

Guidelines for the preparation and submission of Court Diary

(BA LLB / BBA LLB 10th Semester)

1. The minimum period of internship shall be 12 weeks.
2. Internship may be done with Lawyers, Law firms, Law office, Hon'ble Judge, Company etc.
3. Students have to prepare and submit a court diary for a minimum of 90 pages.
4. Court Diary should present a detailed account of various tasks/cases/research handled by the student during internship.

The report should present in the following sequence:

- a. A brief account of the organization/ Place of internship.
 - b. The internship experience- reason for the choice of the law firm, laws office, etc.
 - c. Result – what could the student learn from the internship.
 - d. How many hours per week does the student spend with the Officer/ Lawyers/ Firms etc.
 - e. An overview of the nature of internship/ wise specific tasks assigned to the internee, the work assignment, Duties and responsibilities.
5. The student shall attach with the report a photocopy of the duly signed certificate of internship forms the concerned.
 6. Students shall carry an original copy of internship certificate at the time of viva.
 7. Students are required to submit the Court diary in FIMT office after the VIVA.

Format of Synopsis

- Introduction
- Review of Literature (Minimum 15 Books and 15 Articles)
- Statement of Problem/ Research Questions (**Maximum 3**)
- Research Objectives (**Maximum 5**)
- Hypothesis
- Methodology
- Table of Content (Summary of Chapters)
- Scope and Limitations

Format of the dissertation

Structure of the Dissertation

- Cover Page
- Title Page
- Acknowledgement
- Certificate (by the Supervisor)
- Declaration (by the student on originality)
- Table of Contents
- List of Cases
- List of Abbreviation/Acronyms
- Preface
(Give Roman Page No. from Title page to Preface)

The dissertation should be divided into several sections/chapters relating to:

- Introductory Chapter
 - Chapters Based on Objectives (Maximum 5 chapters including Introduction and Conclusion and Suggestion)
 - Conclusion & Recommendations
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- Bibliography
 - Appendices

Guidelines for Dissertation

BALLB & BBALLB, 10th Sem

Formalities of Submission

1. Dissertation topic shall be finalised by the supervisor as per the preference given and the relevance of the topic. It shall be considered final and would not be changed after finalisation.
2. Students need to meet the allotted supervisor every alternative Saturday, or as and when asked by the supervisor. Attendance shall be taken. Any student having less than 10 visits shall not be allowed to submit the dissertation for the final viva.
3. Students also need to submit the tentative research work through email or hard copy whenever asked by the supervisor.
4. The word limit for the body of the dissertation (excluding the title page, preface, table of contents, declaration of originality (by student), certificate by supervisor/s, acknowledgement, list of abbreviation/acronyms, abbreviations, bibliography, etc.) shall be 25,000 to 30,000 words (approximately 80-100 pages).
5. Dissertation shall be typed in Times New Roman, Font size 12 and printed in 1.5-line space on the single side of the paper with 1 inch margin on all sides.
6. A student shall not be allowed to submit the dissertation without a duly signed forwarding certificate by the faculty supervisor/s.
7. A student will have to submit four copies of the dissertation.
8. A student is required to follow the ILI rules of citation.
9. Marks Allotment: 75marks- Dissertation and 25marks- External Viva.
10. A Hardbound Copy and soft copy of the dissertation must be submitted according to the date notified by the college.
11. As per the UGC Norms the Plagiarism should not exceeded more than 10%.

A Dissertation on

(Font 16)

(Topic of Dissertation)

(Font 18, Bold, Not in Uppercase)



Submitted to GGSIPU in partial fulfilment of the requirement for the degree of

(12 Bold)

Bachelor of Law (BA/BBA LLB)

(16 Bold)

Batch:

Submitted To (Font-14)

Name of the Supervisor

Designation

(12 Bold)

Submitted by (Font-14)

Name of the Student

Enrolment ID No.

(12 Bold)

NAAC ACCREDITED



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ISO 21001:2018 & ISO 14001:2015 & ISO 9001:2015

Fairfield Institute of Management And Technology

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Affiliated to Guru Gobind Singh Indraprastha University, New Delhi (Font 16)

Declaration (by the student)

I, (Name) hereby declare that the Dissertation work titled "-----" is an original work done by me under the supervision of Prof/Dr./Mr./Ms....., Fairfield Institute of Management and Technology, New Delhi.

I further declare that to the best of my knowledge this BA/BBA LLB dissertation does not contain any part which has been submitted for the award of any degree either in this Institution or in any other Institutions without proper citations. This dissertation work is done by me in adherence to the FIMT-Anti-Plagiarism and Academic Integrity Policy 2023-24.

Date:

Name & Signature of the Student

Fairfield Institute of Management And Technology

Bijwasan Road Kapashera, New Delhi-110037

Phone No. 011-25063208/10

Email-collegefairfield@gmail.com, Website- www.fimt-ggsipu.org

(In University Letter Head)

(Not to be Printed)

FORWARDING CERTIFICATE

(18 Bold)

(all in 12 size font, double line spacing)

WHEREAS, under BALLB/BBA LLB/LLM Degree Course of Study and Examination, a student is required to write a Dissertation carrying 100 marks on the subject approved in partial fulfilment of the requirement for the degree of **BALLB/BBA LLB of the FAIRFIELD INSTITUTE OF MANAGEMENT AND TECHNOLOGY, NEW DELHI;**

AND WHEREAS, **(NAME OF THE STUDENT) (Bold in Capital Letter)** has been Permitted to write a Dissertation on ‘ **DISSERTATION TOPIC (Bold, in Capital Letter)** for **BA/ BBA LL.B. Examination** of **YEAR** of the **FAIRFIELD INSTITUTE OF MANAGEMENT AND TECHNOLOGY, NEW DELHI;**

NOW THEREUPON, **(NAME OF THE STUDENT) (Bold in Capital Letter)** has submitted the said dissertation which is being forwarded to the **CONTROLLER OF EXAMINATION, FAIRFIELD INSTITUTE OF MANAGEMENT AND TECHNOLOGY, NEW DELHI;** for necessary action.

Date: _____

Supervisor Name and Designation _____