



# **EXIT POLICY & PROCEDURE** **IEC UNIVERSITY**

Policy/Procedure	Subject: Exit Policy
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## **Introduction of Exit Policy**

**1) Title** - Exit Policy for IEC employees.

### **2) Introduction**

2.1) Our employees are most important asset. With this in mind, IEC University is committed to maintaining and enhancing its standing as an Employer of Choice, thereby ensuring that we are able to attract the best calibre of employees in order to fulfill our aim of providing high quality services. The University seeks to create a climate of understanding and improvement, as such considers its employees to be its most valuable resource it will promote effective employees and employers relations by encouraging openness and trust.

2.2) Whilst it is essential that employees have a positive image of the University during recruitment and throughout the course of their employment with us, it is also equally important that they maintain that image when exiting the University.

### **3) Purpose** -

The University aims to ensure that Diversity is not just seen as an afterthought but a fundamental part of how we do our services therefore it is important to be mindful when utilising this policy that employees should always consider the impact in terms of gender, race, disability, faith, age and sexual orientation.

The policy affects employees leaving IEC University's employment, who are either voluntary leaving, transfers to other organizations and internal transfers, or retiring, termination, resigning, completion of fixed-term contract and termination.

The exit interview is an opportunity for an employee to voice any comments or suggestions that have not been addressed during their employment.

- To enable improve management of departmental systems and resources.
- To enable the department to benefit from employee feedback.
- To improve the efficiency of the process of terminating employment.

### **4) Scope of the policy**

All the employees of IEC University.

## 5) Definitions

a) **Employer**: A person, firm or other entity, which pays for or hires the services of another person. Here IEC University is Employer.

b) **Employee**

A person who is hired to provide services to a company on a regular basis in exchange for compensation.

## 6) Application of the Exit Policy

An effective exit procedure not only ensures that the practical matters arising from an employee's resignation are dealt with efficiently, but also gives individuals an opportunity to provide feedback on their perceptions for an employer and allows the employer to gather valuable information which may be used constructively to enhance employment practices, help to identify perceived university's strengths/weaknesses, improve the work environment, reduce turnover, and motivate its workforce. (They may help in identifying reasons for staff turnover and provide us with a source of qualitative information that will assist in the development of realistic future service plans).

This document outlines the ways in which a working relationship can be terminated, either by the employer or the employee. The following differentiations can be made:

- 1) The employer may end the relationship due to the conduct or capacity of the employee or the employer's operational requirements;
- 2) The employee may end the relationship by way of resignation .
- 3) The employment relationship may come to an end through effluxion of time such as the expiry of the contract, by reaching the normal retirement age or death.

## 7) Source Documents

This policy needs to be read in conjunction with the White paper on Human Resource Management in the Basic Conditions of Employment, PF & ESI Act Disciplinary policy etc.

## 8) Confidentiality of Exit Process Information

It is the policy of the University to make all reasonable efforts to protect the confidentiality of persons completing an Employee Exit Questionnaire and/or an Exit Interview. Information that could reveal the identity is revealed only as necessary on a "need-to-know" basis for the management of personnel practices and the work environment.

In cases in which employer intends to take action that is wholly or partially based

on information an employee have provided, through the exit questionnaire or interview, it may not be possible to maintain the confidentiality or the confidentiality of the information that have provided. If such a situation should arise, employer will inform an employee prior to disclosure of this information, whenever possible.

## **9) Outcomes**

The expected outcomes are that:

- Employer and employees are informed of the procedures which follow the decision to terminate employment;
- Payroll Services receives timely and complete advice which enables the efficient processing of the termination of employment and the accurate calculation of termination payments;
- Employees leaving the department have the opportunity to provide feedback on the nature and organisation of their work;
- Procedures are put in place to review this feedback and consider its implications for departmental policies and procedures.
- Workgroup managers have more effective control over workgroup resources;
- Access to departmental systems and resources is controlled more effectively; and
- Employees leaving the department are informed of and formally acknowledge their on-going obligations with regard to confidentiality and intellectual property rights.

## **N.B**

These procedures describe the process to be followed and the responsibilities of employees and employer once the decision to terminate employment or change workgroup has been made. They do not cover the conditions relating to the termination of employment specified in the acts, regulations and administrative instructions that apply to specific employee groups. Separate procedures cover the processing of the termination of the employment from Payroll Services.

## **10) Reason of Exit**

### **10.1) Resignation**

### **10.2) Abscondment**

### **10.3) Termination**

#### **10.1) Resignation**

Resignation is the most common means of ceasing employment with the University and is normally accomplished by the employee giving notice in writing of intention to resign. Different notice requirements apply to different types of position, and are set in accordance with the employee's contract letter/offer Letter / conditions of service..

