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## 1. Executive Summary

After completing the training activities prescribed in the first LOA 2013, a fresh Letter of agreement was reached at for 2014 between KPJA & SRLM AIP UNDP. Eighteen training programs and activities were scheduled for this year. It included 05 training courses for Judicial officers on substantive and Procedural law, 05 training courses for the staff of District Judiciary on Office and Court Management and 05 training courses for Judicial Officers on Case & Court Management. The Academy proudly announce that by the end of this month, all the training courses year marked in the 2nd LOA shall be completed. A Training Need Assessment (TNA) of KP District Judiciary was carried out and two areas of training were identified. The target areas were Substantive & Procedural law and Case & Court management.

The training courses on substantive & procedural law have been molded as to fit in the requirements of a particular strata of trainees. Recently a considerable number of judicial officers of K.P. District Judiciary were promoted as District & Sessions Judges, Additional District and Sessions Judges besides Senior Civil Judges, thus there was an urgent need of training those Judicial officers so that they may efficiently and effectively perform their new assignments. The promotion to the post of Senior Civil Judge is a quantum leap. The nature of work changes. The incumbent Senior Civil Judges have to perform Administrative and Financial work besides their Judicial functions. H/She becomes the Drawing and Disbursing Officer (DDO) of his/her Establishment. Similarly, H/She becomes In charge of the Process Serving Agency and the Nazarat. Thus it is highly recommended that for those promoted Judicial Officers, tailored made course(s) ought to be designed. It would not change the texture of the course on the Substantive & Procedural Law, as only the area of study of Substantive and Procedural law is altered. In these compelling circumstances that the present course was designed specifically for freshly promoted Senior Civil Judges /Alla Illaqa Qazi. The course contents consists of study of Financial, Procurement and Audit Rules besides the Office Procedures. Similarly, the subject of Team Management & Leadership was also included. On pure Academic side, a study circle on supervision of investigation and role of the Magistrate was devised. There were lectures on Guardian and Ward laws in

special context of juveniles custody related matters. Similarly, Easements Rights and Succession Certificate were included in the curriculum of this training course.

The august High Court nominated 26 judicial officers to this course. Most of them were freshly promoted. It was observed that the participants were keen to enrich their knowledge of the laws and procedure applicable to their new assignments.

The mode of instructions was interactive and participatory and on daily basis one of the participant used to recap the proceedings of the preceding day. On the onset of the training the participants were divided into five groups. They were assigned a topic, for assignment writing. On the concluding day of the training the Representative of Groups made presentation, which was followed by a Q&A session.

The selection of resource person was carried out meticulously. They were mostly seasoned Judicial Officers of the rank of District and Sessions Judges. On specialized subjects such as Financial and Office Management the services of Experts from the Civil Services were hired.

## 2. Background

Khyber Pakhtunkhwa Judicial Academy (KPJA) was established in the year 2012 through Khyber Pakhrunkhwa Act No. IV of 2012. Its scope of activities is to impart training to Judicial Officers and personnel concerned with the system of administration of justice with a view to develop their capacity, professional competence and ethical standards for efficient dispensation of justice.

It coincided with the launching of the project of UNDP called 'Strengthening of Rule of law in Malakand' (SRLM). The focus area of SRLM was primarily the strengthening of the Justice Sector institutions. SRLM was extended to the remaining Districts of KPK. This extension was connoted as, 'Adil & Insaf Project' (AIP) . Both SRLM & AIP converge on the premise that strengthening of the Justice Sector Institutions would lead to Establishment of the rule of law. The very inception of KP Judicial Academy was also made to achieve the ultimate objective of establishing the Rule of Law by strengthening the capacity of all the stakeholders of the Justice Sector. Its focus is not restricted to Judicial officers but to all the key players of Justice Sector, which includes Police, Prosecution, Probation & Parole and Jail authorities. Thus it was inevitable for KPJA and UNDP to join hands. In the year 2012, the first Letter Of Agreement (LOA) was reached at between KPJA & SRLM UNDP. The agreement prescribed a number of training activities. KPJA conducted those activities. It led to signing of another agreement between the KPJA & SRLM AIP UNDP in this year (2014). Before giving a résumé of the training activities under that second LOA, it would be advantageous to highlight the criteria for devising the training activities.

KPJA had conducted Training Need Assignment (TNA) of the KP District Judiciary. That survey led to the identification of two target areas, requiring training on urgent need basis. It were the Substantive & Procedural Law and Case & Court Management. The findings of the TNA had been incorporated in the shape of three Training manuals.

Thus, on these objectively identified areas, the training activities were focused in the earlier phase culminating out of the first LOA of 2013. The activities in the second LOA 2014 were also on the same lines. This course is last in the series of the courses on Substantive & Procedural law.

## 3. Introduction

KPJA is assigned the task of enhancing the capacity of the key players of the Justice Sector. The aim is to establish the rule of law through efficient system of adjudication. UNDP Rule of Law project has this mandate. KPJA in 2013 reached at an agreement with SRLM UNDP. Many training activities were conducted under that agreement of 2013. This year a fresh Letter of Agreement (LOA) was reached between KPJA and SRLM & AIP UNDP. Training activities have been designed under the LoA, 2014. There are two focus areas of training. i. Substantive & Procedural law., ii. Case & Court Management. These areas were identified in a Training Need Assessment carried out in 2012 of the KP District Judiciary. This course falls in the series of courses on Substantive & Procedural law. It has been designed for newly promoted Senior Civil Judges. The training modules best suits the job requirements of the trainees of this course. Senior Civil Judges performs administrative and financial duties in addition to their Judicial functions,. Thus, the course consists of lectures on administrative, Human resource management and financial matters. The Resource persons possessing knowledge and expertise of Human Resource, Financial and administrative matters were selected. Mr. Abid Majeed, an Officer of the Secretariat group and Abdus Saddique, a Ex. Civil Servant of the Accounts Group amongst others were the Resource Persons of this Course. The methodology of training was participatory and interactive.

M Zeb Khan
Director Instructions

## 4. Proceedings

## 4.1. Day-01

## A. Registration and Pre Evaluation:

During the first session, registration of the participants and their pre-training evaluation were conducted. It was carried out online. The pre-training evaluation was devised to objectively analyze the affectivity of the course, as at the end the participants were to undergo a post training evaluation.

