

West Bengal Freeship Scheme

Government of West Bengal

Operation Manual



Prepared by



Following steps may be followed for online application process in West Bengal Free Ship Scheme (WBFS), 2019:

Step 1: Open the home page of departmental portal of Department of Higher Education (<https://www.wbhed.gov.in>) or Banglar Uchchashiksha portal (<https://banglaruchchashiksha.wb.gov.in>) in any browser and click on “West Bengal Free Ship Scheme (WBFS), 2019” option in the right side menu of the portal. [Shown in Fig:01 and Fig:02]

The screenshot shows the homepage of the Department of Higher Education, Government of West Bengal. The header features the department's logo and name. Below the header is a navigation menu with links for Home, About Us, Administrative Setup, Activities, Notice & Order, Acts, Weblinks, and Contact Us. A sidebar on the left contains links for Achievements, Key Officials, Forms, Budget, Reports, RUSA, Statistics, and Feedback. The main content area displays a photograph of Sidhu Kanho Birsa University with its name and location (Purulia) overlaid. Below the photograph, there is a section titled "About the Department" with a paragraph of text. To the right of this text, a blue button labeled "Click here" has a red arrow pointing to a red-bordered box containing a link for "West Bengal Freeship Scheme(WBFS), 2018" and a toll-free helpline number (18001028014) for UG and PG courses.

DEPARTMENT OF HIGHER EDUCATION
Government of West Bengal

Home About Us Administrative Setup - Activities - Notice & Order - Acts - Weblinks Contact Us

Achievements
Key Officials
Forms
Budget
Reports
RUSA
Statistics
Feedback

Sidhu Kanho Birsa University
Sidhu Kanho Birsa University, Purulia.

About the Department

The Higher Education Department is a successor to the erstwhile Department of Education. The Department of Mass Education Extension was carved out of the Department of Education to deal with, among other things, the subject of adult education, in terms of Notification No. 5106 –A.R. dated the 21st April 1988. The Department of Technical Education & Training was similarly created in terms of Notification No. 16129 –A.R. dated the 29th June 1991 The Polytechnic institutions which had so long functioned under the Higher Education wing of the erstwhile Education...

Click here

West Bengal Freeship Scheme(WBFS), 2018 new

TOLL FREE HELPLINE FOR UG AND PG COURSES (18001028014) new

Fig:01

The screenshot displays the homepage of the BANGLAR UCHCHASHIKSHA website, which is the Department of Higher Education for the Government of West Bengal. The header includes the department's logo and name, along with navigation links for Home, About Us, Key Officials, Administrative Setup, Activities, Publications, Acts & Ordinances, Gallery, and Contact Us. A search bar with 'Login' and 'Advance Search' buttons is also present.

The main banner features a central white circle with the Bengali text 'বাংলার উচ্চশিক্ষা' (Banglar Uchchashiksha). Surrounding this circle are five icons, each linked to a specific scheme:

- Swami Vivekananda Merit cum-Means Scholarship (top)
- Kanyashree(K3) Scheme (left)
- West Bengal Freeship Scheme (left)
- ePension for Teacher & Non-teaching Staff of Grant-in-Aid colleges (left)
- West Bengal Health Scheme for Grant-in-Aid Colleges & Universities (bottom)

Below the banner, a navigation prompt reads '~ Click to View the Institutions in a District ~'. This leads to a map interface consisting of three parts:

- A small green map of West Bengal on the left.
- A detailed street map of a district (likely Kolkata) on the right, with several blue location pins.
- A vertical sidebar on the far right containing a list of services:
 - West Bengal State Emergency Relief Fund
 - Swami Vivekananda meri-cum-Means Scholarship Scheme(V3.0),2019
 - West Bengal Freeship Scheme(WBFS), 2018** (highlighted with a red border)
 - Court Cases Monitoring System
 - Toll free Helpline for UG and PG Course(18001028014)
 - FAQ
 - Achievements
 - Statistics
 - Budget
 - University Campuses

Fig:02

Step 2: Now home page of West Bengal Free Ship Scheme portal will appear. Click on “**How to Apply**” at menu bar or from “**Register here**” option from Applicant Login section. [Shown in Fig:03]

The screenshot shows the homepage of the West Bengal Freeship Scheme. At the top left is the logo of the Government of West Bengal. The main header reads "West Bengal Freeship Scheme Government of West Bengal". A teal navigation bar contains "Home", "How to Apply" (highlighted with a red box), "Downloads", and "Contact Us". On the right of the navigation bar is "Administrative Login" with a user icon. Below the navigation bar, the "About the Scheme" section provides an overview of the program. To the right is the "Applicant Login" section, which includes input fields for "Enter Applicant Id", "Enter Password", and "Enter Captcha" (with a captcha image). There is a "LOGIN" button and a "Forgot Applicant Id/Password?" link. At the bottom right of the login section, a "New User? Register here" link is highlighted with a red box. The footer contains navigation links, copyright information, and the text "Designed and Developed by : National Informatics Center, West Bengal State Center".

