**Refresher Training Course on “Refreshing Languages Skills in English” (Course No. R-21)**

**Target Group – High Court P.A., Senior P.A. and Secretaries**

***[*16th – 17th Sept.*, 2017]***

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| **Date** | **Scheduled Time** | **Routine** | **Guest Speaker** |
| **16/09/2017** | **09.30 am to 10.00 am** | **Registration followed by Group Photography** |  |
|  | **10.00am to 11.30 am** | **Preparing legal note and routine order** | **Sri Arun Kumar Verma**  **Secretary to Hon’ble**  **Justice, JHC** |
| **11.30 am to 11.45 am** | **Tea break** |  |
| **11.45 am to 1. 00 pm** | **Appropriate uses of punctuation, preposition etc., to improve expression** | **Prof. R.K. Sharma,**  **Ranchi University, Simdega** |
| **01.00 pm to 2.00 pm** | **Lunch** |  |
| **02.00 pm to 3.15 pm** | **Improving comprehension and enriching vocabulary** | **Prof. R.K. Sharma,**  **Ranchi University, Simdega** |
| **03.15 pm to 3.30 pm** | **Tea Break** |  |
| **3.30 pm to 5.00 pm** | **Questionnaire** | **Prof. R.K. Sharma,**  **Ranchi University, Simdega** |
| **17/09/2017** | **10.00am to 11.30 am** | **Computer fraud and data protection** | **Sri Vineet Kumar,**  **Cyber Peace Foundation, Ranchi** |
|  | **11.30 am to 11.45 am** | **Tea break** |  |
| **11.45 am to 1. 00 pm** | **-Do-** | **-Do-** |
| **01.00 pm to 2.00 pm** | **Lunch & Way Forward** |  |

**Director**