

# **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

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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

[illegible]

## Annexure: Internship Workbook

## INTERNSHIP WORKBOOK

[illegible]



### Attendance Record

Day & Date	Arrival Time & Signature		Departure Time & Signature	

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
<b>Total</b>	<b>Internship Report Evaluation (Weightage: 70%)</b>		<b>70</b>

#### 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
<b>Total</b>	<b>Internship Workbook Evaluation (Weightage: 30%)</b>			<b>30</b>

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

**Remarks and Signature:**

Date: \_\_\_\_\_