



Ministry of Education  
Government of India



# Ministry of Education Government of India



## User Guide for Volunteer

*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 Volunteers, to register and contribute to support the government and government aided schools. Care is taken to explain each role and its functionality in detail.

## 2 Vidyanjali Home Page

Vidyanjali has two verticals: **“Participate in school Service/Activity”** and **“Contribution in Assets/ Material/ Equipment”** in which volunteer can support and strengthen the government and government aided schools.

### 2.1 Activity Flow

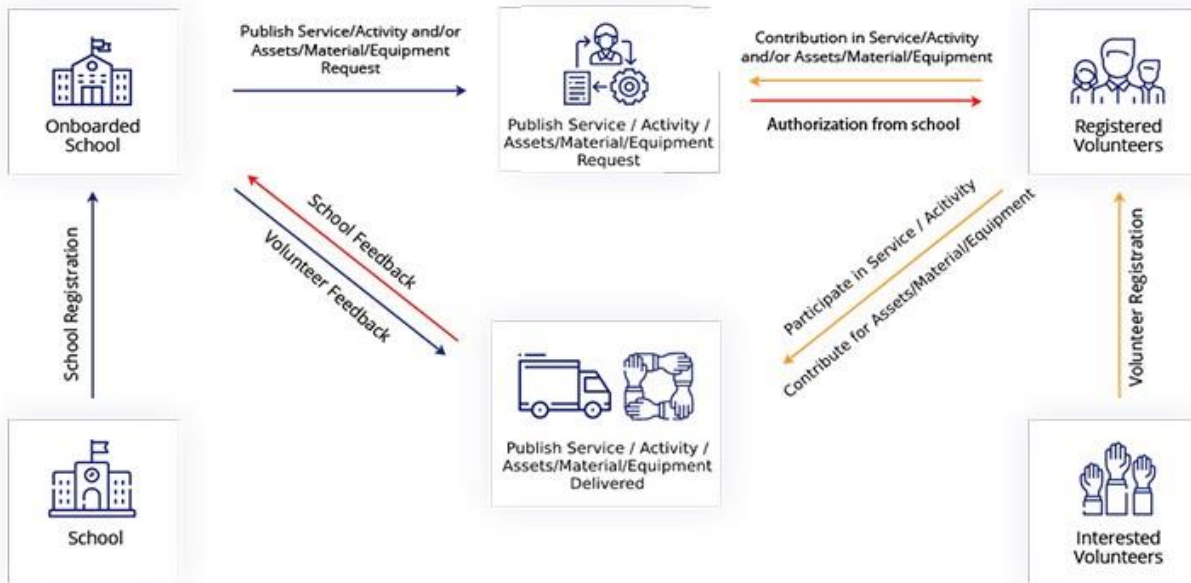


Figure 2-1



Figure 2-2



Figure 2-3

## 6 LATEST SCHOOL REQUESTS - SERVICES / ACTIVITIES / ASSETS / MATERIAL / EQUIPMENT

 <b>Office Needs</b> Computer donation... ANDDIYA-5 PRI SCHOOL Gandhinagar, Gujarat <a href="#">View More</a>	 <b>Subject assistance</b> test... ANDDIYA-5 PRI SCHOOL Gandhinagar, Gujarat <a href="#">View More</a>	 <b>Health and Safety Aids</b> All devices, equipment at least ISI marked and don... AMBAYPURA PRI SCHOOL Gandhinagar, Gujarat <a href="#">View More</a>	 <b>Adult Education</b> Indicative framework, description of services, act... AMBAYPURA PRI SCHOOL Gandhinagar, Gujarat <a href="#">View More</a>
--	---	---	--

## ONBOARDED SCHOOLS

(Service/Activity / Assets/Material/Equipment)

7

State / Autonomous Bodies: -- Select State / Autonomous --  
District / Region: -- Select District / Region --  
Block: -- Select Block --  
Service/Activity / Assets/Material/Equipment: Select Type  
[Search](#)

## TESTIMONIALS

8

This programme has been envisaged to bring together people willing to volunteer their services at schools which really need them.  
**Vinita Anandrao Shrouthy**  
Volunteer, Maharashtra

## COMPLETED REQUESTS - SERVICES / ACTIVITIES / ASSETS / MATERIAL / EQUIPMENT

9

 Congratulations <b>neeraj agnihotr</b> on successful completion of <b>Sponsoring Trained Counsellors and</b> Test activity... ANDDIYA-5 PRI SCHOOL Gandhinagar, Gujarat <a href="#">View More</a>	 Congratulations <b>Madhav kansara</b> on successful completion of <b>Teaching Art &amp; craft</b> Indicative framework, description of services, act... BARDOLI BARIYA MOTI PRI SCHOOL Gandhinagar, Gujarat <a href="#">View More</a>
---	---



- 1 - Main menu
- 2 -Login button
- 3 -Volunteer Program
- 4 -Contribute in Service/ Activity
- 5 -Contribute in Assets/ Material/ Equipment
- 6 -Latest School Requests - Service/ Activity and/or Assets/ Material/ Equipment
- 7 -On boarded Schools
- 8 -Testimonials
- 9 -Completed Requests - Service/ Activity and/or Assets/ Material/ Equipment

### 2.1.1 Search School

Select **Search School** from main menu;

You will have two options:

#### 2.1.1.1 On boarded Schools

Select "**On Boarded Schools**" from Search School Menu;

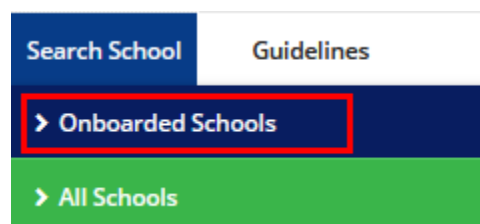


Figure 2-5



## Onboarded Schools

Home • Onboarded Schools

State	District	Block	School Name
Select State <span style="float: right;">▼</span>	-- Select District -- <span style="float: right;">▼</span>	-- Select Block -- <span style="float: right;">▼</span>	
Select State	Select District	Select Block	Search by School name
<input type="button" value="Submit"/> <input type="button" value="Reset"/>			

Figure 2-6

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

Total Schools : (10)

Sr. No.	School Name/Address	Ongoing Services/Activities	Ongoing Assets/Material/Equipment	Action
1	<a href="#">SMT. S.A.B.PATEL PANCHSHIL VIDHYALAYA / SMT S.A.B PANCHSHIL VIDHYALAY KHARNA TA-MANSA, DIT-GANDHINAGAR</a>	0	0	Show Interest in unlisted Contribute
2	<a href="#">ANODIYA-5 PRI. SCHOOL / ANODIYA PRI.SCHOOL NO-5,VADIYAVAS ANODIYA-TA-MANSA</a>	1	1	Show Interest in unlisted Contribute
3	<a href="#">A.SAU KUSUMBEN SEVANTILAL SOMCHAND SHAH GUJARATI PRIMARY SCHOOL / A.SAU KUSUMBEN SEVANTILAL SOMCHAND SHAH GUJARATI PRIMARY SCHOOL-TA-MANSA</a>	0	0	Show Interest in unlisted Contribute
4	<a href="#">BARDOLI BARIYA MOTI PRI.SCHOOL / TA-DEHGAM DIST-GANDHINAGAR</a>	0	0	Show Interest in unlisted Contribute
5	<a href="#">AMBAYPURA PRI. SCHOOL / AMRAPURA PRIMARY SCHOOL KALOL</a>	0	0	Show Interest in unlisted Contribute
6	<a href="#">A. N. PATEL VIDYALAYA / A.N.PATEL VIDHYALAY UNAVA NEAR MAHAKALI MANDIR</a>	0	0	Show Interest in unlisted Contribute
7	<a href="#">ANANDPURA (S) PRI. SCHOOL / AT ANANDPURA S TA MANSA DI GANDHINAGAR</a>	0	0	Show Interest in unlisted Contribute
8	<a href="#">PADMASHRI V. H. HIGH SCHOOL (GRANTED 9-12) / TRIKAMJINAGAR,PAJARAPOL CHOK MANSA</a>	0	0	Show Interest in unlisted Contribute
9	<a href="#">KENDRIYA VIDHYALAY NO 1 / ichhanath.opp SVNIT. airport road. surat</a>	0	0	Show Interest in unlisted Contribute
10	<a href="#">KENDRIYA VIDHYALAYA / airforce naliya abdasas kachchh</a>	0	0	Show Interest in unlisted Contribute

Figure 2-7

- Sr. No.
- School Name/Address- Click the link to view the details
- Ongoing Services/Activities
- Ongoing Assets/Material/Equipment
- Action



### Schools

Home • On Boarded Schools • School Details

#### School Details

UDISE Code	24060403001
School Name	GRAMBHARATI PRI. SCHOOL
School Category	Primary with Upper Primary
School Management	Local Body
School Type	Co-Educational
Class From	1
Class To	8
State Name	Gujarat
District Name	GANDHINAGAR
Block Name	MANSA

Figure 2-8

- On Going Services/ Activities – Click the link displayed on the number of services/ activities to view and participate
- On Going Assets/ Material/ Equipment - Click the link displayed on the number of assets/ material/ equipment to view and contribute

#### 2.1.1.2 All Schools

Select “**All Schools**” from Search School Menu;

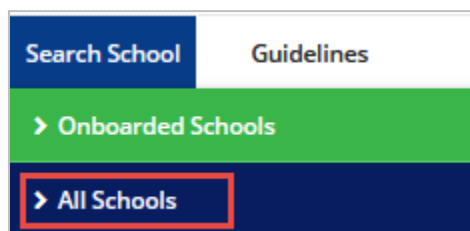


Figure 2-9

All schools details will be displayed with following column headings:

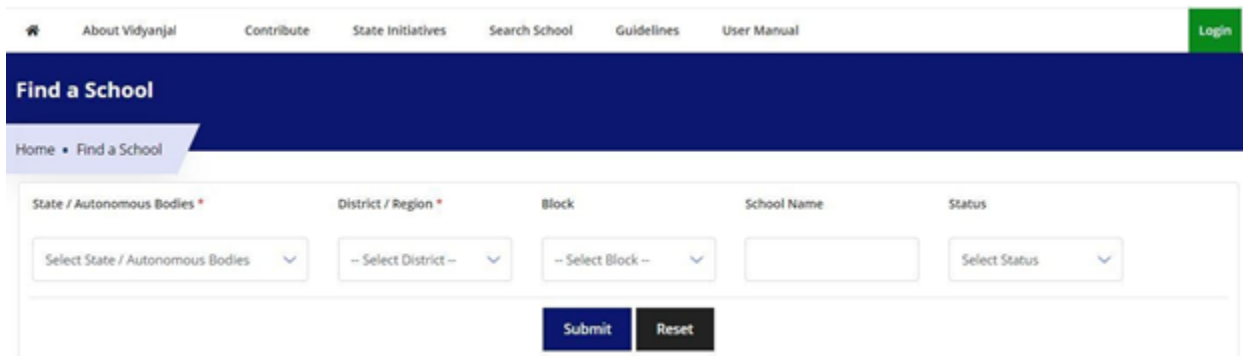


Figure 2-10

- You can select State/ Autonomous Bodies and district or specify the search criteria Or you can search using advanced Search function
- Click **Advance Search** to expand the search criteria;

