



Gujarat National Law University

**Gujarat National Law University
Academic/Administrative Directive
GNLU/AD/22/14**



Gandhinagar, Monday, 12 January 2015

Subject: Internship & Placement Division Rules, 2014

Background:

These rules outline the functions, duties and powers of the Internship and Placement Division of the Gujarat National Law University. These rules regulate the conduct of a student or alumni of the Gujarat National Law University as the case maybe, at any internship or recruitment irrespective of said internship or recruitment being granted by the Internship and Placement Division. The IPD shall not limit internship and placement applications to Organizations which deal exclusively in law.

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PRELIMINARY

Preamble:

To regulate the internship and placement process of the Gujarat National Law University by having a set specific framework for smooth and efficient functioning.

Short Title, Extent, Commencement and Application:

1. These Rules shall be called the “The Internship & Placement Division Rules, 2014”.
 - a) These Rules shall extend to every internship and placement undertaken by any student or alumni of the Gujarat National Law University irrespective of whether said internship or placement has been through the IPD.
 - b) These Rules bind every student from the day his/her admission has commenced.
 - c) These Rules apply prospectively to all the students whether present or past including the undergraduate and postgraduate program, including those who had been granted admission but have passed out or were rusticated or who left the University for any other reason.
 - d) These Rules repeal and amend every other existing internship and recruitment rule of the Gujarat National Law University.
 - e) They shall come into force on the day as specified in the official notification taken out by the Gujarat National Law University.

Definitions:

2. The following words shall have the assigned meaning for the purpose of these Rules:
 - a) “CRA”– Committee on Recruitment Affairs.
 - b) “CV”– Curriculum Vitae.
 - c) “Day Zero Date”– The date notified by the IPD for GNLU Day Zero recruitments for students of the penultimate year of the undergraduate program.
 - d) “Designated International Internships” – Internships at any international - advocate’s chamber, bank, company, non-governmental organization, law firm, judge etc. which is notified by the IPD in Annexure “D”
 - e) “Director” – The Director of GNLU. In the Director’s absentia, this shall be read as Registrar of GNLU.
 - f) “GNLU Day Zero Process”– The recruitment process carried out by the IPD for recruitment by organizations on Day Zero.
 - g) “GNLU Day Zero” or “Day Zero”– The first day of recruitment to be notified by the IPD for the penultimate year students of the undergraduate program.
 - h) “GNLU Recruitment Process”– The recruitment process carried out by the IPD for recruitment by Organizations around the year except any recruitment done of the penultimate year students of the undergraduate program on Day Zero.
 - i) “GNLU”– Gujarat National Law University.
 - j) “IPD”– Internship and Placement Division of the Gujarat National Law University.
 - k) “L.L.M”– The postgraduate program at Gujarat National Law University.
 - l) “LPO”– Legal Processing Organization.
 - m) “NGO” or “NGOs”– Non Governmental Organizations.



- n) "Offer"– An Organization who makes an offer of placement or assessment internship through the GNLU Recruitment Process, GNLU Day Zero or any other process.
- o) "Organizations"– Advocates, Banks, Chambers, Companies, Courts, Departments, Firms, Institutions, Judges, Organizations, Non Governmental Organizations, Public Sector Undertakings, Retired Judges, Tribunals, Universities etc.
- p) "PCRA"– Preparatory Committee on Recruitment Affairs.
- q) "Pre-Placement Offer"– An offer of placement or assessment internship given to a student or alumni based on a previous internship done by said student or alumni, provided that such offer is not through the GNLU Day Zero or through the GNLU Recruitment Process.
- r) "Recruiter"– Organization which is looking to offer GNLU students a placement or assessment internship.
- s) "Rules"– The Internship & Placement Division Rules, 2014.
- t) "SCD" – Special Committee on Discipline.
- u) "University"– Gujarat National Law University.

Interpretations:

- 3. All words used in these rules shall have their general meaning unless any express indication to the contrary.
 - a) The general rules of interpretation shall be followed. 'Shall' indicates mandatory and 'may' indicates an option.
 - b) In case of any ambiguity of interpretation the decision taken by the Faculty Convenor shall be binding and final.

