

WEST BENGAL BOARD OF MADRASAH EDUCATION পশ্চিমৰঙ্গ মাদ্রাসা শিক্ষা পর্ষদ مغربی بنگال مدرسه ایجو کیشن بورذ

WBBME

Madrasah Level Manual



DCG Datacore Systems (India) Pvt. Ltd





MADRASAH LEVEL



Contents

1.0	User profile: OPERATOR	3
1.1	Data Uploading	3
1.1.	1 Dashboard	4
A.	Online Data Uploading	4
2.0	User profile: APPROVER	7



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.

VVDDIVIE LOO	
nstitute code (INDEX Code)	
Enter your user name	
Password	
Enter your password	۲
Captcha	
2 + 3 = 🗃	Enter Capt
Click to Login	

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

О WBBME	~	\equiv		BOGDAHARA SIDDIKEYA HIGH M.	ADRASAH (STAFF) 01040301003
Home		Mes / Home / Dashboard			Friday, November 29, 2024
Dashboard	•	🗠 Dashboard			
Enrollment data	¥	239 Registered	0 Saved	O Approval pending	11 Approved
		0 Rejected	0 Send For Payment	0 Payment Successful	
		Copyright © 2024		DC	G DATA-CORE SYSTEMS (INDIA) PVT.LTD
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A. Online Data Uploading

Click on the "Enrollment list" under "Enrollment data" from the left panel and follow step by step direction to enter fresh student details.

О WBBME	≡	🕅 BOGDAHARA SIDDIKEYA HIGH MA	DRASAH (STAFF) 01040301003)
Home Fnrollment data	Enrollment list		
Enrollment list	Madrasah Name BOGDAHARA S V Gender Select a gender V Select a religion Select a religior V	Registration No Exam type Student type Registration numbe Select an exam Select student Application Status Select applicati Select student	Paper type ti v Select paper typ v
	SLNO REG.NO. NAME	D.O.B/ CASTE/ STATUS PAN GENDER RELIGION/ (*) STUDENT TYPE / IT I PAPER TYPE IT IT	Show 5 Centries
2 P Type here to search	24 🔹 🟩 💼 🧿 💁	🔽 👘 😌 🕰 🐖 🗶 🔞	へ 980 直 引) 空 ENG 13:54 02-12-2024



Step 1: Click on Action button.

						Show	5 🗢 entries
SLNO ↓↑	REG.NO.	NAME ↓1	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		6 🗲
2	1011100701	RAJ SARDAR	23-10-2008 Male	SC / HINDUISM Regular (Regular)	REGISTERED	-	ď
3	1011100703	KRISHAN SARDAR	20-01-2008 Male	SC / HINDUISM Regular (Regular)	REGISTERED		C
4	1011100706	BISWAJIT HEMBRAM	08-11-2007	ST / HINDUISM	REGISTERED	-	ß

Step 2: Most of the Student details will be pre-filled with their Registration data. Operator needs to put the 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.*

		Oral / Proje	ect Marks Obtair	ned in the Hig	h Madrasah I	Examination		
FL * (Bengali) FM :10	E* (English) 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
Upload Signatur Maximum size 12 JPG or JPEG form	e of the Candida 10KB. Allowed form nat	ste *: Choos	No file chosen					

Here the Operator can SAVE the data after partial insertion of Student details. After that the Status of the Student will appear as SAVED.



						SI	now 5 € entries
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)	SAVED		8
2	1011100701	RAJ SARDAR	23-10-2008 Male	SC / HINDUISM Regular (Regular)	REGISTERED	-	C
3	1011100703	KRISHAN SARDAR	20-01-2008 Male	SC / HINDUISM Regular (Regular)	REGISTERED	-	C
4	1011100706	BISWAJIT HEMBRAM	08-11-2007	ST /	REGISTERED		ß

Step 3: Once clicked on "SUBMIT", the status will change from "Saved" 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.

