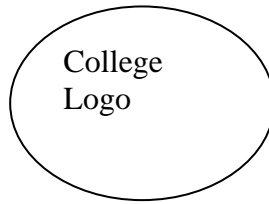


## **INTERNSHIP DIARY**



**Photo  
of  
Student**

**SNBP LAW COLLEGE**  
**Morwadi, Pimpri-411018**  
**(Affiliated to Savitribhai Phule Pune University)**

**Name of Student:**

**Date of Submission:**

**Class & Semester:**

**Year of Study :**

**Internship Type: Practice with advocate/ Law firm/ Company/ NGO/Govt. Dept/  
others**

**Email:**

**Place of Internship:**

**Period of Internship:**

**UNDER THE GUIDANCE OF:**

**Signature & Seal of Principal:**

**Signature of Internship Co-ordinator**

## **INDEX/ TABLE OF CONTENTS**

In this page, students shall provide an index with the contents of internship diary along with its page no.

S.No	Particulars	Page No
I	Title Page/Cover Page	1
II	Table of Contents	2
III	Declaration	3
IV	Acknowledgement	4
V	Photocopy of Internship Certificate	5
VI	Introduction	6 to 10
VII	Internship Diary Contents	
VIII	Legal Documents Drafted	
IX	Conclusion	

## **DECLARATION**

This is to certify that the project report on summary internship programme which is submitted by (name of student) in partial fulfillment of the requirement for the degree of (LLB/B.A LL.B) to SNBP LAW COLLEGE, MORWADI, PIMPRI, affiliated to Savitibhai Phule Pune University comprises only my general work and due acknowledgement has been made in the text to all material used. Neither the same work, nor any part thereof has earlier been submitted to any university for any degree.

Name of the Student:

SNBP LAW COLLEGE

## **ACKNOWLEDGEMENT**

It is my proud privilege to expree my sincere gratitude to (Head of your Internship Office) under whose shadow and guidance I have successfully completed my internship.

I have gained a lot from the expeerience of Mr.\_\_\_\_\_ which has helped me gaining insight in to the working of judicial system of our country.

I am also thankful to PRINCIPAL DR. ROHINI JAGTAP for her inspiring guidance and encouragement for the internship programme.

I am also thankful to the Internship Co-ordinator Asst. Prof. Tintu Mathew for her motivation and valuable suggestions which helped me to understand the application of law taught in the actual practice of law in and outside court.

**CERTIFICATE OF INTERNSHIP**

Attach the internship certificate.

## **INTRODUCTION**

## **Factual and Analytical Information about the internship**

- Add date of joining, time.
- Name of Office, branch, head of the organisation
- Civil/Criminal
- The procedural matters , whether your practice was based on Criminal Procedural Code/ Civil Procedural Code
- Give a description on the Code(CPC/CrPC) which was used for your court practice.

During the 30 days of your internship, the things you have learned during your internship shall be listed and elaborated in order as per date.

- 1) Mention the tasks assigned.**
- 2) Elaborately explain the tasks you completed**
- 4) At the end of every day's report, mention whatever you have learnt.**

**You have to follow the format mentioned above for each day of your internship**

If student is engaged in court practice, add report of one entire civil/criminal trial. Include the following details:

- The name of cases which you have attended.
- The name of courts you have visited
- The name of parties in the case
- The name of lawyers appointed in the prosecution & Defence side
- The case title/ number to identify the case

Explain all the works done as per order- It may include

- i) paying of court fees
- ii) filing of bail bond
- iii) observing client dealings and drafting
- iv) Framing of issues

**LIST OF ACTIVITIES DONE IN INTERNSHIP**

<b>Serial Number</b>	<b>Date of Activity</b>	<b>Task Done</b>

**In this page, you can create an excel sheet and enter your activities done. This will help the internship co-coordinator to get a summarized idea on the works you have done for your internship. It shall include date and work done.**



## **CONCLUSION**