



**GUJARAT
TECHNOLOGICAL
UNIVERSITY**
AN INTERNATIONAL INNOVATIVE UNIVERSITY
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CENTRAL LIBRARY, GTU

REPORT ONLINE TRAINING WORKSHOP: “PRACTICAL TRAINING WORKSHOP ON NDLI CLUB REGISTRATION AND ACTIVITIES”

Date: 18th June, 2026
Address: GTU, Central Library
Email id: elibrary@gtu.edu.in
Date of Session: 18 June 2026 (Thursday)
Time of Session: 11:30AM to 01:30 PM
Mode: Online
Central Library Staff:
Librarian - Dr. Mahesh K. Solanki
Library Assistant: 1. Heena Parmar
2. Mohit Hosamani
3. Vandana Rathod

• Introduction:

The “Practical Training Workshop on NDLI Club Registration and Activities” was conducted by under the guidance of Mr. Partha Sengupta, Senior Manager – Outreach, NDLI Club, National Digital Library of India (NDLI), IIT Kharagpur. The workshop was coordinated by Dr. Mahesh K. Solanki, Librarian, GTU Central Library, with Ms. Vandana Rathod, Library Assistant, GTU Central Library, serving as Co-Coordinator.

Dr. Mahesh K. Solanki began the session with warm greetings and an introductory address, where he highlighted that although NDLI has been active in Gujarat since 2018, its systematic implementation across libraries is still limited. He emphasized that the aim of the GTU Central Library is to bring a restructured transformation in libraries across Gujarat through NDLI Club registration, organized activities, and enhanced student participation, so that libraries can be effectively integrated into a unified digital knowledge-sharing network.

