



Ministry of Education
Government of India



Ministry of Education Government of India



User Guide for Schools

Vidyanjali is an amalgamation of the words Vidya meaning "correct knowledge" or "clarity" and Anjali meaning "an offering with both hands" in Sanskrit language.



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1 Introduction

Vidyanjali is an initiative taken by the Ministry of Education, Government of India with the aim to strengthen Schools through community and private sector involvement in schools across the country. This initiative would connect schools with varied volunteers from the Indian Diaspora namely, young professionals, retired teachers, retired Government officials, retired professionals and many others.

This manual is intended for the use of government and government aided schools to manage various activities and contributions. Care is taken to explain each role and its functionality in detail.



2 Vidyanjali Home Page

Vidyanjali has two verticals: “**Participate in Service/Activity**” and “**Contribution in Assets/ Material/ Equipment**” in which volunteer can support and strengthen the government and government aided schools. Vertical and broad categories where volunteer can support are as follows:

1. Service/ Activity Category:

1.1. Generic Level

- 1.1.1. Subject Assistance
- 1.1.2. Teaching Art & Craft
- 1.1.3. Teaching Yoga / Sports
- 1.1.4. Teaching Languages
- 1.1.5. Teaching Vocational Skills
- 1.1.6. Assistance for Children with Special Needs
- 1.1.7. Adult Education
- 1.1.8. Preparing Story Books with Children
- 1.1.9. Mentoring Students for Career Counselling

1.2. Sponsorship

- 1.2.1. Sponsoring Trained Counsellors and Special Educators
- 1.2.2. Sponsoring counsellor - Counselling for Physiological Support, Mental Health and Wellbeing
- 1.2.3. Special Classes by Experts
- 1.2.4. Sponsoring Medical Camps by Doctors
- 1.2.5. Sponsoring for Participation in Sports and Cultural Events
- 1.2.6. Sponsoring for Health and Cleanliness Resources for One Academic Session
- 1.2.7. Sponsoring Additional Manpower for Housekeeping for One Academic Session
- 1.2.8. Sponsoring Special Remedial Classes for Students
- 1.2.9. Sponsoring CWSN Identification Camp
- 1.2.10. Sponsoring Self Defence Training for Girls

2. Contribute In Assets/ Material/ Equipment Category

- 2.1. Basic Civil Infrastructure
- 2.2. Basic Electrical Infrastructure
- 2.3. Classroom Needs
- 2.4. Tool Kits and Miscellaneous Equipment
- 2.5. Digital Infrastructure

- 2.6. Equipment for Co-Curricular Activities & Sports
- 2.7. Health and Safety
- 2.8. Teaching Learning Material
- 2.9. Maintenance Repairs
- 2.10. Office Needs

2.1 Activity Flow

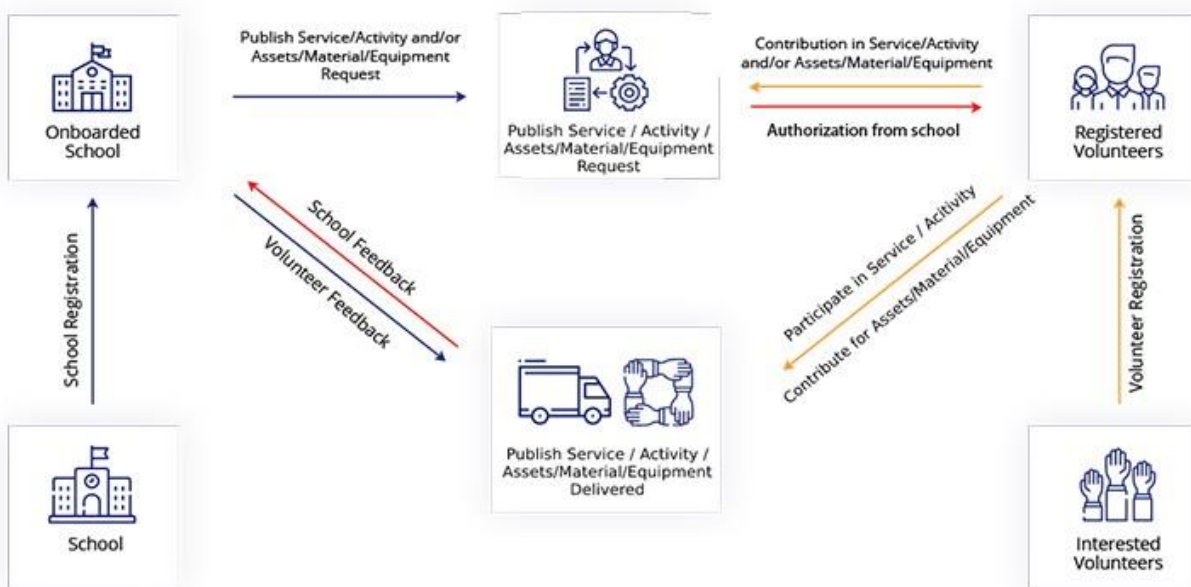


Figure 2-1



Figure 2-2



Figure 2-3

6 LATEST SCHOOL REQUESTS - SERVICES / ACTIVITIES / ASSETS / MATERIAL / EQUIPMENT

Office Needs

Computer donation...

ANDDIYA-5 PRI SCHOOL
Gandhinagar, Gujarat

[View More](#)

Subject assistance

test...

ANDDIYA-5 PRI SCHOOL
Gandhinagar, Gujarat

[View More](#)

Health and Safety Aids

All devices, equipment at least ISI marked and don...

AMBAYPURA PRI SCHOOL
Gandhinagar, Gujarat

[View More](#)

Adult Education

Indicative framework, description of services, act...

AMBAYPURA PRI SCHOOL
Gandhinagar, Gujarat

[View More](#)

ONBOARDED SCHOOLS

(Service/Activity / Assets/Material/Equipment)

7

State / Autonomous Bodies: -- Select State / Autonomous --
District / Region: -- Select District / Region --
Block: -- Select Block --
Service/Activity / Assets/Material/Equipment: Select Type
[Search](#)

TESTIMONIALS

8

This programme has been envisaged to bring together people willing to volunteer their services at schools which really need them.

Vinita Anandrao Shrouthy
Volunteer, Maharashtra

COMPLETED REQUESTS - SERVICES / ACTIVITIES / ASSETS / MATERIAL / EQUIPMENT

9

Congratulations **neeraj agnihotr** on successful completion of **Sponsoring Trained Counsellors and**

Test activity...

ANDDIYA-5 PRI SCHOOL
Gandhinagar, Gujarat

[View More](#)

Congratulations **Madhav kansara** on successful completion of **Teaching Art & craft**

Indicative framework, description of services, act...

BARDOI BARIYA MOTI PRI SCHOOL
Gandhinagar, Gujarat

[View More](#)

Figure 2-4



- 1 - Main menu
- 2 -Login button
- 3 -Volunteer Program
- 4 -Participate in Service/ Activity
- 5 -Contribute in Assets/ Material/ Equipment
- 6 -Latest School Requests - Service/ Activity and/or Assets/ Material/ Equipment
- 7 -On boarded Schools
- 8 -Testimonials
- 9 -Completed Requests - Service/ Activity and/or Assets/ Material/ Equipment

2.2 Main Menu

2.2.1 [About Vidyanjali](#)

Following are the services/activities for Schools:

2.2.2 [State Program](#)

Select **State Program** from main menu;



The screenshot shows the 'Similar State initiatives' section of the Vidyanjali website. It features a table with three columns: S.No., State Name, and URL. The table lists two entries: Tamilnadu and Odisha, each with a corresponding URL and an external link icon.

