

State Judicial Academy organized two days workshop for Court Secretaries/ Private Secretaries/ Stenographers



In order to enhance the core skills of the personal staff of Hon'ble Judges of the High Court and to make them more efficient and professional in discharge of their duties, the State Judicial Academy organized two days workshop for Court Secretaries/Private Secretaries/Stenographers in the High Court Complex, Jammu.

The workshop covered all the aspects required to be possessed by the staff right from ethics, office discipline, time management, communication skills to computer education and office drafting.

On the first day of the workshop, Shri B.L. Saraf, Retd. District Judge dealt with the topic "Ethics, Office Discipline and Accountability" while as Prof. Rajinder Mishra from Business school, University of Jammu interacted with the participants on 'Office Management and Time Management'. Prof. Mishra in a scholarly manner dealt in detail with the concept of Time Management and told the participants that instead of managing time only in a clock bound manner, it should be managed keeping in mind the compass also meaning thereby management of time with some specific direction in mind. He stressed upon the participants leave a 'legacy' because it is only virtue by which a man is recognized in the society. In the 2nd Session of day 1, the knowledge of the participants was updated in the computer education. Mr. Rajneesh Raina from DOEACC delivered a lecture on day to day use of computer and practically demonstration also with special emphasizes on use of internet and email.