



# GUIDE TO CONDUCT MENTORING SESSIONS

For Mentors

## NATIONAL MISSION FOR MENTORING

aligned with Para 15.11 of NEP 2020

NATIONAL COUNCIL FOR TEACHER EDUCATION G-7, SECTOR-10, DWARKA, NEW DELHI – 110075

#### **Guide to Conduct Group Mentoring Sessions**

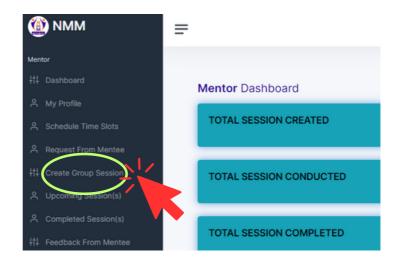
For Mentors

Step 1: Login to NMM Web-Portal

| As shown in Image<br>Enter your Email and Password<br>Sign In<br>Sign In<br>Final<br>Comparison of the state of |  |   |
|---|--|---|
| Enall   | As shown in Image<br>Enter your <b>Email</b> and <b>Password</b> |   |
| @gmail.com         Password            Forgot password?       If not registered, please click here  |  | Sign In   |
| Password Forget password? If not registered, please click here  |  |   |
| Forget password? If not registered, please click here   |  |   |
|   |  | · · · · · · · · · · · · · · · · · · ·                 |
| Login 🔪   |  | Forgot password? If not registered, please click here |
|   |  | Login 🔪 🗸   |
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|   |  |   |
|   |  |   |

#### Step 2: Go to "Create Group Session"

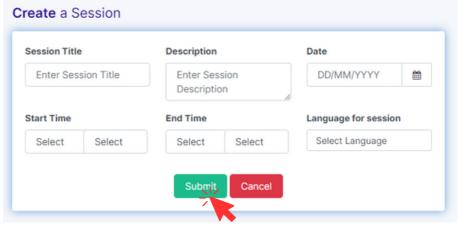
Click on "Create Group Session". It will take you to a new page as shown in step 3.



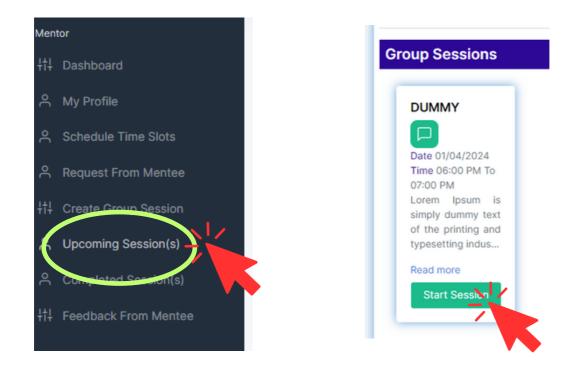
Step 3: Fill out the following:

- 1. Session Title
- 2. Description
- 3. Date
- 4. Start Time and End Time
- 5. Language

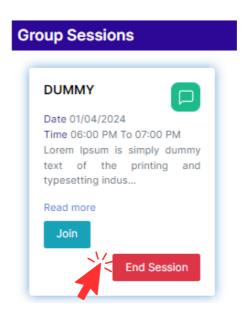
*Note: It is compusory to fill in all the details* 



# Step 4: To start the session go to "Upcoming Session" then click "Start Session".



The portal will take you to MS Teams for the session. After you complete the session come back to "Upcoming Sessions" and end the session.



#### **Guide to Conduct Individual Mentoring Sessions**

For Mentors

Step 1: Login to NMM Web-Portal

| As shown in Image<br>Enter your <b>Email</b> and <b>Password</b> | National Mission for Mentoring                        |
|--|---|
|  | Sign In   |
|  | Email<br>@gmail.com                                   |
|  | Password  |
|  | Forgot password? If not registered, please click here |
|  | Login 🔨 🖊   |
|  | About NMM   |
|  |   |
|  | • •   |

## Step 2: Go to "Schedule Time Slots"

Click on "Schedule Time Slots". It will take you to a new page as shown in step 3.

