

KERALA JUDICIAL ACADEMY



WORKING MANUAL

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Patron-in-Chief



Hon'ble Mr. Justice S. Manikumar
Chief Justice, High Court of Kerala

Board of Governors



Hon'ble Mr. Justice V.G. Arun
Judge, High Court of Kerala
Member

Hon'ble Mr. Justice Sunil Thomas
Judge, High Court of Kerala
Member

Hon'ble Mr. Justice S.V. Bhatti
Judge, High Court of Kerala
President

Hon'ble Mrs. Justice Anu Sivaraman
Judge, High Court of Kerala
Member

Hon'ble Mr. Justice Sathish Ninan
Judge, High Court of Kerala
Member

The Directors of the Academy



Sri. Krishnakumar K.
Deputy Director

Sri. K.Sathyan
Director

Hon'ble Mr. Justice A.M.Babu
Director (Academics)

Sri. Ananthakrishna Navada. K
Additional Director

Dr. John Varghese
Assistant Director

Preface

The Kerala Judicial Academy Working Manual is a document that captures all the activities undertaken by the Academy. It covers the past, the present and the future plans and projects of the Academy.

The idea of a comprehensive document of this nature was first mooted by the Hon'ble Mr. Justice S.V. Bhatti, President of the Board of Governors of the Academy.

Every care has been taken to include all possible information about the Academy. This document will serve as a one-point reference regarding the administration and activities of the Academy.

The Academy is deeply indebted to the Hon'ble Mr. Justice S. Manikumar, the Chief Justice of the High Court of Kerala and the Patron-in-Chief of the Academy for the valuable guidance and support given to us. The Academy expresses gratitude to the Hon'ble President and all the members of the Board of Governors of the Academy, who have painstakingly gone through the contents of this document and gave their valuable suggestions. The Academy expresses deep gratitude to Hon'ble Mr. Justice A. Hariprasad, former Judge, High Court of Kerala and former President of the Board of Governors of the Academy, whose valuable inputs have helped us in completing the Working Manual. The Academy also acknowledges the assistance of the officers of the Kerala Judicial Academy.

The path so far trodden by the Academy is the outcome of the hard work of all those who have travelled ahead of us. From its inception as a fledgling training institute, to the esteemed position it holds today, the Kerala Judicial Academy remains indebted to the former Hon'ble Chief Justices and the Hon'ble Judges, present and past, former Directors, former Additional Directors, former Deputy Directors, former Assistant Directors, all judicial officers and non-judicial officers, present and past, lawyers and other stakeholders for their contributions, support and guidance. The Academy seeks their continued support and guidance in our future endeavours.

We pledge our responsibility to make the path for those who are coming behind us smooth and effective.

K. Sathyan,
Director, Kerala Judicial Academy

Message

Justice S. Manikumar
Chief Justice



High Court of Kerala
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10th March, 2022.

MESSAGE

Judicial education provides the judiciary with the means to consolidate its independence. Credibility of judicial institutions rests on its visible independence from any vested interest whatsoever. Need for accountability and transparency on the part of the judiciary are intricately connected to judicial independence. The consolidation, development and performance of judicial function retaining its independence, accountability and transparency is possible only by providing proper judicial education and training.

Kerala Judicial Academy has reshaped its way to reach judicial officers in tune with the needs of the time. A Working Manual which showcases all the activities of the Kerala Judicial Academy will help the stakeholders to understand the scope, policies and purpose of the various activities undertaken by the Academy and will help to define the contours of its future activities.

I am told that the Academy proposes to release a hard copy of the said document in addition to the softcopy currently being released. It is expected that the said document shall remain a live document which will be updated timely to remain current at all times.

As the Patron-in-Chief of the Kerala Judicial Academy, I place on record my appreciation to all those who are part of this endeavour.


(S. MANIKUMAR)

Message



KERALA JUDICIAL ACADEMY

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10.3.2022

The Kerala Judicial Academy is one of the pioneer institutions in the country for judicial education and legal research. The Academy has set a platform for the newly appointed Munsiff-Magistrates to undergo mandatory induction training. It also conducts an orientation programme for the direct recruit district judges. Continuing judicial education undertaken by the Academy has a vital role in assisting the judicial officers of the district judiciary to gain knowledge, update themselves, share their experiences, and to sensitise themselves to the changing social needs. The academy also conducts legal research on topics relevant to the judiciary. Special training programmes are conducted by the Academy for other stakeholders also.

The need to have these multifaceted activities of the Academy captured in a single document is materialised with the publication of the Working Manual. The Working Manual showcases all the past, present and expected future activities of the Academy, its infrastructure and its potential.



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As of now a soft copy is being released. This is expected to be a living document. We hope that the working manual would serve as a single window reference document for all the stakeholders who want to understand the working of the Academy.

Justice S.V. Bhatti
Judge, High Court of Kerala &
President, Board of Governors
Kerala Judicial Academy

Justice Sunil Thomas
Judge, High Court of Kerala &
Member, Board of Governors

Justice Sathish Ninan
Judge, High Court of Kerala &
Member, Board of Governors

Justice Anu Sivaraman
Judge, High Court of Kerala &
Member, Board of Governors

Justice V.G. Arun
Judge, High Court of Kerala &
Member, Board of Governors

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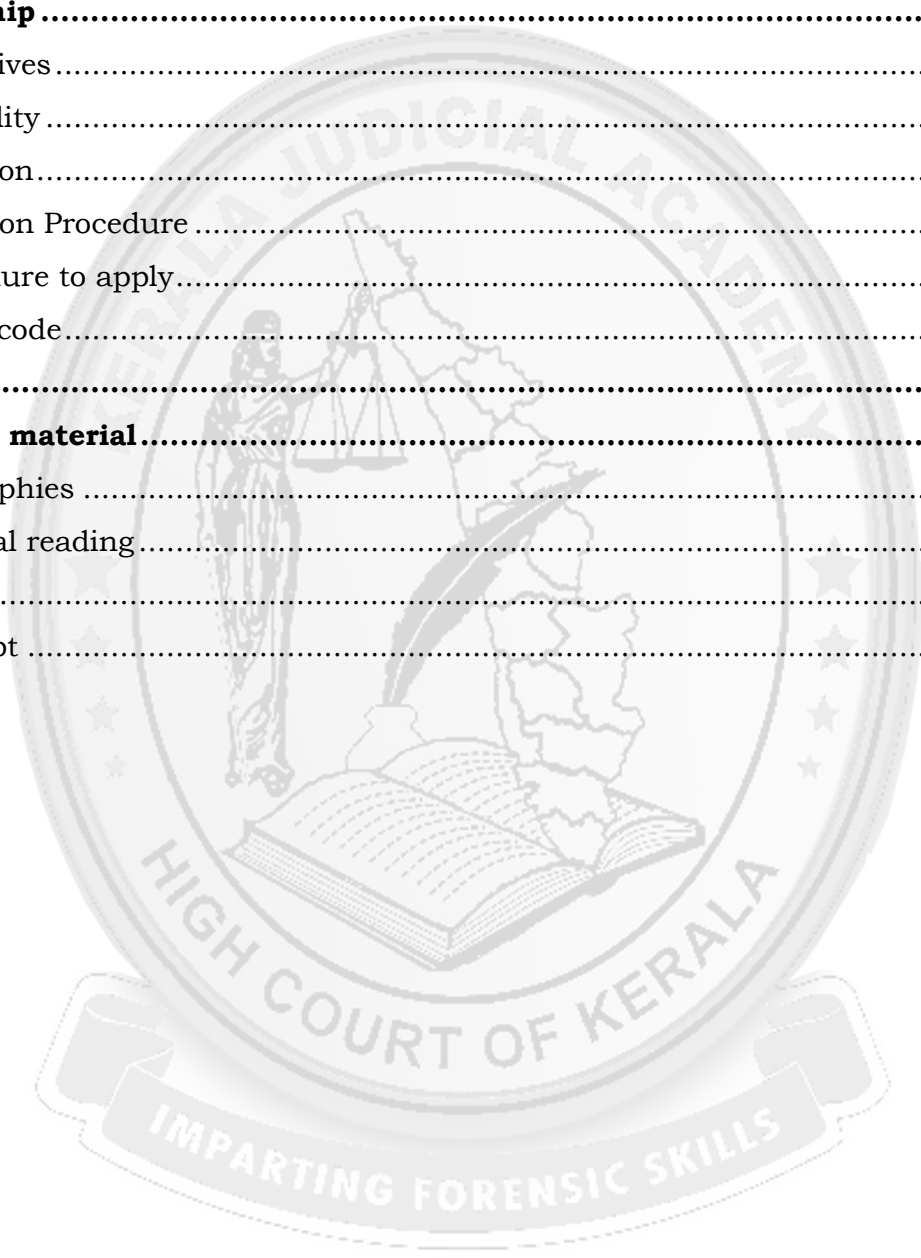
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Part I

General

Introduction

The Kerala Judicial Academy is established by the High Court of Kerala. It is one of the pioneer institutions in the country for judicial education and legal research. The Academy has set the platform for various programmes. They include the mandatory induction training for munsiff-magistrates, orientation programme for direct recruit district judges and in-service programmes for serving judicial officers. Continuing judicial education plays a vital role in helping the district judiciary to share their experiences, gain knowledge and update and sensitise themselves to the fast-changing social needs. Training is imparted in an organised and systematic manner to enhance the efficiency of the justice delivery system.

With the introduction of new technologies as well as the changes in law, judges may be confronted with multiple challenges in court management, litigational efficiency, judicial balance in the conduct of trials *et cetera*. Our endeavour is to ensure investment in updating knowledge and skills as well as improving efficiency in the justice delivery system. Such investment will repay in the delivery of justice and efficiency of judicial administration.

Brief History

The Directorate of Training

Formal and institutionalised training to the members of the district judiciary in the State of Kerala commenced in 1986 with the formation of the Directorate of Training. It could be materialised on account of the forethought and untiring efforts of Hon'ble Mr Justice V. S. Malimath, the then Chief Justice. The Government of Kerala accorded sanction to establish a Directorate of Training (vide G.O.(Ms) 178/86/Home dated 11.08.1986). The Directorate of Training imparted induction as well as in-service training to the judicial officers.

The full court passed a resolution on 12.06.1986 for constituting a training committee. Accordingly, a committee of Hon'ble Judges was being constituted from time to time for the governance of the Directorate of Training. The first committee was constituted on 01.07.1987.

The Chief Justices since inception of Directorate of Training

Sl.	Name	Period	
		From	To
1.	Hon'ble Mr. Justice V.S. Malimath, C.J.	24.10.1986	10.06.1991
2.	Hon'ble Mr Justice U.L. Bhat, Ag.C.J.	11.06.1991	07.08.1991
3.	Hon'ble Mr Justice M. Jagannadha Rao, C.J.	08.08.1991	05.04.1994
4.	Hon'ble Mr Justice Varghese Kalliath, Ag. C.J.	06.04.1994	20.04.1994
5.	Hon'ble Mrs Justice Sujatha V. Manohar, C.J.	21.04.1994	22.05.1994
6.	Hon'ble Mr Justice M.M. Pareed Pillay, Ag. C.J.	23.05.1994	17.06.1994
7.	Hon'ble Mrs Justice Sujatha V. Manohar, C.J.	18.06.1994	04.11.1994
8.	Hon'ble Mr Justice M.M. Pareed Pillay, C.J.	05.11.1994	17.09.1995
9.	Hon'ble Mr Justice K.T. Thomas, Ag. C.J.	18.09.1995	26.03.1996
10.	Hon'ble Mr Justice K. Sreedharan, Ag. C.J.	27.03.1996	22.07.1996
11.	Hon'ble Mr Justice U.P. Singh, C.J.	23.07.1996	19.12.1997
12.	Hon'ble Mr Justice Om Prakash, C.J.	20.12.1997	19.03.1999
13.	Hon'ble Mr Justice G. Rajasekharan, Ag. C.J.	20.03.1999	22.05.1999
14.	Hon'ble Mr Justice A.R. Lakshmanan, Ag. C.J.	23.05.1999	19.09.1999

Sl.	Name	Period	
		From	To
15.	Hon'ble Mr Justice Arijit Pasayat, C.J.	20.09.1999 – 08.05.2000	
16.	Hon'ble Dr Justice A.R. Lakshmanan, Ag. C.J.	09.05.2000 – 27.05.2000	
17.	Hon'ble Mrs Justice K.K. Usha, Ag. C.J.	28.05.2000 – 29.05.2000	
18.	Hon'ble Mr Justice Arvind V. Savant, C.J.	30.05.2000 – 16.09.2000	
19.	Hon'ble Mrs Justice K.K. Usha, Ag. C.J.	17.09.2000 – 29.11.2000	
20.	Hon'ble Mrs Justice K.K. Usha, C.J.	30.11.2000 – 02.07.2001	
21.	Hon'ble Mr Justice P.K. Balasubramanyan, Ag. C.J.	03.07.2001 – 06.09.2001	
22.	Hon'ble Mr Justice B.N. Srikrishna, C.J.	07.09.2001 – 24.05.2002	
23.	Hon'ble Mr Justice V.P. Mohan Kumar, Ag. C.J.	25.02.2002 – 06.06.2002	
24.	Hon'ble Mr Justice Cyriac Joseph, Ag. C.J.	07.06.2002	
25.	Hon'ble Mr Justice B.N. Srikrishna, C.J.	08.06.2002 – 01.10.2002	
26.	Hon'ble Mr Justice Cyriac Joseph, Ag. C.J.	02.10.2002 – 01.11.2002	
27.	Hon'ble Mr Justice Jawahar Lal Gupta, C.J.	02.11.2002 – 21.01.2004	
28.	Hon'ble Mr Justice N.K. Sodhi, Ag. C.J.	22.01.2004 – 05.04.2004	
29.	Hon'ble Mr Justice N.K. Sodhi, C.J.	06.04.2004 – 04.07.2004	
30.	Hon'ble Mr Justice Cyriac Joseph, Ag. C.J.	05.07.2004 – 30.07.2004	

Sl.	Name	Period	
		From	To
31.	Hon'ble Mr Justice N.K. Sodhi C.J.	31.07.2004 – 17.11.2004	
32.	Hon'ble Mr Justice Cyriac Joseph, Ag. C.J.	18.11.2004 – 20.11.2004	
33.	Hon'ble Mr Justice B. Subhashan Reddy, C.J.	21.11.2004 – 03.02.2005	

The first committee

Hon'ble Mr Justice K. S. Paripoornan	Chairman
Hon'ble Mr Justice K.T. Thomas	Member
Hon'ble Mr Justice Chettoor Sankaran Nair	Member

Chairpersons of the training committees

Sl.	Name
1.	Hon'ble Mr Justice K. S. Paripoornan
2.	Hon'ble Mr Justice U.L. Bhat
3.	Hon'ble Mr Justice S. Padmanabhan
4.	Hon'ble Mr Justice T.L. Viswanatha Iyer
5.	Hon'ble Mr Justice K. Sreedharan
6.	Hon'ble Mr Justice T.V. Ramakrishnan
7.	Hon'ble Mr Justice B.M. Thulasidas
8.	Hon'ble Mr Justice P.K. Balasubramanian
9.	Hon'ble Mr Justice K.S. Radhakrishnan

Directors of training

Sl.	Name	From	to
1.	Sri. V. K. Bhaskaran	21-03-1987	31-05-1987
2.	Sri. B. M. Thulasidas	01-06-1987	23-11-1989
3.	Sri. S. Krishnan Unni	22-12-1989	26-05-1995
4.	Sri. E. Achuthan Unni	26-05-1995	31-05-2000
5.	Sri. R. Gopalakrishna Pillai	01-06-2000	18-02-2002
6.	Sri. R. Natarajan	07-03-2002	31-11-2004
7.	Sri. A. Hariprasad	02-12-2004	03-02-2005

Additional Directors of training

Sl.	Name	From	To
1.	Sri. E. Achuthan Unni	10-02-1995	26-05-1995
2.	Sri. M. V. Viswanathan	27-05-1995	07-02-1996
3.	Sri. J. M. James	12-07-1996	09-10-1996
4.	Sri. K. Viswanathan Nair	17-10-1996	29-01-1997
5.	Sri. K. G. Aravindakshan	04-02-1997	30-04-1997
6.	Sri. V. Ramkumar	05-05-1997	18-05-1998
7.	Sri. P. Bhavadasan	19-05-1998	16-09-1999
8.	Sri. M. R. Gopalakrishnan Nair	29-09-1999	15-01-2000
9.	Sri. R. Natarajan	15-01-2000	07-03-2002
10.	Sri. K. P. John	11-03-2002	11-08-2003
11.	Sri. K. Abraham Mathew	12-01-2004	03-02-2005

The Kerala Judicial Academy

The training committee resolved to request Hon'ble the Chief Justice to rename the Directorate of Training as the Kerala Judicial Academy to match the needs of changing times. The resolution was accepted by the full court on 26.01.2005. Accordingly, the Directorate of Training was rechristened the Kerala Judicial Academy. It was brought under the administrative control of the Board of Governors. The Hon'ble the Chief Justice is the patron-in-chief of the Academy.

Former Patrons-in-Chief

Sl.	Name	Period	
		From	To
1.	Hon'ble Mr Justice B. Subhashan Reddy, C.J.	04.02.2005	01.03.2005
2.	Hon'ble Mr Justice Cyriac Joseph, Ag. C.J.	02.03.2005	18.03.2005
3.	Hon'ble Mr Justice K.S. Radhakrishnan, Ag. C.J.	19.03.2005	26.04.2005
4.	Hon'ble Mr Justice Rajeev Gupta, C.J.	27.04.2005	10.01.2006
5.	Hon'ble Mr Justice K.S. Radhakrishnan Ag. C.J.	11.01.2006	21.01.2006
6.	Hon'ble Mr Justice V.K. Bali, C.J.	22.01.2006	23.01.2007
7.	Hon'ble Mr Justice K.S. Radhakrishnan, Ag. C.J.	24.01.2007	17.05.2007
8.	Hon'ble Mr Justice H.L. Dattu, C.J.	18.05.2007	15.12.2008
9.	Hon'ble Mr Justice J.B. Koshy, Ag. C.J.	16.12.2008	13.03.2009
10.	Hon'ble Mr Justice Kurian Joseph, Ag. C.J.	14.03.2009	17.03.2009
11.	Hon'ble Mr Justice S.R. Bannurmth, C.J.	18.03.2009	22.01.2010
12.	Hon'ble Mr Justice Kurian Joseph, Ag. C.J.	23.01.2010	05.02.2010
13.	Hon'ble Mr Justice P.R. Raman, Ag. C.J.	06.02.2010	16.03.2010
14.	Hon'ble Mr Justice Jasti Chelameswar, C.J.	17.03.2010	09.10.2011
15.	Hon'ble Mr Justice C.N. Ramachandran Nair, Ag. C.J.	10.10.2011	08.11.2011
16.	Hon'ble Mrs Justice Manjula Chellur, Ag. C.J.	09.11.2011	25.09.2012

Sl.	Name	Period	
		From	To
17.	Hon'ble Mrs Justice Manjula Chellur, C.J.	26.09.2012 – 01.08.2014	
18.	Hon'ble Mr Justice Ashok Bhushan, Ag. C.J.	02.08.2014- 25.03.2015	
19.	Hon'ble Mr Justice Ashok Bhushan, C.J.	26.03.2015 – 12.05.2016	
20.	Hon'ble Mr Justice Thottathil B. Radhakrishnan, Ag. C.J.	13.05.2016 – 01.08.2016	
21.	Hon'ble Mr Justice Mohan M. Shantanagoudar, Ag. C.J.	01.08.2016 – 21.09.2016	
22.	Hon'ble Mr Justice Mohan M. Shantanagoudar, C.J.	22.09.2016 – 16.02.2017	
23.	Hon'ble Mr Justice Thottathil B. Radhakrishnan, Ag. C.J.	16.02.2017– 17.03.2017	
24.	Hon'ble Mr Justice Antony Dominic, Ag. C.J.	17.03.2017 – 20.03.2017	
25.	Hon'ble Mr Justice Navaniti Prasad Singh, C.J.	20.03.2017 – 06.11.2017	
26.	Hon'ble Mr Justice Antony Dominic, Ag. C.J.	06.11.2017 – 08.02.2018	
27.	Hon'ble Mr Justice Antony Dominic, C.J.	09.02.2018 – 30.05.2018	
28.	Hon'ble Mr Justice Hrishikesh Roy, Ag. C.J.	30.05.2018 - 07.08.2018	
29.	Hon'ble Mr Justice Hrishikesh Roy, C.J.	08.08.2018 – 22.09.2019	
30.	Hon'ble Mr Justice C.K. Abdul Rehim, Ag. C.J.	23.09.2019 – 11.10.2019	

The first Board of Governors

Hon'ble Mr Justice Cyriac Joseph	President
Hon'ble Mr Justice K.S. Radhakrishnan	Member
Hon'ble Mr Justice K. Padmanabhan Nair	Member
Hon'ble Mr Justice R. Basant	Member

Former Presidents of the Board of Governors

Sl.	Name	From	To
1	Hon'ble Mr Justice Cyriac Joseph	04.02.2005	19.03.2005
2	Hon'ble Mr Justice K.S. Radhakrishnan	28.03.2005	02.01.2008
3	Hon'ble Mr Justice Kurian Joseph	03.01.2008	05.05.2009
4	Hon'ble Mr Justice P.R. Raman	06.05.2009	14.05.2010
5	Hon'ble Mr Justice Pius. C. Kuriakose	17.05.2010	24.03.2013
6	Hon'ble Mr Justice Thottathil B. Radhakrishnan	08.04.2013	13.08.2014
7	Hon'ble Mr Justice K.T. Sankaran	14.08.2014	25.12.2016
8	Hon'ble Mr Justice P.N. Ravindran	26.12.2016	29.05.2018
9	Hon'ble Mr Justice P.R. Ramachandra Menon	31.05.2018	12.03.2019
10	Hon'ble Mr Justice C. K. Abdul Rehim	14.03.2019	20.05.2019
11	Hon'ble Mr Justice C. T. Ravikumar	21.05.2019	04.05.2020
12	Hon'ble Mr Justice A. M. Shaffique	05.05.2020	13.02.2021
13	Hon'ble Mr Justice A. Hariprasad	13.02.2021	18.05.2021
14	Hon'ble Mr Justice K. Vinod Chandran	21.05.2021	04.10.2021

The Patron -in- Chief since 11.10.2019

Hon'ble Mr Justice S. Manikumar, the Chief Justice

The Board of Governors since 05.10.2021

1.	Hon'ble Mr Justice S.V. Bhatti	President
2.	Hon'ble Mr Justice Sunil Thomas	Member
3.	Hon'ble Mr Justice Anu Sivaraman	Member
4.	Hon'ble Mr Justice Sathish Ninan	Member
5.	Hon'ble Mr Justice V.G. Arun	Member

Director (Academics)

A new post, namely, the Director (Academics) was created in 2016. Hon'ble Mr Justice K.T. Sankaran, former judge of the High

Court, was appointed the first Director (Academics). Hon'ble Mr Justice K.T. Sankaran assumed charge on 05.01.2017 and continued as such till 04.01.2020 and officiated as Chairperson from 08.02.2019 to 04.01.2020.

