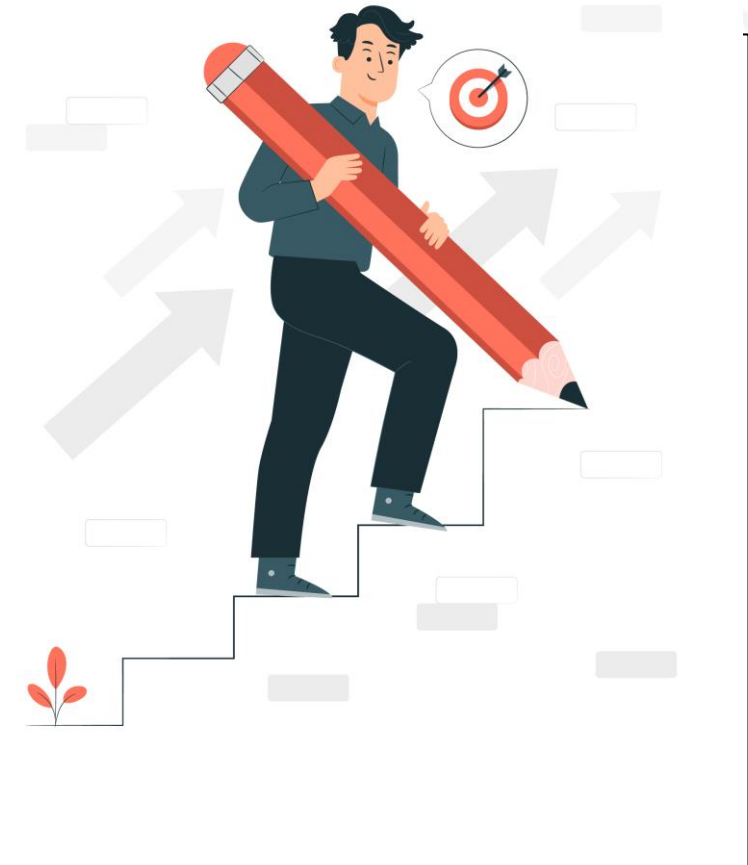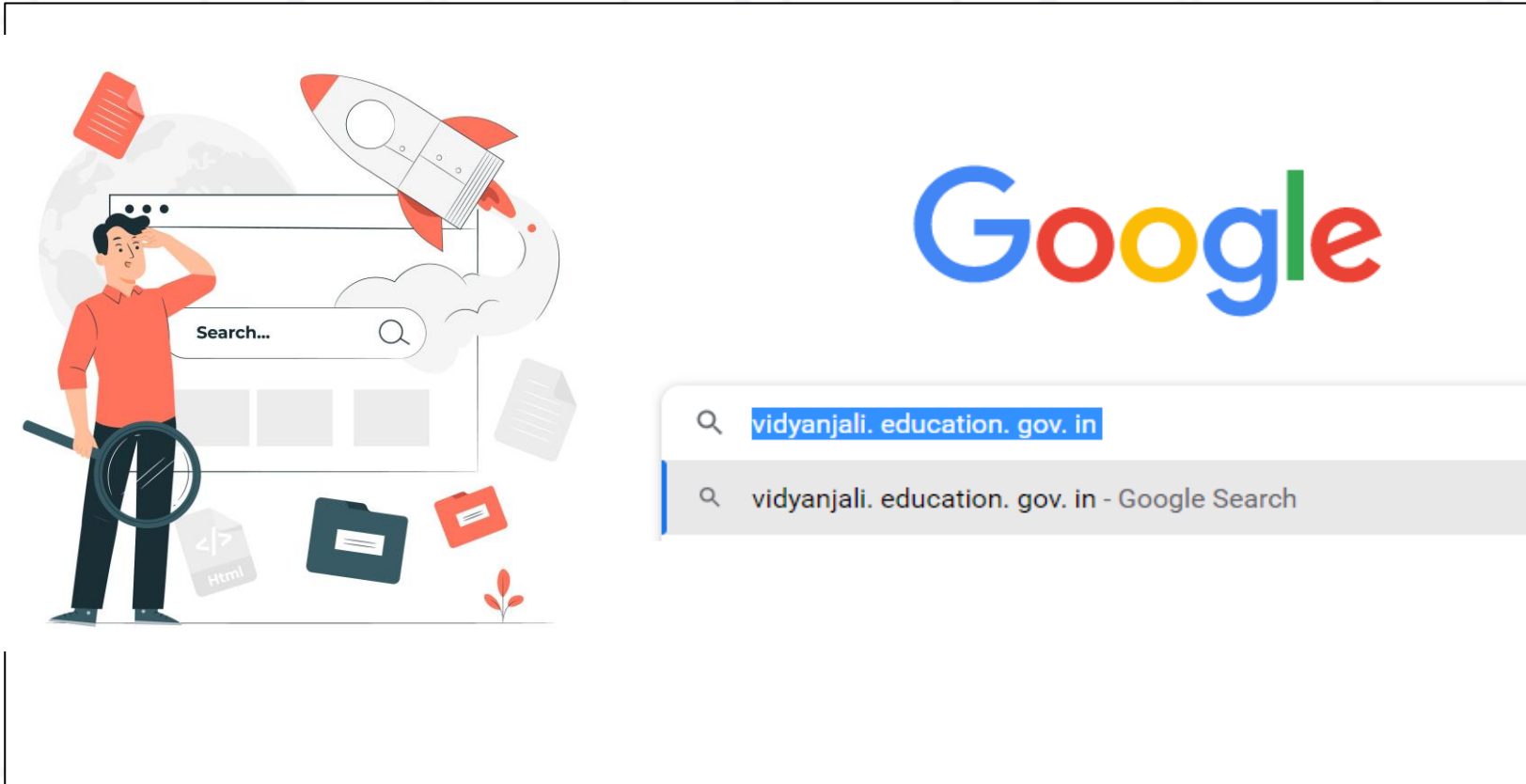# "How to raise Request on Vidyanjali Portal"
## (User Manual for Schools/BRCs/CRCs)

