

WBBME

ONLINE STUDENT REGISTRATION

USER MANUAL

Process Flow

1. Enter all student registration details by login using "Entry User"
2. Approve each student details using "Approval User"
3. Fees Payment
 - a. Login using "Entry User", Choose Fees Payment and select all Approved Student and click "Proceed for Payment" button.
 - b. On "Fees Details Entry" Page click on "Pay though SBI Collect" and make payment.
 - c. Enter the bank receipt no, payment date, payment amount and upload receipt voucher to complete the registration process.

1. APPROVAL USER

1. a. Update Madrasha Details

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KHUSTIGIRI DARGAH SHARIF HIGH MADRASAH Welcome admin

MADRASAH DETAILS UPDATE

Show 10 entries Search:

Action	Madrasah	Address	Pin	Post Office	District	Contact No	Email	Fax No	Head of Institute
	KHUSTIGIRI DARGAH SHARIF HIGH MADRASAH				BIRBHUM		khustigirids@gmail.com		

Showing 1 to 1 of 1 entries Previous 1 Next

The **Approval User** needs to update the Madrasah details from the menu – **Master->Madrasah Details Update**

Click on the **Edit Icon** to update the details

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KHUSTIGIRI DARGAH SHARIF HIGH MADRASAH Welcome admin

MADRASAH MASTER UPDATE

Madrasah Name: KHUSTIGIRI DARGAH SHARIF HIGH MADRASAH
Madrasah Code: KSTG
Index No: 123
Head of Institute: Head of Institute
Address: Enter Address Details
Pin Code: Pin Code
Post Office: Post Office
District: BIRBHUM
Contact No: Contact No
Email: khustigirids@gmail.com
Fax No: Fax No
Madrasah Medium: BENGALI

APPLY CHANGE

Enter the **Index Number** and click on **APPLY CHANGE** button to update

1. b. Add Entry User

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KHUSTIGIRI DARGAH SHARIF HIGH MADRASAH

Welcome admin

Student Approval

Master

User Entry

Madrasah Details Update

Change Password

Report

Logout

USER ENTRY

Show 10 entries

Search:

User Name	Contact No	College	Joining Date	Last Working Date	Address	Action
ADMIN		KHUSTIGIRI DARGAH SHARIF HIGH MADRASAH				
KSTG		KHUSTIGIRI DARGAH SHARIF HIGH MADRASAH				
KSTGUSER1		KHUSTIGIRI DARGAH SHARIF HIGH MADRASAH				

Showing 1 to 3 of 3 entries

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ADD USER

The Approval User can create Data Entry Users from the following Link

Master->User Entry

Click on the**ADD USER** button to add a new **Data Entry User**

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KHUSTIGIRI DARGAH SHARIF HIGH MADRASAH

Welcome admin

Student Approval

Master

User Entry

Madrasah Details Update

Change Password

Report

Logout

MADRASAH USER ENTRY

Select Category *
Select Category

Contact No *
Contact No

Joining Date *
dd-mm-yyyy

Last Working Date *
dd-mm-yyyy

Address *
Enter Address Details

User Name *
User Name

Password *
Password

Active *
Yes

CREATE

Enter all information of the User and click on **CREATE** button to update

1. c. Approve Registration

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KHXUSTIGIRI DARGAH SHARIF HIGH MADRASAH

Welcome admin

Student Approval

- High Madrasah Exam
- Alim Exam
- Fazil Exam

Master

Change Password

Report

Logout

VIEW HIGH MADRASAH EXAMINATION STUDENTS

Show 10 entries

Search:

Registration Date	Student Name	Date of Birth	Contact No	First Language	Compulsory Subject	Optional Elective	Status	Photo	Action
2021-08-23	Mustafizur	24 Aug, 2000	3333333333	Urdu	Arabic	Biology	Pending		

Showing 1 to 1 of 1 entries

Previous 1 Next

Registered Students can be seen under individual Exam menus (**High Madrasah Exam, Alim Exam, Fazil Exam**) under **Student Approval**.

