



PUNE **SLS**
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SYMBIOSIS LAW SCHOOL, PUNE

INTERNSHIP POLICY

2018-19

This policy is issued with reference to Career and Professional Development Cell (erstwhile Placement Cell) activities, a beneficial service driven by students, guided by faculty under the guidance of the 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 Cell**" a.k.a "Placement Cell" means a student cum faculty body formed by Symbiosis Law School, Pune to facilitate the process of Campus Recruitment, Internship and Training & Development.
- b) "**Internship Process**" means the process of facilitating internships primarily for students of 4th and 5th year students of B.A./B.B.A. LL.B and 2nd and 3rd year students of LL.B.
- 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.
- 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 The
- 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.

Clause 2:

The Career & Professional Development Cell shall only 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.

Clause 3:

The Career & Professional Development Cell acts as a facilitator and 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 he/she agrees to be part of Internship Process as per the terms and conditions stipulated in the Internship Policy. (*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 etc 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 strict actions shall be taken against him/her which may also result into

him/ her being restricted from applying for internships facilitated by C&PD 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.

Clause 9:

If a student receives an Internship Offer which has not been facilitated by the Career & Professional Development Cell, then the student will have an obligation to inform the cell and it will be deemed that he has withdrawn from the internship process post such intimation. If the students fail to do the same, and that adversely affects the chances of other students to secure an internship, then adequate disciplinary action will be taken by 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 removal 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 cell with whatever proof he/she has. The student can also terminate such internship immediately. The Career & Professional Development Cell will make all efforts to provide an appropriate alternative.

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 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.

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, bypassing the cell, it will empower the 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 as he/she has violated 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 at the contact details provided in their CV.
- f) Any communication made in any way other than an email sent to the cell's email ID.

Clause 15:

Clarification required regarding the Internship Process can be sent as an email to placement@symlaw.ac.in, call to 020-66861139/40 or can be addressed in person to concerned faculty associated with the Career & Professional Development Cell between 3.30-5.00 pm at the above mentioned number.

Clause 16:

Please refrain from approaching faculties at their personal numbers. Neither will they reply to any email sent to their personal email ids.

Clause 17:

If a student is found violating any of the above mentioned clauses of the Placement Policy, he/she shall be immediately suspended from the Internship Process pending inquiry. He/she can only be reinstated in the Internship Process subject to approval of the Director, Symbiosis Law School - Pune.

Clause 18:

Letter of Recommendation (L.O.R) - This is how the college acknowledges that you are bona-fide student of SLS, Pune, LOR can be of two types:

18-A: Specific LOR is made in the name of a specific recruiter.

18-B: Generic LOR is made under the head 'To Whomsoever it may concern'.

This year onwards, the concept of generic LOR has been dissolved. Only Specific LOR will be issued, for which the applicant needs to provide the organization where he/she intends to intern. Generic LOR can be issued with prior permission of Director/ Deputy Director.

Clause 19:

The process of getting an LOR is as follows:

19 A: You have received a *Requisition form* on your e-mail. Fill that form giving all the details.

19 B: Submit this requisition in the accounts office against a challan of Rs. 50.

19 C: Drop your application in the box kept in the Cell.

19 D: LOR will be issued from the Cell after a minimum of 4 working days of submission of application form.

19 E: There is no provision of 'Online Application of LOR'. The process is completely offline. Under no circumstances will scanned copies be sent to the candidates.

Approved by,

Dr. Shashikala Gurpur, *Fulbright Scholar*

Director, Symbiosis Law School, Pune

Ex-Officio Chairperson, C&PD Cell

Dean, Faculty of Law, SIU