



Office of the Dean Academic
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CIRCULAR

Sub:Creation of Academic Bank of Credit(ABC) ID/AUTOMATED PERMANENT ACADEMIC ACCOUNT REGISTRY (APAAR) ID for 2024 admitted UG, PG and PhD students at IEST Shibpur

As per the notification from Ministry of Education (D.O. No. F.I-5012021(ABC/NAD) dated August 07, 2024) credit data for the students admitted from the academic year 2021-22 onwards need to be uploaded in NAD Digilocker portal.

1. **The UG, PG and PhD students admitted to IEST Shibpur in 2024** who have not yet created their **Digilocker Account and Academic Bank of Credit (ABC) ID/AUTOMATED PERMANENT ACADEMIC ACCOUNT REGISTRY (APAAR) ID** of the Institute are instructed to **register in the Digilocker portal (<http://www.digilocker.gov.in>) and create their ABC ID (Academic Bank of Credits) (<http://www.abc.gov.in>) on or before January14, 2025.** The user manual for creation of ABC ID has been provided in the following link:
https://drive.google.com/file/d/11e5qgE1GgohxmvJE-fAnOHJy7tdsdz_j/view?usp=drive_link
While creating ABC ID, the students need to select the following:

- (A) **Identity Type: Registration Number**
- (B) **Identity Value: Student ID**
- (C) **Institute Name: Indian Institute of Engineering Science and Technology, Shibpur**

from the drop-down menu. Student should not put their student ID number under any other drop-down menus i.e., the Roll No./Enrolment Number/New Admission.

2. **The UG, PG and PhD students admitted to IEST Shibpur in 2024** are instructed to create their **Digilocker Login and ABC ID using their Aadhaar No. only instead of Mobile Number and they must create their ABC ID through Laptop/Desktop instead of their Mobile Phones.**
3. **The UG, PG and PhD students admitted to IEST Shibpur in 2024** who have already created their ABC ID need to **Re-create their ABC ID after deleting** their existing ABC ID (However, in this process, the initially assigned ABC ID will remain unchanged). While re-creating ABC ID, the students need to select the following:

- (A) **Identity Type: Registration Number**
- (B) **Identity Value: Student ID**
- (C) **Institute Name: Indian Institute of Engineering Science and Technology, Shibpur**

from the drop-down menu. Student should not put their student ID number under any other drop-down menus i.e., the Roll No./Enrolment Number/New Admission.

The user manual for deletion and re-creation of ABC ID has been provided in the following link.
https://drive.google.com/file/d/1ZKyyNgqCIEsH5TXRx0j2V5_Sazpm2hxx/view?usp=drive_link

4. All students who have issues related to linking of mobile number with Aadhaar Card or not having Aadhaar Card, must visit the nearest Aadhaar Centre and complete the necessary formalities.
5. **All the UG, PG and PhD students admitted to IEST Shibpur in 2024** are instructed to attend the corresponding Departments/Schools/Centres for **Physical Verification** on or before **January 15, 2025** with self-attested printed copy of **ABC ID Card, Aadhaar Card, Student ID Card/Enrolment Certificate**.

A softcopy of the spread sheet consisting of Enrolment Number, Student Name, Gender and Date of Birth will be shared with the Departments/Schools/Centres. The concerned faculty/staff member from the department will verify the following details on the softcopy:

- (i) Enrolment Number - From Student ID Card/Enrolment Certificate
- (ii) Student Name- From Student ID Card
- (iii) Gender and Date of Birth- From Aadhaar Card

Additionally, the Student Name as per Aadhaar Card and ABC/APAAR ID as per ABC/APAAR ID Card need to be filled up in the softcopy by the verifying faculty/staff member of the Departments/Schools/Centres. The Departments/Schools/Centres will perform the physical verification of the ABC/APAAR ID Card, Aadhaar Card and Student ID Card. Both the student and the verifier will put their signatures on the printout, i.e. hard copy of the spread sheets. The Head of the Department/School/Centre needs to **endorse** by signing at the bottom of each page of the hard copy.

The **endorsed** hard copy of the spread sheets along with the self-attested (by the student only) photocopies of ABC/APAAR ID Card, Aadhaar Card and Student ID Card/Enrolment Certificate need to be sent to Joint Registrar (Academic) in the office of Dean, Academic within **January 17, 2025**.

The soft copy of the spread sheets (in Excel format with the **original file name**) should be sent by the Head of the Department/School/Centre through email to jr.ac@iests.ac.in and nad_document@faculty.iests.ac.in on or before **January 17, 2025**.

6. It is mandatory to have ABC/APAAR ID for all future correspondences from either side of students and the Institute. The degree marksheets and certificates of the students will be uploaded to NAD Digilocker portal and the students will be able to access them online. **The mark sheets of all programs (UG/PG/PhD) shall not be issued if a student does not create ABC/APAAR ID on or before January 14, 2025.**

This is issued with the concurrence of the Dean (Academic).

Sd/-
Dr.Nirmalya Kumar Bhattacharyya
Joint Registrar (Academic)

Copy forwarded for information and necessary action to:

1. PS to the Director
2. All Deans/Associate Deans/Heads of the Departments/Schools/Centers
3. The Chairman-SUGC & SPGC
4. The PIC(Admission)
5. The Registrar
6. The Academic Section-File
7. Institute Website



Joint Registrar (Academic)
IEST, Shibpur