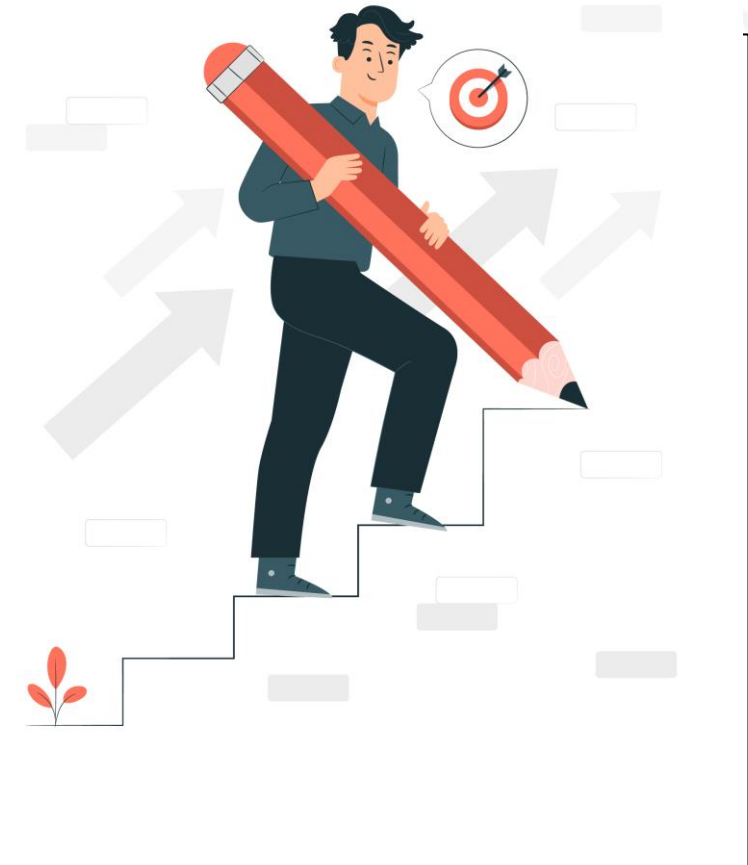
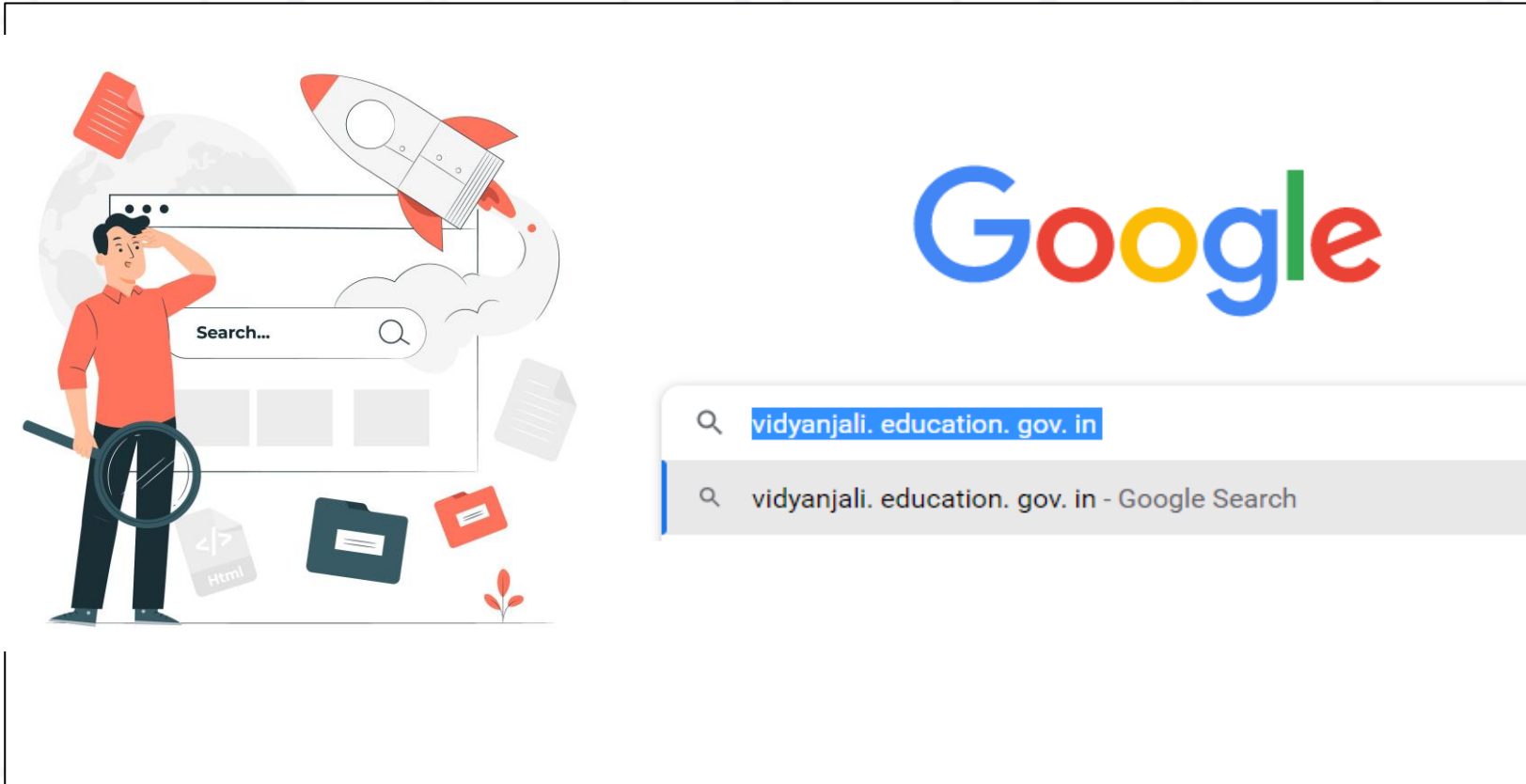


