



**ASTHA School of Management
Bhubaneswar**

Ref: ASM/8822/24

Date: 09/09/2024

Circular

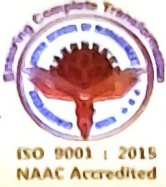
As part of our institutions commitments to promote Gender Equity and creating a safe and inclusive environment the following staff are designated as member of Gender Audit Committee.

| Sl.No | Name | Designation | Position | Signature |
|-------|---------------------------------|-------------------|-------------|-----------|
| 1 | Prof.(Dr.) Sharmila Subramanian | Principal | Chairperson | |
| 2 | Mr. Manoranjan Nayak | IQAC Coordinator | Convenor | |
| 3 | Mrs. Jharana Rout | Librarian | Member | |
| 4 | Mr. Narayan Samal | Placement Officer | Member | |

Prof.(Dr.) Sharmila Subramanian

Principal

Principal
Astha School Of Management



Astha School of Management

(Managed by : Shree Panchamukhi Educational & Charitable Trust)

Approved by : AICTE, Under Ministry of HRD, Govt. of India & Affiliated to Biju Patnaik University of Technology, Odisha

Ref. No. : ASPM/8892(0)/24

Date. : 01/10/2024

Constitution of Gender Audit Committee

The Gender audit committee is being constituted with the objective to maintain gender equity in the institution and zero tolerance for gender bias.

By the order of the management the following members are designated for the said purpose. The Gender Audit Committee shall comply with regulations and discharge their responsibility.

| SL.NO. | Name | Designation | Position |
|--------|---------------------------------|----------------------|-----------------|
| 1 | Prof.(Dr.) Sharmila Subramanian | Principal | Chairperson |
| 2 | Mr. Manoranjan Nayak | IQAC Coordinator | Convener |
| 3 | Mrs. Jharana Rout | Librarian | Member |
| 4 | Mrs. Dipanwita Nayak | Project Manager, TCS | External Member |
| 5 | Mr Narayan Samal | Placement Officer | Member |


Dr. Bankim Mohanty

Executive Director, Cum Secretary

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- ASTHA SCHOOL OF MANAGEMENT
1. Notice Board (Institution, Girls Hostel & Boys Hostel)
 2. Institution Website
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 4. AICTE, New Delhi, BPUT Rourkela for kind information.

Campus : # 261, Panchamukhi Vihar, Atala, Baliana, Bhubaneswar-752101
Telephone .: (0674) 2474138 / 2474148, Fax.: (0674) 2474128
E-mail : asthaschoolmgm@gmail.com, Visit us at : www.asthaeducation.in



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ASTHA School of Management
Bhubaneswar

GENDER SENSITIVITY POLICY

Preamble

ASTHA School of Management is committed to creating a safe, inclusive, and supportive environment for all students, faculty, and staff. This policy aims to promote gender sensitivity, prevent gender-based discrimination and harassment, and ensure equal opportunities for all individuals regardless of their gender identity or expression.

Objectives

1. Promote gender sensitivity and awareness among all stakeholders.
2. Prevent and address all forms of gender-based discrimination and harassment.
3. Ensure equal opportunities and access to education, resources, and opportunities.
4. Create a safe and inclusive environment for all individuals.

Scope

This policy applies to all students, faculty, staff, and visitors of ASTHA School of Management, including those participating in the MBA program under AICTE & UGC, Govt. of India.

Definitions

1. **Gender:** Refers to the roles, behaviours, activities, expectations, and opportunities that a society considers appropriate for men, women, and non-binary individuals.
2. **Gender Identity:** Refers to an individual's internal sense of their own gender, which may or may not correspond to the sex assigned at birth.
3. **Gender Expression:** Refers to the way an individual presents their gender identity through their behaviour, appearance, and other forms of expression.
4. **Sexual Harassment:** Refers to any unwelcome sexual advance, request for sexual favours, or other verbal or physical conduct of a sexual nature that creates a hostile or intimidating environment.

Responsibilities

1. **Institutional Responsibilities:** ASTHA School of Management is responsible for providing a safe and inclusive environment, promoting gender sensitivity,

and ensuring that all policies and procedures are free from gender bias and stereotypes.

2. **Individual Responsibilities:** All students, faculty, staff, and visitors of ASTHA School of Management are responsible for treating all individuals with respect and dignity, avoiding behavior that may be perceived as discriminatory or harassing, and reporting any incidents of gender-based discrimination and harassment.

Procedures

1. **Reporting Incidents:** Individuals who experience or witness gender-based discrimination and harassment should report the incident to the authorities, including the Internal Complaints Committee (ICC), or the Principal of the institution.
2. **Investigation and Action:** The authorities will investigate the incident and take necessary action, including providing support and counselling to the victim, taking disciplinary action against the perpetrator, and implementing measures to prevent similar incidents in the future.

Monitoring and Review

1. **Monitoring:** The institution will regularly monitor the implementation of this policy and ensure that all individuals are aware of their responsibilities and the procedures for reporting incidents.
2. **Review:** The institution will review this policy annually and make necessary revisions to ensure that it remains effective and relevant.

Implementation

This policy will be implemented with immediate effect and will be communicated to all students, faculty, staff, and visitors of ASTHA School of Management.

Grievance Redressal Mechanism

The institution will establish a grievance redressal mechanism to address complaints of gender-based discrimination and harassment. The mechanism will include:

1. **Internal Complaints Committee (ICC):** The ICC will be responsible for investigating and addressing complaints of gender-based discrimination and harassment.

Approval

This policy has been approved by the Management of ASTHA School of Management, Bhubaneswar.

Dr. Bankim Mohanty
Executive Director-cum-Secretary

**EXECUTIVE DIRECTOR
CUM
SECRETARY**

ASTHA SCHOOL OF MANAGEMENT

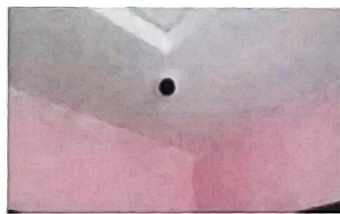
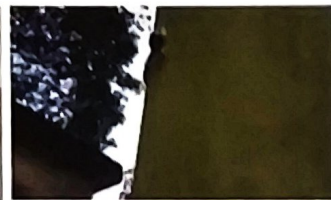
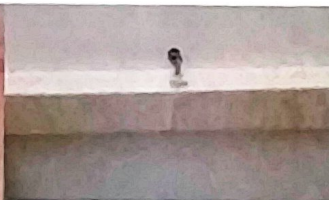
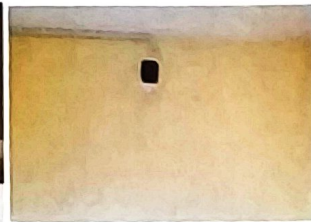
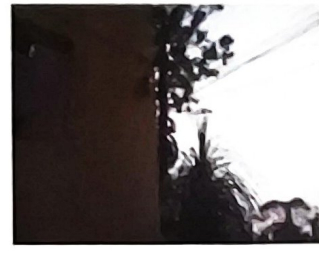
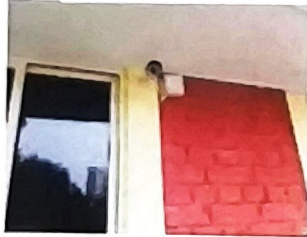


