

POLICY

Internship & Placement Cell, 2018 - 2019

University School of Law & Legal Studies, Guru Gobind Singh Indraprastha University

INTRODUCTION

The Internship & Placement Cell of University School of Law & Legal Studies (the "Cell") endeavours to provide internship opportunities across all batches and placements for final year students. It strives to function in a transparent and egalitarian manner, impart the skills necessary for succeeding in the legal profession, and seeks to enable students to make the most of our law school. To achieve the best results, the Cell needs the co-operation of the students. Through this Policy, the Cell intends to set down the rules by which it shall operate and inform students of the guidelines they must abide by in their association with the Cell. All students are expected to read and understand the Policy and follow it strictly; all students must maintain a professional demeanour and be co-operative throughout all processes of the Cell.

It is to be noted that while the Cell provides assistance with the procuring of internships and placements, it does not guarantee either. Furthermore, it is the responsibility of the individual students to keep themselves updated with the developments in the legal profession and to stay abreast of the notices and messages that the Cell circulates.

The Policy has two segments. Part I covers the rules regarding the processes of the Cell with respect to internship applications and the placements, whereas Part II outlines the general guidelines for conduct. The students must strictly abide by both. Non-adherence will lead to penalties in the form of blacklisting.



PART I

Application Procedure

1. The Cell shall periodically inform the students of upcoming internship or placement opportunities through notices, e-mails and/or messages on online platforms such as WhatsApp.

The message shall include details such as the name of the lawyer, law firm, company, or other organisation, the period of engagement, and the last date by which interested students may send in their expression of interest. In case any additional documents are required, the Cell will inform students of such a requirement as well.

2. Once the students are informed about the opportunities, interested students may apply by sending in an e-mail to the official e-mail address of the Cell. Applications must be sent to placementcelluslls@gmail.com and students must CC the same to usllsplacementcell@ipu.ac.in.

The e-mail must contain the following elements:

- i. It must clearly state their intention to undertake the internship.
 - ii. It must include a statement to the effect that they agree to abide by the Cell's Policy and shall not withdraw from the internship if selected.
 - iii. The CV must be attached to the e-mail.
3. The subject of the e-mail shall read "Expression of Interest: <Place and Period of Internship>".

Example - Expression of Interest: ABC & Partners, July 2017

4. The body of the e-mail should state that the student is interested in pursuing the internship, agrees to abide by the Cell's Policy, and will not withdraw from the internship if selected.
5. Applications received after the specified last date for receiving the expression of interest shall not be entertained. However, exceptional extenuating circumstances may be taken into consideration.

6. If an applicant is shortlisted for the opportunity by the Cell, they shall be informed of the same.
7. If a student has applied for an opportunity for particular month, no other application for the same month will be accepted. The determination of which opportunity to apply for shall be left to the discretion of the individual students themselves.
8. Once a student's internship has been confirmed, the confirmation shall amount to an automatic withdrawal from the internship facilitation process for that month.

Curriculum Vitae (CV)

1. Students are expected to follow the CV format provided by the Cell for applying for opportunities through the Cell. The CV should look formal and presentable, and must not deviate from the format provided.
2. The CV must not exceed two pages.
3. The CV must be in the form of a PDF file.
4. CVs that do not abide by the Cell's format will not be accepted for any application process.
5. Inclusion of false information in the CV will lead to immediate blacklisting of the student by the Cell.
6. If there is any change in their CVs, students must inform the Cell so as to enable the changes by the Cell, which will be incorporated in the database.

Withdrawal of Application

1. Students can withdraw their application for a particular opportunity within 48 hours from the time the application was first e-mailed.
2. The intention to withdraw has to be mailed to the official e-mail address of the Cell along with the reason for the withdrawal.
3. In case an internship that a student has applied for through the Cell is unconfirmed up to 1 week before the commencement of the internship period,

the student may be entitled to withdraw their application if they have secured an internship through their own means.

4. If a student that had applied for an internship through the Cell secures an internship which has not been facilitated by the Cell, then the student has an obligation to inform the Cell and withdraw from the internship facilitation process.

Allotment of Internships

1. The shortlisting of students and allotment of internships shall be carried out by the Cell objectively, with the CV as the point of reference and comparison.
2. However, the Cell shall follow a system of prioritisation insofar as shortlisting and forwarding names for internships is concerned. A 'year of study' and 'tier' based stratification will be followed.
 - i. Final year students will be prioritised for placements and assessment internships.
 - ii. Fourth year students will be prioritised for top tier internships at law firms.
 - iii. Trial and appellate court experience will be prioritised for third year students.
3. The Cell will endeavour to account for students' inclinations, and will suggest and attempt to procure internships in the students' area of interest.

