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# 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. : *ASM/9888(1)/26*

Date. : *04/05/2026*

## Re-constitution of Grievance Redressal Committee

In order to comply with AICTE Regulation vide letter no 1-101/DPG/AICTE/Ombudsman/2012 dated 9/7/2012 of AICTE, New Delhi "Grievance Redressal Committee" of Astha School of Management, Bhubaneswar has been re-constituted with the objective of resolving grievances of students, parents and others. The committee comprises of the following members to comply with the regulation and discharge their responsibilities accordingly. The re-constituted committee will be effective from 04.05.2026 and supercedes all previous order.

Sl. No.	Name of the person	Designation	Position in Committee	Contact Details
1	Prof. (Dr.) Sharmila Subramanian	Principal	Chairman	principal@asthaeducation.in +91 9861122721
2	Asst. Prof. Manoranjan Nayak	Dean (Academic Affairs)	Convener	mnayak@asthaeducation.in +91 8917638080
3	Asst. Prof. Jinasis Mohanty	Dean (Training & Placement)	Member	jinasis@asthaeducation.in +91 9437561132
4	Dr. Swetapadma Dash	Asso. Professor	Member	swetapadmadash@asthaeducation.in +91 9853100331
5	Asst. Prof. Dipan Kumar Jena	Asst. Professor	Member	dipan@asthaeducation.in +91 9937068326
6	Asst. Prof. Md. Asif Khan	Asst. Professor	Member	kasif@asthaeducation.in +91 7008129274

All the students, their parents and others may henceforth approach the Grievance Redressal Committee as & when any grievance arises.

**For Astha School of Management**  
(Managed by Shree Panchamukhi Educational & Charitable Trust)

*Dr. Subhadra*  
*4/5/2026*  
Executive Director-cum-Secretary  
EXECUTIVE DIRECTOR  
CUM  
SECRETARY  
ASTHA SCHOOL OF MANAGEMENT

Copy to:

1. Notice Board(Institution, Girls' & Boys' Hostel)
2. Institution Website
3. Person Concern
4. AICTE, New Delhi / VC, 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

### Grievance Redressal Committee (Minutes of Meeting)

**Date:** 24 March 2026

**Venue:** Incubation Cell

**Time :** 03.00 PM

#### Agenda

1. Review of annual grievance redressal activities.
2. Discussion on student support and counselling system.
3. Suggestions for improving grievance handling mechanism.
4. Planning for next academic session.
5. Review of committee performance and documentation.
6. Discussion on student welfare initiatives.
7. Preparation of annual committee report.

#### Minutes of the Meeting

1. The committee reviewed all grievance redressal activities conducted during the academic year 2025-26.
2. Members discussed the importance of counselling and guidance support for students facing academic and personal issues.
3. The committee resolved to improve grievance handling procedures through better monitoring, communication and timely action.
4. Members emphasized maintaining proper records, documentation and action taken reports related to grievances.
5. Members appreciated the cooperation among faculty members and students in maintaining a healthy institutional environment.
6. It was proposed to strengthen coordination among departments for faster grievance resolution.
7. The Chairperson thanked all members for their active support and participation throughout the academic year.
8. The meeting ended with a formal vote of thanks by the Convener.

#### Signatures of Members

Sl. No.	Name	Position in Committee	Signature
1	Prof. (Dr.) Sharmila Subramanian	Chairman	
2	Asst. Prof. Manoranjan Nayak	Convener	
3	Asst. Prof. Jinasis Mohanty	Member	
4	Dr. Swetapadma Dash	Member	
5	Asst. Prof. Dipan Kumar Jena	Member	
6	Asst. Prof. Md. Asif Khan	Member	

# Astha School of Management

## Bhubaneswar

### Grievance Redressal Committee (Minutes of Meeting)

**Date:** 20 Nov 2025

**Venue:** Incubation Cell

**Time :** 10.00 AM


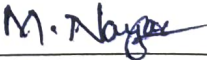
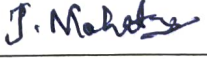



#### Agenda

1. Review of grievances received during the semester.
2. Discussion on student discipline and campus environment.
3. Measures for speedy grievance resolution.
4. Awareness regarding anti-ragging and student safety.
5. Review of counselling and mentoring activities.
6. Discussion on classroom and campus facilities.
7. Improvement of communication between students and administration.

#### Minutes of the Meeting

1. The committee reviewed grievances received during the semester and discussed suitable corrective measures for their resolution.
2. Members emphasized maintaining discipline, punctuality and a healthy academic environment on campus.
3. It was resolved that grievances should be addressed promptly and fairly with proper transparency.
4. Student concerns related to classroom facilities, cleanliness and academic support were discussed in detail.
5. Members appreciated the mentoring and counselling support provided to students by faculty members.
6. The committee discussed improving communication between students, teachers and administration for effective grievance handling.
7. The Chairperson appreciated the cooperation and active participation of all committee members.
8. The meeting concluded with a vote of thanks to the Chair.

#### Signatures of Members

Sl. No.	Name	Position in Committee	Signature
1	Prof. (Dr.) Sharmila Subramanian	Chairman	
2	Asst. Prof. Manoranjan Nayak	Convener	
3	Asst. Prof. Jinasis Mohanty	Member	
4	Dr. Swetapadma Dash	Member	
5	Asst. Prof. Dipan Kumar Jena	Member	
6	Asst. Prof. Md. Asif Khan	Member	

# Astha School of Management

## Bhubaneswar

### Grievance Redressal Committee (Minutes of Meeting)

**Date:** 14 July 2025

**Venue:** Incubation Cell

**Time :** 11.00 AM

#### Agenda

1. Formation and introduction of Grievance Redressal Committee members.
2. Discussion on grievance handling procedure.
3. Awareness regarding grievance submission mechanism.
4. Maintenance of grievance records and registers.
5. Ensuring a student-friendly and disciplined campus environment.
6. Discussion on counseling and mentoring support.
7. Planning for regular committee meetings.

#### Minutes of the Meeting

1. The Chairperson welcomed all the members and highlighted the objectives of the Grievance Redressal Committee for the academic year 2025-26.
2. The committee discussed the standard procedure for receiving, reviewing and resolving grievances from students and staff members.
3. Members decided to create awareness among students regarding grievance submission through orientation programmes and notice boards.
4. It was resolved to maintain proper documentation, registers and records related to grievances and actions taken.
5. Members discussed the importance of counseling and mentoring support for students facing academic or personal difficulties.
6. The committee decided to conduct meetings periodically to review grievance-related issues and ensure timely action.
7. Student welfare and institutional harmony were given priority during the discussion.
8. The meeting ended with a vote of thanks by the Convener.

#### Signatures of Members

Sl. No.	Name	Position in Committee	Signature
1	Prof. (Dr.) Sharmila Subramanian	Chairman	
2	Asst. Prof. Manoranjan Nayak	Convener	
3	Asst. Prof. Jinasis Mohanty	Member	
4	Dr. Swetapadma Dash	Member	
5	Asst. Prof. Dipan Kumar Jena	Member	
6	Asst. Prof. Md. Asif Khan	Member	