



SYMBIOSIS LAW SCHOOL, PUNE
CARE | COURAGE | COMPETENCE | COLLABORATION



SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)



SYMBIOSIS LAW SCHOOL, PUNE

INTERNSHIP POLICY

2024-25

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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 the Director, Symbiosis Law School, Pune. This Policy shall replace all the policies issued previously and shall prevail until further notice.

CLAUSE 1: DEFINITIONS

1. **“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.
2. **“Internship Process”** means the process of facilitating internships primarily for 3rd, 4th and 5th year students of B.A./B.B.A. LLB and 2nd and 3rd year students of LLB.
3. **“Internship Offer”** means any offer for internship (online/ offline) received by students in relation to interning at any company/firm/organization/court or in the office of an advocate or solicitor.
4. **“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.
5. **“Career and Professional Development Policy”** means this document and any other addendum/amendment issued by Career & Professional Development Cell.
6. **“Banning”** means the process of disqualification of the student from the Internship process. It may be for a selected process or for the entire process. The inputs for the disqualification will be based on the evidential data provided by the CPD Cell faculty members.
7. **“Letter of Recommendation (LOR)”** is a document through which SLS-Pune acknowledges that the student is a bona-fide student of SLS, Pune.

CLAUSE 2

The Career & Professional Development Cell shall predominantly be facilitating internships for students from 3rd year onwards in BA/ BBA LLB and from 2nd year in LLB. It will provide guidance and advice to all students of all batches. CPD Cell will communicate any announcements / results / information through its official email id. It is the responsibility of the students to check their email on a regular basis for updates.

CLAUSE 3

The Career & Professional Development Cell acts as a facilitator of internships but not as a guarantor of internships.

CLAUSE 4

Any student who is desirous of partaking in the Internship Process will need to sign an undertaking stating that they agree to be a part of the Internship Process as per the terms and conditions stipulated in the Internship Policy.

CLAUSE 5

Any misrepresentation/ fraudulent/ baseless information provided in the Curriculum Vitae (CV) would result in immediate removal of the concerned student from the Internship Process. This will also result in immediate suspension from any future assistance with respect to internship for a duration of 6 months commencing from the date of such act.

CLAUSE 6

Where a student has communicated about their participation for the process for a particular organization/ firm/ corporation and they withdraw after being shortlisted, a show-cause notice will be served to the student. If found guilty, they will also be liable for suspension from the internship process for a minimum duration of one semester subsequent to the event.

CLAUSE 7

When a student has applied for an internship, they need to be present for the entire selection process failing which, strict action shall be taken against them. This may also result in them being restricted from applying for internships facilitated by the CPD Cell for a minimum period 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. This policy is applicable to the semester in which the student undertakes the internship and not the date of application. Exceptions will be given to students for any assessment internship opportunities.

Illustration: If a student applies in the 3rd semester for an internship scheduled in the 4th semester and is selected, they cannot apply for any other internship scheduled in the 4th semester via the cell.

CLAUSE 9

All students are mandatorily required to inform the cell about any Internship Offer secured by them which is not facilitated by the CPD Cell.

CLAUSE 10

Students who have accepted an Internship Offer cannot renege/ withdraw/ abscond from joining the organization. Such an act shall 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 experiences, then the student must report the same immediately to the CPD Cell with any proof they have. The student may 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 any company/ firm/ organization/ court during their internship shall be taken seriously and shall lead to their removal from the concerned Internship Process. Further any action by the student on any social media platform that may malign the reputation of SLS-Pune shall lead to disciplinary action with similar consequences.

CLAUSE 13

Students are strongly discouraged from personally (through acquaintances) contacting the companies/ firms/ organizations with which the cell is arranging internships. If any candidate

who is shortlisted for an internship and is found to have contacted them personally for that specific opportunity, thereby bypassing the CPD Cell, it shall empower the CPD Cell to send an immediate withdrawal of that candidate from the Internship process. This will also amount to violation of the SIU Code of Conduct.

CLAUSE 14

While applying for any internship opportunity, the students should adhere to the deadlines and submit their CV as per the college format, unless specified otherwise. The name of the document should always be the student's name with no prefix or suffix. Any deviation from the same will attract disciplinary action.

