

## **Internship Committee**

### **Objectives:**

1. Provide a smooth transition from the curriculum to a professional setting in a student's area of interest.
2. Provide an opportunity to practically apply the theories of academic learning in the professional setting under the guidance of Professional members.
3. Help students understand alternative career options.
4. Prepare students to face their Placement interviews by conducting necessary workshops to build their interpersonal and soft skills.
5. Provides organizations and firms an opportunity to identify potential students for their future recruitments. This opportunity helps create a road map to place the students in reputed organizations.
6. Create awareness among students on the importance of internships by conducting various activities, seminars, webinars and workshops.
7. Assist students in recognizing the market needs and help in deciding their area of specialization in future.

### **Policy:**

1. First internship at an NGO is mandatory for all First year Students.
2. Every academic year, Four weeks for internship is mandatory. Every year prior permission from the class mentors must be obtained for internship.
3. Students of Third and Fifth Year LL.B, within their Twelve and Twenty weeks respectively, must intern Twenty one Days at any District Legal Services Authority(DLSA) in India.
4. The curative list of NGOs and firms provided by the college need not be exhaustive. Students are permitted to intern in an NGO of their choice, provided they adhere to the policy.
5. The approval of application process must be completed Ten days prior to the last working day of the semester. Any approval required prior to the aforementioned manners can be accommodated based on the practice of the NGOs/ law firms .
6. There will be constant scrutiny by the college with regard to the internship work of the student and in case of any misconduct and misbehaviour noticed would be dealt with strict disciplinary action.
7. After successful completion of Four weeks of internship per Academic Year and on submission of all the required reports and documents mentioned in the procedure, Viva-Voce would be conducted by the respective class mentors.

### **General Rules:**

1. Students are strictly prohibited from interning with family members. Internships with family members will not be considered valid as per the academic requirements of KSLU.
2. Students are required to take up internships only at such NGOs which are also engaged in field work in their respective areas.

**Procedure:**

1. Students from First year are required to identify the NGO featured in the curative list provided by the college.
2. A student making application to any NGO not featured in the curative list must get prior approval from their respective class mentor by submitting the profile of the NGO requesting the same.
3. After the internship applied for is approved by the college, the student may contact the class mentor to get a Bona fide.
4. Students from remaining classes making an application to any of the firms/ organization for internships must submit the profile of the Law firms/ organization and get prior approval from their respective class mentor.
5. Students should update the internship details such as acceptance of application and date of joining in the internship work report which would be shared to the students.
6. Once the Internship commences, students must maintain and update the following details in the work report regularly.
7. (i) Internship work report- class mentors would share a Google sheet in which students must enter the following particulars:

Date	Work done	Observation/ Remarks
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6. (ii) Internship Diary: Intern must enter an elaborate description of the work assigned and completed by them in the Internship Diary. Students must collect The Internship Diary from the college office before the commencement of the Internship.
6. (iii) Students interning must download the evaluation form along with the envelope from the college website. The same must be filled and attested by the internship supervisor/ Manager/ Partner of the firm/ NGO. Students must enclose the evaluation form at the end of the Internship in an envelope sealed by the supervisor/ Manager/ Partner of the firm/ NGO to maintain the confidentiality of the evaluation process.
8. The documents mentioned (see 6(i), 6(ii), 6(iii)), after the completion of the Internship, must be handed over to the class mentor during the commencement of the viva-voce.

9. Students are expected to complete four weeks of internship in the same NGO/Firm/Organization once the internship has been approved.
10. In exceptional cases, if the student wishes to discontinue from the approved NGO/ Firm/ Organization, the student must send a mail to their class mentor stating the reason for discontinuance.
11. Upon acceptance from the mentor, the student can discontinue from the ongoing internship and seek approval for the remaining period of internship, provided the student completes the procedure.
12. Not more than five students would be permitted to intern at the same NGO/ Firm/ Organization. Students permitted would be based on one approaching the earliest.