



WEST BENGAL BOARD OF
MADRASAH EDUCATION

পশ্চিমবঙ্গ মাদ্রাসা শিক্ষা পর্ষদ
مغربى بنگال مدرسه ایجوکیشن بورڈ

WBBME

Madrasah User Manual



DCG Datacore Systems (India) Pvt. Ltd

Each Madrasah will be provided with two types of user id profile:

- (a) Operator user id
- (b) Approver user id

1.0 User profile: OPERATOR

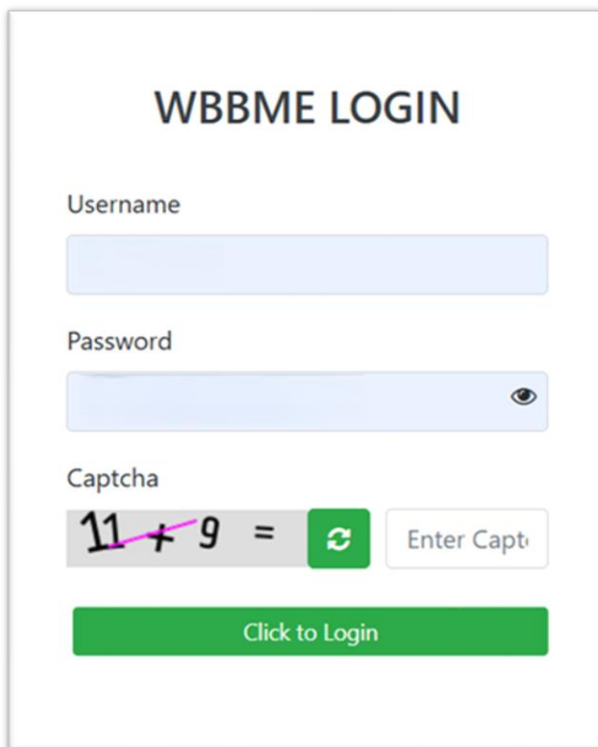
Data needs to be uploaded in through ONLINE mode.

1.1 Data Uploading

Follow step by step direction to upload data with unique uploader user id.

Step 1: Open internet browser (preferably Chrome/Mozilla Firefox for better performance).

Log on to West Bengal Board of Madrasah Examination web portal.



The image shows a login form titled "WBBME LOGIN". It contains three input fields: "Username", "Password", and "Captcha". The "Captcha" field displays the equation "11 + 9 =" with a green refresh button. Below the input fields is a green "Click to Login" button.

Step 2: Insert Madrasah credentials.

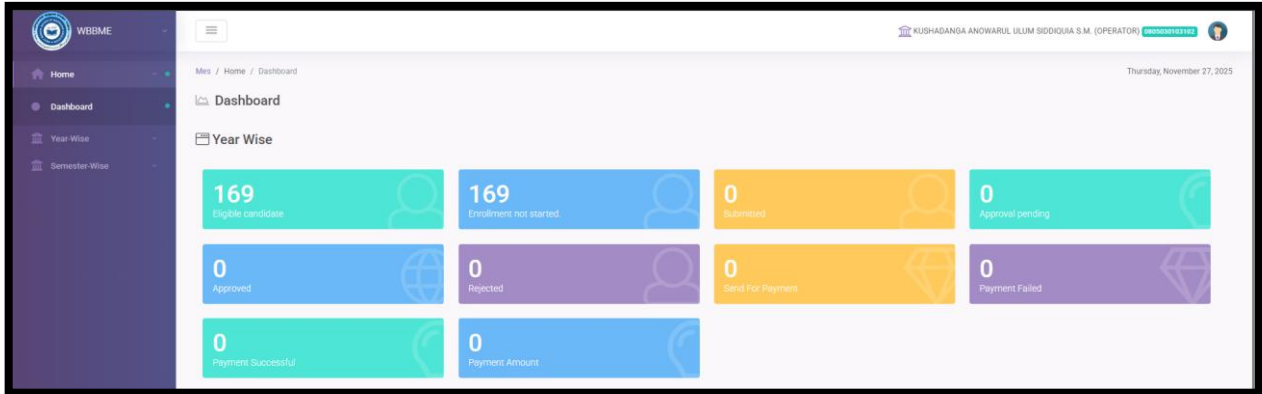
- a) Enter Institute Code and Password for Madrasah log in. ***Institute Code and password for individual Madrasah to be distributed over registered Email ID. Each Madrasah will receive 2 sets of confidential user id and password, one for **Operator** and another one for **Approver**. Try to copy the password from the document instead of typing it.*
- b) **Enter captcha, as it appears.** ***Note: This field is case sensitive. If the code cannot be read, click on refresh Captcha.*



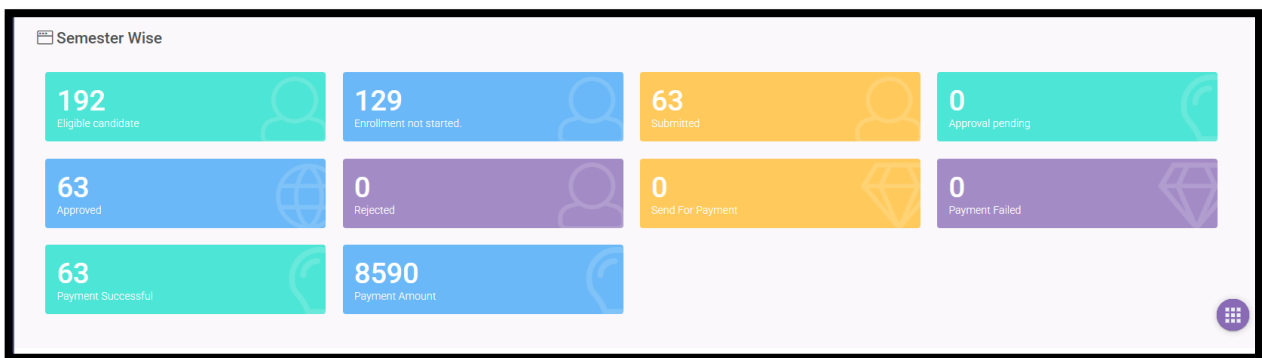
Hit "Click to Login". After logging in dashboard page will appear.

1.1.1 Dashboard

For High Madrasah, Alim, Fazil (Old Syllabus) Examination 2026



For Fazil (Semester-IV) Examination 2026



A. Online Data Uploading

For Enrollment Click on the "Enrollment list" under "Enrollment data" under "Year Wise" or "Semester Wise" (for Enrollment of Fazil Semester-IV and Semester-III Supplementary) from the left panel and follow step by step direction to enter fresh student details.

