



ASTHA School of Management
Bhubaneswar
Internal Complaint Committee (ICC)

Date: 26.04.2025

Time: 3:00 PM – 4:30 PM

Venue: Chanakya Hall

Attendees:

Dr. Swetapadma Dash - Asso. 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)

Agenda:

1. Finalization of ICC Annual Report
2. Review of Complaint Resolution Timelines
3. ICC Awareness Through Social Media
4. Any Other Matter

Proceedings and Decisions:

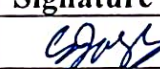
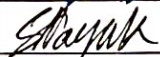
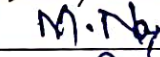
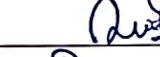

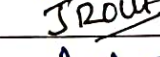
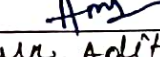
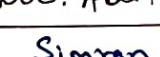
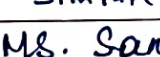

- 1. Finalization of ICC Annual Report**
 - Report draft reviewed and approved.
 - **Action:** To be submitted to the administration by 30th April.
- 2. Review of Complaint Resolution Timelines**
 - Cases resolved vs. pending reviewed (No cases in the previous quarter).
 - **Action:** Dr. Swetapadma Dash to set benchmark timelines.
- 3. Planning ICC Orientation for new students**
 - Orientation module for new academic batch intake discussed.
 - **Action:** Mr Ashok Kumar Mishra and Mrs. Jharana Rout to coordinate.
- 4. ICC Awareness through Social Media**
 - Use of official Instagram and LinkedIn for ICC events proposed.
 - **Action:** Ms. Sarita Patra to draft a content plan.

5 . Any Other Matter

- Decision to recognize best ICC support volunteer for the year.
- Action: To be announced during orientation.

Meeting Adjourned at: 4:30 PM

Signatures of the Member Present:-

Sl. No.	Name of the Member	Designation	Signature
1	Dr. Swetapadma Dash	Chairperson	
2	Ms. Subhasmita Nayak	Presiding Officer	
3	Mr. Manoranjan Nayak	Member	
4	Md. Asif Khan	Member	
5	Mrs. Dwipanita Mishra	Member	
6	Mrs. Jharana Rout	Member	
7	Mr. Ashok Kumar Mishra	Member	
8	Mr. Aditya Kumar Pratihari	Member	
9	Ms. Simran Singh	Member	
10	Ms. Sarita Patra	Member	



ASTHA School of Management
Bhubaneswar
Internal Complaint Committee (ICC)

Date: 26.03.2025

Time: 3:00 PM – 4:30 PM

Venue: Chanakya Hall

Attendees:

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)

Agenda:

1. Preparing ICC Annual Report
2. Poster and Pamphlet Campaign
3. Addressing Online Harassment
4. ICC Grievance Follow-up Tracker
5. Any Other Matter

Proceedings and Decisions:

1. Preparing ICC Annual Report

- Format and data sources for the report discussed.
- **Action:** Dr. Swetapadma Dash to compile draft report by 8th April.

2. Poster and Pamphlet Campaign

- Safe Campus/Workplace Initiative Increase visibility of ICC and procedures
- **Action:** Posters on notice boards and websites on sexual harassment and redressal mechanisms to be made available

3. Addressing Online Harassment

- Cases of online harassment discussed.
- **Action:** Mrs. Dwipanita Mishra to draft a cyber-harassment protocol.

4. Review of Women's Day Celebration



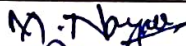
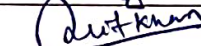

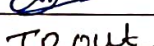
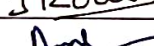
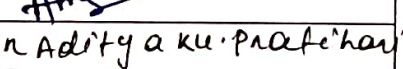
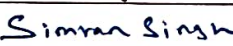
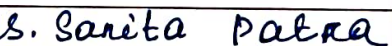
- The event was conducted successfully with good participation by students.
- **Action:** Asst. Prof. Manoranjan Nayak to prepare a summary report of the event.

5. Any Other Matter

- Members discussed offering certificates for students who participated in awareness campaigns.
- **Action:** To be reviewed and approved in the next meeting.

