



**KARNATAKA JUDICIAL ACADEMY**  
**TRAINING TO ASSISTANT COURT SECRETARIES – BATCH I**

**TIME TABLE FROM 25.04.2022 TO 30.04.2022**

DAY	9.30 a.m. to 11.30 a.m.	11.30 a.m. to 12.00 p.m.	12.00 p.m. to 2.00 p.m.	2.00 to 2.45 p.m.	2.45 p.m. to 4.45 p.m.	
	SESSION – I		SESSION – II		SESSION – III	
MON 25.04.22	Hierarchy of Courts – Brief Introduction By Sri. S.R. Somasekhara, Retd. Prl. District & Sessions Judge.		– Understanding nature of Court proceedings • Knowledge of language in: • Civil Cases • Criminal Cases • Writ Matters • Company Matters • Tax Matters etc.,  by Sri. Ravikumar H.R., Deputy Director, KJA.		English Grammar by Smt. Amitha Netla, English Trainer.	
TUE 26.04.22	Motivational Class by Sri. Ashok G. Bhat, Retd. KAS Officer		<u>Practicals</u> While transcription making reference to • Pleadings • Sections • Reported / referred judgments instead of verbatim transcription • Avoid delay in transcription • Attention • Dedication  by Sri. Sathyarathi, Retd. Deputy Registrar, High Court of Karnataka		English Grammar by Smt. Amitha Netla, English Trainer.	
WED 27.04.22	<u>Practicals</u> While transcription making reference to • Attention • Dedication • Bail Orders / Interim orders to be attended without delay by Smt. B.M. Veena, Assistant Registrar (S.S.), High Court of Karnataka.	<b>T E A  B R E A K</b>	Time and Stress Management (Online) by Dr. Ananth Prabhu G, Professor in Computer Engineering, Cyber Security and Cyber Law Trainer.	<b>L U N C H  B R E A K</b>	2.45 p.m. to 4.45 p.m.	5.00 p.m. to 5.30 p.m.
THU 28.04.22	English Grammar by Smt. Amitha Netla, English Trainer.		<u>Practicals</u> While transcription making reference to • Bail Orders / Interim orders to be attended without delay • Adopting different types, speed and style of dictation • Reference to Legal Dictionary, English Dictionary • Awareness about the various writs issued by the High Court by Sri. Sathyarathi, Retd. Deputy Registrar, High Court of Karnataka		English Grammar by Smt. Amitha Netla, English Trainer.	Etiquettes by Sri. Ramachandra D. Huddar, Director, KJA
FRI 29.04.22	Nature of Work in : • Judicial Wing Typing Pool • Court Hall • Chamber of Honble Judges • Chamber of RG, R(J), R(V) etc., • Administrative and Meeting Papers by Smt. Anitha, Deputy Registrar (S.S.), High Court of Karnataka.		Introduction about the working system of High Court (Co-ordination between the Branches from filing up to disposal of a case) (Contd...) by Sri. M.S. Raghavendra, Retd. Joint Registrar, High Court of Karnataka.		English Grammar by Smt. Amitha Netla, English Trainer.	
SAT 30.04.22	Service Rules and Conduct Rules by Sri. Lanka Krishnamurthy, Retd. Sheristadar, City Civil Court, Bengaluru.		a) Central Acts and Rules b) State Acts and Rules c) Notification issued by Central / State Government d) Gazette Notification e) Correct typing of Sections / Sub-Sections, Clauses, Exceptions, etc., by Sri. Ramachandra D. Huddar, Director, KJA		<u>Practicals</u> Taking Dictation – Regular Practice by Sri. A.K.Doreraj, Deputy Registrar (S.S.), High Court of Karnataka.	

Director



**KARNATAKA JUDICIAL ACADEMY**  
**TRAINING TO ASSISTANT COURT SECRETARIES - BATCH II**  
**TIME TABLE FROM 02.05.2022 TO 07.05.2022**