Enrollment list form and table. The form includes the following fields:

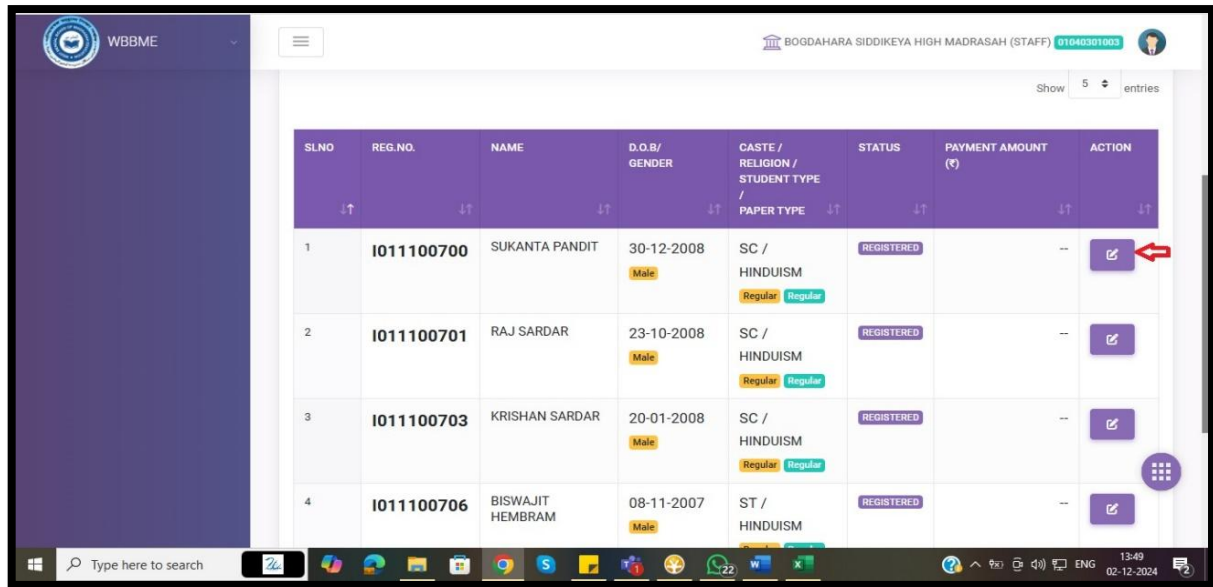
- Madrasah Name: UTTAR DINAJPUR M
- Madrasah Index: 19020303001
- Reg. Year: Select reg. year
- Registration No: Registration number
- Exam type: Select an exam type
- Student type: Select student type
- Paper type: Select paper type
- Gender: Select a gender
- Religion: Select a religion
- Enrollment Status: Select application str





Buttons: Search, Reset

Table showing enrollment details:

SLNO	REG.NO.	NAME	D.O.B/ GENDER	CASTE / RELIGION / STUDENT TYPE / PAPER TYPE	STATUS	PAYMENT AMOUNT (₹)	ACTION
1	H191100721	AASYANA SUHANI	25-06-2007 Female	NA / ISLAM Regular Regular	ENROLLMENT PENDING	--	

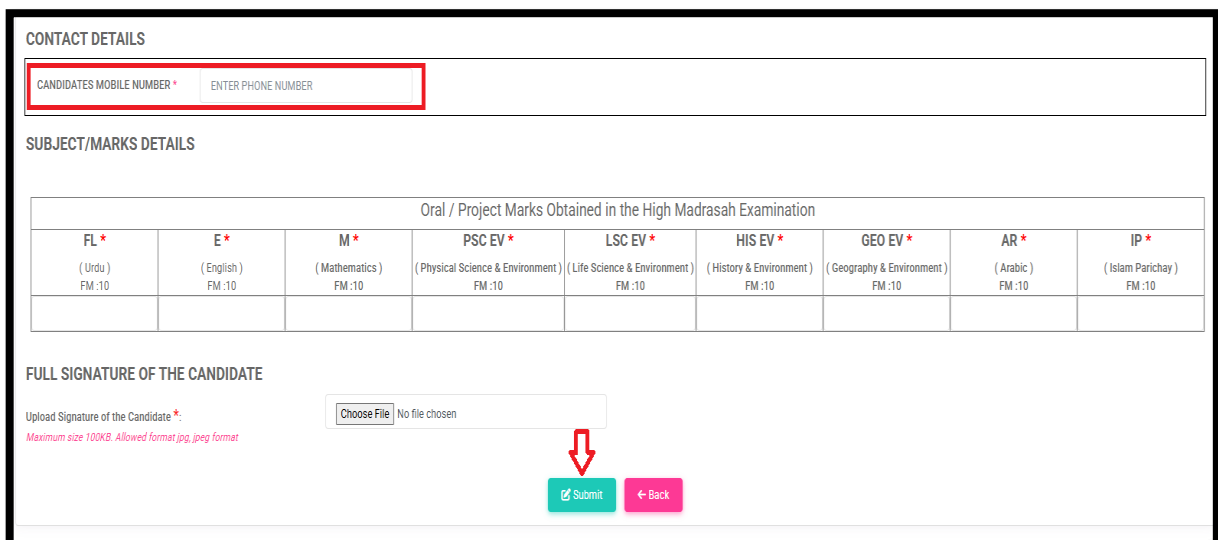
Step 1: Click on Action button.



SLNO	REG.NO.	NAME	D.O.B/ GENDER	CASTE / RELIGION / STUDENT TYPE / PAPER TYPE	STATUS	PAYMENT AMOUNT (₹)	ACTION
1	1011100700	SUKANTA PANDIT	30-12-2008 Male	SC / HINDUISM Regular Regular	REGISTERED	--	
2	1011100701	RAJ SARDAR	23-10-2008 Male	SC / HINDUISM Regular Regular	REGISTERED	--	
3	1011100703	KRISHAN SARDAR	20-01-2008 Male	SC / HINDUISM Regular Regular	REGISTERED	--	
4	1011100706	BISWAJIT HEMBRAM	08-11-2007 Male	ST / HINDUISM	REGISTERED	--	

Step 2: Most of the Student details will be pre-filled with their Registration data. Operator needs to put the **Mobile No. of the Student, Oral/Project** marks and upload the Signature of the student.

****Note that any field which is marked with (*) is considered as mandatory field, thus cannot be skipped.**



CONTACT DETAILS

CANDIDATES MOBILE NUMBER * ENTER PHONE NUMBER

SUBJECT/MARKS DETAILS



Oral / Project Marks Obtained in the High Madrasah Examination

FL *	E *	M *	PSC EV *	LSC EV *	HIS EV *	GEO EV *	AR *	IP *
(Urdu) FM :10	(English) FM :10	(Mathematics) FM :10	(Physical Science & Environment) FM :10	(Life Science & Environment) FM :10	(History & Environment) FM :10	(Geography & Environment) FM :10	(Arabic) FM :10	(Islam Parichay) FM :10

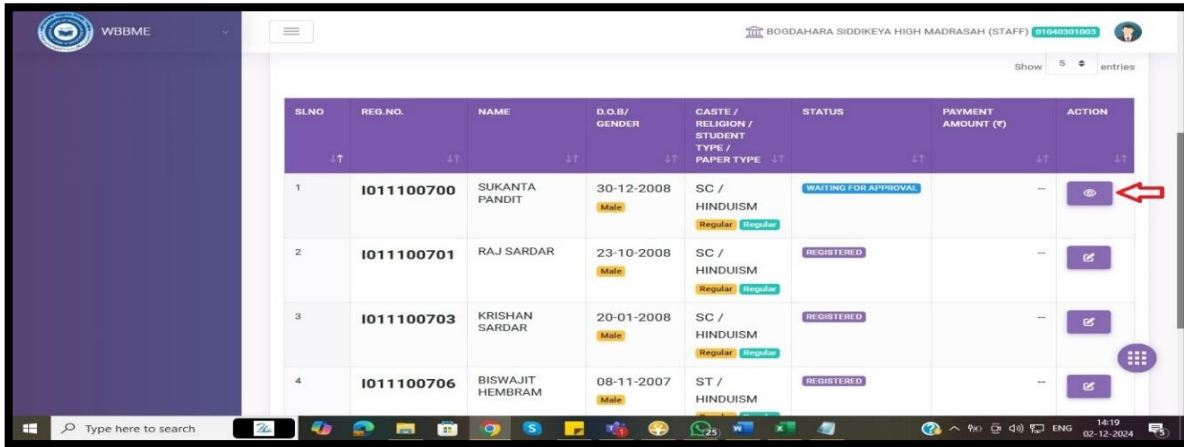
FULL SIGNATURE OF THE CANDIDATE

Upload Signature of the Candidate *
Maximum size 100KB. Allowed format jpg, jpeg format

