

**Capacity Building Programme on  
Online Portal of  
West Bengal Freeship Scheme  
(<https://wbhed.gov.in/wbfs>)  
Directorate of Technical Education  
  
for  
Head of the Institutions**

**Date:** 15<sup>th</sup> March, 2019

**Venue:** Nano science center, Calcutta university campus, Salt Lake City

**Presented By**



# Timeline for Online Application

## Schedule

Starting Date of Online Registration & Application

27th February, 2019

Last Date of Online Registration & Application

27th March, 2019

# Eligibility Criteria for WBFS Application

- **Merit Rank** in State Level/National Level Entrance Examination
- Candidate must be **Domicile of West Bengal**
- Annual family income of the candidate must not be more than Rs. **2,50,000**
- Candidates selected under **Tuition Free Waiver(TWF) Scheme** of All India Council for Technical Education (AICTE) or **West Bengal Swami Vivekananda Merit-cum-Means Scholarship Scheme** will not be eligible under this WBFS

# Process for Online Application

**1**

**Authentication: Validation of Applicant data with the University Registration Details**

**2**

**Online Registration**

**3**

**Submission of Online Application**

**4**

**Upload Scanned Supporting Document**

**5**

**Final Submission of online Application**

# Required Supporting Documents

- **Marksheet** Of (10+2)th Standard Examination
- **Merit Rank Card** in State Level/National Level Entrance Examination
- **Domicile Certificate**
- **Income Certificate** of Family for the current financial year

# Responsibilities of HOI

- **View and download** the application
- **Track** application
- **Verify** application
- **Forward** the application to the directorate with remarks
- **Reject** the application **with reason** for rejection
- **Change password** using password policy

## Key Areas for Verification of HOI

- **Merit Rank in State/National Level Entrance Exam**
- **Family Income certificate**
- **Marks obtained in (10+2)th Exam**
- **Domicile certificate issued by competent authority**

# Screen Shots(Home Page)



## West Bengal Freeship Scheme Government of West Bengal

 dtewbfs@gmail.com

[Home](#) [How to Apply](#) [Downloads](#) [User Manual](#) [Contact Us](#)

Click here for  
HOI Login

 Administrative Login

## About the Scheme

The West Bengal Free ship Scheme (WBFS) has been introduced from the year 2011. WBFS is for the under Graduate students level in Engineering & Technology/ Pharmacy/ Architecture programmes conducted by the self financing private Engineering and Technical Institutions of the State. The waiver is limited to the tuition fee for all the institutions concerned. All other fees except tuition fees will have to be borne by the beneficiary.

