NATIONAL ACADEMIC DEPOSITORY

Ministry of Education, Government of India

DigiLocker
Your documents anytime, anywhere

Registration to Award Data Publication

Academic Institution User Manual

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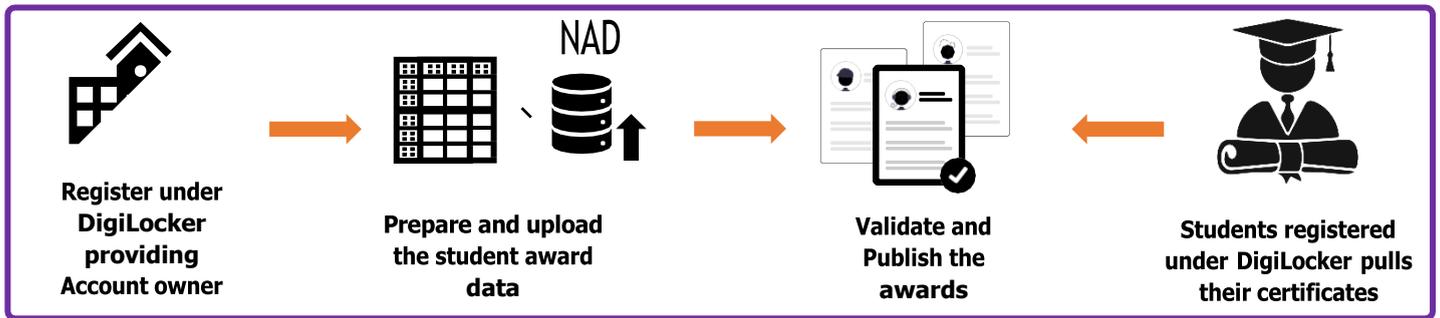
Contents

Overview

The idea of the National Academic Depository (NAD) emerged from the Government of India as an attempt to create an online repository for students to access all their academic awards at ease. NAD seeks to provide a legitimate and user-friendly method for online submission, verification, and validation of academic awards granted by various educational institutions. It would significantly minimize fraudulent activities such as certificate forgery and mark-sheet forgery by allowing online verifications of the same.

The DigiLocker NAD platform is a 24X7 online storehouse for all academic awards, such as certificates, diplomas, degrees, mark sheets, and so on, that have been officially digitized and registered by academic institutions/boards/eligibility assessment bodies. It enables simple access to and retrieval of an academic award and confirms and assures its validity and secure preservation.

The National Academic Depository (NAD) is a digital education portal that allows academic institutions to upload award data and students to view their academic awards. Academic institutions submit student data to the site, and students, after registration, can pull their certificates and documents to their individual DigiLocker account.

The NAD platform provides the establishment of a variety of roles, including creating student and academic accounts, the preparation of student data according to a standard certificate template, and the publication of year/course-specific data. The primary objective of this guide is to give step-by-step instructions to academic institutions and educate them on the registration process, data preparation, and all of the features of the NAD application until the publication of the awards.

Features of NAD Platform

| Register under DigiLocker providing Account owner | Prepare and upload the student award data | Validate and Publish the awards | Students registered under DigiLocker pulls their certificates |

The Academic Institutions will have access to the following functionalities in the NAD application:

- Registration for NAD account generation (AI's can assign Account Owner, the Nodal Officer for NAD, and Authorised Person, who operates the NAD account)
- NAD Dashboard for monitoring overall activities performed (under one window)
- Selection of templates from a variety of standardized certificate templates as per need.
- Viewing of the uploaded data and publication of student awards and their status
- Reinitiating of the Upload process at their conveyance.

Workflow
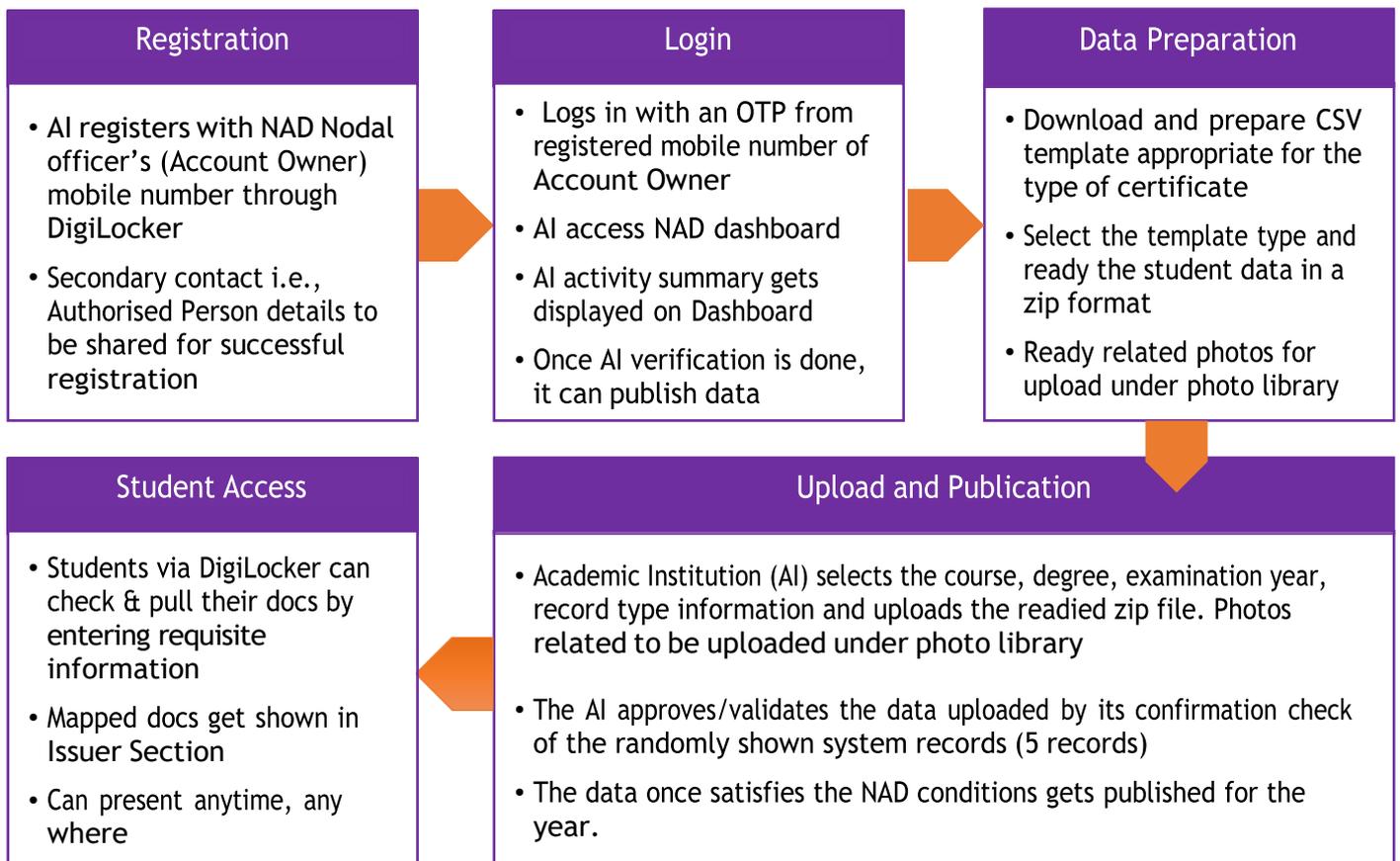
Registration

- AI registers with NAD Nodal officer's (Account Owner) mobile number through DigiLocker
- Secondary contact i.e., Authorised Person details to be shared for successful registration

Login

- Logs in with an OTP from registered mobile number of Account Owner
- AI access NAD dashboard
- AI activity summary gets displayed on Dashboard
- Once AI verification is done, it can publish data

Data Preparation

- Download and prepare CSV template appropriate for the type of certificate
- Select the template type and ready the student data in a zip format
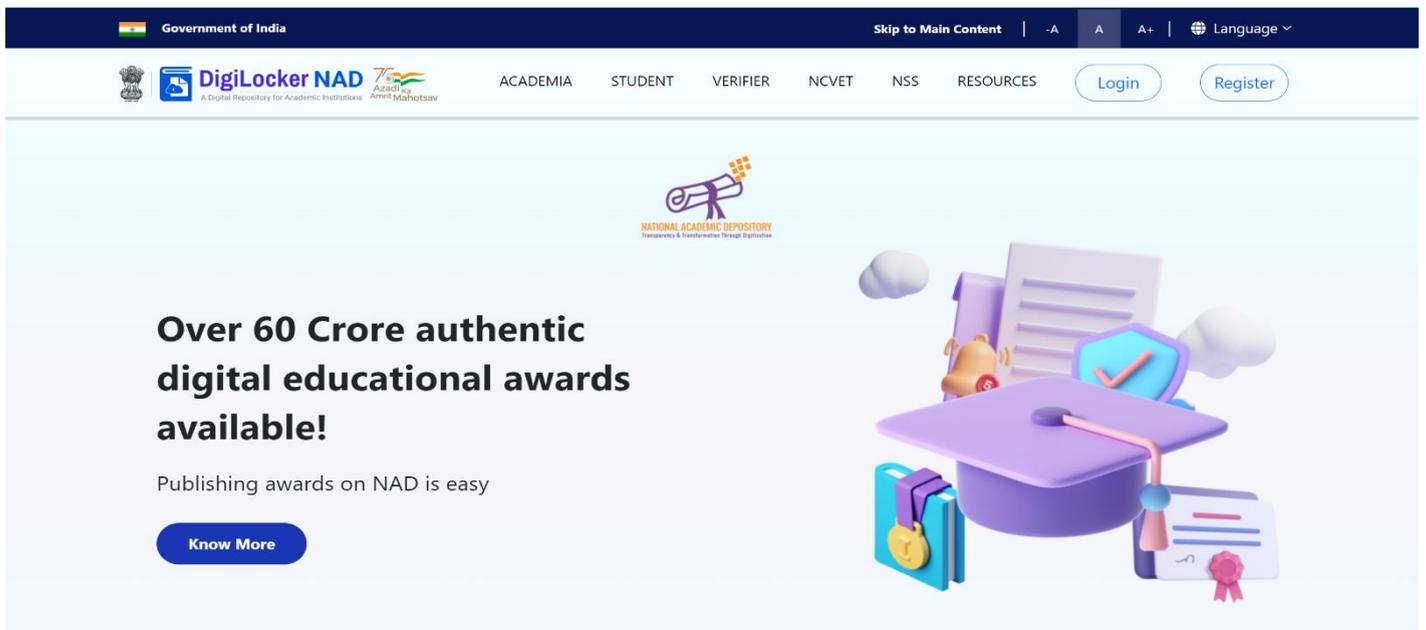- Ready related photos for upload under photo library

Student Access

- Students via DigiLocker can check & pull their docs by entering requisite information
- Mapped docs get shown in Issuer Section
- Can present anytime, any where

Upload and Publication

- Academic Institution (AI) selects the course, degree, examination year, record type information and uploads the readied zip file. Photos related to be uploaded under photo library
- The AI approves/validates the data uploaded by its confirmation check of the randomly shown system records (5 records)
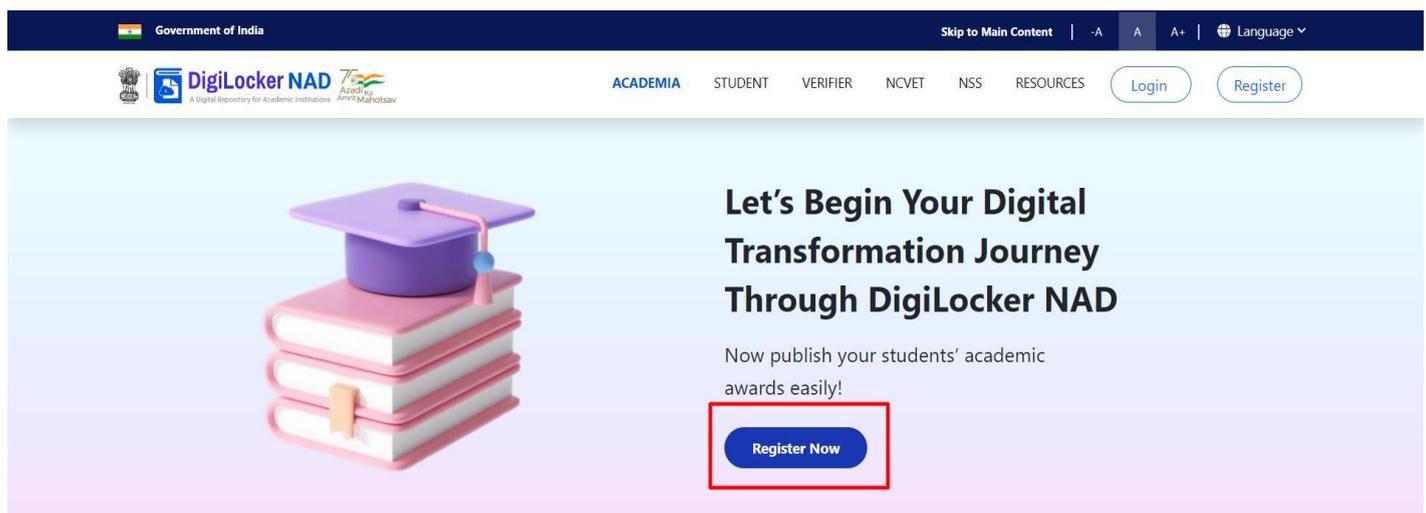- The data once satisfies the NAD conditions gets published for the year.

