

## Proforma for Consent Letter

(On Letter Head of the Institute)

Institute/Organization Name: - \_\_\_\_\_

Department: - \_\_\_\_\_

Contact/ Email: - \_\_\_\_\_

### **The Regional Director**

IGNOU, Regional Center Srinagar

Sir/Madam,

With reference to the application submitted by the IGNOU Learner Name \_\_\_\_\_ Enrollment no. \_\_\_\_\_ Programme **BLIS/MLIS**, we agree to provide Internship to the applicant for minimum 100 HOURS, for ONE MONTH/30 DAYS, excluding holidays, for completing the Internship. We shall provide all the necessary infrastructure and Institutional support to the Learner for completing his/her Internship. Our Institute satisfies the requirements as mentioned below :

1. The institute satisfies the requirements for the Training Host/Organization as :
  - a. A public libraries under various Ministries (RRRLF, National Library, DPL etc), OR Libraries of the Institutions of National Importance (IITs, IIITs, NITs, IIMs, AIIMS, IARI, etc.) OR Libraries under research organizations like CSIR ICAR, ICMR, DRDO, ICSSR OR a library of an organization registered under the Societies Act OR a library of an institute recognized by the government regulatory bodies like UGC/AICTE/MCI/RCI/PCI/BCI/MoE, etc. OR Library of a PSU company.
  - b. Instruction to the interns shall be provided in the Hindi/Regional Languages/English.
  - c. The Organization has a full-fledged library with a minimum collection of 5,000 documents.
2. We shall provide professional qualified training supervisor/ Counselor with minimum qualifications  
Ph.D. in Library and Information Science. Or  
Master's Degree in Library and Information Science with two years experience in a reputed library. Or B.E./B.Tech. (Computer Science)/M.C.A. or equivalent with a minimum of two years experience in a reputed library.

Thanking you

Head of the Institution  
(With Seal and Signature)