Baba Saheb Ambedkar Education University

(Erstwhile The West Bengal University of Teachers' Training, Education Planning and Administration)

25/2 & 25/3, Ballygunge Circular Road, Kolkata – 700019

NOTICE

08.11.2023

All affiliated colleges under Baba Saheb Ambedkar Education University (BSAEU) are requested to submit the Student Data as directed by the Higher Education Department, Govt. of West Bengal. The detail information in this regard is attached below with this notice which is self-explanatory. You are adviced to do the needful within the stipulated time (if applicable).

Registrar (Acting) 8/11/23
Baba Saheb Ambedkar Education University
(Erstwhile WBUTTEPA)

Registrar (Actg)
Baba Saheb Ambedkar Education University
(Erstwhile WBUTTEPA)

E-Mail: bsaeuniv@gmail.com, Ph: 3340883403

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF HIGHER EDUCATION
BIKASH BHAVAN, SALT LAKE, KOLKATA-91

Memo No 107/Sr. SS(JM)/HED/2023 **Dated 27.09.2023**

From : Senior Special Secretary
Department of Higher Education
Bikash Bhavan, Salt Lake
Kolkata-700091

To: Registrar/Principal/Officer-in-Charge/Teacher-in-Charge
All State Aided and Private Universities
All Government, Government Aided and Private General Degree /Training and
All Technical/ Professional Colleges of West Bengal

Sub: Student Data Entry in Banglar Uchchashiksha Portal for the Academic Session 2023-24

Madam/Sir

This is to inform you that the Admission Process for Under Graduate and Post Graduate Courses for the current academic session (2023-24) have either completed or going to be completed by end of September, 2023.

As you are aware that in the previous academic year the Institutions have entered Student Data in Student Data Entry Module under Banglar Uchchashiksha Portal and like previous year I am directed to request you to start entering Student Data in Banglar Uchchashiksha Portal (if the admission process is already completed) and complete it by 06.10.2023.

The institutions where admission process is still continuing are required to start the entering of student data immediately after the completion of the admission process and finish the process of student data entry within ten days from the starting date of entry of data. A user guideline for entering Student Data in Student Data Entry Module is attached here with for your assistance and necessary action.

This has the approval of the competent authority

Yours Faithfully

Enc: As Stated Above

27/09/23
Senior Special Secretary
Department of Higher Education

Memo No 107/1(7)/Sr.SS(JM)/HED/2023 **Date: 27.09.2023**

Copy Forwarded for information and necessary action

1. Senior Special Secretary (CS Branch) HED- to coordinate with all the colleges
2. Special Commissioner(University Branch) HED-to coordinate with all Universities
3. The Director of Public Instruction, Education Directorate, HED- with a request to coordinate with all the Institutions with the help of Jt DPIs/ DDPIs/ Assistant DPI/ OSD
4. The Director of Technical Education, Govt of WB, Bikash Bhavan – with a request to coordinate with all Technical/ Professional colleges with help of Jt DTEs/ Deputy DTEs/Assistant DTEs
5. PS to the Hon'ble Minister-in-Charge, Higher Education Department, Bikash Bhavan
6. Sr PS to Principal Secretary, HED, Bikash Bhavan, Salt Lake, Kolkata-700091
7. Guard File

27/09/23
Senior Special Secretary
Department of Higher Education

User Manual for Student Profile Entry Module in Banglar Uchchashiksha Portal

Department of Higher Education

Government of West Bengal

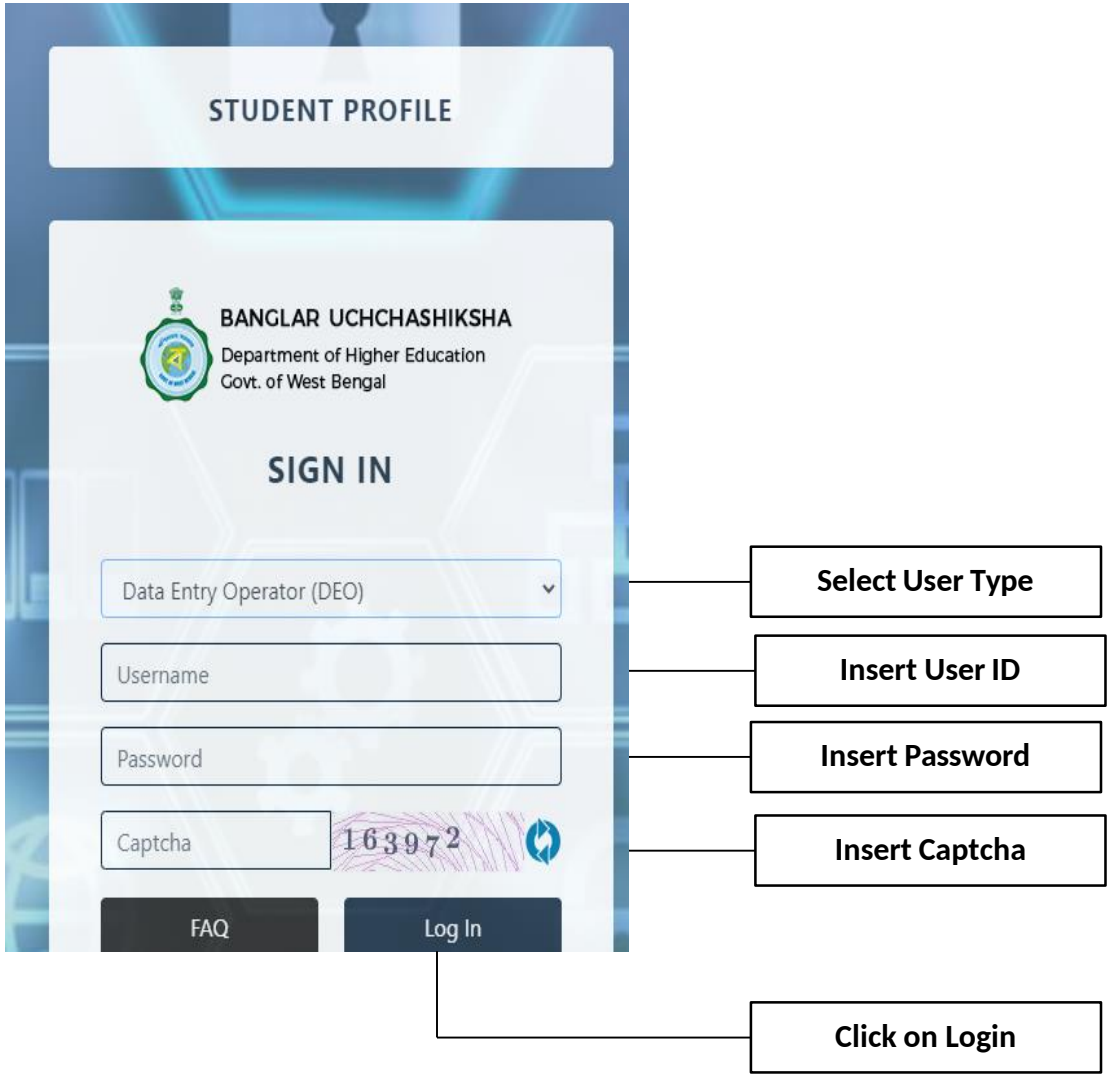
Steps of HOI

•Head of institution(HOI) by User Type,User name, Password and Security Code.

•After successful login, Dashboard will appear. Here he/she will get several options under the menu. Like: -

- **Create DEO/Data Provider**: From this menu HOI can create a Data Entry Operator (DEO)/Data Provider(DP) profile. Also HOI can edit Data Entry Operator (DEO)/Data Provider(DP) profiles and send username and password through SMS.
- **Student Details**: HOI will get several options under the Student Details menu. Like
  - **Student details not verified list**: From this menu HOI can view not-verified student list. HOI can approve or reject students from here. Rejected students will be returned to Data Entry Operator (DEO)/Data Provider(DP).
  - **Verified student list:** HOI can view verified student lists from this menu and also can unlock this student's profile. Unlocked students can view from Data Entry Operator (DEO)/Data Provider(DP) login.
  - **Delete verified student data**: from this menu HOI can delete verified students data requested by Data Entry Operator (DEO)/Data Provider(DP).
  - **New student data not verified list:** HOI can view not-verified students data from this menu.

Step 1: Open the URL https://banglaruchchashiksha.wb.gov.in/demostudentdata/ in any browser. Login form will be appeared.
Now Head of institution(HOI) can login by Selecting **User Type** , **User name**, **Password** and **Security Code** in the Login form. Then click on the **Login** button.

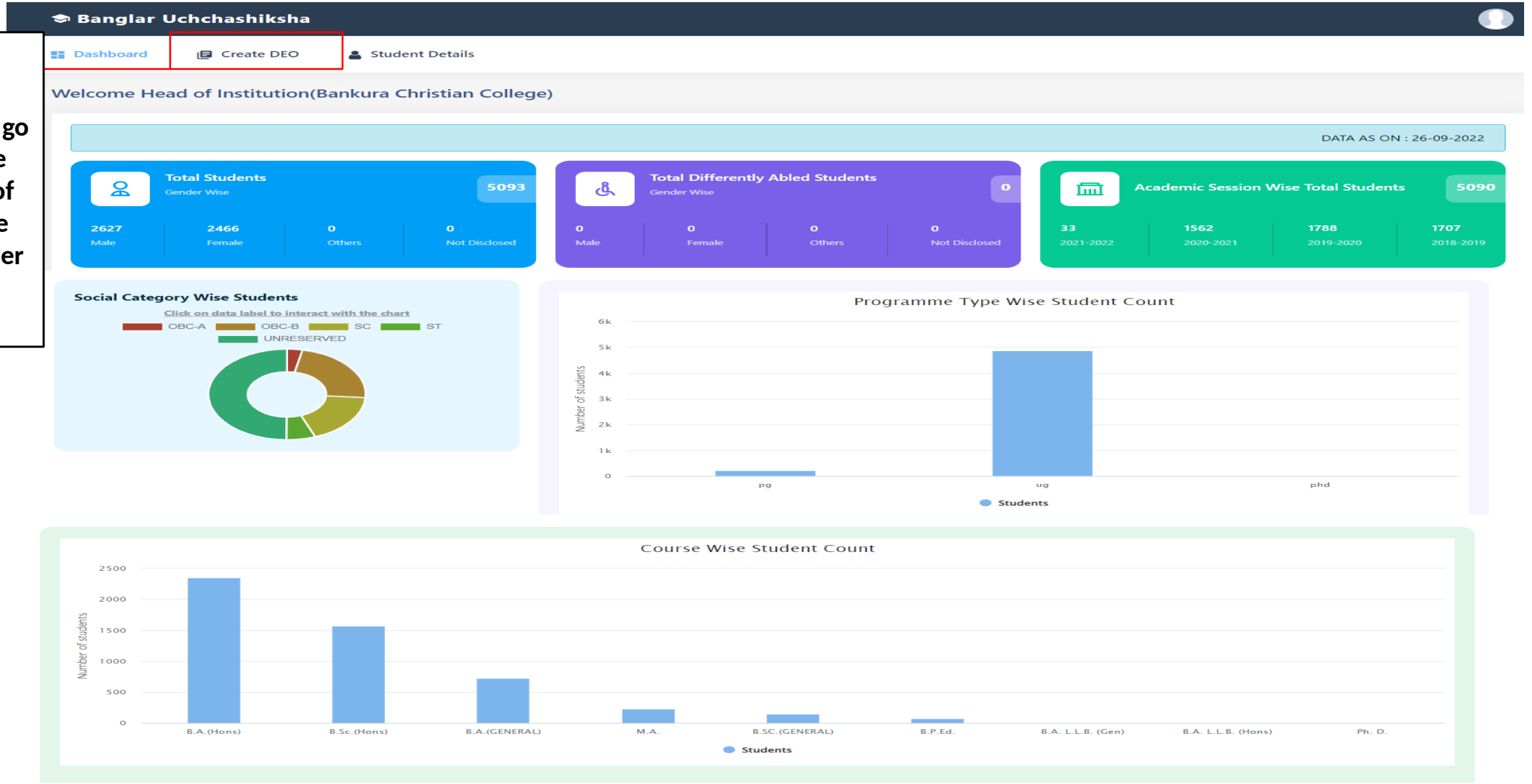


DEO CREATION

DEO CREATION

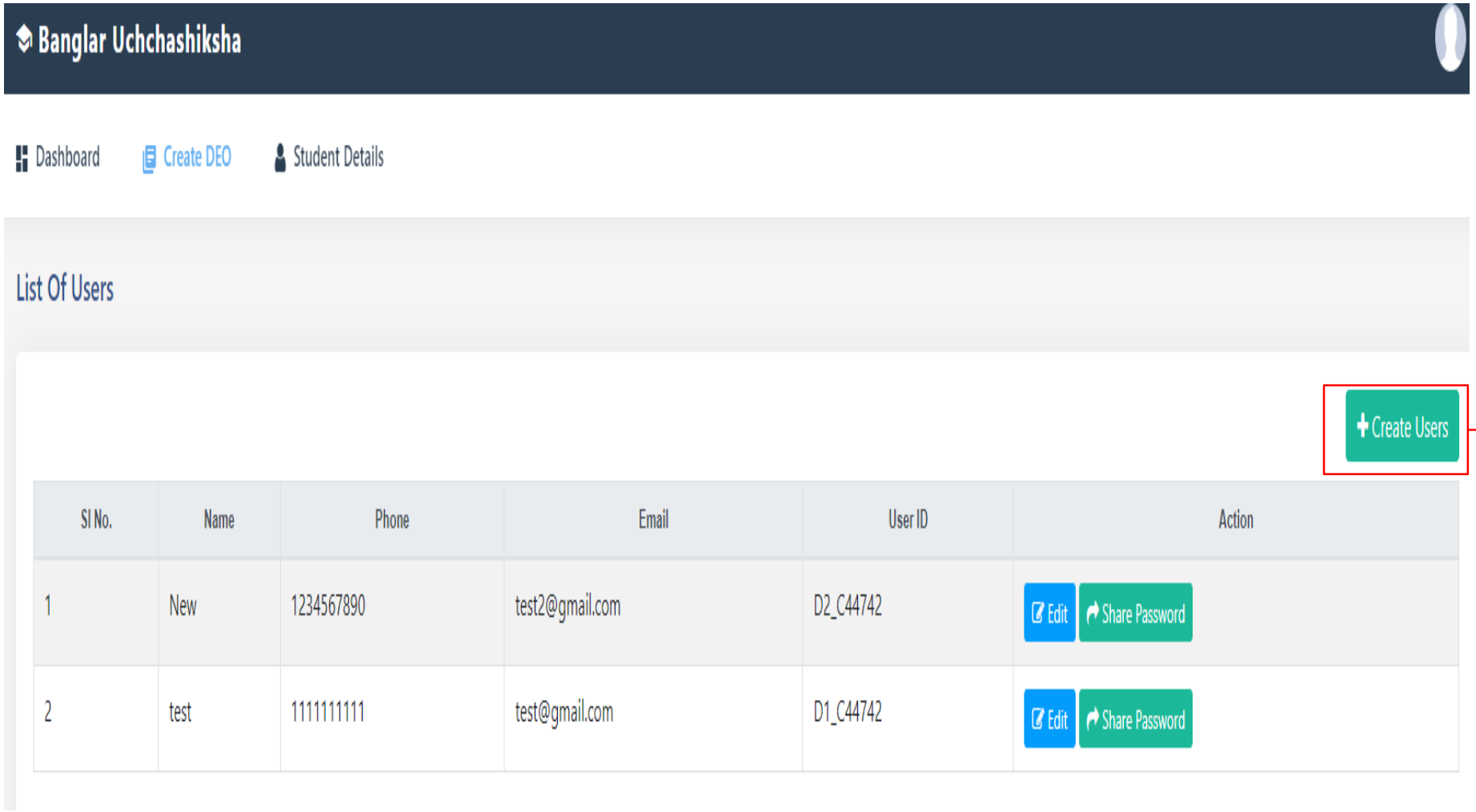
Step 2: After successful login, **Dashboard** will appear.

