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 verying 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.

Login Procedure of Officials at HED

Step 1: Login to any of the following portals

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

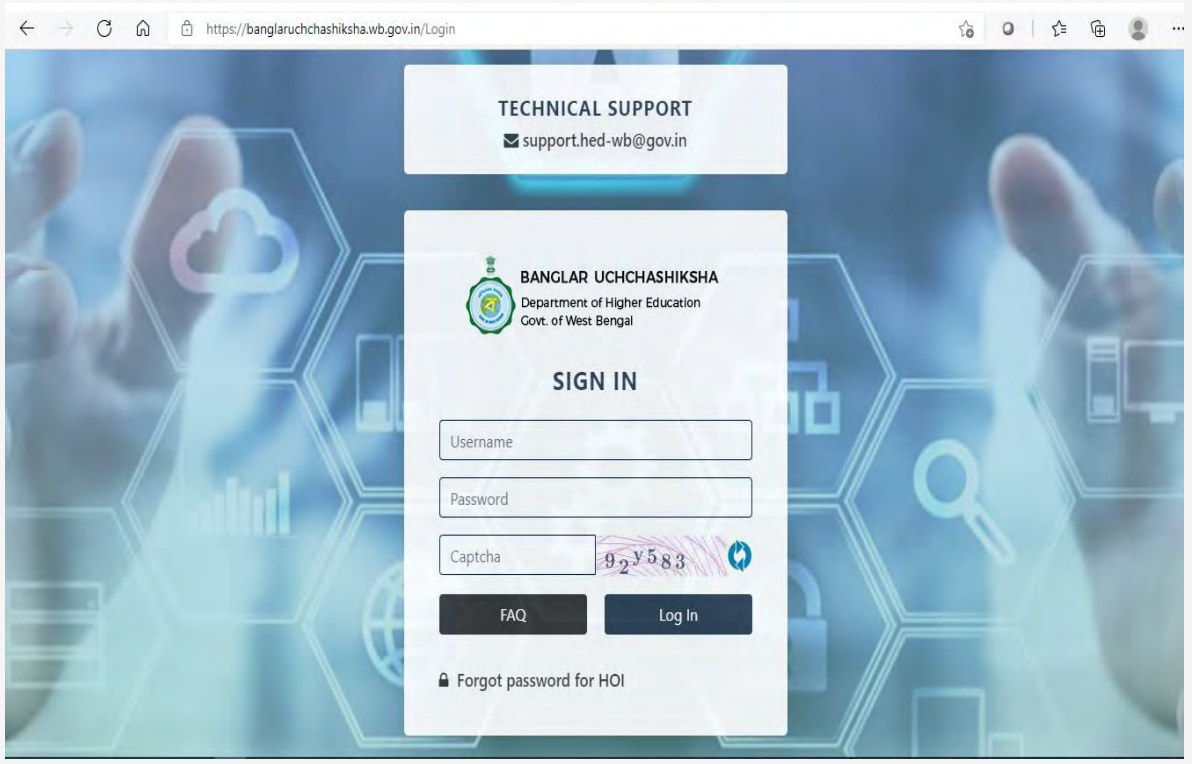
OR

2

Login to **https://wbscc.wb.gov.in**, and then click on **'ADMIN LOGIN'** tab.

