



General Guidelines for Dissertation (BA LLB/BBA LLB Xth Semester)

1. Dissertation topic provided by the Director, FIMT-School of Law shall be final and will not be changed.
2. All the research work shall be submitted to the concerned supervisor/mentor on or before 9 May 2020. The work shall be duly signed by the concerned supervisor.
3. The research work shall contain the cover page print on the top of the work.
4. The format of the dissertation to be followed shall be as under :
 - Cover Page (Ink blue base with printing in Golden color)
 - Title Page
 - Declaration
 - Certificate
 - Acknowledgement
 - Table of Contents
 - Table of Cases
 - List of Abbreviations
 - Preface / Introduction
 - Main Text
 - Bibliography
5. The size of the report would depend on the dissertation undertaken. However, it must be of 80-100 pages types, 1.5 spacing on A4 size paper.
6. All the students are required to use uniform font and format i.e., Times New Roman in size 12 and sub-heading 14 and footnotes and reference 10 throughout the text of the dissertation.
7. The dissertation shall be divided into minimum of 5 chapters inclusive of Introduction & Conclusion.
8. The chapters must be of at least 15-20 pages barring the last chapter.

9. All students are required to follow the ILLI rules of footnoting.
10. Figures and tables should be inserted at the appropriate place in the text. Figures must have numbers and captions under the figures. Tables have their titles and numbers above.
11. Any material which cannot be typed or computer generated should be drawn with permanent black ink in neat and heavy lines. Photographs of drawings are acceptable. Xerox reproductions of drawings are acceptable if they are of high contrast.
12. Preliminary pages of the Dissertation Report, i.e. those preceding the text are to be numbered in Roman numerals (i, ii etc). The first page must not show its page number.
13. It is **Compulsory** for the students to do a periodic meeting with their supervisor/mentor at least twice a month.
14. The submission of the work shall be done on the periodic basis as per given in the schedule.
15. 75 marks- Dissertation and 25 marks- External Viva.
16. A hardbound copy and soft copy of the dissertation must be deposited according to the date notified by the college. One copy of the same will be produced at the time of VIVA along with a pdf copy in a CD.

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ISO 9001:2015 & 14001:2015

FAIRFIELD

Institute of Management & Technology

(Affiliated to GGSIP University, New Delhi)

SPECIMEN/ FORMATS

CERTIFICATE (sample)

This is to certify that the research work entitled “ _____ ” is the
Work done by Mr./Ms. _____ Enrolment No _____

Under my guidance and supervision for the partial fulfillment of the requirement of B.A., LL.B.
(Hons.)/B.B.A., LL.B. (Hons) degree to be awarded by G.G.S.I.P. University, Delhi

(Signature)

Name of Mentor/Guide/Supervisor:

Designation:

Date & Place:

DECLARATION (sample)

I, _____, Enrollment No. _____ Certify that dissertation on the
Topic: _____ is completed by me and it is an authentic work carried
out by me. The matter embodied in this report has not been submitted earlier for the
award of any degree or diploma to the best of my knowledge and belief.

(Signature)

Name of the Student

Course:

Date:

Enrolment No.:

Place:

Batch:

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GUIDELINES FOR INTERNSHIP DIARY

The students of BA-LLB & BBA-LLB of 10th semester are informed to submit their Internship Diary in the given format.

Kindly follow the instruction given below-

- The duration of the internship shall be of 90 working days (10th semester).
- In pursuant to the requirement mandated by the GGSIPU, the students are required to do Internship under Lawyer/Law Firms/ Corporate Sector.
- After completion of the Internship you are required to furnish Internship Certificate corroborating your association with the designated place of Internship.
- Diary should be diligently maintained. It should incorporate.
- Internship activity /assignment on daily basis. The interns are required to ensure that the dates and place of professional exposure/training should be mentioned in the record.
- Internship as professional training is the exposure of lawyering and gaining the experiences of lawyering skills. Please ensure that you fulfill these requirements as per the course structure.
- On the basis of the Diary you are required to prepare the report.
- The report should fulfill the following criteria:
 - It should be handwritten.
 - Internship Diary printing guidelines:-
 - DOWNLOAD THE SPIRAL BINDING PDF FORMAT FROM WEBSITE.
 - FRONT PAGE- COLORED & GLOSSY PRINTOUT
 - BACK PAGE- COLOURED & GLOSSY PRINTOUT
 - PAGE NO- 3-102 SHOULD BE ON EXECUTIVE BOND (A-4 SIZE)

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FAIRFIELD Institute of Management & Technology

Affiliated to GGS IP University, an 'A' Grade College by DHE, Govt. of NCT DELHI,
Approved by the Bar Council of India, NCTE and Recognised under 2(f) of UGC Act of 1956

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ISO 9001:2015 & 14001:2015

- FRONT PAGE BACK SIDE- COLOURED & GLOSSY
- BACK PAGE BACKSIDE –COLOURED & GLOSSY
- BINDING SHOULD BE SPIRAL

- It should incorporate case analysis along with the Applicability of law.
- Specimen copy of the documents used in court must be attached in Annexure.
- Annexure should be attached as a last part in Report.
- The report should be properly paginated along with proper acknowledgement.
- Internship certificate should be attached at the beginning of the report.

The Internship Diary will be accepted in the Performa provided by the FIMT only.

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GUIDELINES FOR THE INTERNSHIP REPORT

- Students have to prepare and submit an Internship Report minimum of 80 pages.
- Internship report should present a detailed account of various tasks handled by the students during internship. The report should inter alia present, in the following sequence, a brief account of the (1) organization/ place of internship; (2) the internship experience –reasons for the choice of the firm, law office etc., (3) results – what could the student learn from the internship; (4) how many hours per week the students spent with the officer/lawyer/firms etc. and (5) An overview of the nature of internship/ date-wise specific tasks assigned to the internee, the work assignment, duties and responsibilities.
- The students shall attach with the report copy of duly signed certificate of Internship from the concerned. Students shall carry original copy of internship certificate at the time of Viva.
- Students are required to maintain the Court Diary/Internship Diary to record the daily activities undertaken by them and keep the Court Diary in safe custody for making of Internship Report on daily basis.
- At the end of Internship, students are required to prepare Internship Report under the supervision of mentor (published in college notification) and will submit it in accordance with the notice published by the college.
- No duplicate copy/file of previous Internship Report is allowed to be made by the students as it may lead to rejection of their Internship Report. Students are required to go through the Internship Report writing pattern and in case of any doubt; they may contact their Mentor/Convener Internship /Dean, School of Law
- Students after reporting to the Advocate/Law Firms/Law Officers/ Hon'ble Judges/ Institutions etc. are required to maintain proper discipline. Any type of misconduct by the students at the Internship place will not be tolerated and immediately the student/s will be withdrawn from the Internship.

- Submit one hard bound copy, 1 soft copy and 1 CD containing your report in PDF format. One extra copy must be with the student at the time of Viva-Voce with Court/Internship Diary.

The following format may be normally adopted for the Internship Report -

1. Cover page
2. Inner cover page.
3. Self declaration certificate from the candidate and Certificate from the Supervisor.
4. Certificate for the completion of Internship issued by the Advocate/Law Firm.
5. Acknowledgment.
6. List cases and tables, if any.
7. Abbreviations
8. Contents.
9. Preface of the Internship.
10. Introduction.
11. Report writing as per the court diary.
12. Chapters covering the work of the candidate.
13. Conclusion
14. References/Bibliography
15. Appendix if any