Ministry of Education
Government of India

User Guide For DNO

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 various DNOs to manage the users, schools and Volunteers at District Level. Care is taken to explain each role and its functionality in detail.

2 DNO Login

Enter State DNO URL in the address bar of your internet explorer and press

ENTER key. DNO Login screen will be displayed;

vidyanjali
(A School Volunteer Programme)

Login

Username / Email Id ✉

Password 🔒

Captcha   *rr6fc* ↻

Sign In

Forgot Password?

Figure 2-1

Enter following details:

- Username /Email Id: Enter username or email id
- Password: Enter password
- CAPTCHA: Enter CAPTCHA code as displayed

- Click **Sign In** to login to the DNO interface. On successful sign in, DNO Dashboard will be displayed:
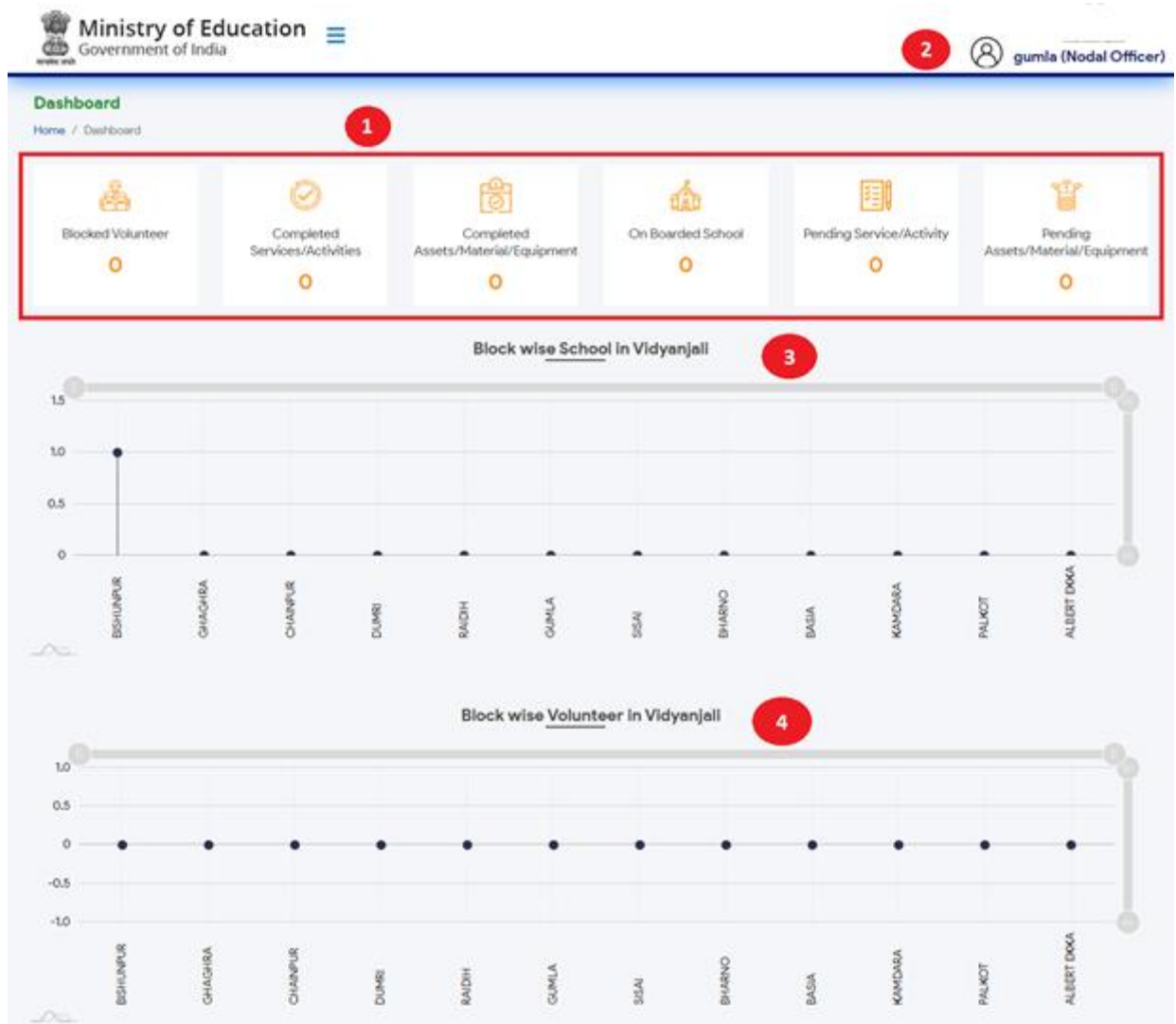- Click Forgot Password? link incase of forgotten password