Choose File | No file chosen

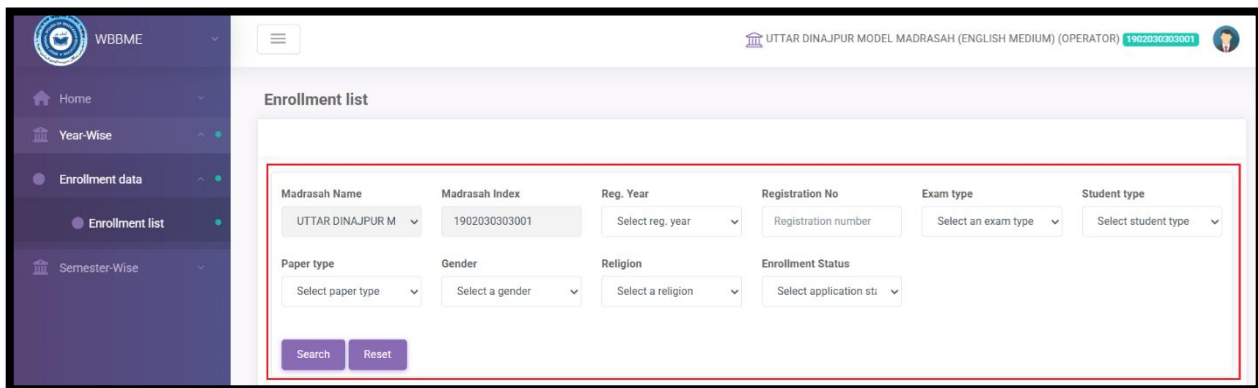
 

Step 3: Once clicked on “SUBMIT”, the status will change to “Waiting for Approval”. Henceforth the Operator can only view the Student details put by him/her by clicking on the “VIEW” button under Action column.



SLNO	REG.NO.	NAME	D.O.B./GENDER	CASTE / RELIGION / STUDENT TYPE / PAPER TYPE	STATUS	PAYMENT AMOUNT (₹)	ACTION
1	IO11100700	SUKANTA PANDIT	30-12-2008 Male	SC / HINDUISM Regular Regular	WAITING FOR APPROVAL	--	
2	IO11100701	RAJ SARDAR	23-10-2008 Male	SC / HINDUISM Regular Regular	REGISTERED	--	
3	IO11100703	KRISHAN SARDAR	20-01-2008 Male	SC / HINDUISM Regular Regular	REGISTERED	--	
4	IO11100706	BISWAJIT HEMBRAM	08-11-2007 Male	ST / HINDUISM	REGISTERED	--	

To run a search on a specific Student, Operator can use the inbuilt search engine shown in the above under “Enrollment list”. After putting the criteria, hit “SEARCH” to find the application. To reset, click on “RESET” button.



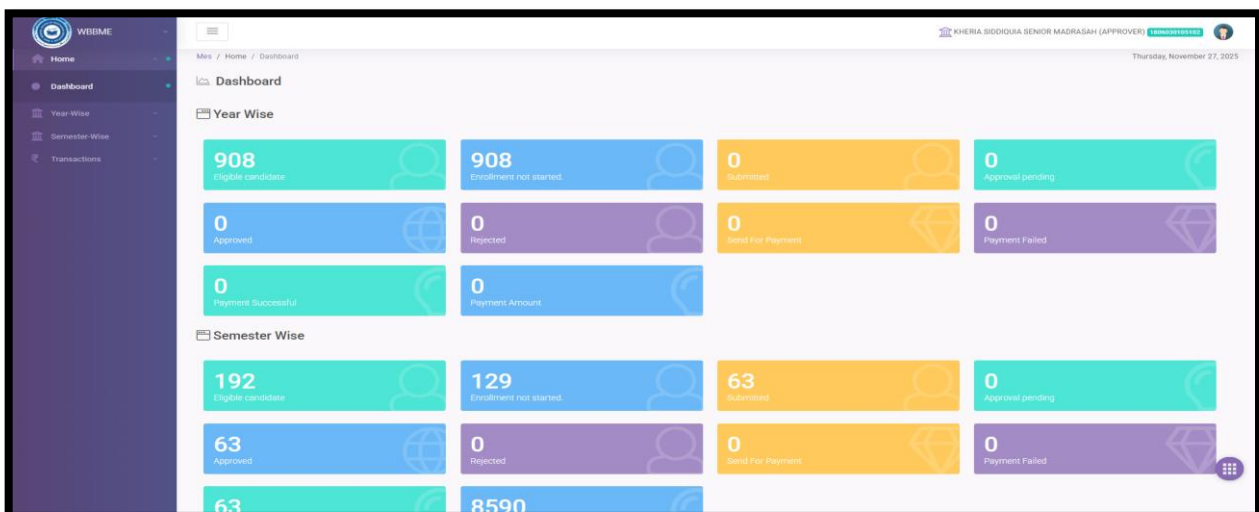
Enrollment list

Madrasah Name: Madrasah Index: Reg. Year: Registration No: Exam type: Student type:

Paper type: Gender: Religion: Enrollment Status:

2.0 User profile: APPROVER

Step 1: Follow step 1 and step 2 as mentioned in section 1.1. Log on to West Bengal Board of Madrasah Examination web portal with unique approver user id and password. ****Try to copy the password from the document instead of typing it.**



Dashboard

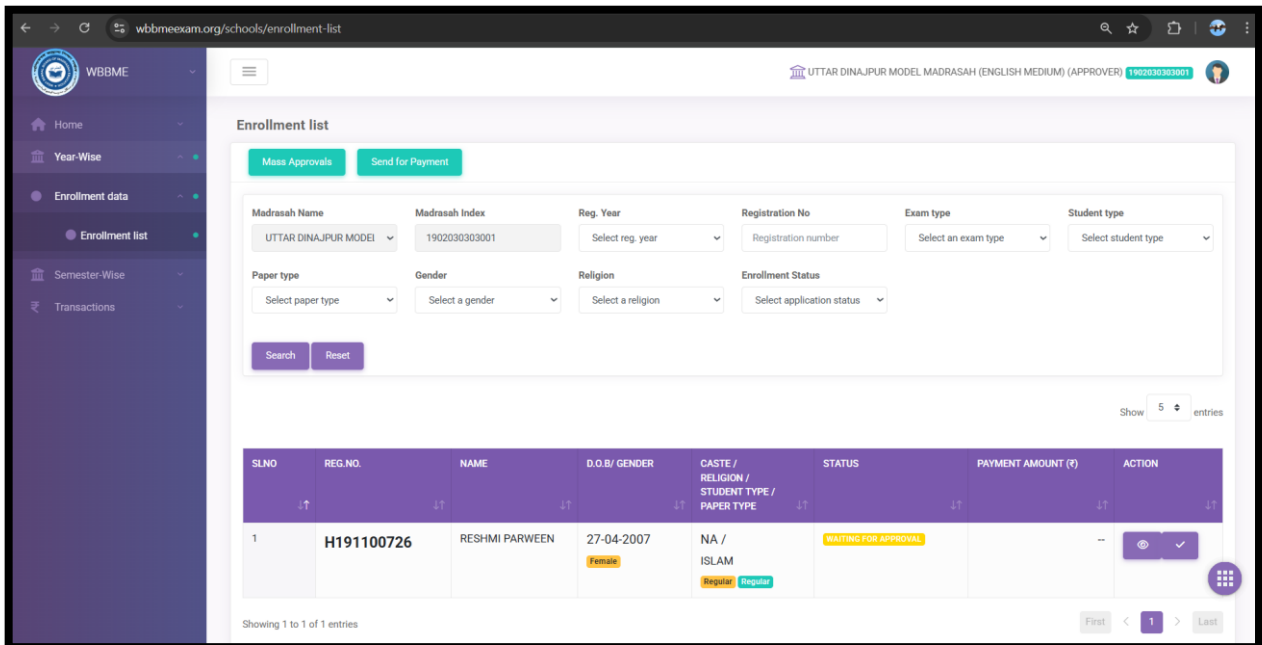
Year Wise

908 Eligible candidate	908 Enrollment not started	0 Submitted	0 Approval pending
0 Approved	0 Rejected	0 Send For Payment	0 Payment Failed
0 Payment Successful	0 Payment Amount		

Semester Wise

192 Eligible candidate	129 Enrollment not started	63 Submitted	0 Approval pending
63 Approved	0 Rejected	0 Send For Payment	0 Payment Failed
63	8590		

Step 2: Now the Approver will select “Enrollment list” under “Enrollment data” under “Year Wise”. There he/she needs to click on  button available under “Action” column.



