DigiLocker NAD G20
A Digital Repository for Academic Institutions

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Login

Register

NATIONAL ACADEMIC DEPOSITORY

Ministry of Education, Government of India

DigiLocker
Your documents anytime, anywhere

Registration to Award Data Publication

Academic Institution User Manual

Date: 11 October 2022						Version: 1.2

DigiLocker
Your documents anytime, anywhere								**User Manual**

User Manual						DigiLocker NAD

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educational institutions. It would significantly, verification, and validation of academic awards granted by various educational institutions. It would signficantly minimize fraduent activites 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, deplomas, degress, 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 Depositiory (NAD) is a digital education portal that allows academic institutions to upload award data and students to view their academic awards. Academic institutions to upload award data and students to view their academic awards. Academic

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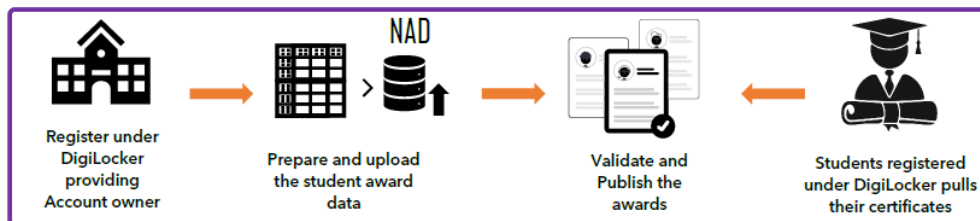VERIFIER   SKILL

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guide is to give step-by-step instructions to accademic institutions and educate them on the registration proces, data preparation, and all of the features of the NAD application until the publication of the awards.
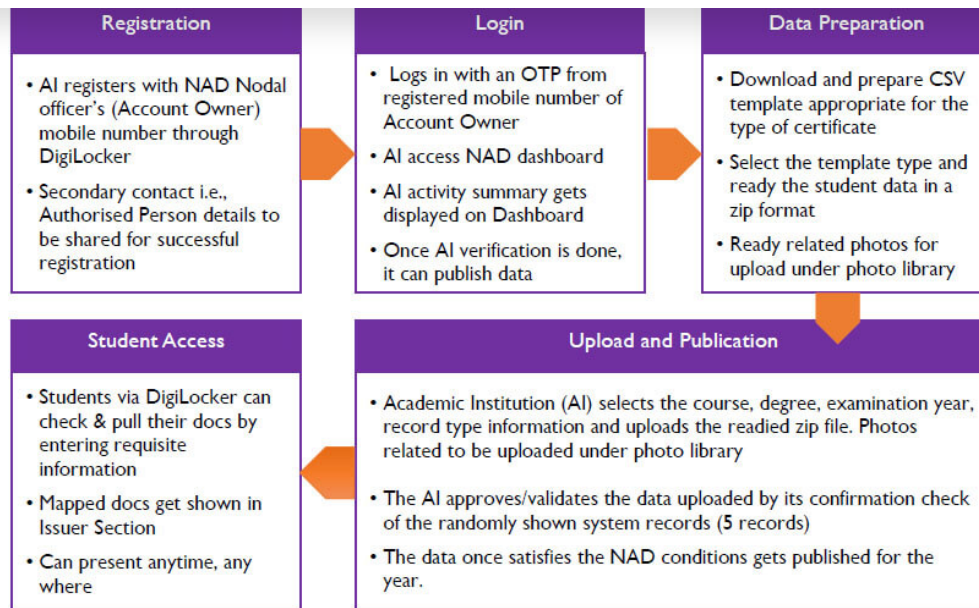
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Features of NAD Platform

