



डॉ० राम मनोहर लोहिया राष्ट्रीय विधि विश्वविद्यालय Dr. Ram Manohar Lohiya National Law University

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Date: 19 June 2023

NOTIFICATION FOR THE ENFORCEMENT OF THE CONSTITUTION OF THE INTERNSHIP AND PLACEMENT COMMITTEE

In accordance with clause (3) of article 1 of the *Constitution of the Internship and Placement Committee*, the undersigned hereby appoints the **20th day of June 2023** as the date for enforcement of the Constitution (enclosed herewith).

Prof. (Dr.) Manish Singh
Chairperson
Internship and Placement Committee
Dr. Ram Manohar Lohiya National Law
University, Lucknow

Copy To:

1. Hon'ble Vice Chancellor for kind information
2. Registrar
3. Finance Officer
4. Joint Registrar
5. Head of Department
- ✓ 6. Dr. Mridul Srivastava for uploading on University Website
7. All Notice Boards

Prof. (Dr.) Manish Singh
Chairperson
Internship and Placement Committee
Dr. Ram Manohar Lohiya National Law
University, Lucknow

*The Constitution of the
Internship and Placement Committee*

*Dr. Ram Manohar Lohiya
National Law University, Lucknow*

THE CONSTITUTION OF THE INTERNSHIP AND PLACEMENT COMMITTEE††

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PREAMBLE

WHEREAS it is necessary to have provisions for the discharge of business of the Internship and Placement Committee, Dr. Ram Manohar Lohiya National Law University, Lucknow;
And whereas it is expedient to have provisions, providing for the composition of the Committee and laying down the management, procedures and the functions of the Internship and Placement Committee, and where necessary, to make provisions for regulating the internal affairs of the Committee so that it can serve its mandate.

IT IS HEREBY ENACTED AND ADOPTED AS FOLLOWS:

PART I

PRELIMINARY

1. *Short title and commencement*

- (1) This instrument may be called the Constitution of the Internship and Placement Committee.
- (2) It shall come into force on such date as the Chairperson may, by notification, appoint.

2. *Definitions*

Unless specified otherwise or the context so requires—

- (1) “Chairperson” means such faculty, appointed as the formal head of the Internship and Placement Committee, by the University;
- (2) “Co-Convener” means the deputy to the Joint Convener;
- (3) “Committee” means the Internship and Placement Committee set up in the Dr. Ram Manohar Lohiya National Law University, Lucknow, and empowered under the provisions of this Constitution to regulate the internship and placement activities of the University;
- (4) “Executive sub-committee” means the apex decision-making body of the Committee and shall comprise all the office bearers;
- (5) “Faculty advisors” mean such faculties so appointed by the Vice Chancellor for assisting the Chairperson;
- (6) “Joint Convener” means the senior most among the student members and the executive head of the Committee;
- (7) “Members” means the members of the Committee from the student body;


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- (8) "Office bearer" means Joint Conveners, Co-Conveners, Secretaries, Treasurer, and such student who is executing an office created under this Constitution;
- (9) "Probationary member" means such member who has become a part of the Committee on a trial basis or put on probation by a competent authority. Such member shall have all the normal rights, except voting, unless specified otherwise, as any other member of the Committee and shall attain a full membership at the beginning of the next academic year or when the Joint Conveners so desire;
- (10) "Recruitment Coordination Committee (RCC)" means such sub-committee, constituted by the Chairperson in accordance with, and empowered under, the provisions of this Constitution to regulate matters related to the recruitment in the University;
- (11) "Senior Member" means a member of the Committee of the 4th year or above, not holding any office, excluding the probationary members;
- (12) "Treasurer" means a member of the Committee so appointed, from 5th year apart from the "Joint Conveners", entrusted with the receipt, care, and disbursement of funds of the Committee; and
- (13) "University" means the Dr. Ram Manohar Lohiya National Law University, Lucknow (established by U.P. Act No. 28 of 2005).

PART II

INCORPORATION AND COMPOSITION OF THE INTERNSHIP AND PLACEMENT COMMITTEE

3. Establishment and Incorporation of the Committee

- (1) A committee called the 'Internship and Placement Committee' shall exist and operate as per the provisions of this Constitution.
- (2) The Committee has a personality distinct from its members. A member shall not be held responsible in personal capacity for discharging functions under the provisions of this Constitution.

4. Composition of the Committee

- (1) Save as otherwise provided in Part VII, the Committee may consist of the following:
 - (a) A maximum of 10 members from 1st year including probationary members.
 - (b) A maximum of 10 members from 2nd year including probationary members.
 - (c) A maximum of 10 members from 3rd year including probationary members.


