



WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

VIDYASAGAR BHAVAN

9/2, BLOCK-DJ, SECTOR II, SALT LAKE
KOLKATA – 700091

Memo No : L/SECY/66/2022

Date : 24/08/2022

NOTIFICATION

I am directed to notify all the Higher Secondary Institutions that the Council is going to start **ONLINE registration** of the students of Class-XI (2022-2023 Session) from **26th August, 2022**. Schools will be given secured login credential to school mail-id to visit the site https://wbchseapplication.wb.gov.in/portal/sec_users/login for filling up the registration form through mobile/website. In this context, it is also notified to all concerns that council is uploading its new website in the domain www.wbchse.wb.gov.in through which one can also access online registration. For accessing online registration portal through new council website, schools are advised to visit Institution Tab. Detailed instructions in this regard will be available in both the council websites. A link will be provided for a certain time in the current website www.wbchse.nic.in which would enable the user to visit the new website wbchse.wb.gov.in. Subsequently all the updates (Notification/Circular, etc.) will be uploaded only on the new council website (www.wbchse.wb.gov.in).

All the Institutions are directed to follow the instructions and fill up the Registration form first and get an auto generated challan for payment of the requisite fees through any of the given mode as prescribed in the instruction. The last date of submission of form **without late fine** is **28th September, 2022**. However, the Registration portal will be further operational from **12th October, 2022 to 20th October, 2022 with late fine** (at the rate Rs. 100/- per student for Registration and Rs. 100/- for Enrolment). Any query during filling up of registration form may be sent to accountsofficer@wbchse.org.in for further processing.

Detailed guideline for online registration is attached herewith.

(Tapas Kumar Mukherjee)
Secretary-in-Charge, WBCHSE

1. School Admin Dashboard

Admin dashboard is the interface for the admin to control the administrative activity. The mostly used set of functions will be covered in this section. The admin would be able to do the activities including:

- Fill Registration Form
- Make payment for Registration form
- Add and pay for class XI failed student
- Fill different school forms like Excess Admission Request, Co-Education Permission Request, Post Conversion Request etc.

1.1 Admin Sign in

Description: User (Admin) needs to sign in with his login credentials to access the admin application.

Step 1. User enters the admin URL (<https://wbchseapplication.wb.gov.in/portal/main>) in address bar.

Step 2. The Admin Sign In page will be displayed:



Username

Password

☒

Please Enter the Captcha Text



Can't read the image? click [here](#) to refresh.

Figure 1 Admin Sign In Page

User can log in the system using following steps:

1. User can be able to enter his Username.
2. *User can enter valid password in the Password field.*
3. User clicks on the checkbox near “Remember Me” link, his login credentials have been remember by the browser until his log out.
4. User enters the Captcha text in the respective field
5. User then clicks on the Sign In button and system redirects him to the School Admin Dashboard

