



A HANDBOOK OF

Pre-Service Training Programme-2018-19

For

Newly Inducted

Additional District & Sessions Judges

Punjab Judicial Academy
15-Fane Road, Lahore

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Director General's Message

Pre-Service Training Programs (PSTP) were previously arranged for newly inducted Additional District & Sessions Judges for different durations. However, under the guidance of Hon'ble Lahore High Court, Punjab Judicial Academy (PJA) has revisited its training techniques and has focused on training activities with a new vision. In this regard, PJA core and adjunct faculty received extensive training from Dr. Livingston Armytage, a judicial education expert from Australia. This Training of Trainers program has helped the Academy to transform its teaching and training methods.

Under the vision of Hon'ble Chief Justice, an extensive training program of 6 months has been prepared for training of newly inducted Additional District & Sessions Judges. This extensive training is expected to transform lawyers into motivated judges and to complete their transition from Bar to Bench. This training program is aimed to sensitize the judges on their new responsibilities and duties. Topics extending from law to morality and conduct have been covered in this Program. It is hoped that after attending this Program, new judges will be able to conduct their courts confidently and to the best satisfaction of the litigant public.

In this Program, training is three dimensional, covering knowledge, skills and attitude aspects of the trainee judges. We are confident that after attending this program, new judicial officers will be able to resolve the disputes more efficiently and will enhance the public trust in the judicial system.

I wish every success to the new judicial officers in their training and future life.

(Fakhar Hayat)
Director-General
December 2018

Pre-Service Training Program for AD&SJ

Vision of the Program

Judicial excellence through judicial training, to achieve satisfaction of the litigants.

Pre-Service Training Program for AD&SJs (PSTP)

Objectives and Outcomes of the Program

Objectives:

The objectives of this pre-service program are:

- To inculcate the values of good judging
- To develop skills of conducting trials and decision making
- To explain the fundamental concepts of law and procedure

Outcomes:

As a result of attending this program, trainees will be able to:

- Develop appropriate conduct as a judge
- Conduct civil and criminal trials, fairly and expeditiously
- Understand their role as Civil & Criminal Trial / Appellate Court

Pre-Service Training Program for AD&SJs (PSTP)

Total Duration: 6 Months

Four Phases

Phase 1- Academics (at PJA)	2 Months
Phase 2- Country Study Tour/ Visit to other Judicial Academies:	1 Month
Phase 3- Court Attachments:	2 Months
Phase 4- Reinforcement and Assessment:	1 Month
Total:	6 Months

Pre-Service Training Program for AD&SJs

Structure of the day in the program (PSTP)

Objectives of proposing a standard structure day are:

- To develop the habit of effective use of time by using method of day planning
- To inculcate a lifestyle which help to balance personal wellbeing with optimal work in the court
- To prepare the Judges for hard tasks and meet sharp deadlines

Sessions-I	75 mins	09:00 – 10:15
Sessions-II	75 mins	10:15 – 11:30
Tea break	30 mins	11:30 – 12:00
Sessions-III	75 mins	12:00 – 01:15
Lunch / prayer	60 mins	01:15 – 02:15
Sessions-IV	75 mins	02:15 – 03:30
Total working hours per day	06 hours, 30 mins	

Note-1:

Subject to adjustment with court timing, this working scheme of the day will continue during attachment period. Hours reserved for sessions will be consumed for court attachment.

Note-2:

In case of any cultural activity / special session in the evening, task hour will be merged in such activities.