Click to go to the page of create DEO user



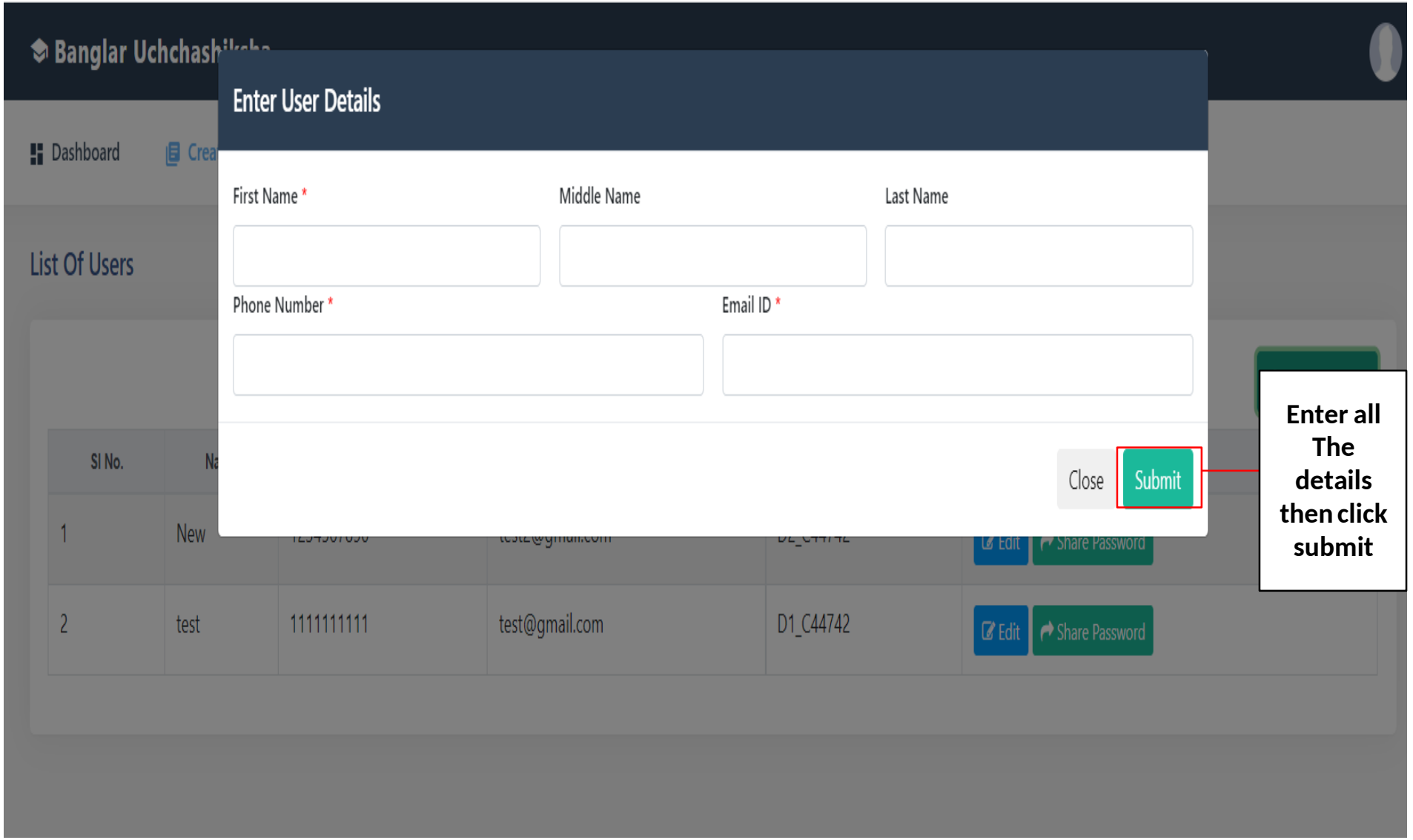
DEO CREATION

Step 3: -> After clicking "Create DEO" Appear below screen



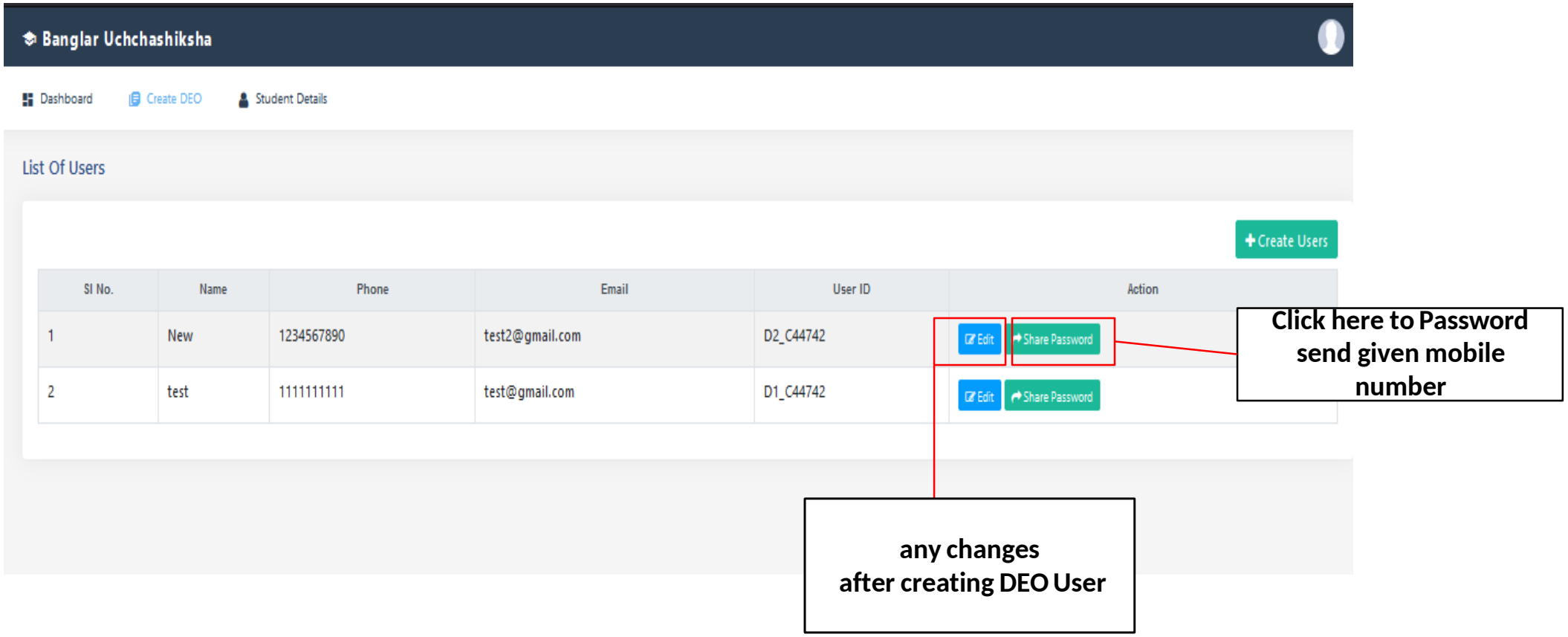
DEO CREATION

Step 3.1: -> After clicking "create user" Appear below screen



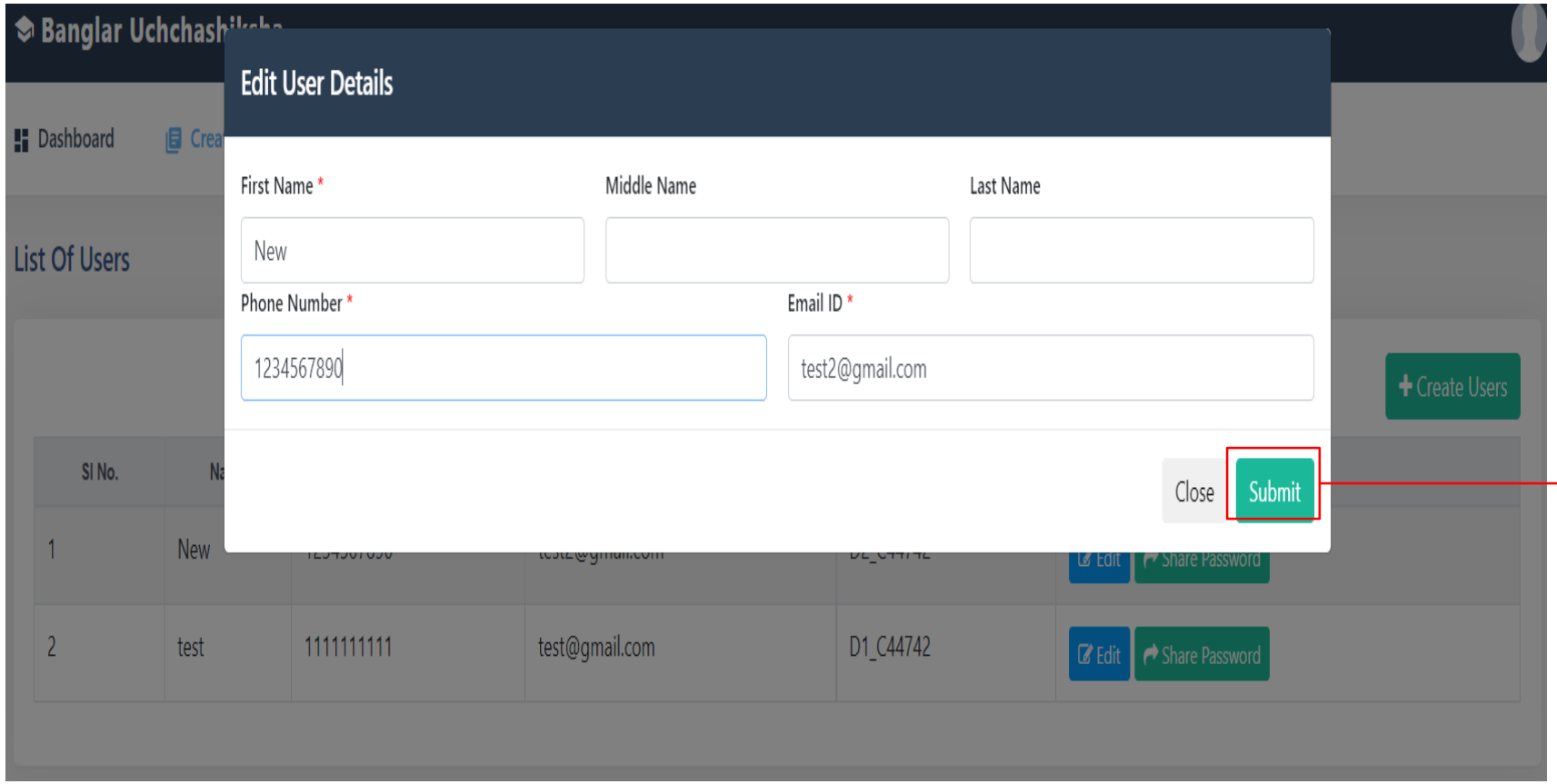
DEO CREATION

Step 3.2: -> After clicking "submit" Appear below screen(show all DEO User)



Update DEO user

Step 3.3: -> After clicking "Edit" Appear below screen

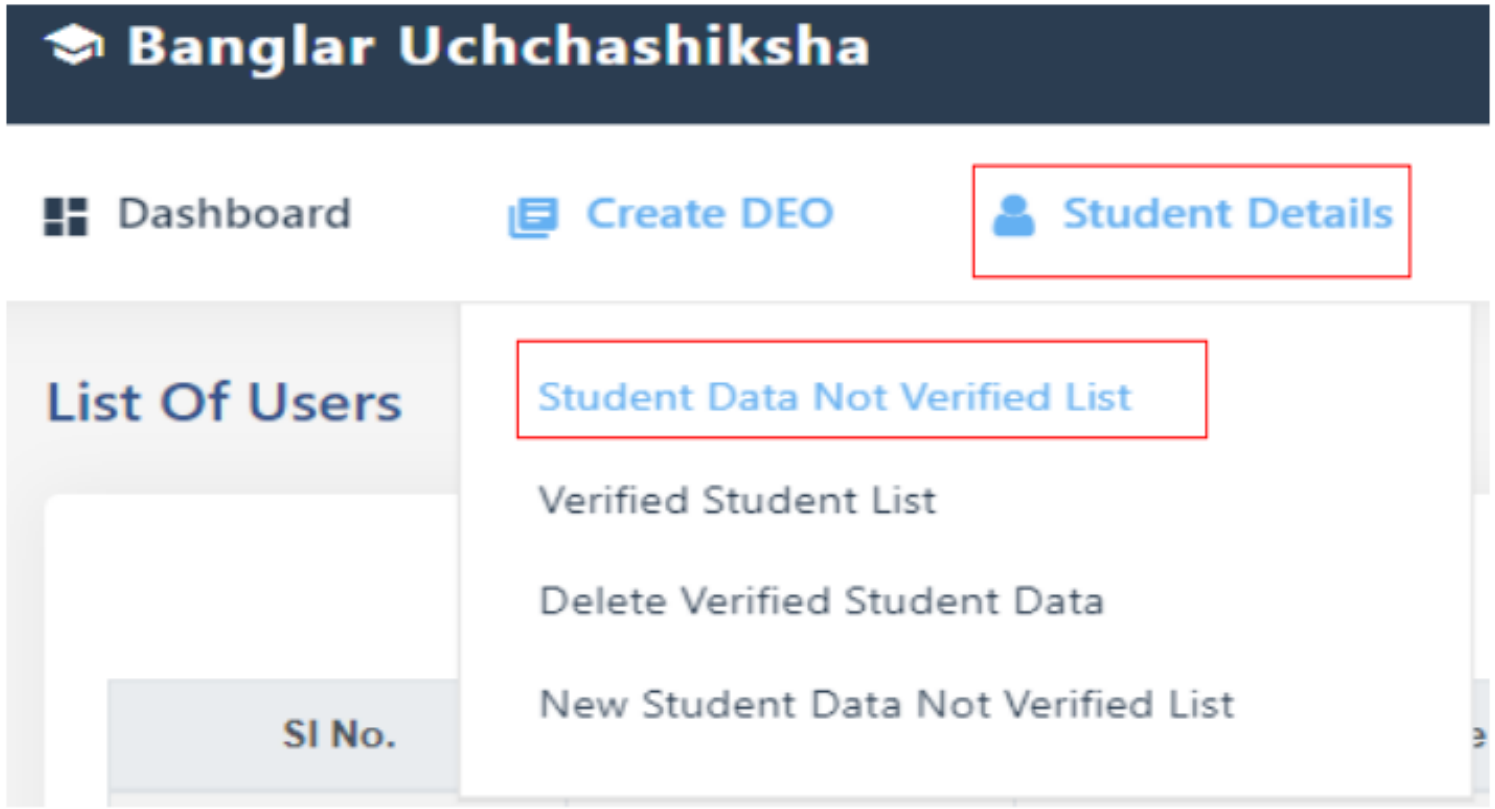


Update your details then submit

SHOW STUDENT DETAILS(Not Verified List)

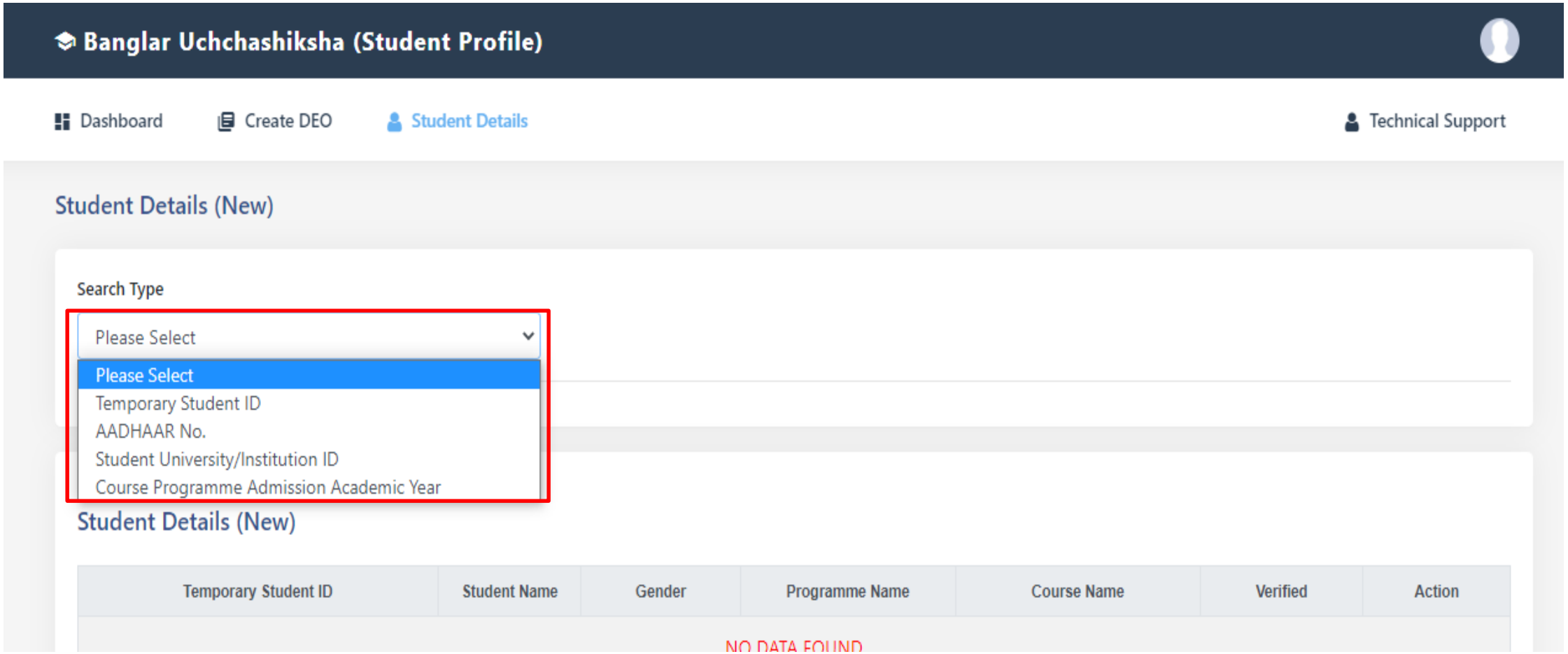
STUDENT DETAILS(Not Verified List)

