

Retirement & Post-Retirement Engagement Policy

Policy #HR419 Retirement and Post-Retirement Engagement Policy V1.6

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Release Control

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08 June 2021	V1.0	Draft Retirement Policy Guidelines Discussion	Siddhartha Goel	All School Deans in Dean's Forum
30 Sep 2021	V1.0	Suggestions w.r.t to Retirement age of contractual employees to be incorporated	Siddhartha Goel	All School Deans in Dean's Forum
07 Oct 2021	V1.1	Retirement Policy	Siddhartha Goel	All School Deans in Dean's Forum
28 Oct 2021	V1.2	Retirement Policy	Siddhartha Goel	All School Deans in Dean's Forum
11 Nov 2021	V1.3	Retirement Policy	Siddhartha Goel	All School Deans in Dean's Forum
09 Dec 2021	V1.4	Final discussion on the implementation of the Retirement Policy	Siddhartha Goel	All School Deans & Executive Director in Dean's Forum
09 March 2022	V1.5	Final Policy presented to EC	Siddhartha Goel	EC
14 April 2022	V1.6	Final Policy Presented with revised nomenclature "Retirement and Post-Retirement Engagement Policy"	Siddhartha Goel	Vice-Chancellor & VC Council

POLICY ADMINISTERED BY:

Department:	Represented By:	Date
HR	Mr. Siddhartha Goel	Date of release

POLICY RATIFIED BY:

Department:	Represented By:	Date
Executive Director	Col. Gopal Karunakaran	28 Oct 2021 & 09 Dec 2021
Dean SME & ACE	Dr. Bibek Banerjee	28 Oct 2021 & 11 Nov 2021
Dean SOE	Dr. Sandeep Sen	28 Oct 2021, 11 Nov 2021, & 09 Dec 2021
Dean SNS	Dr. Sanjeev Galande	28 Oct 2021, 11 Nov 2021, & 09 Dec 2021
Dean SHSS	Dr. Rajat Kathuria	28 Oct 2021, 11 Nov 2021, & 09 Dec 2021
Dean-Research & Partnerships	Dr Suneet Tuli	28 Oct 2021, 11 Nov 2021, & 09 Dec 2021
Director HR	Mr. Siddhartha Goel	28 Oct 2021, 11 Nov 2021, & 09 Dec 2021
VC Council	Mr Siddhartha Goel	14 April 2022

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Policy Details

1. OBJECTIVE

The objective of this policy is to set out the guidelines and procedure followed by Shiv Nadar University- Delhi NCR for effecting retirement of members upon attaining the age of retirement as per the terms of their contract. This policy also covers the conditions of any contractual Post-retirement engagement with Shiv Nadar University after retirement.

2. SCOPE

This policy covers all existing and future Regular Full time appointments, Contractual Full time and Contractual Part time engagements. The policy is applicable to all schools, departments and entities of Shiv Nadar University- Delhi NCR unless otherwise specified.

This policy shall be effective retrospectively and supersede the corresponding terms of employment relating to retirement/superannuation within existing employment contracts.

3. RETIREMENT

I. **Definition:**

The age at which a serving member's employment tenure comes to an end upon attaining the age of 65 years.

II. **Eligibility:**

- a) All members working on Regular Full time employment
- b) The actual date of retirement shall be taken as the day on which the member's birthday falls and all retirement procedure shall be concluded as per the retiring member's birthday.

Note for Regular Faculty members: A separate contract engagement beyond retirement of up to a maximum 90 days as may be deemed necessary to complete an on-going semester shall be extended at Dean's discretion.

III. **Process:**

- a) The Human Resources (HR) department shall initiate the retirement process at least 12 months in advance from the date of impending retirement by notifying the retiring member, concerned HOD and the School Dean.
- b) HR shall intimate the separation process and share the No Dues Clearance Form with the retiring member around 3 months in advance from the date of retirement.
- c) As part of the retirement separation process, the retiring member shall be required to submit No Dues Clearance Form sought from various departments to the HR for processing Full and Final settlement, no later than the date of retirement.
- d) The Full and Final settlement of the retiring member shall be completed within 45 days from the date of retirement subject to timely completion of all exit formalities.

IV. Process for Finalisation of Associated Benefits:

- a) **Provident Fund:** The retiring member may apply for the withdrawal of Provident Fund through the EPFO portal (<https://unifiedportal-mem.epfindia.gov.in/memberinterface/>)
- b) **Gratuity:** As per the Gratuity Act, Gratuity shall be payable on 15 days Basic Salary and DA (@ 15/26 of last drawn monthly Basic Salary and DA for every completed year of service) to the members on their exit for any reason, after rendering minimum 5 years of continuous service, subject to the maximum limit of ₹20 Lakhs at present. (<https://labourlawreporter.com/gratuity-ceiling-revised-to-rs-20-lakh/>)
- c) **EL Encashment:** The retiring member shall be granted Leave Encashment of accrued and eligible leave balance as per the prevailing Leave policy for Faculty and Staff.

