

## **ADMIN ROLES ENTRUSTED TO THE FACULTY MEMBERS**

### **Faculty of Law BANASTHALI VIDYAPITH**

<b>TEAM</b>	<b>Coordinator/ Co-Coordinator/s</b>	<b>Other Members</b>
General coordination, class scheduling and ensuring smooth operations of activities of the department	<b>Ms. Rashmi Singh Rana (H.O.D.)</b>	With support of requisite faculty members and research scholars.
Court Visit of students	<b>Ms. Bhavna Singh</b>	Shri Nitesh Bhatt Ms. Pooja Suman Ms. Preeti Sanger Shri Pramod Kumar Sharma Shri Abhishek Pandey
Workshop/Seminar Guest Lecture and Occasional lectures on special topics by faculty	<b>Ms. Momina Zahan</b>	Ms. Nidhi Arora Ms. Preeti Sanger Ms. Poonam Bera Ms. Vriti Upadhyaya
Legal Aid Centre/ Out Door Legal Aid Activity	<b>Dr. R. S. Solanki</b>	Dr. R. S. Solanki, Ms. Vriti Upadhyaya
Moot Court Coordination and preparing students for Moot Court competitions and other inter competitions	<b>Shri Aniket Bhargava</b>	Ms. Akanksha Madaan Ms. Amulya Nigam Ms. Anubha Dwivedi Ms. Nidhi Arora Ms. Poonam Bera Ms. Preeti Sanger Ms. Momina Zahan Ms. Sukhwant Kaur Ms. Vriti Upadhyaya
Documentation/Newsletter/Reporting/Web	<b>Shri Abhishek Pandey</b>	Ms. Dimple Jodha

Internship Cell	<b>Dr. Apeksha S Agrawal</b>	Dr. Rituja Sharma
Preparing students for Placement in Law Firms	<b>Dr. R. S. Solanki</b>	Shri Amit Sharma
Making changes (if required) in Time-Table via Educloud	<b>Ms. Bhavna Singh</b>	Ms. Bhavna Singh
Facilitating Students' preparation for Judicial and other relevant Exams	<b>Ms. Asha Rani Rawat</b>	Ms. Akanksha Madaan Shri Amit Sharma Shri Nitesh Bhatt Ms. Shivangi Sharma
2n.0- THE ANNUAL FEST AND CELEBRATIONS	<b>Dr. Apeksha S Agrawal</b>	All faculty members

Note: The coordinators would discuss the activities, action taken, challenges, opportunities and achievements in the regular meetings of the department.

Dean, Faculty of Law  
Banasthali Vidyapith