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

Registration for NAD account generation (Al's can assign Account Owner, the Nodal officer for NAD, and Authorised Person, Who operates the NAD account)
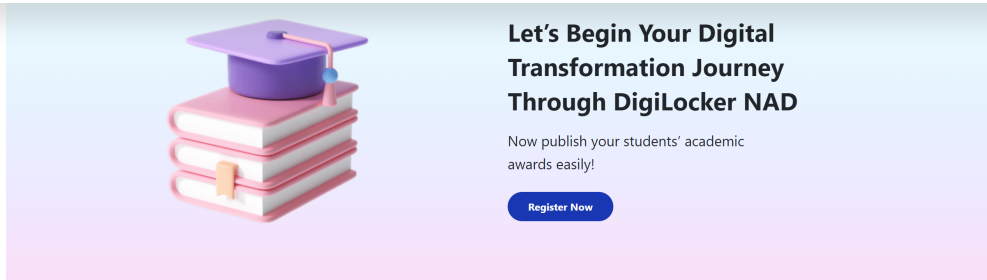
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Registration	Login	Data Preparation
• AI registers with NAD Nodal officer's (Account Owner) mobile number through DigiLocker • Secondary contact i.e., Authorised Person details to be shared for successful registration	• Logs in with an OTP from registered 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	• 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	Upload and Publication
• Students via DigiLocker can check & pull their docs by entering requisite information • Mapped docs get shown in Issuer Section • Can present anytime, any where	• 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.

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1.   Registration

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

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Let's Begin Your Digital Transformation Journey Through DigiLocker NAD

Now publish your students' academic awards easily!

Register Now

Click on Academia → Start Publishing 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

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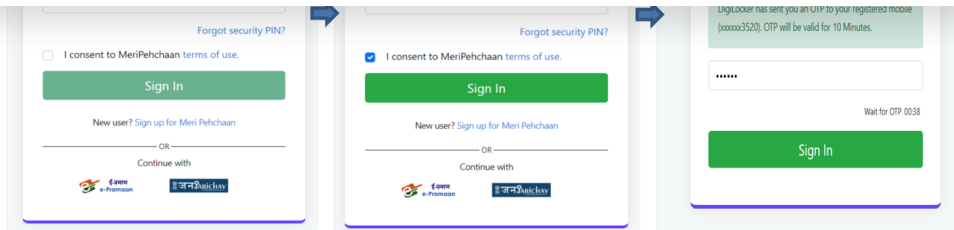
• The creation of a DigiLocker account is mandatory to operate NAD

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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

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 you Institution from dropdownlist ➔ Address and other details will be autopopulated

• If your Institution is not under teh list contact NAD support

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

2.   AI Dashboard

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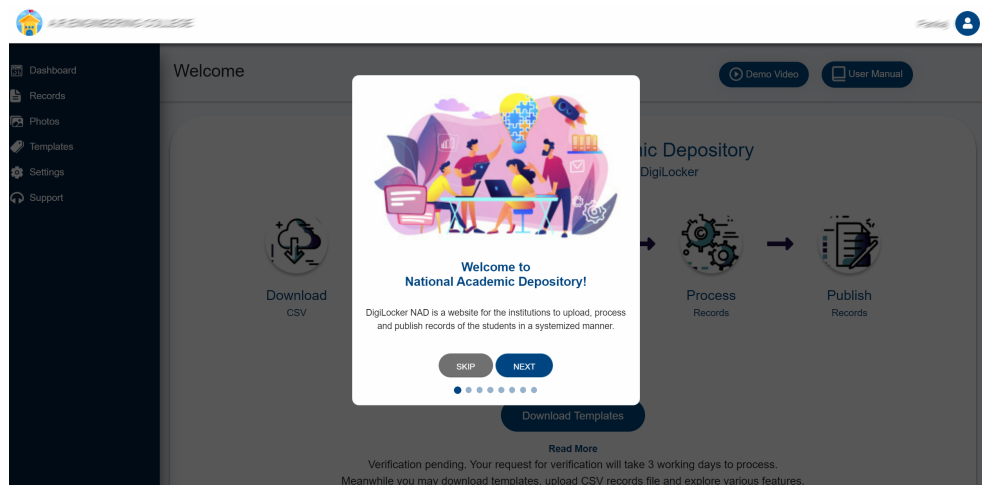
• **Click on "Download Template" → explore a variety of standardized templates based on the "Record Type." (You may select templates at this point)**

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• **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.**