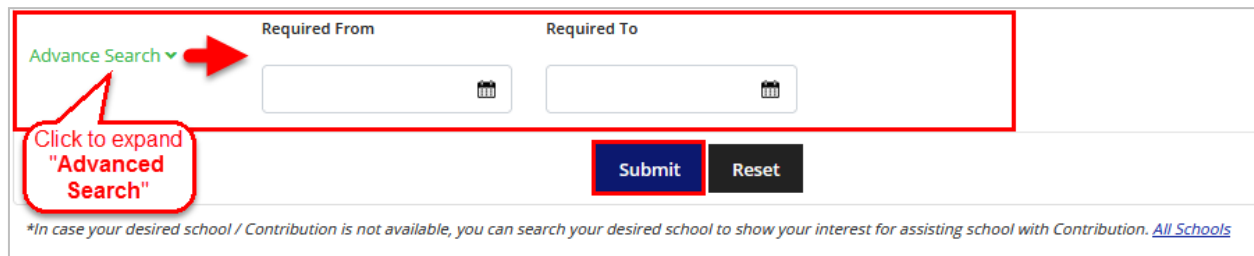


Figure 2-11

- Select activity 'Required from' date, and 'Required to' date from calendar (📅);

« March 2021 »						
Su	Mo	Tu	We	Th	Fr	Sa
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Figure 2-12



Submit

- Click **Submit** button.
- All schools in the state will be displayed with following column headings:

Kendriya Vidyalaya Sangathan   Agra

Total Schools (36)

Sr. No.	School Name/Address	Ongoing Services/Activities	Ongoing Assets/Material/Equipment	Status	Action
1	<a href="#">KEND.VIDALAYA-2 REFINERY NAGAR BAD_MTR / REFINERY NAGAR MATHURA UTTAR PRADESH-281006</a>	0	0	Not On boarded	Request for on boarding
2	<a href="#">KEND.VIDALAYA-3 BAD / Railway colony,Baad,Mathura</a>	0	0	Not On boarded	Request for on boarding
3	<a href="#">KENDRAY VIDHALAY G.T. ROAD HARICHANDPUR KALAN ETAH / GT ROAD HARCHANDPUR KALAN OPPOSITE TO DIET</a>	0	0	Not On boarded	Request for on boarding
4	<a href="#">KENDRIYA VIDALAYA / Near Golf Ground,Mathura Cantt.,Mathura.</a>	0	0	Not On boarded	Request for on boarding
5	<a href="#">KENDRIYA VIDYALAYA / KENDRIYA VIDYALAYA BUDWAR ROAD</a>	0	0	Not On boarded	Request for on boarding
6	<a href="#">KENDRIYA VIDYALAYA / HS 18, Sector P-3, PO-Gurjinder Vihar, GautamBudh Nagar, Uttar Pradesh PIN 201315</a>	0	0	Not On boarded	Request for on boarding
7	<a href="#">KENDRIYA VIDYALAYA / A-7 SEC-24 NOIDA U.P., 201301</a>	0	0	Not On boarded	Request for on boarding
8	<a href="#">KENDRIYA VIDYALAYA 3 SADAR AGRA / Kendriya Vidyalaya No 3 W.A.C Line Agra Uttar Pradesh Pin Code 282001</a>	0	0	Not On boarded	Request for on boarding
9	<a href="#">KENDRIYA VIDYALAYA AFS CHANDINAGAR / KENDRIYA VIDYALAYA AIR FORCE STATION CHANDINAGAR BAGHPAT UP</a>	0	0	Not On boarded	Request for on boarding
10	<a href="#">KENDRIYA VIDYALAYA ALIGARH / KENDRIYA VIDYALAYA aligarh ramghat road devshani up</a>	0	0	Not On boarded	Request for on boarding

Figure 2-13

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

### 3 New User Registration /Volunteer Registration

Select **Login** on top right corner of the Home Page. Login screen will be displayed with provision to register as;

- [Volunteer](#)

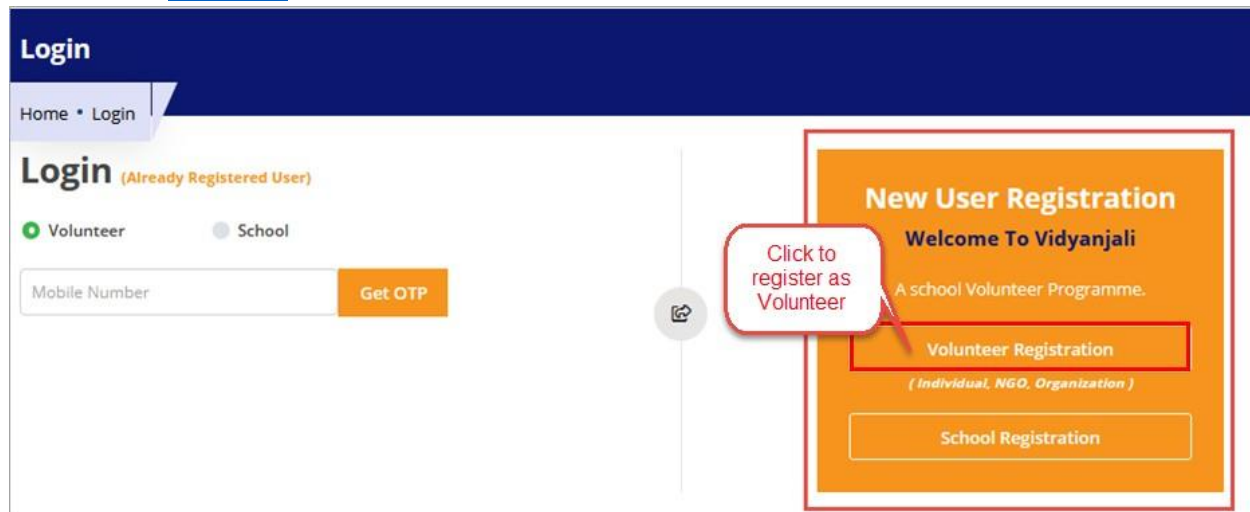


Figure 3-1

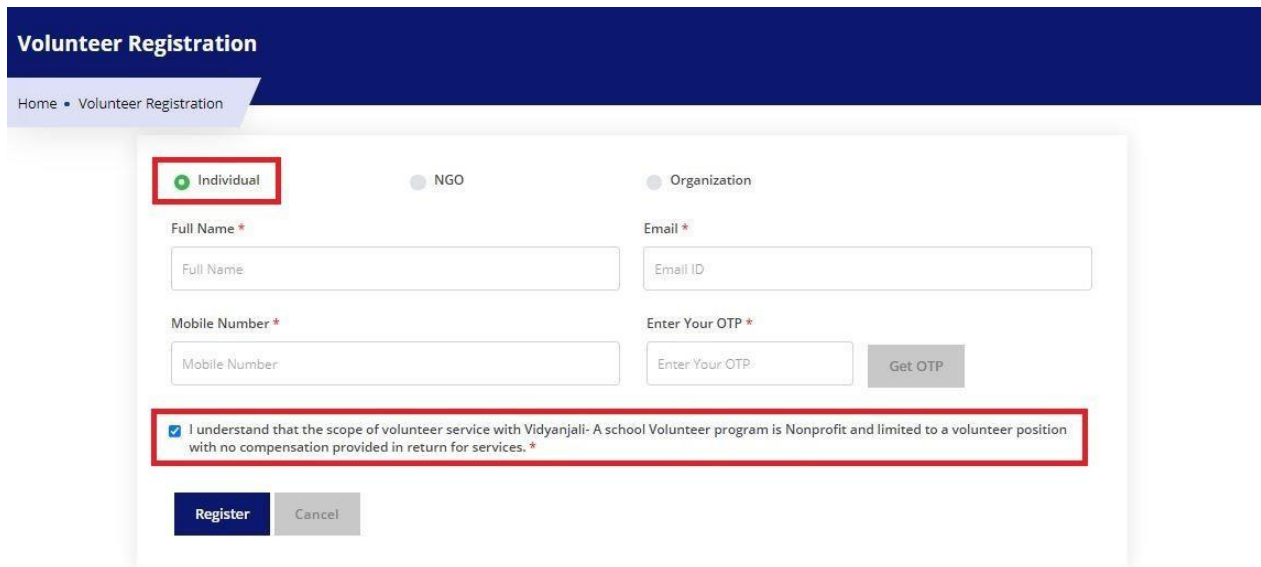
Volunteers can register themselves on Vidyanjali portal by providing their basic details. Individuals, NGOs and Organizations can register as volunteers on Vidyanjali portal.

- Click **Volunteer Registration** on right panel of Login screen to register as volunteer. Volunteer registration page will be displayed;
- Volunteer Registration screen has three options;
  - [Individual](#)
  - [NGO](#)
  - [Organization](#)

**Note:** Individuals, NGOs or Organizations can register as the Volunteers to participate in services/ activities or to contribute the Assets/ Materials and Equipment's to on boarded schools.

### 3.1 Individual

Select  **Individual** radio button to register as an individual;



**Volunteer Registration**

Home • Volunteer Registration

Individual     NGO     Organization

Full Name \*    Email \*

Mobile Number \*    Enter Your OTP \*

I understand that the scope of volunteer service with Vidyanjali- A school Volunteer program is Nonprofit and limited to a volunteer position with no compensation provided in return for services. \*

Register    Cancel    Get OTP

Figure 3-2

Enter following details: All fields with a **RED (\*)** Asterisk are Mandatory!

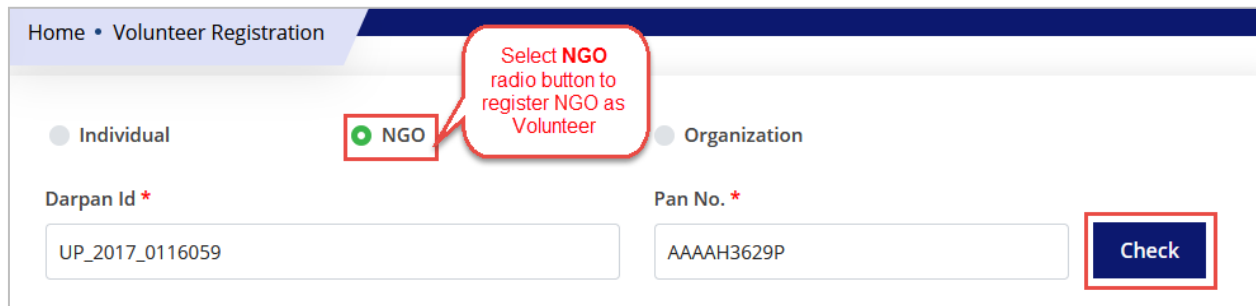
- Full Name: Enter full name
- Email: Enter email id
- Mobile Number: Enter mobile number, as you enter the mobile number and click **Get OTP** button, system sends the OTP to your specified mobile number
- Enter Your OTP: Enter OTP received on your mobile number
- Tick the checkbox to consent that no compensation is provided in return to the services.

