



# St .Joseph's College of Law

#18,FM Cariappa Road (Residency Road), Bangalore-560025

## Internship Policy

**Preamble:** Internships are mandatory for all students in order to complete their course requirements.

Each registered student shall have completed minimum a of 12 weeks( 3 year LLB Course) and 20 weeks (5 Year BA LLB Course) of internship during the entire period of legal studies under NGO, Trial and Appellate Advocates, Judiciary, Legal Regulatory authorities, Legislatures and Parliament, other Legal Functionaries, Market Institutions, Law Firms, Companies and Local Self Government. (KSLU)

The forum for internships at St Joseph's College of law serves as a window to the wide range of opportunities available to interns. Premier institutes have had campus awareness programs on the subject of internships and the possibilities for students on internships. The college will make available the list of organizations available for this purpose. Students are encouraged to choose from this pool of organizations for their internships. However, students are also encouraged to identify potential and reputed institutes and organizations and submit an application in keeping with the procedures of the college.

### **Procedure:**

The college has instituted a set of procedures to facilitate opportunities for internships and to ensure its effective working and outcomes for the internee. The college in keeping with the KSLU rules has drafted a policy for the purpose of internships. The policy will provide for a broad set of guidelines.

Students will be required to write a curriculum vitae and a statement of purpose to make a formal application to the organizations that facilitate internships.

All applications will have to be forwarded to the Director of the college with relevant details as required in the format for this purpose.

The college will process all complete applications to ensure the eligibility in keeping with the guidelines. The students will then be required to forward these applications to the respective organizations.

On confirmation of the internee's application, the student will be required to inform the college and submit a report. The internee will be required to maintain a diary of their internships. The diaries for this purpose will be made available by the college.

On successful completion of the internships for a specific duration, the student will have to submit the internship diary and report for the purpose of evaluation and award of marks.

### **Refer to the formats provided**

#### **Step 1**

Submission of Curriculum Vitae

#### **Step 2**

Application addressed to the Director

Application addressed to the Organisation after identifying the area of interest.

#### **Step 3**

Confirmation of Internship after intimation by the Organisation.

#### **Step 4**

Reports to be submitted

### **Duration of Internship**

Students are permitted to take up internship during semester breaks.

The duration of each internship must comprise of 4 weeks in every academic year this can also be divided into two slots.

### **Time**

The Intern must be present at the place of internship during working hours.

### **Submission of Report**

Every student is required to maintain an Internship Diary and Report

### **Internship Diary**

The Diary will contain a record of the day's work/ activity (must comply with the printed format) and will be attested by the Head of the Firm/ Organisation.

### **Internship Record**

The record must contain the following details

1. Certificate of Internship from the Organisation / Firm.
2. Students must briefly record the list of statutes, case laws, recommendations, Court visits if any.

The Institution will monitor the progress of the student during the Internship.

### **Submission of Report**

Students must submit their internship diary and report on the first working day of the semester to the Institution.

### **Discipline**

Students must conduct themselves with dignity and meets the demands of the Organisation during the course of their internship.

Strict action will be taken against students in the event of any complaint by the Organisation.

Students may bring any grievances concerning internships to the attention the College Authorities.

*The Internship policy is subject to revision and fine tuning to ensure effective working and outcomes.*