



**NATIONAL ACADEMIC DEPOSITORY**  
Transparency & Transformation Through Digitization

# NATIONAL ACADEMIC DEPOSITORY

Ministry of Education, Government of India



Registration to Award Data Publication

## Academic Institution User Manual

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## Overview

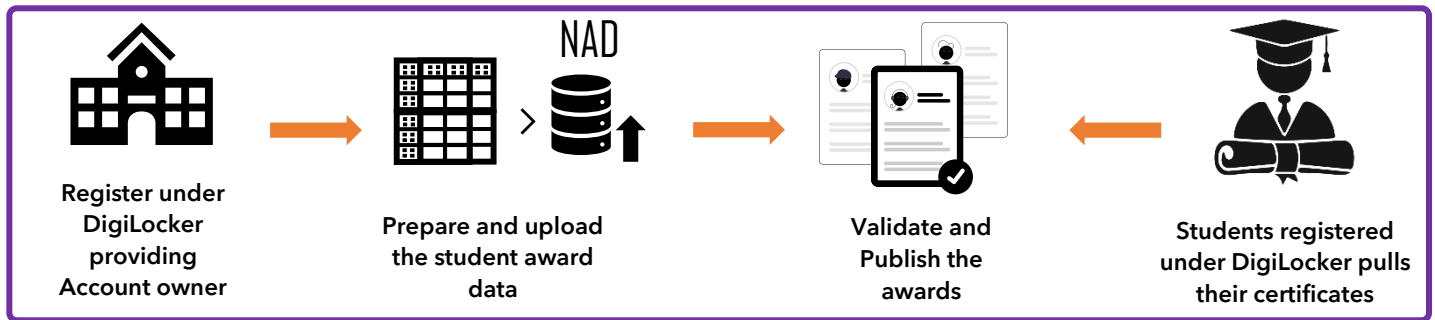
The idea of the National Academic Depository (NAD) emerged from the Government of India as an attempt to create an online repository for students to access all their academic awards at ease. NAD seeks to provide a legitimate and user-friendly method for online submission, verification, and validation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

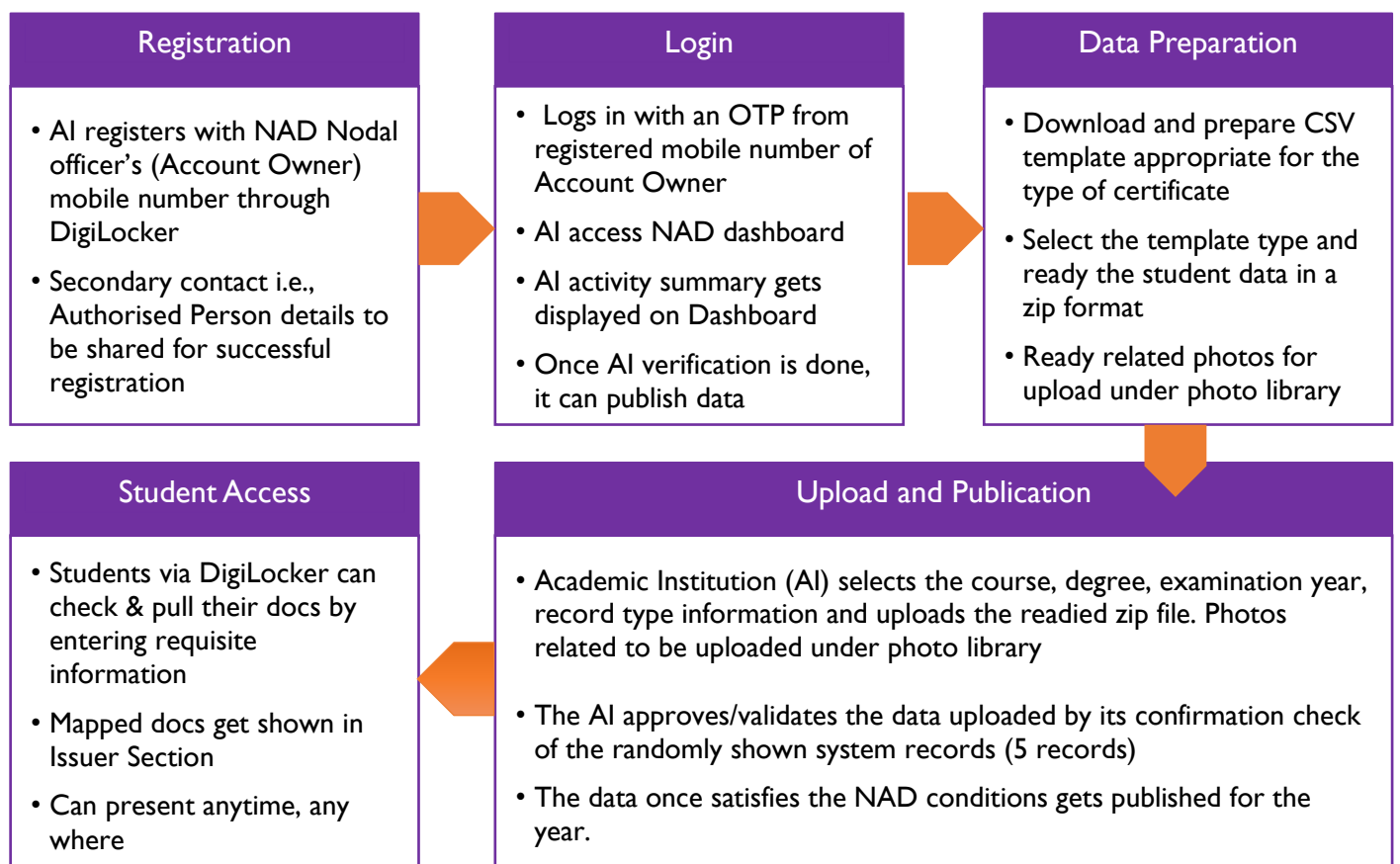
## Features of NAD Platform



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

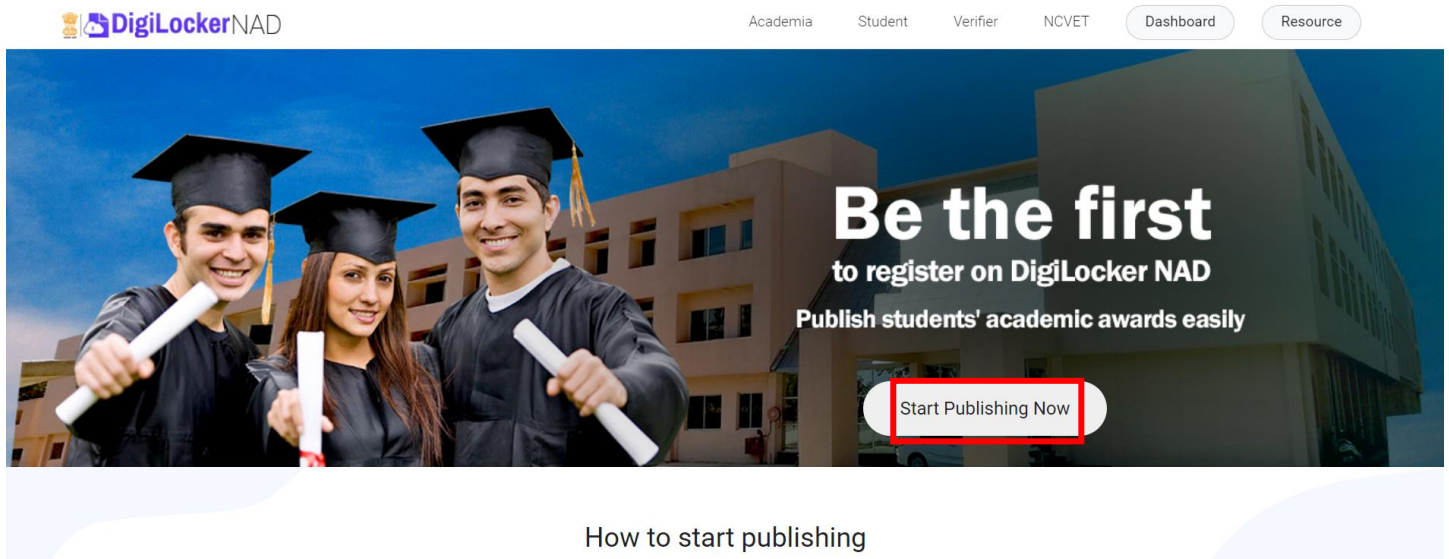
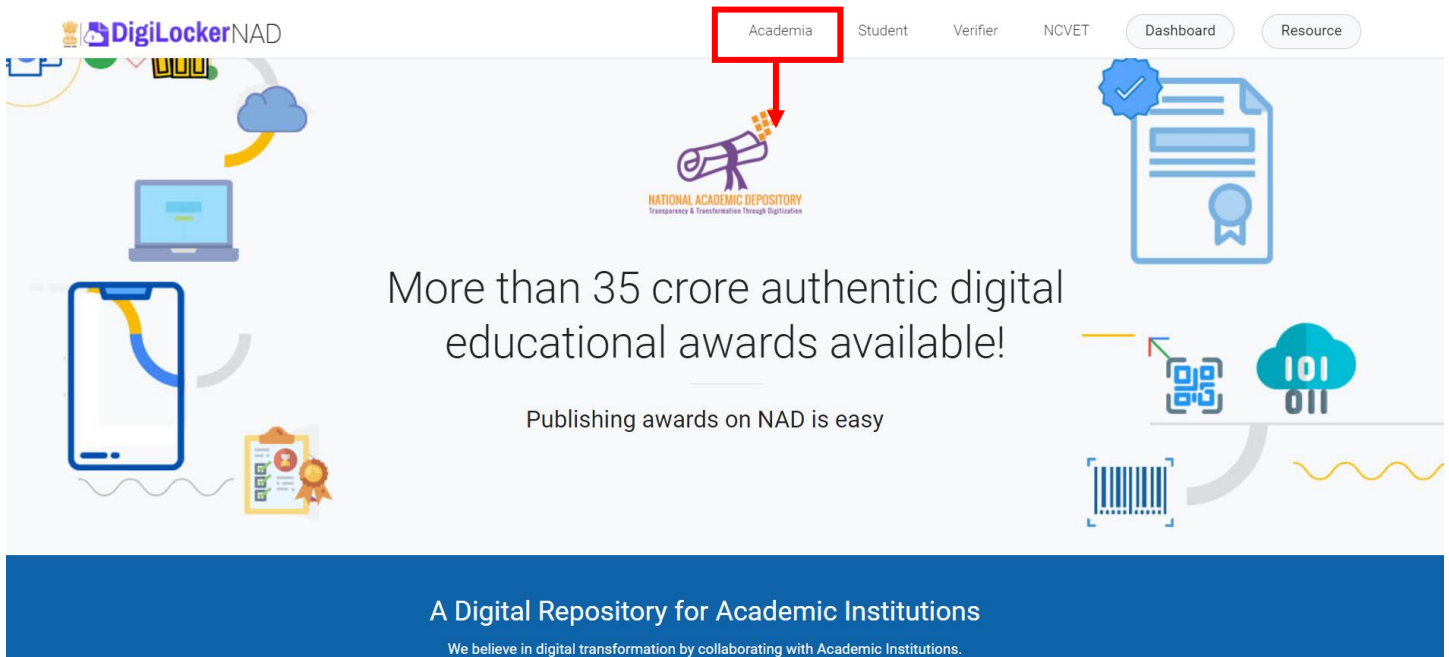
- Registration for NAD account generation (AI's can assign Account Owner, the Nodal Officer for NAD, and Authorised Person, who operates the NAD account)
- NAD Dashboard for monitoring overall activities performed (under one window)
- Selection of templates from a variety of standardized certificate 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



