# **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 (<u>www.npcindia.gov.in</u>) & select eLearning (<u>https://www.npcindia.gov.in/NPC/Homes1/e-learning/index</u>) 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.
- After registration, User can login (<u>https://www.npcindia.gov.in/NPC/Homes1/e-learning/login</u>) 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 (<u>https://www.npcindia.gov.in/NPC/Homes1/e-learning/login</u>) 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 4445IOB Bank Contact Details:044-2888 9350/9338

# 5. How to access the eLearning Course

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

×	Email Address Enter email Password mm/dd/yyyy Submit	Email Address Enter email Password mm/dd/yyyy	Email Address Enter email Password mm/dd/yyyy Submit	Enter email Password mm/dd/yyyy			
Login Email Address Enter email Password mm/dd/yyyy Submit	Login Email Address Enter email Password mm/dd/yyyy Submit	Login Email Address Enter email Password mm/dd/yyyy C Submit	Login Email Address Enter email Password mm/dd/yyyy Submit	Login Email Address Enter email Password mm/dd/yyyy		National Productivity Council	×
Email Address Enter email Password mm/dd/yyyy	Email Address Enter email Password mm/dd/yyyy	Email Address Enter email Password mm/dd/yyyy C Submit	Email Address Enter email Password mm/dd/yyyy Submit	Email Address Enter email Password mm/dd/yyyy		Login	
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2. The Learning Management System (LMS) will show the list of all the assigned eLearning courses

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û Dashboard			
😰 My Courses		Completed Pending	0
P Other Courses			
Certificate		Course List	
🕮 Manual		1. Project: Budgeting and Capital Budgeting Management	~
Setting		2 Value Stream Manning	~
AR Logout			
		3. Total Productive Maintenance (TPM): Basic Programme	~
		4. Water Audit in industries - The Need of hour	~
		5. Project Financial Analysis and Management	$\sim$
		6. How to Manage Information Security - ISO 27001	~
		7. Industrial Engineering Tools For Productivity Improvement	~

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P Other Courses				
Certificate		Course List		
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Setting		Course Title Project: Budgeting and Capital Budgeting Management		
AR Logout		Total Modules 2		
		Total Assessment 2		
		Completion Status		
		Launch		

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:

National Productivity Council	=		e-Learning		¢° (
Dashboard My Courses	> >	Course Name: Project: Budgeti	ng and Capital Budgeting Ma	inagement	
Other Courses Certificate	> >	Module 1 Project: Budgeting and Capital Bu	dgeting Management		^
Manual Setting	> >	Attempts: 1/3		Module: 1	
Logout	>	Marks: 90%	Read	NA ►	Done ©
		Module 2 Project: Budgeting and Capital Bu	dgeting Management		^
		Attempts: 3/3		Module: 2	
		Result: Pass	Read	NA	Done

- 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.

 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.