



WEST BENGAL BOARD OF  
MADRASAH EDUCATION

পশ্চিমবঙ্গ মাদ্রাসা শিক্ষা পর্ষদ  
مغربى بنگال مدرسه ايجو كيشن بورڈ

# WBBME

Madrasah Level Manual



DCG Datacore Systems (India) Pvt. Ltd



# MADRASAH LEVEL



## Contents

1.0	User profile: OPERATOR .....	3
2.0	User profile: APPROVER .....	7
3.0	User profile: PAYMENT PROCEDURE.....	12

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 the following fields and elements:

- Institute code (INDEX Code):** A label above a text input field.
- Enter your user name:** A text input field.
- Password:** A label above a password input field.
- Enter your password:** A password input field with a toggle eye icon on the right.
- Captcha:** A label above a captcha image showing "20 + 3 =".
- Enter Capt:** A text input field for the captcha answer.
- Click to Login:** A green button at the bottom.

**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

WBBME

Home

Sem Based

Fazil Exam

Fazil Enrollment

Mes / Home / Dashboard

Dashboard

203 REGISTERED

23 MARKS ENTRY PENDING

BASIRHAT AMINIA SENIOR MADRASAH (OPERATOR) 14050301031

Monday, August 11, 2025

### A. Online Data Uploading

Click on the “Enrollment list” under “Fazil Enrollment” from the left panel and follow step by step direction to enroll.

WBBME

Home

Sem Based

Fazil Exam

Fazil Enrollment

Enrollment List

Enrollment list

Madrasah Name: BASIRHAT AMINIA SEI

Madrasah Index: 14050301031

Registration No: Registration number

Semester: Semester 3

Exam type: Fazil

Student type: Select student type

Paper type: Select paper type

Gender: Select a gender

Religion: Select a religion

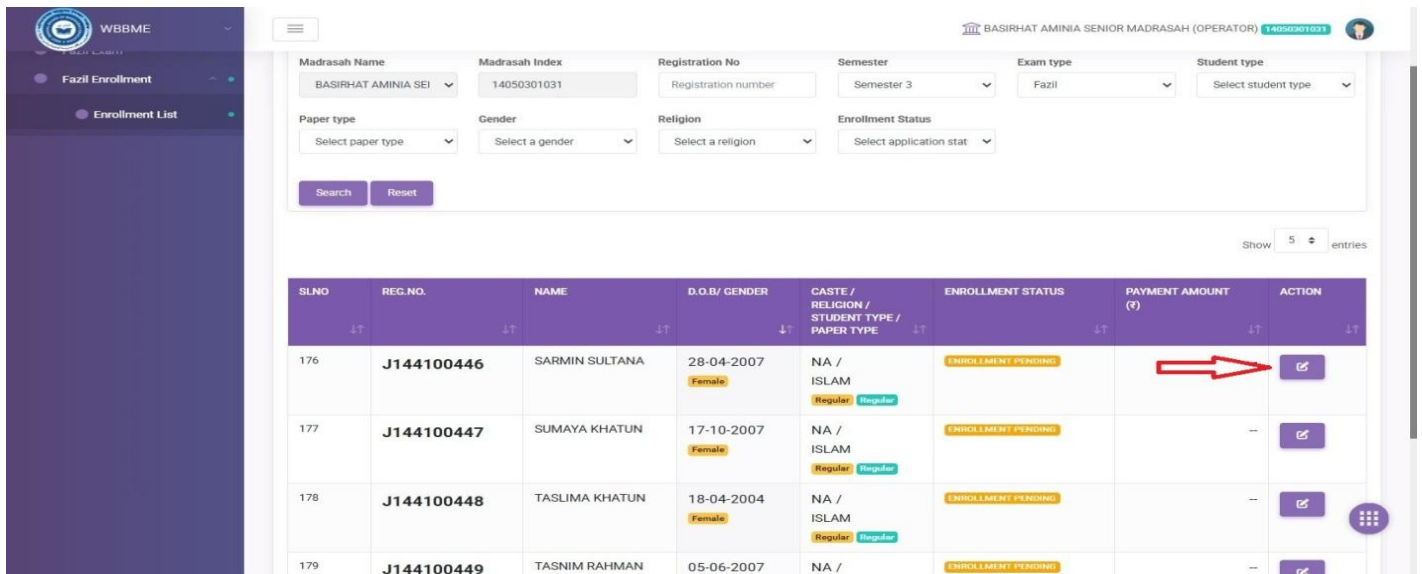
Enrollment Status: Select application stat





