



Ref: SPS/MSW/Field Work 827(i)

Date: 21/06/22

To
The Chief Functionary

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Sub: Request for permission to carry out Field Work / NGO Placement in your esteemed organization

Respected Madam / Sir,

The bearer of the letter, name..... enrolment no is a bonafide learner of MSW Part-I of Netaji Subhas Open University, Kolkata (W.B). As per the curriculum of MSW, Field Work is mandatory in MSW Part-I. Learners/Students are supposed to be placed in an NGO/Social Welfare Agency for at least 30 days to learn how to apply Social Work Methodologies, Principles, Values etc. and to develop skills to deal with Individuals, Groups and Communities (Organizations). We may therefore request you to kindly allow the Learner to carry out Field Work / NGO Placement in your esteemed organization under your supervision and guidance for a period of 30 days.

During the Field Work / NGO Placement Learners are expected to know the history of the organization, mission & vision, major activities, funding pattern, collaborative agencies, and other relevant information about the organization. The Learners may be encouraged to visit the fields / communities and meet with the beneficiaries under your guidance. The Learners/Students may be given an exposure to participate in the Awareness Generation Programmes and Community Meetings etc. The Learners may also be involved in all other activities as you find appropriate for the Learners.

Your co-operation in this regard is highly solicited.

Thanking You

Monojit Garai
 Asst. Prof of Social Work

Kasturi Sinha Ghosh
 Asst. Prof of Social Work

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

Forwarded by
 Co-ordinator of LSC/Study Centre



Ref: SPS/MSW/Dissertation 827(ii)

Date: 21/06/22

To
The Chief Functionary

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

Respected Madam / Sir,

The bearer of the letter, name.....
 enrolment no is a bonafide learner of MSW Part-II of Netaji Subhas Open University, Kolkata (W.B). As per the curriculum of MSW, Dissertation is mandatory in MSW Part-II. Learners of MSW Part-II are supposed to collect primary data for Dissertation / Project Work / Research Work from the field or NGO/Social Welfare Agency. Hence, the learner need to collect data from your organization for Dissertation.

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

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

Your co-operation in this regard is highly solicited.

Thanking You

Monojit Garai
 Asst. Prof of Social Work

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