



**SIKKIM ALPINE UNIVERSITY
KAMRANG, NAMCHI, SIKKIM – 737126**

**REPORT ON COMPLETION OF INTERNSHIP PROGRAMME FOR
MLIS PASSED-OUT STUDENT**

Reference: LIB/SAU/REPORT/0093/2026

Date:15/09/2026

The Central Library, Sikkim Alpine University, in collaboration with the Department of Library and Information Science, facilitated an Internship Programme for passed-out students of the Master of Library and Information Science (MLIS). The internship programme was organized to provide the students with practical exposure to the functioning of an academic library and to enable them to gain hands-on experience in various library operations and services. The Central Library provided the interns with opportunities to observe and participate in routine professional activities under the guidance and supervision of library staff.

Purpose of the Internship

The internship programme was undertaken with the objective of providing practical experience in the application of the knowledge and skills acquired during the MLIS programme.

The major purposes of the internship were:

- To provide practical exposure to the functioning of an academic library.
- To familiarize interns with various sections and services of the library.
- To provide hands-on experience in routine library operations.
- To develop practical knowledge of library automation and technology-based services.
- To familiarize interns with the procedures involved in managing library resources.
- To enhance the professional skills and competencies of the interns.

- To provide an opportunity to understand the practical responsibilities of library professionals.

Internship Activities During the internship period, the Central Library provided practical exposure to the interns in different areas of library operations. The major activities undertaken by the interns included:

1. Technical Processing

The interns were introduced to various technical processing activities, including classification, cataloguing, physical processing and arrangement of library resources. They were also familiarized with the preparation and maintenance of bibliographic records.

2. Circulation Services

The interns were given practical exposure to circulation activities such as issuing and returning books, renewal of library materials, checking the availability of resources and assisting users with circulation-related queries.

3. Acquisition and Collection Development

The interns were introduced to the basic procedures involved in acquisition and collection development, including receiving library materials, verification of resources and related documentation.

4. Serials Management

Practical exposure was provided to the management of journals, magazines and other periodical publications, including their receipt, recording and arrangement.

5. Library Administration

The interns were given an overview of routine administrative activities of the library, including maintenance of records, organization of library resources, user management and coordination of various library services.

Presentation of Internship Work

On 31 August 2026, the interns presented the work and activities undertaken by them during the internship period. The presentation provided an opportunity for the interns to demonstrate

their understanding of various library operations and to share the practical knowledge and experience gained during their internship.

The interns presented their observations, activities performed and learning experiences gained while working in different areas of the Central Library. The presentation also served as a platform for interaction between the interns and the library staff.

Recommendations and Suggestions by the Interns

As part of the completion of the internship programme, the interns shared their recommendations and suggestions for the betterment and improvement of library services.

1. Shortage of Library Space:

The interns observed that the existing library space could be further improved to accommodate users, library resources and various library activities more effectively. Additional space or better utilization of the existing space may help provide a more comfortable and organized learning environment for users.

2. Shortage of Books and Library Resources:

The interns recommended strengthening the library collection by increasing the availability of books, particularly in subjects and areas where resources are limited. Regular collection development and procurement of relevant and updated books may help meet the academic and information needs of students and faculty members.

3. Need for Digital Library Facilities:

The interns suggested improving and expanding digital library facilities to provide users with better access to electronic resources and digital information services. The availability of adequate digital facilities would support students and researchers in accessing e-books, e-journals, databases and other online information resources.

4. Improvement of User Facilities:

The interns also suggested further improvement of facilities provided to library users to ensure a more convenient, accessible and user-friendly library environment.

The Central Library appreciated these constructive recommendations and acknowledged that such observations from the interns can be useful in identifying areas for further improvement and development of library services. The suggestions were based on their practical observations and experiences during the internship period. The Central Library appreciated the constructive

suggestions provided by the interns and acknowledged their contribution towards identifying possible areas for improvement in library services and operations.

Role of the Central Library

The Central Library served as the practical training environment for the internship programme. Library staff provided the necessary guidance and supervision to the interns throughout the internship period. The interns were assigned activities according to the requirements of the programme and were guided in understanding the practical procedures followed in different areas of library operations. The Library also monitored their participation and provided opportunities for them to gain practical knowledge through direct involvement in routine activities.

Learning and Practical Exposure

The internship enabled the interns to gain a practical understanding of the functioning of an academic library. Through their participation in different library activities, they were able to relate their academic knowledge to actual professional practices.

The internship provided exposure to:

- Day-to-day functioning of an academic library.
- Technical processing and housekeeping activities.
- Circulation and user services.
- Reference and information services.
- Professional conduct and workplace practices.
- Interaction with library staff and users.
- Koha was taught during the internship, it should be included under the internship activities and learning outcomes

Completion and Certification

The interns successfully completed their assigned internship programme at the Central Library, Sikkim Alpine University. On successful completion of the internship, certificates of completion were provided to the interns in recognition of their participation and successful

completion of the programme. As part of the support provided under the internship programme, a stipend of ₹500 per intern will be provided to the participating students.



Fig.1



Fig.2



Fig.3



Fig.4



Fig.5

Acknowledgement

The Central Library, Sikkim Alpine University, sincerely expresses its gratitude to **Hon'ble Registrar, Mr. Satyam Dixit**, for granting permission and providing the necessary support for conducting the internship programme. The library also extends its sincere appreciation to **Miss Dipika Shrestha, Head, Department of Library and Information Science**, for her valuable efforts, guidance and coordination in making the internship programme successful. Special thanks are also extended to **Miss Tanima Tunga, Faculty, Department of Library and Information Science**, for her valuable support, guidance and cooperation throughout the internship programme.

The Central Library acknowledges the valuable contribution and support of all those who assisted in making the internship programme a successful and meaningful learning experience for the MLIS passed-out students.

Conclusion: The internship programme provided the MLIS passed-out students with valuable practical exposure to the functioning of a university library. The programme enabled them to apply their academic knowledge in a professional environment and develop practical skills in various areas of library operations and services. The presentation conducted on 31 August 2026 provided the interns with an opportunity to share their work, learning experiences and observations. The recommendations and suggestions provided by the students for the betterment of library services were also valuable and may contribute towards the continuous improvement of library operations and user services. The Central Library appreciates the active participation, cooperation and efforts of all the interns throughout the programme. The successful completion of the internship was marked by the provision of certificates of completion, and a stipend of ₹500 per intern will be provided to the participating students. The Central Library sincerely acknowledges the permission, guidance, support and cooperation extended by the University administration and the Department of Library and Information Science in making the internship programme successful.

Prepared by,
Kritika Rai,
Assistant Librarian,
Central Library,
Sikkim Alpine University,
Kamrang, Namchi.

Kritika Rai



Copy to:
Hon'ble Vice Chancellor
OSD to Chancellor
Registrar
Dean Academics
IQAC