E-COMMITTEE SPECIAL DRIVE TRAINING AND OUTREACH PROGRAMME THROUGH STATE JUDICIAL ACADEMIES

TRAINING PROGRAMME FOR MASTER TRAINER JUDICIAL OFFICERS
ON UBUNTU OPERATING SYSTEM, LIBRE OFFICE SUITE, CASE INFORMATION SOFTWARE (VER. 2.0) AND NJDG

Date: 26th March, 2022
Time: 10.00 am to 04.00 pm

Time: 09.45 am	Registration for Participants
Master Trainers	Smti. Barisuk Khriam, District & Sessions Judge, West Jaintia Hills, Jowai, Shri. F. S. Sangma, Special Judge, POCSO, East Khasi Hills, Shillong

SESSION	SESSION TOPICS	SESSION OBJECTIVES
I **UBUNTU-LINUX OPERATING SYSTEM - BASICS**	⬜ What's new in Ubuntu LTS version 16.04 ⬜ Why 64 Bit version ⬜ Desktop Environments ➢ Unity Dash (Ubuntu) ➢ Gnome 3 ➢ XFCE, Mate, LXDE etc. ⬜ Using Gnome 3 – the future of Linux Desktop Environment	• *Understanding of the Ubuntu as an Operating System and the new version being introduced* • *Understanding of Desktop Environment which may be changed to Gnome 3 in near future*
II **UBUNTU-LINUX OPERATING SYSTEM** **FILE SYSTEM MANAGEMENT**	⬜ Nautilus File Browser ➢ File & Folder Management in Detail ➢ Searching for Files & Folders ➢ File & Folder Permissions ⬜ Disc Usage Analyses ⬜ Storage Devices Management ➢ Partitioning ➢ Formatting ➢ Imaging ⬜ MD5Sum Hash value of files	• *Managing files and folders, their location, identifying and location the files and folders with ease* • *Understanding the consumption of storage in the storage devices* • *Managing Pen Drives, Memory Cards, Disks etc and their Partitions/Drives*

III
UBUNTU-LINUX OS
INSTALLATION &
UPGRADATION
	⬚ Installation in Ubuntu and Non-ubuntu Systems
	   ➢ Making a Bootable pendrive
	   ➢ Using a CD-DVD for installation
	⬚ Upgradation of Ubuntu Operating System
	   ➢ Software Updater
	   ➢ Synaptic Package Manager
	⬚ Upgrading of Packages & Softwares
		• *Understanding of methods to install Ubuntu in different systems*
		
		• *Keeping the system latest with upgrades*
		
		• *Searching & Installing new applications and packages in Ubuntu*

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SESSION	**SESSION TOPICS**	**SESSION OBJECTIVES**
	⬚ Installating new softwares / packages in Ubuntu-Linux	

IV
UBUNTU-LINUX OS
ADDITIONAL PACKAGES
INSTALLED IN CUSTOMIZED
VERSION
	⬚ Clipboard Manager
	⬚ Dictionaries
	⬚ PDF Tools
	   ➢ Scanning to PDF
	   ➢ Cutting, Concatenating, Extracting pages of PDF Files
	   ➢ Bookmarking PDF Files
	⬚ Audio-Video Tools
	⬚ Video Conferencing Application
	⬚ Photo Management and Photo Editing
		• *Using the additional applications installed in the customized version for added productivity and convenience*
		
		• *Learning to manage PDF files better*
		
		• *Multimedia applications in Ubuntu-Linux*

V **LIBREOFFICE SUITE** **BASIC TIPS**	☐ How to avoid the following five frequently committed mistakes: ➢ Use of spacebar in place of Tab ➢ Use of Enter Key in place of Paragraph spacing ➢ Use of Enter Key for Page Break ➢ Use of Manual Paragraph Numbering ➢ Use of Manual Page Numbering ☐ File Type in LibreOffice Writer: ➢ Tools → Options → Load/Save → General → ODF Text Document (.odt) ➢ MultiSave Utility ➢ AutoSave Option	• *Understanding how to enlighten new users of LibreOffice to use computer as a word processor and not as a type writer* • *Understanding to use built saving function for protection against accidential loss of data*
VI **LIBREOFFICE SUITE**	☐ Simple Paragraph Numbering ➢ Using 'F12' for simple paragraph numbering ☐ Outline (Multilevel) Paragraph Numbering	• *Detailed methodological understanding of issues related in numbering of*

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SESSION	**SESSION TOPICS**	**SESSION OBJECTIVES**
PARAGRAPH & PAGE NUMBERING	➢ Use of Tab and Shift Tab Key for Multilevel (Outline) Paragraph Numbering ➢ How to hae unnumbered para in numberred list of paragraphs ☐ Positioning Issues in Outline (Multilevel) Paragraph Numbering and how to solve them ☐ Page Numbering ➢ Insert Header / Footer ➢ Page Number, Page Count ➢ How not to show page number on first page ➢ How to have desired number series from desired page	*paragraphs* • *In depth understanding of page numbering issues and their resolution* • *Exceptions to page numbering like different series of numbering, omission of numbers on certain pages etc.*

