

PHONE : 2204 0256  
2204 1095  
FAX No. : 2281 9504



**JAI HIND COLLEGE**

**BASANTSING INSTITUTE OF SCIENCE**

**&  
J. T. LALVANI COLLEGE OF COMMERCE**

23 - 24, BACKBAY RECLAMATION,  
"A" ROAD, CHURCHGATE,  
MUMBAI - 400 020.

## **Principal T. M. Advani Memorial Library**

Ref. - JH/LIB/2022/REC/001

Date July 1, 2022

### **To Whomever It May Concern**

With considerable pleasure, I am certifying Ms. Anjali Biniwale, who worked as a Library Intern at Jai Hind College. I have had a deep acquaintance with Ms. Anjali in my capacity as her reporting officer, Librarian. I gave her different tasks to get her acquainted to Cataloguing, Acquisition, Reference services and Stock taking which included hands on training of working on the SLIM software.

As per my observations, I would like to state that she is highly attentive and sincere while possessing a positive approach to learning and academics. We engaged in numerous task-linked discussions in which she confidently discussed her views and aspirations. She has also gained experience and knowledge in multiple tasks essential for her future librarianship.

Besides her confidence and discussion skills, Ms. Anjali's participation at creating descriptive, interactive brochures and website designs clearly showcased her technical skills. As an individual who is always ready to take responsibility, she executes all her duties with sincerity and dedication. Throughout the internship period, from 21<sup>st</sup> March 2022 till 17<sup>th</sup> June 2022 completing her 240 hours of library internship, Ms. Anjali was an active participant in all our discussions to develop new strategies to plan our library services. She has always willingly supported library staff in their work. I am certain that she will continue her great and creative work in the future while standing out as an individual at your institution.

I sincerely believe that Ms. Anjali will offer her unique passion, creativity, energy, and an optimistic outlook towards work at her hands. Thus, she has my highest endorsement for beginning of her career as a Librarian. I wish her all the best in all her future endeavors

Yours Sincerely,

Neesha Vinchu

Librarian,

Jai Hind College, Mumbai

Contact No- 022-22040256





04.07.2022

**To Whom It May Concern:**

This is to certify that Ms. Arati Iyer, joined as a "Library Intern" at the Goethe-Institut /Max Mueller Bhavan Mumbai on 23rd March 2022. She worked as a library intern till 22th June 2022 and completed her 240 hours of library internship.

During her internship, she performed various types of library tasks that included Circulation, Cataloguing, Classification and website content audit, library events assistance and she also worked on cloud-based Software Koha and was introduced to Contens software (CMS).

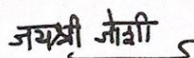
Ms. Arati Iyer worked in all the sections of the Library and gained the working knowledge of different activities of the sections.

During her internship, Ms. Iyer demonstrated her interest in the given task and completed the task in the stipulated time.

We found that Ms. Iyer is sincere, punctual, and self-motivated. She is passionate to learn new things in the library science field and works hard to do better than earlier.

We wish her all the best in all her future endeavours, and We would be happy to recommend her for the job in any Library.

Yours sincerely,



**Jayashree Joshi**

Head, Information and Library  
Goethe-Institut/Max Mueller Bhavan Mumbai

**Goethe-Institut  
Max Mueller Bhavan**  
K. Dubash Marg  
Kala Ghoda  
Mumbai 400 001

Tel.: 0091 22 2202 7542  
Fax: 0091 22 2287 3826

info@mumbai.goethe.org

Ust ID Nr  
DE 143/843//37307

[www.goethe.de/mumba](http://www.goethe.de/mumba)

**GOETHE  
INSTITUT**  
**MAX MUELLER  
BHAVAN**





## H.R. College of Commerce & Economics



Accredited 'A' Grade by NAAC

June 23, 2022

### To whomever it may concern

This is to certify that Ms. Charvina Panchal, joined as a "Library Intern" at the H. R. College of Commerce & Economics, Churchgate on 21st March. She worked as a library intern till 25<sup>th</sup> June 2022, and completed her 240 hours of library internship.

During her internship, she was given various types of library tasks that include Cataloguing, Classification, Acquisition, and Serial Control, and, she also worked on cloud-based SLIM software. She worked in all the sections of the library and gained the working knowledge of different activities of the sections. During her internship, Ms. Panchal demonstrated her interest in the given task and completed the task in the stipulated time.

We found that Ms. Panchal is a sincere, punctual, self-motivated, and a good team member to work with. She is passionate to learn new things in the library science field and works hard to do better than earlier.