Hon'ble Mr Justice A.M. Babu, former judge of the High Court, is the Director (Academics) since 11.03.2020.

Directors of the Academy

Sl.	Name	From	To
1.	Sri. A. Hariprasad	04.02.2005	31.05.2010
2.	Sri. K. Abraham Mathew	01.06.2010	11.04.2012
3.	Sri. A. M. Babu	12.04.2012	04.10.2016
4.	Sri. T. V. Anilkumar	27.10.2016	05.11.2018
5.	Sri. K.P. Sudhir	13.11.2018	11.02.2020

Sri. K. Sathyan is the Director since 19.06.2020.

Additional Directors of the Academy

Sl.	Name	From	To
1.	Sri. K. Abraham Mathew	04.02. 2005	17.06.2010
2.	Sri. A. M. Babu	17.06.2010	11.04.2012
3.	Sri. B. G. Harindranath	28.04.2012	10.03.2015
4.	Sri. P. G. Ajithkumar	18.03.2015	13.11.2018
5.	Smt. C. S. Sudha	22.11.2018	20.05.2021

Sri. Ananthakrishna Navada is the Additional Director since 12.07.2021.

Deputy Directors of the Academy

Sl.	Name	From	To
1	Sri. P. G. Ajithkumar	18.04.2007	18.06.2011
2	Sri. K. Sathyan	20.06.2011	02.02.2012

Sl.	Name	From	To
3	Sri. K. Ananthakrishna Navada	28.04.2012	13.03.2014
4	Sri. V. P. M. Suresh Babu	21.05.2014	01.04.2019
5	Sri. Rajesh G.	10.04.2019	08.02.2021

Sri. K. Krishna Kumar is the Deputy Director of the Academy since 21.04.2021.

Assistant Directors of the Academy

Sl.	Name	From	To
1.	Sri. K. Ananthakrishna Navada	04.05.2007	31.05.2007
2.	Sri. N. V. Raju	01.06.2007	15.05.2010
3.	Sri. K. Ananthakrishna Navada	17.05.2010	21.02.2011
4.	Sri. P. K. Mohandas	07.03.2011	17.11.2012
5.	Sri. V. P. M. Suresh Babu	01.02.2013	20.05.2014
6.	Sri. Rajesh. G	21.05.2014	20.06.2016
7.	Sri. Ganesh M. K.	23.06.2016	01.07.2020

Dr. John Varghese is the Assistant Director of the Academy since 06.08.2020.

Administration

The Board of Governors

The Academy is under the control of a Board of Governors. The Hon'ble Chief Justice is the Patron-in-Chief. A senior judge of the High Court is nominated by the Hon'ble Chief Justice as its President. The Board of Governors consists of sitting judges nominated by the Patron-in-Chief in consultation with the President.

Director (Academics)

The Director (Academics), a former judge of the High Court, will oversee the academic activities.

Director

The Director, a District Judge on deputation, oversees all the activities of the Academy including arranging training programmes to the judicial officers, staff of district judiciary and other stakeholders.

Additional Director

The Additional Director of the Academy is a District Judge on deputation. The Additional Director assists the Director in the functioning of the Academy.

Deputy Director and Assistant Director

The Deputy Director in the Sub Judge/Chief Judicial Magistrate cadre on deputation and the Assistant Director in the munsiff-magistrate cadre on deputation are assigned with such duties and responsibilities by the Director and the Additional Director for the smooth and efficient functioning of the Academy. They also attend to other works that may be assigned to them from time to time.

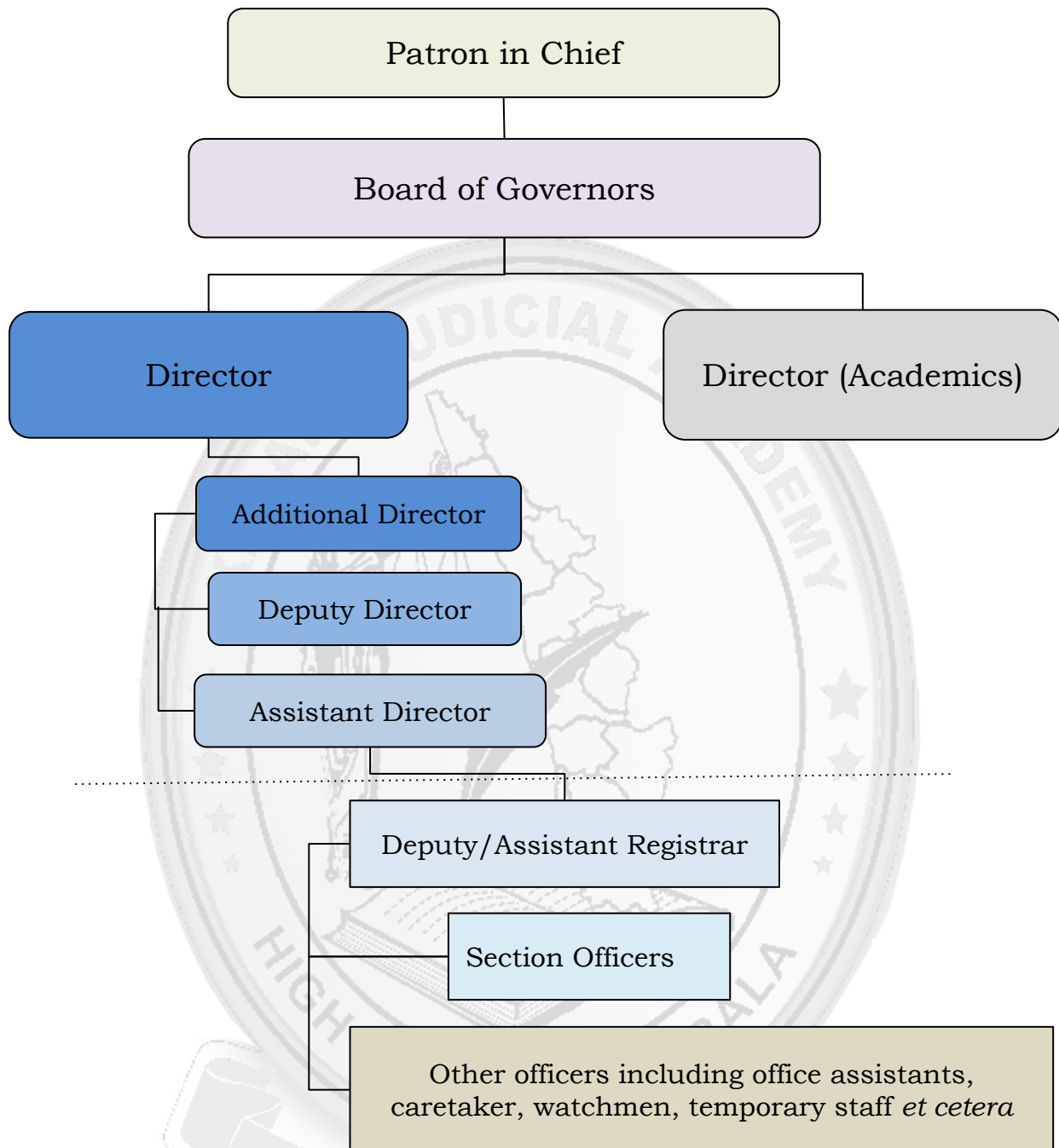
Officers and staff

The officers and staff of the Academy consists of the following:

Sl.	Designation	Sanctioned strength	working strength
1.	Deputy Registrar/ Assistant Registrar	1	1
2.	Librarian	1	1
3.	Reference Librarian	1	1
4.	EDP Officer	1	Nil
5.	Section Officer	3	3
6.	Assistant Section Officer/Sr. Gr. Assistant/Assistant	9	7
7.	PA to Judge	4	4
8.	Computer Assistant	1	1
9.	Cataloguer	1	1

Sl.	Designation	Sanctioned strength	working strength
10.	Library Assistant	1	1
11.	Attender	1	1
12.	Chauffeur	4	4
13.	Caretaker	1	1
14.	Electrician	1	1
15.	Helper	1	Nil
16.	Watchman	7	6
17.	Carpenter	1	Nil
18.	Gardener	1	Nil
19.	Office Attendant	11	6 regular hands 5 on daily wages
20.	Sweeper	1	1
21.	Part-time sweeper	4	3 regular hands 2 casual sweepers
22.	Sanitation worker	1	Nil

Chart of administration



Location

The Academy has a serene and beautiful campus. It is just 5 kilometres away from the CIAL (Cochin International Airport Ltd.). The campus of the Academy faces the Athani-Manjali road and is close to NH 544. The distance in kilometres from the Academy to the Angamaly (Kalady) Railway Station is 5.5 kilometers and to the Aluva Railway

Station is 9 kilometers. The distance to the High Court of Kerala is 24.5 kilometres.

Infrastructure

The campus



Ram Mohan Palace

The Directorate of Training started functioning in the Ram Mohan Palace in 1986 where the High Court of Kerala was housed then. Almost the entire Ram Mohan Palace was allotted to the Academy in 2006 when the High Court was shifted to the new building. The Academy functioned in the Ram Mohan Palace till 16-01-2016.

The new campus was inaugurated on 16-01-2016 by Hon'ble Mr Justice T.S. Thakur, the then Chief Justice of India.



The new campus



The administration block

Training halls

There are two air-conditioned smart classrooms, named Periyar and Souparnika. They can accommodate 64 participants each. The facilities available are:

1. Microphones for all participants and faculty
2. Digital conference control unit
3. Loudspeakers
4. Mixer
5. Wireless headsets
6. 65" Interactive touch panel with integrated IR touch
7. 4K LED display
8. Microsoft surface pro 7 windows tab for podium
9. Complete video collaboration system for video conferencing.
10. HDBT transmitter and receiver
11. Wireless presenter system
12. Computers



Periyar



*Sauparnika
The training halls*

Conference hall

The conference hall has a seating capacity of 20. Video conferencing facility is available in this hall.



Conference hall

Computer lab

The Academy has a full-fledged air-conditioned computer lab. Thirty-four persons can be trained at a time.



Computer lab

Library

The Library of the Academy is a centre for self-learning intended to help its users a vista of sources of information. It is an automated library. The automation technology acts as a base in automated data collection, identification, and analysis systems. A video library of the videos of programmes conducted by the Academy in the recent past will also be made available soon.

Software

The library uses 'Koha', a free and open-source software integrated with Radio Frequency Identification (RFID) technology for library services. Cataloguing of books (entry of details of the books such as title, author, edition, year *et cetera*) is done in 'Koha'. These details are also linked with the RFID tags attached to the books. The users of the library are provided with identification cards which are linked to the 'Koha' software.



Library

Radio Frequency Identification (RFID)

RFID library management system consists of books attached with RFID tag, RFID reader, software, and computer network. Library

staff handle lending, returning, sorting, tagging *et cetera* of books using RFID tags. Data within a tag may provide identification for an item, proof of ownership, original storage location and lending status and history. One can locate books marked with RFID tags using the RFID reader. When a book is carried to the counter, the library staff can either activate or deactivate the electronic article surveillance bit in the book's tag. On lending of every book, the surveillance bit is deactivated.

Kiosk for lending and returning books

A Kiosk for lending and returning books is installed in the library. Lending and returning of books are fully automated with the help of a self-check-in/out mechanism. Every user of the library can view every book in the library on a computer screen to enable him to choose the book he wants. The book selected by him is identified by the built-in RFID reader. The surveillance bit in the book's tag is deactivated by the system when the book is lent. When it is returned, the check-in/out system activates the surveillance bit. Using the issue kiosk one can renew and reserve books as well.

Book drops

The machine called book drops is kept at the main entrance of the library. It offers flexibility and convenience in returning books at any time, even beyond the working hours. The kiosk will then generate a receipt of return.



Kiosk, Book-drop, and anti-theft detection gate

Anti-theft Detection Gate

RFID gates function as an anti-theft device. Any theft will be detected by the gates by triggering the alarm system.

Collection of books

The library has a good collection of books which include Bare Acts, Commentaries, Journals, Legal and General Literature, Case Laws, Digests, Books for general reading, Encyclopaediae, Manuals, Dictionaries, Periodicals in English and Malayalam *et cetera*.

The list of books in the library can be accessed from the link below:

<https://docs.google.com/spreadsheets/d/1jDl4BRHniaQbTUDJ3XD4GxzGCTq3p5eZ/edit?usp=sharing&oid=114514974124577102221&rtpof=true&sd=true>

Faculty apartment



The faculty apartment

The faculty apartment in the campus facilitates accommodation of the faculty members including Hon'ble Judges visiting the Academy

for training programmes. It has three air-conditioned suites and a common lobby.

Apartment for participants

The apartment for participants is a two storied building consisting of 25 rooms. Every room is air conditioned, attached with a washroom. Single or twin accommodation is provided depending upon the number of participants.

The facilities available are:

- Front office.
- Geyser, electric iron, electric kettle, tea/coffee/milk sachet *et cetera*.
- Spacious central dining area with an attached kitchen.
- Recreation room for indoor games.
- Purified drinking water on each floor.
- Washing machines and cloth dryers in the laundry area.
- A well-equipped fitness centre.



Apartment for participants



Fitness centre



Recreation room

Residential buildings for Directors

The Director, the Additional Director, the Deputy Director, and the Assistant Director are provided with residential accommodation in the campus.



Residential apartments for directors

Retiring room, cabin et cetera

The security personnel have a cabin in the campus. They and the chauffeurs have retiring rooms.

Power supply

To ensure power supply round the clock, the campus is provided with an auto start/stop generator.

Outdoor badminton court

Construction of a floodlit outdoor badminton court is expected to be begun shortly.

Part II

Induction Training for Munsiff-Magistrates

Duration

The duration of training for Munsiffs and Magistrates was six months before the establishment of the Directorate of Training. After its establishment in 1986, the duration was reduced to 13 weeks. It was increased to twenty-four weeks in October 1992.

Pursuant to the direction of the Hon'ble Supreme Court in *All India Judges Association v. Union of India* (AIR 2002 SC 1752), the scheme of induction training was revised. The period of the induction training since 2008 is one year minimum.

Objectives

The broad curriculum goals for the induction course are:

- To prepare the trainees for performing their duties and functions when they assume office.
- To ensure uniformity and predictability of decisions by equipping them with adequate command of laws, procedures, and the technology of judging.
- To educate them on related areas of knowledge and skills useful for judicial work.
- To inculcate the right kind of values, attitudes, and perspectives desirable for undertaking judicial functions.
- To motivate and prepare for absorbing reformist initiatives, to overcome resistance to change and to manage the change in a manner beneficial to judicial administration.
- To strengthen the knowledge of the trainee officers in their basic substantive and procedural laws, the newly legislated laws,

to sharpen their skills and develop their adjudication skills and the art of judgment writing.

- Ensure uniformity and consistency in judging by correct application of law to the diverse situation, adequate command of substantive and procedural law and the correct application of law.
- To develop the skill of Court craft, court management and time management, effective, efficient, and qualitative disposal of cases, with optimum use of information technology.
- To inculcate the sense of all kinds of values, attitudes, and broad outlook to the needs of the society and to use law as a vehicle for social change.
- Personality development to aid the proper, dignified, and general conduct of the judicial officer, right attitude to the lawyers, while dealing with the members of the society outside the court.
- To overcome the resistance to the better changes, to motivate and prepare for wider outlook of issues.
- For a proper and efficient management of the staff.
- Optimum use of Alternate Dispute Mechanism.
- To develop the skills of use of technology, e-filing, paperless court, and use of Information Technology for enhancing the qualitative disposal of the cases.
- To develop skill of interaction, removal of personal inhibition in public speech, to increase the confidence level by interacting in group discussion and to develop restrictive but gentle and courteous behaviour in court.

Scheme of training

PHASE- I (Initiation)

Place	Duration	Nature of Training
Academy	Three Months	Theoretical Training-I
Civil Court	Two Months	Practical Training
Criminal Court	One Month	Practical Training

PHASE- II (Exploration)

Place	Duration	Nature of Training
Academy and other institutions	Two months in the Academy and one month in other institutions	Theoretical Training-II
Civil Court	One Month	Practical Training
Criminal Court	One Month	Practical Training

PHASE -III (Reflection)

Place	Duration	Nature of Training
Academy	One Month	Remedial teaching & evaluation
Total	Twelve Months	

The components

The induction training consists of three components:

1. Training in the Academy
1. Training in courts
2. Training in other institutions

The trainees are in the Academy during the first three months. Thereafter they are sent to different courts, the duration being three months. They will be in the Academy for the next three months and during this period they are sent to other institutions. They again go to the courts for training for two months. The final phase is in the Academy and the duration is one month.

Training in the Academy

The institutional training in the Academy is for seven months. The trainees are not just passive listeners. They are active participants in gathering knowledge. Teaching should be student oriented rather than teacher centred. As many instructional techniques as possible are being introduced for imparting forensic skills. The object of this phase is to provide knowledge in various branches of law and general administration. It is also intended to equip the trainees with the skill of facing various problems which may crop up during their judicial career.

The institutional training in the Academy takes place in three phases as indicated below.

Phase - I (Initiation)

This phase is focused on strengthening the knowledge both in substantive and procedural laws, statutes of general importance, drafting of judgments, to acquire the ability to deal with the adverse and complex situation, in discharge of their official duties. They are given an opportunity to raise their doubts, express themselves confidently and to develop their learning skill.

Phase - II (Exploration)

This phase concentrates mainly on the skills for proper management and tools for effective and qualitative disposal of cases, proper and dignified conduct in court and outside and maintenance of good behavioural standards.

Phase - III (Reflection)

This phase is meant for evaluation of the improvements that have occurred among the trainees by a process of reflection of skills and self-evaluation. It is supplemented by the evaluation by the teachers and the senior officers of the Academy. The methodology adopted is by group discussion on recent decisions, discussion on questionnaire based on substantive and procedural laws, evaluation of judgments and orders prepared by the trainees and evaluation of framing of issues and framing of charges in criminal proceedings. It also intended to have

broad overview of administration to equip the recruited/munsiff in discharging their functions effectively.

Training in courts

Training in courts is conducted in two phases. The purpose of such training is to ensure practical experience on the working of the court system. The trainees are expected to acquire thorough knowledge in the judicial and administrative works.

