



SAGAR MAHAVIDYALAYA

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

P.O.- Harinbari, P.S.- Sagar, Dist.- 24 Pgs. (S), Pin- 743373, W.B., Ph.- (03210) 240 882, Mob.- 8240925284
E-mail : sagar.mahavidyalaya@gmail.com, Website : www.sagarmv.ac.in

Memo No.-

58/PRIN/SAGAR(M)/OFFICE/2025-26

Date 30.10.2025



Notice

Students of B.A./B.Sc. Semester -I (CCF) Session 2025-26 are hereby informed to create their ABC (Academic Bank of Credits)/APAAR (Automated Permanent Academic Account Registry) ID which is required to upload and submit University registration form. Steps to create ABC ID (APAAR ID) have been enclosed herewith.

Dr. Surajit Bari
30.10.2025

Dr. Surajit Bari

Principal

Sagar Mahavidyalaya

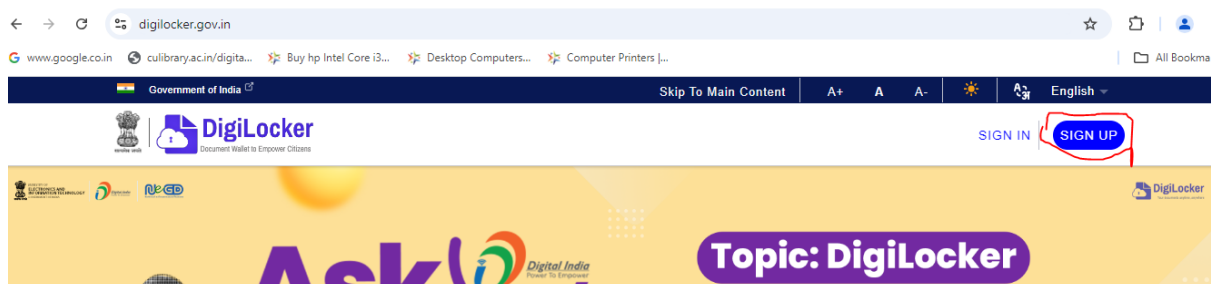
Principal
Sagar Mahavidyalaya
Harinbari, Sagar, South 24 Pgs., Pin-743373

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.
2. If yes, then go to the website 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.

 Government of India

Skip to Main ContentA+ A -A

 **DigiLocker**
Document Wallet to Empower Citizens

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.

 Government of India

Skip to Main Content

 **DigiLocker**
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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!

6. 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 submit button.

