

INTERNSHIP POLICY

I. Short Title, Extent & Commencement:

These regulations shall be called the Chanakya National Law University Internship and Placement regulations. These regulations are applicable to facilitate the internships of the students of five-year integrated course of B.A., LL.B (Hons.) & B.B.A., LL.B (Hons.). They shall be deemed to have come into force from January 2020.

II. Objective:

To conduit the gulf between the philosophy and training thereby transforming an amateur to a thorough legal proficient with a practical experience having obligatory skills to excel in legal profession.

III . Definition Clause:

- (i) **Absent** during internship means the fact of not being in the Organisation where the intern is usually expected to be during their internship program.
- (ii) **Absence Form** means a document which has to be duly signed by the Internship Supervisor approving the intern's absence. The format shall be provided by the Career Development Cell (CDC).
- (iii) **Academic Supervisor** means a designated faculty for an intern, to monitor and supervise throughout the internship program
- (iv) **Affidavit / Mandatory Undertaking** means a sworn statement in writing especially made under oath or affirmation signed duly by the student and countersigned by their parents, if required.
- (v) **Attendance** means being present as per the rules and regulations of the internship organisation.

(vi) **BCI** means Bar Council of India.

(vii) **CNLU** means Chanakya National Law University.

(viii) **Dress Code** means as mentioned in the BCI rules or as Internship Organisation prescribes.

(ix) **Indemnity** means security against or exemption from legal responsibility for one's actions. Indemnity is a contractual obligation of intern (indemnitor) to compensate the loss occurred to the CNLU due to the act of the indemnitor or any other party.

(x) **CDC** means Career Development Cell headed by the Vice-Chancellor and assisted by the Faculty and the Student Committees.

(xi) **Internship Report** means a summary of the work undertaken and the learning experiences of the student during their internship tenure.

(xii) **Internship Supervisor** means 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

(xiii) **Feedback Form** means a confidential report by the Internship Supervisor on the intern's performance during their internship to the University.

(xiv) **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 CDC activities.

(xv) **Internship 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.,

(xvi) **Placement** means securing a job in a suitable organisation.

(xvii) **SCDC** means Student Career Development Committee of 1 Student representative from each Semester of B.A., LL.B/B.B.A, LL.B (Hons.) Course.

(xviii) **Weekly Report** is the progress and learning of the intern recorded on a day to day basis, which is documented and submitted at the end of every week of their internship to the Supervisor for evaluation.

(xix) **Work 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

(xx) **Assessment** means 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. Assessment shall commence from the new Academic Session i.e (2020 – 2021) onwards.

IV . Constitution of Career Development Cell:

IV. (i)

(a) The Vice-Chancellor in consultation with the Faculty will constitute the CDC (Career Development Cell) consisting of Head Placements and other faculties as members and a 'Student Committee' comprising of a ten Students.

(b) However the Vice-Chancellor reserve the right to constitute and reconstitute the committee.

IV. (ii)

Role of Career Development Cell (CDC): The Career Development Cell shall:-

(a) Assist and facilitate the process of internships and placements to students in various organisations depending on their areas of interest.

(b) Assist in identifying new internship opportunities for the students;

- (c) Provide appropriate orientation regarding internships; and
- (d) Mediate in case of any issues with the internships .

V. Selection criteria for internships:

- (i) The CGPA/ Percentage score shall be considered for prioritising the choice of internship.

VI. Internship Application Process:

1. CDC shall announce the period of Internships in the Academic calendar at the commencement of each Academic Year.
2. CDC shall assist in obtaining one (1) internship of four (4) weeks. Any student desirous of undertaking more than one internship can do so on their own arrangement.
3. Students are also encouraged to procure their own internships subject to the rules and guidelines framed herewith. Such procurement should be after furnishing the details to CDC and with prior intimation and written approval of CDC.
4. CDC shall notify the criteria and the requisites for the submission of internship preferences and the students should adhere to the same.
5. **The pattern of Internships Semester wise shall be as follows:**
 - (a) **First Year:** Civil Society Organisations, Public Policy Think tanks, Research Centres at Law institutes, and Legal Services authorities etc.
 - (b) **Second Year:** Advocates / Law firms into Trial Court practice and district courts, Electronic Legal Repositories, LPOs etc.,

(c) Third Year: Tribunals, Regulatory bodies, Law firms, Legislatives Committees, Advocates practicing at the Appellate Level, High court Clerkship, Legal wing of Political Party, Legal reporting at Media Houses, Electronic Legal Resource Analysis, Student Research Assistantship, Registry of a Court or a Trib, practical law application projects undertaken in association with the School of Law, law reforms commission etc.,

(d) Fourth Year: Law Firms, Corporates, PSU's and Regulatory Bodies, SC clerkship, any other places of law in action or litigation and management, etc.,

(e) Fifth Year: depending on the area of interest and the career progression the student can intern in an Organisation of their choice like Law Firms, Corporates, Regulatory Bodies, Judicial Offices, Supreme Court and High Court Judges, Advocates, etc.,

The teaching assignments, legal publishing and information technology-based activities do not qualify as an internship experience as they are not practical oriented.

