



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 10th 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://wbicc.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---

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*
Enter Password*
Password is required

Confirm Password*
Confirm Password

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., @\$%^)

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. @\$%^_).

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 (10th) standard board

Then type the name of the 10th standard board

Applicant Registration

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

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 ✓

Password* [REDACTED] ✓

Confirm Password* [REDACTED] ✓

State of Institution* West Bengal ✓

Name of Institution* Behala College ✓

Programme Name* B.A.(Hons) ✓

Mobile No* [REDACTED] ✓

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

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 **WBSCC216664931**. Your login credentials has been sent to your mobile no. Kindly login with your credentials.

Close

Registration Details

Registration Name*
ANIKET ✓

Date of Birth*
21-06-2003 ✓

Gender*
MALE ✓

Do you have Aadhaar Card*
Yes ✓

Aadhaar*
30-XXXXXXXX ✓

Current Course of Study

State of Institution*
West Bengal ✓

District of Institution*
KOLKATA ✓

Name of Institution*
Aurosh College ✓

Programme Type*
UG ✓

Programme Name*
B.B.A. Bachelor of Business Administration ✓

Contact Details

Mobile No*
98XXXXXXXX ✓

Email ID*
aniket@gmail.com ✓

Re-enter Email ID*
aniket@gmail.com ✓

Password

Password*
XXXXXXXX ✓

Confirm Password*
XXXXXXXX ✓

Passwords matched!

Register



Step 3: Submission of application

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

Student Credit Card
Government of West Bengal
SIGN IN

WBSCC2166644931

.....

WBSCC2166644931

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



Dashboard

Application Details

Edit Loan Application

View Loan Application

Personal Details

| | | | |
|------------------------------------|-----------------------------|--------------------------------|---------|
| Name of Student* | ANIKET | MIDDLE NAME | SARKAR |
| Name of Father | RAGHAV | MIDDLE NAME | SARKAR |
| Name of Mother | MILIMA | MIDDLE NAME | SARKAR |
| Co-borrower/Legal guardian's name* | RAGHAV | MIDDLE NAME | SARKAR |
| Students Mobile No.* | 9878564321 | 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: | 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* | Z1***** |
| Co-Borrower's PAN Card:* | Yes | Co-Borrower's PAN Card No:* | DABR***** |

Present Address Details

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

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 | 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 | You have to upload relevant document later on | |
| (Course fee + tuition) (Indicative):* | 500000 | Year of Completion:* | 2024 |
| Year of Commencement:* | 2021 | Loan amount in words:* | FOUR LAKH FIFTY THOUSAND ONLY |
| Loan amount required:* | 450000 | | |

Bank Details of the Student

| | | | |
|----------------|------------------------------|-----------------------|-----------------------|
| IFS Code:* | ALLA0210022 | Name of Bank* | ALLAHABAD BANK |
| Branch Name: | ALIFORE BRANCH,KOLKATA | A/C No:* | 66***** |
| 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: | ALIFORE BRANCH,KOLKATA | A/C No:* | 65***** |

[Save & Continue](#)

APPLICATION FORM EXPLAINED IN SECTIONS

Personal Details

SECTION – I (WHEN THE STUDENT HAS AADHAR)

The screenshot shows a user interface for an application form. On the left is a dark sidebar with a user profile icon and the text 'Welcome, Aniket Sarkar'. Below this are navigation options: 'Dashboard', 'Application Details' (with a dropdown arrow), 'Edit Loan Application', and 'View Loan Application'. The main content area is titled 'Personal Details' and contains the following fields:

| | | | |
|------------------------------------|-----------------------------|--------------------------------|--------------|
| 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 | | |

At the bottom right of the form is a blue button labeled '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 – II (CO-BORROWER AND PRESENT ADDRESS DETAILS)

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*

Z1090978

Co-Borrower's PAN Card:*

Yes

Co-Borrower's PAN Card No:*

DA100600E

Present Address Details

House No:

77

Street Name:*

FEDER

PIN Code:*

700021

State*

West Bengal

District*

KOLKATA

Assembly*

Entally (Vidhan Sabha constituency)

Where the student resides at
present for study purpose

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"/> |
| 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"/> |
| 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"/> |
| 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...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.)* | <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.)* | <input type="button" value="Browse..."/> No file...lected | <input type="button" value="View File"/> |

I Shri/ Smt ANIKET SARKAR son/ daughter of RAJESH 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 my 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,
**Sarpita
Mondal**

 Dashboard

 Application Details

Logout

Student Credit Card

Upload Scanned Supporting Document

| | |
|--|--|
| <p>Photograph of applicant (should be (JPEG,jpg) and 50 KB at maximum and 20 KB at minimum.)*</p> | <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 (1 ^{Xth}) 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 Institutional expenses directly to the institution's Bank account from my sanctioned loan account.