## B. Inaugural session

The inaugural session commenced with the recitation from the Holy Quran. Mrs. Sofia Wagar Khattak, Sr. Director Administration introduced the KPJA team. The Dean Faculty Dr. Khurshid Igbal highlighted the objectives of the training. He also cited the rules of conduct devised for the training sessions and urged the participants to abide them. He also disseminated the written instructions. He advised the trainees not to hesitate in contacting any member of the administration branch in case of any inconvenience regarding their boarding and lodging. While highlighting the course contents, Dr. Khurshid appraised the participants that the course was designed to suit the needs of the newly promoted Senior Civil Judges. He highlighted that the suggestions and opinions of the participants of Phase-I training program had been considered. He also pointed out that the Academy had requested the Resource Persons to emphasize on the practical aspects of the course. He expressed his hope, that the training will not only enhance the skills and quality of work of the Participants, but will also set new trends in judicial education at the National level. Worthy Director General Mr. Hayat Ali Shah in his introductory remarks formally, welcomed the participants. He began with brief explanation of objectives and purposes of the training. He remarked that the Academy, right from its inception, has tried its best to impart quality training to all the stakeholders of the justice sector particularly the judges. He emphasized on the role of training in building the capacity of the Judicial Officers.

## C. Lecture –I

The first lecture was on, 'Nazarat & Sheriff's Petty Accounts'. It was delivered by Mr. Niaz Muhammad Khan. The Resource Person at the outset explained the historical perspective of 'Nazarat'. The participants being freshly promoted Senior Civil Judges would be supervising the Process Server Agency and maintaining these Accounts. He explained the three different

Registers kept for the purpose. The minimum amount of balance which the Nazir can retain in cash with himself was discussed. The Resource Person referred to the relevant High Court Rules and Orders applicable to the subject of Nazarat and Sheriff's Petty Accounts. The lecture was followed by Q&A session.

## D. Lecture-II

The lecture on 'Issuance of a Succession certificate: Law & Practice' was delivered by Ms Nursat Yasmeen. The Participants as Senior Civil judges would come across a considerable number of cases pertaining to succession disputes, thus this subject was included in the course. The Resource Person explained the differences between Succession Certificate and Letters of Administration and in which circumstances these are issued. The procedure of entertaining an application for issuance of Succession Certificate besides the circumstances and manner they are revoked were discussed in length. His lecture was followed by Q&A session.

## 4.2. Day-02

## A. Lecture-I

There were two lectures on the topic of ,'Study of Office Procedures: Conceptual/ Practical'. Mr. Abid Majeed, Provincial Civil Servant of the Secretariat Group was the Resource Person. He started his presentation by explaining the concept of Office Management. Thereafter, he discussed the functions of Office Managers. He deliberated upon matters pertaining to Employment and human resources, Project management, Equipment and furniture requirements, Inter and intra-office communications, Conflict resolution, Budget development and implementation, Purchasing, Book Keeping, Printing, Records management, Facilities management, Space management and Risk management. It was followed by an exhaustive Q&A session.

## **B. Lecture-II**

This was the second lecture of Mr Abid Majeed on the, 'Study of Office Procedures'. He discussed the role and responsibilities of Office Managers. He explained that the two basic functions of Office Managers is **a**. Procurement, **b**. Human Resource Management. While explaining HR Management he explained the three **Ws**. **W**HO IS DOING, **W**HAT & **W**HERE. He discussed the concepts of preparation of cases, and expressing opinion. The flow of files and matter relating to correspondence. It was followed by a Q&A Session.

## C. Lecture III

The next presentation was on the subject of ,'Team Management & Leadership'. It was delivered by Mr. Hayat Ali Shah. The presentation started with two videos. First was a revised and expanded edition of the fable 'The Rabbit & the Tortoise'. The second was in respect of three Monks meditating on a Hill top. In both the stories the moral was that Team work with realization of the core potential of each member of the team would result in optimum benefit. Thus, through this informal mode of imparting knowledge the Resource person attempted to inculcate in the Participants the value of team work. He then discussed the concept of formation of team, setting of objectives, Assessment of team and resources, strategies employed and execution of action plans besides the concepts of monitoring and evaluation. The lecture was followed questions and answers session.

## 4.3. Day-03

## A. Lecture-I

The knowledge of financial matters is a pre-requisite for Senior Civil Judges. Thus, two lectures were devised on the subject of Financial Management. Mr. Abdul Saddique, an Ex Civil Servant of Accounts Group delivered his lectures on, 'A study of Financial, Procurement & Audit Roles; Conceptual/ Practical'. The Resource Person had joined Pakistan Audit and Accounts Service in 1980. During his career he had worked on key slots such as Financial Management Specialist, PCNA, Director Finance, General Manager Finance, FATA and

Controller Military Accounts, Peshawar Command. After his retirement his services were rehired as Director Audit, KP Revenue Authority.

The Lecture started with the discussion on working and functions of different Financial Institutions and Departments. Then the concepts of Legal and Administrative framework for Public Finance Management in Pakistan were explained. The participants were appraised of the components of Financial Management System, *viz.*, Finance, Accounts and Audit. Then there was a discussion on the Accountability Process, the Budget Cycle, Financial Procedures under the Constitution, Budget and its general principles, Federal Consolidated Funds, Public Accounts, Annual Budget statement, the Budget Calendar and the powers of reappropriations. Similarly, all the key areas pertaining to Financial Management were discussed.

## B. Lecture-II

Mrs. Sofia Waqar Khattak delivered her lecture on, 'Guardian & Ward laws: Cstody related matters'. She discussed the relevant provisions of the Guardian and Ward Act as well as the West Pakistan Family Court. She apprised the participants of the paramount consideration before the Guardian Judge while deciding such petitions. She also discussed the orders passed in petitions under section 491 CrPC by the Court of Sessions and its impact (if any) on the Guardianship and custody related matters. Salient Case laws were cited and discussed during the presentation. It was keenly participated and conceptual clarity was ensured through detailed deliberations.

## C. Lecture III

This was the second lecture of Mr. Abdul Saddique. His topic was a, 'A study of Financial, Procurement & Audit Rule; Conceptual/ Practical'. During this second lecture the Resource Persons explained the working of the Principal Accounts Officers. He explained that the Principal Accounts Officer shall be responsible for ensuring: -

- That the funds allotted to his/her Ministry/Division are spent for the purpose for which funds are allotted
- That the funds are spent in accordance with the relevant rules and regulations, and

 That the actual expenditure does not exceed the Budget Allocation. He/she will be personally answerable for laxity in matters of control over expenditure.