S.No.	State Name	URL
1	Tamilnadu	https://contribute.tnschools.gov.in
2	Odisha	https://moschool.in

Figure 2-5

Existing state programs will be displayed with following column headings;

- S. No.
- State Name
- URL – Click the URL, you will be directed to the state education department web portal.

2.2.3 Search School

Select **Search School** from main menu;

You will have two options:

2.2.3.1 On boarded Schools

Select “**On Boarded Schools**” from Search School Menu;

The screenshot shows a dropdown menu for 'Search School'. The menu is open, displaying two options: 'Onboarded Schools' (highlighted with a red box) and 'All Schools'. The 'Guidelines' option is visible in the background.

Figure 2-6



Onboarded Schools

Home • Onboarded Schools

State / Autonomous Bodies	District / Region	Block	School Name
Select State / Autonomous Bodie <input type="text"/>	-- Select District -- <input type="text"/>	-- Select Block -- <input type="text"/>	<input type="text"/>
Submit		Reset	

Figure 2-7

On boarded schools detail will be displayed with following column headings:

Total Schools : (10)

Sr. No.	School Name/Address	Ongoing Services/Activities	Ongoing Assets/Material/Equipment	Action
1	SMT.S.A.B.PATEL PANCHSHIL VIDHYALAYA / SMT.S.A.B.PANCHSHIL VIDHYALAY KHARNA.TA-MANSA, DIT-GANDHINAGAR	0	0	Show Interest in unlisted Contribute
2	ANODIYA-5 PRI. SCHOOL / ANODIYA PRI.SCHOOL NO-5.VADIYAVAS ANODIYA.TA-MANSA	1	1	Show Interest in unlisted Contribute
3	A.SAU KUSUMBEN SEVANTILAL SOMCHAND SHAH GUJARATI PRIMARY SCHOOL / A.SAU KUSUMBEN SEVANTILAL SOMCHAND SHAH GUJARATI PRIMARY SCHOOL.TA-MANSA	0	0	Show Interest in unlisted Contribute
4	BARDOLI BARIYA MOTI PRI.SCHOOL / TA-DEHGAM.DIST-GANDHINAGAR	0	0	Show Interest in unlisted Contribute
5	AMBAPURA PRI. SCHOOL / AMBAPURA PRIMARY SCHOOL.KALOL	0	0	Show Interest in unlisted Contribute
6	A.N.PATEL VIDYALAYA / A.N.PATEL VIDHYALAY UNAVA NEAR MAHAKALI MANDIR	0	0	Show Interest in unlisted Contribute
7	ANANDPURA (S) PRI. SCHOOL / AT ANANDPURA S.TA MANSA DI.GANDHINAGAR	0	0	Show Interest in unlisted Contribute
8	PADMASHRI V.H.HIGH SCHOOL (GRANTED 9-12) / TRIKAMJINAGAR.PAJARAPOL.CHOK.MANSA	0	0	Show Interest in unlisted Contribute
9	KENDRIYA VIDHYALAY NO 1 / ichhanath_opp SVNIT_airport road_surat	0	0	Show Interest in unlisted Contribute
10	KENDRIYA VIDHYALAYA / airforce naliya abdasas kachchh	0	0	Show Interest in unlisted Contribute

Figure 2-8

- Sr. No.
- School Name/Address- Click the link to view the details
- Ongoing Services/Activities
- Ongoing Assets/Material/Equipment
- Action



Schools

Home • On Boarded Schools • School Details

School Details

UDISE Code	24060403001
School Name	GRAMBHARATI PRI. SCHOOL
School Category	Primary with Upper Primary
School Management	Local Body
School Type	Co-Educational
Class From	1
Class To	8
State Name	Gujarat
District Name	GANDHINAGAR
Block Name	MANSA

Figure 2-9

- Ongoing Services/ Activities – Click the link displayed on the number of services/ activities to view and participate
- Ongoing Assets/ Material/ Equipment - Click the link displayed on the number of assets/ material/ equipment to view and contribute

2.2.3.2 All Schools

Select “**All Schools**” from Search School Menu;

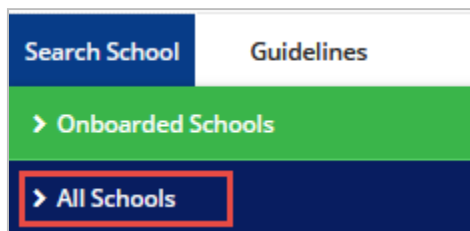


Figure 2-10

All schools detail will be displayed with following column headings:

[Home](#) | [About Vidyanjali 2.0](#) | [Contribute](#) | [State Initiatives](#) | [Search School](#) | [Guidelines](#) | [User Manual](#) | [Login](#)

Find a School

Home » Find a School

State / Autonomous Bodies * District / Region * Block School Name Status

Figure 2-11

You can select State/ Autonomous Bodies and district or specify the search criteria and click

Submit

button. All schools in the state will be displayed with following column headings:

Kendriya Vidyalaya Sangathan **Agra**

Total Schools **(36)**

Sr. No.	School Name/Address	Ongoing Services/Activities	Ongoing Assets/Material/Equipment	Status	Action
1	KEND.VIDALAYA-2 REFINERY NAGAR BAD MTR / REFINERY NAGAR MATHURA UTTAR PRADESH-281006	0	0	Not On boarded	Request for on boarding
2	KEND.VIDALAYA-3 BAD / Railway colony Baad Mathura	0	0	Not On boarded	Request for on boarding
3	KENDRAY VIDHALAY G.T. ROAD HARICHANDPUR KALAN ETAH / GT ROAD HARICHANDPUR KALAN OPPOSITE TO DIET	0	0	Not On boarded	Request for on boarding
4	KENDRIYA VIDALAYA / Near Golf Ground Mathura Cantt. Mathura.	0	0	Not On boarded	Request for on boarding
5	KENDRIYA VIDYALAYA / KENDRIYA VIDYALAYA BUDIWAR ROAD	0	0	Not On boarded	Request for on boarding
6	KENDRIYA VIDYALAYA / H5 18_Sector P-3_PO-Gurjinder Vihar GautamBudh Nagar, Uttar Pradesh PIN 201315	0	0	Not On boarded	Request for on boarding
7	KENDRIYA VIDYALAYA / A-7 SEC-24 NOIDA U.P. 201301	0	0	Not On boarded	Request for on boarding
8	KENDRIYA VIDYALAYA 3 SADAR AGRA / Kendriya Vidyalaya No 3 W A C Line Agra Uttar Pradesh Pin Code 282001	0	0	Not On boarded	Request for on boarding
9	KENDRIYA VIDYALAYA AFS CHANDINAGAR / KENDRIYA VIDYALAYA AIR FORCE STATION CHANDINAGAR BAGHPAT UP	0	0	Not On boarded	Request for on boarding
10	KENDRIYA VIDYALAYA ALIGARH / KENDRIYA VIDYALAYA aligarh ramghat road devshani UP	0	0	Not On boarded	Request for on boarding

Figure 2-12

- Sr. No.
- School Name/Address
- Ongoing Services/Activities
- Ongoing Assets/Material/Equipment
- Status
- Action

3 New User Registration /School Registration

Select **Login** on top right corner of the Home Page. Login screen will be displayed with provision to register as;

- [School](#)

