WBBME

Madrasah Level Manual

MADRASAH LEVEL

Contents

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

(a) Operator user id

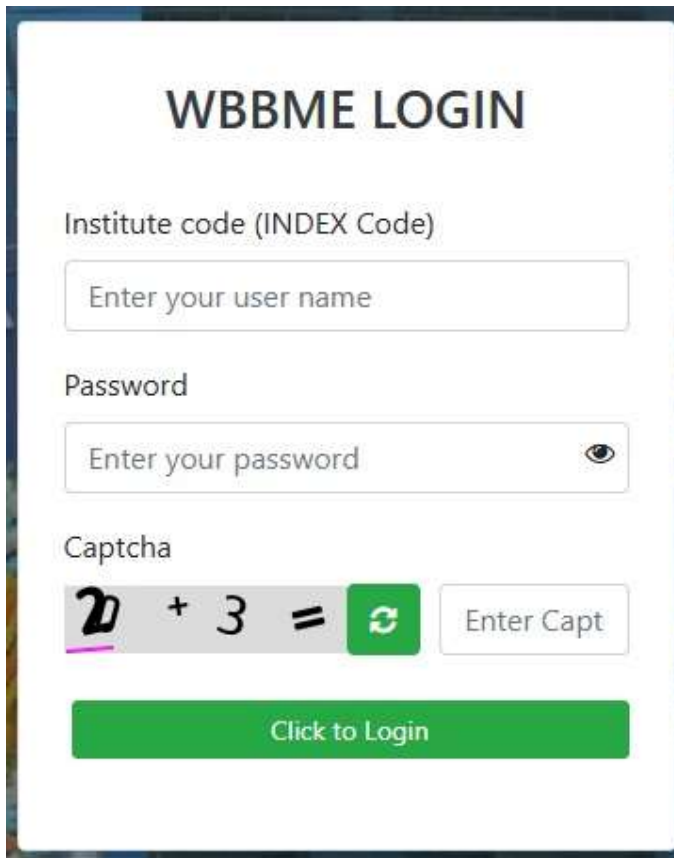(b) Approver user id

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.

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.
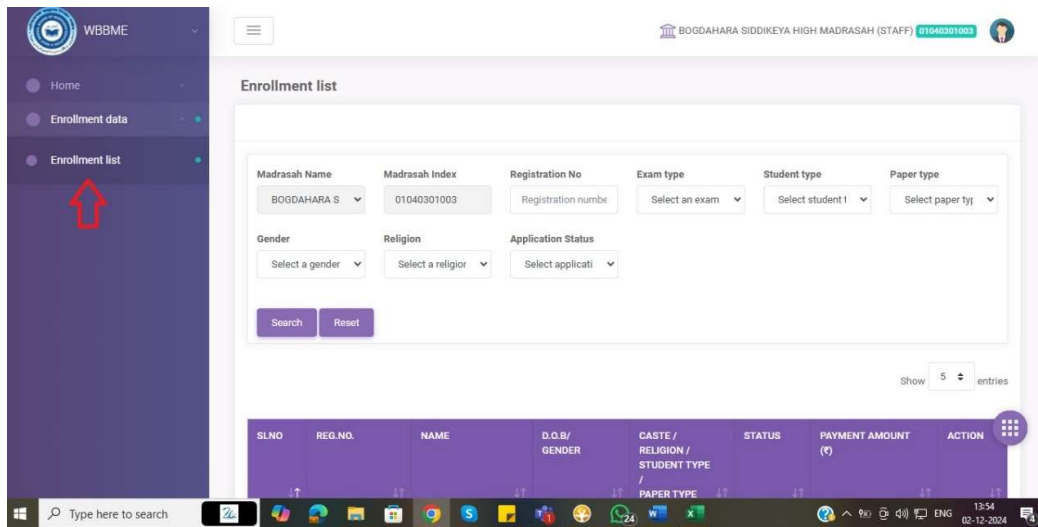
Hit "Click to Login". After logging in dashboard page will appear.
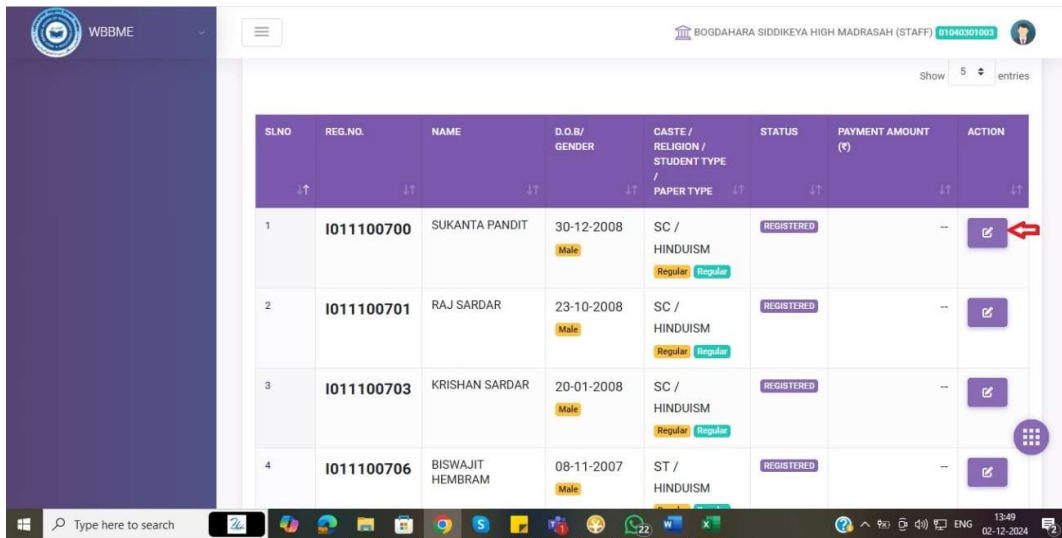
1.1.1 Dashboard
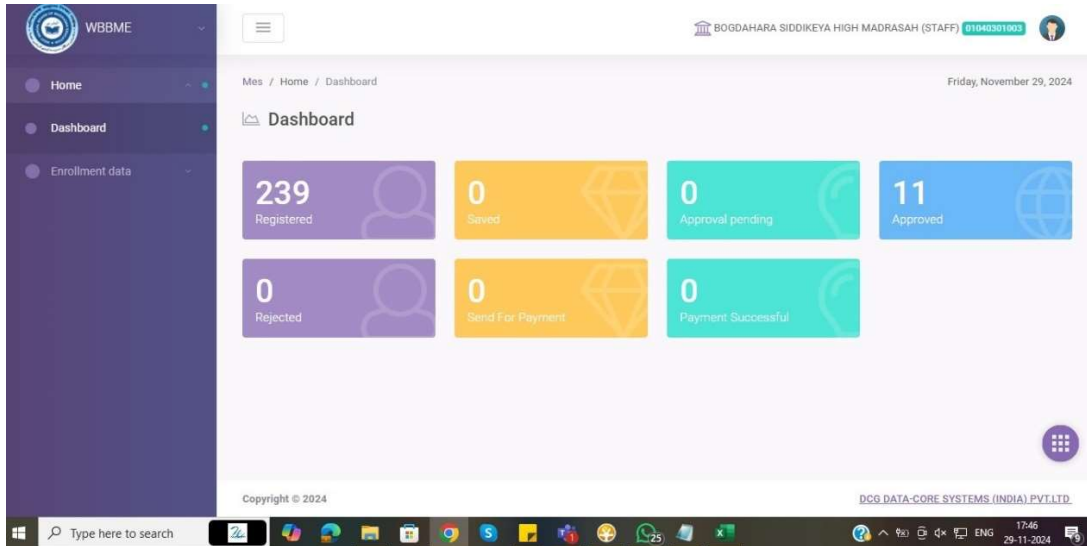
A. Online Data Uploading

