
Student Credit Card Scheme



Login Procedure of Officials at HED

Some important points to ponder before we login

- 1** Please download and go through the **Student Credit card Scheme** before proceeding for verifying the applications.
- 2** **Objective** of the Student Credit card Scheme and **purpose** should be read carefully.
- 3** **Eligibility criteria** of the students and the process should be read before checking the applications
- 4** **Age limit** of the students be marked.
- 5** **Annexure I** with the scheme should be read minutely so that during verification the wrongly filled in field(s)/unfilled field may be detected easily.

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Step 1: Login to any of the following portals

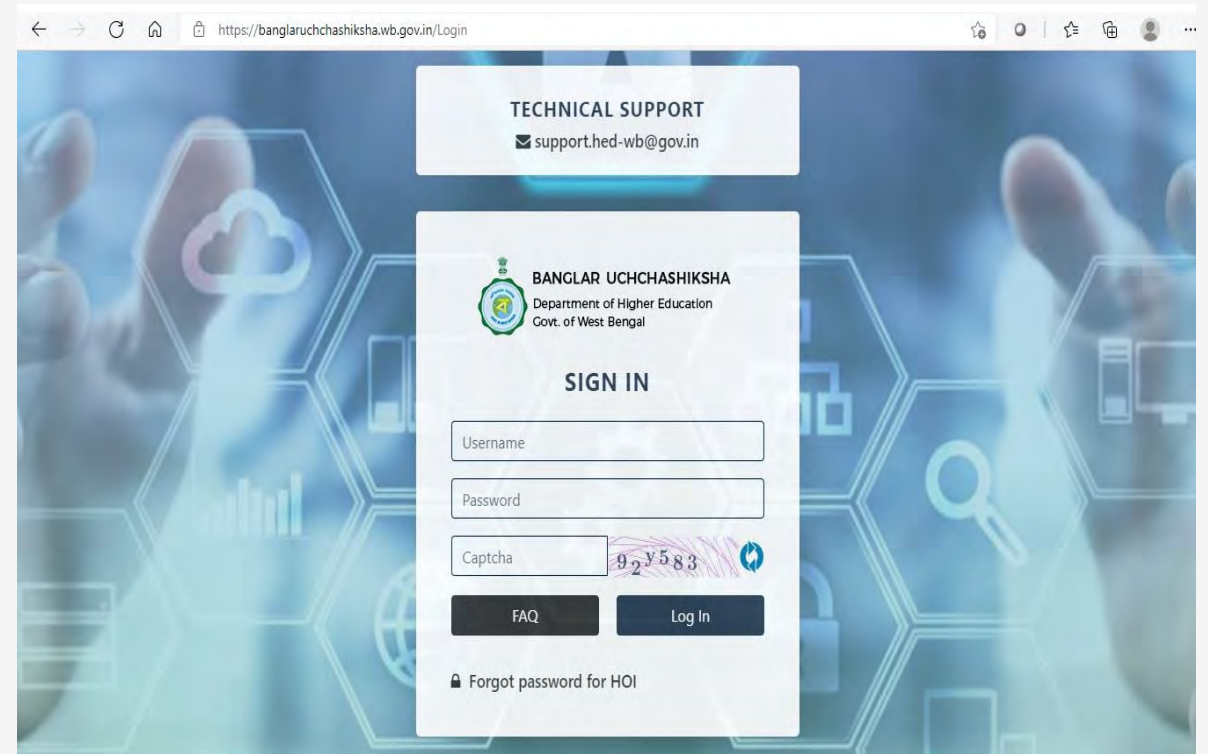
Login to <https://banglaruchchashiksha.wb.gov.in> and then click on 'STUDENT CREDIT CARD' tab.

OR

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Login to <https://wbacc.wb.gov.in>, and then click on 'ADMIN LOGIN' tab.

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Step 2: Directorate Officer's Login

The screenshot shows the login interface for the Student Credit Card system. It features a central form with the following fields and callouts:

- Select User Type:** A dropdown menu with a callout: "Please select **USER TYPE**".
- User Id:** A text input field with a callout: "Please enter **USER ID**".
- Password:** A text input field with a callout: "Please enter **PASSWORD**".
- Captcha:** A text input field with a callout: "Please enter **CAPTCHA** as shown".

At the bottom of the form are two buttons: "Back To Home" and "Login". The background of the page shows a graduation cap and books.

