

**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>YES • NO•</p> <p>Received teacher's diary, mentoring cards and Internal grade sheets</p> <p>Signature _____ Signature _____</p> <p>Director/Coordinator HOD/ Programme Coordinator</p>	
<p>Settled all accounts relating to salary, salary advance, loans</p> <p>YES • NO•</p> <p>All financial matters settled</p> <p>Signature _____</p> <p>Accounts Office / College bursar</p>	
<p>Surrendered College identity card in College Office</p> <p>YES • NO•</p> <p>Received identity card</p> <p>Signature _____</p> <p>Office Superintendent</p>	
<p>Cancelled email account and moodle LMS account YES • NO•</p> <p>Email id.....Moodle login id.....</p> <p>Cancelled all login credentials</p> <p>Signature _____</p> <p>IQAC Coordinator</p>	
<p><b>All necessary requirements completed to be relieved.</b></p> <p><b>PRINCIPAL</b></p>	