Confirmation of Internships

1. If the application of a student is accepted and an internship is confirmed, then a confirmation e-mail will be sent to the concerned student informing them of the same.
2. In case the confirmation of an internship is not received by the Cell until the week before the commencement of the internship period, or even later, the Cell shall not be held responsible for the delay in communication on the part of the lawyer/firm/organisation.

Placements

1. The Cell shall endeavour to secure placements for final year students, through the arrangement of placement interviews, campus recruitments, and direct recruitments.
2. In case a campus recruitment process is carried out, the students are required to be present throughout the process without fail.
3. Once a placement offer has been made to a candidate, he/she will be deemed to be placed and so it will amount to an automatic withdrawal from the campus recruitment process.
4. A student who has accepted a Pre-Placement Offer (PPO) with any firm/organisation, obtained through any manner whatsoever, must disclose the same to the Cell through e-mail within three (3) days of receiving such an offer.

Part II

Internship Opportunities

1. Students are expected to make themselves aware about the lawyers, firms, policy centres, companies, government or non-government organisations to which they intend to apply. The Cell will inform the students of the major practice areas of the firm/lawyer, but collecting further information will be the prerogative of the students.
2. Selection for internships will not have the ease or relative travelling distance as a criterion. Proximity to a student's home, timings, locality, and other such factors shall not play a role in the allotment of internships to students. Withdrawal of applications after confirmation of the internship on any of these grounds shall not be considered. Students are required to take these factors into consideration before applying.
3. Students are strongly discouraged from personally contacting the lawyers/firms with whom the Cell is arranging internships, including

through parents or other relatives. In case any student whose internship is confirmed is found to have contacted them personally, bypassing the Cell, it will empower the Cell to send an immediate withdrawal of that candidate from the Internship Process.

Upon Confirmation

1. Upon confirmation of an internship through the Cell, the students are to withdraw all other applications for the same time period; howsoever they may have chosen to apply.
2. In case relevant details such as the address, contact numbers, time and venue for reporting are not provided by the lawyer/firm at the time of confirmation, the students are directed to contact them for the same.

Communication

1. All communication with the Cell shall be through e-mail only, via the official e-mail IDs - placementcelluslls@gmail.com and usllsplacementcell@ipu.ac.in.
No communication sent from or to the personal e-mail IDs of individual members of the Cell will be considered official under any circumstances
2. Communication with the Cell and the lawyers/firms offering the internships must be formal, polite and swift.

Attire

1. Students must always be well groomed and abide by the dress code that the lawyer/firm/organisation specifies.
2. In case no dress code is prescribed, the students must be in formal attire, which entails a suit and adherence to black and white as the colours of choice.

Conduct at the Workplace

1. Upon commencement of the internship, students must report at the specified venue on time. They must be courteous and respectful at all times, and ensure that they approach work with seriousness and diligence.

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2. Students must report on time for internship and not be absent without proper notice.
3. Students shall adhere to the firm/company policies and not act in any adverse manner which will negatively impact the goodwill of USLLS.
4. Any disciplinary actions or behavioural complaints received against a student from a lawyer, firm, Court, company, or other organization during their internship will be treated seriously and may lead to blacklisting from processes of the Cell.

Inappropriate Incidents at the Workplace

1. If, during an internship, any student witnesses or faces any untoward incident(s) - including harassment of a sexual nature or of any other kind - or actions or undertakings that may be considered unethical, then the student may report the same to Cell immediately to the cell, along with whatever proof they may possess. The student may choose to terminate such an internship and the Cell will make efforts to provide an appropriate alternative

Feedback Form

1. Upon completion of their internships, students shall be asked to fill up a feedback form, summarising their internship experience. It is mandatory for students to fill this form if they have secured an internship through the Cell.
2. The feedback form may be in the form of a printed document or an online Google Form.

Blacklisting

1. Students may be blacklisted by the Cell when they violate the rules of the Policy. The blacklisting can range from one semester to the entire duration of their years in college.
2. A student who has failed to comply with the provisions of this Policy shall be blacklisted from any internship programmes facilitated by the Cell and from any placement process conducted on campus. The Cell will not accommodate

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the student for future opportunities and they will not be eligible to participate in any of the Cell's processes, i.e. they may not become members of the Cell either.

3. The blacklist or any of the names therein shall not be revealed to the student body.
4. The following actions, *inter-alia*, shall lead to a student being blacklisted:
 - i. Failing to show up for an internship provided by the Cell.
 - ii. Leaving an internship provided by the Cell midway without adequate explanation.
 - iii. Misbehaviour or other misdemeanours related to personal conduct.
 - iv. Misrepresentation or falsification of information on a CV or any other requisite documents, as well as plagiarising said documents.
 - v. Any other act against the provisions of the policy or that harms the reputation of the Cell.
5. Grave or repeated contraventions of the Policy shall lead to blacklisting of the student for the entire duration of their enrolment in the undergraduate program at USLLS.