Phase I (Initiation)

During this phase the trainees are sent to the civil courts for two months and the criminal courts for one month. This phase commences on completion of the first phase in the Academy.

Phase II (Exploration)

This phase commences on completion of the second phase in the Academy. The trainees are to attend the civil courts and the criminal courts for one month each.

Training in other institutions

The trainees are sent to other institutions during the second phase in the Academy. They are to attend legal services institutions, police stations, village offices, taluk offices, forensic science laboratory, state medico-legal institute, forest training institute, prison *et cetera*.

Curriculum

I. The Constitution of India

1. Constitution of India – overview
2. Constitutional values as core principles for administration of justice
3. Fundamental Rights
4. Rights of the accused guaranteed under the Constitution
5. Legal Aid & Access to justice
6. Directive principles of state policy and judicial decision making
7. Fundamental Duties

II. The Code of Civil Procedure

1. *Constitution of Civil Courts*
 - a) Subordination of courts
 - b) Pecuniary Jurisdiction of Civil Courts (Section 6 & 15)
2. *Jurisdiction to try all suits of civil nature*
 - a) Civil Courts Act
 - b) Section 9 CPC
3. *Res Sub Judice & Res Judicata*
 - a) Sections 10 and 11 CPC
 - b) Res Judicata and Order 2 & Rule 2
 - c) Res Judicata and Estoppel
 - d) Res Judicata in execution proceedings
 - e) Waiver of the plea of Res Judicata
4. *Foreign Judgements*
 - a) Relevancy, conclusiveness, and enforceability
 - b) Fundamental principles of Private International Law
5. *Place of Trial*
 - a) Territorial jurisdiction
 - b) Sections 16 to 21A and Order 7 Rule 10 of the CPC
 - c) Pecuniary jurisdiction with special reference to Kerala Civil Courts Act
6. *Institution of Suit*
 - a) Frame of suit
 - b) Joinder of parties and causes of action
7. *Pleadings*
 - a) Complaint, written statement, set off, counterclaim
 - b) Replication/Rejoinder
 - c) Verification of pleadings
 - d) The Civil Rules of Practice, Kerala (Relevant Provisions)
8. *Issuance and Service of summons*
9. *Appearance of parties*
 - a) Consequence of non-appearance

- b) Setting aside order of dismissal
- c) Ex-parte order and decree
- d) Setting aside ex - parte orders and decree

10. *Admissions and Judgement on admission*

11. *Pre-Trial Procedures*

- a) Production and impounding of documents
- b) Discovery, inspection, and interrogatories
- c) Framing of issues
- d) Preliminary issues

12. *Trial procedure*

- a) List System
- b) Case Flow Management
- c) Summoning and attendance of witnesses
- d) Recording of evidence
- e) Hearing of suit and right to begin evidence

13. *Interest and costs*

14. *Suits in particular cases*

- a) Suits on mortgages
- b) Suits by or against Government and public servant
- c) Suit by indigent person
- d) Suits by or against minors and persons of unsound mind
- e) Representative suits
- f) Suits against public nuisance
- g) Suits by or against trust
- h) Suits by or against partnership
- i) Suits by or against corporation
- j) Interpleader suits
- k) Summary suits

15. *Parties to suits*

- a) Who may be joined as plaintiffs and defendants?
- b) Necessary and proper parties

- c) Striking off and adding parties
- d) Transposition of parties

16. *Interlocutory Orders*

- a) Temporary injunction, arrest, and attachment before judgement
- b) Appointment of Receivers
- c) Appointment of Commissions

17. *Death of parties and substitution of legal representatives- Nature of inquiry*

18. *Withdrawal from suits, abandonment, and compromise of suits*

19. *Alternative Dispute Resolution*

Section 89 C.P.C. and the Legal Service Authorities Act

20. *Reference, Review and Revision*

21. *Inherent Powers*

22. *Restitution*

23. *Execution of Decrees and Orders*

24. *Miscellaneous*

- a) Definition of judgement, decree, and order
- b) Legal representatives
- c) Mesne profits
- d) Sections 35A & 95
- e) Effect of Rules in the First Schedule
- f) Caveat
- g) Sections 148, 149, 152 & 153

25. *Practical Training*

- a) The trainees will be supplied with a copy of pleadings to familiarise them with its nature.
- b) Framing of issues -Trainees will be supplied with pleadings and they must frame issues in different types of suits.

26. *Judgement Writing in civil cases*

- a) The trainees will be supplied with materials for writing judgments one or two days in advance and they must study the materials and write judgments in the training session. It will be evaluated, and shortcomings pointed out to the trainees for rectification.
- b) Writing orders on interlocutory applications including temporary injunctions, attachments etc.
- c) Writing Orders in application for amendments of pleadings.
- d) Order on enquiry for substitution of legal representatives etc.

III. The Code of Criminal Procedure

- a) Constitution and powers of Criminal Courts
- b) Application of the Code for trial of offences under Penal Code and other laws

1. Arrest of persons

- a) Powers of police to arrest
- b) Procedure for arrest including medical examination of the accused
- c) Production of accused before the court
- d) Remand of accused
- e) Judicial custody and police custody

2. Bail

- a) Bail in bailable offences and non-bailable offences
- b) Bail to indigent persons and statutory bail

3. Information to the police and investigation

- a) Registration of FIR
- b) Use of FIR during trial
- c) Investigation of cognizable and non-cognizable offences
- d) Section 161 Cr.P.C. – Marking of contradictions
- e) Role of courts during police investigation
- f) Recording of statement of witnesses and confession under Section 164 Cr.P.C.
- g) Test identification parade

h) Issuance of search warrant and arrest warrants during investigation

i) Polygraph test, BEMP and Narco-analysis

4. *Final Report*

a) Final Report and cognizance by courts

b) Further investigation by police and the power of the Court to direct further investigation

5. *Place of inquiry*

a) Place of inquiry and trial (Territorial jurisdiction)

b) Procedure to be adopted when the Court does not have local jurisdiction to enquire or try offences

6. *Cognizance of offences by Magistrates*

a) The meaning of taking cognizance

b) Limitation in taking cognizance of certain offences

c) Interdictions regarding cognizance with respect to certain offences (Section 195 to 199)

7. *Complaints to Magistrates*

a) Enquiry under Section 200

b) The difference between enquiry with respect to offences triable by Magistrate and offences triable exclusively by Court of Session

8. *Issuance of process*

a) Dispensing with personal attendance under Sections 205 and 317

b) Process to compel appearance

c) Issuance of non-bailable warrants and guidelines

d) Issue of search warrants and general provisions as to search

e) Summons to produce document or thing

f) The procedure with respect to absconding accused

g) Sections 82, 83 and 299 Cr.P.C.

9. *Trial (Procedure)*

a) Procedure when accused is of unsound mind

b) Trial of military personnel.

- c) Framing of charge
- d) Joinder of charges
- e) Joint trial of criminal cases
- f) Error or omission in framing proper charge and its consequences thereof
- g) Alternative charge and punishment for minor offences without specific charge
- h) Committal proceedings

10. Discharge of Accused

The principles governing discharge

11. Disposal of cases without trial

- a) Withdrawal from prosecution (Section 321)
- b) Composition (Section 320)
- c) Acquittal under Section 256 Cr.P.C
- d) Withdrawal of complaint u/s. 257 Cr.P.C.
- e) Stoppage of proceedings u/s.258 Cr.P.C.

12. Trial of cases

- a) Recording of evidence in summons case and summary trial
- b) Recording of evidence in warrant case
- c) Conversion of summons trial to warrant trial
- d) Summary trial and restriction imposed by Section 326
- e) Power to proceed against persons not shown in the final report (Section 319)
- f) Nature of the power u/s 319 Cr.P.C and the bar under Section 132 of the Evidence Act
- g) Power to recall and examine witnesses (Section 311)
- h) Questioning of the accused under Section 313 Cr.P.C.
- i) Defence evidence

13. Judgement

- a) Pronouncement of judgement
- b) The contents of the judgement
- c) How to raise points for determination
- d) Calendar and judgments

- e) Set off and pre-trial detention (Section 428)
- f) Running of sentences – consecutively or concurrently
- g) Duty to consider Probation of Offenders Act
- h) Compensation to victims

14. Disposal of property by Magistrates

- a) Disposal of property pending trial and after trial
- b) Toxic and dangerous substances and narcotic drugs
- c) Disposal of properties involved in offences under special statutes

15. Miscellaneous

- a) Enquiry by Magistrates into cause of custodial death
- b) Forfeiture of bond and procedure
- c) Procedure under section 340 Cr. P.C.
- d) Summary Procedure for contempt Under Section 345 Cr.P.C.
- e) Recording of Dying Declaration
- f) Criminal Rules of Practice, Kerala 1982

IV. The Indian Penal Code

1. Introduction
2. General Explanations
3. Of punishments
4. General exceptions
5. Of abetment
6. Criminal Conspiracy
7. Of offences against the public tranquility
8. Of offences by or relating to public servants
9. Of contempt of the lawful authority of public servants
10. Of false evidence and offences against public justice
11. Of offences relating to weights and measures
12. Of offences affecting the public health, safety, convenience, decency, and morals
13. Of offences relating to religion
14. Of offences affecting the human body

15. Of offences against property
16. Of offences relating to documents and to property marks
17. Of the criminal breach of contracts of service
18. Of offences relating to marriage
19. Cruelty by husband or relatives of husband
20. Of defamation
21. Of criminal intimidation, insult, and annoyance
22. Of attempts to commit offences

V. The Evidence Act

1. Evidence

- a) Meaning of the term evidence
- b) Types of evidence
- c) Facts and facts in issue.
- d) Definition of proved

2. Relevancy

- a) Hearsay evidence and exceptions to hearsay evidence
- b) Facts which are the occasion, cause, or effect, immediate or otherwise, of relevant facts
- c) Motive, preparation and previous or subsequent conduct.
- d) Sections 10 to 16

3. Admissions

- a) Admission by party to proceeding or his agent
- b) Statements made by agents etc.
- c) Admissions by persons expressly referred to by party to suit.
- d) Proof of Admissions

4. Confessions

- a) Extra Judicial Confession
- b) Confessions in police custody
- c) Derivative use of confessions to police

5. Expert evidence and opinion evidence

6. Statements, written or verbal, of relevant facts made by a person who is dead, or who cannot be found etc.

7. *Relevance of previous judgments*
8. *Primary and secondary evidence*
9. *Documentary evidence and exclusion of oral evidence by documentary evidence*
10. *Burden of proof and Presumptions*
11. *Examination-in-chief, cross examination, and re-examination*
12. *Relevance of character evidence in civil and criminal trials*
13. *Estoppel*
14. *Accomplice evidence (Sections 114(b) & 133)*

VI. Family Law

1. Muslim marriage and dissolution of marriage
2. Muslim law of inheritance
3. Muslim law of gifts
4. Hindu marriage
5. Hindu law of succession and inheritance
6. Christian marriage
7. The Indian Succession Act

VII. The Indian Contract Act

1. Offer and acceptance
2. Consideration
3. Capacity to Contract
4. Void and voidable agreements and their legal consequences
5. Indemnity and guarantee
6. The principle of agency
7. Section 73 & 74 of the Contract Act
8. Doctrine of Frustration of Contracts
9. Damages

VIII. The Indian Partnership Act

IX. The Limited Liability Partnership Act

X. The Sale of Goods Act

XI. The Transfer of Property Act

1. *Property*

- a) Concept of property and transfer
- b) Restrictions on alienation
- c) Fraudulent transfer
- d) Lis pendens
- e) Principle of part performance
- f) Sale of immovable property – right and liabilities of the parties
- g) Mortgage – various types of mortgages and right and liabilities of parties and remedies with reference to Order 34
- h) Charge
- i) Exchange
- j) Gifts
- k) Lease – rights and liabilities of the parties

XII. The Income Tax Act

Provisions which are relevant for the head of the office

XIII. The Kerala Court Fees and Suit Valuation Act

1. Liability to pay court fee
2. Determination of market value
3. Determination of court fee in different types of suits
4. Refund of court fee

XIV. The Kerala Stamp Act

1. Liability for payment of stamp duty
2. Impounding of documents
3. Relevant provisions of The Indian Stamp Act

XV. The Kerala Buildings (Lease and Rent Control) Act

1. The nature of tenancy under the Act
2. Interpretation of Rent Control legislation
3. Proceedings for fixation of fair rent
4. Eviction of tenants
5. Nature of eviction proceedings
6. Execution of orders under the Act

XVI. The General Clauses Act

1. General definition
2. General Rules of construction
3. Retrospective operation of statutes
4. General provision regarding recovery of fine, service by post, offences punishable under two or more enactments
5. Kerala Interpretation and General Clauses Act

XVII. Interpretation of Statutes

XVIII. The Specific Relief Act

1. *Suit for recovery of possession of property*
 - a) On the strength of previous possession
 - b) On the strength of title
2. *Suit for specific performance of Contract*
 - a) Obligations of parties to contract
 - b) Time and place of performance
 - c) The consequences of breach of contract
 - d) Exercise of discretion
3. *Suit for rectification, rescission, and cancellation of instruments*
4. *Declaratory Suits*
5. *Suits to set aside decrees and documents*
6. *Injunctions*
7. *Jurisdiction to grant reliefs and the exercise of discretion*

XIX. The Limitation Act

XX. Law of Adverse possession

XXI. Law of Easement & Licences

XXII. The Registration Act

1. Documents compulsorily registrable
2. Time limit for presentation for registration and procedure thereon
3. Effect of non-registration of documents
4. Suits under the Registration Act

XXIII. The Arbitration and Conciliation Act

Sections 5 to 8 of the Act

XXIV. Laws relating to Local Bodies

1. Filing of suits by or against local bodies

2. Prosecutions for amounts due to local bodies
3. Trial of election petitions

XXV. The Copy Right Act

1. The concept of copyright
2. Infringement of copyright
3. Prosecution for infringement of copyright

XXVI. The Kerala Land Reforms Act

The concept of Land Reforms

- a) Various types of tenancies
- b) Kudikidappu Right, fixity of tenure, vesting of rights of landlord and intermediaries
- c) Purchase of rights of landlords and intermediaries by the tenant
- d) Purchase of kudikidappu rights
- e) Shifting of kudikidappu
- f) Reference to land tribunal and consequences
- g) Authorities under KLR Act and their powers

XXVII. The Revenue Recovery Act

Bar of suits

XXVIII. The Information Technology Act

1. Introduction to the Information Technology Act
2. Offences and prosecution under the Information Technology Act

XXIX. The Narcotic Drugs and Psychotropic Substances Act

1. Offences under the Act
2. Process of search and seizure
3. Mandatory and statutory conditions for search and seizure.
4. Procedure for trial of offences under the Act
5. Statutory presumptions.
6. Evaluation of evidence based on the presumptions and distinction between small quantity and commercial quantity.

XXX. The Motor Vehicles Act

1. The provisions dealing with the offences and prosecution
2. Condition necessary for initiation of prosecution

XXXI. The Protection of Women from Domestic Violence Act

1. The concept of domestic violence
2. Reliefs provided under the Act
3. Interim relief under the Act
4. Prosecution for violation of orders
5. Enforcement of orders

XXXII. The Muslim Women (Protection of Rights on Divorce) Act

XXXIII. Forest Laws

1. Forest conservation
2. Prosecution under the Kerala Forest Act

XXXIV. The Wildlife Protection Act

1. Wildlife and meaning of the term animal under the Act
2. Protection of animals
3. Possession and dealing with animal and animal articles
4. Investigation and prosecution of offenders

XXXV. The Commission for Protection of Child Rights Act

1. Procedure when the victim of the crime is a child
2. Special courts under the Act and committal of cases

XXXVI. Prison laws

1. The right of prisoners guaranteed under the International Law
2. Kerala Prison (Correctional Services and Management) Act 2010
3. Relevant Rules in the Prison Manual

XXXVII. The Kerala Survey & Boundaries Act

1. Suit for fixation of boundary
2. Practical study of survey and fixation of boundary

XXXVIII. The Negotiable Instruments Act

1. Negotiable Instruments
2. Material alteration of Negotiable Instruments
3. Civil liability for dishonour of instruments
4. Dishonour of cheque
5. Presumptions
6. Prosecution under Section 138 NI Act and prosecution for offences under the Indian Penal Code

7. Special rules regarding recording of evidence

XXXIX. Law of Torts

1. General principles of tortious liability
2. Absolute liability and strict liability
3. Malicious prosecution and defamation

XL. The Identification of Prisoners Act

XLI. The Protection of Children from Sexual Offences Act

XLII. The Juvenile Justice (Care and Protection of Children) Act

XLIII. The Prohibition of Child Marriage Act

XLIV. The Prevention of Immoral Traffic Act

XLV. The Foreigners Act

XLVI. The Food Safety & Standards Act

XLVII. The Abkari Act

XLVIII. The Essential Commodities Act

XLIX. The Kerala (Protection of River Banks Regulation and Removal of Sand) Act

L. The Right to Information Act with rules

LI. The Sexual Harassment of Women at Work Place (Prevention, Prohibition & Redressal) Act

LII. The Probation of Offenders Act

LIII. The Explosives Act

LIV. The Explosive Substances Act

LV. The Arms Act

LVI. The Kerala Police Act

LVII. The Record Destruction Rules

LVIII. Attitude and Skill Development

Members of the district judiciary must have proper *attitude and skill* to administer justice.

1). *Attitude* : -

- a) Inculcation to develop the proper attitude and perspective to different issues in the judicial adjudication process and to equip them for a proper dispensation of justice, contextual evaluation of issues, optimum use of technology development and the development of law that takes place in other jurisdictions.

- b) Inculcation of true judicial ethics which is of importance to Judge. Improvement of proper perspective, release of stress, courts management techniques, health management techniques and personality developments.

2) *Skill:-*

Since some of the judicial officers are selected at a very young age with limited exposure to the proceedings in courts, emphasis is given to develop the right approach towards lawyers, court management, staff management and dignified conduct of the court.

LIX. Court Management

1. Case Flow Management Rules
2. Special list system for trail of Civil Cases
3. Decorum of the court
4. Relationship with lawyers, litigants, and court staff
5. Time management
6. Resource management
7. Office administration
8. Service rules and disciplinary proceedings

LX. Language Skills

1. Elementary rules of usages
2. Elementary rules of composition
3. Legal maxims

LXI. Different types of suits

1. Partition suits
2. Money suits
3. Injunction suits
4. Declaratory suits
5. Suits for specific performance of contracts

LXII. Different types of Criminal cases

1. Cognizance and trial of Offences affecting human body
2. Offences in respect of property
3. Offences under the NDPS Act
4. Offences under the Essential Commodities Act

LXIII. Practical Training

- a) Drafting of pleadings
- b) Framing of Issues
- c) Framing of Charge
- d) Writing of interlocutory orders - Civil and Criminal
- e) Judgement writing – Civil & Criminal

LXIV. Group Discussion and Questionnaire Discussion

LXV. Presentation by trainees

Lecture class is one of the components of the Induction Training. Unless ascertained through proper methods, it may not be possible to know how far the trainees have acquired knowledge and skill in the process. One good method for the assessment and corrections, if any, is presentations by the trainees.

Each trainee may be given one or two topics of practical importance. He/she must prepare a paper on the allotted topic which should have the standard of a bench book. He / she may be asked to present the topic before the other trainees with or without the aid of an audio-visual facility. Members of the faculty and the other trainees can put questions to the presenter. There shall be a full-fledged discussion. In the process not only the presenter but also the participants will be able to have a proper understanding of the relevant provisions and the constitutional perspectives and practical importance of the provisions. Our Academy has introduced this method this year and the result is encouraging.

LXVI. Development of Reading habit

The Academy prepared a list of books which are essential for the development of knowledge, attitude, and reasoning ability. Each trainee must read all the books. They must make a presentation in at least one book to analyse their skill of comprehension. Time for the presentation is 10-15 minutes.

LXVII. Training in computer and use of legal software

1. Change Management – Concepts, Importance & Methodology
2. Basic Operating System Concepts
3. Ubuntu Operating System - Practical Tips & Techniques
4. Understanding the Ubuntu Menu Design

5. Using the File Browser
6. Using different office suites
7. Typing in Indian Languages
8. Basic tips to use a Word Processor efficiently
9. National portal of e-Courts
10. Case Information System and uploading of Judgements and Orders
11. Web-Browsers Tips & Techniques
12. JUSTIS
13. NSTEP
14. E Filing and eFiling rules.
15. e-Payment
16. Video conferencing hardware, software and rules
17. Other electronic initiatives of the eCommittee.

