



# WEST BENGAL STUDENT CREDIT CARD SCHEME



## USER MANUAL FOR THE STUDENT CREDIT CARD

### Step 1:

Please download the scheme document and read carefully before proceeding for registration.



## Step 2:

Please keep the following documents with you before registration process.

- (a) Colour Photograph of the applicant (should be in *.jpeg / .jpg* between 50 KB and 20 KB)
- (b) Colour Photograph of the co-applicant / co-borrower (should be in *.jpeg / .jpg* format, between 50 KB and 20 KB)
- (c) Signature of the student (should be in *.jpeg / .jpg* format, between 50 KB and 10 KB)
- (d) Co-borrower / Guardian's signature (should be in *.jpeg / .jpg*, format, between 50 KB and 10 KB)
- (e) Student's AADHAR Card (should be in *.pdf* format, between 400 KB and 50 KB)



## Step 2: Cont'd.....

- (f) Student's Class 10<sup>th</sup> Board registration certificate (if no AADHAR card) (should be in *.pdf* format between 400 KB and 50 KB)
- (g) Guardian's Address Proof (should be in *.pdf* format between 400 KB and 50 KB)
- (h) Admission Receipt (should be in *.pdf* between 400 KB and 50 KB)
- (i) Student's PAN Card / undertaking if there is no PAN Card (should be in *.pdf* format between 400 KB and 50 KB)
- (j) Guardian's PAN Card / undertaking if there is no PAN Card (should be in *.pdf format* between 400 KB and 50 KB)
- (k) Relevant page of the brochure / document detaining course fee / tuition fee (should be in *.pdf* format between 400 KB and 50 KB)



## Step 3:

### Online Registration:

Visit [www.wb.gov.in](http://www.wb.gov.in) or <https://banglaruchchashiksha.wb.gov.in> and click STUDENT CREDIT CARD tab or Log in to <https://wbacc.wb.gov.in> Click on **REGISTRATION OF STUDENT** form option, fill up the Registration of Student form and then Click on Register button to generate user id and password.



# FORMAT OF THE STUDENT'S REGISTRATION FORM

**Student Registration**

**Basic Details**

Applicant Name\*  
FIRST NAME MIDDLE NAME LAST NAME

Date of Birth\*  
Date of Birth

Gender\*  
---Please Select Gender---

Do you have Aadhaar Number\*  
---Please Select---

**Present Course of Study**

State of Institution\*  
---Please Select State of Institution---

District of Institution\*  
---Please Select District of Institution---

Programme Type\*  
---Please Select Programme---

Name of Institution\*  
---Please Select Institution---

Programme Name\*  
---Please Select Programme Name---

**Contact Details**

Mobile No\*  
Mobile No

Email ID\*  
Email ID

Re-enter Email ID\*  
Re-enter Email ID  
Email Address is required

**Password**

Password\*  
Enter Password\*  
Password is required

Confirm Password\*  
Confirm Password

Very Weak!(Must be 8 or more chars)

Password should be strong.  
Password should contain minimum eight characters, consisting of atleast One Upper Case Alphabet (i.e. A-Z), One Lower case Alphabet (i.e. a-z), One Numeric Character (i.e. 0-9) & One Special Character (i.e. @#\$%^)

[Register](#)

To be selected from the drop down list (Yes/No)

To be selected from the drop down list

To be selected from the drop down list

Password should be strong. It should contain minimum eight characters consisting of at least one upper case Alphabet (i.e. A-Z), one lower case alphabet (i.e. a-z), One numeric character (i.e 0-9) & one special character (i.e., @\$%^)

To be selected from the drop down list

To be selected from the drop down list

To be selected from the drop down list

Please do not copy, need to be typed

This Password will be used for all future purposes



## FORMAT OF THE STUDENT'S REGISTRATION FORM (WHEN THE STUDENT HAS AADHAAR CARD)

### Applicant Registration

Applicant Name\*

FIRST NAME

MIDDLE NAME

LAST NAME

Date of Birth\*

Date of Birth

Sex\*

....Please Select Sex----

Do you have Aadhaar Number?\*

Yes

Aadhaar\*

Aadhaar No

State of Institution\*

....Please Select State of Institution----

District of Institution\*

....Please Select District of Institution----

Name of Institution\*

....Please Select Institution----

Programme Type\*

....Please Select Programme----

Programme Name\*

....Please Select Course----

Programme Duration (in Years)\*

....Please Select Programme Duration----

Mobile No\*

Mobile No

Email ID\*

Email ID

Re-enter Email ID\*

Re-enter Email ID

Password ?

Password\*

Enter Password\*

Confirm Password\*

Confirm Password

▶▶ Submit

If the selection is  
YES

Then insert the  
Aadhaar No.



## FORMAT OF THE STUDENT'S REGISTRATION FORM (WHEN THE STUDENT HAS NO AADHAAR CARD)

If the selection is NO

Type the Registration Number of (10<sup>th</sup>) standard board

Then type the name of the 10<sup>th</sup> standard board

**Applicant Registration**

<b>Applicant Name*</b>		
FIRST NAME	MIDDLE NAME	LAST NAME
<b>Date of Birth*</b>		<b>Sex*</b>
Date of Birth		----Please Select Sex----
<b>Do you have Aadhaar Number?*</b>		<b>Name of (Xth) standard Board*</b>
No	<input checked="" type="checkbox"/>	----Please Select Board----
<b>Registration Number of (Xth) standard Board*</b>		<b>Year of passing of (Xth) standard Board*</b>
Registration Number		----Please Select Year Of Passing----
<b>State of Institution*</b>		
----Please Select State of Institution----		
<b>District of Institution*</b>		<b>Name of Institution*</b>
----Please Select District of Institution----		----Please Select Institution----
<b>Programme Type*</b>		<b>Programme Name*</b>
----Please Select Programme----		----Please Select Course----
<b>Programme Duration (in Years)*</b>		<b>Mobile No*</b>
----Please Select Programme Duration----		Mobile No
<b>Email ID*</b>		<b>Re-enter Email ID*</b>
Email ID		Re-enter Email ID
<b>Password</b>		
<b>Password*</b>		<b>Confirm Password*</b>
Enter Password*		Confirm Password