# “How to raise Request on Vidyanjali Portal” (User Manual for Schools/BRCs/CRCs)

Department of School Education & Literacy  
Ministry of Education  
Govt. of India

Step-1: Visit to the Vidyanjali portal, available at [vidyanjali.education.gov.in](http://vidyanjali.education.gov.in)



Step-2: Click on “Log-in” Button in Menu Right Sidebar

Department of School Education & Literacy  
Ministry of Education  
Government of India



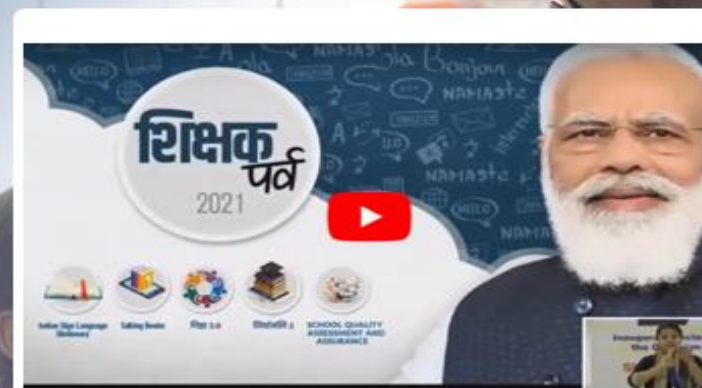
[About Vidyanjali](#) [Contribute](#) [State Initiatives](#) [Search School](#) [Guidelines](#) [User Manual](#)

[Login](#)



Welcome to  
**Vidyanjali – A School  
Volunteer Programme**

[Become a Volunteer](#)



Inauguration of Vidyanjali portal by  
Hon'ble Prime Minister of India on the  
occasion of Shikshak Parv 2021

Shri Narendra Speaker/Headphone (Realtek(R) Audio): M



ENG IN 17  
01-08-20

Step-3: Click on “School” icon in Login Tab & fill the necessary details (Mobile No./Email ID & Password) and press “Sign-in” Button

Home • Login

## Login (Already Registered User)

Volunteer (from India)  Volunteer (NRI/PIO)  School

9000000000

Use OTP as password?

