



WEST BENGAL BOARD OF  
**MADRASAH EDUCATION**  
পশ্চিমবঙ্গ মাদ্রাসা শিক্ষা পর্ষদ  
مغربى بنغال مدرسه ایجوکیشن بورڈ

# WBBME

Madrasah Level Manual



DCG Datacore Systems (India) Pvt. Ltd



# MADRASAH LEVEL



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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

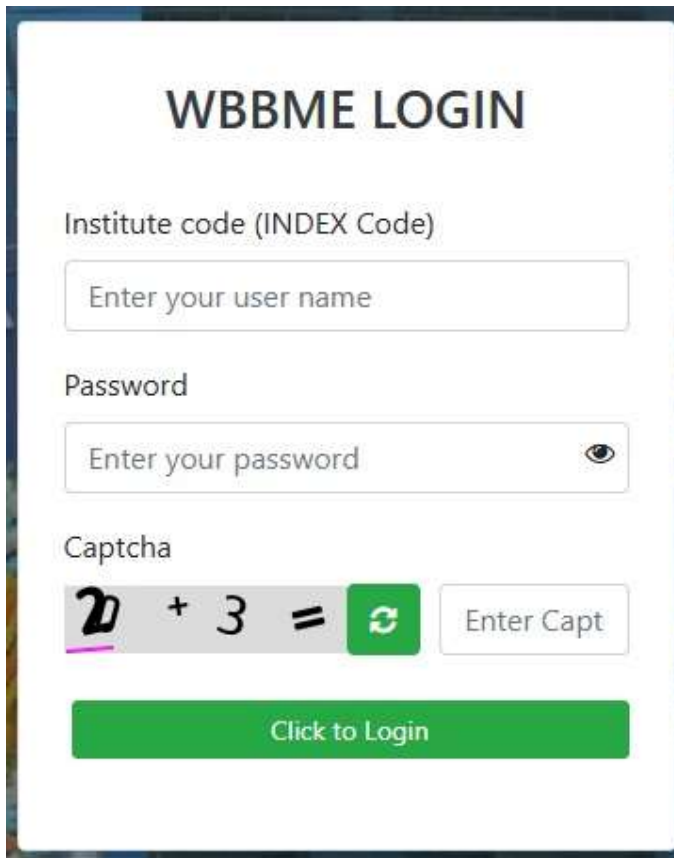
Data needs to be uploaded in through ONLINE mode.

### 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.



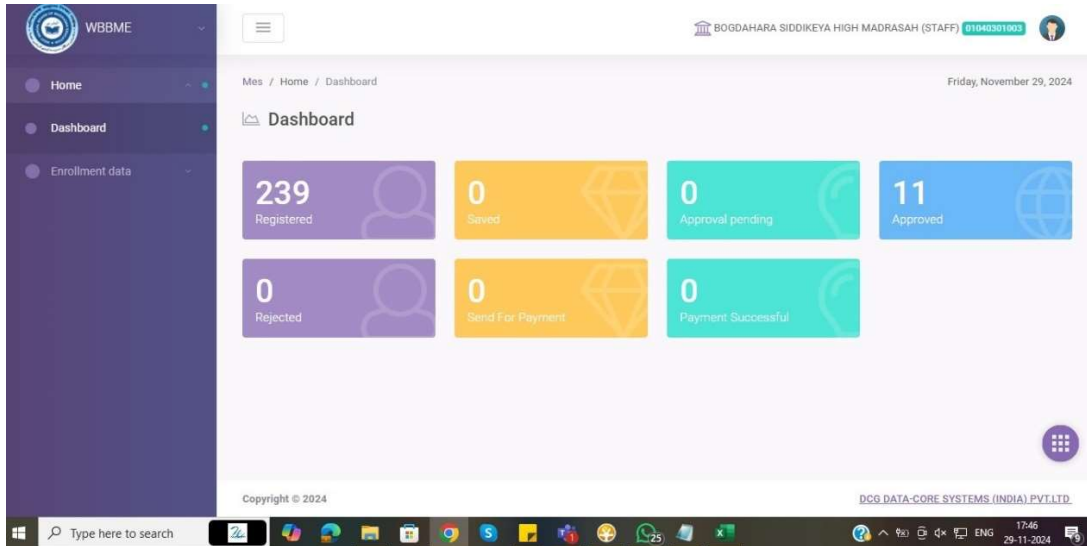
**Step 2:** Insert Madrasah credentials.

- 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.

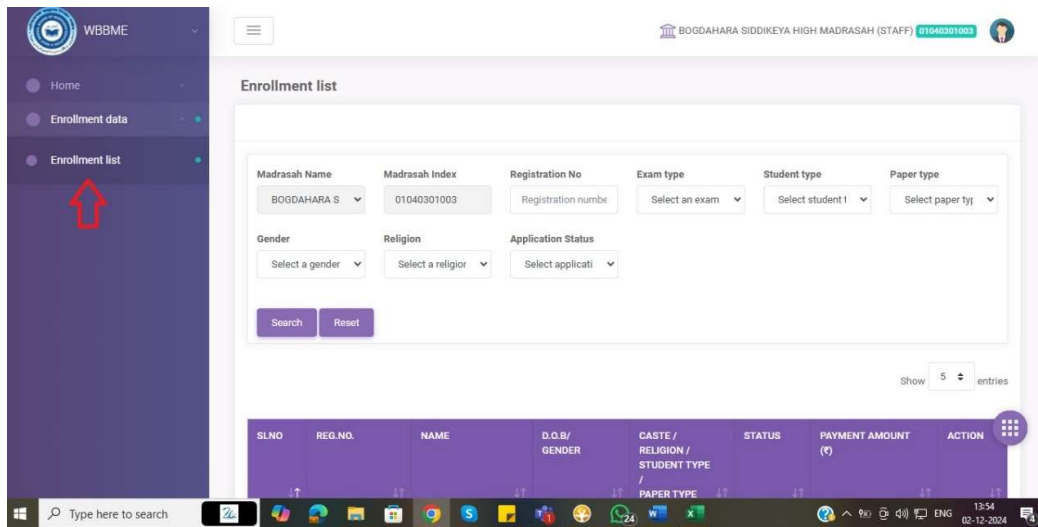
Hit "Click to Login". After logging in dashboard page will appear.

