



USER OPERATIONAL GUIDE

PHARMACY REGISTRATION

Prepared for the Health & Family Welfare Department,
Government of West Bengal

Table of Contents

1. Introduction.....	3
1.1 Purpose of this manual	3
1.2 Who should use this manual.....	3
1.3 Prerequisites.....	3
1.4 Structure of this manual.....	3
2. Home Page.....	4
2.1 Process Flow.....	4
2.2 Detailed Steps	4
2.3 Screenshot View.....	5

1. Introduction

1.1 Purpose of this manual

This manual is designed to provide you with an understanding of the Pharmacy Registration Website. The manual lists the various features and functions that are available whilst assisting you in carrying out each task with step by step instructions and guidance. Visual screens are captured to improve clarity and understanding of a function.

1.2 Who should use this manual

This manual is for students who are interested to study about pharmacy.

1.3 Prerequisites

Users should have a basic understanding of using a computer, keyboard and mouse. In addition, being able to understand basic functions of a web browser will be beneficial as well as elements such as pop-up windows. In some cases, more than one web page may be open; User should have knowledge of using and navigating to a different 'Tab' when required. Many of the terms and functions however are common across the Software including buttons such as 'Submit', 'Edit' and 'View'.

1.4 Structure of this manual

This manual will be organized in line with the Website screen and in the same hierarchical structure. Chapters within this manual are sequenced in the same order as the main menu headings and have the precise title names as the headings.

2. Home Page

Open your web browser search for Directorate of Medical Education of Government of West Bengal. Once you enter the home page you will be able choose the course of your choice and continue for application.

2.1 Process Flow



2.2 Detailed Steps

1. Open your web browser search for Directorate of Medical Education of Government of West Bengal.
2. On the Home Page You will view a table containing – Name of course, Start and End date of Registration and a hyperlink to Continue To Application.
3. Click on the Continue To Application adjacent to the course that you choose.
4. You will be redirected to the registration form.
5. Fill up the form carefully. Note the mandatory fields are marked with a red star.
6. Upload scanned picture and signature.
7. Click Save to save the details.
8. Now you will get a preview of the filled up form.
9. You can take a print out of the application from the Home Page Itself.
10. You can Also find a link to User Guide on the Home page which when clicked will redirect you to this manual in order to make you understand the procedure to register for the course.

2.3 Screenshot View

On the Home Page You will view a table containing – Name of course, Start and End date of Registration and a hyperlink to Continue To Application.

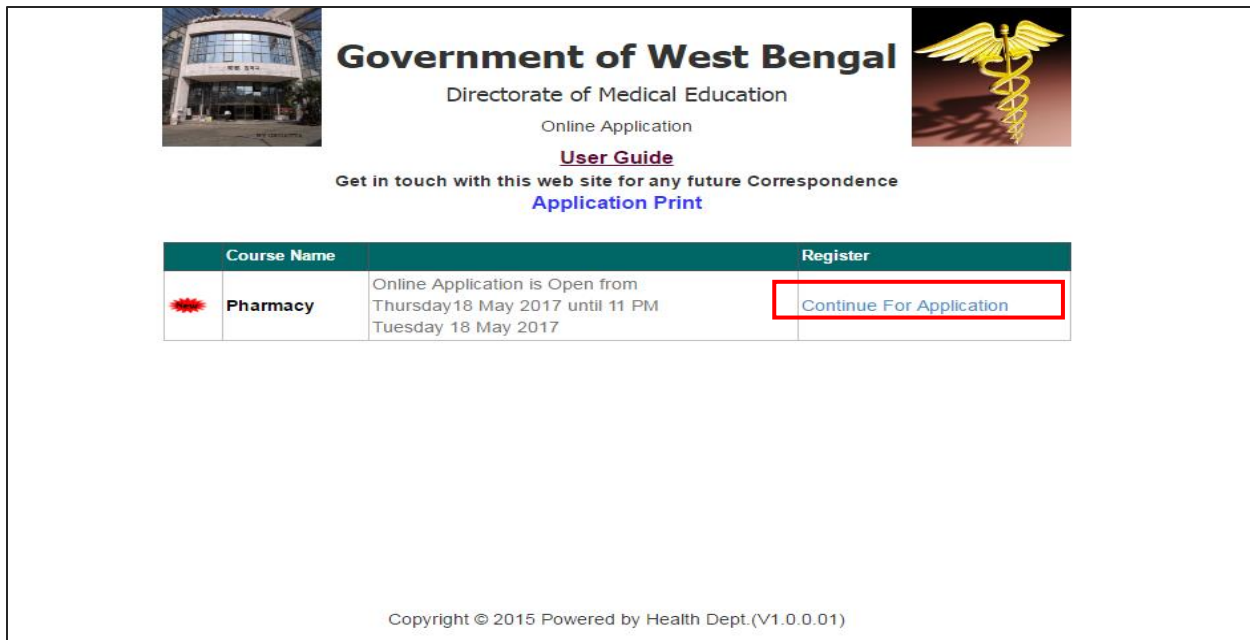


Government of West Bengal
Directorate of Medical Education
Online Application
[User Guide](#)
Get in touch with this web site for any future Correspondence
[Application Print](#)


Course Name	Register
 Pharmacy	Online Application is Open from Thursday 18 May 2017 until 11 PM Tuesday 18 May 2017 Continue For Application

Copyright © 2015 Powered by Health Dept.(V1.0.0.01)

Click on the Continue To Application adjacent to the course that you choose.



Government of West Bengal
Directorate of Medical Education
Online Application
[User Guide](#)
Get in touch with this web site for any future Correspondence
[Application Print](#)

Course Name	Register
 Pharmacy	Online Application is Open from Thursday 18 May 2017 until 11 PM Tuesday 18 May 2017 Continue For Application

Copyright © 2015 Powered by Health Dept.(V1.0.0.01)

You will be redirected to the registration form. Fill up the form carefully. Note the mandatory fields are marked with a red star.

Full Name of the applicant according to Madhyamik or Eqv. Examination (In Block Letters): *	BIKASH DHAR
Gender: *	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Others
Father's / Husband's Name (In Block Letters): *	OK DHAR
Mother's Name (In Block Letters): *	TAKE DHAR
Mobile No: *	9999999999
Email ID: *	bikash.test@test.com

Address For Communication : *		Permanent Address : *	
		<input checked="" type="checkbox"/> Same As Communication Address	
Address :	95 mirza ghalib st, Kolkata - 700021	Address :	95 mirza ghalib st, Kolkata - 700021
District:	Kolkata	District:	Kolkata
Pin Code :	700021	Pin Code :	700021

Date Of Birth: *	7/12/1995
Age as on 01/06/2016 01/06/2016 01/06/2016 01/06/2016	20 Year 10 Month 20 Day : *
Whether Resident of West Bengal: *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Caste : *	<input type="radio"/> SC <input checked="" type="radio"/> ST <input type="radio"/> OBC <input type="radio"/> General
Whether Physically Handicapped : *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Particulars of H.S. (10+2) or Equivalent Examination (science Stream): *	
a) Name of Examination Passed *	Higher Secondary
b) Name of Board / Council *	West Bengal Council Of Hig
c) Registration No of the Board / Council of H.S. or Eqv. Exam *	bik240

Upload scanned picture and signature.

Marks Details :			
	Total Marks	Total Marks obtained	Percentage of Marks obtained
Physics	<input type="text" value="100"/>	<input type="text" value="50"/>	<input type="text" value="50"/>
Chemistry	<input type="text" value="100"/>	<input type="text" value="50"/>	<input type="text" value="50"/>
Mathematics	<input type="text" value="100"/>	<input type="text" value="50"/>	<input type="text" value="50"/>
Biology	<input type="text" value="100"/>	<input type="text" value="50"/>	<input type="text" value="50"/>
All Subject Total	<input type="text" value="400"/>	<input type="text" value="200"/>	<input type="text" value="50"/>

Photo Upload * ImageHandler.jpg

Signature Upload * ImageHandler.jpg

Click Save to save the details.

Marks Details :			
	Total Marks	Total Marks obtained	Percentage of Marks obtained
Physics	<input type="text" value="100"/>	<input type="text" value="50"/>	<input type="text" value="50"/>
Chemistry	<input type="text" value="100"/>	<input type="text" value="50"/>	<input type="text" value="50"/>
Mathematics	<input type="text" value="100"/>	<input type="text" value="50"/>	<input type="text" value="50"/>
Biology	<input type="text" value="100"/>	<input type="text" value="50"/>	<input type="text" value="50"/>
All Subject Total	<input type="text" value="400"/>	<input type="text" value="200"/>	<input type="text" value="50"/>


Photo Upload * ImageHandler.jpg

Signature Upload * ImageHandler.jpg

Now you will get a preview of the filled up form.

Government of West Bengal
Directorate of Medical Education

Application for admission into Diploma Course in Pharmacy
for the Session of 2016-17



To
The Principal
Institute of Pharmacy,
Kalyani
P.O.-Kalyani, Dist.-Nadia,
PIN 741235.

Full Name of the applicant according to Madhyamik or Eqv. Examination : BIKASH DHAR
Gender : Male
Father's / Husband's Name : OK DHAR
Mother's Name : TAKE DHAR
Mobile No : 9999999999
Email ID : bikash.test@test.com
Address For Communication : 95 mirza ghalib st, Kolkata - 700021
District : Kolkata
Pin Code : 700021
Permanent Address : 95 mirza ghalib st, Kolkata - 700021
District : Kolkata
Pin Code : 700021
Date Of Birth : 12-07-1995
Age as on : 20 year 10 month 20 day
Whether Resident of West Bengal : Yes

Caste : ST
Whether Physically Handicapped : No
Particulars of H.S. (10+2) or Equivalent Examination (science Stream)
a) Name of Examination Passed : Higher Secondary
b) Name of Board / Council : West Bengal Council Of Higher Secondary Education
c) Registration No of the Board / Council of H.S. or Eqv. Exam : bik240

Marks Details			
	Total Marks	Total Marks obtained	Percentage of Marks obtained
Physics	100	50	50.00
Chemistry	100	50	50.00
Mathematics	100	50	50.00
Biology	100	50	50.00
All Subject Total	400	200	50.00

2

Declaration
All the above statements given by me are true to the best of my knowledge and belief. If any statement is considered to be false or half-true, my candidature is liable to be cancelled without any notice.

Full Signature of the candidate

Place:
Date:

Residential Certificate

This is to certify that Sri / Smt. _____ Son / Daughter of _____ is a permanent resident of West Bengal.
His / Her parents are permanent residents of West Bengal.

Signature with Seal

Full Signature of the candidate

Place:
Date:

Residential Certificate

This is to certify that Sri / Smt. _____ Son / Daughter of _____ is a permanent resident of West Bengal.
His / Her parents are permanent residents of West Bengal.

Signature with Seal

Medical Fitness Certificate

This is to certify that Sri / Smt. _____ Son / Daughter of _____ is thoroughly examined by me. He / She has no bodily defect or mental infirmity except _____ likely to incapacitate him / her in near future to continue his / her study in Diploma in Pharmacy.

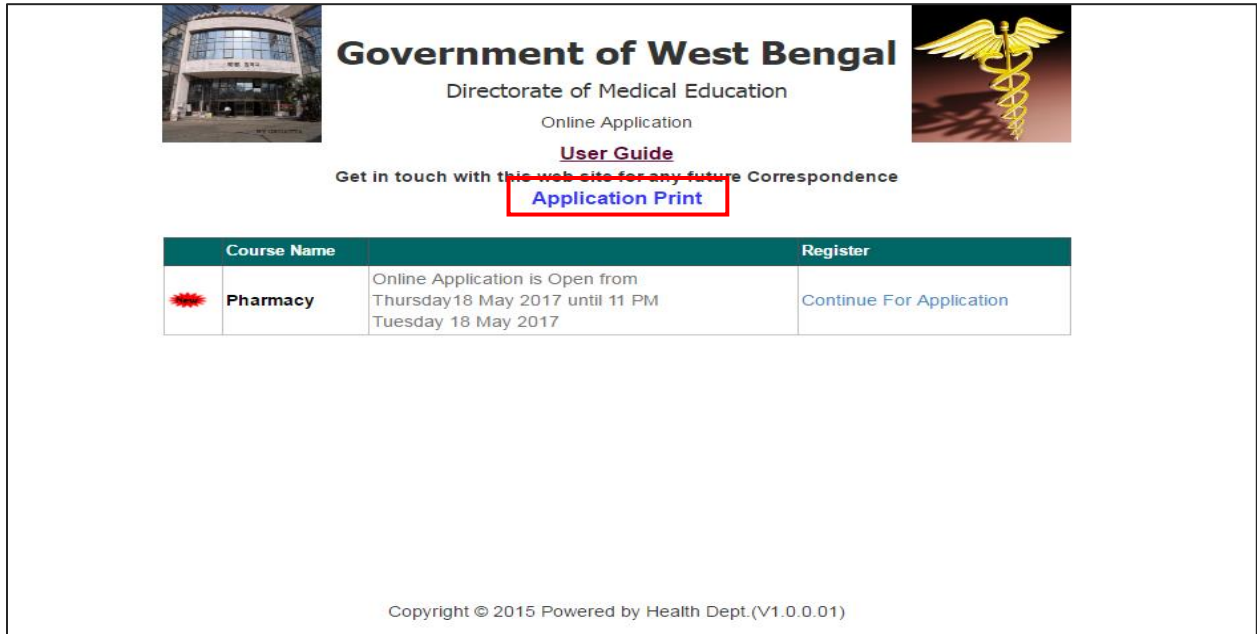
Signature with Regn. No. (W.B.M.C.) & Seal
(Name in Block Letter)

