NDLI **Club**

NDL Club registration FAQ

1. **AICTE EoA is required to provide NDLI registration no. How do I register to get the registration Id?**

   Answer: For institute level registration, you need to set up NDLI Club in your institute and register your NDLI Club online in the NDLI-Club portal (https://club.ndl.iitkgp.ac.in/).

   Once an institute registers its NDLI Club in the NDLI-Club portal (https://club.ndl.iitkgp.ac.in/) and makes its student's members of the NDLI-Club, the institute gets a Registration Id. which will be visible in the NDLI-Club portal (https://club.ndl.iitkgp.ac.in/).

   For details of the registration steps please visit https://www.ndl.gov.in/ and click on the **Institutional Registration** link at the bottom of the page.

   For any help, please write to ndl-support@iitkgp.ac.in

   NDLI-Club is a platform for conducting learning-oriented events, both online (both local as well as involving many other institutes) and offline, for students of an institute using contents of NDLI (and others as well) and experts (of the institute as well as external) to deliver talks or conduct sessions. Examples of online events are webinars by experts on specific topics or examination preparation strategy. Examples of offline events are quiz sessions or debate competitions. The benefit is to facilitate learning among students through activities. Online events can be conducted through the NDLI-Club platform itself without the need of any other service.

2. **Is there any charge for NDLI club membership?**

   Answer: No, it's absolutely free of cost.

   NDLI and NDLI club platform are sponsored by the Ministry of Education, Govt of India and developed by IIT Kharagpur.

3. **Our institute is already registered with NDLI and have institutional login for bulk data upload. Do I still need to register to get the registration id as required by AICTE EoA?**

   Answer: What possibly mean by your institute is already registered with NDLI is that you have done registration of your students, faculty members/teachers, and staff in NDLI in bulk mode. This registration is individual registration of your students, faculty members/teachers,

and staff in NDLI. For institute level registration, you need to set up NDLI Club in your institute and register your NDLI Club online in the NDLI-Club portal (https://club.ndl.iitkgp.ac.in/). Please follow the club registration process detailed in the **Institutional Registration** link at the bottom of the page of NDLI site (https://www.ndl.gov.in/).

4. **It is going to take some time for us to decide on executive members for NDLI club and self-registration. Can I get a temporary Id quickly without completing the online registration?**

Answer: Unfortunately, there is no concept for temp I'd. To get the Id, you will have to complete the club registration process online as per process and submit the application in the NDLI club portal. Once you have identified the executive members, you can complete the whole application process within 30mins.

NDLI Club operations team will verify all details that you have provided and approve the club formation and your registration ID will be automatically generated by the system

5. **I am stuck in the middle of the registration process. Can you please help me?**

Answer: Please send the following details to ndl-support@iitkgp.ac.in

a) Institute name
b) Club requester email id
c) Screenshot of status page
d) Detail description of the problem

Based on the issue type, our support team will resolve it or call you back to resolve the problem.

6. **I have already applied, but I still have not received the registration id. What should I do?**

Answer: During the application process, the last step is Freeze. Once you have clicked on Freeze, you should get an email confirming that your application has been completed and sent to the NDLI Operations team for approval. The operations team can take up to 2-5 working days to approve or reject the application. If your application has still not been approved or rejected within the stipulated period, please write an email to ndl-support@iitkgp.ac.in

7. **My application has been approved. How do I know what is my club registration id?**

Answer: You will receive the registration id in your email, once your club is approved. You can also login to the Club application as Club Admin and find your registration number on top right side.

8. **What is the institution code I have to provide during the club registration? Is it state code or AICTE code**

    Answer: Please use AICTE Code.

9. **Do I need to take the print out of the authority letter on institute letterhead?**

    Answer: You need to take a printout of authority letter on institute letterhead and get this stamped and signed from the institute Head/Principal/Director.

10. **I have mistakenly typed wrong email id and due to which I cannot self-verify. How do I correct?**

    Answer: Please send following details to ndl-support@iitkgp.ac.in with subject "Correction Needed"
    a) Institute name
    b) Club requester email id
    c) Wrong email id to be modified
    d) Correct email id

11. **How do I correct any typo mistake after I have submitted the application? How do I correct it?**

    Answer: Avoid typo mistakes, if we find too many typos your application will be rejected and then you can fill again and re-submit the application.

12. **I have entered some wrong data, how do I correct it**

    Answer: Except the email id you can modify everything before the Freeze.

13. **When I click on freeze, it says self-verification pending. I have already verified emai ids. What should I do?**

    For the executive members, there are two levels of authentication.
    1. Email confirmation: Each member will have to confirm email
    2. They will also have to login to NDLI club portal and accept the agreement.
    Once these two steps are done, then only Freeze button will send the application to NDLI team.

14. **After the registration is completed, executive members cannot log in to the club portal. it says authentication failure.**

Answer: After the club is approved you should login as Club Admin using this URL: https://club.ndl.iitkgp.ac.in/admin-login

15. **What is the passkey?**

A passkey is an alphanumeric string which should be shared with your institute students and other staff member to register as member of the NDLI Club of your institute using this URL: https://club.ndl.iitkgp.ac.in/sign-up

Once your institute is registered as NDLI club, passkey will be sent over email. You can also login to the club website to get the passkey.

16. **How many members should I add to the registered club?**

Ans: Minimum 100 members needs to added, however, we recommend as many students or faculty members to be registered as club members.