

INTERNSHIP AND PLACEMENT CELL

Internships are formal programs within organizations whose primary purpose is to offer practical work experience in a particular occupation to people who are new to that field. Internships fulfil an important component of both academic and practical education in law.

Internships are known for giving students the opportunity to apply their knowledge in real world environments. At the same time, they will also develop skills that will help them perform better at their jobs. Internships greatly increase the chances that a student will gain full time employment after graduation. By using internships, students are provided with experience that will make them stronger. In addition to this, their work ethic will increase, and they will be confident in their abilities. Internships will also allow students to learn about time management, discipline, and effective communication skills.

The purpose of the internship program is to provide a planned transition from the curriculum to a personal and professional setting in a student's area of interest. During the internship experience, the student will test the practical application of the theories of academic learning in the professional setting under the guidance and supervision of both a professional staff member and a university faculty advisor. As a part of the internship experience, the student will be evaluated on his/her work attributes and contributions in the assigned work or community setting. The student will have the opportunity to continually interact with the staff in the setting and periodically with the faculty in assessing his/her skills, accomplishments, and professional growth.

During this period of internship, students are required to conduct legal research, draft pleadings, briefs, opinions or other legal documents as required by the host. Internships may also involve interviewing witnesses, assisting lawyers or judges in court, and observing court proceedings.

Objectives of the Internship

- To help the students gain first-hand experience of a particular place of work.
- To assist students in being more receptive to market needs, and in deciding their area of specialization in the future.
- To assist students in developing professional skills and a broader understanding of the legal profession and legal processes.
- To enhance students' learning of a particular area of law.
- To enable students to participate more effectively in law school classes because of the real-world experience they bring back to the classroom.
- To make students aware of career alternatives.
- To further develop and integrate personal characteristics such as self-awareness problem-solving skills, professional ethics and behaviour.

- To gain a better understanding of the relation of law to society, economics, psychology, and social science to develop new knowledge and skills.

Rules Governing Internship

1. Duration:

- o Each student shall have completed minimum of 20 weeks of internship (5 years course) and 12 weeks (3 years course) during the entire period of legal studies under NGO, Trial and Appellate Advocates, Judicial Legal Regulatory Authorities, Legislatures and Parliament, other Legal Functionaries, Market Institutions, Law Firms, companies and Local Self Government.
- o The internship in any semester cannot be for a continuous period of more than four weeks and minimum of 15 days and all students should have at least one internship with an NGO, Trial Court Advocate and an Appellate Court Advocate, District Legal Service Authority each, in the entire course of the academic period.
- o Each student shall keep internship diary in the form stipulated by the University and the same shall be evaluated by the core Faculty member of the staff each time. The total marks shall be assessed in the Final semester of the course in the 4th Clinical course as stipulated under the schedule appended to these Regulations.
- o Split internships are allowed with permission from the concerned Class Internship Coordinator. This will be permitted only in exceptional cases like medical reasons, participation in moots etc.

2. Student Responsibilities

For an internship to be successful, all of the main participants (the intern, and the faculty supervisor) must fulfil their responsibilities. As a student, you have a crucial part to play in ensuring the success of your internship, and you must be prepared to be proactive and use your initiative to ensure that it runs smoothly. It is your responsibility to:

- o **Before the internship:**
 - Meet your faculty supervisor.
 - Develop a résumé that you can use to promote yourself for a specific internship.
 - Pinpoint a few internships that interest you.
 - Prepare an appropriate Academic Internship Proposal.
 - Meet with the Internship Coordinator to brainstorm ideas for your internship.
 - Get all the necessary materials to the Internship Coordinator at least two weeks before the internship begins.

o **During the internship:**

- Report to the workplace on time and when scheduled.
- The student should dress professionally and appropriately.
- Exhibit professional behaviour and respect for the other interns, site staff, and clients.
- Be polite, professional and cooperative with all team members.
- The intern is expected to become familiar with and adhere to the organization's rules, policies, regulations, and standards.
- Negotiate your hours with your site-supervisor being extremely flexible.
- The student should notify the site supervisor of any illnesses and emergencies as soon as possible.
- Communicate with the site supervisor about the internship as it progresses
- Keep Client information confidential.
- Initiate and carry out projects and activities as directed by the site supervisor.
- Observe confidentiality.
- Be aware of office politics and avoid office gossips
- Learn everything possible about the position and the worksite.

o **After the internship:**

- Send "Thank You" letter to your supervisor.
- Reflect on what you have learned about your career field, your experience, and what you have learned about yourself.

3. Submission of Written Work:

At the conclusion of the internship, you must give an evaluation of the experience. This report need not be long, but should give an indication of the success or otherwise of the internship, particularly in relation to whether the initial objectives were met.

Internship Diary:

It is mandatory for all students undergoing Internships to maintain a day-to-day record in Internship Diaries.

- o Enter your experiences and impressions gathered that day.
- o Include adequate details to bring out what you have learnt, what impressions you had on law, lawyers, courts and society, what difficulties you encountered and how you solved them.

Internship Report:

The internship report has the following compulsory components.

- o Facing sheet
- o Self-Certification
- o Certificate of the Organization
- o Acknowledgement
- o Table of Contents
- o Introduction
- o General information about the institution/organisation
- o Work Activities
- o Observation
- o Findings
- o Internship experience
- o Suggestions/Recommendations
- o Conclusion

Internship report must be in students hand writing. It must be hard bound. No spiral binding will be accepted. Records will not be submitted by facsimile or email. They should be submitted by hand.

Assessment/ Evaluation:

The Internship Diary, case notes, and viva voce would be the basis of evaluation. Internship viva voce will be conducted by the Head of the Institution and the concerned Internship Coordinator along with the Mentor.

Viva Voce: Viva voce will be conducted for all the students in the first week of the academic year under the supervision of the Principal and Faculty in charge.

Placement cell

Placement cells play a crucial role in helping law students transition from their academic pursuits to the legal profession. A robust placement cell in our college not only assists students in finding suitable employment but also helps bridge the gap between academic knowledge and practical legal skills, ultimately contributing to the overall success of law graduates in their legal careers.

The primary objectives of a placement cell include:

Objectives:

1. *Employment Opportunities:* To facilitate and increase employment opportunities for law students by connecting them with potential employers in various legal sectors, including law firms, corporate legal departments, government agencies, and non-profit organizations.
2. *Skill Enhancement:* To help students develop and improve their skills, including legal research, writing, advocacy, negotiation, and other practical legal skills, to make them more attractive to employers.
3. *Networking:* To create and maintain a network of legal professionals, alumni, and organizations that can offer guidance, mentorship, and job opportunities to students.
4. *Career Guidance:* To provide students with career counselling and guidance on various legal career paths, including litigation, corporate law, public interest law, and government service.

5. *Resume Building*: To assist students in crafting effective resumes and cover letters that highlight their strengths and experiences.
6. *Interview Preparation*: To prepare students for job interviews by conducting mock interviews and providing feedback.
7. *Internship Placements*: To help students secure internships that provide practical experience and exposure to the legal field.
8. *Professional Development*: To organize workshops, seminars, and training sessions on legal trends, professional ethics, and other relevant topics.
9. *Employer Engagement*: To build and maintain relationships with law firms, government agencies, and other legal employers to facilitate the recruitment of law students.
10. *Alumni Networking*: Facilitate interactions between students and alumni who can provide insights into the legal profession and potential job opportunities.
11. *Feedback Mechanism*: Collect feedback from students, employers, and alumni to continuously improve the placement cell's effectiveness.