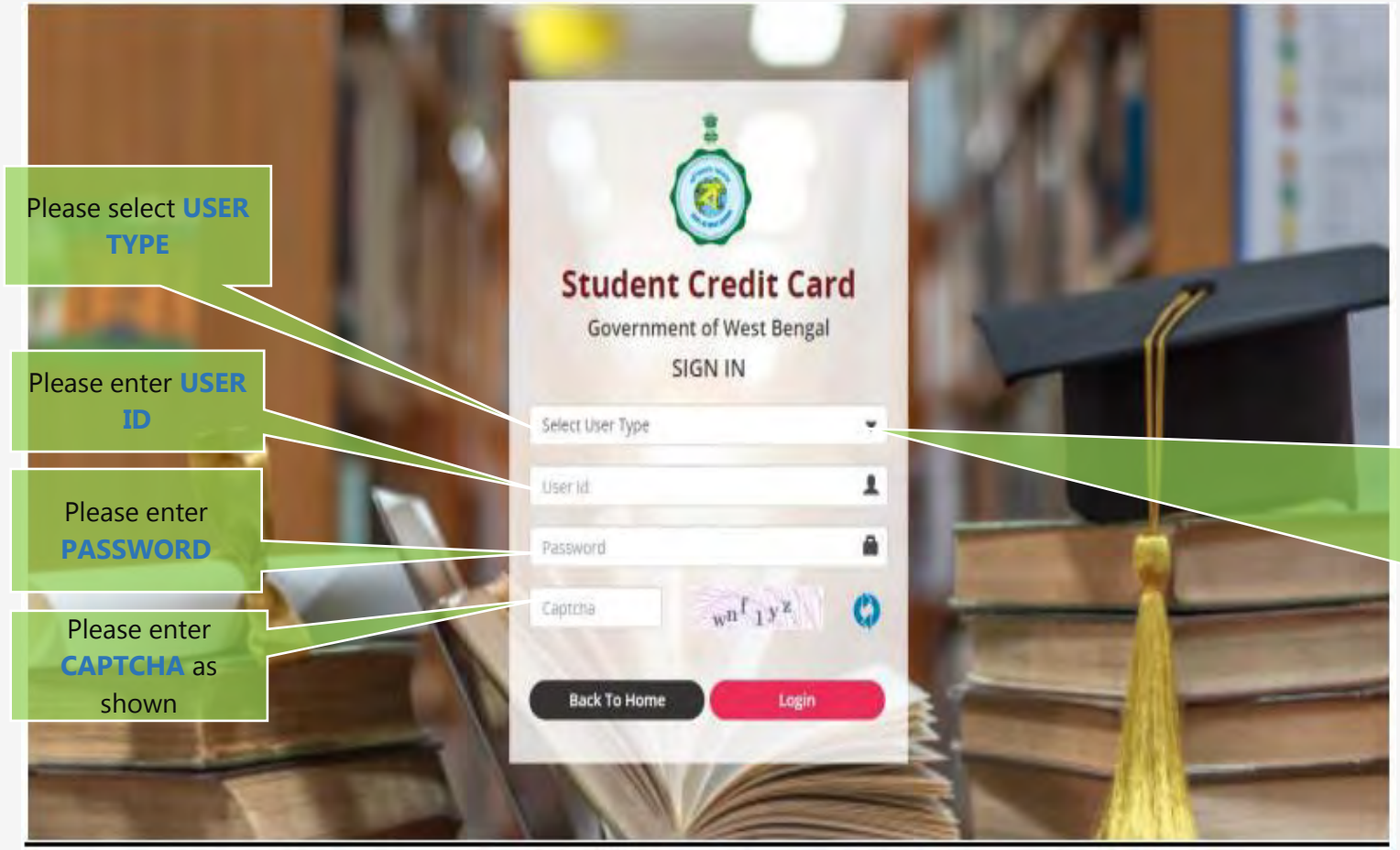
4

or



Login Procedure of Officials at HED

Step 2: Directorate Officer's Login



Login Procedure of Officials at HED

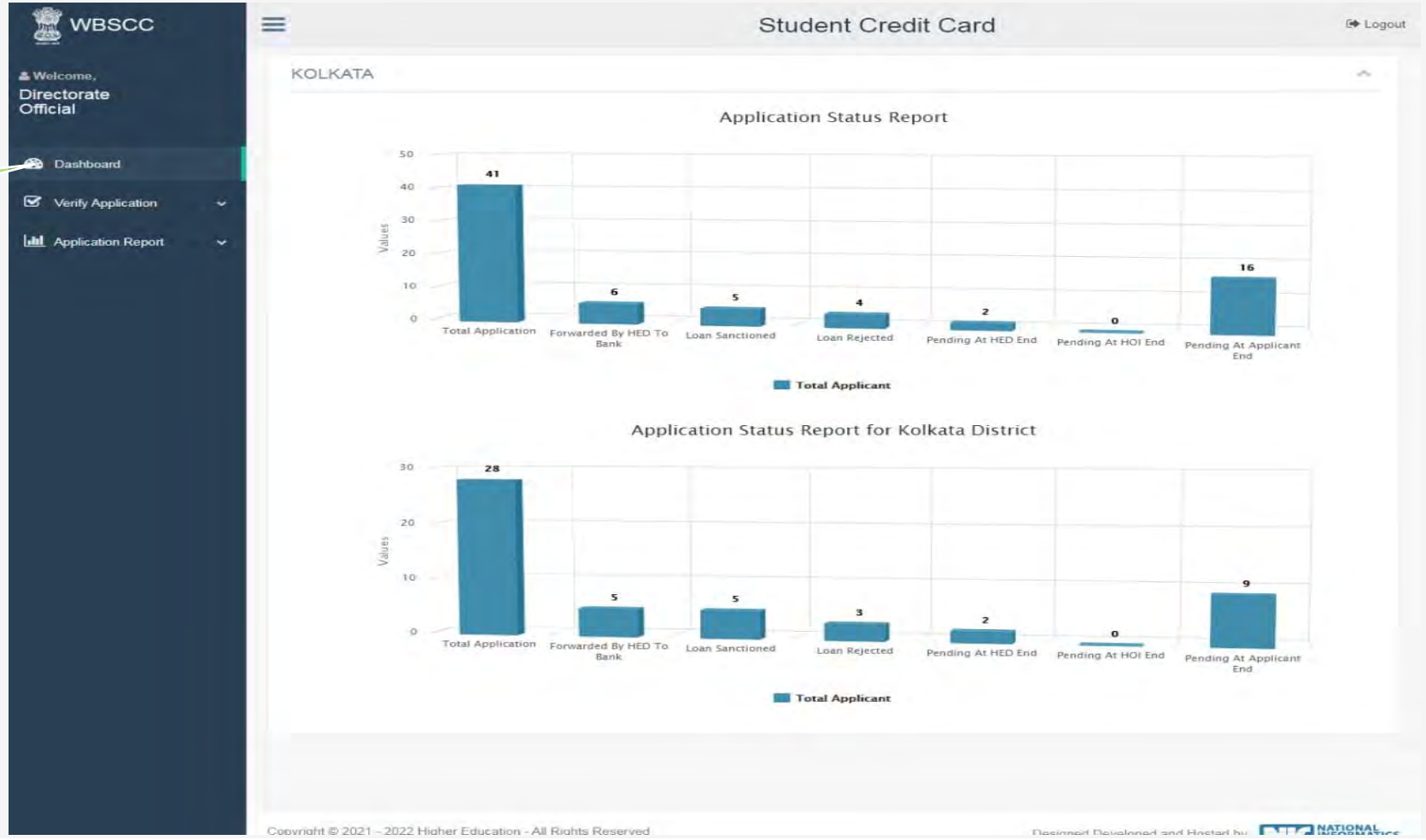
Step 3: Directorate Officer's Dashboard

1

Application Status Report will be available in Dashboard.