NAD Resource Centre

	Basic Resources
Basic Resources	
University Template & Guidelines	> UGC Secretary letter to Academic Institutions for implementation of NAD through DigiLocker
College Template & Guidelines	
Board Template & Guidelines	> NAD documentation
Skill Template & Guidelines	
Indian Navy Template & Guidelines	
DigiLocker Account Creation	
User Manual	
Template Library	
Video Tutorial	

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

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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**

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File size must be less than 100MB and allowed file type .zip

| Browse | DGMST12_V1.zip |

No. of Columns	Uploaded Records
132	8

Next
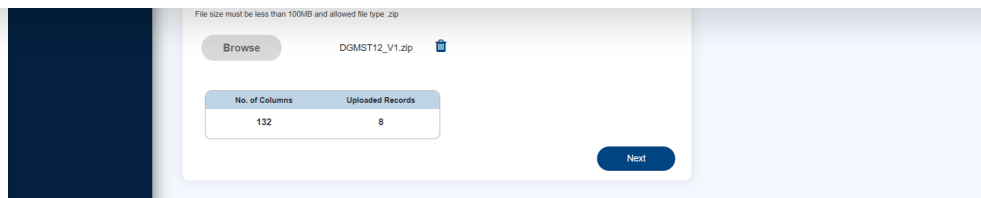
• Once the data is prepared → Compress the .csv file in .zip format and keep it ready

• 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→

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Check on "Verify CSV Records."

Note: The "Department," "Course Type," "Degree Name," and "Area of Specialisation" choices may be left at "All," however

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• If the data format is fine → green ticks can be seen →
check "Verify CSV Records"→click "Next" button

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

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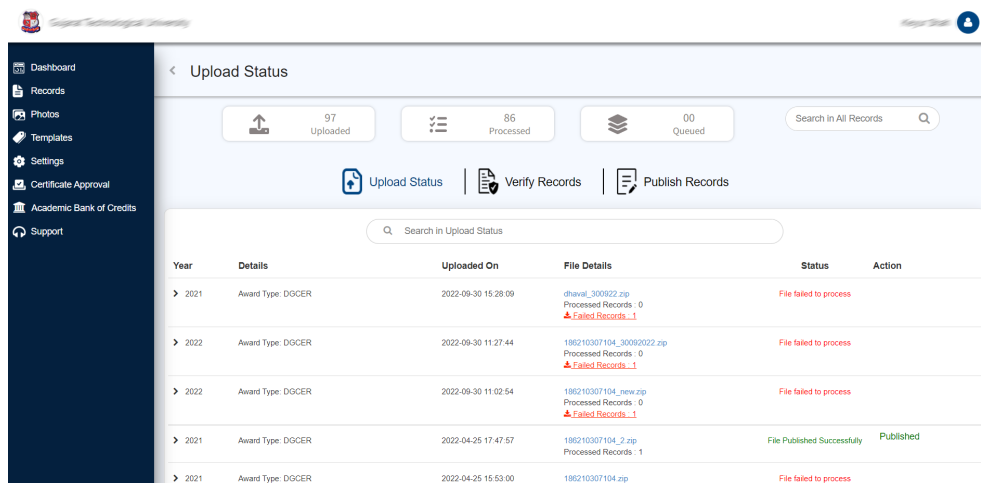
Note: Photos to be displayed on the certificates (especially for Marsheets and transcripts) must be added under the "Photos" section.

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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**

