



उत्तराखण्ड मुक्त विश्वविद्यालय Uttarakhand Open University

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SCHOOL OF LIBRARY & INFORMATION SCIENCES UTTARAKHAND OPEN UNIVERSITY, Haldwani

NOTICE

Mandatory Internship for the Learners of 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, 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 during the first week of June 2026 to the School of Library & Information Science.

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 (government departments, research organizations, etc.)
- Documentation and information centres
- Digital libraries or 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, or Library Head working in a recognized institution.

To be continued ---



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4. Internship Certificate

After completion of the internship, learners must obtain an Internship Completion Certificate issued by the Head Librarian or competent authority of the institution. The certificate should include:

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

5. Internship Report

Learners must prepare an internship report after completing the internship. The report should generally include:

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

6. Submission of Report

All MLIS-25 learners must submit their internship report during the first week of June 2026 to the School of Library & Information Science. The internship will be evaluated through the internship report and viva voce examination.

Important Instructions

- The internship must be completed individually by each learner.
- The internship certificate must bear the official signature and seal of the institution.
- The internship report must be the original work of the learner.
- The University reserves the right to verify the authenticity of the internship institution and the documents submitted.

T/K
16/03/26

Director
School of Library & Information Science

Pritee
16/03/2026

Programme Coordinator
School of Library & Information Science