The lecture was followed by Q& A sessions.

## 4.4 Day- 04

## A. Lecture-I

The lecture on, 'Easement Rights: A study of case laws' was delivered by Barrister Adnan Khan. In almost all Civil Courts in Province of KPK there is a considerable number of cases pending pertaining to Easement rights. By virtue of this statistical fact the subject of Easement was included in the course. The Resource Person explained as to what constitutes an easement right. He referred to the English Law and thereafter draw its parallel with the codified Easement Act. The mode and manner of enforcement of such rights was also discussed by making reference to different provisions of the Limitation Act. The Resource person then referred to salient case laws developed after independence on the subject of Easement rights. The Resource Person during his lecture raised mock cases and confronted the participants to give their input. At the end of each discussion he while referring to case laws would substantiate his views. The lecture was followed by Q&A session.

## B. lecture II

It was an extension of the lecture on Nazrat and Sheriff's Petty Accounts delivered by Mr. Niaz Muhammad Khan. This lecture was added at the direction of the Director General KPJA on the request of the participants. In fact many questions on the account of paucity of time could not be attended to during the previous lecture on the same subject therefore this lecture was adjusted in the schedule. The proceedings were followed by Q&A sessions.

## C. Lecture III

Mr. Muhammad Zeb Khan conducted, 'Study Circle: Supervision of investigation; role of Magistrate'. The learned resource person on the onset explained the purpose of holding

study circle. Thereafter he draw the distinction between supervision and control. He appraised the participants that their role as Magistrates is to supervise the process of investigation and not to control it. This principle is derived from pre-partition rule that investigation and judicial work are gas tight compartments; none of the two can encroach upon each other. The Resource person then invited the participates to compile a list of provisions of Criminal procedure code which bestowed the supervisory role on the Magistrate. Thereafter those provision were discussed in the light of the salient case laws. The topics included FIR, permissible police custody, judicial remand, discharge of accused, seizure of case property, Post arrest transitory bail, identification parade, confessional statements etc. It was followed by an exhaustive Q&A session.

## 4.5 Day-05

## A. Post evaluation; 1hr

The day began with the recitation of the holy Quran. The nominee of each group presented their thesis of the assignment entrusted to them. Thereafter the post-training evaluation was conducted. The participants filled out the relevant forms and also answered the questions put to them for self-assessment purposes.

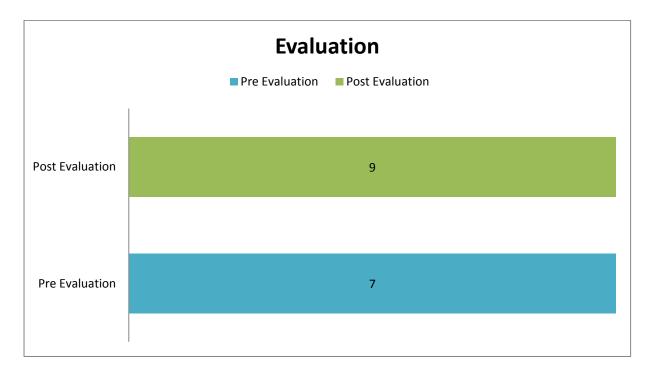
## **B. Concluding Ceremony**

Worthy DG chaired the session. The ceremony by anchored by Mr. Zia UI Hassan Associate Researcher. He invited one of the participant to recite few verses from the Holy Quran. He then applauded the participants for their excellent behavior during the training. The Class Representative (CR) was called to the podium to express the collective views of the Trainees. The CR gave the gist of the activities of the training course and highlighted its significance to their job assignments. Worthy DG then distributed certificates. He saw of the participants with thanks and a piece of advice. The participants were at the end offered Lunch.

# **EVALUATIONS**

## 5. Evaluation

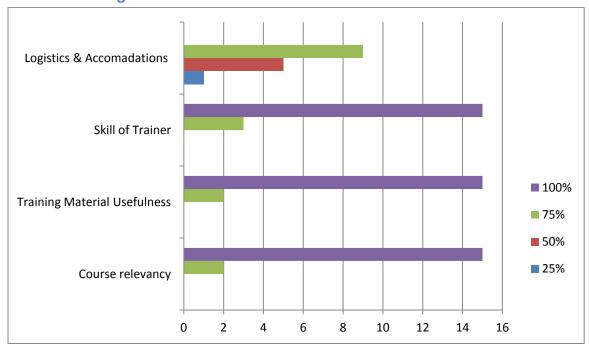
## **Pre Evaluation & Post Evaluation – Close Ended Questions**



## Analysis: Analysis:

The above graph represents the combined pre and post evaluation result. The blue bars of the graphs represent the pre evaluation result whereas the green bars represent the post evaluation result. The closed ended questions in the pre evaluation and post evaluation were marked and compared. A scale of 1-10 has been standardized for the results. The overall score for the pre evaluation was 7 and the post evaluation result was 9, which shows significant improvement in the knowledge of participants after the training. This shows 20% improvement in the skills of the participants after training. The above graph is generated from the result of different MCQs. Each MCQ has a minimum 03 field (options) for the participants of the training to choose from. These close ended questions were in MCQs form and 02 MCQs were taken from each topic taught during the course.

## **Over all training Evaluation**



According to graph 1, 98% of the trainees opined that course content was quite relevant to their judicial work. Only 2% opined that the training will bring a little improvement in their work. This number is negligible. Graph 2 reveals that 100% of the trainees are of the opinion that the training material was highly useful. About the skills of the trainer, 66% saw it "very good" and 27% saw it excellent. It shows that there is, though little, room for improvement. As far as command of the trainers over the subject is concerned, 66% opined that it was excellent. The remaining graphs shows that the training environment in the academy was excellent, however their opinions in respect of accommodation and food quality therein are worthy consideration [the Academy intends a meeting with the hotel administration before the commencement of the next training.

Note: For the reason that some questions are similar [see consolidated resource person feedback graph] and the results in graphs are more or less the same, we have therefore left them uncommented. All the graphs have been generated from the post training feedback form [see annexure].

