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
Enter your **Email** and **Password**

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

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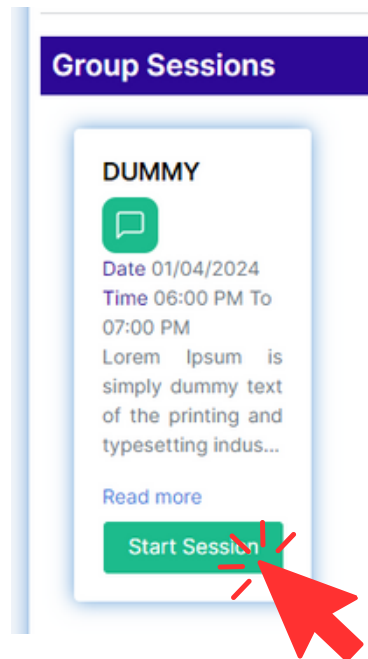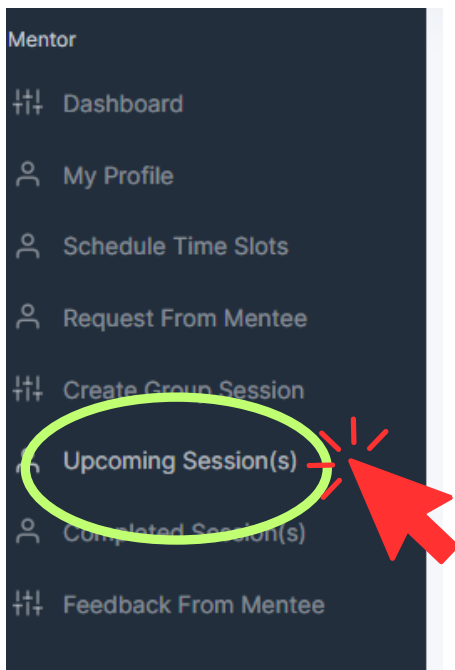It will take you to a new page as
shown in step 3.

Step 3: Fill out the following:

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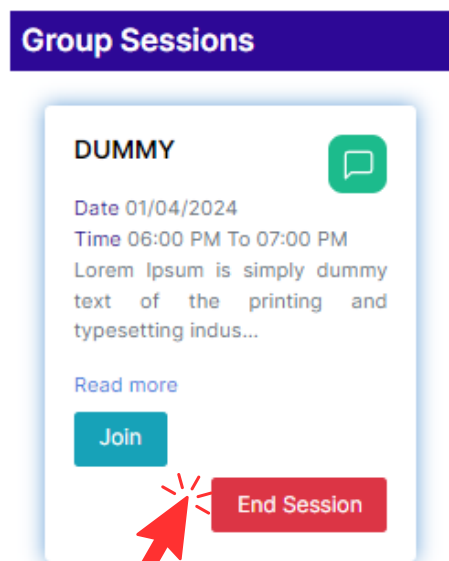4. Start Time and End Time
5. Language

Note: It is compusory to fill in all the details

Then Click "**Submit"**

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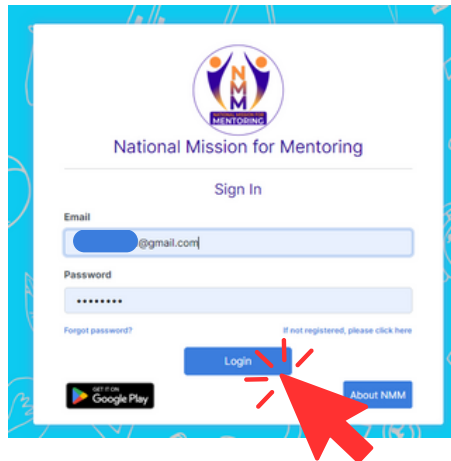then click "**Start Session"** .

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.