Enrollment list


Mass Approvals Send for Payment

Madrasah Name: UTTAR DINAJPUR MODEL Madrasah Index: 19020303001 Reg. Year: Select reg. year Registration No: Registration number Exam type: Select an exam type Student type: Select student type

Paper type: Select paper type Gender: Select a gender Religion: Select a religion Enrollment Status: Select application status

Search Reset

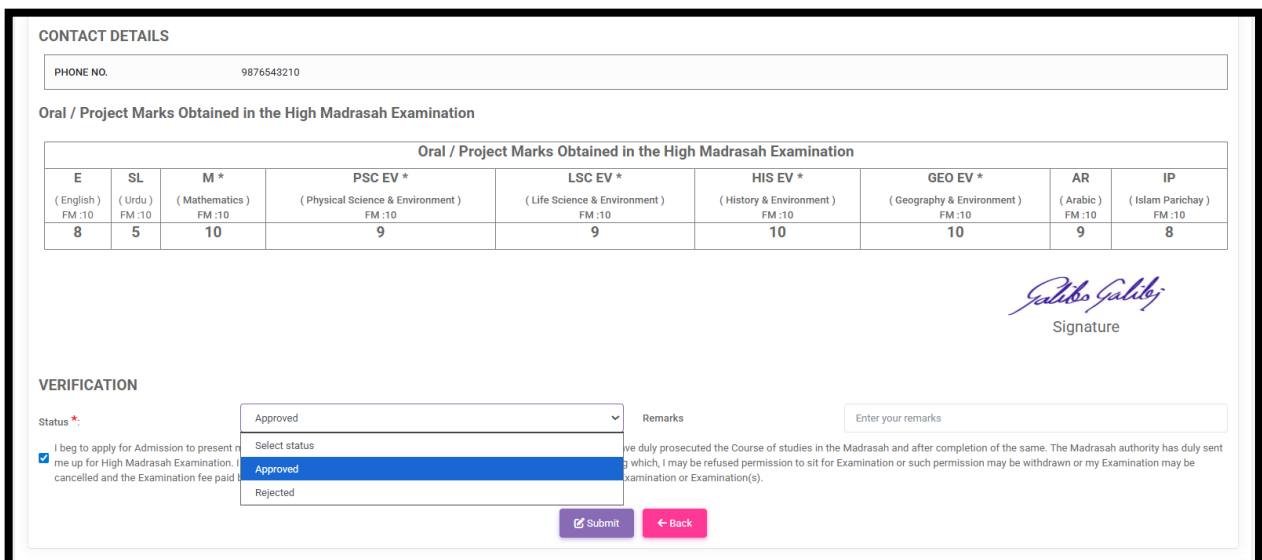
Show 5 entries

SLNO	REG.NO.	NAME	D.O.B/ GENDER	CASTE / RELIGION / STUDENT TYPE / PAPER TYPE	STATUS	PAYMENT AMOUNT (₹)	ACTION
1	H191100726	RESHMI PARWEEN	27-04-2007 Female	NA / ISLAM Regular Regular	WAITING FOR APPROVAL	--	

Showing 1 to 1 of 1 entries

Step 3: Now the Approver needs to choose either “Approved” or “Rejected” from the dropdown. If “Rejected” is chosen, then providing remarks is mandatory.

If Rejected, the Application will go back to the Operator dashboard again where necessary corrections are to be done. Finally needs to click on “Submit” button.



CONTACT DETAILS

PHONE NO. 9876543210

Oral / Project Marks Obtained in the High Madrasah Examination

E (English) FM :10	SL (Urdu) FM :10	M * (Mathematics) FM :10	PSC EV * (Physical Science & Environment) FM :10	LSC EV * (Life Science & Environment) FM :10	HIS EV * (History & Environment) FM :10	GEO EV * (Geography & Environment) FM :10	AR (Arabic) FM :10	IP (Islam Parichay) FM :10
8	5	10	9	9	10	10	9	8

Signature

VERIFICATION

Status *
Approved
Select status
Approved
Rejected

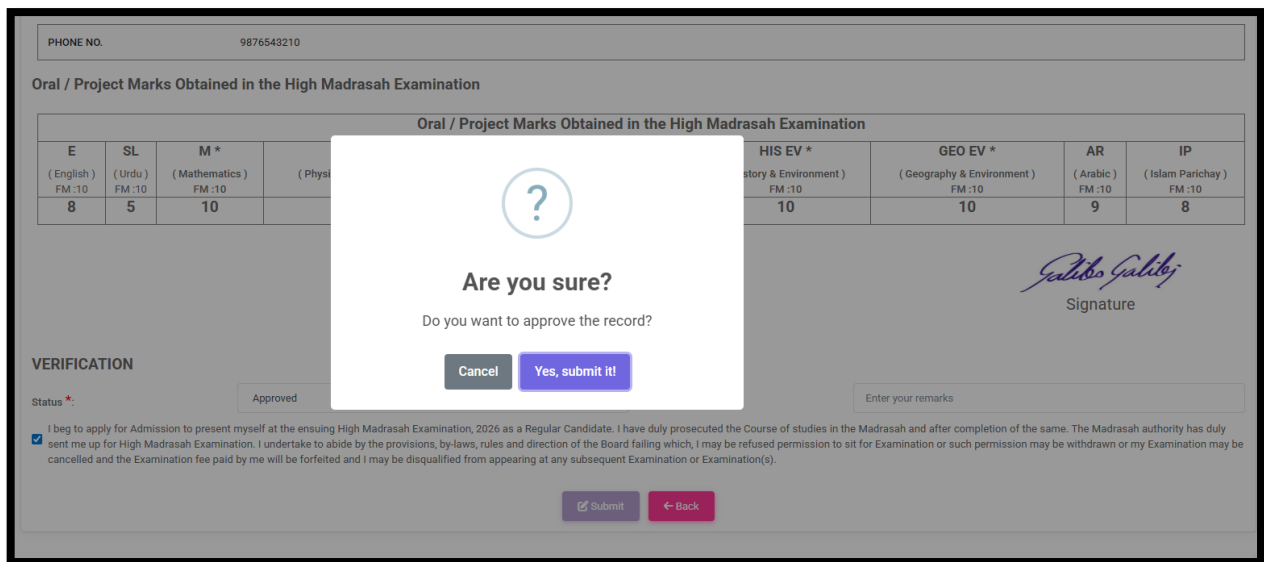
Remarks
Enter your remarks

I beg to apply for Admission to present me up for High Madrasah Examination. I cancelled and the Examination fee paid

I have duly prosecuted the Course of studies in the Madrasah and after completion of the same. The Madrasah authority has duly sent which, I may be refused permission to sit for Examination or such permission may be withdrawn or my Examination may be examination or Examination(s).

