

# WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION VIDYASAGAR BHAVAN 9/2, BLOCK-DJ, SECTOR-II, SALTLAKE KOLKATA – 700091

No.: L/PR/144/2023 Date: 14/08/2023

## **NOTIFICATION**

# **Attention: All Heads of Higher Secondary Institution**

This is to inform all concern that the Online Registration for Class-XI willbe available in the Council website from 18<sup>th</sup> August, 2023 at 00.00 hours. All the Heads of the Institution are requested to make necessary correction at 'Banglar Siksha Portal' before import the data and fill up the Registration Form through online mode by visiting the website link: <a href="https://wbchseapp.wb.gov.in/portal/sec users/login">https://wbchseapp.wb.gov.in/portal/sec users/login</a> within 31<sup>st</sup>

October, 2023. A detailed user manual is given below for your ready reference.

Dr. Chiranjib Bhattacharya President

W.B. Council of H. S. Education

# This Manual is only Describe Registration Process for the Session 2023-2024

#### 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
- Students Enrollment Process
- Fill different school forms like Excess Admission Request, Co-Education Permission Request, Post Conversion Request etc.
- Teachers Profile Update
- Various Reports and many more

#### 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 (<a href="https://wbchseapp.wb.gov.in/portal/sec\_users/login">https://wbchseapp.wb.gov.in/portal/sec\_users/login</a>) in address bar.

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

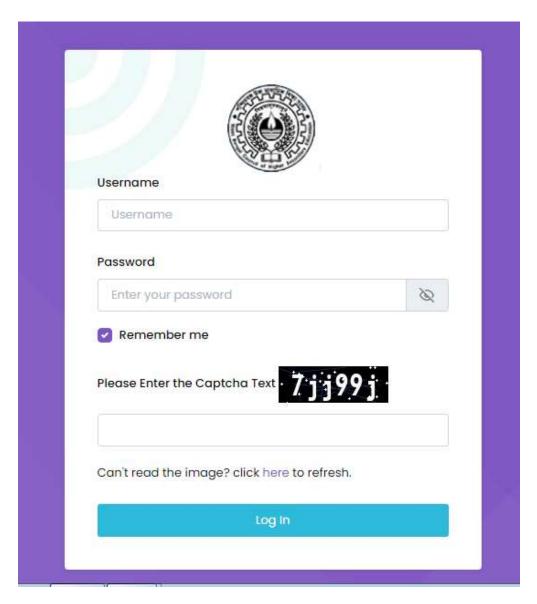


Figure 1 Admin Sign In Page

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

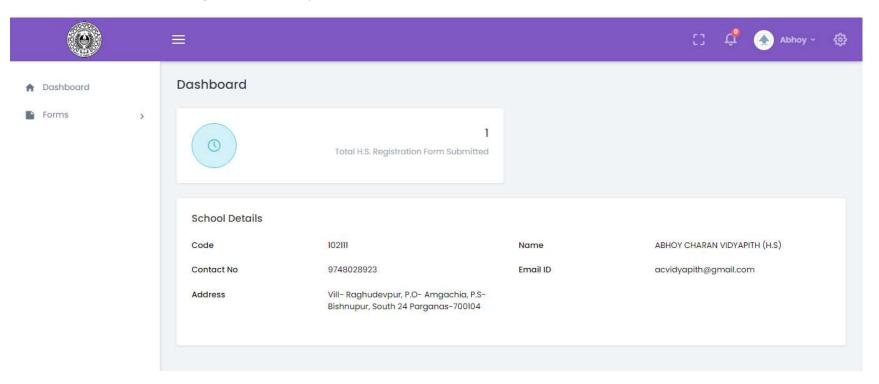
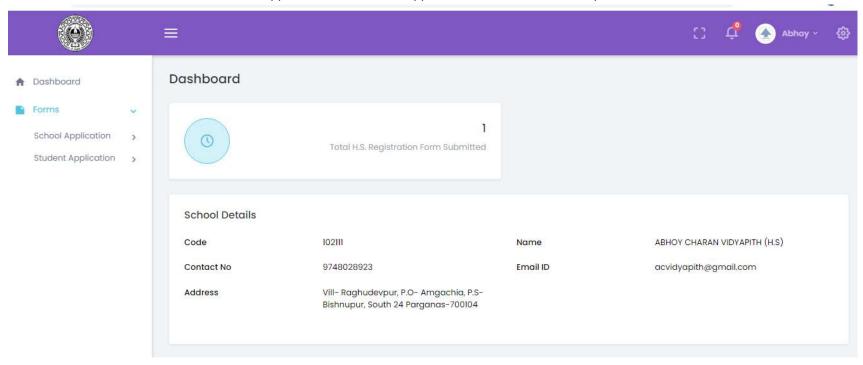
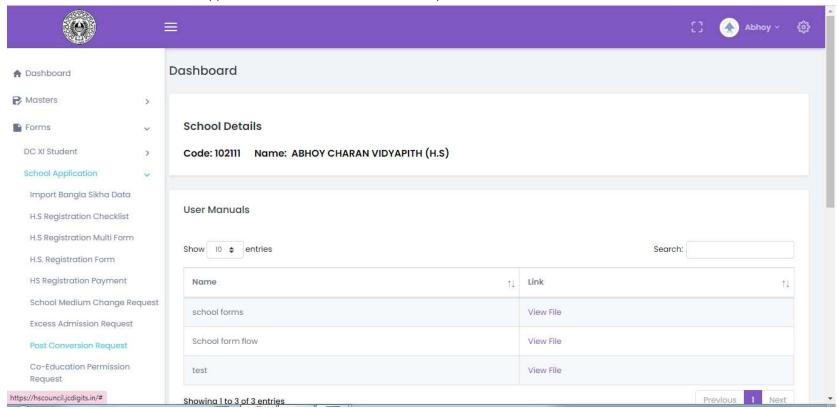


