



INTERNSHIP & PLACEMENT POLICY

Guidelines & Procedures

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CHAPTER I

INTRODUCTION & APPLICABILITY:

In line with our commitment to ensuring comprehensive career development opportunities for our students, Ramaiah College of Law has established a robust Internship & Placement policy to facilitate seamless transitions from academic study to professional practice. This Policy is meticulously crafted to align with our students' aspirations and career goals in pursuing five-year integrated courses of BA LL.B, BBA LL.B, and B.Com LL.B.

It encompasses a structured framework for internships and placements, offering students diverse avenues to explore and excel in their chosen fields. Through strategic partnerships with leading law firms, companies, NGOs, and other organizations, we provide students with access to dynamic internship opportunities that not only complement their academic learning but also serve as a springboard for future career prospects.

Our commitment to nurturing talent extends beyond internships, with many students securing Pre-Placement Offers (PPOs) based on their exemplary performance during their internship stints. At Ramaiah College of Law, we are dedicated to empowering our students to realize their full potential and embark on successful professional journeys.

This document provides guidelines and procedures for internships and placements, which are designed to facilitate opportunities for students pursuing five-year integrated courses of BA LL.B, BBA LL.B, and B.Com LL.B at Ramaiah College of Law.

VISION

Our vision is to empower law students through dynamic placement opportunities and impactful internships, cultivating a community of skilled and socially responsible legal professionals.

MISSION

At Ramaiah College of Law, our mission is to foster dynamic connections with premier law firms, corporate legal departments, and government agencies, offering diverse placement opportunities that align with students' career aspirations. We are committed to cultivating a supportive environment where every student secures meaningful internships tailored to their interests. Through comprehensive skill development programs and workshops, we enhance students' employability and readiness for the legal profession. Our dedication to lifelong learning extends to alumni engagement, providing mentorship and insights to guide students in their professional journeys. We collaborate with industry experts to stay updated on legal trends, ensuring our students are well-prepared for the evolving legal landscape. Upholding ethical standards, we encourage students to engage in pro bono activities, contributing meaningfully to the community.

CHAPTER II

DEFINITIONS

1. **BCI** is the Bar Council of India which was established under *Section 4 of Advocates Act, 1961*.
2. **CAR** is an internship & placement cell headed by a coordinator, faculties- in charge, office bearers, student body Members, and members collectively called the Career & Alumni Relations (CAR) which is constituted under this policy of Ramaiah College of Law.
3. **College** indicates Ramaiah College of Law.
4. **Attendance** refers to the act of being present and actively participating in scheduled activities, classes, events, or any other obligations outlined by this policy.
5. **Absent during internship** indicates the act of not being present in the Organization where the intern is expected to be during their internship program.
6. **Resume template** stands for resume format followed by the CAR.
7. **Faculty** refers to the teaching faculties of Ramaiah College of Law.
8. **Faculty Coordinator** means the Faculty Coordinator/s in charge of the cell appointed by the Principal.
9. **Feedback Form** is a confidential report by the Internship Supervisor on the intern's performance during their internship.
10. **Internship Report** means a document that mentions the day-to-day tasks assigned and tasks accomplished by the intern in the Organization during the entire tenure of the internship, which shall be submitted for evaluation.
11. **KSLU** stands for Karnataka State Law University.
12. **Organization** means a place of work for internships and includes NGOs, social organizations, governmental organizations, local bodies, legislative bodies, law practitioners, judicial offices, corporate companies, law firms, market regulators, etc.
13. **Internship Provider or Placement Provider** also means Organisation as above.
14. **Principal** means the Principal of Ramaiah College of Law.
15. **Student** means the student enrolled under any course of Ramaiah College of Law.
16. **Student Committee** is a body of CAR which comprises of the Convenor, Co - Convenors, Secretary, Co secretary, Senior Student body Members, and Junior Student body Members.
17. **Feedback** means a confidential report taken from the internship supervisor on the Interns performance, with both abilities and gaps.
18. **Misconduct** encompasses any form of personal or professional wrongdoing, improper behavior, or unlawful actions. It includes both minor and gross misconduct, driven by deliberate, premeditated intent or obstinate indifference to the consequences. Such actions pose serious and imminent risks to the health and safety of individuals, as well as the reputation, viability, or profitability of the University and the Organization. In instances where misconduct is proven, it is deemed inconsistent with the continuation of the internship program for the respective semester. Furthermore, the intern is barred from participating in future internship opportunities, as determined by the CAR.

