

**RAJIV GANDHI CENTRE FOR BIOTECHNOLOGY**  
**Thiruvananthapuram-695014**

**CLEARANCE CERTIFICATE**  
**(Ph.D/M.Sc Students)**

It is certified that nothing is outstanding against (name) .....  
(Designation)..... who is resigning / has been relieved from  
the position with effect from the forenoon/afternoon of .....

- (1) Faculty-In-Charge
- (2) Division Head
- (3) Hostel Warden
- (4) Office of Technology Ventures
- (5) Office of Academic Affairs
- (6) Radiation Safety Officer
- (7) Library
- (8) Information Technology
- (9) Deputy General Manager (Instrumentation)
- (10) Senior Chief Manager (Purchase/Stores)
- (11) Administrative Officer
- (12) Finance Officer

**COUNTERSIGNED**

**CHIEF CONTROLLER**

### EXIT SURVEY

In our Continual effort to ensure that we are providing an appropriate work environment that aligns with the Institute mission , your input is requested regarding your experience while you were an employee of RGCB. Please take a moment to complete this exit survey. You may leave it in the Director's office when you process out.

Name ..... Position Title .....

Department ..... Date .....

Termination Date ..... Hire Date .....

Full-time  Part-time  Supervisor .....

Personal Email ID .....

Please rate your overall opinion of RGCB in regards to the following categories :

| Opinion  | Excellent                | Good                     | Fair                     | Poor                     | No                       |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Recruiting process overall                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Job postings were well communicated                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Administration was helpful and Knowledgeable       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Benefits provided by RGCB                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Initial training received                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ongoing training opportunities                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Growth opportunities available to me               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Equipment/resources provided to do my job properly | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Physical working conditions                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| My supervisor treated me fairly                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| My supervisor's leadership qualities               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Recognition to employees for a job well done       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Keeping employees Informed                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Morale in the Institute                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Morale in my Department                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| RGCB's Interest in employees                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| My pay/ fellowship /stipend                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Briefly indicate why you are leaving RGCB and what conditions initiated the leave

What did you like most about your job at RGCB ?

What did you like least about your job at RGCB ?

Would you recommend RGCB to others as a good place to work?

Yes

No

Why or why not ?

Would like to consider re-employment with RGCB in future?

Yes

No

Why or why not?

Do you have any further suggestions or comments that will help us to improve our overall environment ?

Thank you for completing this questionnaire. We wish you success in your future endeavors. If you would like to discuss one of these or other areas more in depth, Please contact Director's office at 0471-2529419 or email to [directorsoffice@rgcb.res.in](mailto:directorsoffice@rgcb.res.in)