



# Seth Soorajmull Jalan Girls' College

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## **Notification for West Bengal Students Credit Card Scheme, dated 15.12.2021**

This is to notify for general information of students that the **Online Registration under West Bengal Students Credit Card Scheme (WBSCCS)** has been started for the students of our college. Students are directed to follow the guidelines mentioned below:

**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) Colour Photograph of the applicant (should be in *.jpeg / .jpg* between 50 KB and 20 KB)
- (b) Colour Photograph of the co-applicant / co-borrower (should be in *.jpeg / .jpg* format, between 50 KB and 20 KB)
- (c) Signature of the student (should be in *.jpeg / .jpg format*, between 50 KB and 10 KB)
- (d) Co-borrower / Guardian's signature (should be in *.jpeg / .jpg*, format, between 50 KB and 10 KB)
- (e) Student's AADHAR Card (should be in *.pdf format*, between 400 KB and 50 KB)
- (f) Student's Class 10 + 2 Board registration certificate (if no AADHAR card) (should be in *.pdf* format between 400 KB and 50 KB)
- (g) Guardian's Address Proof (should be in *.pdf* format between 400 KB and 50 KB)
- (h) Admission Receipt (should be in *.pdf* between 400 KB and 50 KB)
- (i) Student's PAN Card / undertaking if there is no PAN Card (should be in *.pdf* format between 400 KB and 50 KB)
- (j) Guardian's PAN Card / undertaking if there is no PAN Card (should be in *.pdf format* between 400 KB and 50 KB)
- (k) Relevant page of the brochure / document detaining course fee / tuition fee (should be in *.pdf* format between 400 KB and 50 KB)

### Step-3: Online Registration:

Visit [www.wb.gov.in](http://www.wb.gov.in) or <https://banglaruchchashiksha.wb.gov.in> and click STUDENT CREDIT CARD tab or Log in to <https://wbscc.wb.gov.in> Click on REGISTRATION OF STUDENT form option, fill up the Registration of Student form and then Click on Register button to generate user id and password.

### Registration Process:

The process of registration is as under –

**FORMAT OF THE STUDENT'S REGISTRATION FORM**

The screenshot shows a web form titled "Student Registration" with three main sections: Basic Details, Present Course of Study, and Contact Details. The form includes various input fields and dropdown menus. Several callouts provide instructions:

- To be selected from the drop down list (Yes/No)**: Points to the "Yes/No" field in the Basic Details section.
- To be selected from the drop down list**: Points to the "Institution" field in the Present Course of Study section.
- To be selected from the drop down list**: Points to the "Institution" field in the Present Course of Study section.
- To be selected from the drop down list**: Points to the "Institution" field in the Present Course of Study section.
- To be selected from the drop down list**: Points to the "Institution" field in the Present Course of Study section.
- To be selected from the drop down list**: Points to the "Institution" field in the Present Course of Study section.
- Please do not copy, need to be typed**: Points to the "Password" field in the Contact Details section.
- This Password will be used for all future purposes**: Points to the "Password" field in the Contact Details section.

**Password should be strong. It should contain minimum eight characters consisting of at least one upper case Alphabet (i.e, A-Z), one lowercase alphabet (i.e, a-z), One numeric character (i.e 0-9) & one special character (i.e., @\$%^)**

**Registration Error Message:** The form displays a red error message: "Registration Error Message: Password length must be at least 8 characters. Password must contain at least one upper case letter (A-Z), one lower case letter (a-z), one numeric character (0-9) and one special character (e.g., !@#\$%^&\*)."



## FORMAT OF THE STUDENT'S REGISTRATION FORM (WHEN THE STUDENT HAS AADHAAR CARD)

Applicant Registration

Applicant Name\*  
FIRST NAME  MIDDLE NAME  LAST NAME

Date of Birth\*  Sex\*

Do you have Aadhaar Number\*  
YES  Aadhaar\*

State of Institution\*  District of Institution\*  Name of Institution\*

Programme Type\*  Programme Name\*

Programme Duration (in Years)\*  Mobile No\*

Email\*  Re-enter Email ID\*

Password ID  
Password\*  Confirm Password\*

If the selection is YES

Then insert the Aadhaar No.



