



Ministry of Education
Government of India



Ministry of Education Government of India



User Guide For DNO

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 various DNOs to manage the users, schools and Volunteers at District Level. Care is taken to explain each role and its functionality in detail.



2 DNO Login

Enter State DNO URL in the address bar of your internet explorer and press ENTER key.

DNO Login screen will be displayed;

vidyanjali
(A School Volunteer Programme)

Login

Username / Email Id

Password

Captcha rr6fc

[Sign In](#)

[Forgot Password?](#)

Figure 2-1

Enter following details:

- Username /Email Id: Enter username or email id
- Password: Enter password
- CAPTCHA: Enter CAPTCHA code as displayed
- Click [Sign In](#) to login to the DNO interface. On successful sign in, [DNO Dashboard](#) will be displayed:
- Click [Forgot Password?](#) link incase of forgotten password

2.1 DNO Dashboard

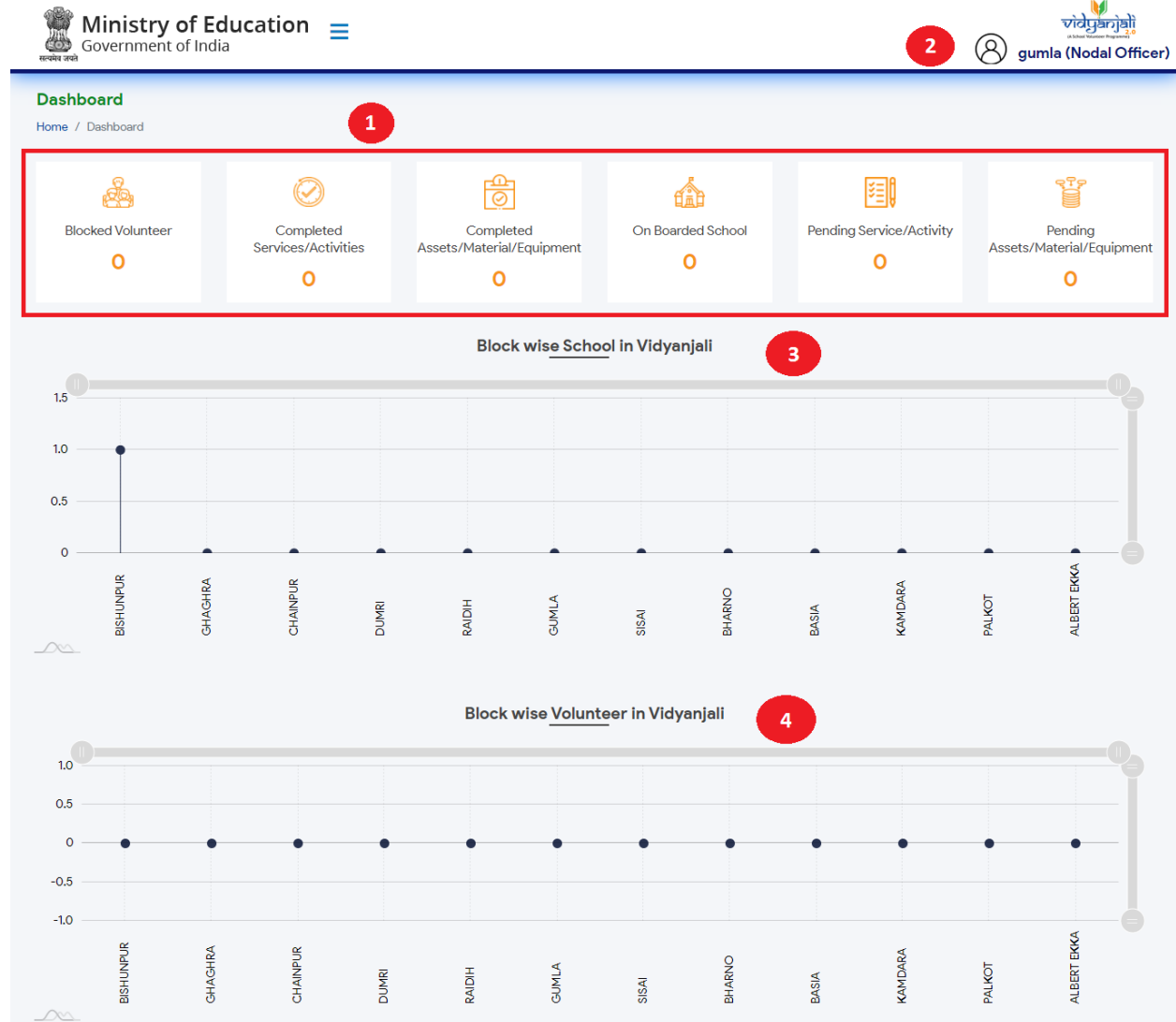


Figure 2-2

1 Dashboard displays following information in graphical representation;

- Blocked Volunteer
- Completed Services/ Activities
- Completed Assets/ Material/ Equipment
- On boarded School
- Pending Service/ Activity

- Pending Assets/ Material/ Equipment

2 Logged in User detail

3 Block wise School in Vidyanjali

4 Block wise Volunteer in Vidyanjali

Click each block to view details.

