# Student Credit Card Scheme

# Login Procedure of Officials at HED

## Some important points to ponder before we login

**1** Please download and go through the **Student Credit card Scheme** before proceeding for verying 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.
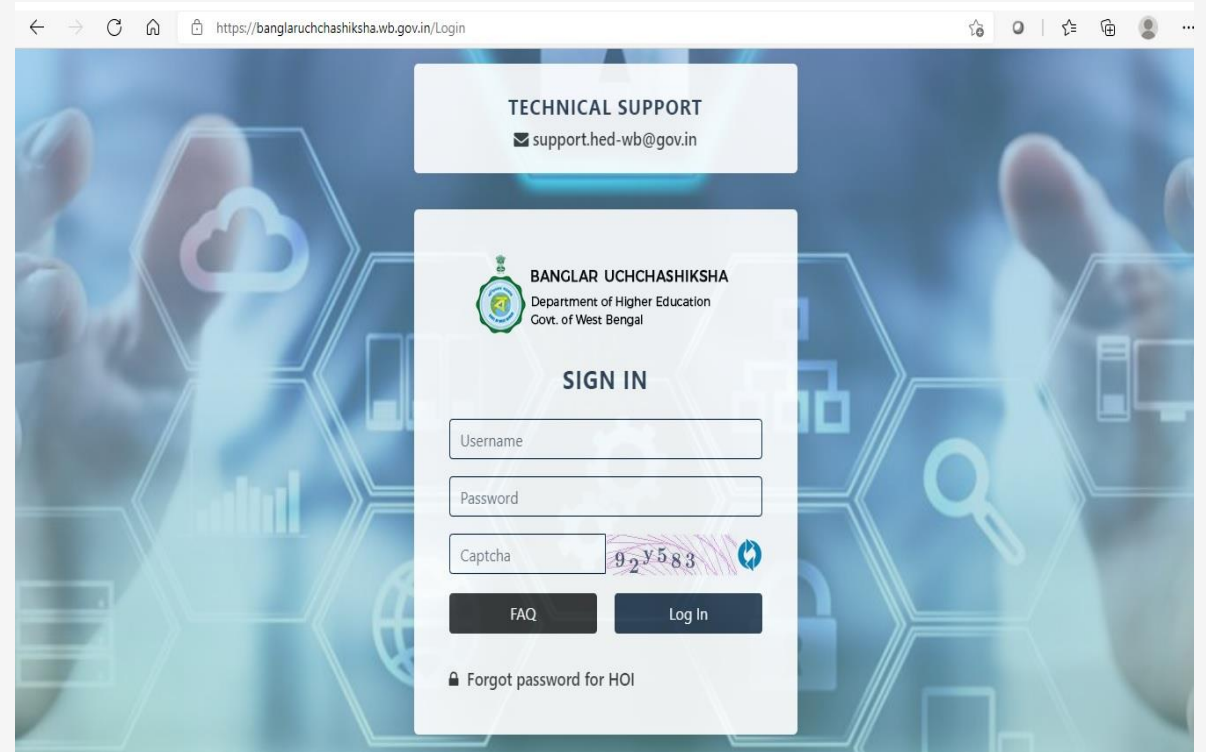
# Login Procedure of Officials at HED

