



NDLI Club

NDLI CLUB Registration Process

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

Support email : ndl-support@iitkgp.ac.in



To register your NDLI Club, you need to identify 4 key members for the Club from your institution. These 4 person will become Club authorities of your institute:

1. Patron - Head of the Institution
2. President - Faculty/ Librarian/ NSS Coordinator
3. Secretary - Faculty/ Librarian,
4. Executive Member - Faculty/ Student/ Researcher

Please collect the following details of these 4 key members:

Club Authority	First Name	Last Name	Department	Designation	Mobile Number	Email id
Patron	Amit	verma	Physics	HOD	9898989898	amit_verma@angelsabode.co.in
President	Sourab	Kumar	Chemistry	Lecturer	9898989898	Sourab_kumar@angelsabode.co.in
Secretary	Anil	Saxena	Library	Librarian	9898989898	anil_saxena@angelsabode.co.in
Executive Member-1	Sumit	Sharma	Maths	Student	9898989898	sumit_sharma@angelsabode.co.in

Before you go for club registration, you have to ensure that all these 4 key members are registered and verified with NDLI (<https://ndl.iitkgp.ac.in/>) website.



The screenshot shows the NDLI Club registration process website. The browser address bar displays <https://club.ndl.iitkgp.ac.in/club-home>. The website header includes the NDLI Club logo, navigation links for Club Registration, Club Admin, Sign Up, NDLI, About us, and Highlights, a language dropdown set to English, and a Sign In button. The main content area features an illustration of people interacting with digital devices, with callouts for 'Club registration', 'Add Authority', and 'Document upload'. A central green box contains the text: 'A Movement for Integrated Digital Learning Across India', a 'Sign up with Email' button, and the text 'Already have an account? [Sign in](#) now. By Signing up, you agree to NDLI's [Terms & Conditions](#) and Privacy Policy.' The footer includes an 'Activate Windows' watermark.



The screenshot shows the NDLI Club website interface with the following callouts:

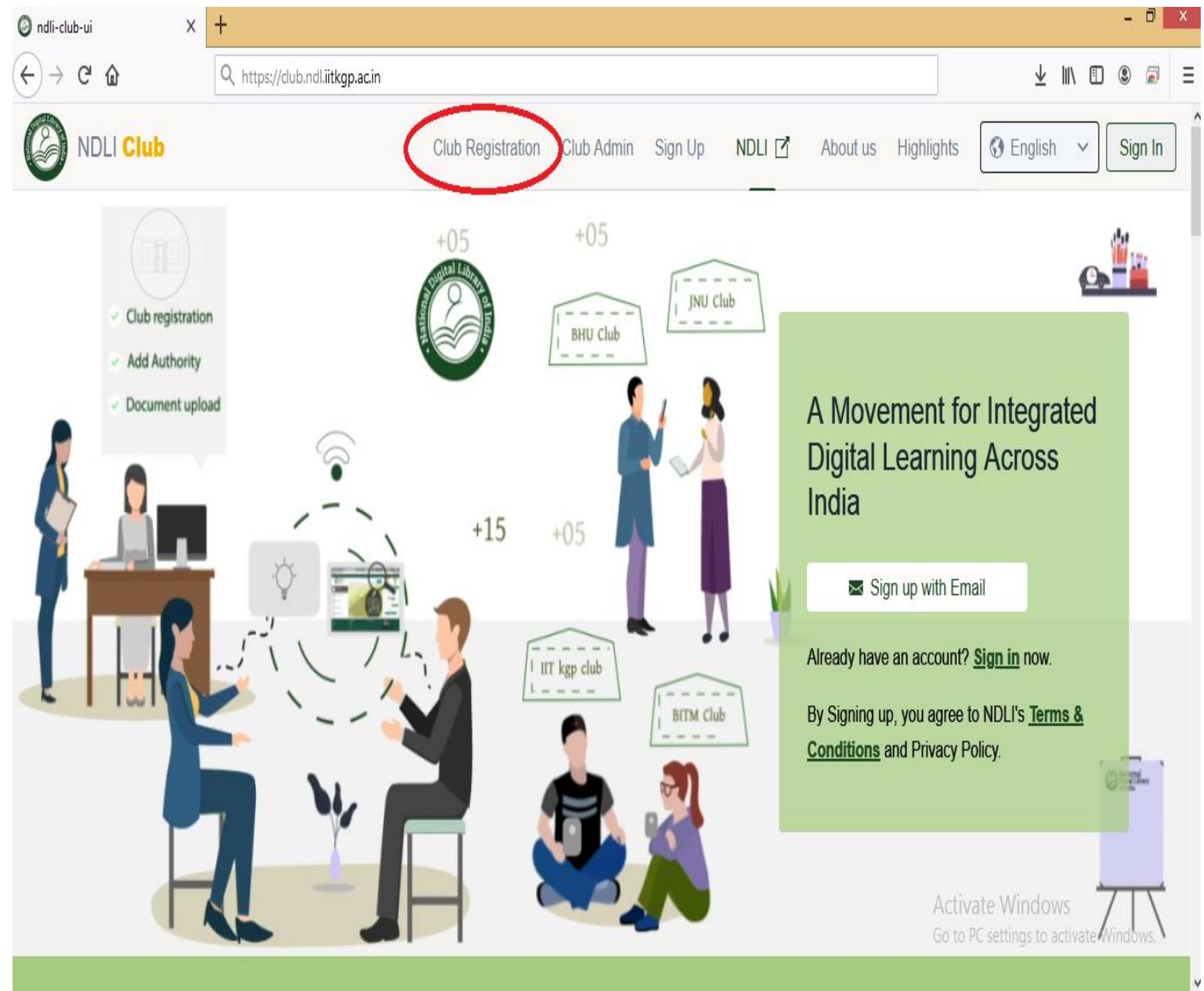
- Club Registration:** This tab is used for club registration only.
- Club Admin:** This tab is used by NDLI admin/NDLI executive and 4 Club authority once their club is approved.
- Sign Up:** This tab will be used by individual membe to be part of a club using passkey.
- Sign In:** This tab will be used by individual club member to login and participate in the events.

