

Annexure: Internship Workbook- MLIS

INTERNSHIP WORKBOOK						
Weeks	Module	Day 1	Day 2	Day 3	Day 4	Day 5
		Tasks Assigned & Performed	Tasks Assigned & Performed	Tasks Assigned & Performed	Tasks Assigned & Performed	Tasks Assigned & Performed
2 days (First week)	Operations	1. 2. 3. _____ Sign of the Training Supervisor	1. 2. 3. _____ Sign of the Training Supervisor	1. 2. 3. _____ Sign of the Training Supervisor	1. 2. 3. _____ Sign of the Training Supervisor	1. 2. 3. _____ Sign of the Training Supervisor
3 days (First week)	Services	1. 2. 3. _____ Sign of the Training Supervisor	1. 2. 3. _____ Sign of the Training Supervisor	1. 2. 3. _____ Sign of the Training Supervisor	1. 2. 3. _____ Sign of the Training Supervisor	1. 2. 3. _____ Sign of the Training Supervisor
2 nd week	Automation	1. 2. 3. _____ Sign of the Training Supervisor	1. 2. 3. _____ Sign of the Training Supervisor	1. 2. 3. _____ Sign of the Training Supervisor	1. 2. 3. _____ Sign of the Training Supervisor	1. 2. 3. _____ Sign of the Training Supervisor
3 rd week	Digitization	1. 2. 3. _____ Sign of the Training Supervisor	1. 2. 3. _____ Sign of the Training Supervisor	1. 2. 3. _____ Sign of the Training Supervisor	1. 2. 3. _____ Sign of the Training Supervisor	1. 2. 3. _____ Sign of the Training Supervisor
2 days (Fourth week)	Administration	1. 2. 3. _____ Sign of the Training Supervisor	1. 2. 3. _____ Sign of the Training Supervisor	1. 2. 3. _____ Sign of the Training Supervisor	1. 2. 3. _____ Sign of the Training Supervisor	1. 2. 3. _____ Sign of the Training Supervisor
3 days (Fourth week)	Publication	1. 2. 3. _____ Sign of the Training Supervisor	1. 2. 3. _____ Sign of the Training Supervisor	1. 2. 3. _____ Sign of the Training Supervisor	1. 2. 3. _____ Sign of the Training Supervisor	1. 2. 3. _____ Sign of the Training Supervisor