## FORMAT OF THE STUDENT'S REGISTRATION FORM (WHEN THE STUDENT HAS NO AADHAAR CARD)

Applicant Registration

Applicant Name\*  
FIRST NAME  MIDDLE NAME  LAST NAME

Date of Birth\*  Sex\*

Do you have Aadhaar Number\*  
No  Name of 10+2 standard board\*

Registration Number of 10+2 standard Board\*  Year of Passing of 10+2 standard Board\*

State of Institution\*  District of Institution\*  Name of Institution\*

Programme Type\*  Programme Name\*

Programme Duration (in Years)\*  Mobile No\*

Email\*  Re-enter Email ID\*

Password ID  
Password\*  Confirm Password\*

If the selection is NO

Type the Registration Number of (10+2) standard board

Then type the name of the 10+2 standard board



**AFTER COMPLETION OF THE REGISTRATION PROCESS A UNIQUE ID WILL BE GENERATED WHICH WILL BE SENT TO YOUR MOBILE NUMBER WHICH WILL BE USED AS YOUR USER ID FOR SUBMISSION OF APPLICATION. THIS UNIQUE ID WILL BE USED AS USER ID FOR ALL FUTURE PURPOSES**

Please enter the OTP sent to your mobile number during registration

After entering the OTP, please click on verify



This message box will appear after successful registration

This registration number will be generated which will be used as User ID for all future purposes.



## Step 3: Submission of application

Click STUDENT LOG IN button to get :

Please enter your Registration No.

Enter the Password

Enter the captcha as shown

After entering the captcha, click login



## APPLICANT DASHBOARD

WBSCC

Welcome, Samarjit Mondal

Dashboard

Application Details

Student Credit Card

Logout

Details of Application

Apply Loan

#	Activity	Status	Date
1	Application Registration	Done	24.06.2024 20:44:21
2	Application Form Fillup	Pending	---
3	Upload Supporting Document	Pending	---
4	Application Submission	Pending	---
5	Status	Registration Done	---

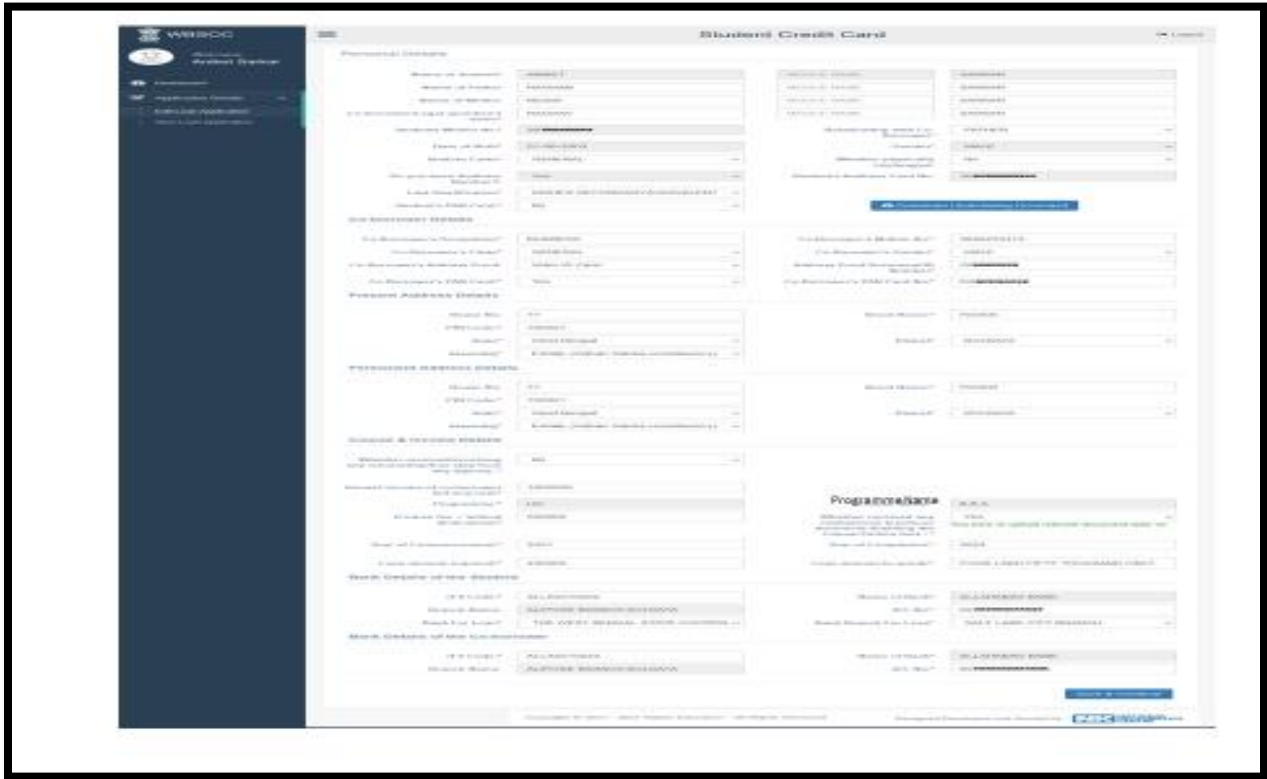
Samarjit Mondal  
WBSCC2100001000  
A:990194007

