Ministry of Education

Government of India

User Guide For State/ Autonomous Body

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

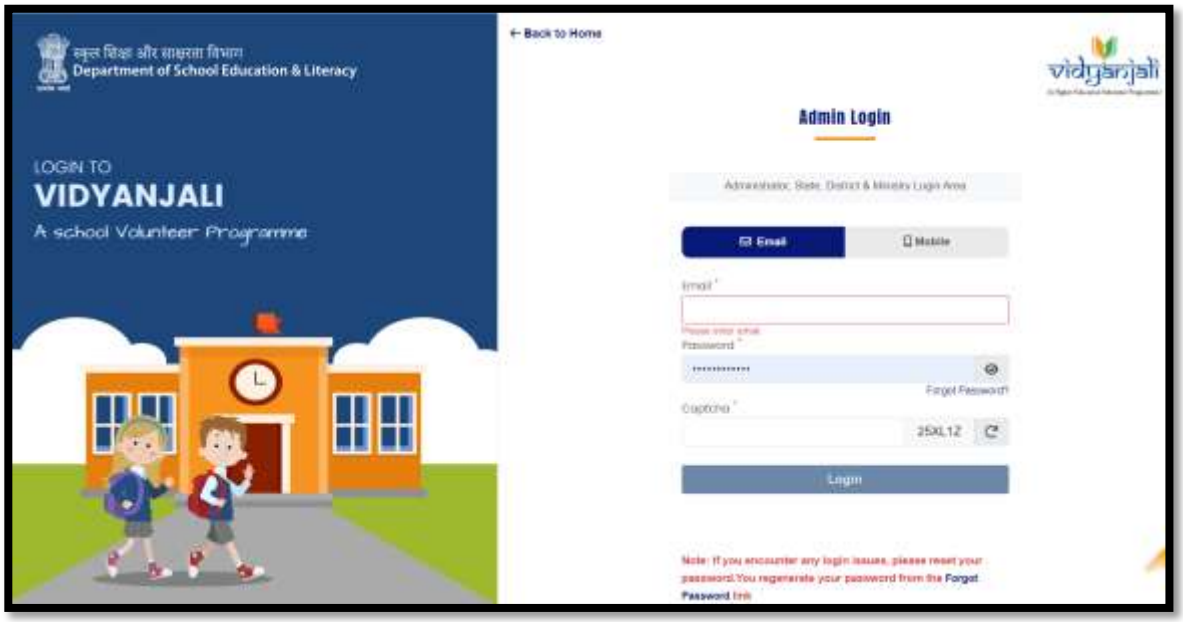
Vidyanjali is an initiative taken by the Ministry of Education, Government of India with the aim to strengthen Schools through community and private sector involvement in schools across the country. This initiative would connect schools with varied volunteers from the Indian Diaspora namely, young professionals,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

This manual is intended for the use of various users like Schools, Volunteers, and site administrators to manage various activities and contributions to support the government and government aided schools. Care is taken to explain each role and its functionality in detail.

2 Administrator/State / District Login

Enter the Vidyanjali Portal URL: https://vidyanjali.education.gov.in/ in the browser. Select Login on top right corner of screen as shown in the following image, select the Administrator/ State and District in option.

Admin Login screen will be displayed as shown below:



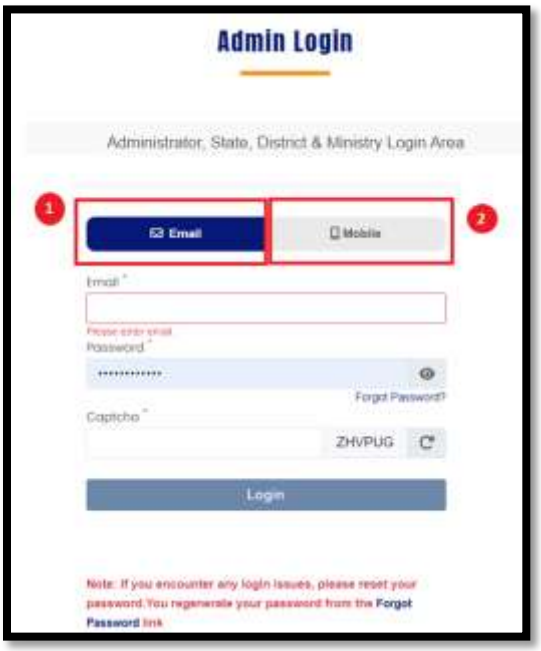


Figure 2-1

1 Login via Email by entering following details:

- Email Id: Enter username or email id.
- Password: Enter password
- CAPTCHA: Enter CAPTCHA code as displayed
- Click to login to the administrator interface. On successful sign in, Admin Dashboard will be displayed:
- Click Forgot Password? link incase of forgotten password

2 Login via Mobile enter following details:

- Mobile: Enter Mobile No.
- OTP: Enter OTP
- CAPTCHA: Enter CAPTCHA code as displayed

2.1 Admin Dashboard

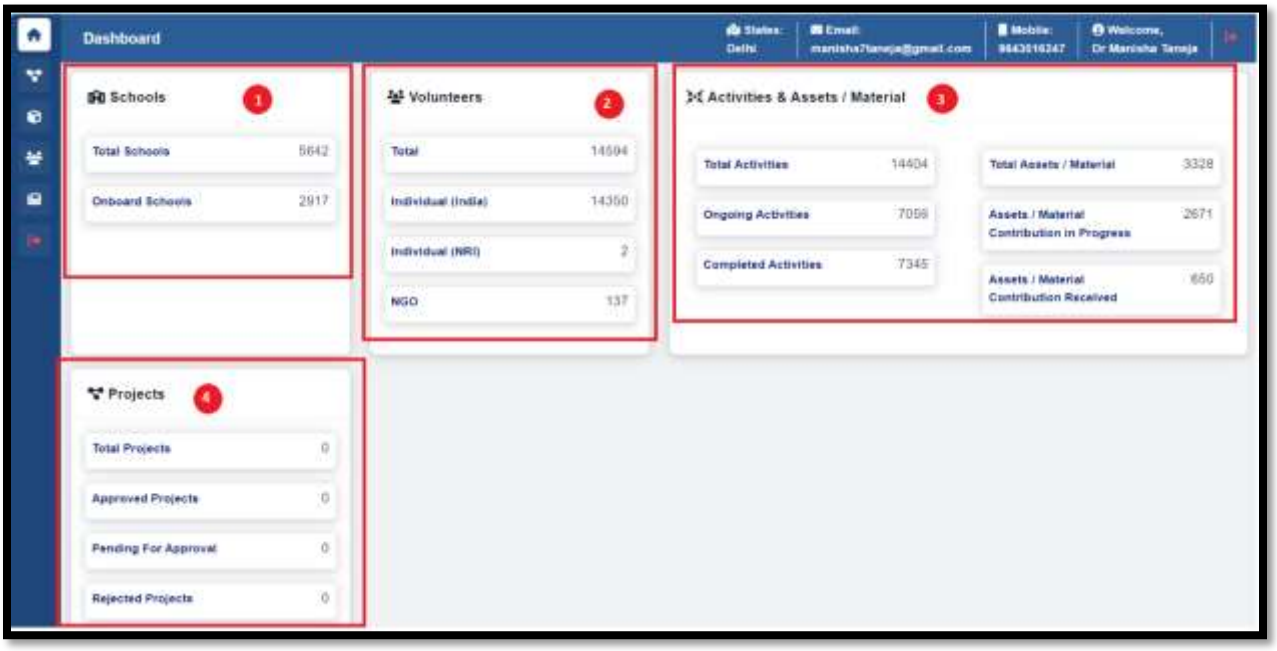


Figure 2-2

Dashboard displays following information in graphical representation:

1 Schools:

- Total Schools:
- Onboarded Schools:

2 Volunteers:

- Total
- Individual (India)
- Individual (NRI)
- NGO

3 Activities and Assets/Material

- Total Activities
- Ongoing Activities
- Completed Activities
- Total Assets/ Material
- Assets/ Material Contribution in progress
- Assets/ Material Contribution Received

4 Projects:

- Total Projects
- Approved Projects
- Pending for Approval
- Rejected Projects

5 Left menu displays following options:

- Home/ Dashboard
- Projects & CSR Requests
- Services/ Activities
- Users
- School Reports
- Logout

