

# **NDLI CLUB Registration Process**

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

You have to 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.



- ✔ Club registration
- ✔ Add Authority
- ✔ Document upload



BHU Club

JNU Club



## A Movement for Integrated Digital Learning Across India

[✉ Sign up with Email](#)

Already have an account? [Sign in](#) now.

By Signing up, you agree to NDLI's [Terms & Conditions](#) and Privacy Policy.

IIT kgp club

BITM Club



# DIFFERENT TAB DETAILS

The image shows a browser window displaying the NDLI Club website. The browser's address bar shows the URL <https://club.ndli.iitkgp.ac.in/club-home>. The website header includes the NDLI Club logo, navigation links for 'Club Registration', 'Club Admin', and 'Sign Up', and a 'Sign In' button. A large green banner on the page reads 'A Movement for Integrated Digital Learning Across India' and features a 'Sign up with Email' button. Below the banner, there is a link to 'Sign in now' and a note about agreeing to NDLI's Terms & Conditions and Privacy Policy. The page is annotated with red boxes and lines explaining the purpose of the 'Club Registration', 'Club Admin', and 'Sign Up' tabs. The background of the page features illustrations of people in various settings, including a woman at a desk, a man and woman talking, and a group of people sitting on the floor.

ndli-club-ui

https://club.ndli.iitkgp.ac.in/club-home

NDLI Club

Club Registration

Club Admin

Sign Up

NDLI

About us

Highlights

English

Sign In

This tab is used for club registration only

This tab is used by NDLI admin/NDLI executive and 4 Club authority once their club is approved

This tab will be used by individual membe to be part of a club using passkey

This tab will be used by individual club member to login and participate in the events

Club registration

National Digital Library of India

BHU Club

JNU Club

A Movement for Integrated Digital Learning Across India

Sign up with Email

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IIT kgp club

BITM Club

Activate Windows  
Go to PC settings to activate Windows.