The main content area features a green banner with the text: "A Movement for Integrated Digital Learning Across India". Below this banner is a "Sign up with Email" button. Further down, it says "Already have an account? [Sign in](#) now." and "By Signing up, you agree to NDLI's [Terms & Conditions](#) and Privacy Policy." The background includes illustrations of people interacting with technology and various club logos like BHU Club, JNU Club, IIT kgp club, and BITM Club.



STEP-1

- Visit the NDLI Club portal using URL: <https://club.ndli.iitkgp.ac.in>
- And click on the **Club Registration** tab available on the top bar





NDLI Club

STEP-2

Sign In with any one of the 4 key members username and password of NDLI website

Register Your Club Here

Sign Up in NDLI

OR

Already have a NDLI account?
Sign in now

arun_sharma@atulgroups.com

...

Sign In

Activate Windows
Go to PC settings to activate Windows.

NDLI Club
Club Registration

"All power is within you; You can do anything and everything."
- Swami Vivekananda



NDLI Club

STEP-3

Search your institute name
"For ex. My test institute"
or use your institute code like
"TEST_INST_00125" (Your AICTE/UGC
id or registration code).

In case your institute name is unavailable,
choose "Other" option and enter your
institute details

The screenshot shows a web browser window with the URL <https://reg.club.ndli.iitkgp.ac.in/club-registration>. The page title is "ndli-club-registration". The NDLI Club logo is in the top left. A sidebar on the left contains navigation links: "Club registration" (highlighted), "Authority", "Document Upload", and "Status". Below the sidebar are user options: "View account", "Sign out", and a welcome message "Welcome! arun Requestor". The main content area is titled "General information" and contains the form "Please provide club details:". The "Institution Name" field has a dropdown menu with "TEST_INST_00125" selected. Below it is an "Other" option with a sub-field containing "My test institute". Other form fields include "Address", "Pin Code", "City / Village", "State", "Institution code", "Specialisation", and "Website". A "Fetch Location" button is positioned between the Pin Code and City / Village fields. On the right side of the page, there are three sections: "Addition of Club Authori...", "Cant Find my Institute?", and "Club Member Sign up an...". Each section has a "Details" button. A Windows watermark is visible at the bottom of the page.



