

## RECOMMENDATION LETTER

To

The Director  
National Centre for Polar and Ocean Research,  
Ministry of Earth Sciences, Government of India,  
Headland Sada, Vasco-da-Gama, Goa 403 804, India

Date: \_\_\_\_\_

### Sub: Request for Internship/ Dissertation/ Project work

Dear Sir/Madam,

I am writing to formally request permission for Mr./Ms....., a student of ..... Institute/College Name..... currently pursuing/completed a ..... degree, to undertake an internship/dissertation/project work at NCPOR. The proposed duration for this engagement is ..... months, from..... to .....date.

I would like to highlight the following points for your kind consideration:

1. Mr./Ms.....is known for their good moral character and conduct.
2. The internship/dissertation/project work is an integral part of their curriculum and will be evaluated by the examiners accordingly.
3. The final submitted report will prominently feature the name of the supervising NCPOR Scientist/Officer as the Main Guide on the cover page.
4. We commit to protecting the confidentiality of the data presented in the dissertation. It will not be published without the explicit written consent of the supervising NCPOR Scientist/Officer.
5. The student is briefed on the importance of adhering to the discipline and regulations of the host institution.
6. The student shall be fully responsible for any damage to laboratory property resulting from their negligence during the internship period.

I kindly request you to grant permission for Mr./Ms. .... to carry out their internship/dissertation/project work at NCPOR, Goa

Thank you for your consideration.

Yours Sincerely

Seal of the Institution

( ..... )

Principal / Dean / Responsible Office