Chapter I

Internship and Placement Division

Functions of the Internship and Placement Division

- 4. The IPD shall be the only cell or committee or department or division in GNLU with the power, authority and duty to regulate internships and placements for the students and alumni of the University.
- 5. The IPD shall perform the function of contacting various Organizations for the purpose of securing internship and placement for the students and alumni of GNLU.
- 6. The IPD shall collect the applications of students and alumni for sending them to any of the abovementioned Organizations.
- 7. The IPD shall recommend disciplinary action to the SCD for any misconduct by any student or alumni at an internship or placement irrespective of the said internship or placement being secured through the IPD or otherwise.
- 8. The IPD shall take cognizance of any such misconduct on a lodging of a complaint from any such Organization where said student or alumni has or had been interning or has/had been placed.
- 9. The IPD shall take strides to provide for financial assistance or scholarship to deserving and meritorious students for the purpose of Designated International Internships.

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10. The IPD shall make efforts to increase the list of Designated International Internships and shall notify them in Annexure "C".

Powers of the Internship and Placement Division

11. The IPD shall be the final authority to decide the internship and placement policy for the University.
12. The IPD shall have plenary powers to make any recommendation to the SCD for taking disciplinary action for any misconduct of a student or an alumni at any internship or placement irrespective of the said internship or placement being secured through the IPD.
13. The IPD shall conduct interviews and other screening process for the appointment of the Preparatory Committee on Recruitment Affairs, the Committee on Recruitment Affairs and the L.L.M. Committee on Recruitment Affairs.
14. The IPD shall have the power to amend, repeal or suspend the application of all or any of the Rules herein contained.
15. The IPD reserves discretion to amend, repeal or suspend application of all or any of the Rules herein contained for any reason provided such reason is recorded.

Composition of the Internship and Placement Division

16. The IPD shall consist of a team of administrative staff and faculty as appointed and decided by the University.
17. The IPD shall have a Head from the administrative staff who is appointed by the University and whose task shall be to overlook the day to day functioning of the Division
18. The IPD shall have a Faculty Convenor as appointed by the University who shall be the overall head of the committee and along with the other Faculty Members shall be responsible for the major policy decisions of the committee.

Chapter II

Preparatory Committee on Recruitment Affairs

Composition of the Preparatory Committee on Recruitment Affairs

19. The PCRA members shall be chosen from the penultimate year students of the undergraduate program.
20. The PCRA shall be selected through an interview and any other screening process as notified by the IPD.
21. The IPD shall be the sole authority for the selection of the members of the PCRA.
22. The PCRA shall at all times consist of eight fully working active members. In case any PCRA member is removed, a screening process may be undertaken or waitlist students from the first process may be chosen.



Duties of the Preparatory Committee on Recruitment Affairs

23. The PCRA shall be under the supervision of the members of the CRA in the first place and then the IPD Head.
24. The PCRA shall be divided into sub-teams of brochure, internship and day-zero based on the needs of the CRA and IPD. However, the work profile of the PCRA shall not be limited to these sub-teams and any work delegated to them by the members of the CRA or IPD Head shall automatically fall within their scope of performance.
25. The members of the internship shall work under the guidance of the members of the internship sub-team of the CRA.
26. The members of the day-zero team shall be only - any such PCRA member/s who has already accepted a Pre-Placement Offer from any organization and/or any PCRA member/s not registered to sit for Day Zero or any such PCRA member/s registered for Day Zero but not shortlisted by any of the Organization coming to Day Zero. This team shall be formed only as and when required on the recommendation of the CRA.
27. The members of the PCRA shall not disburse any information regarding any internship, placement or any policy whether or not under discussion unless authorized by the members of the CRA or IPD.
28. The PCRA members shall sign confidentiality forms prior to gaining access to any of the email-ids of the IPD. No information including email id, email conversation whether relevant, irrelevant, past or present can be shared or used personally by any PCRA member.
29. A PCRA member has a duty to continue to serve the term of one year as PCRA member and if selected the next year as a CRA member.
30. Every PCRA member shall have to submit his/her weekly work summary by the end of 11:59 PM Friday. Failure to do so shall be invite appropriate action by the Faculty Head of the IPD.

