



# SAGAR MAHAVIDYALAYA

Affiliated to the University of Calcutta, Under 2 (f) & 12 (B) of UGC, NAAC Accredited.

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Memo No.- 178/PRIN/SAGAR(M)/OFFICE/2024-25 Date 22.3.2025

## Notice



Following B.A. / B.Sc. students are hereby informed to create ABC ID through DigiLocker portal ( <https://www.digilocker.gov.in/>) within 31<sup>st</sup> March 2025. The steps to create ABC ID have been enclosed.

1. B.A. /B.Sc. Students (CBCS) - 1<sup>st</sup> Semester Admission Year: 2022 (i.e. present Semester study is Semester-VI)
2. B.A. /B.Sc. Students (CCF) - 1<sup>st</sup> Semester Admission Year: 2023 (i.e. present Semester study is Semester-III)

For any queries/clarifications, you are advised to contact with office.

*Dr. Surajit Bari*  
22.3.2025

Dr. Surajit Bari  
Principal  
Sagar Mahavidyalaya

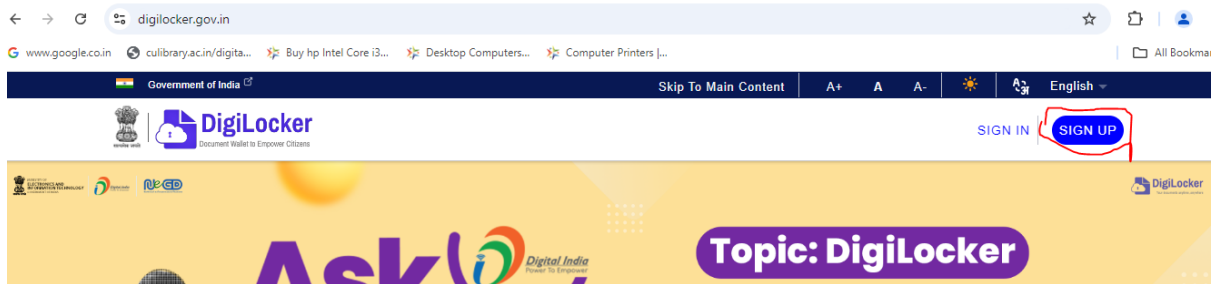
Principal  
Sagar Mahavidyalaya  
Harinbari, Sagar, South 24 Pgs., Pin-743373

# Sagar Mahavidyalaya

Affiliated to the University of Calcutta, NAAC Accredited  
Harinbari, Sagar Island, South 24 Parganas, PIN-743373

## Steps to Create ABC ( Academic Bank of Credits) ID/ APAAR( Automated Permanent Academic Account Registry) ID

1. Please check that your own mobile number is linked /registered with your **AADHAAR** No. If not, link your mobile number with your AADHAAR Card and follow the steps as follows.
2. If yes, then go to the website [www.digilocker.gov.in](http://www.digilocker.gov.in)
3. Click on **SIGN UP**



4. Enter information in the necessary fields-Full Name, Date of Birth, Male/Female/Other, own mobile number( linked with Aadhaar), own email id, 6-digit security pin ( any 6-digit number to be entered by yourself). Please note/write down correctly this 6-digit number. This 6-digit number is a password for future reference for the sign in purpose in the DigiLocker website. Then submit.



### Creating account is fast and easy!

Full Name\*

Date of Birth\*

Date ▼ Month ▼ Year ▼

Male  Female  Other

Mobile Number\*

Email ID

Set 6 digit security PIN\*

**Submit**

[I agree to the DigiLocker Terms of Service.](#)

Already have an account? [Sign In](#)

- Once you click on submit, one OTP will be received in your mobile to verify mobile number. Then enter OTP



### Verify Mobile OTP

DigiLocker has sent you an OTP to your mobile (xxxxxx3239)

Enter OTP

Please enter 6 digit OTP to complete verification

**Submit**

Wait for OTP **00:43**, do not refresh or close!

- Thereafter you will be asked to verify your Aadhaar no. as follows. Enter your Aadhaar No. and click on next . You will receive one OTP in your Aadhaar linked mobile. Enter the OTP and click on the submit button.

**Verify Aadhaar**

Verify your Aadhaar to avail the complete feature of your DigiLocker account.

Enter Aadhaar Number\*

DigiLocker uses Aadhaar to verify identity of the user and also enable authentic document access

**Next**

[Skip for now](#)

**Verify Aadhaar OTP**

UIDAI has sent a temporary OTP to your mobile ending in \*\*\*\*\*3239(valid for 10 mins).

