Ministry of Education
Government of India

vidyanjali
(A School Volunteer Programme)

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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. Adult Education
1.1.2. Assistance for Children with Special Needs
1.1.3. Mentoring Students for Career Counselling
1.1.4. Mentoring of Gifted / Talented Children
1.1.5. Preparing Story Books / Graphic Novels
1.1.6. Subject assistance
1.1.7. Support for Preparation for Entrance Examinations & Competitions
1.1.8. Teaching Vocational Skills
1.1.9. Teaching Languages
1.1.10. Teaching Yoga / Sports
1.1.11. Teaching Art & craft

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 by qualified teachers
1.2.9. Sponsoring CWSN Identification Camp
1.2.10. Sponsoring Self Defense 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. Item for Residential Schools

2.8. Health and Safety Aids

2.9. Teaching Learning Material

2.10. Maintenance & Repairs

2.11. Office Needs

2.1 Activity Flow

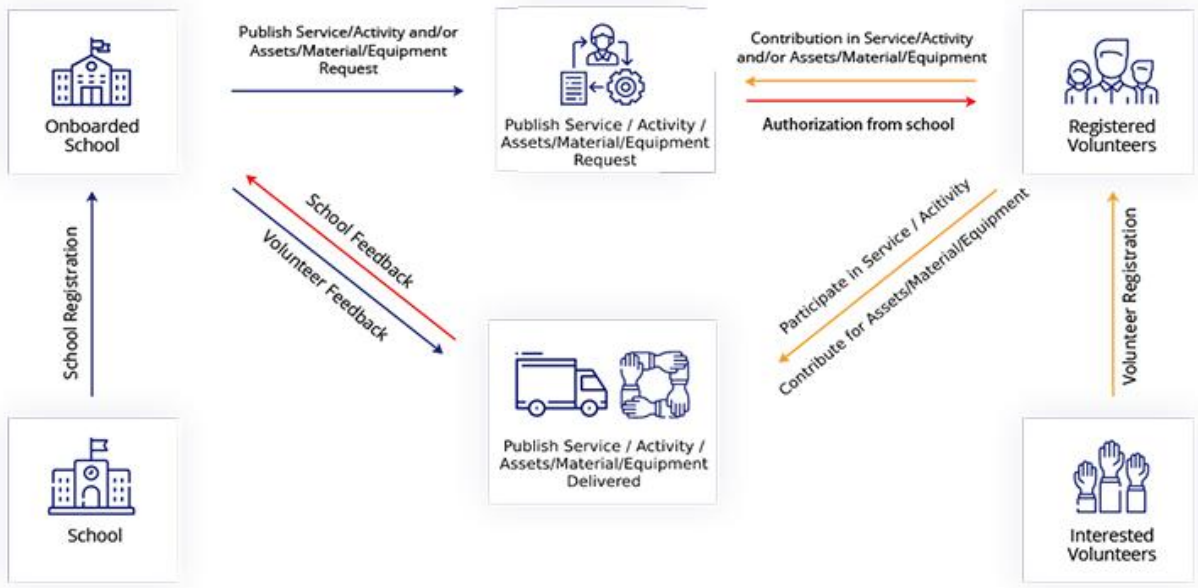


Figure 2- 1

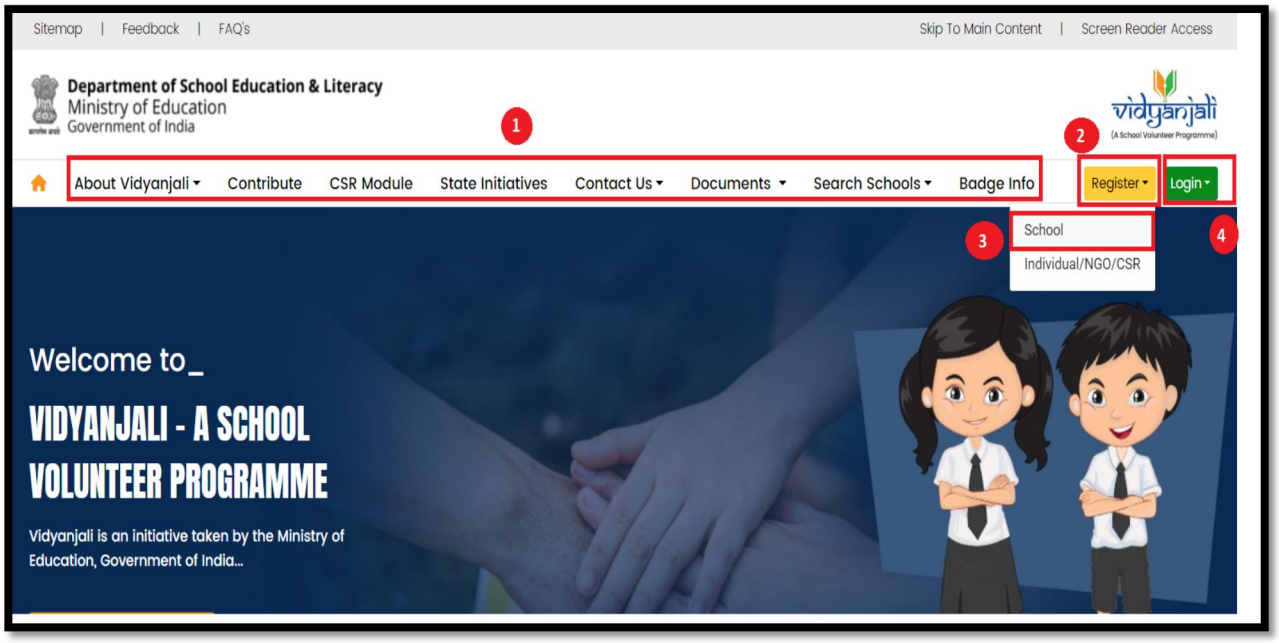


Figure 2- 2

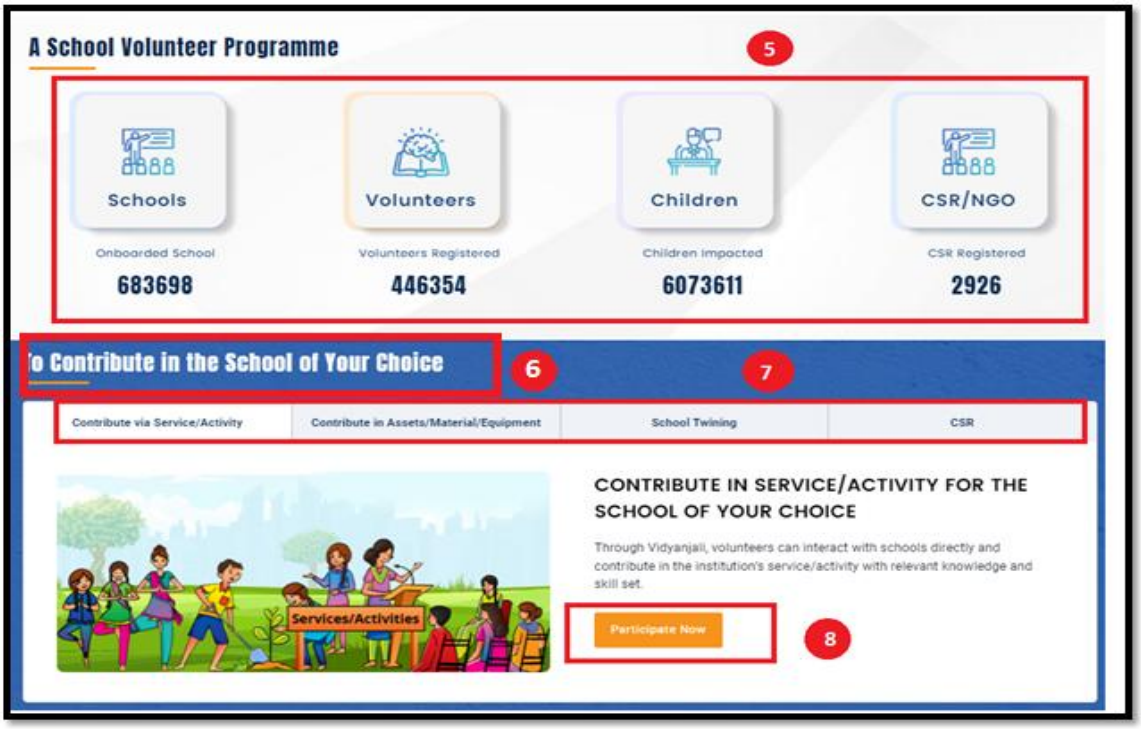


Figure 2- 3

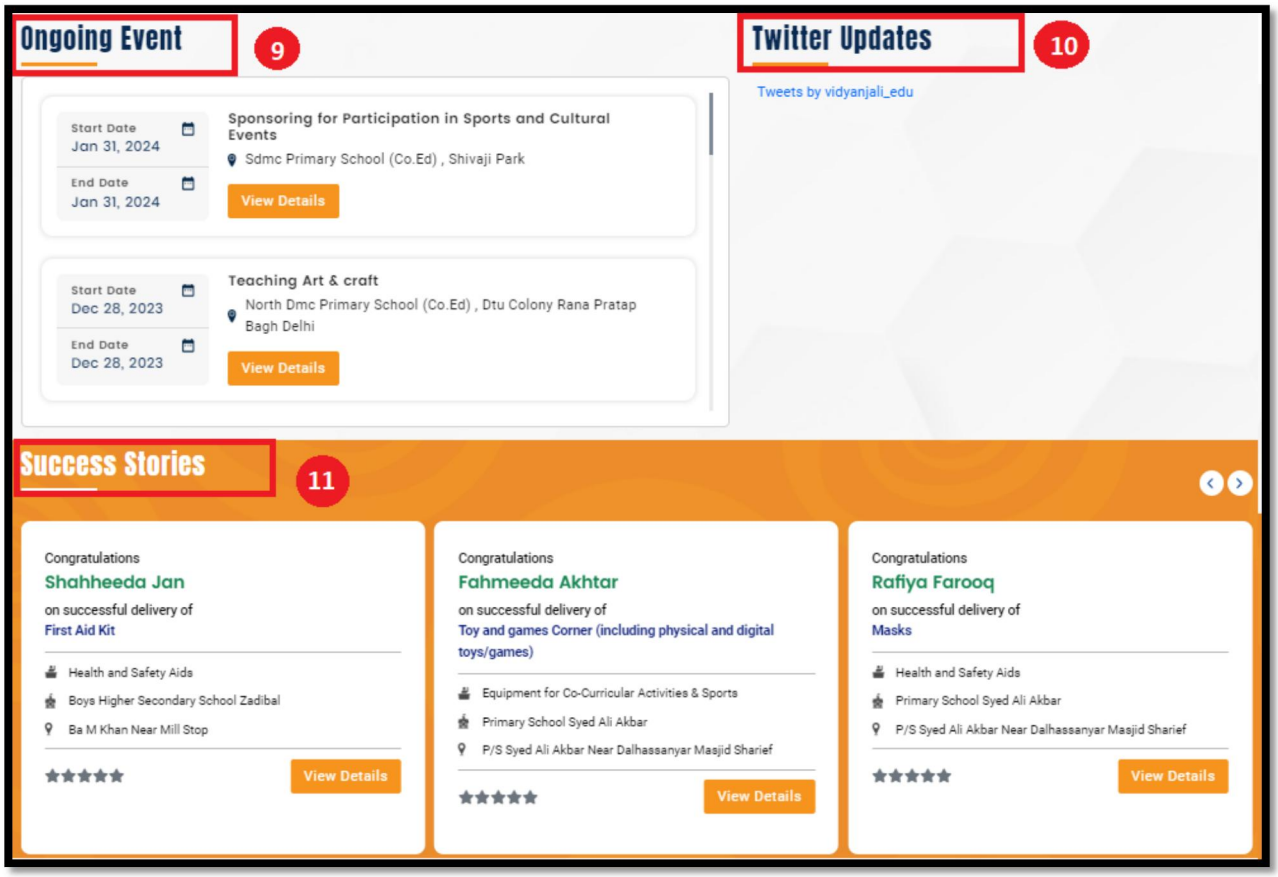

Ongoing Event
9
Twitter Updates
10
Tweets by vidyanjali_edu
Start Date
Jan 31, 2024
End Date
Jan 31, 2024
Sponsoring for Participation in Sports and Cultural Events
Sdmc Primary School (Co.Ed) , Shivaji Park
View Details
Start Date
Dec 28, 2023
End Date
Dec 28, 2023
Teaching Art & craft