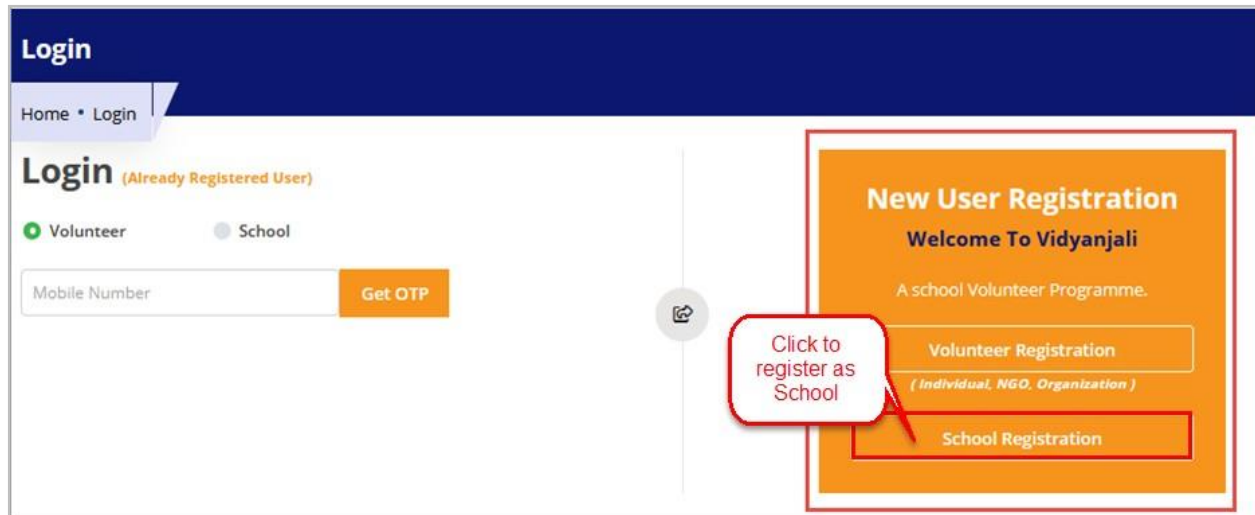


Figure 3-1

Schools can register themselves on Vidyanjali portal by providing their basic details. Individuals, NGOs and Organizations can register as volunteers on Vidyanjali portal.

Click  on right panel of Login screen to register school. School registration page will be displayed;

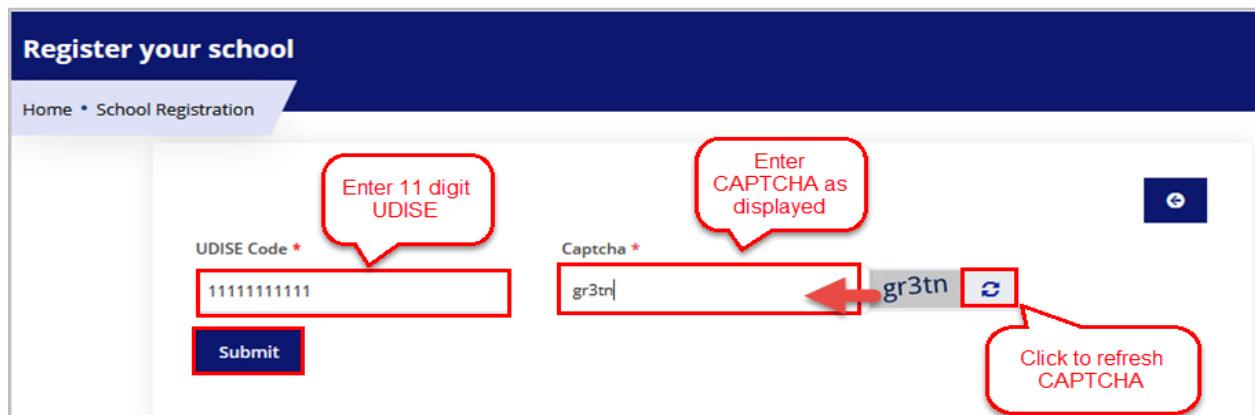


Figure 3-2

Enter following details:

- UDISE Code: Enter 11 digit UDISE code for school; System displays message in case of incorrect UDISE number like;

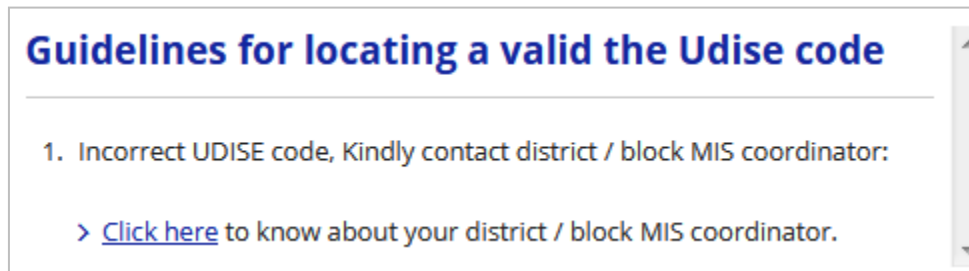




Figure 3-3

You can contact district/block MIS coordinator by selecting [Click here](#) link to know your school's UDISE number.

- Captcha: Enter Captcha as displayed; click  icon to refresh the Captcha code
- Click  button to register the school.
- After successful registration, you can login and publish services/activities and post requests for Assets/Materials/Equipment.

3.1 Publish Service/ Activity and/or Assets/ Material/ Equipment Request

After registration, school shall publish the service/activity and/or Assets/ Material/ Equipment details for required external support from the volunteers.

- Publish Service/ Activity
- Assets/ Material/ Equipment Request

4 School Login

Select **Login** on top right corner of Vidyanjali website; Login screen will be displayed;

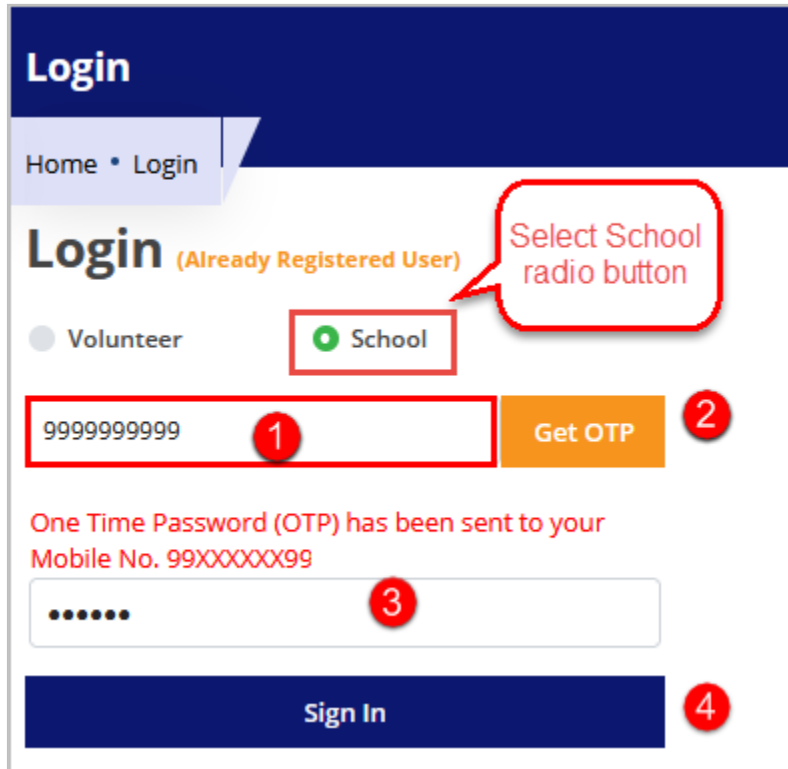


Figure 4-1

- Select School radio button
- 1 Mobile Number: Enter registered mobile number and
- 2 Click **Get OTP**
System sends OTP to the registered mobile number
- 3 Enter OTP and
- 4 Click **Sign In**. On successful sign in, School Dashboard will be displayed:



4.1 School Profile

Top right corner of the dashboard displayed the Logged in school name. Click on that to view the options available for the user to manage the activities on portal.