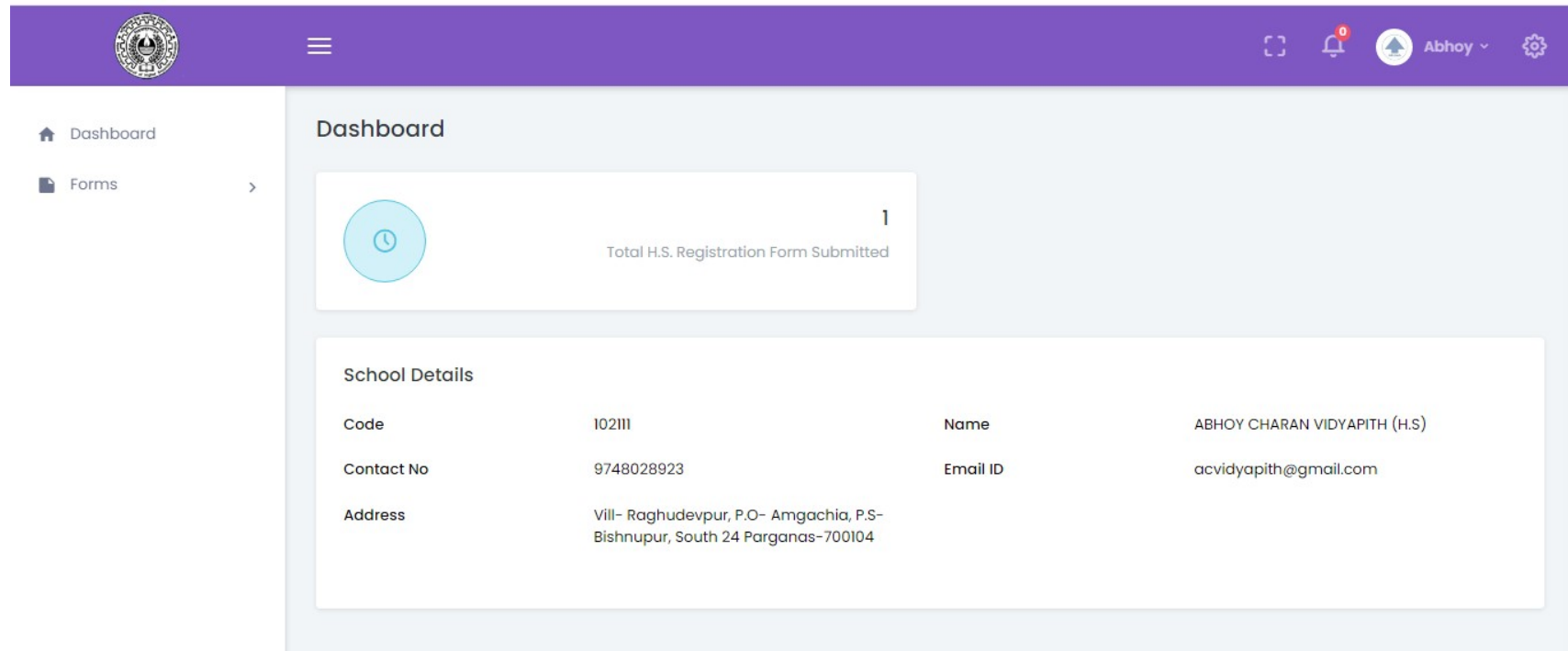


Figure 2 Admin Dashboard

1.1.1 User clicks on Forms menu ---School Application and Student Application two submenus will open.

The screenshot shows a web dashboard with a purple header bar. On the left is a sidebar menu with 'Dashboard' and 'Forms' (expanded to show 'School Application' and 'Student Application'). The main content area is titled 'Dashboard' and features a card showing 'Total H.S. Registration Form Submitted' with a value of 1. Below this is a 'School Details' section containing a table with school information.

School Details			
Code	102111	Name	ABHOY CHARAN VIDYAPITH (H.S)
Contact No	9748028923	Email ID	acvidyapith@gmail.com
Address	Vill- Raghudevpur, P.O- Amgachia, P.S- Bishnupur, South 24 Parganas- 700104		

1.1.2 User clicks on the School Application submenu, a list of links will open

The screenshot displays a web application interface for school management. The top navigation bar is purple and contains a logo, a menu icon, and user information (Abhay) with a settings gear. The left sidebar lists various application types, with 'School Application' expanded to show options like 'H.S. Registration Form', 'HS Registration Payment', 'Excess Admission Request', 'Post Conversion Request', 'Co-Education Permission Request', 'School Details Correction Request', and 'Student Application'. The main content area, titled 'Dashboard', features a summary card for 'Total H.S. Registration Form Submitted' with a value of 1, and a 'School Details' section containing a table with school information.

School Details			
Code	102111	Name	ABHOY CHARAN VIDYAPITH (H.S)
Contact No	9748028923	Email ID	acvidyapith@gmail.com
Address	Vill- Raghudevapur, P.O- Amgachia, P.S- Bishnupur, South 24 Parganas-700104		

1.4 Fill Registration form

Description: User needs to fill a new registration form or view/edit an already filled registration form.

Step1. User Sign in into the portal using his login credential received through mail and clicks on the link **HS Registration Form**.

Step2.