To apply for the loan, please click on Apply Loan

Here it shows that registration done

Name, Registration no. and contact number will appear, which the student need to checkout

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## APPLICATION FORM EXPLAINED IN SECTIONS

### Personal Details

#### SECTION – I (WHEN THE STUDENT HAS AADHAR)

Welcome, Aniket Sarkar

- Dashboard
- Application Details
- Edit Loan Application
- New Loan Application

#### Personal Details

Name of Student*	ANIKET	MIDDLE NAME	SARKAR
Name of Father	RAGHAB	MIDDLE NAME	SARKAR
Name of Mother	MLIMA	MIDDLE NAME	SARKAR
Co-borrower/Legal guardian's name*	RAGHAB	MIDDLE NAME	SARKAR
Student's Mobile No.*	90 9888888888	Relationship with Co-Borrower*	FATHER
Date of Birth*	01-06-2003	Gender*	MALE
Student Cast*	GENERAL	Whether physically challenged:	No
Do you have Aadhar Number?:	Yes	Student's Aadhar Card No:	3 8888888888
Last Qualification*	HIGHER SECONDARY/EQUIVALENT		
Student's PAN Card*	No		

[Download Undertaking Document](#)

**FORMAT OF UNDERTAKING, IF THERE IS NO PAN**

That I SANDIP DAS undertake to apply for PAN as per the Income Tax Act and to furnish the same before sanction/Disbursement of the Loan under Student Credit Card Scheme.

Date : \_\_\_\_\_ Signature of the applicant

**To be uploaded latter**

In case of any Edit/amendment in contact number or name, edit option may be selected

## Personal Details

### SECTION – I (WHEN THE STUDENT HAS NO AADHAR)

WBSCC  
Welcome, Samarpita Mondal

Dashboard  
Application Details  
- Edit Loan Application  
- New Loan Application

Student Credit Card Logout

Personal Details

Name of Student*	SANBARIITA	MIDDLE NAME	MONDAL
Name of Father*	SANJIP	MIDDLE NAME	MONDAL
Name of Mother*	SURPARNA	MIDDLE NAME	MONDAL
Co-borrower's Legal guardian's name*	SANJIP	MIDDLE NAME	MONDAL
Students Mobile No.*	9845764347	Relationship with Co-Borrower*	FATHER
Date of Birth*	21.06.2003	Gender*	FEMALE
Student Caste*	GENERAL	Whether physically challenged:	Yes
Do you have Aadhaar Number?:	No	Name of (10+2) standard Board:	WEST BENGAL COUNCIL OF HIGHER
Registration Number of (10+2) standard Board:	987645754567775	Year of passing of (10+2) standard Board:	2020
Last Qualification*	HIGHER SECONDARY/EQUALLEN		
Student's PAN Card*	No		

[Download Undertaking Document](#)

### SECTION – II (CO-BORROWER AND PRESENT ADDRESS DETAILS)

Co-borrower Details

Co-Borrower's Occupation*	BUSINESS	Co-Borrower's Mobile No.*	9896235412
Co-Borrower's Caste*	GENERAL	Co-Borrower's Gender*	MALE
Co-Borrower's Address Proof:	Voter ID Card	Address Proof Document ID Number*	ZXXXXXXXX
Co-Borrower's PAN Card*	Yes	Co-Borrower's PAN Card No.*	DAXXXXXXXX

Present Address Details

House No:	77	Street Name*	FEDER
PIN Code*	700021	District*	KOLKATA
State*	West Bengal		
Assembly*	Entabty (Vidhan Sabha constituency)		

