



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 2.0 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

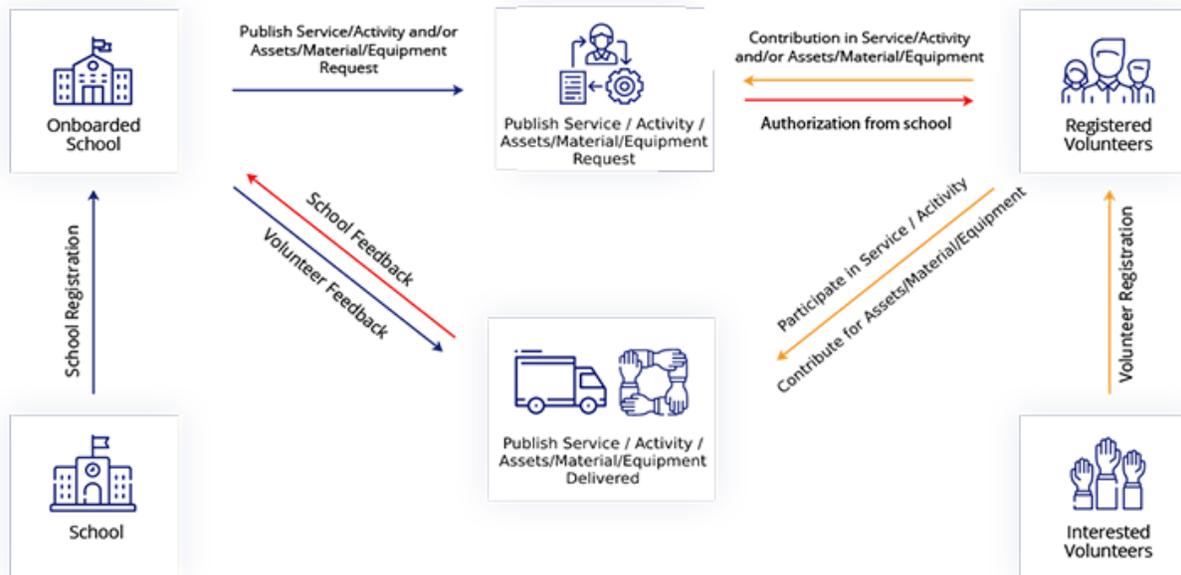


Figure 2-1



START SERVING THE NATION WITH VIDYANJALI 2.0

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.

About Vidyanjali 2.0

Figure 2-2



Figure 2-3

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

Office Needs

Computer donation...

ANODIYA-5 PRI. SCHOOL
Gandhinagar, Gujarat

[View More](#)

Subject assistance

test...

ANODIYA-5 PRI. SCHOOL
Gandhinagar, Gujarat

[View More](#)

Health and Safety Aids

All devices, equipment at least ISI marked and don...

AMBAYPURA PRI. SCHOOL
Gandhinagar, Gujarat

[View More](#)

Adult Education

Indicative framework, description of services, act...

AMBAYPURA PRI. SCHOOL
Gandhinagar, Gujarat

[View More](#)

ONBOARDED SCHOOLS

(Service/Activity / Assets/Material/Equipment)

7

State / Autonomous Bodies

District / Region

Block

Service/Activity /
Assets/Material/Equipment

-- Select State / Autonomous

-- Select District / Region --

-- Select Block --

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 Shrouty
Volunteer, Maharashtra

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

9

Congratulations **neeraj agnihotr** on successful completion of **Sponsoring Trained Counsellors and**

Test activity..

ANODIYA-5 PRI. SCHOOL
Gandhinagar, Gujarat

[View More](#)

Congratulations **Madhav kansara** on successful completion of **Teaching Art & craft**

Indicative framework, description of services, act..

BARDOLI BARIYA MOTI PRI.SCHOOL
Gandhinagar, Gujarat

[View More](#)

Figure 2-4



- 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 ▼

-- Select District -- ▼

-- Select Block -- ▼

Select State

Select District

Select Block

Submit

Reset

Search by School name

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	SMT. S.A.B.PATEL PANCHSHIL VIDHYALAYA / SMT.S.A.B.PANCHSHIL VIDHYALAY.KHARNA.TA-MANSA, DIST.GANDHINAGAR	0	0	Show Interest in unlisted Contribute
2	ANODIYA-S.PRI. SCHOOL / ANODIYA.PRI.SCHOOL.NO-5.VADIYAVAS,ANODIYA.TA-MANSA	1	1	Show Interest in unlisted Contribute
3	A.SAU.KUSUMBEN SEVANTILAL SOMCHAND SHAH GUJARATI PRIMARY SCHOOL / A.SAU.KUSUMBEN SEVANTILAL SOMCHAND SHAH GUJARATI PRIMARY SCHOOL.TA-MANSA	0	0	Show Interest in unlisted Contribute
4	BARDOLI BARIYA MOTI PRI.SCHOOL / TA-DEHGAM, DIST-GANDHINAGAR	0	0	Show Interest in unlisted Contribute
5	AMBAYPURA PRI. SCHOOL / AMBAPURA PRIMARY SCHOOL KALOL	0	0	Show Interest in unlisted Contribute
6	A. N. PATEL VIDYALAYA / A.N.PATEL VIDHAYALAY UNAVA NEAR MAHAKALI MANDIR	0	0	Show Interest in unlisted Contribute
7	ANANDPURA (S) PRI. SCHOOL / AT ANANDPURA S.TA.MANSA DI.GANDHINAGAR	0	0	Show Interest in unlisted Contribute
8	PADMASHRI V. H. HIGH SCHOOL (GRANTED 9-12) / TRIKAMJINAGAR,PAJARAPOL,CHOK.MANSA	0	0	Show Interest in unlisted Contribute
9	KENDRIYA VIDHYALAY NO 1 / ichhanath ,opp SVNIT ,airport road , surat	0	0	Show Interest in unlisted Contribute
10	KENDRIYA VIDHYALAYA / airforce naliya abdasas kachchh	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:

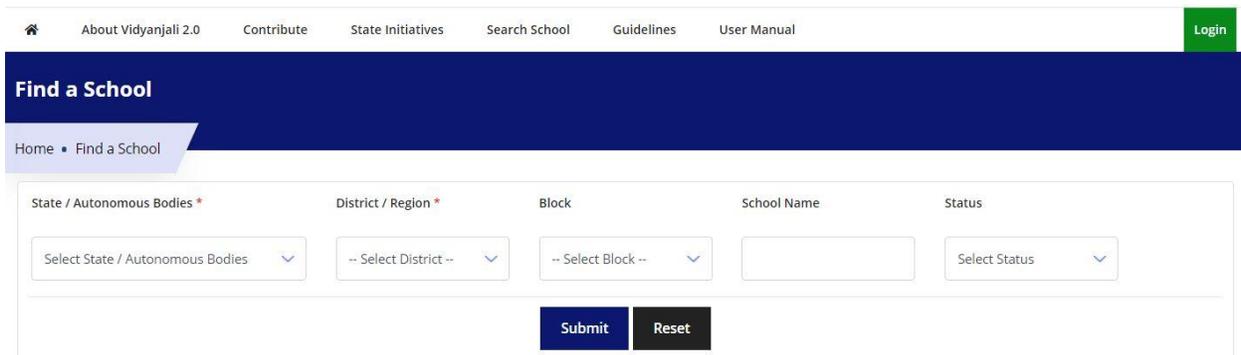


Figure 2-10

- 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;