## Comparative Statistical Statement of Pre & Post Training Evaluation

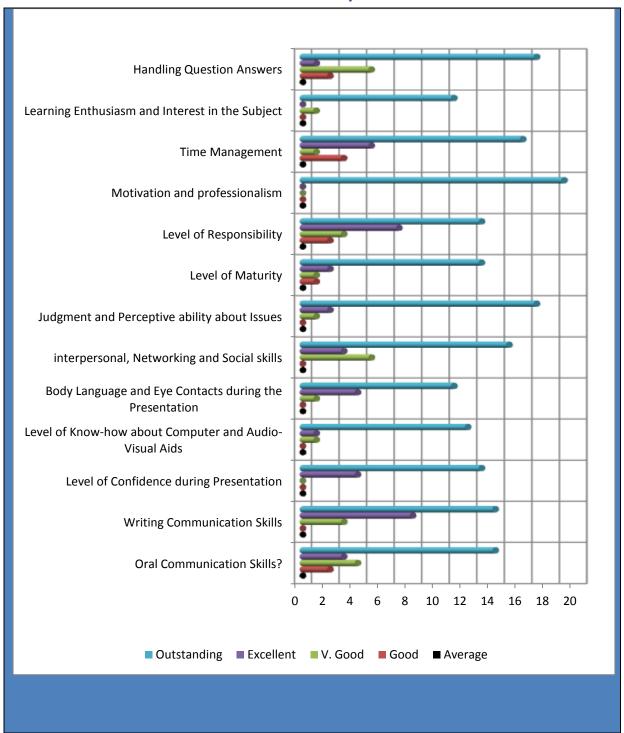
# Define Adjective Law Give a proper definition to Substantive Law? Give example of a Law that is partially Procedural & partially Substantive. Does Procedural Law play a role in the administration of Justice? Give at least 02 reasons for Yes & No Please list at least 3 key areas of training in Procedural Law and Substantive Law, that needs more attention How would you relate procedural law with the concept of fair trial?



The scales show the capacity level of the participants before and after training. Figure 1 (orange) indicates pre – training intellectual level of the trainees at their arrival in the academy.

Figure 2 (blue) reveals their level after training. Figure 3 (green) points at the difference between the two stages.

## **Consolidated Resource Person Evaluation by Trainees**



The above graphical map is self explanatory. Each group of graph reflects the level of a specific quality in all resource persons. For example the last group reflects that 98% participants see full perfectness [100%] in motivation and professionalism exhibited by the pool of trainers during training.