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Cameras Installed to Safeguard the Campus



Tharnika

Principal
Astha School Of Management

Campus : # 261, Panchamukhi Vihar, Atala, Balianata, Bhubaneswar-752101

Phone : (0674) 2351122 / 2351123 / 2351124 / 2351125 / 2351126 / 2351127 / 2351128 / 2351129 / 2351130 / 2351131 / 2351132 / 2351133 / 2351134 / 2351135 / 2351136 / 2351137 / 2351138 / 2351139 / 2351140 / 2351141 / 2351142 / 2351143 / 2351144 / 2351145 / 2351146 / 2351147 / 2351148 / 2351149 / 2351150 / 2351151 / 2351152 / 2351153 / 2351154 / 2351155 / 2351156 / 2351157 / 2351158 / 2351159 / 2351160 / 2351161 / 2351162 / 2351163 / 2351164 / 2351165 / 2351166 / 2351167 / 2351168 / 2351169 / 2351170 / 2351171 / 2351172 / 2351173 / 2351174 / 2351175 / 2351176 / 2351177 / 2351178 / 2351179 / 2351180 / 2351181 / 2351182 / 2351183 / 2351184 / 2351185 / 2351186 / 2351187 / 2351188 / 2351189 / 2351190 / 2351191 / 2351192 / 2351193 / 2351194 / 2351195 / 2351196 / 2351197 / 2351198 / 2351199

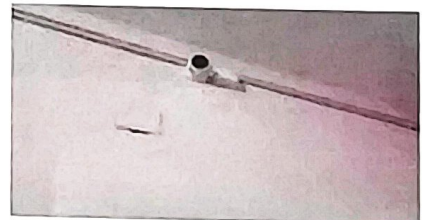
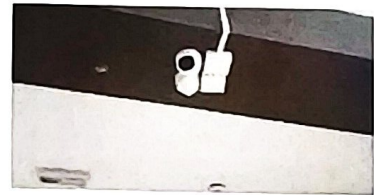
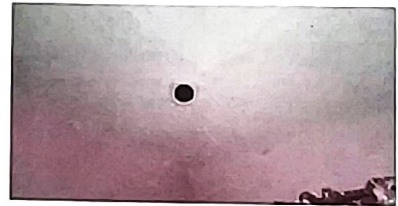
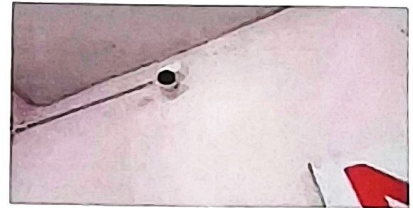
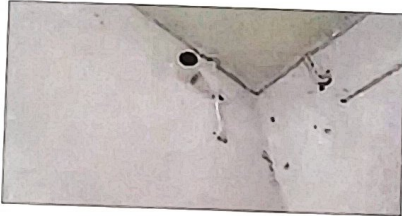
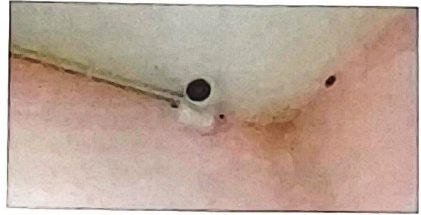
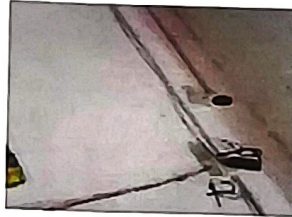


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Cameras Installed to Safeguard the Campus



Tharunika
Principal
Astha School Of Management

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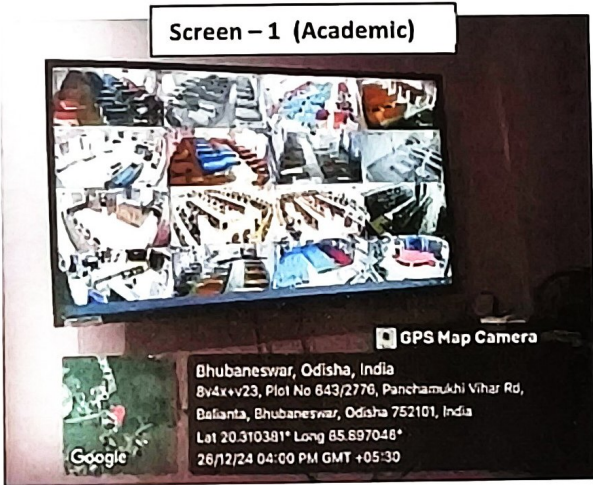
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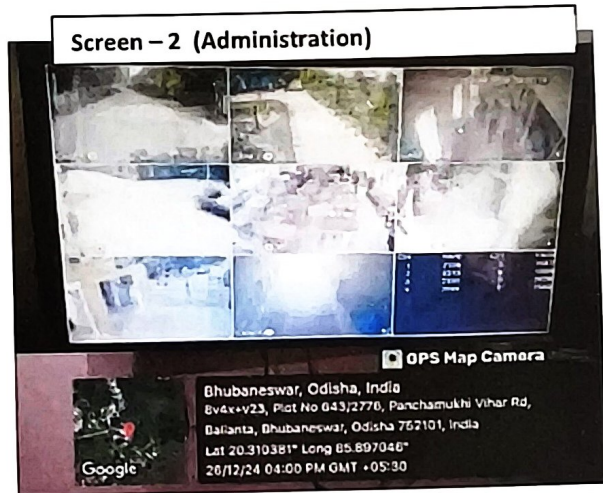
Approved by : AICTE, Under Ministry of HRD, Govt. of India & Affiliated to Biju Patnaik University of Technology, Odisha

CC TV Monitoring Screens

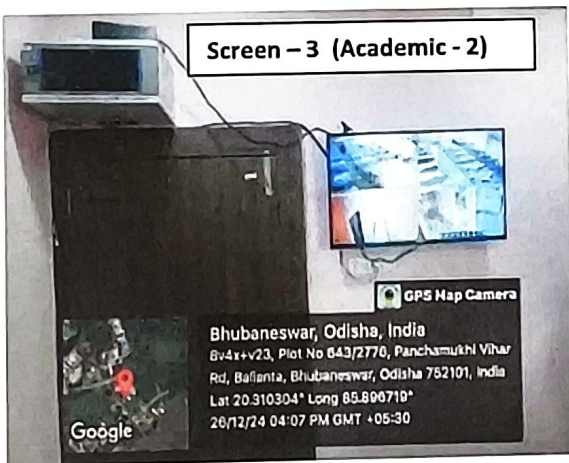
Screen – 1 (Academic)



Screen – 2 (Administration)



