



NDLI **Club**

# NDLI Club Event Organization Process

Website : <https://club.ndl.iitkgp.ac.in/club-home>

Support email : [club-support@ndl.gov.in](mailto:club-support@ndl.gov.in)



## Event Creation/ Organization Workflow







# NDLI Club

**Step 1:** One of the Club Authorities to login to the Club Admin section here:  
<https://club.ndl.iitkgp.ac.in/admin-login>

club.ndl.iitkgp.ac.in/admin-login

GoToMeeting Hub Inbox - vigneshjnu... Bookmarks (1) Facebook New Tab Suggested Sites Web Slice Gallery Getting Started Imported From IE Gmail: Email from G...


 **NDLI Club**



Register your club here


Club Registration

NDLI club admin



Sign in to access NDLI club

Email

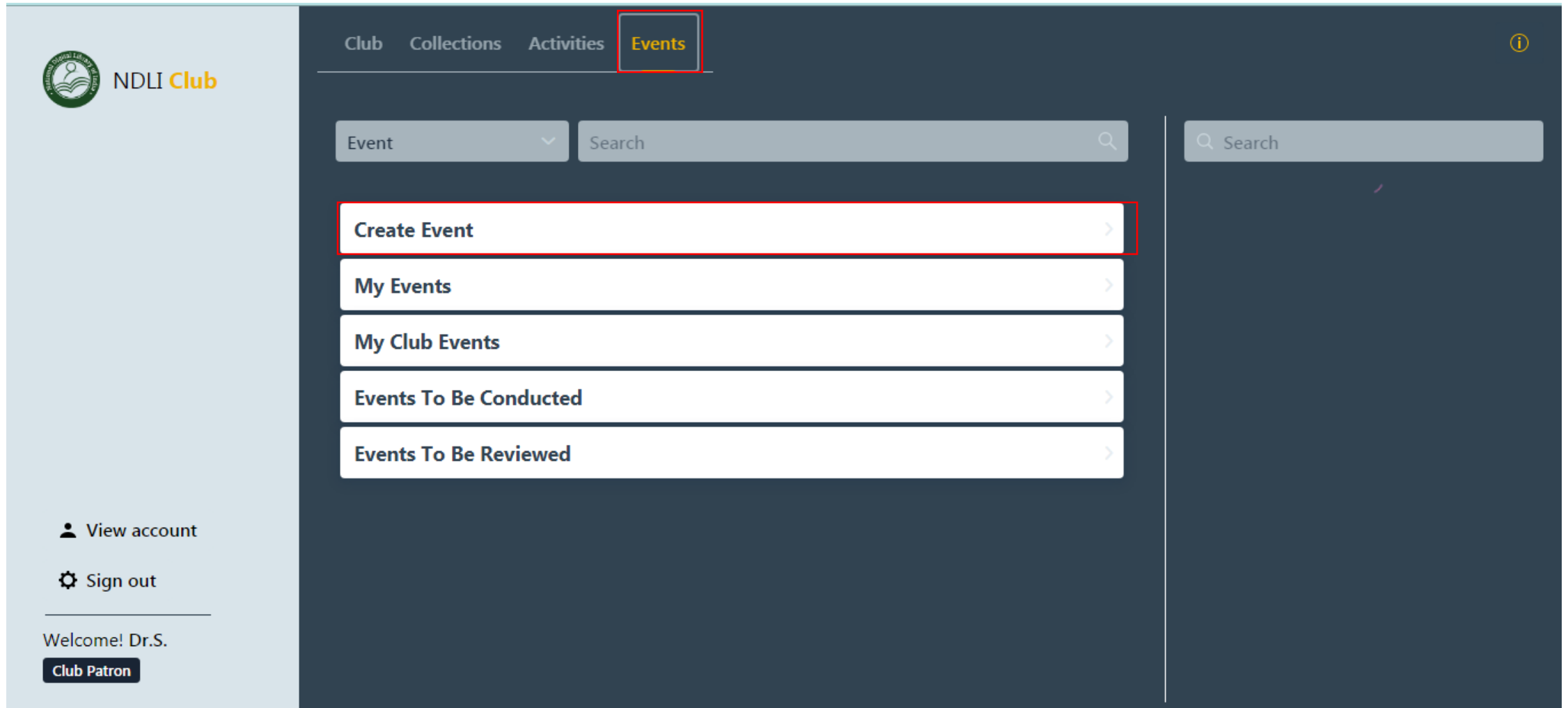
Password 

Sign In

[Didn't receive the verification email?](#)



**Step 2:** After logging-in to the club admin section, please click on the **Events** button at the top bar and then Click on **Create Event** menu button.





## Step 3: You need to enter the event details

NDLI Club

[View account](#)  
[Sign out](#)

Welcome! Dr.S.  
[Club Patron](#)

ClubCollectionsActivitiesEvents

Add new event

Event Name •  
Enter Event Name

Location •  
Enter Venue of Event

Event Description •  
Enter Description

Activity •  
Select Activity

Upload File...  
Upload image upto 3MB. Recommended Image size 480 x 320 pixel

Drop file here

Image Upload

Create



NDLI Club

Enter the name of the event

Enter the location or online event details like URL, meeting ID, etc.

Enter the event description here

We need to select an activity for every event, for example we will select this "NDLI user awareness activity" for awareness type events only, but for quiz or other competition type events we need to select different activities. As of now activity creation is done by NDLI Club team only, so please contact us incase you don't find appropriate activity as per the event in the list

Upload the event poster or image

Click on Create

Create



**Step 4:** Once the event is created, you need to fill other basic details about the event as shown below , details covered in red box are mandatory for you to be filled before you publish the event

Date and time

Participating Clubs

Event Conductor

Add external event conductor

Event Outcome

Event Outcome Rules


Question Answer


Event Performer


Add external event performer



**Step 5:** Choose the Event Start Date and Time and End Date and Time. Then click on Save button. The selected Event date and time will show as below


**NDLI Club**

 View account


 Sign out

Welcome! Dr.S.  


Club Patron

Start date	Start time	End date	End time	Delete event date time
Fri Apr 30, 2021	02:30 PM	Fri Apr 30, 2021	03:30 PM	


Event Start Date

Pick a date


Event Start Time (hh:mm) •

Pick a time

Event End Date •

Pick a date

Event End Time (hh:mm) •

Pick a time

Add new


Save







NDLI Club

**Step 6:** Choose the name of your institute under the Participating Clubs button and then Click on Save. Then, you will be able to see the name of your institute as shown below.



NDLI Club

 View account

 Sign out



Welcome! Dr.S.  

Club Patron

Participating Clubs

Participate Club created.

Added List

 Surendra Institute of Engineering & Management, Siliguri 

<input checked="" type="checkbox"/>	Club Name	Club Address
<input checked="" type="checkbox"/>	Surendra Institute of Engineering & Management, S...	Dhukuria, New Chamta, PO : Salbari, Dt. Darjeeling, ...

Save



## Step 7: Add one or more Event conductor

You need to allocate an event conductor for every event , he/she will be responsible for the execution of the event .

You can either select someone from your club authority by searching in the left side dropdown list or can assign an external event conductor by entering the email ID in the Add external event conductor section.

External event conductor is an external resource person who should have a valid account in NDLI website (<https://ndl.iitkgp.ac.in>). They can login as NDLI Club admin and will see only the list of events assigned to him.

Click on the **"SAVE"** button to save details.

### Event Conductor

Added Conductor List

No data available. Please add new data from add new section.

Add new

<input checked="" type="checkbox"/>	First Name	Email
<input checked="" type="checkbox"/>		atron@hotelapoorv.com
<input checked="" type="checkbox"/>	mits	mits_patron@hotelap...

### Add external event conductor

Add external event conductor

Add external event Conductor •

Enter Conductor Email

Save



NDLI Club

Event outcome is a type of document to be uploaded by the event participant after the event ends. You need to select type of outcome from given list, it may be a PDF file, an image file, etc.