Meeting Adjourned at: 4:30 PM

Signatures of the Member Present:-

Sl.No	Name of the Member	Designation	Signature
1	Dr. Swetapadma Dash	Chairperson	
2	Ms. Subhasmita Nayak	Presiding Officer	
3	Mr. Manoranjan Nayak	Member	
4	Md. Asif Khan	Member	
5	Mrs. Dwipanita Mishra	Member	
6	Mrs. Jharana Rout	Member	
7	Mr. Ashok Kumar Mishra	Member	
8	Mr. Aditya Kumar Pratihari	Member	
9	Ms. Simran Singh	Member	
10	Ms. Sarita Patra	Member	



ASTHA School of Management

Bhubaneswar

Internal Complaint Committee (ICC)

Date: 22.02.2025

Time: 3:00 PM – 4:30 PM

Venue: Chanakya Hall

Attendees:

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)

Agenda:

1. Quarterly Complaint Summary Report
2. Training for ICC Members
3. Planning for Women's Day celebration
4. Any Other Matter

Proceedings and Decisions:

1. Quarterly Complaint Summary Report

- Presented by Mr. Aditya Kumar Pratihari, no complaint received during the previous quarter.
- **Action:** Report to be archived and shared with the Dean's office.

2. Training for ICC Members

- Need for periodic training sessions for ICC members discussed.
- **Action:** Dr. Swetapadma Dash to organize orientation session on 23rd March.

3. Planning for Women's Day celebration

- Speech and posters presentations by students are planned for Women's Day celebration on 8th March 2025.

- **Action:** Ms. Simran Singh to coordinate with student volunteers under the guidance of Md Asif Khan for smooth conduct of the event.

4. Any Other Matter

- Proposal to set up an anonymous suggestion box.
- **Action:** Mr. Ashok Kumar Mishra to implement by November.

Meeting Adjourned at: 4:30 PM

Signatures of the Member Present:-

Sl. No.	Name of the Member	Designation	Signature
1	Dr. Swetapadma Dash	Chairperson	<i>[Signature]</i>
2	Ms. Subhasmita Nayak	Presiding Officer	<i>[Signature]</i>
3	Mr. Manoranjan Nayak	Member	<i>[Signature]</i>
4	Md. Asif Khan	Member	<i>[Signature]</i>
5	Mrs. Dwipanita Mishra	Member	<i>[Signature]</i>
6	Mrs. Jharana Rout	Member	<i>[Signature]</i>
7	Mr. Ashok Kumar Mishra	Member	<i>[Signature]</i>
8	Mr. Aditya Kumar Pratihari	Member	<i>[Signature]</i>
9	Ms. Simran Singh	Member	<i>[Signature]</i>
10	Ms. Sarita Patra	Member	<i>[Signature]</i>



ASTHA School of Management
Bhubaneswar

Internal Complaint Committee (ICC)

Date: 06.01.2025

Venue: Chanakya

Time: 3 PM

Attendees :

- Dr. Swetapadma Dash - Asso. 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)

Agenda:

1. Review and Update of ICC Policies
2. Discussion on Student Complaints Handling
3. Workplace Environment and Mental Health Awareness
4. Any Other matter deemed fit

1. Review and Update of ICC Policies:

- The committee discussed the current sexual harassment and grievance handling protocols.
- **Action:** Dr. Swetapadma Dash proposed to continue with the current grievance redressal mechanisms without any modifications. Agreed and accepted by all members.

2. Discussion on Student Complaints Handling:

- A report on recent student complaints was presented by Mr. Aditya Kumar Pratihari. The committee emphasized the importance of addressing student grievances promptly and fairly.
- **Action:** Asst. Prof. Manoranjan Nayak suggested the creation of a dedicated student complaint portal for easy access and faster response.

3. Workplace Environment and Mental Health Awareness:

- The committee discussed the rising concerns about stress and mental health issues among employees and students.
- Action:** Mrs. Dwipanita Mishra suggested identifying resources and organizing workshops on stress management and emotional well-being.

4. Any other matter deemed fit:

- ICC Membership Expansion:** The idea of including a representative from the student counseling center was discussed.
 - Action:** Ms. Subhasmita Nayak will liaise with the counseling department for their possible involvement in the next meeting.

Meeting Adjournment:

The meeting was adjourned at 4:30 PM.

