



ASTHA School of Management
Bhubaneswar

Internal Complaint Committee (ICC)

ANNUAL REPORT
Academic Year: 2024 - 25

The Internal Complaints Committee (ICC) of Astha School of Management was constituted as per the guidelines of the *Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013* and as prescribed by *AICTE Approval Process Handbook 2023-2024*. The committee has an objective of Gender Sensitisation, ensuring a safe and harassment-free environment for all staff and students, and redressal of any grievances coming under its purview.

This report summarizes the meetings and activities conducted by the ICC during the academic year 2024 - 25.

Composition of the Committee

The ICC for the academic year 2024-25 comprised of:

- Dr. Swetapadma Dash - Assoc. Professor (Chairperson)
- Ms. Subhasmita Nayak - Asst. Professor (Presiding Officer)
- Asst. Prof. Manoranjan Nayak - Dean (Academic Affairs) (Member)
- Md. Asif Khan - Asst. Professor (Member)
- Mrs. Dwipanita Mishra - Asst. Professor (Member)
- Mrs. Jharana Rout - Librarian (Member)
- Mr. Ashok Kumar Mishra - Admission Officer (Member)
- Mr. Aditya Kumar Pratihari - Student (Member)
- Ms. Sarita Patra - Student (Member)
- Ms. Simran Singh - Student (Member)

Complaints and Redressal

During the academic year 2024-25, **no complaints of sexual harassment or related grievances were reported** to the ICC. The committee continued to create awareness and provide a platform for any stakeholder to raise concerns, ensuring a safe and inclusive environment.

Summary of Meetings

The ICC held **8 regular meetings** during the academic year. Key points from the meetings include:

1. 25th September 2024: Discussions were focused on Review of ICC objectives and functioning, preparation of confidentiality guidelines, planning of **Sensitisation**

Programmes for Students of admission batch 2024-25, and finalisation of event calendar.

2. 28th October 2024: Quarterly complaints summary report was discussed along with deliberation on email and poster campaigns, integration of student bodies and final planning and execution of **Sensitisation Programme for Committee Members**.
3. 25th November 2024: Planning and conducting awareness campaign on cyber harassment, sensitivity training on LGBTQ+ inclusivity, for students was the focus of discussion.
4. 16th December 2024: Matters discussed includes review of complaints resolution, selection and inclusion of volunteers for activities and events of ICC and preparation of awareness materials, posters, and policy display on social media for raising awareness among students, faculty and staff.
5. 06th January 2025: Quarterly complaints summary report was discussed along with review of ICC policies, guidelines for handling of student complaints, and organisation of **Sensitisation Programme for Class III and IV Employees**.
6. 22nd February 2025: Discussions focused of conducting orientation session for committee members, placing a suggestion box in the institution and Review of activities and planning for Women's Day Celebration.
7. 26th March 2025: The committee discussed recently conducted of **Women's Day Celebration** with lectures, cultural events, and interactive sessions, preparation of event report and planning for a poster/pamphlet campaign.
8. 26th April 2025: Deliberations made on review of the academic year's activities, preparation of annual report, and planning for the upcoming semester and new batch of students.

Activities Conducted

The ICC successfully conducted the following 4 activities/events during the year:

1. Sensitisation Programme for Committee Members

Objective: To strengthen understanding of the legal framework, roles, and responsibilities of ICC members.

Activities: A workshop session is organised in the Incubation Cell of Astha School of Management that included deliberation among the members of ICC along with invited faculty members of the institution. Discussions led by experts highlighted the legal framework, UGC guidelines and role of ICC, importance of creating awareness amongst the students and employees, availability of helpline for complaints and timely redressal.



2. Sensitisation Programme for Students

Objective: To raise awareness about sexual harassment, gender sensitivity, and grievance redressal mechanisms.

Activities: Sensitisation programme for students was conducted in the Conference Hall of Astha School of Management that included interactive sessions, lectures, and case-based discussions.



