Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.)

Policy Document on Declaration of Result

Guru Ghasidas Vishwavidyalaya, Bilaspur is a central University and known for its academic excellence. The examination system is an integral part of teaching learning process and plays a crucial role in evaluating student's knowledge and skills as per the Learning Outcomes Based Curriculum Framework (LOCF). The Vishwavidyalaya has adopted the National Education Policy 2020 and is the leading University among the all-Central Universities in India. Keeping in view the need for quality education, evaluation and timely declaration of examination results of those students who have completed their program/ courses from the courses conducted in the University, this Policy Document on Declaration of Result will meet the need of the smooth declaration of results as well as merit lists.

SAMARTH, an ERP is a full automation of Examination System in this University, which provides facilities such as online examination application form to the students admitted in the various programs, generation of holograms/ admit cards, Question Papers Delivery System (QPDS), timely declaration of examinations result, declaration of merit lists, online access of published result, promoting paperless examination system etc. The University has adopted automated QPS delivery system and are conducting malpractice-free examinations, timely evaluation of question papers, quick redressal of student's complains against evaluation of answer sheets, timely declaration of exam results and timely printing of tabulation charts and mark sheets and its distribution to the concerned departments. Therefore, keeping in view the need of quality evaluation and timely declaration of results after completing the examination by the students from the courses offered by the university, the following policy on declaration of result is adopted in the University.

Policy on Declaration of Result is as follows: -

- 1. The National Education Policy 2020, in which provision has been made to give multiple exit and multiple entry to the students to complete their program during which they may do the part time jobs and any innovative works as per their desire and requirements.
- 2. If such students do not complete their course or want to quite the program and if they demand to give certificate of the incomplete part of the program, then university will give them Certificates or Diplomas or Degree or Honors Degrees at different levels (in years) as per their course completion to the students as per their prevailing respective Ordinances.
- 3. The University has recently (from the academic Session 2022-23) made a provision, in view of NEP-2020, for promoting the students studying in the Under-graduate/post-graduate courses conducted in the university till their last semester without hindrance, adopting the flexibility in promotion from one semester to another.
- 4. Now the students can appear in the next semester without passing all the subjects of the semester of the study course, but the result of the last semester examination of such students will be withheld until all the previous semesters they pass.
- 5. Keeping in view the need of time and the interest of the students, in addition to the core subjects related to the respective program, various types of optional courses are being

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- offered to the undergraduate/postgraduate students by the various departments of the University.
- 6. In order to organize the examination and declaration of results in time, first of all, online examination application form should be filled by students well in advance before the date of start of the Examination scheduled as well as question papers should be prepared in due time.
- 7. Online Exam Form Submission: An online examination form is available on the Samarth Portal. Students fill up the online examination form. Students can select the desired and studied courses as per their core courses, and elective courses of their choices as available on the examination portal. The system verifies the eligibility criteria, such as payment of semester fee, minimum required attendance and any late fee, if applicable before accepting the exam form. Upon successful submission, students receive a confirmation and acknowledgment slip in the PDF format of their exam form.
- 8. Exam Form Verification and Roll List Preparation: The system generates the Roll list of all students who have submitted their form of the program. The portal provides a comprehensive overview of the registered students, their chosen courses and exam preferences. HoDs can review and verify the exam forms of each student, ensuring compliance with eligibility criteria. The concerned HoD takes print out of the Roll list and send it to the Controller of Examination after seal and signature. The system generates Roll lists based on the verified exam forms facilitating efficient exam administration.
- 9. Admit Card Access: The system generates unique admit cards for each student, ensuring authenticity and security. Using the Samarth Portal, students can download their admit cards 3 days before commencing of end semester examination for upcoming exams. Admit cards contain essential details such as exam schedule, exam center, instruction about the examination and student identification information.
- 10. Question Paper Delivery system (QPDS) through Samarth ERP: The University has established a well secured and password protected QPDS on Samarth Portal which is a network infrastructure between the confidential section of the examination branch and the question paper setter.
- 11. The Portal ensures controlled access, advanced security measures and data encryption to protect question papers. Question papers are prepared in PDF formats and protected using robust password. Encryption keys are securely generated and shared only with authorized personnel involved in the examination process.
- 12. The new guideline is to be prepared by the Deans by modifying the current question paper format with clear instructions. Due to which the subject teacher is expected to prepare questions from each unit according to their credit division. Along with this, lower order, thinking skills and higher order thinking skills can be included in the questions under blooms taxonomy while preparing the question paper by the teachers.
- 13. A well-defined guideline is to be prepared by the Deans for awarding the certificate/diploma/ graduate/ honors etc. as per need of NEP-2020 with special reference to multiple entry and multiple exit programs under the provision given in the concerned ordinance and program approved by the board of studies as well as notified by the Academic Section, which is followed by the examination section during declaration of result.