V. Withdrawal of Benefits upon Retirement:

- a) **Campus Housing-** It is expected that the retiring member shall vacate the Campus accommodation on or before the date of retirement. Any further re-employment beyond the age of retirement shall not entitle the re-employed member to avail the Campus Housing facility.
- b) **Foreclosure of Car Lease-** If a retiring member is availing the University Car Lease, then the member should initiate the Car Lease Foreclosure process along with the Clearance process as a part of No Dues Clearance and should close it on or before the retirement date. Member may refer the Car Lease Policy for the foreclosure process.
- c) **Office Space-** It is expected that the retiring member shall vacate any/all cabin/s allotted to them on or before the date of retirement. Any further re-employment of faculty members beyond the age of retirement shall not entitle the re-employed member for the Cabin space unless recommended and approved by the School Dean.
- d) **Laptop & other IT Assets-** It is expected that the retiring member shall hand over the laptop allotted to them on or before the date of retirement. Any option of buy-back of laptop shall be governed by the IT Policy. Any request for continuation of the university-provided e-mail ID may be considered subject to approval from the respective Dean. Further, the

retiring member will be required to submit an undertaking that the University email ID shall be used only for communication with the Shiv Nadar University community and usage of email ID shall not allow them to represent the Shiv Nadar University in an official capacity and shall not imply any continuance of employment.

4. CONDITIONS FOR ANY CONTRACTUAL POST-RETIREMENT ENGAGEMENT OF FACULTY WITH SHIV NADAR UNIVERSITY AFTER RETIREMENT

Note: This option is applicable only to Faculty members retiring from Regular full time employment.

4.1. Scope:

The University may want to re-engage retired Faculty members only from Shiv Nadar University or other institutions, by way of a contractual engagement, on a case to case basis for any of the following reasons:

- a) Member's retirement date falls in middle of the semester,
- b) Member is a critical resource and/or the department has no other replacement yet,
- c) Member is involved in some ongoing research project/s.

4.2 Eligibility:

The University shall approve re-appointment of the retired member subject to meeting the following conditions:

- a) The member should be willing and medically fit as per University teaching standards,
- b) Member in consideration should have had a consistently good performance record and/ or have delivered an impact beyond the immediate role or function that has benefited the University/ previous institution or place of work.

Conditions for any Contractual Engagement with Shiv Nadar University after Retirement

Category of Employment	Contractual Full Time	Contractual Part Time
Retirement Age	No Retirement age. Governed by the tenure of contract	No Retirement age. Governed by the tenure of contract
Contractual Employment beyond Retirement Age	Between the age of 65 to 70 years	Up to 75 years
Tenure of Contract	A single contract may only be for a maximum period of 3 years in the first instance, second contract may be for another 2 years. (3+2) * Such contracts issued shall be valid until 70 years of age only.	Part time faculty are engaged for a specific course/ semester. Therefore, the contract duration shall be determined accordingly. Such contracts issued shall be valid until 75 years of age only.
Performance Evaluation	Yes	Yes
Increment	NA	NA
Leave Applicability	As per prevailing Faculty Leave Policy	NA
Campus Housing (after 65 years)	Yes	NA
Headship (after 65 years)	As per Dean's discretion in exceptional situations	Not Eligible
Role Allowance(after 65 years)	Applicable in case Headship is granted	NA
Car Lease(after 65 years)	As per prevailing Car Lease Policy	NA
Cabin Allocation (after 65 years)	Yes	On Sharing Basis
Lab Facility	As per Dean's discretion in exceptional situations	As per Dean's discretion in exceptional situations
IT Assets	Laptop, Email ID, Net ID, CISCO Phone	Email ID & Net ID
Guiding Ph.D. students	In Co-supervisor's role only	NA

*** Selection Criteria for Contract Appointments After Retirement**

- a. Performance rating for last 3 years prior to retirement should be at least "Very Good" and above for SNU retiring members and
- b. For members from other institutions, the HOD and School Dean shall assess the application and proceed accordingly.
- c. **Contractual appointment beyond 70 years of age:** After attaining the age of 70 years, a member can be hired only on part time basis (till 75 years of age only), subject to the requirement of the University and the member meeting the Eligibility criteria mentioned in Section 4.3 of the policy. No appointment/ employment shall be valid beyond the age of 75 years.

4.5. Process:

- a) HOD shall review the department requirement against budget and accordingly make the recommendation to the School Dean for further contractual engagement of the retired/ retiring member based on the aforementioned selection criteria.
- b) The School Dean should forward his consent to HR and HOD.
- c) While considering the proposed compensation for contractual engagements, the following inputs may be considered:
 - i. Compensation for Regular Fixed Term employees shall be as per the University compensation parity and shall not exceed the last drawn compensation of the retiring member.
 - ii. Compensation for Full time/ Part time Guest Faculty shall be considered in consonance with the prevailing Guest Faculty rates.
- d) Once HR gets the clarity on compensation and other terms of employment from the School Dean, accordingly HR shall issue a contract letter to the member.

5. EXCEPTIONS

In case of any exceptional circumstances, decision of the Vice-Chancellor will be considered as final and binding on all members.

6. AMENDMENT

HR may modify, change, amend, exclude or include any clause from time to time.