

HIGH COURT OF JUDICATURE AT MADRAS

and

TAMIL NADU STATE JUDICIAL ACADEMY

**Training Programme for the
Newly Appointed P.As. to Hon'ble Judges and P.As. to Registrars
15.05.2017 to 25.05.2017 at TNSJA, Regional Centre, Madurai**

Date	10.00 a.m. – 01.00 p.m. (Tea Break: 11.30 – 11.45 a.m.)	1.00 - 2.00 p.m.	2.00 – 5.00 p.m. (Tea Break: 3.30 – 3.45 p.m.)
Monday 15.05.2017	10.00 – 10.15 a.m. Scope and Object of the Programme Hon'ble Mr. Justice M. Sundar Hon'ble Dr. Justice G. Jayachandran Judges, High Court of Madras/Members, BOG, TNSJA	Lunch	Dictation and Transcription
	10.15 – 01.00 p.m. Duties and Responsibilities of PAs. to Hon'ble Judges Mrs.V.Uma Registrar (Admn.), Madurai Bench of Madras High Court		
Tuesday 16.05.2017	Better Performance in English – I Mrs.R.Radha Lakshmi , Guest Faculty, Madurai Law College	Lunch	Dictation and Transcription
Wednesday 17.05.2017	General Legal Awareness Mr. V. Vijayan , Former Registrar, High Court of Madras	Lunch	Dictation and Transcription
Thursday 18.05.2017	Communication Skills Mr. J. Karthic, Director, Kvell Skill School	Lunch	Legal Language and Legal Terminology Ms.G.Vidhyalakshmi , Guest Lecturer, Madurai Law College
Friday 19.05.2017	Interpersonal Skills and Time Management Mr. J. Karthic, Director, Kvell Skill School	Lunch	Dictation and Transcription
Monday 22.05.2017	Importance of Work Done Statement and Use of P.As. Section Software Mr.V. Devanathan , Registrar (Admn.), High Court of Madras	Lunch	Dictation and Transcription
Tuesday 23.05.2017	Court Proceedings – Writ, Civil, Criminal and Original Jurisdictions Mr. V. Jaisankar Joint Registrar (Protocol), High Court of Madras	Lunch	Dictation and Transcription
Wednesday 24.05.2017	Better Performance in English – II Mr.S.Srinivasa Raghavan , Advocate, Madurai Bench of Madras High Court	Lunch	Dictation and Transcription
Thursday 25.05.2017	Healthy Lifestyle Mrs.N.Chitra , Counselling Psychologist, Madurai	Lunch	Dictation and Transcription