

GUIDELINES FOR 10th SEMESTER STUDENTS OF BALLB & BBALLB

The COVID-19 Pandemic is affecting the health of people around the world and close to home. As our nation has taken steps to reduce the spread of the outbreak, it has introduced a new level of uncertainty and anxiety to our career paths: virtual classrooms, cancelled clinical rotations, and postponed graduation ceremonies, just to name a few.

We understand that due to sudden closure of Colleges and other various establishments & organizations, the Internships of the students of BBA/BALLB of 10th semester have been affected. To keep the continuity in your learning process and also complete the dissertation, the students are directed to follow the undermentioned guidelines.

GUIDELINES FOR INTERNSHIP REPORT AND DAILY INTERNSHIP DIARY

- All the students undertook regular internship as a part of the curriculum prescribed by GGSIP University till 20th March, 2020. Due to the Lockdown imposed on the nation, after 20th March, the regular internship was thereby continued in the form of ONLINE INTERNSHIP or WORK FROM HOME BASIS or was carried out as RESEARCH WORK on the topics or matter on which they are working while interning.
- To ensure successful completion of the Internship, every student must maintain a detailed account about the work they performed after 20th March as a part of Work from home and the records of online internship and research work after 20th March which are to be updated in their daily internship diary from day to day basis.
- Internship diary or Daily diary must be in hand written form.
- Every student must ensure that DAILY INTERNSHIP DIARY must be maintained from January till 20th March for their Regular Internship and after 20th March for Online Internship or Work from Home or Research work till 30th May.
- All students are supposed to submit an internship report regarding their internship (including both regular and online internship etc.) by 2nd June, 2020
- All students who was not doing work from home or online internship after 20th march 2020. They have to submit their legal research work done during the lockdown in their internship report. This legal Research work will be done on the topic, matter or



on their work which they have dealt in their Regular internship till 20th March. They can make their internship report in A & B part. In A part they will make report regarding their regular internship till 20th march and in B part they can maintain their legal research work. Which they have done from 21st march to 30th May.

- Daily Internship Dairy will contain all the day to day working of Part A & Part B.
- In Part B, students have to mention the following:
 1. Title of the legal Research.
 2. Objective
 3. Regular Internship work Review
 4. Introduction
 5. Main Content
 6. Observation
 7. Conclusion

Students can do this Part B for various topics on Daily Basis or 2 -3-day basis.

- If students have attended more than one internship or worked under more than one advocate/firm. They have to provide Internship Certificate for the various internship and then they will make their internship report in PART A, PART B, PART C and so on based on how many internships they have done.
- All students are supposed to complete 12 weeks (as per BCI norms) of internship till 30th May, 2020 (inclusive of Regular and Online internship etc.).
- The 100 marks for Internship are divided as 75 marks for Internship Report and Daily Internship Dairy and 25 marks for Viva.
- All students have to submit their Internship Report and Daily Internship Diary in Soft copy by 2nd June 2020 and they will submit their hard bond copy of Dissertation, Internship Report and Daily internship Diary with one CD (Dissertation work) whenever the college reopens.
- Soft copies must be in Pdf.

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- Any student who fails to comply with the above given guidelines will be considered as defaulter and would not be awarded their degree (as per the guidelines of GGSIPU)
- All the students must ensure that 30th May would be the last date for completion of your internship and 2nd June would be the last date for submitting the Internship Report and Daily diary in soft copy. After the given date, no internship reports shall be entertained.
- Viva for dissertation/internship would be conducted in the Second or Third week of June, 2020.

Note: Take all necessary Precaution during COVID-19 Pandemic and are supposed to submit everything by 30th May, 2020.