NDLI Club

STEP-3 - Continue

Verify your institute details and if all looks good, Click on **“SAVE”** button in the bottom and continue...

ndli-club-registration x +

https://reg.club.ndli.itkkgp.ac.in/club-registration

NDLI Club

Club registration

Authority

Document Upload

Status

View account

Sign out

Welcome! arun

Requestor

Please provide club details:

Institution Name

My test institute

Description

This is an engineering college

Address

You institute address

Pin Code

0

Fetch Location

City / Village

Kolkata

State

WB

Institution code

TEST_INST_00125

Specialisation

Science

Website

http://www.institutewebsite.com

Reset All

Save

Addition of Club Authori...

prerequisite condition that the author-ity we are going to add should be a membe...

Details

Cant Find my Institute?

Please try typing the exact name of your institute and browse through the resul...

Details

Club Member Sign up an...

Club Member Sign up and Sign In to View Profile

Details

Activate Windows

Go to PC settings to activate Windows.

Club Passkey

There will be a random generated



NDLI Club

STEP-4

You need to upload 3 images of your institute, ideally you should use 3 different images, one as an “Institute icon” another as an “Institute thumbnail” and last as an “Institute featured image”



STEP-5

Fill basic details of Patron, avoid any typo mistake while filling the email id.

Select Department and Designation from drop down menu, incase you don't find appropriate designation or department, please reach out to NDLI Club team for help.

Click on **“SAVE”** button and continue ...

The screenshot shows a web browser window with the URL <https://reg.dub.ndli.iitkgp.ac.in/club-authority/0>. The page title is "ndli-club-registration". The left sidebar contains the NDLI Club logo and navigation links: "Club registration", "Authority" (highlighted), "Document Upload", "Status", "Institute Name" (My test institute), "Requester Details" (arun, arun_sharma@atulgroups.com), "View account", "Sign out", and "Welcome! arun". The main content area is titled "Please provide club patron details:" and includes the following fields: "First Name" (Mr Arun), "Last Name" (sharma), "Email" (arun_sharma@atulgroups.com), "Designation" (Administrative Services Officer.), "Department" (Account payable Office), "Office Phone Number" (03335555555), and "Mobile Number" (9898989898). A "Reset All" button is located at the bottom left, and a "Save" button is circled in red at the bottom right. The right sidebar contains a search bar, a notification about a random generated passkey, "Club Registration Overall..." (Normally it will take 7 - 8 days to approve a club properly.), "How to conduct a event?" (Event Conduction), and "Activate Windows" (Go to PC settings to activate Windows. How to create Activity, Activity Creation).



STEP-6

Fill basic details of President, avoid any typo mistake while filling the email id.

Select Department and Designation from drop down menu. incase you don't find appropriate designation or department , please reach out to NDLI Club team for help.

Click on **“SAVE”** button and continue ...

The screenshot shows a web browser window with the URL <https://reg.club.ndli.iitkgp.ac.in/club-authority/1>. The page title is "ndli-club-registration". The main content area is titled "Please provide club president details:" and contains the following form fields:

- First Name:** DR VK
- Last Name:** Singh
- Email:** vk_singh@atulgrouops.com
- Designation:** Administrative Services Officer. (dropdown menu)
- Department:** Account payable Office (dropdown menu)
- Office Phone Number:** 36666666666
- Mobile Number:** 9899999999

At the bottom of the form are two buttons: "Reset All" and "Save".

The left sidebar contains the following navigation items:

- Club registration
- Authority** (highlighted)
- Document Upload
- Status
- Institute Name: My test institute
- Requester Details: arun, arun_sharma@atulgrouops.com
- View account
- Sign out
- Welcome! arun

The right sidebar contains a search bar and several informational cards:

- Search:** Search
- Details:** There will be a random generated passkey at the time club creation. Admin will a...
- Club Registration Overall...:** Normally it will take 7 - 8 days to approve a club properly.
- Details:**
- How to conduct a event?:** Event Conduction
- Details:**
- Activate Windows:** Go to PC settings to activate Windows.
- How to create Activity:** Activity Creation



STEP-7

Fill basic details of Secretary, avoid any typo mistake while filling the email id.

