Avinashilingam Institute for Home Science and Higher Education for Women
Deemed to be University Estd. u/s 3 of UGC Act 1956, Category A by MHRD [now MoE]
Re-accredited with an 'A++' Grade by NAAC CGPA 3.65/4, Category I by UGC
Coimbatore – 641 043, Tamil Nadu, India

Guidelines for Internship Programme for Postgraduate (MLISc) Library Science Students from other Universities/Institutions

Preamble

The Library of Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore is providing Internship Program for students pursuing Master of Library and Information Science (MLISc) from recognised institutions and universities. This initiative aims to provide hands-on experience to students. Many libraries across Tamil Nadu already offering such internship opportunities and the Central Library of Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore have started doing the same.

Objectives

The following are the objectives of this programme:

- To provide internship opportunities to the students pursuing the Master of Library and Information Science (MLISc) degree at recognized universities/institutions across India, as a part of their academic curriculum.

- To involve interns in various in-house library operations from one week to one month in tune with their institutional requirements.

- To provide hands-on experience to improve professional skills, foster practical knowledge and support the Institute Library in fulfilling its objectives.

1. Eligibility

Bonafide students pursuing MLISc at any recognised university/institution in India shall apply. Selection will be based on academic merit.

2. Availability

Internship opportunities are available throughout the year, subject to the requirements of the Library.

3. Procedure for Application

An application form is available on the website of our Institute(https://avinuty.ac.in/).

4. Duration& Timing

- Internship period: Minimum of seven days to Maximum of 1 month.
- 100% attendance shall be maintained.
- In case of emergencies, the intern shall avail leave and intimate the staff of the library through e-mail, with the knowledge of the respective Heads of the Department and shall compensate the leave availed.
- Accommodation shall be arranged for women intern based on availability and payment basis.

5. Nature of Work

Interns shall be trained on:

- Library Collection Development
- Handling software such as Koha & dspace
- Circulation Section
- Technical Section- metadata assigning, classification, cataloguing, RFID tagging, Barcode labelling, etc
- Accessing E-resources
- Periodical Section: ordering of periodicals
- Maintaining the Stack
- Backvolume & Binding of Books

6. Evaluation & Completion

An evaluation shall be done based on the internship duration:

Up to two weeks: An online quiz will be conducted

More than two weeks: Report (about the training undergone) shall be submitted by the intern

Based on the performance in the evaluation, a Bonafide certificate will be issued with areas of training undergone.

7. Stipend

This is an unpaid internship.