



**WEST BENGAL COUNCIL OF HIGHER SECONDARY
EDUCATION**

**USER MANUAL
OF
ENROLLMENT FORM
HSC REGISTRATION
MARKS UPLOAD**

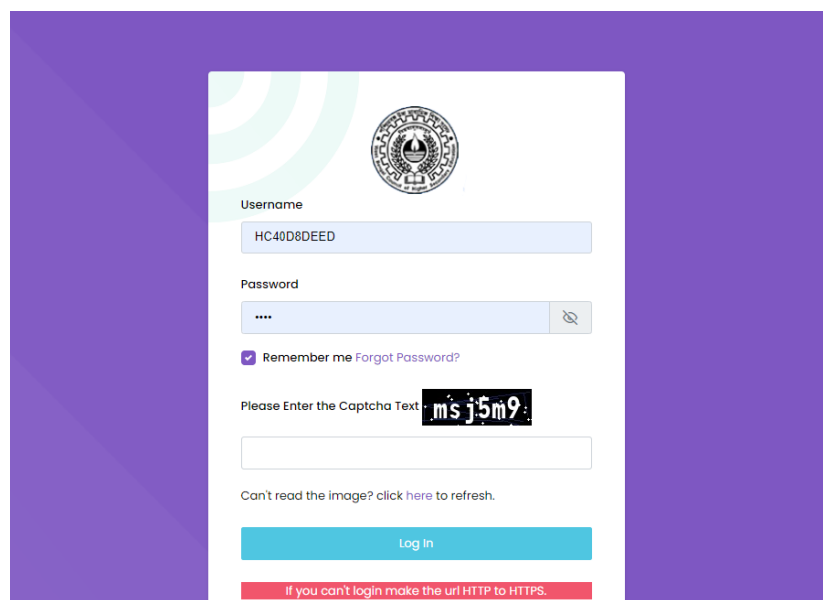
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1.1 Enrollment Form

School will fill up and submit the enrolment form. After submit the form school will also make the payment for enrolment form. The following steps are:

1. Login the https://wbchseapp.wb.gov.in/portal/sec_users/login portal with userid and password.



The screenshot shows a login interface for the WBCHSE application. It includes a logo at the top center, a 'Username' field containing 'HC40D8DEED', a 'Password' field with masked characters, a 'Remember me' checkbox, a 'Forgot Password?' link, a 'Please Enter the Captcha Text' field with the value 'ms j5m9', a 'Log In' button, and a red error message at the bottom: 'If you can't login make the url HTTP to HTTPS.'

