



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

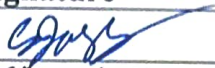
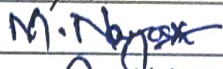
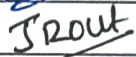
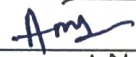
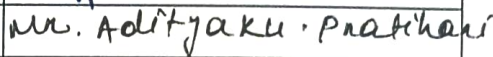
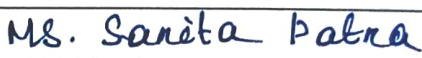
- Use of official Instagram and LinkedIn for ICC events proposed.
- **Action:** Ms. Sarita Patra to draft a content plan.

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

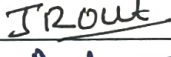
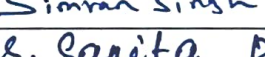
- The event was conducted successfully with good participation by students.
- Action:** Asst. Prof. Manoranjan Nayak to prepare a summary report of the event.

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>S Dash</i>
2	Ms. Subhasmita Nayak	Presiding Officer	<i>S Nayak</i>
3	Mr. Manoranjan Nayak	Member	<i>M. Nayak</i>
4	Md. Asif Khan	Member	<i>Asif Khan</i>
5	Mrs. Dwipanita Mishra	Member	<i>Dw</i>
6	Mrs. Jharana Rout	Member	<i>J Rout</i>
7	Mr. Ashok Kumar Mishra	Member	<i>Ash</i>
8	Mr. Aditya Kumar Pratihari	Member	<i>Mr. Aditya K. 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: 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.

Anti-Ragging Committee Meeting

Date: 07.05.2025

Time: 11.30 AM

Venue: Principal's Chamber

Agenda:

1. Basic Functionalities of the Committee
2. Functioning of the Anti-Ragging Squad
3. Any Other Issues Deemed Fit

Minutes of the Meeting

1. Opening Remarks:

The meeting was called to order by the Chairperson, who welcomed all the members.

Agenda Item 1: Basic Functionalities of the Committee:

The Chairperson presented the core objectives of the Anti-Ragging Committee, which include:

Prevention: Ensuring that ragging in any form is strictly prohibited within the institution.

Awareness: Conducting regular awareness campaigns, orientations, and workshops for students, staff, and faculty about the negative impact of ragging.

Monitoring: Keeping a watchful eye on areas prone to incidents of ragging, particularly during the beginning of the academic year.

Complaint Handling: Establishing a mechanism for students to confidentially report incidents of ragging.

Action: Ensuring strict disciplinary action against any student found guilty of ragging, as per the guidelines set by the institution and government.

The committee members agreed on the above responsibilities and affirmed that they will work collaboratively to fulfill these functions.

2. Agenda Item 2: Functioning of the Anti-Ragging Squad:

Mr. Manoranjan Nayak, Dean Academic Affairs, who is in charge of the Anti-Ragging Squad, provided an update on the functioning of the squad:

Squad members have been trained to identify potential cases of ragging and to act swiftly in preventing any incidents.

Regular checks are conducted in various locations within the campus, including hostels, common areas, and recreational zones.

It was discussed that squad members should continue to work in close collaboration with campus security and ensure the timely reporting of any incidents. Further,

additional training for the squad was proposed to ensure that they are well-equipped to handle sensitive situations.

3. **Agenda Item 3: Any Other Issues Deemed Fit:**

The following additional matters were discussed:

- **Increased Awareness Campaigns:** It was proposed that the Anti-Ragging Committee should partner with student bodies to organize awareness campaigns, including posters, seminars, and online content to educate students about the consequences of ragging.
- **Helpline Numbers and Reporting Channels:** The committee emphasized the need to ensure that all students are aware of the helpline numbers and confidential reporting mechanisms available to them. A proposal was made to place posters with helpline numbers in prominent locations around the campus, including hostels and academic blocks.

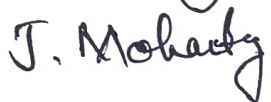
The Chairperson also reminded the members to remain vigilant and proactive in dealing with any potential issues and to take immediate action when necessary.