This screenshot shows the expanded dropdown menu for the "Select User Type" field. The menu is organized into several categories:

- Directorate Officials (DO):** This category is currently selected and highlighted in blue. It includes the following options:
 - Principal Secretary (PS)
 - Special Secretary (SS)
- DEPARTMENT LEVEL USER:** This category is currently empty.
- INSTITUTION LEVEL USER:** This category includes:
 - Head of Institution (HOI)
- BANK LEVEL USER:** This category includes:
 - Branch Officer (BO)
 - Head Office (HO)
 - Regional Office (RO)
 - District Nodal (DN)

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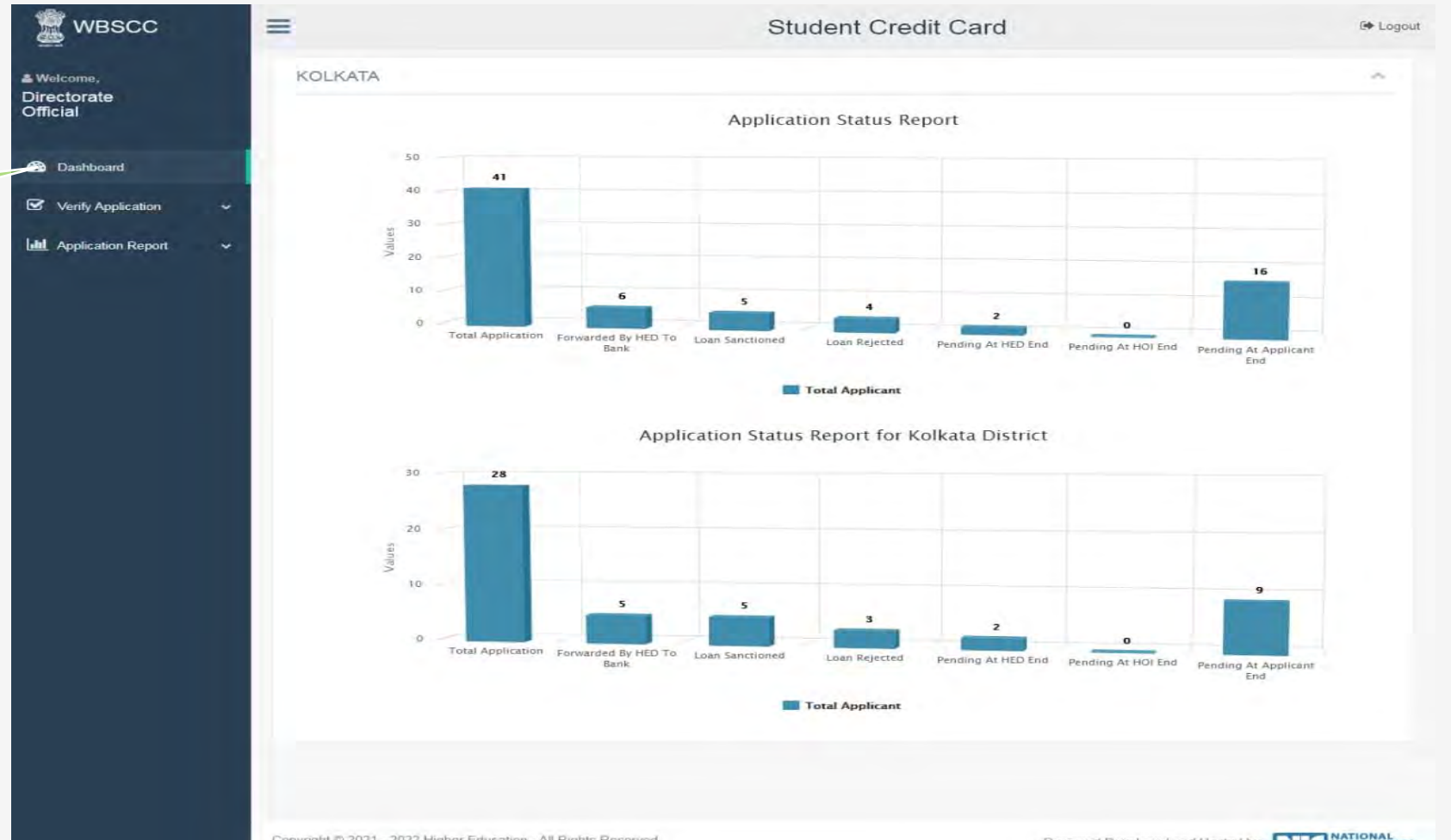
Step 3: Directorate Officer's Dashboard

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Application Status Report will be available in Dashboard.