LXVIII. Training in Courts

The trainees will sit on the dais with the Munsiff/Magistrate following proper dress code, observe the day-to-day proceedings and familiarise themselves with all works a Judicial Officer is expected to do. They will also take down the depositions of witnesses, frame issues/charges and write orders and judgments. But the deposition to be recorded for the disposal of cases and the orders/judgement in the case shall be written by the Munsiff/Magistrate concerned and not by the trainee. The issues/charges framed, and the orders and judgments written by the trainees shall be forwarded to the Academy.

The trainees will also familiarise themselves with all the registers and forms maintained in the civil and criminal courts. They must work with the Chief Ministerial Officer and acquire knowledge of the work in every seat in the office. They must be asked to draft decrees, which will not be considered as an official document. It shall be gone through by the Munsiff.

The trainees are also further required to acquaint themselves with the office procedure. They shall go through the registers in the Nazir's office and understand the work of the Nazir and how execution papers are being processed.

During the training, the trainees are placed under the direct control of the Principal district judge concerned. As regards the criminal court training, the District Judge, in consultation with the Chief Judicial Magistrate will give necessary instructions to the trainees.

The respective trainers will give proper guidance to the trainees on all the above aspects. The trainers shall go through the depositions, issues/charges and judgments written by the trainees and guide them appropriately.

LXIX. Trainings in other institutions

1. Forensic Science Laboratory

The training in forensic science laboratory is intended to acquaint the trainees with the following topics:

- a) Forensic Physics & Ballistics
- b) Forensic Biology & DNA Fingerprinting
- c) Demonstration in Ballistics, Physics, Biology, Serology & DNA Labs
- d) Forensic examination of Documents and Forensic Chemistry including comparison of handwriting and fingerprints.
- e) Forensic Explosives examination
- f) Polygraph examination
- g) Brain Fingerprinting

This training will enable the trainees to deal with cases involving disputed handwritings, documents, fingerprints, identification of dead bodies, deciphering decoy letters, chemical analysis of poisonous substances, narcotic drugs and psychotropic substances, ballistic science *et cetera*. They will also learn how certificates are prepared by the experts and to analyse these certificates.

2. Medico Legal Institute, Medical College

The training will focus on

- a) Different types of injuries and causes
- b) Toxicology
- c) Examination of victims and suspects in sexual offences
- d) Age determination

e) Demonstration of Autopsy

During this training the trainees will get exposed to the various facets of forensic medicine, how post-mortem examination is conducted, how reports are prepared and how to analyse those reports for getting better appreciation of evidence tendered by these experts.

Forest Training Institute: The trainees will visit the Forest Training Institute to sensitise the importance of nature for the sustenance of human life. This training will enable them to understand what a forest is, the different varieties of trees, other vegetation, animals, birds *et cetera* in the forest, impact of the forests on the environment, maintenance of ecology, difference between reserve forests and forests vested in the government under the Private Forests (Vesting and Assignment) Act, 1971, what is a forest produce, how the forest department preserves forests, how forest offences are detected and prosecuted.

Rajiv Gandhi Centre for Biotechnology, Thiruvananthapuram

The trainees will get a basic idea about DNA profiling and preparation and interpretation of reports regarding DNA analysis.

3. *Visit to the Correctional Institutions and Central Prisons*

The visit to correctional institutions and central prisons is intended to give the trainees an idea about how correctional institutions and central prisons receive the persons committed to the prison by various courts, how the prisoners are handled and how they are discharged.

4. *Visit to revenue offices and police stations*

Revenue Offices: During visit to the village office and taluk office trainees will acquaint themselves with the procedure followed in the said offices for assessment of basic tax, irrigation cess *et cetera*, collection of taxes, conducting survey of land, intricacies of the survey, and the maintenance of land and revenue registers.

Police station: The object of the visit to police station is to give the trainees practical knowledge of the process of investigation which takes within its fold, recording of first information, registration of crimes, despatch of the first information report to the magistrate court, holding of inquest, inspection of sites of occurrence, collection of evidence that includes questioning the witnesses and

recording their statements, arresting the accused, questioning the accused, recording statements of the accused under Sec. 27 of Evidence Act, seizing incriminating objects pursuant to the disclosure, production of objects before the court, preparation of remand report, other reports and final report, maintenance of FIR register, general diary and case diary and to get an overview of how investigation is conducted in a crime.

5. *Exchange Programmes*

- a) Study tour to other States
- b) Visiting State Judicial Academies, Mediation Centres and Courts etc.



Part III

Orientation training for District Judges (direct recruits)

Introduction

The Academy conducts orientation training for the newly recruited district judges for two months soon after they assume their office.

Scheme of training

1.	Introduction to the judiciary
2.	Training on legal topics at the Kerala Judicial Academy
3.	Training at the Forensic Science Laboratory, Thiruvananthapuram
4.	Training at Medico Legal Institute, Medical College, Thiruvananthapuram
5.	Training in Computer Applications and Ubuntu
6.	Court training

Curriculum

Legal topics

1. Constitutional vision of justice
2. Sessions Trial.
3. Law of Evidence
4. Criminal Appeal and Revision
5. Administrative Law
6. Court Management
7. Civil Appeal
8. Principles under the Limitation Act

9. The Indian Succession Act
10. Practical tips on Office Administration
11. Suits of a special nature
12. The Arbitration and Conciliation Act
13. The Electricity Act, 2003
14. The National Highways Act, 1956
15. The Indian Telegraph Act
16. Intellectual property laws
17. The Information Technology Act
18. The Micro, Small and Medium Enterprises Development Act
19. The Public Premises (Eviction of Unauthorised Occupants) Act
20. The Kerala Local Fund Audit Act
21. Right to Fair Compensation and Transparency in Land Acquisition, Rehabilitation and Resettlement (Compensation, Rehabilitation and Resettlement and Development Plan) Rules, 2015
22. Miscellaneous appeals under the special statutes; civil & criminal
23. The Protection of Children from Sexual Offences Act
24. The Narcotic Drugs and Psychotropic Substances Act
25. The Stamp Act
26. Kerala Court fees and Suits Valuation Act
27. The Kerala Civil Courts Act
28. Personal Laws
29. Compensation in Motor accident Cases (4 sessions)
30. The Indian Easements Act
31. Appeals under the Kerala Buildings (Lease and Rent Control) Act
32. The Mental Health Act
33. The Guardian and Wards Act
34. The Abkari Act
35. The Family Courts Act

Field Visit

1. Central Prison, Poojappura, Thiruvananthapuram

2. Mental Health Centre, Thiruvananthapuram

Training in other departments

1.	Forensic Science Laboratory, Thiruvananthapuram	<p>Theory Forensic Physics & Ballistics Forensic Biology & DNA Fingerprinting Forensic Serology Demonstration in Ballistics, Physics, Biology, Serology & DNA Labs Forensic Documents Forensic Explosives Polygraph Examination Brain Fingerprinting</p> <p>Demonstration: DNA Finger printing, Polygraph testing, Documents, Chemical Analysis, Explosives, Superimposition</p>
2.	Medico-Legal Institute, Medical College, Thiruvananthapuram	<p>Theory Traumatology Thanatology Toxicology Examination of a victim in a case of sexual offence. Examination of an accused in a case of sexual offence. Drunkenness. Pregnancy & Delivery. Age Determination</p> <p>Demonstration: Autopsy</p>
3	NIC Computer Cell High Court	Training in Computer Applications and Ubuntu

Based on the material supplied to them, the newly recruited district judges have to prepare charges, orders including bail orders and judgments. They will get an opportunity to work up on legal problems and discuss them with the Directors.

Part IV

Refresher courses for members of district judiciary

Aims and objectives

Members of the district judiciary must have proper attitude, skill, and knowledge for dispensation of justice. These three components are dealt with separately as they are of equal importance.

1) **Attitude** - Inculcation of the right attitude has fundamental prominence in the justice delivery process. A judge would certainly be a better dispenser of justice if he is aware of the currents and passions of the time, the developments of technology and the sweep of events. A judge must live, think, and partake of opinions in the real world for judging. Interaction with other social scientists, experts in the new technology *et cetera* are essential for a judicial officer. Imbibing true judicial ethics has seminal importance. A judicial officer must have the right perspective and principled mooring. Courses on stress management, health management etc. would improve the working environment. Training must reflect on the fundamental values of the court system, including fairness, access to justice, and the rule of law keeping pace with the intricate ethical and social issues raised by advances in science and technology.

2) **Skill** - Judicial institutions are increasingly becoming a “career” in which new appointments are being made from among younger, less experienced persons, non-lawyers, those with less traditional legal backgrounds, who have both a need for and hope of continuing professional development. They have lesser understanding of courtroom practises unlike lawyers and therefore managing packed court rooms would be an arduous task for them.

In an adversarial setting, in a courtroom, lawyers representing opposing parties try to persuade the judicial officers. If it fails, they try to dissuade him/her and at times even attempt to prevent him/her from deciding cases. Skill required to manage such a setting is vastly different from managing an ordinary office where there are people who

are primarily expected to work at the beckoning of the manager and in which management specialists generally excel. Those who are placed in charge of a court may need to learn management skills appropriate to their task and herein lies the importance as to who should train a new entrant and how.

3) **Knowledge:** Dispensation of justice requires deep knowledge in law, both substantive and procedural. Every judgement reflects the acumen in law of the judge who writes it. Knowledge of precedents in the topic has a vital role in making the judgement legally correct and judicially sound. It is also important that the judicial officers are kept abreast with the development of law in the areas relevant to them. Academy has devised a participative mode of training for imparting knowledge, where doubts raised by officers will be discussed thoroughly and relevant inputs will be given to the officers.

History of refresher courses

District Level Training

The district level training was the first method of continuing judicial education in the State. It was started in 1992 to ensure that all judicial officers continue to nurture the requisite attitude, skill and knowledge during their career. The district level training was not passive listening, but participative. The participants were required to send their legal doubts to the Academy. The questions received from them were compiled and circulated among them in the form of a questionnaire. The questions were discussed in the training sessions conducted at the judicial district headquarters.

Regional Training

The district level training was replaced by the regional training in the academic year 2014-15. The regional training sessions were conducted in three zones, namely, the northern, the central and the southern. In each zone, training sessions were conducted for district judges, subordinate judges and munsiff-magistrates separately. The participants were to submit a paper on a selected topic. They were grouped and different groups were given different topics. The Academy selected the best paper from each group and the author thereof was given the opportunity to present his/her paper in the training session.

The participants had the freedom to ask questions to the speakers. This was followed by the discussion on questionnaire as was done in the district level training.

Note: The regional training method was discontinued, and the district level training was revived in the 2015-16 academic year. The district level training was stopped in 2017-18. But the training method of discussion on questionnaires continues, the venue being the Academy campus.

Zonal Conference

Zonal conferences were scheduled on an experimental basis during the academic year 2017-'18. Two such conferences were conducted.

Special training programmes

After discontinuance of the zonal conference, the training programmes scheduled for the academic year 2017 were converted as special training programmes. The details are:

Dates	Participants	Topics
07.12.17 & 08.12.17	Munsiff-Magistrates	Suits for Injunction & Specific Performance and Declaratory Reliefs
19.01.18 & 20.01.18	Subordinate and Assistant Sessions Judges	Civil Appeals & Insolvency Laws
16.02.18 & 17.02.18	Munsiff-Magistrates	Arrest, Remand and Bail
23.02.18 & 24.02.18	Munsiff-Magistrates	PWDV Act & NI Act
16.3.18 & 17.3.18	District & Sessions Judges	Culpable Homicide & Murder and Criminal Appeal & Revision

Refresher courses

Refresher courses were conducted on different subjects as shown below:

District Judges

1. Motor Accidents Claims and Compensation
2. Appreciation of Evidence in Sessions Trials
3. Civil Appeals and Criminal Appeals
4. Letters of administration and probate OP

Sub Judges

1. Insolvency Laws
2. Civil Appeals
3. Sessions Trials

Munsiff-Magistrates

1. Interlocutory orders under the Code of Civil Procedure and the Code of Criminal Procedure
2. Summons, Summary and Warrant Trials
3. Appreciation of Evidence
4. Effective Court Management in Civil and Criminal Trials.

Special training

Special training programmes were held for the District & Sessions Judges (Principal) and the Chief Judicial Magistrates on evaluation of performance of judicial officers, writing confidential reports and disciplinary proceedings.

ASK (Attitude, Skill, Knowledge) programmes

After the discontinuance of the district level training, a three-tier programme for developing attitude, skill and knowledge for the judicial officers was evolved. This was conducted in three levels, namely, ASK-P1, ASK-P2 and ASK-P3.

ASK-P1 focused on judicial ethics, stress management, health management and fiscal management.

ASK-P2 concentrated on the following: -

- i) Learning the art of judging which is unique to judicial work
- ii) 'Judge craft skills'. This is to provide training and education in the specific legal skills which judges need in the courtroom
- iii) Framing of issues and charges
- iv) Modern case management and caseload management techniques, multi tracking of cases *et cetera*
- v) Judgment writing
- vi) Appreciation of evidence
- vii) Managing vulnerable witnesses
- viii) Providing legal aid to parties who deserve it
- ix) Alternative Dispute Resolution methods
- x) Administration, control, and management of court staff
- xi) Use of Information, Communication and Technology (ICT) tools in courts
- xii) Communication and interaction skills
- xiii) Advances in science and technology.

ASK-P3 was aimed at imparting knowledge on selected topics.

Current method of training

The Academy has devised a new strategy to keep pace with the changing needs of the judiciary. Apart from the induction and the orientation training, the Academy is conducting several other programmes for the members of the district judiciary.

The current training programmes are mainly categorised as:

- Knowledge Enhancement Training (KET) programme
- Skill Enhancement Training (SET) programme and
- Special training programmes.

Knowledge Enhancement Training (KET)

KET focuses on intellectual development of the judicial officers. Training programmes are conducted category wise. The method of training is Socratic.

Skill Enhancement Training (SET)

Imparting specific judicial skills through lectures and interaction is the methodology in **SET**.

Special training programmes.

Such programmes on specialised subjects are given to judicial officers and other stakeholders as and when required.

Temporary Munsiff- Magistrates

Every batch of temporary Munsiff-Magistrates is given two weeks' training immediately after the appointment.

Training on ICT tools and legal software

The Academy has been in the forefront in providing necessary training on ICT tools. Academy also provides certain legal software to the Judicial Officers. Training programmes were conducted by the Academy on Ubuntu operating system, Case Information System (CIS), e-filing, dictation software, legal software *et cetera*. Academy is also providing refresher courses to judicial officers periodically.

The academic calendar for 2021-2022

Training	Participants
Skill Enhancement Training (SET)- <ul style="list-style-type: none"> • Tools and techniques for speedy disposal of criminal cases-procedures to be followed right from taking cognizance till pronouncement of judgement. • Speedy disposal of civil cases 	Munsiff-Magistrates
Knowledge Enhancement Training (KET)- Appreciation of evidence with special emphasis on opinion evidence.	Munsiff-Magistrates
Skill Enhancement Training (SET)- Recording of statements under section 164 CrPC	Magistrates
Knowledge Enhancement Training (KET)- Final decree proceedings in Suits for partition	Sub judges & Munsiffs
Knowledge Enhancement Training (KET)- Webinar on “Counter wildlife trafficking” in association with the Wildlife Conservation Society	Magistrates
Skill Enhancement Training (SET)- <ul style="list-style-type: none"> • Child friendly court proceedings and victimology. • Sensitisation Training to avoid gender-based stereotypes in judicial decisions. • Laws related to child protection (programme by Kailash Satyarthi Children’s Foundation) 	Special judges for PoCSO Act cases
Knowledge Enhancement Training (KET)- Testamentary and non-testamentary succession	Munsiffs
Knowledge Enhancement Training (KET)- The Intellectual Property laws	District judges

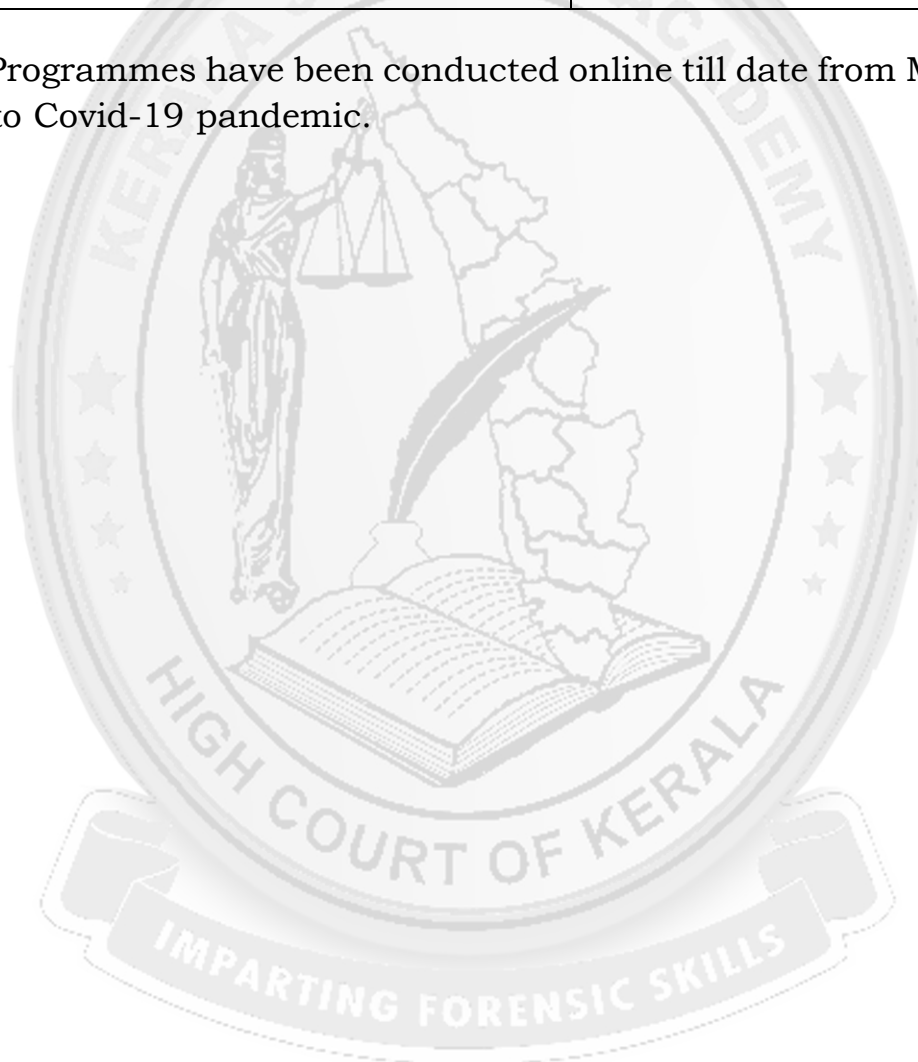
Skill Enhancement Training (SET) on Adjudication of cases involving offences under Sec. 138 NI Act	Magistrates
Knowledge Enhancement Training (KET) Civil Appeals	District judges
Skill Enhancement Training (SET) Execution of decrees and orders	Munsiffs
Skill Enhancement Training (SET) - Compassionate approach to resolution of family disputes and adoption	Family court judges
Skill Enhancement Training (SET) - Determination of just compensation in motor accident claims	District judges dealing with motor accident claims
Skill Enhancement Training (SET) - Judgment writing and appreciation of evidence in sessions trial.	Assistant sessions judges
Knowledge Enhancement Training (KET) - <ul style="list-style-type: none"> • Offences affecting human body and property • Arrest, remand and bail 	Magistrates
Skill Enhancement Training (SET) - Judgement writing skills	Munsiffs
Knowledge Enhancement Training (KET) - The Juvenile Justice (Care and Protection of Children) Act, 2015 and rules, administration of juvenile justice and maintenance of child friendliness.	Principal magistrates and members of the Juvenile Justice Boards & other stakeholders under the JJ(CPC) Act
Skill Enhancement Training (SET) - Adjudication of consumer disputes and enforcement of orders	Presidents, members of Consumer Disputes Redressal Fora
Special training for the prosecutors of the PoCSO Act courts	Prosecutors

Knowledge Enhancement Training (KET) Sessions trial	Sessions judges including Assistant sessions judge
Knowledge Enhancement Training (KET) - The Arbitration and Conciliation Act	District judges
Knowledge Enhancement Training (KET) - Criminal appeal and revision	Sessions judges
Knowledge Enhancement Training (KET) - Provisions of the Specific Relief Act, the Commercial Courts Act & the Arbitration and Conciliation Act for judges of commercial courts.	Sub judges
Skill Enhancement Training (SET) - <ul style="list-style-type: none"> • Adjudication of cyber crimes • Advances in forensic sciences and best practises 	Sessions judges
Knowledge Enhancement Training (KET) - The Right to Fair Compensation And Transparency In Land Acquisition, Rehabilitation And Resettlement Act, 2013	District judges
Knowledge Enhancement Training (KET) - Questionnaire session on the Specific Relief Act, the Limitation Act, the Transfer of Property Act, Easements Act, the Kerala Buildings (Lease and Rent Control) Act <i>et cetera</i>	Munsiffs
Effective counselling in family disputes	Principal counsellors, family courts
Training programme for district government pleaders	Government pleaders
Knowledge Enhancement Training (KET) - <ul style="list-style-type: none"> • The Banning of Unregulated Deposits Act (BUDS Act) • The Prevention of Money Laundering Act • The Narcotic and Psychotropic Substance Act 	Sessions judges

Training programme for district government pleaders	Government pleaders
Skill Enhancement Training (SET) - Programme for CJMs on the SARFAESI Act, administration, calendar, writing of confidential reports et cetera.	CJMs
Skill Enhancement Training (SET) - <ul style="list-style-type: none"> ● Judgement writing skills ● Effective adjudication of disputes under the PWDV Act ● The Probation of Offenders Act & probation system in Kerala 	Magistrates
Skill Enhancement Training (SET) - <ul style="list-style-type: none"> ● Child friendly court proceedings and victimology ● Sensitisation Training to avoid gender-based stereotypes in judicial decisions 	Special judges for PoCSO Act cases
Skill Enhancement Training (SET) - Effective adjudication of family disputes	Family Court judges
Knowledge Enhancement Training (KET) - Appreciation of opinion evidence including forensic and medical evidence	Sessions judges
Knowledge Enhancement Training (KET) - Culpable homicide amounting to and not amounting to murder – intricacies and nuances	Sessions judges
Knowledge Enhancement Training (KET) - Effective adjudication of Civil appeals	Sub judges
Skill Enhancement Training (SET) - Training of Trainers	Judicial officers conducting training for staff members
Skill Enhancement Programme (SET) for staff of district judiciary	<ul style="list-style-type: none"> ● Sheristdars & superintendents ● clerical staff- civil judiciary ● clerical staff- criminal judiciary ● Amins & process servers

Training programmes under the e-courts project	Judicial officers, lawyers, staff of courts, advocate clerks et cetera
Judicial Officers E-Learning programme (JOeL)	Judicial officers
Man management & coping with stress	Judicial Officers
Accounting procedure, service rules et cetera	Judicial Officers
Man management & coping with stress	Members of the registry, High Court of Kerala

Note: Programmes have been conducted online till date from May 2020 owing to Covid-19 pandemic.