3 Projects and CSR Requests

3.1 Projects

3.1.1 Create Projects

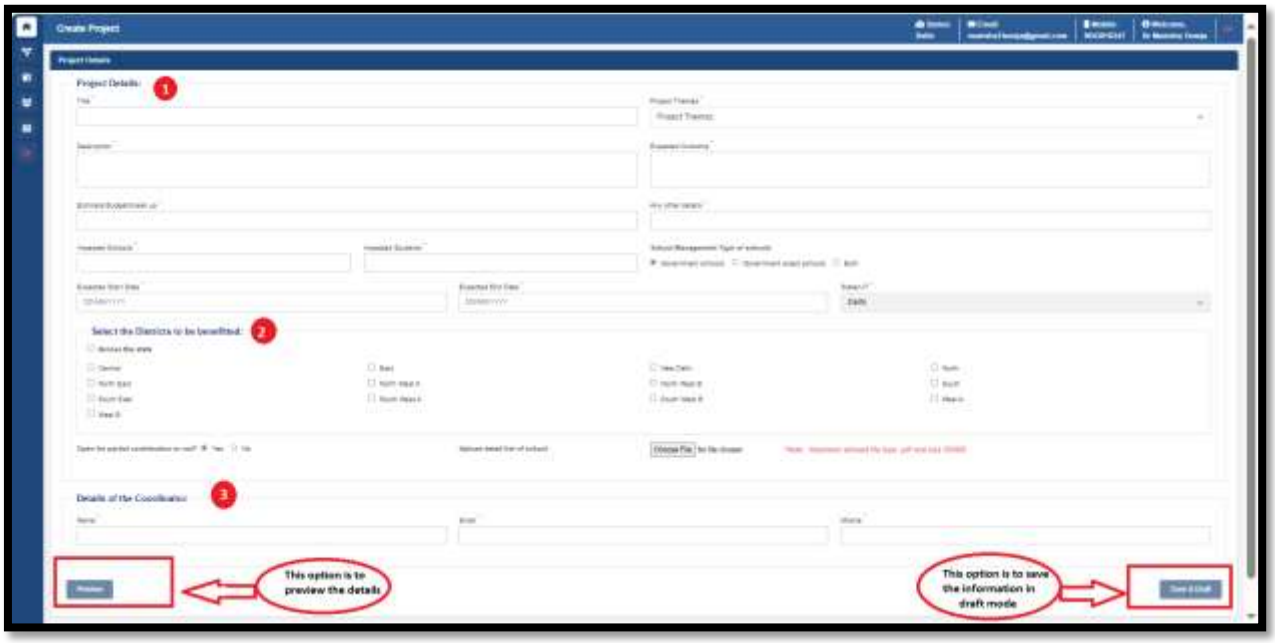


Figure 3-1

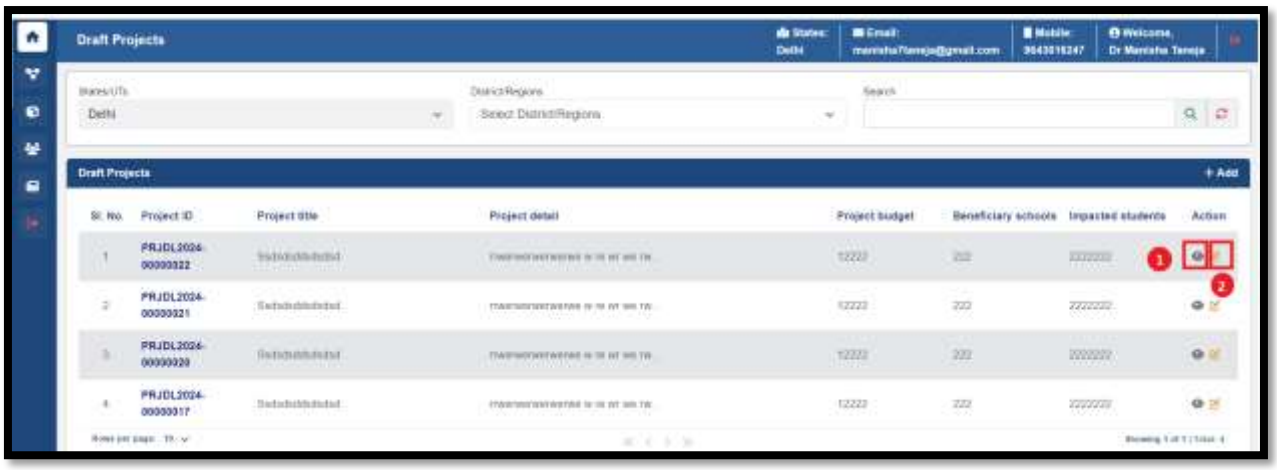
1 In this section of project creation, you need to submit the details like project Title, Theme, Description and expected outcome etc. along with start date and end date.

2 Districts selection that will be benefitted.

3 Details of Coordinator: In this section you will enter the details of coordinator engaged for the project.

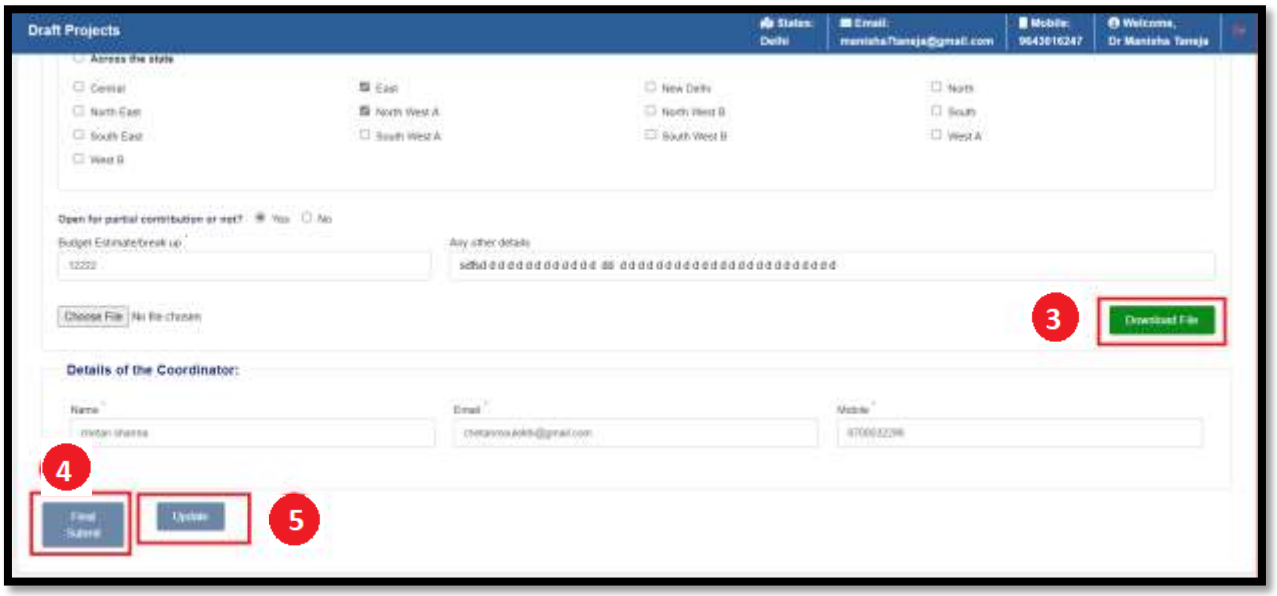
"Preview" and "Save & Draft" buttons are given to save the details.

3.1.2 Draft Projects



1 Preview: This is previewing option for viewing the Project details in draft mode.

2 Edit: This Edit option is used to perform any changes in the Project details.



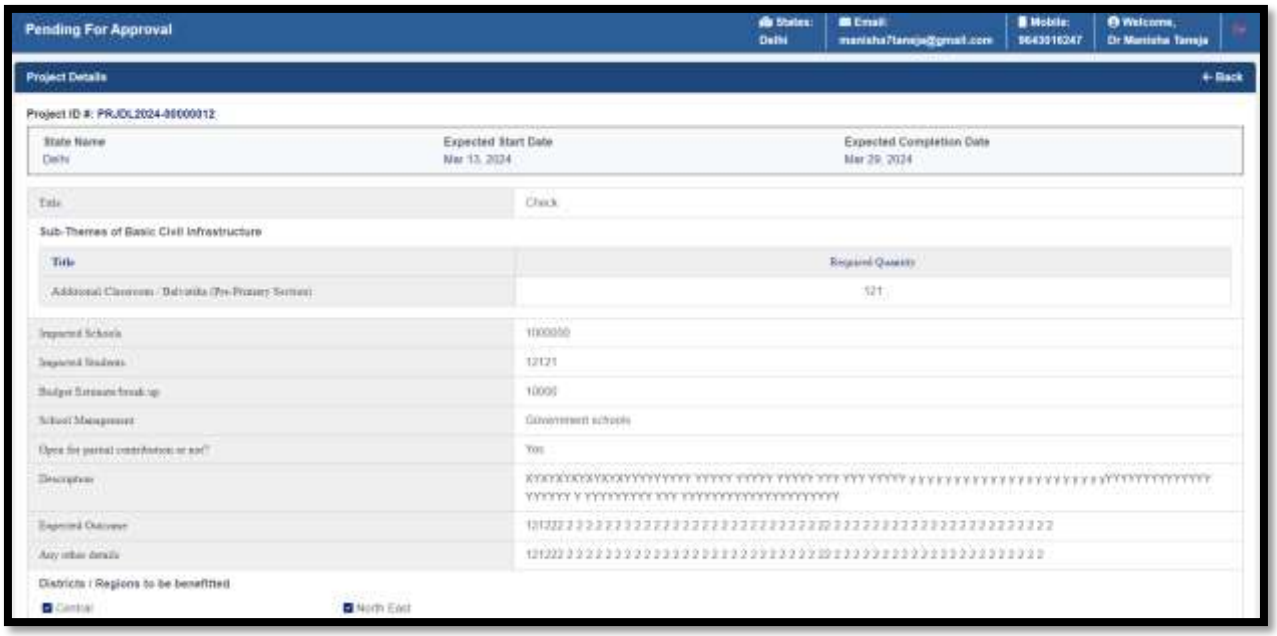
3 Download file: This option is used to download the file having the details of project.

4 Final Submit: This option is used to perform final submission for the further action by Ministry i.e. Approval or Rejection.

5 Update: This option is used to update the project information in the system.

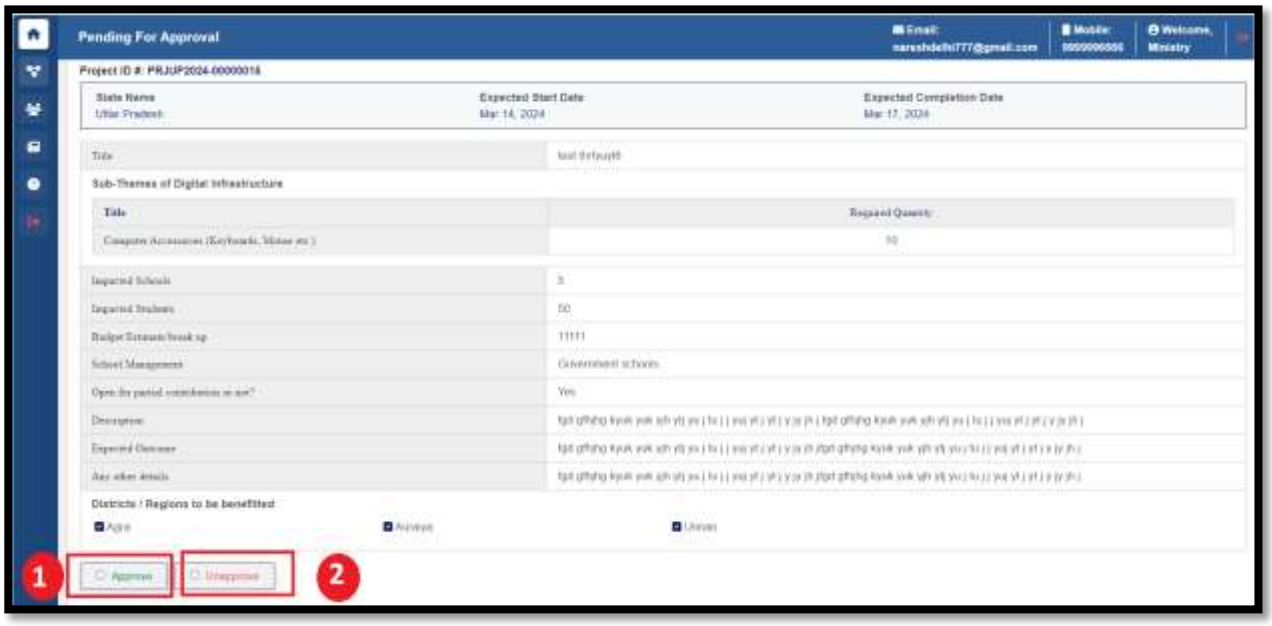
3.1.3 Pending For Approval

1 **Preview:** This is option for viewing the Pending Project details on which further action is to be performed by Ministry i.e. Approval or Rejection. Below are the details of the project.



3.1.4 Approved Projects

a. Login via **"Ministry User"** for Approval or Rejection
b. Afterwards select the **Pending for Approval** option
c. Then screen will come up for the Approval/ Unapproved as shown below:



1 **Approve:** This option is used approve the project related request by State and Districts Administrators.

2 **Disapprove:** This Edit option is used to perform any changes in the Project details.