2.1 DNO Dashboard

Figure 2-2

①Dashboard displays following information in graphical representation;

- Blocked Volunteer
- Completed Services/ Activities
- Completed Assets/ Material/ Equipment
- On boarded School
- Pending Service/ Activity

- Pending Assets/ Material/

Equipment **2** Logged in User detail

3 Block wise School in Vidyanjali

4 Block wise Volunteer in

Vidyanjali Click each block to

view details.

Left menu displays following options:

- Dashboard
- School Onboard List
- School Services/ Activities
- School Assets/Material/Equipment
- Volunteers

2.2   My Profile
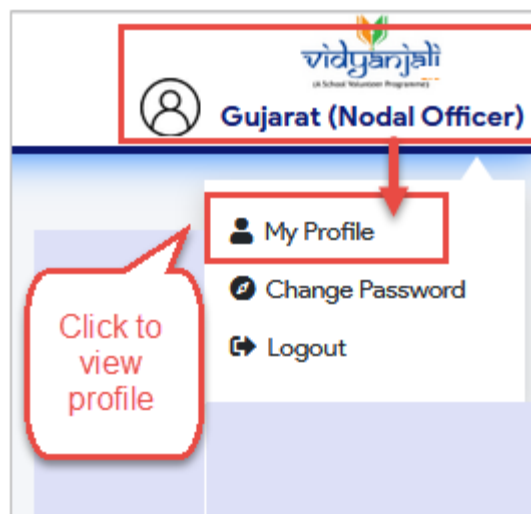
Click on Logged in user, a pop up menu will be displayed, select "My Profile" to view profile;

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My Profile

First Name *

Gandhinagar

Last Name *

dno

Username *

dno_gandhinagar

Mobile No *

8985211466

Email *

madhavkansara89@gmail.com

Submit   Cancel

Figure 2-4

3   School Onboard List

Path: School Onboard List

Figure 3-1

①You can search on boarded schools by name, type or keyword. Specify search criteria

and click **Search** button. Click **Reset** to reset the search criteria.

②You can select number of records per page or reach to specific page

Existing School Onboard list will be displayed with following column

headings;

③Note: Column heading in **BLUE** color indicates that you can sort the records by that column name, simply click the column heading to sort data by that column.

- Sr. No.
- #ID
- UDISE Number
- School Name

- School Email
- School Mobile
- User Name
- User Mobile
- State
- District
- Action

④ Actions – Click **Inactive** button to Activate and click **Active** button to deactivate any school ⑤ Click 📄 on top right of the listing screen to export School Onboard List to PDF Format ⑥ Click 📄 on top right of the listing screen to export School Onboard List to Excel Format.

4 School Services/ Activities

4.1 School Services/ Activities Request

Path: School Services/ Activities >> School Services/ Activities Request

Figure 4-1

① You can search school services/ activities by name, school, UDISE Number or any keyword. Specify search criteria and click [Search] button. Click [Reset] to reset the search criteria.

② You can select number of records per page or reach to specific page

Existing school activities will be displayed with following column

headings;

③ Note: Column heading in **BLUE** color indicates that you can sort the records by that column
name, simply click the column heading to sort data by that column.
- Sr. No.
- #ID

- School UDISE
- School Name
- Block
- Service/ Activity Name
- Last date and time of receiving application
- Service/ Activity Start Date
- Actions

④ Click 👁 to View and Approve/Reject School Services/ Activities

Figure 4-2

⑤ Click 📄 on top right of the listing screen to export School Services/ Activities to PDF

Format ⑥ Click 📊 on top right of the listing screen to export School Services/ Activities to Excel Format.

4.2   School Services/ Activities Closed

Path: School Services/ Activities >> School Services/ Activities Closed

Figure 4-3

① You can search "Closed school services/ activities" by name, school, UDISE Number or any keyword. Specify search criteria and click [Search] button. Click [Reset] to reset the search criteria.

