



NATIONAL ACADEMIC DEPOSITORY

Ministry of Education, Government of India



Registration to Award Data Publication

Academic Institution User Manual

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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 streamline the submission, verification, and validation of academic awards granted by various educational institutions, while minimizing fraudulent activities such as certificate and mark-sheet forgery through online verification.

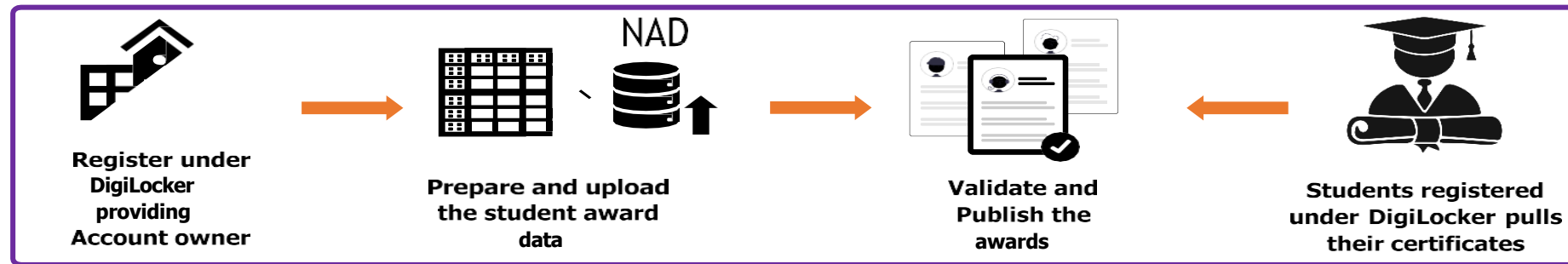
The DigiLocker NAD platform is a 24x7 online storehouse for all academic awards, such as certificates.

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.

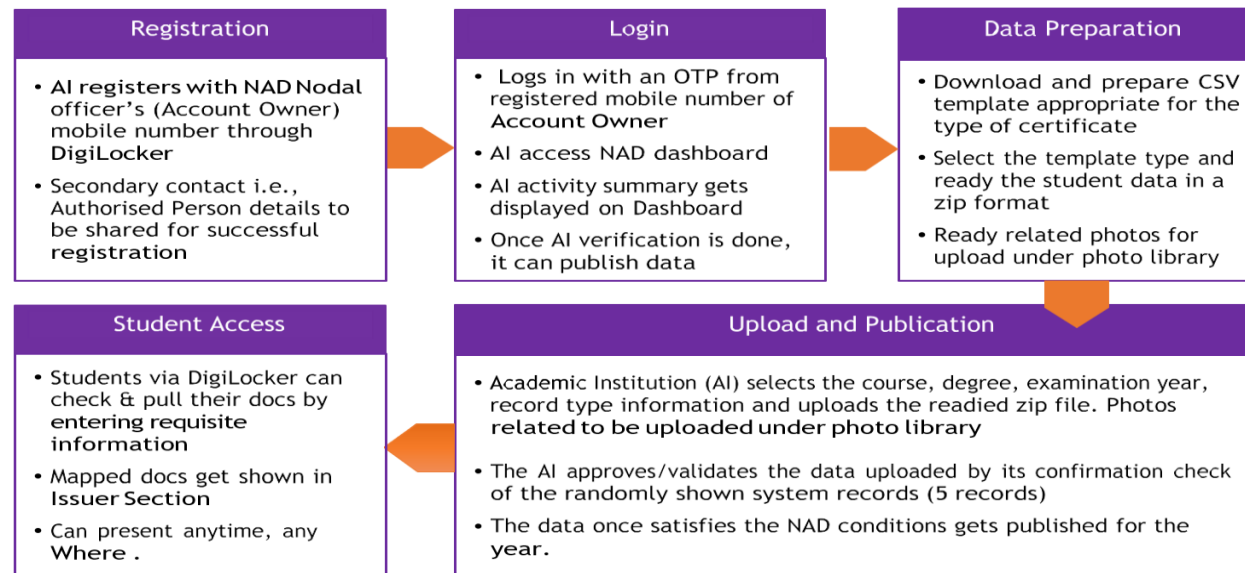
Features of NAD Platform



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

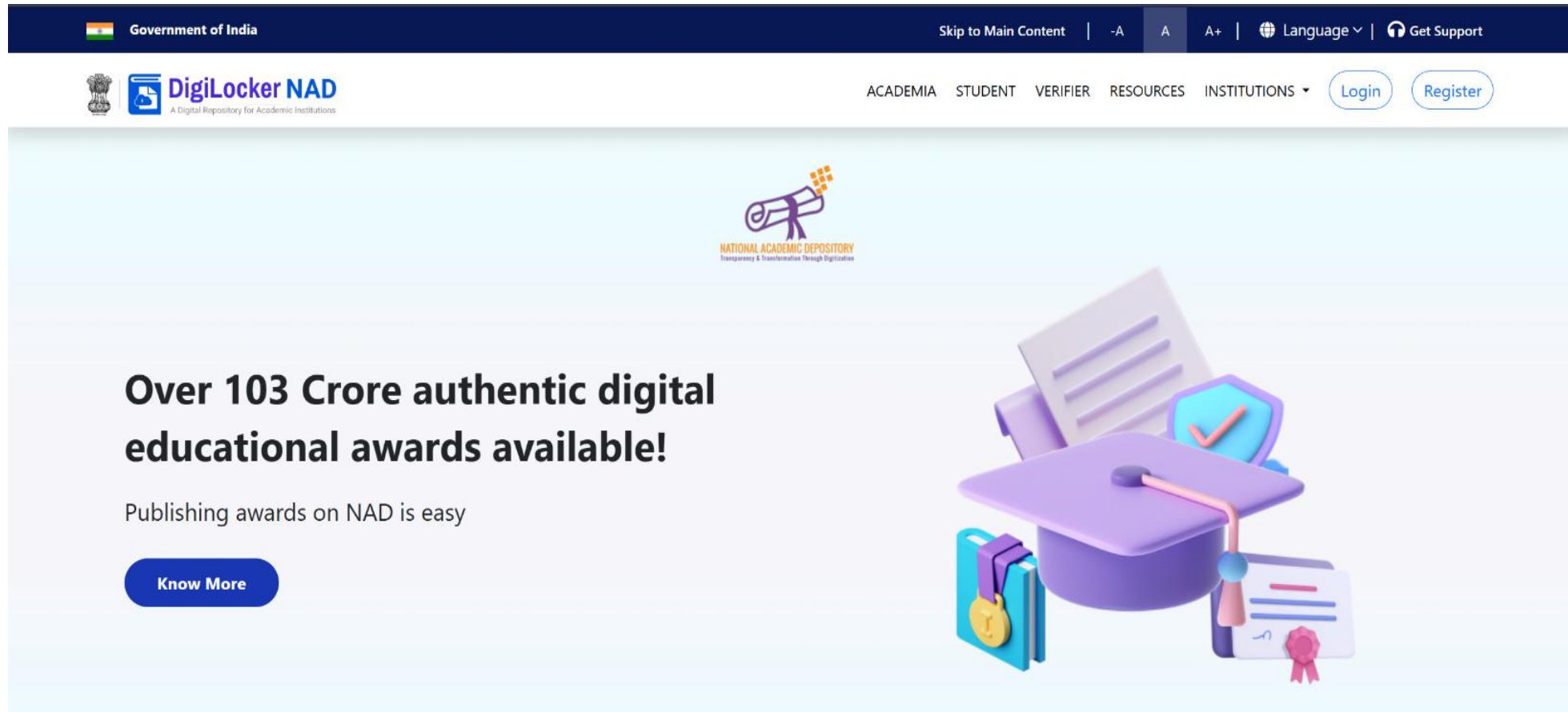
- NAD Dashboard for monitoring all activities under a single window.
- Viewing uploaded data and the publication status of student awards.
- Reinitiating the upload process at their convenience.

Workflow

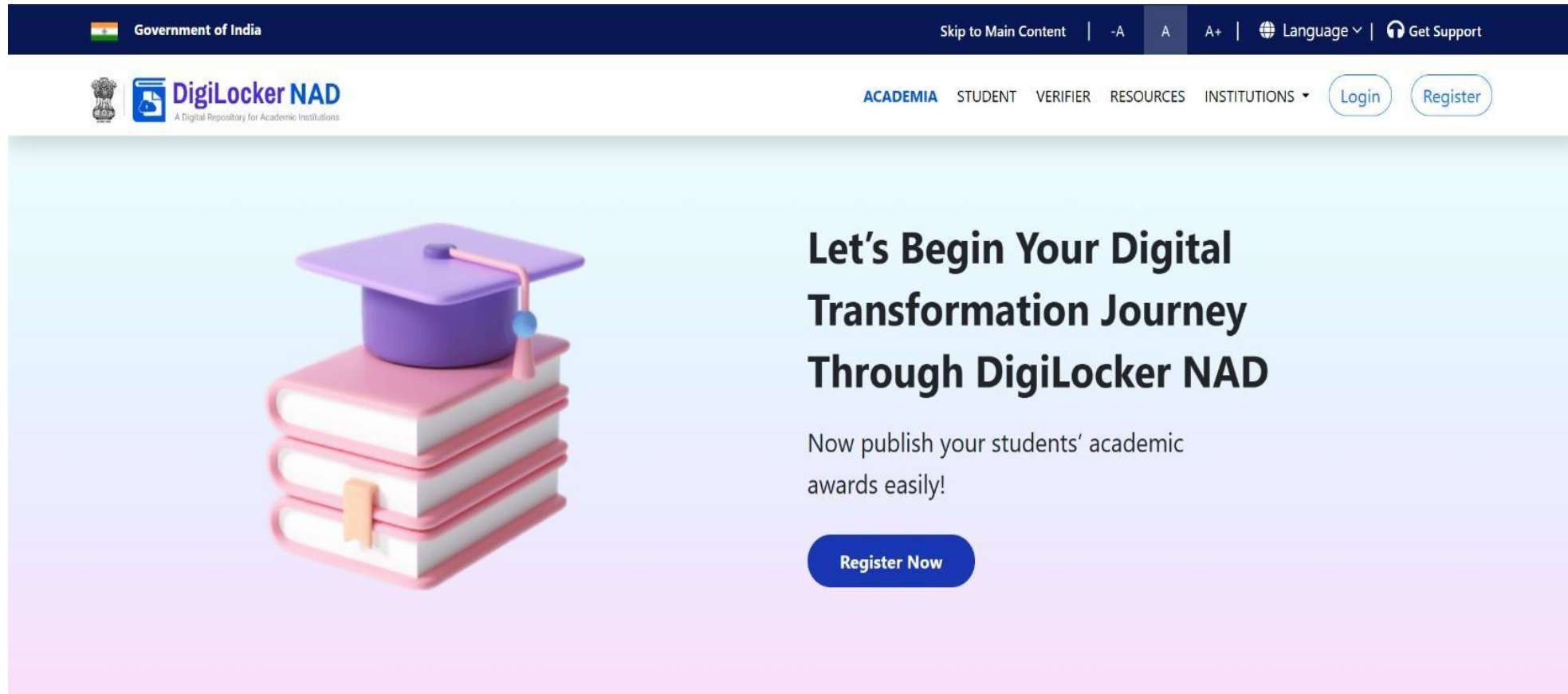


1. Registration

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





Click on "Academia " → Register Now



Government of India

Skip to Main Content | -A A A+ | Language | Get Support

  **DigiLocker NAD**
A Digital Repository for Academic Institutions

ACADEMIA STUDENT VERIFIER RESOURCES INSTITUTIONS ▾ Login Register

Let's Begin Your Digital Transformation Journey Through DigiLocker NAD

Now publish your students' academic awards easily!

[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

Government of India

Skip to Main Content | -A A A+ | Language | Get Support

ACADEMIA STUDENT VERIFIER RESOURCES INSTITUTIONS

Login Register



NAD login for Academic Institutions

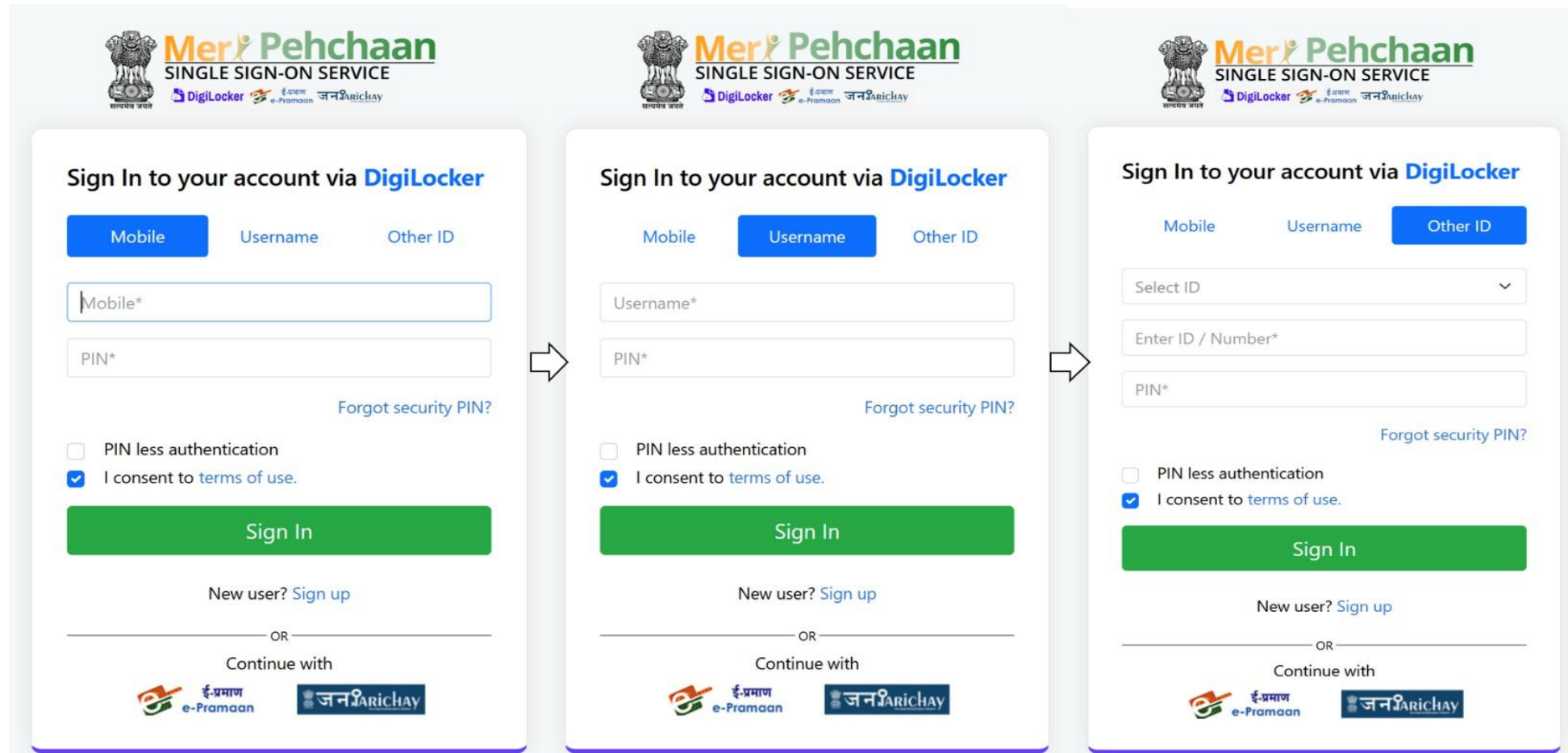
Login With DigiLocker MeriPehchaan

Already have an account? [Sign In](#)

If you are a Student, please [Click here](#)

We use basic information from your DigiLocker account to identify you and allow access to NAD platform.

By continuing, you agree to NAD's [Terms & Conditions](#) and [Privacy Policy](#).



- 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*

Website URL*


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.



Note: If Institution's name is not under the list, [Contact NAD Support](#)

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

- 1 Your Institution
- 2 Account Owner
- 3 Terms & Conditions

Add your account details

Name (Fetched from DigiLocker)

Designation*

Enter your official designation as per your institution

Mobile Number*

+91

Approval Letter *

No file chosen

Accepted formats: PDF (Max 5MB)

