

INTERNSHIP REPORT

(BLII-230: INTERNSHIP)

A report submitted in partial fulfilment of the requirements for
the Award of Degree of

BACHELOR OF LIBRARY AND INFORMATION SCIENCE

By

Name of the Student

Enrollment No.:.....

Under Supervision of

at

(Duration: -from -----to-----)



Faculty of Library and Information Science
School of Social Sciences (SOSS)
Indira Gandhi National Open University (IGNOU)
Maidan Garhi, New Delhi – 110068

COMPLETION CERTIFICATE



This is to certify that Ms./Mr. _____ of
BLIS Programme has conducted and successfully completed the Internship in
BLII 230 : INTERNSHIP in the place _____

Name:

Enrollment No.:

Name of the Study Centre:

Regional Centre:

Place:

Date:

Signature of Training Supervisor

Name:

Designation:

Name of the Organization:

Address:

Place:

Date:

CERTIFICATE OF INTERNSHIP

This is to certify that Mr/Ms..... student of BLIS , Indira Gandhi National University (IGNOU), New Delhi, bearing enrollment number..... has successfully completed the internship at.....

From..... to.....

Internship Supervisor

Librarian & Head

CONSENT LETTER

This is to certify that the internship in BLII 230 : INTERNSHIP for the partial fulfilment of BLIS Programme of IGNOU will be carried out by Mr./Mrs. _____ Enrollment No. _____, under my supervision.

(Signature)

Name of the Training Supervisor:

Designation:

Organisation:

Organisation Address:

Date:

DECLARATION

I Ms./Mr./Dr. hereby declare that I am a Learner of BLIS, January/ July _____ year, at the Study Centre Code _____ Regional Centre _____ and I want to do my Internship (BLII 230 : INTERNSHIP) at

on my own free will. I will adhere to the standards of the organisation and display professionalism during my internship.

Signature of the Learner

Date:

Name of the Learner:

Place:

Enrollment No.:

Phone No.

To

Memo No.

Dated:

Subj: Request for allowing Internship to our Learner of BLIS.

Dear Sir/Madam,

Refer to the subject mentioned above. Mr. /Ms.

Enrollment No..... is a bonafide student of IGNOU Study Centre - 1014, Govt. National College, Sirsa, pursuing the BLIS programme from Indira Gandhi National Open University on OL/ODL mode.

In fulfilment of this BLIS programme he/she has to carry out an internship (BLII 230 : INTERNSHIP) for 01 Months/04 weeks.

You are requested to kindly permit the bearer of this letter for Internship training at your esteemed Library. You are also requested to assign one supervisor under whom the learner will carry out his/her internship.

With kind regards and thanks.

Coordinator,
IGNOU LSC-1014
GNC, Sirsa

Annexure: Internship Workbook

INTERNSHIP WORKBOOK

Annexure: Internship Workbook

INTERNSHIP WORKBOOK

Attendance Record

Signature

Name of the Training Supervisor

Internship Evaluation Format (BLII-230)

Enrollment No.

Name:

Course Code: BLII230

TEE:

1. Evaluation of Internship Report (70 Marks)

S. No.	Evaluation Component	Marks Obtained	Maximum Marks
1.	Introduction		05
2.	Module Description (Operations, Services, Automation, Digitization)		50
3.	Learning Outcomes		05
4.	Conclusion, Suggestions, and Presentation		10
Total	Internship Report Evaluation (Weightage: 70%)		70

2. Evaluation of Internship Workbook (30 Marks)

S. No.	Section	Particulars of Tasks Assigned & Performed	Marks Obtained	Maximum Marks
1.	Operations	(Acquisition, Accessioning, Classification, etc.)		5
2.	Services	Minimum five tasks assigned (Reference, Circulation, ILL, etc.)		5
3.	Automation	Minimum five tasks assigned (Database creation, software applications, etc.)		5
4.	Digitisation	Minimum five tasks assigned (Digitising materials, Institutional Repository, etc.)		5
5.	Administration	Minimum five tasks assigned (Writing notes, organizing events, etc.)		5
6.	Other	Any other tasks assigned by the host institution		5
Total	Internship Workbook Evaluation (Weightage: 30%)			30

Minimum Passing Marks: 50% in each component separately (35/70 in Report and 15/30 in Workbook).

Remarks and Signature:

Date: _____