**Submit**





**AFTER COMPLETION OF THE REGISTRATION PROCESS A UNIQUE ID WILL BE GENERATED WHICH WILL BE SENT TO YOUR MOBILE NUMBER WHICH WILL BE USED AS YOUR USER ID FOR SUBMISSION OF APPLICATION. THIS UNIQUE ID WILL BE USED AS USER ID FOR ALL FUTURE PURPOSES**

Please enter the OTP sent to your mobile number during registration

**MOBILE NO. VERIFICATION**

Enter the OTP for OTP ID #56833, sent to your Mobile No XXXXXXX254

Close Verify

After entering the OTP, please click on verify

Date of Birth\* 10-03-2004 ✓

Aadhaar\* [REDACTED] ✓

District of Institution\* KOLKATA ✓

Programme Type\* UG ✓

Programme Duration (in Years)\* 3 ✓

Email ID\* samar.roy@gmail.com ✓

State of Institution\* West Bengal ✓

Name of Institution\* Behala College ✓

Programme Name\* B.A.(Hons) ✓

Mobile No\* [REDACTED] ✓

Re-enter Email ID\* sama[REDACTED]ail.com ✓

Password\* [REDACTED] ✓

Confirm Password\* [REDACTED] ✓

Passwords matched!

Submit



This message box will appear after successful registration

This registration number will be generated which will be used as **User ID** for all future purposes.

**REGISTRATION SUCCESSFUL**

You have successfully Registered In WBSCC. Your Registration Id is **WBSCC216664931**. Your login credentials has been sent to your mobile no. Kindly login with your credentials.

Close

**Registration Form Fields:**

- Registration No.:** WBSCC216664931
- Registrant Name:** ANIKET
- Date of Birth:** 01-06-2003
- Gender:** MALE
- Do you have Aadhaar:** Yes
- Aadhaar:** 30 8900000000
- State of Institution:** West Bengal
- District of Institution:** KOLKATA
- Name of Institution:** Asutosh College
- Programme Type:** UG
- Programme Name:** B.B.A.-Bachelor of Business Administration
- Contact Details:**
  - Mobile No.:** 98 8888888888
  - Email ID:** aniket@asutoshcollege.com
  - Re-enter Email ID:** aniket@asutoshcollege.com
- Password:** [Masked]
- Confirm Password:** [Masked]
- Feedback:** Passwords matched!

Register



# Step 3: Submission of application

Click **STUDENT LOG IN** button to get :

WBSCC2166644931

\*\*\*\*\*

\*\*\*\*\* j h v r u t

Login

New user? Register here

Forgot Applicant Id/Password?

Please enter your  
Registration No.

Enter the  
Password

Enter the captcha  
as shown

After entering the  
captcha, click login



# APPLICANT DASHBOARD

WBSCC

Welcome, Samarpita Mondal


Dashboard

Application Details

## Student Credit Card


Logout

### Details of Application

  
**Samarpita Mondal**  
WBSCC2168641664  
9845764347  
[Apply Now](#)

[Track Application](#)

#	Activity	Status	Date
1	Applicant Registration	Done	21-06-2021 21:44:31
2	Application Form Fillup	Pending	----
3	Upload Supporting Document	Pending	----
4	Application Submission	Pending	----
5	Status	Registration Done	

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To apply for the loan, please click on Apply Loan

Name, Registration no. and contact number will appear, which the student need to checkout

Here it shows that registration done

Personal Details

Name of Student*	ANIKET	MIDDLE NAME	SARKAR
Name of Father	RAGHAB	MIDDLE NAME	SARKAR
Name of Mother	NILIMA	MIDDLE NAME	SARKAR
Co-borrower/Legal guardian's name*	RAGHAV	MIDDLE NAME	SARKAR
Students Mobile No:*	9878900000	Relationship with Co-Borrower*	FATHER
Date of Birth*	01-06-2003	Gender*	MALE
Student Caste*	GENERAL	Whether physically challenged:	No
Do you have Aadhaar Number?:	Yes	Student's Aadhaar Card No:	300000000000
Last Qualification*	HIGHER SECONDARY/EQUIVALENT		
Student's PAN Card:*	No		

[Download Undertaking Document](#)

Co-borrower Details

Co-Borrower's Occupation*	BUSINESS	Co-Borrower's Mobile No:*	9856235412
Co-Borrower's Caste*	GENERAL	Co-Borrower's Gender*	MALE
Co-Borrower's Address Proof:	Voter ID Card	Address Proof Document/ID Number*	Z100000000
Co-Borrower's PAN Card:*	Yes	Co-Borrower's PAN Card No:*	DA0000000000

Present Address Details

House No:	77	Street Name:*	FEDER
PIN Code:*	700021	District:*	KOLKATA
State*	West Bengal		
Assembly*	Entally (Vidhan Sabha constituency)		

Permanent Address Details

House No:	77	Street Name:*	FEDER
PIN Code:*	700021	District:*	KOLKATA
State*	West Bengal		
Assembly*	Entally (Vidhan Sabha constituency)		

Course & Income Details

Whether received/receiving any scholarship/free ship from any agency: *	No	Programme Name	B.B.A.
Annual income of co-borrower (all sources):*	1000000	Whether received any Institutional brochure/ document detailing the Course/Tuition fees : *	Yes <small>You have to upload relevant document later on</small>
Programme:*	UG	Year of Completion:*	2024
(Course fee + tuition) (Indicative):*	500000	Loan amount in words:*	FOUR LAKH FIFTY THOUSAND ONLY
Year of Commencement:*	2021		
Loan amount required:*	450000		

Bank Details of the Student

IFS Code:*	ALLA0210022	Name of Bank*	ALLAHABAD BANK
Branch Name:	ALIPORE BRANCH,KOLKATA	A/C No:*	650000000000
Bank For Loan*	THE WEST BENGAL STATE COOPER	Bank Branch For Loan*	SALT LAKE CITY BRANCH

Bank Details of the Co-borrower

IFS Code:*	ALLA0210022	Name of Bank*	ALLAHABAD BANK
Branch Name:	ALIPORE BRANCH,KOLKATA	A/C No:*	650000000000