Enter OTP

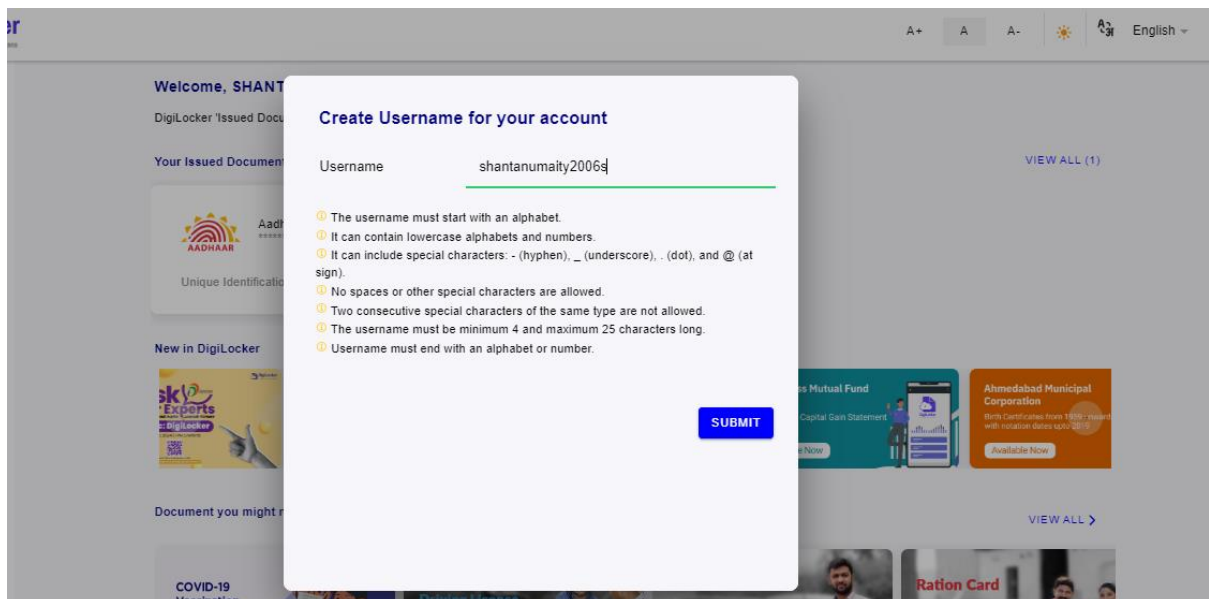
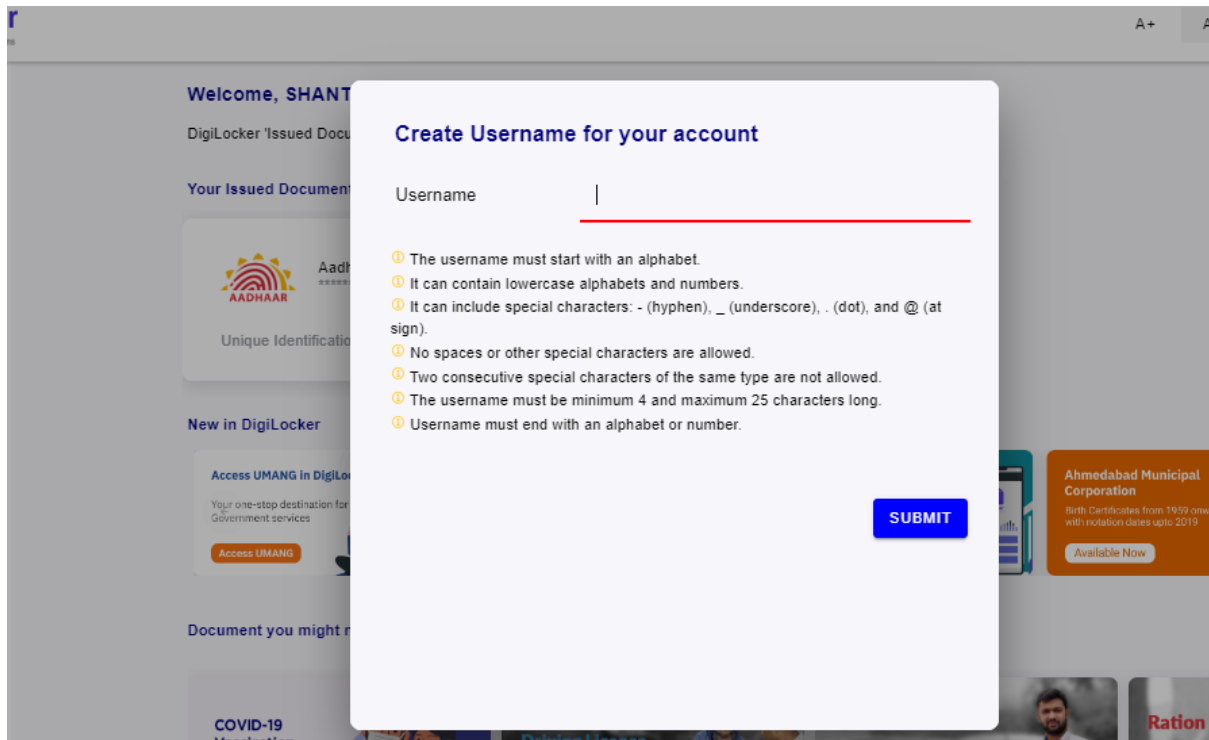
Please enter 6 digit OTP to complete verification

I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number and One Time Pin (OTP) data for Aadhaar based authentication. I understand that the OTP I provide for authentication shall be used only for obtaining my e-KYC through Aadhaar e-KYC service to make my Aadhaar card available in DigiLocker

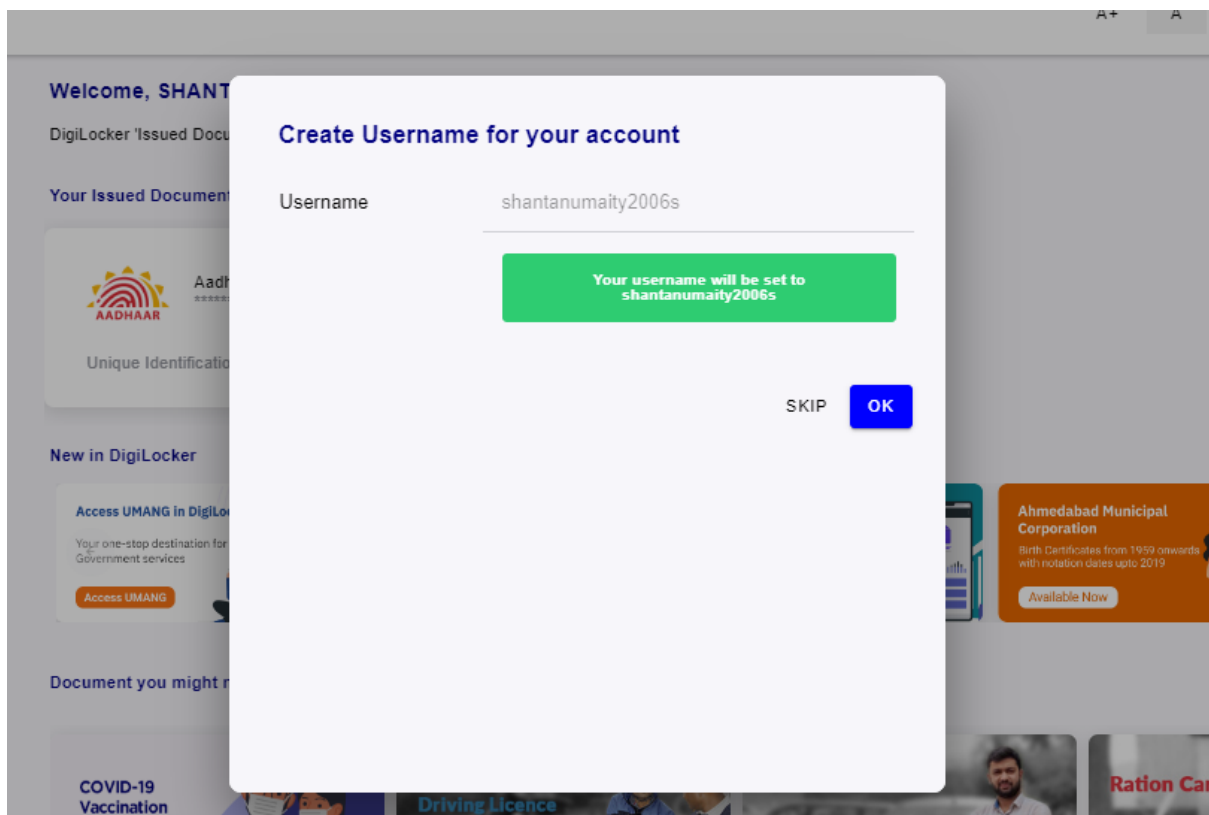
**Submit**

Wait for OTP 00:55, do not refresh or close!

