



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 (West Bengal State Credit Card) website. The header includes the WBSCC logo, contact information (1800-102-8014, contactwbscc@gmail.com, support-wbscc@bangla.gov.in), and navigation links (Home, About the Scheme, How to Apply, Gallery, Downloads, FAQ, Manual, Contact Us). The main banner features a smiling woman and the text 'Student Credit Card Scheme' with details about a collateral security free loan up to ₹10 Lakhs at nominal simple annual interest. A green callout box with the text 'Click here' points to the 'Administrator Login' button in the top right corner of the header.

WBSCC
Department of Higher Education
Govt. of West Bengal

1800-102-8014
contactwbscc@gmail.com
support-wbscc@bangla.gov.in

Administrator Login

Home About the Scheme How to Apply Gallery Downloads FAQ Manual Contact Us

Student Registration Student Login

Student Credit Card Scheme

Collateral security free loan up to ₹10 Lakhs
@ Nominal Simple Annual interest.

Important Message: Collateral security free loan up to ₹10



Then this page will appear:

Student Credit Card | Login x +

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

Select User Type ▼

User Id

Password

Captcha 688371

Back To Home Login

Windows Taskbar: Type here to search, 28°C, 13:36, 04-07-2021

Select Head of
Institution
option



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

Click here

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.


Student Credit Card | Forgot HOI x +

wbscc.wb.gov.in/HOI_Forgot_Password

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
Retrieve HOI Password

User ID/AISHE Code

Captcha 

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

Enter User ID or AISHE code

Enter the captcha and click Submit button

Type here to search

28°C 13:29 04-07-2021 ENG



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.co x Student Credit Card | Forgot HOI x +

