Gender Pay Gap Measurement and Monitoring Procedure (Annual Report and Audit Format)

Gender Pay Gap Measurement and Monitoring Procedure

Document No.	GU/HR/GPG/____	**Reporting Year**	_____
Department Responsible	Human Resources Department	**Supporting Department**	Finance Department
Reviewed By	_____	**Approved By**	Competent Authority
Date of Report	_____	**Review Cycle**	Annual

A. Purpose

This procedure establishes a systematic annual process for measuring, analysing, documenting and monitoring gender-based remuneration differences at Geeta University. It helps identify potential pay inequities, assess whether remuneration practices are fair and consistent, and ensure that justified corrective actions are implemented and monitored. The Human Resources Department (HR) shall follow it annually in coordination with the Finance Department and relevant University authorities.

B. Scope of the Annual Audit

The audit covers employees on the University payroll during the reporting period, including teaching faculty; research and academic support staff; administrative and non-teaching employees; technical, laboratory and support staff; managerial and leadership personnel; and permanent, probationary, temporary and contractual employees, as applicable. Categories shall be identified separately where employment conditions, working hours or pay structures could affect comparison. Outsourced and contract workers of third-party agencies may be reviewed separately through contractor-compliance records, subject to availability and lawful use of data.

C. Reporting Period and Data Collection

A consistent reporting period and measurement approach shall be used each year to allow meaningful comparison. The following details shall be recorded:

Reporting detail	Information	Reporting detail	Information
Reporting year	_____	Employees included	_____
Start date	_____	Departments covered	_____
End date	_____	Departments excluded	_____
Date of data extraction	_____	Reason for exclusion	_____
Prepared by	_____	Reviewed by	_____

HR shall obtain and validate the following from approved HR and payroll records:

- Employee ID or anonymised audit ID; gender (lawfully collected and recorded); department, designation, employment category and grade.
- Date of joining, length of service, and relevant qualifications and experience where needed for comparison.
- Full-time or part-time status and contracted hours; basic salary, fixed allowances and gross remuneration.
- Performance-related pay, bonuses, incentives and increments; promotion history and changes in responsibilities during the period.

Personal information shall be restricted to authorised personnel, and reports to management should use aggregated data wherever possible.

D. Data Validation and Preparation

Before the audit, HR and Finance shall verify completeness and accuracy of the data by: (a) reconciling employee records with the payroll register; (b) verifying salary and allowance data

against approved payroll records; (c) identifying duplicate, incomplete or inconsistent entries; (d) confirming category, grade, designation and department; (e) identifying joiners, leavers, unpaid leave, part-time arrangements and other circumstances affecting comparison; (f) classifying all remuneration components consistently; and (g) documenting exclusions, data limitations and assumptions. Corrections to source data shall be documented and approved by authorised personnel.

E. Remuneration Components and Measurement of the Gender Pay Gap

The audit shall examine the following components separately, where data are available, and define and apply the remuneration measure consistently across comparison groups. Non-cash benefits or one-time payments should be identified separately if their inclusion would distort the comparison.

Component	Included	Component	Included	Remarks
Basic salary	Yes / No	Performance incentives	Yes / No	_____
Fixed allowances	Yes / No	Bonuses	Yes / No	_____
Gross remuneration	Yes / No	Annual increments	Yes / No	_____
Other employment-related benefits	Yes / No			

Appropriate statistical measures shall be used, subject to data availability and quality:

- **Mean and median comparison:** average and median remuneration of male and female employees across the University and within categories; the median shows the effect of a few high earners.
- **Role-based comparison:** remuneration of employees doing the same or comparable work, or work of equal value, considering responsibilities, grade, qualifications, experience, hours and other legitimate factors.
- **Salary-band analysis:** distribution by gender across salary bands, academic grades, management levels and leadership positions.
- **Component, recruitment and progression analysis:** differences in increments, allowances, incentives and bonuses, and in starting salaries, appraisal outcomes, promotion rates and access to higher-paid posts.