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

- a) CVs sent after the appointed deadline.
- b) Incomplete/incorrect information provided by the candidate in the Google Form/ Excel Sheet they are asked to fill.
- c) Wrong contact details provided by the students.
- d) Non-availability / non-connectivity at the contact details provided in the CV.
- e) Any communication made in any way other than an email sent to the cell's email ID.

CLAUSE 15

Any clarification required regarding internship processes can be sent as an email to 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

Students are requested to refrain from approaching CPD Cell faculty members at their personal cell phone numbers or email IDs. If a student loses an opportunity due to such unofficial communication, the cell will not be responsible for the same.

CLAUSE 17

Only Specific LORs, in the name of the specific recruiter, will be issued, for which the applicant needs to provide details of the organization where they intend to intern, the duration

of internship and the name of the concerned authority to whom the letter must be addressed. Generic LOR can be issued only with prior approval by the Director or in case Director is not available, either of the Deputy Directors.

CLAUSE 18

The process of procuring an LOR is bifurcated between Hard Copy LORs and E-LORs. Please note that Hard Copy LORs shall only be processed if there is an explicit requirement of the same from the respective firm/ organization.

The process of procuring an ***E-LOR*** is as follows:

1. Download all the requisite documents as sent at the beginning of the academic year (Parent's consent, Internship undertaking, LOR format)
2. Fill the documents either by hand or digitally.
3. Send all the documents in a single email along with an updated CV as per college format to internship@symlaw.ac.in with the subject line: **Request for LOR - Name_course name_batch.**
4. In the body of the email, please mention the following details:
 - a) Name of firm / organization applying to,
 - b) Name and designation of the person to whom email should be addressed,
 - c) Email ID of the above person and any other necessary email IDs
 - d) Duration of Internship
 - e) LOR requests will be processed in 6 working days. The LOR would be finally sent to the concerned authority from the email ID director@symlaw.ac.in.
5. To procure a scanned image of the hard copy of the LOR, a student is required to remit charges of Rs. 50/- towards the same in the same account wherein the academic fees and deposited and send the Cell a receipt of the payment.
6. No facility of post/courier of the Hard copy of the LOR shall be made available.

The process for procuring a ***Hard Copy LOR*** is as follows:

1. Fill in the '*Requisition Form*' received on your e-mail. Fill in the Form with all the required details.
2. Submit the Form in the Accounts Department with a Challan of INR 50. (Indian Rupees Fifty Only)

3. Attach the Internship Undertaking with this Form and Challan.
4. Submit the Form and referred documents at the CPD Cell.

LOR will be issued from the CPD Cell within a minimum period of 7 working days from the submission of the Form and necessary documents.

CLAUSE 19

If a student has been selected for two or more internships, thereby inviting a conflict regarding clause 8 of this Policy, the following tiebreakers would be set in motion:

1. The cell shall consider the dates of the results and the one which has been received first shall be given priority.
2. In case the conflict is still not resolved, the cell shall consider the dates of applications, and the earlier application shall be considered.
3. In case the conflict is still not resolved, the final call shall be taken by the Director, SLS Pune.

CLAUSE 20

Students are discouraged from interning at more than one place at a given point of time and shall be held responsible for any consequences.

CLAUSE 21

As per the *Bar Council of India Rules, 2020, Part IV, Schedule III, Para. 25*, Students are advised the following:

1. Each registered student shall complete a minimum of 12 weeks of internship for the three-year course and 20 weeks for the five-year course during the entire period of legal studies.
2. Internship with minimum of one trial and appellate advocate during the five years period is mandated by the BCI Rules.
3. Students shall maintain the Internship Journal provided by the college for each internship undertaken by them.
4. The Period of internship must not overlap / interfere with the academic calendar. Any such Internships shall be allowed subject to attendance rules.

CLAUSE 22

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

STRUCTURE OF THE CPD CELL

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)

SR. NO.	FUNCTIONALITY	FACULTY IN-CHARGE
1.	Overall Faculty In-charge	Dr. Gitanjali Srivastava
2.	Co-Faculty In-charge	Dr. Syed Mohd Uzair Iqbal
3.	Training & Development Faculty In-charge	Dr. Davinder Kaur
4.	Corporate Relations In-charge	Mrs. Samar Fatma
5.	Placement Officer and Data In-charge	Mr. Vishal Asware