Figure 2 Admin Dashboard

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



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

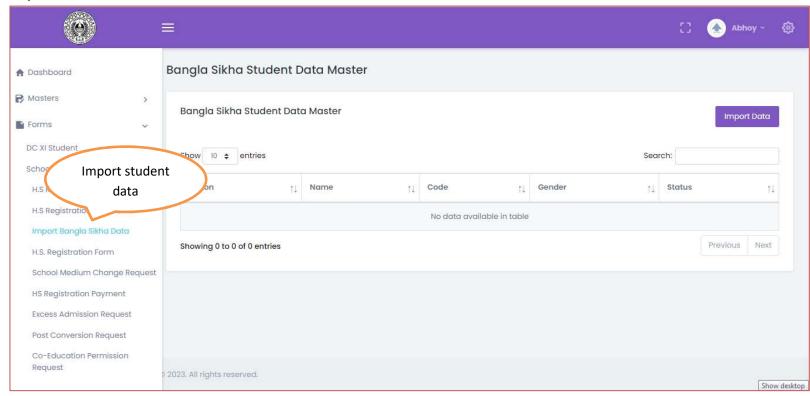


### 1.2 Import student data from Bangla Siksha

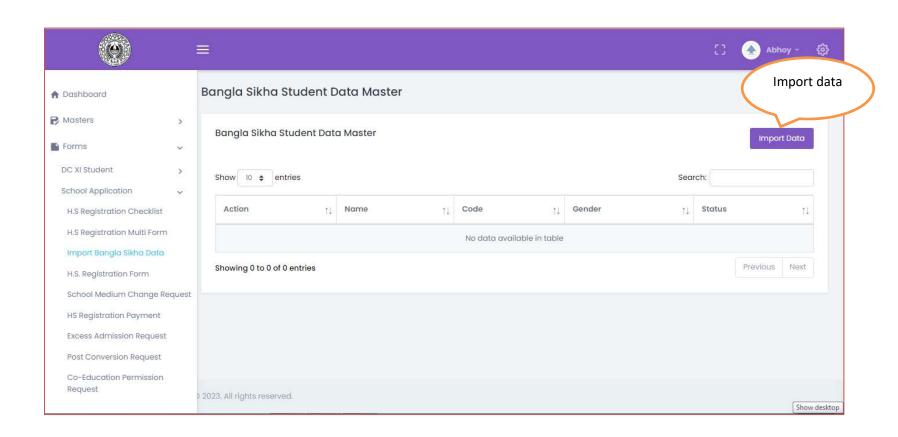
**Description:** User needs to fetch student data from Bangla Siksha

Step1. User Sign in into the portal using his login credential received through mail and clicks on the link Import Bangla Siksha Data

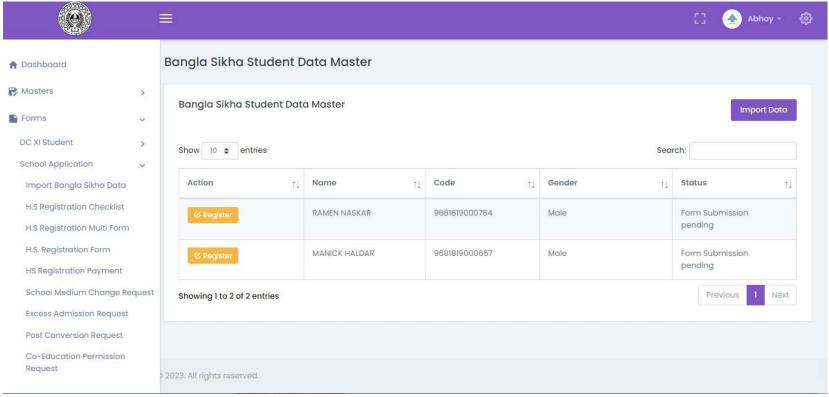
#### Step2.



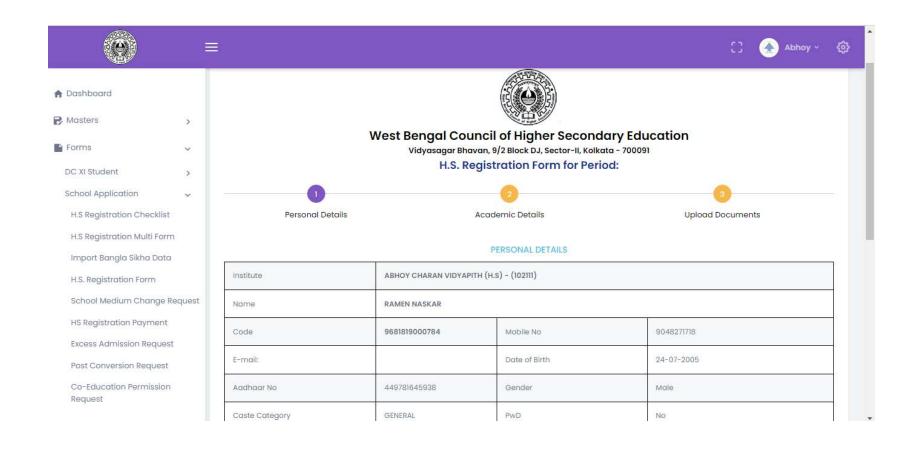
Step3. To import the student data from Banglar Siksha, user clicks on the Import Data button