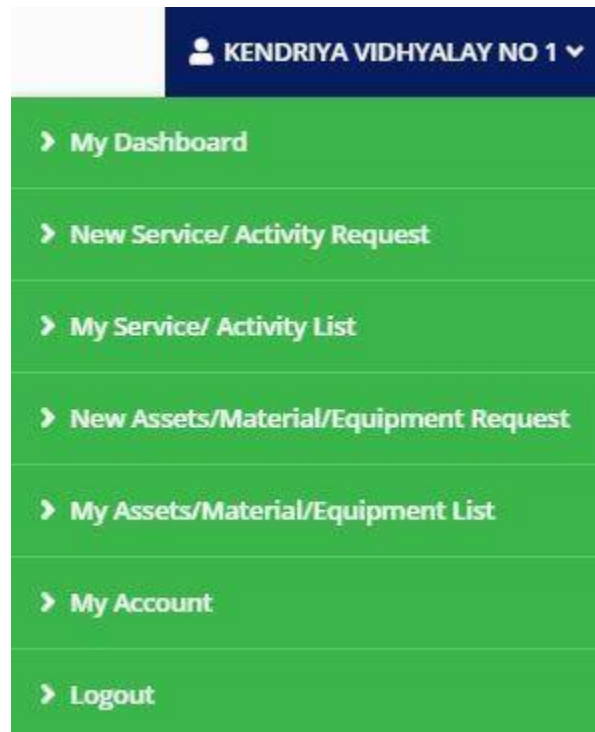


Figure 4-2

- [Dashboard](#)
- [New Service/ Activity Request](#)
- [My Service/ Activity List](#)
- [New Assets/Material/Equipment Request](#)
- [My Assets/Material/Equipment List](#)
- [My Account](#)
- [Logout](#)

4.2 School Dashboard

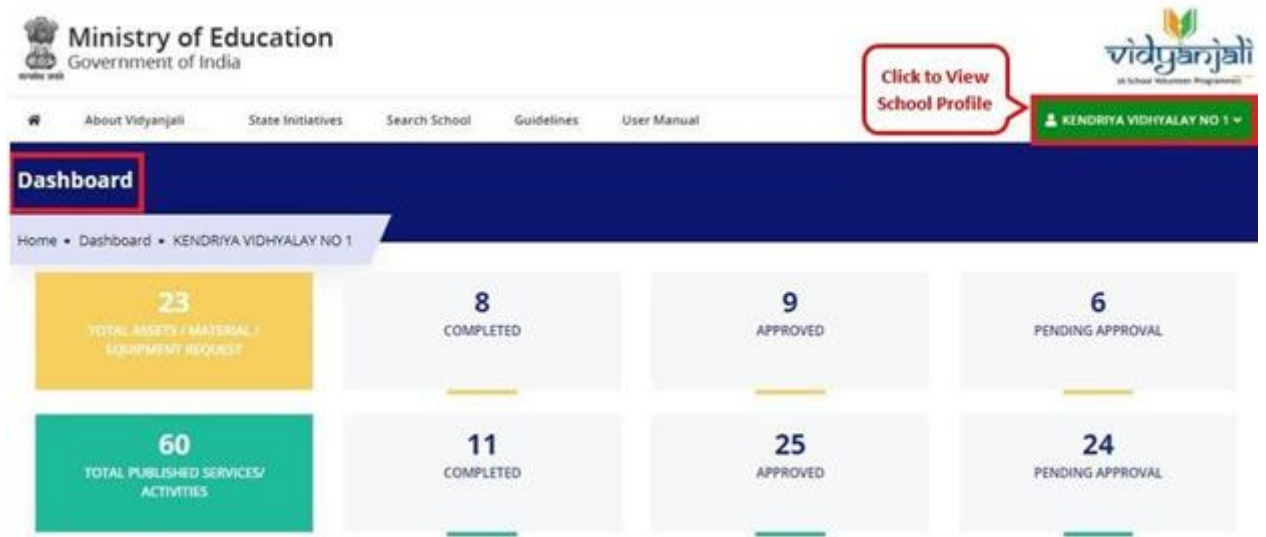


Figure 4-3

Dashboard displays following tabs ([Total Assets/ Material/ Equipment Request](#) and [Total Published Services/Activities](#)) with total number of records under Completed, Approved and Pending Approval tabs;

4.2.1 Total Assets/Material/Equipment Request

Dashboard displays Total Assets/Material/Equipment Requests under Completed, Approved and Pending Approval heads;



Figure 4-4

- [Completed](#)
 - Click "**Completed**" to view Completed Assets/Material/Equipment Requests
- [Approved](#)
 - Click "**Approved**" to view Approved Assets/Material/Equipment Requests
- [Pending Approval](#)
 - Click "**Pending Approval**" to view Assets/Material/Equipment Requests pending for approval

4.2.1.1 Completed

School Assets / Material / Equipment

Home • School Assets / Material / Equipment

Assets/Material/Equipment Category	Asset/Material/Equipment Name	Status	Last date of Receiving Application From	Last date of Receiving Application To	Expected Date
Select Category <input type="text"/>	Select Material <input type="text"/>	-- Select -- <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 4-5

- You can search the completed assets/materials/equipment searching by category and /or sub category. Specify search criteria and click button;
- Click to reset search criteria.
- Completed assets/materials/equipment's will be displayed with following column headings:

Sr.No	ID	Assets/Material Category	Assets/Material Needed	Quantity Required	Total Quantity as per Contribution Requests	Quantity Approved	Quantity Received	Actions
1	466	Basic Electrical Infrastructure	Cooking equipment	15	0	10	17	<input type="button" value="Add New Contribution Request"/> <input type="button" value="Search"/> <input type="button" value="Eye"/>
2	451	Tool Kits and Miscellaneous Equipment	Sports Related Equipment	100	0	0	95	<input type="button" value="Search"/> <input type="button" value="Eye"/> <input type="button" value="Trash"/>
3	446	Learning Equipment	Toys, puzzles, puppets	450	450	0	--	<input type="button" value="Search"/> <input type="button" value="Eye"/> <input type="button" value="Trash"/>
4	429	Digital Infrastructure	Computer Accessories (Keyboards, Mouse etc.)	500	500	400	400	<input type="button" value="Search"/> <input type="button" value="Eye"/>

Figure 4-6

- Sr. No
- ID
- Assets/Material/Equipment Category
- Assets/Material/Equipment Needed
- Quantity Required
- Total Quantity as per Assets/ Material/ Equipment Requests
- Quantity Approved
- Quantity Received



- Actions

2 Details- Click to view details

School Contribution Details

- > Volunteer Request(s) : 2
- > Balance Quantity : 0
- > Last date of receiving application : 11 Feb, 2021 10:00 AM
- > Status (Drafted)
 - Volunteer Invited (0)
 - Volunteer Confirmed (0)
 - Volunteer Not Accepted (0)

Figure 4-7

3 View- Click to view assets/ material/ equipment request

4 Delete – Click to delete specific record

1 Click on School Assets/ Material/ Equipment Listing screen; School Assets/ Material/ Equipment screen will be displayed;

School Contributions

Home • School Contributions • View


Toys, puzzles, puppets

Assets/Material Learning Equipment	Material Name Toys, puzzles, puppets	Contribution Frequency Regular	Assets/Material Quantity (In Number/Sqft.) 450
Expected Date before which Contribution Required 11 Feb, 2021	Last date of receiving application 11 Feb, 2021 10:00 AM		
Details hello			
Contribution Closed	Reason for Closer: No more requirement at school		

Figure 4-8

Contribution Participants

Volunteer Request (1) Volunteer Invited (0) Volunteer Confirmed (0) Volunteer Not Accepted (0)

Sr. No.	Profile Image	Name	Mobile No.	Quantity offered	Actions
1		Gaurav Tripathi	8285742821	50	Invite Not Accept

Contribution Pics








Figure 4-9



Contribution Participants screen displays list of Volunteer Request, Invited, Confirmed, and Not Accepted.