Left menu displays following options:

- [Dashboard](#)
- [School Onboard List](#)
- [School Services/ Activities](#)
- [School Assets/Material/Equipment](#)
- [Volunteers](#)

2.2 My Profile

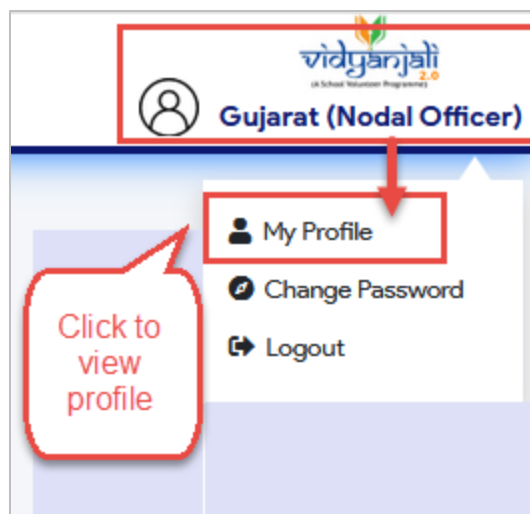


Figure 2-3

Click on Logged in user, a pop up menu will be displayed, select “My Profile” to view profile;



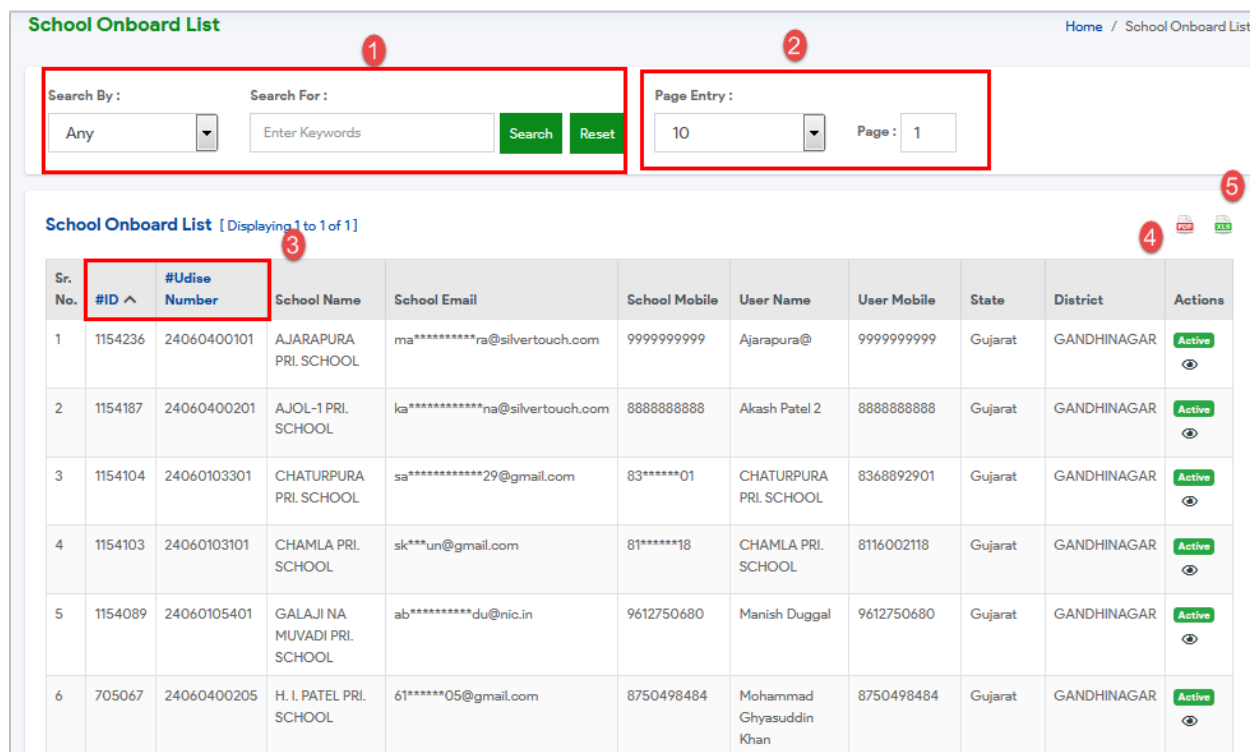
My Profile ✖

First Name *	Last Name *
<input type="text" value="Gandhinagar"/>	<input type="text" value="dno"/>
Username *	Mobile No *
<input type="text" value="dno_gandhinagar"/>	<input type="text" value="8985211466"/>
Email *	
<input type="text" value="madhavkansara89@gmail.com"/>	

