

“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



Google

🔍 vidyanjali.education.gov.in

🔍 vidyanjali.education.gov.in - Google Search



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](#)



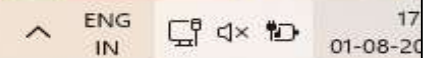
Welcome to
**Vidyanjali – A School
Volunteer Programme**

[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



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 displays the Vidyanjali dashboard interface. At the top, it features the logo of the Department of School Education & Literacy, Ministry of Education, Government of India, and the Vidyanjali logo (A School Volunteer Programme). The navigation bar includes links for Home, About Vidyanjali, State Initiatives, Guidelines, and User Manual, along with a user profile icon and the text "Vidyanjali Account".

The main content area is titled "Dashboard" and shows a breadcrumb trail: Home > Dashboard > UPG PS KULAH. A sidebar menu on the left, titled "School", contains the following items: Dashboard, Service/ Activity, Assets/Material/Equipment, Profile, Reset Password, and Logout. A red arrow points to the "Service/ Activity" option in this menu.

The dashboard displays two rows of statistics:

- Top Row (Yellow/Grey):**
 - Total Assets / Material / Equipment Request: 3
 - Completed: 2
 - Approved: 1
 - Pending Approval: 0
- Bottom Row (Teal/Grey):**
 - Total Published Services/ Activities: 11
 - Completed: 2
 - Approved: 9
 - Pending Approval: 0

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

Add New Service/ Activity Request

Step- 1

Service/ Activity Category *
Generic Level Activities

Service/ Activity Name *
Select

Class/Grade *
Nothing selected

Required Specialization *
--Select--

Gender *
Male

Tentative Start Date of Service/ Activity *
[Calendar Icon]

Duration (in days) *
Duration

Last Date of Receiving application *
[Calendar Icon]

Details of the Service/ Activity *

Add New Service/ Activity Request

Step- 2

Service/ Activity Category *
Generic Level Activities

Service/ Activity Name *
Select

Class/Grade *
Nothing selected

Service/ Activity Frequency *
 Regular One Time

Tentative Start Date of Service/ Activity *
[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. *

Save Draft Submit Cancel

Add New Service/ Activity Request

Step- 3

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 *
[Calendar Icon]

Duration (in days) *
Duration

Last Date of Receiving application *
[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. *

Save Draft Submit Cancel



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

- 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

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 Requested By: 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. The user is logged in as 'U Vidyanjali Account'. The main content area shows details for a request titled 'Support for preparation for Entrance Examinations and Competitions'.

Request Details:

- School Name:** UPG PS KULAH
- 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 KULAH	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 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 ▾

School Name UPG PS KULAH	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

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 ▾

School Name UPG PS PASANGA	State Name Jharkhand	District Name GUMLA	School Location GUMLA
Service/Activity Category Sponsorship Activities	Service/Activity Name Sponsoring Medical Camps by Doctors	Class/Grade Primary (1-5)	Service/Activity Frequency Regular
Required Specialization Graduate	Gender Female	Tentative Start Date of Service/Activity 25 Mar, 2022	Duration (in days) 10
Last Date and time of Receiving application 20 Mar, 2022 02:59 PM	Details of the Service/Activity Periodic camps to address the issue of malnutrition. Eye and dental check	Postal Address 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





श्री रोवेपुअनजाली श्री रोवेपुअनजाली श्री रोवेपुअनजाली

Thank You!



श्री रोवेपुअनजाली श्री रोवेपुअनजाली श्री रोवेपुअनजाली

(A School Volunteer Programme)

(A School Volunteer Programme)

(A School Volunteer Programme)

(A School Volunteer Programme)