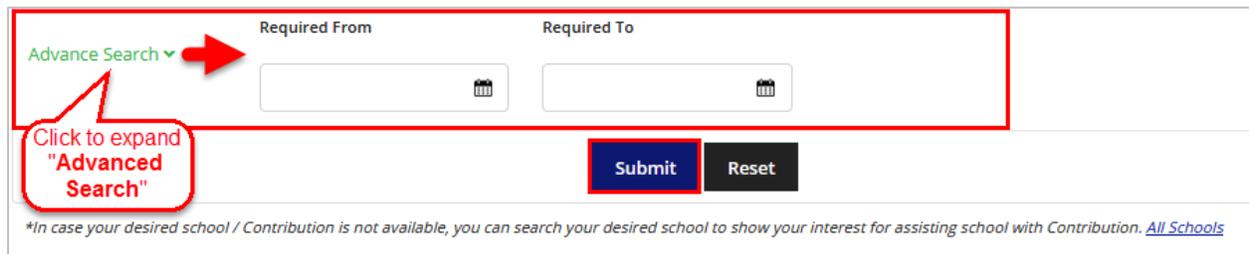


Figure 2-11

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

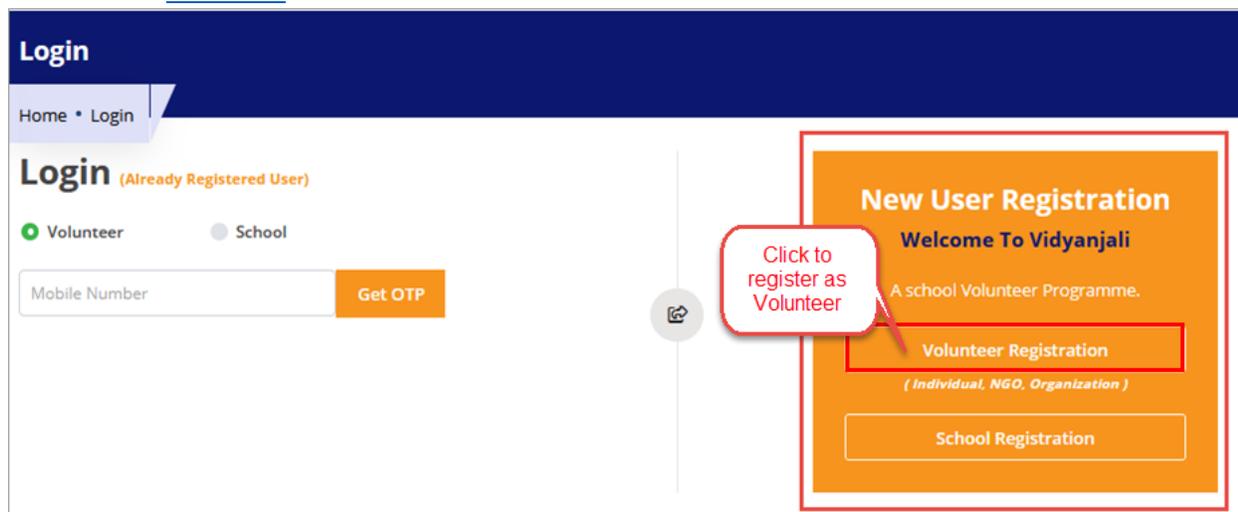


Figure 3-1

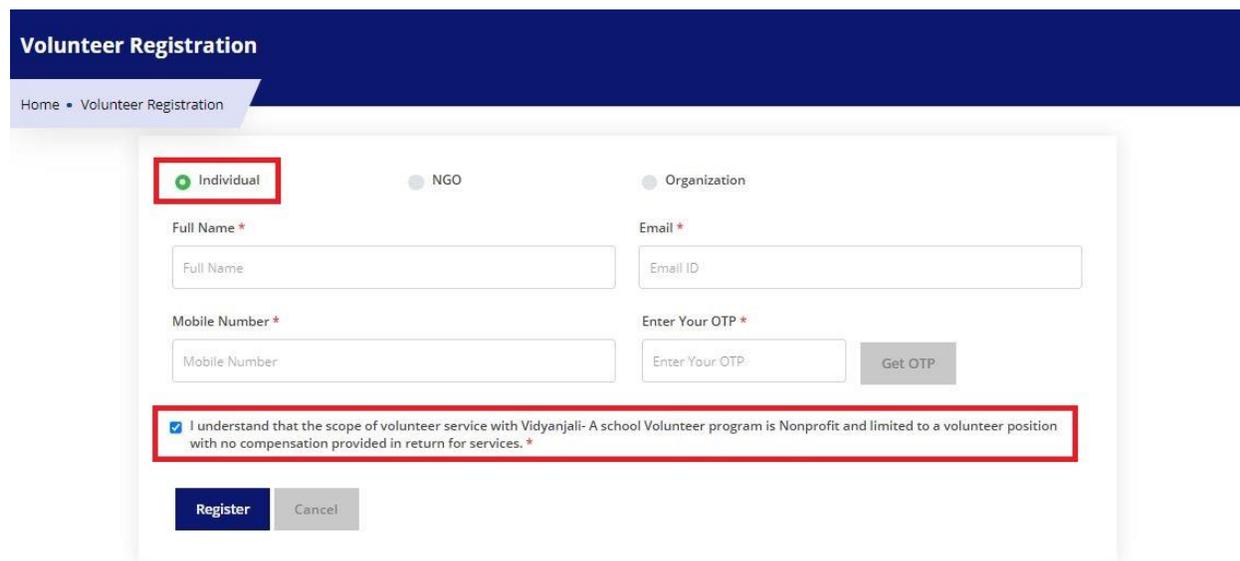
Volunteers can register themselves on Vidyanjali portal by providing their basic details. Individuals, NGOs and Organizations can register as volunteers on Vidyanjali portal.

- 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!

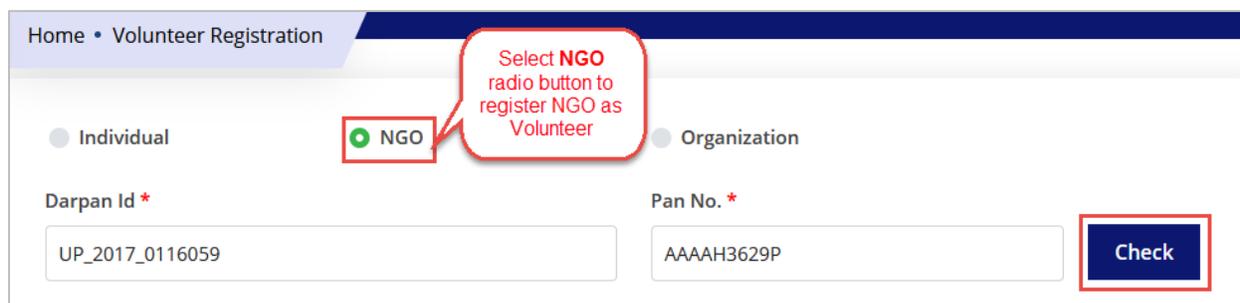
- Full Name: Enter full name
- Email: Enter email id
- Mobile Number: Enter mobile number, as you enter the mobile number and click  button, system sends the OTP to your specified mobile number
- Enter Your OTP: Enter OTP received on your mobile number
- Tick the checkbox to consent that no compensation 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  to register individual as a volunteer
- Click  to discard action

3.2 NGO

Select NGO radio button to register as NGO;



The screenshot shows a web form titled "Home • Volunteer Registration". It features three radio buttons: "Individual", "NGO" (which is selected and highlighted with a red box), and "Organization". A red callout bubble points to the "NGO" button with the text "Select NGO radio button to register NGO as Volunteer". Below the radio buttons are two input fields: "Darpan Id *" containing "UP_2017_0116059" and "Pan No. *" containing "AAAAH3629P". A blue "Check" button is located to the right of the "Pan No." field, 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. *

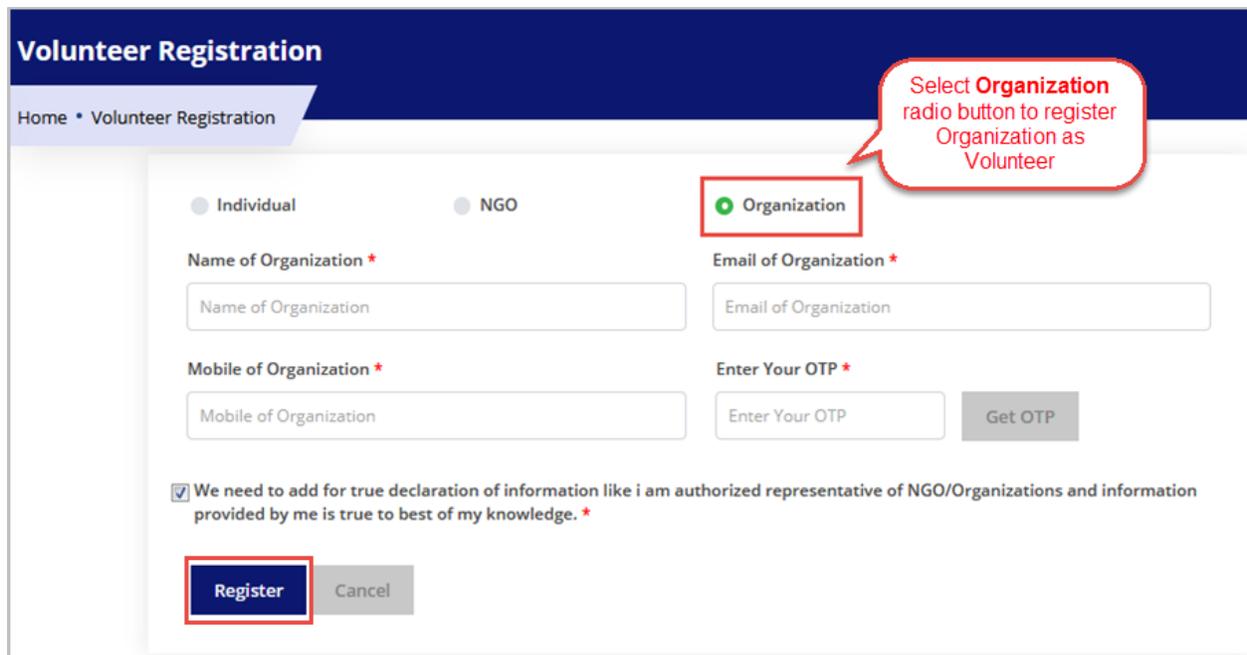
Figure 3-4

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;



