

Criterion VII – Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the institution for the promotion of gender equity during the year:

Maternity leave Policy

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28th July 2016

Amendment to Maternity Leave Policy

- a. Female employees on regular payroll of the Company are eligible for Maternity Leave, provided they have worked with the company for a minimum period of 80 days in the twelve months immediately preceding the date of expected delivery.
- b. Female Employees on Probation can also avail maternity leave provided they had served the Company for a minimum of 80 days before applying for Maternity leave.
- c. Maternity leave shall be limited to an employee's first two confinements and must be spaced by at least 3 years (except in case of a miscarriage). In case of unfortunate miscarriage, a maximum leave of 6 weeks may be availed.
- d. Female Employees can avail Maternity Leave @ 6 weeks before confinement and 6 weeks after confinement or at a stretch up to maximum of 90 days as per the convenience and choice of the employee and the above period shall be inclusive of weekly offs and holidays.
- e. The employee shall inform the HOD at least 8 weeks prior to proceeding on leave with appropriate Medical Certificate.
- f. In case an employee is covered under ESI Act, The maternity benefits will be provided as per the ESI Act.

The amendment is applicable to GMRIT, SGCSRC and GMRVCH with effect from 1st July 2016.



Mr. Laxmanmurthy LM
Chief Operating Officer

Copy to:

1. Medical Director
2. Principal –GMRIT
3. Vice Principal –GMRIT
4. Principal – SGCSRC Degree College
5. Principal – SGCSRC Junior College
6. Principal- SGCSRC College of Education
7. CFO GMRVF
8. HR Department – GMRIT , SGCSRC and GMRVCH
9. Finance Department – GMRIT ,SGCSRC and GMRVCH
10. All employees