Fig: 1

2. Clicks on the “School Application” menu under “Form” link.

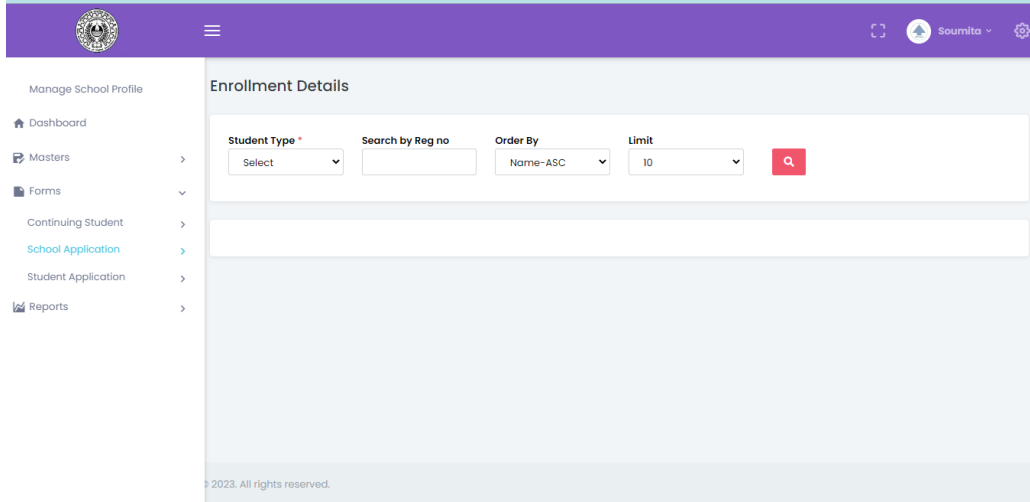


Fig: 2

3. Clicks on the “Enrollment Form”.

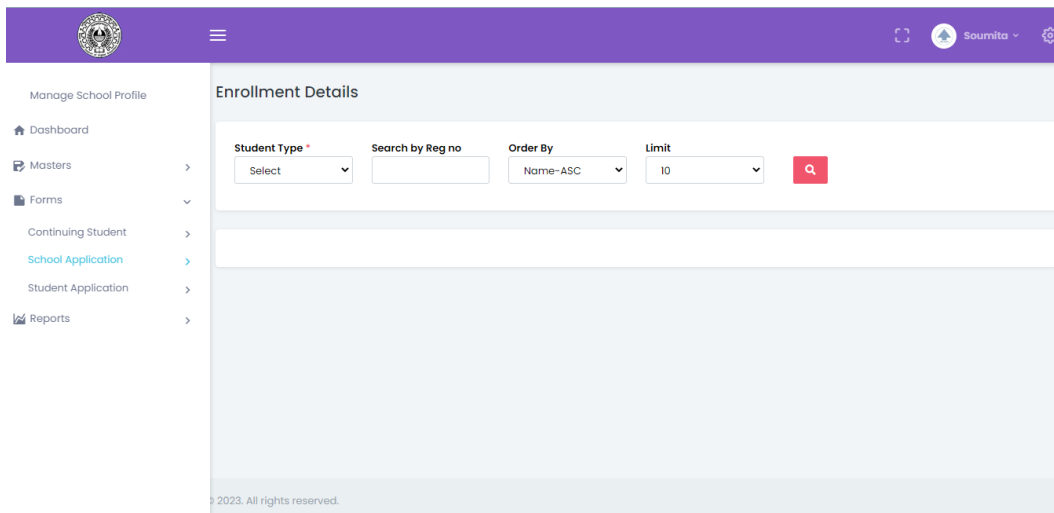


Fig: 3

4. Selects the “Student Type” from dropdown menu and clicks on the “Search” button. The student list will be appeared.

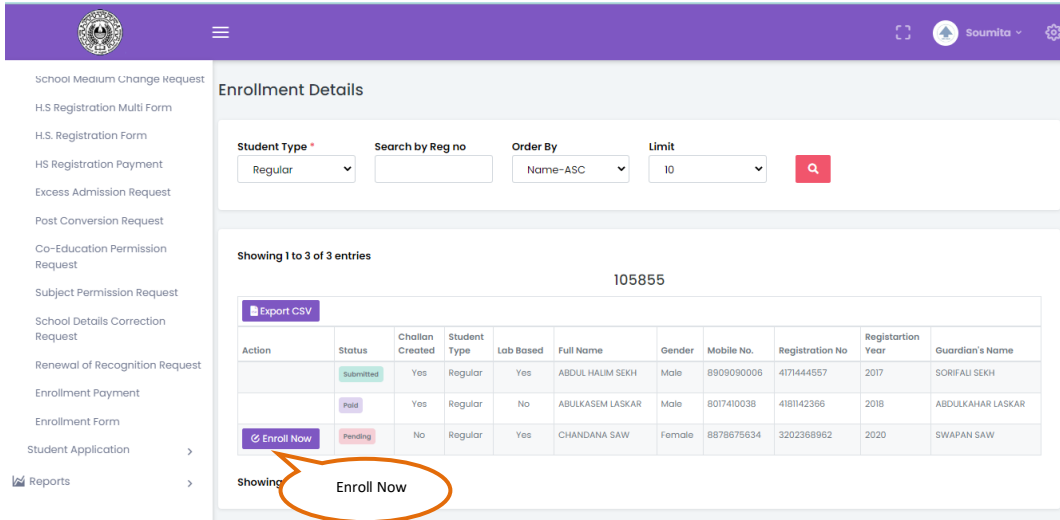


Fig: 4

5. Clicks on the “Enroll Now” button. The enrolment form will be appeared.

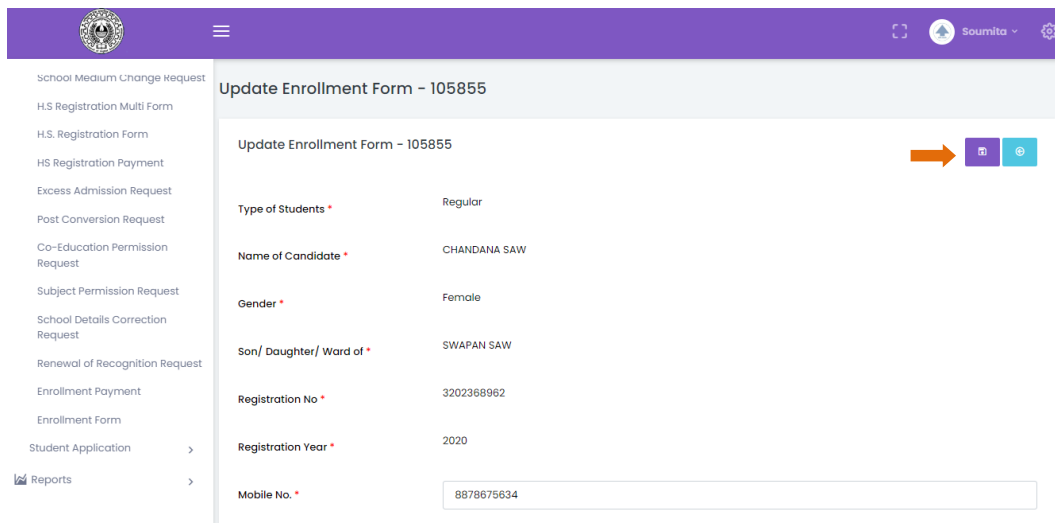


Fig: 5

6. Fills the form and clicks on the “Save” button.

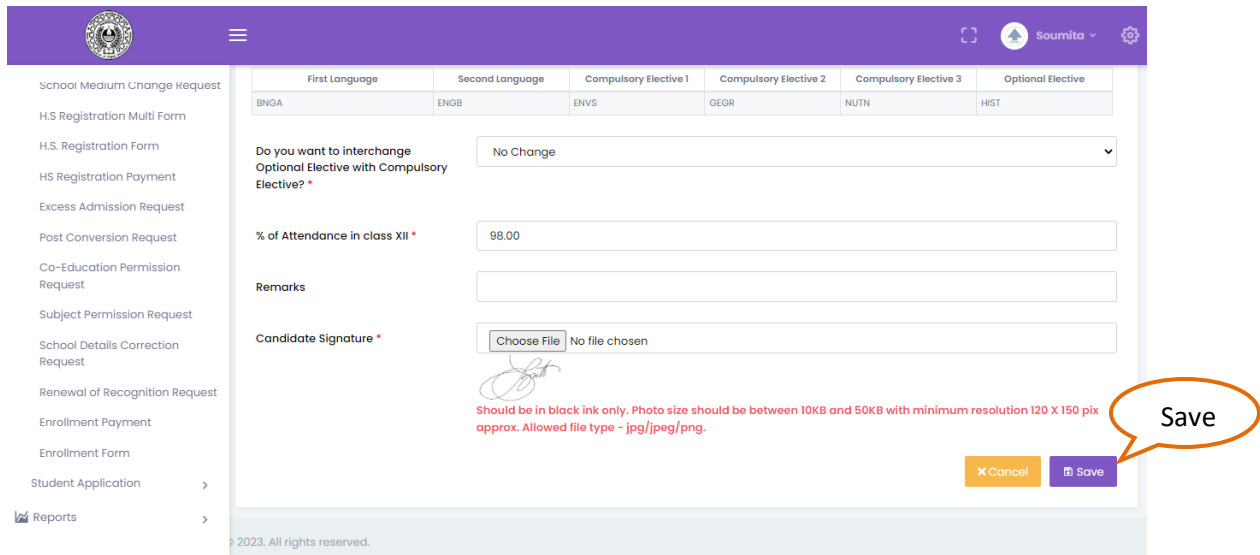


Fig: 6

7. If you wants to edit the form then clicks on the “Edit” button from view list.

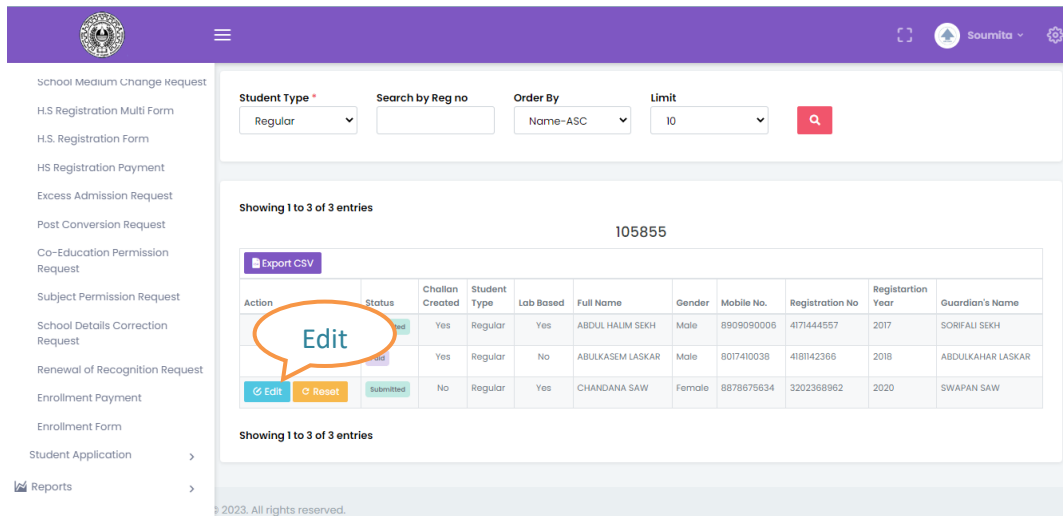


Fig: 7

8. If you wants to reset the form then clicks on the “Reset” button from view list.

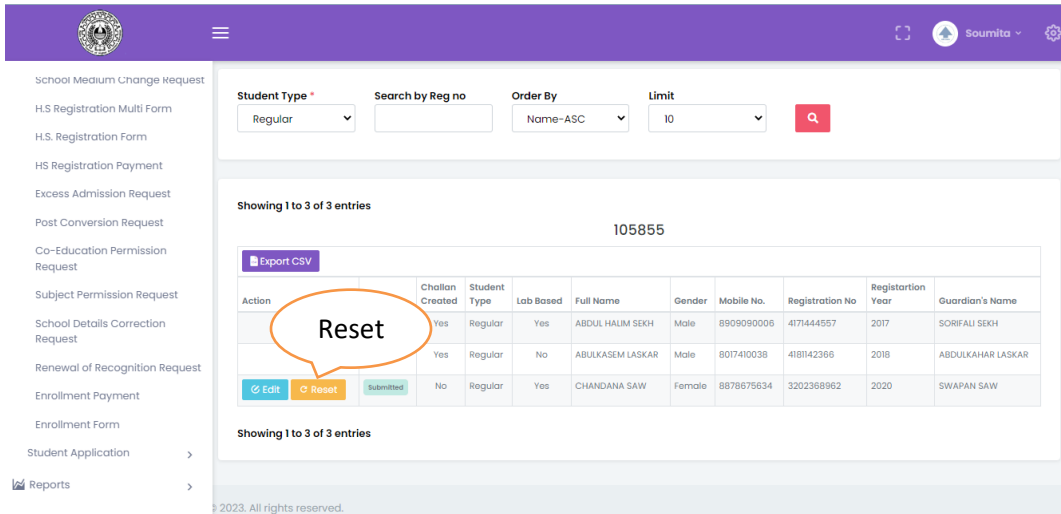


Fig: 8

1.2 Enrollment Payment

1. Clicks on the “Enrollment Payment” option under school application menu.

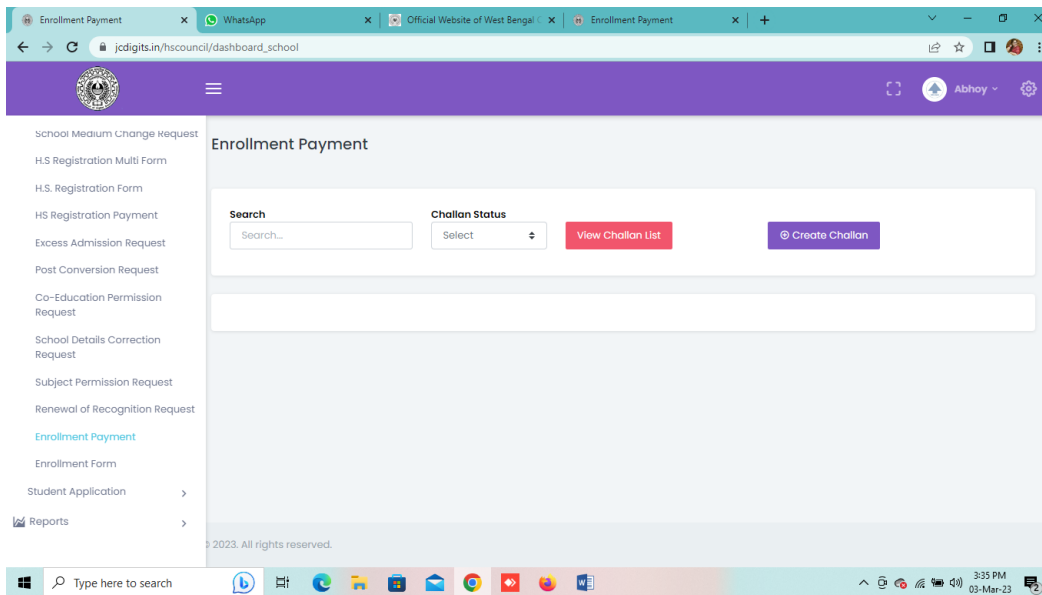


Fig: 9

2. Clicks on the “Create Challan” button.

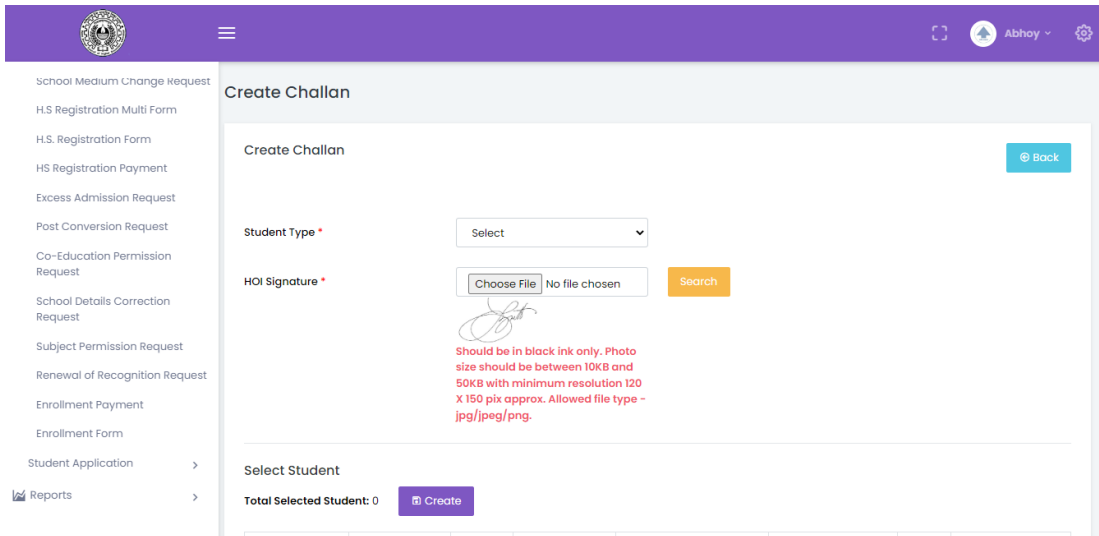


Fig: 10

3. Selects the “Student Type” from dropdown and select the value of “Is lab based”.

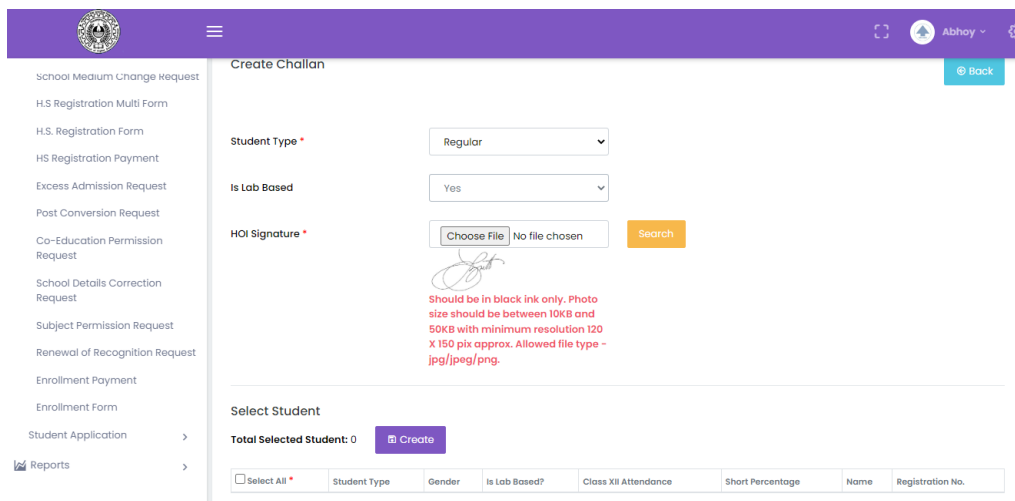


Fig: 11

4. Clicks on the “choose file” to update HOI Signature and then clicks on the “Search” button.

Student Type * Regular

Is Lab Based Select

HOI Signature * Choose File No file chosen Search

Should be in black ink only. Photo size should be between 10KB and 50KB with minimum resolution 120 X 150 pix approx. Allowed file type - jpg/jpeg/png.

Select Student

Total List: 1 / Total Selected Student: 0 Create

Select All *	Student Type	Gender	Is Lab Based?	Class XII Attendance	Short Percentage	Name	Registration No.
<input type="checkbox"/>	Regular	Female	No	90.00	No	AISHA SIDDIKA	4182268983
Total Selected Student: 0							

Fig: 12

5. Student list will be shown. Selects the student by clicking on the checkbox and then clicks on the “Create” button.

Student Type * Regular

Is Lab Based Select

HOI Signature * Choose File No file chosen Search

Should be in black ink only. Photo size should be between 10KB and 50KB with minimum resolution 120 X 150 pix approx. Allowed file type - jpg/jpeg/png.

Select Student

Total List: 1 / Total Selected Student: 1 Create

Select All *	Student Type	Gender	Is Lab Based?	Class XII Attendance	Short Percentage	Name	Registration No.
<input checked="" type="checkbox"/>	Regular	Female	No	90.00	No	AISHA SIDDIKA	4182268983
Total Selected Student: 1							

Fig: 13

6. Challan view page opens. Clicks on the “Pay” button for payment.

Student of Enrolment Fees & Processing Fees For H.S. Examination (Without Late Fine)

Gender	Continuing				Special		Regular					
	Lab based		Non Lab based		Rate@	#No	Lab based		Non Lab based		Short Percentage	
	Rate@	#No	Rate@	#No			Rate@	#No	Rate@	#No	Rate@	#No
Male	Rs.159.00	0	Rs.149.00	0	Rs.89.00	0	Rs.159.00	0	Rs.149.00	0	Rs.150.00	0
Female	Rs.159.00	0	Rs.149.00	0	Rs.89.00	0	Rs.159.00	0	Rs.149.00	1	Rs.150.00	0
Other	Rs.159.00	0	Rs.149.00	0	Rs.89.00	0	Rs.159.00	0	Rs.149.00	0	Rs.150.00	0

Processing fee Rs. 30.00/- and Convenience fee Rs. 20.00/- per student.
Excluding Rs. 1/- as Clerkage and Rs. 15/- as Center Grant per student. Center Grant to be deposited to main venue.

Grand Total

Total Payable Amount						
No of Student	Total Enrollment Fee	Total Late Fine Fee	Total Short Percentage	Total Processing Fee	Total Convenience Fee	Total Fee
1	149.00	0	0.00	30	20	199.00

Preferable mode of payment is netbanking/upi/debit card/credit card. For NEFT payment 2-3 days required to update the payment status

Cancel Pay (199.00)

Fig: 14

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

Pay through EASYEMI with HDFC Bank Credit Cards

Billing Information

Amount ₹250.00

Order No TxnHSC2209...

Merchant Wbchseapplication.wb

Website https://wbchseapplication.wb.gov.in/

Your session will expire in 14:27 minutes

PAY WITH

- HDFC BANK CREDIT CARD
- HDFC BANK DEBIT CARD
- OTHER BANK CREDIT CARD
- OTHER BANK DEBIT CARD
- NET BANKING
- UPI
- NEFT/RTGS

Fig: 15

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

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION Vidyasagar Bhavan, 9/2. Block DJ, Saltlake, Sector II, WEST BENGAL	
Fund Transfer Details	
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	
1. 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. 2. It is remitter's responsibility to remit the funds to correct account no. with correct amount as provided above. In case 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. 3. IMPS transactions are not allowed into provided account no. Bank shall not be liable in case 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.	
<input type="checkbox"/> I hereby accept and adhere to above terms & conditions	
Save As PDF Print	

Fig: 16

In case of NEFT payment, Institute has to pay separately. i.e. Amount will be credited to H.S. Council account when Account Number, IFS Code and amount will be matched with the challan number.

9. Clicks on the "View challan list" to view the unpaid challan and the money receipt for paid challan. User can repay any unpaid challan by clicking on the Pay Now button. If payment is not initiated then user can delete the challan

Abhay

School Medium Change Request

H.S. Registration Multi Form

H.S. Registration Form

HS Registration Payment

Excess Admission Request

Post Conversion Request

Co-Education Permission Request

Subject Permission Request

School Details Correction Request

Renewal of Recognition Request

Enrollment Payment

Enrollment Form

Student Application >

Reports >

Search

Challan Status Select View Challan List Create Challan

Showing 1 to 10 of 10 entries

Action	Challan No	No of Student	Total Amount	Txn. ID	Challan Status	Payment Status	Payment History
Pay Now	CHER-22-10211-000035 <small>2023-03-03 15:46:50</small>	1 View Student(s)	199.00		Processing	Not Paid	Transaction List
View Money Receipt	CHER-22-10211-000033 <small>2023-02-28 17:01:56</small>	1 View Student(s)	449.00	TxnJC1702023278443470000423	Paid	Success	Transaction List
View Money Receipt	CHER-22-10211-000032 <small>2023-02-28 14:01:25</small>	1 View Student(s)	449.00	TxnJC1656465166835500000410	Paid	Success	Transaction List
View Money Receipt	CHER-22-10211-000031 <small>2023-02-24 12:58:32</small>	1 View Student(s)	199.00	TxnJC1821853701654120000373	Paid	Success	Transaction List
View Money Receipt	CHER-22-10211-000029 <small>2023-02-06</small>	1 View Student(s)	139.00	TxnJC1221392335043410000388	Paid	Success	Transaction List

Fig: 17

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:

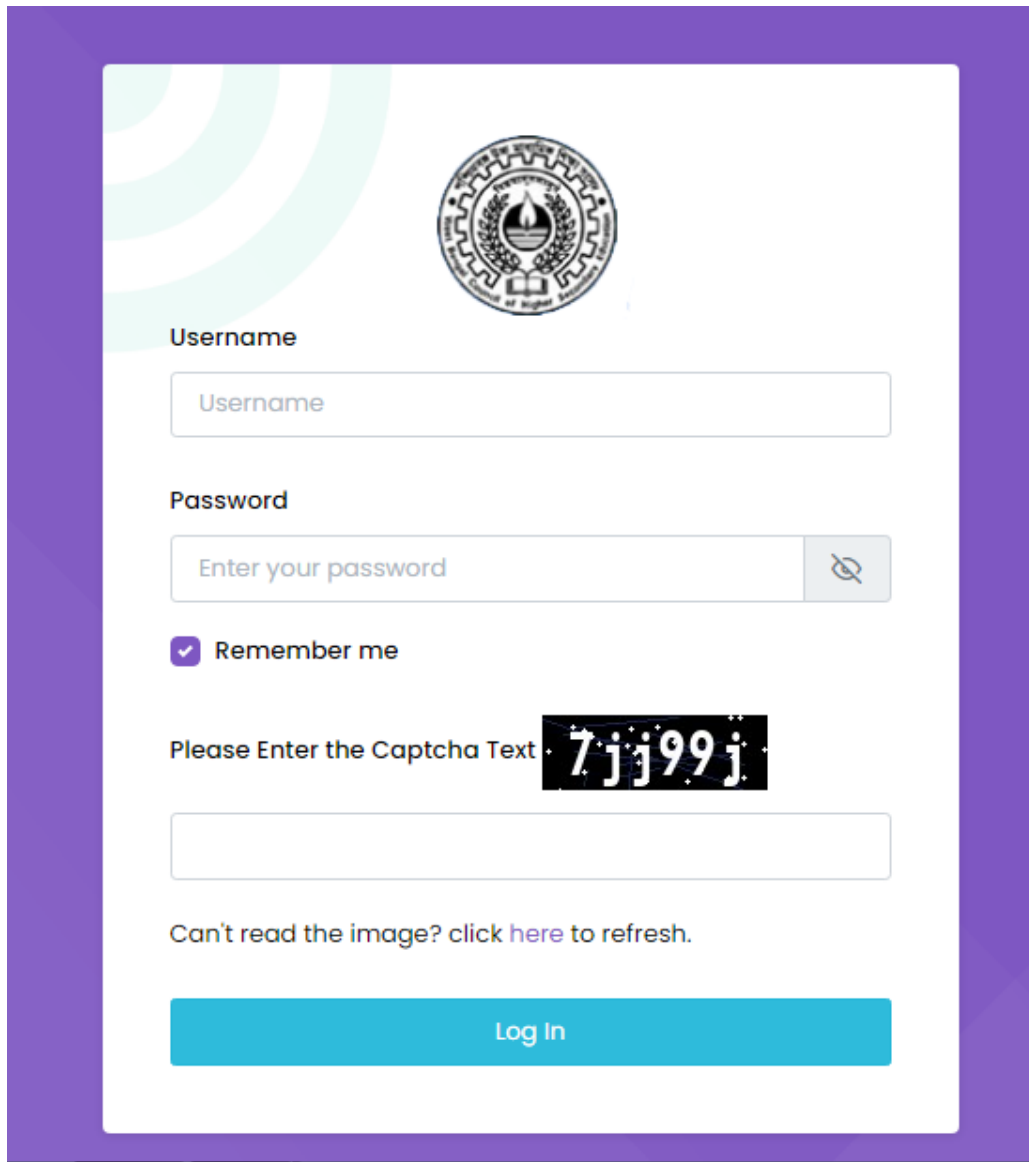
- Fill Registration Form
- Make payment for Registration form
- Add and pay for class XI failed student
- Fill different school forms like Excess Admission Request, Co-Education Permission Request, Post Conversion Request etc.

