

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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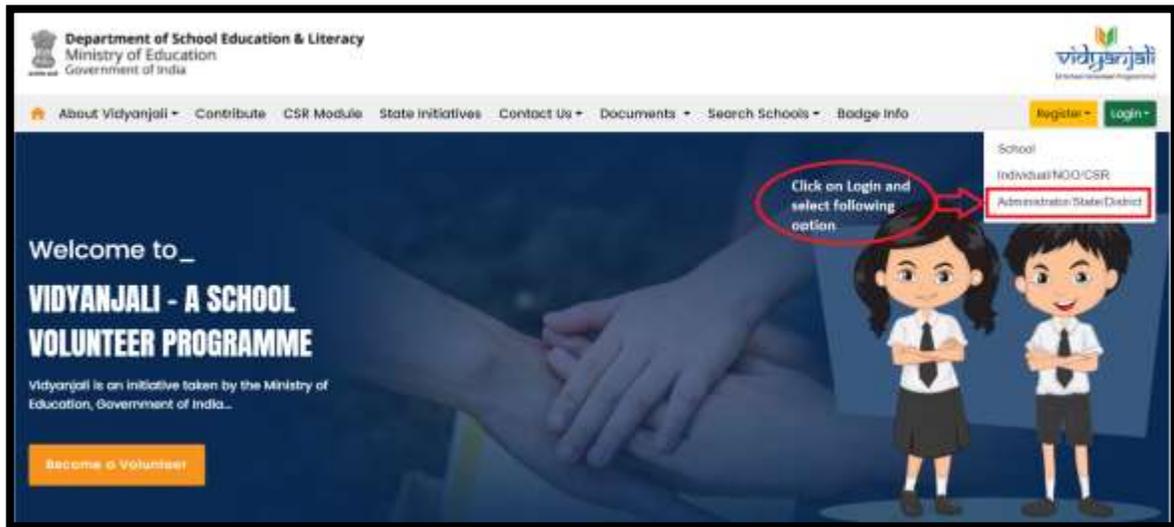
1 Introduction

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.

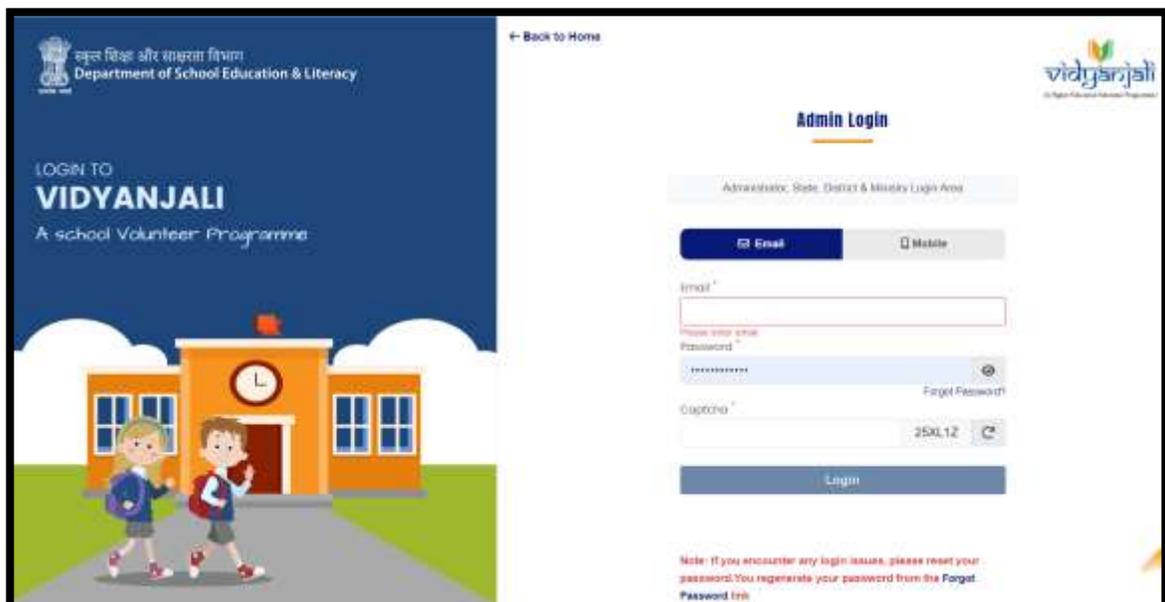
This manual is intended for the use of various users like Schools, Volunteers, and site administrators to manage various activities and contributions to support the government and government aided schools. Care is taken to explain each role and its functionality in detail.

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:



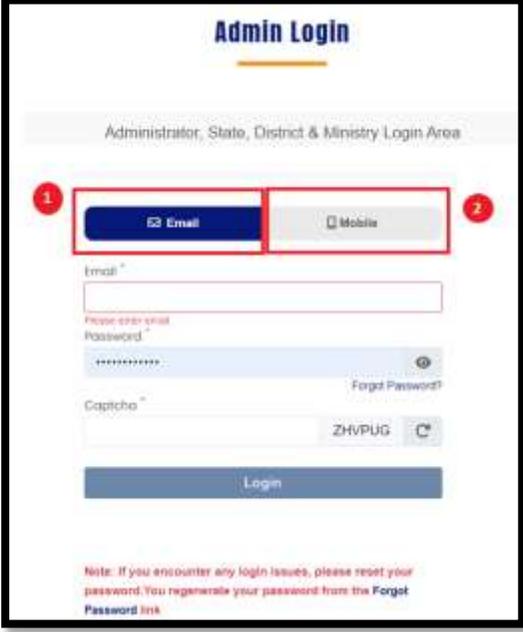


Figure 2-1

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 in case of forgotten password



Admin Login

Administrator, State, District & Ministry Login Area

Email Mobile

OTP sent on email/mobile number

Mobile ^{*}
9643016247

Login with OTP?

OTP ^{*} : OTP will be valid for 1:55

Captcha ^{*} : 80T3F2

Login

Note: If you encounter any login issues, please reset your password. You regenerate your password from the [Forgot Password link](#).