wbccc.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 f t 6 v

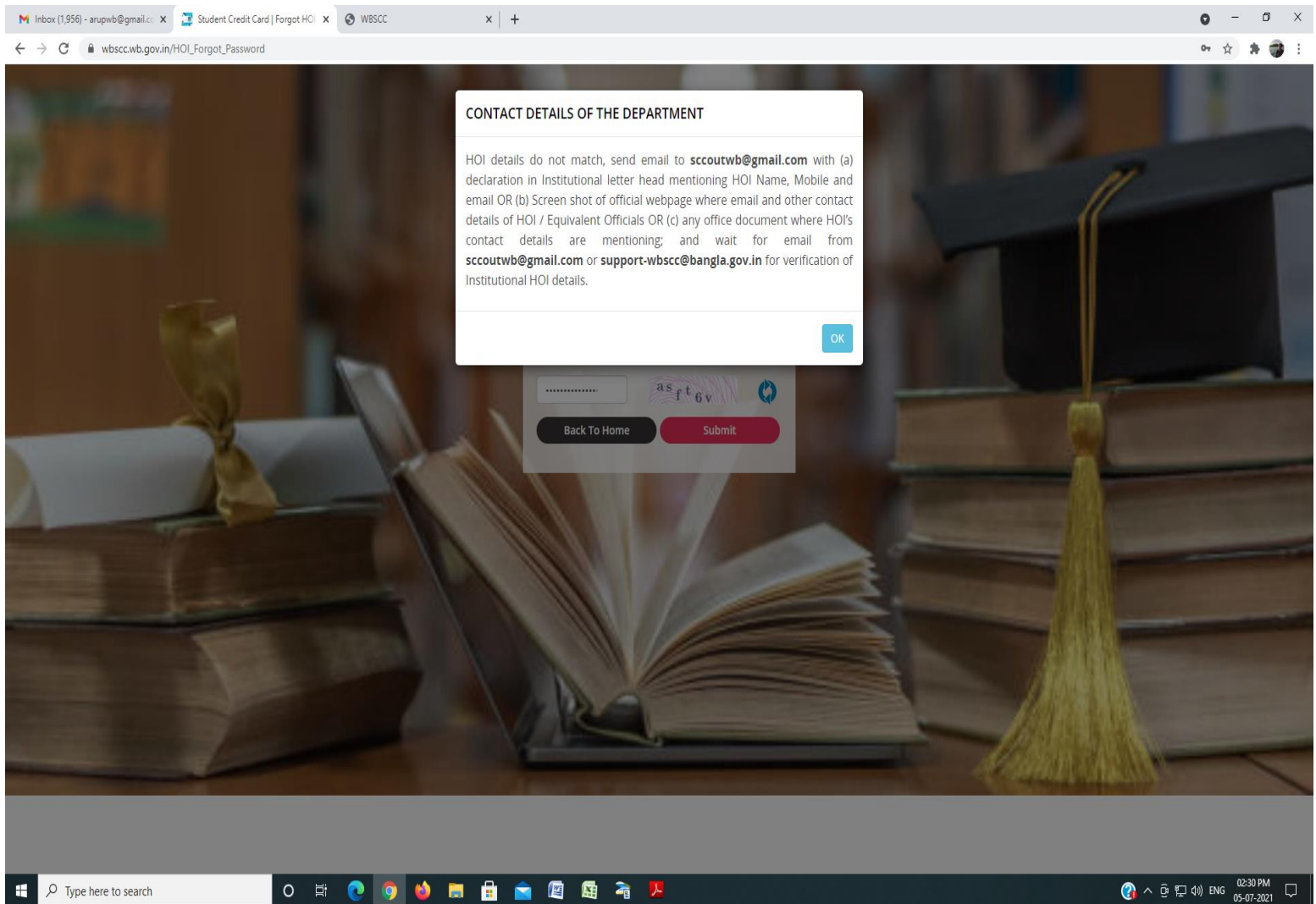
Back To Home Submit

Type here to search

02:11 PM 05-07-2021



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 Email ID |
|----------|------------------|------------|---------------------|-------------|----------------|--------------|
| | | | | | | |



2. If you do not have AISHE code, send email to sccoutwb@gmail.com or contactwbacc@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