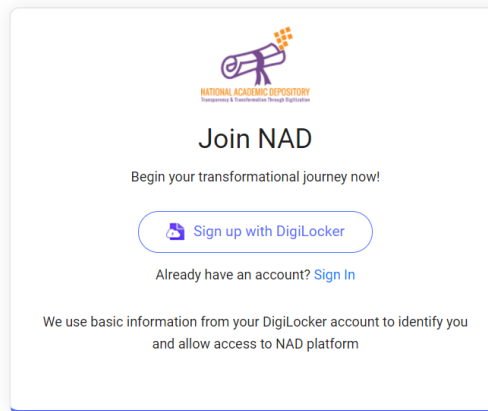
## 1. Registration

- Academic Institutions can register by logging in at [www.nad.digilocker.gov.in](http://www.nad.digilocker.gov.in)



Click on Academia → Start Publishing Now

- Click on "Sign up with DigiLocker" → 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



**Join NAD**  
Begin your transformational journey now!

[Sign up with DigiLocker](#)

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

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



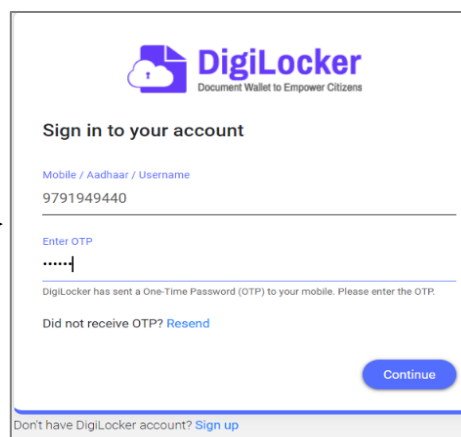
**DigiLocker**  
Document Wallet to Empower Citizens

Sign in to your account

Mobile / Aadhaar / Username

[Sign in with OTP](#)

Don't have DigiLocker account? [Sign up](#)



**DigiLocker**  
Document Wallet to Empower Citizens

Sign in to your account

Mobile / Aadhaar / Username  
9791949440

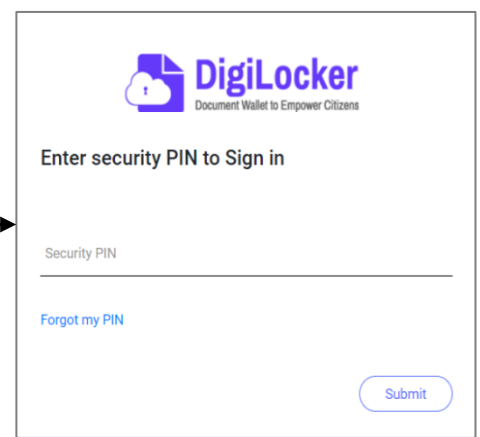
Enter OTP  
.....

DigiLocker has sent a One-Time Password (OTP) to your mobile. Please enter the OTP.

Did not receive OTP? [Resend](#)

[Continue](#)

Don't have DigiLocker account? [Sign up](#)



**DigiLocker**  
Document Wallet to Empower Citizens

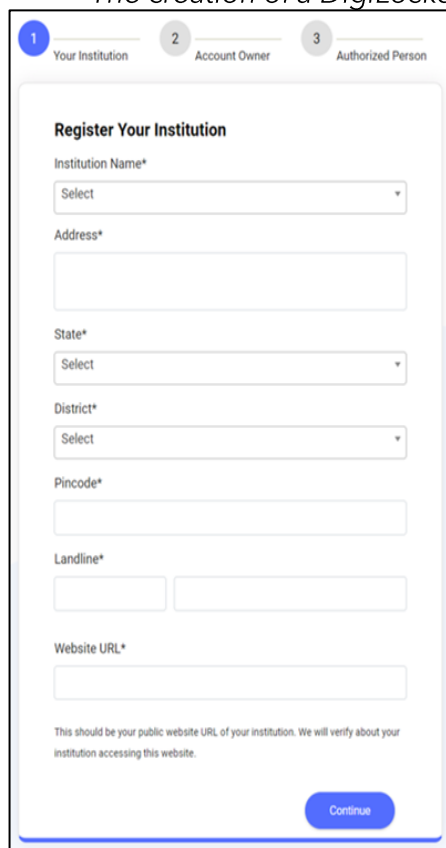
Enter security PIN to Sign in

Security PIN

[Forgot my PIN](#)

[Submit](#)

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



1 Your Institution 2 Account Owner 3 Authorized Person

**Register Your Institution**

Institution Name\*

Select

Address\*

State\*

Select

District\*

Select

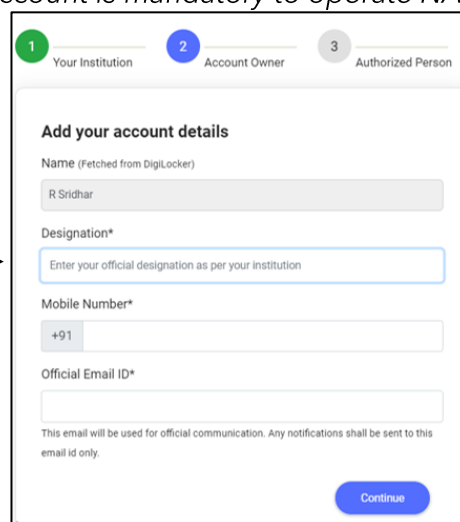
Pincode\*

Landline\*

Website URL\*

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

[Continue](#)



1 Your Institution 2 Account Owner 3 Authorized Person

**Add your account details**

Name (Fetched from DigiLocker)  
R Sridhar

Designation\*

Enter your official designation as per your institution

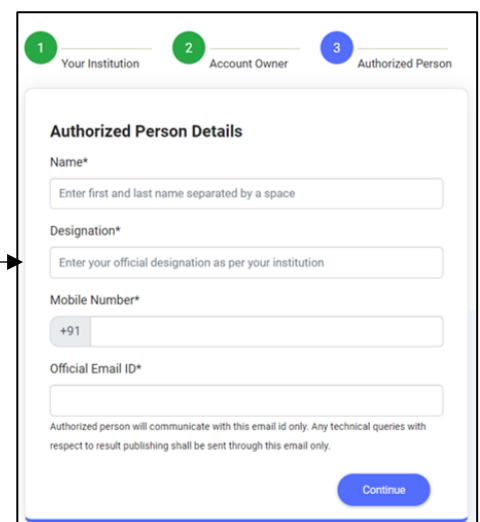
Mobile Number\*

+91

Official Email ID\*

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

[Continue](#)



1 Your Institution 2 Account Owner 3 Authorized Person

**Authorized Person Details**

Name\*

Enter first and last name separated by a space

Designation\*

Enter your official designation as per your institution

Mobile Number\*

+91

Official Email ID\*

Authorized person will communicate with this email id only. Any technical queries with respect to result publishing shall be sent through this email only.

[Continue](#)

- 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

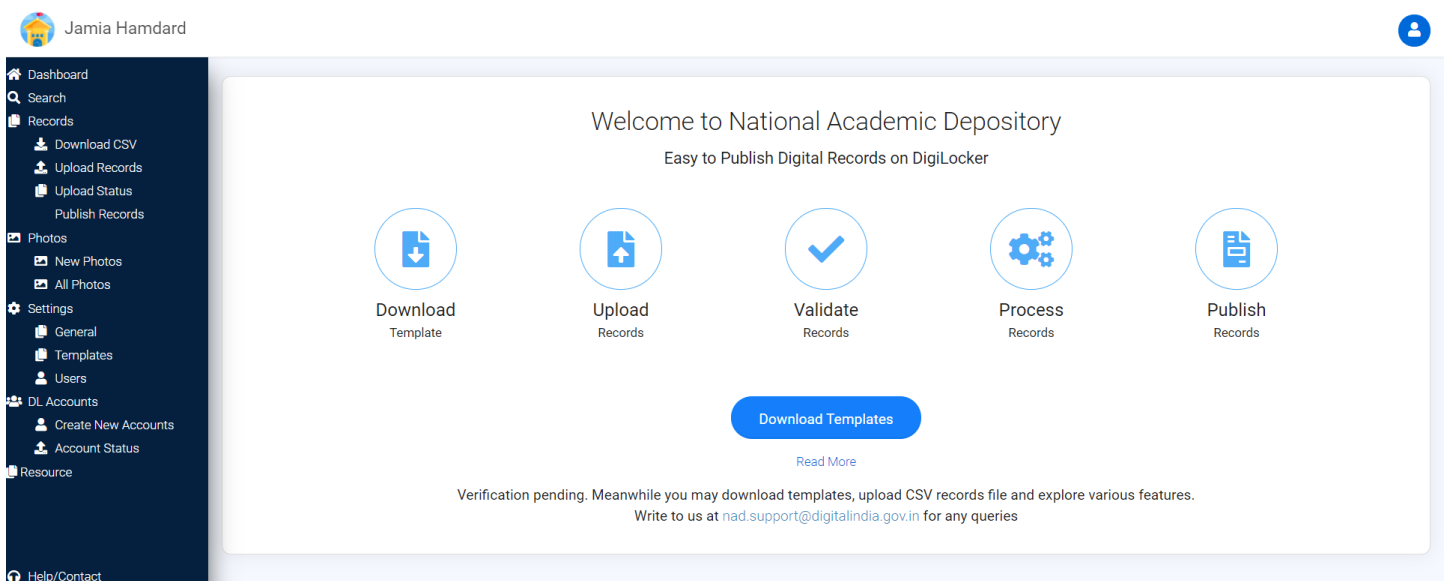
*\*Account Owner can be any authorized decision-making authority who shall be the point of contact for any NAD related matters*

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

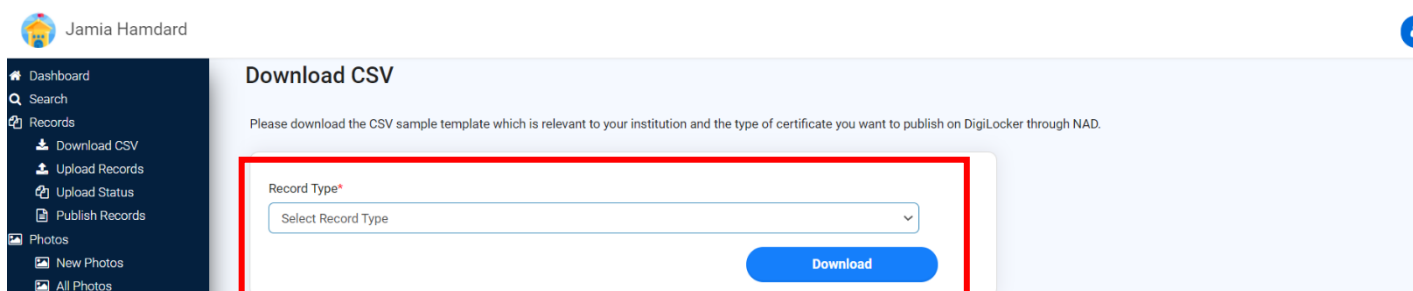
*\*Authorised Person shall be the one who operates the Institution's NAD account and completes responsibilities, including uploading and publishing award data.*