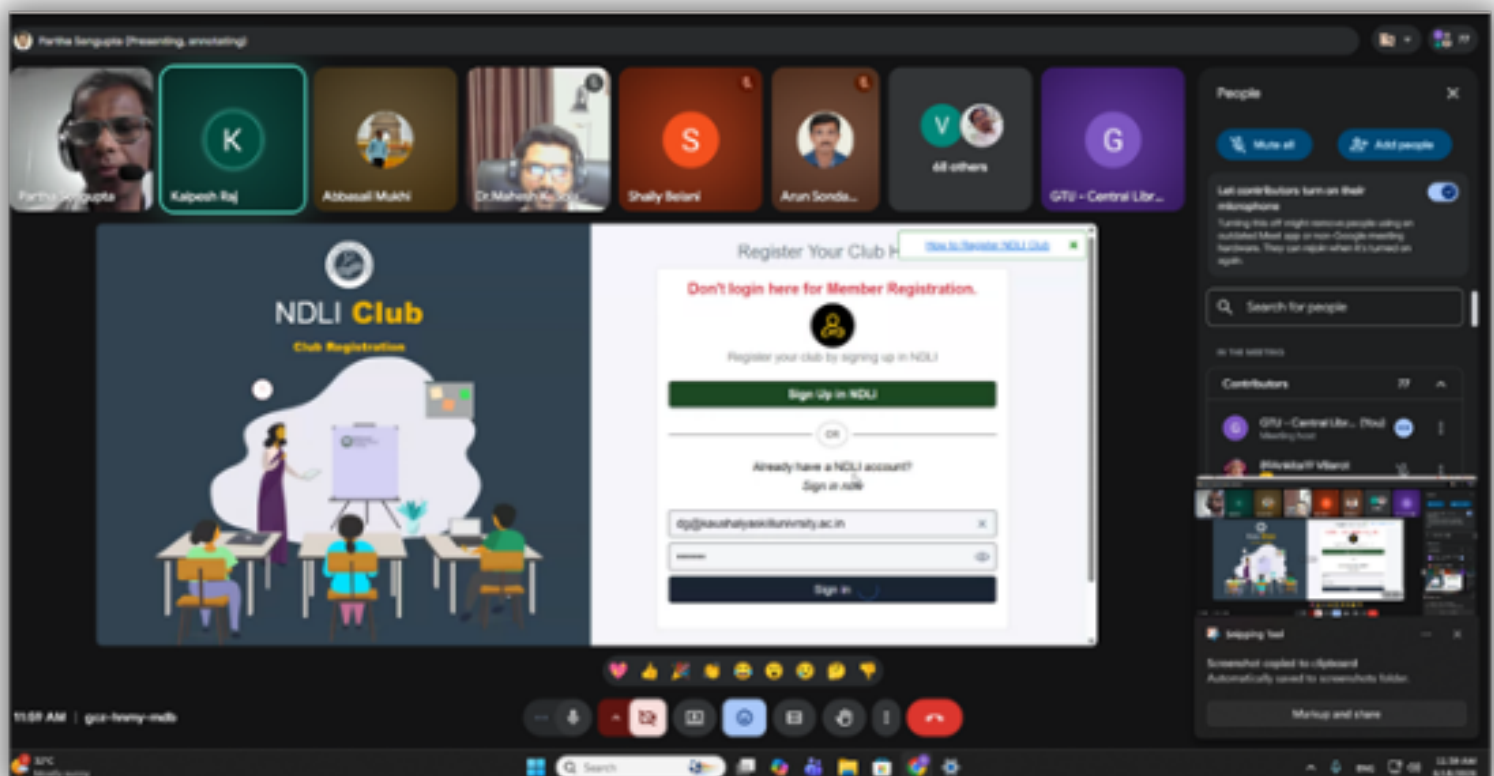
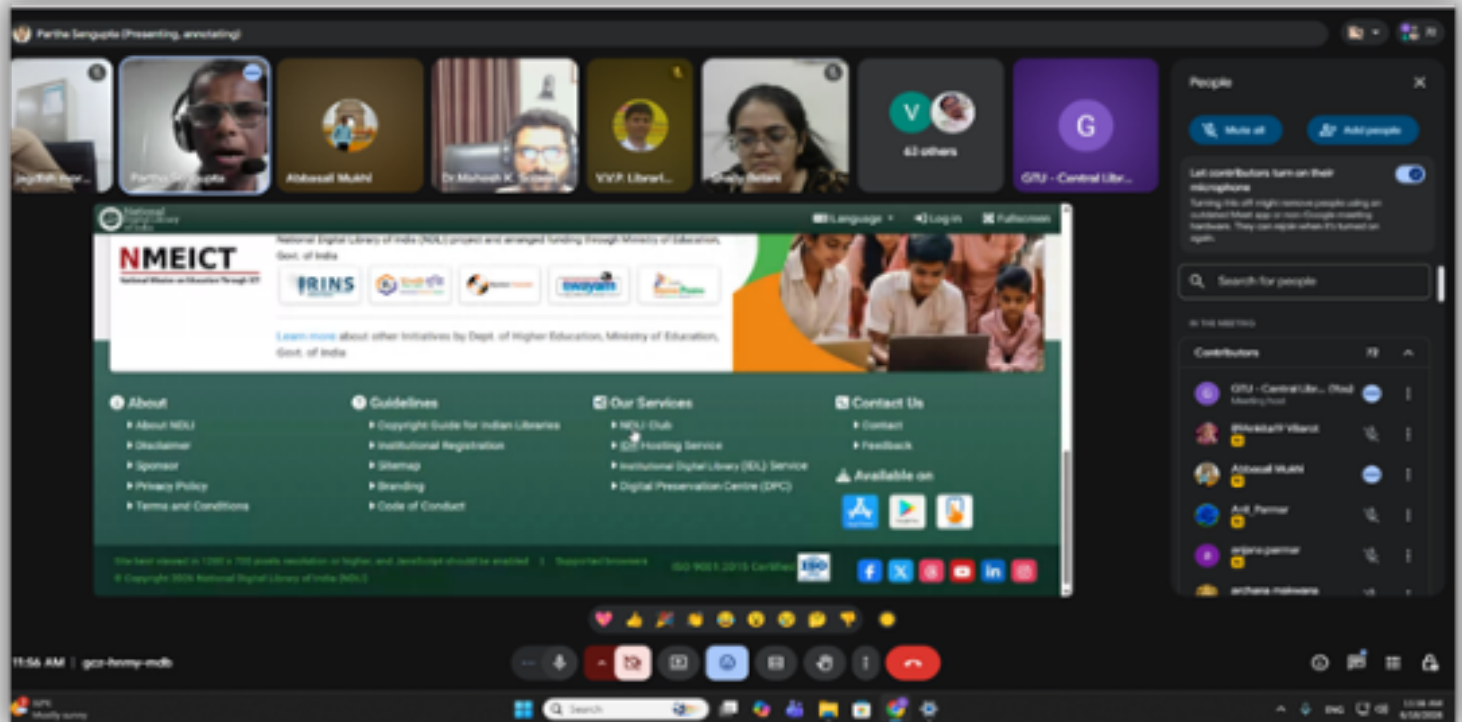
The principal practical session focused on guiding participants through the process of NDLI Club registration, member enrollment, downloading registration certificates, and renewing club registration annually. This was followed by a secondary practical session where participants were trained on creating and publishing events on the club portal, completing events, participating in activities, uploading event reports, and generating participation certificates. During the session, Mr. Partha Sengupta explained the significance of NDLI Club in promoting digital learning and strengthening academic collaboration among institutions, while also sharing key insights about outreach and effective utilization of the platform. Ms. Vandana Rathod also addressed the participants and shared her views on the importance of librarian engagement in NDLI activities, noting that around 82 librarians and other participants had registered and actively participated in the workshop, reflecting strong interest and enthusiasm.

