

Sree Gokulam Medical College & Research Foundation  
Venjaramoodu, Thiruvananthapuram

Policy Number: *SGMC/ Acad. Pol/ 045/ 2020*

Category: General

Content: Student course completion and clearance

Effective Date: *01.08.2020*

Inquiries: Office of the Principal,  
Sree Gokulam Medical College & Research Foundation  
Venjaramoodu, Thiruvananthapuram  
Tele: 0472 - 3041234 - 2405

Signed by:



Director



Dean Emeritus



Principal



## **Students Course Completion & Clearance Policy**

### **Statement of Purpose**

The policy elaborates on the procedure of obtaining clearance from the Institution upon completion of the course enrolled.

### **Policy**

The students who have completed the course to which they have enrolled, shall receive a completion and clearance certificate from the office of Principal upon completion of the following procedure.

### **Procedure:**

He/she shall apply and obtain the completion and clearance certificate from the office of the Principal by submitting the following documents:

- a. No-dues certificate from Accountant, College Office.
- b. No-dues certificate from the In-charge Officer, Accounts Department
- c. No objection Certificate from the Library
- d. No objection certificate from the Hostel (Men's or Ladies)
- e. No-dues certificate from the College and Hospital Canteens
- f. No-dues certificate from the Student Store
- g. No-dues certificate from the Main Store
- h. No objection certificate from the CRRRI Program Officer
- i. No objection certificate from the Deputy Superintendent
- j. No objection certificate from the Administrative Officer / Superintendent

He/she shall forfeit all the rights to use the college resources once the student obtains completion and clearance certificate from the college.

### **Applies to:**

All the students and the concerned offices of the Institution.