Fig:03

Step 3: Kindly download the operation manual and read carefully before proceed to registration, by clicking on **Download User Manual** button and also read the **Instructions** given in the page. After that click on the checkbox to agree terms and then **Proceed for Registration**. [Shown in Fig:04]

Instruction for Submission of Online Application of West Bengal Freeship Scheme

Please download and go through the **Guidelines** of West Bengal Freeship Scheme carefully before you start filling the Online Application Form.

Schedule of Online Application	
Online Application Form Submission	03-11-2020 12:00:00 PM
Last Date for Apply Online	30-11-2020

Application Procedure: Please follow the bellow steps to fill up the Online Application Form.

Step 1: Online Registration: At first applicants need to fill up and submit the online registration form. On successful submission of the Registration Form, an Applicant ID of 15 characters will be generated and it will be used to login and complete the remaining Steps of the Application process. The Applicant Id is also required for all future correspondences. Please maintain the Password Policy, for choosing the Password in the Registration Form, as instructed in the registration form. Please download the Registration Slip or note down the system generated Applicant ID for future use. The Applicant ID will also be sent to the mail id, entered at the time of registration.

Step 2: Online Application: Login with the generated Applicant ID, Password (which was set during Registration Process) and Captcha (Security Code). After successful login, fill up rest of the application forms. While uploading Scanned Copy of Image (Photograph) and Signature, please maintain File Format and File Size as mentioned. Image (Photograph) and Signature format should be JPG/JPEG and size should be in between 20KB-50KB and 10KB-20KB respectively.

Step 3: Upload Documents: After successful submission of application forms, the form to upload scanned supporting document will be appeared. Upload all necessary documents as mentioned in the form. While uploading, please maintain the File Format and File Size, as mentioned. Files should be in PDF format and size should not exceed 400KB.

Documents to be uploaded:

- i: Marksheet Of (10+2)th Std. Examination
- ii: Merit Rank Card
- iii: Domicile Certificate(Format of Domicile Certificate is available under Download menu)
- iv: Income Certificate of Family(Format of Income Certificate of Family is available under Download menu)

Competent authority to issue Income Certificate:

For the purpose of determining the Annual Income of the parents/ guardians of the students, an officer of the State Government in the rank of Joint Block Developer Officer or above in the district/ their equivalent counterparts (Group-A Officer) elsewhere will be competent to issue Income Certificate.

Competent authority to issue Domicile Certificate in the prescribed Proforma in any one of A or B which is applicable:

1. District Magistrate, Additional District Magistrate, Deputy Magistrate, Deputy Collector, Sub-Divisional Officer, Block Development Officer.
2. Superintendent of Police, Additional Superintendent of Police, Sub-Divisional Police Officer, Deputy Superintendent of Police.
3. Commissioner, Additional Commissioner, Joint Commissioner, Deputy Commissioner, Assistant Commissioner of Police Commissionerate.
4. Judicial Magistrate of any rank or position in the concerned district or Metropolitan locality or Hon'ble High Court at Calcutta or Hon'ble Supreme Court of India.
5. Corporate Area Commissioner, Additional Commissioner, Joint Commissioner, Assistant Commissioner.
6. Assistant Secretary or above in the Secretariat to the Government of West Bengal (including GTA) or Central Government.
7. Deputy Director or above in the Directorate to the Government of West Bengal or Central Government.

Step 4: Final Submission: After successful upload of supporting documents, the online application is shown in view mode. You can edit the information if needed at that time. Now the submission process will be completed by clicking on "Final Submit Application" button from view application.

Note: Please note that after final submission of online application, the application cannot be edited anymore.

This is to declare that I have read the instructions properly and I agree to abide by them.