Submit Back

Step 4: A confirmation pop-up will now appear where the Approver has to provide his/her nod.



PHONE NO. 9876543210

Oral / Project Marks Obtained in the High Madrasah Examination

E (English) FM :10	SL (Urdu) FM :10	M * (Mathematics) FM :10	(Physics)	HIS EV * (History & Environment) FM :10	GEO EV * (Geography & Environment) FM :10	AR (Arabic) FM :10	IP (Islam Parichay) FM :10
8	5	10		10	10	9	8

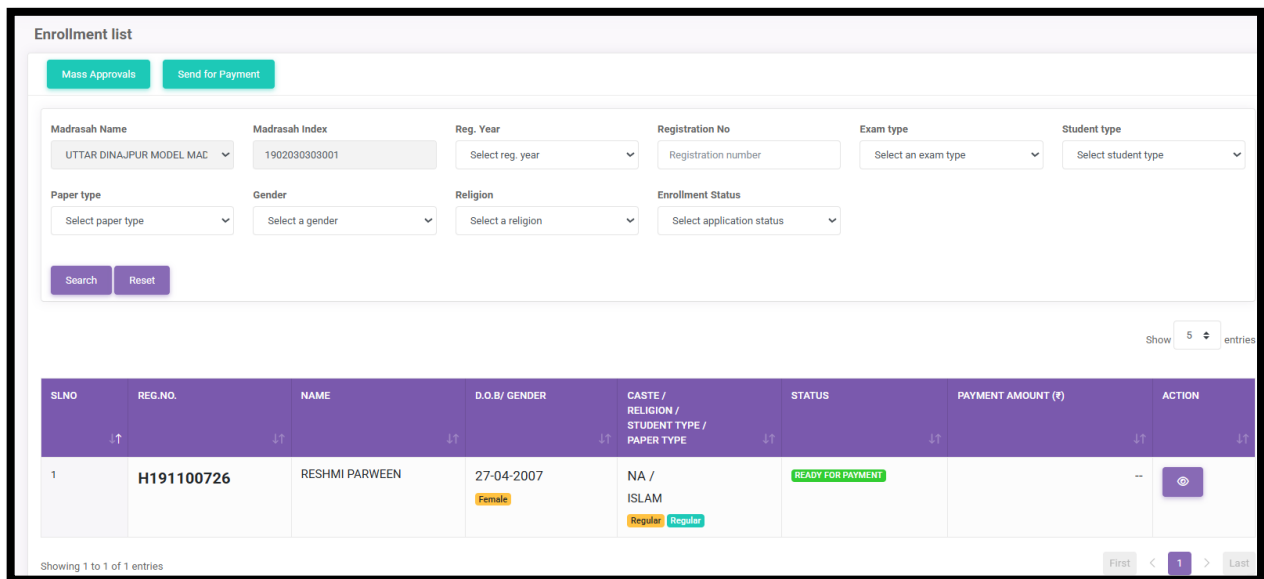
Are you sure?
Do you want to approve the record?

VERIFICATION

Status *:

☒ I beg to apply for Admission to present myself at the ensuing High Madrasah Examination, 2026 as a Regular Candidate. I have duly prosecuted the Course of studies in the Madrasah and after completion of the same. The Madrasah authority has duly sent me up for High Madrasah Examination. I undertake to abide by the provisions, by-laws, rules and direction of the Board failing which, I may be refused permission to sit for Examination or such permission may be withdrawn or my Examination may be cancelled and the Examination fee paid by me will be forfeited and I may be disqualified from appearing at any subsequent Examination or Examination(s).

Step 5: After Approval the status of the Student will be changed from “Waiting for Approval” to “Ready for Payment”.



Enrollment list

Madrasah Name: UTTAR DINAJPUR MODEL MAC
Madrasah Index: 1902030303001
Reg. Year: Select reg. year
Registration No: Registration number
Exam type: Select an exam type
Student type: Select student type

Paper type: Select paper type
Gender: Select a gender
Religion: Select a religion
Enrollment Status: Select application status

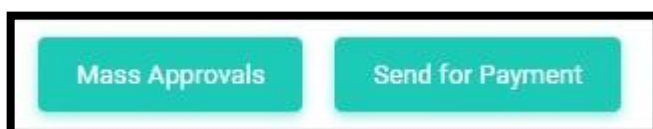
Show 5 entries

SLNO	REG.NO.	NAME	D.O.B/ GENDER	CASTE / RELIGION / STUDENT TYPE / PAPER TYPE	STATUS	PAYMENT AMOUNT (₹)	ACTION
1	H191100726	RESHMI PARWEEN	27-04-2007 Female	NA / ISLAM Regular Regular	READY FOR PAYMENT		<input type="button" value="Edit"/>

Showing 1 to 1 of 1 entries

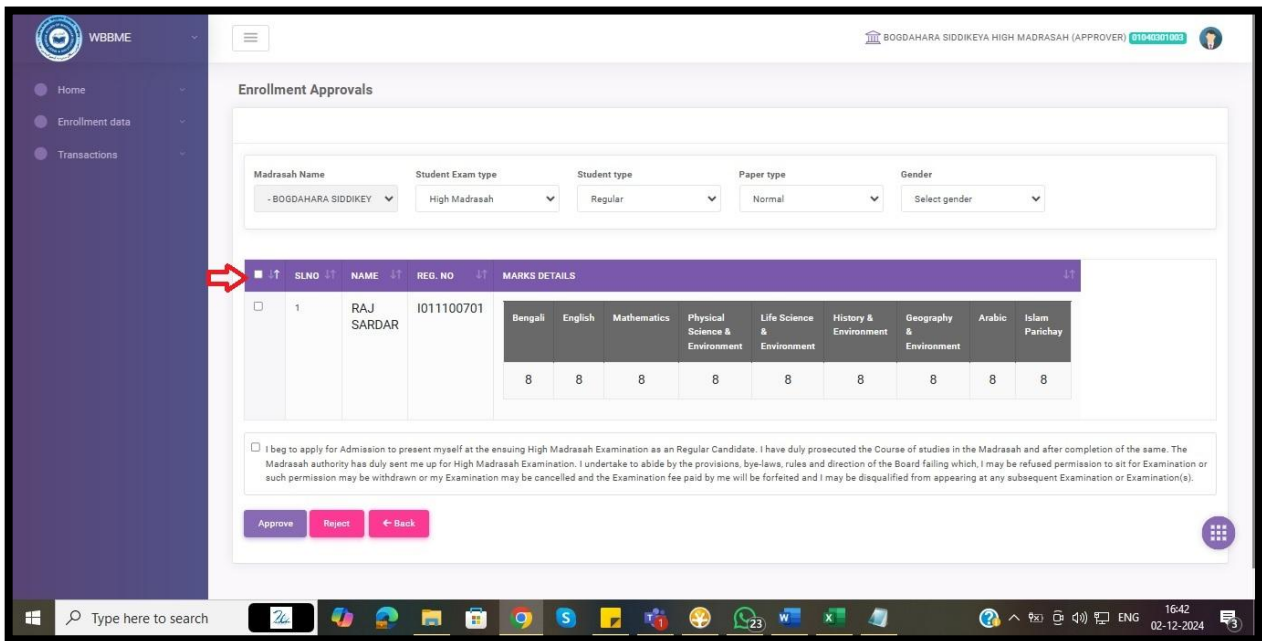
Mass Approval

To approve or reject all applications together, click on Mass Approvals button.



After clicking, 'Mass Approval Form' screen will appear.

To "check all"; click on the small square button adjacent to SL NO (as indicated below). Then needs to click the "Approve" or "Reject" button.