Screen – 3 (Academic - 2)



Screen – 4 (Boys Hostel)



Tharnika
Principal
Astha School Of Management

Campus : # 261, Panchamukhi Vihar, Atala, Balianta, Bhubaneswar-752101



**ASTHA School of Management
Bhubaneswar**

GENDER AUDIT 2024-2025

I. INSTITUTIONAL CONTEX:


1. Institutional Name: ASTHA School of Management
2. Types of Institution (Public/Private): Private
3. Location(Urban/Rural): Urban
4. Number of Students(Male/Female): Female:124 Male:316
5. Number of Faculty Members(Male/Female): Female:8 Male:16
6. Presence of Ladies Hostel(Yes/No): Yes
7. Number of Skill Development Courses Offered: 1(One)

II. GOVERNANCE AND LEADERSHIP:

1. Gender composition of
 - Board of Directors/Trustees: 2 Female members and 8 Male members in Board of Governors.
 - Senior Management Team: 1 Female and 3 Male Members.
2. Presence of Gender-Sensitive Policies and Practices: Yes
3. Mechanisms for addressing gender based complaints: Yes

III. ACADEMIC PROGRAMS AND CURRICULUM:

1. Presence of gender -sensitive curriculum MBA program: Yes
2. Inclusion of gender -related courses/modules in MBA program: Courses like HR Management, Principles of Management, Organizational Behaviour include topics related to gender equity.


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3. Availability of electives focused on women's empowerment/leadership: Value Added Courses Available.

4. Skill Development Courses offered to enhance employability : Available

IV. STUDENT SUPPORT SERVICES:

1. Facilities and Services provided in the ladies hostel: CCTV Camera, Attached Bathroom in each room and Machinery of Sanitary pads disposal etc are available.

2. Availability of counselling services for students: Counselling by Proctors.

3. Presence of a gender cell or women's forum: Not Available

4. Support Services for Students with Care-giving Responsibility: Available

V. EMPLOYMENT AND WORKPLACE:

1. Gender Composition of Staff (Academic/Non-Academic): 12 Female and 29 Male

2. Presence of Gender Sensitive HR Policies and Practices: Available

3. Mechanisms for addressing workplace harassment : Statutory Committees in Place

4. Support for Work-Life balance (e.g. Parental Leave): Maternity Leave, Flexible Operations, Exit time at 5.30 PM etc, Special Break for care available.

VI. INFRASTRUCTURE AND FACILITIES:

1. Availability of gender -segregates facilities(e.g Restrooms): Available

2. Presence of children facilities on campus: Not Available

3. Accessibility of facilities for students/staff with disabilities: Available

VII. BUDGET AND RESOURCE ALLOCATION:

1. Allocation of budget for gender related initiatives: Not Available

2. Presence of gender sensitive budgeting processes : Not Available

3. Mechanisms for tracking expenditure on gender related initiatives: Not Available

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VIII. MONITORING AND EVALUATION:

1. Presence of a gender audit/assessment process: Available
2. Mechanism for monitoring and evaluating gender related initiatives: Gender Audit Committee Available.
3. Use of sex -segregated data in decision making: Not Available

IX. CONCLUSION AND RECOMMENDATIONS:

1. Summary of key findings: Detailed report attached.
2. Recommendations for improving gender equality: Detailed Report Attached
3. Action plan for implementing recommendations: Action Plan Attached.

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ASTHA SCHOOL OF MANAGEMENT

BHUBANESWAR, ODISHA

GENDER AUDIT REPORT

SESSION- 2024-2025



CONTENTS

- Introduction
- What is a Gender Audit?
- Constitution of the Gender Audit Committee
- Major Objectives of Gender Audit
- Gender Details of Students and Staff
- Gender Sensitization Initiatives inside the Campus
- Different Committees for Girls and Boys in the College
- Programme for Girls
- Gender Audit Survey
- Concluding Observations



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Constitution of Gender Audit Committee

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| SL.NO. | Name | Designation | Position |
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Executive Director, CUM Secretary

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Telephone : (0674) 2474138 / 2474148, Fax.: (0674) 2474128
E-mail : asthaschoolmgm@gmail.com, Visit us at : www.asthaeducation.in

Introduction:

Located in a beautiful rural setting on the outskirts of temple city of Bhubaneswar in the Baliana village, this self financed institute over the years has served the management education of predominantly first generation learners. In accordance with the national agenda, the institute accords top priority for the full participation of girl students in the national economy.

ASTHA School of Management imparts 2-years full time Master of Business Administration(MBA) program that is affiliated to Biju Patnaik University of Technology(BPUT), Odisha and approved by All India council for Technical Education(AICTE), Govt. Of India. The institute conducts its academic audit every year as per the criteria pronounced by the affiliating university. It is ISO 9001:2015 Certified and NAAC Accredited institute promoting learner-centered, result-oriented, management education, research & innovation, executive education through contemporary knowledge, use of technology and integration of human values.

The current intake of the institution is 180. the college recognizes the need for and importance of fostering a gender equality and just academic space for its staff members, students and faculty members as well. From its inception, the college has been practicing the principle of equality in between male and female. The college in its day working tries for its best to ensure that ideas of gender equality are put into practice thereby provides a fertile ground for the intellectual, physical and emotional growth and development of students from all genders. The college prides itself by processing a group of teaching staff members who are highly qualified and dedicated , which constitutes both male and female teaching staff members. Among them a sizable member is women teaching staff.

What is a Gender Audit?

Gender audit refers to a process of auditing to establish whether the college has a good gender balance in all spheres of activities of the college or not. It tries to establish whether the college follows established government rules, policies and order for ensuring equality in status and opportunities for women in society in general and in the college campus in particular. Thus the gender audit tries to find out level of gender equality in the college in all spheres of college activities.



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Astha School Of Management

Constitution of the Gender Audit Committee:

Office Copy attached above.

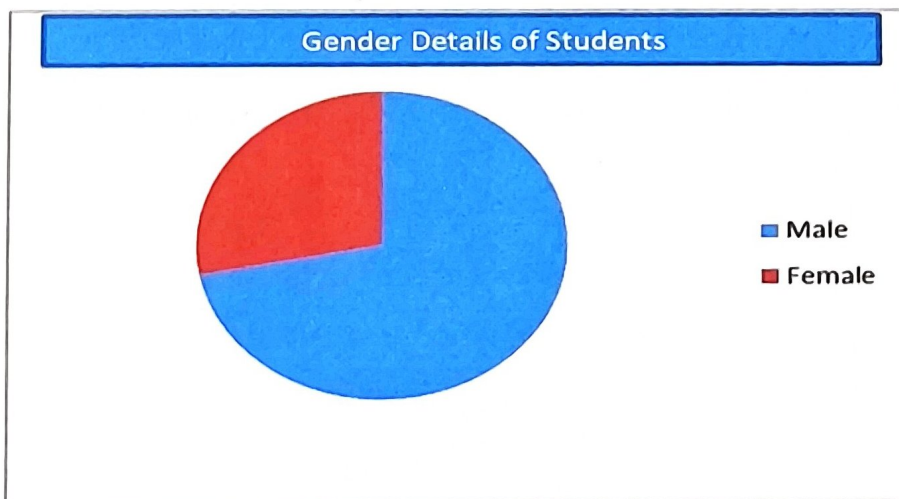
Major Objectives of Gender Audit:

- ❖ The institution is duty bound to take all effective measures for the safety and security of all genders inside the college campus.
- ❖ To ensure there is no discrimination on the basis of gender inside the college campus.
- ❖ To observe the process of grievance redressal and prevention of sexual harassment established by the institution.
- ❖ To observe various awareness programme being conducted by the institution for sensitizing the girl students about gender discrimination.
- ❖ To suggest measures for bridging the gender gap, if any.