Snapshot data of programmes conducted up to 2020-21

Sl	Academic year	Program mes	Days	Hours	Judicial officers	Other stake-holders	Staff of district judiciary	Total
1	1992-2016	262	384	1920	10480	Nil	Nil	10480
2	2017-2018	34	64	320	672	578	5649	6899
3	2018-2019	37	73	365	814	518	5474	6806
4	2019-2020	26	65	325	500	378	nil	878
5	2020-2021	47	55	275	1519	10336	2500	14732
6	2021-2022	40	77	...322	1935	3089	nil	5024
Total		446	718	3527	15920	14899	13623	48694

Part V

Judicial Mentoring

Introduction

The Hon'ble Mr Justice S. Manikumar, the Chief Justice, High Court of Kerala has proposed a mentorship programme for the newly recruited Munsiff-Magistrates. The Kerala Judicial Academy is entrusted with the implementation of the programme. The role of the Academy is to formulate the strategy and methodology to be followed. Accordingly, the Academy has prepared a document titled '**The Judicial Mentoring Manualis**'. The document has been approved by the Board of Governors of the Academy and its Patron-in-Chief, the Hon'ble the Chief Justice. The programme is implemented w.e.f. 01.01.2021.

The concept of judicial mentoring

In an article entitled "Coaching Better Justice" Hon. Barbara J. Rouse [The Chief Justice of the Massachusetts Superior Court from November 2004 to November 2014] and Jan C. Bouch [an organisational and educational psychologist attached to the National Judicial College, Reno, Nevada, USA] have aptly captured the feeling of newly recruited judges thus:

"One day a highly credentialed and experienced attorney, the next, a novice judge. It is a transition marked by paradox- elation and anxiety, excitement and frustration, self- assurance and insecurity, certainty, and disconcerting revelation. The discrepancy between what new judges think they know or believe or expect, and the reality they encounter is a common phenomenon called cognitive dissonance. The theory of cognitive dissonance, proposed by psychologist Leon Festinger, describes the discomfort that results from this conflict and the need to accommodate or reconcile the perceived contradictions. A newly appointed judge's assumptions about what she thought judging would be and the experience, therefore, present challenges for both the

judge's professional development and the court system. When there is a discrepancy between beliefs and circumstances, something must change to eliminate or reduce the dissonance. How judges get support initially to deal with this cognitive dissonance and receive feedback throughout the duration of their career depends on an assortment of variables, including court culture, educational offerings, and collegial support.”

The newly inducted judicial officers need support to overcome their starting blues. The Academy imparts forensic skills to the trainee officers in both theory and practice. But, still, the new recruits may face unforeseen difficult situations in the discharge of their judicial function, which is why mentoring is advocated. The decision-making process, court management, time management *et cetera* may require the support and guidance of a mentor for the new recruits.

Target Group

The Munsiff-Magistrates appointed in 2020 and thereafter.

Duration

The duration of the programme is one year.

Mentor

A “mentor” is a guide, advisor, teacher, and a coach. Not every person can be a mentor. He must be a willing, dedicated, and experienced member of the judiciary.

Selection of Mentors

The mentor for a particular mentee shall be selected by the Academy subject to the approval of the High Court. He may be substituted by another person in the event of his transfer or for any other sufficient reason.

Functions and duties

The following are the functions and duties of a mentor.

1. **Teaching:** The mentor shall share with the mentee specific skills, knowledge, experience, expertise *et cetera* which are the hallmarks of a good judicial officer. The method of instruction may be formal, informal, direct or subtle.
2. **Guidance:** The mentee shall be appraised of the ethics, etiquettes, rules and traditions of the judicial system. He shall be advised on all aspects relating to management of court including relationship with all stakeholders. Guidance shall be given on matters such as communications with higher authorities, maintenance of a healthy relationship with all judicial officers *et cetera*.
3. **Counselling:** The mentor shall listen to the concerns of the mentee and be empathic in resolving them.
4. **Validation and Motivation:** The mentor shall evaluate, possibly modify and finally endorse the goals and aspirations of the mentee in the discharge of judicial functions.
5. **Communication:** The mentor shall establish open lines of communications through which the concerns of the mentee could be discussed effectively.

Programme structure

The programme is implemented in a three-tier manner. They are:

1. **Mentoring**
2. **Peer Group support**
3. **Monitoring.**

I. Mentoring

Mentoring involves four phases, namely, (i) **intense** (ii) **active** (iii) **passive** and (iv) **transformation**.

Phase I - Intense Mentoring

1. This phase is during the first three months of the programme.
2. The mentor and mentee shall meet personally or by audio/video electronic means on all working days in the first two weeks and thereafter as and when required.
3. The mentor shall appraise the mentee of all aspects relating to functioning of courts and of the necessity of maintaining cordial

relationship with the bar, senior officers, other colleagues, staff et cetera.

4. The mentor shall give necessary guidance to the mentee in the preparation of various communications/statements to be sent to higher authorities.
5. The mentee shall forward to the mentor once a week by e-mail or otherwise a copy of the 'A' diary generated from the Case Information System (CIS). Such copy shall be of the proceedings of the first working day of a week. If any error has crept in while recording the proceedings, the same shall be pointed out to the mentee confidentiality.
6. The mentor and mentee shall at the end of every fortnight discuss on the mentoring activities with the District Judge.

Phase II - Active Mentoring

1. On completion of Phase-I, active mentoring phase shall commence. Its duration shall be three months.
2. The practical aspects of judicial work and any issue faced by the mentee shall be discussed with the mentor on an ongoing basis. They shall meet personally or by audio/video electronic means at least twice a month.
3. The mentee shall endeavour to acquire the expertise expected of a judicial officer by the completion of Phase-II.
4. The District Judge shall, at the end of this phase, assess the result of mentoring based on the report to be submitted by the mentor. For this purpose, the District Judge may interact with both the mentor and mentee. Such report shall be forwarded to the Academy by the District Judge with his remarks. The report of the mentor and the remarks of the District Judge shall be in Form No.1 in the Appendix, and it shall be confidential.

Phase III - Passive Mentoring

- (i) The next three months shall constitute the passive mentoring phase.

(ii) There is no need for any structured meetings during this phase. However, if found necessary, the mentor and mentee may meet and discuss any matter on which the latter requires the assistance of the former.

Phase IV - Transformation

1. The duration of this phase shall be three months.
2. The object of this phase is to make the mentee self-reliant. There is no need for frequent communications between the mentor and the mentee. However, as the programme is still on, the mentee may approach the mentor for any guidance and support.
3. At the end of the phase a completion report shall be sent to the Academy by the mentor. The report shall be routed through the District Judge who shall endorse his remarks, if any, on it. The report and the remarks shall be confidential and shall be in Form No.2 in the Appendix.
4. The mentee shall submit a report to the Academy indicating the extent of his achievements and gains. He may also point out any shortfalls in the programme. The report shall be in Form No.3 in the Appendix. A copy of the report shall be submitted to the District Judge, and it shall be treated confidential.

II. Peer Group Support

1. The peer group shall consist of regular judicial officers only. The District Judge shall select the peer group comprising of members not more than five. The District Judge shall choose such members from each cadre to the extent possible. One peer group is sufficient for the whole district if the District Judge so thinks.
2. The function of the peer group is to lend support to the mentee as well as the mentor.
3. The peer group shall meet at least bimonthly. The senior most member of the peer group shall convene and chair the meetings.
4. The peer group shall evaluate the progress of the mentoring programme, address any concern or issue faced during the

course of the programme and give necessary support to the mentor and mentee in bringing effective results.

5. A copy of the minutes of each meeting shall be sent to the District Judge by the peer who chairs the meeting. Such minutes shall be confidential.

III. Monitoring

1. The mentoring programme shall be monitored by the District Judge and the Academy.
2. If found necessary, the District Judge shall give periodical instructions and suggest corrective measures to the mentor, mentee, and the peer group. The District Judge shall communicate to the Academy a summary of the instructions given and the measures taken by him. The instructions, corrective measures and the summary referred to above shall be treated confidential by all the stakeholders.
3. The Academy shall scrutinise the reports in Form No.1 and the summary referred to in clause (ii). The Academy shall communicate the result of scrutiny to the mentee, mentor, and the District Judge. If any such report or summary contains good inputs, the Academy shares the same with all District Judges who shall see that such inputs are percolated to all stakeholders under Judicial Mentoring.
4. The District Judge shall at the end of phases I to III and at the end of the first month of phase IV select randomly one judgement (or final order) and one interlocutory order of the mentee in contested cases and forward the same to the Academy for assessment and evaluation.

Confidentiality

Since confidentiality must be maintained throughout, all documents declared confidential by Judicial Mentoring Manualis' shall not be sent by email.

Custody of reports, course of action et cetera

1. The reports received by the Academy on the completion of phases II and IV shall be forwarded to the High Court with remarks, if any, for submission to the Judge in charge; to be returned to the Academy with observations, if any, of the Judge in charge.
2. Based on the objective assessment and evaluation of the judgments and orders and on scrutiny of various reports referred to in Judicial Mentoring Manualis', the Academy will develop suitable training programmes for the mentees.
3. The reports referred to in clause (i), being confidential, shall be kept in the Academy in sealed covers and shall be destroyed on the expiry of two years from the date of receipt of the same by the Academy from the High Court.

Appendix to the *manualis*

Instructions

1. Submission of all forms in the appendix shall be in sealed covers superscribed "**CONFIDENTIAL**" in red ink.
2. All forms shall be typewritten.
3. The remarks and comments of the District Judge in the appropriate form shall be typewritten and appended to it.

Form No.1**Report of the mentor [Phase II]**

Name & designation of the mentor	
Name & designation of the mentee	
Judicial district	
Date of commencement of the mentoring programme	
Date of the report	

Assessment

[Tick the appropriate box. No field shall be left blank]

Sl No.	Description	Excellent	Good	Satisfactory	Not Satisfactory
1.	Aptitude for learning				
2.	Ability to understand goals of the programme				
3.	Ability to interact with the mentor				
4	Court management skills				
5	Relationship with stakeholders				
6	Ability to adapt to new situations				
7	Ability to make effective formal communications				

1. Assess briefly the overall performance of the mentee.
2. Your suggestions regarding the mentoring programme.

Signature of the mentor

.....

Remarks of the District Judge

Signature of the District Judge

Form No.2**Completion report of the mentor [Phase IV]**

Name & designation of the mentor	
Name & designation of the mentee	
Judicial district	
Date of completion of the mentoring programme	
Date of report	

Give specific comments on the following briefly.

1. Did the mentee successfully progress through the various phases of the mentoring programme?
2. Did you find any positive change in the attitude of the mentee through the various phases of the mentoring programme?
3. Is the mentee in need of further training? If yes, specify the areas in which such training is required.
4. What are the strengths and weaknesses of the mentee in your opinion?
5. Your suggestions for the improvement of the mentoring programme.

Signature of the mentor

.....

Comments of the District Judge

Signature of the District Judge

Form No.3***Report of the mentee [Phase IV]***

Name & designation of the mentee	
Name & designation of the mentor	
Judicial district	
Dates of commencement and completion of the mentoring programme	
Date of the report	

Give specific comments on the following briefly.

1. What did you gain and achieve during the mentoring programme?
2. Specify the shortfalls, if any.

Signature of the mentee

Part VI

Judicial Officers e-Learning (JOeL)

Introduction

Judiciary is embracing Information and Communication Technology (ICT) with almost lightning speed. The need to have a digital environment during the pandemic has accelerated this move. One of the key parameters to ensure that the judiciary gets maximum output out of the advancement of technology is the understanding that the ICT is a tool and not the end. The judicial workforce should have the capability to utilise the ICT infrastructure provided to them optimally. Ideally, infusion of technology should start from both top and bottom and converge in the middle to get enduring results. Currently, with active training and monitoring, the staff in the district judiciary have become equipped to work on the various tools. However, to give best results, the judicial officers who lead the staff should also be fully equipped to face the challenges posed by digitisation. The only method to achieve this is to give adequate training and systemic support to the judicial officers. The Kerala Judicial Academy is entrusted with the task of giving such training. Hitherto, common training was given to all the judicial officers without considering their varying capabilities. It is felt that a “one for all” strategy will not work since all the judicial officers will not have the same skill and aptitude. Different training strategies must be evolved.

Current training

Initial training sessions included training on Operating Software (OS) and useful software such as LibreOffice in addition to the training on software specifically designed for judiciary. During the initial years, the time devoted for training regarding the OS was more. During later training the time devoted for training on judicial software increased and the training on basic skills was reduced to the minimum. Till 2019, training was conducted in offline mode, with the assistance of Master trainers selected and trained by the e-Committee. 2-3 master trainers will attend each training session. While one trainer is taking class the other trainers will walk amongst the trainees, helping them, and

thereby having a personal feeling about the capabilities and weaknesses of each officer. Each training was scheduled for 2 days. By the end of every training, the master trainers and the trainees will develop a fraternity so that the officers will feel free to get their doubts regarding ICT clarified from the master trainers. During 2020, the training was shifted completely to online mode because of the covid-19 pandemic. The duration of the training was also reduced.

Shortcomings of the current method

1. In the current method, a common training is given to all officers. Even though the master trainers personally try to equip each officer with as much skill as possible within the given time, much depends on the attitude of the trainee.
2. If a trainee is sitting with a mental block, the trainer cannot do anything to impart the training. It cannot be denied that such a mental block exists at least in some officers since there is a general feeling that the data entry in CIS is the duty of the staff and officer has nothing to do with that task.
3. If an officer has absolutely no knowledge about computers, the training on software cannot have any impact on him. Similarly, if an officer is absolutely tech savvy, training on basic skills will make him bored and distracted.
4. Many times, the ego of the officer would prevent him from admitting that he is not following the lessons. He may fake attentiveness to avoid harassment. Beyond a point, the master trainer would not be able to give effective training within the limited period.
5. Currently there are only 8 active master trainers. They will have to travel throughout the length and breadth of the state to give training. As a result, their valuable judicial time gets sacrificed. Currently the master trainers work purely on self-motivation of the highest level. However, they have no systemic support. They will have to meet the same targets as any other officer, and they are more likely to be pulled up for not meeting the targets than any other officer.

Way forward

Name of the programme

The programme shall be known as **Judicial Officers E-Learning programme (JOeL)**. There will be various levels in the JOeL, which shall be named as mentioned at appropriate places.

Human resources

At present, there are only 8 active Ubuntu-CIS Master trainers (UMT's) who are trained by the E-committee of the Hon'ble Supreme Court in the state. With such a limited number of trainers, it will not be possible to give personal attention to each of the officers as expected. Enrolling more officers as Ubuntu-CIS Master trainers (UMT's) of the E-Committee of the Hon'ble Supreme Court is a time-consuming process. Even though Kerala Judicial Academy has started the process for identifying more persons as UMT's, it may take more time, before they are given adequate training and on-boarded by the E-Committee of the Hon'ble Supreme Court. Moreover, the control regarding the number of UMT's will be with the E-Committee of the Hon'ble Supreme Court. Hence it is suggested that sufficient number of officers from each district be identified by the Kerala Judicial Academy to be trained as State Master Trainers (SMT's).

State Level Master trainers (SMTs)

It is suggested that for every 30 officers, there should be one SMT and not less than two SMT's from each district. Considering the increasing number of lady officers, one of the SMT's from each district shall preferably be a lady officer.

Method of Selection

The initial batch of SMT's will be selected by Kerala Judicial Academy in consultation with the UMTs.

Thereafter, every year, after general transfer is effected, the Director IT will verify the number of SMT's in each district. If any district has less than 2 SMT's, the Director IT shall inform the Kerala Judicial Academy regarding the need for inducting new SMT's. Further, Kerala Judicial Academy will identify as many officers as it may think

fit from amongst the newly inducted judicial officers to be trained as SMT's. Once this process is over, the Kerala Judicial Academy shall convene a meeting of UMTs once in every year for the selection of SMT's, after the receipt of intimation from the Director IT.

In addition to the SMT's, there will be a Support Training Group (STG) consisting of the District System Administrator and the System Administrators of each court centre. The STG will work in tandem with the SMT's working in each district. If this has to work seamlessly, the district nodal officer of the eCourts project and the nodal officers of the sub centres shall be invariably an SMT.

SMT's will percolate the training materials to the STG and will ensure that STG remains as equipped as themselves in imparting hands-on training.

Further, Kerala Judicial Academy will conduct at least one training cum discussion session comprising all the active UMT's and SMT's every year to keep themselves updated.

Syllabus

The Kerala Judicial Academy with the assistance of the UMT's will decide the syllabus for various trainings.

Training

The training needs of each officer must be identified. Thereafter customised training modules are developed based on the training needs of each officer. Identification of training can be done by a three-pronged strategy:

1. Identification by the UMT's: UMT's can identify the training needs based on their assessment of the capability of each trainee in following the training imparted by them.
2. Identification by the nodal officers: The nodal officers of each district can assess the training needs of the officers in the district either based on personal experience or based on feedback from District System Administrators and System Officers deployed in the field.

3. Self-identification by the officers themselves: Kerala Judicial Academy shall prepare and circulate appropriate surveys in google form amongst officers. Appropriate training strategy can be adopted based on the analysis of the answers given by each officer in the Form prescribed.

The entire process shall be conducted confidentially. The UMT or the nodal officer shall not disclose to the individual officer their assessment. The communications to the Kerala Judicial Academy shall also remain confidential.

There will be four tiers of training:

1. Initiation Training (JOeL-Initiation)
2. Training of Trainers (ToT) of SMT's. (JOeL-ToT)
3. Percolation training of trainers (PeT) for STG.(JOeL-PET)
4. Personalised training in a graded method comprising of three stages
 - a. Level I of Judicial Officers E-Learning programme (JOeL-1)
 - b. Level II of Judicial Officers E-Learning programme (JOeL-2)
 - c. Level III of Judicial Officers E-Learning programme (JOeL-3).

Details of these trainings will be as follows:

1. Initiation training (JOeL-Initiation): A two-hour online training will be given to all officers in the first and second weeks of April, 2021 as per the syllabus approved. This training will be conducted by the UMTs.
2. Training of trainers (ToT)for SMT's (JOeL-ToT): The UMTs will give a two-day training to the newly selected SMT's. As far as possible, this training will be hands-on and can be conducted in the Kerala Judicial Academy. The first day of training will be a basic level training regarding OS and software. The second day will be an advanced level training for the SMTs. The basic level training will consist of basic computer skills and advanced training will

consist of detailed exposure to the various judicial and administrative software.

