

E-COMMITTEE, SUPREME COURT OF INDIA
REFRESHER TRAINING PROGRAMME MASTER TRAINER JUDICIAL OFFICERS
ON UBUNTU OPERATING SYSTEM, LIBREOFFICE SUITE, CASE INFORMATION SOFTWARE (VER. 2.0) AND NJDG

SESSION	SESSION TOPICS	SESSION OBJECTIVES
I UBUNTU-LINUX OPERATING SYSTEM - BASICS	<ul style="list-style-type: none"> ➤ What's new in Ubuntu LTS version 16.04 ➤ Why 64 Bit version ➤ Desktop Environments <ul style="list-style-type: none"> ➤ Unity Dash (Ubuntu) ➤ Gnome 3 ➤ XFCE, Mate, LXDE etc. ➤ Using Gnome 3 – the future of Linux Desktop Environment 	<ul style="list-style-type: none"> ● <i>Understanding of the Ubuntu as an Operating System and the new version being introduced</i> ● <i>Understanding of Desktop Environment which may be changed to Gnome 3 in near future</i>
II UBUNTU-LINUX OPERATING SYSTEM FILE SYSTEM MANAGEMENT	<ul style="list-style-type: none"> ➤ Nautilus File Browser <ul style="list-style-type: none"> ➤ File & Folder Management in Detail ➤ Searching for Files & Folders ➤ File & Folder Permissions ➤ Disc Usage Analyser ➤ Storage Devices Management <ul style="list-style-type: none"> ➤ Partitioning ➤ Formatting ➤ Imaging ➤ MD5Sum Hash value of files 	<ul style="list-style-type: none"> ● <i>Managing files and folders, their location, identifying and location the files and folders with ease</i> ● <i>Understanding the consumption of storage in the storage devices</i> ● <i>Managing Pen Drives, Memory Cards, Disks etc and their Partitions/Drives</i>
III UBUNTU-LINUX OS INSTALLATION & UPGRADATION	<ul style="list-style-type: none"> ➤ Installation in Ubuntu and Non-ubuntu Systems <ul style="list-style-type: none"> ➤ Making a Bootable pendrive ➤ Using a CD-DVD for installation ➤ Upgradation of Ubuntu Operating System <ul style="list-style-type: none"> ➤ Software Updater ➤ Synaptic Package Manager ➤ Upgrading of Packages & Softwares 	<ul style="list-style-type: none"> ● <i>Understanding of methods to install Ubuntu in different systems</i> ● <i>Keeping the system latest with upgrades</i> ● <i>Searching & Installing new applications and packages in Ubuntu</i>

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SESSION	SESSION TOPICS	SESSION OBJECTIVES
	<ul style="list-style-type: none"> ➤ Installing new softwares / packages in Ubuntu-Linux 	
IV UBUNTU-LINUX OS ADDITIONAL PACKAGES INSTALLED IN CUSTOMIZED VERSION	<ul style="list-style-type: none"> ➤ Clipboard Manager ➤ Dictionaries ➤ PDF Tools <ul style="list-style-type: none"> ➤ Scanning to PDF ➤ Cutting, Concatenating, Extracting pages of PDF Files ➤ Bookmarking PDF Files ➤ Audio-Video Tools ➤ Video Conferencing Application ➤ Photo Management and Photo Editing 	<ul style="list-style-type: none"> ● <i>Using the additional applications installed in the customized version for added productivity and convenience</i> ● <i>Learning to manage PDF files better</i> ● <i>Multimedia applications in Ubuntu-Linux</i>
V LIBREOFFICE SUITE BASIC TIPS	<ul style="list-style-type: none"> ➤ How to avoid the following five frequently committed mistakes: <ul style="list-style-type: none"> ➤ Use of spacebar in place of Tab ➤ Use of Enter Key in place of Paragraph spacing ➤ Use of Enter Key for Page Break ➤ Use of Manual Paragraph Numbering ➤ Use of Manual Page Numbering ➤ File Type in LibreOffice Writer: <ul style="list-style-type: none"> ➤ Tools → Options → Load/Save → General → ODF Text Document (.odt) ➤ MultiSave Utility ➤ AutoSave Option 	<ul style="list-style-type: none"> ● <i>Understanding how to enlighten new users of LibreOffice to use computer as a word processor and not as a type writer</i> ● <i>Understanding to use built saving function for protection against accidental loss of data</i>
VI LIBREOFFICE SUITE	<ul style="list-style-type: none"> ➤ Simple Paragraph Numbering <ul style="list-style-type: none"> ➤ Using 'F12' for simple paragraph numbering ➤ Outline (Multilevel) Paragraph Numbering 	<ul style="list-style-type: none"> ● <i>Detailed methodological understanding of issues related in numbering of</i>

