



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://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*
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 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
(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 (X th) standard Board*
No		---Please Select Board---
Registration Number of (X th) standard Board*		Year of passing of (X th) standard Board*
Registration Number		---Please Select Year Of Passing---
State of Institution*		Name of Institution*
---Please Select State of Institution---		---Please Select Institution---
District of Institution*		Programme Name*
---Please Select District of Institution---		---Please Select Course---
Programme Type*		Mobile No*
---Please Select Programme---		Mobile No
Programme Duration (in Years)*		Email ID*
---Please Select Programme Duration---		Re-enter Email ID*
Email ID*		Re-enter Email ID
Email ID		Re-enter Email ID
Password ?		
Password*		Confirm Password*
Enter Password*		Confirm Password

Submit

Then type the
name of the
10th standard
board



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.

[Close](#)

Registration Details

Applicant Name*
ANIKET ✓

Date of Birth*
01-06-2003 ✓

Gender*
MALE ✓

Do you have Aadhaar*
Yes ✓

Aadhaar*
30XXXXXXXXXX ✓

Present 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*
98XXXXXXXXXX ✓

Email ID*
anXXXXXXXXXX ✓

Re-enter Email ID*
anXXXXXXXXXX ✓

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

***** 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,
Sarpita
Mondal

Dashboard
Application Details

Student Credit Card

[Logout](#)


Details of Application


Sarpita 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	RAGHAV	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:	308900000000
Last Qualification*	HIGHER SECONDARY/EQUIVALENT	Download Undertaking Document	
Student's PAN Card:*	No		

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*	ZIONHNDKRS
Co-Borrower's PAN Card:*	Yes	Co-Borrower's PAN Card No:*	DAHNDKRS

Present Address Details

House No:	<input type="text" value="77"/>	Street Name:*	<input type="text" value="FEDER"/>
PIN Code:*	<input type="text" value="700021"/>		
State*	<input type="text" value="West Bengal"/>	District*	<input type="text" value="KOLKATA"/>
Assembly*	<input type="text" value="Entally (Vidhan Sabha constituency)"/>		

Permanent Address Details

House No:	<input type="text" value="77"/>	Street Name:*	<input type="text" value="FEDER"/>
PIN Code:*	<input type="text" value="700021"/>		
State*	<input type="text" value="West Bengal"/>	District*	<input type="text" value="KOLKATA"/>
Assembly*	<input type="text" value="Entally (Vidhan Sabha constituency)"/>		

Course & Income Details

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

Bank Details of the Student

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

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	RAGHAV	MIDDLE NAME	SARKAR
Name of Mother	NILIMA	MIDDLE NAME	SARKAR
Co-borrower/Legal guardian's name*	RAGHAV	MIDDLE NAME	SARKAR
Students Mobile No:*	9878800000	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:	308880000000
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 latter

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*

ZIC990678

Co-Borrower's PAN Card:

Yes

Co-Borrower's PAN Card No.*

DA990678

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)

Where the family of the student resides

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 ▾

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: 6578107877447

Bank For Loan* THE WEST BENGAL STATE COOPER. v

Bank Branch For Loan*

Bank Details of the Co-borrower

IFS Code: ALLA0210022

Name of Bank*	ALLAHABAD BANK
---------------	----------------

Branch Name: ALIPORE BRANCH, KOLKATA

A/C No: 89764984884846

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.)*

Browse... No file selected.

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

Browse... No file selected.

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

Browse... No file selected.

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

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.)*

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.)*

Browse... No file selected.

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

Browse... No file selected.

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

Browse... No file selected.

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

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.)*

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.

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

WBSCC

Welcome, Aniket Sarkar

Dashboard

Application Details

Edit Loan Application

View Loan Application

Student Credit Card

Logout

Download Application Details

Basic Details

Applicant ID.	WBSCC2166644931
Applicant Name	ANIKET SARKAR
Mobile No.	9876543210
Email Id	aniket.sarkar@gmail.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

Option to view the personal details

Option to view the uploaded documents

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



APPLICANT'S PROFILE AFTER FINAL SUBMISSION

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

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

Mobile No. 9099999999

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 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

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

[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 DISCREPANCY, 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.




