

## 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 It will not be published without the explicit written consent of the supervising NCPOR Scientist/Officer.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 has been thoroughly briefed on the importance of adhering to the discipline and regulations of your esteemed institution, both within the institute and on residential campuses.
6. We take full responsibility for any damage to your laboratory property caused by any negligence on the part of the student.

In light of the above, I kindly request you to grant permission for Mr./Ms. ..... to carry out their internship/dissertation/project work at your premier institute.

Thank you for your consideration.

Yours Sincerely

Seal of the Institution

( ..... )

Principal / Dean / Responsible Office