



# 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

ISO 9001 : 2015  
NAAC Accredited

Ref. No. ASM/8838(1)/24

Date. : 25.09.2024

## Re-Constitution of Internal Complaint Committee

As per the All India Council for Technical Education (AICTE) Approval Process Hand Book 2024-2025 and Appendix-6.4 for the Establishment of Internal Complaint Committee (ICC) Regulations, 2016 vide No. F.AICTE/WH/2016/01 dated 10<sup>th</sup> June, 2016; an Internal Complaint Committee (ICC) has been reconstituted at ASTHA School of Management, Bhubaneswar with effect from 25.09.2024 and supercedes all previous order with an objective of Gender Sensitization, Prevention and prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances.

The re-constituted Committee comprises the following members to comply with the regulation and discharge their responsibilities accordingly.

Sl. No	Name of The Person	Designation	Position in Committee	Contact Details
1	Dr. Swetapadma Dash	Asso. Professor	Chairperson	+91 9853100331 swetapadmadash@asthaeducation.in
2	Ms. Subhasmita Nayak	Asst. Professor	Presiding Officer	+91 8984370990 subhasmita@asthaeducation.in
3	Asst. Prof. Manoranjan Nayak	Dean (Academic Affairs)	Member	+91 8917638080 mnayak@asthaeducation.in
4	Md. Asif Khan	Asst. Professor	Member	+91 7008129274 kasif@asthaeducation.in
5	Mrs. Dwipanita Mishra	Asst. Professor	Member	+91 6371354525 dwipanita@asthaeducation.in
6	Mrs. Jharana Rout	Librarian	Member	+91 9437120988 library@asthaeducation.in
7	Mr. Ashok Kumar Mishra	Admission Officer	Member	+91 8249291317 ashokmishra@asthaeducation.in
8	Mr. Aditya Kumar Pratihari	Student	Member	+91 9337268677 adityapratihari09@gmail.com
9	Ms. Sarita Patra	Student	Member	+91 9827617713 Saritashree006@gmail.com
10	Ms. Simran Singh	Student	Member	+91 8658791158 simransingh45577@gmail.com

All the staff member and student may henceforth approach the ICC committee as and when required.

For ASTHA School of Management

Executive Director, *[Signature]*  
SECRETARY

SECRETARY

Copy to: ASTHA SCHOOL OF MANAGEMENT

- 1 Notice board
- 2 Institution website
- 3 Person Concern
- 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



**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>
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	Mr. Aditya ku. Pratihar
10	Ms. Sarita Patra	Member	Simran Singh 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>SDash</i>
2	Ms. Subhasmita Nayak	Presiding Officer	<i>SNayak</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>D Mishra</i>
6	Mrs. Jharana Rout	Member	<i>J Rout</i>
7	Mr. Ashok Kumar Mishra	Member	<i>A Mishra</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:** 25.11.2024

**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	S. Dash
2	Ms. Subhasmita Nayak	Presiding Officer	S. Nayak
3	Mr. Manoranjan Nayak	Member	M. N. Nayak
4	Md. Asif Khan	Member	Asif Khan
5	Mrs. Dwipanita Mishra	Member	D. Mishra
6	Mrs. Jharana Rout	Member	J. Rout
7	Mr. Ashok Kumar Mishra	Member	A. Mishra
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:** 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**

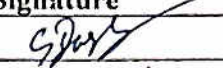
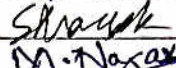
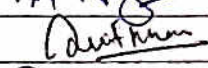

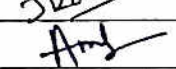
- Use of official Instagram and LinkedIn for ICC events proposed.
- **Action:** Ms. Sarita Patra to draft a content plan.

