



WEST BENGAL STUDENT CREDIT CARD SCHEME



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** on **the top**. Enter User ID and Password, to open the institutional registration page. **ENTER USER ID AND PASSWORD TO LOG INTO THE INSTITUTION REGISTRATION PAGE**

(a) If you have SVMCM user id and password

- 1. SVMCM User Id**
- 2. SVMCM password**



(b) If you do not have SVMCM User Id and /or password

1. Click Administrative Login tab on the top of the main page, then this page will appear:

The screenshot shows the WBSCC website interface. At the top, there is a navigation bar with the WBSCC logo, contact information (1800-102-8014, contactwbscc@gmail.com, support-wbscc@bangla.gov.in), and an 'Administrator Login' button. Below this is a main navigation menu with links for Home, About the Scheme, How to Apply, Gallery, Downloads, and Contact Us. Two buttons, 'Student Registration' and 'Student Login', are highlighted in green. The main content area features a large banner for the 'Student Credit Card Scheme' with a woman's portrait. The banner text reads: 'Student Credit Card Scheme', 'Collateral security free loan up to ₹10 Lakhs @ Nominal Simple Annual interest.' A yellow bar at the bottom of the banner contains an 'Important Message: Collateral security free loan up to ₹10'. A green callout box with the text 'Click here' points to the 'Student Registration' button.



Then this page will appear:

Student Credit Card | Login

wbscc.wb.gov.in/Login

Student Credit Card
Government of West Bengal
SIGN IN

Select User Type

User Id

Password

Captcha 688371

Back To Home Login

Select Head of Institution option

Type here to search

28°C ENG 13:36 04-07-2021



Then this page will appear: Select “HOI Forgot password” ?

Student Credit Card | Login

wbscc.wb.gov.in/Login

Apps Settings Google The fastest free You... www.wbifms.gov.in... :UBI KV Fees: Fwd: DPI LETTER ... Service Record Mo... HP Software and Dr... Online C++ compil... Google Reading list

Student Credit Card
Government of West Bengal
SIGN IN

HEAD OF INSTITUTION (HOI) ▾

WEST BENGAL ▾

User Id

Password

Captcha 3 2 4 8 7 1

HOI Forgot Password?

Back To Home Login

Type here to search

28°C 13:28 04-07-2021



Then this page will appear: Enter User ID or AISHE code, Captcha and click Submit option.



Enter User ID or
AISHE code

Student Credit Card
Government of West Bengal
Retrieve HOI Password

User ID/AISHE Code

Captcha

[Back To Home](#) [Submit](#)

Enter the captcha
and click Submit
button





Then this page will appear: Verity the details
If any change in mobile number is required, click “ Contact Details does not match” button.

Inbox (1,953) - arupwb@gmail.com x Student Credit Card | Forgot HOI x +

wbscc.wb.gov.in/HOI_Forgot_Password

MOBILE NUMBER WHERE THE PASSWORD WILL BE RECEIVED

Institution name	TEST TEST TEST
Name	Dibakar Roy
Mobile No.	82*****01

Contact details does not match Send Password

C909090

..... as ft 6 v

Back To Home Submit

Type here to search

ENG 02:11 PM 05-07-2021



Then this page will appear: Please follow the instruction that will appear on the screen, as shown below:

CONTACT DETAILS OF THE DEPARTMENT

HOI details do not match, send email to sccoutwb@gmail.com with (a) declaration in Institutional letter head mentioning HOI Name, Mobile and email OR (b) Screen shot of official webpage where email and other contact details of HOI / Equivalent Officials OR (c) any office document where HOI's contact details are mentioning; and wait for email from sccoutwb@gmail.com or support-wbscc@bangla.gov.in for verification of Institutional HOI details.

OK

..... asf tgv

Back To Home Submit

Type here to search

02:30 PM 05-07-2021



Online Registration by the Institution

During submission of Forgot password finally, (as shown in the last page), if it is seen that a change in mobile number is required for some reason (may be land line is entered or the mobile number is not available at present, an email is to be sent to support-wbscc@bangla.gov.in or contactwbscc@gmail.com 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

