



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

(a) For Institution within West Bengal

1. SVMCM User Id
2. SVMCM password
3. If you do not have SVMCM User Id and/or password, kindly contact Helpdesk via email support-wbscc@bangla.gov.in 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



(b) For Institution outside West Bengal

(1) If you have AISHE code, Contact details of Head of Institution(HOI) will appear after putting AISHE code in place

(a) If HOI details match, click on send OPT and get verified within 15 minutes. Note: User Id is AISHE Code and password is the OTP sent.

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

Now login for credential verification of the student/s



2. If you do not have AISHE code, send email to *sccoutwb@gmail.com* for a cross check and temporary institutional credential on your official letter head mentioning HOI Name, Mobile and email for generation of User Id.



INSTITUTION LOGIN PROCEDURE

Student Credit Card
Government of West Bengal
SIGN IN

Select User Type ▼

User Id

Password

Captcha

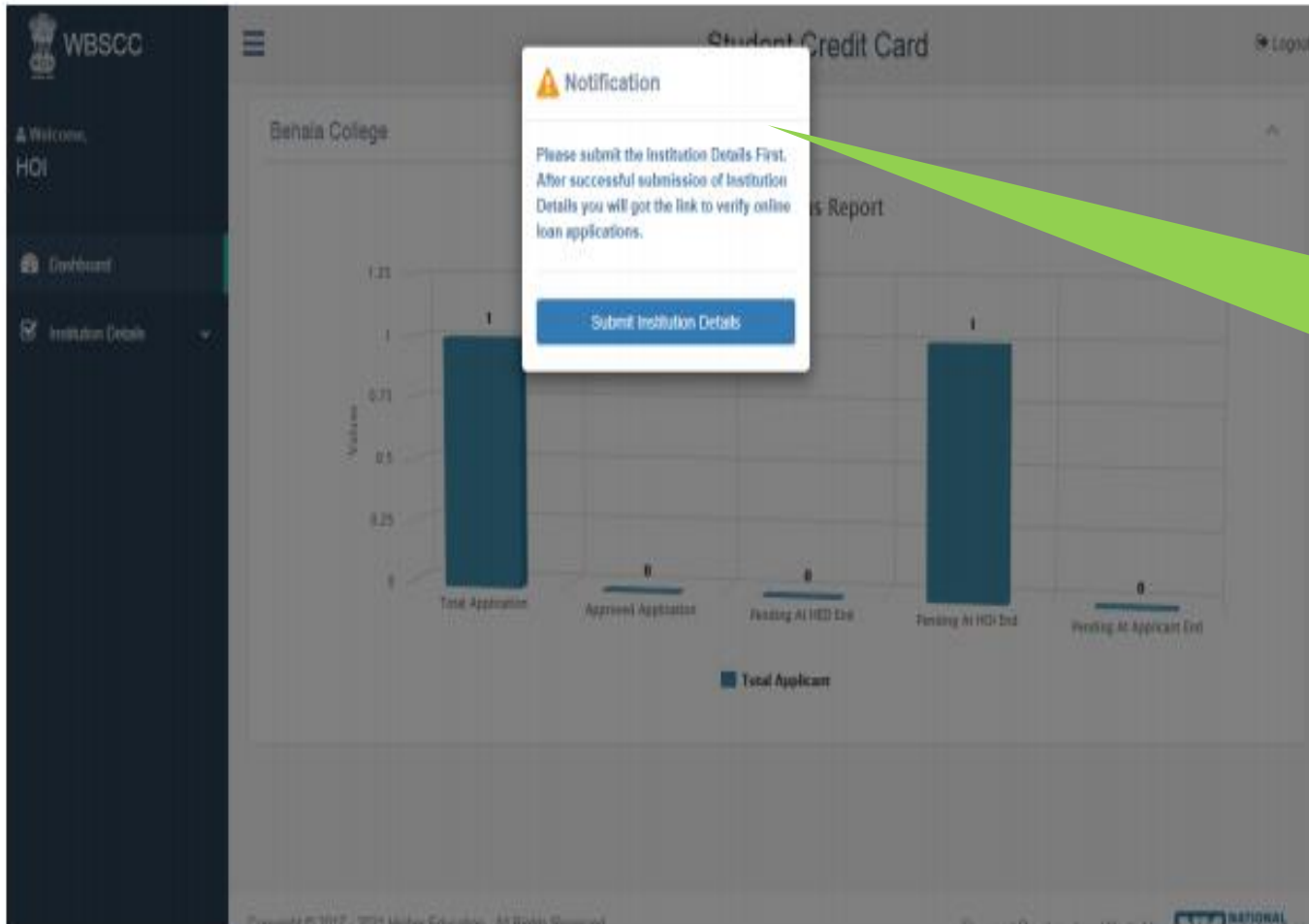
Back To Home Login

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

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
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 Student Credit Card Logout

Welcome, HOI

- Dashboard
- Institution Details
- Verify Application
- View Application

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

Click to view the profile of the applicant

Application of students can also be tracked

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



APPLICANT PROFILE VIEW

WBSCC

Welcome, HCT

Dashboard

Institution Details


Verify Application

View 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.	30XXXXXXXXXX

Student Bank Details

Bank Name	ALLAHABAD BANK	Branch Name	ALIPORE BRANCH, KOLKATA
A/C No.	65XXXXXXXXXX	IFS Code	ALLA0210022

Co-borrower Bank Details

Return Back Application Verify & Forward Application

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



WBSCC

Welcome,
HOI

- Dashboard
- Institution Details
- Verify Application
- View Application

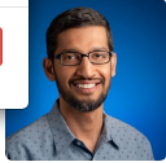
Student Credit Card

View Applicant Profile

Confirmation ✖

Are you sure to Forward Application to Department level?

