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# Student Credit Card Scheme



# Login Procedure of Officials at HED

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## Some important points to ponder before we login

- 1** Please download and go through the **Student Credit card Scheme** before proceeding for verifying 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

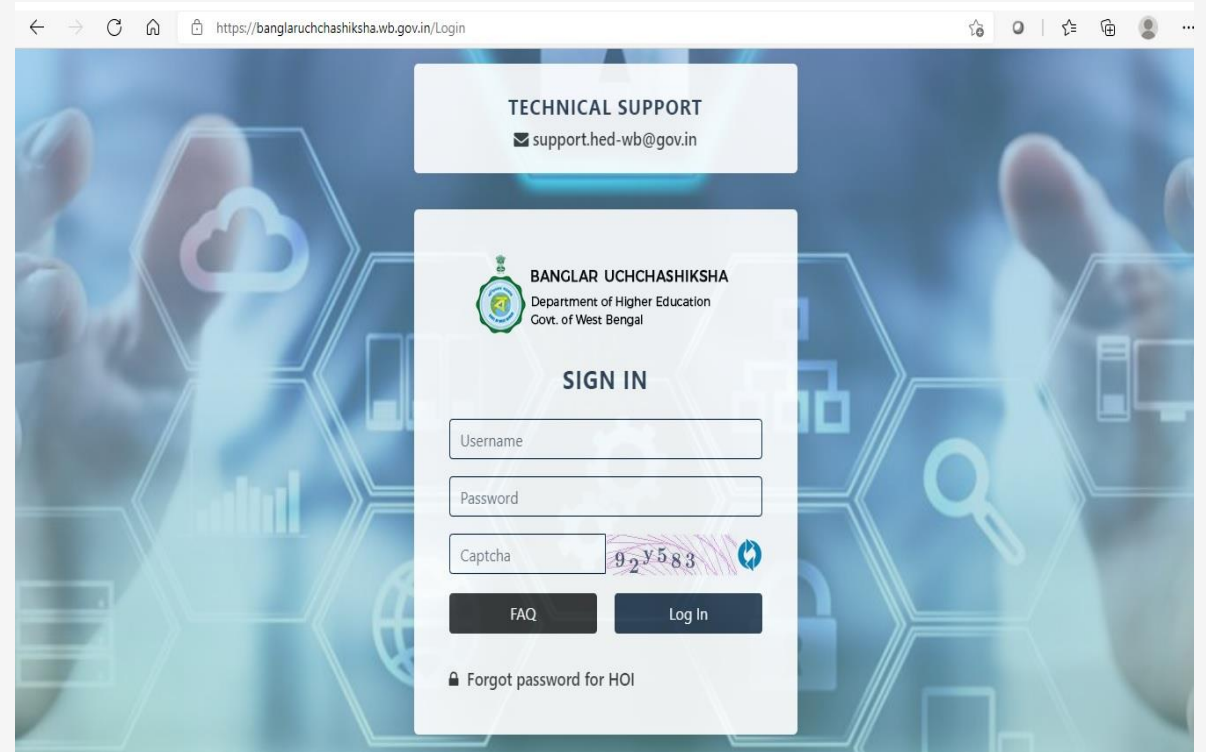
Login to <https://banglaruchchashiksha.wb.gov.in> and then click on 'STUDENT CREDIT CARD' tab.

OR

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Login to <https://wbacc.wb.gov.in>, and then click on 'ADMIN LOGIN' tab.

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TECHNICAL SUPPORT  
✉ support.hed-wb@gov.in