Click on the **“SAVE”** button to save details.

## Step 8: Add Event outcome type

### Event Outcome

Added List

No data available. Please add new data from add new section.

Add new

	Display value
<input type="checkbox"/>	
<input type="checkbox"/>	Video Lecture
<input type="checkbox"/>	Activity summary in Text format
<input type="checkbox"/>	Activity Summary In Image Format
<input type="checkbox"/>	Blog
<input type="checkbox"/>	Poster
<input type="checkbox"/>	Essay
<input checked="" type="checkbox"/>	PDF
<input type="checkbox"/>	Image file
<input type="checkbox"/>	Live event attendance

Save



NDLI Club

You can define any rules of the event as per the event type. For example as I have defined here .

Click on the **“SAVE”** button to save details.

## Step 9: Add Event outcome rules

### Event Outcome Rules

#### Outcome Rules List

No data available. Please add new data from add new section.

#### Add new

##### Event Outcome Rules

Please upload the outcome in a PDF file and make sure it's not exceeding more than 1 MB in size . Please upload before we FREEZE the event

Save



# NDLI Club

If you are conducting a webinar type event and you want someone from out of your club authority list to perform this webinar (maybe a resource person), you need to fill his/ her details under this section.

When you fill somebody details first time, you need to use right side card and from next time he will be reflected in the left side drop down list only.

Event performer must have a valid account in the NDLI website to login to club application.

Click on the **“SAVE”** button to save details.

## Step 10: Add Event Performer (Optional)

### Event Performer

Added Performer List

No data available. Please add new data from add new section.

Add new

	First Name	Email
<input type="checkbox"/>		
<input type="checkbox"/>	Performer	performerex@baree...
<input type="checkbox"/>	Tarun	tarunsen9@inbox-m...
<input type="checkbox"/>	new_perform	new_performer_070...
<input type="checkbox"/>	Janam	janamde@mimpi99....
<input type="checkbox"/>	External	externalperformer@...
<input type="checkbox"/>	Suman	suman@privacy-mai...
<input type="checkbox"/>	Holodhor	holodhor@stevefot...
<input type="checkbox"/>	...	...

### Add external event performer

Add external event performer

Add external event performer •

Enter performer Email

Save



NDLI Club

**Step 11:** After filling the mandatory details, you have to click on the **Publish** button.

Browser tabs: ndli-club-admin, ndli-club-ui-higher-edu, ndli-club-admin

Address bar: club-admin-test.ndli.gov.in/event-details/435

Left sidebar:

- NDLI Club logo
- View account
- Sign out
- Welcome! mits
- Club Patron

Main content area:

- Event details form with fields: Date and time, Participating Clubs, Event Conductor, Event Outcome, Question Answer, Event Performer, Event Report.
- Buttons: Edit, Add external event conductor, Event Outcome Rules, Add external event performer, Publish.

Taskbar: Windows taskbar with search bar and various application icons.



## Step 12: Assign event reviewer after publishing the event. Event conductor can also assign himself as a reviewer, we can assign more than one reviewer for an event

You need to allocate an event reviewer for every event , he/she will be responsible for evaluation of event outcome submitted by event participants and will also assign reward points against each outcome as defined in the activity.

You can either select someone from your club authority list by searching in the left side dropdown list or can assign an external event reviewer to this event using the right side card as shown in the image.

External event reviewer is someone who is not from your club authority list but must have a valid account in NDLI website (<https://ndl.iitkgp.ac.in>) , She/he will also login as NDLI admin but will only see list of events assigned to him as an event reviewer.

Click on the **“SAVE”** button to save details.

NDLI

### Event Reviewer

Added Event Reviewer List

No data available. Please add new data from add new section.

Add new

First Name	Email
<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Sanhita	sanhitadas9@gmail....
<input type="checkbox"/> Someswar	someswar@click2m...
<input type="checkbox"/> Jogeswar	jogeswar@click2mai...
<input type="checkbox"/> Priyanka	priyankachatterjee0...

Reload Reviewer

Save

### Add External Event Reviewer

Add external event reviewer

Add external event reviewer •

Enter Reviewer Email

Save



**Step 13:** You can now check the Published Event under the My Events or My Club Events section.

The screenshot shows the NDLI Club interface. The top navigation bar includes 'Club', 'Collections', 'Activities', and 'Events' (which is highlighted). Below the navigation bar, there is a search bar and a 'Create Event' button. The main content area is divided into sections: 'My Events', 'My Club Events', 'Events To Be Conducted', and 'Events To Be Reviewed'. The 'My Events' section is highlighted with a red box, and within it, the 'published' status is also highlighted with a red box. The event listed is 'NDLI User Awareness Session for SIEM Siligur' with a 'More' link. Below the event title, it says 'NDLI User Awareness activity'. At the bottom of the event card, there is a location pin icon, a URL 'https://www.facebook.com/SiemSiliguriOfficial', and a date '29 Apr 2021'. The left sidebar contains a user profile icon, 'View account', 'Sign out', and a welcome message 'Welcome! Dr.S.' with a 'Club Patron' button. The bottom of the screen shows a Windows taskbar with various application icons and a system clock showing '12:28'.





# NDLI Club

**Step 14:** After the event is published, each of the NDLI Club member of your institute will receive an automated email as shown below

cPanel - Email Accounts (22) Roundcube Webmail :: NDLI X

https://sg2plcpnl0256.prod.sin2.secureserver.net:2096/cpsess2268760001/3rdparty/roundcube/?\_task=mail&\_caps=pdf%3D1%2Cflash%3D

About atulkumar@hotelapoorv.com Logout

roundcube

Mail Contacts Calendar Settings Webmail Home


Back Compose Reply Reply all Forward Delete Move Print Archive Mark More

**Inbox** 22

Drafts Sent Junk Trash Archive

**NDLI Club presents an event NDLI User Awareness Session for the PSGR Krishnammal College** Message 1 of 29

From **NDLI CLUB**  
To **Atul**  
Date **Today 20:34**

 **NDLI Club**

Dear Atul,

We are pleased to invite you to the NDLI User Awareness Session for the PSGR Krishnammal College. The event details are mentioned below and you can register for the the event by clicking the Register Now button at the bottom:

Event Date and Time: Wed May 26, 2021, 04:00 AM .

Event Location : [meet.google.com/isv-drgq-yum](https://meet.google.com/isv-drgq-yum) .

Event Description: Certificate of Participation: eCertificate of Participation will be issued only to participants, who submit the screenshot of the session in the NDLI Club portal. NDLI App should be installed from Google Playstore: [https://play.google.com/store/apps/details?id=com.mhrd.ndl&hl=en\\_IN](https://play.google.com/store/apps/details?id=com.mhrd.ndl&hl=en_IN) Security Guidelines for the Participants: 1) Join the audio 2) Mute your mic throughout the webinar 3) Keep your video off 4) Don't share your screen 5) Questions should be asked through chat only 6) Participants to join the meeting 15 minutes before the meeting 7) Maximum number of participants is 100 on first cum first serve basis only

Process to Register for the Event:

Step 1: Kindly click on the Register Now button at the bottom of this eMail.:

Step 2: You will be taken to the NDLI Club member sign-in page:



# NDLI Club

**Step 15:** After the event is published, each of your Club Authority will also receive an automated email as shown below

cPanel - Email Accounts (59) Roundcube Webmail :: NDI X

https://sg2plcpnl0256.prod.sin2.secureserver.net:2096/cpsess2268760001/3rdparty/roundcube/?\_task=mail&\_caps=pdf%3D1%2Cflash%3D

About mits\_patron@hotelapoorv.com Logout

roundcube Mail Contacts Calendar Settings Webmail Home

Back Compose Reply Reply all Forward Delete Move Print Archive Mark More

**Inbox** 59  
Drafts  
Sent  
Junk  
Trash  
Archive

**NDLI Club presents an event NDLI User Awareness Session for the PSGR Krishnammal College** Message 1 of 73

From: **NDLI CLUB**  
To: mits  
Date: Today 20:34

Dear mits,

Your NDLI Club has created an event on NDLI User Awareness Session for the PSGR Krishnammal College. The event details are mentioned below and you are requested to encourage all the students and faculty members of your institute to join this event:

Event Date and Time: Wed May 26, 2021, 04:00 AM .