Select Department and Designation from drop down menu. incase you don't find appropriate designation or department , please reach out to NDLI Club team for help.

Click on **“SAVE”** button and continue ...

The screenshot shows a web browser window with the URL <https://reg.club.ndli.iitkgp.ac.in/dub-authority/2>. The page title is "ndli-club-registration". The user is logged in as "arun" and is currently viewing the "Authority" section of the "Club registration" process. The "Secretary" role is selected in the top navigation bar. The main content area displays a form titled "Please provide club secretary details:" with the following fields:

First Name	Last Name
Mrs. Shruti	Goel

Email: shruti_goel@atulgroups.com

Designation	Department
Administrative Services Officer. <input type="text"/>	Administration <input type="text"/>

Office Phone Number: 0322222222 Mobile Number: 9898989888

Buttons: **Reset All** (dark blue), **Save** (yellow)

The left sidebar contains the following menu items: Club registration, Authority (highlighted), Document Upload, Status, Institute Name (My test institute), Requester Details (arun, arun_sharma@atulgroups.com), View account, Sign out, and Welcome! arun.

The right sidebar contains a search bar and several informational cards: "There will be a random generated passkey at the time club creation. Admin will a...", "Club Registration Overall... Normally it will take 7 - 8 days to approve a club properly.", "How to conduct a event? Event Conduction", and "Activate Windows Go to PC settings to activate Windows. How to create Activity Activity Creation".



STEP-8

Fill basic details of Executive member, avoid any typo mistake while filling the email id.

Select Department and Designation from drop down menu. incase you don't find appropriate designation or department , please reach out to NDLI Club team for help.

Click on **“SAVE”** button and continue ...

The screenshot shows a web browser window with the URL <https://reg.dub.ndli.itkgp.ac.in/club-authority/3>. The page title is "ndli-club-registration". The left sidebar contains the NDLI Club logo and navigation options: Club registration, Authority (highlighted), Document Upload, Status, InSTITUTE Name (My test institute), Requester Details (arun, arun_sharma@atulgroups.com), View account, Sign out, and Welcome! arun. The main content area is titled "Add new executive member:" and includes a form with the following fields: First Name (Mrs. Ananya), Last Name (Sharma), Email (ananya_sharma@atulgroups.com), Designation (Administrative Services Officer.), Department (Administration), Office Phone Number (03222222222), and Mobile Number (2988888888). There are "Reset All" and "Save" buttons at the bottom of the form. The right sidebar contains a search bar, a notification about a random generated passkey, and sections for "Club Registration Overall..." and "How to conduct a event?".



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STEP-9

Click on **“Add More”** button if you want to add more than one executive member otherwise click on **“Continue”** button

The screenshot shows a web browser window with the URL <https://reg.club.ndli.iitkgp.ac.in/club-authority/3>. The page title is "ndli-club-registration". The left sidebar contains a navigation menu with the following items: "Club registration", "Authority" (highlighted in yellow), "Document Upload", "Status", "Institute Name" (with subtext "My test institute"), "Requester Details:" (with subtext "arun" and "arun_sharma@atulgroups.com"), "View account", "Sign out", and "Welcome! arun". The main content area is titled "Executive member list:" and shows a dropdown menu for "Mrs . Ananya Sharma". Below this, there are several input fields: "First Name" (Mrs . Ananya), "Last Name" (Sharma), "Email" (ananya_sharma@atulgroups.com), "Designation" (Administrative Services Officer.), "Department" (Administration), "Office Phone Number" (0322222222), and "Mobile" (2988888888). At the bottom of the form, there are two buttons: "Add More" (highlighted with a red box) and "Continue" (yellow). A blue callout box with an arrow points to the "Add More" button, containing the text: "Click here to add more executive members else click on continue.". The right sidebar contains a search bar and several informational cards, each with a "Details" button: "Club Registration Overall..." (with subtext "Normally it will take 7 - 8 days to approve a club properly."), "How to conduct a event?" (with subtext "Event Conduction"), and "Activate Windows" (with subtext "Go to PC settings to activate Windows. How to create Activity").