Division of Knowledge, Skills and Attitude in Instructional Training:

It was agreed to by all faculty members that for pre-service training program of Additional District & Sessions Judges, having 10 years of practice at Bar, more emphasis should be on developing skills, promoting attitude and values. It was also agreed that knowledge part will be clubbed with skills and attitude training to make it more practical. Tentatively, division of knowledge, skills and attitude in this program will be as under:

Knowledge:	25%
Skill:	40%
Attitude:	35%

Detail of Academics Training at the PJA

- To ensure effective training during academic sessions, a class will not be of more than 25 participants.
- Instructional training at PJA in this part will be conducted for 8 Weeks.
- Training will be based on practically understanding different judicial transactions such as conducting murder trial, trial of rape cases, hearing appeal and revisions.
- Approach will be to develop Knowledge and Skills through practicing different stages in the judicial process by conducting workshops.
- Active instructional training will be for **5 hours** daily excluding breaks.
- There will be four sessions of instructional training daily of **75 minutes** each. However additional lectures may be arranged where needed. Different Sessions in a day will be merged to-gather for workshops.
- Instructional training will be divided into core and non-core topics.
- **Task hour:** Trainees will be required to complete their reading and research assignments after instructional training hours. For this purpose, there will be daily one-hour task-hour in the after-noon. This hour will also be used for different group discussion sessions. Work during this hour will also be assessed along with instructional training in the sessions.
- **Physical activities:** To build the attitude and personality of trainee judges / participants will be required to engage in the physical activities by adopting the habit of early rising. Participation in the evening games will be encouraged to ensure healthy and disciplined lifestyle.
- **Conduct during lunch, dinner and other activities:** For personality building of the participant judges, attitude building is focus of the program. During lunch and dinner intervals, participants will be guided and supervised regarding dining, conversation etiquettes and other social norms. On weekly basis, different personalities will be invited at dinners to interact with the participants and share their views on different social, moral, ethical and other current issues.

Division of academic sessions in Core and Non-Core topics

Core Topics:

- i. Orientation and building judicial personality
- ii. Exercising criminal jurisdiction (Original & Appellate)
- iii. Exercising civil jurisdiction (Original & Appellate)

Non-Core Topics:

- i. Language skills and legal English
- ii. I.T. skills and I.T. based legal research
- iii. Forensic and medico legal jurisprudence
- iv. Field trips and special sessions
- v. Understanding the revenue laws and documents
- vi. Court and case management
- vii. Environment, environmental law and climate justice
- viii. Constitutional law and administration of justice
- ix. Communication skills
- x. ADR
- xi. Service Laws
- xii. Gender Sensitization and Rights of Vulnerable Groups
- xiii. Protection of Women and Children Rights
- xiv. Parole and Prison Rules

Instructional Training

1. TRAINING STRATEGY AND TECHNIQUES:

The training methodology and techniques include lectures, mock trials, role play, judgment writing exercises, panel discussions, case studies, workshops, class presentations, practice sessions etc.

- 1.1 Workshop** method is one of the methods of learning skills by interactive discussions, encouraging greater participation by establishing an effective two-way communication between the resource person and the trainees. The focus will be learning by doing in the exercises drafted by the Academy. Presentations by trainees on topics assigned by the Instructors will also form an integral part of class room sessions. The trainees will be evaluated in communication/presentation skills as well as their active participation during the sessions.
- 1.2 Lectures** are the conventional mode of imparting instructions. These are, in fact discussions, encouraging greater participation by the trainees. The trainee officers will be assigned topics by the instructors; the presentations by them will be an important part of classroom session. Presentations by probationers on topics assigned by Instructors form and integral part of classroom sessions.
- 1.3 Faculty Hour** will be a regular feature. The faculty of the Academy will have an interactive session with the whole batch. All trainees will be made part of this session in groups of equal number.
- 1.4 Extension Lectures** will be delivered on selected topics by experienced judges, advocates, technical experts, members of the academia and distinguished speakers who have achieved eminence in their respective fields of specialization.
- 1.5 Seminars/Panel Discussion** will be conducted on different social and legal issues. Distinguished scholars and professionals will be invited to participate.

