

Fellowship Nomination through the INAE Digital Platform (Quick Guide)

To send nomination 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.

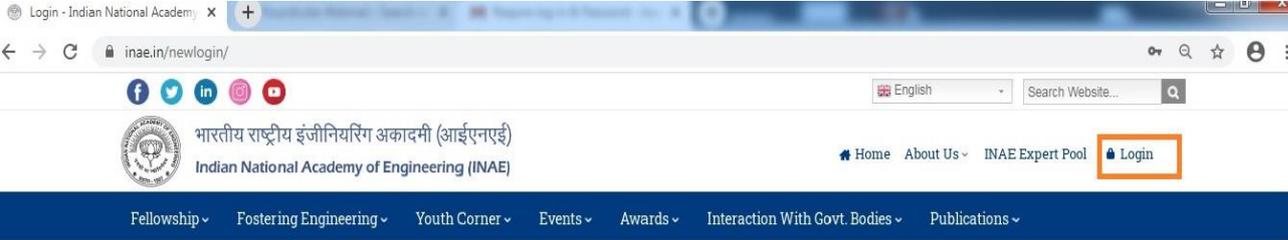
In case the login credentials (user id and password) is not known please contact INAE Secretariat through mail at inaehq@inae.in or helpline number of INAE Digital Centre 91-7428520410

Checklist

1. INAE Profile login credentials (Username and password) need to be known.
2. It is essential that the profile page of the proposer (INAE Fellow) and seconder (INAE Fellow) be completed before submitting nominations online. If the fields like address and contact details are not known, some of the forms will not get submitted.
3. For accessing the applications, please use updated version of Google Chrome/ Internet Explorer/ Edge/ Firefox browser.

Please follow the steps as given below:

Step1: Please login to your account by clicking on link: <https://www.inae.in/newlogin/> or [Login](#) provided in INAE website Home page, using the login credentials **which have been provided to you**. Screenshot of login page is given as Fig 1.



Login - Indian National Academy x

inae.in/newlogin/

English Search Website...

भारतीय राष्ट्रीय इंजीनियरिंग अकादमी (आईएनएई)
Indian National Academy of Engineering (INAE)

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Forgot password?

LOGIN

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Fig 1: Log in page

There are three phases to be followed to complete the system of online nomination. Skipping any of the phases will render the nomination cycle incomplete.

The phases have been explained below:

Phase I: For Proposer

After logging in to individual home page follow the steps given below:

Step 1: Click 'INAE Woman Engineer award' icon in dashboard as shown in fig 1.

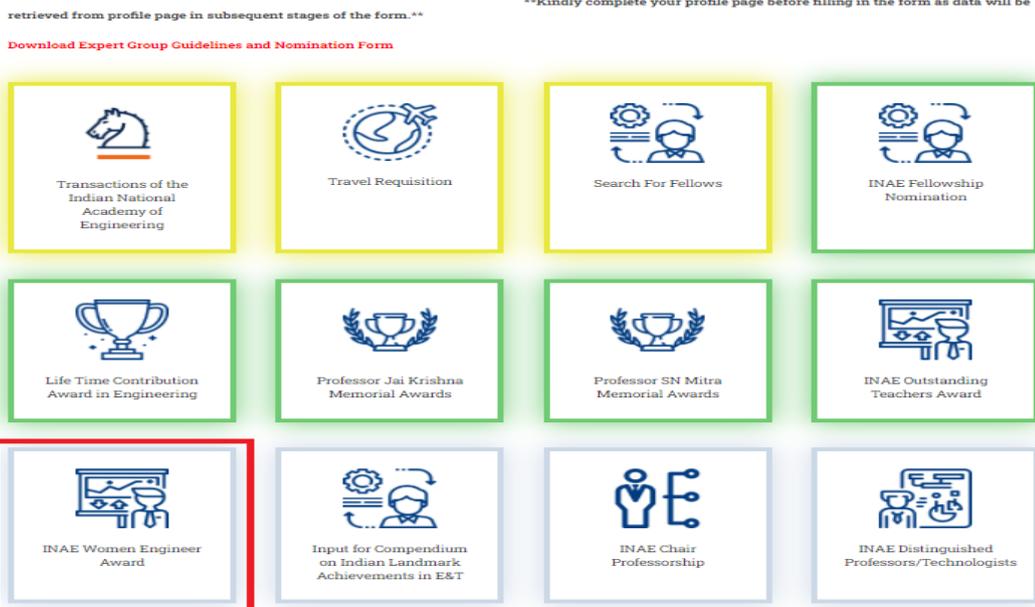


Fig 1: Dash board of Fellow Profile

Step 2: In view pane a button is marked “New Nomination” as shown in Fig 2. Click the button to access nomination form.

