



P.R.R. LAW COLLEGE

LAW STUDENT INTERNSHIP DIARY

Name: _____

Class: _____

Year/Semester: _____

Roll No.: _____

Academic Year: _____

College: _____



PAGE BLANK

GENERAL PRINCIPLES

‘Internship’ and ‘Project Work’ for the L.L.B. (3-YDC) and L.L.B. (5-YDC) courses w.e.f. the Academic year 2017-2018 (for those admitted in 2017-2018 batch)

With a view to exposing the students of L.L.B. (3 and 5 –YDC) courses to the practical aspects of Law, it is resolved to introduce the Compulsory Internship and Project Work, for them w.e.f. the Academic year 2017-2018 (for those admitted in 2017-2018 batch), subject to the following Rules.

a) In Case of L.L.B. (3-YDC)

- **First Compulsory Internship** at the end of I year (II semester) Exams for a duration which shall be **three** weeks.
- **Second Compulsory Internship** at the end of II year (IV semester) Exams for a duration which shall be **three** weeks.

b) In Case of L.L.B. (5-YDC)

- **First Compulsory Internship** at the end of III year (VI semester) Exams for a duration which shall be **three** weeks.
- **Second Compulsory Internship** at the end of IV year (VIII semester) Exams for a duration which shall be **three** weeks.

c) Common Rules for Internship of both L.L.B. (3-YDC) & (5-YDC) Students:

- The internship shall be with any one of the following:
 - i. Advocates with minimum 10 years standing at the Bar;
 - ii. Any Court or Tribunal or any Judicial Authority;
 - iii. Any Regulatory Body; and
 - iv. Any Registered NGO working for Rights/Policy Advocacy.

- Each student **shall submit and Internship Diary and Project Report on the Internship** duly certified by the Advocate, Court or concerned Organisation **within 15 days from the commencement of classes in the 3 semester and 5th Semester respectively.**
- Each internship Diary and Project Report shall be evaluated by the Teacher allotted by the Principal for award of Grades. viz. **Excellent - A, Very Good – B, Good - C, or Satisfactory-D.** A presentation by the Student/Intern shall be made on the stipulated date.
- The Grades secured in I and II Internship & Project shall be included in the marks memo of the III and V Semesters respectively.
- The Project Reports shall be submitted in the examination branch by the concerned College along with the grades given.
- The internship Diary shall be retained by the college for other internship purposes.
- The Grades awarded for internships and Project Reports cannot be considered for award of division.
- During internship, student shall observe the internal rules of the organization and shall be mindful of the reputation of the Law College and Osmania University. Any misconduct during the said period shall be viewed seriously and dealt with according to the code of conduct.
- Decent dress code, etiquette, punctuality, discipline, cordiality, professionalism, confidentiality and integrity shall be followed by the Student/Intern during the internship.
- A Joining Report specifying the name of the candidate and the date of joining:
 - i. On the organisation's/employer's letter head with the signature of the supervisor; or
 - ii. An email from the supervisor to the faculty-in-charge;
- Shall be sent within one week of reporting to the organisation/employer.

INTERNSHIP – I

Organisation/ Employer Information

Name: _____

Address: _____

Name of the Internship Supervisor: _____

Phone: _____

Email: _____

Duration of Internship: _____

(From)

(To)

How did you learn about the internship you joined?

