

## Mentoring of Engineering Teachers by INAE Fellows Scheme Nomination through the INAE Digital Platform

### Important Instructions:

To send nomination under the Mentoring of Engineering Teachers scheme through digital platform Fellows are requested to login to their account created by INAE. The username and password have been created by INAE and shared with individual INAE Fellow. The same username has been registered with the platform hence creation of new username will not be applicable to the system.

**In case the login credentials (user id and password) are not known please contact INAE Secretariat through mail at [inaehq@inae.in](mailto:inaehq@inae.in) or helpline number of INAE Digital Centre 91-7428520410**

### Checklist

1. INAE Username and password should be known.
2. It is essential that the profile page of the Mentor (INAE Fellow) be completed before submitting nominations online.
3. For accessing the applications in digital platform, please use updated version of Google Chrome/ Internet Explorer/ Edge/ Firefox browser.
4. Firewall settings to allow mails from INAE Server

The process involves three steps:

#### **Step 1: For Mentor (INAE Fellow)**

- a) Initial form will be filled by INAE Fellow (Mentor) with preliminary information about the mentee.
- b) Mentor gets acknowledgement through mail that the link has been sent to mentee through mail to complete the Part I of the form.
- c) Mentee receives a mail from INAE Server in the mail id provided by the Mentor.

#### **Step 2: For Mentee (Engineering Teacher)**

- a) Mail received by Mentee has two components (i) A link to the digital form (partly filled by the Mentor in step 1) and (ii) Form for Undertaking. Download the undertaking proforma.
- b) On clicking the link, mentee is guided to a page with username and OTP. Username is the mail id provided by the Mentor. OTP must be provided to access the digital form.
- c) Clicking the OTP field, a mail with OTP will be sent to Mentee's mail id (same mail id in which the link was received).  
**Please ensure that firewall settings of Mentee's system allow mail/OTP from INAE Server, otherwise process might not be completed.**
- d) The Mentee fills the form, uploads the scanned copy of undertaking form **ink signed by college authority.**
- e) The form has a **SAVE** Button to save the form, **PRINT** button to Print the Form and **SUBMIT** button for final submission.
- f) The form must be **SAVED before printing.** Please take a **print out of the completed form before submission.**
- g) **PRINTING of Form will NOT submit the form.** Please click the submission button for final submission to the system.
- h) Once form is submitted, Mentee gets intimation through mail that the form has been submitted successfully.
- i) After submission by the mentee the form goes to Mentor for authentication.

#### **Step 3: For Mentor (INAE Fellow)**

- a) Mentor gets intimation through mail after mentee submits the form.
- b) Mentor authenticates the form submitted by Mentee
- c) Mentor fills up Part II of the form.
- d) Form has two buttons. PRINT and SEND to INAE ADMIN.  
Mentor is requested to take a print out of the form (before submission) and finally sends the form to INAE Admin
- e) Mentor and Mentee both get acknowledgement that the form has been submitted to INAE Admin.

Please NOTE: It is essential that the Profile page of the mentor be complete before applying online.

Applicants cannot initiate an application. The application should be routed through the Mentor (INAE Fellow).