



Gujarat National Law University

Information Circular
GNLU/IC/18/1313

Gandhinagar, Monday, November 11, 2013

Internship Exemption for 2009 Batch

After due consideration and deliberation of the suggestions and request put forth by the students for internship in the month of January 2014 and in consultation with the Internship, Placement & Scholarship Division (IPSD), the Examination Committee and the Academic Curriculum Committee the following has been decided for the for the 10th Semester (2009 batch):-

*Students of the 2009 Batch students who would like to undertake this internship opportunity may do so during the month of **January, 2014 only**, with the following mandatory provisions:-*

- **Undertaking:** An undertaking must be signed and submitted by the respective student who wishes to take up this opportunity latest by 31st December, 2013. It must be duly signed by the student and his/her parent. (Proforma for the Undertaking is attached with this email). The undertaking must be submitted in **hardcopy** addressed to the **Internship Placement & Scholarship Division**, Gujarat National Law University, *Attalika Avenue*, Knowledge Corridor, Koba, Gandhinagar – 382007, Gujarat, INDIA. The students receiving internship through the university must also submit this form.
- **Offer Letter for Internship:** This internship will only be taken into consideration if the recruiter (of the internship) **directly** (not through the student) communicates to the IPSD about the offer of internship with specified dates of internship via email (recruitments@gnlu.ac.in) or regular post (**Address - Gujarat National Law University Attalika Avenue**, Knowledge Corridor, Koba, Gandhinagar – 382007, Gujarat, INDIA), on or before 10th January, 2014. It will be duly authenticated by the IPSD. ***Mere forwarding of internship confirmation email by the student shall not be considered.***
 - The offer letter of the internship must contain the following details:-
 - ✓ Name of the GNLU Student
 - ✓ Complete Name and Address of the Institution where the student will be interning.
 - ✓ Start Date of the Internship
 - ✓ End Date of the Internship (Must end by 31st January, 2014)
 - ✓ Signature of the Human Resource personnel or the concerned partner of the firm.
- **Attendance:** All the students who prefer to intern during the month of January 2014 will be provided attendance exemption **only** from January 01, 2014 to January 31, 2014. All the students who prefer to intern during the month of January 2014 will have to obtain a minimum of 70 % (seventy per cent) attendance during the months of February, March and April 2014 (up till the end of the semester). The month of January will not be considered for the purposes of calculating the percentage of attendance obtained by these students.
 - The attendance exemption will be provided only if the student pursues internships during the month of January 2014 and not for any other ancillary activities such as conferences, moots, medical claims, etc.

- **Academics/ Classes:** The academics during the month of January, 2014 shall be conducted regularly as scheduled. No extra classes will be taken for those students who attend internship.
- **Continuous Evaluation:** Continuous evaluation shall be conducted as per the scheduled/ prescribed dates. The student is responsible for contacting the concerned faculty for details.
- **Paper/Project Submissions:** Deadlines for the submission of papers and projects (Periodical Evaluations) will remain the same. No requests for extensions shall be entertained.
- **Viva Voce:** Viva voce may be conducted in consultation with the concerned faculty but it should be completed and submitted within the stipulated deadlines **as mandated by the Examination Committee** so as to avoid any changes/delays in the dates of End Semester Examination as notified.
- **Seminar Papers:** The student will have to consult and discuss with their respective allotted Faculty to work out the plans for the Seminar Papers. Academic Curriculum Committee's instructions on deadlines and submission rules will be applicable. Viva voce shall be conducted in consultation with the respective faculty but within the given period so as to avoid delays in the declaration of results.
- **Fees:** No refunds or exemptions will be made in any fees including Hostel, Mess, Transport, etc. for the period the student is not on campus.
- **Submission of Internship Certificate:** The institution offering internship must also provide the certificate indicating the completion of internship clearly stipulating the time period. ***The Certificate must be submitted to the IPSD in hard or soft copy latest by Monday, 10th February, 2014.*** Late submission shall not be entertained and in that case the internship may be considered void.

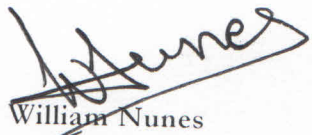
Also note that:

- the students who have already obtained job offers will not be allowed to intern during the month of January 2014;
- this policy is applicable only for the 2009 batch only;
- all the students must get apprised themselves of the important happenings in the university from the mail correspondence, bulletin board, and through their batch mates.

Important Deadlines:

1. Submission of the Undertaking: Tuesday, 31st December, 2013
2. Submission of the Offer Letter of Internship: Friday, 10th January, 2014
3. Submission of the Internship Certificate: *Monday, 10th February, 2014*
No exceptions or extensions will be entertained in submission of the said documents.

With regards,


Dr. William Nunes
Deputy Dean, Academic Affairs
GNLU