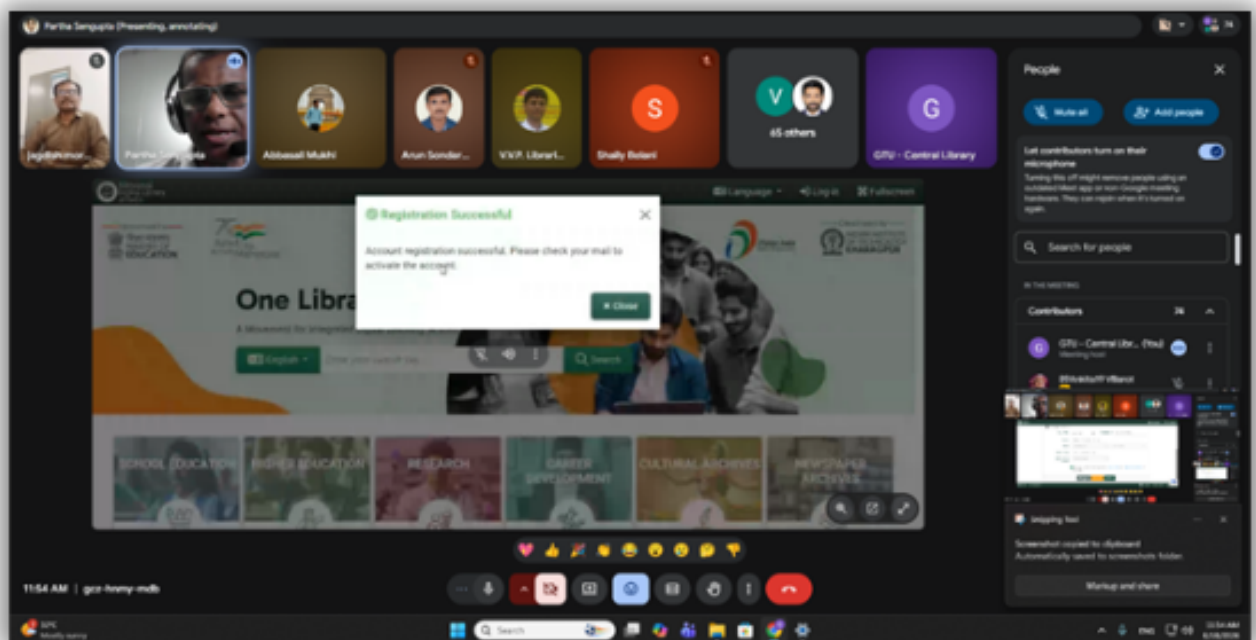
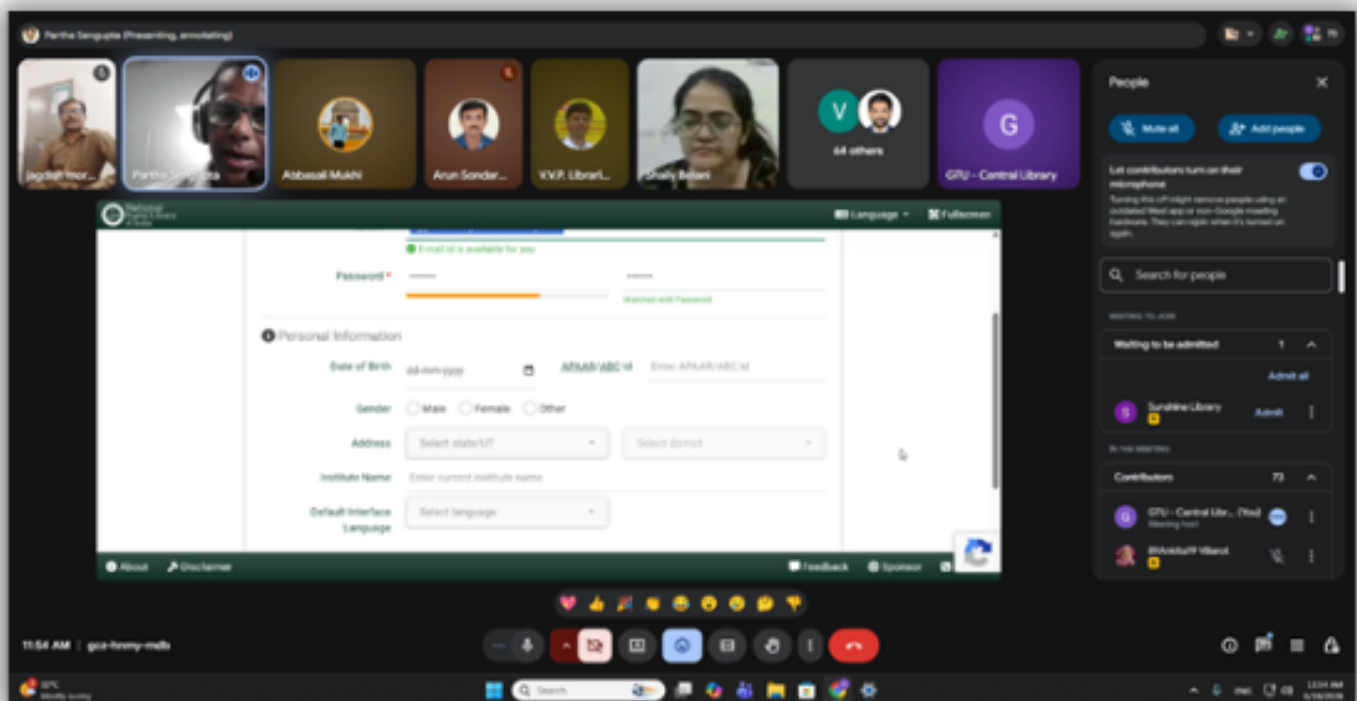
