

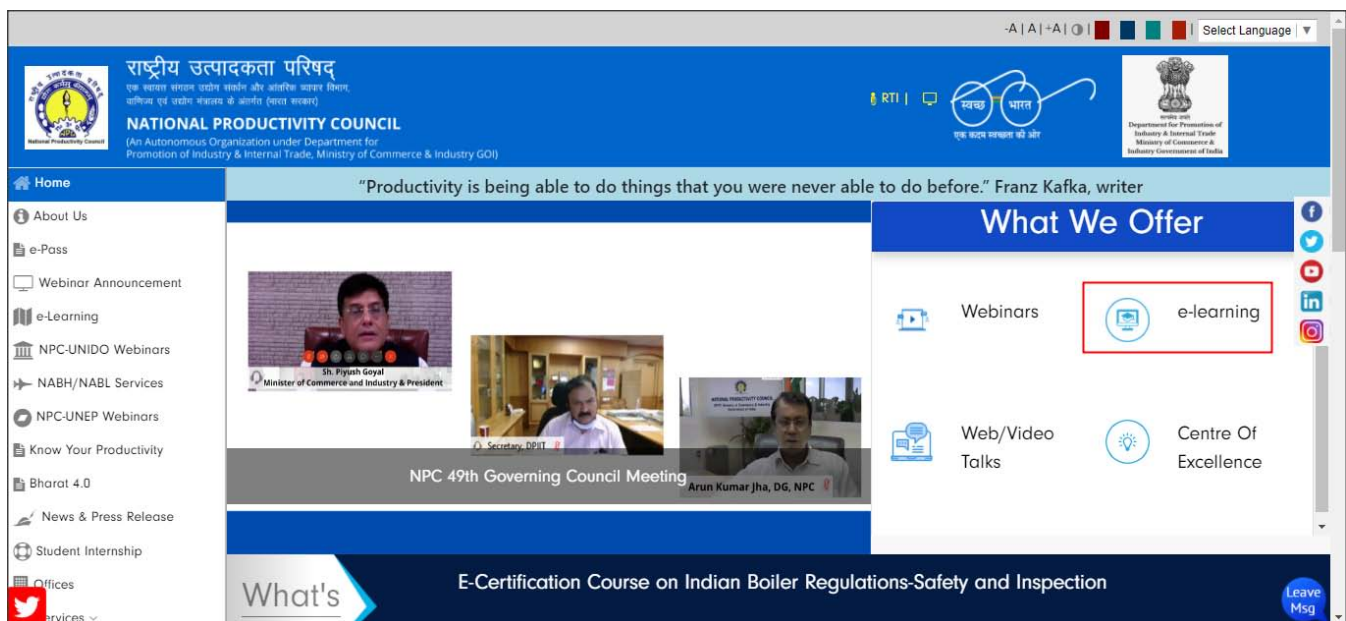
User Instructions Guide for NPC eLearning Courses

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/NPC_e-learning/e-learning_program_list) 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/User/Login/index>) 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. Login details to access the course will be sent to the participant registered email id within one week from the last date of successful registration.

[Example: eLearning course on “XYZ” has been hosted on NPC Website on 1st Oct, 2020 and the last date of registration for the said course is 31st Oct, 2020. Login details to all the successfully registers participants will be sent to their registered email ids within 1 week (working days)]

