

Project Activity Sanction Form

Name of Student	
Class & Section	
Project Date (s)	From To
Number of Days of Project/Activity Work	
Daily Timings of Project/Activity Work	
Name & Address of Company/Activity Place(Not Applicable for Activity)	
Contact Number (of Reporting Head in Company)	
Contact No. (Student)	
Signature of Student	
Signature of Guardian (With Date & Phone No.)	
Signature of Training & Placement Coordinator with date or Activity Coordinator	
Signature of Programme Coordinator With date	
Signature of Director with date	
Remarks (if any)	

Instructions:

1. If the student is going on project work for more than one day then documentary proof is mandatory otherwise it would be treated as absenteeism from class.
2. Project work should be got sanctioned prior to its execution .Only then student will be marked present in classes for the number of days he was on project work
3. The class teacher & class representative are responsible for informing subject teachers about project leave of student in his absence.
4. In case any teacher has scheduled any important task or some deadline based work in class, the student is supposed to finish that task in time, or may take exemption of deadline from the concerned subject teacher, Project Work or any field job does not entitle the student to claim any favour from subject teacher later.
5. The application of sanctioned exemption from classes should be kept with the class teacher.