



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 + 2 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 or <https://banglaruchchashiksha.wb.gov.in> and click STUDENT CREDIT CARD tab or Log in to <https://wbccc.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* Gender*
Date of Birth: --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--

Name of Institution*
--Please Select Institution--

Programme Type*
--Please Select Programme--

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* ✖
Password is required

Confirm Password*
Confirm Password:

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. @\$%^)

Very Weak!(Must be 8 or more chars)

[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*		
<input type="text" value="FIRST NAME"/>	<input type="text" value="MIDDLE NAME"/>	<input type="text" value="LAST NAME"/>
Date of Birth*	Sex*	
<input type="text" value="Date of Birth"/>	<input type="text" value="----Please Select Sex----"/>	
Do you have Aadhaar Number?*	Aadhaar*	
<input type="text" value="Yes"/>	<input type="text" value="Aadhaar No"/>	
State of Institution*		
<input type="text" value="----Please Select State of Institution----"/>		
District of Institution*		Name of Institution*
<input type="text" value="----Please Select District of Institution----"/>		<input type="text" value="----Please Select Institution----"/>
Programme Type*		Programme Name*
<input type="text" value="----Please Select Programme----"/>		<input type="text" value="----Please Select Course----"/>
Programme Duration (in Years)*		Mobile No*
<input type="text" value="----Please Select Programme Duration----"/>		<input type="text" value="Mobile No"/>
Email ID*		Re-enter Email ID*
<input type="text" value="Email ID"/>		<input type="text" value="Re-enter Email ID"/>
Password		
Password*		Confirm Password*
<input type="text" value="Enter Password*"/>		<input type="text" value="Confirm Password"/>
<input type="button" value="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+2)
standard board

Applicant Registration

Applicant Name*

FIRST NAME MIDDLE NAME LAST NAME

Date of Birth* **Sex***

Do you have Aadhaar Number?* No **Name of (10+2) standard Board***

Registration Number of (10+2) standard Board* **Year of passing of (10+2) standard Board***

State of Institution*

District of Institution* **Name of Institution***

Programme Type* **Programme Name***

Programme Duration (in Years)* **Mobile No***

Email ID* **Re-enter Email ID***

Password

Password* **Confirm Password***

Then type the
name of the
10+2 standard
board



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 XXXXXX254

Date of Birth* 10-03-2004 ✓

Gender* MALE ✓

Aadhaar* [REDACTED] ✓

State of Institution* West Bengal ✓

District of Institution* KOLKATA ✓

Name of Institution* Behala College ✓

Programme Type* UG ✓

Programme Name* B.A.(HONS) ✓

Programme Duration (in Years)* 3 ✓

Mobile No* [REDACTED] ✓

Email ID* samar.roy@gmail.com ✓

Re-enter Email ID* sama[REDACTED]@gmail.com ✓

Password* [REDACTED] ✓

Confirm Password* [REDACTED] ✓

Passwords matched!

After entering the OTP, please click on verify



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 **WBSCC21666-4931**. Your login credentials has been sent to your mobile no. Kindly login with your credentials.

Registration Details

Registration Name*
ANHEET ✓

Date of Birth*
01-06-2003 ✓

Gender*
MALE ✓

Do you have Aadhaar*
Yes ✓

Aadhaar*
309700000000 ✓

Course of Study

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*
9876543210 ✓

Email ID*
anheet@gmail.com ✓

Re-enter Email ID*
anheet@gmail.com ✓

Password

Password*
12345678 ✓

Confirm Password*
12345678 ✓

Passwords matched!



Step 3: Submission of application

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

WBSCC2166644931

.....