Where the student resides at present for study purpose

## SECTION -III (PERMANENT ADDRESS AND COURSE & INCOME DETAILS)

Assembly\* Entally (Vidhan Sabha constituency) ▾

Where the family of the student resides

**Permanent Address Details**

House No: 77 Street Name\* FEDER

Pin Code\* 700021

State\* West Bengal District\* KOLKATA

Assembly\* Entally (Vidhan Sabha constituency) ▾

**Course & Income Details**

Whether received/receiving any scholarship/stipend from any agency\* No

Annual income of co-borrower (all sources)\* 1000000

Programme\* UG

Whether received any additional financial document detailing the Course/ tuition fees : \* Yes  
You have to upload relevant document later on

(Course fee + tuition) (Indicative)\* 500000

Year of Commencement\* 2021

Year of Completion\* 2024

Loan amount required\* 450000

Loan amount in words\* FOUR LAKH FIFTY THOUSAND ONLY

## SECTION - IV (BANK DETAILS OF STUDENTS AND CO-BORROWER)

### Bank Details of the Student

IFS Code\* ALLA0210022

Branch Name: ALIPORE BRANCH,KOLKATA

Bank For Loan\* THE WEST BENGAL STATE COOPER ▾

Name of Bank\* ALLAHABAD BANK

A/C No.\* 65XXXXXXXXXX

Bank Branch For Loan\* SALT LAKE CITY BRANCH ▾

### Bank Details of the Co-borrower

IFS Code\* ALLA0210022

Branch Name: ALIPORE BRANCH,KOLKATA

Name of Bank\* ALLAHABAD BANK

A/C No.\* 65XXXXXXXXXX

Save & Continue



## APPLICANT'S DOCUMENT UPLOADING (WHEN THERE IS AADHAR)

**Documents to be uploaded:**

- Photograph of applicant (should be JPEG/JPG and 10 KB or maximum and 20 KB or minimum?)
- Photograph of an applicant's guardian (should be JPEG/JPG and 10KB or maximum and 20KB or minimum?)
- Signature of student/should be JPEG/JPG and 10KB or maximum and 20KB or minimum?
- Co-borrower's legal guardian's signature should be JPEG/JPG and 10KB or maximum and 20KB or minimum?
- Student's Aadhaar Card (it should be JPEG/JPG and 10 KB or maximum and 20 KB or minimum?)
- Co-borrower's Address Proof (Pass or valid document JPEG/JPG) and 10KB or maximum and 20KB or minimum?
- Admission Receipt (it should be JPEG/JPG and 10KB or maximum and 20KB or minimum?)
- Student's PAN (Underwriting Document) (should be JPEG/JPG and 10 KB or maximum and 20 KB or minimum?)
- Co-borrower's PAN Card (it should be JPEG/JPG) and 10 KB or maximum and 20 KB or minimum?)
- Bottom Page of the Student's Admission Receipt (the Course Fee/ Tuition Fee) (it should be JPEG/JPG) and 10 KB or maximum and 20 KB or minimum?)

**Annotations:**

- Latest Colour photograph of the student in specified format
- Latest Colour photograph of the co-applicant/co-borrower as specified
- Signature of the student, as specified
- Co-borrower's Address proof.
- Signature of the, as specified
- Student's Aadhaar Card as specified
- Student's PAN card or undertaking as specified
- Co-borrower's PAN card or undertaking as specified
- These two undertakings are to be submitted
- Admission receipt of the institution, as specified
- If the procedure done correctly, click on save & continue
- If required to visit the previous page, click on previous option

## APPLICANT'S DOCUMENT UPLOADING (WHEN THERE IS NO AADHAR)

**Documents to be uploaded:**

- Photograph of applicant (should be JPEG/JPG and 10 KB or maximum and 20 KB or minimum?)
- Photograph of an applicant's guardian (should be JPEG/JPG and 10KB or maximum and 20KB or minimum?)
- Signature of student (should be JPEG/JPG and 10 KB or maximum and 20 KB or minimum?)
- Co-borrower's legal guardian's signature (should be JPEG/JPG and 10 KB or maximum and 20 KB or minimum?)
- Student's PAN (Underwriting Document) (should be JPEG/JPG and 10 KB or maximum and 20 KB or minimum?)
- Co-borrower's PAN Card (it should be JPEG/JPG) and 10 KB or maximum and 20 KB or minimum?)
- Bottom Page of the Student's Admission Receipt (the Course Fee/ Tuition Fee) (it should be JPEG/JPG) and 10 KB or maximum and 20 KB or minimum?)