#### **10.2) Abscondment**

An employee who absents himself/herself from duty without permission for a period exceeding 10 days will be deemed to have absconded with effect from the last date immediately succeeding his/her last day of attendance at his/her place of duty.

#### **10.3) Termination**

##### **a) Early termination of fixed-term employment**

A fixed-term contract may be terminated before its expiry date by the University:

- during the probationary period contained in the appointment Letter.
- on the grounds of unsatisfactory performance or gross misconduct (Refer the disciplinary policy)
- where the work is no longer required to be undertaken.

##### **b) Termination Completion of Fixed term contract**

Employees appointed on fixed-term contract will have their contract terminated at the end of the contract period. Extension may be considered on condition that the job requirements do not completely constitute new requirements, that the employee did not deliver outcomes in the original timescale, that there are clear operational grounds for extending the contract and that the employee's performance has been wholly satisfactory.

##### **c) Termination due to Inefficiency/ Retrenchment**

A termination due to incapacity or inefficiency may be done. Before procedures for termination can be instituted, the following must be taken into account:

- a. The employer must be able to demonstrate that the employee has consistently failed to perform to the required standard, notwithstanding all possible remedial measures, including opportunities for improvement provided by performance management system policy.
- b. The employer can demonstrate that the employee is incapable of improving or unwilling to improve his/her performance.
- c. There is no vacant post/ job within the university, which the employee is capable of doing within his/her capacity and willingness to perform to a satisfactory standard.

#### **10.4) Termination due to Disciplinary Action**

Employees are required to uphold the highest standard of professional and personal behavior in University. An employee who is guilty of misconduct/ gross misconduct so serious as to render her or him unsuitable for employment in the IEC University is in effect, in breach of her or his contract and may therefore be terminated.(Refer Disciplinary policy IEC University)

### **11.1) Exit Procedure, in case of Resignation –For Academic Staff**

Normally Within 4 days of an employee handing in their notice, their HOD will forward the resignation to Dean for approval & copy to HR department.

HR personnel will notify the Finance & Accounts department. Prompt action is required to ensure that salary overpayment does not occur. If an employee applies for leave after resigning then he /she will receive the letter from HR that his/ her leaves has been cancelled & that leaves will be considered as LWP( leave without Pay). Immediately after receiving the acceptance of resignation from Dean, but at least 2 week before the employee's last day, HR will send the employee the exit interview form and an invitation for the interview, with the request that he or she fill in the form and take it along to the interview. The exit interview may be conducted one week before the last working day by an HR Executive.

On completion of the interview the HR department release No Dues form (See the Appendix E).The Resigning employee is RESPONSIBLE for obtaining clearance of the No Dues Certificate completed at various departments. The No Dues Form will be given to the employee only if He/ She surrender the ID Card to HR & then take the clearance from other departments. Accounts Department prepare statement of dues to be recovered if any from employee [ e g notice pay, loans and advances, surety amount as per service bond or agreement, Leave encashment etc as applicable]

### **11.2) Exit Procedure, in case of Resignation –For Non Academic Staff**

Normally Within 4 days of an employee handing in their notice, their HOD will forward the resignation to Registrar of the school for approval & copy to HR department.

HR personnel will notify the Finance & Accounts department. Prompt action is required to ensure that salary overpayment does not occur. If an employee applies for leave after resigning then he /she will receive the letter from HR department that his/ her leaves has been cancelled & that leaves will be considered as LWP( leave without Pay). Immediately after receiving the acceptance of resignation from Registrar, but at least 2 week before the employee's last day, HR will send the employee the exit interview form and an invitation for the interview, with the request that he or she fill in the form and take it along to the interview. The exit interview may be conducted one week before the last working day by an HR Executive.

On completion of the interview the HR department release No Dues form (See the Appendix E).

The Resigning employee is RESPONSIBLE for obtaining clearance of the No Dues Certificate completed at various departments. The No Dues Form will be given to the employee only if He/ She surrender the ID Card to HR & then take the clearance from other departments.

Finance & Accounts Department prepare statement of dues to be recovered if any from employee [ e.g notice pay, loans and advances, surety amount as per service bond or agreement, Leave encashment etc as applicable.

### **11.3) Exit Procedure in case of Termination due to disciplinary action**

At the end of a disciplinary hearing the Panel will come to a decision.

#### **In the case of Termination**

The Chairperson announces the penalty and gives his or her reasons for the decision in the presence of the employee and explains the consequences of the penalty to the employee. The reason of termination will be given in written form to an employee. In between HR may complete all “No Dues” formality but No Dues will be “ON HOLD” until the Final appeal.