3. Sensitisation Programme for Class III and Class IV Employees

Objective: To educate non-teaching staff about workplace safety, gender sensitivity, and the role of ICC.

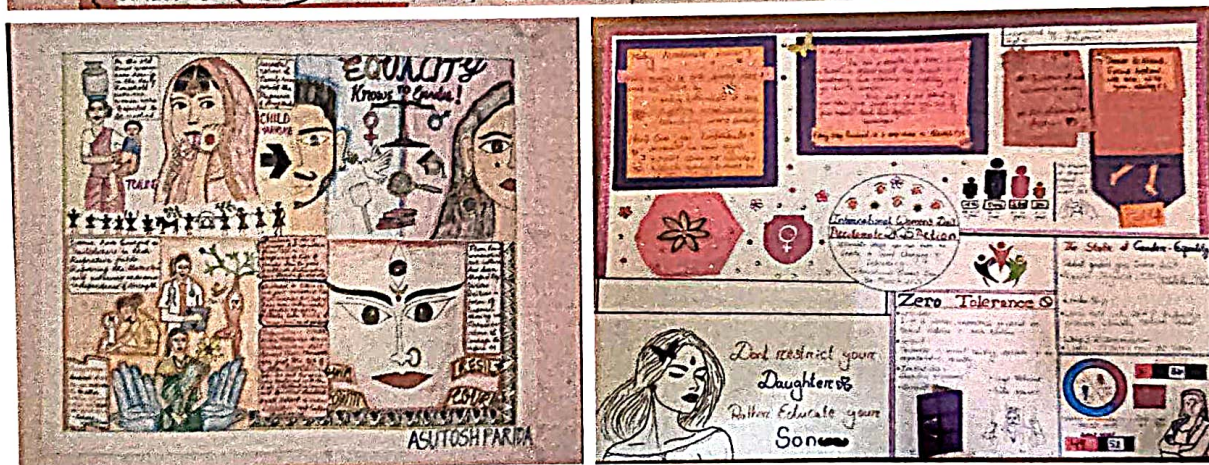
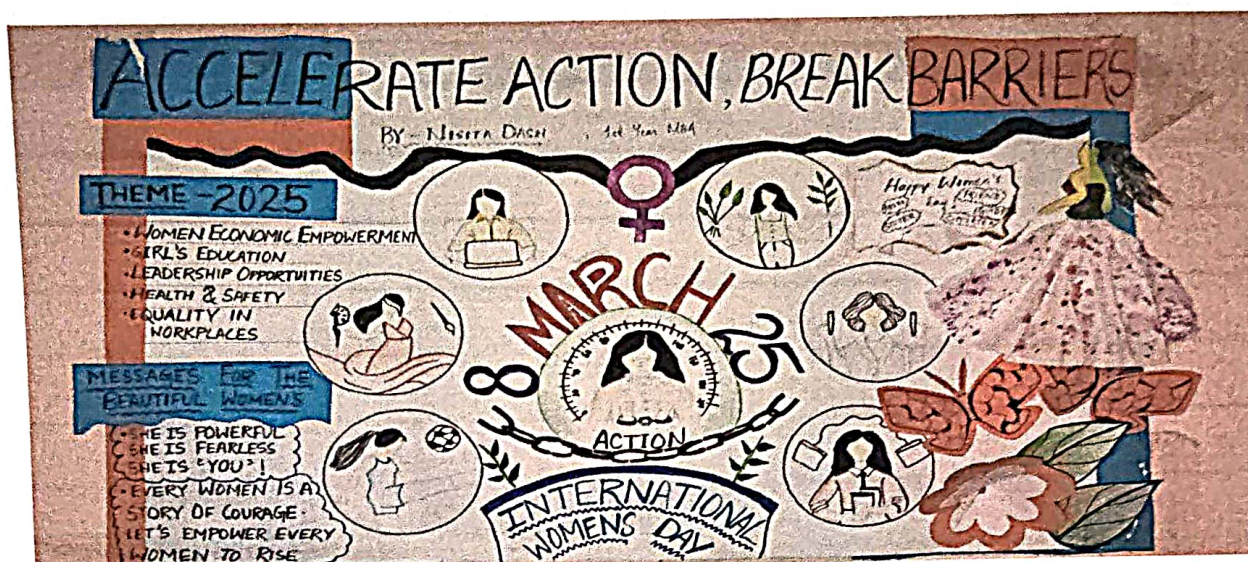
Activities: Orientation sessions conducted in the Conference Hall of Astha School of Management in simple language with real-life examples for the staff members.