CHAPTER III

UNIVERSITY GUIDELINES

The following guidelines are prescribed by the Bar Council of India and Karnataka State Law University (hereinafter referred to as KSLU). The students are requested to abide by the same.

Rule 25 of the Bar Council of India *“prescribes that every registered law student is required to intern during the academic year. They shall complete at least 12 weeks of internship for a three-year course and 20 weeks of internship for five years of course”*.

The KSLU has instructed their students to abide by the instructions given by them regarding the internship. For more details, click <https://kslu.karnataka.gov.in/storage/pdf-files/43%20Statute.pdf>

CHAPTER IV

CONSTITUTION OF CAR AND ITS OBJECTIVE AND FUNCTIONS

1. Constitution - CAR shall be presided over by the Coordinator, Faculties in charge, and the Student Body constituting :
 - Convenor & Co-Convenor
 - Secretary & Co-Secretary
 - Senior Student Members
 - Junior Student Members
2. CAR may have an Advisory Committee for efficient working of Placement and Internship-related activities.
3. To facilitate internships and assist students in securing internships that align with their academic interests and career aspirations. This involves establishing partnerships with law firms, corporate legal departments, government agencies, NGOs, and other relevant organizations to provide diverse internship opportunities.
4. To enhance students' employability by organizing skill development programs, workshops, and resources focused on legal research, writing, advocacy, and other essential skills required for the legal profession.
5. To facilitate placements for students in reputable law firms, corporate legal departments, government agencies, and other organizations. This may involve organizing recruitment drives, networking events, and career fairs to connect students with potential employers.
6. To focus on engaging alumni to provide mentorship, networking opportunities, and insights into the legal profession to current students. Alumni involvement can help students navigate their career paths and gain valuable industry insights.
7. To promote Social Responsibility by encouraging students to engage in pro bono activities during internships and placements is often a key objective. This promotes social responsibility and encourages students to contribute positively to the community through legal assistance and advocacy.
8. To continuously improve with continuous evaluation and improve its processes to ensure effectiveness in facilitating internships and placements for students. This could involve gathering feedback, gathering data for analytics from students, faculty, market, employers, and alumni to identify areas for improvement and implement necessary changes.
9. To provide appropriate orientation regarding placements and internships; and mediate in case of any issues with the placements and internships.

