OFFICIAL MEMORANDUM

Sub: Courts and Judges – Tamil Nadu State Judicial Academy (TNSJA) – Webinar Session-XIII for Court Managers - scheduled to be held on 24.10.2021 through CISCO Webex, hosted by TNSJA Regional Centre, Coimbatore, between 10.00 a.m. and 01.00 p.m. – Instructions to be issued to the Court Managers – Requested by the Director, Tamil Nadu State Judicial Academy, Chennai - Considered – Instructions issued.

Ref: Letter in R.O.C.No.340-2/2021/JA, dated 06.10.2021 of the Director, Tamil Nadu State Judicial Academy, Chennai.

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The Director, Tamil Nadu State Judicial Academy, Chennai, in the letter under reference cited above, has stated that as per the Academic Calendar 2021-2022 of TNSJA, a Webinar Session-XIII for Court Managers, is scheduled to be held on 24.10.2021 between 10.00 a.m., and 01.00 p.m. through Cisco Webex application. He has requested the High Court to instruct the Court Managers working in the District Courts and the Principal Seat and Madurai Bench of Madras High Court, Madurai, to attend the Webinar Session -XIII for Court Managers on 24.10.2021 between 10.00 A.M. and 01.00 P.M., through Cisco Webex application.

As ordered, the Court Managers working in the District Courts and the Principal Seat and Madurai Bench of Madras High Court, Madurai, are required to <u>attend the Webinar Session-XIII for Court Managers which is scheduled to be held **on 24.10.2021 between 10.00 A.M. and 01.00 P.M.,** through Cisco Webex application.</u>

COURT MANAGERS
Tvl.

1. C. Muralidharan, Court Manager No. I, Principal Seat of Madras High Court, Chennai.
2. J. Prabhu, Court Manager No. II, Principal Seat of Madras High Court, Chennai.
3. N. Krishnakumar, Court Manager, Madurai Bench of Madras High Court, Madurai.
4. N. Nithya, Court Manager, Principal City Civil and Sessions Court, Chennai.
5. R.Justus, Court Manager, Principal District Court, Ariyalur.
6. S.Rathidevi, Court Manager, Principal District Court, Coimbatore.
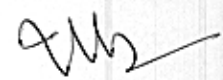7. E.Vijay Shankar, Court Manager, Principal District Court, Cuddalore.

8. T.Arunkumar, Court Manager, Principal District Court, Dindigul.
9. T.V.Rajan, Court Manager, Principal District Court, Dharmapuri.
10. R.Sathya, Court Manager, Principal District Court, Erode.
11. P.Nithya, Court Manager, Principal District Court, Kancheepuram @ Chengalpattu.
12. P.Udayammal, Court Manager, Principal District Court, Kanniyakumari @ Nagercoil.
13. P.M.Shahul Hameed, Court Manager, District Court, Karur.
14. K.Velusami, Court Manager, Principal District Court, Krishnagiri.
15. V.Komala, Court Manager, Principal District Court, Madurai.
16. A.Shanthi, Court Manager, Principal District Court, Namakkal.
17. M.S.A.Salai Jagannathan, Principal District Court, Nilgiris @ Udhagamandalam.
18. M.Dhanalakshmi, Court Manager, Principal District Court, Perambalur.
19. R.Hariharan, Court Manager, Principal District Court, Pudukkottai.
20. A.Manjula Devi, Court Manager, Principal District Court, Ramanathapuram.
21. V.Shoba, Court Manager, Principal District Court, Salem.
22. M.Meenakshi Sundaram, Court Manager, District Court, Sivagangai.
23. U.Manoj Kumar, Court Manager, Principal District Court, Theni.
24. S.Nirmala Devi, Court Manager, Principal District Court, Tiruchirappalli.
25. M.Ruban Antony, Court Manager, Principal District Court, Tirunelveli.
26. T.Thirunavukkarasu, Court Manager, Principal District Court, Tiruppur.
27. V.Naveen Vijay Anand, Court Manager, Principal District Court, Tiruvarur.
28. S.Karthika, Court Manager, Principal District Court, Tiruvallur.
29. T.Michaeldoss Rajakumar, Court Manager, Principal District Court, Tiruvannamalai.
30. C.Kalaivendhan, Court Manager, District Court, Vellore.
31. V.Jarin Santhosh, Court Manager, Principal District Court, Villupuram.
32. V.Thangaraj, Court Manager, Principal District Court, Virudhunagar @ Srivilliputhur.

A copy of the draft schedule of the aforesaid Webinar Sessions and a copy of the Login instructions, protocols to be followed and the contact numbers of the Officers and Staff Members of the Regional Centre of Tamil Nadu State Judicial Academy at Coimbatore are enclosed.

