



Termination and Resignation of Visiting Faculty & PoP Positions

Preamble:

This document serves as the official HR Policies and Rules framework for the termination and resignation of visiting faculty and PoP members at the MEASI Institute of Management. It outlines the procedures, rights, and responsibilities to be adhered to by both the institution and its faculty and staff members in cases of termination and resignation.

Scope:

These policies and rules apply to all faculty and staff members employed by the MEASI Institute of Management, irrespective of their employment status (full-time).

Objectives:

1. To ensure fair and transparent procedures for terminating employment contracts.
2. To safeguard the rights and interests of both the institution and its faculty and staff members during termination and resignation processes.
3. To maintain a conducive work environment by providing clarity on the consequences and procedures involved in termination and resignation.

Purpose:

The purpose of these policies and rules is to establish clear guidelines and procedures for the termination and resignation of faculty and staff members to:

- Protect the institutional interests and reputation.
- Uphold ethical standards and professional conduct.
- Ensure compliance with legal regulations and obligations.
- Facilitate smooth transition and continuity of operations.



Policies and Rules:

1. Termination Procedure:

- Termination of employment may occur due to various reasons including but not limited to misconduct, poor performance, organizational restructuring, or violation of institutional policies.
- The decision to terminate an employee shall be made following a thorough investigation and consultation with relevant stakeholders.
- The affected employee shall be provided with a written notice of termination, specifying the reasons and effective date of termination.

2. Resignation Procedure:

- Visiting Faculty and PoP intending to resign from their positions must submit a formal resignation letter to their immediate supervisor or the HR department, stating the reason for resignation and proposed last working day.
- The institution reserves the right to accept or reject resignation requests based on operational requirements and contractual obligations.

3. Notice Period:

- Both parties are required to adhere to the stipulated notice period mentioned in the employment contract or institutional policies.
- Failure to serve the notice period may result in financial penalties or forfeiture of benefits as per the terms of employment.

4. Exit Formalities:

- Upon termination or resignation, faculty and staff members are required to complete all necessary exit formalities including returning company assets, clearing pending dues, and providing handover of responsibilities.

5. Confidentiality and Non-Disclosure:



- o Former faculty and staff members are obligated to maintain confidentiality regarding institutional information, trade secrets, and intellectual property even after termination or resignation.

6. Dispute Resolution:

- o In case of disputes arising from termination or resignation, both parties are encouraged to seek an amicable resolution through mediation or arbitration.

7. Compliance with Laws:

- o All termination and resignation procedures shall comply with relevant labor laws, regulations, and institutional policies.
