

SCHOOL OF LAW

INTERNSHIP GUIDELINES

NOTE - As per BCI Legal Education Rules 2018, a student **must complete 20 weeks of internship (for 5-year program)/ 12 weeks of internship (for 3-year program)**. Students are allowed to *intern only during the summer/ winter break*, for a period *of 4 weeks only*. Duration more or less than 4 weeks will not be accepted.

Further, as per the University guidelines, internship is mandatory. It carries **1 credit** and is for **50 marks**.

1. Students may seek University's assistance for internship, or may approach organizations/ lawyers on their own. **If a student chooses NOT to avail University's assistance, he may not be allowed to request for the same again.**
2. All students must fill a *pre-internship form* by **15th April (every year)** before the upcoming summer internship. In the form, they should also upload a scanned copy of the *offer letter or acceptance email* from the organization where they wish to intern. The form will be circulated amongst students by the mentors.
3. In *exceptional circumstances*, if a student wishes to intern during the course of the semester, the following process must be followed:
 - i. The student must provide an offer letter from the place of internship.
 - ii. The student will require the approval of the internship committee, specifically constituted for the purpose of granting No-Objection Certificate (NOC) (**Annexure 3**).
 - iii. If found suitable, the committee will recommend the student to the higher authorities, for further approval.
 - iv. The organization shall provide to the college, a record of the student's attendance after every month, or after completion of the entire internship, whichever is shorter.

SUBMISSION GUIDELINES

4. During the internship, the student must maintain a *daily diary* that mentions details of the work carried out, research conducted, and court visits (if any) on a daily basis. The daily diary must be *hard-bound, A4 size*. The format is attached below.
5. Students interning at an NGO or law firm must also submit a report of the project/ research on which they worked. The report must be *typed, Times New Roman Format, size 12*. It should be printed on *A-4 size paper* and *spiral bound*. The format is attached below.
6. The student must submit a photocopy of the internship completion *Certificate*. It should mention
 - i. dates of internship,
 - ii. duration,
 - iii. name of advocate,
 - iv. address & contact details.

The certificate should be on the *letterhead* of the organization, duly *stamped & signed* by the advocate.

- After completion of the internship, the student should fill the *post-internship Google form*, and upload the scanned copy of the internship certificate. The form will be circulated amongst students by the mentors.

VIVA GUIDELINES

Viva-voce to assess the learning from internship shall be conducted at the beginning of every odd semester (except Semester I). The dates shall be notified once the session commences. If the student fails to appear in the viva, he will be marked 0.

- The certificate, diary and report should be submitted to the University on the date of the viva.
- A student must be dressed in **black & white formals** (western formals for boys, *including tie*; Indian or western formals for girls). Students must wear a *blazer*.
- If a student is absent on the day of the viva, he/she will be marked 0 and no other chance will be given.*

Recommendations for internship & documents to be submitted after completion

YEAR	INTERNSHIP RECOMMENDED	DOCUMENTS TO SUBMIT
1st year	NGO	Daily diary (Annexure 1) + Project report (Annexure 2) + Internship Certificate
2nd year	District Legal Services Authority	Daily diary (Annexure 1) + Project report (Annexure 2) + Internship Certificate
	Lawyer (Litigation) in the District Court	Daily diary (Annexure 1) which also mentions visits to courts + Internship Certificate
3rd year	Law firm	Daily diary (Annexure 1) + Project report (Annexure 2) + Internship Certificate
	Lawyer (Litigation) in District Court or High Court	Daily diary (Annexure 1) which also mentions visits to courts + Internship Certificate
4th year/ 5th year	Law firm	Daily diary (Annexure 1) + Project report (Annexure 2) + Internship Certificate
	AOR, Senior Advocate, Advocate in High Court or Supreme Court	Daily diary (Annexure 1) which also mentions visits to courts + Internship Certificate

ANNEXURE 1

FORMAT - DAILY DIARY

Each date on a new page

Date: _____

List the daily internship duties -

E.g.: Reading case files, interacting with the clients, preparing briefs, drafted documents etc.

Judgement read -

Name of the case

Citation

Brief

Entry for Court visit -

In the court of _____

Title of the Judge

Address of the court

In the matter of (name of the parties)

Observation -

Law applied -

Section involved -

ORDER/JUDGEMENT: *Status (Pending/Approved/etc)*

Next Date of Hearing: _____

*** Saturday/Sunday/Holiday also needs to be mentioned in the diary.**

ANNEXURE 2

FORMAT - REPORT

Cover page

<p>Internship report</p> <p>Internship at _____</p> <p>Starting date _____ - End date _____</p> <p>Number of weeks - _____</p> <p>Name of the student - _____</p> <p>Roll number - _____</p> <p>Program & Batch - _____ (Eg. BCom LLB, Batch 2018)</p>

1st page -

Cases read during internship

S.No.	Case Name	Citation	Law applied
1.			

Next page -
Experience during the internship

This should be 4 - 5 pages long:

Introduction -

Summary of research carried out -

Aspects of law covered -

Learning -

Brief of project worked on -

Brief of presentation made (if any) -

ANNEXURE 3

NO OBJECTION CERTIFICATE

Date: _____

To whomsoever it may concern

Mr/ Ms _____ is an undergraduate full-time student of _____ Semester of _____ Program in the **School of Law, Manav Rachna University**. He/she wishes to intern at _____. The student will be permitted to attend the internship from _____ to _____.

Upon completion of the internship, he/ she will be required to submit a self-typed report and duly stamped & signed certificate on letterhead of the organization.

Head of Department