

ARE YOU A NEW SPOC?

Dear SPOC,

Welcome to the Local Chapter family!

Please go through these steps and familiarize yourselves with our features and processes.

Request you to read through the following.

If you need further help, please write to: **localchapter@nptel.iitm.ac.in**

No.	Steps	How?
1.	SPOC/College Profile updated in SPOC login?	Ensure that all details are updated including SPOC image, college logo, etc.
2.	Have you taken copies of NPTEL content?	For the full set of contents, you will need to send us 25 TB of hard disk. You may also request for content of specific disciplines. For details, send mail to IITM Hard disk team: nptel-harddisk@nptel.iitm.ac.in
3.	Familiarize yourselves about Local Chapter	Go to http://nptel.ac.in/LocalChapter/ > Quick Reference links. Read through the several documents available. Also go through the FAQs about NPTEL Online Certification Courses (NOC) at https://nptel.ac.in/noc/noc_faq.html
4.	Promote NPTEL certification courses in your college	Print posters and display in prominent places in the college (For posters, go to: https://nptel.ac.in/resources.html > NPTEL Brochures/Posters. You can Conduct internal workshops for faculty/students on general awareness of NPTEL and also benefits of online certification courses with the various presentations available in https://nptel.ac.in/resources.html > Presentations
5.	Help students/faculty enroll to courses	<ul style="list-style-type: none">- Faculty/Student volunteers can help students enroll to the NPTEL courses available under the various disciplines.- Ensure that your college name is correctly selected in the Enrollment page- Enrollment link: https://swayam.gov.in/NPTEL- Course list for Jul – Dec 2020: https://bit.ly/2ZBu9fx

6.	Identify Mentors amongst the faculty	<ul style="list-style-type: none"> - Contact faculty in various disciplines and educate them about their role as a mentor. - Remind faculty to enroll in the course they will be mentoring. - Mentors will be given mentor certificates based on the mentorship criteria. - Guidelines for mentors : https://nptel.ac.in/content/college_assets/spoc_refdocs/Guidelines%20for%20Mentors.pdf
7	Adding Mentor by SPOC	<p>Login to the online courses portal [swayam.gov.in] using your SPOC email-id shared with us [google enabled].</p> <p>On the right hand top corner</p> <ul style="list-style-type: none"> - click on your email id and you will be able to find the LOCAL CHAPTER SPOC ADMIN option in the dropdown. - Once you click on the course-id (starts with NOC), you can find the details of the candidates who have been enrolled in the course and also you can select the mentor for your course. <p>HELP VIDEO of mentor addition can be found at: https://youtu.be/YYFhR31iovM </p>
8	Request for Exam City	<ul style="list-style-type: none"> - Within SPOC login, you can select exam cities of your choice. - If at least 200 candidates from your college will write the exam per exam session, we will try to have an exam centre in your city. We cannot guarantee an exam centre in your own college. <p>Link: https://forms.gle/MSA63iBQytPSGL13A</p>
9	Request for fee waiver	<p>Depending on the availability of funds, NPTEL offers fee waivers for deserving candidates. A Request letter from the Principal of the college along with details of the candidates has to be uploaded within the SPOC login. Details will be shared via email.</p>
10	Exam Registration	<p>A link with exam registration details will be sent to candidates Exam fees – Rs. 1000/- per course Candidates should upload – passport size photos, signatures and SC/ST/PwD certificates (wherever applicable) plus pay fees in the registration link.</p> <p>Details of exam registered students will be made available in Local Chapter SPOC login</p>

11	Fee payment	Candidates can make the payment directly using the payment options available in the registration form.
12	Hall tickets	E- Hall tickets will be sent to candidates by email E-Hall tickets will also be made available of all candidates from your college within your Local Chapter SPOC login.
13	Exam Results	Results can be accessed by candidates via their login. Results of candidates from your college are also made available within Local Chapter SPOC login
14	Certificates	Certificates will be generated only for those candidates who score marks per NPTEL criteria. E-certificates will be provided to all candidates, and also made available within Local Chapter SPOC login
15	Statistics	Semester-wise statistics are made available within your Local Chapter SPOC login Link: https://nptel.ac.in/LocalChapter/details.html
16	Orientation session for new SPOCs	Orientation Sessions are conducted every week for you to familiarize with our operations and features. We give you a tour of the Local Chapter page on the Swayam and NPTEL portals. Q & A will follow where you can clarify all your doubts. A short questionnaire will be shared with you post the session, which when successfully submitted will complete your onboarding process and you will be assigned a SPOC Onboarded badge inside your login. Book your slot now: http://tiny.cc/Spoc_session_reg_link
17	NPTEL Stars	NPTEL recognizes our learners with the following categories who have excelled in various ways. <ul style="list-style-type: none"> - NPTEL DOMAIN SCHOLARS - NPTEL SUPERSTARS - NPTEL EVANGELISTS - NPTEL MOTIVATED LEARNERS - NPTEL ENTHUSIASTS - NPTEL DISCIPLINE STARS - NPTEL BELIEVERS Please visit this Link: https://nptel.ac.in/nptelStars/index.html

18	FDP	<p>All India Council for Technical Education (AICTE) the statutory body and a national-level council for technical education, under Department of Higher Education, Ministry of Human Resource Development and NPTEL have signed an MOU on July 24, 2018 whereby advanced NPTEL online certification courses are approved for Faculty Development Programme (FDP) by AICTE.</p> <p>FDP page link: https://nptel.ac.in/AICTE_FDP/</p> <p>FDP Course list for Jul-Dec 2020: https://rb.gy/f0l5mg</p>
19	Domain Certification	<p>NPTEL has been giving out course level certificates since 2014 and there have been quite a few students doing multiple courses from NPTEL. Some need some guidance on what courses to take up together and also a classification of courses based on the end goal, whether it is appearing for some competitive exam or becoming job ready or specialising in an area of study.</p> <p>Domains are being created in multiple disciplines.</p> <p>Domain page link:https://nptel.ac.in/nptelStars/DomainScholars.html</p>
20	How SPOCs can help in Translation effort	<p>NPTEL has initiated the process of translating the English transcripts of NPTEL video content. For now, we are planning to translate NPTEL content into 8 regional languages - Bengali, Gujarati, Hindi, Kannada, Malayalam, Marathi, Tamil, Telugu.</p> <p>If you are interested you can contribute in translating the contents in your regional language. Check this link: https://rb.gy/kahopg</p>
21	Help Videos links	<p>Various Help videos are created to help learners on the different processes of NPTEL. Please visit this link: https://nptel.ac.in/help_video.html</p>
22	Announcement Page	<p>If you miss out any important announcements form our end, you can always go to this link & search for the relevant topic: https://nptel.ac.in/LocalChapter/announcement_forum.html</p>
23	Credit Transfer	<p>SWAYAM-NPTEL Local Chapters Taking NPTEL Courses for Credits:</p> <p>https://nptel.ac.in/LocalChapter/nptel_credits.html</p>