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Publish Records

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

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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
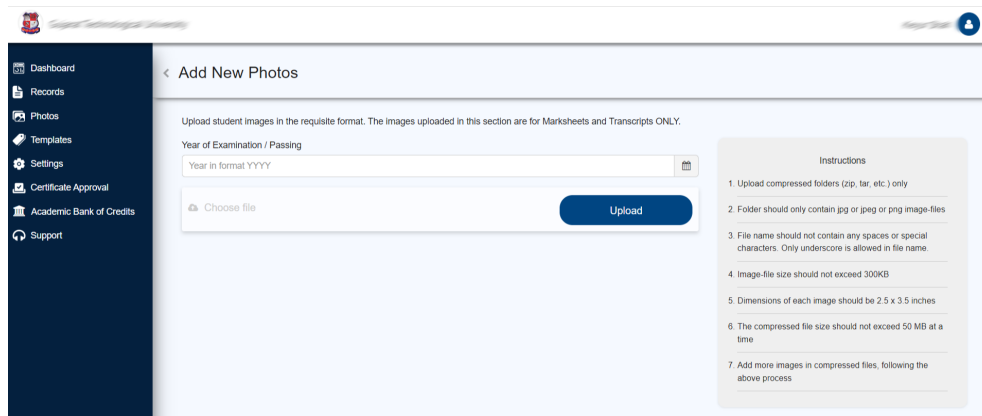

• **Prepare the photos folder by adhering to the instructions → Filename of each image must be relevant Roll No or Regn. No → Folder name must be the prevalent year of record you have uploaded earlier → Should be compressed into .zip format → only .jpg and .png formats with should not exceed 300 kb and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

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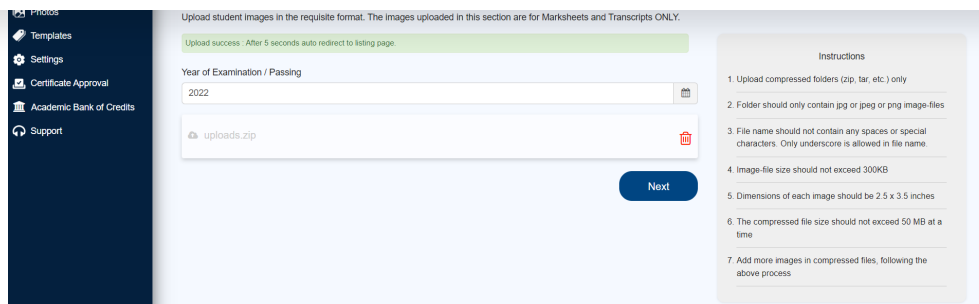
• **The status of photos upload will be shown via a success message as above**

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.**
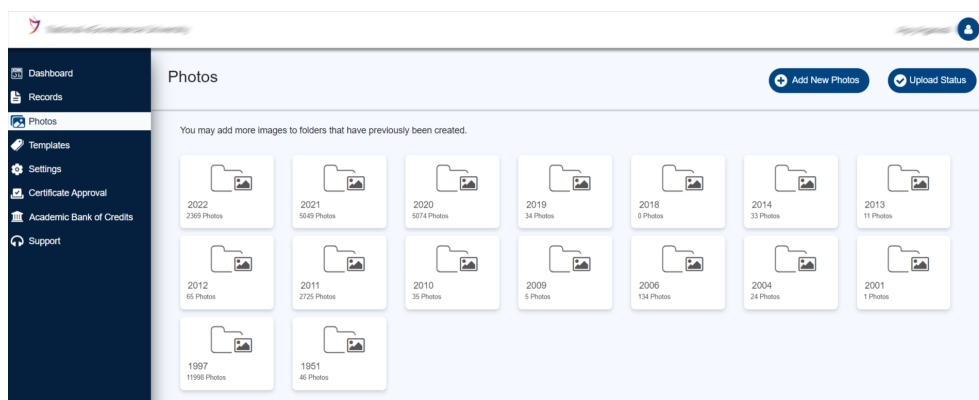
• **Clicking on individual image Name will preview the
student photo**

