

**Are you a new SPOC ?
Here are the next steps**

	Steps	How?
1	SPOC/College Profile updated in SPOC login?	Ensure that all details are updated including SPOC photo, college logo, etc.
2	Have you taken copies of NPTEL content?	For the full set of contents, you will need to send us 10TB of hard disk. You may also request for content of specific disciplines For details, send mail to IITM Hard disk: nptel-harddisk@nptel.iitm.ac.in
3	Familiarize yourselves about Local Chapter	Go to http://nptel.ac.in/LocalChapter/ > Reference Documents. Read through the several documents available. Please write to us with queries at localchapter@nptel.iitm.ac.in Also go through the FAQs about NPTEL Online Certification Courses (NOC) at http://nptel.ac.in/noc/faq.php
3	Promote NPTEL certification courses in your college	- Print posters and display in prominent places in the college (For posters, go to: http://nptel.ac.in/Brochures/ > July-Nov Brochures - Conduct internal workshops for faculty/students on general awareness of NPTEL and also benefits of online certification courses
4	Help students/faculty enroll to courses	- Faculty/Student volunteers can help students enroll - Ensure that your college name is correctly selected in the Enrollment page - Enrollment link: https://onlinecourses.nptel.ac.in/explorer - Course list for July-Dec semester - http://nptel.ac.in/LocalChapter/Assets/spoc_refdocs/Tentative_course_list_July_2017-Final.pdf
5	Identify Mentors amongst the faculty	- Contact faculty in various disciplines and educate them about their role as a mentor (see attached doc) - Remind faculty to enroll to the course they will be mentoring - Mentors will be given appreciation certificates
6	Enabling Mentor	Login to the online courses portal [https://onlinecourses.nptel.ac.in/] using your SPOC email-id shared with us [google enabled]. On the right hand top corner - click on your email id and you will be able to find the LOCAL CHAPTER SPOC option. Once you click on the course-id, you can find the details of the candidates who have been enrolled to the course and also you can select the mentor for your course. More

		details can be found at: http://nptel.ac.in/LocalChapter/announcement_forum.php > Mentor Addition and Enrollment Details
7	Request for Exam City	<ul style="list-style-type: none"> - Within SPOC login, select exam cities of your choice - If at least 200 candidates from your college will write the exam, we will try to have an exam centre in your city. We cannot guarantee exam centre in your own college. - You can select up to 2 exam cities
8	Request for Scholarship	<p>Depending on the availability of funds, NPTEL offers fee waivers for deserving candidates.</p> <p>Login to the online courses portal [https://onlinecourses.nptel.ac.in/] using your SPOC email-id shared with us [google enabled]. On the right hand top corner - click on your email id and you will be able to find the LOCAL CHAPTER SPOC option. The option to enable scholarships is available under 'All Local Chapter Students'. For further details, please refer to: http://nptel.ac.in/LocalChapter/reference_document.php > SPOC login features via Course portal.</p> <p>A Request letter from the Principal of the college along with details of the candidates has to be uploaded within the SPOC login. Kindly wait for our announcement.</p>
9	Exam Registration	<p>A link with exam registration details will be sent to candidates</p> <p>Exam fees – Rs. 1000/- per course</p> <p>Candidates should upload – passport size photos, signatures and SC/ST certificates plus pay fees</p>
10	Fee payment – 3 options	<p>Candidates from your college may pay exam fees individually while registering for the exam in the online registration form OR SPOC can choose to make payment on behalf of candidates</p> <ol style="list-style-type: none"> 1. Candidates register for exam online, upload photos/signatures etc. and also make payment individually 2. Candidates register for exam online, upload photos/signatures etc. > SPOC makes payment alone in bulk 3. SPOC uploads candidates' photos/signatures etc. and also makes payment in bulk <p>Kindly await our announcement</p>
11	Hall tickets	<p>E- Hall tickets will be sent to candidates by email</p> <p>E-Hall tickets will also be made available of all candidates from your college within your SPOC login.</p>

12	Exam Results	Results can be accessed by candidates via their login Results of candidates from your college are also made available within SPOC login
13	Certificates	Certificates will be generated only for those candidates who score 40 and above E-certificates will be initially made available to all candidates, and also made available within SPOC login Hard copies of certificates will be sent to candidates (or to the SPOC if that is preferred)
14	Statistics	Semester-wise statistics are made available within SPOC login