



Internship and Placement Committee

Guidelines

Vision: To conduit the chasm between the theory and practice thereby transforming an amateur to a thorough legal professional with a practical experience having requisite skills to excel at bar and bench.

Applicability: The rules are applicable to the internships of the students of five-year integrated course of BBA LLB (Hons), BA LLB (Hons) and BCom LLB (Hons).

Definitions:

1. Absent during internship means the fact of not being in the Organisation where the intern is usually expected to be during their internship program.
2. Academic Supervisor is a designated faculty for an intern, to monitor and supervise throughout the internship program
3. Attendance means being present as per the rules and regulations of the internship organisation
4. BCI is Bar Council of India
5. Faculty means Faculty of Law, Manav Rachna University
6. Dress Code as mentioned in the BCI rules or Internship Organisation prescribed
7. Committee is internship and placement committee headed by the Head of Department, Faculty members and assisted by the Student Committees
8. Internship Report is a summary of the work undertaken and the learning experiences of the student during their internship tenure.
9. Internship Supervisor [or Industry Supervisor] is a designated member of the Organisation for an intern, to monitor and supervise throughout the internship program and renders the feedback on their performance at the end of the internship period in their organisation

10. Feedback Form is a confidential report by the Internship Supervisor on the intern's performance during their internship.
11. Misconduct means any kind of personal and professional wrongful, improper or unlawful conduct and includes minor and gross misconduct motivated by wilful, premeditated or intentional purpose or by obstinate indifference to the consequences of the action that causes serious and imminent risk to the health, safety of any person; reputation, viability or profitability of the University and the Organisation, entails to be inconsistent with the continuation of the internship program in such semester where misconduct has been proved and further refrains that intern from future IPC activities.
12. Organisation means a place of work for internships and placements and includes NGO's, social organisations, governmental organisations, local bodies, legislative bodies, law practitioners, judicial offices, corporates, law firms, market regulators etc.,
13. Placement means securing a job in a suitable organisation.
14. Student Committee is body of student internship and placement committee comprises of Convenor and other members as decided by the faculty from time to time.
15. Internship Diary means a document which mentions the day to day tasks assigned and tasks accomplished by the intern in the Organisation during the entire tenure of internship, which shall be submitted for evaluation
16. Viva -voce is oral examination in which the intern answers the questions in an interview with the Examiner. It is an evaluation criterion to understand the effectiveness of the internship program.

Internship and Placement Committee: the committee shall:

- Assist and facilitate the process of internships and placements to students in various Organisations depending on their areas of interest.
- Assist in identifying new internship opportunities for the students;
- Provide appropriate orientation regarding internships; and
- Mediate in case of any issues with the internships.

Selection criteria for internships:

- (i) The CGPA score / attendance percentage / co-curricular achievements / publications etc., shall be considered for prioritising the choice of internship.

Internship Application Process:

- The Committee shall assist in obtaining internship of four (4) weeks as per their respective CGPA in an academic year. Any student desirous of undertaking more than one internship can do so on their own arrangement.
- The Committee shall notify the criteria and the requisites for the submission of internship preferences and the students should adhere to the same.
- The pattern of internships semester wise shall be as follows:

- A. First Year: NGO's
- B. Second Year: Advocates / Law firms into Trial Court practice and district courts, etc.,
- C. Third Year: Tribunals, Regulatory bodies, Law firms, Legislatives Committees, Advocates practicing at the Appellate Level, High court Clerkship, etc.,
- D. Fourth Year: Law Firms, Corporates, PSU's and Regulatory Bodies, SC clerkship, etc.,
- E. Fifth Year: depending on the area of interest and the career progression

EVALUATION OF INTERNSHIP - Every student shall complete minimum 20 weeks of internship. Duration of Internship should not be more than a period of four weeks at any given point during their course of five years to award the final degree. The students should undertake a minimum twenty (20) weeks of internships during the ten (10) semesters of five years integrated course. All such internships undertaken by the students throughout their course of five years shall be evaluated year wise as a four credit (4) paper of 100 marks. The intern shall submit to the committee Work diary, Internship Report and the Internship Supervisor's Feedback form within a period of two weeks from the date of completion of the internship program. During the Viva Voce exam, the expert panel shall evaluate the work diary, weekly reports, internship supervisor's feedback form to assess the effective participation and learning of the intern during their internship program, and award marks and grades accordingly as a semester-end result in the specified semester.