Click on the "Enrollment list" under "Enrollment data" from the left panel and follow step by step direction to enter fresh student details.
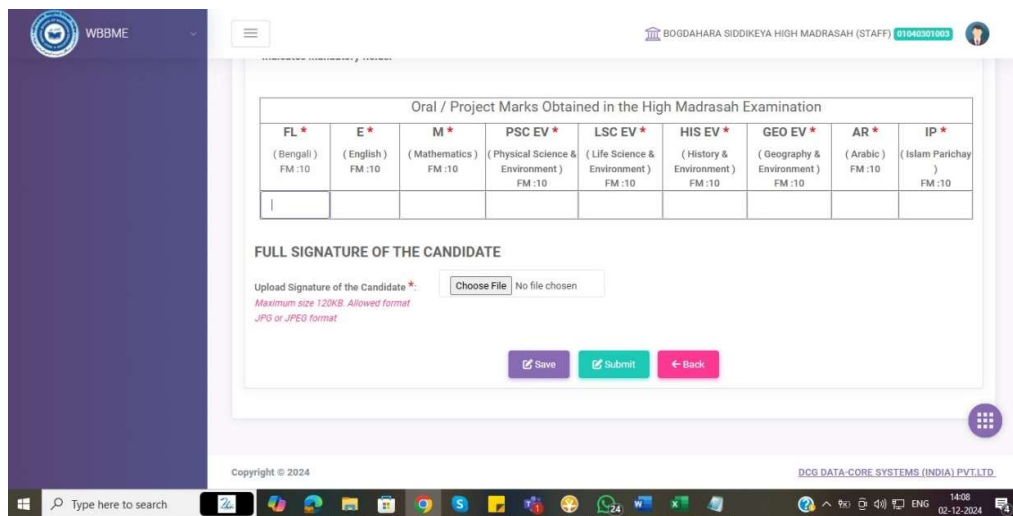
Step 1: Click on Action button.