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- 14. The University conducts Examinations of Odd Semester Examinations in Nov- December and Even Semester/ Yearly Examinations in the month of May-June in the various Exam centers within the Campus premises. The university appoints flying squad for malpractice-free examination.
- 15. Just after completion of the examination of the question papers, the answer books are delivered to the concerned Examiners either on the same day or latest by next office day.
- 16. After evaluation of the question papers the answer sheets are shown to each and every student by the evaluators before uploading the marks on Samarth portal.
- 17. Complaint Redressal: Regarding the complaints received by the students after the evaluation of the question papers; two facts were noticed (a) The Head of the Department will ensure that the responsibility of completing the teaching of the courses on time (as per the academic calendar circulated by the academic department) is made by the concerned teachers so that the examination can be started as per the academic calendar. (b) After evaluation of question papers, answer books must be shown to the students by the concerned teacher and will ensure that the written complaints received by the students in this regard are redressed at the faculty level within the stipulated time (03 days). No consideration will be given to the written complaint of the students received after one day.
- 18. The Departmental Review Committee shall ensure that all questions are evaluated and scored and no re-evaluation will be allowed. The decision taken by the departmental review committee after revision will be valid for the students.
- 19. In special circumstances, if the proposal received from the Dean for re-evaluation of the evaluated answer sheets can be presented to the competent authority by the Controller of Examinations with own consent for consideration and its competent approval.
- 20. It is clarified that once the finally evaluated answer sheet, after review and revision is submitted to the confidential branch along with the final marks, no application will be entertained regarding inspection/review/revision of the answer sheet.
- 21. The evaluation of the answer sheets is proposed to be done by the evaluator of the concerned subject within 7 days after the completion of the examination of the question paper.
- 22. Uploading of Marks on the Result Portal: The system's benefits in terms of time, money and efforts saved have resulted in a streamlined and secure process, ensuring a fair and transparent evaluation for all students. An automated system has been designed to process exam results, including marking and calculation of scores. HoDs allocate the password/ right of result portal to the examiners for uploading the marks of evaluated papers directly on the portal. The Examiners should upload the marks online of all students of the paper/course they have evaluated on Samarth Portal within stipulated time i.e., within 7 days from the date of receiving the answer sheets.
- 23. The Examiners should be aware with nature and scheme of question paper, credit, maximum marks, minimum marks, Sessional/ end semester exam, theory/ practical, projects etc. before uploading the marks on Samarth portal and printing the Foil/Counter Foils