**Annotations:**

- Student's Class XII board registration certificate to be uploaded, if there is no Aadhaar



## APPLICANT'S PROFILE VIEW ONCE THE STUDENT OPT FOR SAVE AND CONTINUE IN THE PREVIOUS PAGE THIS PAGE WILL OPEN UP

The screenshot shows the 'Student Credit Card' page for a student named Anshul Sarkar. The page is divided into several sections with callouts:

- Name of the student:** Anshul Sarkar
- Scanned photo with signature of the student:** A photo of the student with a signature.
- Scanned photo with signature of the co-borrower:** A photo of the co-borrower with a signature.
- Details of the qualifying examination:** Higher Secondary Examination.
- Details of the Present Course of study:** A table showing course details.

Name of the Program	Year of the course	Name of the course	S.E.A.
Year of admission in the course	2021	Year of Completion	2024
Name of the present institution	Aurion College	Institution State	Madhya Pradesh
Location District	KOLAKA		
- Option to view the personal details:** Personal Details dropdown.
- Option to view the uploaded documents:** Upload Documents dropdown.
- Please review all the fields, edit if necessary [EDIT button is one the left panel]. Once the student is fully satisfied with the details fed, he/she needs to press Submit Application:** A green 'Submit Application' button at the bottom right.



## APPLICANT'S PROFILE AFTER FINAL SUBMISSION

The screenshot shows the same profile view page, but with a 'Confirm Submission' pop-up window in the center. The pop-up contains the text: 'After Submission of Application you have option to verification of application details. Do you wish to verify?' with 'Yes' and 'No' buttons. Callouts provide instructions:

- Once the student submit the application, this pop up menu appears.** (Points to the pop-up window)
- Once the student is sure that the details is fed correctly, He / She is required to opt for "Yes" or "No" very cautiously as there is no option for modification.** (Points to the 'Yes' button)
- If all details is ok, the student required to press "Yes"** (Points to the 'Yes' button)



## AFTER SUBMISSION, THIS DASHBOARD APPEARS

The dashboard shows the user's profile and a table of application activities. A green callout box points to the table with the following text:

Once form is submitted by the student, it shows that the form is submitted to the institution.

#	Activity	Status	Date
1	Applicant Registration	Done	21-06-2021 17:05:37
2	Application Form Fillup	Done	21-06-2021 17:41:21
3	Upload Supporting Document	Done	21-06-2021 17:39:41
4	Application Submission	Done	21-06-2021 17:46:26

Application Submitted to ROI

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## WHEN THE APPLICATION IS RETURNED BY THE INSTITUTION TO THE APPLICANT (IN CASE OF ANY DISCREPANCY, IF DETECTED BY THE INSTITUTION)

The dashboard shows the user's profile and a table of application activities. A green callout box points to the table with the following text:

In case of pending of submission, the application will be returned by the institution to the applicant.

#	Activity	Status	Date
1	Applicant Registration	Done	25-06-2021 15:15:19
2	Application Form Fillup	Done	25-06-2021 15:26:39
3	Upload Supporting Document	Done	25-06-2021 15:48:19
4	Application Submission	Pending	25-06-2021 15:44:43
5	Status	Application Returned by ROI to APPLICANT	

Click to edit the application, when returned by the institution.

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## WHEN THE FORM IS SUCCESSFULLY SUBMITTED

The screenshot displays the 'Student Credit Card' dashboard for Sandip Das. The left sidebar contains navigation options: Dashboard and Application Details. The main content area shows the 'Details of Application' section with a profile picture of Sandip Das and his ID number. A table tracks the application process steps, all of which are marked as 'Done'.

#	Activity	Status	Date
1	Applicant Registration	Done	21-06-2021 11:11:10
2	Application Form Fillup	Done	21-06-2021 15:45:44
3	Upload Supporting Document	Done	21-06-2021 15:45:47
4	Application Submission	Done	21-06-2021 15:45:52
5	Status	Application Submitted to HOD	

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## STATUS VIEWED BY THE APPLICANT IN THE DASHBOARD

### When the application is forwarded to HED

This screenshot shows the same dashboard as above, but the status in the table has updated to 'Application Forwarded by HOD to HED', indicating the next stage of the application process.

