



**REVA**  
**UNIVERSITY**

Bengaluru, India



# Mentor-Mentee Handbook

## **MENTOR-MENTEE PROGRAMME**

At REVA we believe in ensuring that all our students achieve and surpass their own expectations and those of the people who teach and care for them. Hence this policy aims to identify the strategies deployed to ensure outstanding levels of mentoring and guidance.

At REVA, Mentor-Mentee policy clearly defines and details the needs for a one-to-one mentoring relationship with the assigned group of mentees. The Mentor is expected to provide consistent support, guidance and concrete help to a student to provide them with a positive role model. Faculty are expected to be sensitive to the needs of students who are going through a challenging situation in their lives.

The goal of student mentoring is to help all students involved in the mentoring program to gain the skills and confidence to be responsible for their own future and develop to their full academic and personal potential.

### **Set Expectations of a Mentor:**

A mentor is expected to ensure that the Mentees assigned to him/her receive regular and informed guidance including:

- Citizenship lessons
- Academic targets setting
- Career Guidance
- Progression to Higher Education
- Handling stress related issues



- Offer workplace learning experiences
- Regular internal communications
- Student involvement in Social outreach activities
- Spending a minimum of one hour every week with the assigned mentees
- Maintaining batch wise assigned mentee list and their Coordinates
- Maintaining record of Mentor-Mentee meeting
- Student counseling
- Submission of a comprehensive Yearly Report on issues handled and resolved by the Mentor
- Maintaining defaulter students list
- Maintaining data of students' achievements
- Maintaining discipline among students

**A Mentor should:**

- Avoid making negative comments about instructors, assignments or texts
- Refrain from doing students' assignments or suggesting grades
- Be clear about expectations for academic honesty and integrity
- Draw a clear line between friendship and mentoring
- Encourage students to communicate with Professors and use campus support services
- Seek advice from the Academic Mentoring Program

  
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**Characteristics of a good Student Mentor:**

- A good student mentor is someone who engages in a positive relationship with the student and gives them attention
- S / he must have positive self-esteem, react well to stressful situations and have high tolerance levels
- A good mentor is one who listens well and communicates on a level that a student can understand
- A good mentor must provide leadership and guidance and grow to be a positive role model, nurturing a relationship that respects the student's dignity
- A good mentor will reinforce the student's successes and challenge them to do better and be willing to give them a fresh start if there are any lapses
- A good mentor must sustain the trust reposed in him/her

**Benefits of the Mentoring Programme:**

- Students will receive the support and guidance of a caring adult, receive assistance with their academic studies
- Students will experience greater self-esteem and be motivated to succeed.
- Students will focus on career progression and a firm career path
- Students will also improve interpersonal relationships





Benefits to the University:

- A strong mentoring programme fosters good community relations and contributes to the University strength.
- Students will be more motivated and aspirational and this will benefit the learning community.
- Mentoring will maximize the achievements of individual students and groups of students who are at risk of underperforming and remove barriers to achievement for vulnerable groups of students.
- Mentoring will uplift and remove barriers from student performances.
- Mentoring enhances the skills of staff and students, improves student attendance and increases student retention.

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### **Mentor's Information (Academic Year -----)**

|                             |  |
|-----------------------------|--|
| Name of the Mentor          |  |
| Department:                 |  |
| Contact Details with Email: |  |
| No. Mentees allotted:       |  |
| Classes of the Mentees:     |  |



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