

INTERNSHIP DIARY

(Pre Trial Preparation & Interview Technique and Observation of Trial in Civil & Criminal cases)

Institute : Dispur Law College

Course : 5 year B.A. LL.B & 3 year LL.B

Total Period for Internship : 20 weeks for 5 year B.A. LL.B & 12 weeks for 3 year LL.B

Student Details

Name of the Student:

Roll No.:

Registration No.:

Semester:

Internship Period : From _____ To _____

Total Duration : _____ weeks (4 weeks in each semester)

Internship Details

Name of Advocate / Law Firm / Court / Organization:

Address:

Contact Details:

Nature of Internship:

- Trial Court
- District Court
- High Court
- Supreme Court
- Law Firm
- NGO / Legal Aid / Corporate / Government Office

Objectives of Internship

1. To understand practical application of substantive and procedural laws.
2. To observe court proceedings and advocacy skills.
3. To learn drafting of pleadings, applications and legal documents.
4. To gain exposure to client interaction and professional ethics.

5. To bridge the gap between theoretical knowledge and practical training
6. Daily Internship Record

Day _____ (Date: _____)

Attendance: Present Absent

Nature of Work Assigned:

Observation of Court Proceedings / Case conference / Office work

Drafting / Research / Filing / Client interaction

Description of Work Done:

Laws / Sections / Case Laws Referred:

Learning Outcome / Observation:

Signature of Advocate / Guide : _____

(Similar format to be maintained for each working day of the internship)

Weekly Summary of Work

Week _____

Summary of Activities Performed:

Skills Developed:

- Drafting
- Legal Research
- Court Craft
- Client Counselling
- Professional Ethics

Overall Learning of the Week:

List of Drafts / Research Work (If Any)

1. Draft of Plaintiff / Written Statement
2. Bail Application / Petition
3. Legal Notice
4. Case Brief / Research Note
5. Any Other Document

Courts / Offices Visited

Name of Court / Authority:

Nature of Proceedings Observed:

Presiding Judge / Authority (if any):

Professional Ethics and Conduct Observed

Court etiquette and discipline

Confidentiality towards client information

Professional responsibility of advocates

Punctuality and diligence

Student's Declaration

I, _____, hereby declare that this internship diary is a true and correct record of the work performed by me during my internship period. I have sincerely completed the internship as per the Bar Council of India Rules.

Place:

Date:

Signature of Student:

Certificate by Advocate / Internship Guide

This is to certify that Mr./Ms. _____, student of _____, has completed internship under my supervision from _____ to _____. His / Her conduct and performance during the internship period were found to be satisfactory.

Signature:

Name & Enrollment No. of Advocate:

Seal:

Date:

Evaluation by College / University (Internal Assessment)

Marks Distribution (As per Gauhati University)

| Sl. No. | Head of Evaluation | Marks |
|--------------|------------------------|------------------|
| 1 | Pre-Trial Preparation | 30 |
| 2 | Observation of Trial | 30 |
| 3 | Moot Court Performance | 30 |
| 4 | Viva Voce | 10 |
| Total | | 100 Marks |

Court Craft & Procedure

Students learning relating to:

Court hierarchy (District Court, Sessions Court, High Court)

Cause list reading and case calling procedure

Role of:

Presiding Judge

Court staff (Bench Clerk, Sheristadar, Nazir)

Advocates and litigants

Stages of:

Civil trial

Criminal trial

Court etiquette and discipline

2. Drafting Skills (Mandatory Expectation)

Basic drafting exposure:

Civil Drafting

- Plaintiff
- Written Statement
- Application under CPC (Order VI, VII, XXXIX, etc.)
- Affidavit and Vakalatnama

Criminal Drafting

- Bail application
- Petition under Section 482/483 BNS
- Complaint petition
- FIR drafting (observational learning)

3. Procedural Law Application

Use of procedural laws, especially:

- CPC, 1908
- BNS, 2023
- BSA, 2023

Mention:

- Framing of issues
- Examination-in-chief and cross-examination
- Recording of evidence
- Arguments and judgment pronouncement

4. Case Law & Legal Research

Students should show exposure to **research**, even at a basic level:

- Searching judgments (Supreme Court / Gauhati High Court)
- Understanding ratio decidendi
- Using case laws in arguments or drafts

5. Client Interaction & Professional Responsibility

Learning of professional ethics :

- Client interviewing and counselling (observation)
- Maintaining confidentiality
- Advocate-client relationship
- Fee ethics and responsibility

6. Filing & Office Practice

Students should mention exposure to **court office work**:

- Filing of cases
- Scrutiny process
- Defects and re-filing
- Certified copy application
- Case diary maintenance

7. Compounding of offences

8. Professional Ethics & Bar Council Norms

- Duties of advocates towards court and client
- Prohibition on advertising
- Professional misconduct (basic understanding)

9. Learning Outcomes (Compulsory for Evaluation)

Each **daily or weekly entry** should conclude with:

- What practical skill was learnt
- How theory was applied
- Improvement in advocacy or understanding

10. Examiner's perspective

For evaluation, ensure:

Practical language

Mention of sections & procedures

No copying from textbooks

Regular dates & signatures

Supervisor certificate properly filled

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8/22/2025
Principal
Dispur Law College
Dispur, Ghy-6