**DigiLocker**
Document Wallet to Empower Citizens

Verify Aadhaar

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



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

Next

Skip for now

**DigiLocker**
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Verify Aadhaar OTP

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



Please enter 6 digit OTP to complete verification

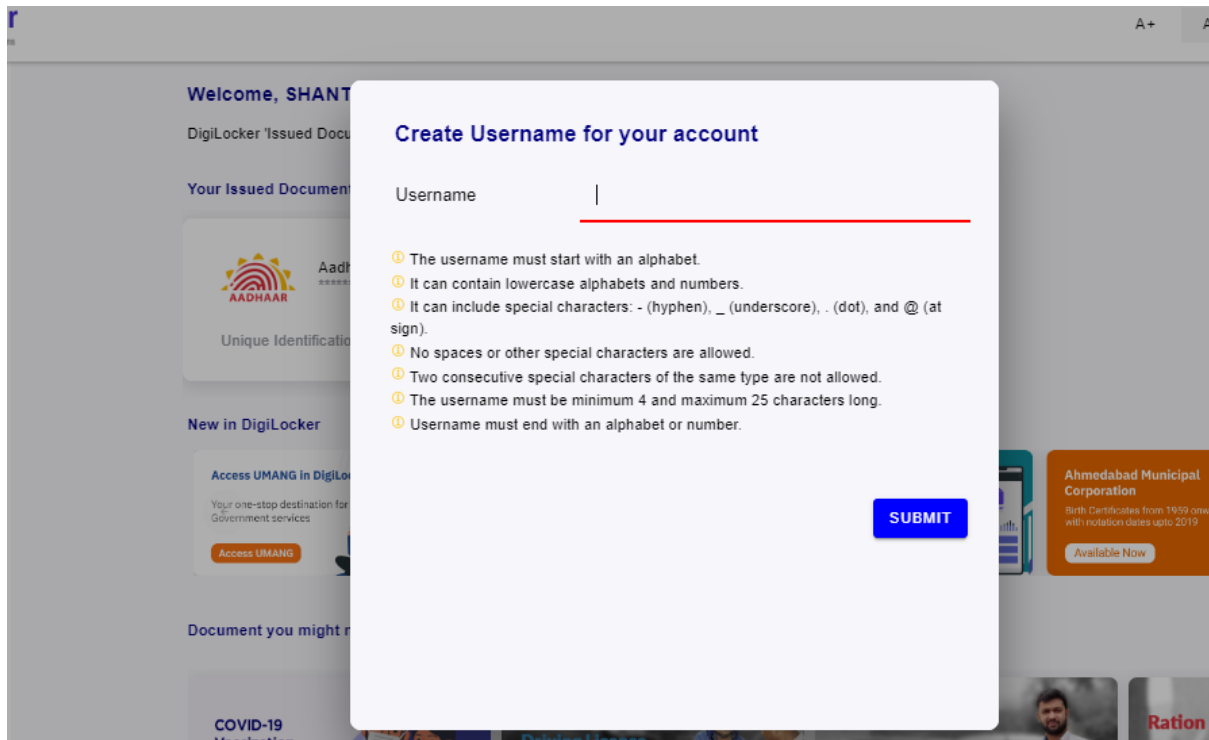
I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number and One Time Pin (OTP) data for Aadhaar based authentication. I understand that the

☒ 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.

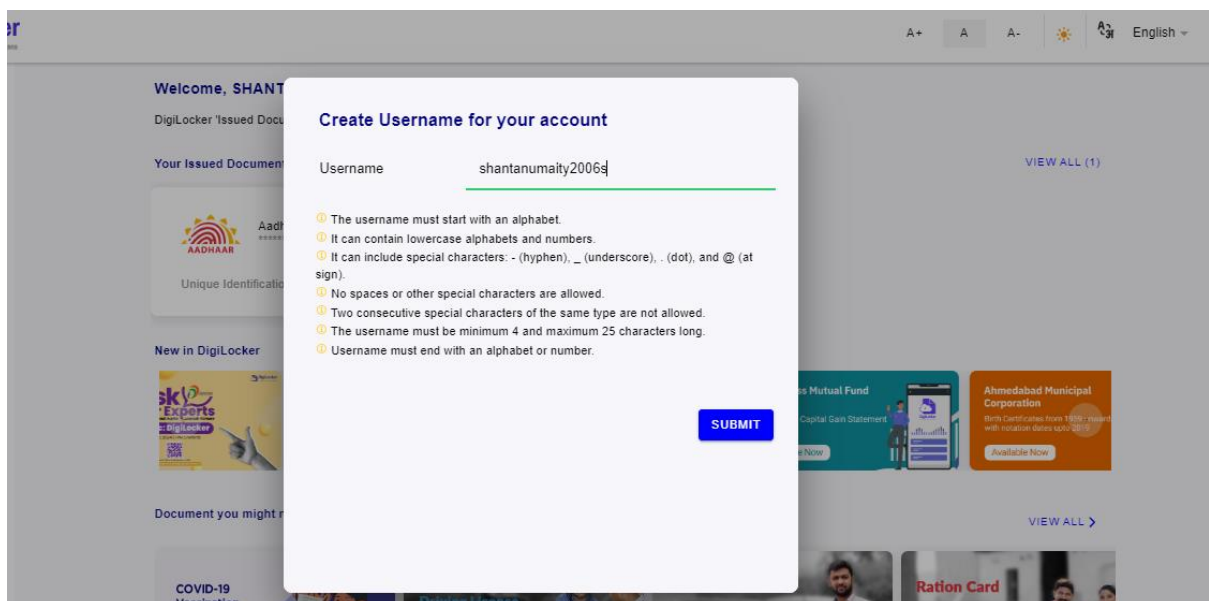


Create Username for your account

Username

- ① The username must start with an alphabet.
- ② It can contain lowercase alphabets and numbers.
- ③ It can include special characters: - (hyphen), _ (underscore), . (dot), and @ (at sign).
- ④ No spaces or other special characters are allowed.
- ⑤ Two consecutive special characters of the same type are not allowed.
- ⑥ The username must be minimum 4 and maximum 25 characters long.
- ⑦ Username must end with an alphabet or number.