Figure 2-4

3 School Onboard List

Path: School Onboard List



School Onboard List Home / School Onboard List

Search By: Search For:

Page Entry: Page:

School Onboard List [Displaying 1 to 1 of 1]

Sr. No.	#ID	#Udise Number	School Name	School Email	School Mobile	User Name	User Mobile	State	District	Actions
1	1154236	24060400101	AJARAPURA PRI. SCHOOL	ma*****ra@silvertouch.com	9999999999	Ajarapura@	9999999999	Gujarat	GANDHINAGAR	Active
2	1154187	24060400201	AJOL-1 PRI. SCHOOL	ka*****na@silvertouch.com	8888888888	Akash Patel 2	8888888888	Gujarat	GANDHINAGAR	Active
3	1154104	24060103301	CHATURPURA PRI. SCHOOL	sa*****29@gmail.com	83*****01	CHATURPURA PRI. SCHOOL	8368892901	Gujarat	GANDHINAGAR	Active
4	1154103	24060103101	CHAMLA PRI. SCHOOL	sk***un@gmail.com	81*****18	CHAMLA PRI. SCHOOL	8116002118	Gujarat	GANDHINAGAR	Active
5	1154089	24060105401	GALAJI NA MUVADI PRI. SCHOOL	ab*****du@nic.in	9612750680	Manish Duggal	9612750680	Gujarat	GANDHINAGAR	Active
6	705067	24060400205	H. L. PATEL PRI. SCHOOL	61*****05@gmail.com	8750498484	Mohammad Ghyasuddin Khan	8750498484	Gujarat	GANDHINAGAR	Active

Figure 3-1

1 You can search on boarded schools by name, type or keyword. Specify search criteria and click button. Click to reset the search criteria.

2 You can select number of records per page or reach to specific page

Existing School Onboard list will be displayed with following column headings;


3 Note: Column heading in **BLUE** color indicates that you can sort the records by that column name, simply click the column heading to sort data by that column.


- Sr. No.
- #ID
- UDISE Number
- School Name



- School Email
- School Mobile
- User Name
- User Mobile
- State
- District
- Action

4 Actions – Click **Inactive** button to Activate and click **Active** button to deactivate any school

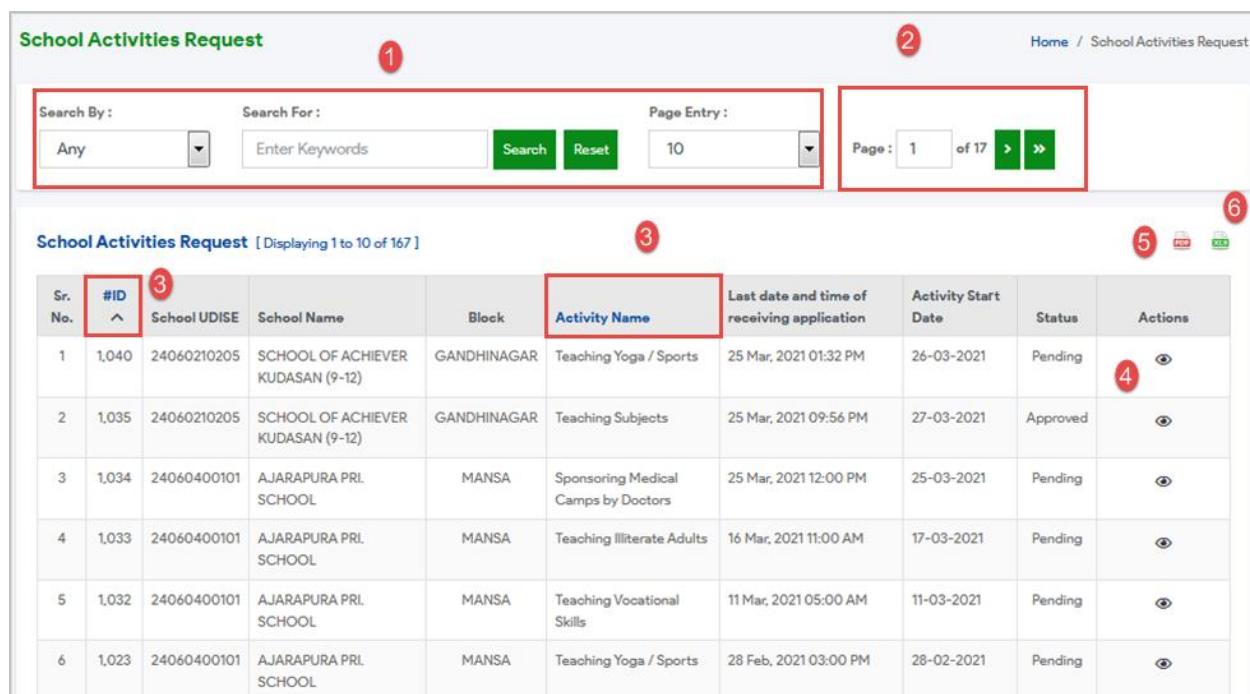
5 Click  on top right of the listing screen to export School Onboard List to PDF Format