# **ANNEXURE**

## **Schedule of Activities**

SNo		Day -1 Monday (15th Dec, 2014)							
	SNo	, , , ,	Duration						
	1.1	Registration & Pre Evaluation	8:30 – 9:20						
1.2         Recitation from the Holy Qur'an & Duaa         9:20 − 9:25           1.3         Introductory Remarks - DG, KPJA         9:25 − 9:35           1.4         Presentation by UNDP Rep.         9:35 - 9:45           Session - II           Session - II           1.5 Nazrat and Sheriff's Petty Accounts         Mr. Niaz Muhammad Khan         9:45 − 11:45           1.6 Issuance of a Succession certificate: Law & Practice (Session -I)         Ms Nusrat Yasmeen         12:00 - 1:00           1.7 Issuance of a Succession certificate: Law & Prayer Break         1:00 - 2:00         2:00 - 3:00           1.8 Issuance of a Succession certificate: Law & Prayer Break         Ms Nusrat Yasmeen         2:00 - 3:00           1.7 Issuance of a Succession certificate: Law & Prayer Break         Ms Nusrat Yasmeen         2:00 - 3:00           1.7 Issuance of a Succession certificate: Law & Prayer Break         1:00 - 2:00           1.7 Issuance of a Succession certificate: Law & Prayer Break         1:00 - 2:00           1.7 Issuance of a Succession certificate: Law & Prayer Break 1:1:00 - 11:00           1.7 Issuance of a Succession certificate: Law & Prayer Break 1:1:00 - 11:00           1.8 Issuance of a Succession certificate: Law & Prayer Break 1:1:5 - 2:00         1:1:15 - 1:15           1.									
1.4   Presentation by UNDP Rep.   9:35-9:45	1.2			9:20 – 9:25					
Session -II  1.5 Nazrat and Sheriff's Petty Accounts Mr. Niaz Muhammad Khan 9:45 – 11:45  Tea Break 11:45 – 12:00 pm  1.6 Issuance of a Succession certificate: Law & Practice (Session -I)  Lunch & Prayer Break 1:00- 2:00  Issuance of a Succession certificate: Law & Practice (Session -II)  Bisuance of a Succession certificate: Law & Practice (Session -II)  Day -2 Tuesday (16th Dec 2014)  SNo Topic Resource Person Duration  2.1 Recitation from the Holy Qur'an & Duaa Presentation Group - A 8:35 –9:00  2.2 Study of Office Procedures: Conceptual Prayer Break 11:00 - 11:15  2.3 Study of Office Procedures: Practical Mr. Abid Majeed 9: 00 - 11:00  Tea Break 11:00 - 11:15  2.3 Study of Office Procedures: Practical Mr. Abid Majeed 11:15-1:15  Lunch & Prayer Break 1:15 - 2:00  2.4 Team Management & Leadership Mr. Hayat Ali Shah 2:00 - 4:00  Day - 3 Wednesday (17 <sup>th</sup> Dec 2014)  SNo Topic Resource Person Duration  3.1 Recitation from the Holy Qur'an & Duaa Presentation Group - B 8:35 -9:00  3.2 A study of Financial, Procurement & Mr. Abdul Siddique 9:00-11:00  Tea Break 11:00 - 11: 15  3.3 Guardian & Ward laws: custody related matters  Lunch & Prayer Break 1:15 - 2:00  3.4 A study of Financial, Procurement & Mr. Abdul Siddique 2:00 - 4:00  A study Rules: Practical Mr. Abdul Siddique 2:00 - 4:00  A study Rules: Practical Mr. Abdul Siddique 2:00 - 4:00  A study of Financial, Procurement & Mr. Abdul Siddique 2:00 - 4:00  A study of Financial, Procurement & Mr. Abdul Siddique 2:00 - 4:00  A study of Financial, Procurement & Mr. Abdul Siddique 2:00 - 4:00  A study of Financial, Procurement & Mr. Abdul Siddique 2:00 - 4:00  A study of Financial, Procurement & Mr. Abdul Siddique 2:00 - 4:00  A study of Financial, Procurement & Mr. Abdul Siddique 2:00 - 4:00  A study of Financial, Procurement & Mr. Abdul Siddique 2:00 - 4:00  A study of Financial, Procurement & Mr. Abdul Siddique 2:00 - 4:00  A study of Financial, Procurement & Mr. Abdul	1.3	Introductory Remarks - DG, KPJA		9: 25 – 9: 35					
1.5 Nazrat and Sheriff's Petty Accounts  Tea Break 11:45 – 12:00 pm  1.6 Issuance of a Succession certificate: Law & Practice (Session -I)  Lunch & Prayer Break 1:00 - 2:00  1.7 Issuance of a Succession certificate: Law & Practice (Session - II)  Day - 2 Tuesday (16th Dec 2014)  SNo  Topic  Resource Person  Duration  2.1 Recitation from the Holy Qur'an & Duaa Presentation Group - A 8:35 - 9:00  2.2 Study of Office Procedures: Conceptual Mr. Abid Majeed 9: 00 - 11:00  Tea Break 11:00 - 11:15  2.3 Study of Office Procedures: Conceptual Mr. Abid Majeed 11:15-1:15  Lunch & Prayer Break 1:15 - 2:00  2.4 Team Management & Leadership Mr. Hayat Ali Shah 2:00 - 4:00  Day - 3 Wednesday (17 <sup>th</sup> Dec 2014)  SNo  Topic Resource Person Duration  3.1 Recitation from the Holy Qur'an & Duaa Presentation Group - B 8:35 - 9:00  3.2 A study of Financial, Procurement & Mr. Abdul Siddique 9:00-11:00  Tea Break 11:00 - 11: 15  3.3 Guardian & Ward laws: custody related Mrs. Sofia Waqar Khattak 11:15 - 1:15  Tea Break 11:00 - 11: 15  3.4 A study of Financial, Procurement & Mrs. Sofia Waqar Khattak 11:15 - 1:15  Mrs. Sofia Waqar Khattak 11:15 - 1:15  SNo  Topic Resource Person Duration  Recitation from the Holy Qur'an & Duaa Presentation Group - B 8:35 - 9:00  3.4 A study of Financial, Procurement & Mrs. Sofia Waqar Khattak 11:15 - 1:15  SNo  Topic Resource Person Duration  Recitation from the Holy Qur'an & Duaa Presentation Group - C 8:30 - 8:35 - 9:00	1.4	Presentation by UNDP Rep.		9:35- 9:45					
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1.6 Issuance of a Succession certificate: Law & Practice (Session -I)  Lunch & Prayer Break 1:00- 2:00  1.7 Issuance of a Succession certificate: Law & Practice (Session - II)  Day -2 Tuesday (16th Dec 2014)  SNo Topic Resource Person Duration  2.1 Recitation from the Holy Qur'an & Duaa Presentation Group - A Study of Office Procedures: Conceptual Mr. Abid Majeed 9: 00 - 11:00  Tea Break 11:00 - 11:15  2.3 Study of Office Procedures: Practical Mr. Abid Majeed 11:15-1:15  Lunch & Prayer Break 1:15 - 2:00  2.4 Team Management & Leadership Mr. Hayat Ali Shah 2:00 - 4:00  Day - 3 Wednesday (17th Dec 2014)  SNo Topic Resource Person Duration  3.1 Recitation from the Holy Qur'an & Duaa Presentation Group - B Si30 - 8:35  Presentation Group - B Si30 - 8:35  A study of Financial, Procurement & Mr. Abdul Siddique 9:00-11:00  Tea Break 11:00 - 11: 15  Mr. Abdul Siddique 9:00-11:00  Mr. Abdul Siddique 9:00-11:00  Mr. Abdul Siddique 9:00-11:00  A study of Financial, Procurement & Mr. Abdul Siddique 9:00-11:00  A study of Financial, Procurement & Mr. Abdul Siddique 9:00-4:00  A study of Financial, Procurement & Mr. Abdul Siddique 9:00-4:00  A study of Financial, Procurement & Mr. Abdul Siddique 2:00 - 4:00  A study of Financial, Procurement & Mr. Abdul Siddique 2:00 - 4:00  A study of Financial, Procurement & Mr. Abdul Siddique 2:00 - 4:00  A study of Financial, Procurement & Mr. Abdul Siddique 8:30 - 8:35  Day - 4 Thursday (18th Dec 2014)  SNo Topic Resource Person Duration  4.1 Recitation from the Holy Qur'an & Duaa Presentation Group - C 8:35 - 9:00	1.5	Nazrat and Sheriff's Petty Accounts	Mr. Niaz Muhammad Khan	9:45 – 11:45					
Lunch & Prayer Break 1:00- 2:00		Tea Brea	k 11:45 – 12:00 pm						
1.7 Issuance of a Succession certificate: Law & Practice (Session - II)    Day -2 Tuesday (16th Dec 2014)   SNo	1.6		Ms Nusrat Yasmeen	12: 00 - 1: 00					
Simple   S		Lunch & Prayer Bro	eak 1:00- 2:00						