② You can select number of records per page or reach to specific page

Closed school services/ activities will be displayed with following column headings;

③ Note: Column heading in **BLUE** color indicates that you can sort the records by that column name, simply click the column heading to sort data by that column.
- Sr. No.
- #ID
- School UDISE
- School Name
- Block
- Service/ Activity Name
- Last date and time of receiving application
- Service/ Activity Start Date

④ Actions - Click 👁 to view closed School service/ activity

Activity (Teaching Subjects)   Home / School Activities Closed / Activity

View Activity   ↻

Activity Category
Generic Level Activities

Activity Name	**Class/Grade**
Teaching Subjects	All Classes,Primary (1-5),Upper Primary (6-8),Elementary (1-8),Secondary (9-10),Higher Secondary (11-12)

Activity Frequency	**Required Specialization**
Regular	Higher Secondary

Gender	**Tentative Start Date of Activity**
Male	27 Mar, 2021

Duration in (days)	**Last Date and Time of Receiving Application**
5	25 Mar, 2021 09:56 PM

Details of the Activity	**Location**
test	SCHOOL OF ACHIEVER KUDASAN (9-12), GANDHINAGAR, GANDHINAGAR, Gujarat

Figure 4-4

⑤ Click 📄 on top right of the listing screen to export closed School services/ activities to PDF Format

⑥ Click 📄 on top right of the listing screen to export closed School services/ activities to Excel Format.

5   School Assets/ Material/Equipment

5.1   School Assets/ Material/ Equipment Request

Path: School Assets/ Material/Equipment >> School Assets/Material/Equipment Request

Figure 5-1

①You can search "School Assets/ Material/ Equipment Request" by name, school, UDISE Number or any keyword. Specify search criteria and click [Search] button. Click [Reset] to reset the search criteria.

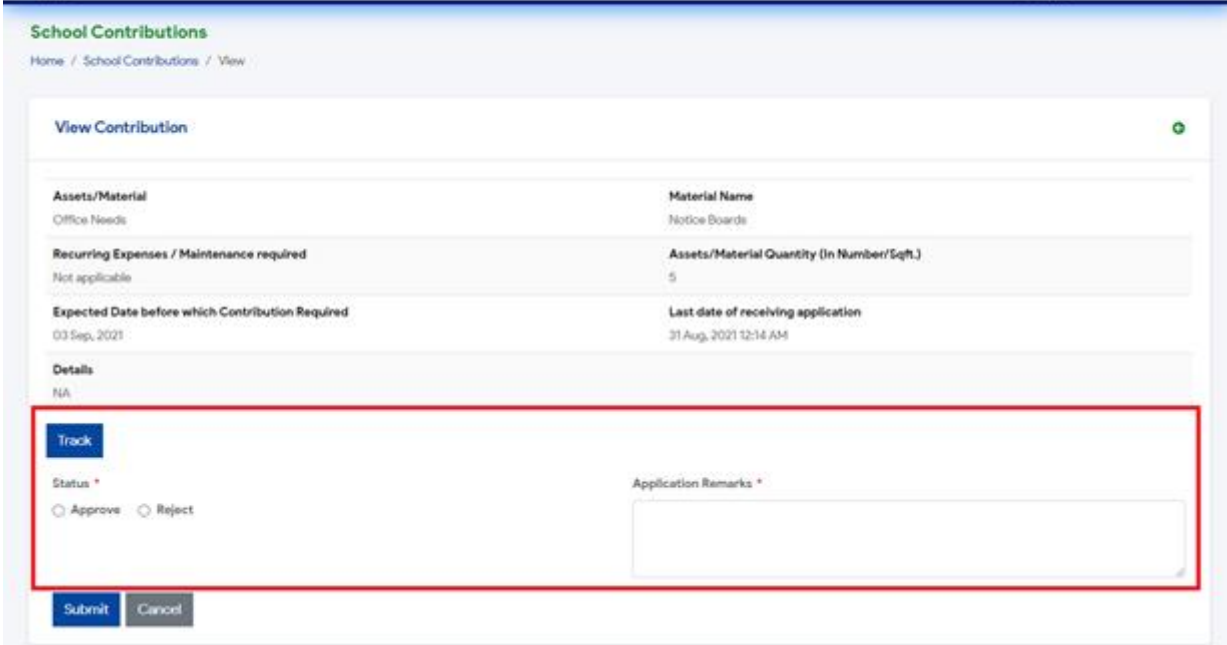②You can select number of records per page or reach to specific page

Existing school assets/ material/ equipment request will be displayed with following column headings;

③Note: Column heading in **BLUE** color indicates that you can sort the records by that column name, simply click the column heading to sort data by that column.
- Sr. No.
- #ID
- Assets/ Material/ Equipment Category Material Needed