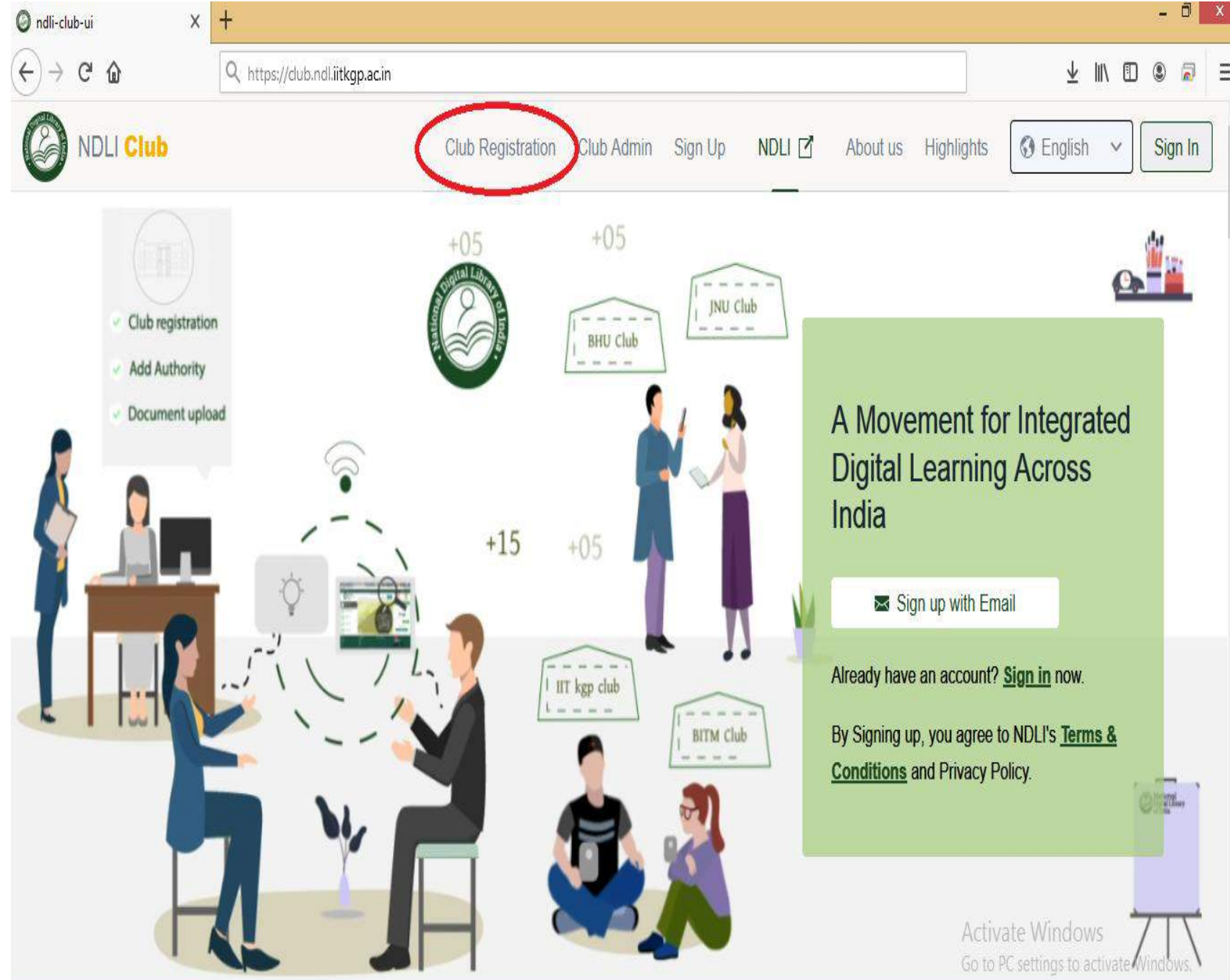
# STEP-1

- 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

The screenshot shows the NDLI Club portal interface. The browser address bar displays <https://club.ndl.iitkgp.ac.in>. The top navigation bar includes the NDLI Club logo, a search bar, and several menu items: "Club Registration" (highlighted with a red circle), "Club Admin", "Sign Up", "NDLI", "About us", "Highlights", "English", and "Sign In". Below the navigation bar, there is a central illustration depicting a digital learning ecosystem with various icons and text. To the right, a green box contains the text: "A Movement for Integrated Digital Learning Across India", a "Sign up with Email" button, and a link to "Sign in now". At the bottom right, there is a watermark for "Activate Windows" and a link to "Go to PC settings to activate Windows".

# STEP-1

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## STEP-2

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

ndli-club-ui

https://club.ndli.itkgrp.ac.in

Register Your Club Here



Register your club by signing up in NDLI

**Sign Up in NDLI**

OR

Already have a NDLI account?

*Sign in now*

arun\_sharma@atulgroups.com

...

**Sign In**

*"All power is within you; You can do anything and everything."*

- Swami Vivekananda

Activate Windows  
Go to PC settings to activate Windows.

## 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 visible in the top left corner. The main content area is titled "General information" and contains a form titled "Please provide club details:". The form has several fields: "Institution Name" (with a dropdown menu open showing "Other" and "My test institute"), "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. The left sidebar contains navigation links: "Club registration" (highlighted), "Authority", "Document Upload", and "Status". At the bottom of the sidebar, there are links for "View account" and "Sign out", and a user greeting: "Welcome! arun Requestor". On the right side of the page, there are three promotional banners: "Addition of Club Authori...", "Cant Find my Institute?", and "Club Member Sign up an...".



# STEP-3 - Continue

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

The screenshot shows a web browser window with the URL <https://reg.club.ndli.iitkgp.ac.in/dlub-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 college
- Address:** You institute address
- Pin Code:** 0
- City / Village:** Kolkata
- State:** WB
- Institution code:** TEST\_INST\_00125
- Specialisation:** Science
- Website:** http://www.institutewebsite.com

At the bottom of the form, there are two buttons: "Reset All" and "Save". The "Save" button is circled in red. On the right side of the page, there are three sections with "Details" buttons:

- Addition of Club Authori...** prerequisite condition that the author-ity we are going to add should be a membe...
- Cant Find my Institute?** Please try typing the exact name of your institute and browse through the resul...
- Club Member Sign up an...** Club Member Sign up and Sign In to View Profile

The left sidebar contains the NDLI Club logo, a "Club registration" menu item (highlighted in yellow), and other options: "Authority", "Document Upload", "Status", "View account", and "Sign out". At the bottom of the sidebar, it says "Welcome! arun" and "Requestor".