[Forgot/Generate Password](#)

.....

Captcha \*

zr2xh| zr2xh

Sign In

### New User Registration

Welcome To Vidyanjali

A school Volunteer Programme

**VOLUNTEER REGISTRATION**  
*(Individual, NGO, Organization)*

**SCHOOL REGISTRATION**

Step-4: Click on “Forget/Generate Password” and fill the necessary details in the new window and press on “send link” button

**Login** **Screen- 1**


Home • Login

### Login (Already Registered User)

Volunteer (from India)     Volunteer (NRI/PIO)     School


9000000000

Use OTP as password?

Forgot/Generate Password 

.....

Captcha \*

zr2xh|    zr2xh 

**Sign In**

**Users** **Screen- 2**

Home • Forgot/Generate Password

### Forgot/Generate Password


Mobile \*


9000000000

Email \*

vidyanjali@gmail.com

Captcha \*

d28fj    d28fj 

**Send Link** 

Step-5: Click on either “ Service/Activity” & “Assest/Material/Equipment (Whichever is applicable)

The screenshot shows the Vidyanjali dashboard interface. At the top, there is a header with the Department of School Education & Literacy, Ministry of Education, Government of India logo on the left, and the Vidyanjali (A School Volunteer Programme) logo on the right. Below the header is a navigation bar with links for Home, About Vidyanjali, State Initiatives, Guidelines, and User Manual. On the right side of the navigation bar, there is a 'Vidyanjali Account' button with a user icon and a green arrow.

The main content area is titled 'Dashboard' and includes a breadcrumb trail: Home > Dashboard > UPG PS KULAH. A sidebar menu is open on the left, listing various options: School (with a star rating and eye icon), Dashboard, Service/ Activity, Assets/Material/Equipment, Profile, Reset Password, and Logout. A red arrow points to the 'Service/ Activity' option in the sidebar.

The dashboard features two rows of statistics cards. The first row (yellow background) shows: 3 Total Assets / Material / Equipment Request, 2 Completed, 1 Approved, and 0 Pending Approval. The second row (teal background) shows: 11 Total Published Services/ Activities, 2 Completed, 9 Approved, and 0 Pending Approval.



# Step-6: Raise “Service/Activity” request (Fill all the required details & click on submit)

### Add New Service/ Activity Request

**Step- 1**

<b>Service/ Activity Category *</b> Generic Level Activities --Select-- Generic Level Activities Sponsorship Activities regular One time	<b>Service/ Activity Name *</b> Select	<b>Class/Grade *</b> Nothing selected
<b>Required Specialization *</b> --Select--	<b>Gender *</b> Male	
<b>Tentative Start Date of Service/Activity *</b> [Calendar Icon]	<b>Duration (in days) *</b> Duration	<b>Last Date of Receiving application *</b> [Calendar Icon]

Details of the Service/ Activity \* End time of receiving application \*

### Add New Service/ Activity Request

**Step- 2**

<b>Service/ Activity Category *</b> Generic Level Activities	<b>Service/ Activity Name *</b> Select	<b>Class/Grade *</b> Nothing selected
<b>Service/ Activity Frequency *</b> <input checked="" type="radio"/> Regular <input type="radio"/> One Time	<b>Required Specialization *</b> Select Adult Education Mentoring of gifted / talented children Support for preparation for Entrance Examinations and Competitions Preparing Story Books / Graphic Novels Mentoring Students for Career Counselling Assistance for Children with Special Needs Subject assistance Teaching Art & craft Teaching Yoga / Sports Teaching Languages Teaching Vocational Skills	
<b>Tentative Start Date of Service/Activity *</b> [Calendar Icon]		<b>Last Date of Receiving application *</b> [Calendar Icon]

