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

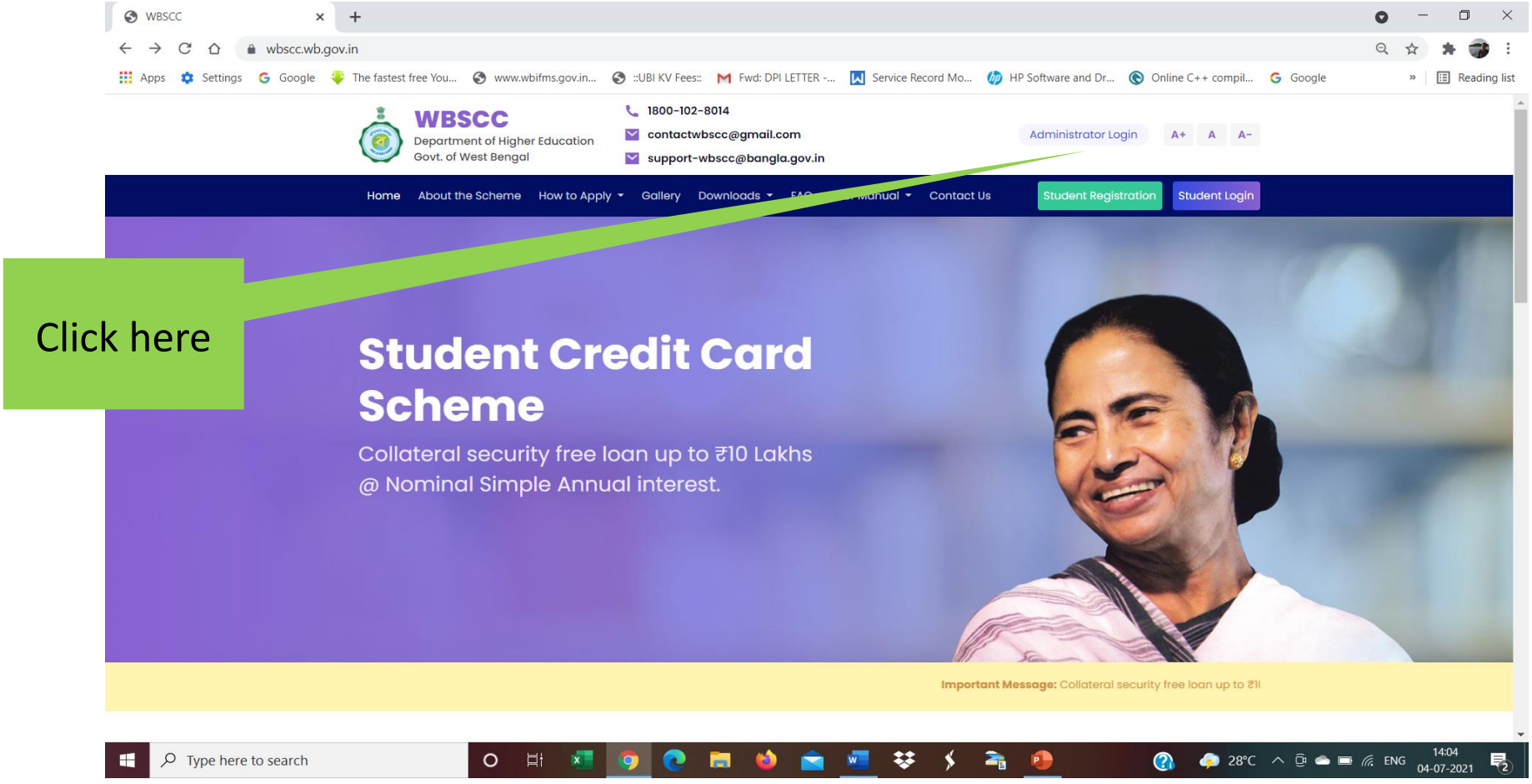
Visit www.wb.gov.in or https://banglaruchchashiksha.wb.gov.in and click **ADMINISTRATIVE LOGIN TAB** and Click on **ADMINISTRATIVE LOGIN TAB on the top.** Enter User ID and Password, to open the institutional registration page. **ENTER USER ID AND PASSWORD TO LOG INTO THE INSTITUTION REGISTRATION PAGE**

(a) If you have SVMCM user id and password

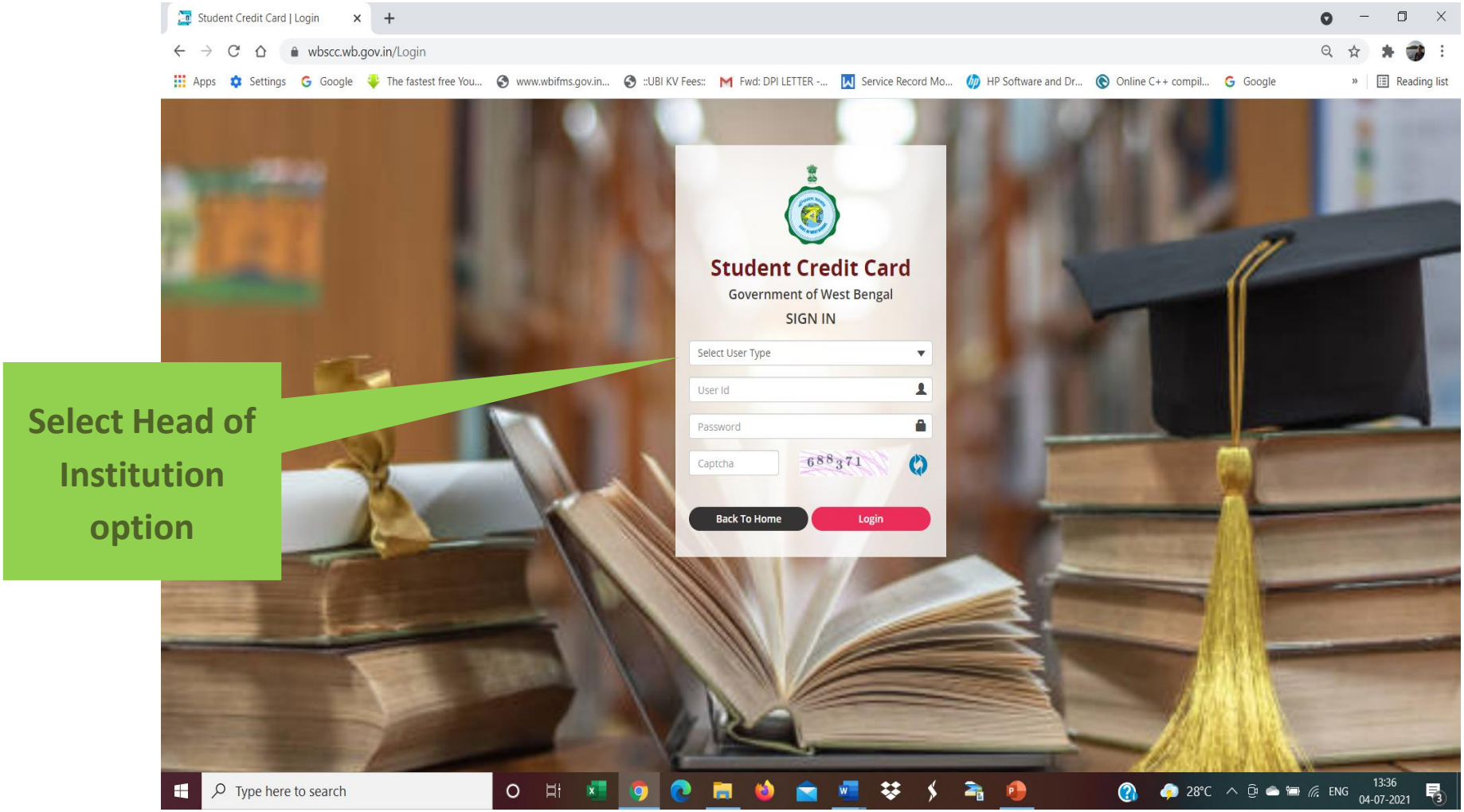
1. **SVMCM User Id**
2. **SVMCM password**

(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:

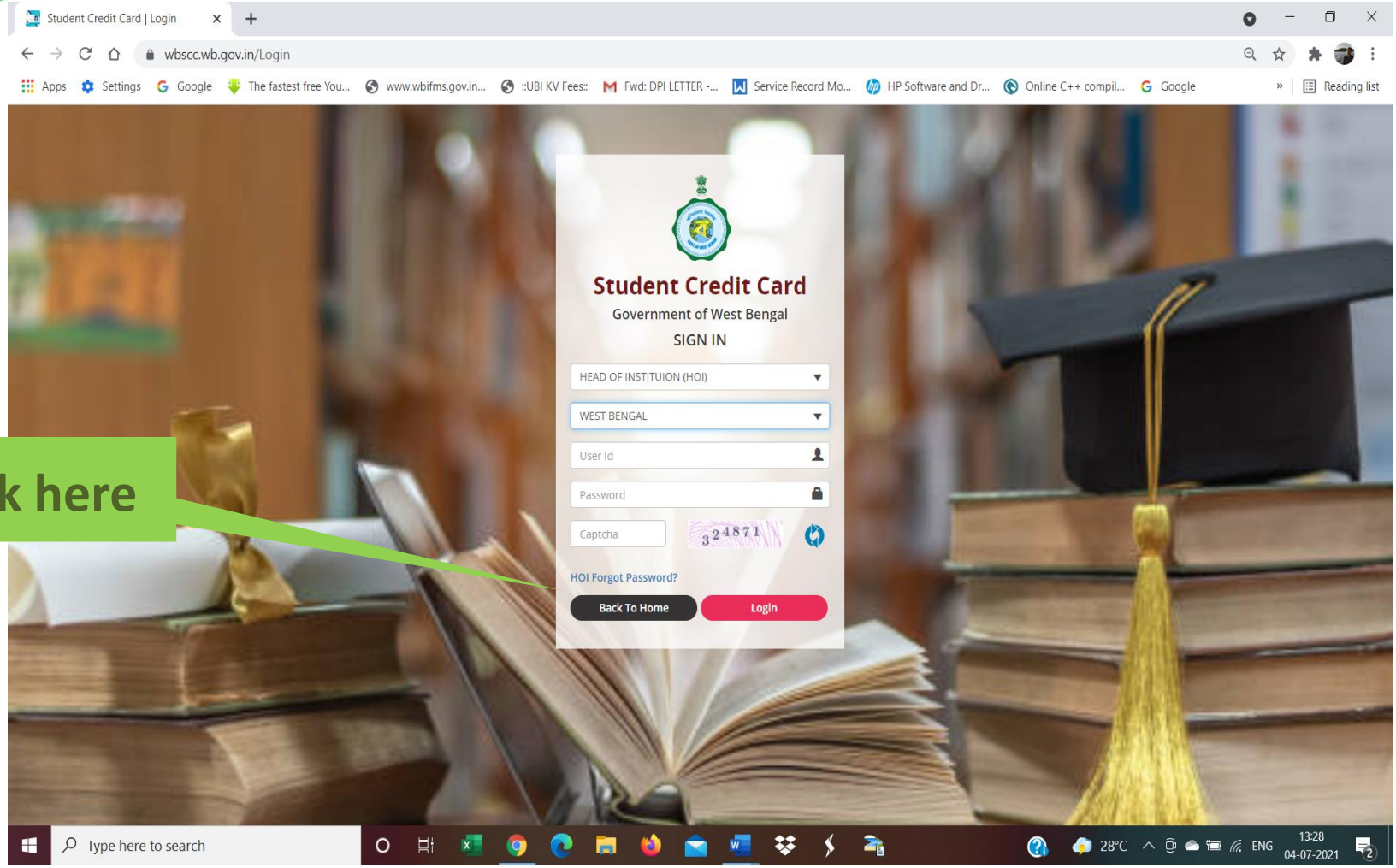


Then this page will appear:



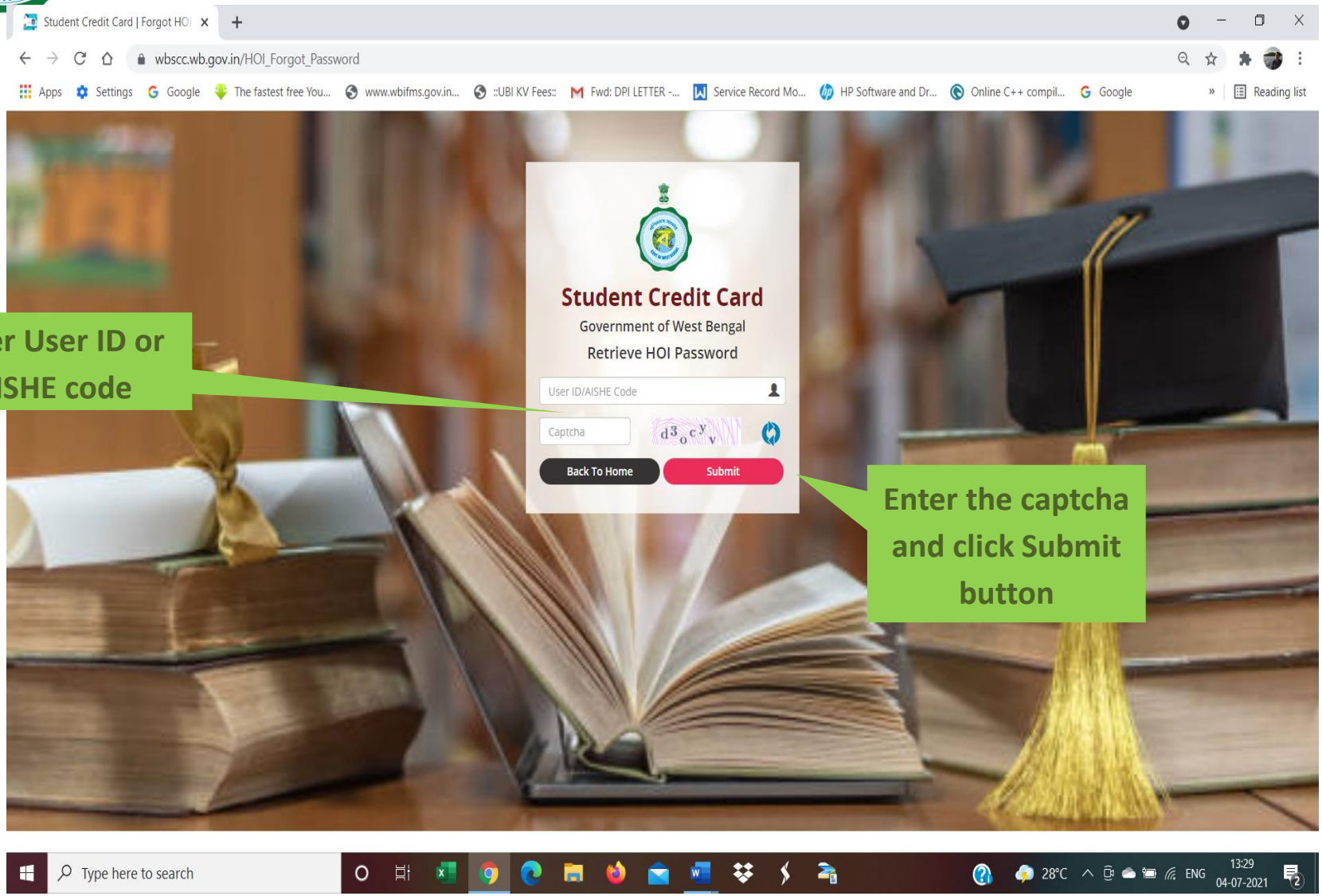
Select Head of Institution option

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



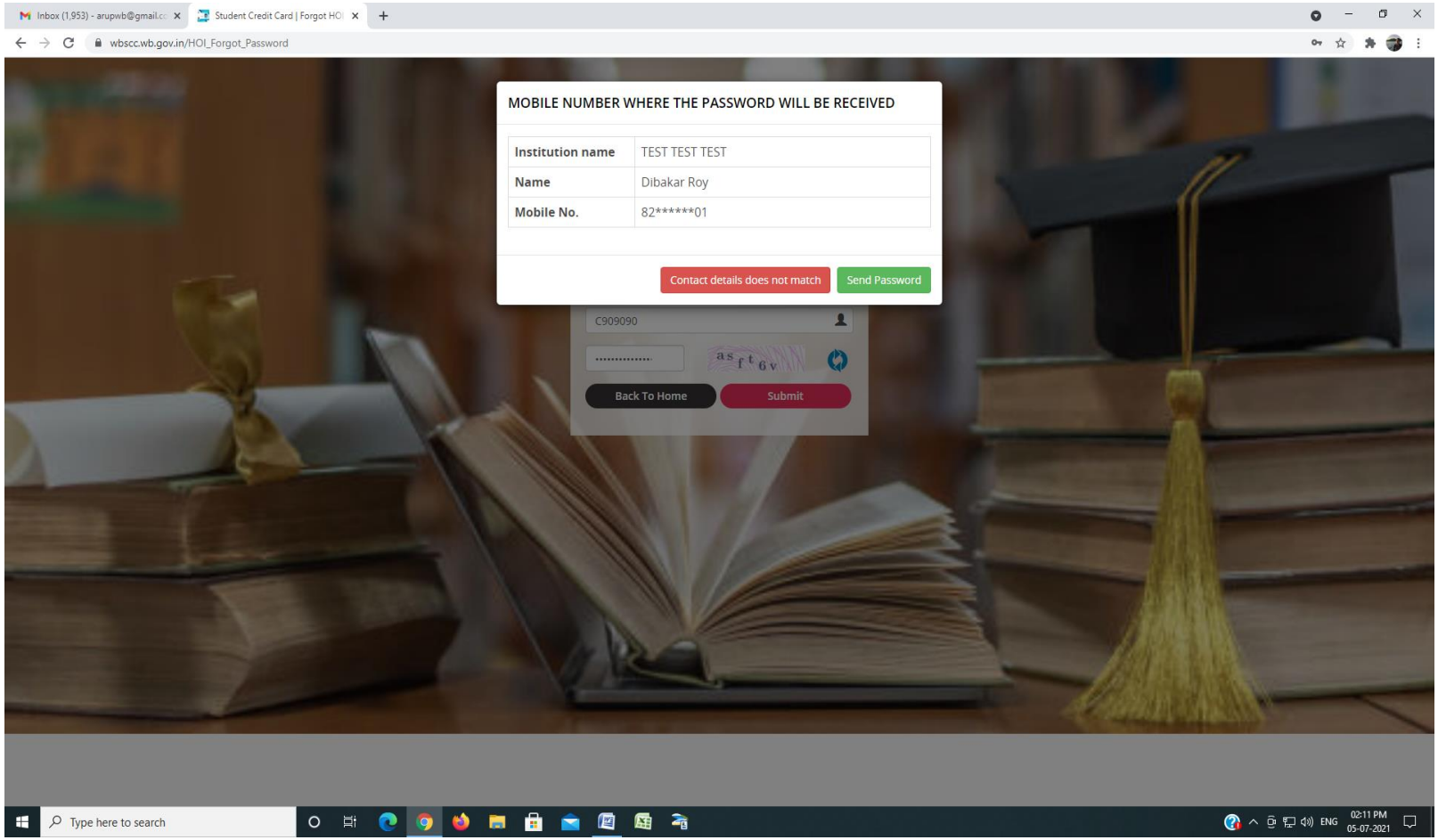
Click here

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

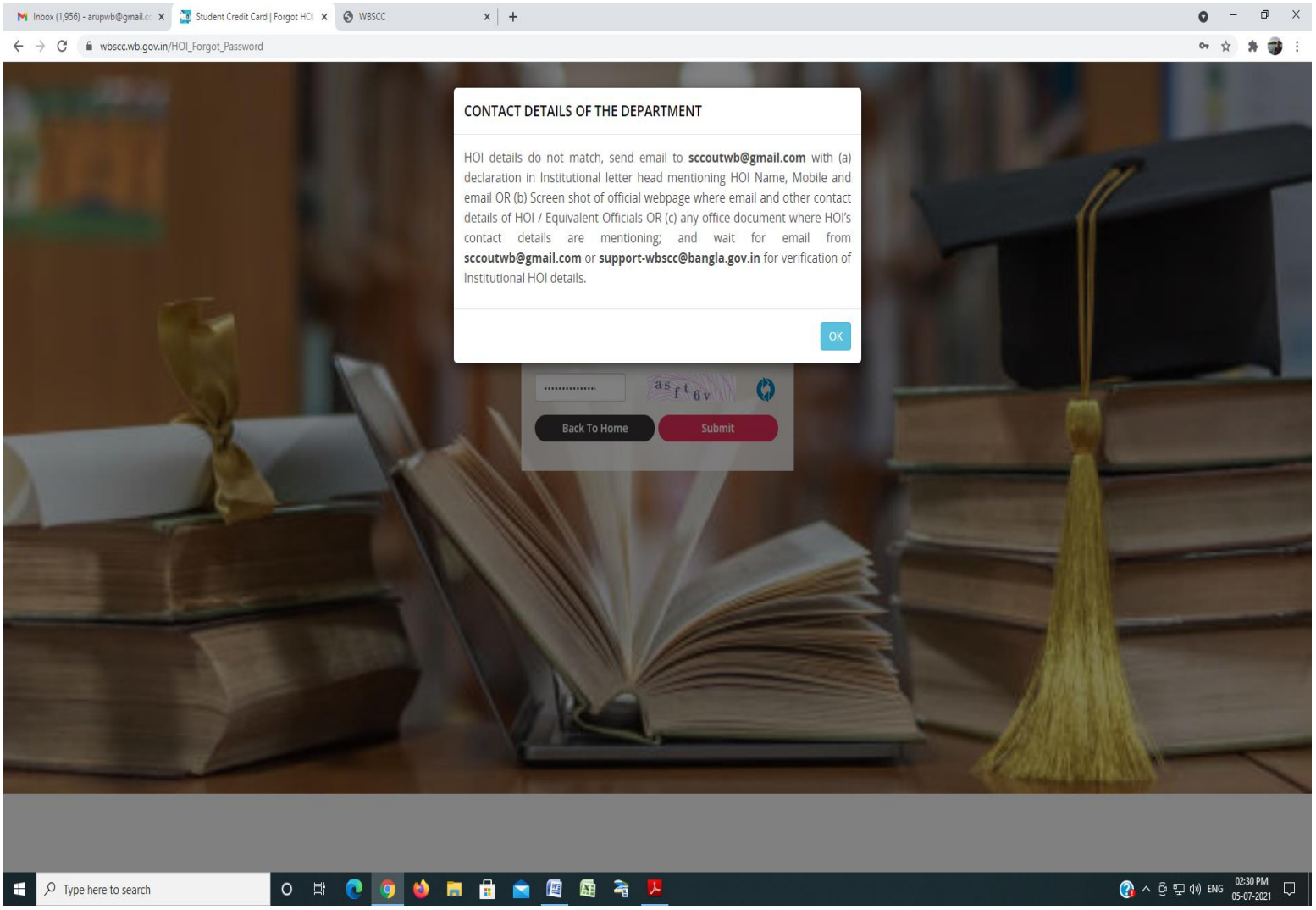


Then this page will appear: Verity the details

If any change in mobile number is required, click " Contact Details does not match" button.