### 1.1.1 Dashboard

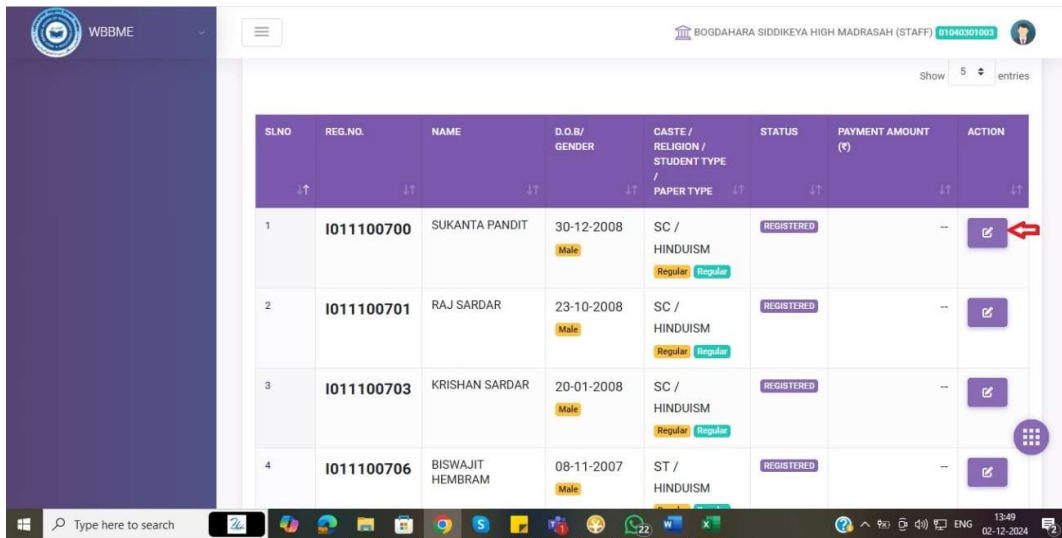






### A. Online Data Uploading

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

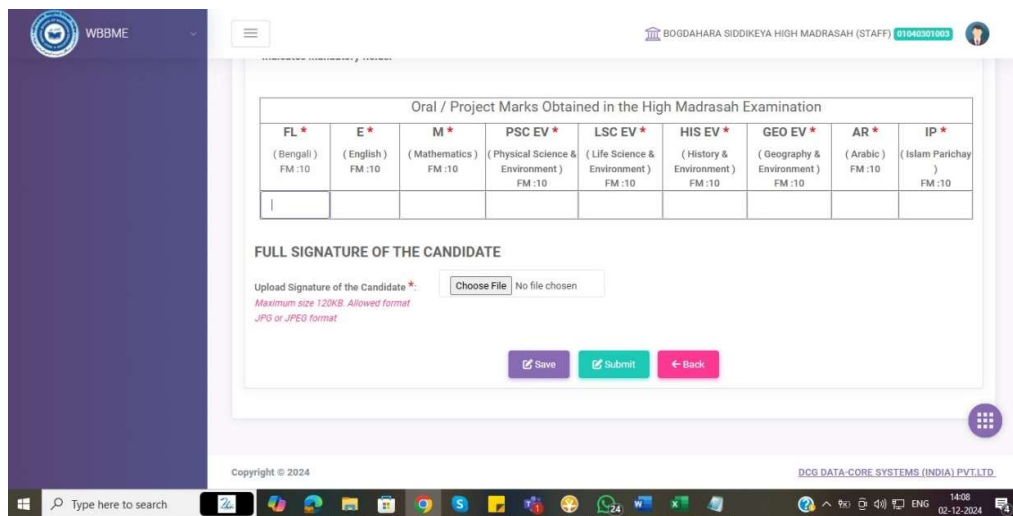


**Step 1:** Click on Action button.



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 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.**

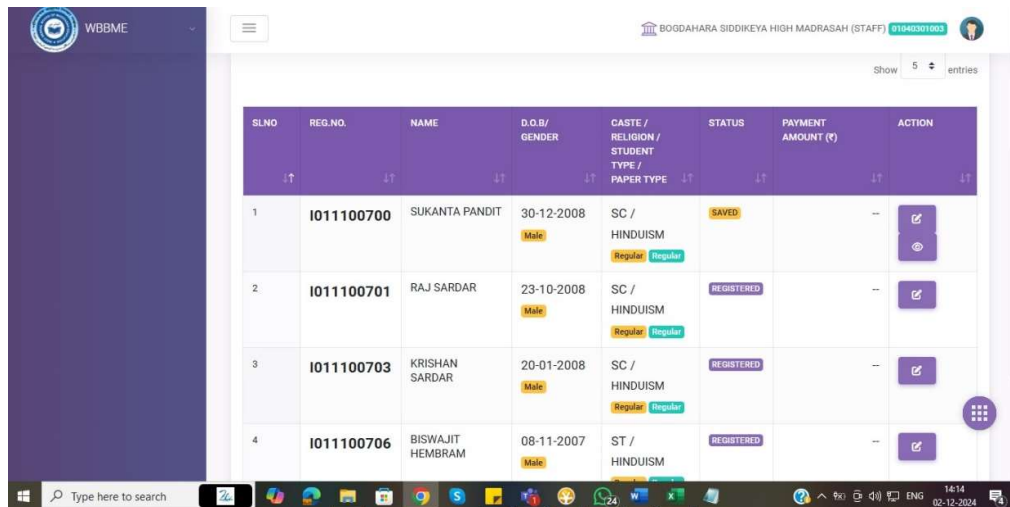


FL *	E *	M *	PSC EV *	LSC EV *	HIS EV *	GEO EV *	AR *	IP *
(Bengali) FM :10	(English) FM :10	(Mathematics) FM :10	(Physical Science & Environment) FM :10	(Life Science & Environment) FM :10	(History & Environment) FM :10	(Geography & Environment) FM :10	(Arabic) FM :10	(Islam Parichay) FM :10

**FULL SIGNATURE OF THE CANDIDATE**

Upload Signature of the Candidate \*  No file chosen  
Maximum size 120KB. Allowed format JPG or JPEG format