4. **Closing Remarks:**

The Chairperson concluded the meeting by reiterating the importance of maintaining a zero-tolerance policy towards ragging. The committee was reminded that their role in safeguarding the well-being of students is critical, and all members should remain committed to this cause.

The meeting was adjourned with a vote of thanks to all members for their participation.

Members Present:

1. Prof Dr. Sharmila Subramanian- 
2. Asst. Prof. Manoranjan Nayak - 
3. Asst. Prof. Jinasis Mohanty - 
4. Dr. Swetapadma Dash - 
5. Asst. Prof. Dipan Kumar Jena - 
6. Mr. Hrudananda Pradhan- 
7. Mrs. Dolly Pradhan- 

Anti-Ragging Committee Meeting

Date: 07.10.2024

Time: 4 PM

Venue: Principal's Chamber

Agenda:

1. Basic Functionalities of the Committee
2. Functioning of the Anti-Ragging Squad
3. Any Other Issues Deemed Fit

Minutes of the Meeting

1. Opening Remarks:

The meeting was called to order by the Chairperson, who welcomed all the members and emphasized the importance of maintaining a safe and respectful environment for all students. The Chairperson outlined the agenda for the meeting and sought the cooperation of all members in addressing the issues at hand.

2. Agenda Item 1: Basic Functionalities of the Committee:

The Chairperson presented the core objectives of the Anti-Ragging Committee, which include:

Prevention: Ensuring that ragging in any form is strictly prohibited within the institution.

Awareness: Conducting regular awareness campaigns, orientations, and workshops for students, staff, and faculty about the negative impact of ragging.

Monitoring: Keeping a watchful eye on areas prone to incidents of ragging, particularly during the beginning of the academic year.

Complaint Handling: Establishing a mechanism for students to confidentially report incidents of ragging.

Action: Ensuring strict disciplinary action against any student found guilty of ragging, as per the guidelines set by the institution and government.

The committee members agreed on the above responsibilities and affirmed that they will work collaboratively to fulfill these functions.

3. Agenda Item 2: Functioning of the Anti-Ragging Squad:

Mr. Manoranjan Nayak, Dean Academic Affairs, who is in charge of the Anti-Ragging Squad, provided an update on the functioning of the squad:

The squad is operational at all times, especially during high-risk periods like the beginning of the academic year and festivals.

Squad members have been trained to identify potential cases of ragging and to act swiftly in preventing any incidents.

Regular checks are conducted in various locations within the campus, including hostels, common areas, and recreational zones.

The squad also acts as a liaison with the administration and counseling services to provide support to victims of ragging.

It was discussed that squad members should continue to work in close collaboration with campus security and ensure the timely reporting of any incidents. Further, additional training for the squad was proposed to ensure that they are well-equipped to handle sensitive situations.

4. **Agenda Item 3: Any Other Issues Deemed Fit:**

The following additional matters were discussed:

- **Increased Awareness Campaigns:** It was proposed that the Anti-Ragging Committee should partner with student bodies to organize awareness campaigns, including posters, seminars, and online content to educate students about the consequences of ragging.
- **Helpline Numbers and Reporting Channels:** The committee emphasized the need to ensure that all students are aware of the helpline numbers and confidential reporting mechanisms available to them. A proposal was made to place posters with helpline numbers in prominent locations around the campus, including hostels and academic blocks.
- **Regular Review Meetings:** The committee agreed to hold regular review meetings to assess the effectiveness of anti-ragging measures and to address any new challenges.

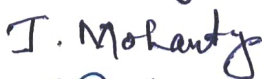
The Chairperson also reminded the members to remain vigilant and proactive in dealing with any potential issues and to take immediate action when necessary.

5. **Closing Remarks:**

The Chairperson concluded the meeting by reiterating the importance of maintaining a zero-tolerance policy towards ragging. The committee was reminded that their role in safeguarding the well-being of students is critical, and all members should remain committed to this cause.

The meeting was adjourned with a vote of thanks to all members for their participation.