Step 4: -> Now select " Student Data Not Verified List" sub menu under "Student Details" menu



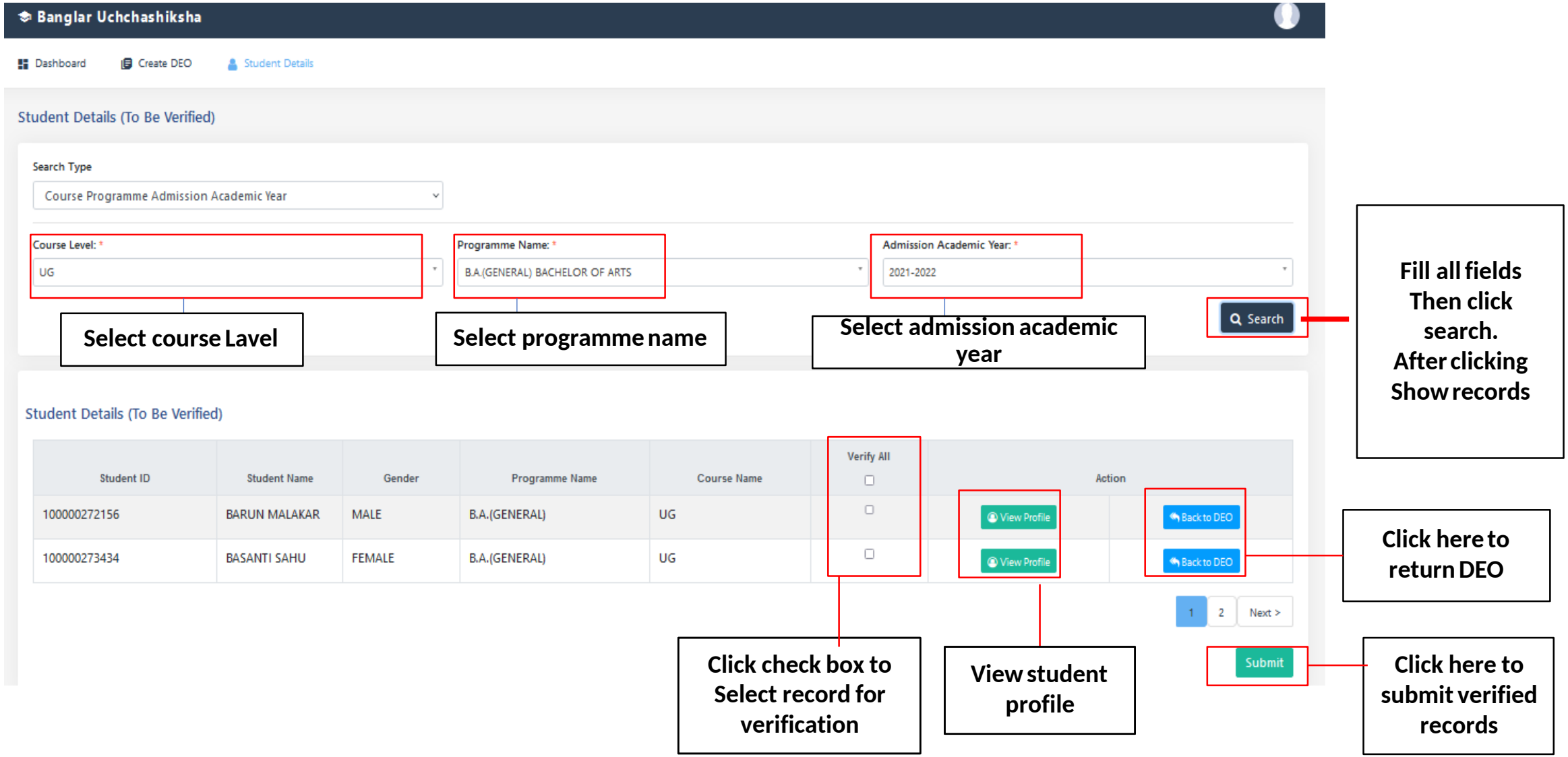
STUDENT DETAILS(Not Verified List)

Step 4.1: -> After clicking " Student Data Not Verified List" Appear below screen



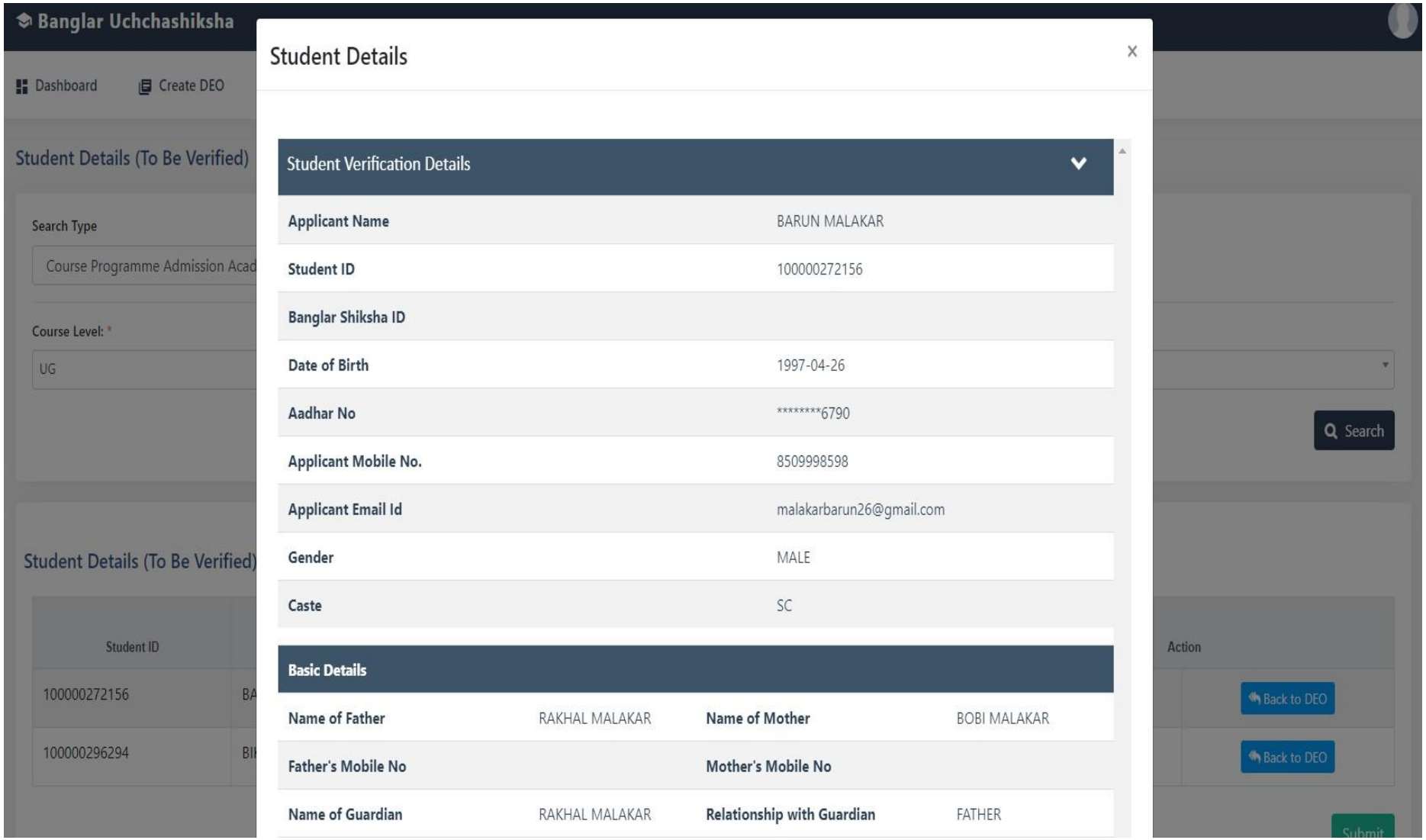
STUDENT DETAILS(Not Verified List)

Step 4.2: -> after select **"Course Programme Admission Academic Year "** appear below screen



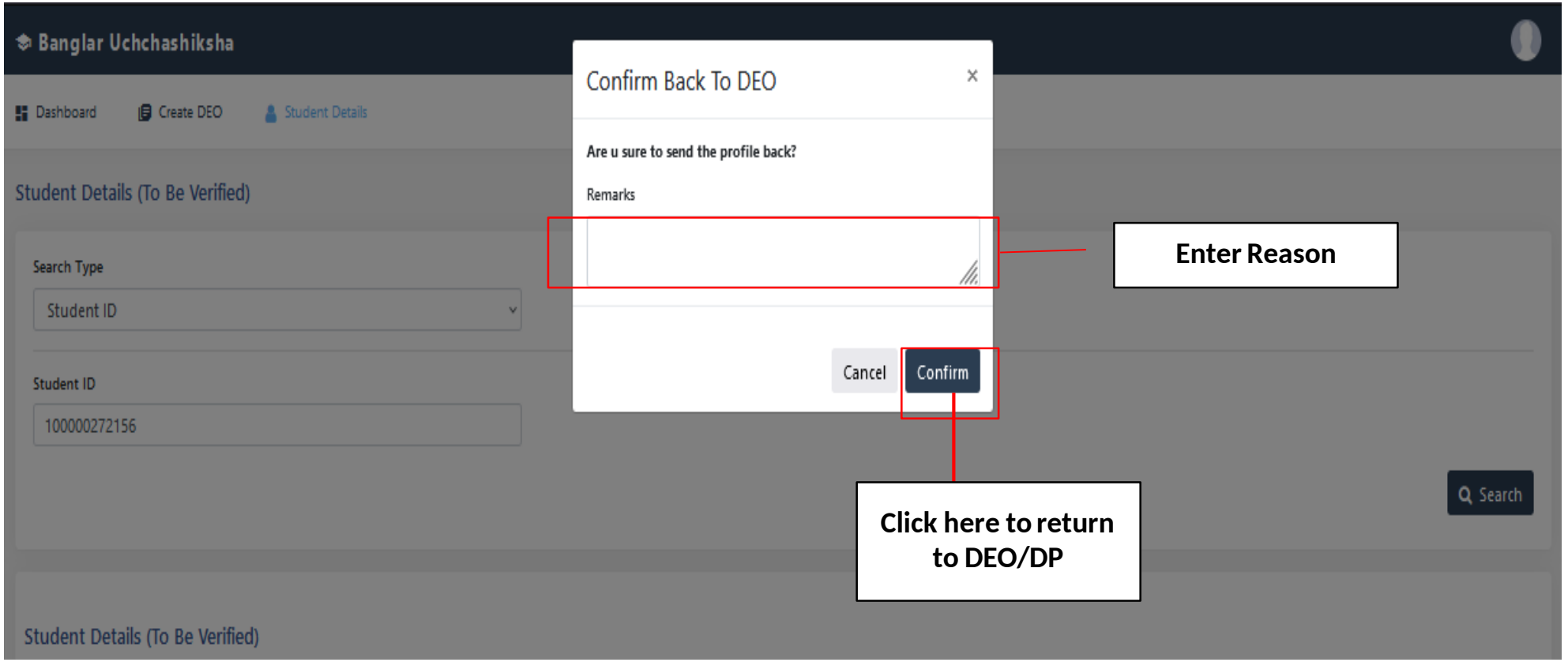
STUDENT DETAILS(Not Verified List)

Step 4.3: -> After click “View Profile “ appear below screen



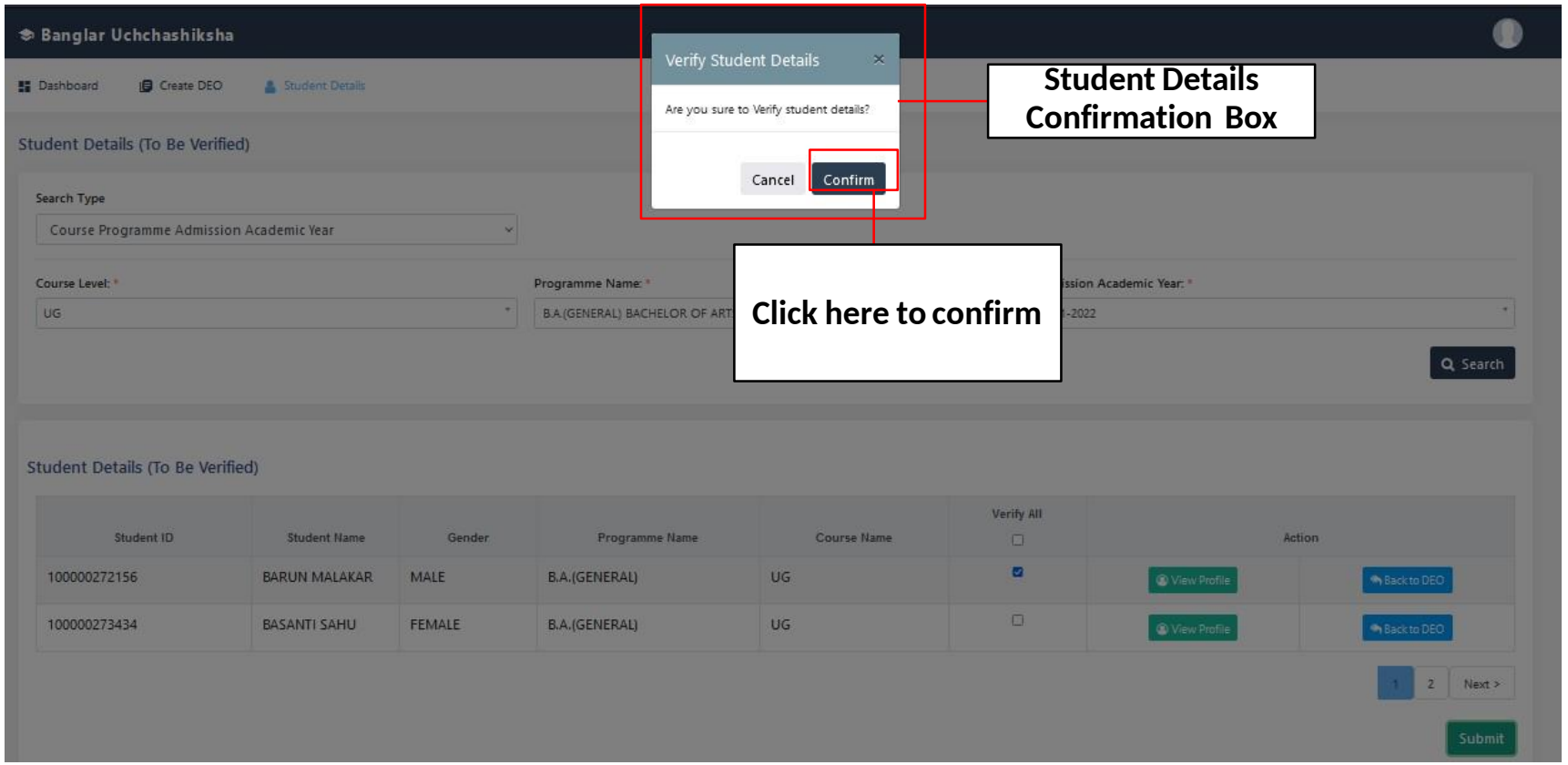
STUDENT DETAILS(Not Verified List)