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.***
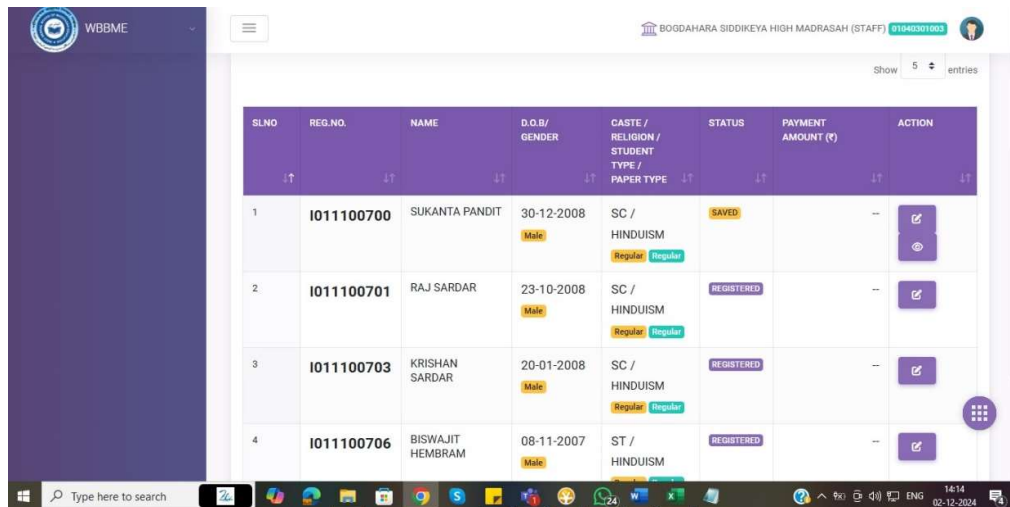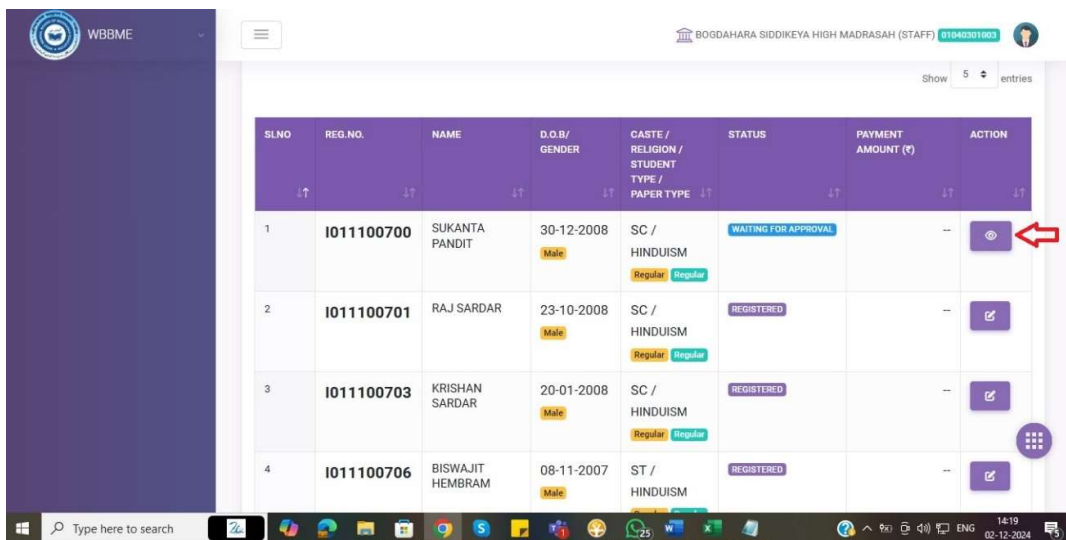

Here the Operator can SAVE the data after partial insertion of Student details. After that the Status of the Student will appear as SAVED.

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.

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.
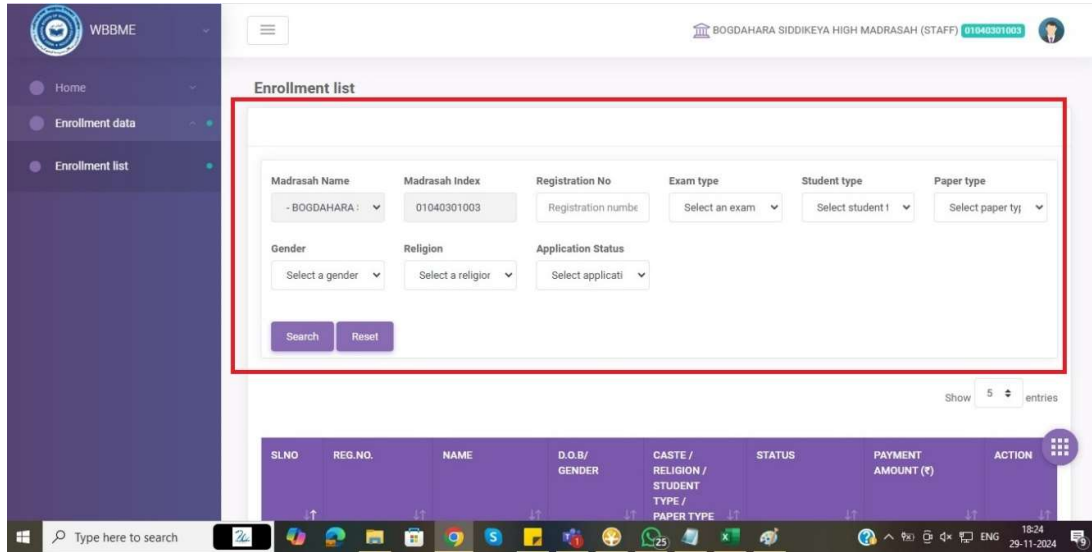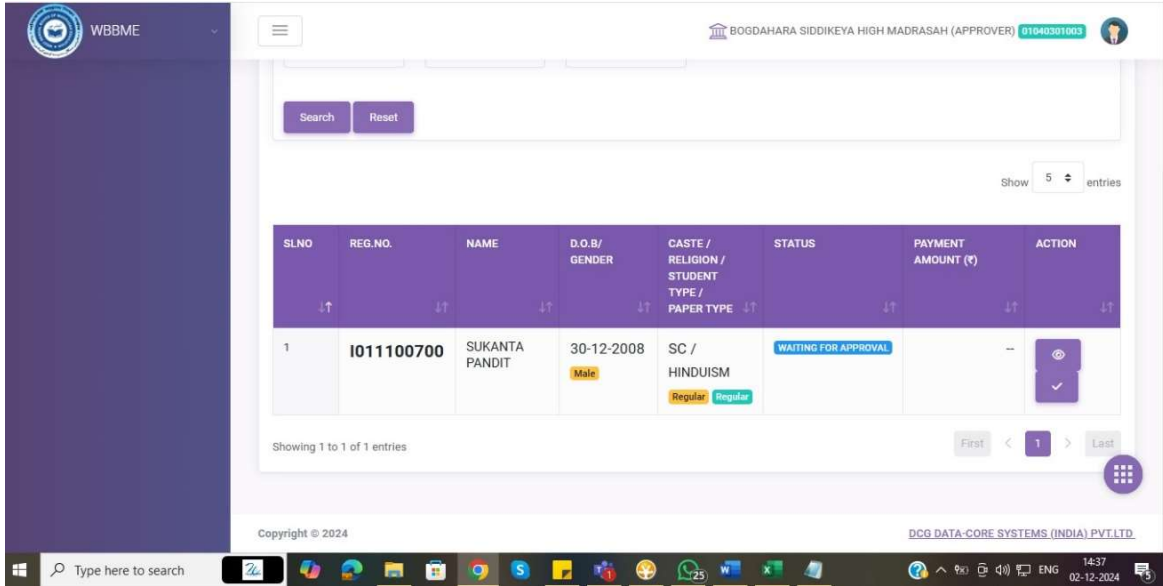
2.0 User profile: APPROVER