Enrollment Approvals

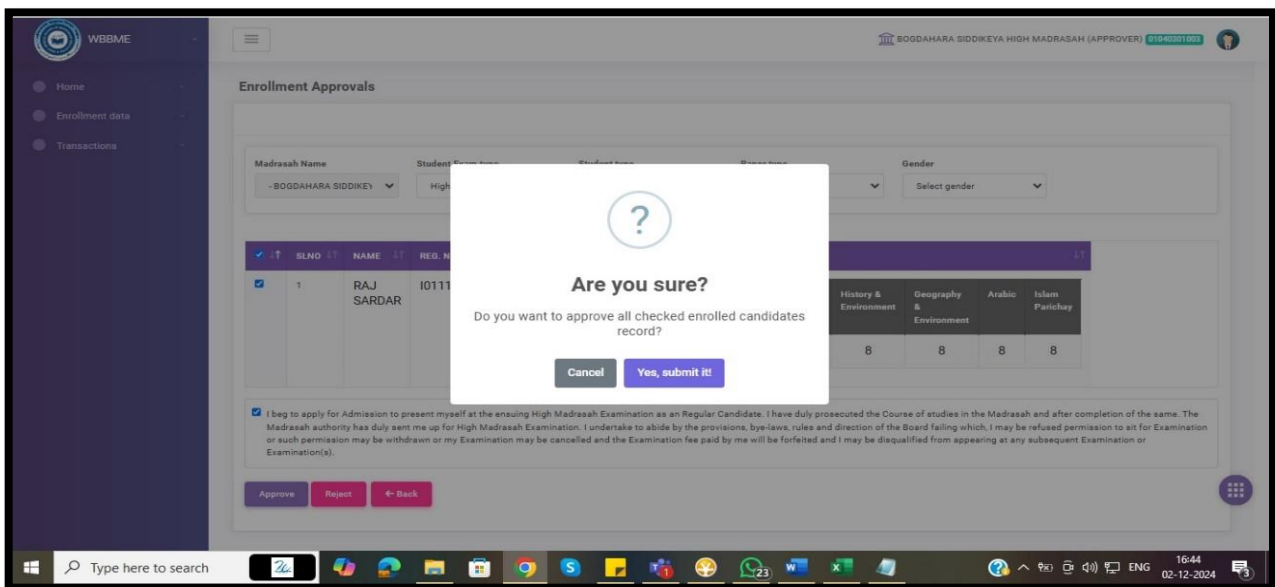
Madrasah Name: BOGDHARA SIDDIKEYA Student Exam type: High Madrasah Student type: Regular Paper type: Normal Gender: Select gender

SLNO	NAME	REG. NO	MARKS DETAILS								
1	RAJ SARDAR	1011100701	Bengali	English	Mathematics	Physical Science & Environment	Life Science & Environment	History & Environment	Geography & Environment	Arabic	Islam Parichay
			8	8	8	8	8	8	8	8	8

☐ I beg to apply for Admission to present myself at the ensuing High Madrasah Examination as an Regular Candidate. I have duly prosecuted the Course of studies in the Madrasah and after completion of the same. The Madrasah authority has duly sent me up for High Madrasah Examination. I undertake to abide by the provisions, bye-laws, rules and direction of the Board failing which, I may be refused permission to sit for Examination or such permission may be withdrawn or my Examination may be cancelled and the Examination fee paid by me will be forfeited and I may be disqualified from appearing at any subsequent Examination or Examination(s).

Approve Reject Back

Hit 'Cancel' or 'Yes, submit it!', to process the approval or rejection.

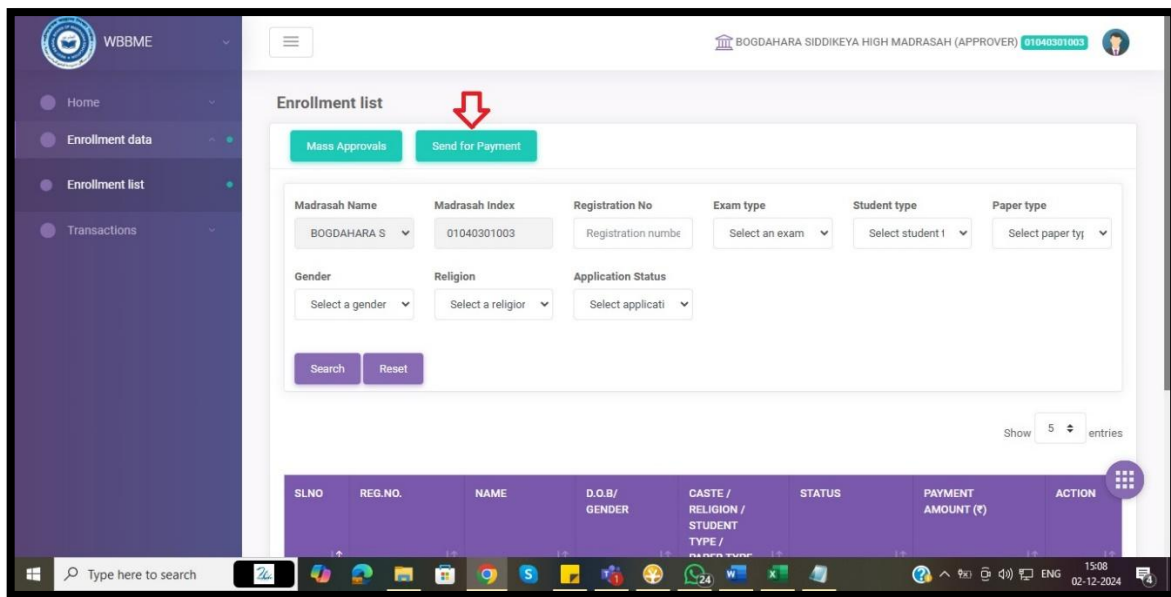


Are you sure?

Do you want to approve all checked enrolled candidates record?

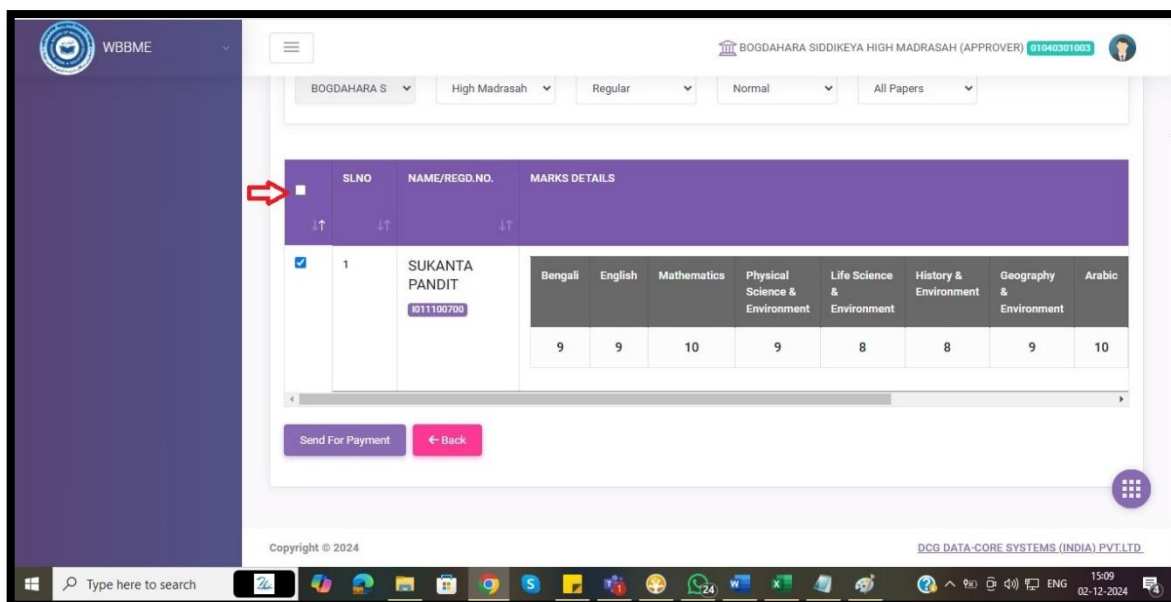
Cancel Yes, submit it!