Event Location: [meet.google.com/isv-drgq-yum](https://meet.google.com/isv-drgq-yum) .

Event Description: Certificate of Participation: eCertificate of Participation will be issued only to participants, who submit the screenshot of the session in the NDLI Club portal. NDLI App should be installed from Google Playstore: [https://play.google.com/store/apps/details?id=com.mhrd.ndl&hl=en\\_IN](https://play.google.com/store/apps/details?id=com.mhrd.ndl&hl=en_IN) Security Guidelines for the Participants: 1) Join the audio 2) Mute your mic throughout the webinar 3) Keep your video off 4) Don't share your screen 5) Questions should be asked through chat only 6) Participants to join the meeting 15 minutes before the meeting 7) Maximum number of participants is 100 on first cum first serve basis only

For Registration, existing NDLI Club members of your institute can click on the Register Now button from the e-Mail. Then they have to enter their NDLI Club registered eMail ID (Username) and Password. After logging-in, click on the Events section and select the event name. Then check the Eligibility button available at the right side of the event. Once it shows, you are Eligible, then Click on the Participate button.

If any new students/ faculty members of your institute who are not members of the NDLI Club want to join the session, then they should join the NDLI Club first by using the NDLI Club Unique Passkey and then register themselves. This Unique Passkey should be strictly shared with your institute students, faculty members, and other staff members only and non-members of your institute are not allowed to register and attend this event.

Thanks



Step 16: After receiving email from club about the event , all interested club member needs to Sign in as club member using URL : <https://club.ndl.iitkgp.ac.in/sign-in>




ndli-club-ui

club-test.ndl.gov.in/sign-in

NDLI Club

Club Registration Club Admin Sign Up NDLI About us Highlights English **Sign In**



In case you haven't received verification email , please click on the "Didn't receive the verification email..." option

**Signing in to access NDLI Club as Member**

**Sign In**

[Didn't receive the verification email?](#)

[Forgot your password?](#)


[Sign up now >](#)


**Quick links**


[NDLI](#)  
[Terms & Conditions](#)

[Contact us](#)  
[Help](#)

DEVELOPED BY SPONSORED BY

 National Digital Library of India





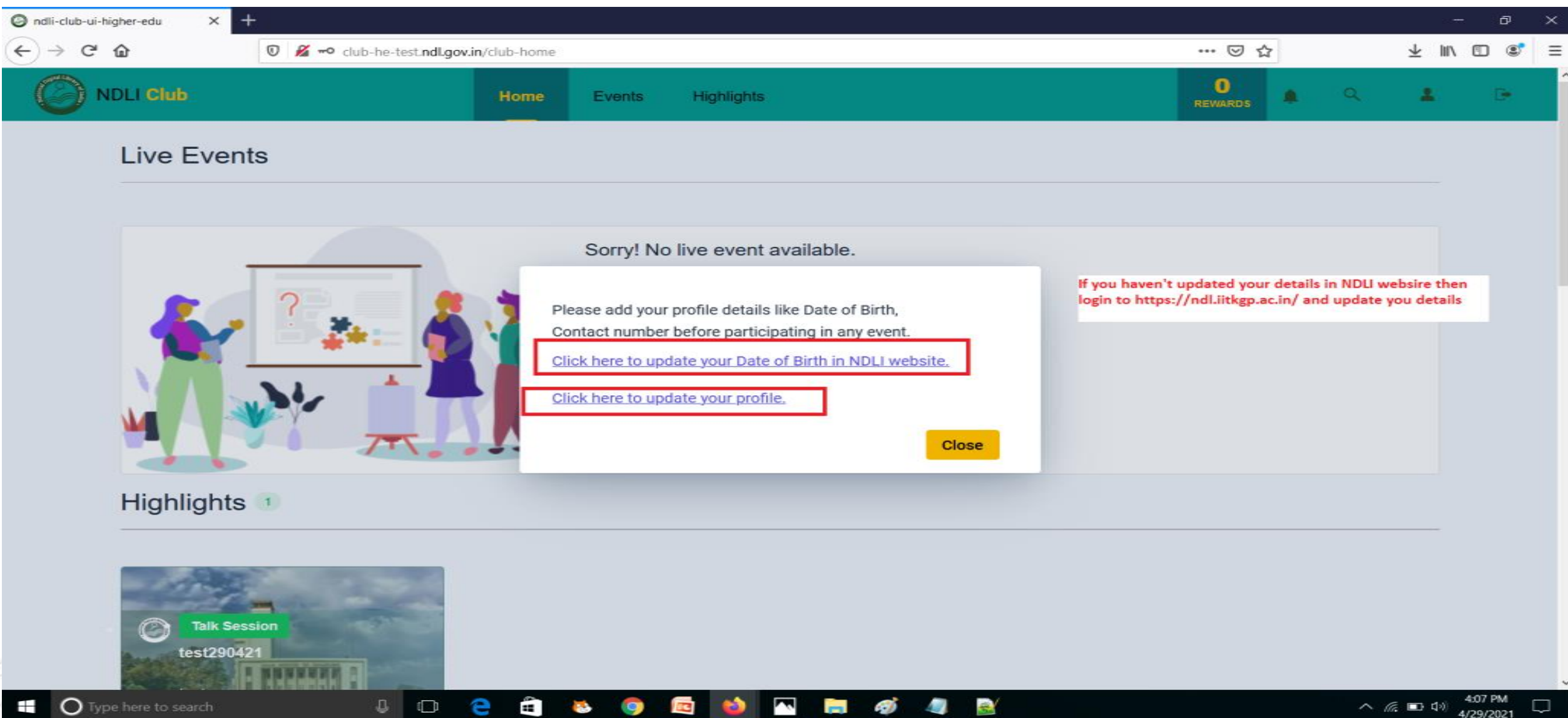
Type here to search

10:08 AM 4/29/2021

Step 17: If you login first time and You haven't updated date of birth in NDLI website,  
Then go to NDLI website and updated details as shown here.



You will see below view incase date of birth is not updated



ndli-club-ui-higher-edu x +

club-he-test.ndli.gov.in/club-home

NDLI Club Home Events Highlights REWARDS

### Live Events

Sorry! No live event available.

Please add your profile details like Date of Birth, Contact number before participating in any event.