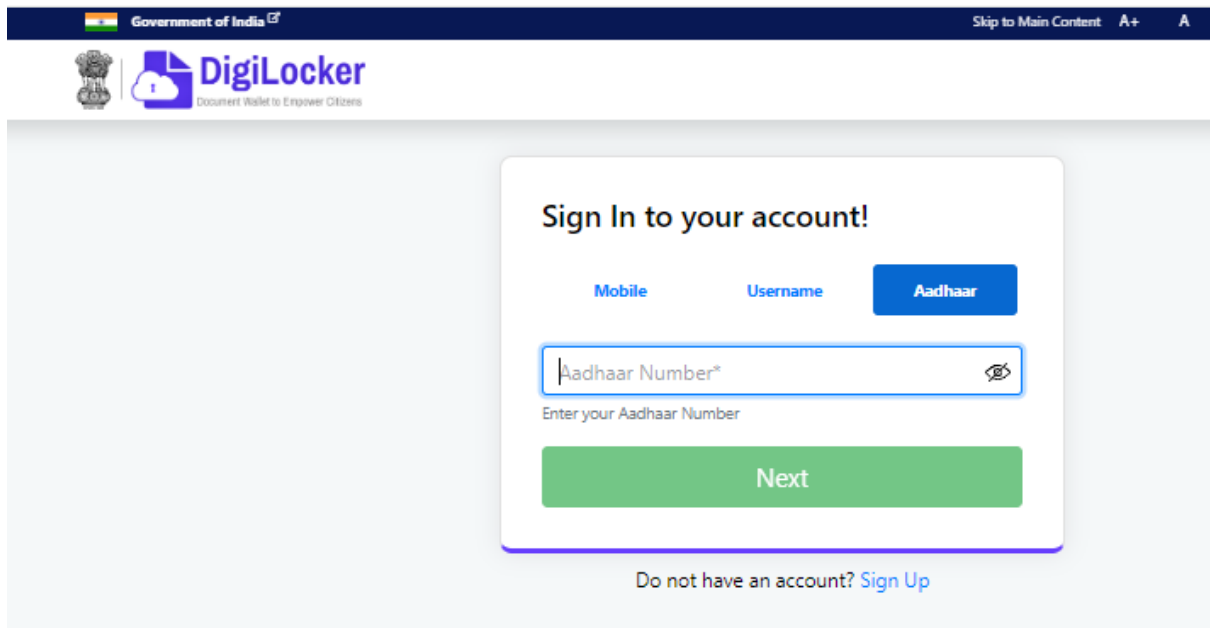
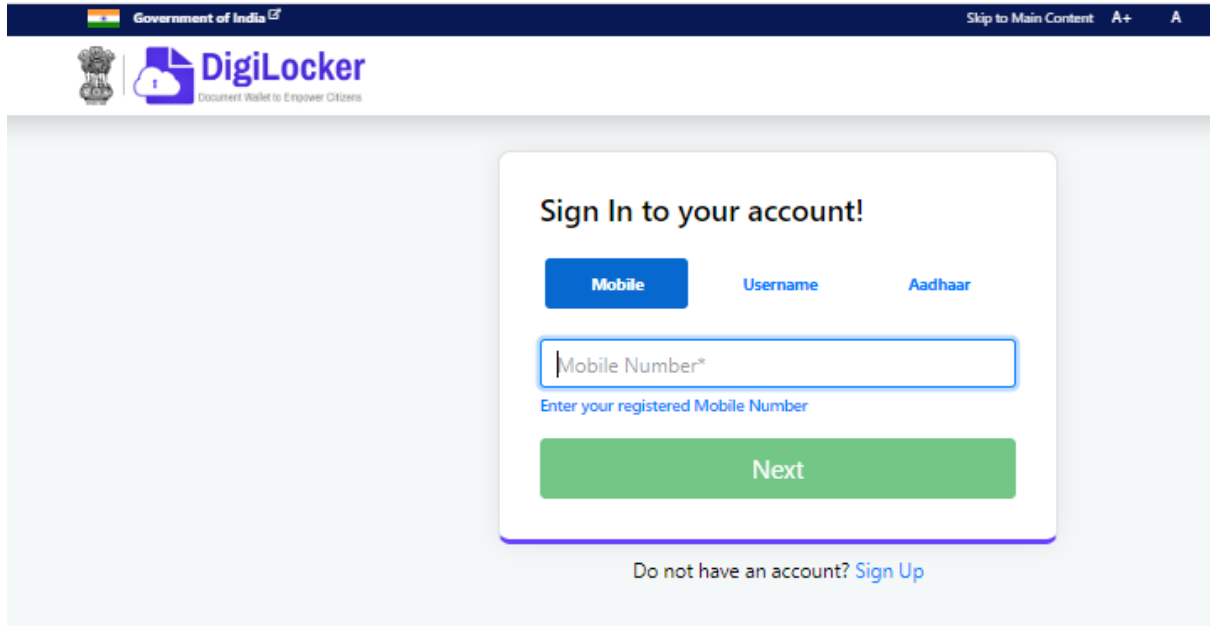
7. Thereafter you will be asked to create username as follows . Please see the guideline to create username [it must start with an alphabet and end with an alphabet or number, it may lowercase alphabet and numbers, it includes special characters: - hyphen, underscore\_ , .(dot) and (at sign @), no spaces or other special characters are allowed, two consecutive special characters of the same type are not allowed, user name must be minimum of 4 and maximum of 25 characters long]. Enter your username and click on the submit.



