

Foqas Academy

School Management System

User Manual: **Admission**

In order to work with student admission, you need to set up some things in the admin panel at the beginning.

- ⇒ Admission year has to be created under the specified **Academic Session**.



Current Session : 2022

Dashboard

Admissions

Students

Human Resource

Academics

Attendance

Exams

Communication

Admission / Admission Year

Admission Year

Year

Shift

Ex: Shift A

Status

Choose

Create

Year List

Search:

#	Year	Shift	Status	Created Date	Edit	Delete
1	2022	Day	Active	Tuesday, December 28, 2021	Edit	Delete

Showing 1 to 1 of 1 entries

Previous 1 Next

Note: The status must be activated.

If you click on the **CREATE** button, the admission year will be created. And will show in the year list.

- ⇒ Depending on the grade under which the student admission is to be published, the academic grade must be created and a section called **ADMISSION** under that grade must be created.



Current Session: 2022

Academics / Grade

#	Class	Group	Level	Courses	Students	Routines	Syllabus	Promotion
1	BCJCA	N/A	A1	Admission				
2	BCJP1	N/A	P1	Admission				
3	BCP1A	N/A	P1	Admission				
4	BCP2A	N/A	P2					

Buttons: Add Grade, Section Add

NOTE: To create a grade, you need to click on **Add grade**. If you want to publish an admission under any of the previously included grades, then you have to create a **section** under this grade called **ADMISSION**.

Add New Section

Grade
BCP1A

Section Name
Admission

Room Number
Room Number

Submit

Close

⇒ If you have not set up before, you have to set up some things according to the criteria from the **Admission section** under the **website setting**.

- Admissions
- Students
- Human Resource
- Academics
- Attendance
- Exams
- Communication
- Certificates
- Subscription
- Make a Payment
- Website Settings**
- Manage Accounts
- Manage Library

Basic Info		Admission Section																																			
Name	Bangladesh Language and Cultural Foundation	Admission Form	Published																																		
Short Name	BLCF	Admission Login info	Yes																																		
Secret key	Teacher : T36846 Staff : S36846 Generate new	Admission Verify	Yes																																		
Web URL	21224907.fqasacademy.com	Admission Payment Status	Without Payment																																		
Custom Website	www.blcf.sg	Admission Amount Charge	Amount with Stripe/Sslcommerz charge																																		
Tag Line	Empty	Admission Amount	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>BCJCA</td><td>:0.31 \$</td></tr> <tr><td>BCJP1</td><td>:0.31 \$</td></tr> <tr><td>BCP1A</td><td>:0.31 \$</td></tr> <tr><td>BCP2A</td><td>:0.31 \$</td></tr> <tr><td>BCJP2</td><td>:0.31 \$</td></tr> <tr><td>BCJP3</td><td>:0.31 \$</td></tr> <tr><td>BCP3A</td><td>:0.31 \$</td></tr> <tr><td>BCJP4</td><td>:0.31 \$</td></tr> <tr><td>BCP4A</td><td>:0.31 \$</td></tr> <tr><td>BCJP5</td><td>:0.31 \$</td></tr> <tr><td>BCP5A</td><td>:0.31 \$</td></tr> <tr><td>BCP6A</td><td>:0.31 \$</td></tr> <tr><td>BCJP6</td><td>:0.31 \$</td></tr> <tr><td>BCS1A</td><td>:0.31 \$</td></tr> <tr><td>BCJS1</td><td>:0.31 \$</td></tr> <tr><td>BCS2A</td><td>:0.31 \$</td></tr> <tr><td>BCJS2</td><td>:0.31 \$</td></tr> </table>	BCJCA	:0.31 \$	BCJP1	:0.31 \$	BCP1A	:0.31 \$	BCP2A	:0.31 \$	BCJP2	:0.31 \$	BCJP3	:0.31 \$	BCP3A	:0.31 \$	BCJP4	:0.31 \$	BCP4A	:0.31 \$	BCJP5	:0.31 \$	BCP5A	:0.31 \$	BCP6A	:0.31 \$	BCJP6	:0.31 \$	BCS1A	:0.31 \$	BCJS1	:0.31 \$	BCS2A	:0.31 \$	BCJS2	:0.31 \$
BCJCA	:0.31 \$																																				
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BCS1A	:0.31 \$																																				
BCJS1	:0.31 \$																																				
BCS2A	:0.31 \$																																				
BCJS2	:0.31 \$																																				
EIIN Number	371324																																				
School Code	Empty																																				
Highlights Counter	Yes																																				
Established	2021																																				
Language	English																																				
Country	Singapore																																				
Timezone	Asia/Singapore																																				
Home About Title	OUR HISTORY																																				

Our Mission	To render the best services to our children to lea...
Our Vision	- We envisage one day Bengali will be a fully reco...
Map	Empty
Slider and Notice as well	Left Slider and Right Notice
Breaking News	Yes
Breaking News Position	Top bar Bottom
Breaking News Background	#0077f7
Breaking News Text Color	#ffffff
Theme Background	#0077f7
Theme Text Color	#f5f9fc
Menu Background	#000000

Admission Form Download	Yes
Admission Exam	Yes
Admission Admit Card	Yes
Admission Admit Card Template	Empty
Admission Result	Yes
Merit List Show Marks	Yes
Admission Result Published Time	Empty
First Waiting List	Yes
Second Waiting List	Yes
Third Waiting List	Yes
Admission Additional file	☒ Student Photo ☒ Birth Certificate ☒ Transfer Certificate ☒ Citizenship Certificate ☒ MOE Approval for taking Bangla as Mother Tongue

⇒ Click here for some specific changes. (For edit section **ADMISSION**)

Current Session : 2022

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Academics / Grade

#	Class	Group	Level	
1	BCJCA	N/A	A1	Courses Students Routines Syllabus Promotion
2	BCJP1	N/A	P1	Courses Students Routines Syllabus Promotion
3	BCP1A	N/A	P1	Courses Students Routines Syllabus Promotion
4	BCP2A	N/A	P2	Courses Students Routines Syllabus Promotion

Here you must input total admission student

Academics / Section / Edit

Grade Course Course Group Session Assign Teacher Class Routine Syllabus Department

Section Name: Admission Room Number: 0 Status: Active

Admission Total Student: 0 Admission Amount: 0 Lottery Base: Base on without Mark

First Waiting Total: 0 Second Waiting Total: 0 Third Waiting Total: 0

Update

Then you have to **UPDATE** as required.

⇒ Candidates can submit the application for admission from here.

BLCF

HOME ABOUT US COMMITTEE & HON AUDITORS MEMBERS EVENTS GALLERY ADMISSION APPLY FOR JOBS CONTACT

APPLY FOR ADMISSION

[Download Admission Form](#)

How to Fillin the Admission form

- 1) Fill in the Admission Form with a valid Email ID & 8-digit password
- 2) You may also download the manual form and email to : info@blcf.sg / c.c. To : milia_sabed@hotmail.com
- 3) Chose your branch correctly. Either "Zhangde" or "Pioneer"
- 5) If you choose "Zhangde" please c.c to: ara_arjuman@yahoo.com
- 4) If you choose "Pioneer" please c.c. To : shamima.jhunu@gmail.com

Login Information

Email	Password	Mobile *

Student Personal Information

Name as in the Birth Certificate *	Father Name *	Mother Name *
Class *	Admission in Bengali Class	Place of Birth *
To be Assigned		
Date of Birth *	Birth Certificate No/NRIC No/Passport No	Gender *
		Choose
Blood Group *	Religion *	Name and Address of Main School
N/A	N/A	

Branch	Nationality	Resident status
Pioneer Primary	Singaporean	Choose
Class presently enrolled In the main School Previous knowledge of Bengali Language		Upload Picture *
☒ Good ☐ Fair ☐ Poor ☐ Nil		Choose Picture
Birth Certificate	Transfer Certificate	Citizenship Certificate
Choose File	Choose File	Choose File
MOE Approval for taking Bangla as Mother Tongue		
Choose File		

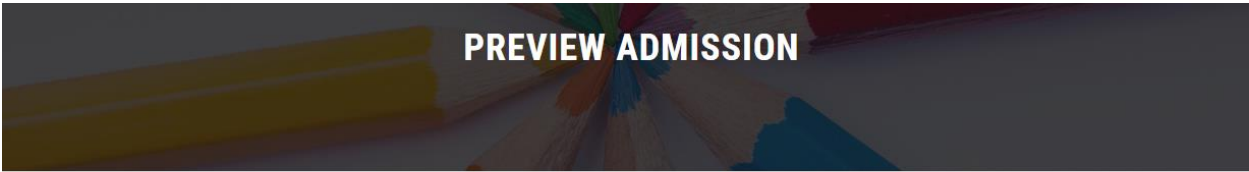
Particulars Of Parents/Guardian

Name	E-mail	Address
Nationality	Occupation	Mobile
Singaporean		
Nationality	Occupation	Mobile
Singaporean		
NRIC No./Passport No.	Phone	

Emergency Contact Information

Name *	Address *	Mobile *
Relationship *		

- After fill-up in all the Student Information in the Admission Form, you have to click on **NEXT AND PREVIEW**. (* Marked fields are required).
- If everything is OK on the **review** page, the application can be submitted.
- Then you have to click on **SUBMIT** button.



Print

Student Personal Information

Name as in the Birth Certificate	: Jangalbadhal High School	Level	: Pioneer Primary
Father Name	: b	Class	: BCS4A

After **submitting** the application form, applicant copy with application id will be available. Candidates can print it-if they want.

⇒ Next, need to note down the application id for the payment process.

⇒ After submitting the application form, all the applications will be listed to the **APPLICATIONS**.

From there, every application has to be verified and approved.

Current Session : 2022

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Admission / Applications

Admission Year Applications Form **Applications** Applications Short List Marks Entry Lottery Enroll In Instruction **Download**

Show 25 entries

#	Roll	Password	Student Name	Father Name	Grade	Gender	Religion	Status
1	2022111	106622	Jangalbadhal High School	b	BCS4A	Female	Islam	Pending
2	2022112	224888	Whilemina Christian	A	BCJS4	Male	Islam	Pending

Showing 1 to 2 of 2 entries

Previous

Pending

Pending

Approve

Reject

Paid

Unpaid

Current Session : 2022

Admission / Applications

Total Amount : 0.00 Tk

Admission Year Applications Form **Applications** Applications Short List Marks Entry Lottery Enroll In Instruction Download

Show 25 entries

#	Roll	Password	Student Name	Father Name	Class	Gender	Religion	Status	Transition ID	Amount
1	2022107	233441	A	B	One	Female	Islam	Unpaid	N/A	

Showing 1 to 1 of 1 entries

Previous 1 Next

After approving, the application will be shortlisted.

Current Session : 2022

Admission / Applications Short List

Total Amount : 0.00 \$

Admission Year Applications Form Applications **Applications Short List** Marks Entry Lottery Enroll In Instruction Download

Show 25 entries

#	Roll	Password	Student Name	Father Name	Grade	Gender	Religion	Status
1	2022110	676084	REHAN AHAMMED	MD ASHRAFUL ALAM	BCJP4	Male	Islam	Approve
2	2022111	106622	Jangalbadhal High School	b	BCS4A	Female	Islam	Approve
3	2022112	224888	Whilemina Christian	A	BCJS4	Male	Islam	Approve

Showing 1 to 3 of 3 entries

Previous 1 Next

- Once the admission process is completed on the basis of the Admission Test, you have to click on the **MARKS ENTRY** for the next process.

Note:

In order to proceed to the next process i.e. to enroll through lottery the admin must enter a specific mark here.

Current Session : 2022

Admission / Marks Entry

Admission Year Applications Form Applications Applications Short List **Marks Entry** Lottery Enroll In Instruction

Marks Entry BCS4A

#	Admission Roll	Student Name	Father Name	Grade	Gender	Mark
1	2022111	Jangalbadhal High School	b	BCS4A	Female	40
2	2022112	Whilemina Christian	A	BCS4A	Male	30

Showing 1 to 2 of 2 entries

Previous 1 Next

- Clicking on the **GENERATE** button for lottery process with all those students after mark entry will show the result of lottery below.

