<table>
<thead>
<tr>
<th>S. No</th>
<th>Committees</th>
<th>Faculty Members</th>
<th>Responsibilities</th>
<th>Staff in-charge</th>
</tr>
</thead>
</table>
| 1     | Academic Affairs                  | • Prof. (Dr.) Arvind P. Bhanu  
  Chairperson  
  Dr. Rajinder Kaur Randhawa  
  Dr. Alok Gupta  
  Dr. Vandana Sehgal  
  Mr. Inderjeet Santoshi | 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      | • 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 | 1. Overall in-charge Batch (2017 - 2022)  
  2. Overall in-charge Batch (2016 - 2021)  
  (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 | 1. Conduct of internal written exams along with time table and display  
  2. 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 | 1. Question paper preparation for all examination  
  2. To conduct reappear examination with time table & evaluation  
  3. Result display | |
|       |                                   | Dr. Abhilasha J. Kataria  
  Chairperson  
  Dr. Santosh Kumar  
  Dr. Rajinder Kaur Randhawa | 1. Submission of Research proposals  
  2. Guidelines, monitoring of work progress / Dissertation  
  3. Conduct of comprehensive Viva / Bench Viva  
  4. Appointment of Research Mentors | |
|       |                                   | Mr. Ashutosh Raj Anand  
  Chairperson  
  Ms. Venu Parnami  
  Ms. Harpreet Kaur  
  Dr. Anna Nath Ganguly | 1. All internships (Guidelines, monitoring, evaluation etc.) | |
|   | Students' Grievance Redressal Committee | Dr. Vandana Sehgal (Chairperson)  
Mr. Ashutosh Raj Anand  
Ms. Ila Joshi  
Ms. Ankana Bal  
Dr. Rajinder Kaur Randhawa  

**Students**  
Two students to be nominated by the Chairperson | 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 | Dr. Sudha Jha Pathak (Chairperson)  
Ms. Ila Joshi  
Ms. Venu Parnami  
Dr. Simmi Virk  
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. Ankana Bal  
Ms. Garima Goswami  
Ms. Prachi Tyagi |  
- 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  
Ms. Garima Goswami |  
- 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 |
| 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  
Dr. Anna Nath Ganguly Librarian  

For students’ Journal two students be nominated by the Chairperson | • 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 | Ms. Neha Bedi  
Minutes preparation of the meeting and filing |
|---|---|---|---|
| 8. FDP/SDP Committee | Dr. Sudha Jha Pathak (Chairperson)  
Dr. Anna Nath Ganguly  
Ms. Richa Gupta  
Ms. Prachi Tyagi | • 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. Neha Arora – 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 |
<p>| 10. Faculty Appraisal Committee | Dr. Santosh Kumar | • 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. | |</p>
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<tr>
<th>11. Attendance Committee</th>
<th>Dr. Anna Nath Ganguly (1st Year)</th>
<th>To weekly monitor the attendance and to reconcile the attendance register with Amizone.</th>
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<tbody>
<tr>
<td></td>
<td>Dr. Simmi Virk (2nd &amp; 3rd Year)</td>
<td>Identify the students with short of attendance and sent e-mail to the parents.</td>
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<td>Ms. Illa Joshi (4th &amp; 5th Year)</td>
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<td>Mr. Ravi Chandra Joshi (1st Year)</td>
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<td></td>
<td></td>
<td>Ms. Neha Bedi (2nd &amp; 3rd Year)</td>
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<tr>
<td></td>
<td></td>
<td>Mr. Vineet Prashad (4th &amp; 5th Year)</td>
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