

## **INTERNSHIP & COURT VISIT POLICY**

**Institution Name:** Shree Geet Law College

**Policy Code:** ICP-19

**Effective From:** 1 July 2025

**Approved By:** PRINCIPAL

**Next Review Due:** One year from the date of approval

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### **1. Preamble**

Practical exposure is an essential component of legal education. Internships and court visits enable students to bridge the gap between theoretical knowledge and professional practice. This policy establishes a structured framework for internships, chamber training, court visits, and field exposure in accordance with affiliating university norms and professional standards of legal education.

### **2. Objectives**

1. To provide practical exposure to court procedures and legal practice.
2. To enhance drafting, research, and advocacy skills.
3. To promote professional ethics and discipline.
4. To familiarize students with legal institutions and justice delivery systems.

### **3. Scope**

This policy applies to:

- All students enrolled in LL.B., B.A. LL.B., or other law programmes.
- Faculty members designated as Internship Coordinators.
- Institutional court visit programmes and field exposure activities.

### **4. Internship Requirements**

1. Students shall undertake internships during each academic year as prescribed by affiliating university and regulatory norms.
2. Internship duration shall ordinarily range between 4–6 weeks per academic year, subject to applicable guidelines.
3. Internships may be undertaken with:
  - Advocates and law firms
  - Judicial offices
  - Legal Aid Authorities
  - Corporate legal departments
  - NGOs and public institutions
  - Government departments

## **5. Approval Procedure**

1. Students shall obtain prior approval from the Internship Coordinator before commencing internship.
2. Details of the organization, supervising authority, and duration shall be submitted in the prescribed format.
3. Unauthorized internships may not be considered for evaluation credit.

## **6. Internship Report and Evaluation**

1. Upon completion, students must submit:
  - Internship Completion Certificate
  - Detailed Internship Report
  - Supervisor's evaluation (where applicable)
2. Reports shall be evaluated by designated faculty members.
3. Marks/credits shall be awarded as per university guidelines.

## **7. Court Visits**

1. The Institution shall organize periodic court visits to District Courts, High Courts, Tribunals, and other legal institutions.
2. Faculty members shall accompany students during official visits.
3. Students shall submit observation reports after each visit where required.

## **8. Code of Conduct**

During internships and court visits, students shall:

- Maintain professional attire and decorum.
- Adhere to confidentiality and professional ethics.
- Respect court protocols and institutional rules.
- Avoid misconduct that may harm institutional reputation.

Violation may attract disciplinary action.

## **9. Institutional Support**

Subject to availability of resources, the Institution may:

- Facilitate internship placements.
- Provide recommendation letters.
- Offer guidance for professional networking.

## **10. Documentation and Record Maintenance**

The Institution shall maintain records of:

- Internship approvals
- Completion certificates
- Evaluation reports
- Court visit documentation

Such records shall be preserved for academic and accreditation purposes.

### **11. Monitoring and Review**

The Internal Quality Assurance Cell (IQAC) shall review internship outcomes annually and recommend improvements.

#### **Declaration:**

The Institution affirms its commitment to experiential learning and professional development through structured internship and court visit programmes.

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