



# Punjab Judicial Academy

15-Fane Road, Lahore  
Ph: 042-99214273 Fax: 042-99214275

1

## General Training Program (2018)

### Joining Instructions for 6-Day Training Program for Civil Judges and AD&SJs

#### Objectives of the GTP-2018:

Objectives of the General Training Program-2018 are:-

1. To equip the judges with skills and attitudes to control courtroom environment.
2. To improve skills of conducting trial.
3. To enhance the judgment writing skills.
4. To develop the attitudes and enhance the leadership qualities and values of good judging
5. To enhance the knowledge of current socio economic issues and understand the role of judges as agents of social change.

#### Detail of Program:

1.	Duration:	<b>6-days</b>
2.	Total hours:	<b>27 hours: 30 Mins</b>
3.	Total Participants per Batch:	<b>25</b>
4.	Workshop Stream	<b>2 for Civil Judges</b> <b>1 for AD&amp;SJs</b>
5.	Knowledge (K)	<b>20%</b>
6.	Skills (S)	<b>40%</b>
7.	Attitude (A)	<b>40%</b>

#### Note:

The participants will ensure that no cases in their courts are fixed for the period under training. If some cases are already fixed, they will re-fix the dates in such a way that litigants and witnesses do not suffer.

#### Daily Schedule

The training sessions will be conducted daily (Except when a holiday occurs in the week) with the following schedule:

##### Monday to Saturday:

09:00 - 10:15 a.m.

10:15 – 11:30 a.m.

**11:30 – 12:00 p.m. Tea Break**

12:00 – 01:15 p.m.

**01:15 – 02:00 p.m. Prayer/Lunch Break**

02:00 – 03:15 p.m.

**03:15 – 04:30 p.m. Extended Session**

#### Venue of Training Course:

Punjab Judicial Academy, 15-Fane Road, Lahore.



# Punjab Judicial Academy

15-Fane Road, Lahore  
Ph: 042-99214273 Fax: 042-99214275

## Accommodation:

All the participants shall arrange their own lodging during the course. As the Punjab Judicial Academy has not lodging facility, all the participants can claim their TA/DA as per rules, even in advance, from their respective places of posting.

## Dress Coat:

The following dress code will be strictly observed by the participants:

### Male

- Pants
- White shirt
- Black Coat
- Black Necktie
- Black Shoes

### Female

- White Shalwar Qameez and White Dopatta
- Black Coat
- Formal court shoes/closed sandals with straps. Use of slip-ons/flip flops/chappals, capris, chooridar pyjamas, jeans & variations thereon are not allowed.

## Course Contents, Methodology and Reading Material of Civil Judges:

### Topic: **Controlling the Court**

Sr. No.	Contents	Methodology	Reading Material
1)	Bench Bar Interaction: Problems and solutions	<ul style="list-style-type: none"> <li>• Video clips demonstration</li> <li>• Court Room Scenario role play</li> </ul>	<ul style="list-style-type: none"> <li>• Code of Conduct for District Judiciary</li> </ul>
2)	Relevant aspects of Judicial Code of Conduct and Lawyers' Code of Conduct	<ul style="list-style-type: none"> <li>• Group discussion and feedback</li> </ul>	<ul style="list-style-type: none"> <li>• Extracts from Legal Practitioners and Bar Councils Act, 1973 and Rules, 1976</li> </ul>
3)	Creating safe and gender sensitive environment		<ul style="list-style-type: none"> <li>• Relevant provisions of PPC and Cr.PC</li> </ul>

