



Rules regarding Cessation of Employment

GSFC University
Fertilizernagar, Vadodara

Rules regarding Cessation of Employment

1. Cessation of employment during training, probation, contract and tenure post :

A. Termination:

- i. An employee can be terminated by appointing authority after giving one month notice or salary* in lieu of notice and in such case no inquiry will be required to be conducted before termination.

- ii. Recovery of Cost:

In case of termination no cost of whatsoever nature shall be recovered from the employee.

- iii. Experience certificate:

An experience certificate will be issued reflecting the API score appropriately as a policy to an employee whose services are terminated.

* Subject to the provisions of appointment letter.

B. Resignation:

- i. An employee can resign from the services of the University by giving one month notice* and in such case no inquiry will be required to be conducted before accepting the resignation.

Provided that the University, at its sole discretion, accept the resignation of a shorter period by recovering the amount from the employee equivalent to the extent of short fall of a notice period.

- ii. Recovery of Cost:

In case of resignation, training cost and bond amount, if any shall be recovered from the employee.

iii. Experience certificate:

An experience certificate will be issued as a policy, inter-alia reflecting the API score appropriately to an employee who has resigned from services of the University.

* Subject to the provisions of appointment letter.

C. Dismissal:

i. An employee can be dismissed by the appointing authority from the services of the University in case of proven misconduct and in such cases normally a notice shall not be required to be given before issuing order of dismissal.

ii. Civil and Criminal consequences:

Dismissal of an employee in case of proven misconduct shall not bar the civil and criminal consequences flowing from the proven misconduct.

iii. Recovery of Cost:

In case of dismissal, training cost and bond amount, if any shall be recovered from the employee.

iv. Experience certificate:

An experience certificate will be issued reflecting the API score appropriately as a policy to an employee whose services are terminated by dismissal.

However, the experience certificate will also state the reasons for removal or dismissal of an employee.

D. Cessation of employment during Tenure Post:

i. Renewal /extension of tenure post:

The maximum period of tenure post shall be Six (6) years at the time of appointment to the tenure post and can be extended/ renewed to another block of 7 and 8 years respectively, based on annual assessment record to be

evaluated by Performance Evaluation Committee (PEC) at the end of every tenure blocks.

ii. Termination during Tenure appointment:

The long term tenure appointment can be terminated at the end of the academic session provided the students' strength decreases to 25% of the sanctioned strength or student assessment is less than 40% in any semester or proven misconduct.

iii. Resignation:

The employee who is appointed on a tenure post can resign by giving a notice of 3 months. Provided that such employee shall be relieved at University's discretion from the services only at the end of the academic session.

Provided that the University, at its sole discretion, accept the resignation of a shorter period by recovering the amount from the employee equivalent to the extent of short fall of a notice period.

E. Cessation of employment during Fixed term contract (Maximum up to 5 year):

i. Renewal /extension of Fixed term contract :

The fixed term contract which may be of maximum duration of 5 years can be renewed only once.

ii. Termination of Fixed term contract:

a. The Fixed term contract can be terminated at the end of the academic session provided the students' strength decreases to 50% of the sanctioned strength or student assessment is less than 40% in any semester or proven misconduct.

b. The Fixed term contract of maximum duration of 5 years shall stand concluded on expiry of the contract period unless the specific renewal /extension has been made.

2. General Provisions applicable during training, contract, fixed term contract and tenure post:

A. Age of superannuation:

The Age of superannuation for the teaching staff will be 62 years.

Provided that in case the teaching staff retires on attaining superannuation in the mid of academic session, the retirement shall stand extended up to the end of academic session.

B. Removal from employment:

- i. The employment contract can be terminated based on review of performance at various stages on attaining the age of 50, 55 and 60 years in case the performance of the employee falls below the stipulated standard prescribed for continuation in employment.
- ii. The employment contract can also be terminated in the cases of medical ground, availing excessive leaves and cases of misconduct.
- iii. Termination of employment under clause 2(B) shall not require any notice of termination to the employee by the University and the employee whose service are terminated shall be given 3 month salary in lieu of notice period.