



**Learners' Checklist for preparing the final Field Work Report Paper-8 (New) /Paper-7 (Old) for MSW-I**

The Department of Social Work under the aegis of School of Professional Studies has developed a learners' checklist for preparing the final Field Work Report (Paper-8-New / Paper-7-Old).

**Checklist for final Field Work Report:**

1. The field work must be carried out from the list of NGOs published (New & Existing) in the university website. **OR** NITI Aayog's NGO DARPAN Portal ([www.ngodarpan.gov.in](http://www.ngodarpan.gov.in)) **OR** The field work may also be carried out in NGO/Government Institution/Department/Bodies like Gram Panchayat, Municipality Block Development Office/Sub Divisional Office/District Magistrate Office etc. by taking **Permission** from the university and/or LSC. In this case learner may also attached a copy of **Permission Letter** with the field work report.
2. The original copy of the "**Field Work Placement Completion Certificate**" and the signed copy of 30 days Daily Diary must be attached with the final Field Work report.
3. Field Work Report must be typed either in **English** or **Bengali**.
4. **Handwritten / Scanned / Photocopy** field work report will not be considered for evaluation.
5. Field Work Report must be prepared by following the '**Guideline/Manual of Field Work**' developed by the Department of Social Work, NSOU.