## 2. AI Dashboard

- Click on the "Continue" button → for redirection to the "Welcome page" window



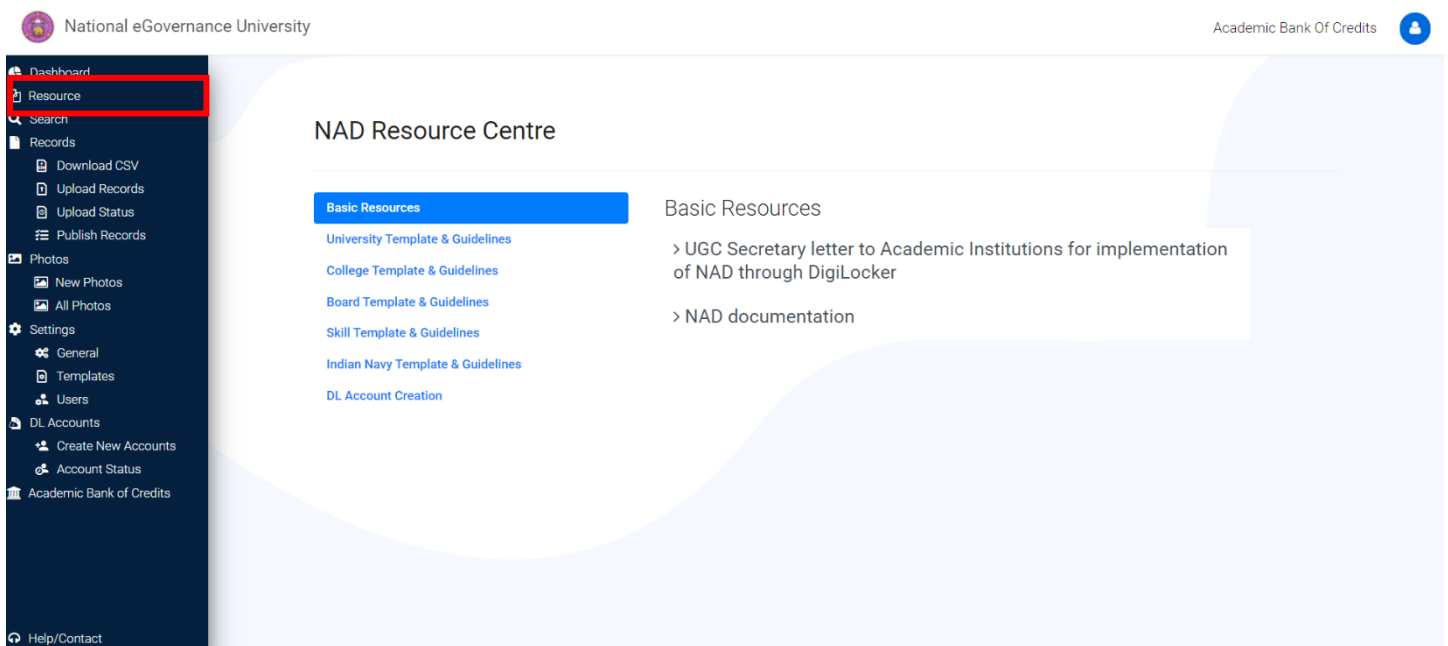
- Click on "Download Template" → explore a variety of standardized templates based on the "Record Type." (You may select templates at this point)



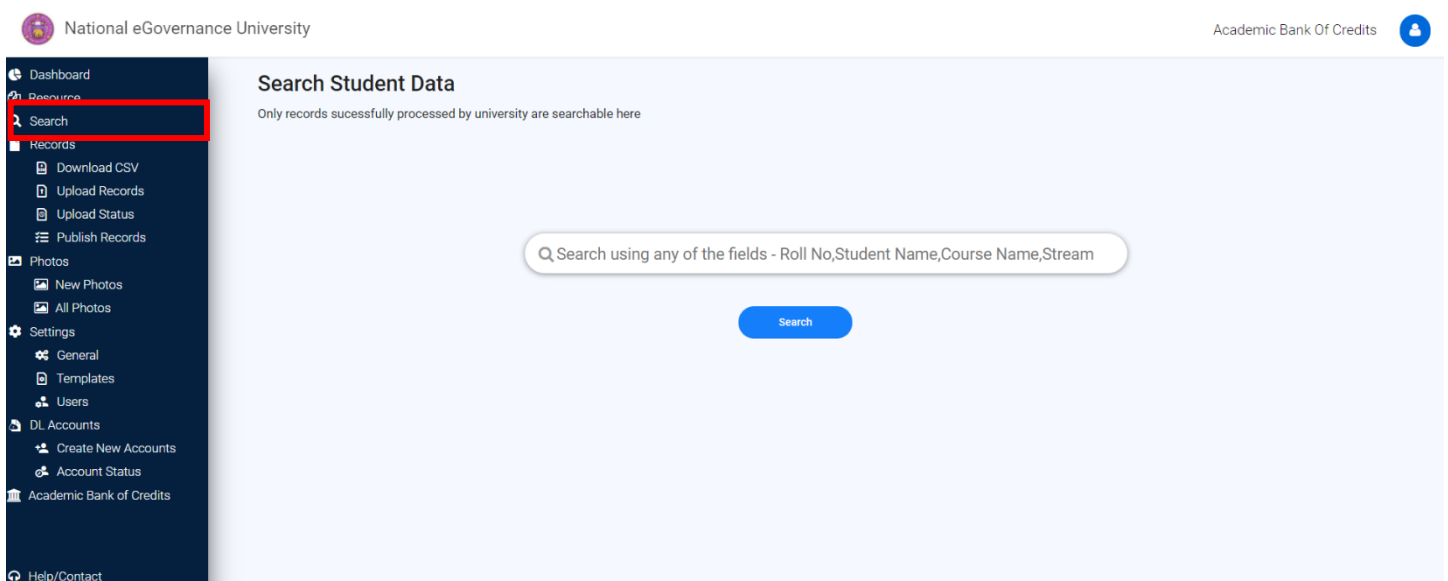
- Click on "Read More" for a small step by step demo on how to upload students' data

**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.



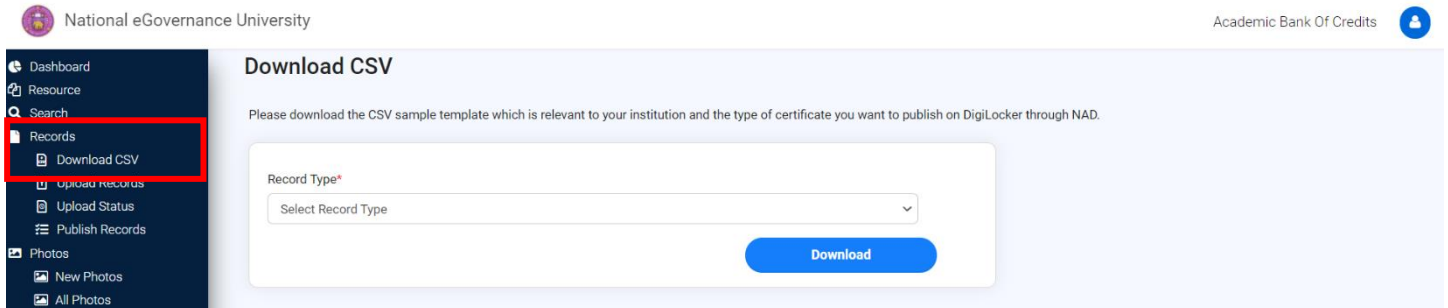
- Click on "Search" → Enter Roll No./ Student Name/ Course Name →





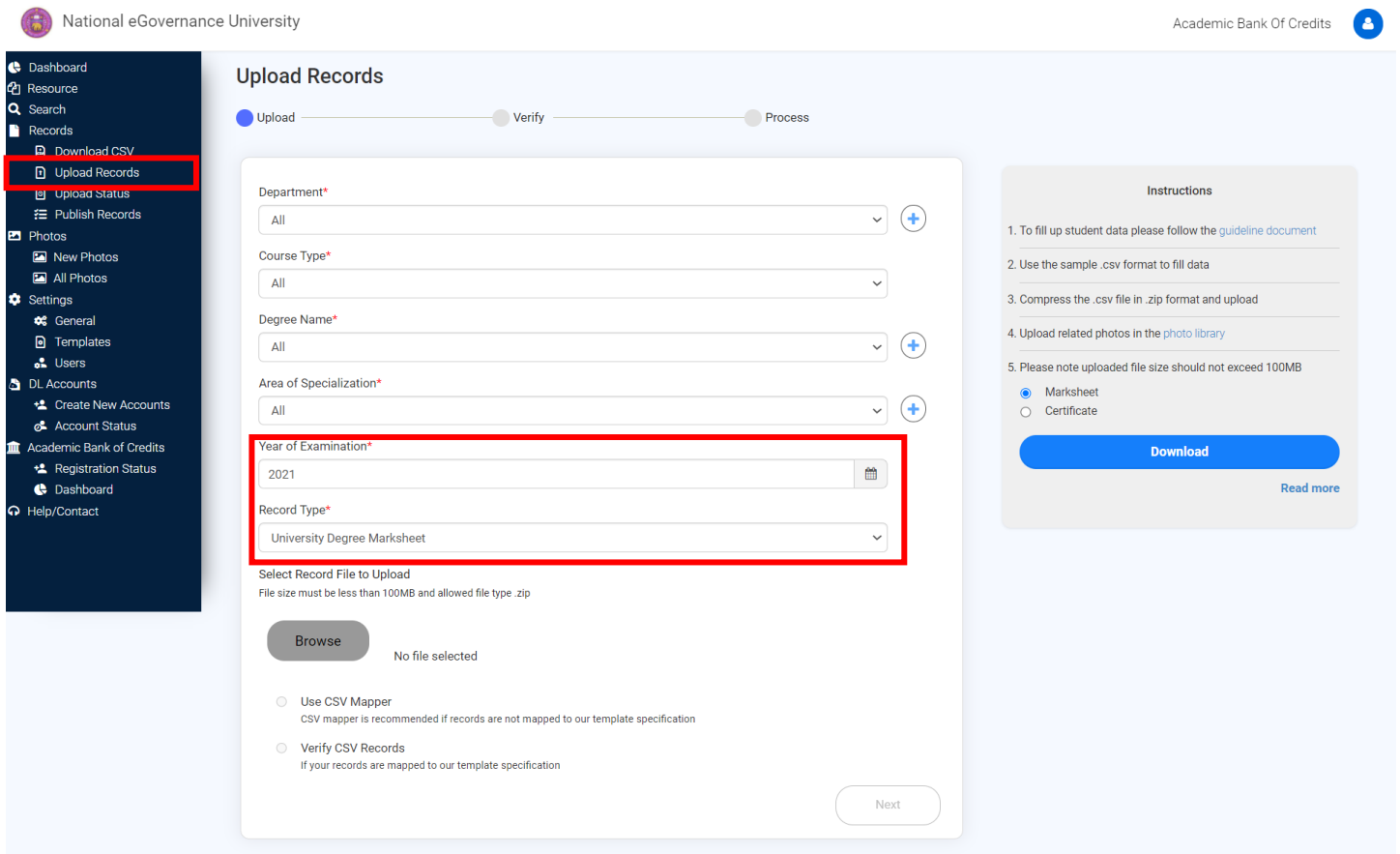
## 2.2. Records (Data Preparation & Upload)

**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

National eGovernance University Academic Bank Of Credits 

- Dashboard
- Resource
- Search
- Records
- Download CSV
- Upload Records**
- Upload Status
- Publish Records
- Photos
- New Photos
- All Photos
- Settings
- General
- Templates
- Users
- DL Accounts
- Create New Accounts
- Account Status
- Academic Bank of Credits
- Registration Status
- Dashboard
- Help/Contact

### Upload Records

Upload — Verify — Process

Department\*

All

Course Type\*

All

Degree Name\*

All

Area of Specialization\*

All

Year of Examination\*


1990

Record Type\*

University Degree Certificate

Select Record File to Upload

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

Sample2 (1).zip 

100 %

File containing similar records has been uploaded earlier, please upload a different file.