Action for Non-Compliance

31. A PCRA member found not performing any task assigned by a member of the CRA or IPD on three separate occasions without justified cause shall be removed from the PCRA. Justified cause shall be determined by the IPD Faculty Convenor and Faculty Members.
32. A PCRA member found violating confidentiality and disclosing any unauthorized information shall be removed from the PCRA. A PCRA member found guilty of sharing or personally using any email id, email conversation shall be removed from the PCRA. Further in both cases, the IPD shall recommend for disciplinary action from the SCD.



Chapter III **The Brochure**

The Brochure Sub-Team

33. The Brochure sub-team shall comprise of PCRA members who shall work under the guidance of the CRA members and the IPD.
34. The IPD Head shall be the final authority for all approvals and decisions regarding any issue of the brochure.
35. The IPD budget shall provide an adequate amount of money for the brochure.

Contents of the Brochure

36. Every brochure shall contain the Director's Message, Dean's Message, Faculty's Messages, List of Internships, Past Recruiters, Moot Court and Debate Achievements, Conferences, Publications, Sports and Cultural Achievements. Any addition or subtraction from this list shall require the explicit written or email approval from the IPD Head.
37. The brochure shall have the contact details of the entire IPD administrative staff and faculty team.

Timeline for publication of Brochure

38. The brochure team shall commence work in the month of August every year and shall have to submit the first template for approval by the IPD Head by the end of September.
39. The final template shall be submitted to the IPD Head by 20th January.
40. The softcopy of the brochure shall be published on 1st February and the hardcopy on 5th February or the first day of the Gujarat National Law University International Moot Court Competition, whichever is earlier.
41. The IPD Head shall have all discretion to amend this time-line at any point but shall have to note written reasons for the same.

Action for Non-Compliance

42. If the PCRA members of the brochure sub-team fail to meet any of the deadlines in the time-line give by the IPD Head then at the discretion of the IPD Head, their names shall be recommended for appropriate disciplinary action to the SCD.

Chapter IV **Committee on Recruitment Affairs**

Composition of the Committee on Recruitment Affairs

43. The CRA shall be formed from the existing PCRA team.
44. The CRA shall at all times consist of eight members.
45. A PCRA member shall not be elevated to the CRA if he/she does not pass the formal review by the IPD. The formal review shall look to the past performance and record of the student as a PCRA member.



46. The CRA shall be formed of students in the final year of the under-graduate program of the University.
47. The tenure of the CRA shall be decided on a year to year basis by the IPD Head.
48. The CRA shall be divided into two sub-teams - internship and recruitment comprising of four students each.
49. The sub-team of internships shall be responsible for contacting organizations and processing applications for internship.
50. The sub-team of recruitments shall be responsible for contacting organizations and processing applications for recruitments.

Duties of the Committee on Recruitment Affairs

51. The CRA shall be responsible for contacting the organizations for internships and placements.
52. The CRA shall have the duty to conduct the Day Zero process for the penultimate year students
53. The CRA shall have the duty to organize visits to various Organizations in various cities of India in the month of September and January for the purpose of arranging placements and internships.
54. The CRA shall be entrusted to delegate any internship or placement work as priorly approved by the IPD Head to the PCRA.
55. The CRA shall only advice the PCRA brochure sub-team.
56. The CRA shall be responsible to take an internship, placement, CV drafting and career orientation session for the first years of the under-graduate program in the month of August. The session shall be chaired by the CRA member who was the first in the time-line to accept a Pre-Placement Offer from any organization and in case of two or more having accepted it on the same day, it shall be chaired by the student with the higher cumulative grade point average or percentage. In case, there are no such students with a Pre-Placement Offer, then the IPD Head shall nominate a student with a higher percentage, better internship track record and Day Zero placement. This orientation shall be mandatory for the first years.
57. There shall be internship, CV drafting and soft skills sessions conducted by the CRA for the second, third and fourth year students of the undergraduate program in the month of August. These sessions shall be chaired by the person assigned in the abovementioned Rule.
58. The CRA shall organize a session on pre-placement interviews for the penultimate year students in the month of October and January which shall be conducted by all students getting a Pre-Placement Offer from the final year batch. The session shall be chaired by the person assigned in the abovementioned Rule.
59. The CRA shall organize a session on Day Zero interview skills for the penultimate year students which shall be in the month of January which shall be taken by students of the final year who were placed through Day Zero Placement Process. The session shall be chaired by the person assigned in the above-mentioned Rule.
60. The members of the CRA shall not disburse any information regarding any internship, placement or any policy under discussion unless authorized by the IPD Head.
61. The CRA members shall sign confidentiality forms prior to formally joining the committee.
62. Every CRA member shall have to submit his/her weekly work summary by the end of 11:59 PM Friday. Failure to do so shall invite appropriate action by the Faculty Head of the IPD.