3. Percolation Training (PeT) for STG(JOeL-PeT): SMT's will conduct a percolation training for STGs in their district. This will be conducted within 15 days of the ToT on a date decided by the District Judge. The training will be for 3 hours. The District Judge shall ensure that all the District System administrators and System Officers attend the training without fail. The purpose of the training shall be to orient the STG in addressing the training needs of individual officers, providing necessary guidance to STG and to percolate the materials provided to the SMT's regarding basic training to STG. Since the basic qualification of System officers and system administrators is computer knowledge and skill, there is no need to give them any training on these skills. At the same time, the SMT's shall ensure that if any member of STG requires any further training, that should be provided.
4. (a) Level I of Judicial Officers E-Learning programme (JOeL-1): After the identification of training needs of each officer, Kerala Judicial Academy with the assistance of UMTs and SMT's will develop the customised training modules for each officer. Members of STG will impart training to individual officers in their chamber itself. The timing of the training will be flexible and have to be completed within a time band. For example, if an officer is identified to require 2 hours training on the Operating system, to be done within 15 days, it can be done either in a single day for 2 hours, 2 days of 1 hour each or four days for ½ hour each etc. at the convenience of the STG members and trainee. If the training is completed early, the same can be reported and the training can be marked as completed. In any case the training will have to be completed within the 15th day, failing which the officer as well as the member of STG will have to file proper and adequate explanation with the Director for not completing the same. Upon attaining the requisite skill, the training can stop. Till then the training sessions can be conveniently scheduled at the convenience of the officer. JOeL-1 training will be a continuing programme. It will continue till all officers in the JOeL-1 group graduate to the JOeL-2 group. At the end of each JOeL-1 time band, the officer will have to fill an online form (Google form)

giving details of the training to the Academy. The trainer, system administrator will also have to give a similar online report to the Academy showing the details of the programme.

5. (b) Level II of Judicial Officers E-Learning Programme (JOeL-2): This training is to be imparted to those officers who are identified to be having basic skills in IT. Two JeEL-2 programmes will be conducted in a year. Both will be one day programmes conducted at district level. First JeEL-2 training will be for all officers who do not require JeEL-1 training. If during the initial JeEL-2 training, it is identified that any officer who does not have basic skills have been included in the JeEL-2 training, the SMT's can recommend confidentially to the Kerala Judicial Academy to give such persons JeEL-1 training. There upon the Kerala Judicial Academy, shall provide JeEL-1 training to such officers utilising STG. The second JeEL-2 programme will be conducted 6 months after the first JOeL-2 programme. If any officer in the JeEL-2 training group feels that they require further JOeL-2 training, they may also be included in the second JOeL-2 training. It will be conducted for those officers who have graduated after the JOeL-1 programme. The JOeL-1 programme will cover in detail various modules in CIS, various judicial IT initiatives and software. JOeL-2 will continue till SMT's certify that every officer in their district has acquired sufficient advanced computer skills and they do not require any JOeL-2 training further. The scheduling and selection of participants for JOeL-2 will be done by Kerala Judicial Academy in consultation with SMT's of that district. If Kerala Judicial Academy is conducting any other district level training programme, this programme can be clubbed together with such programme.
6. Level III of Judicial Officers E-Learning programme (JOeL-3): Every year, the Kerala Judicial Academy will conduct a one-hour online programme for all officers preferably between 4 pm and 5 pm on any working day utilising the services of SMT/UMT. This will be basically for giving awareness on the advancement in the software and technology. The syllabus for such training will be decided by the Kerala Judicial Academy.

Timelines for completion

The training shall be completed within the timelines approved by the Academy.

Systemic Support

It is felt that training on technology will be effective only if the officers feel that it is for their benefit and feel a sense of urgency in adapting the technology. Moreover, when the number of Master trainers increases an appropriate strategy should be devised to keep them motivated. Hence the following is humbly suggested:

1. If various performance reports required from the Hon'ble High Court and District Courts/CJM as well as the appraisal of performance can be collected solely from CIS rather than obtaining them otherwise, the officers will be forced to adopt to CIS at a faster pace than at present.
2. Master Trainers (UMT/SMT) should be given clear weightage in their performance in terms of points for imparting training to other officers. It is suggested that added weightage can be given if they also perform above a particular benchmark even while conducting training.
3. Currently the forms available in the CIS are not in tune with the forms in the Civil Rules and the Criminal Rules of Practice, Kerala. If proper forms can be centrally provided in the CIS, it will motivate the officers and staff to utilise CIS optimally.
4. The concept of ownership of data is changing with efilings. If efilings and integration of ICJS is completed in a faster pace, it will ensure that officers will have to rely upon the CIS. This will increase the pace of adapting to the technology.
5. Detailed reports of the Change Management Committee, Process Re-engineering Committee dated 30.06.2016 and the report submitted by the subcommittee for periphery development for CIS Ver. 2 for subordinate courts dated 14.12.2017 are yet to be implemented. The recommendations in these reports include very useful suggestions including unification of various forms, making optimal use of the CIS so that the various reports

required at various levels can be autogenerated from the CIS etc. These reports, as may be practicable may be implemented in a time bound fashion. Such a step will make the officers more responsive to the change and the CIS will become more user friendly.

Syllabus for JOeL-Initiation Training

Duration: 2 hours

Session	Duration	Topics
Day I		
1	20 minutes	General introduction to various electronic facilities & need for change management: E-filing CIS Ecourts NSTEP NJDG JUSTIS Video Conferencing Virtual Courts GIMS
2	30 minutes	Video Conferencing facility Advantages VC etiquette VC equipment VC software Electronic Video Linkage rules
3	5 minutes	Interaction
Day 2		
4	25 minutes	E-filing Advantages of e filing cases Steps to e-file a case Data consumption of E-filing to CIS Registration of advocates on efileing portal Helpdesks for efileing E-Sewa Kendras Kiosks Ecourts services mobile app Digital display boards E-filing Rules

5	30 minutes	<p>Helpful features of CIS</p> <p>Need for ensuring data accuracy in data entry in:</p> <p>Case filing</p> <p>FORA</p> <p>Case Proceedings</p> <p>Appeal filing</p> <p>Integration of data</p> <p>Proceeding Correction</p> <p>Objection and Scrutiny</p> <p>Case Registration</p> <p>IA filing</p> <p>Urgent Case</p> <p>Process generation</p> <p>Delay Reasons – need to ensure above 2 years</p> <p>Management Reports</p>
6	5 minutes	Interaction and discussions

Syllabus for JOeL Training of Trainers (ToT) of SMT's (JOeL-ToT)

Duration: 3 days

Unit	Topic	Sub-topics	Duration
1	Orientation 1	<p>Orientation</p> <ul style="list-style-type: none"> ● Introduction of trainers ● Focus of training <ul style="list-style-type: none"> ○ CIS ○ NJDG ○ NSTEMS ○ Ecourts ○ Efiling ○ Dictation software ○ Operating systems ○ Video Conferencing ○ Email ○ Sandes ○ Other emerging areas- <ul style="list-style-type: none"> ■ ICJS ■ SUVAS 	60 minutes
2	Orientation 2	<ul style="list-style-type: none"> ● E-committee ● E-courts project <ul style="list-style-type: none"> ○ Phases of eCourts project & thrust of phase II & III ● Change management ● Training methodology 	60 minutes

3	Operating System	<ul style="list-style-type: none"> ● Types of operating system ● Open source vs. patented ● Ubuntu and Windows 10 & 11 ● Various distributions of Ubuntu-Linux & its version philosophy-LTS ● LTS (Long term support) versions ● Ubuntu-Linux updates ● Additional software for Ubuntu-Linux ● E-committee customised ubuntu-Linux 	60 minutes
4	Word Processing Software	<ul style="list-style-type: none"> ● Free software vs. Paid software ● Advantages of LibreOffice vs. Word ● Libre Office- Writer, Sheets ● Basic tips to use a word processor efficiently ● Saving document ● Keyboard Shortcuts ● Formatting ● Exporting as PDF ● Automatic saving ● Auto text ● Auto Correct ● Table of contents ● Miscellaneous 	60 minutes
5	CIS-1	<ul style="list-style-type: none"> ● Basic idea about CIS <ul style="list-style-type: none"> ○ Core & Periphery ○ Various types of masters ○ Editing masters' data ● Logging in to CIS ● Dashboard ● Q -Menu ● Side bar and various menu entries in sidebar ● Miscellaneous <ul style="list-style-type: none"> ○ Transfer of judicial officers in CIS ○ Daily data uploading to CIS 	60 minutes
6	CIS-2	<ul style="list-style-type: none"> ● Filing <ul style="list-style-type: none"> ○ Filing philosophy - FORA ○ Case filing ○ Appeal filing 	60 minutes

		<ul style="list-style-type: none"> <ul style="list-style-type: none"> ■ Vertical integration ○ IA filing ○ Case data entry-connection with efilng ○ ICJS integration ○ Efilng integration ● Objection <ul style="list-style-type: none"> ○ Specifying objections ○ Objection compliance date ○ Check slip ○ Scrutiny list ○ Objection Compliance board ○ Objection in CIS vs. Objection in efilng application. ● Registration <ul style="list-style-type: none"> ○ Data entry ○ Change of registration date ○ Urgent case option <ul style="list-style-type: none"> ■ Why Urgent Case Option? ■ Where to find urgent case option-Admin menu, Registration & court proceedings menu ■ Urgent case reports 	
7	CIS-3	<ul style="list-style-type: none"> ● Case Allocation <ul style="list-style-type: none"> ○ What is allocation ○ Random allocation ○ Case type judge ● Case Proceedings <ul style="list-style-type: none"> ○ Accessing daily proceedings ○ Proceedings data entry <ul style="list-style-type: none"> ■ On VC ■ Order passed ■ Exhibits ■ Court event & DCMS 	60 minutes

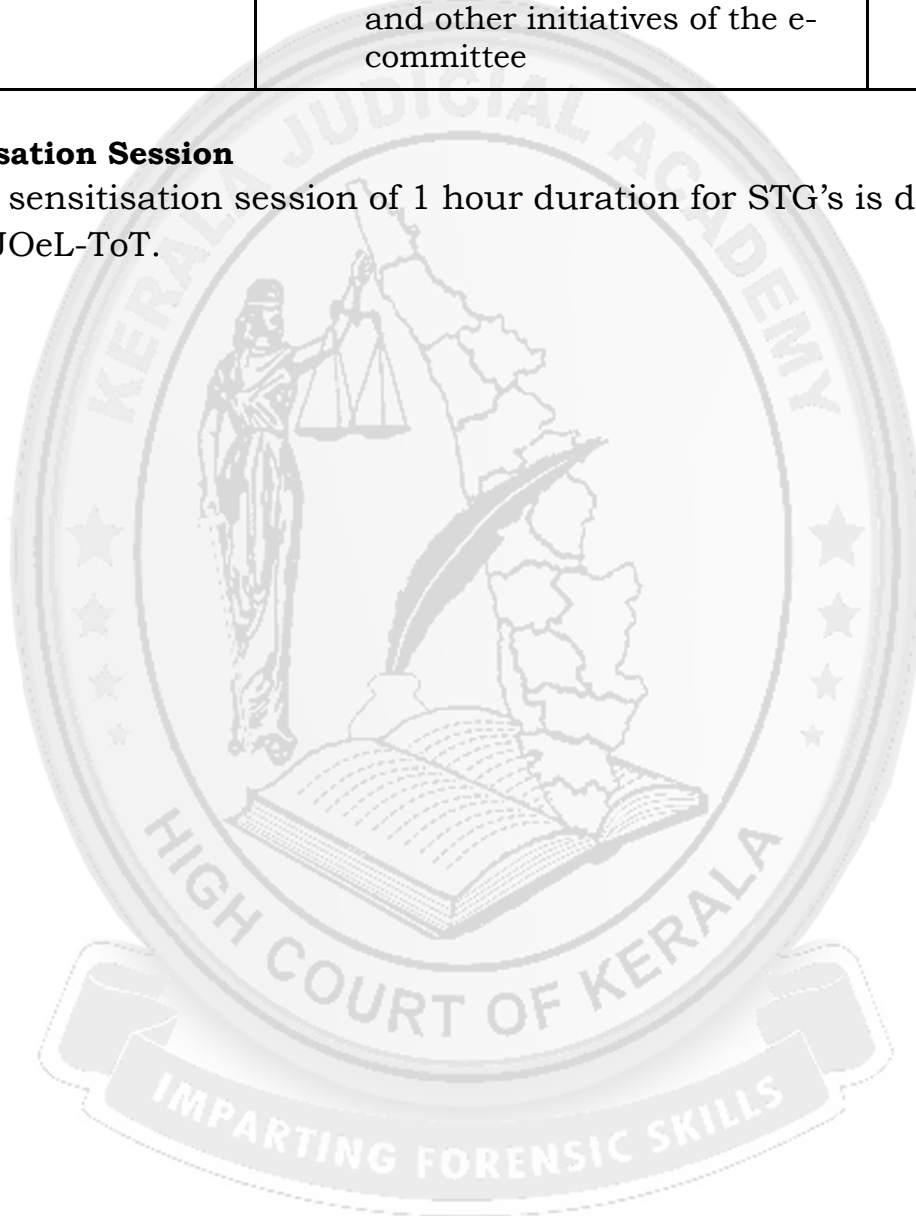
		<ul style="list-style-type: none"> ● Issues framed ● Witnesses examined ● Appearance ● Written statement ● Legal heir <ul style="list-style-type: none"> ■ Disposing the case ■ Next date ■ Reason for adjournment ■ Purpose of listing ■ Presence <ul style="list-style-type: none"> ○ Bulk proceedings ○ Bulk disposal 	
8	CIS 4-	<ul style="list-style-type: none"> ● Display board management ● Digital display boards ● Issue/Charge framing ● Delay Status ● Proceedings correction ● Online copy application 	60 minutes
9	CIS-4 & NSTEP	<ul style="list-style-type: none"> ● Process generation <ul style="list-style-type: none"> ○ Process data entry ○ Draft generation <ul style="list-style-type: none"> ■ Upload process ■ Copy previous process ○ Publish process ○ Process acknowledgment ○ Process status ○ NSTEP <ul style="list-style-type: none"> ■ NSTEP Web interface ■ NSTEP Mobile application 	60 minutes
10.	CIS-5 & ICJS integration	<ul style="list-style-type: none"> ● Judgement/order uploading ● A-diary generation ● B diary ● Undertrial ● Lok Adalat/Mediation ● Proceedings Reports ● Monitoring through CIS ● Remand ● Bail ● Release 	60 minutes

		<ul style="list-style-type: none"> ● Charge sheet/summary <ul style="list-style-type: none"> ○ Chargesheet/summary received report ● Pretrial order uploading ● Other features of CIS 	
11.	E-filing-1	<ul style="list-style-type: none"> ● E-filing <ul style="list-style-type: none"> ○ Versions ○ Importance of efilng ○ Advantages of efilng cases ○ Steps to efile a case ○ Data consumption of efilng to CIS ● Registration of advocates on efilng portal <ul style="list-style-type: none"> ○ Helpdesks for efilng ○ E-Sewa Kendras ○ Kiosks 	60 minutes
12.	Efilng 2	<ul style="list-style-type: none"> ● Virtual courts ● Ecourts services mobile app ● E-filing Rules 	60 minutes
13.	Video Conferencing	<ul style="list-style-type: none"> ● Judgments on VC ● Advantages of VC ● VC equipment ● VC software <ul style="list-style-type: none"> ○ People link ○ Google meet ○ Zoom. ○ Teams ○ Vconsole ● VC Rules 	60 minutes
14.	Other areas	<ul style="list-style-type: none"> ● JUSTIS app ● GIMS (Sandes) App ● Dictation software & regional language <ul style="list-style-type: none"> ○ Paid vs. free cloud ○ Dragon software ○ Gboard ○ Voice typing using google docs ○ Transliteration software <ul style="list-style-type: none"> ■ Mozhi malayalam ■ Lalitha malayalam ■ Swanalekha ○ Malayalam fonts 	60 minutes

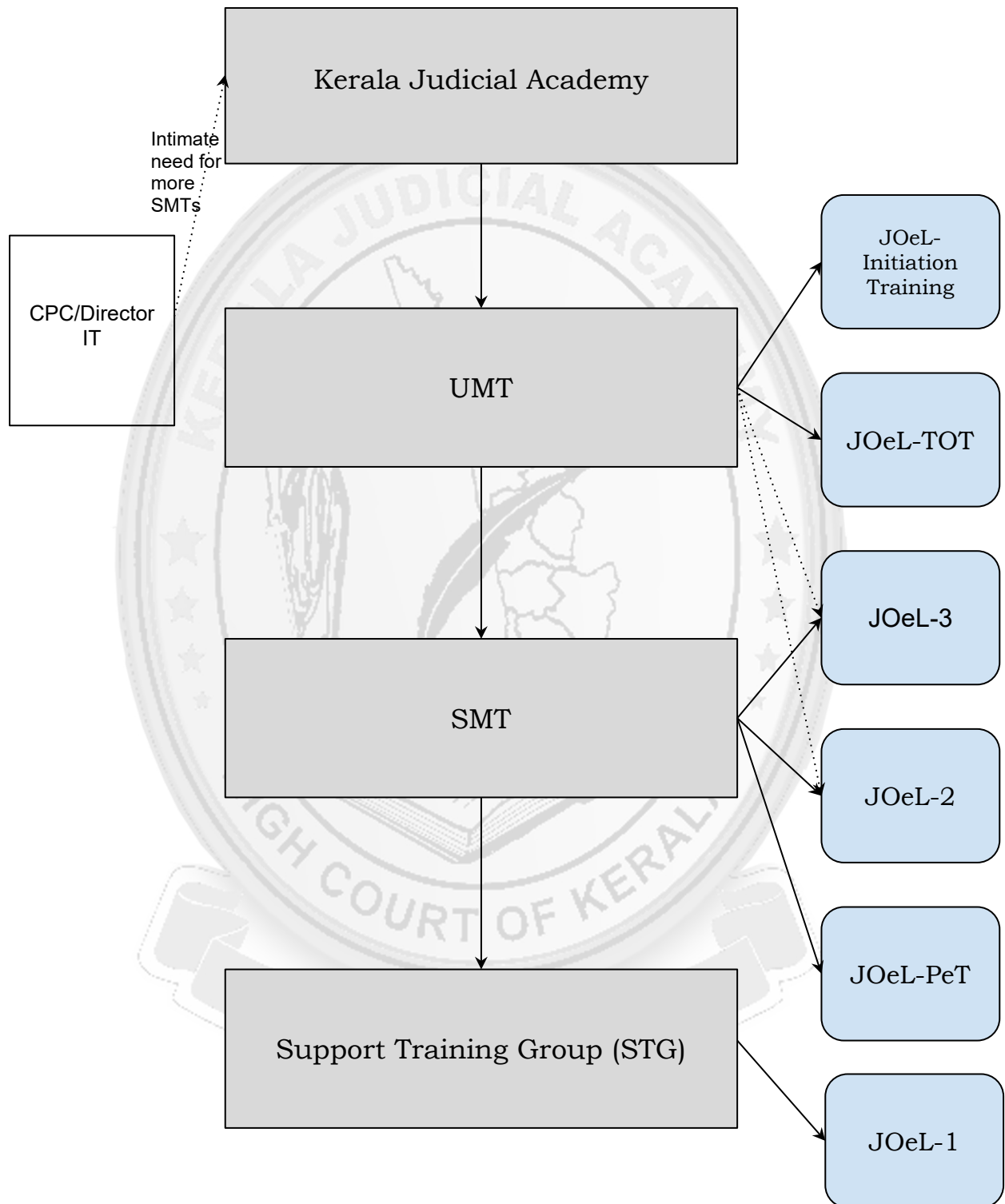
		<ul style="list-style-type: none"> ■ Lohit Malayalam ■ Anjali Old Lipi ● Official Email <ul style="list-style-type: none"> ○ KAVACH ○ Email integration in google ● Epay, SMS push and pull services, automated email, NJDG, live streaming, SUVAS, and other initiatives of the e-committee 	
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Sensitisation Session

A sensitisation session of 1 hour duration for STG's is done prior to the JOeL-ToT.



Hierarchical structure of training



Part VII

Exchange and other programmes

Introduction

One of the components of the learning process for judicial officers is interaction with their counterparts from other states and sharing of best practises. The thirteenth finance commission recommended exchange programmes and allotted funds. Such programmes helped to develop mutual trust between judicial officers working in different jurisdictions by enabling them to get to know each other better and giving them an opportunity to work together.

