



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 advised 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)

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.

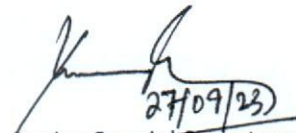
As you are aware that in the previous academic year the Institutions have entered Student Data in Student Data Entry Module under Banglar Uchchashiksha Portal and like previous year I am directed to request you to start entering Student Data in Banglar Uchchashiksha Portal (if the admission process is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

Enc: As Stated Above

Yours Faithfully

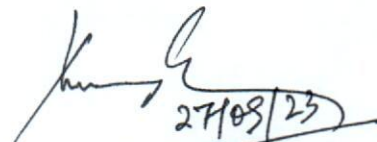

27/09/23
Senior Special Secretary
Department of Higher Education

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.

The image shows a screenshot of a web application's login interface. At the top, there is a header with the text "STUDENT PROFILE". Below this, the logo of Banglar Uchchashiksha is displayed, along with the text "BANGLAR UCHCHASHIKSHA", "Department of Higher Education", and "Govt. of West Bengal". The main heading is "SIGN IN". The form consists of four input fields: a dropdown menu for "Data Entry Operator (DEO)", a text box for "Username", a text box for "Password", and a text box for "Captcha" with a refresh button. Below the captcha field is a security code "163972" and a refresh button. At the bottom, there are two buttons: "FAQ" and "Log In". To the right of the form, there are five callout boxes with lines pointing to the corresponding form elements: "Select User Type" (pointing to the dropdown), "Insert User ID" (pointing to the Username field), "Insert Password" (pointing to the Password field), "Insert Captcha" (pointing to the Captcha field), and "Click on Login" (pointing to the Log In button).

DEO CREATION

DEO CREATION

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

Click to go to the page of create DEO user

Banglar Uchchashiksha

Dashboard | **Create DEO** | Student Details

Welcome Head of Institution(Bankura Christian College)

DATA AS ON : 26-09-2022

Total Students

Gender Wise

2627	2466	0	0
Male	Female	Others	Not Disclosed

5093

Total Differently Abled Students

Gender Wise

0	0	0	0
Male	Female	Others	Not Disclosed

0

Academic Session Wise Total Students

33	1562	1788	1707
2021-2022	2020-2021	2019-2020	2018-2019

5090

Social Category Wise Students

Click on data label to interact with the chart

Legend: OBC-A, OBC-B, SC, ST, UNRESERVED

Programme Type Wise Student Count

Programme Type	Number of Students
pg	~200
ug	~4800
phd	0

Course Wise Student Count

Course	Number of Students
B.A.(Hons)	~2300
B.Sc.(Hons)	~1500
B.A.(GENERAL)	~700
M.A.	~200
B.SC.(GENERAL)	~100
B.P.Ed.	~50
B.A. L.L.B. (Gen)	0
B.A. L.L.B. (Hons)	0
Ph. D.	0

DEO CREATION

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

Banglar Uchchashiksha

Dashboard Create DEO Student Details

List Of Users

[+ Create Users](#)

SI No.	Name	Phone	Email	User ID	Action
1	New	1234567890	test2@gmail.com	D2_C44742	Edit Share Password
2	test	1111111111	test@gmail.com	D1_C44742	Edit Share Password

**For Create
DEO User**

DEO CREATION

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

The screenshot shows a web application interface with a dark header and a sidebar. The main content area is dimmed, showing a 'List Of Users' table. A modal window titled 'Enter User Details' is open in the center. The modal has a dark blue header and a white body. It contains five input fields: 'First Name *', 'Middle Name', 'Last Name', 'Phone Number *', and 'Email ID *'. At the bottom right of the modal, there are two buttons: 'Close' and 'Submit'. The 'Submit' button is highlighted with a red border. A white callout box with a black border and a red arrow points to the 'Submit' button, containing the text: 'Enter all The details then click submit'.

Sl No.	Name	Phone Number	Email ID	DEO ID	Actions
1	New	123456789	test@gmail.com	D1_C44742	Edit Share Password
2	test	1111111111	test@gmail.com	D1_C44742	Edit Share Password

DEO CREATION

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

The screenshot shows the 'Banglar Uchchashiksha' user management interface. At the top, there is a navigation bar with 'Dashboard', 'Create DEO', and 'Student Details' options. Below this is a 'List Of Users' section containing a table with two user entries. Each entry has 'Edit' and 'Share Password' buttons. A red box highlights the 'Share Password' button for the first user, with a callout box pointing to it that says 'Click here to Password send given mobile number'. Another callout box at the bottom points to the 'Edit' button for the first user, saying 'any changes after creating DEO User'. A '+ Create Users' button is located in the top right corner of the table area.

Sl No.	Name	Phone	Email	User ID	Action
1	New	1234567890	test2@gmail.com	D2_C44742	Edit Share Password
2	test	1111111111	test@gmail.com	D1_C44742	Edit Share Password