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:

The image shows a login form for an admin user. At the top center is the logo of the Ministry of National Education of Turkey. Below the logo, there are three input fields: 'Username', 'Password', and a captcha field. The 'Remember me' checkbox is checked. A 'Log In' button is at the bottom. The captcha text is '7jj99j'.

Username

Password

Please Enter the Captcha Text **7jj99j**

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

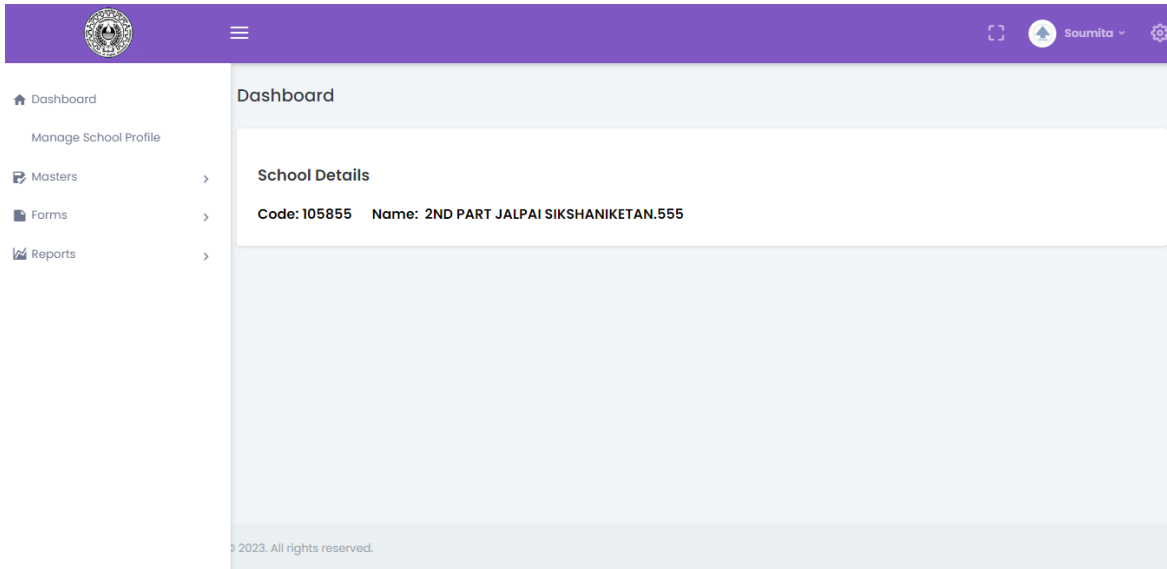


Figure 2 Admin Dashboard

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

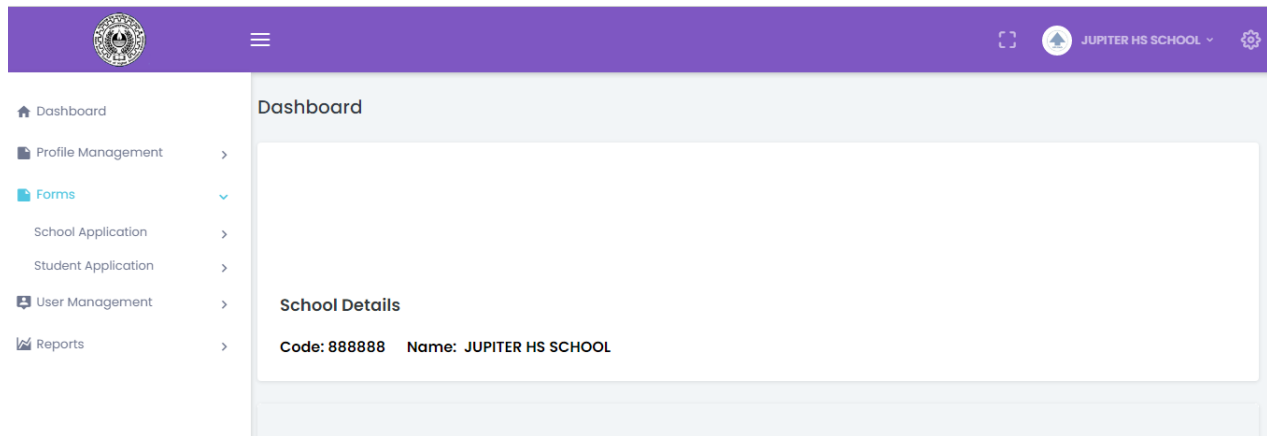


Figure 3: Admin Dashboard

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

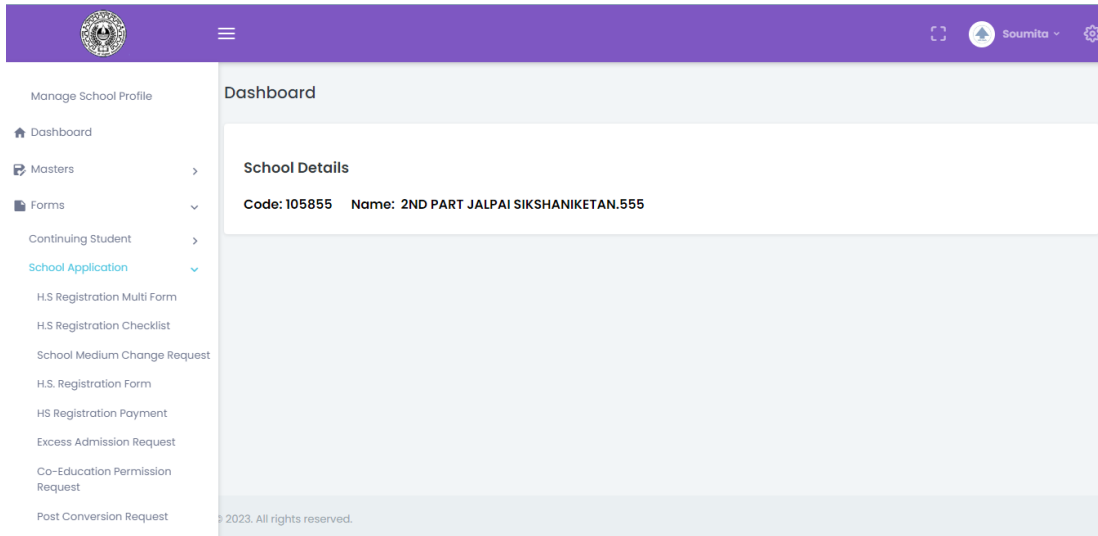


Figure 4: Admin Dashboard

1.2 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. To show the list clicks on the **View Form List**

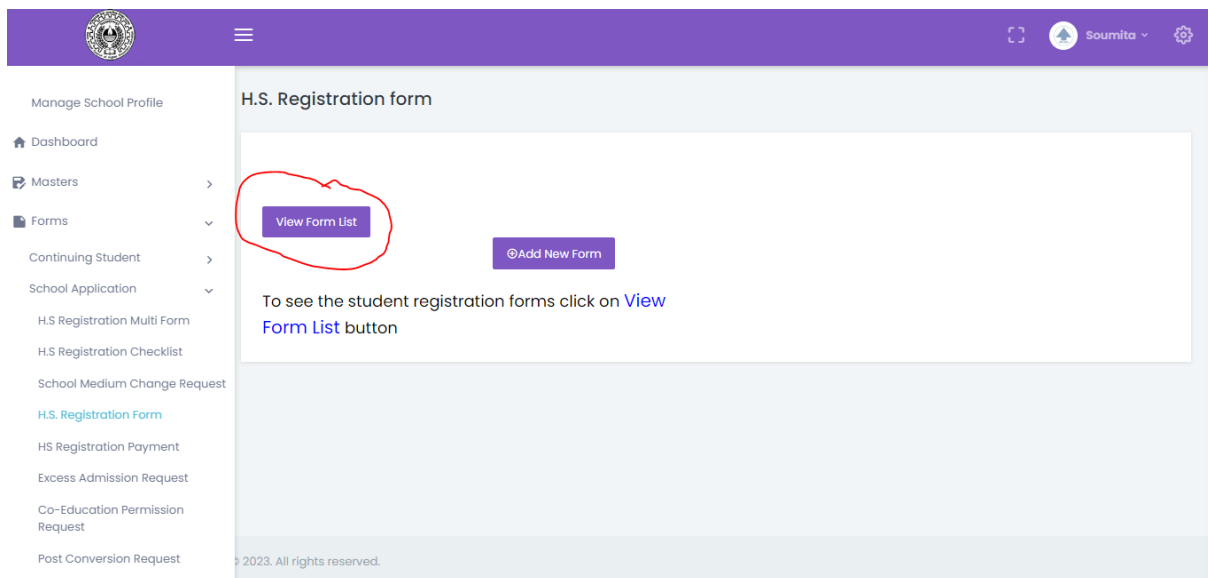


Figure 5: Registration Form Dashboard

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

Figure 6: Registration Form

Step 4: Fill the form , upload Profile photo and Signature of the applicant and signature of the HOI and submit the form by clicking **Submit** button at the bottom of the form.

Figure 7: Registration Form

Figure 8: Registration Form

System redirects to list view page.

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




















Action	Form ID	First Name	Middle Name	Last Name	Mobile No	Aadhaar No	Status
  	HSRF-22-102111-000118	raju			9847437721		Completed
  	HSRF-22-102111-000117	Patal			9874424444		Completed
  	HSRF-22-102111-000116	Sital		Dutta	9847437721	33333333777	Completed
  	HSRF-22-102111-000115	natty			9847437721		Completed
  	HSRF-22-102111-000114	Nathulal			9867563563	634836465321	Completed
  	HSRF-22-102111-000107	Manju	MM	Mahata	9874416336	564523372638	Completed
	HSRF-22-102111-000108	Sujata			5885837583		Completed

Figure 9: Registration view Form

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

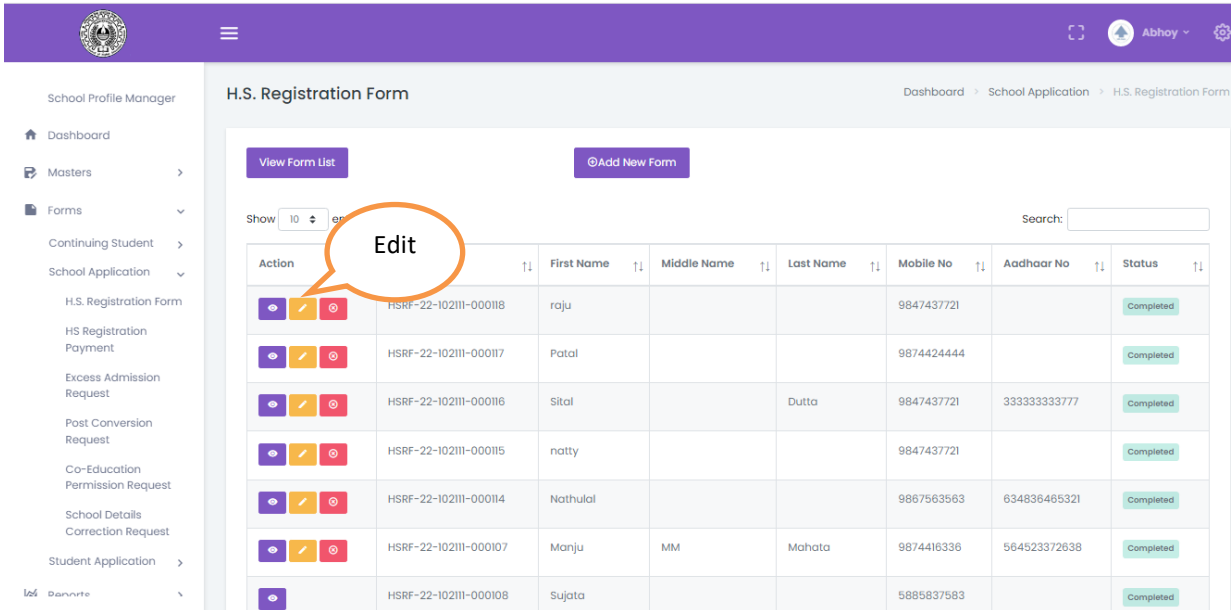


Figure 10: Registration Form edit

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

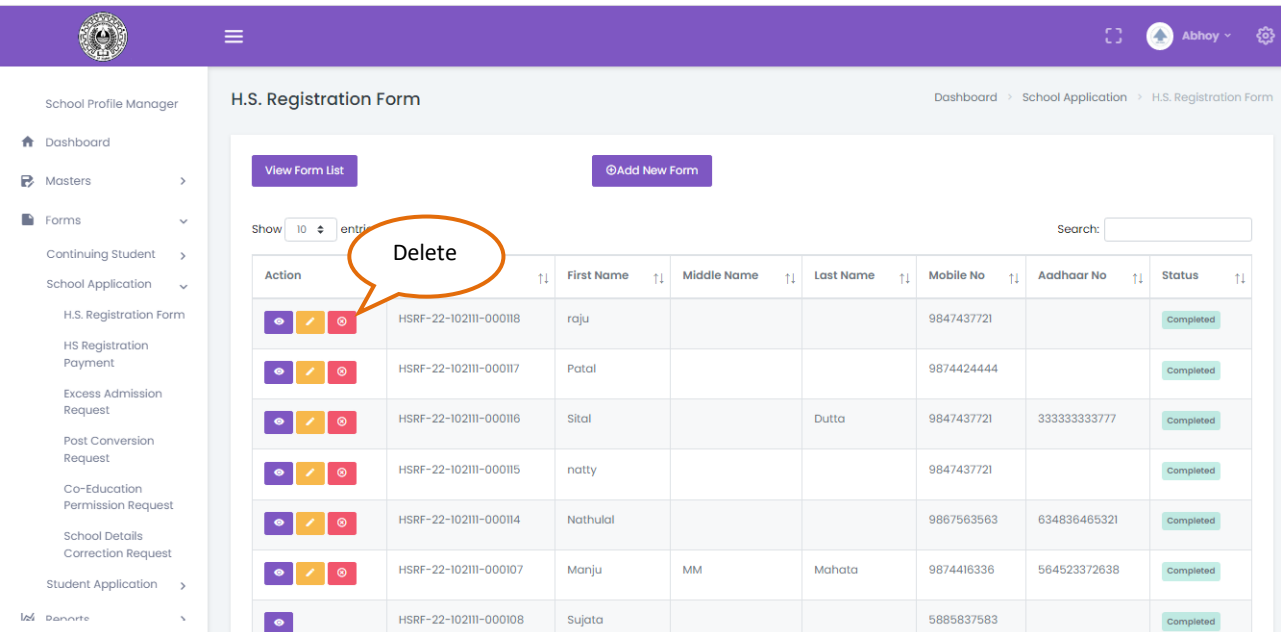


Figure 11: Registration Form Delete

1.3 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

Challan List

[Create Challan](#)

NOTE: For deleted challan that has payment, you need to create a challan with similar value of paid challan. And write us at hscapplicationportal@gmail.com or accountsofficer@wbchse.org.in with to link the new challan with paid challan.

