COEP Technological University
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Ref. No.:COEP TECH/Reg_Off/Circular-10_Engmt.of Retired faculty/961
Date: 3/11/2026

Dr. D. N. Sonawane
Registrar

CIRCULAR

Subject: Engagement and re-appointment of retired faculty members of the University.

The Board of Governance, COEP Technological University, Pune, in its 16th Meeting held on 17th October 2026, vide Agenda Item No. 16.3.3, approved the SOP/Policy for engagement and re-appointment of retired faculty members of the University in suitable academic, research, administrative, advisory and consultant positions.

Accordingly, the following provisions shall be taken into consideration while processing proposals for re-appointment of retired faculty members:

- An internal circular shall be hosted on the University website.
- Faculty members may indicate their willingness or submit applications through their respective Heads of Departments (HoDs), at least three months prior to their superannuation.
- The Head of Department shall constitute a Department-level Committee and get it approved by the competent authority. This committee will assess the suitability of the candidates for re-appointment, taking into consideration their past performance, willingness to continue, usefulness and contribution to the Department, students and the University, as well as the academic, research, medical fitness of the applicant and other requirements of the Department and the University. Based on the assessment, the Committee shall recommend suitable candidates to the Hon'ble Vice-Chancellor.
- The Hon'ble Vice-Chancellor shall constitute a University-level Committee to evaluate and interact with the suitable candidates.
- This Committee shall meet at least twice a year and complete the interaction process before the commencement of the semester.
- The faculty/ university may discontinue the re-appointment by giving one month's notice.
- The final recommendations of the candidates shall be subject to approval by the Board of Governance.

All Deans, Heads of Departments are requested to take note of the above provisions and ensure that proposals for engagement or re-appointment of retired faculty members are processed in accordance with the approved SOP/Policy draft and the prescribed procedure.

The detailed SOP/Policy, as approved by the Board of Governance incorporating its recommendations, shall be followed while processing such cases.

This circular is issued with the approval and consent of the Hon'ble Vice-Chancellor.

Registrar

Copy to:

1. All Deans, Asso. Deans, Directors, Head of Departments.
2. OSD, Administration.
3. EST Section.
4. Finance & Accounts Officer
5. PA & EA to Hon. Vice Chancellor