North Dmc Primary School (Co.Ed) , Dtu Colony Rana Pratap Bagh Delhi
View Details
Success Stories
11
Congratulations
Shahheeda Jan
on successful delivery of
First Aid Kit
Health and Safety Aids
Boys Higher Secondary School Zadibal
Ba M Khan Near Mill Stop
View Details
Congratulations
Fahmeeda Akhtar
on successful delivery of
Toy and games Corner (including physical and digital toys/games)
Equipment for Co-Curricular Activities & Sports
Primary School Syed Ali Akbar
P/S Syed Ali Akbar Near Dalhassanyar Masjid Sharief
View Details
Congratulations
Rafiya Farooq
on successful delivery of
Masks
Health and Safety Aids
Primary School Syed Ali Akbar
P/S Syed Ali Akbar Near Dalhassanyar Masjid Sharief
View Details

Figure 2- 4

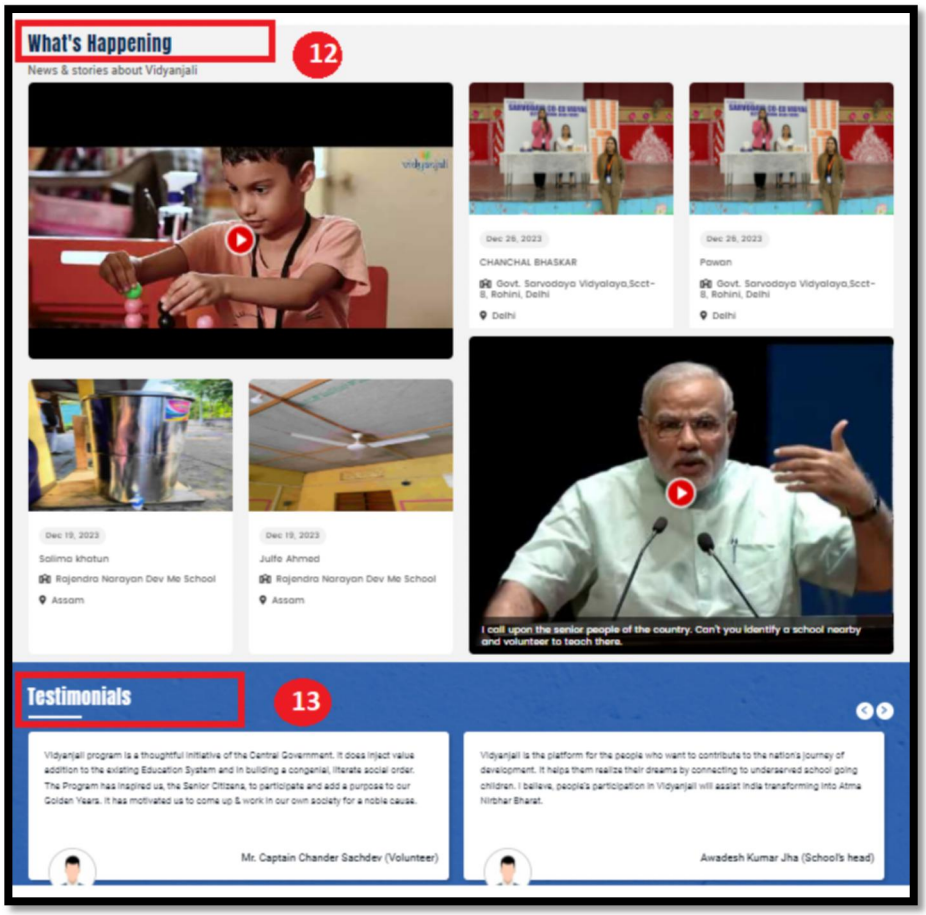


Figure 2- 5

1 - Main menu

2 -Register button

3 -School Type Registration

4 -Login

5 - Vidyanjali Programme Stats

6 -Contribution Tab for different categories of contribution

7 -Contribution Categories Service/ Activity, Asset/Material/ Equipment, CSR etc.

8 - Participate/ Contribute button

9 -Ongoing Event Tab

9 -Twitter Updates

10 -Success Stories

11 -What's Happening

12 -Testimonials

2.2 Main Menu

2.2.1 About Vidyanjali

Following are the sub-menu options:

- About
- How to Participate
- Where to Contribute

2.2.2 State Program

Select **State Program** from main menu.

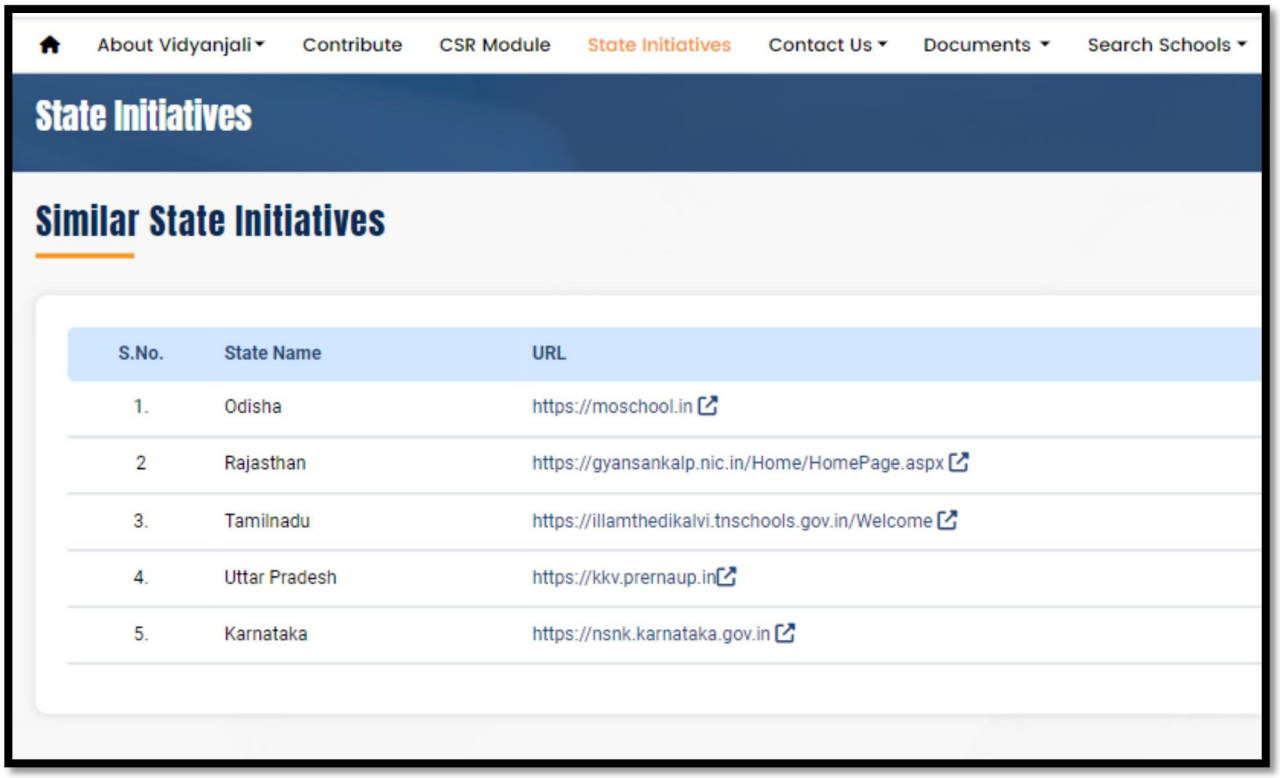


Figure 2- 5

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.