- Required Quantity
- Last date and time of receiving application

4 Actions - Click 👁 to Approve/Reject School Assets/ Material/ Equipment request
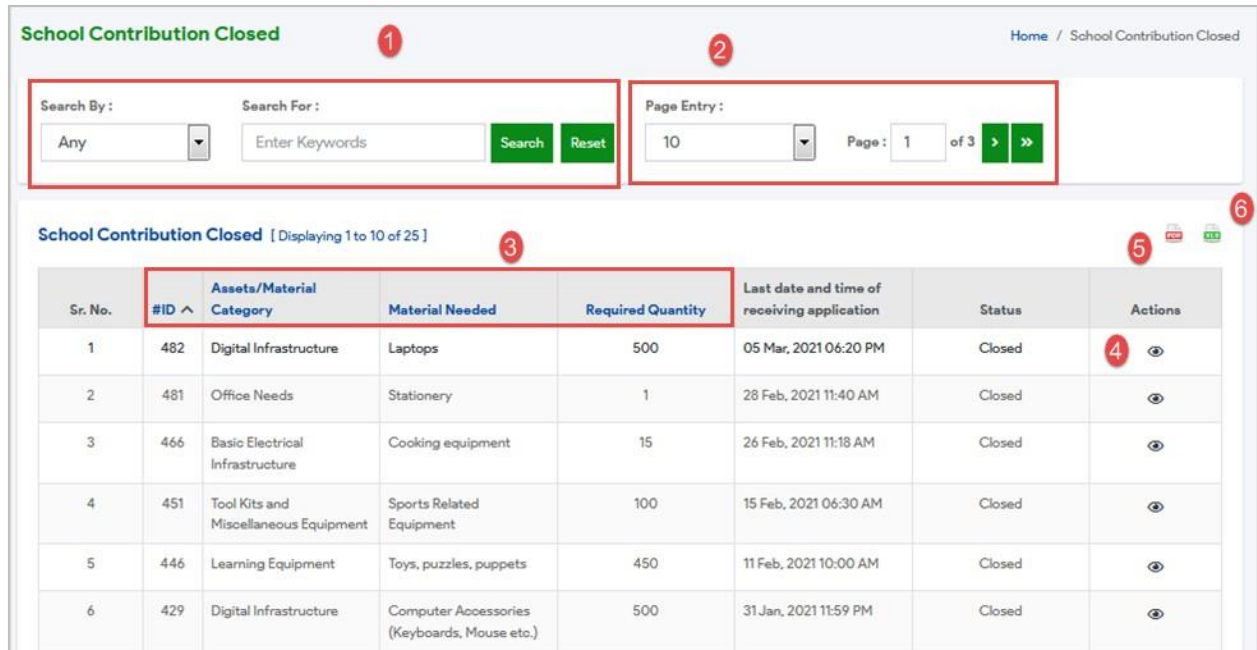

Figure 5-2

5 Click 📄 on top right of the listing screen to export School Assets/ Material/ Equipment request to PDF Format

6 Click 📄 on top right of the listing screen to export School Assets/ Material/ Equipment request to Excel Format.

5.2   School Assets/ Material/ Equipment Closed

Path: School Assets/ Material/ Equipment >> School Assets/ Material/ Equipment Closed

Figure 5-3

① You can search "Closed Assets/ Material/ Equipment" by name, school, UDISE Number or any keyword. Specify search criteria and click **Search** button. Click **Reset** to reset the search criteria.

② You can select number of records per page or reach to specific page

Closed assets/ material/ equipment will be displayed with following column headings;

③ Note: Column heading in **BLUE** color indicates that you can sort the records by that column name, simply click the column heading to sort data by that column.

- Sr. No.
- #ID
- Assets/Material/Equipment Category
- Assets/ Material/ Equipment Needed
- Required Quantity
- Last date and time of receiving application

④ Actions - Click 👁 to view closed School assets/ material/ equipment

School Contributions   Home / School Contributions / View

View Contribution   ↻

Assets/Material	**Material Name**
Basic Electrical Infrastructure	Cooking equipment
Contribution Frequency	**Assets/Material Quantity (In Number/Sqft.)**
One Time	15
Expected Date before which Contribution Required	**Last date of receiving application**
24 Feb, 2021	26 Feb, 2021 11:18 AM
Details	
Isl labelled cooking products needs.	