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							Show	5 \$ entries
	slno ↓↑	REG.NO. ↓↑	NAME 41	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	WAITING FOR APPROVAL	L.	•
	2	1011100701	RAJ SARDAR	23-10-2008 Male	SC / HINDUISM Regular Regular	REGISTERED		R
	3	1011100703	KRISHAN SARDAR	20-01-2008 Male	SC / HINDUISM Regular Regular	REGISTERED	-	2
	4	1011100706	BISWAJIT HEMBRAM	08-11-2007 Male	ST / HINDUISM	REGISTERED	**	ď
E \mathcal{P} Type here to search 2	-	📀 📃 🗊	🧿 🔕 🕞	🐞 😯	Q25 🚾 🕺		👌 ^ 📧 🤠 ሳ።) 🔛 E	NG 14:19 02-12-2024

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 data						
Enrollment list	Madrasah Name	Madrasah Index	Registration No	Exam type	Student type	Paper type
	- BOGDAHARA : 👻	01040301003	Registration numbe	Select an exam 🐱	Select student 1 👻	Select paper ty; 👻
	Gender	Religion	Application Status			
	Select a gender 🗸 🗸	Select a religior 🗸 🗸	Select applicati 🗸 🗸			
	Search Reset					Show 5 \$ entr

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.*

О WBBME			🟦 BOGDAHARA SIDDIKEYA HIGH MAD	RASAH (APPROVER) (01040301003)
Home •	Mes / Home / Dashboard			Monday, December 2, 2024
Dashboard	🗠 Dashboard			
	249 Registered	0 Saved	1 Approval pending	O Approved
	0 Rejected	O Send For Payment	0 Payment Successful	
				•
	Copyright © 2024		1	DCG DATA-CORE SYSTEMS (INDIA) PVT.LTD
€ P Type here to search	24 🧳 🧟 🗖 💼 🗖	🧿 😒 🗾 🐞 😌 🕰	25 🚾 🗴 🥥	<u>~ № </u> ④ 40) ╦ ENG 14:33

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





Government of West Bengal

Search	Reset						
							Show 5 ¢ entries
SLNO ↓↑	REG.NO.	NAME ↓↑	D.O.B/ GENDER	CASTE / RELIGION / STUDENT TYPE / PAPER TYPE	status J†	PAYMENT AMOUNT (?)	ACTION
1	1011100700	SUKANTA PANDIT	30-12-2008 Male	SC / HINDUISM Regular Regular	WAITING FOR APPROVAL		- @
Showing 1 to	0 1 of 1 entries					First	< 1 > Last

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.

О WBBME			BOGDAHARA SID	DIKEYA HIGH MADRASAH (APPROVER) 01040301803
	2 2	10 2	0 0	2 10 10
	VEDIFICATION			Signature
	Status *:	Select status	← Remarks	Enter your remarks
	I beg to apply for Admis in the Madrasah and af provisions, by-laws, ru my Examination may be or Examination(s).	2 Select status 4 Approved 4 Rejected 5 cancelled and the Examination ree pair 5 cancelled and the Examination	Examination as an Regula as duly sent me up for Hig enfused permission to sit for a up me will be forfeited and I may be dis	r Candidate. I have duly prosecuted the Course of studies h Madrasah Examination. I undertake to abide by the e Examination or such permission may be withdrawn or qualified from appearing at any subsequent Examination
	Copyright © 2024			DCG DATA-CORE SYSTEMS (INDIA) PVT.LTD
⊕ P Type here to search	24 🥑 🛃 🚍	😇 🥥 😒 🦻 👘	😲 😳 🚾 🗶 🤙	(A % 色 4)



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



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

Search	Reset					Chau	5 ¢ antria
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	READY FOR PAYMENT	-	0
Showing 1 to	1 of 1 entries					First < 1	> Last

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.

