

SNEHAPOORVAM

New Registration Online 2017-2018

1. Visit the page <http://kssm.ikm.in/>
2. Before filling the Application form request you to go through the **Snehapoorvam Guidelines** given for **Eligibility criteria**. Ineligible forms will be **REJECTED**.
3. For Renewing the Previous year Application (those who have applied for 2016-2017 online) kindly go through the Instructions for Renewal. **If not able to do Renewal, you may apply as “New Registration” for such students.**
4. Click the button named ‘SCHOOLS/COLLEGE LOGIN’ Fig. 01 given below.

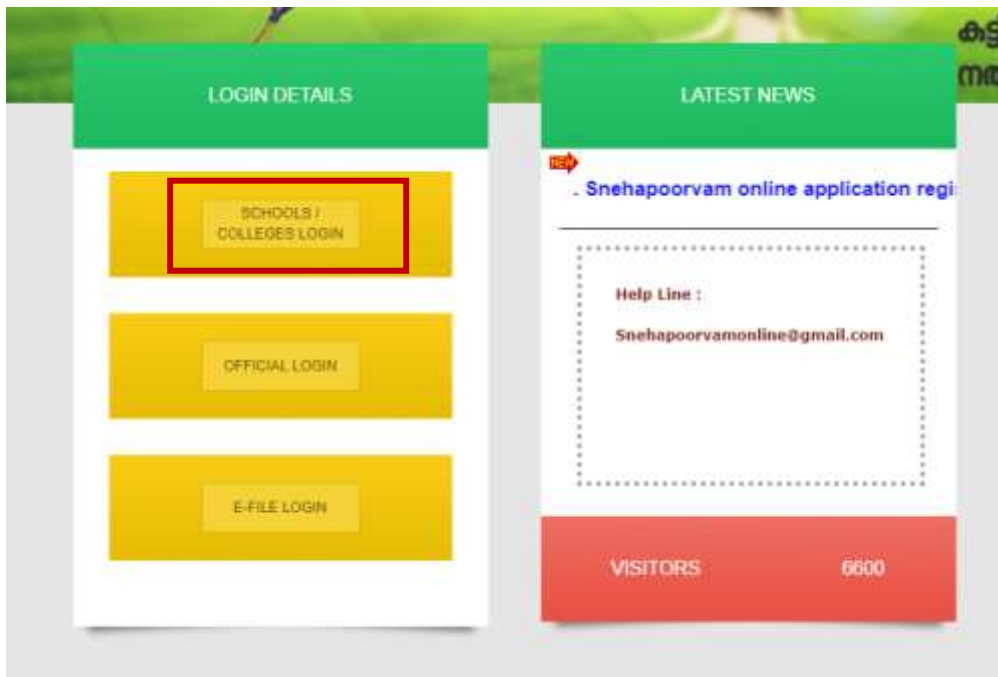


Fig. 01

5. Enter **User Name** and **Password** (already registered Institutions) then click the button named ‘Sign In’ Fig. 02). If Forgot please try “**Forgot Username**” and “**Forgot Password**” option. Enter the **Captcha** as shown. You may try “**New Institute Registration**” if your School/College is not yet registered with us.



Fig. 02

6. Select the link named **'Services'** as shown in the Fig. 03 below



Fig. 03

7. Click the button named **'New Registration'** as shown in the Fig. 04 below



Fig. 04

8. Fill Mandatory fields (*) then click the button named 'Save' as shown in the Fig. 05a below. The Malayalam typing can be done using the keyboard symbol provided as shown in Fig. 05b. Kindly make sure that the data entered is correct before clicking Save button.

The screenshot shows a web form titled 'മേഖലാ വിദ്യാലയങ്ങൾ' (Mehala Vidyalayam). The form contains the following fields and values:

- Institution Type*: Educational Institutions (Classes 1 - 10)
- Institution Sub Type*: Aided
- District*: Palakkad
- Institution Name*: H. S. Sreekrishnapuram
- Institution Code*: 20039
- Scheme*: Snehapoorvam
- Application Number*: (empty)
- Application Date*: (empty)
- Address no: (empty)
- Applicant Name (English)*: (empty)

At the bottom of the form, there are two buttons: 'BACK' and 'SAVE'. The 'SAVE' button is highlighted with a red rectangle.

Fig. 05 a

This screenshot shows the same web form as in Fig. 05a, but with a Malayalam keyboard overlay. The keyboard is used for typing in Malayalam. The form fields are filled with Malayalam text:

- മേഖലാ വിദ്യാലയങ്ങൾ
- വിദ്യാലയം തരം*: വിദ്യാലയങ്ങൾ (ക്ലാസ്സുകൾ 1 - 10)
- വിദ്യാലയം ഉപ-തരം*: സഹായം
- ജില്ല*: പാലക്കാട്
- വിദ്യാലയം പേര്*: എ. ടി. സി. സുരേഷ്
- വിദ്യാലയം കോഡ്*: 20039
- സർക്കിൾ*: സുഹൃദ്
- പ്രയോഗ നമ്പർ*: (empty)
- പ്രയോഗ തീയതി*: (empty)
- വിലാസ നമ്പർ*: (empty)
- പ്രയോധന പേര് (ഇംഗ്ലീഷ്)*: (empty)

The 'SAVE' button is highlighted with a red rectangle.

Fig. 05 b

9. Fill Mandatory fields (*) then click the button named 'Save' as shown in the Fig. 06 below. Kindly make sure that the data entered is correct before clicking Save button. Once submitted the data cannot be EDITED.

10. Go to Home menu. Click Services. Click the button named 'Submission to KSSM' as shown in Fig. 07 below.



Fig. 07

11. Select the Academic Year as 2017-2018 for this academic year and Click the button named 'Search'. Please note that only Academic year should be given. No other data to be filled here. Refer to the Fig. 08 given below.

