

Legal Internship Programme Handbook

Version 1.0

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1. Welcome Message

Welcome to the Corpus Juris India Legal Internship Programme. This initiative provides law students with practical exposure to legal research, drafting, court proceedings, and professional practice.

The Programme is intended to provide practical learning opportunities in a professional legal environment while encouraging ethical practice and continuous learning. We hope your association with us will be enriching and educational.

2. Definitions

- **"Intern"** means a law student selected to participate in the Internship Programme.
- **"Supervisor"** means the Advocate or professional responsible for guiding the Intern.
- **"Organisation"** means Corpus Juris India.
- **"Internship"** means the Legal Internship Programme.

- **"Confidential Information"** means all information related to the Organisation, its clients, cases, operations, or personnel, disclosed to or acquired by the Intern.
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3. Internship Overview

3.1 Purpose

- Practical legal exposure.
- Legal research and drafting skills.
- Understanding of court proceedings.
- Professional and ethical learning.

3.2 Who Can Apply

Law students enrolled in recognized 3-year or 5-year LL.B. programmes.

3.3 Duration

- **Minimum:** 30 calendar days.
- **Maximum:** 12 weeks (subject to performance and availability).

3.4 Nature of Internship

- The internship is an **educational and training engagement**.
 - **No stipend, salary, or monetary compensation** is payable.
 - Participation does not create an employer–employee relationship.
 - Completion does not guarantee employment.
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4. Eligibility Criteria

To be eligible, applicants must:

1. Be enrolled in a recognized LL.B. programme.
 2. Have completed at least the first year of studies.
 3. Demonstrate commitment to professional conduct.
 4. Be able to devote the required time.
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5. Selection Process

1. **Online Application** – Submission of form and documents.
2. **Document Verification** – Academic credentials and ID.
3. **Shortlisting** – Based on eligibility and suitability.
4. **Interaction** – Personal or virtual, if required.
5. **Final Selection** – Intimation via registered email.

Note: Submission does not guarantee selection.

6. Scope of Work

Interns may be assigned work relating to:

- Legal Research.
 - Legal Drafting.
 - Case Preparation.
 - Documentation.
 - Court Observation (where permitted).
 - Filing and Record Management.
 - Legal Awareness Activities.
 - Other tasks assigned by the Organisation.
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Interns shall not represent clients independently without prior written authorisation.

7. Code of Conduct

Interns Shall:

- Adhere to ethical standards under the Bar Council of India Rules.
- Maintain punctuality and professionalism.
- Respect supervisors, colleagues, and clients.
- Follow organisational instructions.
- Maintain confidentiality at all times.
- Dress professionally.

Interns Shall Not:

- Represent clients without authorisation.
- Accept fees from clients.
- Issue legal opinions on behalf of the Organisation.
- Disclose confidential information.
- Use the Organisation's name/logo without permission.
- Misuse office resources.

Digital & Social Media Conduct

- **No confidential information** shall be shared on social media.
- **No office photographs/videos** shall be uploaded without approval.
- **No work** shall be published without prior written permission.
- Interns shall not represent themselves as authorised spokespersons.

Professional Communication

- Communicate respectfully.
 - Maintain professional email etiquette.
 - Respond promptly to official communications.
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8. Attendance & Leave Policy

Working Hours

- **Working Days:** Monday to Saturday.
- **Weekly Off:** Sunday.
- **Office Timings:** As prescribed by the Organisation.

Attendance

- Interns are expected to report at the prescribed time.
- Repeated late reporting may affect attendance records and certificate eligibility.

Leave

- Prior approval from Supervisor is required.
- Leave must be applied through the designated system.

Certification Requirement

Certificate eligibility shall be assessed in accordance with the minimum attendance requirements prescribed by the Organisation.

9. Confidentiality & Intellectual Property

Confidentiality

- Interns shall maintain strict confidentiality regarding all Organisation and client information.
- This obligation continues even after the internship ends.
- Interns shall sign a Non-Disclosure Agreement (NDA) prior to commencement.
- Breach of confidentiality may result in immediate termination and legal action.