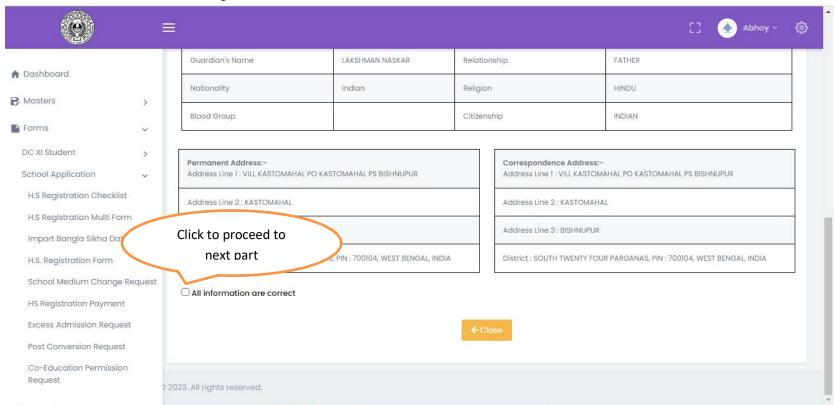
**Step4.** List of students showing with **Register** button and status showing as Form Submission Pending



Step5. Clicks on the Register button and a registration form will open with prefilled bio details received from Bangla Siksha.

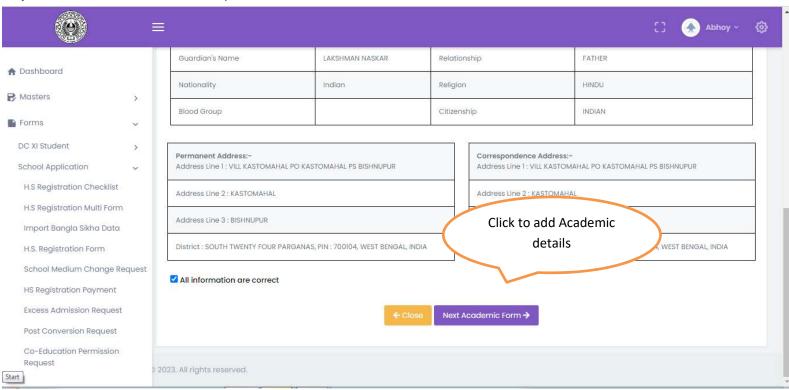


Bio form contains a checkbox showing text "All information are correct".

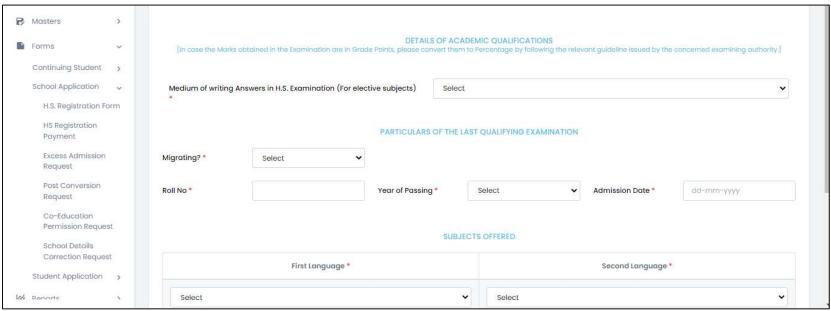


The user selects the check button to continue filling out the Academic information. If anything is inaccurate, you must first rectify it before proceed with the Registration Form. Please return to our site after making the necessary changes and hit the import data option once more to obtain the revised record.

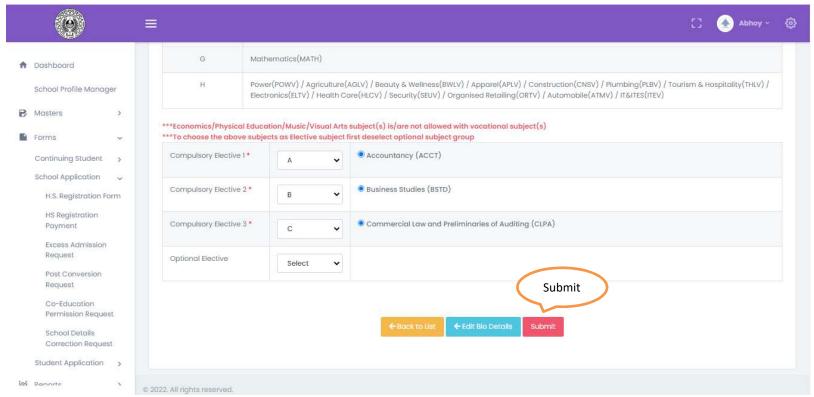
**Step6.** User clicks on the check box to proceed to fill the Academic details.