Step 6: Now the Approver needs to click on “Send for Payment” button at the Top.



The screenshot shows the WBBME (West Bengal Board of Madrasah Education) interface. The left sidebar contains navigation links: Home, Enrollment data, Enrollment list, and Transactions. The main area is titled 'Enrollment list' and features a search filter with dropdowns for Madrasah Name, Madrasah Index, Registration No, Exam type, Student type, and Paper type. Below these are dropdowns for Gender, Religion, and Application Status. A 'Search' button and a 'Reset' button are also present. At the bottom right of the search area, there is a 'Show 5 entries' option. The main table displays a list of students with columns: SLNO, REG.NO., NAME, D.O.B./ GENDER, CASTE / RELIGION / STUDENT TYPE / ALMA MATER, STATUS, PAYMENT AMOUNT (₹), and ACTION. A red arrow points to the 'Send for Payment' button at the top of the table.

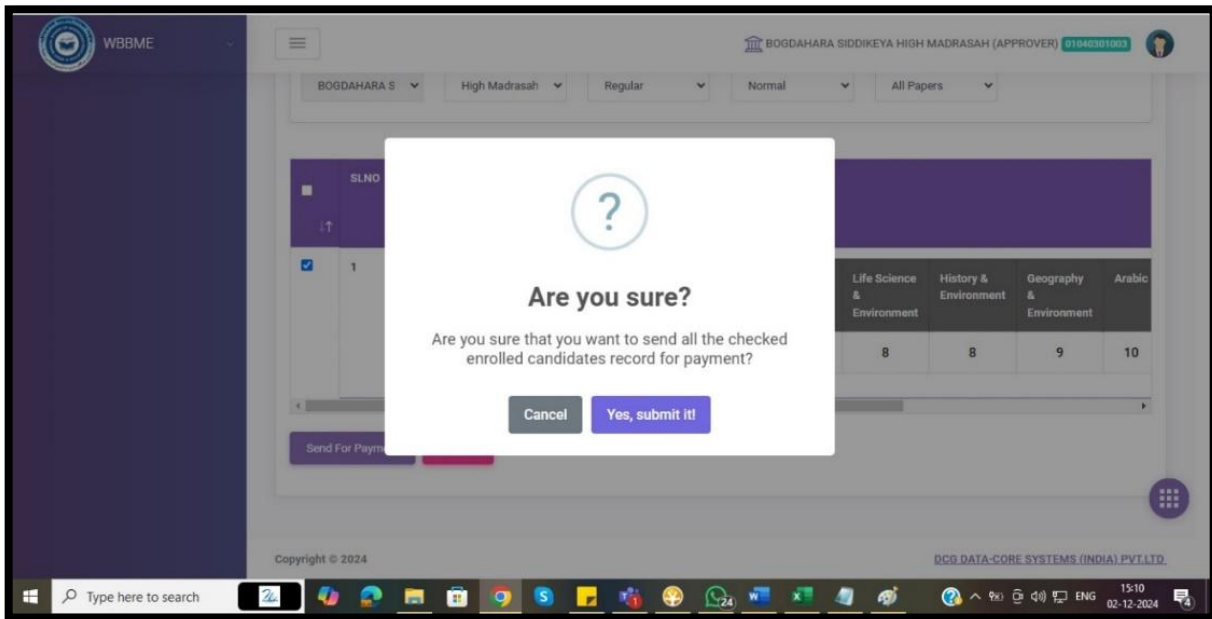
Step 7: Here the Approver needs to select the Students for whom he/she wants to process the “Send for Payment” instruction. Approver can select single instances separately or can select the check box (as indicated below) to select all the students. Finally he/she needs to hit “Send for Payment” button at below.



The screenshot shows the WBBME interface with the 'Enrollment list' table. The table has columns: SLNO, NAME/REGD.NO., and MARKS DETAILS. The first row is selected, showing a student named SUKANTA PANDIT with REGD.NO. 1011100700. The 'MARKS DETAILS' column shows marks for Bengali, English, Mathematics, Physical Science & Environment, Life Science & Environment, History & Environment, Geography & Environment, and Arabic. A red arrow points to the checkbox in the first column of the table. Below the table, there are buttons for 'Send For Payment' and 'Back'.


SLNO	NAME/REGD.NO.	MARKS DETAILS																
1	SUKANTA PANDIT 1011100700	<table border="1"><thead><tr><th>Bengali</th><th>English</th><th>Mathematics</th><th>Physical Science & Environment</th><th>Life Science & Environment</th><th>History & Environment</th><th>Geography & Environment</th><th>Arabic</th></tr></thead><tbody><tr><td>9</td><td>9</td><td>10</td><td>9</td><td>8</td><td>8</td><td>9</td><td>10</td></tr></tbody></table>	Bengali	English	Mathematics	Physical Science & Environment	Life Science & Environment	History & Environment	Geography & Environment	Arabic	9	9	10	9	8	8	9	10
Bengali	English	Mathematics	Physical Science & Environment	Life Science & Environment	History & Environment	Geography & Environment	Arabic											
9	9	10	9	8	8	9	10											

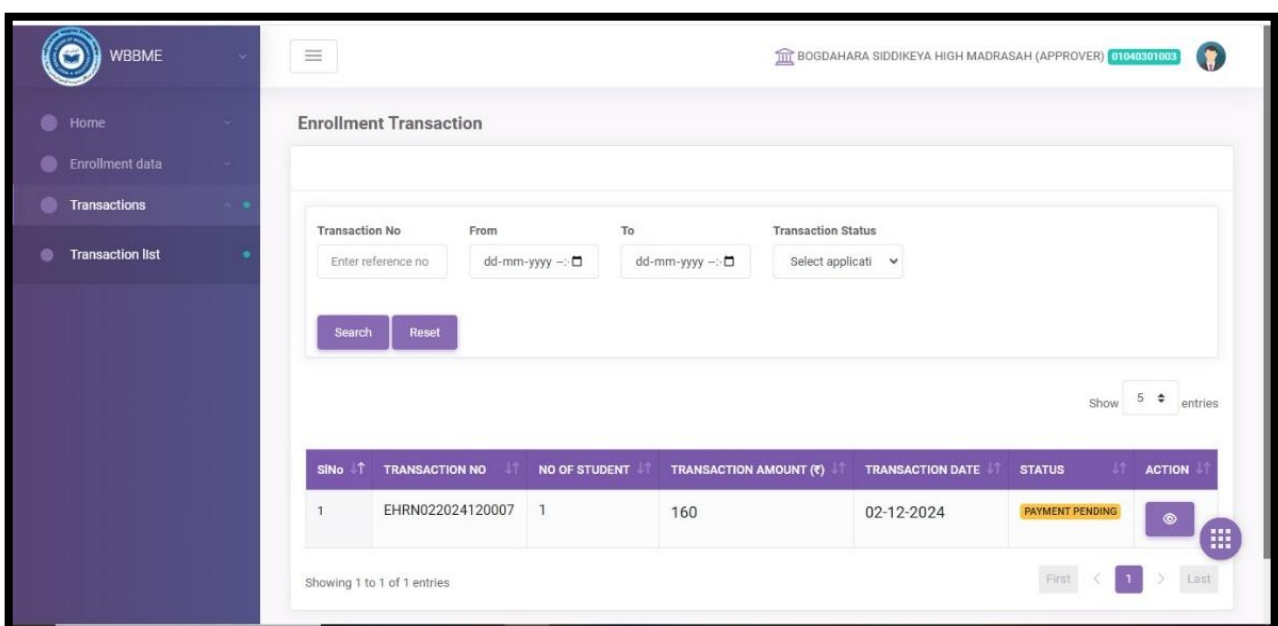
Step 8: Now another confirmation pop up will appear where the Approver needs to put his/her nod again.