4. Whom to Contact for payment related Issue(s)

IOB Bank Customer Help-Desk Number: 1800 425 4445

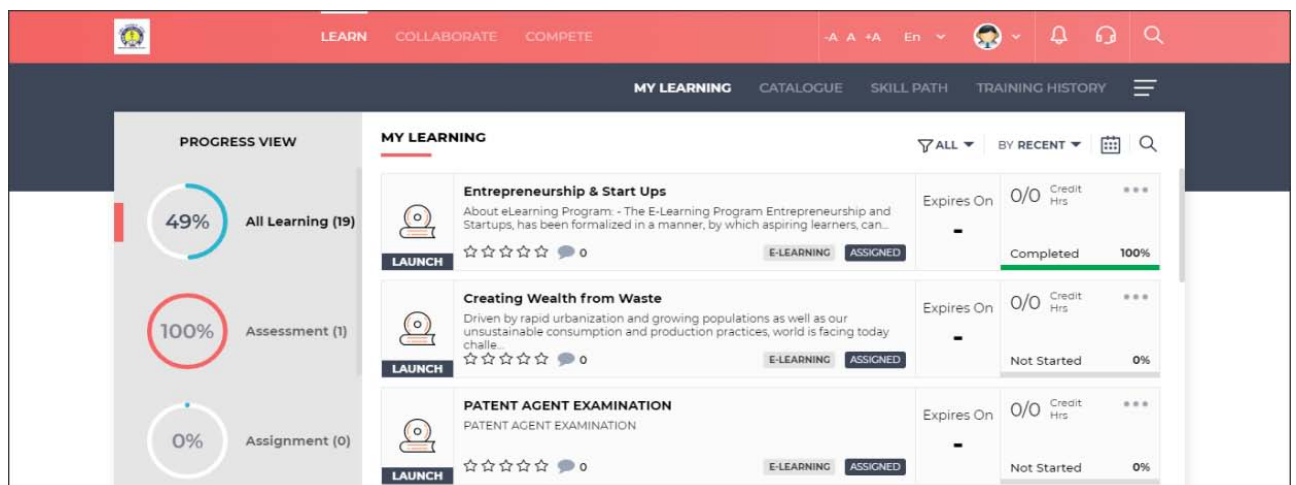
IOB Bank Contact Details: 044-2888 9350/9338

5. How to access the eLearning Course

1. NPC will send the Login details to access the course on the participant's registered email id within one (1) week (working days) after the closure of the registrations /Last date of registrations of the respective elearning course.
2. Login to <https://npcindia.lms.gov.in/default.aspx> using your login credentials received in your registered email.



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



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

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

Entrepreneurship & Start Ups				
OVERVIEW	RATING REVIEWS	CONVERSATIONS	ANNOUNCEMENTS	
E-LEARNING ASSIGNED				
Starts On	Ends On	Last Accessed	Credit Hrs	Completed
12/11/2020 00:00	-	16/11/2020 12:04	0/0	100%
Rate & Review				
Entrepreneurship & Start Ups				
Module 1- Entrepreneurship startups- Concepts and Ecosystems HTML Content		Last Accessed 12/11/2020 14:17	Attempts -	Progress 100%
Quiz 1 True False Module 1 Assessment		Last Accessed 12/11/2020 14:17	Attempts -	Progress 100%
Module 2 Entrepreneurship startups The Entrepreneurial Process HTML Content		Last Accessed 16/11/2020 12:04	Attempts -	Progress 100%
Quiz 2 MCQ Module 2 Assessment		Last Accessed 12/11/2020 14:18	Attempts -	Progress 100%

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

- Participants will be provided with two (2) attempts for each assessment module to complete the eLearning course.
- In case participant fails to reattempt the assessment or fails to score the passing marks during his/her first attempt, then in such case, the last attempt (i.e. second attempt) fresh course on the same subject will be assigned to the participant within two working days.
- 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. To Download eCertificate, click https://www.npcindia.gov.in/NPC/NPC_e-learning/Login/learn_login using your registered email id and DOB

The screenshot shows the NPC eLearning portal interface. The header includes the NPC logo and name in Hindi and English, along with the Department for Promotion of Industry & Internal Trade, Ministry of Commerce & Industry, Government of India. A navigation menu on the left includes 'Home', 'Download E-Certificate', 'Other Programs', and 'Logout'. The main content area is titled 'Applied Details' and features a search bar and a table with the following columns: S.No., Full Name, Programme Opted, Payment Status, Email ID, and Registration ID. The table is currently empty.

4. Click on Download E-Certificate tab from the left Navigation Menu and download e-Certificate.

The screenshot shows the NPC eLearning portal interface with the 'Download E-Certificate' page selected. The header and navigation menu are the same as in the previous screenshot. The main content area is titled 'Download E-Certificate' and features a search bar and a table with the following columns: S.No., E-Learning Title, and Download E-Certificate. The table contains two entries:

S.No.	E-Learning Title	Download E-Certificate
1	Project: Budgeting and Capital Budgeting Management	Download
2	Total Productive Maintenance (TPM): Basic Programme	Download

At the bottom of the table, there are 'Previous', '1', and 'Next' navigation buttons.



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.