Figure 5-4

⑤ Click 📄 on top right of the listing screen to export Closed assets/ material/ equipment to PDF Format

⑥ Click 📊 on top right of the listing screen to export Closed assets/ material/ equipment to Excel Format.

6 Volunteers

Figure 6-1

①You can search volunteers by name, email or any keyword. Specify search criteria
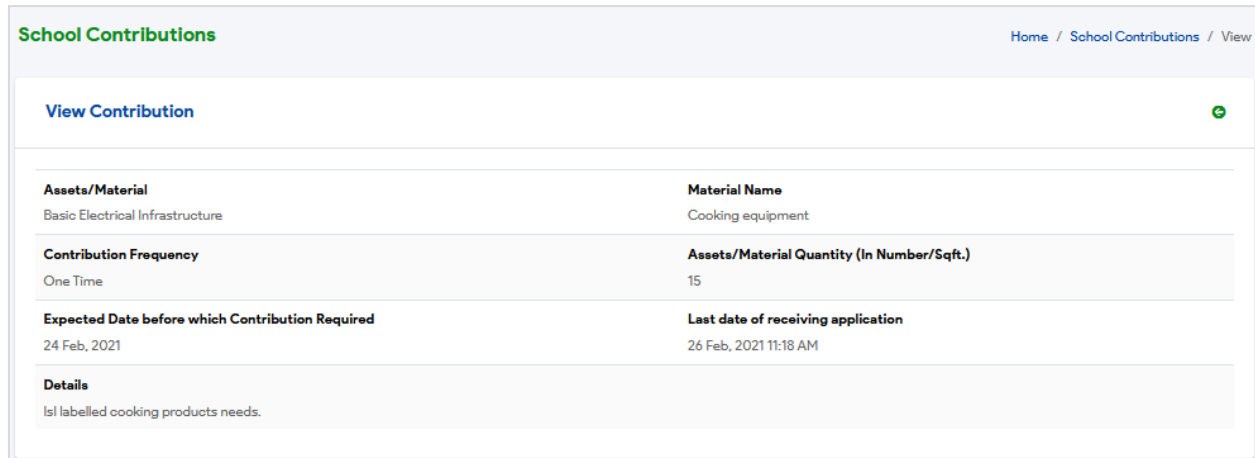
Search and click button. Click **Reset** to reset the search criteria.

②You can select number of records per page or reach to

specific page Volunteers will be displayed with following column

headings:

③Note: Column heading in **BLUE** color indicates that you can sort the records by that column name, simply click the column heading to sort data by that column.

* #ID
* Name
* Mobile
* Email

- Volunteer Type
- Status
- Actions

4 Click 👁 View Activity to view service/ activity

5 Click 👁 View Assets to view assets/ material/ equipment

6 Click 📄 on top right of the listing screen to export volunteer list to PDF

Format **7** Click 📄 on top right of the listing screen to export volunteer list to Excel Format.

6.1 View Service/Activity

- Click 👁 View Activity on <u>activity listing screen</u> to view service/ activity

Activity Volunteers   Home / Activity Volunteers

Search By :	Search For :			Page Entry :	
Any ▾	Enter Keywords	Search	Reset	10 ▾	Page : 1

Activity Volunteers   ⭐⭐⭐⭐⭐ 👁 📄 📄

#ID ^	Activity Name	Volunteer Name	Status	Meeting Date	Meeting Start Date	Meeting End Date	Blocked Status	Actions
693	230	nikhar shah	Pending	–	–	–	Un-Blocked	👁
689	179	nikhar shah	Pending	–	–	–	Un-Blocked	👁
688	43	nikhar shah	Pending	–	–	–	Un-Blocked	👁
687	196	nikhar shah	Pending	–	–	–	Un-Blocked	👁
686	200	nikhar shah	Pending	–	–	–	Un-Blocked	👁
679	200	nikhar shah	Confirmed	01-03-2021	04-03-2021 11:10	28-02-2021 02:10	Un-Blocked	👁

Figure 6-2

6.2 View Assets/ Material/Equipment

• Click View Assets on activity listing screen to view assets/ material/ equipment

Contribution Volunteers

Search By :
Any

Search For :
Enter Keywords
Search   Reset

Page Entry :
10

Page : 1

Contribution Volunteers

#ID ∧	Contribution Name	Volunteer Name	Meeting Date	Meeting Start Date	Meeting End Date	Status	Actions
758	49	nikhar shah	03-10-2021	–	–	Un-Blocked	👁

Figure 6-3