Paid Challan

Action	Challan Number	No of Student	Payable Amount	Challan Creation Date & Time	Deleted	Status	Transaction Status	Transaction Date & Time
Money Receipt	CHRF-22-105855-0081	1	440.00	2023-02-28 17:23:51	NO	Paid	success	2023-02-28 17:24:45
Money Receipt	CHRF-22-105855-0072	2	470.00	2023-02-02 17:29:47	NO	Paid	success	2023-02-21 12:46:09

Non-Paid Challan

Action	Challan Number	No of Student	Payable Amount	Challan Creation Date & Time	Deleted	Status	Transaction Status	Transaction Date & Time
View Delete	CHRF-22-105855-0074	29	7000.00	2023-02-02 17:33:56	NO	Pending		
View Delete	CHRF-22-105855-0071	1	250.00	2023-02-02 17:13:11	NO	Pending		
View Delete	CHRF-22-105855-0070	2	500.00	2023-02-02 17:09:02	NO	Pending		

Figure 12: Registration Payment

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:

Student List

[Back](#)

List Of Students
Select students to create challan

Showing 1 to 3 of 3 entries

Action	User ID	Form ID	Form Submission Date	Name	Gender	Is Migrating	Is Lab based
<input type="checkbox"/>	HCRQRQR258	HSRF-22-105855-000187	22-02-2023	test jc jaja	Male	No	No
<input type="checkbox"/>	HCMBMB256	HSRF-22-105855-000185	16-02-2023	Santanu	Male	Yes	Yes
<input type="checkbox"/>	HCLFL254	HSRF-22-105855-000183	16-02-2023	sdfdsf sdfds sdfdsf	Male	Yes	Yes

Showing 1 to 3 of 3 entries

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Figure 13: Registration Payment

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

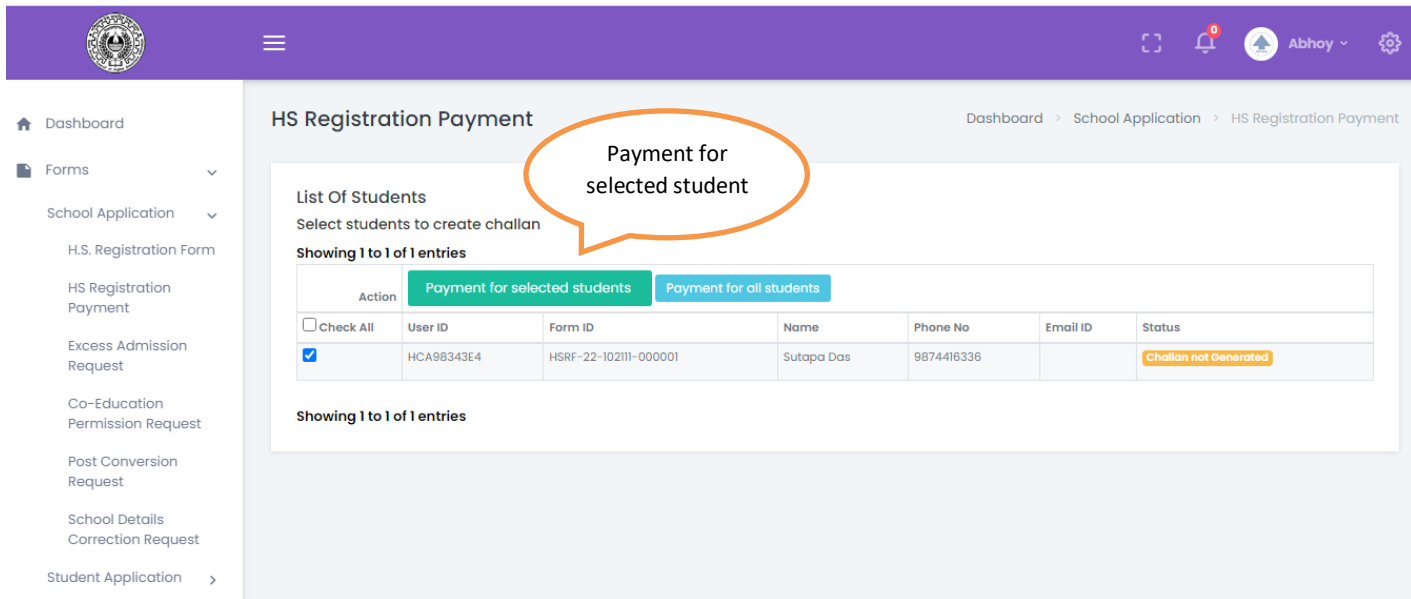


Figure 14: Registration Form

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

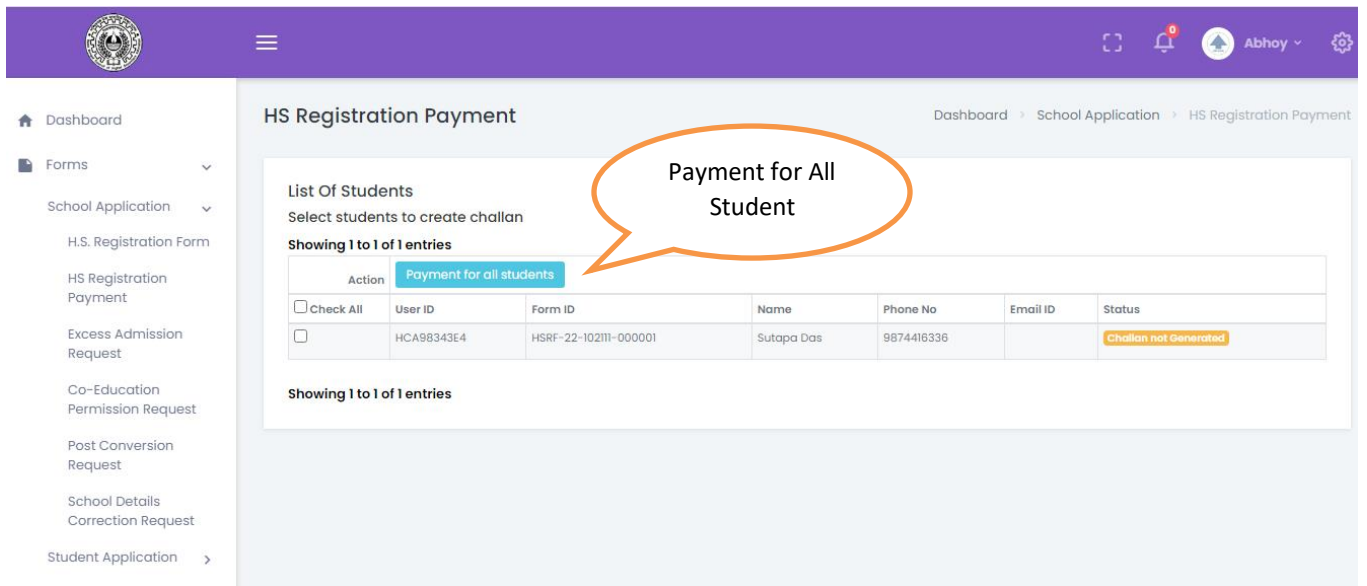
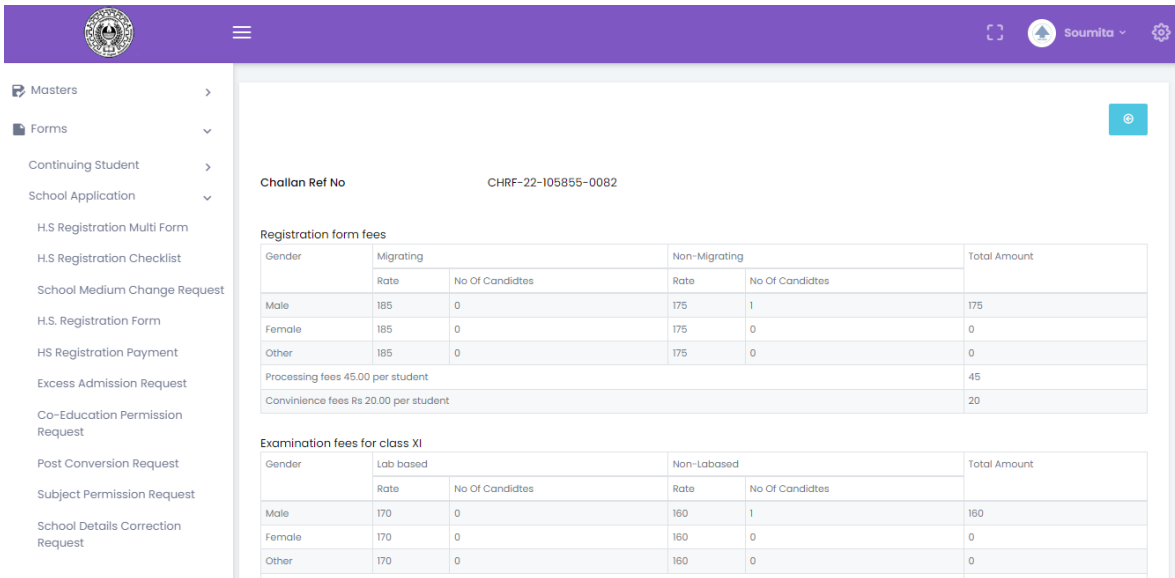


Figure 15: Registration Payment

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



Challan Ref No: CHRF-22-105855-0082

Registration form fees

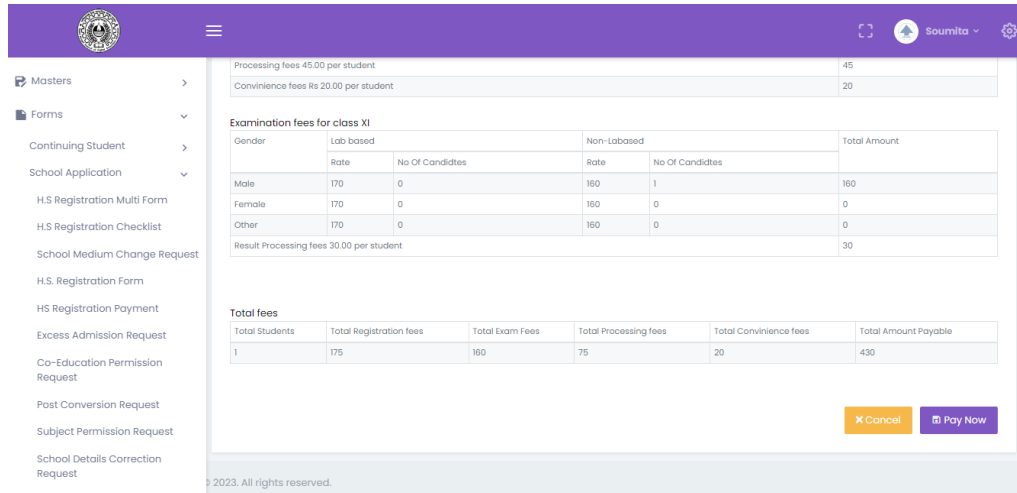
Gender	Migrating		Non-Migrating		Total Amount
	Rate	No Of Candidates	Rate	No Of Candidates	
Male	185	0	175	1	175
Female	185	0	175	0	0
Other	185	0	175	0	0
Processing fees 45.00 per student					45
Convivence fees Rs 20.00 per student					20

Examination fees for class XI

Gender	Lab based		Non-Labased		Total Amount
	Rate	No Of Candidates	Rate	No Of Candidates	
Male	170	0	160	1	160
Female	170	0	160	0	0
Other	170	0	160	0	0

Figure 16: Challan Generation

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.



Processing fees 45.00 per student: 45
Convivence 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	170	0	160	1	160
Female	170	0	160	0	0
Other	170	0	160	0	0
Result Processing fees 30.00 per student					30

Total fees

Total Students	Total Registration fees	Total Exam Fees	Total Processing fees	Total Convivence fees	Total Amount Payable
1	175	160	75	20	430

2023. All rights reserved.

Figure 17: Registration Payment

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

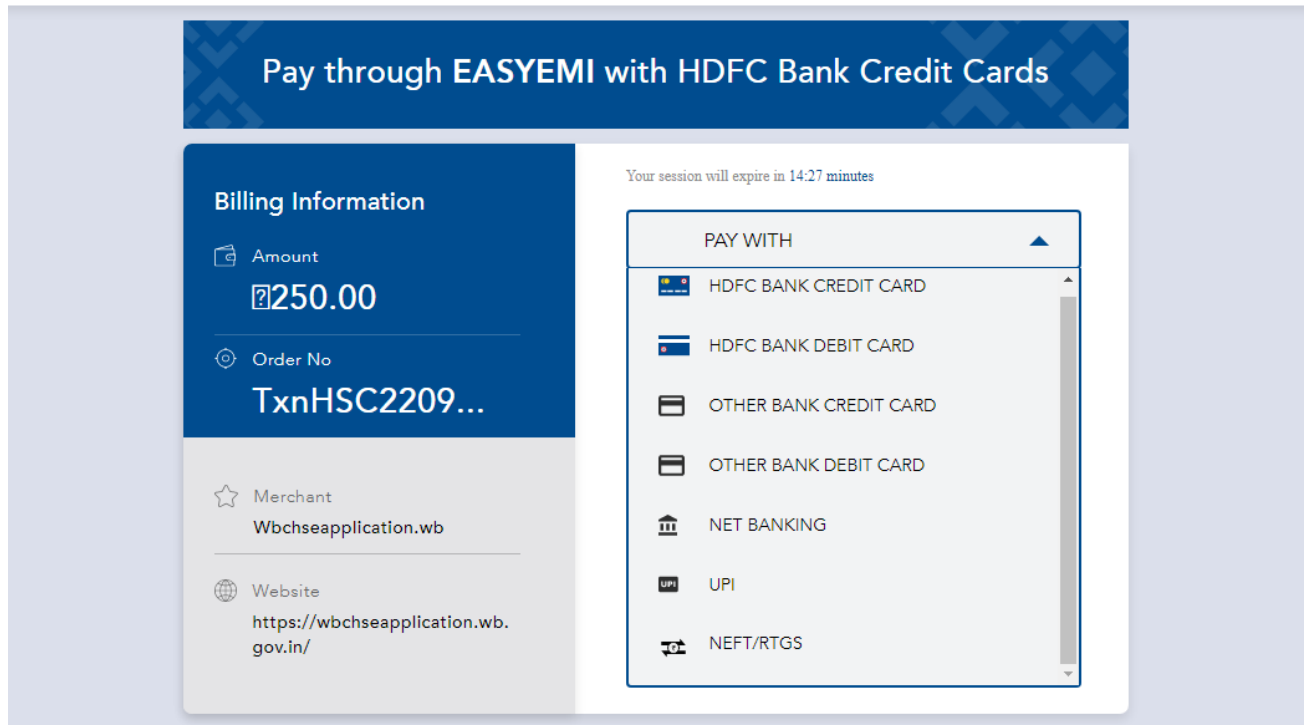


Figure 18: Registration Payment

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

**WEST BENGAL COUNCIL OF HIGHER
SECONDARY EDUCATION**
Vidyasagar Bhavan, 9/2. Block DJ,
Saltlake, Sector II,
WEST BENGAL

Fund Transfer Details

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

1. 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.
2. It is remitter's responsibility to remit the funds to correct account no. with correct amount as provided above. In case 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.
3. IMPS transactions are not allowed into provided account no. Bank shall not be liable in case 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

Figure 19: NEFT Challan

In case of NEFT payment, Institute has to pay separately. i.e. Amount will be credited to H.S. Council account when Account Number, IFS Code and amount will be matched with the challan number.