- Faculty Internet Source Advertisement College
 Self Parents Friends Others

Internship Hours per week: _____

Duties of the Intern: _____

INTERNSHIP – I

Organisation/ Employer Feedback

Name of the Student Intern: _____

Name of the Organistaion: _____

Address: _____

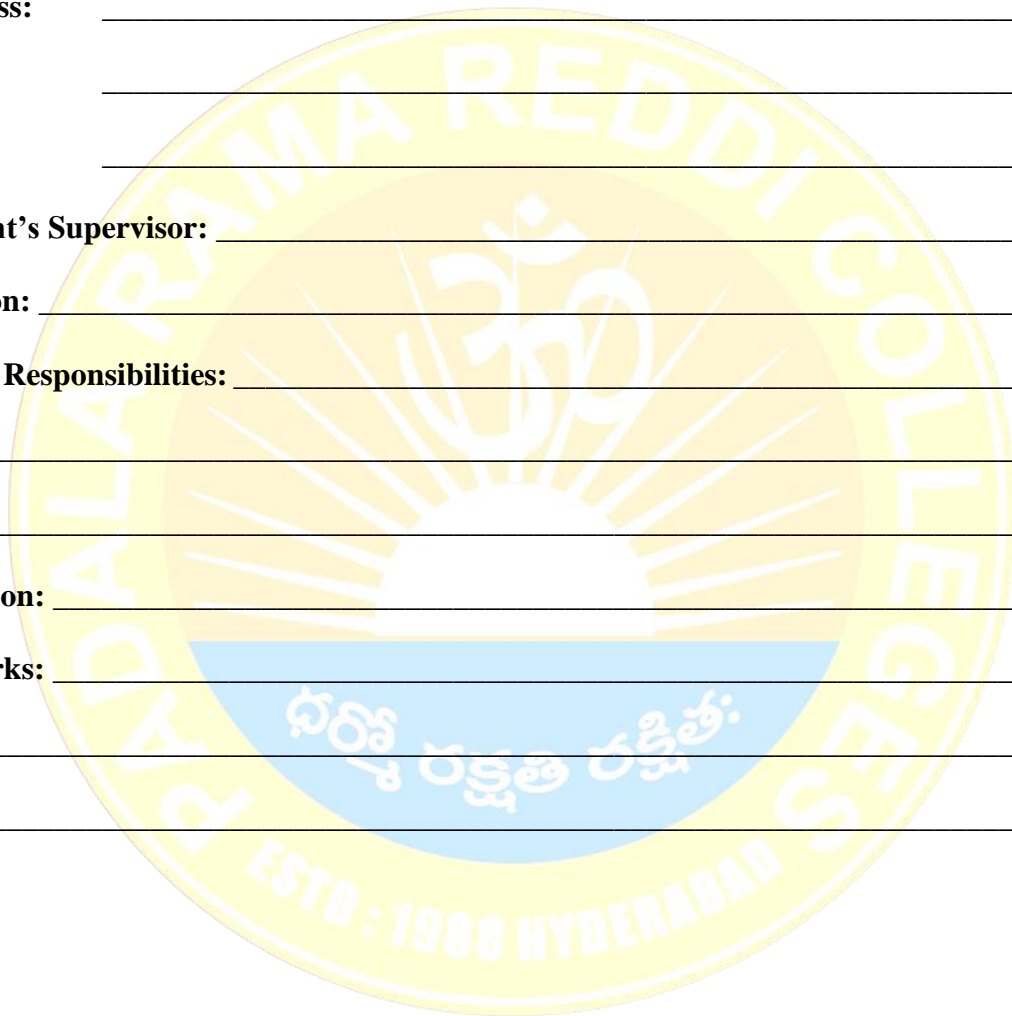
Student's Supervisor: _____

Position: _____

Major Responsibilities: _____

Duration: _____

Remarks: _____



INTERNSHIP – I

Rating of Intern

Please tick (✓) the following

	Excellent	Good	Average	Below Average
Ability of Problem Solving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understanding of the Organisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Used creativity in Task Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completion of Projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interest shown during Internship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meeting Goals and Deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working ability in a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional appearance or attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Would you suggest any changes for improvements for the internship experience?

Date:

Name & Signature

Seal

INTERNSHIP – I

Student Feedback

Please tick (✓) the following

	Excellent	Good	Average	Below Average
Overall Experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Opportunity to Gain Related Experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Acquire New Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of Mentoring Relationship With the Intern	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Opportunity to Expand Professional Network	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recommend Experience to Peers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I received the instruction needed to accomplish the tasks assigned

Strongly agree Agree Neutral Disagree Strongly Disagree

Comments: _____

I received feedback and guidance throughout the Internship

Strongly agree Agree Neutral Disagree Strongly Disagree

Comments: _____

How did your internship experience help you grow personally and/or professionally?

What previous classes or classroom experiences were most useful in preparing you for internship? What educational experiences do you wish you would have had prior to completing your internship?

What advice would you give to future interns? (May we use this in promoting internships to other students? Yes/No)

Would you consider doing an internship again? Why or Why not?

How could the internship programme and/or assignments be improved to better meet future intern's needs?

Experience:

Any other comments:

Date:

Name & Signature of Student

