



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

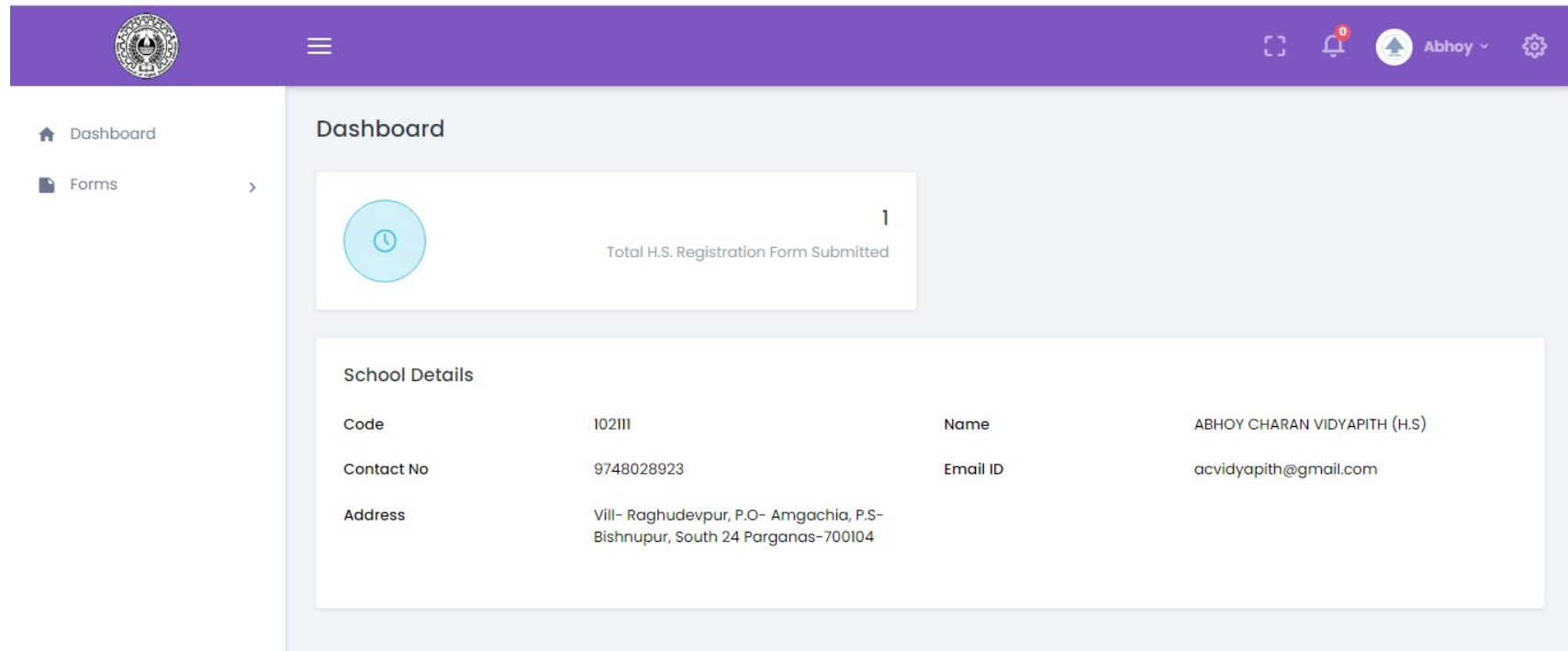


Figure 2 Admin Dashboard

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 notification bell showing 0 alerts. The left sidebar lists various application types, with 'School Application' expanded to show sub-options like 'H.S. Registration Form' and 'HS Registration Payment'. The main content area, titled 'Dashboard', features a summary card for 'Total H.S. Registration Form Submitted' with a value of 1. Below this is a 'School Details' section containing a table with the following information:

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 title 'H.S. Registration Form' and a breadcrumb trail: Dashboard > School Application > H.S. Registration Form. A purple 'Add New' button is located in the top right corner of the main content area, circled in orange. Below the title, there is a 'Show 25 entries' dropdown and a search bar. A table lists the registration forms with columns: Action, User ID, Form ID, Name, Email ID, Mobile No, and Aadhaar No. The table contains one entry for Sutapa Das. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' pagination links.

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

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 B3, 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



between 10KB and 100KB with minimum resolution 120 x 150 pix approx. Allowed file type - jpg/jpeg/png.








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.



 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 

H.S. Registration Form









Dashboard > School Application > H.S. Registration Form

H.S. Registration Form



Show 25  entries

Search:

	User ID 	Form ID 	Name 	Email ID 	Mobile No 	Aadhaar No 
<div></div>	HCA98343E4	HSRF-22-102111-000001	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. On the left is a sidebar with a menu including 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 is titled 'H.S. Registration Form' and includes a search bar and a table. The table has columns for Action, User ID, Form ID, Name, Email ID, Mobile No, and Aadhaar No. A single entry for 'Sutapa Das' is shown. An orange circle highlights the 'Edit' icon in the Action column. Below the table, it says 'Showing 1 to 1 of 1 entries' and 'Previous 1 Next'.