Click here to Password send given mobile number

any changes after creating DEO User

Update DEO user

Step 3.3: -> After clicking “Edit” Appear below screen

Edit User Details

First Name * Middle Name Last Name

Phone Number * Email ID *

1234567890 test2@gmail.com

Close Submit

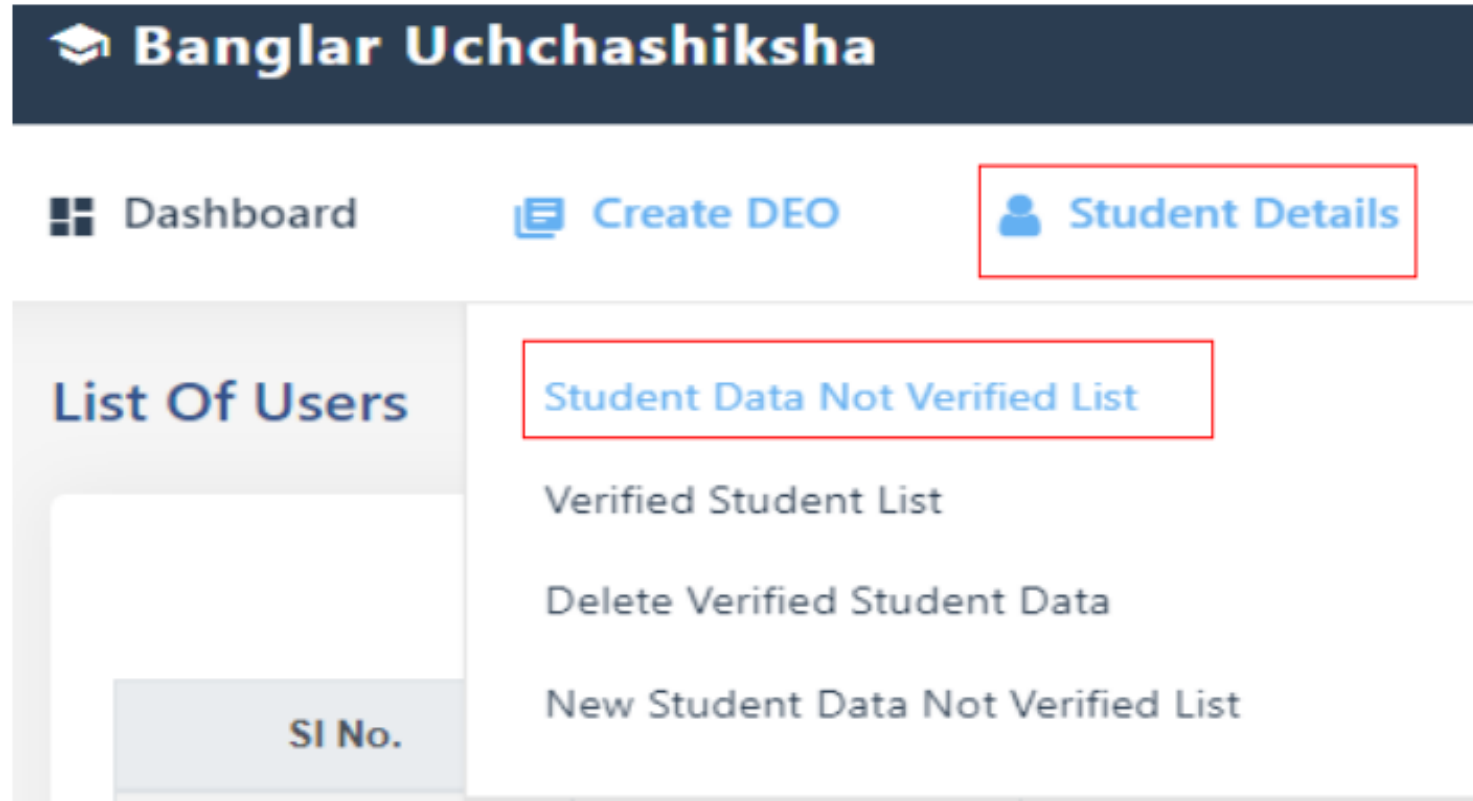
Update your details then submit

SI No.	Name	Phone No.	Email	ID	Actions
1	New	1234567890	test2@gmail.com	D1_C44742	Edit Share Password
2	test	1111111111	test@gmail.com	D1_C44742	Edit Share Password

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



The screenshot displays the Banglar Uchchashiksha dashboard. At the top, there is a dark blue header with the logo and the text "Banglar Uchchashiksha". Below the header, there is a navigation bar with three items: "Dashboard" (with a grid icon), "Create DEO" (with a document icon), and "Student Details" (with a person icon). The "Student Details" item is highlighted with a red box. Below the navigation bar, there is a sidebar with the title "List Of Users". The main content area shows a dropdown menu for "Student Details" with four options: "Student Data Not Verified List" (highlighted with a red box), "Verified Student List", "Delete Verified Student Data", and "New Student Data Not Verified List". A table with a header "SI No." is partially visible at the bottom left.

STUDENT DETAILS(Not Verified List)

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

Banglar Uchchashiksha (Student Profile)

Dashboard Create DEO Student Details Technical Support

Student Details (New)

Search Type

- Please Select
- Please Select
- Temporary Student ID
- AADHAAR No.
- Student University/Institution ID
- Course Programme Admission Academic Year

Student Details (New)

Temporary Student ID	Student Name	Gender	Programme Name	Course Name	Verified	Action
NO DATA FOUND						

STUDENT DETAILS(Not Verified List)

Step 4.2: -> after select “Course Programme Admission Academic Year” appear below screen

The screenshot shows the 'Student Details (To Be Verified)' interface. At the top, there is a navigation bar with 'Banglar Uchchashiksha' and a user profile icon. Below it, there are navigation links for 'Dashboard', 'Create DEO', and 'Student Details'. The main content area is titled 'Student Details (To Be Verified)'. It features a search form with a 'Search Type' dropdown set to 'Course Programme Admission Academic Year'. Below this, there are three input fields: 'Course Level' (set to 'UG'), 'Programme Name' (set to 'B.A.(GENERAL) BACHELOR OF ARTS'), and 'Admission Academic Year' (set to '2021-2022'). A 'Search' button is located to the right of these fields. Below the search form, there is a table with columns: 'Student ID', 'Student Name', 'Gender', 'Programme Name', 'Course Name', 'Verify All', and 'Action'. The table contains two rows of student data. The 'Verify All' column has checkboxes for each row. The 'Action' column has 'View Profile' and 'Back to DEO' buttons for each row. At the bottom right, there are pagination controls showing '1', '2', and 'Next >', and a 'Submit' button.

Select course Level

Select programme name

Select admission academic year

Search

**Fill all fields
Then click search.
After clicking
Show records**

Student Details (To Be Verified)

Student ID	Student Name	Gender	Programme Name	Course Name	Verify All	Action
100000272156	BARUN MALAKAR	MALE	B.A.(GENERAL)	UG	<input type="checkbox"/>	View Profile Back to DEO
100000273434	BASANTI SAHU	FEMALE	B.A.(GENERAL)	UG	<input type="checkbox"/>	View Profile Back to DEO

**Click check box to
Select record for
verification**

**View student
profile**

**Click here to
return DEO**

Submit

**Click here to
submit verified
records**

STUDENT DETAILS(Not Verified List)

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

The screenshot shows a web application interface for Banglar Uchchashiksha. A modal window titled "Student Details" is open, displaying the profile information for a student. The modal is divided into two sections: "Student Verification Details" and "Basic Details".

Student Verification Details

Applicant Name	BARUN MALAKAR
Student ID	100000272156
Banglar Shiksha ID	
Date of Birth	1997-04-26
Aadhar No	*****6790
Applicant Mobile No.	8509998598
Applicant Email Id	malakarbarun26@gmail.com
Gender	MALE
Caste	SC

Basic Details

Name of Father	RAKHAL MALAKAR	Name of Mother	BOBI MALAKAR
Father's Mobile No		Mother's Mobile No	
Name of Guardian	RAKHAL MALAKAR	Relationship with Guardian	FATHER

The background shows a sidebar with navigation options like "Dashboard" and "Create DEO", and a table of "Student Details (To Be Verified)" with columns for "Student ID" and "BA".