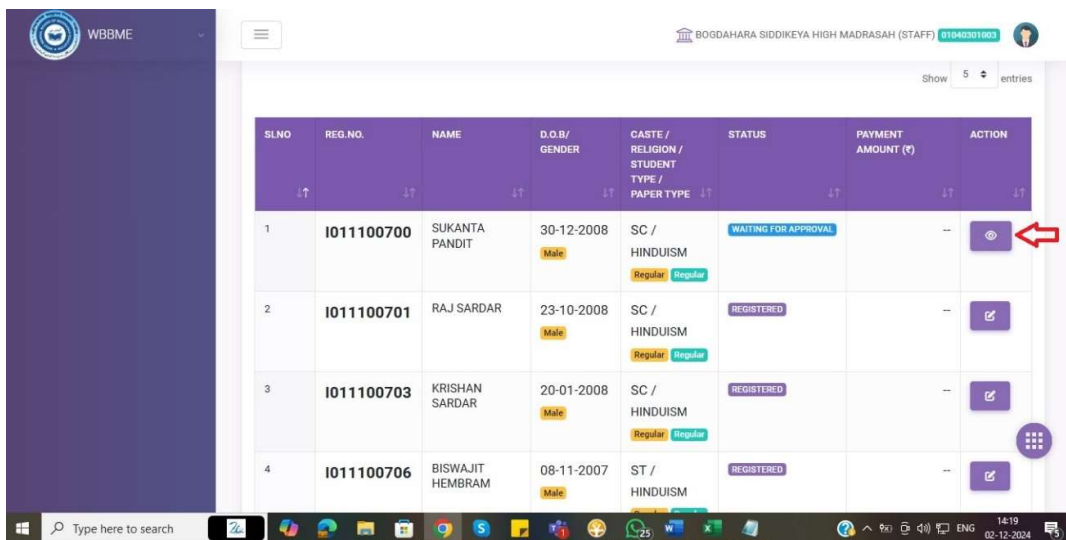
Here the Operator can SAVE the data after partial insertion of Student details. After that the Status of the Student will appear as SAVED.



The screenshot shows the WBBME portal interface. At the top, it displays 'BOGDHARA SIDDIKEYA HIGH MADRASAH (STAFF)' and a user ID '01040301003'. Below this is a table with columns: SLNO, REG.NO., NAME, D.O.B./ GENDER, CASTE / RELIGION / STUDENT TYPE / PAPER TYPE, STATUS, PAYMENT AMOUNT (₹), and ACTION. The first row shows a student with REG.NO. 1011100700, NAME SUKANTA PANDIT, D.O.B. 30-12-2008, Gender Male, Caste/Religion SC / HINDUISM, and Status SAVED. The other three rows show students with statuses REGISTERED.

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	--	[View] [Edit]
2	1011100701	RAJ SARDAR	23-10-2008 Male	SC / HINDUISM Regular Regular	REGISTERED	--	[View]
3	1011100703	KRISHAN SARDAR	20-01-2008 Male	SC / HINDUISM Regular Regular	REGISTERED	--	[View]
4	1011100706	BISWAJIT HEMBRAM	08-11-2007 Male	ST / HINDUISM	REGISTERED	--	[View]

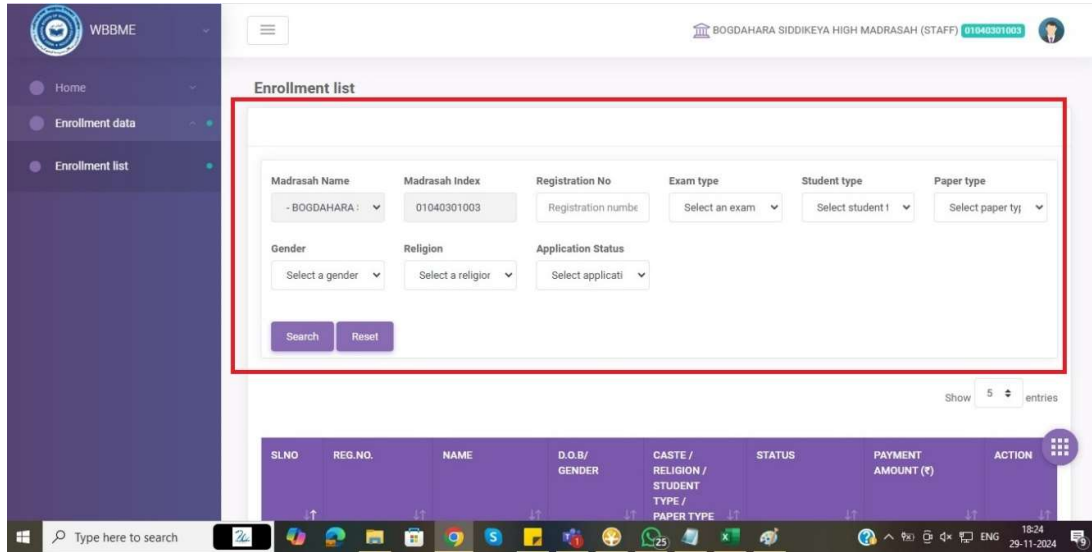
**Step 3:** Once clicked on “SUBMIT”, the status will change from “Saved” to “Waiting for Approval”. Henceforth the Operator can only view the Student details put by him/her by clicking on the “VIEW” button under Action column.



The screenshot shows the WBBME portal interface. The status of the first student (SUKANTA PANDIT) has changed from 'SAVED' to 'WAITING FOR APPROVAL'. A red arrow points to the 'VIEW' button in the ACTION column for this student.