## 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”

The screenshot shows a web browser window with the URL <https://reg.club.ndli.iitkgp.ac.in/dub-registration>. The page is titled "NDLI Club" and has a navigation menu on the left with options like "Club registration", "Authority", "Document Upload", "Status", "Institute Name", "Requester Details", "View account", and "Sign out". The main content area is titled "General information" and "Upload Photo". It features two image upload sections. The first section, labeled "Institute icon", shows an upload area with a file named "iit\_kgp\_inst.jpg" and a preview of a building. The second section, labeled "Institute thumbnail", also shows the same upload area and preview. The right sidebar contains a search bar, a "Details" button, and a section titled "Cant Find my Institute?" with a "Details" button. At the bottom, there is a "Club Member Sign up an..." section and a "Club Passkey" section.

## 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

...

ndli-club-registration x +

https://reg.club.ndli.iitkgp.ac.in/club-authority/0

NDLI Club

Patron President Secretary Executive Member

Please provide club patron details:

First Name Last Name  
Mr Arun sharma

Email  
arun\_sharma@atulgroups.com

Designation Department  
Administrative Services Officer. Account payable Office

Office Phone Number Mobile Number  
0333555555 9898989898

Reset All Save

Club registration

Authority

Document Upload

Status

Institute Name  
My test institute

Requester Details:  
arun  
arun\_sharma@atulgroups.com

View account

Sign out

Welcome! arun

Search

There will be a random generated passkey at the time club creation. Admin will a...

Details

Club Registration Overall...  
Normally it will take 7 - 8 days to approve a club property.

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-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@atulgroups.com
- Designation: Administrative Services Officer. (dropdown menu)
- Department: Account payable Office (dropdown menu)
- Office Phone Number: 3666666666
- Mobile Number: 9899999999

At the bottom of the form, there 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@atulgroups.com
- View account
- Sign out
- Welcome! arun

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

- Search bar
- Card: "There will be a random generated passkey at the time club creation. Admin will a..." with a "Details" button.
- Card: "Club Registration Overall..." with the text "Normally it will take 7 - 8 days to approve a club properly." and a "Details" button.
- Card: "How to conduct a event?" with the text "Event Conduction" and a "Details" button.
- Card: "Activate Windows" with the text "Go to PC settings to activate Windows." and a "How to create Activity" link.
- Card: "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/club-authority/2>. The page is titled "NDLI Club" and has a navigation menu with "Patron", "President", "Secretary" (highlighted), and "Executive Member". The main content area is titled "Please provide club secretary details:" and contains a form with the following fields:

- First Name: Mrs. Shruti
- Last Name: Goel
- Email: shruti\_goel@atulgroups.com
- Designation: Administrative Services Officer. (dropdown menu)
- Department: Administration (dropdown menu)
- Office Phone Number: 0322222222
- Mobile Number: 9898989888

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

The left sidebar contains the following 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
- Welcome! arun

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

- Search bar
- Notification: "There will be a random generated passkey at the time club creation. Admin will a..." with a "Details" button.
- Notification: "Club Registration Overall..." with a "Details" button.
- Notification: "How to conduct a event?" with a "Details" button.
- Notification: "Activate Windows" with a "How to create Activity" link.

## 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.club.ndli.iitkgp.ac.in/club-authority/3>. The page is titled "NDLI Club" and has a navigation menu with "Patron", "President", "Secretary", and "Executive Member" (the last one is highlighted). The main content area is titled "Add new executive member:" and contains a form with the following fields:

- First Name: Mrs . Ananya
- Last Name: Sharma
- Email: ananya\_sharma@atulgroups.com
- Designation: Administrative Services Officer. (dropdown menu)
- Department: Administration (dropdown menu)
- Office Phone Number: 0322222222
- Mobile Number: 2988888888

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

The left sidebar contains the following 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
- Welcome! arun

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

- Search
- There will be a random generated passkey at the time club creation. Admin will a...
- Details
- Club Registration Overal... 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-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 the following menu items: "Club registration", "Authority" (highlighted), "Document Upload", "Status", "Institute Name" (with value "My test institute"), "Requester Details:" (with value "arun" and email "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 input fields for "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 points to the "Add More" button with the text: "Click here to add more executive members else click on continue". On the right side of the page, there are several notification cards, including one about a random generated passkey and another about club registration approval time.

