FREQUENTLY ASKED QUESTIONS
ON
NDLI CLUB

1. **Is there any monetary involvement for NDLI Club membership or organizing events?**

    Membership to NDLI or NDLI club is absolutely free. NDLI is funded by the Ministry of Education, Govt of India

2. **Who can create a club? Who can be its members? Can any external person join an institution's club as an authority or member?**

    Currently, NDLI clubs can be created in Higher Education Institutes (HEI) and schools across India. Respective institutes and schools should register their students, faculty and staff as members of the club.

    Club authority of the club should only be from Faculty, Student or staff. No external member can be an authority/admin or as club members

    However, external persons can be event conductor, event performer and event reviewer. However, they should be registered in NDLI.

3. **Can outsiders be included in the events?**

    Event conductor, Event performers or event reviewers can be outside of the institute, but they should register themselves in NDLI.

    However, event participants should only be registered club member of the institutes and should comprise of students, faculty or staff from the institute

4. **What is Passkey?**

    Passkey is a unique code generated for an institute when it is registered as NDLI Club. This passkey will be used for member registration

5. **How to add students to the NDLI Club? Is the registration of students in 'Bulk Mode' in NDLI Club as members possible?**

   After club registration, every club will get a unique pass key. This pass key should be shared with the students/faculty/staff in email/message groups or other channels.

   Students/faculty/staff should visit the club website, click on "Sign up" and provide the pass key and other details like email/name/password to get themselves registered.

   There is no bulk registration option for adding members to the club.

6. **How many events have to be conducted by a club and in what frequency?**

   You can conduct as many events as you like. However, NDLI recommends you should organize one event per month and at least 10 events per year.

   As a best practice, please create an event calendar with one event in a month so that you can plan/organize effectively.

7. **What is the maximum number of students that can be added as members of a club?**

   There is no maximum limit for no of members in a club

8. **What is the maximum number of participants that can join an event?**

   There is no maximum limit for participants

9. **How to inform or notify members about the events of the NDLI Club?**

   Once the event conductor of a club creates and publishes an event on the NDLI club platform, all the existing members will get an email with the event details. Members can also confirm through the platform if they are willing to participate.

   Apart from the NDLI club platform, we recommend promoting the events using other communication channels like college emails, message groups etc

   Also, a reminder email can be sent to all the members who have shown their willingness to participate in the event.

10. **We are yet to conduct the orientation programme. Is that programme can be conducted with any subject expert from our Institution (Internal Expert) on a particular topic or we have to conduct the programme with experts from other Institutes?**

    The first activity should be conducting an NDLI awareness session so that the members understand what NDLI is and the purpose of the NDLI club.
    NDLI has already conducted an NDLI awareness session, you can check the recorded video from NDLI youtube channel https://www.youtube.com/NDLIndia
    or the exact video link https://www.youtube.com/watch?v=ecyIPtWtz-U

    Also, detailed presentations on NDLI, NDLI clubs are available inside the following drive
    https://drive.google.com/drive/folders/1n0onDutkeCyrYKEdpur7dKLr_YGJTH7P

    You can use these or modify those for conducting the first event.

    For the subsequent events, the club can decide the type of events and can select either internal or external experts

11. **Is there any provision to provide certificates after conducting activities?**

    In the NDLI Club platform, members who join the event will get a Certificate of Participation. The certificate can be generated by the member after the event from the club website.

12. **Mandatory process after club registration and renewal of the membership?**

    After the club registration, Club Authority should ensure that all the student and faculty members are registered as a member.

    Club Authority should communicate the pass key/QR code to all students/faculty in email or other channels so that students/faculty can sign-up as a member through the club website.

    All the clubs are also required to conduct one event per month and at least 10 events in a year. Club authority should ensure maximum participation of club members in each event, preferably 100+ participants

    Detailed process documents are available inside the following folder
    https://drive.google.com/drive/folders/1n0onDutkeCyrYKEdpur7dKLr_YGJTH7P

13. **Why is the NDLI Club registration valid only for 12 months?**

    NDLI club should conduct at least 10 events in a year and update the activity report on the NDLI club platform.
    NDLI team will review the activities for each club, the status of member registration and will authorize next year renewal for the club if it meets the criteria.

14. **How to send activity reports to NDLI? Is there any particular format for report preparation?**

    The basic template of the event activity report is auto-generated from the platform. The event conductor at the end of the event can modify that and add custom information, images, links to recorded videos or presentations or other supporting documents in that report.