NDLI Club

STEP-10

Click on **“Generate Letter”** button to create authority letter for your institute, you need to download this letter using **“Download”** button and get it signed and stamped by the Head of the Institute

The letter should be printed on Institute letterhead

Click on **“Continue”** button once you have got signed and stamped authority letter.

The screenshot shows a web browser window with the URL <https://reg.club.ndliitkgp.ac.in/club-document-upload>. The page features a sidebar on the left with the NDLI Club logo and navigation options: Club registration, Authority, Document Upload (highlighted), Status, Institute Name (My test institute), and Requester Details (arun, arun_sharma@atulgroups.com). At the bottom of the sidebar are links for View account and Sign out, and a welcome message for 'arun'. The main content area is titled 'Download Document' and 'Upload Signed Document'. It displays a document viewer with a search bar, navigation arrows, and a zoom control. The document text includes: 'Kolkata - 700106.', 'Subject : NDLI Club Registration Request.', 'Dear Sir,', 'On behalf of My test institute, I am requesting to create NDLI club for our institute My test institute .', 'I have read NDLI club terms and conditions before applying.', 'Here is the list of Authority of our club My test institute.', 'Club Patron - Mr Arun sharma', 'Club President - DR VK Singh', 'Club secretary - Mrs. Shruti Goel', and 'Executive Member - Mrs. Anarva Sharma'. Below the document viewer are three buttons: 'Generate Letter' (circled in red), 'Continue', and 'View'. To the right of the document viewer are 'Download' and 'View' buttons. On the far right, there is a search bar and several informational panels with 'Details' buttons, including one about 'Club Registration Overall...' and another about 'How to conduct a event?'. A Windows watermark is visible at the bottom right of the page.



NDLI Club

STEP-11

Upload signed and stamped authority letter (in institute letter head) in PDF format and click on **“Continue”** button ...

The screenshot displays the NDLI Club registration process at the 'Document Upload' stage. The left sidebar contains navigation options: Club registration, Authority, Document Upload (highlighted), Status, InSTITUTE Name (My test institute), Requester Details (arun, arun_sharma@atulgroups.com), View account, and Sign out. The main content area shows a file upload interface with a document titled 'club_letter_rajendra.pdf' uploaded. A preview of the document is shown, containing institute details and a registration request letter. A 'Continue' button is visible at the bottom right of the preview area.

Document Upload

Upload File... Drop file here

✓ club_letter_rajendra.pdf

Upload file size maximum 3MB

1 of 1 Automatic Zoom

NDLI CLUB (M.O.E)

Affiliated & Approved by : N.C.V.T., New Delhi & S.C.V.T., West Bengal.
Affiliation Order No. : DGT - 6 / 25 / 18 / 2015-TC. (MIS Code : PR19000136)

2nd Floor IIT Kharagpur Kolkata Campus
HC Block, Sector - III Salt Lake City
Kolkata - 700106.
Subject : NDLI Club Registration Request.

Dear Sir,

On behalf of RAJENDRANATH ENGINEERING PRIVATE ITI, I am requesting to create NDLI club for our institute RAJENDRANATH ENGINEERING PRIVATE ITI .

I have read NDLI club terms and conditions before applying.

Here is the list of Authority of our club RAJENDRANATH ENGINEERING PRIVATE ITI.

Continue



NDLI Club

All 4 club authorities (Patron, President, Secretary, Executive member) must have received an email to self verify their details.

Sometimes you may not receive this email, due to any network or firewall issue.

This email is just a notification and doesn't stop us here.

Club authority member can login and self verify their details from the Club Registration button

The screenshot shows a webmail interface with a navigation bar at the top containing 'roundcube' and various utility icons like Mail, Contacts, Calendar, Settings, and Webmail Home. A left sidebar lists folders: Inbox (1), Drafts, Sent, Junk, Trash, and Archive. The main content area displays an email with the following details:

- Subject:** Request to verify your particulars for NDLI Club
- From:** NDLI CLUB
- To:** club_patron
- Date:** 2021-02-17 22:24

The email body features the NDLI Club logo and the following text:

Congratulations!
You have been added as a Club Patron

Dear Arun Sharma

Your Institute **My test institute** is now a part of the rapidly expanding nationwide knowledge network called the National Digital Library of India Club (NDLI Club). We are thankful to you for the initiative taken by A B M HOSPITAL & SCHOOL OF NURSING, NELLORE to set up a National Digital Library of India Club (NDLI Club) at with you as Club Patron of the club. We extend you a warm welcome and look forward to a mutually enriching experience.

