

Standard Operating Procedure (SOP) to obtain Library Clearance, Final Mark sheet, Degree Certificate and Caution Deposit Cheque (for Students of FIEM, FIT and FBS)

Library Clearance can be obtained after declaration of Final Result

Step 1. Show College Identity Card at the library

For loss of College Identity Card, see NOTE 1

If a student is unable to attend the college physically, see NOTE 2.

Step 2. Clear all library accounts and return all college belongings to the respective department;

Step 3. Obtain Library Clearance and take back the punched college identity card;

Step 4. Get the Library Clearance signed by Admin Officer, T&P Officer and HOD;

Step 6. Show the Library Clearance and punched ID Card at the administration counter to obtain all mentioned documents.

(Keep library clearance and punched ID card safely for future purposes.)

NOTE 1.

Make a general diary at the nearest police station mentioning your name, college ID card number, department and session. Also, write an application to the library for obtaining Library Clearance without a College ID Card. Show police diary copy, application and AADHAR Card at the library.

[Click this link for General Diary Application \(Template\)](#) and take print out.

[Click this link for Application to Obtain Library Clearance without College ID Card](#) and take print out.

NOTE 2.

A student can send an authorized person to obtain above mentioned documents on behalf of him/her. Authorized person must bring their own Government Photo Identity Card, student's handwritten Authorization Letter and student's College Identity Card. [Click this link for Authorization for Library Clearance](#) and take print out.

N.B

Do not leave/give any document at the college if not instructed by the competent authority. Institute will not remain responsible for the loss of any document.

FIEM and FBS students can send WhatsApp message to **7980857963** or can send email to library@teamfuture.in by mentioning their ID Card Number for any query about library clearance.