

Steps for adding new mentors during filling of application under INSPIRE Internship

1. When submitting an application for the INSPIRE Internship, the organizer must provide the names and details of mentors willing to give talks or lectures and engage with students during the science camp.
2. The organizer must choose mentors from the list of available names under the "Camp Mentor Details" link, categorized under STEM subjects.
3. If a particular mentor's name and details is not found in the dropdown list, the organizer can add it as a new mentor.
4. Upon adding a new mentor at the organizer level, the details will be sent to the INSPIRE program officer for approval. The program officer will review all details and either approve or reject the mentor based on information provided and suitability as per INSPIRE Internship Norms.
5. Upon approval, the mentor's details will be included in the dropdown list for selection.

Steps for adding new Mentor:

1. After login, the following window appears.

Change Password

Select Language: | English | हिंदी

Internship - Organizers Details

Name and Address of Organization

Please give full form of the Organisation Name

DST

Address

1233

State/UT

DELHI

Town/City

South Delhi

Pincode

110016

Telephone Number (with STD code)

01126590274

Mobile Number

Fax

Email Address

tamanna.arora29@gmail.com

Website Address

NA

Related Link

- [Organizers Details](#)
- [Bank Details](#)
- [Apply For New Camp](#)
- [Block Student By Organizer](#)
- [Applicant Camp Allocation](#)
- [Release Candidate By Organizer](#)
- [Organizers Submission Report](#)
- [Register Applicant](#)
- [View Installment Status](#)
- [Manage Mentor Details](#)
- [View Closure Camp](#)

2. On right hand side, click on **Manage Mentors Details**.

The screenshot shows a web browser window with the URL <https://online-inspire.gov.in/Internship/InternshipOrganizationDetails>. The page title is "Organization Details - Inspire". The user is logged in as "Dst" with an IVR Number of 202400001221. The page displays "Internship - Organizers Details" with the following information:

Name and Address of Organization	
Please give full form of the Organisation Name	Address
DST	1233
State/UT	Town/City
DELHI	South Delhi
Pincode	Telephone Number (with STD code)
110016	01126590274
Mobile Number	Fax
Email Address	Website Address
tamanna.arora29@gmail.com	NA

On the right side, there is a "Related Link" sidebar with the following items:

- Organizers Details
- Bank Details
- Apply For New Camp
- Block Student By Organizer
- Applicant Camp Allocation
- Release Candidate By Organizer
- Organizers Submission Report
- Register Applicant
- View Installment Status
- Manage Mentor Details** (highlighted with a black box and an arrow)
- View Closure Camp

The footer contains the text: "Copyright © 2013 Department of Science and Technology" and "This site is best viewed with Internet Explorer 8+, Firefox 17+". The system tray shows the time as 10:37 AM on 5/9/2024.

3. Following window will open:

The screenshot shows a web browser window with the URL <https://online-inspire.gov.in/Internship/AddMentorshipFromOrg/Index>. The page header includes the Ministry of Science & Technology, Department of Science & Technology, and Innovation in Science Pursuit for Inspired Research (INSPIRE) logo. The user is logged in as 'Dst' and can access 'Change Password' and 'Logout' options. The main content area is titled 'Internship - Mentors Details' and features a search bar with the following fields: Subject (dropdown menu), Name (text input), State (dropdown menu), and Records Per Page (text input). The search results are currently empty, displaying 'No Record Found'. The footer contains copyright information for 2013 and a note about browser compatibility.