Please click on [Self-Verify](#) and sign In with your NDLI login email id and password to verify your particulars to take forward the Club Request process.



STEP-12

Now we are done with data entry part for the club application.

After this all 4 club authority (Patron, President, Secretary, Executive member) members need to sign in to the club application using “Club registration tab” and self verify their details.

The screenshot shows a web browser window with the URL <https://reg.club.ndli.iitkgp.ac.in/club-status>. The page is titled "NDLI Club" and displays the registration status for a club and its authority members.

Club Registration Status:

Name	Completion Status	Verification Status	Comments
Institute	Complete	Incomplete	Show Details
Institute Request	Not needed	Not needed	Show Details
Icon	Complete	Incomplete	Show Details
Thumbnail	Complete	Incomplete	Show Details
Featured Image	Complete	Incomplete	Show Details

Authority Status:

Name	Completion Status	Verification Status	Comments
Patron	Complete	Incomplete	Show Details
President	Complete	Incomplete	Show Details
Secretary	Complete	Incomplete	Show Details
Executive Member	Complete	Incomplete	Show Details

Club Registration Overview: Normally it will take 7 - 8 days to approve a club properly.

How to conduct a event? Event Conduction

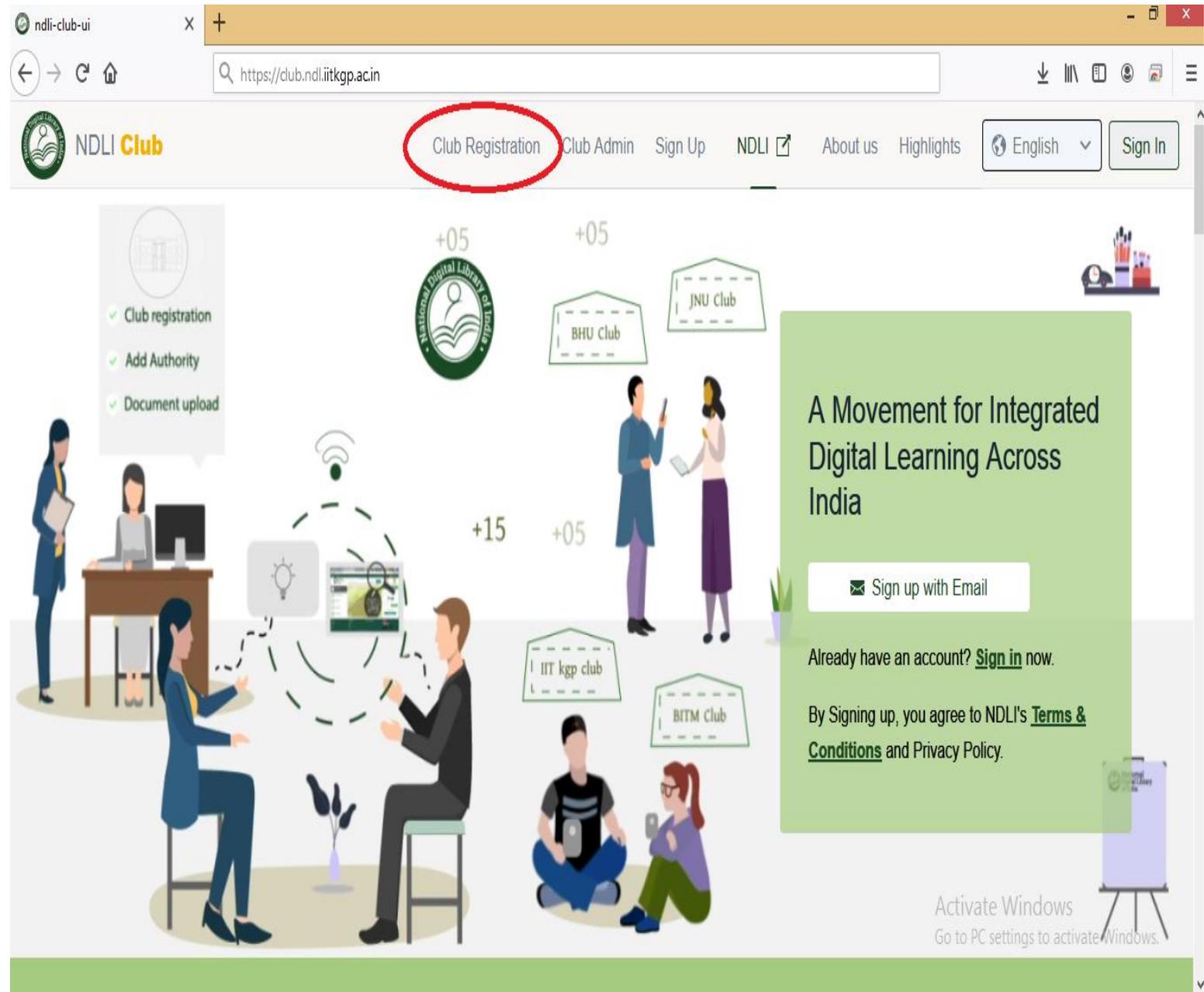
How to create Activity Activity Creation