An employee who has been terminated, has the right to appeal for review to the Vice Chancellor.

After the appeal an employee may be or may not be terminated, if it's terminated then HR may Continue the process & completes the Full & Final process.

If the employee stays in University Accommodation then it needs to be vacated in 24 hrs if it's the case of summary dismissal. In case of termination, reasonable time period may be given to the employee.

## **12) RESPONSIBILITIES OF THE INDIVIDUAL DEPARTMENT**

### **12.1) Employee's Responsibility**

It is not mandatory for employees to participate in an exit interview but employer would appreciate any input an employee may have, as it will assist in continuous improvement, and providing a better workplace for all employees.

### **12.2) HOD's Responsibility**

#### **a) Signature Authorizations**

The HOD is required to ensure that the employee is removed from any lists of signatories for departmental accounts and/or purchasing provisions. The appropriate timing of this is to be determined by the HOD and may need to occur prior to the employee's last day of duty.

#### **b) Departmental Files**

The HOD is required to arrange for any departmental files held by the employee to be returned and filed appropriately. Any electronic files held by the employee that include business-critical information are to be copied and/or made accessible on the appropriate network(s). The HOD is responsible for arranging the return or appropriate reimbursement for any other departmental resources issued to the employee. For example:

- manuals, curriculum, policy and procedural documents;
- teaching materials, team resources

### **12.3) Responsibility of the IT Head**

Prompt advice of any termination of employment is required to ensure that all access to IT systems is revoked and the security of departmental systems is protected

- a) Cancellation of email address
- b) Cancellation of group email lists
- c) Cancellation of all computer access, database access and any other relevant IT access
- d) Copying, removal and/or deletion of staff computer files (as appropriate)

The finish date for access to IT systems will usually be the employee's last day of duty. As much notice as possible, and at least three days notice should be given. In some circumstances, an immediate cancellation of access may be required.

### **12.4) HR Personnel Responsibility**

- a) Ensure departing employee is offered the opportunity to attend an exit interview with HR .
- b) If the Exit Interview is conducted face-to-face, the records from the interview will be marked 'confidential' and will remain in HR department only.
- c) Ensure exit interviews are conducted prior to the employee's final day, usually during their final week of employment .

d) If the employee does not wish to undertake an interview face-to-face, advise the departing employee that a survey will be sent to them for completion and to return to the HR Personnel only.

### **12.5) Responsibility of Finance & Accounts Department**

a) The Finance Department is responsible for ensuring any outstanding expenses/reimbursement claims are completed and ensuring that any outstanding monies owing to University are also settled.

### **12.6) Responsibility of Store Department**

a) All University property is returned to the University

### **12.7) Responsibility of Hostel / Staff Quarter In charge**

a) It's the responsibility of the In charge that Employee shall leave the Hostel /Staff Quarter before the last working day. All dues should be clear.

## **13) Exit Interview**

### **13.1) The Aims of an Exit Interview**

- a) To establish the reason/s for leaving.
- b) To analyze any trends in the reasons for leaving.
- c) To elicit honest feedback about the employee's perceptions of management systems and behaviors.
- d) To gain constructive feedback on the best and worst aspects of the employee's job and their time at IEC University, so that the positive aspects may be built upon and promoted as best practice, and any negative aspects minimized.
- e) To aggregate the information gathered through the Exit Interview process, to improve the operations and working environment at University
- f) To assess the effectiveness of team-working amongst the employee's work group
- g) To assess the general state of morale in the employee's work group
- h) To determine whether the employee is leaving with positive feelings about the University or with unresolved concerns. More than that, if gathered properly, the information can act as a catalyst for change and support changes to be made in the University.
- i) Exit interviews can be used as a way of developing retention strategies for all staff, and as powerful catalysts for change and are core to good HR practice.

## **13.2) Principles**

- a) To have an open and honest dialogue between the parties;
- b) To maintain confidentiality – Information provided will only be reported on an individual basis with the permission of the departing volunteer.  
Otherwise, information will be reported on an aggregated basis only.
- c) A well-executed exit interview can identify potential issues before they become Problems, since it can provide an opportunity for employee to raise issues of concern with their line manager prior to their leaving the University's employment.

## **13.3) The Exit Interview Procedure**

An Exit Interview Questionnaire will be sent directly to an employee once their resignation has been received by Human Resources. An employee may then complete the Exit Interview Questionnaire and return to Human Resources if they are unable to attend an Exit Interview. If they are able to attend the Exit Interview the Questionnaire will form the basis of the interview. A Human Resources Personnel will conduct the exit interview.

