



Subject: Reminder: Submission of Internship Report

Dear Students

This is a gentle reminder to submit your **Summer Internship Reports** as per the prescribed guidelines. Timely submission is crucial for the completion of your internship evaluation and academic records.

Submission Deadline: 31st of August, 2025

Format & Guidelines:

1. General Instructions

1. The report must be **typed** (handwritten reports may not be accepted).
2. Follow a **professional format** (Times New Roman, 12-point font, 1.5 line spacing).
3. Maintain **proper margins** (1 inch on all sides).
4. **Page Limit:** Typically, **15-25 pages**.
5. A declaration from the **interning organization** (with seal & signature of an Advocate) certifying your internship. (Internship Certificate)
6. Report must contain-
 - A. Challenges faced & how you overcame them.
 - B. Observations about court procedures/law firm functioning.
 - C. **Case Study** -Briefly discuss **one significant case** you worked on or observed.
 - D. Include facts, legal issues, arguments, and judgment (if applicable).
 - E. **Plagiarism is strictly prohibited** (your report may be rejected if copied).

“Get necessary **signatures and stamps** from the internship provider.

Keep a **copy** of your report for future reference.”

Kindly ensure your report meets all the required criteria to avoid any delays in processing. For any queries, feel free to reach out to [Coordinator's Name/Contact].

Your cooperation is appreciated.

Best regards,

Mr Gaurav Chauhan

Internship Co-coordinator

Modern College of Law