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.*
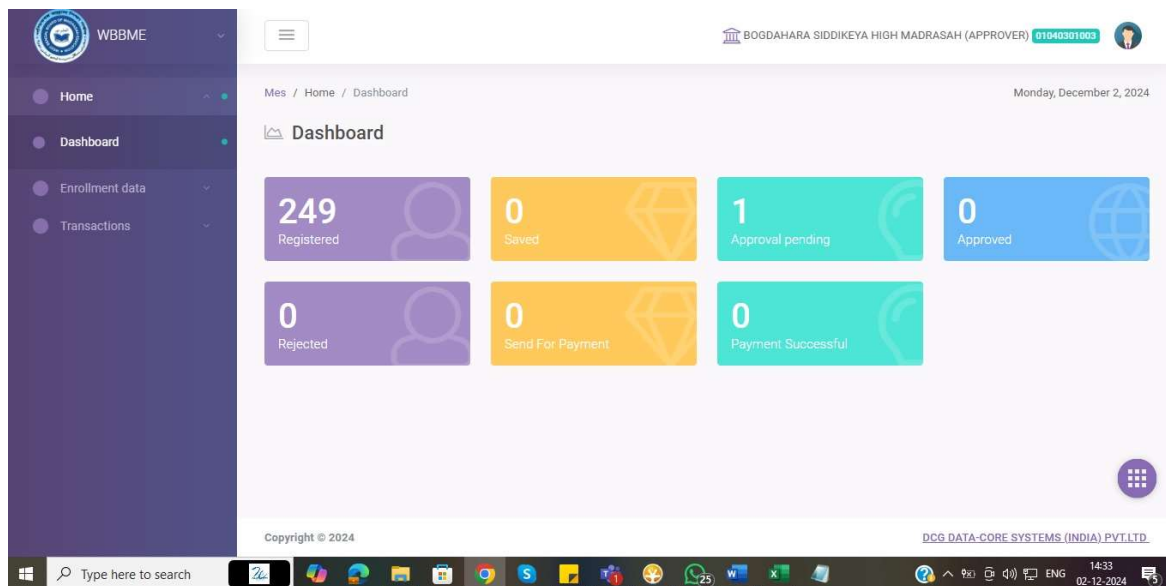
Step 2: Now the Approver will select "Enrollment list" under "Enrollment data". There he/she needs to click on ☑ button available under "Action" column.
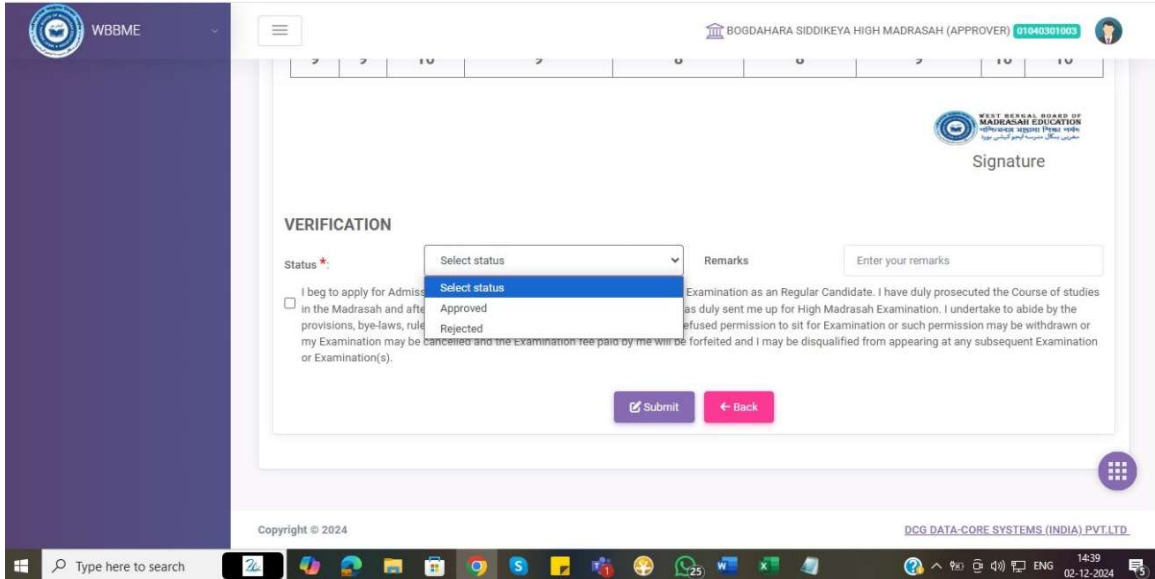
Step 3: Now the Approver needs to choose either "Approved" or "Rejected" from the dropdown. If "Rejected" is chosen, then providing remarks is mandatory. If Rejected, the Application