

INTERNSHIP POLICY

Preamble

This policy is being introduced to regulate internship process as undertaken and facilitated by Internship and Placement Committee (hereinafter “IPC”) of Dr. Ram Manohar Lohiya National Law University, Lucknow (hereinafter “the University”). This policy aims to streamline the application and refusal process and institute disciplinary team for appropriate trial and punishment for the actions which are deemed to harm the industrial reputation of the University. This policy will replace all the policies issued previously and shall prevail until further notice.

1. Definitions:

- a) “**Absenteeism**” means a student not attending the test, interview, or any other criterion required by the firm without prior intimation (at least 24 hours prior to the selection process in written or via email) will be deemed as an act of absenteeism.
- b) “**Banning**” means either temporary or permanent disqualification of the student from participation in the Internship process as per the discretion of Disciplinary Team. It can be for a selected process or for future processes.
- c) “**Disciplinary Action**” shall include internal disciplinary proceedings conducted by the Disciplinary team of the IPC according to the Penalty clause provided below.
- d) “**Disciplinary Team**” shall consist of the Chairperson, office bearers or any other member of the IPC as deemed fit by the Chairperson.
- e) “**Genuine reasons**” include health problems, academic clashes or other reasons subject to the approval of Chairperson, IPC.
- f) “**Internal Disciplinary Proceedings**” are the proceedings conducted by the disciplinary team in lieu of any default committed, penalty points given, non-compliance to policy rules, misconduct.
- g) “**Internship and Placement Committee or IPC**” is a student body of the University, chaired by faculty or any other person as appointed by the Vice Chancellor of the University, to facilitate the process of Internship, Recruitment, Training, and Development.
- h) “**Internship Defaulter**” A student would be deemed to be an internship defaulter if such student:

1. withdraws after confirmation or does not show up for the internship,
 2. performs any action on any social media platform that may malign the reputation of the University
 3. Any disciplinary actions/ behavioral complaint is received against such student from the recruiter during their internship, secured through IPC or not,
 4. leaves the Internship pre-maturely without any reasonable justification
- i) **“Internship Offer”** means any offer for internship received by the students in relation to interning at any company/firm/organization/court or in the office of an advocate or solicitor through IPC or any other means.
 - j) **“Internship Policy”** means this document and any other addendum/amendment issued by IPC going forward.
 - k) **“Internship Process”** means the process of facilitating internships for students of the University and includes the formalities and requirements associated with it.
 - l) **“Penalty points”** means a disciplinary write-up, added to the record of the student.
 - m) **“Recruiter”** includes firms, organization, lawyers, NGO, government bodies or any company who had offered, offer, or may potentially offer internships in any form to the students.

2. Pre-Confirmation

- a) All the students are expected to submit the required information (as required by the recruiter) to the Committee within the prescribed period as notified by the Committee. The students may be asked to submit their CVs in a particular format. Once submitted, such information will be reckoned as complete and final for purpose of the internship process, and no further amendments to such information will be permissible except with the prior permission of the Chairperson or any other concerned person as appointed by him/her.
- b) Any misrepresentation or falsification of data in the CV will attract actions as per section 7 of this policy.
- c) If a recruiter does not restrict the number of CVs or if the number of CVs demanded by the recruiter are equal to or more than the number of students who have applied for such recruiter, then the CVs of all those students who have applied to participate in the internship process of that recruiter shall be sent to the recruiter.

- d) However, if the number of CVs demanded/desired by the recruiter is less than the number of students who have applied for that recruiter, the Committee will send the CVs according to the requirements of the recruiter and then the rank list.
- e) Discrepancies, false claims or any objectionable content found in the resumes of a student would prevent him/her from taking part in any of the internship activities for that recruiter. IPC will not be responsible for any mistake/misrepresentation committed by the student in sending their CVs, providing information in the format required by the recruiter or following the instructions provided by the committee including but not limiting to the following:
 - i) CVs sent after the specified deadline.
 - ii) CVs sent to any email id other than the one specifically mentioned in the email.
 - iii) Wrong contact details provided by the students.
 - iv) Non-availability at the contact details provided in their CV.
 - v) Any communication made in any way other than an email sent to the IPC's email ID.
- f) A student must complete the entire internship process once applied and not withdrawn before reasonable time through written communication. Subsequent absenteeism without any genuine reason will attract actions as per section 7 of the policy.
- g) If a student receives an Internship Offer which has not been facilitated by the IPC, then the student will have an obligation to inform the committee and it will be deemed that he has withdrawn from any other internship process post such intimation for the concerned internship period. If the students fail to do the same, and that adversely affects the chances of other students to secure an internship, then adequate disciplinary action will be taken by the committee as per section 7.
- h) If a student gets more than one offer in a single day then he/she has the option of choosing between them at the end of the day. The choice must be communicated to the IPC immediately.
- i) Where a student has communicated about his/ her participation in the internship process for a particular recruiter and he/she withdraws after being shortlisted without any genuine reason, he/she will be liable for action under section 7 if found guilty.

