

**EXIT FORM -TEACHING STAFF**  
**ChristCOLLEGE (AUTONOMOUS), IRINJALAKUDA**

Name:			
Department			
Joining Date			
Relieving date (to be filled by Principal)			
Courses taught			
Other duties			
<p>Handed over teacher's diary, mentoring cards and internal grade sheet to HOD / Programme Coordinator</p> <p style="text-align: center;">YES • <span style="margin-left: 150px;">NO•</span></p> <p>Received teacher's diary, mentoring cards and Internal grade sheets</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Signature _____</p> <p>Director/Coordinator</p> </div> <div style="width: 45%;"> <p>Signature _____</p> <p>HOD/ Programme Coordinator</p> </div> </div>			
<p>Settled all accounts relating to salary, salary advance, loans</p> <p style="text-align: center;">YES • <span style="margin-left: 150px;">NO•</span></p> <p>All financial matters settled</p> <div style="display: flex; justify-content: flex-end;"> <p>Signature _____</p> <p>Accounts Office / College bursar</p> </div>			
<p>Surrendered College identity card in College Office</p> <p style="text-align: center;">YES • <span style="margin-left: 150px;">NO•</span></p> <p>Received identity card</p> <div style="display: flex; justify-content: flex-end;"> <p>Signature _____</p> <p>Office Superintendent</p> </div>			
<p>Cancelled email account and moodle LMS account</p> <p style="text-align: center;">YES • <span style="margin-left: 150px;">NO•</span></p> <p>Email id.....Moodle login id.....</p> <p>Cancelled all login credentials</p> <div style="display: flex; justify-content: flex-end;"> <p>Signature _____</p> <p>IQAC Coordinator</p> </div>			
<p>Returned library books and settled all library fine</p> <p style="text-align: center;">YES • <span style="margin-left: 150px;">NO•</span></p> <p>All Library books returned and fine settled</p> <div style="display: flex; justify-content: flex-end;"> <p>Signature _____</p> <p>Librarian</p> </div>			
<p><b>All necessary requirements completed to be relieved.</b></p> <p style="text-align: right;"><b>PRINCIPAL</b></p>			