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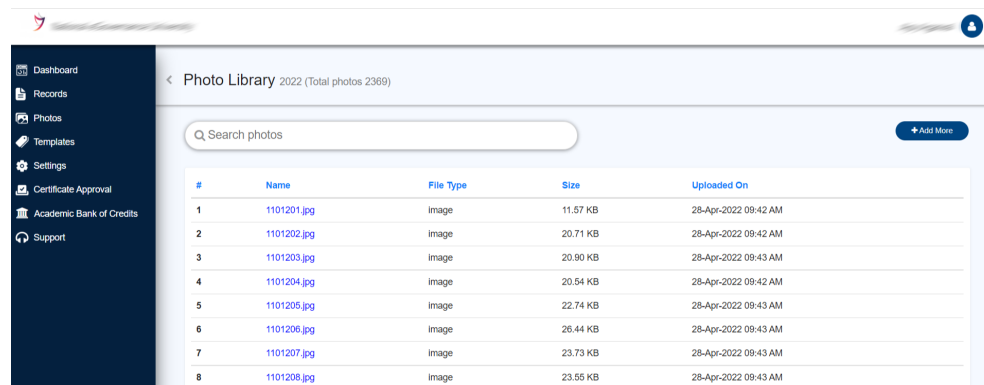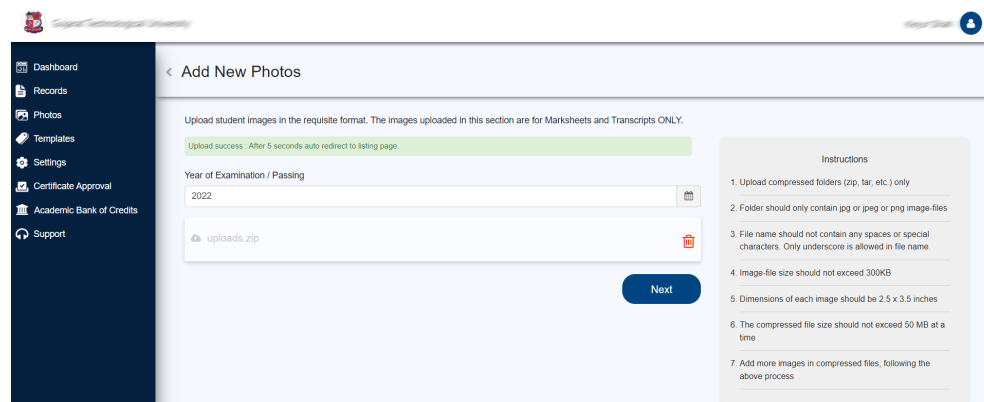
• The exact process followed for fresh photos upload needs to be followed here→prepare photo folder zip as per instructions→ choose and upload the file→ if all fine → A success message will be prompted as under

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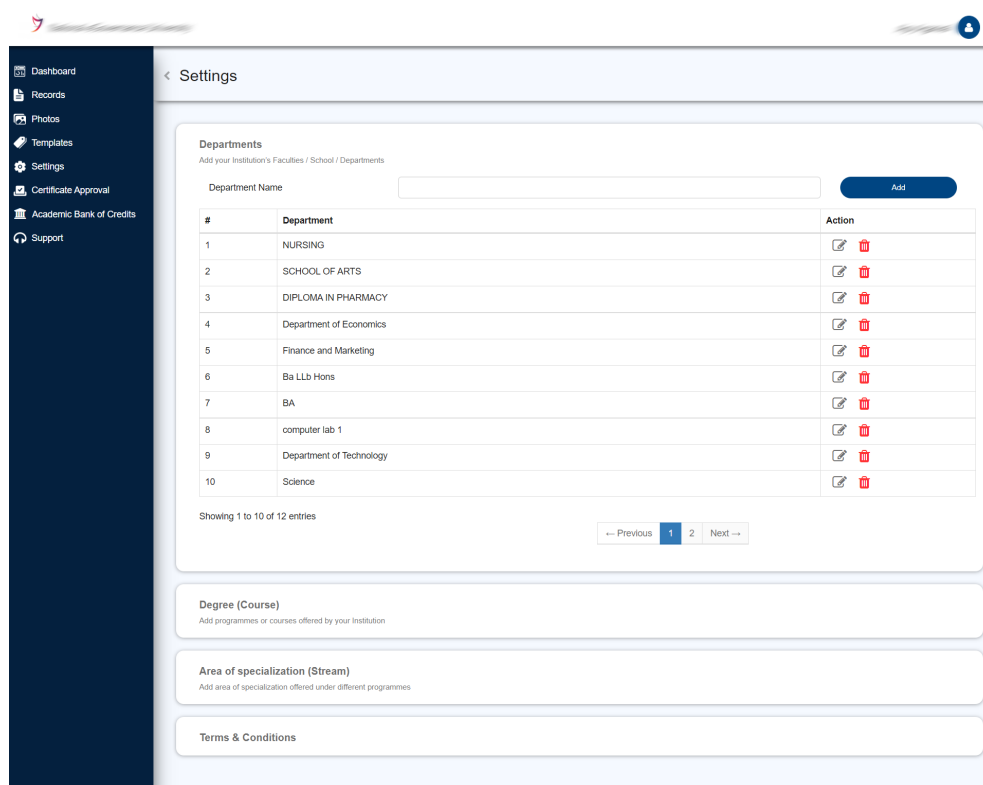
• Click on "Institution Details" to view the Summary of the Institution → you can upload your institution logo