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- 24. The Examiners should submit the same list of students and marks obtained by them (as uploaded online on Samarth Portal) in two copies of Foil / counter Foil with own signature, full name designation to the Confidential Section latest by next office day.
- 25. The medium of examination in the tabulation chart (TR) and examination application form shall same.
- 26. Result Processing: Confidential Section officials and staff ensure that all marks (Internal & End Semester) of each paper of the specific program have been uploaded by the concerned examiners then they go for result processing. The processed result is verified with the exam scheme of the respective ordinances of that program in terms of total papers (theory/ Practical) maximum marks, minimum passing marks, grades, required credit, division, distinction etc.
- 27. Announcement of the result of the examination: The confidential department do all the needful arrangements to announce the result within 30 days from the date of completion of the examination.
- 28. Before declaration of the examination results, the concerned Result Committee recommends for declaration of results of the program only after being fully satisfied after observing all the rules of the concerned course, such as examination schedule, number of subjects, credits, grade points, passing marks, category, name and credits of additional subjects, etc.
- 29. The COE (Confidential Section) places the note sheet for declaration of result of specific program only after the recommendation by the Result Committee.
- 30. The Controller of Examination declares the result of the particular program after getting the due approval from competent authority.
- 31. After declaration of result, the Confidential Section keeps one original copy of Tabulation Register (TR) in the own Section and one duplicate copy each to the Examination section and to the concerned department latest by next office day.
- 32. The printing of the marks sheets/ Grade Cards and their distribution to the respective departments is being done within 10 days from the date of declaration of the results of the particular program. The staff of Examination Section print out the Grade Cards/ Mark Sheet of the all students and after checking it and signed by the CoE are sent to the respective HoD for its distribution to the concerned students.
- 33. Result Viewing: Once the examination process is completed, students can access the Samarth Portal to view their results. The portal displays individual student's scores, grade cards, and cumulative academic performance. Students can also access detailed subjectwise performance analysis and course-wise progress reports.
- 34. Report Generation: Enabled efficient and accurate automatically generation of result reports such as total appeared students, passed, failed etc. including merit lists and subject-wise performance analysis. The platform provides an easy access to various types of reports based on categories of students required by IQAC, University administration, regulatory bodies and Ministry of Education.
- 35. Online Access of Published Result: The Samarth portal Provides online access of result to individual student ensuring confidentiality and timely dissemination. The required data for E-Degree/ Diploma certificate have been uploaded on NAD/Digi locker from 2015 onward for passed out students. The results declared data of each semester for Grade

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Card/Mark Sheet for credit transfer purpose are uploaded on the ABC account of each student from the academic session 2021-22 onwards.

- 36. Merit list: After Declaration of Results of all UG/PG programs, the Confidential Section prepares the draft merit list of each program and re-checked by the Examination Section and concerned Department.
- 37. The COE (Confidential Section) after getting the due approval from competent authority declare the merit list of all the programs for each academic session.
- 38. In fact, right from Admission procedures to Examinations and Declaration of Results, the whole procedures are conducted online through Samarth Portal by the University and all such procedures with figures etc. summarized as a Booklet which is also attached herewith as the part of this policy document.

In case of any conflicts due to this policy, the respective Ordinances/Regulations of concern Programs shall prevail in taking decision.

Notwithstanding anything contained in this Policy, in case of any clarification, interpretation and doubt, the decision of the Vice-Chancellor shall be final and binding to all concerned.

Controller of Examinations (Convener)

Professor Shailendra Kumar (DSW-Member)

Shri T.P. Singh(AR-Academic-Member)

Dr. Sampoornanand Jha(D. R. Examinations-Special Invitee)

Standard Operating Procedure for Course Registration under Academic Bank of Credit (ABC) facility in eligible registered HEI's

Academic Bank of Credits is a credit based highly flexible, student centric facility to promote flexibility of curriculum framework and inter-disciplinary or multidisciplinary academic mobility of students across HEIs with appropriate credit transfer mechanism. It aims to facilitate students to choose their own learning path to attain Degree, Diploma or Post-graduate Diploma or academic qualification with multiple entry-exit as well as any-time, any-where and anylevel learning. Accordingly, all eligible registered HEIs, who have agreed to implement ABC facility in the program of studies shall undertake the followings -

How it works?

Credits get deposited



Institution A



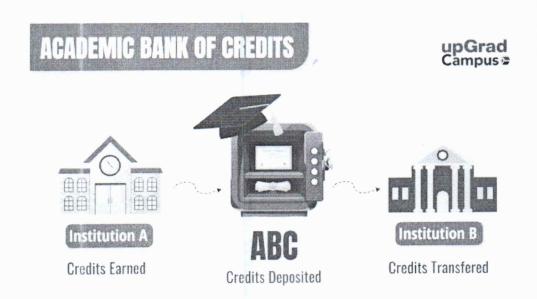
Transfer of Credits





- Registered HEI, shall incorporate the regulation by appropriate amendment in the relevant ordinance governing the program with the approval of their statutory authorities.
- Each participating Registered HEI shall prepare the list of courses for registration available in their institution for the program including the inter-disciplinary or multidisciplinary courses, credit to be offered to such course, number of supernumerary seats available for course registration and upload the information on their University website.
- Each Registered HEI shall also upload on its website containing details of the facilities of ABC, list of all Registered HEIs, courses that can be opted through MOOC, NPTEL, etc. in each semester.
- Each registered HEI establish a student support centre that shall encourage and enable student to customise or design their own degree utilizing courses available / offered by the registered HEI.