### Topic: **Conducting the Trial: Recording of Evidence**

1)	Issues in recording evidence in: <ol style="list-style-type: none"> <li>a) Magisterial trial</li> <li>b) Family cases</li> <li>c) Rent cases</li> <li>d) Civil cases</li> </ol>	<ul style="list-style-type: none"> <li>• At least five cases for the following per batch:               <ol style="list-style-type: none"> <li>a) Magisterial trial</li> <li>b) Family cases</li> <li>c) Rent cases</li> <li>d) Civil cases</li> </ol> </li> </ul>	Important precedents with guidelines: <ol style="list-style-type: none"> <li>a) Magisterial trial</li> <li>b) Family cases</li> <li>c) Rent cases</li> <li>d) Civil cases</li> </ol>
2)	Relevancy and admissibility of evidence (revenue documents)	<ul style="list-style-type: none"> <li>• Mock trial</li> </ul>	
3)	Dealing with objections in recording of evidence – when & how to close the evidence	<ul style="list-style-type: none"> <li>• Group study and presentations by the participants</li> </ul>	
4)	Procedure and court room environment in special cases	<ul style="list-style-type: none"> <li>• Focusing recording of evidence</li> </ul>	

### Topic: **Judgment Writing**

1)	Statutory requirements for judgment writing	<ul style="list-style-type: none"> <li>• Presentation by the participants, review and feedback in judgment writing exercises</li> </ul>	<ul style="list-style-type: none"> <li>• Lahore High Court Rules and Orders</li> </ul>
2)	Appreciation of evidence and appraisal of record especially family laws/inheritance cases	<ul style="list-style-type: none"> <li>• Mentoring and assessment by panel of Instructors</li> </ul>	<ul style="list-style-type: none"> <li>• CPC and Cr.PC</li> <li>• Articles and essays</li> </ul>
3)	Language and grammar		

### Topic: **Personal Management and ICT Skills**

1)	<ul style="list-style-type: none"> <li>• Effective communication skills</li> <li>• Personal Development</li> <li>• Self discipline</li> </ul>	<ul style="list-style-type: none"> <li>• Group discussion</li> <li>• Exercises</li> </ul>	
2)	Health and Nutrition		
3)	ICT Skills		



# Punjab Judicial Academy

15-Fane Road, Lahore  
Ph: 042-99214273 Fax: 042-99214275

## Course Contents and Methodology of AD&SJs:

### Topic: **Controlling the Court**

Sr. No.	Contents	Methodology	Reading Material
1)	Bench Bar Interaction: Problems and solutions	<ul style="list-style-type: none"> <li>• Video clips demonstration</li> </ul>	<ul style="list-style-type: none"> <li>• Code of Conduct for District Judiciary</li> </ul>
2)	Relevant aspects of Judicial Code of Conduct and Lawyers' Code of Conduct	<ul style="list-style-type: none"> <li>• Court Room Scenario role play</li> <li>• Group discussion and feedback</li> </ul>	<ul style="list-style-type: none"> <li>• Extracts from Legal Practitioners and Bar Councils Act, 1973 and Rules, 1976</li> </ul>
3)	Creating safe and gender sensitive courtroom environment		<ul style="list-style-type: none"> <li>• Relevant provisions of PPC and Cr.PC</li> </ul>

### Topic: **Conducting the Trial: Recording and Appraisal of Evidence**

1)	Issues in recording evidence in: <ol style="list-style-type: none"> <li>a) Rape cases</li> <li>b) Illegal Dispossession Act</li> <li>c) Narcotics cases</li> <li>d) Defamation cases</li> </ol>	<ul style="list-style-type: none"> <li>• At least five cases for the following per batch:               <ol style="list-style-type: none"> <li>a) Rape cases</li> <li>b) Illegal Dispossession Act</li> <li>c) Narcotics cases</li> <li>d) Defamation cases</li> </ol> </li> </ul>	Important precedents with guidelines: <ol style="list-style-type: none"> <li>a) Rape cases</li> <li>b) Illegal Dispossession Act</li> <li>c) Narcotics cases</li> <li>d) Defamation cases</li> </ol>
2)	Relevancy and admissibility of documentary evidence in civil cases (revenue documents)	<ul style="list-style-type: none"> <li>• Mock trial</li> </ul>	
3)	Appraisal of Evidence and Record in Civil Cases	<ul style="list-style-type: none"> <li>• Group study and presentations by the participants</li> </ul>	
4)	Appraisal of Evidence and Record in Criminal Cases	<ul style="list-style-type: none"> <li>• Focusing recording of evidence</li> </ul>	
5)	Procedure and court room environment in special cases		