Action for Non-Compliance

63. A CRA member shall be removed from the committee for failure to not complete the task assigned to him/her on three occasions unless the IPD Head has justified the non-completion of the work due to any reason. A CRA member shall also be removed for violation of confidentiality and for disbursing unauthorized information or use/sharing of any email id, email conversation, whether for personal or any other use. On such removal, the student may face appropriate action from the SCD.
64. No information including email id, email conversation whether relevant, irrelevant, past or present can be shared or used personally by any CRA member. The IPD shall recommend for disciplinary action from the SCD in such a case.

Chapter V **Internships**

Months for Internship

65. The months and specific dates for internship shall be decided and notified by the IPD atleast a month before the start of any semester.
66. The IPD shall ensure that the period of vacation for internship shall commence on the first Saturday of the month if the first date of the month is between Thursday to Saturday and in other cases, it shall be the last Saturday of the previous month.
67. The IPD shall ensure that the students of all years including the undergraduate and postgraduate program shall have sufficient time to travel to the city of Delhi, Kolkata, Chennai, Guwahati, Allahabad and Hyderabad for their internship if the same commences on a Monday.

Compulsory Internships for undergraduate program

68. Every student shall have to complete five four week internships during their undergraduate program with any organization which practices law either in action or in dispute resolution or in management to receive a degree from the University.
69. Every undergraduate student shall compulsorily do a four week internship with a Trial Court Advocate and an Appellate Court Advocate to qualify for the GNLU Recruitment Process through the IPD.
70. Such compulsory internship should be of only four weeks. A student is allowed to do any other internship for a period of less or more than four weeks but such an internship which is not of four weeks shall not be considered for the 20 weeks mandatory internship under the undergraduate program.
71. A student of the undergraduate program shall in the first year intern with a NGO, in second year at the Trial Court, in third year at an Appellate Court which includes a tribunal but not the Supreme Court, in fourth year the Supreme Court and firms and in the final year any Organization of their choice. A student in the summer break of the third year may be allowed to intern with a law firm.



Internship Application Process through the IPD for undergraduate program

A student seeking internship through the IPD shall have to follow the procedure laid down as below:

72. The IPD shall be providing only NGO internships for students in the first year.
73. Only on production of a certificate of completion of internship of minimum four weeks with a NGO, will the IPD entertain applications for Trial Court Advocates. These applications shall further be only entertained when a student enters the second year of the undergraduate program.
74. On production of certificate of completion of internship of minimum four weeks at a Trial Court Advocate, only for the summer break i.e. period between completion of the second year but prior to the start of third year, will the IPD entertain applications for internships at Appellate Courts. An Appellate Court herein excludes the Supreme Court of India. Appellate Court Advocate applications shall also be processed for students when they enter the third year if they do not intern during such summer break.
75. Thirds year students on production of certificate of completion of internship of minimum four weeks at Trial Court Advocate and Appellate Court Advocate shall be allowed to send their applications to the IPD for applying for an internship with any Judge who is not a Justice at the Supreme Court of India. Further, applications shall also be entertained for retired judges who have not retired from the Supreme Court of India.
76. Fourth year students on production of certificate of completion of internship of minimum four weeks at a Trial Court Advocate and Appellate Court Advocate can send in their applications to the IPD for internships with the advocates at the Supreme Court of India, the Honorable Justices currently serving the Supreme Court of India and retired judges of the Supreme Court of India.
77. If a student shall require any recommendation letter or any other letter from the IPD, Dean, Registrar or any such official of GNLU, then the same shall be provided only if the student submits the contact details of the place where he/she desires to intern if such Organization is not in Annexure "C" and only if the student fulfills the criteria that is applicable for an internship through the IPD at such Organizations as mentioned above.