## **13.4) Guidelines for conducting Exit Interviews**

This section reviews the process of conducting exit interviews, from the planning and preparation stages to monitoring and evaluating the information gleaned from departing members of staff.

### **a) Planning and Preparation**

- **Ensuring familiarity with the process**

Before the interview takes place, it is imperative that the interviewer ensures that they are familiar with the guidelines, principles, and the questionnaire, which forms the basis of the interview.

- **Choosing the right venue**

The nature of the information disclosed may, in some interviews, be sensitive and, therefore careful consideration should be given to the venue to ensure that it is private, quiet and accessible.

- **The possible disclosure of sensitive information**

In some instances information may be uncovered which is sensitive and has a range of implications which may have given rise to the postholder leaving their employment. Interviewers will need to use their discretion as to whether this should be brought to the attention of the Human Resources Department or Head

of Department.

- **At the exit interview**

The Interviewer should reaffirm the purpose of the interview and its aims and objectives.

1) Clarification should be given to the departing employee that what will happen to the information they give during the interview. For example, relevant issues/points of concern will be fed back to their Head of Department, in order that feedback can be assessed and improvements made, if necessary, to assist in the retention of employee.

2) If the interviewee requests that certain information remains confidential, the interviewer will need to use professional judgement as to whether this is appropriate or whether it should be disclosed under the duty of care obligations of IEC University as an employer. This is best clarified at the beginning of the meeting.

3) The questionnaire should be used as a framework for discussion, allowing the employee to expand on points and raise other issues, as appropriate.

4) The findings of the meeting should be recorded at the interview meeting. Before

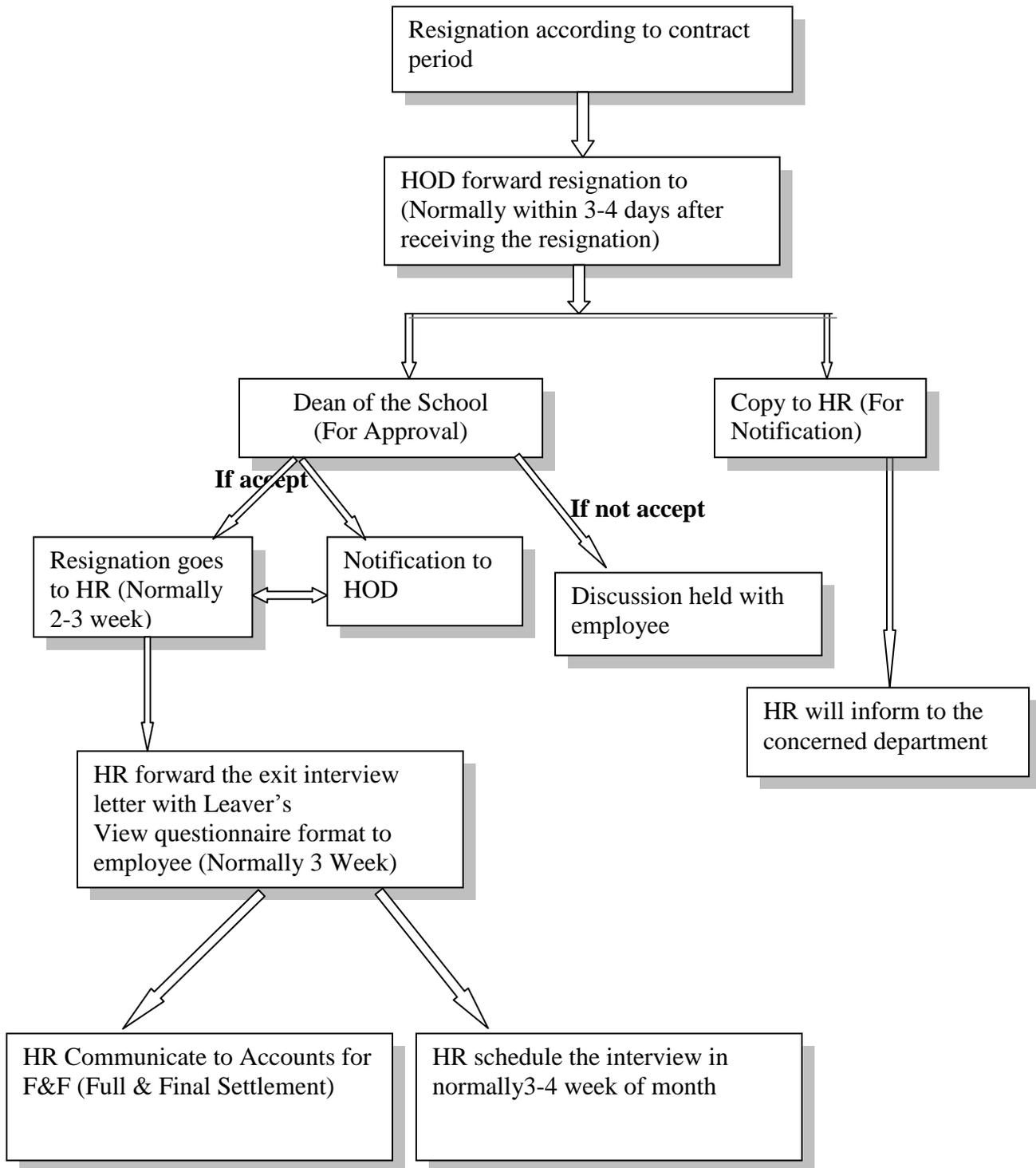
leaving the meeting an employee will be given the opportunity to view what has been recorded and, if they are content that this represents an accurate record of the discussion, to sign it. Employee may or may not wish to sign the questionnaire to verify the comments recorded. If they refuse to sign it, that should be noted on the form and employee invited to add any comments they wish to make.