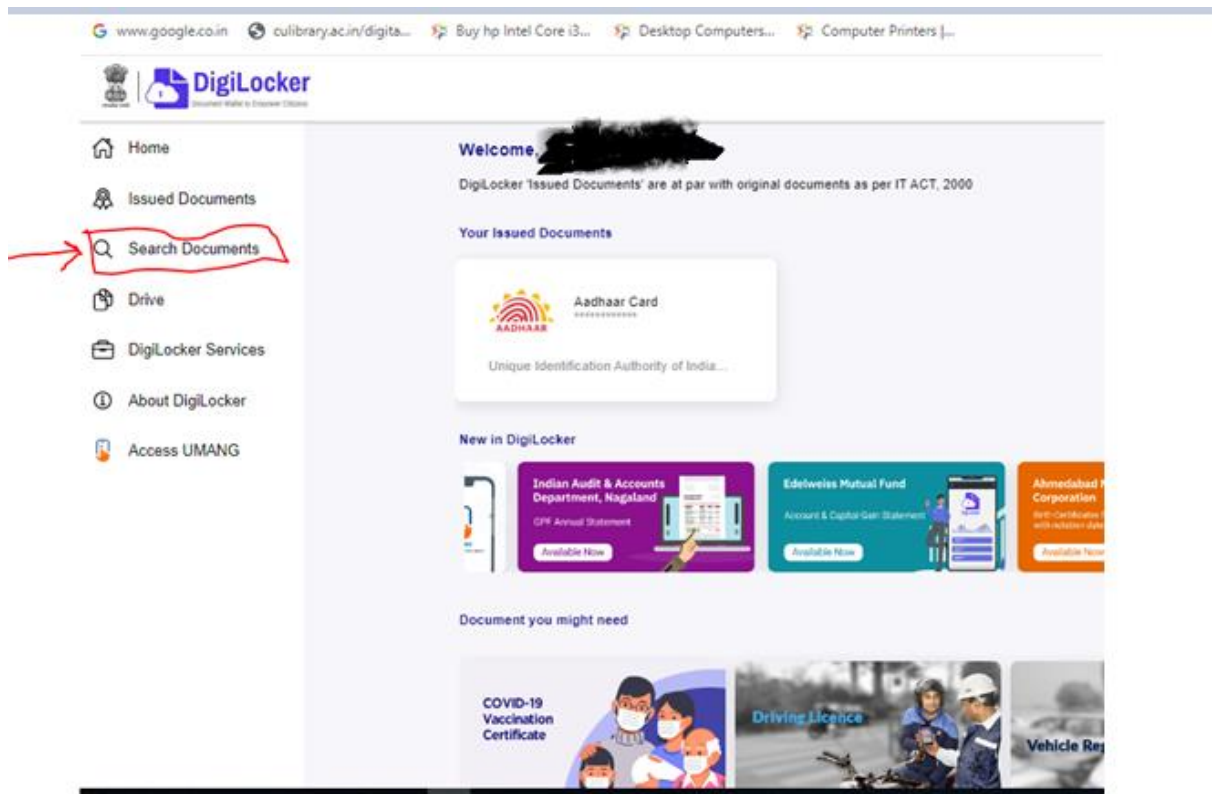
8. If username is accepted by the system, the following type of message will be displayed. Then click ok as follows. Otherwise re-enter different ways till the user name is accepted by the system.



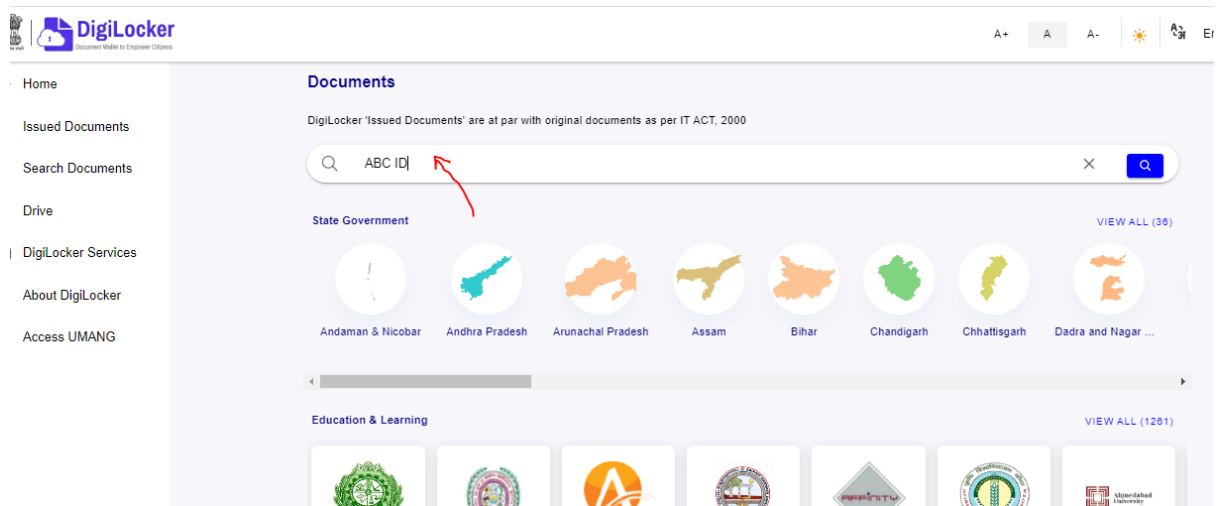
9. Due to power or internet failure, if you are logged out at any time, then you need to login again with the following way either through mobile / Aadhar OTP and 6-digit security pin as will be asked by the system and create username.



10. Upon successful creation of username, you will be directed to your page. However, if logged out, you need to login again. You will be able to see the page as follows. Your photo will be visible on the right-side corner (top) on the screen. This photo has been populated from your Aadhaar No. by DigiLocker. On the page you will see Welcome, < Your Name>. Then click on search documents.



11. Type ABC ID and press enter ( from keyboard)



12. You will be able to see Academic Bank of Credits as follows. Click on that issuer.



The screenshot shows the DigiLocker search results for 'ABC ID'. The search bar at the top contains 'ABC ID' and shows '42 Issuers found'. Below the search bar, there are six issuer cards. The first card is for 'Delhi Academic Bank of Credits' and has a red arrow pointing to it. The other cards are for 'Delhi Institute of Company Secretaries of India', 'All States Department of Fisheries, GOI', 'All States CGHS', 'Mizoram Mizoram Police', and 'Delhi National Disaster Response Force'. Each card displays the issuer's name, logo, a brief description, and a '1 Documents' count. Below the description, there are tags for 'Central Government' and 'Education & Learning' for most issuers, and 'State Government' for the Mizoram Police issuer.

13. Once you will click ( as on step 12), you able to see APAAR ID button as follows. Click on APAAR ID button.

The screenshot shows the DigiLocker page for 'Academic Bank of Credits'. The page title is 'Academic Bank of Credits'. Below the title, there is a brief description: 'Academic Bank of Credits has been established on the lines of the National Academic Depository (NAD), in the sense, NAD is the backbone of ABC, where the students' academic data are held and academic... Read More'. Below the description, there is a button with the text 'APAAR ID' and an icon of a building. A red arrow points to this button.