## 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

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.ndli.iitkgp.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), Requester Details (arun, arun\_sharma@atulgroups.com), View account, Sign out, and Welcome! arun. The main content area has tabs for 'Download Document' and 'Upload Signed Document'. A document viewer displays a letter with the following text: '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. Ananya Sharma'. Below the document viewer are three buttons: 'Generate Letter' (circled in red), 'Continue', and 'View'. A 'Download' button is also visible. On the right side of the page, there is a search bar and several informational sections with 'Details' buttons: '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-11

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

The screenshot displays the NDLI Club registration interface. On the left, a navigation menu includes 'Club registration', 'Authority', 'Document Upload' (highlighted), 'Status', 'Institute Name', 'Requester Details', 'View account', and 'Sign out'. The main content area shows a file upload section with a 'Drop file here' area containing 'club\_letter\_rajendra.pdf' and a 'Continue' button. Below this is a preview of the uploaded PDF document, which is an authority letter from Rajendranath Engineering Private ITI. The letter includes the institute's address (2nd Floor IIT Kharagpur Kolkata Campus) and a request for NDLI club registration. On the right, a sidebar contains informational text and links for 'Club Registration Overview...', 'How to conduct an event?', and 'How to create Activity', each with a 'Details' button.

ndli-club-registration x +

https://reg.club.ndli.iitkgp.ac.in/club-document-upload

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! arun

Upload File... Drop file here

club\_letter\_rajendra.pdf

Upload file size maximum 3MB

1 of 1 Automatic Zoom

Director  
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)

NDLI CLUB (M.O.E)

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

There will be a random generated passkey at the time club creation Admin will a...

Details

Club Registration Overview...

Normally it will take 7 - 8 days to approve a club properly.

Details

How to conduct an event?

Event Conduction

Details

How to create Activity

Activity Creation

Activate Windows  
Go to settings to activate Windows.

Details

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 for 'roundcube'. The browser address bar displays the URL: [https://sg2plcpln0256.prod.sin2.secureserver.net:2096/cpsess9053418897/3rdparty/roundcube/?\\_task=](https://sg2plcpln0256.prod.sin2.secureserver.net:2096/cpsess9053418897/3rdparty/roundcube/?_task=). The user is logged in as 'club\_patron@angelsabode.co.in'. The interface includes a navigation bar with 'Mail', 'Contacts', 'Calendar', 'Settings', and 'Webmail Home'. Below this is a toolbar with icons for Back, Compose, Reply, Reply all, Forward, Delete, Move, Print, Archive, Mark, and More. The left sidebar shows the email 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.

Activate Windows  
Go to Settings to activate Windows.

