


AMITY LAW SCHOOL, DELHI

FACULTY COMMITTEE LIST, 2017-18

S. No	Committees	Faculty Members	Responsibilities	Staff in-charge
1	Academic Affairs	<ul style="list-style-type: none"> • Prof. (Dr.) Arvind P. Bhanu Chairperson • Dr. Rajinder Kaur Randhawa • Dr. Alok Gupta • Dr. Vandana Sehgal • Mr. Inderjeet Santoshi 	<ol style="list-style-type: none"> 1. Academic Discipline and Decorum Maintenance. 2. Facilitating session plan preparation by the faculty. 3. Conduct and Management of classes. 4. Timely completion of Syllabus 5. Interaction with Students through PLs. 	Mr. Vineet Prashad – Minutes writing and filing.
	Program Leaders & Attendance Committee	<ul style="list-style-type: none"> • 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 	<ol style="list-style-type: none"> 1. Overall in-charge Batch (2017 - 2022) 2. Overall in-charge Batch (2016 - 2021) 3. Overall in-charge Batch (2015- 2020) 4. Overall in-charge Batch (2014 - 2019) 5. 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	<ul style="list-style-type: none"> • Mr. Ashutosh Hajela • Ms. Garima Goswami 	<ul style="list-style-type: none"> • Conduct of internal written exams along with time table and display • Rule making for conduct of exam related activities 	Ms. Neha Arora - Compilation of results (for Academic Audit Purpose) and filing. Administration of examinations.
		<ul style="list-style-type: none"> • Dr. Alok Gupta • Mr. Surbhit Sahai 	<ul style="list-style-type: none"> • Question paper preparation for all examination • To conduct reappear examination with time table & evaluation • Result display 	
		<ul style="list-style-type: none"> • Dr. Rajinder K. Randhawa • Ms. Garima Goswami • Ms. Nimisha Jha • Mr. Abhishek Gupta 	<ul style="list-style-type: none"> • Submission of Research proposals • Guidelines, monitoring of work progress / Dissertation • Conduct of comprehensive Viva / Bench Viva • Appointment of Research Mentors 	
		<ul style="list-style-type: none"> • Mr. Ashutosh Raj Anand • Ms. Harpreet Kaur • Ms. Venu Parnami 	<ul style="list-style-type: none"> • All internships (Guidelines, monitoring, evaluation etc.) 	


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3	Students' Grievance Redressal Committee	<ul style="list-style-type: none"> • Dr. Vandana Sehgal – Chairperson • Mr. Ashutosh Raj Anand • Dr. Rajinder Kaur Randhawa • Ms. Illa Joshi • Ms. Ankana Bal <p>Students Two students to be nominated by the Chairperson</p>	<ol style="list-style-type: none"> 1. To redress all the grievances as has been given by the students in writing or received through suggestion box. 2. The committee shall submit their recommendations, if any of redressal within a week to the Chairman/Director 3. To display in the students' Notice Board, the name of Committee Members at least twice a year. 	Mr. A.K. Raghuvanshi – Compilation of Grievances and minutes of decisions and filings.
4	Anti-Ragging & Discipline Committee	<ul style="list-style-type: none"> • Dr. Sudha Jha Pathak – Chairperson • Dr. Simmi Virk • Ms. Ila Joshi • Ms. Venu Parnami • Mr. Abhishek Gupta • Mr. Surbhit Sahai 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Ms. B. Bhawna Rao – Chairperson • Ms. Garima Goswami • Ms. Ankana Bal • Ms. Nimisha Jha 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Dr. Alok Gupta • Mr. Abhishek Gupta 	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • Prof. (Dr.) Arvind P. Bhanu – Chairperson • Dr. Santosh Kumar • Dr. Rajinder Kaur Randhawa • Dr. Oly Roy • Ms. Surbhi Pandey • Dr. Chirinji Lal <p>-----</p> <p>For students' journal two students be nominated by the Chairperson</p>	<ul style="list-style-type: none"> • Taking care of existing publications of the institution • Inviting Articles/Research Papers/Case • Comments/Processing for Publication/Anti Plagiarism check • Publication of conference/Seminar Proceedings • Publication of case materials/study materials 	<p>Ms. Shafali Kashyap</p> <p>Minutes preparation of the meeting and filing</p>
8.	FDP/SDP Committee	<ul style="list-style-type: none"> • Ms. Garima Goswami – Chairperson • Ms. Venu Parnami • Ms. Prachi Tyagi • Ms. Harpreet Kaur • Mr. Inderjeet Santoshi 	<ul style="list-style-type: none"> • 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. 	<p>Ms. Shafali Kashyap - Minutes preparation of the meeting and filing</p>
9.	Mentor – Mentee Committee	<ul style="list-style-type: none"> • Prof. (Dr.) Arvind P. Bhanu – Chairperson • Dr. Santosh Kumar • All first year teaching faculty members 	<ul style="list-style-type: none"> • 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 	<p>Mr. AK Raghuvanshi - Minutes preparation of the meetings and filing</p>

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