Volunteer Request:

Contribution participants will be displayed with following column headings:

- Sr. No.
- Profile Image
- Name
- Mobile No.
- Quantity Offered
- Actions
 - Click  to invite the volunteer participation
 - Click  not to accept the volunteer participation



Volunteer Invited:

Contribution Participants						
Volunteer Request (1)	Volunteer Invited (0)	Volunteer Confirmed (0)	Volunteer Not Accepted (0)			
Sr. No.	Profile Image	Name	Mobile No.	Quantity Offered	Meeting Date & Time	Actions
No Invited Volunteer Found						

Figure 4-10

Invited Volunteer list will be displayed with following column headings:

- Sr. No.
- Profile Image
- Name
- Mobile No.
- Quantity Offered
- Meeting Date & Time
- Actions

Volunteer Confirmed:

Contribution Participants							
Volunteer Request (1)	Volunteer Invited (0)	Volunteer Confirmed (0)	Volunteer Not Accepted (0)				
Sr. No.	Profile Image	Name	Mobile No.	Quantity Offered	Quantity Approved	Quantity Received	Balance Quantity
No Confirmed Volunteers.							

Figure 4-11

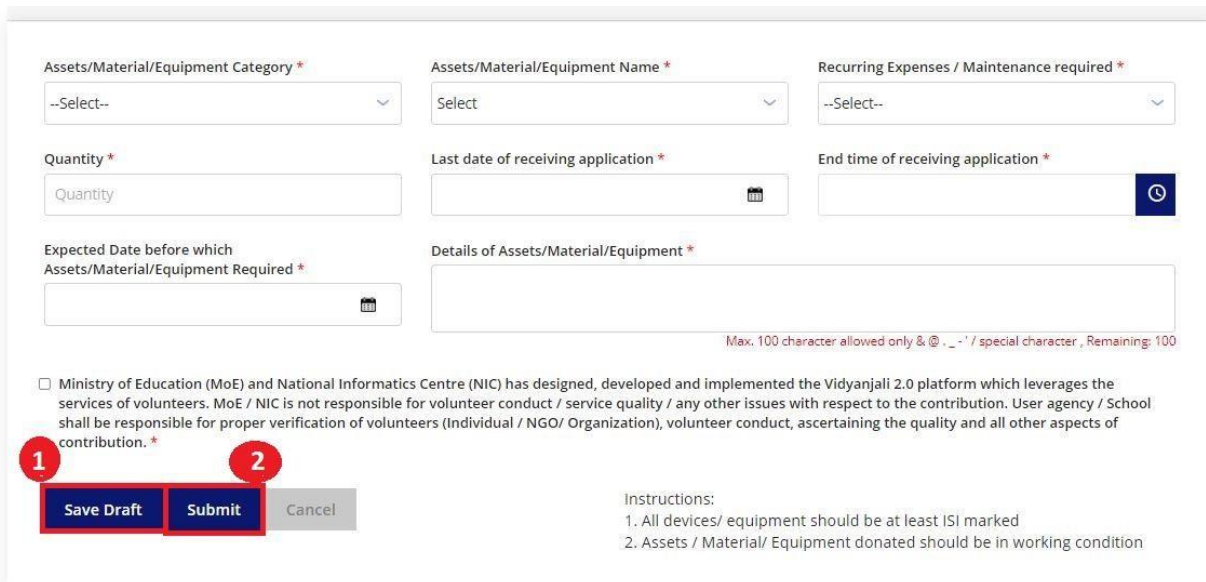
Confirmed Volunteer list will be displayed with following column headings:

- Sr. No.
- Profile Image
- Name
- Mobile No.
- Quantity Offered

- Quantity Approved
- Quantity Received
- Balance Quantity

4.2.1.1.1 Add New Contribution Request

Click **Add New Contribution Request** on School assets/ material/ equipment Listing screen; School assets/ material/ equipment screen will be displayed;



Assets/Material/Equipment Category *
--Select--

Assets/Material/Equipment Name *
Select

Recurring Expenses / Maintenance required *
--Select--

Quantity *
Quantity

Last date of receiving application *
[Calendar Icon]

End time of receiving application *
[Time Picker Icon]

Expected Date before which Assets/Material/Equipment Required *
[Calendar Icon]

Details of Assets/Material/Equipment *
Max. 100 character allowed only & @ . _ ' / special character , Remaining: 100

Ministry of Education (MoE) and National Informatics Centre (NIC) has designed, developed and implemented the Vidyanjali 2.0 platform which leverages the services of volunteers. MoE / NIC is not responsible for volunteer conduct / service quality / any other issues with respect to the contribution. User agency / School shall be responsible for proper verification of volunteers (Individual / NGO/ Organization), volunteer conduct, ascertaining the quality and all other aspects of contribution.*

1 Save Draft 2 Submit Cancel

Instructions:
1. All devices/ equipment should be at least ISI marked
2. Assets / Material/ Equipment donated should be in working condition

Figure 4-12

Enter following details:

- Assets/ Material/ Equipment Category: Select assets/ material/ equipment category
- Assets/ Material/ Equipment Name: Select assets/ material/ equipment name
- Recurring Expenses / Maintenance required: Select recurring Expenses/maintenance
- Quantity: Enter quantity
- Last date of receiving application: Select last date of receiving applications from calendar ([Calendar Icon])
- End time of receiving application: Select end time date of receiving applications in HH:MM (AM/PM) format
- Expected Date before which Assets/ Material/ Equipment Required: Select expected date before which assets/ material/ equipment is required from calendar ([Calendar Icon])
- Details of the Assets/ Material/ Equipment: Enter details of Assets/ Material/ Equipment

Note: Max. 100 character allowed only & @. _ - ' / special characters are allowed.

Instructions:

1. All devices/ equipment should be at least ISI marked
2. Infrastructure donated should be in working condition

- 1 Click **Save Draft** to save the assets/ material/ equipment request as draft
 - 2 Click **Submit** to submit the assets/ material/ equipment request
- Click **Cancel** to discard action

4.2.1.2 Approved

Select "Approved" from dashboard;

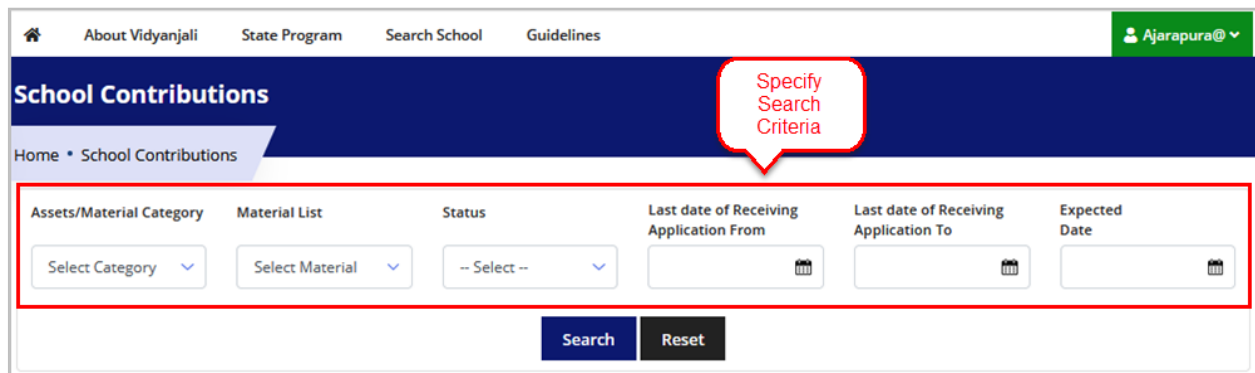


Figure 4-13


- You can search the completed assets/materials/equipment searching by category and /or sub category. Specify search criteria and click **Submit** button;
- Click **Reset** to reset search criteria.
- Approved records will be displayed with following column headings:


Sr.No	ID	Assets/Material Category	Assets/Material Needed	Quantity Required	Total Quantity as per Contribution Requests	Quantity Approved	Quantity Received	Actions
1	476	Classroom Needs	Tables	250	220	220	220	   
2	468	Learning Equipment	Electronic Games	2	--	--	--	   
3	448	Health and Safety Aids	Water Purifier	550	651	549	--	 
4	447	Tool Kits and Miscellaneous Equipment	Gardening Equipment	600	210	0	--	  

Figure 4-14


1 Click **Add New Contribution Request** to [add new contribution request](#)

- Sr. No
- ID
- Assets/Material/Equipment Category
- Assets/Material/Equipment Needed
- Quantity Required
- Total Quantity as per Contribution Requests
- Quantity Approved
- Quantity Received
- Actions

2 Details- Click  to view details

3 Delete – Click  to delete specific record

4 View- Click  to view contribution request

5 Edit: Click  to edit specific record

4.2.1.3 Pending Approval

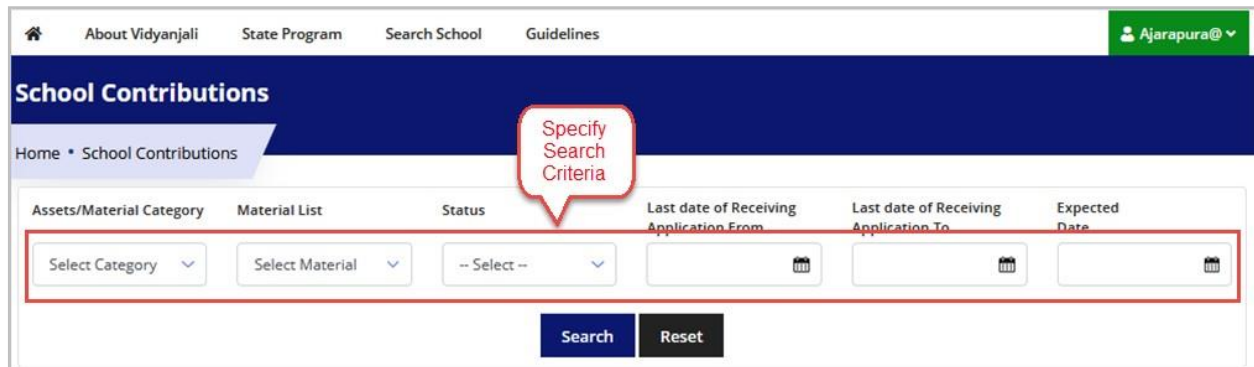


Figure 4-15

- You can search the completed assets/materials/equipment searching by category and /or sub category. Specify search criteria and click **Submit** button;
- Click **Reset** to reset search criteria.
- Pending approval records will be displayed with following column headings:







Sr.No	ID	Assets/Material Category	Assets/Material Needed	Quantity Required	Total Quantity as per Contribution Requests	Quantity Approved	Quantity Received	Actions
1	485	Office Needs	Cupboards	3	--	--	--	2, 3
2	478	Digital Infrastructure	Laptops	100	185	185	185	4, 5
3	465	Basic Electrical Infrastructure	Tube Light with Fitting for Common Areas	500	--	--	--	
4	378	Office Needs	Computer	5	--	--	--	

Figure 4-16

1 Click **Add New Contribution Request** to [add new contribution request](#)

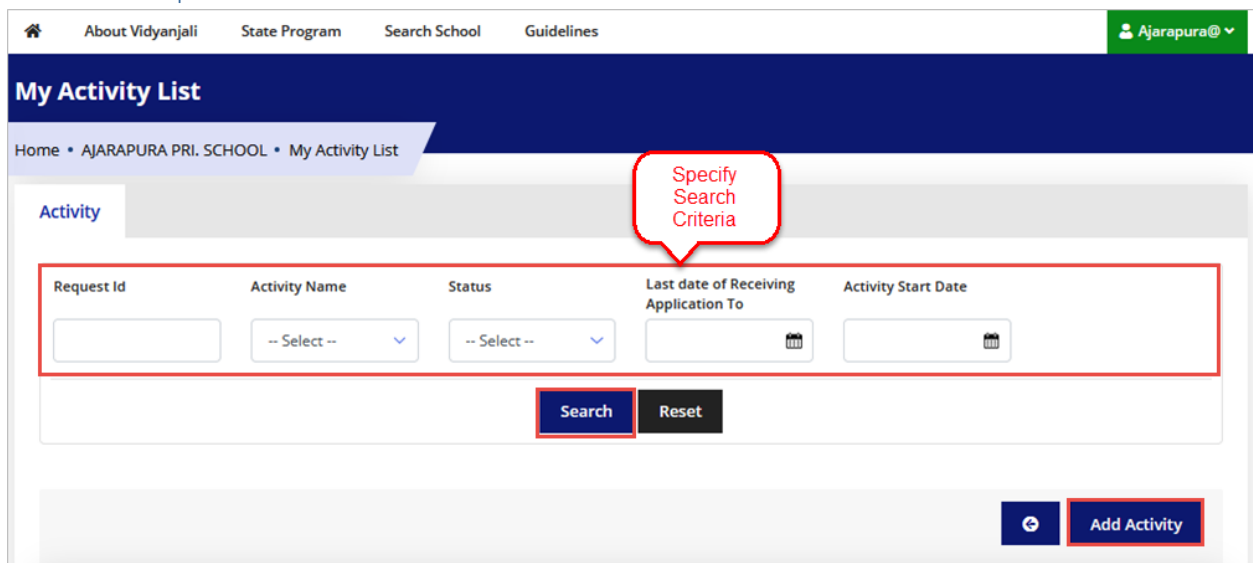
- Sr. No
- ID
- Assets/Material/Equipment Category

- Assets/Material/Equipment Needed
- Quantity Required
- Total Quantity as per assets/ material/ equipment Requests
- Quantity Approved
- Quantity Received
- Actions

- 2 Details- Click  to view details
- 3 Delete – Click  to delete specific record
- 4 View- Click  to view contribution request
- 5 Edit: Click  to edit specific record

4.2.2 Total Published Services/ Activities

4.2.2.1 Completed



Home • AJARAPURA PRI. SCHOOL • My Activity List

Activity

Request Id	Activity Name	Status	Last date of Receiving Application To	Activity Start Date
<input type="text"/>	-- Select --	-- Select --	<input type="text"/>	<input type="text"/>

Search **Reset**

Add Activity

Figure 4-17

- You can search the Published services/ activities searching by request ID and category name.

Specify search criteria and click **Submit** button;

- Click **Reset** to reset search criteria.