6 Click  on top right of the listing screen to export School Onboard List to Excel Format.

4 School Services/ Activities

4.1 School Services/ Activities Request

Path: School Services/ Activities >> School Services/ Activities Request



School Activities Request Home / School Activities Request

Search By: Any Search For: Enter Keywords Page Entry: 10 Search Reset Page: 1 of 17 > >>

School Activities Request [Displaying 1 to 10 of 167]

Sr. No.	#ID	School UDISE	School Name	Block	Activity Name	Last date and time of receiving application	Activity Start Date	Status	Actions
1	1,040	24060210205	SCHOOL OF ACHIEVER KUDASAN (9-12)	GANDHINAGAR	Teaching Yoga / Sports	25 Mar, 2021 01:32 PM	26-03-2021	Pending	👁
2	1,035	24060210205	SCHOOL OF ACHIEVER KUDASAN (9-12)	GANDHINAGAR	Teaching Subjects	25 Mar, 2021 09:56 PM	27-03-2021	Approved	👁
3	1,034	24060400101	AJARAPURA PRL SCHOOL	MANSA	Sponsoring Medical Camps by Doctors	25 Mar, 2021 12:00 PM	25-03-2021	Pending	👁
4	1,033	24060400101	AJARAPURA PRL SCHOOL	MANSA	Teaching Illiterate Adults	16 Mar, 2021 11:00 AM	17-03-2021	Pending	👁
5	1,032	24060400101	AJARAPURA PRL SCHOOL	MANSA	Teaching Vocational Skills	11 Mar, 2021 05:00 AM	11-03-2021	Pending	👁
6	1,023	24060400101	AJARAPURA PRL SCHOOL	MANSA	Teaching Yoga / Sports	28 Feb, 2021 03:00 PM	28-02-2021	Pending	👁

Figure 4-1

1 You can search school services/ activities by name, school, UDISE Number or any keyword.

Specify search criteria and click **Search** button. Click **Reset** to reset the search criteria.


2 You can select number of records per page or reach to specific page



Existing school activities will be displayed with following column headings;


3 **Note:** Column heading in **BLUE** color indicates that you can sort the records by that column name, simply click the column heading to sort data by that column.


- Sr. No.
- #ID

- School UDISE
- School Name
- Block
- Service/ Activity Name
- Last date and time of receiving application
- Service/ Activity Start Date
- Actions


4  Click to View and Approve/Reject School Services/ Activities

 **Ministry of Education** 
Government of India

 **चिद्यंजलि**
(A School Volunteer Programme)

 gumla (Nodal Officer)

Activity (Subject assistance)
Home / School Activities Request / Activity

View Activity 

Activity Category
Generic Level Activities

Activity Name Subject assistance	Class/Grade Upper Primary (6-8)
Activity Frequency One Time	Required Specialization Graduate
Gender Any	Tentative Start Date of Activity 16 Aug, 2021
Duration (in days) 2	Last Date and Time of Receiving Application 06 Aug, 2021 02:30 PM
Details of the Activity Required guidance on Mathematics. How to read and understand any problems and how to solve them.	Location RC PS KARCHA, BISHUNPUR, GUMLA, Jharkhand


Track


Status *
 Approve Reject

Application Remarks *
Activity Approved.

