

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 mailld 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 accesses 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.

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(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 inwith his login credentials to access the admin application.

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

O				[] 🚅 🗻 Abhoy - 🚳
🔒 Dashboard	Dashboard			
Forms >	0	l Total H.S. Registration Form Submitted		
	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		

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

1.4 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.



List of filled registration forms shows

				viayasaga		DJ, SECLOI-II, KOIKU	ka - 700091		
Dashboard				H.S. Reg	istration Form	n for Period: 20	22-2023		
orms 🗸	Institution Code	102111		Instituti	on Name	ABHOY CHARAN	I VIDYAPITH (H.S)		
School Application					PERSONA	L DETAILS			
HS Registration	Title: *	Select	~						
Excess Admission Request	First Name: *		Middle Name:			Last	Name: *		
Co-Education Permission Request	Mobile No.: *		E-mail:			Aadh	naar No. *		UPLOAD
Post Conversion Request									
School Details	Gender *			~	Caste Category	·	Select	v	Upload passport sized coloured photo. Photo size should be between
udent Application	Religion *	Select		*	Date of Birth *		dia-тт-уууу		10K8 and 100K8 with minimum resolution 120 X 150 pix approx.
									Allowed tile type - Jpg/Jpeg/png.
	PwD *	No 👻							
	Present Address:-					Permanent .	Address Same as Present A	ddress	
	Address Line 1 *					Address Line I.*			

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

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



after submittimng 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.



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

1.3 Registration form payment

Description: User wants to make payment for registration forms.

Ø					0	¢ (Abboy -	¢
A Dashboard	HS Registration Payment		Dashboard	School Application	HS Registre	ation Payl	Create Challan	
Forms 🐱	Challan List					6	Create Challan	
H.S. Registration Form	Action Challon No	No of Student	Total Payable Amount		Dat	e	Status	
Payment Excess Admission Request	NO DATA AVAIIADIE							
Co-Education Permission Request								
Post Conversion Request								
School Details Correction Request								
Student Application								

Step1.UserClickson theHS 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:

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A Dashboard	HS Registro	ition Payme	nt		Dashba	oard Schoo	l Applicat	tion	HS Registration Pa	iyment
 Forms School Application H.S. Registration Form 	List Of Stuc Select stude Showing I to 1	lents nts to create cho I of 1 entries	ıllan							
HS Registration	Actic	Payment for a	Istudents							
Payment	Check All	User ID	Form ID	Name	Phone No	Email ID	Status	1		
Excess Admission Request		HCA98343E4	HSRF-22-102111-000001	Sutapa Das	9874416336		Challe	zn not Ge	neintes	
Co-Education Permission Request	Showing 1 to	l of 1 entries								
Post Conversion Request										
School Details Correction Request										
Student Application >										

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

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A Dashboard	HS Registro	ation Payme	nt		Dashb	oard Schoo	ol Application	HS Registral	llon Pàymen
Errms Contraction H.S. Registration Form	List Of Stuc Select stude Showing 1 to	Pay ents to c 1 of 1 entries	rment for All Student						
HS Registration	Actic	Payment for al	students						
Payment	Check All	UserID	Form ID	Name	Phone No	Email ID	Status		
Excess Admission Request		HCA98343E4	HSRF-22-102111-000001	Sutapa Das	9874416336		Chalian n	ot Generated	
Co-Education Permission Request	Showing 1 to	l of 1 entries							
Post Conversion Request									
School Details Correction Request									
Student Application									

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A Dashboard	Pay for CH-	-22-102111-00	01			•
Forms 🗸	Challan Ref N	lo	CH-22-102111-0001			
H.S. Registration Form	Registration f	orm fees				
ins registration on t	Gender	Migrating		Non-Migra	ting	Total Amount
HS Registration		Rate	No Of Candidtes	Rate	No Of Candidtes	
i aj man	Male	85.00	0	75.00	0	0
Excess Admission Request	Female	85.00	t	75.00	ò	85
Request	Other	85.00	0	75.00	0	0
Co-Education	Processing fee	s 45.00 per student				45
Permission Request	Convinience fe	es Rs 20.00 per stu	dent			20
Post Conversion Request	Examination f	ees for class XI				
School Details	Gender	Lab based		Non-Labas	ed	Total Amount
Correction Request		Rate	No Of Candidtes	Rate	No Of Candidtes	
Student Application	Male	70.00	0	60.00	0	0
	Female	70.00	1	60.00	0	70
	Other	70.00	0	60.00	0	0
	Résult Processi	ng fees 30.00 per s	tudent			30
	Convinience fe	es Rs 20.00 per stu	dent			20