I understand that the scope of volunteer service with Vidyanjali- A school Volunteer program is Nonprofit and limited to a volunteer position with no compensation provided in return for services. \*

- Click **Register** to register individual as a volunteer
- Click **Cancel** to discard action

### 3.2 NGO

Select  NGO radio button to register as NGO;



The screenshot shows the 'Volunteer Registration' page. At the top, there is a breadcrumb 'Home • Volunteer Registration'. Below it, there are three radio buttons: 'Individual', 'NGO' (which is selected), and 'Organization'. A red callout box points to the 'NGO' button with the text 'Select NGO radio button to register NGO as Volunteer'. Below the radio buttons, there are two input fields: 'Darpan Id \*' with the value 'UP\_2017\_0116059' and 'Pan No. \*' with the value 'AAAAH3629P'. A red asterisk indicates that these fields are mandatory. To the right of these fields is a blue 'Check' button, which is also highlighted with a red box.

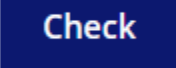
Figure 3-3

Enter following details to register an NGO as a volunteer: All fields with a RED (\*) Asterisk are Mandatory!

- Darpan Id: Enter Darpan id

**Note:** Id provided by The NGO-DARPAN a platform.

- PAN No. Enter 10 digit PAN number

- Click  button. System verifies the Darpan Id and PAN number, displays message as **Please enter valid Darpan Id and Pan No.** if verification fails. In case of wrong or incorrect PAN number, system displays message as **Allow only - AAAAA5588A format**

- After successful verification, system enables fields NGO to fill:

Home • Volunteer Registration

Individual  **NGO**  Organization

Select **NGO** radio button to register NGO as Volunteer

Darpan Id \*  Pan No. \*

Name of NGO \*  Email of NGO \*

Mobile of NGO \*  Enter Your OTP \*

We need to add for true declaration of information like i am authorized representative of NGO/Organizations and information provided by me is true to best of my knowledge. \*

Figure 3-4

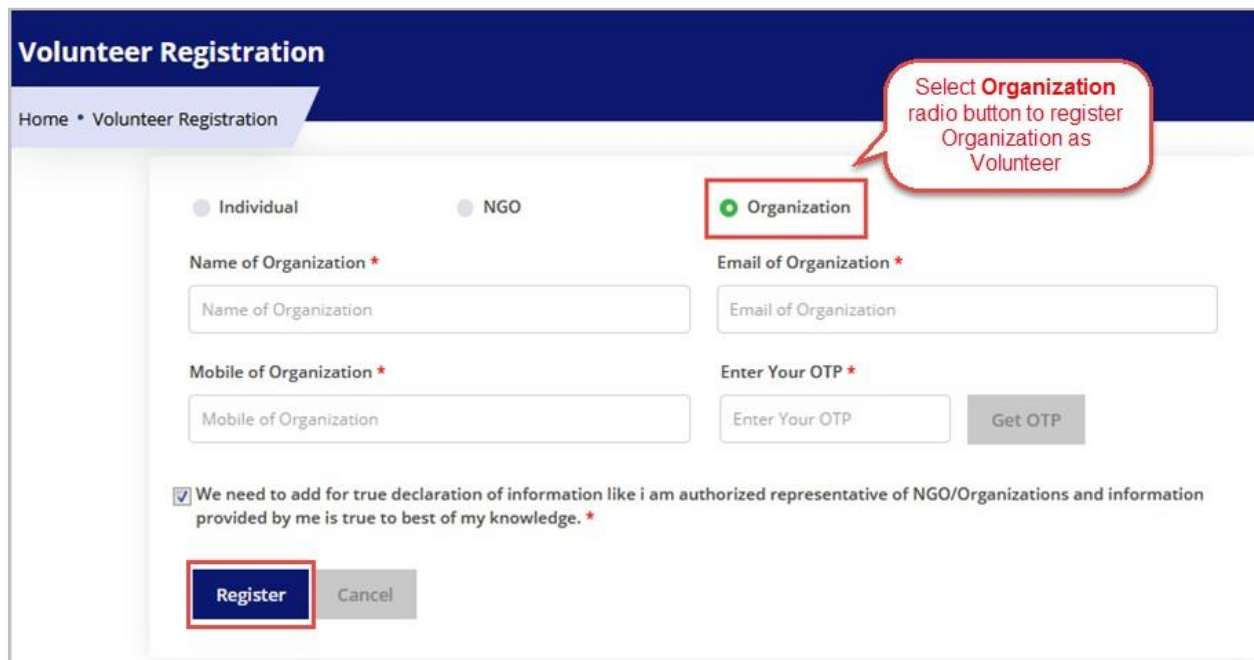
Enter following details:

- Name of NGO: Enter name of NGO
- Email of NGO: Enter email of NGO
- Mobile of NGO: Enter mobile of NGO, as you enter the mobile number and click  button, system sends the OTP to your specified mobile number
- Enter Your OTP: Enter OTP received on your mobile number
- Tick the checkbox: Tick the checkbox to consent that information provided is true  
 We need to add for true declaration of information like i am authorized representative of NGO/Organizations and information provided by me is true to best of my knowledge. \*
- Click  to register the organization as a volunteer
- Click  to discard action



### 3.3 Organization

Select  Organization radio button to register the volunteer as Organization;



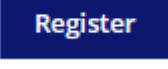
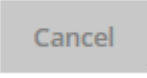
The screenshot shows the 'Volunteer Registration' form. At the top, there are three radio buttons: 'Individual', 'NGO', and 'Organization'. The 'Organization' radio button is selected and highlighted with a red box. A callout bubble points to it with the text: 'Select Organization radio button to register Organization as Volunteer'. Below the radio buttons, there are four input fields: 'Name of Organization \*', 'Email of Organization \*', 'Mobile of Organization \*', and 'Enter Your OTP \*'. The 'Register' button is highlighted with a red box. A checkbox is checked, with the text: 'We need to add for true declaration of information like i am authorized representative of NGO/Organizations and information provided by me is true to best of my knowledge. \*'. There is also a 'Cancel' button.

Figure 3-5

All the fields with a RED Asterisk (\*) are mandatory!

- Name of Organization: Enter name of the organization
- Email of Organization: Enter email of organization
- Mobile of Organization: Enter mobile number of organization
- Enter Your OTP: Enter OTP received on your mobile number
- Tick the checkbox

We need to add for true declaration of information like i am authorized representative of NGO/Organizations and information provided by me is true to best of my knowledge. \*

- Click  to register the organization as a volunteer
- Click  to discard action

## 4 Volunteer login

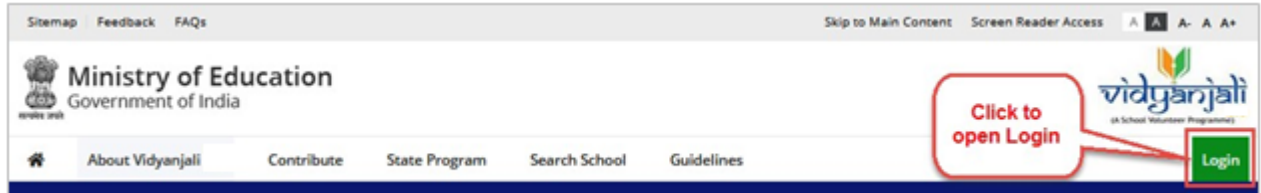




Figure 4-1

Select  on top right corner of Vidyanjali website as displayed in above screen; Login screen will be displayed;

The screenshot shows the 'Login' page for an already registered user. It features a dark blue header with the word 'Login' in white. Below the header, there is a breadcrumb trail 'Home • Login'. The main heading is 'Login (Already Registered User)'. There are two radio buttons: 'Volunteer' (selected) and 'School'. Below this is a form with a text input field for a mobile number and an orange 'Get OTP' button. A message in red text states: 'One Time Password (OTP) has been sent to your Mobile No. 82XXXXXX21'. Below the message is a text input field for the OTP, represented by six dots. At the bottom of the form is a dark blue 'Sign In' button.

Figure 4-2

- Mobile Number: Enter registered mobile number and click 
- System sends OTP to the registered mobile number



Sign In

- Enter OTP and click **Sign In**. On successful sign in-Volunteer Dashboard will be displayed:

#### 4.1 Volunteer Dashboard

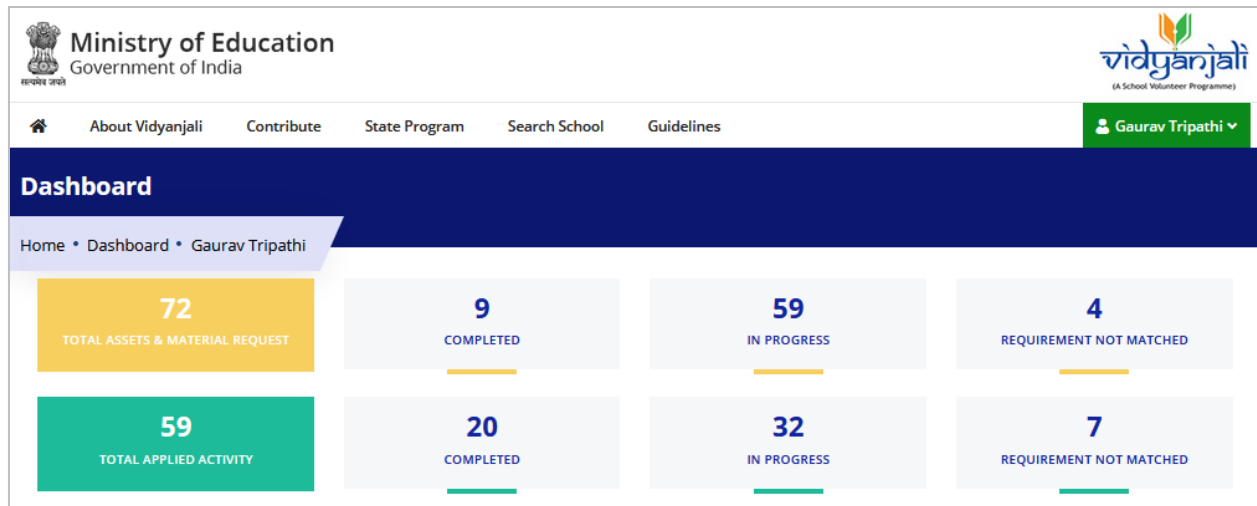


Figure 4-3

Dashboard displays following tabs ([Total Assets/ Material/ Equipment Request](#) and [Total Applied Service/ Activity](#)) with total number of records under Completed, In-progress and Requirement Not Matched tabs;

##### 4.1.1 Total Assets/ Material/ Equipment Request

Dashboard displays total Assets/ Material/ Equipment Requests under completed, in-progress and requirement not matched heads;



Figure 4-4

- [Completed](#)
  - Click **“Complete”** to view Completed Assets/ Material/ Equipment Requests
- [In Progress](#)
  - Click **“In-Progress”** to view Completed Assets/ Material/ Equipment Requests

- [Requirement Not Matched](#)
  - Click **“Requirement Not Matched”** to view Completed Assets/ Material/ Equipment Requests