[Click here to update your Date of Birth in NDLI website.](#)

[Click here to update your profile.](#)

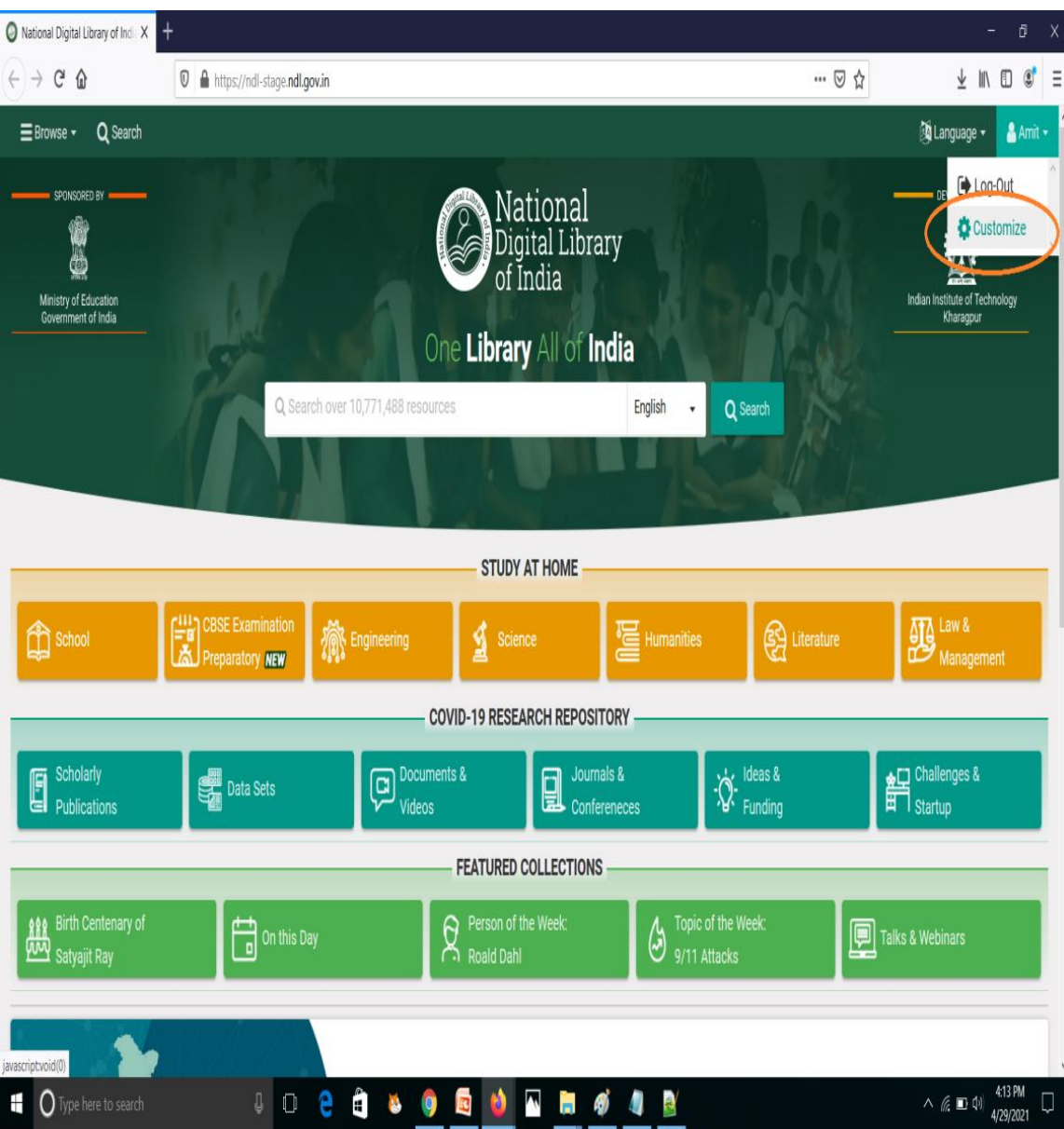
Close

If you haven't updated your details in NDLI websire then login to <https://ndl.iitkgp.ac.in/> and update you details

### Highlights 1

Talk Session  
test290421





National Digital Library of India

One Library All of India

Search over 10,771,488 resources

English

Study at Home

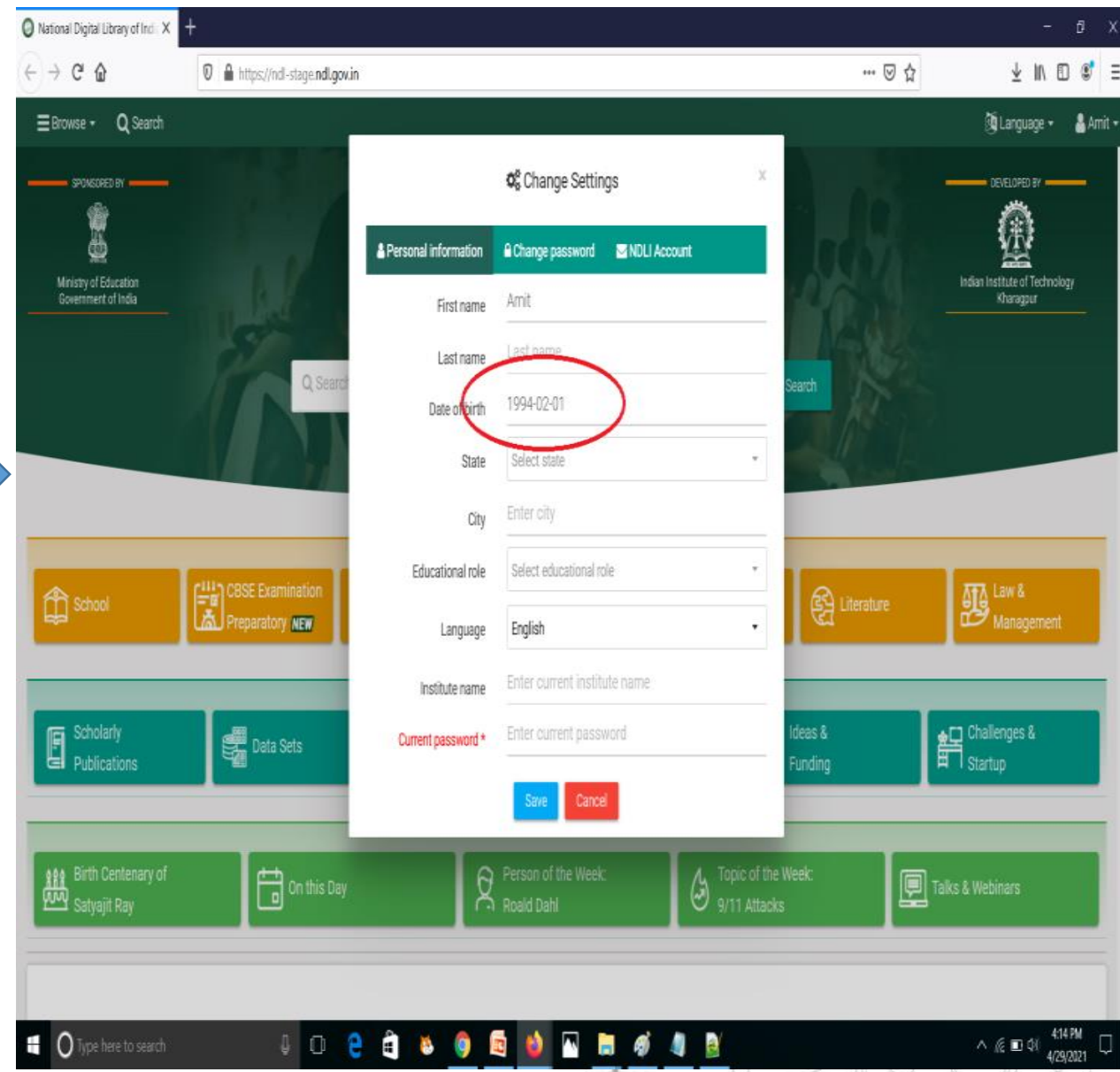
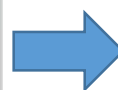
- School
- CBSE Examination Preparatory
- Engineering
- Science
- Humanities
- Literature
- Law & Management

COVID-19 Research Repository

- Scholarly Publications
- Data Sets
- Documents & Videos
- Journals & Conferences
- Ideas & Funding
- Challenges & Startup

Featured Collections

- Birth Centenary of Satyajit Ray
- On this Day
- Person of the Week: Roald Dahl
- Topic of the Week: 9/11 Attacks
- Talks & Webinars