will go back to the Operator dashboard again where necessary corrections are to be done. Finally needs to click on "Submit" button.
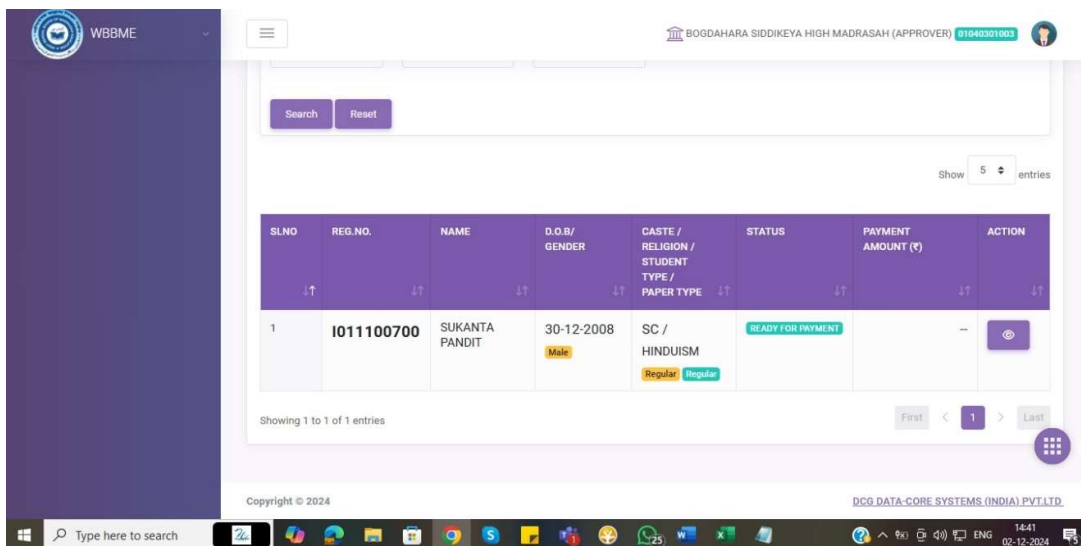
Step 4: A confirmation pop-up will now appear where the Approver has to provide his/her nod.
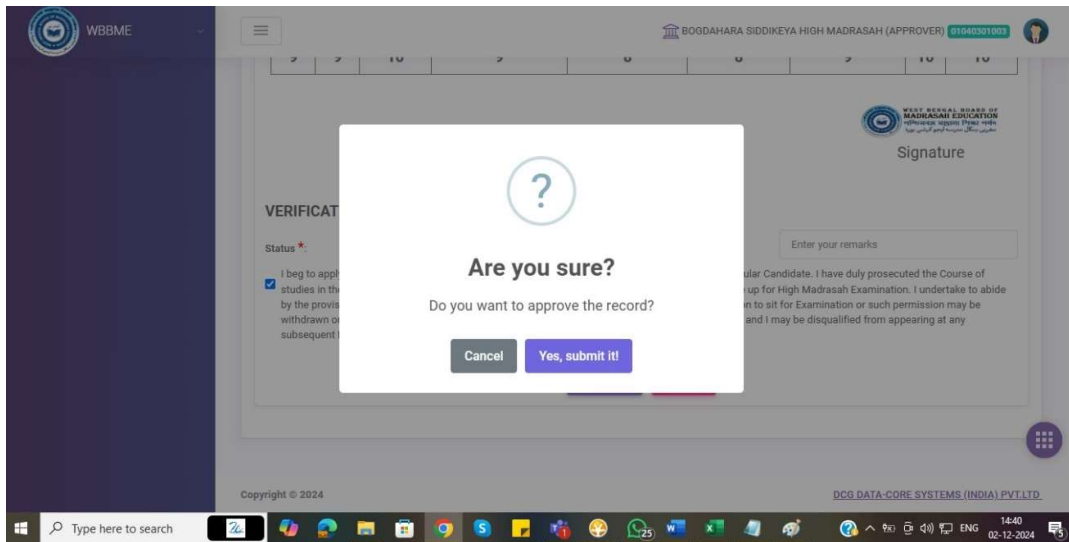
Step 5: After Approval the status of the Student will be changed from "Waiting for Approval" to "Ready for Payment".
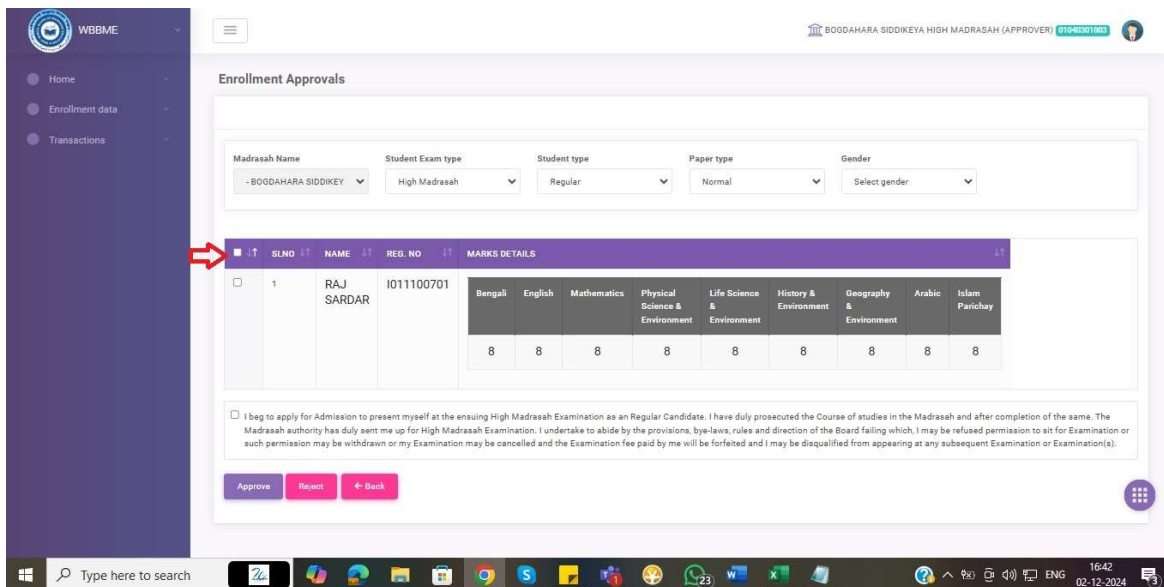