The measurement approach and findings for each relevant comparison shall be documented.

F. Annual Gender Pay Gap Results

The following table shall be completed for the reporting year.

Audit indicator	Male employees	Female employees	Observations
Number of employees	_____	_____	_____
Average remuneration	₹_____	₹_____	_____
Median remuneration	₹_____	₹_____	_____
Average annual increment	₹_____	₹_____	_____
Employees receiving incentives or bonuses	_____	_____	_____
Employees promoted during the year	_____	_____	_____
Employees in leadership positions	_____	_____	_____

Where the University lawfully collects information on other gender identities, it should consider privacy-protective analysis without forcing individuals into categories that do not reflect their identity. Where a group is too small for reliable analysis, the limitation shall be recorded and individual identities protected.

G. Department-Wise and Grade-Wise Analysis

S. No.	Department	Designation / Grade	Male count	Female count	Remuneration difference	Further review
1	_____	_____	_____	_____	_____	Yes / No
2	_____	_____	_____	_____	_____	Yes / No
3	_____	_____	_____	_____	_____	Yes / No

A remuneration difference shall not automatically be treated as discrimination. The University must examine whether it is explained by relevant, lawful and consistently applied employment factors.

H. Identification of Potential Pay Inequities and Findings

The audit team shall identify and document the following, record each in the findings register and assign a risk or priority level:

- Unexplained remuneration differences among employees doing comparable work, including unjustified differences in starting salaries.
- Unequal increments or performance-related payments, or unequal access to promotion or higher-paid positions.
- Inconsistent application of salary structures across departments, and potential gender bias in appraisal, recruitment or pay decisions.
- Missing or unreliable remuneration data that prevent a fair assessment.

For each potential inequity, the following record shall be completed. The analysis shall distinguish pay differences caused by workforce distribution from unexplained differences among employees doing comparable work, and conclusions must be supported by documented evidence.

Finding reference no.	_____	**Department / designation**	_____
Nature of difference	_____	**Group affected**	_____
Records reviewed	_____	**Initial assessment**	_____
Root cause, if established	_____	**Objectively justified?**	Yes / No / Further review
Corrective action required	_____	**Responsible officer**	_____
Target completion date	_____	**Status**	Pending / In progress / Completed

I. Corrective Action Plan and Monitoring

Where an unjustified pay disparity or weakness in compensation practice is established, the University shall develop a corrective action plan, which may include salary adjustments, review of recruitment offers, revision of appraisal procedures, standardised salary-setting criteria, training for decision-makers or improved access to career advancement. Any salary adjustment shall be processed only after approval by the competent authority and in accordance with applicable law and University procedures.

S. No.	Finding ref.	Corrective action	Responsible officer	Target date	Status	Closure approved by
1	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____	_____

HR shall periodically review the status of all actions and keep supporting documents. An action shall be marked completed only after the responsible authority verifies the evidence of implementation; unresolved items shall be carried forward to the next review with revised timelines and reasons for delay.

J. Annual Report, Management Review and Approval

At the conclusion of the audit, HR shall prepare an annual Gender Pay Gap Measurement and Monitoring Report covering: the reporting period and scope; data coverage and data-quality findings; remuneration measures and results; department-wise and grade-wise observations; identified inequities and root causes; corrective actions proposed, approved, completed or pending; comparison with the previous year where comparable data exist; and limitations of the analysis with recommendations for the next cycle. The report shall be reviewed by the competent University authority, and findings may be presented in aggregated form with appropriate protection of personal and confidential salary information.

Total employees included	_____	**Departments covered**	_____
Potential inequities identified	_____	**Findings needing action**	_____
Actions completed	_____	**Actions pending**	_____
Key recommendations	_____	**Proposed date of next audit**	_____

Deputy Registrar

Satya Vir Singh

Registrar

GEETA UNIVERSITY REGISTRAR PANIPAT