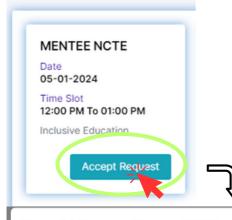
| t†∔ Dashboard            | Add Time Slots for Mentoring |
|--------------------------|------------------------------|
|                          |                              |
| 은 Schedule Time Slots    | Start DD/MM/YY'  Start Time  |
| +†↓ Create Group Session |                              |
| 은 Upcoming Session(s)    |                              |
| 은 Completed Session(s)   | Add                          |
| +†+ Feedback From Mentee | List of Time Slots           |

| Step 3: Fill out the following: | Add Time S | Slots for Mentoring | I             |             |        |
|---------------------------------|------------|---------------------|---------------|-------------|--------|
| 1. Start Date                   | [          |                     |               |             |        |
| 2. Start Time and End Time      | Start Date | DD/MM/YY'           | Start Time 00 | AM End Time | 00 AM  |
| Then Click "Submit"             | List of Ti | me Slots            | (             | Add         |        |
| The list of time slots is       | Sr.No.     | Start Date          | Start Time    | End Time    | Delete |
| generated as below              | 1.         | 05/01/2024          | 12:00 PM      | 01:00 PM    | 8      |
|                                 | <u> </u>   |                     |               |             |        |

Note: This will show your availability to conduct Individual Mentoring Sessions. Mentees may request as per your availability.

## Step 4: Click "Accept Request".

#### **Request** Received



Note: After clicking "Accept Request", the details of the Mentee will pop up as shown below.

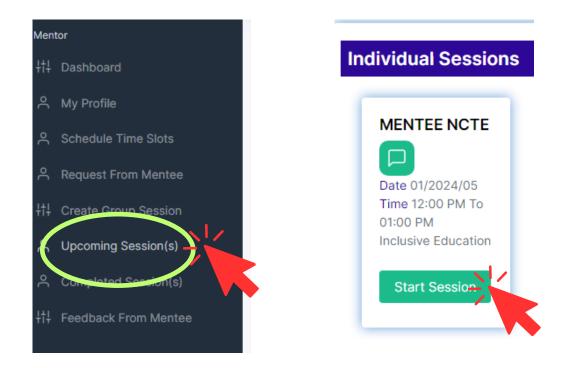
#### Name Of Mentee : Mentee NCTE **Mentee** Details Registration Number MTE000280 English Hindi Name Mentee NCTE Language Principal Teacher (Primary) Role About Mentee 0 **Query** Details **Query Title** Inclusive Education Date 05-01-2024 **Query Status** Not Accepted !

|             | AF A1 AAA            | 0 · · · · · · |                      |  |
|-------------|----------------------|---------------|----------------------|--|
| ession Date | 05-01-2024           | Session Time  | 12:00 PM To 01:00 PM |  |
| ession Type | Individual Session ! |               |                      |  |

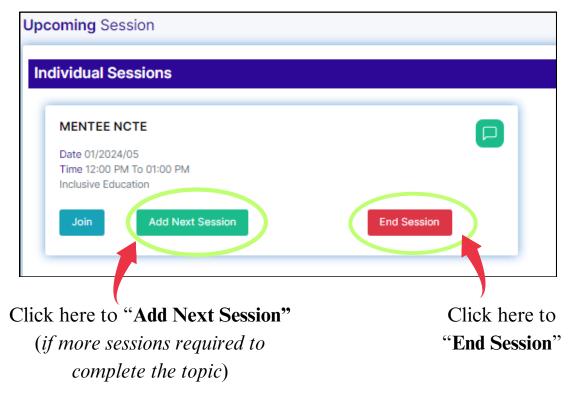
Then click "Accept"

×

Step 5: To start the session go to "Upcoming Session" then click "Start Session". The portal will take you to MS Teams for the session.



Step 6: After you complete the session come back to "Upcoming Sessions" to add next session or end session.



For any query or assistance, contact us at nmm@ncte-india.org