Official Email ID*

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

Continue

STEP 2

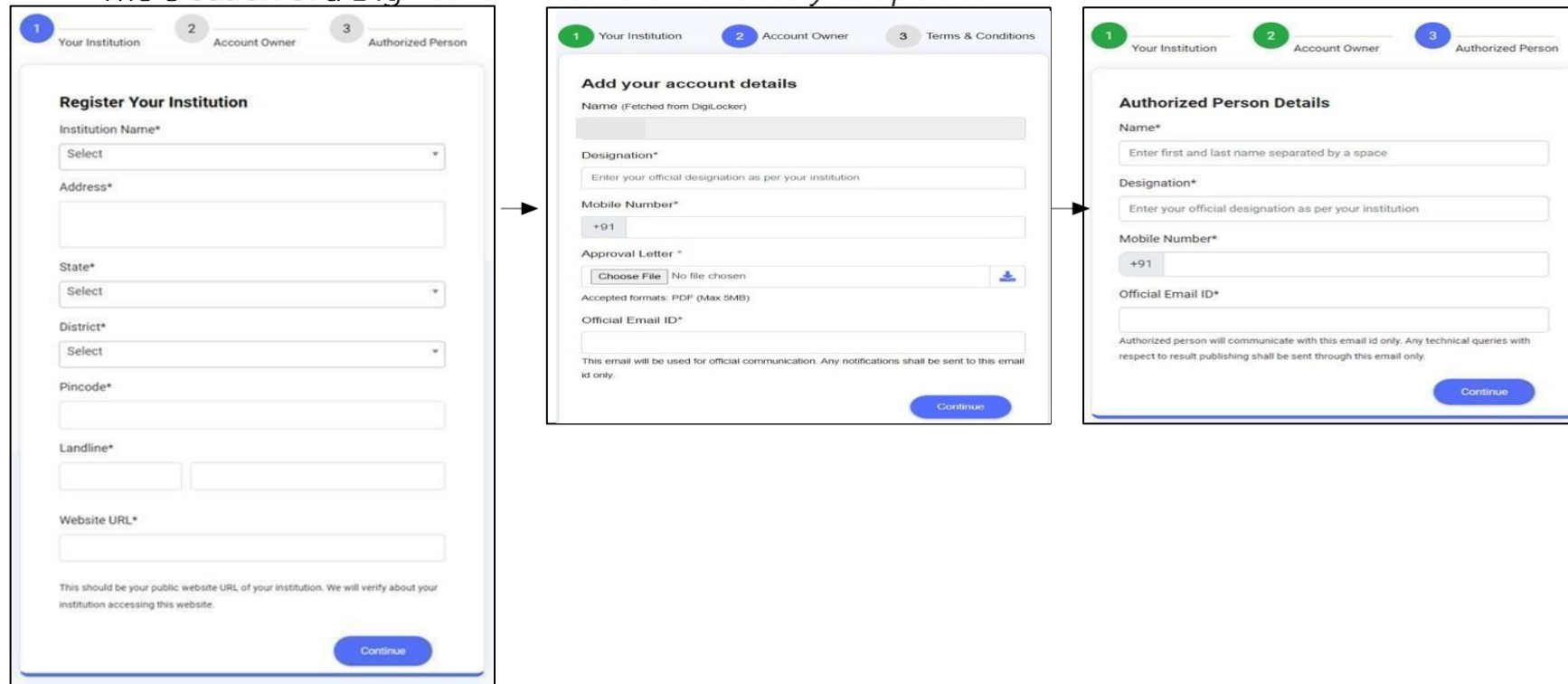
Confirm Account Owner Details

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





The creation of a DigiLocker account is mandatory to operate NAD



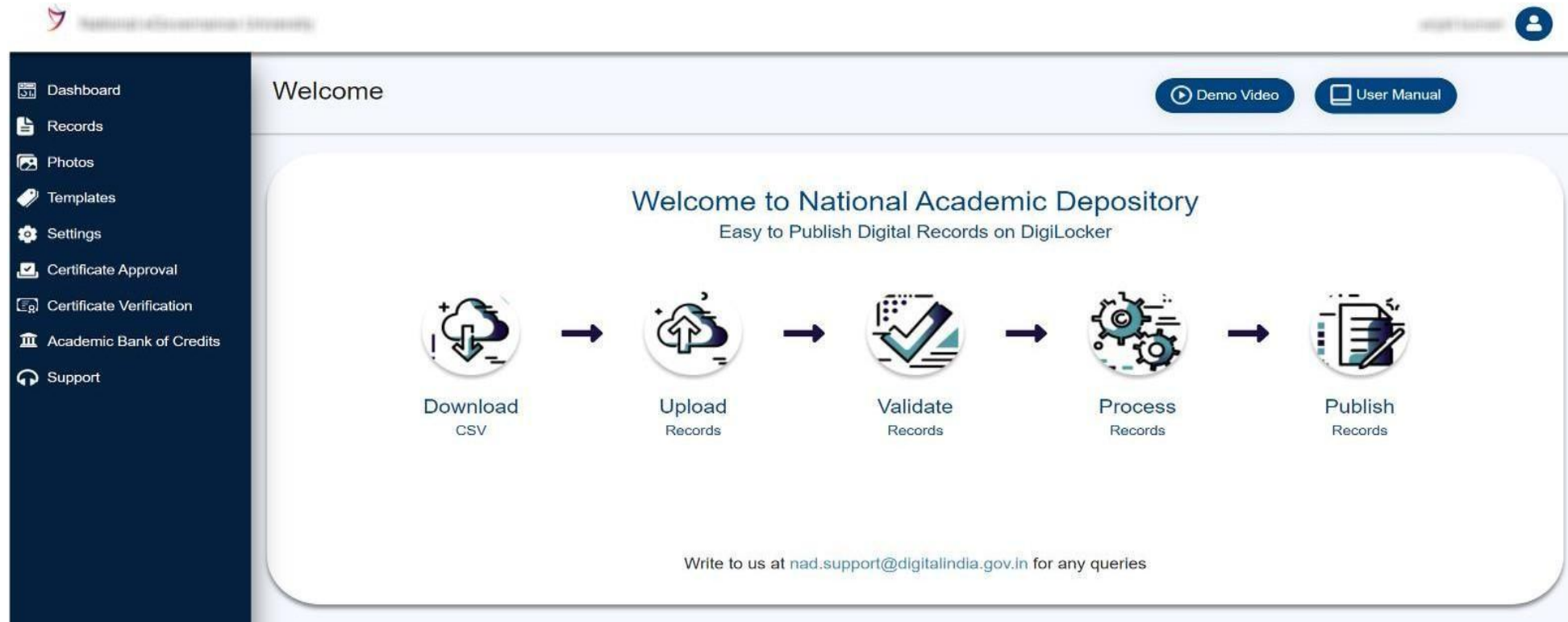
- **Account Owner*** name will be auto-populated from DigiLocker → Add Designation → Mobile Number → Official Email ID

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

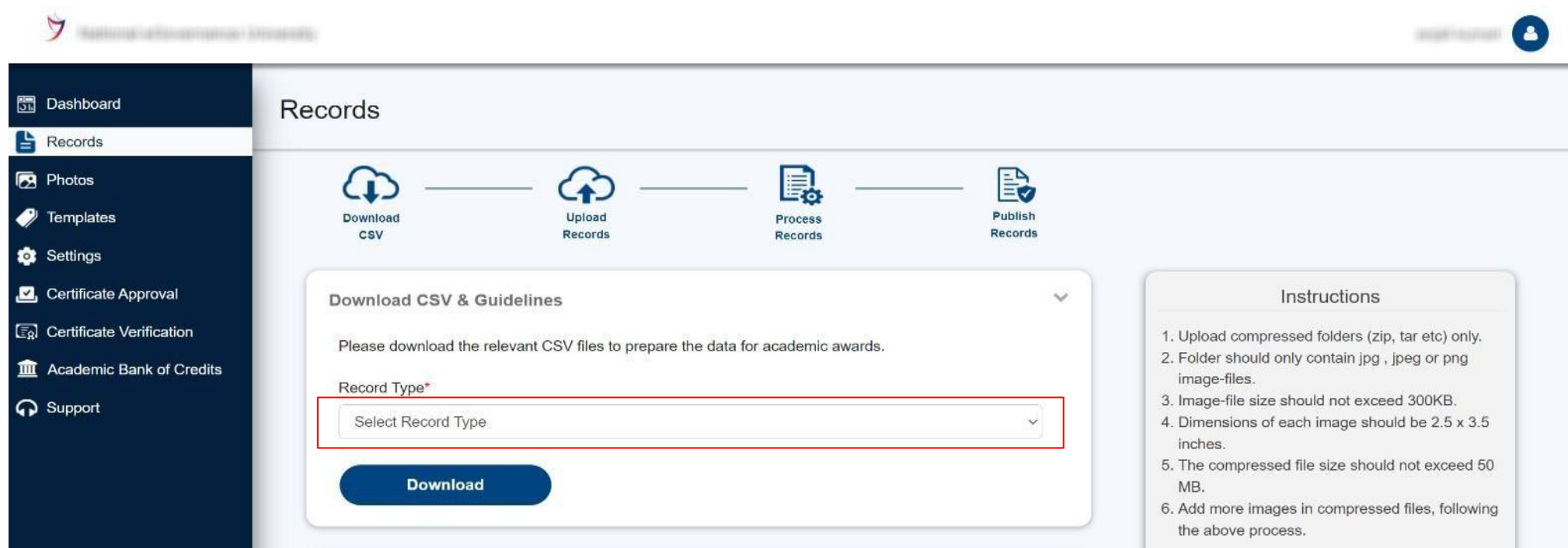
- **Enter Authorized Person*** Details such as Name, Designation, mobile, and official mail ID (Authorized Person is the secondary point of contact)

*Authorized 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 à for redirection to the “Welcome page” window



Records

Download CSV Upload Records Process Records Publish Records

Download CSV & Guidelines

Please download the relevant CSV files to prepare the data for academic awards.

Record Type*

Select Record Type

Download

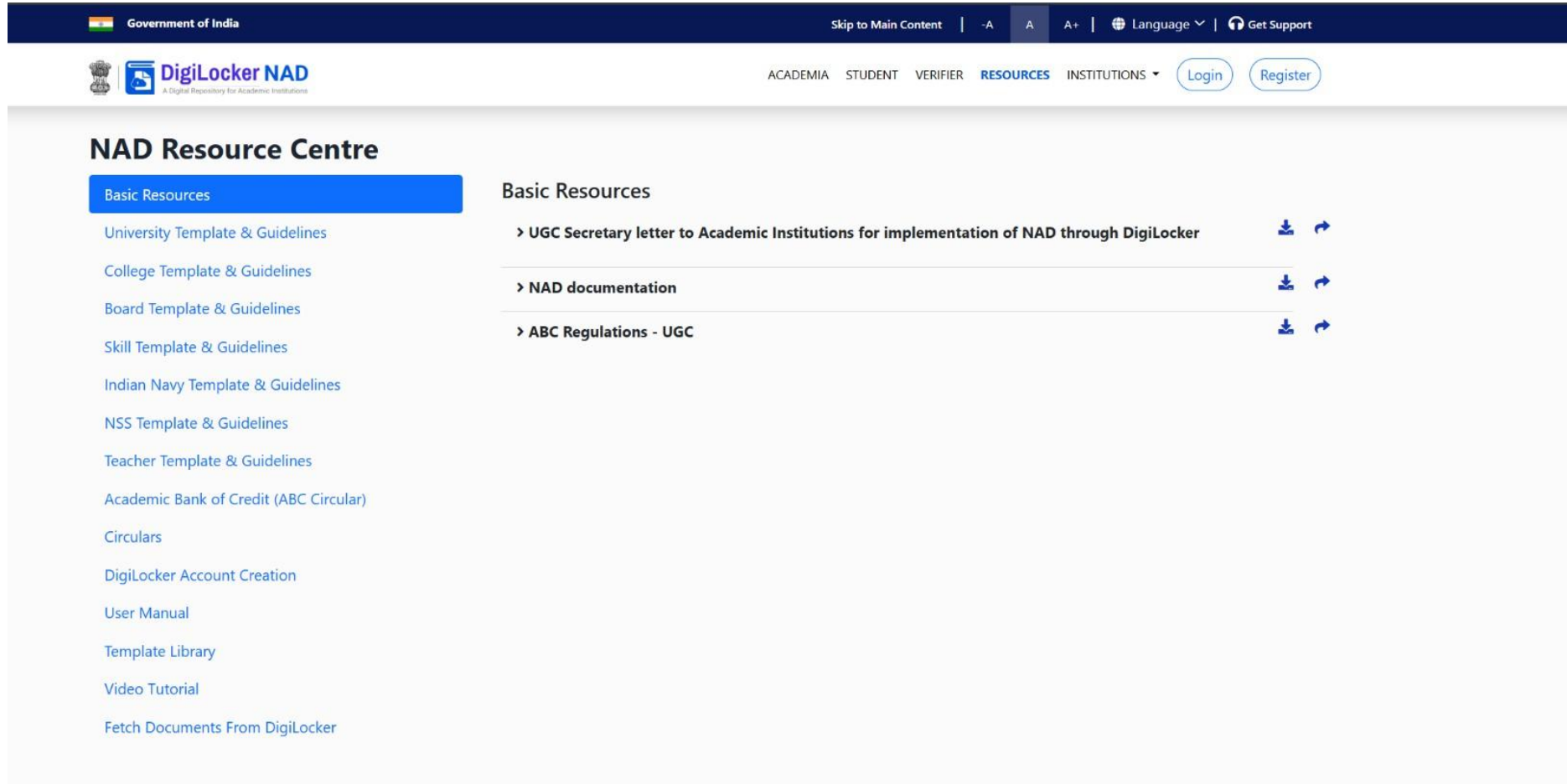
Instructions

1. Upload compressed folders (zip, tar etc) only.
2. Folder should only contain jpg , jpeg or png image-files.
3. Image-file size should not exceed 300KB.
4. Dimensions of each image should be 2.5 x 3.5 inches.
5. The compressed file size should not exceed 50 MB.
6. Add more images in compressed files, following the above process.

- 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

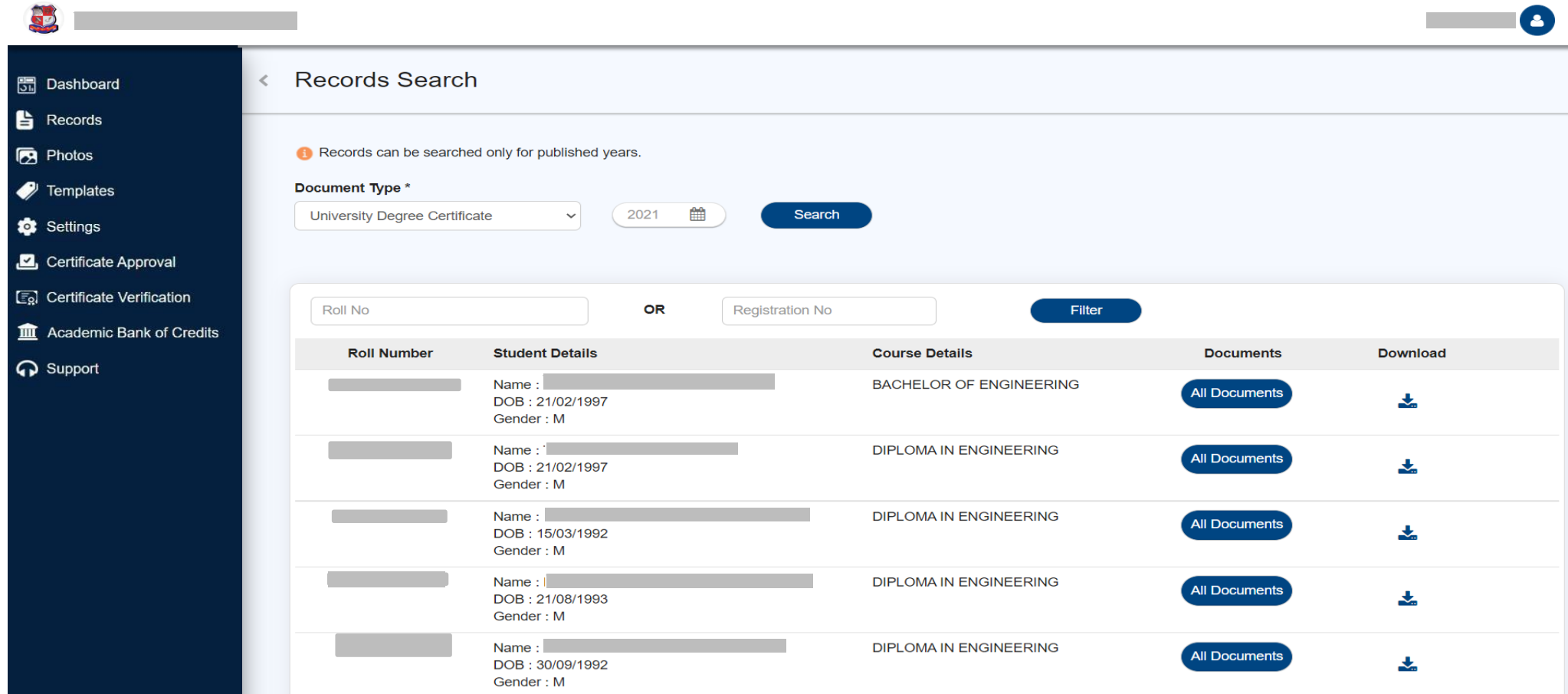
Note: Until your institution is approved, the dashboard will be notified with Verification Pending status.

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



The screenshot shows the DigiLocker NAD Resource Centre page. At the top, there is a dark blue navigation bar with the Government of India logo, the text "Government of India", and utility links: "Skip to Main Content", font size controls (-A, A, A+), "Language", and "Get Support". Below this is a white header with the DigiLocker NAD logo, navigation tabs for "ACADEMIA", "STUDENT", "VERIFIER", "RESOURCES" (highlighted), and "INSTITUTIONS", along with "Login" and "Register" buttons. The main content area is titled "NAD Resource Centre" and features a left sidebar with a list of resource categories: "Basic Resources" (highlighted), "University Template & Guidelines", "College Template & Guidelines", "Board Template & Guidelines", "Skill Template & Guidelines", "Indian Navy Template & Guidelines", "NSS Template & Guidelines", "Teacher Template & Guidelines", "Academic Bank of Credit (ABC Circular)", "Circulars", "DigiLocker Account Creation", "User Manual", "Template Library", "Video Tutorial", and "Fetch Documents From DigiLocker". The main content area displays "Basic Resources" with three items: "> UGC Secretary letter to Academic Institutions for implementation of NAD through DigiLocker", "> NAD documentation", and "> ABC Regulations - UGC". Each item has a download icon and a share icon.

- Click on “ Search ” → Enter Roll No./ Student Name/ Course Name →

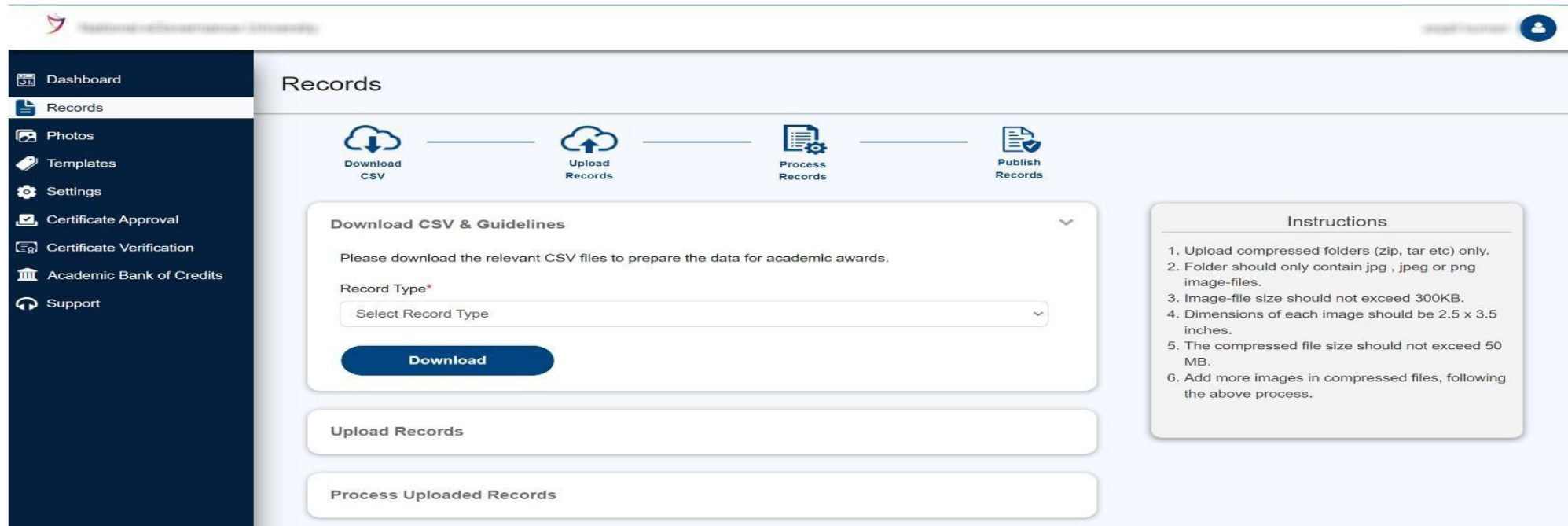


The screenshot shows the 'Records Search' page in the DigiLocker application. On the left is a dark blue sidebar with navigation options: Dashboard, Records, Photos, Templates, Settings, Certificate Approval, Certificate Verification, Academic Bank of Credits, and Support. The main content area has a header 'Records Search' and a notification: 'Records can be searched only for published years.' Below this, there is a search filter section with 'Document Type *' set to 'University Degree Certificate' and the year '2021'. A 'Search' button is present. Below the search filters, there are two input fields: 'Roll No' and 'Registration No', with an 'OR' operator between them and a 'Filter' button. The search results are displayed in a table with the following columns: Roll Number, Student Details, Course Details, Documents, and Download.