4

5



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.

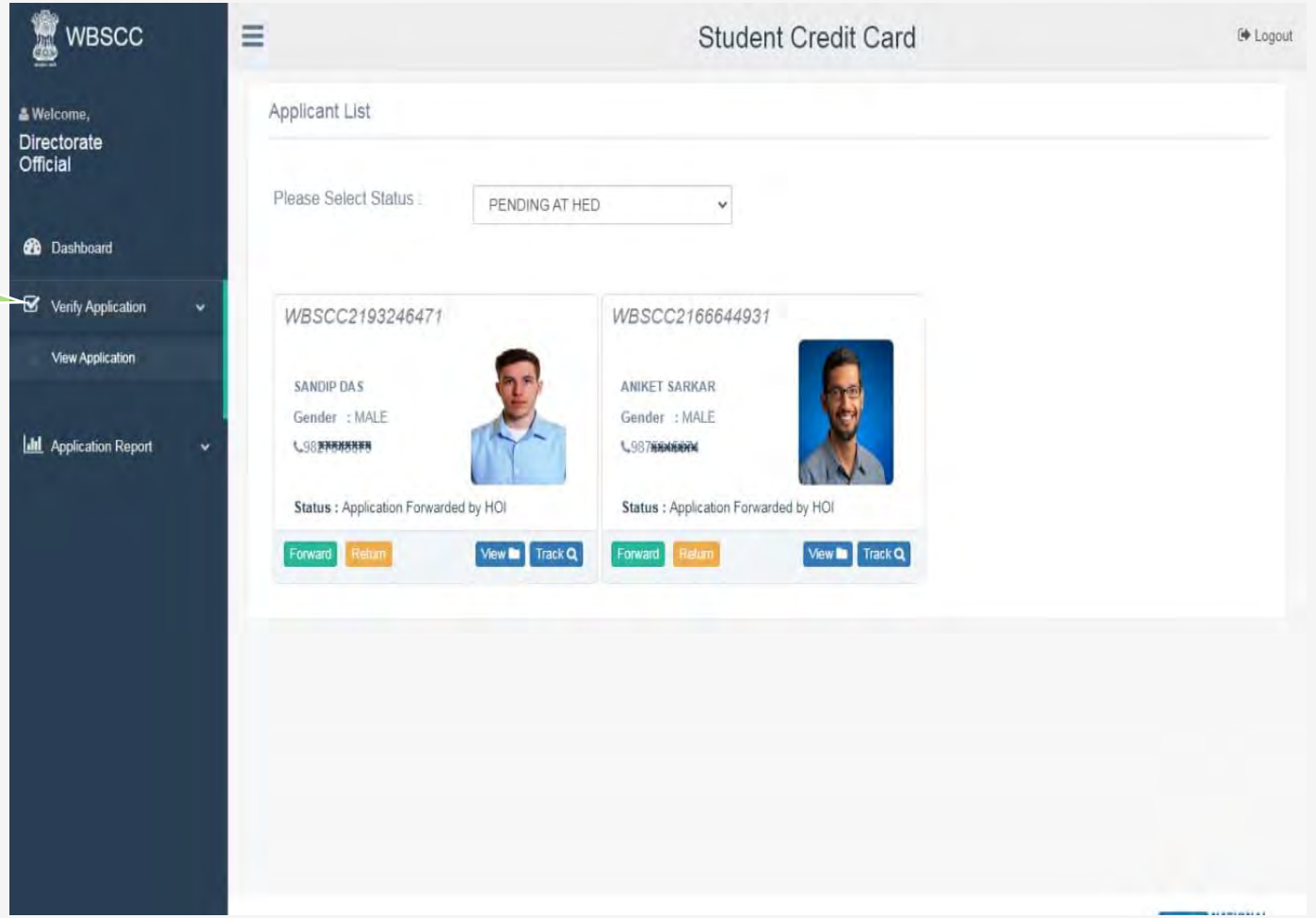
If the application is incomplete, then Click **RETURN** button explaining the REASON.

Login Procedure of Officials at HED

Step 4: Applicant Profile View

1

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.