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SESSION	SESSION TOPICS	SESSION OBJECTIVES
PARAGRAPH & PAGE NUMBERING	<ul style="list-style-type: none"> ➤ Use of Tab and Shift Tab Key for Multilevel (Outline) Paragraph Numbering ➤ How to hae unnumbered para in numbered list of paragraphs ➤ Positioning Issues in Outline (Multilevel) Paragraph Numbering and how to solve them ➤ Page Numbering <ul style="list-style-type: none"> ➤ Insert Header / Footer ➤ Page Number, Page Count ➤ How not to show page number on first page ➤ How to have desired number series from desired page 	<p style="text-align: center;"><i>paragraphs</i></p> <ul style="list-style-type: none"> ● <i>In depth understanding of page numbering issues and their resolution</i> ● <i>Exceptions to page numbering like different series of numbering, omission of numbers on certain pages etc.</i>
VII LIBREOFFICE SUITE EXPERT EDITING	<ul style="list-style-type: none"> ➤ Tips for expert editing of documents <ul style="list-style-type: none"> ➤ Autocorrect ➤ Autotext ➤ Track Changes ➤ Versions ➤ Compare Files ➤ Syles & Formatting ➤ Templates Modification and Creation ➤ Customzing LibreOffice Writer 	<ul style="list-style-type: none"> ● <i>Learning to use ready made expert aids of LibreOffice Writer for enhanced productivity</i> ● <i>Learning to automate certain type of document generation with certain prefixed margins, titles, footers etc.</i>
VIII LIBREOFFICE SUITE BASIC CALC USAGE	<ul style="list-style-type: none"> ➤ Creating simple sheet for formulae of addition, multiplation etc. ➤ Using IF Function with Simple Example 	<ul style="list-style-type: none"> ● <i>Basic Understanding of LibreOffice Calc which is equivalent of MS-Excel</i>
IX CONCEPT, OBJECTIVES AND FUNTIONALITIES OF	<ul style="list-style-type: none"> ➤ National Judicial Data Grid <ul style="list-style-type: none"> ➤ Introduction of Concept and Functionalities 	<ul style="list-style-type: none"> ● <i>Understanding of the overal concept,</i>

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NATIONAL JUDICIAL DATA GRID	<ul style="list-style-type: none"> ➤ Methodology of Data Collection and & Collation ➤ National Core CIS as the fountain head of NJDG ➤ Uploading of Data & Orders/Judgments ➤ Public Interface of NJDG ➤ Concept of Establishment in NJDG & CIS ➤ Difference between Establishment and Court Complex & Court ➤ Meta-data Masters <ul style="list-style-type: none"> ➤ National Code in Case Type, Purpose, Disposal, Order Type Masters etc. ➤ Judicial Establishment Code <ul style="list-style-type: none"> ➤ (State Code)(District Code)(Establishment Number) = 6 characters e. g. MHAU01 ➤ Judicial Officer Code in Judge Master <ul style="list-style-type: none"> ➤ (State ShortCode) followed by (Numeric Code 4 digits) 	<p style="text-align: center;"><i>objectives and working of NJDG</i></p> <ul style="list-style-type: none"> ● <i>Understanding of how NJDG data population takes place and measures to ensure optimal availability of latest data on NJDG</i> ● <i>National Code for metadata masters for unification of judicial data & statistics across the country</i> ● <i>Judicial Establishment Code (Unique across the country)</i> ● <i>Case Number Record (CNR No. of a Case (unique across the country) & its use in horizontal & vertical integration of judicial data at state / national levels.</i> ● <i>Judicial Officers Code as Unique Identity of all the Judicial Officers across the country</i>
X	<ul style="list-style-type: none"> ➤ Workflow of 	<ul style="list-style-type: none"> ● <i>Understanding of concept Establishment</i>