### Topic: **Judgment Writing**

1)	Statutory requirements for judgment writing	<ul style="list-style-type: none"> <li>• Presentation by the participants, review and feedback in judgment writing exercises</li> </ul>	<ul style="list-style-type: none"> <li>• Lahore High Court Rules and Orders</li> </ul>
2)	Appreciation of evidence and appraisal of record in Appeals		<ul style="list-style-type: none"> <li>• CPC and Cr.PC</li> </ul>
3)	English Language Communication Skills in Judgment Writing	<ul style="list-style-type: none"> <li>• Mentoring and assessment by panel of Instructors</li> </ul>	<ul style="list-style-type: none"> <li>• Articles and essays</li> </ul>

### Topic: **Personal Management and IT Skills**

1)	<ul style="list-style-type: none"> <li>• Effective communication skills</li> <li>• Personal Development</li> <li>• Self discipline</li> </ul>	<ul style="list-style-type: none"> <li>• Group discussion</li> <li>• Exercises</li> </ul>	
2)	Health and Nutrition		
3)	ICT Skills		

## Evaluation /Assessment Policy:

The Punjab Judicial Academy has been running the General Training Programme for Civil Judges and AD&SJs since October 2016. One of the important features of the GTP is its structured Monitoring and Evaluation Policy. The participants will be assessed through a



# Punjab Judicial Academy

15-Fane Road, Lahore  
Ph: 042-99214273 Fax: 042-99214275

written exam to ensure that they take the activity seriously and the results of the assessment will be shared with the Lahore High Court. Assessment criteria will be as under:-

Assessment Criteria for 6-Days GTP-2018 at PJA	Marks
1. MCQs	25
2. Communication skills	15
3. Attendance	05
4. Code of Conduct/ Attitude during training	10
5. Judgment Writing Skills	25
6. Trainer's/Observer's Report	10
7. IT Skills	10
<b>Total</b>	<b>100</b>

After conclusion of 6-day training of Civil Judges/AD&SJs of each batch, a comprehensive evaluation report will be prepared by the Monitoring and Evaluation Wing.

## Judgment Writing Skill Assessment:

Judgment Writing Skill Assessment is as under:

1. The GTP-2016-17 had its significance due to a structured M&E system. The M&E system included the assessment of the participants in various areas. One of them was assessment of judgement writing skills. The pre-training judgement written by a trainee in the field and the one written after the training were assessed.
2. Keeping in view the lessons learnt from the previous methods of judgment writing skills assessment, the Academy has now attempted to devise a new methodology for assessment of conducting the trials and judgement writing skills.
  - a) *In order to minimize the issues of bias, it has been principally decided that a panel of at least 2 persons will assess the judgment writing skills and mark the trainees in this area.*
  - b) *To ensure fairness, there will be expanded criteria for every trainee, with similar standard for each batch. The panel will assess the trainees on the said standard. Uniformity in evaluation criteria as far as possible will be ensured.*
  - c) *The trainees will submit their judgments after the conclusion of mock trial or at the end of classroom session.*
  - d) *The participants may be required either to give it in hand written form or type themselves using their own laptops or desktops provided in the computer-lab, if necessary.*
  - e) *The participants may be required to present their findings and conclusions before the class.*

After the conclusion of mock trials, the trainees will briefly record their decision and findings, giving reasons, which will be assessed on the basis of:

- a) *Appreciation and appraisal of evidence, including reasons for findings.*
- b) *Conclusion based on such reasons.*

The trainers will later provide their feedback in as much detail as possible. It will be communicated to all the trainees confidentially.