1	Madra	sah Name		Student Exam type		Stude	nt type	1	aper type		Gender			
	- B0	OGDAHARA S	SIDDIKEY ¥	High Madrasah	~	Re	gular	~	Normal	~	Select gende	er:	*	
E	- 47	SLNO ↓1	NAME 41	REG. NO 47	MARKS DETAI	LS							μţ.	
	D	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 be	g to apply for	r Admission to p	esent myself at the e	ensuing High Ma	drasah Ex	amination as an I	Regular Candid	ate. I have duly pro	secuted the Cou	rse of studies in t	he Madrasa	h and after com	pletion of the same. The
	Mar suc	drasah autho h permission	rity has duly sen may be withdrai	me up for High Mad vn or my Examinatio	irasah Examinati n may be cancel	on. I unde led and th	rtake to abide by e Examination fe	the provisions, paid by me wi	bye-laws, rules and Il be forfeited and I	l direction of the may be disquali	Board failing whi fied from appeari	ch, I may be ng at any si	e refused permis absequent Exam	sion to sit for Examinat ination or Examination(

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

Madrasah Name Studen -BOODAHARA SIDDIKEY ¥ High	· · · · · · · · · · · · · · · · · · ·	~	Gender Select gender	~	
CIT SLNO I NAME II REG.N I RAJ IOTII SARDAR	Are you sure? Do you want to approve all checked enrolled candidates record?	History & Environment	Geography & Environment	Arabic Islam Parichay	•
I beg to apply for Admission to greater mys Medrasah authority has day aset me up for or wach aermission me be withdrawn or m	Cancel Yee, submit it	prosecuted the Co and direction of th 1 and 1 may be disc	o urse of studies in the e Board failing which wallfied from appear	e Madrasah and after oo h. I may be refused perm fing at any subsequent	impletion of the same. The nission to sit for Examinatio



= (Θ) m Bogdahara siddikeya high madrasah (Approver) 👩 Enrollment list л Enrollment list Madrasah Name Madrasah Index Registration No Exam type Student type Paper type BOGDAHARA S 🛩 01040301003 Registration numbe Select an exam Select student 1 🐱 Select paper tyj 🗸 Application Status Select a religio Select applicati a ger Show 5 \$ entries REG.NO D.O.B/ GENDER PAYMENT AMOUNT (₹) CASTE / RELIGION STUDENT E 🔎 Type here to search 🏊 🎝 🔹 🛤 4 🕜 へ 🕫 中() 💭 ENG 15:08 📢 . N Ga

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.

e v	Enrollme	ent Send for pay	ment	1												
lment data																
	Madrasa	h Name		Student Exam ty	pe		Student t	ype		Paper type		Paper No				
	SHIR	SI I M SENIOR MADRA	~	Fazil		~	Regula	r.	~	Normal	~	All Pape	a.	~		
	= .1	SLNO	NAM	e/regd.no.	MARKS DET/	NILS							APPLICATION FEES (?)	LATE FEES (?)	SUPER DELAY FEES (?)	
		1	FAH		Bengali	Eng	lish	Arabic	Theology	Islamic Studies	Islamic Hist	any	160	0	0	
			1194	103786	20	1	20	20	20	20	20					
		2	RAH KH/	HMA ATUN	Bengali	Eng	lish	Arabic	Theology	Islamic Studies	Islamic Hist	əry	160	0	0	-
			1194	100795	20		20	20	20	20	20					
			_													



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", "Date of Birth", "Registration No." are also visible to the Approver for whom the instruction was given. Thereafter, the Transaction No. is used in the SBI Collect Portal for making the payments.