Banks/Companies/ Firms/LPOs/Consultancy Firm

78. The IPD on being contacted by a Bank, Company, Firm, LPO and Consultancy Firm shall make a call for application depending on the candidates the organization seeks to take under internship. Only students who have interned previously for a period of four weeks at a under a Trial Court Advocate and an Appellate Advocate shall be entitled to apply to such call for applications.
79. Students in the fourth or final year, can bring the contact details of any Bank, Company, Firm, LPO, Consultancy Firm with which they wish to intern under and which is not listed in Annexure "C".
80. Students in fourth or final if require any recommendation letter or any other letter from the IPD Division, Dean, Registrar or any such official of GNLU, then the same shall be provided only if the student submits the contact details of the place where he/she desires to intern and if the student has completed a minimum four week internship with a Trial Court Advocate and Appellate Court Advocate.



Designated International Internships

81. Students wanting to pursue a Designated International Internship shall have to submit a certificate of completion of four weeks internship at a Trial Court Advocate and Appellate Court Advocate.
82. Further such student will have to fulfill the additional criteria that is required for such Designated International Internship.

Conduct of student at any Internship

83. A student or alumni whether receiving an internship through the IPD or not shall conduct himself in a professional manner.
84. Students and alumni shall have to maintain the organization's confidentiality at all times.
85. Every student and alumni shall wear a white shirt, long black/blue formal socks, black formal shoes and black trousers for every internship. It shall be optional to wear a blazer. In case an organization has a casual day then the student or alumni shall have to wear a plain polo T-shirt with plain blue or black jeans or formal trousers with sports shoes and socks that are longer than ankle height. If any organization has no court visits and they expressly allow shirts of any color, then the student shall wear business formal shirts of any plain color.
86. Any indiscipline reported by any organization shall have action taken by the SCD.
87. Any student found guilty of the following shall be disbarred from the GNLU Internship Process and GNLU Recruitment Process and shall have to face disciplinary action from the SCD:-
 - a) any misbehavior in an internship which includes defaming the University or its faculty, staff, students, alumni etc. at the internship premises with co-interns or members including staff/employees/Associates/Partners etc. of the Internship Office;
 - b) not going on the prescribed date of internship as communicated by GNLU Internship Committee;
 - c) does not join the internship at all without submitting a medical certificate any other justified reason backed by a reasonable explanation/proof. Justified reason shall be decided by the IPD Faculty Convenor along with IPD Faculty members;
 - d) using personal contact to alter/cancel any internship assigned by the IPD;
 - e) using foul language.
88. Any other misconduct by a student of GNLU at an internship shall invite action from the SCD. The list mentioned in Rule 87 is mere illustrative and not exhaustive.

Chapter VI **Pre-Placement Process**

89. The Pre-Placement Process of any student or alumni who has received internship to the Organization offering Pre-Placement Offer to him/her shall be controlled and conducted through the IPD irrespective of whether such student or alumni pursued the internship through the IPD or otherwise. However, if in case the Organization wishes to privately conduct the process with the student or alumni, then the student or alumni shall at all times keep the IPD informed.

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90. A student failing to inform the IPD of his/her Pre-Placement Process shall be debarred from the GNLU Day Zero Process and GNLU Recruitment Process. Further the SCD may be asked to imitate action in this matter.
91. For the Pre-Placement Process which commences after the completion of the winter internship of the penultimate year, the result of such Pre-Placement Process shall be declared by the IPD two weeks prior to the Day Zero Date. All students participating in such process, shall have to accept the offer they receive. In case of two or more Pre-Placement Processes by a student, it shall be mandatory for such student to accept atleast one.
92. If any organization does not declare their result by the end of two weeks prior to Day Zero, then their result shall be declared on the day they send such result. However, a student who has multiple offers shall have to accept the one coming prior in time unless the organization sending the prior Pre-Placement Offer grants permission to wait for the second or later result.
93. For any other Pre-Placement Process, the result shall be declared on the day the IPD receives the result and it shall be mandatory for the student or alumni to accept it. However, a student who has multiple offers shall have to accept the one coming prior in time unless the organization sending the prior Pre-Placement Offer grants permission to wait for the second or later one result. It shall be mandatory for a student or alumni to accept atleast one such offer.