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

	Examination rec							
Sections	Gender	Lab based			Non-Labase	bd		Total Amount
Dashboard		Rate	No Of Candidi	tes	Rote	No Of Can	ndidtes	
orms	Male	70.00	Ø		60.00	Ø.		O
	Female	70.00	1		60.00	Ø		70
School Application 💡	Other	70.00	Ŭ.		60.00	Ø		0
H.S. Registration Form	Result Processing	tees 30.00 per s	tudent					30
HS Registration Payment Excess Admission Request	Convinience fees	Rs 20.00 per stu	dent					20
HS Registration Payment Excess Admission Request	Convinience fees Total fees	Rs 20.00 per stui	dent.	Total Exam Fees	Total Processi	ng lões	Total Convinience fees	20 Total Amount Payable
HS Registration Payment Excess Admission Request Co-Education Barmicsion Beautost	Convinience fees Total fees Total Students	Rs 20.00 per stu Total Regis	dent. stration fees	Total Exam Fees	Total Prócessin	ng tées	Total Convinience fees	20 Total Amount Payable
HS Registration Payment Excess Admission Request Co-Education Permission Request	Total fees Total Students	Rs 20.00 per stur Total Regis 85	dent. stration fees	Total Exam Fees 70	Total Processin 75	ng tèes	Total Convinience fees 40	20 Tatal Amount Payable 270
HS Registration Payment Excess Admission Request Co-Education Permission Request Post Conversion	Total fees Total Students	Rs 20.00 per stur Total Regis 85	dent. stration fees	Total Exam Fees	Tatal Pròcessin 75	ng tões	Total Convinience Tees	20 Total Amount Payable 270
HS Registration Payment Excess Admission Request Co-Education Permission Request Post Conversion Request	Total fees Total Students	Rs 20.00 per stur Total Regis 85	dent.	Total Exam Fees	Total Processin 75	ng fões	Total Convinience fees 40	20 Total Amount Payable 270
HS Registration Payment Excess Admission Request Co-Education Permission Request Post Conversion Request School Details	Total fees Total Students	Rs 20.00 per stur Total Regis 85	stration fees	Total Exam Fees 70	Total Processin 75	ng fées	Total Convinience fees 40	20 Total Amount Payable 270 Pay N
HS Registration Payment Excess Admission Request Co-Education Permission Request Post Conversion Request School Details Correction Request	Total fees Total Students	Rs 20.00 per stu Total Regis 85	dent. stration fees Onli	Total Exam Fees 70	Tatal Processin 75	ng tèes	Total Convinience fees 40	20 Tatal Amount Payable 270 Pay N

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

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.

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Dashboard Forms Continuing Student Add Students	* *	Continuing Stu Show 25 ¢ e	ident					Search:	0
Student Payment School Application	5	Action 1	Challan id 11	Form id †1	Registration No	11	Registration Year †	Student Name 🏦	Has lab based Subject †4
Student Application	5		CHEF-22-102111-0001	CSEF-22-102111-000001	1234567897		2022	soumita sa	No
Reports	>		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	Momata Bonerjee	Nó
			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

List of class XI Failed student shows.

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 Dashboard Forms Continuing Student Add Students Student Payment 	* *			v	Vest Be Vi	engal Council dyasagar Bhavan, S Form for	of Hig	her Secon DJ, Sector-II, Ko nuing Stude	Idary Ed Ikata - 7000 ent	lucati	on					
School Application Student Application	3 3 3	Institution Code Registration No. *		102111		Registration Year *		Institution Nan	ne			HARAN VIDY	YAPITH (H	I.S)		
		First Name *	Select		~	Middle Name Has lab based subject? *	Subn	nit	v	Last	Name *					

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.

		.					C 4	🕈 🗻 Abhoy - 🚳
 Dashboard Forms Continuing Student Add Students 	5 5	Continuing Stu Show 25 ¢ e	ndent				Search:	۲
Student Payment	5	Action 11	Challan id 11	Form id †	Registration No 🍴	Registration Year 🌐	Student Name	Has lab based Subject †↓
Student Application	2		CHEF-22-102111-0001	CSEF-22-102111-000001	1234567897	2022	soumita sa	No
Ma Reports	>		CHEF-22-102111-0001	CSEF-22-102111-000002	9874563210	2022	soumita ghfg sa	No
		Edit	CREF-22-102111-0002	CSEF-22-102111-000003	5632102589	2021	pinaki mondal	No
			CHEF-22-102111-0022	CSEF-22-102111-000004	4657678787	2021	Momata Bonerjee	No
			CHEF-22-102111-0022	CSEF-22-102111-000011	2323234345	2021	Ratul pal	No
		× 0	CHEF-22-102111-0022	CSEF-22-102111-000012	4764657678	2020	raju Raj	Yes
		0	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

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

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Dashboard Forms Continuing Student Add Students	Continuing	g Student • entries				Search:	۲
Student Payment	Action	11. Challan id 11	Form id 1	Registration No 1	Registration Year †	Student Name	Has lab based Subject †↓
Student Application	>	CHEF-22-102111-0001	CSEF-22-102111-000001	1234567897	2022	soumita sa	No
Ma Reports	2	CHEF-22-102111-0001	CSEF-22-102111-000002	9874563210	2022	soumita ghfg sa	No
	D	elete 2-102111-D002	CSEF-22-102111-000003	5632102589	2021	pinaki mondal	No
		GHEF-22-102111-0022	CSEF-22-102111-000004	4657678787	2021	Momata Bonerjee	No
		CHEF-22-102111-0022	CSEF-22-102111-000011	2323234345	2021	Ratul pal	No
	0	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
	0	CHEF-22-102111-0022	CSEF-22-102111-000014	1353244355	2021	Amit Ghosh	Yes

Step5. Usercan delete any failed student by clicking on the delete button.

