Ref.No.:SNDT/NAD/CDSL/2019-20/634

Date: March 16, 2020

To,

1. The Heads of the University Departments / Institutions,

2. The Principals of Colleges conducted by and affiliated to the University,

3. The I/C Director, Centre for Distance Education, Mumbai

Sub.: Registration of Graduates / Diploma holders / Graduating students of S.N.D.T. Women's University on National Academic Depository (NAD) as per the directives of the U.G.C

Ref.: 1. The U.G.C. letter dated 24.11.2016,
      2. The U.G.C. D.O. letter no.:F.1-3/2017(NAD/MHRD) dated 06.11.2019.

Madam / Sir,

As you are aware that, the National Academic Depository (NAD) is an online storehouse of academic awards (Degrees, Diplomas, Certificates, Mark-Sheets, etc.) lodged by the academic institutions / boards / eligibility assessment bodies, in a digital format. It is a 24x7 online mode for making available academic awards and shall help in validating their authenticity, their safe storage and easy retrieval. NAD comprises two interoperable digital depositories namely NSDL Database Management Limited (NDML) and CDSL Ventures Limited (CVL). These digital depositories keep the academic awards in the digital format and ensure data integrity.

Secondly, the Government of India has designated the University Grants Commission (UGC) as an authorised body for implementation of the NAD Project. The UGC vide its letter dated 24th November, 2016 had requested all the Academic Institutions viz. Central Universities, Institutions of National Importance, State Universities, State-Funded Deemed to be Universities, Private Universities, School Boards and Others to enter into a Service Level Agreement (SLA) with either of the depositories for on-boarding on NAD.

Accordingly, the S.N.D.T. Women's University has entered into a Service Level Agreement (SLA) with the CDSL Ventures Limited (CVL) on 19th August, 2017. As per the said agreement, the University is required to lodge its academic awards which could be the awards listed by the University Grants Commission (UGC) amongst the following categories:

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1. Any certificate or degree or diploma including related mark-sheets, transcript or evaluation reports or provisional certificates, as the case may be, granted by the University, which will include certificate, degree, diploma for skill development;

2. All certificates by National Skill Qualification Framework (NSQF) aligned bodies. This would include all training courses / short term and long term certificate courses / any other courses as offered by institutions approved by the Ministry of Skill development and Entrepreneurship (MSDE) for participating in NAD;

3. Mark-sheets, certificates issued by the boards;

4. Certificates issued by eligibility test conducting bodies.

Obligations of the CDSL Ventures Limited (Digital Depository)

As per the agreement dated 19th August, 2017, the CDSL Ventures Limited (Digital Depository) shall provide system features and perform incidental services as may be necessary to:

a. Register the University on National Academic Depository (NAD);

b. Provide access to the University to its digital depository in NAD;

c. Facilitate the University to efficiently lodge, in its digital depository in NAD, the details of academic awards as awarded by it;

d. Train the University / College staff in the process of lodging and retrieval of records in its digital depository in NAD;

e. Provide efficient online verification of academic awards lodged in by the University in its digital depository in NAD (with prior student consent);

f. Provide authenticated copy / copies of the academic awards with such security features as may be decided by UGC;

g. Provide an authenticated copy of academic award in its digital depository in NAD when so requested by the student or an entity authorised by the student;

h. Register students in NAD, based on Aadhaar / Unique NAD ID;

i. Map academic awards to concerned students on the basis of Aadhaar ID or the verified NAD-ID seeded in the Award data;

j. Maintain the authenticity, integrity and confidentiality of its digital depository in NAD database and block access to any unauthorized users;

k. Mandatory inclusion of Student's identity details i.e. Aadhaar / NAD Registration ID in Academic Awards made available from NAD;

l. Allow lodging of academic awards by the University in NAD system in XML data formats / image format and after applying due process of internal data review, validations, authorization and submitted to NAD with digital Signature Certificate; both data and image format would be required for uploading / lodging of academic wards in the NAD;

m. Ensure that all data lodged by the University remains secure in its digital depository in the NAD, and no data loss happens due to destruction, unauthorized manipulation, archiving, etc;

n. Ensure that the academic awards lodged by the University in the digital depository in NAD is, at all times, accessible online to either the University, or the concerned awardee/ student or to a person authorized by the concerned awardee/ student to access his/ her award.

o. Ensure that the academic awards lodged by the University facilitate online interaction and exchange of information with the Central Identities Data Repository created by the Unique Identification of India;

p. Ensure that the academic awards lodged by the University are compliant with the Digital Locker technology of MeitY.

q. Ensure that the academic awards lodged by the University are transmitted to the other depository(ies) in NAD in mutually agreed format between the digital depositories and also therefore to ensure inter-operability of system design and software between them. Syncing of data shall take place, between the two depositories in the NAD in order to resolve transmission errors, on multiple occasions in a day.

r. Report and confirm back to the University, after lodging of records, indicating inter-alia, the NAD ID of the students and the Individual records / certificates ID created against each record.

