

## **STAFF EXIT POLICY**

- The Staff should submit the resignation through proper channel.
- The resignation must be endorsed by the HOD and submitted to the principal.
- Staff need to provide a notice period of three months, or pay three months' salary in lieu of notice.
- The college may terminate staff for misconduct, insubordination, or other reasons.
- The college may terminate staff without notice or reason in some cases.
- The relieving procedure may be based on the conditions in the staff's appointment order.
- Staff may not be relieved in the middle of the academic year.
- Every academic year staff will ensure their willingness to continuation their service for the next academic year.