Gender Details of Students and Staff:

Table 1: Gender Details of Students in the College:

| Gender Details of Students in the College | | | | | |
|--|--------------|-------------|---------------|---------------|----------------|
| Year | Total | Male | Female | % Male | %Female |
| 2024-2025 | 440 | 316 | 124 | 72% | 28% |



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Asha School Of Management

Table 2: Gender Details of Teaching Staff in the College:

| Gender Details of Teaching Staff in the College | | | | | |
|--|--------------|-------------|---------------|---------------|----------------|
| Year | Total | Male | Female | % Male | %Female |
| 2024-2025 | 24 | 16 | 8 | 67% | 33% |

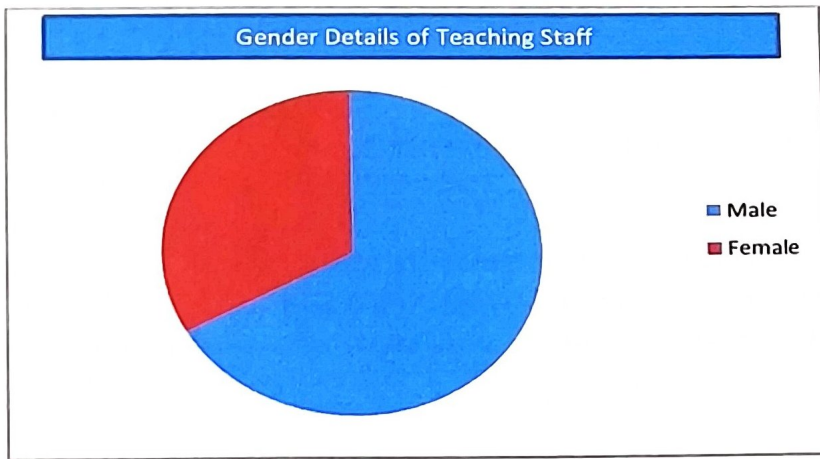
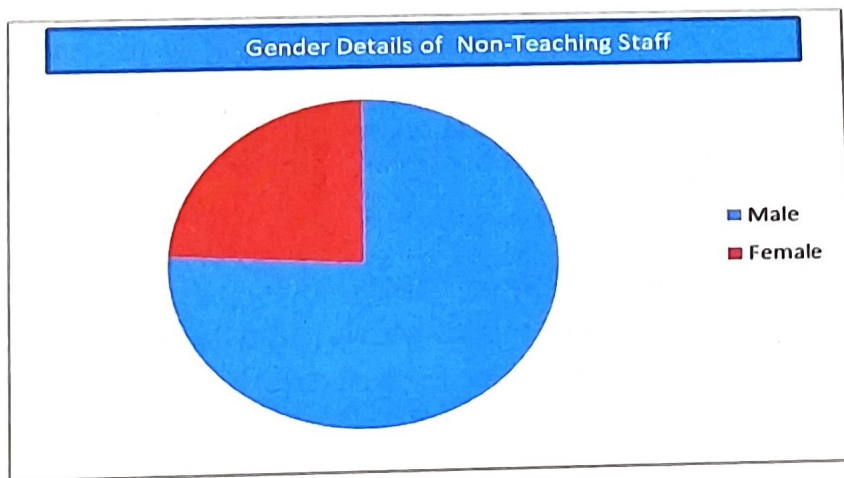


Table 3: Gender Details of Non-Teaching Staff in the College:

| Gender Details of Non-Teaching Staff in the College | | | | | |
|--|--------------|-------------|---------------|---------------|----------------|
| Year | Total | Male | Female | % Male | %Female |
| 2024-2025 | 17 | 13 | 4 | 76% | 24% |



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From the analysis of above data it is observed more number of male students are enrolled in comparison to female students and ratio of staff is male dominated. However it is also noted, enrollment of girls as well as recruitment of female faculty is increasing year by year.

Gender Sensitization Initiatives inside the campus:

College has formed various committees such as -Anti ragging committee, internal complaint and sexual harassment prevention committee and moreover the college is providing adequate facilities to girl students and female staff members to maintain gender equality.

The following initiatives have been undertaken by the college for the convenience of girl students and female teachers.

Admitting & Training Girls:

ASTHA School of Management provides a congenial environment for the girl students to learn and flourish. The initiatives include:


- ❖ The institute provides career guidance and counseling to girl students of various colleges in Odisha for encouraging girls to take up higher education.
- ❖ Girl Child Scholarship is provided to attract parents of girls to admit their daughters.
- ❖ Equal opportunity is provided to the girls to participate in training and placement activities.

Conducive Environment:

- ❖ The institute provides a safe and secure environment for girls with 24*7 security and surveillance.
- ❖ The girls hostel is inside the college campus and is well guarded to keep the girls trouble-free.
- ❖ There is no gender bias or discrimination in the campus during any process (teaching learning, training and development, co-curricular and sporting activities).
- ❖ The proctorship programme provides a protective environment to all the students especially , girls.
- ❖ A separate common room has been provided to girl students within the college building for their convenience.
- ❖ Separate wash room for girls students are provided in different sections of the college which are properly maintained from time to time.

Celebration & Festivals:

- ❖ Divine Mother's (SRI Ma of Pondicherry) Birthday is celebrated in a grand way every year on 21 7 22 February as **YUGMA**. A national level oratory context is held to celebrate unity, harmony and world peace on these days. The institute proliferates the teaching of the Mother and Sri Aurobindo that considers every girl child as the manifestation of the Divine.


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- ❖ **International Women's day** is celebrated on 8th March every year inside the college premises for the cause of United Nation's Agenda. Events like movie show, panel discussion, quiz, speech, poster making, photography etc are organised.
- ❖ **Raja** - A unique festival that celebrates womanhood; it is facilitated by the institute. The management provides special holidays to all its staff as a mark of respect to the women in everyone's life. It is a unique festival of odisha and adhering to this beautiful culture, the institute provides a festival break for 3-5 days.