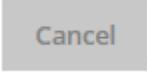
The screenshot shows the 'Volunteer Registration' form. At the top, there are three radio buttons: 'Individual', 'NGO', and 'Organization'. The 'Organization' radio button is selected and highlighted with a red box. A red callout bubble points to it with the text: 'Select **Organization** radio button to register Organization as Volunteer'. Below the radio buttons 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

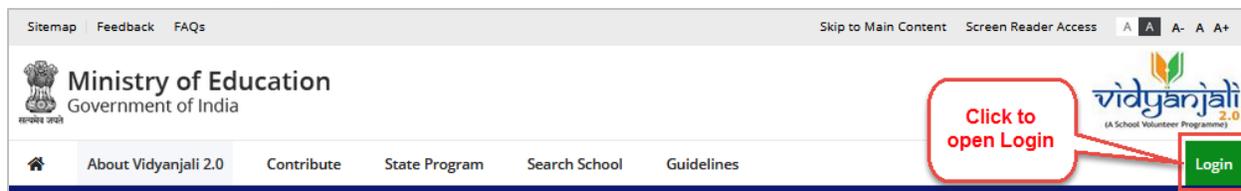
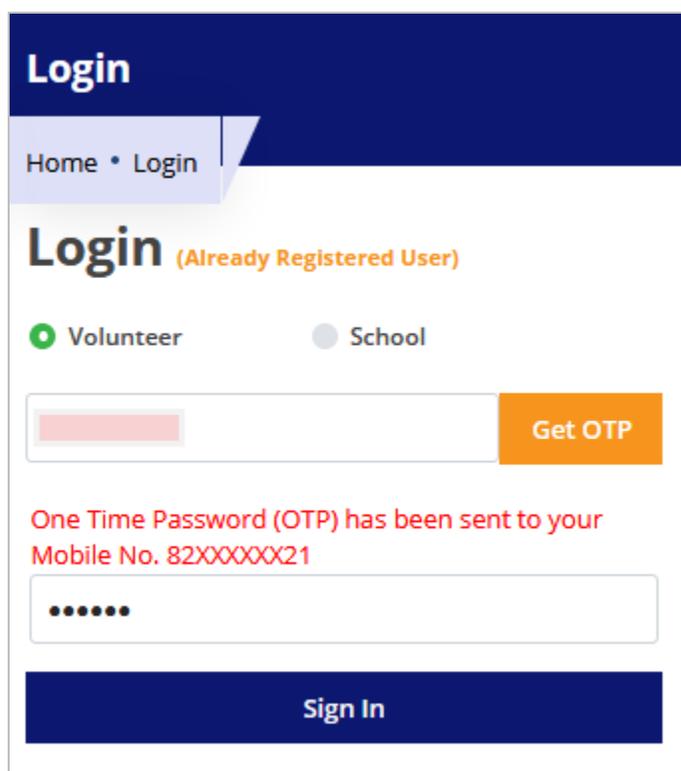


Figure 4-1

Select **Login** 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. The page has 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, there is a text input field for the 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, there 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

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

4.1 Volunteer Dashboard

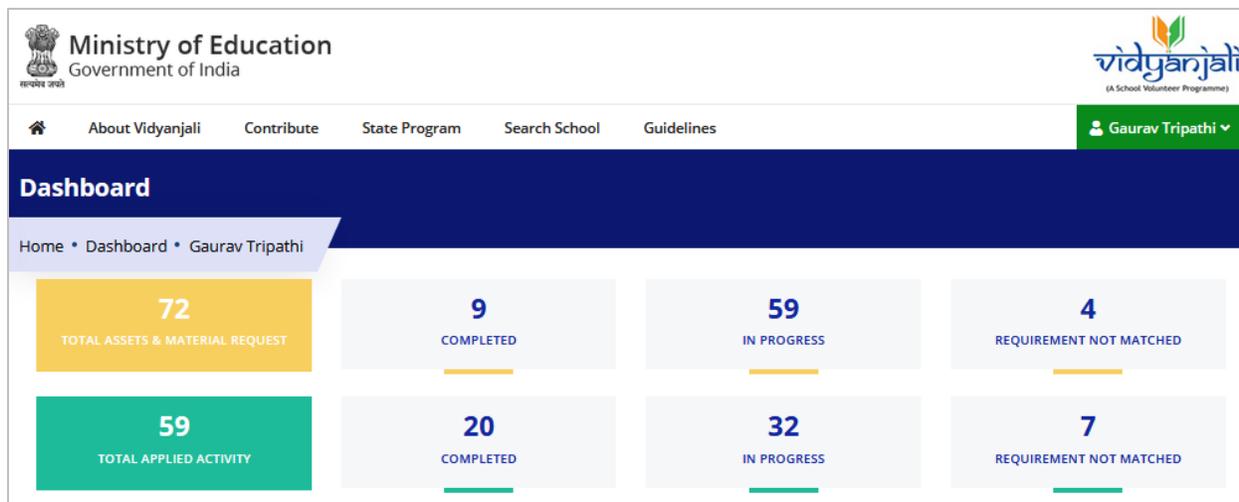


Figure 4-3

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

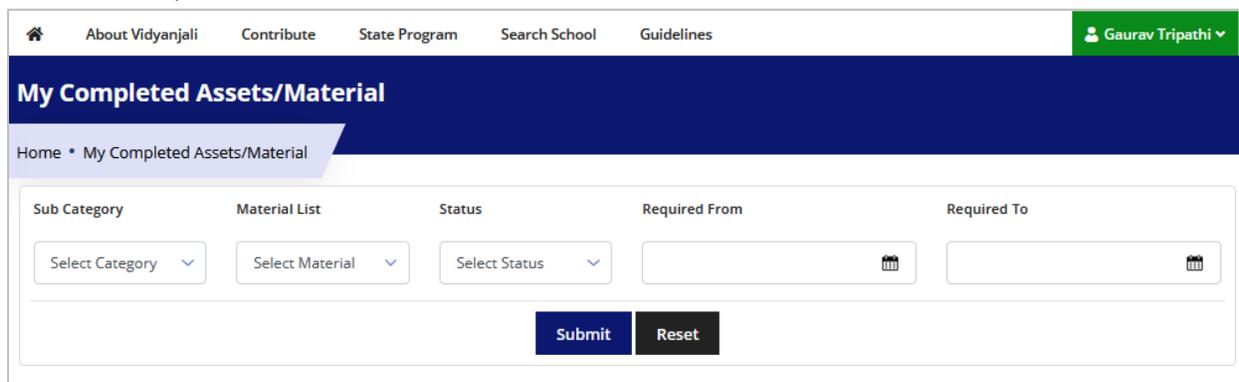


Figure 4-5

- You can search the completed assets/materials searching by category and /or sub category.