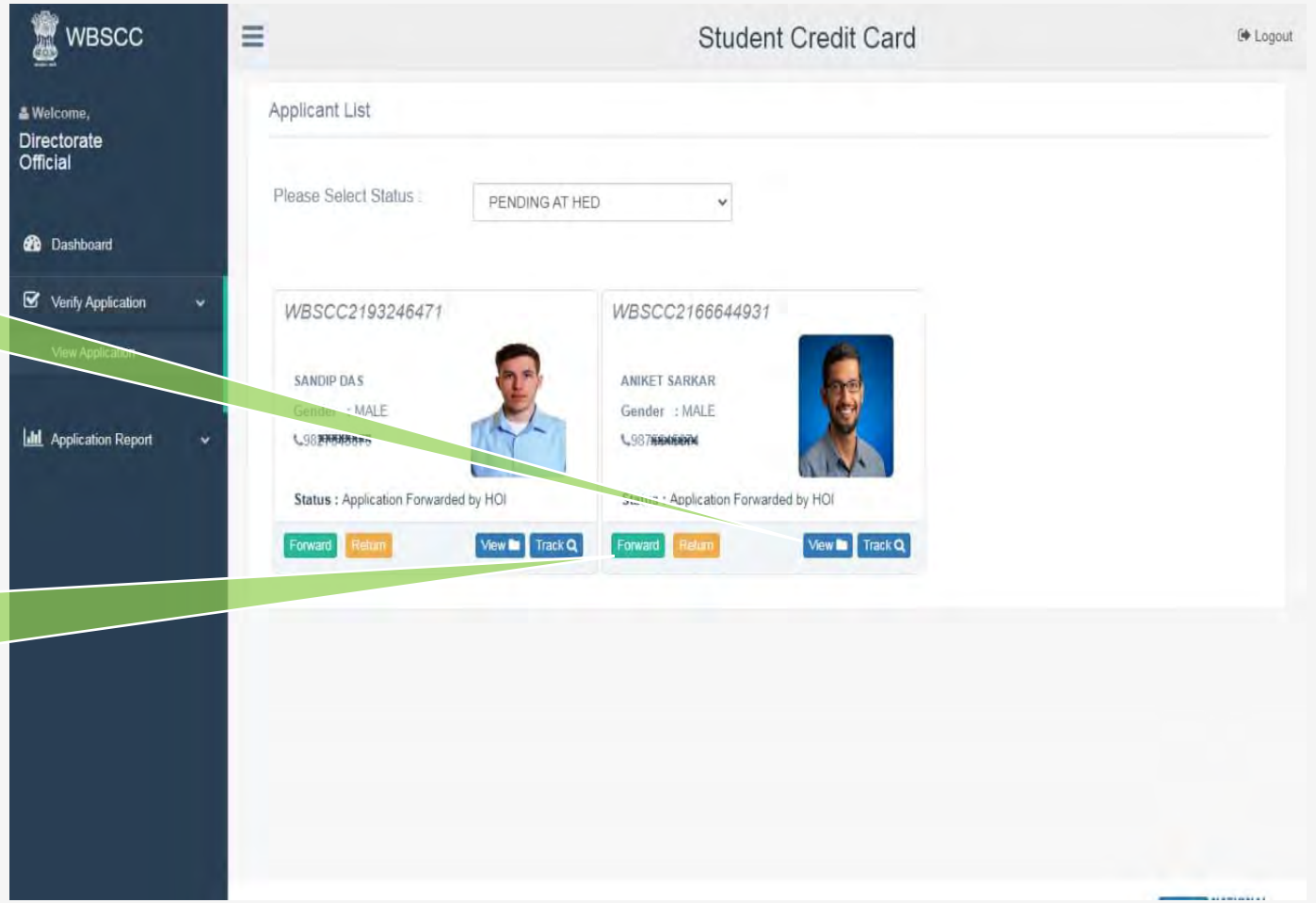
Login Procedure of Officials at HED

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.

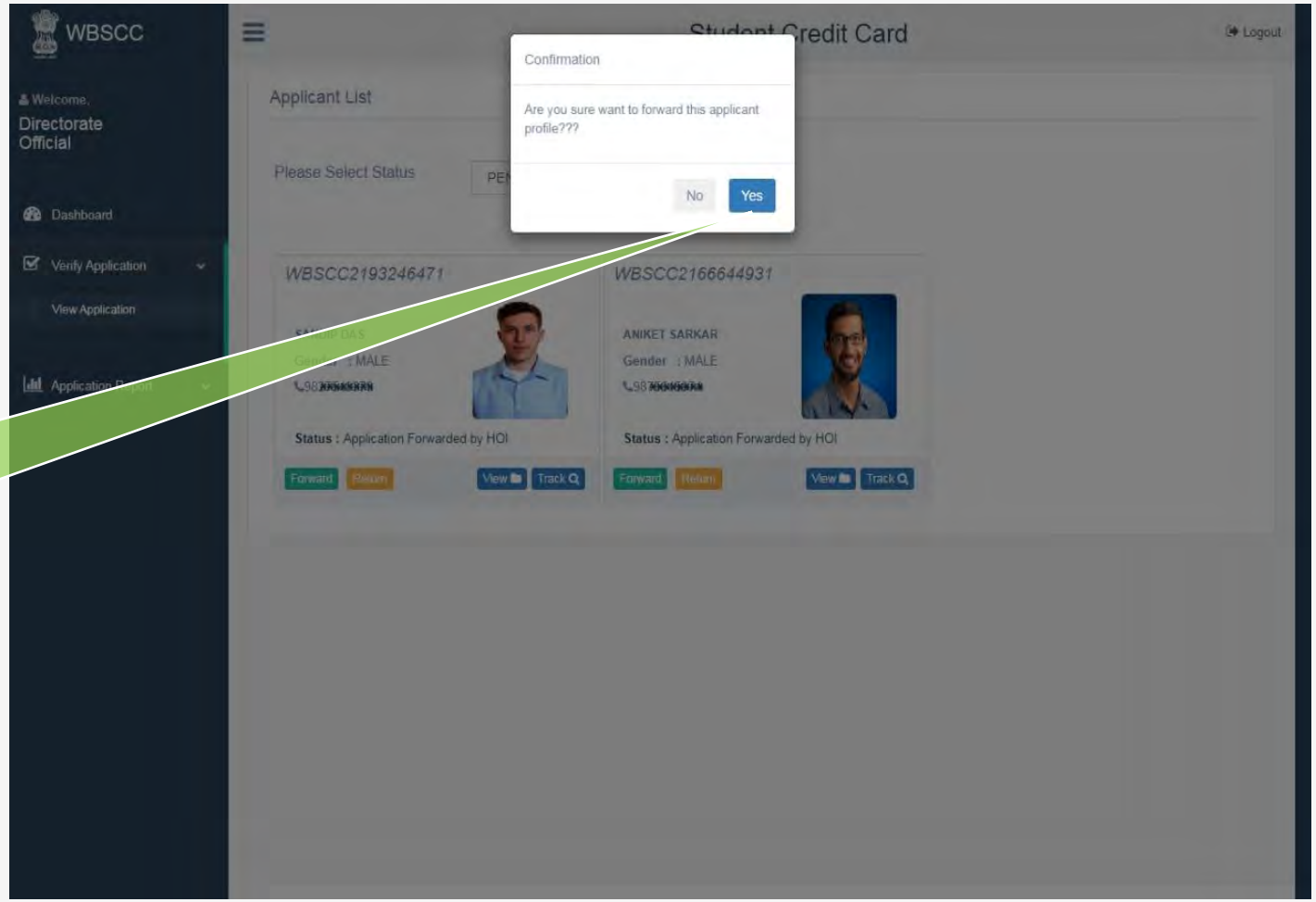
On clicking **'Forward'** button, confirmation page will appear.