Different Committees for girls and boys in the college:

- ❖ **Anti - ragging Committee:-** In order to prevent ragging, in any form inside the college campus, an anti-ragging committee has been formed. It works to prevent ragging inside the college campus and in different hostels. The committee has both male and female members and the principal is the chairperson of the said committee.
- ❖ **Internal Complaints Committee:-** There is an internal complaints committee in the college consists of both male and female teachers to respond to the complains made by the students on different issues and to provide adequate solutions to the complains made.
- ❖ **Grievance Redressal Committee:-** For resolving the grievances of students and parents in compliance of the regulations is facilitated through this forum.

Gender Audit Survey:

Summary report attached in the annexure.


Concluding Observations:

The analysis of the facts stated above shows that gender equality and equal treatment of all genders have been guiding principles for the smooth functioning of the institute. Staff members and girls students have reported that there is no problems relating to gender issues inside the college campus. The gender audit team made an audit regarding gender issues inside the institute campus and found that the institute has a lot of strength and cooperation to maintain gender balance inside the institute campus. No doubt, sometimes the girl students suggest that more programmes should be organised exclusively for girl students for their holistic development. The committee unanimously accepted the suggestions of girl students and has resolved to take initiation to materialize their suggestions.

Declaration:

This is to certify that the gender audit report prepared by the gender audit committee and the data base used in the report is truthful and validated by IQAC.

Convener

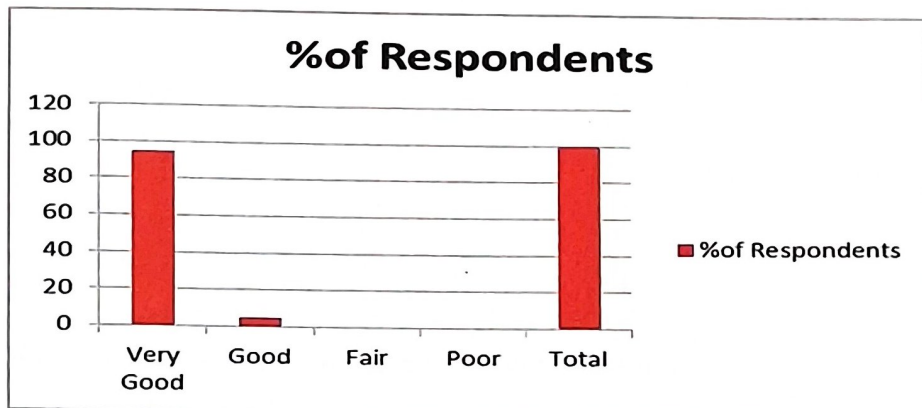

 Principal
 Astha School Of Management

GENDER SURVEY OF STUDENTS-Summary Report

Academic Experience:

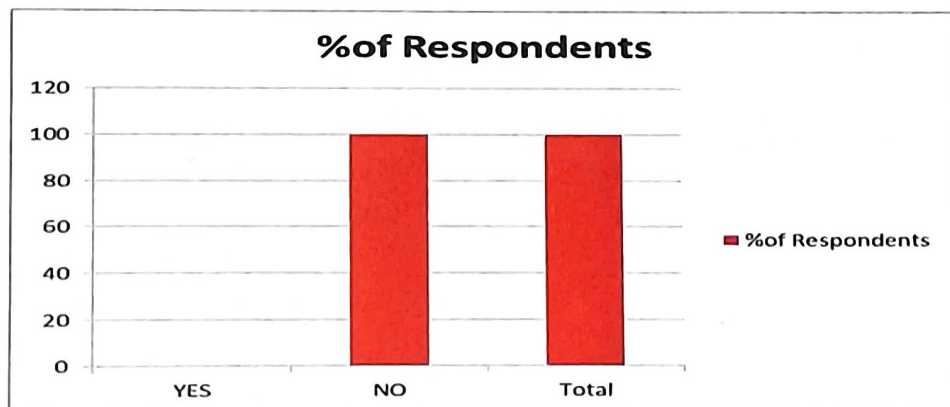
1. How would you rate your overall academic experience at the institution?

| Response | No.of Respondents | %of Respondents |
|-----------|-------------------|-----------------|
| Very Good | 118 | 95 |
| Good | 6 | 05 |
| Fair | 0 | |
| Poor | 0 | |
| Total | 124 | 100 |



2. How you faced any challenges or barriers in your academic pursuit?

| Response | No.of Respondents | %of Respondents |
|----------|-------------------|-----------------|
| Yes | 0 | 0 |
| No | 124 | 100 |
| Total | 124 | 100 |

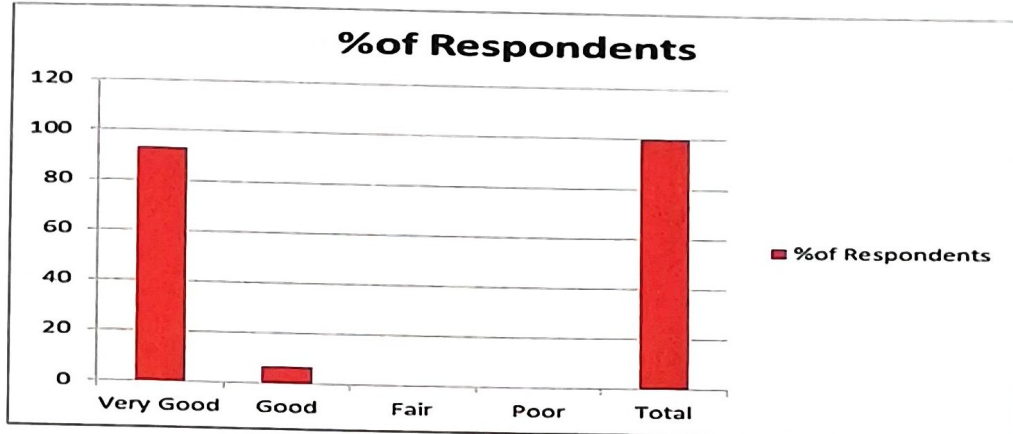


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Campus Safety and Security:

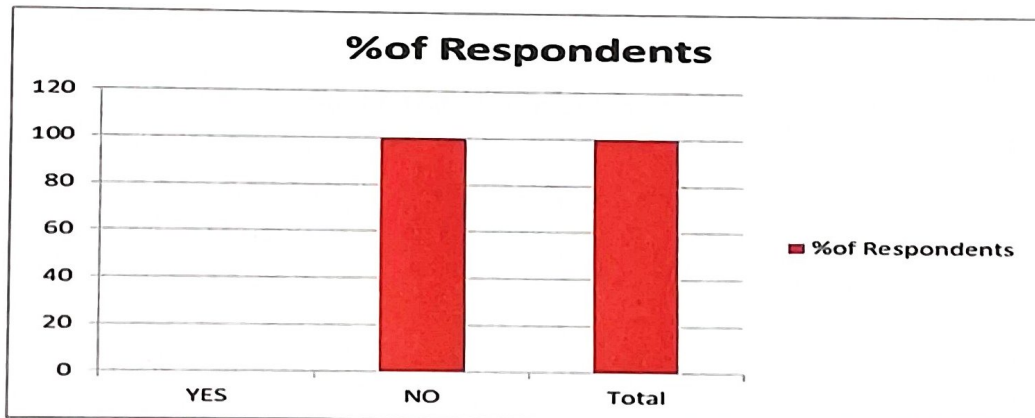
1. How would you rate the safety and security of the institution's campus?

