired Registrar Admin wo can be well brought to spell out the problems and solutions.</li> <li>16. Lectures should be delivered by a person knowing the High Court working. He may be retired Sessions judges or Hon'ble High Court judge who has worked as Registrar in the High Court or Retired Registrar from ministerial Staff (High Court Cadre). Joint Registrar (Admn) should also be included with Registrar (Admin).</li> <li>17. Can increase the time period of programme to make it more effective.</li> <li>18 Respondent did not comment</li> </ol>

		<p>19. Respondent did not comment</p> <p>20. If certain information is called from the participants in advance, same can be used for working out the training curricula/module.</p>
7	<p><b>Any other Suggestion / Remarks</b></p>	<p>1. Otherwise everything else were nicely conducted and such programme and sessions may be conducted twice a year so that every judge/participant can have opportunity to attend the session through the year.</p> <p>2. Respondent did not comment</p> <p>3. Respondent did not comment</p> <p>4. Respondent did not comment</p> <p>5. No</p> <p>6. Respondent did not comment</p> <p>7. It would be beneficial if provision of net connectivity.</p> <p>8. This should be a continuous process.</p> <p>9. Whatever the policy decisions that are reflected during the conference to be taken be submitted to the higher authorities in order to get them redressed.</p> <p>10. Wish all the best for the endeavor.</p> <p>11. Respondent did not comment</p> <p>12. Respondent did not comment</p> <p>13. OK</p> <p>14. Respondent did not comment</p> <p>15. Respondent did not comment</p> <p>16. The complex is very beautiful. Staff is very courteous and supportive. Thanks to the Administration.</p> <p>17. Respondent did not comment</p> <p>18. Respondent did not comment</p> <p>19. Respondent did not comment</p> <p>20. Respondent did not comment</p>

SNo	Particulars	Respon- dent	Marks out of 5	Remarks
1	Reading Material	2	4/5	Useful in day to day affair
		5	4/5	Duties often changes as desired by the Hon'ble Chief Justice
		9	4/5	On many occasions it is out of context and quiet bereft of practical qualities.
		11	4/5	Materials also required to be included disciplinary proceeding also.
		15	4/5	Reading material if prepared by ret'd. Registrar Adm. should be provided.
		16	4/5	Material should be related to the working of High Court.
		18	4/5	Some more subject with regard to responsibilities of Reg. (Adm.) have to be included with logical solutions.
		20	3/5	There is scope to make it more clear and concise.
2	Travel	2	4/5	In time
		5	4/5	No direct flight
4	Protocol	5	5/5	Good and well-coordinated.
5	Reception	-	-	-
6	Cleanliness	1	5/5	Very clean, very tidy. Par excellence
7	Food	-	-	-
8	Hygiene	-	-	-
9	Staff Behaviour	1	5/5	Very friendly and cooperative
10	Hospitality	1	5/5	Above board
11	Others	-	-	-

<b>P-958 Programme &amp; Hospitality Feedback</b>																					
<b>Mark Your Satisfaction, Ranging from 1(Very Poor), 2 (Poor), 3 (Fair enough),4 (good), 5 (Excellent),for the following: (0 Indicates no response)</b>																					
No. of Participant	20																				
No. of forms received	20																				
Respondent No.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	Total mark. out of 100
Subject	Marks																				
Reading Material	4	4	4	4	4	5	4	4	4	4	4	4	4	3	4	4	4	4	5	3	80/100
Travel	4	4	4	5	4	5	4	4	5	3	4	5	4	4	4	5	5	4	4	4	85/100
Protocol	5	5	4	5	5	5	4	4	5	4	5	5	4	4	4	5	5	4	4	4	90/100
Reception	5	5	4	5	5	4	4	4	5	4	5	5	4	5	4	5	5	4	4	4	90/100
Cleanliness	5	5	4	5	5	5	4	5	5	5	5	5	5	5	4	5	5	3	4	5	94/100
Food	5	4	4	5	5	4	5	5	5	4	5	5	5	5	5	5	4	5	3	5	93/100
Hygiene	5	4	5	5	5	4	4	5	5	4	5	5	5	5	5	5	5	5	4	5	95/100
Staff Behavior	5	5	5	5	5	4	4	5	5	4	5	5	4	4	5	5	5	4	5	5	94/100
Hospitality	5	5	5	5	5	4	4	5	5	4	5	5	4	4	5	5	5	4	4	5	93/100

Prepared by the Documentation/Communication &PR Unit of the National Judicial Academy