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**SYMBIOSIS LAW SCHOOL, PUNE**

**INTERNSHIP POLICY**

**2019-20**

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This policy is issued with reference to Career and Professional Development (CPD) Cell, a beneficial and progressive service driven by students and guided by designated faculty members under the leadership of Director, Symbiosis Law School, Pune. This Policy will replace all the policies issued previously and shall prevail until further notice.

**Clause 1 - Definitions:**

- a) "**Career & Professional Development (CPD) Cell**" means a student cum faculty body formed by Symbiosis Law School, Pune to facilitate the process of Campus Recruitment, Internship, Training and Development, Industry & Alumni Relations and Entrepreneurship Development.
- b) "**Internship Process**" means the process of facilitating internships primarily for students of 4<sup>th</sup> and 5<sup>th</sup> year students of B.A./B.B.A. LLB and 2<sup>nd</sup> and 3<sup>rd</sup> year students of LLB.
- c) "**Internship Offer**" means any offer for internship received by the students in relation to interning at any company/firm/organization/court or in the office of an advocate or solicitor.
- d) "**Disciplinary Action**" shall include an internal disciplinary process headed by the Director, Symbiosis Law School, Pune and shall include as and when required, action under the Code of Conduct, SIU. The inputs for the action will be based on the evidential data provided by the CPD Cell faculty member/s.
- e) "**Career and Professional Development Policy**" means this document and any other addendum/amendment issued by Career & Professional Development Cell going forward.
- f) "**Scouting**" means students will not be permitted to carry their cellphones or any other electronic gadget with them during the entire duration of the on-campus recruitment.
- g) "**Banning**" means the process of disqualification of the student from the Internship process. It may be for a selected process or for the whole process. The inputs for the disqualification will be based on the evidential data provided by the CPD Cell faculty member/s.

**Clause 2:**

The Career & Professional Development Cell shall only be facilitating internships for students from 3<sup>rd</sup> year onward in BA/ BBA LLB and from 2<sup>nd</sup> year in LLB. It will provide guidance and advice to all students of all batches. CPD Cell of SLS-Pune will communicate any announcements / results / information through its official email id as well as Notice Board in CPD Cell. It is the responsibility of the students to check the new email / notice from time to time.

**Clause 3:**

The Career & Professional Development Cell acts as a facilitator and not as a guarantor of internships. All support and guidance for Internships will be facilitated to the students.

**Clause 4:**

Any student who is desirous of partaking in the Internship Process will need to sign an undertaking stating that he/she agrees to be part of Internship Process as per the terms and conditions stipulated in the Internship Policy. (Ref: *Annexure 1*)

**Clause 5:**

Any misrepresentation/ fraudulent information provided in the Curriculum Vitae (CV) would result in immediate removal of the concerned student from the Internship Process with immediate suspension from any other future assistance with respect to internship.

**Clause 6:**

Where a student has communicated about his/ her participation for the process for a particular organization/firm/corporation and he/she withdraws after being shortlisted or before joining, a show-cause notice will be served to the student and he/she will be liable for suspension from the internship process for a minimum of 1 semester, if found guilty.

**Clause 7:**

When a student has applied for an internship, he/she needs to be present for the entire selection process failing which, a strict action shall be taken against him/her which may also result in him/ her being restricted from applying for internships facilitated by CPD Cell for a minimum of one semester.

**Clause 8:**

Once an Internship Offer has been made to a candidate, it will amount to an automatic withdrawal from the Internship Process for that semester. This means that there is a policy of *One Person, One Internship* for every semester. Exception will be given to students for any assessment internship opportunities.

**Clause 9:**

If a student receives an Internship Offer which has not been facilitated by the CPD Cell, then the student will have an obligation to inform the cell.

**Clause 10:**

Students who have accepted an Internship Offer cannot renege/withdraw/abscond from joining the organization. Such an act will definitely amount to restriction of the concerned student from any further Internship processes.

**Clause 11:**

If during an internship, any student faces any unwanted incident (including harassment of sexual or other kind) or any other unethical experience, then the student must report the same immediately to the CPD Cell with whatever proof he/she has. The student can also terminate such internship immediately and report the matter to the concerned authorities in the institution.

**Clause 12:**

Any disciplinary actions/ behavioral complaint received against the student from company/firm/organization/court during their internship will be taken very seriously and may lead to his/ her removal from the Internship process. Further any action by the student on any social media platform that may malign the reputation of SLS-Pune will also lead to disciplinary action with similar repercussions.