POLICY AMENDMENTS: The Dean in consultation with the Faculty, and the Committee shall amend, alter, repeal and add the provisions to the above-mentioned policies.

INTERNSHIP RULES APPLICATION PROCESS

- The Committee shall allocate the internships depending on the preferences and career interest of the students based on their CGPA.
- The Committee shall not encourage more than four (4) applications in any Organisation. If the number of applicants exceed the limit specified for any Organisation, the applications shall be shortlisted based on CGPA and the order of preferences specified by the students in their internship application, and the remaining applications shall be sent to the second / alternate preferences. In such cases the decision of the Dean shall be final.
- If any student could not get the preferred internship, the Committee shall support with alternate options. If Committee is of opinion that the preference of the student does not match with their areas of interest, then the Committee shall have the discretion to procure appropriate internship.
- Once the applications for the internships are sent to the Organisations, the Committee shall regularly follow-up and update the status to the student applicants, through emails.
- Non-compliance of any of the directions and instructions by the Committee shall refrain the student from participating in the internship process.

AFTER ALLOCATION OF INTERNSHIPS

- **Knowledge about the Organisation:** The selected students should equip themselves with the necessary information about the nature of work, the Organisation and its culture and should get acquainted with the Organisational expectations from the intern, to optimize their learning during the short span of internship program.
- **Extension of Internship Period:** The Internships are planned during the vacation and if a student intends to continue beyond the vacation period, prior written consent from the Head of Department should be obtained. The decision of the HoD in this regard shall be final and binding.

DURING INTERNSHIP PERIOD

- **Misconduct:** The interns are considered to carry the goodwill and image of the University and their conduct shall have a bearing on the reputation of the University. Avoid discrimination and harassment at workplace. Any unprofessional behaviour, indiscipline and misconduct by the intern shall be viewed seriously and shall refrain them from further participation in Committee's activities.
- **Attendance and Working Hours:** The intern shall strictly abide by the working hours and office timing rules of the respective Organisations. The intern should get the 'Attendance Form' duly signed by the Internship Supervisor.
- **Absence:** Any absence during internship is discouraged and shall be recorded in the Internship diary. The intern should inform appropriately to the Organisation for any absence and take necessary approvals, if required. If an intern could not attend to the office for more than two (2) days, shall also inform the Committee accordingly and should state the reasons for such absence. The number of days of absence shall extend the period of internship by such days to complete the internship program, if such absence is not attributable to any exigency conditions.
- **Dress Code:** The students shall conform to the formal dress code as prescribed by the BCI or the Organisation of the intern.
- **Internship Diary:** The intern on a day to day basis shall record the details of the work undertaken for the entire internship program in a designated book called as Work diary. At the end of internship, the student shall have to submit the diary along with the internship report to Committee for evaluation and viva-voce.
- **Final Internship Report:** Within two weeks of completing the internship program the intern shall submit to the Academic Supervisor an 'Internship Report' summarising the tasks assigned and tasks accomplished and the learning experience from their internship program, in a prescribed format given by Committee, which shall be evaluated.
- **Feedback Report / Assessment Form from the Organisation:** The Committee shall share a feedback form which has to be filled-in by the Internship Supervisor evaluating the performance of the intern on various parameters during their

internship period and is received in a sealed envelope. Such feedback is confidential in nature and shall not be shared with the concerned intern.

EVALUATION OF INTERNSHIP

- Viva Voce: The Academic Supervisor along with an Expert Panel shall evaluate the Work diary, Internship Report, Feedback Report of the Internship Supervisor and conduct the viva-voce to assess the effective participation and learning of the intern during their internship program. The marks and grades awarded during such assessment shall be the end semester result of the internship program. The following is the pattern of evaluation of the internship program comprising of four (4) credits and 100 marks:
 - (i) Weekly Report: 20 marks (4 weeks X 5 marks = 20 marks)
 - (ii) Internship Report and Internship Completion Certificate: 20 marks
 - (iii) Presentation of Final Report and Viva- Voce: 50 marks
 - (iv) Internship Supervisor's Assessment From: 10 marks