Submit **Cancel**

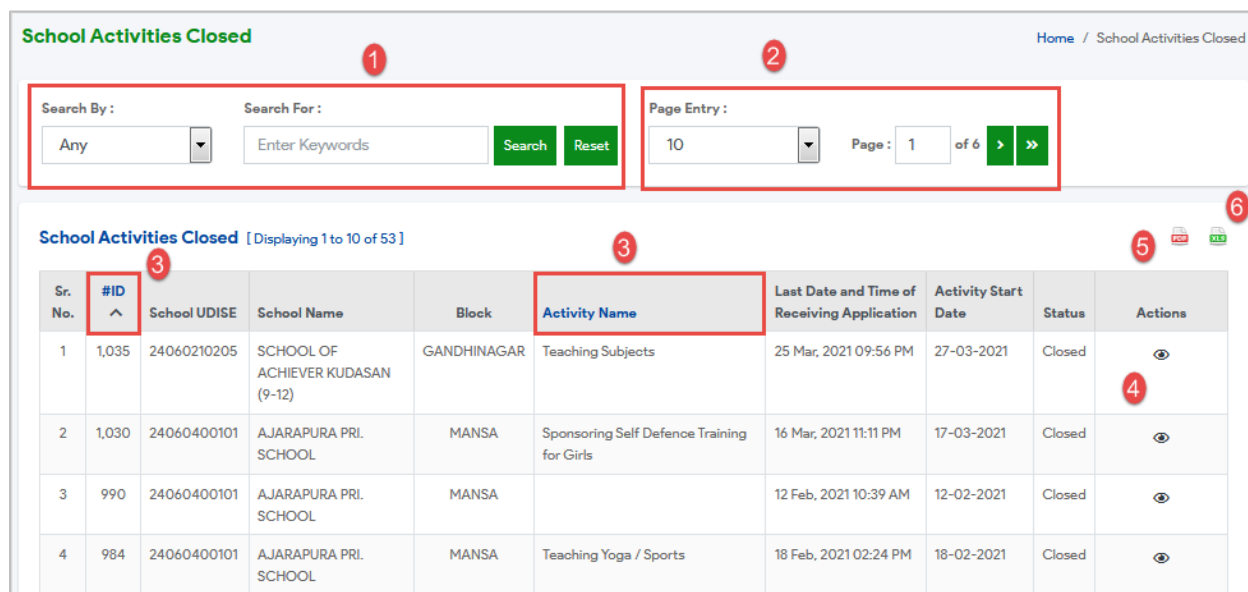
Figure 4-2

5  Click on top right of the listing screen to export School Services/ Activities to PDF Format

6  Click on top right of the listing screen to export School Services/ Activities to Excel Format.

4.2 School Services/ Activities Closed

Path: School Services/ Activities >> School Services/ Activities Closed



School Activities Closed Home / School Activities Closed

Search By : Any Search For : Enter Keywords Search Reset

Page Entry : 10 Page : 1 of 6 > >>

School Activities Closed [Displaying 1 to 10 of 53]

Sr. No.	#ID	School UDISE	School Name	Block	Activity Name	Last Date and Time of Receiving Application	Activity Start Date	Status	Actions
1	1,035	24060210205	SCHOOL OF ACHIEVER KUDASAN (9-12)	GANDHINAGAR	Teaching Subjects	25 Mar, 2021 09:56 PM	27-03-2021	Closed	👁
2	1,030	24060400101	AJARAPURA PRI. SCHOOL	MANSA	Sponsoring Self Defence Training for Girls	16 Mar, 2021 11:11 PM	17-03-2021	Closed	👁
3	990	24060400101	AJARAPURA PRI. SCHOOL	MANSA		12 Feb, 2021 10:39 AM	12-02-2021	Closed	👁
4	984	24060400101	AJARAPURA PRI. SCHOOL	MANSA	Teaching Yoga / Sports	18 Feb, 2021 02:24 PM	18-02-2021	Closed	👁

Figure 4-3


1 You can search “Closed school services/ activities” by name, school, UDISE Number or any keyword. Specify search criteria and click **Search** button. Click **Reset** to reset the search criteria.

2 You can select number of records per page or reach to specific page


Closed school services/ activities will be displayed with following column headings;

3 **Note: Column heading in BLUE color indicates that you can sort the records by that column name, simply click the column heading to sort data by that column.**

- Sr. No.
- #ID
- School UDISE
- School Name
- Block
- Service/ Activity Name
- Last date and time of receiving application
- Service/ Activity Start Date


4 Actions - Click  to view closed School service/ activity


Activity (Teaching Subjects) Home / School Activities Closed / Activity

[View Activity](#) 

