



MISSION SHAKTI-
SAKHI NIWAS
(WWH)

Mission
shakti

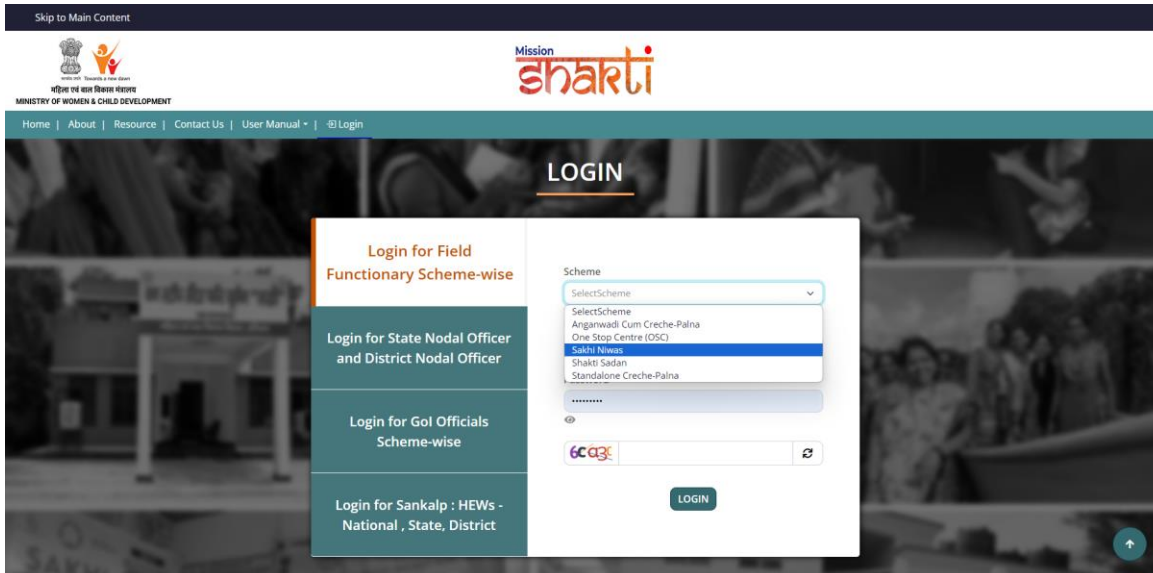
**National Informatics Centre
Ministry of Electronics &
Information Technology
Government of India**

Sakhi Niwas (WWH)- User Manual
User Manual

1. Login

To access the Mission Shakti Portal, follow these steps:

1. Open your web browser.
2. Type in the URL: <http://www.missionshakti.wcd.gov.in/>.
3. You will be directed to the homepage of the Mission Shakti Portal