Search Reset

Show 5 entries

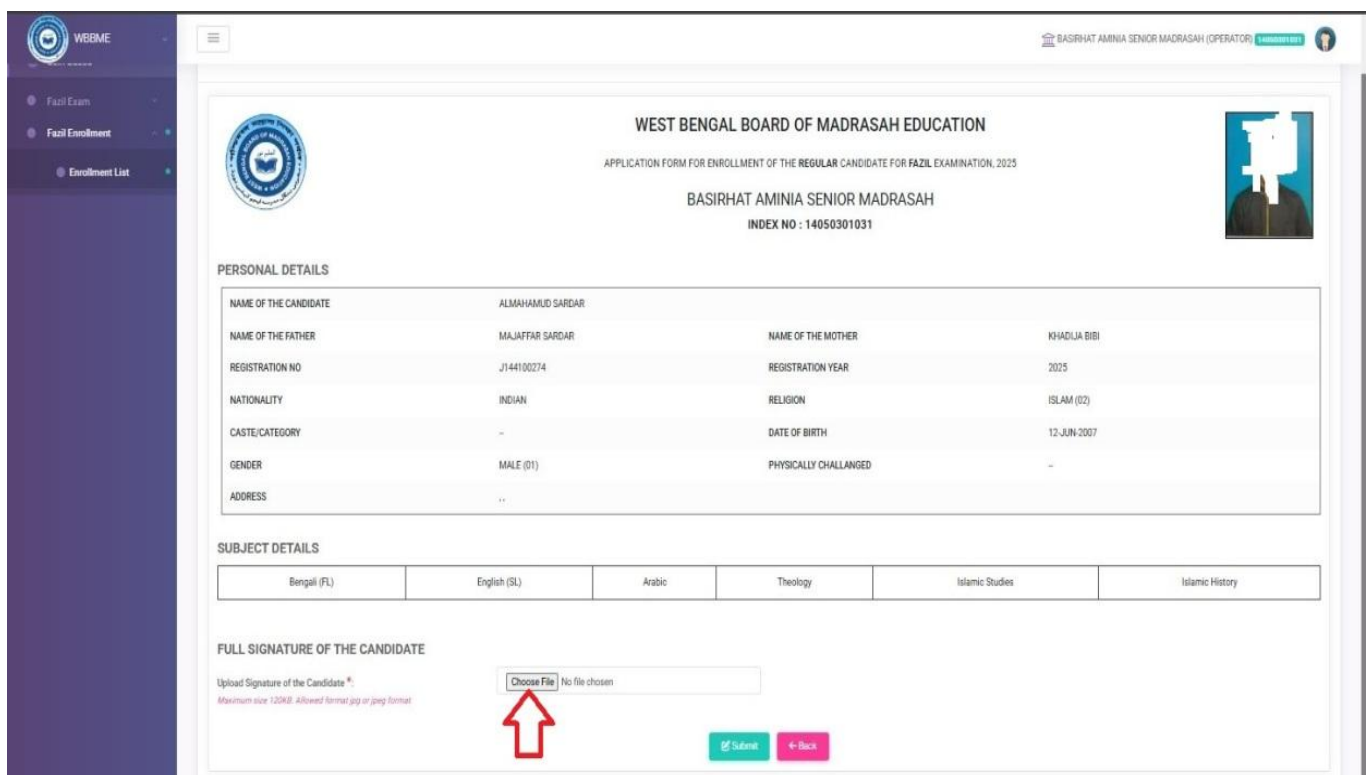
SLNO	REG.NO.	NAME	D.O.B/ GENDER	CASTE / RELIGION / STUDENT TYPE / PAPER TYPE	ENROLLMENT STATUS	PAYMENT AMOUNT (₹)	ACTION
176	J144100446	SARMIN SULTANA	28-04-2007 Female	NA / ISLAM Regular Regular	ENROLLMENT PENDING	--	
177	J144100447	SUMAYA KHATUN	17-10-2007 Female	NA / ISLAM Regular Regular	ENROLLMENT PENDING	--	

**Step 1:** Click on **Action** button.



SLNO	REG.NO.	NAME	D.O.B/ GENDER	CASTE / RELIGION / STUDENT TYPE / PAPER TYPE	ENROLLMENT STATUS	PAYMENT AMOUNT (₹)	ACTION
176	J144100446	SARMIN SULTANA	28-04-2007 Female	NA / ISLAM Regular Regular	ENROLLMENT PENDING		
177	J144100447	SUMAYA KHATUN	17-10-2007 Female	NA / ISLAM Regular Regular	ENROLLMENT PENDING	--	
178	J144100448	TASLIMA KHATUN	18-04-2004 Female	NA / ISLAM Regular Regular	ENROLLMENT PENDING	--	
179	J144100449	TASNIM RAHMAN	05-06-2007	NA /	ENROLLMENT PENDING	--	

**Step 2:** Most of the Student details will be pre-filled with their Registration data. Operator needs to upload the Signature of the student and click on **Submit** button.