2 Login via Mobile enter following details:

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

2.1 Admin Dashboard

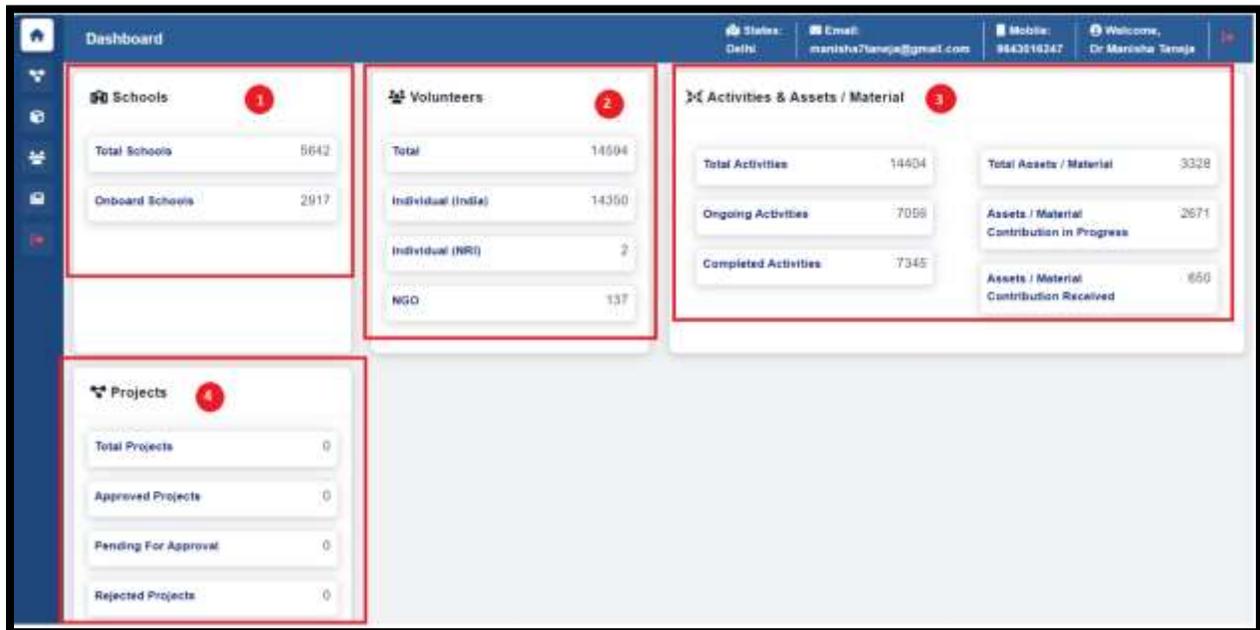


Figure 2-2

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

 Left menu displays following options:

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

3 Projects and CSR Requests

3.1 Projects

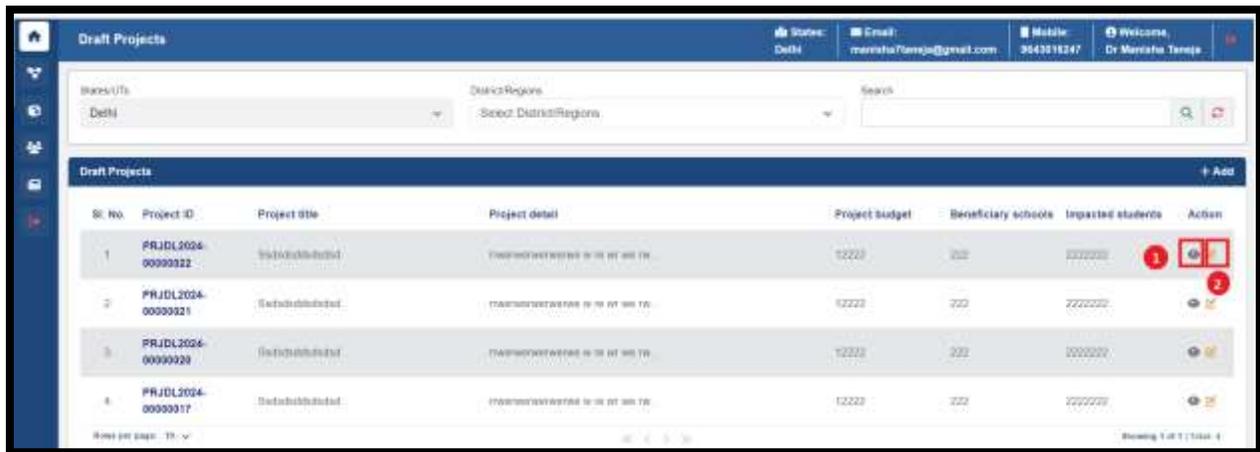
3.1.1 Create Projects

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.

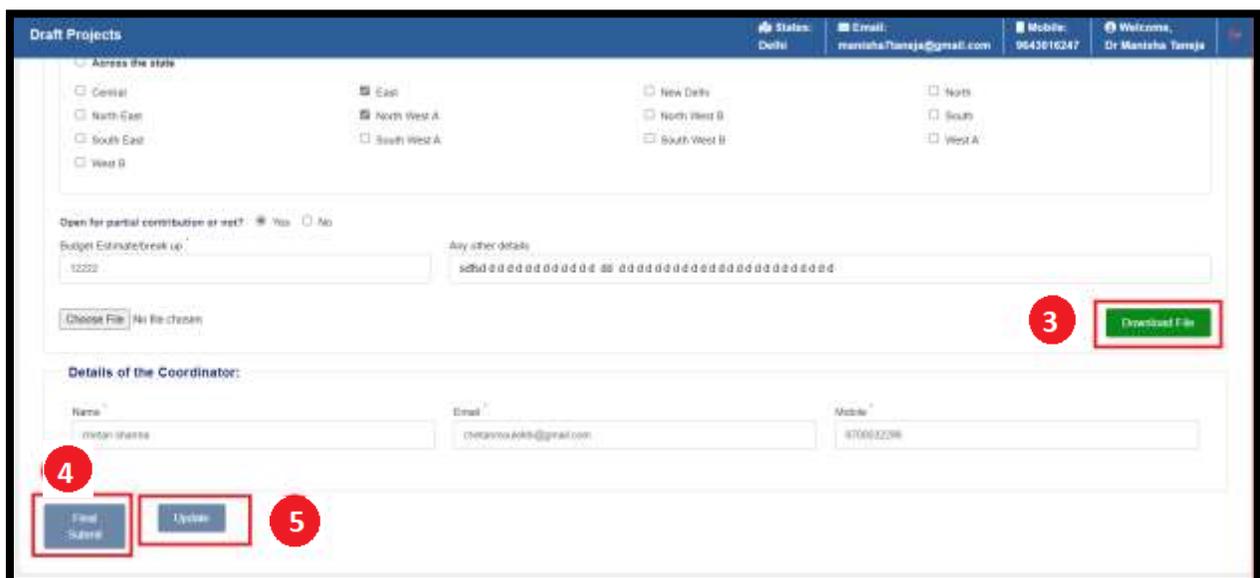
“Preview” and “Save & Draft” buttons are given to save the details.

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.