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

OR

Login to **https://wbscc.wb.gov.in**, and then click on '**ADMIN LOGIN**' tab.
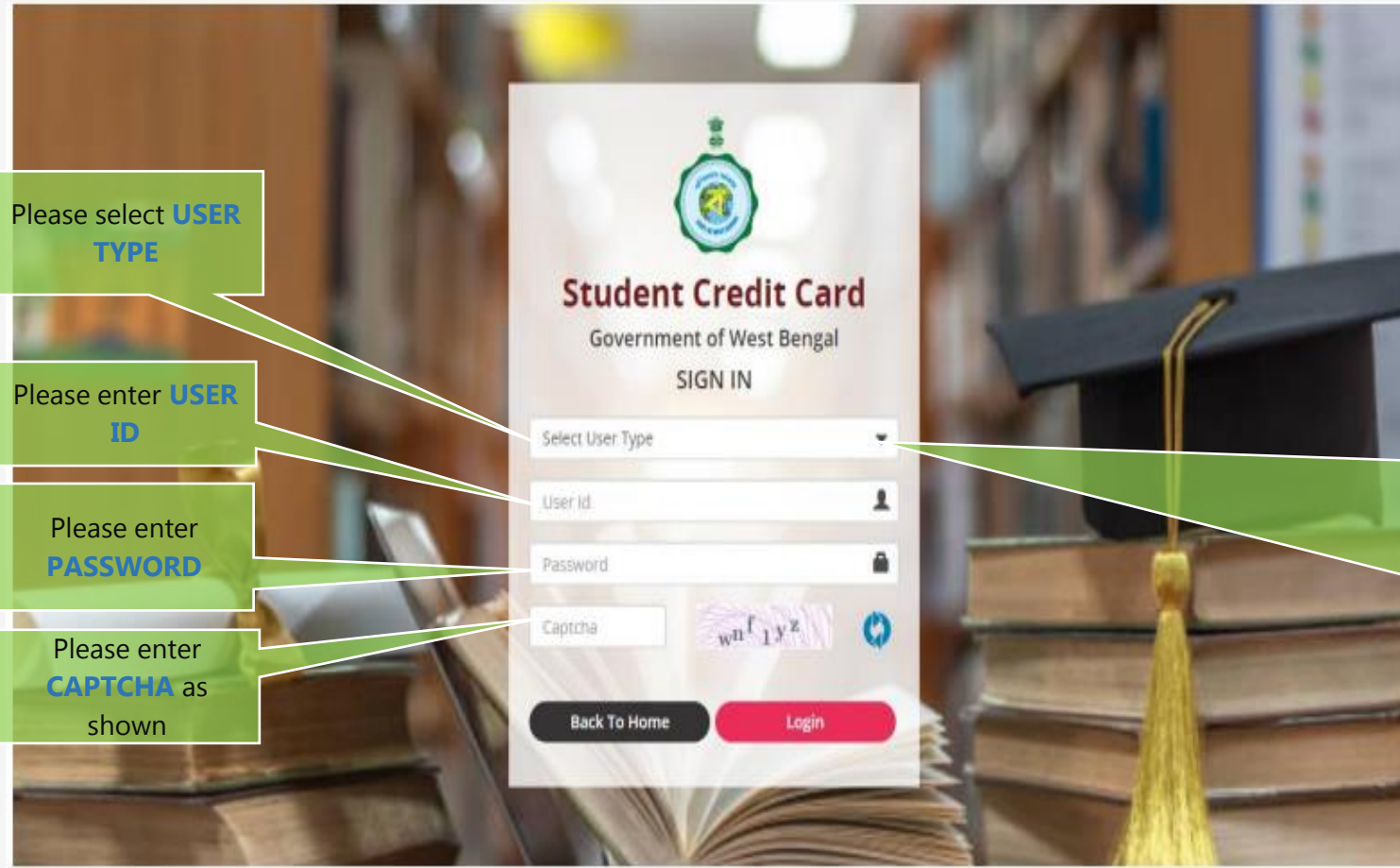
# Login Procedure of Officials at HED

