

Guidelines for Mentee

Two ways to initiate application under the scheme. The procedures are explained as:

Procedure I: Mentor initiates the process for identified Mentee (existing process)

1. The first form is for the mentor to fill up preliminary details of the mentee.
2. The Mentee will receive an email from INAE with a link and attachment.
3. The Mentee will download the attachment. This is a certificate of undertaking by the Mentee and needs to be filled-in and ink signed.
4. Scan the ink signed certificate of undertaking and keep it handy for uploading.
5. Clicking on the link received through email, a login window will open up for the mentee where email id of the mentee is pre-filled as the user ID and OTP is the password.
6. Clicking on the OTP field will generate an OTP and sent to mentee through mail.
(Please do not click the OTP field repeatedly which may lead to generation of OTP multiple times. The validity of the OTP is till the next click on the field).
7. After successful login of the mentee, a window with an application form opens up.
8. The form has to be filled up by the mentee and the ink signed scanned copy of the undertaking form needs to be uploaded.
9. The form has to be submitted online. Before submission you may take a print out of the form.
10. After submission an acknowledgement mail is received by Mentee against submission and an intimation mail goes to Mentor accordingly.
11. The mentee must be in touch with his/her mentor to ensure final submission by mentor.
12. The Mentor then verifies the form and submits the final nomination online to INAE secretariat.

Procedure II: Mentee applies online from INAE Website (new Process)

1. Mentee clicks on submenu link as shown in Fig 1:

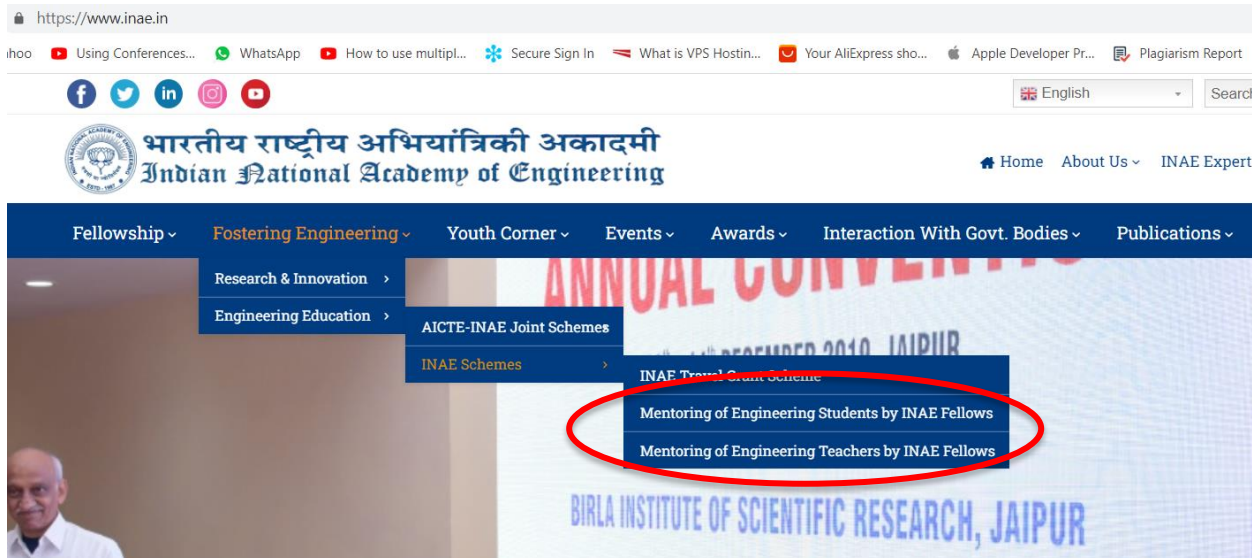


Fig 1: Link to Mentoring Scheme on INAE Website

2. Mentee selects the scheme and land on to the respective scheme page.
3. Browse through Mentor Pool
4. Fills the form online. Chooses a Mentor and submits the first form.

5. The Mentee will receive an email from INAE with a link to a second form and attachment.
6. The Mentee will download the attachment. This is a certificate of undertaking by the Mentee and needs to be filled-in and ink signed.
7. Scan the ink signed certificate of undertaking and keep it handy for uploading.
8. Clicking on the link received through email, a login window will open up for the mentee where email id of the mentee is pre-filled as the user ID and OTP is the password.
9. Clicking on the OTP field will generate an OTP and sent to mentee through mail.
(Please do not click the OTP field repeatedly which may lead to generation of OTP multiple times. The validity of the OTP is till the next click on the field).
10. After successful login of the mentee, a window with the second part of application form opens up.
11. The form has to be filled up by the mentee and the ink signed scanned copy of the undertaking form needs to be uploaded.
12. The form has to be submitted online. Before submission you may take a print out of the form.
13. Once the mentee submits his/her form, an acknowledgement mail is received by Mentee against submission and an intimation mail goes to Mentor accordingly.
14. The mentor then logs in to review data and fill up project details to be conducted if he/she desires to accept the mentee under him/her.
15. The final submission is done by the mentor.
16. If the mentee is selected he/she will receive a mail from INAE accordingly.