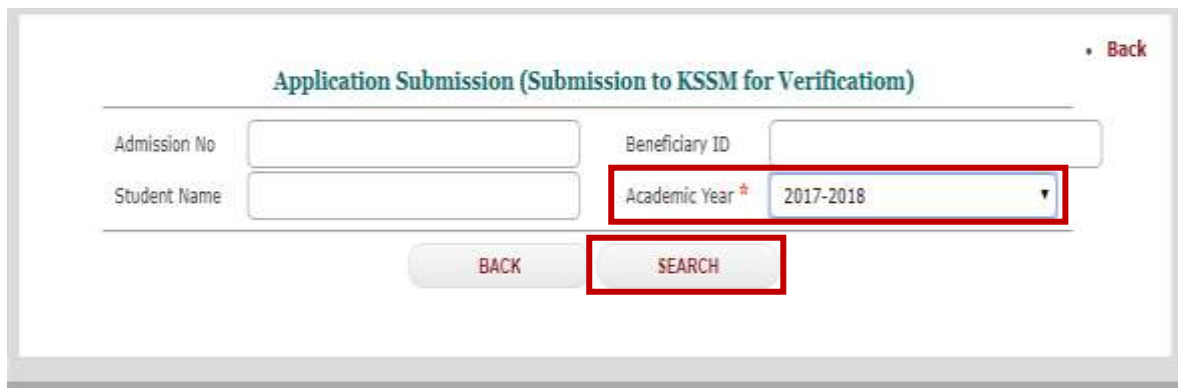


Fig. 08

12. The list of all applied students will be displayed after clicking the Search button as shown below. Select the Check Box (the box highlighted in red in the below Fig. 09).

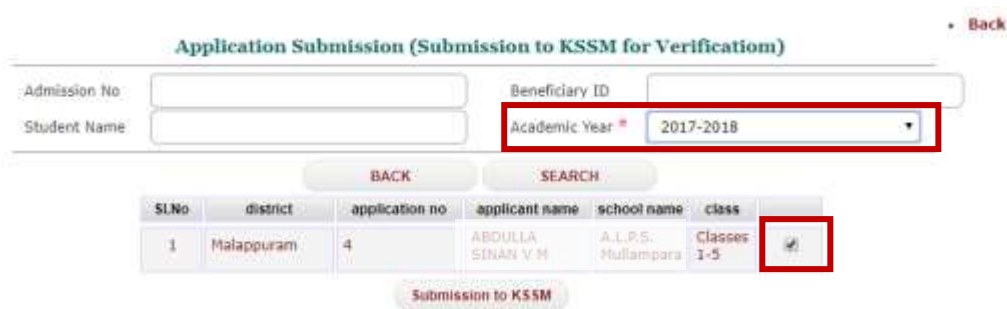


Fig. 09

13. Click the button named '**Submission to KSSM**' (fig. 10). The Print out with **Reference number** will be obtained only after successful Submission of the Application here. Sample of form given below.

Application Submission (Submission to KSSM for Verification)

Admission No: Beneficiary ID:

Student Name: Academic Year: 2015-2016

BACK SEARCH

SLNo	District	Application No	Applicant Name	School Name	Class	
1	Palakkad	152	Suresh	H. S. S. Sreekrishnapuram	Classes 1-5	<input type="checkbox"/>

Submission to KSSM

A Project of Kerala Social Security Mission under Social Justice Department, Government of Kerala
Email: socialsecuritymission@gmail.com Ph: 0471-2348135, 2341200
Technical support - information.kerala@mission

Fig. 10

14. After clicking **Submission to KSSM** the online Application print out is obtained. This print out **with Reference Number** should be sent to KSSM Trivandrum office address given below **from all districts of Kerala**. Find below the sample Fig. 10 of an Application form.

The Application will be approved only after receiving this Print out copy with **School/College seal and signature** to the below address,

**Kerala Social Security Mission,
Poojappura,
Trivandrum - 695012**

For any doubts please drop an email to snehapoorvamonline@gmail.com

നമ്പർ- 18491

തീയതി- 2015-09-07

H. S. S. Sreekrishnapuram
Palakkad
HSS.SREEKRISHNAPURAM, SREEKRISHNAPURAM(PO), PALAKKAD
679513

എളിപ്പുട്ടിൻ ഡയറക്ടർ
കേരള സാമൂഹ്യ സുരക്ഷ ക്ഷീര
തിരുവനന്തപുരം

സർ,

വിഷയം:- സ്റ്റേറ്റ് പബ്ലിക് പബ്ലിക് 2015-2016 അർഹമായ Upload ചെയ്ത വിദ്യാർത്ഥികളുടെ ലിസ്റ്റ് അയക്കുന്നത് - സംബന്ധിച്ച്

സ്വപന:- സ.മ.(എം.എസ്) നമ്പർ 83/14/സാനി.തീയതി 10-10-2014.

സ്വപന പ്രകാരം ഈ സിസ്റ്റത്തിൽ/കോളേജിലെ സ്റ്റേറ്റ് പബ്ലിക് പബ്ലിക് സ്റ്റേറ്റ് ക്ഷീര അർഹമായ - 1 വിദ്യാർത്ഥിയുടെ/വിദ്യാർത്ഥികളുടെ Upload ചെയ്ത ലിസ്റ്റ് ധനസഹായം അനുവദിക്കുന്നതിനായി ഇതിനോടൊപ്പം അയയ്ക്കുന്നു.

വിദ്യാസ്തയോടെ

സഹായ ക്ഷേമം

1 A AJESH AJESH BHAVANAM,,Pathanamthitta,691555

Seal of Institution

Seal of Head of the Institution

Signature of Head of the Institution

Fig. 10