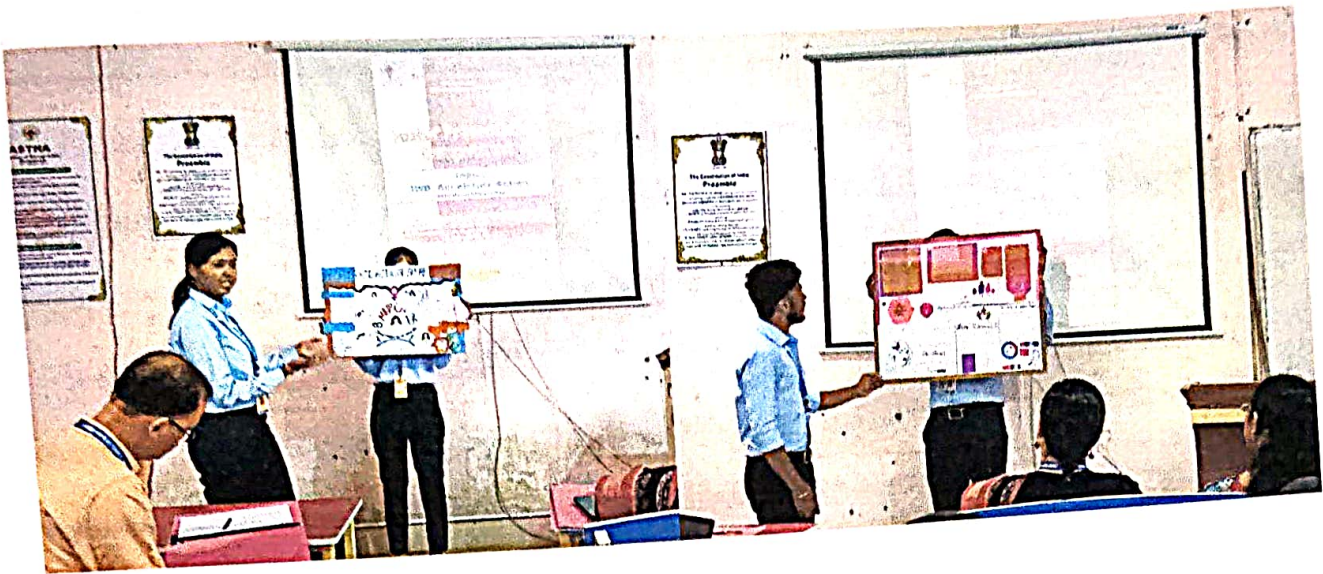


4. Women's Day Celebration (8th March 2025)

Objective: To celebrate women's achievements and promote gender equity.

Activities: Women's Day 2025 was celebrated with great excitement and enthusiastic participation by students and staff. Many students participated in talk sessions, cultural programs, and poster presentations in the Women's Day 2025 theme of "Accelerate Action".





Conclusion and Way Forward

The ICC of Astha School of Management remained proactive throughout the academic year in promoting awareness and ensuring a safe environment for all stakeholders. The committee plans to enhance outreach activities, conduct more interactive workshops, and strengthen the grievance redressal mechanism in the upcoming academic year.

S Dash
30.04.25
(Dr. Swetapadma Dash)
(Committee Chairperson's Name & Signature)

Date: 30.04.2025