1. Registration

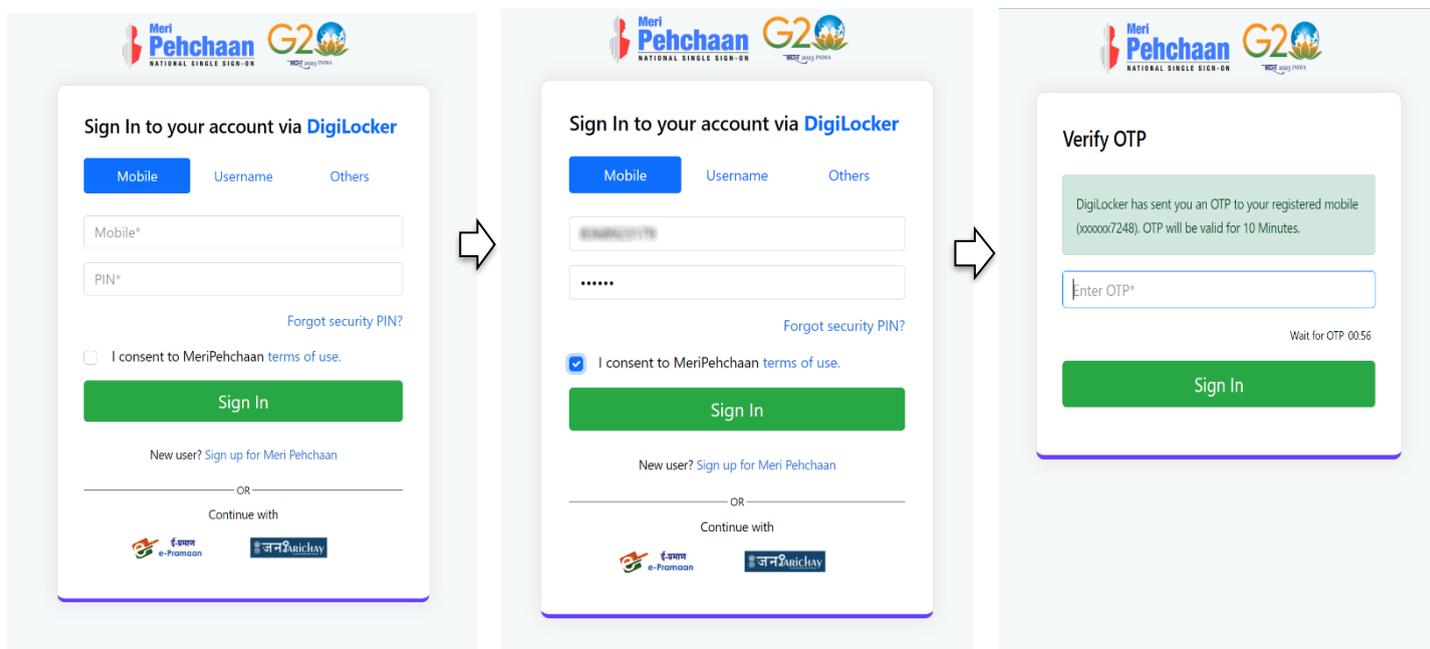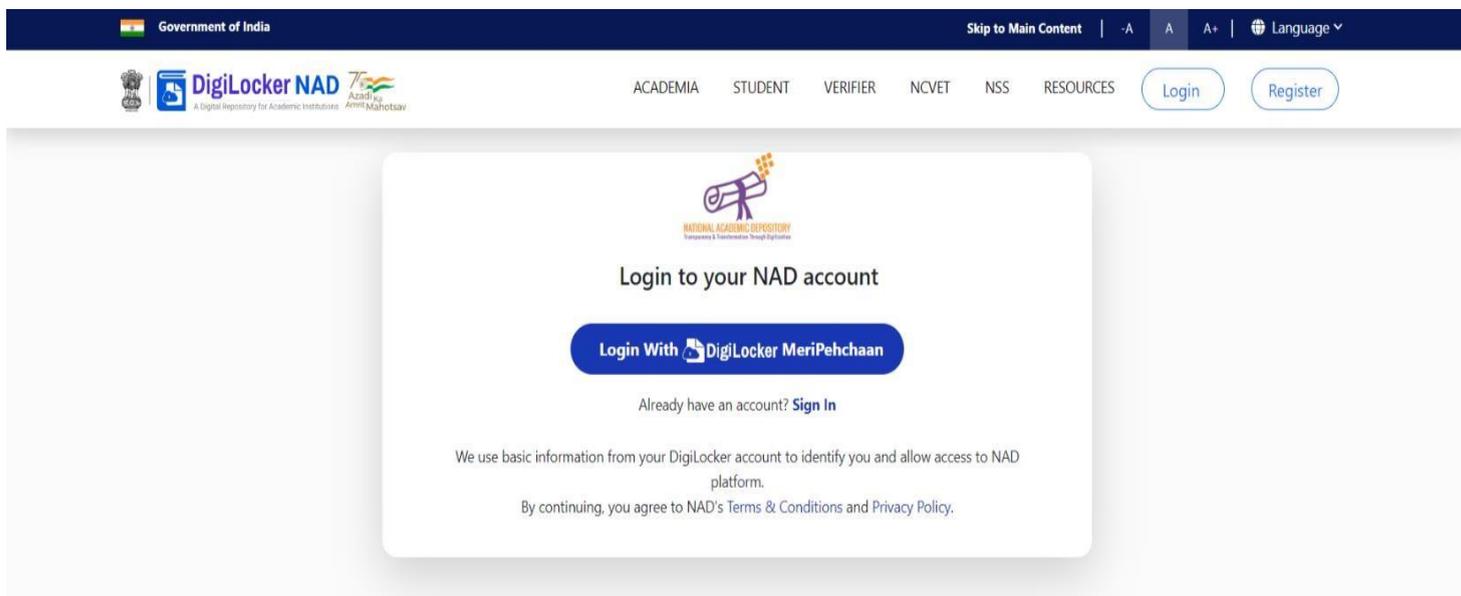- Academic Institutions can register by logging in at www.nad.digilocker.gov.in

Click on "Academia"→ Register Now

- Click on "Login with DigiLocker MeriPehchaan" → Enter valid mobile number → An OTP is sent at the phone number via SMS → Enter the OTP and click on "Continue" button → Enter Security PIN set created during Sign Up and click "Submit" Button

- The creation of DigiLocker account is mandatory to operate NAD.

① Your Institution   ② Account Owner   ③ Terms & Conditions

Register Your Institution
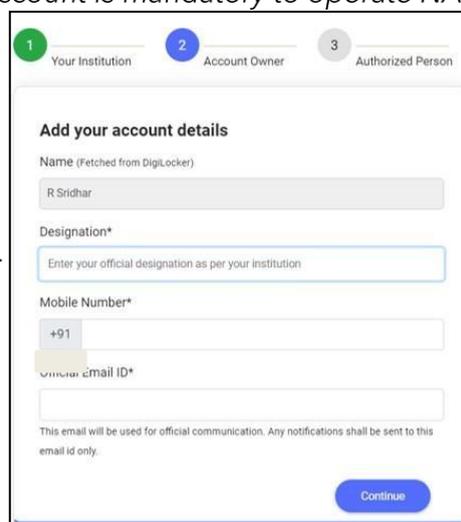
Institution Name*

Address*

State*

District*

Pincode*

Landline*

3456

Website URL*

www.example.com

This should be your public website URL of your institution. We will verify about your institution accessing this website.

Continue

STEP 1
Select Your Institution

- Select your Institution Name and it will autofill the essential information such as complete address, telephone number and website URL etc., as prescribed.

- Modify autofilled information shown against your institution, if required.

INSTITUTE REGISTER

APPLY

Note: If Institution's name is not under the list, Contact NAD Support

① Your Institution   ② Account Owner   ③ Terms & Conditions

Add your account details
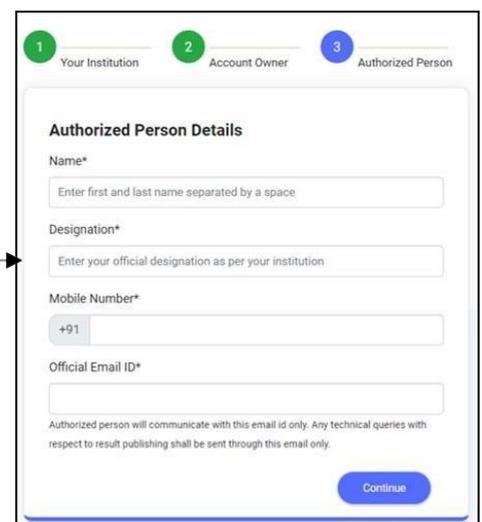
Name (Fetched from DigiLocker)

Designation*

Mobile Number*

+91

Official Email ID*

example@gmail.com

This email will be used for official communication. Any notifications shall be sent to this email id only.

Continue

STEP 2
Confirm Account Owner Details

- Please enter account owner's information. (This person will represent the institution as a Nodal Officer and will be the point of contact for DigiLocker-NAD relate issues).

- The account owner should be someone in a position of authority within the institution.

- Select your Institution from dropdown list → Address and other details will be auto populated.
- If your Institution is not under the list contact NAD support.

The creation of a DigiLocker account is mandatory to operate NAD

Select your Institution from dropdownlist   Address and other details will be autopopulated

If your Institution is not under the list contact NAD support

- **Account Owner* name will be auto-populated from DigiLocker → Add Designation →Mobile number → Official Email ID**

  Account Owner can be any authorized decision-making authority who shall be the point of contact for any NAD related matters

- **Enter Authorised Person* Details such as Name, Designation, mobile, and official mail ID (Authorised Person is the secondary point of contact)**

  Authorised Person shall be the one who operates the Institution's NAD account and completes responsibilities, including uploading and publishing award data.

