

**PROCEEDINGS OF THE HIGH COURT OF ANDHRA PRADESH
AMARAVATI**

SUB: Nomination of all the Judicial Officers working in the District Judiciary for participating in the Capacity Building Phase-III Training Programme ECT_13_2024 on 01.03.2025 (Saturday) from 10.00 A.M. to 05.00 PM for the benefit of all the Judicial Officers working in the District Judiciary – Orders Issued - Regarding.

READ: Letter ROC No.97/2022-CPS, dated 13.02.2025 from the Registrar General, High Court of Andhra Pradesh.

ORDER ROC.NO.179/2025-B.SPL. DATED:25.02.2025

The High Court made the following order:-

I

All the Judicial Officers working in the District Judiciary are nominated to participate in the Capacity Building Phase-III Training Programme ECT_13_2024 on 01.03.2025 (Saturday) from 10.00 AM to 05.00 PM for the benefit of all the Judicial Officers working in the District Judiciary. The following are the details of the cluster Districts and place of training.

Sl. No.	Clusters/Districts	Venue of the training
1.	Visakhapatnam Viziangaram Srikakulam	Zilla Praja Parishad Meeting Hall, Visakhapatnam
2.	West Godavari East Godavari	Techno Sphere Lab, Science Block, Government College Autonomous, Central Jail Road, Y Junction, Rajamahendravaram, East Godavari District.
3.	Krishna Guntur	Andhra Pradesh State Judicial Academy, Mangalagiri, Guntur District.
4.	Prakasam Nellore	RISE Krishna Sai Prakasam Group of Institutions Vallur, Ongole, near Valluramma Temple, NH-16
5.	Kurnool Ananthapuramu	Indian Institute of Information Technology, Design Manufacturing, Jagannathagattu, Kurnool.
6.	Chittoor Kadapa	Senate Hall, Sri Venkateswara University, Tirupati, Chittoor District.

The Unit Heads of all the districts are directed to make necessary incharge arrangements, if necessary.

The Schedule of the training is enclosed herewith.

II

Sri G.Srinivas, Principal District and Sessions Judge, Ananthapuramu and **Smt. A.Bharati**, Principal District and Sessions Judge, Prakasam at Ongole, are exempted from participating in the above said training on 01.03.2025 (Saturday) in view of their nomination to participate in the Academic Praogramme No.P-1442 on "National Seminar on Court Administration" to be held on 01.03.2025 and 02.03.2025 at National Judicial Academy, Bhopal, Madhya Pradesh State.


REGISTRAR (VIGILANCE)

To

1. All the Judicial Officers working under the jurisdiction of High Court of Andhra Pradesh.
2. The all the Registrars, High Court of Andhra Pradesh (for information).
3. The Registrar (I.T.)-cum-Central Project Coordinator, High Court of Andhra Pradesh. (With a request to direct the concerned to upload the proceedings in High Court website)
3. The Director, Andhra Pradesh Judicial Academy, Mangalagiri, Guntur District.

4. The Principal District Judges:

Ananthapuramu, Chittoor, East Godavari at Rajamahendravaram, Guntur, Kadapa, Krishna at Machilipatnam, Kurnool, Nellore, Prakasam at Ongole, Srikakulam, Vizianagaram, Visakhapatnam, West Godavari at Eluru.



12.ECT_13_2022 - Computer Skill Enhancement Programme -Level I & II

Description of Programme:-	Computer Skill Enhancement Programme -Level I & II, etc
Training Code :	ECT_13_2022
Target Group :-	Judicial Officers of District Judiciary (All Cadre)
Place of Training :-	District Head Quarters through State Judicial Academy
No. of Days :-	1
Mode of Training:-	Offline/ Online/Hybrid
Hands on Training:-	(Yes) Strongly Recommended
Resource persons (Suggestive) :	Existing Master Trainers (Judicial Officers) of the State along with Technicians/ Officials from amongst NIC /High Court/ District Court digitisation personnel/ Technical experts

Colour Coding:

National Topics

State-Specific topics

Optional Topics

DAY 1		
Session No.1	Time (minutes): 15	Tentative time table 10.00 a.m. - 10.15 a.m.
Main Topic	Sub Topics	
Orientation and Overview of the Program	- Focus of training - Change Management - Need for training - Training methodology - Overview of latest initiatives of e-Committee and current phase of e-Courts project	
Session No.2	Time (minutes): 30	Tentative time table 10.15 a.m. - 10.45 a.m.
Main Topic	Sub Topics	
Overview of Computer	Special emphasis on newly installed/ latest equipment/ new technology	