Members Present:

1. Prof Dr. Sharmila Subramanian- 
2. Asst. Prof. Manoranjan Nayak - 
3. Asst. Prof. Jinasis Mohanty - 
4. Dr. Swetapadma Dash - 
5. Asst. Prof. Dipan Kumar Jena - 
6. Mr. Hrudananda Pradhan- 
7. Mrs. Dolly Pradhan- 



SC/ST Committee Meeting

Date: 15.03.2025

Time: 2:30 PM

Venue: Conference Hall

Agenda

1. Review of Previous Meeting Action Taken Report
2. Academic Performance Review of SC/ST Students
3. Counseling and Career Guidance Support
4. Scholarship Application Status Review
5. Discussion on Campus Inclusivity and Student Welfare
6. Planning Awareness and Orientation Programme
7. Any Other Matter with Permission of Chair

Minutes of the Meeting

Action Taken Report

The Convener presented the ATR of the previous meeting. Members appreciated the progress made in awareness and mentoring initiatives.

Academic Performance Review

The committee reviewed academic progress and recommended remedial coaching and mentoring support where required.

Counseling & Career Guidance

Members suggested conducting career counseling and skill development sessions for SC/ST students.

Scholarship Status Review

Students were guided to complete pending scholarship applications with assistance from the administrative office.

Campus Inclusivity

The committee emphasized maintaining a discrimination-free and supportive environment.

Awareness Programme Planning

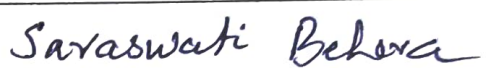
It was decided to conduct awareness sessions at the beginning of the next academic session.

Resolution

The committee reaffirmed commitment towards welfare, inclusivity and equal opportunities.

Meeting concluded with vote of thanks.

Members Present

Name	Position in Committee	Signature
Prof.(Dr.) S. Subramanian	Chairman	
Asst.Prof. M. Nayak	Convener	
Mr. H.N. Pradhan	Member	
Mr. Ashok Kumar Nayak	Member	
Mr. Debendra Bhoi	Member	
Mr. Amar Kumar Sethi	Member	
Mr. Saraswati Behera	Member	

SC/ST Committee Meeting

Date: 12.12.2024

Time: 3:00 PM

Venue: Principal's Chamber

Agenda

1. Welcome Address and Confirmation of Quorum
2. Review of Welfare Measures for SC/ST Students
3. Awareness of Government Scholarships & Schemes
4. Academic Support and Mentoring for SC/ST Students
5. Discussion on Grievance Redressal Mechanism
6. Prevention of Discrimination and Equal Opportunity Measures
7. Planning Awareness Programme for Students and Staff
8. Any Other Matter with Permission of Chair

Minutes of the Meeting

Welcome Address

The Chairperson welcomed the members and emphasized the importance of promoting equality and inclusiveness in the campus.

Welfare Measures Review

The committee reviewed the existing welfare initiatives for SC/ST students and discussed the need for strengthening academic and financial support.

Scholarships & Government Schemes

Members discussed spreading awareness about various government scholarship schemes and assisting students in application procedures.

Academic Support

It was decided to arrange mentoring and remedial classes for students requiring academic assistance.

Grievance Redressal Mechanism

The committee discussed ensuring easy access to the grievance mechanism and maintaining confidentiality.

Equal Opportunity Measures

Members emphasized strict prevention of discrimination and promoting an inclusive campus culture.

Awareness Programme

It was resolved to organize awareness sessions and display information regarding SC/ST support services.

Resolution

The committee resolved to strengthen support systems and ensure equal opportunities for all students.

Meeting concluded with vote of thanks.

Members Present

Name	Position in Committee	Signature
Prof.(Dr.) S. Subramanian	Chairman	
Asst.Prof. M. Nayak	Convener	
Mr. H.N. Pradhan	Member	
Mr. Ashok Kumar Nayak	Member	
Mr. Debendra Bhoi	Member	
Mr. Amar Kumar Sethi	Member	
Mr. Saraswati Behera	Member	

Grievance Redressal Committee Meeting

Date: 03.03.2025

Time: 2:30 PM

Venue: Incubation

Agenda

1. Opening Remarks by the Chairperson
2. Presentation of Annual Grievance Report
3. Review of Action Taken Reports (ATR)
4. Evaluation of Response Timeline and Effectiveness
5. Strengthening Confidentiality and Data Security
6. Planning Awareness Campaign for New Academic Session
7. Feedback from Departments and Students
8. Planning Anonymous Feedback and Suggestion Mechanism
9. Any Other Matter with Permission of the Chair

Minutes of the Meeting

Opening Remarks

The Chairperson welcomed the members and appreciated their efforts in maintaining an efficient grievance redressal mechanism.

