

SECTION-VIII**EXIT POLICY****8.1. Preamble**

The purpose of this policy is to identify academic, organizational or human resource factors that have contributed to an employee's decision to leave the employment. This also helps to enable the management to identify any trends requiring attention or any opportunities for improving the management's ability to respond to employee issues. It enables the Institute to improve and continues to develop recruitment and retention strategies aimed at proper talent nurturing/management.

This policy covers the procedures to be adopted when any employee of the Institute leave employment for whatever reason.

8.2. Scope:

This policy applies in the case where in the employees who resign and get relived after serving or getting the notice period served.

8.3. Objectives of the Policy:

The purpose of conduction of the exit interview is to:

- a) Try and retain the employee by addressing his/her grievance and expectations
- b) Try and find out exact reasons for resignation and
- c) To suggest to Management remedial measures to reduce further attrition.

8.4. Voluntary Participation and Confidentiality

Employees are responsible for participating in the exit interview process on a voluntary basis. If an employee chooses to participate in an exit interview, he/she will be encouraged to be honest, candid, and contractive in their responses. The information received through Exit Interviews will be confidential. No specific information that could possibly be traced back to an ex-employee will be disseminated or discussed.

8.5. Exit by Resignation

- a) If any staff member wants to resign from the job, the concerned staff member shall give a minimum of one month / 30 days advance notice or as per the

- conditions specified in the appointment order about his / her intention of leaving job, only at the end of the academic year to the Principal in writing.
- b) In case, where the end of notice period falls during the course of a semester, he / she may be relieved only at the end of the semester.
 - c) The un-availed leave at the credit of the staff member shall not be adjusted towards the notice period.
 - d) In case if, he / she takes leave for a day, then the leave availed will be treated as on loss of pay with the cut in the salary for the day during the notice period.
 - e) While getting relieved, files, materials and documents, etc., entrusted to him / her shall be handed over to the person nominated by the HOD under proper acknowledgement.
 - f) The staff member can apply for his/her the relieving order from the Institution only after the submission of “No Dues Certificate” in the prescribed form along with a copy of handing over charge record in case if he/she happens to be in-charge of the laboratory.
 - g) Any staff member may be relieved immediately if he / she gets a Government Job or the concerned individual’s spouse is transferred or he / she is getting married. But this is subject to the discretion of the management after assessing the merit of the request.
 - h) The Principal reserves the right to waive - off / reduce the notice period.
 - i) The Principal will arrange an Exit interview with the staff after the acceptance of his/her resignation with a view to obtain a candid feedback.

8.6. Exit by Termination

- a. The Institution may terminate the services of an employee under special circumstances, such as reduced workload, performance not satisfactory as seen from the feedback and report of HODs, or if found medically unfit, after giving one-month notice or pay in lieu thereof.
- b. No such Notice shall be necessary, if the termination is as a result of proven misconduct after an enquiry conducted in accordance with the college Rules.

8.7. Procedure and Reporting of Policy:

1. A committee comprising of Academic Director, Principal and Dean of Administration should conduct the exit interview after the confirmed leaving date has been received by HR Department of any particular staff member.
2. The employee will be asked a standard set of question and given a chance to discuss additional information they feel would be beneficial for the Institute working.
3. Academic Director, Principal will fill the exit interview form in prescribed format (Annexure- II).
4. The information will be analyzed regularly by Human Resources Department to identify areas or determine trends that may need to be addressed. Periodically, human resources Department will share their analysis and recommendations with designated members of the Staff/Dean-Admin/Principal/Academic Director.
5. The analysis and review will include
 - Appropriate statistical information regarding the number and distribution of employee departures during the preceding year and her/his reasons for leaving;
 - An analysis and discussion of any trends or common themes which are suggested by the exit interview feedback.
 - A summary of any actions or interventions taken during the year on the basis of exit interview information.