# 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.

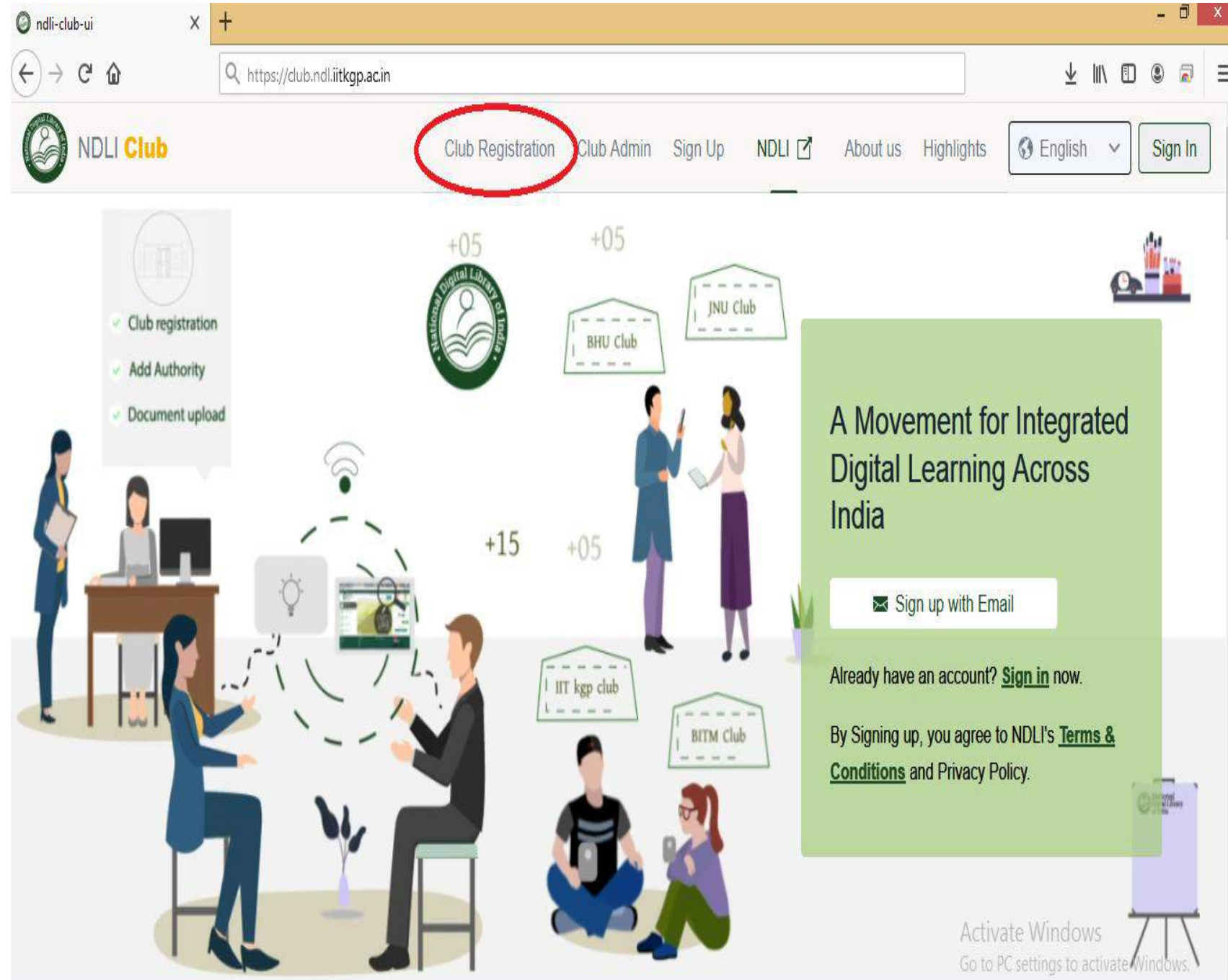
The screenshot shows the NDLI Club registration portal. The left sidebar contains navigation options: Club registration, Authority, Document Upload, Status (highlighted), Institute Name (My test institute), Requester Details (arun, arun\_sharma@atulgroups.com), View account, and Sign out. The main content area is divided into two sections: Club Registration and Authority. Each section contains a table with columns for Name, Completion Status, Verification Status, and Comments. The Club Registration table shows progress for Institute, Institute Request, Icon, Thumbnail, and Featured Image. The Authority table shows progress for Patron, President, Secretary, and Executive Member. A right sidebar contains links for Details, Club Registration Overview (with a note that it takes 7-8 days to approve), How to conduct an event?, and How to create Activity. A Windows watermark is visible at the bottom right.

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

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

## 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



The screenshot shows the NDLI Club portal interface. The browser address bar displays <https://club.ndl.iitkgp.ac.in>. The navigation bar includes the NDLI Club logo and several menu items: **Club Registration** (highlighted with a red circle), Club Admin, Sign Up, NDLI, About us, Highlights, English, and Sign In. Below the navigation bar, there is a central illustration depicting a digital learning ecosystem with various icons and text. To the right, a green box contains the text: "A Movement for Integrated Digital Learning Across India", a "Sign up with Email" button, and a link to "Sign in now" for existing users. At the bottom right, there is a watermark for "Activate Windows" and a link to "Go to PC settings to activate Windows".

