**LNB LIBRARY ::  :: DIBRUGARH**

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**MASTER INTERNSHIP AGREEMENT FORM**

THIS MASTER INTERNSHIP AGREEMENT is entered into by and between the Lakshminath Bezbaroa Library (hereinafter, “LNB Library”), Dibrugarh University and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter, “Student/Intern” or “Sponsor”), effective as of the Start Date recorded herein below. In consideration of the mutual promises and obligations set forth herein, the Parties hereby agree as follows (all information must be complete):

**INTERN/STUDENT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**AGREEMENT START DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ END DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TERMS AND CONDITIONS**

**1.** **Definitions.:** The following definitions apply.

i. “Internship” means a program of study as part of University course or degree requirements; or post degree experience requirement for M.Lib.I.Sc. graduate/professionals, whereby Interns receive supervised experience and instruction in a professional setting of the LNB Library of Dibrugarh University.

ii. “Supervisor” means that person engaged or retained by the LNB Library as responsible for the instructions, development and administration of the Internship affiliation with the LNB Library.

iii. “Intern” means a person enrolled in the LNB Library who is to perform the Internship.

**2. Purpose:** As part of the University’s/Sponsor’s/Student’s educational/professional requirements or as required for the award of a degree in Library and Information Science to a student that requires a complete supervised experience, such as this Internship, or for post degree work experience requirement for a fresh library graduate/professional with his own interest or Sponsor’s requirement.

**3. Term:** The term of the Agreement shall be from the date written above to the End Date set forth hereinabove, and may be extended by mutual written agreement of the Parties. Provided, however, that in the event of expiration or termination of this Agreement, Interns shall be permitted to complete all Internships that began prior to the Agreement End Date, and with respect to such Internships, all terms and conditions of the Agreement shall apply until the last such Internship is completed.

**4.** **Obligations to the Intern/Sponsor/LNB Library, DU.**

**a.** To enter into an “Individual Internship Agreement” with each student selected for an internship appointment.

**b.** During the internship period, to employ each Intern for a minimum number of hours and weeks as per Dibrugarh University norms, or as required by the curriculum.

**c.** During the internship period, to utilize Interns in several task areas, as required by the curriculum.

**d.** The LNB Library, DU, reserves the right to modify planned tasks during the internship period, as may be required by changes in the circumstances. However, the LNB Library, DU, will make every reasonable effort to ensure that the Intern is employed in a responsible position with exposure to multiple tasks and situations.

**e.** To provide quality supervision of the Intern during the internship program and to report periodically to the Supervisor on the Intern’s performance, as may be mutually agreed.

**f.** In addition to completing work as agreed upon between Intern and the LNB Library, DU, the Intern will have a curriculum of coursework designed to further his/her learning experience. The Intern is required to complete a Learning Contract with the Supervisor that articulates learning objectives. The Supervisor will complete performance evaluations as required by the University.

**g.** To hold Dibrugarh University harmless for any actions taken by the Intern during his/her participation in the internship program and in the course of Intern’s employment with the LNB Library, DU.

**h.** Dibrugarh University will hold no financial obligation/responsibility for an Intern to provide him/her with accident/injury insurance coverage/compensation, etc.

**i.** The LNB Library, DU will provide the Intern/Sponsor with copies of current course outlines, course objectives, curriculum philosophy, and a list of Staff/faculty and their respective qualifications when requested.

**j.** The LNB Library, DU will extend the authorized representatives of the Intern/Sponsor an open invitation to visit the LNB Library, DU, to consult with staff/faculty and students.

**k**. The LNB Library, DU will provide representatives to the Intern/Sponsor for assistance and consultation in administering the internship program.

**l.** The LNB Library, DU will advise students of their responsibilities regarding participation in the internship program, including enrolment in the required internship course during the period of this Internship Agreement, expected professional conduct, and the requirement to follow rules and standards set by the LNB Library, DU as well as Dibrugarh University.

**m.** In compliance with Dibrugarh University Rules and Regulations, the parties, both, LNB Library, DU and the Sponsor/Intern hereto will not discriminate on the basis of race, sex, religion, age, disability, or military service in its administration, of its policies, programs, or activities; its admissions policies; other programs; or employment.

**n.** That this Master Internship Agreement must be completed and approved BEFORE any student begins his/her internship.

**o.** That there will be ongoing, open communication between the parties to ensure understanding of the expectations and roles of both parties in providing the internship experience for students.

**p.** That there will be ongoing, open communication between the LNB Library and the Intern/Sponsor to ensure understanding of the expectations and roles of both parties in providing the internship experience for students.

**q.** That the LNB Library, DU or the Intern/Sponsor may dismiss the internship period, if, in the opinion of either party, the Intern is not making satisfactory progress or is not meeting the expectations set forth by either party. Prior to dismissing an Intern, the University Supervisor and the Intern/Sponsor shall confer regarding the problems with the Intern’s performance and any possible solutions that would avoid dismissal. Any Intern who does not satisfactorily complete the internship or any portion thereof may repeat the internship.

**r.** The LNB Library and the Intern/Sponsor may mutually agree to waive all claims for consequential damages arising out of or related to this agreement, including damages associated with losses of income, profit, and reputation, whether based on contract, or negligence, strict liability or otherwise. The Intern/Sponsor acknowledges that the liabilities of the LNB Library, DU, as an autonomous entity, are at all times herein strictly follow the Dibbrugarh University Act 1965, as now or hereafter amended. Nothing herein shall be construed or applied as a waiver of the provisions of such Act.

**5.** **PAY AND COMPENSATION**

**a.** The Parties hereby agree that this internship is unpaid and that the Intern will not be compensated or paid for any services that he/she conducts at the Company.

**b.** The Intern agrees that he/she will be compensated in knowledge, education and experience as consideration for the duties and responsibilities that he/she will undertake under this Agreement.

**6. CONFIDENTIALITY**

**a.** All terms and conditions of this Agreement and any materials provided during the term of the Agreement must be kept confidential by the Intern, unless the disclosure is required pursuant to process of law.

**b.** Disclosing or using this information for any purpose beyond the scope of this Agreement, or beyond the exceptions set forth above, is expressly forbidden without the prior consent of the Company.

**7. INTELLECTUAL PROPERTY**

**a.** The Intern agrees that any intellectual property provided to him/her by the Company will remain the sole property of the Company, including, but not limited to, copyrights, patents, trade secret rights, and other intellectual property rights associated with any ideas, concepts, techniques, inventions, processes, works of authorship, confidential information or trade secrets.

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| **ACCEPTED AND AGREED**:  Lakshminath Bezbaroa Library, Dibrugarh University:    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Librarian)  Signature  Date: Place:  Intern/Sponsor:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Intern/Sponsor)­­­  Signature  Date: Place: |