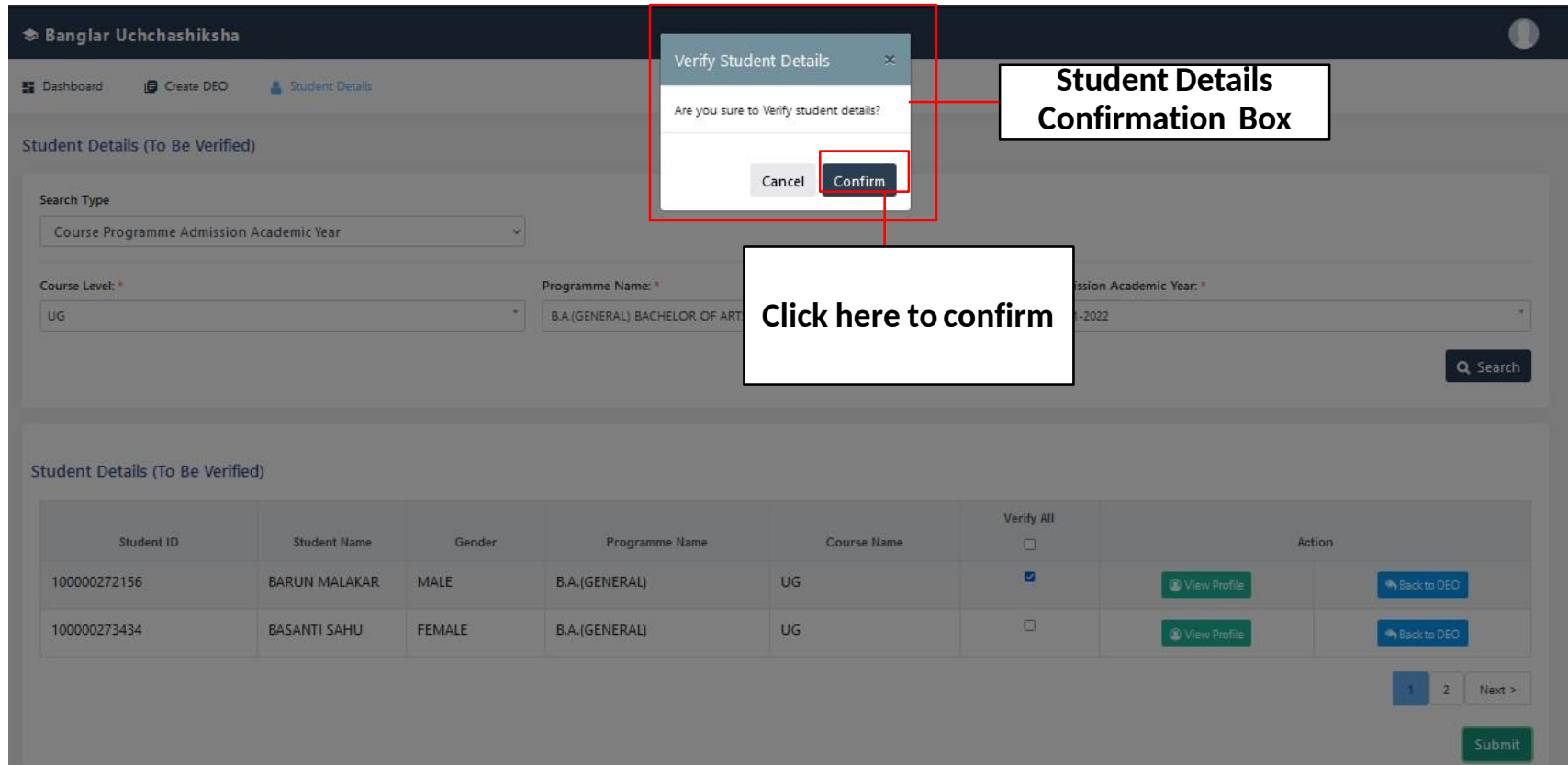
STUDENT DETAILS(Not Verified List)

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

The screenshot displays the 'Banglar Uchchashiksha' interface. At the top, there are navigation links for 'Dashboard', 'Create DEO', and 'Student Details'. The main content area is titled 'Student Details (To Be Verified)'. It features a 'Search Type' dropdown menu set to 'Student ID' and a 'Student ID' input field containing the number '100000272156'. A search button is located in the bottom right corner. A modal dialog box titled 'Confirm Back To DEO' is centered on the screen. The dialog contains the question 'Are u sure to send the profile back?' and a 'Remarks' label above a text input field. The 'Confirm' button at the bottom of the dialog is highlighted with a red box, and a callout box points to it with the text 'Click here to return to DEO/DP'. Another callout box points to the 'Remarks' input field with the text 'Enter Reason'.

STUDENT DETAILS(Not Verified List)

Step 4.5: -> After clicking “submit” Appear below screen



The screenshot displays the 'Banglar Uchchashiksha' interface. A modal dialog box titled 'Verify Student Details' is open, asking 'Are you sure to Verify student details?' with 'Cancel' and 'Confirm' buttons. A red box highlights the 'Confirm' button, and a callout box points to it with the text 'Click here to confirm'. Another callout box points to the dialog box with the text 'Student Details Confirmation Box'. The background shows a search filter for 'Course Programme Admission Academic Year' and a table of student details.

Student ID	Student Name	Gender	Programme Name	Course Name	Verify All	Action
100000272156	BARUN MALAKAR	MALE	B.A.(GENERAL)	UG	<input checked="" type="checkbox"/>	View Profile Back to DEO
100000273434	BASANTI SAHU	FEMALE	B.A.(GENERAL)	UG	<input type="checkbox"/>	View Profile Back to DEO

SHOW STUDENT DETAILS(Verified Student List)

STUDENT DETAILS(Verified Student List)

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

The screenshot displays the Banglar Uchchashiksha web application interface. At the top, there is a dark blue header with the logo and the text "Banglar Uchchashiksha". Below the header, there is a navigation menu with three items: "Dashboard", "Create DEO", and "Student Details". The "Student Details" item is highlighted with a red box. Below the navigation menu, there is a "List Of Users" section. This section contains a dropdown menu with the following options: "Student Data Not Verified List", "Verified Student List", "Delete Verified Student Data", and "New Student Data Not Verified List". The "Verified Student List" option is highlighted with a red box. Below the dropdown menu, there is a table with a header row containing the text "SI No."

Banglar Uchchashiksha

Dashboard Create DEO Student Details

List Of Users

Student Data Not Verified List

Verified Student List

Delete Verified Student Data

New Student Data Not Verified List

SI No.