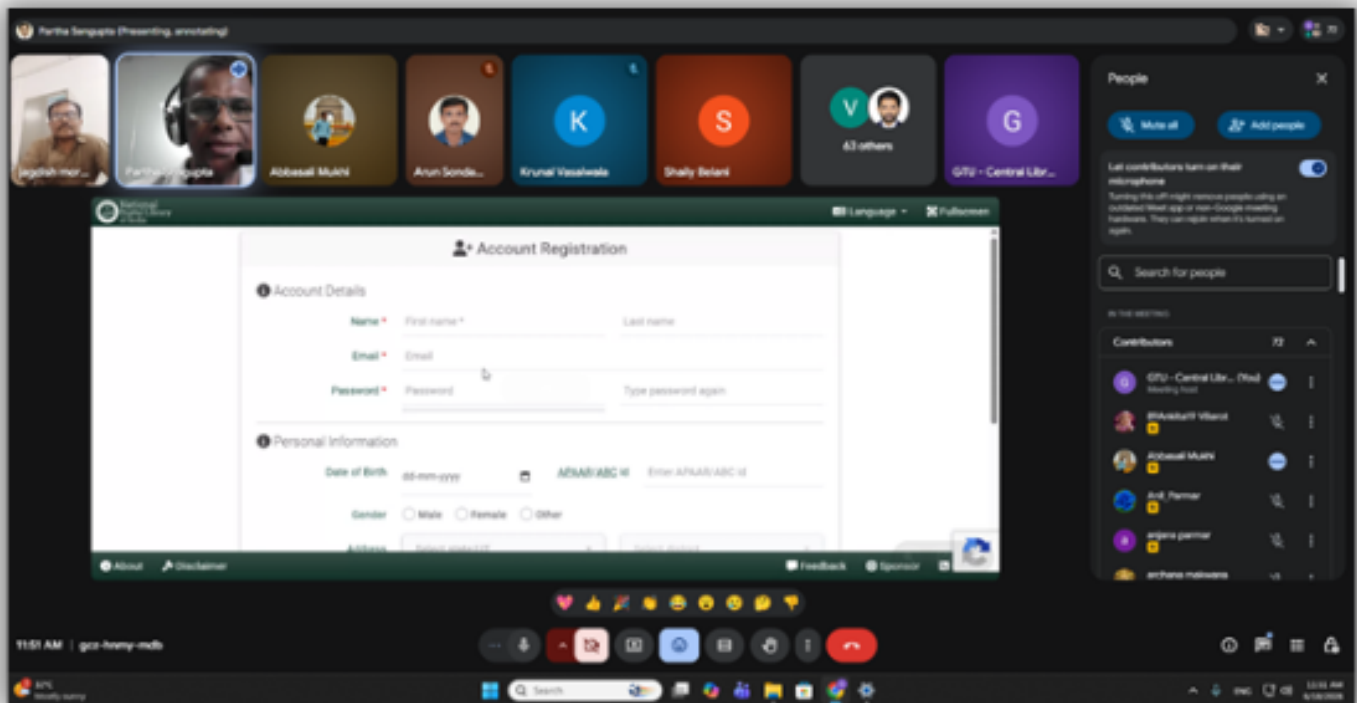
• Session Objectives:

The online workshop titled “Practical Training Workshop on NDLI Club Registration and Activities” organized by GTU Central Library and NDLI Club. More than 82 librarians from various colleges and universities across Gujarat actively participated in the online workshop. The objective of the workshop was to provide college and university librarians with practical knowledge and hands-on experience in establishing and managing NDLI Clubs within their institutions. The session focused on guiding participants through the process of NDLI Club registration, member enrollment, annual renewal procedures, event creation and management, event participation, and event report submission through the NDLI Club portal. The workshop aimed to strengthen the capacity of librarians to effectively utilize the NDLI Club platform and promote greater engagement with digital learning resources among students and faculty members.

The technical session was delivered by Mr. Partha Sengupta, Sr. Manager – Outreach, NDLI Club, who provided a clear demonstration of the NDLI Club registration process. He explained the step-by-step procedure and also showed a real-time example of club registration. The session helped participants understand the key requirements and practical workflow for setting up and managing an NDLI Club in their institutions.

The workshop was further structured into a Principal Practical Session of 30 minutes, where participants were guided on how to register an NDLI Club, how to register members, how to download the registration certificate, and how to renew the NDLI Club registration certificate every year. This was followed by a Secondary Practical Session of 15 minutes, which focused on how to create and publish an event on the club portal, how to complete an event in the portal, how to participate in an event, how to upload an event report, and how to generate participation certificates. The program concluded with a 15-minute Question & Answer session, where participants clarified their doubts and gained further practical understanding of NDLI Club operations and activities.





• Outcomes:

The workshop concluded with an interactive question-and-answer session, where participants discussed their doubts regarding registration processes, event management, and certificate generation. The session ended on a positive note with appreciation for all speakers and coordinators, highlighting the importance of continued collaboration between NDLI and academic libraries of Gujarat for strengthening digital literacy and library transformation.

