Ministry of Education
Government of India

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

Table of Contents…

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

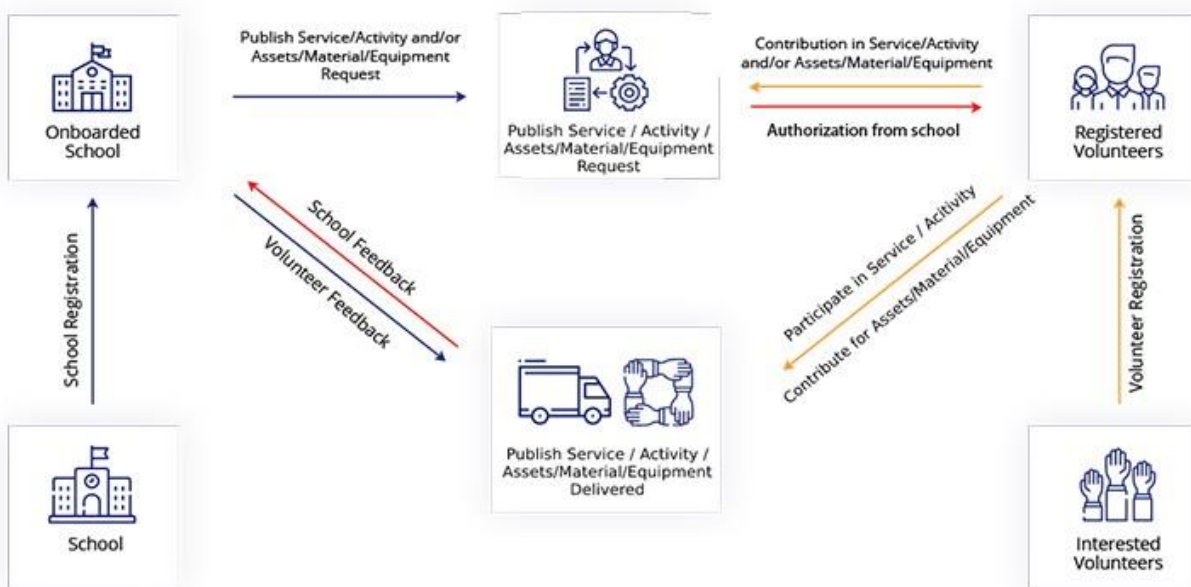2.9. Maintenance Repairs

2.10. Office Needs

2.1   Activity Flow

Figure 2-1

Figure 2-2

Figure 2-3

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;

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;

Figure 2-6

Onboarded Schools

Home • Onboarded Schools

State / Autonomous Bodies	District / Region	Block	School Name
Select State / Autonomous Bodie ⌄	-- Select District -- ⌄	-- Select Block -- ⌄	

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	AMBAYPURA PRI. SCHOOL / AMBAPURA PRIMARY SCHOOL KALOL	0	0	Show Interest in unlisted Contribute
6	A. N. PATEL VIDYALAYA / A N PATEL VIDHAYALAY 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 abdasa 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;

Search School	Guidelines
> Onboarded Schools	
> All Schools	
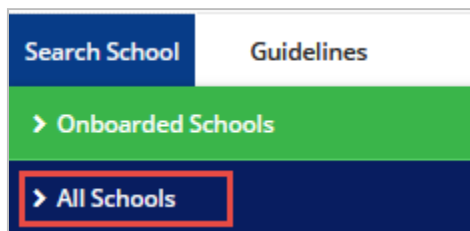
Figure 2-10

All schools detail will be displayed with following column headings:

Figure 2-11

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

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

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
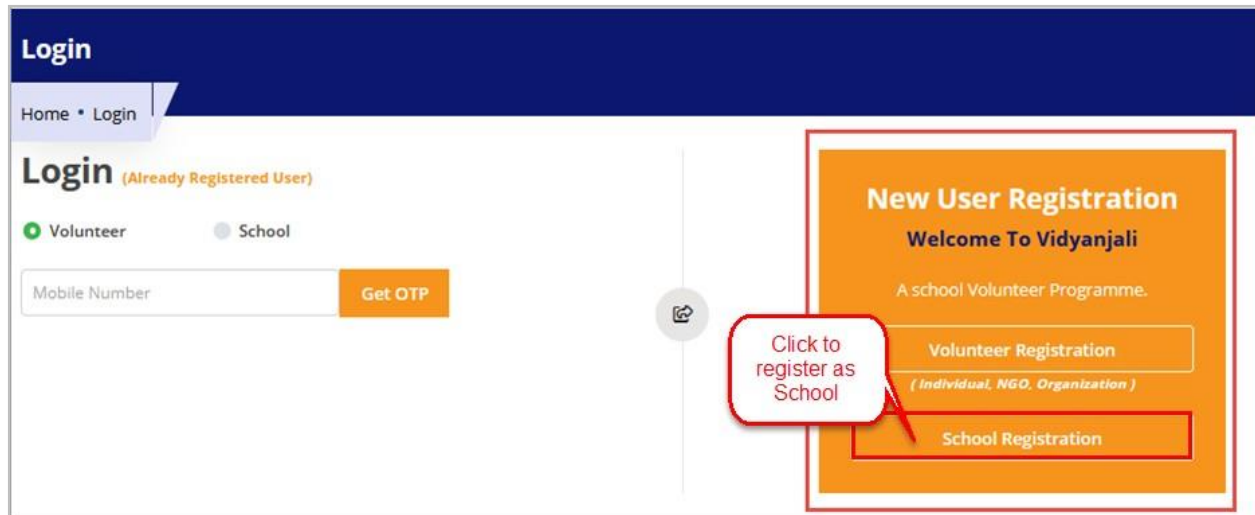
Figure 3-1

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

Click **School Registration** on right panel of Login screen to register school. School registration page will be displayed;
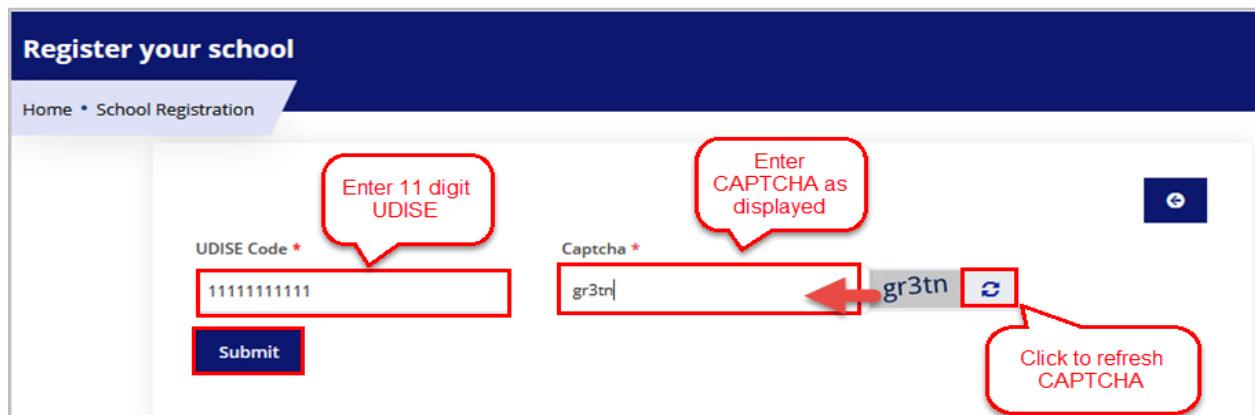
Figure 3-2

Enter following details:

- UDISE Code: Enter 11 digit UDISE code for school; System displays message in case of incorrect UDISE number like;
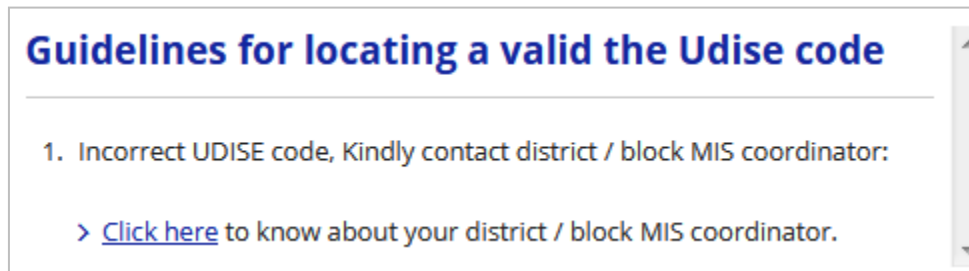
Figure 3-3