#### **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	
2	Ms. Subhasmita Nayak	Presiding Officer	
3	Mr. Manoranjan Nayak	Member	M. Nayak
4	Md. Asif Khan	Member	
5	Mrs. Dwipanita Mishra	Member	
6	Mrs. Jharana Rout	Member	JRout
7	Mr. Ashok Kumar Mishra	Member	
8	Mr. Aditya Kumar Pratihari	Member	Mr. Aditya ku. Pratihar
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:** 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>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>D Mishra</i>
6	Mrs. Jharana Rout	Member	<i>J Rout</i>
7	Mr. Ashok Kumar Mishra	Member	<i>A Mishra</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:** 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 23<sup>rd</sup> 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>D Mishra</i>
6	Mrs. Jharana Rout	Member	<i>J Rout</i>
7	Mr. Ashok Kumar Mishra	Member	<i>A Mishra</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:** 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

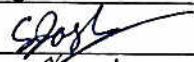

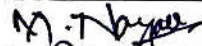
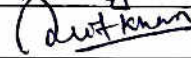

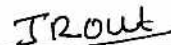
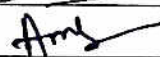
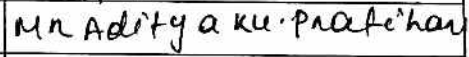

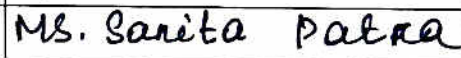
- The event was conducted successfully with good participation by students.
- **Action:** Asst. Prof. Manoranjan Nayak to prepare a summary report of the event.

#### 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:** 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	<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. Adityaku 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)**

### **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. 25<sup>th</sup> 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. 28<sup>th</sup> 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. 25<sup>th</sup> November 2024: Planning and conducting awareness campaign on cyber harassment, sensitivity training on LGBTQ+ inclusivity, for students was the focus of discussion.
4. 16<sup>th</sup> 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. 06<sup>th</sup> 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. 22<sup>nd</sup> 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. 26<sup>th</sup> 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. 26<sup>th</sup> 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.

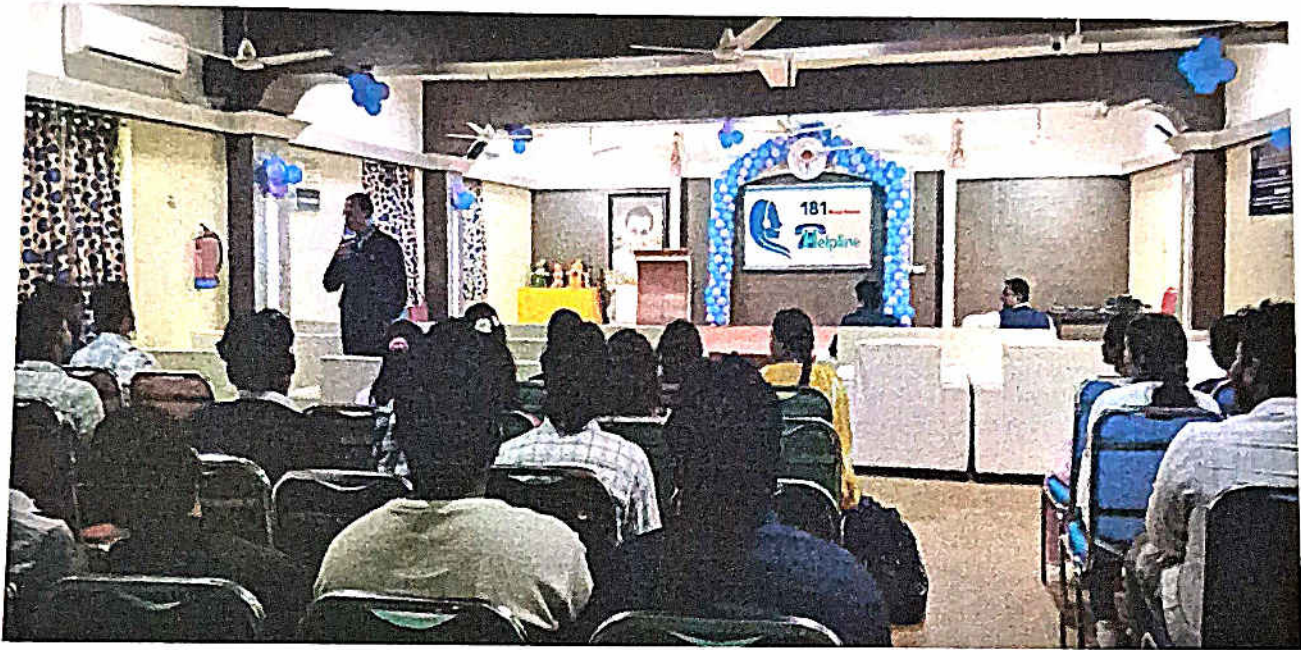
**Activities:** A workshop session is organised in the Incubation Cell of Astha School of Management that included deliberation among the members of ICC along with invited faculty members of the institution. Discussions led by experts highlighted the legal framework, UGC guidelines and role of ICC, importance 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.