#### 4.1.1.1 Completed

Figure 4-5

- You can search the completed assets/materials searching by category and /or sub category. Specify search criteria and click **Submit** button;
- Click **Reset** to reset search criteria.
- Completed assets/materials/equipment will be displayed with following column headings:

Sr. No.	Material Needed	Assets/Material quantity Offered	School Name	Expected Date before which Assets/Material Required	My Application Status	Action
1	Basketball Kits (Basketball, Posts, Rings etc.)	40	R.C.M. BOYS P.S.	01 Sep, 2020	Accepted Gifts-in-Kind	<b>Track</b> Suggestion <input type="text"/> ★★★★★ <b>Rate</b>
2	Tube Light with Fitting in Classrooms	33	GALAJI NA MUVADI PRI. SCHOOL	28 Oct, 2020	Accepted Gifts-in-Kind	<b>Track</b> Suggestion : Test ratings ★★★★★

Figure 4-6



- Sr. No.
- Material Needed
- Assets/Material quantity Offered
- School Name
- Expected Date before which
- Assets/Material Required
- My Application Status

- Action: Click **Track** to track the status; status will displayed shown below:

Painting (per sq. ft.)		
<b>School Name</b> KANKAVATI PRIMARY SCHOOL	<b>My Status</b> Accepted Gifts-in-Kind	<b>Rating Details</b> Not Applicable
<b>Expected Date before which Assets/Material Required</b> 04 Feb, 2021 12:00 AM	<b>Date of offering of Assets/Material support</b> 17 Jan, 2021 08:44 PM	<b>Date of acceptance of offer and interview Schedule</b> Not Applicable
<b>Date of confirmation from school for providing Assets/Material</b> Not Applicable	<b>Quantity Delivered</b> 900	<b>Date of Rejection Application</b> Not Applicable
<b>Date of Application Withdrawal</b> Not Applicable		

Figure 4-7

- Rate: You can enter suggestion and rate by selecting the s and click **Rate** button.

Figure 4-8

#### 4.1.1.2 In Progress

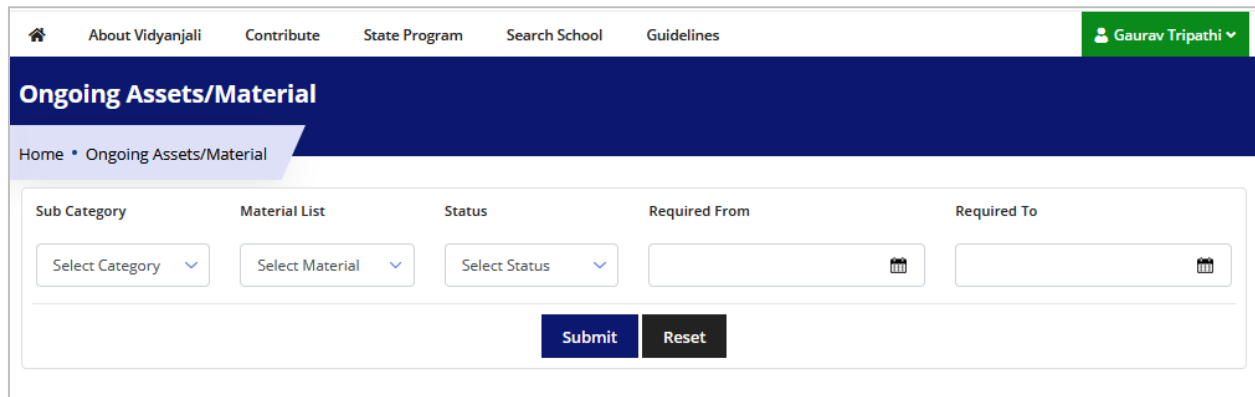
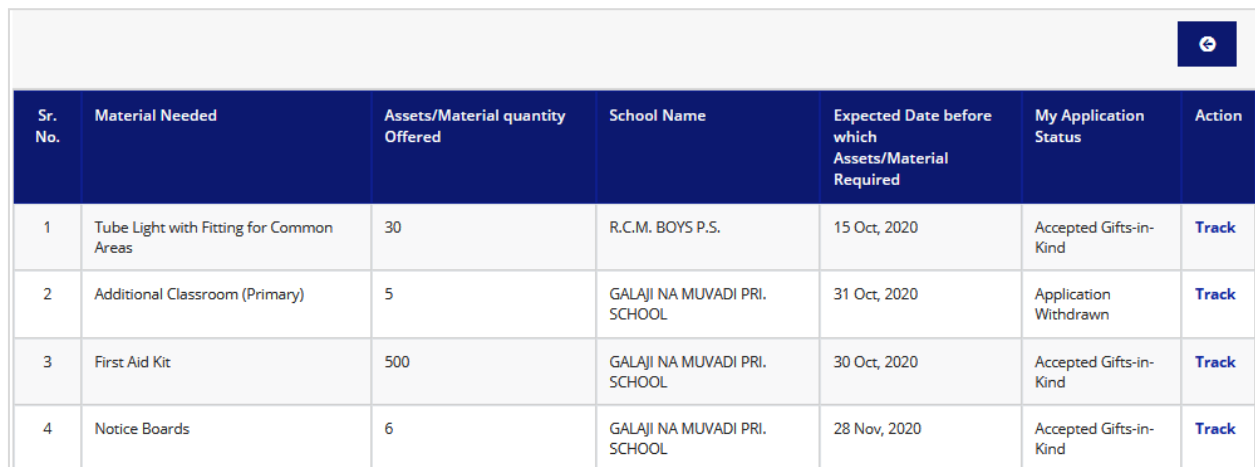


Figure 4-9

- You can search the In-Progress assets/materials/equipment's searching by category and /or sub category. Specify search criteria and click **Submit** button;
- Click **Reset** to reset search criteria.
- In-Progress assets/materials/equipment's will be displayed with following column headings:



Sr. No.	Material Needed	Assets/Material quantity Offered	School Name	Expected Date before which Assets/Material Required	My Application Status	Action
1	Tube Light with Fitting for Common Areas	30	R.C.M. BOYS P.S.	15 Oct, 2020	Accepted Gifts-in-Kind	Track
2	Additional Classroom (Primary)	5	GALAJI NA MUVADI PRI. SCHOOL	31 Oct, 2020	Application Withdrawn	Track
3	First Aid Kit	500	GALAJI NA MUVADI PRI. SCHOOL	30 Oct, 2020	Accepted Gifts-in-Kind	Track
4	Notice Boards	6	GALAJI NA MUVADI PRI. SCHOOL	28 Nov, 2020	Accepted Gifts-in-Kind	Track

Figure 4-10

- Sr. No.
- Material Needed
- Assets/Material quantity Offered
- School Name
- Expected Date before which




- Assets/Material Required
- My Application Status
- Action- Click **Track** link to track the status; Status will be displayed as shown below;

The screenshot shows the 'School Contributions' page for a user named Gaurav Tripathi. The main heading is 'School Contributions' with a sub-heading 'Home • View'. The specific contribution is titled 'Tube Light with Fitting for Common Areas'. The details are as follows:



<b>School Name</b> R.C.M. BOYS P.S.	<b>My Status</b> Accepted Gifts-in-Kind	<b>Rating Details</b> Not Applicable
<b>Expected Date before which Assets/Material Required</b> 15 Oct, 2020 12:00 AM	<b>Date of offering of Assets/Material support</b> 23 Oct, 2020 08:20 PM	<b>Date of acceptance of offer and interview Schedule</b> 30 Oct, 2020 10:23 PM
<b>Date of confirmation from school for providing Assets/Material</b> Not Applicable	<b>Quantity Delivered</b> 30	<b>Date of Rejection Application</b> Not Applicable
<b>Date of Application Withdrawal</b> Not Applicable		

Figure 4-11

- Click  get back to listing screen.

#### 4.1.1.3 Requirement Not Matched

The screenshot shows the 'Requirement Not Matched Assets/Material' page for the same user. It features a search filter section with the following fields:

Sub Category	Material List	Status	Required From	Required To
Select Category <input type="text"/>	Select Material <input type="text"/>	Select Status <input type="text"/>	<input type="text"/> 	<input type="text"/> 

Below the filter fields are two buttons: **Submit** and **Reset**.

Figure 4-12



- You can search the **Requirement Not Matched** assets/materials/equipment's searching by category and /or sub category. Specify search criteria and click **Submit** button;
- Click **Reset** to reset search criteria.
- Requirement Not Matched** assets/materials/equipment's will be displayed with following column headings:

Sr. No.	Material Needed	Assets/Material quantity Offered	School Name	Expected Date before which Assets/Material Required	My Application Status	Action
1	Tube Light with Fitting for Common Areas	50	GALAJI NA MUVADI PRI. SCHOOL	30 Oct, 2020	Profile Not Matched	<a href="#">Track</a>
2	Disinfectants & Sanitizers	20	GALAJI NA MUVADI PRI. SCHOOL	05 Dec, 2020	Profile Not Matched	<a href="#">Track</a>
3	Additional Classroom / Balvatika (Pre-Primary Section)	1	GALAJI NA MUVADI PRI. SCHOOL	31 Dec, 2020	Profile Not Matched	<a href="#">Track</a>
4	Mask		R.C.M. BOYS P.S.	30 Nov, 2020	Profile Not Matched	<a href="#">Track</a>
5	Additional Classroom (Primary)	2	AJOL-1 PRI. SCHOOL	22 Feb, 2021	Profile Not Matched	<a href="#">Track</a>

Figure 4-13

- Sr. No.
- Material Needed
- Assets/Material/Equipment quantity Offered
- School Name
- Expected Date before which
- Assets/Material/Equipment Required
- My Application Status
- Action- Click [Track](#) link to track the status; Status will be displayed as shown below;



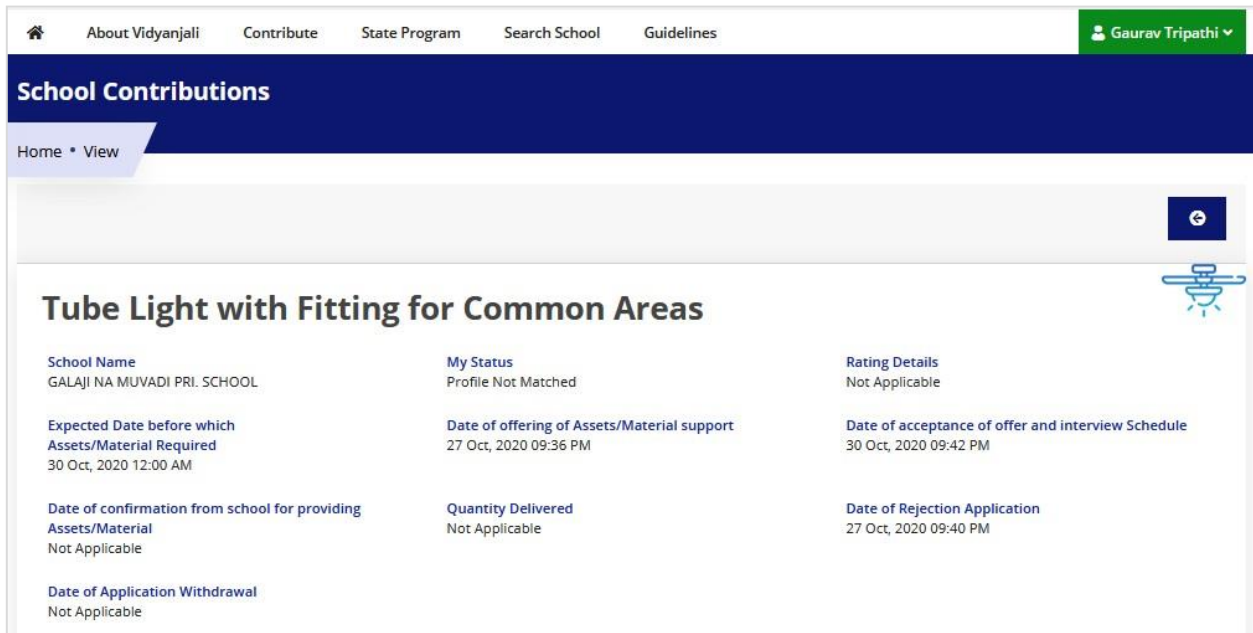



Figure 4-14

- Click  get back to listing screen.

