



GUIDELINE FOR REGISTRATION UNDER NAD (NDML)

1. If the candidate register in NAD once (in Secondary/Higher Secondary Equivalent Exam.), he/she is not required to repeat the registration. But in any case, the College must ensure that ALL STUDENTS must get themselves registered under NAD (NDML).
2. The College should proceed for getting the candidates registered under NAD (NDML) after receiving the Registration Number from the University, because it is vital for filling-up of details in the portal.
3. Registration can be done in the following ways :-

A. REGISTRATION WITH AADHAR

<https://nad.ndml.in> → Register → Join Now → Enter Aadhar No. → Type the given Text → Submit.

- (a) Use the University Registration Number as the “Unique Reference No.”
- (b) The “Year of Joining” in the NAD (NDML) portal will be the year of registration with the Vidyasagar University.

OR

B. REGISTRATION WITHOUT AADHAR

<https://nad.ndml.in> → Register → Join Now → I do not have an Aadhar → Register me without Aadhar

- (a) Have your recent photo and signature ready with you (size 4KB – 15KB) in the JPG/JPEG/TIFF format.
- (b) Fill up all the details
- (c) Use the University Registration Number as the “Unique Reference No.”
- (d) The “Year of Joining” in the NAD (NDML) portal will be the year of registration with the Vidyasagar University.

4. Note down your username and password of the Registration process. (It will be required for login into the system in the future to access the academic records.
5. Submit the form as filled in the above registration process(Step 3A or Step 3B).
6. On successful submission you will receive an acknowledgement from the system. (Kindly preserve/printout of the Acknowledgement Slip for future reference).
7. Student will submit the Acknowledgement Slip along with other necessary documents[(a) University Registration Certificate (b) Aadhar Card(if registered through Aadhar)] to the Office of the Principal for final verification of candidates.
8. College Authority will submit the verified copy of the documents to the Office of the Deputy Registrar(Academic) along with the summary statement as per the following format:

Sl.No.	AADHAR ID/ NAD ID	Name of the Candidate	University Regn. No.	Subject	Year of Admission

NOTE: (i) As per MHRD/UGC Guideline all the student have to register in the NAD Portal for faster/error free downloading of the digital academic records.

(ii) The student who have registered their name in the NAD Portal in the earlier examination(e.g. Higher Secondary and Madhyamik equivalent) should submit their verified NAD ID/AADHAR ID.