s. Provide / share the academic award data only upon receipt of consent from the student.

t. Make available for verification data relating to academic award to Authorized Users with prior consent of the student.

u. Provide Reports / Statistics or authenticated copy(ies) of any specific academic award pertaining to any student/s in the digital depository when so requested in written by any Statutory / Regulatory authority subject to approval by UGC..

v. Not to use the data for any other purpose than as defined under this agreement.

w. Perform such other duties as may be mutually agreed between University and the CDSL.

x. **Consent from the student for sharing of the academic awards / data shall not be required in cases like verification sought by statutory bodies / constitutional bodies / investigating agencies during the course of any enquiry / investigation.**

y. **If the student chooses to shift his account from one constituent depository of NAD to the other, the CDSL shall ensure seamless transfer of registration details and records.**

Process of verification and authentication

a. A person requiring verification and authentication of any specific academic award in the NAD will register on the depository system complying with a process of KYC and on the payment of applicable charges.

b. The CDSL shall, on the same day (within 24 hours), the day on which such application is received, verify and authenticate the specific academic award, if lodged in the digital depository, or inform the applicant of the non-availability of such academic award with it on the same day (within 24 hours) / next working day (in case the same day is a holiday) and would refund the charges paid by the applicant, within two working days in case the academic award is not lodged with the digital depository. However, the third party verification would be subject to the consent of the student concerned and the period of same day would apply only after receiving the consent of the concerned student.

Payment Terms

The payment for any service(s) shall be made by the University / Institution as per the rates as agreed. The list of the various service charges is at Annexure 'A'.

It is further advised to note the following:

1. The CDSL shall notify the charges / tariff payable by all users in the form of ceiling on each of the NAD services and the same shall be prominently displayed on its website.

2. Payment for any service(s) shall be made by the University as per the rates as agreed between the University and the CDSL.

3. The charges agreed upon after following due process between the University for any service(s) being availed by it and the CDSL shall not exceed the corresponding charges ceiling as notified by the CDSL and published on its website.

4. The list of various service charges is at Annexure 'A'. These rates cannot be modified to the disadvantage of the first part / students of the first part for the first two years or till 30th September, 2019 whichever is earlier.

Registration of students / Award Holders

The Graduate's/ Diploma Awardees/ Graduating students should register themselves on the CVL NAD website as under:

1. **Visit CVL NAD website www.cvl.nad.co.in**

2. Click on 'Sign-Up' 'Student'

3. Enter the required Student Registration fields

4. Select the check box to agree to the Terms & Conditions and click 'Send OTP'

5. Enter the OTP received via Email & SMS and click 'Validate OTP'

6. Upon successful validation, enter the Student Registration details

7. In 'Other details' selection, enter your Academic Institution and Course details. You may enter up to 5 Academic Institutions

8. Click 'Submit'

9. A link to your CVL NAD profile will be emailed to you

10. Approach your Academic Institution with your CVL NAD profile for them to approve your Student Registration

11. Upon approval of Registration, NAD ID will be generated and thereafter you can access your CVL NAD account.

Schedule of Registration of Students / Award Holders

Sr. No.	Year of Passing for Final Year of Students	Last date for registration on CDSL portal	Last date for submission of NAD ID to the University
01.	Academic Year 2018-19	15-04-2020	17-04-2020
02.	Academic Year 2019-20	20-04-2020	22-04-2020

The guide lines related to NAD registration were explained in the workshops dated 12.09.2017 and 24.08.2018 by the Examinations Section.

Kindy treat this as urgent, as the University has to upload the degree certificates of academic year 2018-19 on NAD Portal at the earliest NAD ID essential. The Schedule for NAD registration process for subsequent years will be provided later.

16/3/2020

(Dr. Subhash Waghmare)
Director,
Board of Examinations and Evaluation

16/3/20

c.c.: <u>For kind information to-</u>
1) The Vice-Chancellor,
2) The Pro-Vice-Chancellor,
3) The Registrar,
4) The I/C Finance and Accounts Officer,
5) The Dean's
   a) Dr. Anubha Kale, Faculty of Science and Technology,
   b) Dr. Archana Bhatnagar, Faculty of Interdisciplinary Studies,
   c) Dr. Anand Jumle, Faculty of Commerce and Management,
   d) Dr. Smriti Bhosale, Faculty of Humanities,
6) Dr. Ashish Panat, Director of Innovation, Incubation and Linkages.

c.c.: <u>For information and necessary action-</u>
1) The Deputy Registrars, Examinations Section,
2) The Deputy Finance and Accounts Officer, Finance and Accounts Section,
3) The Assistant Registrar, Affiliation Section,
4) The Assistant Registrar, Examinations Section,
5) The Assistant Registrar, Academic Section,
6) The I/C Computer Centre,
7) The Assistant Accountant, Examinations Section,
8) All the In-Charge of various Faculties and Units of the Examinations Section,
9) DU S.N.D.T. Portal, MKCL.