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(d) A maximum of 6 members from 4th year including office bearers.

(e) No member other than the office bearers from 5th year.

Provided that a maximum of two "Senior Members" may be a part of the Committee if the executive sub-committee so recommends to the Chairperson.

(2) The membership requirement for each academic session shall be decided by the executive sub-committee but cannot violate the sub-clauses of clause (1).

(3) The Internship and Placement Committee may consist of two Joint Conveners. The Joint Conveners shall be from 5th year only.

Provided that only one eligible candidate is appointed, such person shall be designated as Convener and the expression 'Joint Convener(s)' shall then be read as 'Convener' for the purpose of interpretation of this Constitution.

(4) There shall be a Treasurer of the Committee. The Treasurer shall be from 5th year.

(a) The Treasurer shall aid and assist the Joint Conveners in preparation of budget and receipt, care, management and disbursement of funds.

(5) There may be two Co-Conveners. The Co-Conveners shall be from 4th year only.

(a) The Co-Conveners shall aid and assist the Joint Conveners in the overall management of the Committee and its activities.

(b) They may act on behalf of the Joint Conveners when authorised by them.

(6) There may be two posts for Secretaries. The Secretaries shall be from 4th year only.

(a) The Secretaries shall assist the Joint Conveners and the Co-Conveners in discharge of their functions.

(b) The Joint Conveners may assign other specific functions from time to time including matters related to the Flagship Event and other internship and recruitment activities.

(c) The Chairperson may, on the recommendation of the executive sub-committee, create a third post of Secretary whose powers and functions may be defined by the Joint Conveners upon such appointment.

(d) The appointment under clause (c) of this article shall take place in the following manner:

(i) A panel comprising the Chairperson, the Joint Conveners and such faculty advisors as the Chairperson may determine shall be constituted.

- Provided that the Chairperson may appoint a faculty advisor to preside over the panel should the Chairperson not be available.
- (ii) A general notice regarding the selection process shall be issued at least 48 hours before the scheduled interview time.
 - (iii) The panel shall conduct interviews of all eligible candidates.
 - (iv) The Chairperson shall, after considering the opinion of the members of the panel, make the appointment. The decision shall be final.
 - (v) Interviews may be conducted through electronic means if the Chairperson so allows.
 - (vi) The appointee shall take office on such a date as the Chairperson may, by notification, appoint.
- (7) Every member of the Committee, unless specified otherwise, shall have one vote to exercise in matters where voting is to take place.

Explanation: Eligible candidate for the purpose of sub-clauses (c) and (d) of clause (6) means such person who by virtue of their year of study is eligible and wishes to hold an office.

PART III MEMBERSHIP AND SUCCESSION

5. *Membership in the Committee*

- (1) Subject to article 4 of this Constitution, members from all the years of study may become members of the Committee at the beginning of each academic session.
Provided that the process may be conducted at such other times when the Joint Conveners desire should the need to induct more members arise during the academic year.
Provided further that the members of the Committee shall also undergo the selection process to continue their membership.
- (2) The power to select such members (except in cases of appointment of office bearers) shall vest with the executive sub-committee to which the Chairperson shall give assent.
- (3) The members shall be selected based on interview(s), which shall be taken by the executive sub-committee or members thereof. The Joint Conveners may seek the


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assistance of such persons, as they may deem necessary, to assist in such interviews.

- (4) In special and extraordinary circumstances, the above process may be conducted online. Online mode means and includes but is not limited to Google Meet, Webex, Zoom, telephonic interview, or any such means as is convenient and does not compromise the quality of the interview process. Such process can only be taken recourse to if the Joint Conveners so allow, the reasons for which are to be placed before the executive sub-committee and assent taken thereto.
- (5) Members selected through the process specified in the preceding clause shall be probationary members.
- (6) Members from the same batch/year of study as that of interviewee cannot be present as interviewers.

6. Succession in the Committee

- (1) The Chairperson shall, through interviews, appoint such person as deemed fit for each office under this Constitution for every academic year or part thereof.
Provided that the Chairperson shall first attempt to appoint eligible candidates of the Committee as office bearers, and only upon being satisfied that all competent persons have been appointed should the Chairperson, if necessary, appoint eligible members from the general student body.
Provided further that members of the RCC shall deemed to be members of the general student body for the purpose of this article.
- (2) Notice of such interviews must be served at least 24 hours before interviews are to take place.
- (3) Save as provided under this article, the procedure specified in sub-clause (d) of clause (6) under article 4 shall apply.
- (4) Members from the same year of study cannot be present as interviewers.