1.4 Report for registration form

User wants to view the report for registration form by clicking on the Report menu. Clicks on the School Report submenu and then choose Registration Forms Status link.

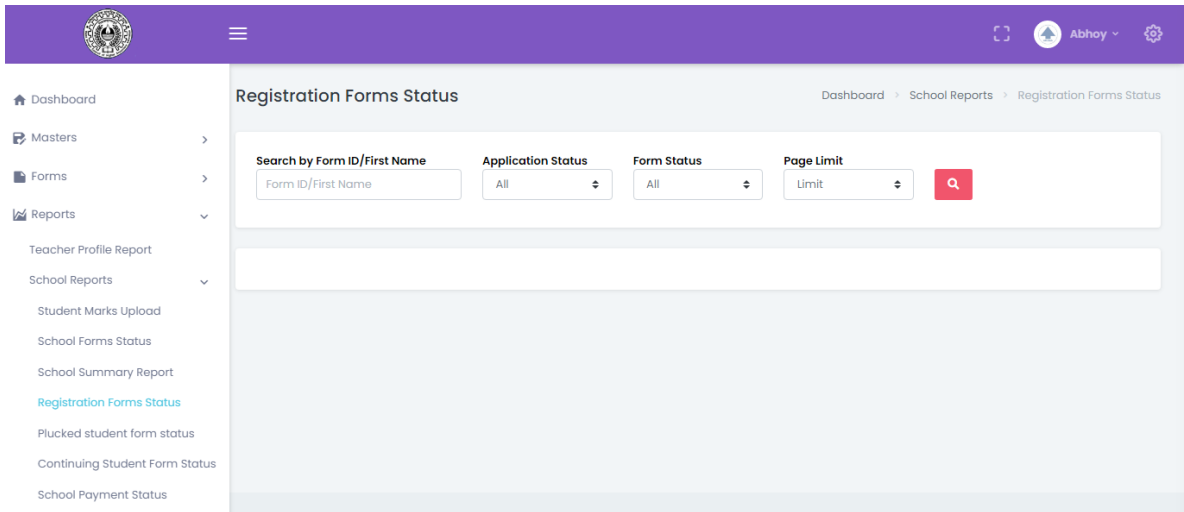


Figure 20: Registration form status

User clicks on the search button to view the list of students. They can be able to search the students with different Application Status and Form status also.

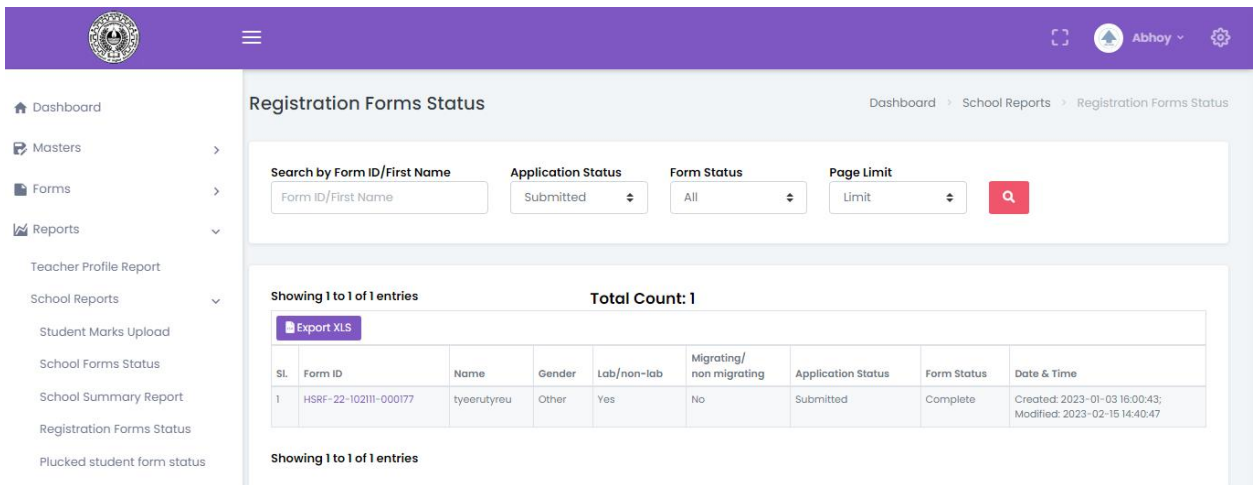


Figure 21: Registration form status

User can select page limit to view no. of forms they want to visualize in a single page and clicks on the search button. Also user can export a list for the same in XLS format.

1.5 DC XI Student payment

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

Step1. User Clicks on the **Forms-> School Application->DC XI Student Payment**. Its redirects the user to the following page where user can view all paid /unpaid challan list. All paid challan shows Money receipt in Action column and unpaid challan shows view and delete challan option.

The screenshot shows the 'DC XI Student Payment' page. At the top right, there is a 'Create Challan' button highlighted by an orange callout bubble. Below this is a table with the following data:

Action	Challan No	No of Student	Total Payable Amount	Date	Status	Deleted
Money Receipt View Student(s)	CHEF-23-888888-2115	1	210.00	2023-01-03 13:22:02	Paid	No
View View Student(s) Delete	CHEF-23-888888-2114	1	220.00	2023-01-03 00:43:27	Pending	No
View View Student(s) Delete	CHEF-23-888888-2112	1	210.00	2023-01-02 21:02:42	Pending	No
View View Student(s) Delete	CHEF-22-888888-1991	1	220.00	2022-11-14 14:58:14	Pending	No

Figure 26: DC XI Student Payment

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 shows the 'List Of Students' page. At the top, there is a 'Payment for all students' button highlighted by an orange arrow. Below this is a table with the following data:

Action	Form ID	Name	Has lab-based subject	Regn No	Year	Status
<input type="checkbox"/> Check All	CSEF-22-10211-000023	Sita ray	NO	4354546547	2020	Challan not Generated

