EVALUATION CRITERIA

BLII-230 and MLII-105

The component of the Internship Training was introduced by the Faculty of Library and Information Science in accordance of the National Education Policy 2020 from the June 2022 session. Now to make evaluation process smooth, convenient and fast the Faculty of Library and Information Science has been sharing the evaluation criteria for the Regional Centres for performing the evaluation of the Internship Report and Internship Alternative reports at the level of Regional Centres.

Internship Report

1. **Evaluation**

   a) **Evaluation of Report:** The internship report will be sent to an evaluator for evaluation. This evaluation will carry **70% Weightage**.

   b) **Evaluation of Workbook:** The learner shall maintain a Workbook (as per the specimen provided in the SOP for Internship). The Workbook shall also be sent to the evaluation alognwith internship report to an evaluator for evaluation. This evaluation will carry **30% Weightage**.

   c) **Certificate:** A learner after completion of the Internship Training shall also attach a duly signed completion certificate for the successful completion of the Internship training.

EVALUATION CRITERIA			
S. No.	**Evaluation Component**	**Marks**	**Weightage**
1.	Introduction	05	70% (Report)
2.	Module Description (Operations,Services, Automation, Digitisation)	50	
3.	Learning Outcomes	05	
4.	Conclusion, Suggestions and Presentation	10	
5.	Workbook	30	30% (Workbook)
	Total	100	100%

Note: The minimum qualifying mark for internship is 50% in each component (Report and Workbook) separately.

		BLII-230: INTERNSHIP WORKBOOK EVALUATION CRITERIA		
S.No.	**Section**		**Particulars of Tasks Assigned & Performed**	**Maximum marks**
		Assigned	**Performed**	
1	**Operations**	Minimum five tasks assigned as listed below	One mark for each tasks assigned as listed below	5
2	**Services**	Minimum five tasks assigned as listed below	One mark for each tasks assigned as listed below	5
3	**Automation**	Minimum five tasks assigned as listed below	One mark for each tasks assigned as listed below	5
4	**Digitization**	Minimum five tasks assigned as listed below	One mark for each tasks assigned as listed below	5
5	**Administration**	Minimum five tasks assigned as listed below	One mark for each tasks assigned as listed below	5
6	**Other**	Minimum five tasks assigned as listed below	One mark for each tasks assigned as listed below	5
			Total	30

Tasks Identified to be performed by a learner.

1. **Operations:** Acquisition, Accessioning, Classification, Cataloguing, e-Resource Management, Stick verification, etc.
2. **Services:** Reference, Circulation, ILL, CAS/SDI, etc.
3. **Automation:** Database creation, applications in different routines and services.
4. **Digitisation:** Digitising materials, Creating applications and products like repositories, Preservation, etc.
5. **Administration:** Writing notes, letters, organizing events, etc.
6. **Other:** Any other task assigned by the host institution.

MLII-105: INTERNSHIP WORKBOOK EVALUATION CRITERIA

S.No.	Section	Particulars of Tasks Assigned & Performed		Maximum marks
		Assigned	Performed	
1	Operations	Minimum five tasks assigned as listed below	One mark for each tasks assigned as listed below	5
2	Services	Minimum five tasks assigned as listed below	One mark for each tasks assigned as listed below	5
3	Automation	Minimum five tasks assigned as listed below	One mark for each tasks assigned as listed below	5
4	Digitization	Minimum five tasks assigned as listed below	One mark for each tasks assigned as listed below	5
5	Administration	Minimum five tasks assigned as listed below	One mark for each tasks assigned as listed below	5
6	Publication	Minimum five tasks assigned as listed below	One mark for each tasks assigned as listed below	5
			Total	30

Tasks Identified to be performed by a learner.

1. **Operations:** Acquisition, Accessioning, Classification, Cataloguing, e-Resource Management, Stick verification, etc.
2. **Services:** Reference, Circulation, ILL, CAS/SDI, etc.
3. **Automation:** Database creation, applications in different routines and services.
4. **Digitisation:** Digitising materials, Creating applications and products like repositories, Preservation, etc.
5. **Administration:** Writing notes, letters, organizing events, etc.
6. **Publication:** LICs having publication work or such a unit may be asked to handle the activities involved therein.