**BANGLAR UCHCHASHIKSHA**  
Department of Higher Education  
Govt. of West Bengal

**SIGN IN**

Username

Password

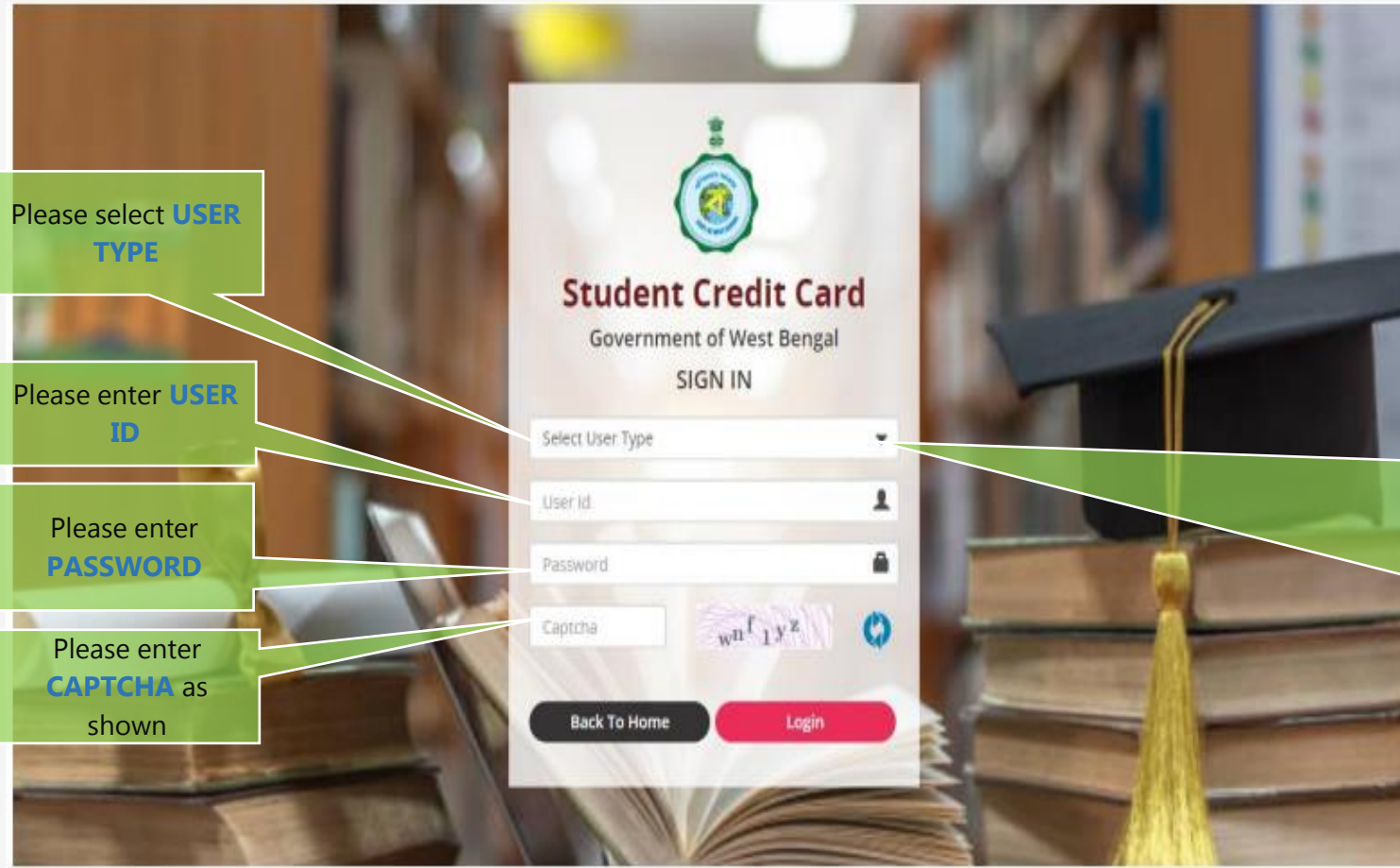
Captcha  92Y583

FAQ Log In

🔒 Forgot password for HOI

# Login Procedure of Officials at HED

## Step 2: Directorate Officer's Login

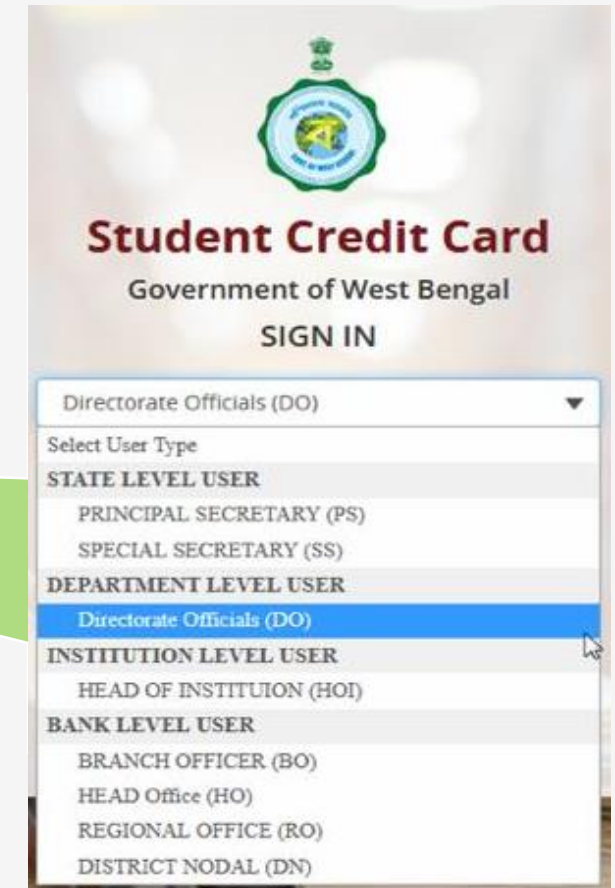


The screenshot shows the login interface for the Student Credit Card system. It features a central form with the following fields and buttons:

- Select User Type**: A dropdown menu.
