



UNIVERSITY OF GOUR BANGA

(Established under the West Bengal Act. XXVI of 2007)

[Recognized U/S 2(f) & 12(B) of the UGC Act and NAAC accredited University with 'B' Grade (2016)]

P.O.: Mokdumpur, Dist.: Malda, Pin - 732 103, West Bengal, India



IMPORTANT STEPS TO BE FOLLOWED FOR APPLICATION OF STUDENT CREDIT CARD

STEP 1: Visit www.wb.gov.in or <https://banglaruchchashiksha.wb.gov.in> and click the STUDENT CREDIT CARD tab or Log in to <https://wbscc.wb.gov.in>. Download the scheme document and read the same carefully before proceeding further.

STEP 2: Click on the **STUDENT REGISTRATION** option, fill in the registration form and then Click on the Register button to generate the **USER ID AND PASSWORD**.

STEP 3: To verify applicant's mobile number a drop-down menu will appear on the screen. Enter the OTP, sent to applicant's mobile number during registration. After entering the OTP, click on verify button.

STEP 4: After completing the registration process the applicant will get a system generated STUDENT CREDIT CARD APPLICATION NO. on applicant's registered mobile number.

STEP 5: SUBMISSION OF APPLICATION, visit www.wb.gov.in or <https://banglaruchchashiksha.wb.gov.in> and click the **STUDENT LOG IN** tab or Log in to <https://wbscc.wb.gov.in>. Log in with **STUDENT CREDIT CARD APPLICATION NO. & PASSWORD**.

STEP 6: To apply for the loan, click on **APPLY LOAN** button. Fill in the application form with necessary details and click on **SAVE & CONTINUE** button.

** Student applying with Aadhar card will give his/her Aadhar number and Student applying without Aadhar will give details of the 10+2 Board Registration Certificate.

STEP 7: After filling in the **APPLICATION FORM** (Step 5), upload the required documents and click on **SAVE & CONTINUE** button.

STEP 8: Applicant is requested to check the dashboard available in his/her profile. Click on **SUBMIT** button to submit the application to HOI (Head of the Institution). A drop-down menu will pop up to confirm whether the applicant wants to submit the application finally or not. Click on **YES** button if the applicant wants to submit it finally and click on **NO** button if it is felt that some corrections to be made.

STEP 9: After successful completion of online registration/application for Student Credit Card the student will receive an SMS on registered mobile number. The student should a take a screenshot of the SMS and forward it to the respective Head of the Department/ Coordinator or the concerned Teacher by Email /Whatsapp Message. The student is also asked to download the application form and send it along with necessary documents by Email at the Email Id- scc@ugb.ac.in . Also send a copy of the same to the respective Head of the Department by Email.

STEP 10 (Not for the Student/Applicant): The HoD/Coordinator or the concerned Teacher of the respective Department will record the matter by making the entry of STUDENT CREDIT CARD APPLICATION ID along with necessary comments in the specified columns corresponding to the respective student in the prescribed Google Sheet. This will authenticate the genuineness of the student. The Department is requested to record the information at their earliest on daily basis. Then, the Nodal Officer will verify and forward the online application of the student to the Higher Education Department. This will also be recorded in the said Google Sheet. The specified Google Sheet for each Department has already been provided to the all PG Departments by email.

**DOCUMENTS NEED TO BE UPLOADED FOR APPLICATION OF
STUDENT CREDIT CARD**

| SL.NO | PARTICULARS | FILE FORMAT | SIZE |
|--------------|--|--------------------|--------------------------|
| 1. | Colour Photograph of the Applicant | JPEG/ JPG | Between 50 KB and 20 KB |
| 2. | Colour Photograph of the Co-Applicant / Co-Borrower | JPEG/ JPG | Between 50 KB and 20 KB |
| 3. | Signature of the Applicant | JPEG/ JPG | Between 50 KB and 10 KB |
| 4. | Signature of the of the Co-Applicant / Co-Borrower | JPEG/ JPG | Between 50 KB and 10 KB |
| 5. | Applicant's AADHAR Card | PDF | Between 400 KB and 50 KB |
| 6. | Applicant's Class 10 + 2 Board registration certificate (if there is no AADHAR card) | PDF | Between 400 KB and 50 KB |
| 7. | Guardian's Address Proof | PDF | Between 400 KB and 50 KB |
| 8. | Admission Receipt | PDF | Between 400 KB and 50 KB |
| 9. | Student's/ Applicant's PAN Card or Undertaking if there is no PAN Card | PDF | Between 400 KB and 50 KB |
| 10. | Guardian's PAN Card or Undertaking if there is no PAN Card | PDF | Between 400 KB and 50 KB |
| 11. | Relevant page of the brochure / document detailing course fee / tuition fee | PDF | Between 400 KB and 50 KB |

UGB HELPLINE NUMBER/MAIL ID FOR STUDENT CREDIT CARD

| NAME | DESIGNATION | CONTACT NO. | EMAIL ID |
|----------------------------------|--|--------------------------------|----------------------|
| Sri Rabindranath Karmakar | Master Trainer cum Helpdesk Officer | 7501822008 / 9851653647 | scc@ugb.ac.in |
| Sri Debjit Mukherjee | Master Trainer cum Helpdesk Officer | 7059862855 / 8017388394 | scc@ugb.ac.in |