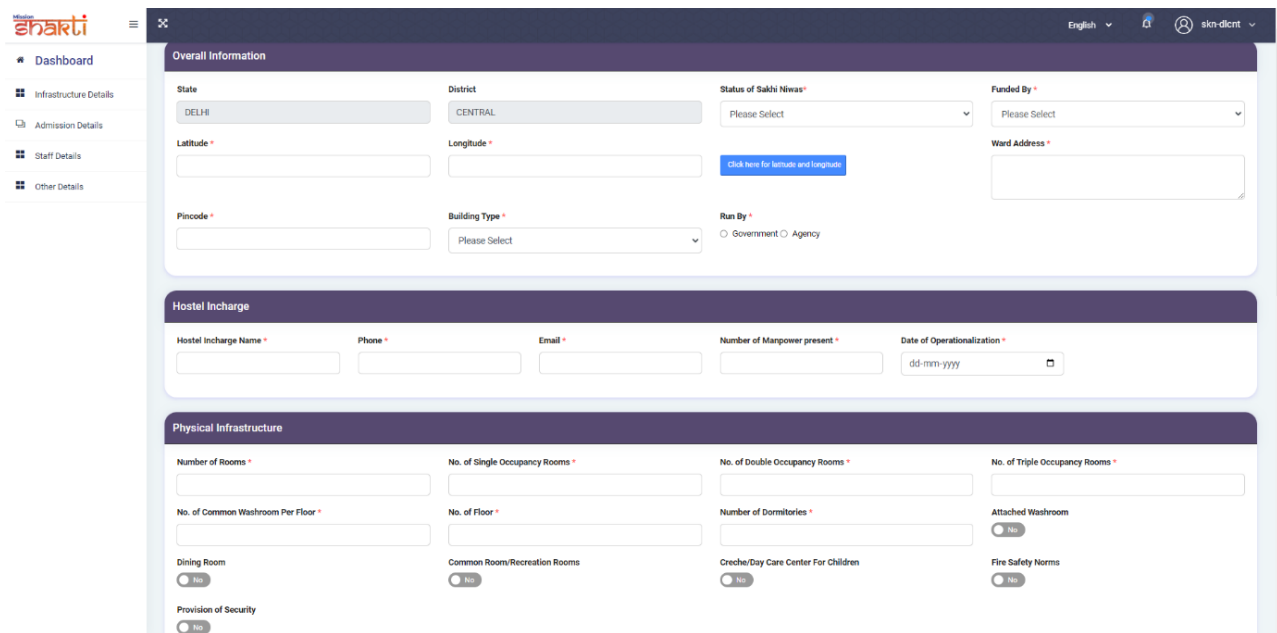
- To select the "Sakhi Niwas (WWH)" scheme from the available options, follow these steps:
- Navigate to the "Schemes" section on the Mission Shakti Portal.
- Locate and click on the "Sakhi Niwas (WWH)" option from the list of schemes.
- To proceed with logging in, please follow these steps:
 - (i) Enter your ID, password, and captcha in the respective fields.
 - (ii) Click on the "Login" button to access your account

2. Fill in the Infrastructure Details

To access the infrastructure details, follow these instructions:

- Click on the "Add/Edit Infrastructure Details" option.

- Navigate to the "Infrastructure Details" section.



Overall Information

State: DELHI | District: CENTRAL | Status of Sakhi Niwas: Please Select | Funded By: Please Select

Latitude: | Longitude: | [Click here for latitude and longitude](#)

Pincode: | Building Type: Please Select | Run By: Government Agency

Ward Address:

Hostel Incharge

Hostel Incharge Name: | Phone: | Email: | Number of Manpower present: | Date of Operationalization: dd-mm-yyyy

Physical Infrastructure

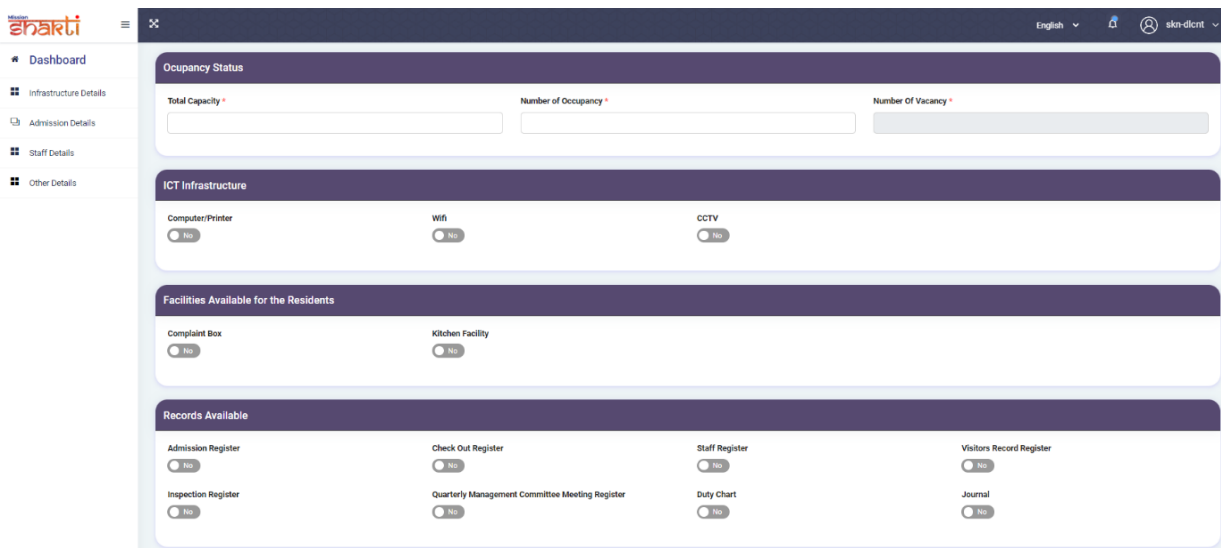
Number of Rooms: | No. of Single Occupancy Rooms: | No. of Double Occupancy Rooms: | No. of Triple Occupancy Rooms: |