Roll Number	Student Details	Course Details	Documents	Download
[Redacted]	Name : [Redacted] DOB : 21/02/1997 Gender : M	BACHELOR OF ENGINEERING	All Documents	[Download Icon]
[Redacted]	Name : [Redacted] DOB : 21/02/1997 Gender : M	DIPLOMA IN ENGINEERING	All Documents	[Download Icon]
[Redacted]	Name : [Redacted] DOB : 15/03/1992 Gender : M	DIPLOMA IN ENGINEERING	All Documents	[Download Icon]
[Redacted]	Name : [Redacted] DOB : 21/08/1993 Gender : M	DIPLOMA IN ENGINEERING	All Documents	[Download Icon]
[Redacted]	Name : [Redacted] DOB : 30/09/1992 Gender : M	DIPLOMA IN ENGINEERING	All Documents	[Download Icon]

2.2. Records (Data Preparation & Upload)

Record Section: This portion handles most of the data processing (from data upload to publishing of awards).



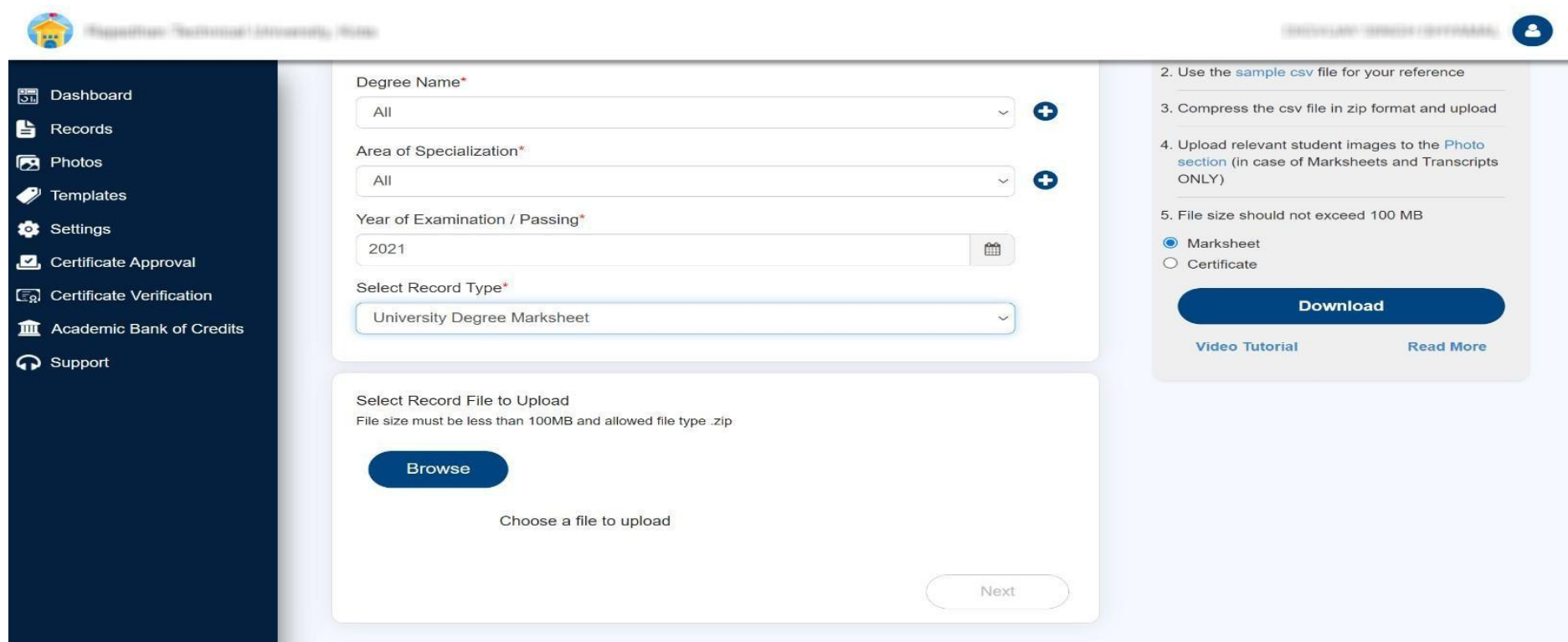
The screenshot shows the 'Records' section of the DigiLocker NAD interface. On the left is a dark blue sidebar with navigation options: Dashboard, Records (selected), Photos, Templates, Settings, Certificate Approval, Certificate Verification, Academic Bank of Credits, and Support. The main content area is titled 'Records' and features four primary actions: 'Download CSV', 'Upload Records', 'Process Records', and 'Publish Records'. Below these actions are three buttons: 'Download CSV & Guidelines', 'Upload Records', and 'Process Uploaded Records'. The 'Download CSV & Guidelines' button is expanded, showing a text prompt: 'Please download the relevant CSV files to prepare the data for academic awards.' Below this is a 'Record Type*' dropdown menu with the text 'Select Record Type' and a 'Download' button. To the right of the main content is an 'Instructions' box with a list of six guidelines for uploading records.

Instructions

1. Upload compressed folders (zip, tar etc) only.
2. Folder should only contain jpg , jpeg or png image-files.
3. Image-file size should not exceed 300KB.
4. Dimensions of each image should be 2.5 x 3.5 inches.
5. The compressed file size should not exceed 50 MB.
6. Add more images in compressed files, following the above process.

- 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

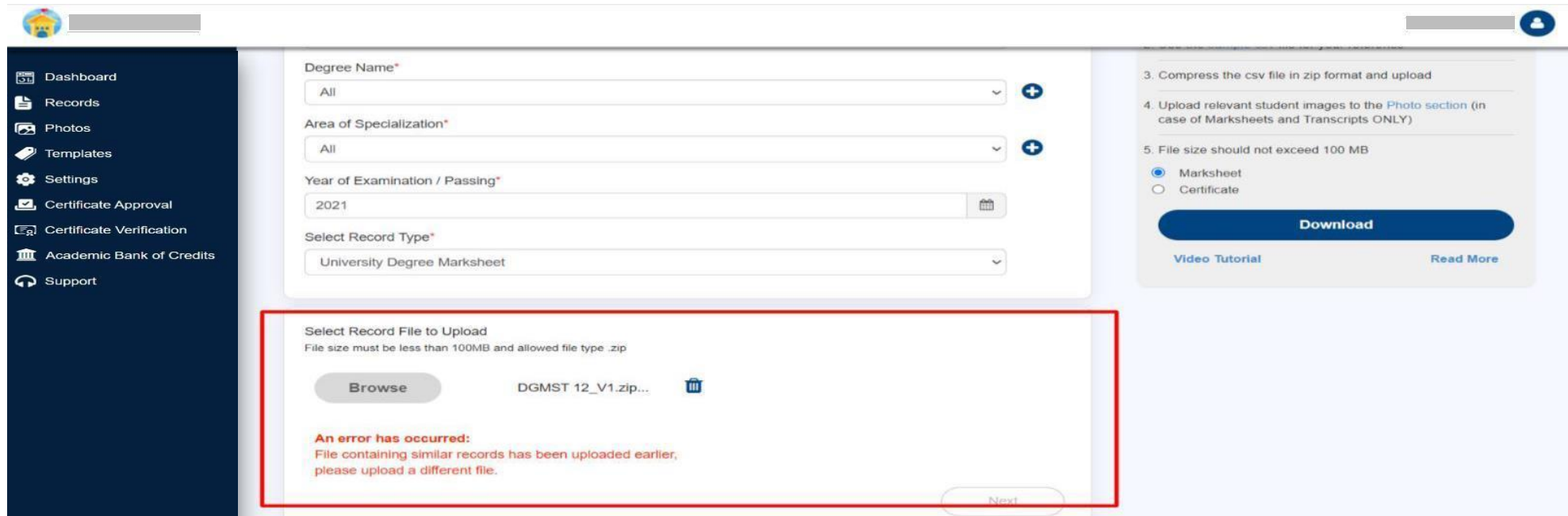


- Once the data is prepared → Compress the .csv file in .zip format and keep it ready
- Click on “Upload Records ” → Pick the desired “Department,” “Course Type,” “Degree Name,” “Area Of Specialisation ,” “Year of Examination,” and Record Type” for the data to be uploaded → Click on “Browse ” → select 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.”

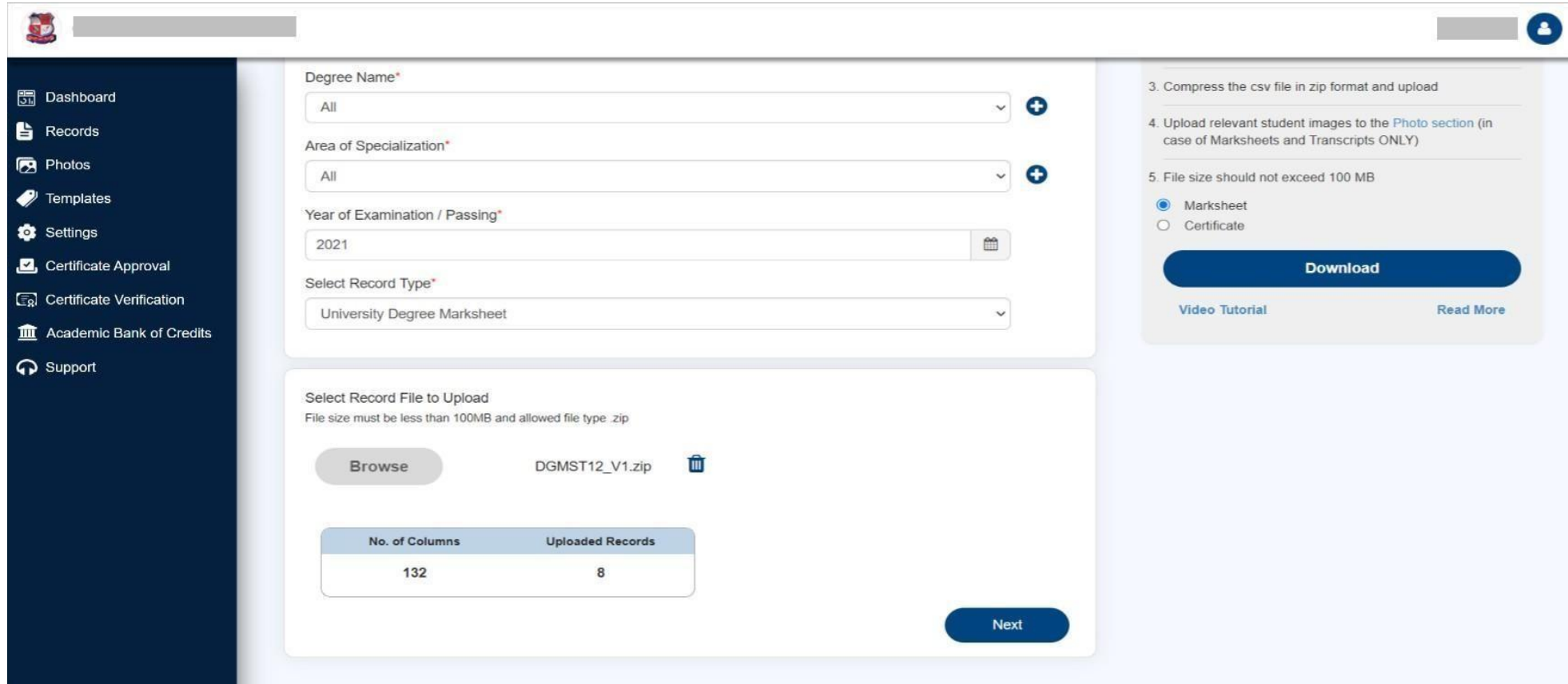
Note: The “Department,” “Course Type,” “Degree Name,” and “Area of Specialisation ” choices may be left at “All,” however choosing these parameters correctly assists in obtaining a better picture of the uploaded data in the long term, and this is displayed under the Dashboard statistics summary page.

- 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



The screenshot displays the DigiLocker NAD upload interface. On the left is a dark blue sidebar with navigation options: Dashboard, Records, Photos, Templates, Settings, Certificate Approval, Certificate Verification, Academic Bank of Credits, and Support. The main content area features several dropdown menus for selection: Degree Name* (All), Area of Specialization* (All), Year of Examination / Passing* (2021), and Select Record Type* (University Degree Marksheet). Below these is a file upload section titled "Select Record File to Upload" with a note: "File size must be less than 100MB and allowed file type .zip". A "Browse" button is present, followed by a file name "DGMST 12_V1.zip..." and a trash icon. A red-bordered box highlights an error message: "An error has occurred: File containing similar records has been uploaded earlier, please upload a different file." To the right of the main form, there are instructions for file preparation, a "Download" button, and links for "Video Tutorial" and "Read More".

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



The screenshot shows the DigiLocker NAD interface during the CSV upload verification process. On the left is a dark blue sidebar with navigation options: Dashboard, Records, Photos, Templates, Settings, Certificate Approval, Certificate Verification, Academic Bank of Credits, and Support. The main content area is divided into three sections:

- Form Fields:**
 - Degree Name***: A dropdown menu with "All" selected.
 - Area of Specialization***: A dropdown menu with "All" selected.
 - Year of Examination / Passing***: A date picker showing "2021".
 - Select Record Type***: A dropdown menu with "University Degree Marksheet" selected.
- Select Record File to Upload:**
 - Text: "File size must be less than 100MB and allowed file type :zip"
 - A "Browse" button is followed by the filename "DGMST12_V1.zip" and a trash icon.
- Verification Summary Table:**

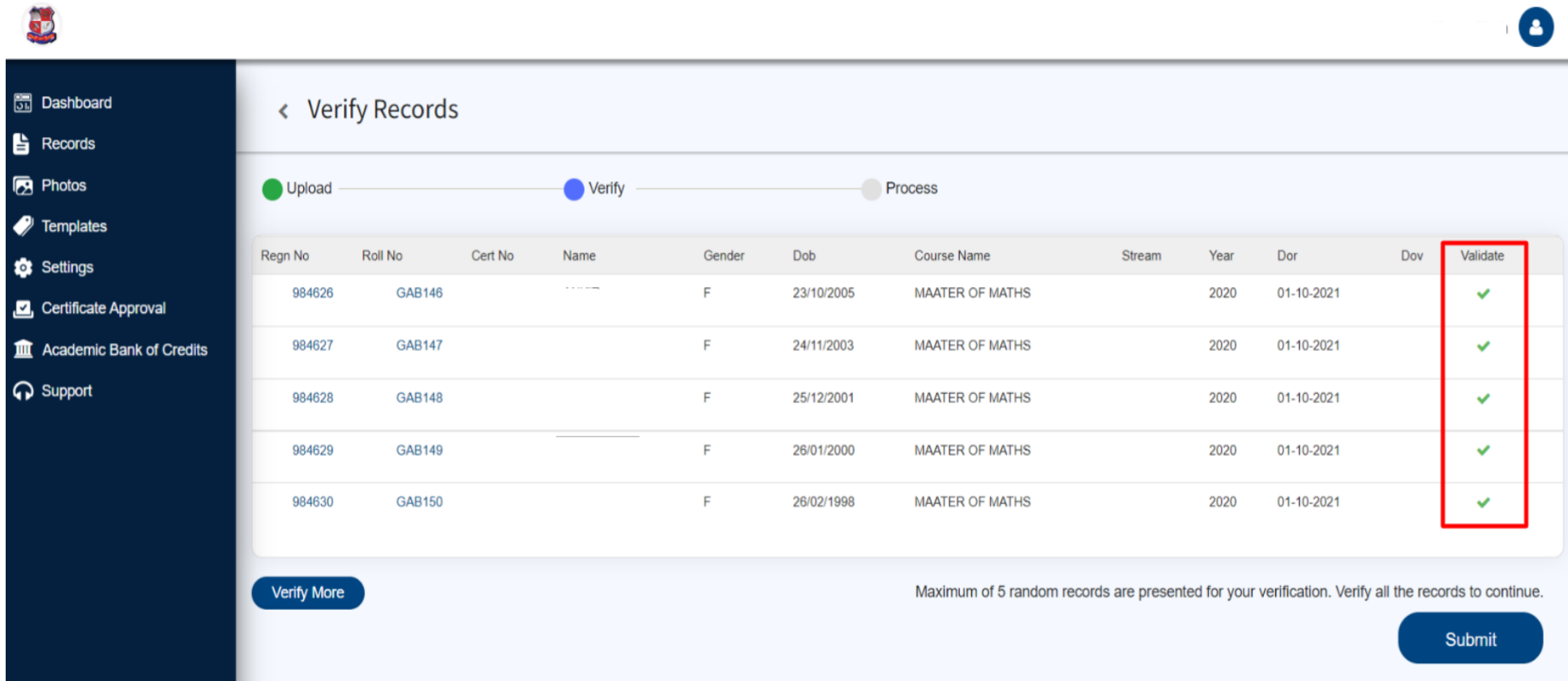
No. of Columns	Uploaded Records
132	8

At the bottom right of the main content area is a blue "Next" button. On the right side of the interface, there are instructions for the next steps:

3. Compress the csv file in zip format and upload
4. Upload relevant student images to the [Photo section](#) (in case of Marksheets and Transcripts ONLY)
5. File size should not exceed 100 MB

Below these instructions are radio buttons for "Marksheet" (selected) and "Certificate". A large blue "Download" button is present, along with links for "Video Tutorial" and "Read More".