Details of the Service/ Activity \*  
Max. 100 character allowed only & @ . \_ - ' / special character , Remaining: 100

Ministry of Education (MoE) and National Informatics Centre (NIC) has designed, developed and implemented the Vidyanjali 2.0 platform which leverages the services of volunteers. MoE / NIC is not responsible for volunteer conduct / service quality / any other issues with respect to the contribution. User agency / School shall be responsible for proper verification of volunteers (Individual / NGO/ Organization), volunteer conduct, ascertaining the quality and all other aspects of contribution. \*

### Add New Service/ Activity Request

**Step- 3**

<b>Service/ Activity Category *</b> --Select--	<b>Service/ Activity Name *</b> Select	<b>Class/Grade *</b> Nothing selected
<b>Service/ Activity Frequency *</b> <input checked="" type="radio"/> Regular <input type="radio"/> One Time	<b>Required Specialization *</b> --Select--	<b>Gender *</b> --Select--
<b>Tentative Start Date of Service/Activity *</b> [Calendar Icon]	<b>Duration (in days) *</b> Duration	<b>Last Date of Receiving application *</b> [Calendar Icon]

Details of the Service/ Activity \*  
Max. 100 character allowed only & @ . \_ - ' / special character , Remaining: 100

Ministry of Education (MoE) and National Informatics Centre (NIC) has designed, developed and implemented the Vidyanjali 2.0 platform which leverages the services of volunteers. MoE / NIC is not responsible for volunteer conduct / service quality / any other issues with respect to the contribution. User agency / School shall be responsible for proper verification of volunteers (Individual / NGO/ Organization), volunteer conduct, ascertaining the quality and all other aspects of contribution. \*

# Step-7: Raise “Assets/Material/Equipment” request (Fill all the required details & click on submit)

### Add Assets/Material/Equipment Request

**Step- 1**

Assets/Material/Equipment Category \*  
--Select--

Assets/Material/Equipment Name \*  
Select

Recurring Expenses / Maintenance required \*  
--Select--

Last date of receiving application \*  
[Calendar Icon]

End time of receiving application \*  
[Clock Icon]

Details of Assets/Material/Equipment \*  
[Text Area]  
Max. 100 character allowed only & @ . \_ - ' / special character , Remaining: 100

Ministry of Education (MoE) and National Informatics Centre (NIC) has designed, developed and implemented the Vidyanjali 2.0

### Add Assets/Material/Equipment Request

**Step- 2**

Assets/Material/Equipment Category \*  
Basic Civil Infrastructure

Assets/Material/Equipment Name \*  
Select

Recurring Expenses / Maintenance required \*  
--Select--

Quantity \*  
Quantity

Expected Date before which Assets/Material/Equipment Required \*  
[Calendar Icon]

Ministry of Education (MoE) and National Informatics Centre (NIC) has designed, developed and implemented the Vidyanjali 2.0 platform which leverages the services of volunteers with respect to the contribution. User agency / School shall be responsible for proper verification of volunteers (Individual / NGO/ Organization), volunteer conduct, ascertaining the quality and all other aspects of contribution. \*

Save Draft Submit Cancel

- Select
- Additional Classroom / Balvatika (Pre-Primary Section)
- Additional Classroom (Primary/Upper Primary)
- Additional Classroom (Secondary/Senior Secondary)
- Toilets for Girls / Boys / Divyang student
- Toilets for Staff
- Drinking Water Facility
- Art & Craft Rooms
- Staff Room
- ICT Lab
- Science Lab
- Vocational Lab
- Boundary Wall
- Gate
- Overhead Water Tank
- Playground with Equipment
- Ramps / Barrier Free Access
- Library (Room, Books and furniture etc.)
- Modern kitchen and dining facilities
- Residential Hostels for Students

### Add Assets/Material/Equipment Request

**Step- 3**

Assets/Material/Equipment Category \*  
Basic Civil Infrastructure

Assets/Material/Equipment Name \*  
Select

Recurring Expenses / Maintenance required \*  
--Select--

Quantity \*  
Quantity

Last date of receiving application \*  
[Calendar Icon]