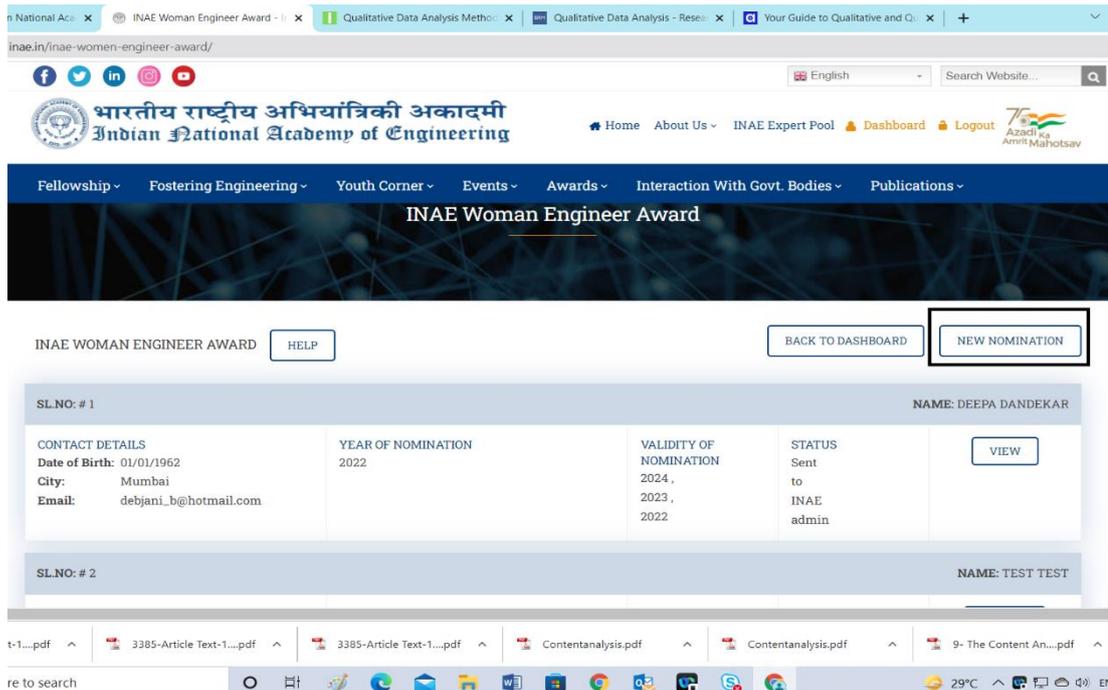


Fig 2: New Nomination Button on view pane

Step 3: Choose Nominee Type as “INAE Fellow”, “Non INAE Fellow” as shown in fig 3.

The screenshot shows the 'PARTICULARS OF THE NOMINEE' form on the INAE website. The form is divided into sections: Personal Details, 2. Category, and 3. Contact Details of Nominee. In the '2. Category' section, the 'Nominee type' dropdown menu is open, showing three options: 'Select Nominee type', 'INAE Fellow', and 'Non INAE Fellow'. The 'INAE Fellow' option is highlighted in blue. The form also includes fields for Title, First Name, Middle Name, Last Name, Engineering Section, and Office Address.

Fig 3: Nominee Type

Step 4: Kindly fill the nominee details as per the fields given. Point 6 of the form asks for ‘Professional Experience of the Nominee’. You are requested to download the format given as ‘sample file’, fill the details and then upload the same as marked in fig 4.

The screenshot shows the '6. Professional Experience of the Nominee' section of the form. It includes a 'Download format, upload after filling' section with a 'SAMPLE FILE' button and an 'Upload (Maximum file size: 2MB, Format: PDF, DOC, DOCX)' section with a 'VIEW' button. Below this is section '7. Academic Qualifications of the Nominee', which contains a table for recording degrees.

Degree *	University/Institution *	Year *	Subject *	Class/CGPA/Remarks *
Post Doc	UoB	2008	Chemical	Awardee

Fig 4: Professional Experience of Nominee as provided in the form

Step 5: After filling the form, enter your comment as Proposer of the nomination. Click on the check box for authenticity of data and your details as a proposer. View displayed in fig 5:

The screenshot shows a web form titled "12. No. of papers published in international and national refereed journals of the nominee". It includes a rich text editor with a toolbar (Bold, Italic, Underline, etc.) and a "Choose File" button. Below the editor is a "Proposer Comment" text area. At the bottom, there is a "CHOOSE SECONDER" button, a checkbox labeled "Certified that the information given above is correct to the best of my knowledge.", and "SAVE" and "SUBMIT" buttons.