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

Figure 4-4

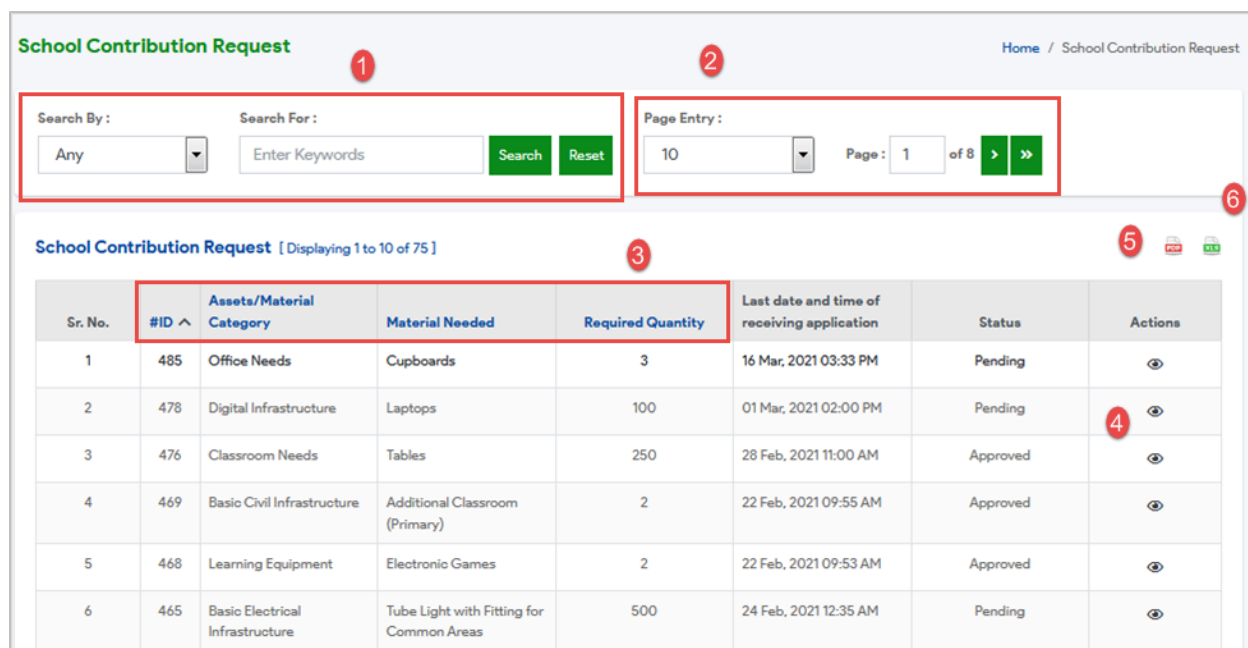
5 Click  on top right of the listing screen to export closed School services/ activities to PDF Format

6 Click  on top right of the listing screen to export closed School services/ activities to Excel Format.

5 School Assets/ Material/ Equipment

5.1 School Assets/ Material/ Equipment Request

Path: School Assets/ Material/Equipment >> School Assets/Material/Equipment Request



School Contribution Request [Displaying 1 to 10 of 75]

Sr. No.	#ID	Assets/Material Category	Material Needed	Required Quantity	Last date and time of receiving application	Status	Actions
1	485	Office Needs	Cupboards	3	16 Mar, 2021 03:33 PM	Pending	👁
2	478	Digital Infrastructure	Laptops	100	01 Mar, 2021 02:00 PM	Pending	👁
3	476	Classroom Needs	Tables	250	28 Feb, 2021 11:00 AM	Approved	👁
4	469	Basic Civil Infrastructure	Additional Classroom (Primary)	2	22 Feb, 2021 09:55 AM	Approved	👁
5	468	Learning Equipment	Electronic Games	2	22 Feb, 2021 09:53 AM	Approved	👁
6	465	Basic Electrical Infrastructure	Tube Light with Fitting for Common Areas	500	24 Feb, 2021 12:35 AM	Pending	👁

Figure 5-1

1 You can search “School Assets/ Material/ Equipment Request” by name, school, UDISE Number or any keyword. Specify search criteria and click **Search** button. Click **Reset** to reset the search criteria.


2 You can select number of records per page or reach to specific page



Existing school assets/ material/ equipment request will be displayed with following column headings;


3 **Note:** Column heading in **BLUE** color indicates that you can sort the records by that column name, simply click the column heading to sort data by that column.

- Sr. No.
- #ID
- Assets/ Material/ Equipment Category Material Needed


- Required Quantity
- Last date and time of receiving application

4 Actions - Click  to Approve/Reject School Assets/ Material/ Equipment request

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 **gumla (Nodal Officer)**

School Contributions
Home / School Contributions / View

View Contribution 

Assets/Material Office Needs	Material Name Notice Boards
Recurring Expenses / Maintenance required Not applicable	Assets/Material Quantity (In Number/Sqft.) 5
Expected Date before which Contribution Required 03 Sep, 2021	Last date of receiving application 31 Aug, 2021 12:14 AM
Details NA	