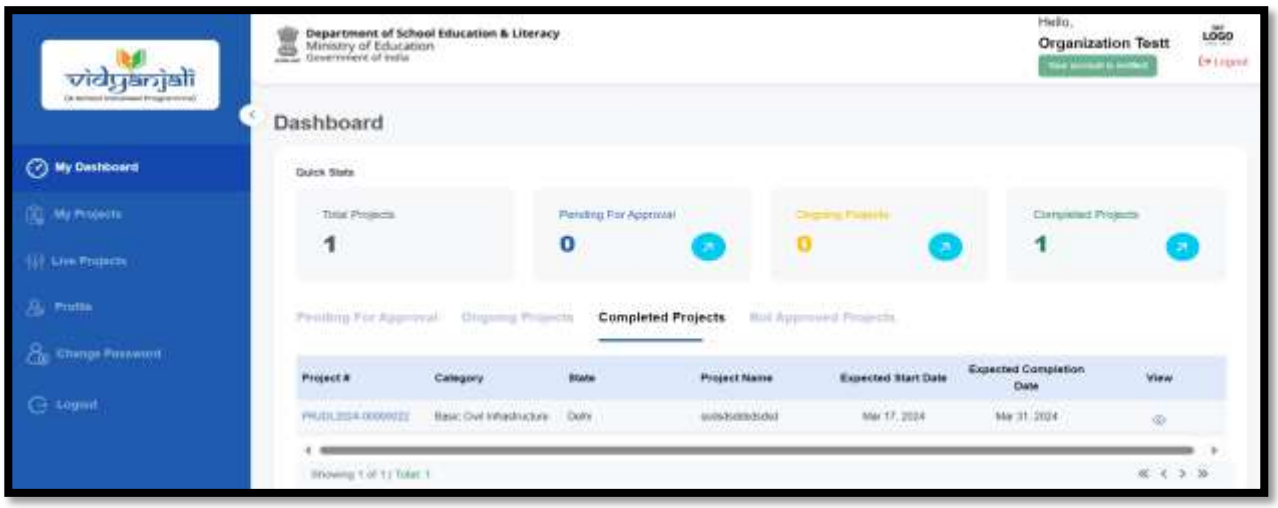
Then in "Admin User" the Approved project will appear as:

3.1.5 Rejected Projects

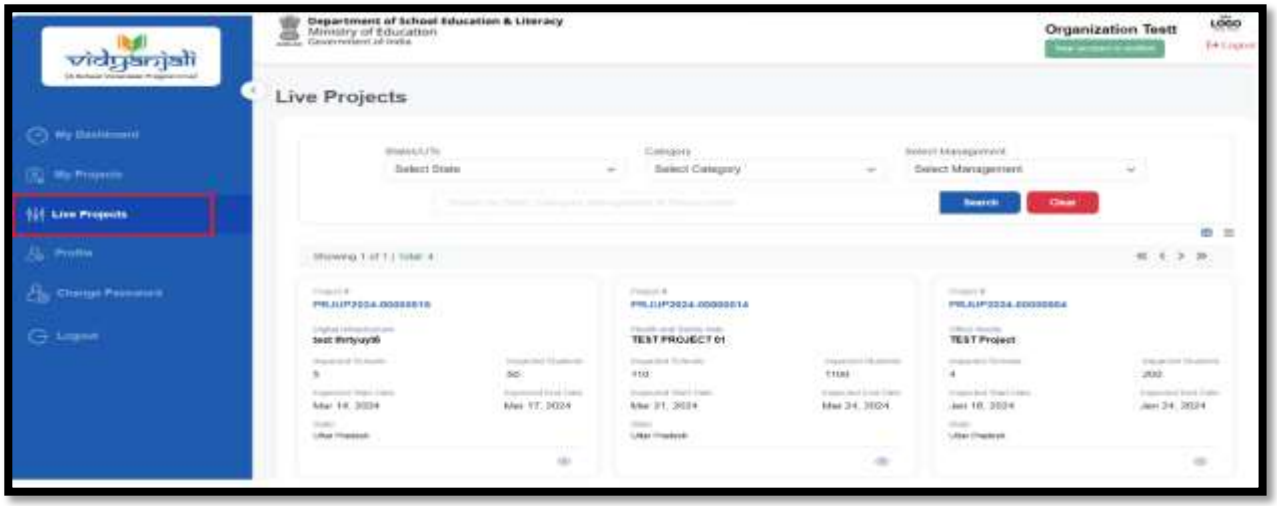
In "Admin User" the Approved project will appear as:

3.1.6 Ongoing Projects (CSR Participated)

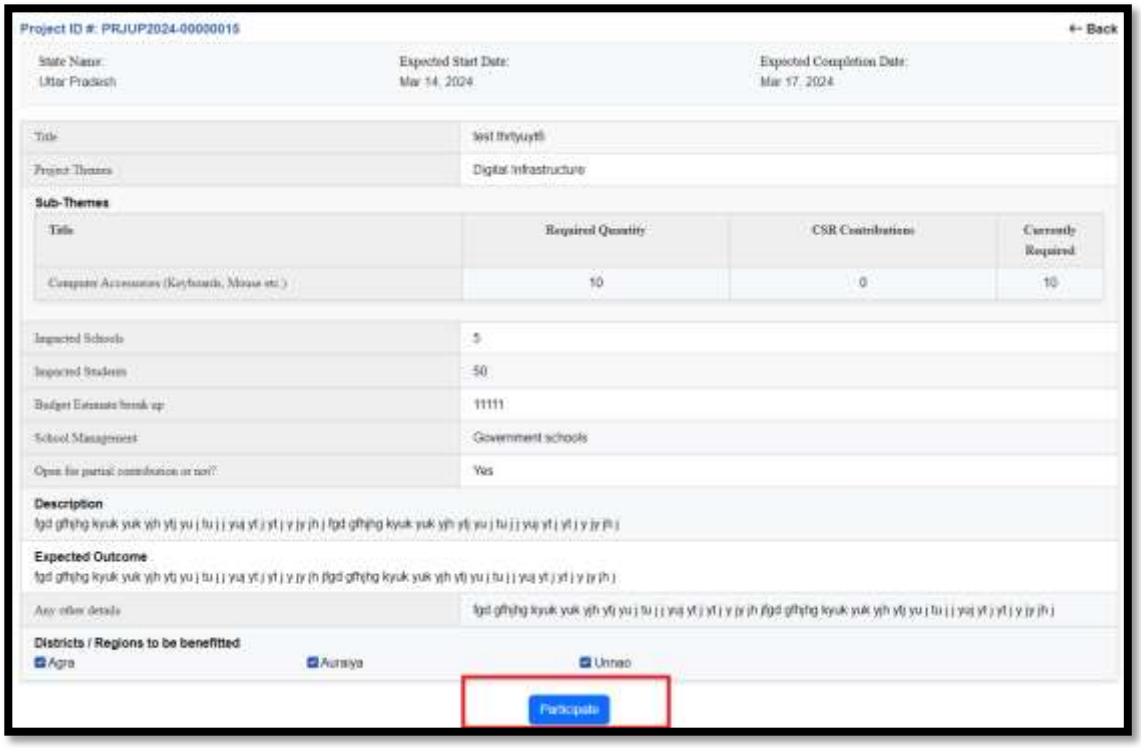
a. Login via **"CSR User"** for Participation



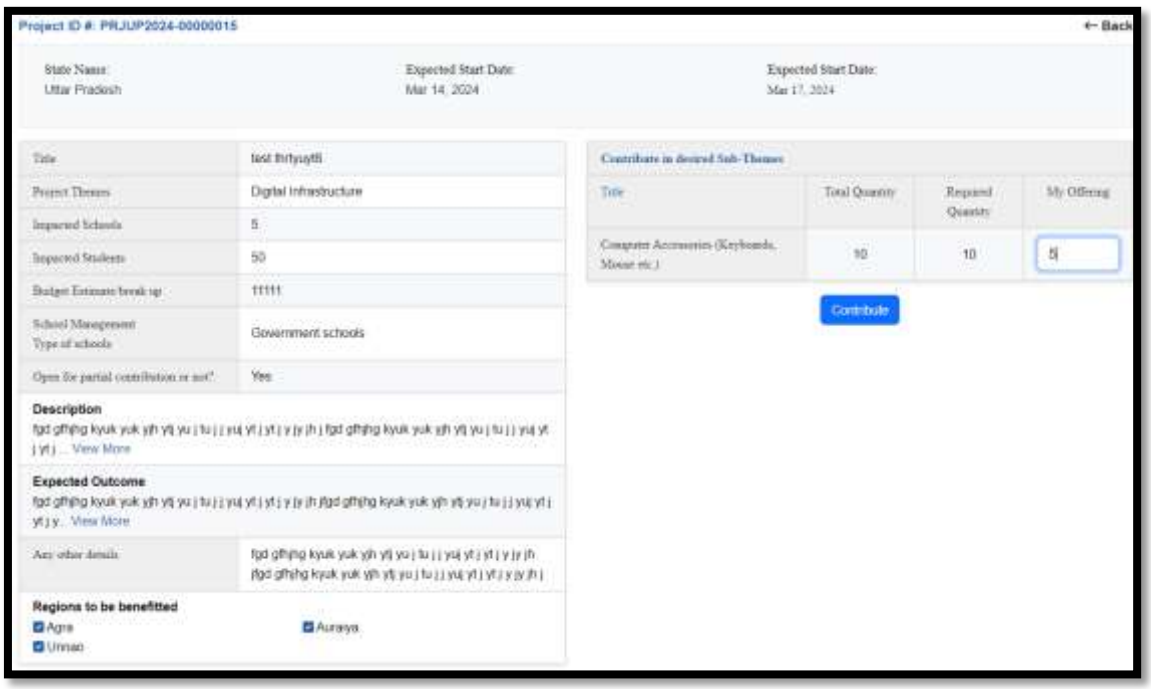
b. Afterwards select the **LIVE Project** as shown below and select the project for participation:



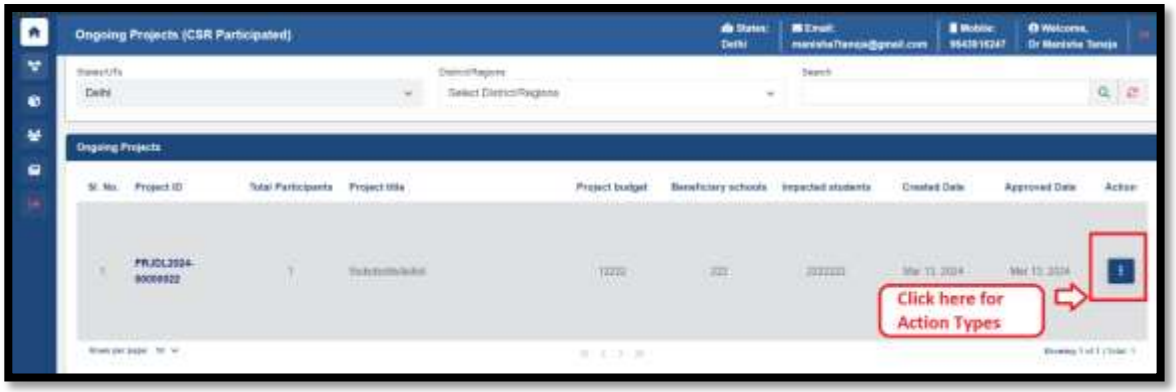
c. Then select the participate option and enter the details for participation:

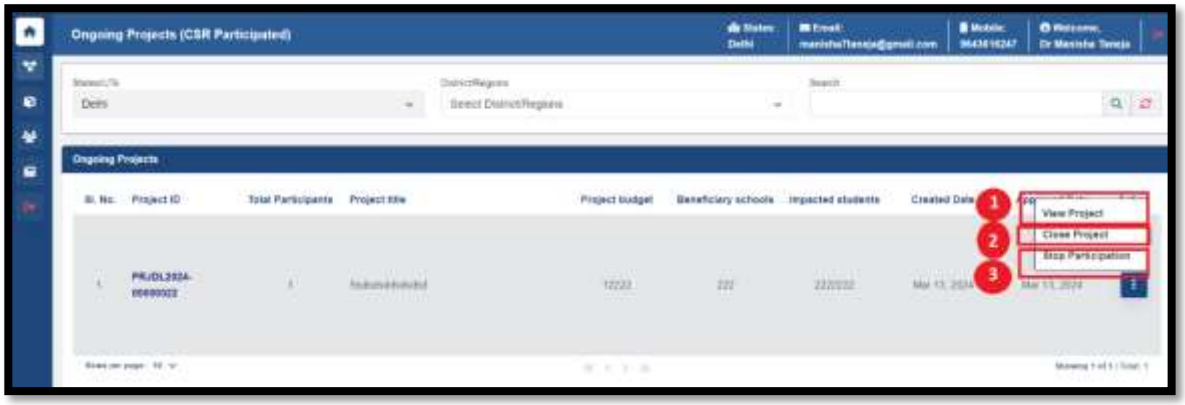


d. Enter the Participation/Contribution details as shown in image below:



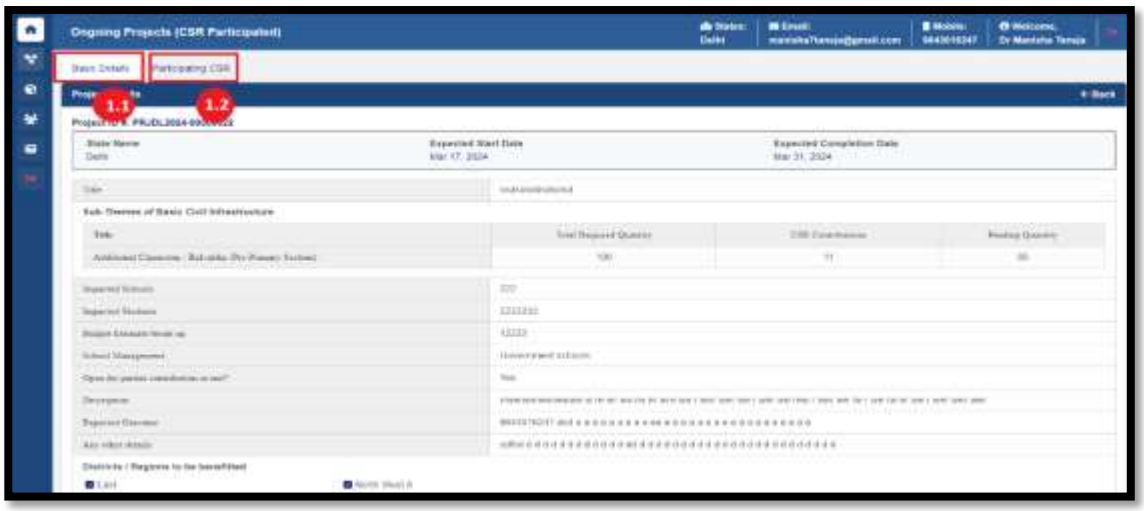
a. Login via State User then screen will come up for the Approval/ Unapproved as shown below:





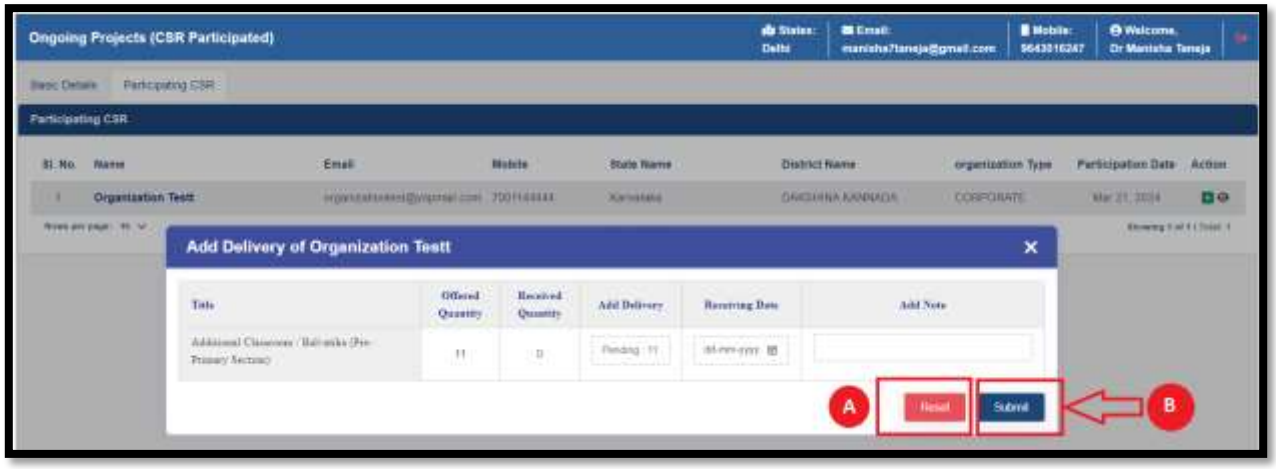
1 View: This is option for viewing the Project details that comprises:

1.1 Basic Details: Such as Project Name, Title, No. of impacted students and schools, budget estimation breakup etc.



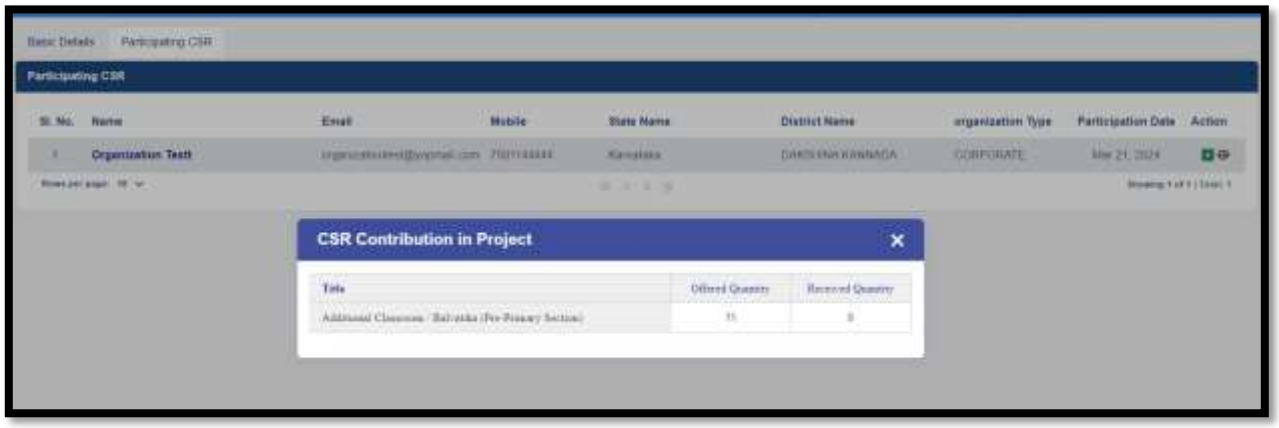
1.2 Participating CSR: In this tab details of participating CSR are shown:

1.2.1 **Add Delivery of Organization:** In this option the details of the delivery received against the participated project is captured along with delivery data and a note.



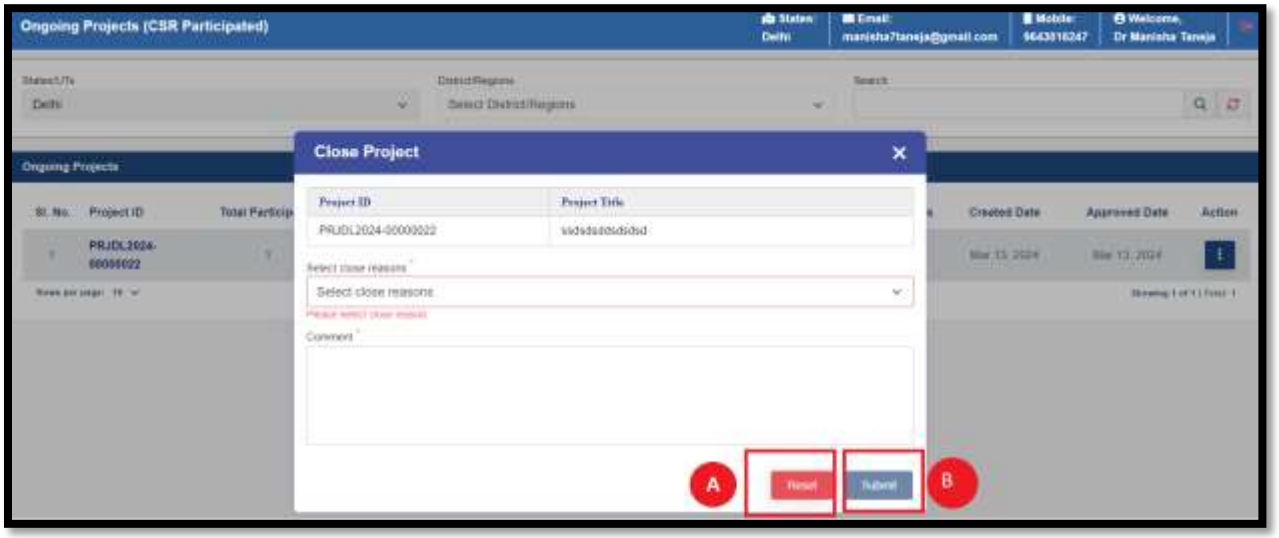
A: Reset: This option is used to reset the form by resetting the entered values.
B: Submit: This option is used to submit the details against the provided options.

1.2.2 **CSR contribution in project:** This option shows the details of the received quantity against the offered quantity against the specific title of the project.