Mass Approval

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.
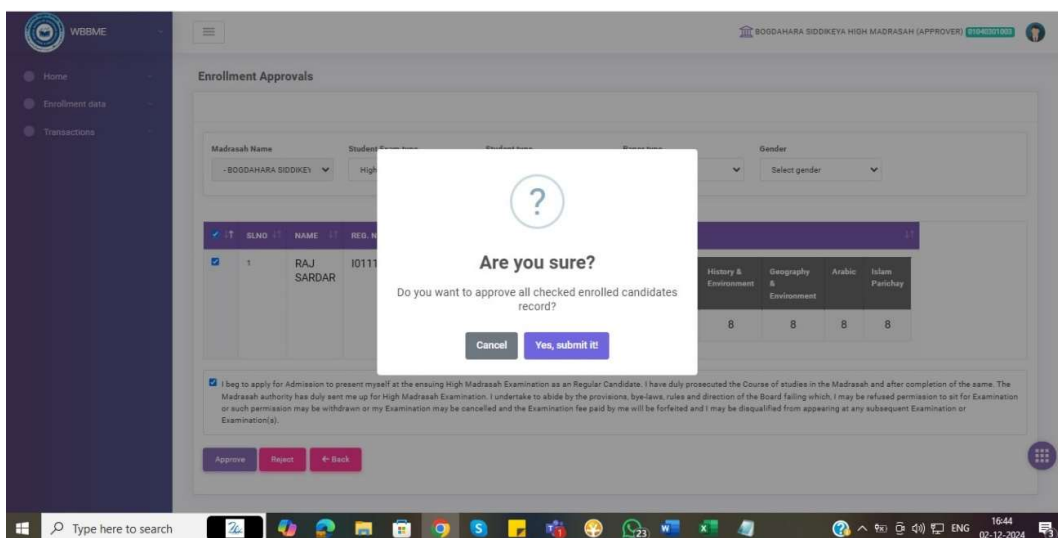

Hit 'Cancel' or 'Yes, submit it!', to process the approval or rejection.