Check to Agree the Declaration



Click here to proceed for Registration

➡
PROCEED FOR REGISTRATION

⬅
DOWNLOAD USER MANUAL

Click here to download the User Manual

Fig:04

Step 4: Online Registration: After proceed, the Registration form will be opened. Fill up the registration form and click on “Submit” button. [Shown in Fig:05]

Registration

Basic Details

University Registration No *		
<input type="text" value="123456789"/>		
First Name *	Middle Name	Last Name
<input type="text" value="TEST"/>	<input type="text" value="MIDDLE NAME"/>	<input type="text" value="TEST"/>
Mobile No *	Email address *	
<input type="text" value="95"/>	<input type="text" value="@gmail.com"/>	
Name of entrance examination:(State Level/National Level Entrance) *		
<input type="text" value="WBJEE"/>		
Admission Rank Type*		
<input type="text" value="GMR"/>		
Year of entrance examination*		
<input type="text" value="2019"/>		
Roll Number of 10th standard Board/ Council Examination or Equivalent*		
<input type="text" value="12345678"/>		
Year of 10th standard Board/ Council Examination or Equivalent*		
<input type="text" value="2019"/>		
Name of (10+2)th standard Board*		
<input type="text" value="West Bengal Council of Higher Secondary Education(WBCHSE)"/>		
Roll Number of (10+2)th standard Board/ Council Examination or Equivalent*		
<input type="text" value="1423456"/>		
Year of (10+2)th standard Board/ Council Examination or Equivalent*		
<input type="text" value="2019"/>		
Total marks obtained in (10+2)th standard Board/ Council Examination or Equivalent*		
<input type="text" value="800"/>		
Out Of*		
<input type="text" value="1000"/>		
Overall percentage of (10+2)th standard Board/ Council Examination or Equivalent*		
<input type="text" value="80"/>		
Merit rank in state level/National Level Entrance examination at the time of admission *		
<input type="text" value="250"/>		

The image shows a registration form with two main sections: "Present Course of Study" and "Create Password".

Present Course of Study:

- Name of Course *: B.TECH
- Discipline of Course *: CIVIL ENGINEERING
- Duration of Present Course *: 4
- Date of Admission *: 04-06-2019
- District of Present Institution *: TEST
- Name of Present Institution *: TEST COLLEGE

Create Password:

- Password *: [masked]
- Confirm Password *: [masked]
- Feedback: Passwords matched!

Annotations:

- A red arrow points from a text box "Hover the Mouse here to See the Password Policy" to the password field.
- A blue box contains the password policy: "Password should be strong. Password should contain minimum eight characters, consisting of atleast One Upper Case Alphabet (i.e. A-Z), One Lower case Alphabet (i.e. a-z), One Numeric Character (i.e. 0-9) & One Special Character (i.e. @\$%^&_)."
- A red box highlights the "SUBMIT REGISTRATION" button.
- A text box "Click here to Register" has a red arrow pointing to the "SUBMIT REGISTRATION" button.

Fig:05

Step 5: Online Authentication: On clicking the **Submit Registration** button OTP will be sent to the given mobile number for authentication. After successful OTP verification the WBFS registration process will be completed.[Shown in Fig:06]

The image shows a "Confirm Submission" dialog box with the following content:

- Title: Confirm Submission
- Message: Please Enter the OTP that has been sent to your registered mobile number*
- Input field: [Empty text box for OTP]
- Button: VERIFY

Fig:06

Step 6: After successful registration, an **Applicant Id** will be generated and the same will be sent to the registered email id. **Note down the Id** for subsequent login to complete rest of the Application Process and also for future use.[Shown in Fig:07]



Fig:07

Step 7: Now at home page **Applicant Login** section, enter the **Applicant Id**, **Password**(Which was set during registration process), **Security Code** and then click on the **Login** button.[Shown in Fig:08]