The screenshot displays the 'H.S. Registration Form' page. The left sidebar contains navigation links: Dashboard, Forms, School Application, H.S. Registration Form (highlighted), HS Registration Payment, Excess Admission Request, Co-Education Permission Request, Post Conversion Request, School Details Correction Request, and Student Application. The main content area shows the 'H.S. Registration Form' title, a 'Show 25 entries' dropdown, a search bar, and a table with one entry. The table columns are Action, User ID, Form ID, Name, Email ID, Mobile No, and Aadhaar No. The entry for Sutapa Das has User ID HCA98343E4, Form ID HSRF-22-102111-000001, Mobile No 9874416336, and Aadhaar No 654698475938. Below the table, it says 'Showing 1 to 1 of 1 entries' and 'Previous 1 Next'. An 'Add New' button is highlighted with an orange circle.

Dashboard > School Application > H.S. Registration Form

Add New

H.S. Registration Form

Show 25 entries Search:

Action	User ID	Form ID	Name	Email ID	Mobile No	Aadhaar No
 	HCA98343E4	HSRF-22-102111-000001	Sutapa Das		9874416336	654698475938

Showing 1 to 1 of 1 entries Previous 1 Next

List of filled registration forms shows

Step3. Clicks on the Add New button and a new registration form will open.

viyasagar Bhawan, 5/2 Block D3, Sector-II, KOKATA - 700051

H.S. Registration Form for Period: 2022-2023

Institution Code: 102111 Institution Name: ABHOY CHARAN VIDYAPITH (H.S.)

PERSONAL DETAILS

Title: * Select

First Name: * Middle Name: Last Name: *

Mobile No.: * E-mail: Aadhaar No. *

Gender * Caste Category * Select

Religion * Date of Birth * dd-mm-yyyy

PwD * No

Present Address:-

Address Line 1 * Address Line 2 Address Line 3

☐ Permanent Address Same as Present Address

Address Line 1 * Address Line 2 Address Line 3

Upload passport sized coloured photo. Photo size should be between 10KB and 100KB with minimum resolution 120 X 150 pix approx. Allowed file type - jpg/jpeg/png.

fill the form , upload required documents and submit the form by clicking Submit button at the bottom of the form.











Abhay



Dashboard

Forms

School Application

H.S. Registration Form

HS Registration Payment

Excess Admission Request

Co-Education Permission Request

Post Conversion Request

School Details Correction Request

Student Application

DECLARATION OF HEAD OF THE INSTITUTION

Certified that the particulars given above are correct

Submit

Back



Signature of Head Of the Institution should be in black ink only. Photo size should be between 10KB and 100KB with minimum resolution 120 x 150 pix approx. Allowed file type - jpg/jpeg/png.

after submittimg the form control moves automatically to the list view page.

Step4. User can view the registration form from the list view page to check the prefilled form.

H.S. Registration Form

Dashboard > School Application > H.S. Registration Form

Show 25 entries Search:

	User ID	Form ID	Name	Email ID	Mobile No	Aadhaar No
	HCA98343E4	HSRF-22-102III-000001	Sutapa Das		9874416336	654698475938

Showing 1 to 1 of 1 entries Previous 1 Next

Step5. User can edit the registration form from the list view page to update the prefilled form

The screenshot displays the 'H.S. Registration Form' page. The left sidebar contains a menu with items like 'Dashboard', 'Forms', 'School Application', 'H.S. Registration Form', 'HS Registration Payment', 'Excess Admission Request', 'Co-Education Permission Request', 'Post Conversion Request', 'School Details Correction Request', and 'Student Application'. The main content area shows a table with the following data:

Ac	er ID	Form ID	Name	Email ID	Mobile No	Aadhaar No
	HCA98343E4	HSRF-22-102111-000001	Sutapa Das		9874416336	654698475938

Below the table, it says 'Showing 1 to 1 of 1 entries'. There are 'Previous', '1', and 'Next' buttons. A search bar is located at the top right of the table area. An orange circle highlights the 'Edit' icon in the first column of the table.

1.3 Registration form payment

Description: User wants to make payment for registration forms.