2. Attendance

An intern attached to the training host/organisation will present herself/himself during the whole duration of the training without fail. However, for unseen reasons, s/he may be allowed one day leave in a month on valid grounds.

3. Maintenance of Records

An intern is required to prepare the following documents:

a) **Workbook:** Students of the four-credit attachment internship will write a workbook based on activities and assignments to be provided by the training host/organisation. Students will write a workbook on a day-to-day basis based on their work experiences and discussions with the internship supervisor and peer group learners. **Students are required to give a declaration that the workbook written by them is original and not copied from any other source.** No other format will be provided. Students are required to submit workbook(s) of the internship at the Regional Centre. They need to keep a photocopy of each workbook before submission to the Regional Centre.

b) **Detailed Report:** The intern will submit a detailed project report based on the assignments and tasks completed during the training period and recorded in the workbook. **Please submit the detailed report and the complete workbook at your Regional Centre. You are advised to keep a copy of these two documents with you before submitting.** The Internship report will be further evaluated by evaluators.

   * The report/workbook shall be typed or neatly hand written.

Internship Alternative: Literature – Survey

Learners not undergoing internship training or not opting Internship Alternative: Library - Based Survey shall prepare an *Internship Alternative: Literature – Survey* report in about 5,000 words. Report will be checked for plagiarism at the time of evaluation. It should not exceed a limit of 10%.

a) **Evaluation of Report:** The internship alternative report will be sent to an evaluator for evaluation. This evaluation will carry **70% Weightage**.

b) **Viva voce:** The learners opting internship alternative shall appear for the viva voce. This evaluation will carry **30% Weightage**.

EVALUATION CRITERIA			
S. No.	Evaluation Component	Marks	Weightage
1.	Introduction	05	70% (Report)
2.	Aims and Objectives	10	
3.	Scope and Limitations	10	
4.	Methodology	10	
5.	Themes and Subthemes	10	
6.	Presentation(use of own words)	10	
7.	Conclusion and Suggestions	10	
8.	Referencing	05	
9.	Viva Voce	30	30% (Viva Voce)

Note: The minimum qualifying mark for Internship Alternative: Literature – Survey is 50% in each component (Report and Viva Voce) separately.

Internship Alternative: Library - Based Survey

Learners not undergoing internship training or not opting Internship Alternative: Literature - Based Survey shall prepare an *Internship Alternative: Library – Based Survey* report in about 5,000 words. Report will be checked for plagiarism at the time of evaluation. It should not exceed a limit of 10%.

a) **Evaluation of Report:** The internship alternative report will be sent to an evaluator for evaluation. This evaluation will carry **70% Weightage**.

b) **Viva voce:** The learners opting internship alternative shall appear for the viva voce. This evaluation will carry **30% Weightage**.

EVALUATION CRITERIA			
S. No.	Evaluation Component	Marks	Weightage
1.	Introduction	05	70% (Report)
2.	Methodology	10	
3.	Module Description (Operations; Services; Automation; Digitisation; and Administration)	25	
4.	Website and Social Media Presence	05	
5.	About the Library and Overall presentation	10	
6.	Conclusion and Suggestions	10	
7.	Referencing	05	
8.	Viva Voce	30	30% (Viva Voce)

Note: The minimum qualifying mark for Internship Alternative: Library – Based Survey is 50% in each component (Report and Viva Voce) separately.

Important Note:

a) At a time maximum 20 Internship/Alternative Reports may be allotted by the Regional centres to an individual Evaluator for evaluation.

b) There Rate of remuneration for the Evaluation of Internship/Alternative Reports (including viva voce) shall be at par with the university norms for 4 credit project. The detailed norms may please be obtained from the SED.

c) Regional Centres shall be responsible for collecting and making arrangements for evaluation of Internship/Alternative Reports as well as conduct of viva voce of the learners enrolled under their jurisdiction.

d) The Regional Centres shall only involve the Evaluators duly approved by the Faculty of Library and Information Science, SOSS for this purpose.

e) It will be the responsibility of the Regional Centres to inform the students about schedule of viva voce, updation of marks, etc.