STUDENT DETAILS(Verified Student List)

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

Dashboard

Create DEO

Student Details

Technical Support

Student Details (Verified)

Search Type

Please Select

Please Select

Banglar Uchcha Shikhsha ID

AADHAAR No.

Student University/Institution ID

Course Programme Admission Academic Year

Student Details (Verified)

Student ID	Student Name	Gender	Programme Name	Course Name	Action
No Data Found					

STUDENT DETAILS(Verified Student List)

Step 5.2: -> after select “Course Programme Admission Academic Year ” appear below screen

Banglar Uchchashiksha

Dashboard Create DEO Student Details

Student Details (Verified)

Search Type
Course Programme Admission Academic Year

Course Level: *
UG

Programme Name: *
B.A.(GENERAL) BACHELOR OF ARTS

Admission Academic Year: *
2021-2022

Search

Student Details (Verified)

Student ID	Student Name	Gender	Programme Name	Course Name	Action
100000135056	ANNESA TEWARY	FEMALE	B.A.(GENERAL)	UG	View Profile Unlock
100000204532	ARUP KARMAKAR	MALE	B.A.(GENERAL)	UG	View Profile Unlock
100000238916	AYAN CHOWDHURY	MALE	B.A.(GENERAL)	UG	View Profile Unlock

Select course Level

Select programme name

Select academic year

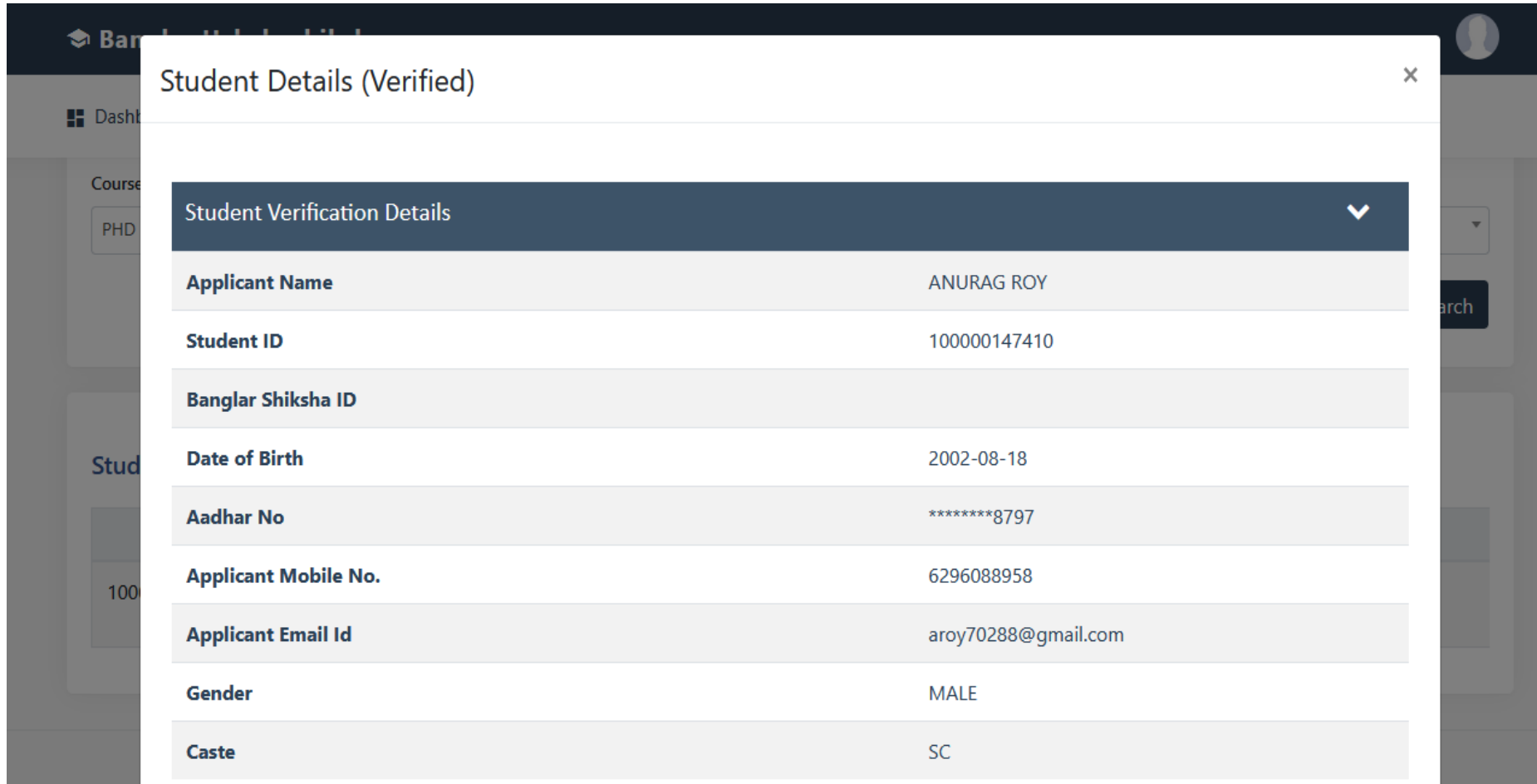
Select all fields
Then click search.
After clicking appear below screen

Show student profile

Permission for Edit details (for DEO)

STUDENT DETAILS(Verified Student List)

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



Student Details (Verified) [X]

Student Verification Details [v]

Applicant Name	ANURAG ROY
Student ID	100000147410
Banglar Shiksha ID	
Date of Birth	2002-08-18
Aadhar No	*****8797
Applicant Mobile No.	6296088958
Applicant Email Id	aroy70288@gmail.com
Gender	MALE
Caste	SC

STUDENT DETAILS(Verified Student List)

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

The screenshot shows the 'Banglar Uchchashiksha' interface. A modal dialog titled 'Unlock Student Details' is open, asking 'Are you sure to Unlock student details?'. The 'Confirm' button is highlighted with a red box. A callout box points to the 'Confirm' button with the text 'Click here to Unlock'. Another callout box points to the dialog with the text 'Unlock student details Confirmation Box'. The background shows a search form with 'Student ID' selected and a table of student details.

