

# CENTRAL COUNCIL OF INDIAN MEDICINE

## GUIDELINES FOR THE COLLEGES AND TEACHERS REGARDING RELIEVING / RESIGNATION FROM THE COLLEGE

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### 1. INTRODUCTION

The central council of Indian Medicine has observed since long back several disputes regarding the relieving / resigning of teacher from the colleges and it become a serious hindrance for the upliftment of ISM education system. The CCIM also looked into the intensity of the problems faced by teachers as well as the college authorities while resigning /relieving from the college respectively. Various measures to curb the said issues have been taken from time to time and guidelines had been issued accordingly. However, the number of such applications about the disputes are increasing day by day. Therefore, it is decided to upgrade the guidelines in view of the current scenario.

The main issues which are considered for redressal are,

- i. Difficulties faced by the teacher when he/she wants to resign from the college but, the college management wants to retain the teacher in the college and *vice-versa*.
- ii. Difficulties faced by the CCIM to redress the complaints rising out of the above issues.
- iii. Difficulties faced by the students due to the dispute between the teacher and college management.

Due care has been given while drafting these guidelines to cater every dimension of the issues discussed above and solutions have been arrived at to address the issues in a amicable way.

### 2. BASIC PROCEDURES TO BE FOLLOWED

The colleges when appointing the teacher shall mandatorily follow the procedures viz.

- A. The appointment order shall be given in response of the application of the teacher for the said post after completion of the formal recruitment procedures.
- B. In the appointment order the following information shall be mandatorily mentioned viz.,
  - i. Full Name and designation of the teacher on the date of appointment.
  - ii. Permanent and current residential address of the teacher on the date of appointment.
  - iii. Details of salary including mode of payment.
  - iv. Notice period for resignation/relieving from the institution on co-terminus basis.
- C. The teacher shall apply online to resign from the college through his profile by logging in using the credentials. The relieving of the teacher will be monitored online and will not be intervened by the CCIM.
- D. The online application of the teacher for resigning from the college will be processed in the following manner.
  - a. All the existing teachers will be given with a username and password to access their profile page which will be created based on the data submitted by the teacher/ college during the last visitation as well as from the Online teacher management system wherever applicable.
  - b. In respect of completeness of the profile, the concerned college/institute from which the teacher claims his/her teaching experience shall verify and approve online the period of teaching from that college/institute.
  - c. After successful submission of the information in profile page and after due verification and ensuring the correctness and completeness of their profile, the teachers will be given with an unique Teacher Code which will remain unchanged till their retirement (currently the Teacher Code is getting changed as and when the teacher changes his teaching department).
  - d. The teacher will have an option to make application online for resignation from his/her respective institution. The said application for resignation will be forwarded online to the

concerned college for necessary disposal but only with the option to agree with the request of teacher within 30 days or such number of days as per the terms of appointment order whichever is lesser.

- e. If the college did not act on the application the teacher will be relieved automatically from the college online as per the notice period mentioned in the appointment letter or on completion of three months from the date of submission the resignation online whichever is lesser. The teacher may withdraw his application for relieving from the college with mutual consent with the college at any time within 30 days or such number of days as per the terms of appointment order whichever is lesser.
- f. The commencing date of notice period will be reckoned from the date of submission of online application for relieving by the teacher.
- g. The office of the CCIM shall not take any responsibility and will not take any action on this resignation application as the said application will only be treated as updation of the records of teacher.
- h. The teacher/college may take a print / hard copy of the said online application for their records.
- i. No other mode of relieving / resignation will be considered by CCIM.
- j. As far as Govt. colleges are concerned, the concerned norms of the government may be followed.
- k. This process will be followed for all future cases of resignation of teacher of all the Ayurveda, Siddha and Unani colleges of the country.
- l. After revamping the online Teacher management system the following applications will be available.

S.No.	Type of application	Applicant	Workflow of Approval
1	Application for Resignation	Teacher	Teacher-->College
2	Application for Appointment of Teacher who already have Teacher Code	College	College --> CCIM
3	Application for Appointment of Fresh Teacher	College	College-->CCIM
4	Application for promotion of Teacher with Existing Teacher Code	Teacher	Teacher-->College
5	Application for adding additional qualification of Teacher with Existing Teacher Code	Teacher	Teacher-->College

**m. Therefore, in view of the above, any dispute between teacher and the college regarding non issuance of relieving or experience certificate, certificate of "No dues", salary matters etc, shall be amicably settled by the teacher and college themselves within the stipulated period as mentioned above.**

**n. Council will not entertain any grievance either from the college or from the teacher in the above service matters and no action will be taken by CCIM on the online application for resignation submitted by the teacher as the same is a matter of record in view of CCIM.**

- E. The above provisions in the Online Teachers Management System will be made effective very soon. Therefore, till the implementation of the above said provisions, all the teachers, whose matter of issuance of relieving order from college is pending even after submission of resignation as per terms and conditions mentioned in their appointment order, will be treated as relieved from concerned institutes if three months period have been passed from the date of submission of resignation. However, such teachers have to submit a notarized affidavit to the newly joining institute with a copy to CCIM stating that they have submitted their resignation to the college as per terms and conditions of appointment order but did not receive relieving order even after three months of submission of the resignation. They should enclose self attested photocopies of supporting documents in this regard. These documents along with notarized affidavit may be uploaded in place of relieving order while applying in Teacher Management System.