Specify search criteria and click  button;

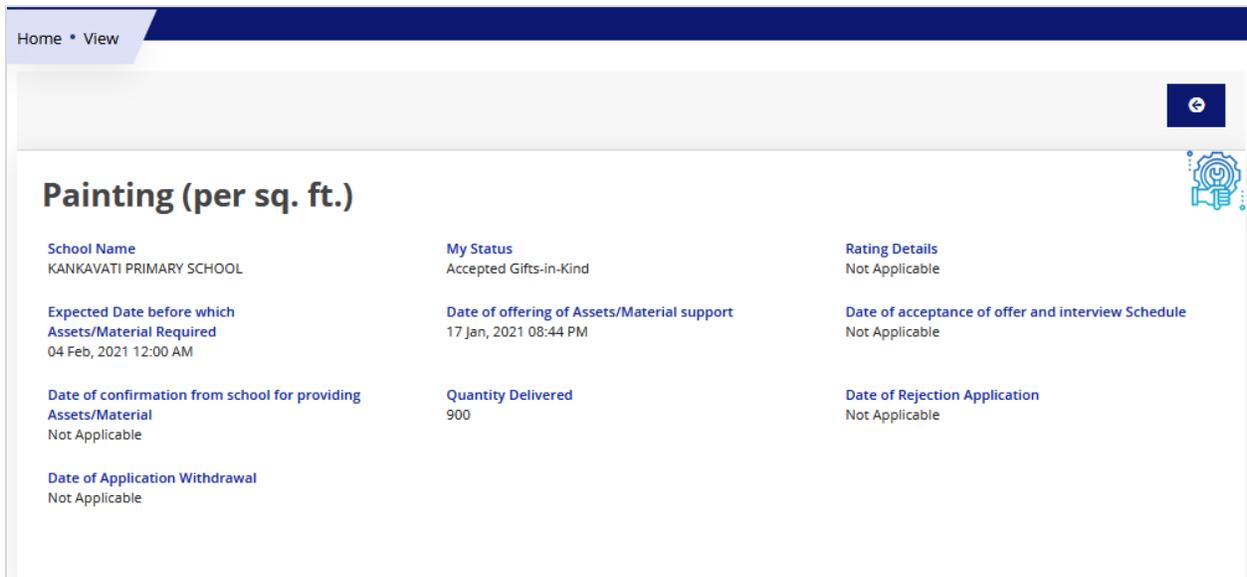
- Click  to reset search criteria.
- Completed assets/materials/equipment will be displayed with following column headings:

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	 Suggestion <input type="text"/> ★★★★★ 
2	Tube Light with Fitting in Classrooms	33	GALAJI NA MUVADI PRI. SCHOOL	28 Oct, 2020	Accepted Gifts-in-Kind	 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:



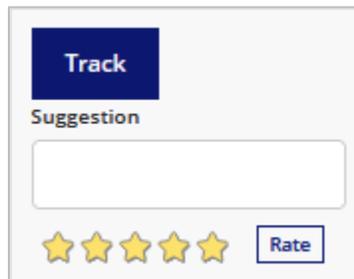
Home • View

Painting (per sq. ft.)

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

Figure 4-7

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



Track

Suggestion

★ ★ ★ ★ ★ **Rate**

Figure 4-8

4.1.1.2 In Progress

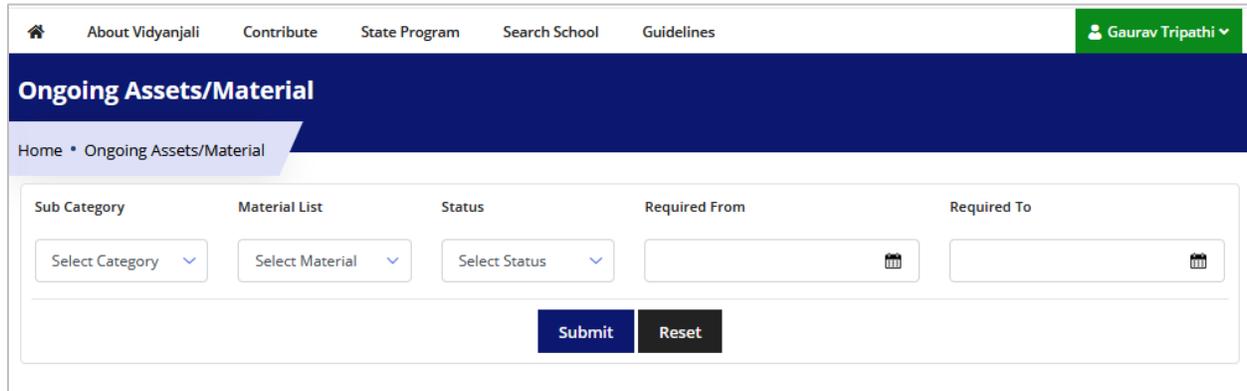
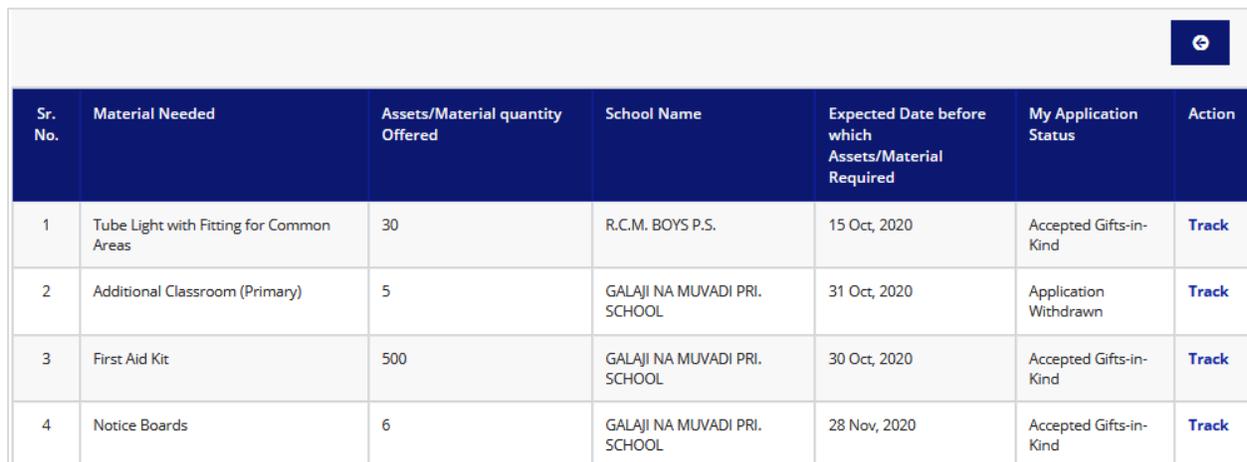


Figure 4-9

- 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:

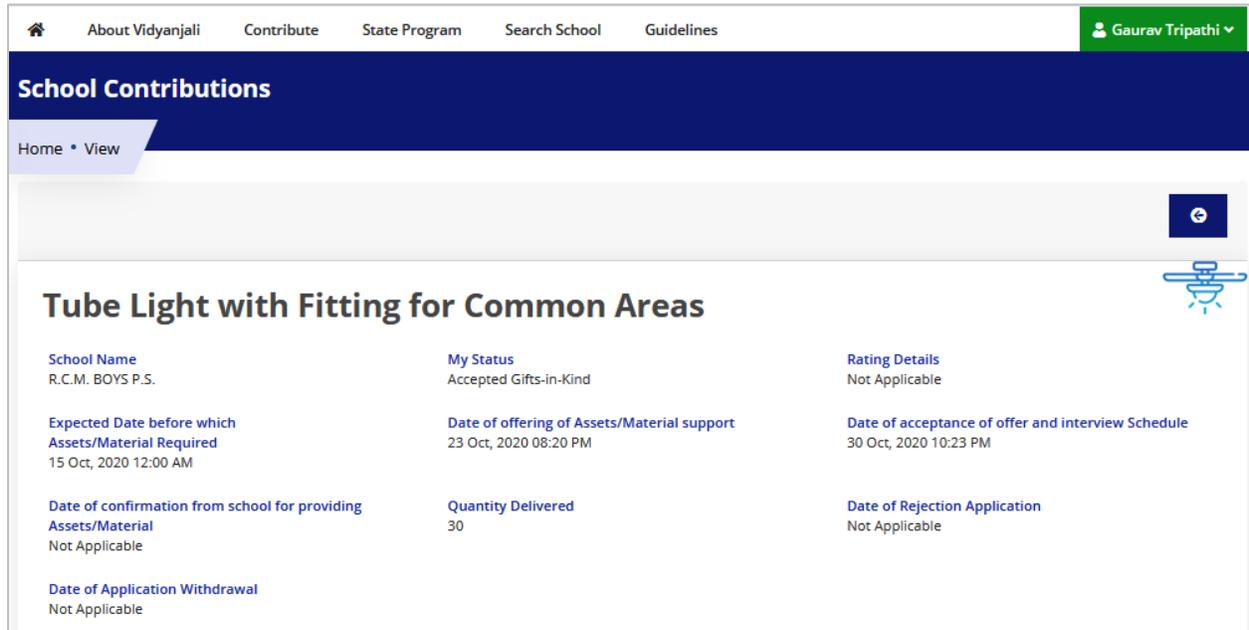


Sr. No.	Material Needed	Assets/Material quantity Offered	School Name	Expected Date before which Assets/Material Required	My Application Status	Action
1	Tube Light with Fitting for Common Areas	30	R.C.M. BOYS P.S.	15 Oct, 2020	Accepted Gifts-in-Kind	Track
2	Additional Classroom (Primary)	5	GALAJI NA MUVADI 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;