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



Online Registration by the Institution

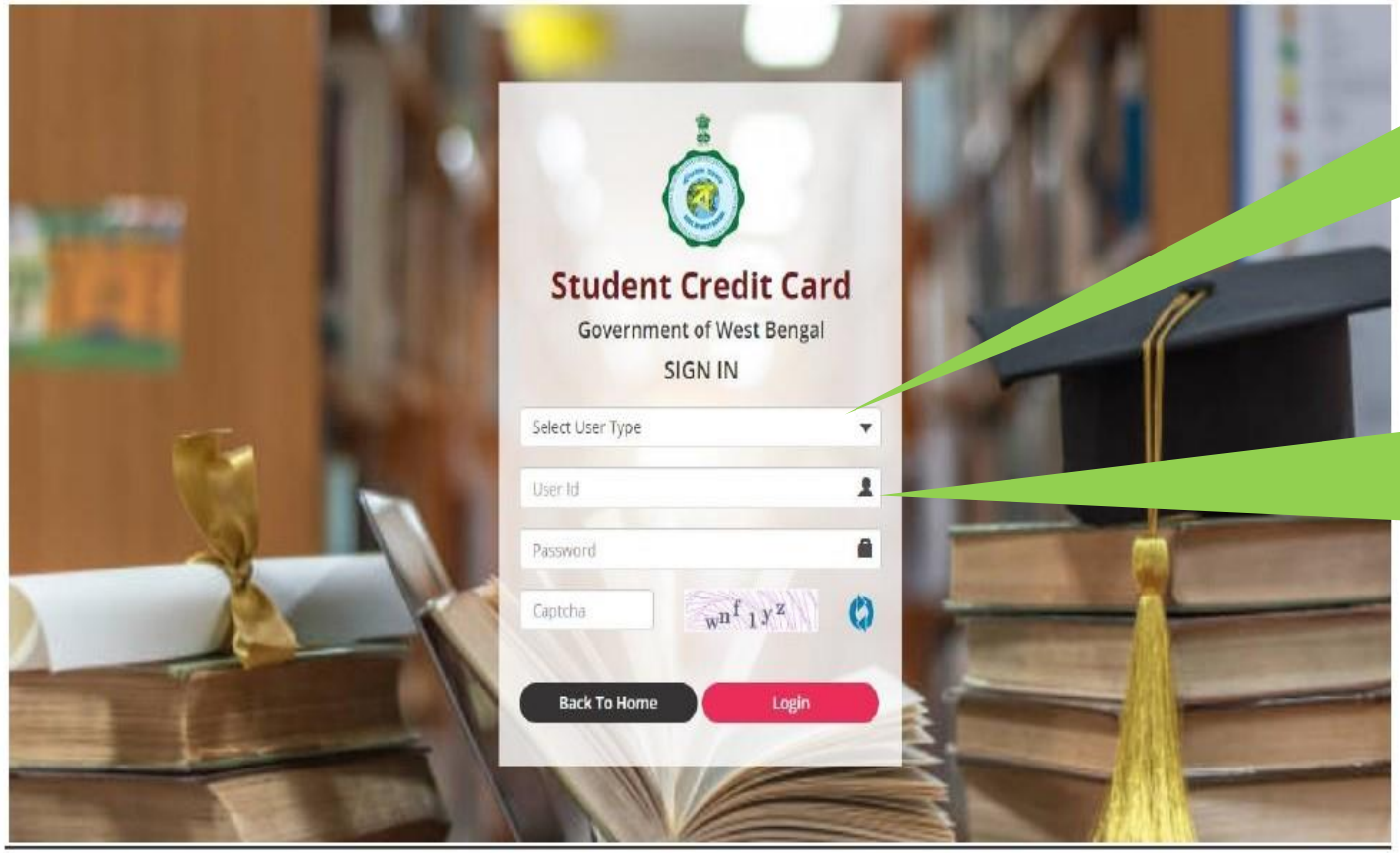
During submission of Forgot password finally, (as shown in the last page), if it is seen that a change in mobile number is required for some reason (may be land line is entered or the mobile number is not available at present, an email is to be sent to support-wbscc@bangla.gov.in or contactwbscc@gmail.com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

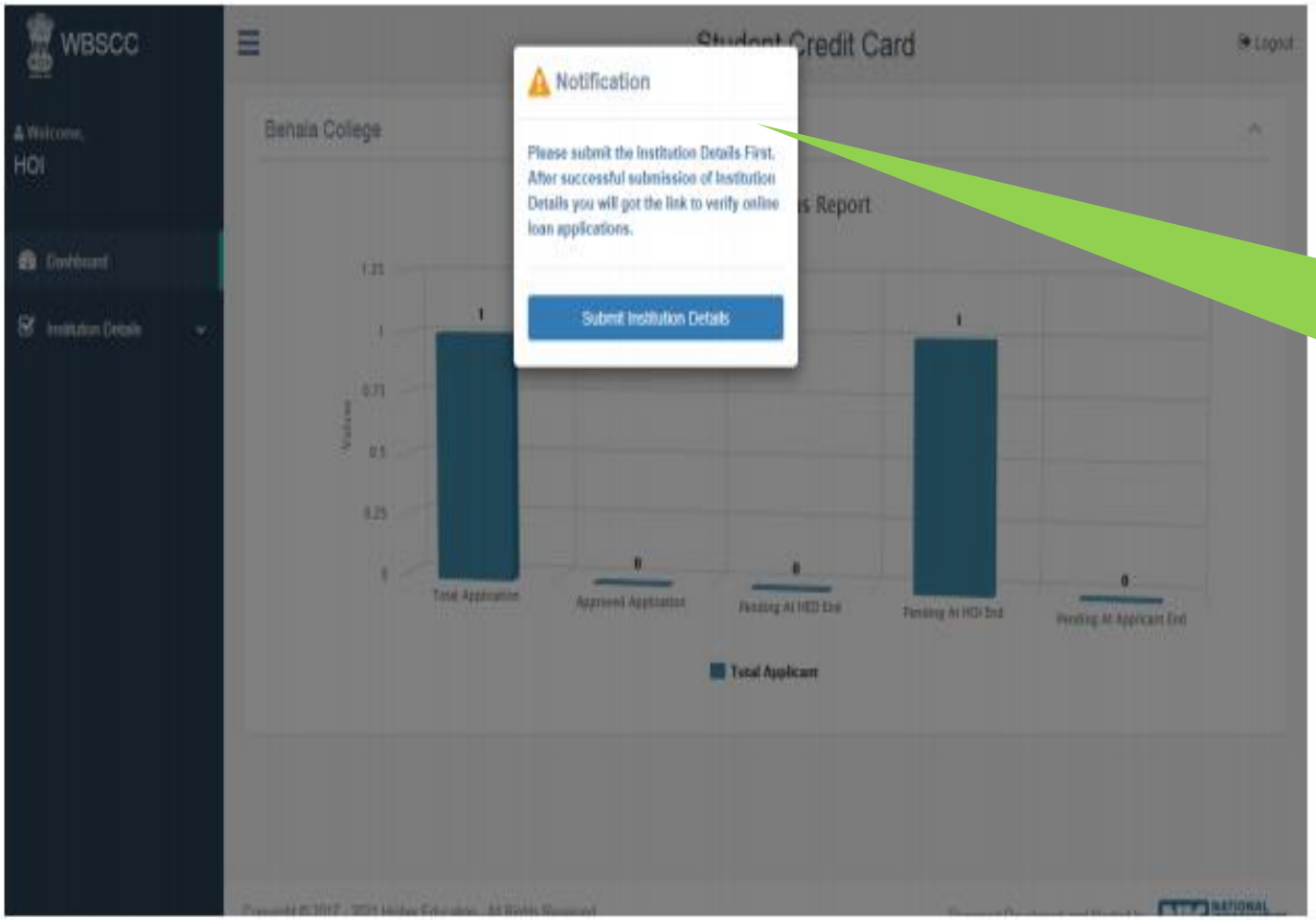
INSTITUTION LOGIN PROCEDURE



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 PROCEDURE ….Cont'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