Figure 26: DC XI Student Payment

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

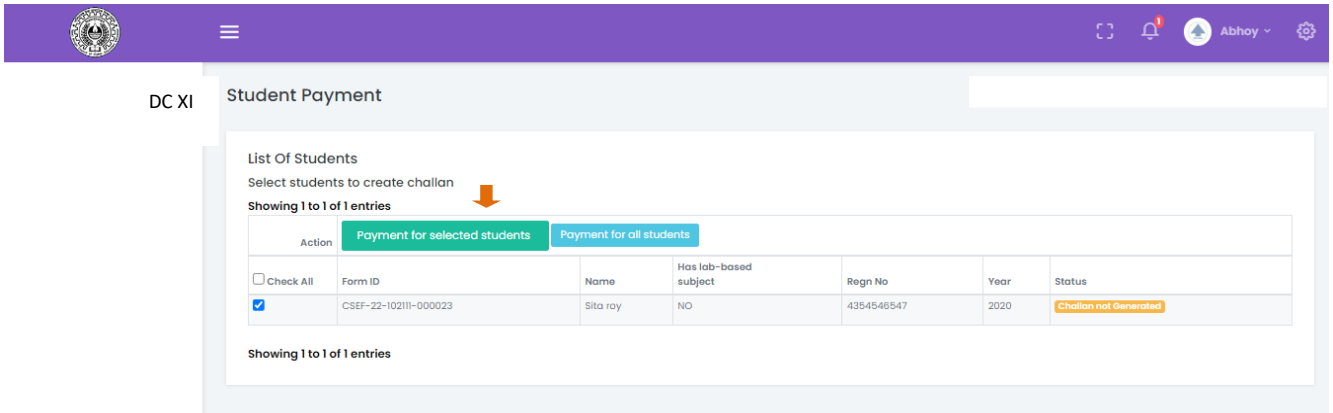


Figure 27: DC XI Student Payment

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

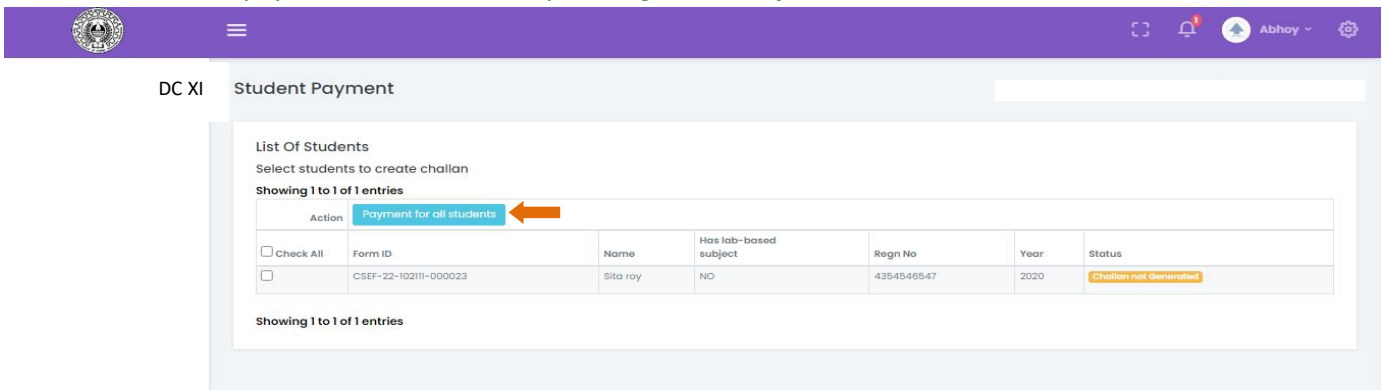


Figure 28: DC XI Student Payment

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

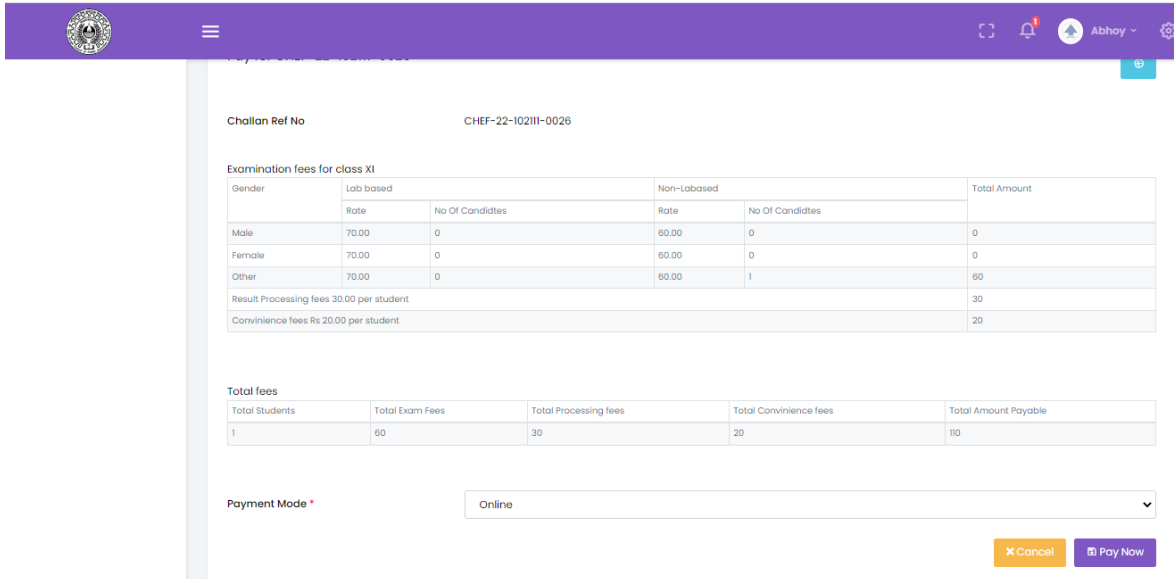


Figure 29: DC XI Student challan view

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

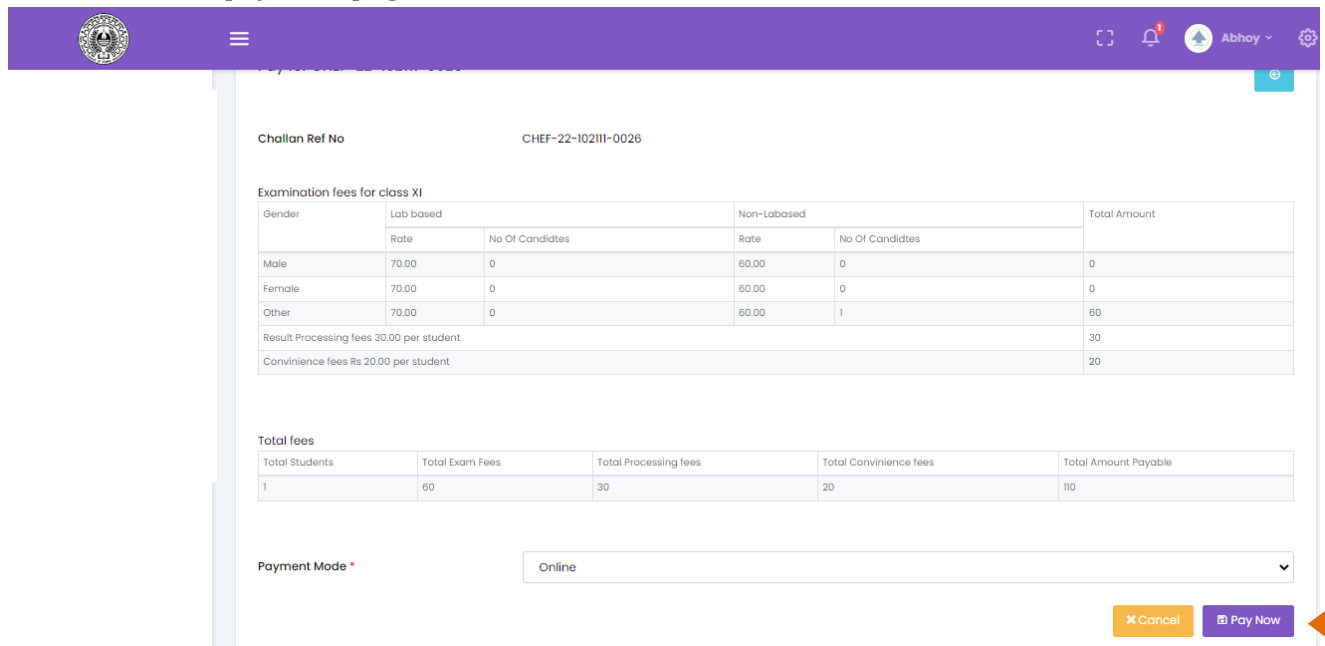


Figure 30: DC XI Student Pay Now option

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

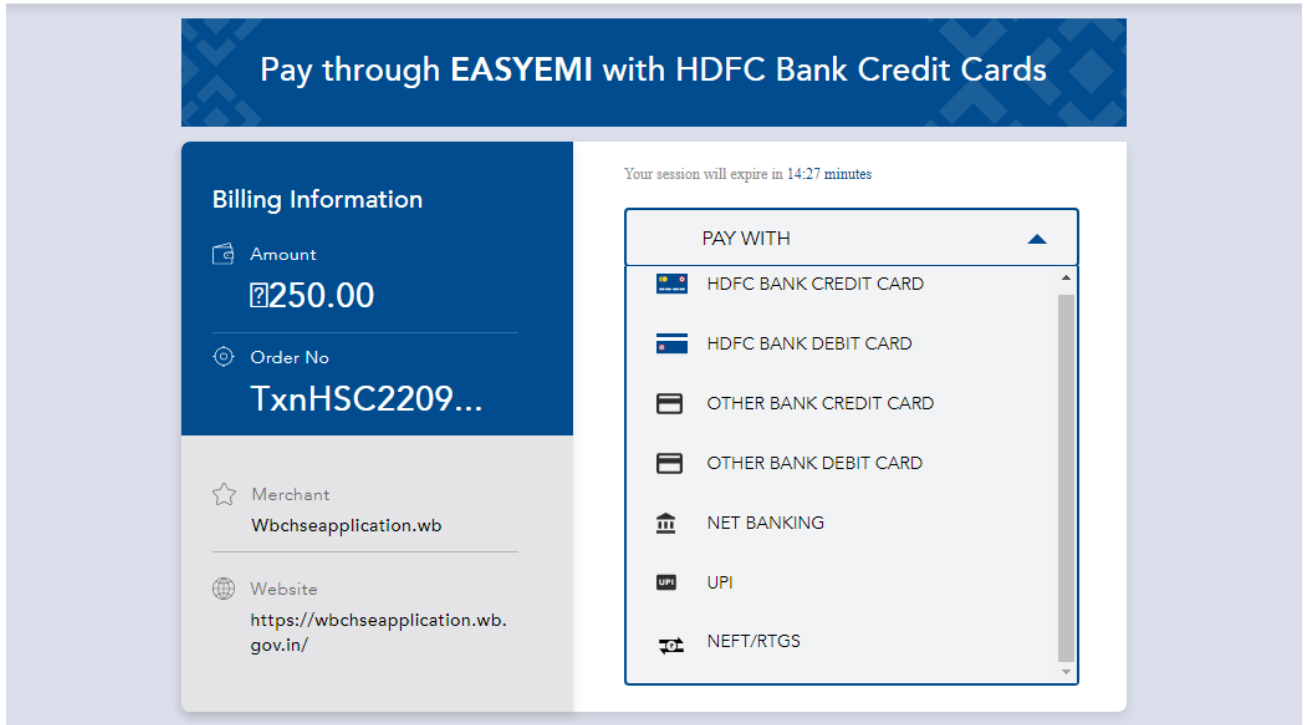


Figure 31: DC XI Student Payment

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

**WEST BENGAL COUNCIL OF HIGHER
SECONDARY EDUCATION**
Vidyasagar Bhavan, 9/2. Block DJ,
Saltlake, Sector II,
WEST BENGAL

Fund Transfer Details	
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
<ol style="list-style-type: none">1. 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.2. It is remitter's responsibility to remit the funds to correct account no. with correct amount as provided above. In case 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.3. IMPS transactions are not allowed into provided account no. Bank shall not be liable in case 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

Figure 32: DC XI Student NEFT challan

In case of NEFT payment, Institute has to pay separately. i.e. Amount will be credited to H.S. Council account when Account Number, IFS Code and amount will be matched with the challan number.

1.6 Report for DC XI student form

User wants to view reports for DC XI student of their school. User can select DC XI Student Status report under Reports> School Reports>DC XI Student form status.

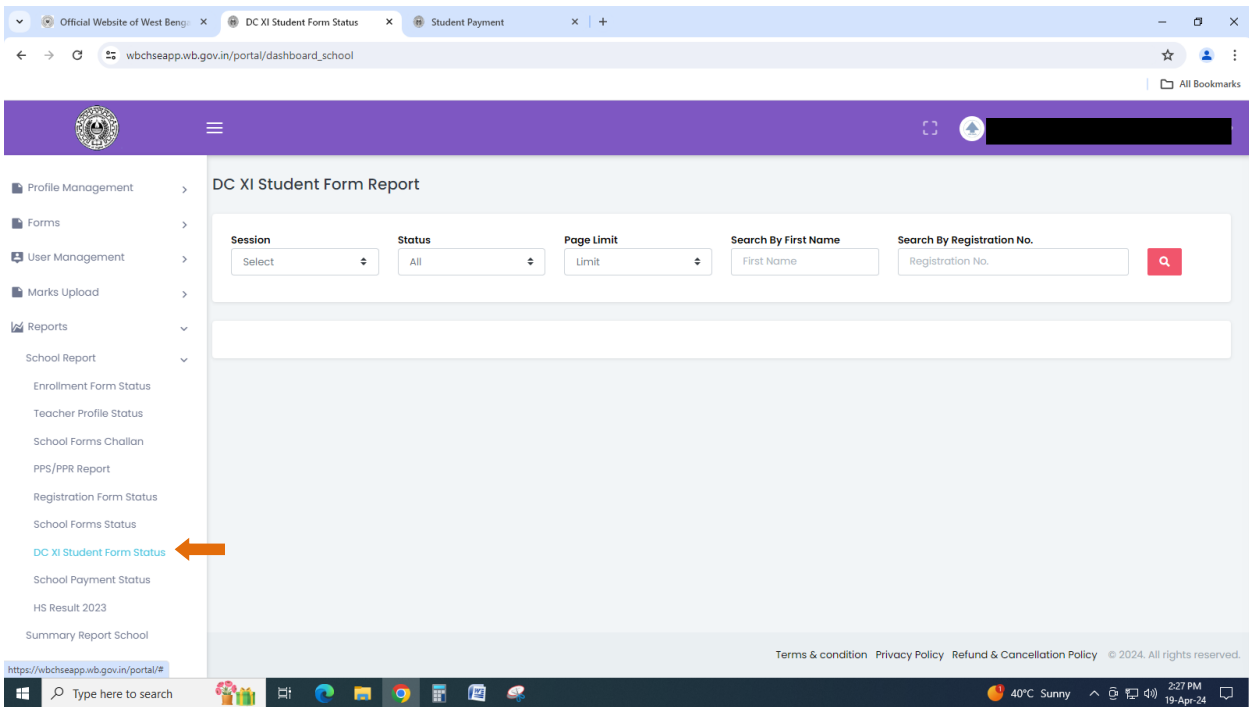


Figure 33: DC XI Student Form Status

User clicks on the search button to view the entire list of DC XI students. They can also search any student by first name or registration no. User enters any registration no. and the respective form will show in the list.

The screenshot displays the 'DC XI Student Form Report' interface. The left sidebar contains a menu with items such as Profile Management, Forms, User Management, Marks Upload, Reports, School Report, Enrollment Form Status, Teacher Profile Status, School Forms Challan, PPS/PPR Report, Registration Form Status, School Forms Status, DC XI Student Form Status, School Payment Status, HS Result 2023, and Summary Report School. The main content area features a title 'DC XI Student Form Report' and a set of filters: Session (2022-2023), Status (Submitted), Page Limit (Limit), Search By First Name (First Name), and Search By Registration No. (Registration No.). Below the filters, it indicates 'Showing 1 to 22 of 22 entries' and 'Total Count: 22'. An 'Export XLS' button is located above the table. The table contains the following data:

Form ID	Name	Gender	Registration No.	Registration Year	Form Status	Payment Status
		Female		2021	Submitted	Not Paid
		Female		2017	Submitted	Not Paid
		Female		2016	Submitted	Not Paid
		Female		2016	Submitted	Not Paid
		Female		2017	Submitted	Not Paid
		Female		2021	Submitted	Not Paid
		Female		2021	Submitted	Not Paid
		Female		2018	Submitted	Not Paid
		Female		2021	Submitted	Not Paid
		Female		2021	Submitted	Not Paid
		Female		2021	Submitted	Not Paid
		Female		2021	Submitted	Not Paid
		Female		2017	Submitted	Not Paid

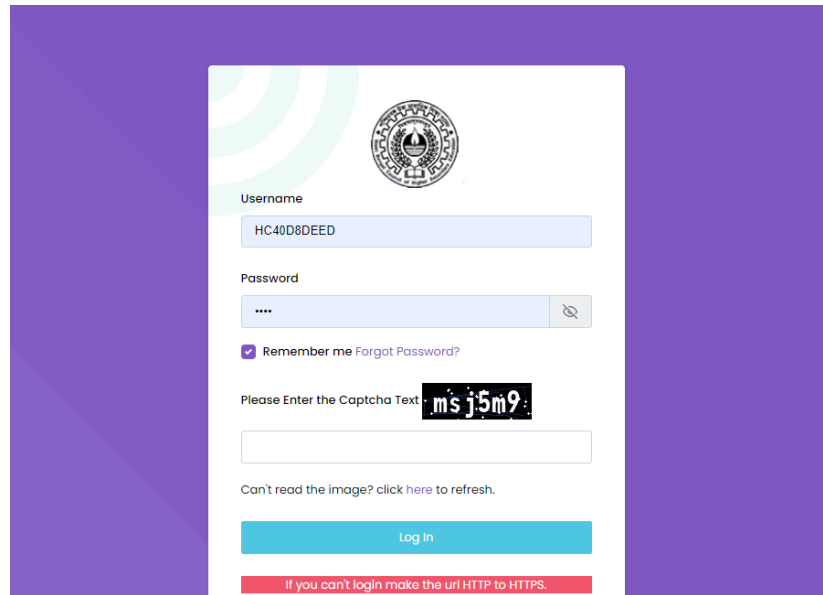
Figure 34: DC XI Student Form Status

User can also choose status and page limit to view the list of DC XI student details also user can export a list for the same in XLS format.

1.1 Marks Upload:

School will have to fill up all the students marks one by one. After submitting each students numbers the concerned school have to approve all students marks then generate students mark sheet . The following steps are:


1. Login the https://wbchseapp.wb.gov.in/portal/sec_users/login portal with userid and password.



Username
HC40D8DEED

Password
....

Remember me [Forgot Password?](#)

Please Enter the Captcha Text 

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

[Log In](#)

If you can't login make the url HTTP to HTTPS.

Fig: 1

2. Click on the “Marks Upload” menu.

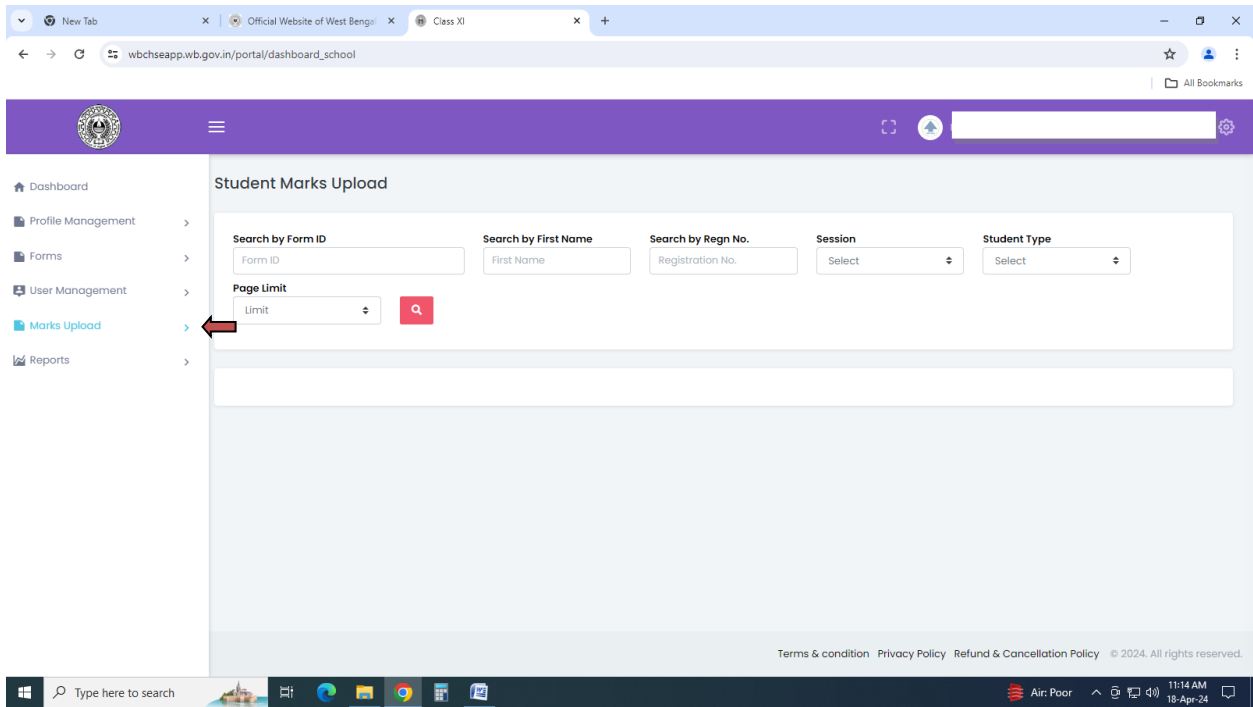


Fig: 2

3. Click on the “Class XI” Marks upload.

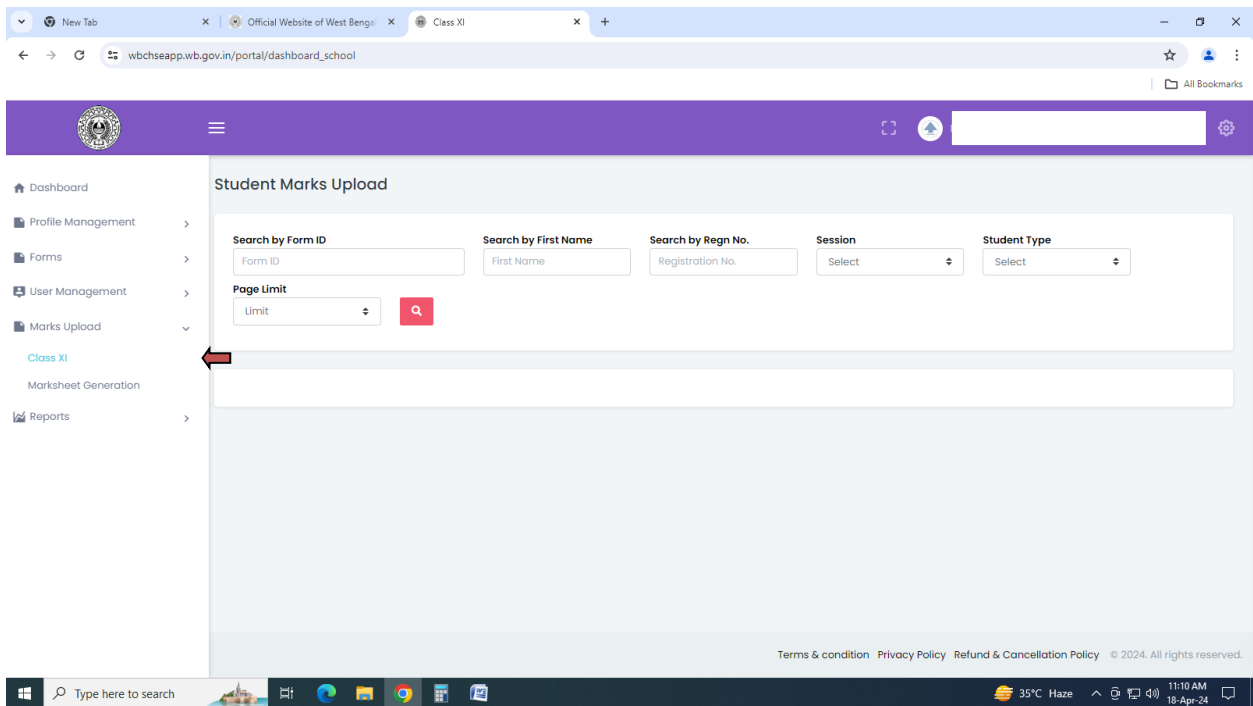


Fig: 3

4. Fill the required fields **Session, Student type , Search by First Name, Search by Form-ID** etc. and then clicks **search** tab afterwards to get student marks upload status.

