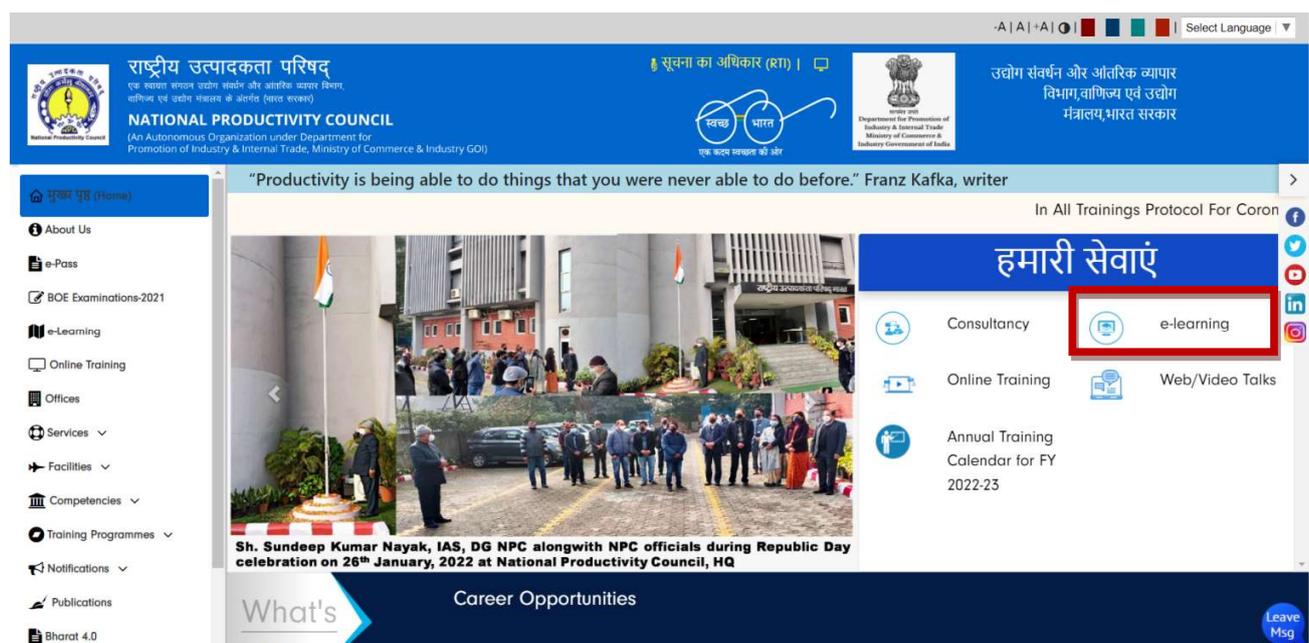# User Instructions Guide for NPC eLearning Courses

1. What are the eLearning courses of NPC?

NPC has designed & developed various eLearning courses on different trending topics to facilitate anytime anywhere learning for government/private/PSUs, students etc.

2. Where can I find information on upcoming eLearning Courses of NPC?

Visit National Productivity Council (NPC) Website (www.npcindia.gov.in) & select eLearning (https://www.npcindia.gov.in/NPC/Homes1/e-learning/index) from **What We Offer** Section of NPC Website.

3. How to Register for the eLearning Course

1. Visit National Productivity Council (NPC) Website (www.npcindia.gov.in).
2. From the **What We Offer** Section, Click on the **eLearning tab** as shown in the figure above.

3. The user can select & apply for the elearning course of his/ her choice by Click on the Register **Button/ tab**.

4. The user needs to fill in their respective particulars' / details in the eLearning registration form provided.

5. Click on Submit Button/ tab on successful submission of user details in the eLearning registration form.

6. After clicking on Submit button, User Registration Number will be generated.

7. After registration user will be redirected to the Payment Gateway page for processing payment.

8. After registration, User can login (https://www.npcindia.gov.in/NPC/Homes1/e-learning/login) with his/her email id to check the payment details and to download the e-Certificate after successful completion of the eLearning Course.