..... j b 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
WBSCC2168641654
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


WBSCC
 Welcome,
Aniket Sarkar

- Dashboard
- Application Details
 - Edit Loan Application
 - View Loan Application

Student Credit Card

Logout

Personal Details

Name of Student*	ANIKET	MIDDLE NAME	SARKAR
Name of Father	RAGHAV	MIDDLE NAME	SARKAR
Name of Mother	NILIMA	MIDDLE NAME	SARKAR
Co-borrower/Legal guardian's name*	RAGHAV	MIDDLE NAME	SARKAR
Students Mobile No.*	98*****	Relationship with Co-Borrower*	FATHER
Date of Birth*	01-06-2009	Gender*	MALE
Student Caste*	GENERAL	Whether physically challenged:	No
Do you have Aadhaar Number?:	Yes	Student's Aadhaar Card No:	30*****
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*	Z*****
Co-Borrower's PAN Card:	Yes	Co-Borrower's PAN Card No.:	DA*****

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
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		

You have to upload relevant document later on

Bank Details of the Student

IFS Code:*	ALLA0210022	Name of Bank*	ALLAHABAD BANK
Branch Name:	ALIPORE BRANCH,KOLKATA	A/C No.:	65*****
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.:	89*****

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:*	9878800004	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:	3081000004
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 (10+2) standard Board:	WEST BENGAL COUNCIL OF HIGHEF
Registration Number of (10+2) standard Board:	987646754567776	Year of passing of (10+2) standard Board:	2020
Last Qualification*	HIGHER SECONDARY/EQUIVALEN		
Student's PAN Card:*	No		

[Download Undertaking Document](#)

SECTION –III (PERMANENT ADDRESS AND COURSE & INCOME DETAILS)

Assembly* Entally (Vidhan Sabha constituency) ▾

Where the family of the student resides

Permanent Address Details

House No: 77

Street Name:* FEDER

PIN Code:* 700021

State* West Bengal ▾

District* KOLKATA ▾

Assembly* Entally (Vidhan Sabha constituency) ▾

Course & Income Details

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

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 ▾
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:*	ALLA0210022	Name of Bank*	ALLAHABAD BANK
Branch Name:	ALIPORE BRANCH,KOLKATA	A/C No:*	657836900000
Bank For Loan*	THE WEST BENGAL STATE COOPER. v	Bank Branch For Loan*	SALT LAKE CITY BRANCH v

Bank Details of the Co-borrower

IFS Code:*	ALLA0210022	Name of Bank*	ALLAHABAD BANK
Branch Name:	ALIPORE BRANCH,KOLKATA	A/C No:*	89784094084006

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.)*	<input type="button" value="Browse..."/> No file selected.
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 selected.
Signature of student (should be (JPEG,jpg) and 50 KB at maximum and 10 KB at minimum.)*	<input type="button" value="Browse..."/> No file selected.
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 selected.
Student's (10+2) standard Document (It should be (pdf,PDF) and 400 KB at maximum and 50 KB at minimum.)*	<input type="button" value="Browse..."/> 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.)*	<input type="button" value="Browse..."/> No file selected.
Admission Receipt (it should be (pdf,PDF) and 400 KB at maximum and 50 KB at minimum.)*	<input type="button" value="Browse..."/> No file selected.
Student's PAN Undertaking Document (It should be (pdf,PDF) and 400 KB at maximum and 50 KB at minimum.)*	<input type="button" value="Browse..."/> No file selected.
Co-Borrower's PAN Card (it should be (pdf,PDF) and 400 KB at maximum and 50 KB at minimum.)*	<input type="button" value="Browse..."/> 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.)*	<input type="button" value="Browse..."/> 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 Instituional expenses directly to the institution's Bank account from my sanctioned loan account.

