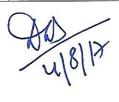
AMITY LAW SCHOOL, DELHI

FACULTY COMMITTEE LIST, 2017-18

S. No	Committees	Faculty Members	Responsibilities	Staff in- charge
1	Academic Affairs	 Prof. (Dr.) Arvind P. Bhanu Chairperson Dr. Rajinder Kaur Randhawa Dr. Alok Gupta Dr. Vandana Sehgal Mr. Inderjeet Santoshi 	 Academic Discipline and Decorum Maintenance. Facilitating session plan preparation by the faculty. Conduct and Management of classes. Timely completion of Syllabus Interaction with Students through PLs. 	Mr. Vineet Prashad – Minutes writing and filing.
	Program Leaders & Attendance Committee	 Dr. Sudha Jha Pathak Mr. Indrajit Santoshi Dr. Vandana Sehgal Ms. Richa Gupta Mr. Abhishek Gupta Dr. Alok Gupta Ms. Venu Parnami Ms. Nimisha Jha Dr. Rajinder K Randhwa Ms. Garima Goswami 	 Overall in-charge Batch (2017 - 2022) Overall in-charge Batch (2016 - 2021) Overall in-charge Batch (2015-2020) Overall in-charge Batch (2014 - 2019) Overall in-charge Batch (2013-2018) 	Ms. Shafali Kashyap (Monitor the attendance of the students through PLs and inform the Chairman / Director for intimation to the students and parents
2.	Examinations	 Mr. Ashutosh Hajela Ms. Garima Goswami Dr. Alok Gupta Mr. Surbhit Sahai Dr. Rajinder K. Randhawa Ms. Garima Goswami Ms. Nimisha Jha Mr. Abhishek Gupta Mr. Ashutosh Raj Anand Ms. Harpreet Kaur 	 Conduct of internal written exams along with time table and display Rule making for conduct of exam related activities Question paper preparation for all examination To conduct reappear examination with time table & evaluation Result display Submission of Research proposals Guidelines, monitoring of work progress / Dissertation Conduct of comprehensive Viva / Bench Viva Appointment of Research Mentors All internships (Guidelines, monitoring, evaluation etc.) 	Ms. Neha Arora - Compilation of results (for Academic Audit Purpose) and filing. Administration of examinations.

AND 4/8/12

3	Students' Grievance Redressal Committee	 Dr. Vandana Sehgal Chairperson Mr. Ashutosh Raj Anand Dr. Rajinder Kaur Randhawa Ms. Illa Joshi Ms. Ankana Bal Students	 To redress all the grievances as has been given by the students in writing or received through suggestion box. The committee shall submit their recommendations, if any of redressal within a week to the Chairman/Director To display in the students' Notice Board, the name of Committee Members at least twice a year. 	Mr. A.K. Raghuvanshi – Compilation of Grienvances and minutes of decisions and filings.
4	Anti-Ragging & Discipline Committee	 Dr. Sudha Jha Pathak – Chairperson Dr. Simmi Virk Ms. Ila Joshi Ms. Venu Parnami Mr. Abhishek Gupta Mr. Surbhit Sahai 	 Awareness of Rules pertaining to Anti-Ragging and maintenance of discipline in the college. Counseling/Mentoring Recommendation/Imposition of Penalties, if found guilty 	Mr. AK Raghuvanshi – Minutes writing and filing.
5	Internal Complaints Committee	 Ms. B. Bhawna Rao Chairperson Ms. Garima Goswami Ms. Ankana Bal Ms. Nimisha Jha 	 Investigation/Inquiries into complaints of any type of harassment. Counseling/Mentoring Recommendations for Imposition of Penalties, if any 	Ms. Neha Bedi Minutes writing and filings.
6.	Time Table preparation committee	 Dr. Alok Gupta Mr. Abhishek Gupta 	 Time table display Upload in the Amizone Modification Time table Submit a copy to Academic Cell for record. Briefing the Chairman / Director for any non-adherence of time table. 	Mr. Vineet Parashad & Mr. Ravi



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7.	Research Publications, Seminars and Conferences (Amity Law Review; ALSD students journal & News letters)	 Prof. (Dr.) Arvind P. Bhanu – Chairperson Dr. Santosh Kumar Dr. Rajinder Kaur Randhawa Dr. Oly Roy Ms. Surbhi Pandey Dr. Chirinji Lal 	 Taking care of existing publications of the institution Inviting Articles/Research Papers/Case Comments/Processing for Publication/Anti Plagiarism check 	Ms. Shafali Kashyap Minutes preparation of the meeting and filing
		For students' journal two students be nominated by the Chairperson	 Publication of conference/Seminar Proceedings Publication of case materials/study materials 	
8.	FDP/SDP Committee	 Ms. Garima Goswami – Chairperson Ms. Venu Parnami Ms. Prachi Tyagi Ms. Harpreet Kaur Mr. Inderjeet Santoshi 	 Planning and organizing Faculty Development Programmes at ALSD Planing and organizing staff Development Programme at ALSD. Assessing Faculty Development Programmes being conducted outside ALSD where faculty members can be sent. 	Ms. Shafali Kashyap - Minutes preparation of the meeting and filing
9.	Mentor – Mentee Committee	 Prof. (Dr.) Arvind P. Bhanu – Chairperson Dr. Santosh Kumar All first year teaching faculty members 	 To appoint teachers to all the 1st year students as a mentor To have at least 4 times meeting with the students by each mentors 	Mr. AK Raghuvanshi - Minutes preparation of the meetings and filing