IMPORTANT NOTE:

1. Registration window for each elearning course will be open for a period of one month.

2. User can login (https://www.npcindia.gov.in/NPC/Homes1/e-learning/login) with his/her email id and DOB to access the course.
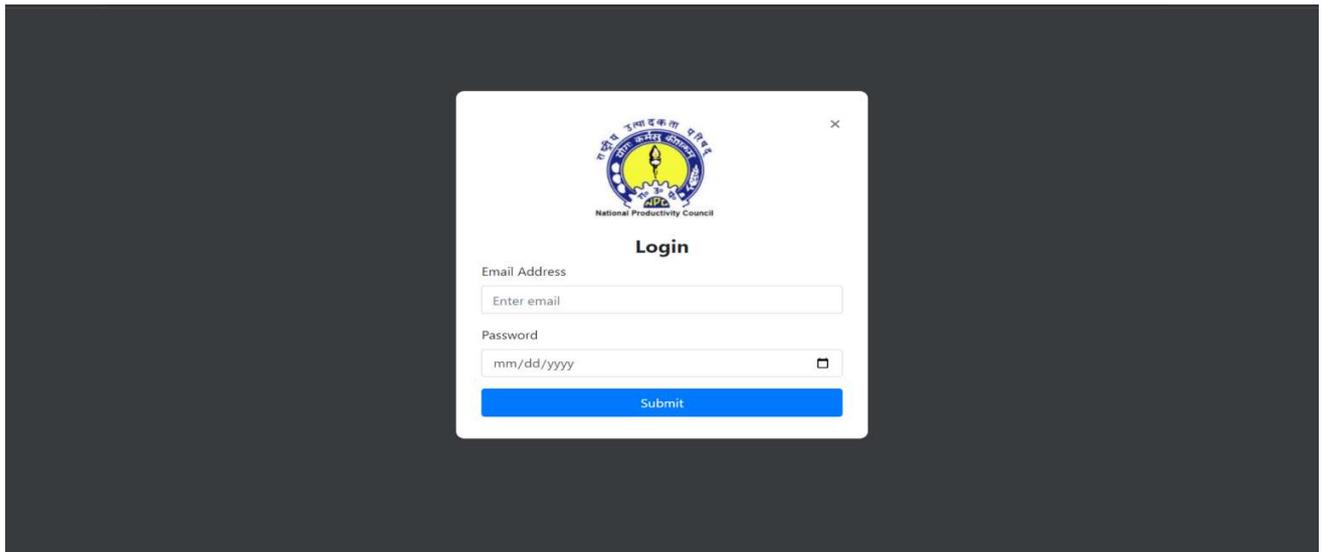
4. Whom to Contact for payment related Issue(s)
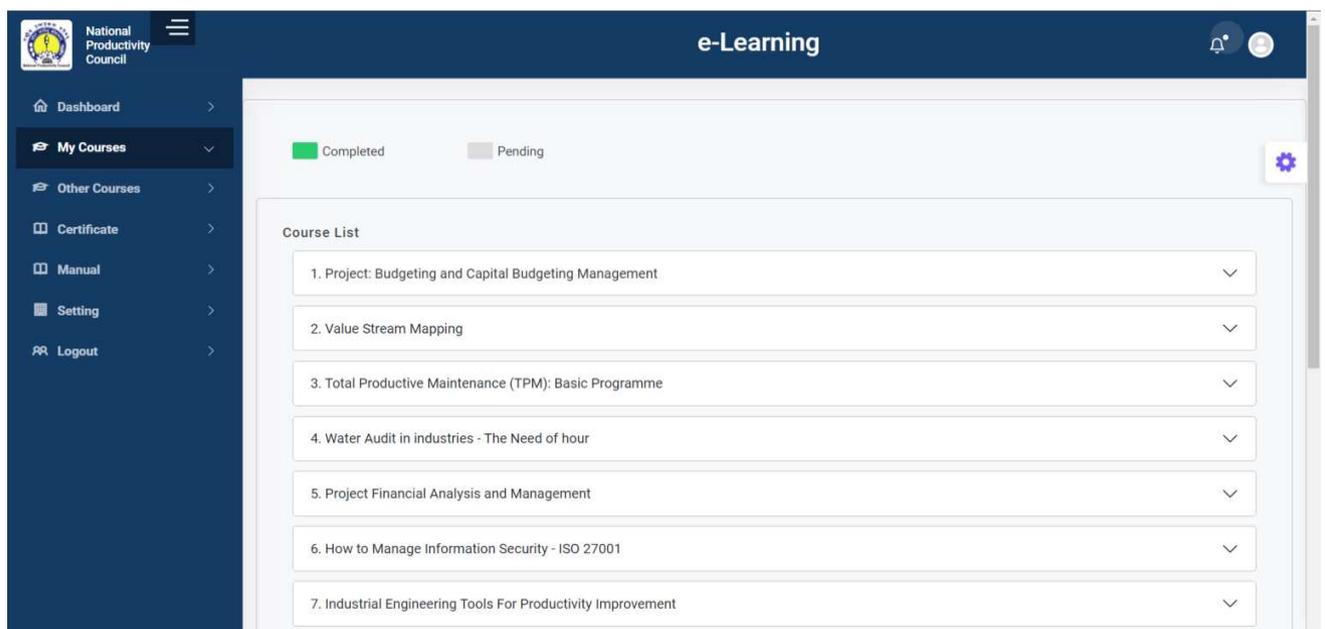
IOB Bank Customer Help-Desk Number: 1800 425 4445