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 'New 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 specific fields and options:

- Name of the student:** Points to the student's name 'ANIKET SARKAR' in the Basic Details section.
- Scanned photo with signature of the student:** Points to the student's photo and signature.
- Scanned photo with signature of the co-borrower:** Points to the co-borrower's photo and signature.
- Details of the qualifying examination:** Points to the 'Name of the last qualifying examination' field, which is 'HIGHER SECONDARY/EQUIVALENT'.
- Details of the Present Course of study:** Points to the 'Name of the course' field, which is 'B.B.A.'.
- Option to view the personal details:** Points to the 'Personal Details' section header.
- Option to view the uploaded documents:** Points to the 'Upload documents' section header.
- Submit Application:** Points to the 'Submit Application' button at the bottom right.

A large green box at the bottom right contains the following text: "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

Welcome, Aniket Sarkar

Dashboard

Application Details

Edit 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: WBSCC2166644931

Applicant Name: ANIKET SARKAR

Mobilo No.:

Email Id:

Details of the qualifying public examination

Name of the last qualifying examination: HIGHER SECONDARY/EQUIVALENT

Present course of study

| | | | |
|----------------------------------|-----------------|--------------------|-------------|
| Name of the Program | 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

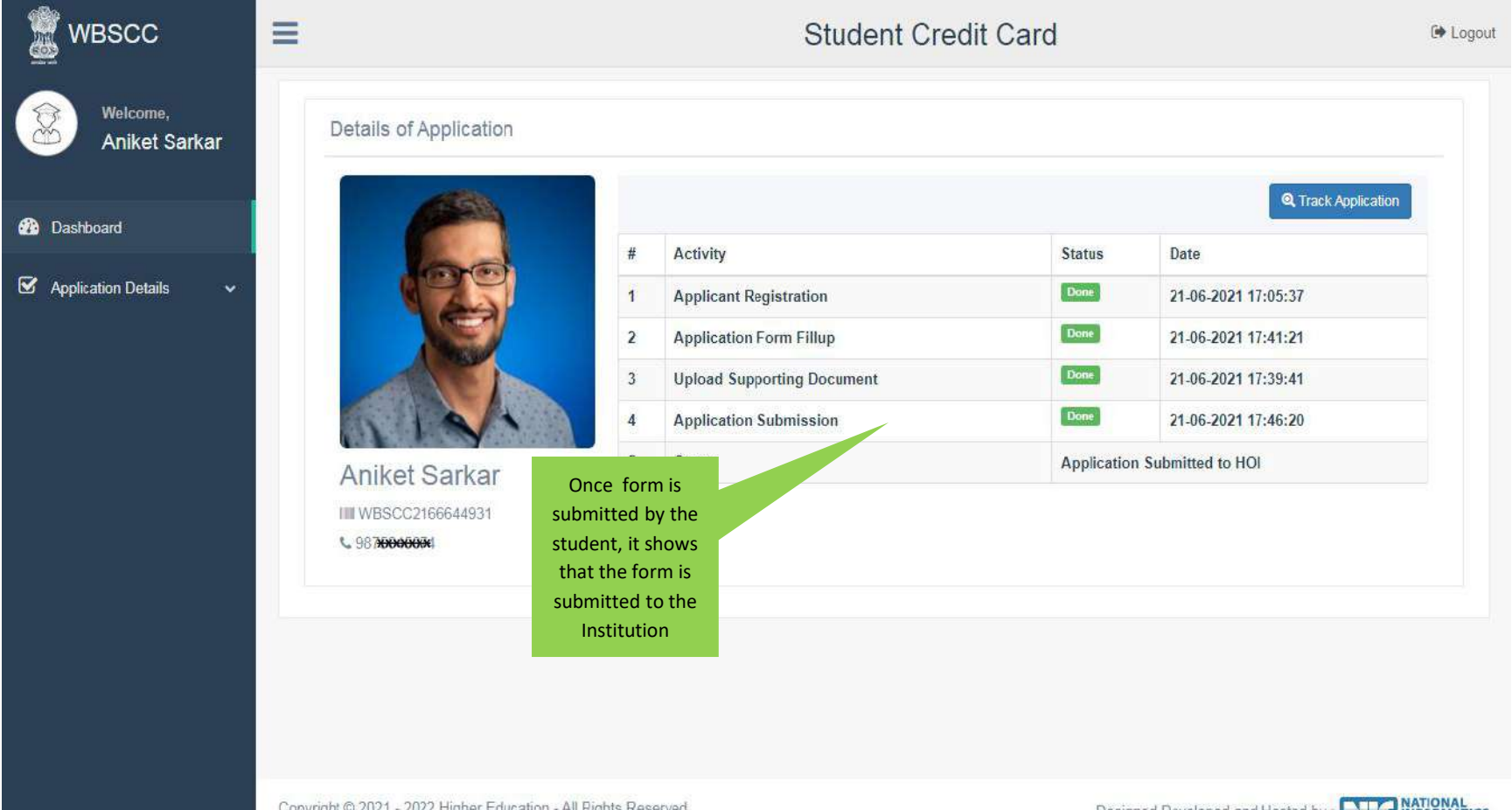
Submit Application

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



The dashboard displays the following information:

- Header:** WBSCC logo, "Student Credit Card", and "Logout" button.
- Left Sidebar:** "Welcome, Aniket Sarkar", "Dashboard", and "Application Details" (selected).
- Main Content:**
 - Details of Application:** Includes a profile picture of Aniket Sarkar, his name, ID (WBSCC2166644931), and phone number (9876543210).
 - Activity Log Table:**

| # | 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 |
 - Summary:** "Application Submitted to HOI"

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



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



983649376



| # | 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



[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 | |

Sandip Das
WBSCC2193246471
XXXXXXXXXX



STATUS VIEWED BY THE APPLICANT IN THE DASHBOARD

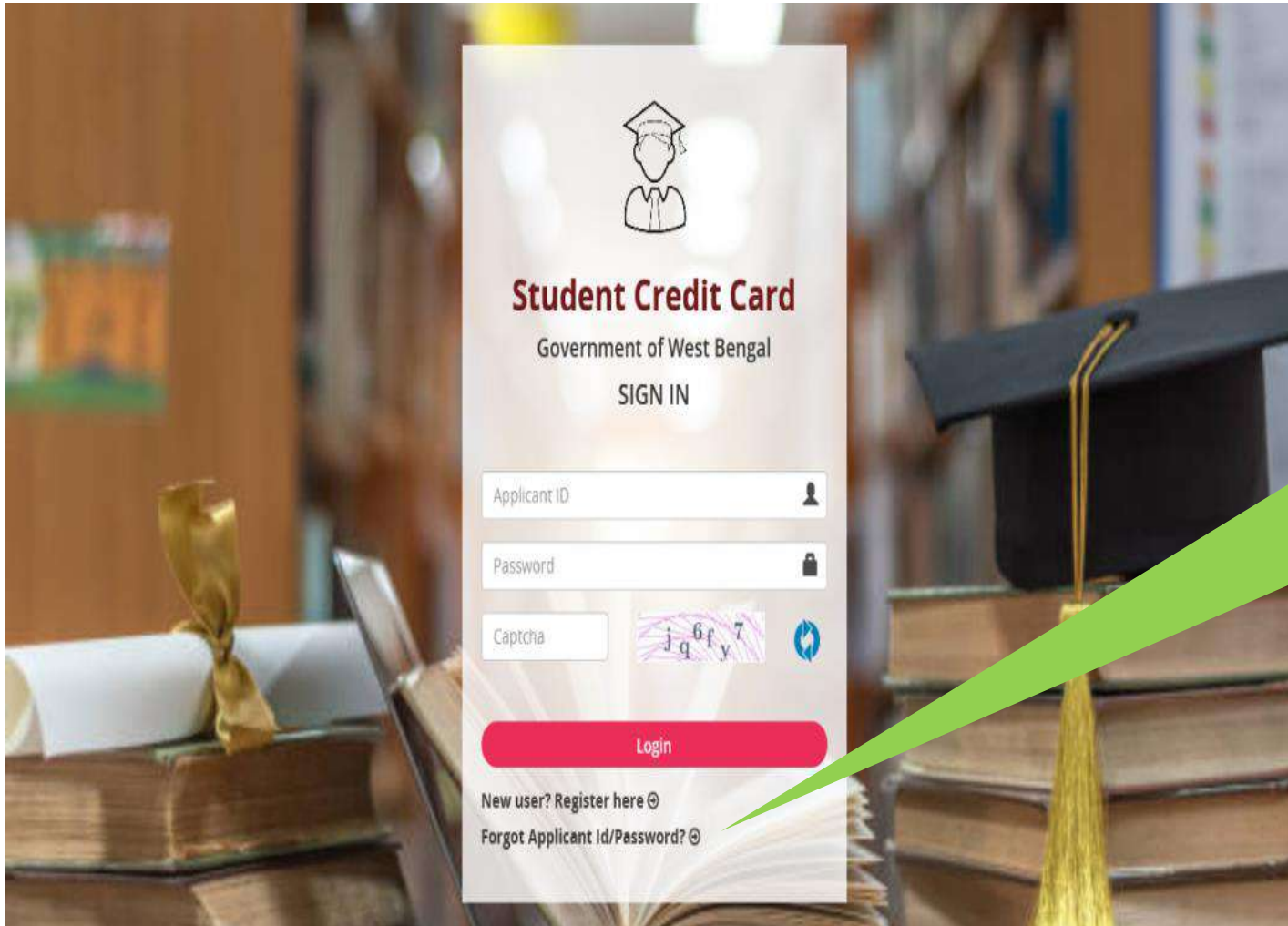
When the application is forwarded to Bank by HED