[Save & Continue](#)

# APPLICATION FORM EXPLAINED IN SECTIONS

## Personal Details

### SECTION – I (WHEN THE STUDENT HAS AADHAR)

Welcome, Aniket Sarkar

Dashboard

Application Details

- Edit Loan Application
- View Loan Application

#### Personal Details

Name of Student*	ANIKET	MIDDLE NAME	SARKAR
Name of Father	RAGHAB	MIDDLE NAME	SARKAR
Name of Mother	NILIMA	MIDDLE NAME	SARKAR
Co-borrower/Legal guardian's name*	RAGHAV	MIDDLE NAME	SARKAR
Students Mobile No.*	987880004	Relationship with Co-Borrower*	FATHER
Date of Birth*	01-06-2003	Gender*	MALE
Student Caste*	GENERAL	Whether physically challenged:	No
Do you have Aadhaar Number?:	Yes	Student's Aadhaar Card No:	308180000111
Last Qualification*	HIGHER SECONDARY/EQUIVALENT		
Student's PAN Card:*	No		

[Download Undertaking Document](#)

In case of any Edit/amendment in contact number or name, edit option may be selected

#### FORMAT OF UNDERTAKING, IF THERE IS NO PAN

That I SANDIP DAS undertake to apply for PAN as per the Income Tax Act and to furnish the same before sanction/Disbursement of the Loan under Student Credit Card Scheme.


Date : \_\_\_\_\_


Signature of the applicant

To be uploaded letter

# Personal Details

## SECTION –I (WHEN THE STUDENT HAS NO AADHAR)

 WBSCC

 Welcome,  
Samarpita Mondal

[Dashboard](#)

[Application Details](#)

[Edit Loan Application](#)

[View Loan Application](#)

### Student Credit Card

[Logout](#)

#### Personal Details

Name of Student*	SAMARPITA	MIDDLE NAME	MONDAL
Name of Father	SANDIP	MIDDLE NAME	MONDAL
Name of Mother	SUPARNA	MIDDLE NAME	MONDAL
Co-borrower/Legal guardian's name*	SANDIP	MIDDLE NAME	MONDAL
Students Mobile No.*	9845764347	Relationship with Co-Borrower*	FATHER
Date of Birth*	21-06-2003	Gender*	FEMALE
Student Caste*	GENERAL	Whether physically challenged:	Yes
Do you have Aadhaar Number?:	No	Name of (Xth) standard Board:	WEST BENGAL COUNCIL OF HIGHER
Registration Number of (Xth) standard Board:	987646754567776	Year of passing of (Xth) standard Board:	2020
Last Qualification*	HIGHER SECONDARY/EQUIVALENT		
Student's PAN Card:*	No		

[Download Undertaking Document](#)





## SECTION -III (PERMANENT ADDRESS AND COURSE & INCOME DETAILS)

Assembly\* Entally (Vidhan Sabha constituency) v

Where the family of the student resides

### Permanent Address Details

House No: 77

Street Name:\* FEDER

PIN Code:\* 700021

State\* West Bengal v

District\* KOLKATA v

Assembly\* Entally (Vidhan Sabha constituency) v

### Course & Income Details

Whether received/receiving any scholarship/free ship from any agency: \* No v

Annual income of co-borrower (all sources):\* 1000000

Programme:\* UG

(Course fee + tuition) (Indicative):\* 500000

Year of Commencement:\* 2021

Loan amount required:\* 450000

Programme Name\* B.B.A.

Whether received any Institutional brochure/ document detailing the Course/Tuition fees : \* Yes v  
You have to upload relevant document later on

Year of Completion:\* 2024

Loan amount In words:\* FOUR LAKH FIFTY THOUSAND ONLY

## SECTION – IV (BANK DETAILS OF STUDENTS AND CO-BORROWER)

### Bank Details of the Student

IFS Code:*	<input type="text" value="ALLA0210022"/>	Name of Bank*	<input type="text" value="ALLAHABAD BANK"/>
Branch Name:	<input type="text" value="ALIPORE BRANCH,KOLKATA"/>	A/C No:*	<input type="text" value="6578367907447"/>
Bank For Loan*	<input type="text" value="THE WEST BENGAL STATE COOPER v"/>	Bank Branch For Loan*	<input type="text" value="SALT LAKE CITY BRANCH v"/>

### Bank Details of the Co-borrower

IFS Code:*	<input type="text" value="ALLA0210022"/>	Name of Bank*	<input type="text" value="ALLAHABAD BANK"/>
Branch Name:	<input type="text" value="ALIPORE BRANCH,KOLKATA"/>	A/C No:*	<input type="text" value="8916499493496"/>

Save & Continue



# APPLICANT'S DOCUMENT UPLOADING (WHEN THERE IS AADHAR)

WBSCC

Welcome, Aniket Sarkar

Application Details

### Student Credit Card

Logout

#### Upload Scanned Supporting Document

Photograph of applicant (should be (JPEG,jpg) and 50 KB at maximum and 20 KB at minimum.)*	<input type="button" value="Browse..."/> No file...lected.	<input type="button" value="View File"/>	
Photograph of co-applicant/co-borrower (should be (JPEG,jpg) and 50 KB at maximum and 20 KB at minimum.)*	<input type="button" value="Browse..."/> No file...lected.	<input type="button" value="View File"/>	
Signature of student (should be (JPEG,jpg) and 50 KB at maximum and 10 KB at minimum.)*	<input type="button" value="Browse..."/> No file...lected.	<input type="button" value="View File"/>	
Co-borrower /Legal guardian's signature (should be (JPEG,jpg) and 50 KB at maximum and 10 KB at minimum.)*	<input type="button" value="Browse..."/> No file...lected.	<input type="button" value="View File"/>	
Student's Aadhaar Card (it should be (pdf,PDF) and 400 KB at maximum and 50 KB at minimum.)*	<input type="button" value="Browse..."/> No file...lected.	<input type="button" value="View File"/>	Student's PAN Undertaking Document (it should be (pdf,PDF) and 400 KB at maximum and 50 KB at minimum.)*
Co-Borrower's Address Proof (Voter ID Card) (it should be (pdf,PDF) and 400 KB at maximum and 50 KB at minimum.)*	<input type="button" value="Browse..."/> No file...lected.	<input type="button" value="View File"/>	Co-Borrower's PAN Card (it should be (pdf,PDF) and 400 KB at maximum and 50 KB at minimum.)*
Admission Receipt (it should be (pdf,PDF) and 400 KB at maximum and 50 KB at minimum.)*	<input type="button" value="Browse..."/> No file...lected.	<input type="button" value="View File"/>	Relivent Page of the Brochure/ document detailing the Course fee/ Tuition fees (it should be (pdf,PDF) and 400 KB at maximum and 50 KB at minimum.)*