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

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APPLICANT'S PROFILE VIEW

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

WBSCC
Welcome, Aniket Sarkar

Student Credit Card

Logout

New Application

Download Application Details

Basic Details

Applicant ID.	WBSCC216644931		
Applicant Name	ANIKET SARKAR		
Mobile No.	98*****		
Email Id	aniket@wbsccc.gov.in		

Scanned photo with signature of the student

Scanned photo with signature of the co-borrower

Details of the qualifying public examination

Name of the last qualifying examination	HIGHER SECONDARY/EQUIVALENT		
---	-----------------------------	--	--

Details of the 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		

Details of the qualifying examination

Details of the Present Course of study

Option to view the personal details

Option to view the uploaded documents

Submit Application

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

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APPLICANT'S PROFILE AFTER FINAL SUBMISSION

WBSCC

Welcome, Aniket Sarkar

Dashboard

Application Details

Fill Loan Application

View Loan Application

Student Credit Card

Logout

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: WBSCC2165644931

Applicant Name: ANIKET SARKAR

Mobile No.:

Email Id: aniket@gmail.com

Details of the qualifying public examination

Name of the last qualifying examination: HIGHER SECONDARY/EQUIVALENT

Present course of study

Name of the Programs:	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
9870000000

[Track Application](#)

#	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

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

Welcome, Sandip Das


Dashboard

Application Details

Student Credit Card

Logout

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	

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

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

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WHEN THE FORM IS SUCCESSFULLY SUBMITTED

WBSCC

Welcome,
Sandip Das


Dashboard

Application Details

Student Credit Card

Logout

Details of Application



Sandip Das
WBSCC2193246471
9885510070

[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	

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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

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	

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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
9826666666

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



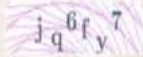

Student Credit Card

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 g 8 z v r

[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 XII 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)

The screenshot displays a web form for retrieving application details. At the top is the Government of West Bengal logo. Below it, the text reads 'Student Credit Card' and 'Government of West Bengal'. The main heading is 'Retrieve Applicant Id/Password'. The form contains three input fields: a dropdown menu labeled 'Password', a text box labeled 'Applicant Id', and a captcha box with the text 'g8bzvr'. At the bottom, there are two buttons: 'Back To Home' and '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 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 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: w n f 1 y z

