



ST. TERESA'S COLLEGE (AUTONOMOUS)

ERNAKULAM



EXIT POLICY

Policy Effective Date: 08/08/2023

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Contents

1	Objective.....	1
2	Scope and Applicability.....	1
3	Definition of Concepts.....	1
4	Policy / Process.....	2
4.1	At-will Employment	2
4.2	Voluntary Exit.....	2
4.2.1	Procedure.....	2
4.3	Involuntary Exit	3
4.3.1	Procedure.....	3
4.4	Absence Without Leave (AWOL)	3
4.4.1	Procedure.....	4
4.5	Death of Employee	4
4.5.1	Procedure.....	4
4.6	Final Pay	4
4.7	Return of Property.....	4
4.8	Information Transfer	5
4.9	Exit Interview.....	5
	Appendix.....	6

EXIT POLICY

1 Objective

The Teresian Exit Policy defines standardized procedures for handling all aspects of the Exit of Government Guest and Management Guest Faculty from St. Teresa's College (Autonomous), Ernakulam. The objective of the policy is to ensure that employee terminations, as well as voluntary and involuntary terminations, including the unfortunate event of the death of an employee, are managed professionally with minimal disruption to the workplace. The policy also aims-

- To safeguard the intellectual property rights, confidentiality and security of the college.
- To define the circumstances under which exit should be initiated.
- To define the terms and conditions of exit the employee needs to satisfy before she/he is relieved from the college.
- To ensure that the college gives support to the employee during the exit process.
- To ensure fair and impartial proceedings concerning exit.

2 Scope and Applicability

This exit policy deals with the procedures to be followed both by the Guest Faculty (Government and Management Guest) who exit St. Teresa's College (Autonomous), Ernakulam. It covers all the formalities related to the exit procedures within the college.

3 Definition of Concepts

- **Employee:** In this policy document, the Guest Faculty who work on a contract basis within St. Teresa's College (Autonomous), Ernakulam, will be designated as 'employees'.
- **Exit:** The term encompasses Resignation, Absence Without Leave, Termination, and Death.

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4 Policy / Process

4.1 At-will Employment

Employment of guest faculty at St. Teresa's College (Autonomous), Ernakulam is voluntary and is subject to termination by the faculty or St. Teresa's College (Autonomous), Ernakulam at will, with or without cause or at any time and following the terms specified in the respective employment contracts. Nothing in this policy shall be interpreted to conflict with or to eliminate or modify in any way the employment-at-will status of St. Teresa's College (Autonomous), Ernakulam concerning guest faculty.

4.2 Voluntary Exit

Voluntary termination of employment occurs when an employee submits a written resignation to the Manager which is accepted by the Manager.

4.2.1 Procedure

The employees should complete all clearance formalities before the last working day (LWD).

- It is highly recommended that the employee has a formal discussion initially with the Dean of Self-financing Programmes/Vice Principal about her intent to resign. If the employee still wishes to exit from the organisation, then a formal letter of resignation addressed to the Manager is required, specifying the last date of work.
- The employee is expected to serve 30 calendar days of the Notice period.
- The amount that the employee has to pay in lieu of the number of shortfall days against the notice period will be decided by the Manager, St. Teresa's College (Autonomous), Ernakulam.
- The Manager, St. Teresa's College (Autonomous), Ernakulam may, at her discretion, allow an earlier release, once the employee has made a payment towards the notice period shortfall.

St. Teresa's College (Autonomous), Ernakulam | Exit Policy

- During the notice period, the employee cannot avail leave. However, sick leave can be availed subject to the availability of leave balance and submission of medical certificates with the consent of the Principal.
- Upon receipt of an employee's resignation, the manager will notify the Head of the institution by forwarding a copy of the resignation letter/email and any other pertinent information (e.g., employee's reason for leaving, last day of work, etc.)
- Employees have to coordinate with various internal departments to return college property and assets and obtain an NOC from each of them.
- The completed NOC will need to be handed over to nodal departments for their further action.
- A team nominated by and under the leadership of the Manager of the college will conduct the employee's exit interview.
- Only after the exit interview, will the relieving letter be provided to the employee.

4.3 Involuntary Exit

Involuntary termination of employment is a management-initiated termination of employment with or without cause.

4.3.1 Procedure

- The Involuntary discharge of the employee is purely under the discretion of the Manager, St. Teresa's College (Autonomous), Ernakulam.
- In Involuntary exit, the notice period will not be taken into purview for the termination of the employee.
- The relieving letter will be provided citing the probable cause of termination.

4.4 Absence Without Leave (AWOL)

It is a type of exit when an employee does not report to work in the college for a prolonged period without any communication, or leaves without following the policy of exit.

St. Teresa's College (Autonomous), Ernakulam | Exit Policy

4.4.1 Procedure

- In the case of AWOL, the employee will be terminated with immediate effect and will be expected to pay an amount as damage as decided by the Manager of the college.
- No release letter will be issued to the employee.
- The salary, if due, will be taken by the college as part of the damage and the shortfall of notice period.

4.5 Death of Employee

Termination due to the death of an employee will be made effective as of the date of death.

4.5.1 Procedure

Upon receiving notification of the death of an employee, the head of the institution should notify the next of kin of the deceased employee for documentation and should ensure that the benefits relating to the job position including pending payments are duly taken care of.

4.6 Final Pay

An employee who resigns or is discharged will be paid all contractual dues through the last day of work, after adjustment of any outstanding loans, advances or other statutory dues or any recovery as a part of the contractual obligations he/she may have with the college. In case of an employee's death, the final pay & benefits due to that employee will be paid to the deceased employee's next of kin or as directed by them.

4.7 Return of Property

Employees must return all college property at the time of exit, including cell phones, keys, laptops, identification cards, etc. to the concerned authority. Failure to return any item will result in deductions from the employee's final paycheck. An employee will be required to sign a wage deduction authorization to deduct the costs of such items from the final paycheck. In the case of the death of an employee, the next of kin will be intimated to return the college property.

St. Teresa's College (Autonomous), Ernakulam | Exit Policy

4.8 Information Transfer

The employee is expected to report the status quo of her duties and responsibilities within the college to the Head of the department. Only after a written ratification from the HoD can he/she proceed to the exit interview. If the HoD is the departing employee, then he/she is expected to report to the senior faculty in the department.

4.9 Exit Interview

An exit interview will be scheduled on the employee's last day of work after he/she has completed the formalities within the Exit Policy. The purpose of the exit interview is to obtain insights about the employee's experience with the college. This information will enable the management of the college to constantly improve its practices and procedures.

- **Special Circumstances and Exceptions**

Any deviation from this policy and circumstances which demand the rehiring of the employee has to be approved by the Manager of the College.

- **Non-compliance and Consequence**

Non-compliance with this policy including falsification of information or data will be viewed seriously by the College authorities and appropriate action will be taken.

Appendix

To be obtained by the resigning employee

No Objection Certificate

I hereby certify that Mr./Ms. has returned all the properties of the college/department he/she possessed during his/her tenure as a faculty of the department. He/She has served the notice period, and the information transfer is satisfactorily done. I have no objection to relieving him/her from work.

Date:

Signature

Place:

Head of the Department

Department Name

No Due Certificate

This is to certify that there are no dues pending in favour of Mr./Ms.
....., faculty, department of

Date:

Seal

Signature

Place:

Librarian

No Objection Certificate

This is to certify that Mr./Ms. has informed the IQAC about his/her resignation from the position of faculty of the department of His/Her resignation can proceed to further formalities.

Date:

Seal

Signature

Place:

IQAC Coordinator