



COLLEGE OF ENGINEERING POONJAR

(A Unit of IHRD, Govt. of Kerala)

STUDENT PERMISSION / ATTENDANCE REQUEST FORM

(For Participation in External Events, Workshops, Industrial Visits/Tour or Competitions)

1. STUDENT DETAILS

Name of the Student	
Admission No. / Roll No.	
Department & Semester	
Event Name	
Venue & organizing Institution	
Dates of Participation (From-To)	

2. DETAILS OF ACCOMPANYING STAFF (if any)

Name & Designation of Staff	
Contact Number	

3. PURPOSE AND BENEFITS OF PARTICIPATION

Please describe how participation in this event contributes to your academic, co-curricular, or extracurricular learning objectives. Attach additional sheets if necessary.

4. ATTENDANCE AND ACTIVITY POINT RECOMMENDATION

Faculty Advisor / HoD Recommendation: _____

Number of Attendance Days Recommended: _____

Activity Points Recommended (if applicable): _____

5. PARENT / GUARDIAN CONSENT (if essential)

I hereby give my consent for my ward to participate in the above-mentioned external event/workshop/competition/industrial visit/tour. I understand that the institution and the accompanying staff will take all reasonable measures to ensure the safety and discipline of the participants. I also agree that my ward shall abide by the rules and guidelines laid down by the College of Engineering Poonjar and the event organizers.

Name & address of the Parent / Guardian:	
Contact Number:	
Signature of Parent / Guardian:	
Date:	

6. STUDENT UNDERTAKING

I hereby declare that I will represent the College of Engineering Poonjar responsibly during the above-mentioned event, follow all institutional rules, and maintain discipline and decorum throughout the programme.

Signature of Student: _____

Date: _____

7. AUTHORIZATION

Name & Signature of the Faculty Advisor:	
Name & Signature of the HoD:	
Principal's Approval:	

8. FINAL COMMENTS/REPORT/FEEDBACK AFTER THE EVENT

Note: This form must be submitted to the Department Office for recommendation at least 3 working days before the event. Attendance and activity points will be awarded only after submission of the participation certificates and report.