| Response | No.of Respondents | %of Respondents |
|-----------|-------------------|-----------------|
| Very Good | 116 | 93 |
| Good | 8 | 7 |
| Fair | 0 | |
| Poor | 0 | |
| Total | 124 | 100 |



2. Have you faced any safety or security concern on campus?

| Response | No.of Respondents | % of Respondents |
|----------|-------------------|------------------|
| Yes | 0 | 0 |
| No | 124 | 100 |
| Total | 124 | 100 |

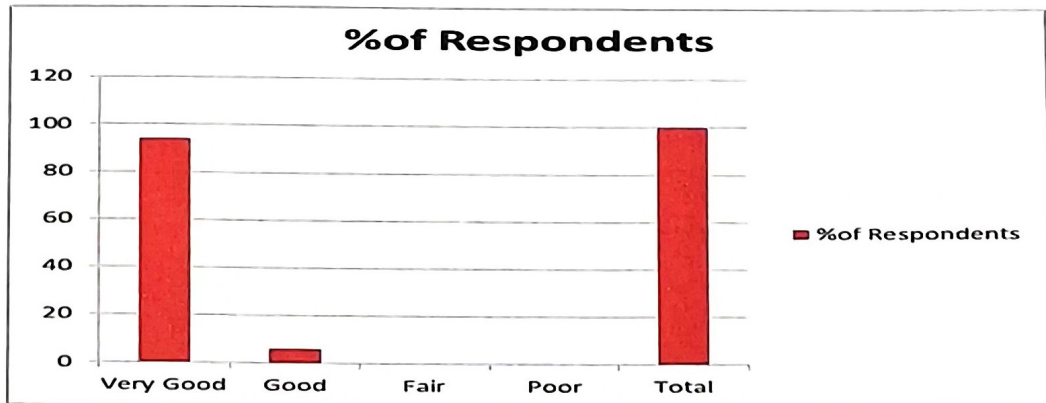


Principal
Asha School Of Management

Support Service:

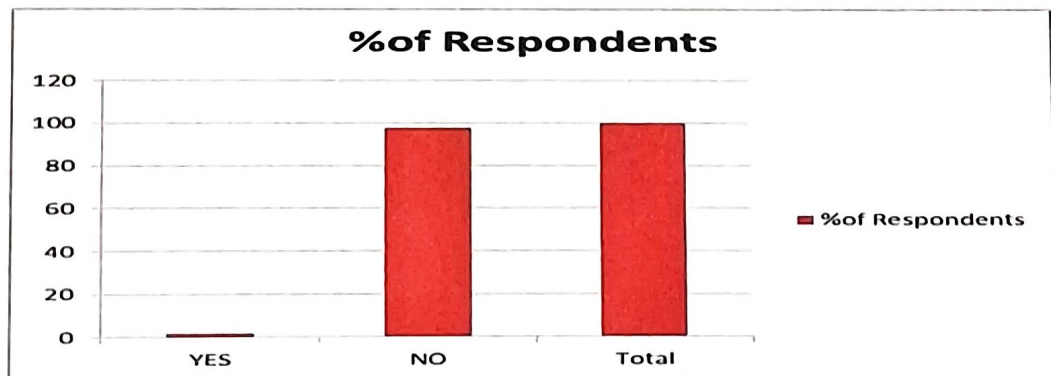
1. Are you aware of the support services available for girl students on campus(e.g. counseling health services)?

| Response | No.of Respondents | % of Respondents |
|----------|-------------------|------------------|
| Yes | 117 | 94 |
| No | 7 | 6 |
| Total | 124 | 100 |



2. Have you availed any support services on campus?

| Response | No.of Respondents | % of Respondents |
|----------|-------------------|------------------|
| Yes | 3 | 2 |
| No | 121 | 98 |
| Total | 124 | 100 |



3. If yes what kind of support services did you avail? (Open- ended Question)

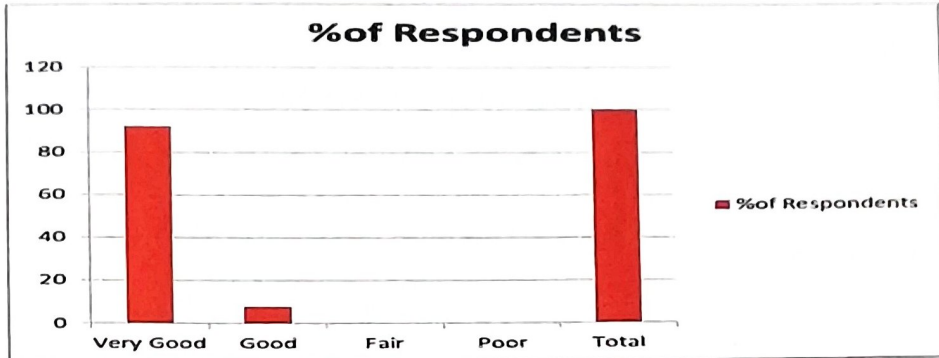
Response: Both students mentioned opting for Counseling.


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Hostel Facilities (For Hostel Residents Only)

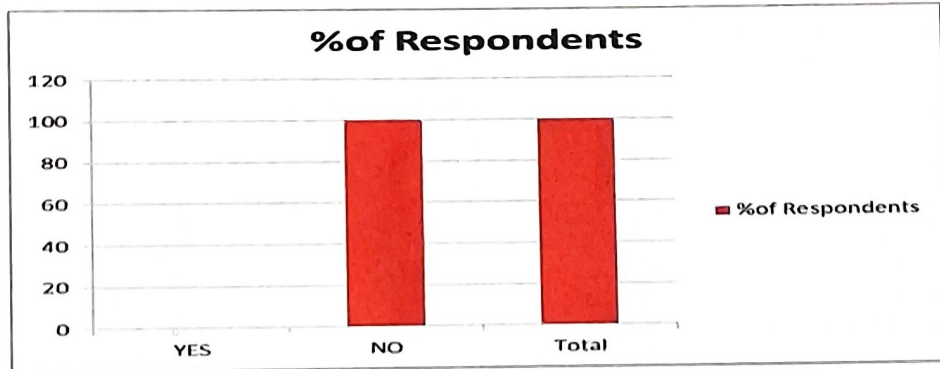
1. How would you rate the hostel facilities?

| Response | No.of Respondents | %of Respondents |
|-----------|-------------------|-----------------|
| Very Good | 115 | 92 |
| Good | 9 | 8 |
| Fair | 0 | |
| Poor | 0 | |
| Total | 124 | 100 |



2. Have you faced any challenges or issues related to hostel facilities?

| Response | No.of Respondents | % of Respondents |
|----------|-------------------|------------------|
| Yes | 0 | 0 |
| No | 124 | 100 |
| Total | 124 | 100 |