The screenshot shows the 'Student Credit Card' dashboard for Sandip Das. The left sidebar contains navigation options: 'Dashboard' and 'Application Details'. The main content area displays the applicant's profile and a table of application activities. A 'Track Application' button is visible in the top right of the activity table.

| # | 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 | |



WHEN THE APPLICANT FORGOT APPLICATION 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 g8bzv1

[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 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

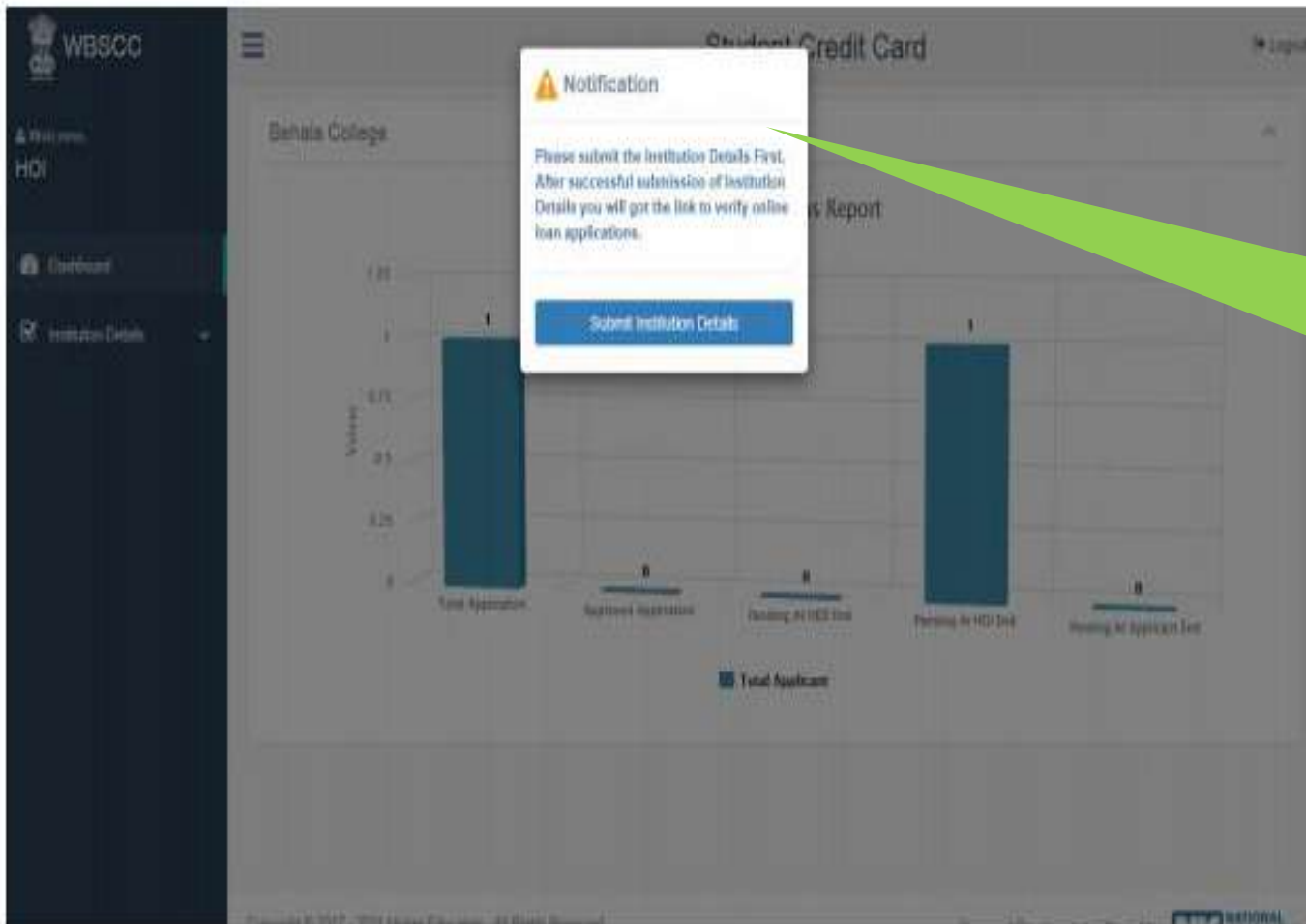
Back To Home Login

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:* R2, SHYAMAPRASAD MUKHERJEE ROAD, KOLKATA, 700026

State of the Institution:* West Bengal

Name of Nodal Officer:* APUREBA RAY

Mobil No. of Nodal Officer:* 9XXXXXXXXXX

PAN of Institution:* PR1234

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

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

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

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

IFSC Code:* UCBA0017693

Branch Name:* BALLY GOSWAMIPARA

Re-type A/C No.: 1799000

Institution Bank Name(For Institutional Fees)*: LICC BANK

A/C No.*: 1799000

Submit Details

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: | 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: | 98XXXXXXXX | 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