Pending For Approval

Project ID #: PRJUP2024-0000018

Email: marishdelhi777@gmail.com | Mobile: 9999999999 | Welcome, Ministry

State Name	Expected Start Date	Expected Completion Date
Uttar Pradesh	Mar-14, 2024	Mar-17, 2024

Title:

Sub-Themes of Digital Infrastructure

Title	Request Quota
Computer Assessments (Keyboards, Mouses etc.)	50

Impacted Schools: 3
 Impacted Students: 50
 Budget Estimate (₹): 11111
 School Management: Government schools
 Open for partial consideration or not?: Yes
 Description:
 Expected Outcome:
 Any other details:

Districts / Regions to be benefitted

All India National State

1 **2**

1 Approve: This option is used to 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:

Approved Projects

States: Delhi | Email: marishdelhi777@gmail.com | Mobile: 9643616347 | Welcome, Dr. Manojika Tiwari

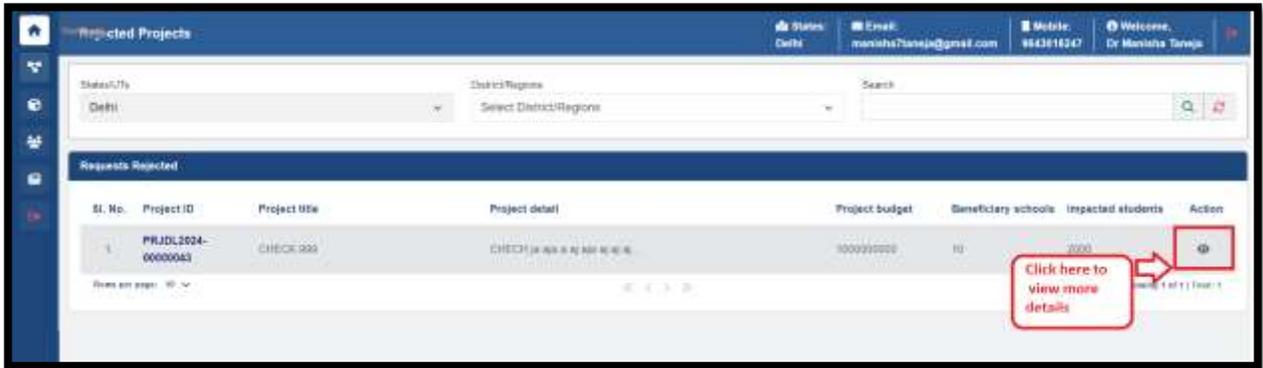
State/UTs: | District/Region: | Search:

Sl. No.	Project ID	Project title	Project detail	Project budget	Beneficiary schools	Impacted students	Action
1	PR/OL/2024-00000022	Suburban Digital	Infrastructure of 10 of 10000	12222	222	2222222	<input type="button" value="View Details"/>

Rows per page: 10 | [Click here to view details](#)

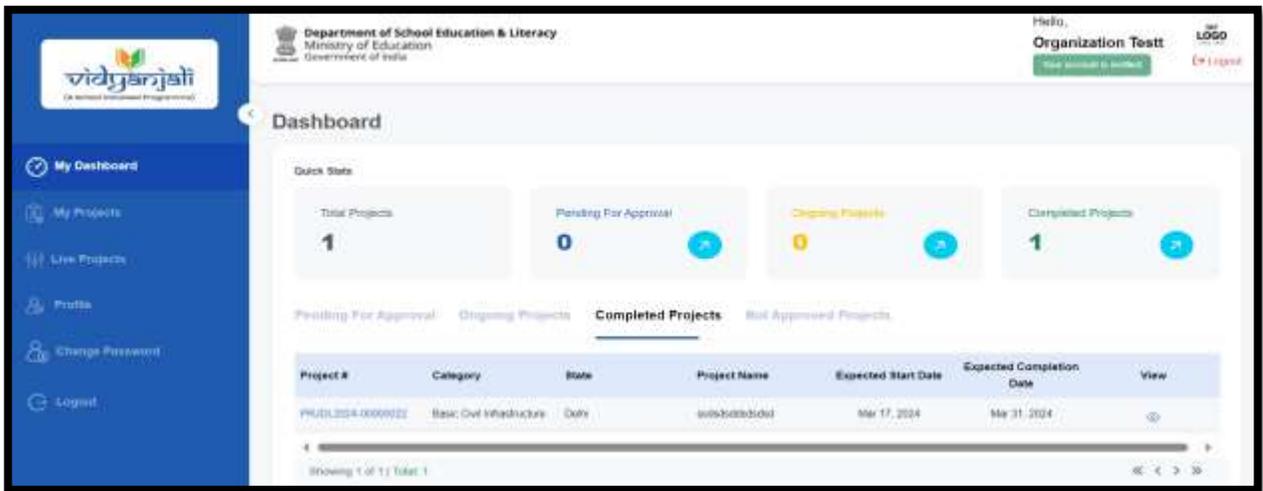
3.1.5 Rejected Projects

In “Admin User” the Approved project will appear as:

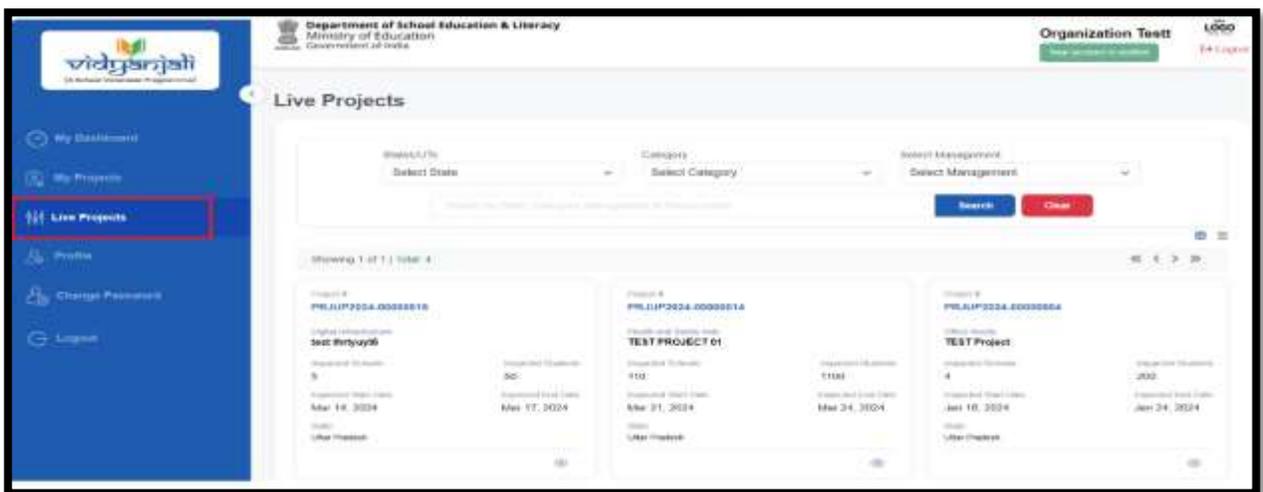


3.1.6 Ongoing Projects (CSR Participated)

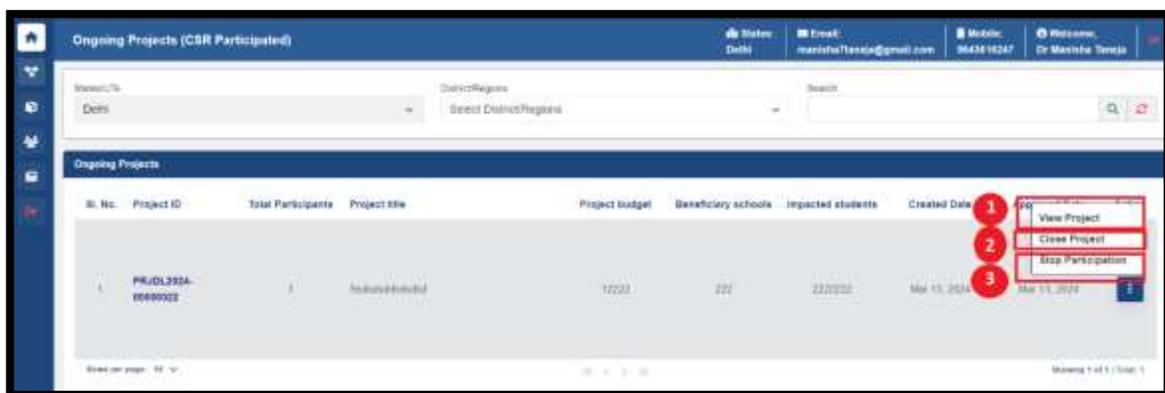
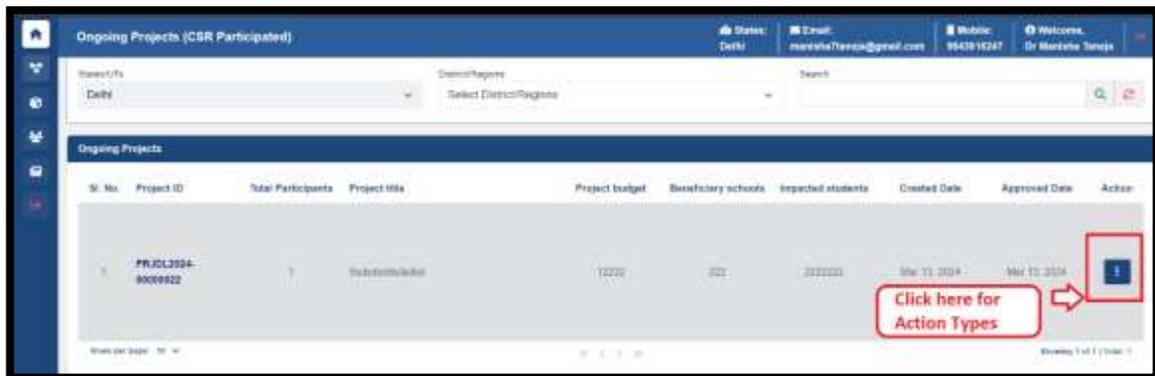
a. Login via “CSR User” for Participation



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

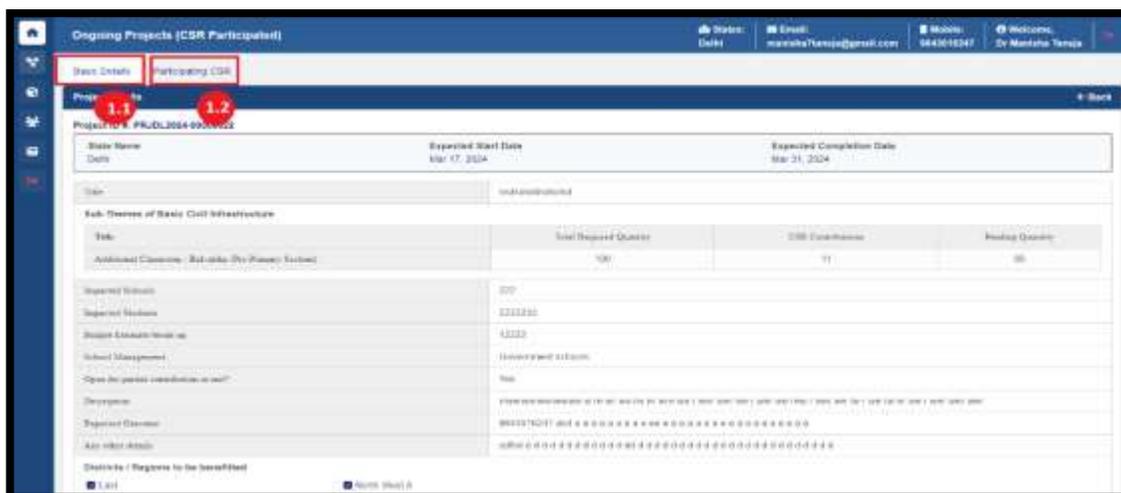


- a. Login via State User then screen will come up for the Approval/ Unapproved as shown below:



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

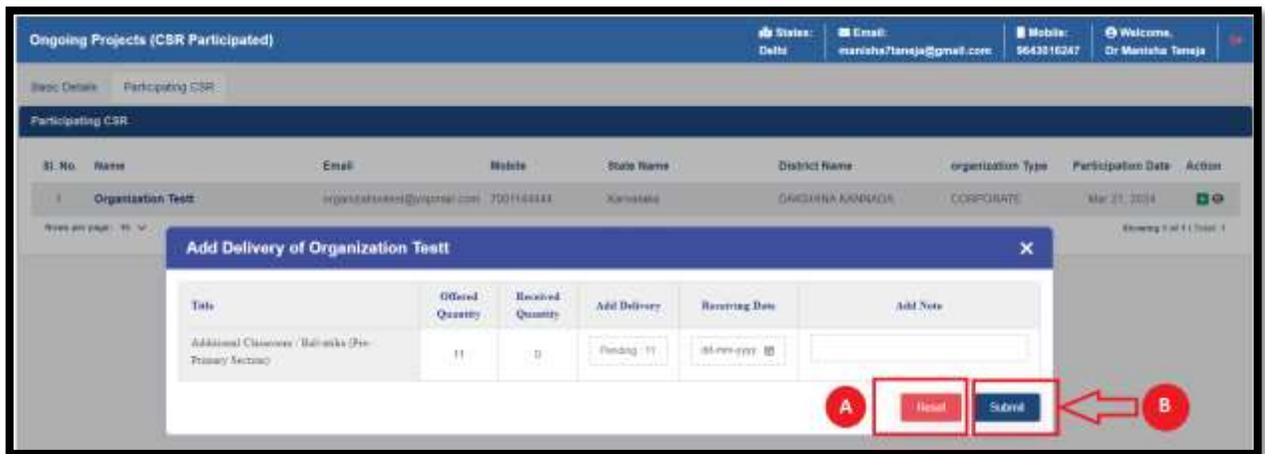
1.1 Basic Details: Such as Project Name, Title, No. of impacted students and schools, budget estimation breakup etc.