VII. EVALUATION OF INTERNSHIP

6. Every student shall complete minimum 20 weeks of internship.
7. 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 5 number each as a paper of 50 marks to be added in Xth Semester with Moot Court paper.
8. The intern shall submit through emails the weekly reports at the end of every week explaining their weekly progress and experiential learning on their internship to the Academic Supervisor.

9. The intern shall submit to **CDC** the 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.

VIII. APPLICATION PROCESS

10. The students should submit their details in a template provided by CDC indicating their location preferences and the Firms / Organisations they intend to intern.
11. CDC can decline to send the applications to any of the Organisations, and can do so after seeking the approval of the Vice-Chancellor and the student shall be communicated accordingly if it is their preferred choice.
12. The communication between the CDC, interns and the Organisation are treated as confidential and shall not be misused in any form. Misuse of communications by any student shall refrain them from participating in the internship process. CDC is the only point of contact for all the information pertaining to the internships.
13. The student desirous of internship with any Organisation, can do so by submitting the complete details of such organisation to the CDC and with a written consent of the Vice-Chancellor. The CNLU shall not recognize any internship undertaken without the prior written consent from the Vice-Chancellor if it is not arranged / sponsored by the CDC.
14. CDC shall allocate the internships depending on the preferences and career interest of the students based on their CGPA.
15. CDC shall not encourage more than three (3) 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 CDC shall be final.

- 16.** If any student could not get the preferred internship, CDC shall support with alternate options. If CDC is of opinion that the preference of the student does not match with their areas of interest, then the CDC shall have the discretion to procure appropriate internship.
- 17.** Once the applications for the internships are sent to the Organisations, SCDC shall regularly follow-up and update the status to the student applicants, through emails.
- 18.** Non-compliance of any of the directions and instructions by CDC shall refrain the student from participating in the internship process.

IX. AFTER ALLOCATION OF INTERNSHIPS

- 19. 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.
- 20. 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 Vice-Chancellor should be obtained. The decision of the Vice-Chancellor in this regard shall be final and binding. Such extension shall not be the deemed attendance in calculating the minimum attendance requirement of seventy percent (75%).

X. DURING INTERNSHIP PERIOD

- 21. Academic Supervisor:** CDC, for each student shall allot an Academic Supervisor to monitor their internship program by constantly communicating with the Organisations. CDC shall send a Feedback Form to all the organisations to receive their inputs on the interns, which is confidential in nature.
- 22. Comply with the Policies and Procedures:** During the internship period, the student shall comply with and follow all the directions and instructions and abide by the conduct and behavioural norms of the Organization. And comply with the policies, procedures and internal security measures etc., of the Organisation. The intern shall carry the identity cards of the Organisation, if provided any.
- 23. Misuse of Information and other Resources:** the intern shall maintain the confidentiality of information of the Organisation and its processes, its employees, clients. The intern shall use the resources of the Organisation appropriately and responsibly. The intern shall execute and submit a 'Confidentiality Agreement' to CDC, besides if required by the Organisation.
- 24. Misconduct:** The Misconduct is as defined in point 14 of Internship Policy. 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 CDC activities. Along with the internship application the student shall submit an 'Affidavit / Mandatory Undertaking/ Indemnity Bond' signed by the student and counter signed by the parents of such student declaring that they shall be solely responsible for any consequences attributable to the misconduct of the student during the period of internship.

25.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.

26.Absence: Any absence during internship is discouraged and shall be recorded in the Work diary and submit a duly filled in 'Absence Form' signed by the Internship Supervisor to the CDC / Academic Supervisor. 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 CDC 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.

27.Dress Code: The students shall conform to the formal dress code as prescribed by the BCI or the Organisation of the intern.

28.Work 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 CDC for evaluation and viva-voce.

29.Weekly Report: The intern shall record day to day work accomplished and submit the weekly report at the end of each week throughout the tenure of internship or on the dates prescribed by CDC. Non-submission of weekly report to the Academic Supervisor on time every week end shall have negative impact on the marks awarded.

30.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 CDC, which shall be evaluated.

31.Feedback Report / Assessment Form from the Organisation: CDC 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.

❖ **POLICY AMENDMENTS:** The Vice-Chancellor in consultation with the Registrar, Faculty, CDC and the SCDC shall amend, alter, repeal and add the provisions to the above-mentioned policy subject to approval of Academic Council.

Note: Recommended by the Academic Council in its meeting dated 24.05.2019 and approved by the Executive Council vide its resolution dated 31.05.2019