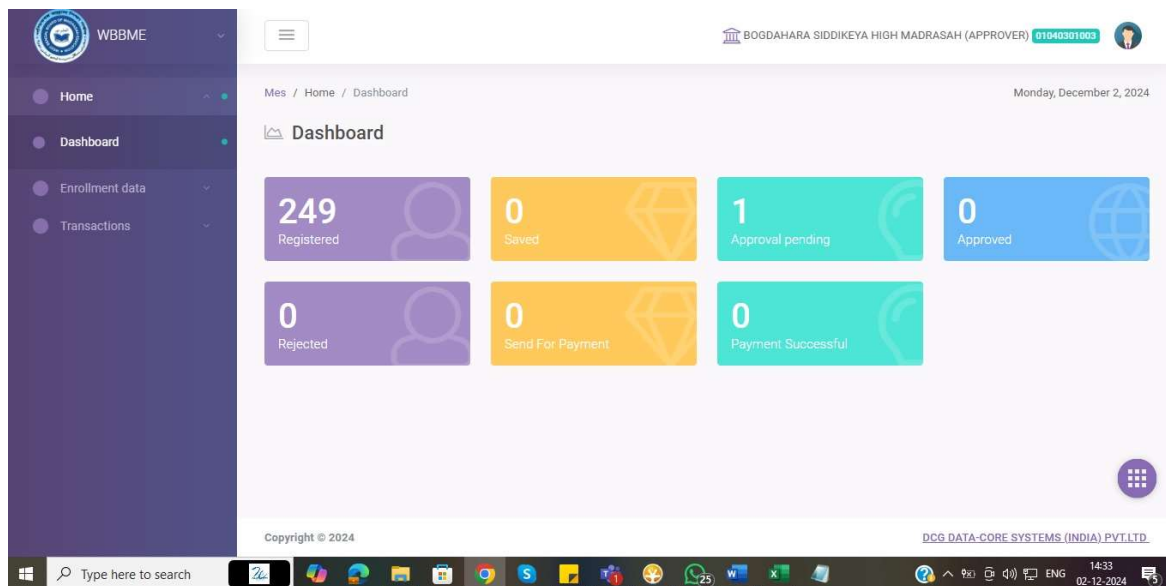
SLNO	REG.NO.	NAME	D.O.B./ GENDER	CASTE / RELIGION / STUDENT TYPE / PAPER TYPE	STATUS	PAYMENT AMOUNT (₹)	ACTION
1	1011100700	SUKANTA PANDIT	30-12-2008 Male	SC / HINDUISM Regular Regular	WAITING FOR APPROVAL	--	[View] [Edit]
2	1011100701	RAJ SARDAR	23-10-2008 Male	SC / HINDUISM Regular Regular	REGISTERED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



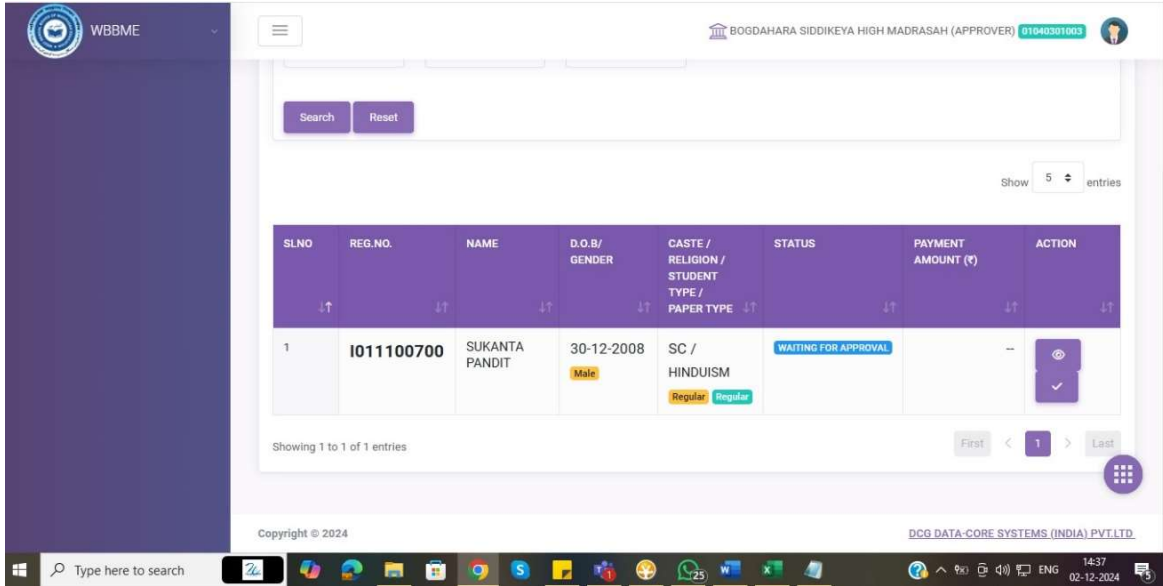
## 2.0 User profile: APPROVER

**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.



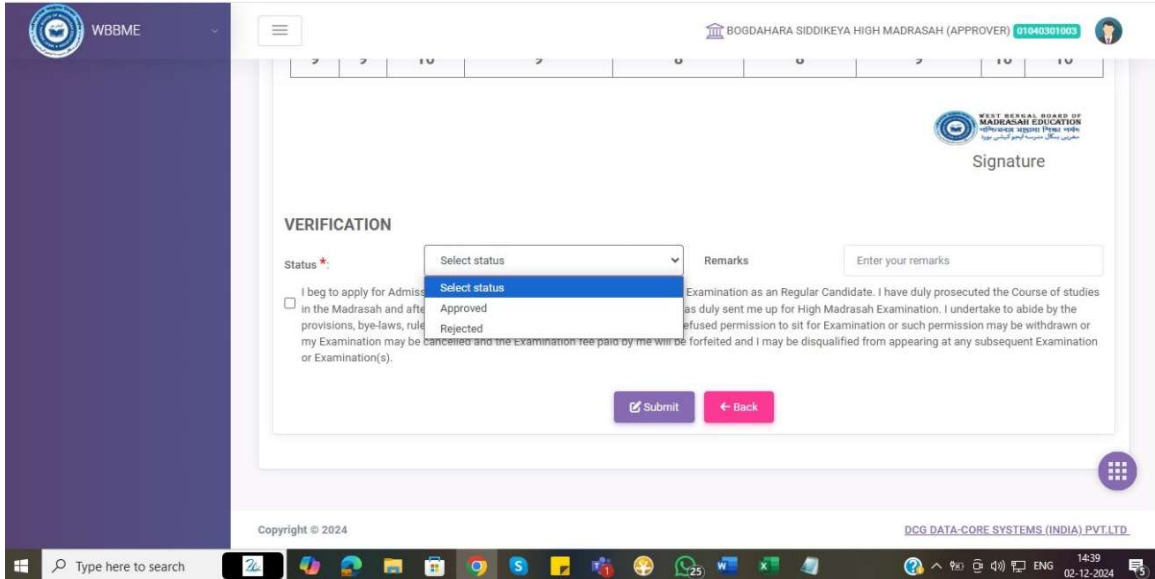


The screenshot shows the WBBME dashboard for an Approver. At the top, it identifies the user as 'BOGDHARA SIDDIKEYA HIGH MADRASAH (APPROVER)' with ID '01040301003'. Below this is a search bar with 'Search' and 'Reset' buttons. A table displays one entry:

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	WAITING FOR APPROVAL	-	 

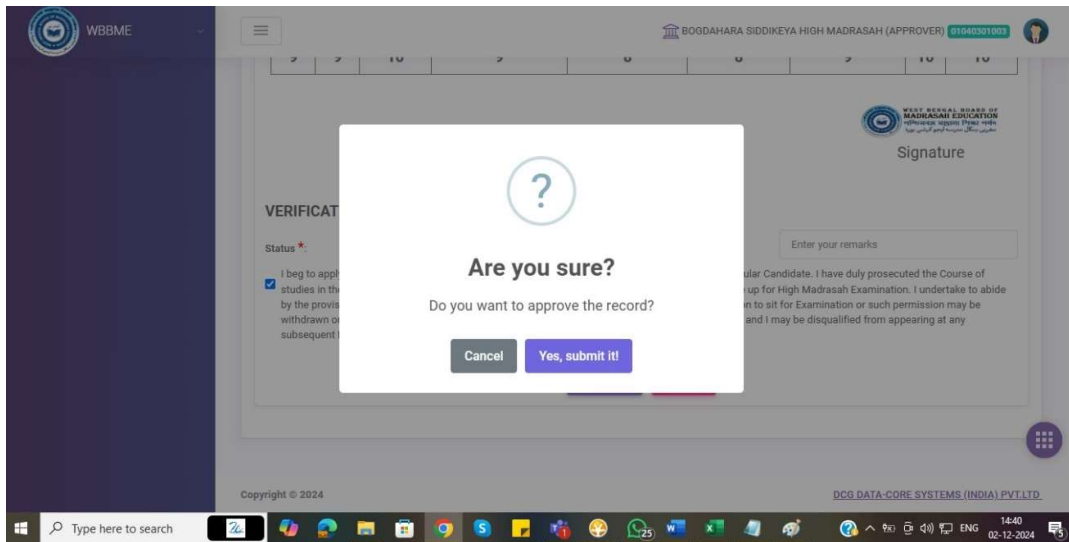
Below the table, it says 'Showing 1 to 1 of 1 entries' and has navigation buttons for 'First', '1', and 'Last'. The footer includes 'Copyright © 2024' and 'DCG DATA-CORE SYSTEMS (INDIA) PVT.LTD'.

**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.

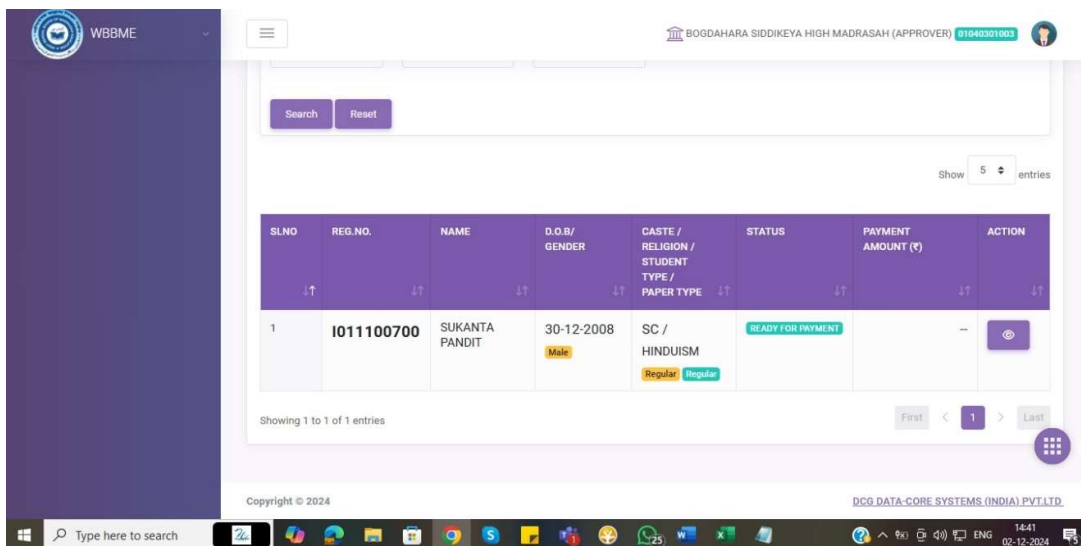


The screenshot shows the 'VERIFICATION' form. A dropdown menu for 'Status' is open, showing options: 'Select status', 'Approved', and 'Rejected'. The 'Remarks' field contains the text: 'I beg to apply for Admiss... Examination as a Regular Candidate. I have duly prosecuted the Course of studies... as duly sent me up for High Madrasah Examination. I undertake to abide by the... provisions, bye-laws, rule... 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)'. Below the form are 'Submit' and 'Back' buttons. The footer includes 'Copyright © 2024' and 'DCG DATA-CORE SYSTEMS (INDIA) PVT.LTD'.

