



## 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).

04.07.2026 (Saturday) (Lecture Hall No.3)

10.00 am to 10.30 am	<b>Registration &amp; Prayer</b>	
10.30 am to 10.45 am	<b>Introductory Session</b>	Team Academy
SESSION-I 10.45 am to 12.30 noon	<b>Hybrid Court Proceedings:</b> <ul style="list-style-type: none"><li>• Features of Zoom Application.</li><li>• Create and schedule the meeting.</li><li>• Verify participant identities before admission.</li><li>• Admit participants from the Waiting Room.</li><li>• Maintain participant discipline through mute controls.</li><li>• Coordinate screen sharing of documents.</li><li>• Assist the Hon'ble Court with technical issues.</li><li>• Maintain attendance records.</li><li>• Ensure compliance with High Court SOPs relating to virtual and hybrid hearings.</li><li>• Manage security settings to preserve the dignity and confidentiality of court proceedings.</li><li>• Problems regarding Live Streaming.</li><li>• VC Setup of Court Room.</li></ul>	Mr. Naresh K. Modhwadia; Mr. Vijay D. Gohil; Mr. Nilesh K. Makwana
12.30 noon to 01.30 pm	<b>Group photo followed by Lunch Break</b>	
SESSION-II 01.30 pm 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	<b>Tea Break</b>	
SESSION-III 02.45 pm to 04.00 pm	<b>Effective Court Administration through technology: Day-to-Day Problems, Their Resolution, and the Role of the Board Department and Court Master</b> <b>CIS (Case Information System) 4.0 Software for Court Masters for High Court:</b> <ul style="list-style-type: none"><li>• Overview of CIS 4.0.</li><li>• Flow Chart: Fresh Filing to Decree Department (High Court Registry Process Allocation Streamline)</li><li>• Verification of case particulars.</li><li>• Updating hearing information.</li><li>• Monitoring case status.</li><li>• Digital cause list management.</li><li>• Mismatch between board and CIS data.</li><li>• Hybrid hearing disruptions.</li><li>• CARE Data Guidelines/ SOP/ Circular.</li><li>• NJDG Portal.</li></ul>	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)

04.07.2026 (Saturday) (Lecture Hall No.3)

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