File Structure	Column Headings	No. of Columns	Uploaded Records
✗	✗	13	2

☐ Use CSV Mapper  
 CSV mapper is recommended if records are not mapped to our template specification

☐ Verify CSV Records  
 If your records are mapped to our template specification

Next

#### Instructions

- To fill up student data please follow the [guideline document](#)
- Use the sample .csv format to fill data
- Compress the .csv file in .zip format and upload
- Upload related photos in the [photo library](#)
- Please note uploaded file size should not exceed 100MB

☒ Marksheet  
☐ Certificate

Download

[Read more](#)

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


- Help/Contact

Record Type\*

University Degree Marksheet

Select Record File to Upload

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

MARKSHEET50TRAINEES-TRIAL.zip 

100 %

File Structure	Column Headings	No. of Columns	Uploaded Records
✓	✓	407	50

☐ Use CSV Mapper  
 CSV mapper is recommended if records are not mapped to our template specification

☐ Verify CSV Records  
 If your records are mapped to our template specification

Next

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

National eGovernance University Academic Bank Of Credits

Dashboard  
Resource  
Search  
Records  
Download CSV  
Upload Records  
Upload Status  
Publish Records  
Photos  
New Photos  
All Photos  
Settings  
General  
Templates  
Users  
DL Accounts  
Create New Accounts  
Account Status  
Academic Bank of Credits  
Registration Status  
Dashboard

### Verify Records

Upload — Verify — Process

Regn No	Roll No	Cert No	Name	Gender	Dob	Course Name	Stream	Month	Year	Validate
1111517406	1121516042	1181517059	SINTU KUMAR	M	27/10/2021	First Class Division	CGPA 7.32	2	2021	Verify
1111517406	1121516042	1181517059	SINTU KUMAR	M	27/10/2021	First Class Division	CGPA 7.32	2	2021	Verify
1111517406	1121516042	1181517059	SINTU KUMAR	M	27/10/2021	First Class Division	CGPA 7.32	2	2021	Verify
1111517406	1121516042	1181517059	SINTU KUMAR	M	27/10/2021	First Class Division	CGPA 7.32	2	2021	Verify
1111517406	1121516042	1181517059	SINTU KUMAR	M	27/10/2021	First Class Division	CGPA 7.32	2	2021	Verify

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

Resource  
Search  
Records  
Download CSV  
Upload Records  
Upload Status  
Publish Records  
Photos  
New Photos  
All Photos  
Settings  
General  
Templates  
Users  
DL Accounts  
Create New Accounts  
Account Status  
Academic Bank of Credits  
Registration Status  
Dashboard  
Help/Contact

### Verify Records

Upload — Verify — Process

Regn No	Roll No	Cert No	Name	Gender	Dob	Course Name	Stream	Month	Year	Validate
1111517406	1121516042	1181517059	SINTU KUMAR	M	27/10/2021	First Class Division	CGPA 7.32	2	2021	Verify
1111517406	1121516042	1181517059	SINTU KUMAR	M	27/10/2021	First Class Division	CGPA 7.32	2	2021	Verify
1111517406	1121516042	1181517059	SINTU KUMAR	M	27/10/2021	First Class Division	CGPA 7.32	2	2021	Verify
1111517406	1121516042	1181517059	SINTU KUMAR	M	27/10/2021	First Class Division	CGPA 7.32	2	2021	Verify
1111517406	1121516042	1181517059	SINTU KUMAR	M	27/10/2021	First Class Division	CGPA 7.32	2	2021	Verify

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


Submit

Registration No. : 1111517406  
Roll Number : 62111517406

## National eGovernance University

(Deemed to be University)

### Degree Certificate



This is to certify that

**SINTU KUMAR**

of

**Government Polytechnic, Barauni**

was awarded the degree



of

**7.32**

with

**First Class Division, CGPA 7.32**

for the Examination held in 2-2021.

Digitally signed on  
Date : 27/10/2021 17:15:16 IST

Note:-

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

Download

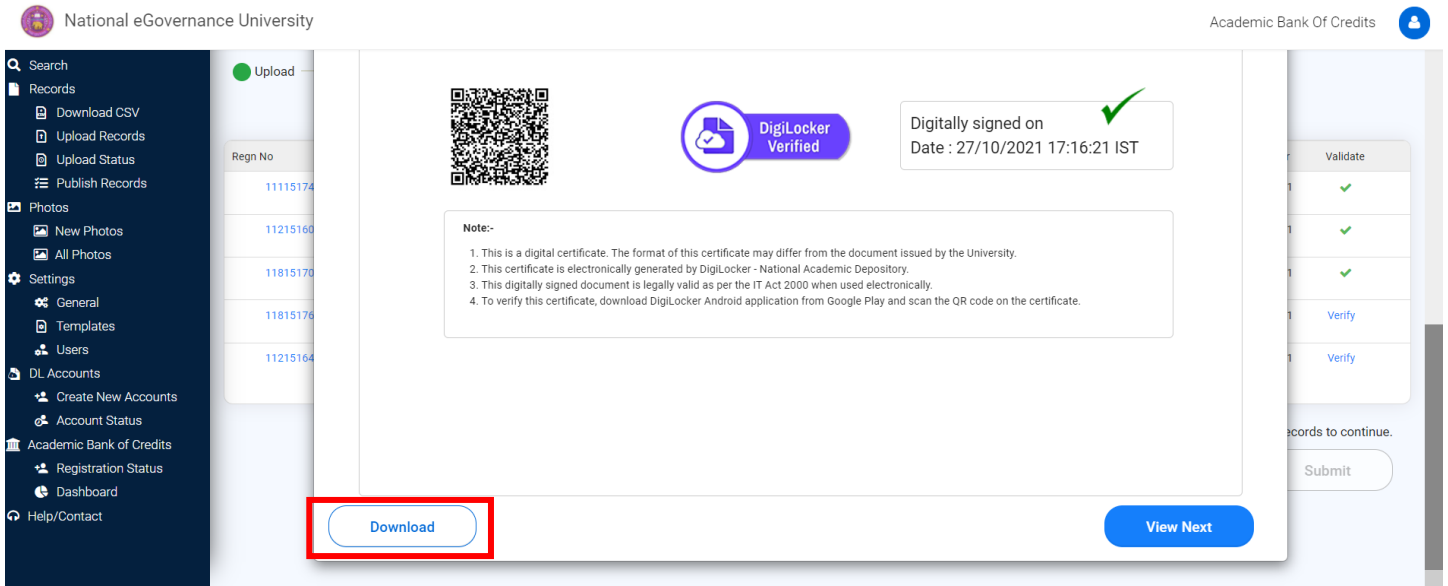
View Next

Validate  
Verify  
Verify  
Verify  
Verify  
Verify

Validate  
Verify  
Verify  
Verify  
Verify  
Verify

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

National eGovernance University Academic Bank Of Credits



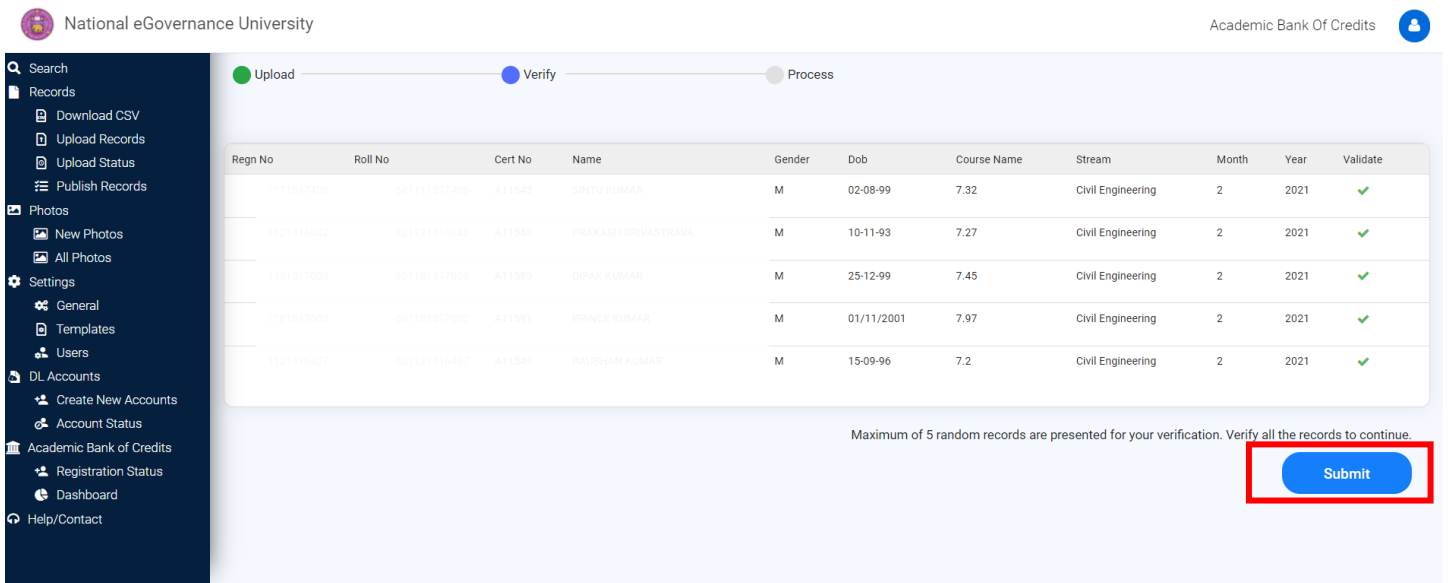
Download View Next

Note:-

1. This is a digital certificate. The format of this certificate may differ from the document issued by the 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.

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

National eGovernance University Academic Bank Of Credits



Regn No	Roll No	Cert No	Name	Gender	Dob	Course Name	Stream	Month	Year	Validate
1111517420	821111517420	A11543	SINTU KUMAR	M	02-08-99	7.32	Civil Engineering	2	2021	✓
1111518042	821111518042	A11548	PRASHASH SRIVASTAVA	M	10-11-93	7.27	Civil Engineering	2	2021	✓
1111512080	821111512080	A11583	DIPAK KUMAR	M	25-12-99	7.45	Civil Engineering	2	2021	✓
1111512080	821111512080	A11581	PRINCE KUMAR	M	01/11/2001	7.97	Civil Engineering	2	2021	✓
1111516420	821111516420	A11549	RAUSHAN KUMAR	M	15-09-96	7.2	Civil Engineering	2	2021	✓

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

Submit

- 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.

