



DME law School

Internship (B.A., LL.B. / B.B.A., LL.B.)

Course Code: LL.B. 351 / 451 / 551

1. Preface

According to the Guidelines of GGS IP University, all students who have written their examinations of 4th, 6th and 8th Semesters, have to undergo a Compulsory Summer Internship & submit its report, which shall be evaluated jointly by a board of examiners constituted by the Academic Program Committee of the College. This board of examiners will comprise of faculty members involved in teaching LL.B. Students. The compressive viva, internship, presentation & submission of report will carry a total of 100 marks.

2. Introduction

Objective of the Internship

The objective of the Internship is to help the students to develop ability to study the courts' / organizations' functioning and learn to apply the knowledge, skills, laws, concepts, tools and techniques pertaining to the profession of law.

3. Duration & credits

The duration of the internship will be One month. The training can commence on any date after completion of the theory exams of the even semesters and should be completed before the commencement date of the next odd semester (1st Monday of August 2019).

Five credits have been allotted to the internship, its presentation & submission of report conjointly with the comprehensive viva of the next odd semester to be held at the close of 5th, 7th & 9th semesters.

4. The organization for Internship of the student shall be duly approved by the mentor, in consultation with the Dean, DME Law School.
5. It shall be the sole responsibility of the mentor to verify the antecedents, authenticity, appropriateness, worthiness, usefulness, capability and fitness of the organization for the purpose of imparting Internship.
6. The organization for internship shall be of repute like an Advocate or private or public limited company, corporation or a government department, NGO, etc. The Internship faculty Supervisor i.e. the mentor shall arrange for the Internship or the students concerned shall arrange for the internship at their own which shall be approved by the mentor.
7. The mentor shall brief the interns before they leave for the Internship about the guidelines, expectations and other parameters are normally expected during the Internship.
8. The mentor shall have the liberty to either visit personally where the student is undergoing internship in order to assess, evaluate and provide suggestions for increasing the fruitfulness of the internship for the interns. These suggestions will be transmitted by the mentor through their email from the official e-mail id. After the visit of organization, mentor will submit a brief visit report to the Dean of the Law School within 2 days of the visit.

9. Every student is required to submit a communication via email at the official mail id of the mentor (for example n.sharma@dme.ac.in) from the organization's official id alongwith its hard copy specifying the following on or before **17 June** 2019:
- Name of student
 - Batch & Enrollment number
 - Name & address & profile of the organization.
 - Date of commencement & completion.
 - Contact details of the staff / management to whom the intern is reporting (mobile number & official mail id)
 - Title of the project.
10. The mentor is required to submit the Internship record of all the interns to the Dean by 18 June 2019 [excel sheet comprising the details mentioned in a, b, c, d, e & f above]. The mailing id will be hodlaw@dme.ac.in
11. Interns will be required to prepare a power point (ppt) presentation of the Internship details / work done / completed till 13 July 2019 and mail the same to the Internship faculty Supervisor (mentor) by 14 July 2019 at their official mail id. PPTs are to be prepared in font size 28 with black font color font & white background.
12. The students are required to bring their own laptops/pen-drives, etc for their presentations. The Internship faculty Supervisors (mentors) will counter sign the internship report submitted by the students. It shall be the duty of the students to incorporate the modifications and the suggestions, if any, suggested by the supervisor, before printing the report.
13. The interim ppt presentation consisting of 10-15 slides (8-10 minutes) will be held as under:

Day & date	Batch	Section	Location	Faculty in-charge (Mentor)	2 nd in-charge
Monday, 15 July 2019, 0930 hrs	B.A., LL.B. Batch 2015-20	Section A	Room no. 201	Ghazala	Abhilasha
		Section B	Room no. 203	Abhilasha	Shweta Amravanshi
		Section C	Room no. 205	Garima	Ashish saraswat
	B.B.A., LL.B. Batch 2015-20	Section A	Room no. 301	Shambhavi	Avneet
		Section B	Room no. 303	Dr. Manisha	Dr. Smita
Thursday, 18 July 2019, 0930 hrs	B.A., LL.B. Batch 2016-21	Section A	Room no. 201	Karishma	Dr. Isha
		Section B	Room no. 203	Mukesh	Dr. Jaya
		Section C	Room no. 205	Karan	Namrata
	B.B.A., LL.B. Batch 2016-21	Section A	Room no. 301	Gunjan	Priyansha
		Section B	Room no. 303	Souma	Ravina
Friday, 19 July 2019, 0930 hrs	B.A., LL.B. Batch 2017-22	Section A	Room no. 201	Neha Sharma	Sakshi
		Section B	Room no. 203	Padmesh	Dr. seema
		Section C	Room no. 205	Dr. seema	Shabeeh
	B.B.A., LL.B. Batch 2017-22	Section A	Room no. 301	Navjot	Shraddha
		Section B	Room no. 303	Komal	Shree Durga

14. This interim presentation will carry a maximum of 10 marks.
15. Mentor shall forward the Internship Reports to the Dean latest by 31 July 2019 along with a summary in excel sheet (comprising a to f, para no. 10).