#### 4.1.2 Total Applied Activity

Dashboard displays total applied activity under completed, in-progress and requirement not matched heads;



Figure 4-15

- [Completed](#)
- [In Progress](#)
- [Requirement Not Matched](#)



#### 4.1.2.1 Completed

Figure 4-16

- You can search the completed activities searching by state, district and so on. Specify search criteria and click **Submit** button;
- Click **Reset** to reset search criteria.
- Completed activities will be displayed with following column headings:

Sr No.	Activity Name	Last date of receiving application	School Name	State	District	Activity Start Date	Number of Volunteers shown interest for activity	Action
1	Teaching Subjects	25 Mar, 2021 09:56 PM	SCHOOL OF ACHIEVER KUDASAN (9-12)	Gujarat	GANDHINAGAR	27 Mar, 2021	2	👁
2	Sponsoring Self Defence Training for Girls	16 Mar, 2021 11:11 PM	AJARAPURA PRI. SCHOOL	Gujarat	GANDHINAGAR	17 Mar, 2021	1	👁
3	Sponsoring Additional Manpower for Housekeeping for One Academic Session	26 Feb, 2021 08:04 PM	AJARAPURA PRI. SCHOOL	Gujarat	GANDHINAGAR	26 Feb, 2021	1	👁
4	Sponsoring CWSN Identification Camp	30 Jan, 2021 11:59 PM	AJARAPURA PRI. SCHOOL	Gujarat	GANDHINAGAR	30 Jan, 2021	1	👁

Figure 4-17

- Sr No.
- Service/Activity Name
- Last date of receiving application
- School Name



- State
- District
- Service/Activity Start Date
- Number of Volunteers shown interest for activity
- Action – Click icon to view the details

**Activity Detail**

Home • Schools • Activity Detail

**Teaching Subjects**

<b>Activity Category</b> Generic Level Activities	<b>Activity Name</b> Teaching Subjects	<b>Class/Grade</b> All Classes,Primary (1-5),Upper Primary (6-8),Elementary (1-8),Secondary (9-10),Higher Secondary (11-12)	<b>Activity Frequency</b> Regular
<b>Required Specialization</b> Higher Secondary	<b>Gender</b> Male	<b>Tentative Start Date of Activity</b> 27 Mar, 2021	<b>Duration in (days)</b> 5
<b>Last Date and time of Receiving application</b> 25 Mar, 2021 09:56 PM	<b>Details of the Activity</b> test		
<b>Location</b> SCHOOL OF ACHIEVER KUDASAN (9-12), GANDHINAGAR, GANDHINAGAR, Gujarat	<b>Profile Requirement Fulfilled?</b> No	<b>Activity Closed</b>	

**Reason for Closer: Successfully Conducted Activity**

Figure 4-18

4.1.2.2 In Progress

About Vidyanjali   Contribute   State Program   Search School   Guidelines   Gaurav Tripathi

**My Ongoing Activities**

Home • My Ongoing Activities

Activity Category	Name	Status	Activity Start Date	Application Receiving Date From	Application Receiving Date To
Select	Select	Select Status			

**Submit**   **Reset**

Figure 4-19

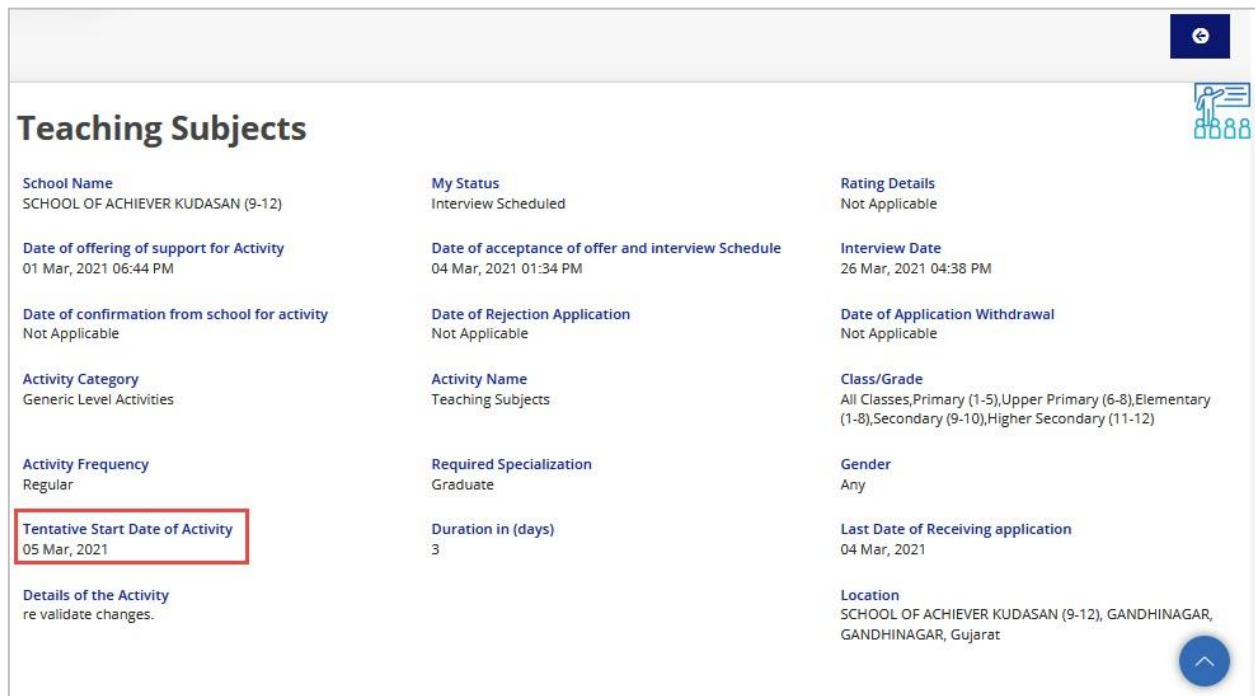


- Specify search criteria and click **Submit** button;
- Click **Reset** to reset search criteria.
- In-progress activities will be displayed with following column headings:

Sr No.	Activity Name	Date of Application	School Name	Activity Start Date	My Status	Action
1	Teaching Subjects	01 Mar, 2021 06:44 PM	SCHOOL OF ACHIEVER KUDASAN (9-12)	05 Mar, 2021	Interview Scheduled	<a href="#">Track</a>
2	Teaching Yoga / Sports	01 Mar, 2021 06:47 PM	AJARAPURA PRI. SCHOOL	28 Feb, 2021	Under Review	<a href="#">Track</a> <a href="#">Withdraw Application</a>
3	Teaching Subjects	23 Feb, 2021 04:35 PM	AJOL-1 PRI. SCHOOL	02 Mar, 2021	Satisfactorily Completed	<a href="#">Track</a> Suggestion : test ★★★★★
4	Teaching Vocational Skills	23 Feb, 2021 03:14 PM	AJARAPURA PRI. SCHOOL	25 Feb, 2021	Under Review	<a href="#">Track</a> <a href="#">Withdraw Application</a>

Figure 4-20

- Sr No.
- Service/Activity Name
- Date of Application
- School Name
- Service/Activity Start Date
- My Status
- Action
  - Click [Track](#) to track the application



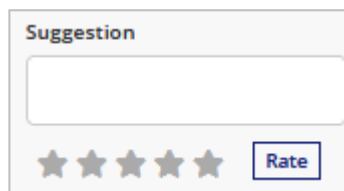

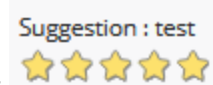
**Teaching Subjects**

<b>School Name</b> SCHOOL OF ACHIEVER KUDASAN (9-12)	<b>My Status</b> Interview Scheduled	<b>Rating Details</b> Not Applicable
<b>Date of offering of support for Activity</b> 01 Mar, 2021 06:44 PM	<b>Date of acceptance of offer and interview Schedule</b> 04 Mar, 2021 01:34 PM	<b>Interview Date</b> 26 Mar, 2021 04:38 PM
<b>Date of confirmation from school for activity</b> Not Applicable	<b>Date of Rejection Application</b> Not Applicable	<b>Date of Application Withdrawal</b> Not Applicable
<b>Activity Category</b> Generic Level Activities	<b>Activity Name</b> Teaching Subjects	<b>Class/Grade</b> All Classes,Primary (1-5),Upper Primary (6-8),Elementary (1-8),Secondary (9-10),Higher Secondary (11-12)
<b>Activity Frequency</b> Regular	<b>Required Specialization</b> Graduate	<b>Gender</b> Any
<b>Tentative Start Date of Activity</b> 05 Mar, 2021	<b>Duration in (days)</b> 3	<b>Last Date of Receiving application</b> 04 Mar, 2021

**Details of the Activity**  
re validate changes.

**Location**  
SCHOOL OF ACHIEVER KUDASAN (9-12), GANDHINAGAR, GANDHINAGAR, Gujarat

Figure 4-21

- You can provide suggest and rate . Select STAR and click  button. Rating will be displayed as; 
- You can withdraw the application by selecting [Withdraw Application](#) link