**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”.



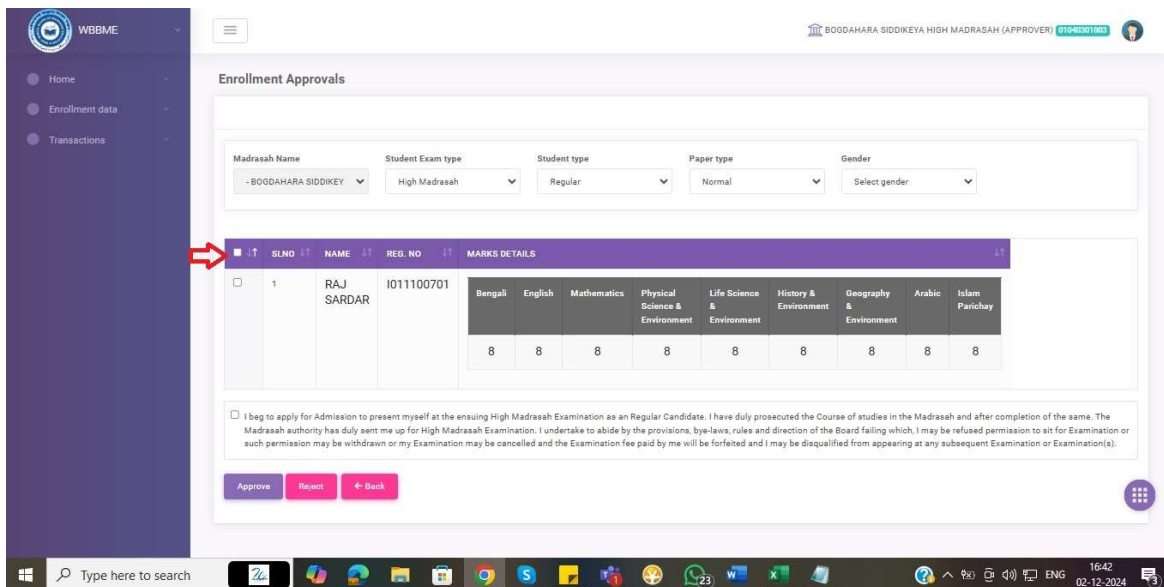
### Mass Approval

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.



Enrollment Approvals

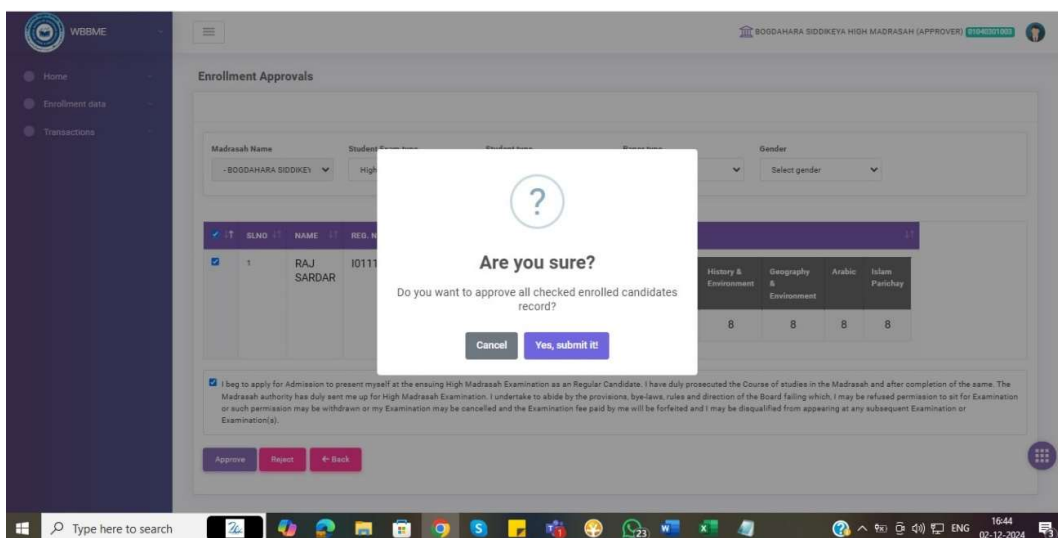
Madrasah Name: -BOGDHARA SIDDIKEY Student Exam type: High Madrasah Student type: Regular Paper type: Normal Gender: Select gender

SLNO	NAME	REG. NO	MARKS DETAILS									
<input type="checkbox"/>	1	RAJ SARDAR	I011100701	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.



Enrollment Approvals

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

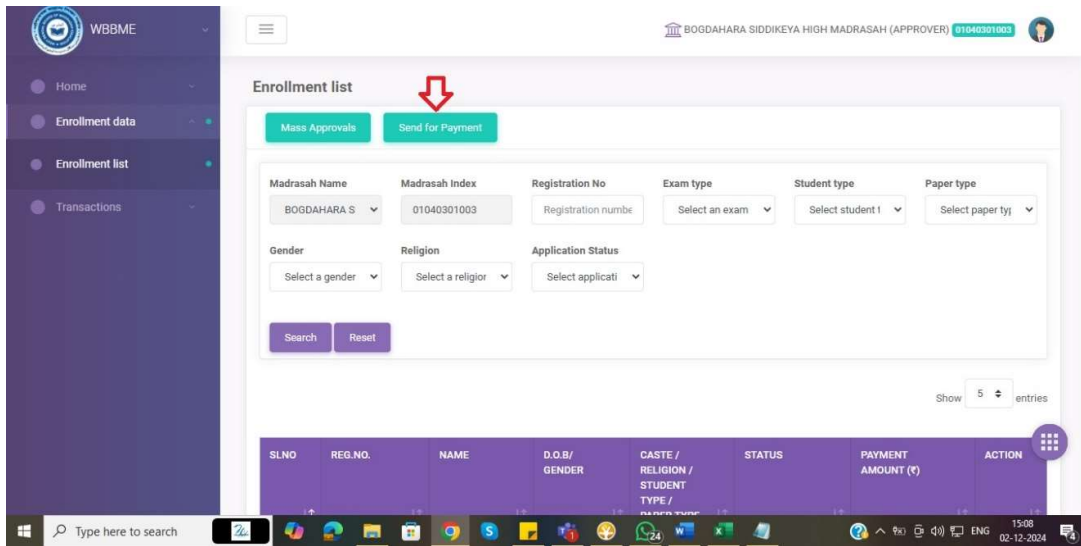
SLNO	NAME	REG. NO	MARKS DETAILS									
<input checked="" type="checkbox"/>	1	RAJ SARDAR	I011100701	History & Environment	Geography & Environment	Arabic	Islam Parichay	8	8	8	8	

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).