Chapter VII **Pre-Placement Talks**

94. An Organization seeking to recruit from GNLU can at any time hold Pre-Placement Talks.
95. An Organization is free to use any method of its convenience to conduct the Pre-Placement Talks.
96. The Organization can use any method to conduct the Pre-Placement Talks.
97. In case, a request has come to hold Pre-Placement Talks on the same day, then the organization making such request at an earlier time than the others shall get preference to hold Pre-Placement Talks on that day.

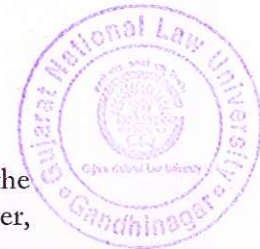
Chapter VIII **The Day Zero**

98. The GNLU Day Zero Rules shall be declared every year by the IPD. These rules shall be in place until the completion of Day Zero or any other date that is specified by the IPD in the GNLU Day Zero Rules.

Chapter IX **Recruitment**

Duration of process of applications by IPD

99. Recruitment under this chapter shall mean any other recruitment other than GNLU Day Zero or a Pre-Placement Offer unless the GNLU Day Zero Rules of that year specifies anything to the contrary.



100. A student or alumni shall be part of the GNLU Recruitment Process from the completion of Day Zero uptill 3 months of completion of the final year. However, this period can be increased by a notification by the IPD.
101. In case any organization at any period requests the IPD for students who have experience, then call for applications of recruitment shall be sent to the alumni of the University. Such applications shall also be processed by the IPD unless the Organization explicitly indicates otherwise.
102. All undergraduate students seeking recruitment through the IPD shall have to compulsorily provide four week internship certificates of a Trial Court Advocate and an Appellate Court Advocate.

Cap of Recruitment Applications by the IPD

103. A student or alumni can apply for recruitments through the IPD until he/she has been shortlisted five times by five different Organizations. The shortlist shall be the first list provided by the organization after scrutinizing the applications after which they will be commencing any screening test. If in case there is no deletion of any name from the list of applicants then it shall be considered to be a shortlist unless the Organization indicates to the CRA anything to the contrary. First Shortlist means the first list that a recruiter submits to the University for the purpose of conducting the first/final stage screening as applicable, for recruitment. This cap excludes any shortlist done by any Organization by the GNLU Day Zero. This shortlist also excludes any Pre-Placement Offer process done by any Organization.

Waitlist

104. Recruiters may or may not give waitlist to the Committee. If provided, such list shall be kept confidential and will be disclosed as per the instructions of the Recruiters.

Declaration of Results

105. All results are to be declared and made solely available through the CRA. There shall be no direct communication between the recruiter and the applicant in regard to Offers made or accepted respectively.
106. All recruiters will be required to disclose the results of their final interviews/final screening process and any other Offer made to the applicant(s) only through the CRA. The CRA will maintain the record of Offers accepted and rejected by the Applicant(s).

Withdrawal

107. All applicants will be allowed to withdraw their applications until the First Shortlist is announced by the Organization. Applicants shall not be allowed to withdraw their applications after the announcement of the First Shortlist by the Organization unless such withdrawal is due to acceptance of any offer through the CRA or any Pre-Placement Offer which was informed about to the CRA. The decision of the CRA in this regard shall be final.

Penalty

108. For withdrawing name or not appearing for a screening by a recruiter post disclosure of First Shortlist, the penalty shall be disbarment from the GNLU Recruitment Process and GNLU Day Zero Process and the matter shall be sent to the SCD to conduct further investigation in this matter.