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

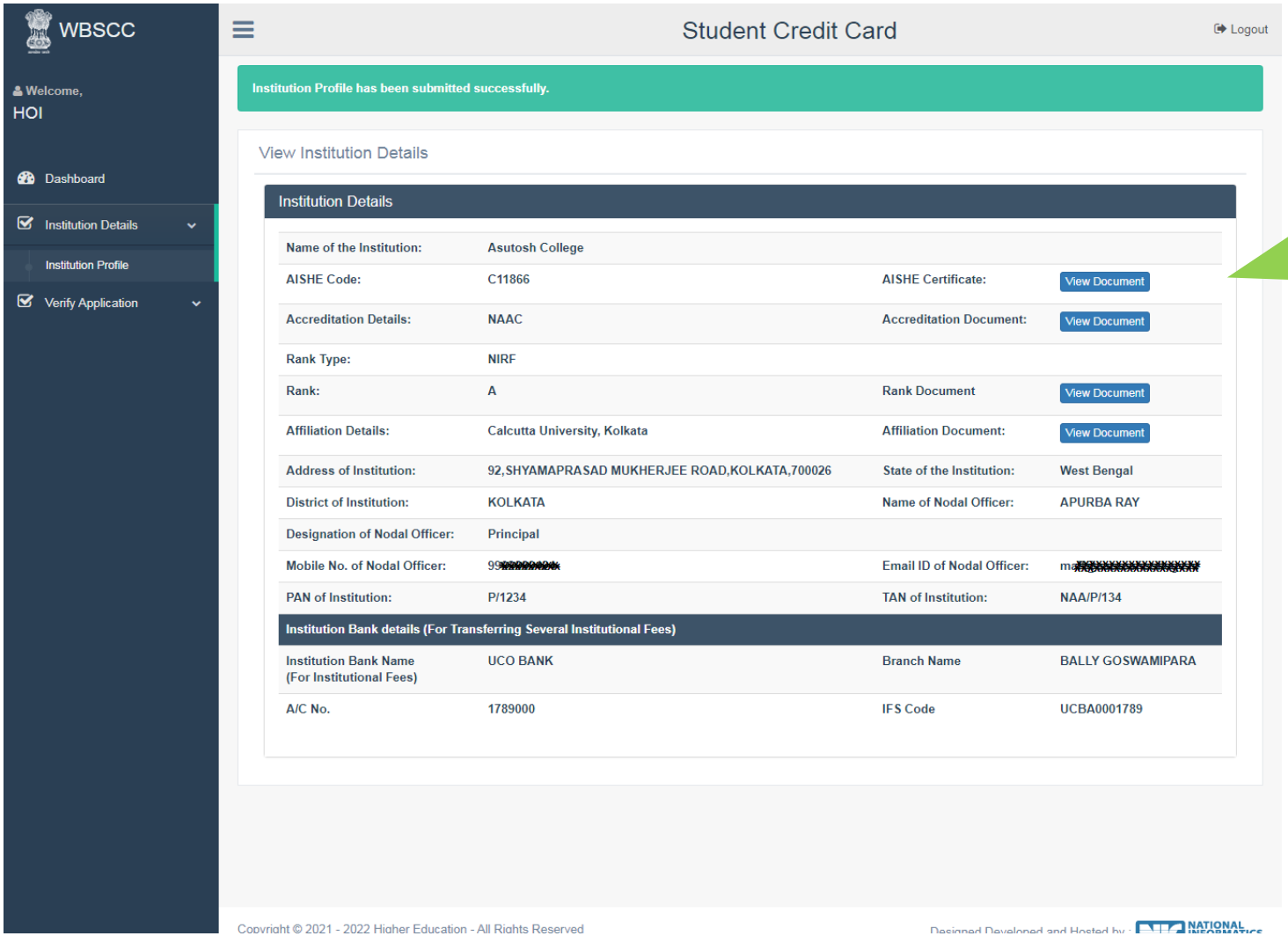
For Universities/deemed Universities, UGC certificate 12B /2F or Govt. Notification to be uploaded here

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

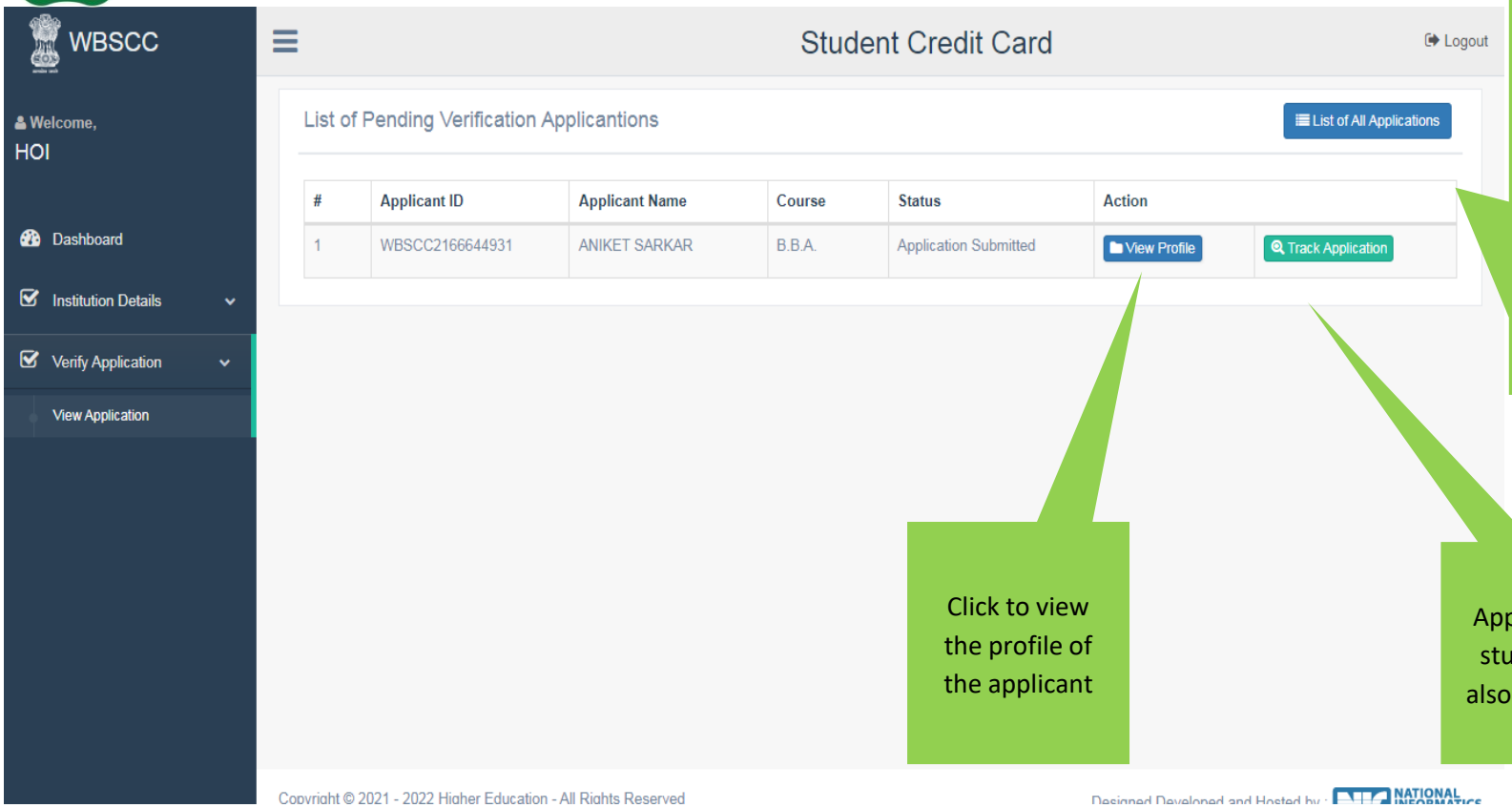
Once done, this submit button is required to be clicked

INSTITUTION PROFILE VIEW



Once submitted this page will appear and the Institution needs to check the Institutional Profile

