NATIONAL LAW UNIVERSITY, TRIPURA

(Established by Tripura Act 3 of 2022)

DIRECTORATE OF INTERNSHIP

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Ref. No. F(4) (86)-NLUT/IPC/AY 2024-25/1355 Date: Dec. 06, 2025

INTRNSHIP RULES FOR THE DIRECTORATE OF INTERNSHIP

The Directorate of Internship is established at NLU Tripura which shall be the student run body supervised by the Faculty In-charge. For the purpose of convenience the Directorate of Internship be hereinafter called and referred to as the 'Internship Office' and the student team, hereinafter be referred to as the 'Internship Office Team or Internship Team'. The Internship Office will work much like other student committees run by the students under the supervision of the Faculty In-charge. Its main role shall be to extend outreach to the prospective recruiters (like Law Firms, Law Chambers, Corporate Houses/Companies, Think Tanks/Civil Society Organizations, Registries of the Courts, Chambers of the Judges sitting or retired (District Court, High Court, Supreme Court), Government Institutions like Niti Aayog, Law Commission of India, National Human Rights Commission and other offices), secure internship slots for the general body of the students of NLU Tripura, shortlist CVs in line with the requirements of the prospective recruiters and adhering to CGPA and rank list, forwarding CVs for consideration and getting the students placed for internship, in accordance with the detailed rules laid down hereinafter.

These rules shall be applicable for the internships for the batches of B.A.LL.B. (Hons.) programme starting from the present batches of 2023-28, 2024-29, 2025-30, and the future batches which will be admitted to NLU Tripura.

Rule 01: General Functions of the Internship Office and Team

a) The Internship Office shall reach out to the prospective recruiters for internships on behalf of the general body of students of NLU Tripura,
b) The Internship Office shall maintain and coordinate all communications with the prospective recruiters for internships on behalf of the general body of students of NLU Tripura,
c) The Internship Office shall strive to secure internship slots for the general body of students of NLU Tripura,
d) The Internship Office shall send CV of the general body of students of NLU Tripura to the prospective recruiters for internships in a fair and transparent manner,
e) The Internship Office shall plan and coordinate organizing skill enhancement sessions, CV building sessions, interview handling sessions, allied workshops, seminar and conferences inviting prospective recruiters on behalf of the general body of students of NLU Tripura from time to time,

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f) The Internship Office shall also coordinate with the Recruitment Office/Team or body of the final year for establishing better coordination with the prospective recruiters and working collaboratively.
g) The Internship Office may undertake other related tasks or duties for the benefit of the general body of the students of NLU Tripura as would be entrusted by the University administration from time to time.

Rule 02: Substantive Functions of the Internship Office and Team

a) The Internship Office shall invite applications from the general body of the students of NLU Tripura for every internship period notified by the University for the students to undergo internships at the end of the end semester examinations.
b) The Internship Office shall invite the interest of the students for location, organization type and the period of internship for which the students may wish to seek internship through the Internship Office.
c) The Internship Office shall thereafter notify to the general body the availability of internships in the office of the prospective recruiter, time period, eligibility and selection criteria or number of CVs invited and the available slots of internships (if known and indicated by the prospective recruiter and invite applications for such organization.
d) The Internship Office then shortlist and send the CVs of the students either based on the criterion indicated by the organization or in the absence of it the first priority should be given to the top 5 CV to be sent in case there is only one slot and up to top 10 CV if there are more than 2 or more slots, from among the students who have applied for such particular prospective recruiter and its internship slot.
e) The Internship Office shall make all endeavours to send CV of as many students to the prospective recruiters for internship as possible.
f) In the event one student's CV ranks in top 5 or top 10 ranking students in a batch either in a semester or year based on the CGPA and such student may not secure internship when his/her/their CV was circulated/forwarded to one prospective recruiter and the second prospective recruiter may desire to only review the CV of top 5 or top 10 students of a given batch or students and there are not adequate students available interested in such prospective recruiter, this student's CV may be considered to be forwarded for the second time, subject to the decision of the Faculty In-Charge of the Internship Office considering all aspects of fairness and circumstances.
g) In this process the Internship Office shall discharge all necessary functions from collaborating with the prospective recruiters to inviting CVs from the general body of the students (with sharing necessary details) to vetting of CVs if necessary to sending CVs and allied functions under the supervision of the Faculty In-charge.
h) The student who may wish to apply for internship through the University's Internship Office shall comply with the essential criteria/format, deadline and allied instructions issued by the Internship Office for every specific call and issued guidelines from time to time.

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i) Any non-compliance from such guidelines and instructions issued by the Internship Office will render the applicant and the application invalid for the purpose of the said application, in response to which the applications were invited.

j) The decision of the Internship Office supervised by the Faculty In-charge shall be final with regard to the processing of the application in response to the call for internship.

k) Notwithstanding anything specified above, the Internship Office may exercise its discretion in consultation with the Faculty In-charge to communicate with the concerned applicant to cure the invalidity.