SUBMIT



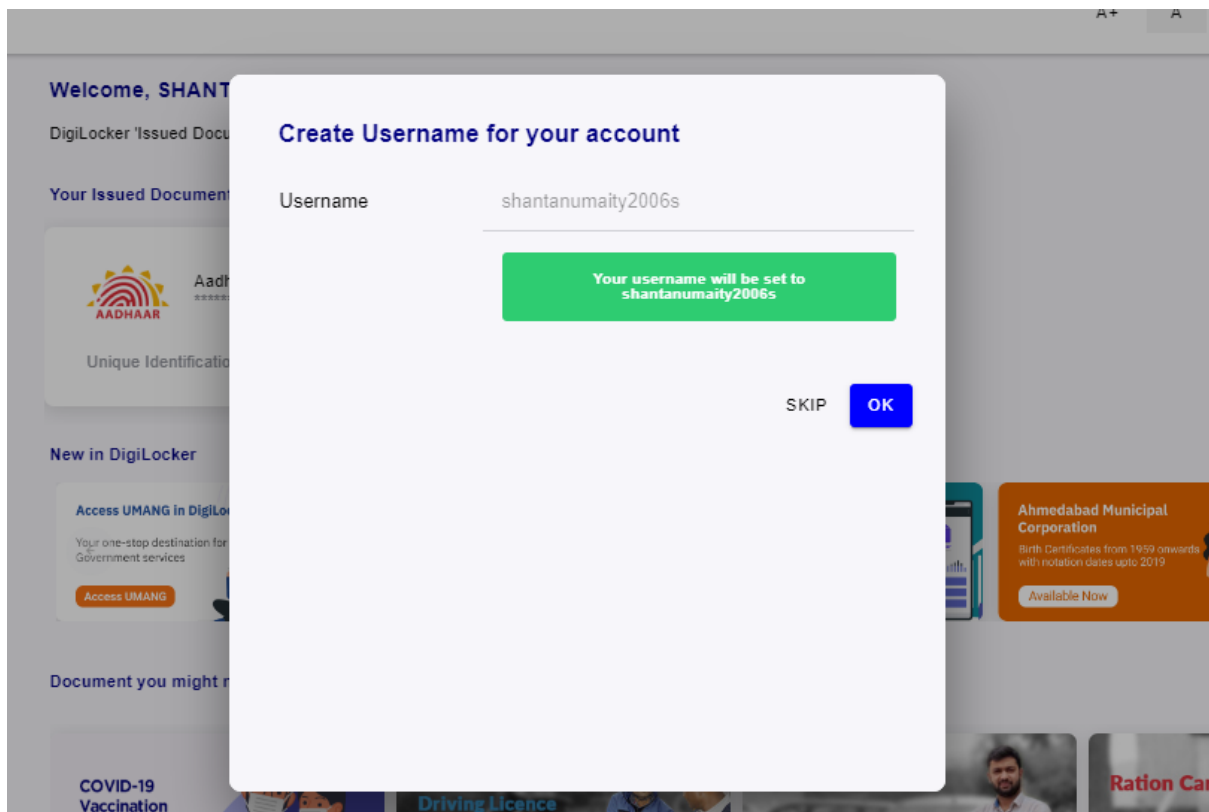
Create Username for your account

Username

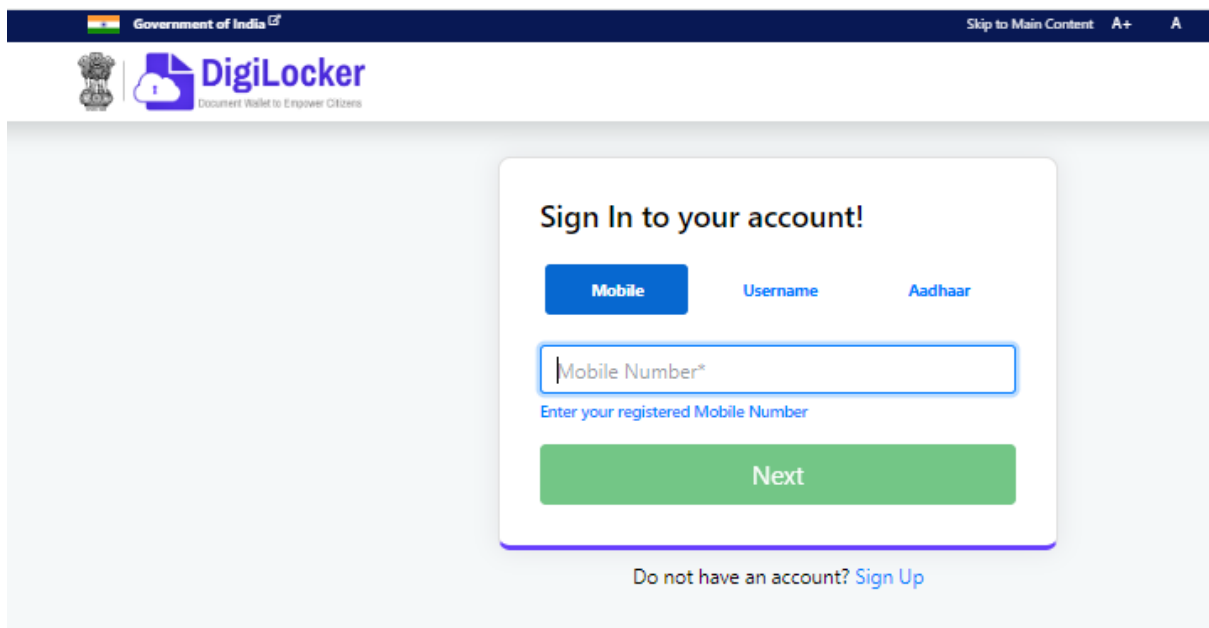
- ① The username must start with an alphabet.
- ② It can contain lowercase alphabets and numbers.
- ③ It can include special characters: - (hyphen), _ (underscore), . (dot), and @ (at sign).
- ④ No spaces or other special characters are allowed.
- ⑤ Two consecutive special characters of the same type are not allowed.
- ⑥ The username must be minimum 4 and maximum 25 characters long.
- ⑦ Username must end with an alphabet or number.

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 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.



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Skip to Main Content A+ A

 **DigiLocker**
Document Wallet to Empower Citizens

Sign In to your account!