The screenshot displays the 'Student Credit Card' interface. On the left is a dark sidebar with the WBSCC logo and navigation options: 'Welcome, HOI', 'Dashboard', 'Institution Details', 'Verify Application', and 'View Application'. The main content area is titled 'Student Credit Card' and includes a 'Logout' link. Below the title is a section for 'List of Pending Verification Applications' with a 'List of All Applications' button. A table lists the pending applications:

| # | Applicant ID | Applicant Name | Course | Status | Action |
|---|-----------------|----------------|--------|-----------------------|--|
| 1 | WBSCC2166644931 | ANIKET SARKAR | B.B.A. | Application Submitted | View Profile Track Application |

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

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

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



WBSCC

Welcome,
HOI

Dashboard

Institution Details

Verify Application

View Application

Student Credit Card

View Applicant Profile

Student Verification Details

Applicant Name

Student ID

Father's Name: RAGHAV SARKAR

Mother's Name NILIMA SARKAR

Co-borrower Name RAGHAV SARKAR

| Co-borrower Address Proof | Student AADHAR No. |
|---------------------------|--------------------|
| Voter ID Card | 3006600000 |

Student Bank Details

| Bank Name | Branch Name |
|----------------|-------------------------|
| ALLAHABAD BANK | ALIPORE BRANCH, KOLKATA |

| A/C No. | IFS Code |
|----------------|-------------|
| 65590069071007 | ALLA0210022 |

Co-borrower Bank Details

Confirmation

Are you sure to Forward Application to Department level?

List of All Applications

Track Application

A confirmation will be sought, before forwarding of the Application to the HED.

