Homi Bhabha National Institute, Mumbai

Standard Operational Procedure for Online Application for Student I-Card

1. Type the following address http://www.anuvidhya.in/ in the Browser / click the link given.

2. Select the User named "Student". The Password is "g123"; After successful login you will go to Home Page.

3. Then Click on "Existing Student Login" in the Main Menu, then it will display User ID, Password and Proceed Button.

4. Enter your Enrolment No as a User ID without space.

5. First time your password will be combination of the first two letters of your Constituent Institute name (eg.for BARC : "BA" ; IGCAR :"IG" ; RRCAT : "RR" ; VECC : "VE" ; SINP : "SI" ; IPR : "IP" ; IOP : "IO" ; HRI : "HR" ; TMC : "TM" ; IMSc : "IM" ; NISER : "NI") and your Date of Birth in the YYYY-MM-DD continuous without any space. (Eg. If CI is BARC and Birth Date is 15-June-1995 then your password will be "BA1995-06-15").

6. After your Successful Login with Enrolment No and Password, immediately Change your Password for Security.

7. If you are logging in for the First time, "Change your Password" screen appears automatically.

8. After your Successful Login with Enrolment No and Password, you will see the Welcome screen containing Two parts- one, the Menu on the Left-hand side and the other, on the Right side, a Portal called "Students Communication Portal" with your Name and Enrolment No.

9. In the Left-hand side Menu options available.

10. For Applying Student I-Card click on **Apply for HBNI I-Card.**

11. It displays Your Personal Details like Name, Gender, Date of Birth, Mobile No, Email ID and Alternate Email ID. Enter all details / Verify and Select your Photo to print on I-Card and then Click the Declaration stating that "**I understand that I will be fully responsible for the proper use and safekeeping of the identity card. I understand that the card will be no longer valid for use when I cease to be a student of HBNI or beyond the date of validity indicated on the card, whichever is earlier.**" and press the Proceed button. photograph should be about 3.5 cm (width) x 4.5 cm (height). The photograph should be without cap, spectacles and the frontal view of the face should be clearly visible. **If uploaded improper photographs, Identity Card will not be issued.**

12. After Submission it shows Message about I-Card Application.

13. If you Click on "Apply for HBNI I-Card" it will display with your Uploaded Photo and Status of your Application.

14. It will be processed by HBNI Admin; you will be informed by Mail / Phone.

In case of difficulty please mail your queries to **helpdesk@hbni.ac.in**
022-2559 7596