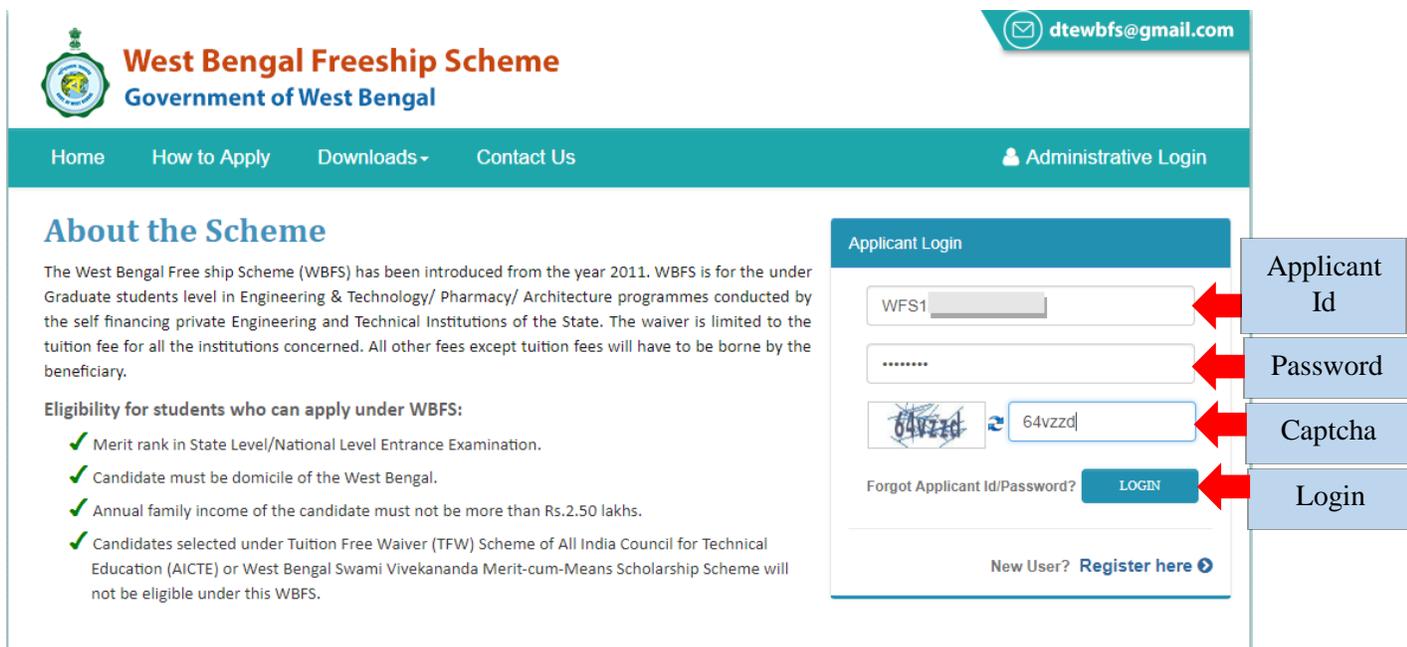


Fig:08

Step 8: After successful login, **Dashboard** of the concerned applicant will be appeared. Click on **Edit Profile** or **Edit Application** to continue the application process. [Shown in Fig:09]

