

AMITY LAW SCHOOL, DELHI
FACULTY COMMITTEE LIST, 2018-19

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. Ashutosh Hajela Dr. Rajinder Kaur Randhawa Dr. Alok Gupta Dr. Vandana Sehgal 	<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	Dr. Vandana Segal Ms. Ila Joshi Dr. Alok Gupta Mr. Setu Gupta Mr. S.A. Khan Ms. Ankan Bal Ms. Nisha Dhanraj Mr. Surbhit Sahai	<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) 	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. Mr. Kaluram Meena – seating plan and examination control room, viz. record of answer sheets and distribution.
		Dr. Alok Gupta (Chairperson) Mr. Surbhit Sahai Ms. Zainab Fatima	<ul style="list-style-type: none"> Question paper preparation for all examination To conduct reappear examination with time table & evaluation Result display 	
		Ms. Harpreet Kaur (Chairperson) Mr. Surbhit Sahai Ms. Shivani Lahoti	<ul style="list-style-type: none"> All internships (Guidelines, monitoring, evaluation etc.) Conduct of comprehensive Viva / Bench Viva & Summer Internship Assessment 	



3	Students' Grievance Redressal Committee	Dr. Vandana Sehgal (Chairperson) Ms. Illa Joshi Ms. Ankana Bal Dr. Rajinder Kaur Randhawa <u>Students</u> Two students to be nominated by the Chairperson	<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 decisions and filings.
4	Anti-Ragging & Discipline Committee	Ms. Venu Parnami (Chairperson) Dr. Simmi Virk Ms. Garima Goswami Ms. Ila Joshi 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 –
5	Internal Complaints Committee	Ms. B. Bhawna Rao (Chairperson) Ms. Nisha Dhanraj Ms. Ankana Bal Ms. Garima Goswami	<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	Dr. Alok Gupta Ms. Garima Goswami	<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

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. Vandana Segal Dr. Rajinder Kaur Randhawa Ms. Swati Bajaj</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. Vandana Sehgal (Chairperson)</p> <p>Dr. Simmi Virk Ms. Shivani Lahoti</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	Faculty Appraisal Committee	<p>Dr. Santosh Kumar</p>	<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. 	
10.	Attendance Committee	<p>Dr. Simmi Virk & Ms. Shivani Lahoti (2nd & 3rd Year)</p> <p>Ms. Illa Joshi & Dr. Anna Nath Ganguly (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>Ms. Neha Bedi (2nd & 3rd Year)</p> <p>Mr. Vineet Prashad (4th & 5th Year)</p> <p><i>Ravi C. Joshi</i></p>

*Names may not be in order.