- User Id**: A text input field with a user icon.
- Password**: A text input field with a lock icon.
- Captcha**: A text input field with a captcha image and a refresh icon.
- Back To Home**: A black button.
- Login**: A red button.

Four green callout boxes provide instructions:

- Please select USER TYPE**: Points to the 'Select User Type' dropdown.
- Please enter USER ID**: Points to the 'User Id' input field.
- Please enter PASSWORD**: Points to the 'Password' input field.
- Please enter CAPTCHA as shown**: Points to the 'Captcha' input field.



The dropdown menu for 'Select User Type' is open, showing the following options:

- Directorate Officials (DO) (selected)
- STATE LEVEL USER
  - PRINCIPAL SECRETARY (PS)
  - SPECIAL SECRETARY (SS)
- DEPARTMENT LEVEL USER
  - Directorate Officials (DO)
- INSTITUTION LEVEL USER
  - HEAD OF INSTITUTION (HOI)
- BANK LEVEL USER
  - BRANCH OFFICER (BO)
  - HEAD Office (HO)
  - REGIONAL OFFICE (RO)
  - DISTRICT NODAL (DN)

# Login Procedure of Officials at HED

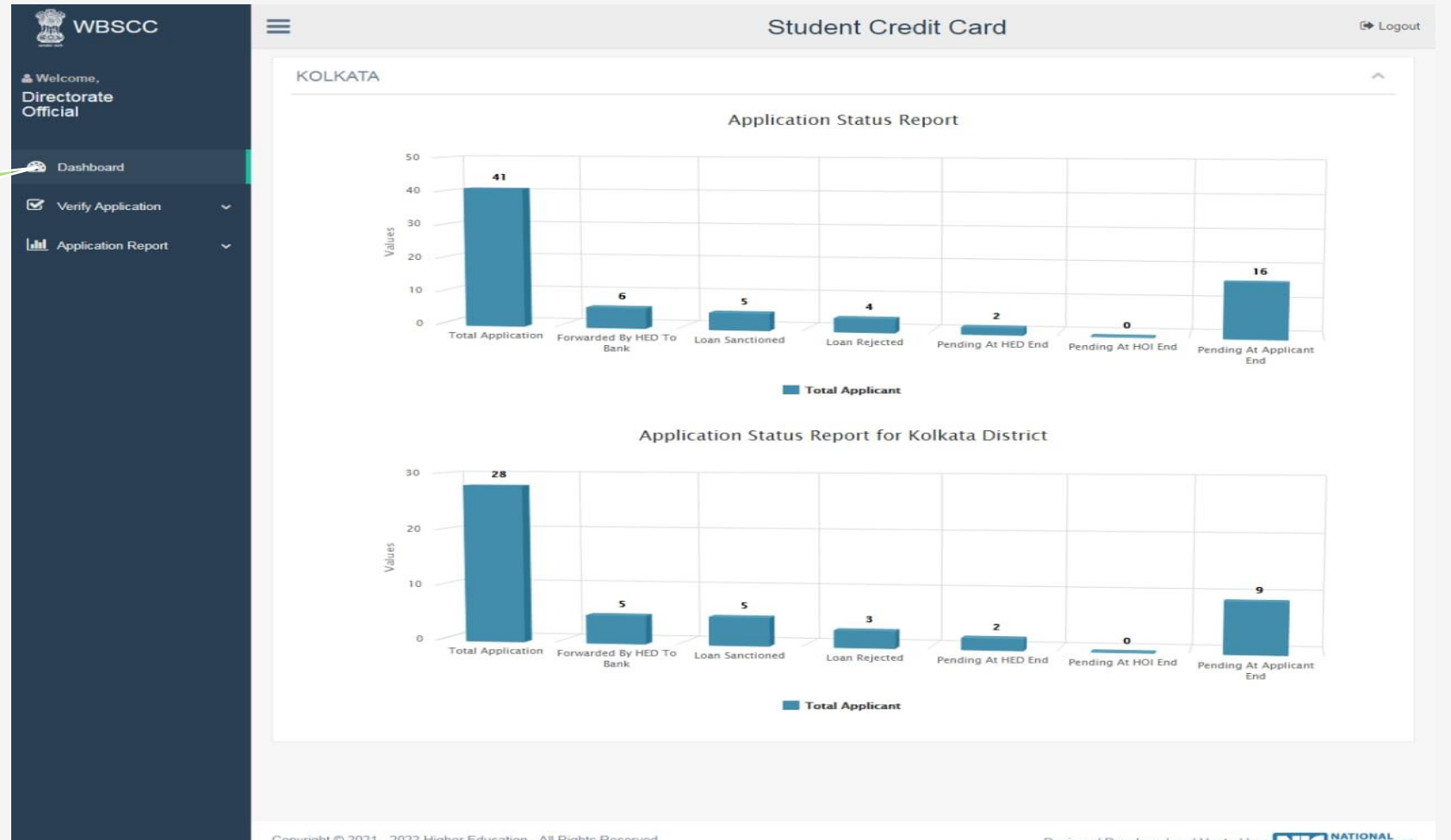
## Step 3: Directorate Officer's Dashboard