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 **Submit** 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;
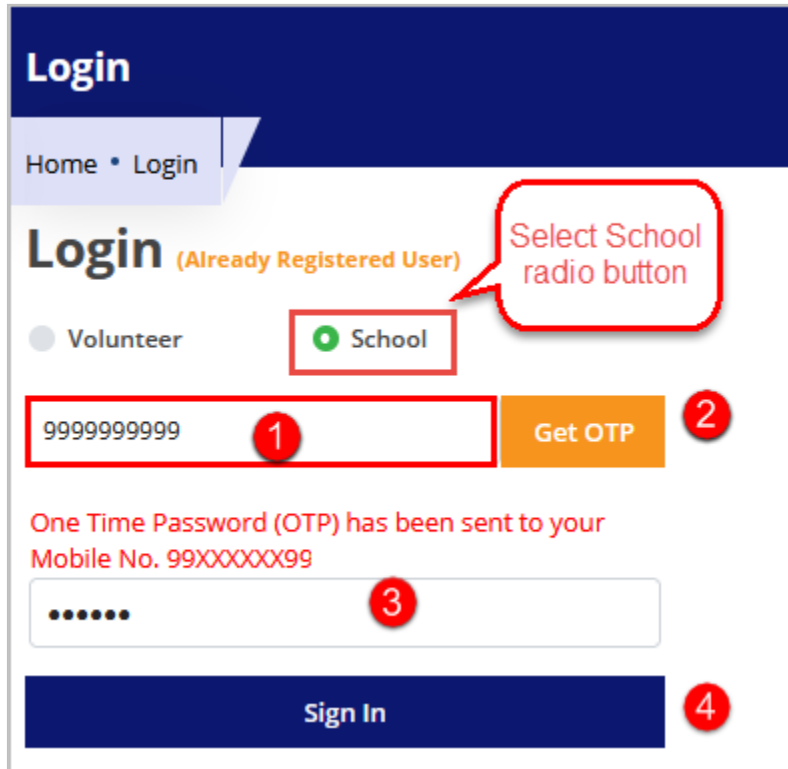
Figure 4-1

- 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.
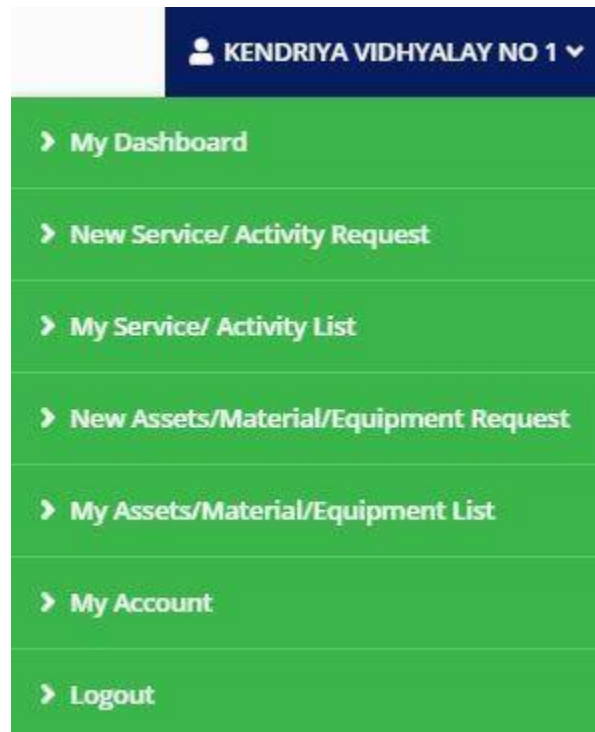
Figure 4-2