**Step 2: Directorate Officer's Login**
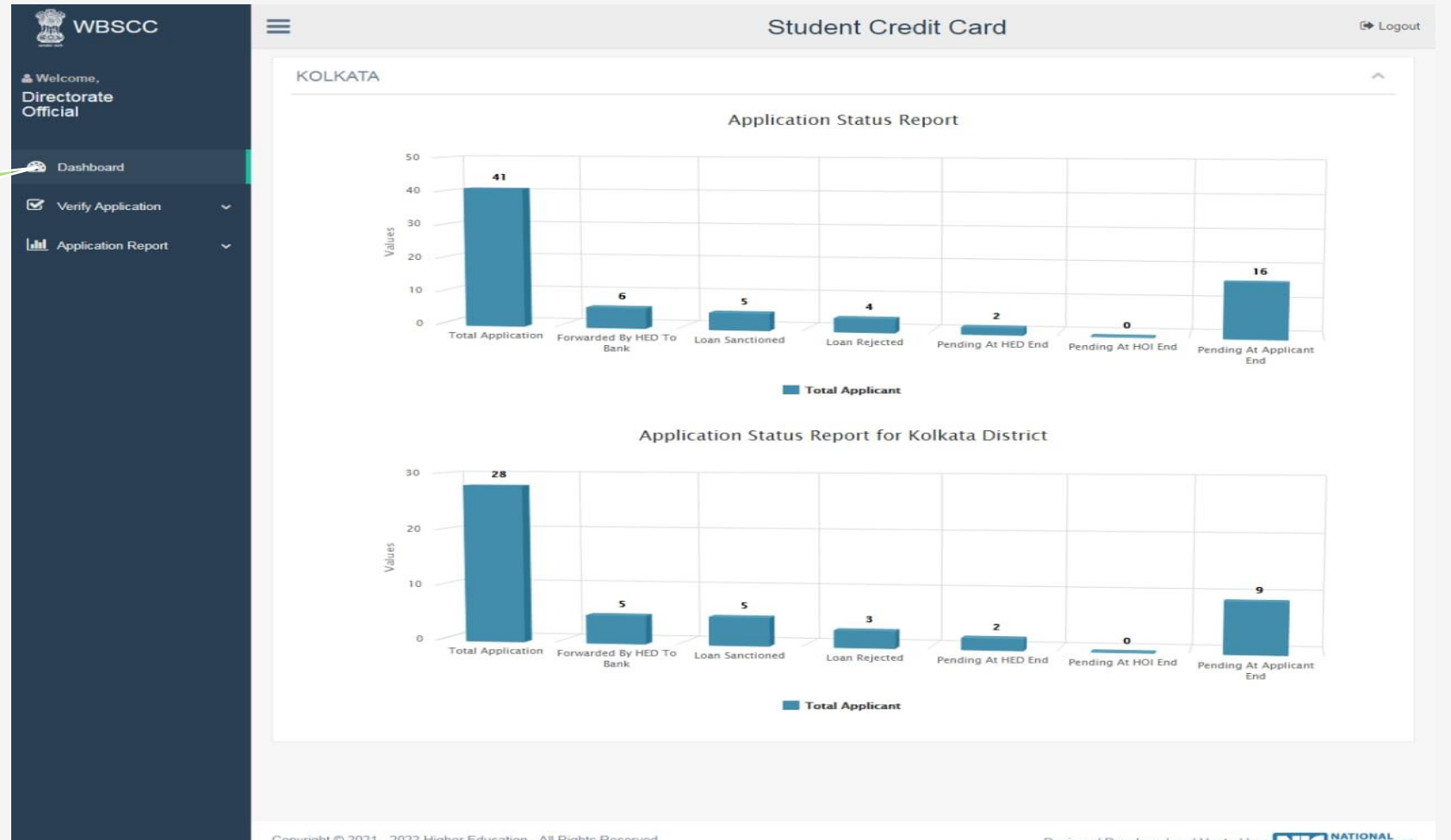
# Login Procedure of Officials at HED

**Step 3: Directorate Officer's Dashboard**

**Application Status Report will be available in Dashboard.**

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

**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

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

## 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

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.