WEST BENGAL BOARD OF MADRASAH EDUCATION  
APPLICATION FORM FOR ENROLLMENT OF THE REGULAR CANDIDATE FOR FAZIL EXAMINATION, 2025  
BASIRHAT AMINIA SENIOR MADRASAH  
INDEX NO : 14050301031

**PERSONAL DETAILS**


NAME OF THE CANDIDATE	ALMAHAMUD SARDAR		
NAME OF THE FATHER	MAJAFAR SARDAR	NAME OF THE MOTHER	KHADJA BIBI
REGISTRATION NO	J144100274	REGISTRATION YEAR	2025
NATIONALITY	INDIAN	RELIGION	ISLAM (02)
CASTE/CATEGORY	-	DATE OF BIRTH	12-JUN-2007
GENDER	MALE (01)	PHYSICALLY CHALLENGED	-
ADDRESS	..		



**SUBJECT DETAILS**

Bengali (FL)	English (SL)	Arabic	Theology	Islamic Studies	Islamic History
--------------	--------------	--------	----------	-----------------	-----------------

**FULL SIGNATURE OF THE CANDIDATE**

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

 No file chosen



WBBME

INDEX NO : 14050301031

**PERSONAL DETAILS**

NAME OF THE CANDIDATE	ALMAHAMUD SARDAR		
NAME OF THE FATHER	MAJAFAR SARDAR	NAME OF THE MOTHER	KHADIJA BIBI
REGISTRATION NO	2025		
NATIONALITY	ISLAM (02)		
CASTE/CATEGORY	12-JUN-2007		
GENDER	--		
ADDRESS	--		

**SUBJECT DETAILS**

Bengali (FL)	Islamic Studies	Islamic History
--------------	-----------------	-----------------

**FULL SIGNATURE OF THE CANDIDATE**

Upload Signature of the Candidate \*:  
Maximum size 120KB. Allowed format jpg or jpeg format

Choose File SIGNATURE.jpg

Signature

Submit Back

**Step 3:** Once clicked on “**SUBMIT**”, the status will change from “**Enrollment Pending**” 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.

WBBME

Enrollment List

BASIRHAT AMINIA SENIOR MADRASAH (OPERATOR) 14050301031

Paper type: Select paper type Gender: Select a gender Religion: Select a religion Enrollment Status: Waiting for approval

Search Reset

Show 5 entries

SLNO	REG.NO.	NAME	D.O.B/ GENDER	CASTE / RELIGION / STUDENT TYPE / PAPER TYPE	ENROLLMENT STATUS	PAYMENT AMOUNT (₹)	ACTION
1	J144100274	ALMAHAMUD SARDAR	12-06-2007 Male	NA / ISLAM Regular Regular	WAITING FOR APPROVAL	--	VIEW
2	J144100276	ALMAMUN MIRDDAR	01-08-2003 Male	NA / ISLAM Regular Regular	WAITING FOR APPROVAL	--	VIEW
3	J144100278	AMIR HASAN MUFTI	21-11-2003 Male	NA / ISLAM Regular Regular	WAITING FOR APPROVAL	--	VIEW
4	J144100444	SAHINA PARVIN	06-05-2006 Female	NA / ISLAM Regular Regular	WAITING FOR APPROVAL	--	VIEW

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.



WBBME

Home

Sem Based

Fazil Exam

Fazil Enrollment

Enrollment List

Enrollment list

Madrasah Name: BASIRHAT AMINIA SEI

Madrasah Index: 14050301031

Registration No: Registration number

Semester: Semester 3

Exam type: Fazil

Student type: Select student type

Paper type: Select paper type

Gender: Select a gender

Religion: Select a religion

Enrollment Status: Select application stat

Search Reset

## 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.**

WBBME

Home

Dashboard

Transactions

Sem Based

Registration

Mes / Home / Dashboard

Dashboard

260 REGISTERED

0 CHECK LIST PENDING

BASIRHAT AMINIA SENIOR MADRASAH (APPROVER)

Monday, August 11, 2025

**Step 2:** Now the Approver will select **SEM BASED** → **Fazil Enrollment** → **Enrollment List**.

There he/she needs to click on  button available under “Action” column.

WBBME

Fazil Enrollment

Enrollment List

Registration

BASIRHAT AMINIA SEI

14050301031

Registration number

Semester 3

Fazil

Select student type

Paper type: Select paper type

Gender: Select a gender

Religion: Select a religion

Enrollment Status: Waiting for approval

Search Reset

Show 5 entries

SLNO	REG.NO.	NAME	D.O.B/ GENDER	CASTE / RELIGION / STUDENT TYPE / PAPER TYPE	ENROLLMENT STATUS	PAYMENT AMOUNT (₹)	ACTION
1	J144100274	ALMAHAMUD SARDAR	12-06-2007 Male	NA / ISLAM Regular Regular	WAITING FOR APPROVAL	--	
2	J144100276	ALMAMUN MIRDDAR	01-08-2003 Male	NA / ISLAM Regular Regular	WAITING FOR APPROVAL	--	
3	J144100278	AMIR HASAN MUFTI	21-11-2003 Male	NA / ISLAM Regular Regular	WAITING FOR APPROVAL	--	
4	J144100444	SAHINA PARVIN	06-05-2006 Female	NA / ISLAM	WAITING FOR APPROVAL	--	





**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.

WBBME

BASIRHAT AMINIA SENIOR MADRASAH (APPROVER) 14050301031

CASTE/CATEGORY -- DATE OF BIRTH 12-JUN-2007

GENDER MALE (01) PHYSICALLY CHALLENGED --

ADDRESS ..

