



தமிழ்நாடு அம்பேட்கர் சட்டப்பள்ளி

THE TAMIL NADU Dr. AMBEDKAR LAW UNIVERSITY

(State University Established by Act No. 43 of 1997)

SCHOOL OF EXCELLENCE IN LAW

"Perungudi Campus", MGR Salai, Perungudi, Chennai- 600 113



PROF. (Dr.) V. BALAJI, M.L., Ph.D.,
DEAN

C.No.1915-1/SOEL/UG/S1B/2023
24.07.2023

CIRCULAR

Sub: The Tamil Nadu Dr.Ambedkar Law University - School of Excellence in Law, U.G. Programmes - Academic Year 2023-2024 - 5 year (Hons.) Integrated & 3 year LL.B. (Hons.) Degree Programmes - Internship Rules and Model Internship Report - Intimated - Reg.

It is informed that, the "Internship" is compulsory during the Odd and Even Semester of the 5 year (Hons.) & 3 year LL.B. (Hons.) Degree Programmes and the submission of documents in accordance with the internship rules and model internship report are mandatory.

The Internship Rules and the Model Internship Report are attached herewith as annexures and the Soft copy of the same is available in the University website.


DEAN

To:

All the Students of 5 year (Hons.) & 3 year LL.B. (Hons.) U.G. Degree Programmes of School of Excellence in Law, TNDALU - through University website.

Copy to:

1. The P.S. for placing before the Hon'ble Vice-Chancellor for kind perusal and information
2. The Registrar, TNDALU.
3. The Academic Advisor, TNDALU.
4. All the Directors of U.G. Degree Programmes, SOEL, TNDALU.
5. The Director, Internship, SOEL, TNDALU.
6. Administrative Advisor & Campus Director, TNDALU.
7. The Librarian, TNDALU - for uploading in the University website: www.tndalu.ac.in
8. The Year Faculty of 5 year (Hons.) & 3 year LL.B. (Hons.) U.G. Degree Programmes of SOEL, TNDALU.
9. The Deputy Wardens, Hostels (Poompozil, Perungudi and Chepauk).
10. All the Course Administrative Staffs, SOEL.
11. The Notice Board.

(Annexure -I)



The Tamil Nadu Dr. Ambedkar Law University
தமிழ்நாடு டாக்டர் அம்பேத்கர் சட்டப் பல்கலைக்கழகம்



SCHOOL OF EXCELLENCE IN LAW

"Perungudi Campus", M.G.R. Salai, Perungudi, Chennai - 600 113.

Name:

Register Number:

Year:

Course:

Section:

Semester:

Duration:

Date of Submission:

Subject: Internship Report

Signature of Student

Signature of Advocate

Signature of Year Faculty

Course Director/Assistant Director/Director Internship


DEAN

Letter Head of the Advocate/Office/Department

With particulars of enrolment /registration/ licence.

Certificate of Internship

Advocates: 10 + years of experience, legal aid cells, Government Bodies, Consultancies, law firms and such similar institutions-Trial and Appellate Advocates, Judiciary, Legal Regulatory authorities, Legislatures and Parliament, Other Legal Functionaries, committees, commissions, Market Institutions, Law Firms, Companies, Local Self Government and such other similar institutions.

Place

Signature

Date

Seal

INDEX

S.No	DATE	TOPIC
19.		
20.		
21.		
22.		
23.		
24.		
25.		
26.		
27.		
28.		
29.		
30.		
31.		
32.		
33.		
34.		
35.		

Signature and Seal

INTRODUCTION

About the office and the nature of the work and the area of specialisation

**Not less than 14 days Internship Report per-semester
Report in not less than 300 words per-day
Day 1**

Date

Nature of Work-Drafting, Civil and Criminal Court Procedure, LokAdalat, Client Counselling, Mediation, Arbitration, Conciliation

Record to be in nature of- entries of the various steps observed during their attendance on different days in the court assignment. Interviewing techniques and Pre-trial preparations and Court Diary, Cause list... Each student will observe two interviewing sessions of clients at the Lawyer's Office/Legal Aid Office and record the. Each student will further observe the preparation of documents and court papers by the Advocate/ Firm and the procedure for the filing of the suit/petition.

