**Proposed Internship Policy for School of Law Christ (Deemed to be University) Pune, Lavasa**

**Constitution of Committee:** -

The Committee for framing the Internship policy was appointed by Director Fr. Dr. Jossy P. George in the monthly meeting of School of Law held at Board Room on 23rd August 2021. The Committee is comprised of 4 members Fr. Dr Arun Antony Chully, Dr Sunil John, Dr Sanjay Bang and Dr Yatin Kathuria under the Chairmanship of Dr Sanjay Bang. The Committee has been assigned the task of framing the Rules within one month and submit the same on or before 30th September 2021. The Committee after delegating the power by the Director through email of 24th August 2021 has started to design the Internship Rules under Schedule III Rule 25, Rule 26 and Rule 27 of the Legal Education Rule 2008 of Bar Council of India.

**Chapter I**

1. **Preliminary: -**
2. As per Bar Council of India rules of Legal Education, 2008 it is mandatory for a student to undergo 20 weeks of internship during 5 years Under Graduate Course and 12 weeks for 3-year course of LLB.
3. The School of Law Christ (Deemed to be University) Pune, Lavasa campus as per Legal education Rules 2008 of Bar Council Framing the Internship Policy which is binding document for the students of School of Law, Christ (Deemed to be University) Pune, Lavasa.
4. This Internship Rules are applicable from 2021-2022 onwards till amended by the Director and the appropriate members formed under Committee, for all the undergraduate integrated Law courses in School of Law.
5. **Vision: -**

The Internship Programme is carried with following vision

1. To provide the student an opportunity to test the theoretical knowledge at the parameters of practical utility and practical application.
2. The Internship Programme amateur to a thorough legal professional with a practical experience having requisite skills to excel at Bar and Bench.
3. To give the student a platform to explore their ideas and test them in real context.
4. To Develop professional-level skills in oral and written communication.
5. To develop the legal fraternity network which will be useful for the students in their future endeavors.

**Chapter II**

1. **Definitions and Interpretation Clauses: -**
2. **Absence Form: -** It is a document which has to be duly signed by the Internship Supervisor approving the intern’s absence. The format shall be provided by the Internship Committee.
3. **Absent from Internship**: -
4. Absent during internship means the fact of not being in the Organisation where the intern is usually expected to be during their internship program.
5. In case of contingency like medical emergency the intern without prior approval from the Internship supervisor, or without reporting to any of the Internship Committee member in writing in the prescribed format will be deemed as absent from Internship.
6. **Academic Supervisor: -**

Academic Supervisor is a designated faculty for an intern, to monitor and supervise throughout the internship program

1. **BCI** :-

Bar Council of India is a Statutory Body for consolidate and amend the law relating to legal practice constituted under section 3 of the Bar Council of India Act-1926.

1. **Dress Code**: -

Dress Code is as mentioned under Rule 27 Schedule III of Legal education Rules 2008 in the Bar Council Rules.

1. **Feedback Form: -**

Feedback form is a confidential report by the Internship Supervisor on the intern’s performance during their internship in a sealed envelope. The form will be prescribed by the Internship Committee.

1. **Full time: -**

Full time means for a continuous period of 28 days or 4 weeks as per Rule 25 Clause (a ) para 2 during the internship period subject to stipulation by the department from time to time.

1. **Internship Break:** -

Internship break means the break period after odd semesters, for School of Law students, during which a student is compulsorily required to do an internship.

1. **Internship Committee: -**

Internship Committee is the Committee constituted by the Head of the Department in consultation with the Director comprises of Faculty Coordinator, faculty members decided from time to time by the Head of the Department in consultation with Director.

1. **Internship Report (Internship Diary) (Court Diary): -**

Internship Report (Internship diary) or (Court diary) is a summary in detail about the duties and the work undertaken and the learning experiences of the student during their internship tenure.

1. **Internship Supervisor [or Industry Supervisor]:** -

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

1. **Misconduct: -**

Misconduct means any kind of personal and professional wrongful, improper or unlawful conduct and includes minor and gross misconduct motivated by willful, 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 Internship activities.

