



# The Sanskrit College and University

1, Bankim Chatterjee Street, Kolkata 700073 | E-mail: regoffice.scu@gmail.com

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<https://www.sanskritcollegeanduniversity.ac.in>

Memo No: EST/R.O/SCU/042(Notice)/2024/1036

Date: 09.12.2024

## NOTICE

### Kind Attention: All UG Students (Year of Passing 2024) for immediate data upload at NAD ABC & Digilocker

The concerned passed out UG Students that had taken admission either in 2021 and respectively passed out in 2024 are hereby notified to submit the required information as solicited in the undernoted Google Form along with the prescribed fees amounting to **Rs. 500/-** for issuance of Digital Postgraduate Degree Certificate. Remittance of the fees is to be done through the University's Online Fees Payment Gateway.

The date issuance of hardcopy of the printed Certificate will be notified later.

Instructions for filling up the Google Form and remitting fees have been mentioned below: -

#### A. Google Form: -

1. Navigate to Google Form Link: - <https://forms.gle/5CogqeNzR4vTKDWh7>
2. Scanned copy of the Online Fees Payment Challan.
3. Scanned copy of the ABC ID card. (*Not required for Foreign Students*)

[Students are required to generate the ABC ID if not created earlier in accordance with the guidelines as mentioned in the appended .pdf. Before generation of ABC ID, candidates may initiate Aadhaar card updation process for linking mobile no. and other allied matters]

<https://www.abc.gov.in/assets/resources/Step by Step Guide ABCID Students.pdf>

#### C. Online Fees Payment Gateway: -

3. Navigate to the Home page of the University's Website and click onto the Online Fees Payment ([https://scuadmission.in/fees\\_portal/](https://scuadmission.in/fees_portal/)).
4. Instructions for remitting the fees through Payment Gateway has been mentioned in the under noted flowchart (.pdf).
  - **The last date for submission is 17/12/2024 (by 12 noon).**
  - ABC portal data availability is becoming a pre-requisite for students qualified since 2023.
  - Therefore, do make sure that the ABC ID is duly provided alongwith other particulars **positively within 17/12/2024.**
  - The hardcopy print out of the Google form acknowledgement received at your Email ID should be submitted to Office alongwith self-attested copy of the ABC ID Card {except for foreign students, who should write at the top of front page clearly "FOREIGN NATIONAL (Name of Country) **within 20/12/2024**}

Steps for installing Digilocker in the mobile phone as per guidelines of NAD (National Academic Depository) have been provided in the Annexure-I.

Srijib Bardhan  
Registrar  
Registrar

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## Annexure - I

### Part A:

#### Steps to install the Digilocker app on the mobile phone

1. Go to the Google Play Store and search for the Digilocker app.
2. Click Continue to App.
3. Find the app in the Google Play listing and click Install.
4. A pop-up window will appear asking for permissions.
5. Click Accept to continue.
6. The app will automatically install after the download is complete.
7. Tap the app icon on the home screen.
8. Click Create Account.
9. Fill out the required fields using your Aadhaar card.
10. Enter the OTP sent to your Aadhaar card registered mobile number.
11. Choose a username and comply with other formalities as directed.

### Part B:

After the University notifies about the successful generation of ABC IDs of the concerned students, then only the same can be used to Logging into the Digilocker for fetching the ABC ID card by following the undernoted steps: -

In the homepage search menu, type ABC ID

1. Click ABC ID Card.
2. Click Get Documents.
3. Click Get issued document.
4. Enter the OTP sent to your Aadhaar card registered mobile number for fetching the document.