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

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

Create Challan

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

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

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	User ID	Form ID	Name	Phone No	Email ID	Status
<input type="checkbox"/> Check All	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

<input type="checkbox"/> Check All	User ID	Form ID	Name	Phone No	Email ID	Status
<input checked="" type="checkbox"/>	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				
<input type="checkbox"/> Check All	User ID	Form ID	Name	Phone No	Email ID	Status
<input type="checkbox"/>	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 No

CH-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.

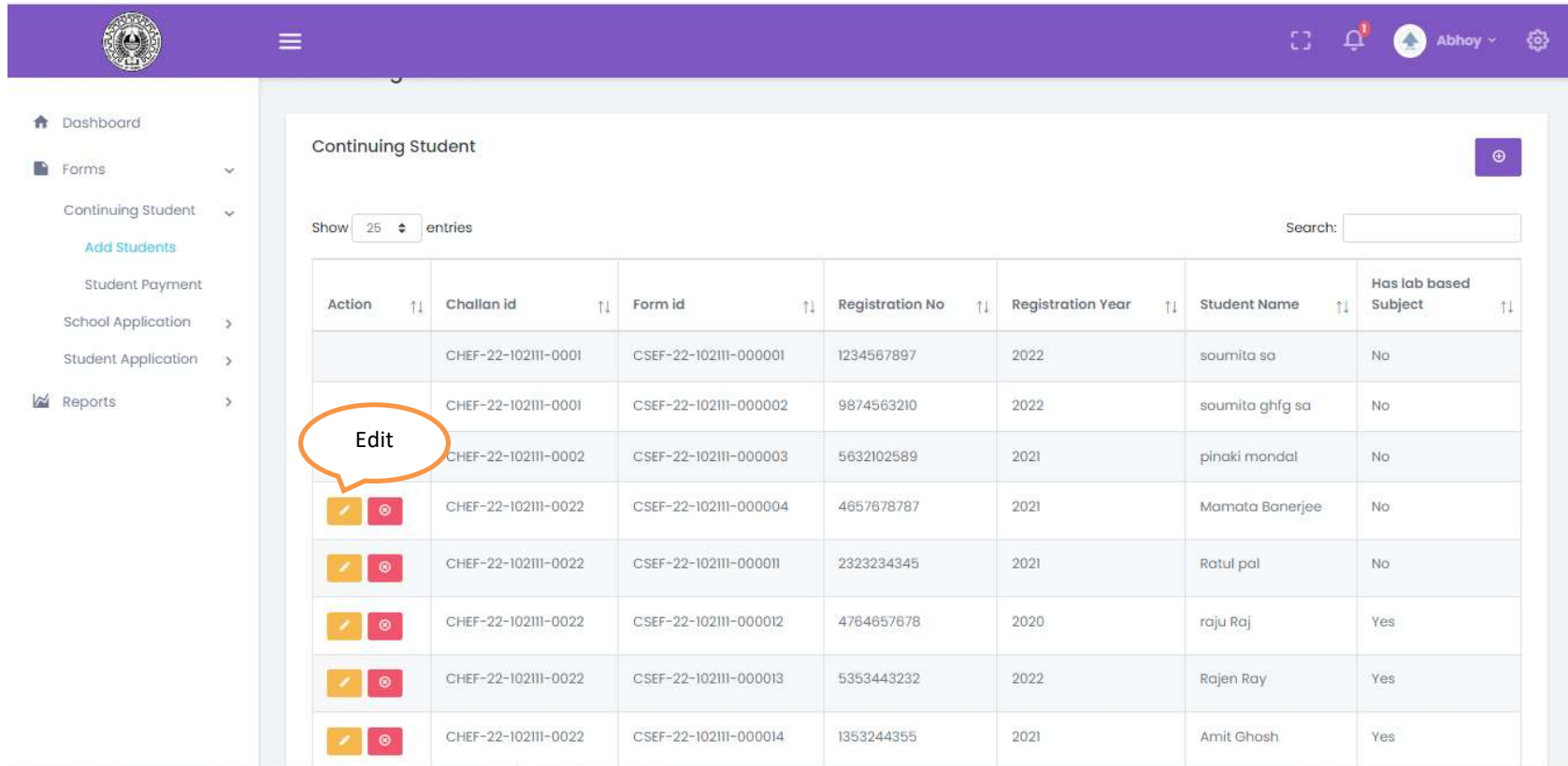
The screenshot shows the 'Form for Continuing Student' interface. The header is purple with the council's logo and navigation icons. A sidebar on the left lists menu items: Dashboard, Forms, Continuing Student, Add Students, Student Payment, School Application, Student Application, and Reports. The main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

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

At the bottom of the form, there are two buttons: a pink 'Submit' button and a yellow 'Back' button. The 'Submit' button is circled in orange with a callout bubble containing the word 'Submit'.

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 shows navigation options: Dashboard, Forms, Continuing Student, Add Students, Student Payment, School Application, Student Application, and Reports. The main content area shows a table of student records. An orange circle highlights the 'Edit' button (pencil icon) in the Action column for the first student record.

















