



Ministry of Education
Government of India



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User Manual for Twining of Schools (MENTOR/MENTEE)

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.	<i>INTRODUCTION</i>	3
2.	<i>BECOME MENTOR/MENTEE</i>	3
3.	<i>MENTEE CONTRIBUTION LIST (FROM MENTEE ACCOUNT)</i>	4
4.	<i>GO FOR PARTICIPATION (FROM MENTOR ACCOUNT)</i>	8

1. INTRODUCTION

The twinning of schools (mentor-mentee) is an initiative under the Vidyanjali program designed to connect government and government-aided schools through collaboration in academic activities and sharing resources, materials, and equipment. This initiative allows schools across the country to select mentor and mentee schools in their vicinity, fostering a supportive partnership. To participate, schools must register as either a mentor or mentee on the designated website.

2. BECOME MENTOR/MENTEE

After accessing the application at <https://vidyanjali.education.gov.in/school-login>, users must first register as a Mentor or Mentee to take advantage of the available benefits.

- The user needs to click on the 'Become Mentor/Mentee' button. After clicking, the following screen will appear:

The screenshot displays the 'Kendriya Vidyalaya Ser Dangoapost (Code-2430) (20170705107)' interface. The left sidebar contains a navigation menu with the following items: Dashboard, Activities, Assets/Material/Equipment, Volunteer List, Preferences Volunteers, Offline Contributions, **Become Mentor/Mentee** (highlighted with a red box), Go for Participation, My Mentorship List, Mentorship Closed List, Mentor Dashboard, Profile, Reset Password, and Logout. The main content area is titled 'Mentor/Mentee Management' and is divided into two columns: 'Mentor (Service Provider)' and 'Mentee (Service Receiver)'. Both columns contain a list of support options with checkboxes. The 'Mentor' column lists options such as 'Support in maintain/building or renovating the school infrastructure', 'Providing support in academic activities', and 'Teaching support and administrative support'. The 'Mentee' column lists similar options. At the bottom of the form, there is a disclaimer: '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.' A 'Submit' button is located at the bottom left of the form.

- On this screen, the user should select the desired services: Mentor (Service Provider) or Mentee (Service Receiver). After making the selection, the user needs to check the confirmation box and then click on the Submit button.

Note: If a user selects a role under Mentor, that role will be disabled for Mentee, and vice versa.

Mentor/Mentee Management

Mentor(Service Provider)

Support in maintain/building or renovating the school infrastructure

Upgrading libraries, laboratories, and computer labs

Building new school infrastructure or renovating the existing

Building playground/ school garden or maintenance of existing playgrounds and garden

Developing Drinking water and sanitation facilities

Providing computer/stationary/ furniture/ books/ notebooks and other necessary equipment

Others

Providing support in academic activities

Support in remedial teaching,

Support in conducting periodic evaluation of the students,

Support in Deciding teaching Method/Module,

Support in mentoring the junior students,

Support in organizing various school competitions etc.,

Capacity building/Teacher Training

Teaching support and administrative support

Joint Conferences/Seminars/Leadership/skill training and Career Guidance Program

Inter school students visit and Faculty Exchange

Support in seeking parental and community participation

Others

Mentee(Service Receiver)

Support in maintain/building or renovating the school infrastructure

Upgrading libraries, laboratories, and computer labs

Building new school infrastructure or renovating the existing

Building playground/ school garden or maintenance of existing playgrounds and garden

Developing Drinking water and sanitation facilities

Providing computer/stationary/ furniture/ books/ notebooks and other necessary equipment

Others

Providing support in academic activities

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Others

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3. MENTEE CONTRIBUTION LIST (FROM MENTEE ACCOUNT)

Following the successful registration as a Mentee, the subsequent step is as follows:

- Upon accepting the request, it will appear in the Pending Request List. To “Add New Service Request’ click on the plus (+) icon button.

Assets / Materials List

Pending Request List

Completed Request List

- Users are required to include this category by completing the form provided below. These services correspond to options selected by the user during registration, indicating their preference as either a 'Mentor' or a 'Mentee,' as previously outlined.
- All fields on this screen must be completed before proceeding. Please ensure that you fill out the request form in its entirety and then click on 'Save & Publish'.

Add New Service Request ✕

Category *	Service Name *
<input type="text" value="Select"/>	<input type="text" value="Select"/>
Tentative Start Date *	Last date of receiving application *
<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="DD/MM/YYYY"/>
Duration (in days) *	
<input type="text"/>	
Specification *	
<input type="text"/>	

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Save & Publish

- To access the 'Mentee Contribution List', users should first click on the respective option. Once selected, the system will display a screen presenting three subsequent choices: 'Contribution Details', 'Mentor Request', and 'Close Activity'. To review mentor requests, users should click on 'Mentor Request', which will prompt two available actions: 'Accept' or 'Reject'. To proceed with a mentor request, users should select 'Accept'.

