



*School of Professional Studies*  
**Netaji Subhas Open University**  
Established by WB Act (XIX) of 1997, Recognized by UGC)

Memo No/SPS 1417(1X)

Date: 26/3/19

The Chief Functionary/ Secretary

Elmhurst Inst<sup>n</sup> of Community studies  
Santini Kolan  
West Bengal - 731204.

**Sub-Placement of MSW learners (1<sup>st</sup> year) to carry out Field Work**

Respected Madam/ Sir,

As per the curriculum of the MSW, our learners are required to be placed in NGOs to learn the application of Social Work Methods, Principles and develop skills to deal with individual, groups and communities. We may therefore request you to allow the learners to carry out their field work in your esteemed organization, under for a period of 30 days for which we shall be extremely obliged to you.

During their field placement they are expected to know the history of the Organization, its major actives, funding pattern, collaborative Agencies along with other general information related to the organization. The learners may be encouraged to visit the communities and under the able guidance of your organization may be given as exposure to participate in the awareness generation programmes and community meetings. They may also be involved in all other activities as you may find appropriate for the learners.

Thanking you

Yours sincerely

Dr Anirban Ghosh  
(Director, SPS)