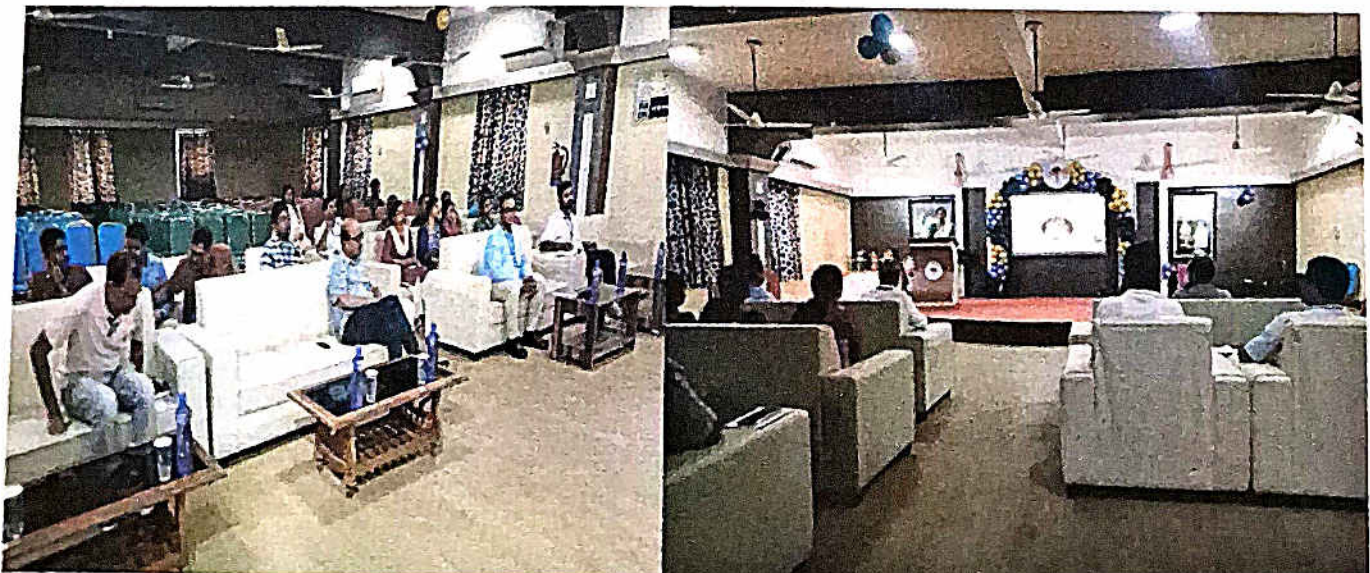
**Activities:** Sensitisation programme for students was conducted in the Conference Hall of Astha School of Management that included interactive sessions, lectures, and case-based discussions.



