



**University of
Technology**
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EMPLOYEE SEPARATION POLICY AND GUIDELINES

**EMPLOYEE EXIT DOSSIER
– STAFF COPY**

Index

S.No	Information Details	Page No.
1	Guidelines for Submission of Resignation	01
2	Elaborated Guidelines on Notice Period Compliance	05
3	Resignation Notice From Services Format	08
4	No Dues Clearance Process	10
5	No Dues Format	13
6	Request Letter for Revocation of Resignation	16



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Guidelines for Submission of Resignation

Guidelines for Submission of Resignation

The **submission of resignation** is a formal process that requires adherence to institutional policies and protocols. The following guidelines ensure a structured and transparent resignation process.

1. Purpose:

The resignation submission process allows an employee to formally notify the university of their decision to leave, ensuring a smooth transition, work handover, and compliance with contractual obligations.

2. Applicability:

These guidelines apply to all employees of the University of Technology, including:

- Teaching Faculty
 - Administrative Staff
 - Contractual Employees
 - Other University Staff Members
-

3. Step-by-Step Process for Submission of Resignation

Step 1: Preparing the Resignation Letter

- The employee must draft a formal resignation letter using the **prescribed resignation format** provided by the university.
- The resignation letter must include:
 - **Employee Name**
 - **Employee ID**
 - **Designation**
 - **Department**
 - **Date of Submission**
 - **Joining Date**
 - **Effective Last Working Date** (Considering the 45-working-day notice period)
 - **Reason for Resignation**

Step 2: Submission to Immediate Supervisor

- The resignation letter must first be submitted to the **Reporting Officer/Immediate Supervisor** physically (hard copy) for initial acknowledgment.
- The Reporting Officer reviews the resignation and provides remarks regarding pending work, responsibilities, or clearances required before exit.

Step 3: Submission to Head of Department (HOD) / Dean/ Academic Dean/ Provost

- After review by the Reporting Officer, the resignation letter shall be forwarded to the **HOD/Dean** for approval by Supervisor.
- The HOD/Dean will verify if any departmental obligations, such as academic or administrative duties, are pending.
- The HOD/Dean may discuss the resignation with the employee to understand the reason and suggest alternatives if necessary (e.g., retention, alternative roles).

Step 4: Forwarding to Registrar's Office

- Once the resignation is reviewed and approved at the department level, it must be submitted to the **Registrar Office** for final processing.
- The Registrar Office will record the date of resignation and **calculate the final relieving date** based on the notice period policy (45 working days).
- If the resignation is accepted, the **Exit Interview Date** will be scheduled, and the employee will be issued **Resignation Acceptance Letter**.

Step 5: Exit Interview & Final Confirmation

- Before the final relieving date, the employee must attend an **Exit Interview** conducted by the HR Department.
- The purpose of the interview is to:
 - Understand the employee's reasons for leaving.
 - Gather feedback on institutional policies, work culture, and overall experience.
 - Address any unresolved concerns.

Step 6: No Dues Clearance & Final Relieving

- The employee must complete the **No Dues Clearance Process** by obtaining required approvals from relevant departments.
- Once all clearances are obtained, the **Final Relieving Letter & Experience Certificate** will be issued.
- Employee ID, system access, and official email accounts will be deactivated on the last working day.

Important Notes:

- **Notice Period Compliance:** Employees must serve a **45-working-day notice period** as per the university's policy.
- **Early Resignation Requests:** If an employee wishes to leave before completing the notice period, approval from the **Registrar (HRD) and Management** is required. Salary deductions may apply if early relief is granted.
- **Resignation Withdrawal:** If an employee wishes to withdraw their resignation, they must submit a formal request before the No Dues Clearance Process is initiated.
- **Handover Responsibilities:** The resigning employee is responsible for ensuring a proper handover of work, documents, and institutional resources to their successor or department head.
- **Exit Interview Mandatory:** Participation in the **Exit Interview** is compulsory before final clearance is granted.
- **Physical Interaction and Submission:** The employee **must submit the resignation notice in hard copy** to their **Supervisor**. **Email or WhatsApp communication is not acceptable** for official resignation submission.



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Elaborated Guidelines on Notice Period Compliance

Elaborated Guidelines on Notice Period Compliance

1. Definition of Notice Period

The **notice period** is the mandatory duration an employee must serve after submitting their resignation before their official exit from the organization. This allows the university to manage work transitions, find replacements, and ensure that all administrative and financial clearances are completed.

2. Standard Notice Period Policy

- As per the **University of Technology's HR policy**, employees are required to serve a **45-working-day notice period** before their final relieving date.
- The **count starts** from the day the resignation is formally accepted by the **Registrar Office**.
- The notice period excludes **official holidays, and any sanctioned leaves** unless otherwise specified.