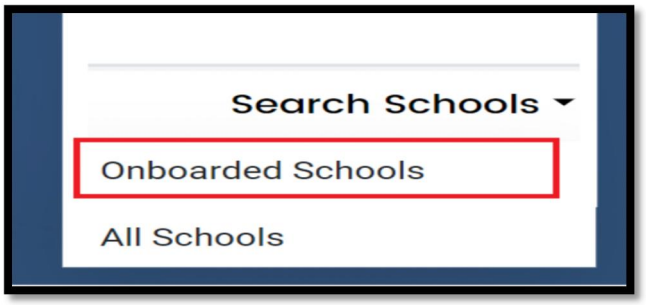


Figure 2- 6

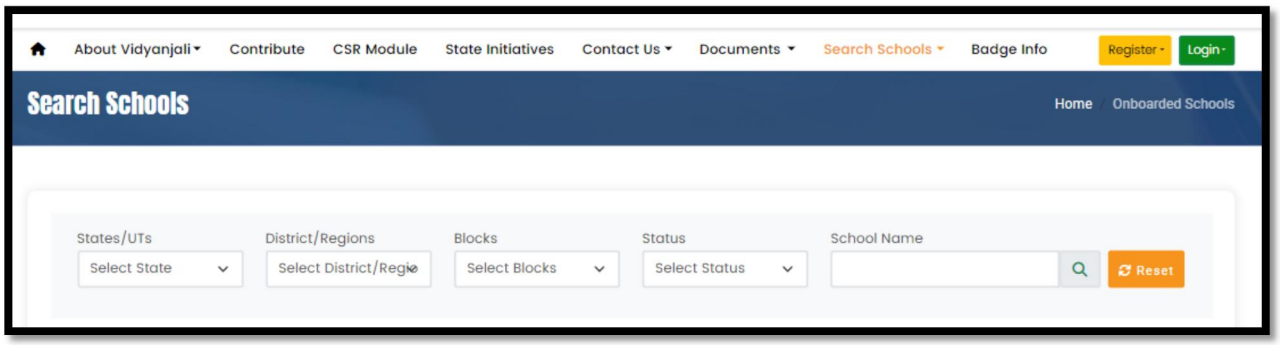
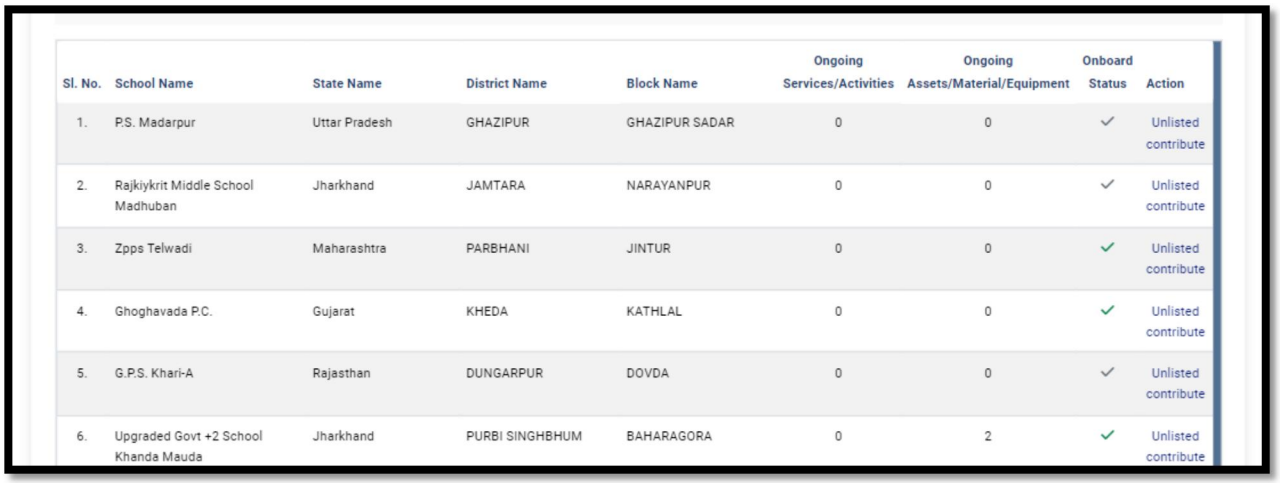


Figure 2- 7

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



Sl. No.	School Name	State Name	District Name	Block Name	Ongoing Services/Activities	Ongoing Assets/Material/Equipment	Onboard Status	Action
1.	P.S. Madarpur	Uttar Pradesh	GHAZIPUR	GHAZIPUR SADAR	0	0	✓	Unlisted contribute
2.	Rajkiykrit Middle School Madhuban	Jharkhand	JAMTARA	NARAYANPUR	0	0	✓	Unlisted contribute
3.	Zpps Telwadi	Maharashtra	PARBHANI	JINTUR	0	0	✓	Unlisted contribute
4.	Ghoghavada P.C.	Gujarat	KHEDA	KATHLAL	0	0	✓	Unlisted contribute
5.	G.P.S. Khari-A	Rajasthan	DUNGARPUR	DOVDA	0	0	✓	Unlisted contribute
6.	Upgraded Govt +2 School Khanda Mauda	Jharkhand	PURBI SINGHBHUM	BAHARAGORA	0	2	✓	Unlisted contribute

Figure 2- 8

- Sr. No.
- School Name/Address

- Ongoing Services/Activities
- Ongoing Assets/Material/Equipment
- Action

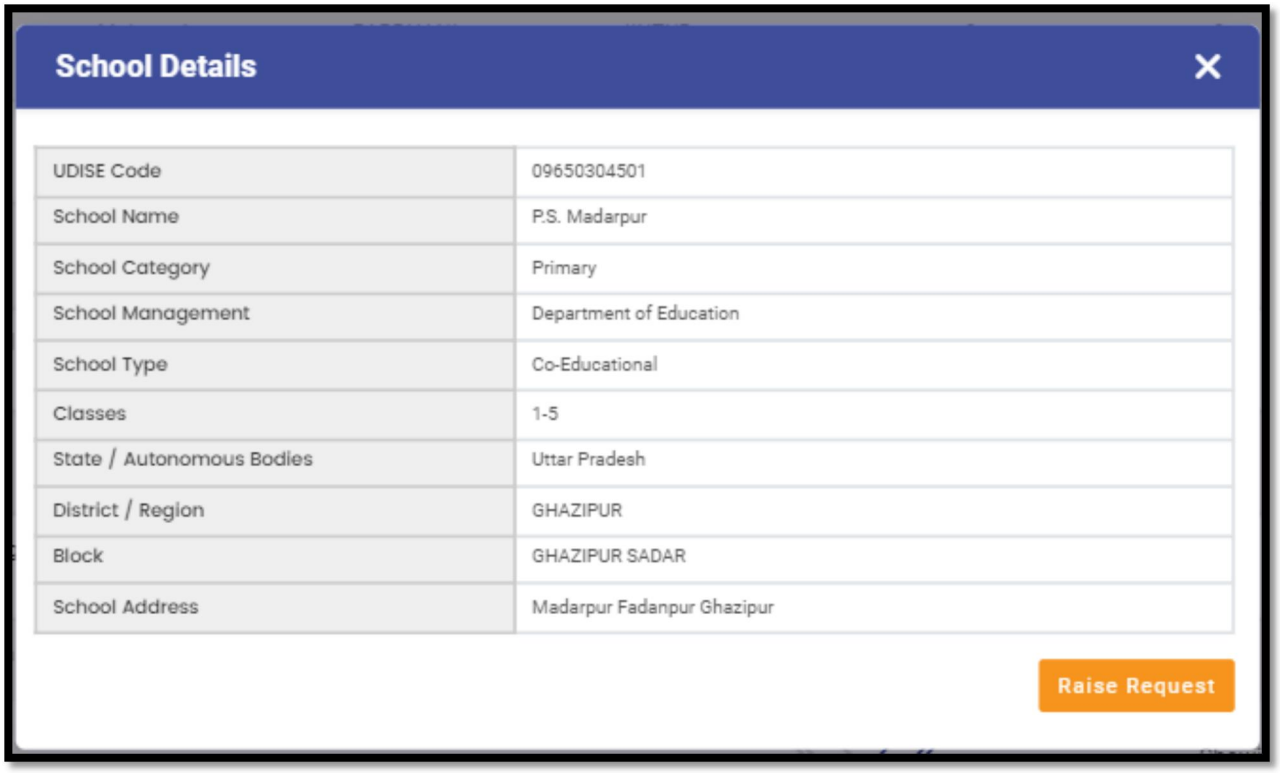


Figure 2- 9

- 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;