2.   AI Dashboard
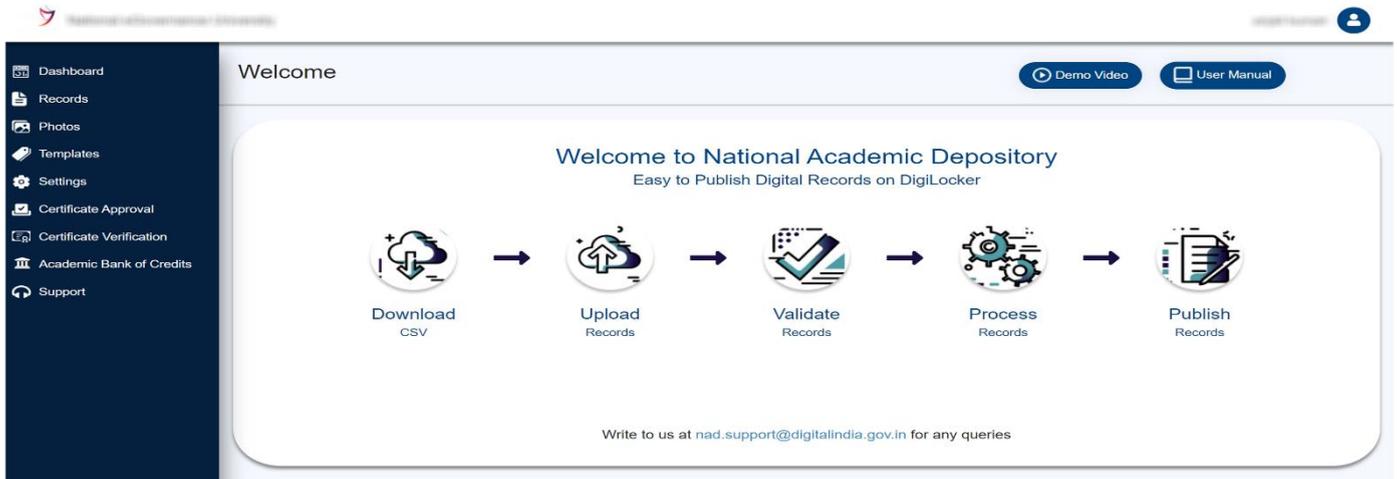
Click on the "Continue" button → for redirection to the "Welcome page" window
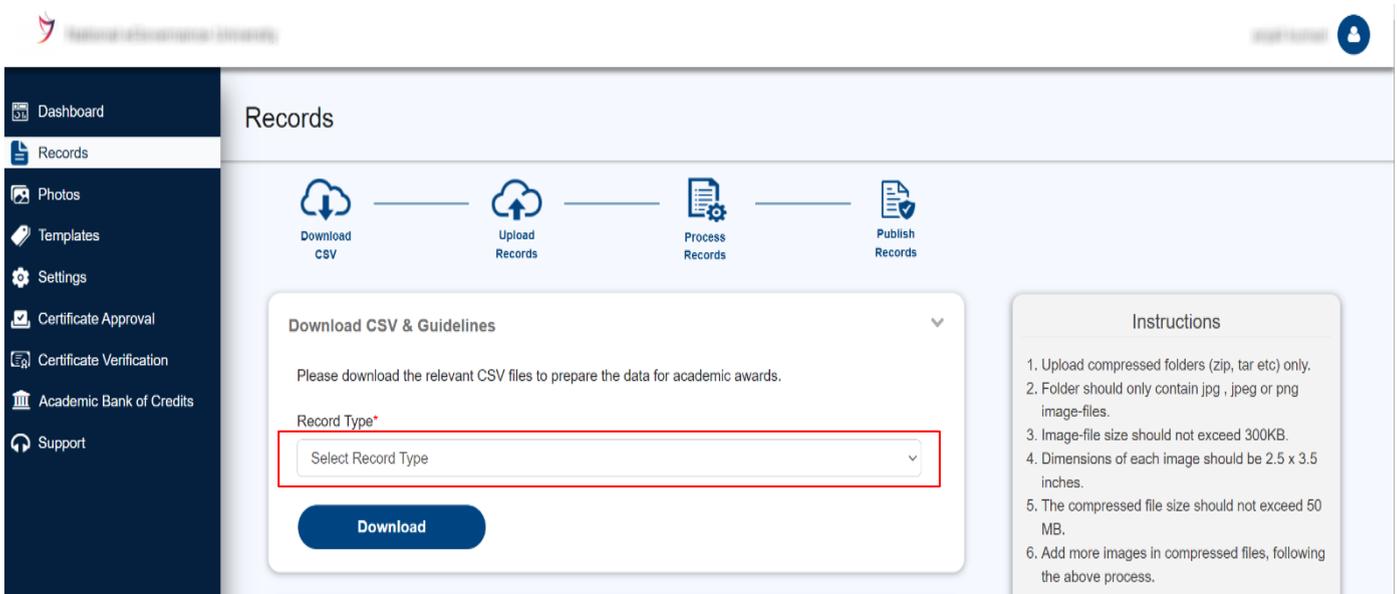
- **Click on "Download Template" → explore a variety of standardized templates based on the "Record Type." (You may select templates at this point)**

- **Click on "Read More" for a small step by step demo on how to upload students' data**

 *Note: Until your institution is approved, the dashboard will be notified with Verification Pending status.*

- **Click on "Resource" for section-wise NAD Resources → Circulars, Policy documents, and Certificate Templates along with guidelines can be found at this part.**

- **Click on "Search"→ Enter Roll No./ Student Name/ Course Name→**

2.2.   Records (Data Preparation & Upload)

Records Section: **This portion handles most of the data processing (from data upload to publishing of awards).**
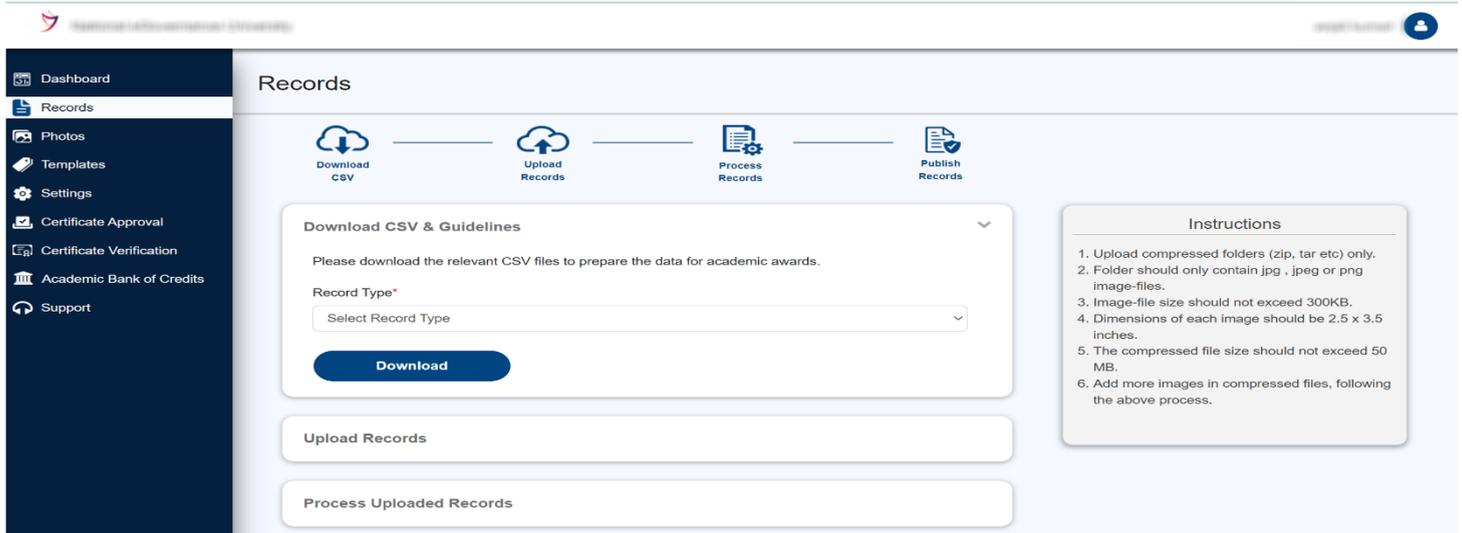
- **Click on "Download CSV"→ Select "Record Type" of your convenience→ Click "Download"→ a sample CSV file with appropriate headers gets downloaded→ Prepare student data as per the CSV format**

    Note: Detailed instructions for preparing template-specific CSV may be found in the dashboard's Resources section
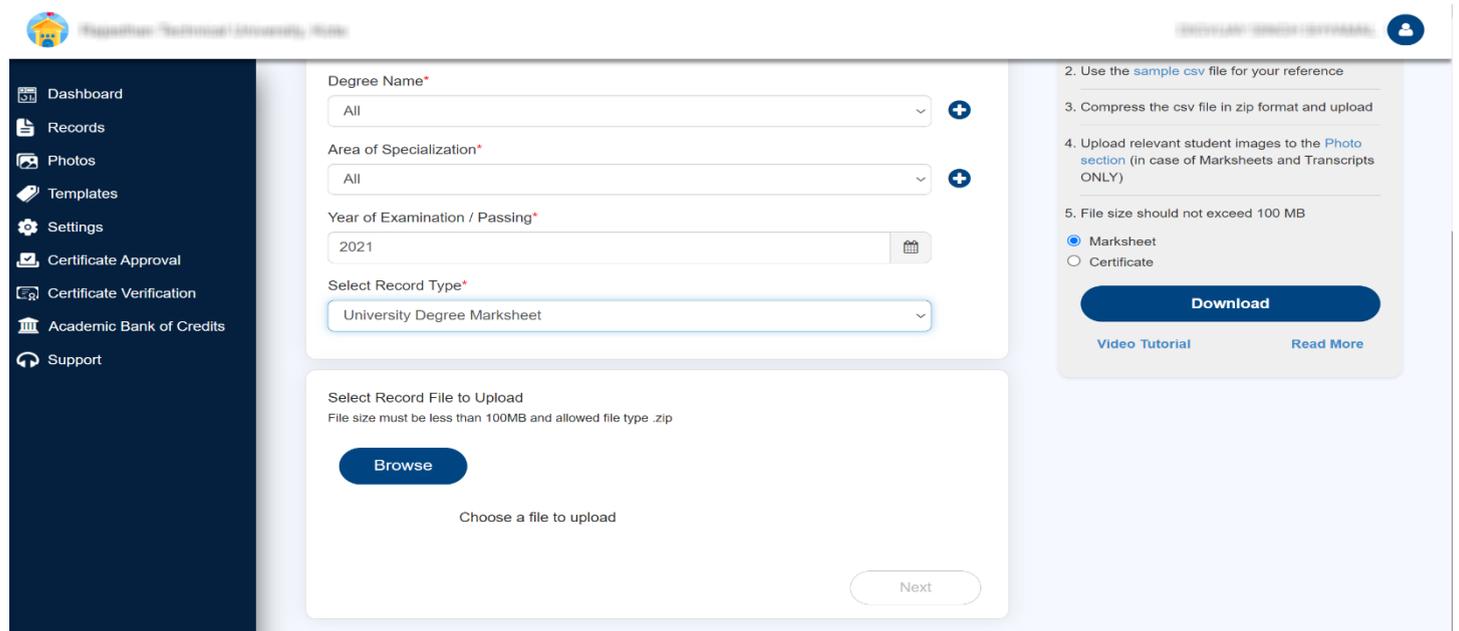

- **Once the data is prepared → Compress the .csv file in .zip format and keep it ready**
- **Click on "Upload Records"→ Pick the desired "Department," "Course Type," "Degree Name," "Area of Specialisation," "Year of Examination," and Record Type" for the data to be uploaded → Click on "Browse"→ select the record to upload→**
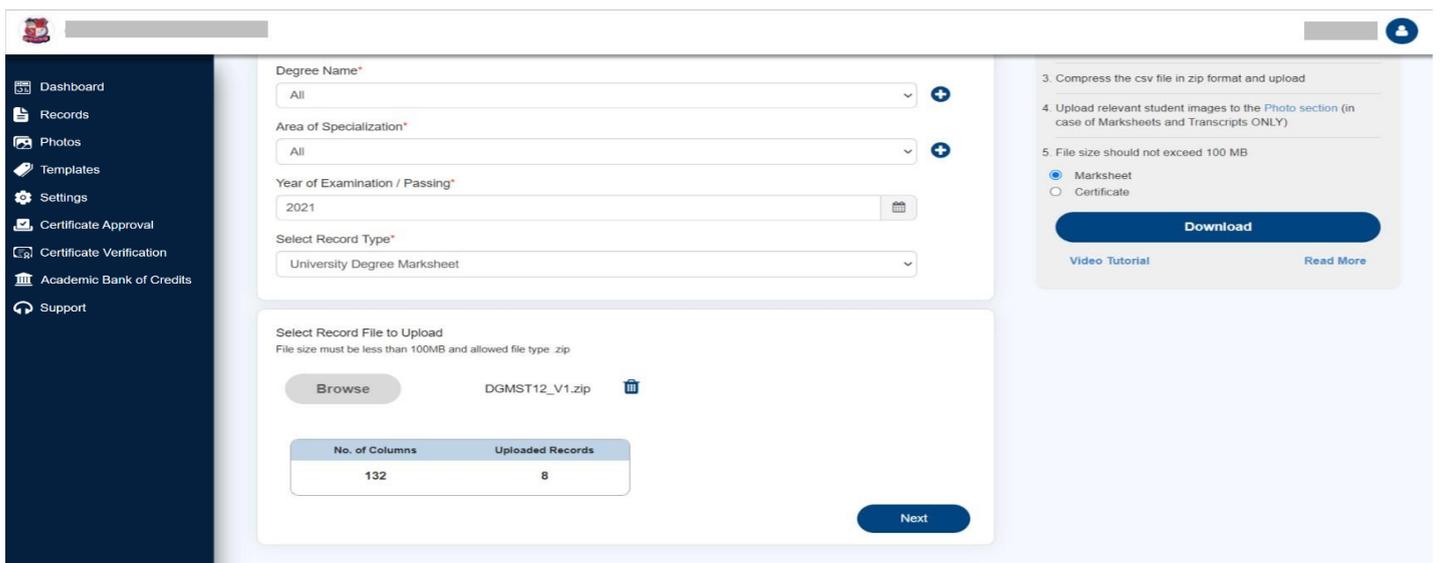
check on "Use CSV Mapper" if the data to be uploaded headers are not mapped as per the sample CSV otherwise, Check on "Verify CSV Records."