16. The Internship Report should be submitted with standard title cover page as specified herein after, alongwith a certificate on the Organization’s letterhead, issued & signed by organizations’ supervisor specifying the details of sub paras a to f of para 9.

17. Last date for submitting the Internship report, complete in all respects, is the date of final presentation [consisting of 15-20 slides (10-12 minutes)] as mentioned below:

Day & date	Batch	Section	Location	Faculty in-charge (Mentor)	2 nd in-charge
Monday, 29 July 2019, 0930 hrs	B.A., LL.B. Batch 2015-20	Section A	Room no. 201	Ghazala	Abhilasha
		Section B	Room no. 203	Abhilasha	Shweta Amravanshi
		Section C	Room no. 205	Garima	Ashish saraswat
	B.B.A., LL.B. Batch 2015-20	Section A	Room no. 301	Shambhavi	Avneet
		Section B	Room no. 303	Dr. Manisha	Dr. Smita
Tuesday, 30 July 2019, 0930 hrs	B.A., LL.B. Batch 2016-21	Section A	Room no. 201	Karishma	Dr. Isha
		Section B	Room no. 203	Mukesh	Dr. Jaya
		Section C	Room no. 205	Karan	Namrata
	B.B.A., LL.B. Batch 2016-21	Section A	Room no. 301	Gunjan	Priyansha
		Section B	Room no. 303	Souma	Ravina
Wednesday, 31 July 2019, 0930 hrs	B.A., LL.B. Batch 2017-22	Section A	Room no. 201	Neha Sharma	Sakshi
		Section B	Room no. 203	Padmesh	Dr. seema
		Section C	Room no. 205	Dr. seema	Shabeeh
	B.B.A., LL.B. Batch 2017-22	Section A	Room no. 301	Navjot	Shraddha
		Section B	Room no. 303	Komal	Shree Durga

18. Final presentation of ppt will carry a maximum of 15 marks.

19. For maintaining transparency, marks secured by the students at each stage will be displayed & mailed by the mentor within 24 hrs of the completion of said presentations.

20. Every student will maintain Daily Diary (date-wise) & will enter day to day summary of the work done.

21. Structure & Performa of the Final Internship Report:

i. The length of the Internship Report may be about 15-20 pages excluding appendices, annexure, exhibits, references & bibliography typed in MS word, font size 12, font type ‘Times New Roman’, 1.5-spacing not exceeding 10,000 words. However, 10% variation on either side is permissible.

ii. Contents of the Internship Report.

a	<p>The title page showing the following</p> <ul style="list-style-type: none"> - “INTERNSHIP REPORT” - Title - Name of the organization of Internship - Name of the candidate..... - B.A., LL.B. / B.B.A., LL.B. - Batch & Section - Enrollment number
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	<ul style="list-style-type: none"> - Name of mentor - Logo of the DME. - Year of submission. - DME Law School - Delhi Metropolitan Education, Affiliated with - Guru Gobind Singh Indraprastha University
b	<p>(i) Declaration duly signed by the intern and mentor of DME (As per Annexure I)</p> <p>(ii) Certificate issued by the supervisor of the organization.</p>
c	Table of contents
d	Details of report, Chapter-wise, from introduction to conclusions & suggestions.
e	References/Bibliography
f	The internship report shall be submitted in spiral binding mode

22. Submission of Internship Report:

Two typed copies of the Internship Report in spiral binding mode are to be submitted to the mentor (one of which must contain an original print of original Internship certificate). The photocopy of the Supervisor's Certificate to be included in the 2nd copy of the Internship Report must be self-attested. One copy of the internship report shall be returned to the intern after its receipt by the mentor.

23. Evaluation of the Internship Report:

The weightage of marks in the evaluation of Internship Report shall be as follows:

Interim ppt Presentation	Final ppt Presentation	Diary & Internship report	Total of Internship	Comprehensive viva	Total
10	15	25	50	50	100

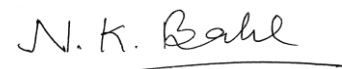
ANNEXURE-I DECLARATION

I, _____ Enrollment No. _____ B.A., LL.B. / B.B.A., LL.B. Batch (___ - ___) of DME Law School, hereby declare that the Internship Report titled as "_____", is my original work and the same has not been submitted to any other University/Organization for the award of any other degree.

Date: ____ / ____ / 2019

[Signature of the Candidate]

Countersigned
[Mentor of DME]


[Dean, DME Law School]