VII
LIBREOFFICE SUITE
EXPERT EDITING
	▯ Tips for expert editing of documents
	   ➢ Autocorrect
	   ➢ Autotext
	   ➢ Track Changes
	   ➢ Versions
	   ➢ Compare Files
	▯ Syles & Formatting
	▯ Templates Modifiication and Creation
	▯ Customzing LibreOffice Writer
		• *Learning to use ready made expert aids of LibreOffice Writer for enhanced productivity*
		
		• *Learning to automate certain type of document generation with certain prefixed margins, titles, footers etc.*

VIII **LIBREOFFICE SUITE** **BASIC CALC USAGE**	▯ Creating simple sheet for formulae of addition, multiplation etc. ▯ Using IF Function with Simple Example	• *Basic Understanding of LibreOffice Calc which is equivalent of MS-Excel*
IX **CONCEPT, OBJECTIVES AND** **FUNTIONALITIES OF**	▯ National Judicial Data Grid ➢ Introduction of Concept and Functionalities	• *Understanding of the overall concept,*

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NATIONAL JUDICIAL DATA GRID	➢ Methodology of Data Collection and & Collation
	 ➢ National Core CIS as the fountain head of NJDG
	 ➢ Uploading of Data & Orders/Judgments
	 ▢ Public Interface of NJDG
	 ▢ Concept of Establishment in NJDG & CIS
	 ▢ Difference between Establishment and Court Complex & Court
	 ▢ Meta-data Masters
	    ➢ **National Code** in Case Type, Purpose, Disposal, Order Type Masters etc.
	 ▢ Judicial Establishment Code
	    ➢ **(State Code)(District Code)(Establishment Number)** = 6 characters e. g. MHAU01
	 ▢ Judicial Officer Code in Judge Master
	    ➢ **(State Short Code)** followed by **(Numeric Code 4 digits)**
		objectives and working of NJDG
		
		 • *Understanding of how NJDG data population takes place and measures to ensure optimal availability of latest data on NJDG*
		
		 • *National Code for metadata masters for unification of judicial data & statistics across the country*
		
		 • *Judicial Establishment Code (Unique across the country)*
		
		 • *Case Number Record (CNR No. of a Case (unique across the country) & its use in horizontal & vertical integration of judicial data at state / national levels.*
		
		 • *Judicial Officers Code as Unique Identity of all the Judicial Officers across the country*

X	▢ Workflow of	• *Understanding of concept Establishment*

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UNDERSTANDING OF CIS NATIONAL CORE VERSION 2.0 FOR A PRESIDING OFFICER	Filing → Objections – Registration – Allocation **(FORA)**
	
	Filing → Allocation → Objectios → Registration **(FAOR)**
	
	⬜ When a case becomes part of the balance sheet:
	  ➢ Only when registered as a case under any case types
	⬜ Interm / Interlocutory Applications (I.A.s) in CIS
	  ➢ I. A. Numbering methodology
	  ➢ Whether I. A. counted in balance sheet as pendency
	  ➢ Entry of I.A.s as new cases should be avoided
	  ➢ Concept of IA in Proceedings when listed with the case / without case
	  ➢ Listing of main case vs listing of I. A
	⬜ Importance of auto numbering pattern
	⬜ Daily Proceedings vs Daily Orders
	⬜ Understanding the new User Interface of CIS National Core ver 2.0 (**eCourtIS**)
	  ➢ Dash Board Statistics with link to today's cases
	  ➢ Bar Chart (Case Type wise) & Pie Charts (Age wise)
	  ➢ Dynamically Opening side menu
	  ➢ Menu Search Functionality
		• *Understanding of workflow followed at Central Filing Centre & the Courts w. r. t. Filing and Registation of Cases and the way it is implemented through CIS*
		
		• *Understanding of statistical aspect of CIS Data relating to pendency*
		
		• *Understanding of use of I. A.s (Interim/Interlocutory Applications) in CIS*
		
		• *Auto Case Numbering only will help in elimination of manual registers*
		
		• *Meta-data Unification and its importance for statistics, managment and planning*
		
		• *Understanding the improvements and user-friendliness aspects in the new User Interface of NC CIS ver. 2.0*
		
		• *Instant access to most frequently required figures and functionalities from single page*
		
		• *Saving of data entry time through new*

SESSION	SESSION TOPICS	SESSION OBJECTIVES
		interface
XI **SALIENT NEW FEATURES OF CIS NATIONAL CORE VER 2.0 (ECOURTIS)**	☐ Calendar in Daily Proceedings ☐ Display Board ☐ Citizen Interface Kiosk (localhost/ecourtis/kiosk) ☐ Query Builder ☐ Data Health Card ☐ Track Management System	• *Importance calendar in scheduling cases* • *Display Board for outside the Court Room & Composite for the Court Complex* • *Kiosk for visitors of the Court Complex* • *Measures to contain data entry lapses and inadequacies* • *Generating dynamic reports of data*

XII
HOW TO USE MANAGEMENT USER OF NJDG FOR COURT & CASE MANAGEMENT
	☐ Internal (not available to Public) User Interface of NJDG
	☐ Management User for monitoring of
	  ➢ Pendency & Arrears
	  ➢ Data Uploading
	  ➢ Undated Cases
	  ➢ Uploading of Orders & Judgments
	  ➢ Total Database of Pending as well as disposed cases
		• *Various Management Information System reports of NJDG for monitoring of judicial statistics and timely uploading of data*
		• *NJDG Management User as tool for*
		  • *Court Management*
		  • *Case Management*