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Application Status Report will be available in Dashboard.

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## STEP :4 VERIFICATION OF APPLICATION BY THE OFFICERS AT HED

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### **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

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- 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

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### 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

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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.

The screenshot displays the WBSCC (West Bengal State Credit Card) portal interface. On the left is a dark blue sidebar with the WBSCC logo and the text 'Welcome, Directorate Official'. The sidebar contains a menu with 'Dashboard', 'Verify Application' (which is expanded to show 'View Application'), and 'Application Report'. The main content area is titled 'Student Credit Card' and features a 'Logout' button. Below the title is an 'Applicant List' section with a dropdown menu for 'Please Select Status' currently set to 'PENDING AT HED'. Two applicant profiles are shown in a grid:

- Applicant 1:** ID: WBSCC2193246471, Name: SANDIP DAS, Gender: MALE, Status: Application Forwarded by HOI. Buttons: Forward, Return, View, Track Q.
- Applicant 2:** ID: WBSCC2166644931, Name: ANIKET SARKAR, Gender: MALE, Status: Application Forwarded by HOI. Buttons: Forward, Return, View, Track Q.

# Login Procedure of Officials at HED

## Step 5: View Application in Details and Forwarding

Click on the **'View'** and view application in details.

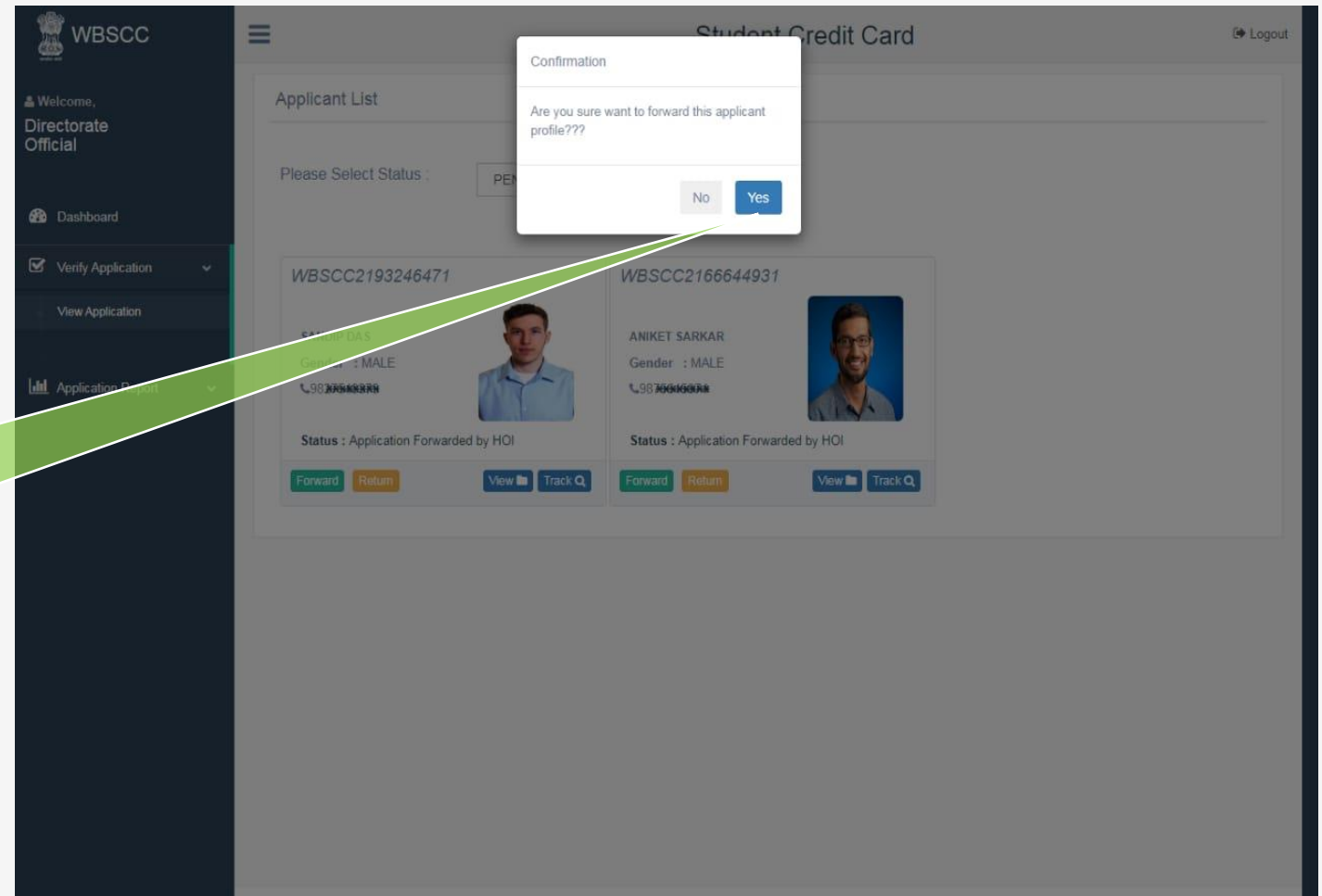
If the application is in order in all respect, Click on **'Forward'** button.

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

The screenshot displays the WBSCC (West Bengal State Credit Card) portal interface. The top navigation bar includes the WBSCC logo, a hamburger menu, the text 'Student Credit Card', and a 'Logout' link. The left sidebar contains a navigation menu with the following items: 'Welcome, Directorate Official', 'Dashboard', 'Verify Application' (with a dropdown arrow), 'View Application' (highlighted in green), and 'Application Report' (with a dropdown arrow). The main content area is titled 'Applicant List' and features a 'Please Select Status' dropdown menu currently set to 'PENDING AT HED'. Below this, two application cards are displayed side-by-side. The first card is for application ID 'WBSCC2193246471' for Sandip Das, a male applicant. The second card is for application ID 'WBSCC2166644931' for Aniket Sarkar, also a male applicant. Both cards show a profile picture, name, gender, and contact number. The status for both is 'Application Forwarded by HOI'. At the bottom of each card, there are buttons for 'Forward' (green), 'Return' (orange), 'View' (blue), and 'Track' (blue with a magnifying glass icon). Green callout boxes with arrows point to the 'View' buttons on both application cards.

