



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.)

Date... 7/08/2022

Mr. Khan Nuruddin
Assistant Professor
Oriental College of Law

Subject: Appointment as Sports Chairperson for the Academic Session 2022-23

Dear Khan Nuruddin,

I am pleased to inform you that, based on your exemplary dedication to sports and your proven leadership skills, you have been appointed as the **Sports Chairperson** of Oriental College of Law for the **Academic Session 2022-23**.

This appointment reflects the trust and confidence the institution has in your abilities to lead and manage the sports and recreational activities of the institution for the upcoming academic year.

Please find Your work and responsibilities assigned to you along with this letter.



RJ Jamode

Warm regards,
Prof. Rupali Shyam Jamode
Principal
Oriental College of Law

PRINCIPAL
ORIENTAL COLLEGE OF LAW
Plot No. 3,4,5, Sector 2,
Sanpada, Navi Mumbai - 400705.



Lawant



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Roles and Responsibilities of Sports Chairperson:

- 1. Leadership and Coordination:**
You will oversee the sports committee and coordinate with faculty members, coaches, and students to ensure smooth functioning and organization of all sports-related activities.
- 2. Event Management:**
Responsible for organizing and supervising sports events, tournaments, and competitions, both at the intra-school/college level and with external institutions. This includes planning, logistics, and ensuring participation from students.
- 3. Sports Promotion:**
Actively promote sports and encourage student participation in various sports activities throughout the academic year. You will also be required to maintain enthusiasm for sports within the student body.
- 4. Team Building:**
Work closely with team captains and coaches to foster team spirit, discipline, and performance. You will be the liaison between the teams, coaches, and administration.
- 5. Resource Management:**
Oversee the allocation and management of sports equipment, facilities, and resources. Ensure that all necessary sports equipment is available, maintained, and in good condition.
- 6. Reporting and Feedback:**
Provide regular reports and updates to the administration regarding the status of sports activities, events, and any challenges faced. You will also collect feedback from students and faculty to improve sports programs.
- 7. Encouraging Fitness and Well-being:**
Promote physical fitness and well-being programs throughout the academic year. You will help in organizing fitness camps, health initiatives, and awareness programs for the students and staff.
- 8. Representation:**
Represent the institution at external sporting events and conferences as required. This also includes developing relationships with other institutions for collaboration in sports activities.
- 9. Collaboration with Administration:**
Collaborate with the administration to ensure the sports budget is adhered to and that any other requirements for sports activities are fulfilled in a timely manner.

Terms and Duration of Appointment:

- The appointment is effective for the academic session 2022-23.
- You will report directly to the **Principal** and work closely with the **sports committee**.

We trust that you will carry out your duties with the same level of enthusiasm, commitment, and professionalism you have demonstrated thus far. Your leadership is essential to furthering the sports culture at **Oriental College of Law**, and we look forward to a productive and exciting year ahead.

Y. Sawant

Sector-2, Plot No. 3,4,5, Behind Sanpada Railway Station, Sanpada (W), Navi Mumbai-400705.
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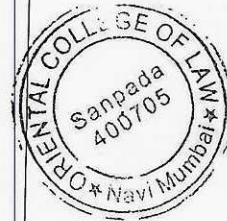
Please acknowledge your acceptance of this appointment by signing the attached copy of this letter and returning it to the office.

Once again, congratulations on your appointment! We wish you all the best in your new role.

Warm regards,
Prof. Rupali Shyam Jamode
Principal
Oriental College of Law

Rupali Shyam Jamode
ADV.
PRINCIPAL

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Yashwanth

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Date... 04/01/2023

Ms. Disha Sharma
Assistant Professor
Oriental College of Law

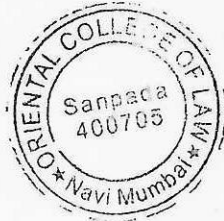
Subject: Appointment as Exam Co-Chairperson

Dear Disha Sharma

I am pleased to inform you that, after careful consideration and in recognition of your capabilities and commitment to academic excellence, you have been appointed as the **Exam Co-Chairperson of Oriental College of Law** for the academic year 2023-24.