14. Thereafter you will be able to see the following window. Your name, date of birth and gender will be displayed. Here, you need to select and enter the information in the following steps

The screenshot shows the DigiLocker interface for retrieving a document. The form is titled "Get your document by entering the required details". The fields are as follows:

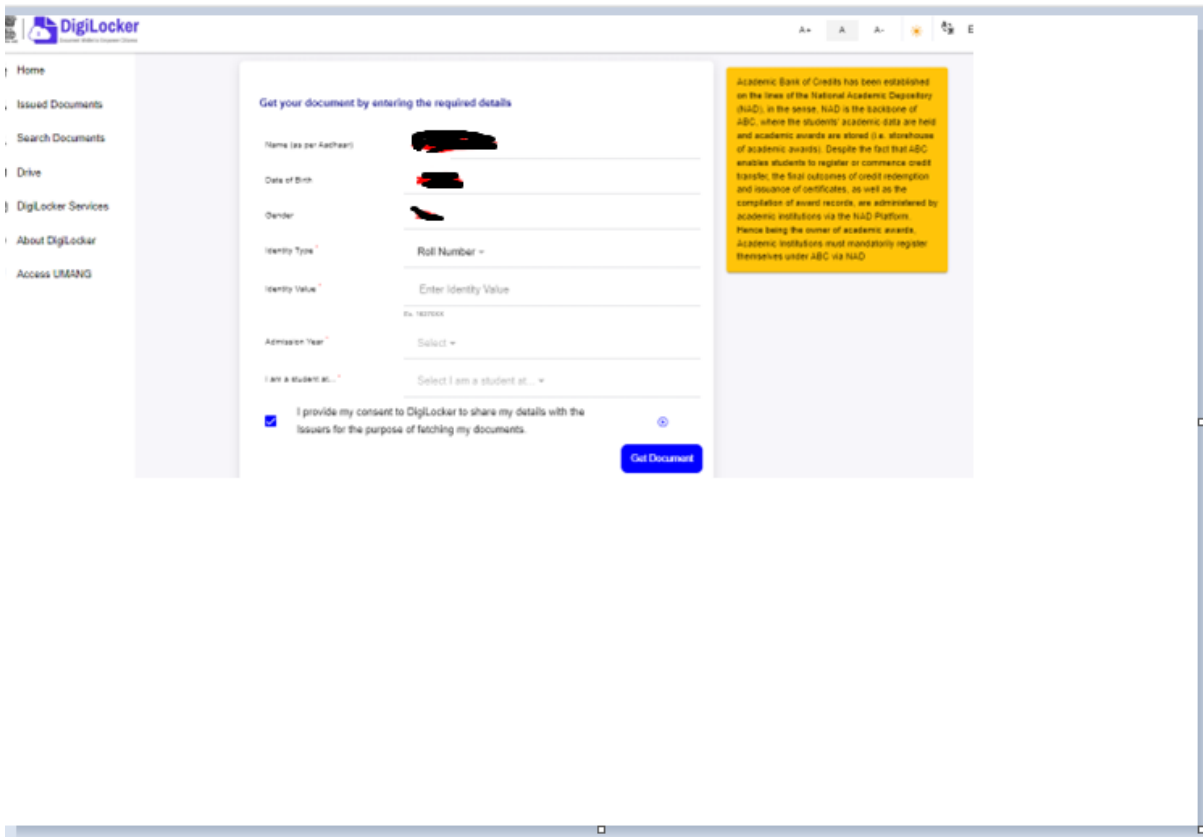
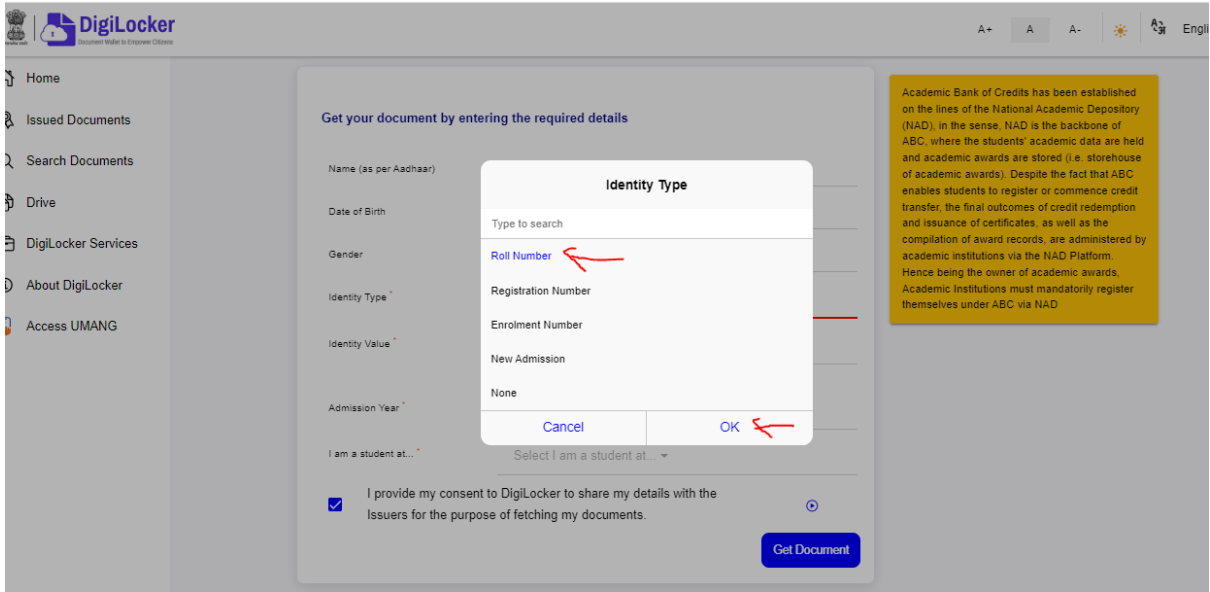
- Name (as per Aadhaar): [Redacted]
- Date of Birth: [Redacted]
- Gender: Male
- Identity Type: Select -
- Identity Value: Enter Identity Value
- Admission Year: Select -
- I am a student at...: Select I am a student at... -

At the bottom, there is a checkbox for consent:  I provide my consent to DigiLocker to share my details with the issuers for the purpose of fetching my documents. A "Get Document" button is located at the bottom right.