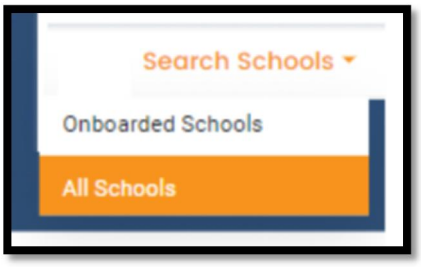


Figure 2- 10

All schools detail will be displayed with following column headings:

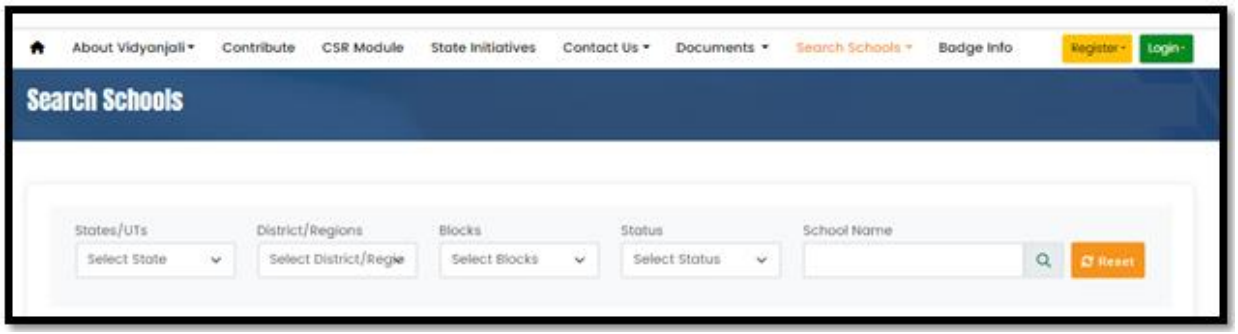
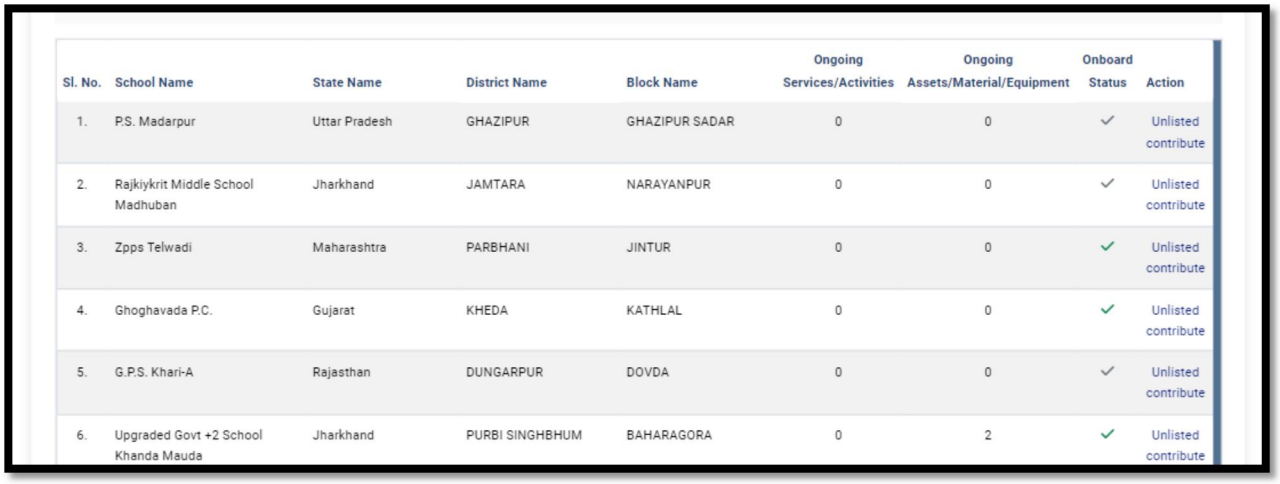


Figure 2- 11

You can select State/ Autonomous Bodies and district or specify the search criteria. All schools in the state will be displayed with following column headings:



Sl. No.	School Name	State Name	District Name	Block Name	Ongoing Services/Activities	Ongoing Assets/Material/Equipment	Onboard Status	Action
1.	P.S. Madarpur	Uttar Pradesh	GHAZIPUR	GHAZIPUR SADAR	0	0	✓	Unlisted contribute
2.	Rajkiykrit Middle School Madhuban	Jharkhand	JAMTARA	NARAYANPUR	0	0	✓	Unlisted contribute
3.	Zpps Telwadi	Maharashtra	PARBHANI	JINTUR	0	0	✓	Unlisted contribute
4.	Ghoghavada P.C.	Gujarat	KHEDA	KATHLAL	0	0	✓	Unlisted contribute
5.	G.P.S. Khari-A	Rajasthan	DUNGARPUR	DOVDA	0	0	✓	Unlisted contribute
6.	Upgraded Govt +2 School Khanda Mauda	Jharkhand	PURBI SINGHBHUM	BAHARAGORA	0	2	✓	Unlisted contribute

Figure 2- 12

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

3 New User Registration /School Registration

Select Register on top right side of the Home Page. Registration screen will be displayed with provision to register as.

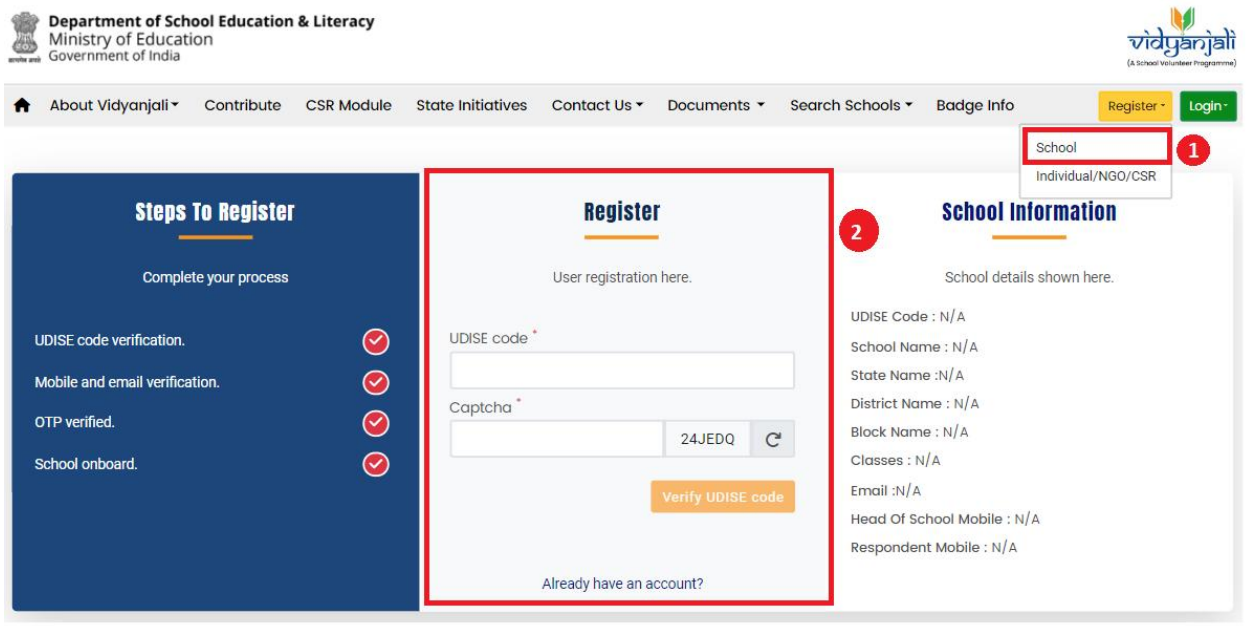


Figure 3- 1

1 - School

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 option on right panel of Registration screen to register school. School registration page will be displayed.

2 -Register Process

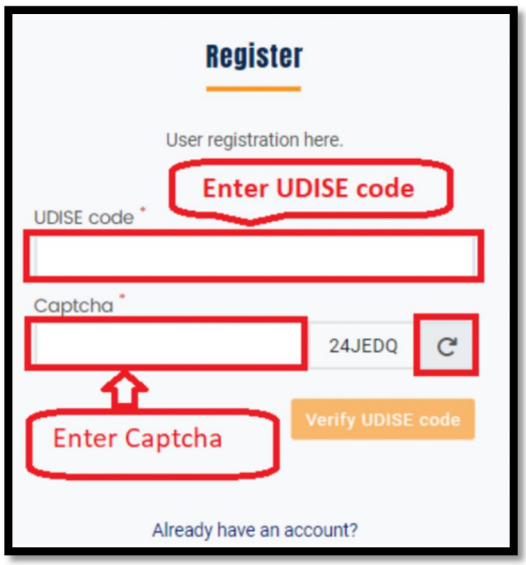


Figure 3- 2

Enter following details:

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

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.