Search Type: Student ID

Student ID: 100000135056

Search

Student Details (Verified)

Student ID	Student Name	Gender	Programme Name	Course Name	Action
100000135056	ANNESA TEWARY	FEMALE	B.A.(GENERAL)	UG	View Profile Unlocked
100000204532	ABHIR KARMAKAR	MALE	B.A.(GENERAL)	UG	View Profile Unlocked

DELETE STUDENT (Verified Student Data)

DELETE STUDENT (Verified Student Data)

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

The screenshot displays the Banglar Uchchashiksha web application interface. At the top, there is a dark blue header with the logo and the text "Banglar Uchchashiksha". Below the header, there is a navigation menu with three items: "Dashboard", "Create DEO", and "Student Details". The "Student Details" item is highlighted with a red box. Below the navigation menu, there is a main content area with a sidebar on the left labeled "List Of Users". The sidebar contains a table with a header "SI No.". The main content area contains a list of menu items: "Student Data Not Verified List", "Verified Student List", "Delete Verified Student Data", and "New Student Data Not Verified List". The "Delete Verified Student Data" item is highlighted with a red box.

Banglar Uchchashiksha

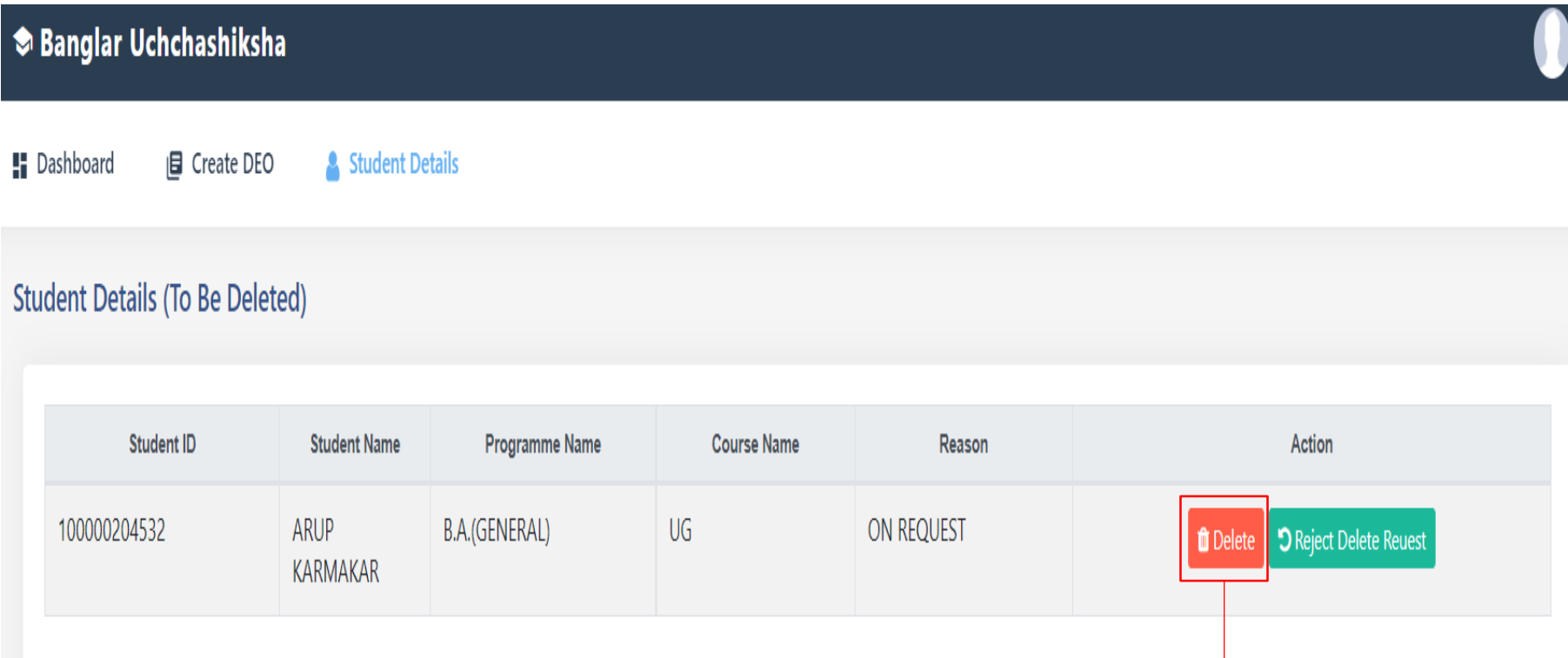
Dashboard Create DEO **Student Details**

List Of Users

SI No.
Student Data Not Verified List
Verified Student List
Delete Verified Student Data
New Student Data Not Verified List

DELETE STUDENT (Verified Student Data)

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



Banglar Uchchashiksha

Dashboard Create DEO Student Details

Student Details (To Be Deleted)

Student ID	Student Name	Programme Name	Course Name	Reason	Action
100000204532	ARUP KARMAKAR	B.A.(GENERAL)	UG	ON REQUEST	Delete Reject Delete Reuest

Click here to
delete

DELETE STUDENT (Verified Student Data)

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

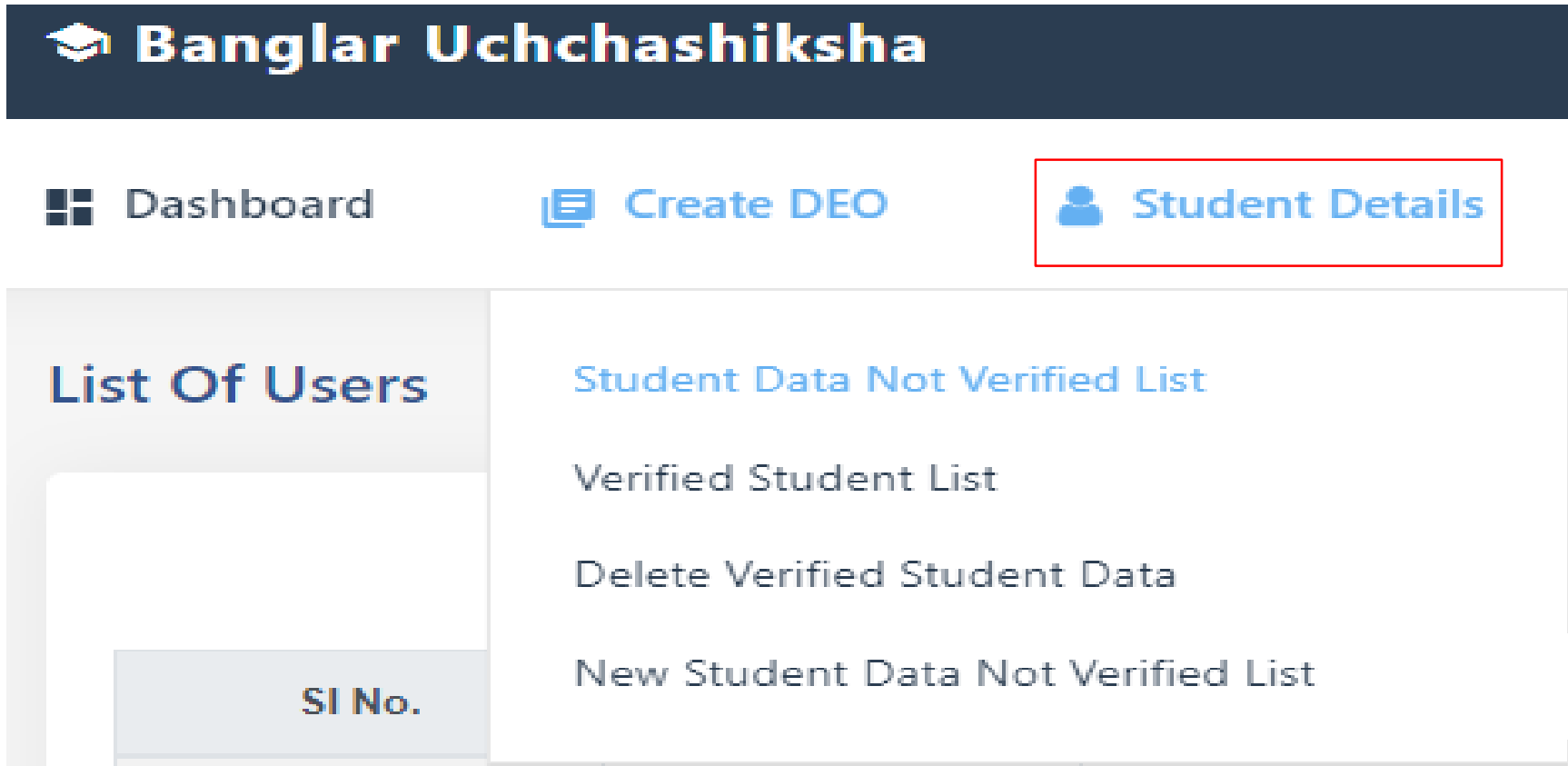
The screenshot displays the 'Banglar Uchchashiksha' interface. A modal dialog box titled 'Delete Student Details' is open, asking 'Are you sure to delete this student details?'. The dialog has 'Cancel' and 'Confirm' buttons. A red box highlights the 'Confirm' button, with a callout box pointing to it that says 'Click here to delete'. Another callout box points to the dialog box itself, saying 'Delete Confirmation Box'. In the background, a table titled 'Student Details (To Be Deleted)' is visible, containing one row of student data. The table has columns for Student ID, Student Name, Programme Name, Course Name, Reason, and Action. The 'Action' column contains 'Delete' and 'Reject Delete Reuest' buttons.

Student ID	Student Name	Programme Name	Course Name	Reason	Action
100000204532	ARUP KARMAKAR	B.A.(GENERAL)	UG	ON REQUEST	Delete Reject Delete Reuest

NEW STUDENT DATA VERIFICATION

NEW STUDENT DATA VERIFICATION

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



The screenshot displays the Banglar Uchchashiksha web application interface. At the top, there is a dark blue header with the logo and the text "Banglar Uchchashiksha". Below the header, there is a navigation menu with three items: "Dashboard", "Create DEO", and "Student Details". The "Student Details" item is highlighted with a red border. Below the navigation menu, there is a "List Of Users" dropdown menu. The dropdown menu contains four items: "Student Data Not Verified List", "Verified Student List", "Delete Verified Student Data", and "New Student Data Not Verified List". The "Student Data Not Verified List" item is highlighted in blue.

Banglar Uchchashiksha

Dashboard Create DEO Student Details

List Of Users

- Student Data Not Verified List
- Verified Student List
- Delete Verified Student Data
- New Student Data Not Verified List

SI No.

NEW STUDENT DATA VERIFICATION

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

 Dashboard

 Create DEO

 Student Details

 Technical Support

Student Details (Verified)

Search Type

Please Select

Please Select

Banglar Uchcha Shikhsha ID

AADHAAR No.

Student University/Institution ID

Course Programme Admission Academic Year

Student Details (Verified)

Student ID	Student Name	Gender	Programme Name	Course Name	Action
No Data Found					

NEW STUDENT DATA VERIFICATION

Step 7.2: -> after select “Course Programme Admission Academic Year ” appear below screen

The screenshot shows the 'Student Details (New)' form in the Banglar Uchchashiksha system. The form includes a search type dropdown set to 'Course Programme Admission Academic Year'. Below this are three required fields: 'Course Level' (set to 'UG'), 'Programme Name' (set to 'B.A.(GENERAL) BACHELOR OF ARTS'), and 'Admission Academic Year' (set to '2021-2022'). A 'Search' button is located to the right of these fields. Below the form is a table with one row of student data. The table has columns for Temporary Student ID, Student Name, Gender, Programme Name, Course Name, Verified, and Action. The 'View Profile' button in the 'Verified' column and the 'Back to DEO' button in the 'Action' column are highlighted with red boxes and callouts.

Select course Level

Select programme name

Select academic year

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

Temporary Student ID	Student Name	Gender	Programme Name	Course Name	Verified	Action
1855379	TEST	MALE	Ph. D.	PHD	View Profile	Back to DEO

View student profile

if Student details not correct click here to return DEO/DP

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 belowscreen

Banglar Uchchashiksha

Dashboard Create DEO Student Details

Student Details (To Be Verified)

Search Type
Student ID

Student ID
100000272156

Search

Confirm Back To DEO

Are u sure to send the profile back?

Remarks

Cancel Confirm

Enter reason for returning record to DEO/DP

Click here to return to DEO/DP

Student Details (To Be Verified)

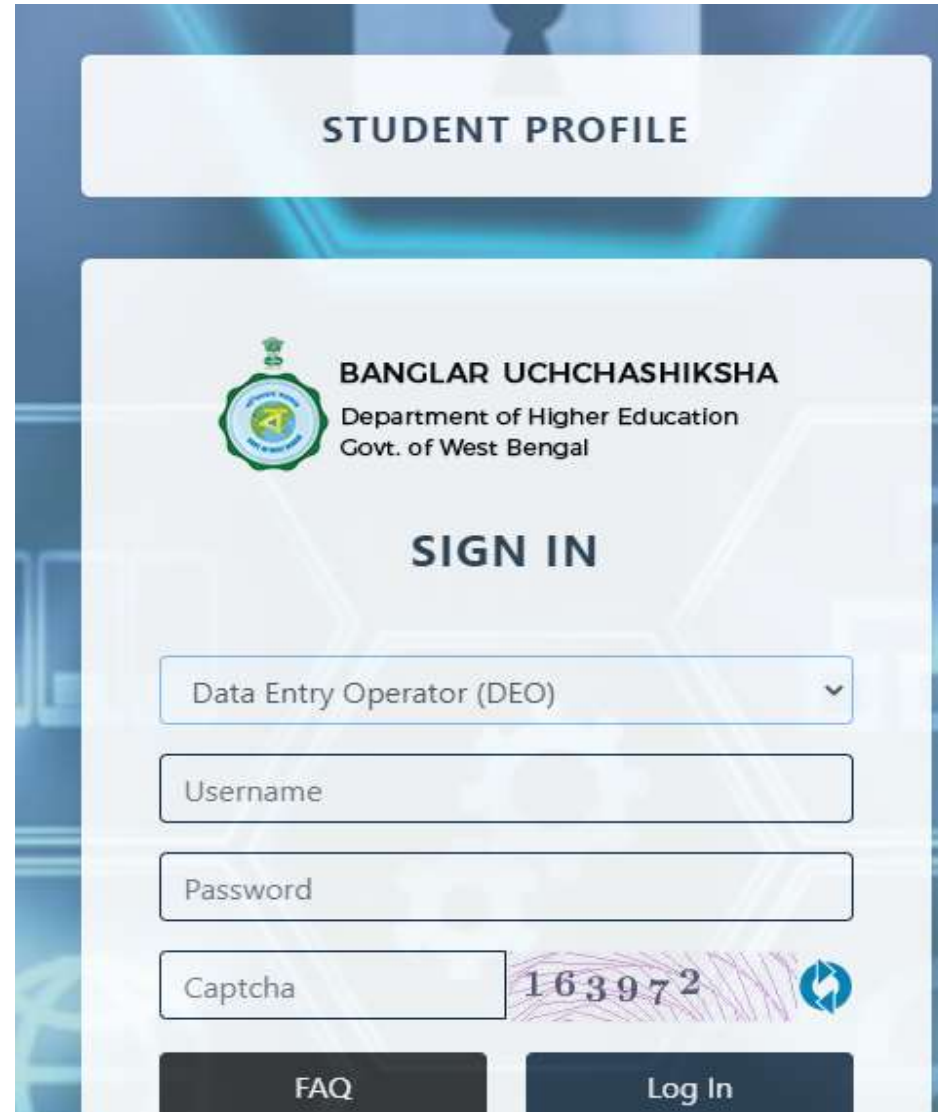
Thank You




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]



STUDENT PROFILE


 **BANGLAR UCHCHASHIKSHA**
Department of Higher Education
Govt. of West Bengal

SIGN IN

Data Entry Operator (DEO) ▾

Username

Password

Captcha 163972 

FAQ Log In

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

STATE LEVEL

- Chief Secretary (CS)
- Principal Secretary (PS)
- Private Secretary To MIC (PS To MIC)
- Special Commissioner (SC)
- Director of Public Instruction (DPI)
- Director of Technical Education (DTE)

DIRECTORATE LEVEL

- Joint DPI (JDPI/DDPI)
- Joint DTE (JDTE/DDTE)

UNIVERSITY LEVEL

- University Nodal Officer (UNO)
- Data Provider (DP)

INSTITUTION LEVEL

- Head of Institution (HOI)
- Data Entry Operator (DEO)

Data Entry Operator (DEO)

Username

Password

Select User Type

STUDENT PROFILE

BANGLAR UCHCHASHIKSHA
Department of Higher Education
Govt. of West Bengal

SIGN IN

Data Entry Operator (DEO)