There is two types of “Student type”- Currently Registered and DC XI Student

The screenshot shows the 'Student Marks Upload' page. At the top, there are five search filters: 'Search by Form ID', 'Search by First Name', 'Search by Regn No.', 'Session' (set to 2023-2024), and 'Student Type' (set to Currently Registered). Below these is a 'Page Limit' dropdown and a red search button with a magnifying glass icon, which is highlighted by an orange arrow. The main content area shows 'Showing 1 to 100 of 180 entries' and a 'Total Count: 180'. There is an 'Approve' button and a pagination control showing page 1 of 2. Below this is an 'Export XLS' button and a table with columns for SL, Check, Action, Approval Marks Status, Is 9(1) Status, Error, Form ID, Form Type, Form Status, Name, Registration No., LANA Total Marks, LANB Total Marks, ELE1 Total Marks, ELE2 Total Marks, and ELE3 Total Marks. The table contains four rows of data for 'Currently Registered' students.

Fig:4

****DC XI Student** (those who are discontinued academic and gives exam again) need to pay a processing fees to council for appearing their name under DC XI Student.

This screenshot shows the 'Student Marks Upload' page with the 'Student Type' filter set to 'DC XI Student'. The search results show 'Showing 1 to 1 of 1 entries' and a 'Total Count: 1'. The table has the same columns as in Fig 4, but the 'Form Type' is 'DC XI Student' and the 'Form Status' is 'Paid'. The table contains one row of data for a DC XI Student.

5. Click on the “Add” Button to add students marks.

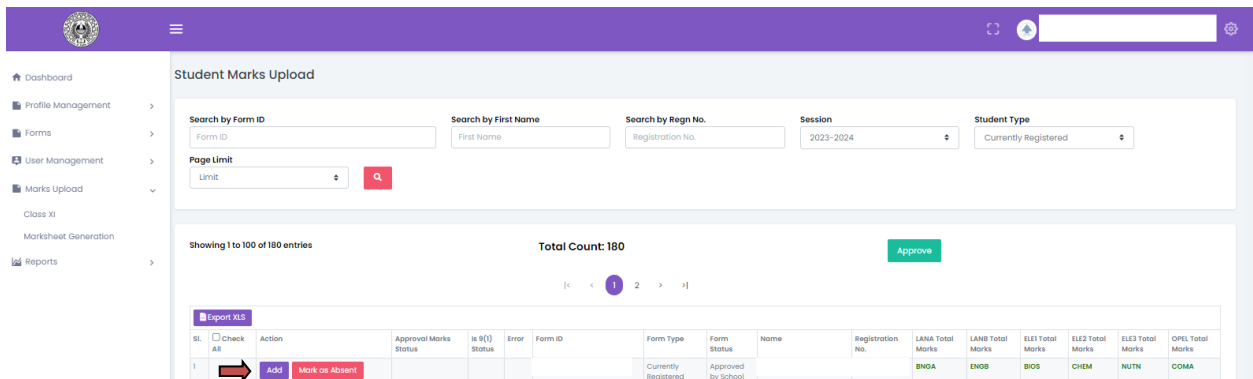


Fig:5

6. Put students marks on the given blank fields.

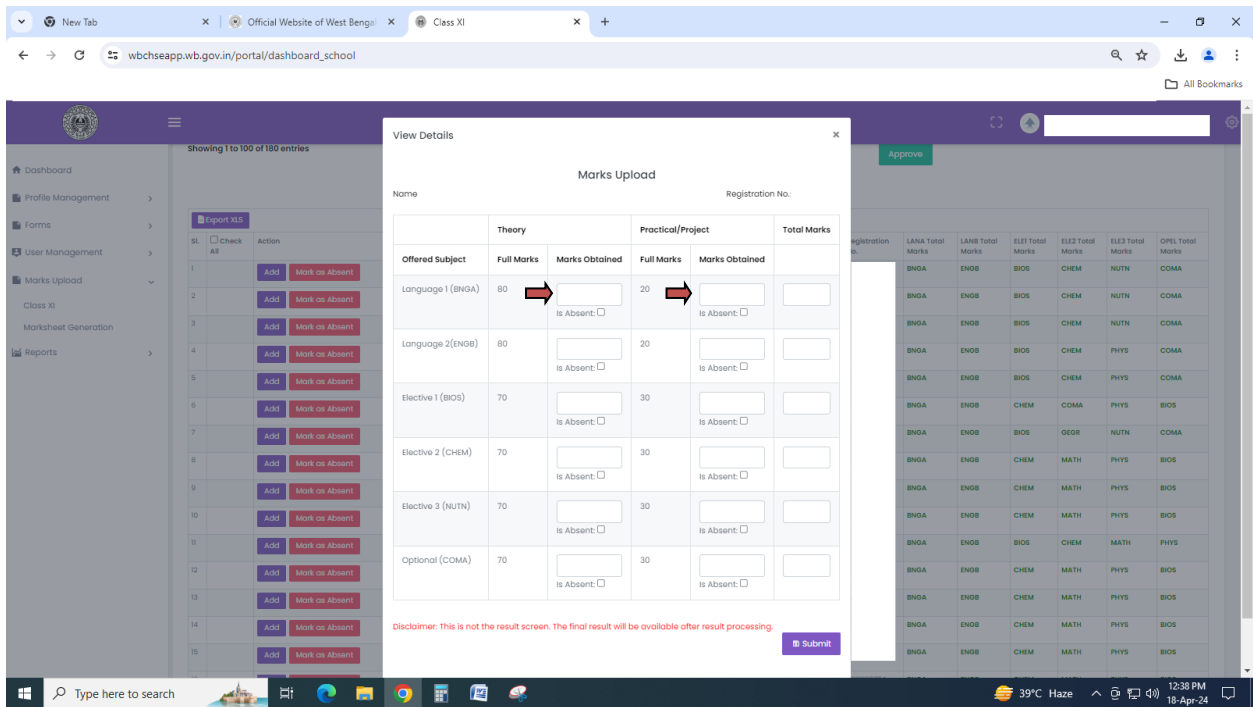


Fig:6

7. Then click on the **“Submit”** button to complete the procedure for one student, now you need to do the same following steps for all the students.

