



National Law University and Judicial Academy, Assam

Hajo Road, Amingaon, Guwahati-781031, Assam (India).

Mentoring Policy

Mentoring Policy

In the modern era of education, the life of students in National Law Universities is changing very fast with pressure of cutthroat competition to achieve high excellence in academics, profession and shape their careers as per requirement at global level. The students in the university may shape their character and career through good relationship with the mentors who may be their peers or teachers or professionals during their student life. National Law University and Judicial Academy, Assam admits students from all over India with diverse social, cultural and economic backgrounds. Hence, there is a requirement of continuous mentoring of students for academic, social, personal and career guidance. Looking at all these needs of students, the university instituted a Mentor-Mentee system where a group of students (Mentees) are assigned to a faculty (Mentor). The IQAC provides guideline to hold mentor-mentee meeting on regular basis as and when required. The Following policy has been adopted by the university for its mentorship program.

- **Mentor Mentee Mechanism**

- All full time faculty members (Mentors) will be appointed as Mentor by the Hon'ble Vice Chancellor and assigned a group of 15 to 25 students from the specific classes.
- The mentee once assigned to a mentor will continue with the same mentor till the end of the academic year.
- In case of PwD students, specific Faculty Mentors will be allotted to look after their special needs.
- Final year Student Mentors will be assigned to slow learners in the format of a buddy system.

- **Responsibilities of Mentor**

- Conduct at least one meeting (online/offline) in every semester.
- In total each mentor will spend sufficient time as per their requirement with mentees in a semester.



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- Assess mentee's background, knowledge, skill, motivation, experience, hobbies, etc.
- Help to improve communication skills and shed hesitation.
- Counsel, guide and advice mentee to accomplish their goal in academic and career development.
- Help them solve their concerns with appropriate support and referral available.
- Encourage inquisitiveness and interest in academic, extracurricular and social works.
- To contact parent/guardians of the mentee and provide the information about the achievements of their wards.
- Guide and support them on various scholarships, fellowships, competitions, internships, research projects, job opportunities, etc.
- To develop leadership quality, team work among mentee.
- Through relationship and contact to see the effects of mentoring and the progression of the mentee.
- At the end of every semester, submit the meeting records and a brief report to IQAC keeping the information and discussions with the mentees confidential.
- Consult the university psychologist about the needs of any mentee and take necessary action.
- Identify the learning abilities of their mentees and suggest necessary action programs to the IQAC
- Reaching out to other colleagues to request to conduct special/remedial classes for slow learners in the group.
- **Responsibilities of Mentee**
 - Attend classes regularly
 - Be respectful towards everyone and the mentor
 - Share details of her/his performances in academic, extra-curricular activities, etc. with mentors




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- Share his/her career plans and specific needs with mentor.
- Focus on the guidance or advice provided by the mentor.
- Share any problem facing in the campus with mentor.
- **Outcome of the Mentor-Mentee Programme**
 - Identify the quality improvement in the students about their skills, social awareness, social responsibility etc.
 - Identification of the learning abilities of the students and requirements of special needs.
 - Identification of slow and advanced learners and take appropriate steps.
 - To prepare proposal on curriculum and its efficacy.
 - To prepare proposals for their career advancement.
 - To forward Suggestions for changes in the curriculum/syllabus to University for further action.
 - To suggest modifications in the Teaching-learning pedagogies as per requirement.

Mentor Mentee Report Sheet

 National Law University and Judicial Academy, Assam (Established by Assam Act No. XXV of 2009) IQAC	
Mentor Mentee Report	
Mentor Name	
Designation	
Mentee Name	
Class and ID No.	
Grievance of Mentee	
Suggestion of Mentor	
Action Taken	
Remarks	
Signature of Mentor Date:	
<i>Note: This sheet may be photocopied for each action taken</i>	
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Registrar