Note: The "Department," "Course Type," "Degree Name," and "Area of Specialisation" choices may be left at "All," however choosing these parameters correctly assists in obtaining a better picture of the uploaded data in the long term, and this is displayed under the Dashboard statistics summary page.
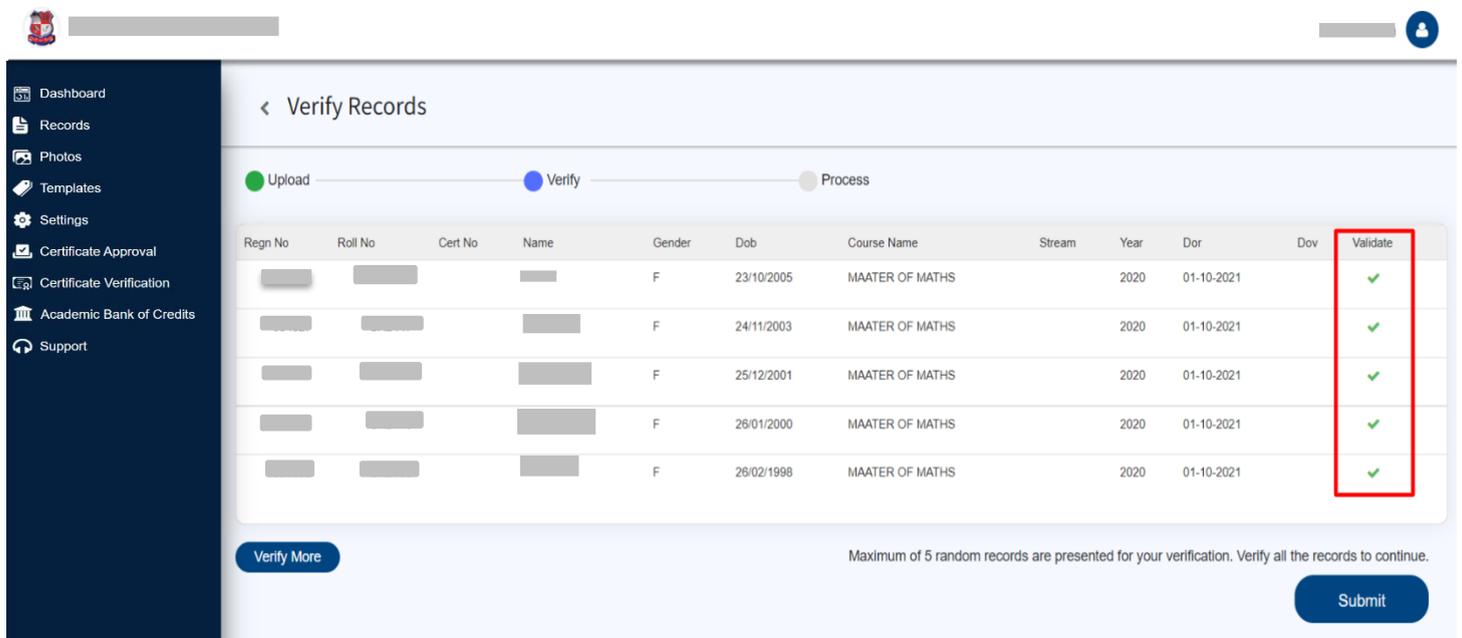
- **When the Record file is uploaded→ a preview of the file structure gets shown → the system crosschecks whether the uploaded file data format is as a per reference CSV format → If standards are not met → error messages on each error gets shown as under**
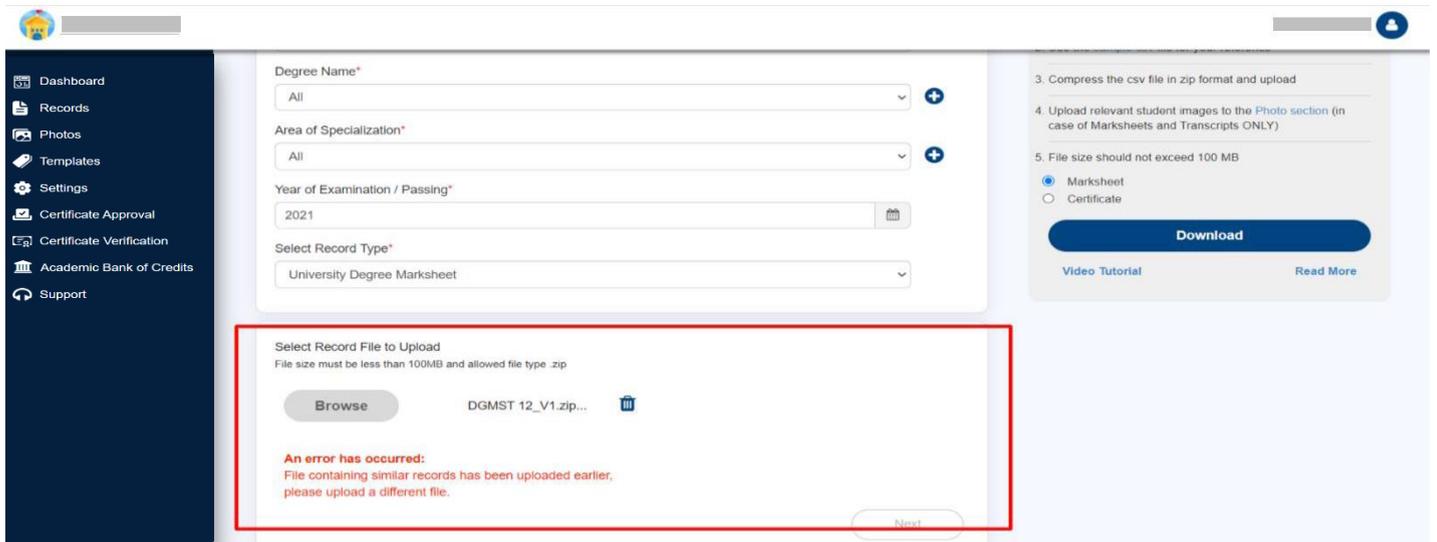
- If the data format is fine → green ticks can be seen → check "Verify CSV Records"→click "Next" button

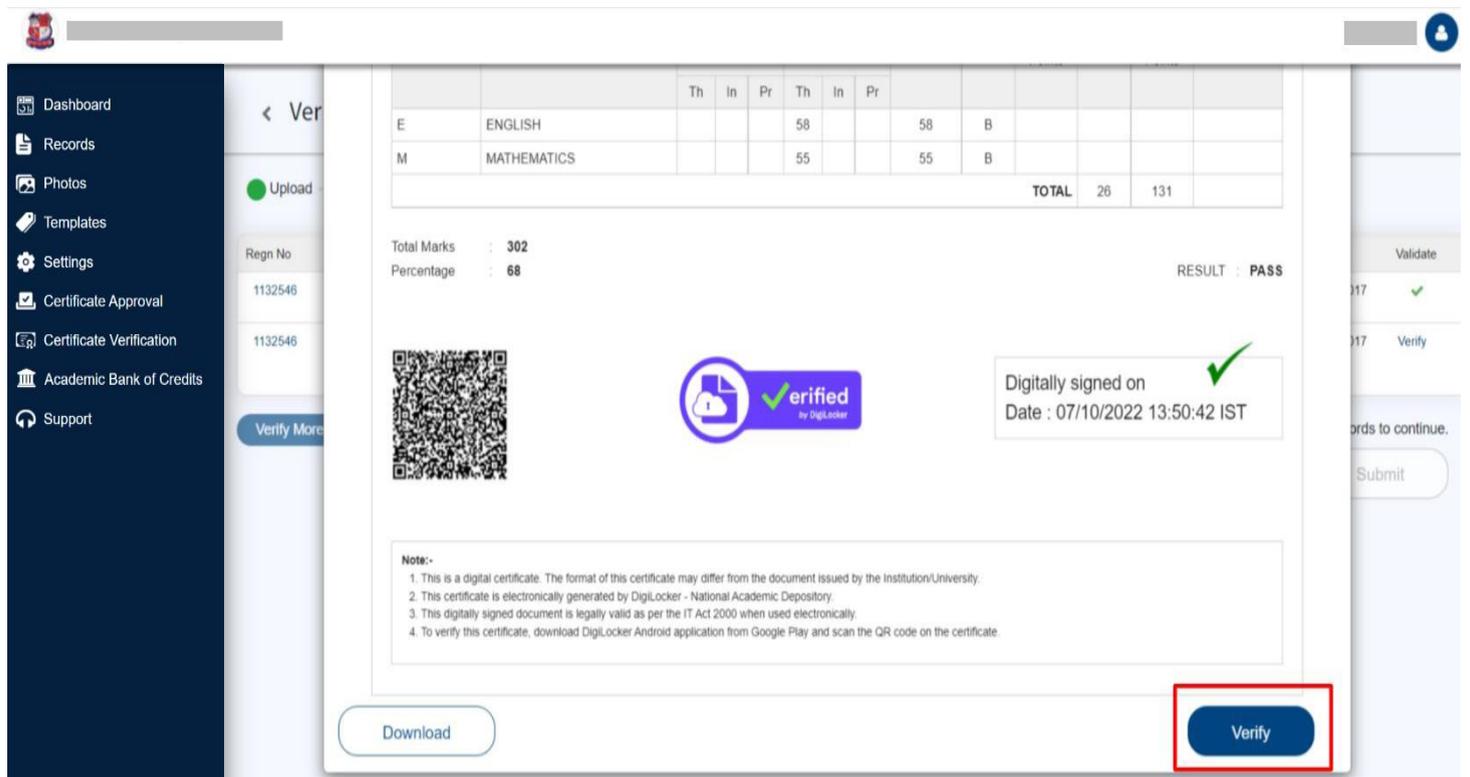## Verify Records: A sample of 5 random records gets shown as under

- **Click on "Verify"** → **a preview of the mark sheet (based on the opted template) gets shown as under**

- **Ensure whether the award data is imprinted as desired → Click on "View Next" → verify each of the random Marksheets**
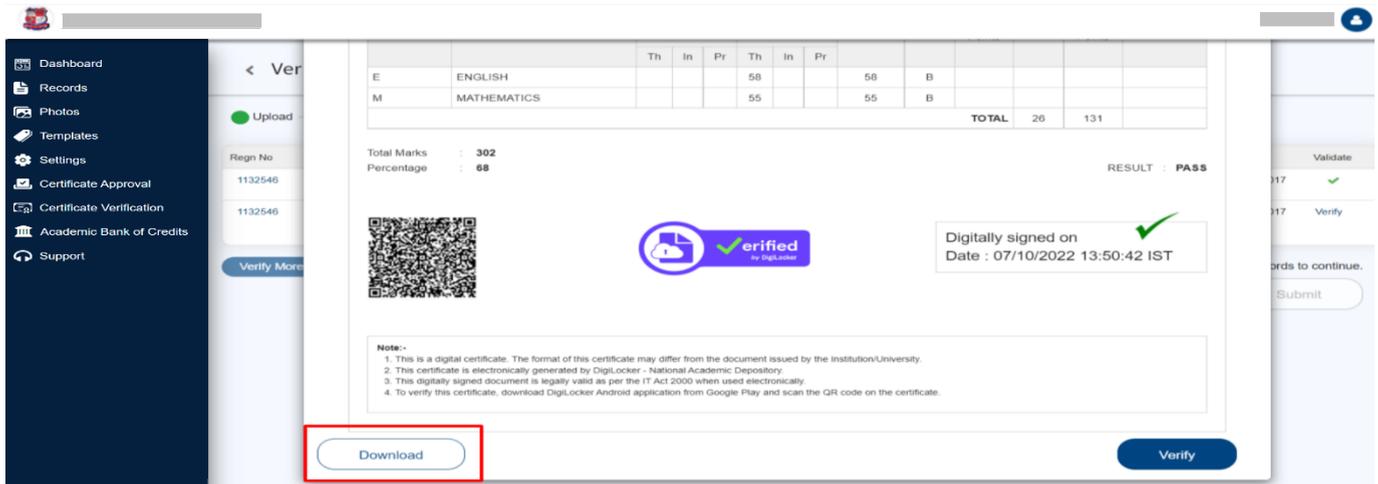