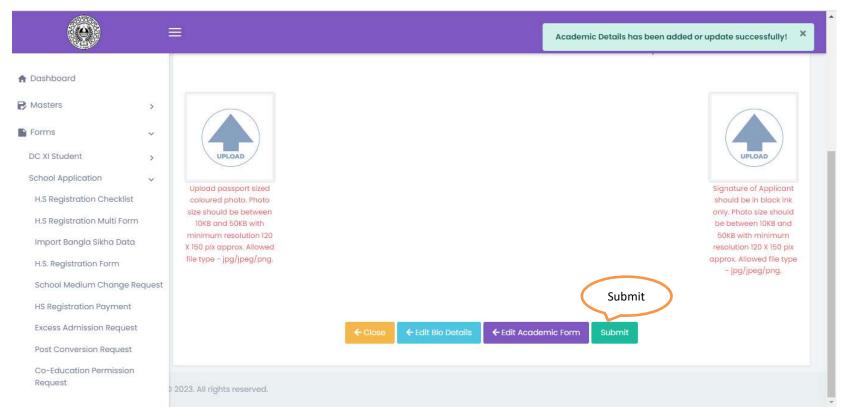
### Step7. User fills the Academic details (eg. Subject offered etc.)



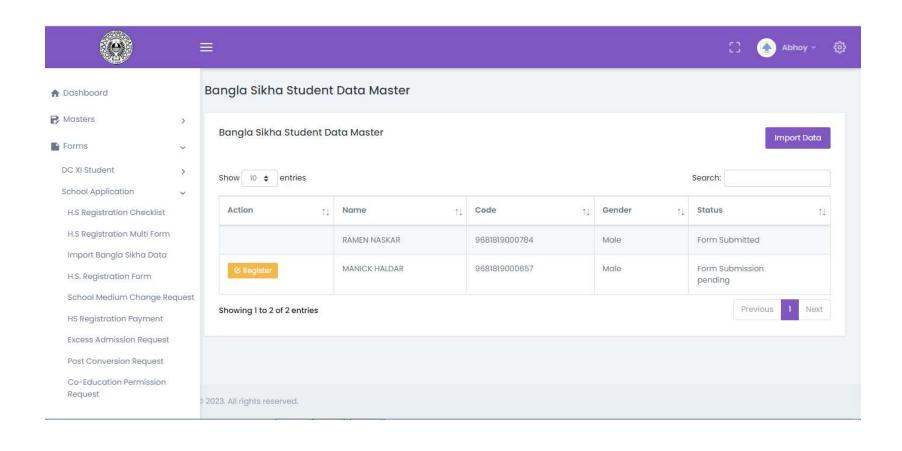
and submit the academic form by clicking **Submit** button. And system redirects the user to the **Document Upload** page.



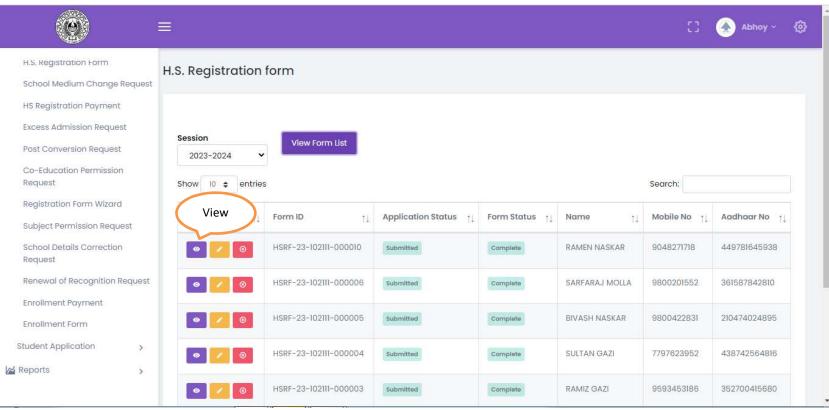
**Step8.** Upload Photo and Signature of the student. User Clicks on the **Submit** button.



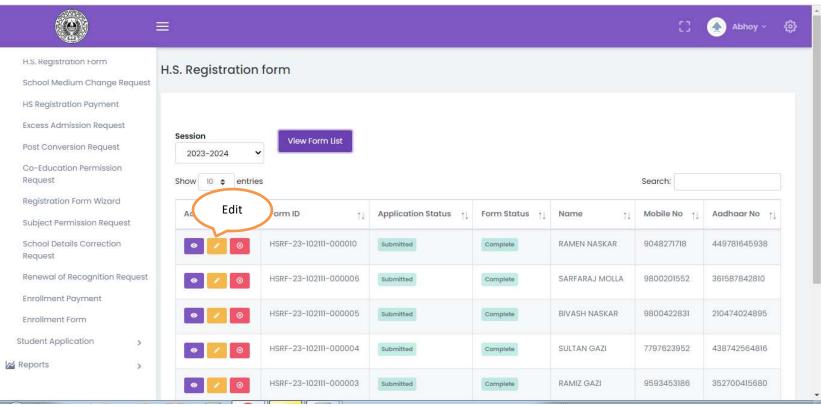
System redirects to list view page showing the status as Form Submitted and with no action button.