I Shri/ Smt ANIKET SARKAR son/ daughter of RAJIB SARKAR do hereby declare that I / my parents/ legal guardian/ my family have/ has been residing in the State of West Bengal since last 10 years (or more) . I do hereby declare that the above mentioned information furnished by me correct and true my knowledge and belief.

I do hereby authorise my loan sanctioning Bank to disburse/ to pay any Institutional expenses directly to the institution's Bank account from my sanctioned loan account.

Latest Colour photograph of the student in specified format

Latest Colour photograph of the co-applicant/co-borrower as specified

Signature of the student, as specified

Co-borrower's Address proof.

If required to visit the previous page, click on previous option

Admission receipt of the institution, as specified

Signature of the, as specified

Student's Aadhaar Card as specified

Student's PAN card or undertaking as specified

Co-borrower's PAN card or undertaking as specified

These two undertakings are to be submitted

If the procedure done correctly, click on save & continue

# APPLICANT'S DOCUMENT UPLOADING (WHEN THERE IS NO AADHAR)



WBSCC



Welcome,  
Samarpita  
Mondal

Dashboard

Application Details



Student Credit Card

Logout

## Upload Scanned Supporting Document

Photograph of applicant (should be (JPEG,jpg) and 50 KB at maximum and 20 KB at minimum.)\*

No file selected.

Photograph of co-applicant/co-borrower (should be (JPEG,jpg) and 50 KB at maximum and 20 KB at minimum.)\*

No file selected.

Signature of student (should be (JPEG,jpg) and 50 KB at maximum and 10 KB at minimum.)\*

No file selected.

Co-borrower /Legal guardian's signature (should be (JPEG,jpg) and 50 KB at maximum and 10 KB at minimum.)\*

No file selected.

Student's (1<sup>Xth</sup>) standard Document (it should be (pdf,PDF) and 400 KB at maximum and 50 KB at minimum.)\*

No file selected.

Co-Borrower's Address Proof (Voter ID Card) (it should be (pdf,PDF) and 400 KB at maximum and 50 KB at minimum.)\*

No file selected.

Admission Receipt (it should be (pdf,PDF) and 400 KB at maximum and 50 KB at minimum.)\*

No file selected.

Student's PAN Undertaking Document (it should be (pdf,PDF) and 400 KB at maximum and 50 KB at minimum.)\*

No file selected.

Co-Borrower's PAN Card (it should be (pdf,PDF) and 400 KB at maximum and 50 KB at minimum.)\*

No file selected.

Relivent Page of the Brochure/ document detailing the Course fee/ Tuition fees (it should be (pdf,PDF) and 400 KB at maximum and 50 KB at minimum.)\*

No file selected.

I Shri/ Smt SAMARPITA MONDAL son/ daughter of SANDIP MONDAL do hereby declare that I / my parents/ legal guardian/ my family have/ has been residing in the State of West Bengal since last 10 years (or more) . I further declare that the above mentioned information furnished by me correct and true my knowledge and belief.

I do hereby authorise my loan sanctioning Bank to disburse/ transfer my Institutional expenses directly to the institution's Bank account from my sanctioned loan account.

Previous

Save & Continue

Student's Class Xth board registration certificate to be uploaded, if there is no Aadhaar



# APPLICANT'S PROFILE VIEW

ONCE THE STUDENT OPT FOR SAVE AND CONTINUE IN THE PREVIOUS PAGE THIS PAGE WILL OPEN UP

The screenshot shows the 'View Application' page for a student named Aniket Sarkar. The page is divided into several sections: Basic Details, Details of the qualifying public examination, Present course of study, and Personal Details. Callouts highlight various elements: the student's name, scanned photos and signatures of both the student and the co-borrower, details of the qualifying examination, details of the present course of study, and options to view personal details and uploaded documents. A 'Submit Application' button is visible at the bottom right.

**WBSCC**  
Welcome, Aniket Sarkar

Student Credit Card [Logout]

Download Application Details

Basic Details			
Applicant ID.	WBSCC2166644931		
Applicant Name	ANIKET SARKAR		
Mobile No.	9898989898		
Email Id	aniket@wbbscc.com		

Details of the qualifying public examination			
Name of the last qualifying examination	HIGHER SECONDARY/EQUIVALENT		

Present course of study			
Name of the Programme	UG	Name of the course	B.B.A.
Year of admission in this course	2021	Year of Completion	2024
Name of the present Institution	Asutosh College	Institution State	West Bengal
Institution District	KOLKATA		

Personal Details

Upload documents

Submit Application

Name of the student

Scanned photo with signature of the student

Scanned photo with signature of the co-borrower

Details of the qualifying examination

Details of the Present Course of study

Option to view the personal details

Option to view the uploaded documents

Please review all the fields, edit if necessary (EDIT button is one the left panel). Once the student is fully satisfied with the details fed, he/she needs to press Submit Application



# APPLICANT'S PROFILE AFTER FINAL SUBMISSION

WBSCC Student Credit Card

Welcome, Aniket Sarkar

Dashboard

Application Details

Edit Loan Application

View Loan Application

View Application

Confirm Submission

After Submission of Application there is no option for modification of application details. Do you confirm to Submit?

YES NO

Basic Details

Applicant ID WBSCC2166644931

Applicant Name ANIKET SARKAR

Mobile No. 9076600000

Email Id aniket@wbcc.com

Details of the qualifying public examination

Name of the last qualifying examination HIGHER SECONDARY/EQUIVALENT

Present course of study

Name of the Programe	UG	Name of the course	B.B.A
Year of admission in this course	2021	Year of Completion	2024
Name of the present Institution	Asutosh College	Institution State	West Bengal
Institution District	KOLKATA		

Personal Details

Upload Documents

Submit Application

Once the student submits the application, this pop up menu appears.