Step1.User Clickson theHS Registration Payment. Its redirects the user to the following page

HS Registration Payment

Dashboard > School Application > HS Registration Pay

Challan List

Action	Challan No	No of Student	Total Payable Amount	Date	Status
No data Available					

Create Challan

Step2. To pay registration fees user have to create challan first. User clicks on the Create Challan button on the top right corner and redirects to the following page:

HS Registration Payment

Dashboard > School Application > HS Registration Payment

List Of Students
Select students to create challan
Showing 1 to 1 of 1 entries

Action	<button>Payment for all students</button>					
☐ Check All	User ID	Form ID	Name	Phone No	Email ID	Status
☐	HCA98343E4	HSRF-22-102111-000001	Sutapa Das	9874416336		Challan not Generated

Showing 1 to 1 of 1 entries

Step3. User selects multiple students by clicking on the checkboxes beside each row and clicks on the **Payment for Selected Students** button.



 Abhay 

 Dashboard

 Forms 

School Application 

H.S. Registration Form

HS Registration Payment

Excess Admission Request

Co-Education Permission Request

Post Conversion Request

School Details Correction Request

Student Application 

HS Registration Payment

Dashboard > School Application > HS Registration Payment

List Of Students

Select students to create challan

Showing 1 to 1 of 1 entries

Action

Payment for selected students

Payment for all students

☐ Check All	User ID	Form ID	Name	Phone No	Email ID	Status
☒	HCA98343E4	HSRF-22-102111-000001	Sutapa Das	9874416336		Challan not Generated

Showing 1 to 1 of 1 entries

User can also make payment for all student by clicking on the **Payment for all Students button**



Abhay



- Dashboard
- Forms
 - School Application
 - H.S. Registration Form
 - HS Registration Payment
 - Excess Admission Request
 - Co-Education Permission Request
 - Post Conversion Request
 - School Details Correction Request
 - Student Application

HS Registration Payment

Dashboard > School Application > HS Registration Payment

List Of Students

Select students to check

Showing 1 to 1 of 1 entries

Action		Payment for all students				
☐ Check All	User ID	Form ID	Name	Phone No	Email ID	Status
☐	HCA98343E4	HSRF-22-102111-000001	Sutapa Das	9874418336		Challan not Generated

Showing 1 to 1 of 1 entries

Payment for All Student

Step4. Confirmation popup will come to ensure the challan creation and challan will get generated.

Abhoy

Dashboard

Forms

School Application

H.S. Registration Form

HS Registration Payment

Excess Admission Request

Co-Education Permission Request

Post Conversion Request

School Details Correction Request

Student Application

Pay for CH-22-102111-0001

Challan Ref NoCH-22-102111-0001

Registration form fees

Gender	Migrating		Non-Migrating		Total Amount
	Rate	No Of Candidates	Rate	No Of Candidates	
Male	85.00	0	75.00	0	0
Female	85.00	1	75.00	0	85
Other	85.00	0	75.00	0	0
Processing fees 45.00 per student					45
Convenience fees Rs 20.00 per student					20

Examination fees for class XI

Gender	Lab based		Non-Labased		Total Amount
	Rate	No Of Candidates	Rate	No Of Candidates	
Male	70.00	0	60.00	0	0
Female	70.00	1	60.00	0	70
Other	70.00	0	60.00	0	0
Result Processing fees 30.00 per student					30
Convenience fees Rs 20.00 per student					20

Step5. To pay this challan clicks on the Pay Now button at bottom right corner and redirects to the payment page.

Examination fees for class-XI

Gender	Lab based		Non-Labased		Total Amount
	Rate	No Of Candidates	Rate	No Of Candidates	
Male	70.00	0	60.00	0	0
Female	70.00	1	60.00	0	70
Other	70.00	0	60.00	0	0
Result Processing fees 30.00 per student					30
Convenience fees Rs 20.00 per student					20

Total fees

Total Students	Total Registration fees	Total Exam Fees	Total Processing fees	Total Convenience fees	Total Amount Payable
1	85	70	75	40	270

Payment Mode *

[Cancel](#) [Pay Now](#)

1.4 Fill Continuing Student form

Description: User needs to fill a failed student form or edit/delete an already filled form.