Track

Status *


Approve Reject

Application Remarks *

Submit **Cancel**

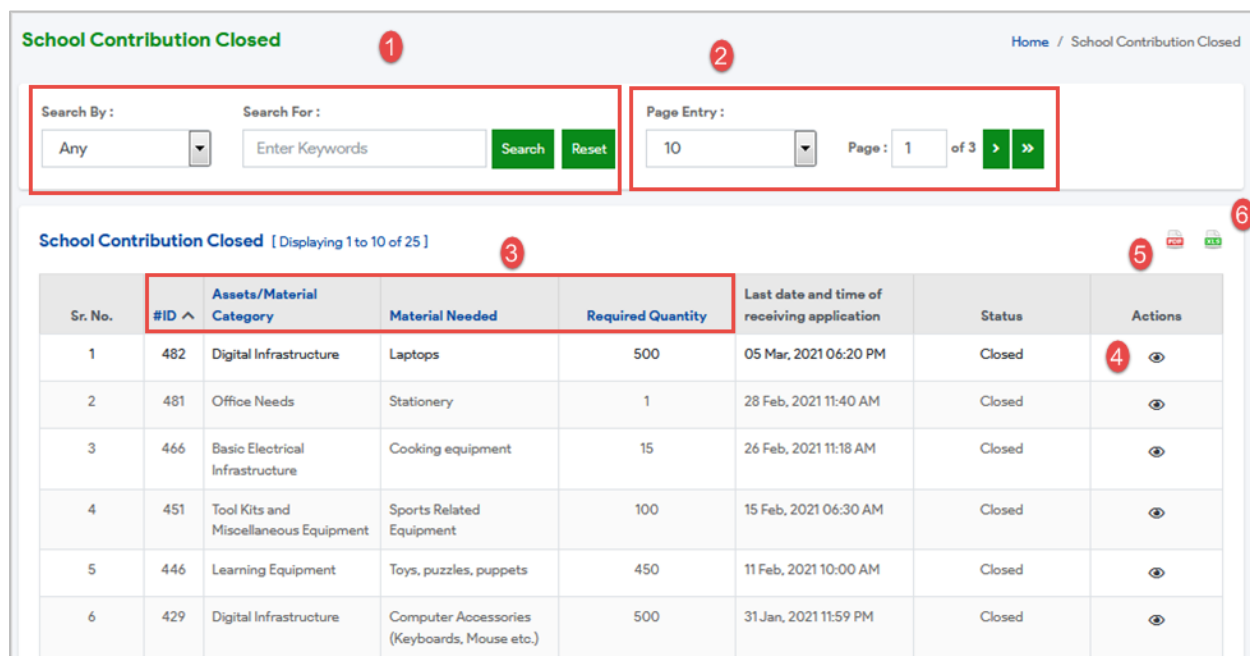
Figure 5-2

5 Click  on top right of the listing screen to export School Assets/ Material/ Equipment request to PDF Format

6 Click  on top right of the listing screen to export School Assets/ Material/ Equipment request to Excel Format.

5.2 School Assets/ Material/ Equipment Closed

Path: School Assets/ Material/ Equipment >> School Assets/ Material/ Equipment Closed



Sr. No.	#ID ^	Assets/Material Category	Material Needed	Required Quantity	Last date and time of receiving application	Status	Actions
1	482	Digital Infrastructure	Laptops	500	05 Mar, 2021 06:20 PM	Closed	👁
2	481	Office Needs	Stationery	1	28 Feb, 2021 11:40 AM	Closed	👁
3	466	Basic Electrical Infrastructure	Cooking equipment	15	26 Feb, 2021 11:18 AM	Closed	👁
4	451	Tool Kits and Miscellaneous Equipment	Sports Related Equipment	100	15 Feb, 2021 06:30 AM	Closed	👁
5	446	Learning Equipment	Toys, puzzles, puppets	450	11 Feb, 2021 10:00 AM	Closed	👁
6	429	Digital Infrastructure	Computer Accessories (Keyboards, Mouse etc.)	500	31 Jan, 2021 11:59 PM	Closed	👁

Figure 5-3

1 You can search “Closed Assets/ Material/ Equipment” by name, school, UDISE Number or any keyword. Specify search criteria and click **Search** button. Click **Reset** to reset the search criteria.