- 1.6 Case Studies.-** The Instructors at the Academy as also visiting faculty effectively will use this important method of teaching. The trainees will be given important cases decided by the Superior Courts and then discussions will be opened for critical thinking and developing logic and reason about the conclusion so that same are applied in like situations which the trainees/participants may face in a real court room environment. The trainees will be asked to submit their report in writing also.
- 1.7 Research.-** To ensure that trainees contribute towards the aims and objectives of the training programme, they will be required to prepare research articles either individually or in groups. Their work will be evaluated.
- 1.8 Field Work** is aimed at providing an opportunity to trainees to observe the ground realities and analyze problems in order to search for the best possible solution in the courtrooms and for improving court environment.
- 1.9 Study Tour** is an important feature of the Pre-Service Training Program. This study tour is aimed at providing trainees with an opportunity to familiarize them with working of different Government Departments such as Police, Revenue. On their return, each group is required to give a report and presentation based on their observations and experiences.
- 1.10 Attachment.-** All trainees undergo an attachment with the Courts during which they are exposed to the working and functioning of the Courts as well as present their own knowledge and perspective with other judges.

2. OFFICIAL WEBSITE OF THE ACADEMY

The Academy has developed an official website which can be accessed at <http://www.pja.gov.pk>. Many sources, reading materials and other information are available at the website. Participants are required to visit it regularly to keep their information updated.

3. LUNCH/DINNER WITH GUEST

During training program, Hon'ble Judges of the Superior Courts may be invited to join the trainees either at lunch or at dinner, as the case may be, for informal discussions and developing interaction between the Superior Courts and District Courts. Participation in these programs is compulsory.

4. READING MATERIALS

The reading materials for the Pre-Service Training Program (2018) 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 program. This will help the trainers and the trainees to use the classroom time effectively. It will also provide time for practical skills training 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. 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.

Curriculum

5. ASSESSMENT POLICY:

5.1 The overall activities in this Pre-Service Training Program will carry **200 marks** in total. Of these, 120 marks are for academic subjects which are assessed through formal examinations. The remaining 80 marks are adjudged by the faculty.

5.2 Academic Assessment:

The examinees are required to obtain at least 50% marks for passing each subject and must also obtain an overall aggregate of 60% of the total marks. Examinations will be conducted in the following categories:-

Description	Marks
a) Punctuality	10
b) Observation field trip Report	10
c) Book Review/Essays /Research Articles	20
d) Communication Skills (Written/Verbal)	20
e) I.T Skills	10
f) Trainer's Observer Report	10
g) Academic Assessment	50
h) Judgment Writing	30
i) Court Attachment	20
Total	200

6. CODE OF CONDUCT

Trainees are required to abide by the Code of Conduct as laid down by the Academy. Deviations from and non-adherence to the Code of Conduct and prescribed policies, procedures and instructions are liable to be dealt with in accordance with the prescribed procedure.

7. ATTENDANCE & PUNCTUALITY

- a) The Academy has zero tolerance for absence from training sessions. The trainees are required to be present and attentive in all academic, social and sports activities during the Pre-Service Training Program.

Absence from these activities without due permission will be reflected in their assessment report under Assessment Policy.

- b) Leave is allowed in specific cases and in accordance with leave granting rules applicable to the trainees.
- c) The trainees are not allowed to leave the campus during academic and training activity without showing authorization signed by the competent authority.
- d) The trainees are required to be present and punctual in all appointments, engagements and programs. The attendance and punctuality of trainees is marked through bio-metric devices. Trainee officers must mark their bio-matric attendance in time. **Forgetting to mark** will be treated as **absent** and no representation shall be entertained, except in case a trainee officer has marked bio-metric attendance and has still been treated as “Absent” as per his/her report due to some technical issue, then, upon timely representation by such a trainee and after confirming his/her presence from CCTV footage, attendance will be considered.