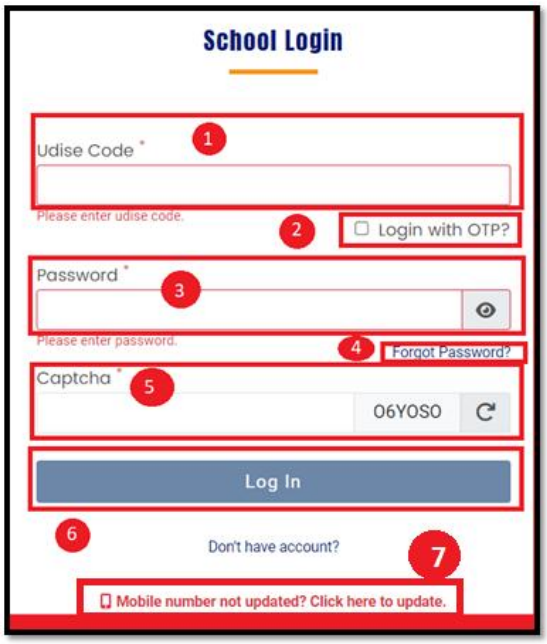


Figure 4- 1

1 UDISE Code: Enter UDISE Code and if want to login through OTP then

2 Check Login with OTP option the OTP will be sent to the registered mobile number

3 Password: Enter the password

4 Forgot Password: In this option the default password be reset for the provided School UDISE Code

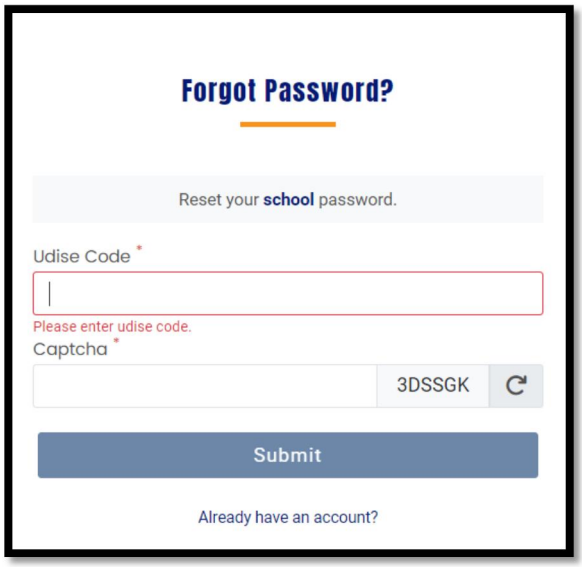


Figure 4- 2

5 Captcha: Enter the captcha displayed for successful login

6 Login: Press the login button after submitting the details

7 On clicking the line “Mobile no. not updated? Click to update” user will be redirected to next webpage as shown below, this functionality is used to update the mobile number of users that is mapped in UDISE+ application database. The mapped mobile number is then used for login purposes in Vidyanjali Portal.

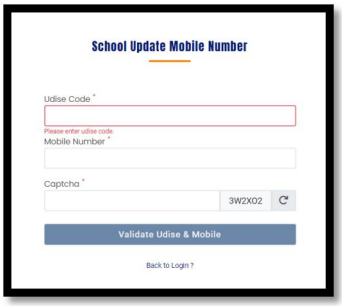


Figure 4- 3

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.