- **When to conduct the interview**

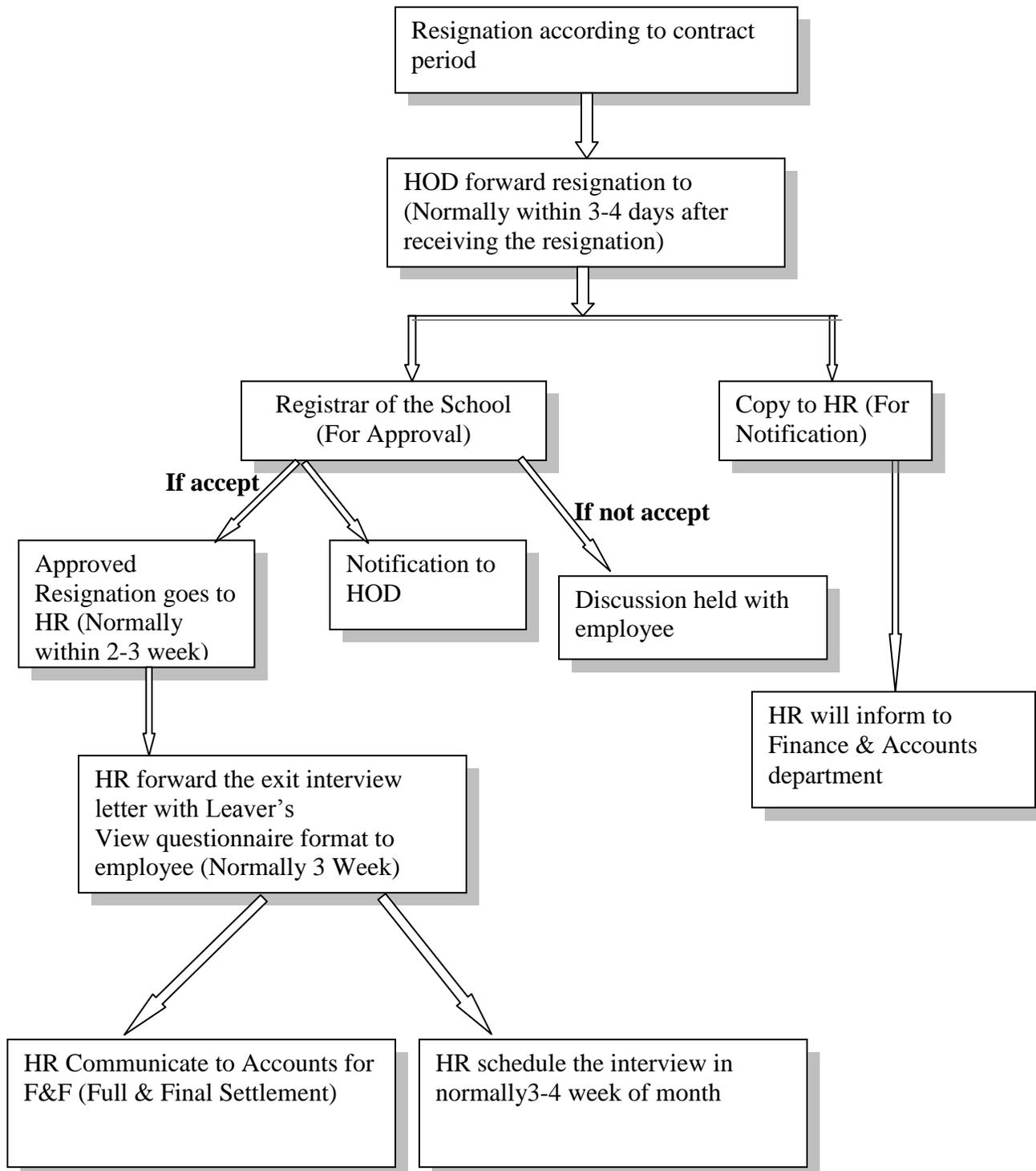
There are no hard-and-fast rules for the best time to carry out an exit interview. In an ideal world, the exit interview would elicit honest and insightful information from the individual who is leaving the University that would be of benefit to those who remain with the University. Interviewers should ensure that they are as effective as possible in interviewing techniques, asking open questions in order to elicit as much information as possible from an employee and providing the member of staff with the opportunity to add additional information throughout the interview. Conducting an exit interview in the last few days of the exiting individual's employment is normally the most appropriate time.

