

## 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](mailto: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)  
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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.

retrieved from profile page in subsequent stages of the form.\*\*  
Download Expert Group Guidelines and Nomination Form



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.

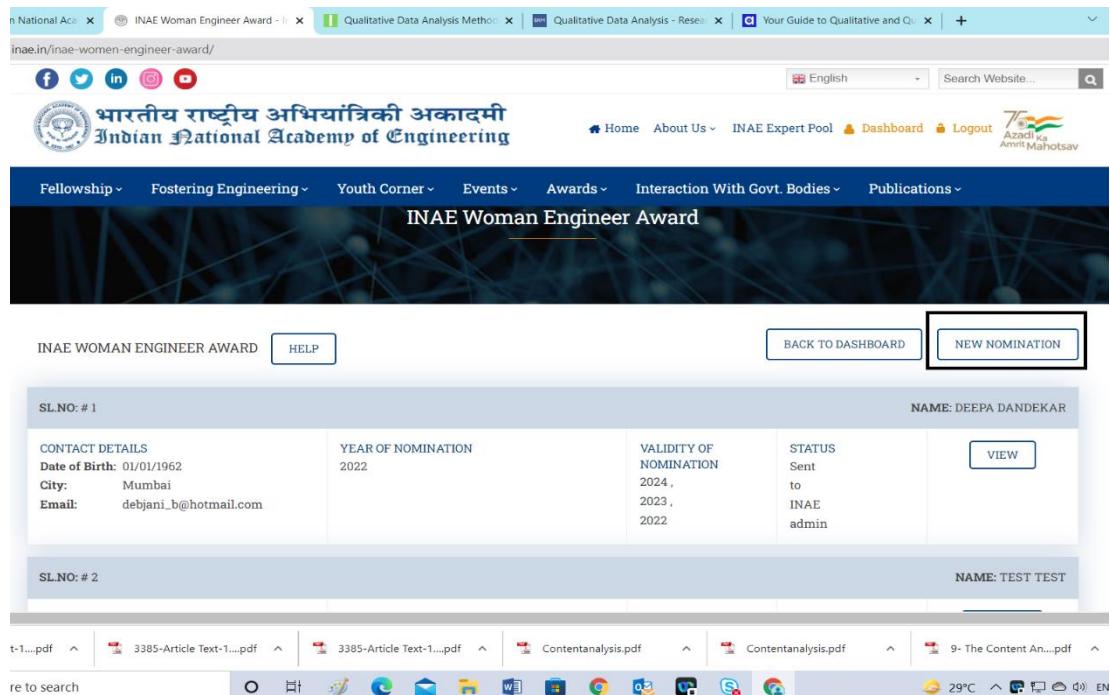


Fig 2: New Nomination Button on view pane

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

The screenshot shows the 'PARTICULARS OF THE NOMINEE' section of the INAE website. The 'Nominee type' dropdown menu is open, showing two options: 'INAE Fellow' and 'Non INAE Fellow'. The 'INAE Fellow' option is highlighted. The form also includes fields for '1. Title', '2. Category', and '3. Contact Details of Nominee'.

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. It includes a 'SAMPLE FILE' button and an 'Upload' button. Below this, there is a table for '7. Academic Qualifications of the Nominee' with columns for Degree, University/Institution, Year, Subject, and Class/CGPA/Remarks. The table has two rows of data.

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:

Fig 5: Proposer page

**Step 6:** Then click ‘Choose Secunder’ 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:

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

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 Secunder

The following steps to be followed by the seconder:

**Step 1:** Secunder 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	ACTION
Date of Birth:	03/02/1981	2022	2024 , 2023 , 2022	Pending By Secunder	<b>REVIEW</b>

Fig 7: View pane for Secunder

Secunder 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 “Secunder Comment”. Two buttons appear at the bottom of the form: “I Second” and “Decline Support”. Secunder 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.

Secunder 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](mailto:inaehq@inae.in) or call/whatsapp at Helpline number: +91 7428520410