7. Acting office bearers

- (1) An eligible member or an office bearer may be given the charge or additional charge, as the case may be, of an office by the Chairperson on the recommendation of the Joint Conveners, temporarily.
- (2) Such a recourse may be taken to when an office is vacant or the existing office bearer, for cogent reasons, may not be able to discharge functions properly.

- (3) If such recourse is taken due to the office being vacant, the appointment must be made within 6 weeks from the date on which the office fell vacant.

PART IV

FUNCTIONS AND POWERS

8. *Functions of the Committee*

- (1) The Committee shall perform all the functions related to or furthering the internship and recruitment activities of the University.
- (2) A function, which forms the subject matter of the internship or recruitment activity of any kind, shall be the jurisdiction of the Committee.
- (3) Subject to the provisions of this Constitution, the executive sub-committee may make rules or policies on any matter for the efficient discharge of functions of the Committee, regulation of internal affairs of the Committee, or matters related thereto.
- (4) Rules made under clause (3) shall be discussed in the Committee and assent of the Chairperson taken thereto.

9. *Disciplinary Powers*

- (1) The Committee shall have disciplinary powers to punish any act or omission or conduct of any member of the student fraternity if such an act or omission or conduct:
 - (a) causes damage to the property of the Committee or anything within its jurisdiction.
 - (b) creates an environment that is not conducive or becomes a hurdle in promoting internship and/or recruitment activities within and in relation to the University.
 - (c) Brings disrepute to the student fraternity or the Committee or the University.
- (2) Save as otherwise provided in this Constitution, and rules or policies made thereunder, the plenary power vested in clause (1) shall be exercised by the Chairperson in consultation with the Joint Conveners.
- (3) Without prejudice to the generality of clauses (1) and (2), and save as otherwise provided in this Constitution, the executive sub-committee may make rules or policies for the purpose of regulating internship and recruitment activities or any part thereof. Provided that such rules shall come into effect upon notification by the Chairperson.

PART V
INTERNAL AFFAIRS

10. Meetings of the Committee

- (1) The Joint Conveners shall fix meetings and their venue (to be within the University) and their decision shall be binding on the members of the Committee.
- (2) The Joint Conveners shall have the power to make rules in this behalf.
- (3) Unless it is an emergency, members are to be informed at least 24 hours before.
- (4) The quorum for any meeting is 40% of the total members of the Committee.
- (5) Quorum rule does not apply if the meeting has been reconvened after the last one was adjourned for lack of quorum.
- (6) Virtual meeting may only be called for during holidays or semester breaks or in exigent circumstances should the Joint Conveners deem necessary.

11. Termination of the membership or imposition of disciplinary measures

- (1) If a member is unable to attend a meeting, having been notified 24 hours in advance, such member should inform the Joint Conveners and reasons therefor.
- (2) Failure to comply with clause (1) and information provided therein shall be relevant grounds in a disciplinary proceeding.
- (3) If a member is assigned or delegated a task, which is not performed diligently, expeditiously and efficiently without just and reasonable cause, it shall become a ground for disciplinary proceedings before the executive sub-committee.
- (4) The Joint Conveners or Co-Conveners may institute disciplinary proceedings before the executive sub-committee against any member(s).
- (5) Notice shall be served at least 24 hours in advance, and opportunity of being heard before the executive sub-committee shall be granted.
- (6) The Joint Conveners may pass an appropriate order, after consultation with the members of the executive sub-committee, and their decision shall be final.
- (7) If in the *prima facie* opinion of the Joint Conveners, any member(s) are not able to perform their functions efficiently, or that they are unsuitable for being a member of the Committee, they may initiate removal proceedings against such member as per the procedure specified herein –

- (a) Notice shall be served at least 24 hours in advance.
 - (b) Opportunity to defend before the executive sub-committee shall be granted.
 - (c) The executive sub-committee may pass a resolution to this effect.
- (8) An appeal shall lie to the Chairperson who shall dispose of the appeal within 2 weeks from the date of filing of appeal. This clause is inapplicable for probationary members.
- (9) Notwithstanding anything in this article, the Joint Conveners may cease membership of an existing member with immediate effect pending disciplinary proceedings. Such recourse shall be valid for a maximum of 10 days and cannot be used twice against one member in an academic year.

