

**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 align="center">YES • <span style="margin-left: 200px;">NO•</span></p> <p>Received teacher's diary, mentoring cards and Internal grade sheets</p> <p align="center"> <span style="margin-right: 100px;">Signature</span> <span>Signature</span>  Director/Coordinator <span style="margin-left: 200px;">HOD/ Programme Coordinator</span> </p>		
<p>Settled all accounts relating to salary, salary advance, loans</p> <p align="center">YES • <span style="margin-left: 200px;">NO•</span></p> <p>All financial matters settled</p> <p align="center"> <span style="margin-right: 100px;">Signature</span> <span>Signature</span>  Accounts Office / College bursar </p>		
<p>Surrendered College identity card in College Office</p> <p align="center">YES • <span style="margin-left: 200px;">NO•</span></p> <p>Received identity card</p> <p align="center"> <span style="margin-right: 100px;">Signature</span> <span>Signature</span>  Office Superintendent </p>		
<p>Cancelled email account and moodle LMS account</p> <p align="center">YES • <span style="margin-left: 200px;">NO•</span></p> <p>Email id.....Moodle login id.....</p> <p>Cancelled all login credentials</p> <p align="center"> <span style="margin-right: 100px;">Signature</span> <span>Signature</span>  IQAC Coordinator </p>		
<p>Returned library books and settled all library fine</p> <p align="center">YES • <span style="margin-left: 200px;">NO•</span></p> <p>All Library books returned and fine settled</p> <p align="center"> <span style="margin-right: 100px;">Signature</span> <span>Signature</span>  Librarian </p>		
<p><b>All necessary requirements completed to be relieved.</b></p> <p align="right"><b>PRINCIPAL</b></p>		