8. DISCIPLINE & CONDUCT

- a) Courteous behavior is expected during all training activities both inside and outside classes. Trainees are expected to show due courtesy to the permanent and visiting faculty, their colleagues and the staff working at the Academy.
- b) Smoking is not permitted in class rooms, library, auditorium, mess, lounges and official public transport.
- c) Trainees are required to abide by the seating plan as notified from time to time. Violation results in negative assessment by the faculty.
- d) Trainees are not allowed to receive visitors, messages or to receive or make telephone calls during working hours.
- e) No training session may be missed except in an emergency, and that too, after due authorization.
- f) Mobile phones are not allowed in the class.

- g) Trainees are issued name tags during registration with the PJA. The name tags are to be worn at all times during classes. In case of loss of name tag, a new one can be procured on payment with the approval of Director (Admin) PJA.
- h) The Academy has zero tolerance for incidents of moral turpitude, including cheating in examinations. Such cases are liable to attract disciplinary proceedings.

9. DRESS REQUIREMENTS

Trainees are expected to be properly dressed on all occasions as prescribed by the Hon'ble High Court.

Dress code for specific occasions like mess night etc. will be notified by the Academy separately.

10. CAR /PARKING

- a) The Academy allows trainee officers to park their cars on the campus. However, for security purposes, trainees are required to obtain stickers from the Academy's administration. Entry of only those cars will be allowed which display the sticker issued by the Academy.
- b) There are designated car parking areas for faculty, trainees and visitors. The trainees are required to park their vehicles in the designated area only. Violation of specified parking is likely to result in withdrawal of the car parking facility.

11. CONTENTS

Knowledge (K) = 25 %, Skills (S) = 40%, Attitude (A) = 35%

Knowledge

Civil Laws	Criminal Laws
<ul style="list-style-type: none"> i. The Code of Civil Procedure, 1908 ii. The Specific Relief Act, 1877 iii. The Limitation Act, 1908 iv. The Transfer of Property Act, 1882 v. The Court Fees Act, 1870 vi. The Suits Valuation Act, 1887 vii. The Registration Act, 1908 viii. The Punjab Pre-Emption Act, 1991 ix. The Qanun-e-shahadat Order, 1984 x. The Principles of Muhammadan Jurisprudence xi. The Negotiable Instruments Act, 1881 xii. The Oaths Act, 1873 xiii. The Judicial Officers Protection Act, 1850 	<ul style="list-style-type: none"> i. The Code of Criminal Procedure, 1898 ii. Pakistan Penal Code, 1860 iii. The Juvenile Justice System Act, 2018 iv. The Control of Narcotic Substances Act, 1997 v. The Small Claims & Minor Offences Courts Ordinance, 2002 vi. The Police Order, 2002 vii. The Prison Rules, 1978 viii. Probation of Offenders Ordinance, 1960 ix. Probation of Offenders Rules, 1961 x. Illegal Dispossession Act, 2005 xi. Police Order, 2002 xii. Prisoners Act, 1894 xiii. Prisoners Act, 1900
Family Laws	Rent and Special Laws
<ul style="list-style-type: none"> i. The Muslim Family Laws Ordinance, 1961 ii. Family Courts Act (and Rules) iii. Guardians and Wards Act, 1890 iv. Protection Against Harassment of Women at the Workplace Act, 2010 v. W.P Rules under Muslim Family Laws Ordinance, 1963 vi. W.P Family Courts Act, 1964 vii. W.P Family Court Rules, 1965 viii. The Dissolution of Muslim Marriages Act, 1939 	<ul style="list-style-type: none"> i. Punjab Rented Premises Act, 2009 ii. Punjab Partition of Immovable Property Act, 2012 iii. The West Pakistan Land Revenue Act, 1967 iv. Pakistan Electronic Crimes Act, 2016 v. The Mental Health Ordinance, 2001

