


ARMY INSTITUTE OF MANAGEMENT, KOLKATA

CLEARANCE : MBA-22 BATCH

1. Owing to CoVid compulsions, clearance for MBA-22 Batch Students would be conducted pro-actively.
2. All concerned Branches / Sections / Stakeholders will prepare a outstanding dues list of MBA-22 Batch students and forward the same to Adm Branch by 20 Aug 20. Wherever a recovery has to be made, the same would be valued / priced. After 20 Aug 20 no outstanding dues (other than related to hostel rooms if not vacated) will be accepted and it would be the responsibility of the Branch / Section head or Stakeholders to make good the loss should it come to light later. The details of outstanding dues would be shared with the students and uploaded on the institute website too, under arrangement of Adm Branch.
3. A board of officers under Dr. Somarata Guha Chakraborty has also been constituted to consider proportionate refund of fees too and its recommendations would be received by 17 Aug 20.
4. Wardens will specifically indicate whether rooms have been vacated or not.
5. Consolidated recovery details, students wise; would be prepared by Adm Branch and forwarded to Accounts Branch for deduction from Security Deposit of students and refunding the balance within one month of receipt of recovery details.

0037/16/AIM
Administrative Office
Army Institute of Management, Kolkata

07 Aug 2020


(MKR Varma)
Col (Retd)
Registrar & Head of Adm
For Director

AIMK Website
Accounts Office
Academic Office
Placement Office
Admission Office
Library
Computer Lab
Boys Warden
Girls Warden
Estate Supervisor
Mentors
Coord Students Affairs

CLEARANCE CERTIFICATE

It is certified that there is nothing outstanding against Mr/ Ms _____
_____ of MBA- _____ Batch at the time of leaving the Institute on completion
of the course.

Signature _____
Name _____
Batch MBA- _____ Section _____
Regn No _____
Contact No _____
E-mail id _____

Date :

Director's Office _____
Admission Office _____
Academic Office _____
Placement Office _____
Library _____
Computer Lab _____
Girls / Boys Warden _____
Estate Supervisor _____
Accounts Office _____
Administrative Office _____
Coord Students Affairs _____
Mentor _____