Signatures of the Member Present:-

Sl.No	Name of the Member	Designation	Signature
1	Dr. Swetapadma Dash	Chairperson	<i>[Signature]</i>
2	Ms. Subhasmita Nayak	Presiding Officer	<i>[Signature]</i>
3	Mr. Manoranjan Nayak	Member	<i>[Signature]</i>
4	Md. Asif Khan	Member	<i>[Signature]</i>
5	Mrs. Dwipanita Mishra	Member	<i>[Signature]</i>
6	Mrs. Jharana Rout	Member	<i>[Signature]</i>
7	Mr. Ashok Kumar Mishra	Member	<i>[Signature]</i>
8	Mr. Aditya Kumar Pratihari	Member	<i>[Signature]</i>
9	Ms. Simran Singh	Member	<i>[Signature]</i>
10	Ms. Sarita Patra	Member	<i>[Signature]</i>



ASTHA School of Management

Bhubaneswar

Internal Complaint Committee (ICC)

Date: 20.12.2024

Time: 3:00 PM – 4:30 PM

Venue: Chanakya Hall

Attendees:

- 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)

Agenda:

1. Review of Complaint Resolution Timelines
2. ICC Awareness Through Social Media
3. Any Other Matter

Proceedings and Decisions:

1. Review of Complaint Resolution Timelines

- Cases resolved vs. pending reviewed. No pending cases to be addressed.
- **Action:** Committee discussed existing guidelines for redressal and reiterated the oath to abide by it for functioning of ICC.

2. ICC Awareness through Social Media

- Use of official Instagram and LinkedIn for ICC events proposed.
- **Action:** Ms. Sarita Patra to draft a content plan.

3. Any Other Matter

- Decision to recognize best ICC support volunteer for the year.
- **Action:** To be announced during even semester orientation.

Meeting Adjourned at: 4:30 PM

Signatures of the Member Present:-

Sl.No	Name of the Member	Designation	Signature
1	Dr. Swetapadma Dash	Chairperson	<i>[Signature]</i>
2	Ms. Subhasmita Nayak	Presiding Officer	<i>[Signature]</i>
3	Mr. Manoranjan Nayak	Member	<i>[Signature]</i>
4	Md. Asif Khan	Member	<i>[Signature]</i>
5	Mrs. Dwipanita Mishra	Member	<i>[Signature]</i>
6	Mrs. Jharana Rout	Member	<i>[Signature]</i>
7	Mr. Ashok Kumar Mishra	Member	<i>[Signature]</i>
8	Mr. Aditya Kumar Pratihari	Member	<i>Mr. Aditya Kumar Pratihari</i>
9	Ms. Simran Singh	Member	<i>Simran Singh</i>
10	Ms. Sarita Patra	Member	<i>Ms. Sarita Patra</i>



ASTHA School of Management

Bhubaneswar

Internal Complaint Committee (ICC)

Date: 25.11.2024

Time: 3:00 PM – 4:30 PM

Venue: Chanakya Hall

Attendees:

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)

Agenda:

1. Inclusion of Transgender and LGBTQ+ Sensitivity Training
2. Addressing Cyber Harassment
3. ICC Grievance Follow-up Tracker
4. Any Other Matter

Proceedings and Decisions:

1. Gender Sensitivity Training

- Proposal to include training sessions on inclusivity.
- **Action:** Mrs. Dwipanita Mishra to identify a partner organization.

2. Addressing Cyber Harassment

- Cases of online harassment discussed.
- **Action:** Ms. Subhasmita Nayak to draft a cyber-harassment protocol.

3. ICC Grievance Follow-up Tracker

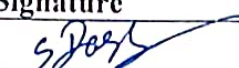
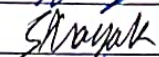

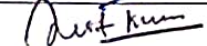

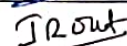
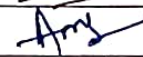
- Discussion on better follow-up mechanisms.
- **Action:** Asst. Prof. Manoranjan Nayak to design a tracking template.

4. Any Other Matter

- Members discussed offering certificates for students actively involved in awareness programs.
- **Action:** To be reviewed and approved in the next meeting.