Activate Windows
Go to PC settings to activate Windows.



STEP-13

- All club authority will visit the NDLI Club portal using URL: <https://club.ndl.iitkgp.ac.in>
- And click on the **Club Registration** tab available on the top bar





NDLI Club

STEP-14

Sign In using Username and Password of NDLI website

Register Your Club Here

Sign Up in NDLI

OR

Already have a NDLI account?
Sign in now

arun_sharma@atulgrouops.com

Sign In

Activate Windows
Go to PC settings to activate Windows.

NDLI Club
Club Registration

"All power is within you; You can do anything and everything."
- Swami Vivekananda



NDLI Club

STEP-15

Once you login, you will see a pop-up message to self verify, click on the [click here](#) link as asked

Once you click on the link it will take you to your personal details

The screenshot shows a web browser window with the URL <https://reg.club.ndli.iitkgp.ac.in/club-registration>. The page title is "ndli-club-registration". The main content area is titled "Please provide club details:" and contains several form fields: Institution Name (My test institute), Description (This is an engineering colle...), Address (You institute address), Pin Code (0), City / Village (Kolkata), State (WB), Institution code (TEST_INST_00125), Specialisation (Science), and Website (http://www.institutewebsite.com). A "Fetch Location" button is visible between the Pin Code and City / Village fields. A pop-up message is displayed in the center of the form, stating: "Welcome to NDLI Club. You are a Club Patron. Please [click here](#) to self verify." with a "Close" button. The left sidebar shows the "Club registration" menu with options for Authority, Document Upload, Status, Institute Name, and Requester Details. The right sidebar contains sections for "Addition of Club Authori...", "Cant Find my Institute?", and "Club Member Sign up an...".



NDLI Club

STEP-16

Review your details and if you find any discrepancy click on **“Edit”** button and update your details.

If all looks good , click on **“Self Verify”** button.

The screenshot shows a web browser window with the URL <https://reg.club.ndli.iitkgp.ac.in/club-authority/0>. The page title is "ndli-club-registration". The left sidebar contains the NDLI Club logo and navigation links: "Club registration", "Authority" (highlighted), "Document Upload", "Status", "Institute Name" (with subtext "My test institute"), "Requester Details:" (with subtext "arun" and "arun_sharma@atulgroups.com"), "View account", "Sign out", and a welcome message "Welcome! arun" with a "Club Patron" button. The main content area is titled "Please provide club patron details:" and contains the following form fields: "First Name" (Mr Arun), "Last Name" (sharma), "Email" (arun_sharma@atulgroups.com), "Designation" (Administrative Services Officer), "Department" (Account payable Office), "Office Phone Number" (0333555555), and "Mobile Number" (9898989898). At the bottom of the form, there are three buttons: "Edit", "Self Verify", and "Continue". The "Edit" and "Self Verify" buttons are circled in red. The right sidebar contains a search bar and three sections: "Addition of Club Authori...", "Cant Find my Institute?", and "Club Member Sign up an...".