Fig 5: Proposer page

Step 6: Then click 'Choose Seconder' button. A search page will open. Please select engineering section (mandatory) and enter either the **first name or last name** of seconder (INAE Fellow). The details of the seconder will appear in the bottom of the search as shown in fig 6 given below:

The screenshot shows the search interface of the Indian National Academy of Engineering. It includes a navigation menu with options like Fellowship, Fostering Engineering, Youth Corner, Events, Awards, Interaction With Govt. Bodies, and Publications. The search filters include a dropdown for "Chemical Engineering", a text input for "INAE", and dropdowns for "Choose Country", "Choose State", and "Enter City". A "SEARCH" button is present. Below the filters is a table with the following data:

SNO	Name	Engineering Section	Contact Address	Contact Details	City	Action
1	Mr. INAE TEST15	Chemical Engineering	6th Floor, Unit No. 604-609, SPAZE I-Tech Park, Tower A, Sector 49, Sohna Road, Gurgaon, Haryana - 122018	3545545	Gurgaon	Choose

The "Choose" button in the table is highlighted with a green box.

Fig 6: Search pane to choose seconder

Click on 'Choose' button. A message appears to confirm your choice of seconder. Please wait till you are redirected to the form.

Step 7: You may take a print and submit the form. Save option has been provided for using only to save the form if it is not completed.

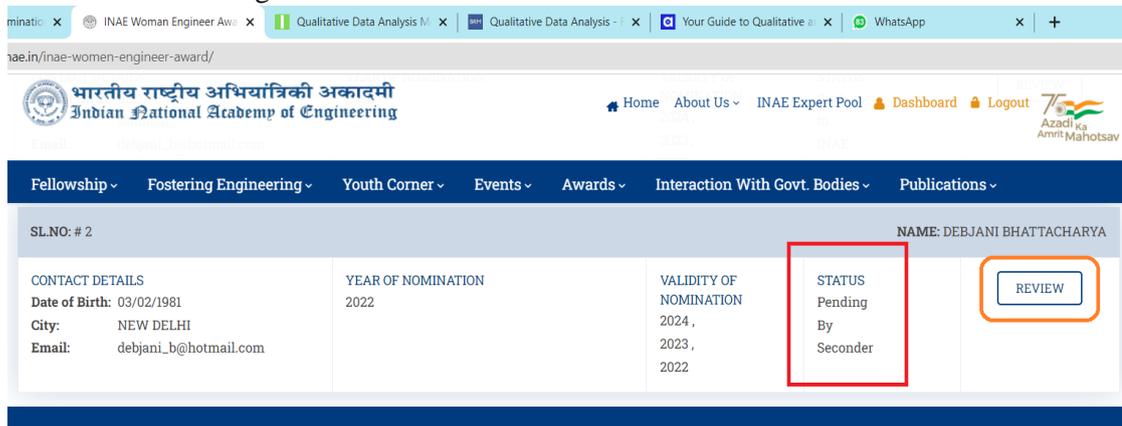
Step 8: An acknowledgement mail will be received by you as proposer and an intimation mail will be sent to seconder to proceed with the process of nomination (Phase II).

Phase II: For Seconder

The following steps to be followed by the seconder:

Step 1: Seconder receives the intimation mail and logs in to his/her INAE Profile page. Clicks on “INAE Woman Engineer award” button on the dashboard, and lands on the view pane as that of proposer.

Step 2: The view pane shows the entry of the nominee form to be viewed and a “Review” button as shown in fig 7.



CONTACT DETAILS		YEAR OF NOMINATION	VALIDITY OF NOMINATION	STATUS	REVIEW
Date of Birth:	03/02/1981	2022	2024 , 2023 , 2022	Pending	REVIEW
City:	NEW DELHI			By	
Email:	debjani_b@hotmail.com			Seconder	

Fig 7: View pane for Seconder

Seconder clicks on the “Review” button of the entry received for review, accesses the form and reviews the details about the nominee.

Step 3: Enters the comment in the space provided as “Seconder Comment”. Two buttons appear at the bottom of the form: “I Second” and “Decline Support”. Seconder may choose accordingly for submission of the form.

- I SECOND button: Helps to support the nomination.
 - DECLINE SUPPORT button: To withdraw support for nomination.
- Clicking either of the button will submit the form.

Seconder can view the form anytime and take a printout of the complete form.

Step 4: An acknowledgement mail goes to the seconder and intimation goes to the proposer (phase III)

Phase III: For Proposer

- Proposer goes through the whole form and submits the form to INAE secretariat by clicking button “SEND to INAE”
- Acknowledgement mail goes to Proposer.

Please Note: It is essential that the profile page of the proposer (INAE Fellow) and seconder (INAE Fellow) be completed before submitting nominations online.

In case of any issue/difficulty please mail us at inaehq@inae.in or call/whatsapp at Helpline number: +91 7428520410