- Approved records will be displayed with following column headings:





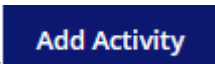
<div style="float: right; margin-right: 10px;">  </div>							
Ongoing Activities		Completed Activities(11)					
Sr.No	ID	Activity Name	Last date of receiving application	Activity Start Date	Volunteer Request(s)	Status	Action
1	1030	Sponsoring Self Defence Training for Girls	16 Mar, 2021 11:11 PM	17 Mar, 2021	1	Status: (Closed) - Volunteer Invited (0) - Volunteer Confirmed (1) - Volunteer Not Accepted (0)	
2	984	Teaching Yoga / Sports	18 Feb, 2021 02:24 PM	18 Feb, 2021	0	Status: (Closed) - Volunteer Invited (0) - Volunteer Confirmed (0) - Volunteer Not Accepted (0)	

Figure 4-18

- Sr.No
- ID
- Service/Activity Name
- Last date of receiving application
- Service/Activity Start Date
- Volunteer Request(s)
- Status
- Action- Click  to view the record
- Click  to add new activity

4.2.2.1.1 Add Service/ Activity

- Click  on service/ activity listing screen to add new service/ activity

New Activity Request

Home • Schools • New Activity Request

Activity Category *
--Select--

Activity Name *
Select

Class/Grade *
Nothing selected

Activity Frequency *
 Regular One Time

Required Specialization *
--Select--

Gender *
--Select--

Tentative Start Date of Activity *
[Calendar Icon]

Duration (in days) *
Duration

Last Date of Receiving application *
[Calendar Icon]

Details of the Activity *
[Text Area]

End time of receiving application *
--:--:--

1 Max. 100 character allowed only & @ . _ ' / special character , Remaining: 100

2 Save Draft Submit Cancel

Figure 4-19

Enter following details:

- Service/Activity Category: Select service/ activity category from dropdown list
- Service/Activity Name: Select service/ activity name
- Class/Grade: Select class/grade
- Service/ Activity Frequency: Select activity frequency (Regular/One Time)
- Required Specialization: Select required specialization
- Gender: Select gender
- Tentative Start Date of Service/ Activity: Select tentative start date from calendar
- Duration (in days): Enter duration in days
- Last Date of Receiving application: Select last date of receiving application
- End time of receiving application: Enter end time of receiving the application
- Details of the Service/ Activity: Enter activity details

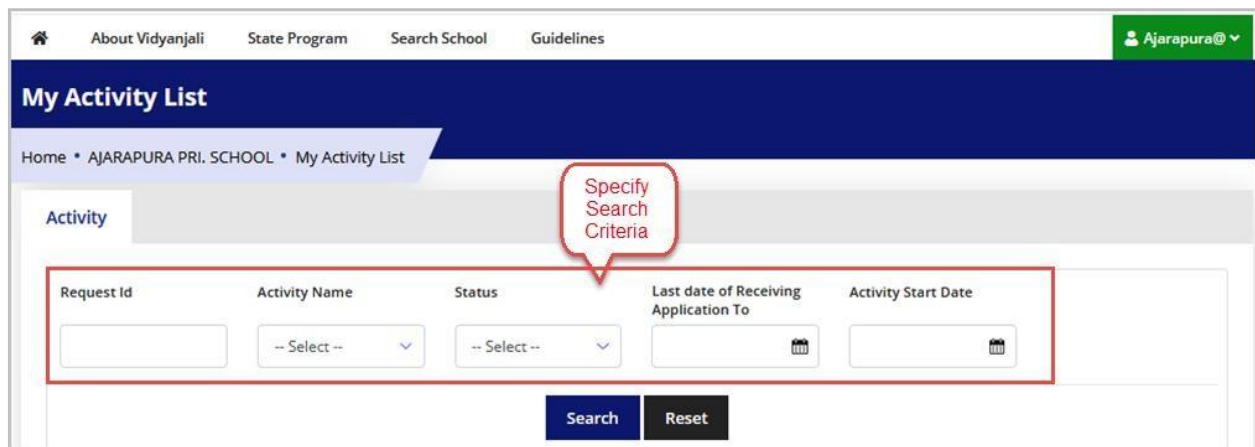
Note: Max. 100 character allowed only & @ . _ ' / special characters are allowed.

1 Click **Save Draft** to save the service/ activity

2 Click **Submit** to submit the service/ activity

- Click **Cancel** to discard action

4.2.2.2 Approved



The screenshot shows the 'My Activity List' page for user 'Ajarapura@'. The page has a navigation bar with 'About Vidyanjali', 'State Program', 'Search School', and 'Guidelines'. Below the navigation bar is a breadcrumb trail: 'Home > AJARAPURA PRI. SCHOOL > My Activity List'. The main content area is titled 'My Activity List' and contains a search form. The search form has five fields: 'Request Id' (text input), 'Activity Name' (dropdown menu with '-- Select --'), 'Status' (dropdown menu with '-- Select --'), 'Last date of Receiving Application To' (calendar icon), and 'Activity Start Date' (calendar icon). Below the search form are two buttons: 'Search' and 'Reset'. A red box highlights the search form fields, and a callout bubble with a red border and a speech bubble tail says 'Specify Search Criteria'.

Figure 4-20

- You can search the approved services/ activities searching by request ID and category name.

Specify search criteria and click **Submit** button;

- Click **Reset** to reset search criteria.
- Approved records will be displayed with following column headings:

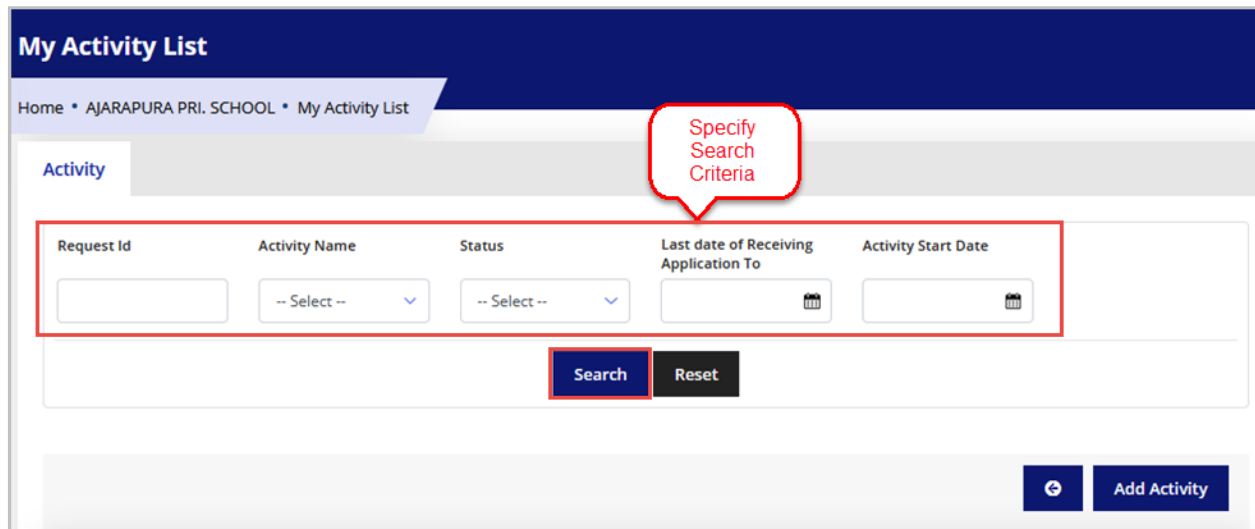


Ongoing Activities(24)		Completed Activities					
Sr.No	ID	Activity Name	Last date of receiving application	Activity Start Date	Volunteer Request(s)	Status	Action
1	1022	Teaching Subjects	26 Feb, 2021 05:20 PM	26 Feb, 2021	0	- Approved by D.N.O - Volunteer Invited (0) - Volunteer Confirmed (0) - Volunteer Not Accepted (0)	1 2
2	1021	Preparing story books with children	01 Mar, 2021 12:00 PM	01 Mar, 2021	1	- Approved by D.N.O - Volunteer Invited (0) - Volunteer Confirmed (1) - Volunteer Not Accepted (0)	

Figure 4-21

- Sr.No
- ID
- Service/Activity Name
- Last date of receiving application
- Service/Activity Start Date
- Volunteer Request(s)
- Status
- 1 Action- Click to view the record
- 2 Edit: Click to edit specific record
- Click [Add Activity](#) to add new service/ activity

4.2.2.3 Pending Approval



The screenshot shows the 'My Activity List' page for 'AJARAPURA PRI. SCHOOL'. It features a search form with the following fields: 'Request Id' (text input), 'Activity Name' (dropdown menu with '-- Select --'), 'Status' (dropdown menu with '-- Select --'), 'Last date of Receiving Application To' (calendar icon), and 'Activity Start Date' (calendar icon). Below the form are 'Search' and 'Reset' buttons. A red callout box points to the search fields with the text 'Specify Search Criteria'. At the bottom right, there is a back arrow and an 'Add Activity' button.