Annual Grievance Report

The Convener presented the annual report highlighting the number, nature, and resolution status of grievances.

Action Taken Report Review

The committee reviewed ATRs submitted by departments and expressed satisfaction with the timely resolution of most grievances.

Response Timeline Evaluation

It was reaffirmed that grievances must be acknowledged within 48 hours and resolved within 7 working days.

Confidentiality Measures

Members emphasized secure storage of grievance records and restricted access to sensitive information.

Awareness Campaign Planning

It was decided to conduct awareness sessions at the beginning of every semester and update the institute website.

Department Feedback

Departments suggested regular interaction meetings with students to reduce grievance occurrence.

Anonymous Feedback System

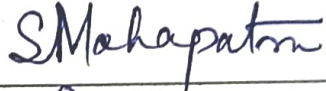
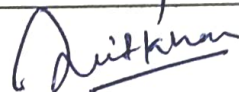
The committee approved introduction of anonymous online feedback to encourage open communication.

Resolution

The committee reaffirmed its commitment to a fair, transparent and responsive grievance redressal system.

The meeting concluded with a vote of thanks.

Members Present

Name	Position in Committee	Signature
Prof.(Dr.) S. Subramanian	Chairman	
Asst.Prof. M. Nayak	Convener	
Asst. Prof. J. Mohanty	Member	
Dr. S. Dash	Member	
Asst.Prof. S. Mohapatra	Member	
Asst. Prof. MD. A. Khan	Member	

Grievance Redressal Committee Meeting

Date: 02.12.2024

Time: 3:00 PM

Venue: Principal's Chamber

Agenda

1. Welcome Address and Confirmation of Quorum
2. Review of Grievances Received During Current Semester
3. Academic and Examination Related Issues
4. Review of Hostel and Campus Facility Concerns
5. Discussion on Student Counselling and Mentoring Support
6. Implementation of Digital Grievance Tracking System
7. Awareness Programme for Students and Staff
8. Preventive Measures to Minimize Future Grievances
9. Any Other Matter with Permission of the Chair

Minutes of the Meeting

1. Welcome Address

The Chairperson welcomed the members and emphasized the importance of maintaining a transparent and student-friendly grievance system.

2. Review of Grievances

The Convener presented a summary of grievances received during the semester. Most issues were resolved at departmental level.

3. Academic & Examination Issues

Matters related to internal assessment transparency and result clarification were discussed. Departments were instructed to communicate evaluation policies clearly.

4. Hostel & Campus Facilities

Minor concerns related to hostel amenities and classroom facilities were reviewed. The committee recommended prompt coordination with the administration.

5. Counselling & Mentoring Support

Members suggested strengthening mentoring sessions to address student issues at an early stage.

6. Digital Tracking System

It was resolved to maintain a centralized digital grievance register for monitoring and follow-up.

7. Awareness Programme

Orientation sessions on grievance procedures will be conducted for students and staff.

8. Preventive Measures

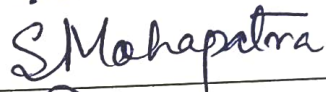
Regular feedback collection and departmental grievance review meetings were recommended.

Resolution

The committee resolved to monitor grievance trends continuously and ensure resolution within the prescribed timeline.

The meeting concluded with a vote of thanks to the Chair.

Members Present

Name	Position in Committee	Signature
Prof.(Dr.) S. Subramanian	Chairman	
Asst.Prof. M. Nayak	Convener	
Asst. Prof. J. Mohanty	Member	
Dr. S. Dash	Member	
Asst.Prof. S. Mohapatra	Member	
Asst. Prof. MD. A. Khan	Member	