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## INTERNSHIP GUIDELINES

### 1. Purpose

The purpose of the internship is to engage young law students in research projects in the field of research in Arbitration and ADR, under the aegis of the Centre of Excellence on Alternative Dispute Resolution (CADR).

### 2. Eligibility

Students of the 4<sup>th</sup> and 5<sup>th</sup> year, in a 5-year program, and students of the 2<sup>nd</sup> and 3<sup>rd</sup> year in a 3-year law program may apply for the internship.

### 3. Duration

Minimum four weeks, which may be extended at the discretion of the competent authority.

### 4. Procedure to Apply

The students may apply on a rolling basis to CADR by filling the Google Form – <https://forms.gle/6MiUk1t7vekftwENA>. Students must also upload their updated CV which includes their photograph.

All Applicants are required to apply at-least two months prior to the proposed starting date of internship.

### 5. Selection

The applications received will be scrutinized by the members of the CADR, and the selected students will be informed via email. Criteria for selection:

- i. CGPA/ SGPA/ percentage
- ii. Publications
- iii. Preference will be given to applicants with prior research experience.

### 6. Nature of Work

Interns will be required to conduct research in the area of Arbitration. They will be required to prepare case briefs on latest judgements. The interns may also be asked to

assist with other activities of the Centre including the organisation of seminars, conferences, workshops and symposiums. Any additional research and drafting responsibility may be given by the Supervisor.

7. Diary

Students interning with the CADR will be required to keep a daily diary which indicates the work assigned to them, and the deadlines for submission. They shall record day-to-day work accomplished and submit the diary at the end of the internship period.

8. Report

At the end of the internship, students will be required to submit a short report on the work undertaken with the Centre. It should summarize the tasks assigned and learning experience in a prescribed format which will be shared by the Centre.

9. Certificate of Internship

The Centre will issue a Certificate of Internship on successful completion of the internship and submission of the internship report, signed and accepted by the Supervisor.

10. Terms and conditions

- a. Interns will be required to work for a duration of a minimum of **60 hours** spread over 4 weeks. They will also have to visit the CADR centre on-campus twice a week to carry out their research duties.
- b. Interns are required to conform to deadlines for timely submission of work. **Not meeting deadlines will attract penalty.**
- c. The intern shall follow the confidentiality protocol of the Centre, and not reveal to any person or organisation the confidential information relating to the Centre, its work and its policies.
- d. Interns will follow advice given to them by their Supervisor.
- e. If the intern decides to disengage from the Centre, prior information of at least a week should be given to the Supervisor.