- (5) Any student admitted in a program in awarding institution (Registered HEI) shall apprise through induction program about the opportunities of course registration through ABC facility. Also, the percentage of credits (40%) through online mode and mandatory requirement of at least 50% of the credits from the Higher Education Institution awarding the degree or diploma or PG diploma or certificate.
- (6) Further, student should also be apprised about the requirement to earn the required number of credits in the core subject that are necessary for the award of the degree, diploma etc.
- (7) All students admitted in a program having ABC facility shall be directed to register on ABC and get ABC ID. Students may consult the details of the facility of Academic Bank of Credits and the courses available for registration in different Registered HEIs and shall apply to the HEI where she/he wants to registered for a course.
- (8) The Registered HEI offering the course through ABC facility will receive such applications from the students of the programs identified and notified for ABC facility on the website and register them preferably within a weak as per the mechanism developed by each HEI offering such courses.
- (9) The student once registered for ABC courses either in registered HEI or on MOOC, NPTEL shall report to the COE through HOD of concerned department in the prescribed format having ABC registration id, courses registered in HEI other than awarding institution and the same will be verified as per the program requirement for each semester notified by the awarding institution for each program.



How to create ABC ID



Sign In to your account!

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Mobile				
Contraction of				
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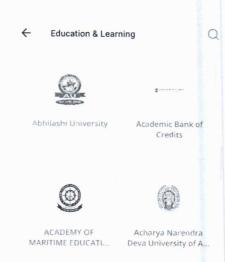


Login to DigiLocker Student with DigiLocker Account can create ABC ID



Search for Education **Education category shows Academic Bank of Credits** service

Namu(from auditate) Tanuj Kashyap				
08-12-2004				
^{Sender} Male				
vidic				
Select Institutions Type				







Your A B C Id is Here!



ACADEMIC BANK OF CREDITS

288217143053

Tanuj Kashyap XXXX

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



DIGILOCKER



Digilocker is an online cloud-based platform introduced by the Government of India that allows individuals to store and manage their digital documents and certificates in a secure and accessible manner. It serves as a digital document wallet where users can upload, store, and share various documents such as educational certificates, mark sheets, driving licenses, PAN cards, Aadhaar cards, and more.

For students, Digilocker offers several benefits:

- Secure Document Storage: Students can store their important academic documents, such as certificates, mark sheets, and degrees, securely in the cloud. This eliminates the need to carry physical copies and reduces the risk of loss or damage.
- .Easy Access and Availability: Students can access their documents anytime, anywhere, using the Digilocker mobile app or website. This ensures quick availability of essential documents, making it convenient for various purposes such as college applications, job interviews, and verification processes.
- Authentication and Verification: The platform is integrated with government databases, ensuring the authenticity of the uploaded documents. Educational institutions, employers, and other organizations can easily verify the documents using the unique document ID and QR codes provided by Digilocker.



- Paperless Processes: Digilocker promotes a paperless approach, reducing the dependence on physical documents. Students can share their digital documents with colleges, universities, employers, and other relevant authorities directly from the platform, eliminating the need for photocopies and courier services.
- E-Signature Integration: Digilocker also integrates with the Digital Signature feature, allowing students to digitally sign documents. This can be particularly useful for signing online forms, applications, or other official documents.



Overall, Digilocker simplifies the storage, access, and verification of important documents, providing students with a secure and convenient platform to manage their digital records effectively.









The National Academic Depository (NAD)

The National Academic Depository (NAD) is a digital platform implemented by the Government of India to securely store and manage academic documents of learners in electronic format. It was established with the aim of eliminating the need for physical documents and providing a centralized repository for educational institutions, learners, and employers to access and verify academic records easily.