**Step9.** User can view the submitted registration form from the list view page in HS Registration form.



**Step7.** User can edit the registration form from the list view page to update the prefilled form



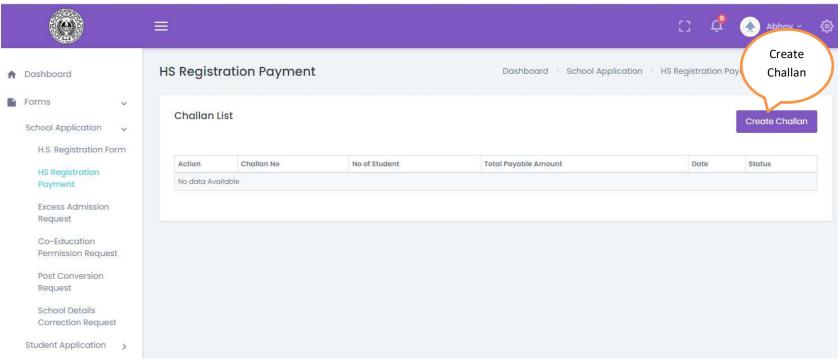
Abhoy ~ {o} H.S. Registration Form H.S. Registration form School Medium Change Request HS Registration Payment Excess Admission Request Session View Form List Post Conversion Request 2023-2024 Co-Education Permission Request Show 10 ¢ entries Search: Registration Form Wizard Delete Action Application Status Form Status Mobile No Aadhaar No † Name Subject Permission Request Submitted 9048271718 School Details Correction HSRF-23-102111-000010 Complete RAMEN NASKAR 449781645938 Request Renewal of Recognition Request HSRF-23-102111-000006 Submitted Complete SARFARAJ MOLLA 9800201552 361587842810 **Enrollment Payment** HSRF-23-102111-000005 BIVASH NASKAR 9800422831 210474024895 Submitted Complete Enrollment Form Student Application HSRF-23-102111-000004 Complete SULTAN GAZI 7797623952 438742564816 Submitted Reports HSRF-23-102111-000003 RAMIZ GAZI 9593453186 352700415680 Submitted Complete

**Step8.** User can delete the registration form from the list view page to update the prefilled form.

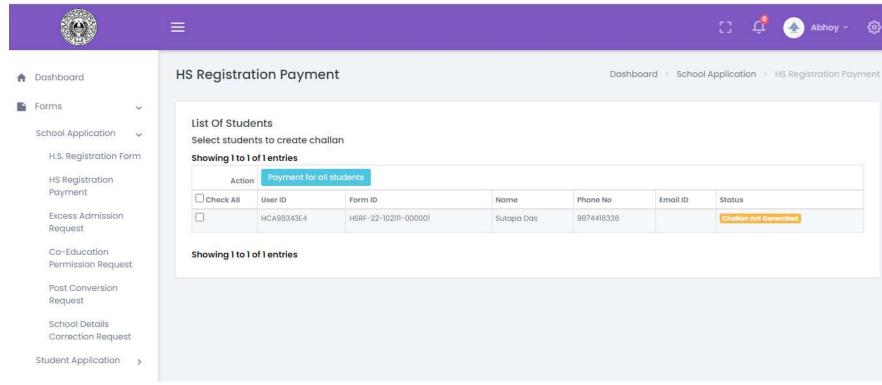
## 1.5 Registration form payment

**Description:** User wants to make payment for registration forms.

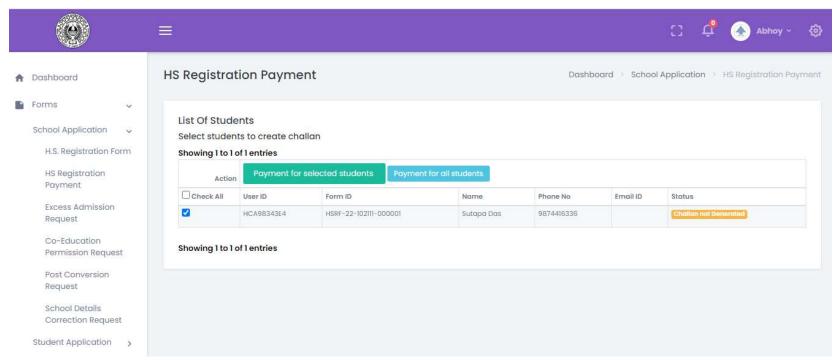
**Step1.** User Clicks on the HS Registration Payment. Its redirects the user to the following page



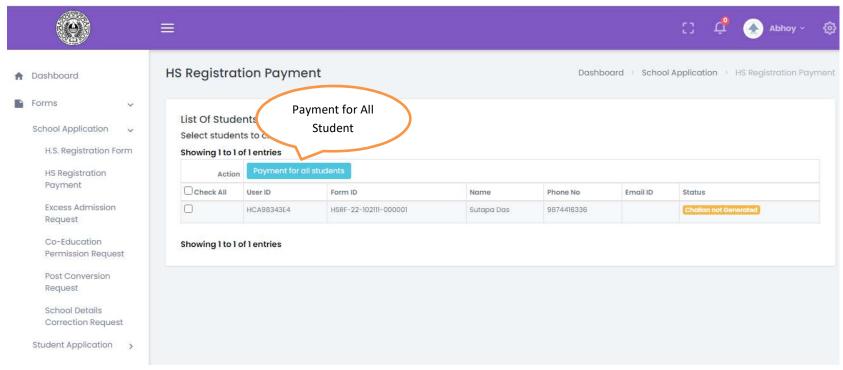
**Step2.** To pay registration fees user have to create challan first. User clicks on the Create Challan button on the top right corner and redirects to the following page:



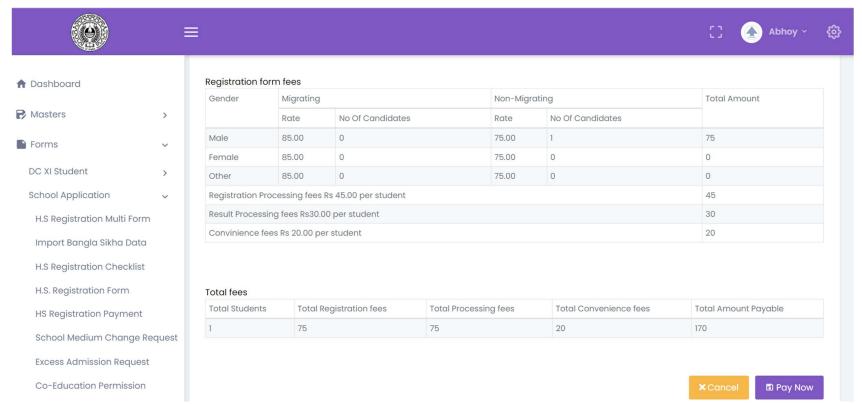
**Step3.** User selects multiple students by clicking on the checkboxes beside each row and clicks on the **Payment for Selected Students** button.



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



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



**Step5.** To pay this challan first selects the payment mode as Offline and then clicks on the Pay Now button at bottom right corner and redirects to the payment page.











#### ♠ Dashboard

Masters >

Forms

DC XI Student

School Application

H.S Registration Multi Form

Import Bangla Sikha Data

H.S Registration Checklist

H.S. Registration Form

**HS Registration Payment** 

School Medium Change Request

**Excess Admission Request** 

Co-Education Permission

#### Registration form fees

Gender	Migrating	Migrating		ng	Total Amount	
	Rate	No Of Candidates	Rate	No Of Candidates		
Male	85.00	0	75.00	1	75	
Female	85.00	0	75.00	0	0	
Other	85.00	0	75.00	0	0	
Registration	Processing fees	Rs 45.00 per student			45	
Result Proces	Result Processing fees Rs30.00 per student 30			30		
Convinience	Convinience fees Rs 20.00 per student 20				20	

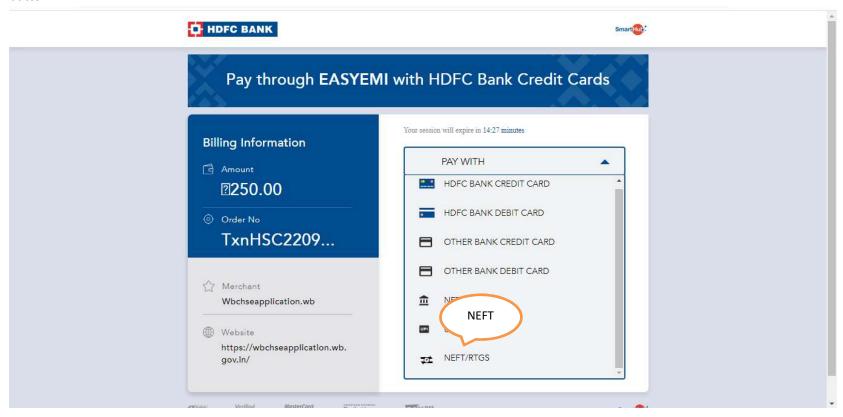
#### **Total fees**

Total Students	Total Registration fees	Total Processing fees	Total Convenience fees	Total Amount Pay	yable
1	75	75	20	170	
				(	Pay Now

× Cancel

■ Pay Now

**Step6.** If user wants pay by NEFT method, he can select NEFT mode from Pay With drop down and clicks on the **Proceed** button.



NEFT challan will produce and clicks on the checkbox and clicks on the Save As PDF link to save the challan for future reference.

> C @ eftnet.payu.in/challan/generate-challan

# WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

Vidyasagar Bhavan, 9/2. Block DJ, Saltlake, Sector II, WEST BENGAL

Beneficiary Name	WEST BENGAL COUNCIL OF HIGHER
	SECONDARY EDUCATION
Transaction Amount	250.00
	(Two Hundred Fifty Rupees Only)
Beneficiary Account Number	WBHSE115889022987
Beneficiary IFSC Code	HDFC0004989
Beneficiary Bank and Address	HDFC Bank
	I - Think Techno Campus, Opp Crompton
	Greaves, Nr Kanjur Marg Railway Station

#### **Terms & Conditions**

- This challan can be used only for electronic funds transfer to provided account no. from HDFC Bank and Other Banks through intra bank Funds Transfer or RTGS / NEFT.
- It is remitter's responsibility to remit the funds to correct account no, with correct amount as provided above.
   Incase of any mismatch in account no or amount, the transaction will be rejected and funds will be refunded back to remitter account by next working day.
- IMPS transactions are not allowed into provided account no. Bank shall not be liable incase of IMPS
  transactions are not updated successfully or not refunded back to remitter. (This is required as solution for
  refund of IMPS rejections is yet to be finalized)
- 4. This challan is valid for only one transaction hence Remitter has to generate new challan for every payment.

