



## विधि केंद्र – II

### LAW CENTRE – II

(विधि संकाय, दिल्ली विश्वविद्यालय)

(FACULTY OF LAW, UNIVERSITY OF DELHI)

Website: [www.lc2.du.ac.in](http://www.lc2.du.ac.in)

Phone No. 011-27667052

### **PLACEMENT/INTERNSHIP POLICY**

#### **INTERNSHIP**

##### **1. Eligibility**

- (i) Companies/Law Firms are responsible for shortlisting the resume/profile of students in accordance with their own selection criteria which may include Pre-Assessment tests (Group Discussion, Personal Interview, etc.) and no inquiry shall be entertained on the companies' shortlisting process.
- (ii) The CGPA cut-off criterion is set as per the directions of the company and no inquiry shall be entertained on lowering the cut-off. It is the final decision of the company/firm which is to be considered while setting the CGPA criteria and the placement team at Placement and Internship Committee (hereinafter referred to as PIC) plays no role in the same.

##### **2. Registration**

- (i) Registration with the PIC is mandatory to be a part of the Campus Recruitment Drive (hereinafter referred to as CRD).
- (ii) The registrations for the same shall open every academic year and the non-registered candidates shall not be allowed to sit for CRD.
- (iii) Once the acceptance of applications closes on the resume manager, no application shall be considered in any case.
- (iv) Data filled on the resume manager and the submitted CV shall be cross verified on a regular basis. In case of any discrepancy in the data provided or any false claim in the CV is identified, the student shall be debarred from the whole placement session and necessary disciplinary action shall be taken against them.

- (v) The resume manager database is to be managed by the student office bearers authorised by the PIC.

### **3. Disciplinary Action**

- (i) In case a student applies for a company/firm but does not attend the presentation or any further rounds of the company or is late for the internship process of the company, or any instruction communicated, without taking prior approval from PIC, the said student shall be debarred from the CRD for a minimum period of two weeks.
- (ii) Any student who misbehaves with placement coordinators/university staff/ company or firm's executives/support staff during the selection process shall be debarred from the CRD for the whole semester.
- (iii) Academic misconduct during the written test/online test shall lead to debarment for the complete placement session.  
Academic misconduct during the examination includes but is not limited to the following: -
  - (a) Copying from another student
  - (b) Using unauthorised means and devices.
- a) Strict action shall be taken as per the discretion of PIC teacher member body, if any student shows a non-sincere attitude to company officials which includes but is not limited to the following: -
  - a. Does not join the organisation/company without giving any reasonable explanation.
  - b. Speaks negatively about the company/university.
  - c. Lays down unreasonable conditions to join the company.
  - d. The student approaches the company executive without proper channels.
- (iv) All registered candidates having or receiving off-campus offers (selection intimation) on any later date must be communicated to the Head, PIC on Mail ID- [placement@lc2.du.ac.in](mailto:placement@lc2.du.ac.in) within 48 hours. Otherwise, disciplinary action may be taken.
- (v) Strict disciplinary action shall be taken in case of the violation of above-mentioned rules, and the decision of the teacher members of PIC shall be final.

#### **4. Confidentiality Clause**

Any data relating to the business of the company/firm that is prepared or accessed by the student internee during the period of internship shall not be disclosed by the student while preparing the Internship Report unless

- a) the company/firm gives the consent to the disclosure thereof, or
- b) the disclosure of confidential information is necessary only to the extent of describing the process or methodology details used by the internee.

### **PLACEMENT**

#### **1. Eligibility**

- (i) A student having no job offer can apply for placement in any company/firm visiting the campus provided the said student is eligible in accordance with the eligibility criteria set by the company.
- (ii) Companies/Firms are responsible for shortlisting the resume/profile of students according to their own selection criteria which may include Pre-Assessment tests (Group Discussion, Personal Interview, etc.) and no inquiry shall be entertained with regard to companies' or firms' shortlisting process.
- (iii) The CGPA cut-off criteria is set as per the directions of the company/firm and no inquiry shall be entertained on lowering the cut-off. It is the final decision of the company/firm which is to be considered while setting the CGPA criteria and the placement team at PIC plays no role in the same.

#### **2. Registration**

- (i) Registration with the PIC is mandatory to be a part of the Campus Recruitment Drive (CRD).
- (ii) The registrations for the same shall open every academic year and the non-registered candidates shall not be allowed to sit for CRD.
- (iii) Once the acceptance of applications is closed on the resume manager, no application shall be further considered in any case.
- (iv) Data filled on the resume manager and the submitted CV shall be cross verified on a regular basis. In case of any discrepancy in the data provided or any false declaration in the CV is

identified, the said student shall be debarred from the whole placement session and necessary disciplinary action shall be taken against them.

- (v) The resume manager database is to be managed by the student office bearers authorised by the PIC.

### **3. Pre-Placement Offer (PPO)**

- (i) The student has to accept or reject the PPOs before the date specified by the respective company/PIC. The deadline is to be adhered strictly.
- (ii) Only students rejecting the PPO within the deadline are allowed to submit the CV and participate in the further placement process.

### **4. Disciplinary Action**

- (i) In case a student applies for a company/firm but does not attend the presentation or any further rounds of the company/firm or is late for the placement process of the company/firm, or any instruction communicated, without taking prior approval from PIC, the said student shall be debarred from the placement drive for a minimum period of two weeks.
- (ii) Any student who misbehaves with placement coordinators/university staff / company/ firm executives during the selection process shall be debarred from the placement process for the whole semester.
- (iii) Academic misconduct during the written test/online test shall lead to debarment for the complete placement session.

Academic misconduct during the examination includes but is not limited to the following: -

- (a) Copying from another student
  - (b) Using unauthorised means and devices.
- (iv) Strict action shall be taken in case any student shows non-sincere attitude to company officials in the following manner but not limited to :
    - (a) Does not join the organisation/company without giving any reasonable explanation.
    - (b) Speaks negatively about the company/university.
    - (c) Lays down unreasonable conditions to join the company.
    - (d) The student approaches the company executive without proper channels.

(v) All registered candidates having or receiving off-campus offers (selection intimation) on any later date must be communicated to Head, PIC on Mail ID- [placement@lc2.du.ac.in](mailto:placement@lc2.du.ac.in) within 48 hours. Otherwise, disciplinary action shall be taken.

(vi) Strict disciplinary action shall be taken in case of the violation of above-mentioned rules, and the decision of the teacher members of PIC shall be final.

## **5. Confidentiality Clause**

Any data relating to the business of the company/firm that is prepared or accessed by the student internee during the period of internship shall not be disclosed by the student while preparing the Internship Report unless

- a) the company gives the consent to the disclosure thereof, or
- b) the disclosure of confidential information is necessary only to the extent of describing the process or methodology details used