

**REFRESHER TRAINING PROGRAMME FOR PERSONAL ASSISTANT TO THE
HON'BLE JUDGES, HIGH COURT, MADRAS**

AGENDA

**DATE : 29.10.2022 (SATURDAY) - TIMING 10.00.A.M. TO 04.00.P.M.
VENUE : MEETING HALL (II Floor), LIBRARY ANNEX BUILDING,
HIGH COURT OF MADRAS**

SESSION	SUBJECT	FACULTY	TIMING
1	Roles & Duties of Personal Assistant to the Hon'ble Judges & General Instructions.	M. Fathima, Joint Registrar (Writs), High Court, Madras.	10.00.A.M. to 11.45 A.M.
TEA BREAK 11.45.A.M.TO 12.00.NOON			
SESSION	SUBJECT	FACULTY	TIMING
2	Nature of Cases dealt by Madras High Court & Legal Terminology	U. Suresh Kumar, Assistant Registrar (O.S.-I)	12.00 Noon to 1.30.P.M
LUNCH BREAK 01.30.P.M. TO 02.00.P.M.			
SESSION	SUBJECT	FACULTY	TIMING
3	General Discussion	G. Lakshmi Priya, Assistant Registrar (Inspection Cell)	02.00 P.M to 04.00.P.M.
TEA BREAK AFTER 4.00.P.M.			