

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