Student Credit Card
Government of West Bengal
SIGN IN

Select User Type ▼

User Id

Password

Captcha

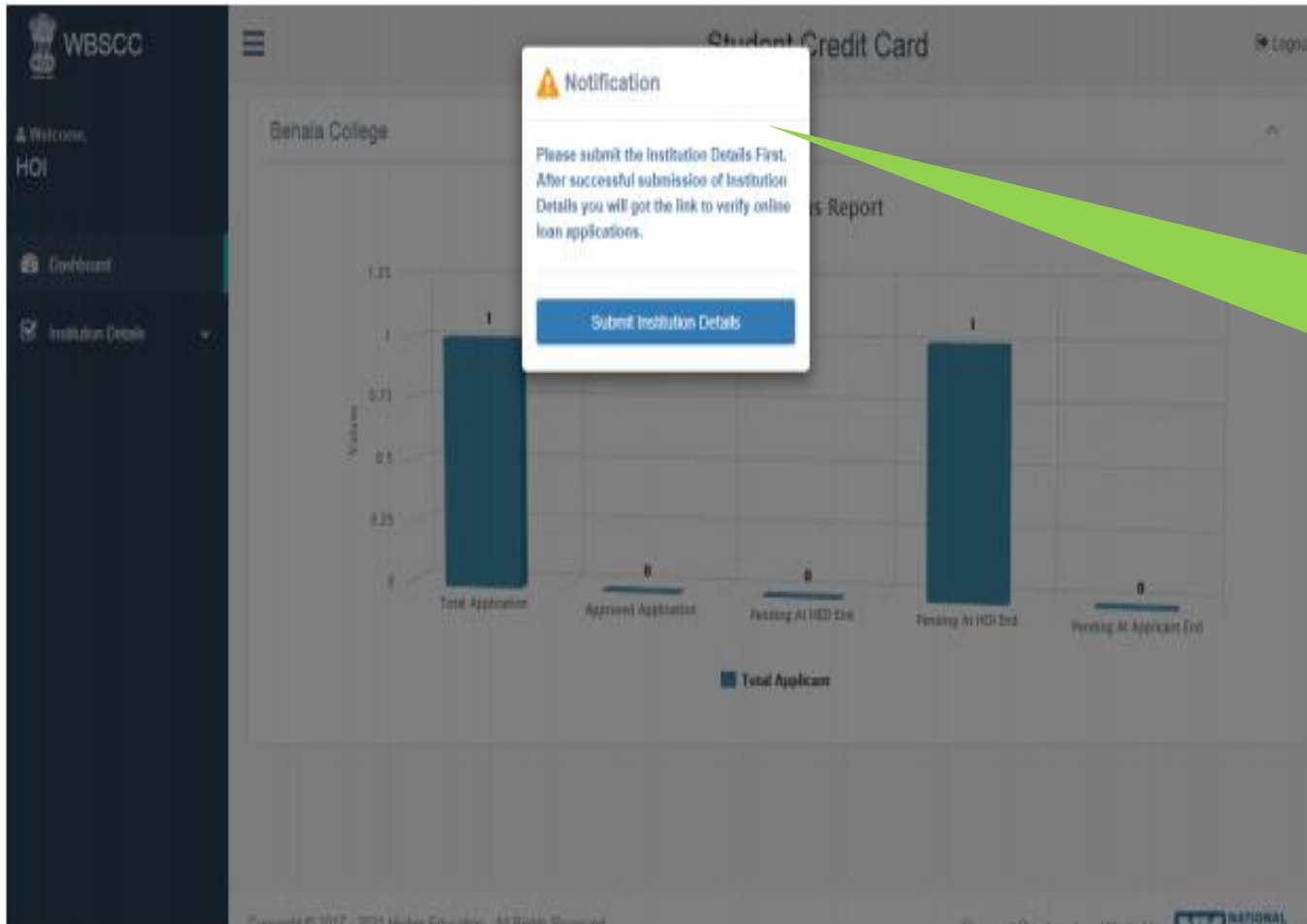
Back To Home Login

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

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

WBSCC
Welcome, HOI

Dashboard
Institution Details
Institution Profile
Verify Application

Student Credit Card

Logout

Institution Details

| | | | |
|------------------------------|---|---|--|
| Name of the Institution:* | Asutosh College | AISHE Certificate (should be (pdf,PDF) and 400 KB at maximum and 50 KB at minimum):* | <input type="button" value="Choose File"/> xcx.pdf |
| AISHE Code:* | C11866 | Accreditation Document (should be (pdf,PDF) and 400 KB at maximum and 50 KB at minimum):* | <input type="button" value="Choose File"/> xcx.pdf |
| Accreditation Details:* | NAAC | Rank Document (should be (pdf,PDF) and 400 KB at maximum and 50 KB at minimum):* | <input type="button" value="Choose File"/> xcx.pdf |
| Rank Type:* | NIRF | Affiliation Document (should be (pdf,PDF) and 400 KB at maximum and 50 KB at minimum):* | <input type="button" value="Choose File"/> xcx.pdf |
| Enter Rank:* | A | | |
| Affiliation Details:* | Calcutta University, Kolkata | | |
| 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:* | mXXXXXXXXXXXX@XXXXXX |
| PAN of Institution* | P/1234 | TAN of Institution: * | NAA/P/134 |

Institution Bank details (For Transferring Several Institutional Fees)


| | | | |
|-----------------|-------------------|--|----------|
| IFS Code:* | UCBA0001789 | Institution Bank Name(For Institutional Fees)* | UCO BANK |
| Branch Name: | BALLY GOSWAMIPARA | A/C No:* | 1789000 |
| Re-type A/C No: | 1789000 | | |

Submit Details

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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: | 99XXXXXXXX | Email ID of Nodal Officer: | mXXXXXXXXXXXX@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

WBSCC

Welcome, HCT

- 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: | RAGHAB SARKAR | | |
| Mother's Name | NILIMA SARKAR | | |



| | | | |
|---------------------------|---------------|--------------------|----------------------|
| Co-borrower Name | RAGHAV SARKAR | | |
| Co-borrower Address Proof | Voter ID Card | Student AADHAR No. | 30888888888888888888 |

Student Bank Details

| | | | |
|-----------|----------------------|-------------|-------------------------|
| Bank Name | ALLAHABAD BANK | Branch Name | ALIPORE BRANCH, KOLKATA |
| A/C No. | 65888888888888888888 | IFS Code | ALLA0210022 |

Co-borrower Bank Details

Return Back Application | Verify & Forward Application

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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 the 'View Applicant Profile' page on the WBSCC portal. A confirmation dialog box is overlaid, asking 'Are you sure to Return Back Application?'. The dialog includes a warning icon, a 'YES' button, a 'NO' button, and a text area containing 'WRONG DOCUMENT UPLOADED'. Below the text area are 'Submit' and 'Cancel' buttons. A green arrow points from the text area to a green callout box on the right.

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

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





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 Applications [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



Student Credit Card

[Logout](#)

[Back to Pending Verification List](#)

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



INSTITUTION DASBOARD



WBSCC

Welcome,
HOI

Dashboard

✓ Institution Details

✓ Verify Application



Student Credit Card

Logout

Asutosh College

Application Status Report