In this role, you will assist the Exam Chairperson in the smooth and effective conduct of all examination-related activities. Your contribution is critical to ensuring that examinations are conducted with fairness, transparency, and in compliance with academic policies.

Please find Your work and responsibilities assigned to you along with this letter.



R Shamode
ADV.

Warm regards,
Prof. Rupali Shyam Jamode
Principal

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J Sawant

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Roles and Responsibilities of Exam Co-Chairperson:

1. **Support to Exam Chairperson**
 - Assist the Exam Chairperson in the overall planning, preparation, and execution of all examinations.
 - Take on the role of acting Exam Chairperson in the absence of the Exam Chairperson.
2. **Examination Schedule Coordination**
 - Collaborate with the Exam Chairperson and faculty to finalize and communicate the examination timetable to all relevant stakeholders.
 - Ensure that examination schedules are well-coordinated and accommodate all academic programs.
3. **Examination Material Preparation**
 - Help in the preparation, review, and distribution of examination papers, ensuring they meet academic standards and are delivered on time.
 - Assist in ensuring that the examination content aligns with the syllabus and academic guidelines.
4. **Supervision of Examination Process**
 - Supervise the smooth conduct of examinations, including the monitoring of exam venues to ensure they are adequately prepared.
 - Coordinate with invigilators and other staff to ensure that examination protocols are followed.
5. **Support for Exam Staff and Invigilators**
 - Assist in recruiting and training exam invigilators, ensuring they understand their roles and responsibilities.
 - Help manage the deployment of invigilators across various exam centers and rooms.
6. **Ensuring Exam Integrity**
 - Work closely with the Exam Chairperson to enforce strict adherence to examination rules and prevent any malpractices or irregularities.
 - Assist in investigating any reported instances of malpractice or misconduct and provide recommendations for corrective actions.
7. **Post-Examination Procedures**
 - Oversee the collection and organization of answer scripts after the examinations.
 - Ensure the timely and accurate submission of scripts for grading and proper handling of student evaluation.
8. **Coordination of Results Declaration**
 - Assist in ensuring that the grading and evaluation process is completed efficiently and in a timely manner.
 - Support the preparation and timely announcement of results, ensuring all protocols are followed.
9. **Handling of Student Concerns**
 - Support in addressing student queries and concerns related to examinations, ensuring that issues are resolved fairly and promptly.

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- Ensure proper communication with students regarding examination-related processes and results.
- 10. Record Keeping and Documentation**
 - Help maintain proper records of examinations, including attendance, answer scripts, results, and any other related documentation.
 - Ensure that all examination records are kept in accordance with college policies and regulatory requirements.
- 11. Collaboration with External Exam Bodies (if applicable)**
 - Assist the Exam Chairperson in coordinating with any external examiners or accreditation bodies, ensuring all requirements are met.
- 12. Reporting and Feedback**
 - Assist in preparing reports on the examination process, identifying any challenges or areas for improvement.
 - Contribute feedback and suggestions to the Exam Chairperson to improve future examinations.

We are confident that, in your new role, you will contribute significantly to the success of the examination process at our institution. We trust that you will carry out your responsibilities with dedication, integrity, and professionalism.

Should you have any queries or need further assistance, please feel free to contact Principal.

We wish you every success in your new role.

Warm regards,
Prof. Rupali Shyam Jamode
Principal
Oriental College of Law

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Y. Sawant

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Date..15/05/2024

Mr. Fasihur Rahman
Assistant Professor
Oriental College of Law

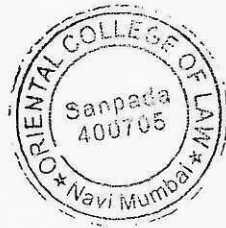
Subject: Appointment as IQAC Coordinator

Dear Fasihur Rahman

I am pleased to inform you that, based on your dedication, expertise, and contribution to the academic excellence of **Oriental College of Law**, you have been appointed as the **IQAC Coordinator** for the academic year 2024-25.