**SUBJECT DETAILS**

Bengali (FL)	English (SL)	Arabic	Theology	Islamic Studies	Islamic History
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**FULL SIGNATURE OF THE CANDIDATE**

Signature

**VERIFICATION**

Status \*  
☒ All the Heads of Fazil Madrasah Examination.

Select status  
Approved  
Rejected

Remarks  
Enter your remarks

Submit Back

**Step 4:** A confirmation pop-up will now appear.

WBBME

BASIRHAT AMINIA SENIOR MADRASAH (APPROVER) 14050301031

ADDRESS ..

**SUBJECT DETAILS**

Bengali (FL)	English (SL)	Arabic	Theology	Islamic Studies	Islamic History
--------------	--------------	--------	----------	-----------------	-----------------

**FULL SIGNATURE OF THE CANDIDATE**

Signature

**VERIFICATION**

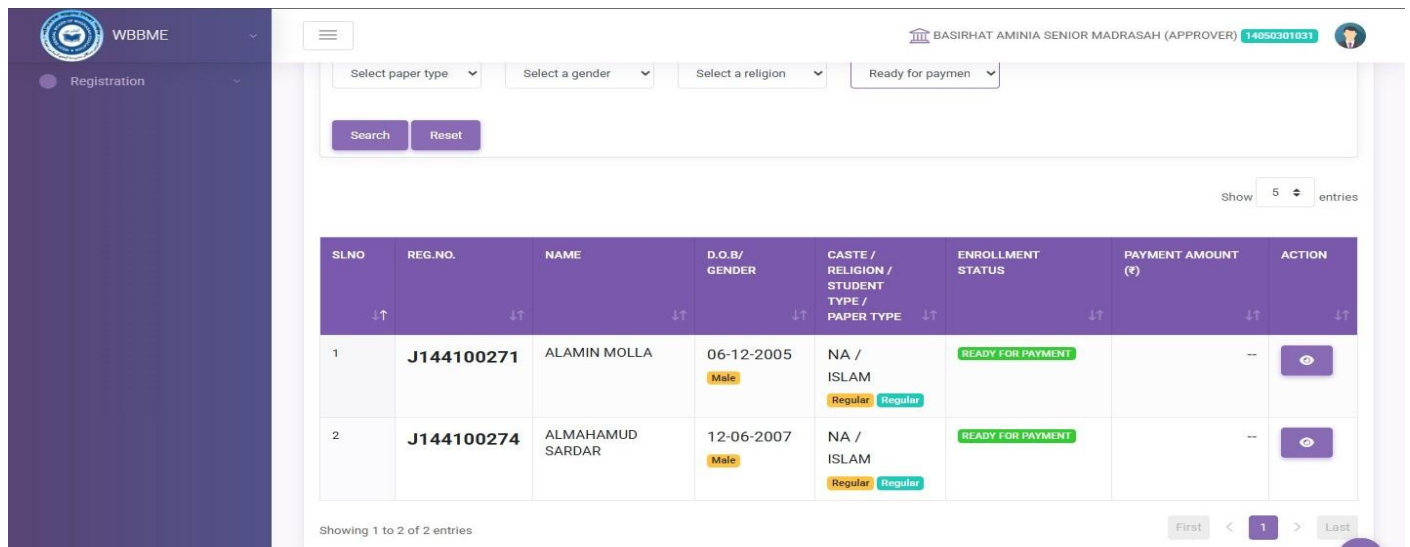
Status \*  
☒ All the Heads of Fazil Madrasah Examination.

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

Cancel Yes, submit it!

Submit Back

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

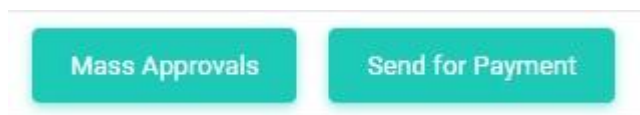


The screenshot shows the WBBME Registration page. The left sidebar has a 'Registration' link. The main area has filters for 'Select paper type', 'Select a gender', 'Select a religion', and 'Ready for payment'. Below these are 'Search' and 'Reset' buttons. A table displays student records with columns: SLNO, REG.NO., NAME, D.O.B./ GENDER, CASTE / RELIGION / STUDENT TYPE / PAPER TYPE, ENROLLMENT STATUS, PAYMENT AMOUNT (₹), and ACTION. Two students are listed, both with 'READY FOR PAYMENT' status. The table is paginated to show 1 to 2 of 2 entries.

