

AGENDA

TRAINING PROGRAMME FOR P.S TO THE HON'BLE JUDGES, P.A TO THE HON'BLE JUDGES AND PERSONAL ASSISTANT, MADURAI BENCH OF THE MADRAS HIGH COURT, MADURAI.

DATE: 28.10.2017 (SATURDAY)

TIMING: 10.00A.M. TO 05.00P.M.

VENUE: MEETING HALL, SECOND FLOOR, MADURAI BENCH

INAUGURATION	Tmt. A.Nazeema Banu, Additional Registrar General.	10.00.A.M. TO 10.15.A.M	
INTRODUCTION			
TEA BREAK 11.45.A.M. TO 12 Noon			
SESSION	SUBJECT	FACULTY	TIMING
1	Secretaryship – Dress Code, Behaviour, manner and patience, Secrecy, Functioning, Perfection and Ethics	Tmt. G.Lakshmi Priya, Sub Asst. Registrar (Writs)	10.15. A.M. TO 11.45 A.M.
TEA BREAK 11.45.A.M. TO 12 Noon			
SESSION	SUBJECT	FACULTY	TIMING
2	Observance of Court proceedings and attention to be paid while taking dictation and sending orders	Thriu. V.Ravi, Assistant Registrar (CS.III)	12 Noon TO 01.30. P.M.
LUNCH BREAK 01.30.P.M. TO 2.15 P.M.			
SESSION	SUBJECT	FACULTY	TIMING
3	Lifestyle in Stress	Tmt. N.Chitra	02.15 P.M. TO 04.00 P.M.
TEA BREAK 04.00 P.M. TO 04.15 P.M.			
SESSION	SUBJECT	FACULTY	TIMING
4	Interaction, Legal Terms and Homophone	Thiru. J.Inbakumar, Sr. P.S. to the Hon'ble Judges and Thiru. S.Selvam, P.S. to the Hon'ble Judges	04.15 P.M. TO 05.00P.M.