Department of School Education & Literacy

Ministry of Education

Govt. of India

**Step-1:** Visit to the Vidyanjali portal, available at *vidyanjali.education.gov.in*

# Step-2: Click on "Log-in" Button in Menu Right Sidebar
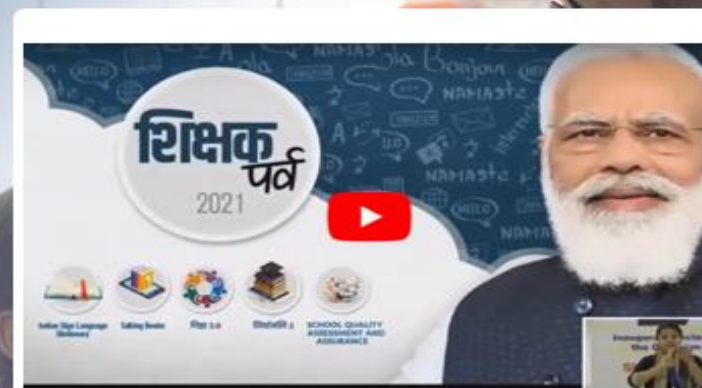
**Step-3: Click on "School" icon in Login Tab & fill the necessary details (Mobile No./Email ID & Password) and press "Sign-in" Button**

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

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

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

## Step- 1

**Add New Service/ Activity Request**

Service/ Activity Category *
Generic Level Activities ▼
--Select--
Generic Level Activities
Sponsorship Activities

Service/ Activity Name *
Select ▼

Class/Grade *
Nothing selected ▼

○ Regular  ○ One Time

Required Specialization *
--Select-- ▼

Gender *
Male ▼

Tentative Start Date of Service/Activity *
📅

Duration (in days) *
Duration

Last Date of Receiving application *
📅

Details of the Service/ Activity *

End time of receiving application *

## Step- 2

**Add New Service/ Activity Request**

Service/ Activity Category *
Generic Level Activities ▼

Service/ Activity Name *
Select ▼

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

Class/Grade *
Nothing selected ▼

Service/ Activity Frequency *
● Regular  ○ One Time

Tentative Start Date of Service/Activity *
📅

ng application *
📅

Details of the Service/ Activity *

ng application *
🕐

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]

## Step- 3

**Add New Service/ Activity Request**

Service/ Activity Category *
--Select-- ▼

Service/ Activity Name *
Select ▼

Class/Grade *
Nothing selected ▼

Service/ Activity Frequency *
● Regular  ○ One Time

Required Specialization *
--Select-- ▼

Gender *
--Select-- ▼

Tentative Start Date of Service/Activity *
📅

Duration (in days) *
Duration

Last Date of Receiving application *
📅

Details of the Service/ Activity *

End time of receiving application *
🕐

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]

