

Mandatory Internship

- BCI on legal education and its requirements for maintaining standards of legal education.
- Compulsory papers/ optional papers.
- Obligatory practical training as a part of curriculum.
- Internship as part of compulsory training.
 - ***It is a period during which a beginner acquires experience in occupation , profession or pursuit***

Internship Schedule

Sl. No	Course schedule	Semester	Period
1	B A.LL.B.(Hons.)	a. After completion of II Sem. b. After completion of IV Sem. c. After completion of VI Sem. d. After completion of VIII Sem.	5 weeks 5 weeks 5 weeks 5 weeks
	B B A. LL.B., (Hons.)	Total	20 weeks
2	LL.B. (3 Years)	a. After completion of II Sem. b. After completion of IV Sem.	6 weeks 6 weeks
		Total	12 weeks

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 non profit organizations.
- c. To develop various skills related to advocacy, research and planning.
- d. To observe the techniques of management such as administration, supervision and discipline in socio-economic organisations.
- e. To develop the value of human resource management in an organizational growth.
- f. To see law in action in various organisations.

Nature of Internship

The following is the task one has to undertake during internship:

- The letter from the college and identification of the tutor.
- one should consult the the concerned teacher for further details before undertaking the internship.
- To select the right organization in a town or city or an institution as prescribed .
- To contact the institution for prior permission with a requisition.
- The student should approach the person in charge of the organization and obtain a job description later.
- The student must prepare an organo-gram of the organization.
- The student must obtain a certificate of attendance at the end for the internship from the Head or Branch Head.
- All the expenses of internship should be borne by the student

Nature of Internship

- The student is required maintain the discipline and decorum of the institution, and self respect throughout the period.
- The student shall actively participate in the activities of the organization.
- The student will be liable for strict penalization such as, penalty or suspension and rustication in situations of misconduct and moral turpitude.
- The student must maintain a diary of the activities of each working day and submit it for the renewable of admission to the next semester.

Nature of Internship

- A consolidated report of the internship programme should also be submitted along with the diary.
- The 5 week internship is a must for completion of the course.
- The internship work is part of I.A. marks and evaluated on the basis of performance.
- In case of inevitable and unavoidable circumstances, if the student is unable to complete the mandatory period of internship on time, the college is vested with the power of extending it at its discretion.

How to go about ...

- To understand the historical background, the objectives of the organization.
- Preparation of the organo-gram and analysis of hierarchy.
- Knowledge of all the units, branches or departments of the organization, activities of each branch and Programmes of each branch.
- Study of the process of budgeting, Study of funding, Office Management, Correspondence and communication management.
- Target group or customers, areas of coverage.
- Diary of each day's work.
- Profile of key work managers, Inter - employee and relationship and HR management.
- Plans for future progress

Tasks

- **Compilation of data**
- **Survey**
- **Preparation of Study materials**
- **Preparation of project proposals**
- **Legal vetting**
- **Assisting in drafting of Documents**
- **Creating awareness of programmes and policies of the Dept**
- **Compilation of rules and regulations of the department.**
- **Pilot studies**
- **Review of Projects**
- **Regular or specific Correspondence**
- **Assisting in legal and court matters.**
- **Assisting in disposal of RTI queries**
- **Drafting agreements**
- **Assistance in Grievance Redressal**
- **Assisting citizens while seeking relief**
- **Any other assignment you may think fit**

Offices

- Deputy Commissioner
- Police Commissioner
- Excise Commissioner
- Commercial Tax Office
- Income Tax Office
- Hospital (KR and JSS in Mysore)
- University (JSS)
- Depts. of Women and Child
- PWD
- Dept of Irrigation
- Department of Agriculture
- Department of Education
- Dept of Mines and Geology
- ATI, SIUD, SIRD, KPA
- Registrar of Revenue

- Dept of Social Welfare
- Dept of Transport – KSRTC
- Dept of Kannada and Culture
- City Corporation
- Dept of Muzrai Dept.
- Dept of Industries and commerce
- Dept of Survey Training
- MUDA
- Rangayana
- Dept of Museums
- Mysore Zoo
- Registrar of Co-operation Societies
- Dept. Of Youth & Sports
- Dept. Of Information
- Zilla Panchayat

Offices

- **Taluk Panchayat**
- **Legal Aid Dept. (DLSA & TLSA)**
- **NCW/NHRC/SHRC/ State Women Commission**
- **Lokayuktha**
- **Human Rights Commission**
- **Information Commission**
- **Gangubai Hangal Music University, Mysore**
- **RTO, Mysore**
- **Pollution Control Boards, Mysore**
- **CFTRI**
- **CSTRI (Sericulture Research Institute**
- **SPACE Research Centre, Hassan**
- **GKVK, Bengaluru (Agricultural University**

Content of the Report

Names of organization/institution, HOD, places, sources etc.

1. The main task completed.
2. Details of areas sectors, branches and fields of work.
3. Content of the work such as office management training, counseling, survey etc.
4. Skills accomplished.
5. Personal learning from internship.
6. Constraints encountered in the internship programme.
7. Memorable experiences.
8. Main outcomes.
9. Conclusion with opinions, suggestions and improvements.
10. The report may contain photographs.