



GUJARAT STATE JUDICIAL ACADEMY High Court Of Gujarat, Ahmedabad

(ECT-15-2026) Refresher programme for Registry Staffs of High Court of Gujarat

18.07.2026 (Saturday) (Batch-17) (Lecture Hall No.3)

10.00 am to 10.30 am	Registration & Prayer	
Session-I 10.30 am to 11.30 am	Hybrid Court Proceedings: • 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
11.30 am to 12.00 noon	Group photo followed by Tea Break	
Session-II 12.00 noon to 01.30 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 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: • 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. Hiren N. Lakhtariya; Mr. Prakash R. Chaudhari; Mr. Sanjay J. Devmurari; Mr. Pritesh K. Kachhia; Mr. Pranav B. Joshi; Mr. Mehul R. Prajapati
01.30 pm to 02.30 pm	Lunch Break	
Note: The Academy may modify, add, alter, substitute or subtract the subjects/topics/time/faculty according to exigency.		

"Learning has no end"