SLNO	REG.NO.	NAME	D.O.B./ GENDER	CASTE / RELIGION / STUDENT TYPE / PAPER TYPE	ENROLLMENT STATUS	PAYMENT AMOUNT (₹)	ACTION
1	J144100271	ALAMIN MOLLA	06-12-2005 Male	NA / ISLAM Regular Regular	READY FOR PAYMENT	--	
2	J144100274	ALMAHAMUD SARDAR	12-06-2007 Male	NA / ISLAM Regular Regular	READY FOR PAYMENT	--	

## Mass Approval

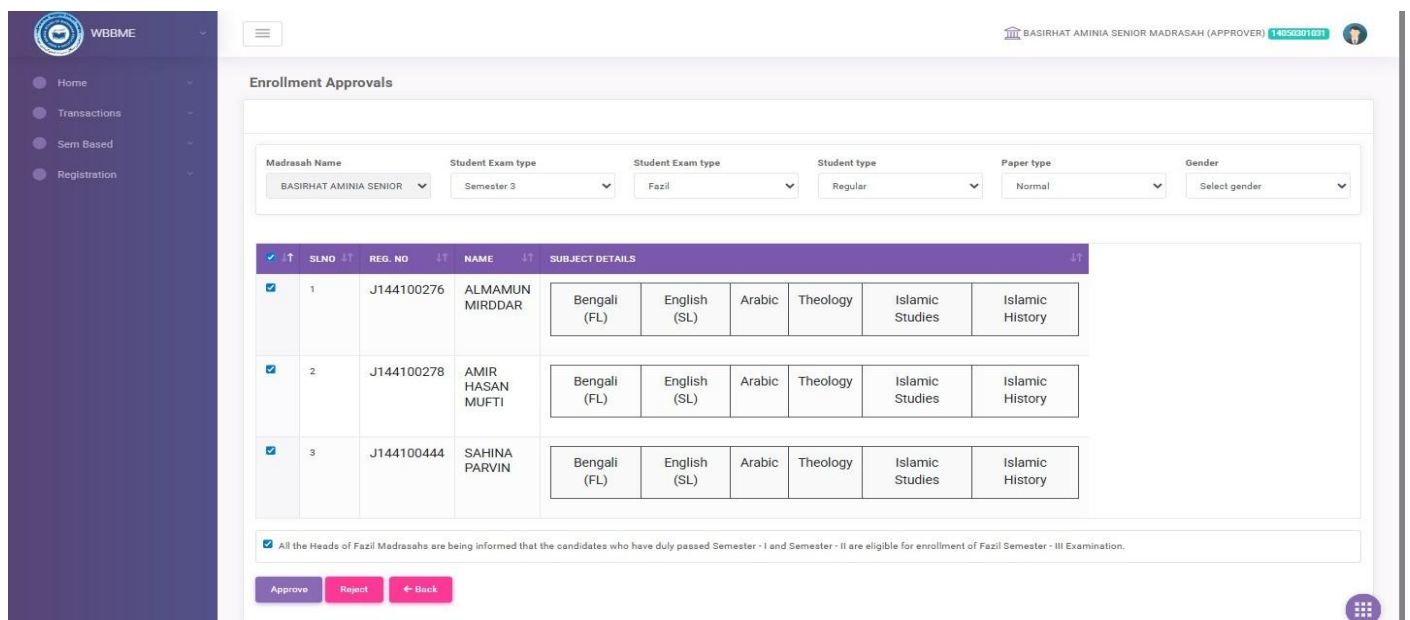
To approve or reject all applications together, click on Mass Approvals button.



Two buttons are shown: 'Mass Approvals' and 'Send for Payment'.

After clicking, ‘Mass Approval Form’ screen will appear.