**Step- 1**

**Add Assets/Material/Equipment Request**

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

--Select--
Basic Civil Infrastructure
Basic Electrical Infrastructure
Classroom Needs
Digital Infrastructure
Equipment for Co-Curricular Activities & Sports
Health and Safety Aids
Maintenance & Repairs
Office Needs
Teaching Learning Material
Tool Kits and Miscellaneous Equipment
Items for Residential Schools

Assets/Material/Equipment Name *
Select

Recurring Expenses / Maintenance required *
--Select--

Last date of receiving application *

End time of receiving application *

Details of Assets/Material/Equipment *

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

---

**Step- 2**

**Add Assets/Material/Equipment Request**

Assets/Material/Equipment Category *
Basic Civil Infrastructure

Assets/Material/Equipment Name *
Select

Recurring Expenses / Maintenance required *
--Select--

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

Quantity *
Quantity

Expected Date before which
Assets/Material/Equipment Required *

of receiving application *

– ' / special character , Remaining: 100

Ministry of Education (MoE) and National Infor platform which leverages the services of volu issues with respect to the contribution. User a NGO/ Organization), volunteer conduct, asce

mented the Vidyanjali 2.0 / service quality / any other n of volunteers (Individual /

Save Draft    Submit    Cancel

d be at least ISI marked t donated should be in working condition

---

**Step- 3**

**Add Assets/Material/Equipment Request**

Assets/Material/Equipment Category *
Basic Civil Infrastructure

Assets/Material/Equipment Name *
Select

Recurring Expenses / Maintenance required *
--Select--

Quantity *
Quantity

Last date of receiving application *

End time of receiving application *

Expected Date before which
Assets/Material/Equipment Required *

Details of Assets/Material/Equipment *

Max. 100 character allowed only & @ . _ – ' / special character , Remaining: 100
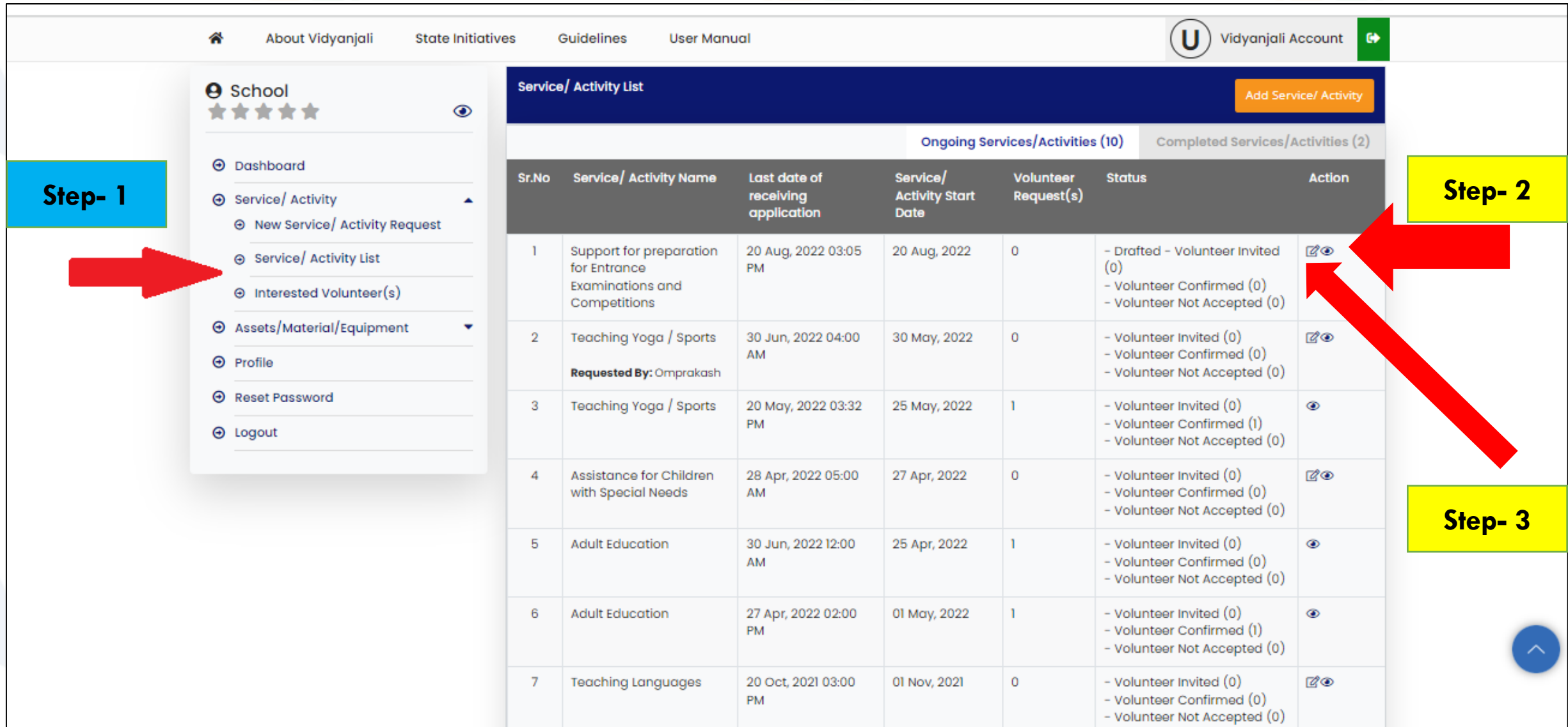
Ministry of Education (MoE) and National Informatics Centre (NIC) has designed, developed and implemented the Vidyanjali 2.0 platform which leverages the services of volunteers. MoE / NIC is not responsible for volunteer conduct / service quality / any other issues with respect to the contribution. User 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)**

