उत्तराखण्ड मुक्त विश्वविद्यालय हल्द्वानी (नैनीताल)
UTTARAKHAND OPEN UNIVERSITY HALDWANI (NANITAL)

Reference No- UOU/SOLIS/MLIS/2025-26/07 **Date: 22/09 /2026**

SCHOOL OF LIBRARY & INFORMATION SCIENCE
UTTARAKHAND OPEN UNIVERSITY, HALDWANI
NOTICE

Mandatory Internship for Learners of the MLIS-25 Programme

All learners enrolled in the **Master of Library and Information Science (MLIS-25) Programme** are hereby informed that completion of a **one-month internship** is a mandatory academic requirement of the programme. The internship is intended to provide learners with practical exposure to professional library work, information services, library automation, and modern library management practices.

All MLIS-25 learners are required to complete the internship in a **recognized library or information institution** and submit the internship report to the **School of Library & Information Science on or before 20 November 2026**.

Internship Guidelines

1. Duration of Internship

The internship must be completed for a minimum period of **one month (30 days)**.

2. Place of Internship

Learners may undertake the internship in any **recognized and functional library or information institution**, such as:

- University libraries
- College libraries
- School libraries
- Public libraries
- Special libraries, including libraries of government departments and research organizations
- Documentation and information centres
- Digital libraries and institutions using automated library systems

3. Supervision of Internship

The internship should be completed under the supervision of a **qualified library professional**, preferably a Librarian, Assistant Librarian, Library Head, or other competent library professional working in a recognized institution.

4. Internship Completion Certificate

After successful completion of the internship, learners must obtain an **Internship Completion Certificate** from the Head Librarian or other competent authority of the host institution.

The certificate should clearly mention:

- Name of the learner
- Name of the library/institution
- Duration of the internship
- Nature of work performed
- Signature and official seal of the competent authority

5. Internship Report

After completing the internship, learners must prepare an **internship report** documenting their practical training and learning experience.

The report should generally include the following components and should be approximately **50–60 pages in length.**

1. Introduction to the Library/Institution
2. Organizational Structure of the Library
3. Library Collection and Services
4. Library Automation System
5. Work Performed During the Internship
6. Learning Outcomes
7. Conclusion

The internship report must be **properly bound**. Learners may use either **hardbound or spiral binding**, according to their convenience and preference.

6. Submission of Internship Report

All MLIS-25 learners must submit the internship report to the **School of Library & Information Science on or before 20 November 2026**.

Learners are required to prepare **two copies** of the internship report:

- **One copy for their personal record.(as per their choice)**
- **One hard copy for submission to the School of Library & Information Science** duly bound in either hardbound or spiral form.

Learners must also send the **soft copy of the internship report via email to** slis@uou.ac.in on or before **20 November 2026**.

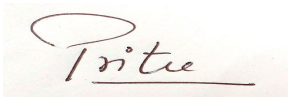
Hard Copy Submission Address:

Programme Coordinator
School of Library & Information Science
Uttarakhand Open University (UOU)
Haldwani, Uttarakhand

The internship will be evaluated on the basis of the **internship report and viva voce examination**.

Important Instructions

- The internship must be completed **individually by each learner**.
- The Internship Completion Certificate must bear the **official signature and seal** of the competent authority of the host institution.
- The internship report must be the **original work of the learner**.
- Learners should ensure that the information and documents submitted in connection with the internship are **authentic and verifiable**.
- The University reserves the right to **verify the authenticity of the internship institution, internship certificate, and other documents submitted by the learner**.
- Learners are advised to retain a copy of the submitted report and all relevant internship documents for their personal record.



Ms. Pritee Sharma
Programme Cocordinator
School of Library & Information Science
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