VIEW PENDING APPLICATIONS

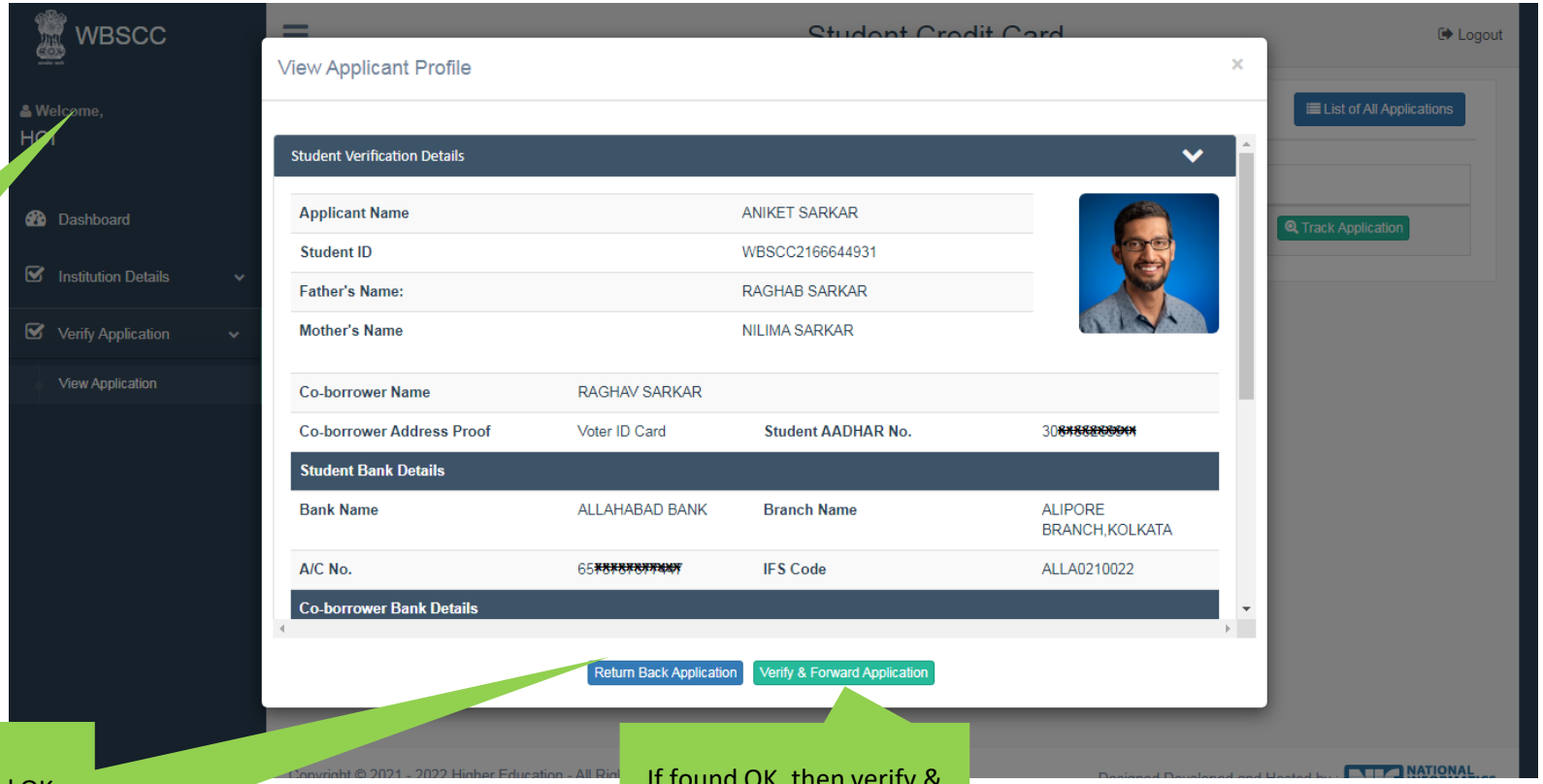


Once the registration is done, the Institution can see the list of applications due for verification.

Click to view the profile of the applicant

Application of students can also be tracked

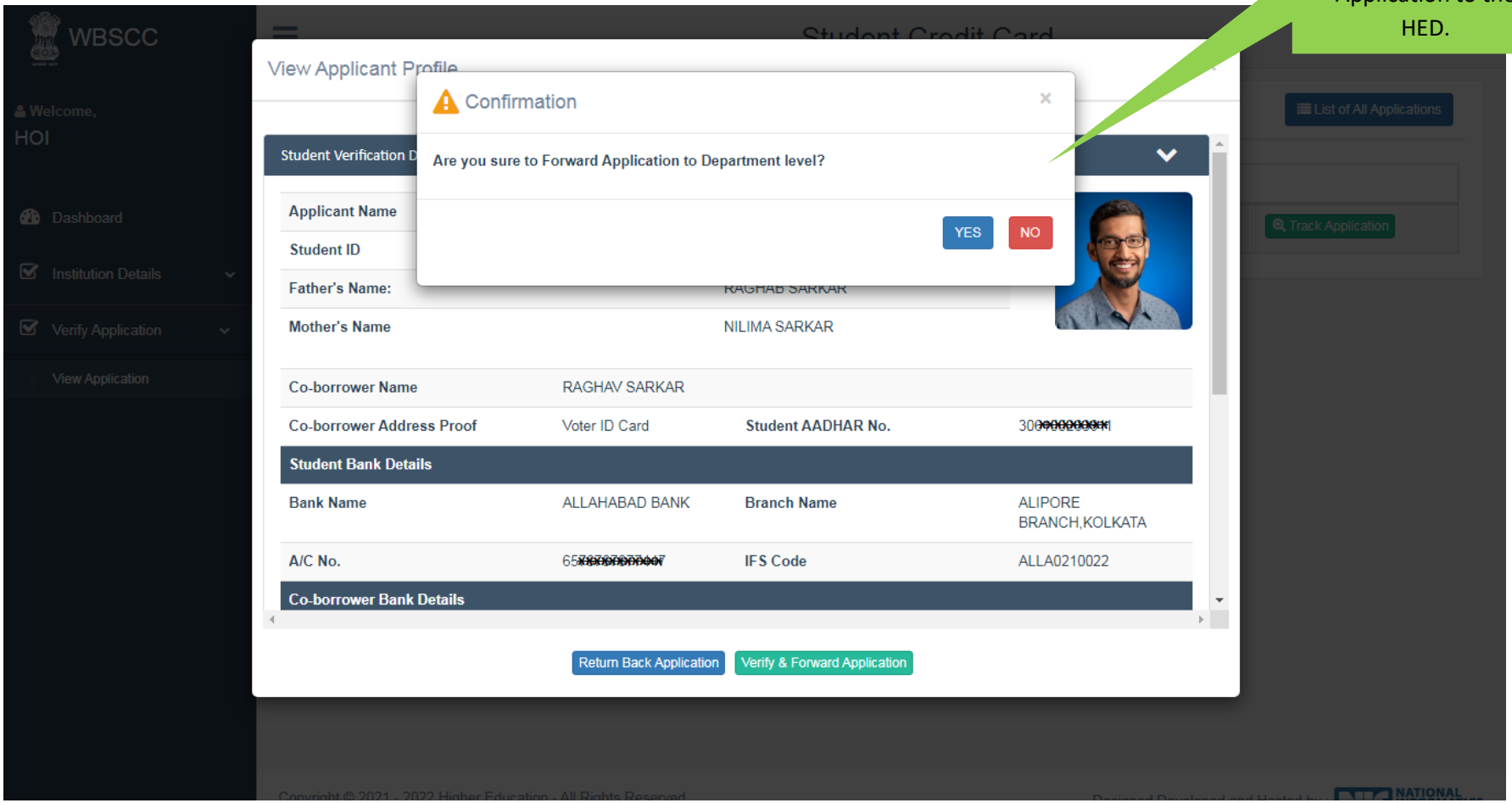
APPLICANT PROFILE VIEW



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

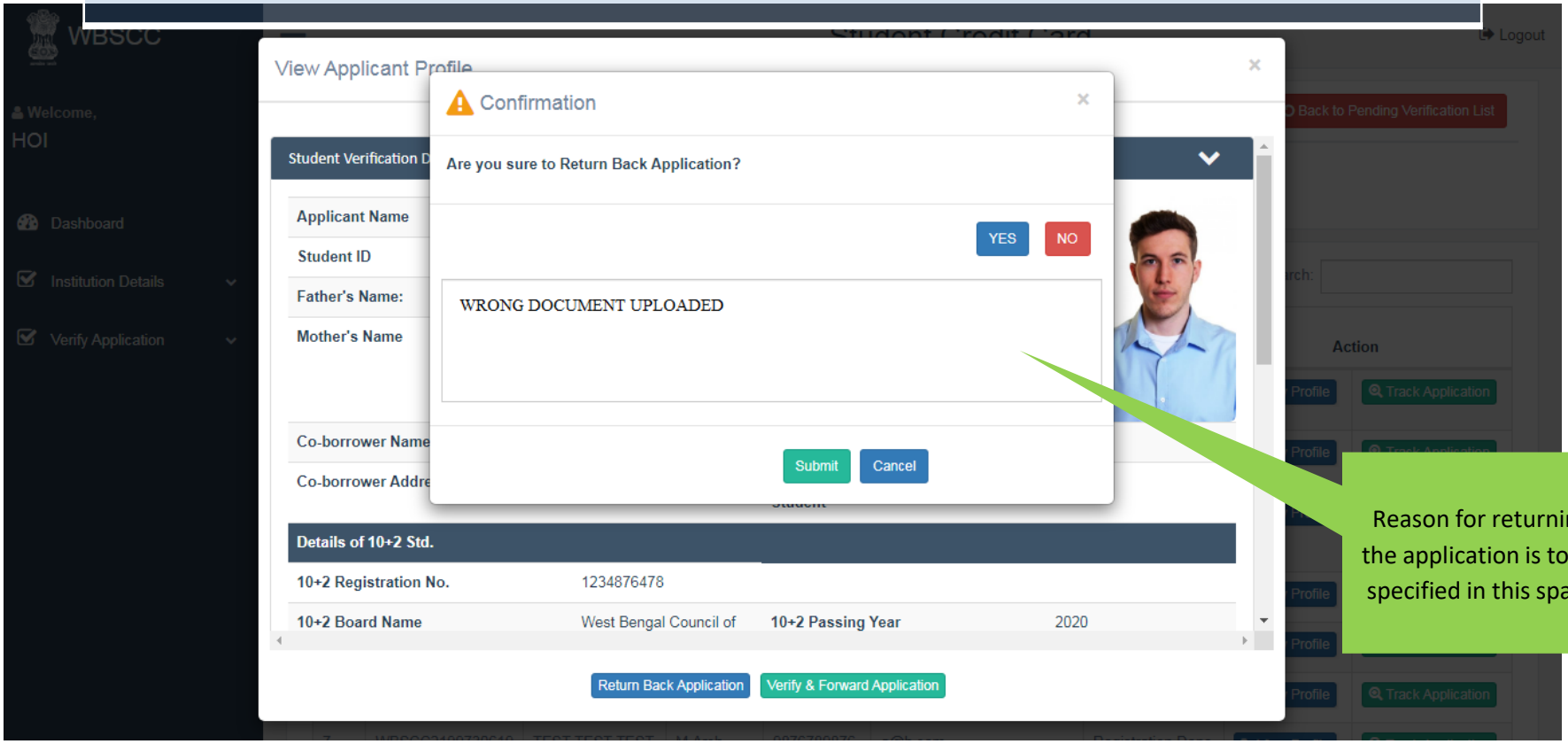
If not found OK then it can be returned back to the applicant for correction