About Vidyanjali    State Initiatives    Guidelines    User Manual

(U) Vidyanjali Account

**School**
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**Service/ Activity List**    Add Service/ Activity

**Step- 1**

- Dashboard
- Service/ Activity
  - New Service/ Activity Request
  - Service/ Activity List
  - Interested Volunteer(s)
- Assets/Material/Equipment
- Profile
- Reset Password
- Logout

**Step- 2**

**Step- 3**

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)<br>– Volunteer Confirmed (0)<br>– Volunteer Not Accepted (0) | ✎ 👁 |
| 2 | Teaching Yoga / Sports<br>**Requested By:** Omprakash | 30 Jun, 2022 04:00 AM | 30 May, 2022 | 0 | – Volunteer Invited (0)<br>– Volunteer Confirmed (0)<br>– Volunteer Not Accepted (0) | ✎ 👁 |
| 3 | Teaching Yoga / Sports | 20 May, 2022 03:32 PM | 25 May, 2022 | 1 | – Volunteer Invited (0)<br>– Volunteer Confirmed (1)<br>– Volunteer Not Accepted (0) | 👁 |
| 4 | Assistance for Children with Special Needs | 28 Apr, 2022 05:00 AM | 27 Apr, 2022 | 0 | – Volunteer Invited (0)<br>– Volunteer Confirmed (0)<br>– Volunteer Not Accepted (0) | ✎ 👁 |
| 5 | Adult Education | 30 Jun, 2022 12:00 AM | 25 Apr, 2022 | 1 | – Volunteer Invited (0)<br>– Volunteer Confirmed (0)<br>– Volunteer Not Accepted (0) | 👁 |
| 6 | Adult Education | 27 Apr, 2022 02:00 PM | 01 May, 2022 | 1 | – Volunteer Invited (0)<br>– Volunteer Confirmed (1)<br>– Volunteer Not Accepted (0) | 👁 |
| 7 | Teaching Languages | 20 Oct, 2021 03:00 PM | 01 Nov, 2021 | 0 | – Volunteer Invited (0)<br>– Volunteer Confirmed (0)<br>– Volunteer Not Accepted (0) | ✎ 👁 |

🏠  About Vidyanjali    State Initiatives    Guidelines    User Manual    Ⓤ Vidyanjali Account ↪

👤 **School**
⭐⭐⭐⭐⭐    👁

⊕ Dashboard
⊕ Service/ Activity ▼
⊕ Assets/Material/Equipment ▼
⊕ Profile
⊕ Reset Password
⊕ Logout