Figure 4-22

- You can search the pending services/ activities searching by request ID and category name. Specify search criteria and click **Submit** button;
- Click **Reset** to reset search criteria.
- pending records will be displayed with following column headings:



Add Activity							
Ongoing Activities(16)		Completed Activities					
Sr.No	ID	Activity Name	Last date of receiving application	Activity Start Date	Volunteer Request(s)	Status	Action
1	1034	Sponsoring Medical Camps by Doctors	25 Mar, 2021 12:00 PM	25 Mar, 2021	0	- Submitted - Volunteer Invited (0) - Volunteer Confirmed (0) - Volunteer Not Accepted (0)	2 3
2	1033	Teaching Illiterate Adults	16 Mar, 2021 11:00 AM	17 Mar, 2021	0	- Submitted - Volunteer Invited (0) - Volunteer Confirmed (0) - Volunteer Not Accepted (0)	
3	1032	Teaching Vocational Skills	11 Mar, 2021 05:00 AM	11 Mar, 2021	0	- Submitted - Volunteer Invited (0) - Volunteer Confirmed (0) - Volunteer Not Accepted (0)	
4	1027	Teaching Subjects	26 Feb, 2021 10:58 PM	26 Feb, 2021	0	- Submitted - Volunteer Invited (0) - Volunteer Confirmed (0) - Volunteer Not Accepted (0)	

Figure 4-23

1 Click **Add Activity** [to add new service/ activity](#)

- Sr.No
- ID
- Service/Activity Name
- Last date of receiving application
- Service/ Activity Start Date Volunteer Request(s)
- Status

2 Action- Click to view the record

3 Edit: Click to edit specific record



4.2.3 My Account

Select "My Account" from [School Profile](#):

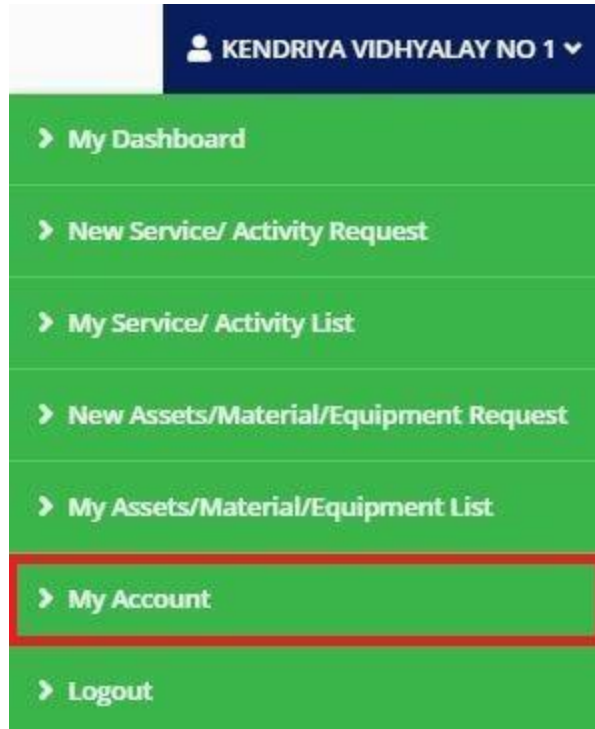
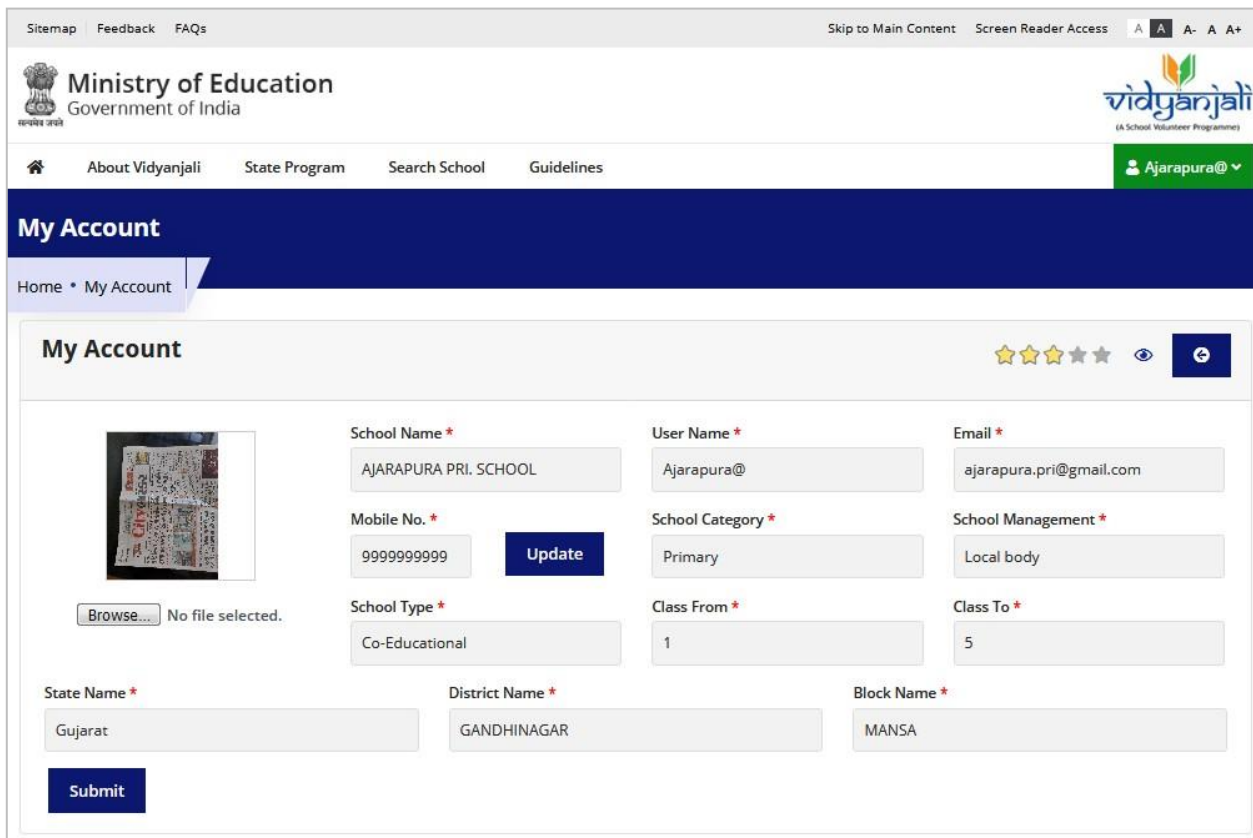


Figure 4-24



Sitemap | Feedback | FAQs | Skip to Main Content | Screen Reader Access | A A- A+ A+

Ministry of Education
Government of India

vidyanjali
(A School Volunteer Programme)


About Vidyanjali | State Program | Search School | Guidelines | Ajarapura@

My Account

Home • My Account

My Account

★★★★★

 Browse... No file selected.	School Name * AJARAPURA PRI. SCHOOL	User Name * Ajarapura@	Email * ajarapura.pri@gmail.com
	Mobile No. * 9999999999 Update	School Category * Primary	School Management * Local body
	School Type * Co-Educational	Class From * 1	Class To * 5
State Name * Gujarat	District Name * GANDHINAGAR	Block Name * MANSA	

Submit

Figure 4-25

You can update any information and click **Submit** button to save the detail;

4.2.4 Logout

Select **> Logout** on [School Profile](#) list to log out the application.