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



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

< Verify Records

Upload — Verify — Process

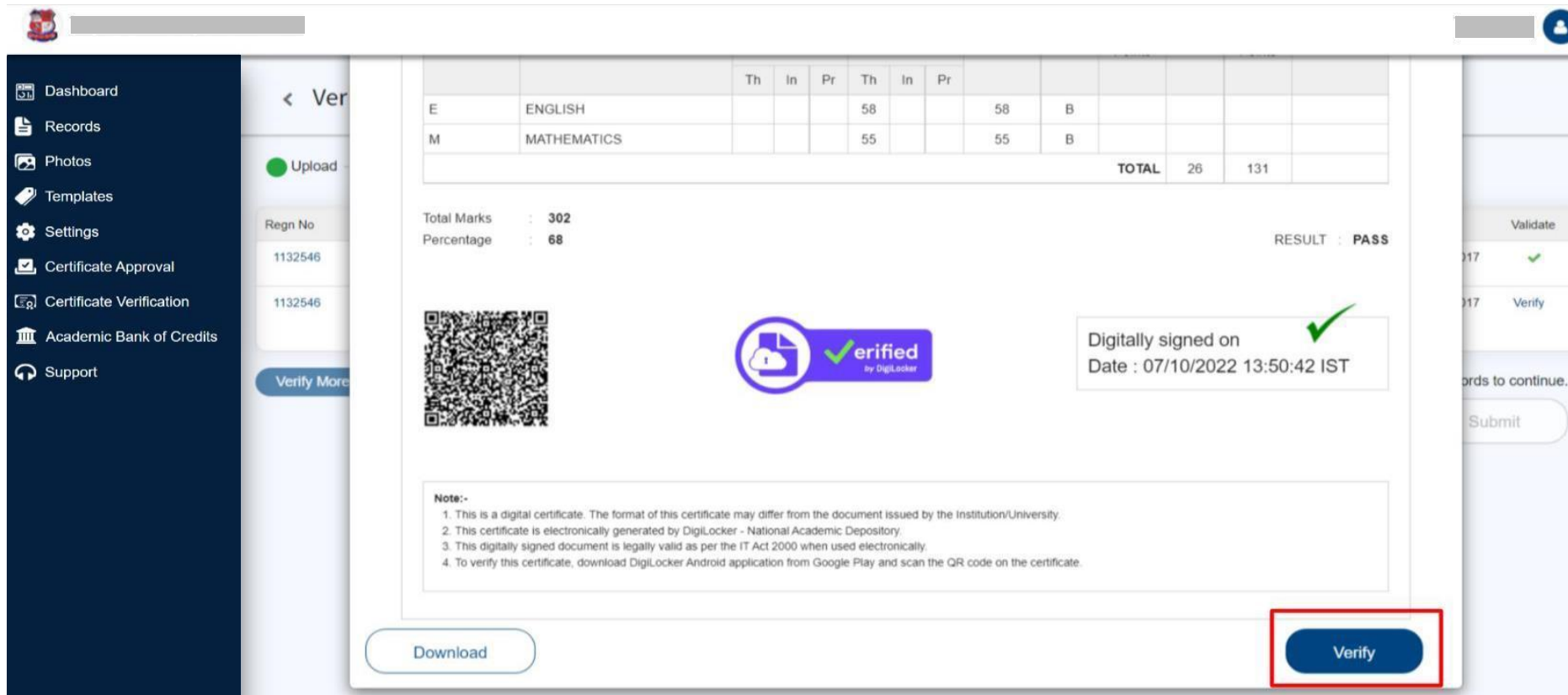
Regn No	Roll No	Cert No	Name	Gender	Dob	Course Name	Stream	Year	Dor	Dov	Validate
984626	GAB146			F	23/10/2005	MAATER OF MATHS		2020	01-10-2021		✓
984627	GAB147			F	24/11/2003	MAATER OF MATHS		2020	01-10-2021		✓
984628	GAB148			F	25/12/2001	MAATER OF MATHS		2020	01-10-2021		✓
984629	GAB149			F	26/01/2000	MAATER OF MATHS		2020	01-10-2021		✓
984630	GAB150			F	26/02/1998	MAATER OF MATHS		2020	01-10-2021		✓

Verify More

Maximum of 5 random records are presented for your verification. Verify all the records to continue.

Submit

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



The screenshot displays the DigiLocker interface for mark sheet verification. On the left is a dark sidebar menu with options: Dashboard, Records, Photos, Templates, Settings, Certificate Approval, Certificate Verification, Academic Bank of Credits, and Support. The main content area shows a mark sheet preview with the following table:

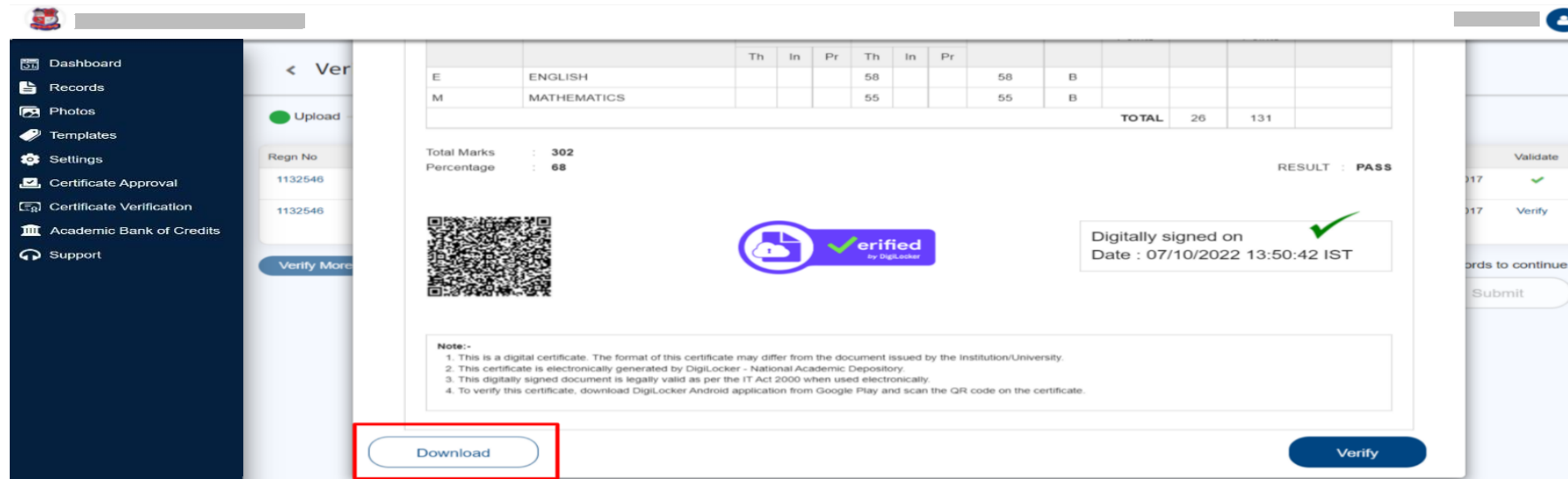
		Th	In	Pr	Th	In	Pr						
E	ENGLISH				58			58	B				
M	MATHEMATICS				55			55	B				
TOTAL										26	131		

Below the table, the following information is displayed:

- Total Marks : 302
- Percentage : 68
- RESULT : PASS

The interface also features a QR code, a purple 'verified by DigiLocker' badge, and a digital signature box stating: "Digitally signed on Date : 07/10/2022 13:50:42 IST". A note at the bottom provides instructions on how to verify the certificate using the DigiLocker Android application. At the bottom of the preview, there are 'Download' and 'Verify' buttons, with the 'Verify' button highlighted by a red box.

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



		Th	In	Pr	Th	In	Pr				
E	ENGLISH				58			58	B		
M	MATHEMATICS				55			55	B		
TOTAL									26	131	

Total Marks : 302
Percentage : 68

RESULT : PASS

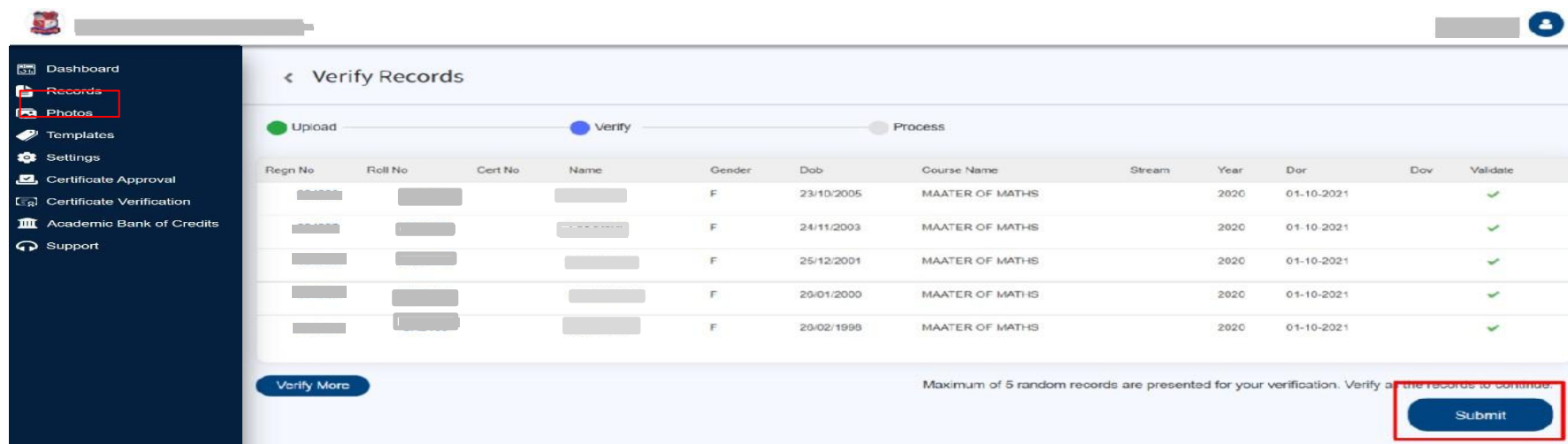
Digitally signed on
Date : 07/10/2022 13:50:42 IST

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.

Download (highlighted)

Verify

- You may even download a copy of the preview marksheet by clicking the “Download” button



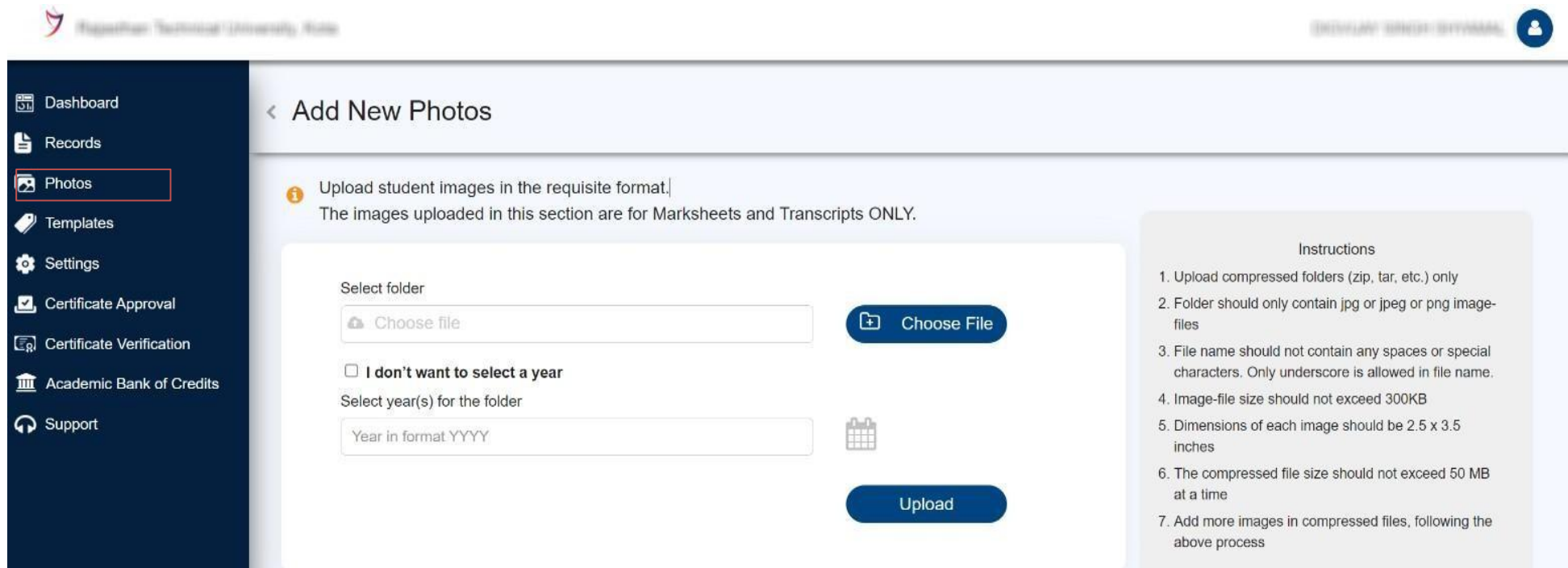
Regn No	Roll No	Cert No	Name	Gender	Dob	Course Name	Stream	Year	Dor	Dov	Validate
[Redacted]	[Redacted]	[Redacted]	[Redacted]	F	23/10/2005	MAATER OF MATHS		2020	01-10-2021		✓
[Redacted]	[Redacted]	[Redacted]	[Redacted]	F	24/11/2003	MAATER OF MATHS		2020	01-10-2021		✓
[Redacted]	[Redacted]	[Redacted]	[Redacted]	F	25/12/2001	MAATER OF MATHS		2020	01-10-2021		✓
[Redacted]	[Redacted]	[Redacted]	[Redacted]	F	20/01/2000	MAATER OF MATHS		2020	01-10-2021		✓
[Redacted]	[Redacted]	[Redacted]	[Redacted]	F	20/02/1998	MAATER OF MATHS		2020	01-10-2021		✓

Maximum of 5 random records are presented for your verification. Verify all the records to continue.

Submit (highlighted)

Once all five random marksheet 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



Regional Technical University, Raipur

Dashboard

Records

Photos

Templates

Settings

Certificate Approval

Certificate Verification

Academic Bank of Credits

Support

< Add New Photos

i Upload student images in the requisite format.
The images uploaded in this section are for Marksheets and Transcripts ONLY.

Select folder

Choose file

Choose File

I don't want to select a year

Select year(s) for the folder

Year in format YYYY

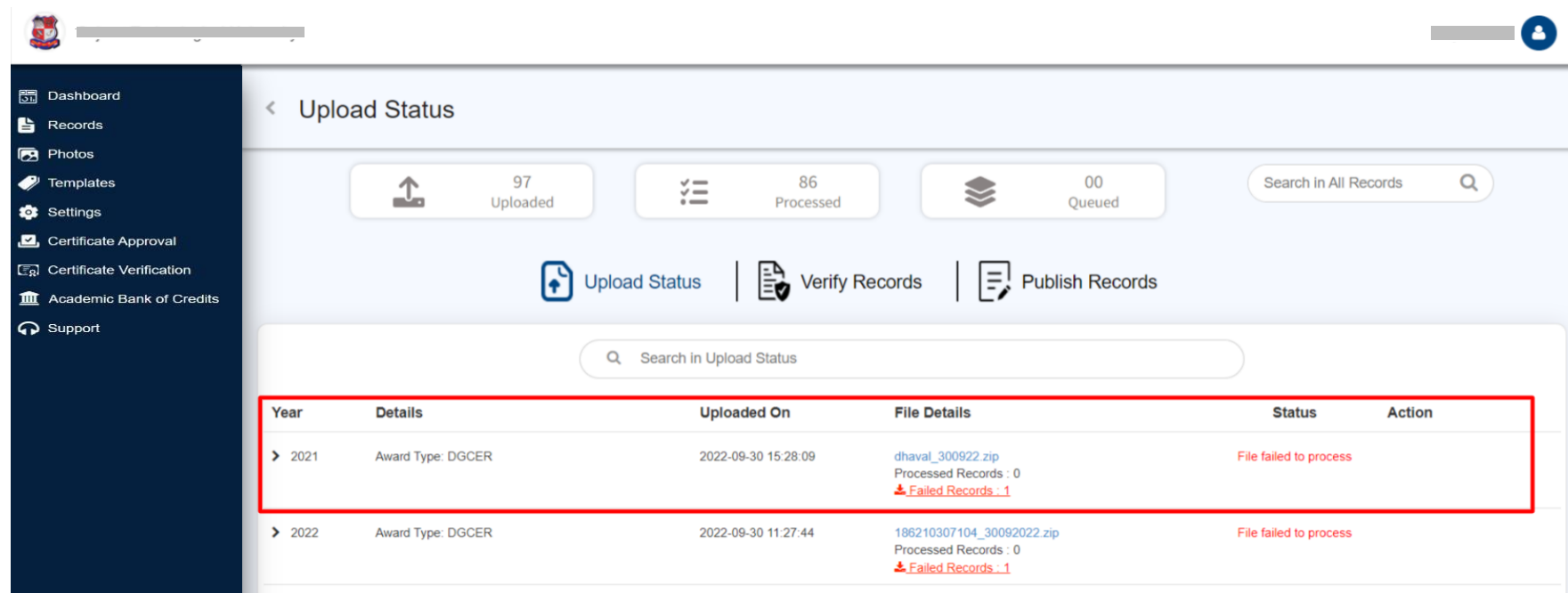
Upload

Instructions


1. Upload compressed folders (zip, tar, etc.) only
2. Folder should only contain jpg or jpeg or png image-files
3. File name should not contain any spaces or special characters. Only underscore is allowed in file name.
4. Image-file size should not exceed 300KB
5. Dimensions of each image should be 2.5 x 3.5 inches
6. The compressed file size should not exceed 50 MB at a time
7. Add more images in compressed files, following the above process

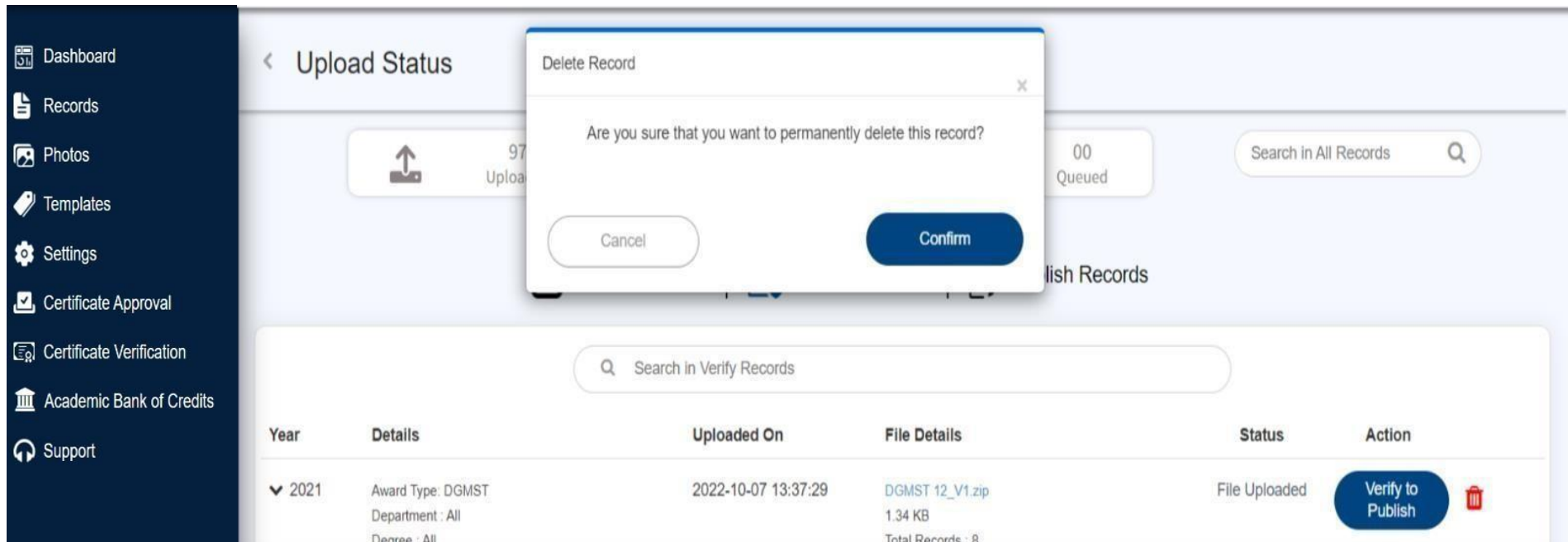
Upload Status Section

- Upload Status has two section's (I) A brief infographics of the Upload activity (ii) Individual Year wise Detailed uploaded activity and status with actions
- Click on “Upload Status” Latest Uploaded activity will be shown as under