As the IQAC Coordinator, you will play a key role in the continuous improvement of the quality of education, research, and institutional processes at the college. Your efforts will be critical in maintaining our commitment to the highest standards of academic excellence.

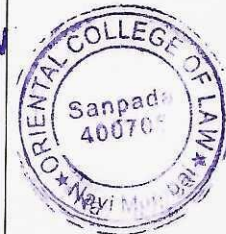
Please find Your work and responsibilities assigned to you along with this letter.



Rupali Shyam Jamode
With regards,
Rupali Shyam Jamode
Principal
Oriental College of Law

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Roles and Responsibilities of IQAC Coordinator:

1. **Leadership in Quality Assurance**
 - Lead the Internal Quality Assurance Cell (IQAC) in fostering a culture of quality and continuous improvement across all academic and administrative functions.
 - Develop and implement quality assurance policies and strategies to improve the institutional processes.
2. **Quality Monitoring and Assessment**
 - Oversee and monitor the implementation of quality assurance measures within academic departments and non-academic units.
 - Conduct periodic internal assessments, including the evaluation of academic programs, infrastructure, and institutional facilities.
3. **Accreditation and Compliance**
 - Ensure that the institution complies with accreditation standards set by regulatory bodies like NAAC, ensuring the institution's continual growth and recognition.
 - Coordinate the preparation of documents and reports for accreditation and reaccreditation processes.
4. **Data Collection and Analysis**
 - Collect, compile, and analyze data related to student performance, institutional achievements, and other key indicators of quality.
 - Use data to assess institutional effectiveness and make recommendations for improvement.
5. **Stakeholder Engagement**
 - Act as a liaison between the college and stakeholders, including students, faculty, staff, parents, and alumni, ensuring that their feedback is considered for quality enhancement.
 - Organize meetings and engage stakeholders to discuss quality-related matters and obtain valuable input.
6. **Faculty Development**
 - Coordinate and encourage faculty development programs, workshops, and training to enhance teaching practices, research capabilities, and administrative efficiency.
 - Ensure that faculty members are equipped with the necessary skills to meet evolving academic standards.
7. **Promotion of Research and Innovation**
 - Promote research activities, collaboration, and innovation within the institution to enhance academic growth.
 - Facilitate the development of research-related policies and programs that contribute to the enhancement of teaching-learning outcomes.
8. **Documentation and Reporting**
 - Maintain accurate and comprehensive documentation of all IQAC activities and quality-related reports.
 - Prepare annual reports outlining the achievements, progress, and future action plans of the IQAC for submission to the college administration.

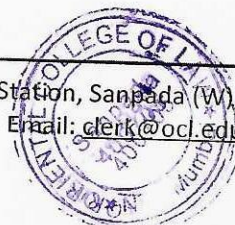
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9. Review and Improvement of Processes

- Regularly review existing academic and administrative processes and suggest improvements based on feedback from faculty, staff, and students.
- Ensure the development and implementation of systems that enable continuous monitoring and improvement of academic standards.

10. Conducting Feedback Surveys

- Oversee the collection of feedback from students, faculty, and other stakeholders through surveys, evaluations, and other channels.
- Analyze feedback results and implement appropriate measures to address concerns and improve institutional practices.

11. Collaboration with External Agencies

- Collaborate with external bodies and organizations to stay updated on best practices, new trends, and quality assurance guidelines in higher education.
- Represent the institution in quality-related forums, conferences, and workshops.

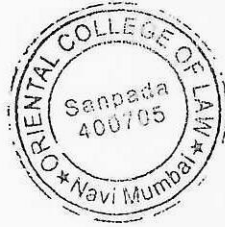
We trust that you will fulfill your responsibilities with commitment, professionalism, and integrity. Your leadership will help strengthen the quality of education at Oriental College of Law and contribute to our goal of continuous improvement.