Exchange programmes

Judicial officers and trainees from other states visited the Academy and various courts in Kerala. The academy facilitated interaction of the visiting team of officers with the directors and Munsiff-Magistrate trainees. The visiting officers interacted with the judicial officers at the district centres and understood the working environment of the courts in the State.

Judicial officers and Munsiff-Magistrates from Kerala visited Karnataka Judicial Academy, Bangalore Mediation Centre and interacted with the judicial officers and mediators. The best practices were shared.

The details of exchange programmes are given below.

Visit of judicial officers from other States

Sl.	Judicial Academy	Officers	Period of Visit
1.	Karnataka Judicial Academy	Civil Judges (Junior. division)	2011
2.	Chandigarh Judicial Academy (as part of Knowledge Sharing Programme/Bharat Darshan)	Trainee judicial officers and faculty	Twice in 2012
			2014
			2020

Sl.	Judicial Academy	Officers	Period of Visit
3.	Gujarat Judicial Academy	Judicial officers	2012
4.	Tamilnadu Judicial Academy	Judicial officers	2013
5.	Madhya Pradesh State Judicial Academy	Judicial Officers	2014

Exchange programmes to other states

Sl.	Place	Officers	Period of Visit
1.	Karnataka Judicial Academy & Bangalore mediation centre	Munsiff-Magistrate trainees	2012
2.	Karnataka Judicial Academy & Bangalore mediation centre	Munsiff-magistrate trainees	2012-'13
3.	Karnataka Judicial Academy	Sub judges and munsiff-magistrates	2011-'12

Exchange programme from other countries

A memorandum of understanding was entered into between the National Judicial Academy, and the Supreme Court of Bangladesh for organising training and capacity building programmes for judicial officers from Bangladesh. As part of the said programme thirty-five Judicial Officers from Bangladesh visited the Kerala Judicial Academy from 14.12.2018 to 21.12.2018.

Trainee officers of Indian Administrative Service

Eight trainee officers of Indian Administrative Service visited the academy on 04.02.2021 and interacted with the directors.

Regional conferences

The Second National Judicial Academy Regional Conference on “Role of courts in upholding Rule of Law” was held from 27th to 29th September 2013. Judicial officers from Kerala, Karnataka, Tamilnadu and Andhra Pradesh participated.

A South Zone regional conference on the topic “Enhancing excellence of the judicial institutions: Challenges and opportunities” was conducted on 7th and 8th October 2017. The Hon’ble Judges and judicial officers from Andhra Pradesh, Telangana, Karnataka, Tamil Nadu, and Kerala participated.

Colloquium on Anti-Human Trafficking

Colloquiums on Human Trafficking were organised in 2016 and 2019.

The first programme was held on 25.11.2016 for judicial officers.

A colloquium for the Hon’ble Judges of the High Court, judicial officers munsiff-magistrate trainees, public prosecutors, assistant public prosecutors, Inspector Generals from all the three ranges from the state who are handling cases of human trafficking and Chairperson and members of the Kerala State Commission for Protection of Child Rights was conducted on 29.03.2019.

Lecture Series

A lecture series on legal topics was conducted in 2016 as part of V.R. Venkata Krishnan Memorial lectures. The lecture series was attended by judicial officers and lawyers.

Part VIII

Lawyers, non-judicial officers, and other stakeholders

Legal education for Lawyers

The Academy imparts legal education to lawyers as well.

Young lawyers

The Academy, the Bar Council of Kerala and the Bar Associations at various centres have joined hands to make the young generation of lawyers more informed of the laws of day-to-day application and aware about the code of conduct that apply to all lawyers to maintain the glory and prestige of the legal profession. To benefit the new entrants in the legal profession, workshops and training camps had been conducted for lawyers with less than two years practice at the bar at various court centres, the motto being “*Retain Nobility and Preserve Majesty of Legal Profession*”. The details are given below.

Sl.	Programme	Number of participants
1.	Orientation programme for young lawyers (South Zone) from 27-11-2017 to 1-12-2017.	23
2.	Orientation programme for young lawyers (North Zone) from 05-03-2018 to 9-03-2018.	29
3.	Orientation Programme for young lawyers (South Zone) from 23.7.2018 to 27.7.2018	30
4.	Skill Enhancement Training Programme for young lawyers (North zone) from 04.11.2019 to 08.11.2019	34

Training on e-filing for Advocate Master Trainers

As suggested by the e-Committee of the Hon'ble Supreme Court, the Academy has conducted Training of Trainers (ToT) programmes on e-filing for selected Advocate Master Trainers (AMT's) utilising the services of eight judicial officers in the state who have been trained as

Ubuntu-CIS Master Trainers (UMTs) by the e-Committee. The AMTs are training lawyers in their respective bar associations.

Continuing legal education for members of the Kerala High Court Advocates Association

A training programme for members of the Kerala High Court Advocates Association was conducted from 26.09.2016 to 30.09.2016 as part of continuing legal education for the lawyers. Thirty advocates having practice of less than ten years participated.

Considering the request of the President of the Kerala High Court Advocates Association, the academy also conducted a further training programme for young lawyers of the High Court from 13.05.2019 to 17.05.2019. Thirty-six advocates participated.

Legal education for Prosecutors/Government Pleaders

The Academy has undertaken legal education for prosecutors and government pleaders as well.

Prosecutors attached to the Special Courts for trial of PoCSO Act cases

The Academy conducts special training programmes for the prosecutors attached to the special courts for trial of cases under the PoCSO Act.

Government Pleaders at the district level

Accepting the request of the Government, the Academy has decided to conduct special training programmes for the Government Pleaders and Public Prosecutors at the district level on various subjects. A two-day programme is scheduled to be conducted in the next academic year on the Indian Evidence Act, the Information Technology Act, cyber-crimes, medical evidence, and forensic science.

Government pleaders appearing before the Kerala Administrative Tribunal

The Academy has accepted the proposal of the Government to impart training on service laws to the Government Pleaders appearing before the Kerala Administrative Tribunal.

Assistant Public Prosecutors

Accepting the request of the Director of Prosecutions, the following training programmes were conducted by the Academy for Deputy Directors of Prosecution and Assistant Public Prosecutors.

Sl.	Name of the programme	Date	Number of participants
1.	Orientation programme for Assistant Public Prosecutors	11.12.2017 & 12.12.2017	51
2.	Orientation programme for Deputy Directors of Prosecution and Assistant Public Prosecutors	05.02.2018 & 06.02.2018	44
3.	Orientation programme for Deputy Directors of Prosecution and Assistant Public Prosecutors.	08.02-2018 & 09.02.2018	50
4.	Orientation Programme for Deputy Directors of Prosecution & Assistant Public Prosecutors	12.11.2018 & 13.11.2018	47
5.	Orientation programme for Deputy Directors of Prosecution & Assistant Public Prosecutors	29.01.2019 & 30.01.2019	50

As per the academic calendar 2019-'20 a Skill Enhancement Training for Judges dealing with the cases under the PoCSO Act on "Child friendly Court proceedings and Victimology" was conducted on 22/11/2019 and 23/11/2019. Special Public Prosecutors and Assistant Public Prosecutors were also included among the participants. There were altogether 41 participants in the said programme.

Programmes for Non-judicial Officers within the system

The academy conducts effective training programmes for Non-judicial Officers as well.

Principal Counsellors of Family Courts

Induction training and in-service courses are conducted in the Academy for the Principal Counsellors of Family Courts.

Induction training

Principal Counsellors are appointed in various Family Courts in the State of Kerala by the Hon'ble High Court. The newly appointed Principal Counsellors are given two months' pre-service training by the Academy. The Scheme of training for them is given below:

Kerala Judicial Academy campus	Two weeks
Family Courts	Six weeks practical training

The training at the Academy aims at personality development and development of counselling skills. The training sessions are handled by guest faculty having experience in counselling. On conclusion of the two weeks' training in the Academy, the trainees are deputed to Family Courts for practical training for six weeks. They should actively participate in counselling sessions along with the serving Principal counsellors. The trainees will also conduct individual counselling in selected cases. That apart, they will have to familiarise themselves with the office procedure in different sections of the Family Courts.

In - service training

Specialised training on effective counselling in family disputes is conducted every year for the Principal Counsellors.

Officers of the District judiciary

Every year the Academy conducts skill enhancement training programmes for the following categories of officers of the district judiciary:

1. Sheristdars
2. Superintendents
3. Officers in clerical cadre- civil wing
4. Officers in clerical cadre- criminal wing
5. Amins & Process Servers

Non-judicial Officers of the district judiciary - Syllabus

Civil Wing

Module I-Introduction and Institution of suits

Introduction

1. Need for training
2. Change Management
3. Staff as stakeholders

Institution of Suits

1. Presentation of pleading including plaint, written statement & Counter claims & format
2. Jurisdiction
3. Court fees & Cancellation of Stamps including refund of court fees
4. Limitation
5. Minor Suits & Indigent suits-Special suits
6. Original Petitions
7. Interlocutory Applications and affidavits
8. Return and rejection of plaint.
9. Posting of Cases.
10. Adjournment and Advancement.
11. Power of Attorney and Vakalath.

Module II- Trial

Pre-Trial Procedure

1. Amendment of pleadings
2. Death of parties and impleading parties.
3. Issues
4. Production, Inspection and Search of documents including summons to produce documents
5. Commissions
6. Receiver

Trial Procedure

1. Marking of documents including in LAR proceedings
2. Impounding of documents
3. Return of documents
4. Furnishing copies of proceedings
5. Summoning of witnesses
6. Witness batta
7. Examination of witnesses
8. Surety bond
9. A Diary, B Diary, Proceedings Paper, Index

Module III- Judgment, Decree and miscellaneous

Judgement, Decree & Miscellaneous (including Criminal Procedure for Sessions Court, Execution proceedings and processes-basics, Case flow management rules)

1. Preparation of decrees
2. Preparation of prefix of, and appendix to, civil and criminal judgments
3. Computation of costs
4. Certified copies
5. Execution proceedings-General
6. Processes-General
7. Case Flow Management Rules
8. Criminal Procedure-General
9. Succession Certificate

Process Servers

Module I- Introduction and Processes

Introduction

1. Need for training
2. Change Management
3. Staff as stakeholders

Processes-

1. Submission of processes
2. Modes of Service-including service by affixture and substituted service
3. Return of processes-formats

Module II- Execution and Miscellaneous

Execution Proceedings

1. Notices
2. Procedure for attachment and delivery
3. Reports in execution-arrest, attachment and delivery, obstruction.
4. Sale-Procedure and reports
5. Purchase Certificate
6. Delivery of Property and putting up of boundary-procedure
7. Garnishee Proceedings

Criminal Wing

Module I- Introduction and filing

Introductory-

1. Need for training
2. Change Management
3. Stakeholder ship

Filing

1. FIR and occurrence report-filing
2. Filing of Complaints and other petitions
3. Final Reports and Refer Reports
4. Refer Objections
5. Numbering of Cases
6. MC cases
7. Summary Trial Cases

Module II- Property management

Property Management and Disposal

1. Property Register
2. Valuables and Non valuables
3. Property Disposal- Special Types-explosives, abkari, NDPS, counterfeit coins, arms and ammunition, property in undetected cases, personal property of remand prisoners, appropriation of fine amount in Gaming Act, forfeiture
4. Production of MO's at the time of trial

Module III- Process Management

Issuance of Process & Process Management

1. Summons and warrants to the accused within jurisdiction and outside jurisdiction.
2. Summons and warrant to Special category witnesses and accused- MLA, Government Servants, Military Personnel, Foreign diplomats, Judicial officers
3. S.82,83 steps
4. Summons and warrant to witnesses-medical and expert witnesses
5. Process Fee
6. Process Register
7. Witness Batta
8. Summons to witnesses outside India

9. Extradition Proceedings
10. Summons to produce documents
11. Search warrants

Module IV- Miscellaneous

1. Court fees
2. A Diary
3. Proceedings paper
4. Communication to High Court
5. Marking of documents
6. Arrest and Remand including special cases
7. Police Custody
8. Recording of Statements under s. 164 Cr.P.C. and R.70,71 Cr.R.P.
9. T.I. Parade
10. Dying Declaration
11. Calendar and Statements
12. Committal Proceedings
13. Office Administration
14. Bail- Granting and Execution
15. Recording of plea, charge and S.313 Cr.P.C.
16. Compounding
17. Records
18. Appendix
19. Appeals-Sending of records

Officers of the High Court

The academy holds different special programmes for the officers of the High Court.

Private Secretaries to Judges

A one-day training programme was conducted for the Private Secretaries to Judges on social etiquettes and communication, office communication, service conditions of High Court Judges *et cetera*.

Personal Assistants to Judges and Confidential Assistants

Refresher courses are conducted in the Academy for Personal Assistants to Judges and Confidential Assistants in English usage, grammar, and legal language. The module comprises 30 sessions in a year.

Assistant Section Officers and Assistants in High Court Service

A programme on the Kerala High Court Act, Rules and Office Manual besides professional ethics was conducted for the Assistant Section Officers and the Assistants in the High Court Service.

Research Assistants attached to the Hon'ble Judges of the High Court

A training programme on legal software was conducted on 14.02.2022 for thirty-one Research Assistants attached to the Hon'ble Judges of the High Court.

Chauffeurs

An awareness programme on road safety, traffic rules, personality development and stress management was conducted for the Chauffeurs of the High Court.

Other stakeholders

Honouring the requests from various departments of the government and other institutions, the Academy undertakes different training programmes for other stakeholders.

Presidents and Members of District Consumer Redressal Commissions

Special training programmes are conducted every year for the Presidents and Members of the District Consumer Disputes Redressal Commissions on the nuances of the Consumer Protection Act and other relevant topics.

Members of the Juvenile Justice Boards

The Academy conducts special training sessions for the members of the Juvenile Justice Boards on the nuances of the Juvenile Justice (Care and Protection of Children) Act, child friendly atmosphere in courts, child psychology, working of juvenile justice system *et cetera*. The Principal Magistrates are invited to attend such programmes.

Mukhtiyars of Lakshadweep

Mukhtiyars have an important role to play in the courts in Lakshadweep. They have been given training by the Academy. The revenue officers from Lakshadweep also attended.

Deputy Superintendent of Police and above

In the light of the recommendation of Justice C.N. Ramachandran Nair Committee on Police and Jail reforms in Kerala, the State Police Chief has requested the Academy to conduct training programmes for the police officers of the rank of Deputy Superintendents and above. Accepting the request, the Board of Governors has resolved to include suitable training programmes for such officers in the academic year 2022-'23.

Special Juvenile Police

The Academy, in association with the Social Welfare department, conducted a training programme for the police officers on the Juvenile Justice (Care and Protection) Act, 2000. There were 40 participants.

Investigating Officers of Central Bureau of Investigation and Vigilance & Anti-Corruption Bureau

A training for Investigating Officers of Central Bureau of Investigation and Vigilance & Anti-Corruption Bureau was held on 22-11-2016.

Child welfare police officers

An orientation programme for Child Welfare Police Officers on 'Child Friendly Approach' was held on 07-08-2017.

Excise officers

As requested by the Commissioner of Excise a special training programme will be conducted for selected excise officers on finer legal nuances of investigation and charge sheeting of NDPS Act cases. It will be conducted in the academic year 2022-'23.

Kerala Judicial Service Examination - Pre-examination training for SC/ST candidates

Every year the Academy conducts classes for the candidates belonging to the scheduled castes/scheduled tribes who have qualified for the Kerala Judicial Service main (written) examination. Classes are given on substantive laws and procedural laws to enable them to better their performance in the examination.



Part IX

Research and publications

Judicial Vision

Judicial Vision was a bimonthly print journal. The first issue of Judicial Vision was printed and published in 1997. The idea behind its publication was to provide the most important judicial precedents to the members of the district judiciary. Its publication was discontinued when online journals began to replace the archaic way of law reporting.

The Kerala Judicial Academy has restarted the publication of Judicial Vision from January 2021. The new avatar of Judicial Vision is an online publication. It is published as a monthly e journal for private circulation amongst judicial officers. It is slimmer than its earlier print edition. It is an e- newsletter. It currently showcases the crux of latest judgments and important statutes, government orders, circulars and the circulars and official memoranda of the Hon'ble High Court of Kerala besides the activities of the Academy and other important and relevant information to the judicial officers of the district judiciary. The new version does not contain full text of judgments. Links to full text of judgments from official websites are provided wherever possible. A summary of judicial pronouncements on a selected topic in every issue is another highlight. In addition to judicial precedents, the Judicial Vision contains articles on law and other subjects since the first issue in 2022.

Compilation of High Court Circulars

The Academy has updated and published two volumes of High Court circulars in hardbound volumes. Part I of the compilation consists of Circulars from 1956 to 1970 and Part II consists of Circulars from 1971 to 2011. Copies of the circulars have been sent to all courts. The updated list and details of circulars are also available on the website of the Academy. Updated compilation of the circulars in a searchable format will be made available on the website of the Academy once the updated website is launched.

Compilation of Judgments on Family Law

A section wise compilation of latest judgments on the Family Courts Act, 1984 and the Family Court Rules, 1989 are made available on the website of the Academy.

Civil and Criminal Court Manuals for training of Non-judicial Officers of district judiciary

The Academy has compiled Civil and Criminal Court Manuals to assist the judicial officer trainers to give training to the Non-judicial Officers of the district judiciary. It is in the process of being updated.

Compilation of Official Memoranda issued by High Court

The Academy has started the work of compilation of the Official Memoranda of the High Court. The Official Memoranda issued since November 2020 are published on Judicial Vision.

Compilation of SOPs of different stakeholders under the PoCSO Act

A committee has been constituted in the High Court to monitor the progress of trial in cases involving offences under the PoCSO Act. On the request of the committee the Academy compiled the Standard Operating Procedures (SOPs) prepared by the Police, Directorate of Health Services, Forensic Science Laboratory, Women and Child Department and the Kerala State Legal Services Authority.

Handbook on PoCSO Act

The Academy has started preparation of a handbook on the PoCSO Act. It would be useful for the judges, prosecutors, police, and other stakeholders involved in the conduct of cases under the PoCSO Act.

Handbook on High Court Procedure

A handbook on the High Court procedure is nearing completion.

Manual for Training of Officers of High Court

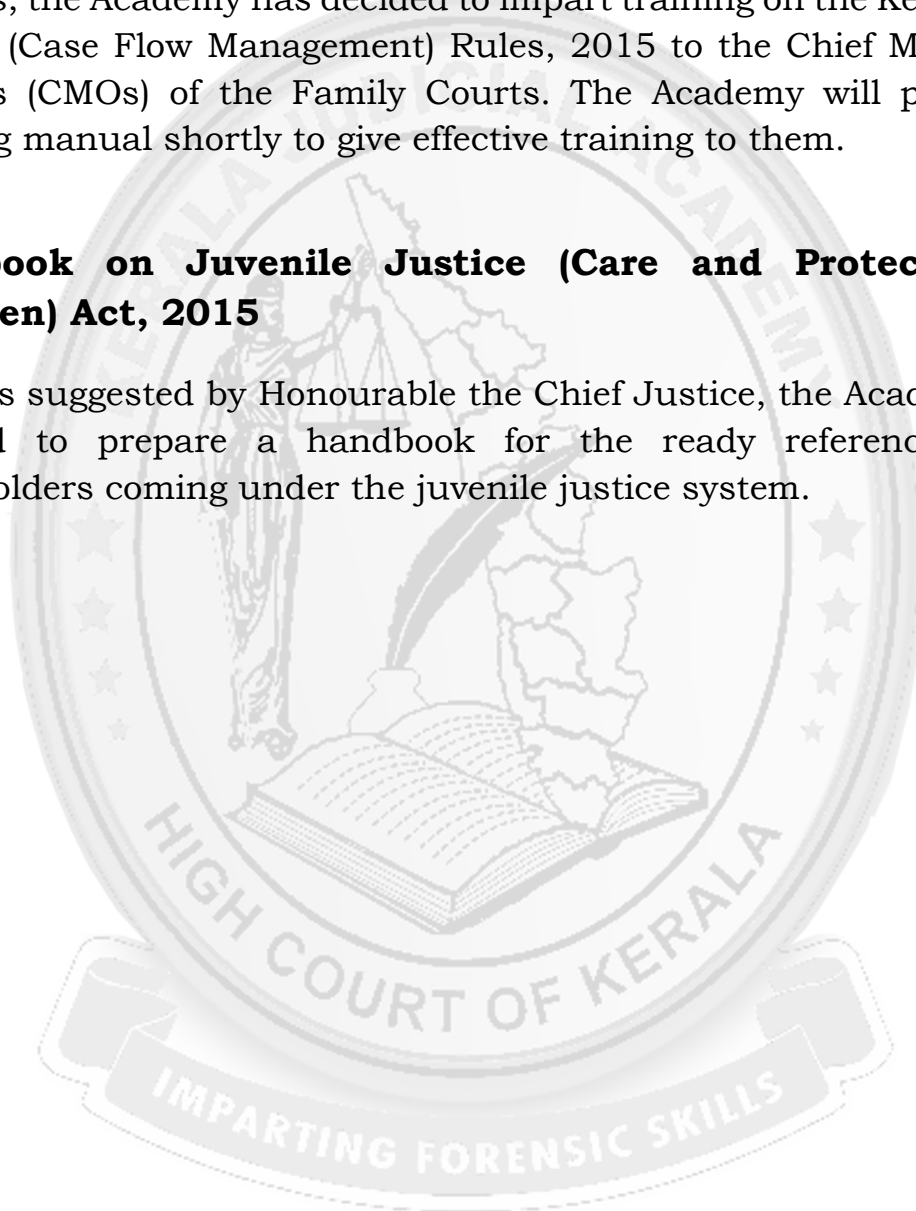
A manual for the training of officers of the High Court is under preparation.