Username

Password

Captcha 163972

FAQ Log In

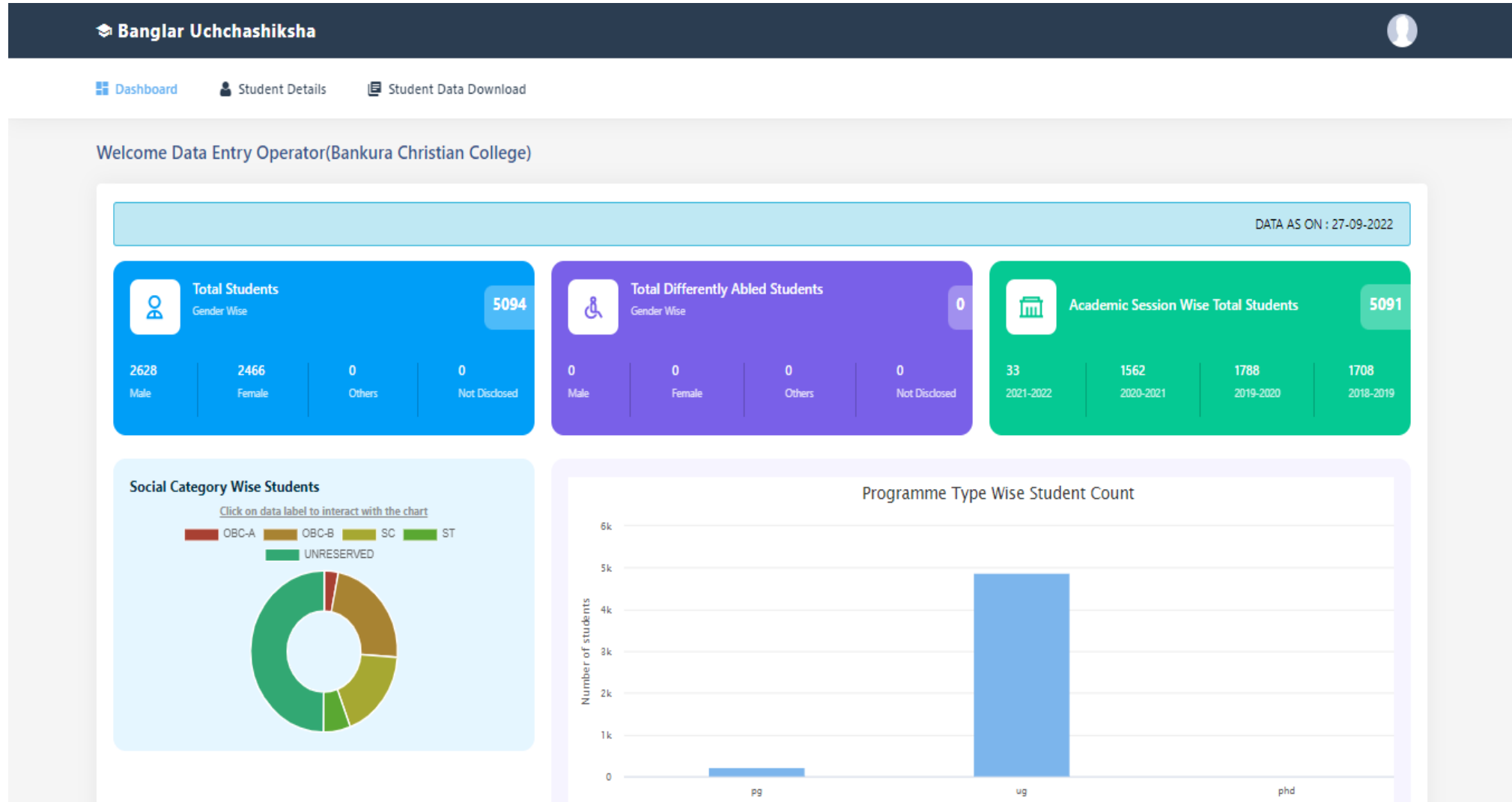
Give User ID

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]

The screenshot displays the Banglar Uchchashiksha dashboard. At the top, there is a navigation bar with the logo and name 'Banglar Uchchashiksha' on the left and a user profile icon on the right. Below this, a secondary navigation bar contains three menu items: 'Dashboard', 'Student Details', and 'Student Data Download'. The main content area features a 'Welcome Dat' section on the left and a 'College)' section on the right. A dropdown menu is open under 'Student Details', showing three options: 'Add Student Details', 'Edit Student Details', and 'Delete Student Details', all of which are highlighted with a red border. To the right of the dropdown, there is a date indicator 'DATA AS ON : 27-09-2022'. Below these elements, there are three data cards: 1. 'Total Students' (Gender Wise) with a total of 5094, broken down into Male (2628), Female (2466), Others (0), and Not Disclosed (0). 2. 'Total Differently Abled Students' (Gender Wise) with a total of 0, broken down into Male (0), Female (0), Others (0), and Not Disclosed (0). 3. 'Academic Session Wise Total Students' with a total of 5091, broken down by session: 2021-2022 (33), 2020-2021 (1562), 2019-2020 (1788), and 2018-2019 (1708). At the bottom, there are two charts: 'Social Category Wise Students' with a legend for OBC-A, OBC-B, SC, ST, and UNRESERVED, and 'Programme Type Wise Student Count' with a y-axis ranging from 5k to 6k.

Fill up Basic Details under Student Details:



Add New Student Details

BASIC DETAILS

Do you have Banglar Shiksha Student ID

Yes

Banglar Shiksha Student ID

BANGLAR SHIKSHA STUDENT ID

Name*

FIRST NAME

MIDDLE NAME

LAST NAME

Date of Birth*

dd-mm-yyyy

Gender*

Please Select

Social Category*

Please Select

Religion*

Please Select

Whether BPL

Please Select

Blood Group

Please Select

Nationality*

Please Select

Aadhaar No*

Aadhaar Number

Mobile No*

Mobile No

Email ID*

email id

Fill up Family Details under Student Details:-

FAMILY DETAILS

Father's Name*	<input type="text" value="FIRST NAME"/>	<input type="text" value="MIDDLE NAME"/>	<input type="text" value="LAST NAME"/>	Father's Mobile No	<input type="text" value="Mobile No"/>
Father's Profession	<input type="text" value="Please Select"/>			Father's Educational Qualification	<input type="text" value="Please Select"/>
Mother's Name	<input type="text" value="FIRST NAME"/>	<input type="text" value="MIDDLE NAME"/>	<input type="text" value="LAST NAME"/>	Mother's Mobile No	<input type="text" value="Mobile No"/>
Mother's Profession	<input type="text" value="Please Select"/>			Mother's Educational Qualification	<input type="text" value="Please Select"/>
Gurdian's Name*	<input type="text" value="FIRST NAME"/>	<input type="text" value="MIDDLE NAME"/>	<input type="text" value="LAST NAME"/>	Relationship With Gurdian	<input type="text" value="Please Select"/>
Gurdian's Mobile No*	<input type="text" value="Mobile No"/>			Gurdian's Email ID	<input type="text" value="email id"/>
Student Annual Family Income	<input type="text" value="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*

K2

Whether applied for K2 for the present course*

K3

Whether applied for K3 for the present course*

AIKYASREE

Whether applied for aikyasree for the present course*

OASIS

Whether applied for Oasis for the present course*

OTHER SCHOLARSHIP

Whether applied for Other Scholarship for the present course*

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.

 Dashboard

 Student Details

 Student Data Download

 Technical Support

Student Details

Search Type

Please Select

Please Select

Student ID

Student Temporary ID

Course/Programme

Aadhaar No

College/University Student ID

 Search

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 .

Banglar Uchchashiksha

Dashboard Student Details Student Data Download

Student Details For Delete

Course Level: * PG Programme Name: * M.A.-MASTER OF ARTS
Admission Academic Year: * 2021-2022

Search

Student List

Sl.No.	Student ID	Student Name	Gender	Course Level Name	Programme Name	Action	Delete Status	Delete Reason
1	100001866110	ABHIJIT MUDIKORA	MALE	PG	M.A.		No Action Done	
2	100001876824	ABIRLAL MUKHERJEE	MALE	PG	M.A.		No Action Done	
3	100001881846	ADITI GHOSH	FEMALE	PG	M.A.		No Action Done	
4	100000121319	ANJUM NAJ ANSARI	FEMALE	PG	M.A.		No Action Done	
5	100000154306	ANWESHA PAUL	FEMALE	PG	M.A.		No Action Done	

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

View Student Details ×

Student Verification Details ▾

Applicant Name	ABHIJIT MUDIKORA
Student ID	100001866110
Banglar Shiksha ID	
Date of Birth	2001-08-31
Aadhar No	*****
Applicant Mobile No.	9933690150
Applicant Email Id	abhijitmudikora72@gmail.com
Gender	MALE

Close ✓ Sent Delete Request To HOI

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

Banglar Uchchashiksha

Dashboard Student Details Student Data Download

Student Data Download

Excel Download

[Verified Student Data Excel Download](#) [Unverified Student Data Excel Download](#)

Pdf Download

Verified Student Data **Unverified Student Data**

Student ID [Download Details In Pdf](#)

B.A.(GENERAL)						
Sl No.	Admission Academic Session	Total	Male	Female	Others	Not Disclosed
1	2018-2019	8	4	4	0	0
2	2019-2020	93	61	32	0	0
3	2020-2021	174	113	61	0	0
4	2021-2022	88	71	17	0	0