We wish you all the best in your role as IQAC Coordinator.

Warm regards,

Rupali Shyam Jamode *RJamode*
Principal *Adv.*

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Date... 03/01/2025

Mr. Fasihur Rahman
Assistant Professor
Oriental College of Law

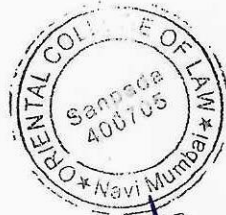
Subject: Appointment as Exam Chairperson

Dear Fasihur Rahman,

I am pleased to inform you that, based on your dedication and excellent service to the institution, you have been appointed as the **Exam Chairperson** of **Oriental College of Law** for the academic year 2024-25.

As the Exam Chairperson, you will be responsible for overseeing and ensuring the smooth conduct of all examinations, adhering to the academic policies of the college, and maintaining the integrity of the examination process.

Please find Your work and responsibilities assigned to you along with this letter.



Y Sawant

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Y Sawant

Warm regards,
Mrs. Yuthika Sawant
Principal
Oriental College of Law

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Roles and Responsibilities of Exam Chairperson:

1. **Examination Planning and Coordination**
 - Develop, implement, and oversee the academic examination schedule in consultation with relevant departments.
 - Coordinate with faculty members and departments to ensure the timely preparation and delivery of examination materials, such as question papers and answer scripts.
2. **Examination Process Management**
 - Supervise the entire examination process, including the organization, invigilation, and conduct of all exams.
 - Ensure that all examinations are conducted in compliance with college policies and guidelines, ensuring fairness, transparency, and academic integrity.
3. **Coordination with Faculty and Administration**
 - Communicate with faculty members regarding examination-related matters, including submission deadlines and special exam requirements.
 - Ensure that all exam-related information is communicated to students promptly.
4. **Examination Staff Supervision**
 - Assign invigilators and staff to various exam centres or rooms and ensure that they are properly briefed on their roles and responsibilities.
 - Ensure the proper conduct and discipline of the examination staff and invigilators.
5. **Monitoring of Exam Integrity**
 - Implement measures to prevent malpractice, cheating, and other unfair practices during examinations.
 - Investigate any examination-related irregularities or disputes and report them to the concerned authorities for further action.
6. **Post-Examination Procedures**
 - Oversee the collection and safe handling of examination answer scripts and other materials after the exam.
 - Ensure the timely and accurate grading of answer scripts, and coordinate the preparation of results in collaboration with the respective faculty.
7. **Results Declaration**
 - Coordinate with the administration to ensure the timely declaration of examination results.
 - Oversee the preparation of provisional mark sheets and ensure the smooth distribution of results to students.
8. **Handling Student Queries and Complaints**
 - Address any student concerns or complaints related to examinations, and ensure that all queries are handled in a fair and professional manner.
 - Provide guidance regarding examination rules, regulations, and grievance redressal procedures.
9. **Record Keeping and Documentation**
 - Maintain accurate and up-to-date records of all examination-related activities including student attendance, examination papers, and results.



M. Sawant
PRINCIPAL

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- Ensure compliance with academic record-keeping standards and policies as per the guidelines.

10. Report Generation and Communication

- Prepare and submit regular reports on examination activities, including challenges and improvements, to the college administration.
- Liaise with external examiners, if applicable, and maintain clear communication with all stakeholders.

We trust that you will perform your duties with the utmost professionalism and dedication. Your leadership in managing the examination process will ensure that our institution continues to uphold its commitment to academic excellence and integrity.

We extend our best wishes for your success in this important role.

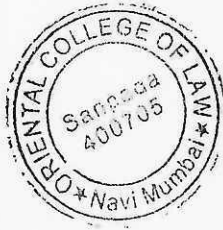
Y. Sawant

Warm regards,
Mrs. Yuthika Sawant
Principal

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