

Instructions for Mentor for online submission of Nominations

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. Email id of the mentee is a mandatory field and needs to be filled up. The mentee will receive a link in this email id (provided by the mentor) to fill up further details.
3. After submission of the form by mentor, a link will be sent to the mentee through email.
4. An OTP will be provided to the mentee for accessing the form submitted by the Mentee and subsequent submission.
5. Once the mentee submits his/her form, an intimation mail will be sent to mentor.
6. The mentor then logs in again to authenticate data and fill up project details to be conducted.
7. Once the data is filled, the form is to be submitted by the mentor.
8. The form gets submitted to INAE Secretariat.

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

1. Mentor logs in to his/her INAE Profile Page and give consent for including his/her name for Mentoring Scheme as shown in fig 1. This will create a Mentor Pool which will be accessible at INAE Website.

The screenshot shows the INAE website interface. At the top, there is a navigation bar with the logo 'यांत्रिकी अकादमी' and 'my of Engineering'. The main navigation menu includes 'Home', 'About Us', 'INAE Expert Pool', 'Dashboard', and 'Logout'. Below this, there is a dark blue header with 'Engineering', 'Youth Corner', 'Events', 'Awards', 'Interaction With Govt. Bodies', and 'Publications'. The main content area is titled 'MAKE RESTRICTED ACCESS / PUBLIC ON EACH SECTION' and contains two options: 'Restricted Access' and 'Public'. Below this, there is a section titled 'LIST MY PROFILE IN INAE EXPERT POOL' with a link 'FILL THE EXPERT POOL FIELDS'. Two checkboxes are present: one for 'I am giving my consent to list my profile in Expert Pool. I understand this will be accessible by public' (unchecked) and one for 'I am giving my consent to include my professional details for Mentoring Schemes in open domain.' (checked). The checked checkbox is highlighted with a red box and a blue oval. Below this is a 'PERSONAL DETAILS' section with a note about email id and a dropdown menu for 'Mr.'.

Fig 1: Consent check box in profile page

2. Mentee selects mentor from Mentor Pool and fills the form and submits.
3. Once the mentee submits his/her form, an intimation mail will be sent to mentor.
4. 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.
5. Once the data is filled, the form is to be submitted by the mentor.
6. The form gets submitted to INAE Secretariat.