3. Purpose of the Notice Period

- Ensures a **smooth transition** by allowing time for the university to find a suitable replacement.
- Enables the employee to complete any **pending work assignments** before exit.
- Provides time for the **handover process**, ensuring that knowledge transfer is completed.
- Allows all **financial and administrative clearances** to be processed efficiently.

4. Employee Responsibilities During the Notice Period

- **Complete pending tasks** assigned by the department or supervisor.
- **Train or assist** the replacement employee (if applicable).
- **Return all university property**, including laptops, ID cards, research materials, and access credentials.
- **Obtain departmental clearances** as part of the No Dues process.
- **Attend the mandatory Exit Interview** with HR before final clearance.

5. Exceptions and Adjustments to Notice Period

The following situations may allow adjustments to the standard **45-working-day notice period**:

A. Early Relieving Request

- If an employee requests an **early release before completing 45 working days**, they must submit a formal request to the **Registrar** with valid reasons.
- The university may approve or deny the request based on work dependencies and clearance status.
- **Salary deductions** may apply for early release cases.

B. Waiver of Notice Period

- The **Vice Chancellor (VC) or Pro Vice Chancellor (Pro VC)** may waive the notice period in exceptional cases (e.g., medical emergencies, family reasons, or management decisions).
- Any such waiver must be documented and approved in writing.

C. Non-Completion of Notice Period

- Employees who **leave without serving** the full notice period may face the following:
 - **Salary deductions** for the remaining unserved days.
 - **Hold on relieving letter and experience certificate** until clearance is completed.
 - **Legal consequences**, as the undertaking requires a **mandatory notice period**.

6. Final Clearance and Relieving Process

- After completing the **45-working-day notice period**, the employee must ensure all exit formalities are completed.
- The final **relieving date** will be communicated after clearance from all relevant departments (Library, IT, Finance, HR, etc.).



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Resignation Notice From Services Format

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

RESIGNATION NOTICE FROM SERVICES

Dear Sir/Madam,

I.....[Name], currently working as [Designation] in the [Department], here by submit my resignation from my position.

I have been serving at University of Technology since[Joining Date], and due to (Reason)

I have decided to step down from my role. Kindly consider this letter as my formal notice of resignation, effective 45 working days from today as per the terms of my service agreement.

During this period, I will ensure the completion of all pending work and actively participate in the handover process and other formalities to ensure a smooth transition.

I sincerely thank you for the support and opportunities provided to me during my tenure.

Signature

Name : Employee ID : Designation :
Department : Mobile No :

OFFICE USE ONLY

Name of the Reporting Officer	Name of the HOD/ Dean
Remarks by Reporting Officer	Remarks by HOD/Dean
.....
Receiving Date /Time Signature	Receiving Date /Time Signature

REGISTRAR OFFICE (ACADEMIC / ADMINISTRATIVE)

Date and Time of Receiving in Registrar Office..... Final Date of Relieving (After 45 Working Days).....
Exit Interview Date/...../..... Final Remarks

Signature :-

REGISTRAR (HRD)

Final Remarks :

.....

Date :-/...../..... **Signature :-**



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No Dues Clearance Process

No Dues Clearance Process

1. Purpose:

The **No Dues Clearance Process** ensures that an employee resigning from the university has settled all pending obligations. It includes financial settlements, return of university assets, and clearance from relevant departments.

2. No Dues Process Steps

Step 1: Submission of Resignation Letter

- The employee submits their **Resignation Notice** to the **Registrar Office** .
- The resignation is reviewed, and the **last working date** and **exit interview date** are confirmed.
- The employee will be provided with a **No Dues Clearance Form** to be completed on the final relieving date.

Step 2: Departmental Clearances

The resigning employee must obtain clearance from the following departments in sequential order after receiving confirmation for No Dues Process from Registrar office.

1. Head of Department (HOD) Clearance:

- Ensures all assigned academic/administrative responsibilities are completed.
- Mandatory submission of:
 - **Lab Manual**
 - **Duty Allocation Records**
 - **Student Grievance File**
 - **Faculty Diary & Lecture Notes**
 - **Attendance Register**
 - **Handover of Charge to Successor**

2. Library Clearance:

- Verification that no books, research materials, or university resources are pending return.

3. **IT & Network Administrator Clearance:**
 - Disabling **WiFi, Server Login, Official Email ID, and other access credentials.**
 - Return of university-issued **laptop, desktop, or other IT devices.**
4. **Accounts & Finance Clearance:**
 - Settlement of **due bill payments.**
 - Clearance of **transport, hostel, and mess dues** (if applicable).
5. **Registrar Office Clearance:**
 - Return of **official dress/uniform** (if issued).
 - Clearance from **Secrecy & Exam Department** regarding any pending duties or documents.

