<table>
<thead>
<tr>
<th>S. No</th>
<th>Committees</th>
<th>Faculty Members*</th>
<th>Responsibilities</th>
<th>Staff in-charge</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Academic Affairs</td>
<td>• Prof. (Dr.) Arvind P. Bhanu Chairperson</td>
<td>1. Academic Discipline and Decorum Maintenance.</td>
<td>Mr. Vineet Prashad – Minutes writing and filing.</td>
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<td></td>
<td></td>
<td>• Dr. Ashutosh Hajela</td>
<td>2. Facilitating session plan preparation by the faculty.</td>
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<td>• Dr. Rajinder Kaur Randhawa</td>
<td>3. Conduct and Management of classes.</td>
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<td>• Dr. Alok Gupta</td>
<td>4. Timely completion of Syllabus</td>
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<td></td>
<td>• Dr. Vandana Sehgal</td>
<td>5. Interaction with Students through PLs.</td>
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<td>Program Leaders &amp; Attendance Committee</td>
<td>Dr. Vandana Segal Ms. Ila Joshi</td>
<td>1. Overall in-charge Batch (2017 - 2022)</td>
<td>Mr. A.K. Raghuvanshi (Monitor the attendance of the students through PLs and inform the Chairman / Director for intimation to the students and parents)</td>
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<td>Dr. Alok Gupta Mr. Setu Gupta</td>
<td>2. Overall in-charge Batch (2016 - 2021)</td>
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<td>2</td>
<td>Examinations</td>
<td>Mr. Ashutosh Hajela (Chairperson)</td>
<td>• Conduct of internal written exams along with time table and display</td>
<td>Ms. Neha Arora – Compilation of results (for Academic Audit Purpose) and filing. Administration of examinations. Mr. Kaluram Meena – seating plan and examination control room, viz. record of answer sheets and distribution.</td>
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<td></td>
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<td>Ms. Garima Goswami</td>
<td>• Rule making for conduct of exam related activities</td>
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<td>Dr. Alok Gupta (Chairperson)</td>
<td>• Question paper preparation for all examination</td>
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<td>Mr. Surbhit Sahai Ms. Zainbab Fatima</td>
<td>• To conduct reappear examination with time table &amp; evaluation</td>
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<td></td>
<td>Ms. Harpreet Kaur (Chairperson)</td>
<td>• Result display</td>
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<td>Mr. Surbhit Sahai Ms. Shivani Lahoti</td>
<td>• All internships (Guidelines, monitoring, evaluation etc.)</td>
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<td>• Conduct of comprehensive Viva / Bench Viva &amp; Summer Internship Assessment</td>
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| 3 | **Students' Grievance Redressal Committee** | Dr. Vandana Sehgal (Chairperson)  
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 decisions and filings. |
| 4 | **Anti-Ragging & Discipline Committee** | Ms. Venu Parnami (Chairperson)  
Dr. Simmi Virk  
Ms. Garima Goswami  
Ms. Ila Joshi  
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 – |
| 5 | **Internal Complaints Committee** | Ms. B. Bhawna Rao (Chairperson)  
Ms. Nisha Dhanraj  
Ms. Ankana Bal  
Ms. Garima Goswami | • 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 Amzone  
• 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 |
|   | **Research Publications, Seminars and Conferences (Amity Law Review; ALSD students journal & Newsletters)** | **Prof. (Dr.) Arvind P. Bhanu (Chairperson)** | **Dr. Santosh Kumar**  
**Dr. Vandana Segal**  
**Dr. Rajinder Kaur Randhawa**  
**Ms. Swati Bajaj**  
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 |
|---|---|---|---|---|---|
| 7. | **FDP/SDP Committee** | **Dr. Vandana Sehgal (Chairperson)**  
**Dr. Simmi Virk**  
**Ms. Shivani Lahoti** | **• 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 |
| 8. | **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.** | |
| 9. | **Attendance Committee** | **Dr. Simmi Virk & Ms. Shivani Lahoti (2nd & 3rd Year)**  
**Ms. Illa Joshi & Dr. Anna Nath Ganguly (4th & 5th Year)** | **• 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.** | Ms. Neha Bedi  
(2nd & 3rd Year)  
Mr. Vineet Prashad  
(Ravi)  
(4th & 5th Year)  
Joshi |
| 10. | **---** | **---** | **---** | **---** | **---** |

*Names may not be in order.*