# STEP-14

Sign In using Username and Password of NDLI website

ndli-club-ui

https://club.ndli.iitkgp.ac.in

Register Your Club Here

Register your club by signing up in NDLI

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

# 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 features the NDLI Club logo and a navigation menu with options like 'Club registration', 'Authority', 'Document Upload', and 'Status'. The main content area is titled 'Please provide club details:' and contains several input 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 in the center reads: 'Welcome to NDLI Club. You are a Club Patron. Please [click here](#) to self verify.' with a 'Close' button. On the right side, there are sections for 'Addition of Club Authori...', 'Cant Find my Institute?', and 'Club Member Sign up an...', each with a 'Details' button. The bottom left corner shows a user profile for 'Welcome! arun' with the role 'Club Patron'.

# 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 is titled "NDLI Club" and has a navigation menu on the left with options: Club registration, Authority (highlighted), Document Upload, Status, Institute Name (My test institute), and Requester Details (arun, arun\_sharma@atulgroups.com). The main content area is titled "Please provide club patron details:" and contains a form 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 (03335555555), and Mobile Number (9898989898). At the bottom of the form, there are three buttons: "Edit" (circled in red), "Self Verify" (circled in red), and "Continue". The right sidebar contains sections: "Addition of Club Authori..." (prerequisite condition that the authority we are going to add should be a membe...), "Cant Find my Institute?" (Please try typing the exact name of your institute and browse through the resul...), and "Club Member Sign up an..." (Club Member Sign up and Sign In to View Profile). There are also "Details" buttons in each sidebar section.

# 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 is titled "NDLI Club" and has a navigation menu with "Patron", "President", "Secretary", and "Executive Member". The main content area is titled "Authority" and contains a form for registration. The form fields include "First Name" (Mr A), "Email" (arun), "Designation" (Adm), "Office" (0333), and "Institute Name" (My test institute). The "Requester Details" section shows "arun" and "arun\_sharma@atulgroups.com". A "Terms & Condition" dialog box is overlaid on the form, containing the following text:

**Terms & Condition**

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

I have read and agree to the Terms and Condition.

**Accept**

The dialog box also features a search bar and a "Details" button. The background page shows a sidebar with "Club registration", "Authority", "Document Upload", and "Status". The footer of the page includes "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 dark blue header with navigation links: Patron (highlighted), President, Secretary, and Executive Member. A left sidebar contains the NDLI Club logo and a menu with options: Club registration, Authority (highlighted), Document Upload, Status, InSTITUTE Name (My test institute), Requester Details (arun, arun\_sharma@atulgroups.com), View account, and Sign out. The main content area is titled "Please provide club patron details:" and contains a form 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 (03335555555), and Mobile Number (9898989898). A yellow "Continue" button is located at the bottom right of the form. A red circle highlights a white success message box in the top right corner that reads: "Success! Self verification for Authority Patron is Complete". The right sidebar contains sections for "Addition of Club Authori...", "Cant Find my Institute?", and "Club Member Sign up an...", each with a "Details" button. A watermark "Activate Windows" is visible at the bottom of the page.

# 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.

The screenshot shows the NDLI Club registration portal. The left sidebar contains navigation options: Club registration, Authority, Document Upload, Status (highlighted), Institute Name (My test institute), Requester Details (arun, arun\_sharma@atulgroups.com), View account, and Sign out. The main content area displays two tables. The first table, titled 'Authority', lists roles and their verification status: Patron (Self verified), President (Self verified), Secretary (Self verified), and Executive Member (Self verified). The second table, titled 'Document Upload', lists 'Generated Letter' and 'Signed Letter', both with a 'Complete' status. A red circle highlights the 'Self verified' status for all authority roles. Another red circle highlights the 'Freeze' button in the bottom right corner. The right sidebar shows a 'Details' button and a 'Club Member Sign up an...' section with a 'View Profile' link and another 'Details' button. At the bottom right, there is a 'Club Passkey' section and a Windows activation watermark.

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

Welcome! ananya  
Club Executive Member

Freeze

# 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/sign-up>
- On successful registration of minimum 100 candidates and conduct of one User Awareness Session, you will be issued the NDLI Club - Certificate of Registration

# THANK YOU

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