Applicant  
Login Area

Applicant Login

Enter Applicant Id

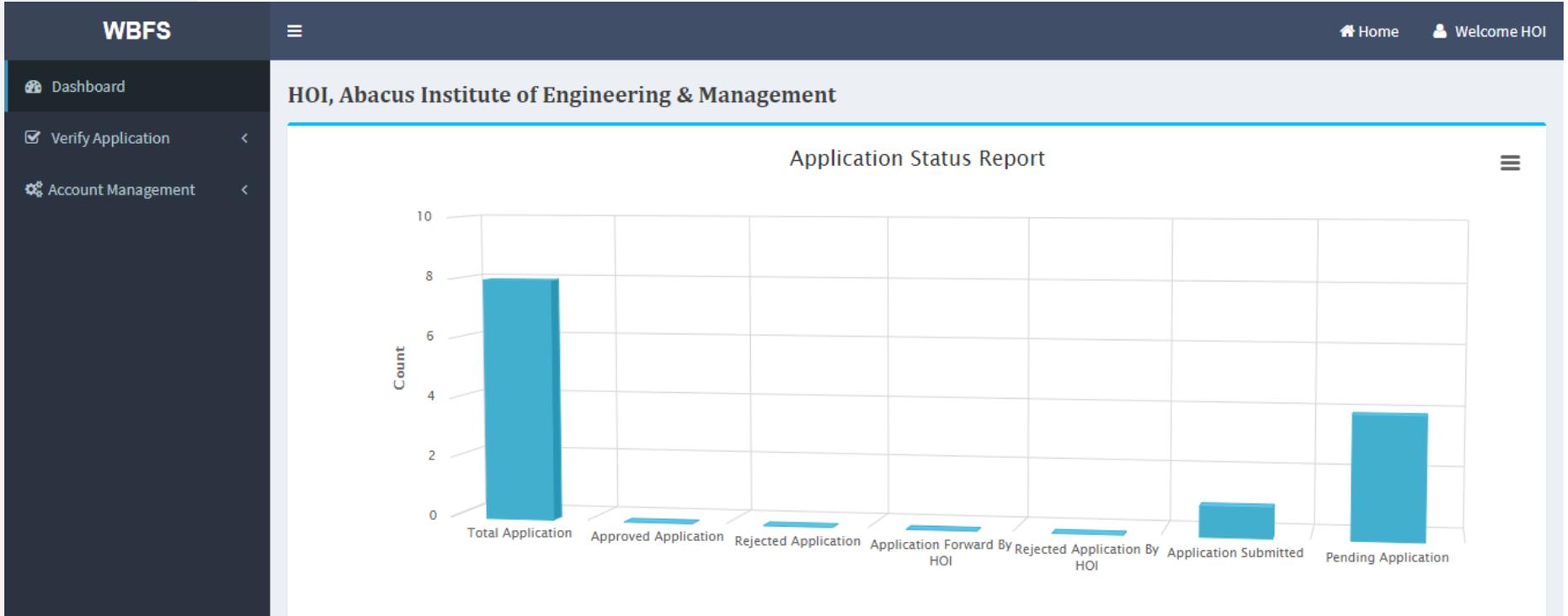
Enter Password

# Screen Shots(Login)

The image shows a login form with the following elements and annotations:

- Header:** A teal bar with a lock icon and the text "LOGIN".
- Select User Type:** A dropdown menu with the text "Select User Type" and a downward arrow. A red arrow points to it from a dark blue box labeled "Select User Type".
- User Name:** A text input field with the placeholder text "User Name". A red arrow points to it from a dark blue box labeled "Enter User Name".
- Password:** A text input field with the placeholder text "Password". A red arrow points to it from a dark blue box labeled "Enter Password".
- Captcha:** A text input field with the placeholder text "Captcha" and a captcha image showing the code "jz7dh". A red arrow points to it from a dark blue box labeled "Enter Captcha Code".
- Login Button:** A teal button with the text "Login". A red arrow points to it from a dark blue box labeled "Click on Login Button".

# Screen Shots(HOI Dashboard)



# Screen Shots(Verify Application)

**WBFS**

- Dashboard
- Verify Application
- View Applicant List**
- Account Management

Back Home Welcome HOI

### Applicant List of Abacus Institute of Engineering & Management

Search:

Sl.No	Applicant ID	Applicant Name	Course	Discipline	Status	View	Track
1	WFS181548673269	MANAB DHANK	B.TECH	COMPUTER SCIENCE AND ENGINEERING	Eligible for Freeship		
2	WFS181546606876	KUNDAN SOW	B.TECH	COMPUTER SCIENCE AND ENGINEERING	Application Submitted		
3	WFS181548738064	NISHANT KUMAR YADAV	B.TECH	COMPUTER SCIENCE AND ENGINEERING	Verified & Forwarded to Director of Technical Education(not in order)		
4	WFS181551078122	AKASH SHARMA	B.TECH	ELECTRONICS AND COMMUNICATIONS ENGINEERING	Verified & Forwarded to Director of Technical Education		