Intellectual Property

- All work, drafts, research, notes, and materials prepared during the internship shall remain the exclusive property of the Organisation.
- Interns shall not use, reproduce, or share such materials without prior written permission.

Return of Organisation Property

Upon termination or expiry, interns shall immediately return all documents, files, research, digital records, identity cards, and any other Organisation property in their possession.

10. Laptop, Technology & AI Usage

Laptop Requirements

- Interns shall bring their own laptop and charger.
- MS Office Suite (or equivalent) is required.
- Reliable internet connection for research and communication.

- Antivirus software and password protection are recommended.

AI Tools

- Publicly available Artificial Intelligence (AI) tools may be used only in accordance with organisational instructions.
 - No confidential information shall be uploaded to any AI platform.
 - AI-generated content shall be independently verified before submission.
 - The Intern shall remain responsible for the accuracy and originality of all work submitted, irrespective of whether AI tools have been used.
 - Unauthorised or excessive use may result in disciplinary action.
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11. Reimbursement Policy

- **Commute Expenses:** Not reimbursed.
 - **Work-Related Expenses:** Reimbursed subject to approval, submission of Reimbursement Form, and supporting documents.
 - Approved reimbursements shall ordinarily be processed within a reasonable period.
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12. Certificate Policy

Issuance of a Certificate of Internship shall remain solely at the Organisation's discretion, subject to:

- Completion of minimum duration.
 - Fulfilment of attendance requirements.
 - Satisfactory performance.
 - Professional conduct.
 - Supervisor's recommendation.
 - Administrative clearance.
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Successful completion of the internship does not automatically entitle an Intern to the issuance of a certificate. The decision shall be final and binding.

13. Suspension or Discontinuation

The Organisation may suspend or terminate an intern's participation with immediate effect in cases of:

- Misconduct.
 - Breach of confidentiality.
 - False or misleading information.
 - Poor attendance.
 - Non-compliance with guidelines.
 - Policy violations.
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14. Modification & Governing Law

- The Organisation reserves the right to modify or amend the programme, policies, or guidelines at any time. The latest version shall supersede all previous versions.
 - This Handbook shall be governed by the laws of India. Disputes shall be subject to Delhi jurisdiction.
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15. Disclaimer

This Handbook is for informational and administrative purposes only. Nothing herein constitutes legal advice, solicitation, or advertisement.

The Internship Programme is an educational engagement. Participation does not constitute employment, partnership, or contractual rights. The Organisation reserves the right to interpret, amend, or discontinue the programme at any time.

16. Applicant Acknowledgement

By submitting an application, the applicant confirms that:

1. Information provided is true and complete.
2. The Handbook has been read and understood.
3. The applicant agrees to comply with all guidelines and policies.
4. Participation is voluntary and does not create employment or contractual rights.
5. The Organisation's decisions shall be final.

Participation in the Programme shall be deemed to constitute acceptance of this Handbook and any amendments issued from time to time.

17. Contact Information

Corpus Juris India

I-10, Basement, Jangpura-B,
New Delhi – 110014

Website: www.corpusjurisindia.com

Email: office@corpusjurisindia.com | admin@corpusjurisindia.com

18. Frequently Asked Questions

1. Who can apply?

Law students enrolled in recognized 3-year or 5-year LL.B. programmes.

2. Is the internship paid?

No. The Internship Programme is unpaid. However, approved work-related reimbursements may be provided in accordance with the Organisation's Reimbursement Policy.

3. What is the minimum duration?

30 calendar days.

4. Is it online or offline?

Primarily offline, in Delhi.

5. What work will interns do?

Legal research, drafting, case preparation, documentation, court observation, and other assigned tasks.

6. Will I get a certificate?

At the Organisation's discretion, subject to attendance, performance, and conduct.

7. Do I need my own laptop?

Yes.

8. Is attendance compulsory?

Yes. Attendance requirements shall be as prescribed.

9. Can I extend my internship?

Subject to performance and availability.

10. Can I post internship photos on social media?

No, without explicit approval.

11. Will completion guarantee a job?

No.

12. Whom should I contact?

office@corpusjurisindia.com or admin@corpusjurisindia.com.

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End of Handbook