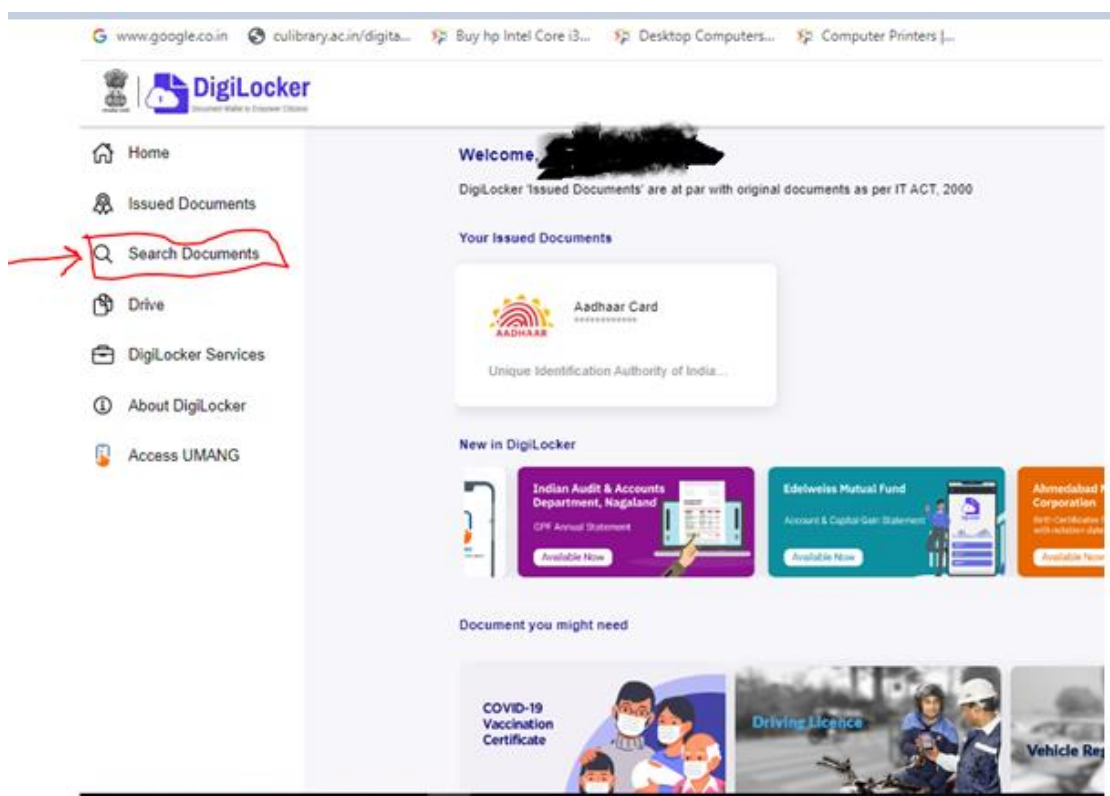
Mobile Username **Aadhaar**

Enter your Aadhaar Number

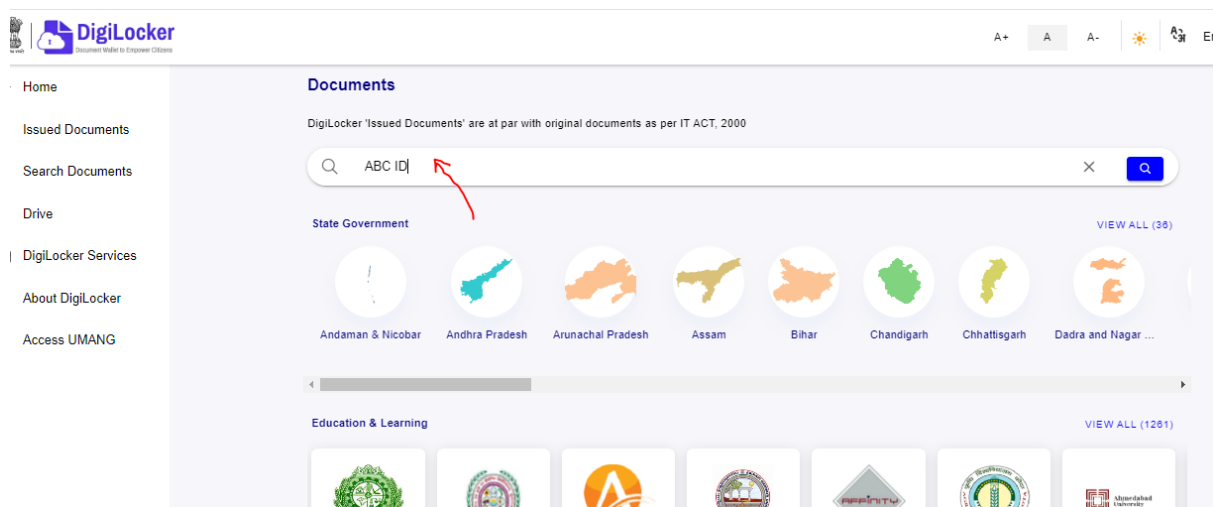
Next

Do not have an account? [Sign Up](#)