Step1. User Sign in into the portal using his login credential received through mail and clicks on the link **Form-> Continuing Student-> Add Students.**

Step2.

 Abhoy

[Dashboard](#)
[Forms](#)
Continuing Student
[Add Students](#)
Student Payment
School Application
Student Application
[Reports](#)

Continuing Student

Show 25 entries Search:

Action	Challan id	Form id	Registration No	Registration Year	Student Name	Has lab based Subject
	CHEF-22-102111-0001	CSEF-22-102111-000001	1234567897	2022	soumita sa	No
	CHEF-22-102111-0001	CSEF-22-102111-000002	9874563210	2022	soumita ghfg sa	No
	CHEF-22-102111-0002	CSEF-22-102111-000003	5632102589	2021	pinaki mondal	No
 	CHEF-22-102111-0022	CSEF-22-102111-000004	4657678787	2021	Mamata Banerjee	No
 	CHEF-22-102111-0022	CSEF-22-102111-000011	2323234345	2021	Ratul pal	No
 	CHEF-22-102111-0022	CSEF-22-102111-000012	4764657678	2020	raju Raj	Yes
 	CHEF-22-102111-0022	CSEF-22-102111-000013	5353443232	2022	Rajen Ray	Yes
 	CHEF-22-102111-0022	CSEF-22-102111-000014	1353244355	2021	Amit Ghosh	Yes

Add New

List of class XI Failed student shows.

Step3. Clicks on the Add New button and a new form will open.

The screenshot shows the 'Form for Continuing Student' interface. The header is purple with the council's logo and navigation icons. The left sidebar contains links to Dashboard, Forms, Continuing Student, Add Students, Student Payment, School Application, Student Application, and Reports. The main form area has the following fields:

- Institution Code:** 102111
- Institution Name:** ABHOY CHARAN VIDYAPITH (H.S)
- Registration No. ***: [Text Input]
- Registration Year ***: [Select]
- First Name ***: [Text Input]
- Middle Name**: [Text Input]
- Last Name ***: [Text Input]
- Gender ***: [Select]
- Has lab based subject? ***: [Select]

At the bottom, there are two buttons: 'Submit' (highlighted with an orange circle) and 'Back'.

fill the form and submit the form by clicking Submit button at the bottom of the form. After submitting the form, control moves automatically to the list view page.

Step4. User can edit the failed student form from the list view page to update the prefilled form.

The screenshot displays the 'Continuing Student' list view page. The page header includes a logo, a menu icon, and user information (Abhoy). The left sidebar contains navigation links: Dashboard, Forms, Continuing Student, Add Students, Student Payment, School Application, Student Application, and Reports. The main content area shows a table of student records. The table has columns for Action, Challan id, Form id, Registration No, Registration Year, Student Name, and Has lab based Subject. An orange callout bubble labeled 'Edit' points to the edit icon in the Action column of the first row.

Action	Challan id	Form id	Registration No	Registration Year	Student Name	Has lab based Subject
 	CHEF-22-102111-0001	CSEF-22-102111-000001	1234567897	2022	soumita sa	No
 	CHEF-22-102111-0001	CSEF-22-102111-000002	9874563210	2022	soumita ghfg sa	No
 	CHEF-22-102111-0002	CSEF-22-102111-000003	5632102589	2021	pinaki mondal	No
 	CHEF-22-102111-0022	CSEF-22-102111-000004	4657678787	2021	Mamata Banerjee	No
 	CHEF-22-102111-0022	CSEF-22-102111-000011	2323234345	2021	Ratul pal	No
 	CHEF-22-102111-0022	CSEF-22-102111-000012	4764657678	2020	raju Raj	Yes
 	CHEF-22-102111-0022	CSEF-22-102111-000013	5353443232	2022	Rajen Ray	Yes
 	CHEF-22-102111-0022	CSEF-22-102111-000014	1353244355	2021	Amit Ghosh	Yes

Step5. User can delete any failed student by clicking on the delete button.