If found OK, then verify & forward the application

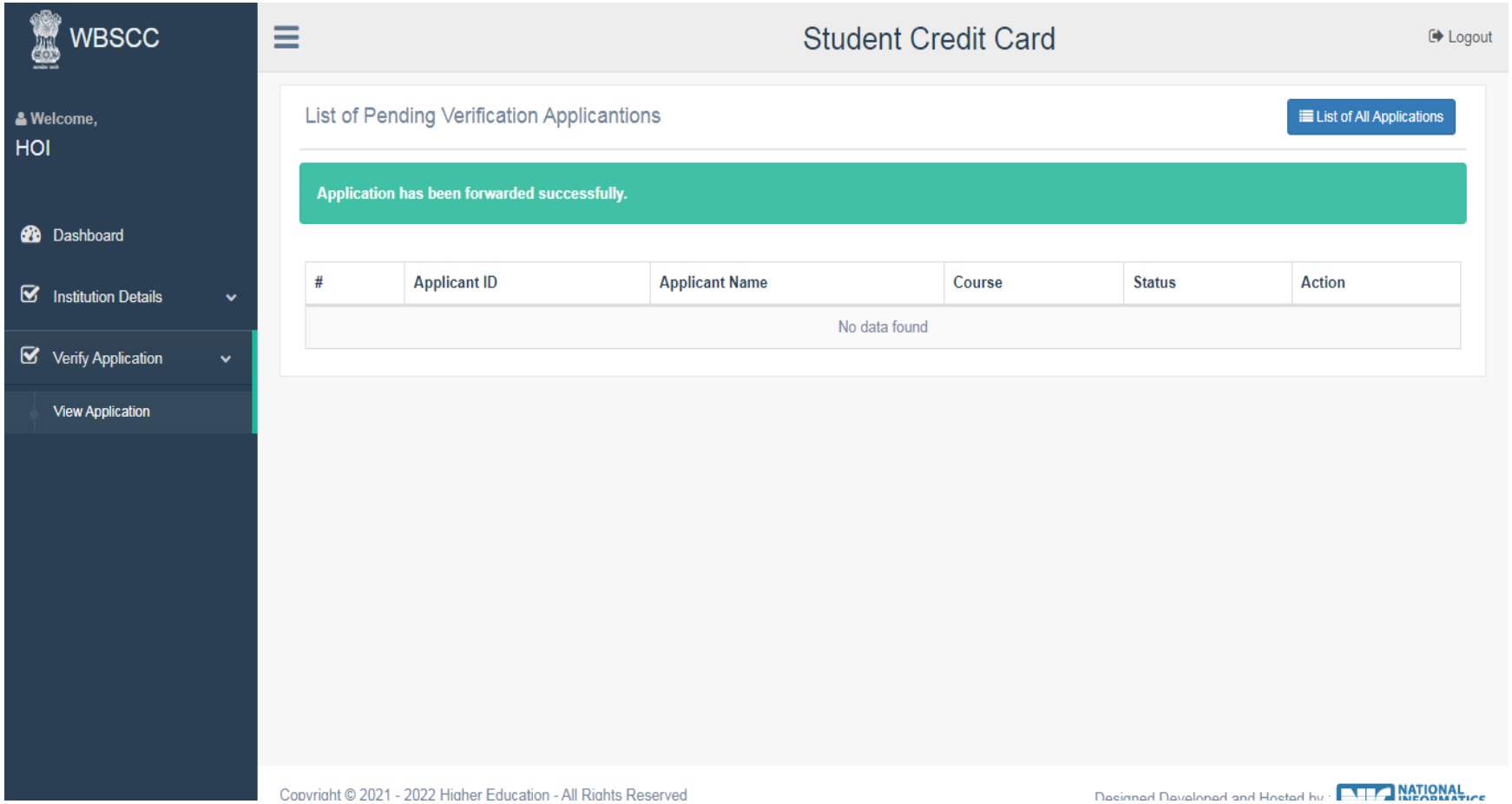


A confirmation will be sought, before forwarding of the Application to the HED.

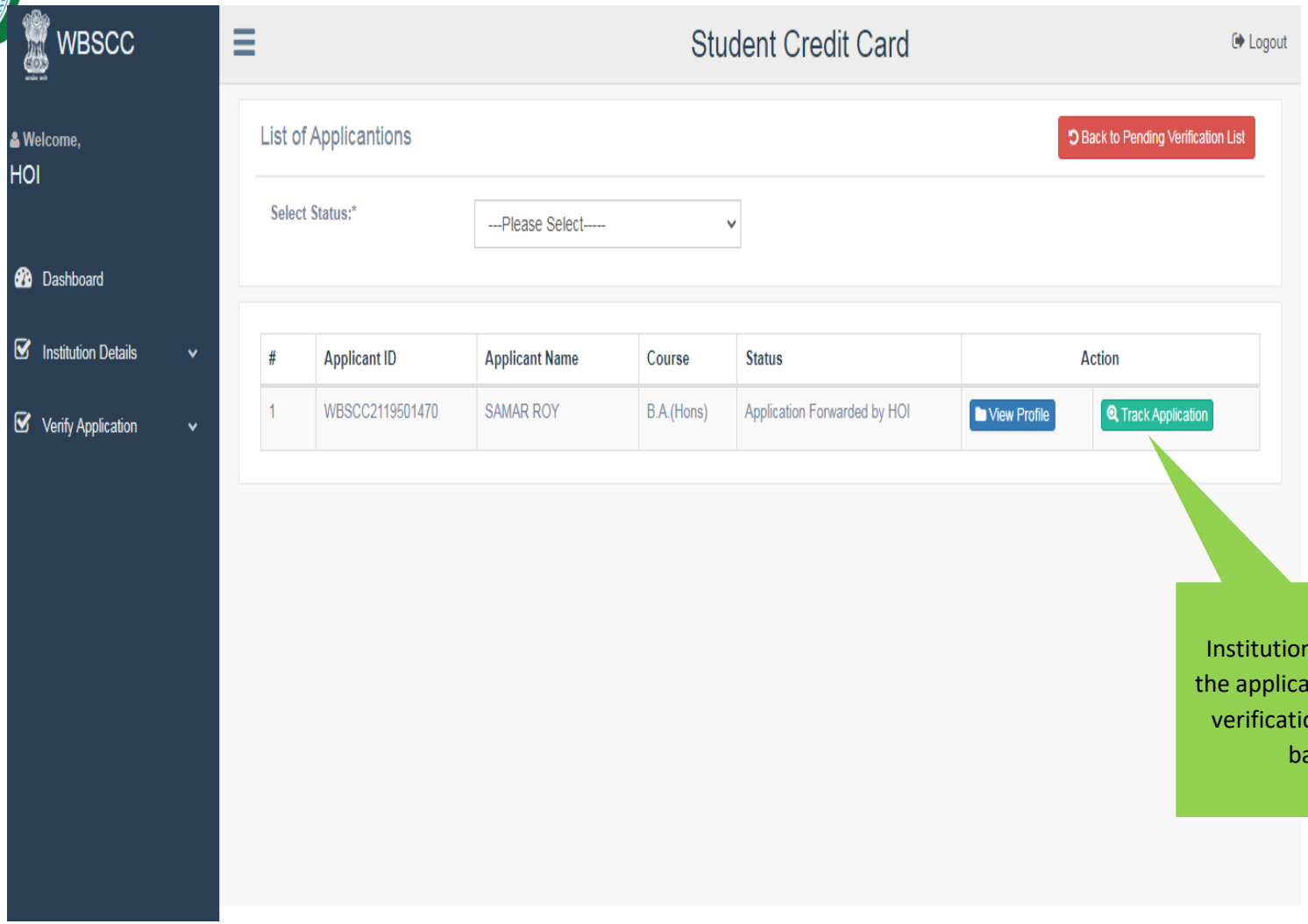
WHEN THE STUDENT UPLOADS WRONG DOCUMENT AND THE INSTITUTION OPTED TO CLICK THE RETURN BUTTON IN THE PREVIOUS PAGE