WHEN THE FORM IS SUCCESSFULLY SUBMITTED

**WBSCC**

Welcome,
Sandip Das

Dashboard

Application Details ▾



Student Credit Card

[Logout](#)

Details of Application



Sandip Das

WBSCC2193246471

9833548279

[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

9897616070


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
9887542278




#	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




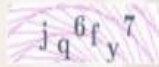

Student Credit Card

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  

[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 Emil 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

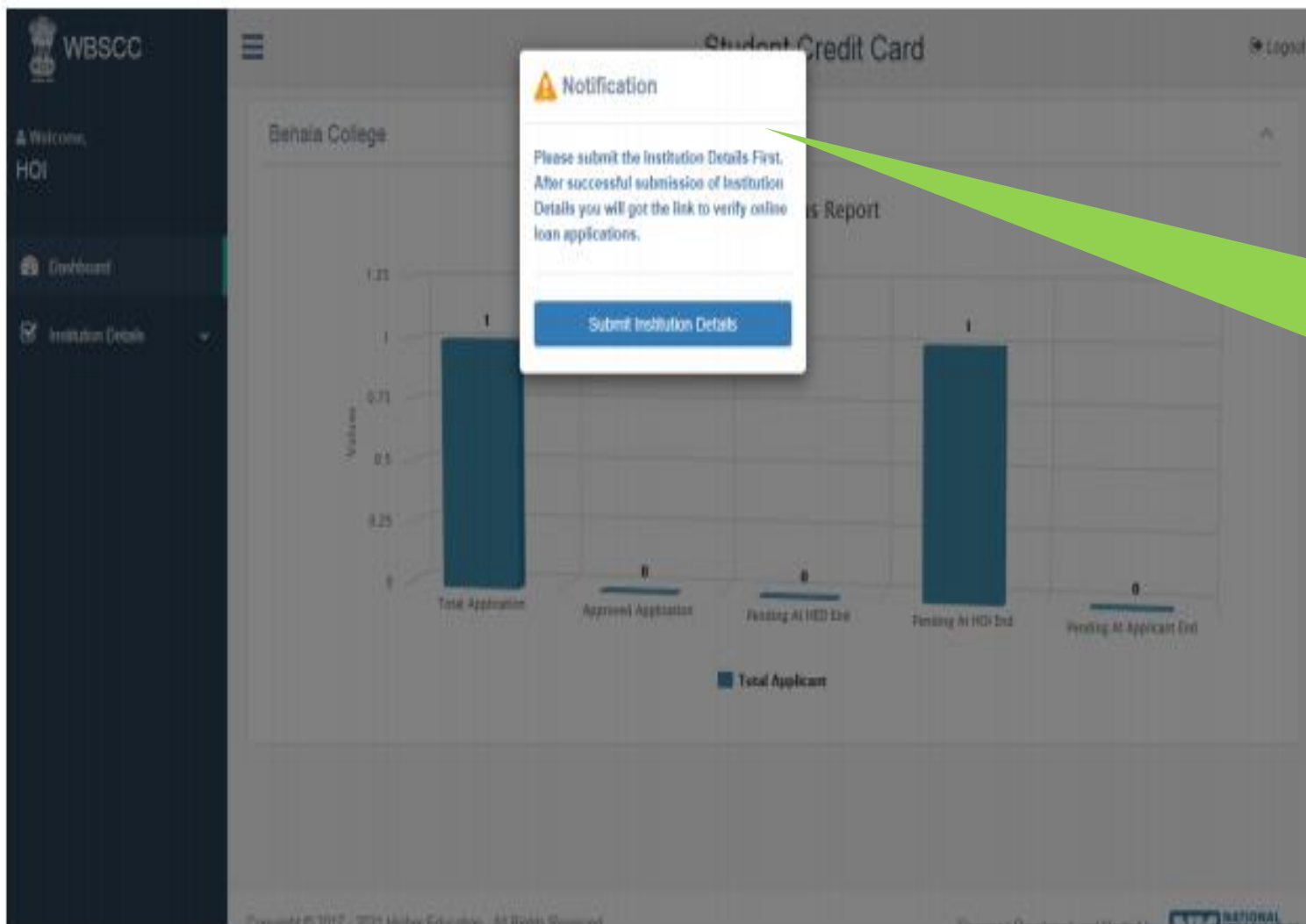
Back To Home Login

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

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

Accreditation Details:*

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

Rank Type:*

Enter Rank:*

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

Affiliation Details:*

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

Address of Institution*

State of the Institution:*

District of Institution*

Name of Nodal Officer:*

Designation of Nodal Officer:*

Mobile No. of Nodal Officer*

Email ID of Nodal Officer:*

PAN of Institution*

TAN of Institution: *

Institution Bank details (For Transferring Several Institutional Fees)