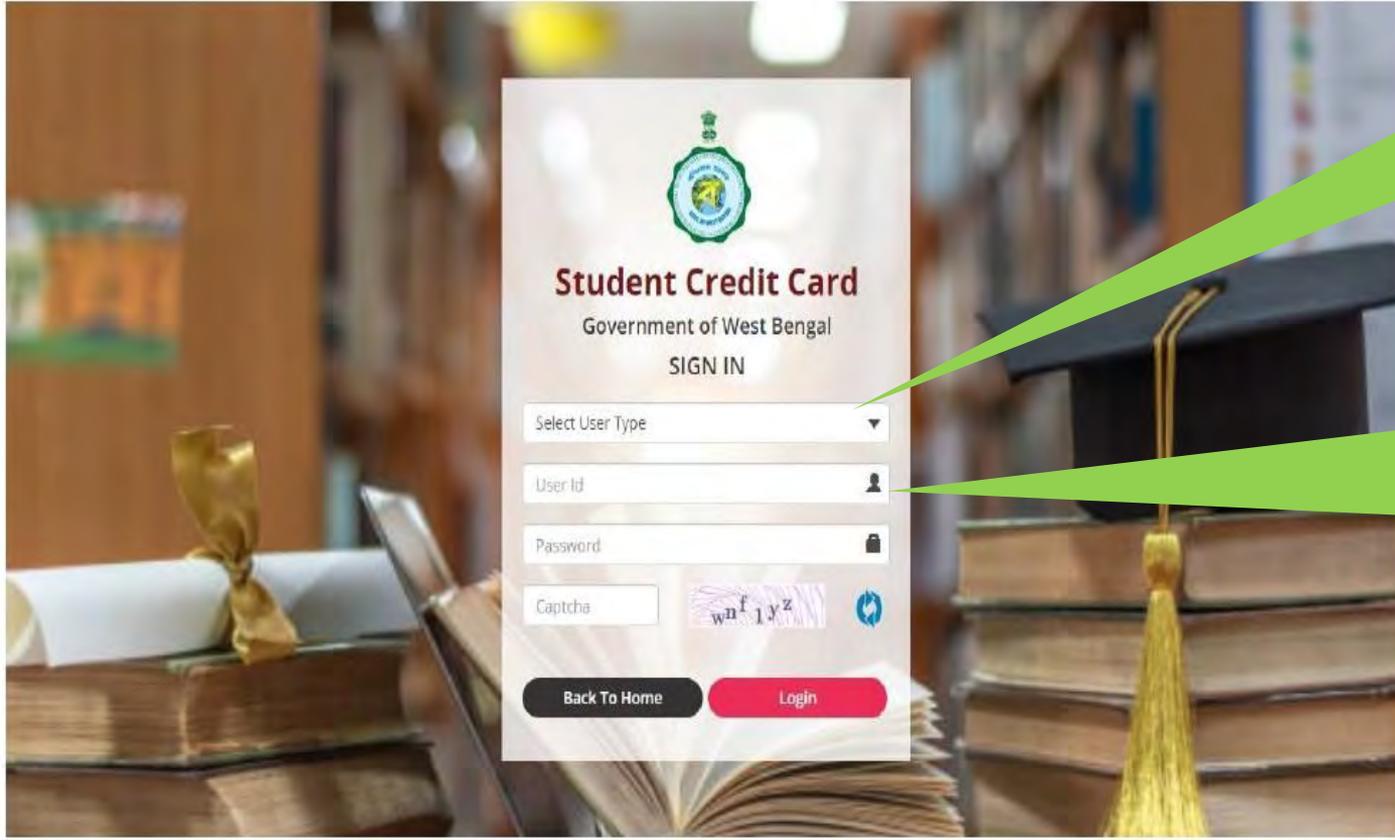


2. If you do not have AISHE code, send email to sccoutwb@gmail.com or contactwbicc@gmail.com for a cross check and temporary institutional credential on your official letter with information as mentioned below for generation of User Id.

District	Institution Name	AISHE Code	Institution Address	Name of HOI	HOI Mobile No.	HOI Email ID