1. **Organisation: -**

Organisationmeans a place of work for internships and placements and includes NGO’s, social organizations, governmental organizations, local bodies, legislative bodies, law practitioners, judicial offices, corporates, law firms, market regulators etc. defined as per Bar Council Legal Education Rule 2008, Rule 25 clause (a) para 1.

1. **Viva -voce: -**

Viva-voce is oral examination in which the intern answers the questions in an interview with the Examiner or a panel of examiners appointed by the Internship Committee. It is an evaluation criterion to understand the effectiveness of the internship program.

1. **Working Day: -**

Working Day means any day on which regular online or offline classes are scheduled to be taken in School of Law as per the Academic Colander fixed by the University in the commencement of the Academic year.

1. **Weekly Report: -**

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. The intern is bound to submit 4 weekly reports in one internship.

Chapter III

**Internship Committee**

1. **Composition of Internship Committee: -**

The internship Committee will be comprised of, for the academic year 2021-2022 unless structural changes are made before the next committee is formed for the next Academic year 2022-2023, will be as follows:

1. Dr Sanjay Bang as the faculty coordinator
2. Dr Daisy Alexander, Dr. Sunil John, Dr. Yatin Kathuria and Dr. Sahil Gurudev as faculty members of the Committee.
3. I strongly recommend here the involvement of 2 or 4 Students Convenors to assist the Internship Committee for documentation purpose and thereby we may inculcate the habit of proper documentation which is must in litigation.
4. **Objectives of Internship Committee: -**

The Internship Committee will function

1. To Assist and facilitate the process of internships and placements to students in various Organizations depending on their areas of interest in case of difficulty to find the internship by the students themselves.
2. To Assist in identifying new internship opportunities for the students;
3. To Provide appropriate orientation regarding internships.
4. To mediate and council in case of any issues with the internship.
5. To empanel a list of Advocates where the students can be referred.
6. To organize guest lectures, seminars and similar events in under the University Connect Program/Industry Connect Program in order to connect with potential employers.
7. To provide orientation to the students about the policy and if any changes are made before the internship begin in both the semesters.
8. Will form the Panel of two members for Internship Evaluation in consultation with the Head of the Department and the Director.