Year	Details	Uploaded On	File Details	Status	Action
> 2021	Award Type: DGCER	2022-09-30 15:28:09	dhaval_300922.zip Processed Records : 0 Failed Records : 1	File failed to process	
> 2022	Award Type: DGCER	2022-09-30 11:27:44	186210307104_30092022.zip Processed Records : 0 Failed Records : 1	File failed to process	

- 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

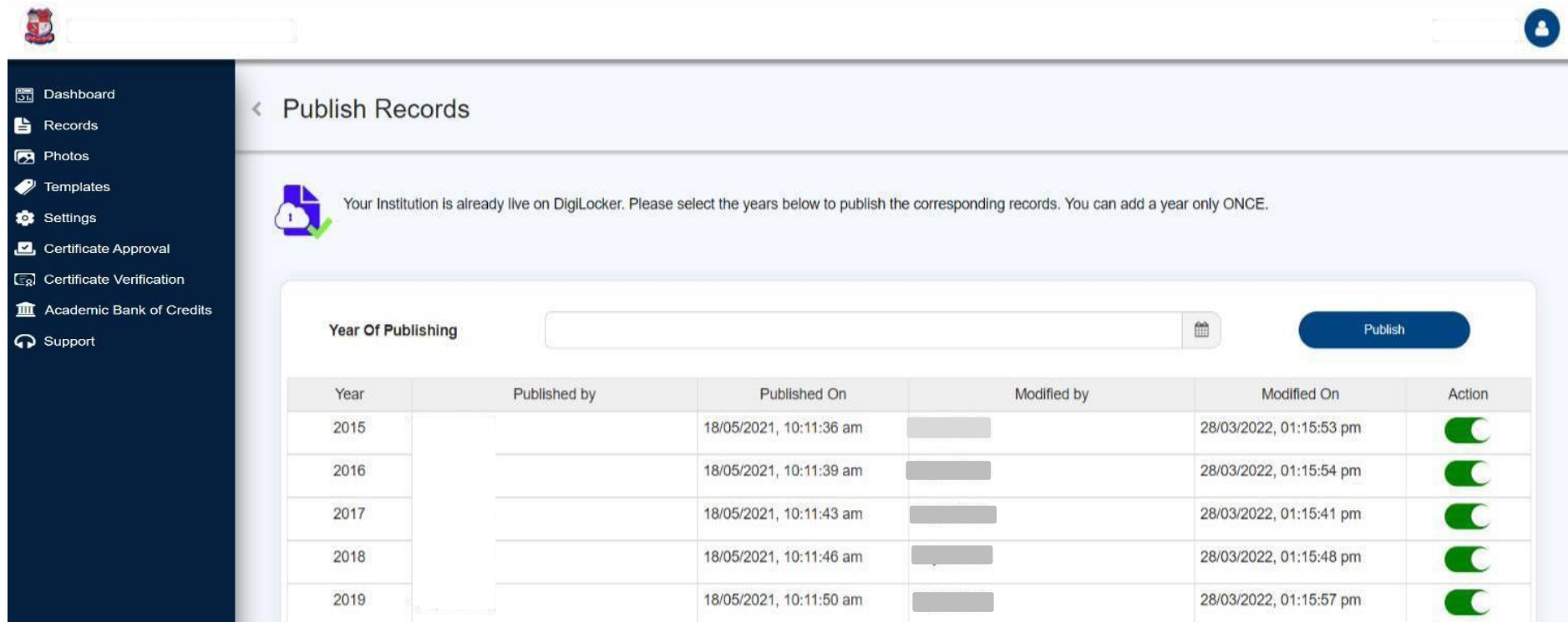


The screenshot displays the 'Upload Status' page with a 'Delete Record' modal dialog box open. The dialog asks, 'Are you sure that you want to permanently delete this record?' and provides 'Cancel' and 'Confirm' options. The background interface includes a sidebar with navigation options, a search bar, and a table of upload records.

Year	Details	Uploaded On	File Details	Status	Action
2021	Award Type: DGMST Department : All Degree : All	2022-10-07 13:37:29	DGMST 12_V1.zip 1.34 KB Total Records : 8	File Uploaded	Verify to Publish 

Publish Records

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

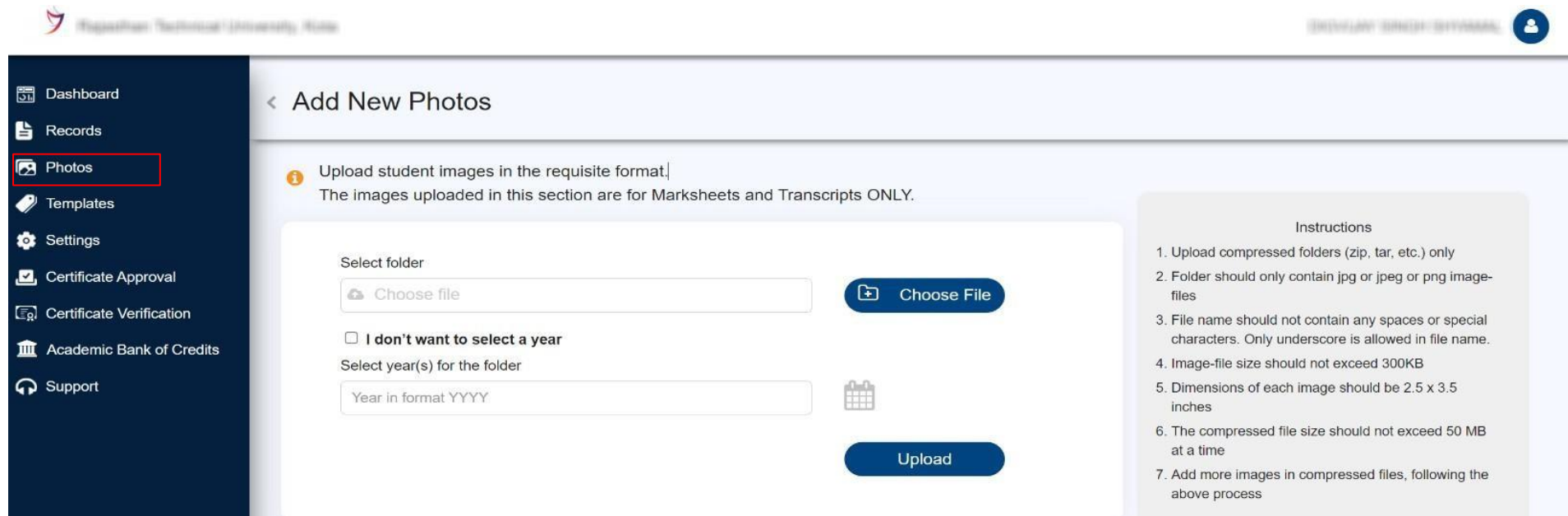


Year Of Publishing

Year	Published by	Published On	Modified by	Modified On	Action
2015		18/05/2021, 10:11:36 am		28/03/2022, 01:15:53 pm	<input checked="" type="checkbox"/>
2016		18/05/2021, 10:11:39 am		28/03/2022, 01:15:54 pm	<input checked="" type="checkbox"/>
2017		18/05/2021, 10:11:43 am		28/03/2022, 01:15:41 pm	<input checked="" type="checkbox"/>
2018		18/05/2021, 10:11:46 am		28/03/2022, 01:15:48 pm	<input checked="" type="checkbox"/>
2019		18/05/2021, 10:11:50 am		28/03/2022, 01:15:57 pm	<input checked="" type="checkbox"/>

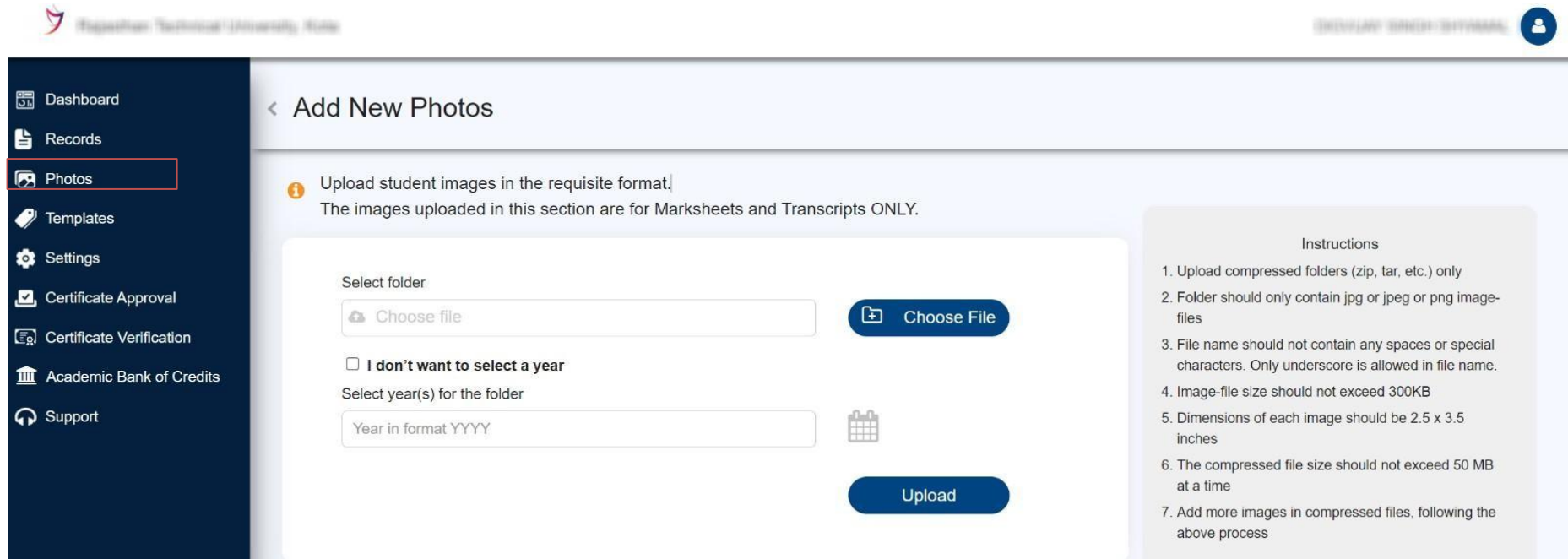
2.2. Photos (Student Images Upload)

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 which 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.



Add New Photos

i Upload student images in the requisite format.
The images uploaded in this section are for Marksheets and Transcripts ONLY.

Select folder:

I don't want to select a year

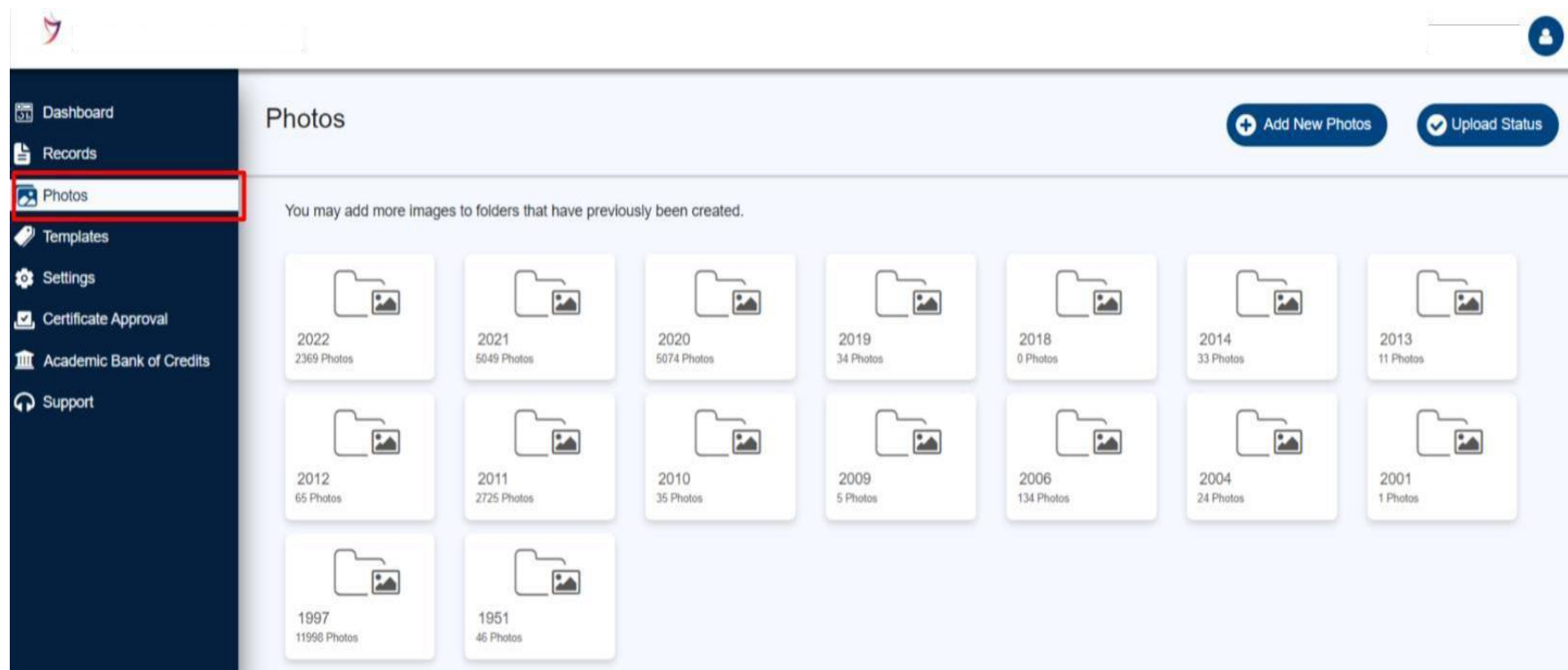
Select year(s) for the folder:

Instructions

1. Upload compressed folders (zip, tar, etc.) only
2. Folder should only contain jpg or jpeg or png image-files
3. File name should not contain any spaces or special characters. Only underscore is allowed in file name.
4. Image-file size should not exceed 300KB
5. Dimensions of each image should be 2.5 x 3.5 inches
6. The compressed file size should not exceed 50 MB at a time
7. Add more images in compressed files, following the above process

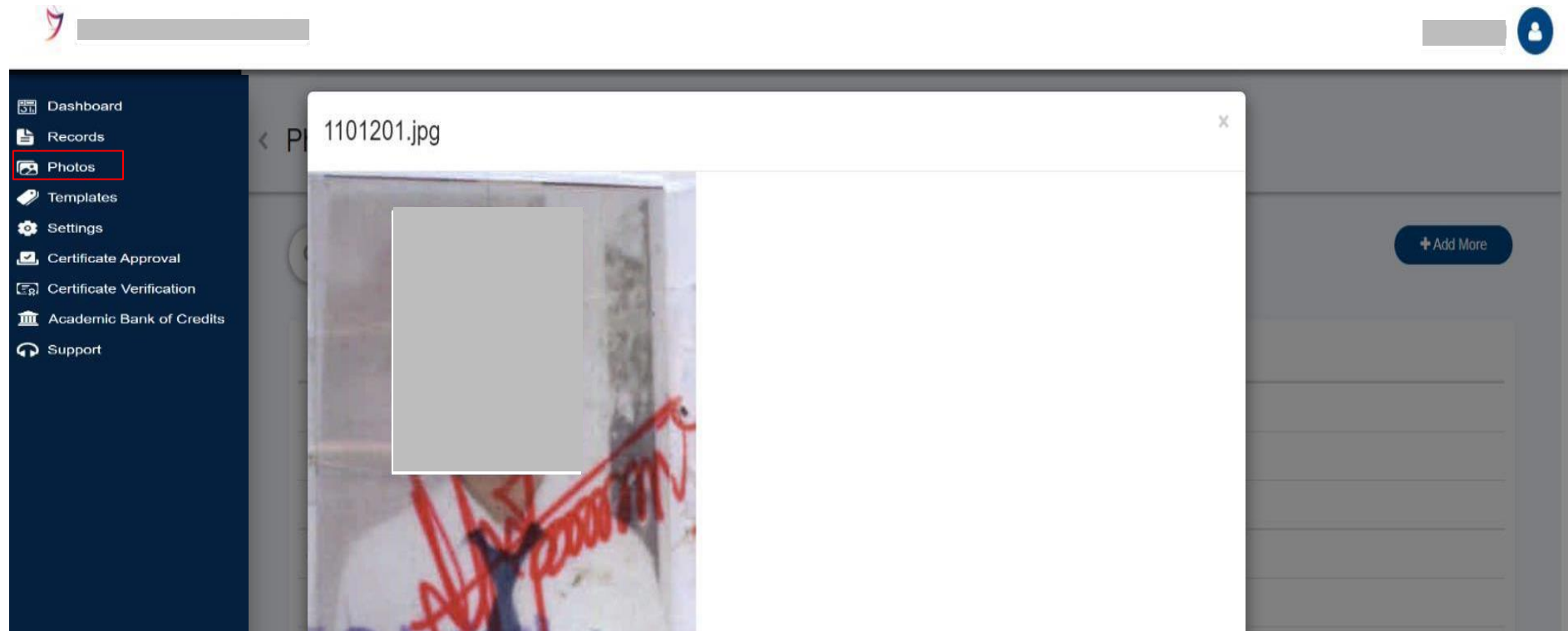
- The status of photos upload will be shown via a success message as above

Note: Before moving on to the Photos part, CSV data must first be submitted under the Record section.