We wish her all the best in all her future endeavours, and we would be happy to recommend her for the job in any Library.

Dr Madhuri Tikam  
Librarian





**Bharatratna Maharshi Karve**  
**Knowledge Resource Centre, Juhu Branch**  
Shreemati Nathibai Damodar Thackersey Women's University

Sir Vithaldas Vidya Vihar, Juhu Road, Santacruz (West), Mumbai - 400 049.  
Phone: 26601163, 26604186, 26608462 Extn. 2212. Email: libraryjuhu@sndt.ac.in

Ref No. JL/2022-23/78

Date: 04/07/2022

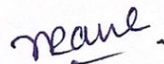
**TO WHOM IT MAY CONCERN**

This is to certify that Ms. Jaya Vishwakarma, joined as a "Library Intern" at the SNDT Women's University, BMK Knowledge Resource Centre Juhu Branch from 21st March 2022 till 23rd June 2022, and completed 240 hours of library internship.

During internship, Ms. Jaya acquainted herself with the Cataloguing, Classification, Acquisition, and Serial control modules of SLIM software. She worked in all the sections of the Library and gained knowledge of different activities of the sections.

Ms. Jaya Vishwakarma bears a good moral character.

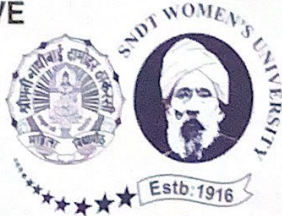
With best wishes.

  
Ms. Vrushali Rane  
Deputy Librarian



BHARATRATNA MAHARSHI KARVE  
Knowledge Resource Centre  
SNDT Women's University

1, Nathibai Thackersey Road,  
Above Patkar Hall, 2nd Floor,  
Mumbai - 400 020.



भारतरत्न महर्षी कर्वे  
ज्ञान स्रोत केंद्र  
श्रीमती ना. दा. ठाकरसी महिला  
विद्यापीठ

१, नाथीबाई ठाकरसी मार्ग,  
पाटकर हॉल बिल्डिंग, दुसरा मजला,  
मुंबई-४०००२०

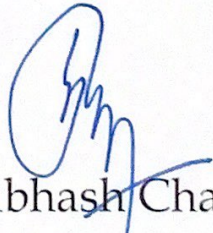
Ref. No: BMKKRC/2022-23/ 121

Date: 23/06/2022

## CERTIFICATE

This is to certify that *Miss. Priya Varma* successfully  
completed internship work for 240 hours as Trainee for  
Library Work.

She was found efficient and sincere in discharging her  
Duties.

  
Dr. Subhash Chavan  
Director

Bharatratna Maharshi Karve  
Knowledge Resource Centre  
Churchgate





NIRMALA NIKETAN INSTITUTE'S  
**COLLEGE OF HOME SCIENCE,  
NIRMALA NIKETAN**

Affiliated to the University of Mumbai  
NAAC Accredited 'A+' Grade

49, New Marine Lines, Churchgate, Mumbai - 400 020. ☎ 2207 6503 / 2200 7544

Email: principal@nnchsc.edu.in / office@nnchsc.edu.in Web.: www.nirmalaniketan.com

NN/CHSC/22-23/LIB/GO

8<sup>th</sup> July 2022

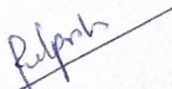
**TO WHOMSOEVER IT MAY CONCERN**

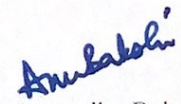
This is to certify that Ms. Renuka Rathod joined as a "Library Intern" at the College of Home Science Nirmala Niketan, from 21st March 2022 to 23rd April 2022 and 6th June 2022 to 18th June 2022. She has completed her 240 hours of library internship.

During her internship, she was given various library tasks, including Cataloguing, Classification, Acquisition, and serial control, and she also worked on cloud-based SLIM software. Ms. Renuka Rathod worked in all the sections of the Library and gained the working knowledge of different activities of each section. During her internship, Ms. Renuka Rathod demonstrated her keen interest in the given task and completed the task in the stipulated time.

Ms. Rathod is sincere, punctual, self-motivated, and a good team member. She is passionate about learning new things in library science and works hard to do her work in a competent, excellent manner.

We wish her all the best in her future endeavors, and we would be happy to recommend her for the job in any Library.