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 1D with necessary Supporting documents.

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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

Showing 1 to 10 of 12 entries

← Previous 1 2 Next →

Degree (Course)
Add programmes or courses offered by your Institution

Area of specialization (Stream)
Add area of specialization offered under different programmes

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1	Master of Arts			
2	Bachlor of Education		✎	🗑
3	bachelor of commerce		✎	🗑
4	bachelor of arts		✎	🗑
5	Bachlor of Arts		✎	🗑
6	Bachlor of Technology		✎	🗑
7	Medicine		✎	🗑
8	Master of science		✎	🗑
9	PGDM		✎	🗑
10	Bachelor of Physiotherapy		✎	🗑

Showing 1 to 10 of 21 entries

← Previous 1 2 3 Next →

Area of specialization (Stream)
Add area of specialization offered under different programmes

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•Similarly, the Area of Specialization (Stream) can be filled by entering the stream Name one by one as under

Settings

- Dashboard
- Records
- Photos
- Templates
- Settings
- Certificate Approval
- Academic Bank of Credits
- Support

‹ Settings

Departments
Add your Institution's Faculties / School / Departments

Degree (Course)
Add programmes or courses offered by your Institution

Area of specialization (Stream)
Add area of specialization offered under different programmes

Stream Name   [   ]   Add

#	Stream	Action	
1	PHARMACEUTICAL	✎	🗑
2	Hindi	✎	🗑
3	English	✎	🗑
4	computer Technology	✎	🗑
5	Mechanicals	✎	🗑
6	neuroscience	✎	🗑
7	A	✎	🗑
8	XZC	✎	🗑
9	Finance	✎	🗑

Showing 1 to 9 of 9 entries

← Previous 1 Next →

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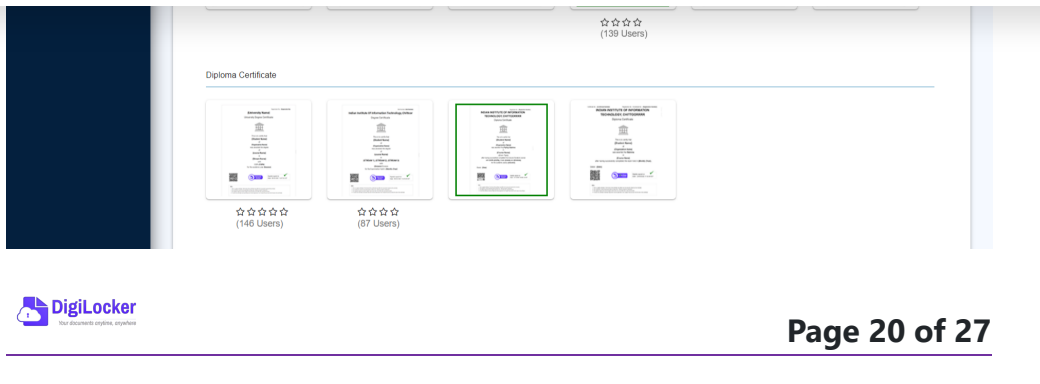
Templets: A variety of Templates is available under this section (You are advised to set your default templates based on the certificate type before uploading the record data.