3. Post-Confirmation

- a) A student has to accept his/her offer within the stipulated time period and on such acceptance, his/her application to all other recruiters for the concerned internship duration would be withdrawn immediately.
- b) Where any student withdraws after confirming or does not show up for the internship, he/she will be deemed as Internship Defaulter.

4. Internship

- a) If during an internship, any student faces any unwanted incident (including harassment of sexual or another kind) or any other unethical experience, then the student must report the same immediately to the cell with whatever proof he/she has. The student can also terminate such an internship immediately.
- b) Any disciplinary actions/ behavioral complaint received against the student from the recruiter during their internship, secured through IPC or not, will be taken very seriously and may lead to removal from the future Internship Process and may be considered as an Internship Default after a proper hearing with Disciplinary Team.
- c) Further, any action by the student on any social media platform that may malign the reputation of the University may also be considered a case of Internship Default.
- d) A student must complete the entire Internship of the recruiter, whether or not placed through IPC. In case the student leaves the Internship pre-maturely without any reasonable justification then he/she will be considered an Internship Defaulter.

5. Post- Internship

- a) Each student must produce proof of completing an Internship if selected through IPC. An Internship Completion Certificate would suffice.

6. Disciplinary Action

- a) Any student grieved by the decision of the Disciplinary team may prefer an appeal.
- b) The appeal will be heard by Vice Chancellor (VC) and any other faculty in charge as VC may deem fit.

7. Penalty

- a) A student would be awarded penalty point(s) in his/her record file on the grounds mentioned below if found violating any of the above-mentioned clauses of the Internship Policy.
- b) For penalty points equal to two or more, the students would be presented with a show-cause notice and hearing before the disciplinary team.
- c) A student shall be suspended from the Recruitment Process if found with cumulative 8 and 10 penalty points in their 4th and 5th year respectively.
- d) This is to be noted with respect to Batches of 2020 & 2021 that the cumulative of 3 and 5 penalty points in their 4th and 5th year respectively will make a student eligible to be suspended from the Recruitment Process.
- e) A student can only be reinstated in the Internship or Recruitment Process subject to the approval of the Disciplinary Team, IPC.

<u>Grounds</u>	<u>Penalty points/Penalty</u>
Any misrepresentation/ fraudulent information provided in the Curriculum Vitae (CV)	1 + Discontinuance from Internship Process regarding that recruiter.
Absenteeism during the Selection Process	2 + Discontinuance from future internships in the same semester
Not informing regarding Internship Offer (not facilitated by IPC) before being shortlisted	1 + Discontinuance from future internships in the same semester
Shortlisted and Didn't Confirm	2 + Discontinuance from future internships in the same and subsequent semester.
Delay in confirmation	1
Internship Defaulter	3 + Ban for minimum 1 semester
Absenteeism at hearing after show cause notice has been served	4

- (e) If a student attracts penalties under two or more provisions, then, the maximum penalty points awarded shall be highest of the penalty points awarded under such provisions and not cumulative.

(f) Students would be allowed to apply for a reduction of penalty points. Such reduction would be at the discretion of the Chairperson and IPC through him/her. The reduction can be awarded on the basis of any curricular or co-curricular activities which in the opinion of Chairperson brings reputational benefit to the University. Such benefit will be deemed to accrue from activities including, but not limited to, academic publication, achievements in moot courts, debates, ADR competitions, seminars and facilitation of lectures, etc.

8. Amendment to the Policy

(a) The Chairperson and IPC through him/her reserves right to amend the provisions of this policy as per the set internal procedures. Such amendments will be appropriately notified.

(b) Clarification required regarding the Internship Process can be sent as an email to the respective batch e-mail addresses or can be addressed in person to concerned student coordinator associated with the Internship and Placement committee.

(c) In case of any discrepancies, all decisions taken by Chairperson, IPC would be final.