IOB Bank Contact Details: 044-2888 9350/9338
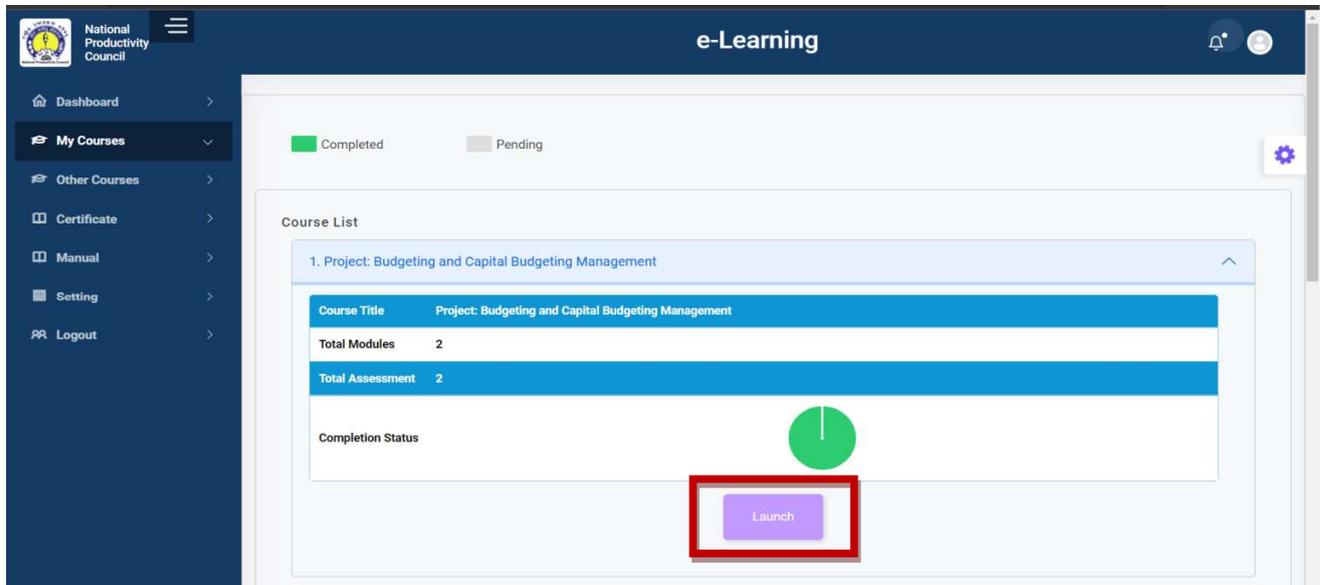
5. How to access the eLearning Course

1. User can login to (https://www.npcindia.gov.in/NPC/Homes1/e-learning/login) with his/her email id and DOB to access the course.