- **Post Exit Interview Procedure**

- 1) All completed questionnaires and exit interview documentation must be forwarded to Human Resources for annual monitoring and evaluation purposes. Monitoring will include reasons for leaving the University, turnover statistics etc.
  
- 2) Any relevant information pertaining to an employee's Department should be passed by the Human Resources Personnel to the Head of Department. The Human Resources Personnel will provide the Head of Department with any support, advice and guidance, which may assist them to take any necessary action and will follow this up with the Head of Department as necessary.
  
- 3) Any recommendations on how the exit interview process could be made more efficient, i.e. by reviewing the questionnaire format/additional sections, etc. should be fed back to Human Resources.



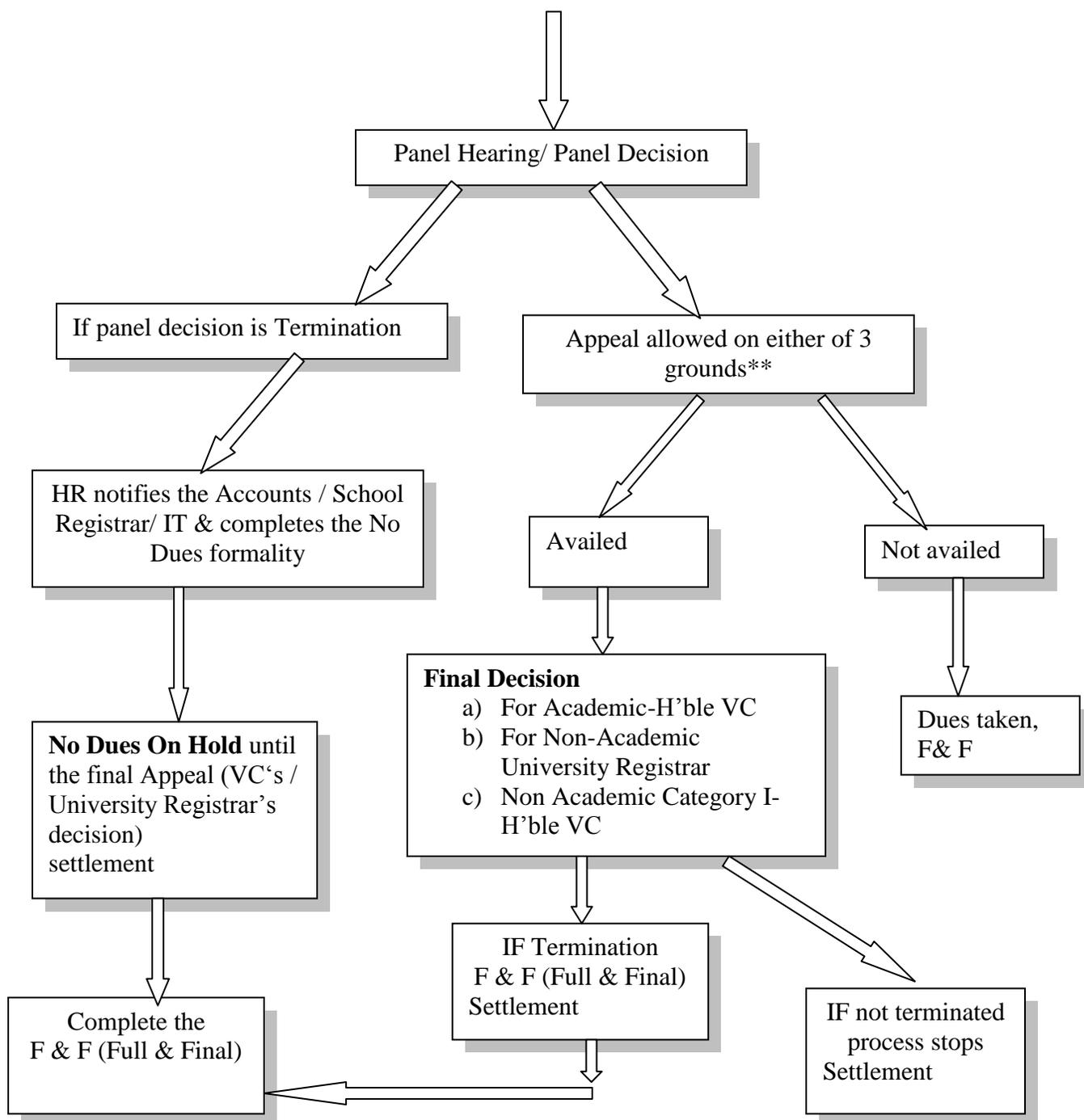
**Appendix B**  
**Exit Procedure in case of Resignation-Non-Academic Staff**



