

<To be printed on letter head>

Date:

Shri Vijay Gupta,

Sr.Vice President, NDML Academic Depository

NSDL Database Management Limited

4TH Floor, "A" Wing, Trade World

Kamala Mills Compound

S.B. Marg, Lower Parel

Mumbai - 400 013

Sub: Participation in NDML Academic Depository Services

Dear Sir,

With reference to our discussions/meeting/communication regarding joining and using NSDL Database Management Limited (NDML) we, _____ **(name of Academic Institution/board/eligibility assessment body)** are pleased to confirm our participation to use the services of NDML.

You are requested to facilitate us to complete the necessary processes including signing of model agreement, creation of users and lodgment/ verification of academic records in NDML system.

The details of the nodal officer and administrative user are provided in tables below:

Details of Nodal Officer	
Name of Academic Institution/board/eligibility assessment body (as applicable)	
Name of Nodal Officer for NDML	
Designation of the Nodal Officer	
Mobile Number	
Desk Phone Number	
Email ID	

Details of Academic Institution	
Total No of students getting enrolled/admitted every year	
Total No Award issue to student	
Total verification requests received in a month (India / Outside India)	
Format of Awards data maintained (Excel/SQL/any other)	
Verification charges levied by AI	
Whether verification request and processing is done online.	

Details of Admin User	
Name of the Admin User	
Designation	
Employee ID	
Date of Birth	
Mobile Number	
Email ID	
Desk Phone Number	
Preferred User ID	

Declaration :

I, hereby declare that _____(name of Academic Institution/board/eligibility assessment body, as applicable) (please tick the relevant option from below options. If multiple options are applicable, kindly tick all relevant options)

- is approved/registered with UGC under Section 2(f) of the UGC Act, 1956.
- is approved/registered with UGC under Section 12 (B) of UGC Act, 1956.
- is a deemed to be university approved/registered with UGC.
- is a state university approved/registered with UGC.
- is a Central Educational Institution empowered by an Act of Parliament to grant degrees.
- is a Central Educational Institution empowered by an Act of State legislature to grant degrees.
- is a Central Higher Educational Institution empowered by an Act of Parliament to grant diplomas.
- is a Central Higher Educational Institution empowered by an Act of State legislature to grant diplomas.
- is an Institution approved by Ministry of Skill Development and Entrepreneurship (MSDE).
- is a school board.
- is an eligibility test conducting body.
- is authorised by MHRD for providing for National Eligibility Test (NET) (only applicable for UGC)
- is authorised by MHRD for providing for Teacher Eligibility Test (TET) (only applicable for CBSE)
- Any other_____ (please specify)

Yours faithfully

(Signature of Authorised Officer)

Name of the Authorised Officer:

Designation: (Any of Chairman/Vice Chancellor, Registrar, Controller of Examinations, Director, Dean- Academics, Dean- Exams, Incharge- Examinations, Incharge- Academics.)

Email ID:

Mobile no.:-

Seal of Academic Institution/board/eligibility assessment body, as applicable