End time of receiving application \*  
[Clock Icon]

Expected Date before which Assets/Material/Equipment Required \*  
[Calendar Icon]

Details of Assets/Material/Equipment \*  
[Text Area]  
Max. 100 character allowed only & @ . \_ - ' / special character , Remaining: 100

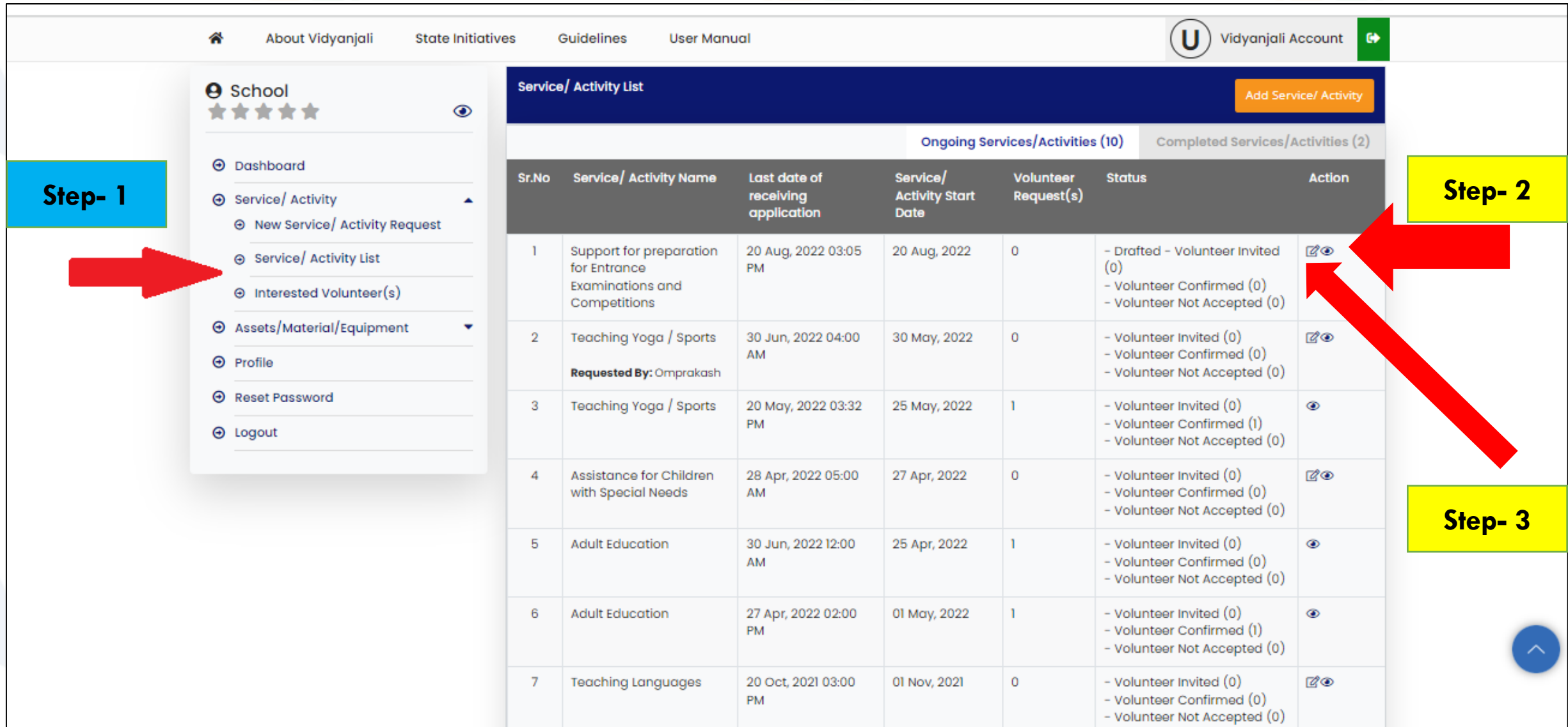
Ministry of Education (MoE) and National Informatics Centre (NIC) has designed, developed and implemented the Vidyanjali 2.0 platform which leverages the services of volunteers. MoE / NIC is not responsible for volunteer conduct / service quality / any other issues with respect to the contribution. User agency / School shall be responsible for proper verification of volunteers (Individual / NGO/ Organization), volunteer conduct, ascertaining the quality and all other aspects of contribution. \*