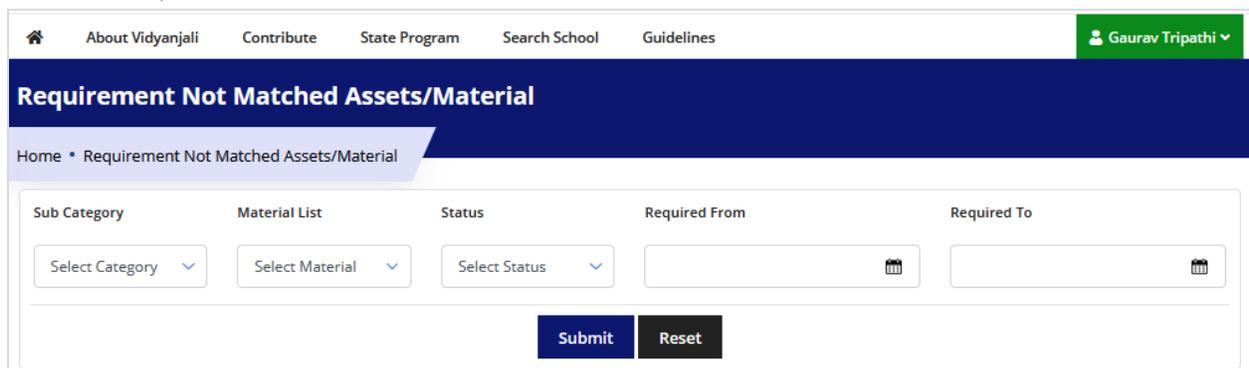
The screenshot shows the 'School Contributions' page for a user named Gaurav Tripathi. The main heading is 'School Contributions' with a sub-heading 'Home • View'. The specific contribution is titled 'Tube Light with Fitting for Common Areas'. The details are as follows:

Field	Value	Field	Value	Field	Value
School Name	R.C.M. BOYS P.S.	My Status	Accepted Gifts-in-Kind	Rating Details	Not Applicable
Expected Date before which Assets/Material Required	15 Oct, 2020 12:00 AM	Date of offering of Assets/Material support	23 Oct, 2020 08:20 PM	Date of acceptance of offer and interview Schedule	30 Oct, 2020 10:23 PM
Date of confirmation from school for providing Assets/Material	Not Applicable	Quantity Delivered	30	Date of Rejection Application	Not Applicable
Date of Application Withdrawal	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 a user named Gaurav Tripathi. The page has a search filter form 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 form 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	Track
2	Disinfectants & Sanitizers	20	GALAJI NA MUVADI PRI. SCHOOL	05 Dec, 2020	Profile Not Matched	Track
3	Additional Classroom / Balvatika (Pre-Primary Section)	1	GALAJI NA MUVADI PRI. SCHOOL	31 Dec, 2020	Profile Not Matched	Track
4	Mask		R.C.M. BOYS P.S.	30 Nov, 2020	Profile Not Matched	Track
5	Additional Classroom (Primary)	2	AJOL-1 PRI. SCHOOL	22 Feb, 2021	Profile Not Matched	Track

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;

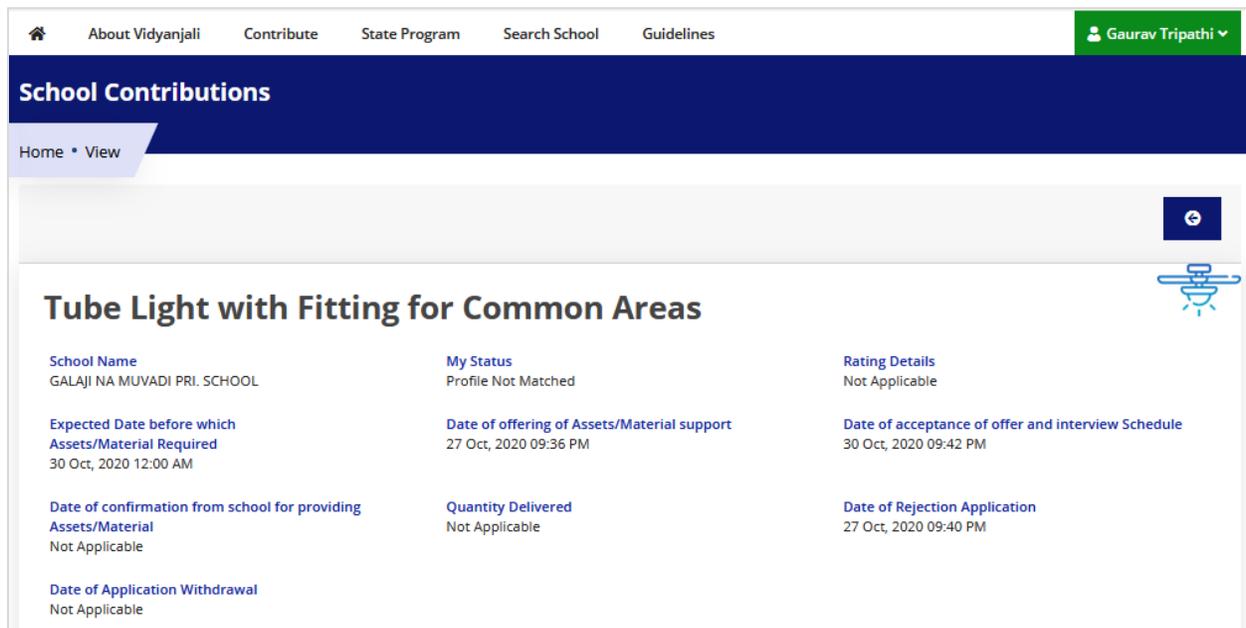


Figure 4-14

- 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

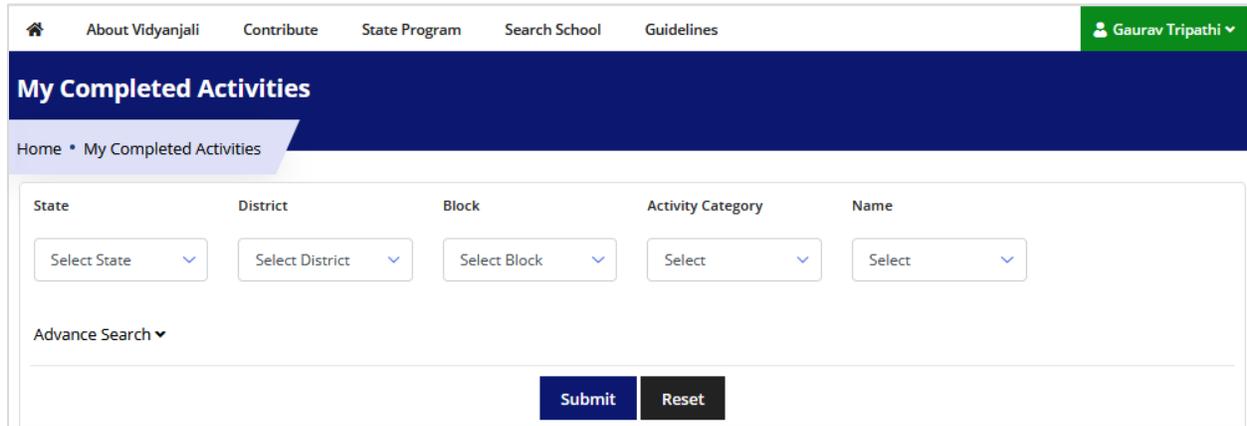
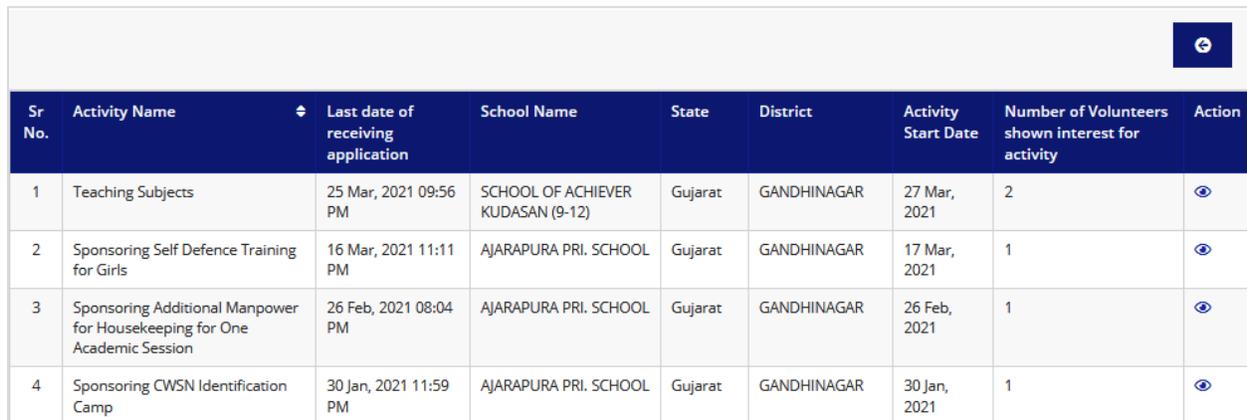