  
Mrs. Prajakta Mhaprolkar  
Librarian

  
Dr. Anuradha Bakshi  
I/C Principal

BHARATNATNA MAHARSHI KARVE  
Knowledge Resource Centre  
SNDT Women's University

1, Nathibai Thackersey Road,  
Above Patkar Hall, 2nd Floor,  
Mumbai - 400 020.



भारतरत्न महर्षी कर्वे  
ज्ञान स्रोत केंद्र  
श्रीमती ना. दा. ठाकरसी महिला  
विद्यापीठ

१, नाथीबाई ठाकरसी मार्ग,  
पाटकर हॉल बिल्डिंग, दुसरा मजला,  
मुंबई-४०००२०

Ref. No:

BMKKRC/2022-23/124

Date:

24/06/2022

## CERTIFICATE

This is to certify that *Ms. Susan Lillywhite*  
successfully completed internship work for 240 hours  
as Trainee for Library Work. (21.3.22 - 22.4.22, 8.6.22 - 23.6.22)  
She was found efficient and sincere in discharging her  
Duties.

  
Dr. Subhash Chavan  
Director

Bharatratna Maharshi Karve  
Knowledge Resource Centre  
Churchgate

Tel.No. Direct : 022 22072792 / 220318986 Extension Nos. : Director - 262 Deputy Librarian - 264 Office - 263  
Email : librarymumbai@sndt.ac.in / librarian@sndt.ac.in



BHARATRATNA MAHARSHI KARVE  
Knowledge Resource Centre  
SNDT Women's University

1, Nathibai Thackersey Road,  
Above Patkar Hall, 2nd Floor,  
Mumbai - 400 020.



भारतरत्न महर्षी कर्वे  
ज्ञान स्रोत केंद्र  
श्रीमती ना. दा. ठाकरसी महिला  
विद्यापीठ

१, नाथीबाई ठाकरसी मार्ग,  
पाटकर हॉल बिल्डिंग, दुसरा मजला,  
मुंबई-४०००२०

Ref. No:

BMKKRC/2022-23/ 143

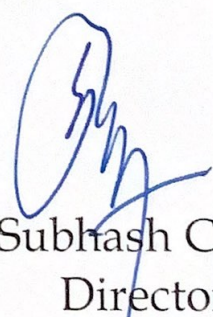
Date:

02/07/2022

## CERTIFICATE

This is to certify that *Ms. Swarali R. Pawar*  
successfully completed internship work for 240 hours  
as Trainee for Library Work.

She was found efficient and sincere in discharging her  
Duties.

  
Dr. Subhash Chavan  
Director

Bharatratna Maharshi Karve  
Knowledge Resource Centre  
Churchgate

Tel.No. Direct : 022 22072792 / 220318986 Extension Nos. : Director - 262 Deputy Librarian - 264 Office - 263  
Email : librarymumbai@sndt.ac.in / librarian@sndt.ac.in



**Godrej & Boyce Mfg. Co. Ltd.**  
Regd. Office: Pirojshanagar,  
Vikhroli, Mumbai 400 079, India  
Tel: +91-22-6796 1700 / 1800  
info@godrej.com  
www.godrej.com  
CIN U28993MH1932PLC001828

**Corporate Personnel & Administration Dept.**

**Ref.: HK/P&A/2022-23/CERT/M- 135**

**27- March- 2023**

**To:**  
**The Head of the Department**  
**SNDT Women's University**  
**Mumbai.**

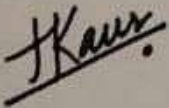
**CERTIFICATE**

This is to certify that **Ms. Ankita Rajaram Karkate** has done the Internship in our **Godrej Archives** at **Vikhroli Establishment** during the period from **06- February -2023 to 14- March -2023.**

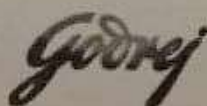
During the aforesaid period, **Ms. Ankita Karkate** has completed a project titled **"Processing, Cataloguing & Storage of Cymroza Collection"** under the guidance of **Ms. Amruta Nitin Marathe, Associate Manager, Archives.**

We wish **Ms. Ankita Karkate** all the best in her future endeavours.

**Yours truly,**



**Harpreet Kaur**  
**Senior Vice President & Head –**  
**Corporate Personnel & Administration**







**Diamond Jubilee High School (ICSE), Mumbai**  
(The Diamond Jubilee Trust)

ICSE Affiliation Code: MA 161 | U-Dise No.: 27230200151

Date: 29<sup>th</sup> March, 2023

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Ms. Ashwini Salve joined as a "Library Intern" at the Diamond Jubilee High School, Mumbai from 1<sup>st</sup> February, 2023 to 7<sup>th</sup> March 2023. She has completed her 200 hours of library internship.