- 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
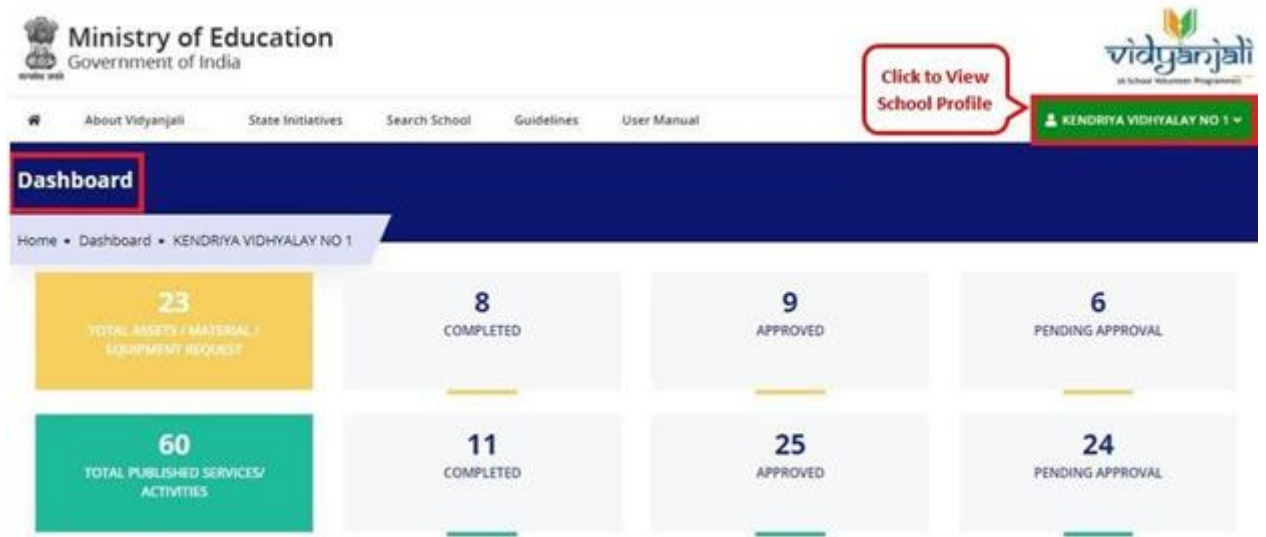
Figure 4-3

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

- o Completed
  - Click "**Completed**" to view Completed Assets/Material/Equipment Requests
- o Approved
  - Click "**Approved**" to view Approved Assets/Material/Equipment Requests
- o Pending Approval
  - Click "**Pending Approval**" to view Assets/Material/Equipment Requests pending for approval

4.2.1.1 Completed

Figure 4-5

- 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.

- Completed assets/materials/equipment's will be displayed with following column headings:

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 **Add New Contribution Request** 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	Material Name	Contribution Frequency	Assets/Material Quantity (In Number/Sqft.)
Learning Equipment	Toys, puzzles, puppets	Regular	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.
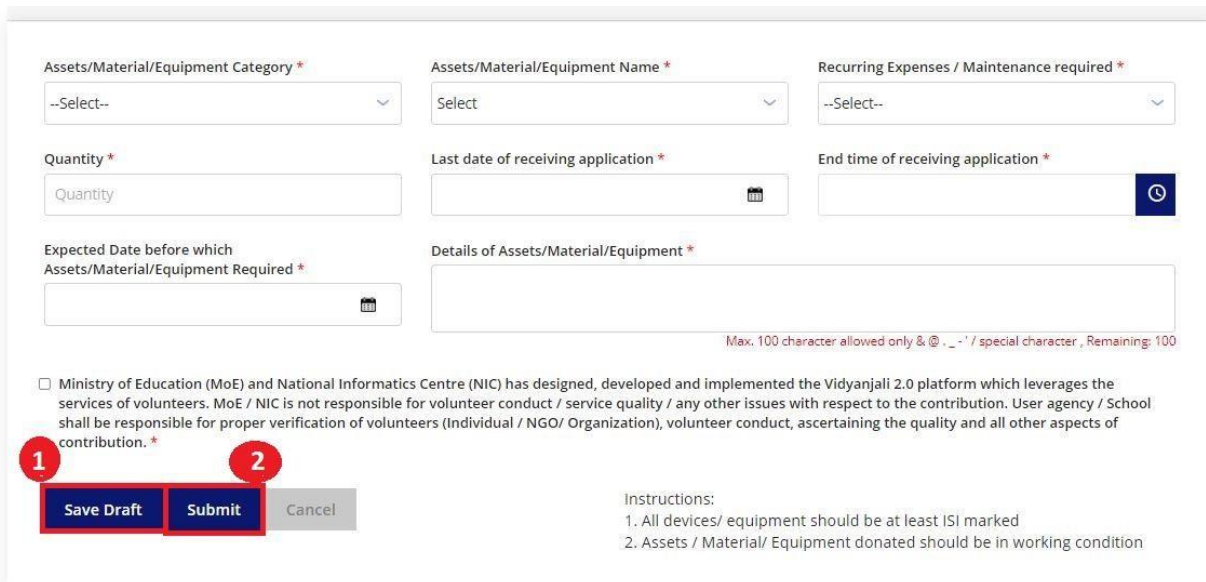
Volunteer Request:

Contribution participants will be displayed with following column headings:

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

    o Click **Invite** to invite the volunteer participation

    o Click **Not Accept** 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 Conformed 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;

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 ( )
- 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 ( )
- Details of the Assets/ Material/ Equipment: Enter details of Assets/ Material/ Equipment

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

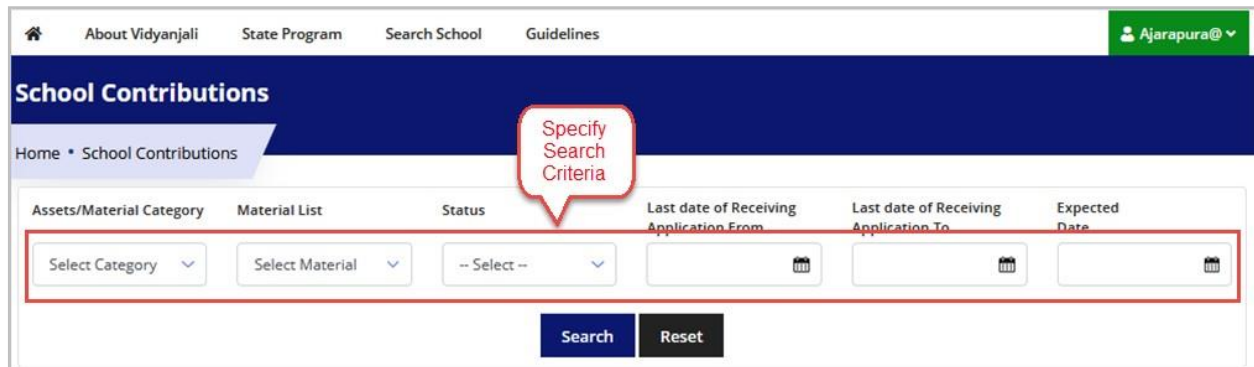Select "Approved" from dashboard;
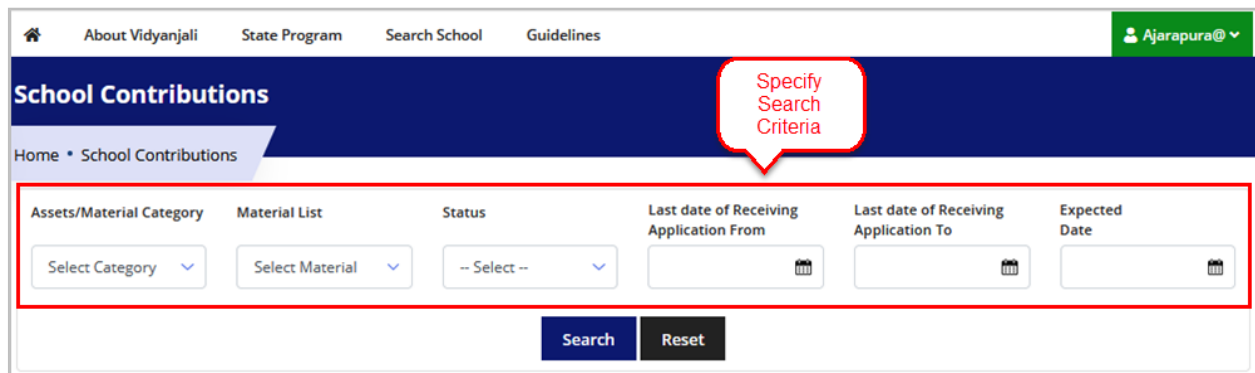
Figure 4-13