National eGovernance University Academic Bank Of Credits

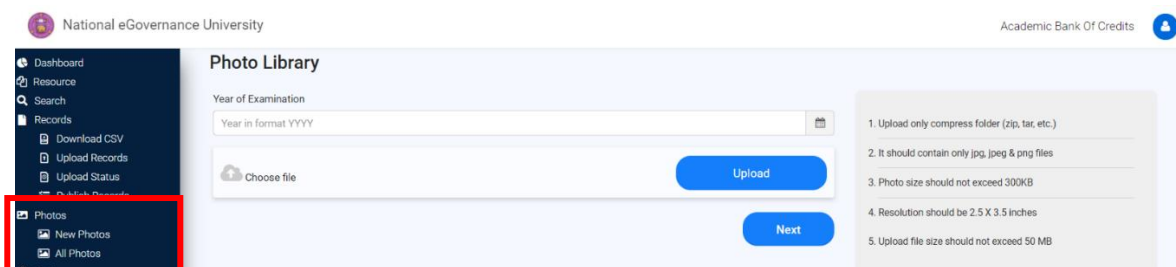


Photo Library

Year of Examination

Year in format YYYY

Choose file Upload

Next

1. Upload only compress folder (zip, tar, etc.)
2. It should contain only jpg, jpeg & png files
3. Photo size should not exceed 300KB
4. Resolution should be 2.5 X 3.5 inches
5. Upload file size should not exceed 50 MB

## 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" → Latest Uploaded activity will be shown as under

National eGovernance University Academic Bank Of Credits

**Upload Status**

Total Uploaded: 96 Processed: 63 Queued: 00

Year	Details	Uploaded On	File Details	Status	
2020	Department : All Degree : All Area of Specialization : All Course Type : All Award Type:	28-Oct-2021 08:11 AM	sample-du_credit_27.zip 5.19 KB Total Records :34	Incomplete	Verify & Process
1990	Department : All Degree : All Area of Specialization : All Course Type : All Award Type: University Degree Certificate	28-Oct-2021 07:38 AM	Sample2 (1).zip 0.39 KB Total Records :2	Incomplete	
2021	Department : All Degree : All Area of Specialization : All Course Type : All Award Type: University Degree Marksheet	28-Oct-2021 07:32 AM	Sample2.zip 0.39 KB Total Records :2	Incomplete	
2020	Department : All Degree : All Area of Specialization : All	27-Oct-2021 12:59 PM	TEST Updated_Marksheetv_V2.zip 1.49 KB Total Records :2	Completed	

- 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 verify and process the incomplete processes
- Click on  to delete the activity

National eGovernance University Academic Bank Of Credits

**Delete Record**

Are you sure that you want to permanently delete this record?

Cancel Confirm

National eGovernance University Academic Bank Of Credits

**Upload Status**


Deleted Successfully.

Total Uploaded: 94 Processed: 63 Queued: 00

Year	Details	Uploaded On	File Details	Status	
2020	Department : All Degree : All Area of Specialization : All Course Type : All Award Type: Diploma Certificate	27-Oct-2021 12:59 PM	TEST Updated_Marksheetv_V2.zip 1.49 KB Total Records :2 Processed Records : 2	Completed	

## Publish Records

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

National eGovernance University Academic Bank Of Credits 

**Dashboard**

Resource

Search

Records

- Download CSV
- Upload Records
- Upload Status
- Publish Records**

Photos

- New Photos
- All Photos

Settings

- General
- Templates
- Users

DL Accounts


- Create New Accounts
- Account Status





Academic Bank of Credits

Help/Contact

### Publish Records


Records which are published here will be available for students at DigiLocker end. Please contact our support team if your university is not published on DigiLocker.

Year Of Publishing   Publish

Year	Published by	Published On	Modified by	Modified On	Action
2017		06/09/2020, 12:45:30 pm	Ajoy Agarwal	08/09/2021, 05:00:24 pm	
2016	Ajoy Agarwal	10/05/2021, 03:09:13 pm	Swati G	24/08/2021, 11:33:11 am	
2020	Ajoy Agarwal	10/05/2021, 03:09:18 pm	prayansh	20/09/2021, 02:54:59 pm	
2018	Ajoy Agarwal	10/05/2021, 03:11:54 pm			

## 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

National eGovernance University Academic Bank Of Credits 

**Dashboard**

Resource

Search

Records

- Download CSV
- Upload Records
- Upload Status
- Publish Records

**Photos**

- New Photos**
- All Photos

Settings

- General
- Templates
- Users


DL Accounts


- Create New Accounts
- Account Status

Academic Bank of Credits

Help/Contact

### Photo Library

Year of Examination  

 Choose file

Upload

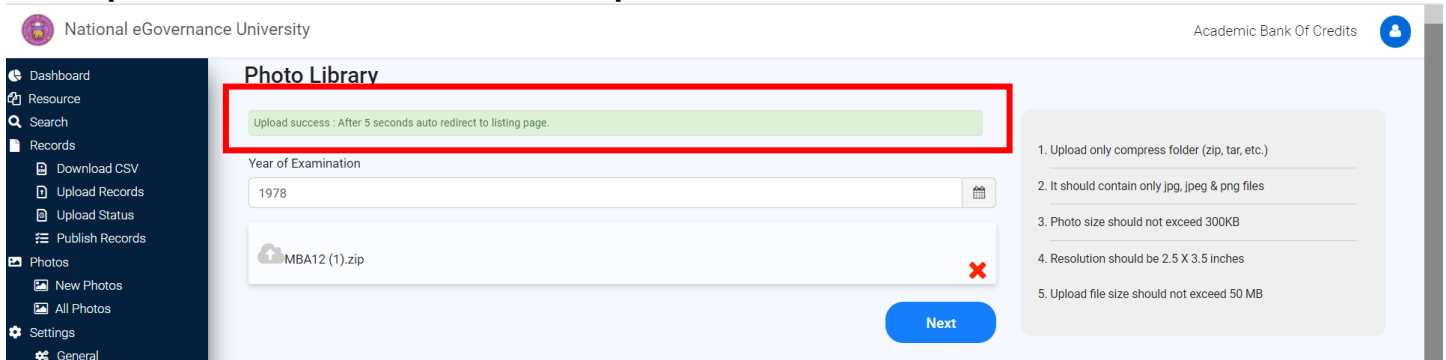
Next

1. Upload only compress folder (zip, tar, etc.)
2. It should contain only .jpg, .jpeg & .png files
3. Photo size should not exceed 300KB
4. Resolution should be 2.5 X 3.5 inches
5. Upload file size should not exceed 50 MB

- 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



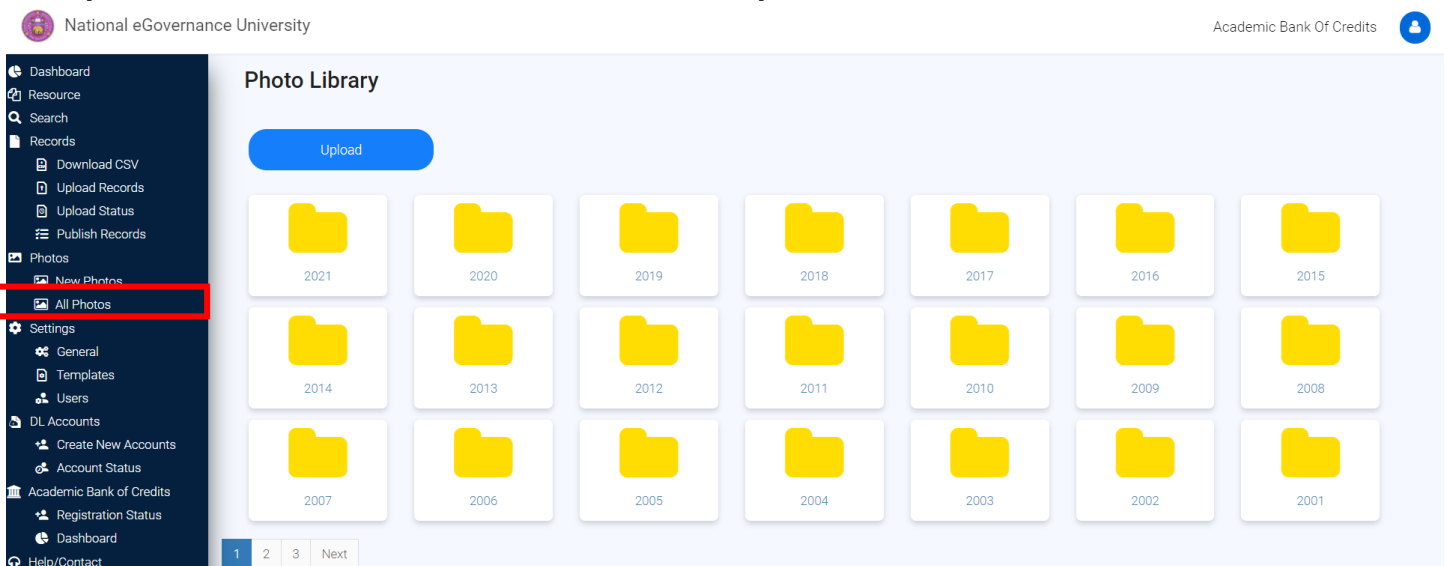
- Once ready → Enter the year of examination/select from date picker → click on "Upload" to select the readied .zip file → click "Next" button



- 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.

National eGovernance University Academic Bank Of Credits

Dashboard Resource Search Records Download CSV Upload Records Upload Status Publish Records Photos New Photos All Photos Settings General Templates Users DL Accounts Create New Accounts

Photo Library > 2021

Search photos

Back

+ Add More

#	Name	File Type	Size	Uploaded On
1	2su19av801.jpg	image	68.10 KB	20-Sep-2021 11:30 AM
2	2su19av802.jpg	image	165.17 KB	20-Sep-2021 11:30 AM
3	2su19av803.jpg	image	139.14 KB	20-Sep-2021 11:30 AM
4	2su19av804.jpg	image	134.80 KB	20-Sep-2021 11:30 AM
5	2su19av805.jpg	image	107.34 KB	20-Sep-2021 11:30 AM
6	2su19av806.jpg	image	132.81 KB	20-Sep-2021 11:30 AM
7	2su19av807.jpg	image	44.89 KB	20-Sep-2021 11:30 AM

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Dashboard Resource Search Records Download CSV Upload Records Upload Status Publish Records Photos New Photos All Photos Settings General Templates Users DL Accounts Create New Accounts

Photo Library > 2021

Search photos

Back

+ Add More

#	Name	File Type	Size	Uploaded On
1	2su19av801.jpg	image	68.10 KB	20-Sep-2021 11:30 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

National eGovernance University Academic Bank Of Credits

Dashboard Resource Search Records Download CSV Upload Records Upload Status Publish Records Photos New Photos All Photos Settings General Templates Users DL Accounts Create New Accounts Account Status Academic Bank of Credits Registration Status Dashboard Help/Contact

Photo Library > 2021

File(s) already exist.