...Day 14

Date

Nature of Work-Drafting, Civil and Criminal Court Procedure,
LokAdalat, Client Counselling, Mediation, Arbitration, Conciliation

Learning Outcome and Experience Gained

INTERNSHIP RULES FOR THE UG PROGRAMME

1. The students have to undergo the Internship as per the following guidelines
For 3 Year Degree Programme -1st year and 2nd year, every Semester -2 weeks in odd and 2 weeks in even semester and in the 3rd year Odd semester, Students have to undergo the remaining 4 weeks of Internship.

5 year Degree Programmes 1st year till 4th year every Semester -2 weeks in odd and 2 weeks in even semester and in the 5th year Odd semester, Students have to undergo the remaining 4 weeks of Internship.
2. The students have choices to go for the Internship program in their area of specialisation with respect to their courses : with Advocates: 10 + years of experience, legal aid cells, Government Bodies, Consultancies, law firms and such similar institutions-Trial and Appellate Advocates, Judiciary, Legal Regulatory authorities, Legislatures and Parliament, Other Legal Functionaries, committees, commissions, Market Institutions, Law Firms, Companies, Local Self Government and such other similar institutions.
3. **Credit: On submission of the Internship certificates along with Records work / Internship diary with the following:**
Required to attend/ analyse 2 Trials, one Civil and one Criminal. Students may be required to attend two trials. They will maintain a record and enter the various steps observed during their attendance on different days in the court assignment. Internship report must include Interviewing techniques, Pre-trial preparations, two interviewing sessions of clients at the Lawyer's Office/Legal Aid Office and record the proceedings. Each student will further observe the preparation of documents and court papers by the Advocate and the procedure for the filing of the suit/petition.
Internship report must include "certificate of Internship" with particulars of enrolment /registration/ licence under the letterhead and seal.
For 3-Year course-6 credits
For 5-year course -10 credits
4. These internships are required to be undergone by the students during each semester which is not subject to any OD (On Duty) claims.
Note: The students who shall undergo internship with the government institution(State or Central) alone will be eligible for OD subject to the maximum of 14 days per semester beyond which the Director Internship/ Assistant Directors Internship along with the concern Course Directors prior permission is must.
5. Students can download the Internship application form from the website (www.tndalu.ac.in)for obtaining prior permission.
6. Filled in Internship application along with the Internship Offer Letter issued by the office where the students are intending to intern is to be submitted to the Director Internship/ Assistant Directors Internship along with the respective Course Directors prior approval and submit the same to the concerned Year faculty.
7. The student inmates of the university hostels are required to submit the copy of filled- in Internship application to the Deputy Warden.

8. A Record Note Book/Internship report for Internship work in the given formatas given in the website (www.tndalu.ac.in)is to be maintained. It shall reflectdaily activities with index -countersigned and sealed by the person under whom the students intern. The Record shall reflect different component you have learned during your intern period such as:
 - Criminal case
 - Civil case
 - LokAdalat
 - Arbitration
 - Client Counselling
 - Drafting
 - Filings/Procedural Law and rules of practices
 - Observation of court proceeding/various stages of trial etc.
 - Grounds of appeal /Legal research
9. Certificate of Internship shall reflect, Name, register number Year, Semester, Duration of Internship, such other details of the person such as enrolment number under whom internship is done.
10. After completion of internship, appropriate records and certificates should be submitted to the Year Faculty along with OD claims if any as per the point no 4.
11. Internship records shall be collected in the given format by the year faculty - approved by the Internship Directors /Assistant Directors and the concern Course Directors of the course.
12. Year Faculties are requested to maintain the records with entries in the Excel Sheet with required data reflecting the internship details (link provided by the Office) along with hard copy of record and certificate of internship. The same shall be submitted to the Office for further processing at the end of every semester or within the first week of reopening.