Step 3: Final Discussion & Approval

- Once all department heads have signed the **No Dues Clearance Form**, the **Dean** and **Registrar** conduct a final review.
- The final discussion summary is recorded.

Step 4: Deactivation of the Ids

- The employee's ID card, biometric access, and email accounts are officially deactivated.

Important Notes:

- The **No Dues Form** is issued **only by the Registrar Office** once the employee has successfully **completed the 45-working-day notice period** and adhered to the **resignation guidelines**. Failure to comply with the notice period and guidelines may result in delays or denial of final clearance and relieving documents.
- The **No Dues Form must be completed in serial order**, with each department signing only after previous clearances are completed.
- **Exit Interview** is mandatory before the final clearance is granted.
- **Employees failing to complete the No Dues process will not be issued their relieving documents.**



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No Dues Format



S.No.....

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

STAFF NO DUES FORM

Date of Resignation Notice/...../.....

Employee Summary:

Name of Employee : _____ Father's Name _____

University Employee ID : _____

Designation : _____ Department _____ Branch _____

Date of Joining : Day _____ Month _____ Year _____

Last day Working : Day _____ Month _____ Year _____

Local Address : _____

City _____ State _____ Pincode No. _____

Permanent Address : _____

City _____ State _____ Pincode No. _____

Email ID _____ Contact No _____ Mobile No _____

Reason For No-Dues:

Signature of Employee



Resignation Application of Employee with Following details:-

Name:- Employee Id..... Designation.....

Department..... Resignation Notice Date...../...../..... Exit Interview Date...../...../.....

has been confirmed and as per guidelines employee has completed his **45 days** notice on/...../.....

It is requested to proceed for the no dues of the above mentioned employee.

Registrar

DUES CONFIRMATION FORM

S.N.	Department Name	Head of Depts. Name & sign (with seal)	Dues (Amount/Material / Bill Pending/ No dues)	Remarks
1	HOD:- <ul style="list-style-type: none"> • Lab Manual <input type="checkbox"/> • Duty Allocation <input type="checkbox"/> • Students Grievance File <input type="checkbox"/> • Faculty Diary <input type="checkbox"/> • Lecture Notes <input type="checkbox"/> • Duty File <input type="checkbox"/> • Attendance Register <input type="checkbox"/> • Lab Incharge <input type="checkbox"/> • Any Other Assigned Duty <input type="checkbox"/> • Charge handover <input type="checkbox"/> to.....			
2	Library			
3	Network Administrator (For WiFi / Server login/ Email Disable/ Laptop/Any other Device Issued.)			
4	Accounts:- <ul style="list-style-type: none"> • Due Bill payments <input type="checkbox"/> • Transport <input type="checkbox"/> • Hostel/ Mess <input type="checkbox"/> 			
5	Registrar :- <ul style="list-style-type: none"> • Dress <input type="checkbox"/> • Secrecy & Exam <input type="checkbox"/> 			

Note: - No Dues from each department is mandatory and must be get filled in serial order.

Final Discussion Summary: _____

Final Discussion & No-Dues Held on...../...../..... Approved for Relieving on/...../.....

ACADEMIC DEAN / PROVOST
<Seal & Sign>

Registrar
< Seal & Sign>



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Request Letter for Revocation of Resignation

Request Letter for Revocation of Resignation

The Registrar
University of Technology

Subject: Request for Revocation of Resignation

Dear Sir/Madam,

I am writing to formally request the revocation of my resignation submitted on **[Resignation Submission Date]** from my position as **[Designation]** in the **[Department Name]**. Due to reconsideration of my personal/professional circumstances, I have decided to continue my association with the University of Technology and would like to withdraw my resignation.

I sincerely apologize for any inconvenience caused due to my initial decision, and I assure you of my continued dedication and commitment to my duties. I humbly request you to kindly consider my application and allow me to resume my role as per the terms of my original appointment.

I would be grateful for a positive consideration of my request. Please let me know if any further formalities are required.

Thank you for your time and understanding. I look forward to your approval.

Sincerely,

[Name]
[Designation]
[Department Name]

[Employee ID]
University of Technology



- School of Engineering & Technology
- School of Law
- School of Pharmacy
- School of Commerce, Management and Computer Application
- School of Basic & Applied Science
- School of Humanities, Arts and Social Sciences
- **Doctoral Program**

SCAN TO APPLY



ISO 9001:2015
Quality
Management System



ISO 14001:2015
Environmental
Management System



ISO 21001:2018
Educational Organizations
Management System



ONLINE APPLICATION FORM
apply.uot.edu.in

ONLINE PAYMENT LINK
bit.ly/uot-fees



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