## 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.

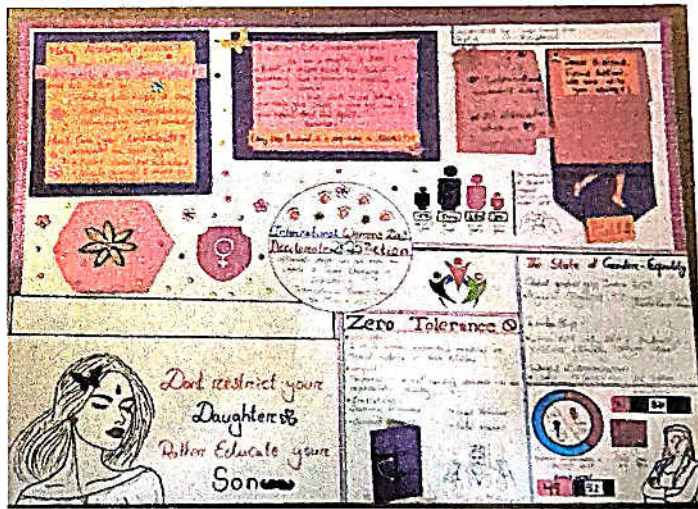
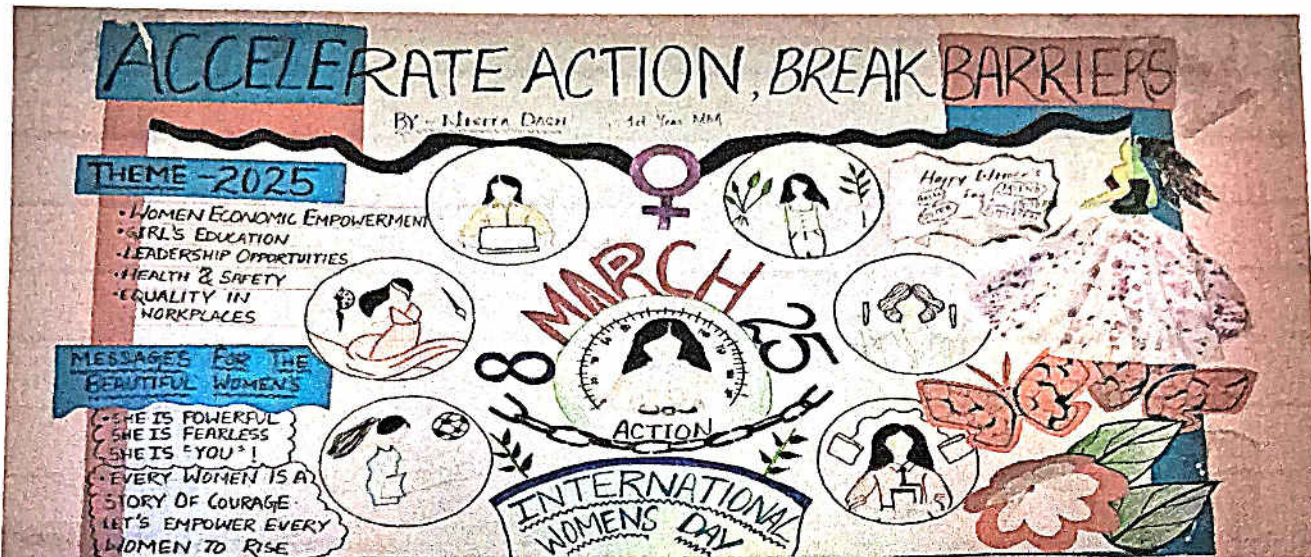
**Activities:** Orientation sessions conducted in the Conference Hall of Astha School of Management in simple language with real-life examples for the staff members.

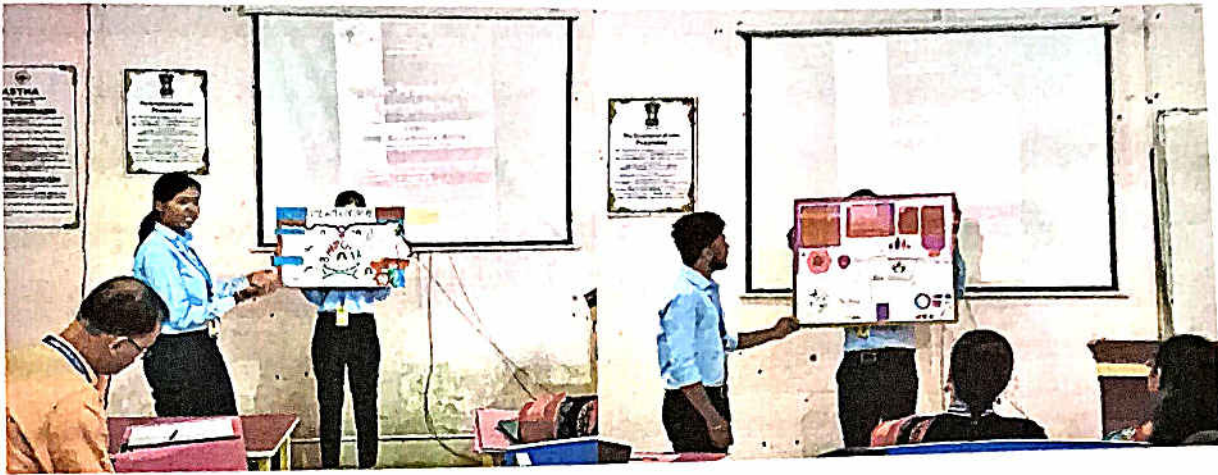


#### 4. Women's Day Celebration (8<sup>th</sup> March 2025)

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