Once the student is sure that the details is fed correctly, He / She is required to opt for 'Yes' or 'No' very cautiously as there is no option for modification.

If all data fed is ok, the student required to press 'Yes'

# AFTER SUBMISSION, THIS DASHBOARD APPEARS



**WBSCC**

Welcome,  
**Aniket Sarkar**


Dashboard

Application Details

### Student Credit Card

Logout

#### Details of Application



**Aniket Sarkar**  
WBSCC2166644931  
9876543210

#	Activity	Status	Date
1	Applicant Registration	Done	21-06-2021 17:05:37
2	Application Form Fillup	Done	21-06-2021 17:41:21
3	Upload Supporting Document	Done	21-06-2021 17:39:41
4	Application Submission	Done	21-06-2021 17:46:20
Application Submitted to HOI			

Track Application

Once form is submitted by the student, it shows that the form is submitted to the Institution

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# WHEN THE APPLICATION IS RETURNED BY THE INSTITUTION TO THE APPLICANT (IN CASE OF ANY DISCREPANY, IF DETECTED BY THE INSTITUTION)


WBSCC Student Credit Card

Welcome, Sandip Das

Dashboard

Application Details

### Details of Application



**Sandip Das**  
WBSCC2193246471  
9800000000

[Edit Loan Application](#)

[Track Application](#)

#	Activity	Status	Date
1	Applicant Registration	Done	21-06-2021 11:11:10
2	Application Form Fillup	Done	21-06-2021 11:28:39
3	Upload Supporting Document	Done	21-06-2021 11:40:19
4	Application Submission	Pending	21-06-2021 11:44:43
5	Status	Application Returned by HOI to APPLICANT	


In case of pending of submission, the application will be returned by the Institution to the applicant.


Click to edit the application, when returned by the institution.





# WHEN THE FORM IS SUCCESSFULLY SUBMITTED



 **WBSCC**

 Welcome,  
**Sandip Das**

 Dashboard

 Application Details



## Student Credit Card

Logout

### Details of Application



**Sandip Das**

WBSCC2193246471

983619376

Track Application

#	Activity	Status	Date
1	Applicant Registration	Done	21-06-2021 11:11:10
2	Application Form Fillup	Done	21-06-2021 18:45:44
3	Upload Supporting Document	Done	21-06-2021 18:45:47
4	Application Submission	Done	21-06-2021 18:45:52
5	Status	Application Submitted to HOI	

# STATUS VIEWED BY THE APPLICANT IN THE DASHBOARD

## When the application is forwarded to HED



WBSCC

Welcome,  
Sandip Das


Dashboard

Application Details

### Student Credit Card

Logout

#### Details of Application



**Sandip Das**  
WBSCC2193246471  
987648877

[Track Application](#)

#	Activity	Status	Date
1	Applicant Registration	Done	21-06-2021 11:11:10
2	Application Form Fillup	Done	21-06-2021 18:45:44
3	Upload Supporting Document	Done	21-06-2021 18:45:47
4	Application Submission	Done	21-06-2021 18:45:52
5	Status	Application Forwarded by HOI to HED	



# STATUS VIEWED BY THE APPLICANT IN THE DASHBOARD

## When the application is forwarded to Bank by HED

WBSCC

Welcome,  
Sandip Das


Dashboard

Application Details

### Student Credit Card

Logout

#### Details of Application



**Sandip Das**  
WBSCC2193246471  
98XXXXXXXX

[Track Application](#)


#	Activity	Status	Date
1	Applicant Registration	Done	21-06-2021 11:11:10
2	Application Form Fillup	Done	21-06-2021 18:45:44
3	Upload Supporting Document	Done	21-06-2021 18:45:47
4	Application Submission	Done	21-06-2021 18:45:52
5	Status	Application Forwarded by HED to BANK	

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# WHEN THE APPLICANT FORGOT APPLICATION ID / PASSWORD




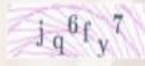

## Student Credit Card

Government of West Bengal

SIGN IN

Applicant ID 

Password 

Captcha  

[Login](#)

[New user? Register here](#)

[Forgot Applicant Id/Password?](#)

In case the student forgets Applicant ID / Password , He/ She needs to press Forgot Applicant ID /Password



# WHEN THE APPLICANT FORGOT APPLICATION ID / PASSWORD PROCEDURE - HOW TO RETRIEVE APPLICATION ID / PASSWORD.....(Cont'd)

  
**Student Credit Card**  
Government of West Bengal  
Retrieve Applicant Id/Password

Select What is to Retrieve


Captcha   

[Back To Home](#) [Submit](#)

The applicant needs to select from the dropdown list what to retrieve and then press the submit button




# WHEN THE APPLICANT FORGOT APPLICATION ID / PASSWORD PROCEDURE - HOW TO RETRIEVE APPLICATION ID / PASSWORD...(Cont'd)

  
**Student Credit Card**  
Government of West Bengal  
Retrieve Applicant Id/Password

Applicant ID

Aadhaar Number


Captcha   

[Back To Home](#) [Submit](#)

In case the Applicant ID / User ID is forgotten, the student needs to opt for 'Applicant ID' and endorse his / her Aadhaar No. or Class Xth Reg. No.(if no Aadhar) and fill up captcha, thereafter he / she needs to press submit button , the details will be sent to the registered mobile number




# WHEN THE APPLICANT FORGOT APPLICATION ID / PASSWORD PROCEDURE - HOW TO RETRIEVE APPLICATION ID / PASSWORD .....(Cont'd)

  
**Student Credit Card**  
Government of West Bengal  
Retrieve Applicant Id/Password

Password

Applicant Id

Captcha  g8bzvr 

[Back To Home](#) [Submit](#)

In case the password is forgotten, the student needs to opt for 'Password' from dropdown option then fed the Applicant ID and insert captcha thereafter press submit button, the details will be sent to the registered mobile number