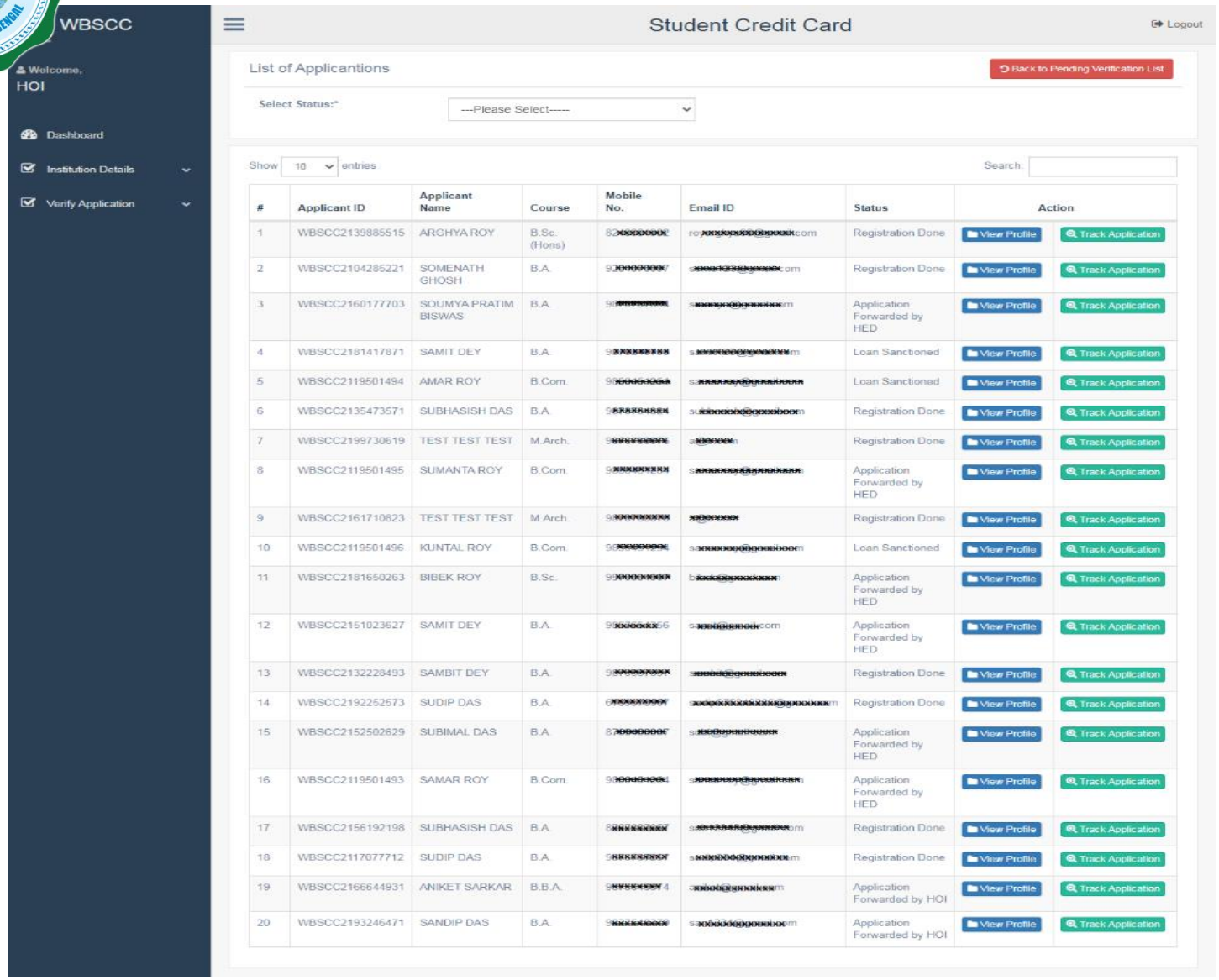
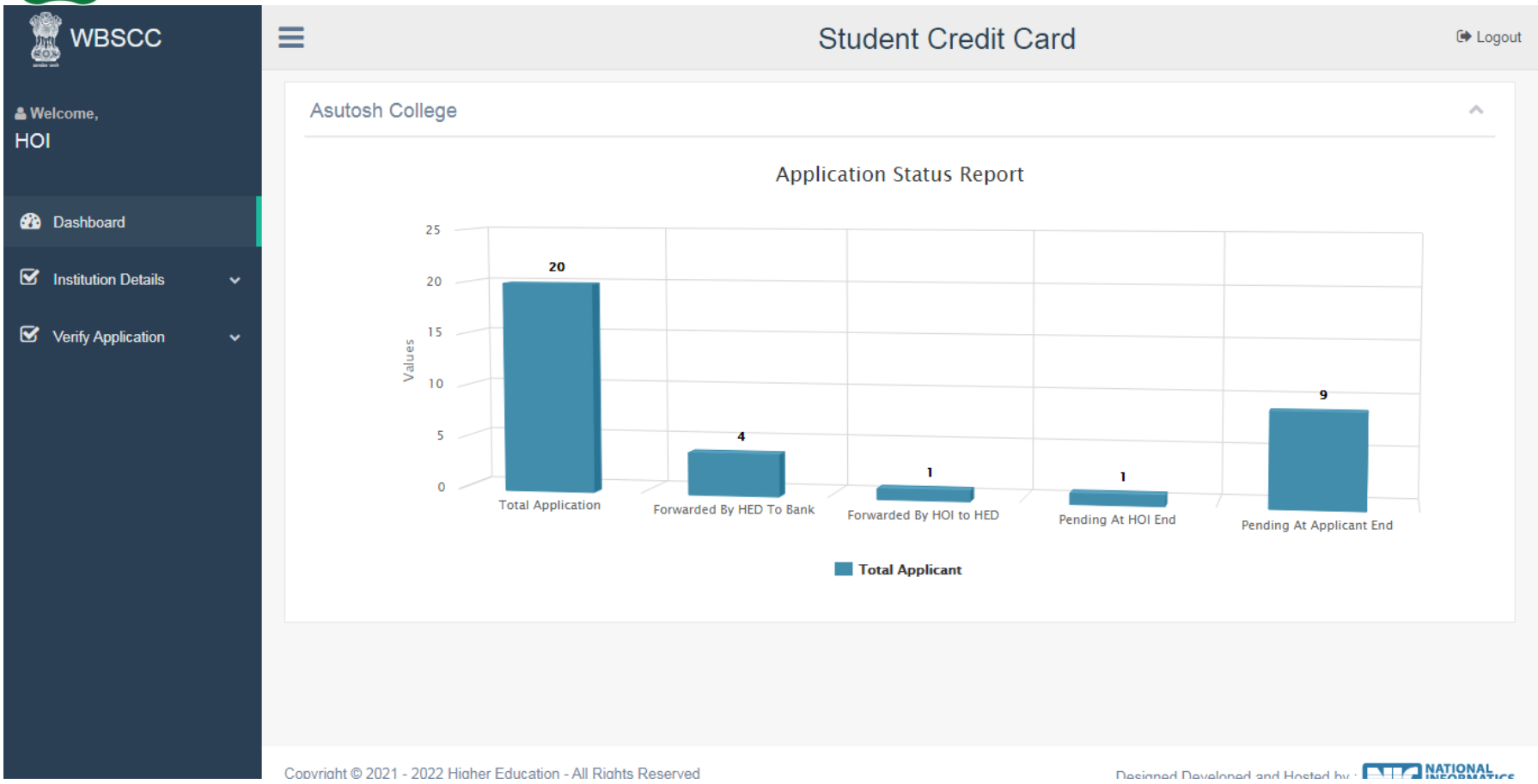
LIST OF PENDING VERIFICATIONS APPLICATIONS



STATUS WISE TRACKING OF APPLICATION



ALL APPLICANTS LIST VIEW



INSTITUTION DASBOARD