NDLI Club

STEP-18

Read Terms and Conditions carefully and click on **“Accept”** button

The screenshot shows a web browser window with the URL <https://reg.club.ndli.iitkgp.ac.in/club-authority/0>. The page displays the NDLI Club registration interface. A modal dialog box titled "Terms & Condition" is open, containing the following text:

Please read these terms and conditions carefully, at the time of signing up as a Member of the NDLI Club.

1. Introduction

National Digital Library of India (NDLI) and NDLI Club are initiatives of Ministry of Education (MOE), Government of India, which are being implemented by IIT Kharagpur. Please go through the "About" page of NDLI

At the bottom of the dialog, there is a checked checkbox with the text "I have read and agree to the Terms and Condition." and a yellow "Accept" button. The background shows a registration form with fields for First Name (Mr A), Email (arun), Designation (Admi), and Office (0333). The user is identified as "Welcome! arun" and "Club Patron".



STEP-17

Now you will see a “success” message on top right side of the portal

Patron self verification is completed at this stage.

Same steps need to be followed by other authority for self verifications.

The screenshot shows a web browser window with the URL <https://reg.club.ndli.iitkgp.ac.in/club-authority/0>. The page features a navigation menu with options: Patron, President, Secretary, and Executive Member. The 'Patron' option is selected. On the left sidebar, the 'Authority' section is highlighted, with sub-items: Club registration, Document Upload, Status, Institute Name (My test institute), and Requester Details (arun, arun_sharma@atulgroups.com). The main content area displays a form titled 'Please provide club patron details:' with the following fields: First Name (Mr Arun), Last Name (sharma), Email (arun_sharma@atulgroups.com), Designation (Administrative Services Officer), Department (Account payable Office), Office Phone Number (0333555555), and Mobile Number (9898989898). A yellow 'Continue' button is located at the bottom right of the form. A red circle highlights a success message in the top right corner: 'Success! Self verification for Authority Patron is Complete'. The right sidebar contains sections: 'Addition of Club Authori...' (prerequisite condition), 'Cant Find my Institute?' (search tip), and 'Club Member Sign up an...' (sign up and sign in options).



STEP-18

Once all 4-club authority completed self verification process, any one of the authority can login to the portal and check the status and if you see “Self Verified” status for all authority

You can click on “Freeze” button in the bottom right to submit your institute application for club registration.

ndli-club-registration X +

https://reg.club.ndli.iitkgp.ac.in/club-status

NDLI Club

Club registration

Authority

Document Upload

Status

Institute Name
My test institute

Requester Details:
arun
arun_sharma@atulgroups.com

View account

Sign out

Welcome! ananya
Club Executive Member

Name	Completion Status	Verification Status	Comments
Patron	Self verified	Incomplete	Show Details
President	Self verified	Incomplete	Show Details
Secretary	Self verified	Incomplete	Show Details
Executive Member	Self verified	Incomplete	Show Details

Name	Completion Status	Verification Status	Comments
Generated Letter	Complete	Incomplete	Show Details
Signed Letter	Complete	Incomplete	Show Details

Freeze

Activate Windows
Go to PC settings to activate Windows.



NDLI Club

NDLI Club Registration request completed successfully

- Now NDLI Club Team will review and approve your application.
- On approval of NDLI Club, you will receive a Welcome email with a unique Passkey
- Using this unique Passkey, you are requested to register each faculty and student on NDLI and NDLI Club from here: <https://club.ndl.iitkgp.ac.in/signup>
- Any of the 4 authorized persons can login from Club Admin Tab (<https://club.ndl.iitkgp.ac.in/admin-login>) and can check the allotted registration ID from Club Portal
- On successful registration of minimum 100 candidates and conduct of one User Awareness Session, you will be issued the NDLI Club - Certificate of Registration



NDLI Club

THANK YOU

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

Support email : **ndl-support@iitkgp.ac.in**