2 Close Project: This option is to close the participation of the CSR in the project.

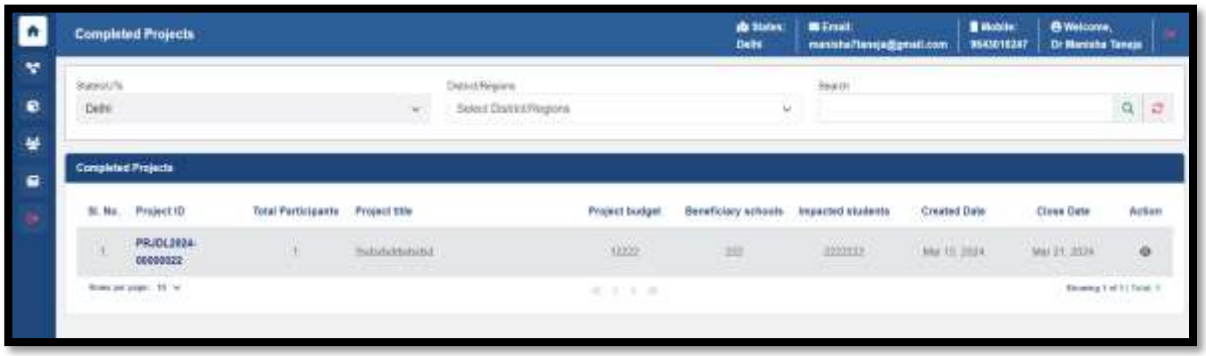
A: Reset: This option is used to reset the form by resetting the entered values.
B: Submit: This option is used to submit the details for closing the project.



3 Stop Participation: This option is provided to stop the participation of the of the CSR and on click of Stop Participation the following pop up will appear:

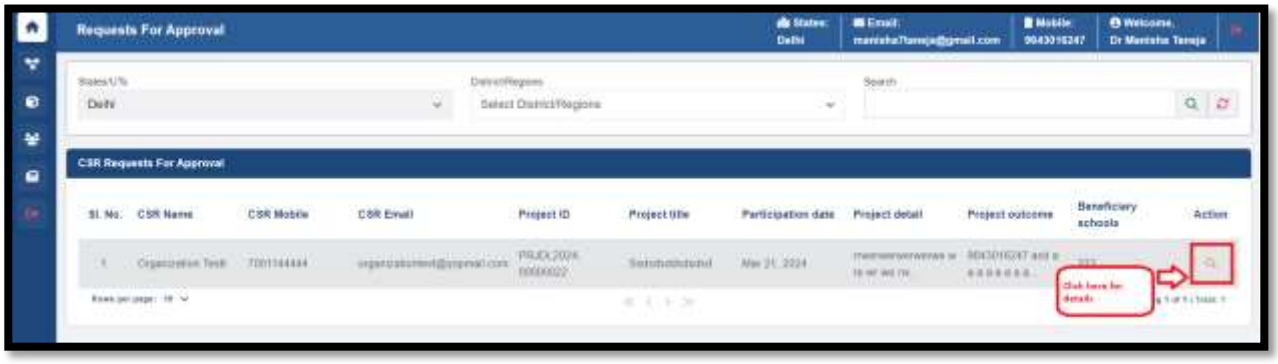
3.1.7 Completed Projects

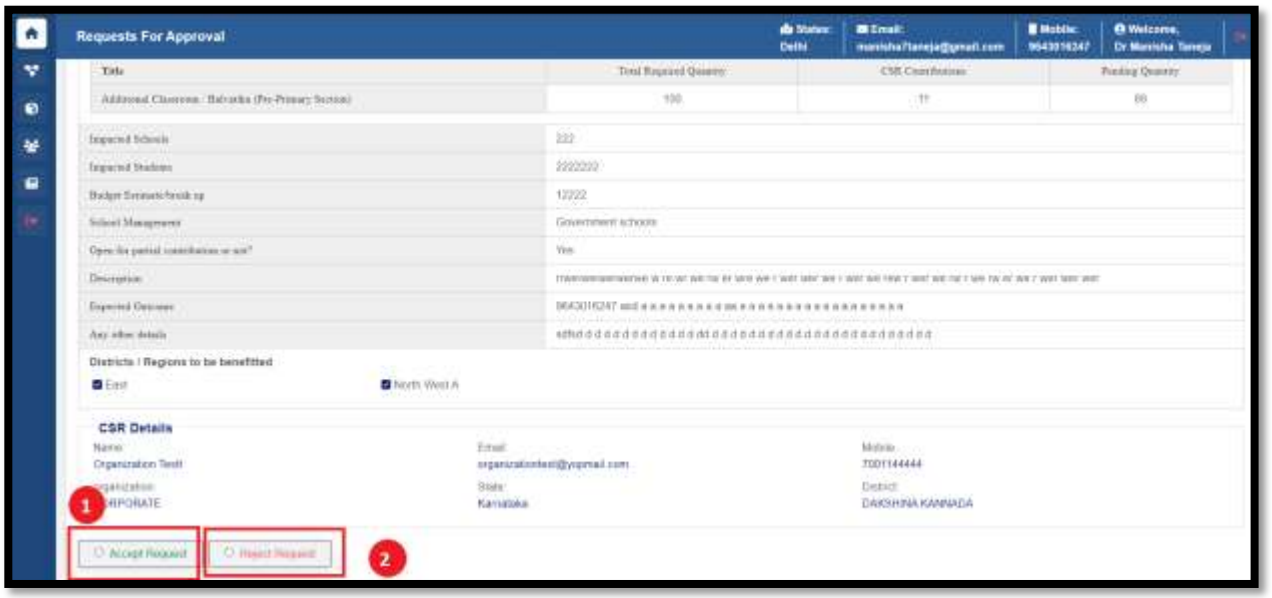
This is option for viewing the Completed Project details. Image below shows the details of the projects:



3.2 CSR Requests

3.2.1 Requests for Approval





1 **Approve:** This option is used approve the project related request by State and Districts Administrators.

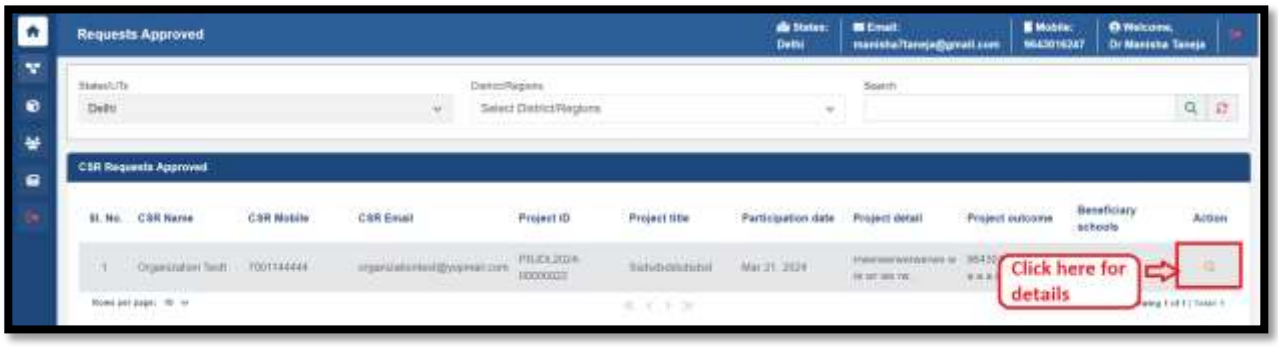
2 **Disapprove:** This Edit option is used to perform any changes in the Project details.

3.2.2 Requests Rejected

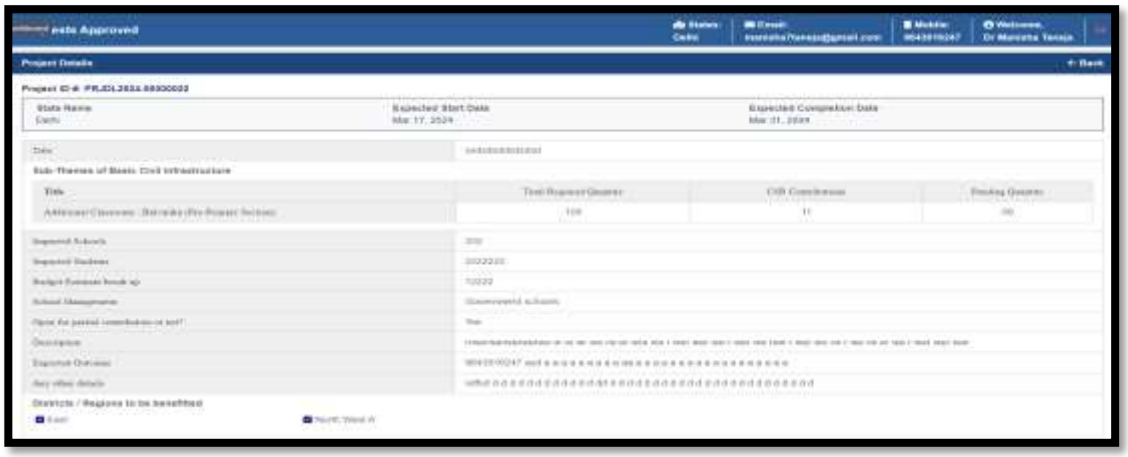
In this option details of rejected CSR requests will be shown.

3.2.3 Requests Approved

In this option details of the approved CSR request will be shown:

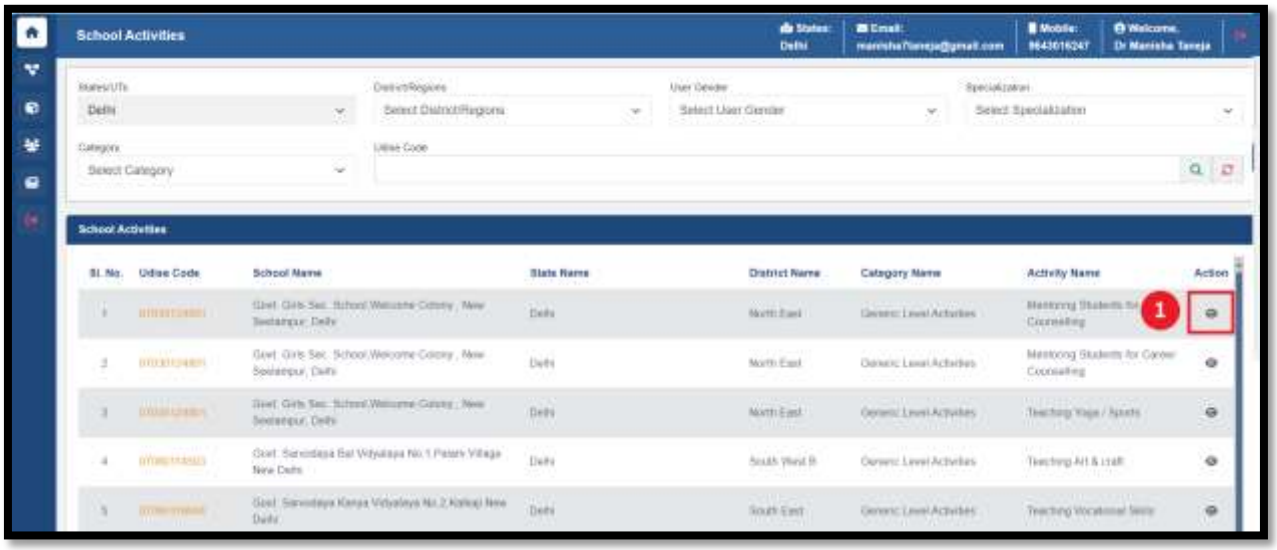


Details such as Project ID, State Name, Expected Start Date and expected completion date etc. as shown below in image.