SNo Topic Resource Person Duration  2.1 Recitation from the Holy Qur'an & Duaa 8:30 - 8:35 Presentation Group - A 8:35 - 9:00 2.2 Study of Office Procedures: Conceptual Mr. Abid Majeed 9: 00 - 11:00  Tea Break 11:00 - 11:15  2.3 Study of Office Procedures: Practical Mr. Abid Majeed 11:15-1:15  Lunch & Prayer Break 1:15 - 2:00  3.4 Team Management & Leadership Mr. Hayat Ali Shah 2:00 - 4:00  Topic Resource Person Duration  3.1 Recitation from the Holy Qur'an & Duaa Presentation Group - B 8:35 - 9:00  3.2 A study of Financial, Procurement & Mr. Abdul Siddique 9:00-11:00  Audit Rules: Conceptual Mrs. Sofia Waqar Khattak In:15 - 1:15  3.3 Guardian & Ward laws: custody related matters Mrs. Sofia Waqar Khattak In:15 - 1:15  Lunch & Prayer Break 1:15 - 2:00  3.4 A study of Financial, Procurement & Mr. Abdul Siddique 2:00 - 4:00  Audit Rules: Practical Mrs. Sofia Waqar Khattak In:15 - 1:15  Day - 4 Thursday (18th Dec 2014)  SNo Topic Resource Person Duration  4.1 Recitation from the Holy Qur'an & Duaa 8:30 - 8:35 Presentation Group - C 8:35 - 9:00	1.7	Issuance of a Succession certificate: Law	Ms Nusrat Yasmeen	2:00 - 3:00					
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2.1 Recitation from the Holy Qur'an & Duaa  Presentation Group - A  2.2 Study of Office Procedures: Conceptual  Tea Break 11:00 - 11:15  2.3 Study of Office Procedures: Practical  Lunch & Prayer Break 1:15 - 2:00  2.4 Team Management & Leadership  Day - 3 Wednesday (17 <sup>th</sup> Dec 2014)  SNo  Topic  Resource Person  Duration  3.1 Recitation from the Holy Qur'an & Duaa  Presentation Group - B  3.2 A study of Financial, Procurement & Audit Rules: Conceptual  Tea Break 11:00 - 11: 15  Tea Break 11:00 - 11: 15  3.3 Guardian & Ward laws: custody related matters  Lunch & Prayer Break 1:15 - 2:00  Mr. Abdul Siddique  2:00 - 4:00  Mr. Abdul Siddique  11:15 - 1:15  Mrs. Sofia Waqar Khattak  11:15 - 1:15  Mr. Abdul Siddique  2:00 - 4:00  Mr. Abdul Siddique  2:00 - 4:00  A study of Financial, Procurement & Mrs. Sofia Waqar Khattak  Mr. Abdul Siddique  2:00 - 4:00  A study of Financial, Procurement & Mrs. Abdul Siddique  2:00 - 4:00  A study of Financial, Procurement & Mrs. Abdul Siddique  2:00 - 4:00  Audit Rules: Practical  Pay - 4 Thursday (18th Dec 2014)  SNo  Topic  Resource Person  Duration  4.1 Recitation from the Holy Qur'an & Duaa  Presentation Group - C  8:35 - 9:00		Day -2 Tuesday (1	6th Dec 2014)						
Presentation Group - A  2.2 Study of Office Procedures: Conceptual Mr. Abid Majeed 9: 00 - 11:00  Tea Break 11:00 - 11:15  2.3 Study of Office Procedures: Practical Mr. Abid Majeed 11:15-1:15  Lunch & Prayer Break 1:15 - 2:00  2.4 Team Management & Leadership Mr. Hayat Ali Shah 2:00 - 4:00  Day - 3 Wednesday (17 <sup>th</sup> Dec 2014)  SNO Topic Resource Person Duration  3.1 Recitation from the Holy Qur'an & Duaa 8:30 - 8:35  Presentation Group - B 8:35 - 9:00  3.2 A study of Financial, Procurement & Mr. Abdul Siddique 9:00-11:00  Tea Break 11:00 - 11: 15  3.3 Guardian & Ward laws: custody related matters  Lunch & Prayer Break 1:15 - 2:00  3.4 A study of Financial, Procurement & Mrs. Sofia Waqar Khattak 11:15 - 1:15  Mr. Abdul Siddique 2:00 - 4:00  Mr. Abdul Siddique 2:00 - 4:00  Mr. Abdul Siddique 3:00 - 4:00	SNo	Topic	Resource Person	Duration					
Study of Office Procedures: Conceptual   Mr. Abid Majeed   9: 00 - 11:00	2.1	Recitation from the Holy Qur'an & Duaa		8:30 - 8:35					
Tea Break 11:00 - 11:15  2.3 Study of Office Procedures: Practical Mr. Abid Majeed 11:15-1:15  Lunch & Prayer Break 1:15 - 2:00  2.4 Team Management & Leadership Mr. Hayat Ali Shah 2:00 - 4:00  Day — 3 Wednesday (17 <sup>th</sup> Dec 2014)  SNo Topic Resource Person Duration  3.1 Recitation from the Holy Qur'an & Duaa Presentation Group - B 8:35 - 9:00  3.2 A study of Financial, Procurement & Mr. Abdul Siddique 9:00-11:00  Tea Break 11:00 — 11: 15  3.3 Guardian & Ward laws: custody related matters  Lunch & Prayer Break 1:15 - 2:00  3.4 A study of Financial, Procurement & Mr. Abdul Siddique 2:00 - 4:00  A dudit Rules: Practical Mr. Abdul Siddique 2:00 - 4:00  Mr. Abdul Siddique 2:00 - 4:00  Mr. Abdul Siddique 2:00 - 4:00  Audit Rules: Practical Resource Person Duration  4.1 Recitation from the Holy Qur'an & Duaa Presentation Group - C 8:35 - 9:00		Presentation Group - A		8:35 -9:00					
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Day – 3 Wednesday (17 <sup>th</sup> Dec 2014)  Topic Resource Person Duration  3.1 Recitation from the Holy Qur'an & Duaa Presentation Group - B  3.2 A study of Financial, Procurement & Mr. Abdul Siddique 9:00-11:00  Tea Break 11:00 – 11: 15  3.3 Guardian & Ward laws: custody related matters  Lunch & Prayer Break 1:15- 2:00  3.4 A study of Financial, Procurement & Mr. Abdul Siddique 2:00 -4:00  Mr. Abdul Siddique 2:00 -4:00  Mr. Abdul Siddique 2:00 -4:00  SNo Topic Resource Person Duration  4.1 Recitation from the Holy Qur'an & Duaa Presentation Group -C  8:35-9:00			r *						
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3.1 Recitation from the Holy Qur'an & Duaa  Presentation Group - B  3.2 A study of Financial, Procurement & Audit Rules: Conceptual  Tea Break 11:00 – 11: 15  3.3 Guardian & Ward laws: custody related matters  Lunch & Prayer Break 1:15- 2:00  3.4 A study of Financial, Procurement & Audit Rules: Practical  Day – 4 Thursday (18th Dec 2014)  SNo Topic Resource Person Duration  4.1 Recitation from the Holy Qur'an & Duaa Presentation Group -C  8:30-8:35  8:30-8:35  8:30-8:35  8:30-8:35	CNI								
Presentation Group - B  3.2 A study of Financial, Procurement & Audit Rules: Conceptual  Tea Break 11:00 – 11: 15  3.3 Guardian & Ward laws: custody related matters  Lunch & Prayer Break 1:15- 2:00  3.4 A study of Financial, Procurement & Audit Rules: Practical  Day – 4 Thursday (18th Dec 2014)  SNo Topic Resource Person Duration  4.1 Recitation from the Holy Qur'an & Duaa Presentation Group -C  8:35 -9:00	SNo	Topic	Resource Person	Duration					
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Audit Rules: Conceptual  Tea Break 11:00 – 11: 15  3.3 Guardian & Ward laws: custody related matters  Lunch & Prayer Break 1:15- 2:00  3.4 A study of Financial, Procurement & Audit Rules: Practical  Day – 4 Thursday (18th Dec 2014)  SNo Topic Resource Person Duration  4.1 Recitation from the Holy Qur'an & Duaa Presentation Group -C  8:35- 9:00		Presentation Group - B		8:35 -9:00					
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3.3 Guardian & Ward laws: custody related matters  Lunch & Prayer Break 1:15- 2:00  3.4 A study of Financial, Procurement & Audit Rules: Practical  Day - 4 Thursday (18th Dec 2014)  SNo Topic Resource Person Duration  4.1 Recitation from the Holy Qur'an & Duaa Presentation Group -C  8:35- 9:00		Audit Rules: Conceptual							
Lunch & Prayer Break 1:15- 2:00  3.4 A study of Financial, Procurement & Mr. Abdul Siddique 2:00 -4:00  Day — 4 Thursday (18th Dec 2014)  SNo Topic Resource Person Duration  4.1 Recitation from the Holy Qur'an & Duaa 8:30 -8:35  Presentation Group -C 8:35- 9:00		Tea Break 11:0	00 – 11: 15						
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Audit Rules: Practical  Day - 4 Thursday (18th Dec 2014)  SNo Topic Resource Person Duration  4.1 Recitation from the Holy Qur'an & Duaa 8:30 -8:35  Presentation Group -C 8:35-9:00		Lunch & Prayer Break 1:15- 2:00							
Day – 4 Thursday (18th Dec 2014)SNoTopicResource PersonDuration4.1Recitation from the Holy Qur'an & Duaa8:30 -8:35Presentation Group -C8:35- 9:00	3.4	•	Mr. Abdul Siddique	2:00 -4:00					
SNoTopicResource PersonDuration4.1Recitation from the Holy Qur'an & Duaa8:30 -8:35Presentation Group -C8:35- 9:00			18th Dec 2014)						
4.1 Recitation from the Holy Qur'an & Duaa 8:30 -8:35  Presentation Group -C 8:35- 9:00	SNo			Duration					
Presentation Group -C 8:35- 9:00									
	4.2	•	Barrister. Adnan Khan						

