

EXIT FORM -TEACHING STAFF
ChristCOLLEGE (AUTONOMOUS), IRINJALAKUDA

Name:	
Department	
Joining Date	
Relieving date (to be filled by Principal)	
Courses taught	
Other duties	

Handed over teacher's diary, mentoring cards and internal grade sheet to HOD / Programme Coordinator

YES •

NO•

Received teacher's diary, mentoring cards and Internal grade sheets

Signature

Director/Coordinator

Signature

HOD/ Programme Coordinator

Settled all accounts relating to salary, salary advance, loans

YES •

NO•

All financial matters settled

Signature

Accounts Office / College bursar

Surrendered College identity card in College Office

YES •

NO•

Received identity card

Signature

Office Superintendent

Cancelled email account and moodle LMS account

YES •

NO•

Email id.....Moodle login id.....

Cancelled all login credentials

Signature

IQAC Coordinator

Returned library books and settled all library fine

YES •

NO•

All Library books returned and fine settled

Signature

Librarian

All necessary requirements completed to be relieved.

PRINCIPAL