Ref: SBS/ FZR/COE/ 3404

Dated: 12-03-2024

NOTICE

All students must note that the University is implementing the UGC norms for uploading the data of the students' performance and credits earned on National Academic Depository (NAD/ Digilocker) website and Academic Bank of Credits (ABC) website.

Hence, it is mandatory that all the students of the University have to register themselves on NAD and ABC portals.

The following is the procedure for registering on the portals and using the data uploaded:

### *Steps to create Digilocker Account: -*

1. Visit the DigiLocker Website: Go to the official DigiLocker website at https://digilocker.gov.in/.
2. Click on "Sign Up": Look for the "Sign Up" or "Create Account" button on the homepage and click on it.
3. Provide your Mobile Number: Enter your valid mobile number. This number will be used for verification purposes.
4. Enter the OTP (One-Time Password): You will receive an OTP on the provided mobile number. Enter this OTP to verify your mobile number.
5. Enter your Aadhaar Number (optional): If you have an Aadhaar card, you can enter your Aadhaar number for authentication. This step is optional.
6. Provide your Personal Details: Fill in your personal details such as name, date of birth, gender, etc.
7. Create a Username and Password: Choose a username and create a strong password for your DigiLocker account. Ensure your password is a combination of letters, numbers, and special characters.
8. Enter your Email ID (optional): You can enter your email address if you wish to provide it. This step is optional.
9. Accept Terms and Conditions: Read and accept the terms and conditions of DigiLocker.
10. Complete the Registration: Click on the "Sign Up" or "Register" button to complete the registration process.
11. Verify Email (if provided): If you provided an email address, you might need to verify it by clicking on a link sent to your email.

Steps to create ABC Account: -

Note: Your Digilocker account Id is Mandatory to create ABC Id

1. Visit the site at https://www.abc.gov.in/
2. Click on the "My Account" button. Select "Student".
3. Go to new user sign up. Fill all the requisite information as asked and fill the six-digit "Digilocker" login PIN for additional security → hit the submit button
4. Enter the OTP that was sent to the registered mobile and hit the "Submit"
5. Enter your Email Id. Verify OTP sent to the registered email.
6. Grant permissions by clicking on "Allow" Button.
7. Enter your University Name, Admission year, Identity Type- Roll No. and Identity value - student's Roll number. Click on submit button.
8. The generated ABC ID will be displayed.
9. Click "Go to Dashboard". Your Credits along with your ABC account Id will be displayed.

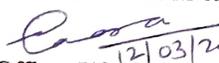12/03/2024
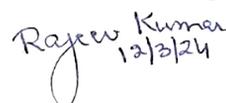
Rajeev Kumar
12/3/24

OR

1. Visit the DigiLocker Website: Go to the official DigiLocker website at https://digilocker.gov.in/
2. Login to DigiLocker: Use the username and password/ aadhaar number/ registered mobile number to log in to your DigiLocker account.
3. In case login is through username, enter aadhaar number/ registered mobile number. Click Sign in. Enter OTP received in email/ mobile number.
4. Go to search documents. Go to Education. Click View All.
5. Click on Academic Bank of Credits. Enter Name, date of birth etc.
6. Provide Consent for sharing your details for fetching documents. List of issued documents is displayed.
7. Click on ABC ID Card. Your ABC ID card is displayed. This is the ABC ID.

Steps to use Digilocker Account: -

1. Visit the DigiLocker Website: Go to the official DigiLocker website at https://digilocker.gov.in/.
2. Click on "Student" Button.
3. Click on "Create your digilocker account" Button.
4. Login to DigiLocker: Use the username and password you created to log in to your DigiLocker account.
5. Access and Store Documents: Once logged in, you can start accessing, uploading, and storing your documents and certificates digitally.
6. Drag down the screen and Click on "Education and Learning" option.
7. Enter your University name.
8. Enter your registered Mobile no. and Digilocker's account
9. Enter Security Pin – verify with OTP.
10. Go to "Issued Documents" to get your DMCs in soft form.

Steps to use ABC Account:

1. Click on My Account → Login as Student
2. Click on "Sign up with DigiLocker" → Enter valid mobile number → An OTP is sent at the phone number via SMS → Enter the OTP and click on "Continue" button → Enter Security PIN set created during Sign Up and click "Submit" Button.
3. Click on the "Go to Dashboard" button → ABC will try to fetch any ABC ID linked Credit data (but for the new user it generally shows a "No, Credits added yet" window.
4. Once an academic record along with the credit score is uploaded by the academic institutions, the credit score will be reflected in the student's ABC account automatically.
5. Detailed Subject wise credit distribution can be viewed by pressing the expand button of the "Credit Accumulation" window.
6. Students can initiate credit transfer process from their dashboard, if required.

Officer I/C NAD 12/03/2024
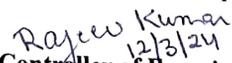
Rajeev Kumar 12/3/24
Controller of Examination

CC:

1. PA to V.C.
2. Registrar
3. Dean Academics/ Dean Student Welfare
4. All HODs
5. All NBs
6. University website