☐ I hereby accept and adhere to above terms & conditions

Save As PDF | - Print













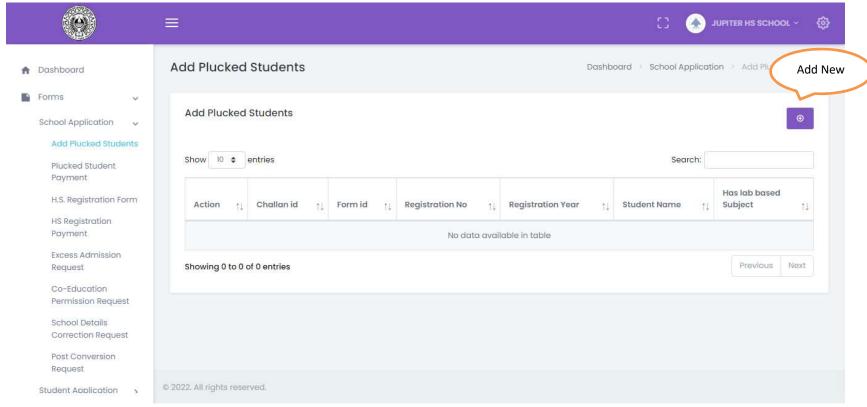




#### 1.4 Fill Plucked Student/Discontinued Student form

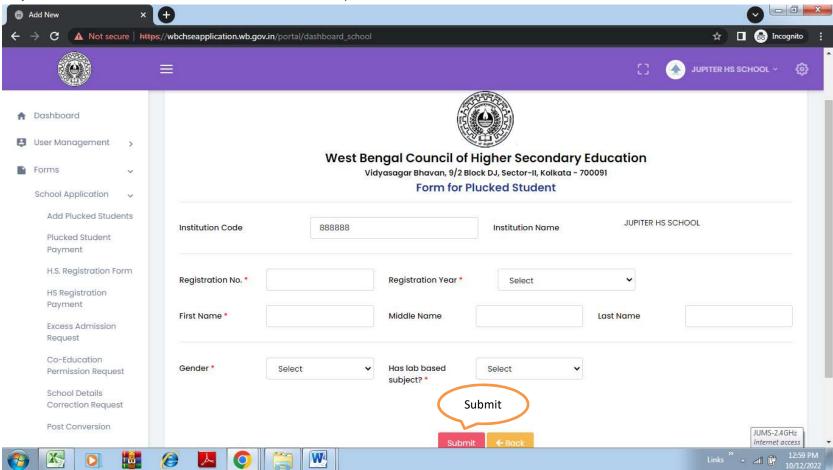
**Description:** User needs to fill a failed student form or edit/delete an already filled form.

**Step1.** User Sign in into the portal using his login credential received through mail and clicks on the link **Form-> School Application-> Add Plucked Students**. If you have **Discontinued Student** then you will get the list here.



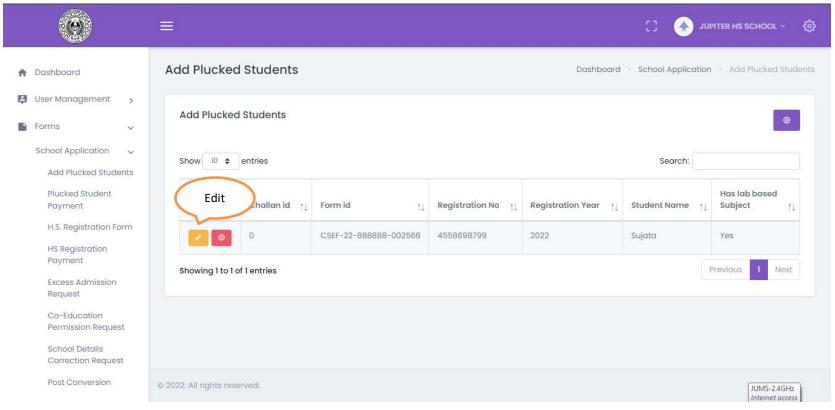
**Step2.** List of class XI Failed student shows.

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

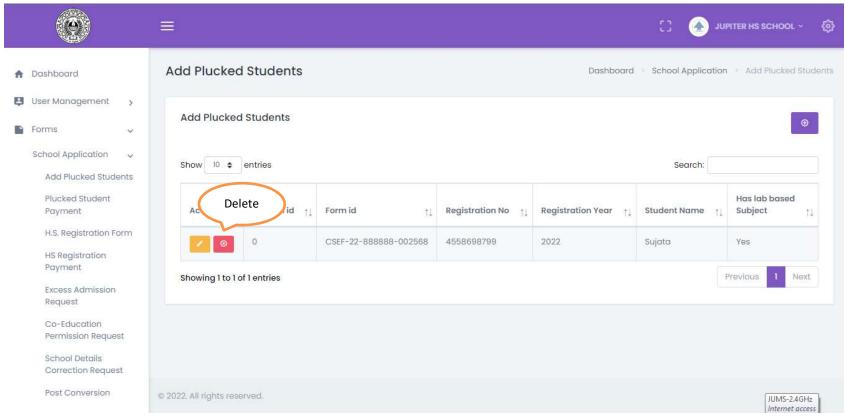


fill the form and submit the form by clicking Submit button at the bottom of the form. After submitting the form, control moves automatically to the list view page.