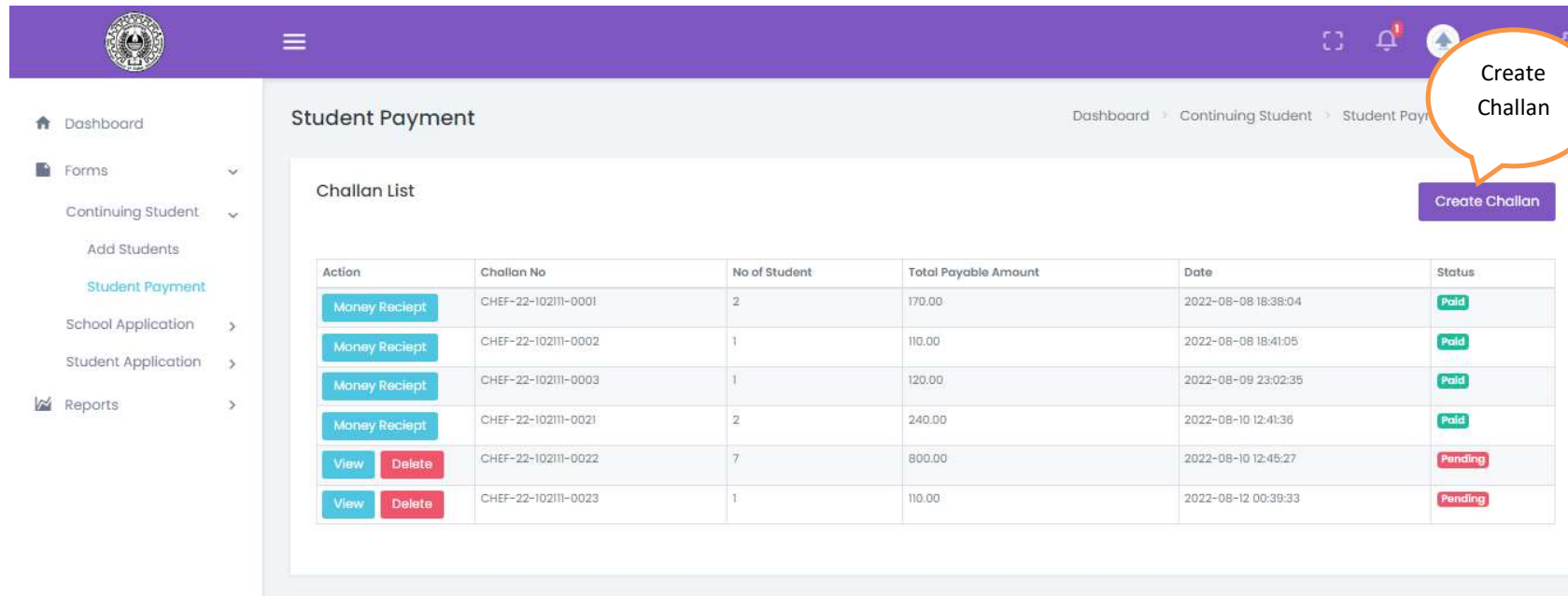
The screenshot displays the 'Continuing Student' management interface. On the left is a sidebar with navigation options: Dashboard, Forms, Continuing Student (selected), Add Students, Student Payment, School Application, Student Application, and Reports. The main content area is titled 'Continuing Student' and includes a 'Show 25 entries' dropdown and a search bar. Below this is a table with the following columns: Action, Challan id, Form id, Registration No, Registration Year, Student Name, and Has lab based Subject. The table contains 8 rows of student data. The 'Action' column for each row contains two icons: a yellow pencil (edit) and a red circle with a white 'X' (delete). A red speech bubble with the word 'Delete' points to the delete icon in the first row of the table.