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

The screenshot displays a web application interface for viewing an applicant profile. A confirmation dialog box is overlaid on the page, asking the user if they are sure to return the application. 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 'View Applicant Profile' section with the following details:

Student Verification Details

| | |
|---------------------|--|
| 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' in the dialog box, stating: '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 | View Profile | Track Application |

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*

Show entries Search:

| # | Applicant ID | Applicant Name | Course | Mobile No. | Email ID | Status | Action |
|----|-----------------|----------------------|--------------|-------------|-------------------------|------------------------------|--|
| 1 | WBSCC2139885515 | ARGHYA ROY | B.Sc. (Hons) | 8XXXXXXXXXX | ro.ayarghyas@wbcc.com | Registration Done | View Profile Track Application |
| 2 | WBSCC2104285221 | SOMENATH GHOSH | B.A. | 9XXXXXXXXXX | ghosh.somenath@wbcc.com | Registration Done | View Profile Track Application |
| 3 | WBSCC2160177703 | SOUMYA PRATIM BISWAS | B.A. | 9XXXXXXXXXX | bswas.soumya@wbcc.com | Application Forwarded by HED | View Profile Track Application |
| 4 | WBSCC2181417871 | SAMIT DEY | B.A. | 9XXXXXXXXXX | dey.samit@wbcc.com | Loan Sanctioned | View Profile Track Application |
| 5 | WBSCC2119601494 | AMAR ROY | B.Com. | 9XXXXXXXXXX | roy.amar@wbcc.com | Loan Sanctioned | View Profile Track Application |
| 6 | WBSCC2135473571 | SUBHASISH DAS | B.A. | 9XXXXXXXXXX | das.subhasish@wbcc.com | Registration Done | View Profile Track Application |
| 7 | WBSCC2199706519 | TEST TEST TEST | M.Arch | 9XXXXXXXXXX | testtest@wbcc.com | Registration Done | View Profile Track Application |
| 8 | WBSCC2119501495 | SIJMANTA ROY | B.Com. | 9XXXXXXXXXX | roy.sijmanta@wbcc.com | Application Forwarded by HED | View Profile Track Application |
| 9 | WBSCC2161710823 | TEST TEST TEST | M.Arch | 9XXXXXXXXXX | testtest@wbcc.com | Registration Done | View Profile Track Application |
| 10 | WBSCC2119501496 | KUNTAL ROY | B.Com. | 9XXXXXXXXXX | roy.kuntal@wbcc.com | Loan Sanctioned | View Profile Track Application |
| 11 | WBSCC2181658263 | BIBEK ROY | B.Sc. | 9XXXXXXXXXX | roy.bibek@wbcc.com | Application Forwarded by HED | View Profile Track Application |
| 12 | WBSCC2151023627 | SAMIT DEY | B.A. | 9XXXXXXXXXX | dey.samit@wbcc.com | Application Forwarded by HED | View Profile Track Application |
| 13 | WBSCC213228493 | SAMBIT DEY | B.A. | 9XXXXXXXXXX | dey.sambit@wbcc.com | Registration Done | View Profile Track Application |
| 14 | WBSCC2192252573 | SUDIP DAS | B.A. | 9XXXXXXXXXX | das.sudip@wbcc.com | Registration Done | View Profile Track Application |
| 15 | WBSCC2152502629 | SUBIMAL DAS | B.A. | 9XXXXXXXXXX | das.subimal@wbcc.com | Application Forwarded by HED | View Profile Track Application |
| 16 | WBSCC2119501493 | SAMAR ROY | B.Com. | 9XXXXXXXXXX | roy.samar@wbcc.com | Application Forwarded by HED | View Profile Track Application |
| 17 | WBSCC2156192198 | SUBHASISH DAS | B.A. | 9XXXXXXXXXX | das.subhasish@wbcc.com | Registration Done | View Profile Track Application |
| 18 | WBSCC2117077712 | SUDIP DAS | B.A. | 9XXXXXXXXXX | das.sudip@wbcc.com | Registration Done | View Profile Track Application |
| 19 | WBSCC2168644931 | ANIKET SARKAR | B.B.A. | 9XXXXXXXXXX | sarkar.aniket@wbcc.com | Application Forwarded by HOI | View Profile Track Application |
| 20 | WBSCC2193246471 | SANDIP DAS | B.A. | 9XXXXXXXXXX | das.sandip@wbcc.com | Application Forwarded by HOI | View Profile Track Application |



INSTITUTION DASBOARD

 **WBSCC**

Welcome,
HOI

- Dashboard
- Institution Details
- Verify Application

Asutosh College

Application Status Report