### 4.1.2.3 Requirement Not Matched

Figure 4-22

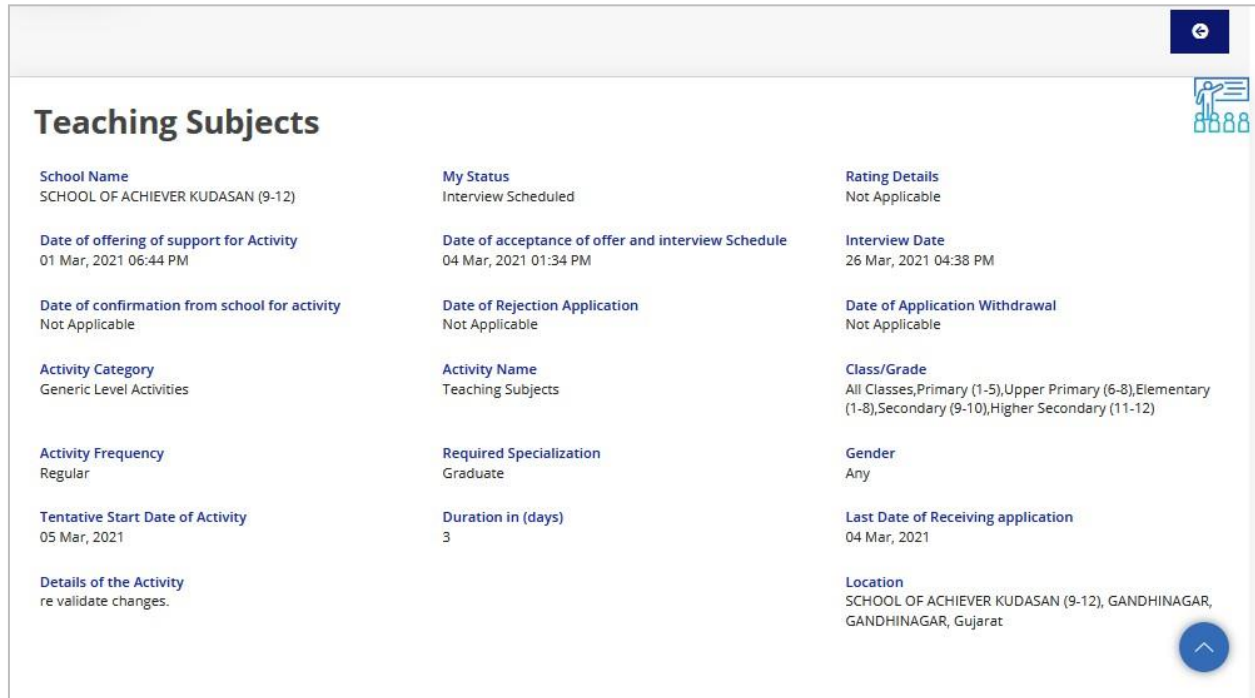
- Specify search criteria and click **Submit** button;
- Click **Reset** to reset search criteria.
- Requirement not matched activities will be displayed with following column headings:

Sr No.	Activity Name	Date of Application	School Name	Activity Start Date	My Status	Action
1	Teaching Art & craft	22 Jan, 2021 08:56 PM	AJARAPURA PRI. SCHOOL	28 Jan, 2021	Profile Not Matched	Track
2	Sponsoring Special Remedial Classes for Students	21 Jan, 2021 12:14 PM	AJARAPURA PRI. SCHOOL	25 Jan, 2021	Profile Not Matched	Track
3	Play acting	17 Nov, 2020 06:06 PM	R.C.M. BOYS P.S.	18 Nov, 2020	Profile Not Matched	Track
4	150 Years of Celebrating the Mahatma	02 Nov, 2020 03:05 PM	GALAJI NA MUVADI PRI. SCHOOL	28 Nov, 2020	Partially Completed	Track Suggestion <input type="text"/> ★★★★★ Rate

Figure 4-23

- Sr No.
- Service/ Activity Name
- Date of Application
- School Name
- Service/ Activity Start Date


- My Status
- Action
  - Click **Track** to track the application



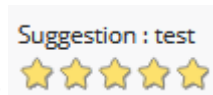
**Teaching Subjects**

<b>School Name</b> SCHOOL OF ACHIEVER KUDASAN (9-12)	<b>My Status</b> Interview Scheduled	<b>Rating Details</b> Not Applicable
<b>Date of offering of support for Activity</b> 01 Mar, 2021 06:44 PM	<b>Date of acceptance of offer and interview Schedule</b> 04 Mar, 2021 01:34 PM	<b>Interview Date</b> 26 Mar, 2021 04:38 PM
<b>Date of confirmation from school for activity</b> Not Applicable	<b>Date of Rejection Application</b> Not Applicable	<b>Date of Application Withdrawal</b> Not Applicable
<b>Activity Category</b> Generic Level Activities	<b>Activity Name</b> Teaching Subjects	<b>Class/Grade</b> All Classes, Primary (1-5), Upper Primary (6-8), Elementary (1-8), Secondary (9-10), Higher Secondary (11-12)
<b>Activity Frequency</b> Regular	<b>Required Specialization</b> Graduate	<b>Gender</b> Any
<b>Tentative Start Date of Activity</b> 05 Mar, 2021	<b>Duration in (days)</b> 3	<b>Last Date of Receiving application</b> 04 Mar, 2021
<b>Details of the Activity</b> re validate changes.		<b>Location</b> SCHOOL OF ACHIEVER KUDASAN (9-12), GANDHINAGAR, GANDHINAGAR, Gujarat

Figure 4-24

- You can provide suggest and rate . Select STAR and

click **Rate** button. Rating will be displayed as;



## 4.2 Volunteer Profile

Top right corner of the dashboard displayed the Logged in User name. Click on that to view the options available for the user to manage the activities on portal.

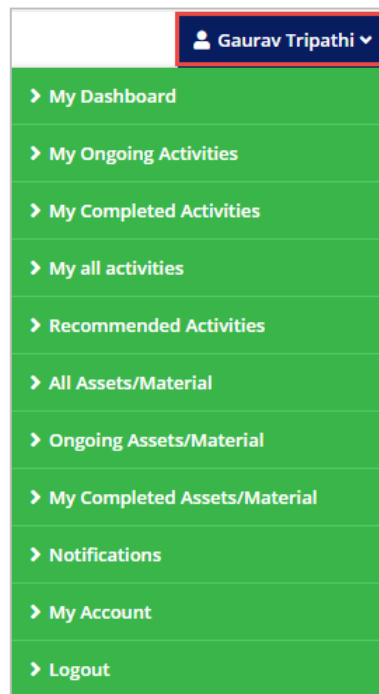


Figure 4-25

- [My Dashboard](#)
- [My Ongoing Services/Activities](#)
- [My Completed Services/Activities](#)
- [My all Services/Activities](#)
- [Recommended Activities](#)
- [All Assets/Material/Equipment](#)
- [Ongoing Assets/Material/Equipment](#)
- [My Completed Assets/Material/Equipment](#)
- [Notifications](#)
- [My Account](#)
- [Logout](#)



## 4.3 Contribute

### 4.3.1 Service/ Activity

Select Contribute from main menu;

Select **Service /Activity** from contribute menu;

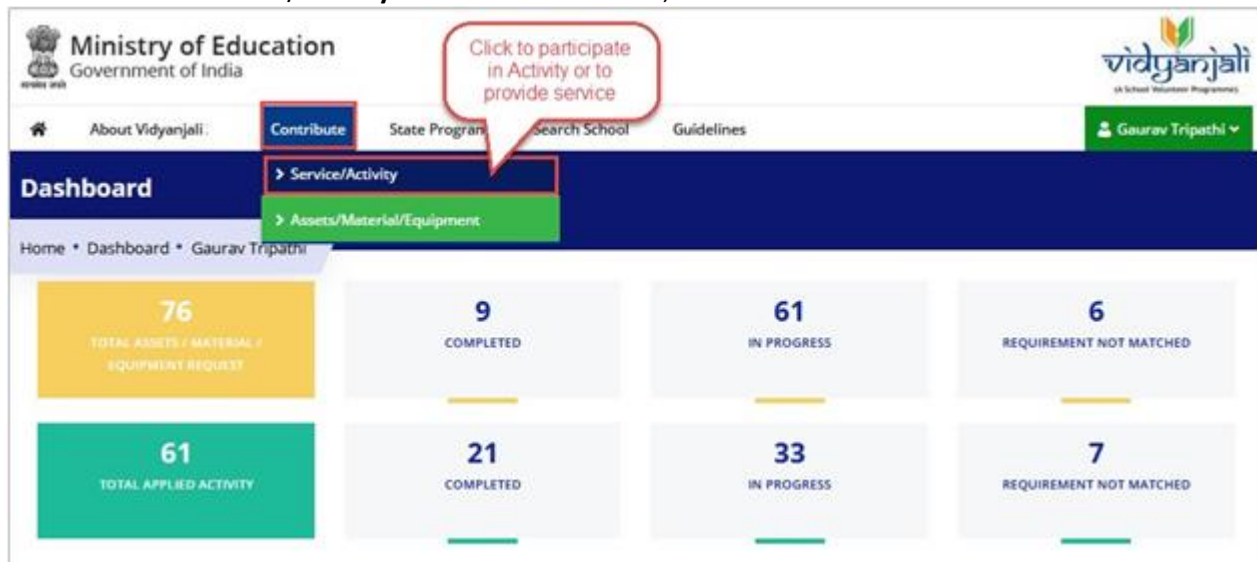


Figure 4-26



Figure 4-27

- Click  button to participate in the activities.
- Volunteer can perform following activities:



### Search Service/ Activity

*Volunteers can search activity planned by school based on their skills and interest and send request for participation. Volunteer can specify State / District / Block / Activity to display list of schools requiring volunteer for the specified activity. Alternatively, Website may also send the notification to volunteers on registration of new activity based on volunteer's area of interest specified in their profile.*



### Show Interest for participation

*After identification of suitable planned activity pertaining to the school of choice of volunteers, volunteers shall show their interest on the Website. Volunteers must fulfill the eligibility criteria as mentioned in planned activity. However, volunteer must register themselves on Vidyanjali Website to register their interest in participation of school activity.*



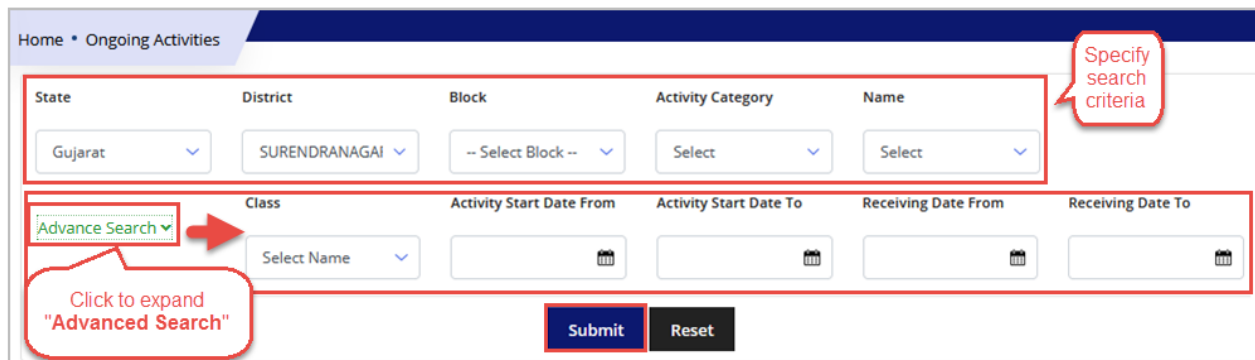
### Connect with School

*School shall review all the applications / interests of volunteers and shortlist the appropriate volunteers for the activity to further evaluate and understand the suitability of volunteer for the activity. Volunteer shall connect with school as per the agreed schedule. School selects and informs the suitable volunteers for participation in school activity.*



### Contribute / Participate

*Volunteer shall participate in School Activity as per the agreed scope and terms with the school. After successful completion of activity, activity brief and photographs shall be uploaded on system. Both Volunteer and School provide feedback to each other for continuous improvement.*