# Login Procedure of Officials at HED

## Step 5: View Application in Details and Forwarding

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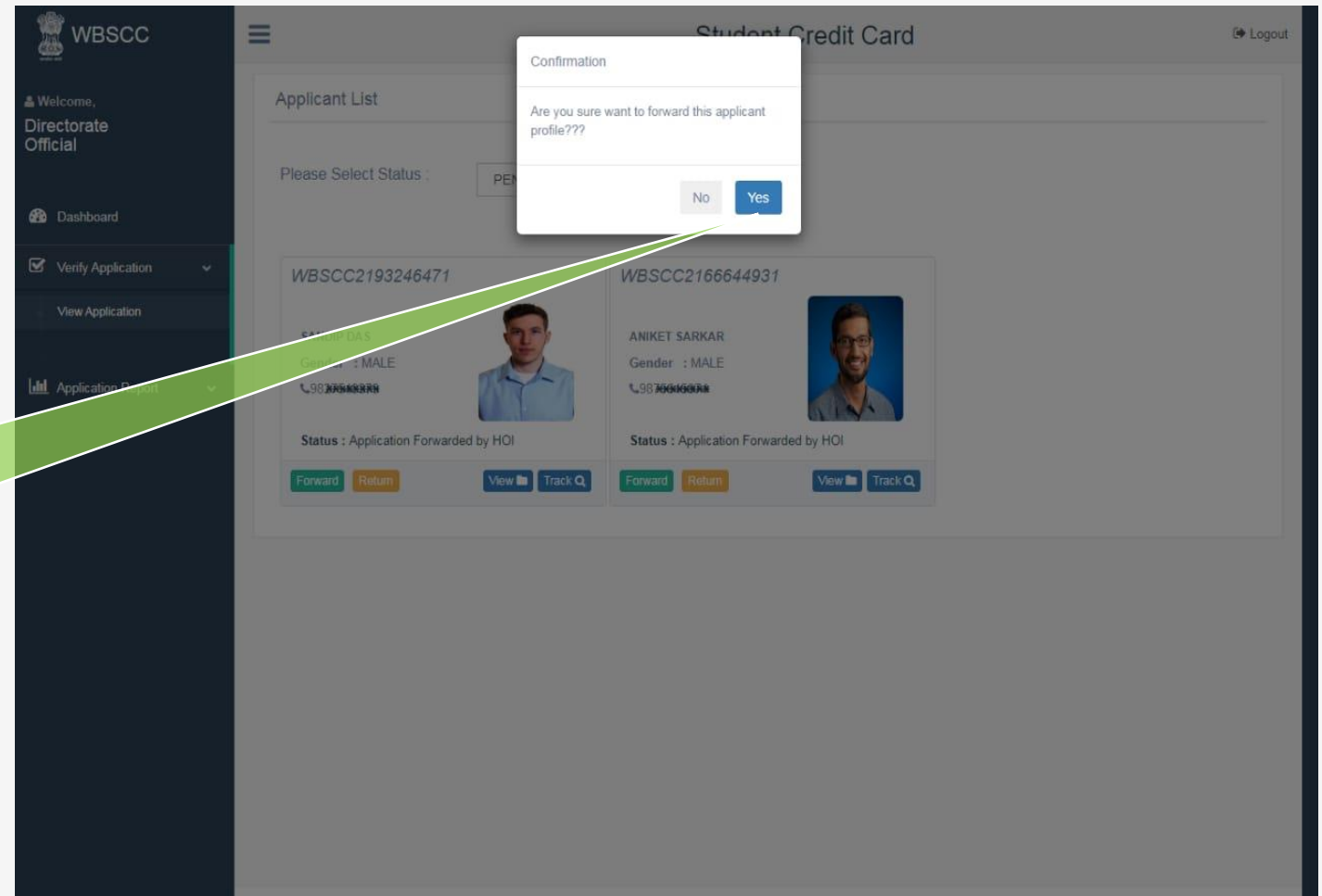
If the application is in order in all respect, Click on '**Forward**' button.

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

# Login Procedure of Officials at HED

## Step 6: Applicant profile forwarding



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

# Login Procedure of Officials at HED

## Step 7: Application scenarios



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.

# 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.**

# Login Procedure of Officials at HED

## Step 7: Application scenarios



By changing **"Please Select Status"** from drop down, user can view sent back application to institution.

# Login Procedure of Officials at HED

Under **'Verify Application'**, there is '**Application report**'. Clicking on it will show pending verification applications.

# THANK YOU