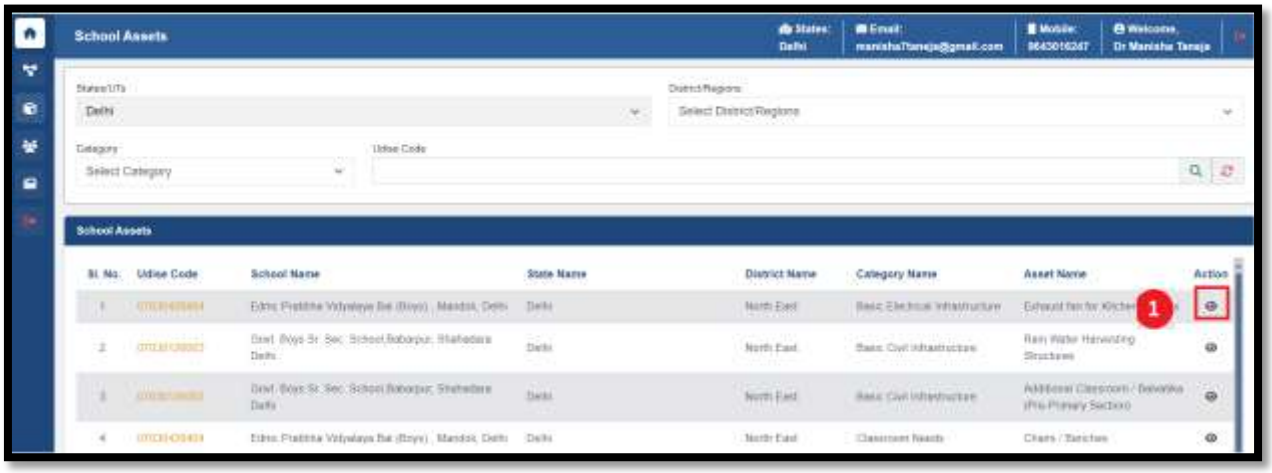
4 School Activities

4.1 School Activities



1 **Preview:** This option is for viewing the School Activities details, it comprises details such as Activity Category, Activity Name, Class/Grade, Required Specialization and details of activity etc.

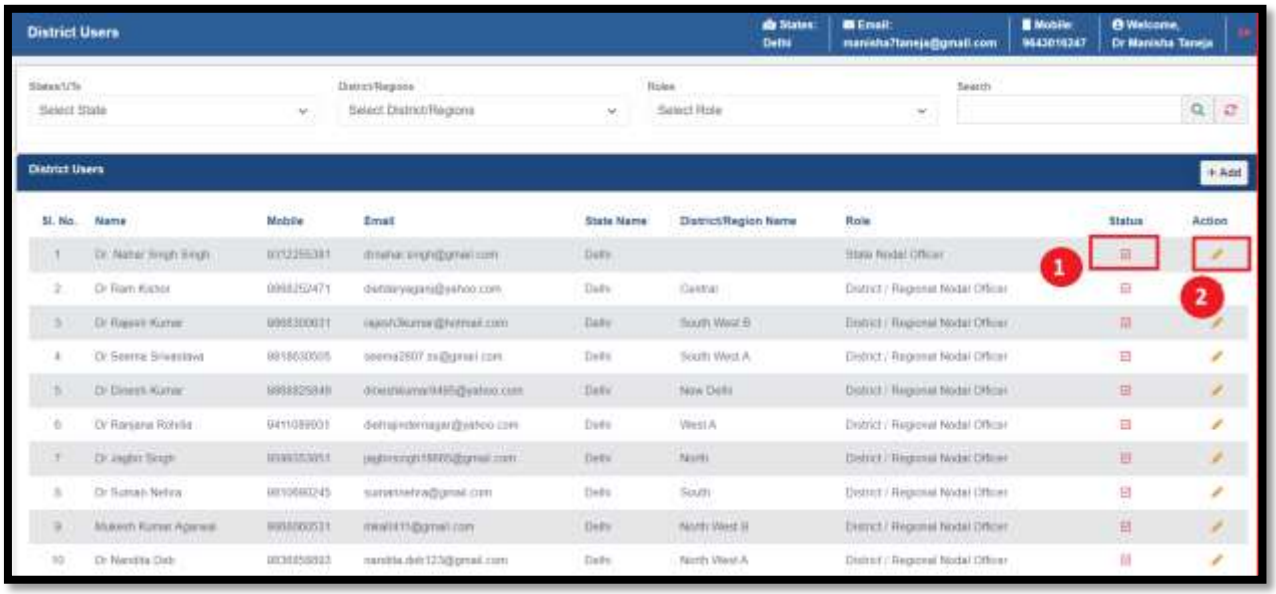
4.2 School Assets



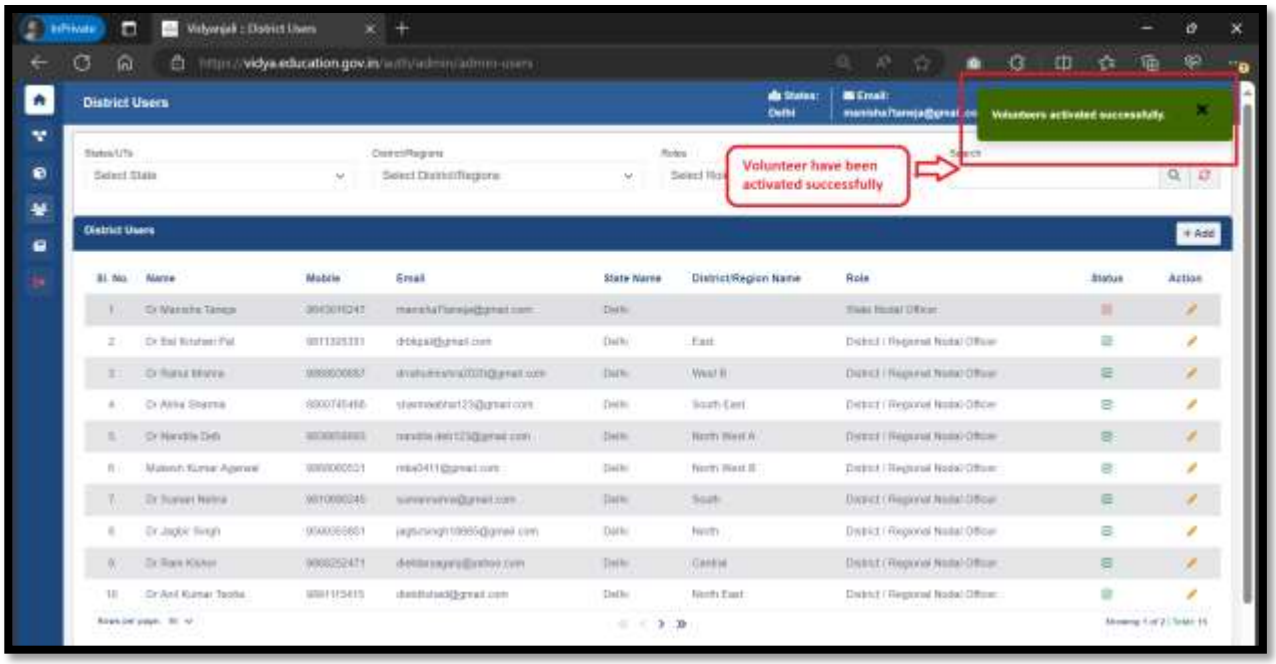
1 **Preview:** This option is for viewing the Assets details, it comprises details such as Assets Details, Asset Category, Asset Name, Asset Quantity and Maintenance etc.

5 Users

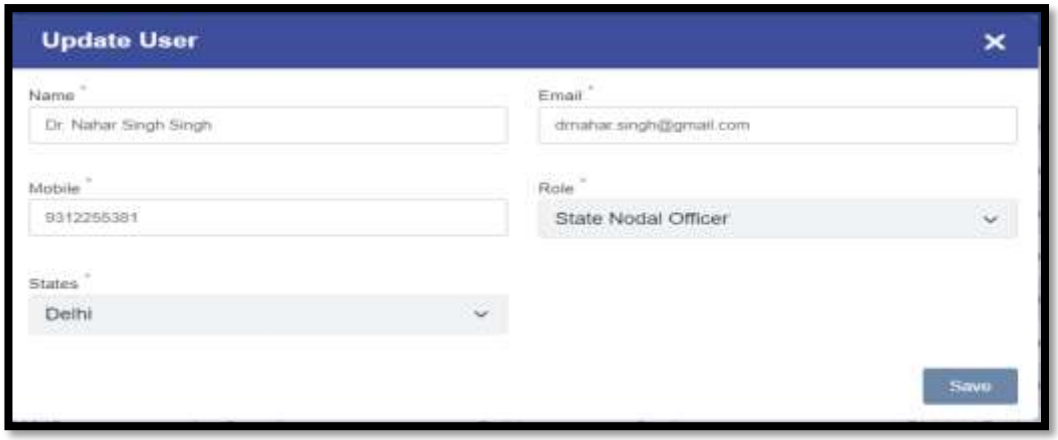
5.1 District Users



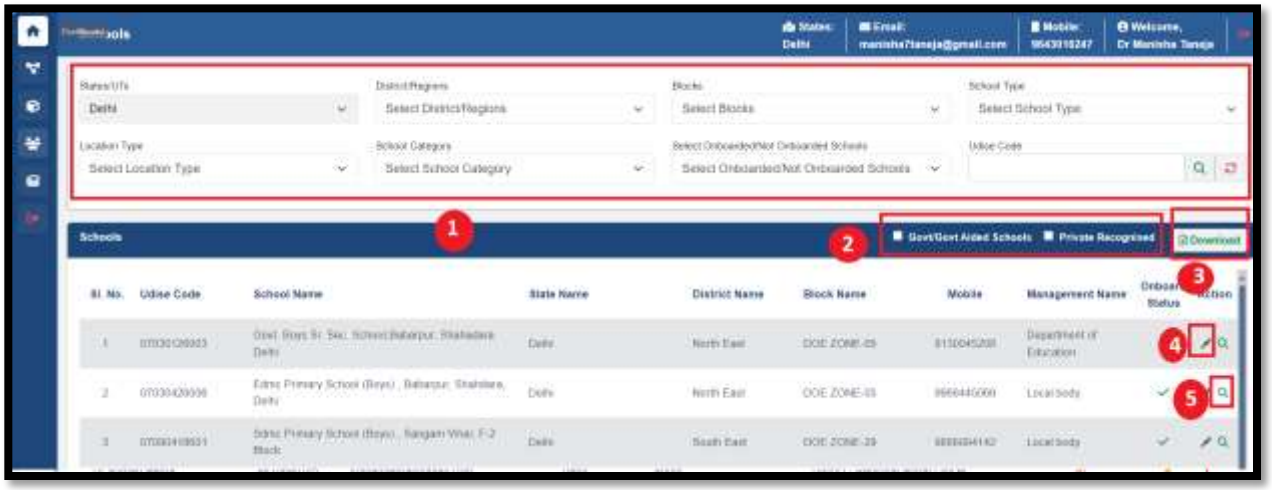
1 Volunteer details will be activated and deactivated through this option.