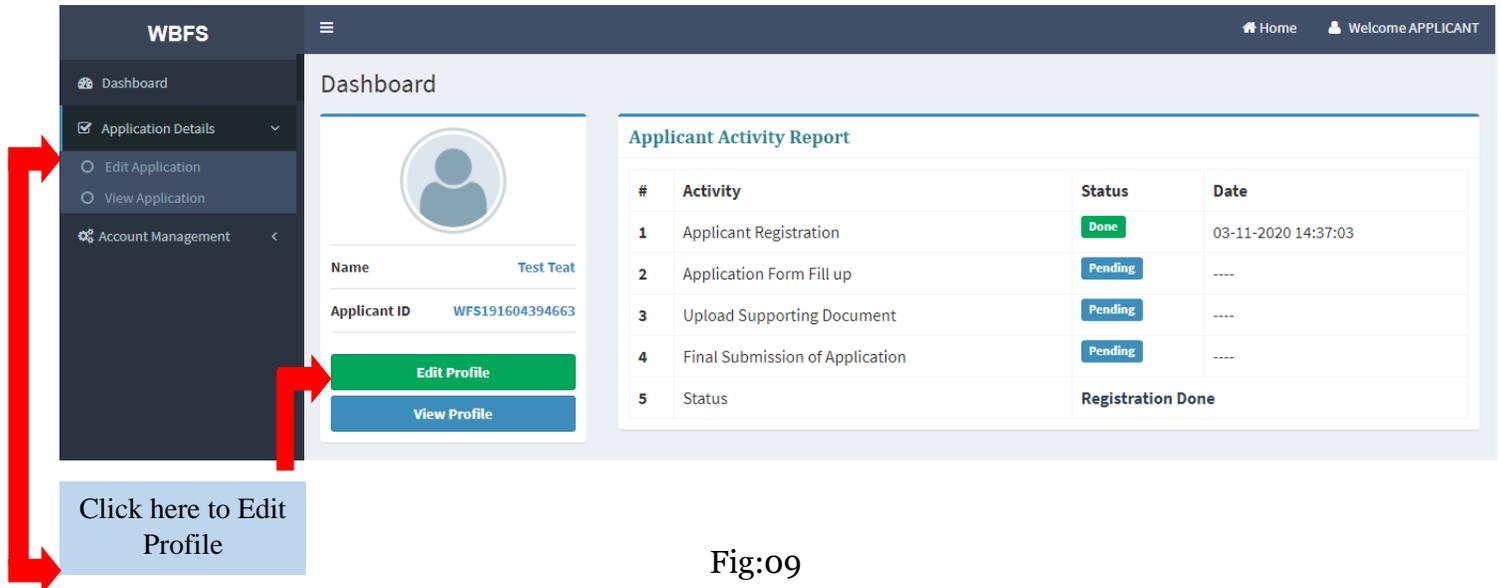


Fig:09

Step 9: First fill up the **Basic Details** form and then click on **Save & Continue** button. Star marked fields are mandatory fields. While uploading Image and Signature please maintain the **File Format** and **File Size** as mentioned in the form. Applicants are required to upload the image and signature in Basic Details form, remaining fields are already filled up during the time of the registration. [Shown in Fig:11]

Note: Please upload valid photograph as face detection feature is applied. [Shown in Fig:10]

WBFS
☰
🏠 Back 🏠 Home 👤 Welcome APPLICANT

🏠 Dashboard
📄 Application Details
👁️ View Application
⚙️ Account Management

Applicant Entry Form

Basic Details Of Applicant

Basic Details			
University Registration No	123456789	Name of Applicant	TEST TEST
WBFS Registration No	WFS1[redacted]63	Email ID of Applicant	[redacted]@gmail.com
Mobile No. of Applicant	[redacted]95	Year of entrance examination	2019
Name of entrance examination: (state level/National Level Entrance)	WBJEE	Year of 10th standard Board/ Council Examination or Equivalent	2017
Roll Number of 10th standard Board/ Council Examination or Equivalent	12345678	Year of (10+2)th standard Board/ Council Examination or Equivalent	2019
Name of (10+2)th standard Board	West Bengal Council of Higher Secondary Education(WBCHSE)	Total marks obtained in (10+2)th standard Board/ Council Examination or Equivalent	800
Roll Number of (10+2)th standard Board/ Council Examination or Equivalent	1423456	Overall percentage of (10+2)th standard Board/ Council Examination or Equivalent	80.00
Out of	1000	Admission Rank Type	GMR
		Merit Rank	250

Present course of study

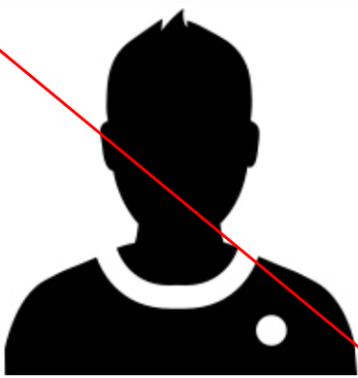
Name of Course	B.TECH	Discipline of Course	CIVIL ENGINEERING
Duration of present course	4	Date of admission in present course	02-11-2020
Name of the present Institution	[redacted] India- Salt Lake	District of the present Institution	KOLKATA

Upload Documents

Photograph of Applicant*
(Image Size: 20KB-50KB
Image Format: JPG/JPEG)

Browse... WB118153605...99-200.jpg

Sorry! The image is not a valid one. Please try again with another image.



Signature of Applicant*
(Signature Size: 10KB-20KB
Signature Format: JPG/JPEG)

Browse... WB11815324...nature.JPG



Save & Continue >

Fig: 10
Page 9 of 15

Dashboard

Application Details

View Application

Account Management

Applicant Entry Form

Basic Details Of Applicant

Basic Details			
University Registration No	123456789	Name of Applicant	TEST TEAT
WBFS Registration No	WFS [redacted] 63	Email ID of Applicant	[redacted]@gmail.com
Mobile No. of Applicant	[redacted] 95	Year of entrance examination	2019
Name of entrance examination: (state level/National Level Entrance)	WBJEE	Year of 10th standard Board/ Council Examination or Equivalent	2017
Roll Number of 10th standard Board/ Council Examination or Equivalent	12345678	Year of (10+2)th standard Board/ Council Examination or Equivalent	2019
Name of (10+2)th standard Board	West Bengal Council of Higher Secondary Education(WBCHSE)	Total marks obtained in (10+2)th standard Board/ Council Examination or Equivalent	800
Roll Number of (10+2)th standard Board/ Council Examination or Equivalent	1423456	Overall percentage of (10+2)th standard Board/ Council Examination or Equivalent	80.00
Out of	1000	Admission Rank Type	GMR
Admission Rank Type	GMR	Merit Rank	250