2. The Learning Management System (LMS) will show the list of all the assigned eLearning courses

3. Click on Launch Button to start the eLearning Course.

4. On clicking the Launch button, the user will be redirected to all the modules & assessments of the said eLearning courses as shown below:

5. Modules & Assessments are interdependent with each other. Participant can only access assessment after completing the related respective module.

6. Participant has to secure minimum of 70% marks in each assessment module to complete the eLearning Course.
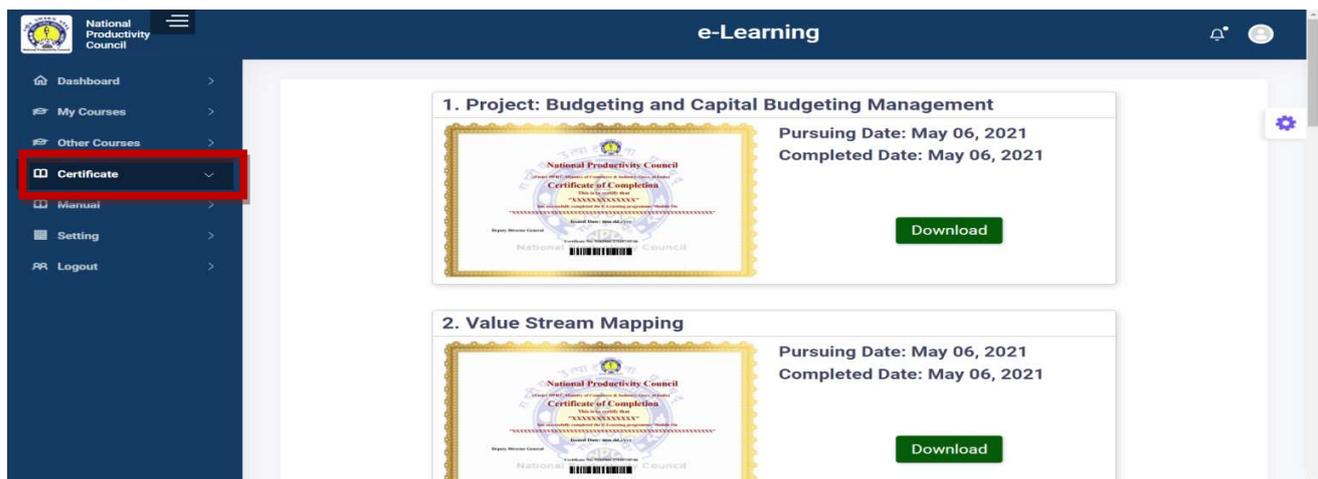
7. Certificate will be issued to those participants only, who have secured minimum 70% marks in the eLearning Course.

6. How many attempts will be provided to complete the assessment(s)?

1. Participants will be provided with three (3) attempts for each assessment module to complete the eLearning course.

2. In case, the participants fails to score the passing marks during his/her given last attempt, then the participant need to reapply and freshly register along with the registration fees for the said elearning course as described in Section 3 above.

7. How to Download eCertificate

1. Certificate will be issued to those participants only, who have secured minimum 70% marks in the eLearning Course.

2. Certificate will be issued within one week (working days) after the completion of the course duration i.e One (1) Month

3. Click on Certificate tab from the left Navigation Menu and download e-Certificate.

8. What is the duration to complete the eLearning Course?

1. The duration to complete the eLearning course is one month.

2. Elearning course once assigned need to be completed during the said period of one month and any request for extension of period will not be entertained afterwards.

9. What are the technical requirements to participate?

To access the eLearning Course, participants will need the following:

1. Internet connectivity with minimum bandwidth speed of 10 – 20 mbps for ensuring the quality of content sharing through Learning Management System (LMS).

2. Laptop/ Desktop PC / Mobile/ Tablet or any mobile devices with internet connectivity with minimum bandwidth speed of 10 – 20 mbps.