Skills

Decision-making & Judgment writing	How to conduct trials (Civil & Criminal)
<ul style="list-style-type: none"> a. Decision Making b. Structure and Sequence c. Appraisal of Evidence d. How to Write Interim Orders e. International Best Practices f. Sentencing Skills 	<ul style="list-style-type: none"> a. Conducting Civil Trials b. Conducting Criminal Trials c. Controlling the Courtroom d. Admissibility & Relevance of evidence e. Dealing with objections while recording evidence
Court & Case Management	IT Skills
<ul style="list-style-type: none"> a. Court Management b. Inspection of Court c. Case Flow Management d. How to apply LHC Rules & Orders e. Delay Reduction 	<ul style="list-style-type: none"> a. Judicial Research b. Legal Research c. New Laws Update d. Introduction to MS Office e. Use of I.T for recording of Evidence
Language & Communication Skills	ADR-Mediation Skills
<ul style="list-style-type: none"> a. Correspondence with High Court & other Departments b. Use of Language in Writing Judgments c. Writing Interim Orders in Urdu & English d. Writing Orders in Misc. Applications e. Effecting Courtroom Communication 	<ul style="list-style-type: none"> a. Use of ADR Techniques b. Compounding of Offences in Criminal Cases c. Conflict Management d. Bench & Bar Relationships e. Understanding Mediation

Attitude & Values

Judicial conduct	Efficiency & Discipline
a. Integrity and Character Building b. Independence and Impartiality c. Code of Conduct for District Judiciary d. International Best Practices on Judicial Ethics e. Use of Social Media and Ethics	a. Time Management b. Service Rules c. Judges as Tax Payers d. Courtroom Control
Personal Management	Character Building
a. Personal Grooming & Wellbeing b. Stress Management c. Manners & Etiquettes d. Dressing & Appearance e. Dining Etiquettes	a. Islamic Concept of Judging b. Gender Sensitization c. Exercising Empathy d. Protection of Vulnerable Court Users

Core Topics

Orientation and building judicial personality

Understanding concept of justice in Islam

Objectives:

- To explain the concept of justice in Islam
- To explain the duties of judges in the light of Quran and Sunnah
- To present role model by discussing personalities of great judges from Islamic world: past and present
- To sensitize the trainees regarding the right of litigants as ordained by Quran and Sunnah

Sessions:

1. Concept of justice under Islam
2. Duties of Judge in the light of Quran and Sunnah
3. Knowing the great Judges of Islamic world
4. Right of 'Sail' in the light of Quran and Sunnah

Orientation for start of judicial career

Objectives:

- To develop the skill for rooting in the judicial culture
- To develop inspiration among the trainees from great judicial personalities
- To give tips to work as a team leader and to develop smooth working relationship with the staff
- To prepare the trainees to start their independent judicial career with confidence and carry forward the habit of planning in their judicial life

Sessions:

5. Relationship with seniors and juniors
6. A walk through judicial career with some inspiring examples of judicial personalities in Pakistan
7. Judge as a team leader: Relationship with the staff
8. Planning the first day in the court

Judicial Conduct**Objectives:**

- To explain the code of conduct for members of the district judiciary in the Punjab and their practical use by judicial officers
- To Explain the international best practices on judicial ethics
- To sensitize on the vices and virtues of social media and its use in line with code of conduct

Sessions:

9. The Code of Conduct for The Members of District judiciary in Punjab
10. International Best Practices on Judicial Ethics
11. Use of Social Media and Ethics

Mannerism**Objectives:**

- To explain the practical tips for fine dressing and appearance within means
- To inculcate dining etiquettes
- To instill the manners of decent debate and conversation
- To develop the habit and skill of planning the day in the light of social and judicial requirement

Sessions:

12. Dressing and Appearance: elegance with economy
13. Dining Etiquettes
14. Manners of Debate and Conversation: how to be decent but firm in conversation
15. Judicial Well Being: planning a model day in the life of a judge
16. Service structure and service laws governing post of AD&SJs
17. Judge as Taxpayer
18. Exercise on filling tax return and declaration of assets
19. Judicial Biases and their De-biasing
20. Therapeutic Judging: a mechanism of judicial healing
21. Learning from the history: Knowing the good and bad judges
22. Interaction with Bar and Bar Members: Opportunities and limitations

