



Punjab Judicial Academy
15-Fane Road, Lahore

WEBINAR STANDARD OPERATING PROCEDURES (SOPs)

The Punjab Judicial Academy (PJA) is a statutory body established under The Punjab Judicial Academy Act, 2007 (Act), and its management and administration vests with the Board of Management (BoM), chaired by the Hon'ble Chief Justice, Lahore High Court as Chairperson.

The main purpose and functions of the Academy as mandated in sections 4 and 5 of the Act are to impart training and also use online modern techniques including Webinar throughout province of the Punjab on core and non-core topics to the judicial officers/judges and court personnel to enhance capacity, professional competence and ethical standards for expeditious, efficient dispensation of justice and matters ancillary thereto.

For purposeful and result-oriented online/webinar sessions on the direction of Hon'ble Authority, PJA has prepared the following SOPs to be followed by the participants and the resource person during the webinar sessions:

General:-

1. The online webinar sessions shall be monitored by the Director Training (Distance Learning) PJA in the Academy and by the District & Sessions Judge concerned or by ASJ-I or any other ASJ nominated by him (hereinafter as District & Sessions Judge), in the respective District.
2. The District & Session Judge concerned will submit a monthly feedback report regarding the webinar sessions attended by the judicial officers of his / her District. The D&SJs shall also be vigilant in identifying the topic for the webinar which its judicial officers need training in future and convey accordingly to the Punjab Judicial Academy.

3. During the webinar session participants may put questions relevant to the topic under discussion to the learned resource person, however, no irrelevant or question injuring feeling and self-respect of colleagues or violation of code of conduct prescribed by the Hon'ble Lahore High Court, Lahore for the Judges, shall be raised. Discussion of legal propositions during these sessions definitely increase and enhance understanding of legal propositions for the judges of the District Judiciary.
4. If any participant judge/court personnel is found asking irrelevant, scandalous question or showing inappropriate behavior or injuring feelings/respect of other colleagues or violate the Code of Conduct during the webinar session, PJA shall forthwith block the said District and matter shall be reported to the Hon'ble High Court for information and, if necessary, further action.
5. Any violation of the SOPs shall be reported to the Hon'ble Chairperson/ Chief Justice Lahore High Court, Lahore, by PJA as well District & Sessions Judge concerned.

Specific for Participants:-

- All the Participants should attend the session following the official dress code.
- Formal / Legal language should be used while discussion or question answer session.
- Question should be relevant to the webinar session topic.
- No personal grievance / experiences is allowed to be shared during the webinar session.
- Cell Phone usage during the session is strictly prohibited, officers are advised not to carry the same in the session. However, the judicial officer may attend the webinar session on his / her cell phone while not within his / her court premises.
- The Participants should be physically present during the session through video link, absence shall not be tolerated.



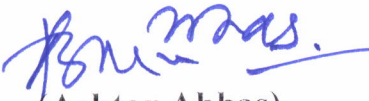
- Participant (Judicial Officer's) should use proper name on their display screen, in case of individual and otherwise district or tehsil name should be displayed.
- In case of ordinary / fake names as a participant (e.g. mobile name / nick-name as display names), the administrator / Director Training (Distance Learning) shall remove such participant from the session.
- Participants are informed that chat box shall only be used for query / question to the resource person.
- Raise hand option is strongly discouraged during session, until / unless otherwise specifically announced by the resource person.
- Questions should be raised when the lecture is over or during the Question / Answer session.
- Under no circumstances, the lecture should be interrupted.

Specific for Resource Persons:-

- Cell Phone shall be off during the session. The resource persons are required not to carry the cell phone in the lecture room.
- Power Point (Lecture Slides) / Reading Material and online activities, are strongly encouraged by the Academy.
- Formal language shall be adopted throughout the session.
- The answer to the question by the participant shall be within the domain of the topic of session.
- Irrelevant question may be discarded by the resource person.

Note:

Violation of the above mentioned SOPs shall be treated as misconduct and may be dealt-with under the relevant rule.


 (Ashtar Abbas)
 Acting Director General
 Punjab Judicial Academy
 Lahore