Ministry of Science & Technology
Department of Science & Technology
Innovation in Science Pursuit for Inspired Research (INSPIRE)

Welcome Dst Logout

Change Password Select Language: English हिंदी

Internship - Mentors Details [+ Add New](#)

Search

Subject Name State Records Per Page *

--Please Select-- --Please Select-- 10 Search Clear

Displaying Items 0 - 0 (0)

S. No.	Subject	Name	Address	Phone No.	Email Id	State	City	Status	Camp Participation Confirmation (1 MB file allow to be upload)	Action
No Record Found										

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10:49 AM 5/9/2024

4. Click on **Add new** on right side

The screenshot shows the 'Internship - Mentors Details' page on the Inspire website. The page header includes the Ministry of Science & Technology logo and the Inspire logo. The user is logged in as 'Dst' and can click 'Logout'. The page title is 'Internship - Mentors Details'. On the right side, there is a 'Select Language' dropdown menu with 'English' and 'हिंदी' options. Below this, there is a '+ Add New' button, which is highlighted with a red box and a black arrow. The page also features a search bar with fields for 'Subject', 'Name', and 'State', and a 'Records Per Page' dropdown set to '10'. The search results section shows 'Displaying Items 0 - 0 (0)' and a table with columns: 'S. No.', 'Subject', 'Name', 'Address', 'Phone No.', 'Email Id', 'State', 'City', 'Status', 'Camp Participation Confirmation (1 MB file allow to be upload)', and 'Action'. The table is currently empty, and the text 'No Record Found' is displayed in red. The footer contains copyright information for 2013 and a note about browser compatibility.

Index - Inspire

https://online-inspire.gov.in/Internship/AddMentorshipFromOrg/Index

120%

Ministry of Science & Technology
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inspire

Welcome Dst Logout

Change Password

Select Language: English हिंदी

Internship - Mentors Details

+ Add New

Search

Subject Name State Records Per Page *

--Please Select-- --Please Select-- 10 Search Clear

Displaying Items 0 - 0 (0)

S. No.	Subject	Name	Address	Phone No.	Email Id	State	City	Status	Camp Participation Confirmation (1 MB file allow to be upload)	Action
No Record Found										

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5. Following window will open, fill the details of mentor:

The screenshot displays a web browser window with the following details:

- Browser Tab:** - Inspire
- Address Bar:** <https://online-inspire.gov.in/Internship/AddMentorshipFromOrg/Create>
- Page Title:** Internship - Mentors Details
- Form Fields:**
 - Subject * (Dropdown: --Please Select--)
 - Salutation * (Dropdown: --Please Select--)
 - Name * (Text input)
 - Address (Text input)
 - Phone No. (Text input)
 - Email Id * (Text input)
 - Country * (Dropdown: --Please Select--)
 - State * (Dropdown: --Please Select--)
 - City * (Dropdown: --Please Select--)
 - Camp Participation Confirmation (1 MB file allow to be upload) (Text input with an Upload button)
 - Brief Resume * (Text input)
 - Status * (Dropdown: In Active)
 - Is Nobel Laureate or International Scientist ? (Checkbox)
- Form Buttons:** Add New, Cancel
- Footer:** Copyright © 2013 Department of Science and Technology. This site is best viewed with Internet Explorer 8+, Firefox 17+
- Taskbar:** Windows Start button, Internet Explorer, File Explorer, Microsoft Store, Google Chrome, Firefox, Word, Paint, System tray (Network, Volume, Date/Time: 10:53 AM 5/9/2024)

6. After filling all the details, click **Add New** option below.

The screenshot shows a web browser window with the URL <https://online-inspire.gov.in/Internship/AddMentorshipFromOrg/Create>. The form contains the following fields and controls:

- Country ***: A dropdown menu with "--Please Select--" selected.
- State ***: A dropdown menu with "--Please Select--" selected.
- City ***: A dropdown menu with "--Please Select--" selected.
- Camp Participation Confirmation (1 MB file allow to be upload)**: A section with an "Upload" button.
- Brief Resume ***: A text input field.
- Status***: A dropdown menu with "In Active" selected.
- Is Nobel Laurette or International Scientist ?**: A checkbox that is currently unchecked.
- Buttons**: "Add New" and "Cancel" buttons are located at the bottom of the form. A black arrow points to the "Add New" button.

At the bottom of the page, there is a footer with the text: "Copyright © 2013 Department of Science and Technology" and "This site is best viewed with Internet Explorer 8+, Firefox 17+". The Windows taskbar is visible at the very bottom, showing the Start button and several application icons.