Home • Ongoing Activities

Specify search criteria

Click to expand "Advanced Search"

Figure 4-28

- Specify search criteria
- Click **Advance Search** to expand the search criteria;

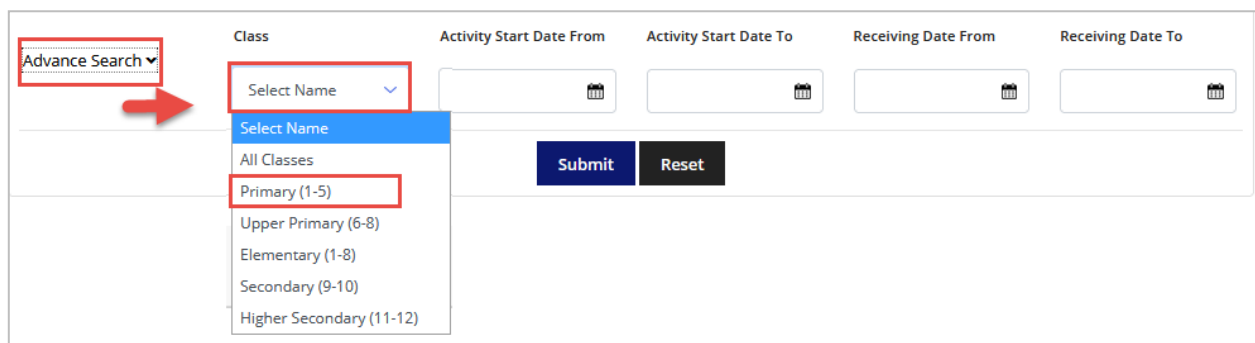


Figure 4-29

- Select class from dropdown list
- Select activity 'Start from' date, and 'Start to' date from calendar (📅);



March 2021						
Su	Mo	Tu	We	Th	Fr	Sa
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

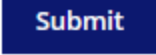
Figure 4-30

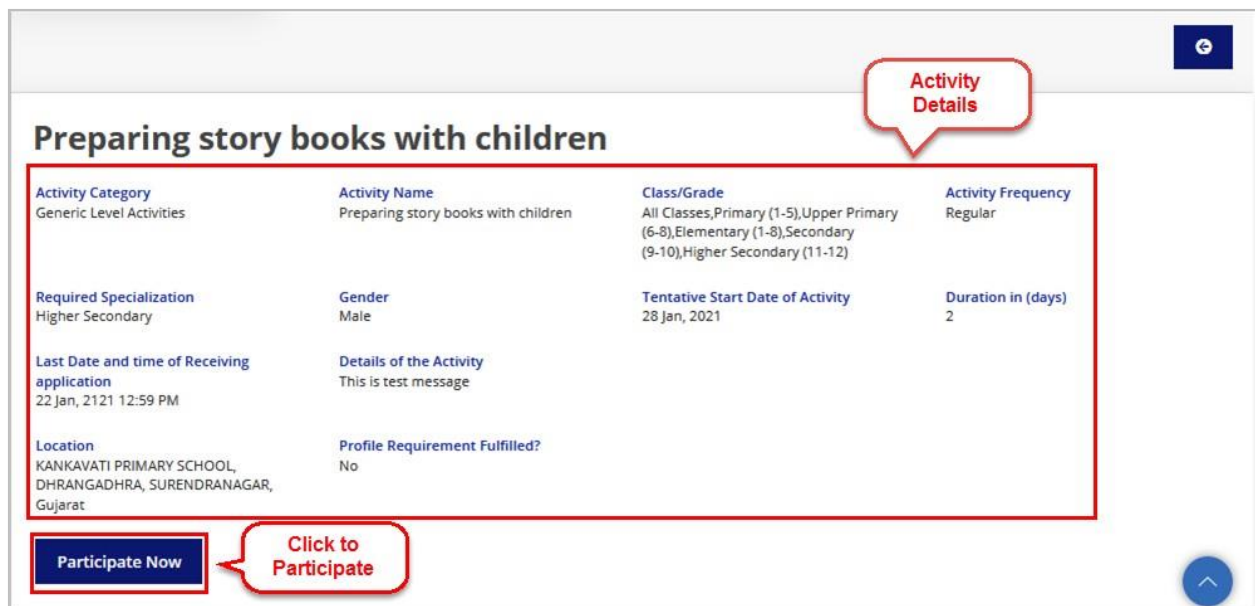
- Select 'Receiving from Date' and 'Receiving to Date' from calendar(  );



« March 2021 »						
Su	Mo	Tu	We	Th	Fr	Sa
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Figure 4-31

- Click  button; Activity will be displayed;



**Preparing story books with children**

**Activity Category**  
Generic Level Activities

**Activity Name**  
Preparing story books with children

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

**Activity Frequency**  
Regular

**Required Specialization**  
Higher Secondary

**Gender**  
Male

**Tentative Start Date of Activity**  
28 Jan, 2021

**Duration in (days)**  
2

**Last Date and time of Receiving application**  
22 Jan, 2121 12:59 PM

**Details of the Activity**  
This is test message

**Location**  
KANKAVATI PRIMARY SCHOOL,  
DHRANGADHRA, SURENDRANAGAR,  
Gujarat

**Profile Requirement Fulfilled?**  
No


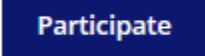
**Participate Now** 

Figure 4-32

- Click  button; System displays message to confirm;

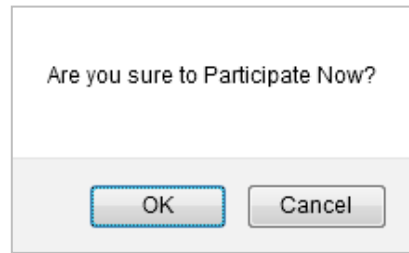
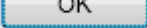


Figure 4-33

- Click  button to confirm participation; System displays message on successful submission of request;

Your participation request has been sent

If you are not eligible to participate in the activity, system displays message as:

Your profile does not fulfill requirements mentioned in activity request


If you have already shown interest, then system displays message as “Interest Already Shown”

## Sponsoring CWSN Identification Camp

<b>Activity Category</b> Sponsorship Activities	<b>Activity Name</b> Sponsoring CWSN Identification Camp	<b>Class/Grade</b> All Classes
<b>Required Specialization</b> Post Graduate	<b>Gender</b> Male	<b>Tentative Start Date of Activity</b> 20 Jan, 2021
<b>Last Date and time of Receiving application</b> 19 Jan, 2121 08:12 AM	<b>Details of the Activity</b> Testing Purpose - Sponsorship Activities	
<b>Location</b> GENIUS PUBLIC SCHOOL, JAIPUR EAST, JAIPUR, Rajasthan	<b>Profile Requirement Fulfilled?</b> No	

Interest Already shown

Figure 4-34

Click  to get back to previous screen.

### 4.3.2 Assets/Material

Select "Contribute" from main menu; and then Select **Assets/Material**:



Figure 4-35



**Contribute in School**

Home • Contribute in School

## CONTRIBUTE IN SCHOOL

School infrastructure provides suitable environment to students for facilitating the education. It is a necessity to ensure access to education. Augmentation and upkeep of infrastructure requires appropriate capital investments on regular interval. Volunteers may strengthen the school infrastructure by providing the required contribution to schools as per the school requirement.

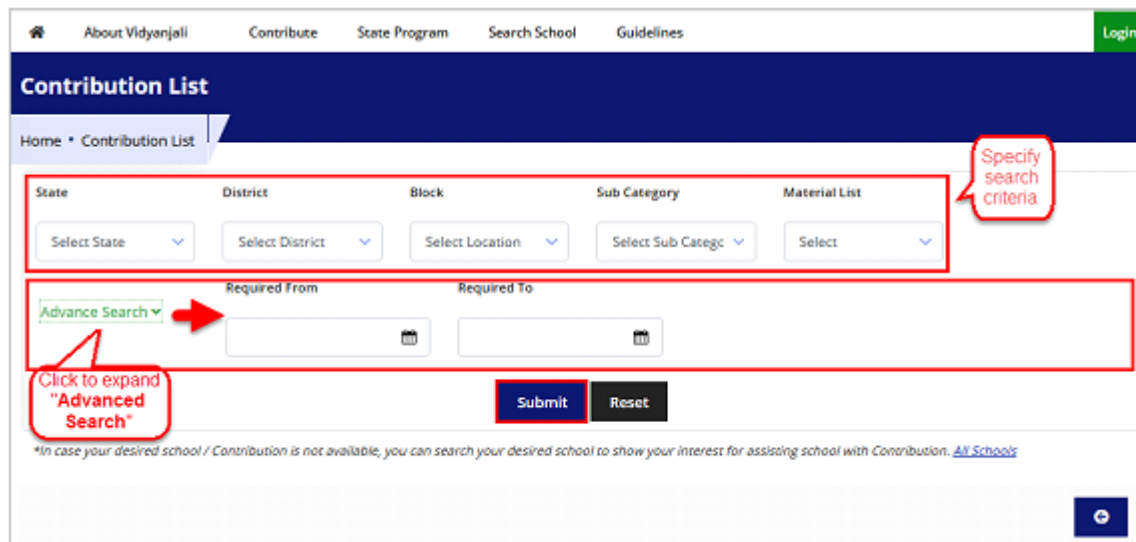
Click to contribute Assets & Material or Equipment

**Contribute Now**

**THE PROCESS OF CONTRIBUTION IS DESCRIBED BELOW**

Figure 4-36

Click **Contribute Now** button; You will be directed to “Contribution List” screen;



About Vidyanjali | Contribute | State Program | Search School | Guidelines | Login

## Contribution List

Home • Contribution List

State: Select State | District: Select District | Block: Select Location | Sub Category: Select Sub Categc | Material List: Select

Advance Search ▾

Required From: [Calendar Icon] | Required To: [Calendar Icon]

**Submit** **Reset**

*\*In case your desired school / Contribution is not available, you can search your desired school to show your interest for assisting school with Contribution. [All Schools](#)*

Figure 4-37

- Specify search criteria
- Click **Advance Search ▾** to expand the search criteria;
- Select activity ‘Required from’ date, and ‘Required to’ date from calendar (📅);



« March 2021 »						
Su	Mo	Tu	We	Th	Fr	Sa
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Figure 4-38

- Select 'Receiving from Date' and 'Receiving to Date' from calendar(📅);

« March 2021 »						
Su	Mo	Tu	We	Th	Fr	Sa
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Figure 4-39



- Specify search criteria and click **Submit** button. Records of contribution requirements will be displayed with following column headings:

Note: \*In case your desired school / Contribution is not available, you can search your desired school to show your interest for assisting school with Contribution. [All Schools](#).