Present course of study

Name of Course	B.TECH	Discipline of Course	CIVIL ENGINEERING
Duration of present course	4	Date of admission in present course	02-11-2020
Name of the present Institution	[redacted] India- Salt Lake	District of the present Institution	KOLKATA

Upload Documents

Photograph of Applicant*
(Image Size: 20KB-50KB
Image Format: JPG/JPEG)

Browse... Dibyendu.jpg



Signature of Applicant*
(Signature Size: 10KB-20KB
Signature Format: JPG/JPEG)

Browse... WB11815324...nature.JPG



Save & Continue >

Fig:11


Click here to Save & Continue

Step 10: Now, **Personal Details** form will appear after successful submission of Basic Details. Fill up the form and then click on **Save & Continue** button. All the Asterisked fields are mandatory fields. [Shown in Fig:12]

The screenshot shows the 'Applicant Entry Form' interface. At the top, a green banner displays the message: 'Basic details of application has been updated successfully.' Below this, the 'Personal Details of Applicant' form is presented with the following fields:

- Name of Father/Husband ***: RAJ, MIDDLE NAME, SEN
- Name of Mother ***: ROHINI, MIDDLE NAME, SEN
- Name of Guardian ***: RAJ, MIDDLE NAME, SEN
- Profession of Father/ Husband ***: FARMAR, **Profession of Mother ***: HOUSEWIFE
- Profession of Guardian ***: FARMAR, **Applicant's Date of Birth ***: 14-06-2000
- Sex ***: MALE, **Address * (Present residential address)**: TEST STREET
- Contact No. (Land No)**: 033 [redacted]
- Total income of family, in rupees, from all sources from the period from 1st April 2018 to 31st March 2019 ***: 100000
- Whether the applicant is in receipt of Tuition Fee Waiver (TFW) of AICTE ***: No
- Whether the applicant has applied of Swami Vivekananda Merit cum Means Scholarship of the State Govt. for present course ***: No

Navigation buttons include '< Previous' and 'Click here to Save & Continue', with a red arrow pointing to the 'Save & Continue >' button.

Copyright © 2015 - 2019 Higher Education - All Rights Reserved. Designed and Developed by: **NIC NATIONAL INFORMATICS CENTRE**

Fig:12

Step 11:After successful submission of Personal Details form, **Scanned Supporting Documents** form will be appeared. Upload all the necessary documents as required and then click on **Submit Profile** button. While uploading the documents, please maintain the **File Format** and **File Size** as instructed in the form.[Shown in Fig:13]