# User manual for the Institution

## Step 1:

Please download the scheme document and read carefully before proceeding for registration

## Step 2:

Please keep the following documents with you before registration process

- (a) AISHE Certificate (should be in *.pdf* and 400 KB at maximum and 50 KB at minimum)
- (b) Accreditation Document (should be in *.pdf* and 400 KB at maximum and 50 KB at minimum)
- (c) Rank Document (should be in *.pdf* and 400 KB at maximum and 50 KB at minimum)
- (d) Affiliation Document (should be in *.pdf* and 400 KB at maximum and 50 KB at minimum)





## Step 3:

### Online Registration by the Institution

Visit [www.wb.gov.in](http://www.wb.gov.in) or <https://banglaruchchashiksha.wb.gov.in> and click **ADMINISTRATIVE LOGIN TAB** and Click on **ADMINISTRATIVE LOGIN TAB**. Enter User ID and Password, to open the institutional registration page. **ENTER USER ID AND PASSWORD TO LOG INTO THE INSTITUTION REGISTRATION PAGE**

(a) For Institution within West Bengal

1. SVMCM User Id
2. SVMCM password
3. If you do not have SVMCM User Id and/or password, kindly contact Helpdesk via email [support-wbscc@bangla.gov.in](mailto:support-wbscc@bangla.gov.in) with information as per format given below to get user ID and PW

District	Institution Name	AISHE Code	Institution Address	Name of HOI	HOI Mobile No.	HOI Email ID



## (b) For Institution outside West Bengal

(1) If you have AISHE code, Contact details of Head of Institution(HOI) will appear after putting AISHE code in place

(a) If HOI details match, click on send OPT and get verified within 15 minutes. Note: User Id is AISHE Code and password is the OTP sent.

(b) If HOI details do not match, send email to *sccoutwb@gmail.com* with (i) declaration in Institutional letter head mentioning HOI Name, Mobile and email OR (ii) Screen shot of official webpage where email and other contact details of HOI / Equivalent Officials OR (iii) any office document where HOI's contact details are mentioned; and wait for email from *sccoutwb@gmail.com* or *support-wbscc@bangla.gov.in* for verification of Institutional HOI details.

Now login for credential verification of the student/s



**2. If you do not have AISHE code, send email to *sccoutwb@gmail.com* for a cross check and temporary institutional credential on your official letter head mentioning HOI Name, Mobile and email for generation of User Id.**



# INSTITUTION LOGIN PROCEDURE

**Student Credit Card**  
Government of West Bengal  
SIGN IN

Select User Type ▼

User Id

Password

Captcha

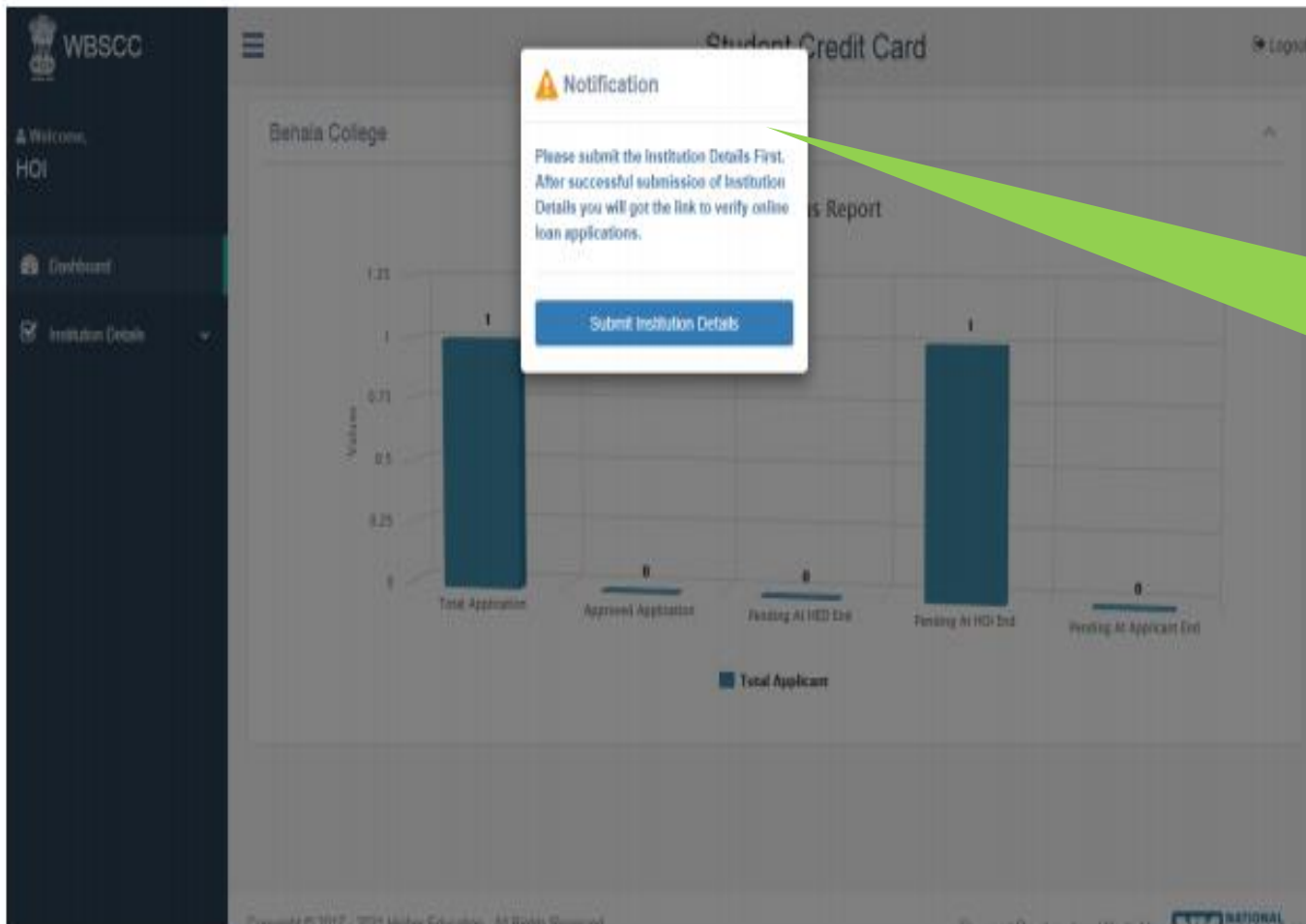
Back To Home Login

Nodal Officer of the Institution needs to select Institution login from the drop down menu