DAY	9.30 a.m. to 11.30 a.m.	11.30 a.m. to 12.00 p.m.	12.00 p.m. to 2.00 p.m.	2.00 to 2.45 p.m.	2.45 p.m. to 4.45 p.m.	
	SESSION – I		SESSION – II		SESSION – III	
MON 02.05.22	DECLARED HOLIDAY ON ACCOUNT OF KHUTUB-E-RAMZAN	<b>T E A B R E A K</b>	DECLARED HOLIDAY ON ACCOUNT OF KHUTUB-E-RAMZAN	<b>L U N C H B R E A K</b>	DECLARED HOLIDAY ON ACCOUNT OF KHUTUB-E-RAMZAN	
TUE 03.05.22	BASAVA JAYANTHI / AKSHAYA TRITIYA		BASAVA JAYANTHI / AKSHAYA TRITIYA		BASAVA JAYANTHI / AKSHAYA TRITIYA	
WED 04.05.22	<u>Practicals</u> While transcription making reference to • Reference to Legal Dictionary, English Dictionary • Awareness about the various writs issued by the High Court by Smt. I. Amala, Joint Registrar, High Court of Karnataka.		<u>Practicals</u> Translation from Kannada to English by Dr.D.Smitha, Chief Translator, KLRC.		SCC Online Training by Sri. Sanjib Chowdhury L, Regional Head, SCC Online and Sri. Ashok D, Territory Manager, SCC Online.	
THU 05.05.22	<u>Practicals</u> While transcription making reference to • Bail Orders / Interim orders to be attended without delay • Adopting different types, speed and style of dictation • Reference to Legal Dictionary, English Dictionary • Awareness about the various writs issued by the High Court by Sri.K. Nagaraj, Joint Registrar, Bengaluru.		<u>Practicals</u> Law Reports Knowledge – Citation types by Smt. B.M. Manjula, Joint Registrar, High Court of Karnataka.		2.45 p.m. to 4.45 p.m. Computer Training, by Sri. Prashantha Kumar B.N., Sheristedar, KJA. 5.00 p.m. to 6.00 p.m. English Grammar by Smt. Amitha Netla, English Trainer.	
FRI 06.05.22	Computer Training, by Sri. Prashantha Kumar B.N., Sheristedar, KJA.		<u>Practicals</u> Translation from English to Kannada by Dr. D.Smitha, Chief Translator, KLRC.		2.45 p.m. to 4.45 p.m. <u>Practicals</u> Titles of Enactments and their short form Eg., COFEPOSA, TADA, NDPS etc., by Sri. S.R. Somasekhara, Retd. Prl. District & Sessions Judge. 5.00 p.m. to 6.00 p.m. English Grammar by Smt. Amitha Netla, English Trainer.	
SAT 07.05.22	<u>Practicals</u> Knowledge of Legal terms / Legal maxims by Smt. N.B.Jayalakshmi, Principal, Judicial Employees Training Institute, Karnataka Judicial Academy, Bengaluru.		<u>Practicals</u> While transcription making reference to • Pleadings • Sections • Reported / referred judgments instead of verbatim transcription • Avoid delay in transcription • Dress Code – To maintain decorum of the Court by Smt. Vidhya G. Habbu, Retd. Assistant Registrar (S.S.), High Court of Karnataka.		<u>Practicals</u> Accuracy in quoting • Paragraphs in reported Judgments • In Law books • Pleadings • Documents etc., by Sri. R. Rangaswamy, Retd. Joint Registrar, High Court of Karnataka. and Smt. Varalakshmi, Joint Registrar, High Court of Karnataka.	

Director



**KARNATAKA JUDICIAL ACADEMY**  
**TRAINING TO ASSISTANT COURT SECRETARIES – BATCH II**  
**TIME TABLE FROM 09.05.2022 TO 14.05.2022**

DAY	9.30 a.m. to 11.30 a.m.	11.30 a.m. to 12.00 p.m.	12.00 p.m. to 2.00 p.m.	2.00 to 2.45 p.m.	2.45 p.m. to 4.45 p.m.
	SESSION – I		SESSION – II		SESSION – III
MON 09.05.22	English Grammar by Smt. Amitha Netla, English Trainer.		<u>Practicals</u> Translation from Kannada to English by Dr.D.Smitha, Chief Translator, KLRC.		– Understanding nature of Court proceedings • Knowledge of language in: • Civil Cases • Criminal Cases • Writ Matters • Company Matters • Tax Matters etc., by Sri. M. Brungesh, Senior Faculty, KJA.
TUE 10.05.22	<u>Practicals</u> Translation from English to Kannada by Dr.D.Smitha, Chief Translator, KLRC.		<u>Practicals</u> Knowledge of Legal terms / Legal maxims by Smt. N.B.Jayalakshmi, Principal, Judicial Employees Training Institute, Karnataka Judicial Academy, Bengaluru.		English Grammar by Smt. Amitha Netla, English Trainer.
WED 11.05.22	English Grammar by Smt. Amitha Netla, English Trainer.	<b>T E A C H E R E A K</b>	Hierarchy of Courts – Brief Introduction by Sri. S.R. Somasekhara, Retd. Prl. District & Sessions Judge.	<b>L U N C H B R E A K</b>	<u>Practicals</u> While transcription making reference to • Attention • Dedication • Bail Orders / Interim orders to be attended without delay by Smt. S. Noorunnisa Begum, Deputy Registrar (S.S.), High Court of Karnataka.
THU 12.05.22	English Grammar by Smt. Amitha Netla, English Trainer.		Introduction about the working system of High Court (Co-ordination between the Branches from filing up to disposal of a case) by Sri. M.S. Raghavendra, Retd. Joint Registrar, High Court of Karnataka.		Computer Training, by Sri. Prashantha Kumar B.N., Sheristedar, KJA.
FRI 13.05.22	<u>Practicals</u> Law Reports Knowledge – Citation types by Smt. B.M. Manjula, Joint Registrar, High Court of Karnataka.		Introduction about the working system of High Court (Co-ordination between the Branches from filing up to disposal of a case) (Contd...) by Sri. M.S. Raghavendra, Retd. Joint Registrar, High Court of Karnataka.		English Grammar by Smt. Amitha Netla, English Trainer.
SAT 14.05.22	SECOND SATURDAY		SECOND SATURDAY		SECOND SATURDAY

