



BUDGE BUDGE INSTITUTE OF TECHNOLOGY (BBIT)

(A unit of Jagannath Gupta Family Trust)

(Approved by AICTE, Govt. of India and Affiliated to MAKAUT & WBSCTVESD)

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INTERNAL COMMITTEE (IC) 2026-27

Internal Committee is hereby constituted in terms of AICTE Notification No. F.AICTE/WH/2016/01 dated 10 Jun 2016.

Internal Committee (IC) plays a vital role in fostering a safe and inclusive environment within educational Institutions such as colleges. As an independent body, the IC is responsible for addressing complaints related to sexual harassment, discrimination, and other forms of misconduct.

The primary purpose of the Internal Committee is to create a safe and respectful environment for all members of BBIT college community. It aims to prevent and address any instances of sexual harassment, discrimination, or unfair treatment that may occur within the college premises. The IC seeks to ensure that all individuals, regardless of their gender, age, race or background, can pursue their education without facing any form of harassment or discrimination. By upholding the principles of fairness, confidentiality and justice, the IC plays a pivotal role in safeguarding the rights and well-being of individuals within the college.

The composition of the committee is as under:

Sl. No.	Name of the Faculty	Designation	Appointment in the Committee
1.	Prof. (Dr.) Narendra Nath Jana	Admin	Chairperson
2.	Ms. Kakali Sengupta Das	HOD, ECE	Convener
3.	Prof. (Dr.) Sandeep Malik	Registrar	Member
4.	Dr. Labakanta Mondal	Dy. Registrar	Member
5.	Ms. Samriddhya Ray Chowdhury	Asso. Dean-AAQA	Member
6.	Ms. Mili Mitra Roy	HOD- Humanities	Member
7.	Dr. Tilottoma Roy	Chief Librarian	Member
8.	Mr. Paramananda Pandit	Senior Manager- Finance	Member
9.	Mr. Asim Kr Halder	IT-Head	Member
10.	Mr. Supriya Samanta	EOS	Member
11.	Ms. Priyanka Das	Clinical Psychologist	Member
12.	Mr. Swapan Maity	Advocate	Member
13.	Ms. Ashika Kumari	B. Tech, ECE, 4 th Year	Student member
14.	Mr. Sadhan Chandra Kunti	B. Tech, CSE, 4 th Year	Student member

"Committed to provide Quality Education to Professionals to the world"

Courses Offered : MBA, M.Tech (CSE, Power System), Engineering : B.Tech in CSE, ME, EE, ECE, CSE, CSE(AI), CSE(CS), IT, Polytechnic : CE, ME, EE, ETCE, CST
Member of International Societies : 1) IUCEE, USA 2) IFEEES, USA.

Duties and Responsibilities

The Internal Committee shall be responsible to:

- (a) Provide assistance if an employee or a student chooses to file a complaint with the police;
- (b) provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence;
- (c) protect the safety of the complainant by not divulging the person's identity, and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender;
- (d) Ensure that victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment; and
- (e) Ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

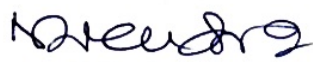
Functions

Internal Committee performs several key functions. These are summarize below:

1. **Receiving Complaints**: The IC receives complaints related to sexual harassment, discrimination, or any other misconduct within the college. It ensures that individuals have a safe space to report incidents without fear of reprisal.
2. **Investigation**: Upon receiving a complaint, the ICC conducts a thorough and impartial investigation. This may involve gathering evidence, interviewing relevant parties, and ensuring confidentiality throughout the process.
3. **Mediation and Resolution**: In cases where appropriate, the committee may facilitate mediation between the complaint and the respondent to achieve a mutually agreeable resolution.
4. **Disciplinary Actions**: If the investigation substantiates the allegations, the IC recommends appropriate disciplinary actions against the responsible party, adhering to the college's policies and applicable laws.
5. **Awareness and Prevention**: The IC also takes proactive measures to raise awareness about gender sensitivity, prevention of harassment, and the importance of respectful conduct within the college community. It conducts awareness campaigns, workshops, and training sessions for students, faculties and staffs.
6. **Reporting**: The IC maintains records of complaints, investigations, and actions taken to ensure transparency and accountability. It also prepares periodic reports highlighting trends, challenges, and recommendations for the college administration.

Date: 23/07/26




Signature & Seal of Principal
Prof. (Dr.) N. N. Jana
Principal
Budge Budge Institute of Technology