CHAPTER V

INTERNSHIPS

ELIGIBILITY

1. The internship program is open to all enrolled students at Ramaiah College of Law pursuing five-year integrated courses of BA LL.B, BBA LL.B, and B.Com LL.B at Ramaiah College of Law.
2. CAR shall announce Internship opportunities and are periodically published. Only those students who are registered with CAR can apply for internships that are published by the cell.
1. CAR will endeavor and assist in obtaining internships however, any student desirous of undertaking an internship can do so on their own arrangement and submit the internship certificate to CAR without fail.
2. If a student does not meet the eligibility criteria set by the internship provider and as outlined here, their application will be automatically discarded.
3. All the students applying for the internship program through the CAR shall adhere to the prescribed deadlines.
4. The prescribed pattern of Internships year wise shall be as follows:
 - a. **First-Year Students** - The students can proceed for training under NGOs, Hospitals, police stations, and government offices including Local self-governance bodies, etc.
 - b. **Second, Third- & Fourth-Year Students-** Under an NGO, Trial and Appellate Advocates, the Judiciary, Legal Regulatory authorities, Legislatures and Parliament, other Legal Functionaries, Market, Institutions, Law Firms, Companies, Banks, Insurance Companies, Law Firms and other Legal Functionaries.
 - c. **Fifth-Year Students**– The students are required to associate themselves with an Advocate and intern under him/her for not less than 21 working days.
 - d. **Internship with DLSA (During II/III/IV internship)** – As per the KSLU letter dated 15-03-2019, in compliance with the Bar Council of India & Rules of Legal Education 2008, the students must intern for 4 weeks (21 days) with a District Legal Service Authority of their choice, be it their home district or district in which their law college is located or any other district of their choice to fulfill the requirement of the Course.
5. The Application should contain true information otherwise strict action would be taken.
6. In accordance with the regulations of Karnataka State Law University (KSLU), online internships shall not be considered valid for the purpose of fulfilling the mandatory internship requirement. As per KSLU guidelines, students must complete a minimum of 20 weeks of in-person internships during the course of their studies. Any internship undertaken online or remotely shall not be counted towards this mandatory requirement.
7. Good academic standing with the CGPA score / previous internship experiences/ attendance percentage/publications or any other criteria required by the internship provider shall be considered as the basic criteria to be eligible to apply for Internships.
8. Students who attend at least 50% of workshops and events will be given more weightage.
9. Moot courts/ Debates/ ADR are the add-on criteria to be considered for applying for internships.
10. Students who apply must possess strong communication skills and a genuine interest in the selected legal field for internship.
11. If the recruiter provides the selection criteria, then such procedure shall supersede the selection criteria of CAR.

APPLICATION AND SELECTION

1. Announcements regarding internship opportunities of various companies, law firms, independent practitioners, lawyers, etc. will be communicated by CAR through official channels such as university email, Job boards, and the university website.
2. Interested students must submit a formal application including a resume, cover letter, and any other required documents specified by the internship provider to CAR in the specified format.
3. CAR will facilitate the application process, providing guidance on resume and cover letter writing, and assisting in matching students with suitable internship opportunities.
4. CAR will then according to eligibility as stated above shortlist the students for the internship program.
5. The shortlisted students will be informed/contacted by CAR on the further procedure to be followed for securing the internship.
6. Shortlisted candidates may be required to attend interviews conducted by the internship provider.
7. Wherever required CAR will coordinate for the interview process both offline and online.

POST SELECTION GUIDELINES

1. Upon selection, students are expected to commit to the internship offer. Rejection is permissible only with a satisfactory reason, supported by evidence, submitted via email to CAR within the stipulated deadline.
2. Students who accept the internship offer must formally confirm their acceptance by replying to the email sent by CAR within the specified timeframe.
3. In the event that a student rescinds their acceptance of the internship offer, fails to join on the agreed-upon start date, or discontinues the internship prematurely, appropriate actions will be taken, including potential placement bans. The names of such candidates will be published after investigating the circumstances.
4. If a student is unable to commence the accepted internship due to unavoidable circumstances, they must provide a satisfactory explanation, supported by evidence, to CAR via email.
5. Any reports of unprofessional conduct or behavior from the internship provider regarding a student placed by CAR will result in strict actions, potentially including placement bans, at CAR's discretion.
6. Once a student accepts an internship through CAR, they are prohibited from applying for similar positions for the confirmed period.
7. Selected candidates must confirm their acceptance of the internship offer within the timeframe specified by the internship provider and CAR.
8. Upon acceptance, students must comply with any pre-internship requirements mandated by the internship provider, such as undergoing background checks or signing confidentiality agreements.
9. Students must inform CAR immediately of their acceptance and provide all necessary details regarding the internship placement.

