

Judicial Academy Jharkhand

Training Programme on Digitization at High court Level (ECT_06_2025)

on

14th December, 2025

Target group – Assistants of High Court of Jharkhand

Date	Time	Topics	Resource Person
14/12/2025 Sunday	10:30 am to 11:00 am	Registration and Group Photography	
	11:00 am to 12: 15 pm	<ul style="list-style-type: none">● Importance of Digitization<ul style="list-style-type: none">○ Basic idea of the purpose of scanning and digitizing the judicial records- Section 7 of the Information Technology Act, 2000.○ Goal of the Scanning and Digitization Project at the High Court level and the District Court level.○ Initiation of digitisation project○ Intricacies and step involved○ Day to day functioning○ Benefits and utilities● Case Management System● Different types of records<ul style="list-style-type: none">○ Administrative Records<ul style="list-style-type: none">■ Disposed off records■ Pending records○ Judicial Records<ul style="list-style-type: none">■ Disposed cases● Pending cases● Prerequisites of scanning and digitising the judicial records.● Minimum infrastructure required for scanning and digitization of judicial records● Standard workflow process of the scanning and digitization of judicial records.	Sri Sai Sandeep and Sri Vinay Koundal
	12:15 pm to 12:30 pm	Tea Break	
	12:30 pm to 01:45 pm	<ul style="list-style-type: none">● Weeding out records● Destapling/untagging● Checking of records● Meta-data entry ● Process of scanning ● OCR, ● PDF ● PDF/A ● ICR● Quality checking<ul style="list-style-type: none">○ Level 1 ○ Level 2○ Final approval by digitally signing● Migrating records<ul style="list-style-type: none">○ Disposed case to server as digital repository○ Purpose of migrating● Integrating with Case Management System software	
		Lunch & Way Forward	


Director I/C