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STEP :4 VERIFICATION OF APPLICATION BY THE OFFICERS AT HED

Verifying Officer will check -

a. Personal details of each student -

- i. Spelling of the name of the student.
- ii. Age [maximum age limit is 40 yrs.].
- iii. Present and permanent address of the student.
- iv. Name of the last qualifying examination.[Minimum qualification is Class10 Passed].
- v. Course and duration of the course he/she is studying.[Within West Bengal / Outside]
- vi. Year of commencement of the course.
- vii. Year of completion of the course.
- viii. Mobile number /Email address of student .

STEP :4 VERIFICATION OF APPLICATION BY THE OFFICERS AT HED

- viii. Whether the student has received/is receiving any scholarship.
- ix. Proposed/required Loan amount of the student.[Relevant document of course fees]
- x. Bank details of the student.
- xi. Institution details of the student.
- xii. Institution's Bank detail.
- xiii. Personal details of Parents/Legal Guardians/Co-borrowers.
- xiv. Bank details of the guardian and co-borrower.

STEP :4 VERIFICATION OF APPLICATION BY THE OFFICERS AT HED

b. View uploaded file of the students and check-

1. Colour Photograph of the Student and co-borrower.
2. Signature of the student and co-borrower.
3. AADHAAR Card and in case of **NO AADHAAR**, Registration number of last examination.
4. PAN Card of the student and in case of **NO PAN Card**, Undertaking to be uploaded.
5. AADHAAR Card/EPIC as address proof and PAN Card of Co-borrower.
6. Admission receipt in Colleges/Universities.
7. Relevant page of the Brochure/document detailing course fee/Tuition fees.

If the application is in all respect in order, then Click **FORWARD** button.

If the application is incomplete, then Click **RETURN** button explaining the REASON.

Login Procedure of Officials at HED

Step 4: Applicant Profile View

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On clicking **Verify Application** a sub menu will appear by the name of **View Application**. On clicking **View Application** a dialog box will appear with the photograph and the application with '**Forward**', '**Return**', '**View**' and '**Track**' buttons will be shown below each applicant's photograph.

The screenshot displays the WBSCC Director's Office dashboard. On the left, a dark blue sidebar contains the following menu items: 'Welcome, Directorate Official', 'Dashboard', 'Verify Application' (with a dropdown arrow), 'View Application', and 'Application Report' (with a dropdown arrow). A green callout box points to the 'View Application' option. The main content area is titled 'Student Credit Card' and features a 'Logout' button in the top right. Below the title is the 'Applicant List' section, which includes a 'Please Select Status' dropdown menu currently set to 'PENDING AT HED'. Two applicant profiles are shown in a grid:

Applicant ID	Name	Gender	Status	Buttons
WBSCC2193246471	SANDIP DAS	MALE	Application Forwarded by HOI	Forward, Return, View, Track
WBSCC2166644931	ANIKET SARKAR	MALE	Application Forwarded by HOI	Forward, Return, View, Track

Login Procedure of Officials at HED

Step 5: View Application in Details and Forwarding

Click on the **'View'** and view application in details.

If the application is in order in all respect, Click on **'Forward'** button.

On clicking **'Forward'** button, confirmation page will appear.