Change Settings

Personal information | Change password | NDLI Account

First name: Amit

Last name: Last name

Date of birth: 1994-02-01

State: Select state

City: Enter city

Educational role: Select educational role

Language: English

Institute name: Enter current institute name

Current password: Enter current password

Save Cancel



ndli-club-ui-higher-edu

club-he-test.ndli.gov.in/club-profile

NDLI Club

Home Events Highlights

0 REWARDS

Sync with NDLI profile

Edit profile Change picture

### About

#### Update Profile Info

Mobile Number • 933123XXX78

Gender not\_set

Birthday •

Save Profile

#### Update Education Info

Degree • Please select degree name

Institute Name • Please select Institute name

Stream name • Please select stream name

Department Name • Please select department name

Amit kumar  
amitndlisharma@rediffmail.com

Events 0 Rewards 0 Upcoming 0

Type here to search

4:19 PM 4/29/2021



Step 20: After login successfully, click on the “Event” button on the menu and you will be able to find all published event For you institute .Click on the event name to view Details



ndli-club-ui-higher-edu


club-he-test.ndl.gov.in/club-events

NDLI Club

Home **Events** Highlights

0 REWARDS


My Club Events 2


  
Demo test event for 18.6  
Demo test event for 18.6  
More details ⓘ

Upcoming events

No upcoming events available for this member

[Find more events](#)

  
● published  
NDLI user awareness session at Online or Google meet  
Talk Session  
NDLI user awareness session details as per event activity  
From Thu Apr 29, 2021 to Fri Apr 30, 2021 [More Details](#)

  
● published  
TestAcall Event 5.56pm at Hridaypur  
Live Session  
Test description  
From Fri Apr 23, 2021 to Sat Apr 24, 2021 [More Details](#)

Previous 1 Next

Notifications

No Notification data available.

Type here to search

10:16 AM 4/29/2021









Step 21: Click on the “Check Eligibility” button on top right side , if you are eligible to take part in this event you will asked to click on “Participate” button at same place.



After this your participation request will be approved for this event,

[Home](#) [Events](#) [Highlights](#) **140** REWARDS   

**Event** published **Check Eligibility**



### NDLI essay writing competition

[NDLI User Awareness Session](#)

⚡ Online (Using google meet or Zoom) or offline




NDLI essay writing competition event details to be filed here

#### Notifications


No Notification data available.

#### Question & Answer

Question •

[Home](#) [Events](#) [Highlights](#) **140** REWARDS   

**Event** published You are ✓Eligible to participate **Participate**



### NDLI essay writing competition

[NDLI User Awareness Session](#)

⚡ Online (Using google meet or Zoom) or offline

NDLI essay writing competition event details to be filed here

#### Notifications

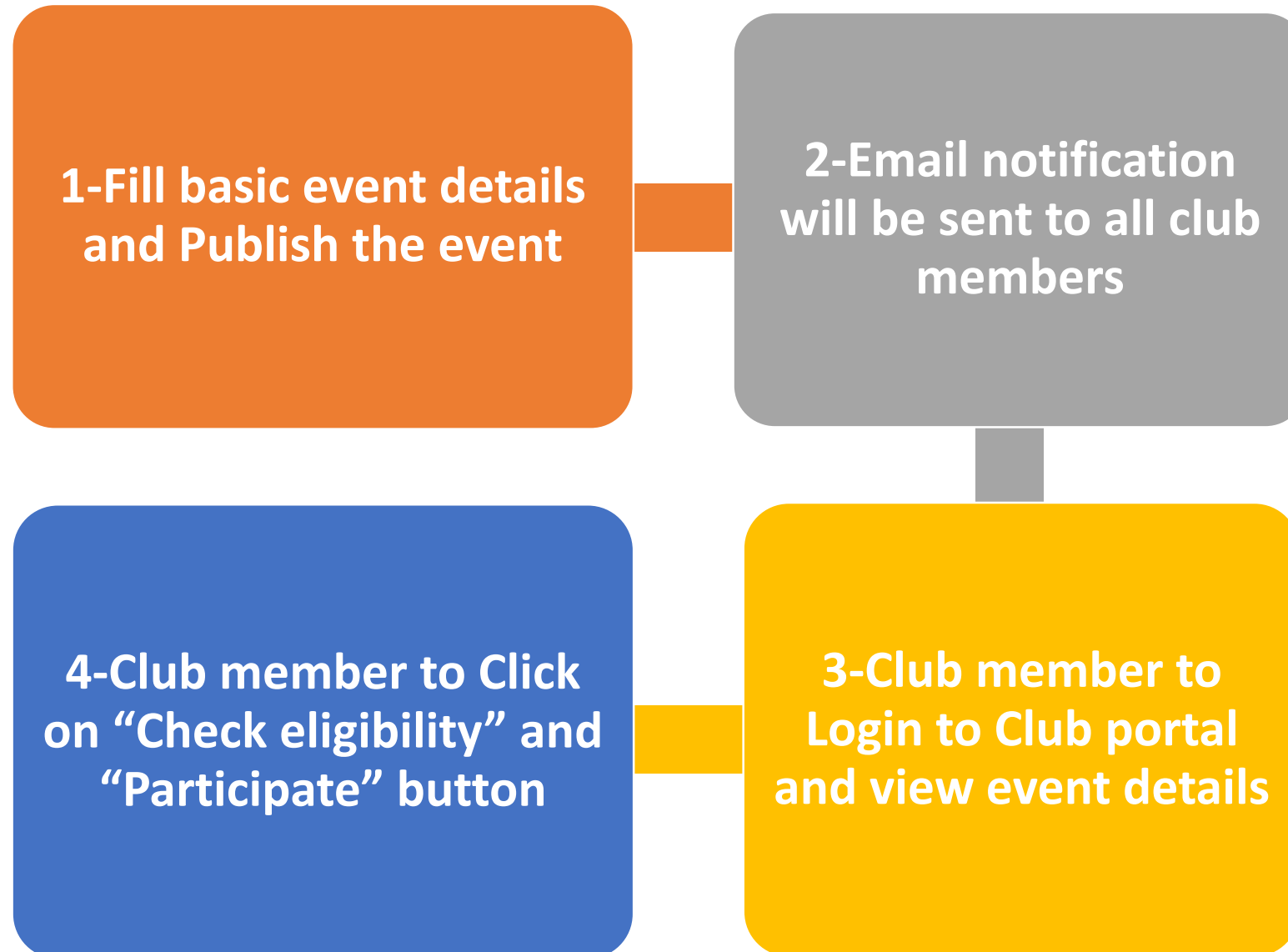
No Notification data available.

#### Question & Answer





## Event Creation/ Organization Workflow





ndli-club-ui-higher-edu

club-he-test.ndli.gov.in/club-events/435

NDLI Club

HomeEventsHighlights

140 REWARDS

ABC institute of tech \_ new edited one  
*ABC institute of tech \_ new edited one*  
my edited address  
More details ⓘ

Upcoming events  
No upcoming events available for this member  
Find more events

Event published

### NDLI essay writing competition

NDLI User Awareness Session

Online (Using google meet or Zoom) or offline

NDLI essay writing competition event details to be filed here

Click here to view activity details and reward pints of the event

NDLI essay writing competition

You are ✓Eligible to participate. Participate

Notifications  
No Notification data available.