#	Activity	Status	Date
1	Applicant Registration	Done	21-06-2021 11:11:10
2	Application Form Fillup	Done	21-06-2021 15:45:44
3	Upload Supporting Document	Done	21-06-2021 15:45:47
4	Application Submission	Done	21-06-2021 15:45:52
5	Status	Application Forwarded by HOD to HED	

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## STATUS VIEWED BY THE APPLICANT IN THE DASHBOARD

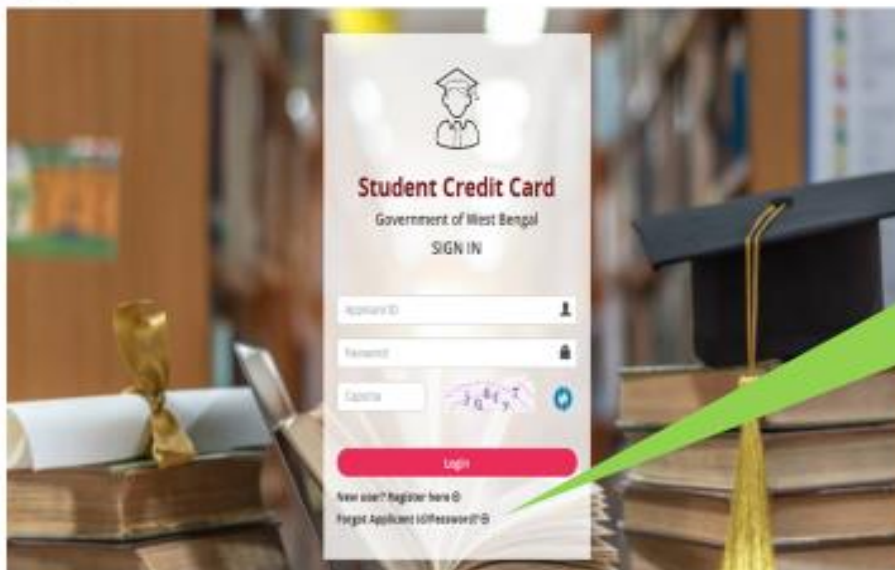
When the application is forwarded to Bank by HED

The screenshot shows the 'Student Credit Card' dashboard for Sandip Das. The dashboard includes a sidebar with navigation options like 'Dashboard' and 'Application Details'. The main content area displays the user's profile and a table of application activities.

#	Activity	Status	Date
1	Applicant Registration	Done	25-06-2021 11:11:18
2	Application Form Fillup	Done	25-06-2021 18:45:44
3	Upload Supporting Document	Done	25-06-2021 18:45:47
4	Application Submission	Done	25-06-2021 18:45:52
5	Status	Application Forwarded by HED to BANK	



## WHEN THE APPLICANT FORGOT APPLICATION ID / PASSWORD



In case the student forgets Applicant ID / Password, He/ She needs to press 'Forgot Applicant ID / Password'.





## WHEN THE APPLICANT FORGOT APPLICATION ID / PASSWORD PROCEDURE - HOW TO RETRIEVE APPLICATION ID / PASSWORD.....(Cont'd)

**Student Credit Card**  
Government of West Bengal  
Retrieve Applicant Id/Password

SELECT WHAT TO RETRIEVE

Captcha

Back To Home Submit

The applicant needs to select from the dropdown list what to retrieve and then press the submit button



