

THE GAUHATI HIGH COURT AT GUWAHATI
(HIGH COURT OF ASSAM: NAGALAND: MIZORAM AND ARUNACHAL PRADESH)

N O T I F I C A T I O N

Dated- Guwahati the 02nd August, 2022

NO. HC.VII-122/2018(Pt.)/5507/A #### It is for information to all the Learned Advocates and Advocate clerks of the District Courts of Assam, as per mandate of the e-Committee of the Hon'ble Supreme Court of India, a two-days Training programme on "**Computer Skill enhancement Programme – Level I & II (ECT_12_2022)**" for the Learned Advocates and Advocate clerks of the District Courts of Assam are scheduled to be held on **11-08-2022** (for Learned Advocates) & **12-08-2022** (for Advocates clerks) from **3:00 P.M. to 5:00 P.M.** in District Headquarter with the coordination of District Judiciary of Assam.

All the Learned Advocates and Advocate clerks of the District Courts of Assam are requested to attend the aforesaid programme accordingly.

Further, the System Officers/System Assistant of concerned district will be the Resource Persons for the training programme.

The detailed training schedule for the said training programme is enclosed along with this notification.

By Order,
Sd/- R. A. Tapadar
REGISTRAR (JUDICIAL)

Memo No. HC.VII-122/2018(Pt.)/5508-5521/A **Dated: 02-08-2022**

Copy forward for information and necessary action to:

1. Smti. R. Arulmozhiselvi, Member (Human Resource), e-Committee, Supreme Court of India, New Delhi.
2. The L.R.-cum-Commissioner & Secretary to the Govt. of Assam, Judicial Department, Dispur, Guwahati, Assam.
3. The Registrar (Admin./Vigilance), Gauhati High Court, Guwahati.
4. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
5. The District & Sessions Judge,
Bajali / Baksa / Barpeta / Biswanath / Bongaigaon / Cachar / Charaideo / Chirang / Darrang / Dhemaji / Dhubri / Dibrugarh / Dima Hasao / Goalpara / Golaghat / Hailakandi / Hojai / Jorhat / Kamrup (M) / Kamrup / Karimganj / Karbi Anglong / Kokrajhar / Lakhimpur / Majuli / Morigaon / Nagaon / Nalbari / Sivasagar / Sonitpur / Tinsukia / Udalguri / South Salmara-Mankachar.


02.8.22

(He/She is requested to widely circulate the Notification amongst the Learned Advocates and Advocate clerks within their respective jurisdictions, requesting them to participate in the training programme.

Further, you are requested to coordinate with the concerned Bar Association and to make necessary arrangements for smooth conduct of the training programme)

6. The Member Secretary, Assam State Legal Services Authority.

(You are requested to widely circulate the Notification amongst the Learned Advocates and Advocate clerks within their respective jurisdictions, requesting them to participate in the training programme).

7. The Joint Registrar (Judl. / PM&P), Gauhati High Court, Guwahati.

8. The Chief Judicial Magistrate,

Bajali / Baksa / Barpeta / Biswanath / Bongaigaon / Cachar / Charaideo / Chirang / Darrang / Dhemaji / Dhubri / Dibrugarh / Dima Hasao / Goalpara / Golaghat / Hailakandi / Hojai / Jorhat / Kamrup (M) / Kamrup / Karimganj / Karbi Anglong / Kokrajhar / Lakhimpur / Majuli / Morigaon / Nagaon / Nalbari / Sivasagar / Sonitpur / Tinsukia / Udalguri / South Salmara-Mankachar.

(He/She is requested to widely circulate the Notification amongst the Learned Advocates and Advocate clerks within their respective jurisdictions, requesting them to participate in the training programme).

9. The Project Manager, Gauhati High Court, Guwahati.

(He is requested to upload the notification immediately in the official website of the Gauhati High Court, Guwahati).

10. The Administrative Officer, Judicial Academy, Assam with a **request to place the Notification before the Hon'ble Director, Judicial Academy.**

11. The Private Secretary to Hon'ble Mr. Justice Manash Ranjan Pathak, Gauhati High Court, Guwahati for his Lordship's kind information.

