

HIMACHAL PRADESH NATIONAL LAW UNIVERSITY, SHIMLA

PLACEMENT ASSISTANCE REGULATIONS, 2022



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HIMACHAL PRADESH NATIONAL LAW UNIVERSITY, SHIMLA

PLACEMENT ASSISTANCE REGULATIONS, 2022

Preamble

To regulate, monitor, and assist the internship and placement process of the Himachal Pradesh National Law University, Shimla, and to provide framework for smooth and efficient functioning of the HPNLU Placement Assistance Cell.

1. Short Title, Extent, Commencement and Application

1. These Regulations shall be called the “Placement Assistance Regulations, 2022”.

- a) These Regulations shall extend to all internships and placements undertaken by any student of the Himachal Pradesh National Law University.
- b) These Regulations shall be binding on every student from the day of his/her admission.
- c) They shall come into force on the day as specified in the official notification of the Himachal Pradesh National Law University, Shimla.
- d) All words used in these Regulations shall have their general meaning unless otherwise expressly provided.

Provided that in case of any ambiguity pertaining to expression used in these Rules, the decision taken by the Placement Coordinator shall be final and binding.

2. Definitions

2. The following words shall have the assigned meaning for the purpose of these Rules

- a) “**Academic Session**”- means the time period commencing from 1st of July to 31st of June every calendar year.
- b) “**CPD**”- means the Committee on Placement Drive.
- c) “**CV**”- means ‘*Curriculum Vitae*’.
- d) “**HPNLU Day Zero**”- means, unless otherwise notified, the first day of placement to be notified by the Placement Assistance Cell for the penultimate year students of the undergraduate program.

- e) **“HPNLU Placement Drive”**- means the placement drive carried out by the Placement Assistance Cell for recruitment by organisations around the year except any recruitment done of the penultimate year students of the undergraduate program on Day Zero.
- f) **“Internship Committee”**- means the committee constituted by Placement Assistance Cell for internship and related matters.
- g) **“NGO”**- means ‘Non-Governmental Organisations’.
- h) **“LOR”**- means ‘Letter of Recommendation’.
- i) **“Offer”**- means and includes where An Organisation who makes an offer of placement or assessment internship through the HPNLU Placement Drive, HPNLU Day Zero or any other process.
- j) **“Organisations”**- means and includes Advocates, Banks, Chambers, Companies, Courts, Departments, Firms, Institutions, Judges, Multi-National Companies (MNCs), Non-Governmental Organisations, Public Sector Undertakings, Research Centres, Retired Judges, Start-ups, Tribunals and Universities and any other organisation.
- k) **“PAC”** – Placement Assistance Cell of Himachal Pradesh National Law University as notified from time to time.
- l) **“Placement Coordinator”** – means the Placement Coordinator of the Placement Assistance Cell nominated by Vice Chancellor, Himachal Pradesh National Law University.
- m) **“Placement Disciplinary Committee”** means the Disciplinary Committee constituted under Rule 17 of this Regulation.
- n) **“Pre-Placement Offer (PPO)”** – means an offer of placement or assessment internship, provided that such offer is not through the HPNLU Day Zero or the HPNLU Placement Drive.
- o) **“Recruiter”**- means the organisation which offers or intends to offer internships, placements or assessment internships to the students.
- p) **“University”**- means the Himachal Pradesh National Law University, Shimla (HPNLU), hereinafter be referred as ‘University’.

3. Placement Assistance Cell

- 3.1 There shall be a Placement Assistance Cell (PAC) to assist and coordinate in the matters relating to internship and placement of students.

- 3.2 The University shall notify the formation of PAC for each academic year.
- 3.3 The PAC shall consist of a coordinator, and such other faculty member/s as may be decided by the University from time to time.

Provided that where a member of the PAC proceeds on leave, the Vice-Chancellor, on request of the PAC Coordinator may nominate another faculty member on his/her behalf.