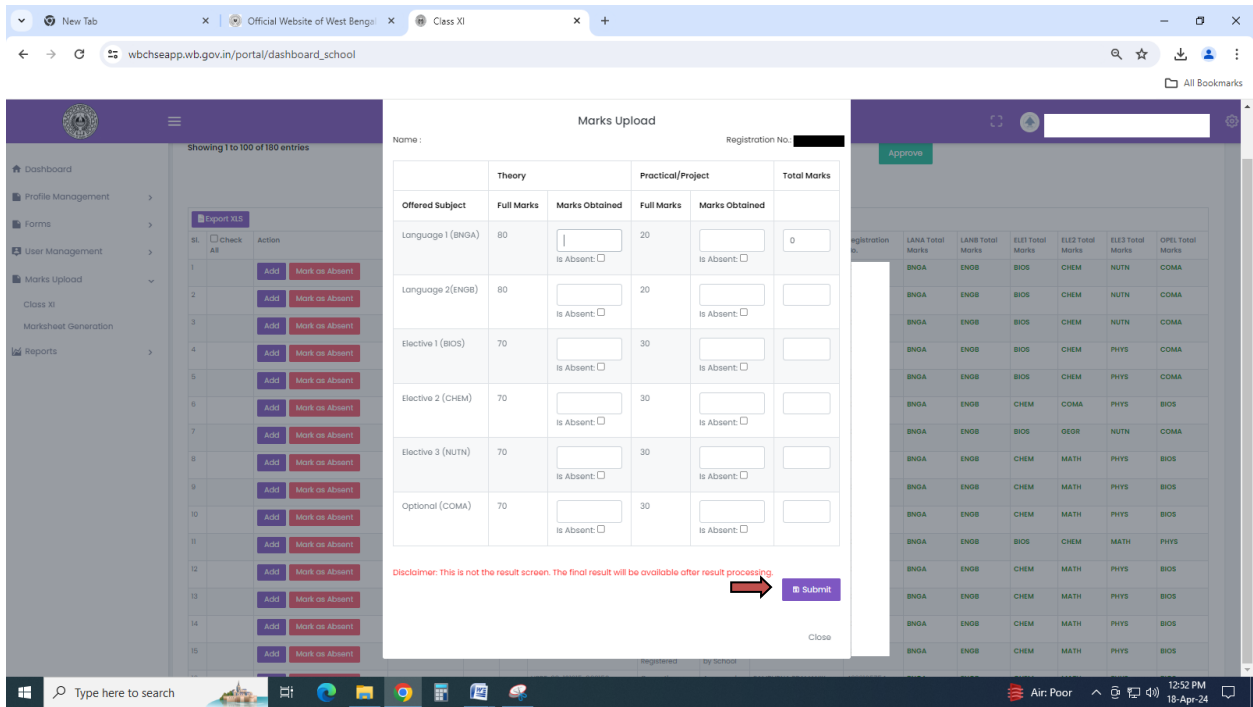


Fig:7

8. After submission of all students marks one by one Click on the **“Check All”** button.

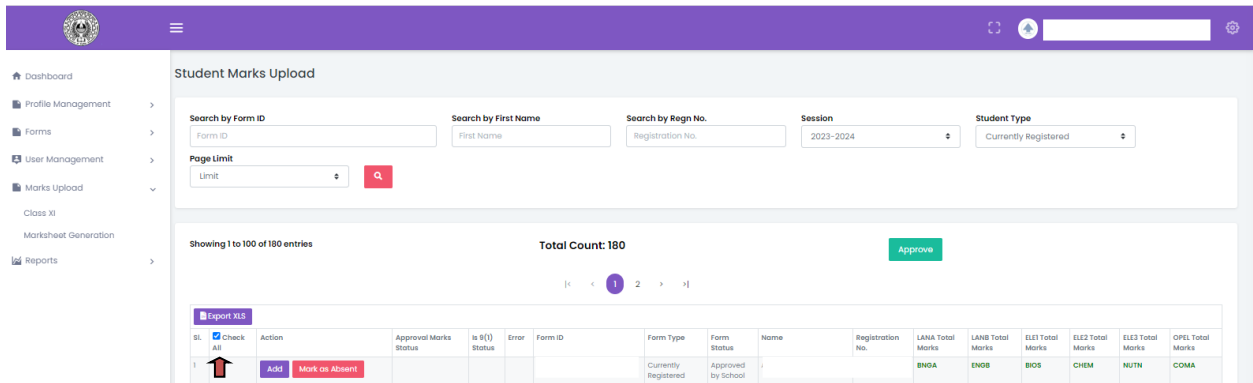


Fig:8

9. Then click on “Approve” button for the final submit of all student marks.

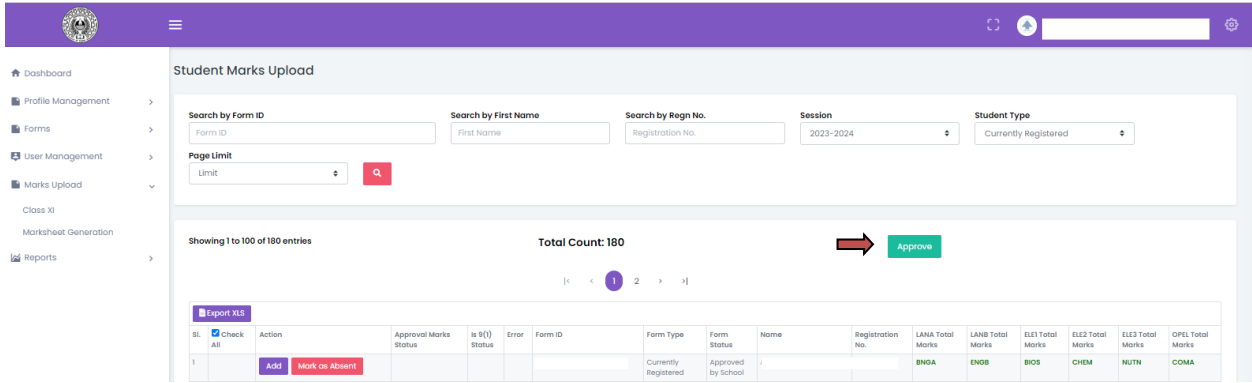


Fig:9

Mark Sheet Generation:-

10. After successfully approving students marks then click on “MarkSheet Generation” option.

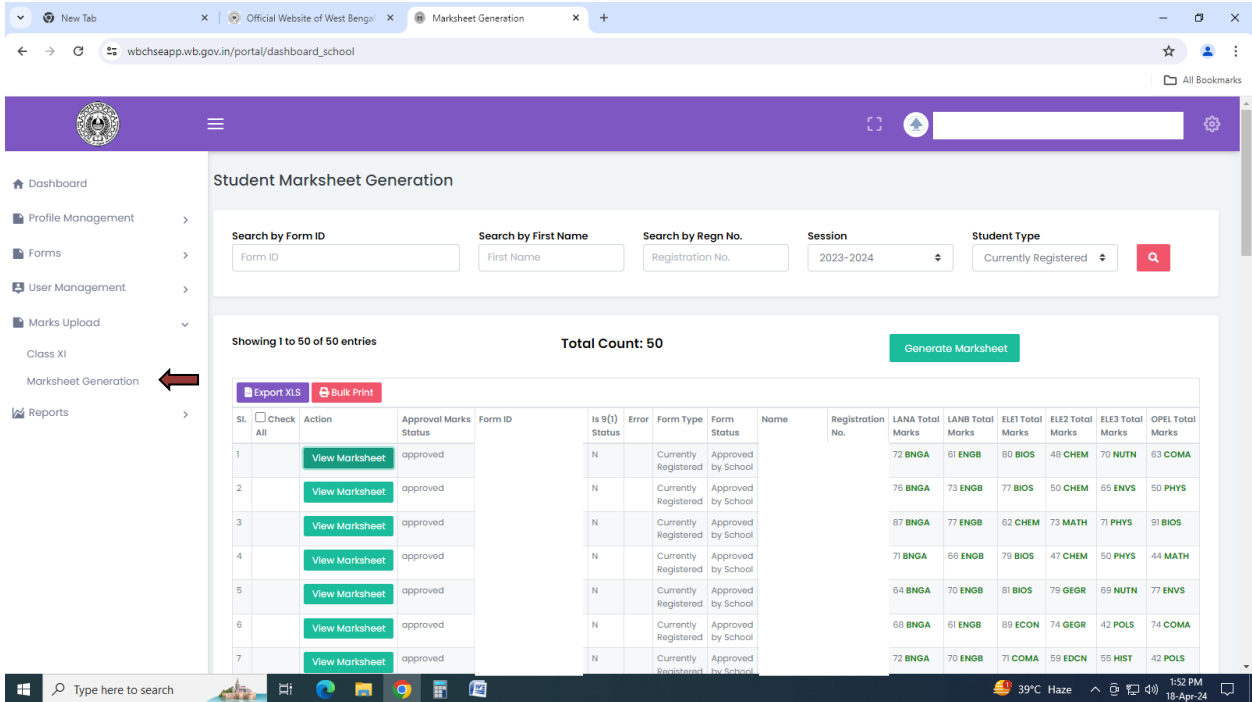
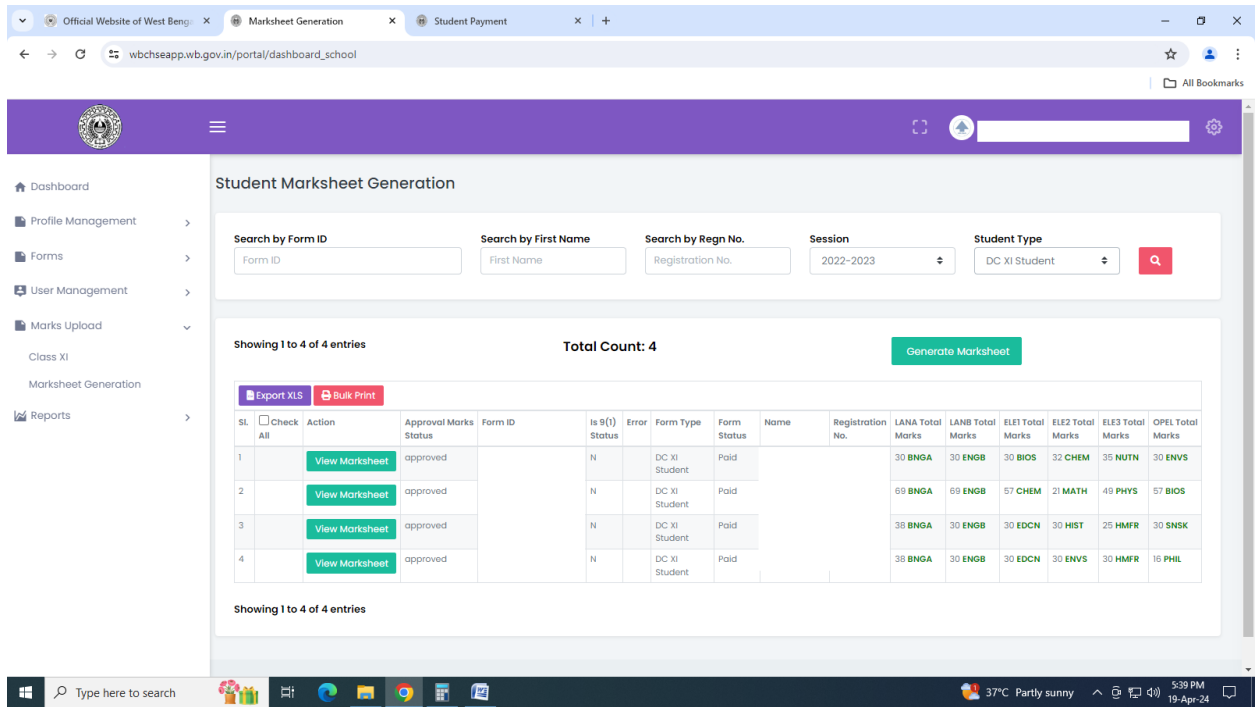


Fig:10

****There are two options in mark sheet generation student type->”Currently registered students” and “DC XI Student “(those who are discontinued academic and gives exam again)**



11. Click on “Check All” option.

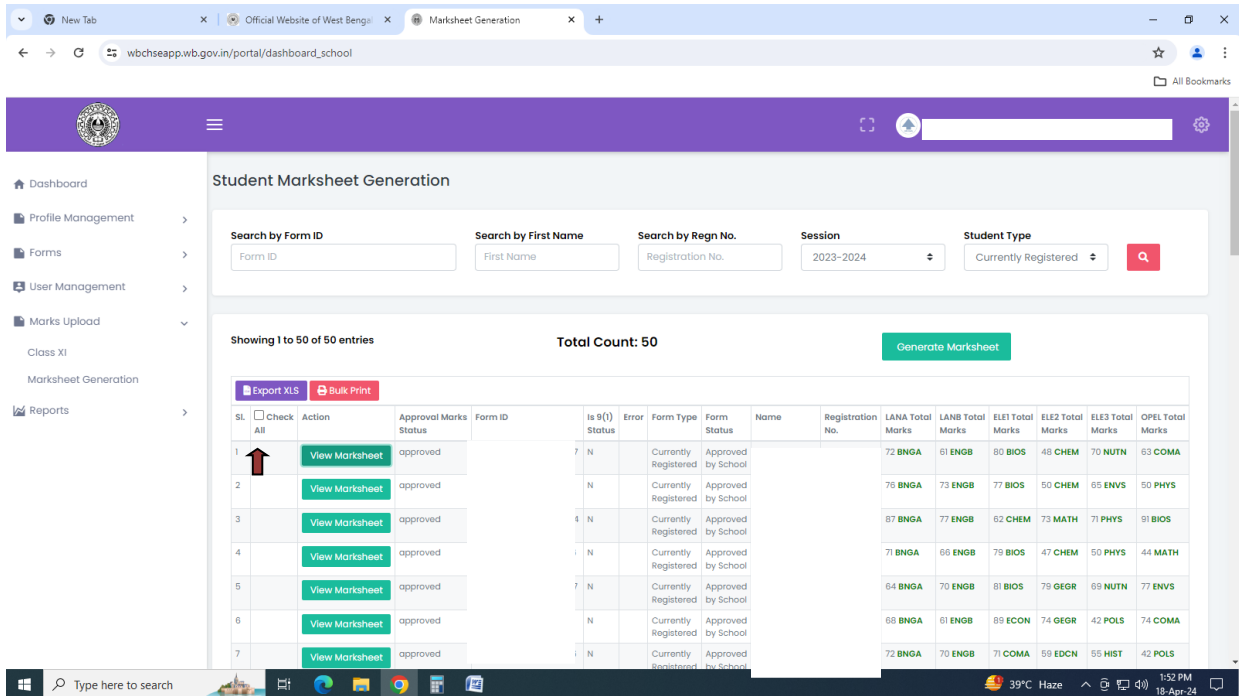


Fig:11

12. Click “Generate Mark Sheet” option to generate all students mark sheets.

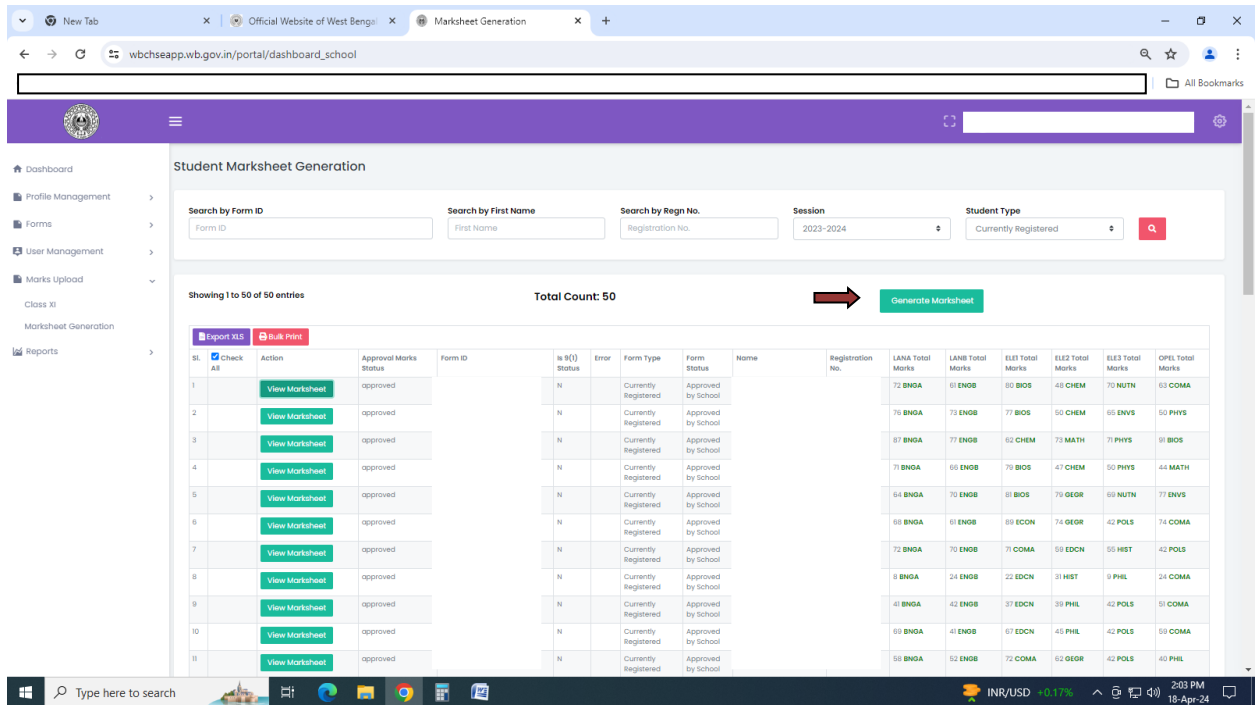


Fig:12

13. You can also get a view of individual students mark sheets by clicking “View Mark Sheet” option.

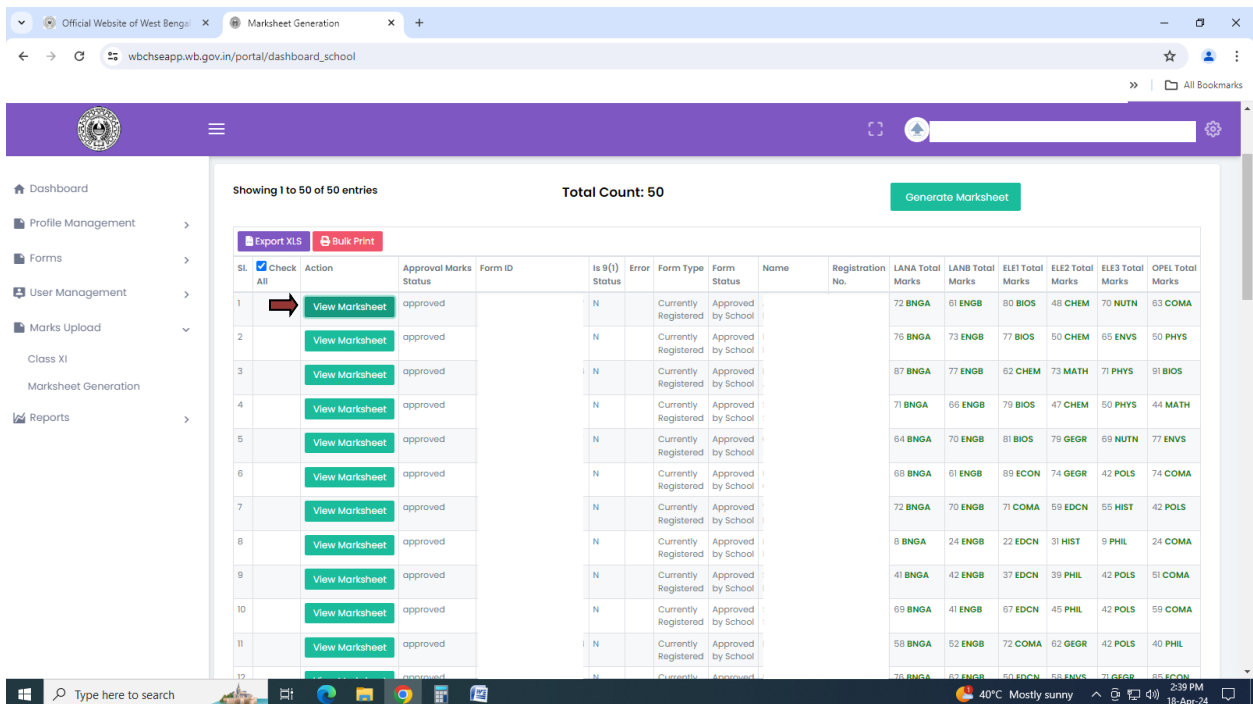


Fig:13

14.You can also print student mark sheets in your need by clicking “Print” option.

District: 24 Parganas (S)102 H.S. Inst Code:

Mark Sheet
Class-XI Annual Examination 2024

Registration No.
Name of the Candidate:

SUBJECTS	FULL MARKS		PASS MARKS		MARKS/GRADE		TOTAL	SUBJECT GRADE
	THEORY	PRACTICAL /ORAL/ PROJECT	THEORY	PRACTICAL /ORAL/ PROJECT	THEORY	PRACTICAL /ORAL/ PROJECT	IN FIGURES	
COMPULSORY LANGUAGE								
BNGA	80	20	24	6	55/B+	17/A+	72	A
ENGB	80	20	24	6	41/B	20/O	61	B+
COMPULSORY ELECTIVE								
BIDS	70	30	21	9	50/A	30/O	80	A+
CHEM	70	30	21	9	22/P	26/A+	48	C
NUTN	70	30	21	9	46/B+	24/A+	70	A
OPTIONAL ELECTIVE								
COMA	70	30	21	9	34/C	29/O	63	B+

Result: Pass
Overall Grade: B+

Grand Total: 348

(Signature of the HOD)

[Print](#)

Fig:14