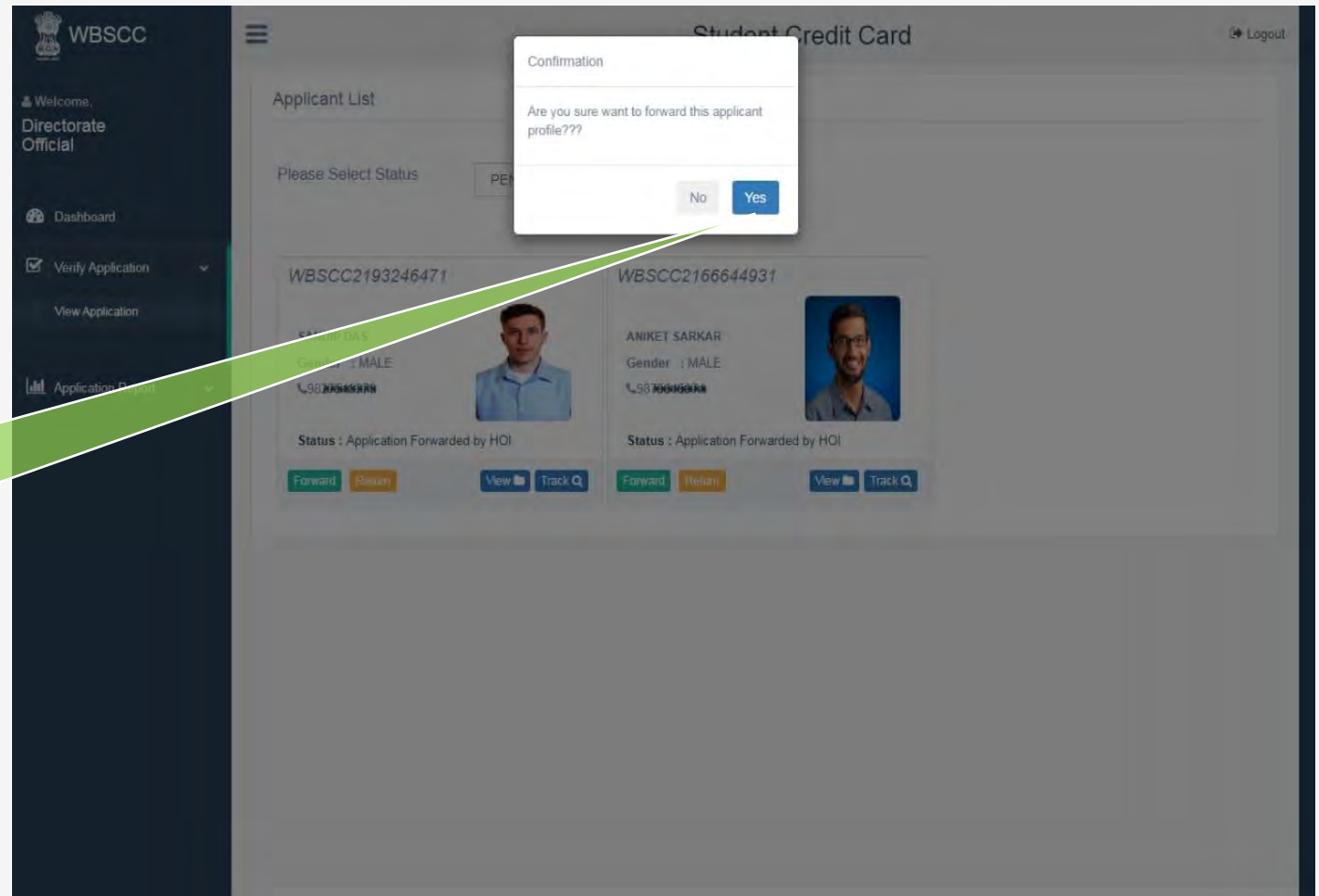
The screenshot displays the WBSCC (West Bengal State Credit Card) portal. The left sidebar contains navigation options: 'Welcome, Directorate Official', 'Dashboard', 'Verify Application' (with a dropdown menu), and 'Application Report'. The main content area is titled 'Student Credit Card' and features an 'Applicant List' section. A dropdown menu for 'Please Select Status' is set to 'PENDING AT HED'. Two application cards are visible:

- Application 1:** ID: WBSCC2193246471, Applicant: SANDIP DAS, Gender: MALE, Status: Application Forwarded by HOI. Buttons: Forward, Return, View, Track.
- Application 2:** ID: WBSCC2166644931, Applicant: ANIKET SARKAR, Gender: MALE, Status: Application Forwarded by HOI. Buttons: Forward, Return, View, Track.

Green callout boxes with arrows point to the 'View' buttons on the application cards and the 'Forward' button on the first card.