Save Draft Submit Cancel

Instructions:  
1. All devices/ equipment should be at least ISI marked  
2. Assets / Material/ Equipment donated should be in working condition














# Step-8: View raised Request (Go to the Dashboard, Choose either option and click on Action Icon to view the volunteers details and click on “edit icon” to edit the request)



**Step-1**

**Step-2**

**Step-3**

Service / Activity List						
Ongoing Services/Activities (10)				Completed Services/Activities (2)		
Sr.No	Service / Activity Name	Last date of receiving application	Service / Activity Start Date	Volunteer Request(s)	Status	Action
1	Support for preparation for Entrance Examinations and Competitions	20 Aug, 2022 03:05 PM	20 Aug, 2022	0	- Drafted - Volunteer Invited (0) - Volunteer Confirmed (0) - Volunteer Not Accepted (0)	 
2	Teaching Yoga / Sports <b>Requested By:</b> Omprakash	30 Jun, 2022 04:00 AM	30 May, 2022	0	- Volunteer Invited (0) - Volunteer Confirmed (0) - Volunteer Not Accepted (0)	 
3	Teaching Yoga / Sports	20 May, 2022 03:32 PM	25 May, 2022	1	- Volunteer Invited (0) - Volunteer Confirmed (1) - Volunteer Not Accepted (0)	
4	Assistance for Children with Special Needs	28 Apr, 2022 05:00 AM	27 Apr, 2022	0	- Volunteer Invited (0) - Volunteer Confirmed (0) - Volunteer Not Accepted (0)	 
5	Adult Education	30 Jun, 2022 12:00 AM	25 Apr, 2022	1	- Volunteer Invited (0) - Volunteer Confirmed (0) - Volunteer Not Accepted (0)	
6	Adult Education	27 Apr, 2022 02:00 PM	01 May, 2022	1	- Volunteer Invited (0) - Volunteer Confirmed (1) - Volunteer Not Accepted (0)	
7	Teaching Languages	20 Oct, 2021 03:00 PM	01 Nov, 2021	0	- Volunteer Invited (0) - Volunteer Confirmed (0) - Volunteer Not Accepted (0)	 

## Step-9: View raised Request (Click on invited volunteers to see the volunteer details)

The screenshot displays the Vidyanjali web application interface. At the top, there are navigation links: Home, About Vidyanjali, State Initiatives, Guidelines, and User Manual. On the right, there is a user profile for 'U Vidyanjali Account'. The main content area is titled 'Support for preparation for Entrance Examinations and Competitions' and includes a 'View Activity' link. The activity details are as follows:


<b>School Name</b> UPG PS KULAH	<b>State Name</b> Jharkhand	<b>District Name</b> GUMLA	<b>School Location</b> CHAINPUR
<b>Service/Activity Category</b> Generic Level Activities	<b>Service/Activity Name</b> Support for preparation for Entrance Examinations and Competitions	<b>Class/Grade</b> Upper Primary (6-8)	<b>Service/Activity Frequency</b> Regular
<b>Required Specialization</b> Post Graduate	<b>Gender</b> Male	<b>Tentative Start Date of Service/Activity</b> 20 Aug, 2022	<b>Duration (in days)</b> 14
<b>Last Date and time of Receiving application</b> 20 Aug, 2022 03:05 PM	<b>Details of the Service/Activity</b> Required Support for preparation of Entrance Exam for upper primary students	<b>Postal Address</b> Gumla Chainpur Govt. M/S, Bendora Pin code: Not available	

