THE UNIVERSITY SCHOOL OF LAW AND LEGAL STUDIES

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Guidelines for preparation and submission of

Internship Report (LL. B 10th Sem.)

1. Minimum period of internship shall be 12 weeks.

2. Internship may be done with lawyers, law firms, law offices, Honb'le judges etc.

3. Students have to prepare and submit an internship report minimum of 80 pages.

4. Internship report should present a detailed account of various tasks handled by the students during internship. The report should inter alia present , in the following sequence, a brief account of the (1) organization/place of internship; (2) the internship experience - reasons for the choice of the firm, law office etc., (3) results – what could the student learn from the internship; (4) how many hours per week the students spent with the officer/lawyer/firm etc. and (5) An overview of the nature of internship/ date-wise specific tasks assigned to the internee, the work assignment, duties and responsibilities.

5. The students shall attach with the report copy of duly signed certificate of Internship from the concerned. Students shall carry original copy of internship certificate at the time of viva.

6. The following shall be the sequence of pages of the internship report:

   - Cover page (Name and University, The University School of Law and Legal Studies, Name and Enrolment Number of the Student, Internship Report-2017)
   - Copy of the Internship Certificate
   - Internship Report

7. The report shall be typed in 12 font and with 1.5 line spacing in Times New Roman, justified.

8. The following margins should be observed: the margin on the left should be 1.5 inches wide. The top, bottom and right-hand margins should be 1 inch wide

9. The report must be typed only on one side of the paper. Students are required to submit one hardbound copy of the report in USLLS Office and one copy to be carried by the student at the time of viva.

10. Each page of the report should be numbered. There shall be no blank pages.

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