**Clause 13:**

Students are strongly discouraged from personally (including through parents or other relatives) contacting the companies/ firms/ organizations with which the cell is arranging internships. If any candidate who is shortlisted for an internship in company/ firm/ organization and is found to have contacted them personally thereby bypassing the CPD Cell of SLS-Pune, it will empower the CPD Cell to send an immediate withdrawal of that candidate from the Internship process. The cell will issue a clear statement that the cell has restricted the candidate from appearing in any Internship process due to the violation of the rules issued by the SLS-Pune / Symbiosis International University, Pune

**Clause 14:**

The Cell will not be responsible for any mistake/misrepresentation committed by the student in sending their CVs, providing information in the format required by the recruiter or following the instructions provided by the cell including but not limiting to the following:

- a) CVs sent after the appointed deadline.
- b) CVs sent to any email id other than the one specifically mentioned in the email.
- c) Incomplete/incorrect information provided by the candidate in excel sheets they are asked to fill up.
- d) Wrong contact details provided by the students.
- e) Non-availability / Non-connectivity at the contact details provided in the CV.
- f) Any communication made in any way other than an email sent to the cell's email ID
- g) Unavailability of the student on phone or skype or in person with regard to the selection procedure

**Clause 15:**

Clarification required regarding the Internship process can be sent as an email to [internship@symlaw.ac.in](mailto:internship@symlaw.ac.in), call to 020-26551139/40 or can be addressed in person to the concerned faculty associated with the CPD Cell between 03.30 P.M. to 05.00 P.M.

**Clause 16:**

Please refrain from approaching CPD Cell faculty members at their personal cell phone numbers. Also, avoid sending any communication to the personal email ids of the faculty members. In case the student/s attempts to call on the personal mobile phone of the CPD Cell faculty member or sends an email on the personal email id of the CPD Cell faculty member and if there is no / delayed response due to which the opportunity for the student is lost, student will be responsible for such loss of opportunity.

**Clause 17:**

If a student is found violating any of the above-mentioned clauses of the Internship Policy, he/she shall be immediately suspended from the Internship process. He/she can only be reinstated in the Internship process subject to the approval by the Director, SLS-Pune.

**Clause 18:**

Letter of Recommendation (LOR) – is a document through which SLS-Pune acknowledges that the student is a bona-fide student of SLS, Pune. Specific LOR is made in the name of a specific recruiter.

The concept of generic LOR has been dissolved. Only Specific LOR will be issued, for which the applicant needs to provide details of the organization where he/she intends to intern. Generic LOR can be issued only with the prior approval by the Director or in case Director is not available, either of the Deputy Directors.

**Clause 19:**

In the event of a student being offered two or more internships thereby inviting a conflict regarding clause 8 of this Policy, the following tiebreakers would be set in motion:

- a. The cell shall look at when the results of the application have come in, and whichever has come first shall be given priority.
- b. In case the conflict is still not resolved, we shall look at when the student had applied to each of the firms, and the earlier application shall be considered.

- c. In case the conflict is still not resolved, the cell shall take a final call taking into consideration the stature of the firm and its reputation vis-à-vis SLS Pune

**Clause 20:**

The process of procuring a LOR is as follows:

- ✓ Fill the '*Requisition Form*' received on your e-mail. Fill the Form with all the required details.
- ✓ Submit the Form in the Accounts Department with a Challan of INR 50. (Indian Rupees Fifty Only)
- ✓ Attach the Internship Undertaking with this Form and Challan.
- ✓ Put the Form and referred documents in the Drop Box kept in the CPD Cell.
- ✓ LOR will be issued from the CPD Cell after a maximum of 4 working days from the submission of the Form and necessary documents.
- ✓ There is no provision for the online application of the LOR. This process is entirely offline. Under no circumstances, the scanned copies or online applications will be entertained. CPD Cell does not accept responsibility for non-issuance of the LOR due to online submission of Form or any loss of Internship suffered by the student due to this.

Students to make a note of the structure of the CPD Cell for their information:

<b>Sr. No.</b>	<b>Functionality</b>	<b>Faculty In-Charge of Functionality</b>
1	Training & Career Counselling	Prof. Ashutosh Panchbhai & Identified students of CPD Cell
2	Internship	Prof. Ashutosh Panchbhai & Identified students of CPD Cell
3	Recruitment	Prof. Ashutosh Panchbhai & Identified students of CPD Cell
4	Alumni, Entrepreneurship & Corporate Relations	Prof. Garima Panwar & Prof. Amol Sapatnekar & Identified students of CPD Cell
5	Communication, Coordination & Focal point of contact	Mr. Vishal Asware
6	Students Head(s)	Varun Pratap Mehta – 8568988651 Shivanshu Sharma - 9836522298 Richa Gupta - 9918243063
7	Students Co Head(s)	Abhishree Manikantan - 7043028264 Chirag Basu - 9007364321

Reporting and Overall Coordination with:

- Dr. Shashikala Gurpur, Fulbright Scholar, Director, Symbiosis Law School- Pune, Ex-Officio Chairperson, CPD Cell, Symbiosis Law School- Pune, Dean, Faculty of Law, Symbiosis International (Deemed University)
- Prof. Garima Panwar, Assistant Professor, Symbiosis Law School, Pune