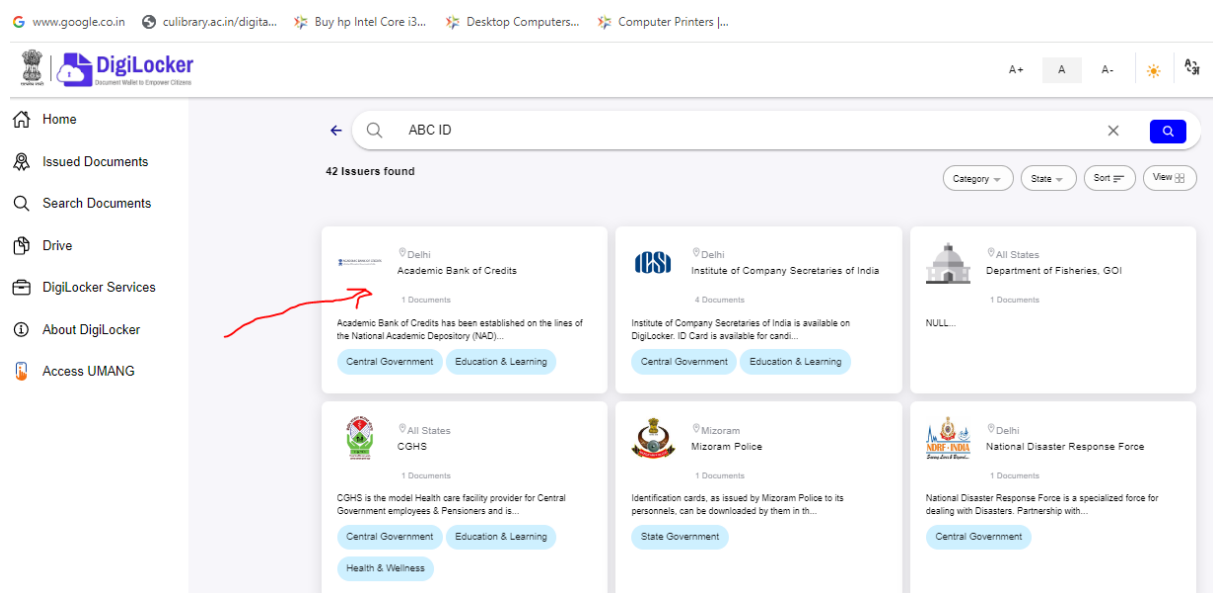
10. Upon successful creation of username, you will be directed to your page. However, if logged out, you need to login again. You will be able to see the page as follows. Your photo will be visible on the right-side corner (top) on the screen. This photo has been populated from your Aadhaar No. by the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



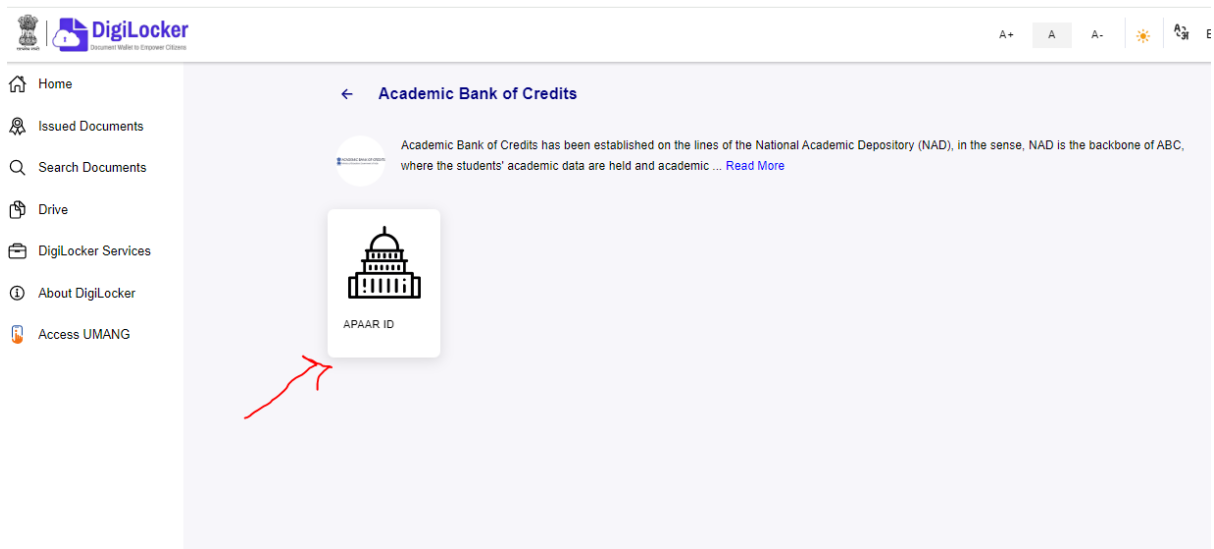
11. Type ABC ID and press enter (from keyboard).



