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22/10/2026

THE HIGH COURT OF KERALA

HCKL/508/2025-A1-HC KERALA-Part(1)

Kochi -682031
Date: 17-10-2026

NOTICE

Sub: Internship Policy for the High Court of Kerala-2026 (Amended) – Reg.

Ref: High Court Notice even no dated 01.07.2026

As per the reference cited above, the High Court of Kerala has framed and notified an Internship Policy for Law students undergoing internship at the High Court of Kerala under the Hon'ble Judges, Sections and other stakeholders. The said policy came in to effect from 01.07.2026.

Subsequently, certain modifications were proposed to the approved Internship Policy and, upon consideration and approval, the Policy has been amended accordingly.

The approved amended Internship Policy is appended herewith and shall be followed in supersession of the earlier version of the Policy. The amended Policy is also available on the official website of the High Court of Kerala.

The Public Relations Officer (PRO) of the High Court shall be the primary point of contact for all matters related to the internship programme under Hon'ble Judges/Sections of High Court and the Officer shall be responsible for overseeing and managing the program.

Detailed instructions regarding submission and processing of applications will be issued separately upon the completion of the development of the online Module. Until the development of the module is completed, submission, processing of applications, briefing etc. will be through physical mode, as far as possible.

The modified Internship Policy shall come into effect from the date of this notification.

(By Order)
Digitally signed by
GOPAKUMAR G
Date: 17-10-2026
13:50:49
Gopakumar G
REGISTRAR GENERAL

Encl:- Internship Policy for the High Court of Kerala-2026 (Amended)
The Advocate General, Ernakulam.


Adv. Nirmal Jacob
Secretary, RHCAA.

Annexure- A**Internship policy for the High Court of Kerala (Amended)-
2026****1) Definitions**

- a) "Intern" means a law student undertaking an internship program at the High Court of Kerala.
- b) "Internship" means a temporary period of work experience provided by the High Court of Kerala, to law students.
- c) "Academic Institution" means the Law school where the intern is enrolled as a student.

2) Objectives of Internship

- (a) To provide interns with practical exposure to the functioning of the High Court.
- (b) To bridge the gap between theoretical knowledge and practical application of law or application of judicial technology or judicial management.
- (c) To enhance the professional skills and legal acumen of aspiring lawyers.
- (d) To familiarize students with court procedures, case management, and judicial processes.

3) Applicability

This policy is applicable to

- a) The law students who wish to undertake an internship program at the High Court of Kerala under the Hon'ble Judges and Sections of High Court.
- b) The Interns undergoing internship under other stakeholders, viz., the Office of the Advocate General/Additional Solicitor General for India at the High Court of Kerala/ Director General of Prosecutions/ Deputy Solicitor General/ Kerala State Legal Services Authority/ Mediation Centre/Bar Council of Kerala/ Advocates, etc., and who visit the chambers of the Hon'ble Judges/ Courts / any other offices of other stakeholders in the High Court in connection with the internship.

Annexure- A**4) Exemption**

- a) Internship policy of students undertaking internship programme under IT Directorate shall be in accordance with the guidelines issued from time to time by the IT Directorate with the approval of Computer Committee and the Hon'ble Chief Justice.
- b) The internship Programme at the Kerala Judicial Academy (KJA) shall be as approved by its Board of Governors.
- c) This internship policy will not be applicable to any specific internship programme undertaken in the High court in association with the NUALS or any institutions.

5) Mode of Application

- a) In order to streamline the process of application of the interns and to ensure strict adherence to safety and capacity protocols within the High Court premises, an online module may be developed, monitoring the interns permitted within the High Court premises at any given time and to ensure that the admissions do not exceed the limit prescribed by the High Court from time to time. The Public Relations Officer (PRO) of the High Court, shall be in charge of the online module. Until the development of the proposed module is completed, the procedures mandated under the Internship Policy will remain offline.