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<p>UNDERSTANDING OF CIS NATIONAL CORE VERSION 2.0 FOR A PRESIDING OFFICER</p>	<p>Filing → Objections – Registration – Allocation (FORA) Filing → Allocation → Objectios → Registration (FAOR)</p> <ul style="list-style-type: none"> ➤ When a case becomes part of the balance sheet: <ul style="list-style-type: none"> ➤ Only when registered as a case under any case types ➤ Interim / Interlocutory Applications (I.A.s) in CIS <ul style="list-style-type: none"> ➤ I. A. Numbering methodology ➤ Whether I. A. counted in balance sheet as pendency ➤ Entry of I.A.s as new cases should be avoided ➤ Concept of IA in Proceedings when listed with the case / without case ➤ Listing of main case vs listing of I. A ➤ Importance of auto numbering pattern ➤ Daily Proceedings vs Daily Orders ➤ Understanding the new User Interface of CIS National Core ver 2.0 (eCourtIS) <ul style="list-style-type: none"> ➤ Dash Board Statistics with link to today's cases ➤ Bar Chart (Case Type wise) & Pie Charts (Age wise) ➤ Dynamically Opening side menu ➤ Menu Search Functionality 	<ul style="list-style-type: none"> ● <i>Understanding of workflow followed at Central Filing Centre & the Courts w. r. t. Filing and Registration of Cases and the way it is implemented through CIS</i> ● <i>Understanding of statistical aspect of CIS Data relating to pendency</i> ● <i>Understanding of use of I. A.s (Interim/Interlocutory Applications) in CIS</i> ● <i>Auto Case Numbering only will help in elimination of manual registers</i> ● <i>Meta-data Unification and its importance for statistics, managment and planning</i> ● <i>Understanding the improvements and user-friendliness aspects in the new User Interface of NC CIS ver. 2.0</i> ● <i>Instant access to most frequently required figures and functionalities from single page</i> ● <i>Saving of data entry time through new</i>

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		<i>interface</i>
XI SALIENT NEW FEATURES OF CIS NATIONAL CORE VER 2.0 (ECOURTIS)	<ul style="list-style-type: none"> ➤ Calendar in Daily Proceedings ➤ Display Board ➤ Citizen Interface Kiosk (localhost/ecourtis/kiosk) ➤ Query Builder ➤ Data Health Card ➤ Track Management System 	<ul style="list-style-type: none"> ● <i>Importance calendar in scheduling cases</i> ● <i>Display Board for outside the Court Room & Composite for the Court Complex</i> ● <i>Kiosk for visitors of the Court Complex</i> ● <i>Measures to contain data entry lapses and inadequacies</i> ● <i>Generating dynamic reports of data</i>
XII HOW TO USE MANAGEMENT USER OF NJDG FOR COURT & CASE MANAGEMENT	<ul style="list-style-type: none"> ➤ Internal (not available to Public) User Interface of NJDG ➤ Management User for monitoring of <ul style="list-style-type: none"> ➤ Pendency & Arrears ➤ Data Uploading ➤ Undated Cases ➤ Uploading of Orders & Judgments ➤ Total Database of Pending as well as disposed cases 	<ul style="list-style-type: none"> ● <i>Various Management Information System reports of NJDG for monitoring of judicial statistics and timely uploading of data</i> ● <i>NJDG Management User as tool for</i> <ul style="list-style-type: none"> ● <i>Court Management</i> ● <i>Case Management</i>