- 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:

Figure 4-14

① Click **Add New Contribution Request** to add new contribution request
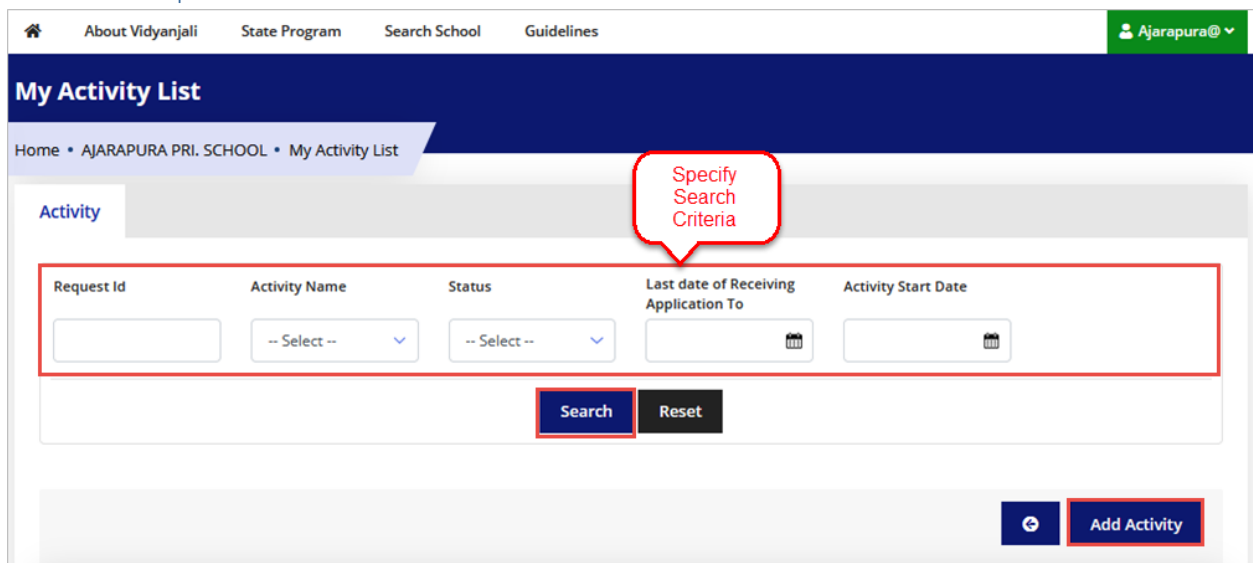
- Sr. No
- ID
- Assets/Material/Equipment Category
- Assets/Material/Equipment Needed
- Quantity Required
- Total Quantity as per Contribution Requests
- Quantity Approved
- Quantity Received
- Actions

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:

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

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:
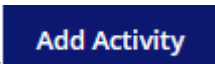
Sr.No	ID	Activity Name	Last date of receiving application	Activity Start Date	Volunteer Request(s)	Status	Action
1	1030	Sponsoring Self Defence Training for Girls	16 Mar, 2021 11:11 PM	17 Mar, 2021	1	Status: (Closed) - Volunteer Invited (0) - Volunteer Confirmed (1) - Volunteer Not Accepted (0)	👁
2	984	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 **Add Activity** to add new activity

4.2.2.1.1   Add Service/ Activity

- Click **Add Activity** on service/ activity listing screen to add new service/ activity