4. Functions of the Placement Assistance Cell

- 4.1 Subject to the provisions of these regulations, the PAC shall have power, authority and duty to regulate internships and placements.
- 4.2 The PAC shall perform the function of contacting various Organisations for the purpose of securing internship and placement.
- 4.3 The PAC shall invite and receive applications for internship and placement from the students of the University in accordance with these Regulations.
- 4.4 The PAC may refer any act of indiscipline reported/ received from any Organisation to the Placement Disciplinary Committee relating to any misconduct by any student during an internship irrespective of the said internship being secured through PAC or otherwise.
- 4.5 The PAC shall prepare and publish placement calendar for each academic session.
- 4.6 The PAC shall prepare and publish HPNLU Placement Brochure for each academic session.
- 4.7 The PAC shall conduct screening process including interview for the membership of the Committee on Placement Drive, and the Internship Committee.
- 4.8 The PAC shall conduct Pre Placement Talks and Day Zero Interview Skills session.

5. Committee on Placement Drive (CPD)

- 5.1 The CPD shall consist of a team of students selected through screening process notified by PAC from time to time.
- 5.2 Students of 2nd year, 3rd year and 4th year of Five-year integrated course at HPNLU will be eligible to participate in the screening process.



- 5.3 The meetings of CPD shall be chaired by the Placement Coordinator, and in case where PAC Coordinator is absent, any other faculty member of PAC nominated by the Coordinator.
- 5.4 The CPD shall be responsible for preparing Annual Placement Calendar, Placement Brochure and all other related documents including sending of emails, messages, notices pertaining to Placement Drive.
- 5.5 The CPD members shall sign a non-disclosure and confidentiality form as provided in '**Form-A**' of **Annexure-1**.
- 5.6 Violation of any provision of the Placement Assistance Rules, 2022, or non- observance of any direction issued there under will attract suspension/ removal of membership from CPD.

6. Internship Committee

- 6.1 The Internship Committee shall consist of a team of students selected through screening process notified by PAC from time to time.
- 6.2 The Internship Committee shall be chaired by the Placement Coordinator or any member of the PAC nominated by the coordinator.
- 6.3 The Internship Committee shall be responsible for preparing Internship Directory, Letter of Recommendation, other related documents including sending of emails, messages, notices etc.
- 6.4 The members of Internship Committee shall sign a non-disclosure and confidentiality form as provided in '**Form-B**' of **Annexure 1**.
- 6.5 Violation of any provision of the Placement Assistance Regulations, 2022, or non-observance of any direction issued there under will attract suspension/ removal of membership from Internship Committee.

7. PAC Budget

- 7.1 The University shall provide adequate fund for activities of PAC including publication of Brochure, Placement Drive, Day Zero, Pre Placement Talks, etc.
- 7.2 Fee/Fines received under PAC Rules, 2022 shall form the part of PAC Budget.

8. Internship

- 8.1 Each registered student shall have to complete a minimum of 20 weeks of internship during the Five Years Integrated Course.
- 8.2 Subject to provisions of Rule 9.1, every student is required to pursue internships under NGOs, Trial and Appellate Advocates, Judicial Internship, Regulatory Authorities, Legislative bodies, Market Institutions, Law Firms, Companies, Local Self Government and other such bodies as the University shall stipulate, where law is practiced either in action or in dispute resolution or in management.
- 8.3 Each student pursuing Five Year Integrated Course shall be provided an Internship Diary.
- 8.4 All the internships undertaken, with or without the assistance of PAC, shall be duly recorded in the internship diary and the same shall be submitted back to the PAC as notified from time to time.
- 8.5 It shall be duty of the student to submit a photocopy of the certificate, received at the end of the internship, from the organisation.
- 8.6 The internship diary shall be property of the University, and in case where student fails to return or returned in damaged form, a fine of Rs 1500/- shall be imposed.
- 8.7 The PAC shall follow the academic calendar, notified by University from time to time and the students shall be required to complete their internship during the internship period only.