Previous 1 Next

Search Application

View Application

Track Application

# Screen Shots (View Application)

View Applicant Profile

Download Application

DOWNLOAD PROFILE

Basic Details

Personal Details

Scanned Copies of Supporting Documents

Admit Card Of (10+2)th Std. Examination

Download File

Marksheet Of (10+2)th Std. Examination

Download File

Merit rank card

Download File

Domiciliary certificate

Download File

Income Certificate of Family

Download File

Verify & Forward to Directorate

Verify & Forward Application

Reject Application

Reject Application

# Screen Shots(Forward Application)

The screenshot displays a 'View Applicant Profile' page with a confirmation modal open. The modal contains the following elements:

- Confirmation Dialog:**
  - Header: **Confirmation** (with a warning icon and a close button)
  - Text: **Are You Sure You Want to Forward Application to Directorate Level?**
  - Buttons: **Yes** (green) and **No** (red)
  - Text Area: **ENTER REMARKS**
  - Buttons: **Submit** (green) and **Cancel** (red)
- Background Page:**
  - Section: **View Applicant Profile**
  - Buttons: **DOWNLOAD PROFILE**
  - Categories: **Basic Details**, **Personal Details**, **Scanned Copies of Supporting Documents**
  - Documents: **Admit Card Of (10+2)th Std. Examination**, **Merit rank card**, **Income Certificate of Family**
  - Buttons: **Verify & Forward**

Annotations in the image include:

- A blue box with the text **Enter Remarks for Verification** and a red arrow pointing to the 'ENTER REMARKS' text area.
- A blue box with the text **Click on Submit** and a red arrow pointing to the 'Submit' button.

# Screen Shots(Reject Application)

View Applicant Profile

Basic Details

Personal Details

Scanned Copies of Supporting Documents

Admit Card Of (10+2)th Std. Examination

Merit rank card

Income Certificate of Family

DOWNLOAD PROFILE

Confirmation

Are You Sure You Want to Reject Application?

✓ Yes ✗ No

ENTER CAUSE OF REJECTION

Submit Cancel

Verify & Forward

Enter Reason for Rejection

Click on Submit

# Password Activation Process for Head of the Institution

# Password Activation link will be sent to the registered Email ID

 Compose

 **Inbox** 4

 Starred

 Snoozed

 Sent

 **Drafts** 1

 More



## Password Activation Link For West Bengal Freeship Scheme



**West Bengal Freeship Scheme** system.wbfs-noreply@gov.in via gov.in  
to me ▾

Mon, Mar 11, 5:12 PM (2 days ago)



Sir/Madam,

The password activation link is being sent for your early necessary action to activate the Head of the Institution Login.

[https://wbhed.gov.in/wbfs/page/active\\_password\\_for\\_institution.php?param1=QRVMuZ1R0gnVGFUP&param2===AUVZ1cahSXVGBSNVTWJVU](https://wbhed.gov.in/wbfs/page/active_password_for_institution.php?param1=QRVMuZ1R0gnVGFUP&param2===AUVZ1cahSXVGBSNVTWJVU)

# Activation of Password for Head of Institution

## Activate Password

The image shows a web form for activating a password. The form contains four input fields and a submit button, each with a red arrow pointing to it from a dark blue callout box on the right. The callout boxes contain the following instructions:

- Enter Password**: Points to the "Enter New Password\*" field.
- Re-enter Password**: Points to the "Confirm New Password\*" field.
- Enter Security Code**: Points to the "Enter Captcha\*" field, which includes a captcha image showing the characters "ydlbtd9".
- Click on Process**: Points to the "Proceed" button.

At the bottom of the form, there is a link for "Password Policy" with a question mark icon.

# Password Policy

- Password should be strong
- Password should contain minimum “Eight Characters”
- Password should contain atleast one “Upper Case Alphabet(i.e. A-Z)”
- Password should contain atleast one “Lower Case Alphabet(i.e. a-z)”
- Password should contain atleast one “Numeric Character(i.e. 0-9)”
- Password should contain atleast one “Special Character(i.e. @#\$\$^&\*\_)”

Thank You