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



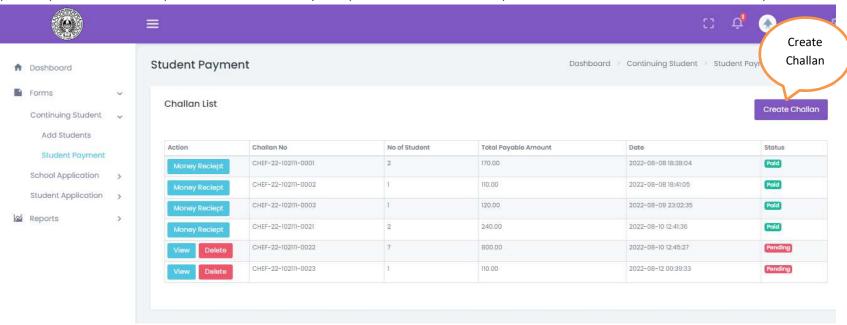
**Step5.** User can delete any failed student by clicking on the delete button.



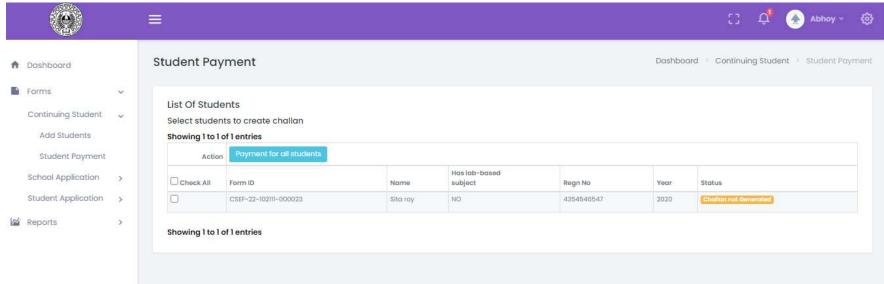
## 1.5 Plucked Student payment

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

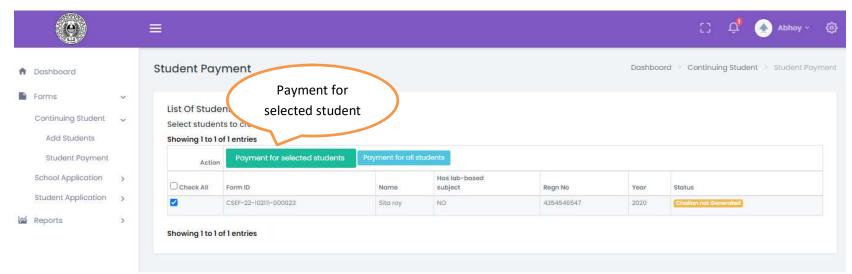
**Step1.** User Clicks on the **Form-> Continuing Student->Student Payment**. Its redirects the user to the following page where user can view all paid /unpaid challan list. All paid challan shows Money receiptin Action column and unpaid challan shows view and delete challan option



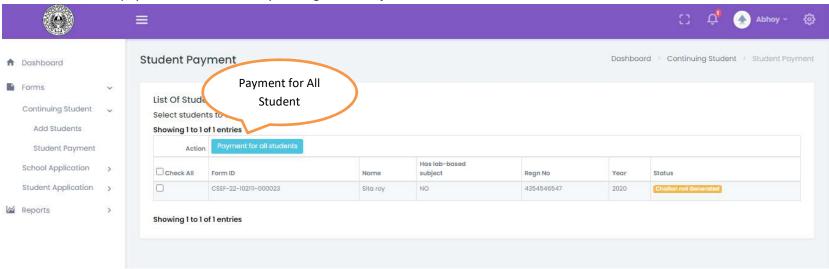
**Step2.** To pay fees for class XI failed student, user have to create challan first. User clicks on the Create Challan button on the top right corner and redirects to the following page:



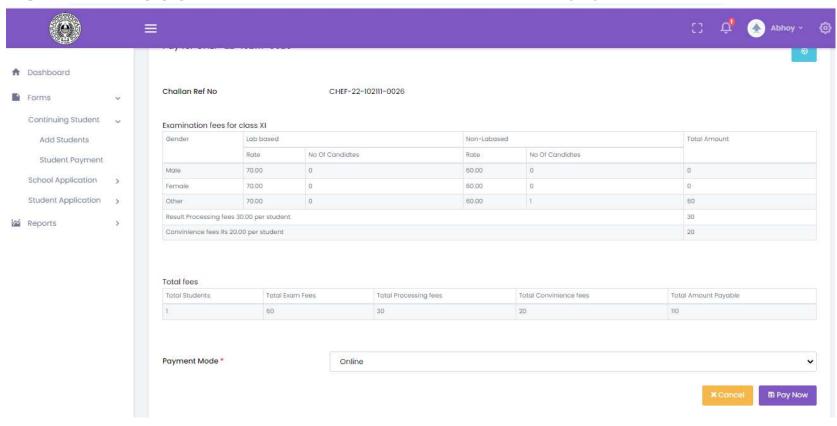
**Step3.** User selects multiple students by clicking on the checkboxes beside each row and clicks on the **Payment for Selected Students** button.



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



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



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