9. Internship Process

- 9.1 Students seeking internship assistance from PAC shall be required to comply with the following internship pattern:

Year	Forum
First Year	NGOs/ Legal Aid Offices including DLSA/ SLISA/ NLSA Consumer Protection Forums, etc.
Second Year	Trial Court/ Commissions such NHRC/ SHRC, etc.
Third Year	Appellate Court/ Judicial Internship/ Start-ups, etc.
Fourth Year	Law Firms/ Regulatory Authorities/ Ministries/ Legislative Bodies/ MNCs, etc.
Five Year	Law Firms/ Regulatory Authorities/ Ministries/ Legislative Bodies/ MNCs etc.

- 9.2 The PAC shall provide internship/placement assistance only on submission of internship completion certificate along with the duly authenticated Internship Diary as per the pattern provided under Rule 9.
- 9.3 Any student seeking Letter of Recommendation for internship shall submit a written application/ email at internship@hpnlu.ac.in including the name, address and the contact details of the organisation where he/she desires to intern, at least 3 working days in advance.
- 9.4 Except in case of LOR request by the students of first year of Five Years Integrated Course, no LOR shall be issued to a student who has failed to complete a minimum of 4 weeks internship as provided under Rule 9.1.

10. Pre-Placement Process (PPO)

- 10.1 Any PPO received by student shall be governed by PAC irrespective of whether such PPO is obtained through the PAC or otherwise.

Provided that where an Organisation provides PPO to any student, such student has to communicate the same to the PAC.

- 10.2 A student who has multiple offers shall have to accept the one coming prior in time unless the Organisation sending the prior PPO grants permission to wait for the second or later results.

11. Pre-Placement Talks

- 11.1. An Organisation seeking to recruit from HPNLU can, at any time, hold Pre-Placement Talks in consultation with PAC.
- 11.2. An Organisation is free to use any method of its convenience to conduct the Pre-Placement Talks, including online talk.

12. The HPNLU Day Zero

- 12.1 Unless otherwise specially provided, the HPNLU Day Zero shall be organised for the placement of students of penultimate year of the Five Years Integrated Course.
- 12.2 HPNLU Day Zero will be held between August-October of every calendar year.

- 12.3 A student having received PPO shall not be entitled to participate in the HPNLU Day Zero.

13. Placement Drive

- 13.1 The Placement Drive shall be organised for the placement of students of Final Years of Five Years Integrated Course, and LL.M.
- 13.2 The Placement Drive shall be held between March-June of every calendar year.
- 13.3 A student having received offer in HPNLU Day Zero or Assessment Internship shall not be entitled to participate in the Placement Drive.
- 13.4 Notwithstanding anything contained in Placement Assistance Regulations, 2022 if any one declines the PPO, offer of Assessment Internship or the offer during the Placement Drive shall be debarred from further placement process.

14. Declaration of Results

- 14.1. All offers either through PPO or Placement Drive shall be communicated through PAC only. Students shall not communicate directly with any recruiters with regard to Offers made or accepted.
- 14.2. All recruiters shall be required to declare the results of their final interviews/final screening process and any Offer made to the applicants only through the PAC. The PAC will maintain the record of Offers accepted and rejected by the Applicant(s).
- 14.3 No student shall be allowed to withdraw his/her application after the submission of the same to PAC for the recruitment process for a given recruiter.

Provided that non-participation of applicant, in placement process, shall be debarred from further placement process.

15. CV Screening Process

- 15.1 The Rule 15 shall be applicable only for those placement processes wherein the Organisation communicates to prepare a list of selected CVs for the placement purpose.
- 15.2 For the purpose of CV selection, an invitation would be circulated. The received CVs will be ranked/ screened based on criteria provided in **Annexure 2**.
- 15.3 The Rule 15 shall also be applicable in pari materia for screening of CVs for internship(s).

16. Complaint regarding Sexual Harassment at Work Place

- 16.1 Any student facing sexual harassment at an internship should report any such incident to the Internal Complaints Committee of the Organisation where such victim interns.
- 16.2 In case of no action taken by the said Organisation, and where written request is received by PAC, it shall be the duty of PAC to submit a reminder to the said Organisation.

Provided further that the PAC may take appropriate steps including filing of report to appropriate authority against such organisation.