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



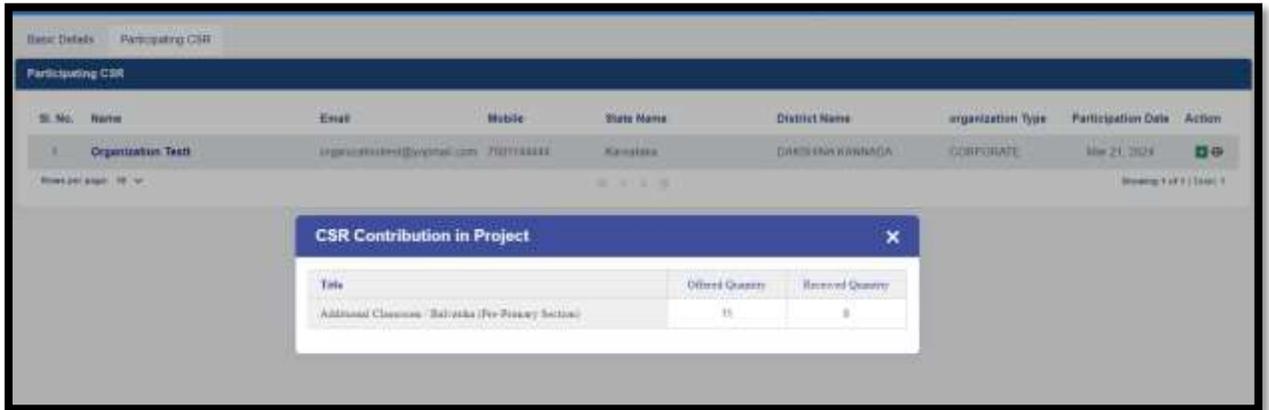
1.2.1 **Add Delivery of Organization:** In this option the details of the delivery received against the participated project is captured along with delivery data and a note.



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.

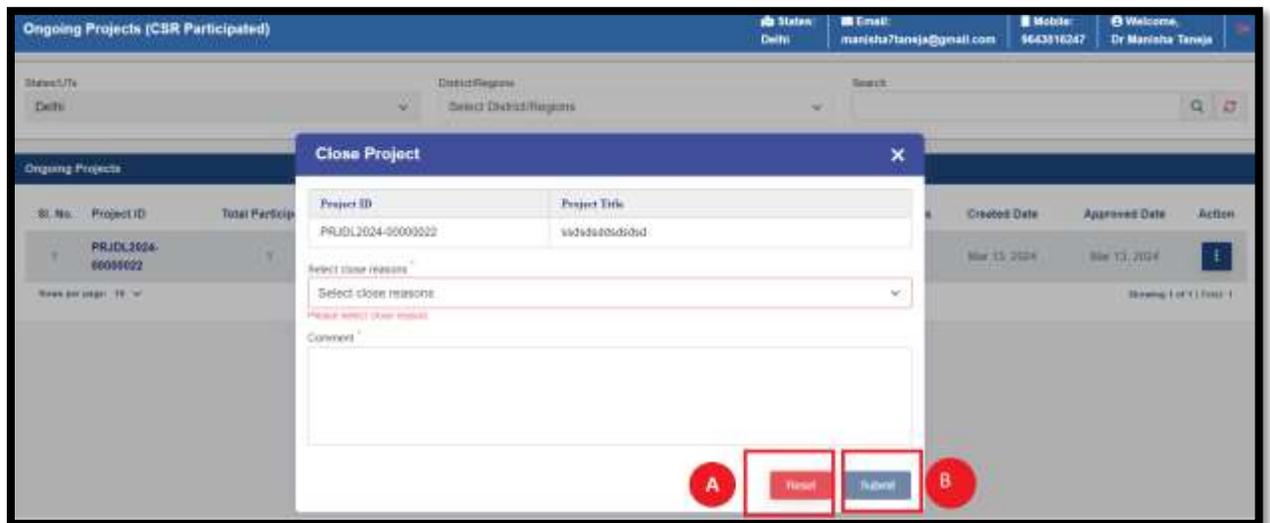
1.2.2 **CSR contribution in project:** This option shows the details of the received quantity against the offered quantity against the specific title of the project.



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.

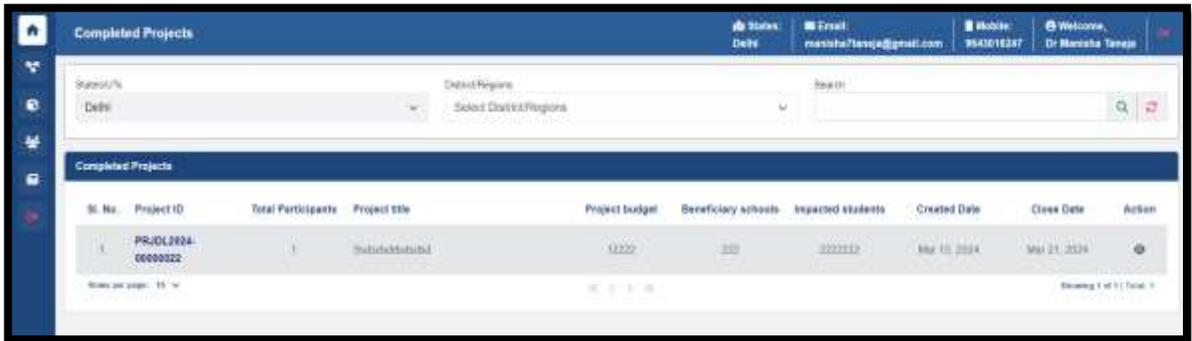


3 Stop Participation: This option is provided to stop the participation of the of the CSR and on click of Stop Participation the following pop up will appear:



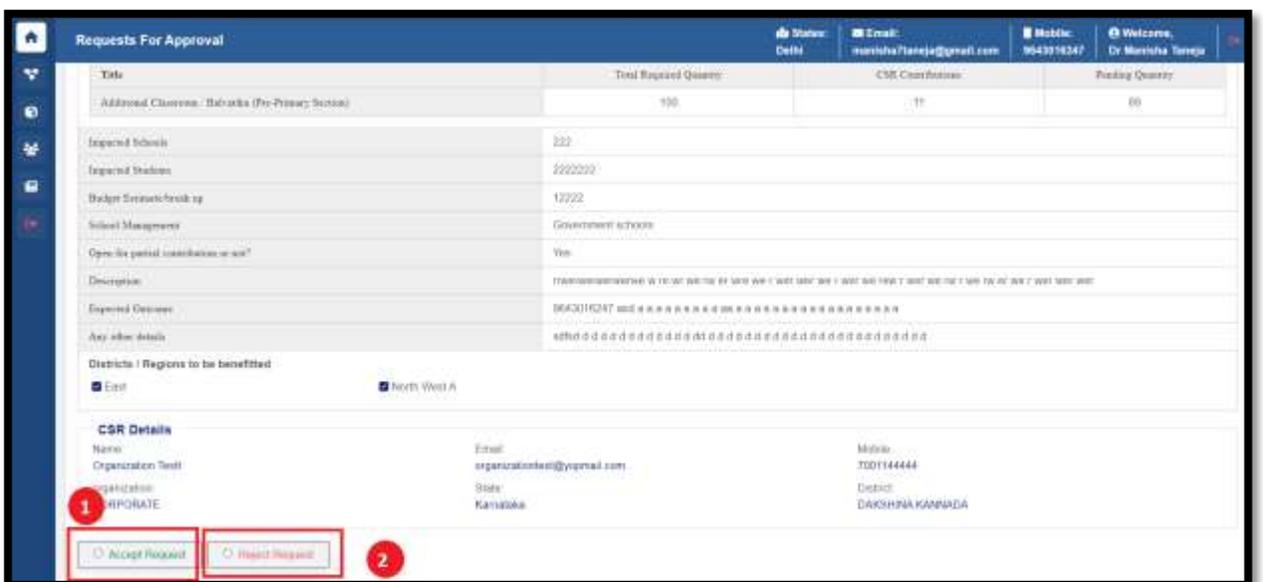
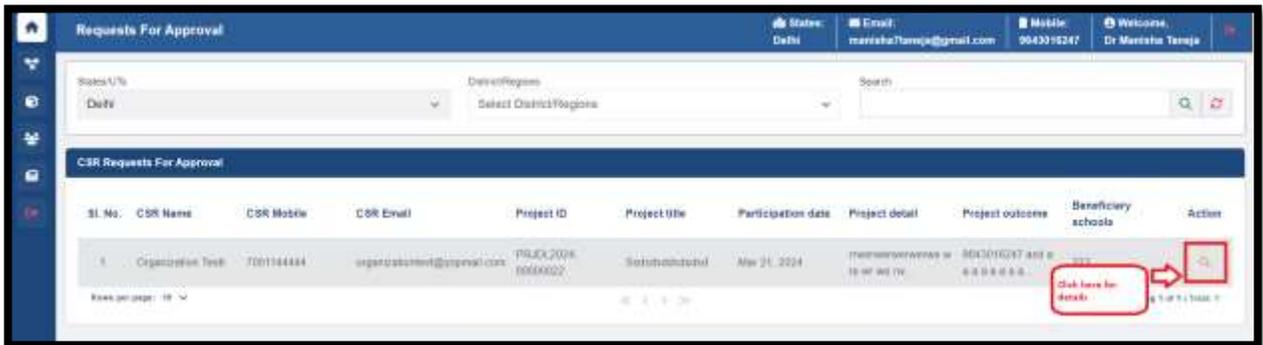
3.1.7 Completed Projects

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 to approve the project related request by State and District Administrators.

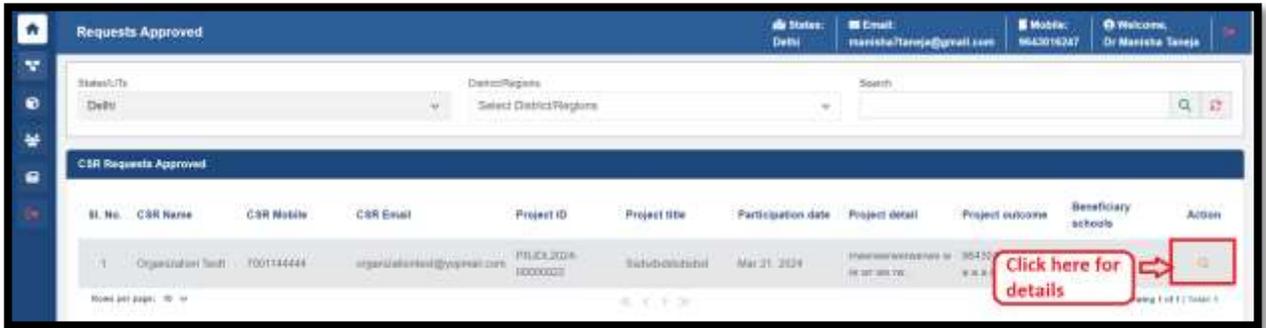
2 Disapprove: This Edit option is used to perform any changes in the Project details.

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:



Requests Approved | States: Delhi | Email: manisha.taneja@gmail.com | Mobile: 9643016347 | Welcome, Dr Manisha Taneja

States/UTs: Delhi | District/Region: Select District/Region | Search:

CSR Requests Approved

Sl. No.	CSR Name	CSR Mobile	CSR Email	Project ID	Project title	Participation date	Project detail	Project outcome	Beneficiary schools	Action
1	Organization Test	7001144444	organizationtest@gmail.com	PRJCL3E6L8830002	Schools/colleges	Mar 21, 2024	Project description or details	30450	0	Click here for details

Show per page: 10 | Page 1 of 1 | Total 1

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



Project Approved | States: Delhi | Email: manisha.taneja@gmail.com | Mobile: 9643016347 | Welcome, Dr Manisha Taneja

Project Details | Back

Project ID: PRJCL3E6L8830002

State Name Delhi	Expected Start Date Mar 17, 2024	Expected Completion Date Mar 31, 2024
---------------------	-------------------------------------	--

District: 08000000000000

Sub-Themes of Basic Civil Infrastructure

Title	Total Requested Quota	CSR Contribution	Pending Quota
Address/Connectivity (Pre-Project Section)	100	10	90

Requested Suburb: 000
 Requested District: 0000000
 Budget (Financial Break up): 10000
 School Classification: Government Schools
 Open for partial contribution or not?: No
 Description:
 Expected Outcome:
 Any other details:
 District / Regions to be benefited:

4 School Activities

4.1 School Activities

The screenshot shows the 'School Activities' dashboard. At the top, there are filters for State/UTs (Delhi), District/Regions (Select District/Regions), User Gender (Select User Gender), and Specialization (Select Specialization). Below these are filters for Category (Select Category) and Utlas Code. The main table lists activities with columns: Sl. No., Utlas Code, School Name, State Name, District Name, Category Name, Activity Name, and Action. A red circle with the number '1' highlights the 'Action' column for the first row.