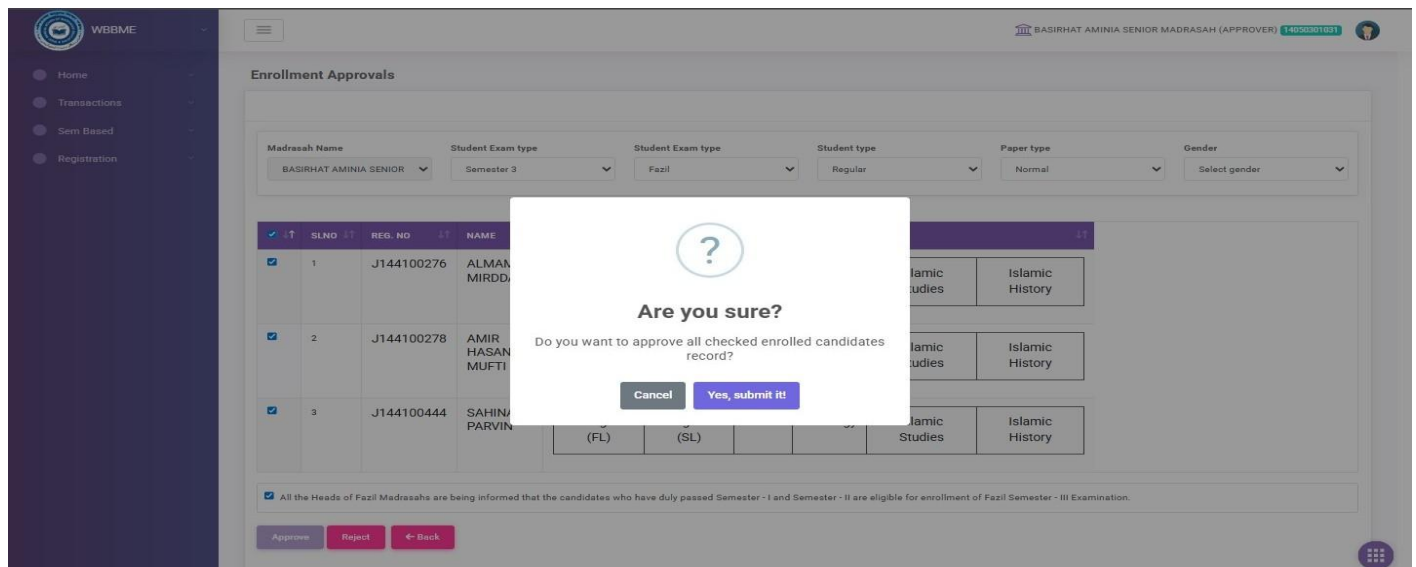
To “check all”; click on the small square button adjacent to SL NO (as indicated below). Then needs to click the “Approve” or “Reject” button.



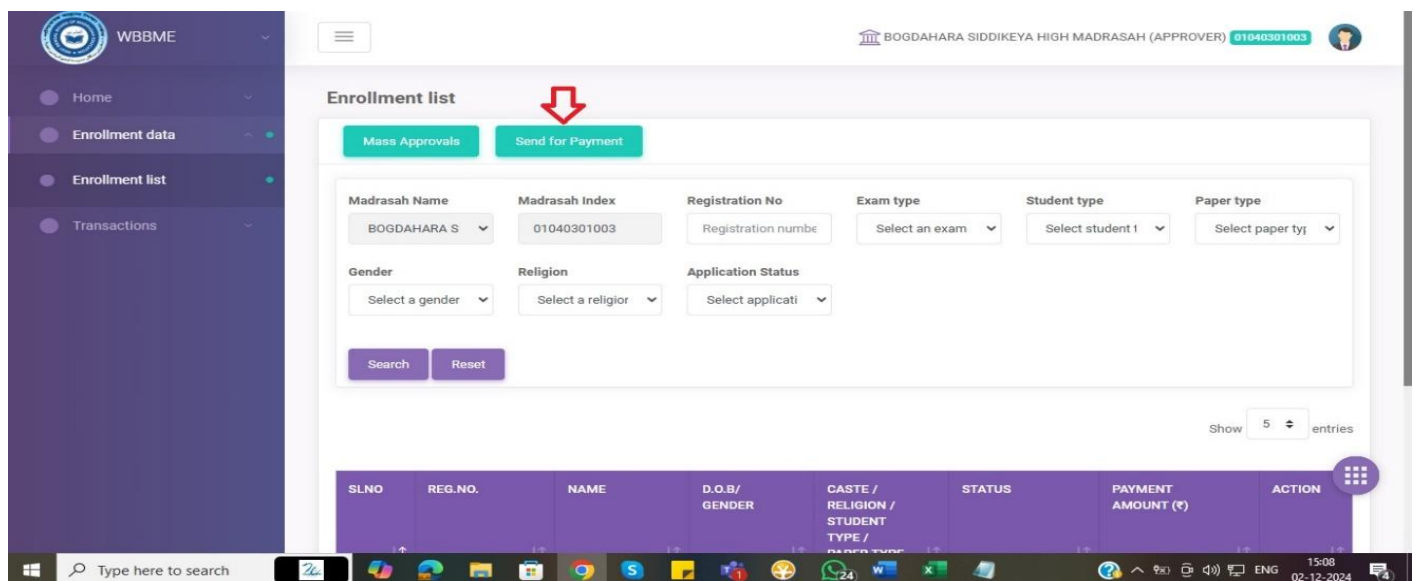
The screenshot shows the WBBME Enrollment Approvals page. The left sidebar has links for Home, Transactions, Sem Based, and Registration. The main area has filters for Madrasah Name, Student Exam type, Student Exam type, Student type, Paper type, and Gender. Below these is a table with columns: SLNO, REG. NO., NAME, and SUBJECT DETAILS. Three students are listed, each with a checkbox in the SLNO column. At the bottom, there are 'Approve', 'Reject', and 'Back' buttons.