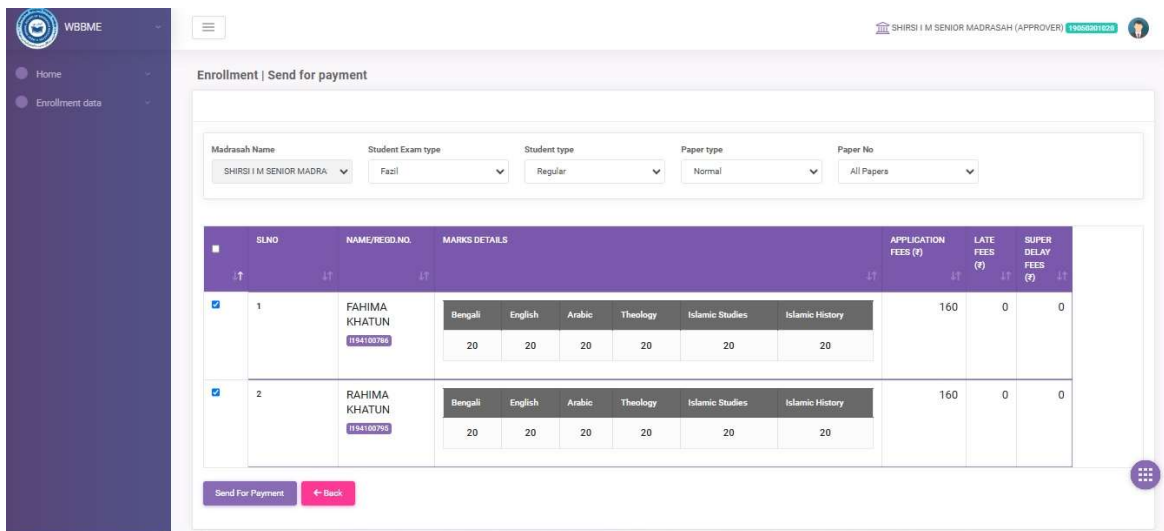
Approve Reject < Back

**Are you sure?**  
Do you want to approve all checked enrolled candidates record?  
Cancel Yes, submit it!

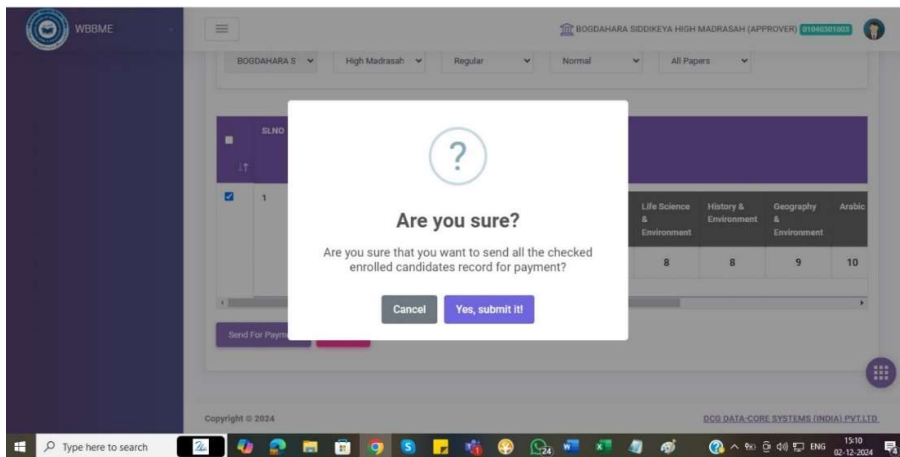
**Step 6:** Now the Approver needs to click on “Send for Payment” button at the Top.




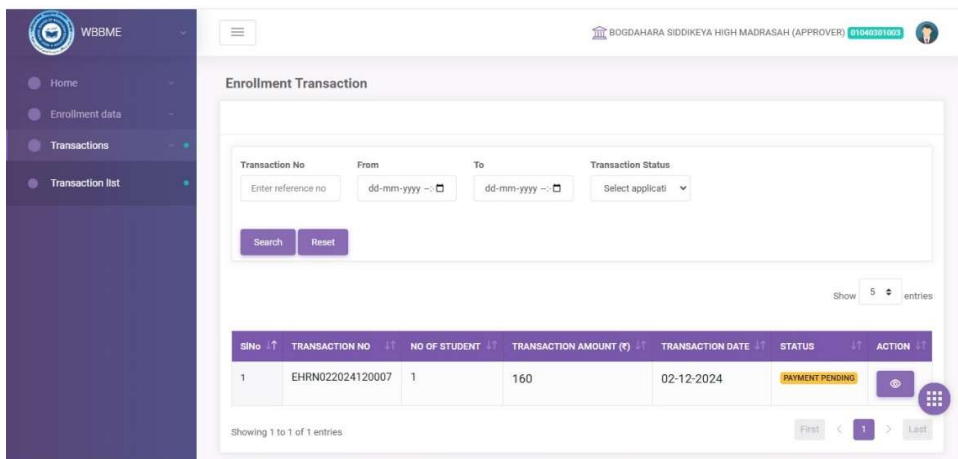
**Step 7:** Here the Approver needs to select the Students for whom he/she wants to process the “Send for Payment” instruction. Approver can select single instances separately or can select the check box (as indicated below) to select all the students. Finally he/she needs to hit “Send for Payment” button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

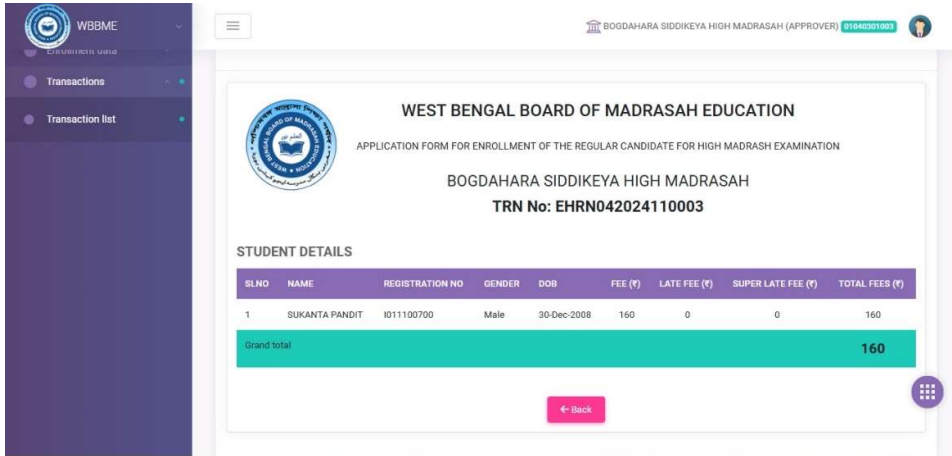


**Step 8:** Now another confirmation pop up will appear where the Approver needs to put his/her nod again.



**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  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.





WEST BENGAL BOARD OF MADRASAH EDUCATION  
APPLICATION FORM FOR ENROLLMENT OF THE REGULAR CANDIDATE FOR HIGH MADRASAH EXAMINATION  
BOGDHARA SIDDIKEYA HIGH MADRASAH  
TRN No: EHRN042024110003