2 **Update User:** In this option the user details can be updated such as Name, Email and Mobile etc.



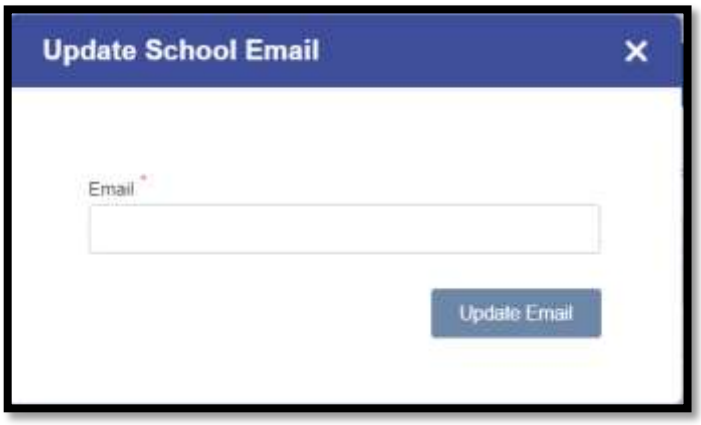
5.2 Schools



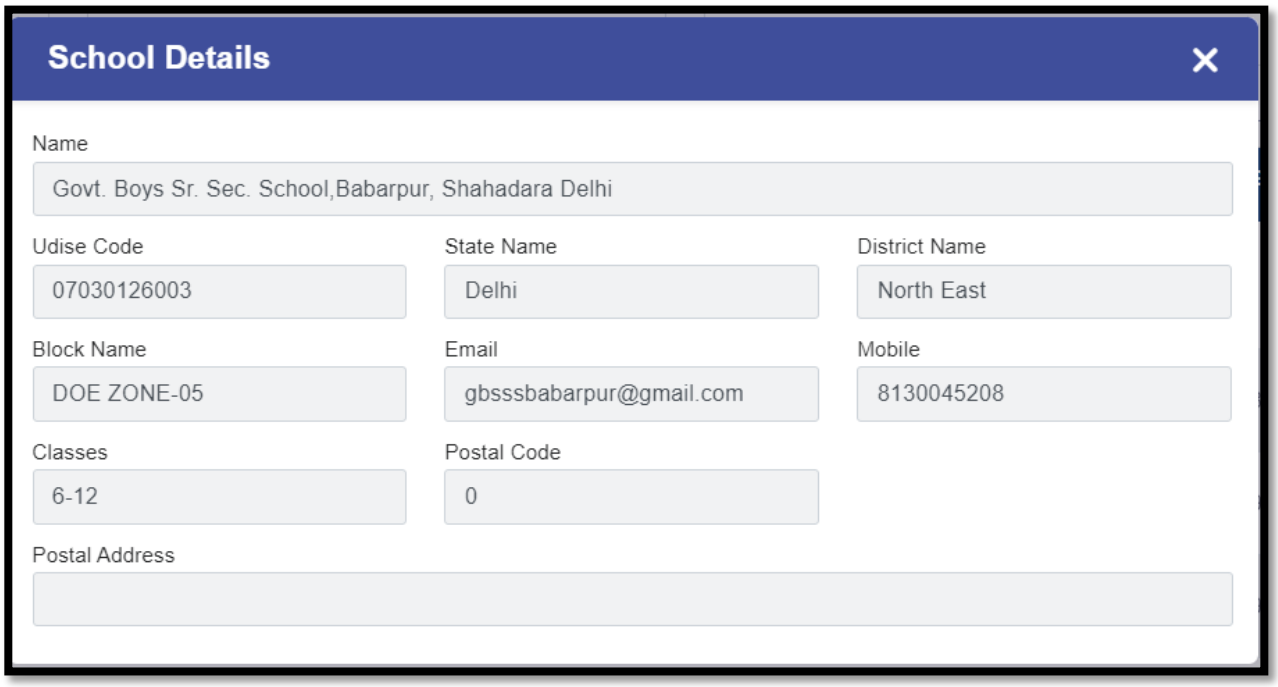
1 This grid comprises of details related to schools such as State/UTs, district, blocks, school type, location type, school category etc.

2 School type selection for list i.e. Govt/Govt. aided Schools and Private Recognized

3 Download file: This option is used to download the file having the details of project.



4 Update: This option is used to perform changes in the email id of the school

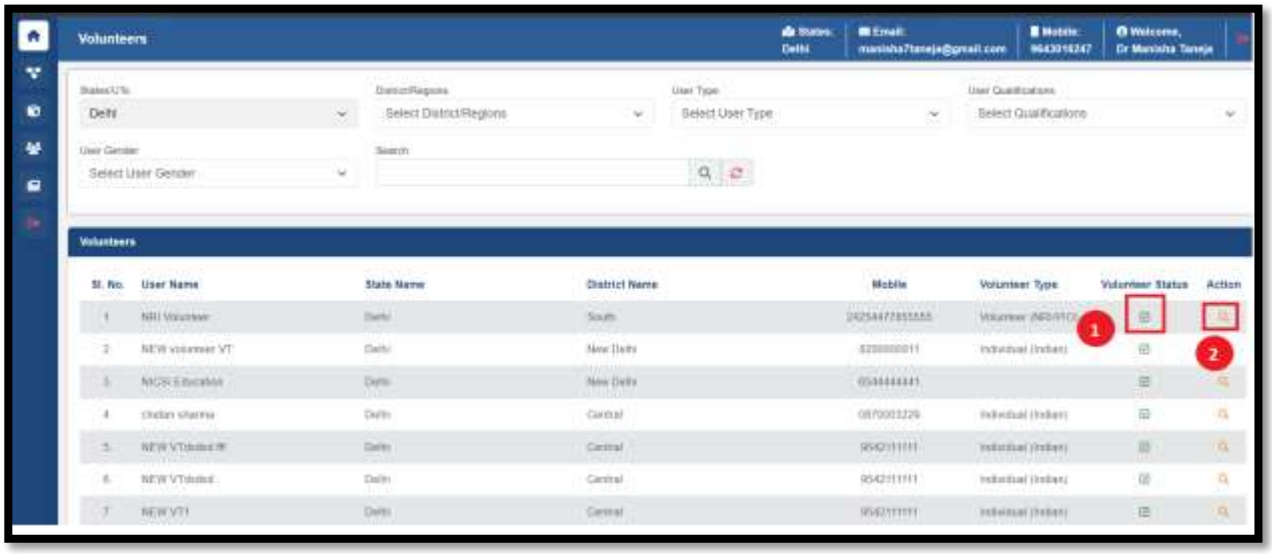


5 View: This option is used to view the school details

5.3 Volunteers

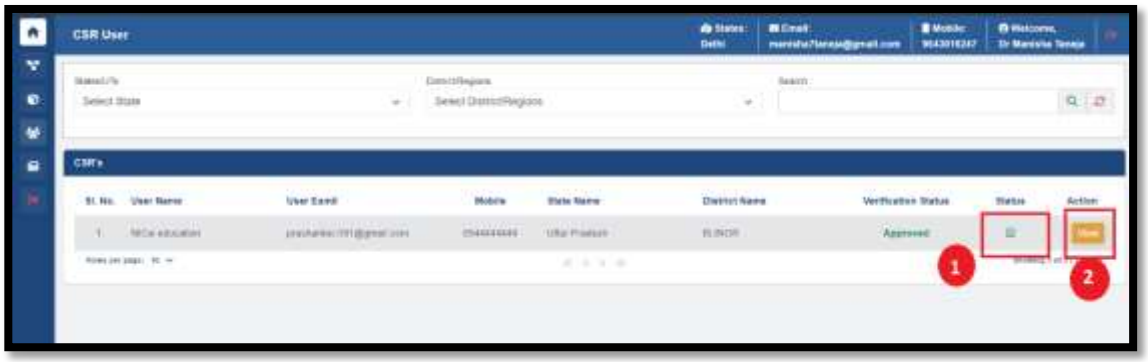
1. Volunteer details will be activated and deactivated through this option.

2. Edit: This Edit option is used to perform any changes in the Project details.

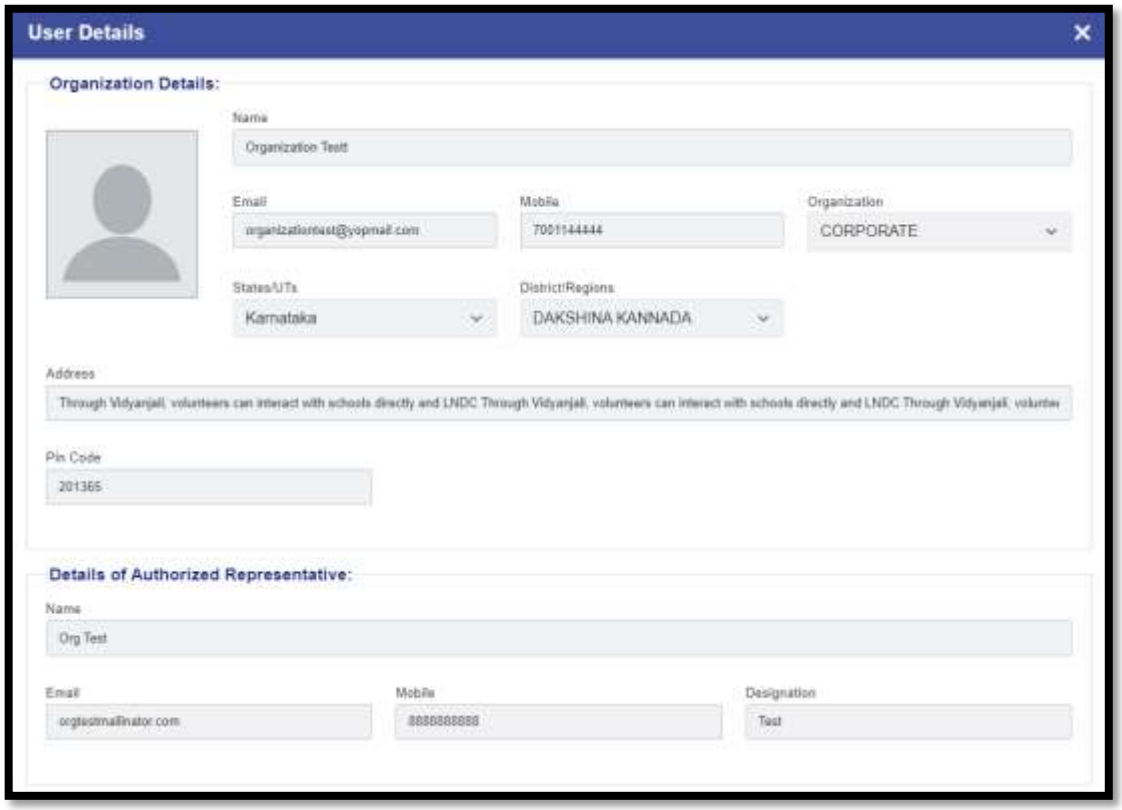


5.4 CSR User

1. CSR details will be activated and deactivated through this option.



2 View: This option is used to view the user details such as organization name, email, mobile, organization type, State, District/ Regions, Address and Pin code. Further details of authorized representative will also be there like name, mobile, email and designation etc.