- **You may even download a copy of the preview marksheet by clicking the "Download" button**
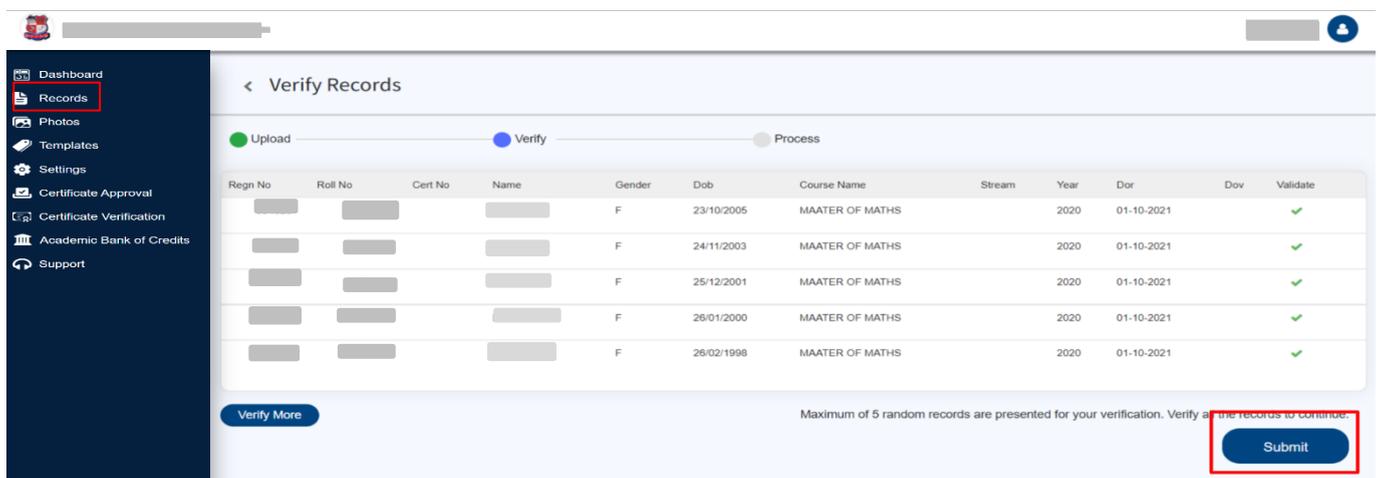

- **Once all five random marksheets get verified → Click on "Submit" → Uploaded files get queued and later gets published**
- **The status of the upload can be seen under the "Upload Status" section**

  Note: Photos to be displayed on the certificates (especially for Marksheets and transcripts)must be added under the "Photos" section.

DigiLockerNAD
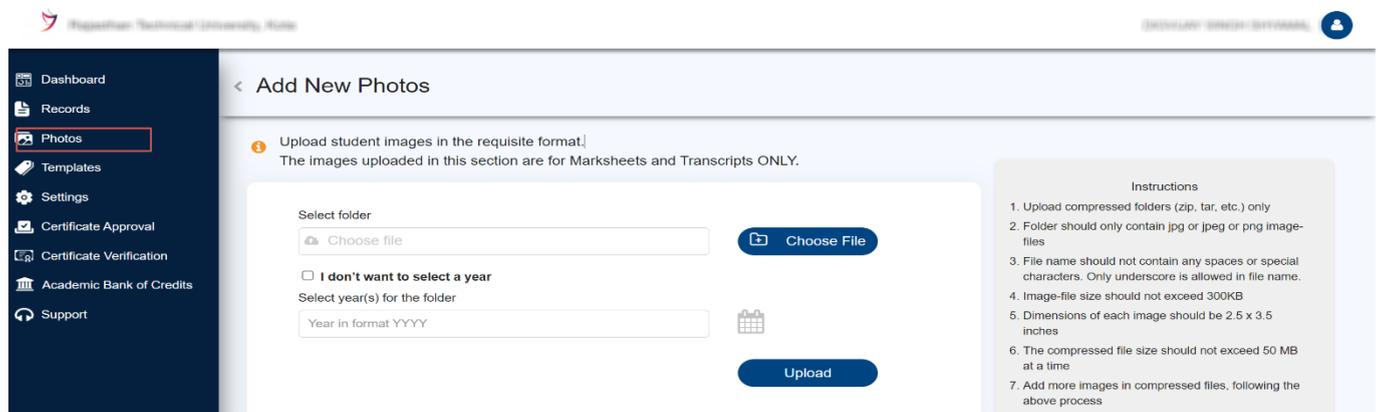
Upload Status Section:

- **Upload Status has two section's (i) A brief infographics of the Upload activity (ii) Individual Yearwise Detailed uploaded activity and status with actions**

- **Click on "Upload Status" → Lastest Uploaded activity will be shown as under**
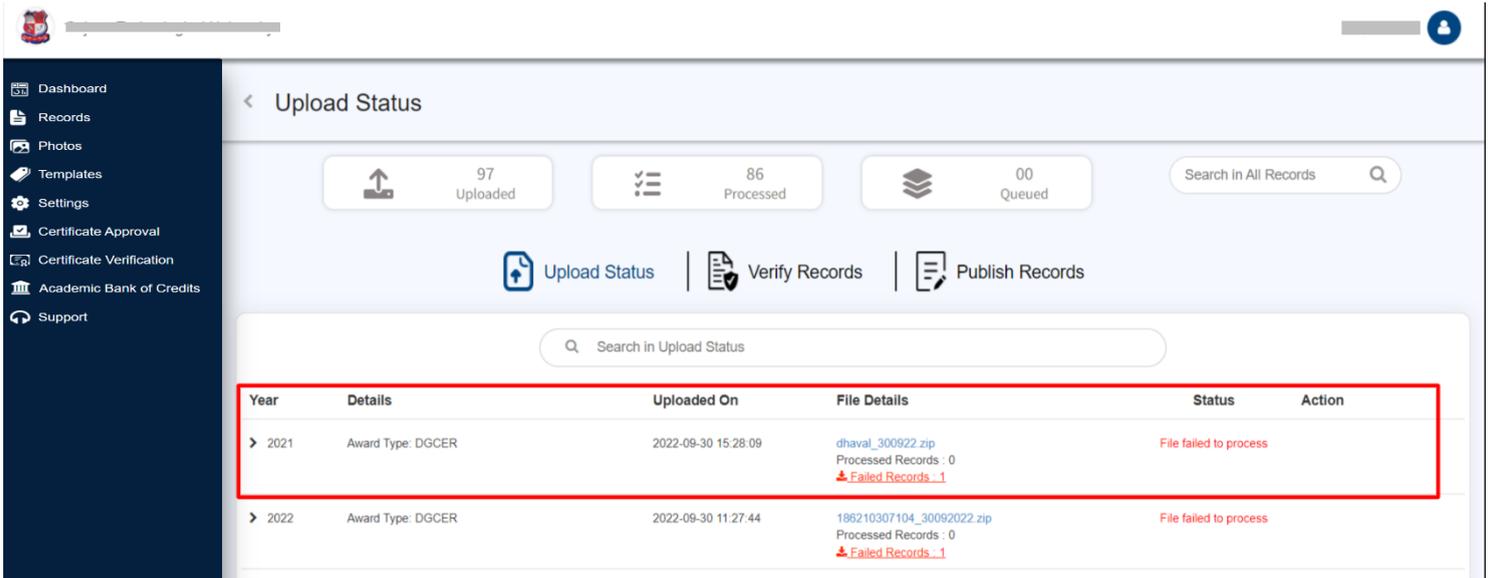
- **The brief infographics show how many upload actions were initiated and how many were successfully processed and how many are under queued, i.e., still processing**

- **Click on 🗑 to delete the activity**
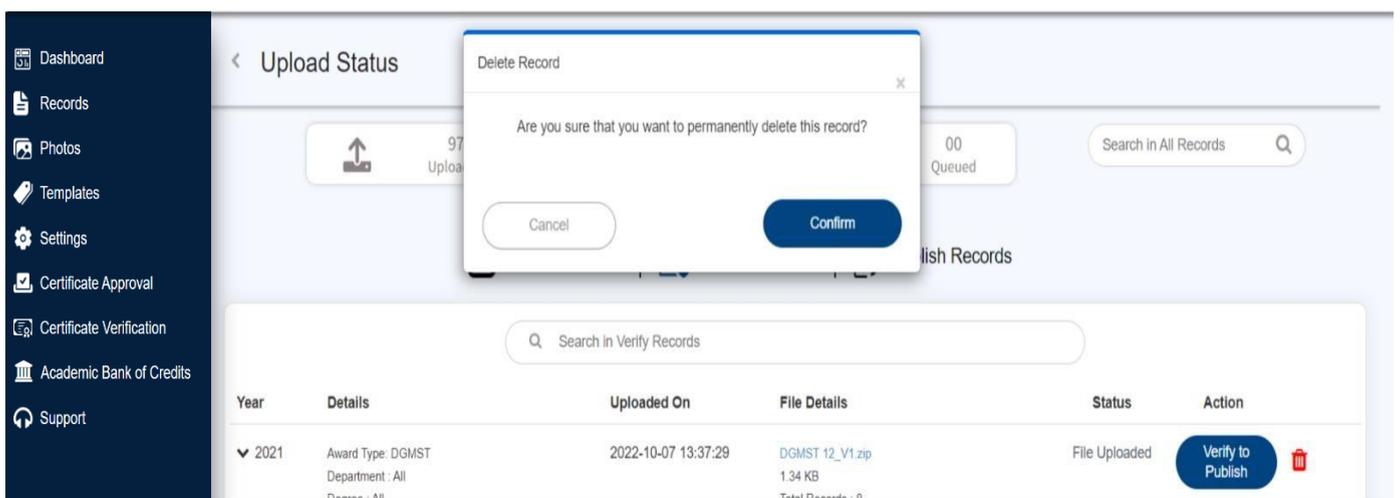
Publish Records

- **This part contains information on when student data was published, amended, and who has performed these activities.**


2.3.   Photos (Student Images Upload)

Photos Section: Student images to be displayed on the certificates, especially for the Marksheets and Transcripts, must be added under the "Photos" section


- **Prepare the photos folder by adhering to the instructions → Filename of each image must be relevant Roll No or Regn. No → Folder name must be the prevalent year of record you have uploaded earlier → Should be compressed into .zip format → only .jpg and .png formats with should not exceed 300 kb and with the dimensions of 2.5x3.5 inches are allowed**

- **Once ready → Enter the year of examination/select from date picker → click on "Upload" to select the readied .zip file → click "Next" button**
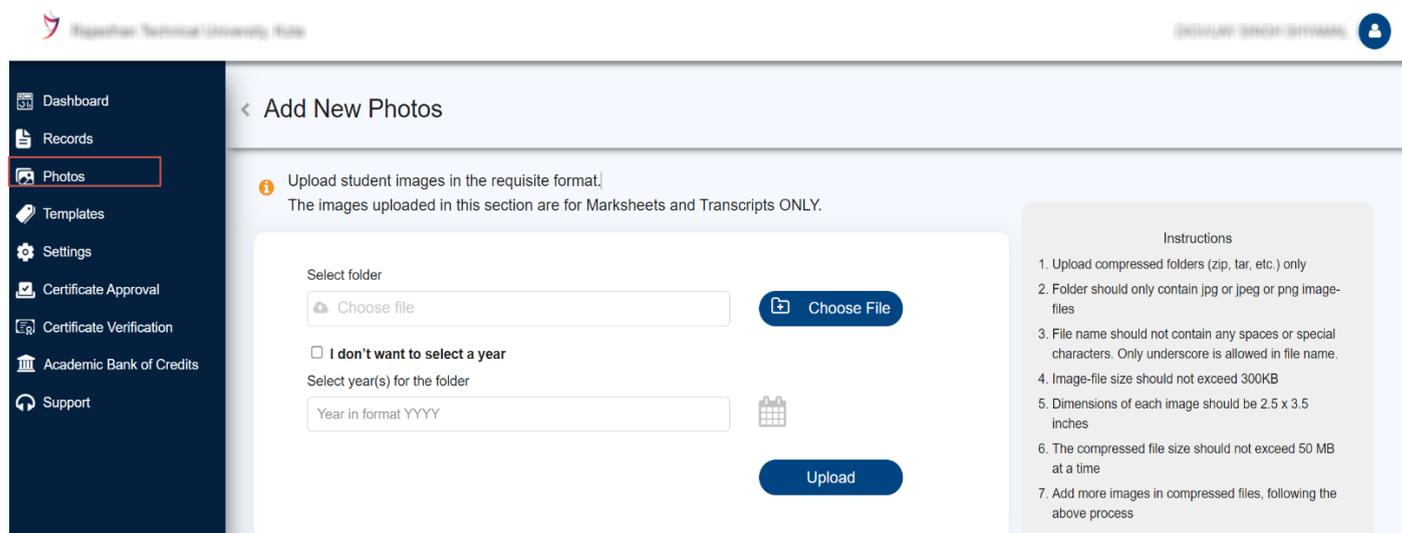
- **The status of photos upload will be shown via a success message as above**