Certificate issued by a Registered Eye Specialist


This is to certify that Sri / Smt. _____ Son / Daughter of _____ is examined by me. He / She has normal acuity of vision (with / without glass / lens). He / She has no colour blindness.

Signature with Regn. No. & Seal
(Name in Block Letter)

You can take a print out of the application from the Home Page Itself.

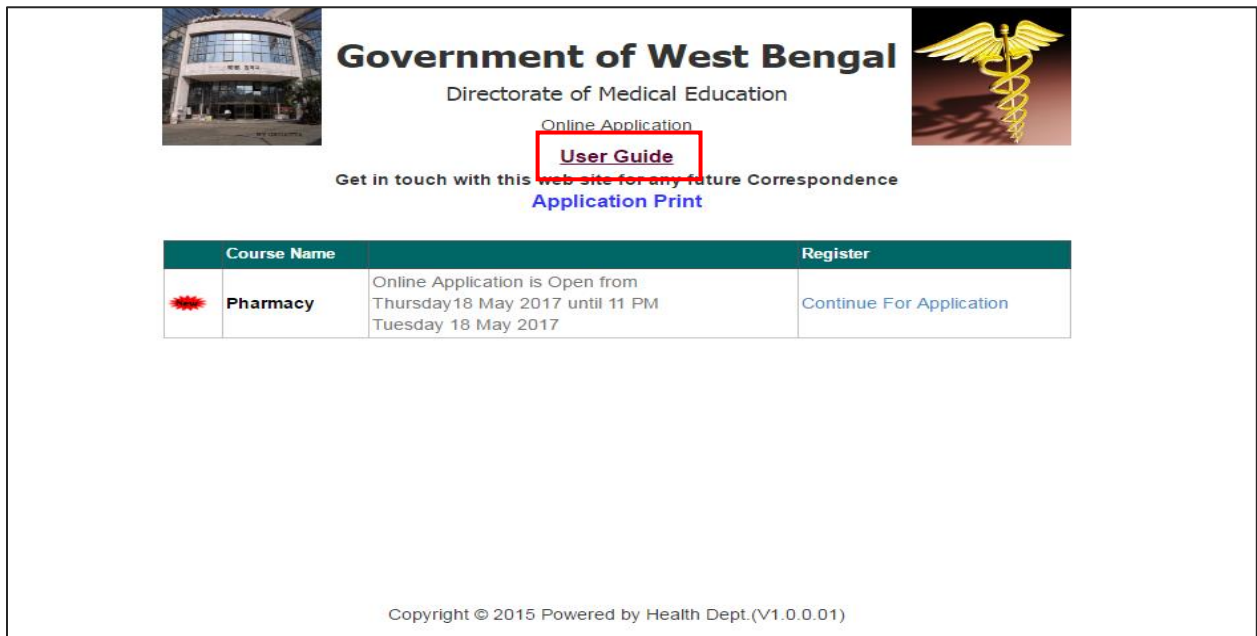


Government of West Bengal
Directorate of Medical Education
Online Application
[User Guide](#)
Get in touch with this ~~web site for any future~~ Correspondence
[Application Print](#)


Course Name		Register
 Pharmacy	Online Application is Open from Thursday 18 May 2017 until 11 PM Tuesday 18 May 2017	Continue For Application

Copyright © 2015 Powered by Health Dept.(V1.0.0.01)

You can also find a link to User Guide on the Home page



Government of West Bengal
Directorate of Medical Education
Online Application
[User Guide](#)
Get in touch with this ~~web site for any future~~ Correspondence
[Application Print](#)

Course Name		Register
 Pharmacy	Online Application is Open from Thursday 18 May 2017 until 11 PM Tuesday 18 May 2017	Continue For Application

Copyright © 2015 Powered by Health Dept.(V1.0.0.01)