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



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

15. Identity Type : Select Identity Type as **Roll Number**, then click on OK.

The screenshot shows the DigiLocker web interface. On the left is a sidebar with links: 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 fields for Name (as per Aadhaar), Date of Birth, Gender, Identity Type, Identity Value, Admission Year, and a dropdown for 'I am a student at...'. The 'Identity Type' dropdown is open, showing options: Type to search, Roll Number (highlighted with a red arrow), Registration Number, Enrolment Number, New Admission, and None. At the bottom of the dropdown are 'Cancel' and 'OK' buttons, with 'OK' also highlighted by a red arrow. A consent checkbox is checked, and a 'Get Document' button is at the bottom right. A yellow informational box on the right explains the Academic Bank of Credits (ABC) and its role in storing academic data and awards.

This screenshot shows the same DigiLocker form, but now the fields are populated. The 'Name (as per Aadhaar)' field contains a redacted name. The 'Date of Birth' field contains a redacted date. The 'Gender' field contains a redacted gender. The 'Identity Type' dropdown is now set to 'Roll Number'. The 'Identity Value' field contains the text 'Enter Identity Value'. The 'Admission Year' field is set to 'Select'. The 'I am a student at...' dropdown is set to 'Select I am a student at...'. The consent checkbox remains checked, and the 'Get Document' button is still present. The yellow informational box on the right is also visible.

16. Then enter identity value as your college roll number. Collect College Roll number (Column Name Roll No) from the student list against your course and against your name. For example, from the list of Political Science College Roll No. of Goutam Jana is PLSH/25/5. So, student must enter his/her specific college roll no. as identity value.

The screenshot displays the DigiLocker web interface. On the left is a sidebar with navigation links: 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)" (redacted), "Date of Birth" (redacted), "Gender" (set to "Male"), "Identity Type" (set to "Roll Number"), "Identity Value" (with a red arrow pointing to the input field), "Admission Year" (set to "Select"), and "I am a student at..." (set to "Select I am a student at..."). Below the form is a consent checkbox labeled "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 side of the form, there is a yellow informational box about the Academic Bank of Credits (ABC) and the National Academic Depository (NAD).

Academic Bank of Credits has been established on the lines of the National Academic Depository (NAD). In the interim, NAD is the backbone of ABC, where the students' academic data are kept and academic awards are stored (i.e. repository of academic awards). Despite the fact that ABC enables students to register or commence credit transfer, the final outcomes of credit recognition and issuance of certificates, as well as the compilation of record 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.

17. Select Admission **Year as 2025** and click on OK.

The screenshot shows the DigiLocker web interface. A modal dialog titled "Admission Year" is open, displaying a list of years from 2020 to 2024. The year 2025 is highlighted in blue. The dialog has "Cancel" and "OK" buttons at the bottom. In the background, the main form is partially visible with fields for Name, Date of Birth, Gender, Identity Type, Identity Value, and Admission Year. A consent checkbox is also present.

18. Then Select , **I am a student at University of Calcutta.**
And Click on OK.

The screenshot shows the DigiLocker web interface. A modal dialog titled "I am a student at..." is open, displaying a list of institutions. The institutions listed are: Board Of Secondary Education, Telangana State; Keladi Shivappa Nayaka University of Agricultural and Horticultural Sciences, Shivamogga; Rajiv Gandhi Pradyogiki Vishwavidyalaya, Bhopal; 1 EME CENTRE; and 816 SHREE VENKATESHWARA HI TECH POLYTECHNIC COLLEGE. The dialog has "Cancel" and "OK" buttons at the bottom. In the background, the main form is partially visible with fields for Name, Date of Birth, Gender, Identity Type, Identity Value, and Admission Year. A consent checkbox is also present.

Get your document by entering the required details

Name (as per Aadhaar): [Redacted]

Date of Birth: [Redacted]

Gender: [Redacted]

Identity Type: University of Calicut

Identity Value: [Redacted]

Admission Year: 2024

I am a student at: University of Calicut

I provide my consent to DigiLocker to share my details with the issuers for the purpose of fetching my documents.

Get Document

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. warehouse 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.

