

THE PUNJAB JUDICIAL ACADEMY, 15-FANE ROAD, LAHORE

(042-99214273)

(General Training Program 2016-2017)**Joining instructions for
10 Days Training Course for Civil Judges**

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| OBJECTIVES | The objectives of the General Training Program (GTP) are: 1. To sharpen judicial and managerial <u>skills</u> (S=40%) 2. To develop the <u>attitudes</u> and inculcate <u>values</u> of best judicial practice (A=40%) 3. To refresh fundamental <u>knowledge</u> of law and procedure for conducting trials in the District Courts (K=20%) | | | | |
| PLACE OF TRAINING COURSE | The Punjab Judicial Academy, 15-Fane Road, Lahore. | | | | |
| COURSE DURATION | 10 Days Training Course Note: The participants will ensure that no cases in their courts are fixed for the period under training. If some cases are already fixed, they will re-fix the dates in such a way that litigants and witnesses do not suffer. | | | | |
| ACCOMMODATION | All the participants shall arrange their own lodging during the course. As the Punjab Judicial Academy (PJA) has no lodging facility, all the participants can claim their TA/DA as per rules, even in advance, from their respective places of posting. | | | | |
| DRESS | The following dress code will be strictly observed by the participants: <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"><u>Male</u></td> <td style="width: 50%; text-align: center;"><u>Female</u></td> </tr> <tr> <td style="vertical-align: top;">Pants, white shirt, Black Coat and Black Necktie Black Shoes</td> <td style="vertical-align: top;">White Shalwar Qameez and White Dopatta Black Coat Formal court shoes/closed sandals with straps. (Use of slip-ons/flip flops/chappals, capris, chooridar pyjamas, jeans & variations thereon are not allowed.)</td> </tr> </table> | <u>Male</u> | <u>Female</u> | Pants, white shirt, Black Coat and Black Necktie Black Shoes | White Shalwar Qameez and White Dopatta Black Coat Formal court shoes/closed sandals with straps. (Use of slip-ons/flip flops/chappals, capris, chooridar pyjamas, jeans & variations thereon are not allowed.) |
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| DAILY SCHEDULE | Five training sessions will be conducted daily with the following schedule: Monday to Saturday & Monday to Wednesday: 09:00 - 10:15 a.m. 10:15 - 11:30 a.m. 11:30 - 12:00 noon. TEA BREAK 12:00 - 01:15 p.m. 01:15 - 02:00 p.m. PRAYER/LUNCH BREAK 02:00 - 03:15 p.m. 03:15 - 04:30 p.m. EXTENDED SESSION | | | | |
| COURSE CONTENTS AND TRAINING METHODOLOGY | <ul style="list-style-type: none"> • The training methodology and techniques include essay writing, • mini lectures, role play, judgment writing exercises, panel discussions, case studies, workshops, class presentations, practice | | | | |