Action	Challan id	Form id	Registration No	Registration Year	Student Name	Has lab based Subject
 	CHEF-22-102111-0001	CSEF-22-102111-000001	1234567897	2022	soumita sa	No
 	CHEF-22-102111-0001	CSEF-22-102111-000002	9874563210	2022	soumita ghfg sa	No
 	CHEF-22-102111-0002	CSEF-22-102111-000003	5632102589	2021	pinaki mondal	No
 	CHEF-22-102111-0022	CSEF-22-102111-000004	4657678787	2021	Mamata Banerjee	No
 	CHEF-22-102111-0022	CSEF-22-102111-000011	2323234345	2021	Ratul pal	No
 	CHEF-22-102111-0022	CSEF-22-102111-000012	4764657678	2020	raju Raj	Yes
 	CHEF-22-102111-0022	CSEF-22-102111-000013	5353443232	2022	Rajen Ray	Yes
 	CHEF-22-102111-0022	CSEF-22-102111-000014	1353244355	2021	Amit Ghosh	Yes

1.3 Continuing Student payment

Description: User wants to make payment for class XI failed student.

Step1. User Clicks on the **Form-> Continuing Student->Student Payment**. Its redirects the user to the following pagewhere user can view all paid /unpaid challan list. All paid challan shows Money receiptin Action column and unpaid challan shows view and delete challan option



Student Payment

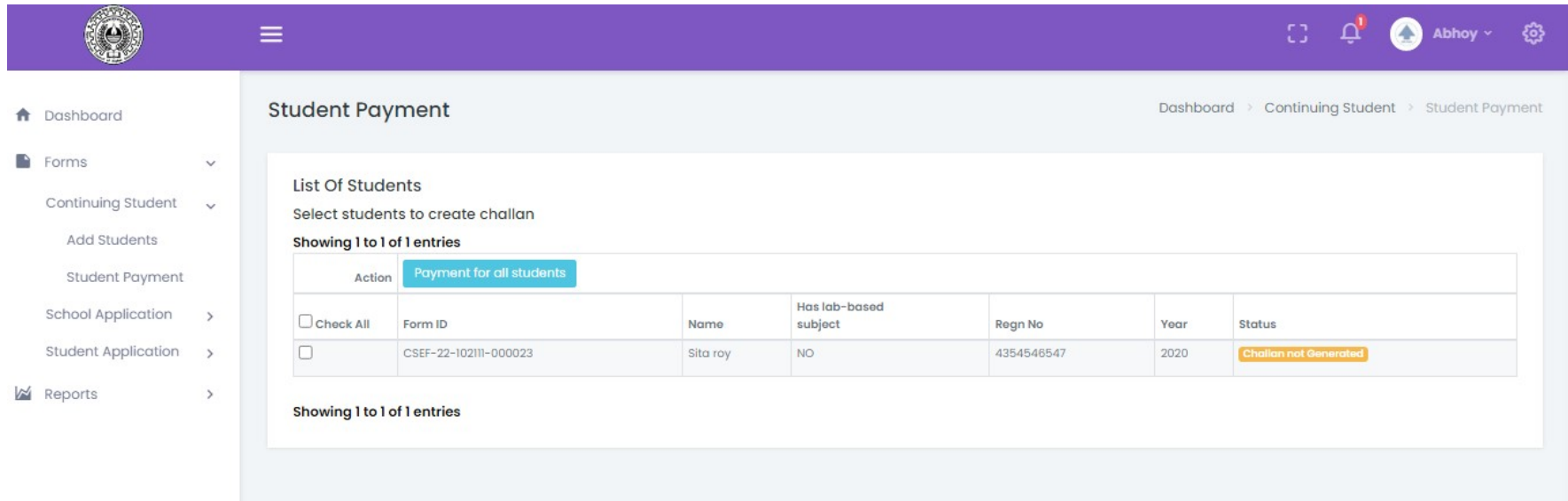
Dashboard > Continuing Student > Student Payment

Challan List

Action	Challan No	No of Student	Total Payable Amount	Date	Status
Money Receipt	CHEF-22-102111-0001	2	170.00	2022-08-08 18:38:04	Paid
Money Receipt	CHEF-22-102111-0002	1	110.00	2022-08-08 18:41:05	Paid
Money Receipt	CHEF-22-102111-0003	1	120.00	2022-08-09 23:02:35	Paid
Money Receipt	CHEF-22-102111-0021	2	240.00	2022-08-10 12:41:36	Paid
View Delete	CHEF-22-102111-0022	7	800.00	2022-08-10 12:45:27	Pending
View Delete	CHEF-22-102111-0023	1	110.00	2022-08-12 00:39:33	Pending