12. Removal of an office bearer

- (1) A proposal may be moved by the Joint Conveners, or any other member with the support of at least 20% of total members, for the removal of an office bearer.
- (2) Notice of the meeting where the proceedings are to take place shall be served at least 48 hours in advance. Such a meeting shall be called by the Joint Conveners no later than 5 days from the date when the proposal is moved.
- (3) If the proposal is being moved against any of the Joint Conveners, the Chairperson shall be informed.
- (4) The reasons for moving a proposal must be discussed in the meeting at length and an opportunity to be heard must be granted. The Chairperson or a faculty member nominated by him shall preside over a meeting called for the removal of a Joint Convener. The Joint Conveners shall preside otherwise.
- (5) Such a proposal can only succeed if at least fifty percent of the total membership of the Committee and two-thirds of the members present, and voting, are in favour.
- (6) Once the proposal is passed, the assent of the Chairperson shall be taken thereto. The Chairperson may direct reconsideration within 7 days of receiving it. The Chairperson shall assent to the reconsidered proposal within 3 days of receiving it.
- (7) Without prejudice to the foregoing provisions, an office bearer may be removed from office if the Joint Conveners make a request, in writing, to the Chairperson, and the Chairperson after providing an opportunity to defend, concurs with the opinion of the Joint Conveners and makes an order to that effect.

Notwithstanding anything in this article, the Chairperson may on the recommendation of the

Joint Conveners divest any office bearer of their office pending removal proceedings.

13. Dual membership

- (1) Subject to the provisions of this Constitution, a member of the Committee shall not be allowed to hold membership in any other student committee.
Provided that this rule does not apply to members of the RCCs who do not hold the general membership of the Committee.
- (2) A member who takes membership of any other committee shall instantaneously cease to be a member of the Committee.
- (3) For the purposes of clause (1), Schedule I specifies such entities.

PART VI

AMENDMENT

14. Procedure for amendment to this Constitution

- (1) A notice is to be served to every member of the Committee at least 48 hours before the meeting for such amendment is to take place. The proposal for such amendment should also be e-mailed/sent to every member of the committee at least 48 hours before the meeting for such amendment is to take place.
- (2) Any process for such amendment shall be deemed to have started once the notice specified in clause (1) is served to every member. No such process can be initiated when the University is not in session, i.e., summer/winter break.
- (3) The provisions of this Constitution may only be amended by a proposal initiated either by a Joint Convener or Co-Convener or by not less than 20 per cent of the total membership of the Committee.
- (4) The quorum for such meetings is 50% of the total membership of the Committee.
- (5) An amendment may be passed if at least fifty percent of the total membership of the Committee and not less two-thirds present, and voting, are in favour.
- (6) The bill shall be sent to the Chairperson for assent. The Chairperson may return the bill, with an opinion, for reconsideration within 7 days.
- (7) The Chairperson shall grant assent to the reconsidered bill and notify the amendment within 7 days.

PART VII

RECRUITMENT COORDINATION COMMITTEE

15. Establishment and incorporation of the RCC

- (1) A body called the Recruitment Coordination Committee or RCC shall exist, one each for penultimate and final years of study, as per the provisions of this Constitution.
- (2) The RCC shall be a body affiliated with the Committee and shall work under the general superintendence of the Chairperson and the Joint Conveners.

16. Composition of the RCC

- (1) Each RCC shall consist of a maximum of 12 members from the respective year of study.
- (2) Subject to clause (1), the office bearers of the Committee shall be de facto members of the RCC of their year of study.
- (3) The member requirement for each academic session shall be decided by the Joint Conveners of the Committee.
- (4) Without prejudice to the general superintendence of the Joint Conveners, the Joint Conveners or the Co-Conveners, as the case maybe, shall represent the RCC of their year of study before the University administration, students and legal fraternity.
- (5) Every member of the RCC, unless specified otherwise, shall have one vote to exercise in matters where voting is to take place.

17. Membership in the RCC

- (1) Subject to article 16, members from penultimate and final years of study may become members of the RCC at the beginning of each academic year.
- (2) The power to select members of the RCC shall vest in the Chairperson to be exercised in consultation with the Joint Conveners.
- (3) Save as provided under this article, the procedure specified in sub-clause (d) of clause (6) under article 4 shall apply to selection of members of the RCCs.
- (4) Members from the same year of study cannot be present as interviewers.

18. Functions of the RCC

- (1) The RCCs shall act as the recruitment coordinating arm of the Committee.
- (2) Each RCC shall perform all the functions related to or furthering the recruitment

activities for the students of their year of study.

- (3) Subject to the rules made by the executive sub-committee, any matter concerning the recruitment activity of any kind shall be the jurisdiction of the respective RCC.
- (4) The Joint Conveners may make rules for the efficient discharge of business for each RCC.
- (5) Each RCC may, after discussion among its members, make rules or policies for matters entrusted to it.
- (6) Rules or policies made under clause (4) shall come into effect after a resolution is passed by at least fifty percent of total members of RCC, and after the assent of the Joint Conveners and the Chairperson taken thereto.

