



## **Maharashtra Judicial Academy And Indian Mediation Centre And Training Institute, Uttan**

### **Two Days Programme For Judicial Officers On Ubuntu-Linux 14.04 O.S. and C.I.S. On 25 And 26 July, 2015**

Two-Days Programme on Ubuntu-Linux 14.04 O.S. and C.I.S. was conducted for the Judicial Officers from Maharashtra on 25 and 26 July, 2015. Forty Eight Judicial Officers attended the Training.

#### **Subjects Covered**

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| 1) Change Management (Lecture) – Concept, Importance and Methodology (eCommittee Presentation/Video Session)           | 4.1) Dynamic Search of File Browser<br>Recent Files/Folders View in File Browser   |
| 2) 1) Basic Operating System Concepts – Why Ubuntu Linux – features & benefits (eCommittee Presentation/Video Session) | Ubuntu-Linux 14.04 – Useful Applications in eCommittee customized version<br>Clipboard Manager (Clipit), StarDict and GoldenDict Dictionaries, PDF Shuffler, PDFMod, Gespeaker, espeak, Audacity, Calibre, Gucvview etc. |
| 3) What's new in Ubuntu-Linux 14.04 (eCommittee customized version).   | To install new applications in Ubuntu-Linux<br>Ubuntu Software Centre  |
| 4) Ubuntu-Linux 14.04 – Managing Files and Folders<br>Drag & Drop for Copying and Moving Files and Folders             |  |

5) LibreOffice Writer – Basic Tips

1) How to avoid the following five frequently committed mistakes:

- i. Use of spacebar in place of Tab
- ii. Use of Enter Key in place of Paragraph spacing
- iii. Use of Enter Key for Page Break
- iv. Use of Manual Paragraph Numbering
- v. Use of Manual Page Numbering

2) File Type in LibreOffice Writer:

- i. Tools → Options → Load/Save → General → ODF Text Document (.odt)
- ii. MultiSave Utility
- iii. AutoSave Option

3) Difference between AutoCorrect & AutoText.

6) Simple Paragraph Numbering Using 'F12' for simple paragraph numbering

6.1) Outline (Multilevel) Paragraph Numbering

Use of Tab and Shift Tab Key for Multilevel (Outline) Paragraph Numbering

How to have unnumbered para in numbered list of paragraphs

Positioning Issues in Outline (Multilevel) Paragraph Numbering and how to solve them

Page Numbering

- i. Insert Header / Footer
- ii. Page Number, Page Count
- iii. How not to show page number on first page
- iv. How to have desired number series from desired page.

7) (1) Spreadsheet Basics

(2) Using Arithmetic Formulae in Calc

(a) Sum, (b) Average, (c) Count, (d) Minimum & (f) Maximum

8) (a) Salary Statement, (b) Pendency Disposal Statement & (c) Income Tax Calculation.

9) (a) Concept of Core vs. Periphery of CIS & (b) Filing Counter Workflow

- i. Filing → Objections → Registration → Allocation (FORA)
- ii. Filing → Allocation → Objections → Registration (FAOR)

10) (a) Master Table Functionalities of National Core CIS

- i. Judge Master Table
- ii. Designation Master
- iii. Court Master Table
- iv. Judge Tenure Master Table

(b) Reporting Functionalities of National Core CIS

### Faculty & Master Trainer

1) Shri N. V. Nhavkar, Coordinator e-Court Project Committee, Bombay High Court.

2) Shri S.V. Yarlagaadda, Additional Director, MJA

3) Shri Atul M. Kurhekar, Judge, City Civil and Sessions Court, Mumbai. (Master Trainer).

4) Shri Mahesh T. Patankar, Joint Civil Judge, Junior Division and Judicial Magistrate, First Class, Jaysingpur, Kolhapur (Master Trainer).

5) Shri Durgaprasad Narahar Kher, 4th Jt. Civil Judge Junior Division and Judicial Magistrate First Class, Thane (Master Trainer).

6) Smt. Swarupa N. Dholam, Civil Judge, Junior Division and Judicial Magistrate First Class, Igatpuri, Nashik (Master Trainer).

7) Shri Manoj R. Washimkar, 3rd Joint Civil Judge Junior Division and Judicial Magistrate First Class, Achalpur, Amravati, (Master Trainer).

8) Shri Hrishikesh V. Kulkarni, Civil Judge Junior Division and Judicial Magistrate First Class, Murud, Raigad at Alibag, (Master Trainer).