1.3 Continuing Student payment

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

Step1. UserClickson 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

Dashboard		Student Payme	nt		Dasht	board Continuing Student Stu	Ident Payr Challs
Forms Continuing Student	* *	Challan List					Create Challa
Add Students		Action	Challan No	No of Student	Total Payable Amount	Date	Status
Student Payment		Money Reciept	CHEF-22-102111-0001	2	170.00	2022-08-0818:38:04	Poid
School Application	3	Money Reciept	CHEF-22-102111-0002	1	110.00	2022-08-08 18:41:05	Poid
Student Application	>	Money Reciept	CHEF-22-10201-0003	1	120,00	2022-08-09 23:02:35	Pald
leports	>	Money Recliept	CHEF-22-102111-0021	2	240.00	2022-08-10 12:41:36	Paid
		View Delete	CHEF-22-10201-0022	7	800.00	2022-08-10 12:45:27	Panding
		View Delete	CHEF-22-102111-0023	1	110.00	2022-08-12 00:39:33	Pending

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:

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A Dashboard		Student Pay	/ment				Dashbo	ard Continuir	ng Stude	nt Stude	nt Payment
 Forms Continuing Student Add Students 	~ ~	List Of Stude Select studer Showing 1 to 1	ents hts to create challan of 1 entries								
Student Paymen	t.	Action	Payment for all students								
School Application	>	Check All	Form ID	Name	Has lab-based subject	Regn No	Year	Status			
Student Application	>	0	CSEF-22-102111-000023	Sita roy	NO	4354546547	2020	Challen not Ger	iercied		
🖾 Reports	>	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.

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f Dashboard		Student Pa	yment				Dashbo	ard Continuing Student Student Payment
Forms	~		Payment f	or				
Continuing Studen	1 v	List Of Stud Select stude	len selected stud	dent				
Add Students		Showing 1 to	l of 1 entries					
Student Payme	nt	Actic	Payment for selected studer	nts Payment for all :	students			
School Application	3	Check All	Form ID	Namo	Has lab-based subject	Regn No	Year	Status
Student Applicatio	n s		CSEF-22-10210-000023	Sita roy	NO	4354546547	2020	Challen net service and
Reports	3	Showing 1 to 1	l of 1 entries					

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

Dashboard		Paym S ⁱ	nent for All tudent				Dashbo	ard Continuing Student Student Payment
Forms	~							
Continuing Stude	nt 🥪	List Of Stud	ients ents to create challan					
Add Students		Showing 1 to 1	1 of 1 entries					
Student Paym	ent	Actic	n Payment for all students					
School Application	n >	Check All	Form ID	Name	Has lab-based subject	Regn No	Year	Status
Student Applicat	on >		CSEF-22-102/11-000023	Sita roy	NO	4354546547	2020	Challen to Lienergess
Reports		Showing 1 to 1	l of 1 entries					

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Dashboard										
Forms	Ŷ	Challan Ref No CHEF-22-102111-0026								
Continuing Student	*	Examination fees fo	r class XI							
Add Students		Gender Lab based					\$	'Total Amount		
Student Payment			Rate	No Of Candidtes		Rate	No Of Candidtes			
orddoner ognione		Male	70.00	0		60.00	0	0		
School Application	>	Female	70.00	0		60.00	0	0		
Student Application	>	Other	70.00	O		60.00	1	60		
Departs		Result Processing fees	.30							
Reports	· ·	Convinience fees Rs 20	20							
		Total fees	Total Exan	n Fees	Total Processing lees		Total Convinience tees	Total Amount Payable		
		Total fees	Total Exan	n Fees.	Total Processing fees		Total Convinience fees	Total Amount Payable		

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

Dashboard Forms Continuing Student Add Students Student Payment	Challan Ref No Examination fees fo Gender	or class XI	CHEF-22-10	2111-0026				
Forms v Continuing Student v Add Students Student Payment	Challan Ref No Examination fees for Gender	or class XI	CHEF-22-10	2111-0026				
Continuing Student 🗸 Add Students Student Payment	Examination fees fo Gender	or class XI						
Add Students Student Payment	Gender	Lab based		closs XI				
Student Payment		Lab based		Non-Labase	d	Total Amount		
a contra printing		Rate	No Of Condidites	Rate	No Of Condidtes			
The second	Male	70.00	0	60.00	0	D		
School Application	Female	70.00	0	60,00	D	0		
Student Application 5	Other	70.00	D	60,00	1	60		
Paporte	Result Processing fee	30						
Reporta /	Convinience fees Rs 3	20.00 per student	20					
	Total fees							
	Total Students	Total E	xam Fees	Total Processing fees	Total Convinience lees	Total Amount Payable		
	1	60		-30	20	110		

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