Type an ID then insert a password followed by captcha and press login option



## INSTITUTION LOGIN PROCEDURE ....Cont'd



Once the login option is selected, this menu will open wherein it will be asked to submit the Institutional details first



# INSTITUTION PROFILE SUBMISSION

**WBSCC**

Welcome, HOI

Dashboard

Institution Details

Institution Profile

Verify Application

### Student Credit Card

#### Institution Details

Name of the Institution:\* Asutosh College

AISHE Code:\* C11866

Accreditation Details:\* NAAC

Rank Type:\* NIRF

Enter Rank:\* A

Affiliation Details:\* Calcutta University, Kolkata

Address of Institution\* 92,SHYAMAPRASAD MUKHERJEE ROAD,KOLKATA,700026

State of the Institution:\* West Bengal

Name of Nodal Officer:\* APURBA RAY

Mobile No. of Nodal Officer\* 9XXXXXXXXXX

PAN of Institution\* P/1234

AISHE Certificate (should be (pdf,PDF) and 400 KB at maximum and 50 KB at minimum):\*  xcx.pdf

Accreditation Document (should be (pdf,PDF) and 400 KB at maximum and 50 KB at minimum):\*  xcx.pdf

Rank Document (should be (pdf,PDF) and 400 KB at maximum and 50 KB at minimum):\*  xcx.pdf

Affiliation Document (should be (pdf,PDF) and 400 KB at maximum and 50 KB at minimum):\*  xcx.pdf

District of Institution\* KOLKATA

Designation of Nodal Officer:\* Principal

Email ID of Nodal Officer:\* mXXXXXXXXXXXX@XXXXXX

TAN of Institution: \* NAA/P/134

#### Institution Bank details (For Transferring Several Institutional Fees)

IFS Code:\* UCBA0001789

Branch Name: BALLY GOSWAMIPARA

Re-type A/C No: 1789000

Institution Bank Name(For Institutional Fees)\* UCO BANK

A/C No:\* 1789000

College name and AISHE Code need to be checked before further proceedings

Document required to be uploaded as specified

Uploading of at least one of these three documents is mandatory

College needs to select from the drop down list the accreditation details

Address to be fed

Name, E mail ID, TAN of the Institution etc to be fed

IFSC and Bank Details of the College need to be fed properly

Name of the bank and Account number is required to be fed

Once done, this submit button is required to be clicked



# INSTITUTION PROFILE VIEW

**WBSCC**

Welcome,  
HOI

Dashboard

Institution Details

Institution Profile

Verify Application

Student Credit Card Logout

Institution Profile has been submitted successfully.

View Institution Details

Institution Details			
Name of the Institution:	Asutosh College		
AISHE Code:	C11866	AISHE Certificate:	<a href="#">View Document</a>
Accreditation Details:	NAAC	Accreditation Document:	<a href="#">View Document</a>
Rank Type:	NIRF		
Rank:	A	Rank Document	<a href="#">View Document</a>
Affiliation Details:	Calcutta University, Kolkata		Affiliation Document: <a href="#">View Document</a>
Address of Institution:	92, SHYAMAPRASAD MUKHERJEE ROAD, KOLKATA, 700026	State of the Institution:	West Bengal
District of Institution:	KOLKATA	Name of Nodal Officer:	APURBA RAY
Designation of Nodal Officer:	Principal		
Mobile No. of Nodal Officer:	9XXXXXXXXXX	Email ID of Nodal Officer:	mXXXXXXXXXX@XXXXXX
PAN of Institution:	P/1234	TAN of Institution:	NAA/P/134
Institution Bank details (For Transferring Several Institutional Fees)			
Institution Bank Name (For Institutional Fees)	UCO BANK	Branch Name	BALLY GOSWAMIPARA
A/C No.	1789000	IFS Code	UCBA0001789

Once submitted this page will appear and the Institution needs to check the Institutional Profile



# VIEW PENDING APPLICATIONS

WBSCC

Welcome,  
HOI

- Dashboard
- Institution Details
- Verify Application
- View Application

Student Credit Card

Logout

List of Pending Verification Applications

List of All Applications

#	Applicant ID	Applicant Name	Course	Status	Action
1	WBSCC2166644931	ANIKET SARKAR	B.B.A.	Application Submitted	<a href="#">View Profile</a> <a href="#">Track Application</a>

Once the registration is done, the Institution can see the list of applications due for verification.

Click to view the profile of the applicant

Application of students can also be tracked





# APPLICANT PROFILE VIEW

**WBSCC**


Welcome, HCT

- Dashboard
- Institution Details
- Verify Application
- View Application

### View Applicant Profile

**Student Verification Details**

Applicant Name	ANIKET SARKAR		
Student ID	WBSCC2166644931		
Father's Name:	RAGHAB SARKAR		
Mother's Name	NILIMA SARKAR		



**Co-borrower Name** RAGHAV SARKAR

**Co-borrower Address Proof** Voter ID Card      **Student AADHAR No.** 3088888888

**Student Bank Details**

Bank Name	ALLAHABAD BANK	Branch Name	ALIPORE BRANCH, KOLKATA
A/C No.	6588888888	IFS Code	ALLA0210022

**Co-borrower Bank Details**

[Return Back Application](#)   [Verify & Forward Application](#)

The Institution can view the profile and details of the candidate from this dash board

If not found OK then it can be returned back to the applicant for correction

If found OK, then verify & forward the application



# WHEN THE STUDENT UPLOADS WRONG DOCUMENT AND THE INSTITUTION OPTED TO CLICK THE RETURN BUTTON IN THE PREVIOUS PAGE

The screenshot displays a 'View Applicant Profile' page with a confirmation dialog box overlaid. The dialog box contains the following text:

**Confirmation**

Are you sure to Return Back Application?