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Step 6: Applicant profile forwarding



The screenshot shows the WBSCC application forwarding interface. A confirmation dialog box is displayed over the application list, asking: "Are you sure want to forward this applicant profile???" with "No" and "Yes" buttons. The application list shows two entries:

Applicant ID	Name	Gender	Status	Actions
WBSCC2193246471	SANJAY DAS	MALE	Application Forwarded by HOI	Forward, Return, View, Track Q
WBSCC2166644931	ANIKET SARKAR	MALE	Application Forwarded by HOI	Forward, Return, View, Track Q

On clicking 'Yes' button, the approved application will be forwarded to **bank**

Login Procedure of Officials at HED

Step 7: Application scenarios

The screenshot shows the 'Student Credit Card' application list interface. On the left is a dark blue sidebar with the WBSCC logo and navigation options: 'Welcome, Directorate Official', 'Dashboard', 'Verify Application', 'View Application', and 'Application Report'. The main content area has a header with 'Student Credit Card' and a 'Logout' link. Below the header is a green notification bar stating 'Applicant profile has been successfully forwarded.'. A 'Please Select Status' dropdown menu is set to 'FORWARDED BY HED TO BANK'. Below this, three applicant cards are displayed, each with a profile picture, name, gender, and status. The status for all three is 'Application Forwarded by HED'. Each card has 'View' and 'Track' buttons. At the bottom right, there is a pagination control showing '< Prev 1 2'.

Applicant ID	Name	Gender	Status
WBSCC2160177703	SOUMYA PRATIM BISWAS	MALE	Application Forwarded by HED
WBSCC2152502629	SUBIMAL DAS	MALE	Application Forwarded by HED
WBSCC2166644931	ANIKET SARKAR	MALE	Application Forwarded by HED

By changing **“Please Select Status”** from drop down, user can view forwarded application to bank.

Login Procedure of Officials at HED

Step 5: View Application in Details and Returning

Click on the **'View'** and view application in details.

If the application is incomplete, then Click **'Return'** button to send it to HOI.

On clicking **'Return'** button, confirmation page will appear.

The screenshot displays the WBSCC (West Bengal State Credit Card) application management interface. On the left is a dark blue sidebar with the WBSCC logo and the text 'Welcome, Directorate Official'. The sidebar contains navigation options: 'Dashboard', 'Verify Application' (with a dropdown arrow), 'View Application', and 'Application Report'. The main content area is titled 'Student Credit Card' and includes a 'Logout' link. Below the title is an 'Applicant List' section with a 'Please Select Status' dropdown menu currently set to 'PENDING AT HED'. Two application cards are visible:

- Application 1:** ID: WBSCC2193246471, Applicant: SANDIP DAS, Gender: MALE, Status: Application Forwarded by HOI. Buttons: Forward, Return, View, Track.
- Application 2:** ID: WBSCC2166644931, Applicant: ANIKET SARKAR, Gender: MALE, Status: Application Forwarded by HOI. Buttons: Forward, Return, View, Track.

Green callout boxes with arrows point to the 'View' and 'Return' buttons on the application cards, and to the 'View Application' option in the sidebar.

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Step 7 & 8: Application profile returning

Justify the reason to send the application back to HOI.

On clicking 'Yes' button, the application will be sent back to **institution**.

The screenshot displays the WBSCC (West Bengal State Credit Card) application management interface. The left sidebar shows the user's role as 'Directorate Official' and a menu with options like 'Verify Application' and 'Application Report'. The main content area shows an 'Applicant List' with a table containing application details. A confirmation dialog box is overlaid on the screen, asking: 'Are you sure want to return this applicant profile to Institution??? If yes, please enter remarks...'. Below the question is a text input field for 'Enter Remark*' and two buttons: 'No' and 'Yes'. The application details visible in the background include the application ID 'WBSCC2193246471', the applicant's name 'SANDIP DAS', and the status 'Application Forwarded by HOI'.

Login Procedure of Officials at HED

Step 7: Application scenarios

WBSCC

Welcome,
Directorate
Official

Dashboard

Verify Application

View Application

Application Report

Student Credit Card Logout

Applicant List

Applicant profile has been successfully returned to institution.

Please Select Status : RETURNED TO HOI

WBSCC2193246471

SANDIP DAS
Gender : MALE
[REDACTED]