Sl. No.	Utlas Code	School Name	State Name	District Name	Category Name	Activity Name	Action
1	01000124801	Govt. Girls Sec. School>Welcome Colony, New Seelampur, Delhi	Delhi	North-East	Generic Level Activities	Mentoring Students for Counselling	1
2	01000124801	Govt. Girls Sec. School>Welcome Colony, New Seelampur, Delhi	Delhi	North-East	Generic Level Activities	Mentoring Students for Career Counselling	
3	01000124801	Govt. Girls Sec. School>Welcome Colony, New Seelampur, Delhi	Delhi	North-East	Generic Level Activities	Teaching Yoga / Sports	
4	01000124801	Govt. Saraswati Bal Vidyalaya No.1 Pataki Village New Delhi	Delhi	South West B	Generic Level Activities	Teaching Art & Craft	
5	01000124801	Govt. Saraswati Kanya Vidyalaya No.2 Kirti Nagar New Delhi	Delhi	South-East	Generic Level Activities	Teaching Vocational Skills	

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.

The 'Activities Details' form contains the following fields:

- Activity Category: Generic Level Activities
- Activity Name: Mentoring Students for Career Counselling
- Class/Grade: Primary (1-5)
- Required Specialization: Others
- Gender: Male
- Tentative Start Date of Activity: 10-05-2022
- Duration (in days): 0
- Last Date and Time of Recurring: 10-05-2022
- Details of the Activity: (Empty text area)
- Location: (Empty text area)

4.2 School Assets

Sl. No.	Udise Code	School Name	State Name	District Name	Category Name	Asset Name	Action
1	07031439884	Ekta Prastha Vidyalaya Bk (Boys) - Mandoli, Delhi	Delhi	North East	Basic Electrical Infrastructure	Exhaust fan for Kiche	1
2	07031439885	Drw/ (Boys Sr. Sec. School)Bobajpur, Shahdara Delhi	Delhi	North East	Basic Civil Infrastructure	Rain Water Harvesting Structure	
3	07031439886	Drw/ (Boys Sr. Sec. School)Bobajpur, Shahdara Delhi	Delhi	North East	Basic Civil Infrastructure	Additional Classroom / Toilet/ (Pis-Play) Section	
4	07031439883	Ekta Prastha Vidyalaya Bk (Boys) - Mandoli, Delhi	Delhi	North East	Classroom Furniture	Chairs / Benches	

- 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.

Assets Details

Asset Category
Basic Electrical Infrastructure

Asset Name
Exhaust fan for Kitchen / Toilets

Asset Qty
10

Maintenance
3 years

Expected Date
24-01-2024

Last Application Date
22-01-2024

Activity Details
teers. 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.

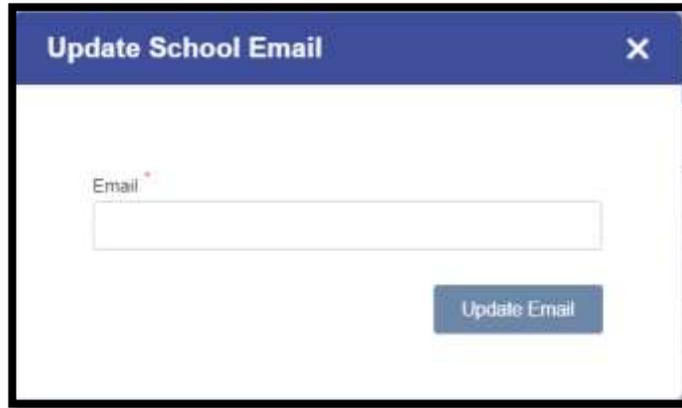
5 Users

5.1 District Users

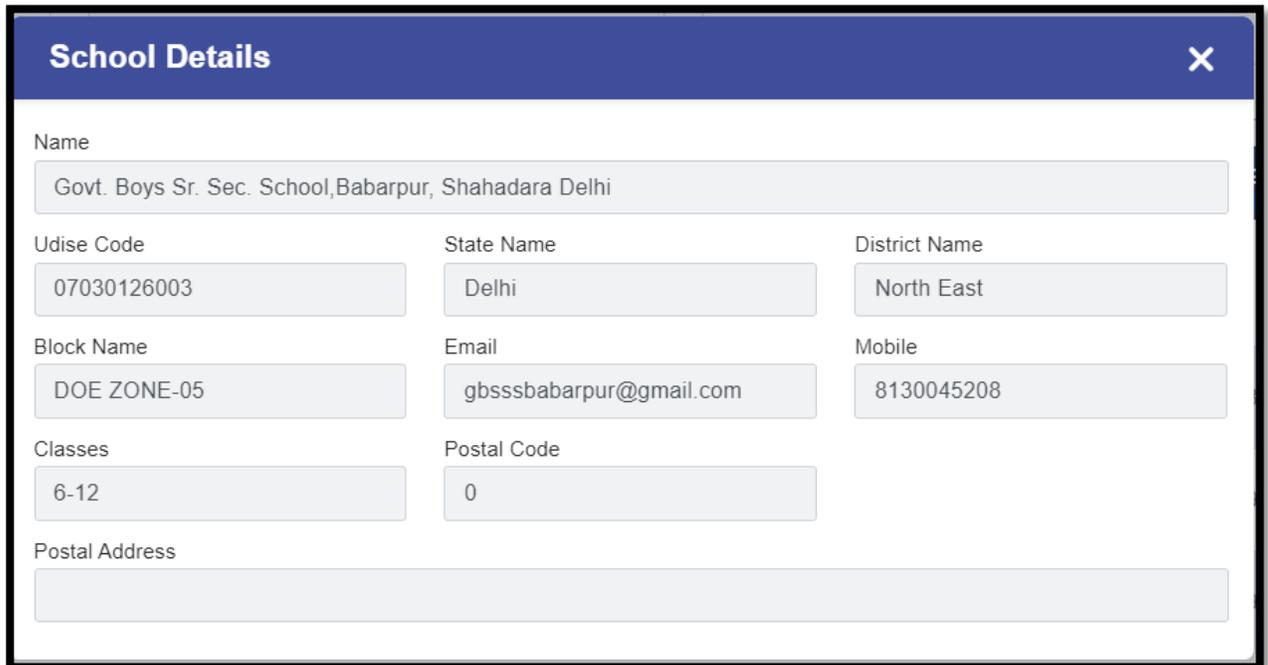
Sl. No.	Name	Mobile	Email	State Name	District/Region Name	Role	Status	Action
1	Dr. Natar Singh Singh	001225231	natar.singh@gmail.com	Delhi		State Nodal Officer	1	2
2	Dr. Ram Kumar	0988252471	draryyagra@yahoo.com	Delhi	Central	District / Regional Nodal Officer		
3	Dr. Ramesh Kumar	0988200011	ramesh1kumar@rediffmail.com	Delhi	South West B	District / Regional Nodal Officer		
4	Dr. Seema Sheestani	0818630005	seema250725@gmail.com	Delhi	South West A	District / Regional Nodal Officer		
5	Dr. Dinesh Kumar	8898825940	dineshkumar1495@yahoo.com	Delhi	New Delhi	District / Regional Nodal Officer		
6	Dr. Ranjana Rohilla	0411089001	dranjana@rediffmail.com	Delhi	West A	District / Regional Nodal Officer		
7	Dr. Jagjit Singh	099353051	ajgitsingh1980@gmail.com	Delhi	North	District / Regional Nodal Officer		
8	Dr. Sunam Nehra	081068245	sunamnehra@gmail.com	Delhi	South	District / Regional Nodal Officer		
9	Mukesh Kumar Agarwal	995500031	mka0411@gmail.com	Delhi	North West B	District / Regional Nodal Officer		
10	Dr. Nandita Dahi	003050023	nandita.dahi123@gmail.com	Delhi	North West A	District / Regional Nodal Officer		