Suggestions and Recommendation:

What suggestions or recommendations do you /have for improving the overall experience of girl students at the institutions? (Open –Ended Question)

Response:

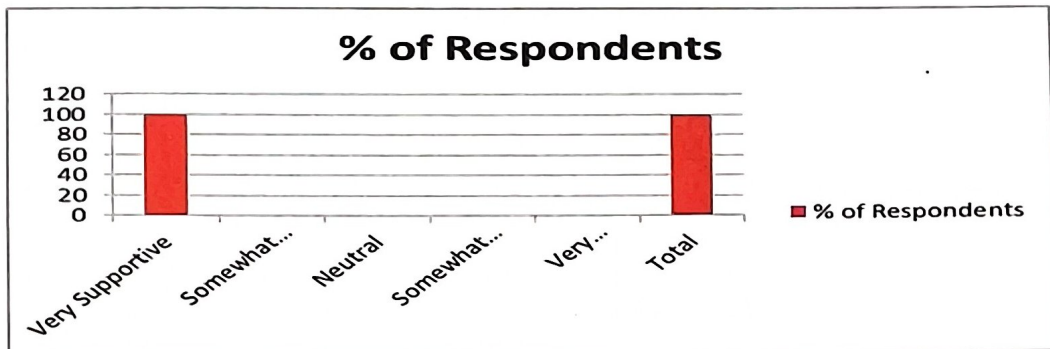
Few students suggested organizing more programmes exclusively for girl students for their holistic development.

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Work Environment:

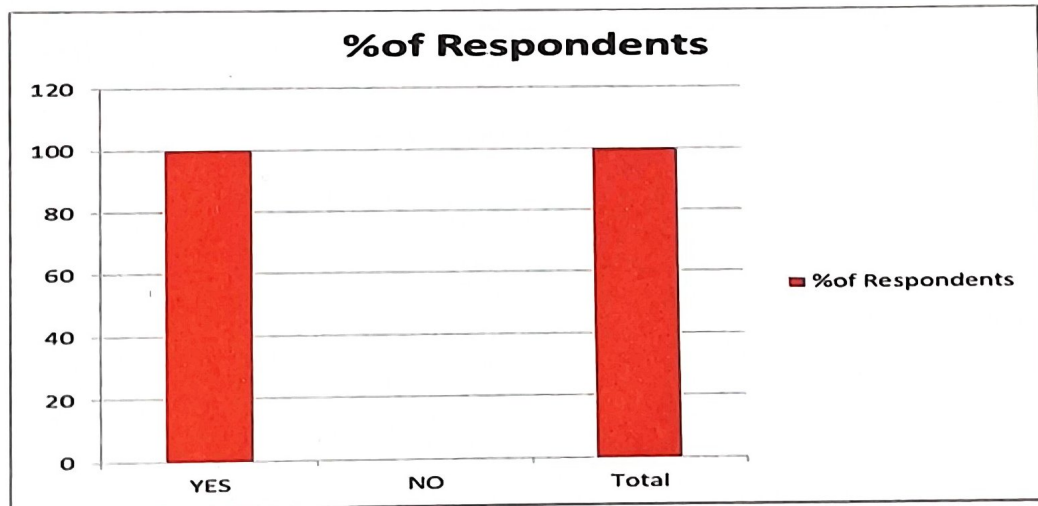
1. How would you rate the overall work environment in your department?

| Response | No.of Respondents | % of Respondents |
|-----------------------|-------------------|------------------|
| Very Supportive | 12 | 100 |
| Somewhat Supportive | 0 | 0 |
| Neutral | 0 | 0 |
| Somewhat Unsupportive | 0 | 0 |
| Very Unsupportive | 0 | 0 |
| Total | 12 | 100 |



2. Have you experienced any form of harassment or discrimination at work?

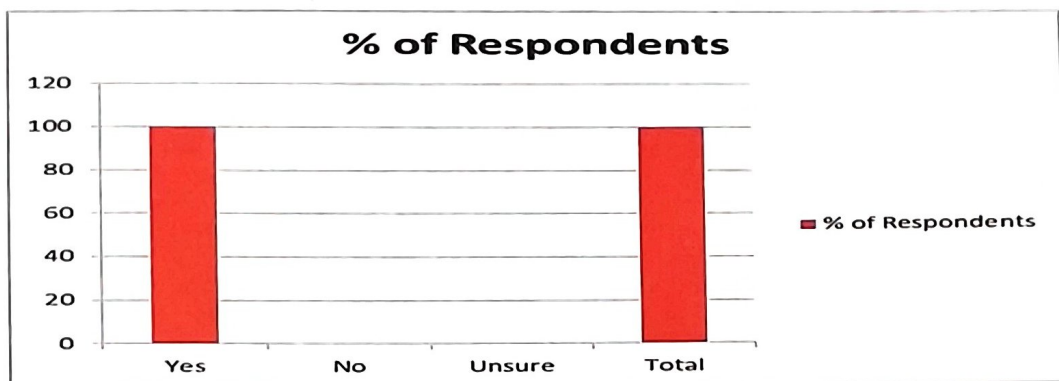
| Response | No.of Respondents | % of Respondents |
|----------|-------------------|------------------|
| Yes | 12 | 100 |
| No | 0 | 0 |
| Total | 12 | 100 |



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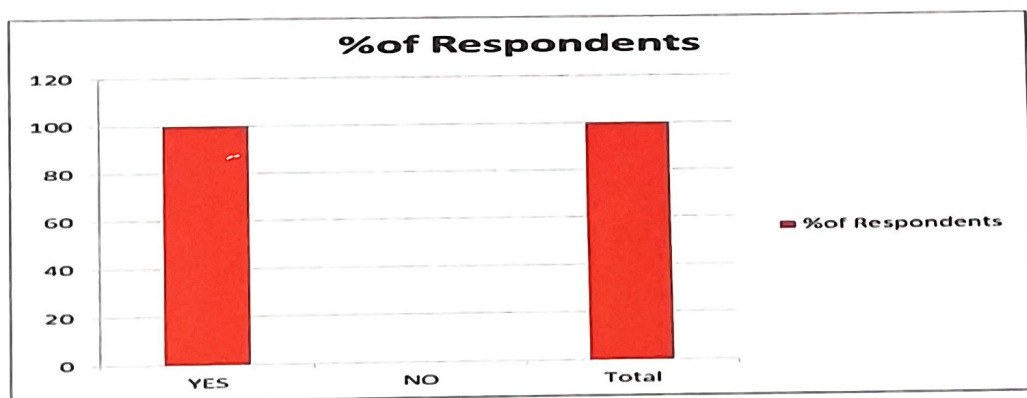
3. Do you feel that you have equal opportunities for career advancement as your male colleagues?

| Response | No.of Respondents | % of Respondents |
|----------|-------------------|------------------|
| Yes | 12 | 100 |
| No | 0 | 0 |
| Unsure | 0 | 0 |
| Total | 12 | 100 |