Note: Before moving on to the Photos part, CSV data must first be submitted under the Record section.
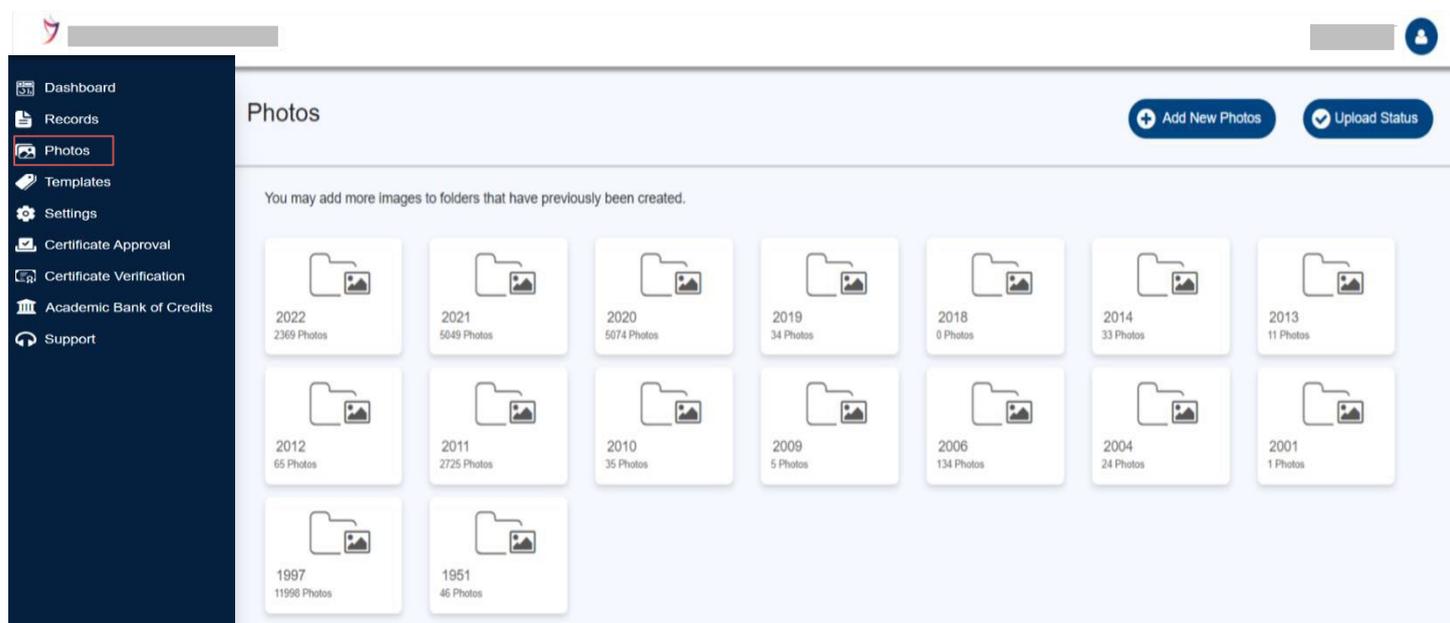
- **Click on "All Photos" to view the Photo Library → yearwise student photos folder uploaded for the Marksheets and Transcripts can be seen here.**

- **Clicking on individual image Name will preview the student photo**
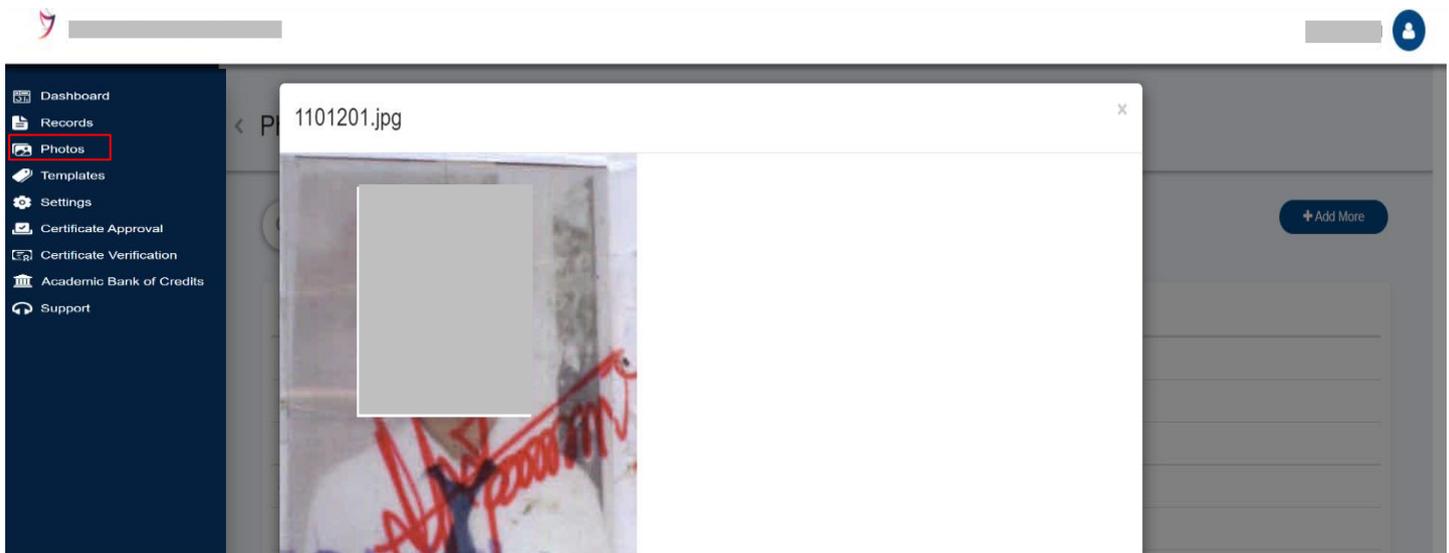
Click on "Add More" in case additional student images need to be added.
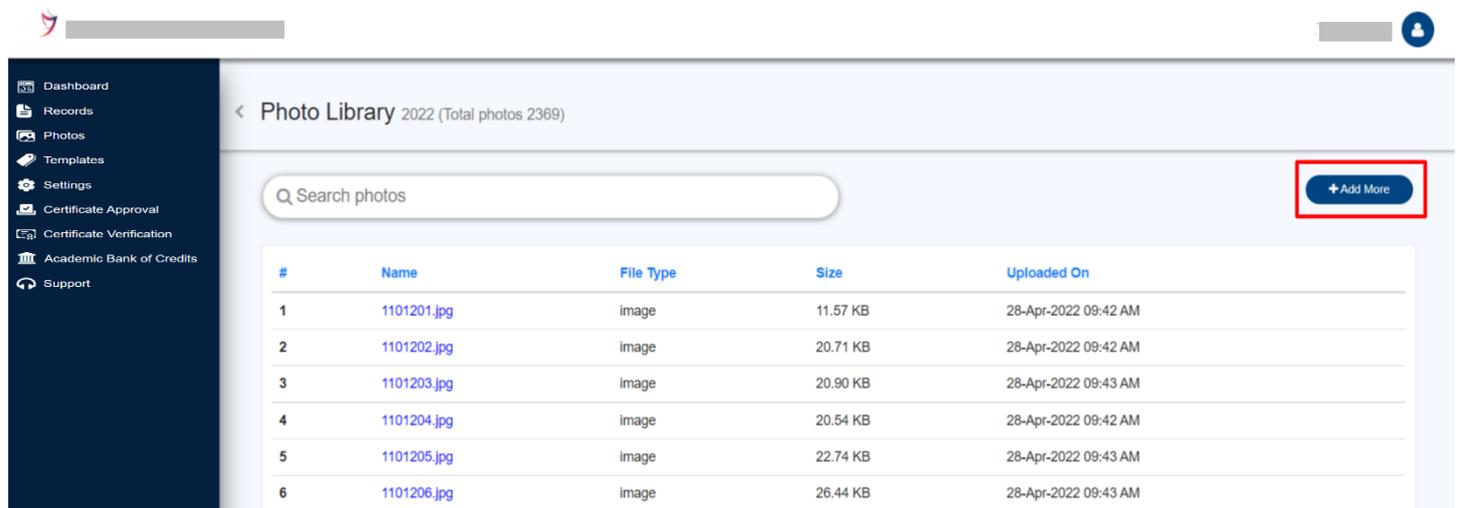
- **The exact process followed for fresh photos upload needs to be followed here→prepare photo folder zip as per instructions→ choose and upload the file→ if all fine → A success message will be prompted as under**