YES NO



Applicant Name			
Student ID			
Father's Name:	RAGHAV SARKAR		
Mother's Name	NILIMA SARKAR		
Co-borrower Name	RAGHAV SARKAR		
Co-borrower Address Proof	Voter ID Card	Student AADHAR No.	3000000000000
Student Bank Details			
Bank Name	ALLAHABAD BANK	Branch Name	ALIPORE BRANCH,KOLKATA
A/C No.	6503000000000000000	IFS Code	ALLA0210022
Co-borrower Bank Details			

[Return Back Application](#) [Verify & Forward 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

Confirmation

Are you sure to Return Back Application?

YES NO

WRONG DOCUMENT UPLOADED

Submit Cancel

View Applicant Profile

Student Verification D

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

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

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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



ALL APPLICANTS LIST VIEW

WBSCC

Welcome,
HOI

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Verify Application

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Logout

List of Applications

[Back to Pending Verification List](#)

Select Status:

Show 10 entries

Search:

#	Applicant ID	Applicant Name	Course	Mobile No.	Email ID	Status	Action
1	WBSCC2139885515	ARGHYA ROY	B.Sc. (Hons)	8200000000	ro.argo@wbccwb.com	Registration Done	View Profile Track Application
2	WBSCC2104285221	SOMENATH GHOSH	B.A.	9200000000	ghosh.somenath@wbccwb.com	Registration Done	View Profile Track Application
3	WBSCC2160177703	SOUMYA PRATIM BISWAS	B.A.	9000000000	sbiswas@wbccwb.com	Application Forwarded by HED	View Profile Track Application
4	WBSCC2181417871	SAMIT DEY	B.A.	9000000000	sdey@wbccwb.com	Loan Sanctioned	View Profile Track Application
5	WBSCC2119501484	AMAR ROY	B.Com.	9000000000	samarroy@wbccwb.com	Loan Sanctioned	View Profile Track Application
6	WBSCC2135473571	SUBHASISH DAS	B.A.	9000000000	sdas@wbccwb.com	Registration Done	View Profile Track Application
7	WBSCC2199730619	TEST TEST TEST	M.Arch.	9000000000	testtest@wbccwb.com	Registration Done	View Profile Track Application
8	WBSCC2119501495	SUMANTA ROY	B.Com.	9000000000	sroy@wbccwb.com	Application Forwarded by HED	View Profile Track Application
9	WBSCC2161710823	TEST TEST TEST	M.Arch.	9000000000	testtest@wbccwb.com	Registration Done	View Profile Track Application
10	WBSCC2119501496	KUNTAL ROY	B.Com.	9000000000	kroy@wbccwb.com	Loan Sanctioned	View Profile Track Application
11	WBSCC2181650263	BIBEK ROY	B.Sc.	9000000000	broy@wbccwb.com	Application Forwarded by HED	View Profile Track Application
12	WBSCC2151023627	SAMIT DEY	B.A.	9000000000	sdey@wbccwb.com	Application Forwarded by HED	View Profile Track Application
13	WBSCC213228493	SAMBIT DEY	B.A.	9000000000	sdey@wbccwb.com	Registration Done	View Profile Track Application
14	WBSCC2192252573	SUDIP DAS	B.A.	9000000000	sdas@wbccwb.com	Registration Done	View Profile Track Application
15	WBSCC2152502629	SUBIMAL DAS	B.A.	8000000000	sdas@wbccwb.com	Application Forwarded by HED	View Profile Track Application
16	WBSCC2119501493	SAMAR ROY	B.Com.	9000000000	sroy@wbccwb.com	Application Forwarded by HED	View Profile Track Application
17	WBSCC2156192198	SUBHASISH DAS	B.A.	9000000000	sdas@wbccwb.com	Registration Done	View Profile Track Application
18	WBSCC2117077712	SUDIP DAS	B.A.	9000000000	sdas@wbccwb.com	Registration Done	View Profile Track Application
19	WBSCC2166644931	ANIKET SARKAR	B.B.A.	9000000000	asarkar@wbccwb.com	Application Forwarded by HOI	View Profile Track Application
20	WBSCC2193246471	SANDIP DAS	B.A.	9000000000	sdas@wbccwb.com	Application Forwarded by HOI	View Profile Track Application



INSTITUTION DASBOARD

WBSCC

Welcome,
HOI

- Dashboard
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- Verify Application