SLNO	REG. NO.	NAME	SUBJECT DETAILS
<input checked="" type="checkbox"/> 1	J144100276	ALMAMUN MIRDDAR	Bengali (FL), English (SL), Arabic, Theology, Islamic Studies, Islamic History
<input checked="" type="checkbox"/> 2	J144100278	AMIR HASAN MUFTI	Bengali (FL), English (SL), Arabic, Theology, Islamic Studies, Islamic History
<input checked="" type="checkbox"/> 3	J144100444	SAHINA PARVIN	Bengali (FL), English (SL), Arabic, Theology, Islamic Studies, Islamic History

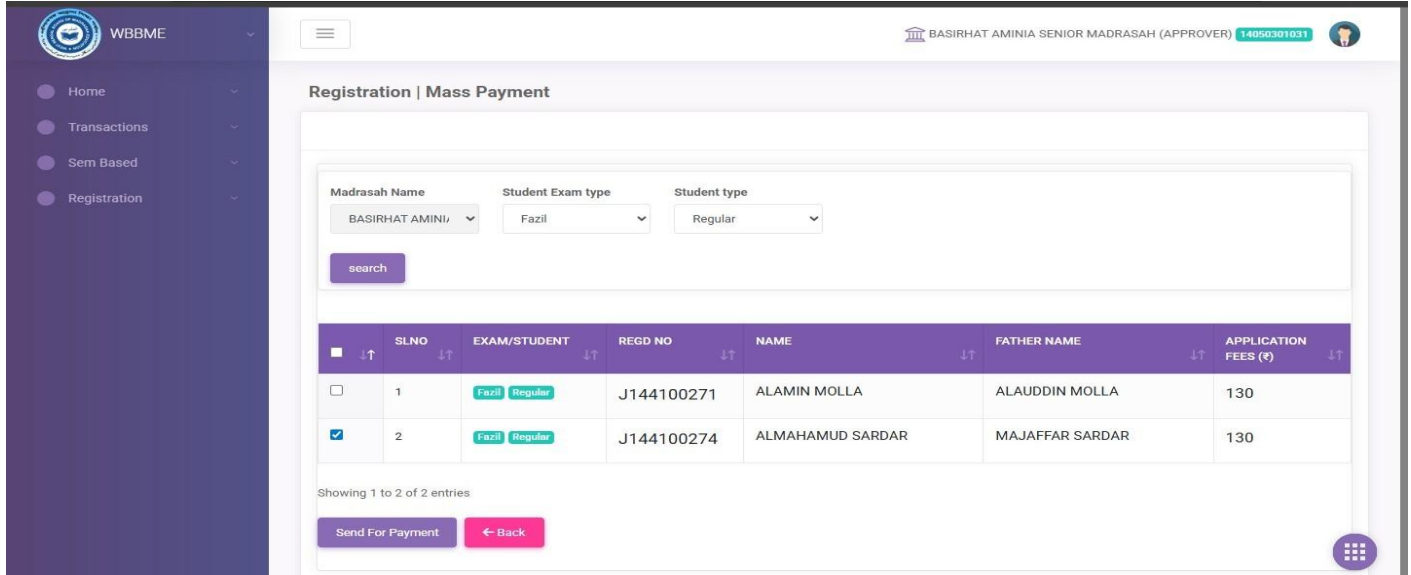
Hit 'Cancel' or 'Yes, submit it!', to process the approval or rejection.