Below the activity details is a 'Volunteer Activity' section with a 'Close Activity?' button. It features a tabbed interface with four tabs: 'Volunteer Request (0)', 'Invited Volunteer (0)', 'Confirmed Volunteer (0)', and 'Not Accepted Volunteer (0)'. A red arrow points to the 'Invited Volunteer (0)' tab. Below the tabs is a table with the following columns: 'Sr. No.', 'Profile Image', 'Name', 'Qualification', 'Mobile No', 'Volunteer Experience', and 'Actions'. The table currently displays the message 'No Pending Volunteer Request Found'.

# Step-10: Close Request without volunteer (Click on “close activity” icon and follow the next step)

Support for preparation for Entrance Examinations and Competitions View Activity ▾

<b>School Name</b> UPG PS KULAH	<b>State Name</b> Jharkhand	<b>District Name</b> GUMLA	<b>School Location</b> CHAINPUR
<b>Service/Activity Category</b> Generic Level Activities	<b>Service/Activity Name</b> Support for preparation for Entrance Examinations and Competitions	<b>Class/Grade</b> Upper Primary (6-8)	<b>Service/Activity Frequency</b> Regular
<b>Required Specialization</b> Post Graduate	<b>Gender</b> Male	<b>Tentative Start Date of Service/Activity</b> 20 Aug, 2022	<b>Duration (in days)</b> 14
<b>Last Date and time of Receiving application</b> 20 Aug, 2022 03:05 PM	<b>Details of the Service/Activity</b> Required Support for preparation of Entrance Exam for upper primary students	<b>Postal Address</b> Gumla Chainpur Govt. M/S, Bendora Pin code: Not available	

**Volunteer Activity** Step- 1  Close Activity ?

Volunteer Request (0) Invited Volunteer (0) Confirmed Volunteer (0) Not Accepted Volunteer (0)

Sr. No.	Profile Image	Name	Qualification	Mobile No	Volunteer Experience	Actions
No Pending Volunteer Request Found						

About Vidyanjali State Initiatives Guidelines User Manual U Vidyanjali Account

School ★★★★★

- Dashboard
- Service/ Activity ▾
- Assets/Material/Equipment ▾
- Profile
- Reset Password
- Logout


Support for preparation for Entrance Examinations and Competitions View Activity ▾

<b>School Name</b> UPG PS KULAH	<b>State Name</b> Jharkhand	<b>District Name</b> GUMLA	<b>School Location</b> CHAINPUR
<b>Service/Activity Category</b> Generic Level Activities	<b>Service/Activity Name</b> Support for preparation for Entrance Examinations and Competitions	<b>Class/Grade</b> Upper Primary (6-8)	<b>Service/Activity Frequency</b> Regular
<b>Required Specialization</b> Post Graduate	<b>Gender</b> Male	<b>Tentative Start Date of Service/Activity</b> 20 Aug, 2022	<b>Duration (in days)</b> 14
<b>Last Date and time of Receiving application</b> 20 Aug, 2022 03:05 PM	<b>Details of the Service/Activity</b> Required Support for preparation of Entrance Exam for upper primary students	<b>Postal Address</b> Gumla Chainpur Govt. M/S, Bendora Pin code: Not available	

**Volunteer Activity** Close Activity ?

Volunteer Request (0) Invited Volunteer (0) Confirmed Volunteer (0) Not Accepted Volunteer (0)

Sr. No.	Profile Image	Name	Qualification	Mobile No	Volunteer Experience	Actions
No Pending Volunteer Request Found						

Close Activity  Step- 2

# Step-11: Close Request with volunteer (Click on “close activity” icon fill the necessary details & upload photos)

**School**  
☆☆☆☆☆

- Dashboard
- Service/ Activity
- Assets/Material/Equipment
- Preference List
- Profile
- Reset Password
- Logout