• Flyer of the event:



The flyer is a promotional poster for a workshop. At the top, it features logos for Gujarat Technological University (GTU), National Digital Library of India (NDLI), and the 75th anniversary of India (Viksit Bharat Abhiyan). The main title is "Practical Training Workshop on NDLI Club Registration and Activities", organized by GTU Central Library & NDLI Club. The theme is "Hands-on Practical Training on NDLI Club Registration, Event Management and Certificate Generation". The date and time are 18th June 2026 | 11:30 AM to 12:30 PM. The background image shows a library interior with bookshelves and a reading area. Overlaid on this image are five text boxes listing the topics: NDLI Portal Services & Benefits, NDLI Club Administration & Workflow, Role of Librarians in Digital Learning Ecosystem, NDLI Club Formation & Institutional Support, and NDLI Activities & Best Practices. At the bottom, there are portraits and names of the speaker, coordinator, and co-coordinator, along with a QR code and a "Join Now" button.

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National Digital Library of India

विकसित भारत अभियान
1947 TO 2047

Practical Training Workshop on NDLI Club Registration and Activities

Organized by
GTU Central Library & NDLI Club

"Hands-on Practical Training on NDLI Club Registration, Event Management and Certificate Generation"

18th June 2026 | 11:30 AM to 12:30 PM

NDLI Portal Services & Benefits

NDLI Club Administration & Workflow

Role of Librarians in Digital Learning Ecosystem

NDLI Club Formation & Institutional Support

NDLI Activities & Best Practices

Speaker
Partha Sengupta
Sr. Manager- Outreach NDLI Club
National Digital Library of India,
Indian Institute of Technology, Kharagpur

Coordinator
Dr. Mahesh K. Solanki
Librarian
Gujarat Technological University

Co-Coordinator
Ms. Vandana Rathod
Library Assistant
Gujarat Technological University

Join Now





Participants are requested to keep the above letter format filled and ready in advance so that the practical session can be conducted smoothly and effectively.



To
The Director
NDLI CLUB (M.O.E)
2nd Floor IIT Kharagpur Kolkata Campus
HC Block, Sector – III Salt Lake City
Kolkata – 700106

Subject: NDLI Club Registration Request

Dear Sir,

On behalf of **[Name of the Institute]**, I request you to kindly create an NDLI Club for our institute. I have read the NDLI Club terms and conditions before applying.
Here is the list of authorities of our NDLI Club:

- Club Patron – Name
- Club President – Name
- Club Secretary – Name
- Executive Member – Name

Awaiting your approval for the same.

Thanks & Regards,
Requester Name

Director/Principal/Other Name: _____

Date: _____

Director/Principal Signature
Director/Principal Stamp

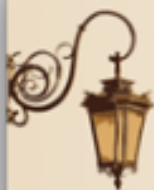
Other Information



elibrary@gtu.edu.in



8401067372



Specially Designed For:

All College and University Librarians of Gujarat State



About the Workshop:

GTU Central Library, in collaboration with NDLI Club, IIT Kharagpur, is organizing a highly practical online workshop for librarians. This workshop will provide complete hands-on training on NDLI Club registration, member management, event creation, certificate generation, and annual renewal processes.

Important Note for Participants:

All participants are requested to attend the workshop with their own PC/Laptop and proper internet connectivity, as the entire session will be conducted practically. Participants are also requested to keep students' details/data ready for live practice during the workshop session.

Session Details:

Principal Practical Session – 30 Minutes

- How to Register an NDLI Club
- How to Register Members
- How to Download the Registration Certificate
- How to Renew the NDLI Club Registration Certificate Every Year

Secondary Practical Session – 15 Minutes

- How to Create and Publish an Event on the Club Portal
- How to Complete an Event in the Club Portal
- How to Participate in an Event
- How to Upload an Event Report
- How to Generate Participation Certificates

Conclusion – 15 Minutes

- Question & Answer Session

Requirements for NDLI Club Registration:

Participants are requested to keep the following details ready during the workshop:

1. Institute Name
2. Institute Address
3. College Code
4. Institute Website Address
5. One Image of the Institute Logo (if available)
6. Two Images of the Institute (Gate / Building / Library / Campus) Four Official E-mail IDs for Club Authorities (The e-mail IDs should not be previously registered in any NDLI Club)

• Certificate of the Workshop:



Dr. Mahesh K. Solanki
Librarian
Central Library
Gujarat Technological university
Email- librarian@gtu.edu.in