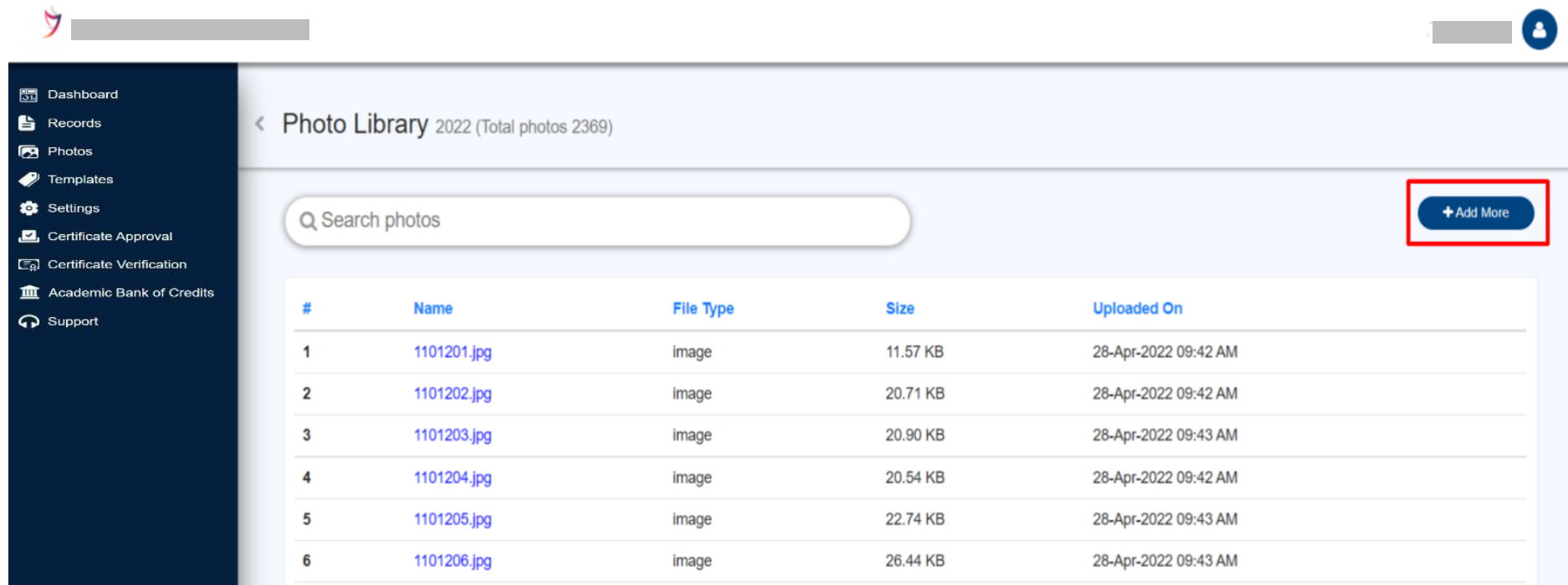


- Click on “All Photos” to view the Photo Library → year wise student photos folder uploaded for the Marksheets and Transcripts can be seen here.

- Clicking on individual image Name will preview the student photo

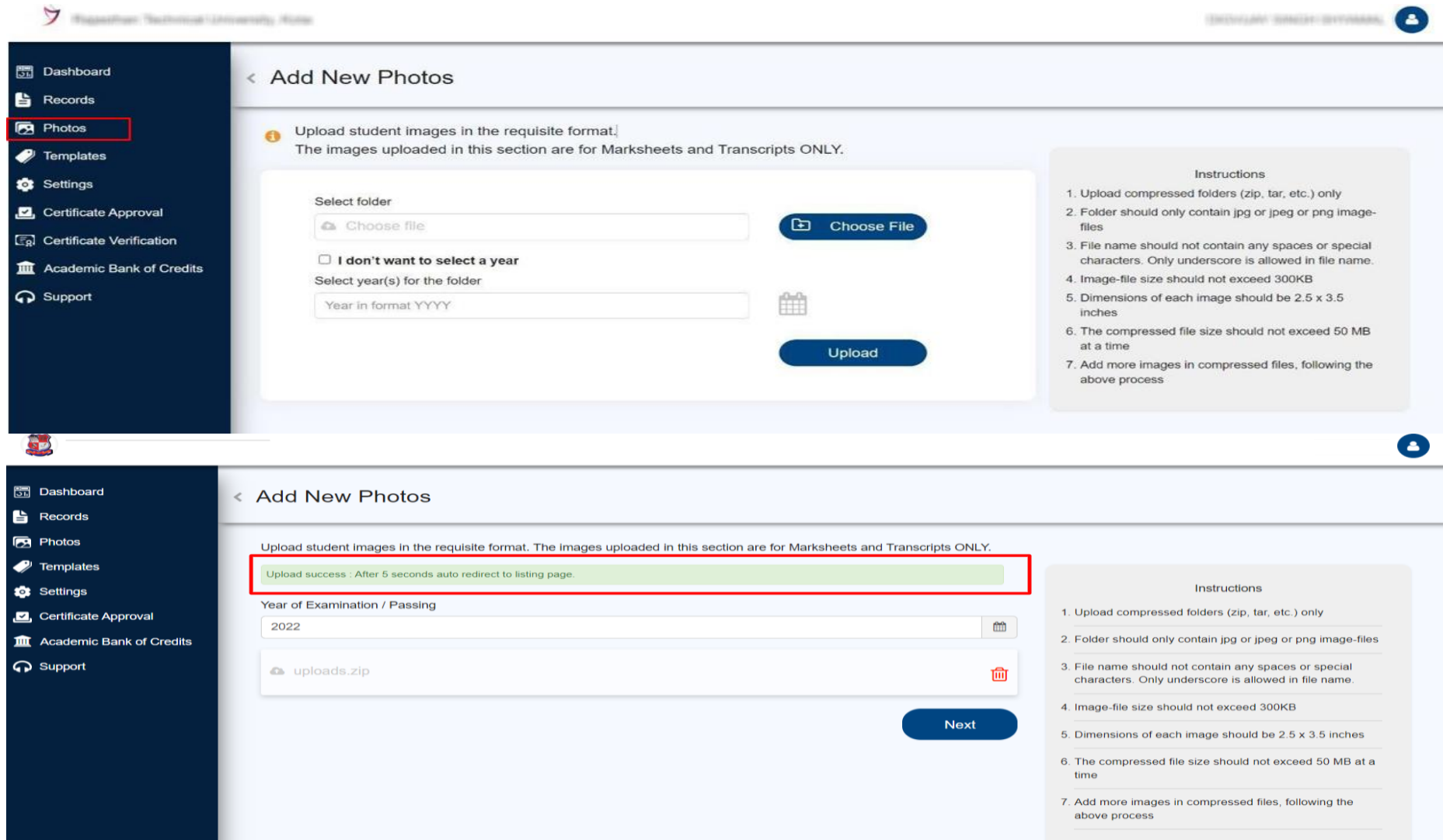


Click on “Add More” in case additional student images need to be added



#	Name	File Type	Size	Uploaded On
1	1101201.jpg	image	11.57 KB	28-Apr-2022 09:42 AM
2	1101202.jpg	image	20.71 KB	28-Apr-2022 09:42 AM
3	1101203.jpg	image	20.90 KB	28-Apr-2022 09:43 AM
4	1101204.jpg	image	20.54 KB	28-Apr-2022 09:42 AM
5	1101205.jpg	image	22.74 KB	28-Apr-2022 09:43 AM
6	1101206.jpg	image	26.44 KB	28-Apr-2022 09:43 AM

- 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



The screenshot displays the 'Add New Photos' interface in two states: before and after a successful upload.

Initial State (Top):

- Navigation:** A sidebar on the left contains menu items: Dashboard, Records, Photos (highlighted with a red box), Templates, Settings, Certificate Approval, Certificate Verification, Academic Bank of Credits, and Support.
- Header:** 'Add New Photos' with a back arrow.
- Instructions:** 'Upload student images in the requisite format. The images uploaded in this section are for Marksheets and Transcripts ONLY.'
- Form:**
 - 'Select folder' section with a 'Choose file' input and a 'Choose File' button.
 - 'I don't want to select a year' checkbox (unchecked).
 - 'Select year(s) for the folder' section with a 'Year in format YYYY' input and a calendar icon.
 - 'Upload' button.
- Right Panel:** 'Instructions' box listing 7 steps for file upload (e.g., compressed folders, file size, dimensions).

Final State (Bottom):

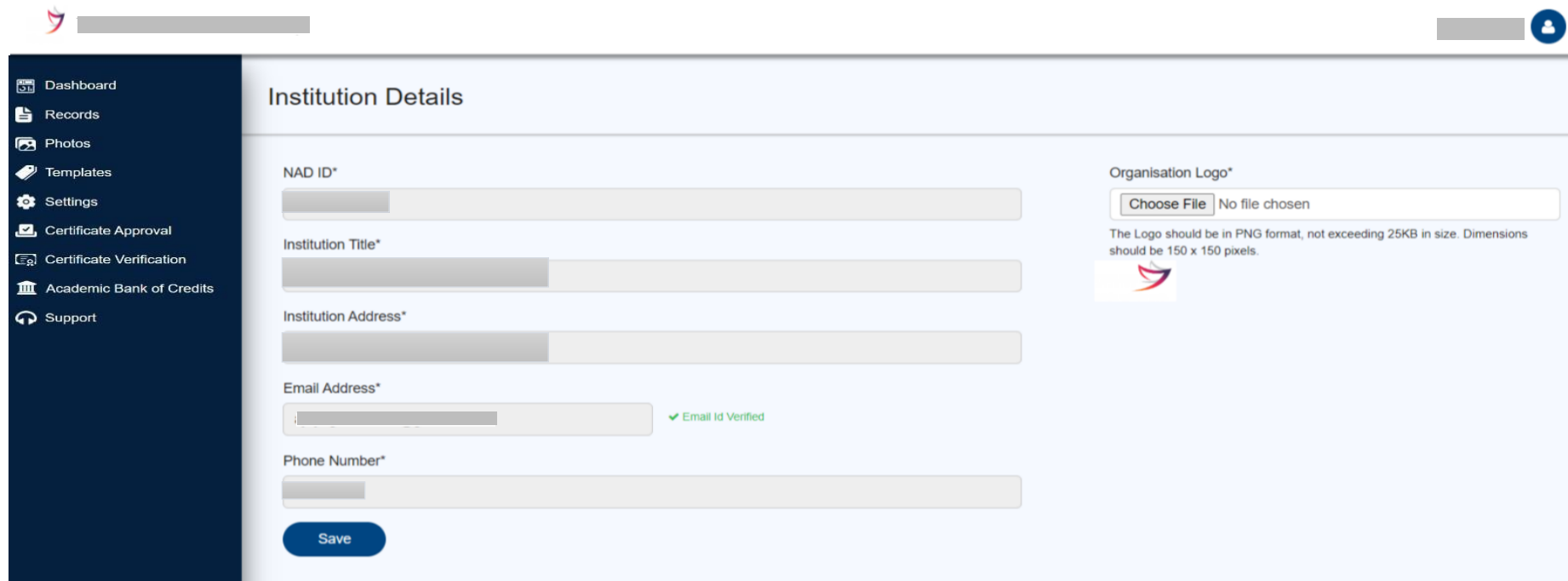
- Navigation:** The same sidebar is shown.
- Header:** 'Add New Photos' with a back arrow.
- Success Message:** A green box with a red border contains the text: 'Upload success : After 5 seconds auto redirect to listing page.'
- Form:**
 - 'Year of Examination / Passing' dropdown menu set to '2022'.
 - File upload area showing 'uploads.zip' with a trash icon.
 - 'Next' button.
- Right Panel:** The same 'Instructions' box is present.

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



Institution Details

NAD ID*

Institution Title*

Institution Address*

Email Address* ✓ Email Id Verified

Phone Number*

Organisation Logo* No file chosen

The Logo should be in PNG format, not exceeding 25KB in size. Dimensions should be 150 x 150 pixels.

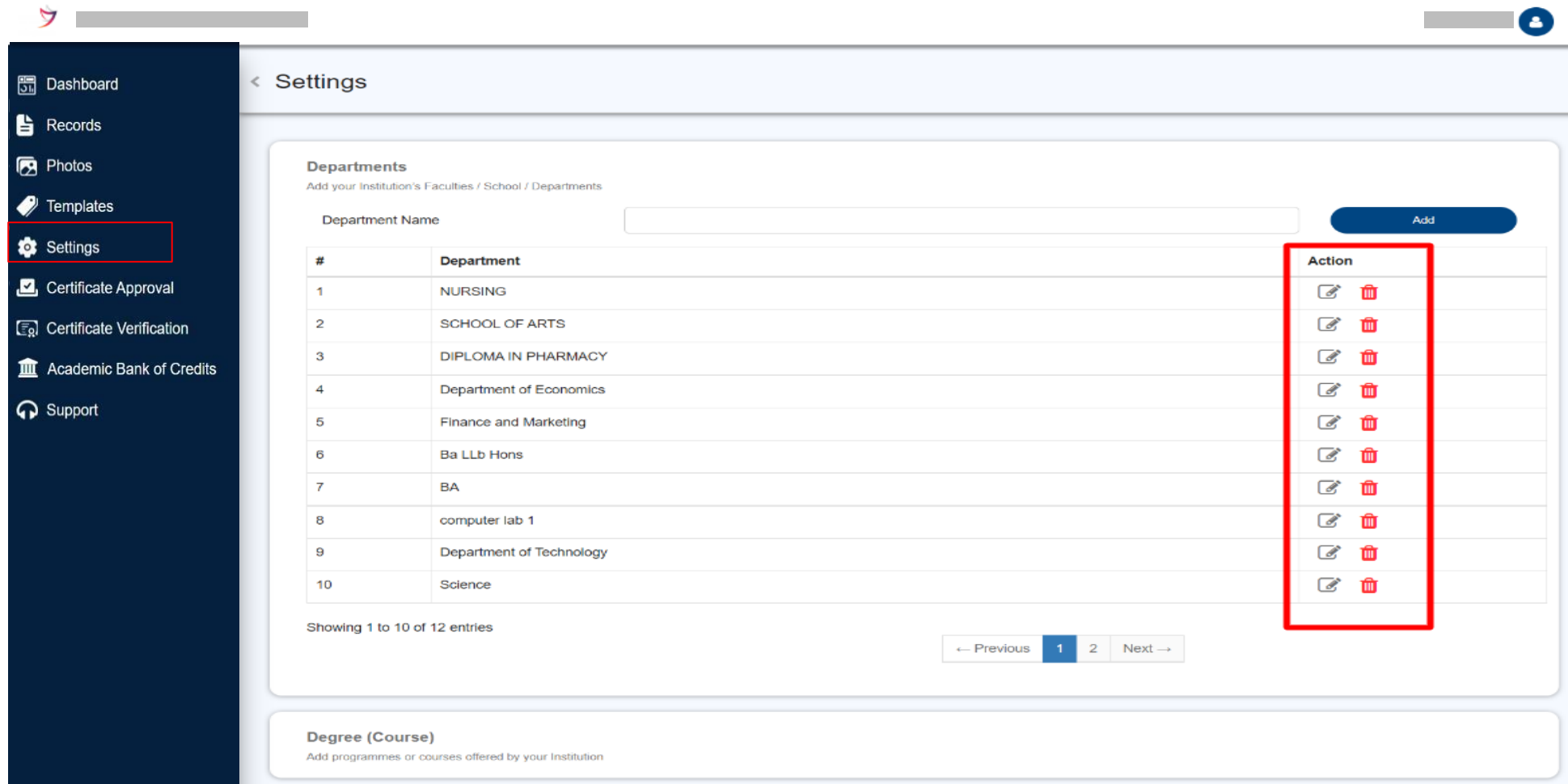
- Click on “Institution Details” to view the Summary of the Institution → you can upload your institution logo.

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

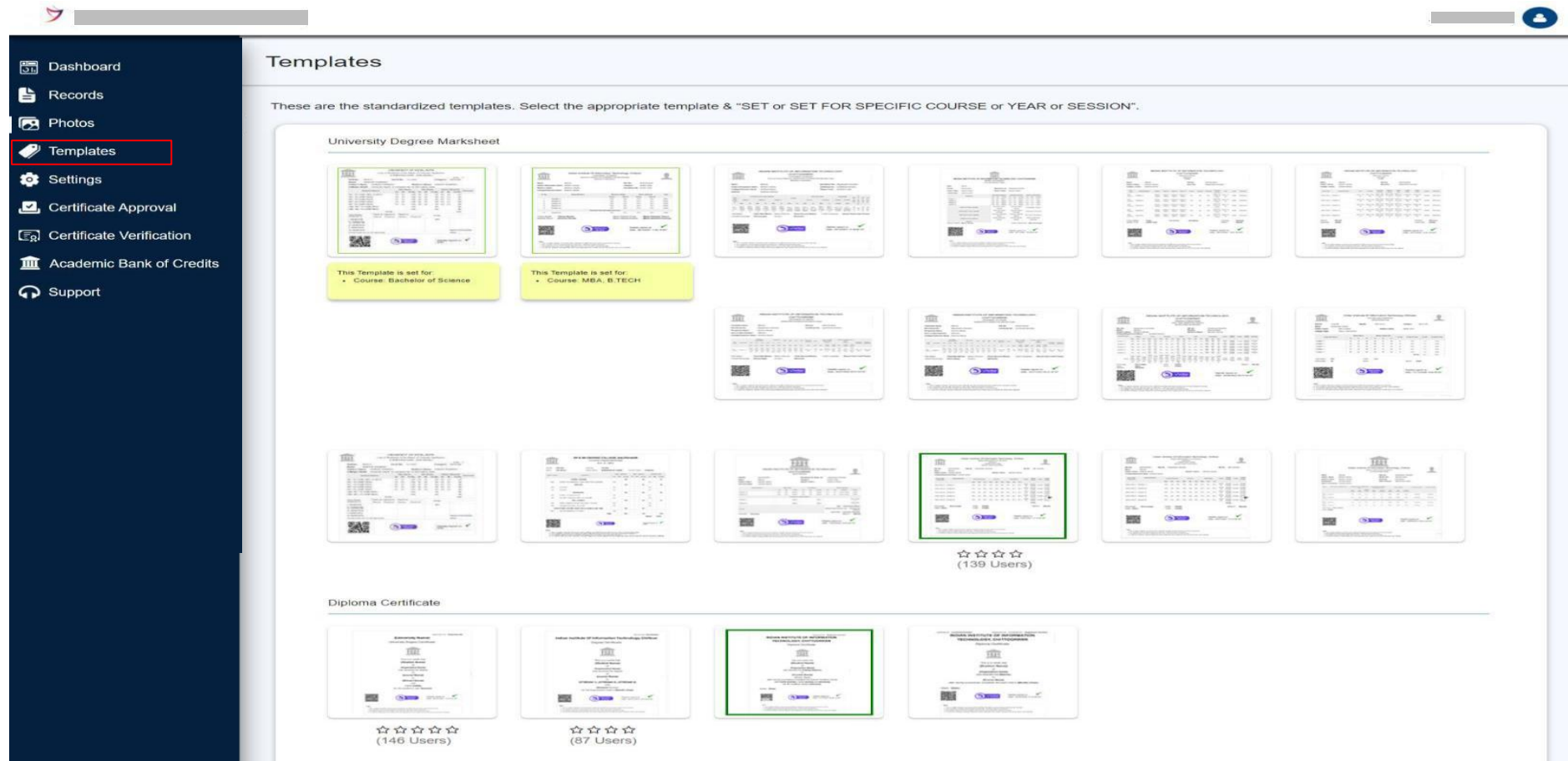


The screenshot shows the 'Settings' page for 'Departments'. On the left is a dark blue sidebar with navigation options: Dashboard, Records, Photos, Templates, Settings (highlighted with a red box), Certificate Approval, Certificate Verification, Academic Bank of Credits, and Support. The main content area is titled 'Settings' and contains a section for 'Departments' with the subtitle 'Add your Institution's Faculties / School / Departments'. Below this is a form with a 'Department Name' input field and an 'Add' button. A table lists 10 departments, with the 'Action' column (containing edit and delete icons) highlighted with a red box. The table data is as follows:

#	Department	Action
1	NURSING	[Edit] [Delete]
2	SCHOOL OF ARTS	[Edit] [Delete]
3	DIPLOMA IN PHARMACY	[Edit] [Delete]
4	Department of Economics	[Edit] [Delete]
5	Finance and Marketing	[Edit] [Delete]
6	Ba LLb Hons	[Edit] [Delete]
7	BA	[Edit] [Delete]
8	computer lab 1	[Edit] [Delete]
9	Department of Technology	[Edit] [Delete]
10	Science	[Edit] [Delete]

Below the table, it says 'Showing 1 to 10 of 12 entries' and a pagination control with 'Previous', '1', '2', and 'Next' buttons. At the bottom, there is a section for 'Degree (Course)' with the subtitle 'Add programmes or courses offered by your Institution'.

