

# Instructions for submitting online nomination for ‘Life Time Contribution Award in Engineering’

## Important Instructions:

To send nomination under the LT 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](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 Proposer (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. 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.

## Eligibility of Nominee

Any citizen of India who has made distinguished contributions in the field of engineering / engineering research / engineering education / technology development / engineering services or management which have brought prestige to the nation and regarded as landmarks of technological excellence in the country, is eligible for nomination.

He /She should not be a Member of INAE Governing Council during the year of the Award.

## Steps to be followed by Proposer

1. Click link <https://www.inae.in/newlogin/>
2. Login with individual login credentials to land on INAE Fellow Dashboard
3. Click on Life Time Contribution Award icon
4. The nomination page open with two options as shown in Fig 1
  - (i) Fellow Nomination
  - (ii) Non-Fellow Nomination

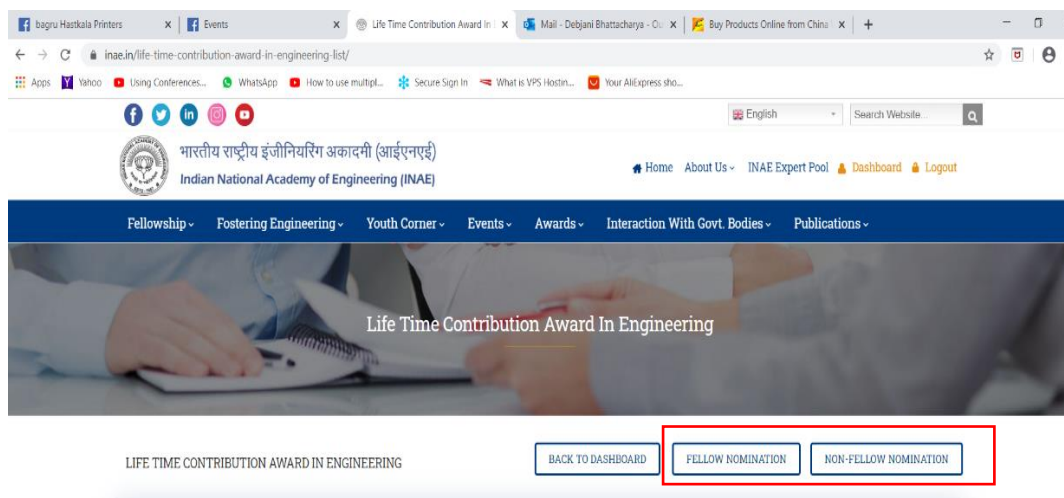


Fig 1: Option for selecting Nominee

Please click on the option based on the status of nominee (Fellow of INAE or Not a Fellow of INAE)