23. Time Management 1
24. Time Management 2
25. Stress Management 1
26. Stress Management 2
27. An introduction to High Court establishment and its functions
28. Visit to the court and chamber of the Hon'ble Chief Justice, LHC
29. Visit to the office of Worthy Registrar, LHC
30. Visit of different branches of LHC to know the working environment
31. Gender Sensitization 1
32. Gender Sensitization 2
33. Conducting court: practical tips by showing videos of untoward incidents
34. Conducting court: practical tips by showing videos of untoward incidents
35. Special session on human psychology and developing personali
36. Experience sharing by the living legends of Judiciary
37. Healthy life style (Food & Nutrition)

Exercising criminal jurisdiction

Role of justice of peace (U/S 22-A 22-B CrPC)

1. Survey of statutory provision and case law JOP
2. Understanding different orders passed by on JOP
3. Exercise on writing orders of JOP
4. Peer review of written orders and feedback

Disposing Habeas Corpus Petitions (U/S. 491 CrPC)

1. Survey of statutory provision and case law of Habeas Petitions
2. Understanding different orders passed on Habeas Petitions
3. Exercise on writing orders of Habeas Petitions
4. Peer review of written orders and feedback

Bail

Pre-arrest Bail

1. Survey of statutory provision and case law on pre-arrest bail
2. Understanding different orders passed on pre-arrest bail
3. Exercise on writing orders of pre-arrest bail

4. Peer review of written orders and feedback

Post- arrest Bail

1. Survey of statutory provision and case law on post-arrest bail
2. Understanding different orders passed by on post-arrest bail
3. Exercise on writing orders of post-arrest bail
4. Peer review of written orders and feedback

Conducting criminal trial

Conceptual Basis

1. Understanding concept of cognizance and process of summoning accused
2. Understanding procedure of trial in complaint and challan cases: in the light of Noor Elahi and subsequent case law
3. Practical exercise on writing short orders on above points
4. Peer review of written orders and feedback
5. Special feature of narcotic trial: understanding sampling process and importance of police witnesses in narcotic cases
6. Understanding the sentencing policy in Narcotic cases in the light of case laws
7. Special feature of Rape Cases trial: Use of DNA reports and appreciating their evidentiary value
8. Application of Section 302 B or C PPC
9. Understanding Concept of aggravation and mitigation
10. Compromise and Concept of Fasad fil Arad in murder cases
11. Understanding **Illegal Dispossession Act** in the light of case law, & amendments
12. Award of compensation to the victim in sessions cases

Framing of charge

1. Understanding the concept and importance of charge in light of statutory provisions and case law
2. Understanding different charges framed by the courts in different cases
3. Exercise on framing of charge
4. Exercise on framing of charge
5. Exercise on framing of charge
6. Peer review of framed charges and feedback

Recording of evidence

1. Recording of evidence: deciding question of relevancy and admissibility
2. Recording of evidence: practical tips in the light of relevant provision of Cr.PC and High Rules and Orders
3. Admission and confession in criminal trial with special reference to Article 40 QSO
4. Recording of expert's evidence in the light of QSO and Cr.PC(Admissibility of IO's opinion)
5. Understanding rule of confrontation: Statutory provisions and case law
6. Regulating leading questions during trial

4-Days Mock (Sessions) Trial on Recording of Evidence

Murder Cases

Day 1 Case 1

1. Exercise on recording evidence on formal witnesses
2. Exercise on recording evidence of complainant/Star Witness in murder case
3. Exercise on recording of evidence of investigation officer
4. Exercise on recording evidence of recovery and other witnesses
5. Exercise on recording evidence of medical witness and expert witnesses
6. Peer review feedback and guidance on above exercises

Day 2 Case 2

1. Exercise on recording evidence on formal witnesses
2. Exercise on recording evidence of complainant/ Star Witness in murder case (Child witness will be introduced as star witness)
3. Exercise on recording of evidence of investigation officer
4. Exercise on recording evidence of recovery and other witnesses
5. Exercise on recording evidence of medical witness and expert witnesses
6. Peer review feedback and guidance on above exercises

