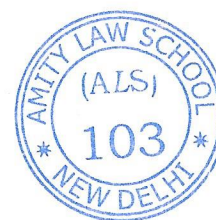


AMITY LAW SCHOOL, DELHI

FACULTY COMMITTEE LIST, 2017-18

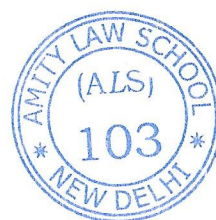
S. No	Committees	Faculty Members	Responsibilities	Staff in-charge
1	Academic Affairs	<ul style="list-style-type: none"> Prof. (Dr.) Arvind P. Bhanu Chairperson Dr. Rajinder Kaur Randhawa Dr. Alok Gupta Dr. Vandana Sehgal Mr. Inderjeet Santoshi 	<ol style="list-style-type: none"> Academic Discipline and 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	<ul style="list-style-type: none"> Dr. Sudha Jha Pathak Dr. Sanjana Sharma Dr. Vandana Sehgal Ms. Richa Gupta Dr. Alok Gupta Ms. Ankana Bal Ms. Venu Parnami Ms. Harpreet kaur Dr. Rajinder K Randhwa Ms. Garima Goswami 	<ol style="list-style-type: none"> 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) 	Mr. A.K. Raghuvanshi (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 (Chairperson) 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.
		Dr. Alok Gupta (Chairperson) 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 	
		Dr. Abhilasha J. Kataria (Chairperson) Dr. Santosh Kumar Dr. Rajinder Kaur Randhawa	<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 	
		Mr. Ashutosh Raj Anand (Chairperson) Ms. Venu Parnami Ms. Harpreet Kaur Dr. Anna Nath Ganguly	<ul style="list-style-type: none"> All internships (Guidelines, monitoring, evaluation etc.) 	

JS
21/1/18



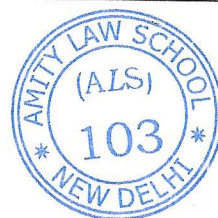
3	Students' Grievance Redressal Committee	<p>Dr. Vandana Sehgal (Chairperson)</p> <p>Mr. Ashutosh Raj Anand Ms. Illa Joshi Ms. Ankana Bal Dr. Rajinder Kaur Randhawa</p> <p>Students Two students to be nominated by the Chairperson</p>	<ol style="list-style-type: none"> 1. To redress all the grievances 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	<p>Dr. Sudha Jha Pathak (Chairperson)</p> <p>Ms. Ila Joshi Ms. Venu Parnami Dr. Simmi Virk Mr. Surbhit Sahai</p>	<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 filings.
5	Internal Complaints Committee	<p>Ms. B. Bhawna Rao (Chairperson)</p> <p>Ms. Ankana Bal Ms. Garima Goswami Ms. Prachi Tyagi</p>	<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	<p>Dr. Alok Gupta Ms. Garima Goswami</p>	<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

JS
21/18



7.	Research Publications, Seminars and Conferences (Amity Law Review ; ALSD students journal & News letters)	<p>Prof. (Dr.) Arvind P. Bhanu (Chairperson)</p> <p>Dr. Santosh Kumar Dr. Rajinder Kaur Randhawa Dr. Oly Roy Dr. Anna Nath Ganguly Librarian</p> <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. Neha Bedi</p> <p>Minutes preparation of the meeting and filing</p>
8.	FDP/SDP Committee	<p>Dr. Sudha Jha Pathak (Chairperson)</p> <p>Dr. Anna Nath Ganguly Ms. Richa Gupta Ms. Prachi Tyagi</p>	<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. Neha Arora –</p> <p>Minutes preparation of the meeting and filing</p>
9.	Mentor – Mentee Committee	<p>Prof. (Dr.) Arvind P. Bhanu (Chairperson)</p> <p>Dr. Santosh Kumar</p> <p>All first year teaching faculty members</p>	<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 –</p> <p>Minutes preparation of the meetings and filing</p>
10	Faculty Appraisal Committee	Dr. Santosh Kumar	<ul style="list-style-type: none"> • Reminding the Faculty Members to submit PBAS form on first week of July those who have joined between 1st January to 30th June and first week of January for those who joined between 1st July to 31st December. 	

JS
2/1/18



11.	Attendance Committee	<p>Dr. Anna Nath Ganguly (1st Year)</p> <p>Dr. Simmi Virk (2nd & 3rd Year)</p> <p>Ms. Illa Joshi (4th & 5th Year)</p>	<ul style="list-style-type: none"> To weekly monitor the attendance and to reconcile the attendance register with Amizone. Identify the students with short of attendance and sent e-mail to the parents. 	<p>Mr. Ravi Chandra Joshi (1st Year)</p> <p>Ms. Neha Bedi (2nd & 3rd Year)</p> <p>Mr. Vineet Prashad (4th & 5th Year)</p>
-----	-----------------------------	---	---	--

JS
21/1/18