POST INTERSHIPS GUIDELINES

1. Upon completion of the internship, students are required to submit an internship report in the prescribed report format.
2. Any discussions of possible pre-placement or probationary offers must be immediately brought to the notice of CAR, and CAR will endeavor to help the students gain this amicably.
3. The university may conduct evaluations or feedback sessions to assess the student's performance during

the internship and gather insights for program improvement.

4. Students are encouraged to reflect on their internship experiences and incorporate them into their academic coursework where applicable.
5. The university will provide guidance and support to students in leveraging their internship experience for future career opportunities.
6. Once students join the internship, they must complete the internship for the agreed period and as per the KSLU guidelines mentioned above. , students strictly cannot leave the internship midway unless a satisfactory reason is provided and proof corroborating the same is furnished over email to the CAR.

CODE OF CONDUCT DURING INTERNSHIP

1. Students are required to uphold the professional standards and code of conduct established by the internship provider, KSLU & University guidelines throughout the duration of the internship.
2. Confidentiality and privacy must be respected at all times. Students are prohibited from disclosing sensitive information about the internship provider or its clients without proper authorization during and after the internship.
3. Punctuality, professionalism, and integrity are fundamental expectations. Students must diligently fulfill their responsibilities and adhere to ethical standards, in accordance with the policies and guidelines of the internship provider.
4. Interns represent the goodwill and image of the University. Discrimination, harassment, unprofessional behavior, indiscipline, or misconduct will not be tolerated and may result in termination of the internship and further participation in the placement activities.
5. Interns must strictly adhere to the working hours and office timing rules established by the internship provider.
6. Absences during the internship should be minimized and properly documented in the Internship diary/report. Interns must inform the internship provider promptly of any absence and obtain necessary approvals if required. Extended absences may require an extension of the internship period.
7. Students must comply with the formal dress code prescribed by the Bar Council of India (BCI) <https://www.barcouncilofindia.org/info/bci-rules> , Karnataka State Law University (KSLU) <https://kslu.karnataka.gov.in/storage/pdf-files/IntsitutionCodeofConduct.pdf> , or the internship provider.
8. Interns are required to maintain a daily work diary/report, documenting all tasks undertaken during the internship. At the conclusion of the internship, the diary/report, must be submitted to CAR for evaluation and viva voce examination.
9. Within two weeks of completing the internship program, interns must submit an 'Internship Report' summarizing the tasks assigned, tasks accomplished, and the learning experiences gained during the internship, following the prescribed format provided by CAR.
10. CAR will provide a feedback form to be completed by the Internship Supervisor, evaluating the intern's performance based on various parameters. The feedback received will be confidential and will not be shared with the intern.
11. Any additional guidelines or requirements specified by the internship provider must also be adhered to by the interns.
12. Any issues or concerns that arise during the internship should be promptly communicated to both the internship provider and CAR for resolution.

CHAPTER VI

PLACEMENTS

GUIDING PRINCIPLES

1. The placement process shall be conducted in a fair and unbiased manner, ensuring equal opportunities for all eligible students irrespective of their backgrounds.
2. All placement-related procedures, criteria, and opportunities shall be communicated clearly and transparently to students by CAR.
3. CAR will establish and maintain strong partnerships with legal firms, corporate organizations, government agencies, and non-profit entities to expand placement opportunities for students.
4. Students should maintain professionalism and confidentiality in all interactions with other students, employers, and external stakeholders involved in the placement process.
5. CAR will regularly review and update the placement policy and procedures to align with evolving industry trends and student needs.
6. The institution and the CAR team shall not be responsible for any disputes, grievances, or issues arising between students, who are now employees and the firms, companies, or organizations where they have been placed through the internship and placement process. Any conflicts related to terms of employment, work conditions, remuneration, or any other matter shall be solely between the student/employee and the respective organization, and the institution shall bear no liability in this regard