Note: Please select the appropriate document type at the time of uploading of record data.

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Diploma Certificate

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

Note:-
1. This is a digital certificate. The format of this certificate may differ from the document issued by the institution/University.
2. This certificate is electronically generated by DigiLocker - National Academic Depository.
3. This digitally signed document is legally valid as per the IT Act 2000 when used electronically.
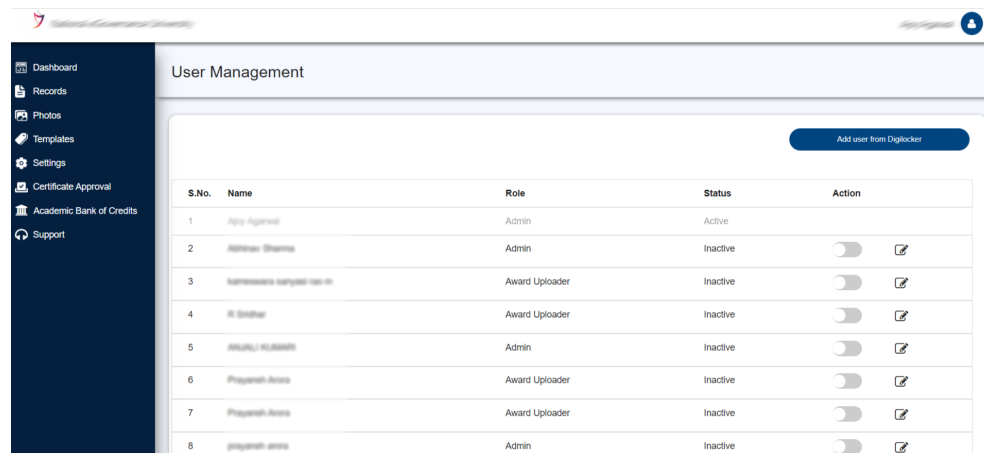4. To verify this certificate, download DigiLocker Android application from Google Play and scan the QR code on the certificate.

User Managment:
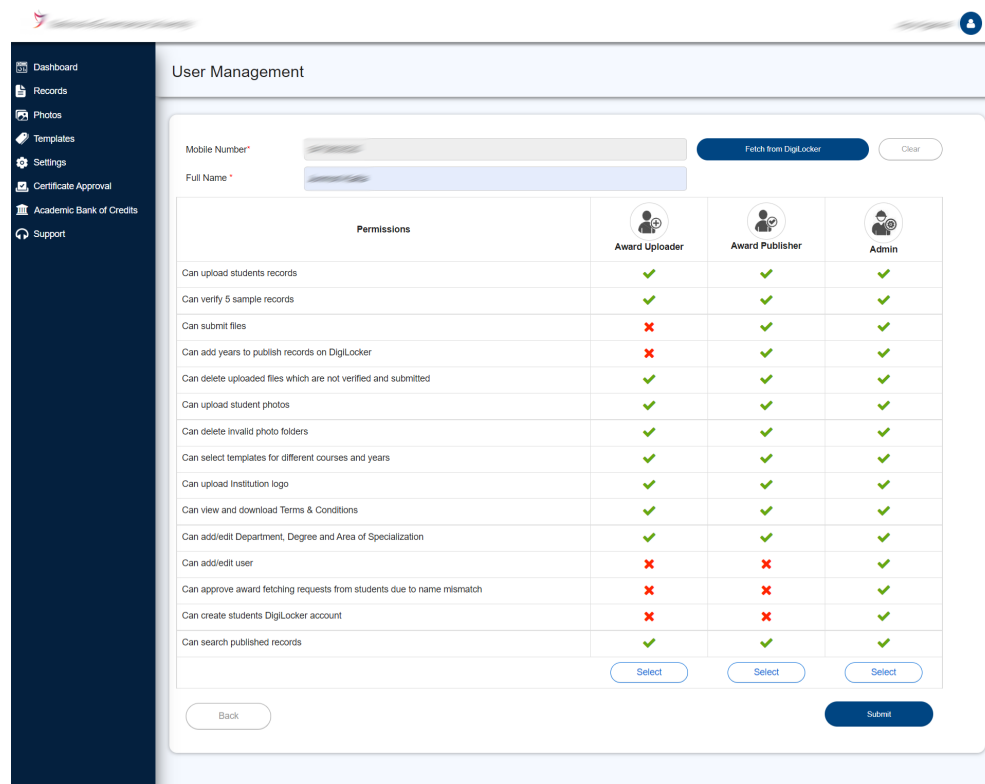
• All the assigned users, i.e., Account Owner and other Authorised person added by your institution, will be seen here