Step 4.4: -> After clicking "Back to DEO" Appear below screen



STUDENT DETAILS(Not Verified List)

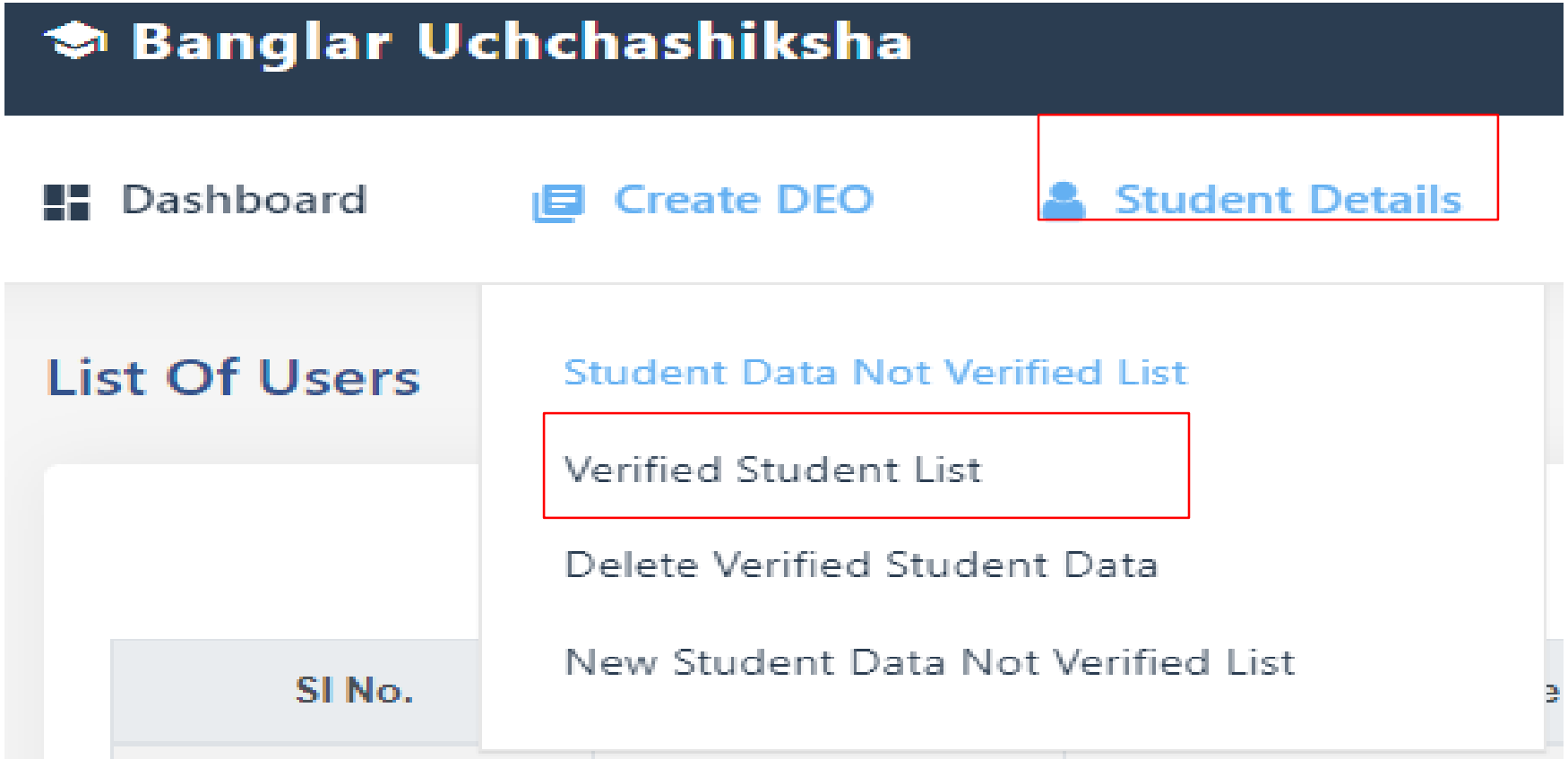
Step 4.5: -> After clicking "submit" Appear below screen



SHOW STUDENT DETAILS(Verified Student List)

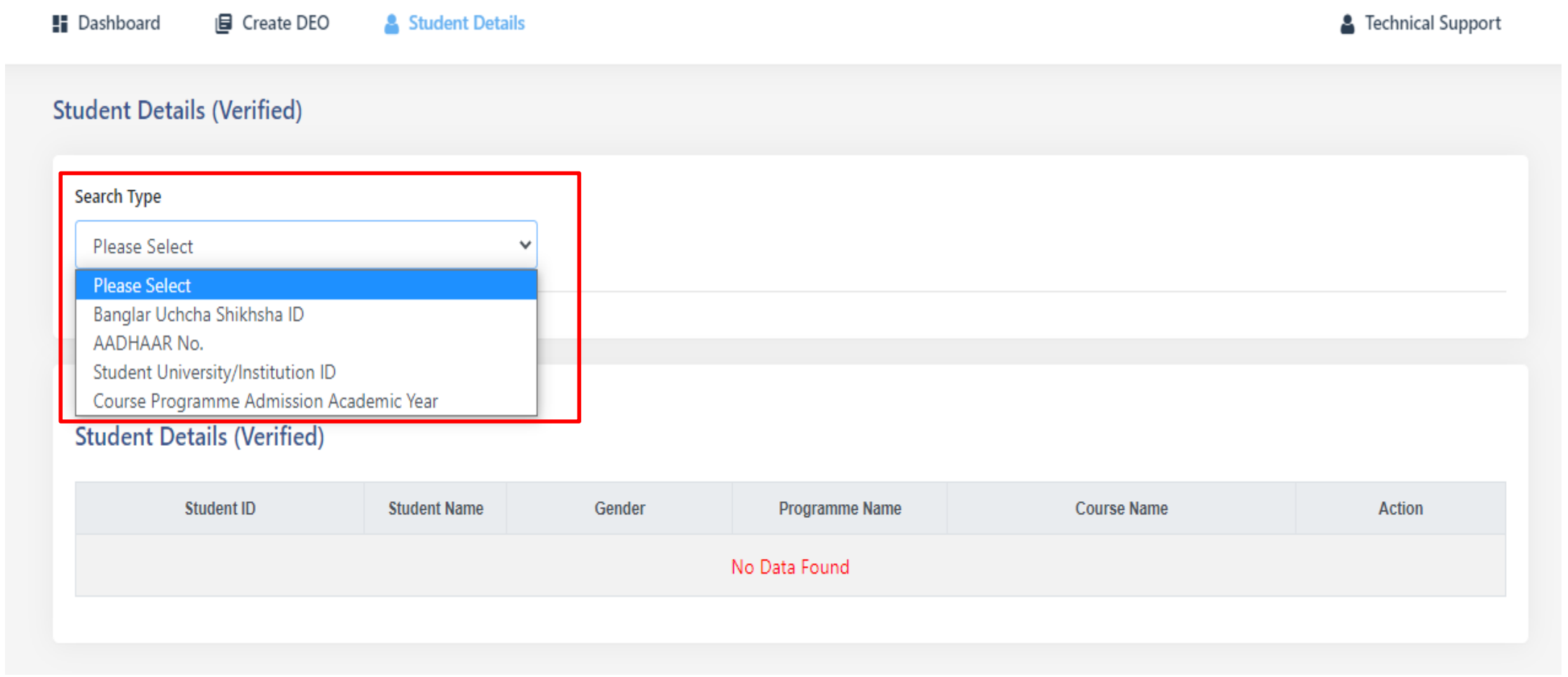
STUDENT DETAILS(Verified Student List)

Step 5: -> Now select "Verified Student List" sub menu under "Student Details" menu



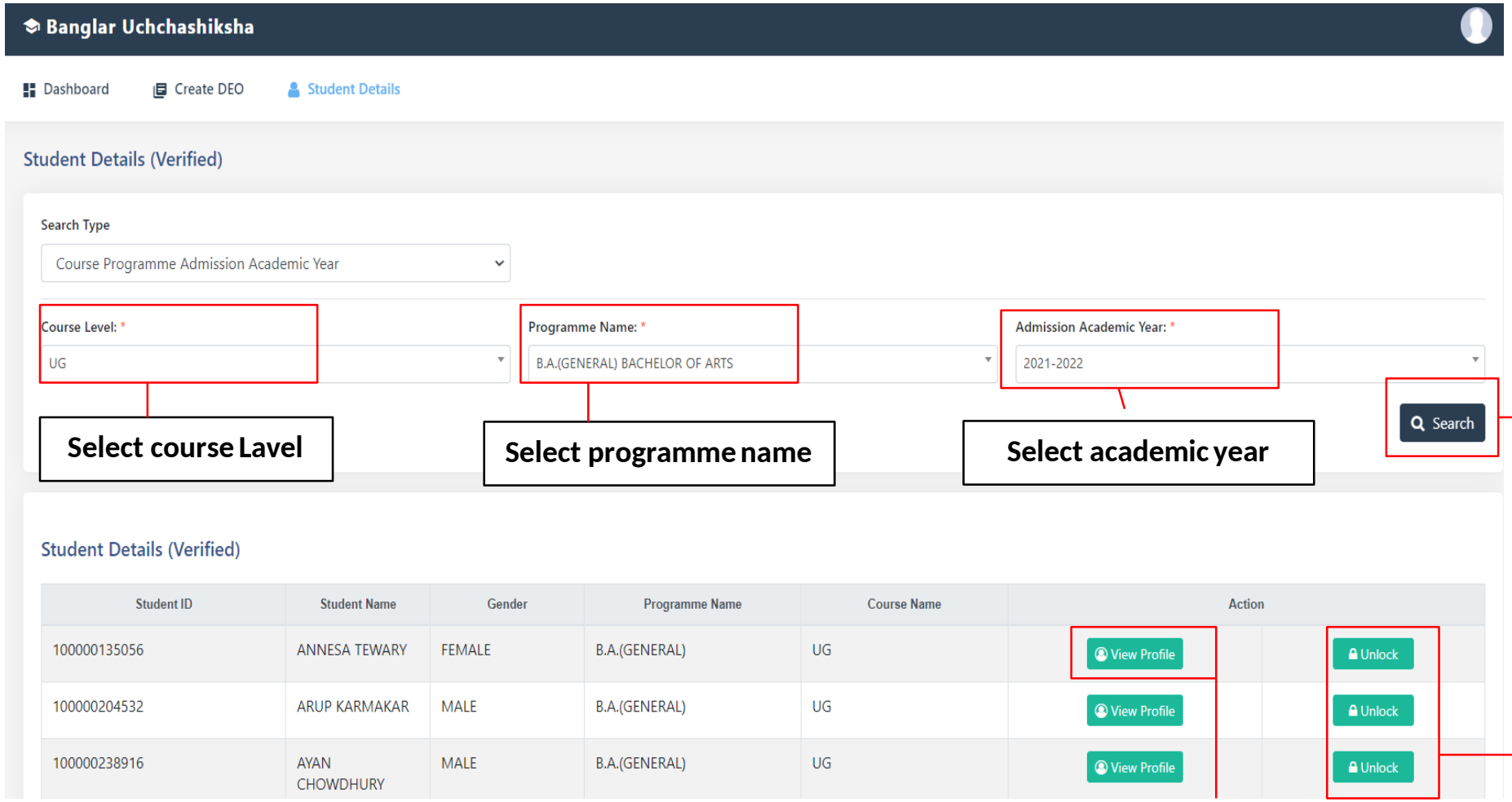
STUDENT DETAILS(Verified Student List)

Step 5.1: -> After clicking "Verified Student List" Appear belowscreen



STUDENT DETAILS(Verified Student List)

Step 5.2: -> after select **"Course Programme Admission Academic Year "** appear below screen

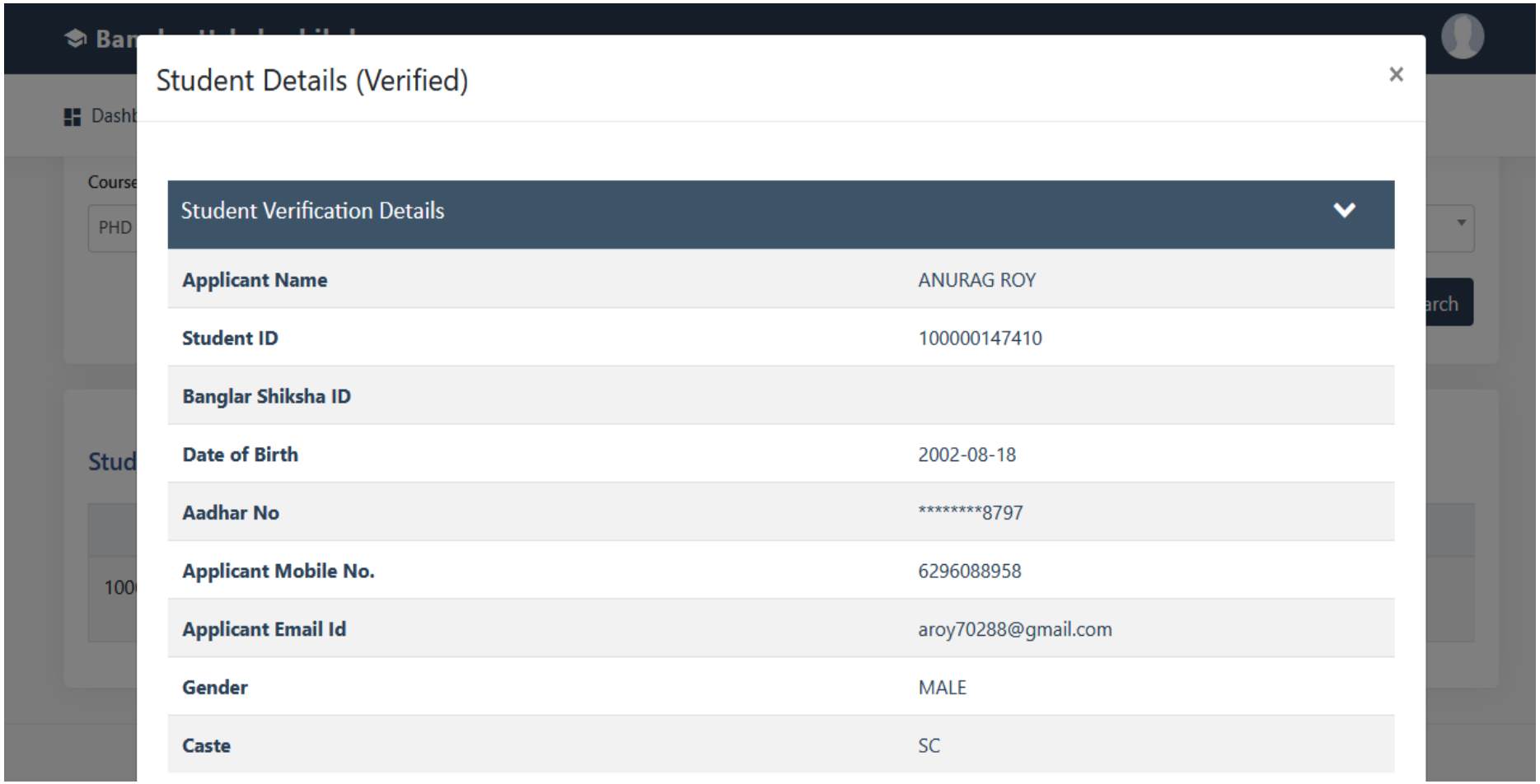


Select all fields Then click search. After clicking appear below screen

Permission for Edit details (for DEO)