Click on the **thumbs up icon** to view the candidate details

Created By :

Date Of Registration : 23 Aug, 2021

Back Disapprove Approve

The candidate details page will show all information of the candidate and will present with an **APPROVE** and **DISAPPROVE** button at the bottom of the page

Click on the **APPROVE** button to approve the candidate

2. ENTRY USER

2. a. Add Students

 **KHUSTIGIRI DARGAH SHARIF HIGH MADRASAH** Welcome KSTGUSER1

VIEW HIGH MADRASAH EXAMINATION STUDENTS

Student Registration Menu: **High Madrasah Exam**, Alim Exam, Fazil Exam

ADD STUDENT

Show 10 entries Search:

Registration Date	Student Name	Date of Birth	Contact No	First Language	Compulsory Subject	Optional Elective	Status	Photo	Action
2021-08-23	Mustafizur	24 Aug, 2000	3333333333	Urdu	Arabic	Biology	Pending		

Showing 1 to 1 of 1 entries Previous 1 Next

To Add New Student, go the **Student Registration** Menu and select the name of the Exam (**High Madrasah Exam, Alim Exam, Fazil Exam**)

Click on the **ADD STUDENT** button to add a new student


Welcome KSTGUSER1

STUDENT DETAILS - HIGH MADRASAH REGISTRATION

Student Name * Date of Birth (As per Birth Certificate)* Nationality * Father's Name*
 Student Name dd-mm-yyyy Select Nationality Father's Name
 Mother's Name * Guardian Name Gender * Religion *
 Mother's Name Guardian Name Select Gender Select Religion
 Caste * Caste Certificate No Contact No * Type of Physical Disability
 Select Caste Cast Certificate No Contact No Select Physical Disability
 Identification Mark (If any) Email ID (If any)
 Identification Mark Email ID
 Address Details* Sub Division District * Pin Code *
 Enter Address Details Sub Division Select District Pin Code

SUBJECT DETAILS

First Language * Compulsory Subject * Optional Elective * Class of Admission *
 Select First Language Select Compulsory Subject Select Optional Elective Class of Admission
 Date of Admission * Remarks
 dd-mm-yyyy Remarks

BANK DETAILS

Bank Name * Branch * IFSC * A/C No *
 Bank Name Branch IFSC Code Account No

UPLOAD FILES

   
 Student Image * Birth Certificate * Signature * Physical Handicapped
 Choose File | No file chosen
 Maximum upload file size 200 KB
 Caste
 Choose File | No file chosen
 Maximum upload file size 200 KB

Fill up all the mandatory fields, upload the images and click on the **SUBMIT** button

Student Image, Birth Certificate and Signature are mandatory and must be uploaded. All images must be less than **200kb** in size and in **jpg** format

2. b. Update Payment

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KHUSTIGIRI DARGAH SHARIF HIGH MADRASAH

Welcome KSTGUSER1

Student Registration >

FEES PAYMENT

Course: Select Course | Session: Select Session | **Search**

Show 10 entries | Search:

Action	Student Name	Course	Session Desc	College
No data available in table				

Showing 0 to 0 of 0 entries

Previous Next

Proceed To Payment

To update the payment of the students, go the **Fees Payment** Menu
Select the **Course** and **Session** and click on **Search** button

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KHUSTIGIRI DARGAH SHARIF HIGH MADRASAH

Welcome KSTGUSER1

Student Registration >

FEES PAYMENT

Course: FAZIL Examination | Session: Fazil (2020) | **Search**

Show 10 entries | Search:

Action	Student Name	Course	Session Desc	College
<input checked="" type="checkbox"/>	Tapas Panja	FAZIL Examination	Fazil (2020)	KHUSTIGIRI DARGAH SHARIF HIGH MADRASAH

Showing 1 to 1 of 1 entries

Previous 1 Next

Proceed To Payment

The list of Approved Students will be shown below
Select the Students for whom you want to update the payments by selecting the check box beside each Student's Name and click on **Proceed to Payment** button. You can select multiple students at a time if you want to pay for more than one student in a single go

Student Registration >

Fees Payment

Change Password

Report >

Logout

FEE DETAILS ENTRY

Madrasah Name KHUSTIGIRI DARGAH SHARIF HIGH M/	Course FAZIL Examination	Session Fazil (2020)	Student Count 1
Student Fees 40	Late Fees 0	Sp. Delay Fees Sp. Delay Fees	Sp. Extended Fees Sp. Extended Fees
Fees Payable * 140	Pay Date * dd-mm-yyyy	Bank Receipt No * Bank Receipt No.	Remarks Remarks

Upload Receipt * Choose File No file chosen

Pay Through SBI Collect

SUBMIT

List of Students (Fees to be Paid)

Student Name	Course	Session Desc	College
Tapas Panja	FAZIL Examination	Fazil (2020)	KHUSTIGIRI DARGAH SHARIF HIGH MADRASAH

Enter the Payment details and Upload the Payment receipt and click on **SUBMIT**

You can also Pay through SBI Collect. You will be taken to the SBI Collect page by clicking on the **Pay through SBI Collect** button

You will be able to see the Student for whom you are making the payment in the List Below for you to double check