ELIGIBILITY

1. The Placement program is open to all students at Ramaiah College Of Law pursuing five-year integrated courses of BA LL.B, BBA LL.B, and B.Com LL.B at Ramaiah College of Law who do not have any arrears or backlogs.
2. CAR shall announce the placement opportunities and periodically publish them. Only those students who are registered with CAR can apply for internships that are published by the cell.
3. CAR will endeavour and assist in obtaining placements however, any student desirous of undertaking placement can do so on their own arrangement and submit the offer letter to CAR without fail.
4. If a student does not meet the eligibility criteria set by the Recruiter and as outlined here, their application will be automatically discarded.
5. All the students applying for the Placements through the CAR shall adhere to the prescribed regulations, deadlines and prescribed resume formats, Cover letters and online presence.
6. The application documents should contain true information otherwise strict action would be taken.
7. Good academic standing with the CGPA score / previous internship experiences/ attendance percentage/publications or any other criteria required by the Recruiter shall be considered as the basic criteria to be eligible to apply for Internships.
8. Students who attend at least 50% of workshops and events will be given more weightage.
9. Moot courts/ Debates/ ADR are the add-on criteria to be considered for applying for internships.
10. If the recruiter provides the selection criteria, then such procedure shall supersede the selection criteria of CAR.

PRE-PLACEMENT PREPARATION

1. All students who are sitting for placements must attend orientation sessions. The sessions are designed to familiarize the students with the placement process, including mock interviews and group discussions. The sessions will also outline the requirements and expectations for the placement process.
2. CAR will facilitate the application process, providing guidance on resume and cover letter writing, interview skills, and professional etiquette.
3. CAR will assist students in identifying their career interests and aspirations to tailor placement opportunities accordingly.

PLACEMENT OPPORTUNITIES

1. CAR will collaborate with partner organizations to source diverse placement and internship opportunities for students.
2. CAR will maintain a centralized database of available placements and internship opportunities accessible to students.
3. CAR will regularly update students about new placement opportunities through email, job boards, and online platforms.

APPLICATION AND SELECTION

1. CAR will facilitate the application process by providing support in submitting resumes, cover letters, and other required documents.
4. Interested students must submit a formal application including a resume, cover letter, and any other required documents as specified by the recruiter to CAR in the specified format.
5. CAR will then according to eligibility shortlist the students for the placement program.
6. CAR will work with employers to schedule interviews and assessment processes as needed.
7. CAR will ensure transparency in the selection criteria and process, providing feedback to students whenever possible.
8. Once a student accepts an offer letter from an organization, they shall not be allowed to sit for any other placement going forward.

PLACEMENT OFFERS

1. CAR will communicate placement offers to students promptly, including details regarding the placement duration, responsibilities, and remuneration (if applicable).
2. CAR will assist students in negotiating terms of placement offers and resolving any concerns or queries they may have.
3. Students should maintain regular communication with CAR during their placements to address any issues or concerns that may arise.
4. CAR will collect feedback from students and employers to evaluate the effectiveness of the placement program and identify areas for improvement.
5. After selection, students cannot reject the offer unless a satisfactory reason is provided and proof corroborating the same is furnished over email to CAR within the stipulated deadline.
6. Students accepting the placement offer have to reply and give a formal confirmation to the email sent by the CAR within the stipulated deadline.
7. Once a student accepts the offer for a permanent position via CAR they shall not be eligible to apply for any positions.

CHAPTER VII

ETHICAL CONSIDERATIONS

1. Students will respect the confidentiality of peers' personal and academic information throughout the internship & placement process.
2. CAR will maintain that the internship & placement opportunities comply with ethical standards and do not involve any form of exploitation or discrimination.
3. CAR will provide support and guidance to students facing challenges or difficulties during their placements, including mechanisms for reporting grievances or concern

POLICY AMENDMENTS

1. The Principal, in consultation with the Faculty and CAR, shall amend, alter, repeal and add the provisions to the above-mentioned policies.
2. This policy shall be read along with the future notices and circulars passed by the CAR.