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.

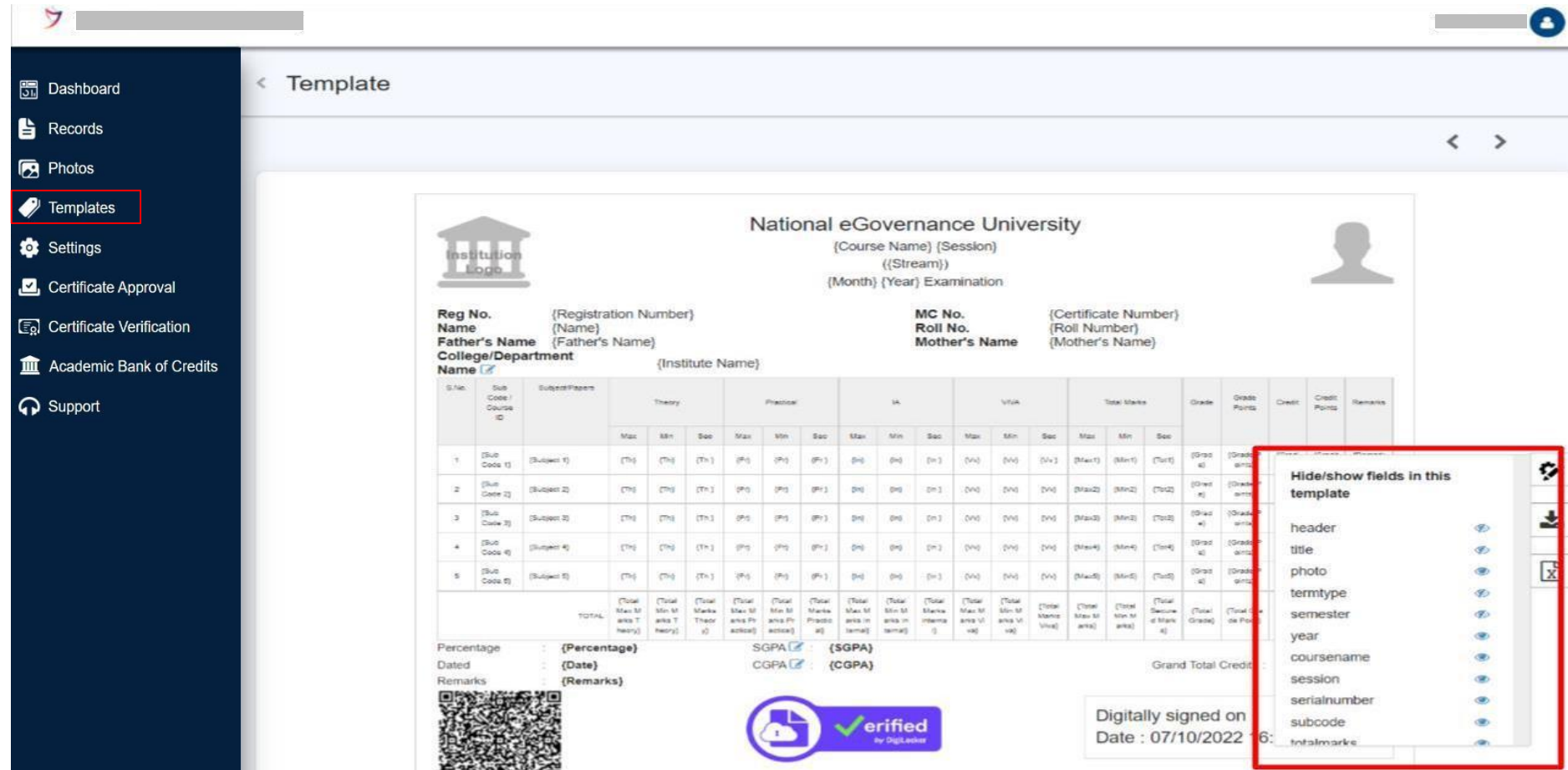


The screenshot shows the 'Templates' section of the DigiLocker interface. On the left is a dark blue sidebar with navigation options: Dashboard, Records, Photos, Templates (highlighted with a red box), Settings, Certificate Approval, Certificate Verification, Academic Bank of Credits, and Support. The main content area is titled 'Templates' and contains the following text: 'These are the standardized templates. Select the appropriate template & "SET or SET FOR SPECIFIC COURSE or YEAR or SESSION".'

The templates are organized into two sections:

- University Degree Marksheet:** A grid of 18 templates. Two templates have yellow callout boxes: 'This Template is set for: Course: Bachelor of Science' and 'This Template is set for: Course: MBA, B.TECH'. One template in the third row, fourth column is highlighted with a green border and has a star rating of four stars with '(139 Users)' below it.
- Diploma Certificate:** A row of four templates. The second template from the left has a star rating of five stars with '(146 Users)' below it. The third template has a star rating of four stars with '(87 Users)' below it.

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

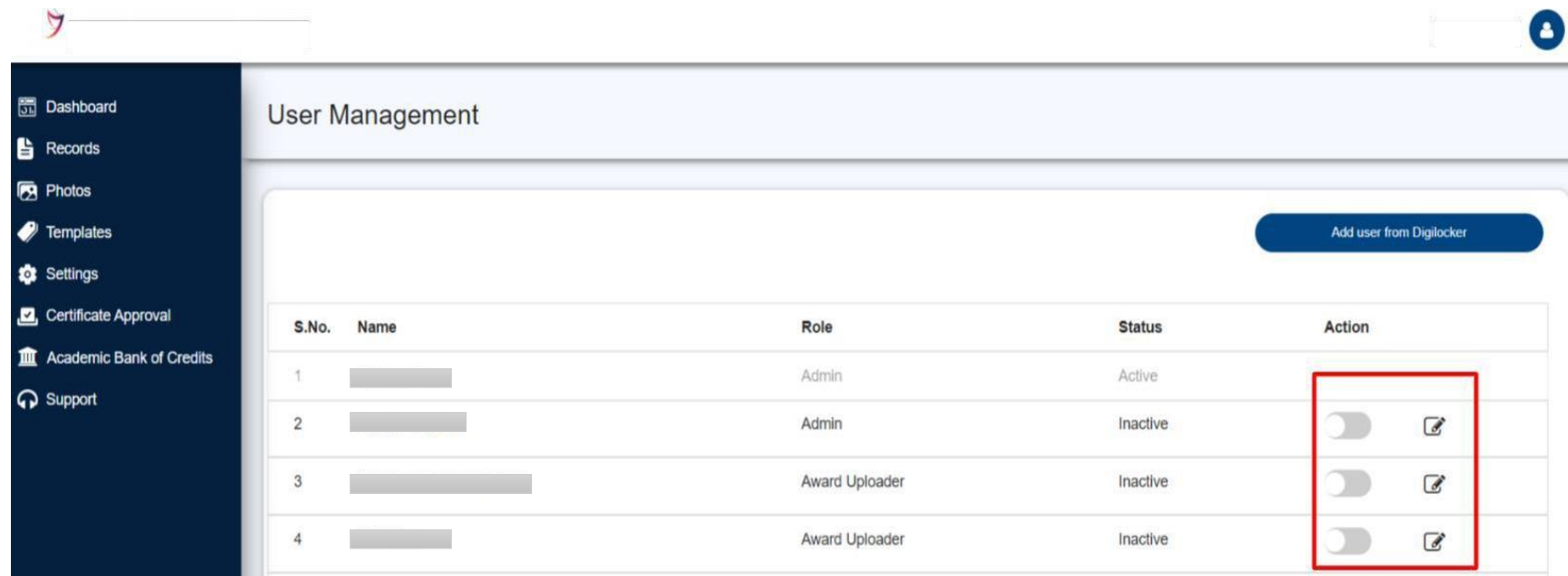


Hide/show fields in this template

- header
- title
- photo
- termtree
- semester
- year
- course name
- session
- serialnumber
- subcode
- totalmarks

User Management:

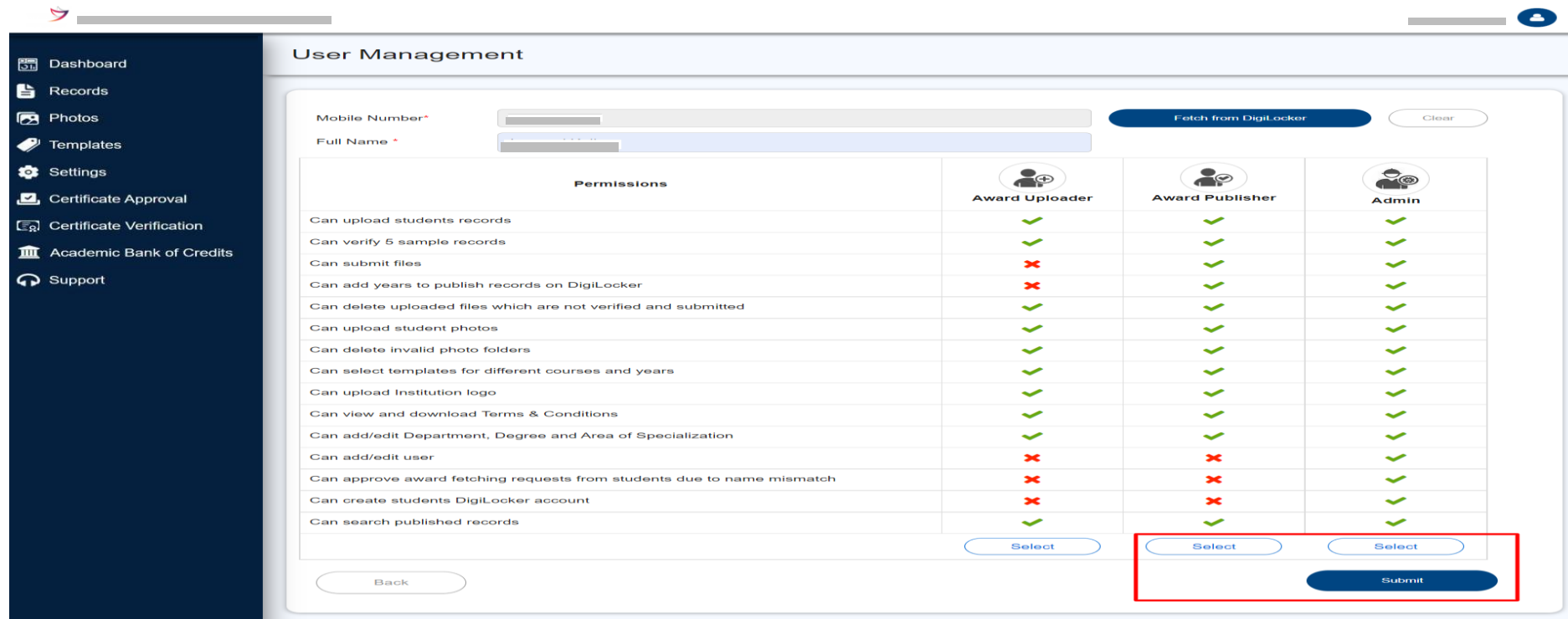
- All the assigned users, i.e., Account Owner and other authorized person added by your institution, will be seen here.
- Basic Details and actions for enabling/disabling a user and editing their information are also possible.



- 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

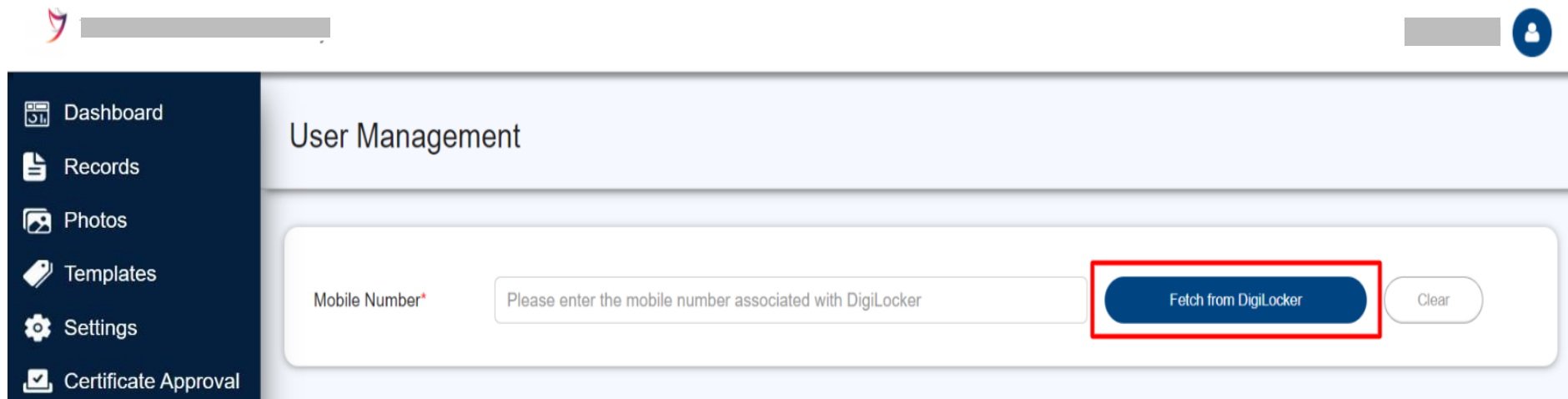
Note: Please ensure only the authorized person of your institution accesses the User Management system. DigiLocker NAD will not be responsible for any change or modification under this section.



The screenshot shows the 'User Management' interface. On the left is a dark blue sidebar with navigation options: Dashboard, Records, Photos, Templates, Settings, Certificate Approval, Certificate Verification, Academic Bank of Credits, and Support. The main content area has a search bar with 'Mobile Number*' and 'Full Name*' fields, and buttons for 'Fetch from DigiLocker' and 'Clear'. Below is a table with columns for 'Permissions', 'Award Uploader', 'Award Publisher', and 'Admin'. Each cell in the role columns contains a green checkmark or a red 'X'. At the bottom of the table, there are 'Select' buttons for each role and a 'Submit' button, which is highlighted with a red rectangular box.










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	✓	✓	✓

- **Addition of User: Authorized Person users can be added just by entering their mobile number that is registered in the DigiLocker platform as under**






The screenshot shows the 'User Management' section of the DigiLocker interface. On the left is a dark blue sidebar with navigation options: Dashboard, Records, Photos, Templates, Settings, and Certificate Approval. The main content area has a light blue header 'User Management'. Below the header is a form with a label 'Mobile Number*' and a text input field containing the placeholder text 'Please enter the mobile number associated with DigiLocker'. To the right of the input field is a blue button labeled 'Fetch from DigiLocker', which is highlighted with a red rectangular box. Further to the right is a 'Clear' button.