Status : Application Returned by HED

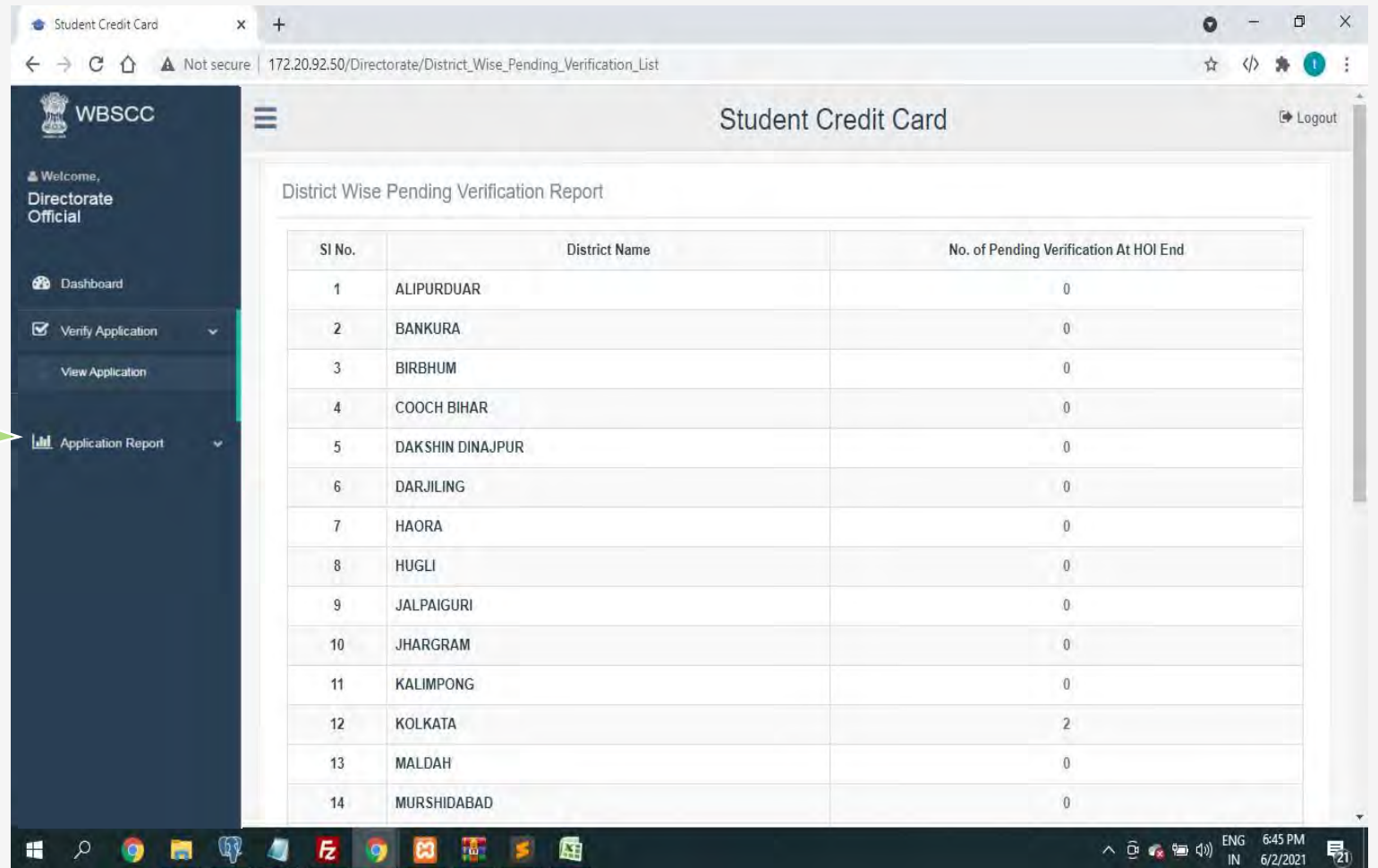
View Track

By changing **“Please Select Status”** from drop down, user can view sent back application to institution.

Login Procedure of Officials at HED

Step 8: Application Report

Under '**Verify Application**', there is '**Application report**'. Clicking on it will show pending verification applications.



The screenshot displays the 'Student Credit Card' web application interface. The left sidebar contains a navigation menu with the following items: 'Welcome, Directorate Official', 'Dashboard', 'Verify Application' (with a dropdown arrow), 'View Application', and 'Application Report' (with a dropdown arrow). A green callout box points to the 'Application Report' menu item. The main content area shows a table titled 'District Wise Pending Verification Report' with the following data:

SI No.	District Name	No. of Pending Verification At HOI End
1	ALIPURDUAR	0
2	BANKURA	0
3	BIRBHUM	0
4	COOCH BIHAR	0
5	DAKSHIN DINAJPUR	0
6	DARJILING	0
7	HAORA	0
8	HUGLI	0
9	JALPAIGURI	0
10	JHARGRAM	0
11	KALIMPONG	0
12	KOLKATA	2
13	MALDAH	0
14	MURSHIDABAD	0

THANK YOU