A yellow informational box on the right contains the following text:

Academic Bank of Credits has been established on the lines of the National Academic Depository (NAD), in the sense, NAD is the backbone of ABC, where the students' academic data are held and academic awards are stored (i.e. storehouse of academic awards). Despite the fact that ABC enables students to register or commence credit transfer, the final outcomes of credit redemption and issuance of certificates, as well as the compilation of award records, are administered by academic institutions via the NAD Platform. Hence being the owner of academic awards, Academic Institutions must mandatorily register themselves under ABC via NAD.

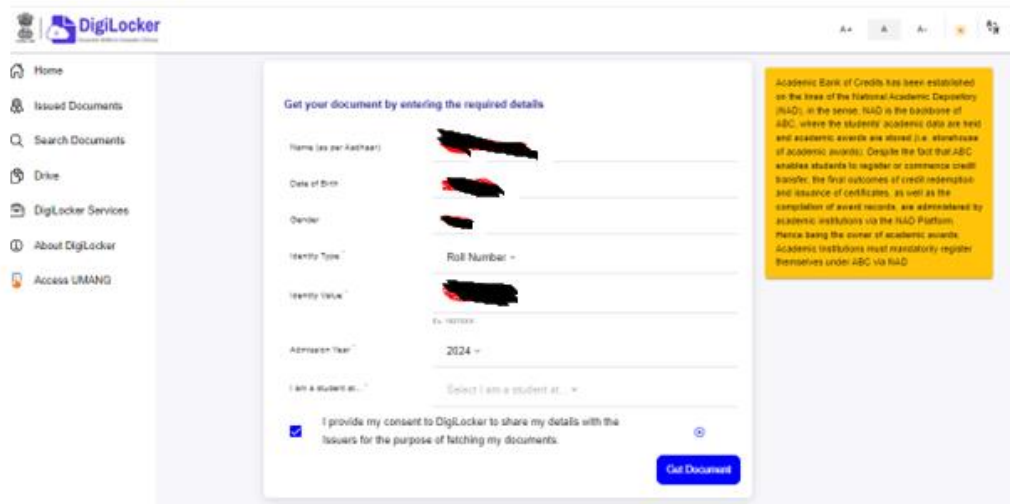
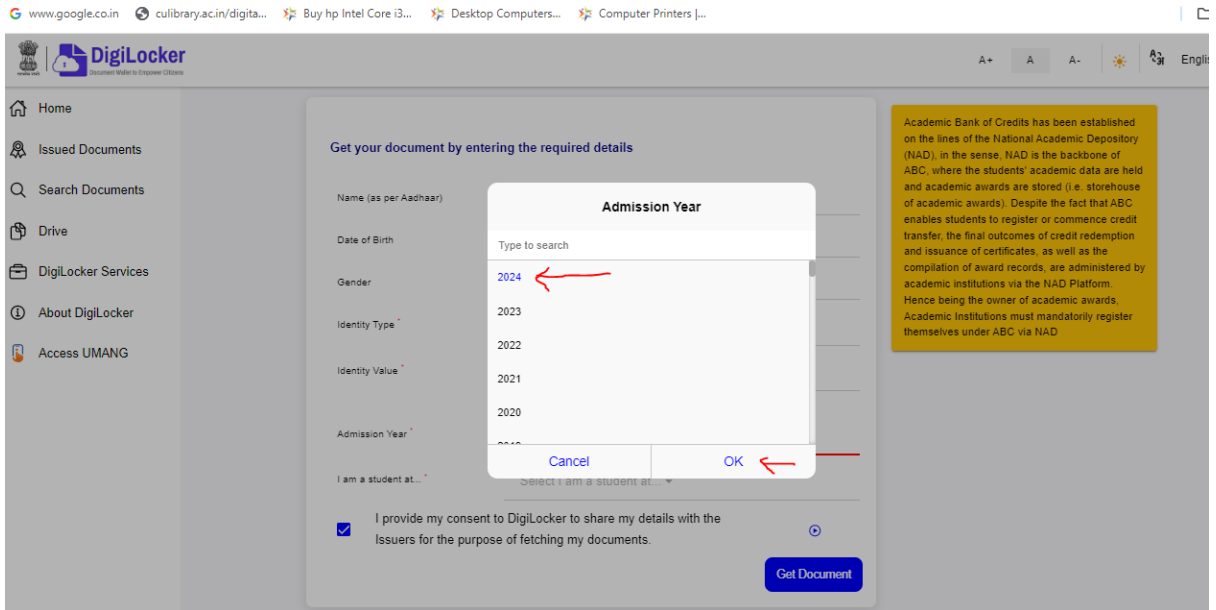
15. Identity Type : Select Identity Type as University Registration Number/ University or College Roll Number , then click on OK.



16. Then enter identity value as your University Registration Number/ University or College Roll Number.

The screenshot shows the DigiLocker portal interface. On the left, there is a navigation menu with options: Home, Issued Documents, Search Documents, Drive, DigiLocker Services, About DigiLocker, and Access UMANG. The main content area is titled "Get your document by entering the required details". It contains a form with the following fields: "Name (as per Aadhaar)" (blacked out), "Date of Birth" (blacked out), "Gender" (Male), "Roll Number" (blacked out), "Identity Value" (with a red arrow pointing to the input field and the text "Enter Identity Value" below it), "Admission Year" (Select =), and "I am a student at..." (Select I am a student at...). There is a checkbox for consent: "I provide my consent to DigiLocker to share my details with the issuers for the purpose of fetching my documents." and a "Get Document" button. On the right, there is a yellow informational box about the Academic Bank of Credits (ABC) and the National Academic Depository (NAD).

17. Select your Admission Year at Sagar Mahavidyalaya : 2023( 1<sup>st</sup> Semester Admission: 2023) /2022 ( 1<sup>st</sup> Semester Admission 2022) and click on OK.