Select the role of your choice → click the Submit button

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

User Management

Fetch from DigiLocker Clear

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	✓	✓	✓

Back

Select
Select
Select

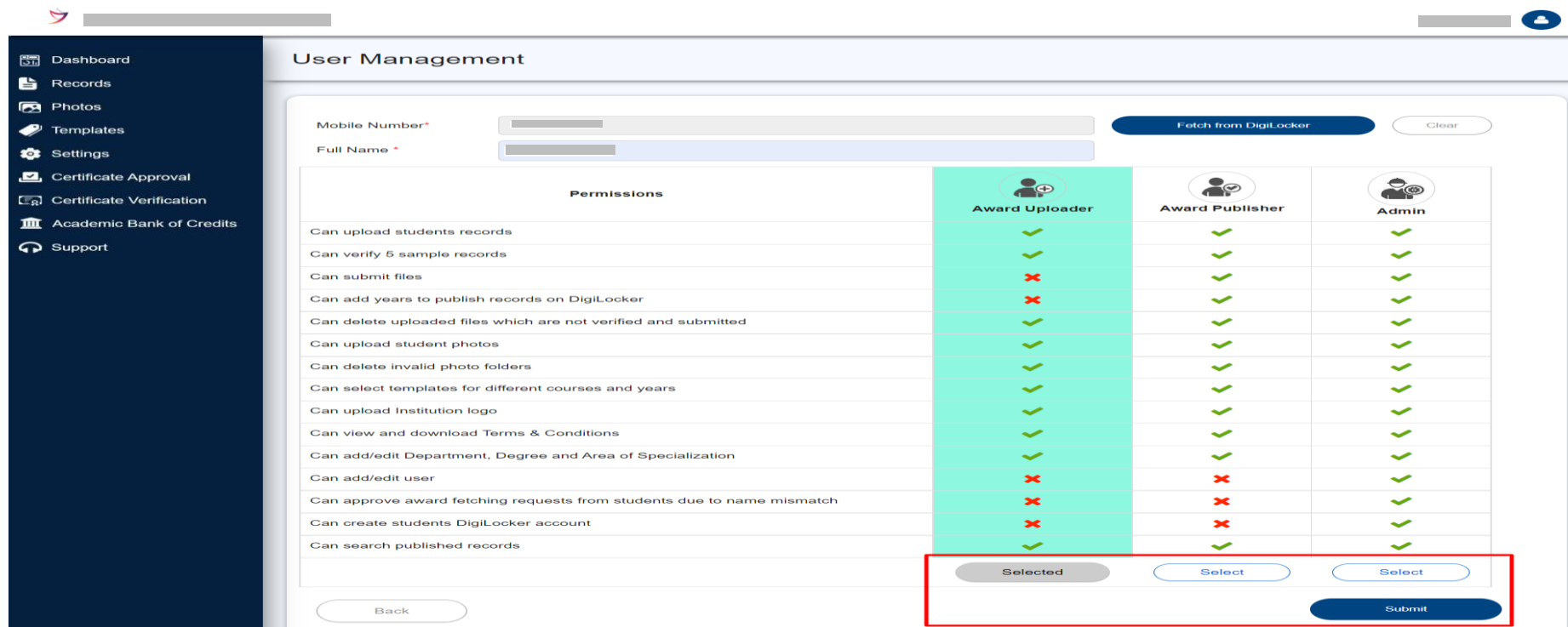
Submit

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 Student DigiLocker (DL) Accounts

DL Accounts Creation:

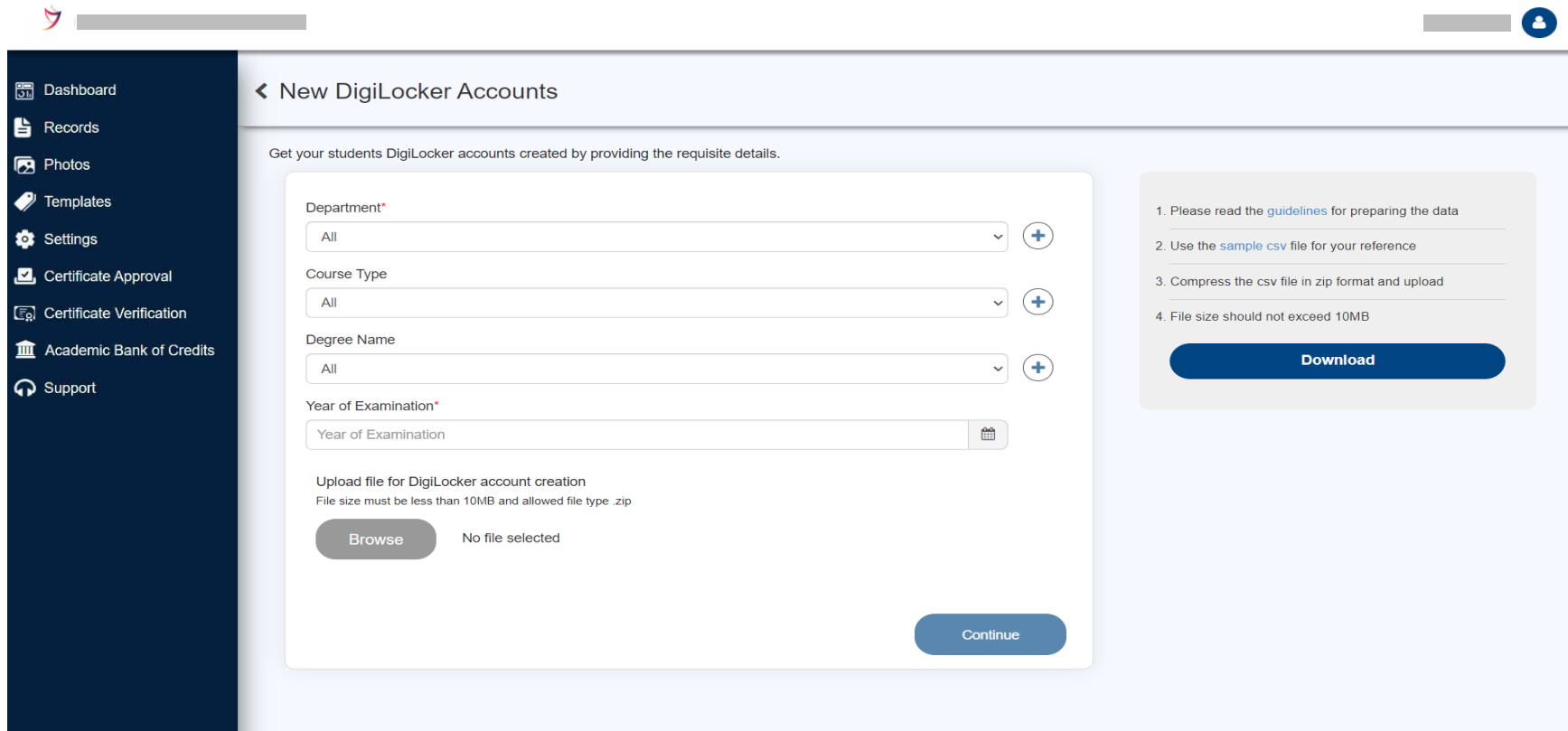
- It is otherwise called as DigiLocker Accounts
- The “Create New Accounts” section is specially made for the purpose of bulk Student account creation. Accounts created under this section can access their appropriate academic awards uploaded by your institution.



The screenshot displays the 'User Management' interface. On the left is a navigation sidebar with options: Dashboard, Records, Photos, Templates, Settings, Certificate Approval, Certificate Verification, Academic Bank of Credits, and Support. The main content area has search fields for 'Mobile Number*' and 'Full Name *', with a 'Fetch from DigiLocker' button and a 'Clear' button. Below is a table of permissions for three roles: Award Uploader, Award Publisher, and Admin.

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	✓	✓	✓

At the bottom of the table, there are three buttons: 'Selected' (grey), 'Select' (blue), and 'Select' (blue). A red box highlights these buttons and a 'Submit' button located below them. A 'Back' button is also visible at the bottom left of the main content area.



Get your students DigiLocker accounts created by providing the requisite details.

Department*
All

Course Type
All

Degree Name
All

Year of Examination*
Year of Examination

Upload file for DigiLocker account creation
File size must be less than 10MB and allowed file type .zip

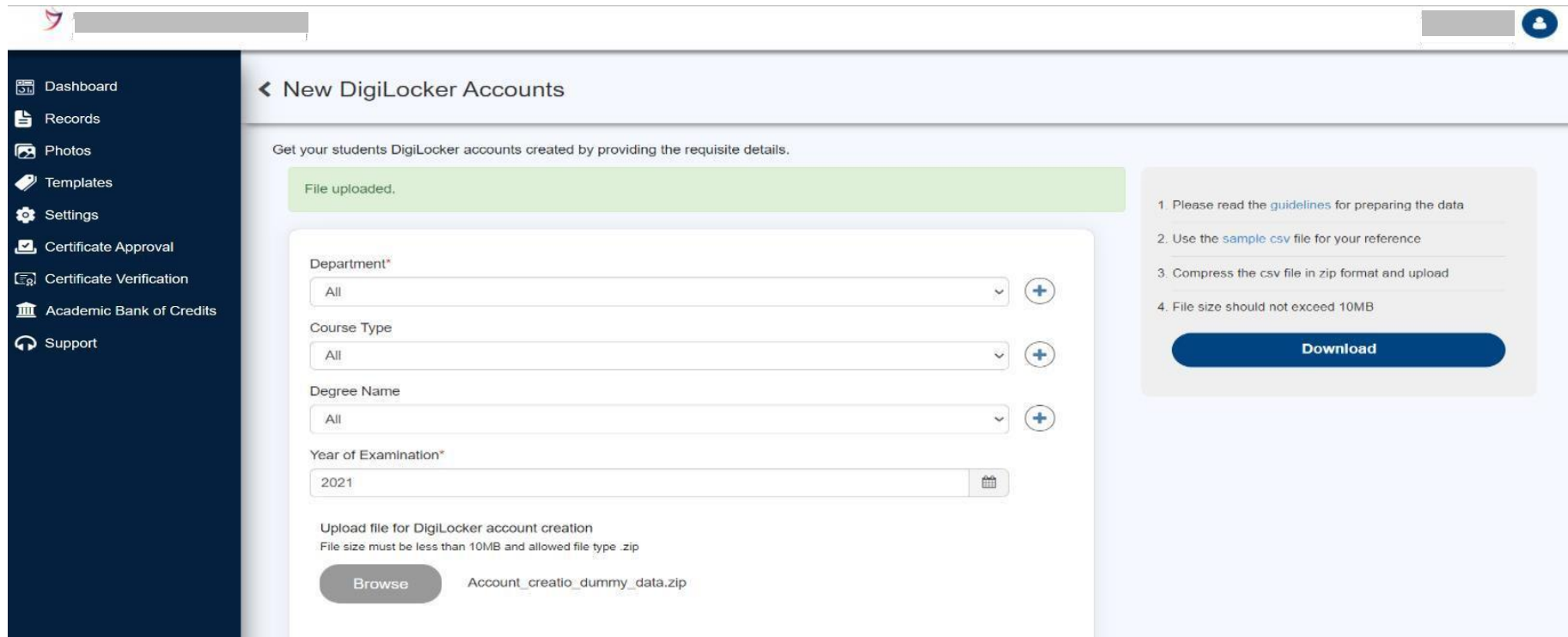
Browse No file selected

Continue

1. Please read the [guidelines](#) for preparing the data
2. Use the [sample csv](#) file for your reference
3. Compress the csv file in zip format and upload
4. File size should not exceed 10MB

Download

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 choose the readied Zip file → click the “Continue” button



< New DigiLocker Accounts

Get your students DigiLocker accounts created by providing the requisite details.

File uploaded.

Department*
All

Course Type
All

Degree Name
All

Year of Examination*
2021

Upload file for DigiLocker account creation
File size must be less than 10MB and allowed file type .zip

Browse Account_creatio_dummy_data.zip

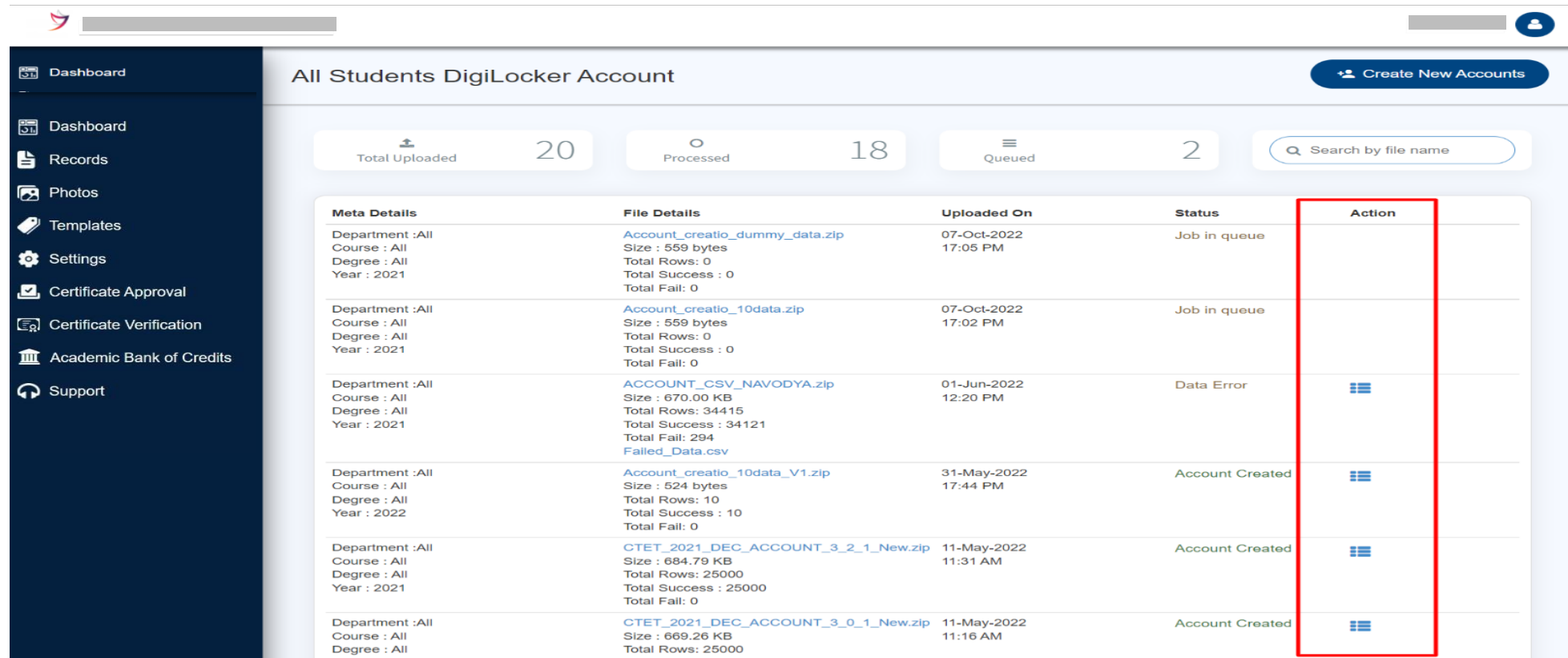
1. Please read the [guidelines](#) for preparing the data
2. Use the [sample csv](#) file for your reference
3. Compress the csv file in zip format and upload
4. File size should not exceed 10MB

Download

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 Year wise Detailed uploaded activity and status with actions

- Additionally, a search feature is also given to search the file name that has been uploaded
- Latest Uploaded activity will be shown as under → click on action icon to view the summary of Uploaded Students Records



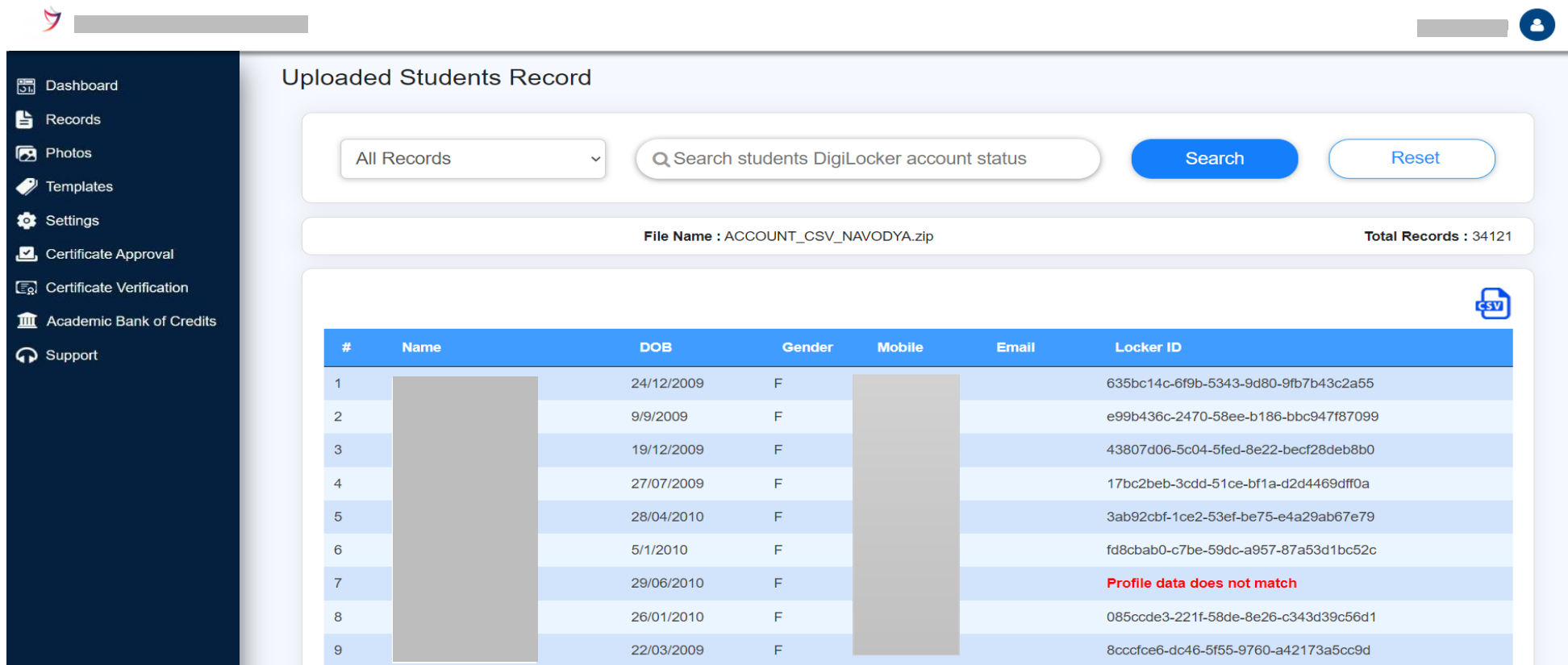
All Students DigiLocker Account Create New Accounts

Total Uploaded: 20 Processed: 18 Queued: 2 Search by file name

Meta Details	File Details	Uploaded On	Status	Action
Department :All Course : All Degree : All Year : 2021	Account_creatio_dummy_data.zip Size : 559 bytes Total Rows: 0 Total Success : 0 Total Fail: 0	07-Oct-2022 17:05 PM	Job in queue	
Department :All Course : All Degree : All Year : 2021	Account_creatio_10data.zip Size : 559 bytes Total Rows: 0 Total Success : 0 Total Fail: 0	07-Oct-2022 17:02 PM	Job in queue	
Department :All Course : All Degree : All Year : 2021	ACCOUNT_CSV_NAVODYA.zip Size : 670.00 KB Total Rows: 34415 Total Success : 34121 Total Fail: 294 Failed_Data.csv	01-Jun-2022 12:20 PM	Data Error	☰
Department :All Course : All Degree : All Year : 2022	Account_creatio_10data_V1.zip Size : 524 bytes Total Rows: 10 Total Success : 10 Total Fail: 0	31-May-2022 17:44 PM	Account Created	☰
Department :All Course : All Degree : All Year : 2021	CTET_2021_DEC_ACCOUNT_3_2_1_New.zip Size : 684.79 KB Total Rows: 25000 Total Success : 25000 Total Fail: 0	11-May-2022 11:31 AM	Account Created	☰
Department :All Course : All Degree : All Year : 2021	CTET_2021_DEC_ACCOUNT_3_0_1_New.zip Size : 669.26 KB Total Rows: 25000 Total Success : 25000 Total Fail: 0	11-May-2022 11:16 AM	Account Created	☰

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 Reset

File Name : ACCOUNT_CSV_NAVODYA.zip Total Records : 34121

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