Training Manual for CMOs of Family Courts

As requested by the Committee for Sensitisation of Family Court Matters, the Academy has decided to impart training on the Kerala Civil Courts (Case Flow Management) Rules, 2015 to the Chief Ministerial Officers (CMOs) of the Family Courts. The Academy will prepare a training manual shortly to give effective training to them.

Handbook on Juvenile Justice (Care and Protection of Children) Act, 2015

As suggested by Honourable the Chief Justice, the Academy has decided to prepare a handbook for the ready reference of all stakeholders coming under the juvenile justice system.



Part X

Website

Website of the Academy

The Academy is maintaining a website which contains every detail about it and provides learning material. The process of revamping the website is under way.

Judicial Officers' research blog

The revamped website of the Academy will contain a moderated research blog. The judicial officers will be encouraged to submit their research articles on the blog. They can login to the blog using their Judicial Officer Code for submission of articles. The articles will be published on the blog after the approval of the Academy. It is visible only to judicial officers. This will act as a knowledge repository for them.

Learning Management System for the Academy

It is proposed to have a Learning Management System as an intranet feature to preserve every data and to save time. The proposed Learning Management System shall have the following features.

1. Training management.
2. Accommodation management.
3. Document management.
4. Faculty management.
5. e-learning management.

The Academy has requested the National Informatics Centre to develop a Learning Management System suitable to the requirements of the Academy

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Part XI

Internship

Internship facility is available at the Academy for full time law students.

Objectives

- To provide exposure to the practical problems in the field of law and related disciplines.
- To promote doctrinal research in law.
- To give the interns a platform to engage in discussions with those who administer law and dispense justice.

Eligibility

- The second and third year students of the three year LLB course
- The third to fifth year students of the five-year LLB course
- The students of post-graduation in law.

Duration

The minimum and maximum duration shall be fifteen days and thirty days respectively. It is provided in eight slots as shown in the table below.

Month	Slot	Period
April	I	April 1 st to 15 th
	II	April 16 th to 30 th
May	III	May 1 st to 15 th
	IV	May 16 th to 31 st
December	V	Dec 1 st to 15 th
	VI	Dec 16 th to 31 st

Month	Slot	Period
January	VII	Jan 1 st to 15 th
	VIII	Jan 16 th to 31 st

Selection Procedure

The number of students in a slot shall be preferably twenty. If the total number of applicants exceeds twenty, the selection of the candidates will be based on their comparative merit including academic performance. The Academy reserves the right (i) to reject any application and (ii) to terminate internship in the event of indiscipline.

Procedure to apply

Application in the prescribed format shall be downloaded from the website of the Academy. The application shall be submitted to the Director of the Academy at least three weeks before the date of commencement of the internship. A certificate from the college authority concerned that the applicant is a bonafide student and copies of the mark lists of the immediately preceding two semesters shall be attached to the application.

Dress code

Casual wear is not permitted in the Academy campus under any circumstance.

Part XII

Reading material

They include those shown in the table. The list is not exhaustive.

Biographies

Sl.	TITLE	AUTHOR
1	Nani Palkhivala : The Courtroom Genius	Arvind P. Datar
2	Lord Mansfield: A biography of William Murray	Edmund Heward
3	Lord Denning: The judge and the law	J.L. Jowell & J.P.W.B. Mcauslan
4	Famous Lawyers of Freedom Struggle and Trials of Freedom Fighters	Keshav Dayal
5	The Judge Speaks	Justice A. R. Lakshmanan
6	On balance: an autobiography	Leila Seth
7	Justice H R Khanna: Law, life and works	Dr. Lokendra Malik & Dr. Manish Arora
8	The judge orates: selected writings of Justice VR Krishna Iyer	Dr. Lokendra Malik & Dr. Manish Arora
9	Two Outstanding Judges : Justice H. R. Khanna & Justice V.R. Krishna Iyer	Dr. Lokendra Malik & Dr. Manish Arora
10	The story of a Law Teacher Turning point : Memoirs of Padmashree Prof. N.R. Madhava Menon	N.R. Madhava Menon
11	Ram Jeth Malani : The authorised biography	Nalini Gera
12	A Lawyer's Journey : An Autobiography	Justice R.M. Sahai
13	Justice S.H.Kapadia : A man of courage and integrity	Sarbjit Sharma
14	Courting Destiny : A Memoir	Shanti Bhushan
15	Courting politics	Shweta Bansal
16	The Chief Justice speaks: Selected judicial and extra judicial reflections of justice: A. M. Ahmadi	Dr. Lokendra Malik & Dr. Manish Arora
17	Candid Corner : Reflections of Abhishek Singhvi	Abhishek Manu Singhvi
18	India's VIBGYOR MAN: Selected writings and speeches of LM.Singhvi	Abhishek Manu Singhvi
19	Justice V.R.Krishna Iyer: Our Heritage	Avni Nagaria

Sl.	TITLE	AUTHOR
20	All from memory: An autobiography	B.V. Acharya
21	To speak as a Judge : Difference, Voice and Power	Sandra Berns
22	My Experience with the Office of Additional Solicitor General of India	Biswajith Bhattacharyya
23	Nani Palkhivala : A role model	Maj. Gen. Nilendra Kumar
24	Rethinking Palkhivala: Centenary commemorative volume	Maj. Gen. Nilendra Kumar
25	In defence of democracy	Channabasappa
26	Judicial reflections of Justice Bhagawati	Ram Kishore Choudhury
27	My life: Years at the Bar, Bench and in Kashmir politics	D.D. Thakur
28	A Journey Less Travelled	Justice Debi Singh Tewatia
29	Lord Hailsham: A Life	Geoffrey Lewis
30	Rose Heilbron : The Story of England's First Women Queen's Counsel and Judge	Hilary Heilbron
31	Legal Eagles : Stories of the Top Seven Indian Lawyers	Indu Bhan
32	Strokes on Law & Democracy in India : An Eye Witness	Janak Raj Jai.
33	Lord Halsbury	John Hosteller
34	The red gown: The life and works of Matthew Hale	John Hosteller
35	The perils to justice: A judge thinks aloud	K. Veeraswami
36	Honey Bees of Solomon	Justice K.T. Thomas
37	The voice within : Social messages through judgements	Kailash Gambhir
38	As far as I remember	Michael Kerr
39	Reflections of a Lawyer	Keshav Dayal
40	Neither roses nor thorns	H.R. Khanna
41	The closing chapter	Lord Denning
42	The family story	Lord Denning
43	John Mortimer - The devil's advocate : The Unauthorised Biography	Graham Lord
44	Roses in December : An Autobiography	M.C. Chagla
45	Messenger of legal knowledge: Memoirs-Events - Views and Expressions	M.G. Arora
46	Justice Krishna Iyer at 90	M.P.R. Nair
47	Nani A. Palkhivala : A life	M.V. Kamath
48	Experience in Advocacy	Markandey Katju
49	My Life : Law and Other Things	Motilal C. Setalvad
50	To the best of my memory	P.B. Gajendragadkar

Sl.	TITLE	AUTHOR
51	My Tryst with Justice	Justice P.N. Bhagwati
52	Off the office: reminiscences and recollections	Justice P.S. Narayana
53	Temple of justice: A school of life	Poonam. A Bamba
54	I have been around for some time: Analysis, Reflections and Reminiscences	Raju Ramachandran
55	Ceaseless and Relentless Journey	K. Ramaswamy
56	The World of Benjamin Cardozo: Personal values and the judicial process	Richard Polenberg
57	Justice at heart : Life journey of Justice V.R. Krishna Iyer	Salman Khurshid & Lokendra Malik
58	All Battles aren't Legal	Shilpa Bhasin Mehra
59	On the rise: Inspiring stories of young legal professionals in India	Tariq Khan
60	Cornelia sorabje: India's Pioneer Women Lawyer : A Biography	Suparna Guptu
61	Reminiscing on law brains: Bench, Bar and Academia	Tahir Mahmood
62	Amid Gods and Lords: Living through Labyrinths of Religion and Law	Tahir Mahmood
63	Life's Likes and Dislikes	Justice V. Bhaskaran Nambiar
64	Legends in law : Our great forebear	V. Sudhish Pai
65	A Judge Nonpareil: a BK Mukherjea Reader	V. Sudhish Pai
66	Legends in law: our great forebear	V. Sudhish Pai
67	The judicial world of a multi- splendored genius Sir Asutosh Muookerjee	V. Sudhish Pai
68	Chief Justice Mehr Chand Mahajan: Biography of the great jurist	V.D. Mahajan
69	Tales of the bench and the bar	V.J. Taraporevala
70	Offerings at the Altar : My Reminiscences of the Bar	V.K.S. Chaudhary
71	98 Not Out : Celebrating 98th year of living legend and his continuing legal learning and dissemination	Justice V.R. Krishna Iyer
72	Up Till Now - An Autobiography	Justice V.R. Krishna Iyer
73	From a Creative Pen of a Unique Judge	Justice V.R. Krishna Iyer
74	From the Bench to the Bar	Justice V.R. Krishna Iyer
75	Legal Spectrum	Justice V.R. Krishna Iyer
76	To work is a pleasure : Entering 100th year of my life	Justice V.R. Krishna Iyer
77	Unspeakable Anecdotes : My Life, Judiciary and more...	Justice V.R. Krishna Iyer

Sl.	TITLE	AUTHOR
78	Portraits from memory	R. Vasudevan Pillai
79	Musings of a Judge	Yatindra Singh

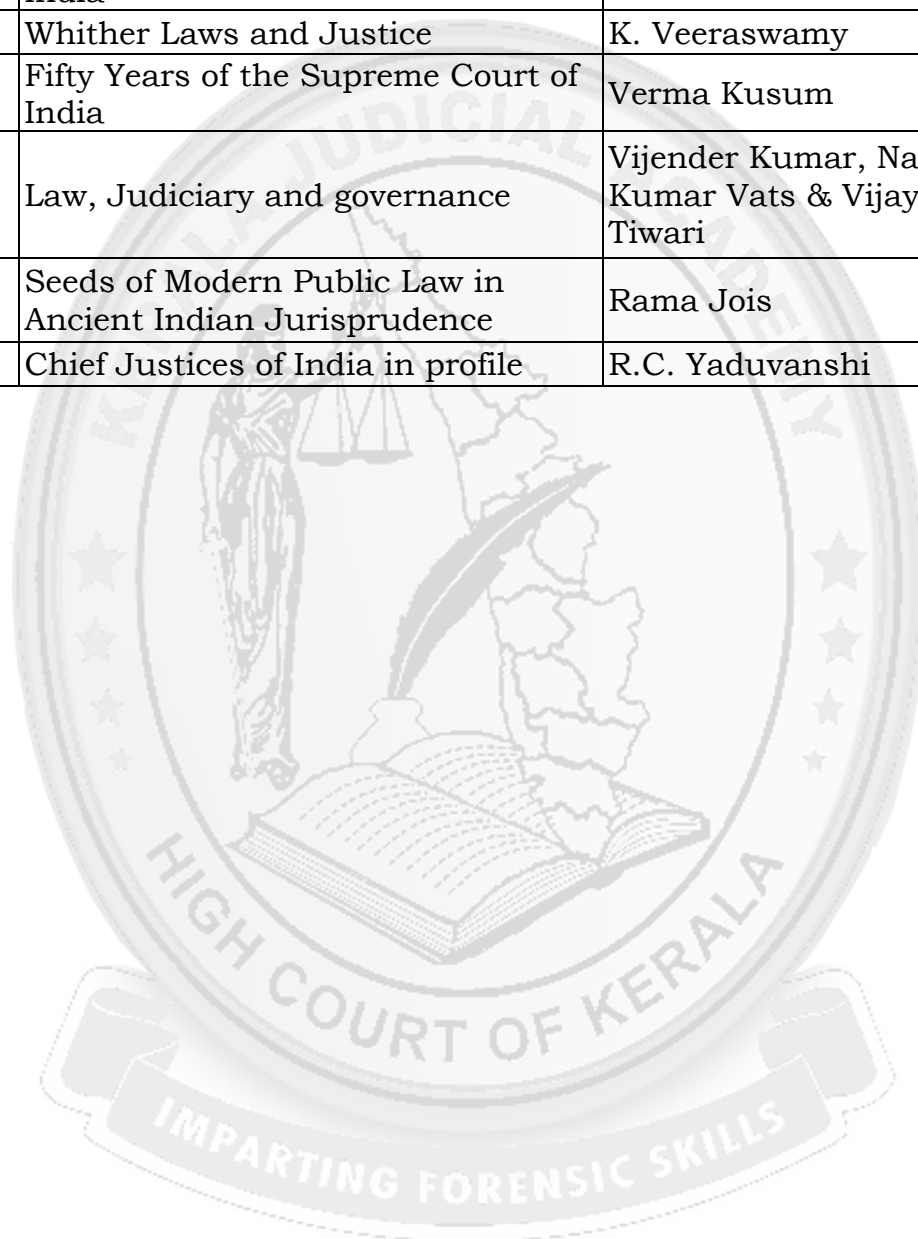
General reading

Sl.	TITLE	AUTHOR
1	Voice of Justice	Justice A.R. Lakshmanan
2	On the FRONT FOOT: Writings of Anil Divan on Courts, Press and Personalities	Anil Divan
3	Law and life - Evolving Judicial Approaches	Justice Devi Prasad Singh
4	How Judges Think	Richard A. Posner
5	Iterations of Law: Legal histories from India	Aparna Balachandran, Rashmi Pant & Bhavani Raman
6	Short Essays and Paragraphs on Law	Manish Arora
7	Anita gets Bail: What Are Our Court Doing? What Should We do about them	Arun Shourie
8	Courts and their Judgements : Premises, Prerequisites, Consequences	Arun Shourie
9	Landmark Judgements that changed India	Justice Ashok K Ganguly
10	Justice for the Poor : Perspectives on Accelerating Access	Ayesha Kadwani Dias
11	Supreme but not infallible: Essays in Honour of Supreme Court of India	B.N. Kirpal, Ashok H. Desai
12	Indian Judiciary and Politics	B.D. Dua, M.P. Singh
13	One Case at a Time: Judicial Minimalism on the Supreme Court	Cass R. Sunstein
14	The Informal Constitution	Abhinav Chandrachud
15	The Court and the Constitution	Archibald Cox
16	Look what's on the Bench	Eric Crowther
17	Judges and Judicial Accountability	Cyrus Das, K. Chandra
18	Makers of the Supreme Court	Keshav Dayal

Sl.	TITLE	AUTHOR
19	The Discipline of law	Lord Denning
20	Indian Judiciary	Dr. Pannalal Dhar
21	Judges and The Judicial Power	Rajeev Dhavan, R. Sudarshan
22	God save the Hon'ble Supreme Court	Fali S. Nariman
23	Supreme Court of India : The beginnings	George H. Gadbois, Jr
24	Supreme Court in Quest of Identity	Gobind Das
25	Supreme Court on Foreign Decisions and Authorities (Including Privy Council)	H.K. Saharay
26	Law and Judicial Duty	Philip Hamburger
27	Now What Makes Juries Listen	Sonya Hamlin
28	Law's Futures	David Hayton
29	Courts, Justice & Efficiency	Hector Fix Fierro
30	Courtroom Persuasion	Russ M. Herman
31	Justice for Victims	Inge Vanfraechem, Antony Pemberton & Felix Mukwiza Ndahinda
32	Jackson's Machinery of Justice	J.R. Spencer
33	Judicial Activism in India: A Festschrift in honour of Justice V.R. Krishna Iyer	Dr. Lokendra Malik
34	Selected Writings of Justice H.R. Khanna	Dr. Lokendra Malik
35	The New Judiciary: The effects of expansion and activism	Kate Malleson
36	Law for the Layman	Manish Arora
37	Whither Indian Judiciary	Justice Markandey Katju
38	Justice with Urdu	Justice Markandey Katju
39	Natural Justice	H.H. Marshall
40	Cases that Changed Our Lives	Ian McDougall
41	Law of Bias and Malafides	A.S. Misra
42	Indian Judiciary and Good Governance	Mona Shukla
43	Judicial Accountability : Welfare and Globalisation	Mona Shukla
44	Dynamics of Law and Justice	Neera Bharihoke
45	The Court and Constitution of India	O. Chinnappa Reddy
46	Speaking for the Bench: Selected Judgements of Justice V.R. Krishna	P.B. Sahasranamam

Sl.	TITLE	AUTHOR
	Iyer	
47	Common-Sense in Law	Paul Vinogradoff
48	The Chequered Lady and Other Tales From Australian Courts	Phil Kafcalodes
49	The Quest of Justice	Harold Potter
50	Legal Issues: An Anthology	Ved Prakash
51	Dispensation of Justice : Role and Accountability of Judges and Advocates	Ravi Karan Singh
52	Lectures on History of Courts, Legislatures and Legal Profession in India	Dr. Rega Surya Rao
53	Precedent in English Law	Rupert Cross & J.W. Harris
54	History of Courts, Legislatures and Legal Profession in India	Dr. S.R. Myneni
55	Fair Hearing and Access to Justice	B.C. Sarma
56	Yes, I am Opinionated: Musings of a Lawyer on Governance, Law and policy	Satvik Varma
57	Quest for Justice at its Threshold	G.K. Sharma
58	Outlines of Indian Legal & Constitutional History	M.P. Singh
59	Inequalities and the Law	B. Sivaramayya
60	Justice for Judges	V.P. Srivastav
61	Dimensions of Justice : Justice K.T. Desai Memorial Lectures	Sujata V. Manohar
62	Law and (in) Equalities : Contemporary Perspectives	Swati Deva
63	Quest for Justice: Miscellany of an Academy Judge	Justice T.N. Singh
64	The Business of Judging	Tom Bingham
65	Dynamic Lawyering	Justice V.R. Krishna Iyer
66	Equal Justice and Forensic Process: Truth and Myth	Justice V.R. Krishna Iyer
67	Judge's Potpourri	Justice V.R. Krishna Iyer
68	Justice and Beyond	Justice V.R. Krishna Iyer
69	Law, Lawyers and Justice	Justice V.R. Krishna Iyer
70	Legally Speaking	Justice V.R. Krishna Iyer
71	Legally Yours	Justice V.R. Krishna Iyer
72	The Majesty of the Judiciary	Justice V.R. Krishna Iyer
73	Off the Bench	Justice V.R. Krishna Iyer

Sl.	TITLE	AUTHOR
74	Processual Justice to the People	Justice V.R. Krishna Iyer
75	Supreme Court Shall Not Disown Social Justice	Justice V.R. Krishna Iyer
76	The Indian Law : Dynamic Dimensions of The Abstract	Justice V.R. Krishna Iyer
77	Judicial Administration in Ancient India	Vandana Jain
78	Whither Laws and Justice	K. Veeraswamy
79	Fifty Years of the Supreme Court of India	Verma Kusum
80	Law, Judiciary and governance	Vijender Kumar, Naresh Kumar Vats & Vijay Pratap Tiwari
81	Seeds of Modern Public Law in Ancient Indian Jurisprudence	Rama Jois
82	Chief Justices of India in profile	R.C. Yaduvanshi



Part XII

Postscript

The attempt is to document the history and activities of the academy. The academy intends to expand the field of judicial education to even higher levels, to make the district judiciary more competent.

This document is written during a pandemic. The pandemic has forced the entire mankind to view the ways of interaction with others in a different manner. While the life was confined to rooms, it also enabled a new connected world. Trodden paths in education were also recast by the pandemic. The academy has also risen to the occasion. The training programme and interaction of the academy was also shifted to an online mode. These online programmes have also equipped the judicial officers and other participants of the training programmes to the new normal of online education. The academy is also in the process of developing a learning management system to explore the further capabilities of online learning.

This document will be updated periodically. This is only a beginning.