Create Challan

Step2. To pay fees for class XI failed student, user have to create challan first. User clicks on the Create Challan button on the top right corner and redirects to the following page:



The screenshot displays the 'Student Payment' interface. On the left is a sidebar with navigation links: Dashboard, Forms, Continuing Student, Add Students, Student Payment, School Application, Student Application, and Reports. The main content area is titled 'Student Payment' and includes a breadcrumb trail: Dashboard > Continuing Student > Student Payment. Below the title, there is a section 'List Of Students' with the instruction 'Select students to create challan'. It shows 'Showing 1 to 1 of 1 entries'. A table follows with the following data:

Action	Form ID	Name	Has lab-based subject	Regn No	Year	Status
☐ Check All	CSEF-22-102111-000023	Sita roy	NO	4354546547	2020	Challan not Generated

Below the table, it indicates 'Showing 1 to 1 of 1 entries'. In the top right corner of the page, there are icons for a menu, a notification bell with a red '1', a user profile 'Abhay', and a settings gear.

Step3. User selects multiple students by clicking on the checkboxes beside each row and clicks on the **Payment for Selected Students** button.

Student Payment

Dashboard > Continuing Student > Student Payment

List Of Students

Select students to create challan

Showing 1 to 1 of 1 entries

Payment for selected students

Payment for all students

Action	Form ID	Name	Has lab-based subject	Regn No	Year	Status
☒ Check All	CSEF-22-102111-000023	Sita ray	NO	4354546547	2020	Challan not Generated

Showing 1 to 1 of 1 entries

Payment for selected student

User can also make payment for all student by clicking on the **Payment for all Students button**

Student Payment

Dashboard > Continuing Student > Student Payment

List Of students

Select students to create challan

Showing 1 to 1 of 1 entries

Payment for all students

Action	Form ID	Name	Has lab-based subject	Regn No	Year	Status
☐ Check All	CSEF-22-102111-000023	Sita ray	NO	4354546547	2020	Challan not Generated

Showing 1 to 1 of 1 entries

Payment for All Student

Step4. Confirmation popup will come to ensure the challan creation and challan will get generated.



 Abhay 



 Dashboard

 Forms 

Continuing Student 

Add Students

Student Payment

School Application 

Student Application 

 Reports 

Challan Ref NoCHEF-22-102111-0026

Examination fees for class XI

Gender	Lab based		Non-Labased		Total Amount
	Rate	No Of Candidates	Rate	No Of Candidates	
Male	70.00	0	60.00	0	0
Female	70.00	0	60.00	0	0
Other	70.00	0	60.00	1	60
Result Processing fees 30.00 per student					30
Convinience fees Rs 20.00 per student					20

Total fees

Total Students	Total Exam Fees	Total Processing fees	Total Convinience fees	Total Amount Payable
1	60	30	20	110

Payment Mode *

Online

Cancel

Pay Now

Step5. To pay this challan clicks on the Pay Now button at bottom right corner and redirects to the payment page.



 Abhoy 

 Dashboard

 Forms 

Continuing Student 

Add Students

Student Payment

School Application 

Student Application 

 Reports 

Challan Ref No

CHEF-22-102III-0026

Examination fees for class XI

Gender	Lab based		Non-Labased		Total Amount
	Rate	No Of Candidates	Rate	No Of Candidates	
Male	70.00	0	60.00	0	0
Female	70.00	0	60.00	0	0
Other	70.00	0	60.00	1	60
Result Processing fees 30.00 per student					30
Convenience fees Rs 20.00 per student					20

Total fees

Total Students	Total Exam Fees	Total Processing fees	Total Convenience fees	Total Amount Payable
1	60	30	20	110

Payment Mode *

Online

Cancel

Pay Now