During her internship, she was given various library tasks, including Cataloguing, Classification, Acquisition, and she also worked on Cloud-based Software. Ms. Ashwini Salve worked in all the sections of the library and gained the working knowledge of different activities of each section. During her internship, Ms. Ashwini Salve demonstrated her keen interest in the given task and completed the task in the stipulated time.

Ms. Ashwini is sincere, punctual, self-motivated, and a good team member. She is passionate about learning new things in Library Science and works hard to do her work in a competent Manner.

We wish her all the best in her future endeavours, and we would be happy to recommend her for a position as a Librarian.

Librarians,

Ms. Rajani Rao *N. Rajani*

Ms. Jyothysree Prabhu *Jyothysree Prabhu*

School Address  
39/43, Diamond Complex, Nesbit Road, Mazgaon, Mumbai 400 010  
Telephone: +91 22-2376 7760  
Email: [info.djhs@akhsa.org](mailto:info.djhs@akhsa.org) | Website: [www.agakhschools.org](http://www.agakhschools.org)

Managed by Aga Khan Education Service, India  
2nd Floor, 39/43 Diamond Complex, Nesbit Road  
Mazgaon, Mumbai 400 010  
Telephone: +91 22-2376 7760  
Email: [admin@akhsa.org](mailto:admin@akhsa.org) | Website: [www.akhsa.org](http://www.akhsa.org)  
CIN No. U80300MH1999PL30179148







NURTURING POTENTIAL

# SAKET GYANPEETH'S SAKET COLLEGE OF ARTS, SCIENCE & COMMERCE

(Un-Aided, Hindi Linguistic Minority Institution)

(Permanently Affiliated to University of Mumbai)

( NAAC Accredited "B" Grade)

Ref No: SC/2022-23/2018

Date: 31<sup>st</sup> December, 2022

This is to certify that Ms. Ashwini Uttam Salve perusing Master of library & Information Science from SHPT school of Library Science SNDT University, Mumbai has completed 40 hours of Internship in our college from 27<sup>th</sup> December, 2022 to 31<sup>st</sup> December, 2022.

She worked Sincerely, Deligently & Satisfactory.

I wish her best of luck for her future.

Thanks & Regards,

Yours Sincerely,

Principal,

Prof. (Dr.) Vasant Barhate

Saket Vidyanagari Marg, Kalyan East, Dist. Thane (MAH), INDIA - 421 306.

[www.saketcollege.edu.in](http://www.saketcollege.edu.in) | [info@saketcollege.edu.in](mailto:info@saketcollege.edu.in)

7208020258 / 7208020259 | 0251-2251500 / 2250951





## Internship Certificate

This is to certify that Ms. Maryann Barneto has completed 200 hours as a "Library Intern" at Don Bosco International School, Matunga from the 1<sup>st</sup> of February 2023 until the 13<sup>th</sup> of March 2023.

During her internship, she was given various types of library tasks that include Cataloguing, Classification, Acquisition, and physical arrangement of the collection as per the library configuration, covering the books to protect and maintain. She also extended her help in our new arrivals and weeding out the old textbooks collection. She also worked on cloud-based LIBIB software.

Ms. Maryann Barneto worked in all the sections of the Library and gained the working knowledge of different activities of the sections. During her internship, she demonstrated her interest in the given task and completed the task in the stipulated time. A major task that she worked on was to update the call numbers into the live records from Secondary section fiction collection; in LIBIB which reflected in the CSV file mainly need to generate spine label reports and print the report and stick the labels onto the individual books once shifted to the Destiny software.

Ms. Barneto has demonstrated her professional skills during the internship. She has learned LC, LCCN, OCLC numbers as well as ISBN numbers for e-books and various Lexile Levels of reading assigned to the fiction collection within the system. She had also got an opportunity to meet with an author Mrs. Shobha Tharoor Srinivasan invited for reading a book for PYP learners and teachers.

During the internship, Ms. Barneto has assigned with various challenges in terms of the library beautification and displays of student's work to showcase the library integration with the PYP-Units of Inquiry for the Evaluation held on 16<sup>th</sup> March 2023. She had also created and presented a poster for the 'Orphanage library' which was a part and parcel of G3 Design Thinking Project of IBDP year 2022-23 batch. She was an active reader during DEAR event held in school for all the students, teachers and staff members.