IFS Code:*

Institution Bank Name(For Institutional Fees)*

Branch Name:

A/C No:*

Re-type A/C No:

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:	98XXXXXXXXXX	Email ID of Nodal Officer:	maXXXXXXXXXX
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	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

WBSCC

Welcome, HOD

- Dashboard
- Institution Details
- Verify Application
- View Application

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:	RAGHAV 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

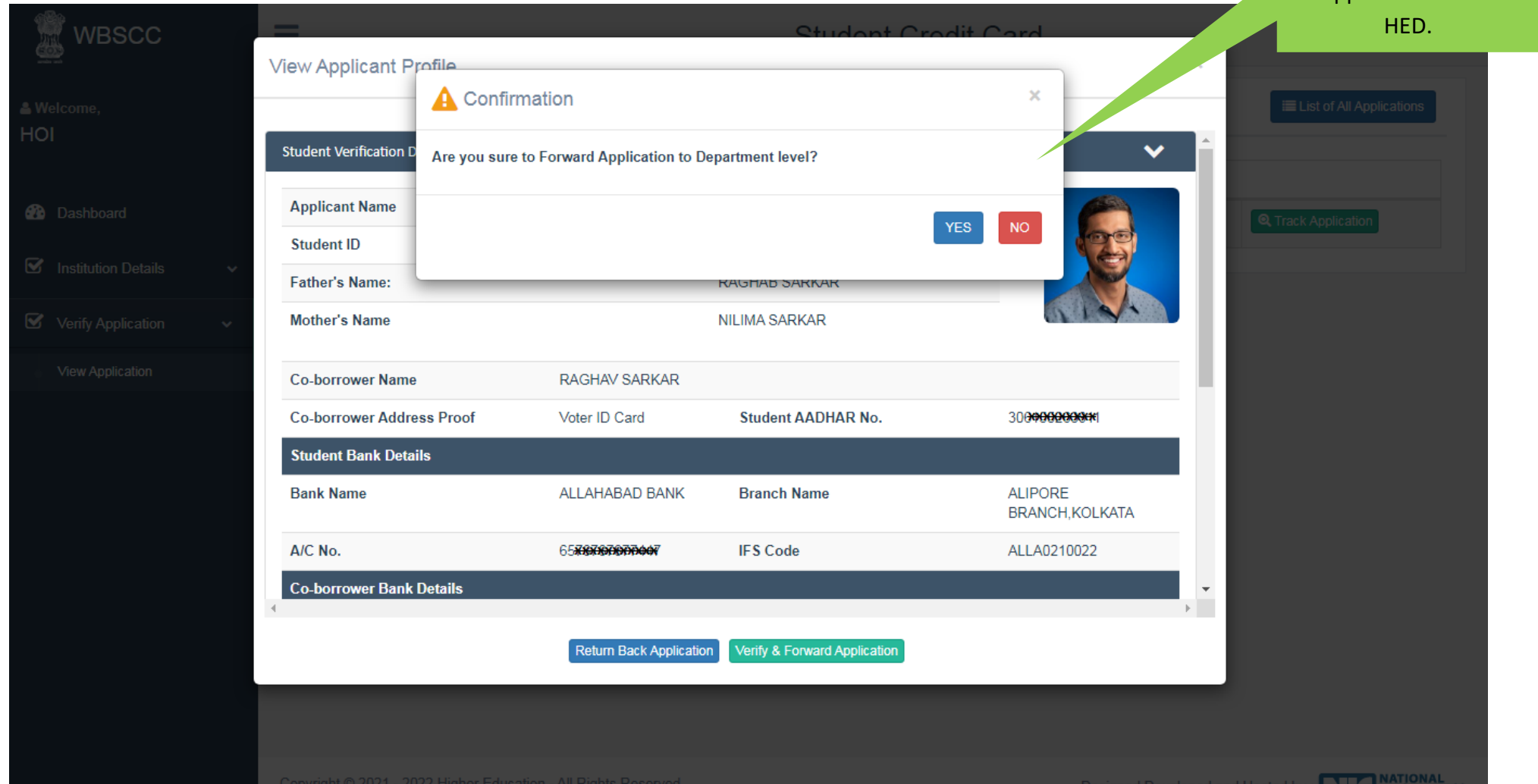
Return Back Application

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



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

WBSCC

Welcome, HOI

Dashboard

Institution Details

Verify Application

View Applicant Profile

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

Return Back Application

Verify & Forward Application

Confirmation

Are you sure to Return Back Application?