| | <p>sessions, syndicate work, book reviews, public speaking and study tours, etc.</p> <ul style="list-style-type: none"> • The Academy has prepared reading material for the GTP which will be provided separately to each of the participants and also available on the website of the Academy (www.pja.gov.pk). These materials are part of the compulsory readings prescribed by the Academy in this syllabus and the participants have to go through them before start of the training programme. It will also help them in practical skills training, mock trials and role play sessions during class activity. This material may be substantiated by handouts, PowerPoint presentations and other notes to be shared by the resource persons before any session commences. The assessments, tests, MCQs etc will be prepared from this reading material. • The optional materials mentioned in this syllabus may be read by the participants to further enhance their knowledge on any given topic. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------------------------|--|-----------------|--------------|------|----|-------|----|------------|----|---------------------------|----|--------------------------------------|----|------------|----|-------------------------------|----|--------------|------------|----|----------------|---|------------|---|------------|---|------------|---|------------|---|-----------|
| EVALUATION | <p>The GTP will be assessed through a written exam to ensure that the participants take the activity seriously. Results of the assessment will be shared with the Hon'ble Lahore High Court. Assessment criteria will be as under:</p> <table border="1" data-bbox="448 887 1469 1211"> <thead> <tr> <th style="text-align: center;">Subjects</th> <th style="text-align: center;">Marks</th> </tr> </thead> <tbody> <tr> <td>MCQs</td> <td style="text-align: center;">25</td> </tr> <tr> <td>Essay</td> <td style="text-align: center;">15</td> </tr> <tr> <td>Attendance</td> <td style="text-align: center;">05</td> </tr> <tr> <td>Code of Conduct/ Attitude</td> <td style="text-align: center;">10</td> </tr> <tr> <td>Judgment Writing and Language Skills</td> <td style="text-align: center;">25</td> </tr> <tr> <td>ICT Skills</td> <td style="text-align: center;">10</td> </tr> <tr> <td>Trainer's / Observer's Report</td> <td style="text-align: center;">10</td> </tr> <tr> <td>Total</td> <td style="text-align: center;">100</td> </tr> </tbody> </table> <p>Grading:</p> <table border="1" data-bbox="448 1256 1469 1469"> <tbody> <tr> <td style="text-align: center;">A+</td> <td style="text-align: center;">90 % and above</td> </tr> <tr> <td style="text-align: center;">A</td> <td style="text-align: center;">80% to 89%</td> </tr> <tr> <td style="text-align: center;">B</td> <td style="text-align: center;">70% to 79%</td> </tr> <tr> <td style="text-align: center;">C</td> <td style="text-align: center;">60% to 69%</td> </tr> <tr> <td style="text-align: center;">D</td> <td style="text-align: center;">50% to 59%</td> </tr> <tr> <td style="text-align: center;">E</td> <td style="text-align: center;">Below 50%</td> </tr> </tbody> </table> <p>There will be a pre & post training test of the participants to determine their level of Knowledge Skills and Attitude (KSA) and to assess the impact of training on the participants. The participants are, therefore, required to take this training activity seriously. Absence from any test will result in zero marks. Participants are also required to answer / fill in surveys, feedback forms, assessment forms etc. with due diligence and professional vigor, in order to help develop the GTP to be more effective.</p> <p>Judgment / orders writing exercises are a crucial part of this training. The participants are required to bring their laptops for writing judgments / orders which exercise shall be compulsory.</p> | Subjects | Marks | MCQs | 25 | Essay | 15 | Attendance | 05 | Code of Conduct/ Attitude | 10 | Judgment Writing and Language Skills | 25 | ICT Skills | 10 | Trainer's / Observer's Report | 10 | Total | 100 | A+ | 90 % and above | A | 80% to 89% | B | 70% to 79% | C | 60% to 69% | D | 50% to 59% | E | Below 50% |
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| LEAVE | <i>No leave will be allowed. Mere submission of an application for leave would not justify the presumption that it is granted, as the program is only of 09 working days.</i> |
| SYNDICATE ASSIGNMENT | <i>The participants may be required to work in teams and groups, make presentations and submit reports on allocated topics as may be assigned to them from time to time.</i> |
| CHECK IN | <i>Participants are required to check in by 08:00 a.m. on 20.10.2016. Please bring three passport size photographs and a copy of your CNIC.</i> |
| GENERAL | <i>Participants will bring both Civil and Criminal Major Acts with them for facility of reference.</i> |

DISCIPLINE AND CONDUCT:

- (i) *Participants shall strictly abide by the instructions issued in this regard from time to time by the Academy;*
- (ii) *Participation is required in all academic and social activities during the programmes. Absence from any of these activities without cogent reason may entail disciplinary action;*
- (iii) *Participants are expected to co-operate with and show respect to all the permanent and the visiting faculty, their colleagues and the staff serving at the Academy;*
- (iv) *Punctuality shall be strictly observed in all appointments, engagements and programmes. Participants **must be present in the lecture room, 15 minutes before commencement of each session.** Late comers in the class will be marked absent;*
- (v) *Courteous behaviour is expected during all the training activities both inside and outside the campus. Participants are expected to show tolerance to different views and are also expected to be circumspect in the expression of their opinion;*
- (vi) *Smoking is not permitted at the premises of the Academy;*
- (vii) *Noise must be avoided in campus premises;*
- (viii) *Use of mobile phone in the class room is strictly prohibited;*
- (ix) *Cleanliness must be strictly observed. During tea breaks and lunch, dining etiquettes must be fully observed by the participants;*
- (x) *Participants shall occupy only those seats in the class room as are allotted to them during the course;*
- (xi) *Prompt and punctual completion of assignments is essential. Marks are liable to be deducted for delayed submission;*

- (xii) *Participants are not allowed to receive visitors, or to receive or make phone calls during session. A lecture shall not be missed on any ground, except in an emergency, intimation of which shall be duly given to the Director General.*
- (xiii) *Visit of the guests in the mess shall be strictly prohibited;*
- (xiv) *No in house residence shall be provided to any participant. If any participant has any issue as to residence, the PJA may facilitate arrangement of hotel accommodation at the expense of the participant.*

The Academy looks forward to establishing cordial relationship and rapport with the participants in order to make the training a rewarding experience both for the participants and the faculty. The Academy hopes and expects that all the participants will not only reciprocate the endeavors of the Academy but will also abide by all the rules and instructions.

Contact Numbers:-

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| <i>Director Administration:</i> | <i>0300-4339299</i> |
| <i>Additional Director:</i> | <i>042-99214416, 0333-4472603</i> |
| <i>Website:</i> | <i>www.pja.gov.pk</i> |
| <i>E-mail address:</i> | <i>pjalahore@gmail.com</i> |