5. If the nominee is an INAE Fellow, a search window will open up for choosing the name of the Fellow as shown in fig 2:

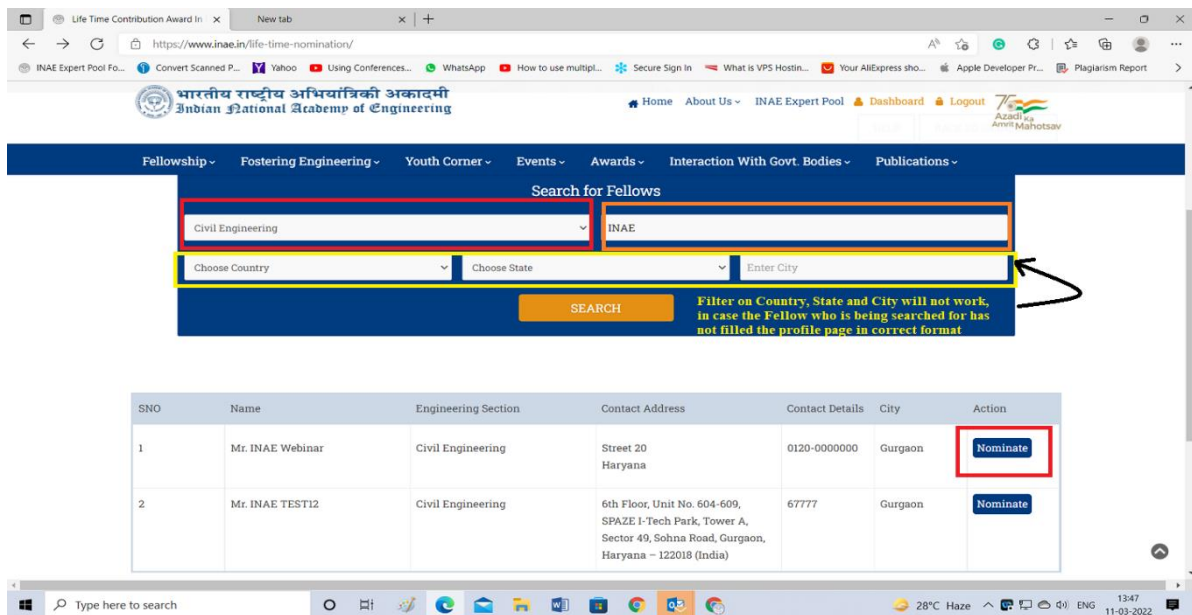


Fig 2: Search Window for nominee who is an INAE Fellow

**Please note:** In place of name, kindly enter either first name or last name of the nominee. Entering Full Name may not retrieve desired result and may show “No record found”. Country state and city will only work if Nominee has filled his/her profile page in prescribed format.

6. Clicking “Nominate” button (as shown in fig 1) will give access to form.
7. Filling up form are different in each case:
  - For Fellow:** The form will have values retrieved from Fellow Profile page in some of the fields. The other fields will have to filled by proposer.
  - For Non-Fellow:** The form needs to be filled by the proposer.
 In either case, CV of the nominee is mandatory before submission of the form.
8. An acknowledgement mail will be received by the proposer after submitting the form.
9. The name of the nominee will appear in the view pane for each proposer as shown in fig 3.

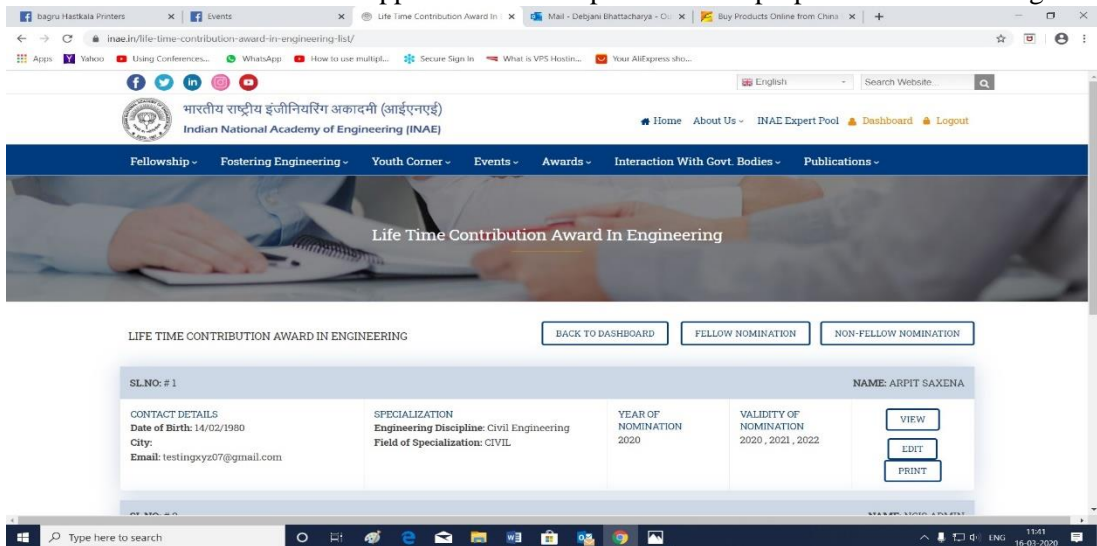


Fig 3: View Pane of Proposer

10. The nomination is valid for the present year and subsequent 2 years. All three years will be listed in the record shown in nomination page (test entry done from a test id)
11. After submitting the form, a print out of the form may be taken. If any attachment has been uploaded, the same will not appear in the print out.