5.5 User Profile

1 User Profile: This option is used to save and update user profile like name, email and Mobile

5.6 Change Password

This option is provided to change the password by submitting old password and new password along with captcha.

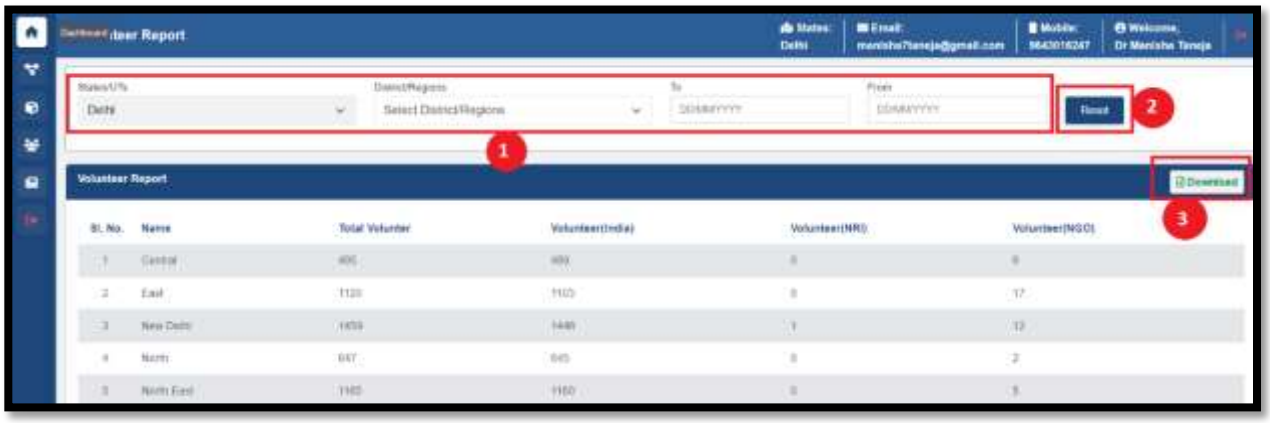
6 School Report

6.1 Volunteer Report

1 Filter Parameters: This option is for filtering the reports based on parameters such as State, Districts, to and from date.

2 Reset: This option is used to reset the values of filter parameters.

3 Download file: This option is used to download the file having the details of Volunteer reports.

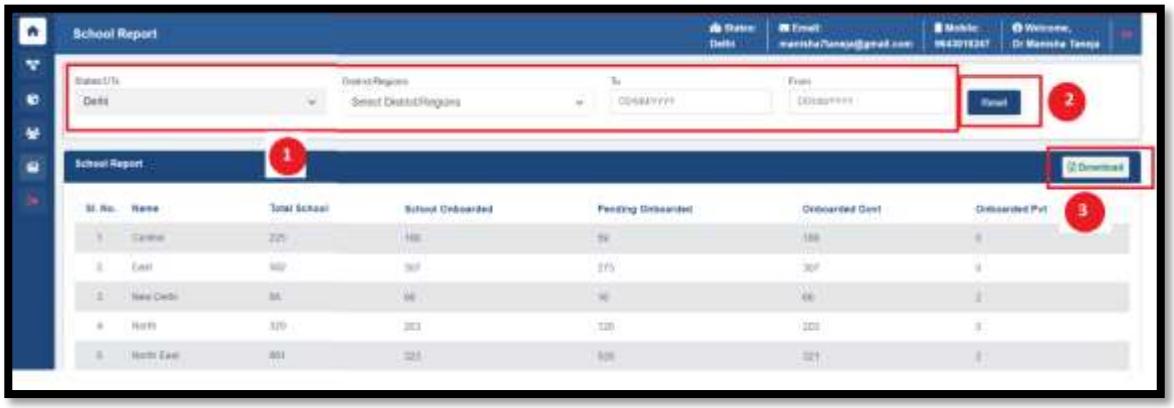


6.2 School Report

1 Filter Parameters: This option is for filtering the reports based on parameters such as State, Districts, to and from date.

2 Reset: This option is used to reset the values of filter parameters.

3 Download file: This option is used to download the file having the details of School reports.

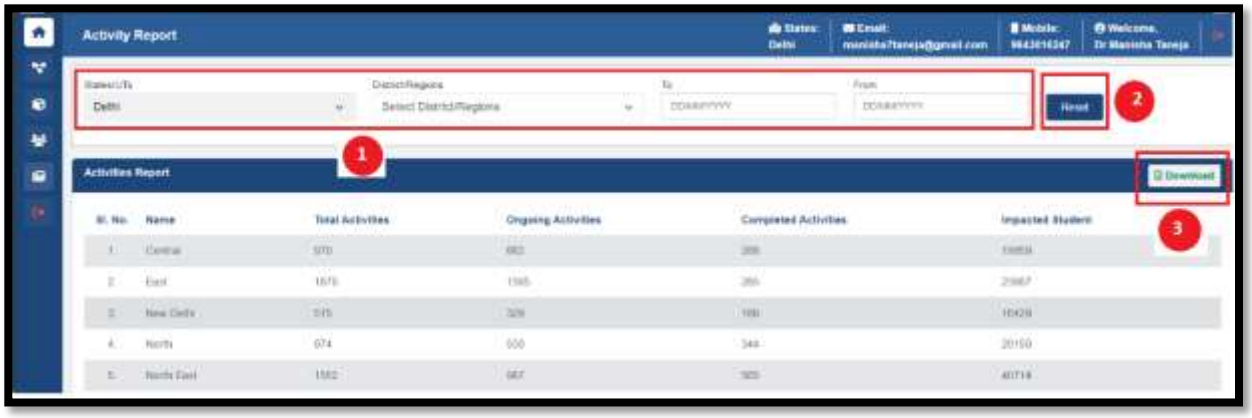


6.3 Activity Report

1. Filter Parameters: This option is for filtering the reports based on parameters such as State, Districts, to and from date.

2. Reset: This option is used to reset the values of filter parameters.

3. Download file: This option is used to download the file having the details of Activity reports.

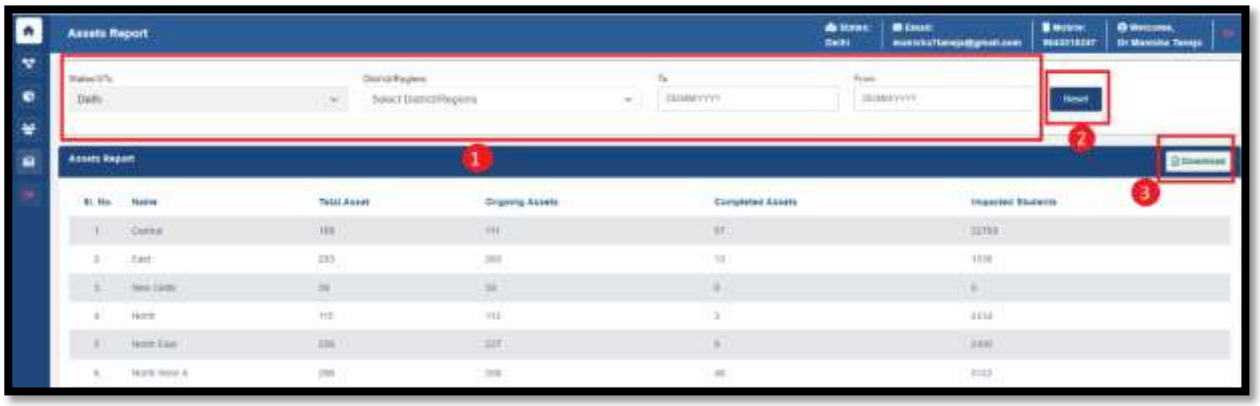


6.4 Assets Report

1. Filter Parameters: This option is for filtering the reports based on parameters such as State, Districts, to and from date.

2. Reset: This option is used to reset the values of filter parameters.

3. Download file: This option is used to download the file having the details of Activity reports.

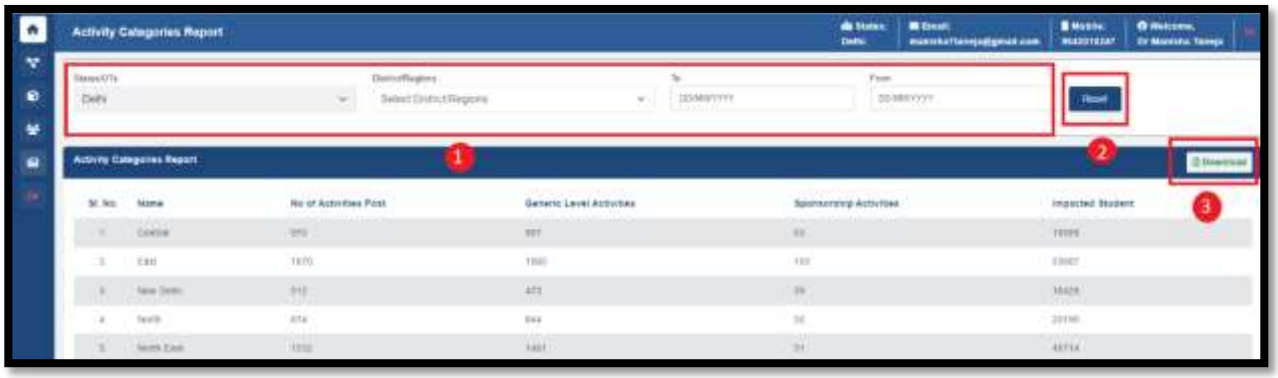


6.5 Activities Categories Report

1. Filter Parameters: This option is for filtering the reports based on parameters such as State, Districts, to and from date.

2. Reset: This option is used to reset the values of filter parameters.

3. Download file: This option is used to download the file having the details of Activity Categories reports.



7 Logout

This option allows user to logout from the portal.