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

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

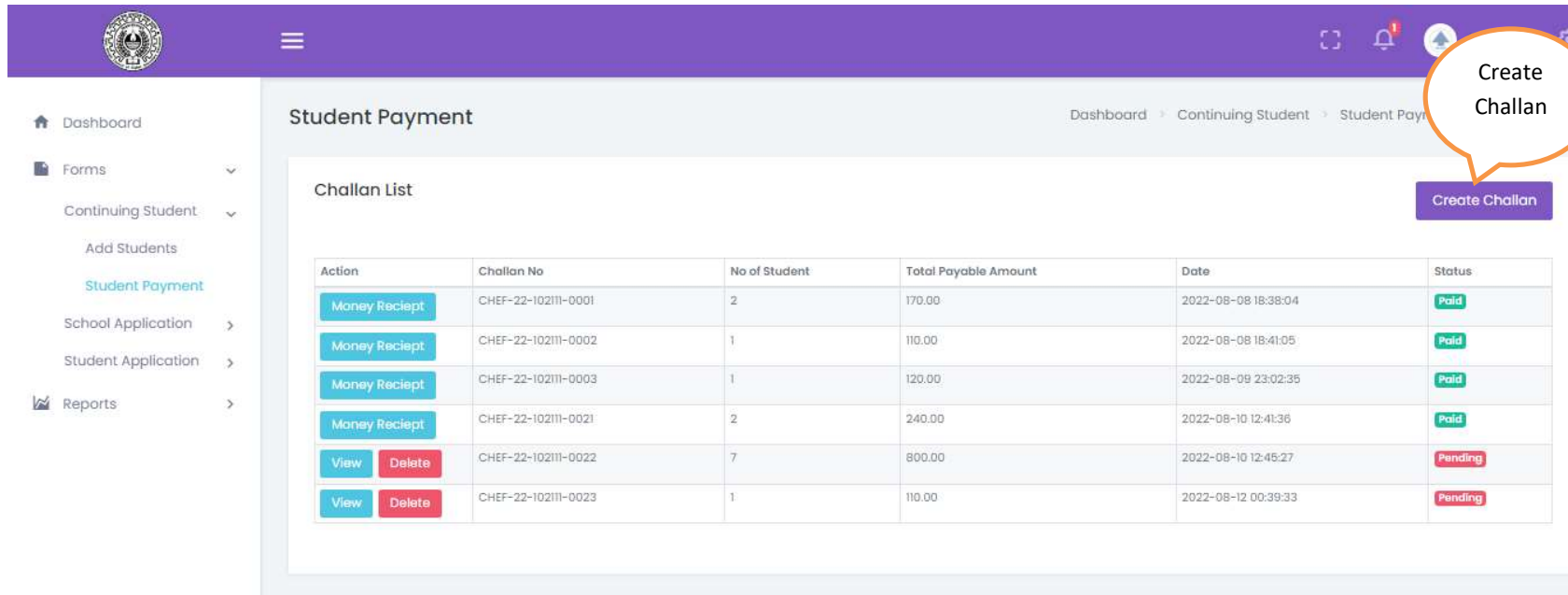
The screenshot displays the 'Continuing Student' management interface. On the left is a sidebar with navigation options: Dashboard, Forms, Continuing Student (selected), Add Students, Student Payment, School Application, Student Application, and Reports. The main content area is titled 'Continuing Student' 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 circle with the word 'Delete' is drawn around 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



The screenshot displays the 'Student Payment' interface. On the left is a sidebar with navigation options: Dashboard, Forms, Continuing Student, Add Students, Student Payment (highlighted), School Application, Student Application, and Reports. The main content area is titled 'Student Payment' and includes a breadcrumb trail: Dashboard > Continuing Student > Student Payment. A 'Create Challan' button is located in the top right corner. Below the title is a 'Challan List' table.

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

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:

Student Payment

Dashboard > Continuing Student > Student Payment

List Of Students



Select students to create challan





Showing 1 to 1 of 1 entries

Action	Form ID	Name	Has lab-based subject	Regn No	Year	Status
<input type="checkbox"/> Check All	CSEF-22-102111-000023	Sita roy	NO	4354546547	2020	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.




Abhoy


Dashboard

Forms

Continuing Student

Add Students

Student Payment

School Application

Student Application

Reports

Student Payment

Dashboard > Continuing Student > Student 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





<input type="checkbox"/> Check All	Form ID	Name	Has lab-based subject	Regn No	Year	Status
<input checked="" type="checkbox"/>	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**




Abhoy


Dashboard

Forms

Continuing Student

Add Students

Student Payment

School Application

Student Application

Reports

Student Payment

Dashboard > Continuing Student > Student Payment

List Of students

Select students to create challan

Showing 1 to 1 of 1 entries

Action



Payment for all students





<input type="checkbox"/> Check All	Form ID	Name	Has lab-based subject	Regn No	Year	Status
<input type="checkbox"/>	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
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


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
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 *

 Cancel

 Pay Now