2.4.   Settings

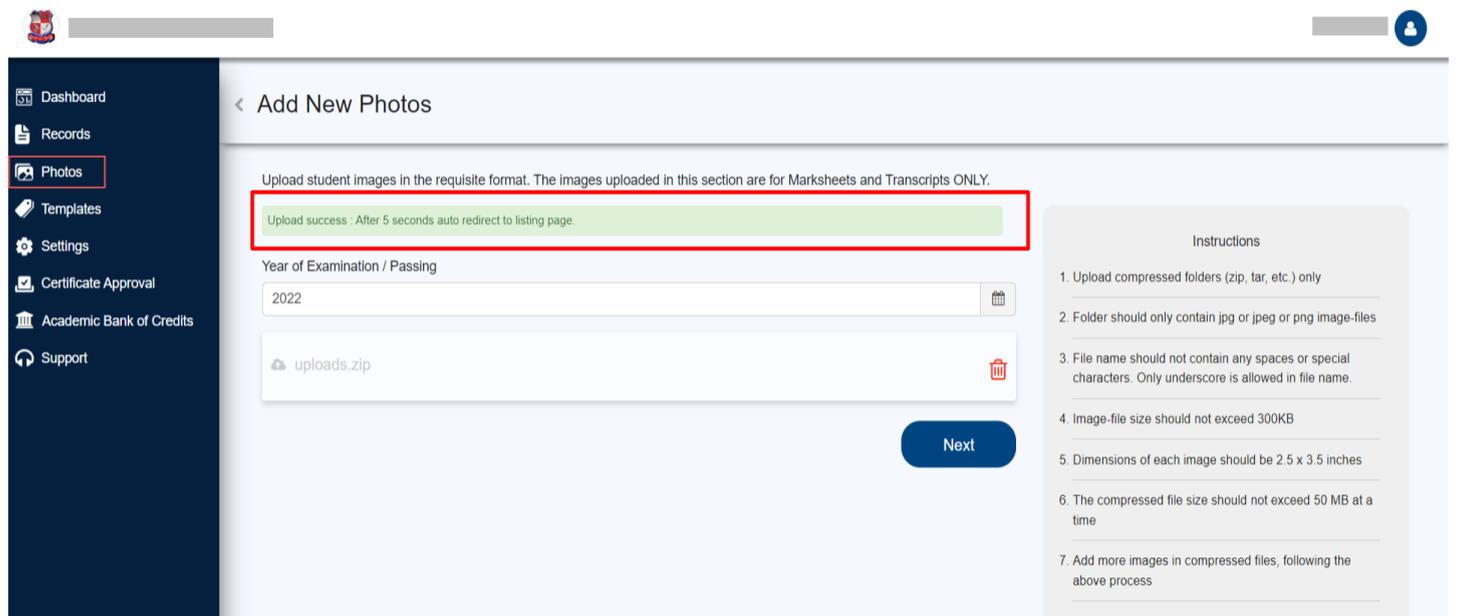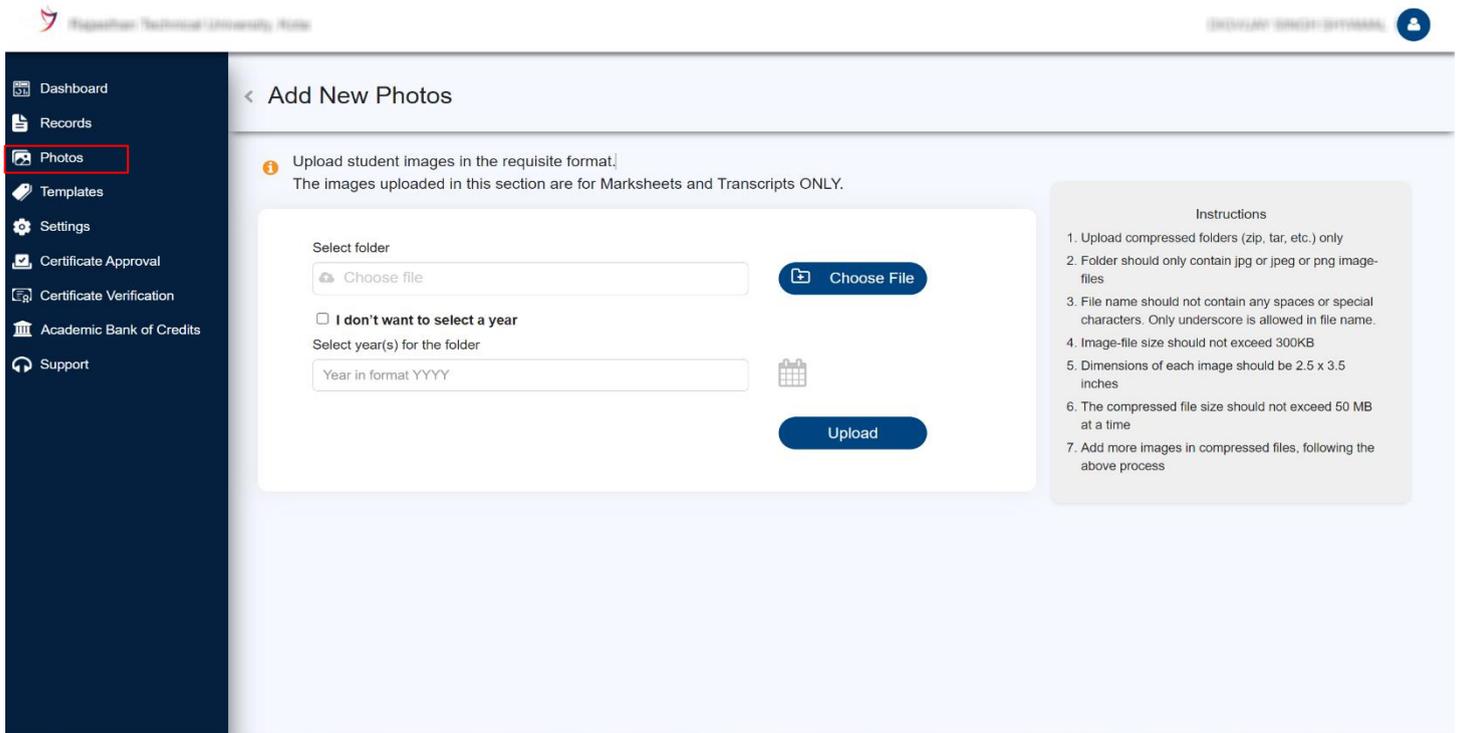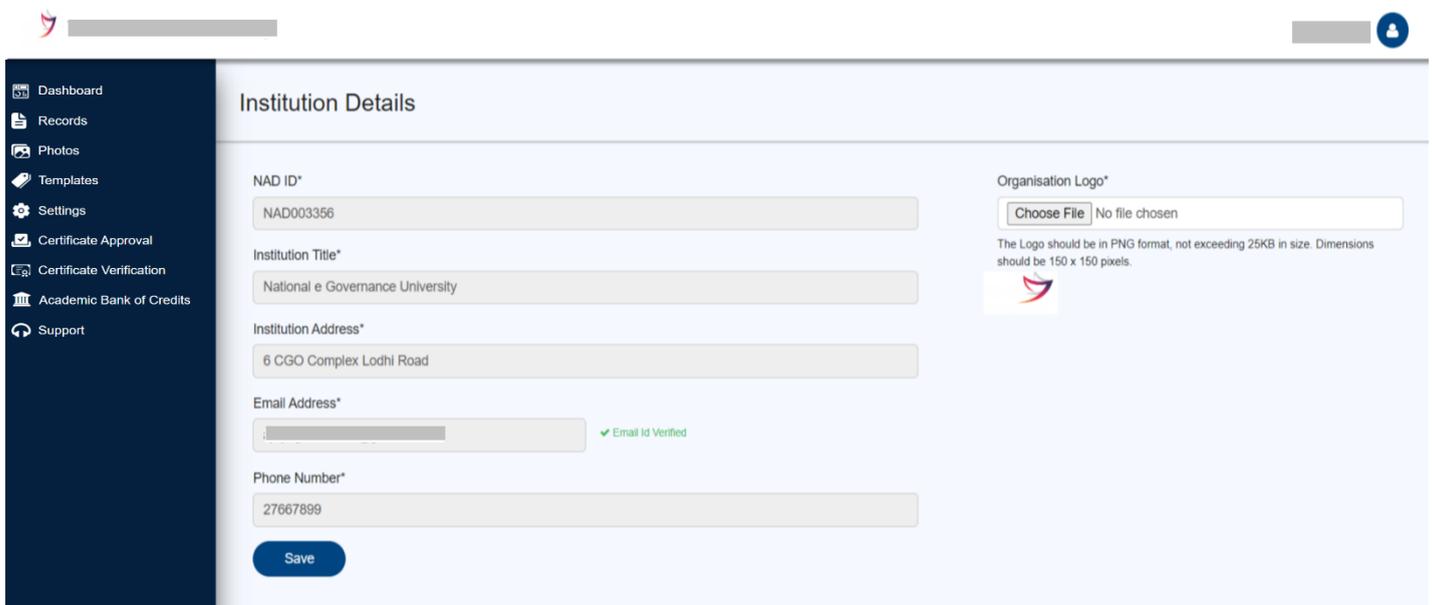The section is categorized into three main subsections 1. General 2. Templates and 3. Users

General: This is section nothing but a regular profile section where basic details can be seen, and for some, it can be modified and added

- The section has six heads 1. Institution Details, 2. Authorised Person Details 3. Departments, 4. Degree Course, 5. Area of Specialization and 6. Terms and Conditions

- Click on "Institution Details" to view the Summary of the Institution → you can upload your institution logo

Note: Details here are auto-populated from the information given by the academic institutions' appropriate Regulators; any change to be made can be requested by contacting the DigiLocker NAD support team via your institutions' official email ID with necessary supporting documents

- **The same information will be sent to regulators like UGC and AICTE; upon their consent, the sorted change will be made in the Institution Details section**
- **Click on Authorised Person→ Modify the details as per the need → click the "Update" button**
- **Click on the "Departments" section → Total domain wise departments under your institution can be added here,**
  Note: Options like 3. Departments, 4. Degree Course and 5. Area of Specialisation helps in creating a database of curriculum that your institution has offered

- **A sample of added Department is shown under for reference, options for editing and delete can be found under the "Action" column header**

Degree (Course) section: can be filled by entering the Degree Name one by one, or an option is available to upload the list of Degree names via CSV

Note: A sample CSV was also available for reference.
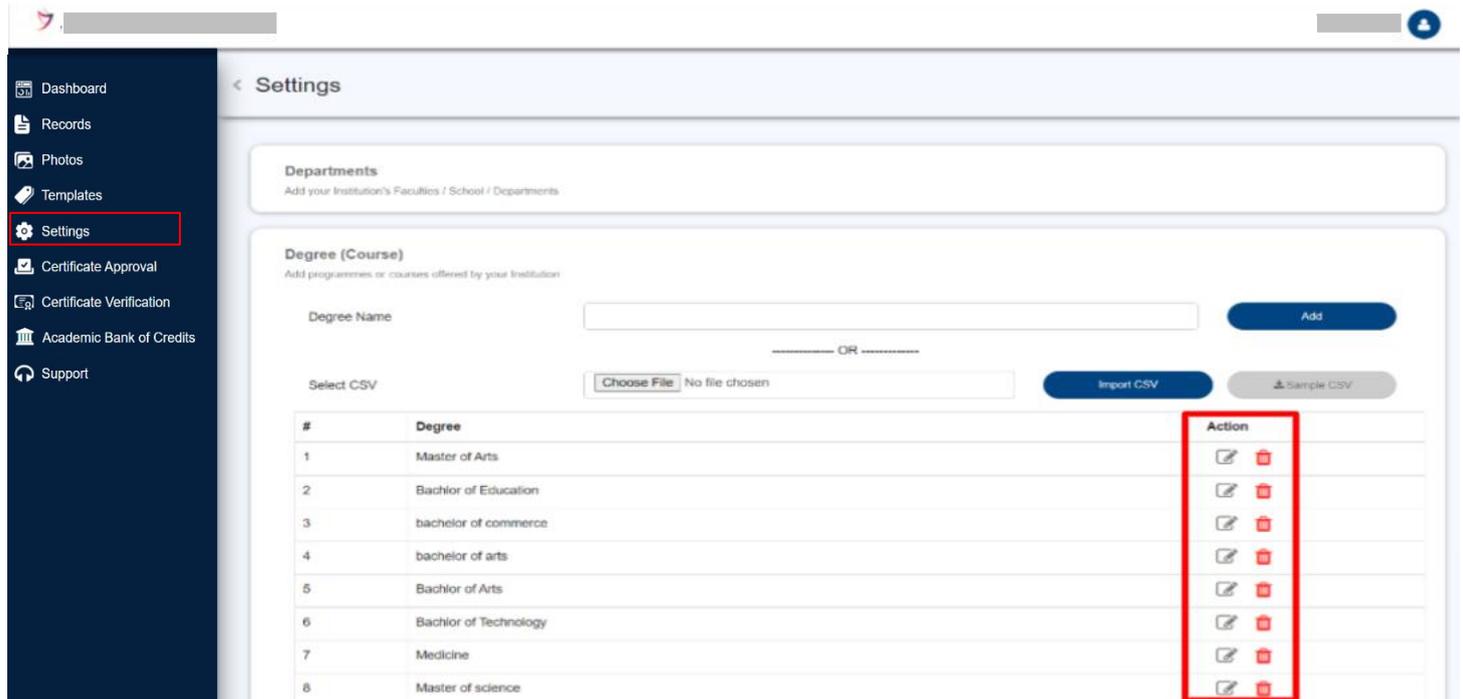
- **Similarly, the Area of Specialization (Stream) can be filled by entering the stream Name one by one as under**
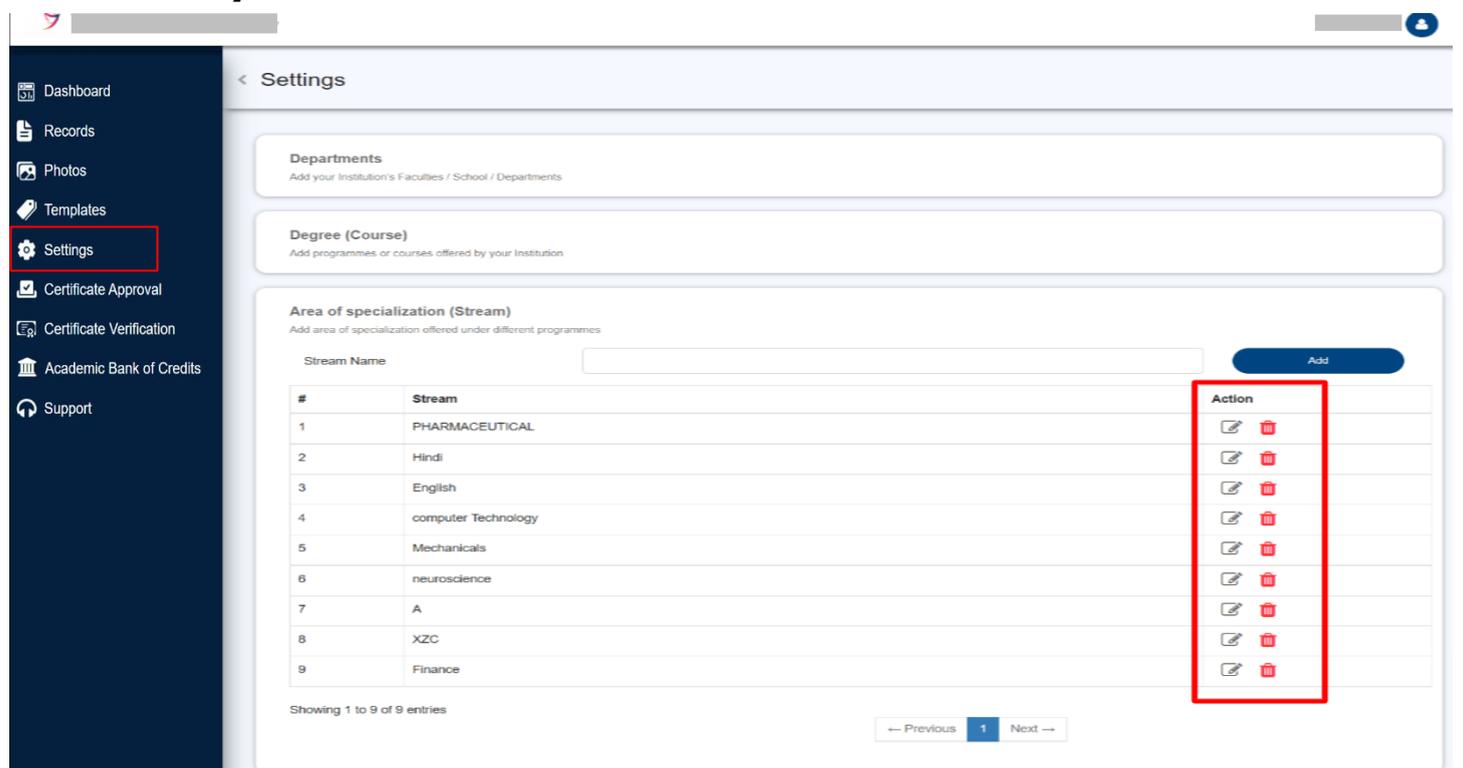
Templates: A variety of Templates is available under this section (You are advised to set your default templates based on the certificate type before uploading the record data.