Narcotics Cases**Day 3**

Exercise on recording evidence of formal witnesses

Exercise on recording of evidence of investigation officer

Exercise on recording evidence of recovery and other witnesses

Peer review feedback and guidance on above exercises

Rape Cases**Day 4**

Exercise on recording evidence of formal witnesses

Exercise on recording of evidence of sexual abuse (Deaf and dumb witness will be introduced as a victim of rape)

Exercise on recording evidence of other witnesses

Peer review feedback and guidance on above exercises

Recording statement u/s 342, Cr.P.C

1. Understanding Law and jurisprudence on statement u/s 342, Cr.P.C
2. Understanding question formats in statements u/s 342, Cr.P.C by analyzing different recorded statements
3. Exercise on recording statement u/s 342, Cr.P.C
4. Exercise on Recording statement u/s 342 Cr.PC
5. Exercise on Recording statement u/s 342 Cr.PC
6. Peer review and feedback on above exercise

Recording of defence evidence

1. Guidance and exercise on recording statements of accused as witness and other defence witnesses
2. Practical exercise on above points with feedback

Appraisal of evidence

1. Standard of proof in criminal trial: concept of legal burden and evidentiary burden
2. Understanding principle of *falsus in uno falsis in omni bus* and sifting grain from the chaff
3. Different type of witnesses and their evidentiary value
- 4 Rule of hearsay and its exceptions
5. Appraisal of circumstantial evidence and its guiding principles in light of case law

Judgment writing

- 1 Literature review on judgment writing
- 2 Modern trend on judgment writing
- 3 Understanding statutory provisions on judgment writing in criminal cases
- 4 Structure and sequence of a judgment in a session's trial
- 5 Exercises on framing points of determination with feed back
- 6 Exercises on framing points of determination with feed back
- 7 Ancillary order and check list while concluding judgment

5-Days workshop on Judgment Writing

- Day 1-Writing Judgment in a murder Case with initial briefing and feed back
- Day-2 Writing Judgment in murder Case with initial briefing and feed back
- Day-3 Writing Judgment in murder Case with initial briefing and feed back
- Day-4 Writing Judgment in narcotic Case with initial briefing and feedback
- Day-5 Writing Judgment in rape Case with initial briefing and feed back

Criminal Appeal

1. Scope of Appeal before sessions court in the light of statutory provision: admitting appeal and summoning other party
2. Judgment of criminal appeal :Structure, sequence and reappraisal of evidence
3. Principle of suspension of sentence while hearing criminal appeals
4. Exercise on writing judgment in criminal appeal
5. Exercise on writing judgment in criminal appeal
6. Feed back

Criminal Revision

1. Scope of Criminal revision before sessions court in the light of statutory provisions and case law
2. Common mistakes committed by criminal court while exercising revisional powers
3. Structure and sequence of revision orders with analysis of different orders passed in revision
4. Exercise on writing revision orders
5. Exercise on writing revision orders
6. Feed back

Exercising the Civil Jurisdiction: Trial and Appeal

1. Understanding the Concept of appeal: scope and limits of appellate powers
2. Scope and limits of revisional powers in the light of concept of case decided
3. Difference between review, revision and appeal
4. Understanding the question of limitation in appeal and revision
5. Jurisdiction, mode and manner to pass various directions to subordinate courts: limits and scope
6. Scope and limits of remand to court of first instance
7. Procedure, scope and limitation to record additional evidence at appellate stage
8. Understanding the concept of conversion of appeal into revision and vice versa: Scope and limits
9. Dealing with Cross objections in appeals
10. Appeal against order: Requirement of notice to opposite party before filing of appeal
11. Scope of stay in appealable orders, appeals and revisions
12. Structure and sequence of trial court judgment in civil case
13. Structure and sequence of appellate court judgment in civil case
14. Exclusion of oral evidence by documentary evidence: appraisal and re-appraisal of evidence in the light of this principle
15. Principle of re-appraisal of evidence in different civil appeals. with practical exercises-I
16. Principle of re-appraisal of evidence in different civil appeals. with practical exercises-II