Director



# KARNATAKA JUDICIAL ACADEMY

## TRAINING TO ASSISTANT COURT SECRETARIES – BATCH II

**TIME TABLE FROM 16.05.2022 TO 20.05.2022**

DAY	9.30 a.m. to 11.30 a.m.	11.30 a.m. to 12.00 p.m.	12.00 p.m. to 2.00 p.m.	2.00 to 2.45 p.m.	2.45 p.m. to 4.45 p.m.	
	SESSION – I		SESSION – II		SESSION – III	
MON 16.05.22	<u>Practicals</u> While transcription making reference to <ul style="list-style-type: none"> <li>Reference to Legal Dictionary, English Dictionary</li> <li>Awareness about the various writs issued by the High Court</li> </ul> by Smt. I. Amala, Joint Registrar, High Court of Karnataka.		<u>Practicals</u> While transcription making reference to <ul style="list-style-type: none"> <li>Pleadings</li> <li>Sections</li> <li>Reported / referred judgments instead of verbatim transcription</li> <li>Avoid delay in transcription</li> <li>Attention</li> <li>Dedication</li> </ul> by Sri. Sathyarathi, Retd. Deputy Registrar, High Court of Karnataka		<u>Practicals</u> While transcription making reference to <ul style="list-style-type: none"> <li>Bail orders / Interim orders to be attended without delay</li> <li>Adopting different types, speed and style of dictation</li> <li>Reference to Legal Dictionary, English Dictionary</li> <li>Awareness about the various writs issued by the High Court</li> </ul> by Sri.K. Nagaraj, Joint Registrar (Retd.), Bengaluru.	
TUE 17.05.22	Motivational Class by Sri. Ashok G. Bhat, Retd. KAS Officer.	T E A C H E R S	<u>Practicals</u> While transcription making reference to <ul style="list-style-type: none"> <li>Bail Orders / Interim orders to be attended without delay</li> <li>Adopting different types, speed and style of dictation</li> <li>Reference to Legal Dictionary, English Dictionary</li> <li>Awareness about the various writs issued by the High Court</li> </ul> by Sri. Sathyarathi, Retd. Deputy Registrar, High Court of Karnataka	L U N C H B R E A K	<u>Practicals</u> Accuracy in quoting <ul style="list-style-type: none"> <li>Paragraphs in reported Judgments</li> <li>In Law books</li> <li>Pleadings</li> <li>Documents etc.,</li> </ul> by Sri. R. Rangaswamy, Retd. Joint Registrar, High Court of Karnataka. and Smt. Varalakshmi, Joint Registrar, High Court of Karnataka.	
WED 18.05.22	<u>Practicals</u> Taking Dictation – Regular Practice by Sri. A.K.Doreraj, Deputy Registrar (S.S.), High Court of Karnataka.		Time and Stress Management (Online) by Dr. Ananth Prabhu G, Professor in Computer Engineering, Cyber Security and Cyber Law Trainer.		SCC Online Training by Sri. Sanjib Chowdhury L, Regional Head, SCC Online and Sri. Ashok D, Territory Manager, SCC Online.	
THU 19.05.22	Knowledge of <ol style="list-style-type: none"> <li>Central Acts and Rules</li> <li>State Acts and Rules</li> <li>Notification issued by Central / State Government</li> <li>Gazette Notification</li> <li>Correct typing of Sections / Sub-Sections, Clauses, Exceptions, etc.,</li> </ol> by Sri. M. Brungesh, Senior Faculty, KJA.		Nature of Work in : <ul style="list-style-type: none"> <li>Judicial Wing Typing Pool</li> <li>Court Hall</li> <li>Chamber of Honble Judges</li> <li>Chamber of RG, R(J), R(V) etc.,</li> <li>Administrative and Meeting Papers</li> </ul> by Smt. Anitha, Deputy Registrar (S.S.), High Court of Karnataka.		2.45 p.m. to 4.45 p.m. <u>Practicals</u> While transcription making reference to <ul style="list-style-type: none"> <li>Pleadings</li> <li>Sections</li> <li>Reported / referred judgments instead of verbatim transcription</li> <li>Avoid delay in transcription</li> <li>Dress Code – To maintain decorum of the Court</li> </ul> by Smt. Vidhya G. Habbu, Retd. Assistant Registrar (S.S.), High Court of Karnataka.	5.00 p.m. to 6.00 p.m. English Grammar by Smt. Amitha Netla, English Trainer.
FRI 20.05.22	<u>Practicals</u> Titles of Enactments and their short forms Eg., COFEPOSA, TADA, NDPS etc., by Sri. S.R. Somasekhara, Retd. Prl. District & Sessions Judge.		Service Rules and Conduct Rules by Sri. Lanka Krishnamurthy, Retd. Sheristadar, City Civil Court, Bengaluru.		2.45 p.m. to 4.45 p.m. Computer Training, by Sri. Prashantha Kumar B.N., Sheristadar, KJA.	5.00 p.m. to 6.00 p.m. English Grammar by Smt. Amitha Netla, English Trainer.

Director