• Basic Details and actions for enabling/disabling a user and editing their information are also possible.

User Management

S.No.	Name	Role	Status	Action	
1	Ajay Agarwal	Admin	Active		
2	Abhinav Sharma	Admin	Inactive	⬤	✎
3	kameswara sanyasi rao in	Award Uploader	Inactive	⬤	✎
4	R Sridhar	Award Uploader	Inactive	⬤	✎
5	ANJALI KUMARI	Admin	Inactive	⬤	✎
6	Prayansh Arora	Award Uploader	Inactive	⬤	✎
7	Prayansh Arora	Award Uploader	Inactive	⬤	✎
8	prayansh arora	Admin	Inactive	⬤	✎

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responsible for any changes or modification under this section.

User Management			

Mobile Number*

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

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• **Addition of User: Authorised Person users can be added just by entering their mobile number that is registered in**

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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

Select the role of your choice → click the Submit button
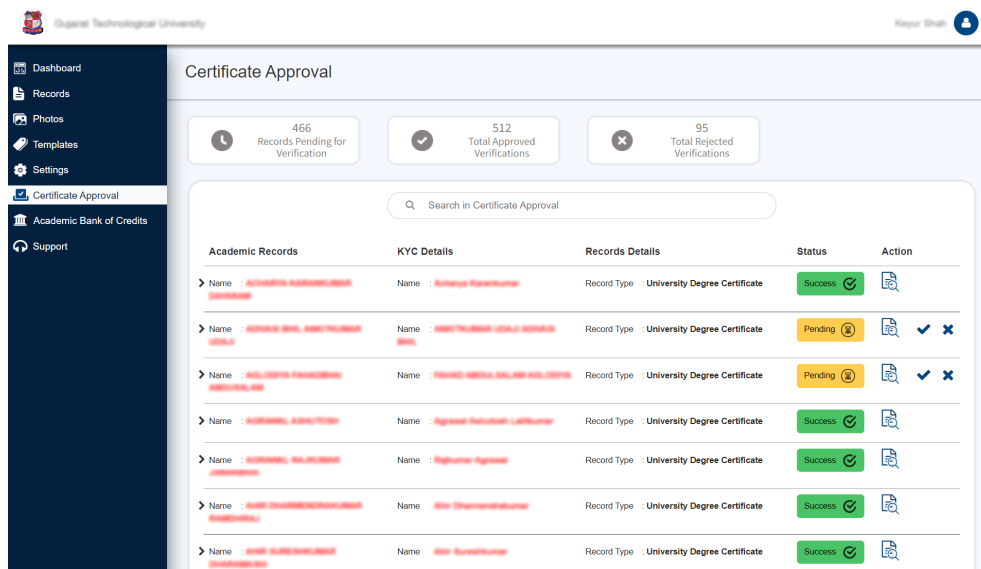
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Can approve award fetching requests from students due to name mismatch	✖	✖	✔
Can create students DigiLocker account	✖	✖	✔
Can search published records	✔	✔	✔
	Select	Select	Select

Back   Submit

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. Certificate Approval

The "Certificate Approval" feature allows you to approve requests of students' failed attempts of fetching certificates owing to Name Mismatch error on DigiLocker.

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requests.

You can also approve/ reject the request summarily by simply hitting ✔ or X

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To approve or reject a request after verifying all the details, click on "Action icon". You will be directed to a window that will display both Academic records details and KYC details of the student. You can approve/ reject the request accordingly.

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