6) Application for Internship

- a) Only students in the last two years of their law courses shall be eligible to undergo internship in the High Court.
- b) The above eligibility restriction shall not be applicable to internships undertaken under the Hon'ble Judges at Their Lordships' discretion.
- c) All applications for internship shall be submitted through the online module to be developed for internship.
- d) All applications to be uploaded in the online module must be forwarded through the Principal or Head of the Academic Institution where the applicant is enrolled.
- e) In the case of internships under other stakeholders, the applications have to be forwarded through the Principal or Head of institution/ stake holders concerned.
- f) Applications that are incomplete or not forwarded through the proper channel shall not be considered.

Annexure- A**7) According Permission and Intake**

- a) The application for internship received through the online module may be routed through PRO, for marking the vacancy available at the time.
- b) In the case of internship under any specific Hon'ble Judge, the online application will be processed only after obtaining the consent of the Hon'ble Judge concerned through the Private Secretary to Judge.
- c) In the case of applications received without specifying the name of any Hon'ble Judge, the module may provide an interface enabling the Hon'ble Judges/ Personal Secretaries to view such applications and indicate consent, based on which interns may be allotted to the respective Hon'ble Judges, subject to Clause 7(b).
- d) The PRO shall be informed of the internship approved for the interns associated with the Hon'ble Judges, in accordance with Clause 7(c), by the P.S to Judge Concerned and such interns shall be directed to report to the Public Relations Officer (PRO) of the High Court.
- e) Fixed slots shall be allotted to the interns undergoing internship at the High Court, Office of the Advocate General, Additional Solicitor General for India at High Court of Kerala, Director General of Prosecutions, Deputy Solicitor General, Kerala State Legal Services Authority, Mediation Centre, Bar Council of Kerala, and Advocates etc. authorised to accept interns, so as to maintain a proportionate allocation.
- f) The module shall provide:
 - i. attendance details of the interns at the premises daily.
 - ii. real-time visibility of available slots under each office;
 - iii. automated blocking once the limit is reached; and
- g) The module shall be developed with the facility to revise slot limits, categories, and procedures as may be decided by the High Court from time to time.
- h) Maximum number of interns who shall be accommodated in a Court is as decided by the Registrar General from time to time.
- i) The PRO's Section shall issue entry passes only to those applicants who have applied through the module and have been duly permitted to undergo the internship.

Annexure- A**8) Preferred Period of Internship**

- a) Internships shall be conducted during the working days of the High Court of Kerala
- b) The duration of internship shall be as specified by the Hon'ble Judge concerned /Office concerned at the time of offering the internship.
- c) The extension of period shall be agreed only by preferring a fresh application.

9) Responsible Person

- a) The Public Relations Officer (PRO) of the High Court shall be the primary point of contact for all matters related to the internship programme under Hon'ble Judges/Sections of High Court and the Officer shall be responsible for overseeing and managing the program.
- b) The Public Relations Officer of the High Court / Authorised officers of other offices/ Advocates concerned shall ensure discipline of the interns, and shall liaise with the Academic Institutions, if required, for the purpose.

10) Pre-induction Briefing

- a) All interns shall undergo a briefing regarding the internship programme through the online module. The module shall provide a Yes/No option to indicate whether the intern has undergone the briefing, and only those who have attended the briefing shall be permitted to submit applications

11) Post - Induction Briefing

- a) In the case of internship undergoing under the Hon'ble Judges at the discretion of their Lordships, the P.S to the Hon'ble Judge concerned shall brief the interns and provide additional instructions, if any, regarding ,code of conduct ,dress code ,manner of conduct and the courtesies and etiquettes to be observed in that particular Court.
- b) In the case of interns, other than those who are undergoing internship under the Hon'ble Judges, who are visiting Courts in connection with internship, the Registrar (Judicial), High Court or the Officer designated by him shall allot a designated Court for the student/s to do internship and instruct the student to report to the Court Officer or such other designated person in that Court for further instructions, under intimation to the Court Officer of the Court concerned and the Private Secretary to the Hon'ble Judge/s concerned.

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- c) The Court Officer/designated person shall give further instructions and the manners and etiquettes to be adhered to in the Court.
- d) A Digital Register/List shall be maintained in the Office of the Registrar (Judicial) showing bare necessary details of each such interns.