The screenshot shows a web application interface. On the left is a sidebar menu for a 'School' profile, with 'Mentee Contribution List' highlighted. The main content area is titled 'Assets / Materials List' and has a 'Back' button. It features two tabs: 'Contribution Details' and 'Mentor Request'. Below the tabs is a table with the following data:

School Name	Email	Mobile	State Name	District Name	Status	Action
Kendriya Vidyalaya Ser Dangoaposi (Code-2430)	kvc[redacted]@gmail.com	930[redacted]75	Kendriya Vidyalaya Sangathan	Ranchi	Participate	<input type="button" value="Accept"/> <input type="button" value="Reject"/>

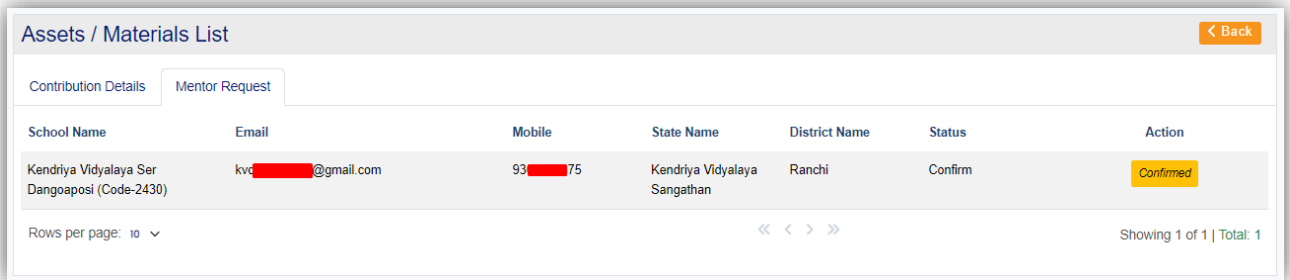
Below the table, it shows 'Rows per page: 10' and 'Showing 1 of 1 | Total: 1'.

- Upon clicking on the screen, the user is prompted to input certain details regarding the confirmation request, including the Actual Start Date and Actual End Date. Additionally, the user is required to click on the confirm checkbox before proceeding to click on the Submit button.

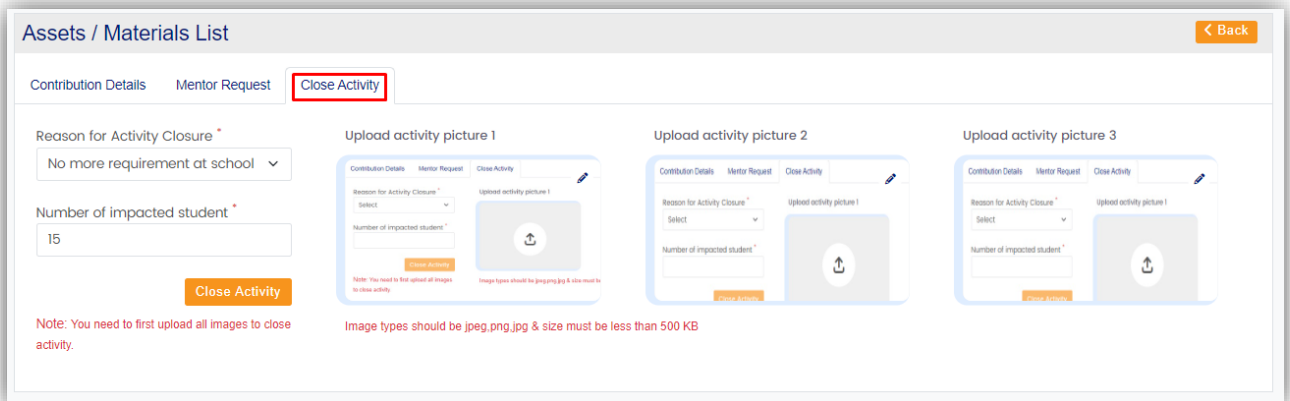
The 'Confirm Request' dialog box contains the following elements:

- Actual Start Date: 07/06/2024
- Actual End Date: 20/06/2024
- 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.
-

- Following this, the request will be confirmed.



- Close Activity - In this option, users can conclude the activity using the following steps: Enter the required details, upload relevant pictures associated with the activity, and then select 'Close Activity'.



4. GO FOR PARTICIPATION (FROM MENTOR ACCOUNT)

After successfully registering as a Mentor, the next step is...

- The user needs to click on 'Go for Participation' to proceed to the next screen. In this screen, the selected activity will be displayed as shown below. Click on the 'View' button to continue with the participation process.

Kendriya Vidyalaya Ser Dangoaposi (Code-2430) (20170705107)

School ★★★★★

Participated in mentor-participation-list

Sl. No.	Category Type	Category Name	Service Name	Quantity/Duration	Tentative Date	Expected Date	
1.	Activity	Providing support in academic activities	Support in remedial teaching.	12 Days	09-06-2024	N/A	View
2.	Activity	Providing support in academic activities	Support in remedial teaching.	4 Days	15-02-2024	N/A	View
3.	Activity	Providing support in academic activities	Support in Deciding teaching Method/Module.	5 Days	05-02-2024	N/A	View
4.	Activity	Providing support in academic activities	Support in remedial teaching.	5 Days	04-02-2024	N/A	View
5.	Activity	Providing support in academic activities	Support in remedial teaching.	7 Days	05-02-2024	N/A	View
6.	Activity	Providing support in academic activities	Support in remedial teaching.	5 Days	10-02-2024	N/A	View

Rows per page: 10

Showing 1 of 1 | Total: 6

Go for Participation

- After clicking the "View" button, the following screen will appear. On this screen, click the "Participate" button.

Contribution Details ✕

School Details:

Name	Mpps (Sairampet)Chebrolu
Email	eliahmanne@gmail.com
Mobile	9704656567
State	Andhra Pradesh
District	West Godavari
Postal Code	

Activity Details:

Category	Providing support in academic activities
Service Name	Support in remedial teaching,
Tentative Date	09-06-2024
Last Date of Receiving Application	08-06-2024
Activity Duration	12 Days
Details of the Activity	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.0

Participate

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