

# **ORIENTAL COLLEGE OF LAW**

**MANAGED BY ORIENTAL EDUCATION SOCIETY**

(Affiliated to university of Mumbai and approved by Bar council of India)

Aff-I/ICD/2014-15/1959- Bar council: BCI: D: 793/2014 (L.E.)

**-: Criterion 2:-**

## **Teaching Learning and Evaluation**



### **2.3: teaching Learning process**

**2.3.2: the institution adopts effective schemes for mentoring students through teacher mentors and students mentor to address academic and student's psychological issues.**



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## MENTOR-MENTEE POLICY

### **Introduction:**

The mentoring is a process of closely observing the students for their individual progress towards their overall development. It is a tutoring concept. In the higher education, it was supposed that the students are grown up and they can develop themselves. But it has been found that every student has no such capability. Therefore, the concept of mentoring has been evolved, developed and the enforcement of the same has been made through NAAC, as an essential ingredient of teaching –learning process, despite teaching, Mentor is an essential part of academic success in life. The mentors are experienced person in life and academics. Obviously they are teachers. Hence the senior professors are academically experienced person, the faculty who not only teaches the courses but guide the student in their academic and professional pursuit. the policy of mentoring endeavours to train the students in such way that they can use their full potential. It is a relationship of trust and confidence between teacher and student. This policy insures overall personality development. The faculty mentoring is a process regardless of age gender disability race and religious. The policy aims to facilitate wide range of interaction between mentor and mentee. Mentoring supports the mentee in their objectives to achieve in life.

**Objectives:** The objective of this policy is to enhance the capability and competency of students in their academic pursuit, to encourage them to be competitive ,to train them advocacy skill, minimise absence in the class ,to create harmonious relation in the halls of residence ,to encourage academic environment ,to create good relationship between faculty and students ,to minimise grievances and resolve the issues amicably ,to learn and grow as family , to develop feeling towards university among students, to motivate students for legal aid for social causes, to motivate them to visit courts and other institution for learning and supporting the society .



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## **Eligibility of Mentor**

Minimum two months of experience of teaching in OCL. However, the junior teachers will be trained in mentoring through record keeping and session's involvement.

### **Mentoring organisational Structure:**

**Principal (Chairperson)**

**IQAC Coordinator (Chief Mentor Mentee Coordinator)**

**Faculty Mentor Coordinator (16 Teacher)**

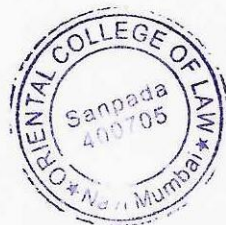
Each faculty coordinator shall undertake the responsibility of 40 students each in that semester.

### **Duties of Mentors:**

1. There shall be weekly mentoring session of each semester class,
2. Mentor shall establish trust based relationship with students.
3. The assessment of student learning, attendance, health, subject understanding, food and living inter-personal relation, exam marks in papers, internship, career perspectives, and hobbies.
4. The Mentor will record in the format different issues and it shall be discussed and resolved weekly.

### **Duties of Mentee:**

1. To attend mentoring session as per the schedule of the mentor
2. Share any grievances and difficulties with the mentor freely without hesitation.
3. Cooperate with the faculty mentor and treat them with respect.
4. Develop good inter-personal relation with students, office staff and faculty member.



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**ORIENTAL COLLEGE OF LAW, SANPADA, NAVI MUMBAI**

**Internal quality assurance call**

**Mentor's Information**

**Academic Year: .....**

Name of the Faculty Mentor		
Course and Section		
Contact Details with email		
Number of Mentees allotted		
Number of Session Conducted		
Remarks of Faculty Mentor		



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Faculty Mentor's Report

Name of the Mentee		
Number of Meeting:	Date of Meeting:	
1	Academic issues are difficulties	
2	Career related issues	
3	Personal issues/difficulties	
4	Discussion	
5	Report of Mentor	
6	Signature of Mentee	

Signature of Faculty Mentor

Signature of IQAC



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Date: 08/10/2024

## Notice for Mentor-Mentee Program Academic year 2024-25

**Subject: Mentor-Mentee Program**

Dear Student

We are pleased to announce that under the **Mentor-Mentee Program** at Oriental College of Law. The Mentor will provide guidance, support, and encouragement to our students as they navigate their academic and professional journeys.

### Program Overview:

- The **Mentor-Mentee Program** Mentor (Assistant Professor) will foster academic growth, career development, and personal well-being.
- Mentors will offer advice on academic choices, career prospects, time management, exam preparation, and general well-being.
- Mentees will have the opportunity to learn from the experience of their mentors and gain insights into legal practice and professional development.

### Objectives:

- To enhance student engagement and success.
- To create a supportive and collaborative learning environment.

### Program

We believe that this program will be a valuable resource for all participants, contributing to both your academic and personal growth. If you have any questions or need further information, feel free to contact to your assigned mentor

We look forward to your active participation in this enriching initiative.


**Best Regards,**

Principal

Oriental College of Law

Program



  
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