

INTERNSHIP GUIDELINES

As an intern of CLLRA, we expect you to adhere to the following guidelines:

1. You should visit CLLRA's website to understand the vision and aim of the Centre to get a better understanding of the Centre and to understand our values which should be kept in mind while finishing the tasks assigned to you.
2. You should show diligence, integrity and sincerity while completing the tasks allotted to you.
3. You will be provided an excel sheet where you have to update the tasks given to you including the details about the task allotted, assigned by, deadline, finished on, etc. This sheet will be shared across the team and ensure that you are not assigned work by multiple people on the same deadline, and will also aid us in preparing your certificate.
4. You will be reporting on your own to the person who allotted you the task, instead of waiting for them to follow up.
5. You are expected to ask any queries or doubts in the beginning of the task instead of waiting for the deadline to inform us about your queries.
6. You will have to perform extensive research on issues including but not only pertaining to Labour laws. You are expected to know basic research engines like SCCOnline, Manupatra, HeinOnline, JSTOR, etc.
7. You will be expected to write blogs and case briefs for which formatting guidelines will be provided to you. In case of failure to submit the work, your internship certificate would be withheld.
8. You are not supposed to discuss the work allotted to you by the Centre with outsiders as some of the information might be confidential and highly sensitive.
9. The Centre may withdraw the internship of any student with an immediate effect if they violate the guidelines or are not found suitable to discharge the work as required by the Centre during their tenure of internship. They may also be asked to furnish reasons for the same and if found necessary, it may be communicated to the University/College authorities.
10. You are requested to strictly follow the research ethics as mentioned in the UGC Guidelines.