    The final activity report for the event can be submitted to the platform by the event conductor.

15. **Is it compulsory for the participants to submit the outcomes of the event? What if it's a one-directional session?**

    No, all events do not require the member to submit the outcome.

    Some events will require the outcome upload from participants. Please note, reward points will be generated only for the events when the participants upload their event outcome.
    In other cases, however, members will still be able to generate the Certificate of Participation.

16. **How can we upload photos of events conducted by zoom, google meet, etc.?**

     Once the event is completed, the event conductor need to generate an event activity report, you will be asked to upload Photos, Excel files or any PPT at that time.

17. **Process Guidelines (Videos or PPTs) related to- 1. Creation, Publishing, Informing Members & Conduction of Events through NDLI Club (online and offline, local and global mode), 2. Process of Registering, Joining, Performing and Uploading Outcome by the event performers 3. Reviewing and 4. Generation of Certificates (of Event Organisers, Performers and Participants), if any?**

    Rules and models to be followed in conducting events.

    Detailed process documents are available inside the following folder
    https://drive.google.com/drive/folders/1n0onDutkeCyrYKEdpur7dKLr_YGJTH7P

18. **Why do we conduct events? Types of Club Activities or Events?**

    Please refer to the NDLI club overview documents for concepts of events and how to conduct the events
    https://drive.google.com/drive/folders/1n0onDutkeCyrYKEdpur7dKLr_YGJTH7P

19. **Why do we need an NDLI Club?**
    What roles and responsibilities are expected from NDLI Club authorities?
    What are the benefits for students and institutes?

    We have a detailed presentation on that. Please refer to the NDLI Club overview presentation inside
    https://drive.google.com/drive/folders/1n0onDutkeCyrYKEdpur7dKLr_YGJTH7P

20. **What is the most important activity in your opinion which the NDLI club should do in the pandemic?**

    NDLI Club platform enables institutes to create an environment where the habit of learning can thrive through learning-oriented activities. Clubs are free to choose their topic based on the student interests, institute curriculum, availability of Faculty for the events etc.

21. **We conduct subscribed and open access e-resources training under the information literacy program, and Librarian Development, Tech-fest etc programs throughout the year. Can we organise/ include those events under NDLI club events?**

    Yes. These type of programs can also come under NDLI club events

22. **Any gradation or star reward system for students or institutions? How would it be beneficial for them?**
Whether NDLI plans to extend 'Best NDLI Club', awards. If so at what level, Regional, State or District etc

NDLI has a plan to publish a list of best performing clubs to promote healthy competition between the institutes

NDLI is also working out strategies for rewarding the best-performing students and we will publish that as soon as that is finalized

23. **How to change or edit the club information or the admin/authority details?**

Right now, the club authority detail modification rights are not given to the clubs. Please write to club-support@ndl.gov.in with the change requests, we will take care of it.

This modification feature will be provided to the club soon.

24. **Who can access the list of club members?**

Any member of Club Authority (Patron, President, Secretary or executive member can access the list of club members once they log in to the club portal.

25. **Is it possible to conduct Club activities during this Pandemic period?**

NDLI Club events can be organized both physically and online. During the Pandemic period, you should conduct online events as physical events are not possible.

26. **How to motivate students to be a part of NDLI during this pandemic, as we do not get much response from them to register for NDLI CLUB?**

Most students are not aware of NDLI and the availability of vast free resources it offers to the students. That's why we recommend starting the club event with the NDL awareness session for the students.
Also as part of the club activities or events, the NDLI club would be organizing events that match student interests, hobbies etc. Some of the executive members of the NDLI club should be students. Club Authority should actively engage with the student community to take feedbacks and plan the activities accordingly.

The club authority should also approach the Faculty and Head of Departments to request students to become a member of the club and participate in the club events.

27. **I have an NDLI Membership, should I take another NDLI Club membership? Is there any circular letter or notice from AICTE?**
                                                    and
    What is the difference between taking NDLI membership and NDLI club membership?

    NDLI registration/membership is an individual registration and NDLI does not provide any institute level membership. Institute level membership number is only provided when an institute registers itself as an NDLI club.

