

WORKSHOP FOR COURT ADMINISTRATION

JANUARY 8-10, 2016 - Programme Schedule

(Yoga Classes daily from 6.00 AM to 7.00 AM)

Version dated 07.01.16- 12.15.pm

DAY 1 8 th January, 2016 Friday	<u>SESSION 1</u> <u>09:00 AM – 10:00 AM</u> <u>09:00 AM – 09:05 AM</u> Introduction <u>9: 05 AM – 10:00 AM</u> Ensuring Optimum Use of Court Managers Mr. Atul Kaushik	T E A	<u>SESSION 2</u> <u>10:30 AM – 11:30 AM</u> Case Management Justice Roshan Dalvi	T E A	<u>SESSION 3</u> <u>12:00 PM – 01:00 PM</u> Time Management Prof. Dr. Parul Rishi	L U N C H	<u>SESSION 4</u> <u>2:00 PM – 3: 00 PM</u> Budget Management in District Court Mr. Yashwant Kumar	<u>03:00 PM –</u> <u>04: 00 PM</u> Library Reading	<u>04:00 PM –</u> <u>05: 00 PM</u> Computer Skills Training
DAY 2 9 th January, 2016 Saturday	<u>SESSION 5</u> <u>09:00 AM – 10:00 AM</u> Efficient Court Management Justice Deepak Gupta Justice S. Vimala	B R E A K	<u>SESSION 6</u> <u>10:30 AM – 11:30 AM</u> Image Management Mr. Dilip Cherian	B R E A K	<u>SESSION 7</u> <u>12:00 PM – 01:00 PM</u> Technology Integration Mr. Atul Kaushik	B R E A	<u>SESSION 8</u> <u>2:00 PM – 3:00 PM</u> Record Management <u>2:00 PM – 2:30 PM</u> Group Discussion <u>2:30 PM – 3:00 PM</u> Group Presentation Justice S. Vimala	<u>03:00 PM –</u> <u>04: 00 PM</u> Library Reading	<u>04:00 PM –</u> <u>05: 00 PM</u> Computer Skills Training
DAY 3 10 th January, 2016 Sunday	<u>SESSION 9</u> <u>09:00 AM – 10:00 AM</u> Leadership Skills Ms. Michelle Mendonca		<u>SESSION 10</u> <u>10:30 AM – 11:30 AM</u> How to Handle Bar Related Problem Justice S. Vimala		<u>SESSION 11</u> <u>12:00 PM – 01:00 PM</u> Feedback and Evaluation				