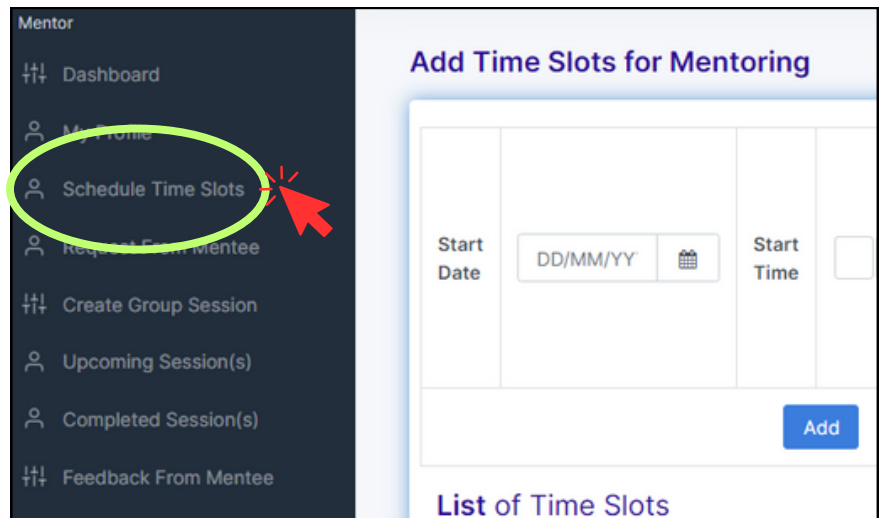# Guide to Conduct Individual Mentoring Sessions
For Mentors

Step 1: **Login** to NMM Web-Portal

As shown in Image
Enter your **Email** and **Password**

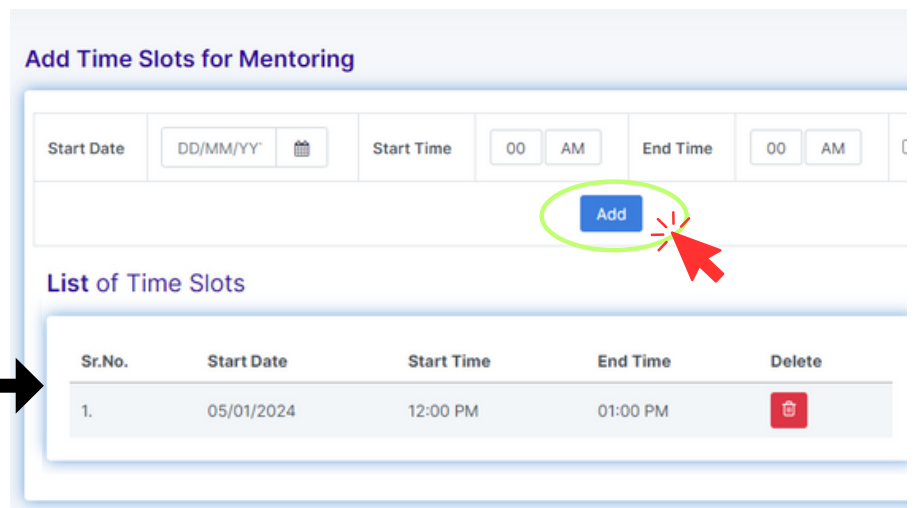Step 2: Go to "**Schedule Time Slots**"

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

Step 3: Fill out the following:
1. Start Date
2. Start Time and End Time

Then Click "**Submit**"

The list of time slots is
generated as below

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

Step 4: Click "**Accept Request**".

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		
Name	Mentee NCTE	Language	English Hindi
Role	Principal Teacher (Primary)		
About Mentee	0		

Query Details

Query Title	Inclusive Education		
Date	05-01-2024	Query Status	Not Accepted !