Meeting Adjourned at: 4:30 PM

Signatures of the Member Present:-

Sl.No.	Name of the Member	Designation	Signature
1	Dr. Swetapadma Dash	Chairperson	
2	Ms. Subhasmita Nayak	Presiding Officer	
3	Mr. Manoranjan Nayak	Member	
4	Md. Asif Khan	Member	
5	Mrs. Dwipanita Mishra	Member	
6	Mrs. Jharana Rout	Member	
7	Mr. Ashok Kumar Mishra	Member	
8	Mr. Aditya Kumar Pratihari	Member	Mr. Aditya Kumar Pratihari
9	Ms. Simran Singh	Member	Simran Singh
10	Ms. Sarita Patra	Member	Ms. Sarita Patra



ASTHA School of Management
Bhubaneswar
Internal Complaint Committee (ICC)

Date: 28.10.2024

Time: 3:00 PM – 4:30 PM

Venue: Chanakya Hall

Attendees:

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)

Agenda:

1. Quarterly Complaint Summary Report
2. Training for ICC Members
3. Review of Awareness Campaigns
4. Integration with Student Bodies
5. Any Other Matter

Proceedings and Decisions:

1. Quarterly Complaint Summary Report

- Presented by Mr. Aditya Kumar Pratihari, showing no complaints received in the previous quarter.
- **Action:** Report to be archived and shared with the Principal's office.

2. Training for ICC Members

- Need for periodic training sessions for ICC members discussed.
- **Action:** Dr. Swetapadma Dash to organize orientation session in Nov 2024.

3. Review of Awareness Campaigns

- Posters and email campaigns reviewed for effectiveness.
- **Action:** Ms. Sarita Patra to conduct a survey to measure impact.

4. Integration with Student Bodies

- Discussed collaborating with student unions for ICC event promotions.
- **Action:** Prof. Dwipanita Mishra to coordinate a joint awareness drive.

Meeting Adjourned at: 4:30 PM

Signatures of the Member Present:-

Sl.No.	Name of the Member	Designation	Signature
1	Dr. Swetapadma Dash	Chairperson	<i>[Signature]</i>
2	Ms. Subhasmita Nayak	Presiding Officer	<i>[Signature]</i>
3	Mr. Manoranjan Nayak	Member	<i>M. Nayak</i>
4	Md. Asif Khan	Member	<i>[Signature]</i>
5	Mrs. Dwipanita Mishra	Member	<i>[Signature]</i>
6	Mrs. Jharana Rout	Member	<i>J Rout</i>
7	Mr. Ashok Kumar Mishra	Member	<i>[Signature]</i>
8	Mr. Aditya Kumar Pratihari	Member	<i>Mr. Aditya Kumar Pratihar</i>
9	Ms. Simran Singh	Member	<i>Simran Singh</i>
10	Ms. Sarita Patra	Member	<i>Ms. Sarita patra</i>



ASTHA School of Management
Bhubaneswar
Internal Complaint Committee (ICC)

Date: 25.09.2024

Time: 3:00 PM – 4:30 PM

Venue: Chanakya Hall

Attendees:

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)

Agenda:

1. Confidentiality Protocol Review
2. Online Complaint Form Accessibility
3. Gender Sensitization Programs
4. Any Other Matter

Proceedings and Decisions:

1. Confidentiality Protocol Review

- Reaffirmed commitment to strict confidentiality in complaint handling.
- **Action:** Ms. Subhasmita Nayak to draft and circulate updated confidentiality guidelines.

2. Complaint and Redressal Accessibility

- Review of accessibility and user-friendliness of the current platform provided for registering complaints.
- **Action:** Md. Asif Khan to coordinate with social media team to create awareness on availability of different modes for registering complaints.

3. Gender Sensitization Programs

- Proposal to include more interactive gender sensitization workshops.
- **Action:** Mrs. Dwipanita Mishra to collaborate with external NGOs for sessions.

4. Any Other Matter

- Suggestion to include a short Q&A ICC corner during orientation week for new students.
- Action: Mr. Ashok Kumar Mishra to coordinate with admissions team.

Meeting Adjourned at: 4:30 PM

Signatures of the Member Present:-

Sl.No.	Name of the Member	Designation	Signature
1	Dr. Swetapadma Dash	Chairperson	<i>[Signature]</i>
2	Ms. Subhasmita Nayak	Presiding Officer	<i>[Signature]</i>
3	Mr. Manoranjan Nayak	Member	<i>[Signature]</i>
4	Md. Asif Khan	Member	<i>[Signature]</i>
5	Mrs. Dwipanita Mishra	Member	<i>[Signature]</i>
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8	Mr. Aditya Kumar Pratihari	Member	<i>[Signature]</i>
9	Ms. Simran Singh	Member	<i>[Signature]</i>
10	Ms. Sarita Patra	Member	<i>[Signature]</i>