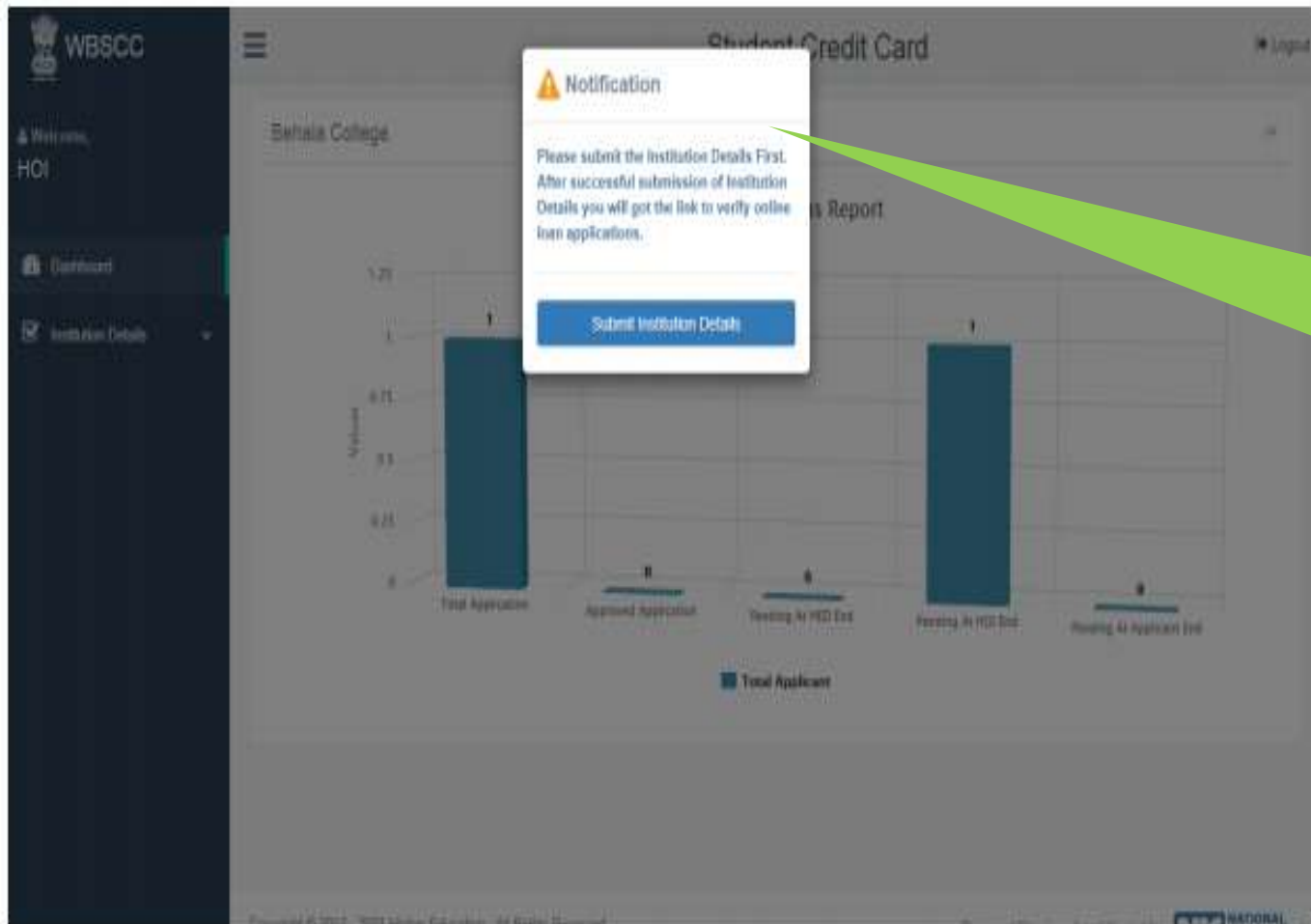
Back To Home Login

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 PROCEDURECont'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:* 82, 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* P11234

AISHE Certificate (should be (pdf,PDF) and 400 KB at maximum and 50 KB at minimum):* [Choose File] .xex.pdf

Accreditation Document (should be (pdf,PDF) and 400 KB at maximum and 50 KB at minimum):* [Choose File] .xex.pdf

Rank Document (should be (pdf,PDF) and 400 KB at maximum and 50 KB at minimum):* [Choose File] .xex.pdf

Affiliation Document (should be (pdf,PDF) and 400 KB at maximum and 50 KB at minimum):* [Choose File] .xex.pdf

District of Institution* KOLKATA

Designation of Nodal Officer:* Principal

Email ID of Nodal Officer:* m:XXXXXXXXXXXX@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

Submit Details

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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:	View Document
Accreditation Details:	NAAC	Accreditation Document:	View Document
Rank Type:	NIRF		
Rank:	A	Rank Document	View Document
Affiliation Details:	Calcutta University, Kolkata		Affiliation Document: View Document
Address of Institution:	S2,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:	9000000000	Email ID of Nodal Officer:	ma@asutoshcollege.ac.in
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

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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	View Profile Track Application

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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

Student Credit Card

Logout


List of All Applications

Track 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.	30XXXXXXXXXX
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Student Bank Details

Bank Name	ALLAHABAD BANK	Branch Name	ALIPORE BRANCH,KOLKATA
A/C No.	65XXXXXXXXXX	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, titled 'Confirmation', asks 'Are you sure to Return Back Application?' and features a text input field containing 'WRONG DOCUMENT UPLOADED'. Below the input field are 'Submit' and 'Cancel' buttons. The background page shows applicant details and a 'Return Back Application' button.