### Sponsoring Medical Camps by Doctors

**View Activity** ▾

<b>School Name</b> UPG PS PASANGA	<b>State Name</b> Jharkhand	<b>District Name</b> GUMLA	<b>School Location</b> GUMLA
<b>Service/Activity Category</b> Sponsorship Activities	<b>Service/Activity Name</b> Sponsoring Medical Camps by Doctors	<b>Class/Grade</b> Primary (1-5)	<b>Service/Activity Frequency</b> Regular
<b>Required Specialization</b> Graduate	<b>Gender</b> Female	<b>Tentative Start Date of Service/Activity</b> 25 Mar, 2022	<b>Duration (in days)</b> 10
<b>Last Date and time of Receiving application</b> 20 Mar, 2022 02:59 PM	<b>Details of the Service/Activity</b> Periodic camps to address the issue of malnutrition. Eye and dental check	<b>Postal Address</b> F-20, 3rd floor, shaheen bagh, new delhi Pin code: Not available	

### Volunteer Activity

**Close Activity ?**

Volunteer Request (0)   Invited Volunteer (0)   Confirmed Volunteer (2)   Not Accepted Volunteer (0)

Sr. No.	Profile Image	Name	Qualification	Mobile No	Volunteer Experience	Actions
No Pending Volunteer Request Found						

Reason for Activity Closure \*  
No more requirement at ▾

Number of impacted students \*

**Close Activity**

Note: You need to first upload all images to close activity.

**Upload activity picture 1**






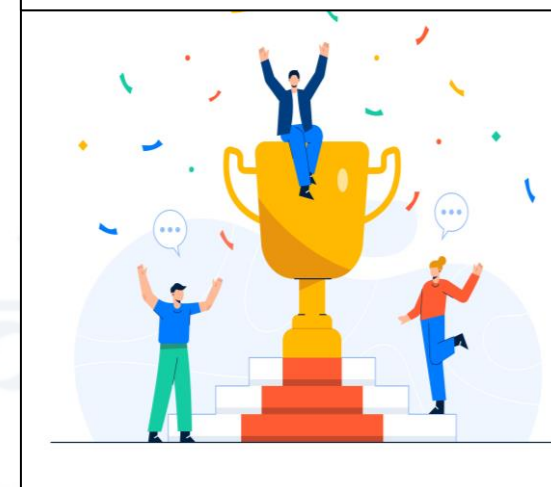
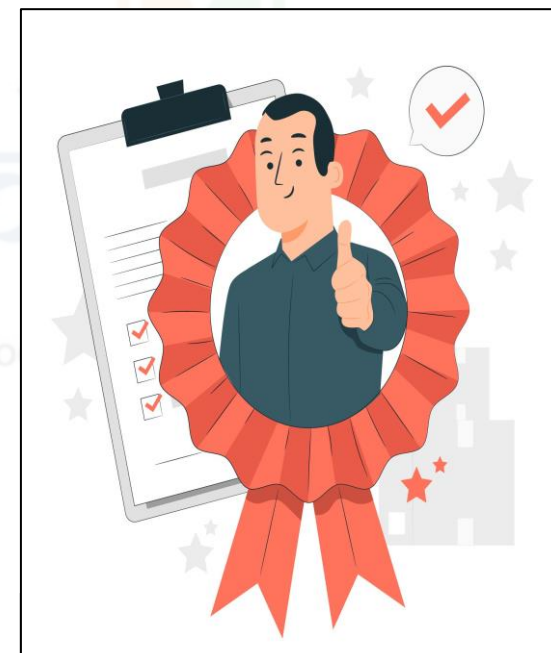
Image types should be jpeg,png,jpg  
File size must be less than 200 KB

**Upload activity picture 2**



**Upload activity picture 3**







वीदेयान्जलि वीडेयान्जलि वीडेयान्जलि

Thank You!



वीदेयान्जलि वीडेयान्जलि वीडेयान्जलि

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(A School Volunteer Programme)

(A School Volunteer Programme)

(A School Volunteer Programme)