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Chapter X

The L.L.M. Committee on Recruitment Affairs

109. The L.L.M. Committee on Recruitment Affairs shall be formed every year by the IPD.
110. The CRA shall provide the L.L.M. Committee on Recruitment Affairs with the required databases for carrying out internship and recruitment process for the postgraduate program at the University.
111. The CRA shall have a key role in directing the functioning of the L.L.M. Committee on Recruitment Affairs.
112. The L.L.M. Committee on Recruitment Affairs shall be under the direct supervision of the IPD Head but shall have to take prior permission of the CRA before approaching any Organization for internship and placement.
113. Every L.L.M. Committee on Recruitment Affairs member shall have to submit his/her weekly work summary by the end of 11:59 PM Friday. Failure to do so shall be punishable by the Faculty Head of the IPD.

Chapter XI

Investigation of Sexual Harassment at Internship

114. A student facing sexual harassment at an internship should report any such incident to the Internal Complaints Committee of the Organization where such victim interns.
115. If in case a student fears reporting of such incident at the Internal Complaints Committee of the organization, then such victim can report the same to the faculty, staff or student members of the GNLU Internal Complaints Committee, IPD or CRA.
116. It shall be the duty of every such faculty, administrative staff or student member of the GNLU Internal Complaints Committee, IPD or CRA to discuss this matter in the meeting of the GNLU Internal Complaints Committee. After completion of this meeting the GNLU Internal Complaints Committee shall have to appoint a psychologist to the victim and investigation of the incident will have to take place.
117. If the student has evidence of the same then it shall be the duty of the GNLU Internal Complaints Committee to notify the IPD who shall notify the Internal Complaints Committee of the Organization of such an incident.

Chapter XII

Special Committee on Discipline

118. The SCD shall be formed on a case to case basis on a recommendation by the Faculty Convenor to the Director.
119. The SCD shall comprise of atleast one law faculty.
120. The SCD shall be empowered to take any action they deem fit in any matter referred to them by the Faculty Convenor.
121. The decision of the SCD shall be final and binding. The decision shall be in writing and on signature of the Director it shall come in to force.

122. A student or alumni shall however be allowed to appeal to vacate a decision of the SCD on completion of six months of said decision provided that the Faculty Convenor is satisfied that the student or alumni has reformed is behavior.

Effective Date

The Directive shall come into effect from January 2015 onwards.



Signed _____

Bimal N. Patel

Bimal N. Patel

Director

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Dist: Gandhinagar-382007

ANNEXURE "A"

COMMITTEE ON RECRUITMENT AFFAIRS FORM

I

_____ hereby solemnly swear that I have read the IPD Rules and that I shall abide by the duties of the CRA mentioned in IPD Rules at all times, including when I leave the University or the CRA. I swear that I will give my full devotion, diligence and hard work while discharging my duties.

CRA Member
Date:

Head IPD
Date:

Faculty
Date:



ANNEXURE "B"

PREPARATORY COMMITTEE ON RECRUITMENT AFFAIRS FORM

I

____ hereby solemnly swear that I have read the IPD Rules and that I shall abide by the duties of the PCRA mentioned in IPD Rules at all times, including when I leave the University or the PCRA. I swear that I will give my full devotion, diligence and hard work while discharging my duties.

PCRA Member
Date:

Head IPD
Date:

Faculty
Date:

ANNEXURE "C"
LIST OF ORGANIZATIONS OFFERING INTERNSHIP - RECRUITMENT
[List to be Inserted]

ANNEXURE "D"
DESIGNATED INTERNATIONAL INTERNSHIPS
[List to be Inserted]

ANNEXURE "E"

L.L.M. COMMITTEE ON RECRUITMENT AFFAIRS FORM

I

_____ hereby solemnly swear that I have read the IPD Rules and that I shall abide by the duties of the L.L.M. Committee on Recruitment Affairs mentioned in IPD Rules at all times, including when I leave the University or the L.L.M. Committee on Recruitment Affairs. I swear that I will give my full devotion, diligence and hard work while discharging my duties.

L.L.M. Committee on Recruitment Affairs

Head IPD
Date:

Faculty Convenor
Date:

