



কন্যাশ্রী প্রকল্প

পশ্চিমবঙ্গ সরকারের একটি উদ্যোগ

**Kanyashree Prakalpa**

An Initiative of Govt. of West Bengal



# USER MANUAL



মেয়েরা আমাদের ঘরের ‘সম্পদ’  
ভবিষ্যতের – অনন্য  
ওদের নিজ পায়ে দাঁড়াতে দিন  
“কন্যাশ্রী” ওদের প্রেরণা

— মমতা বগ্নাজী

মাননীয় মুখ্যমন্ত্রী, পশ্চিমবঙ্গ সরকার



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# User Manual

This manual guides Head of Institution (School) to access Kanyashree Prakalpa actions through their secured portlet.

## A. LOGIN PROCESS

### Step – 1

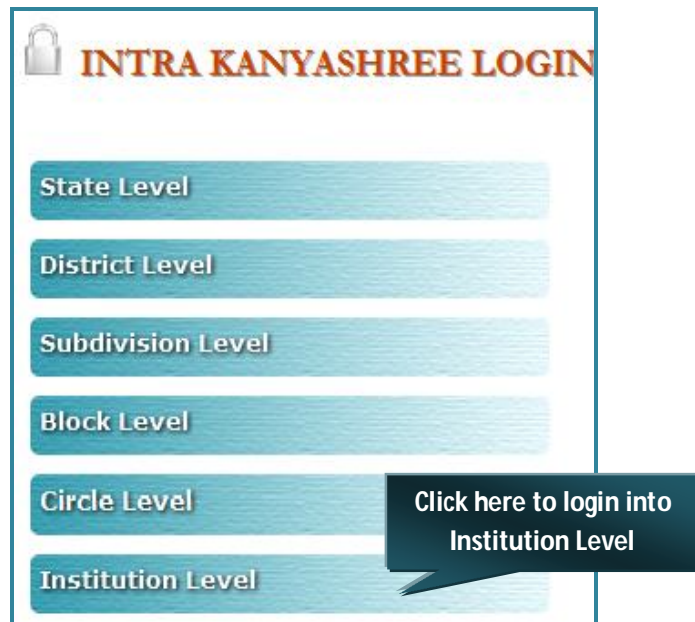
Use “Intra Kanyashree Login” to access your responsibilities.

The screenshot shows the Kanyashree Prakalpa website interface. At the top, there is a navigation menu with buttons for HOME, KANYASHREE, GUIDELINES, DOWNLOADS, and FAQ. Below this is a search bar and three main menu items: TRACK APPLICATION STATUS, WHO ARE ELIGIBLE, and GUIDELINES. The main content area is divided into three columns. The left column contains the 'Kanyashree Prakalpa' section with a description of the scheme and a 'VIEW MORE' button. The middle column contains the 'Latest News' section with a news item about the 2013 CCT scheme and a 'VIEW MORE' button. The right column contains the 'Student's Corner' section with links for 'Status Checking' and 'Feedback'. A red box highlights the 'Intra Kanyashree Login' button, and a blue callout box with the text 'Click here to Login' points to it. Below the main content area, there is a statistics box showing 'Visitors : 1258' and 'Online : 125'. The footer contains the website's copyright information and a disclaimer.



### Step – 2

Login has been divided into various levels according to hierarchy. Data entry has to start from the “Institution Level” .



### Step -3

Click on” Head of the Institution (HOI)” tab.





### Step – 4

For HOI, please login with the user login id of your school (DISE code).

The screenshot shows the login interface for the Head of Institution (HOI). It includes a title 'Head Of Institution (HOI)', a 'USER NAME' field with the value '19110414103', a 'PASSWORD' field with masked characters, a CAPTCHA image showing '8k53c', and a corresponding input field with the same text. A 'Login' button is at the bottom right. Four numbered callouts provide instructions: 1. Enter unique User ID, 2. Enter password, 3. Enter same text as shown, and 4. Click here to LOGIN.

### Dashboard

Dashboard will show you the applications status at glance.

The dashboard for the Head of Institution (HOI) is displayed. It features a header 'Head Of Institution (HOI)' and a welcome message 'Welcome KOLSUR HIGH SCHOOL'. Below this is a table with five columns representing different application statuses, all showing a count of 0. A 'Dashboard' button is located at the bottom center.

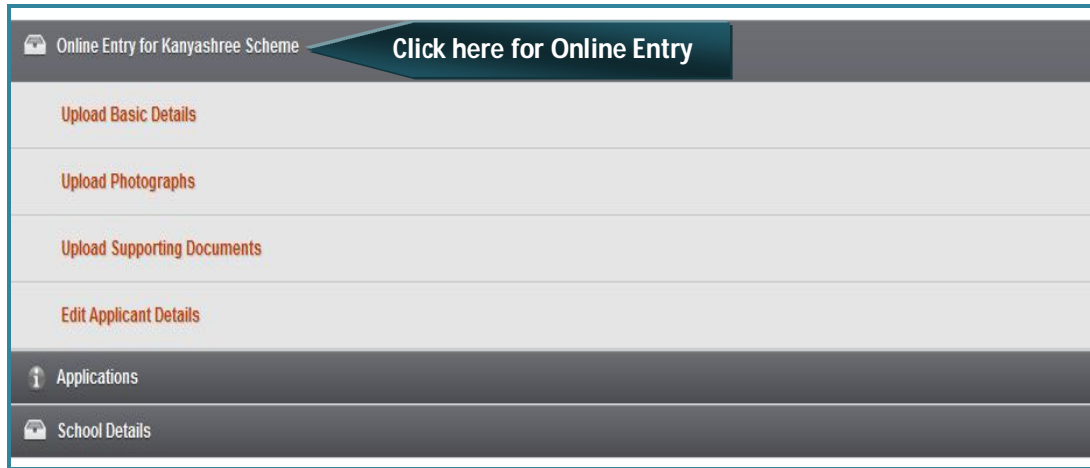
Complete Applications Received	Partial Applications Received	Applications Pending For Approval	Verified Applications	Sanctioned Applications
0	0	0	0	0



## B. Process for Online Entry

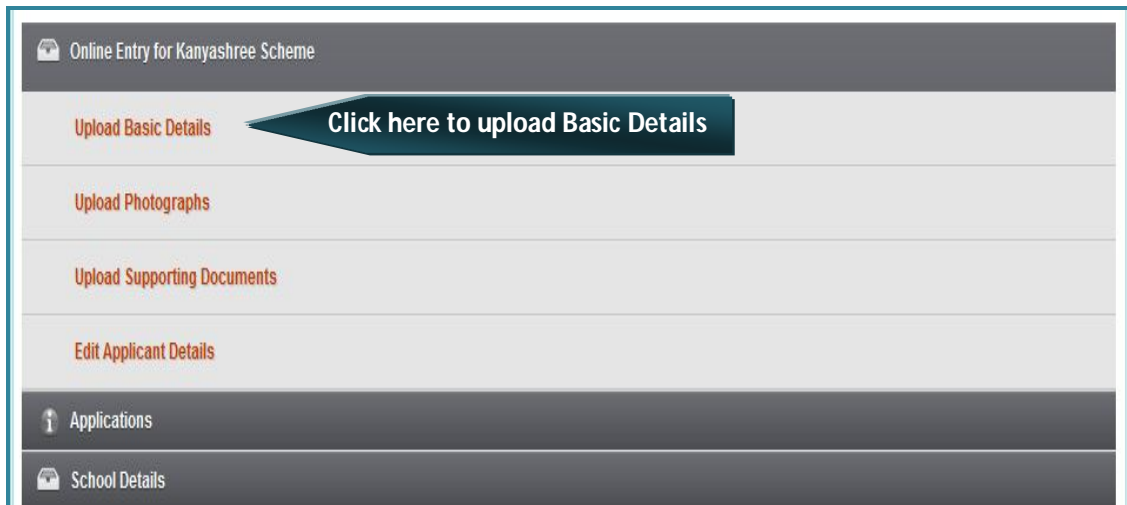
### Step – 1

Use “Online Entry for Kanyashree Scheme” tab to fill up application form.



### Step – 2

Use “Upload Basic Details” link to fill up the basic details of applicant.





## Kanyashree Prakalpa

### Step -3

At first select any “Type of Scheme” and click on the radio button. Form K1 is the “Annual” Scheme and Form K2 is the “One Time Grant”.

CANDIDATE BASIC DETAILS should be submitted to “GENERATE CHILD ID”. Remember “\* ” marked fields are mandatory and must be filled for successful submission.

Online Kanyashree Prakalpa Application Form

Serial Number of the Application \*

INITIAL INFORMATION

2. Click on this radio button

Type of Scheme \*  ANNUAL SCHOLARSHIP (FORM K1)  ONE TIME GRANT (FORM K2)

Type of Institute \* --Select Institute--

3. Click here to select type of Institute

Progress...0%

CANDIDATE BASIC DETAILS

Applicant's Name *	<input type="text"/>	<input type="text"/>	<input type="text"/>
DOB(DD/MM/YYYY) *	<input type="text"/>	(dd/mm/yyyy e.g. 08/06/2004)	
Father's Name *	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mother's Name *	<input type="text"/>	<input type="text"/>	<input type="text"/>
(e)	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<span style="border: 1px solid gray; padding: 2px;">--Select Relation--</span>	Click here	

with applicant

GENERATE CHILD ID RESET

4. Fill up these \* marked fields

5. Click here to Generate Child ID



### Step -4

After generating the Unique Child ID the full detail form will appear. There are several parts of that part. The first part of this form is “Personal Details”. Remember “\*” marked fields are mandatory and must be filled for successful submission.

**Online Kanyashree Prakalpa Application Form**

Basic entry successful!! System generated Unique Applicant Id is: **19110414103130000003**  
Please Note Down the Applicant Id for writing it in Hard Copy Form.

Progress....54%

\* Marked fields are mandatory & must be filled.

Application Serial No **000011**

**PERSONAL DETAILS**

Marital Status *	<input type="text" value="Un-Married"/>		
Physically Challenged*	<input checked="" type="radio"/> Yes <input type="radio"/> No	Percentage of Disability (as per certificate)	<input type="text" value="45"/> %
	<input type="text" value="GENERAL"/>	Both Father & Mother Deceased *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Aadhaar Card	<input checked="" type="radio"/> Yes <input type="radio"/> No	Aadhaar Number	<input type="text" value="4848484848"/>
Gross Annual Family Income (Rs)	<input type="text" value="110000"/>		

Fill up these \* marked fields

Click on the button to select if the candidate physically challenged or not

Enter the percentage in digit

Version-1.000 @ 25.09.2013

7 | Page



### Step -5

The next part of this form is “Contact Details”. Fill up both the Current Address and Permanent Address. If both the Current address and Permanent address are same then tick the “Same as Current Address” checkbox. The Permanent address will automatically appear as Current Address.

**CONTACT DETAILS**

Current Address

House No

Street/Road   
12 characters entered. | 38 characters remaining.

Post Office \*  Enter the Post office

Select District \*  1. Enter the District from dropdown

Block/Municipality \*  2. Enter the Block after selecting District

Police Station \*

PIN \*

Permanent Address  Same as Current Address

House No

Street/Road   
0 characters entered. | 50 characters remaining.

Post Office \*

Select District \*

Block/Municipality \*

Police Station \*

PIN \*

Contact No \* +91  Enter the 10digit mobile number



### Step -6

The next part of this form is “Educational Institution Details”. The Institution Detail will appear automatically.

EDUCATIONAL INSTITUTION DETAILS	
Institution's Name *	KOLSUR HIGH SCHOOL
<b>Address *</b>	
Institution's Premises No	4A
Locality/Road	DEGANGA ROAD 12 characters entered.   38 characters remaining.
Post Office *	DEGANGA
Select District *	NORTH TWENTY FOUR PARGANA
Block/Municipality *	DEGANGA
Police Station *	DEGANGA
PIN *	744444
Affiliated To *	WBBSE

### Step -7

The next part of this form is “Bank Details”. Select the Bank Name from the dropdown and fill-up the respective fields.

BANK DETAILS		
Bank Name *	BANK OF INDIA	1. Select Bank from dropdown
Branch Name *	DEGANGA	2. Enter the Branch name
Branch Code	77777777	
A/C Number *	44444444444444	3. Enter the A/C Number
IFSC code *	BKID0 56A666	4. Enter the IFSC Code

The \* marked fields are mandatory



### Step -8

The next part of this form is “Declaration”. Select the declaration date from the calendar.

The screenshot shows a form titled "DECLARATION" with five rows of date selection fields. Each row has a label, a date input field, and a calendar icon. A callout points to the calendar icon in the first row with the text "Click on the calendar to enter the date". At the bottom of the form, there are "SUBMIT" and "RESET" buttons. A callout points to the "SUBMIT" button with the text "Click to Submit the Form".

DECLARATION		
A. Candidate's Declaration Date	02/09/2013	(dd/mm/yyyy e.g. 08/06/2004)
B. Parent's or Legal Guardian Declaration Date	04/09/2013	(dd/mm/yyyy e.g. 08/06/2004)
C. HOI Declaration Date		(dd/mm/yyyy e.g. 08/06/2004)
D. Superintendent Declaration Date	04/09/2013	(dd/mm/yyyy e.g. 08/06/2004)
E. Appropriate Certifying Authority Declaration Date	07/09/2013	(dd/mm/yyyy e.g. 08/06/2004)

Click to Submit the Form

SUBMIT RESET

### Step -9

After submitting the full entry form the next part is “Upload Attested Scanned Photograph” section. This part allows to Upload Candidates Scanned Photograph. Note that the photo must be in JPG/ JPEG format.

The screenshot shows the "UPLOAD ATTESTED SCANNED PHOTOGRAPH" section. At the top, it displays "System generated Unique Applicant Id: 19110414103130000003" and "Application Serial No 000011". Below this is a "BROWSE..." button. A callout points to the "BROWSE..." button with the text "Click on the browse button and chose photo from your local disk". The file name "32696rpw20080007.jpg" and size "[50 Kb]" are shown next to the button. Below the file information, there is a "SUBMIT" button. A callout points to the "SUBMIT" button with the text "Click on Submit to Preview and Crop the image".

System generated Unique Applicant Id: 19110414103130000003  
Application Serial No 000011

Click on the browse button and chose photo from your local disk

UPLOAD ATTESTED SCANNED PHOTOGRAPH

Photograph BROWSE... 32696rpw20080007.jpg [50 Kb] [JPG,JPEG ONLY]

Click on Submit to Preview and Crop the image

SUBMIT



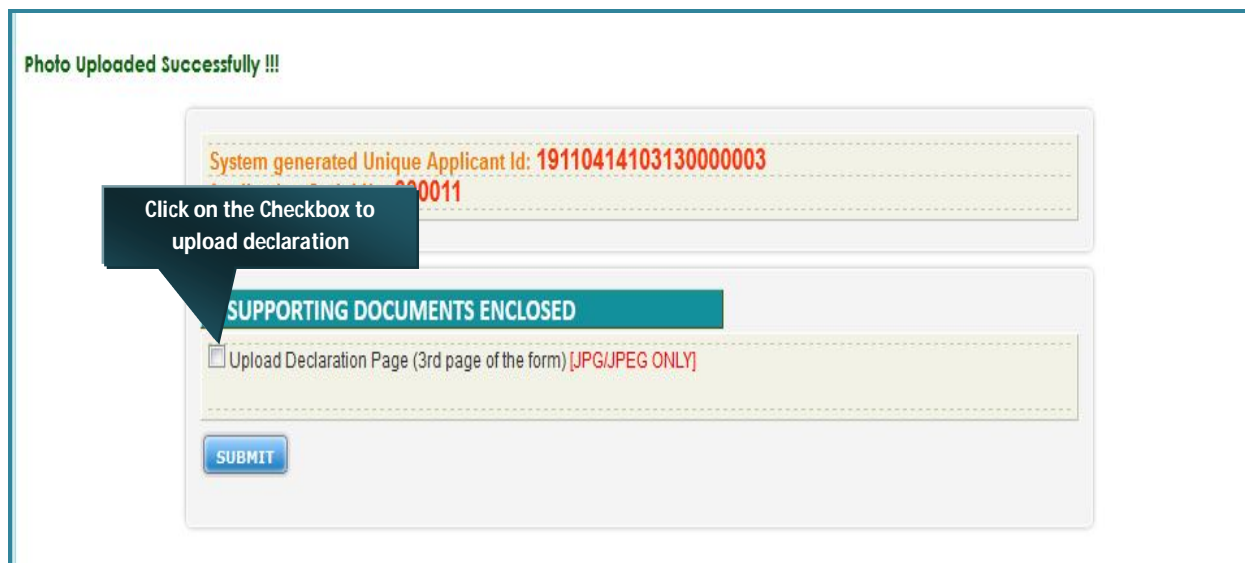
### Step -10

This Create Thumbnail part allows cropping and saving the image.



### Step -11

The last and the final part of the form is Supporting Documents Enclosed part. The scanned document should be in JPG, JPEG format. Tick the checkbox to get the browse button.





## Step -12

The last and the final part of the form is Supporting Documents Enclosed part. The scanned document should be in JPG, JPEG format. Tick the checkbox to get the browse button.

System generated Unique Applicant Id: 19110414103130000003  
Application Serial No: 000011

**SUPPORTING DOCUMENTS ENCLOSED**

Upload Declaration Page (3rd page of the form) [JPG/JPEG ONLY]  scan0002.jpg

Click on the browse button and chose scanned declaration in JPG format from your local drive

Click on Submit to upload the declaration

KOLSUR HIGH SCHOOL, Head Of Institution (HOI)

**Declaration Uploaded Successfully**

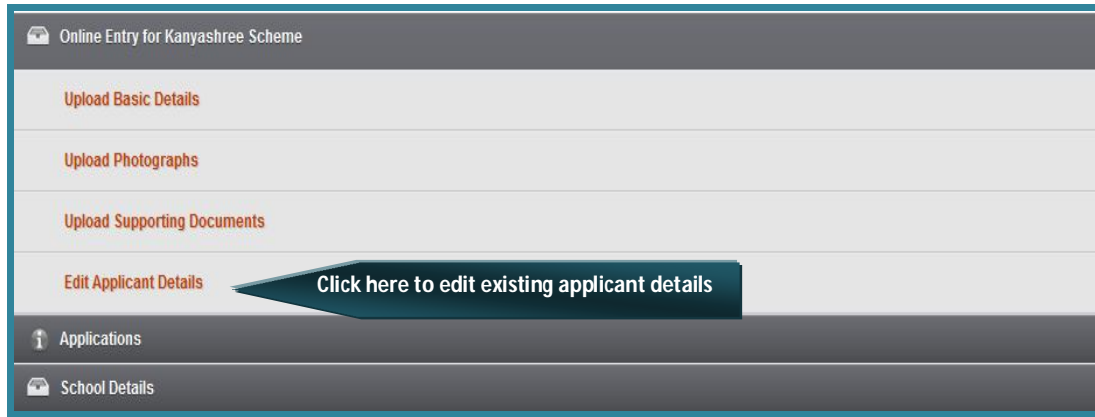
Success Message after full Insertion



### C. Process for Edit Existing Application

#### Step – 1

The Applicant Details can be edited further from Edit Applicant Details.



#### Step – 2

The Applicant Details can be edited further from Edit Applicant Details. Click on the form icon to edit the full detail of the applicant.

SL. NO	APPLICATION ID	APPLICANT NAME	PARTIAL ENTRY	FORM	PHOTO	DOCS
1	1911041410313000001	TEST TEST TEST				
2	1911041410313000002	TEST NEW TEST TEST NEW	---			
3	1911041410313000003	SANTI LATA GHOSH	---			



### Step – 3

The Applicant full entry can be edited as per requirement. Note that some fields cannot be edited and those are mentioned below. Also “\*” marked field cannot be left blank.

**Personal Detail Edit:** Edit disabled for Marital Status. Other fields are editable.

PERSONAL DETAILS	
Marital Status *	UN-MARRIED
Physically Challenged *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Percentage of Disability (as per certificate)	45 %
Category	GENERAL
Both Father & Mother Deceased *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Aadhar Card	<input checked="" type="radio"/> Yes <input type="radio"/> No
Aadhar Number	4848484848
Gross Annual Family Income	Rs 110000

**Contact Detail Edit:** All fields are editable.

CONTACT DETAILS	
Current Address *	
House No	56
Street/Road	PALPARA ROAD
12 characters entered.   38 characters remaining.	
Post Office	HABRA
Select District	NORTH TWENTY FOUR PARGANA
Block/Municipality	HABRA - I
Police Station	HABRA
PIN	77777
Permanent Address * <input checked="" type="checkbox"/> Same as Current Address	
House No	56
Street/Road	PALPARA ROAD
12 characters entered.   38 characters remaining.	
Post Office	HABRA
Select District	NORTH TWENTY FOUR PARGANA
Block/Municipality	HABRA - I
Police Station	HABRA
PIN	77777



## Kanyashree Prakalpa

**Educational Institution Details Edit: Edit disabled for District. Other fields are editable.**

EDUCATIONAL INSTITUTION DETAILS	
Institution's Name *	KOLSUR HIGH SCHOOL
<b>Address *</b>	
Institute No	4A
Locality/Road	DEGANGA ROAD 12 characters entered.   38 characters remaining.
Post Office	DEGANGA
Select District	NORTH TWENTY FOUR PARGANA
Block/Municipality	DEGANGA
Police Station	DEGANGA
PIN	744444
Affiliated To *	WBBSE

**Bank Details Edit: Edit disabled for all fields.**

BANK DETAILS	
Bank Name	BANK OF INDIA
Branch Name	DEGANGA
Branch Code	777777777
A/C Number	4444444444444444
IFSC code	BKID056A666

**Declaration Edit: Edit enabled for all fields.**

DECLARATION	
A. Candidate's Declaration Date	02/09/2013 <input type="text"/> (dd/mm/yyyy e.g. 08/06/2004)
B. Parent's or Legal Guardian Declaration Date	04/09/2013 <input type="text"/> (dd/mm/yyyy e.g. 08/06/2004)
C. HOI Declaration Date	01/01/0001 <input type="text"/> (dd/mm/yyyy e.g. 08/06/2004)
D. Superintendent Declaration Date	04/09/2013 <input type="text"/> (dd/mm/yyyy e.g. 08/06/2004)
E. Appropriate Certifying Authority Declaration Date	07/09/2013 <input type="text"/> (dd/mm/yyyy e.g. 08/06/2004)

Click Update button

UPDATE

RESET



### Step – 4

After successful edit the view page will appear with full details along with the photo and document preview.

Print Back Updated successfully

Click on Print button to print the details

Image preview

**SANTI LATA GHOSH**

Applicant ID: 19110414103 13 0000003 Serial No: 000011  
Date of Birth: 04/05/1999 Scheme: ANNUAL SCHOLARSHIP (FORM K1)

**PERSONAL DETAILS**

Father's Name: RANJAN KUMAR GHOSH  
Mother's Name: KEYA GHOSH  
Guardian's Name: KEYA GHOSH Relationship: MOTHER  
Marital Status: UN-MARRIED Category: GENERAL  
Physically Handicapped: YES Disability Percentage: 45  
Both Parents Deceased: NO  
Aadhar Card: YES Aadhar Card No: 484848484848  
Gross Annual Family Income (Rs): 110000

**CONTACT DETAILS**

**Current Address**  
House No: 56  
Road/Street: PALPARA ROAD  
Police Station: HABRA Post Office: HABRA  
Block/Municipality: HABRA - I District: NORTH TWENTY FOUR PARGANA  
Pin: 777777

**Permanant Address**  
House No: 56  
Road/Street: PALPARA ROAD  
Police Station: HABRA Post Office: HABRA  
Block/Municipality: HABRA - I District: NORTH TWENTY FOUR PARGANA  
Pin: 777777  
Mobile No: +91 9898989898

**EDUCATIONAL INSTITUTION DETAILS**

Institution Name: KOLSUR HIGH SCHOOL  
Premises No: 4A  
Road/Street: DEGANGA ROAD  
Police Station: DEGANGA Post Office: DEGANGA  
Block/Municipality: DEGANGA District: NORTH TWENTY FOUR PARGANA  
Pin: 744444  
Affiliated To: WBBSE

**BANK DETAILS**

Bank Name: BANK OF INDIA  
Branch Name: DEGANGA Branch Code: 77777777  
A/C No: 4444444444444444 IFSC Code: BKID056A666

**DECLARATION**

Candidate Declaration: 01/09/2013 Parent/Legal Guardian Declaration: 04/09/2013  
HOI Declaration: Super Declaration: 01/01/0001  
Appropriate Certifying Authority Declaration: 07/09/2013

**SUPPORTING DOCUMENTS**

Document preview



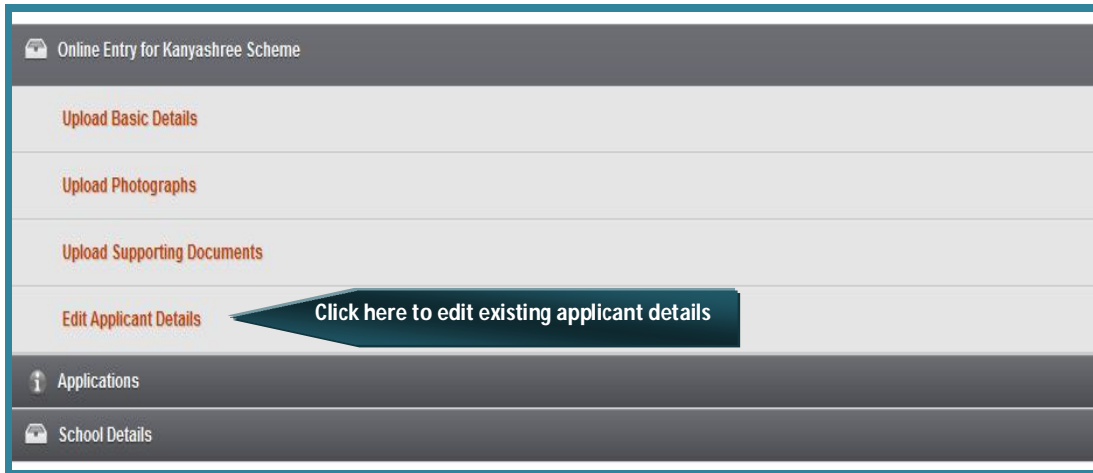
### Step – 5

After successful edit the view page will appear with full details along with the photo and document



### Step – 6

The Applicant Details can be edited further from Edit Applicant Details.



### Step – 7

The Applicant Details can be edited further from Edit Applicant Details. Click on the PHOTO icon to edit the photo of the applicant.

SL. NO	APPLICATION ID	APPLICANT NAME	STATUS	TERM	PHOTO	DOCS
1	19110414103130000001	TEST TEST TEST	---			
2	19110414103130000002	TEST NEW TEST TEST NEW				
3	19110414103130000003	SANTI LATA GHOSH	---			

Shows the unique Applicant ID

Shows the Applicant Name

Shows the icon if data partially entered

Click here to edit the applicant photo



### Step – 8

The Applicant Photo can be change from here. Follow the same steps as photo upload to upload a new photo.

KOLSUR HIGH SCHOOL, Head Of Institution (HOI)

Click on Back to return to the previous page

Back

Application ID: 19110414103130000003  
Application Serial No: 000011

Existing Image

Display the existing photo.

UPLOAD ATTESTED SCANNED PHOTOGRAPH

Photograph  32696rpw20080007.jpg [JPG, JPEG ONLY]

SUBMIT

### Step – 9

The Applicant Details can be edited further from Edit Applicant Details.

Online Entry for Kanyashree Scheme

- Upload Basic Details
- Upload Photographs
- Upload Supporting Documents
- Edit Applicant Details** (Click here to edit existing applicant details)
- Applications
- School Details



### Step – 10

The Applicant Details can be edited further from Edit Applicant Details. Click on the PHOTO icon to edit the photo of the applicant.

SL. NO	APPLICATION ID	APPLICANT NAME	FORM	PHOTO	DOCS
1	19110414103130000001	TEST TEST TEST	---		
2	19110414103130000002	TEST NEW TEST TEST NEW	---		
3	19110414103130000003	SANTI LATA GHOSH	---		

Shows the unique Applicant ID

Shows the Applicant Name

Shows the icon if data partially entered

Click here to edit the supporting document

### Step – 11

The Applicants Supporting Documents can be change from here. Follow the same steps as Declaration Upload section to upload a new supporting document.

System generated Unique Applicant Id: 19110414103130000003  
Application Serial No: 000011

Existing Declaration

Display the existing document preview

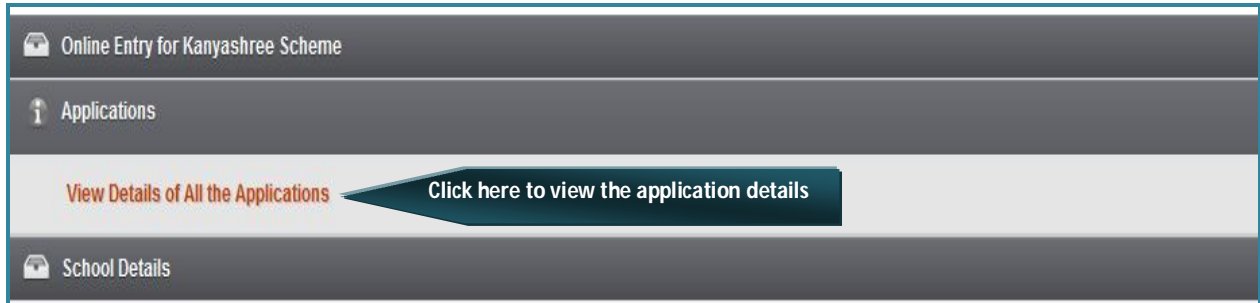
SUPPORTING DOCUMENTS ENCLOSED

Upload New Declaration Page (3rd page of the form) [JPG/JPEG ONLY]  No file selected.



### D. Process for Viewing the Status & Forward the Application Step – 1

The Application status and application details can be viewed from the “View Details of All the Applications”. Also HOI can forward the application to SI from here.



### Step – 2

The Application status is displayed along with the applicant name and applicant ID. Also the HOI can “Forward” the application.

SL. NO	APPLICATION ID	APPLICANT NAME	STATUS	ACTION PENDING
1	19110414103130000001	TEST TEST TEST	UPLOADED BY INSTITUTE	FORWARD
2	19110414103130000002	TEST NEW TEST TEST NEW	UPLOADED BY INSTITUTE	FORWARD
3	19110414103130000003	SANTI LATA GHOSH	UPLOADED BY INSTITUTE	FORWARD

Application Status displayed

Click here to forward the application to SI

### Step – 3

After clicking on forward the popup will be displayed for confirmation. Click Yes to continue else click No to stop forwarding.





### Step – 4

After confirming the forward status message will automatically be updated.

SL. NO	APPLICATION ID	APPLICANT NAME	STATUS	ACTION PENDING
1	19110414103130000001	TEST TEST TEST	UPLOADED BY INSTITUTE	FORWARD
2	19110414103130000002	TEST NEW TEST TEST NEW	UPLOADED BY INSTITUTE	FORWARD
3	19110414103130000003	SANTI LATA GHOSH	FWD TO DI/SI/ADI FOR VERIFICATION	---

Status Message  
Updated after Forward

### Step – 5

To view the details of the applicant click on the Applicant Name.

SL. NO	APPLICATION ID	APPLICANT NAME	STATUS	ACTION PENDING
1	19110414103130000001	TEST TEST TEST	UPLOADED BY INSTITUTE	FORWARD
2	19110414103130000002	TEST NEW TEST TEST NEW	UPLOADED BY INSTITUTE	FORWARD
3	19110414103130000003	SANTI LATA GHOSH	FWD TO DI/SI/ADI FOR VERIFICATION	---

Click here to view the  
detail of applicant



### Step – 6

To view the details of the applicant click on the Applicant Name.

Click here to print the detail of applicant Print Back Click here to return to the details page

**SANTI LATA GHOSH**

Applicant ID **19110414103 13 0000003** Serial No **000011**

Date of Birth **04/05/1999** Scheme **ANNUAL SCHOLARSHIP (FORM K1)**

**PERSONAL DETAILS**

Father's Name **RANJAN KUMAR GHOSH**

Mother's Name **KEYA GHOSH**

Guardian's Name **KEYA GHOSH** Relationship **MOTHER**

Marital Status **UN-MARRIED** Category **GENERAL**

Physically Handicapped **YES** Disability Percentage **45**

Both Parents Deceased **NO**

Aadhar Card **YES** Aadar Card No **484848484848**

Gross Annual Family Income (Rs) **110000**

**CONTACT DETAILS**

**Current Address**

House No **56**

Road/Street **PALPARA ROAD**

Police Station **HABRA** Post Office **HABRA**

Block/Municipality **HABRA - I** District **NORTH TWENTY FOUR PARGANA**

Pin **777777**

**Permanant Address**

House No **56**

Road/Street **PALPARA ROAD**

Police Station **HABRA** Post Office **HABRA**

Block/Municipality **HABRA - I** District **NORTH TWENTY FOUR PARGANA**

Pin **777777**

Mobile No **+91 9898989898**

### E. Process for Updating School Details

#### Step – 1

The Institution Details can be updated from the “Update School Details” section.

Online Entry for Kanyashree Scheme

Applications

School Details

**Update School Details** Click here to update school details



## Step – 2

Enter the correct Address Details for the Institution. The Edit is disabled for Institution Name, District and Block/ Municipality.

### Online Updation of Institution Details


Institution Name	KOLSUR HIGH SCHOOL
District	NORTH TWENTY FOUR PARGANA
Block/Municipalpty	DEGANGA

#### EDUCATIONAL INSTITUTION DETAILS

**Address \***

Institution's Premises No	56
Locality/Road	DEGANGA ROAD <small>12 characters entered.   38 characters remaining.</small>
Post Office *	DEGANGA
Police Station *	DEGANGA POLICE STATION
PIN *	744444
Affiliated To *	WBBSE

[SUBMIT](#) [RESET](#)

**Kanyashree**  
सर्वत ३३

[LOGOUT](#)  
[SHOW](#) [HIDE BANNER](#)

Click here to logout

Other Government Schemes