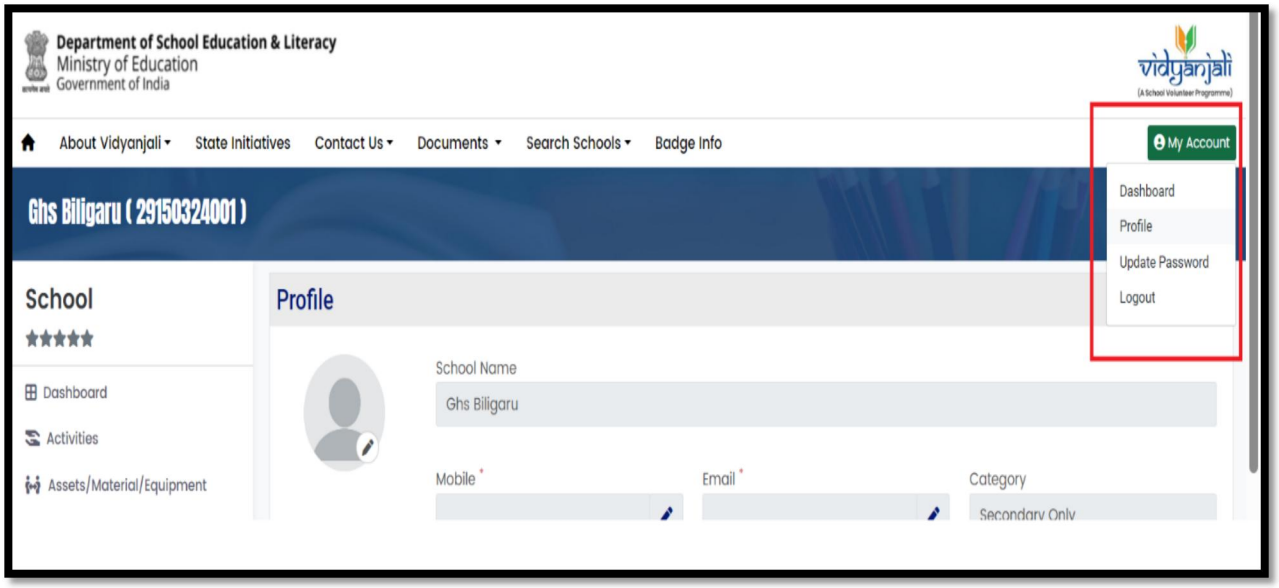


Figure 4- 4

- **Dashboard**
- **Profile**
- **Update Password**
- **Logout**

4.2 School Dashboard

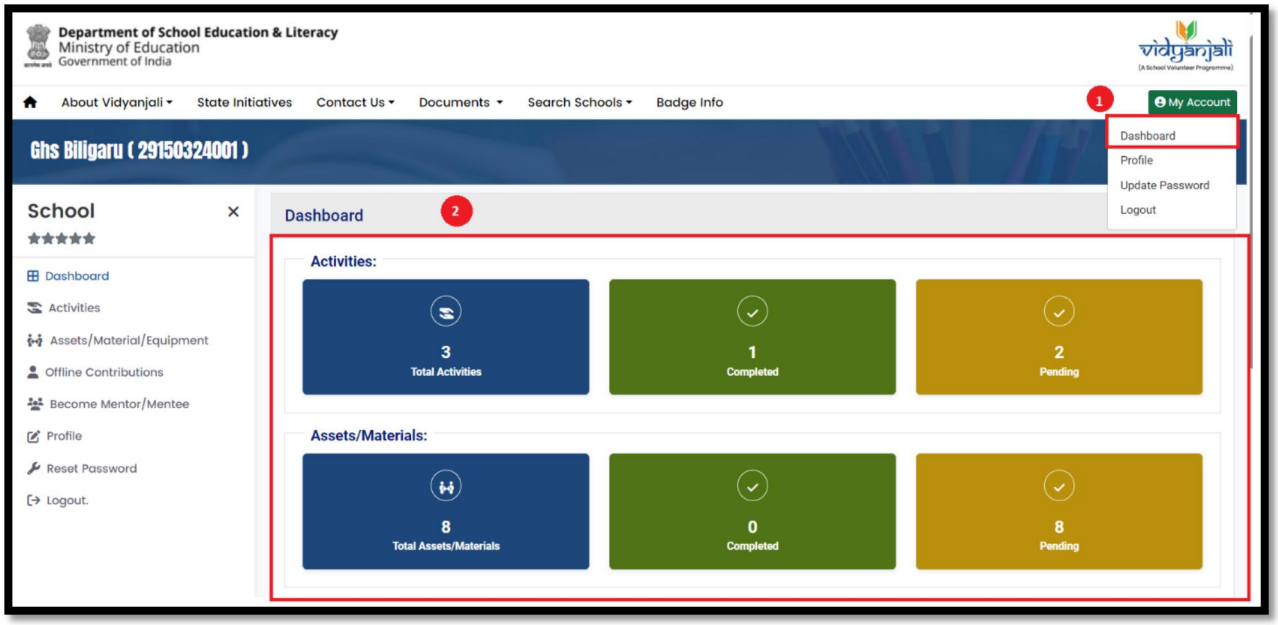


Figure 4- 5

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

4.3 Activities:

1 Activities: Click on activities to add new activity and view the activities which are pending and complete.

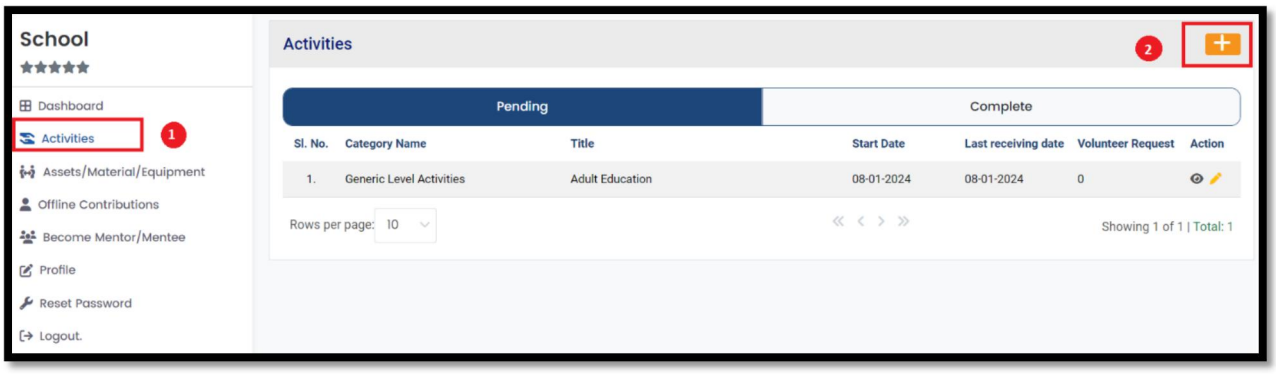


Figure 4- 6

2 Click on + to add new activities in the following pop-up:

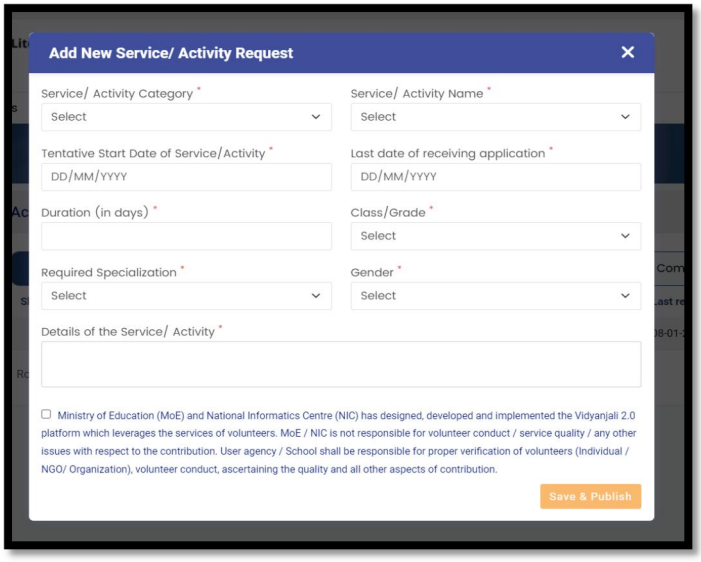


Figure 4- 7

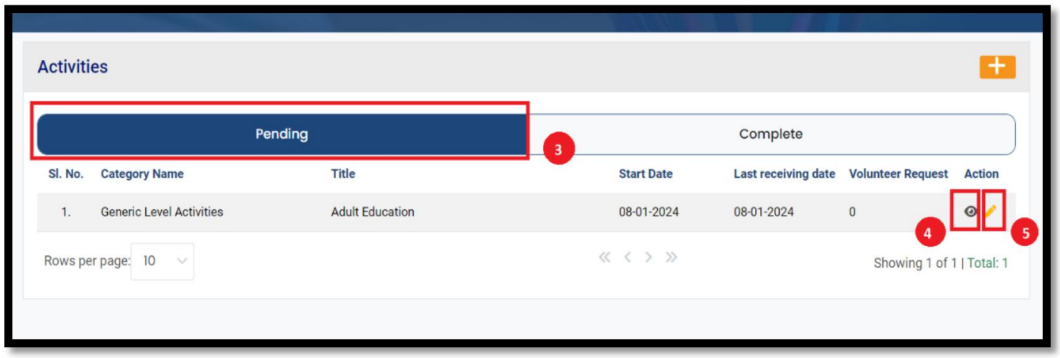


Figure 4- 8

3 Pending Activities: On clicking the button the pending activities will be displayed.

4 View: In this option the submitted details of the activities will be displayed with options like:

- Activity Details
- Volunteers Request
- Closure Activity

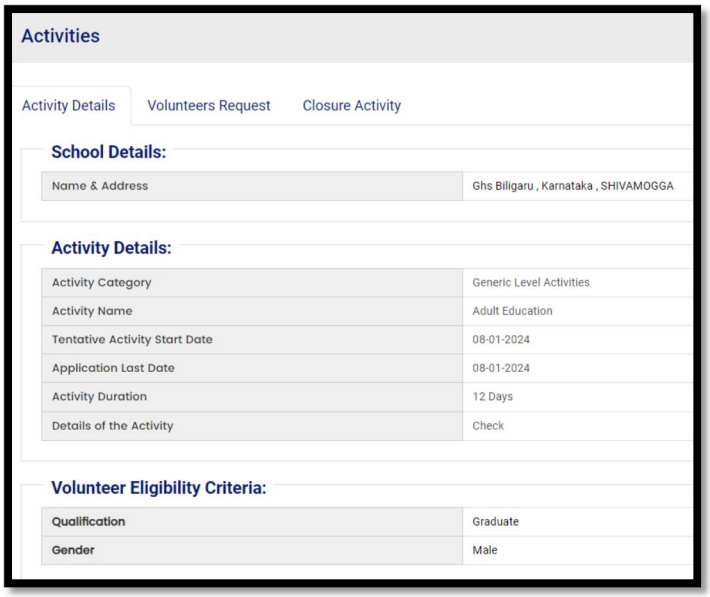


Figure 4- 9

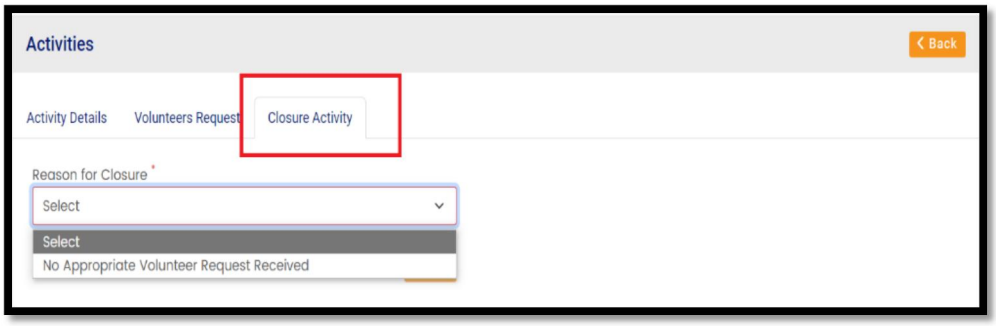


Figure 4- 10

5 Edit: On clicking the edit button following pop-up will appear:

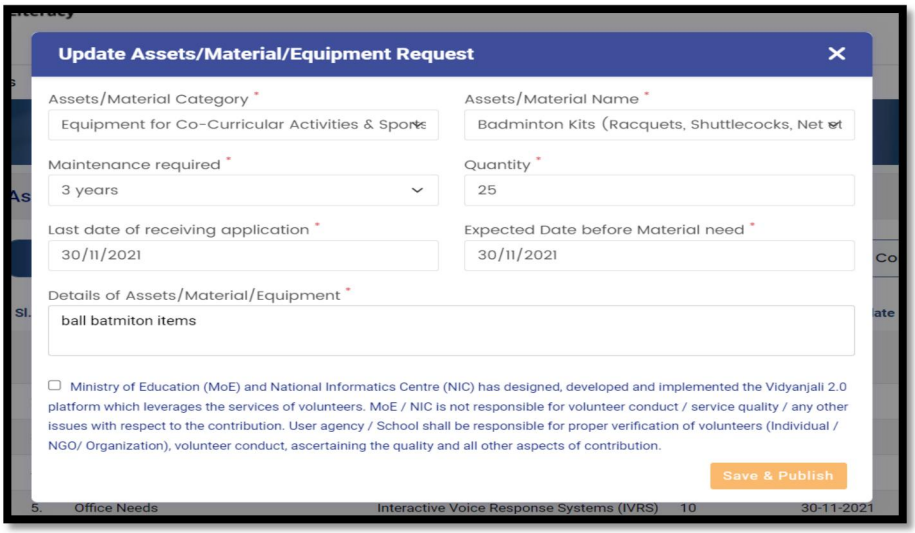


Figure 4- 11

4.4 Assets/Material/Equipment

1 Assets/Material/Equipment: Click on Assets/Material/Equipment to add new and view the Assets/Material/Equipment requests which are pending and complete.