**"Appendix-C"**

**Exit Procedure in case of Termination**

Disciplinary Procedure



**N. B.**

For three grounds of Termination, refer Disciplinary Policy IEC University.

**“Appendix C”**



**IEC UNIVERSITY**  
**32, 34 Knowledge Park III**  
**Greater Noida, UP**

**PERSONAL & CONFIDENTIAL**

Dated:.....  
Dear Mr. / Ms .....  
Position.....  
Department.....

**EXIT INTERVIEW**

On behalf of the management, may I say how sorry I am to hear that you will be leaving IEC University and to thank you for your invaluable service and wish you every success in the future. As part of the management’s ongoing commitment to improving the retention and working lives of staff, I would like to invite you to take part in an Exit Interview with a member of the Human Resources team.

I would be grateful if you would also take a few minutes to complete the enclosed questionnaire and bring it with you to the interview. Alternatively, if you do not wish to attend an interview, I would be grateful if you could complete the enclosed questionnaire and return to the HR department as soon as possible.

Your views are important to the University and information gathered from exit interviews will be used in collaboration with other initiatives in order to improve employment practices and the retention of staff.

I look forward to seeing you soon.  
Yours sincerely

**HR .....**

**Please detach below and return along with questionnaire if NOT attending interview**

.....

I do not wish to attend an Exit Interview .....  
**(name)**

I enclose a completed questionnaire .....  
**(signature)**

**“Appendix-D”**





**IEC UNIVERSITY**

Plot No. 4, Institutional Area, Surajpur Kasna Road  
Knowledge Park 1, Greater Noida, Distt. Gautam Budh Nagar (UP), INDIA

**Leaver’s Questionnaire Format**

**PURPOSE:**

Our aim is determine the reasons behind staff leaving our university, but also your experience of working at IEC University. Your input into this process is vital and we appreciate and value your time and comments. All information provided will be treated with strict confidentiality and use for continuous improvement. Consider this feedback as a parting gift to us.

**INSTRUCTIONS:**

Read the questionnaire through first and complete questions where applicable.

Name: _____	Position _____
Department _____	Employee ID _____
Permanent Address _____	
Contact No (Landline) _____	Mob.No. _____

**1. What is the reason of leaving the Job?**

1	Earnings		8	No Promotion	
2	Pressure of Work		9	Job Content	
3	New Job		10	Pregnancy	
4	Working Hours		11	Care for Dependants	
5	Fixed term Contract		12	Travel Problems	
6	Working Relationships		13	Working Conditions	
7	Accommodation		14	Moving Home	

**Other reason, please specify:**  
\_\_\_\_\_

**2. What if anything would have made you stat with this university?**

1	Increased salary	
2	Role Clarity	
3	Better work/life balance options	
4	Development opportunities	
5	Increased benefits	
6	Recognition	
7	More challenging work	

**3. What were the most positive aspects of your time with the university?**

1	Job satisfaction	
2	Appraisal & recognition	
3	Co-worker interaction	
4	Community work	
5	Remuneration	
6	Employee development	
7	Flexibility	

Other: \_\_\_\_\_ (please \_\_\_\_\_ state)

**4. What will you be doing when you leave?**

- a) Another Job Y/N \_\_\_\_\_ (If Yes) Name of the Organization \_\_\_\_\_
- b) Returning to Education Y/N Name of Institution \_\_\_\_\_
- c) Public sector research institution Y/N Name of Institution \_\_\_\_\_
- d) Private industry / commerce Y/N \_\_\_\_\_
- e) Self-employed Y/N \_\_\_\_\_
- f) Other, please specify \_\_\_\_\_