Additional options are available against each template, click on 🪄 to Hide/show fields in the selected template

User Management:

- **All the assigned users, i.e., Account Owner and other Authorised person added by your institution, will be seen here**
- **Basic Details and actions for enabling/disabling a user and editing their information are also possible.**

- **Click on the edit icon to view the role of the selected user→**
- **Three roles   1. Award Uploader**
  2. Award Publisher
  3. Admin and their given permission are listed here

- **Click on the select button against the roles in case you wish the change→click the "Submit" to save the changes**

Note: Please ensure only the authorized person of your institution accesses the User Management system. DigiLocker NAD will be responsible for any change or modification under this section.

User Management

Mobile Number*		Fetch from DigiLocker	Clear
Full Name *			

Permissions	Award Uploader	Award Publisher	Admin
Can upload students records	✔	✔	✔
Can verify 5 sample records	✔	✔	✔
Can submit files	✖	✔	✔
Can add years to publish records on DigiLocker	✖	✔	✔
Can delete uploaded files which are not verified and submitted	✔	✔	✔
Can upload student photos	✔	✔	✔
Can delete invalid photo folders	✔	✔	✔
Can select templates for different courses and years	✔	✔	✔
Can upload Institution logo	✔	✔	✔
Can view and download Terms & Conditions	✔	✔	✔
Can add/edit Department, Degree and Area of Specialization	✔	✔	✔
Can add/edit user	✖	✖	✔
Can approve award fetching requests from students due to name mismatch	✖	✖	✔
Can create students DigiLocker account	✖	✖	✔
Can search published records	✔	✔	✔
	Select	Select	Select

Back   Submit

- **Addition of User: Authorised Person users can be added just by entering their mobile number that is registered in the DigiLocker platform as under**
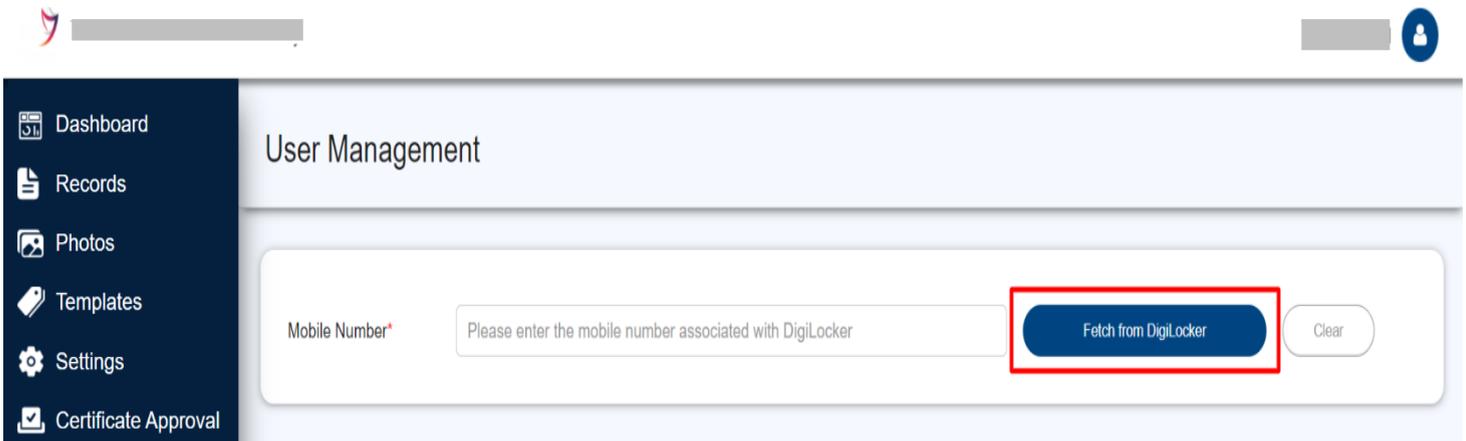
Select the role of your choice → click the Submit button

Permissions	Award Uploader	Award Publisher	Admin
Can upload students records	✔	✔	✔
Can verify 5 sample records	✔	✔	✔
Can submit files	✘	✔	✔
Can add years to publish records on DigiLocker	✘	✔	✔
Can delete uploaded files which are not verified and submitted	✔	✔	✔
Can upload student photos	✔	✔	✔
Can delete invalid photo folders	✔	✔	✔
Can select templates for different courses and years	✔	✔	✔
Can upload Institution logo	✔	✔	✔
Can view and download Terms & Conditions	✔	✔	✔
Can add/edit Department, Degree and Area of Specialization	✔	✔	✔
Can add/edit user	✘	✘	✔
Can approve award fetching requests from students due to name mismatch	✘	✘	✔
Can create students DigiLocker account	✘	✘	✔
Can search published records	✔	✔	✔

Note: Please check all the role permission before assigning the user. Your institution has to give the user appropriate privileges based on their role and responsibility.

2.5. Student DigiLocker (DL) Accounts

DL Accounts creation :

- **It is otherwise called as DigiLocker Accounts**
- **The "Create New Accounts" section is specially made for the purpose of bulk Student account creation. Accounts created under this section can access their appropriate academic awards uploaded by your institution.**

User Management

| Permissions	Award Uploader	Award Publisher	Admin
Can upload students records	✔	✔	✔
Can verify 5 sample records	✔	✔	✔
Can submit files	✖	✔	✔
Can add years to publish records on DigiLocker	✖	✔	✔
Can delete uploaded files which are not verified and submitted	✔	✔	✔
Can upload student photos	✔	✔	✔
Can delete invalid photo folders	✔	✔	✔
Can select templates for different courses and years	✔	✔	✔
Can upload Institution logo	✔	✔	✔
Can view and download Terms & Conditions	✔	✔	✔
Can add/edit Department, Degree and Area of Specialization	✔	✔	✔
Can add/edit user	✖	✖	✔
Can approve award fetching requests from students due to name mismatch	✖	✖	✔
Can create students DigiLocker account	✖	✖	✔
Can search published records	✔	✔	✔
	Selected	Select	Select

The approach is similar to that of the "Record Upload" part → Download a sample CSV from the instructions section → prepare students data as per the data definition or guideline document → prepare a zip of the created CSV format → select the "Year of Examination" → Browse and the choose the readied Zip file → click the "Continue" button
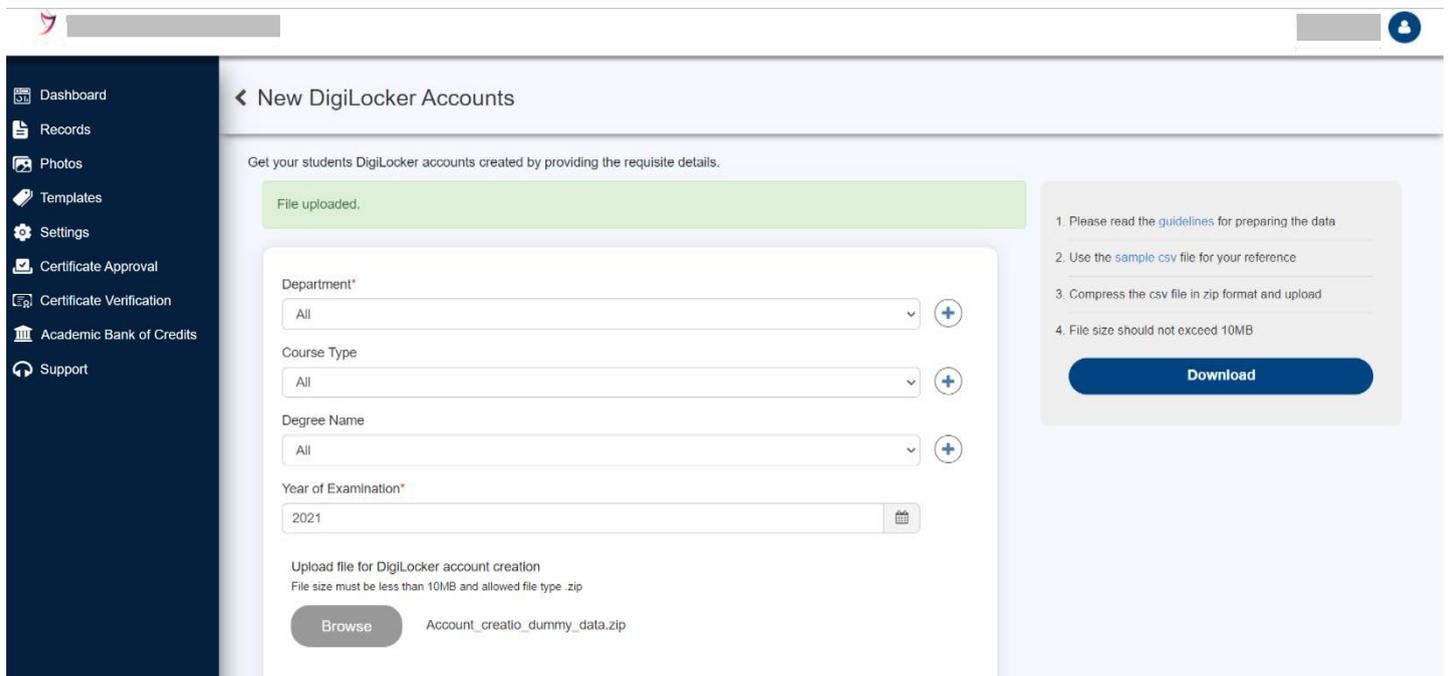
Accounts Status: The Section shows all the students DigiLocker Accounts that your institution has created

- **Just like the "Upload Status" section that has two parts (i) A brief infographics of the Upload activity (ii) Individual Yearwise Detailed uploaded activity and status with actions**
- **Additionally, a search feature is also given to search the file name that has been uploaded**
- **Lastest Uploaded activity will be shown as under →click on action icon to view the summary of Uploaded Students Records**

An overview of the "Uploaded Students Records is shown as under;
- **A search feature is given to crosscheck or verify whether the uploaded process has created all the intended students' account**
- **Essential details like Name, DOB, Gender, along with the generated Locker ID, can also be seen here.**

Uploaded Students Record

	All Records ▾	🔍 Search students DigiLocker account status	Search	Reset

File Name : ACCOUNT_CSV_NAVODYA.zip   **Total Records : 34121**

#	Name	DOB	Gender	Mobile	Email	Locker ID
1		24/12/2009	F	9805701566		635bc14c-6f9b-5343-9d80-9fb7b43c2a55
2		9/9/2009	F	7018496001		e99b436c-2470-58ee-b186-bbc947f87099
3		19/12/2009	F	9459008678		43807d06-5c04-5fed-8e22-becf28deb8b0
4		27/07/2009	F	7018526425		17bc2beb-3cdd-51ce-bf1a-d2d4469dff0a
5		28/04/2010	F	9418600510		3ab92cbf-1ce2-53ef-be75-e4a29ab67e79
6		5/1/2010	F	7807518018		fd8cbab0-c7be-59dc-a957-87a53d1bc52c
7		29/06/2010	F	7018196078		**Profile data does not match**
8		26/01/2010	F	9805925909		085ccde3-221f-58de-8e26-c343d39c56d1
9		22/03/2009	F	9816348476		8cccfce6-dc46-5f55-9760-a42173a5cc9d

2.6. Academic Bank of Credits

Academic Bank of Credits usage and its functionalities can be referred under this link

https://www.abc.gov.in/assets/resources/Academic-Bank-of-Credits_User_Manual_V3.pdf