19. Meetings of the RCC

- (1) The Joint Conveners or the Co-Conveners, as the case may be, shall fix meetings for each RCC.
- (2) Unless it is an emergency, members are to be informed 24 hours in advance.
- (3) The quorum for any meeting is 50% of the total membership of the RCC.
- (4) Quorum rule does not apply if the meeting has been reconvened after the last one was adjourned for lack of quorum.
- (5) Virtual meetings may only be called for during holidays or semester breaks or in exigent circumstances should the Joint Conveners or Co-Conveners, as the case may be, deem necessary.

20. Procedure for termination of a member or other punitive measures

- (1) If a member is unable to attend a meeting, having been notified 24 hours in advance, such member should inform the Joint Conveners or the Co-Conveners, as the case may be, and reasons therefor.
- (2) Failure to comply with clause (1) and information provided therein shall be relevant grounds in a disciplinary proceeding.
- (3) If in the opinion of the Joint Conveners, any member(s) of the RCC for the final year of study, are not able to perform their functions efficiently, or that they are unsuitable for being a member of the RCC, they may make an appropriate recommendation to the Chairperson, and the Chairperson shall, after granting an opportunity of being heard, make such decision, including termination of membership, as deemed fit within 7 days.

- (4) If in the opinion of the Co-Conveners, any member(s) of the RCC for the penultimate year of study, are not able to perform their functions efficiently, or that they are unsuitable for being a member of the RCC, they may make an appropriate recommendation to the Joint Conveners. A panel comprising the Chairperson and the Joint Conveners shall, after granting an opportunity of being heard, make such decision, including termination of membership, as deemed fit within 7 days.
- (5) If a member is assigned a task which is not performed diligently, expeditiously and efficiently without just and reasonable cause, it shall become a ground for disciplinary proceedings.
- (6) Notwithstanding anything in this article, the Joint Conveners may cease membership of an existing member of the RCCs with immediate effect pending disciplinary proceedings.

PART VIII
MISCELLANEOUS

21. Rule-making powers

- (1) Unless specified otherwise, the executive sub-committee may make such rules as necessary to achieve the objectives of this Constitution and ensure enforcement of its provisions in letter and spirit.
- (2) The Committee may, by a majority of not less than fifty percent of the total membership of the Committee, amend or void any rule made under this article.
- (3) Rules made shall come into force upon receiving the assent of the Chairperson and notification thereafter.

22. Repeals and savings

- (1) Any law, rules, regulations, or provisions thereof, in force at the time of commencement of this Constitution, shall, as far as the subject matter concerns the internship and recruitment activities of the University, to the extent of such inconsistency with this Constitution, stand repealed.
- (2) This Constitution shall neither effect nor shall be deemed to affect any right, title, interest, obligations or liability already acquired, accrued or incurred before the commencement of this Constitution.

23. Power to remove difficulties

- (1) If any difficulty arises in giving effect to the provisions of this Constitution, the executive sub-committee may, by order, make such provisions not inconsistent with the provisions of this Constitution as appear to it to be necessary or expedient for removing the difficulty.

Provided that no such order shall be made after the expiry of a period of two years from the commencement of this Constitution.

24. Interpretation

- (1) For the purposes of the interpretation of the provisions of this Constitution, words or phrases not defined shall, unless the context otherwise requires, be assigned their normal meanings.
- (2) Recourse to the golden rule may be taken to prevent any irregularity or absurdity.
- (3) The drafter(s) may be consulted by the Joint Conveners or the Chairperson in the interpretation of this Constitution.

†† This Constitution has been drafted by MR. SUSHANT KUMAR (Advisor to the Chairperson, Batch 2018-23) and MR. MOHD SHAHID RAINI (Co-Convener for AY 2022-23, Batch 2019-24).

The drafters are deeply grateful for the assistance rendered by MR. ARIHANT SAMDARIA (Batch 2018-23).


Chairperson
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SCHEDULE I

- 1) The Committee to organise Seminars, Workshops, Extra Mural & Special Lectures
- 2) The Cultural Committee
- 3) The Debate and Discussion Committee
- 4) The Journal Committee
- 5) The Legal Aid Committee or the ADR Cell¹
- 6) The Moot Court Committee
- 7) The Sports Committee



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¹ For the purposes of article 13 and Schedule I of this constitution, the Legal Aid Committee and the ADR Cell shall be deemed to be the same and any person holding membership in either or both, as the case may be, shall attract the provisions of article 13.