	Tea Break 11:00 – 11: 15							
4.3	Nazrat and Sheriff's Petty Accounts-	Mr. Niaz Muhammad Khan	11:15- 1:15					
	Session II							
	Lunch & Prayer Bre	eak 1:15-02:00						
4.4	Study Circle: Supervision of investigation;	Mr. M Zeb Khan	2:00- 4:00					
	role of Magistrate							
	Day – 5 Friday (19	9th Dec 2014)						
SNo	Topic		Duration					
5.1	Recitation from the Holy Qur'an & Duaa	8:30 – 8:35						
	Assignment Presentations							
	Tea Break 10:35 - 11:00							
5.2	Post Evaluation	11:00 - 12:00						
	Prayer & Lunch break 12:00 - 2:00							
5.3	Concluding Address – DG KPJA	02:00						
5.4	Address of Hon'able The Chairman, Chief J							
	Subject to his Lor							
5.5	Certificate Distribution							

## **List of participants**

Substantive & Procedural Law for Judges							
	15th-19th December, 2014						
S.No	Name	Designation	Station				
1	Syed Kamal Hussain Shah	Senior Civil Judge	Kohistan				
2	Mr. Ijaz Ahmad	Senior Civil Judge	Swat				
3	Mr. Nadeem Muhammad	Senior Civil Judge	Tank				
4	Mr. Shaukat Ahmad Khan	Senior Civil Judge	Chitral				
5	Mr. Ahmed Iftikhar	Senior Civil Judge	Nowshera				
6	Mr. Dost Muhammad Khan	Senior Civil Judge	Buner				
7	Mr. Tanveer Iqbal	Senior Civil Judge	Kohat				
8	Mr. Aurangzeb Khan	Senior Civil Judge	Peshawar				
9	Mr. Ishfaq Ali Haider	Senior Civil Judge	Charsadda				
10	Miss. Aalia Sadia Lodhi	Senior Civil Judge	Mardan				
11	Mr. Attaullah Jan	Civil Judge/JM	Peshawar				
12	Mr. Aftab Iqbal	Civil Judge/JM	Mardan				
13	Mr. Nasir Khan	Civil Judge/JM	Buner				
14	Mr. Muhammad Faisal	Civil Judge/JM	Abbottabad				
15	Mr. Zafar Ullah	Civil Judge/JM	Karak				
16	Mr. Muhammad Umer Al-Farooq Khan	Civil Judge/JM	Mansehra				
17	Mr. Tilla Mohammad	Civil Judge/JM	Havelian (Abbottabad)				
18	Mr. Ikramullah	Civil Judge/JM	Sheringal (Dir Upper)				
19	Mr. Tariq Abbas	Civil Judge/JM	Tootalai (Buner)				
20	Mr. Tayyab Ali	Civil Judge/JM	Drosh (Chitral)				
21	Mr. Muhammad Iqbal	Civil Judge/JM	Charsadda				
22	Mr. Shahid Mehmood	Civil Judge/JM	Peshawar				
23	Mr. Ejaz ur Rehman Qazi	Civil Judge/JM	Haripur				
24	Mr. Naseer Ahmad	Civil Judge/JM	Mardan				
25	Miss Farhana Tabassum	Civil Judge/JM	Mansehra				
26	Syed Hassan Raza Shah	Civil Judge/JM	Mansehra				

Post training Feedback Form						
Topic of the Training:		Venue:				
Name:	Place of posting:	Designation/Rank:				
Contact No.:						
Question 1: Did you find the training relevant	to your work?					
$\circ$						
Will improve our work 2. Will improve our work 3. Will improve our	prove our work little	3. Will not improve our work 4.				
Comments or Examples?						
Question 2: Did you find the training materia	ıl useful?					
$\circ$	$\bigcirc$	$\cap$				
1. very useful 2. Rarely 3	3. Occasionally	5. Not useful No Response				
Comments or Examples?						
Question 3: The content was organized and e	asy to follow;					
$\circ$	$\circ$	$\bigcirc$				
1. Strongly agree 2. Agree	3.Neutral 4. Disagr	ree 5. Strongly Disagree				
Question 4: How was the quality of training d	lelivery? Was it interactive	e?				
0 0	$\bigcirc$					
1. Not at all 2. Rarely 3 Response	3. Occasionally 4. Very	y Frequently 5. Always No				
Comments or Examples?						

