Check-List for Local Chapters

Seq	Task	NPTEL	College
1	Send invite mail to college	✅	
2	Send Request Letter from the College with SPOC nominated		✅
3	Send Acknowledgement mail	✅	
4	Add the college details in database, create SPOC login	✅	
5	Integrate these details in Enrolment portal	✅	
6	Try out the new SPOC login		✅
7	Upload SPOC photo & college logo in page		✅
8	Send 'Are you a new SPOC' doc to the new SPOC	✅	
9	Start promoting NPTEL & online courses		✅
10	Based on mail notifications from NPTEL, check out SPOC login for new facilities routinely		✅
11	In enrolment portal, keep track of enrolled students		✅
12	Add Mentors, if applicable		✅
13	Request for Exam City, if applicable		✅
14	Fill out any SPOC survey, as applicable		✅
15	If applicable, coordinate with students for exam fee bulk payment (SPOC to collect fees from candidates & pay NPTEL in bulk)		✅
16	In SPOC login - data related to students/faculty is provided. Go thru this and notify NPTEL of any discrepancies		✅
17	Motivate students and faculty to register for exam		✅
18	Make Bulk payment via NEFT, if applicable		✅
19	Check the total exam registrations in SPOC login		✅
20	Announce about the type of exam - online/offline	✅	
21	Announce about release of Hall tickets	✅	
22	Provide zipped files of hall tickets in SPOC login	✅	
23	Release results	✅	
24	Provide results of candidates in SPOC login	✅	
25	Initiate fee waiver refund to candidates, wherever applicable	✅	

26	Publish e-certificates	✅	
27	Provide e-certificates of candidates in SPOC login	✅	
28	Share Rating of Local Chapters	✅	
29	Organize SPOC felicitation workshop	✅	

Announce about next course run - share Tentative Course list for next course run