



# 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**

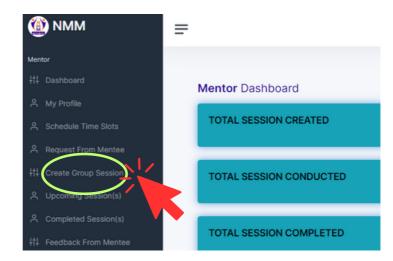
For Mentors

Step 1: Login to NMM Web-Portal

As shown in Image Enter your Email and Password Sign In Sign In Final Comparison of the state of		
Enall	As shown in Image 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 🔪 🗸

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

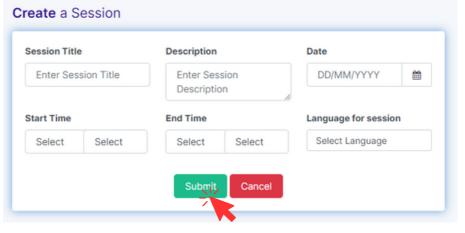
Click on "Create Group Session". It will take you to a new page as shown in step 3.



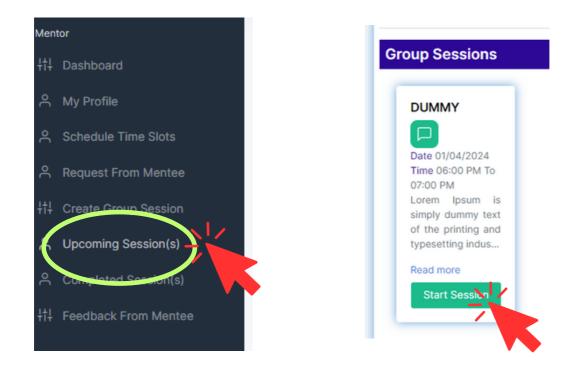
Step 3: Fill out the following:

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

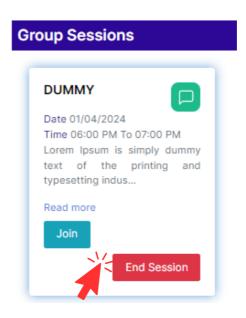
*Note: It is compusory to fill in all the details* 



# 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 Enter your <b>Email</b> and <b>Password</b>	National Mission for Mentoring
	Sign In
	Email @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.

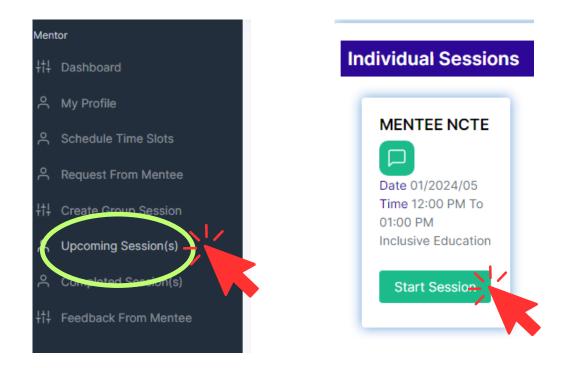
#### Name Of Mentee : Mentee NCTE **Mentee** Details Registration Number MTE000280 English Hindi Name Mentee NCTE Language Principal Teacher (Primary) Role About Mentee 0 **Query** Details **Query Title** Inclusive Education Date 05-01-2024 **Query Status** Not Accepted !

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

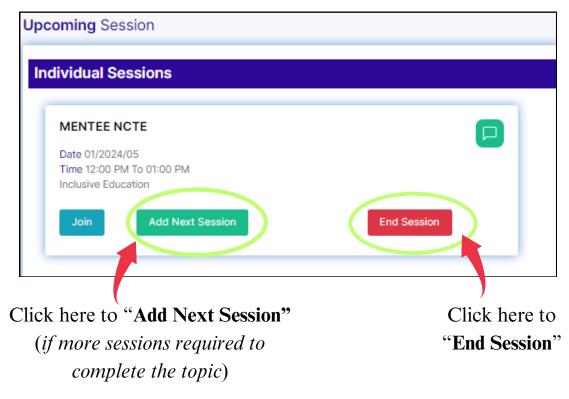
Then click "Accept"

×

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