Figure 4-16

- You can search the completed activities searching by state, district and so on. Specify search criteria and click  button;
- Click  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

Activity Category Generic Level Activities	Activity Name Teaching Subjects	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 27 Mar, 2021	Duration in (days) 5
Last Date and time of Receiving application 25 Mar, 2021 09:56 PM	Details of the Activity test		
Location SCHOOL OF ACHIEVER KUDASAN (9-12), GANDHINAGAR, GANDHINAGAR, Gujarat	Profile Requirement Fulfilled? No	Activity Closed	

Reason for Closer: **Successfully Conducted Activity**

Figure 4-18

4.1.2.2 In Progress

Home 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	<input type="text"/>	<input type="text"/>	<input type="text"/>
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	Track
2	Teaching Yoga / Sports	01 Mar, 2021 06:47 PM	AJARAPURA PRI. SCHOOL	28 Feb, 2021	Under Review	Track Withdraw Application
3	Teaching Subjects	23 Feb, 2021 04:35 PM	AJOL-1 PRI. SCHOOL	02 Mar, 2021	Satisfactorily Completed	Track Suggestion : test ★★★★★
4	Teaching Vocational Skills	23 Feb, 2021 03:14 PM	AJARAPURA PRI. SCHOOL	25 Feb, 2021	Under Review	Track Withdraw Application

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



<p>School Name SCHOOL OF ACHIEVER KUDASAN (9-12)</p> <p>Date of offering of support for Activity 01 Mar, 2021 06:44 PM</p> <p>Date of confirmation from school for activity Not Applicable</p> <p>Activity Category Generic Level Activities</p> <p>Activity Frequency Regular</p> <div style="border: 2px solid red; padding: 2px;"> <p>Tentative Start Date of Activity 05 Mar, 2021</p> </div> <p>Details of the Activity re validate changes.</p>	<p>My Status Interview Scheduled</p> <p>Date of acceptance of offer and interview Schedule 04 Mar, 2021 01:34 PM</p> <p>Date of Rejection Application Not Applicable</p> <p>Activity Name Teaching Subjects</p> <p>Required Specialization Graduate</p> <p>Duration in (days) 3</p>	<p>Rating Details Not Applicable</p> <p>Interview Date 26 Mar, 2021 04:38 PM</p> <p>Date of Application Withdrawal Not Applicable</p> <p>Class/Grade All Classes,Primary (1-5),Upper Primary (6-8),Elementary (1-8),Secondary (9-10),Higher Secondary (11-12)</p> <p>Gender Any</p> <p>Last Date of Receiving application 04 Mar, 2021</p> <p>Location SCHOOL OF ACHIEVER KUDASAN (9-12), GANDHINAGAR, GANDHINAGAR, Gujarat</p>
--	---	--

Figure 4-21

- You can provide suggest and rate . Select STAR and click  button. Rating will be displayed as; 
- You can withdraw the applcaition by selecting **Withdraw Application** link

4.1.2.3 Requirement Not Matched

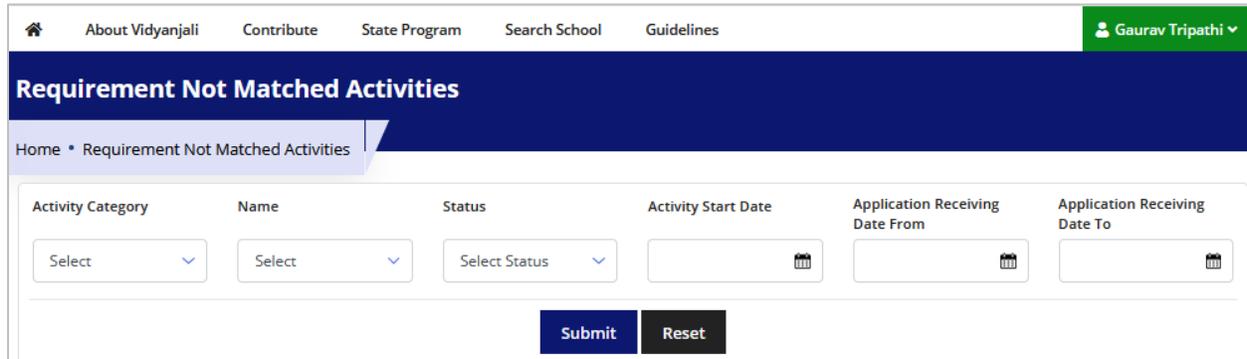
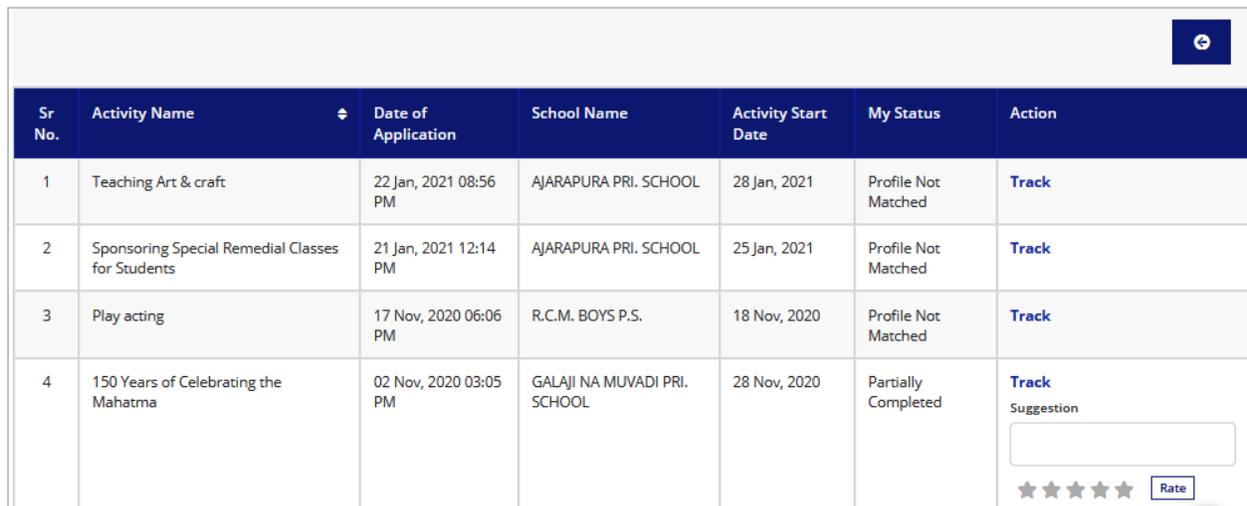