Login Procedure of Officials at HED

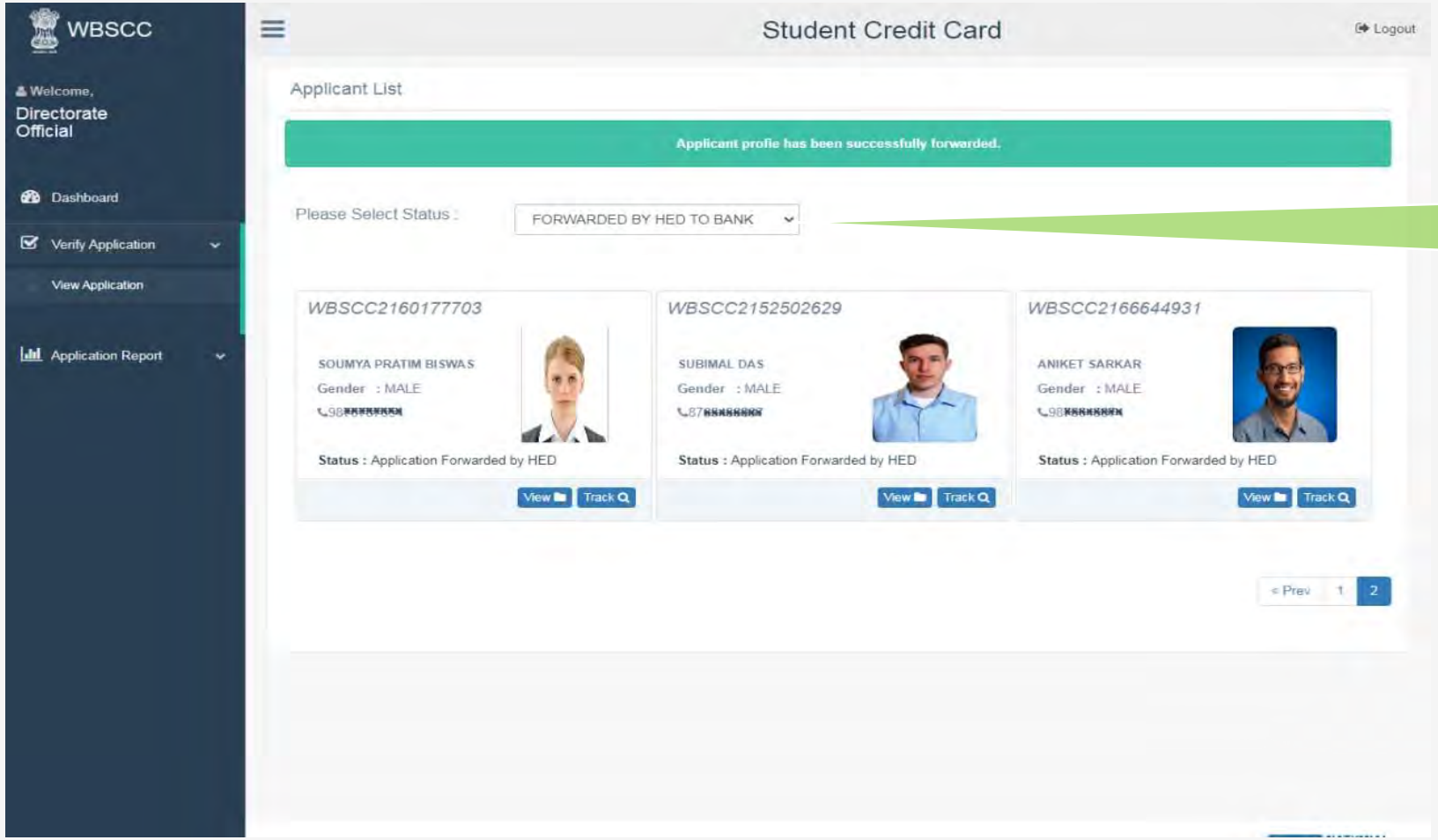
Step 6: Applicant profile forwarding

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



Login Procedure of Officials at HED