## Support for preparation for Entrance Examinations and Competitions

**View Activity** ⌄

**School Name**
UPG PS KULAHI

**State Name**
Jharkhand

**District Name**
GUMLA

**School Location**
CHAINPUR

**Service/Activity Category**
Generic Level Activities

**Service/Activity Name**
Support for preparation for Entrance Examinations and Competitions

**Class/Grade**
Upper Primary (6-8)

**Service/Activity Frequency**
Regular

**Required Specialization**
Post Graduate

**Gender**
Male

**Tentative Start Date of Service/Activity**
20 Aug, 2022

**Duration (in days)**
14

**Last Date and time of Receiving application**
20 Aug, 2022 03:05 PM

**Details of the Service/Activity**
Required Support for preparation of Entrance Exam for upper primary students

**Postal Address**
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

# 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 ∨

**School Name**
UPG PS KULAHI

**State Name**
Jharkhand

**District Name**
GUMLA

**School Location**
CHAINPUR

**Service/Activity Category**
Generic Level Activities

**Service/Activity Name**
Support for preparation for Entrance Examinations and Competitions

**Class/Grade**
Upper Primary (6-8)

**Service/Activity Frequency**
Regular

**Required Specialization**
Post Graduate

**Gender**
Male

**Tentative Start Date of Service/Activity**
20 Aug, 2022

**Duration (in days)**
14

**Last Date and time of Receiving application**
20 Aug, 2022 03:05 PM

**Details of the Service/Activity**
Required Support for preparation of Entrance Exam for upper primary students

**Postal Address**
Gumla Chainpur Govt. M/S, Bendora
Pin code: Not available

**Step- 1**

**Close Activity ?**

## Volunteer 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

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About Vidyanjali   State Initiatives   Guidelines   User Manual

Vidyanjali Account

**School**
★★★★★

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

## Support for preparation for Entrance Examinations and Competitions

View Activity ∨

**School Name**
UPG PS KULAHI

**State Name**
Jharkhand

**District Name**
GUMLA

**School Location**
CHAINPUR

**Service/Activity Category**
Generic Level Activities

**Service/Activity Name**
Support for preparation for Entrance Examinations and Competitions

**Class/Grade**
Upper Primary (6-8)

**Service/Activity Frequency**
Regular

**Required Specialization**
Post Graduate

**Gender**
Male

**Tentative Start Date of Service/Activity**
20 Aug, 2022

**Duration (in days)**
14

**Last Date and time of Receiving application**
20 Aug, 2022 03:05 PM

**Details of the Service/Activity**
Required Support for preparation of Entrance Exam for upper primary students

**Postal Address**
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**

**School**

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

**Sponsoring Medical Camps by Doctors**

View Activity ⌄

| School Name | State Name | District Name | School Location |
|---|---|---|---|
| UPG PS PASANGA | Jharkhand | GUMLA | GUMLA |

| Service/Activity Category | Service/Activity Name | Class/Grade | Service/Activity Frequency |
|---|---|---|---|
| Sponsorship Activities | Sponsoring Medical Camps by Doctors | Primary (1-5) | Regular |

| Required Specialization | Gender | Tentative Start Date of Service/Activity | Duration (in days) |
|---|---|---|---|
| Graduate | Female | 25 Mar, 2022 | 10 |

| Last Date and time of Receiving application | Details of the Service/Activity | Postal Address | |
|---|---|---|---|
| 20 Mar, 2022 02:59 PM | Periodic camps to address the issue of malnutrition. Eye and dental check | 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**

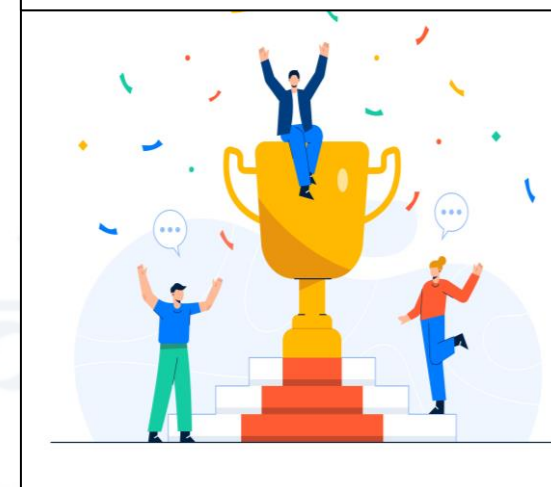Note: You need to first upload all images to close activity.

Upload activity picture 1

Upload activity picture 2

Upload activity picture 3

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

# Thank You!