No. of Common Washroom Per Floor: | No. of Floor: | Number of Dormitories: | Attached Washroom: No

Dining Room: No | Common Rooms/Recreation Rooms: No | Creche/Day Care Center For Children: No | Fire Safety Norms: No

Provision of Security: No

- Make sure you fill all the '*' marked fields as they are mandatory
- Click on Submit after filling all the information



Occupancy Status

Total Capacity: | Number of Occupancy: | Number of Vacancy: |

ICT Infrastructure

Computer/Printer: No | WiFi: No | CCTV: No

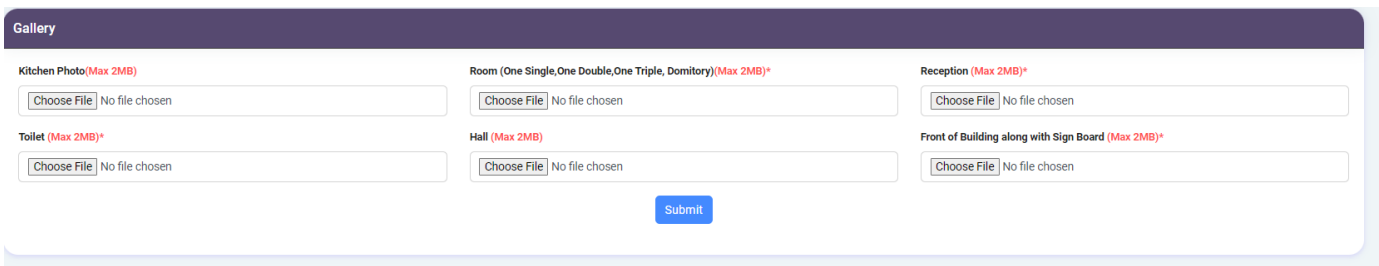
Facilities Available for the Residents

Complaint Box: No | Kitchen Facility: No

Records Available

Admission Register: No | Check Out Register: No | Staff Register: No | Visitors Record Register: No

Inspection Register: No | Quarterly Management Committee Meeting Register: No | Duty Chart: No | Journal: No