## 18. Then Select , I am a student at University of Calcutta

The screenshot shows the DigiLocker interface for retrieving documents. A modal dialog titled "I am a student at..." is open, displaying a search list of institutions. The background form contains the following fields:

- Name (as per Aadhaar):
- Date of Birth:
- Gender:
- Identity Type:
- Identity Value:
- Admission Year:
- I am a student at... (dropdown menu)

The modal dialog lists the following search results:

- Board Of Secondary Education, Telangana State
- Keladi Shivappa Nayaka University of Agricultural and Horticultural Sciences, Shivamogga
- Rajiv Gandhi Proudyogiki Vishwavidyalaya, Bhopal
- 1 EME CENTRE
- 816 SHREE VENKATESHWARA HI TECH POLYTECHNIC COLLEGE

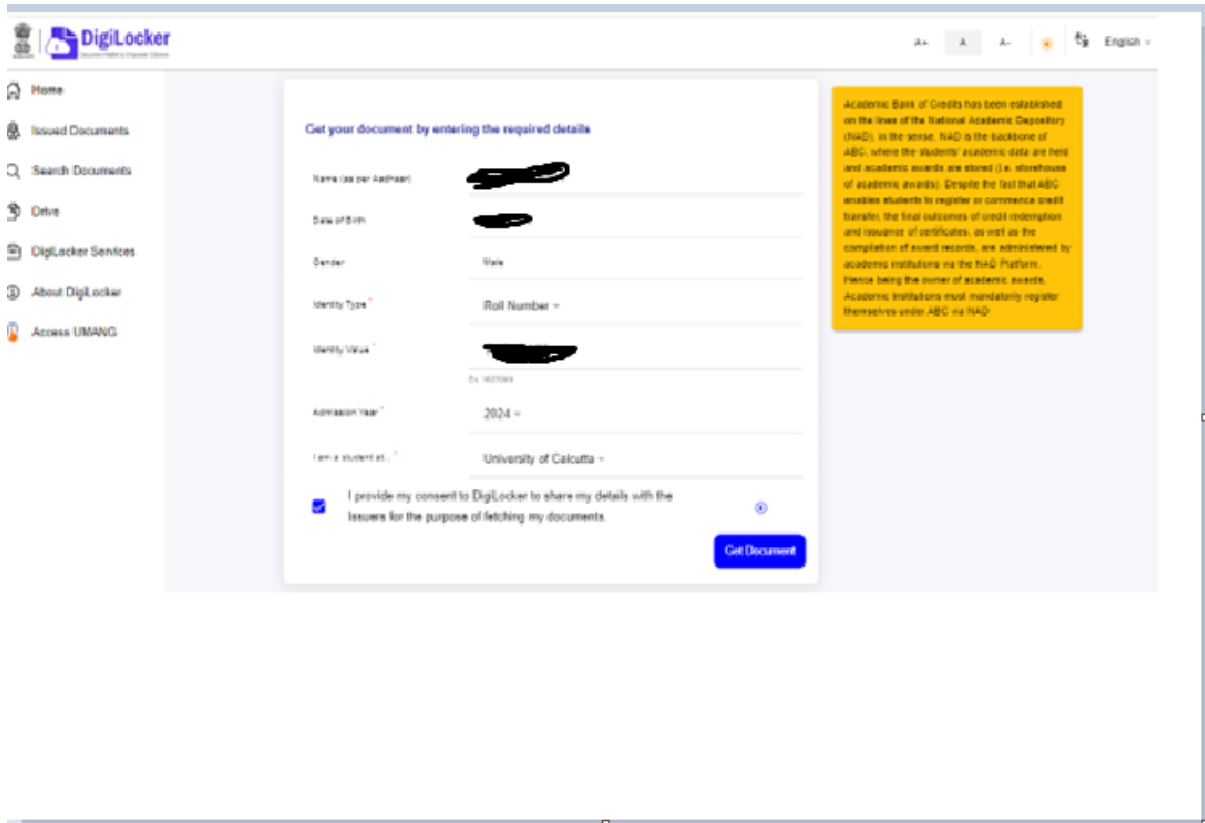
Buttons "Cancel" and "OK" are visible at the bottom of the modal. A consent checkbox is checked, and a "Get Document" button is at the bottom right of the main form.

This screenshot shows the same DigiLocker interface, but with the modal dialog updated. The search results now include "University of Calcutta", which is highlighted in blue. Red arrows point to the "University of Calcutta" entry and the "OK" button. The background form fields are partially obscured by black redaction marks.

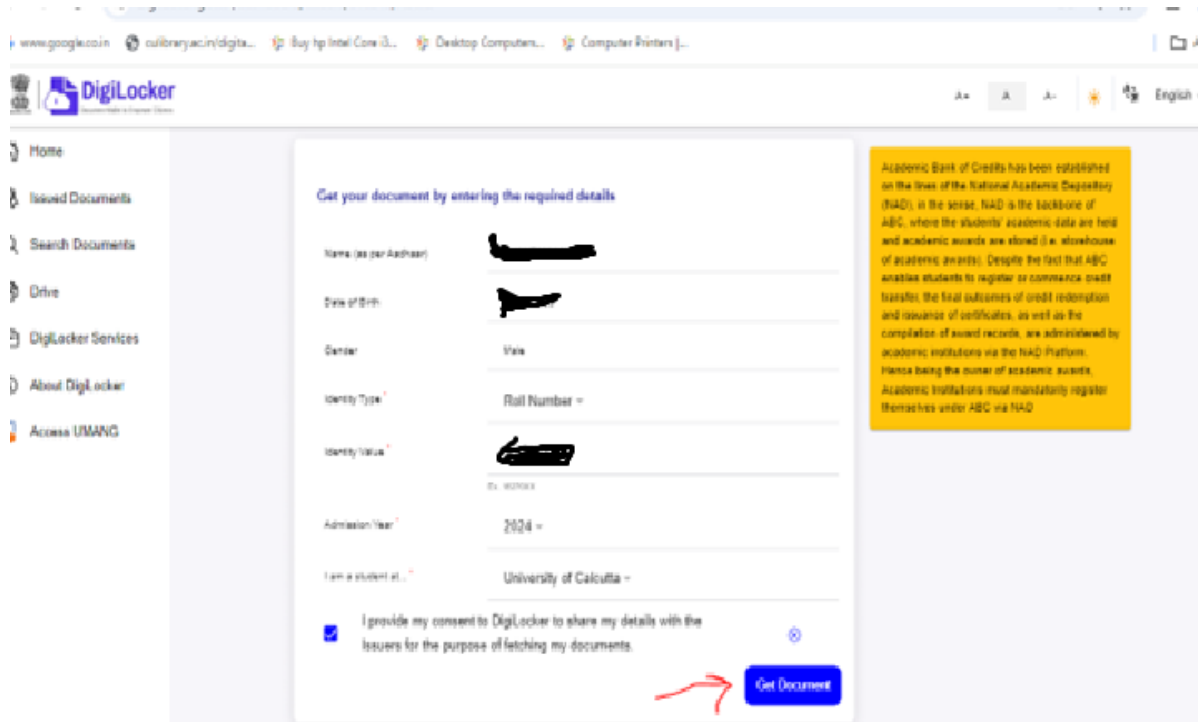
The modal dialog lists the following search results:

