

10 YEARS
OF UNIVERSITY
RECOGNITION
20 YEARS OF
ACADEMIC
EXCELLENCE



REVA
UNIVERSITY

Bengaluru, India



Mentoring Policy

Rukmini Knowledge Park
Kattigenahalli, Yelahanka, Bengaluru - 560 064
www.reva.edi.in



MENTORING POLICY

The role of the faculty as a mentor is one of nurturing and providing support for a student during the transition period in academic, professional as well as personal augmentation. In all schools of the university, mentoring is a continuous process where faculty mentors serve as a resource who will respond to many questions, trivial or complex, that the student might pose; support students in choosing course work which includes professional elective, open electives etc that meets their needs and interests; encourage students to actively participate in seminars and laboratory work that are realistic in scope, also in extracurricular activities; and counsel the students on any other academic, professional, personal growth, etc., for necessary advice/guidance/help. In order to create the healthy relationship between faculty members and students the University follows an effective mentoring system.

The students gain the following benefits through mentoring:

Professional Guidance: Allows students to excel in the academics and grow as a professional.

Career Advancement: Allows students to make proper decision to make up their career.

Frequency of meeting: Once in 15 days

Phases of Mentoring: The following phases are used to encourage and develop the proper mentoring system in the department:

- Every faculty is allocated 19-21 students as mentee.
- The Mentor will look after the wellbeing of all mentees at REVA.
- The Mentor speaks to mentee's parent and updates about their ward's progress.
- The Mentor counsel the mentees as and when needed for their better progress.

Responsibilities of Mentor: The Mentor must develop a cordial relation with all his mentees. He must be patient enough to listen to mentees problem and must solve at the earliest. The Mentor must communicate to mentee parent regularly and update their ward progress. The Mentor must help mentees in making academic decisions and also encourage for mentees participation in co-curricular activities. For maintaining better



mentor system, the mentor holds the following responsibilities:

- Keeps the records of student's profile in the prescribed format
- Maintains the records of absenteeism, problems/issues. Explains to students the academic rules and regulation
- Acquires the results of each student for Internal Assessment-1, Internal Assessment-2 and Semester End Exam of each semester
- Observe and keep record of the attendance of each student for all courses.
- Examines the results of the students and counsel for poor results within a week after the results is published.
- Communicates with parents of students to discuss students performance, any attendance issues as and when required (at least every fortnight) and future plan at least twice in a semester.
- Gives specific guidance to students in selecting elective courses for registration.
- Gives guidance and information to plan for industry internship.
- Ensures to provide guidance for advanced courses/studies.
- Gives guidance to students for selecting project topic, project guide and even counsel them on back papers.
- The unresolved issues of students are brought to the notice of Director and if further attention is needed, it is taken to the attention of higher authorities.

Mentoring Outcome: The consequences of proper mentoring help in framing the better career of the students. The following list specifies various benefits of proper mentoring:

- It keep-up the healthy mind of the student and results better academic progress.
- It allows student to showcase hidden talent and involve in co-curricular and extra- curricular activities viz. hackathons, project developments, sports, etc.
- The proper mentoring results better placements and keep the student and their parent happy.



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- It makes student feel proud of being alumnus of REVA and also allow student to keep long time relation with REVA

Documentation: All necessary documents for referral and for further counselling is to be maintained

Dr. N Ramesh
Registrar

Registrar
REVA University
Bengaluru - 560 064

Annexure 01: Mentor-Mentee Handbook



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

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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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