INSTITUTION LOGIN PROCEDURE

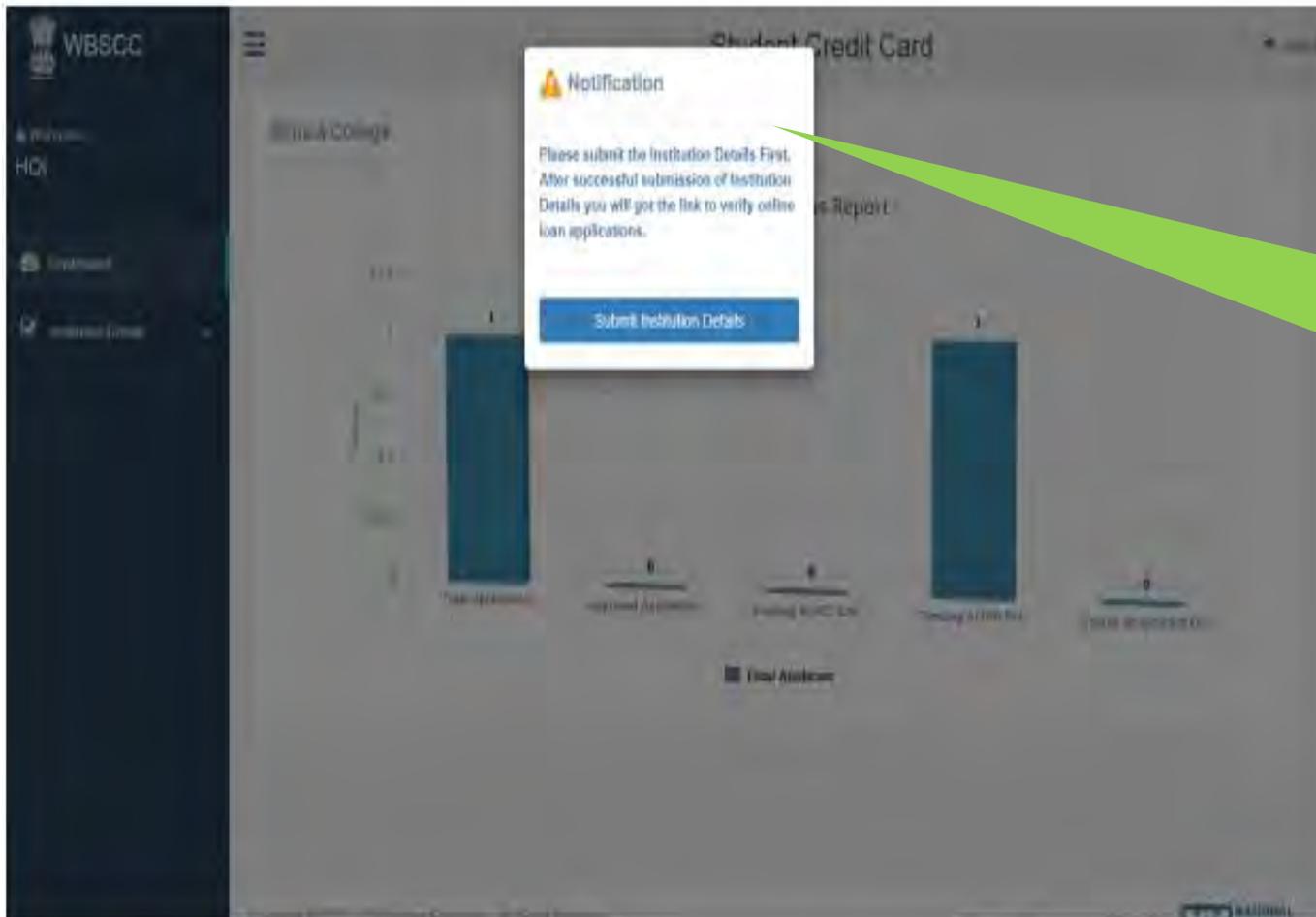


Nodal Officer of the Institution needs to select Institution login from the drop down menu

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

College name and AISHE Code need to be checked before further proceedings

WBSCC
 Welcome, HOI

Dashboard

Institution Details

Institution Profile

Verify Application

Student Credit Card Logout

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*
92,SHYAMAPRASAD MUKHERJEE ROAD,KOLKATA,700026

State of the Institution:* West Bengal

Name of Nodal Officer:* APURBA RAY

Mobile No. of Nodal Officer*
9XXXXXXXXXX

PAN of Institution* P/1234

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)

IFS Code:* UCBA0001789

Branch Name:* BALLY GOSWAMIPARA

Re-type A/C No: 1789000

Institution Bank Name(For Institutional Fees)* UCO BANK

A/C No:* 1789000

Submit Details

College needs to select from the drop down list the accreditation details

Address to be fed

If there is no AISHA certificate, any Govt. authorization certificate is to be uploaded

Uploading of at least one of these three documents is mandatory

For Universities/deemed Universities, UGC certificate 12B /2F or Govt. Notification to be uploaded here

Name of the bank and Account number is required to be fed

IFSC and Bank Details of the institution, where fees of the students will be deposited by bank, needs to be fed properly

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:	9XXXXXXXXXX	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

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

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.	30 XXXXXXXXXX
Student Bank Details			
Bank Name	ALLAHABAD BANK	Branch Name	ALIPORE BRANCH,KOLKATA
A/C No.	65 XXXXXXXXXX	IFS Code	ALLA0210022
Co-borrower Bank Details			

The Institution can view the profile and details of the candidate from this dash board

If not found OK then it can be returned back to the applicant for correction

If found OK, then verify & forward the application

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

The screenshot displays a web application interface for viewing an applicant's profile. A modal dialog box titled "Confirmation" is open, asking "Are you sure to Return Back Application?". The dialog contains a text area with the message "WRONG DOCUMENT UPLOADED". Below the text area are "Submit" and "Cancel" buttons. In the background, the "View Applicant Profile" page is visible, showing fields for Applicant Name, Student ID, Father's Name, Mother's Name, Co-borrower Name, and Co-borrower Address. A section titled "Details of 10+2 Std." contains a table with the following data:

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 profile page, there are two buttons: "Return Back Application" and "Verify & Forward Application". A green callout box on the right side of the dialog points to the "WRONG DOCUMENT UPLOADED" text with the text: "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

Institution may track the application due for verification on daily basis



INSTITUTION DASBOARD

WBSCC

Welcome,
HOI

- Dashboard
- Institution Details
- Verify Application

Student Credit Card

Logout

Asutosh College

Application Status Report