Search photos

Back

+ Add More

#	Name	File Type	Size	Uploaded On
1	2su19av801.jpg	image	68.10 KB	20-Sep-2021 11:30 AM
2	2su19av802.jpg	image	165.17 KB	20-Sep-2021 11:30 AM
3	2su19av803.jpg	image	139.14 KB	20-Sep-2021 11:30 AM
4	2su19av804.jpg	image	134.80 KB	20-Sep-2021 11:30 AM
5	2su19av805.jpg	image	107.34 KB	20-Sep-2021 11:30 AM
6	2su19av806.jpg	image	132.81 KB	20-Sep-2021 11:30 AM
7	2su19av807.jpg	image	44.89 KB	20-Sep-2021 11:30 AM
8	2su19av808.jpg	image	64.05 KB	20-Sep-2021 11:30 AM
9	2su19av809.jpg	image	95.78 KB	20-Sep-2021 11:30 AM

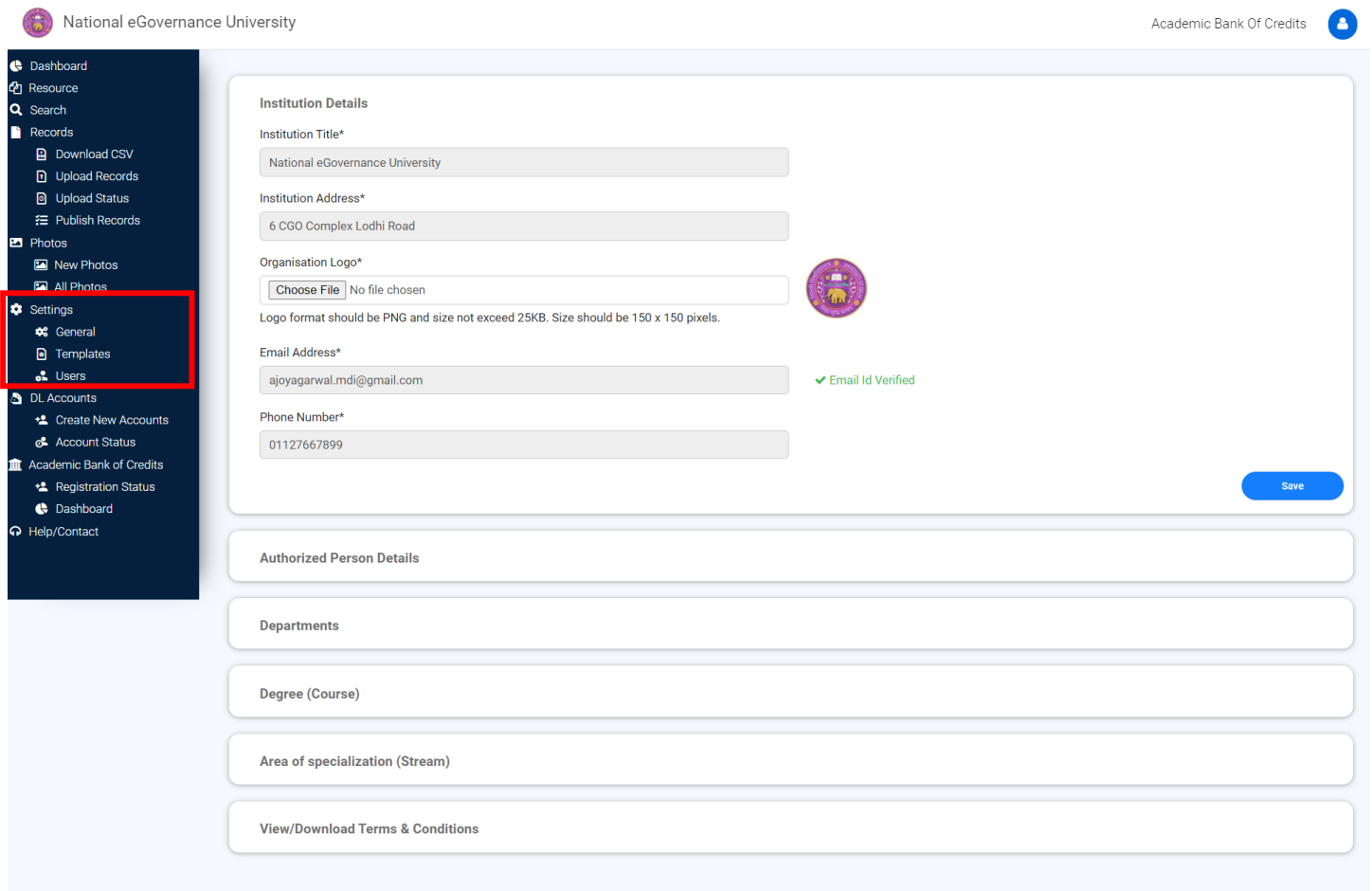


## 2.4. Settings

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



National eGovernance University

Academic Bank Of Credits

**Settings**

- General
- Templates
- Users

**Institution Details**

Institution Title\*  
National eGovernance University

Institution Address\*  
6 CGO Complex Lodhi Road

Organisation Logo\*  
Choose File No file chosen

Logo format should be PNG and size not exceed 25KB. Size should be 150 x 150 pixels.

Email Address\*  
ajoyagarwal.mdi@gmail.com ✓ Email Id Verified

Phone Number\*  
01127667899

**Save**

**Authorized Person Details**

**Departments**

**Degree (Course)**

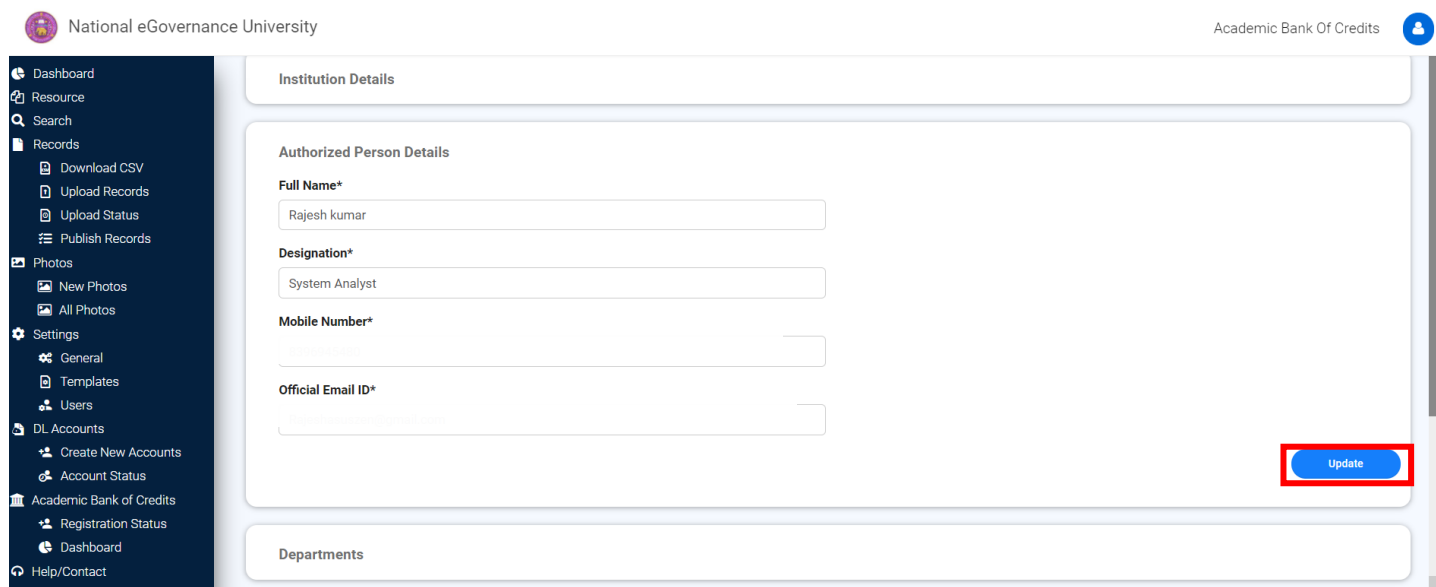
**Area of specialization (Stream)**

[View/Download Terms & 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



National eGovernance University Academic Bank Of Credits

**Institution Details**

**Authorized Person Details**

**Full Name\***  
Rajesh kumar

**Designation\***  
System Analyst

**Mobile Number\***  
9876543210

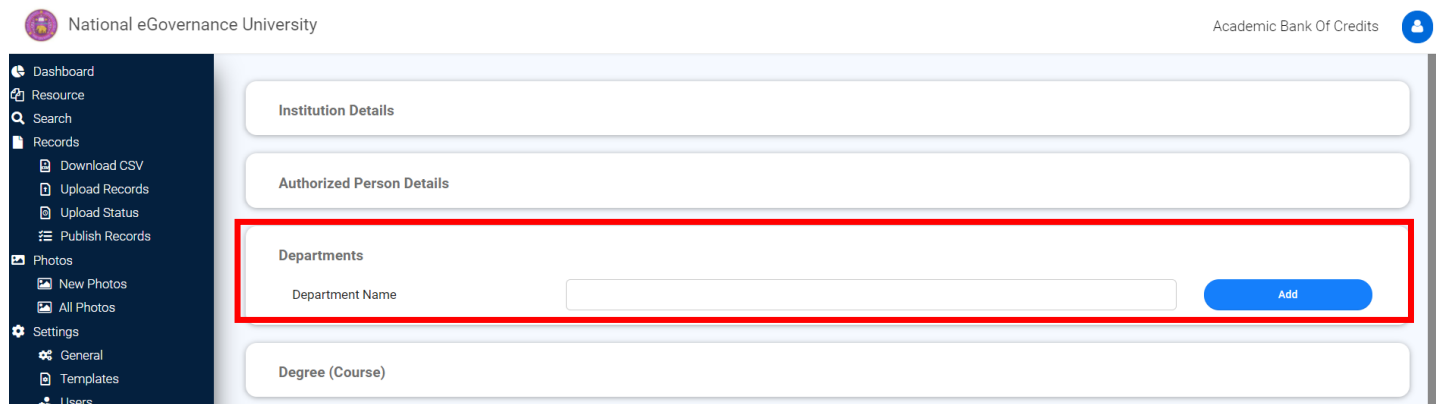
**Official Email ID\***  
rajesh.kumar@nau.ac.in