Step 7: Application scenarios



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

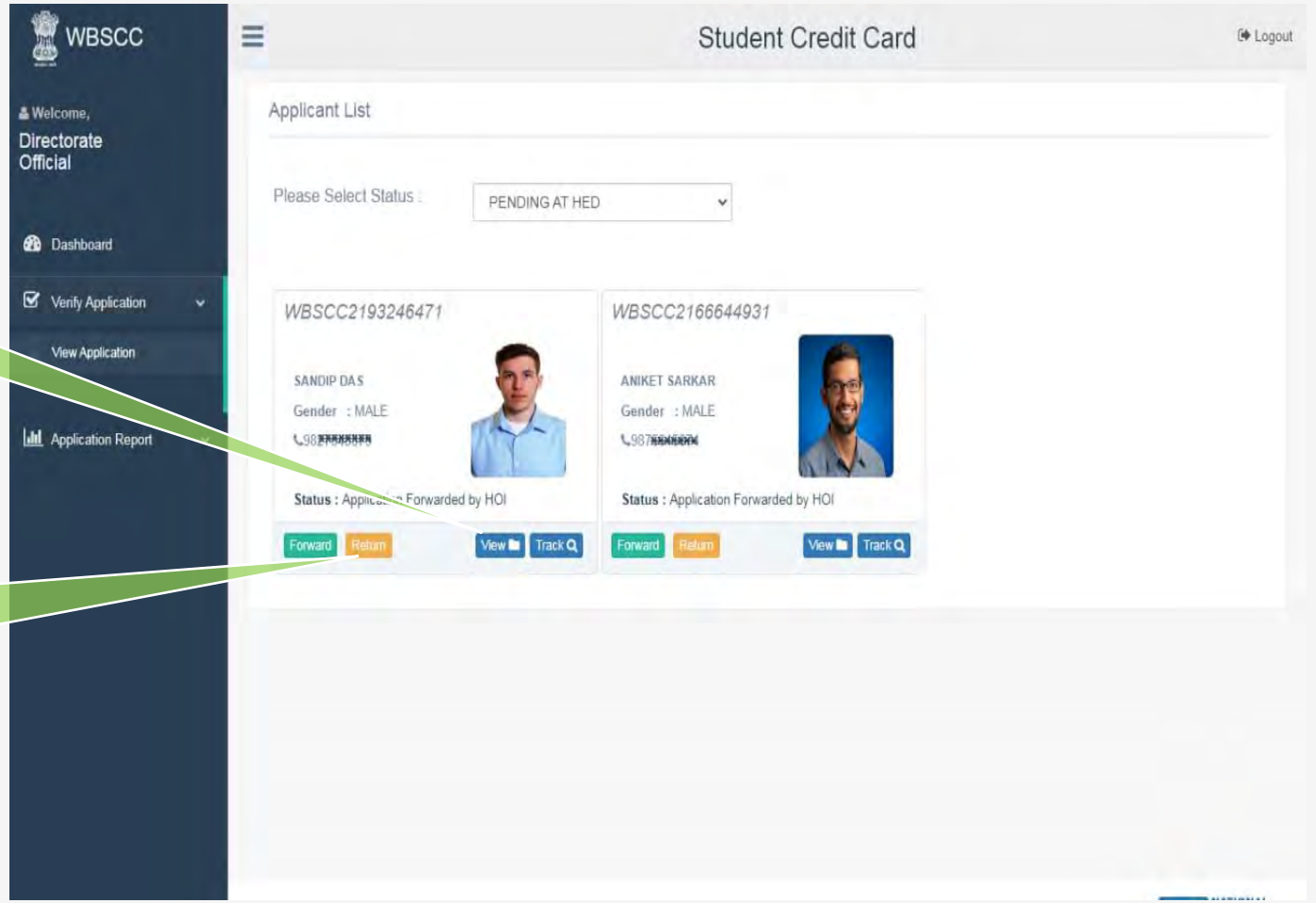
Login Procedure of Officials at HED

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.