Notwithstanding anything stated above, the PAC shall take necessary step to ban such Organisation from participating in any internship/placement process at the University.

17. Disciplinary Committee

- 17.1 There shall be a two member standing committee on disciplinary matters during the placement/internship process, headed by the PAC Coordinator or PAC member nominated by the Coordinator.
- 17.2 The Committee shall comprise of at least two faculty members of the PAC other than the coordinator.
- 17.3 The committee shall be empowered to take any action they deem fit in any matter to them by the PAC.
- 17.4 Any student aggrieved by the decision of the Committee can appeal against the order to the Vice Chancellor.

18. Savings and Repeal

18. The Placement Assistance Regulations, 2022 shall repeal every other existing placement and internship rule/notification of the Himachal Pradesh National Law University, Shimla.

19. Removal of Difficulty

19. The Vice-Chancellor is authorised to make necessary changes in these Regulations to remove difficulty and bring it in consonance with the corresponding statutory requirement.



Annexure-1

‘Form-A’ (CPD Confidentiality Form)

I _____ So/Do _____
bearing Enrolment Number _____ hereby solemnly pledge that I have read
the PAC Rules and that I shall abide by the duties of the CPD mentioned in Placement
Assistance Rules, 2022 at all times, including when I leave the University or the CPD.

I swear that I will give my full devotion, diligence and hard work while discharging my duties.

‘Form-B’ (Internship Committee Confidentiality Form)

I _____ So/Do _____ bearing
Enrolment Number _____ hereby solemnly pledge that I have read the
Placement Assistance Rules, 2022 and that I shall abide by the duties of the Internship
Committee mentioned in Placement Assistance Rules, 2022 at all times, including when I leave
the University or the Internship Committee.

I swear that I will give my full devotion, diligence and hard work while discharging my duties.



Annexure-2
Criteria for CV Selection
(Rule 15)

PARTICULARS	MAXIMUM SCORE
CGPA (CGPA * 2.5)	25
Internships	30
Moot Court/ Trial Advocacy/ ADR	20
Publications	15
Others (Debates, Essay, extempore, Sports, Legal Aid, Blood Donation, and etc.)	10
Total	100

Note:

The score for the CGPA will be obtained by multiplying the CGPA till 8th Semester by 2.5. For Example weightage score of CGPA 7.5 would be $7.5 \times 2.5 = 18.75$.

INTERNSHIPS (MAXIMUM SCORE 30)		
Particular	Organisations	Score
TIER 1	Equivalent to all international/national Bodies such as, NHRC, CCI, NGT, etc.	3 per Internship
TIER 2	Equivalent to all state Bodies such as, SHRC, SLISA, High court clerkship, Chambers of designated senior advocates, etc.	2 per Internship
TIER 3	Equivalent to all regional and local Bodies such as, DLSA, Trial Courts/ Appellate Court (Advocates), etc.	1 per Internship

MOOT COURT/ TRIAL ADVOCACY/ ADR COMPETITIONS (MAXIMUM SCORE 20)	
Particular	Score
International moot court	4 per Winner/Runner Up Team
National moot court	3 per Winner/ Runner Up Team
Best researcher/ Best Memorial/ Best Speaker/ Participation in International Moot Court	2 per Winner/ Runner Up/ Best Memorial
Participation in national moot court	1 per Competition

Note:

If any student in international competition receive first prize/ second prize as well as award of best researcher/ best speaker etc. in such situation maximum score of such student shall be 4.

If any student in national competition receive first prize/ second prize as well as award of best researcher/ best speaker etc. in such situation maximum score of such student shall be 3.

PUBLICATIONS (MAXIMUM SCORE 15)	
Particular	Score
International journal	3 per Publication
JOURNAL(Peer Reviewed with ISSN Number)	2 per Publication
Blog, editorial (member of student editorial board)	1 Mark Only

OTHERS (DEBATES, ESSAY, QUIZ, EXTEMPORE, SPORT, (MAXIMUM SCORE 10)	
Particular	Score
International competitions	2 per Competition
National competitions	1 per Competition
Research centre/ committee/ any other post	1 Mark Only

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