    AICTE has mandated AICTE affiliated institutes to become a member of NDLI (ie to register as an NDLI club) and provide NDLI club registration number during EOA

28. **How to conduct activities with other collaborators? Is there a list from where I can get their contact info?**

    NDLI Club platform allows the use of external persons as event conductor, event performer and event reviewer. However, they should be registered in NDLI.

29. **Can we use this platform to take online classes?**

    No, the NDLI club platform can not be used for taking online classes.

30. **How to add collections?**

    Collection and activity creation is maintained by NDLI only. However, if you have any suggestions about activities, please contact us at club-support@ndl.gov.in and NDLI will corresponding collections.

31. **I have inaugurated the NDLI club in October 2018, I have organized around 140 + programs and uploaded them in the Google form provided by NDLI Authorities. Is it possible to integrate all the activities in the new portal?**

     At this moment, it's not possible to add old activities to the club portal

32. **Is it possible to add already conducted events to the NDLI Club portal?**

     At this moment, it's not possible to add old activities or events to this portal.

33. I would like to know whether we should register the programme well in advance or could we upload it after the completion of an event at your portal?

You should organise the entire event using the Club portal, you can't add it later on as participation of members is required to conduct an event.

34. How to cancel the membership of pass out students or staff who are not associated with the institute? (Due to resignation/retirement etc.)

This feature is still under development phase, we will communicate once we are ready.

35. Whether any International Conferences can be organized through this platform.

NO. NDLI Club platform is for organizing learning-oriented events for NDLI club members and not for organizing conferences, workshops or online classes.

36. For conducting orientation in our Institute, are there any resource persons available from the NDLI side?

NDLI has already conducted an NDLI awareness session for club authorities and uploaded all the support materials like an overview of NDLI, an overview of NDLI Club and it's activities, multiple FAQs.

Please check the recorded video from the NDLI youtube channel
https://www.youtube.com/watch?v=ecyIPtWtz-U

Also, detailed presentations on NDLI, NDLI clubs are available inside the following drive
https://drive.google.com/drive/folders/1n0onDutkeCyrYKEdpur7dKLr_YGJTH7

Based on those resources NDLI club should organize a similar NDLI awareness session for its members.
If you still need any help pls write to us at club-support@ndl.gov.in, we will guide you.

37. Can we conduct workshops under the guidance of NDLI?

NDLI Club platform enables institutes to create an environment where the habit of learning can thrive through learning-oriented activities. Clubs are free to choose their event topic based on the student interests, institute curriculum, availability of Faculty for the events etc.
The club can organize the event themselves and if any help or guidance are needed, NDLI will provide that.NDLI will also conduct the Global Events from time to time

38. **What kind of support will we get from NDLI regarding Club Registration or Organising Events?**

NDLI Support is always there to assist all the clubs whenever they need help or guidance. Please write to club-support@ndl.gov.in

However, we have a ready document on how to register a club, basic Intro of NDLI and the availability of content, an overview of NDLI Club and how to conduct an event using the NDLI Club platform.

Also, we have multiple FAQs on registration, NDLI and NDLI club.

All these documents are available inside.
https://drive.google.com/drive/folders/1n0onDutkeCyrYKEdpur7dKLr_YGJTH7P

39. **Help & Support : Email ID & Contact Number**

You can write to us at club-support@ndl.gov.in. We prefer support queries in an email where you can provide your contact number with the problem description. Our support will get back by email or over the phone.

40. **How to recover the lost password of the NDLI club admin?**

The NDLI Club login id/password are the same as the NDLI login & password. So for any password recovery or password change, pls use the NDLI password change or recovery option

Use this account recovery link https://ndl.iitkgp.ac.in/account/recovery

41. **How to create an event Calendar?**

The event calendar would be your internal tracking sheet to plan/organize events in a better way. You can use any excel sheet and create a list of events for conducting an event every month.

42. **Our institute has less than 100 students, how can we fulfil the criteria of conducting an event with 100 participants? How can we get the Club Registration Certificate?**

    In these special cases, where overall students are less than 100 students, please write a separate email to club support for your club registration certificate.

43. **Some of our Faculty are willing to contribute to NDLI by conducting Lecture Series/webinar on technical, management, soft-skill development and others. How can they get involved?**

    Yes, they are most welcome to do so and NDLI appreciates such support.

    NDLI is actively looking for a contribution from Faculties, subject matter experts, domain experts in different domains for conducting Global or multi-club activities for NDLI clubs. All interested members can write to club-support@ndl.gov.in so that the discussions can be taken forward.