



LIBRARY COMMITTEE (Dr. K. G. Mithal Memorial Library)

Raghunath Girls' Post Graduate College, Meerut

(Affiliated to Chaudhary Charan Singh University, Meerut, Uttar Pradesh, India)

Since 11th January 1972 by laid by Pandit Govind Ballabh Pant, the Hon'ble Chief Minister of Uttar Pradesh

& 24th Feb. 1976 inaugurated by Dr. M. Chenna Reddy, former Governor of Uttar Pradesh

Motto – पुस्तक - व्यक्तित्व निर्माण का साधन

Email I'd – libraryrgpgcollegemrt@gmail.com

Library Incharge- Major Prof. Anjula Rajvanshi

Librarian- Mr. Sunmek Kumar

Members: Prof. Mamta Upadhyay, Dr. Priyanka Yadav, Dr. Shailza, Dr. Upasana Devi, Mrs. Anamica, Dr. Seema Gupta
Dr. Jyotsana Gaur

Library Representatives – Mrs. Parul Bansal, Mrs. Komal, Mrs. Sandhya Pathak, Mrs. Lalita

Student Representative –

LIBRARY INTERNSHIP PROGRAMME

Theme- "Learning Beyond Books: Empowering Future Information Professionals"

Introduction-

The Library Internship Programme is designed to provide practical exposure to undergraduate and postgraduate students in modern library management, digital information services, research support, documentation, and knowledge organization.

Aim of Programme-

The programme aims to develop professional skills, research aptitude, digital literacy, leadership qualities, communication skills, and an appreciation for lifelong learning.

Objectives of internship:

- Familiarize students with library administration.
- Develop information literacy skills.
- Basic training of cataloguing and classification.
- Aware about Digital Library and E-resources.
- Promote research ethics and plagiarism awareness.
- Develop communication and organizational skills.
- Encourage reading culture.
- Support implementation of NEP-2020 experiential learning.
- Promote volunteerism and community engagement.

Duration- 60 Hours (Flexible):

- Summer Internship
- Winter Internship
- Semester Internship
- Short-Term Internship



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Eligibility

- UG Students (All Streams)
- PG Students (All Departments)

Preference may be given to:

- NSS Volunteers
- NCC Cadets
- Student Council Members
- Research-oriented students

Internship Structure-

Module	Theme	Topics	Duration	Incharge
1	Orientation	History of the Library, Library Rules, Library Sections, Library Membership, Library Services	3 Hours	Mr. Sanmek , Mrs. Lalita
2	Library Management	Acquisition Process, Accession Register, Classification, Cataloguing, Shelf Arrangement, Stock Verification	08 Hours	Mr. Sanmek, Mrs. Sandhya Pathak, Mrs. Lalita
3	Digital Library	OPAC, E-books, E-Journals, N-LIST, DELNET, Shodhganga, INFLIBNET, Vidwan, Google Scholar, KUHA, Footfall	08 Hours	Mr. Sanmek, Mrs. Parul Bansal, Mrs. Komal
4	Research Support	Rare Books, Book Bank, Plagiarism, IPR Awareness, Research Databases	06 Hours	Mr. Sanmek, Mrs. Parul Bansal, Mrs. Komal
5	User Services	Book Issue & Return, Library Automation, Reader Assistance, Documentation, Newspaper Clipping, Display Board Preparation	06 Hours	Mr. Sanmek, Mrs. Lalita
6	Extension Activities	Student's participation in: Library Day, Book Exhibition, College	16 Hours	Mr. Sanmek, Mrs. Parul Bansal,



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Student Representative –

		Library Foundation Day, College Library Day, Gyaanarjana – Indian Knowledge System Activities, Book Donation Drive, World Book Day, Reading Campaign, Digital Literacy Workshop, Book Hunt Programme, Book Review Competition, Information Literacy Programme and Others		Mrs. Lalita, Mrs. Sandhya Pathak, Mrs. Komal
7	Practical Activities	Interns will perform: Shelf Reading, Book Arrangement, Barcode Checking, Accession Verification, Book Repair, Digital Documentation, Preparation of Bibliography, Newspaper Indexing, Journal Arrangement, Visitor Assistance, Library Statistics, Library Display Preparation, Documentation of Events, Social Media Content for Library, Reading Promotion Activities, Author/ Book of the Month Display	12	Mr. Sanmek, Mrs. Parul Bansal, Mrs. Lalita, Mrs. Sandhya Pathak, Mrs. Komal
8	Assessment	Presentation	01 Hours	Mr. Sanmek, Mrs. Parul Bansal, Mrs. Lalita, Mrs. Sandhya Pathak, Mrs. Komal



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Learning Outcomes-

After successful completion students will be able to:

- Understand library organization.
- Use digital resources efficiently.
- Search scholarly databases.
- Understand research ethics.
- Assist library users.
- Organize academic events.
- Improve communication skills.
- Develop teamwork.
- Build leadership qualities.

Internship Diary-

Students shall maintain:

- Daily Attendance
- Photographs
- Activities Performed
- Supervisor Remarks

Required Documents-

- Registration Form
- Identity Card
- Attendance Sheet
- Daily Diary
- Mentor Evaluation
- Student Feedback
- Completion Report

Programme Coordinator & Library Incharge

Major Prof. Anjula Rajvanshi

CONVENOR

Raghunath Girls' Post Graduate College
Meerut

Priyanka

Anamica

Jyotsana

Shailza

Sandhya

Librarian

Mr. Sanmek

LIBRARIAN

Raghunath Girls' Post Graduate College
Meerut

PRINCIPAL

R.G.P.G. College, Meerut



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Volunteer for Library Internship (60 Hours) 2026-27

Theme : Learning Beyond Books : Empowering Future Information Professionals

Paste your
Photo here

Student Name	
Father's Name	
Date of Birth	
Class & Semester	
Subjects	
University I'd	
College Registration Number	
Email I'd	
Contact Number	
Alternate Number with relation	
WhatsApp Number	
Internship Type – (Select anyone) • Summer • Winter • Semester • Short – Term	
Address of Residence	
Skills & Interest • Computer/ IT • Communication • Research • Libray Lover • Documentation • Area of Interest • Any other	

Kindly Attached the photocopy of Last semester marksheet & one Passport size photo for Internship I' card.

Signature of the Student with Date

Signature of Department Incharge with Stamp