



Acharya Institute of Management and Sciences

Student Exit Policy

20. STUDENT EXIT Policy

A. College Exit

Post Completion of Final Year Exams, a student can approach the Exit Facilitation Center (EFC) on the notified dates to understand the status of clearance of dues from the respective department, library, admissions office and accounts departments. On clearance from the mentioned departments student will be issued College No Dues certificate and will be notified of the date and time to collect.

- Original academic certificates / documents submitted by the students at the time of admission.
- Pending marks cards, if any
- Any further queries regarding the migration, convocation, degree certificates, issues of mark sheets, settlement of refunds, the single point of contact will be Exit Facility Centre.

B. Accommodation Exit

A resident has to vacate the accommodation immediately after conclusion of the academic programme unless specifically granted extension by the competent authority. To complete the vacation process, a resident must:

- Submit an application along with Exit form duly signed by warden and written application / email / fax from parent to the EFC. The application should contain
- Date of exit
- Destination address
- Mode of transport to destination address and details
- EFC will verify clearances of all dues towards accommodation facilities and approve the Exit Form, which is to be handed over to the warden after which the residence may be vacated.

Note: If a student wishes to continue the residence facility for the next year, an application has to be submitted to the Warden/Accommodation Manager prior to the end of the even semester. The room has to be vacated and luggage is to be packed and deposited with the warden. On return after the vacation, the residence facility will be allocated.