National Academic Depository (NAD) – Frequently Asked Questions (FAQs)

General

1. **Q: What is NAD System?**

   Ans: National Academic Depository (NAD) is an important initiative of Government of India facilitated by Ministry of Human Resource Development to facilitate issuance and storage of academic awards to students in an online depository system on the pattern of Securities Depository.

2. **Q: Who are the stake-holders in NAD system?**

   Ans: Academic Institutions, Students and other Verification Users (Employers, Banks, Consulates, Academic Institutions) are the main stakeholders in NAD system.

<u>Students</u>

1. **Q: Why should I register on NAD ?**

   Ans: NAD is an initiative of MHRD to provide Academic Certificates in digital format to students which are available for 24/7 online access to the students. This is an initiative under "Digital India" program to empower the students with online, permanent access. The certificates are digital and verifiable and hence are easily trusted by all users. NAD is a significantly beneficial initiative for students.

2. **Q: How do I register myself in NAD?**

   Ans: You can visit NAD Portal and select either of the two depositories and select register as a student. You can use your Aadhaar to register on NAD. Upon entering the Aadhaar number, the system verifies the genuineness of the Aadhaar number by sending the details to UIDAI (Unique Identification

Authority of India). UIDAI thereafter sends an OTP (One Time Password) to the mobile number seeded in Aadhaar.

You would be required to enter the OTP within the specified time. If the OTP is entered correctly, UIDAI shares your Aadhaar details with NAD system to facilitate your electronic registration. This registration method is completely electronic and happens quickly.

3. **Q: Can I register myself in NAD if I do not have Aadhaar number or my current mobile number is not seeded in my Aadhaar number?**

   Ans: In such a case, you can visit Aadhaar enrolment centre and apply for Aadhaar or update your mobile number in your Aadhaar record.

   However, if you are not able to enrol for Aadhaar or update your mobile number, NAD facilitates you to register by declaring your details and create the registration. NAD will give you NAD ID, which can be used by you thereafter for logging in to NAD. This NAD ID needs to be verified by an Academic Institution participating in NAD.

4. **Q: Now my NAD account is created, how do I get access to my certificates?**

   Ans: NAD will make all your certificates which are lodged by participating academic institutes available in your online NAD account. You can access all the certificates at all times. Following needs to be ensured for this:
   - Your registration on NAD is completed as per previous question
   - You submit your Aadhaar / NAD ID information to all your Academic Institutions
   - Your Academic Institutions join NAD and lodge your certificate records with your Aadhaar / NAD ID

5. **Q: How do I know if my academic institutions are participating in NAD ?**

   Ans: NAD Portal will maintain a list of all Academic Institutions which are participating in NAD system. Please refer to same.

6. **Q: Would my digital certificates available in NAD system be widely accepted by employers etc.**

   Ans: NAD is a Government of India initiative and is being made available across the country. This would greatly increase the security, authenticity and verifiability of the certificates and bring "Trust" factor for genuine certificates.

7. **Q: Can I get printed copy of my digital certificates from NAD system?**

   Ans: Yes, you can request a printed certificate through NAD system.

8. **Q: How is it ensured that digital certificates accurately reflect my records?**

   Ans: NAD system provides significant operational and technical safeguards to ensure that certificate accuracy is ensured. Academic Institution directly upload and lodge the records in NAD system after conducting thorough verification of certificate records and digitally signing the records being lodged.

   However, if you ever find some discrepancy in your digital certificates, NAD will facilitate you to lodge a grievance so that same can be taken up with concerned academic institution for verification / rectification.

9. **Q: Who can access my NAD Certificates?**

   Ans: NAD framework respects privacy of the data and records of each person. Certificates can be accessed only by the student to whom it belongs (as identified by the lodging academic institution). Other Verification users as are specifically authorised by the student can also access the certificate record.

10. **Q: How do I come to know if some employer (verifier) requests for verification of my certificate?**

    Ans: If some employer requests for a verification of your certificate record, NAD will notify you by sending you Email / SMS on your registered details.

You can then log-in to your account, review the details of the request and approve / reject the same.

11. **Q: Can I seed my Aadhaar number to an existing registration which was done using NAD ID?**

Ans: Yes, you can seed Aadhaar number to an existing registration. The procedure explained regarding Aadhaar verification will be used.

12. **Q: How do I request AI to seed Aadhaar number / NAD ID to an award that is already uploaded by the AI in the NAD system.**

Ans: You will need to approach the AI to seed your Aadhaar / NAD ID in a certificate record which is already uploaded on NAD. AI will verify the details of the same and the details of the certificate record. NAD system will facilitate the AI to recall the said record and seed the Aadhaar number / NAD ID. Thereafter such a record will be automatically mapped to your login / registration.