Rule 03: Method of Selecting Applicant's CV for Forwarding to the Prospective Recruiter:

a) Primarily, the Internship Office will adhere to the shortlisting or selecting criteria laid down or provided for by the prospective recruiter to screen the applications/CVs of the applicants.

b) Secondly, when the prospective recruiter may not provide any criteria to shortlist/screen out the applicant's CVs and only requests to forward certain number of applications, the general rule shall be that the Internship Office shall shortlist the applications based on the CGPA or Rank List as would be provided by the Exam Department through the Controller of Examinations.

c) The Internship Office shall communicate to the applicants that their CV has been forwarded to the recruiter and will also inform all the applicants about the decision via-a-vis decision received from the prospective recruiter.

d) The Internship Office would verify the records and information provided by the applicants as and when necessary. All the applicants are expected to extend cooperation in this process.

e) In case any applicant may provide false information, the application of such applicant will lead to cancellation of his/her/their candidature followed by an appropriate action including debarring such candidate to secure internship through the University's Internship Office for a specific period or for the entire duration of the course, as would be decided as part of the procedure.

Rule 04: Procedure for Simultaneous Applications and Procedure Post Grant of Internship:

a) Given that the University is relatively new and has completed only two years of academic sessions, and may have access to limited internship slots offered to its students for lack of alumni base or any other strong market presence of the potential of the students, it would be fair to limit the number of organizations in which any applicant's CV would be sent during a particular period of internship. This will help in democratizing the internship process and widening the net of internship benefit across the batch of students and not limit the opportunities only to the top rankers or few individuals. The related provisions are enumerated below:

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b) Every applicant will be entitled for his application to be sent to maximum of four prospective recruiters within one Academic Year which means two applications per internship period, irrespective of the result of the application.

c) Once the deadline to submit internship application for a particular prospective recruiter is over, the applicants will be provided a time-frame within which they will be allowed to withdraw their application or change their dates/location (hereinafter this may be referred to as the 'withdrawal deadline'). This time frame may change depending on the circumstances, and time of deadline available from the prospective recruiter for sending applications to them.

d) After the time for the withdrawal deadline may lapse, no further requests for withdrawal or change of dates/location will be entertained, except on valid grounds as would be considered in rare circumstanced by the Internship Office.

e) Securing of another internship by the concerned applicant/students shall not be considered a valid ground in this reference to the withdrawal of deadline'.

f) Once any student commits to the Internship Office for securing internship and he/she /they may secure such an internship which may clash with another internship secured by the applicant for the same time period by himself/herself/themselves, in such a case, the student shall be under clear obligation to accept and honor the internship secured through the Internship Office and shall forego/reject the internship so secured by themselves.

Rule 05: Blacklisting Procedure and Policy:

a) Once a period for withdrawal from internship through the Internship Office may expire, if any student may refuse to participate in next steps of the internship process, such a student may attract penalty by way of getting blacklisted from the University's internship process for a minimum of one internship period (one semester) and maximum of two internship periods (of academic year).

Possible situations Attracting Blacklisting:

b) A student refuses to furnish more details to the prospective recruiter once the CV was sent. For example, the prospective recruiter may circuit a form or a questionnaire to be filled or may schedule an online telephonic or video-conferencing based interaction with the applicants, and the student may refuse to participate any further. This shall be treated as a case attracting penalty by way of blacklisting as stated above.

c) A student may not report for the internship secured by and provided by the Internship Office.

d) A student may stop reporting to the office of the prospective recruiter after certain time and does not complete the internship and does not communicate anything to the prospective recruiter and the Internship Office.

e) Provided, in cases of medical emergency, bereavement in the immediate family or severe illness of the immediate family members or local guardian with whom the applicant may be residing during the internship, the student may be allowed to discontinue from the internship, however, only after furnishing or proper medical proofs and with the consent of the prospective recruiter. In the absence of any such proof, penalty of blacklisting may be applicable.

f) If during the internship, any unprofessional conduct or behaviour is reported by the prospective recruiter, the concerned student may be blacklisted as stated above.

Rule 06: Notwithstanding any of the clauses above, if any student may secure an internship with or without the assistance/aid of the Internship Office and it is brought to the notice of the Internship Office that such a student has misinterpreted information on a CV/Resume/application or any other requisite documents, such student may be blacklisted from the University's internship process for a minimum of one internship period (one semester) and maximum of two internship periods (of academic year).

Rule 07: Amendment Clause- The Internship Office may update and amend the 'Rules for the Directorate of Internship" from time to time and shall circulate them for inviting comments from the general body of the students and the University authorities and may notify to be in force after completion of such process.

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