YES NO

WRONG DOCUMENT UPLOADED

Submit Cancel

The background page shows the applicant's profile details, including:


- Applicant Name
- Student ID
- Father's Name:
- Mother's Name
- Co-borrower Name
- Co-borrower Address
- Details of 10+2 Std.
- 10+2 Registration No. 1234876478
- 10+2 Board Name West Bengal Council of
- 10+2 Passing Year 2020

At the bottom of the page, there are two buttons: 'Return Back Application' and 'Verify & Forward Application'.

A green callout box points to the text 'WRONG DOCUMENT UPLOADED' with the text: Reason for returning the application is to be specified in this space



# LIST OF PENDING VERIFICATIONS APPLICATIONS

 **WBSCC**

Welcome,  
HOI

Dashboard

Institution Details

Verify Application

View Application


Student Credit Card Logout

List of Pending Verification Applications List of All Applications

Application has been forwarded successfully.

#	Applicant ID	Applicant Name	Course	Status	Action
No data found					

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# STATUS WISE TRACKING OF APPLICATION

**WBSCC**

Welcome,  
HOI

Dashboard

Institution Details

Verify Application

Student Credit Card Logout

List of Applicants Back to Pending Verification List

Select Status:\*

#	Applicant ID	Applicant Name	Course	Status	Action	
1	WBSCC2119501470	SAMAR ROY	B.A.(Hons)	Application Forwarded by HOI	<a href="#">View Profile</a>	<a href="#">Track Application</a>

HOI may track the application due for verification on daily basis



# ALL APPLICANTS LIST VIEW

WBSCC

- Welcome, HOI
- Dashboard
- Institution Details
- Verify Application

Student Credit Card

Logout

List of Applications

[Back to Pending Verification List](#)

Select Status: ---Please Select---

Show 10 entries

Search:

#	Applicant ID	Applicant Name	Course	Mobile No.	Email ID	Status	Action
1	WBSCC2139885515	ARGHYA ROY	B.Sc. (Hons)	8200000000	ro.argo@wbccwb.com	Registration Done	<a href="#">View Profile</a> <a href="#">Track Application</a>
2	WBSCC2104285221	SOMENATH GHOSH	B.A.	9200000000	ghosh.somenath@wbccwb.com	Registration Done	<a href="#">View Profile</a> <a href="#">Track Application</a>
3	WBSCC2160177703	SOUMYA PRATIM BISWAS	B.A.	9900000000	sbiswas@wbccwb.com	Application Forwarded by HED	<a href="#">View Profile</a> <a href="#">Track Application</a>
4	WBSCC2181417871	SAMIT DEY	B.A.	9800000000	sdey@wbccwb.com	Loan Sanctioned	<a href="#">View Profile</a> <a href="#">Track Application</a>
5	WBSCC2119501484	AMAR ROY	B.Com.	9800000000	samarroy@wbccwb.com	Loan Sanctioned	<a href="#">View Profile</a> <a href="#">Track Application</a>
6	WBSCC2135473571	SUBHASISH DAS	B.A.	9800000000	sdas@wbccwb.com	Registration Done	<a href="#">View Profile</a> <a href="#">Track Application</a>
7	WBSCC2199730619	TEST TEST TEST	M.Arch.	9800000000	test@wbccwb.com	Registration Done	<a href="#">View Profile</a> <a href="#">Track Application</a>
8	WBSCC2119501495	SUMANTA ROY	B.Com.	9800000000	sroy@wbccwb.com	Application Forwarded by HED	<a href="#">View Profile</a> <a href="#">Track Application</a>
9	WBSCC2161710823	TEST TEST TEST	M.Arch.	9800000000	test@wbccwb.com	Registration Done	<a href="#">View Profile</a> <a href="#">Track Application</a>
10	WBSCC2119501496	KUNTAL ROY	B.Com.	9800000000	kroy@wbccwb.com	Loan Sanctioned	<a href="#">View Profile</a> <a href="#">Track Application</a>
11	WBSCC2181650263	BIBEK ROY	B.Sc.	9800000000	broy@wbccwb.com	Application Forwarded by HED	<a href="#">View Profile</a> <a href="#">Track Application</a>
12	WBSCC2151023627	SAMIT DEY	B.A.	9800000000	sdey@wbccwb.com	Application Forwarded by HED	<a href="#">View Profile</a> <a href="#">Track Application</a>
13	WBSCC213228493	SAMBIT DEY	B.A.	9800000000	sdey@wbccwb.com	Registration Done	<a href="#">View Profile</a> <a href="#">Track Application</a>
14	WBSCC2192252573	SUDIP DAS	B.A.	9800000000	sdas@wbccwb.com	Registration Done	<a href="#">View Profile</a> <a href="#">Track Application</a>
15	WBSCC2152502629	SUBIMAL DAS	B.A.	8200000000	sdas@wbccwb.com	Application Forwarded by HED	<a href="#">View Profile</a> <a href="#">Track Application</a>
16	WBSCC2119501493	SAMAR ROY	B.Com.	9800000000	sroy@wbccwb.com	Application Forwarded by HED	<a href="#">View Profile</a> <a href="#">Track Application</a>
17	WBSCC2156192198	SUBHASISH DAS	B.A.	9800000000	sdas@wbccwb.com	Registration Done	<a href="#">View Profile</a> <a href="#">Track Application</a>
18	WBSCC2117077712	SUDIP DAS	B.A.	9800000000	sdas@wbccwb.com	Registration Done	<a href="#">View Profile</a> <a href="#">Track Application</a>
19	WBSCC2166644931	ANIKET SARKAR	B.B.A.	9800000000	asarkar@wbccwb.com	Application Forwarded by HOI	<a href="#">View Profile</a> <a href="#">Track Application</a>
20	WBSCC2193246471	SANDIP DAS	B.A.	9800000000	sdas@wbccwb.com	Application Forwarded by HOI	<a href="#">View Profile</a> <a href="#">Track Application</a>



# INSTITUTION DASBOARD

**WBSCC**

Welcome,  
HOI

- Dashboard
- Institution Details
- Verify Application

## Student Credit Card

Logout

Asutosh College

### Application Status Report

