

# **CHANAKYA NATIONAL LAW UNIVERSITY, PATNA**

## **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 .

### **Eligibility of Mentor**

Minimum one year of experience of teaching in CNLU. However the junior teachers will be trained in mentoring through record keeping and session's involvement.

Mentoring organisational Structure:

Vice-Chancellor

Chairperson

Registrar

Chief Mentor-Mentee Coordinator

University Mentor (5 senior teachers)

University Mentor-coordinators (5), one person for each semester ( $1 \times 5 = 5$ )

Faculty Mentor Coordinator: 4 teachers teaching in that semester for each semester.

( $4 \times 5 = 20$ )

Total  $05 + 20 = 25$  teachers

+ 05 teachers for keeping mentoring Record

Total  $-05 + 20 + 5 = 30$

University Mentor Coordinator + Faculty Mentor Coordinator + Record Keeping Mentor shall constitute a Committee, which shall be known as Mentor-Mentee Cell (MMC). Whereas 4 faculty Mentor Coordinator (FMC) will be mentor teaching in each semester along with one University Mentor Coordinator (UMC) to back up the faculty. Each faculty coordinator shall undertake the responsibility of 30 students each in that semester.

**Duties of Mentors:**

1. There shall be weekly mentoring session of each semester class,
2. Mentor shall established 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.

- i. The Vice-Chancellor shall constitute MMC (Mentor-Mentee Cell) and appointment of UMC (University Mentor Coordinator) and FMC (Faculty Mentor Coordinator) and RCM (Record keeping Mentor) , in the beginning of each semester.
- ii. Every fortnightly, the meeting of the entire body of UMC, FMC and RCM under the chairmanship of Vice-Chancellor shall be called to review the Functioning of MMC.
- iii. The list of all mentors will be notified by the Registrar of the University.

The Mentee (Student) shall fill up their form and contact their mentors immediately. The mentor will assess the mentee their day to day activities .The mentee shall inform the mentor his/her whereabouts which shall be recorded. The individual report of the mentee shall be prepared by the Faculty Mentor at the end of every semester. It shall be placed in the meeting before the Chairperson. It shall be discussed in the Mentor-Mentee Cell meeting, under the chairmanship of Vice-Chancellor. After final decision, the report shall be sent to the student and their parents.

CHANKYA NATIONAL LAW UNIVERSITY

NYAY NAGAR MITHAPUR PATNA

Internal Quality Assessment Cell

Mentor's Information

(Academic Year: -----)

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

CHANKYA NATIONAL LAW UNIVERSITY

NYAY NAGAR MITHAPUR

Mentor Mentee Cell

INFORMATION ABOUT STUDENT FOR MENTOR-MENTEE CELL

Photograph

1. Name of the Student (Mentee): Mr. / Ms.....

2. Date of

Birth.....

.....

3. (a) Academic year,

(b) Courses:

(c) Semester:

(d) Roll No. :

4. Name of University Mentor:

5. Name of Faculty Mentor:

6. Mark of Previous Examination
7. Hobby of the Mentee:
8. Name of Parents and occupation:
9. Contact Number of Parent:
10. Contact Number of Mentee (Student)
11. Permanent Address:

### **Faculty Mentor's Report**

Name of the Mentee		
Number of meeting		Date of meeting
1	Academic issues/difficulties	
2.	Career related issues	
3.	Personal issues/difficulties	
4.	Discussion	
5.	Report of Mentor	

Signature of Faculty Mentor

Signature of University Mentor Coordinator

The Mentor-Mentee Cell (MMC) will look into the student's activities with reference to the following cell/committees.

#### **STUDENT SUPPORT COMMITTEE/CELL**

1. Mentor-Mentee Cell
2. Legal Aid Cell
3. Equal opportunity Cell
4. Career Development Cell
5. Internship committee
6. Internal complaint Committee
8. Anti-ragging cell
9. Grievance redressal cell
10. Divyang person cell.
11. Remedial class support
12. Skill enhancement program.
13. Photography club
14. Ecotopia club
15. Alumni Association

16. Moot court committee
17. MUN cell (Model United Nations)
18. Academic and Debating Committee
19. Personal/psychological counselling support
20. Competitive exam counselling
21. Social responsibility ethical values counselling
22. Food and mess committee
23. Attendance committee
24. Behavioural Assessment committee
25. Library committee
26. Sports and cultural committee
27. Class management committee
28. Placement Committee

IQAC Coordinator

Dean R&D

Registrar

Vice-Chancellor.

**(Approved vide Academic Council resolution dated 18<sup>th</sup> August, 2022)**