JAMMU& KASHMIRJUDICIAL ACADEMYATJAMMU

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[Tentative Programme Schedule]

ONE DAY REFRESHER TRAINING PROGRAMME ON DIGITIZATION

FOR HIGH COURT BENCH SECRETARIES/DIGITIZATION OFFICIALS/STAFFS/READERS
at J&K Judicial Academy, Janipur, Jammu
February 22, 2025 (Saturday)

09:45 AM to 10:00 AM	10:00 AM to 11:30PM		11:45 AM to 01:15PM.		02:00 PM to 03:30PM		03:45PM to 4:30 PM
REGISTRATION **10:00AMto10:15 AM** **Welcome Address and Introduction by:** Mrs.Sonia Gupta, Director J&K Judicial Academy	**Session-I** **CIS1.0(Case Information System)** ► Filing & Registration of Cases. ► Caveat/Document Filing ► Linking/De-Linking and grouping of Cases. ► Case Proceeding ► Roster Creation and Allocation ► Cause List Generation. ► e-Court (e-Causelist and Case's Digital File) ► Kiosk ► Steps involved in Applying and Developer Issuing of certified copy ► Certified Copy Issue Report. **Resource Person(s)** Initial Introduction by Mr Fayaz Ahmed Qureshi (CPC) Practical Demonstration by: Nikhil Kohli (Senior Developer) Shweta Sharma (Technical Assistant)	T E A B R E A K	**Session-II** **DMS (Data System)** • Brief about Document Management System • Advantages of DMS. • Working of DMS **Resource Person(s)** Nikhil Kohli (Senior Developer) Rajeev Gupta (Sr System Officer)	L U N C H B R E A K	**Session-III** **VIDEO CONFERENCING** • Zoom • Webex • BharatVC **Resource Person(s)** Mr Fayaz Ahmed Qureshi (CPC) Shadab Khan (System Officer) Vishav (CO)	T E A B R E A K	**Session-IV** **VIDEO CONFERENCING (Contd.)** **Followed by Interactive Session & Feedback**