

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

(Abstract)

Modification to the guidelines for sanctioning Maternity Leave to Under Graduate/Post Graduate female students of the University-ratification of-Resolution of the Syndicate - communicated-Orders issued.

ACADEMIC A SECTION

No.CUSAT/AC(A).A1/1072/2024

Dated,KOCHI-22,02.03.2024

Read:-1. Agenda Item No. 720.05 of the meeting of the Syndicate held on 27.01.2024.

2. U.O.No. CUSAT/AC(A).A1/5540/2023 dated 26.12.2023.

ORDER

The Syndicate at its 720th meeting held on 27.01.2024, vide agenda item read as paper (1) considered along with the recommendations of the Standing Committee of the Syndicate on Academic Matters and resolved to ratify the action taken by the Vice Chancellor, vide U.O read (2) above, modifying the guidelines for sanctioning Maternity Leave to Undergraduate/ Post Graduate female students of the University as per the following criteria:

- The Director/ Principal/ Head of the School/ College/ Department is authorized to sanction Maternity Leave to female PG/UG students of the University as per the Guidelines mentioned in the U.O. No. CUSAT/AC(A). A1/4188/2023 dated 27.09.2023.
- The sixty days Maternity Leave, including holidays in between has to be set aside and the rest of the working days and presence/ absence on those working days alone to be reckoned to calculate the 50% attendance, which is adequate to register for the University examinations.

Orders are issued accordingly communicating the resolution of the Syndicate.

Dr. Meera V *

Registrar

To:

1. All Heads/Directors/Principals of All Departments/Schools
2. The Joint Director, KSAD/Finance Officer
3. All Joint Registrars/Deputy Registrars/Assistant Registrars
4. Director, DoA/PA to CE
5. Conference section/Ac.B Section/Ac.C Section/All examination sections.
6. PS to VC/PS to PVC/PA to Registrar
7. Day File/Stock File/File Copy.

* This is a computer generated document. Hence no signature is required.

Report of the Sub Committee constituted for the preparation of the Guidelines for Granting Maternity Leave/Child Care Leave to UG/PG/PhD Women Students studying in various departments/Schools/SOE/CUCEK of Cochin University of Science & Technology.

Ref: (1) U.O.No. CUSAT/AC(A). A1/3068/2023 dated, Kochi-22, 09.07.2023

(2) UGC notification No. 21-116/2021 (CPP-II) dated 14.12.2021

(3) G.O.No.33/2023/HEDN dated, Trivandrum, 19-01-2023

(4) U.O.NO. CUSAT/AC(A). A1/1281/2023 dated, Kochi-22, 20-03-2023

The Syndicate of the Cochin University of Science & Technology resolved to implement the Government order read as paper (3) and vide the U.O. read as paper (4) above, constituted a committee to study the matter of granting Maternity Leave/Child Care Leave to UG/PG/PhD Women Students of CUSAT. But the term of the syndicate members in the committee was over by March 2023. Hence, the syndicate at its 712th meeting held on 17/06/2023 reconstituted a new committee.

Members of the Committee

1. Dr. Sasi Gopalan, Member Syndicate (convenor)

2. Dr. M J Laly, Member Syndicate

The committee held on 31-07-2023 and 05-08-2023.

The committee had gone through the UGC notifications, recent government orders, and related university orders on this matter.

The committee observed that UGC has included a provision in the UGC (Minimum Standards and Procedure for the award of M. Phil/Ph.D Degrees) Regulations, 2016 that: "the women candidate may be provided Maternity Leave/Child Care Leave once in the entire duration of M.Phil /Ph.D. for up to 240 days". In addition to this, UGC vide the letter read as paper (2) above, instructed all Higher Education

Institutions (HEIs) to frame appropriate rules/norms about granting Maternity Leave to the women students enrolled in their respective institutions/affiliated colleges and also provide all relaxations/exemptions relating to attendance, extension in date for submitting examination forms or any other facility deemed necessary for women students pursuing Under Graduate and Post Graduate programmes.

The committee also observed that the government of Kerala (vide the order read as paper (3)) has sanctioned to avail menstrual leave for all female students studying in the universities. As per the government order, there is a 2% of relaxation in attendance (from 75% to 73%) for women students. Also, students above the age of 18 are allowed to avail of maternity leave for a maximum of 60 days. According to the order, universities have to make urgent decisions for necessary amendments to their regulations.

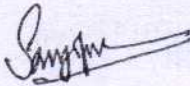
After considering all these facts, the committee decided to submit a report to avail Maternity Leave/Child Care Leave to UG/PG/PhD Women Students of CUSAT with recommendations that can be made applicable to all female students who are studying in all UG/PG/Ph.D. programs at Departments/Schools/Schools of Engineering / Cochin University College of Engineering, Kuttanadu.

Recommendations of the Committee

1. Expectant /New Mother students above the age of 18 years undergoing UG/PG programmes can avail of Maternity/Childcare Leave for a period not exceeding 60 days (2 months) for pre-natal and post-natal periods (including holidays and public holidays). At the same time, M. Phil/Ph.D. female students can avail the same for a period of not exceeding 240 days (8 months).
2. The Maternity/Childcare Leave can be availed once in the entire duration of the programme and shall be granted only for the first or second pregnancy of the student.
3. Pregnant students who undergo medical termination, miscarriage, late-term abortion, termination of pregnancy, or tubectomy operation shall be eligible for 14 days of leave.

4. Any female student who desires to avail of Maternity leave/Child care Leave should apply well in advance for the same to the Registrar of the university through proper channels by producing a medical certificate from a registered medical practitioner which is to be duly certified by the university medical officer.
5. No other leave can be clubbed with the Maternity Leave.
6. Under no circumstances request for the extension of Maternity Leave beyond the days mentioned in (1) above will be entertained and the absence beyond the period of Maternity Leave shall be counted as an absence.
7. After the expiry of maternity leave the student shall be eligible to rejoin the course along with the same batch. The maximum duration for completion of the programme may be relaxed in the case of female students who avail of Maternity/Childcare Leave.
8. A relaxation in attendance may be given to female students who avail of Maternity /Childcare Leave. Attendance of 50% may be considered adequate to register for the university examinations provided they fulfill other requirements such as internal assessment tests, assignments, practicals, etc.
9. For the Maternity/Childcare Leave falling in the middle of the current semester, the student shall be permitted to register for their semester examination (satisfying clause 8) and shall be permitted to register for their exams as a supplementary candidate in the succeeding semester exam.
10. The last date for submitting examination forms may be relaxed for these female students on a case-by-case basis without collecting any fine.
11. Those female students who are not able to attain a minimum of 50% attendance because of Maternity/Childcare Leave may be permitted to continue their studies in the next academic year without any additional fees.

12. In the case of Practical/ Lab/ Viva exams, the heads of the Department /Schools/School of Engineering/ Cochin University College of Engineering, Kuttanad may make necessary arrangements for the smooth conducting of the same for students who are availing the maternity leave.

Dr. Sasi Gopalan 

Dr. M J Laly 