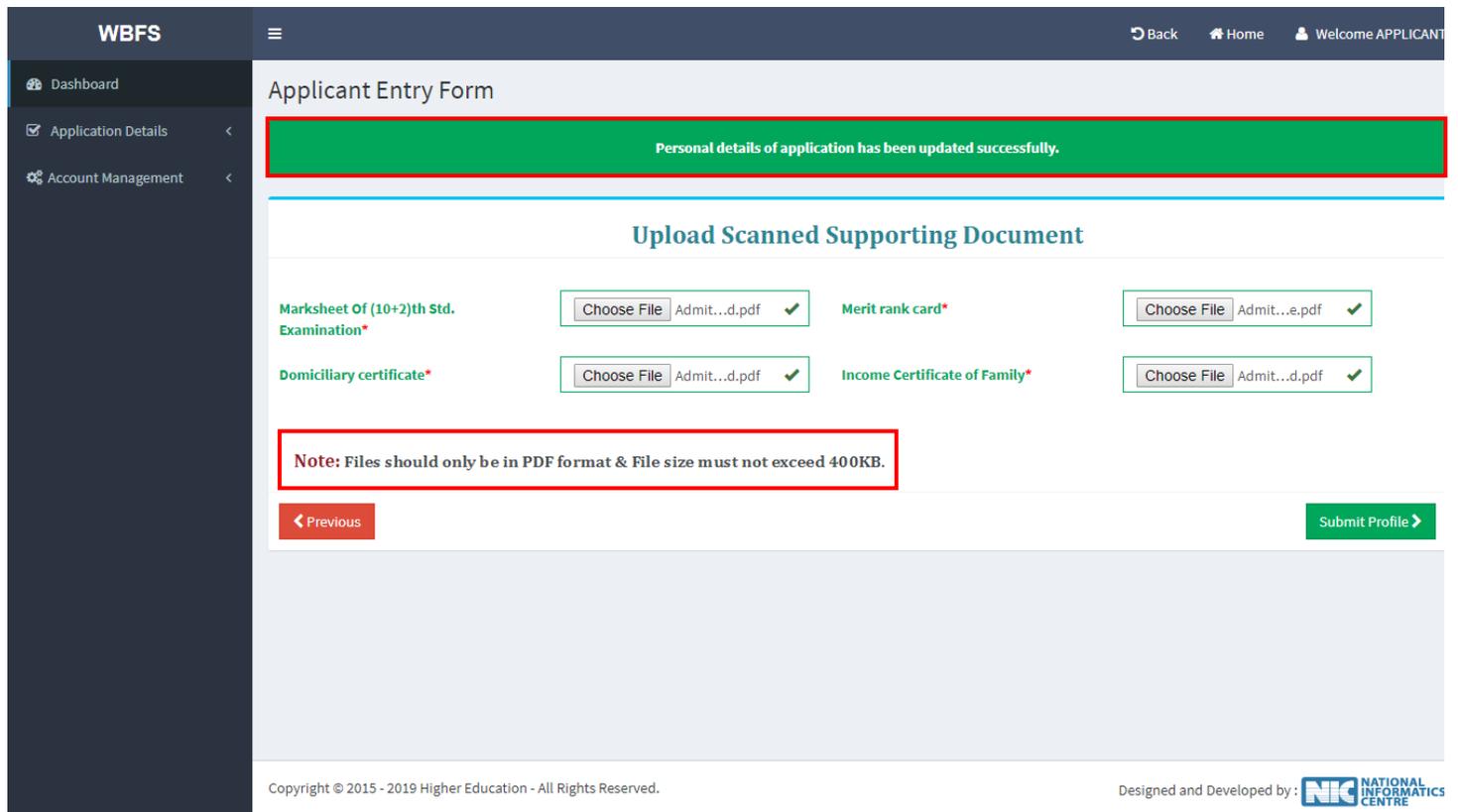


Fig:13

Step 12:After successful submission of the Application, a success message regarding the submission will be displayed. Applicants may download the Application details by clicking on the **Download Profile** button. Click on **Final Submit Application** button to complete the application Process.[Shown in Fig:14]

The screenshot displays the 'Application Details' page in the WBFS system. The interface includes a dark sidebar with navigation options: Dashboard, Application Details (selected), View Application, and Account Management. The main content area is titled 'Basic Details' and contains a table of registration information. A callout box at the top right says 'Click here to Download the Application Details' with a red arrow pointing to a 'DOWNLOAD PROFILE' button. Below the table, there is a section for 'Present Course of Study' and 'Personal Details'. A red box highlights a checkbox for a declaration, with a callout box below it saying 'Check to Agree the Declaration'. At the bottom right, a green button labeled 'Final Submit Application' has a red arrow pointing to it, with a callout box below it saying 'Click here for final submission'. The status at the bottom left is 'Status: Registration Done'.

Basic Details			
University Registration No	123456789		
WBFS Registration No	WFS191604394663	Name of Applicant	TEST TEAT
Mobile No. of Applicant	[REDACTED]95	Email ID of Applicant	[REDACTED]@gmail.com
Name of entrance examination: (state level/National Level Entrance)	WBJEE	Year of entrance examination	2019
Roll Number of 10th standard Board/ Council Examination or Equivalent	12345678	Year of 10th standard Board/ Council Examination or Equivalent	2017
Name of (10+2)th standard Board	West Bengal Council of Higher Secondary Education(WBCHSE)	Year of (10+2)th standard Board/ Council Examination or Equivalent	2019
Roll Number of (10+2)th standard Board/ Council Examination or Equivalent	1423456	Total marks obtained in (10+2)th standard Board/ Council Examination or Equivalent	800
Out Of	1000	Overall percentage of (10+2)th standard Board/ Council Examination or Equivalent	80.00
Admission Rank Type	GMR	Merit Rank	250

Present Course of Study			
Name of Course	B.TECH	Discipline of Course	CIVIL ENGINEERING
Duration of present course	4	Date of admission in present course	02-11-2020
Name of the present Institution	[REDACTED] India- Salt Lake	District of the present Institution	KOLKATA

Personal Details

Scanned Copies of Supporting Documents

certify that the information given above is neither false or fabricated, and true to best of my Knowledge and belief.

Status: *Registration Done*

Final Submit Application

Fig:14

Note: After final submission there is no option to modify the online application form.

