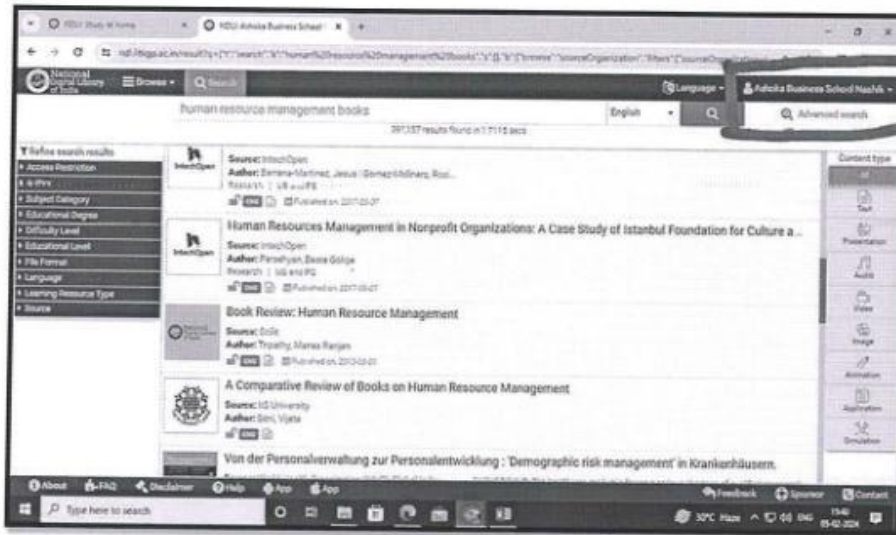


## National Digital library—Institutional membership



### NDL Approval letter

Dear Ashwin Amrutkar,

Your request for Institutional registration facility in NDL is approved. Please register all the users (students, research scholars, faculty members and staff) of Ashoka Business School, who are not yet registered in NDL, by clicking the "Add User" button of the NDL portal available to you after you login to NDL (<https://ndl.iitkgp.ac.in>).

There are two options: Single User Registration and Bulk User Registration. Single User Registration is self-explanatory. For Bulk User Registration please prepare CSV file, strictly as per the following format, and then upload the file:

- e-mail id (of user)\*
- First Name (of user)\*
- Last Name (of user)

Note that the e-mail id and First Name are mandatory for each person but Last Name is optional. Also there should not be more than 1000 (One Thousand only) users in a CSV file. The registration process gets completed once the registration mails are sent to all the users listed in the file. It may take some time to complete this mail sending process and you may observe the status in the tab "Status".

In case you need to register more than 1000 users, please do this by making multiple files, each file not containing more than 1000 users, and uploading each file separately, and one by one. The next file should be uploaded only when the registration process for the previous file is completed, which may be confirmed from the "Status" tab.

Since new students, faculty, staff join every 6 months, please collect details of new users enrolled in Ashoka Business School every 6 month period and get them registered in NDL.

If you face any problem or need any clarification, please get in touch with us at [ndl-support@iitkgp.ac.in](mailto:ndl-support@iitkgp.ac.in).

We solicit your cooperation in getting all users of Ashoka Business School registered in NDL regularly.

Let's all enjoy NDL!

Best Regards,

The NDL team

  
**LIBRARIAN**

Ashoka Business School, Nashik

  
**COORDINATOR**

Internal Quality Assurance Cell  
Ashoka Business School, Nashik

  
**DIRECTOR**

Ashoka Business School  
Nashik