## WHEN THE APPLICANT FORGOT APPLICATION ID / PASSWORD PROCEDURE - HOW TO RETRIEVE APPLICATION ID / PASSWORD...(Cont'd)

**Student Credit Card**  
Government of West Bengal  
Retrieve Applicant Id/Password

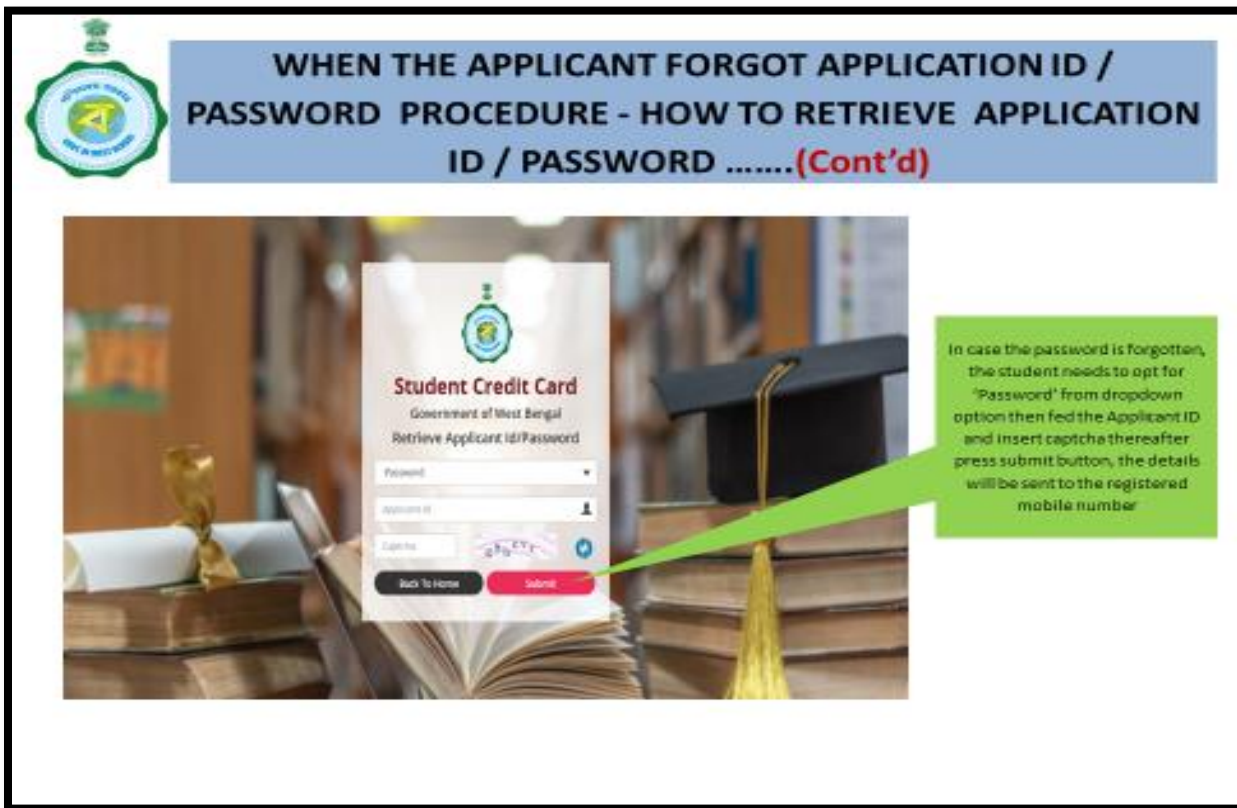
Applicant ID

Aadhaar Number

Captcha

Back To Home Submit

In case the Applicant ID / User ID is forgotten, the student needs to opt for 'Applicant ID' and endorse his / her Aadhaar No. or Class XII Reg. No. (if no Aadhaar) and fill up captcha, thereafter he / she needs to press submit button, the details will be sent to the registered mobile number



The image shows a screenshot of a mobile application interface for the Government of West Bengal Student Credit Card. The title is "Student Credit Card" and the subtitle is "Government of West Bengal Retrieve Applicant ID/Password". The form has fields for "Password", "Applicant ID", and "Captcha". There are "Back to Home" and "Submit" buttons. A callout box on the right explains the procedure for forgotten passwords.

**WHEN THE APPLICANT FORGOT APPLICATION ID / PASSWORD PROCEDURE - HOW TO RETRIEVE APPLICATION ID / PASSWORD .....(Cont'd)**

In case the password is forgotten, the student needs to opt for 'Password' from dropdown option then fed the Applicant ID and insert captcha thereafter press submit button, the details will be sent to the registered mobile number

Please submit your application online and upload proper documents. Upload jpeg/jpg/pdf files as per requirement after taking image from original document, not from photocopy of document. Don't upload any forged document. In that case your application will immediately be rejected. If, for any reason, your application is returned, follow the instructions and submit the application again. Only the enrolled students of our college are eligible to apply.

**Helpline numbers:**

- Prof. Niranjan Adhikary, Helpdesk Officer, WBSCCS, M:8388947421
- Dr. Raghabendra Ray, Nodal Officer, WBSCCS, M: 9635415898

*Prof. Chandana Dutta*  
Teacher-in-Charge  
Seth Soorajmull Jalan Girls' College  
Kolkata