Question & Answer

Question •

Write your Question here (upto 500 character allowed)

Ask Question

Type here to search

3:58 PM 6/3/2021



NDLI Club

**Step 23:** Event conductor can check participant list under “**Event Participant List**” section.  
If required he may also send a reminder email by clicking the **Send Email** button.

ndli-club-admin

club-admin-test.ndl.gov.in/event-details/434

NDLI Club

Event Outcome

Event Outcome Rules

Question Answer

Event Performer

Add external event performer

**Event Participant List**

Added Event Participant List

Amit (participantone@hotelapoorv.com)

anil sharma (anilskarma@hotelapoorv.com)

Atul kumar (atulkumar@hotelapoorv.com)

In case you want to send event reminder , click on this button

Send Email

Event Participant Request List

Event Reviewer

Add External Event Reviewer

Event Poster

View account

Sign out

Welcome! mits

Club Patron

Type here to search

9:41 AM 5/26/2021



NDLI Club

**Step 24:** On the day of the event, Event conductor will click on **“START EVENT”** button and conduct the event in the venue or online platform. Conductor may maintain a few personal document like Excel sheet , pictures taken during event or any other document that he can upload as event report once the event is completed

NDLI Club

View account

Sign out

Welcome! mits

Club Patron

club-admin-test.ndl.gov.in/event-details/434

Participating Clubs

Event Conductor

Event Outcome

Event Outcome Rules

Question Answer

Event Performer

Add external event performer

Event Participant List

Event Participant Request List

Event Reviewer

Add External Event Reviewer

Event Poster

Event Report

Click on this button when you start your event

Add to Event Highlight

Start Event


Type here to search

9:50 AM 5/26/2021





NDLI Club

**Step 25:** Event conductor needs to click on “End Event” button once the event ends and ask all participant to submit event outcome as defined in the acidity.



NDLI Club

View account

Sign out

Welcome! mits

Club Patron

club-admin-test.ndl.gov.in/event-details/434

Participating Clubs

Event Conductor

Event Outcome

Event Outcome Rules

Question Answer

Event Performer

Add external event performer

Event Participant List

Event Participant Request List

Event Reviewer

Add External Event Reviewer

Event Poster

Event Report

Click on this button whe you end your event

Add to Event Highlight

END EVENT



NDLI Club

**Step 26:** Once the event ends , All participant will login to the portal and view event details and go to the last section of the event and upload event outcome in PDF file format as shown below. After upload you may also view the uploaded document for verification

## Upload Event Outcome Content List

Name	Activity Topic	OutCome Type	Upload File	Delete Outcome
------	----------------	--------------	-------------	----------------

No data available. Please add new data from add new section.				
--	--	--	--	--

## Upload Event Outcome Content

Activity Topic

✓ PDF

Event outcome type

PDF



Name	Activity Topic	OutCome Type	Upload File	Delete Outcome
------	----------------	--------------	-------------	----------------

anil	Feedback fo...	PDF	<a href="#">View</a>	
------	----------------	-----	----------------------	--

## Upload Event Outcome Content

Activity Topic •

Select

Event outcome type •

Select

Upload File...

Drop file here



NDLI Club

Step 27: Event conductor can view list of event outcomes uploaded by participants.

NDLI Club

View account

Sign out

Welcome! mits

Club Patron

club-admin-test.ndl.gov.in/event-details/434

Event Participant List

Event Participant Request List

Event Reviewer

Add External Event Reviewer

Event Poster

Event outcome upload

Event outcome upload list

Participant Name	Activity Topic	OutCome Type	Uploaded File	Delete Outcome
Atul	Feedback form	Event Report	<div>View</div>	
anil	Feedback form	Event Report	<div>View</div>	
Amit	Feedback form	Event Report	<div>View</div>	

Type here to search

10:10 AM

5/26/2021



NDLI Club

**Step 28:** Event conductor click on “Freeze Event” button once all outcome submitted and assign event reviewer to review these outcome, you need to select participant and reviewer name and click on SAVE button.

ndli-club-admin

club-admin-test.ndl.gov.in/event-details/434

### Event outcome upload

#### Assign Event Reviewer

Add new

<input checked="" type="checkbox"/>	Participant Name	Activity Topic	Reviewer name	Uploaded File
<input checked="" type="checkbox"/>	Atul kumar	Feedback form		<a href="#">View</a>
<input checked="" type="checkbox"/>	anil sharma	Feedback form		<a href="#">View</a>
<input checked="" type="checkbox"/>	Amit	Feedback form		<a href="#">View</a>

mits

Select Reviewer •

Select

[Save](#)

View account

Sign out

Welcome! mits

Club Patron

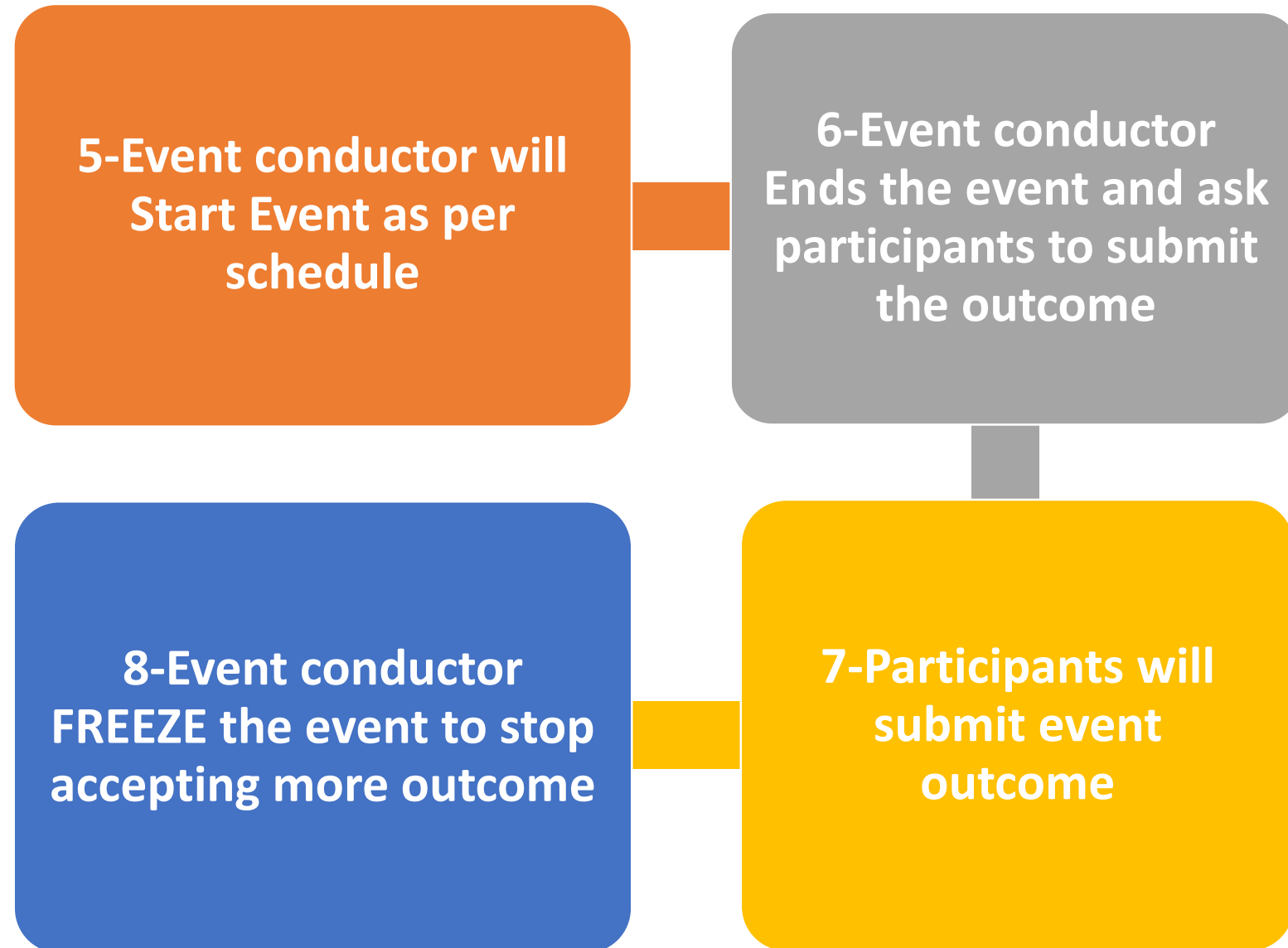
Type here to search

10:15 AM 5/26/2021





## Event Creation/ Organization Workflow





NDLI Club

Step 29: Event reviewer will login to the portal and find this event under “Event To Be Reviewed” section

ndli-club-admin

club-admin-test.ndl.gov.in/admin-events

NDLI Club

View account

Sign out

Welcome! mits

Club Patron

ClubCollectionsActivitiesEvents

Event

Search

Create Event

My Events

My Club Events

Events To Be Conducted

Events To Be Reviewed

● frozen

NDLI essay writing competition

NDLI User Awareness Session

Online (Using google meet or Zoom) or offline

3 Jun 2021

More

Search

Club request status: rejecte...  
Club request status changed. Institution: Balurghat High School Old Status: req...