NAD serves as a centralized online database that stores and maintains academic certificates, degrees, diplomas, mark sheets, and other academic credentials in a secure and tamper-proof manner. The system ensures the integrity and authenticity of the documents by employing digital signatures and encryption techniques, making it difficult for any unauthorized modification or forgery.

The NAD system enables learners to create an account and upload their academic documents in a digital format, thereby eliminating the hassle of preserving and carrying physical documents. It provides a unique and permanent identity to each learner called the "National Learner's Unique Identity" (N-LUI). This unique identity helps in efficient retrieval and verification of documents throughout the learner's academic and professional journey.

Educational institutions are responsible for verifying and authenticating the documents uploaded by learners. Once verified, the academic records are stored securely in the NAD database and can be accessed anytime by the respective learners, institutions, and authorized users like employers and educational organizations.



NAD Ecosystem









Institutions

Digital Awards are legally valid under IT Act, 2000 Secure Issuance of Digital Awards in DigiLocker



Students

Globally recognized and acceptable awards Easily sharable & verifiable with anybody



Verifiers

Access to Millions of Digital awards

No risk of relying upon fake and forged awards



2000

Registered Higher Educational Bodies



13.35

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Total Awards

The NAD also offers a range of services to its users. Learners can request for online access to their academic records and share them with employers, universities, or any other relevant party through a secure system. Institutions can issue digitally signed documents to learners and authenticate academic records of their students.

Employers and other educational organizations can use the NAD platform to verify the authenticity of academic records provided by applicants or potential candidates. The system provides quick and efficient verification, reducing the time and effort involved in manual verification processes.

The NAD system is part of the larger Digital India initiative, which aims to transform India into a digitally empowered society and knowledge economy. It promotes transparency, efficiency, and accessibility in the education sector by digitizing academic records and ensuring their security.

In summary, the National Academic Depository (NAD) is a digital platform in India that acts as a centralized repository for academic documents. It provides a secure and tamper-proof storage system for learners' records, allowing easy access and verification by educational institutions, learners themselves, employers, and other relevant entities. The NAD system contributes to the digitization of education and simplifies the process of document management and verification in India.

The primary uses and significance of the National Academic Depository are as follows:

- Digital Storage: NAD allows learners to create an account and upload their academic documents in a digital format. This eliminates the need for preserving and carrying physical documents, reducing the risk of loss, damage, or tampering. Learners can securely store their certificates, degrees, mark sheets, and other academic credentials in the NAD database.
- Easy Access: Learners have convenient access to their academic records anytime, anywhere. They can retrieve and view their documents digitally, making it easier to share them with employers, universities, or any other relevant party. The NAD provides a user-friendly interface for learners to manage and access their academic records.
- Verification and Authentication: Educational institutions are responsible for verifying and authenticating the documents uploaded by learners. NAD enables institutions to digitally sign and authenticate academic records, ensuring their integrity and credibility. This makes the verification process efficient, reliable, and tamper-proof.
- Efficient Document Verification: Employers and other educational organizations can use the NAD platform to verify the authenticity of academic records provided by applicants or potential candidates. Instead of relying on physical copies or contacting multiple institutions for verification, they can access the NAD system for quick and reliable verification, saving time and effort.
- Data Security: NAD employs robust security measures to ensure the confidentiality and security of academic records. It utilizes digital signatures, encryption techniques, and secure storage protocols to protect the integrity of the data. This significantly reduces the risk of data loss, manipulation, or unauthorized access.
- Standardization and Uniformity: NAD promotes standardization and uniformity
 in the storage and management of academic documents. It establishes a
 common platform and format for storing and sharing educational records,
 making it easier for institutions, learners, and employers to understand and
 process the information.



- Mobility and Interoperability: NAD enables seamless mobility and interoperability of academic records. Learners can securely share their documents with different institutions or employers, facilitating smooth transitions between educational institutions or job opportunities. This promotes flexibility and enhances the portability of academic records.
- Reduction of Paperwork and Costs: The digitization of academic records through NAD reduces the reliance on paper-based documents, minimizing paperwork and associated costs for both learners and educational institutions. It streamlines administrative processes, improves efficiency, and contributes to a more sustainable and environmentally friendly approach.



