

Judicial Academy Jharkhand

e-Courts programme & CIS Training for Trainers Advocate / Advocates' Clerk {Training for Trainers (T.O.T.) (Course No. TOT-1)}

on

14th September, 2025

Date	Time	Topics	Resource Person
14/09/2025 Sunday	10:00 am to 10:30 am	Registration followed by Group Photography	
	10:30 am to 11:30 am Orientation	Introduction of trainers Focus of training Change Management ○ Concept and need for change management ○ Process re-engineering and process automation techniques adopted and in the process towards the creation of a Paperless Court environment. ○ Change management through training ● Need for continuous training and sensitization of stakeholders ● Role of Master trainers ● Role of advocates & advocate clerks in the e-initiatives ○ Advocate as a game changer	Sri Sajid Akhtar, Assistant-cum- DSA, Civil Court, Ranchi and
	11:30 am to 12:00 pm	Tea break	
	12:00 pm to 1:00 pm Introduction to eCommittee and eCourts Project	A brief history of ICT in judiciary National e-governance Programme (NeGP) eCommittee i. Constitution ii. Hierarchy	
	Digitization & Basics of Computers	● eCourts project ● Aim of eCourts ● Phases of eCourts project-Phase I, II & III ● Importance of digitisation ● Digitization workflow, management & usage.	Sri Bhaskar Kumar, Assistant-cum- DSA, Civil Court, Ranchi
	01:00 pm to 2:00 pm	Lunch	
	02:00 pm to 3:30 pm Basics of Computers, Internet and electronic documentation.	● Introduction to computers ○ Operating systems ■ MS Windows 7/8/10/11 ● Introduction to MS Windows ○ Components of Windows ○ Ubuntu-Linux-A brief overview ○ Advantages of Open Source over proprietary software ○ Working with Operating Systems ■ Desktop & Taskbar ■ System Date & Time ■ File Management: File Extensions. ● Word Processing Software ○ Microsoft Office, LibreOffice, OpenOffice ■ MS Word, LibreOffice & OpenOffice-Writer - An Overview ● Browser ○ Google Chrome, Mozilla Firefox ● e-Mail: An Overview ○ Creating email account ● Making Accessible PDFs ○ Scanning to PDF & JPEG-difference ○ Scanning and combining documents	