Reason for returning the application is to be specified in this space

Details of 10+2 Std.			
10+2 Registration No.	1234876478		
10+2 Board Name	West Bengal Council of	10+2 Passing Year	2020



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 Applications [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	View Profile	Track Application

HOI may track the application due for verification on daily basis



WBSCC

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

ALL APPLICANTS LIST VIEW

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)	87XXXXXXXX	ro.argo@wbcc.gov.in	Registration Done	View Profile Track Application
2	WBSCC2104285221	SOMENATH GHOSH	B.A.	91XXXXXXXX	ghosh.somenath@wbcc.gov.in	Registration Done	View Profile Track Application
3	WBSCC2160177703	SOUMYA PRATIM BISWAS	B.A.	91XXXXXXXX	bswas.soumya@wbcc.gov.in	Application Forwarded by HED	View Profile Track Application
4	WBSCC2161417871	SAMIT DEY	B.A.	91XXXXXXXX	dey.samit@wbcc.gov.in	Loan Sanctioned	View Profile Track Application
5	WBSCC2119501484	AMAR ROY	B.Com.	91XXXXXXXX	roy.amar@wbcc.gov.in	Loan Sanctioned	View Profile Track Application
6	WBSCC2135473571	SUBHASISH DAS	B.A.	91XXXXXXXX	das.subhasish@wbcc.gov.in	Registration Done	View Profile Track Application
7	WBSCC2199730619	TEST TEST TEST	M Arch	91XXXXXXXX	test.test@wbcc.gov.in	Registration Done	View Profile Track Application
8	WBSCC2119501495	SUMANTA ROY	B.Com.	91XXXXXXXX	roy.sumanta@wbcc.gov.in	Application Forwarded by HED	View Profile Track Application
9	WBSCC2161710823	TEST TEST TEST	M Arch	91XXXXXXXX	test.test@wbcc.gov.in	Registration Done	View Profile Track Application
10	WBSCC2119501496	KUNTAL ROY	B.Com.	91XXXXXXXX	roy.kuntal@wbcc.gov.in	Loan Sanctioned	View Profile Track Application
11	WBSCC2181650263	BIBEK ROY	B.Sc.	91XXXXXXXX	roy.bibek@wbcc.gov.in	Application Forwarded by HED	View Profile Track Application
12	WBSCC2151023627	SAMIT DEY	B.A.	91XXXXXXXX	dey.samit@wbcc.gov.in	Application Forwarded by HED	View Profile Track Application
13	WBSCC213228493	SAMBIT DEY	B.A.	91XXXXXXXX	dey.sambit@wbcc.gov.in	Registration Done	View Profile Track Application
14	WBSCC2192252573	SUDIP DAS	B.A.	91XXXXXXXX	das.sudip@wbcc.gov.in	Registration Done	View Profile Track Application
15	WBSCC2152502629	SUBIMAL DAS	B.A.	91XXXXXXXX	das.subimal@wbcc.gov.in	Application Forwarded by HED	View Profile Track Application
16	WBSCC2119501493	SAMAR ROY	B.Com.	91XXXXXXXX	roy.samar@wbcc.gov.in	Application Forwarded by HED	View Profile Track Application
17	WBSCC2156192198	SUBHASISH DAS	B.A.	91XXXXXXXX	das.subhasish@wbcc.gov.in	Registration Done	View Profile Track Application
18	WBSCC2117077712	SUDIP DAS	B.A.	91XXXXXXXX	das.sudip@wbcc.gov.in	Registration Done	View Profile Track Application
19	WBSCC2166644831	ANIKET SARKAR	B.B.A.	91XXXXXXXX	sarkar.aniket@wbcc.gov.in	Application Forwarded by HOI	View Profile Track Application
20	WBSCC2193246471	SANDIP DAS	B.A.	91XXXXXXXX	das.sandip@wbcc.gov.in	Application Forwarded by HOI	View Profile Track Application



INSTITUTION DASBOARD

 **WBSCC**

Welcome,
HOI

- Dashboard
- Institution Details
- Verify Application