Workshops on Civil Trial, Appeal, Revision with judgment / order writing

i.	Mock Trial on Defamation Suits with judgment writing	1 Day
ii.	Mock Trial on suits under Order 37 CPC with judgment writing	1 Day
iii.	Mock hearing on Civil Appeals with judgment writing	3 Days
iv.	Mock Hearing of Civil Revision with Order writing	2 Days
v.	Mock hearing of Family Appeals with judgment writing	1 Day
vi.	Mock Hearing of Rent Appeal with Judgment writing	1 Day

Language Skills and Legal English

1.	Reading	6 sessions
2.	Writing	6 sessions
3.	Listening	6 sessions

Detail of these sessions with sessions plan will be taken from resource persons

I.T Skills and IT based Legal Research

I.T. skills

IT based legal skills

Details of these Sessions will be provided by the IT wing of PJA with sessions plan.

Forensic and Medico Legal

1. Audio Visual Analysis
2. Computer Forensics and Important Information Which Can be Retrieved from a Digital Devices
3. Crime Scene Investigation: Introduction & Scene Processing Scheme
4. Forensic DNA analysis
5. Introduction to Firearms
6. Drugs of Abuse and Role of Narcotics Unit, PFSA
7. Introduction to Forensic Pathology and Interpretation of Forensic Pathology Reports
8. Forensic Polygraph Examination. Scientific Truth Verification

9. Questioned Documents and Important Information Which Can be Retrieved from a Questioned Document
10. Trace Evidence
11. Introduction to Fingerprints
12. Introduction to Toxicological Analysis
13. Different Injuries and their nature
14. Process of examination of injured and preparation of MLC
15. Process of conducting Post Mortem Report
16. Importance and appreciation of forensic and medical evidence

Field Trips/Study Tours/Visits and special sessions

- In these reserve days, special sessions will be arranged keeping in view the request, requirement / needs of the participants
- Field trip to various allied institutions directly connected with academic sessions will be arranged in collaboration with public organizations government departments.

Understanding the Revenue Laws and Land Record

- Sessions will be arranged on revenue laws
- Expert on revenue laws will be requested to structure this part of the academic sessions by providing name of sessions and session plans

Court and Case management

1. Cause list management as a mode of efficient judging
2. Use of I.T. in court and case management
3. Understanding different steps of court inspection and writing inspection note
4. Exercise on writing Inspection note

Environment, environmental laws and climate justice

1. Climate challenges faced by Pakistan
2. Understanding the international instruments on environmental protection
3. Understanding the statutory law on environmental protection in Pakistan
4. Analyzing the leading case law on environmental protection and climate justice in Pakistan
5. Role of court in environmental disputes in Pakistan
6. Understanding the climate issues through videos clips

Constitutional Law & Administration of Justice

1. Constitution at a glance: Understanding the important features of present constitution
2. Rule of Law: its meaning, scope and role of District judiciary in maintaining rule of law
3. Fundamental rights under the constitution and their enforcement by the District judiciary
4. Judicial Discretion: Important guidelines to exercise it

Communication and Drafting Skills

1. Practical tips on verbal communication
2. Practical tips on non-verbal communication
3. Practical tips for corresponding with Hon'ble High Court and sessions Judge
4. Official Corresponding with other department
5. Tips for presentation through power point
6. Tips for Report writing with reference to different judicial reports
7. Exercises on report writing
8. Learning the art of book review/article review

ADR

1. Importance of ADR to ensure efficient justice
2. Survey of statutory provisions and case law guidance on ADR
3. Mediation and reconciliation as tool of ADR
4. Arbitration as a tool of ADR