Details

New authority added : amit\_...  
New authority added : amit\_kumar@an-gelsabode.co.in

Details

New authority added : amit\_...  
New authority added : amit\_partici-pant@tathastu7.com

Details

Type here to search

4:34 PM

6/3/2021



NDLI Club

**Step 30:** Event reviewer will find all outcome under “**Outcome Graded By Me**” section , he/she will view all outcome one by one and allocate reward points

ndli-club-admin

club-admin-test.ndli.gov.in/event-details/434

### Outcome Assigned to Me (Reviewer)

#### Outcome Graded By Me

Event Grading

Activity Topic	Reward	Delete
No data available.		

Fill reward points and click on SAVE button

Click here to view outcome

Click here to view activity type and reward points

Feedback form

Feedback form

Feedback form

Activity Topic Name

Feedback form

View Activity view Outcome

Enter Point

View account

Sign out

Welcome! mits

Club Patron

Type here to search

10:25 AM 5/26/2021



NDLI Club

**Step 31:** Once Event reviewer done with reviewing all the outcome submitted by event participants , he will inform event conductor about it and Event conductor will click “**Complete Event**” button to complete the event , only after this event participant can login to the portal and check event reward points and download the event certificate.

The screenshot displays the NDLI Club admin interface in a web browser. The browser's address bar shows the URL `club-admin-test.ndli.gov.in/event-details/434`. The left sidebar contains the NDLI Club logo and navigation links: "View account" and "Sign out". Below these, a welcome message reads "Welcome! mits Club Patron". The main content area lists several event management options, each with a right-pointing arrow: "Event Participant List", "Event Participant Request List", "Event Reviewer", "Event Poster", "Event outcome upload", "Assign Event Reviewer", "View Outcome with Grading", "Outcome Assigned to Me (Reviewer)", "Outcome Graded By Me", and "Event Report". At the bottom right of the main content area, a yellow button labeled "Complete Event" is circled in red. The Windows taskbar at the bottom shows the time as 10:33 AM on 5/26/2021.



NDLI Club

Step 32: Event participant can login and view reward points of the event.

ndli-club-ui-higher-edu

club-he-test.ndli.gov.in/club-events/435

NDLI Club

HomeEventsHighlights

160  
REWARDS

ABC institute of tech \_ new edited one

ABC institute of tech \_ new edited one

my edited address

More details ⓘ

Upcoming events

No upcoming events available for this member

Find more events

Event

completed🏆20

Participation request: ✓ Approved

NDLI Club

NDLI essay writing competition

[NDLI User Awareness Session](#)

Online (Using google meet or Zoom) or offline

NDLI essay writing competition event details to be filed here

Question & Answer

No Question available.

Question •

Write your Question here (upto 500 character allowed)

Ask Question

Notifications

No Notification data available.

Type here to search

4:37 PM

6/3/2021



NDLI Club

### Step 33: Event participant can login now and generate Event Participation Certificate

ndli-club-ui-higher-edu

club-he-test.ndl.gov.in/club-events/434

Home Events Highlights

105 REWARDS

No Notification data available.

Activity Topic •  
Select

Event outcome type •  
Select

Upload File... Drop file here

Event Participation Certificate

Generated Event Participation Certificate

No certificate available. Please generate new certificate.

Generate Certificate

Type here to search

10:41 AM 5/26/2021



NDLI Club

Step 34: Event Participation Certificate can be viewed and downloaded from here

ndli-club-ui-higher-edu

club-he-test.ndl.gov.in/club-events/434

105 REWARDS

No Notification data available.

HomeEventsHighlights

Activity Topic •  
Select

Event outcome type •  
Select

Upload File... Drop file here

Event Participation Certificate

Generated Event Participation Certificate

Template name	Created Date	Certificate Details
Event Certificate	26 May 2021	<div>View</div>

Type here to search

10:43 AM

5/26/2021



NDLI Club

**Step 28:** Event Participation  
Certificate will look like this

.



NDLI Club



## CERTIFICATE OF PARTICIPATION



**Institute:** ABC institute of tech \_ new edited one

**Event:** NDLI essay writing competition **Date:** June 3, 2021

**Club:** ABC institute of tech \_ new edited one NDLI Club

**Event Conductor:** Manish kumar, mits

**Participant's Name:** anil sharma

पार्यप्रतिम दास

**Dr. Partha Pratim Das**

Joint Principal Investigator  
National Digital Library of India Project  
Indian Institute of Technology  
Kharagpur