We found that Ms. Barneto is sincere, punctual, self-motivated, and a good team member to work with. She is passionate to learn and a hard worker.

We wish her all the best in all her future endeavours.



HR and Administration Manager,  
Don Bosco International School

Place: Matunga 400 019

Date: 27<sup>th</sup> March 2023



# SNDT Women's University

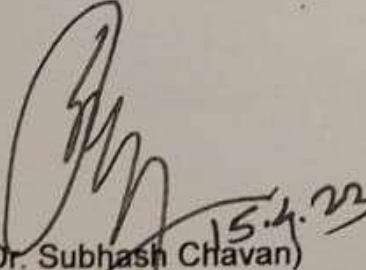
1, Nathibai Thackersey Road, Mumbai 400 020.

Ref. No: SHPT/2023-2024/9

Date: 13/04/2023

## TO WHOMSOEVER IT MAY CONCERN

This is to certify that Ms. Barneto Maryann Hilda Anthony worked at SHPT School Library Science for 10 hours in month the of February 2023. She analysed and prepared feedback reports for the department. She also helped the department in preparations for AAA visit.

  
(Dr. Subhash Chavan)

Head

SHPT School of Library Science

Shri Hansraj Pragji Thackersey School of Library Science

**shpt**

libraryinfosc@sndt.ac.in Tel.: 22031879 Ext. 274, 22072792 / 22085439



Phone : 2534 5958

# HOLY CROSS CONVENT HIGH SCHOOL

K'Villa, Thane - 400 601

SNDT Women'University  
Churchgate,  
Mumbai.

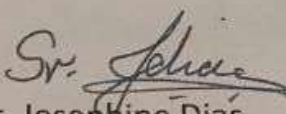
Dear Sir/ Madam,

This is to certify that Ms. Maryann H. Barneto, joined as a " Library Intern" at Holy Cross Convent High School, Thane on 27<sup>th</sup> June 2022. She worked not only as a library intern but also carried out all responsibilities given to her sincerely till 1<sup>st</sup> July 2022 and completed her 30 hours of library internship.

During her internship, she was given various types of library tasks that include Teaching, Story Recitation, Poetry Recitation and Drama. Ms. Maryann H. Barneto worked in all the sections of the Library and gained the working knowledge of different activities of the sections. During her internship, Ms. Barneto demonstrated her interest in the given task and completed the task in the stipulated time.

We found that Ms. Barneto is a sincere, punctual, self – motivated, and a good team member to work with. She is passionate to learn new things in the library science field and works hard to do better every time.

We wish her all the best in all her future endeavours, and we would be happy to recommend her for the job in any Library.

  
Sr. Josephine Dias.

**Head Mistress**  
**Holy Cross Convent High School**  
**Thane.**



# Vivekanand Education Society's College of Arts, Science & Commerce

Re-accredited by NAAC 'A' Grade (2017), Best College Award - Urban Area, University of Mumbai (2012-13)

**\*\*Recipient of FIST Grant (DST)\*\*    \*\*Recipient of STAR College Grant (DBT)\*\***

**Principal Dr. (Mrs.) Anita Kanwar**  
M.Sc. (Physics), Ph.D (Physics)

**20<sup>th</sup> March 2023**

## INTERNSHIP COMPLETION LETTER

This letter is to certify that Ms. Samrudhi Sale student of MLISC course, SHPT School of Library Science, SNDT Women's University has successfully completed her internship program of 200 hours in college Library. Her internship tenure was from **2<sup>nd</sup> February 2023 to 6<sup>th</sup> March 2023**.

During this period she worked on various library functions, from acquisition, cataloguing, circulation and serial control on KOHA library software. In addition she performed various other Library activities like editing of library data and arranging for theme based displays.

During the above period, we found that she was consistent, and diligent and in the duties assigned to her. She is also a keen observer and is curious to know and learn new things.

We wish her all the success in her future endeavours.

*Dr. M. Sanjeeva*  
*20/3/2023*

Librarian

Dr. Meghana Sanjeeva





## डोंबिवली ग्रंथसंग्रहालय

२ रा मजला, महात्मा फुले वाचनालय इमारत, गुप्ते रोड,  
रेल्वे स्टेशनसमोर, डोंबिवली (प.) ४२१ २०२  
Tel: 0251-2483572 E-mail: domgranth@gmail.com

हे प्रमाणित करण्यात आहे की, समृद्धी साळे या "लायब्ररी इंटरन" म्हणून रुजू झाल्या. तिने २२ डिसेंबर २०२२ पासून २७ जानेवारी २०२३ पर्यंत लायब्ररी इंटरन म्हणून कामाचे ४० तास पूर्ण केले.