- University of Calcutta

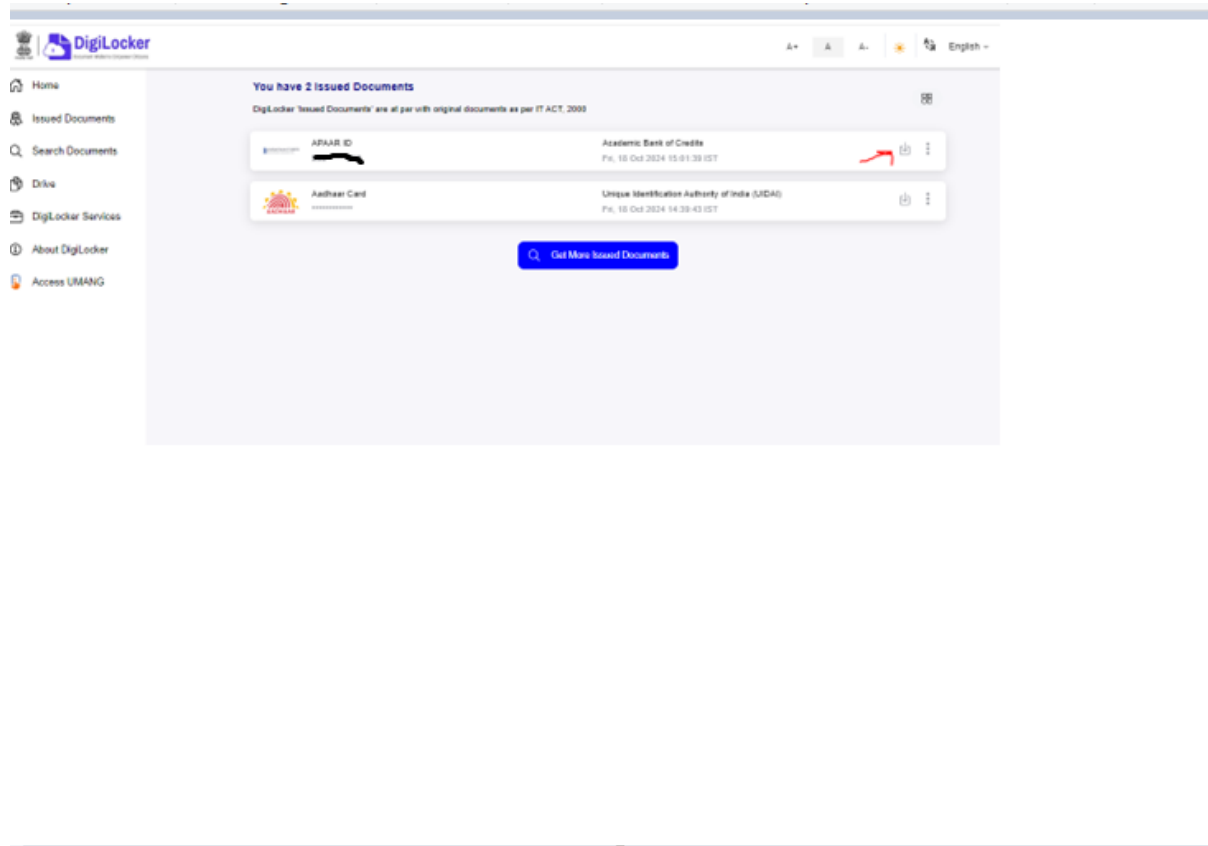
Buttons "Cancel" and "OK" are visible at the bottom of the modal. The "OK" button is highlighted with a red arrow.



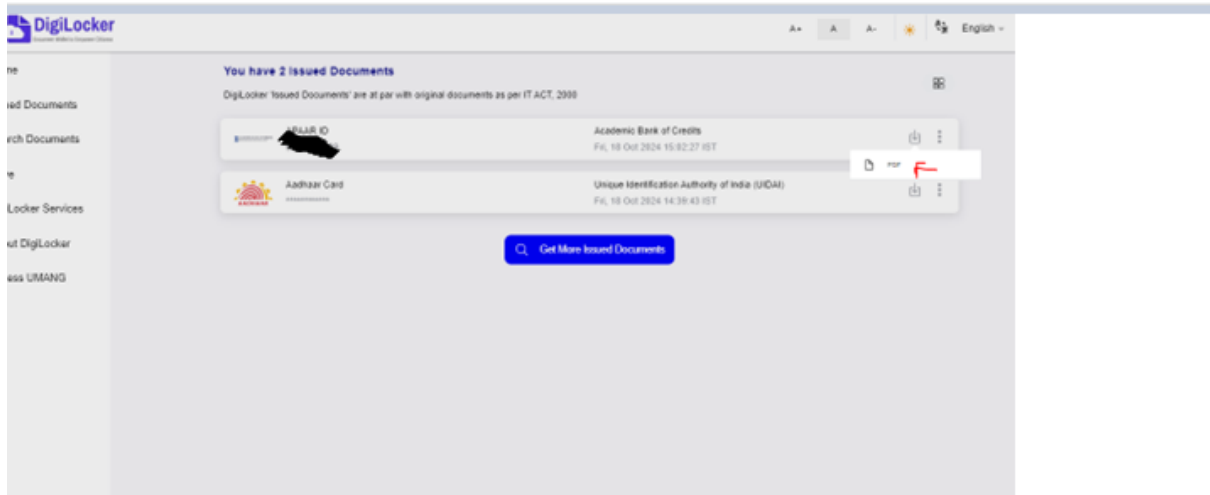
19. Click on get document



20. Download your ABC ID ( APAAR ID) and take a printout. One can also download the ABC ID ( APAAR ID) by clicking on the Issued Documents in future by login into DigiLocker Portal.







21. Sample ABC ID ( APAAR ID) Card looks like as follows. In your card, you will be able to see your name, DOB, Gender, APAAR ID ( ABC ID), QR Code and Your Photo.



**ACADEMIC BANK OF CREDITS**  
Ministry of Education, Government of India

**Name**

[REDACTED]

**Date of Birth**

[REDACTED]

**Gender**

Male

**APAAR ID**

[REDACTED]



Digitally signed on  
18/10/2024 15:01:37 IST

**Note:**

1. This digitally signed document is legally valid as per the IT Act 2000 when used electronically.
2. To verify this certificate, download DigiLocker Android application from Google Play and scan the QR code on the certificate.

22. For any wrong data entry editing also possible in your ABC ID login into DigiLocker website.