

*Conference on the Functions of Registrar (Judicial) [P 939]
21st-23rd August, 2015
Programme Schedule*

Version Dated 21-08-15

21 st Aug 2015 Friday	09:00 AM – 10:00 AM SESSION 1 <i>Time Management for Speed and Prioritization</i> <i>Parul Rishi B.K Upadhyay</i>	T E A	10:30 AM – 11:30 AM SESSION 2 <i>Relationship Management : Understanding Organizational Behaviour</i> <i>Amitabh Deo Kodwani</i>	T E A	12:00 PM – 01:00 PM SESSION 3 <i>Record Management: Storage and Accessibility</i> <i>Rajhans Mishra R. Maithani</i>	L U N C H B R E A K	02:00PM – 03:00 PM SESSION 4 <i>Record Management: Styling & Referencing, Data Analysis from Records</i> <i>Rajhans Mishra</i>	03:00 PM – 04:00 PM <i>Library Reading</i>	04:00 PM – 05:00 PM <i>Computer Skills Training</i>
22 nd Aug 2015 Saturday	09:00 AM – 10:00 AM SESSION 5 <i>Role in Listing, categorization and sorting of cases</i> <i>R. Maithani</i>	B R E A K	10:30 AM – 11:30 AM SESSION 6 <i>Compliance Role: Complying with Judicial and administrative orders from the office of Chief Justice</i> <i>R. Maithani</i>	B R E A K	12:00 PM – 01:00 PM SESSION 7 <i>Coordinating Role: Different branches of Registry in the High Court</i> <i>Papri Nath Justice Budihal R.B Justice U Durga Pd. Rao</i>	L U N C H B R E A K	02:00PM – 03:00 PM SESSION 8 <i>Supervisory Role over District Judiciary</i> <i>Papri Nath Justice U Durga Pd Rao</i>	03:00 PM – 04:00 PM <i>Library Reading</i>	04:00 PM – 05:00 PM <i>Computer Skills Training</i>
23 rd Aug 2015 Sunday	09:00 AM – 10:00 AM SESSION 9 <i>Tool Management Skills: Physical tools; Rules for Purchase/Maintenance/ Upgradation</i> <i>Amitabh Datta</i>		10:30 AM – 11:30 AM SESSION 10 <i>Tool Management Skills: HR Tools Organizational Performance Matrix</i> <i>Pawan Kr. Singh</i>		12:00 AM – 01:00 AM SESSION 11 <i>Feed Back and Evaluation</i>				