4. Have you faced any barriers or challenges in your career advancement?

| Response | No.of Respondents | % of Respondents |
|----------|-------------------|------------------|
| Yes | 12 | 100 |
| No | 0 | 0 |
| Total | 12 | 100 |

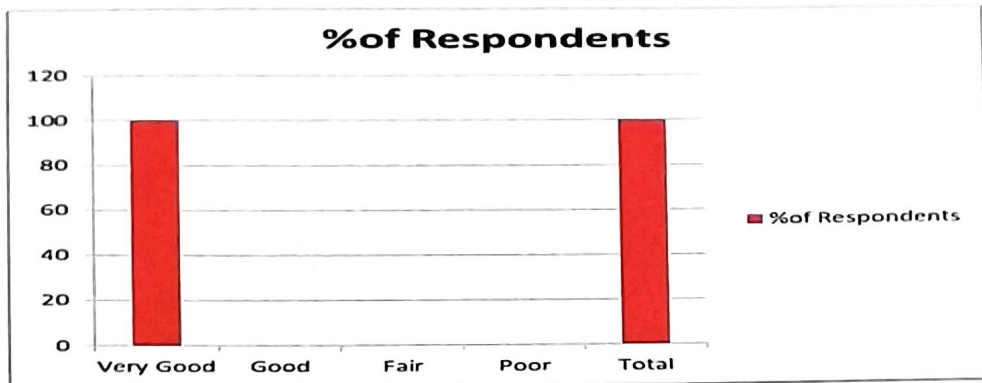


JSR

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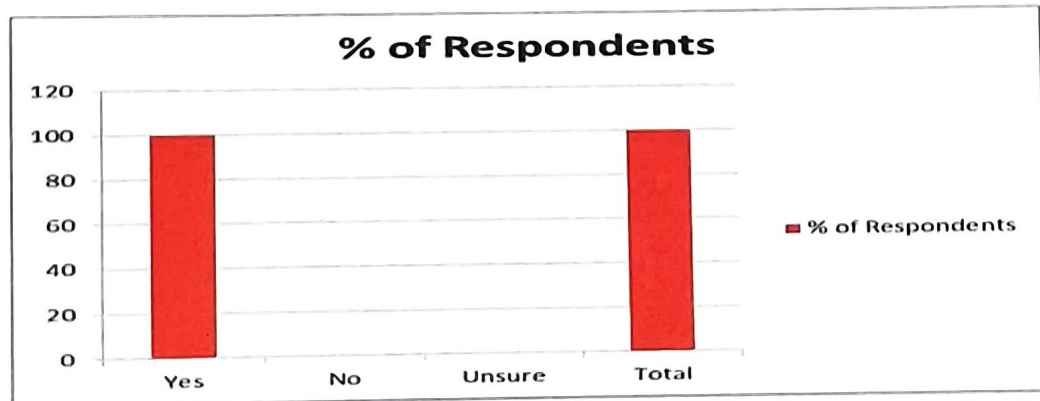
5. How would you rate your work life balance?

| Response | No.of Respondents | %of Respondents |
|-----------|-------------------|-----------------|
| Very Good | 12 | 100 |
| Good | 0 | 0 |
| Fair | 0 | 0 |
| Poor | 0 | 0 |
| Total | 12 | 100 |



6. Do you feel the institution provides adequate support for work life balance?

| Response | No.of Respondents | % of Respondents |
|----------|-------------------|------------------|
| Yes | 12 | 100 |
| No | 0 | 0 |
| Unsure | 0 | 0 |
| Total | 12 | 100 |

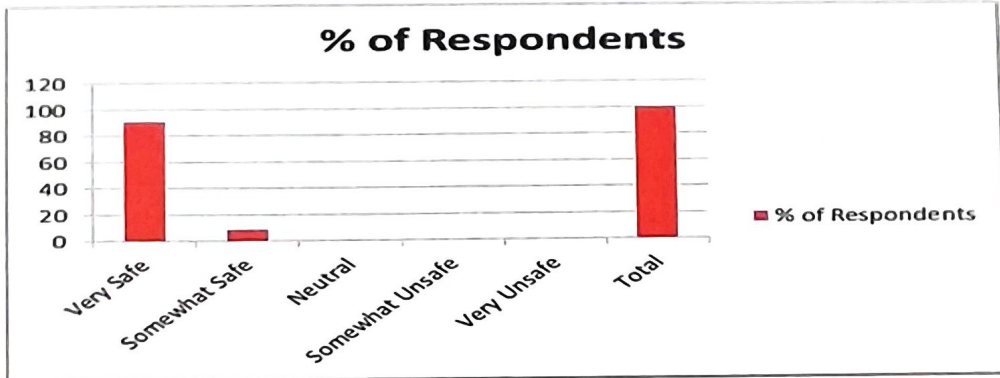


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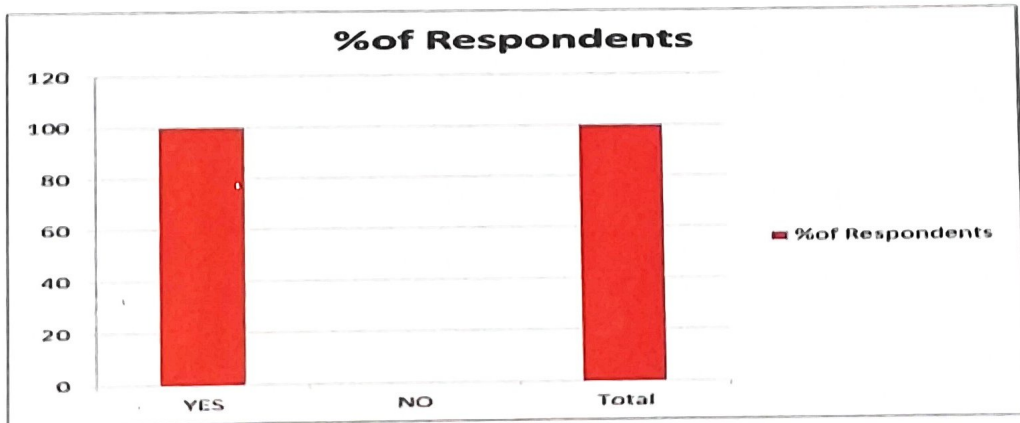
7. How would you rate the safety of the institute campus?

| Response | No. of Respondents | % of Respondents |
|-----------------|--------------------|------------------|
| Very Safe | 11 | 91 |
| Somewhat Safe | 1 | 9 |
| Neutral | 0 | 0 |
| Somewhat Unsafe | 0 | 0 |
| Very Unsafe | 0 | 0 |
| Total | 12 | 100 |



8. Have you experienced any safety or security concerns on campus?

| Response | No. of Respondents | % of Respondents |
|----------|--------------------|------------------|
| Yes | 12 | 100 |
| No | 0 | 0 |
| Total | 12 | 100 |



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