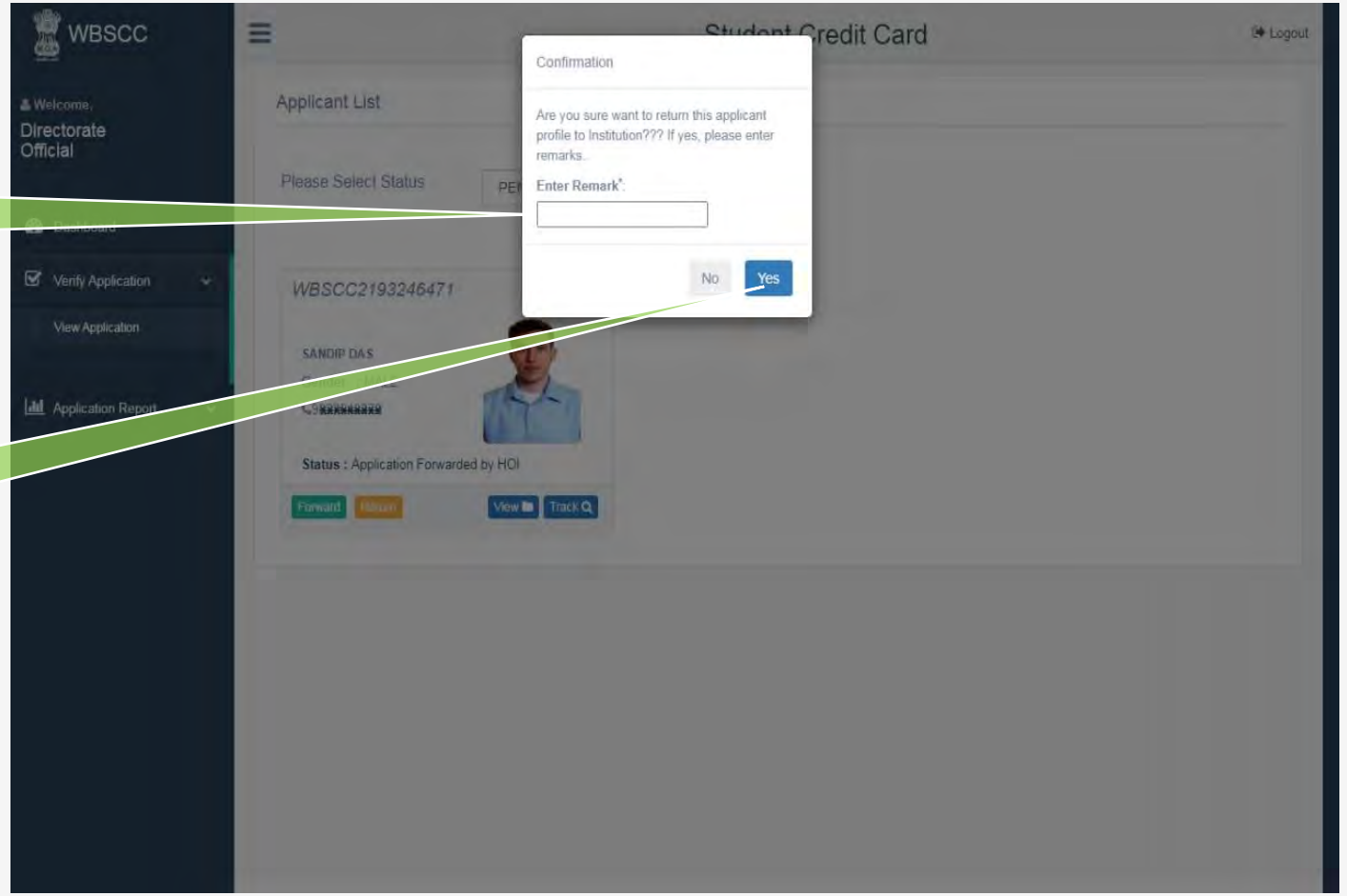


Login Procedure of Officials at HED

Step 7 & 8: Application profile returning

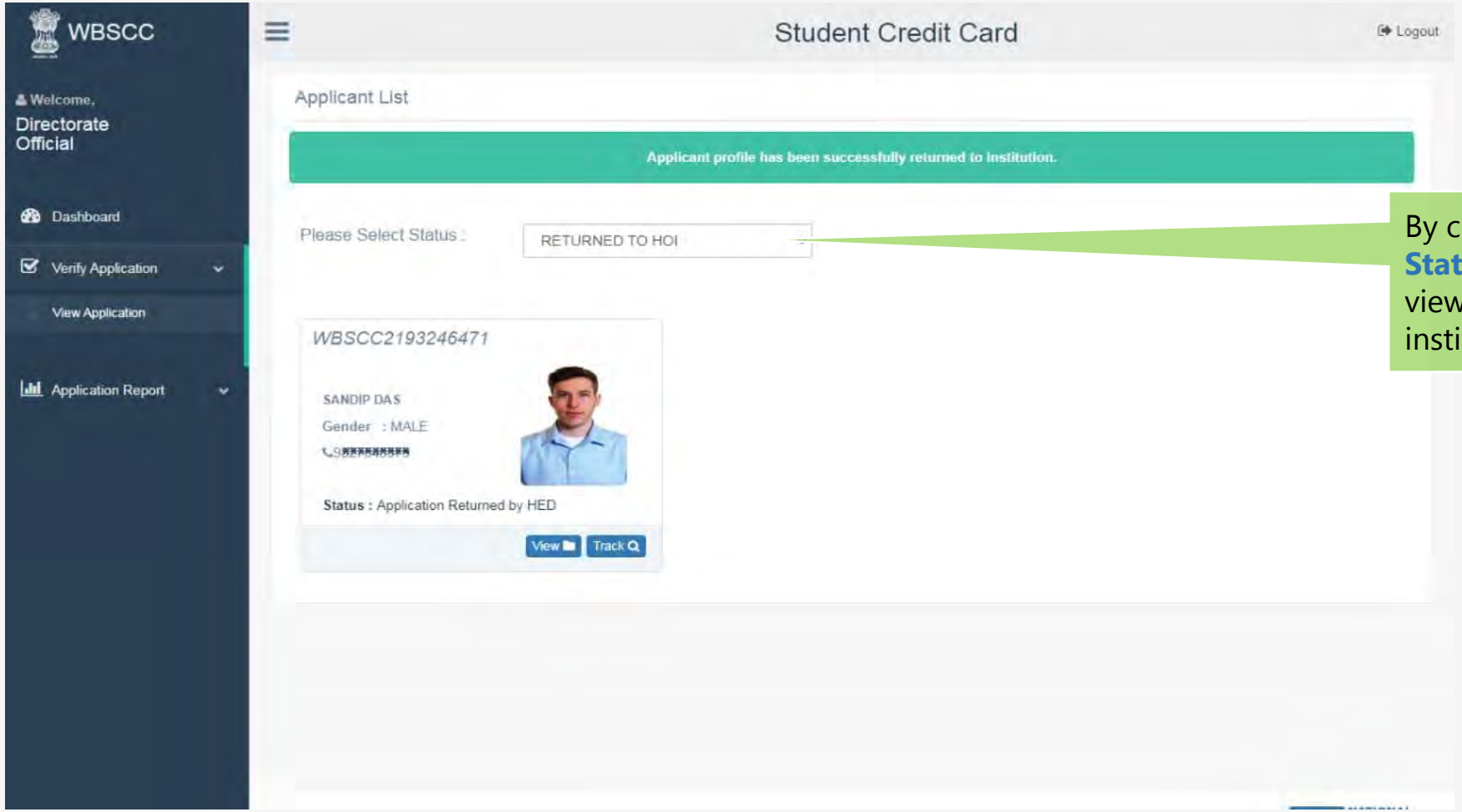
Justify the reason to send the application back to HOI.