तिच्या इंटरनशिप दरम्यान, तिला विविध प्रकारची लायब्ररी कार्ये दिली गेली, ज्यात कॅटलॉगिंग, वर्गीकरण, संपादन आणि पेपर कटिंग, बुक शेल्फिंग इत्यादी कामांचा समावेश आहे. तिने कोहा सॉफ्टवेअरवरदेखील काम केले. समृद्धी यांनी वाचनालयाच्या सर्व विभागात काम केले. विभागातील विविध उपक्रमांचे कामकाजाचे ज्ञान मिळवले. तिच्या इंटरनशिप दरम्यान, समृद्धी यांनी दिलेल्या कार्यात स्वारस्य दाखवले. अधिक माहिती जाणून घेण्यासाठी विविध प्रश्न विचारले.

आम्हाला आढळले की समृद्धी एक प्रामाणिक, वक्तशीर, स्वयंप्रेरित आणि कार्यतत्पर आहे. तिला लायब्ररी सॉफ्टवेअर क्षेत्रात नवीन गोष्टी शिकण्याची आवड आहे. दिलेले कोणतेही काम ती व्यवस्थित आणि वेळेत पूर्ण करते. तिचा सगळ्यात महत्वाचा गुण म्हणजे वक्तशीरपणा. वेळेवर येणे, वेळेत योग्य पद्धतीने काम पूर्ण करणे तिला आवडते.

कोणत्याही लायब्ररीमध्ये नोकरीसाठी तिची शिफारस करण्यास आम्हाला आनंद होईल. तिला पुढील वाटचालीसाठी मनःपूर्वक शुभेच्छा!

आपली विश्वासू,

*Papanya*

तपस्या नेवे

ग्रंथपाल

डोंबिवली ग्रंथसंग्रहालय

9082588599



# ST. FRANCIS INSTITUTE OF TECHNOLOGY (ENGINEERING COLLEGE)

(Roman Catholic Christian Minority Educational Institute)

(Approved by AICTE & Govt. of Maharashtra with permanent Affiliation to University of Mumbai)

P.B. No. 8456, Mount Painsur, S.V.P. Road, Borivli (West), Mumbai - 400 103.  
Tel. : 28908585 / 28928585 Fax : 28954787 E-mail : sfedu@sfrit.ac.in Website : www.sfit.ac.in

Ref:

Date:

10/03/2023

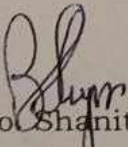
## TO WHOM IT MAY CONCERN

This is to certify that **Ms. Swapnali Kamble**, a student of SHPT School of Library Science, SNDT Women's University has worked as '**Library Intern**' in the **Central Library** of our Institute, from **01/02/2023 to 10/03/2023 (200 hours)**.

During the course of her internship, she has worked in all the sections of the Library and has demonstrated active interest in the training programme.

Her character and conduct is found satisfactory.

We wish her the best in all her future endeavors and a bright future ahead.

  
Bro. Shantilal Kujur  
Director







## **BANDRA EAST COMMUNITY CENTRE (BECC)**

341 - A, SIDDHARTH COLONY, BANDRA EAST, MUMBAI - 400 051.

ESTD : SEPT. 1974  
REG. No. : BOM - 42 / 76 GBBSD.  
P.T. No. : F - 3885 (BOM)

Tel. : 2657 1548  
Mobile : +91 84510 86544  
E-mail : beccdirector2017@gmail.com  
Website : www.beccindia.org

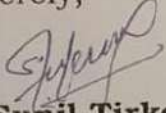
### **To Whom So Ever It May Concern**

BECC, certifies that Ms. Swapnali R Kamble , has successfully completed the Internship program from 23<sup>rd</sup> July'22 to 30<sup>th</sup> July'22 and from 1<sup>st</sup> November'22 to 7<sup>th</sup> November'22, at our organisation. (A registered voluntary social organisation. NGO)

During this time Ms. Swapnali Kamble, worked/observed at various departments e.g. Administration, Library Class & Sessions, Study/Tuition Class and Computer Class.

Ms. Swapnali, displayed professional traits during her internship period and managed to complete all assigned tasks as requested. She was hardworking, dedicated and committed. It was a pleasure having her with us in this short period.

Sincerely,

  
**Fr. Sunil Tirkey**  
Director, BECC