# Punjab Judicial Academy

15-Fane Road, Lahore  
Ph: 042-99214273 Fax: 042-99214275

The activities and exercises given by the trainees in writing (such as framing of issues/charge and communication/language skills), done during the class may also be assessed and counted in judgment writing skills.

The collective assessment will be counted for total marking i.e. 25 marks for judgment writing.

## Grading:

“A+”	80% and above
“A”	70% to 79%
“B”	60% to 69%
“C”	50% to 59%
“D”	Below 50%

Apart from the above, there may be pre & post training test of the participants to determine the KSA gap and how much it is covered in the training programme. The participants may be required to sit into these exams and tests at given time. Participants are also required to answer / fill in any surveys, feedback forms, assessment forms etc. with due diligence and professional vigor.

As writing exercises are a crucial part of this training, it is mandatory for the participants to bring their laptops for writing judgment and essays etc. These are compulsory exercises and have a bearing on career progression as the results will be shared with the Lahore High Court.

## Leave:

No leave will be allowed. Mere submission of an application for leave would not justify the presumption that it is granted, as the program is only of 06 working days.

## Syndicate Assignment:

The participants may be required to work in team and groups, make presentations and submit reports on allocated topics as may be assigned to them from time to time.

## Check in:

Participants are required to check in by **08:00 a.m.** on the first day of 06-day GTP at the Punjab Judicial Academy, 15-Fane Road, Lahore for registration. **Please bring three passport size photographs and a copy of your CNIC.**

## General:

Participants will bring both Civil and Criminal Major Acts with them for facility of reference.



# Punjab Judicial Academy

15-Fane Road, Lahore  
Ph: 042-99214273 Fax: 042-99214275

6

## **DISCIPLINE AND CONDUCT:**

- (i) Participants shall strictly abide by the instructions issued in this regard from time to time by the Academy;
- (ii) Participation is required in all academic and social activities during the programmes. Absence from any of these activities without cogent reason may entail disciplinary action;
- (iii) Participants are expected to co-operate with and show respect to all the permanent and the visiting faculty, their colleagues and the staff serving at the Academy.
- (iv) Punctuality shall be strictly observed in all appointments, engagements and programmes. Participants **must be present in the lecture room 15 minutes before commencement of each session.** Late comers in the class will be marked absent;
- (v) Courteous behaviour is expected during all the training activities both inside and outside the campus. Participants are expected to show tolerance to different views and are also expected to be circumspect in the expression of their opinion;
- (vi) Smoking is not permitted at the premises of the Academy;
- (vii) Noise must be avoided in campus premises;
- (viii) Use of mobile phone in the classroom is strictly prohibited and violation in this regard would be reflected in assessment of conduct;
- (ix) Cleanliness must be strictly observed. During tea breaks and lunch, dining etiquette must be fully observed by the participants;
- (x) Participants shall occupy only those seats in the classroom as are allotted to them during the course;
- (xi) Prompt and punctual completion of assignments is essential. Marks are liable to be deducted for delayed submission;
- (xii) Participants are not allowed to receive visitors, or to receive or make phone calls during sessions. A lecture shall not be missed on any ground, except in an emergency, intimation of which shall be duly given to the Director General.
- (xiii) Visit of the guests in the mess shall be strictly prohibited;
- (xiv) No in house residence shall be provided to any participant. If any participant has any issue as to residence, the PJA may facilitate arrangement of hotel accommodation at the expense of the participant.

The Academy looks forward to establishing cordial relationship and rapport with the participants in order to make the training a rewarding experience both for the participants and the faculty. The Academy hopes and expects that all the participants will not only reciprocate the endeavors of the Academy but will also abide by all the rules and instructions.

### **Contact Numbers:-**

Director Administration: 0300-4339299 (042-99214272)  
Additional Director: 0333-4472603 (042-99214416)  
Website: [www.pja.gov.pk](http://www.pja.gov.pk)  
E-mail address: [pjalahore@gmail.com](mailto:pjalahore@gmail.com)