**Update**

**Departments**

- 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*



National eGovernance University Academic Bank Of Credits

**Institution Details**

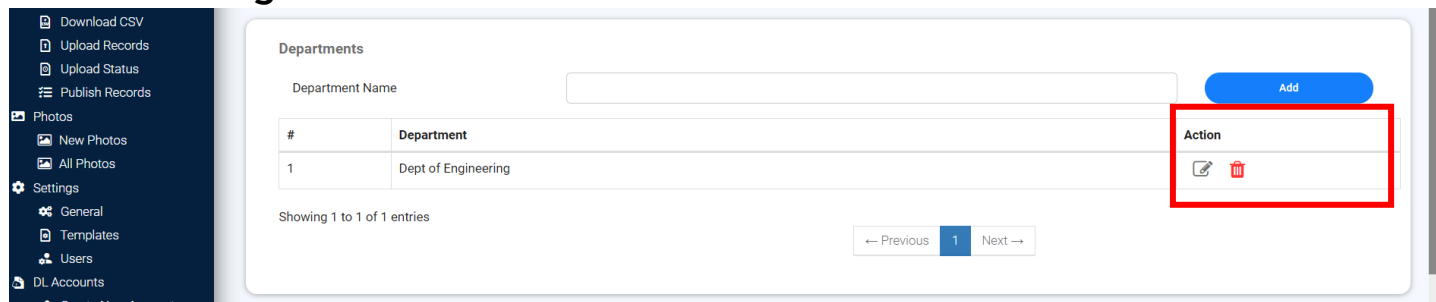
**Authorized Person Details**

**Departments**

Department Name  **Add**



**Degree (Course)**

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



**Departments**

Department Name  **Add**

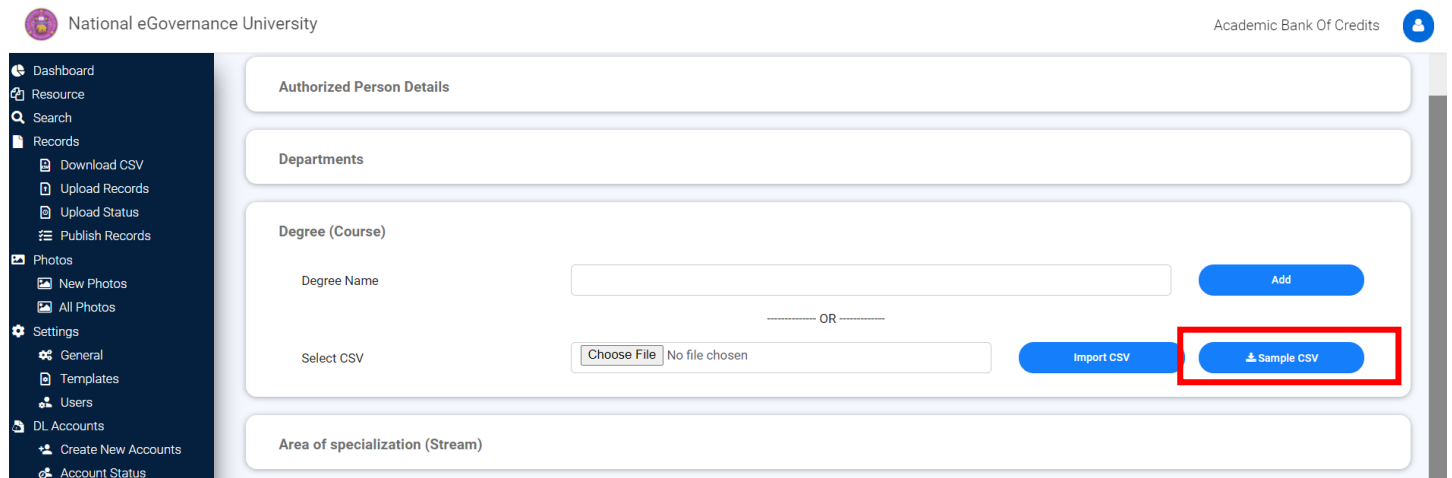
#	Department	Action
1	Dept of Engineering	 

Showing 1 to 1 of 1 entries

← Previous 1 Next →

**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.*



National eGovernance University Academic Bank Of Credits

Authorized Person Details

Departments

Degree (Course)

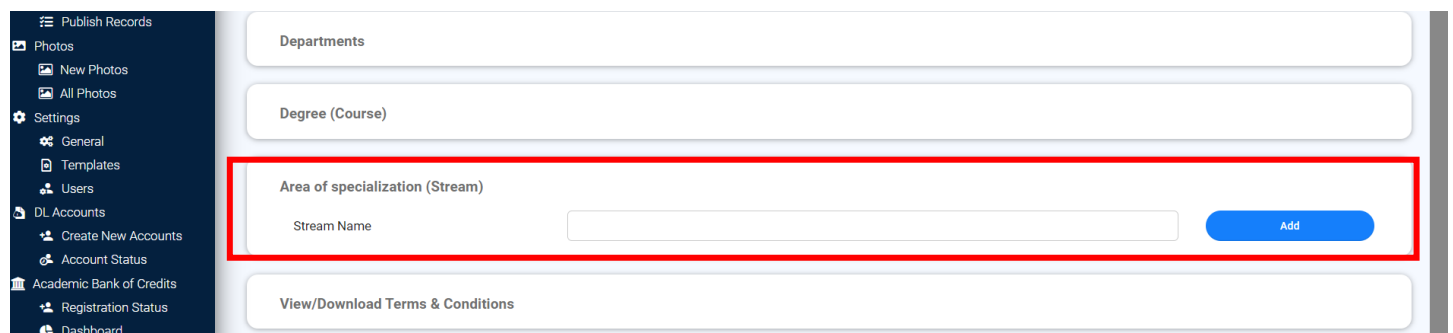
Degree Name  [Add](#)

OR

Select CSV  [Choose File](#) [No file chosen](#) [Import CSV](#) [Sample CSV](#)

Area of specialization (Stream)

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



Publish Records

Photos

New Photos

All Photos

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DL Accounts

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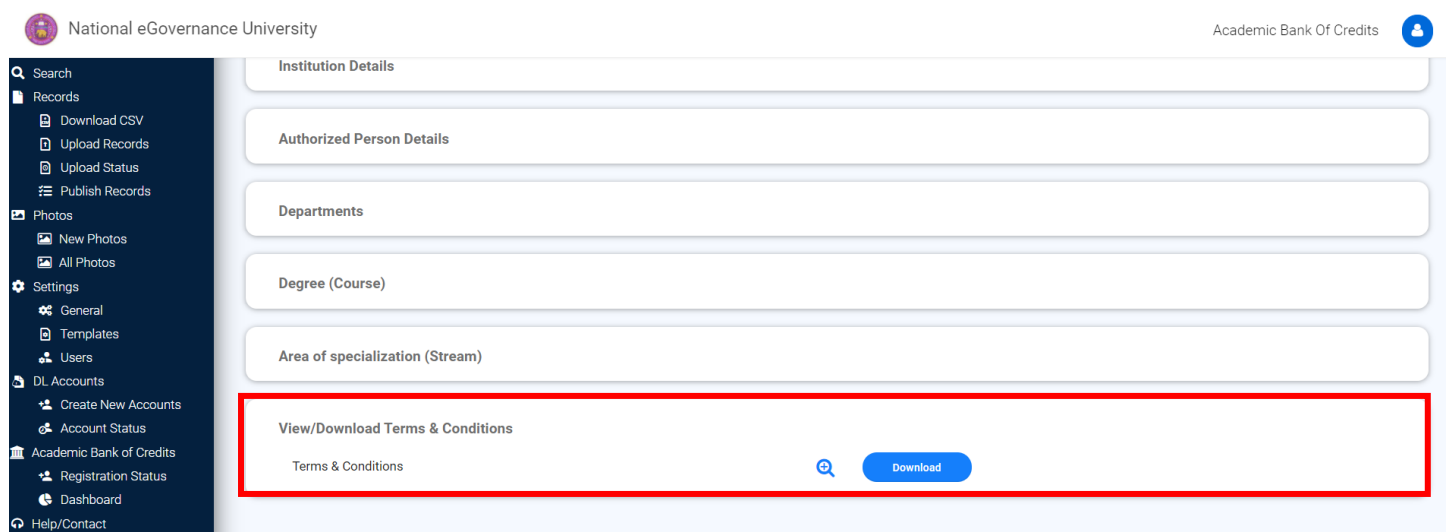
Degree (Course)

Area of specialization (Stream)

Stream Name  [Add](#)

View/Download Terms & Conditions

**View/Download Terms and Conditions:** You may download a copy of the DigiLocker Terms and Conditions and acquaint yourself with the usage of the DigiLocker NAD platform and its functions.



National eGovernance University Academic Bank Of Credits

Institution Details

Authorized Person Details

Departments

Degree (Course)

Area of specialization (Stream)

View/Download Terms & Conditions

Terms & Conditions [Download](#)

**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.

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

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## Templates

### University Degree Marksheet



Default Template  
☆☆☆☆  
(27 Users)




☆☆☆☆  
(127 Users)






### Diploma Certificate



Default Template  
☆☆☆☆  
(54 Users)



Default Template  
☆☆☆☆  
(30 Users)

### Transcript



Default Template  
☆☆☆☆  
(11 Users)



☆☆☆☆  
(88 Users)



### University Degree Certificate



















Default Template  
☆☆☆☆  
(181 Users)





☆☆☆☆  
(141 Users)



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

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Search

Records

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{Month} {Year} Examination


Reg No. {Registration Number} MC No. {Certificate Number}










Name {Name} Roll No. {Roll Number}

Father's Name {Father's Name} Mother's Name {Mother's Name}

College/Department Name {Institute Name}

Sub Code / Course ID	Subject/Paper s	Theory			Practical			IA			VIVA			Total Marks			Grade	Grade Points	Credit	Credit Points	Remarks
		Max	Min	Sec	Max	Min	Sec	Max	Min	Sec	Max	Min	Sec	Max	Min	Sec					
{Sub Code 1}	{Subject 1}	{Th}	{Th}	{Th}	{Pr}	{Pr}	{Pr}	{In}	{In}	{In}	{Vv}	{Vv}	{Vv}	{Max 1}	{Min 1}	{Tot 1}	{Grad e}	{Grade Points}	{Cred t}		
{Sub Code 2}	{Subject 2}	{Th}	{Th}	{Th}	{Pr}	{Pr}	{Pr}	{In}	{In}	{In}	{Vv}	{Vv}	{Vv}	{Max 2}	{Min 2}	{Tot 2}	{Grad e}	{Grade Points}	{Cred t}		
{Sub Code 3}	{Subject 3}	{Th}	{Th}	{Th}	{Pr}	{Pr}	{Pr}	{In}	{In}	{In}	{Vv}	{Vv}	{Vv}	{Max 3}	{Min 3}	{Tot 3}	{Grad e}	{Grade Points}	{Cred t}		
{Sub Code 4}	{Subject 4}	{Th}	{Th}	{Th}	{Pr}	{Pr}	{Pr}	{In}	{In}	{In}	{Vv}	{Vv}	{Vv}	{Max 4}	{Min 4}	{Tot 4}	{Grad e}	{Grade Points}	{Cred t}		
{Sub Code 5}	{Subject 5}	{Th}	{Th}	{Th}	{Pr}	{Pr}	{Pr}	{In}	{In}	{In}	{Vv}	{Vv}	{Vv}	{Max 5}	{Min 5}	{Tot 5}	{Grad e}	{Grade Points}	{Cred t}		

Hide/show fields in this template 

- markstable 
- theory 
- practical 
- internal 
- viva 
- grade 
- grade points 
- credit 
- credit points 

## 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.

National eGovernance University Academic Bank Of Credits

Dashboard

Resource

Search

Records

- Download CSV
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- Upload Status
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










- New Photos
- All Photos

Settings

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- Users
- DL Accounts
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- Account Status
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- Registration Status
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### User Management


Add user from Digilocker

S.No.	Name	Role	Status	Action
1	Admin	Admin	Active	
2	Abhinav Sharma	Award Uploader	Active	 
3	kameswara sanyasi rao m	Award Uploader	Active	 
4	R Sridhar	Award Uploader	Active	 
5	ANJALI KUMARI	Admin	Inactive	 
6	Prayansh Arora	Award Uploader	Inactive	 
7	Prayansh Arora	Award Uploader	Inactive	 
8	prayansh arora	Admin	Active	 
9	Swati Goyal	Admin	Inactive	 
10	prayansh	Admin	Active	 
11	Govind Sharma	Admin	Active	 
12	anjali kumari	Admin	Active	
13	Swati G	Admin	Active	 
14	prayansh	Admin	Active	 

- 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.*





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## User Management

Full Name \*

Permissions	 Award Uploader	 Award Publisher	 Admin
Can upload student records through New Awards section	✓	✓	✓
Can map uploaded file columns with standard input template using Mapper	✓	✓	✓
Can verify few records of uploaded file in selected template	✓	✓	✓
Can process uploaded records	✗	✓	✓
Can publish uploaded records on DigiLocker	✗	✓	✓
Can delete uploaded file (unprocessed/queued)	✓	✓	✓
Can upload student photos	✓	✓	✓
Can delete uploaded student photo folders (empty folders)	✓	✓	✓
Can select templates for different awards	✓	✓	✓
Can upload University logo	✓	✓	✓
Can edit Authorized User details	✗	✗	✓
Can view and download Terms & Conditions	✓	✓	✓
Can add/edit meta information such as Department, Degree and Area of Specialization	✓	✓	✓
Can search published records	✓	✓	✓
Can add/edit user	✗	✗	✓
Can create/fetch student's DigiLocker account	✗	✗	✓