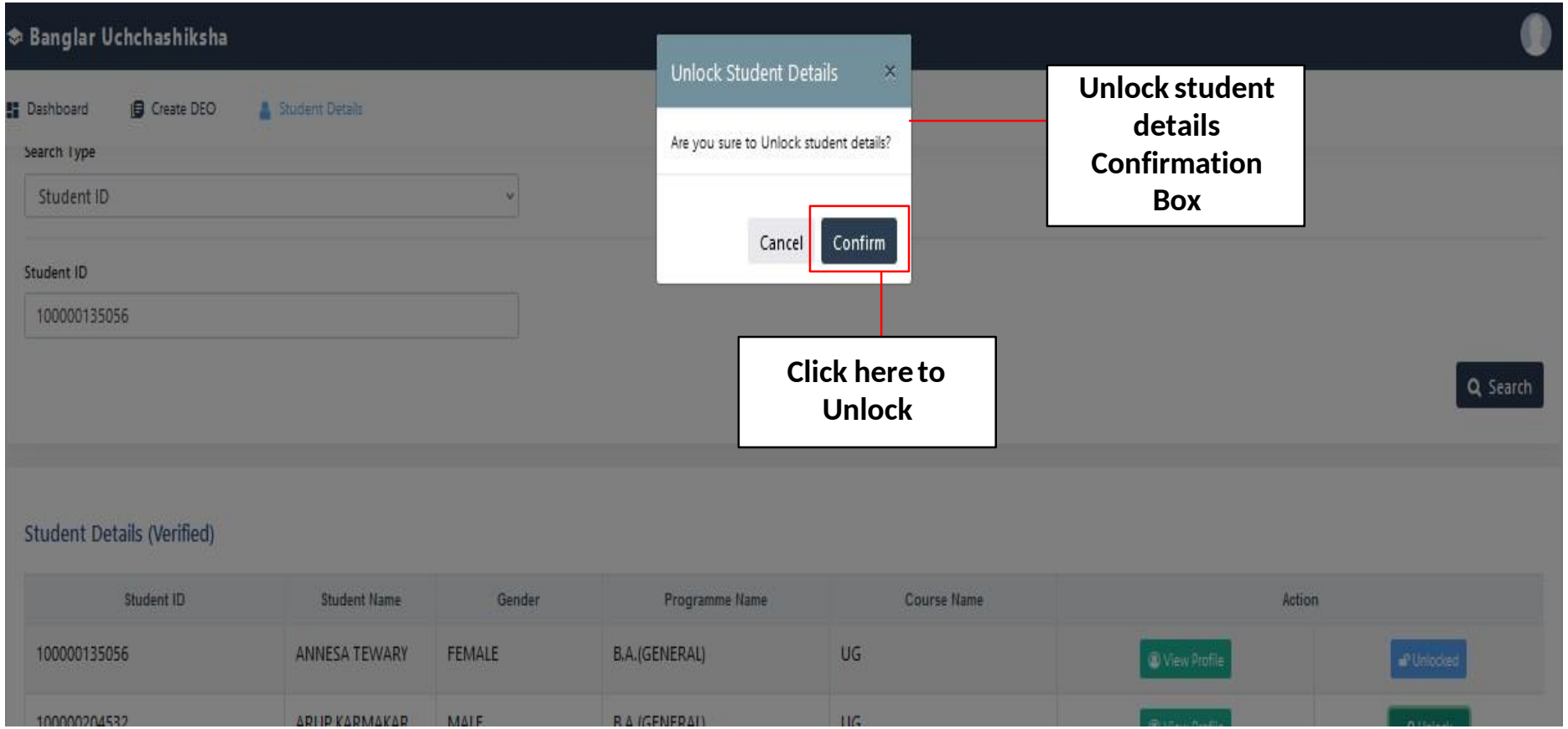
STUDENT DETAILS(Verified Student List)

Step 5.3: -> After click “View Profile “ appear below screen



STUDENT DETAILS(Verified Student List)

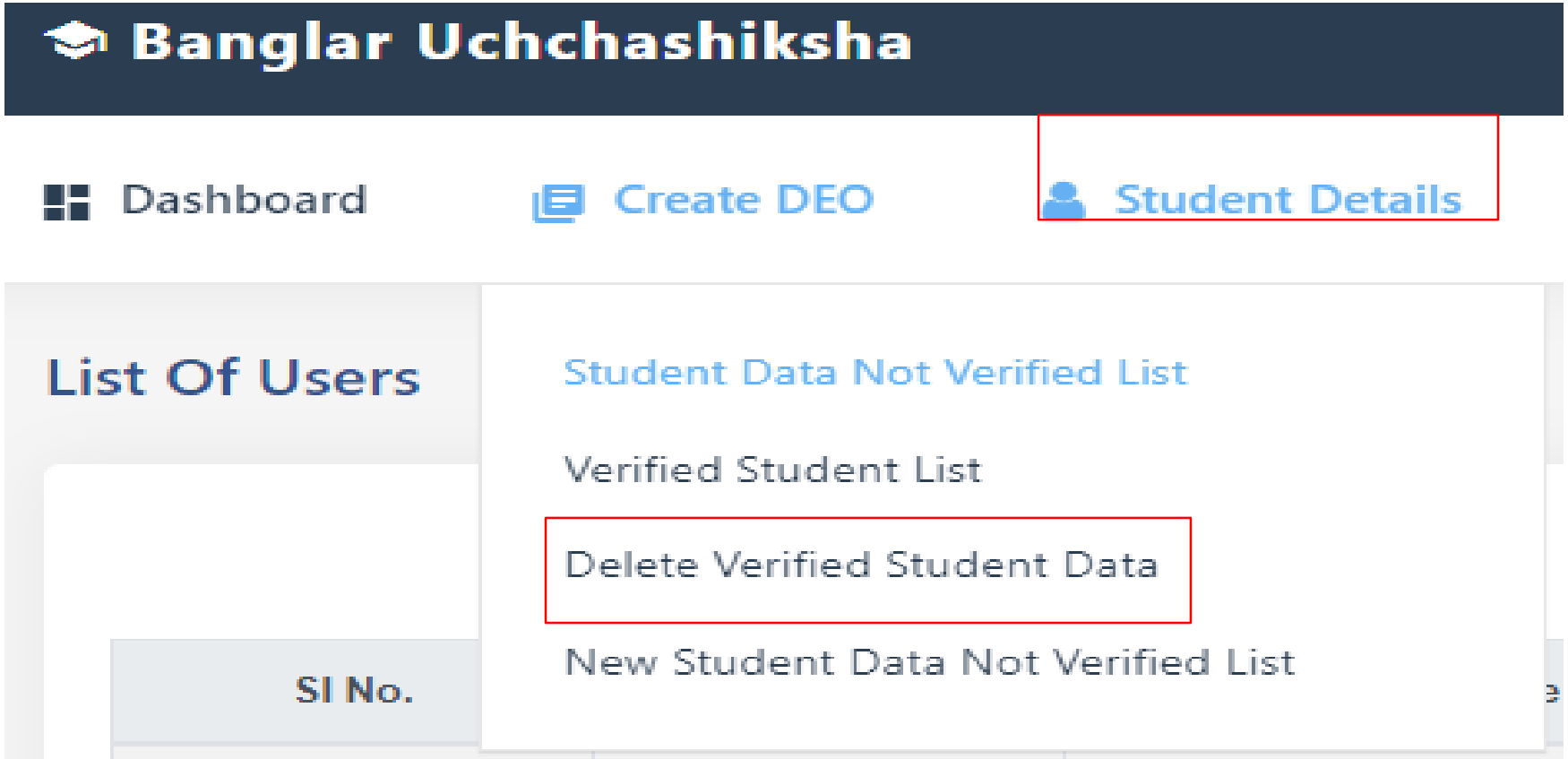
Step 5.4: -> After click “Unlock “ appear below screen



DELETE STUDENT (Verified Student Data)

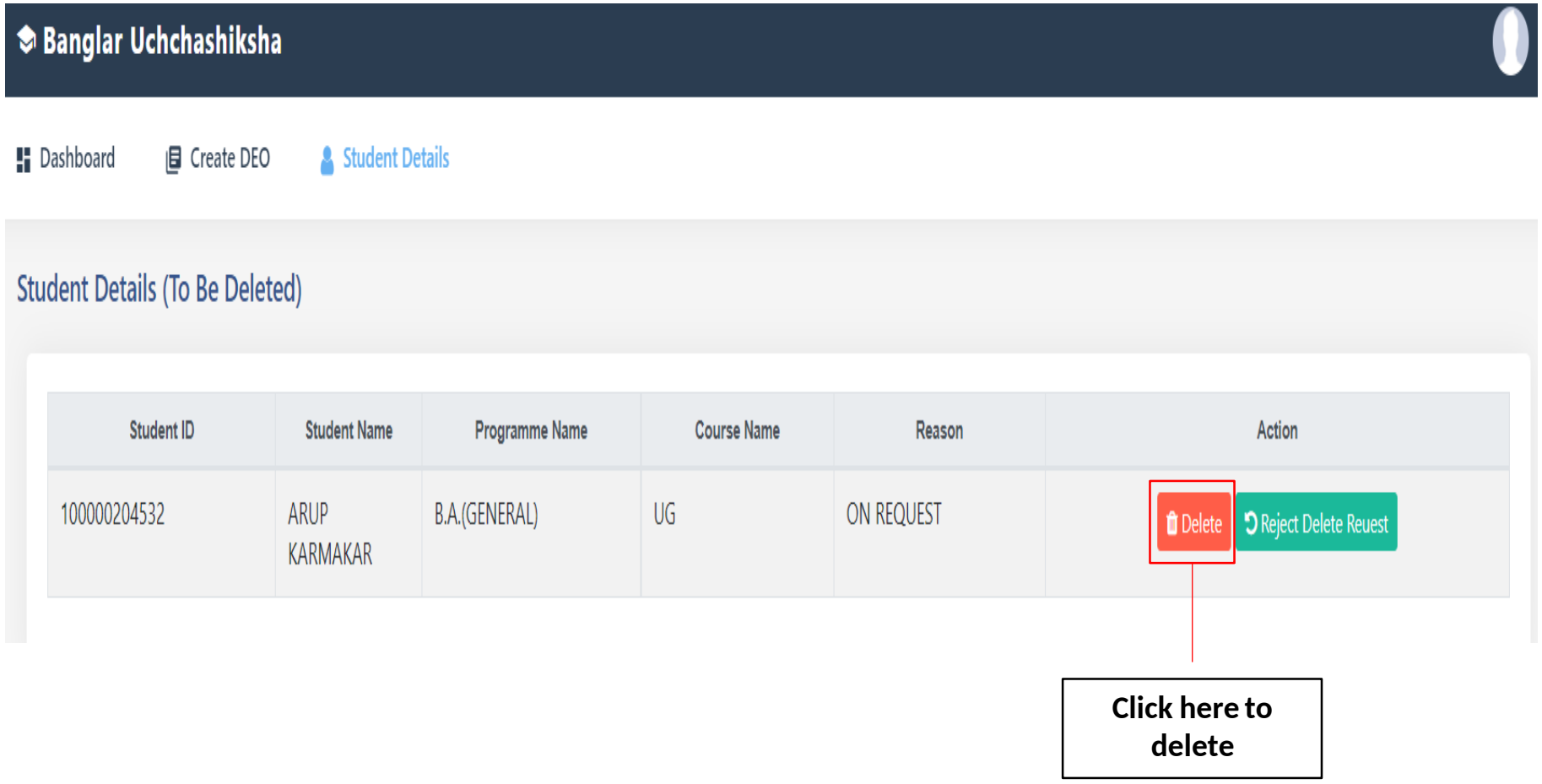
DELETE STUDENT (Verified Student Data)

Step 6: -> Now select "Delete Verified Student Data" sub menu under "Student Details" menu



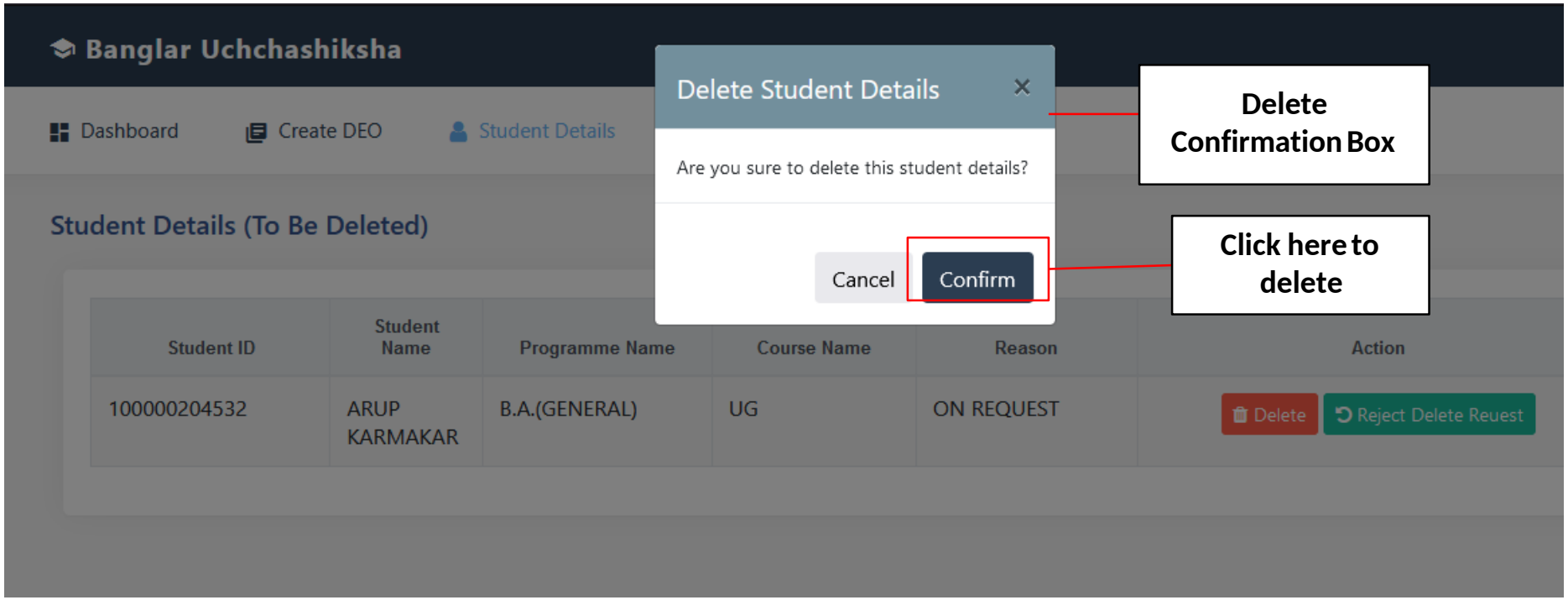
DELETE STUDENT (Verified Student Data)

Step 6.1: -> after select **“Delete Verified Student Data”** sub menu under **“Student Details”** menu “ appear below screen



DELETE STUDENT (Verified Student Data)

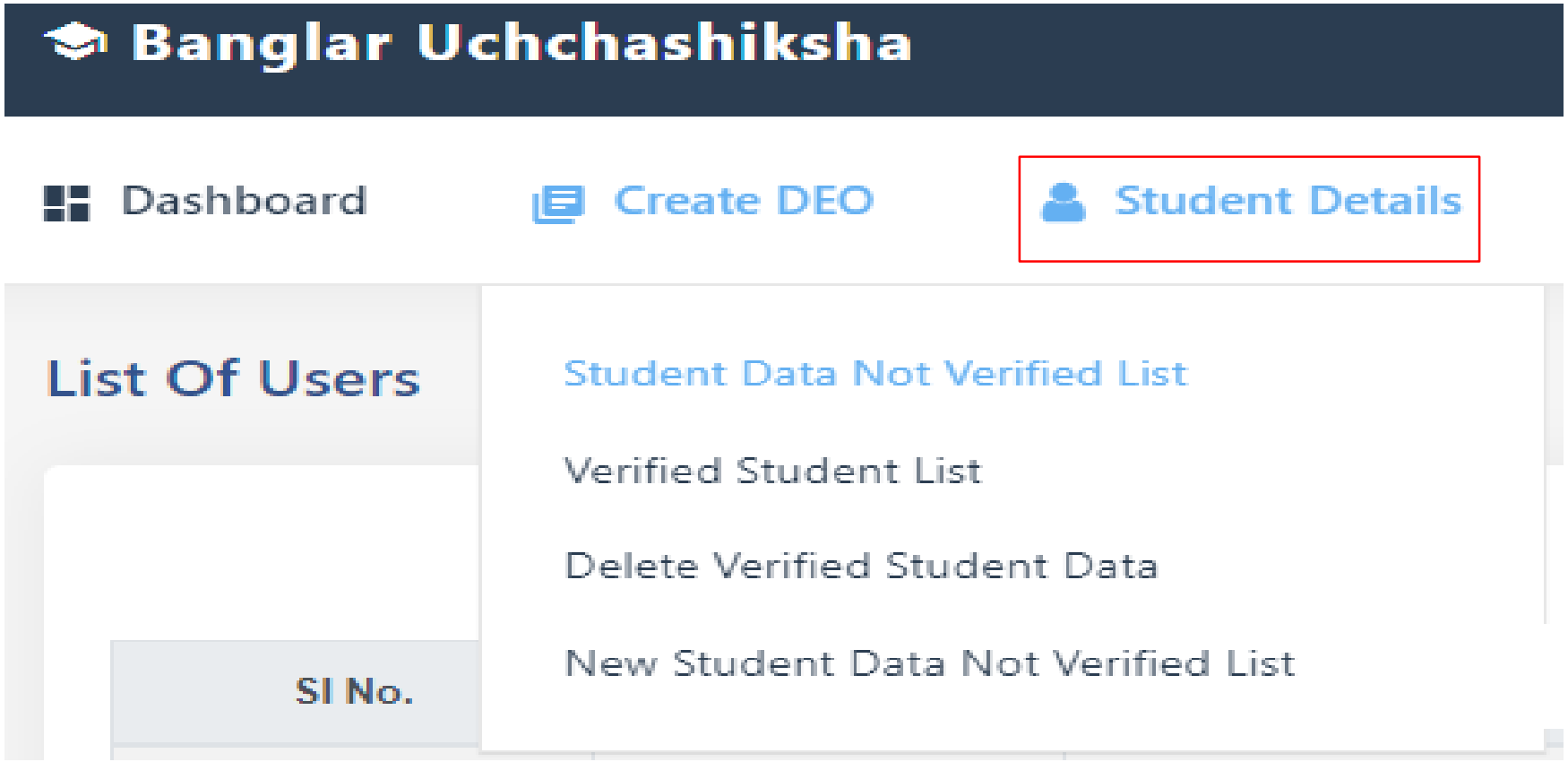
Step 6.2: -> After click “Delete “ appear below screen