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

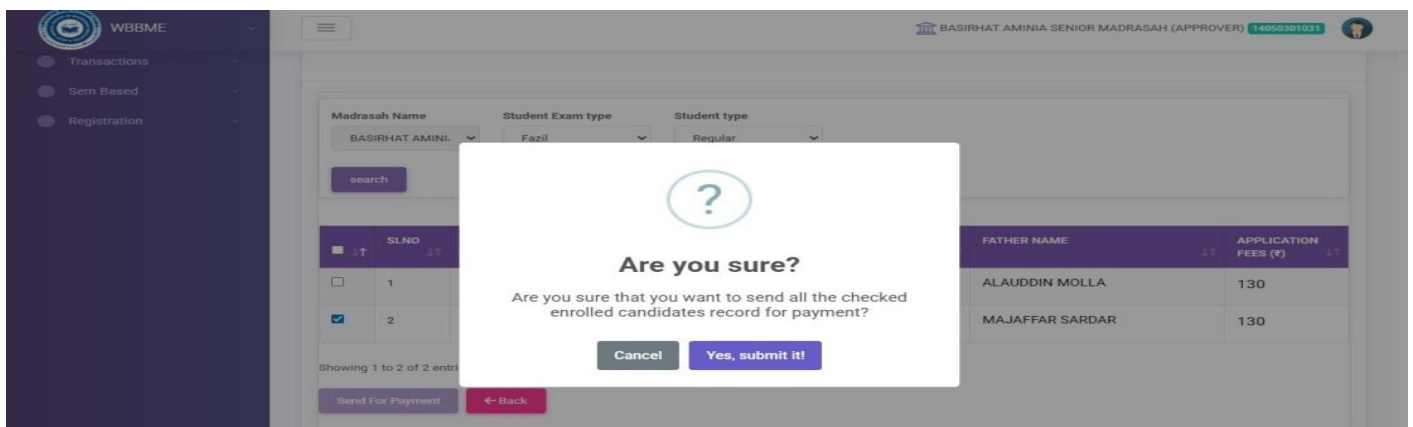



**Step 7:** Here the Approver needs to select the Students for whom he/she wants to process the “Send for Payment” instruction. Approver can select single instances separately or can select the check box (as indicated below) to select all the students. Finally he/she needs to hit “Send for Payment” button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



SLNO	EXAM/STUDENT	REGD NO	NAME	FATHER NAME	APPLICATION FEES (₹)
1	Fazil Regular	J144100271	ALAMIN MOLLA	ALAUDDIN MOLLA	130
2	Fazil Regular	J144100274	ALMAHAMUD SARDAR	MAJAFAR SARDAR	130

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



**Step 9:** 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”. Upon clicking on the View  button under “Action” column; “Student Name”, “Gender”, “Registration No.” are also visible to the Approver for whom the instruction was given.



SINO	TRANSACTION NO	NO OF STUDENT	TRANSACTION AMOUNT (₹)	PENDING AMOUNT (₹)	TRANSACTION DATE	STATUS	ACTION
1	EFRN112025083754	1	130	130	11-08-2025	PAYMENT PENDING	
2	EFRN112025083752	1	130	130	11-08-2025	PAYMENT FAILED	

### 3.0 Payment procedure :

**Step 1:** Click on Pay Now

SLNO	REGISTRATION NO	NAME	GENDER	FEE (₹)	LATE FEE (₹)	SUPER LATE FEE (₹)	TOTAL FEES (₹)
1	J144100274	ALMAHAMUD SARDAR	Male	130	0	0	130
Grand total							130

**Step 2:** Approver can pay by using Net Banking/Debit Card/Credit Card/UPI (UPI ID/QR Code)

Payment Mode

Net Banking  
Debit Card  
Credit Card  
UPI

Transaction ID: 250811239521394  
Amount: Rs. 130  
Convenience Fee: Rs. 0.00  
GST: Rs. 0.00  
Total Bill Amount: Rs. 130.00

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

**Step 3:** Institute have to pay within 5 (Five) minutes.



## Awaiting UPI Payment Confirmation 🌞 4:35

Please do not press 'Refresh' or 'Back' button.

Transaction is being processed, towards **WEST BENGAL BOARD OF MADRASAH EDUCATION FUND** amounting to **Rs. 130**.

Please approve/process the payment request, through the respective **XXXXXXXXXX@XXX** mapped UPI application within 5 minutes.

Transaction ID:	250811239521500
Merchant Name	WEST BENGAL BOARD OF MADRASAH EDUCATION FUND
Amount	Rs. 130
Convenience Fee	Rs. 0.00
GST	Rs. 0.00
Total Bill Amount	<b>Rs. 130.00</b>

### Notes:

- ICICI Bank will not accept conditional and/or part payment.
- **Transaction Valid for next 5 Minutes from the time of payment request initiation/generation.**
- Transaction will be Marked as Failed, if Transaction Status is not processed with Successful Payment within 5 Minutes.
- In case Transaction Expired, you can reinstate the transaction subjective on the Merchant Transaction Validity.
- Successful receipt can be generated through eazypay Portal - Transaction History Option.

After successful payment, the institute will be able to take the printout by clicking "Print This Page".

WBBME

- Transactions
- Transaction list
- Sem Based
- Registration

BASIRHAT AMINIA SENIOR MADRASAH (APPROVER) 14050301031

**WEST BENGAL BOARD OF MADRASAH EDUCATION**

TRANSACTION DETAILS

BASIRHAT AMINIA SENIOR MADRASAH (14050301031)

TRN No: EFRN082025083743

STUDENT DETAILS

SLNO	REGISTRATION NO	NAME	GENDER	FEE (₹)	LATE FEE (₹)	SUPER LATE FEE (₹)	TOTAL FEES (₹)
1	J144100262	ABU HODAIFA MOLLA	Male	130	0	0	130
Grand total							130

← Back

TRANSACTION STATUS

Payment status	Received successful confirmation in real time for the transaction. Settlement process is initiated for the transaction.		
Payment amount	130.00	Payment Mode	NET_BANKING
Payment UTRNO	2147483647	Transaction Date	08-Aug-2025 15:29:06

Print This Page