Step 6: Now the Approver needs to click on "Send for Payment" button at the Top.
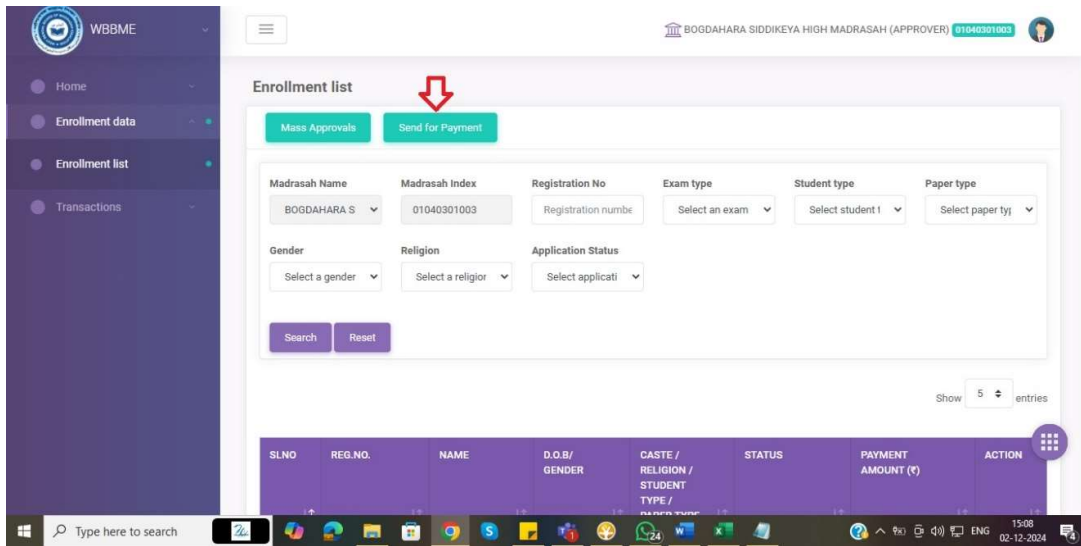
Step 7: Here the Approver needs to select the Students for whom he/she wants to process the "Send for Payment" instruction. Approver can select single instances separately or can select the check box (as indicated below) to select all the students. Finally he/she needs to hit "Send for Payment" button at below.
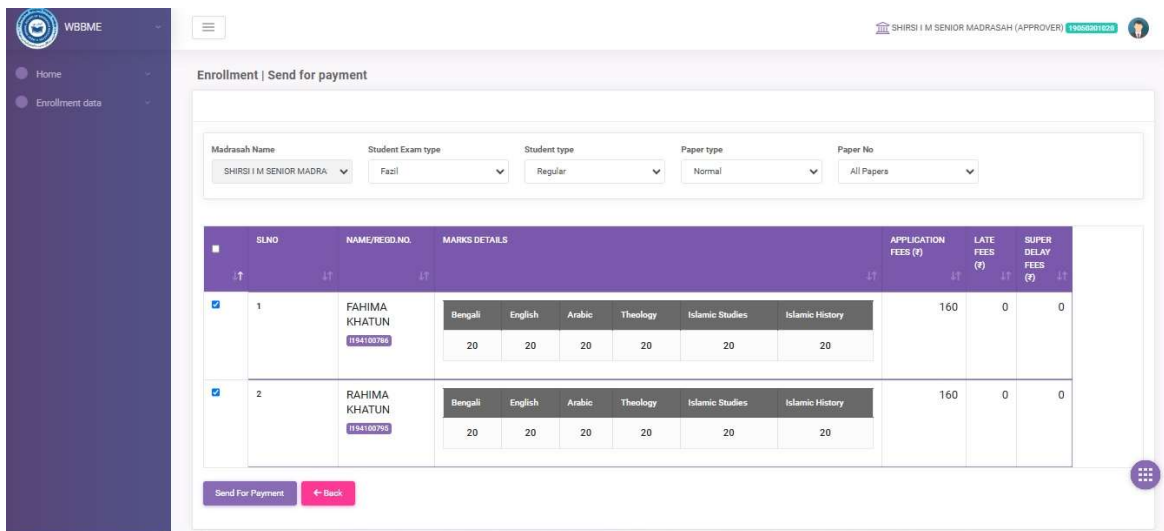
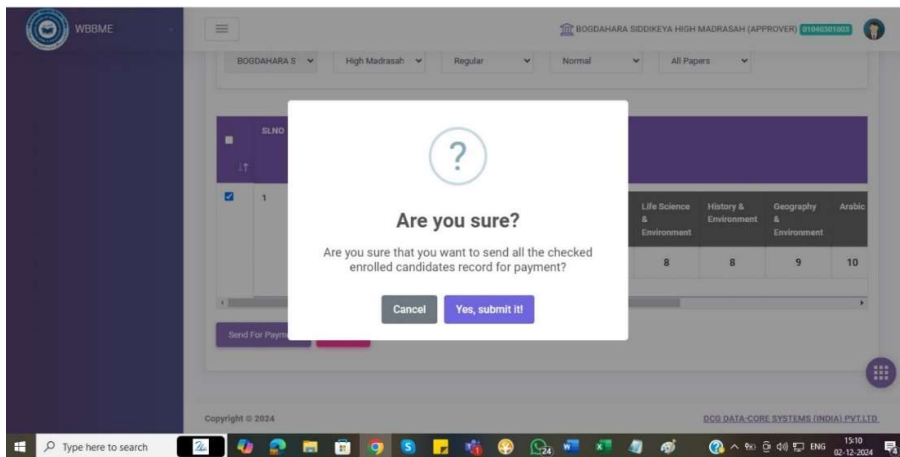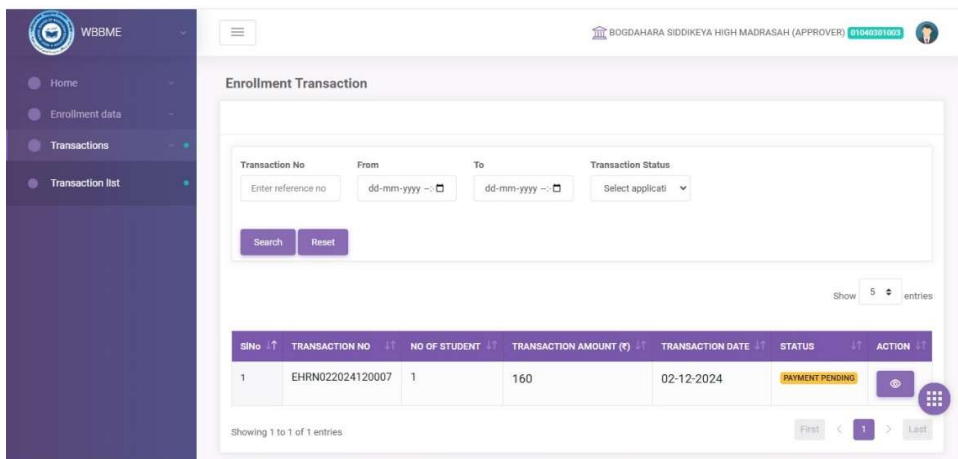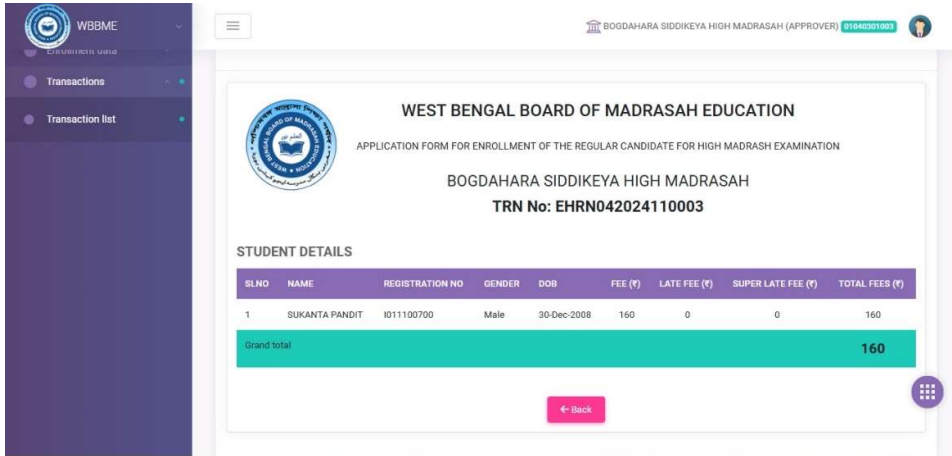**Step 8:** Now another confirmation pop up will appear where the Approver needs to put his/her nod again.

