

TAMIL NADU STATE JUDICIAL ACADEMY

Orientation Programme for the Personal Assistants to the Hon'ble Judges and Personal Assistants to Registrars of 2021 Batch

13.08.2021 (Friday) & 14.08.2021 (Saturday)

at TNSJA Headquarters, Chennai & through Video conferencing facility linking the Regional Centre, Madurai with Headquarters, Chennai

Day 1: 13.08.2021 (Friday)

10.00 a.m. – 10.05 a.m.	Welcome Address Mrs. S. ROHINI , Additional Director, Tamil Nadu State Judicial Academy
10.05 a.m. – 10.15 a.m.	Scope and Object of the Programme and Inaugural Address Mr. D. LINGESWARAN , Director, Tamil Nadu State Judicial Academy
10.15 a.m. – 10.30 a.m.	General Instruction about Duties of P.As. (through VC from Madurai) Mrs. K.INDUMATHI , Registrar (Admn.), Madurai Bench
10.30 a.m. – 11.45 a.m.	Duties and Responsibilities of P.As. Mrs. G.PUSHKALA , Asst. Registrar (CS-VIII)
11.45 a.m. – 12.00 noon	Tea Break
12.00 noon – 01.30 p.m.	An overview of Judicial Side - Madras High Court Mr. N.PALANIKUMAR , CO/SO/AE, High Court, Madras
01.30 p.m. – 02.00 p.m.	Lunch Break
02.00 p.m. – 03.30 p.m.	An overview of Criminal Side (through VC from Madurai) Mr. G. BALAKRISHNAN , Assistant Registrar (AS), Madurai Bench
03.30 p.m. – 03.45 p.m.	Tea Break
03.45 p.m. – 05.30 p.m.	General instructions about HCP & Writ Petition and How to avoid mistakes while typing Judicial Orders (through VC from Madurai) Mr. D.PANDIAN , Dy. Registrar(Lok Adalat/Mediation & Conciliation Centre)

Day 2: 14.08.2021 (Saturday)

10.00 a.m. – 11.45 a.m.	Overall procedures followed in Appellate Side & Original Side Mr. M. KANNIAPPAN , Retd. Assistant Registrar, High Court, Madras
11.45 a.m. – 12.00 noon	Tea Break
12.00 noon – 01.30 p.m.	General Instructions about Writ Cases Mr. R.SATHISH , Senior Private Secretary to the Hon'ble Judges, High Court, Madras
01.30 p.m. – 02.00 p.m.	Lunch Break
02.00 p.m. – 04.30 p.m.	Interpersonal Skills for Professional success Mr. SIVAKUMAR BELLAN , Healthcare Brand Strategist / Life Coach