19. Click on get document.

Get your document by entering the required details

Name (as per Aadhaar): [Redacted]

Date of Birth: [Redacted]

Gender: Male

Identity Type: Roll Number

Identity Value: [Redacted]

Admission Year: [Redacted]

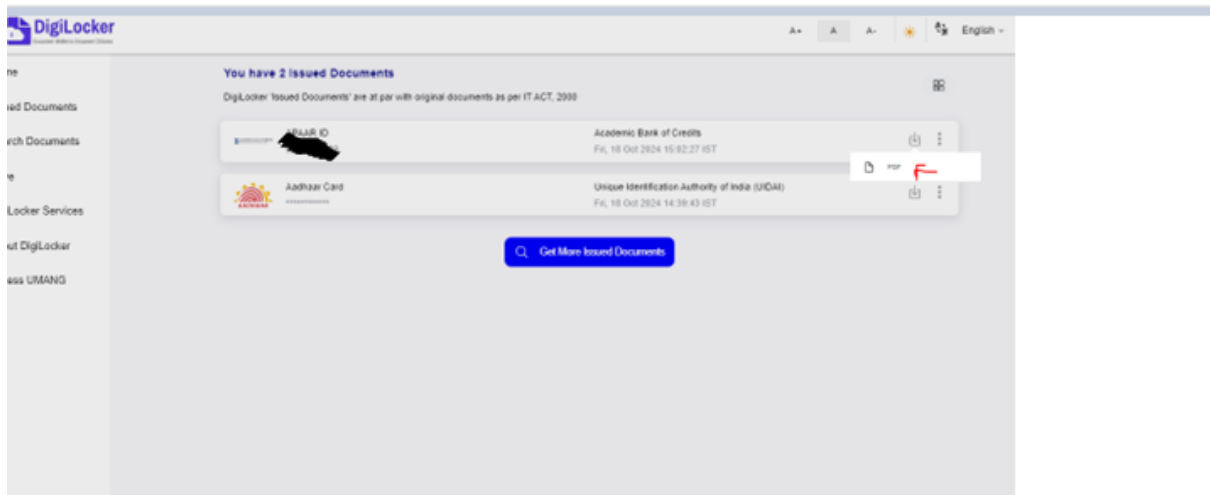
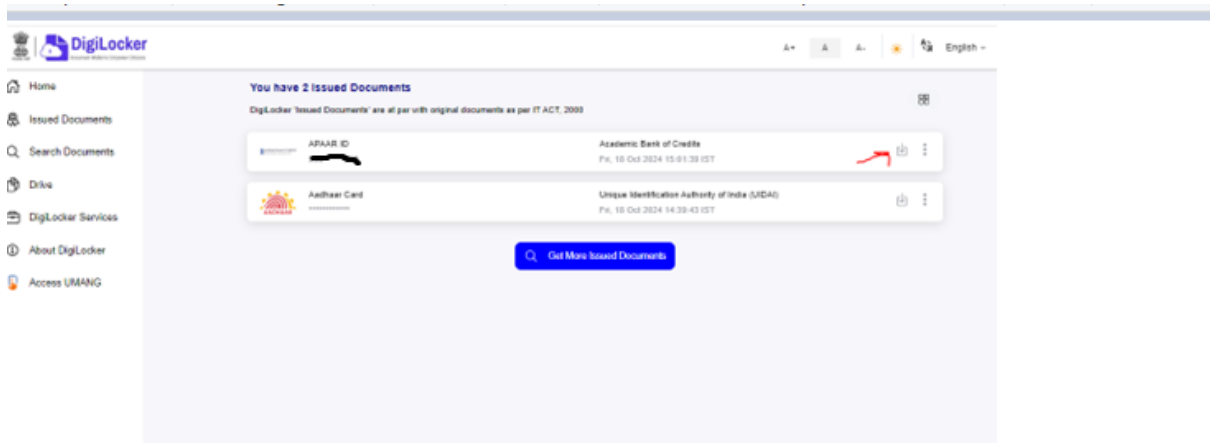
I am a student at: University of Calicut

I provide my consent to DigiLocker to share my details with the issuers for the purpose of fetching my documents.

Get Document

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. warehouse 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.

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 through login into DigiLocker Portal.



21.

You are advised to keep a soft copy of ABC ID (APAAR ID) card with you. The soft copy of ABC ID (APAAR ID) card is required to upload during CU Registration process. One link/form will be provided. Through the link/form you need to upload ABC ID card.

22. 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.