

Anexxure

**TRAINING PROGRAMME FOR THE STAFF MEMBERS OF MADURAI BENCH
OF MADRAS HIGH COURT IN THE CADRE OF PRIVATE
SECRETARIES/PERSONAL ASSISTANTS TO THE HONOURABLE JUDGES
(REVISED)**

DATE	SUBJECT	FACULTY	BATCH	TIMING
20.03.2021 (SATURDAY)	A) BASIC ENGLISH GRAMMAR	Mrs.Dipti.P.Dedhia	A+ B 1 - 8	10.00 A.M., TO 01.00 P.M.
		Mrs.Kavitha Alphonsa Savarimuthu	C+ B 9 - 17	
02.07.2022 (SATURDAY)	- do -	Mrs.Kavitha Alphonsa Savarimuthu	A	10.00 A.M., TO 01.00 P.M.
		Ms.Aniruthiya	B	
09.07.2022 (SATURDAY)	- do -	Mrs.Kavitha Alphonsa Savarimuthu	A	10.00 A.M., TO 01.00 P.M.
		Ms.Aniruthiya	B	
23.07.2022 (SATURDAY)	- do -	Mrs.Kavitha Alphonsa Savarimuthu	A	10.00 A.M., TO 01.00 P.M.
		Ms.Aniruthiya	B	
30.07.2022 (SATURDAY)	- do -	Mrs.Kavitha Alphonsa Savarimuthu	A	10.00 A.M., TO 01.00 P.M.
		Ms.Aniruthiya	B	
06.08.2022 (SATURDAY)	B) Development of English Language Skills & G) Communication Skills and Interpersonal Skills	Mrs.Kavitha Alphonsa Savarimuthu	A	10.00 A.M., TO 01.00 P.M.
		Ms.Aniruthiya	B	

13.08.2022 (SATURDAY)	- do -	Mrs.Kavitha Alphonsa Savarimuthu	A	10.00 A.M., TO 01.00 P.M.
		Ms.Aniruthiya	B	
20.08.2022 (SATURDAY)	- do -	Mrs.Kavitha Alphonsa Savarimuthu	A	10.00 A.M., TO 01.00 P.M.
		Ms.Aniruthiya	B	
20.08.2022 (SATURDAY)	C, D, E, I, J, K,	Officers of High Court, Madurai Bench	A & B	02.15 P.M., TO 03.15 P.M.,
	F, H, L	Officers of High Court, Madurai Bench		03.30 P.M., TO 04.30 P.M.

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SYLLABUS FOR TRAINING PROGRAMME TO THE STAFF MEMBERS IN THE CADRE OF PERSONAL ASSISTANTS TO THE HONOURABLE JUDGES, MADURAI BENCH OF MADRAS HIGH COURT

- A) Basic English Grammar;
- B) Development of English Language Skills;
- [Including Sentence Completion, Spotting errors, One word substitution, spelling errors, correctly spelt words and misspelt words, sentence improvement and vocabulary, etc.,]*
- C) Attentiveness in Court Proceedings - Necessity and Importance;
- D) Transcription and Circulation of orders/judgments - Necessity and Importance;
- E) Maintaining Confidentiality and Secrecy in P.D., Matters and Personal matters of the Honourable Judges;
- F) General Legal Awareness;
- G) Communication Skills and Interpersonal Skills;
- H) Legal Language and Legal Terminology;
- I) Court Proceedings - Writ, Civil, Criminal and Original Jurisdictions;
- J) Importance of Work Done Statement and Use of P.A.Section Software;
- K) Maintaining Court Decorum and Code of Conduct, Time Management, Management Skills; and
- L) Simple Arithmetic.

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