NEW STUDENT DATA VERIFICATION

NEW STUDENT DATA VERIFICATION

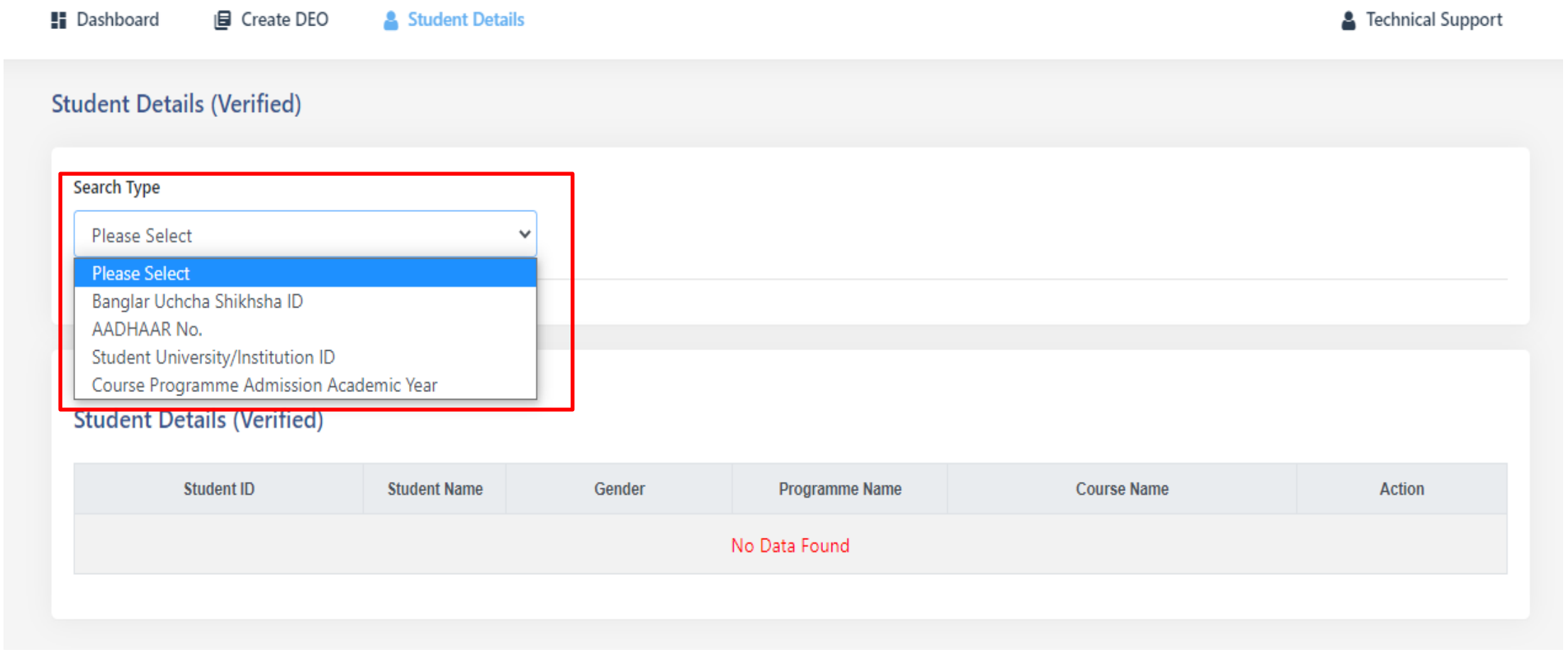
Step 7: -> Now select "New Student Data Not Verified List " sub menu under "Student Details" menu



NEW STUDENT DATA VERIFICATION

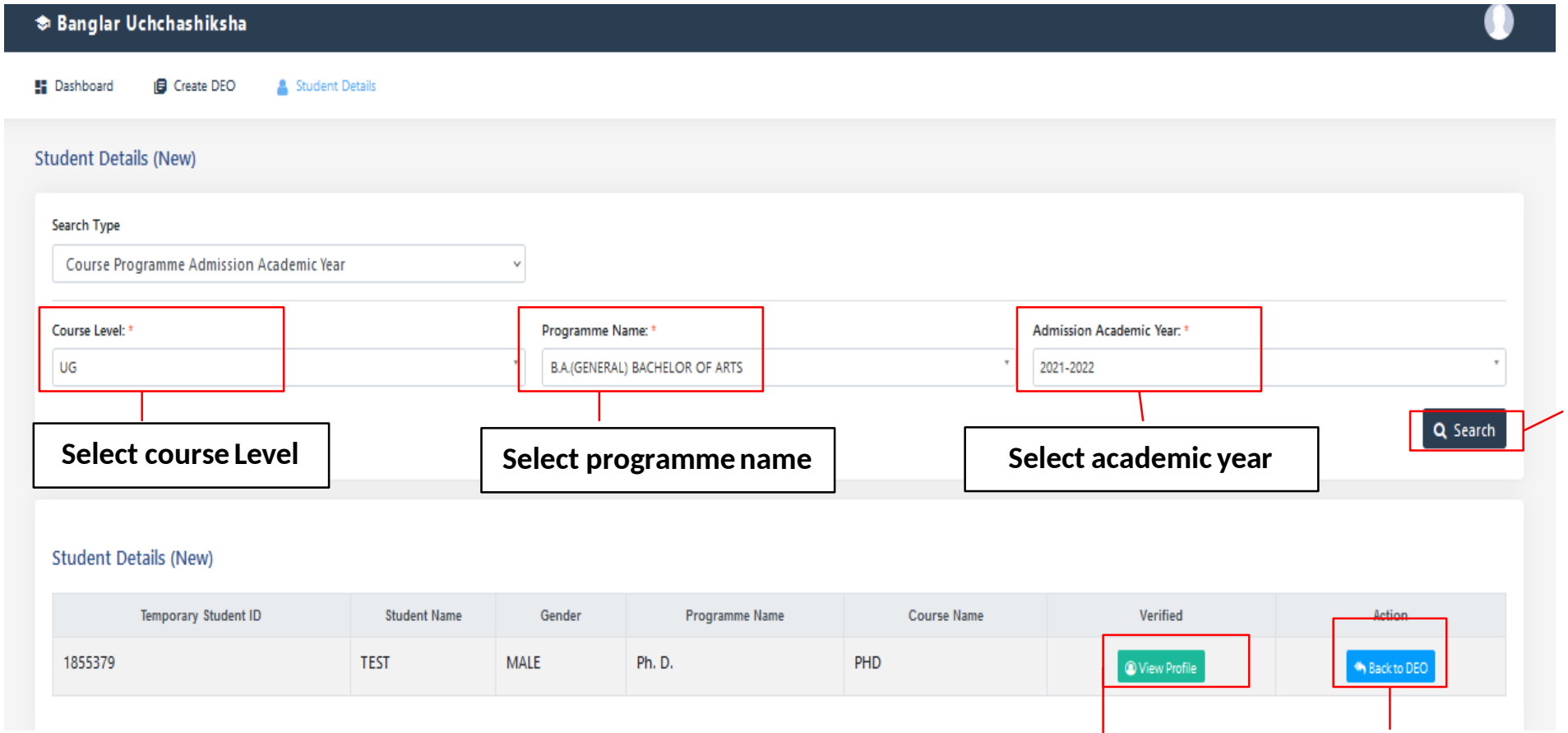
Step 7.1: After click "New Student Data Not Verified List " appear below screen

"



NEW STUDENT DATA VERIFICATION

Step 7.2: -> after select **"Course Programme Admission Academic Year "** appear below screen



NEW STUDENT DATA VERIFICATION

Step 7.3: -> After click "View Profile " appear below screen

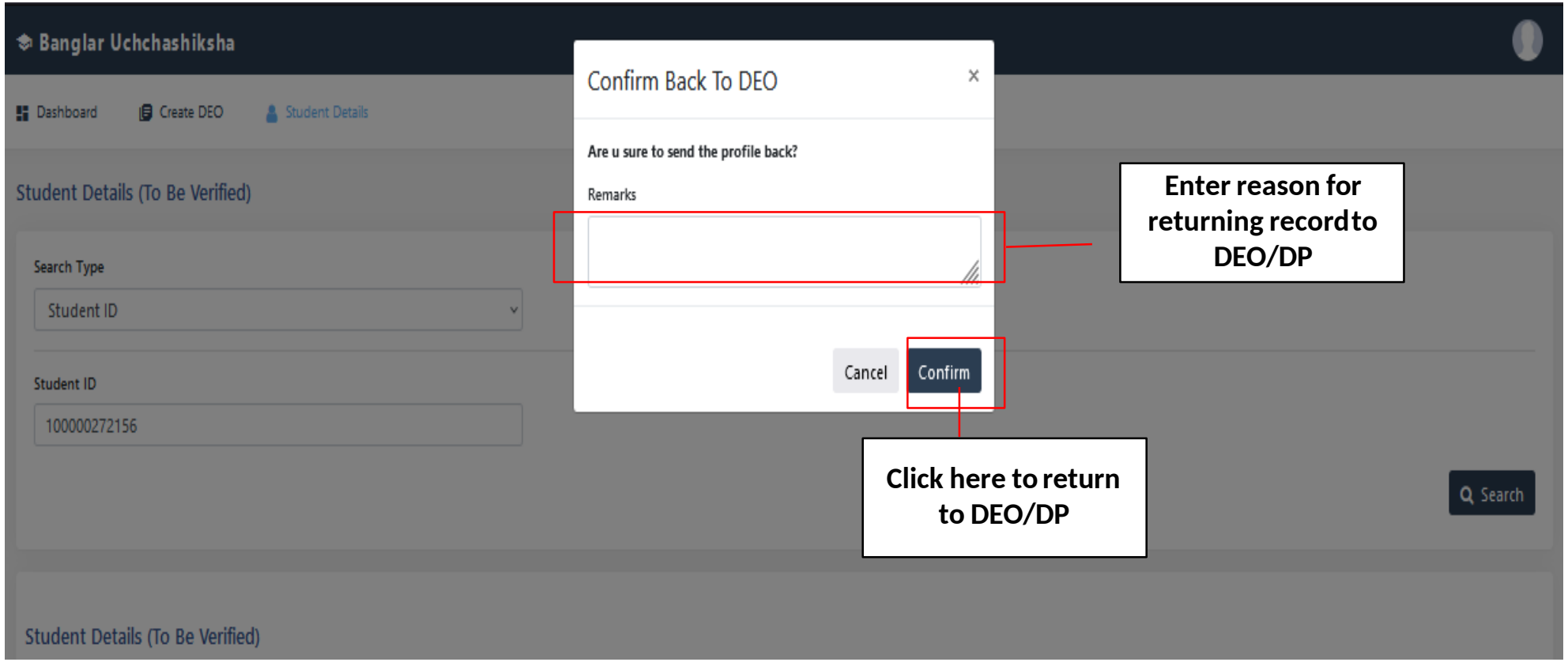
Admission Year	2019-2020		
Name of the present Institution	BANKURA CHRISTIAN COLLEGE	**Institution District**	BANKURA
Present address			
House No/Street/Village	MURSHIDABAD		
State	West Bengal	**District**	MURSHIDABAD
Permanent address			
House No/Street/Village	MURSHIDABAD		
State	West Bengal	**District**	MURSHIDABAD
Scholarship Details			
Whether Applied for SVMCM ?	No		
Whether Applied for K2 ?	No		
Whether Applied for K3 ?	No		
Whether Applied for Aikyasree ?	No		
Whether Applied for Oasis ?	No		
Whether Applied for Other Scholarship ?	No		
Whether Applied for Student Credit Card ?	No		

Verify Close

Click here to verify

NEW STUDENT DATA VERIFICATION

Step 7.4: -> After clicking "Back to DEO" Appear below screen



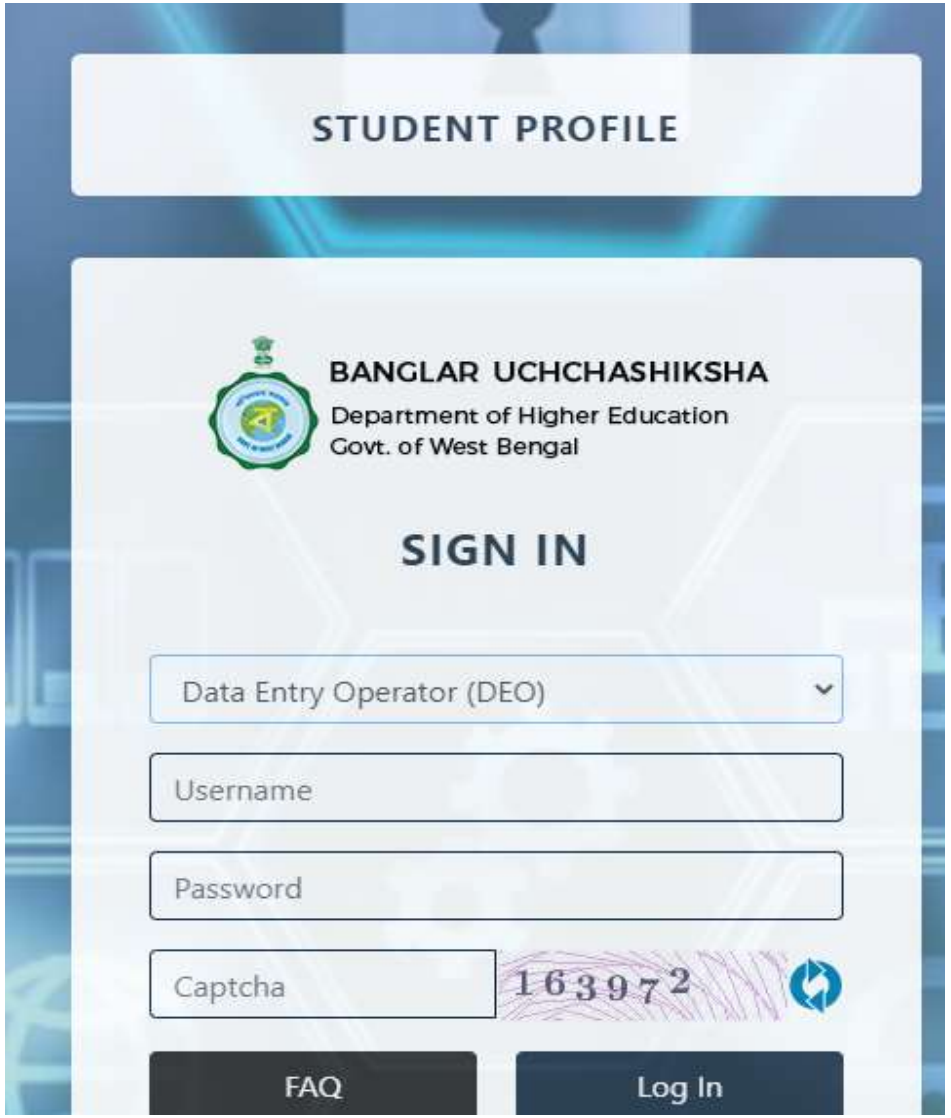
Thank You

User Manual for Student Profile Entry Module in Banglar Uchchashiksha Portal (DEO Login)