Step 13: After final submission, a success message regarding successful submission of the application will be displayed.[Shown in Fig:15]

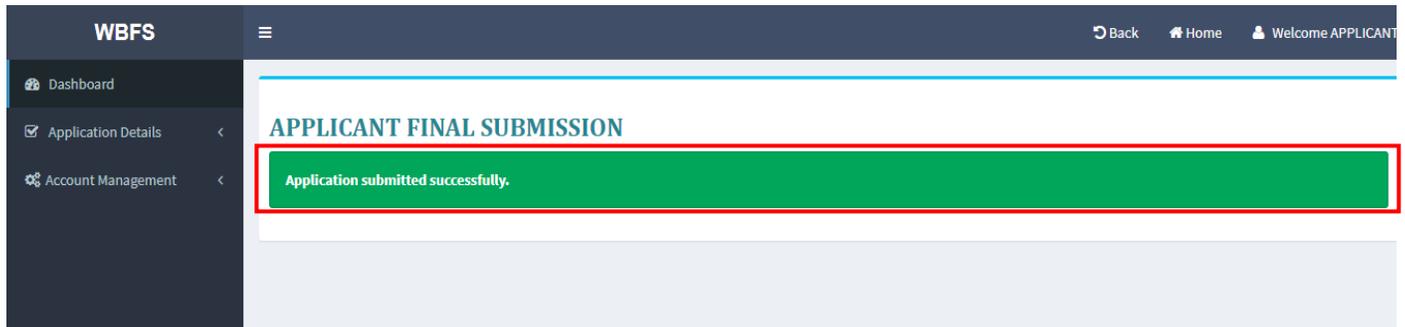


Fig:15

To view the Profile/Application, click on **View Profile** option in Dashboard or click on **View Application** option under **Application Details** tab in Menu area.[Shown in Fig:16]

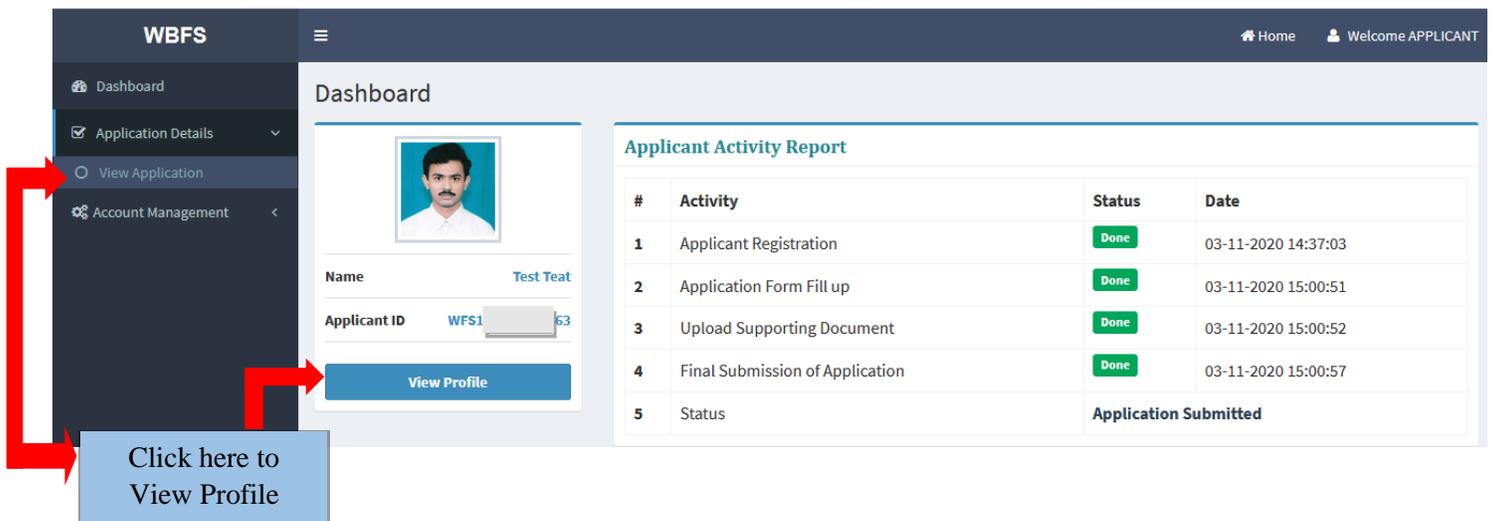


Fig:16

Technical Helpdesk

Please contact us for further queries and consequent operational support via Helpdesk for user support.

Support mail id: dtewbfs@gmail.com