Gallery

Kitchen Photo (Max 2MB): No file chosen

Toilet (Max 2MB)*: No file chosen

Room (One Single,One Double,One Triple, Domitory)(Max 2MB)*: No file chosen

Hall (Max 2MB): No file chosen

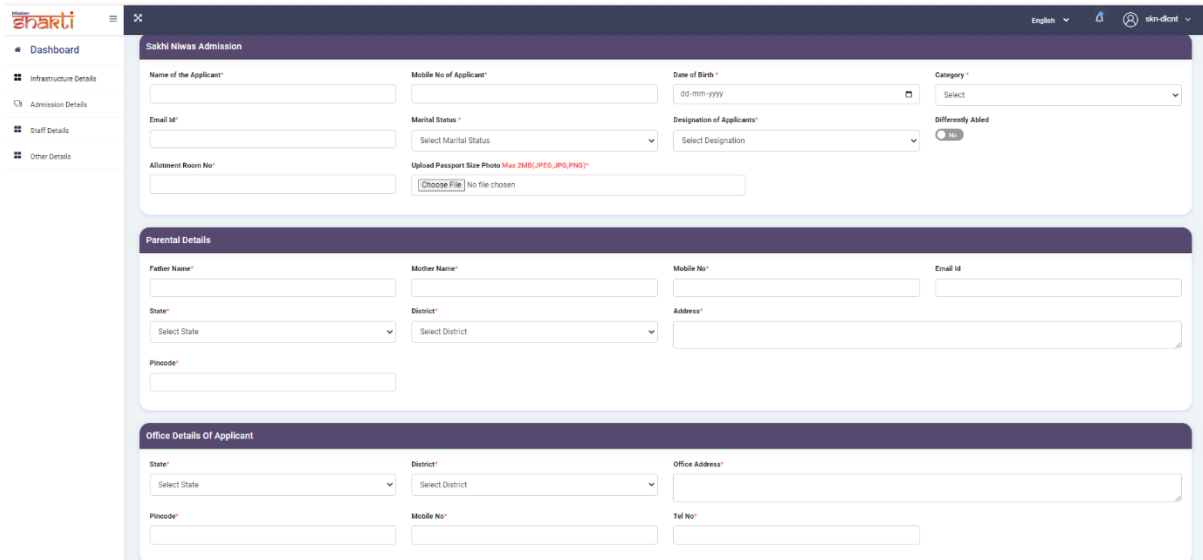
Reception (Max 2MB)*: No file chosen

Front of Building along with Sign Board (Max 2MB)*: No file chosen

3. Fill in the Admission Details

To access the Admission Form, follow these steps:

1. Navigate to the "Admission Details" section.
2. Click on the "Admission Form" option.

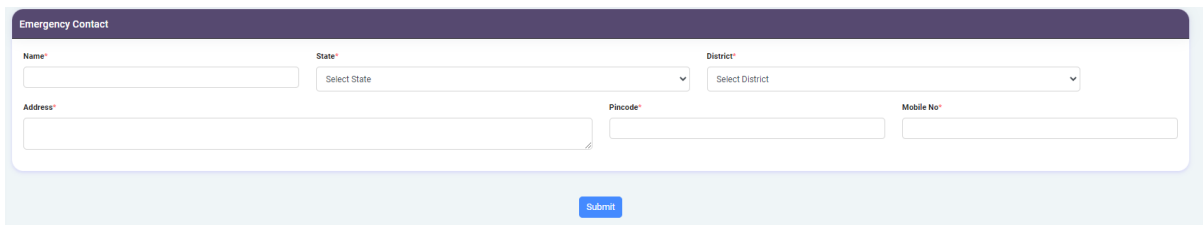


The screenshot shows the 'Sakhi Niwas Admission' form. It is divided into three main sections:

- Applicant Details:** Includes fields for Name of Applicant, Mobile No of Applicant, Date of Birth (DD-mm-yyyy), Category (Select), Email Id, Marital Status (Select Marital Status), Designation of Applicants (Select Designation), and Differently Abled (Yes/No). There is also a field for Allotment Room No and an upload button for a passport size photo (Max 2MB, JPEG, PNG).
- Parental Details:** Includes fields for Father Name, Mother Name, Mobile No, Email Id, State (Select State), District (Select District), Address, and Pincode.
- Office Details Of Applicant:** Includes fields for State (Select State), District (Select District), Office Address, Pincode, Mobile No, and Tel No.

3. Click on Submit after filling all the information

Make sure you fill all the '*' marked fields as they are mandatory



The screenshot shows the 'Emergency Contact' form. It includes fields for Name, State (Select State), District (Select District), Address, Pincode, and Mobile No. A blue 'Submit' button is located at the bottom center of the form.

4. Fill in the Staff Details

To add staff information, follow these steps:

1. Navigate to the "Staff Details" section.
2. Click on the "Add Staff" option.

The screenshot shows a web application interface for adding staff details. The page title is "Add Staff Details". The form contains the following fields and options:

- Name***: Text input field.
- Gender***: Dropdown menu with "Select Gender" as the current selection.
- Designation***: Dropdown menu with "Select Designation" as the current selection.
- Mobile No.***: Text input field.
- Email id***: Text input field.
- Author Number***: Text input field.
- Qualification***: Dropdown menu with "Select Qualification" as the current selection.
- Upload Photo***: File upload button labeled "Choose File" with the text "No file chosen" below it.
- Police Verification**: Radio button with the label "No".
- Submit**: A blue button at the bottom center of the form.

Make sure you fill all the '*' marked fields as they are mandatory