

Instructions for Online Submission of Nominations for ‘INAE Outstanding Teachers Award’

The online submission for the award has four phases. The proposer will initiate the process and will submit the completed form to INAE Secretariat online.

Important Instructions:

To send nomination under the OTA Award 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 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 Proposer (INAE Fellow) be completed before submitting nominations online. Since some data of the nominee will be fetched from his/her profile page, it is advisable that the nominee page is also completed.
3. For accessing the applications in digital platform, please use updated version of Google Chrome/ Internet Explorer/ Edge/ Firefox browser.
4. Ensuring Firewall settings to allow mails from INAE Server. In case mail is not received in the inbox please check the intimation mail/acknowledgement mail in the junk/spam/trash folder of the mail box.

Phase I (for Proposer/ Nominator)

1. **Login to the respective Fellow Login Page (<https://www.inae.in/newlogin/>) with credentials provided (INAE Secretariat may be contacted in case credentials are not available with Proposer).**
2. **The dashboard has icon for INAE Outstanding Teachers Award.**
3. Clicking on the icon will land the proposer to a page (view pane) with four buttons (1) Help (2) Back to dashboard (3) New Non-Fellow Nomination (4) New Fellow Nomination as shown in Fig 1:

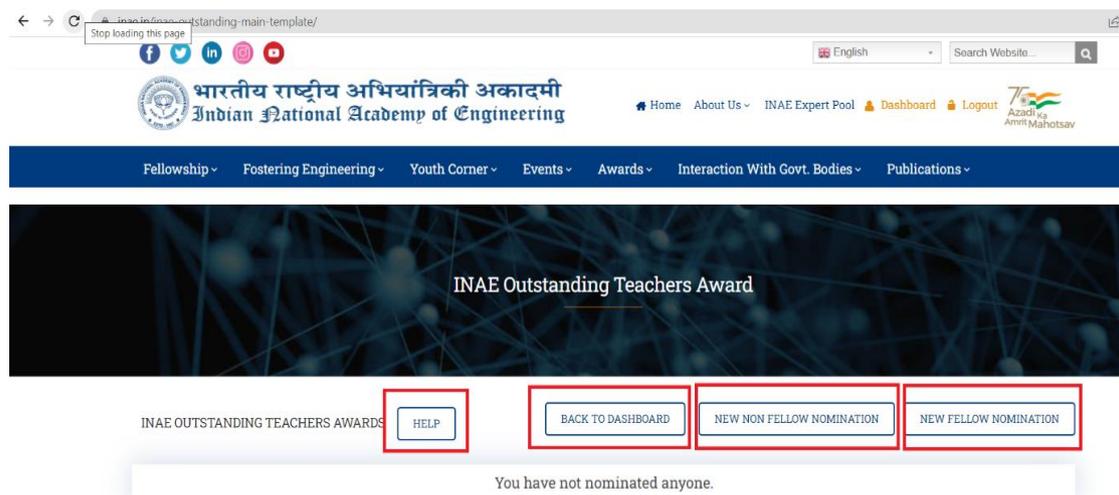


Fig1: View Pane for nomination of Outstanding Teachers Award

4. Clicking ‘New Non-Fellow Nomination’/ ‘New Fellow Nomination’, will make a small dialogue box appear with two radio buttons showing the eligibility criterion of 10 years of teaching for the nominee. Snapshot given below as Fig 2:

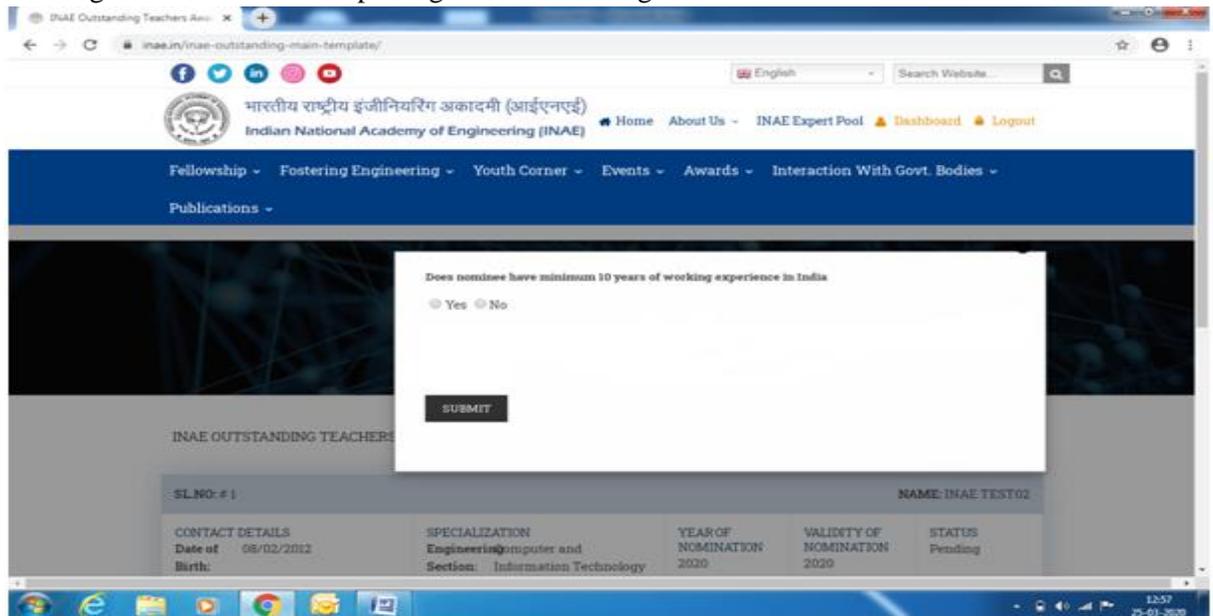


Fig 2: Mandatory eligibility for Nominee

5. Once the eligibility criterion is checked and the submit button clicked, the Proposer is navigated to pages as per the button clicked.
 - i. For Non-Fellow Nomination (nominee is not an INAE Fellow of INAE), the proposer lands on the form page and is requested to complete the form.
 - ii. For Fellow Nomination (nominee is an INAE Fellow), the proposer lands on ‘Search for Fellows’ page. Search may be initiated by **First Name or Last Name** or by Engineering Section. Help button has been provided on this page to facilitate search. *If the Nominee has not completed his/her profile in the format provided in the digital form, the search filter on Country, State and City will not work properly.*

The search window is given in Fig 3.

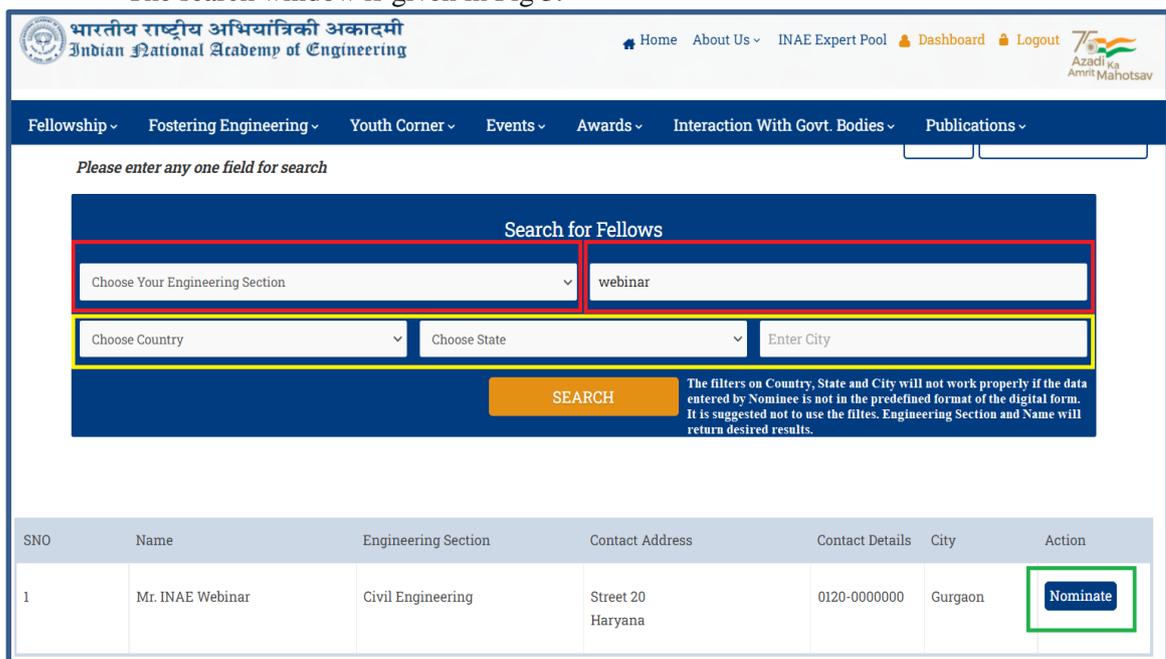


Fig 3: Search Window for INAE Fellow

6. Search Results are returned based on Search Criteria provided. Click on the nominate button provided against the search result(s). ****You can nominate only one person at a time.**

7. After clicking 'Nominate' button, the online form is visible with basic information of the nominee populated in respective places. In case the information is absent which may be because nominee profile is not complete, the information may be provided by the proposer.
8. Kindly complete the form by entering comment at the bottom of the page and submit. The "Details of Teaching Experience" has a format as shown in Fig 4:

Fig 4: Format for listing Teaching Experience

You are requested to download the sample file and fill up the details. Once the details have been filled, please upload the file.

9. You are requested to SUBMIT the form.
10. You receive an acknowledgement mail which requests you for the second phase for choosing a seconder.

Phase II (for the Proposer, applicable for both Non-Fellow nomination or Fellow Nomination)

11. Log in again.
12. Click on view to verify the nominee details. The proposer comment may be added at this step too.
13. Click on '**Choose seconder**' button. Search for Fellows appear again.
14. Choose the desired Fellow from search result.
15. You will receive an acknowledgement mail.
16. The Secunder also receives intimation mail for reviewing the nomination.

Phase III (for Secunder)

17. The Secunder logs in and clicks on Outstanding Teacher
18. Review the Nominee details and enters the comment.
19. He/she has an option either to second or to decline support.
20. Once submitted by Secunder, an intimation mail goes to Proposer for final submission.

Phase IV

21. The Proposer logs in and review the comment of the Secunder.
22. If the support is declined, the Proposer may select another Secunder and phase III and IV get repeated.
23. The final submission is done by Proposer