Admission / Marks Entry

Admission Year Applications Form Applications Applications Short List Marks Entry **Lottery** Enroll In Instruction

Select Class Lottery In Total Generate In

Select Class 0 Choose ☐ All **Generate**

Bangladesh Language and Cultural Foundation
23 Chuan Terrace, Lorong Chuan, Singapore 558491



Enroll In: BCS4A
Generate Lottery

#	Admission Roll	Student Name	Father Name	Mobile	Grade	Gender	Position
1	2022112	Whilemina Christian	A	17531365565	BCS4A	Male	1st
2	2022111	Jangalbadhal High School	b	01792036969	BCS4A	Female	2nd

- ⇒ Then click **ENROLL IN** to enroll the student in the specific grade.
Before that you have to go from website setting to admission section and publish the admission result & set admission result publishes time.

About Us Bangladesh Language and Cultural Foundation was established in Singapore on July...

About Us Photo  Remove

Our Mission To render the best services to our children to lea...

Our Vision - We envisage one day Bengali will be a fully reco...

Map Empty

Slider and Notice as well Left Slider and Right Notice

Breaking News Yes

Breaking News Position Top bar Bottom

Breaking News Background #0077f7

Breaking News Text #ffffff

Admission Result Published Time

June 2022

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Admission Result Published Time Empty

First Waiting List Yes

Second Waiting List Yes

Third Waiting List Yes

- ⇒ That will show the result based on the merit list. After inputting information under specific section and course group, click on **ENROLL NOW** button.

Current Session : 2022

Admission / Enroll of Student

Admission Year Applications Form Applications Applications Short List Mark Entry Lottery **Enroll In** Instruction

Enroll In: One Merit List Class: One - Section: Shaq Admission Current Date Time: 01:41 PM 20/06/2022

#	Admission Roll	Name	Father Name	Marks	To Session	Class	Section	Course group
1	2022107	A	B	40	2022	One - Section: Shaq	B	1
2	2022108	r	p	30	2022			2

Enroll Now

The process will be completed.

- ⇒ Then student's show in student list.

Current Session : 2022

Students / Student's List

Student's List Student Race Student Branch Board Exam **Download** **Add Student**

Show 25 entries Search:

#	Code	Student Name	NRIC	Level	Stream	Nationality	Citizenship	School	NTIL	CG	BCS4A	Wee / ISF
16	371324375	AHNAF HASNAEEN ANU MUSTAFIZ	T0615116C	S4	EX	Singaporean	SC	TECK WHYE SECONDARY SCHOOL	Bangla	BLCF	BCS4A	
26	371324376	AMANA BINTE HOSSAIN	T0674241B	S4	NA	Bangladeshi	PR	BUKIT MERAH SECONDARY SCHOOL	Bangla	BLCF	BCS4A	

- Admission instructions can be changed from here.

Current Session : 2022

Admission / Admission Instruction

Admission Year Applications Form Applications Applications Short List Marks Entry Lottery Enroll In **Instruction**

Instruction Title
How to Fillin the Admission form

Manual Admission Form Upload **View**

Choose File

Instruction Description

Source Copy Paste Bold Italic Underline Strikethrough Font Color Background Color Bulleted List Numbered List Indent Left Indent Right Decrease Indent Increase Indent Link Unlink Image Video Table Horizontal Line Smiley Omega More

Styles Format Font Size A B

- 1) Fill in the Admission Form with a valid Email ID & 8-digit password
- 2) You may also download the manual form and email to : Info@blcf.sg / c.c. To : mlia_sabed@hotmail.com
- 3) Chose your branch correctly. Either "Zhangde" or "Pioneer"
- 5) If you choose "Zhangde" please c.c to: ara_arjuman@yahoo.com
- 4) If you choose "Pioneer" please c.c. To : shamima.jhunu@gmail.com

Submit

Typing in text area, after clicking on **SUBMIT** button, the instructions will be updated.