Infrastructure : Hardware	• Hardware Components: ◦ Computers-desktops & laptops ◦ Peripherals including printers ◦ Photocopying equipment ◦ Scanners ◦ VC equipment ◦ Cables ◦ UPS ◦ Network equipment & accessories including Wifi solutions • Electronic waste management in courts including EWM Rules, 2016 with 2018 amendments	
	• State-Specific Hardware procurement & management	
Session No.3	Time (minutes): 45	Tentative time table 10.45 a.m. – 11.30 a.m.
Main Topic	Sub Topics	
Overview of Computer Infrastructure : Software	• Open source vs. patented/ proprietary • Operating system options ◦ Windows/Mac/Linux • Ubuntu Linux- features & benefits • New features in version 20.4 • Ubuntu-Linux File System ◦ Home Folder ◦ Desktop ◦ Documents ◦ Downloads Folders ◦ PDF (output folder for virtual pdf printer) Folder ◦ ReadMe Folder ◦ Location (Path) of files & folders in Ubuntu- Linux • Using the File Browser • Understanding the use of Copy To, Move To, Other Pane (F3) • Accessing recently copied data/clipboard • Typing in Indian Languages- ◦ Selecting Keyboard Input Language ◦ Using specific Keyboard Layout: • Using a webcam with Ubuntu-Linux • Taking a screenshot • Force quit (force kill) an errant/misbehaving application • Other useful applications	
Break		
Session No.4	Time (minutes): 90	Tentative time table 11.45 a.m. - 01.15 p.m.
Main Topic	Sub Topics	
Working with day-to-day Applications:	• LibreOffice Writer/ Word Processor Tips ◦ Free software vs. Paid software ◦ Basic tips to use a word processor efficiently	



**Office Suites,
PDF Tools,
Speech to
Text Software,
etc.**

- Saving document
 - Keyboard Shortcuts
 - Formatting
 - Automatic saving
 - Auto text
 - Auto Correct
 - Table of contents
 - Miscellaneous
 - Find and replacing text
 - Use of spell checker
 - Header/ Footer
 - Inserting Date/Time.
 - Footnote, Endnote, etc
 - Bullets/ Numbering
 - Page Numbering
 - Viewing/Printing documents
 - Working with Speech to Text Software
 - Tips, practice & demonstration
 - Working with Tables
 - LibreOffice Calc
 - Use of Spreadsheets in Court work
 - Calculation of Units
 - Administrative work
 - LibreOffice Presentation
 - PDF Tips
 - Conversion to as PDF in Ubuntu-Linux
 - Generation of accessible PDF Documents and uploading of only accessible and digitally signed PDF documents in the websites of the District Courts
 - How to convert JPEG, PNG etc. format to PDF format
 - PDF Editing Tools in UBUNTU
 - Merging and splitting of PDF Files
 - How to bookmark a PDF Document
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- Working with Speech to Text Software
 - **State-Specific** software
 - **State-Specific** regional language support and fonts

Break

Session No.5	Time (minutes): 60	Tentative time table 02.00 p.m.- 03.00 p.m.
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Main Topic	Sub Topics	
Video Conferencing and Hybrid Hearing: Way Forward	● Video Conferencing ○ Judgments on VC ○ Advantages of VC ○ VC equipment ○ Creation of accounts ○ Scheduling of meetings	



	- o Panels - o Viewing Modes - o Recording of meetings - o Hybrid Hearing • Video Conferencing Tips	
	• <i>State-Specific software for video conferencing</i> • <i>State-Specific Rules</i> relating to video conferencing.	
Session No.6	Time (minutes): 30	Tentative time table 03.00 p.m.- 03.30 p.m.
Main Topic	Sub Topics	
An Introduction to Servers	• Basics of Servers - o Different components of a Server - o RAID Configuration - o Latest tech/ trends in Servers - o How to create a replica of Server?	
Break		
Session No.7	Time (minutes): 65	Tentative time table 03.45 p.m.- 04.50 p.m.
Main Topic	Sub Topics	
Working in Cyberspace, Basics of Networking and Data Security	• Working in Cyberspace • Internet: An Overview / Web browser Toolbar / Hyperlinks Problems loading a page / Working with Search Engines / Printing webpage - o Internet Safety and Tips - o Firefox Web browser-tips - o Search Tips - o Privacy and Data Protection • Data Management and Security - o Importance of data security - o Open data - o Password management - o Data auditing - o Management of Data on devices and Cloud • Basics of Networking: - o Local Area Networks - o Wide Area Networks - o Virtual Private Networks - o Use of Networks in file sharing, printing, etc.	
Session No.8	Time (minutes): 10	Tentative time table 4.50 p.m.- 5.00 p.m.
Main Topic	Sub Topics	
	Discussion & Doubts	