Chapter IV

**Internship Application, Duration, Code of Conduct and Evaluation**

1. **Internship Application process: -**
2. Internship Committee shall announce the period of Internships in the academic calendar at the commencement of new Academic Year.
3. Students are encouraged to procure their own internships subject to the rules and guidelines framed. Such procurement should be after furnishing the details to Internship Committee.
4. In case of difficulty, if student finds, he needs to give in writing with the reason email to the Committee, copy to the Head of the Department along with the Director, why he is unable to find the internship on own, the Committee may assist him to find out a suitable internship programme taking into consideration his attendance, percentage and overall fulfilled responsibilities.
5. The students seeking internship through Committee have to send the application to the Committee email along with the documents prescribed in sub clause (c) of 7 and detailed CV in the direction of the Committee, minimum before 2 weeks for assistance from the Committee.
6. Once the applications for the internships are sent to the Organizations, the Committee shall regularly follow-up and update the status to the student applicants, through emails.
7. If a student has been allotted an internship by the committee during the academic year, he/she will not be allowed to apply for any other internship in the particular academic year. This is to ensure that all students applying through the Committee are on a level playing field and all the students get an internship opportunity.
8. The Committee shall notify the criteria and the requisites for the submission of internship preferences and the students should adhere to the same.
9. Students are supposed to send the email to the internship Committee about the place they have identified for the internship as soon as they identified.
10. Students are bound to send the offer letter in the due date specified by the Committee before the internship begins in the Semester break. The offer letter if not submitted in due date the students can submit the same with late fee prescribed from time to time by the Committee in consultation with the Director, within 10 days. After that the committee will not consider the internship done in that semester by the student.
11. The offer letter must be submitted in format as follows
12. Letter Head of the Organisation.
13. Seal and signature of the Internship Supervisor.
14. If it is in the email format, with Organisation email with all contact details and soft copy of Letter head of the organization.
15. The email by the organization must be sent in the full name of the candidate. The Committee will immediately reject the offer letter if it is without full name of the candidate.
16. In case of Government organization where offer letter is not provided with, the Committee reserves the right to accept without offer letter, subject to verification either by email by Committee or through phone call. But in all these cases the Internship Completion certificate must be on Letter Head and signature of the Internship Supervisor.
17. The students need to purchase the hardcopy of the Internship Diary from the area identified by the Internship Committee before the internship begins. Students need to write the summery of daily activities conducted by them on daily basis in the diary during the internship. The internship diary need to submitted by the students as per the directions framed by the Internship Committee in consultation with the Director. Without complete internship diary the student will debar from attending the viva and evaluation process scheduled.
18. In the Internship Diary each student will observe two interviewing sessions of clients at the Lawyer’s Office/Legal Aid Office and record the proceedings in the diary, each student will further observe the preparation of documents and court papers by the Advocate and the procedure for the filing of the suit/petition. This will be recorded in the diary. This Diary should be evaluated by the Internship Supervisor and the Core Faculty Member in the University.
19. The students need to submit the Internship Completion Certificate within 2 weeks of re-opening of the Academic year. In case of delay, they need to inform to the Internship Committee for the reason of delay.
20. 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.
21. **Internship Duration and pattern**
22. Each registered student for Five year and 3 years has to complete the internship for 20 weeks and 12 weeks as per the Bar Council of India 2008 Legal Education Rules[[1]](#footnote-1).
23. Each student is bound to complete minimum 4 weeks continuous internship during the academic year. Students can do more than the prescribed duration as per their choice but it is mandatory to complete minimum one internship of 4 weeks.
24. There will be one Internship break wherein the students are compulsorily required to intern during the first break that falls after every ‘odd semester’ or the “winter break” for a minimum period of 4 weeks, failing which they are required to intern during the second break that falls after the ‘even semester’ or the “summer break” for a minimum period of 4 weeks. However, the break following the even semester is not a mandatory Internship Break.
25. Due to the Pandemic outbreak and ensuring adequate healthcare measures, the students may also undertake a full-time online/virtual internship the same will be deemed as valid internship, and will be considered for evaluation upon satisfaction of all the documents mentioned I) The offer letter II) The complete internship diary III) Internship Completion certificate. The Committee after the government guidelines reserve to change the online/virtual mode of internship to offline with prior notice to the students.
26. Submission of minimum 4 weeks certificate is mandatory even if the duration of the internship is more than that. If certificate of 4 week is not submitted, the internship completed by the student will not be taken into consideration by the University.
27. The Internship completed with parents and siblings will not be taken into consideration by the Committee and will be rejected without giving any reason.