О WBBME	~				<u> Bogdaha</u>	RA SIDDIKEYA HIGH MADRA	SAH (APPROVER)	KA301003
		Enrollment Transa	ction					
	-							
Transactions	~ •							
Transaction list		Enter reference no	dd-mm-yyyy –: t	dd-mm-yyyy -:- C	Select appli	cati 🗸		
		Search Reset	ION NO OF	STUDENT TRANSACT	ION AMOUNT (8)	TRANSACTION DATE	Show Status	5 entries
		1 EHRN022	024120007 1	160		02-12-2024	PAYMENT PENDING	
		Showing 1 to 1 of 1 entrie	5				First 🤇 1	> Last

West Bengal Board Of Madrasah Education Government of West Bengal



Payment procedure for Student Enrollment

Step 1: Open internet browser (preferably Chrome/Mozilla Firefox for better performance). Log on to SBI Collect (https://www.onlinesbi.sbi/sbicollect/) web portal.

Step 2: Click on the "Other Institutions" menu as shown below

Statement of the local division in the local	The second secon	Al years and a year and a second	Area - Andrea - Andrea
Search by Institu	tion / organisation name (Enter minimum 4 character	2)	9
Select Category			
	\mathcal{Q}		
Educational Institutions	Religious/Charitable Institutions	Municipal Corporations	Govt Departments
	<u>ma</u>	<u>Z</u>	
Healthcare Institutions	PSU-Public Sector Undertaking	Recruitment	Private Merchant
modely	Gurer mattuions		
Chalo Dank of India			Diverse Olatemant Disabasura Tama af I

Step 3: Now manually type "Madrasah" in the field as shown below and click on the link W B B OF MADRASAH EDU FUND

Select Payee Enter Payment Deta	alls	Verity Payment Details Complete Payment	Print Receipt
viect Payee			
ttegory: Other Institutions Madrasati	٩	Filter by State	Select 🔻
Name of Other Institutions		State	
W B B OF MADRASAH EDU FUND		West B4	engal
nowing 1 to 1 of 1 entries (filtered from 9,003 total entries)		< (1) >	
		Back	



Step 4: Here the user needs to put the Transaction No. which is available in Transaction list under Transaction Menu in Left Panel. And finally, needs to click on "Fetch Payment Details" to retrieve the Transaction details. Verify Madrasah Index No. and Name on "Fetch Payment Details" page. Fill up other mandatory fields asked by the bank portal and follow the instructions.

yment Progress					
0		······ › ·····()		· >
Select Payee	Fetch Payment De	etails Verify Payn	nent Details	Complete Payment	Print Receipt
ree Details					
W B B OF MA	RASAH EDU FUND 19 H	AJI MD MOHSIN SQUARE,,KO	LKATA,Kolkata,WEST BI	ENGAL, KOLKATA-700016	
	RASAH EDU FUND 19 H	IAJI MD MOHSIN SQUARE,,KO	LKATA,Kolkata,WEST BI	ENGAL, KOLKATA-700016	
	RASAH EDU FUND 19 H	IAJI MD MOHSIN SQUARE,,KO	LKATA,Kolkata,WEST B	ENGAL, KOLKA 1A-700016	
Enter Payment Details	RASAH EDU FUND 19H	IAJI MD MOHSIN SQUARE,,KO	LKATA,Kolkata,WEST BI	ENGAL, KOLKA IA-700016	
Enter Payment Details	West Bengal Madrasah Board	AJI MD MOHSIN SQUARE,,KO	LKATA,Kolkata,WEST B	NGAL, KOLKA IA-700016	
Enter Payment Details	West Bengal Madrasah Board	Enrollme *	LKATA, Kolkata, WEST BI	NGAL, KOLKA IA-700016	
Enter Payment Details Payment Category *: Enter Transaction no *	West Bengal Madrasah Board I		LKATA, Kolkata, WEST BI	NGAL, KOLKA IA-700016	
Enter Payment Details Payment Category *: Enter Transaction no *	West Bengal Madrasah Board I		LKATA,Kolkata,WEST BI	NGAL, KOLKA IA-700016	
W B B OF MA	West Bengal Madrasah Board I		LKATA, Kolkata, WEST BI	NGAL, KOLKA IA-700016	