



GUJARAT STATE JUDICIAL ACADEMY
High Court Of Gujarat, Ahmedabad

Training Programme for Court Masters on Court Administration and E-Court
Management & Refresher Programme for High Court Staff (ECT-15-2025).

20.06.2026 (Saturday) (Lecture Hall No.3)

10.00 am to 10.30 am	Registration & Prayer	
10.30 am to 10.45 am	Introductory Session	Mr. S. D. Suthar Registrar General High Court of Gujarat
SESSION-I 10.45 am to 12.30 noon	Hybrid Court Proceedings: <ul style="list-style-type: none">• Features of Zoom Application.• Create and schedule the meeting.• Verify participant identities before admission.• Admit participants from the Waiting Room.• Maintain participant discipline through mute controls.• Coordinate screen sharing of documents.• Assist the Hon'ble Court with technical issues.• Maintain attendance records.• Ensure compliance with High Court SOPs relating to virtual and hybrid hearings.• Manage security settings to preserve the dignity and confidentiality of court proceedings.• Problems regarding Live Streaming.• VC Setup of Court Room.	Mr. Naresh K. Modhwadia; Mr. Vijay D. Gohil; Mr. Nilesh K. Makwana
12.30 noon to 01.30 pm	Group photo followed by Lunch Break	
SESSION-II 1.30 m to 02.30 pm	Practical Demonstration of Various Software Developed by the IT Team, e-Committee and Other Digital Platforms Used in High Court Administration Attendance, IRIS, Pay Roll, FD, Staff Portal, CTR, RTI, Stationery Module	Mr. Hiren N. Lakhtariya; Mr. Prakash R. Chaudhari; Mr. Pranav B. Joshi; Mr. Mehul R. Prajapati
02.30 pm to 02.45 pm	Tea Break	
SESSION-III 02.45 pm to 04.00 pm	Effective Court Administration through technology: Day-to-Day Problems, Their Resolution, and the Role of the Board Department and Court Master CIS (Case Information System) 4.0 Software for Court Masters for High Court: <ul style="list-style-type: none">• Overview of CIS 4.0.• Flow Chart: Fresh Filing to Decree Department (High Court Registry Process Allocation Streamline)• Verification of case particulars.• Updating hearing information.• Monitoring case status.• Digital cause list management.• Mismatch between board and CIS data.• Hybrid hearing disruptions.• CARE Data Guidelines/ SOP/ Circular.• NJDG Portal.	Mr. D. D. Naik & Mr. Sanjay J. Devmurari; Mr. Pritesh K. Kachhia; Mr. Pranav B. Joshi; Mr. Mehul R. Prajapati

Note: The Academy may modify, add, alter, substitute or subtract the subjects/topics/time/faculty according to exigency.



GUJARAT STATE JUDICIAL ACADEMY
High Court Of Gujarat, Ahmedabad

Training Programme for Staff Members of the Board Department on Court Administration and E-Court Management & Refresher Programme for High Court Staff (ECT-15-2025)

20.06.2026 (Saturday) Lecture Hall No3

02.00 pm to 02.30 pm	Lunch	
02.30 pm to 02.45 pm	Registration	
SESSION-III 02.45 pm to 04.00 pm	Effective Court Administration through technology: Day-to-Day Problems, Their Resolution, and the Role of the Board Department and Court Master CIS (Case Information System) 4.0 Software for Court Masters for High Court: <ul style="list-style-type: none">• Overview of CIS 4.0.• Flow Chart: Fresh Filing to Decree Department (High Court Registry Process Allocation Streamline)• Verification of case particulars.• Updating hearing information.• Monitoring case status.• Digital cause list management.• Mismatch between board and CIS data.• Hybrid hearing disruptions.• CARE Data Guidelines/ SOP/ Circular.• NJDG Portal.	Mr. D. D. Naik & Mr. Sanjay J. Devmurari; Mr. Pritesh K. Kachhia; Mr. Pranav B. Joshi; Mr. Mehul R. Prajapati
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