



# Modern College of Law, Ghaziabad

(Affiliated by CCS University, Meerut, Approved by BCI, Delhi & Recognized by the State Government of Uttar Pradesh)

## Internship Report Proforma

Internship Period: 17th June 2024 - 17th August 2024

### **Instructions: Students are suggested to-**

- ❖ Complete all sections of this proforma in detail.
- ❖ Attach any relevant documents or certificates from your internship.
- ❖ Report should be in Times New Roman, 12 Font with 1.15 spacing
- ❖ Report should be of minimum 10 and maximum 15 pages.
- ❖ First page of the report must contain- (same is attached herewith)
  - a. Name
  - b. Year of Study (I/II)
  - c. Name of Court
  - d. Name of Supervising Advocate:
  - e. Contact Details of Supervisor

### **Note-**

Since: 2003

- *Those who have chosen/allotted Ghaziabad or Noida or any other District Court of Uttar Pradesh can submit their report in English or Hindi but rest of the students should submit their report in English language only.*
- *All students are required to submit internship report irrespective of whether they have been allotted an advocate from the college or have voluntarily arranged internship with an advocate.*

**Deadline-** Students should submit their completed report to the Internship Co-coordinator by 7<sup>th</sup> September 2024.

**Following Questions are to be answered in same sequence in your reports-**

**1) Internship Objectives**

- i) Personal Goals: What did you aim to achieve during this internship?
- ii) Assigned Tasks: List the main tasks and responsibilities assigned to you.

**2) Internship Activities**

- i) Court Sessions Attended
- ii) Dates and Types of Cases Observed

**3) Research Conducted**

- i) Topics and Legal Issues Researched

**4) Drafting Work**

- i) Types of Documents Drafted (e.g., pleadings, motions, affidavits)

**5) Client Interaction**

- i) Description of Client Meetings and Observations:
- ii) Other Activities
- iii) Description of any other relevant activities (e.g., meetings, field visits):

**6) Skills and Knowledge Acquired**

- i) Legal Skills
  - a. Specific skills learned or improved (e.g., legal research, drafting, client counselling)
- ii) Knowledge Gained
  - a. Key legal concepts and practices understood during the internship

**7) Challenges Faced**

- i) Description of Challenges
  - a. Describe any difficulties or challenges encountered and how you addressed them.

**8) Overall Experience**

- i) Summarize your overall experience and what you found most valuable.
- ii) Impact on Career Goals
- iii) How has this internship influenced your career aspirations?

**9) Attachments**

- i) Certificates/Letters of Internship

**Ms. Vishakha Singh**  
Co-coordinator

**Mr. Ankur Gupta**  
Coordinator



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Name of the Student \_\_\_\_\_

Year of Study (I/II) \_\_\_\_\_

Name of Court \_\_\_\_\_

Name of Supervising Advocate: \_\_\_\_\_

Contact Details of Supervisor \_\_\_\_\_