## List of Participants

Sr. No.	Name	Designation and District
<b>City Civil and Sessions Court, Mumbai</b>		
1	Shri A. H. Nathani	Judge, City Civil and Sessions Court, Mumbai
2	Shri A. L. Pansare	Judge, City Civil and Sessions Court, Mumbai
3	Shri A. S. Waghwase	Judge, City Civil and Sessions Court, Dindoshi, Mumbai
4	Mrs. V. V. Joshi	Judge, City Civil and Sessions Court, Mumbai
5	Shri S. D. Tekale	Judge, City Civil and Sessions Court, Mumbai
6	Shri K. K. Jahagirdar	Judge, City Civil and Sessions Court, Mumbai
7	Shri U. B. Hejib	Judge, City Civil and Sessions Court, Mumbai
8	Shri H. S. Mahajan	Judge, City Civil and Sessions Court, Mumbai
9	Shri R. N. Joshi	Judge, City Civil and Sessions Court, Mumbai
10	Shri S. M. Bhosale	Judge, City Civil and Sessions Court, Mumbai
11	Shri A. A. J. Khan	Judge, City Civil and Sessions Court, Mumbai
12	Shri R. K. Malabade	Judge, City Civil and Sessions Court, Mumbai
13	Shri R. M. Pande	Judge, City Civil and Sessions Court, Mumbai
14	Shri M. N. Bondre	Judge, City Civil and Sessions Court, Mumbai
15	Shri J. M. Garde	Judge, City Civil and Sessions Court, Dindoshi, Mumbai
16	Shri M. P. Bage	Judge, City Civil and Sessions Court, Mumbai
17	Shri A. J. Patangankar	Judge, City Civil and Sessions Court, Mumbai
18	Smt. Srishty Neelkanth	Judge, City Civil and Sessions Court, Mumbai
19	Shri A. M. Khan	Judge, City Civil and Sessions Court, Mumbai
<b>Metropolitan Magistrates</b>		
20	Shri S. E. Bangar	Addl. Chief Metropolitan Magistrate, Mazgaon, Mumbai
21	Ms. M. M. Patil	Metropolitan Magistrate, Mazgaon, Mumbai
22	Shri C. V. Marathe	Metropoliltan Magistate, Mazgaon, Mumbai
23	shri V. V. Gaikwad	Metropolitan Magistrate, Kurla, Mumbai
24	Shri M. S. Ganorkar	Metropolitan Magistrate, Borivali, Mumbai
25	Shri A. S. Pandharikar	Metropolitan Magistrate, Andheri, Mumbai
26	Shri S. B. Munde	Metropolitan Magistrate, Kurla, Mumbai
27	Shri S. M. Bukke	Metropolitan Magistrate, Mazgaon, Mumbai
28	Ms. G. B. Jadhav	Metropolitan Magistrate, Umarkhadi, Mumbai
29	Ms. S. C. Jadhav	Metropolitan Magistrate, Andheri, Mumbai

<b>Sr. No.</b>	<b>Name</b>	<b>Designation and District</b>
30	Shri C. S. Datir	Metropoliltan Magistate, Andheri, Mumbai
31	Shri R. R. Bhagwat	Metropoliltan Magistate, Vikhroli, Mumbai
32	Shri K. N. Shinde	Metropoliltan Magistate, Vikhroli, Mumbai
33	Shri A. A. Ayachit	Metropoliltan Magistate, Kurla, Mumbai
34	Ms. R. D. Khedekar	Metropoliltan Magistate, Kurla, Mumbai
35	Ms. M. S. Kakade	Metropoliltan Magistate, Mulund, Mumbai
36	Ms. S S. Joshi	Metropoliltan Magistate, Mazgaon, Mumbai
37	Shri P. P. Abhang	Metropoliltan Magistate, Vile Parle, Mumbai
38	Shri P. P. Kulkarni	Metropolitan Magistrate, Mazgaon, Mumbai
39	Shri A. A. Kulkarni	Metropoliltan Magistate, Kurla, Mumbai
40	Shri P. A. Sane	Metropoliltan Magistate, Bandra, Mumbai
41	Shir A. A. Panchbhai	Metropoliltan Magistate, Kurla , Mumbai
42	Shri B. U. Chaudhari	Metropoliltan Magistate, Kurla, Mumbai
43	Shri M. N. Patil	Metropoliltan Magistate, Kurla, Mumbai
44	Shri V. P Adone	Metropoliltan Magistate, Dadar, Mumbai
45	Shri R. K. Kshirsagar	Metropoliltan Magistate, Andheri, Mumbai
46	Ms. A. D. Lokhande	Metropoliltan Magistate, Andheri, Mumbai
47	Shri P. H. Karve	Metropoliltan Magistate, Borivali, Mumbai
48	Shri S. U. Hake	Metropoliltan Magistate, Mazgaon, Mumbai