Session Details

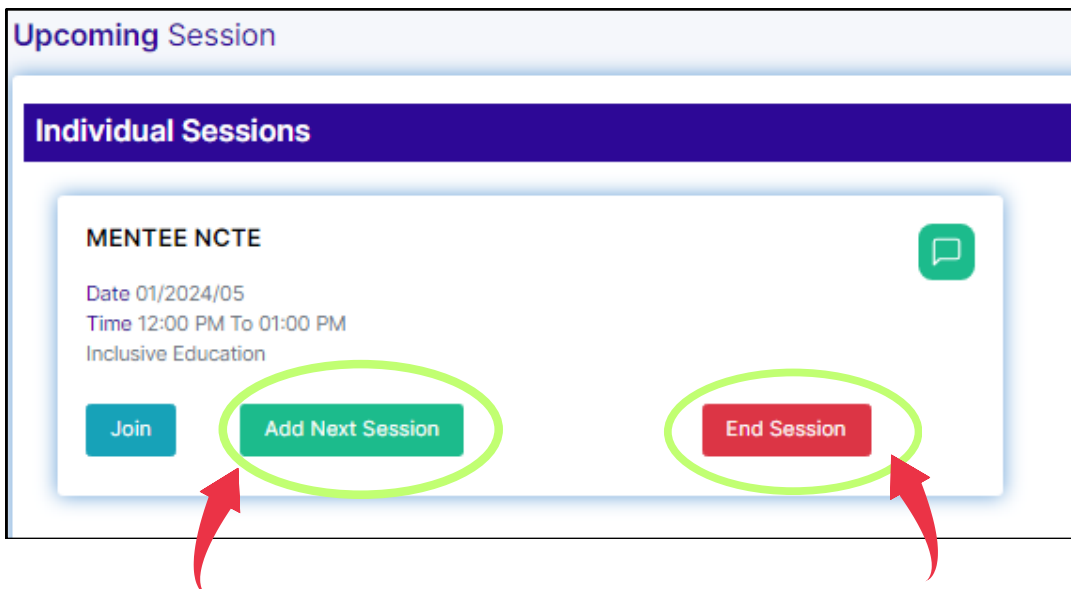| Session Date	05-01-2024	Session Time	12:00 PM To 01:00 PM
Session Type	Individual Session !		

Accept

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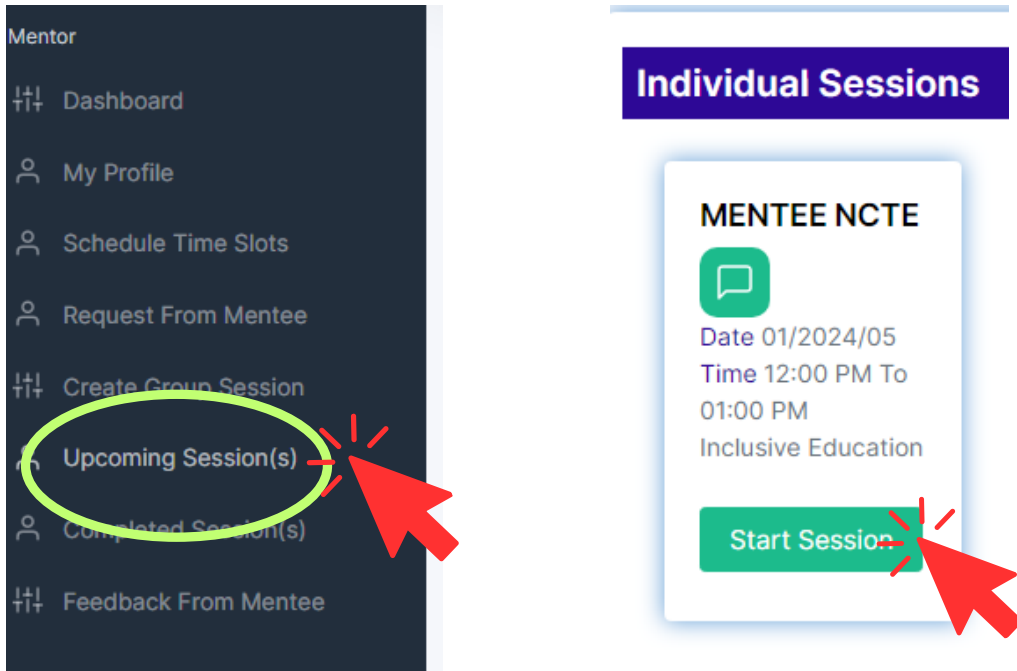
Step 6: After you complete the session come back to "Upcoming Sessions" to add next session or end session.

Click here to "**Add Next Session"**
(*if more sessions required to complete the topic*)

Click here to "**End Session"**

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