28. NGO’s, Advocates / Law firms into Trial Court practice and district courts etc., Tribunals, Regulatory bodies, Law firms, Legislatives Committees, Advocates practicing at the Appellate Level, High court Clerkship, etc., Law Firms, Corporates, PSU’s and Regulatory Bodies, SC clerkship, etc., depending on the area of interest and the career progression or other such body as the University shall stipulate, where law is practiced either in action or in dispute resolution or in management or research[[2]](#footnote-2).
29. The internships must not be done during the academic session[[3]](#footnote-3)
30. **Code of Conduct during and after Internship: -**
31. Dress Code: **-** The students shall conform to the formal dress code as prescribed by the Bar Council of India or the Organisation of the intern.
32. Attendance and Working Hours: The intern shall strictly abide by the working hours and office timing rules of the respective Organizations and be punctual and professional. The intern should get the ‘Attendance Form’ duly signed by the Internship Supervisor in case of Offline Internship.
33. 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.
34. Professionalism: -The student is expected to represent himself/herself in professional manner in relation to the professional setting and write a letter and thank the organization for providing him with the opportunity of internship to maintain a long term relationship with the organization.
35. **Internship Evaluation: -**
36. All internships undertaken by the students throughout their course of five years or three years shall be evaluated year wise as a four credit (4) paper of 100 marks. Marks of Internship will be cumulatively added in Moot Court and Internship Clinical Courses.
37. The intern shall submit to the committee Work diary, Certificate of completion and the Internship Supervisor’s Feedback form within a period of two weeks from the date of completion of the internship programme.
38. Viva will be conducted by School of Law to ascertain the outcomes 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.
39. The student is expected to present before the interviewer
40. Name of the Organisation.
41. Work schedule
42. Sponsor’s practice, office decorum, policies, confidentiality and ethical standards
43. Job responsibilities and performance expectations
44. Supervision, training and evaluation.
45. Anticipated internship tasks, projects, and assignments and the time allocated to each candidate.
46. The internship marks will be given according to the following parameters
47. Offer letter and objective of the organization/ Firm/ Individual Advocate………….10
48. Methodology and work assigned (activities undertaken during internship need to be explained in detail like name of the case, relevant Act, specific section, Facts, issues, legal reasoning and decision or status of the case) …………….10
49. Learning outcomes of the internship and skills accomplished……….15
50. Daily activity which includes writing of work diary in a systematic manner………10
51. Weekly report preparation. 4 reports needed from the student………….20.
52. Viva and presentation skill………………15.
53. Submission of diary and assessment of work diary by interviewer, completion certificate and feedback form filled by the Supervisor (Submission of diary-05, Assessment by the interviewer-05, Feedback Certificate (Confidential) by the internship supervisor-05 and Internship Completion certificate-05…………….20
54. Total marks 100, 20% weightage will be given and added cumulative to the clinical paper of Internship and Moot Court.
55. The students who don’t comply clause (b) from Rule 9 and clause ( i) from Rule 6 will not be eligible for the internship of viva and will have to complete fresh internship to be considered as per Bar Council Legal Education Rule 2008.
56. Each panel has to prepare a table comprise of registered number of 1) Number of students completed the internship 2) Discrepancies in offer letter submitted 3) Discrepancies in Certificate submitted 4) Offer letter not submitted 5) Certificate not submitted 6) Internship Work Diary not Purchased 6) Internship Work Diary not completed 7) List of the students class wise who have to pursue another Internship after the end of the Five year course time.
57. The Panel must prepare the report in the sub clause (g) of Rule 9 in a week of completion of Internship Viva and send the same to the class teacher of the concerned students. The class teacher needs to send the same to HOD and a copy the Director after compiling the Report from different panels.
58. The class teacher needs to inform the students those who have to pursue the fresh internship in 3 days’ time after compiling the Report for the class.
59. **Non adherence of policy and consequences:** -
60. The students who don’t comply the Rules set in Internship Policy of School of Law will not be considered for the same internship and has to repeat the same before he/she completes his/her graduation.
61. The students who are not willing to continue the internship provided by the Internship Committee have to inform the same within 3 days by email, so that the same can be provided to the other student who is interested in for the internship in the same organization.
62. The students who don’t continue the internship provided by the Committee will not be eligible to apply for internship through the Committee for next one year.

Chapter V

**Miscellaneous**

1. **Ensuring the viability for the future internship programme: -**
2. The Internship Committee will be analyzing t the feedback data received from the Organisation and the Internship Supervisor and make the report properly at the end of the year.
3. The Internship Committee has to submit the analyzed data along with the activities carried in a year and submit the same before July every year.
4. The Internship Committee may call to few identified organization/firm/NGO/Advocate to thank officially and to take feed back orally to ensure long term commitment with the organisation/firm/NGO/Advocate.

1. Schedule III Rule 25 (a) [↑](#footnote-ref-1)
2. Schedule III Rule 25 (a) second para. [↑](#footnote-ref-2)
3. BCI:D: 1478/2014 (LE) Circular no. 5/2014 dated 11 September 2014. [↑](#footnote-ref-3)