The National Academic Depository (NAD) plays a significant role in digitizing the education sector in India. It provides a secure, accessible, and efficient platform for storing, managing, and verifying academic records. The system enhances transparency, reduces bureaucracy, and simplifies processes related to academic credentials, benefitting learners, educational institutions, employers, and other stakeholders in the education ecosystem.

Features of NAD

NAD will:

- Operate in fully online mode
- Allow lodging of Academic awards in a digital format, maintaining the integrity of access to the database and of the awards lodged in the database.
- Allow students to retrieve their lodged academic awards at any time.
- Allow employers and other person with prior approval of the concerned student to verify the authenticity of any academic award.
- Maintain the authenticity, integrity and confidentiality of the database.



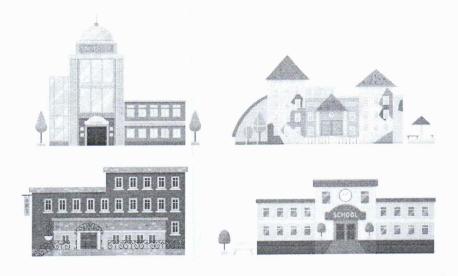
Stakeholders of NAD

- Students/other award holders
- Academic Institutions/Boards/Eligibility assessment bodies
- Verifying entities i.e. banks, employer companies (domestic and overseas), Government entities, academic institutions/universities/boards/eligibility assessment bodies (domestic and overseas) etc.
- Ministry of Education / University Grants Commission
- DigiLocker aims at 'Digital Empowerment' of citizen by providing access to authentic digital documents to citizen's digital document wallet

Academic Institutions to be covered under NAD Academic Institutions to be covered under NAD shall be the institutions listed by name by the University Grants Commission amongst the following categories:

Central Educational Institutions comprising:

- Central Universities
- Central Higher Educational Institutions and institutions empowered by an Act of Parliament or State Legislature to grant degrees
- Central Higher Educational Institutions awarding diplomas
- State Universities and Deemed to be Universities approved for participating in NAD by the University Grants Commission (UGC).
- Private Universities approved by University Grants Commission
- Institutions approved by the Ministry of Skill Development and Entrepreneurship (MSDE) for participating in NAD.
- · Central Board of Secondary Education;
- Other School Boards
- Eligibility test conducting bodies such as bodies listed by name by UGC and shall include University Grants Commission (UGC) for National Eligibility Test (NET) and CBSE for Teacher Eligibility Test (TET).



Academic Awards to be covered under NAD

Academic awards to be covered under NAD shall be the awards listed by the University Grants Commission amongst the following categories:

- Any certificate or degree or diploma including related mark sheets, transcript or evaluation reports or provisional certificates, as the case may be, granted by an Academic Institution
- Certificate, degree, diploma for skill development issued by approved institutions.
- All certifications by National Skill Qualification Framework (NSQF) aligned bodies which shall include all training courses/short term and long term certificate courses/any other courses as offered by institutions and as approved by the Ministry of Skill Development & Entrepreneurship (MSDE) for participating in NAD.
- ·Mark sheets, certificates issued by the school boards.
- Certificates issued by eligibility test conducting bodies

Services being offered by the NAD

The NAD shall:

- Register Academic Institutions/Boards/Eligibility Assessment bodies
- Register students based on Aadhaar / Mobile Number
- · Register verification users;
- Allow Academic Institutions/Boards/Eligibility Assessment bodies to upload the academic awards issued by them.
- Allow Academic Institutions/Boards/Eligibility Assessment bodies to map/link the academic award to the NAD Accounts of Students concerned.
- Allow students to view the academic awards linked to their respective account.
- Allow students to download/print an authenticated copy of the academic award.
- Allow verifying entities to verify the authenticity of the academic award (subject to prior student consent)

Roles & Responsibilities of DigiLocker for NAD implementation

- Create DigiLocker NAD Portal for Academic institutions.
- Facilitate the students to create a DigiLocker ID and provide a mechanism to AIs to create DigiLocker ID for students.
- To provide technical support to AIs for lodging of academic awards.
- Develop common file input formats and certificate templates for Als.
- Provide academic awards in machine readable data formats to verifiers.
- Provide online helpdesk ticketing system for support and grievance handling.