Figure 4-22

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

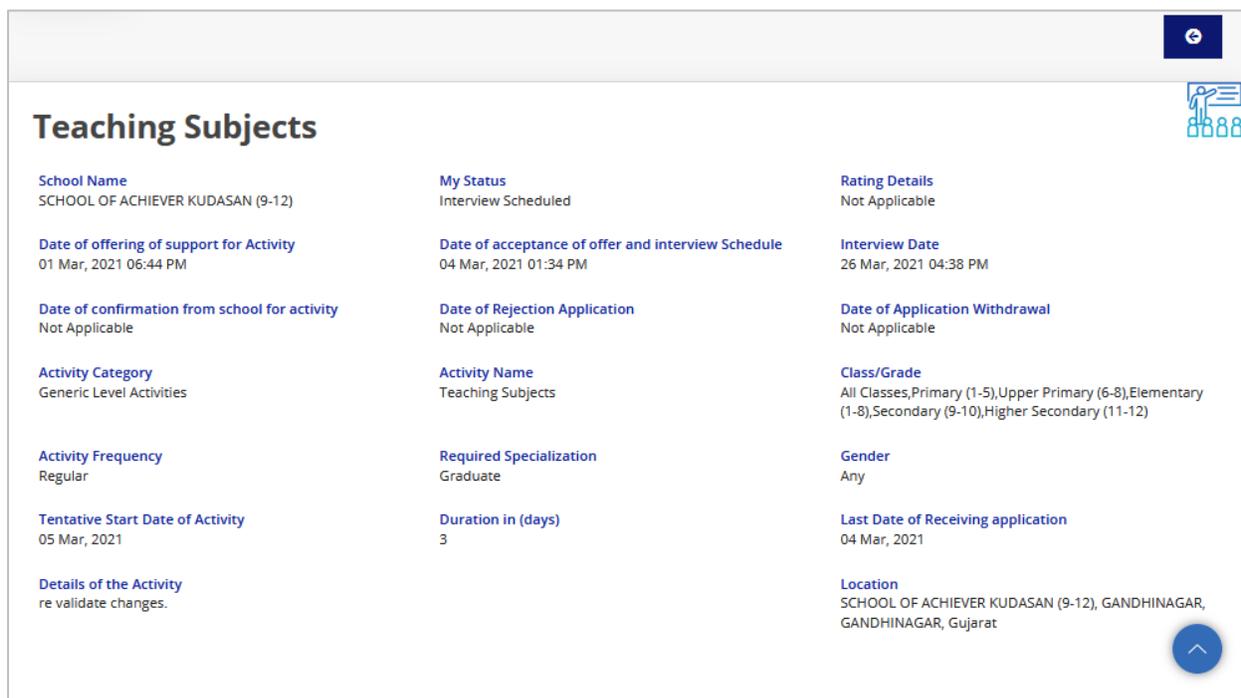


Sr No.	Activity Name	Date of Application	School Name	Activity Start Date	My Status	Action
1	Teaching Art & craft	22 Jan, 2021 08:56 PM	AJARAPURA PRI. SCHOOL	28 Jan, 2021	Profile Not Matched	Track
2	Sponsoring Special Remedial Classes for Students	21 Jan, 2021 12:14 PM	AJARAPURA PRI. SCHOOL	25 Jan, 2021	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

School Name SCHOOL OF ACHIEVER KUDASAN (9-12)	My Status Interview Scheduled	Rating Details Not Applicable
Date of offering of support for Activity 01 Mar, 2021 06:44 PM	Date of acceptance of offer and interview Schedule 04 Mar, 2021 01:34 PM	Interview Date 26 Mar, 2021 04:38 PM
Date of confirmation from school for activity Not Applicable	Date of Rejection Application Not Applicable	Date of Application Withdrawal Not Applicable
Activity Category Generic Level Activities	Activity Name Teaching Subjects	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 Graduate	Gender Any
Tentative Start Date of Activity 05 Mar, 2021	Duration in (days) 3	Last Date of Receiving application 04 Mar, 2021
Details of the Activity re validate changes.		Location 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.

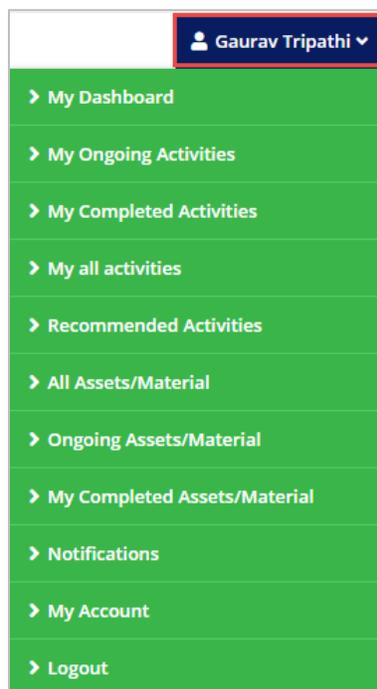


Figure 4-25

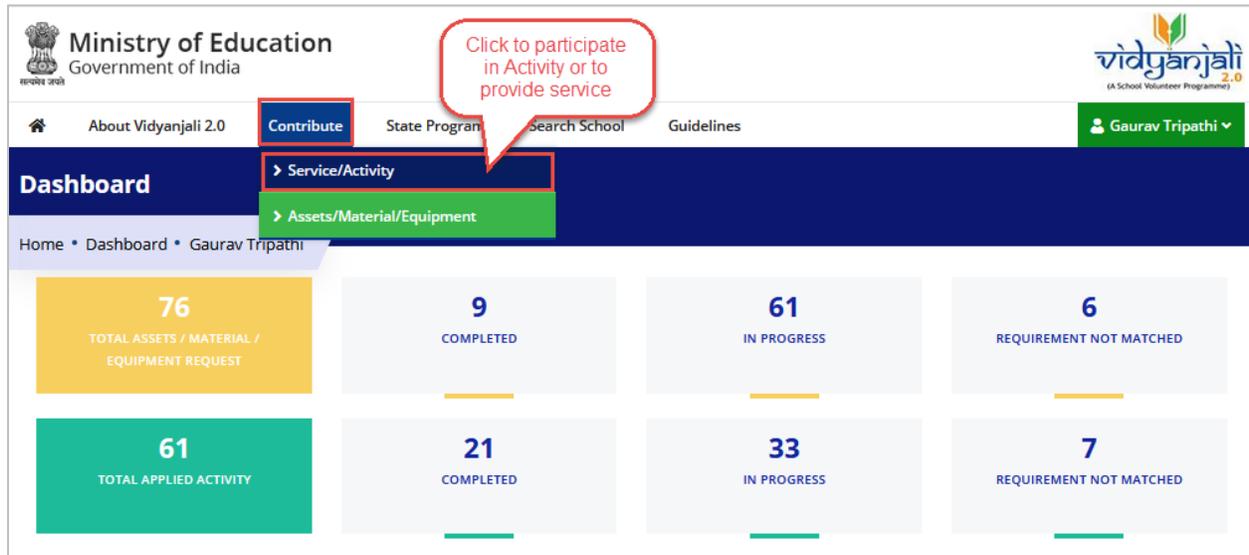
- [My Dashboard](#)
- [My Ongoing Services/Activities](#)
- [My Completed Services/Activities](#)
- [My all Services/Activities](#)
- [Recommended Activities](#)
- [All Assets/Material/Equipment](#)
- [Ongoing Assets/Material/Equipment](#)
- [My Completed Assets/Material/Equipment](#)
- [Notifications](#)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

4.3 Contribute

4.3.1 Service/ Activity

Select Contribute from main menu;

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



The screenshot shows the Vidyanjali 2.0 dashboard. The 'Contribute' menu is highlighted, with a sub-menu showing 'Service/Activity' and 'Assets/Material/Equipment'. A callout box points to the 'Service/Activity' option with the text 'Click to participate in Activity or to provide service'. The dashboard displays several statistics:

76 TOTAL ASSETS / MATERIAL / EQUIPMENT REQUEST	9 COMPLETED	61 IN PROGRESS	6 REQUIREMENT NOT MATCHED
61 TOTAL APPLIED ACTIVITY	21 COMPLETED	33 IN PROGRESS	7 REQUIREMENT NOT MATCHED

Figure 4-26



The screenshot shows the 'PARTICIPATE IN SCHOOL ACTIVITY' page. It contains the following text:

Volunteers support for school activity shall strengthen and enrich the implementation of co-scholastic activities. Volunteers would be able to bring diverse talents and skills, thereby making valuable contribution to the learning process at school.

A callout box points to the 'Participate Now' button with the text 'Click to participate in Activities'.

THE PROCESS OF PARTICIPATION IN SCHOOL ACTIVITY IS DESCRIBED BELOW:

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

State: Gujarat | District: SURENDRANAGAI | Block: -- Select Block -- | Activity Category: Select | Name: Select

Class: Select Name | Activity Start Date From: | Activity Start Date To: | Receiving Date From: | Receiving Date To: |

Advance Search

Submit | Reset

Specify search criteria

Click to expand "Advanced Search"

Figure 4-28

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

Class: Select Name | Activity Start Date From: | Activity Start Date To: | Receiving Date From: | Receiving Date To: |

Advance Search

Select Name

All Classes

Primary (1-5)

Upper Primary (6-8)

Elementary (1-8)

Secondary (9-10)

Higher Secondary (11-12)

Submit | Reset

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 **Click to Participate**

Figure 4-32

- Click  button; System displays message to confirm;

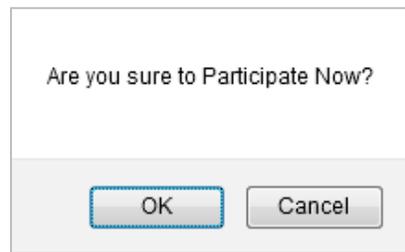
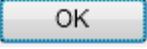


Figure 4-33

- 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

Activity Category Sponsorship Activities	Activity Name Sponsoring CWSN Identification Camp	Class/Grade All Classes
Required Specialization Post Graduate	Gender Male	Tentative Start Date of Activity 20 Jan, 2021
Last Date and time of Receiving application 19 Jan, 2121 08:12 AM	Details of the Activity Testing Purpose - Sponsorship Activities	
Location GENIUS PUBLIC SCHOOL, JAIPUR EAST, JAIPUR, Rajasthan	Profile Requirement Fulfilled? 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**:

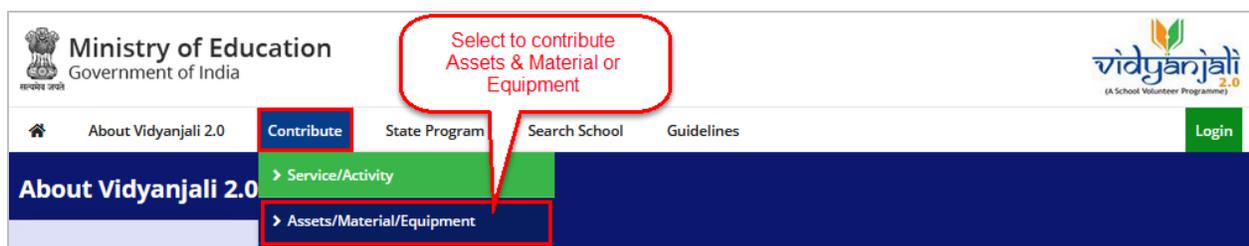


Figure 4-35

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 2.0 Contribute State Program Search School Guidelines Login

Contribution List

Home • Contribution List

State District Block Sub Category Material List

Select State Select District Select Location Select Sub Categc Select

Specify search criteria

Advance Search Required From Required To

Click to expand "Advanced Search"

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](#).

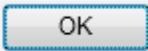


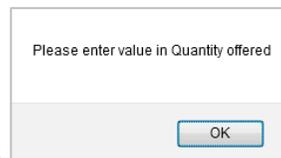
Sr No.	Contribution Category	Material Needed	Total Quantity Required	Remaining Quantity	State	District	School Name	Last date of receiving	Quantity offered	Action
1	Digital Infrastructure	Laptops	500	200	Gujarat	GANDHINAGAR	SCHOOL OF ACHIEVER KUDASAN (9-12)	05 Mar, 2021 06:20 PM	50	Contribute
2	Classroom 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



, 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:

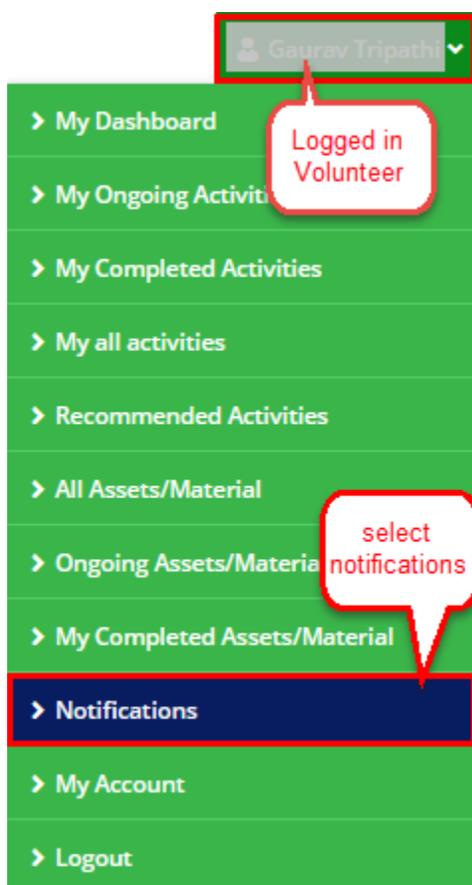


Figure 4-41



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](#):

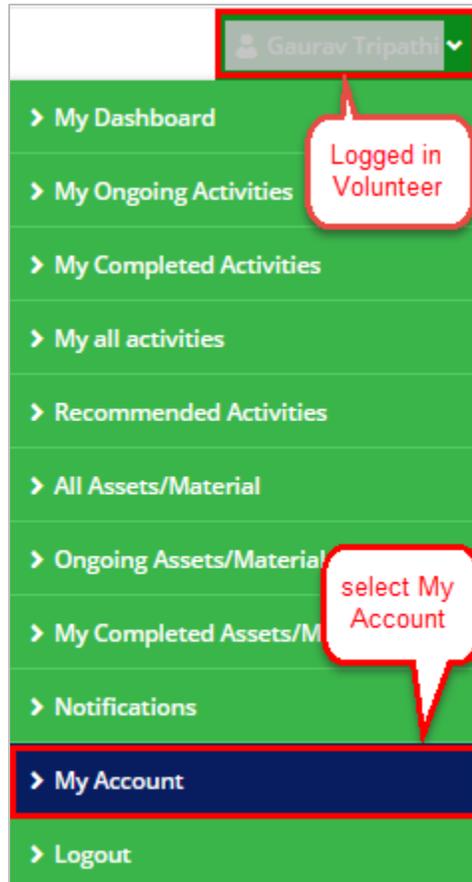


Figure 4-44



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

Ministry of Education
Government of India चिद्विद्याजाली
(A School Volunteer Programme)

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My Account

Home ▸ My Account

My Account ★★★★★ [👁](#) [↶](#)

<p>Profile Picture</p>  <p>Choose File No file chosen <small>(Only .png, .jpeg allowed & 2MB Max size)</small></p>	<p>Full Name *</p> <input type="text" value="Gaurav Tripathi"/>	<p>Email *</p> <input type="text" value="gauravseo111@gmail.com"/>	<p>Date of birth *</p> <input style="border: none; border-bottom: 1px solid #ccc; padding: 2px 5px;" type="text" value="11/06/1990"/> 📅
	<p>Gender *</p> <input style="border: none; border-bottom: 1px solid #ccc; padding: 2px 5px;" type="text" value="Male"/> ▾	<p>State *</p> <input style="border: none; border-bottom: 1px solid #ccc; padding: 2px 5px;" type="text" value="Gujarat"/> ▾	<p>District *</p> <input style="border: none; border-bottom: 1px solid #ccc; padding: 2px 5px;" type="text" value="AHMEDABAD"/> ▾
	<p>Postal Code *</p> <input type="text" value="110091"/>	<p>Educational Qualification *</p> <input style="border: none; border-bottom: 1px solid #ccc; padding: 2px 5px;" type="text" value="Post Graduate"/> ▾	
<p>Employed Status *</p> <input type="text" value=""/>	<p>Area Of Interest *</p> <input type="text" value="-"/>	<p>Computerized URL of your website</p> <input type="text" value=""/>	
<p>Permanent Address *</p> <input type="text" value="Test"/>		<p>Work Experience *</p> <input type="text" value="test"/>	
<p>Has Volunteer Experience *</p> <p><input type="radio"/> No <input checked="" type="radio"/> Yes</p>		<p>Proof of identity *</p> <p><input checked="" type="checkbox"/> Passport No. <input type="checkbox"/> Driving License No. <input type="checkbox"/> Voter's Id Card No. <input type="checkbox"/> Pan Card No. <input type="checkbox"/> Aadhaar Card No.</p>	
<p>Passport No. *</p> <input type="text" value="P11111112"/>			
<p>Choose File No file chosen</p> <p>View Attachment</p> <p><small>(Only .png, .jpg, .pdf allowed & 2MB Max size)</small></p>			
<p style="background-color: #003366; color: white; padding: 5px 15px; display: inline-block; border-radius: 4px;">Submit</p> ↑			

Figure 4-45

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



4.3.5 Logout

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

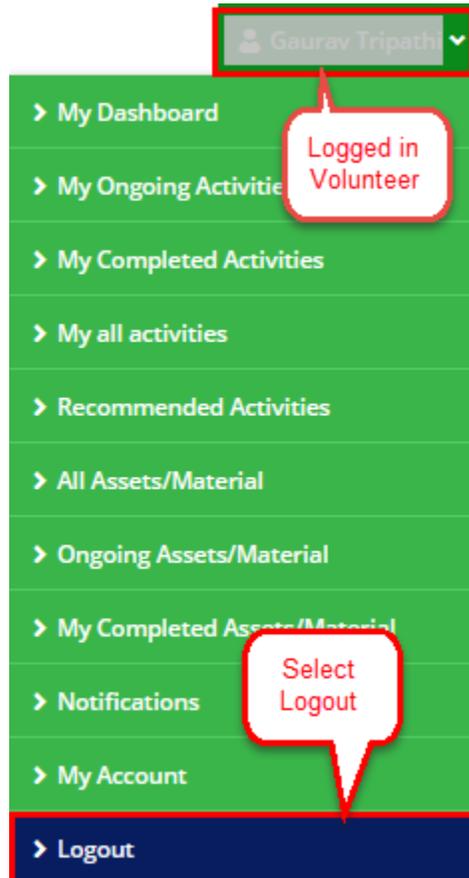


Figure 4-46