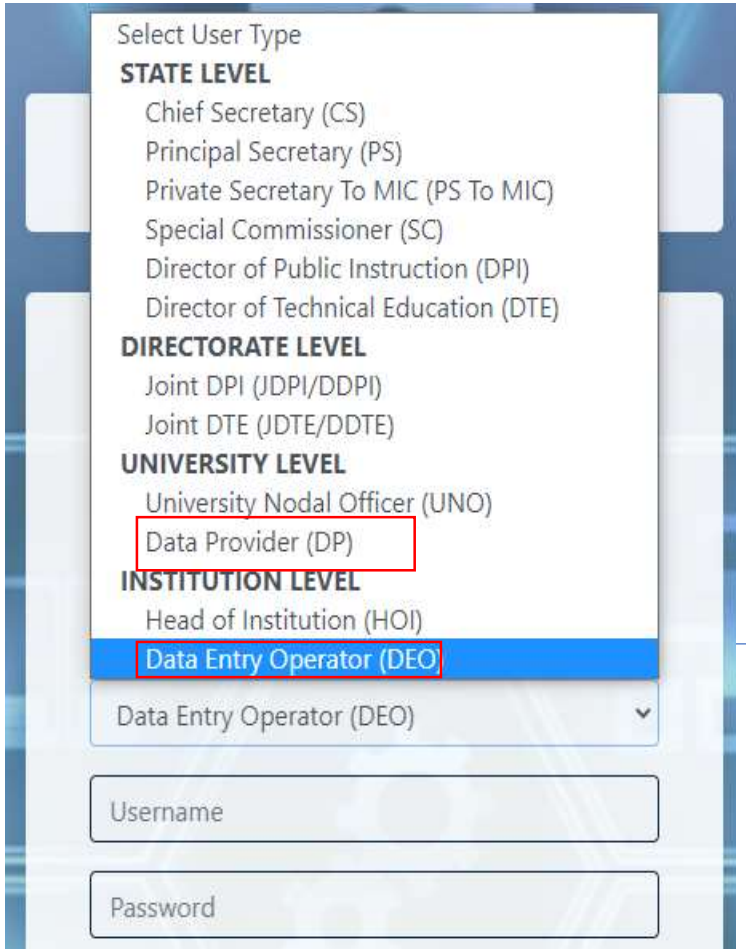
Department of Higher Education

Govt. of West Bengal

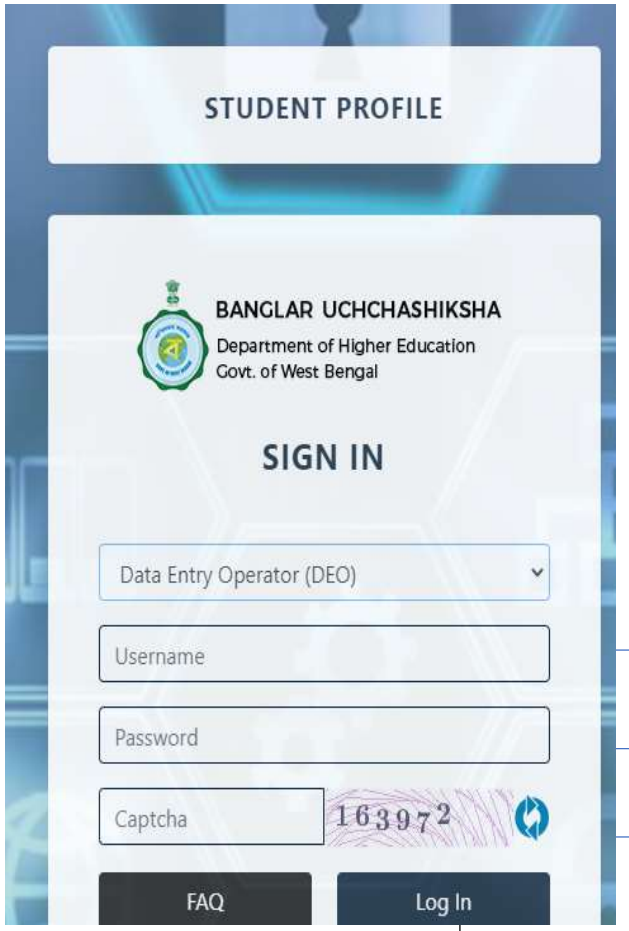
Step 1: Open the URL https://banglaruchchashiksha.wb.gov.in/ in any browser. A Login form will be appeared. [Shown in Fig:01]



Step 2: Now a concerned DEO(Institution Level) and DP(University Level) can login by **User Type**, **User name**, **Password** and **Security Code** in the Login form. Then click on the **Login** button. [Shown in Fig:02 & Fig:03]



Select User Type



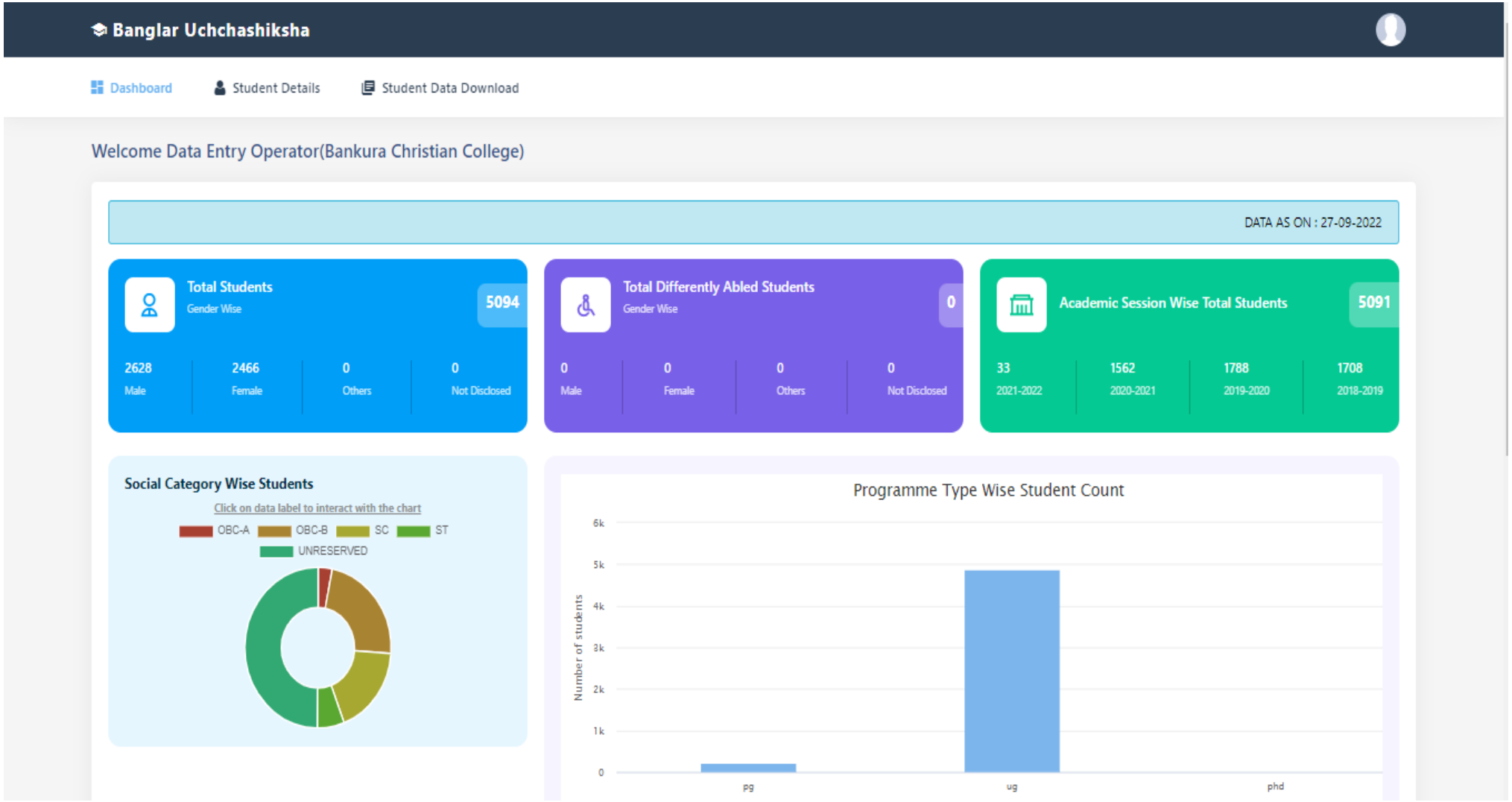
Give User ID

Give Password

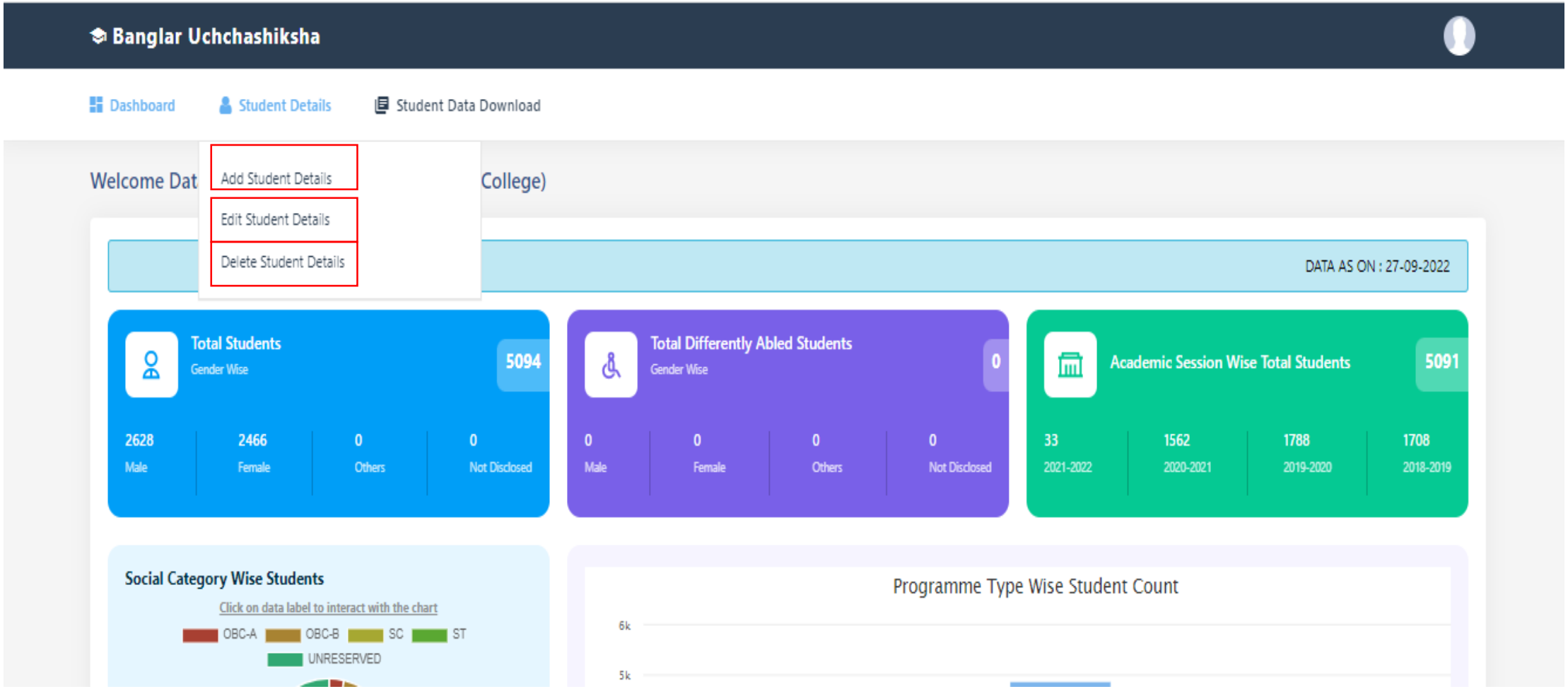
Insert Captcha

Click on Login

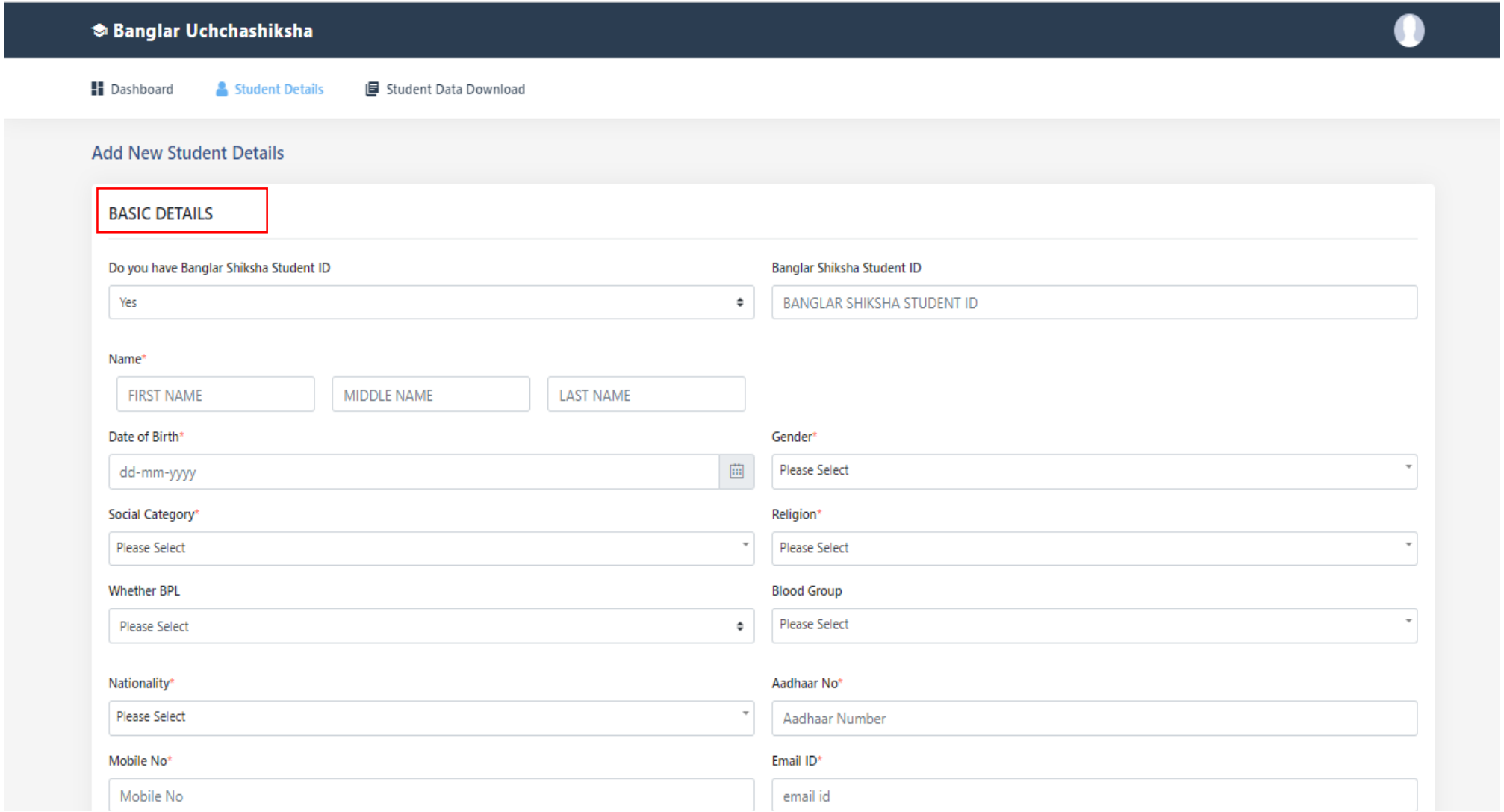
Step 3: After successful login, **Institution Dashboard** will appear. [Shown in Fig:04]



Step 4: Here you will get several options 1)Add Student Details 2)Edit Student Details 3)Delete Student Details under **Student Details**. Now select **Add Student Details** sub menu under **Student Details** menu to submit Student Details. [Shown in Fig:05]



Fill up Basic Details under Student Details:



Fill up Family Details under Student Details:-

FAMILY DETAILS

Father's Name*

FIRST NAME | MIDDLE NAME | LAST NAME

Father's Mobile No

Mobile No

Father's Profession

Please Select

Father's Educational Qualification

Please Select

Mother's Name

FIRST NAME | MIDDLE NAME | LAST NAME

Mother's Mobile No

Mobile No

Mother's Profession

Please Select

Mother's Educational Qualification

Please Select

Gurdian's Name*

FIRST NAME | MIDDLE NAME | LAST NAME

Relationship With Gurdian

Please Select

Gurdian's Mobile No*

Mobile No

Gurdian's Email ID

email id

Student Annual Family Income

Annual Family Income

Fill up Present Address Details under Student Details:-

ADDRESS DETAILS

PRESENT ADDRESS

Address Line*

Address

Country*

Please Select

State*

NAME OF OTHER STATE

District*

NAME OF OTHER DISTRICT

Pin*

OTHER PIN

Post Office*

NAME OF OTHER POST OFFICE

Police Station*

NAME OF OTHER POLICE STATION

Whether Permanent Address is same as Present Address

Fill up Permanent Address Details:

PERMANENT ADDRESS

Address Line*

Address

Country*

Please Select

State*

NAME OF OTHER STATE

District*

NAME OF OTHER DISTRICT

Pin*

OTHER POSTAL CODE

Post Office*

NAME OF OTHER POST OFFICE

Police Station*

NAME OF OTHER POLICE STATION

Fill up Scholarship Details:-

SCHOLARSHIP DETAILS

SVMCM

Whether applied for SVMCMS for the present course*

Please Select

K2

Whether applied for K2 for the present course*

Please Select

K3

Whether applied for K3 for the present course*

Please Select

AIKYASREE

Whether applied for aikyasree for the present course*

Please Select

OASIS

Whether applied for Oasis for the present course*

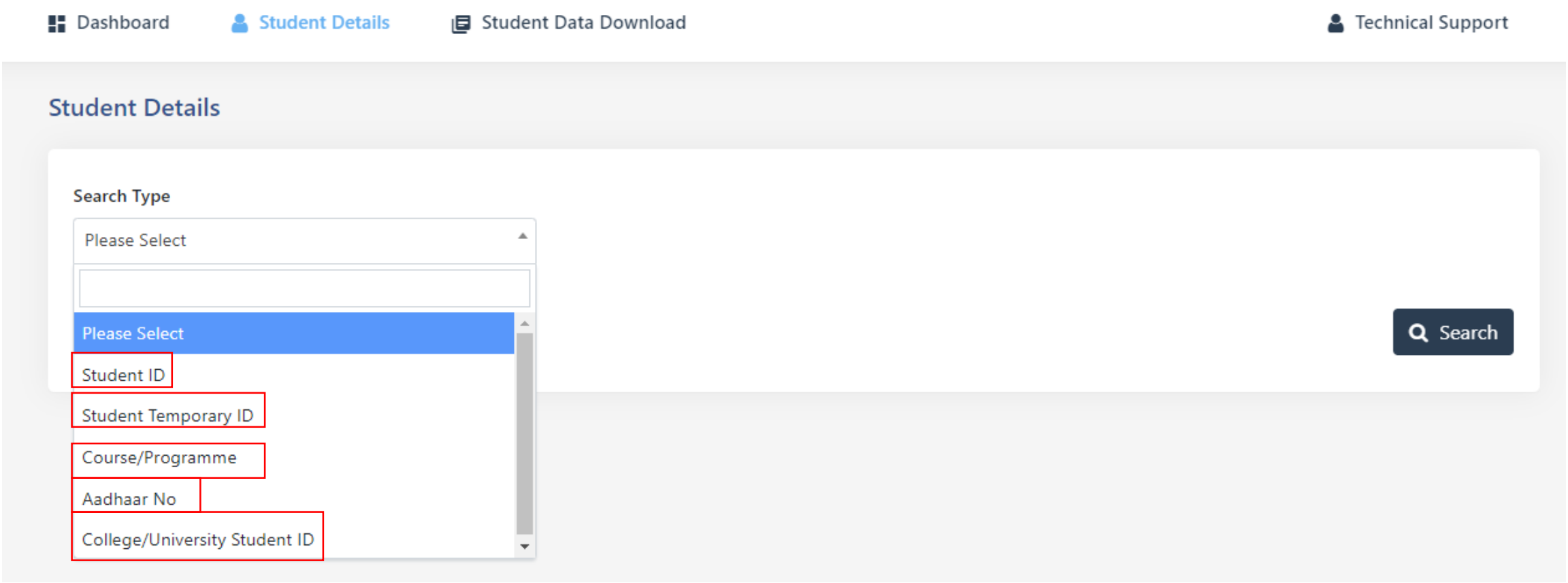
Please Select

OTHER SCHOLARSHIP

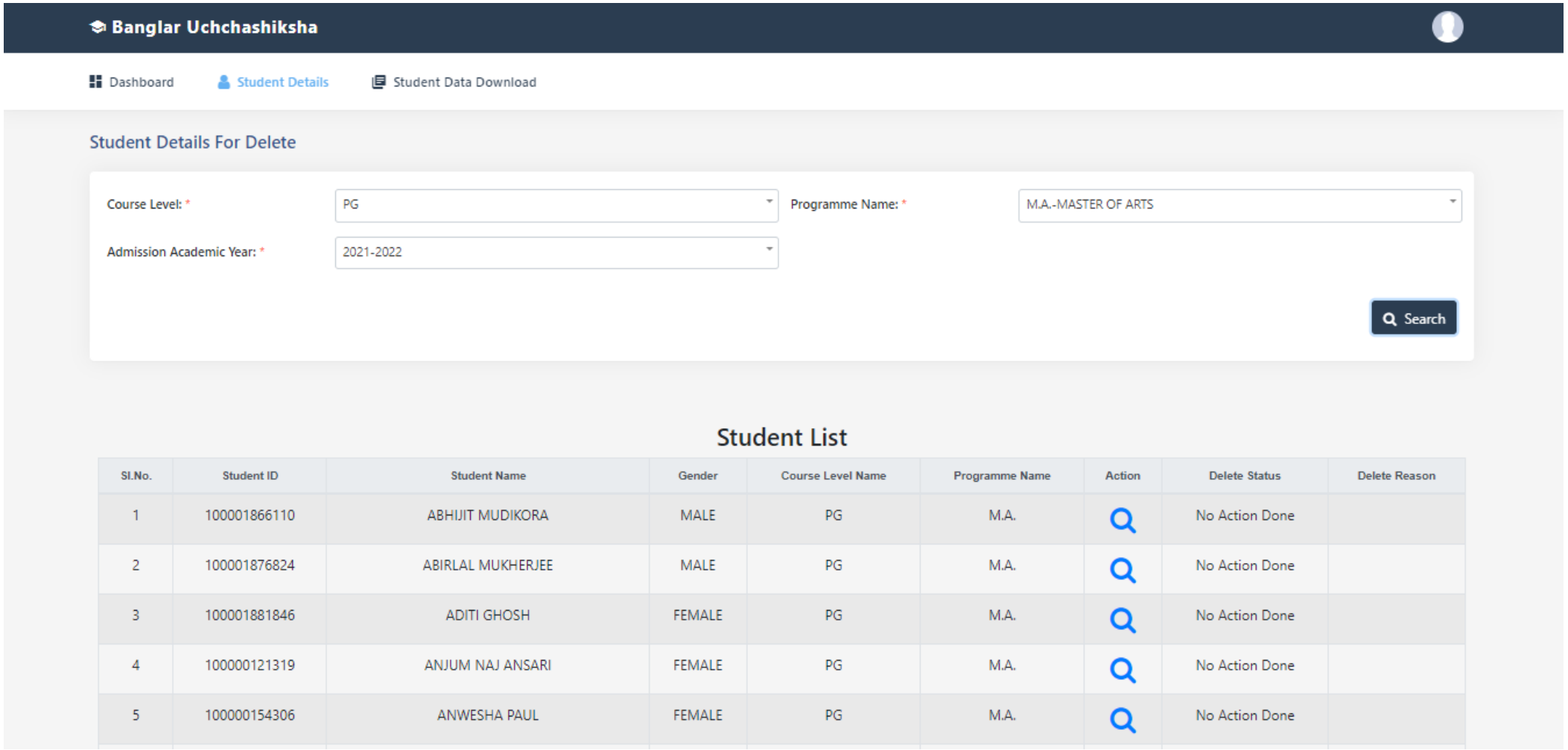
Whether applied for Other Scholarship for the present course*

Please Select

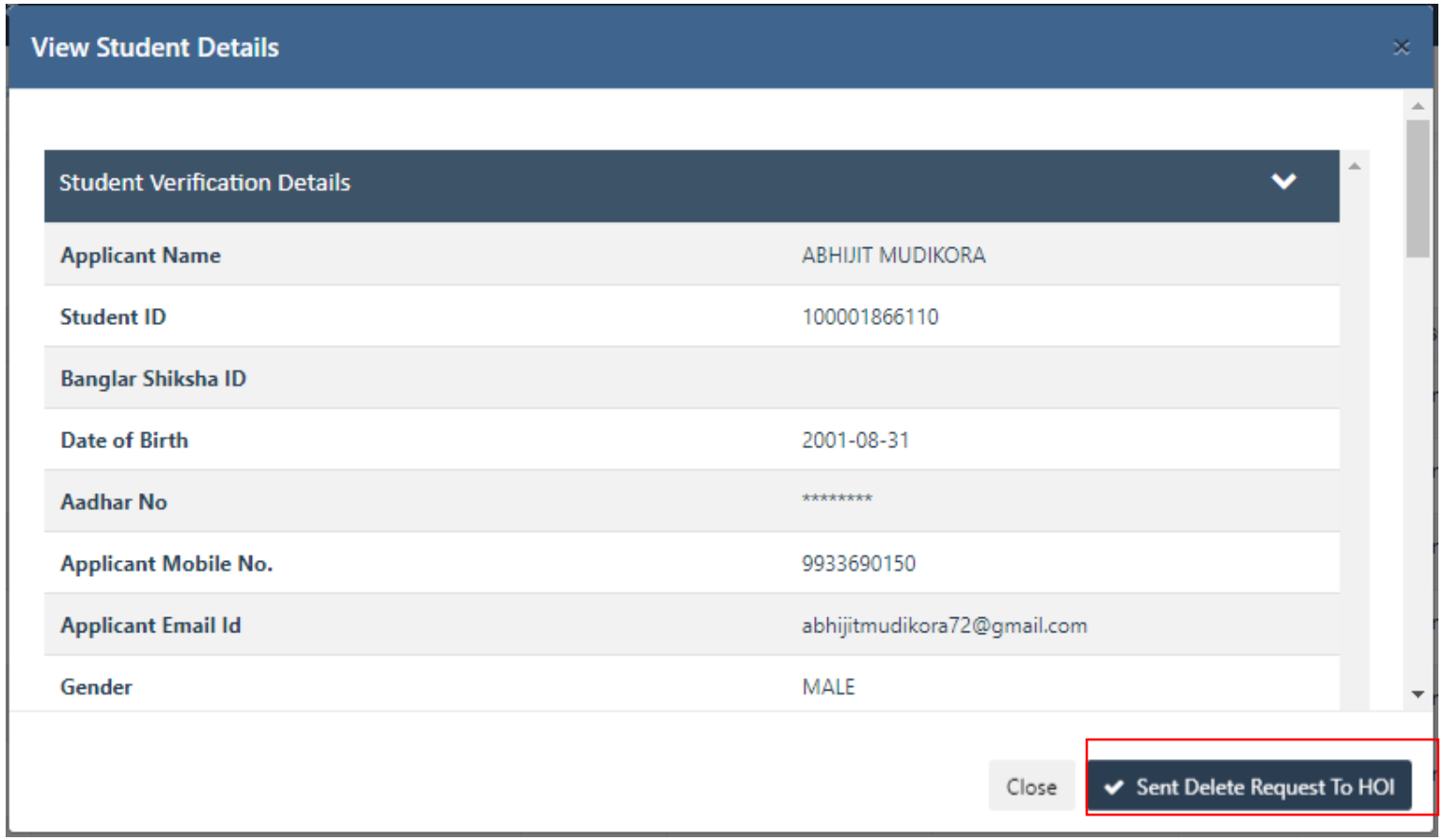
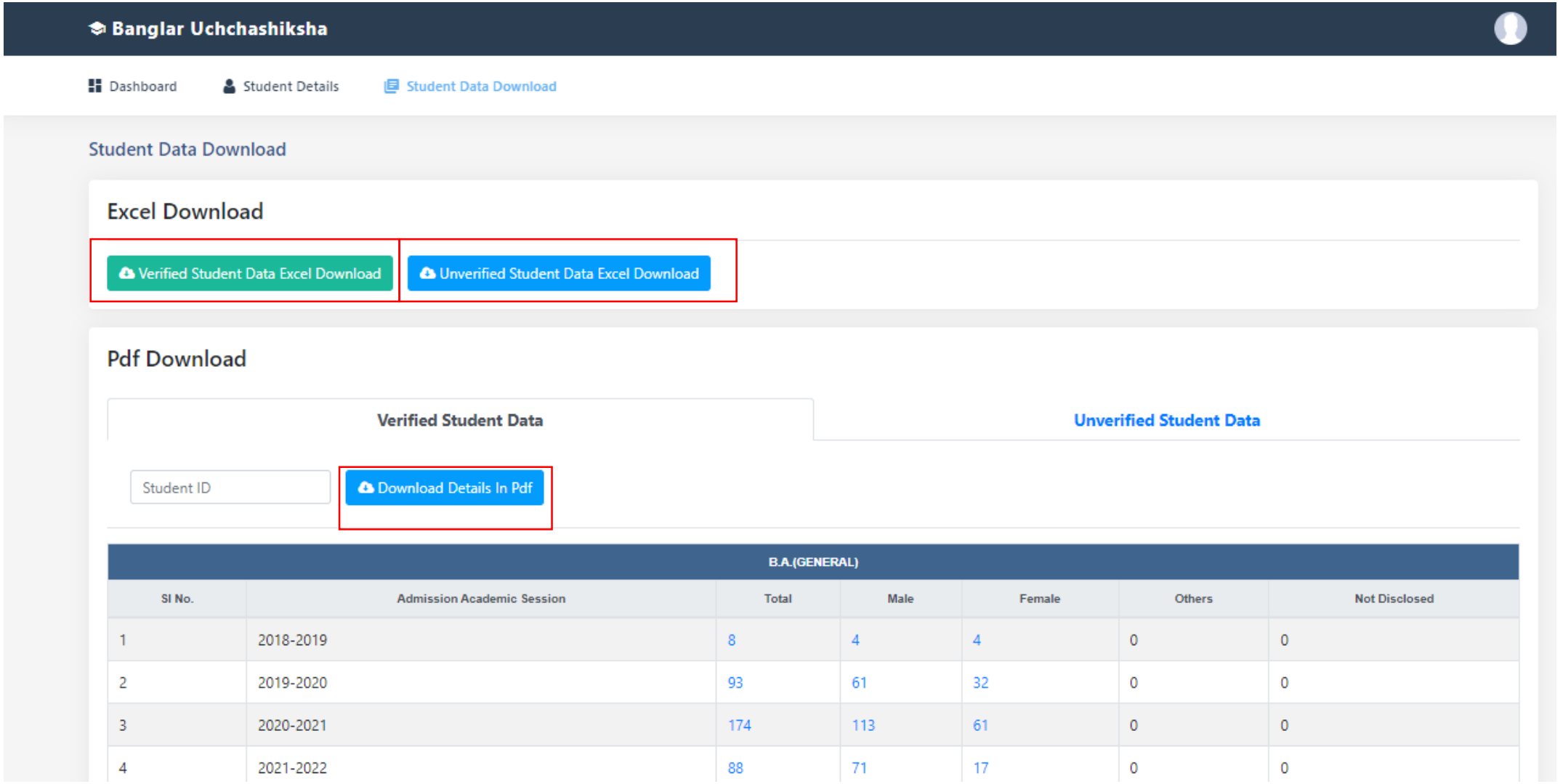
Step 5: Now Select **Edit Student Details** sub menu under **Student Details** menu to Update Student Details. Edit Student Details by Student ID, Student Temporary ID, Course Programme.



Step 6: Now select **Delete Student Details** sub menu under **Student Details** menu to delete Student Details. Delete Student Details by Course Level, Programme Name, Admission Academic Year .



Step 7: Send Delete request to HOI by Selecting a Student ID.



Step 8: Verified & Unverified Data can be downloaded by Excel and pdf