

Ref: ITMU/VCO/2026/674

Dated: March 23, 2026

## STANDARD OPERATING PROCEDURE (SOP)

**Subject: Deactivation of Official IDs and Access upon Receipt of Resignation — Teaching & Non-Teaching Staff**

### 1. Purpose

To ensure immediate protection of institutional data, systems, infrastructure, and assets by timely deactivation of all official access privileges of any employee upon submission of resignation.

### 2. Scope

This SOP shall apply to all Teaching (Faculty) and Non-Teaching Staff of ITM University, Gwalior, including contractual, temporary, visiting, and outsourced personnel across all Schools, Departments, Offices, and Units.

### 3. Responsibility

Primary Responsibility: **Human Resource (HR) Office**

Supporting Departments: **IT Department, Administration, Library, Security, Finance, and all concerned units**

### 4. Procedure

4.1 Upon receipt of resignation from any employee, the HR Office shall record the exact date and time of receipt.

4.2 The HR Office shall immediately notify the concerned IT and administrative departments through official communication.

4.3 All official IDs and access privileges of the concerned employee shall be **disabled within two (02) hours of receipt of the resignation.**

4.4 The employee's reporting authority shall also be informed simultaneously.

### 5. Access to be Disabled

S.No.	Different IDs	Responsible Department
1.	Institutional E-mail Account	ERP Head
2.	ERP / MIS / PRABANDH / PARAKH	ERP Head
3.	MP Online Systems	Deputy Registrar - HR
4.	Biometric Attendance System	Deputy Registrar – HR
5.	Library Access (Physical and Digital)	Library In-charge
6.	Official Software Licenses / Cloud Accounts	Asst. Software Developer, ERP
7.	Official Equipment Login Credentials (Desktop/Laptop/Server Access)	Concerned Departmental Head
8.	Identity Card and Building/Area Access (where applicable)	Deputy Registrar - HR

## 6. Compliance and Confirmation

6.1 Concerned departments shall confirm completion of deactivation to the HR Office in writing/email within the stipulated time.

6.2 The HR Office shall maintain proper records of compliance for administrative, legal, and audit purposes.

### 6.3 Weekly Compliance Reporting

The HR Office shall submit a weekly compliance report to the competent authority in the following tabular format, indicating the status of deactivation:

S. No.	Name of Employee	Department	Designation	Date of Resignation Received	Date of Deactivation/Compliance	Time Taken (in Hours)	Remarks (if any)
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The report shall be submitted regularly for monitoring, audit, and record purposes.

## 7. Exceptions

Any requirement for temporary continuation of access shall only be permitted with prior written approval of the Competent Authority.

## 8. Effective Implementation

This SOP shall come into force with immediate effect and shall be followed strictly by all concerned.

**VC Office**  
**By the order of Hon'ble Vice Chancellor**

### Copy to:

- PA to Chairman for information of Hon'ble Chairman
- PA to Chancellor for information of Hon'ble Chancellor
- PA to Pro-Chancellor for information of Hon'ble Pro-Chancellor
- Hon'ble Vice Chancellor
- Registrar
- Dean Academic-I & II
- Deputy Registrar (PR, HR, Admin & Affiliation)
- Asst. Registrar (Education Learning and Exam)
- Director IQAC
- Dean Student Welfare
- All Dean/Head
- Women Empowerment Cell
- ERP
- COE
- Security / Transport Head
- Mess In-charge
- HR Office
- CFAO
- Office File (Main Copy)