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 [eye] 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.
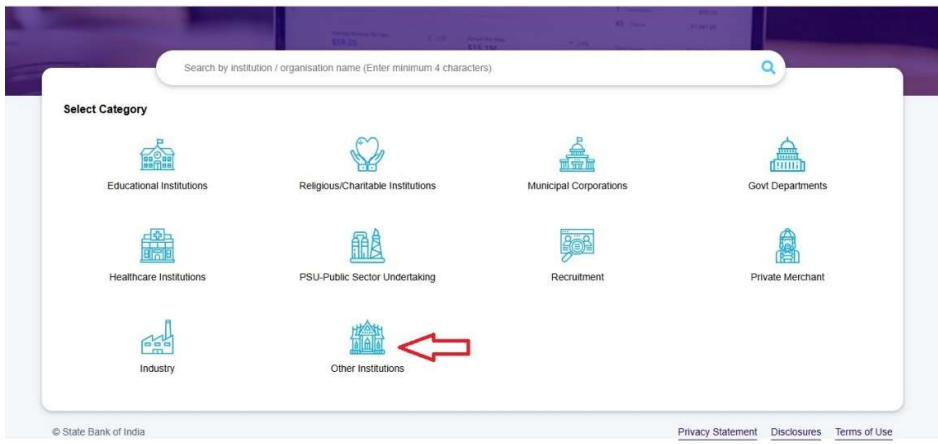
Payment procedure for Student Enrollment

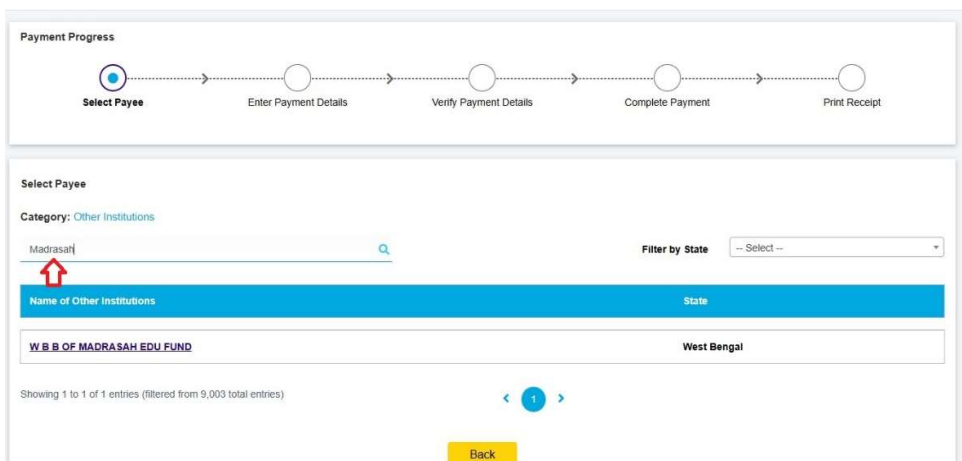**Step 1:** Open internet browser (preferably Chrome/Mozilla Firefox for better performance). Log on to SBI Collect **(https://www.onlinesbi.sbi/sbicollect/)** web portal.

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

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

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.