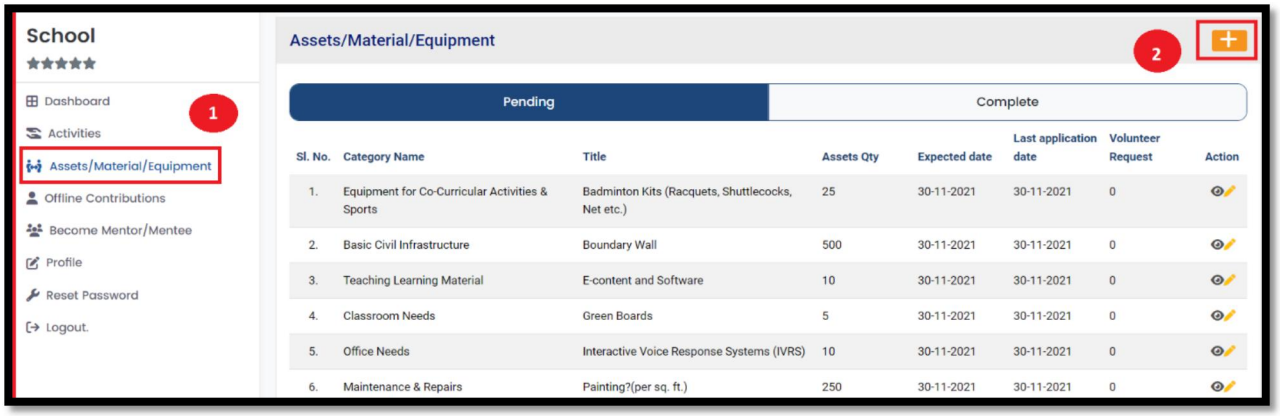


Figure 4- 12

2 Click on + to add new Assets/Material/Equipment in the following pop-up:

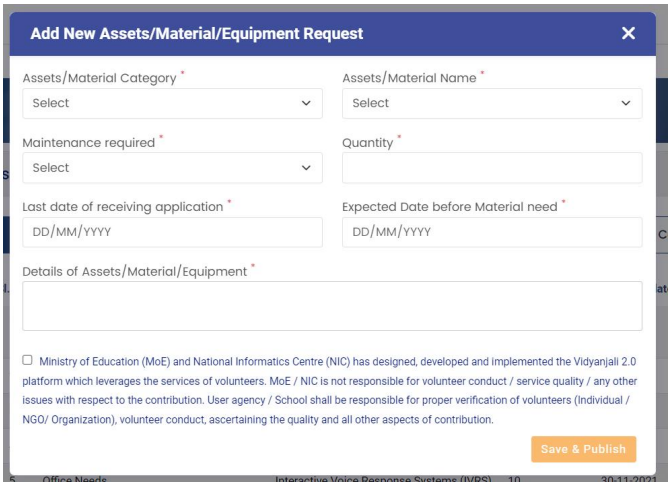


Figure 4- 13

3 Pending Assets/Material/Equipment requests: On clicking the button the pending Assets/Material/Equipment requests will be displayed:

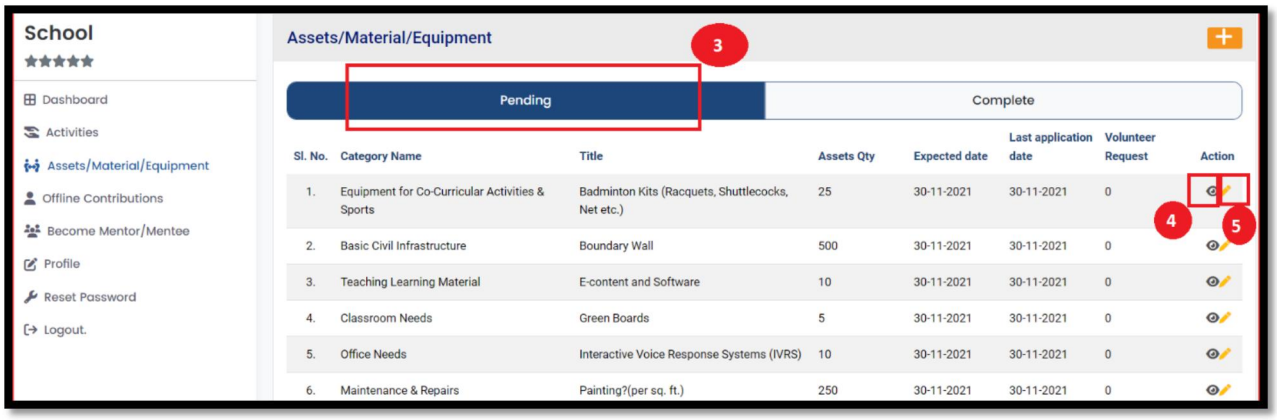


Figure 4- 14

4 View: In this option the submitted details of the activities will be displayed with options like:

- Details
- Volunteers Request

- Closure Assets/Material/Equipment

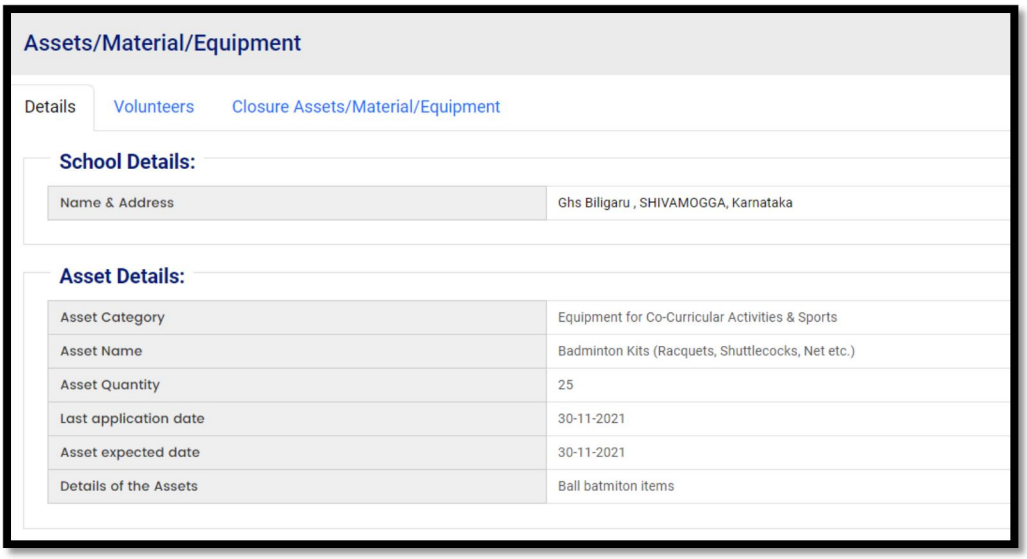


Figure 4- 15

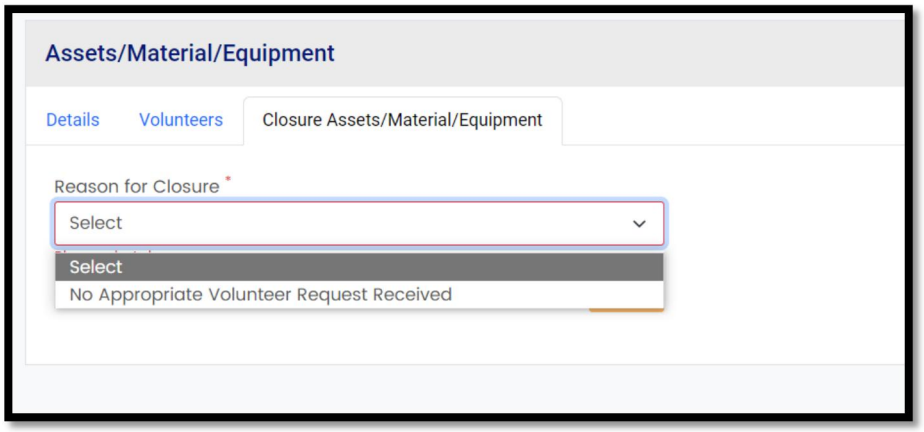


Figure 4- 16

5 Edit: On clicking the edit button following pop-up will appear:

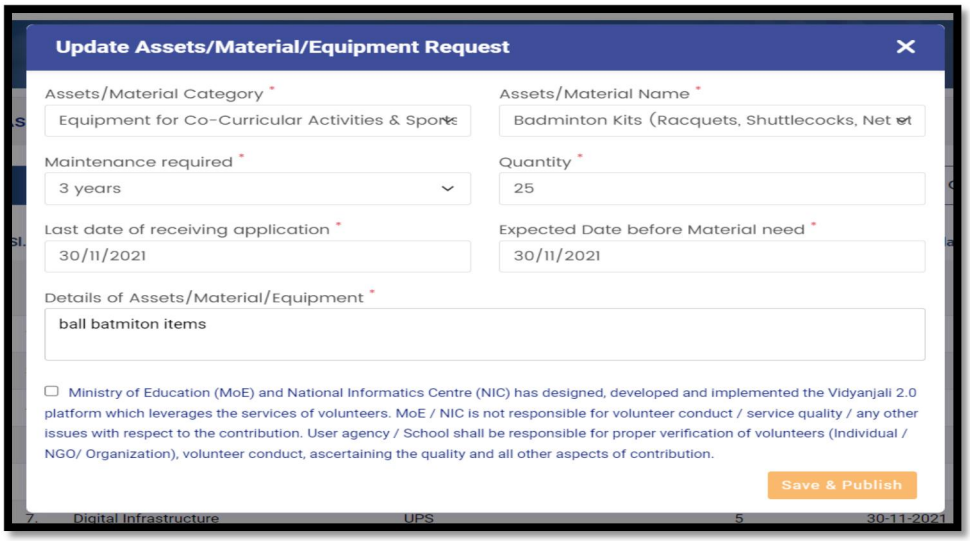


Figure 4- 17

4.5 Offline Contributions

1 Offline Contributions: Click on Offline Contributions to add new and view the Offline Contributions list.

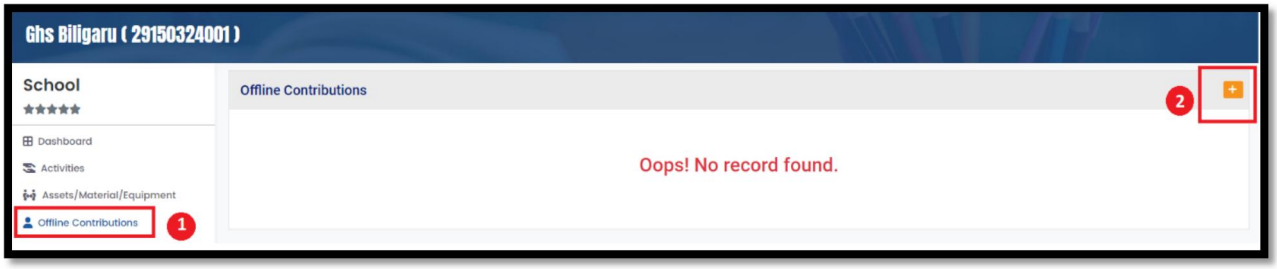


Figure 4- 18

2 Click on + to add new Offline Contributions in the following pop-up:

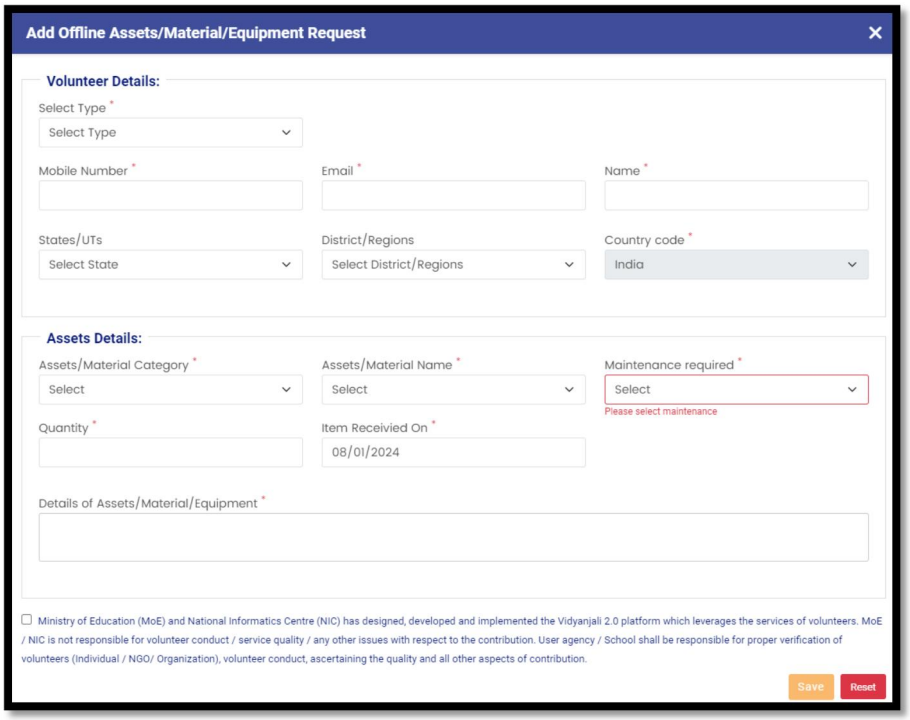


Figure 4- 19

4.6 Become Mentor/Mentee

1. Click on Become Mentor/Mentee option to open the details.
2. Check the checkbox before submission.
3. Submit the selected Mentor/Mentee activity types.

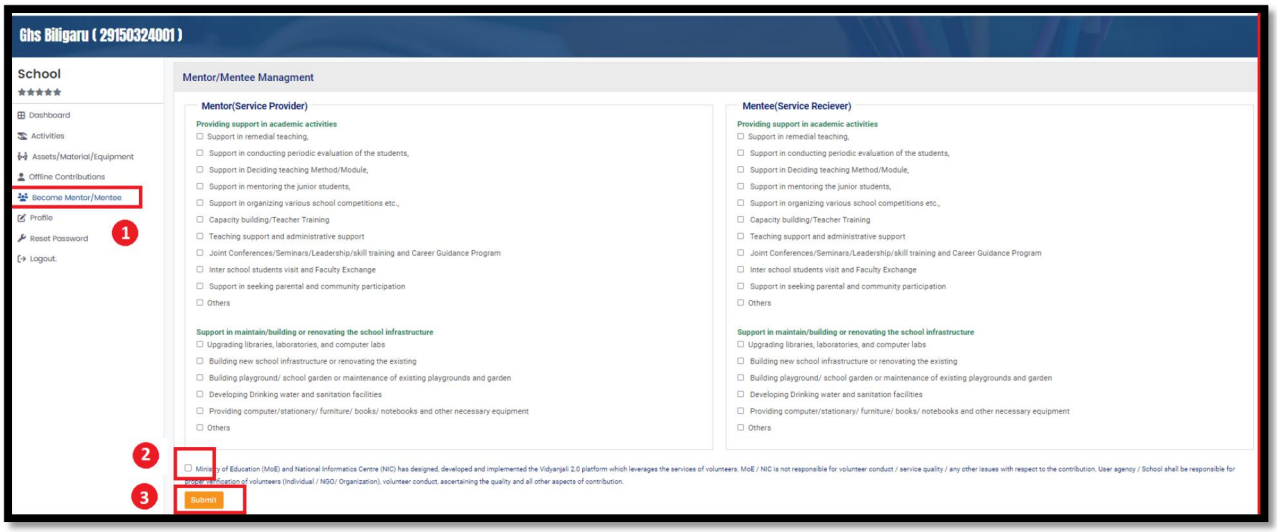


Figure 4- 20

4.7 Profile:

1. Click on Profile option to open the details.

2. After making changing the details click on Update button

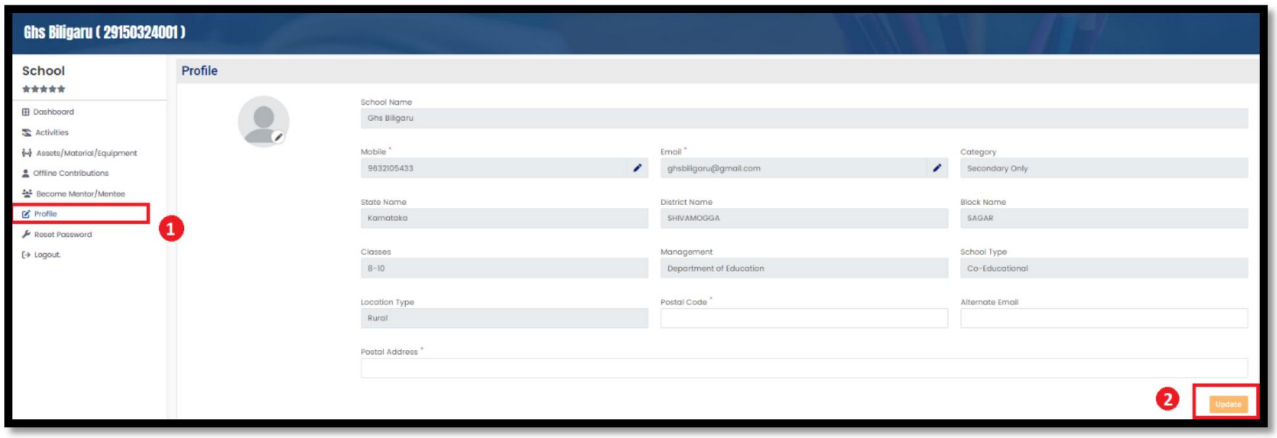


Figure 4- 21

4.8 Reset Password:

1 Click on Reset Password option to open the details.

2 After submitting new, old password and captcha click on Update Password button

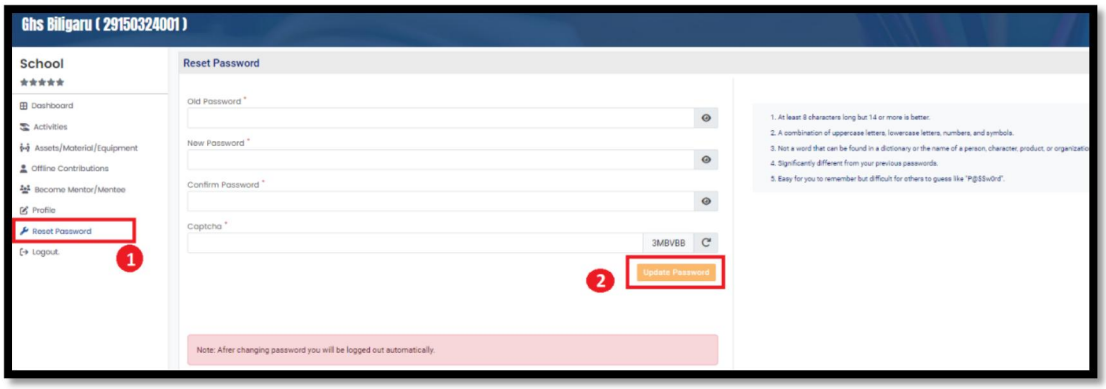


Figure 4- 22

4.9 Logout:

1 Click on Logout option to Logout from applicaiton.

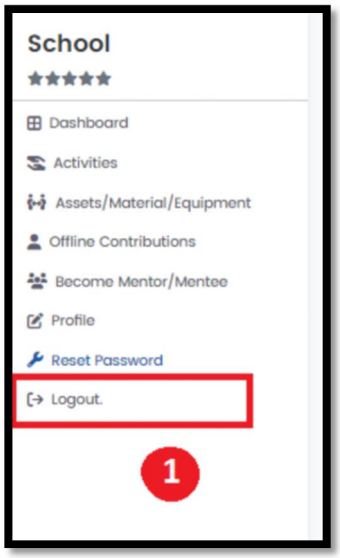

School
Dashboard
Activities
Assets/Material/Equipment
Offline Contributions
Become Mentor/Mentee
Profile
Reset Password
Logout.
1

Figure 4- 23