YES NO


WRONG DOCUMENT UPLOADED

Submit Cancel


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 

Application has been forwarded successfully.


#	Applicant ID	Applicant Name	Course	Status	Action
No data found					





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:*
---Please Select----

#	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							
List of Applications							
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)	9XXXXXXXXXX	XXXXXXXXXXXX@XXXXXX.com	Registration Done	View Profile Track Application
2	WBSCC2104285221	SOMENATH GHOSH	B.A.	9XXXXXXXXXX	XXXXXXXXXXXX@XXXXXX.com	Registration Done	View Profile Track Application
3	WBSCC2160177703	SOUMYA PRATIM BISWAS	B.A.	9XXXXXXXXXX	XXXXXXXXXXXX@XXXXXX.com	Application Forwarded by HED	View Profile Track Application
4	WBSCC2181417871	SAMIT DEY	B.A.	9XXXXXXXXXX	XXXXXXXXXXXX@XXXXXX.com	Loan Sanctioned	View Profile Track Application
5	WBSCC2119501494	AMAR ROY	B.Com.	9XXXXXXXXXX	XXXXXXXXXXXX@XXXXXX.com	Loan Sanctioned	View Profile Track Application
6	WBSCC2135473571	SUBHASISH DAS	B.A.	9XXXXXXXXXX	XXXXXXXXXXXX@XXXXXX.com	Registration Done	View Profile Track Application
7	WBSCC2199730619	TEST TEST TEST	M.Arch.	9XXXXXXXXXX	XXXXXXXXXXXX@XXXXXX.com	Registration Done	View Profile Track Application
8	WBSCC2119501495	SUMANTA ROY	B.Com.	9XXXXXXXXXX	XXXXXXXXXXXX@XXXXXX.com	Application Forwarded by HED	View Profile Track Application
9	WBSCC2161710823	TEST TEST TEST	M.Arch.	9XXXXXXXXXX	XXXXXXXXXXXX@XXXXXX.com	Registration Done	View Profile Track Application
10	WBSCC2119501496	KUNTAL ROY	B.Com.	9XXXXXXXXXX	XXXXXXXXXXXX@XXXXXX.com	Loan Sanctioned	View Profile Track Application
11	WBSCC2181650263	BIBEK ROY	B.Sc.	9XXXXXXXXXX	XXXXXXXXXXXX@XXXXXX.com	Application Forwarded by HED	View Profile Track Application
12	WBSCC2151023627	SAMIT DEY	B.A.	9XXXXXXXXXX	XXXXXXXXXXXX@XXXXXX.com	Application Forwarded by HED	View Profile Track Application
13	WBSCC2132228493	SAMBIT DEY	B.A.	9XXXXXXXXXX	XXXXXXXXXXXX@XXXXXX.com	Registration Done	View Profile Track Application
14	WBSCC2192252573	SUDIP DAS	B.A.	9XXXXXXXXXX	XXXXXXXXXXXX@XXXXXX.com	Registration Done	View Profile Track Application
15	WBSCC2152502629	SUBIMAL DAS	B.A.	9XXXXXXXXXX	XXXXXXXXXXXX@XXXXXX.com	Application Forwarded by HED	View Profile Track Application
16	WBSCC2119501493	SAMAR ROY	B.Com.	9XXXXXXXXXX	XXXXXXXXXXXX@XXXXXX.com	Application Forwarded by HED	View Profile Track Application
17	WBSCC2156192198	SUBHASISH DAS	B.A.	9XXXXXXXXXX	XXXXXXXXXXXX@XXXXXX.com	Registration Done	View Profile Track Application
18	WBSCC2117077712	SUDIP DAS	B.A.	9XXXXXXXXXX	XXXXXXXXXXXX@XXXXXX.com	Registration Done	View Profile Track Application
19	WBSCC2166644931	ANIKET SARKAR	B.B.A.	9XXXXXXXXXX	XXXXXXXXXXXX@XXXXXX.com	Application Forwarded by HOI	View Profile Track Application
20	WBSCC2193246471	SANDIP DAS	B.A.	9XXXXXXXXXX	XXXXXXXXXXXX@XXXXXX.com	Application Forwarded by HOI	View Profile Track Application



INSTITUTION DASBOARD



WBSCC

Welcome,
HOI

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Verify Application



Student Credit Card

Logout

Asutosh College

Application Status Report