12. The System Officers/System Assistants

Bajali / Baksa / Barpeta / Biswanath / Bongaigaon / Cachar / Charaideo / Chirang / Darrang / Dhemaji / Dhubri / Dibrugarh / Dima Hasao / Goalpara / Golaghat / Hailakandi / Hojai / Jorhat / Kamrup (M) / Kamrup / Karimganj / Karbi Anglong / Kokrajhar / Lakhimpur / Majuli / Morigaon / Nagaon / Nalbari / Sivasagar / Sonitpur / Tinsukia / Udalguri / South Salmara-Mankachar.

(The System Officers/System Assistant are directed to make necessary arrangements for Electronic Tools, etc. as per requirement for the training in their respective District).


02.08.22

13. The CA to the Registrar General, Gauhati High Court, Guwahati.

[THE LIST OF OFFICERS HEREINABOVE IS NOT NECESSARILY IN ORDER OF SENIORITY]

R. S. Tanyan
02.09.22

REGISTRAR(JUDICIAL)



JUDICIAL ACADEMY, ASSAM
COMPUTER SKILLS ENHANCEMENT PROGRAMME - LEVEL I & II
(ECT_12_2022)

[For Advocate / Advocate Clerk]

Date

11.08.2022 (Advocate)

12.08.2022 (Advocate Clerk)

Time

03.00 PM to 05.00 PM

SCHEDULE

Resource Person: Systems Officer/ Systems Assistant

Topic
<p style="text-align: center;"><i>Level-I</i></p> <ul style="list-style-type: none">❖ Fundamental Skills<ul style="list-style-type: none">➤ Identifying Major Computer Components<ul style="list-style-type: none">▪ CPU, Monitor, Keyboard, Mouse etc.➤ Anatomy of Computer System<ul style="list-style-type: none">▪ Computer Hardware, CPU, Input/Output Devices, Storage devices, System memory etc.➤ How Computer Systems Work<ul style="list-style-type: none">▪ Operating Systems▪ Starting the Computer and Log on and Off▪ Proper Power on and off the computer▪ Open and close applications▪ Create, open, save, and manage files and folders▪ Typing basic▪ Print documents➤ Some common devices/ peripherals and terminology<ul style="list-style-type: none">▪ Printer▪ Computer Power cords▪ UPS▪ Network connections▪ Peripheral connections➤ Safety considerations
<p style="text-align: center;"><i>Level-II</i></p> <ul style="list-style-type: none">❖ Basic Computing and Applications<ul style="list-style-type: none">➤ Concept of Hardware and Software<ul style="list-style-type: none">▪ Identify component parts: cables, etc.▪ Distinguish what is software / hardware▪ Understand menu bars; etc.▪ Understand basic terminology: file; application

- Understand purpose of backup
- Word Processing and Formatting (Example:MS Office)
 - Create a new document: enter text; delete; save; save as
 - Use basic edit features: cut; copy; paste
 - Identify features: tool bar; icons; cursor
 - Use dictionary; spell check
 - Use find and replace
 - Operate print; print preview
 - Apply basic formatting: font; font size; font style; color; align text
 - Justify text
 - Import and paste images
 - Use tabs; line spacing etc.
- Spreadsheet (Example: MS Excel)
 - Recognize structure and purpose, active cell
 - Interpret simple spreadsheets and data
 - Make simple calculations
 - How to insert/delete rows/ columns; sort
 - How to format data: font; color; number; text; etc
 - Understand that a change to one cell impacts on another
 - Investigate formulas; Format dates, numbers
 - Apply filters
 - Know about graphs/charts/tables
 - Know how to work across multiple spreadsheets
- Presentation (Example: MS Powerpoint)
 - Create simple powerpoint/ other slideshow
 - Incorporating: animation; audio files; video; color; time delay etc.
 - Insert links, graphs etc. into presentations
 - Insert objects into presentations
 - Adjust the layout/slide master of presentations
 - Slideshow presentation
- Internet and Email
 - Basic internet concepts include browser navigation, bookmarks, search terms, web addresses and hyperlinks.
 - concept of web addresses, searching etc.
 - Demonstrate awareness of ethical use of email and Internet
 - Email fundamentals include sending, receiving, deleting and replying to email, adding attachments.
- Computer virus and security
 - What is computer virus?
 - How it infects systems and spread
 - Prevention and security.