HIGH COURT, MADRAS, CHENNAI.   Sd/- **P.DHANABAL,**
DATED: 12.10.2021.   **REGISTRAR GENERAL**

// **True Copy / Forwarded / By Order //**

Assistant Registrar (Admn.-II)

To

The Officers concerned.

Copy to:

1. The Director, Tamil Nadu State Judicial Academy, R.A.Puram, Chennai-28.
2. The Principal Judge, City Civil Court, Chennai.
3. All the Principal District Judges / District Judges.
4. The Deputy Director, Regional Centre of Judicial Academy, No.251, Scheme Road, Race Course, Coimbatore – 641 018.
5. The Deputy Director, Regional Centre of Tamil Nadu State Judicial Academy, Alagar Koil Road, K.Pudur, Madurai – 625 002.

TAMIL NADU STATE JUDICIAL ACADEMY
REGIONAL CENTRE, COIMBATORE

Webinar Session XIII for Court Managers
(through CISCO Webex)

on 24.10.2021 (Sunday) between 10.00 a.m. and 01.00 p.m.

09.40 a.m. – 09.55 a.m.	*Joining of Participants*
10.00 a.m. – 10.05 a.m.	*Welcome Address* **Mr. S.P. RISHIROSHAN**, Deputy Director, TNSJA Regional Centre, Coimbatore
10.05 a.m. – 11.30 a.m.	Wings of Life **Dr. KAVIDASAN**, Human Resource Development Trainer, Coimbatore
11.30 a.m. – 11.45 a.m.	*Chat Break (Participants are requested to post their questions in the chat box)*
11.45 a.m. – 01.00 p.m.	*Session continues with Interaction*
01.00 p.m.	*Vote of Thanks* **Mr. V.L. SANTHOSH**, Assistant Director, TNSJA Regional Centre, Coimbatore

Webinar Session through CISCO Webex

Login Instructions
Steps to Install Google Chrome Browser in Ubuntu

Step 1: Click on Ubuntu Software icon which is found on the taskbar on the left side of the screen.

Step 2: Once you click on that icon in the screen that appears,

      i) You have to type "Google Chrome" in the search box.

      ii) Then find the Google Chrome for Linux app.

      iii) Click on Install.

Step 3: Once click on install, root password will be asked.

      Root password: Enter the respective ROOT password.

Step 4: After entering root password select authenticate.

Step 5: After giving authentication the installation will be done automatically.

Step 6: After installation is finished, you have to verify from the main search box/dash window.

      -> Type Google Chrome in search box —>will show the window.

      You can launch or open Google Chrome form the dash window/search box.

Using Cisco Webex for attending Training Programmes using Ubuntu Laptop.

1. You will get the invitation link via e-mail. Check your e-mail.
2. Click on the "Join Meeting" link and it will take you to the Webex website. Be sure that you are connected to the internet.
3. Click on the "Join Meeting" tab shown in the next webpage. You will join the meeting and will be able to participate.
4. After joining the meeting; Please keep your microphone muted so that there will be no audio disturbance during the speech of the Resource person. If you want to ask any questions or to interact, click on "Raise your hand" tab and the speaker or the coordinator will ask you to speak. Now unmute the microphone and you can speak and interact with the speaker.

Protocols to be followed:

1. Join the meeting only through the Laptop or Desktop computer. Only if there is unavoidable reason, you can use other devices to join the meeting

2. The officers are requested to attend the programmes in a formal official dress.

3. Kindly ensure that you have good internet connectivity. Otherwise there will be problem in getting good audio and video feed.

4. If there is any issue regarding video and audio quality, check the internet connection and head set for proper link. If necessary logout and login again.

5. Choose a bright and neat place with good and undistracting background.

6. Ensure silence at and near the place where from you join the meeting.

7. You are requested to join the meeting between 09.40 a.m. to 09.55 a.m.

8. Do not "switch on" or "unmute" the microphone unnecessarily. Keep the mic on mute mode, unless you are asked to talk.

9. You have to talk only when the host gives you the permission.

10. As and when you entertain any doubt or query with regard to the session, use chat box and post questions. Be participative.

11. When a particular court manager is required to talk or answer a question, he/she should switch on the video and audio and talk. If there is any problem with the video or audio feed, he/she should respond through the chat box.

12. Failure to respond will be deemed that you are not participating in the webinar.

13. Strictly avoid posting of Good Morning and other unnecessary messages in the chat box, like your name, post and place of posting.

For any clarifications regarding the programmes, the staff, whose particulars are given below, may be contacted:-

S. No.	Name and Designation	Mobile Number	Landline Number
1.	Mr. G. Senthil Kumar, Section Officer	08939888935	0422-2222610