12) Attendance

- a) The Public Relations Officer/ Authorised Officer of other offices/ Advocates concerned of the High Court shall maintain a daily attendance record for all undergoing internship (at various Offices) in High Court in the online module.
- b) Interns are required to sign in and sign out each day of their internship.
- c) In the case of interns who visit Courts in connection with internship, for each day of internship, the interns shall report to the Office of the Registrar (Judicial) for further necessary guidance/instructions.

13) Effect of Absence During the Period

- a) Only the actual days of attendance will be counted for the purpose of issuing the internship Certificate.
- b) Absences, regardless of the reason, shall not be included in the internship period and certificate shall be furnished only for actual days of attendance on internship by physical presence of the intern at the High Court.

14) Discipline During the Internship

- a) Upon joining, the interns shall be given by Public Relations Officer, High Court a list of Chambers/Courts/Offices/Sections/Other areas which they are permitted to access and they shall confine their presence to such places alone, unless otherwise instructed by the Officer.
- b) The intern shall strictly abide by the working hours and office timing rules of the High Court of Kerala.
- c) Interns shall maintain decorum and conduct themselves in a manner befitting the dignity of the Court. They shall not shout or talk on high voices disturbing Court proceedings or behave in a manner that will attract the attention of others to them unnecessarily thereby disturbing the court proceedings.

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- d) Interns shall not use mobile phones, cameras, or any recording devices inside Courtrooms and sensitive areas. Mobile phones, if carried, shall be kept switched off while attending Court proceedings. Any intern found engaging in photography, video recording, or audio capture and propagating it on social media, compromising the security of High Court, shall be subject to immediate termination of internship.
- e) The interns shall strictly abide by the rules/orders emanating from the High Court from time to time restricting/prohibiting the capture of photos/videos in the premises of High Court.
- f) Interns shall not be permitted to occupy canteens, dining areas, robing rooms, or rest spaces specifically allotted for Advocates. The use of the canteen and dining areas of Staff by interns shall not be permitted during peak hours, so as to avoid inconvenience to Advocates/Staff. Seating inside Courtrooms shall be prioritized for Advocates and litigants. Interns may be accommodated only if space permits and must vacate seats when required by Advocates.
- g) Interns must adhere to strict timing schedules and shall be present in the Court premises only for educational observation such as attending proceedings. Loitering, unauthorized group activities, or misuse of Court hours shall not be permitted.
- h) Interns shall maintain the confidentiality of the information of the Office/Organization concerned.

15) Dress Code

- a) Interns must follow the Dress Code stipulated in the rules framed by the Bar Council of India under Section 49(1)(gg) of the Advocates Act 1961, except coat, bands and gown.
- b) Jeans, T-shirts, sneakers, flashy accessories, or an unkempt appearance shall not be permitted.
- c) They shall keep with them their institution's identity card at all times when they are present in the premises of the High Court.

16) Consequences for failure to maintain discipline

- a) Failure to adhere to the disciplinary rules may result in pre-termination of the internship
- b) In the case of misconduct of interns, the concerned law institution shall be notified. Repeated instances of misconduct from any particular institution may warrant temporary suspension of internship permissions for students of that institution.

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- c) In case of pre-termination, no internship Certificate shall be issued to such intern.

17) Certificate and feedback

- a) In the case of internship under the Hon'ble Judges/Sections of High Court, at the end of the internship period, the interns shall be issued a Certificate from the High Court, signed by the Hon'ble Judges concerned/ Registrar General/ Registrar designated /Registrar concerned of the Section in which the student undergoes internship.
- b) In the case of internship at other Offices in the High Court, Internship Certificates shall be issued by the Officer designated by that Office only upon ensuring that no complaints have been recorded against the intern.
- c) If formal orders according permission is needed, as regards internship under the Hon'ble Judges, an intimation shall be given to 'A' Section by the Private Secretary to the Judges' concerned. The section shall process the request and formal orders shall be obtained from the Registrar General and intimate the same to the interns concerned.
- d) The feedback of the interns may be elicited, if needed, for improvements in the system.

18) Final Authority

- a) Notwithstanding any of the foregoing provisions, the Hon'ble the Chief Justice shall have the authority to amend, modify, relax or otherwise alter any clause of this Internship Policy.

Digitally signed by
GOPAKUMAR G
Date: 17-10-2026
13:50:09

Date:-

Registrar General

High Court of Kerala