STUDENT DETAILS

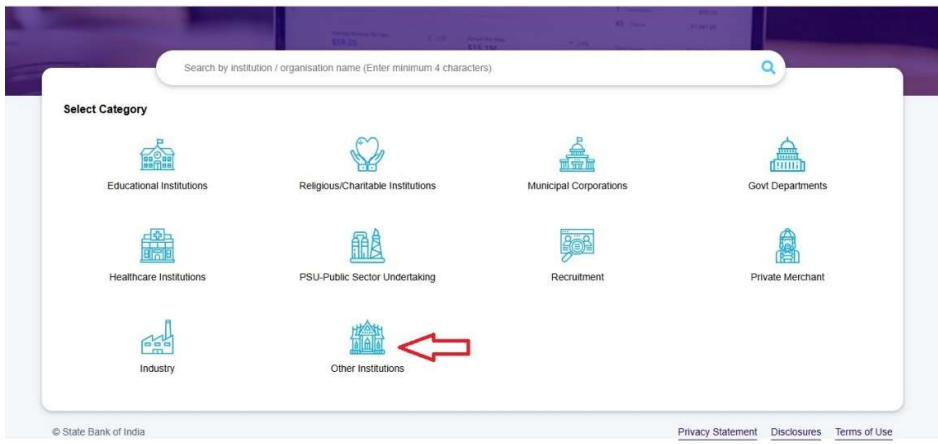
SLNO	NAME	REGISTRATION NO	GENDER	DOB	FEE (₹)	LATE FEE (₹)	SUPER LATE FEE (₹)	TOTAL FEES (₹)
1	SUKANTA PANDIT	ID11100700	Male	30-Dec-2008	160	0	0	160
Grand total								160

← Back

### 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.

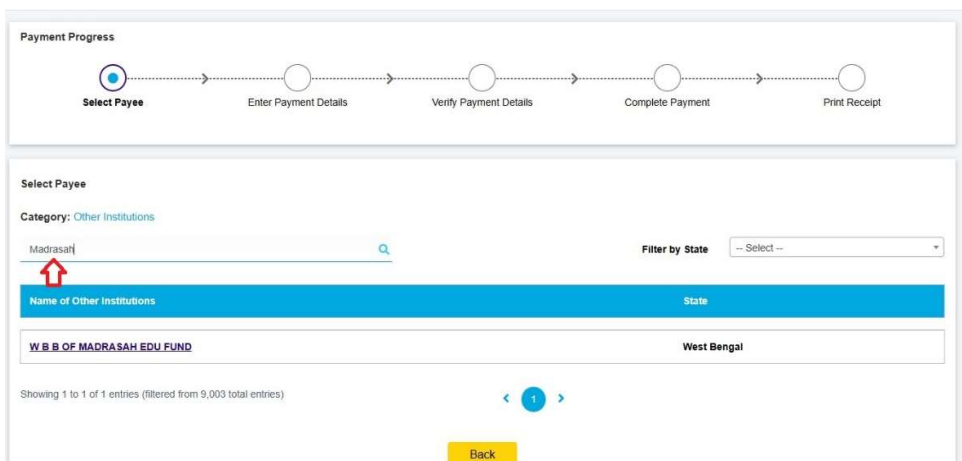
**Step 2:** Click on the “Other Institutions” menu as shown below



Select Category

- Educational Institutions
- Religious/Charitable Institutions
- Municipal Corporations
- Govt Departments
- Healthcare Institutions
- PSU-Public Sector Undertaking
- Recruitment
- Private Merchant
- Industry
- Other Institutions

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



Payment Progress

Select Payee

Category: Other Institutions

Madrasah

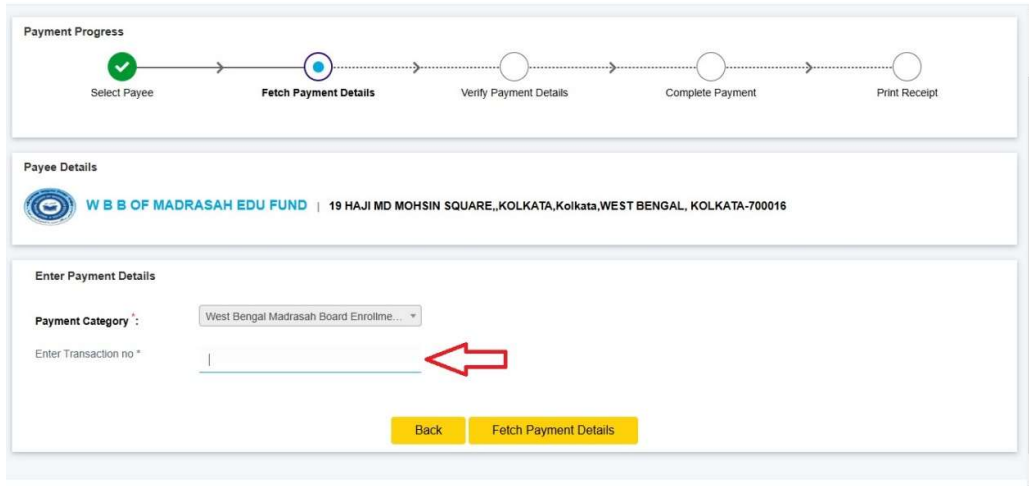
Filter by State: -- Select --

Name of Other Institutions	State
W B B OF MADRASAH EDU FUND	West Bengal

Showing 1 to 1 of 1 entries (filtered from 9,003 total entries)

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.



**Payment Progress**

Select Payee → **Fetch Payment Details** → Verify Payment Details → Complete Payment → Print Receipt

**Payee Details**

 **WB B OF MADRASAH EDU FUND** | 19 HAJI MD MOHSIN SQUARE, KOLKATA, Kolkata, WEST BENGAL, KOLKATA-700016

**Enter Payment Details**

**Payment Category** : West Bengal Madrasah Board Enrolme...  
Enter Transaction no \*

Back Fetch Payment Details