# Login Procedure of Officials at HED

## Step 6: Applicant profile forwarding



The screenshot shows the WBSCC application forwarding interface. A confirmation dialog box is displayed over the application list, asking: "Confirmation: Are you sure want to forward this applicant profile???" with "No" and "Yes" buttons. The application list shows two entries:

Applicant ID	Name	Gender	Status	Actions
WBSCC2193246471	ANIKET SARKAR	MALE	Application Forwarded by HOI	Forward, Return, View, Track Q
WBSCC2166644931	ANIKET SARKAR	MALE	Application Forwarded by HOI	Forward, Return, View, Track Q

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

# Login Procedure of Officials at HED

## Step 7: Application scenarios

The screenshot shows the 'Student Credit Card' application list interface. The left sidebar contains the WBSCC logo and navigation options: 'Welcome, Directorate Official', 'Dashboard', 'Verify Application', 'View Application', and 'Application Report'. The main content area is titled 'Applicant List' and features a green success message: 'Applicant profile has been successfully forwarded.' Below this, a 'Please Select Status' dropdown menu is set to 'FORWARDED BY HED TO BANK'. Three applicant cards are displayed, each with a profile picture, name, gender, and status. The status for all three is 'Application Forwarded by HED'. Each card has 'View' and 'Track' buttons. A pagination control at the bottom right shows '< Prev 1 2'.

Applicant ID	Name	Gender	Status
WBSCC2160177703	SOUMYA PRATIM BISWAS	MALE	Application Forwarded by HED
WBSCC2152502629	SUBIMAL DAS	MALE	Application Forwarded by HED
WBSCC2166644931	ANIKET SARKAR	MALE	Application Forwarded by HED

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.

The screenshot displays the WBSCC Student Credit Card portal interface. On the left is a dark blue sidebar with the WBSCC logo and navigation options: 'Welcome, Directorate Official', 'Dashboard', 'Verify Application', 'View Application', and 'Application Report'. The main content area is titled 'Student Credit Card' and features a 'Logout' link. Below the title is an 'Applicant List' section with a 'Please Select Status' dropdown menu set to 'PENDING AT HED'. Two application cards are shown:

Application ID	Name	Gender	Status	Action Buttons
WBSCC2193246471	SANDIP DAS	MALE	Application Forwarded by HOI	Forward, Return, View, Track
WBSCC2166644931	ANIKET SARKAR	MALE	Application Forwarded by HOI	Forward, Return, View, Track

# 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**.

The screenshot displays the WBSCC (West Bengal State Credit Card) application management system. The interface includes a dark sidebar with the WBSCC logo and user information: "Welcome, Directorate Official". The main content area shows an "Applicant List" with a search bar and a table of applications. One application is highlighted, showing details for "WBSCC2193246471" for "SANDIP DAS". The status is "Application Forwarded by HOI". A confirmation dialog box is overlaid on the application, asking: "Are you sure want to return this applicant profile to Institution??? If yes, please enter remarks..". Below the question is an "Enter Remark\*" text input field and two buttons: "No" and "Yes".

# Login Procedure of Officials at HED

## Step 7: Application scenarios

The screenshot shows the WBSCC Student Credit Card application list interface. The left sidebar contains the WBSCC logo and navigation options: Welcome, Directorate Official, Dashboard, Verify Application, View Application, and Application Report. The main content area is titled "Student Credit Card" and "Applicant List". A green notification bar at the top states "Applicant profile has been successfully returned to institution." Below this, a "Please Select Status" dropdown menu is set to "RETURNED TO HOI". A card for applicant "SANDIP DAS" is displayed, showing his profile picture, gender as "MALE", and status as "Application Returned by HED". The card also includes a "View" button and a "Track" button.

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.

The screenshot displays the 'Student Credit Card' web application interface. The browser address bar shows the URL: 172.20.92.50/Directorate/District\_Wise\_Pending\_Verification\_List. The page title is 'Student Credit Card'. The left sidebar contains a navigation menu with the following items: 'Welcome, Directorate Official', 'Dashboard', 'Verify Application' (with a dropdown arrow), 'View Application', and 'Application Report' (with a dropdown arrow). The main content area displays the 'District Wise Pending Verification Report' as a table with the following data:

SI No.	District Name	No. of Pending Verification At HOI End
1	ALIPURDUAR	0
2	BANKURA	0
3	BIRBHUM	0
4	COOCH BIHAR	0
5	DAKSHIN DINAJPUR	0
6	DARJILING	0
7	HAORA	0
8	HUGLI	0
9	JALPAIGURI	0
10	JHARGRAM	0
11	KALIMPONG	0
12	KOLKATA	2
13	MALDAH	0
14	MURSHIDABAD	0



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THANK YOU