NDLI CLUB PARTNER



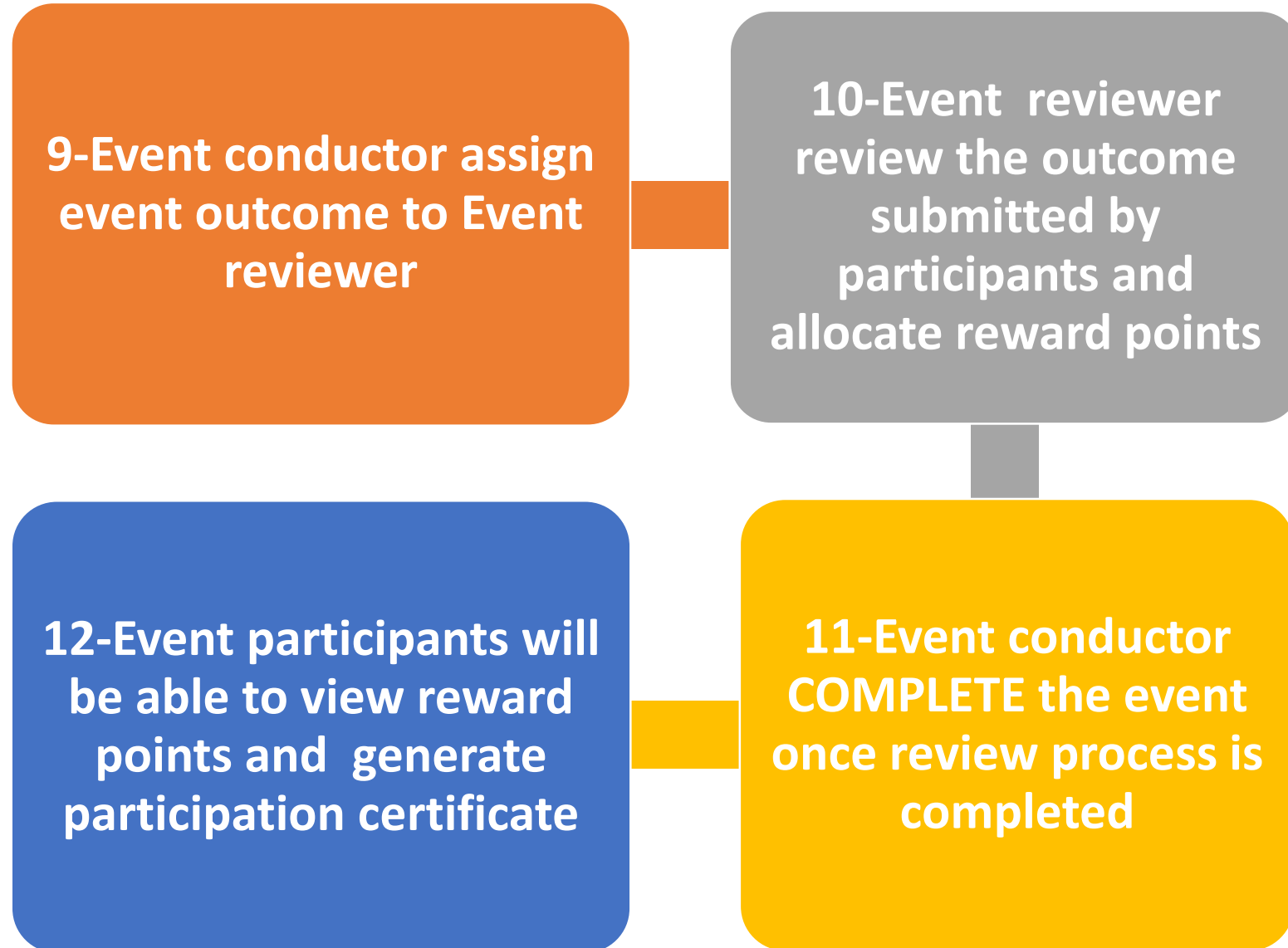
National  
Digital Library  
of India

- LEARN. SHARE. GROW. -





## Event Creation/ Organization Workflow





NDLI Club

Event report need to be generated by event conductor after completion of the event , he will be able to upload images and supporting document with this report.

ndli-club-admin

+

club-admin-test.ndl.gov.in/event-details/435

☆

📧 ⬇️ 📄 📖 ☰

NDLI Club

View account

Sign out

Welcome! mits

Club Patron

Outcome Graded By Me

Event Grading Result

Event Report

Added Event Report

No data available

Reload

Generate Report

Enter template name

Event Report Template 1

Generate Report

essa

^ v

☐ Highlight All

☐ Match Case

☐ Match Diacritics

☐ Whole Words

1 of 2 matches

✕

🏠 🔍 Type here to search

5:25 PM

6/3/2021

🗨️



# NDLI Club

## Club Registration Certificate:

Once you complete an event with 100+ participants within first 2 months of club approval.

Any of the club authority can login to the club portal and view club detail . You need to go to last section as "**Club Registration Certificate**".

select the event with 100+ participants and click on "Generate Certificate" button

The screenshot displays the NDLI Club Admin Portal interface. The browser address bar shows the URL `https://admin.club.ndli.iitkgp.ac.in/club-details/5`. The left sidebar contains the NDLI Club logo and navigation links: "View account", "Sign out", and a welcome message "Welcome! Santhi" with the role "Club President". The main content area is titled "Club Registration Certificate" and includes a "Reload" button. Below this, a dropdown menu is open, showing the selected event "NDLI User Awareness Session for the PSGR Krishnammal College for Women". The form contains two input fields: "Enter Event name" (with a placeholder "Please select event") and "Enter template name" (with a placeholder "Club Registration Certificate Template"). A yellow "Generate Certificate" button is positioned at the bottom right of the form.



NDLI Club

## Club Registration Certificate:

If all details are correct your club certificate will be generated and you can view and download the club certificate

ndli-club-admin

https://admin.club.ndli.iitkgp.ac.in/club-details/5

Registered Club Member List For Admin 711

Club Report

Club Registration Certificate

Added Club Registration Certificate

Template name	Created Date	Certificate Details
clubRegistrationCertificate...	31 May 2021	<div>View</div>

Reload

Generate Club Registration Certificate

Enter Event name

Please select event

Enter template name

Club Registration Certificate Template

Generate Certificate

New authority added : 0583...  
New authority added : 0583principal@ms-bte.com  
Details

New authority added : 0748...  
New authority added : 0748principal@ms-bte.com  
Details

New authority added : 0788...

View account

Sign out

Welcome! Santhi  
Club President

NDLI

Type here to search

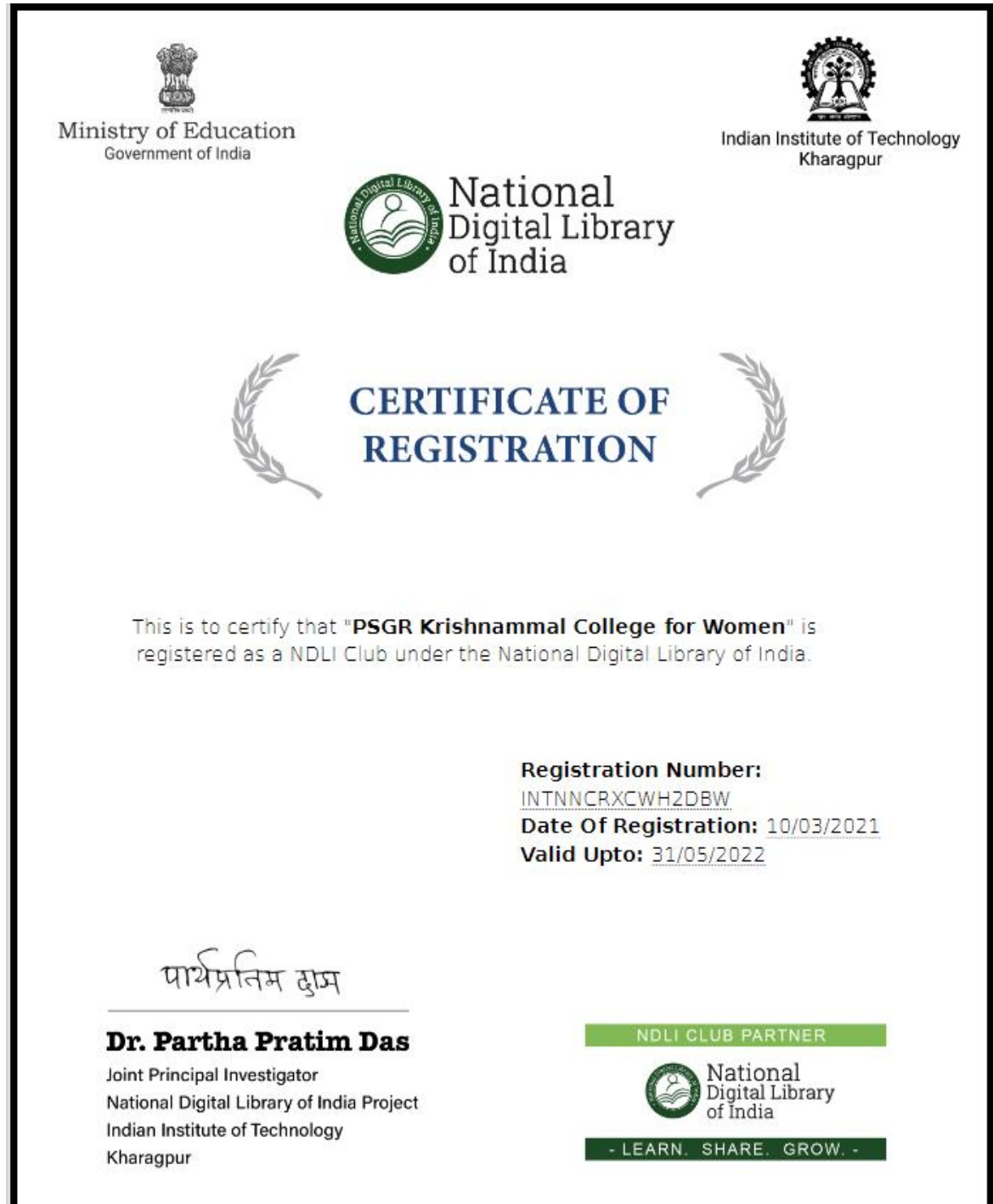
4:55 PM  
6/3/2021



NDLI Club

**Step 28:** Club Certificate will look like this

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NDLI Club

# THANK YOU

Reach out to the NDLI Club team for any help and support

Support email: **club-support@ndl.gov.in**