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

Sl. No.	Name	Mobile	Email	State Name	District/Region Name	Role	Status	Action
1	Dr. Manisha Taneja	3043010247	manisha7taneja@gmail.com	Delhi		State Nodal Officer	1	
2	Dr. Bal Kishan Patel	0011323331	balpatel@gmail.com	Delhi	East	District / Regional Nodal Officer		
3	Dr. Rakesh Sharma	988800687	drakeshsharma0003@gmail.com	Delhi	West B	District / Regional Nodal Officer		
4	Dr. Aksh Sharma	800078486	sharmaksh123@gmail.com	Delhi	South East	District / Regional Nodal Officer		
5	Dr. Nandita Dahi	80005880	nandita.dahi123@gmail.com	Delhi	North West A	District / Regional Nodal Officer		
6	Mukesh Kumar Agarwal	995500031	mka0411@gmail.com	Delhi	North West B	District / Regional Nodal Officer		
7	Dr. Sunam Nehra	081068245	sunamnehra@gmail.com	Delhi	South	District / Regional Nodal Officer		
8	Dr. Jagjit Singh	099353051	ajgitsingh1980@gmail.com	Delhi	North	District / Regional Nodal Officer		
9	Dr. Rakesh Kumar	998252471	drakesh@yahoo.com	Delhi	Central	District / Regional Nodal Officer		
10	Dr. Anil Kumar Tootla	988115415	aniltootla@gmail.com	Delhi	North East	District / Regional Nodal Officer		



- 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.

Sl. No.	User Name	State Name	District Name	Mobile	Volunteer Type	Volunteer Status	Action
1	NRI Volunteer	Delhi	South	90254477333333	Volunteer (NRI/IT)	1	2
2	NEW volunteer VT	Delhi	New Delhi	8288880011	Individual (Indian)		
3	NCSR Education	Delhi	New Delhi	0544444444			
4	Shiksha Sharma	Delhi	Central	087003226	Individual (Indian)		
5	NEW V Dotted B	Delhi	Central	904211111	Individual (Indian)		
6	NEW V Dotted	Delhi	Central	904211111	Individual (Indian)		
7	NEW V 1	Delhi	Central	904211111	Individual (Indian)		

5.4 CSR User

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

Sl. No.	User Name	User Email	Mobile	State Name	District Name	Verification Status	Status	Action
1	NCSR education	prakash1991@gmail.com	0944444444	User Profile	RUPUR	Approved	1	2

- 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.

The screenshot shows a 'User Details' form with two main sections: 'Organization Details' and 'Details of Authorized Representative'. The 'Organization Details' section includes fields for Name (Organization Test), Email (organizationtest@yopmail.com), Mobile (7091144444), Organization (CORPORATE), States/UTs (Karnataka), District/Regions (DAKSHINA KANNADA), Address (Through Vidyanjali, volunteers can interact with schools directly and LNDC Through Vidyanjali, volunteers can interact with schools directly and LNDC Through Vidyanjali, volunteer), and Pin Code (201365). The 'Details of Authorized Representative' section includes fields for Name (Org Test), Email (orgtest@mailinator.com), Mobile (8888888888), and Designation (Test).

5.5 User Profile

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

The screenshot shows a 'User Profile' form with a navigation bar at the top containing 'Status: Data', 'Email: manisha7taneja@gmail.com', 'Mobile: 9843018247', and 'Welcome, Dr Manisha Taneja'. The form fields include Name (Dr Manisha Taneja), Email (manisha7taneja@gmail.com), Mobile (9843018247), and Role (State In-charge Officer). A 'Save' button is highlighted with a red box and a red circle containing the number 1.

5.6 Change Password

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



The screenshot shows a web interface for changing a password. The page has a blue header with a home icon and the text "Change Password". Below the header, there is a form with four input fields: "Old Password", "New Password", "Confirm Password", and "Captcha". Each field has a small eye icon to toggle visibility. The "Captcha" field contains the text "PZHQ2U" and a refresh icon. A red box highlights the "Update Password" button, with an arrow pointing to it from a red box containing the text "Click here to change password".

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.

Sl. No.	Name	Total Volunteer	Volunteer(India)	Volunteer(NRI)	Volunteer(NSOI)
1	Central	405	405	0	0
2	East	1120	1120	0	17
3	New Delhi	1459	1449	1	10
4	North	647	645	0	2
5	North East	1180	1160	0	5

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.

Sl. No.	Name	Total School	School Onboarded	Feeding Onboarded	Onboarded Cost	Onboarded Pyl
1	Central	225	140	54	148	0
2	East	360	307	275	307	4
3	New Delhi	84	66	46	66	2
4	North	370	283	220	283	3
5	North East	401	323	306	323	0

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.

S. No.	Name	Total Activities	Ongoing Activities	Completed Activities	Impacted Students
1.	Central	570	482	308	5983
2.	East	1675	1385	366	23867
3.	New Delhi	315	329	189	16429
4.	North	674	600	344	20150
5.	North East	1582	687	302	40718

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.

S. No.	Name	Total Asset	Ongoing Assets	Completed Assets	Impacted Students
1.	Central	189	191	87	2279
2.	East	233	269	13	139
3.	New Delhi	36	36	0	0
4.	North	112	112	3	213
5.	North East	236	237	5	244
6.	North West &	269	269	49	812

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.

S. No.	Name	No. of Activities Post	Generic Level Activities	Sponsorship Activities	Impacted Student
1	CoE	975	977	99	10009
2	Estt	1870	1880	193	19007
3	New Delhi	910	273	94	10024
4	North	874	894	90	20190
5	North East	1000	1001	91	40114

7 Logout

This option allows user to logout from the portal.