13. **Q: Can I request the NAD system to share my award details to a verifier?**

Ans: Yes, you can request the NAD system to share your award details with any Verifier.

14. **Q: What are the charges that I need to pay for NAD services ?**

Ans: Reasonable fees will be charged for NAD services which will be as per the guidelines from MHRD in this matter. This information would be displayed on NAD portal.

15. **Q: Can I give my consent / disapproval without registering in NAD?**

Ans: No. You have to be registered with NAD to enable you to give consent / disapproval for any verification request.

16. Q: Is there some time limit by which I have to approve / reject a verification request?

Ans: Yes, you have to provide the approval / rejection for the same within reasonable time. Presently the same is fixed at 7 days.

17. Q: What would happen if I do not accord approval / rejection within prescribed time?

Ans: If you do not accord approval / rejection within reasonable time, the request is considered as infructuous and becomes ineffective.

18. Q: I have awards from two or more AIs. Can I allow verification only for some of the awards held by me?

Ans: Yes. You can choose to allow verification only for some of the awards held by you.

19. Can Student upload any award that is in his/her possession and share with Verifier?

Ans: Student cannot upload award of this nature as only AI will be able to upload and lodge awards in NAD. student can ask NAD for retrieval of an existing award and share it with Verifier.

Academic Institutions (AIs)

1. Q: Should we register with both the depositories to upload our awards?

Ans: No, you need not register with both the Depositories. NAD system ensures that the data lodged with any depository is automatically replicated on other depository also. The students can also choose to register on any depository irrespective of which depository you choose to lodge awards.

2. **Q: What is the procedure for registering with NAD?**

   Ans: You will be required to sign an agreement with the Depository. This agreement is a standard agreement and is reviewed and approved by MHRD.

   The Depository will thereafter give the authorised person login and password. This can be used by the authorised person to create more users based on the needs.

3. **Q: What are the preparations we have to ensure before lodging the records in NAD?**

   Ans: The responsibility for accuracy and authenticity of certificate records and identity of the students rests with you. Therefore, you need to ensure that certificate data is thoroughly verified and only authorised persons lodge the records in NAD under their digital signatures.

   In order to create an institutional framework for operating NAD services, it is suggested that a Nodal NAD Cell be created in all AIs and such cell ensures that various NAD functions are effectively executed. The Nodal Cell will be nodal point of contact with Depository and should comprise of officers with adequate technical knowledge.

4. **Q: How do we identify the student to whom a certificate record belongs ?**

   Ans: While lodging the records in NAD you need to seed the Aadhaar / NAD ID of the student so that the certificates are mapped directly to students and securely made available to them. Seeding of Aadhaar / NAD ID can be facilitated by AI or its affiliated colleges.

5. **Q: How is a certificate record uniquely identified in NAD system?**

   Ans: NAD system will issue a unique NAD Certificate ID to each certificate record in NAD system. This number will also identify the details of the depository through which the certificate was lodged.

6. **Q: Can we upload past awards in the Depository?**

   Ans: Yes. You can upload awards for the past years in the depository. However, for effectively uploading any award, the complete data including student identity should be provided to the Depository.

7. **Will we get any kind of MIS and reports from NAD?**

   Ans: Yes. Standard MIS will be provided to you to get the required information and also objectively decide on various aspects of certificate records issuance and verification.

Verifiers

1. **How do we register on NAD System?**

   Ans: You can submit Verifier registration form to the depository. Depository will verify the details and process your application. You can create users to use NAD system.

2. **How do we submit verification request on NAD system?**

   Ans: This can be done online using your NAD User Log-In. You can request for a certificate verification based on certificate details such as issuing AI Name, Course details, Year of passing, Student Roll Number. You can also verify the certificate using NAD issued Certificate ID.

   System will receive your request and notify the concerned student to approve / reject the request. Based on approval of the student you will be able to verify the certificate.

3. **How much time would it take for us to verify the certificate?**

   Ans: The certificate would be made immediately available to you for verification after the student has provided his / her consent.

4. **Can we verify an award without the consent of the student?**

   Ans: No. Any award can be verified by you only with the explicit approval of the student.

5. **Is there some time limit by which the student has to approve?**

   Ans: Yes, the student has to provide the approval for the same within reasonable time. Presently the same if fixed at 7 days.

6. **What would happen if the student does not accord approval within reasonable time?**

   Ans: If the student does not accord approval within reasonable time, the request is dropped. You will be required to raise a fresh request, if you wish to verify the said award.

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Contact Us

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