

JSS LAW COLLEGE
Autonomous
INTERNSHIP – 2010

1.1 Internship Schedule

Sl. No.	Course Schedule	Semester	Period
1	B.A. LL.B. (Hons.) Course B.B.A. LL.B., (Hons.) Course	a. After completion of II Sem. b. After completion of IV Sem. c. After completion of VI Sem. d. After completion of VIII Sem. e. During IX & X Sem. Total	4 weeks 4 weeks 4 weeks 4 weeks <u>4 weeks</u> <u>20 weeks</u>
2	LL.B. Course	a. After completion of II Sem. b. After completion of IV Sem. c. During V & VI Sem. Total	4 weeks 4 weeks <u>4 weeks</u> <u>12 weeks</u>

1.2 Objectives

- a. To utilize the vacation period for constructive and purposeful research and projects.
- b. To provide first hand Practical Training in various legal, para legal, social, economic, profit and nonprofit organizations.
- c. To develop various skills related to advocacy, research and planning.
- d. To observe the techniques of management such as directing, monitoring and controlling in organizations related to social and economic areas.
- e. To develop the value of human resource management in organization growth.
- f. To discover the implementation and impact of laws, in relation to the organizations.

1.3 Nature of Internship

1. The student is required to undertake the following tasks to get internship training.
2. The student should have the permission of the Principal and the tutor concerned.
3. The student should have a consultation with the tutor or the Principal in regard to all details before undertaking the internship programme.
4. To select an organization in a village, town or city or an institution connected with legal knowledge.
5. To establish a contact with the institution and meet the person in charge with a requisition.
6. The student should approach the person in charge of the organization and obtain a job description later.
7. The student must prepare an organogram of the organization.
8. The student must obtain a certificate of attendance at the end for the internship from the Head or Branch Head.
9. All the expenses of internship should be borne by the student.
10. The student is required to be disciplined and shall uphold the prestige of the College.
11. The student may participate in functions and programmes of the organizations.

12. He has to prepare a list of persons of contact in the organization.
13. The student will be liable for strict penalization such as, penalty or suspension and rustication in situations of misconduct and moral turpitude.
14. The student must maintain a diary of the activities of each working day and submit it to the Principal at the admission to the next semester.
15. A consolidated report of the internship programme should also be submitted along with the diary.
16. No permission would be given for escaping from internship programme on the grounds of tours, marriages, festivals etc.
17. The internship work is considered for I.A. marks and evaluated on the basis of rewards etc.
18. In case of inevitable and unavoidable circumstances, if the student is unable to complete the mandating period of internship on time, the Principal is vested with the power of opportunity or postponing the periods according to the discretion.

1.4 How to go about

- Analysis of the historical background.
- Study of the objectives of the organization.
- Preparation of the organogram.
- Analysis of hierarchy.
- Knowledge of all the units, branches or departments of the organization.
- Activities of each branch.
- Programmes of each branch.
- Recording of previous years experience.
- Study of the process of budgeting.
- Study of funding.
- Office Management.
- Correspondence and communication management.
- Target group or customary group.
- Area of coverage.
- Diary of single days work.
- Profile of key work managers.
- Inter - employee relationship.
- HR management.
- Plans for future progress.

1.5 Content of the Report

Based on the study (1.4) an internee should submit the final report to the college.

The content of the report should have:

1. Names of organization, Institution, firm heads, places, sources etc.
2. The main task completed.
3. Details of areas sectors, branches and fields of work.
4. Content of the work such as office management training, counseling, survey etc.
5. Skills accomplished.
6. Personal learning from internship.
7. Constraints encountered in the internship programme.
8. Memorable experiences.

9. Main outcomes.
10. Conclusion with opinions, suggestions and improvements.
11. The report may contain photographs.

1.6 Specimen Organizations/ Institutions for Possible Internship.

II. Social

a. Rural

- Nehru Yuva Kendra
- Sthree Shakthi Sangha
- Self help groups
- Village library
- Primary schools
- Primary health centers
- Anganvadi
- Ambedkar Sangha
- Theatre groups
- Farmer's groups
- Folk lore.

b. Urban

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| <ul style="list-style-type: none"> • Orphanages • Old age homes • State homes • Schools for the special children. • Destitute homes • Museums • Cultural centers • Film societies • Music and dance institutions • Training centers • Service NGO's • Slums • Welfare centers • Arts centers • Special camp • Special drive | <ul style="list-style-type: none"> • Census • Sports centers • Environment projects • Organic farms • Adventure clubs • Youth hostels • Skill centers • Yoga Kendras • Horticulture centers • Parks • Monuments • Religious endowments • Graveyards • Ashrams • Festivals • Fairs • Historical and traditional centers • Hobby centre. |
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II. Economic

a. Rural

- Plantations
- Farms
- Grocery Shops
- Special Marketing Centers
- Nomadic and visiting vendors
- Marketing of special crops
- Cold storage maintenance

- Animal husbandry -Dairy farming, Sheep rearing, Poultry farming
- Compost preparation
- Organic farming
- Chemical farming
- Seeds and fertilizers distribution centers.
- Cottage and small scale industries
- Rural occupation
- Urbanisation trends
- Sericulture, Floriculture.
- Any kind of economic activity.
- Credit Institutions.

b. Urban

- Small scale industries
- Factories
- I.T. Centers
- Hospitals
- Computer training centers.
- Tutorial institutions
- Stock Brokers
- Pawn brokers
- Banks and financial institutions
- Service institutions
- Insurance companies
- Transport companies
- Courier services
- Nursing homes
- Hospitals
- Entertainment institutions – Theatres, Parks, amusement parks, resorts, recreation clubs.
- Super Markets
- Malls
- Regulated Markets
- Co operative societies
- Building societies
- Boarding and lodging places
- Tourist agencies
- Telecom service providers.
- Apartment Association.
- Hotels (Street and Mobile)
- Catering Services.