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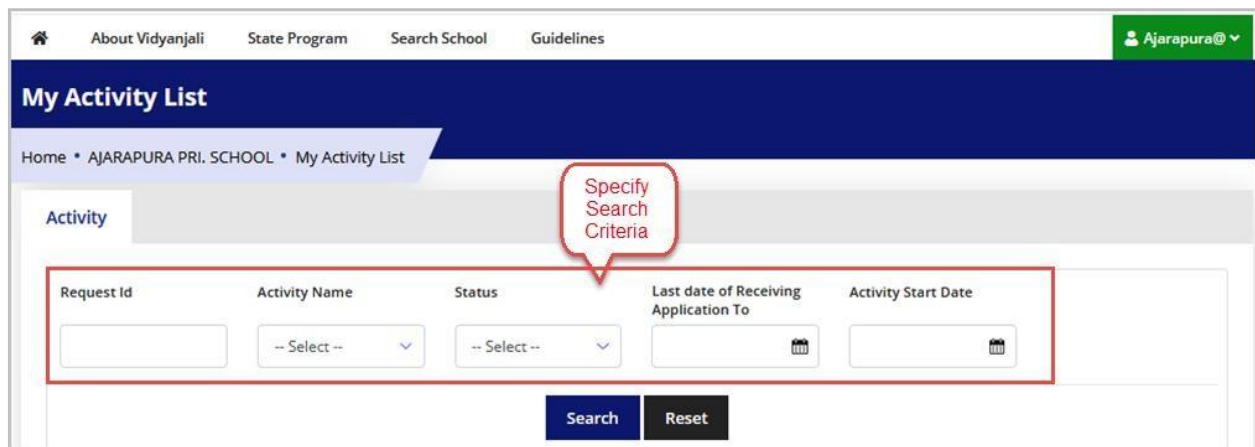
Note: Max. 100 character allowed only & @. _ - ' / special characters are allowed.

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

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.
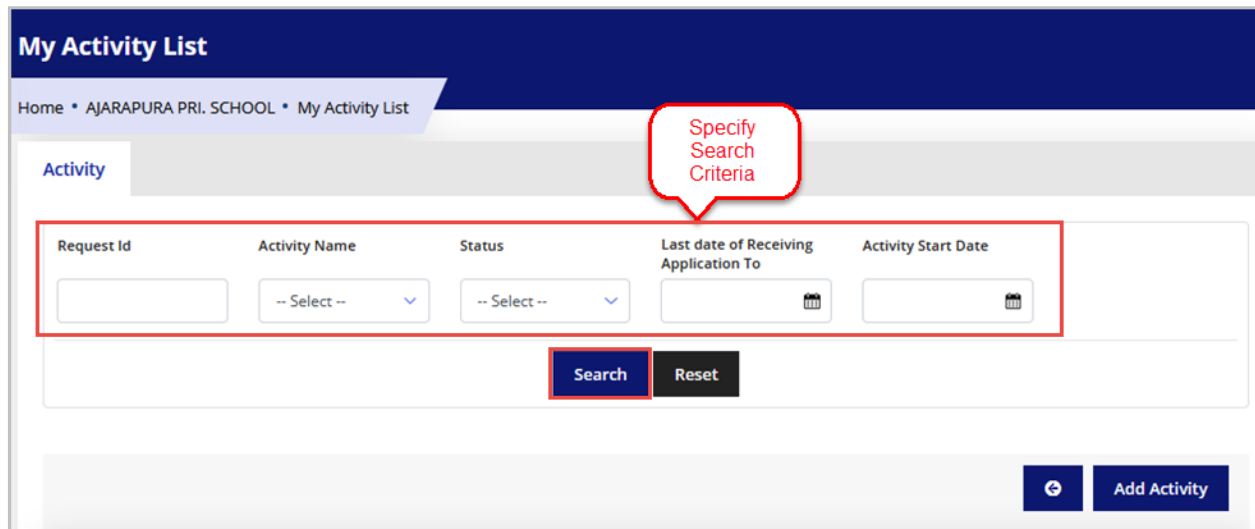- Approved records will be displayed with following column headings:

Figure 4-21

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

  ①Action- Click 👁 to view the record

  ②Edit: Click ✎ to edit specific record

- Click **Add Activity** to add new service/ activity

4.2.2.3   Pending Approval

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:

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

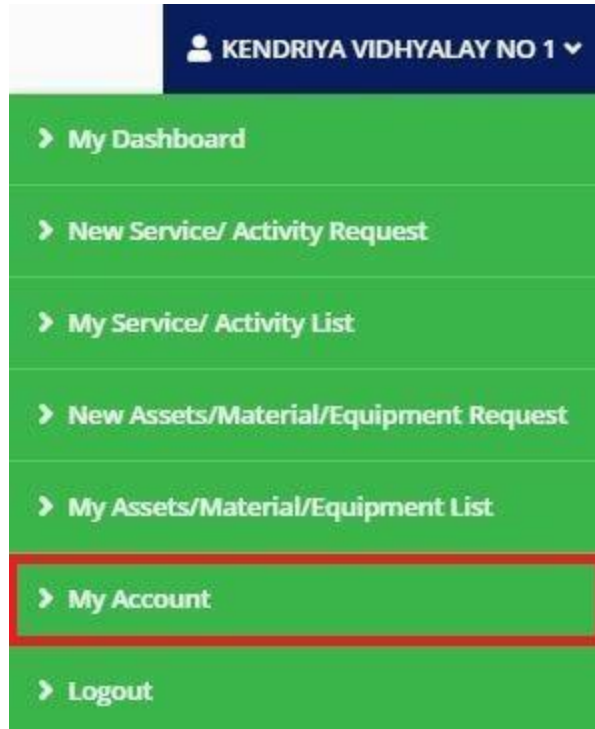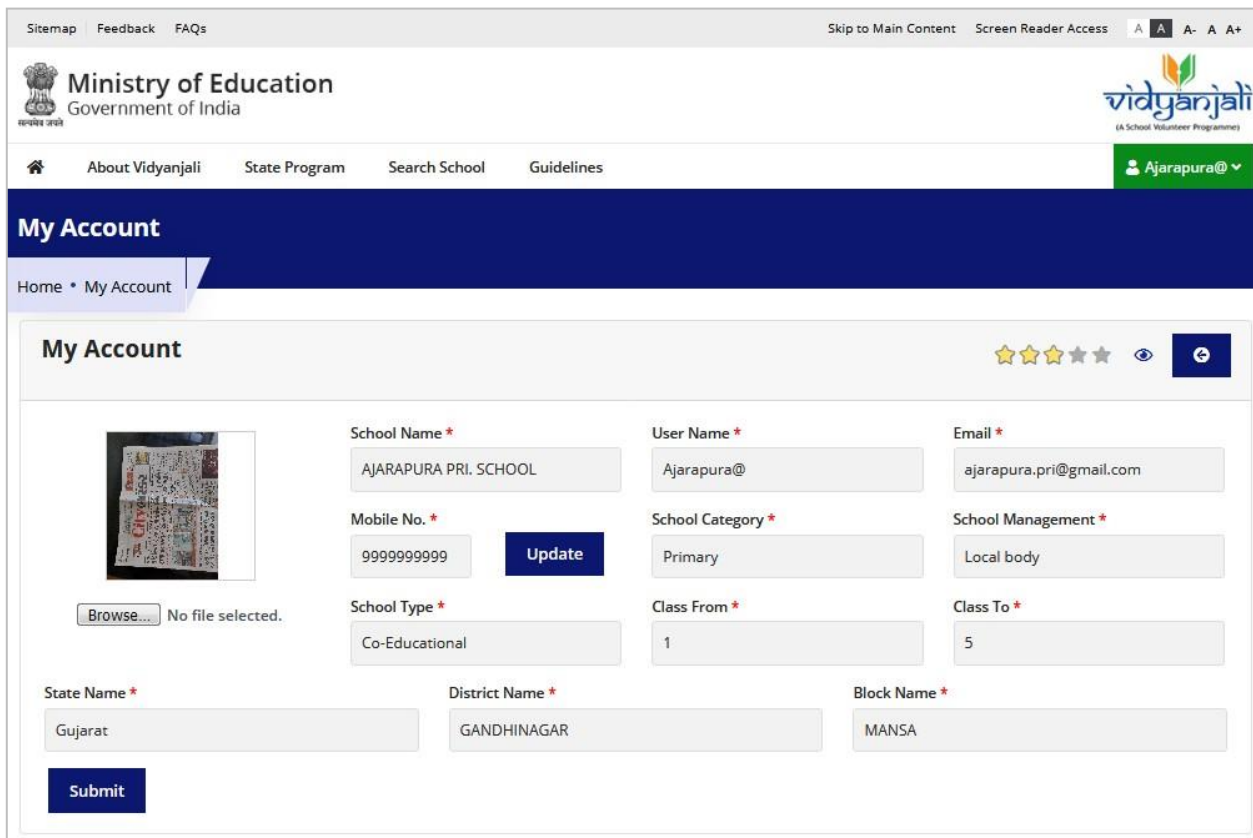Select "My Account" from School Profile:

Figure 4-24

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.