स्वामी राम हिमालयन विश्वविद्यालय
Swami Rama Himalayan University

Policy on Tracking Pay Scale for Gender Equity

Approved	2013
Reviewed / Revised	Board of Management on 29th March 2022
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Next Review	2025-26

Swami Rama Himalayan University
Swami Ram Nagar, Jolly Grant- 248 016, Dehradun, Uttarakhand

Swami Rama Himalayan University

Policy on Tracking Pay Scale for Gender Equity

1. Short Title and Commencement

1.1. This Policy shall be called the "**Policy on Tracking Pay Scale for Gender Equity**" of Swami Rama Himalayan University (SRHU).

1.2. This Policy shall be deemed to have come into force from the date of approval of the Board of Management of the University.

2. Purpose

The purpose of this Policy is to establish a systematic and documented mechanism for monitoring remuneration across gender groups, identifying unexplained differences in pay among comparable positions, and promoting equitable, transparent, and non-discriminatory remuneration practices at SRHU.

3. Scope

This Policy applies to University employees across constituent institutions, departments, centres, and administrative units, subject to applicable appointment terms and service conditions. The review may cover basic pay, applicable pay levels, allowances, increments, and other remuneration components maintained in University records.

4. Policy Statement

SRHU is committed to fair remuneration practices. Pay shall be administered in accordance with approved University pay scales, applicable service rules, relevant UGC norms where applicable, and other statutory requirements. Remuneration shall be determined using objective, job-related criteria, including designation, qualifications, relevant experience, seniority, responsibilities, performance requirements where applicable, appointment category and service conditions not gender.

The University shall periodically review gender disaggregated remuneration information across comparable positions. Any unexplained variation shall be examined on the basis of relevant records and criteria. Where an unjustified disparity is established, appropriate corrective action shall be considered and documented by the competent authority.

5. Objectives

5.1 Promote equitable remuneration for comparable work in accordance with applicable rules and service conditions.

5.2 Establish a documented process for reviewing gender disaggregated pay information.

5.3 Identify and examine unexplained pay variations among comparable employee groups.

5.4 Strengthen transparency, accountability and consistency in salary administration.

5.5 Document decisions, corrective measures, and follow up actions, where required.

6. Procedure for Tracking Pay Scale for Gender Equity

6.1 Maintenance of Records

The Human Resources Department or designated administrative authority shall maintain accurate employee and remuneration records required for the review, including designation, department, pay level, relevant qualifications and experience, seniority, applicable responsibilities, gender where lawfully recorded, and relevant salary components.

6.2 Periodic Review

The designated authority shall conduct a periodic review, preferably annually, of gender disaggregated remuneration data, subject to data availability and applicable rules. The review period and employee groups covered shall be recorded.

6.3 Comparison of Comparable Positions

Employees shall be compared using appropriate job-related criteria, including designation, pay level, qualifications, experience, seniority, responsibilities, appointment category and applicable service conditions. Comparisons shall account for legitimate factors that may explain differences in remuneration.

6.4 Examination of Variations

Any unexplained variation identified through the review shall be documented and examined against relevant service rules, pay-fixation records, appointment terms and other appropriate records. A difference in pay shall not, by itself, be treated as proof of discrimination without examination of the relevant circumstances.

6.5 Reporting to the Competent Authority

The designated authority shall prepare a confidential summary of the review, including the period covered, employee groups assessed, comparison criteria, variations requiring examination, explanations established and recommendations where appropriate. The report shall be submitted to the competent authority.

6.6 Corrective Action

Where an unjustified gender related pay disparity or administrative error is established, the competent authority shall determine appropriate corrective measures in accordance

with applicable University rules and statutory requirements. The decision, responsible office and implementation status shall be recorded.

6.7 Follow-up

The designated authority shall follow up on approved corrective measures and document their completion and outcome. Outstanding actions shall be reported through the University's applicable administrative process.

7. Roles and Responsibilities

7.1 Human Resources Department / Designated Administrative Authority: Maintain relevant records; coordinate the review; examine and document variations; prepare reports; and track approved follow-up actions.

7.2 Finance / Accounts Department: Provide relevant remuneration information as authorised and implement approved salary corrections within its assigned responsibilities.

7.3 Heads of Departments / Constituent Units: Provide accurate service-related information and cooperate with the review when requested.

7.4 Competent Authority: Review findings, determine appropriate action, and oversee implementation in accordance with University rules.

8. Employee Representation and Grievance Redressal

An employee who has a concern regarding pay fixation or a possible remuneration discrepancy may submit a representation through the University's established administrative or grievance redressal mechanism. The representation shall be examined fairly and confidentially under applicable procedures, and the action taken shall be recorded where required.

9. Confidentiality and Data Protection

Individual salary and employment information shall be treated as confidential and accessed only by authorised personnel for legitimate administrative, review, audit, or compliance purposes. Reports for institutional or public reporting should use aggregated or appropriately anonymised information wherever feasible and consistent with applicable law and University rules.

10. Monitoring Indicators and Documentation

10.1 The University may use the following indicators, as applicable, to monitor implementation:

10.1.1 Whether the scheduled pay equity review was completed for the reporting period.
10.1.2 Number of employee groups or comparable positions reviewed.
10.1.3 Number of unexplained pay variations identified and examined.
10.1.4 Number of corrective actions approved and completed, where applicable.
10.1.5 Availability of review reports, decisions, and follow-up documentation.

10.2 Relevant records may include approved pay scales and service rules, remuneration review summaries, records of variations examined, decisions of the competent authority, corrective action records, and follow-up documentation. Records shall be retained in accordance with applicable University procedures.

11. Review and Amendment

This Policy shall be reviewed periodically or when required due to changes in applicable legislation, regulations, University service rules, or institutional requirements. Amendments shall be made only with approval of the competent authority and notified through the University's established procedure.

12. Approval and Implementation

This Policy is proposed for consideration and approval by the competent authority of SRHU. Following approval and formal notification, the designated administrative authority shall communicate the Policy to relevant units and maintain records demonstrating implementation.

Approved Pay Scales & Service Norms

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HR maintains employee remuneration records & pay scale

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Gender-disaggregated pay data reviewed periodically

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Comparison across comparable designations, grades & responsibilities

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Identify unexplained gender-based pay variations

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Document findings and report to Competent Authority

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Review and determine corrective action, where required

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Implement and document corrective measures

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Follow-up review to verify action and outcomes

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Continuous monitoring of Pay Equity, Transparency & Non-Discrimination by Equity Opportunity Cell (EOC)