NDML/NAD/KP/2018

18th July 2018

To,
Dr. K N Ganesh.
Director
Indian Institute of Science Education and Research, Tirupati
C/o Sree Rama Engineering College (Transit Campus), Rami Reddy Nagar, Karakambadi Road,
Mangalam (P.O.) Tirupati -517507. Andhra Pradesh, INDIA

Sub.:- Welcome to National Academic Depository (NAD)

Dear Sir,

We are happy to note that Indian Institute of Science Education and Research, Tirupati has signed a Service Level Agreement (SLA) with us to avail the NAD services and extend the facility of Digital Certificates through NAD to its students and other users. We welcome your institution to the National Academic Depository and assure you of all support. We are enclosing herewith duly signed copy of SLA for your information and records.

You will appreciate that now it is extremely important to take the next steps to implement NAD system and track its satisfactory completion. In order to assist you in this regard, we have prepared a ready checklist which enumerates the important steps/stages in implementing NAD system. This checklist will be of assistance and serve as a ready reckoner to your team to initiate steps and monitor the progress done in onboarding of your institution in NAD. Also a detailed email providing necessary formats in which data / information is to be provided has been sent to your team on 18th Jul 2018.

We would wish to highlight that NDML officials would be glad to visit your institution on a mutually convenient date for imparting training on NAD. This training and visit would be more useful and effective when initial readiness in terms of Steps 1 – 9 are completed.

We look forward to your continued support and guidance.

Yours faithfully,

Harshada Chavan
Vice President
Encl: - Duly signed SLA & NAD AI Checklist

1.6	Standard MIS	MHRD / UGC/AI will identify the important reports that may be needed by AI to operate and use the system. Such reports will be made available by the Depository as Standardised reports. AI can draw these reports from the Depository and use the same.	Free
1.7	Verification of Awards issued by other Academic Institutions / Govt. Departments / Statutory Bodies	If the AI needs to verify the academic awards lodged by any other participating AI in the system for a purpose which is consistent wth NAD Objectives, it can apply through the Depository system to verify such awards. Depository will generate a unique transaction ID and present the verification request to the concerned student. Student can view the request, reasons for requesting verification and also the details of the Verification entity. If student approves the verification request, the award details would be made available to the verifying entity for its use. This may be available for access for the period as may be limited by the student or Depository policy.	To be agreed upon between two parties based on GFR/SFR/CVC Guidelines as applicable

Charges payable by Students / Award Holders			
2.1	Registration	Depository system will provide facility to the Students / Award Holders to register on Depository system and create an online account to access and store their digital academic awards. This facility would use such registration and KYC processes as may be considered appropriate from time to time. Presently the registration is enabled on two methods 1) Aadhaar based online KYC or 2) Declaration of the details by the student and Verification by the Academic Institution.	Free
2.2	Viewing of Academic Awards	Depository would enable the student with whom a particular NAD Certificate ID is mapped to view the academic award online.	Free till the student attains the age of 27 years
2.3	Annual Usage Fee	Depository would maintain the details of student profile, awards data lodged and mapped, transactions effected and audit trail. Depository will provide important communications and alerts to concerned students. It will facilitate the Student to perform and operate all services as NAD framework and reports.	Free till the student attains the age of 27 years
2.4	Downloading of Academic Awards	Depository would enable the student with whom a particular NAD Certificate ID is mapped to download the academic award online.	First download of an academic award free upto the student attains the age of 27 years beyond which charges would be applicable as notified by the other part on their website.

Notes:	
1	Payment Gateway Charges, Charges levied by UIDAI, Taxes, Printing & Despatch Costs would be charged extra.
2	Verification request can be initiated by the Verifying Entity or by the Student / Award Holder to whom the NAD Certificate is mapped. Both the Users are able to decide whether Verifying Entity should pay the verification fee or the concerned student / award holder.
3	Any service not listed here would be provided based on need and mutual scope and commercial agreement between the Depository