



School of Professional Studies
Netaji Subhas Open University

(Established by WB Act (XIX) of 1997, Recognized by UGC)

Accredited by NAAC with grade "A"

Ref: SPS/MSW/Field Work

Date:

To
The Chief Functionary

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Sub: Seeking permission for carrying out Field Work / Internship in your esteemed organization

Respected Madam / Sir,

The bearer of the letter, name.....Enrolment no
 Study Centre.....

is a bonafide learner of MSW Part-I (Batch: January/July.....) of Netaji Subhas Open University, Kolkata (W.B). As per curriculum of MSW programme, it is mandatory for a student/learner of MSW Part-I to carry out field work in an NGO/Social Welfare Agency/Govt. Institution for at least 30 days.

During the Field Work / Internship, a learner / student is expected to know and collect information about history of the organization, mission & vision, registration, affiliation/award, organization structures, functions, working strategies, major activities, funding pattern, beneficiaries, collaborative agencies and other relevant information about the organization. Learner/Student may be given exposure / opportunity to visit the fields / communities and to interact with the beneficiaries under your guidance. Learner / Student may be encouraged to participate / engage in the Awareness Generation Programme / Sensitization Programme / Camps / Community Visits / Meetings etc. if any. Further, learner/student may also be involved in all other activities as you find appropriate for their academic and professional learning. Besides, a learner may explore the application of Social Work Methods, Principles, Values, Attitudes etc. and develop skills to deal with Individuals, Groups and Communities (Organizations) as far as possible during field work.

In view of the above, we therefore request you to kindly allow the learner to carry out their Field Work / Internship in your esteemed organization under your supervision and guidance for a period of 30 days. After completion of their Field Work / Internship, kindly issue a Field Work / Internship Completion Certificate.

Your co-operation in this regard is highly solicited.

Thanking You

Dr. Monojit Garai
 Asst. Prof of Social Work

Dr. Kasturi Sinha Ghosh
 Asst. Prof of Social Work

Forwarded & Recommended by
 Co-ordinator of LSC/Study Centre

Forwarded by
 Director (i/c), School of Professional Studies, NSOU



School of Professional Studies
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Ref: SPS/MSW/Dissertation

Date:

To
The Chief Functionary

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Sub: Letter of Recommendation for Data Collection for Dissertation / Project Work of MSW

Respected Madam / Sir,

The bearer of the letter, Name.....
Enrolment no.....
Study Centre (with Code).....
is a learner of MSW Part-II (Batch: January/July.....) of Netaji Subhas Open University.
As per curriculum of MSW, Dissertation/Project Work is mandatory in MSW Part-II. Learners
of MSW Part-II are required to collect primary/empirical data for Dissertation/Project Work
from the field or NGO/Social Welfare Agency/Govt. Institution as per their requirement.
Therefore, the learner require to collect data from your organization for his/her Dissertation
work.

For the above purpose this is to certify that the said learner is conducting a dissertation titled
"....." under
the supervision and guidance of

It is to assure that the data collected from your organization will be used for academic purposes only.

Your co-operation in this regard is highly solicited.

Thanking You

[Signature of Dr. Monojit Garai]

Dr. Monojit Garai
Asst. Prof of Social Work

[Signature of Dr. Kasturi Sinha Ghosh]

Dr. Kasturi Sinha Ghosh
Asst. Prof of Social Work

[Signature of Director]

Forwarded by
Director (i/c), School of Professional Studies

Recommended by
Signature of the Guide/Supervisor/Mentor

Forwarded by
Co-ordinator of LSC/Study Centre