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



Login Procedure of Officials at HED

Step 7: Application scenarios

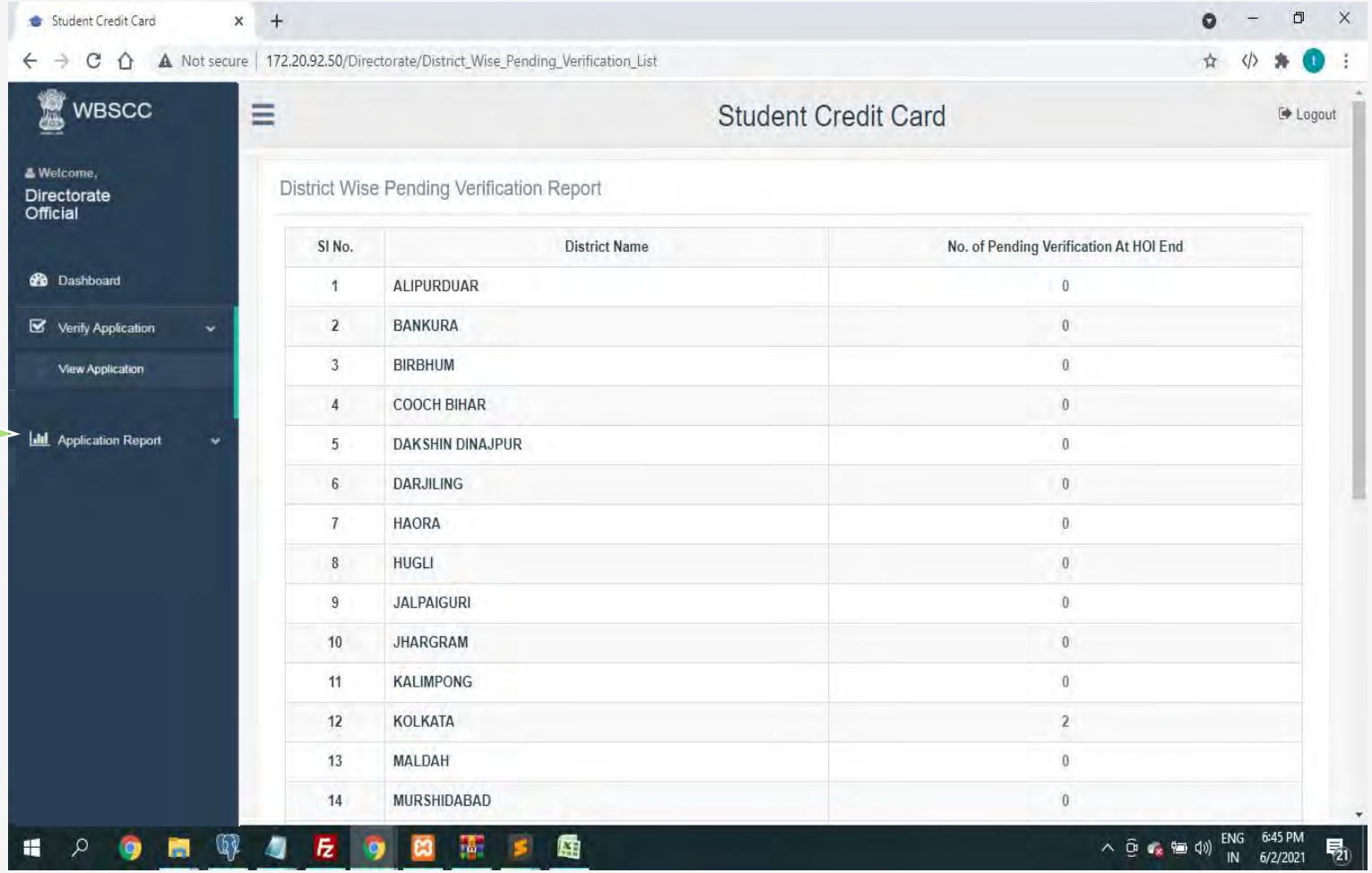


By changing **"Please Select Status"** from drop down, user can view sent back application to institution.

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.



THANK YOU