Scope of Work for AIs:

- Register Institutions: Als can register themselves in NAD portals.
- Upload Data: Als can upload academic records in given format.
- Choose Certificate template: Templates of educational awards can be chosen from options available, as per convenience and suitability.
- Publish Results: Academic Institutions can publish results on their own without any hassle.



Roles & Responsibilities of Academic Institutions (AIs)

The AIs shall:

- Provide certificate templates, data masters etc. to the depository
- Provide data of academic awards for lodging the academic awards on NAD
- Are responsible for accuracy of data of academic awards
- Identify staff to be trained in NAD system
- Lodge Awards Upload awards and seed with Aadhaar / Mobile Number
- Verified Digital Data in prescribed format
- Data format with certificate template / digitally signed images with data
- Include student identity with Aadhaar / Mobile Number
- Update Aadhaar / Mobile Number in a certificate record

Roles & Responsibilities of Students

Students shall:



- Register on NAD-Digilocker by providing Aadhaar details.
- Avails DigiLocker ID in case of non availability of Aadhaar
- Submits Aadhaar / DigiLocker ID to AI for verification and seeding into award data
- Views and accesses all awards online at any time in single account

Student can:

- View / download digitally signed awards
- · Request printed copy of the certificate
- Approve / reject request of any verifier for access to his / her certificate
- Send copy of certificate to any verifier

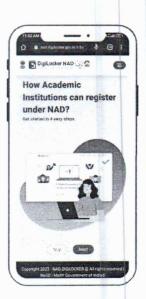


How to register on NAD?

The users of the NAD system are free to select Digilocker is a sole depository for NAD.

The users should select Digilocker is the preferred depository for register into NAD. The user may click on the link https://nad.digitallocker.gov.in, which shall re-direct them to the depository's website. Further details relating to the registration process is available on the website.



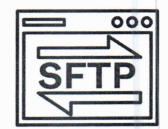




GGV, BILASPUR AND WES MoU for Electronic Delivery of Documents

WES is World Education Service. It provides facilities for transmission of International Academic Credentials from the Institute to WES through secure file transfer protocol (SFTP) and represents to WES that any transmitted mark sheet, transcripts or degree certificates are authentic and dully issued by GGV, Bilaspur (CG). WES will accept only legal documents that are issued, attested by the COE/Registrar or designee. For this, Institute's email address that is traceable to the institution and by a person who has the authority to send documents to WES is needed. For this Examination Section has provided official Email: drexam@ggu.ac.in which is operated by Dr. Sampoornanand Jha Deputy Registrar Exam.

For above purpose of WES electronic delivery of documents WES and GGV have signed on MoU after the testing the functioning of SFTP and thus has started a digital partnership with WES which is effective from 13.01.2022. Both parties are agreed to respond to request for technical support as soon as possible and no later than 24 hours (Except holidays) after request for support is made. Each party is responsible for privacy applicant's data while in its procession.



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This MoU has created an environment where educational document's transmission is quick, secure, seamless and with minimum disruptions for our students.

Steps of WES: Electronic Delivery of Documents:-

- 1 .Students apply with WES to obtain the unique WES reference No. (Seven digit) for verification of the educational documents such as marks sheets, transcript, degree etc. directly to WES via the established digital channels.
- 2 .Students pay for evaluation fee when they apply for WES Students submit an application with requisite fee, WES reference application form and the educational credentials which are to be sent to the WES in the Examination Section from GGV.
- 3 .The concerned officials of examination section check them from their Academic records (Tabulation Chart) and verified by officers of examination section.

The scan copy of transcript or verified educational documents are uploaded on the WES portal through SFTP.

- 4 .On the next day WES portal documents are transmitted into the system instantly through SFTP.
- 5. Students will receive a communication from WES.
- 6.WES verified educational verification is valid throughout the USA and CANADA

7.In this process University sends scan copy of verified educational credentials such as mark sheet, degree, transcript as electronic documents, there is no need to send the hard copy.