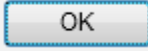


Sr No.	Contribution Category	Material Needed	Total Quantity Required	Remaining Quantity	State	District	School Name	Last date of receiving	Quantity offered	Action
1	Digital Infrastructure	Laptops	500	200	Gujarat	GANDHINAGAR	SCHOOL OF ACHIEVER KUDASAN (9-12)	05 Mar, 2021 06:20 PM	50	Contribute
2	Classroom Needs	Tables	250	30	Gujarat	GANDHINAGAR	AJARAPURA PRI. SCHOOL	28 Feb, 2021 11:00 AM	30	Contribute
3	Basic Civil Infrastructure	Additional Classroom (Primary)	2	2	Gujarat	GANDHINAGAR	AJOL-1 PRI. SCHOOL	22 Feb, 2021 09:55 AM		Contribute
4	Learning Equipment	Electronic Games	2	2	Gujarat	GANDHINAGAR	AJARAPURA PRI. SCHOOL	22 Feb, 2021 09:53 AM		Contribute
5	Digital Infrastructure	Tablets	450	-49560	Gujarat	GANDHINAGAR	AJOL-1 PRI. SCHOOL	16 Feb, 2021 11:00 AM	12	Contribute
6	Basic Civil Infrastructure	Additional Classroom / Balvatika (Pre-Primary Section)	500	-401	Gujarat	GANDHINAGAR	AJOL-1 PRI. SCHOOL	25 Feb, 2021 11:01 AM	30	Contribute

Figure 4-40

- Sr No.
- Contribution Category
- Material Needed
- Total Quantity Required
- Remaining Quantity
- State
- District
- School Name
- Last date of receiving
- Quantity offered
- Action –
  - If already contributed, system displays, Contribute as disabled

1 Enter the Quantity under “Quantity Offered” column and click 2 Contribute to contribute for the item listed under category

- If no quantity is entered, System displays message as  to enter quantity and continue

Please enter value in Quantity offered

, Click

**Note:** Enter the value less than or equal to the value displayed under “Material needed” column.

- System displays message on successful contribution

Thank you for Your participation in Contribution

#### 4.3.3 Notifications

Select **Notifications** from my profile:

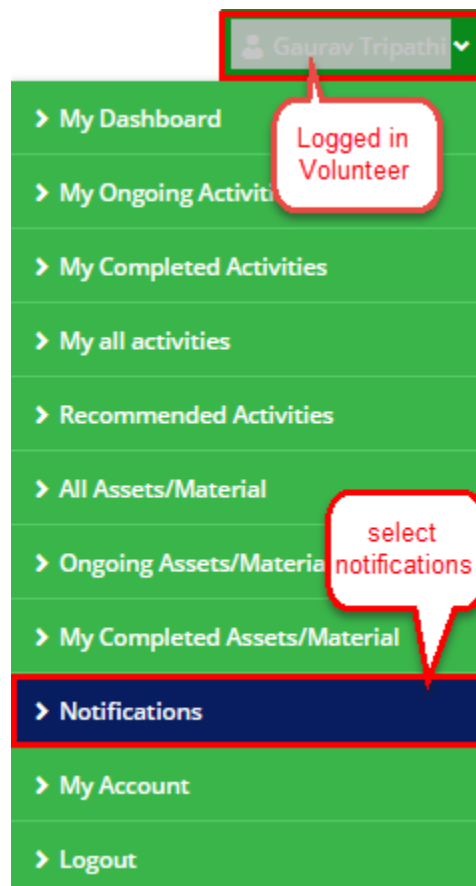
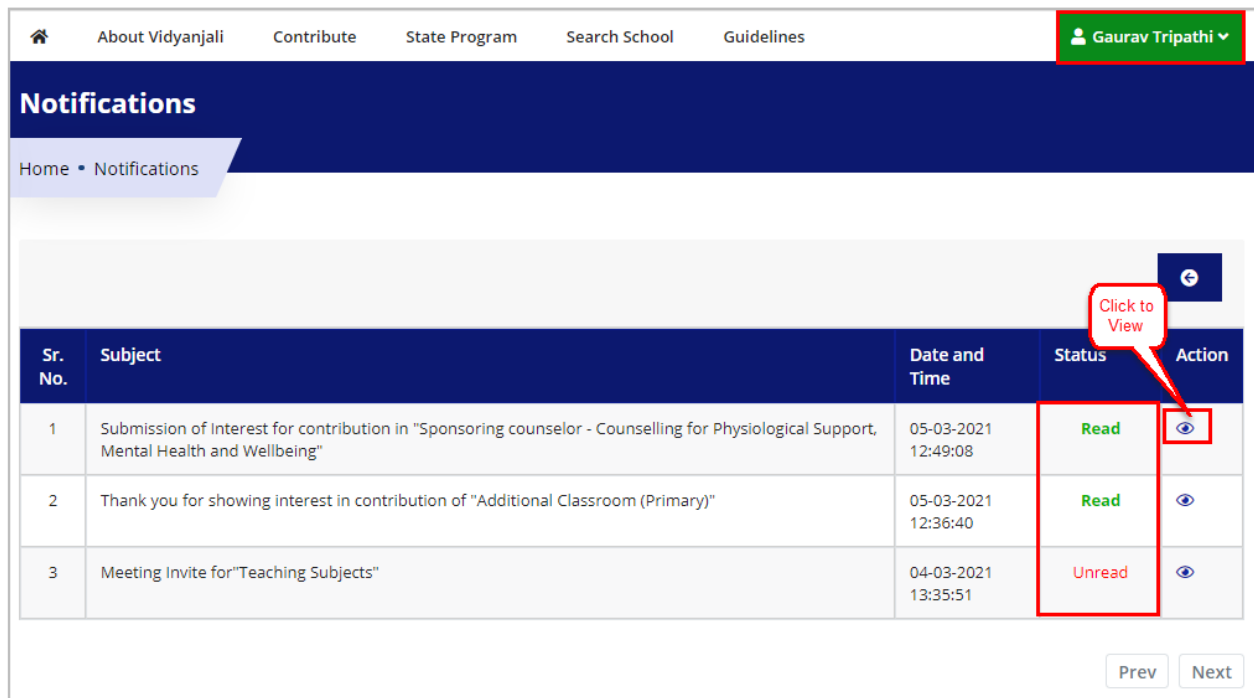





Figure 4-41




Home • Notifications

Sr. No.	Subject	Date and Time	Status	Action
1	Submission of Interest for contribution in "Sponsoring counselor - Counselling for Physiological Support, Mental Health and Wellbeing"	05-03-2021 12:49:08	Read	
2	Thank you for showing interest in contribution of "Additional Classroom (Primary)"	05-03-2021 12:36:40	Read	
3	Meeting Invite for "Teaching Subjects"	04-03-2021 13:35:51	Unread	

Prev Next

Figure 4-42

All notifications will be displayed with following column headings:

- Sr. No.
- Subject
- Date and Time
- Status: Read and Unread notifications will be displayed with **Read** and **Unread** status respectively
- Action – Click  to view notification



#### 4.3.3.1 View Notification


**Notifications**

Home • Notifications • View

**Subject**  
Thank you for showing interest in contribution of "Additional Classroom (Primary)"

**Description**  
Dear "Gaurav Tripathi",  
Thank you for showing interest for participation in "Additional Classroom (Primary) of AJOL-1 PRI. SCHOOL for dated 22/02/2021"  
For any assistance, please contact "AJOL-1 PRI. SCHOOL"

Figure 4-43

- Click  get back to listing screen.



#### 4.3.4 My Account

Select "My Account" from [Volunteer Profile](#):

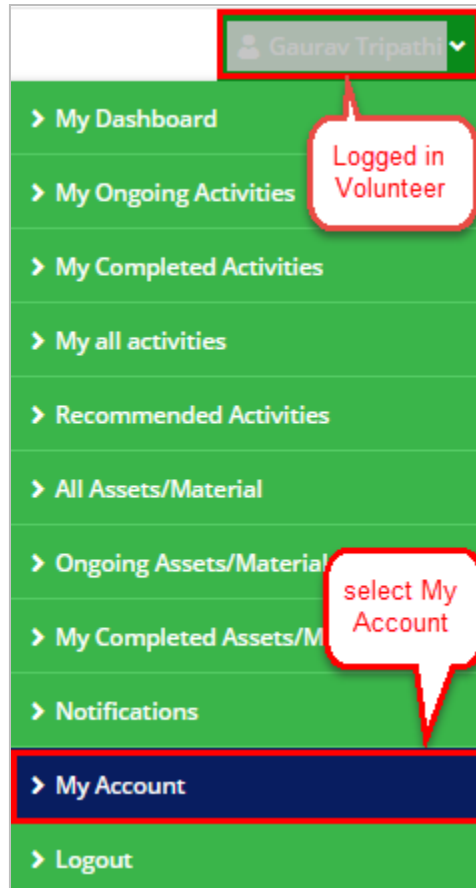


Figure 4-44



Sitemap | Feedback | FAQs | Skip to Main Content | Screen Reader Access | A A A A+

Ministry of Education Government of India | विद्यंजलि (A School Volunteer Programme)

About Vidyanjali | Contribute | State Program | Search School | Guidelines | Gaurav Tripathi

### My Account

Home • My Account

#### My Account

Profile Picture:  No file chosen (Only .png, .jpeg allowed & 2MB Max size)

Full Name \*: Gaurav Tripathi

Email \*: gauravseo111@gmail.com

Date of birth \*: 11/06/1990

Gender \*: Male

State \*: Gujarat

District \*: AHMEDABAD

Postal Code \*: 110091

Educational Qualification \*: Post Graduate

Employment Status \*:  Area Of Interest \*:  Suggested URL For your institution:

Permanent Address \*:

Work Experience \*:

Has Volunteer Experience \*:  No  Yes

Proof of identity \*:  Passport No.  Driving License No.  Voter's Id Card No.  Pan Card No.  Aadhaar Card No.

Passport No. \*:   No file chosen

[View Attachment](#)  
(Only .png, .jpg, .pdf allowed & 2MB Max size)

Figure 4-45

You can update any information and click  button to save the detail;



### 4.3.5 Logout

Select **> Logout** on [Volunteer Profile](#) list to log out the application.

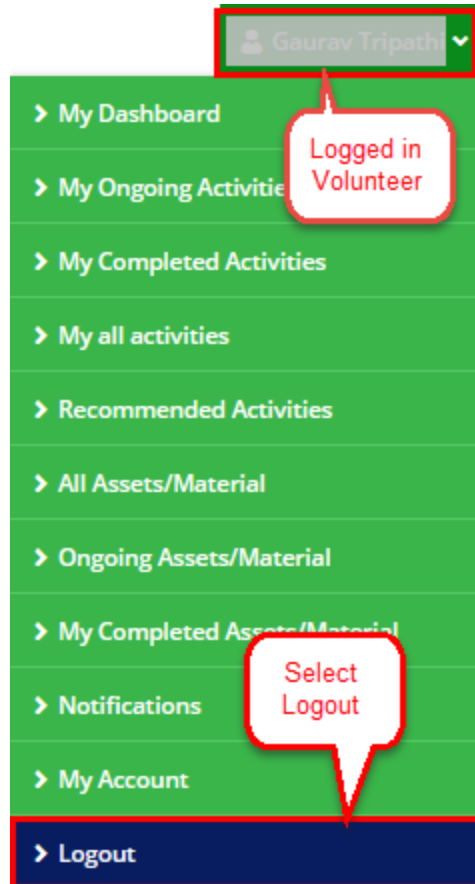


Figure 4-46