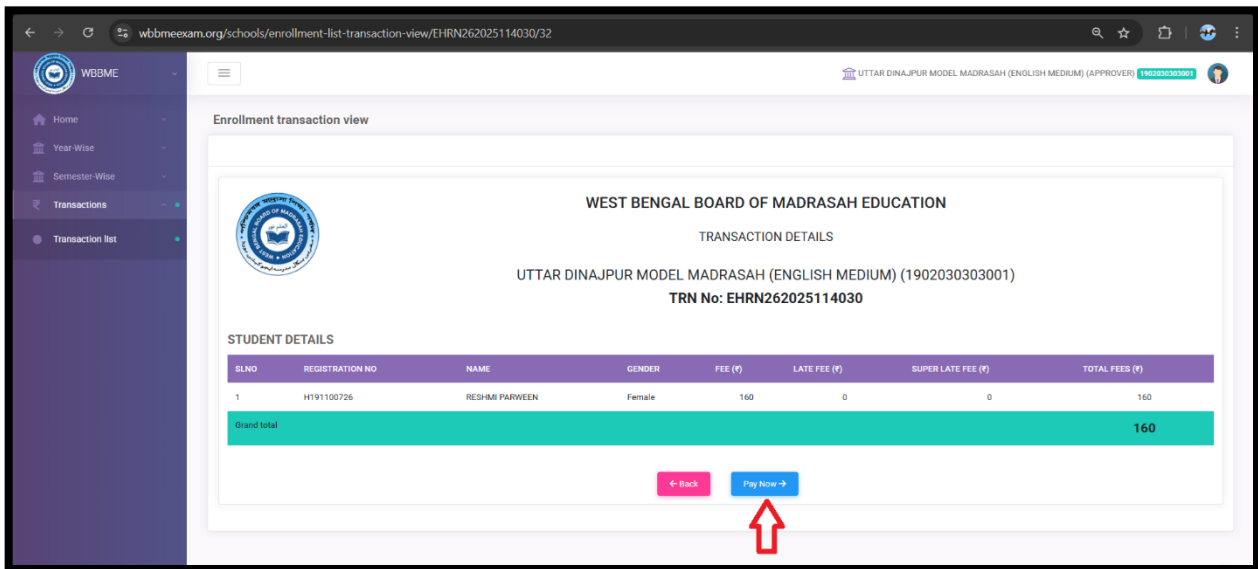
3.0: PAYMENT PROCEDURE FOR STUDENT ENROLLMENT

Now the Approver needs to choose “**Transaction list**” under “**Transaction**” menu in the left panel from where each Send for Payment instruction is visible like “Transaction No.”, “Transaction date”, “Transaction Amount”.

For Payment click on the View  button under “Action” column; “Registration No.”, “Student Name”, “Gender”, “Fees”, are also visible to the Approver for whom the instruction was given.



Here you can see **"Pay Now"** Button.



Enrollment transaction view

WEST BENGAL BOARD OF MADRASAH EDUCATION

TRANSACTION DETAILS

UTTAR DINAJPUR MODEL MADRASAH (ENGLISH MEDIUM) (1902030303001)

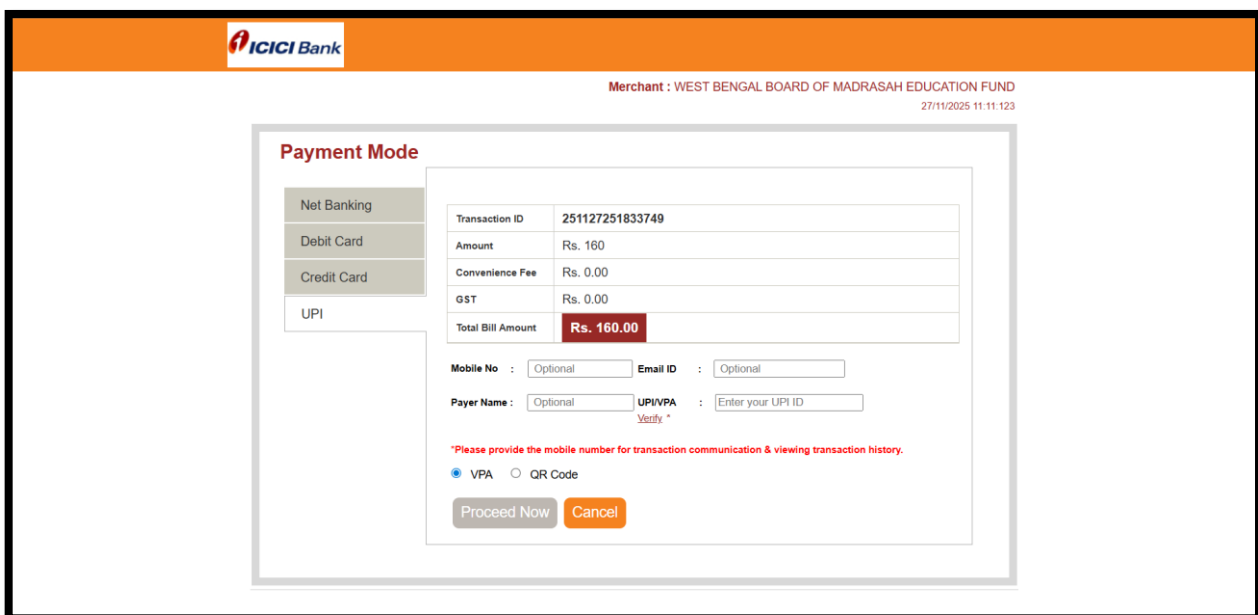
TRN No: EHRN262025114030

STUDENT DETAILS

SLNO	REGISTRATION NO	NAME	GENDER	FEE (₹)	LATE FEE (₹)	SUPER LATE FEE (₹)	TOTAL FEES (₹)
1	H191100726	RESHMI PARWEEN	Female	160	0	0	160
Grand total							160

← Back Pay Now →

After clicking on the **"Pay Now"** button this Payment Page will show. Approver can pay by using Net Banking/Debit Card/Credit Card/UPI (UPI ID/QR Code).



ICICI Bank

Merchant : WEST BENGAL BOARD OF MADRASAH EDUCATION FUND
27/11/2025 11:11:123

Payment Mode

Net Banking
Debit Card
Credit Card
UPI

Transaction ID : 251127251833749

Amount : Rs. 160

Convenience Fee : Rs. 0.00

GST : Rs. 0.00

Total Bill Amount : **Rs. 160.00**

Mobile No : Optional Email ID : Optional

Payer Name : Optional UPI/VPA : Enter your UPI ID
Verify *

*Please provide the mobile number for transaction communication & viewing transaction history.

☒ VPA ☐ QR Code

Proceed Now Cancel

***If you don't want to proceed with the payment, click on the "Cancel" button. If you go back or close the browser, the transaction will go into "Awaiting for Response" and you will not be able to make a new payment for this reference number for the next 24 hours.**

N.B.: Any other Payment mode (such as SBI Collect) will not be accepted for Enrollment.