



THIRUTHANGAL NADAR COLLEGE

(Belongs to the Chennaisazh Thiruthangal Hindu Nadar Uravinmurali Dharma Fund)
A Self Financing Co-Educational College of Arts & Science
Affiliated to the University of Madras | 2(f) Status under UGC Act
Re-accredited at 'B++' Grade by NAAC & An ISO 9001:2015 Certified Institution
Selavayal, Chennai 600 051, Tamil Nadu, India

EXIT POLICY

- The Staff should submit the resignation through the proper channel.
- The resignation must be endorsed by the HOD and submitted to the Principal.
- Staff need to provide a notice period of two months, or pay two months' salary instead 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 must ensure their willingness to continue their service for the next academic year.
- **Resignation Timeline:**
 - If a faculty member wishes to resign during the **Odd Semester**, a resignation letter must be submitted **before the first week of November** and they will be relieved from service by **25th December**.
 - If they wish to resign during the **Even Semester**, a resignation letter must be submitted **before the first week of April** and they will be relieved from service by **25th April or May**, depending on their work schedule.
- **Government Job Appointments:**
 - If any faculty receives an appointment for a **Government Job**, they will be relieved **immediately**, upon submission of a valid **appointment letter** as proof.
- **Mid-Semester Resignations:**
 - Resignations will not be entertained during the middle of semesters.
 - If immediate relieving of service is required for a staff member, he/she has to **surrender two months' salary** instead of notice.

All staff are expected to comply with these rules without exception. Non-compliance will be viewed seriously.



V. Devi
Dr. V. DEVI M.B.A., M.C.A., M.Phil., Ph.D.
PRINCIPAL
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