

# **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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## 1. b. Add Entry User

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## 1. c. Approve Registration

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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       Approve       Approve											
The candidate details page will show all information of the candidate and will present with an <b>APPROVE</b> and <b>DISAPPROVE</b> button at the bottom of the page		Created By :		Date Of	Registration : 23	Aug, 2021			Back	Disapp	prove Approve
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and <b>DISAPPROVE</b> button at the bottom of the page	The candidate det	ails page w	ill show	all info	mation	of the ca	andidate an	id will pres	sent v	with a	n <b>APPROVE</b>
and blen interest station at the bottom of the page	and <b>DISAPPROVE</b>	button at t	he botto	m of th	e page						
Click on the APPROVE button to approve the candidate	Click on the APPRO	<b>DVE</b> buttor	n to appr	ove the	candid	ate					

#### 2. ENTRY USER

#### 2. a. Add Students

للاحتاج BENGAL BOARD OF MADRASAH EDUCATION بالمحمد بالمحالية المحمد المحالية بعن بمكان معرسه الجو كيش يورا	0	KHUSTIGIRI DAR	GAH SHARIF	HIGH MAD	RASAH						Welcome K	STGUSER1
은 Student Registration	~	VIEW HIGH M	1ADRASAH	EXAMIN	IATION S	TUDENTS						
											ADD STUDE	NT
		Show 10 🗸 e	ntries						Se	arch:		
🔡 Fees Payment		Registration Date $\uparrow\downarrow$	Student Name $^{\uparrow\downarrow}$	Date of Birth $^{\uparrow\downarrow}$	Contact No $\uparrow\downarrow$	First Language	Compulsory Subjecte	Optional Elective	Status <sup>↑↓</sup>	Photo	Action	
Change Password		2021-08-23	Mustafizur	24 Aug, 2000	3333333333	Urdu	Arabic	Biology	Pending		<b>2</b> , Q	
Report	>											
ථ Logout		Showing 1 to 1 of 1	entries							Pro	evious 1	Next
To Add New	Stuc	dent, go the <b>S</b>	Student	Registra	ation M	lenu and	select the r	name of th	ne Exa	am (Hig	h	
Madrasah Ex	(am,	, Alim Exam,	Fazil Ex	am)								

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

A Student Registration	E			
器 Fees Payment	STUDENT DETAILS - HIGH M	ADRASAH REGISTRATION		
	Student Name *	Date of Birth (As per Birth Certificate)*	Nationallity *	Father's Name*
Change Password	Student Name	dd-mm-yvyy	Select Nationallity	Father's Name
Report	Mother's Name *	Gurdian Name	Candar *	Palining *
	Mother's Name	Gurdian Name	Select Gender ~	Select Religion
ථ Logout	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 Divisio	n District*	Pin Code *
	Enter Address Details	Sub Divis	ion 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 Name * Bank Name	Branch * Branch	IFSC *	A/C No * Account No
	Bark Name * Bark Name UPLOAD FILES	Branch * Branch	IFSC * IFSC Code	A/C No * Account No
	Bank Name * Bank Name UPLOAD FILES	Baach * Erasch	IFSC * USC Dode	A/C No* Account No
	Bank Name * Bank Name UPLOAD FILES Student Image * Choose File No file chosen	Baach * Branch Br	IFSC * If ISC Dode	A/C No * Account No Physical Handcapped Choose File No file chosen
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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

مغري بنگل مدرسه ايجو کيشن بوره	KHUSTIGIRI DARGAH SHARIF HIGH MADRASAH		Welcome KSTGUSER1
은 Student Registration $\rightarrow$	FEES PAYMENT		
Fees Payment Change Password Report	Course Session Select Course Select Session Show 10 v entries	~ Search	Search:
එ Logout	□ Action <sup>↑↓</sup> Student Name	$\uparrow \downarrow$ Course $\uparrow \downarrow$ Session Desc	<sup>↑↓</sup> College <sup>↑↓</sup>
	Showing 0 to 0 of 0 entries	No data available in table	Previous Next Proceed To Payment
To update the pay Select the <b>Course</b>	ment of the students, go the <b>Fees Pay</b> i and <b>Session</b> and click on <b>Search</b> buttor KHUSTIGIRI DARGAH SHARIF HIGH MADRASAH	<b>ment</b> Menu າ	Welcome KSTGUSER1
은 Student Registration >	FEES PAYMENT		
器 Fees Payment	Course Session		
Change Password	FAZIL Examination    FAZIL Examination	∽ Search	
☐ Report >	Show 10 - entries		Search:
U Report >	Show     10     ✓ entries       □ Action     ↑↓     Student Name     ↑↓       Course     ↑↓	Session Desc	Search:
☐ Report → 안 Logout	Show     10     • entries       Action     11     Student Name     11       Tapas Panja     FAZIL Examination	Session Desc  College Fazil (2020) KHUSTIGIRI DARGAH SHARIF	Search:
∐ Report > ట Logout	Show 10 ventries	Session Desc College Fazil (2020) KHUSTIGIRI DARGAH SHARIF	Search: TI HIGH MADRASAH Previous 1 Next Proceed To Payment
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⊎ Report రి Logout	Show 10 v entries	Session Desc <sup>1</sup> College Fazil (2020) KHUSTIGIRI DARGAH SHARIF	Search: TI HIGH MADRASAH Previous 1 Next Proceed To Payment

udent Registration	>						
ees Paument		FEE DETAILS ENTRY					
		Madrasah Name	Course		Session		Student Count
hange Password		KHUSTIGIRI DARGAH SHARIF HIG	GH M/ FAZIL Examination	~	Fazil (2020)	~	1
eport	>	Student Fees	Late Fees		Sp. Delay Fees		Sp. Extended Fees
agut		40	0		Sp. Delay Fees		Sp. Extended Fees
59001		Fees Pavable *	Der Dete t				
		recordyable	Pay Date ^		Bank Receipt No *		Remarks
		140 Upload Receipt * Choose File	Ay Date ^		Bank Receipt No * Bank Receipt No.		Remarks
		140 Upload Receipt * Choose File Pay Through SBI Collect List of Students (Fee Student Name	And the paid of th	Session Desc	Bank Receipt No * Bank Receipt No.		Remarks Remarks SUBMIT

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