	Question 5: How was the training skill of the trainer?						
	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$		
	1. excellent	2. Very good	3. moderate	4. Very bad	5. No Response		
5 (a) Hov	v did the trainer us	se adult learni	ng techniques?	_			
$\circ$			$\circ$	$\circ$	$\circ$		
1.	. Very effectively	, 2. M	oderately effectively	3.Ineefective	ely 4. No response		
5 (b) Did	the trainer have c	ommand of th	ne training subject?				
	$\bigcirc$		$\bigcirc$	$\bigcirc$	$\bigcirc$		
1.	Complete comn	nand 2. Mo	oderate command	3. No comma	and 4. No response		
5 (c) The	trainer was well p	repared					
	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$		
	1. Strongly agree	2. Agree	3.Neutral	4. Disagree	5. Strongly Disagree		
Comment	s or Examples?						
Comment	is or Examples.						
Question	6: How was the t	ime managem	ent of the training?	$\overline{}$	$\cap$		
	$\circ$		$\bigcirc$	$\circ$	O		
1. Excellent management 2. Moderately good 3. Nothing on time							
1.		ement 2	2. Moderately good	3. Nothing o	n time		
1.	Excellent manag 4. No response (everything was		2. Moderately good		n time ent remained undelivered)		
	4. No response	on time)					
	4. No response (everything was	on time)					
6 (a) The	4. No response (everything was	on time) r the training v					
6 (a) The	<ul><li>4. No response (everything was time allocated for</li></ul>	on time) r the training v	vas sufficient	(training conte	ent remained undelivered)		
6 (a) The	4. No response (everything was time allocated for	on time) r the training v	vas sufficient	(training conte	ent remained undelivered)		
6 (a) The	<ul><li>4. No response (everything was time allocated for</li></ul>	on time)  The training v  O  2. Agree	vas sufficient  O  3.Neutral	(training conte	ent remained undelivered)		
6 (a) The	4. No response (everything was time allocated for	on time)  The training v  O  2. Agree	vas sufficient  O  3.Neutral	(training conte	ent remained undelivered)		
6 (a) The  Comment	4. No response (everything was time allocated for	on time)  The training v  O  2. Agree	vas sufficient  O  3.Neutral	(training conte	ent remained undelivered)  5. Strongly Disagree		
6 (a) The  Comment	4. No response (everything was time allocated for	on time)  the training v  2. Agree	vas sufficient  3.Neutral	(training conte	ent remained undelivered)  5. Strongly Disagree		
6 (a) The  Comment	4. No response (everything was time allocated for	on time)  the training v  2. Agree	vas sufficient  3.Neutral	(training conte	ent remained undelivered)  5. Strongly Disagree		
6 (a) The	4. No response (everything was time allocated for time allocated for 1. Strongly agree 2. S or Examples?  1. How was the and 1. Very good	on time)  r the training v  2. Agree  accommodation  2. Moderate	vas sufficient  3.Neutral	(training conte	ent remained undelivered)  5. Strongly Disagree		
6 (a) The	4. No response (everything was time allocated for time allocated for 1. Strongly agree 2. S or Examples?  1. How was the and 1. Very good	on time)  r the training v  2. Agree  accommodation  2. Moderate	vas sufficient  3.Neutral  on?  3. Very bad	(training conte	ent remained undelivered)  5. Strongly Disagree		
6 (a) The  Comment  Question  7 (a) the	4. No response (everything was time allocated for time allocated for 1. Strongly agree 2. S or Examples?	on time)  r the training v  2. Agree  accommodation  2. Moderate	vas sufficient  3.Neutral  on?  3. Very bad  e adequate and comf	4. No Response	ent remained undelivered)  5. Strongly Disagree		

Space for Group work sufficient?
1. Yes 2. NO
Comments or Examples?
Comments of Examples?
Question 8: How was the food quality?
1. Very good 2. moderate 3. Very bad 4. No Response
Comments or Examples?
Question 9: What you have learned new; please explain in three words/sentences
Comments or Examples?
1.
2. 3.
Question 10: How do you hope to change your practice as a result of this training?
Comments or Examples? 1.
Comments or Examples? 1. 2.
Comments or Examples? 1.

Post Assessment Interview	Charle Date:				
	Start Date:	End Date:			
Form					
Question 11: Please suggest in	4 words/sentence	s ways to improve the Train	ning content?		
Comments or Examples?					
1.					
2.					
3					
4.					
Question 12: Please suggest in 4 words/Sentences how to improve the logistics of the training?					
Comments or Examples?	, ,	' '	<u> </u>		
1.					
2.					
3.					
4.					

## GROUPPHOTO



# KHYBER PAKHTUNKHWA JUDICIAL ACADEMY

10th 5-Days Training Course on Substantive and Procedural Law 15-19 December, 2014.



Sitting L to R

Standing L to R

Ms. Farhana Tabassam, Ms. Aalia Sadia Lodhi, Mr. Nasir Khan, Mr. Tanveer Iqbal, Mr. Ishfaq Ali Haider, Mr. Ijaz Ahmad, Mr. Hayat Ali Shah (Director General), Mr. Ijaz Ur Rehman Qazi, Mr. Zafar Ullah Mohmand, Mr. Muhammad Iqbal, Mr. Shahid Mehmood, Mr. Atta Ullah Jan, Mr. Tilla Muhammad,

Mr. Nadeem Muhammad, Mr. Syed Kamal Hussain Shah, Mr. Muhammad Faisal Khan, Mr. Muhammad Umer Al Farooq Khan, Mr. Aftab Iqbal , Mr. Ikram Ullah, Mr. Naseer Ahmad, Mr. Dost Muhammad Khan, Mr. Ahmad Iftikhar, Mr. Syed Hassan Raza Shah, Mr. Tayyab Ali Awan, Mr. Aurangzeb Khan, Mr. Tariq Abbas.