**5. Did you have clear goals and know what was expected of you in your job?**

- a) Yes
- b) No
- c) Don't Know

**6. Did you receive enough training to do your job effectively?**

- a) Yes
- b) No
- c) Don't Know

**7. Did any issues/concerns contribute to your decision to leave?**

- a) Yes
- b) No
- c) Don't Know

**8. If yes, did you share them with someone at IECU, prior to making your decision?**

- a) Yes
- b) No

Comments: \_\_\_\_\_

**9. Did you feel you received formal recognition for your achievements/ contributions?**

Y / N Comments: \_\_\_\_\_

**10. How do you rate the working atmosphere?**

- a) People and colleagues    Good to work with     Average     Difficult
- b) Morale                            High                             Average     Low
- c) Management culture    Helpful                            Acceptable    Unhelpful/ confusing

**10. Did you receive informal recognition for your work efforts?**



Y / N Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**11. What measures would you suggest could assist IEC University retain quality staff ?**

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**12. We believe that an employee leaving the university will have an unbiased view of the strengths & shortcomings of the university. Please list three of each.**

<b>Strength</b>	<b>Weaknesses</b>
1.	1.
2.	2.
3.	3.

**N. B.**

**I understand this information is confidential; however, I understand the information contained in this questionnaire may be revealed on a "need to know" basis. (See Confidentiality of Exit Process Information in the Exit Policy and Procedures.)**

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Exit Interviewer:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Signature)



**IEC UNIVERSITY**

Plot No. 4, Institutional Area, Surajpur Kasna Road  
Knowledge Park 1, Greater Noida, Distt. Gautam Budh Nagar (U.P), INDIA

**School of Business Studies / School of Engineering & Technology  
NO DUES FORM**

Date:...../...../.....

To  
The Dean  
SBS/ SET

Respected Sir

I hereby declare that there are no dues against me, in the institute and I am giving you the No Dues Certificate obtained from various department.

Name:.....Position.....  
Department.....Employee Code:.....  
Permanent Address.....  
E-mail ID.....Contact No.....

S.No	Department		Authorized deptt. Signature with date
<b>1</b>	<b>HR Department</b>		
1.1	ID Card	Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
1.2	<u>Permanent Address</u> for annual income tax forms, etc.?	Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
<b>2</b>	<b>IT Department</b>		
2.1	Computer/ Laptop	Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
2.2	Info Tech Equipment/,Data Card	Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
2.3	If any other specify _____	Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
<b>3</b>	<b>Store</b>		
3.1	Telecommunications Equipment, Telephone,	Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
3.2	Mobile	Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
3.3	SIM card , Data card, Pen drive	Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
3.4	Business Card,	Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
3.5	Office Keys	Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>	

3.6	If any other specify _____	Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
<b>4</b>	<b>Library</b> (Books/ Library Card etc)	Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
<b>5</b>	<b>Computer Lab</b>	Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
<b>6</b>	<b>Transport</b>		
6.1	Car keys	Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
6.2	Fuel Card	Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
6.3	If any other specify _____	Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
<b>7</b>	<b>Hostel/ Staff Quarter</b>		
7.1	Electricity & Water bill,	Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
7.2	Mess /Food Charges if Any _____	Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
7.3	Maintenance Charges If any _____ _____	Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
7.4	Furniture if provided	Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
<b>8</b>	<b>Finance &amp; Accounts Department</b>		
8.1	Salary Clearance	Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
8.2	If any Dues Please specify _____	Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
9			

**DEPARTMENT HEAD**

**My signature certifies that all separation requirements for the individual have been satisfied.**

Department Head Signature	Dept Head Name	Date

.....  
**Dean**

**(Signature with date)**

This completed form should be submitted to HR department for the individual's permanent Personnel Fil

<b>HR use only</b>	
--------------------	--



## **NO DUES CERTIFICATE**

Mr./Ms....., Designation.....  
 ..., Department..... of IEC University, has submitted  
 his/her resignation and is to be relieved on .....(A.N.).

The following officials are required to mention if there is any outstanding amount/  
 article due from him/her, otherwise it is to be stated as NIL.

(Authorized Signatory)

<b>S. No</b>	<b>Designation</b>	<b>Mention outstanding amounts, otherwise Nil to be recorded</b>	<b>Signature of HOD/ Coordinator /Officer/Manager</b>
1.	Head of the Department		
2.	Accounts officer		
3.	Store In-charge		
4.	IT Department		
5.	Librarian		
6	Manger-Cafeteria		

(Authorized Signatory)