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


National eGovernance University Academic Bank Of Credits 

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## User Management

Mobile Number\* 

Fetch from DigiLocker
Clear




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## User Management

Mobile Number\* 
Full Name\* 

Fetch from DigiLocker
Clear

Permissions	 Award Uploader	 Award Publisher	 Admin
Can upload student records through New Awards section	✓	✓	✓
Can map uploaded file columns with standard input template using Mapper	✓	✓	✓
Can verify few records of uploaded file in selected template	✓	✓	✓
Can process uploaded records	✗	✓	✓
Can publish uploaded records on DigiLocker	✗	✓	✓
Can delete uploaded file (unprocessed/queued)	✓	✓	✓
Can upload student photos	✓	✓	✓
Can delete uploaded student photo folders (empty folders)	✓	✓	✓
Can select templates for different awards	✓	✓	✓
Can upload University logo	✓	✓	✓
Can edit Authorized User details	✗	✗	✓
Can view and download Terms & Conditions	✓	✓	✓
Can add/edit meta information such as Department, Degree and Area of Specialization	✓	✓	✓
Can search published records	✓	✓	✓
Can add/edit user	✗	✗	✓
Can create/fetch student's DigiLocker account	✗	✗	✓

Back

Select
Select
Select

Submit

Select the role of your choice → click the Submit button



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## User Management

Mobile Number\*

Full Name\*

[Fetch from DigiLocker](#) [Clear](#)

Permissions	Award Uploader	Award Publisher	Admin
Can upload student records through New Awards section	✓	✓	✓
Can map uploaded file columns with standard input template using Mapper	✓	✓	✓
Can verify few records of uploaded file in selected template	✓	✓	✓
Can process uploaded records	✗	✓	✓
Can publish uploaded records on DigiLocker	✗	✓	✓
Can delete uploaded file (unprocessed/queued)	✓	✓	✓
Can upload student photos	✓	✓	✓
Can delete uploaded student photo folders (empty folders)	✓	✓	✓
Can select templates for different awards	✓	✓	✓
Can upload University logo	✓	✓	✓
Can edit Authorized User details	✗	✗	✓
Can view and download Terms & Conditions	✓	✓	✓
Can add/edit meta information such as Department, Degree and Area of Specialization	✓	✓	✓
Can search published records	✓	✓	✓
Can add/edit user	✗	✗	✓
Can create/fetch student's DigiLocker account	✗	✗	✓

Selected [Select](#) [Select](#)

Please select user role permission.

[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. 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.



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Help/Contact

## New DigiLocker Accounts

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

- To fill up student data please follow the [guidelines](#)
- Use the sample .csv format to fill data
- Compress the .csv file in zip format and upload
- Please note uploaded 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 the choose the readied Zip file → click the "Continue" button

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## New DigiLocker Accounts

File uploaded.

Department\*

All

+

Course Type

All

+

Degree Name

All

+

Year of Examination\*

2020

Upload file for DigiLocker account creation

File size must be less than 10MB and allowed file type .zip

Browse

Sample2.zip

- To fill up student data please follow the [guidelines](#)
- Use the sample .csv format to fill data
- Compress the .csv file in zip format and upload
- Please note uploaded 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 Yearwise 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

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### All Students DL Account

Total Uploaded

20

Processed

20


Queued

0

Meta Details	File Details	Uploaded On	Status	Action
Department: All Course: All Degree: All Year: 2021	cbse_class_12_2021_2_6_rev2.zip Size: 412.50 KB Total Rows: 25000 Total Success: 21871 Total Fail: 3129 <a href="#">Failed_Data.csv</a>	12-Jul-2021 14:01 PM	Account Created	
Department: All Course: All Degree: All Year: 2021	cbse_class_12_2021_2_4_rev2.zip Size: 315.05 KB Total Rows: 25000 Total Success: 393 Total Fail: 24607 <a href="#">Failed_Data.csv</a>	12-Jul-2021 14:00 PM	Account Created	
Department: All Course: All Degree: All Year: 2021	cbse_class_12_2021_1_17_rev2.zip Size: 399.06 KB Total Rows: 25000 Total Success: 16047 Total Fail: 8953 <a href="#">Failed_Data.csv</a>	12-Jul-2021 13:43 PM	Account Created	
Department: All Course: All Degree: All Year: 2021	cbse_class_12_2021_1_6_rev2.zip Size: 428.99 KB Total Rows: 25000 Total Success: 18792 Total Fail: 6208 <a href="#">Failed_Data.csv</a>	12-Jul-2021 13:40 PM	Account Created	
Department: All Course: All Degree: All Year: 2021	cbse_class_12_2021_0_15_rev2.zip Size: 468.84 KB Total Rows: 25000 Total Success: 20692 Total Fail: 4308 <a href="#">Failed_Data.csv</a>	12-Jul-2021 13:38 PM	Account Created	
Department: All Course: All Degree: All Year: 2021	cbse_class_12_2021_0_8_rev2.zip Size: 388.20 KB Total Rows: 25000 Total Success: 22125 Total Fail: 2875 <a href="#">Failed_Data.csv</a>	12-Jul-2021 13:31 PM	Account Created	
Department: All Course: All Degree: All Year: 2021	cbse_class_12_2021_0_2_rev2.zip Size: 382.58 KB Total Rows: 25000 Total Success: 21256 Total Fail: 3744 <a href="#">Failed_Data.csv</a>	12-Jul-2021 13:14 PM	Account Created	
Department: All Course: All Degree: All Year: 2021	cbse_class_12_2021_0_1_rev2.zip Size: 413.16 KB Total Rows: 25000 Total Success: 21106 Total Fail: 3894 <a href="#">Failed_Data.csv</a>	12-Jul-2021 12:29 PM	Account Created	
Department: All Course: All Degree: All Year: 2021	cbse_class_12_2021_1_4_rev.zip Size: 386.25 KB Total Rows: 25000 Total Success: 22391 Total Fail: 2609 <a href="#">Failed_Data.csv</a>	09-Jul-2021 13:44 PM	Account Created	
Department: All Course: All Degree: All Year: 2021	cbse_class_12_2021_2_17.zip Size: 72.06 KB Total Rows: 5301 Total Success: 2216 Total Fail: 3085 <a href="#">Failed_Data.csv</a>	09-Jul-2021 10:42 AM	Account Created	
Department: All Course: All Degree: All Year: 2021	cbse_class_12_2021_2_16.zip Size: 434.41 KB Total Rows: 25000 Total Success: 22059 Total Fail: 2941 <a href="#">Failed_Data.csv</a>	09-Jul-2021 10:41 AM	Account Created	
Department: All Course: All Degree: All Year: 2021	cbse_class_12_2021_2_15.zip Size: 425.42 KB Total Rows: 25000 Total Success: 17761 Total Fail: 7239 <a href="#">Failed_Data.csv</a>	09-Jul-2021 10:40 AM	Account Created	
Department: All Course: All Degree: All Year: 2021	cbse_class_12_2021_2_14.zip Size: 432.22 KB Total Rows: 25000 Total Success: 19792 Total Fail: 5208 <a href="#">Failed_Data.csv</a>	09-Jul-2021 10:40 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.

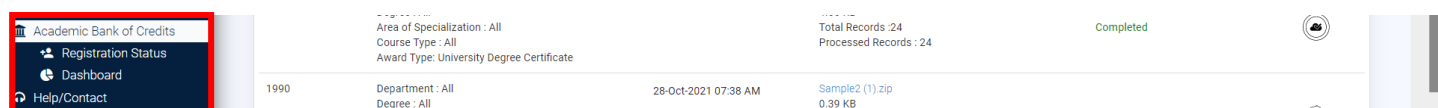


#	Name	DOB	Gender	Mobile	Email	Locker ID
1	ABHINAV KUMAR	20-08-2000	M	9876543210	abhinav.kumar@abc.gov.in	DLNABHINAVKUMAR20000820M9876543210
2	ABHINAV KUMAR	20-08-2000	M	9876543210	abhinav.kumar@abc.gov.in	DLNABHINAVKUMAR20000820M9876543210
3	ABHINAV KUMAR	20-08-2000	M	9876543210	abhinav.kumar@abc.gov.in	DLNABHINAVKUMAR20000820M9876543210
4	ABHINAV KUMAR	20-08-2000	M	9876543210	abhinav.kumar@abc.gov.in	DLNABHINAVKUMAR20000820M9876543210
5	ABHINAV KUMAR	20-08-2000	M	9876543210	abhinav.kumar@abc.gov.in	DLNABHINAVKUMAR20000820M9876543210
6	ABHINAV KUMAR	20-08-2000	M	9876543210	abhinav.kumar@abc.gov.in	DLNABHINAVKUMAR20000820M9876543210
7	ABHINAV KUMAR	20-08-2000	M	9876543210	abhinav.kumar@abc.gov.in	DLNABHINAVKUMAR20000820M9876543210
8	ABHINAV KUMAR	20-08-2000	M	9876543210	abhinav.kumar@abc.gov.in	DLNABHINAVKUMAR20000820M9876543210
9	ABHINAV KUMAR	20-08-2000	M	9876543210	abhinav.kumar@abc.gov.in	DLNABHINAVKUMAR20000820M9876543210
10	ABHINAV KUMAR	20-08-2000	M	9876543210	abhinav.kumar@abc.gov.in	DLNABHINAVKUMAR20000820M9876543210
11	ABHINAV KUMAR	20-08-2000	M	9876543210	abhinav.kumar@abc.gov.in	DLNABHINAVKUMAR20000820M9876543210
12	ABHINAV KUMAR	20-08-2000	M	9876543210	abhinav.kumar@abc.gov.in	DLNABHINAVKUMAR20000820M9876543210
13	ABHINAV KUMAR	20-08-2000	M	9876543210	abhinav.kumar@abc.gov.in	DLNABHINAVKUMAR20000820M9876543210
14	ABHINAV KUMAR	20-08-2000	M	9876543210	abhinav.kumar@abc.gov.in	DLNABHINAVKUMAR20000820M9876543210
15	ABHINAV KUMAR	20-08-2000	M	9876543210	abhinav.kumar@abc.gov.in	DLNABHINAVKUMAR20000820M9876543210
16	ABHINAV KUMAR	20-08-2000	M	9876543210	abhinav.kumar@abc.gov.in	DLNABHINAVKUMAR20000820M9876543210
17	ABHINAV KUMAR	20-08-2000	M	9876543210	abhinav.kumar@abc.gov.in	DLNABHINAVKUMAR20000820M9876543210
18	ABHINAV KUMAR	20-08-2000	M	9876543210	abhinav.kumar@abc.gov.in	DLNABHINAVKUMAR20000820M9876543210
19	ABHINAV KUMAR	20-08-2000	M	9876543210	abhinav.kumar@abc.gov.in	DLNABHINAVKUMAR20000820M9876543210
20	ABHINAV KUMAR	20-08-2000	M	9876543210	abhinav.kumar@abc.gov.in	DLNABHINAVKUMAR20000820M9876543210

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



Area of Specialization	Course Type	Award Type	Total Records	Processed Records	Status
All	All	University Degree Certificate	24	24	Completed

Record ID	Department	Degree	Timestamp	File Name	File Size
1990	All	All	28-Oct-2021 07:38 AM	Sample2 (1).zip	0.39 KB