2 You can select number of records per page or reach to specific page

Closed assets/ material/ equipment will be displayed with following column headings;

3 **Note: Column heading in BLUE color indicates that you can sort the records by that column name, simply click the column heading to sort data by that column.**

- Sr. No.
- #ID
- Assets/Material/Equipment Category
- Assets/ Material/ Equipment Needed
- Required Quantity
- Last date and time of receiving application



4 Actions - Click to view closed School assets/ material/ equipment

School Contributions Home / School Contributions / View

View Contribution

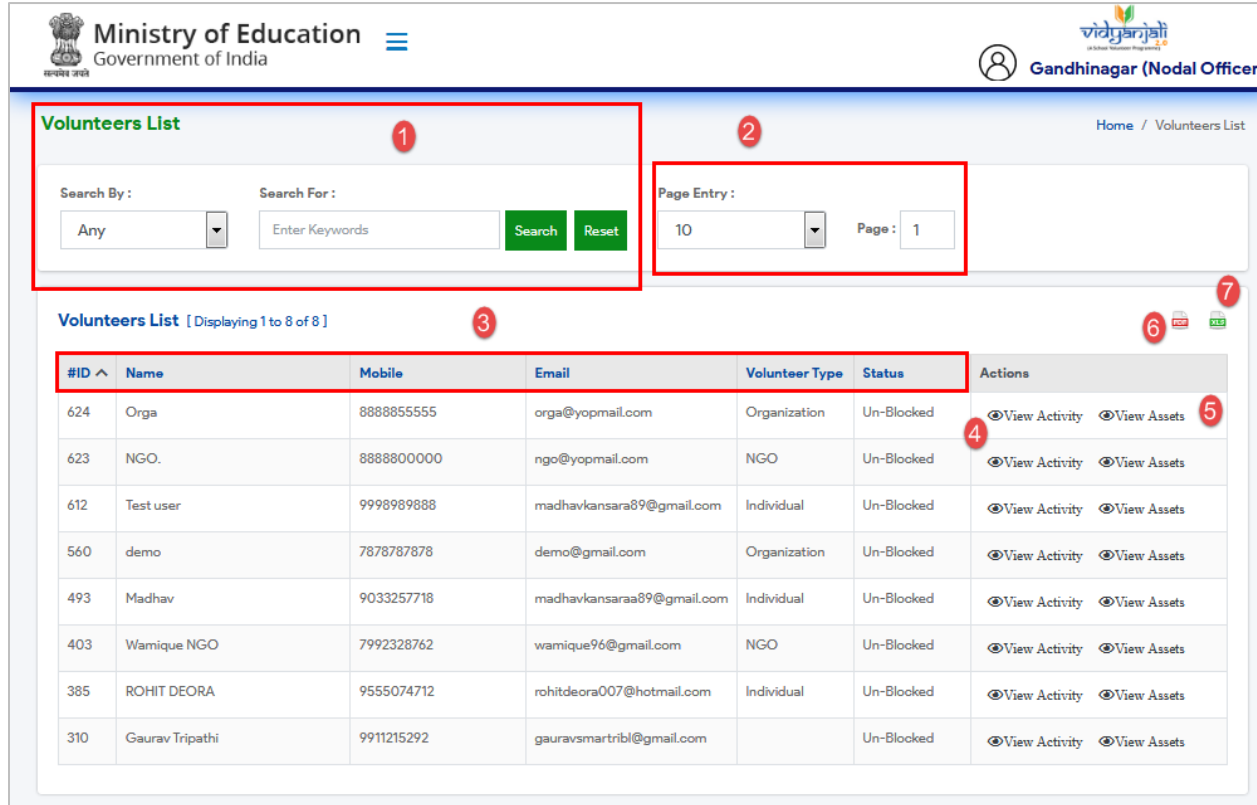
Assets/Material Basic Electrical Infrastructure	Material Name Cooking equipment
Contribution Frequency One Time	Assets/Material Quantity (In Number/Sqft.) 15
Expected Date before which Contribution Required 24 Feb, 2021	Last date of receiving application 26 Feb, 2021 11:18 AM
Details IsI labelled cooking products needs.	

Figure 5-4

5 Click on top right of the listing screen to export Closed assets/ material/ equipment to PDF Format

6 Click on top right of the listing screen to export Closed assets/ material/ equipment to Excel Format.

6 Volunteers



Volunteers List [Displaying 1 to 8 of 8]

#ID	Name	Mobile	Email	Volunteer Type	Status	Actions
624	Orga	8888855555	orga@yopmail.com	Organization	Un-Blocked	View Activity View Assets
623	NGO.	8888800000	ngo@yopmail.com	NGO	Un-Blocked	View Activity View Assets
612	Test user	9998989888	madhavkansaraa89@gmail.com	Individual	Un-Blocked	View Activity View Assets
560	demo	7878787878	demo@gmail.com	Organization	Un-Blocked	View Activity View Assets
493	Madhav	9033257718	madhavkansaraa89@gmail.com	Individual	Un-Blocked	View Activity View Assets
403	Wamique NGO	7992328762	wamique96@gmail.com	NGO	Un-Blocked	View Activity View Assets
385	ROHIT DEORA	9555074712	rohitdeora007@hotmail.com	Individual	Un-Blocked	View Activity View Assets
310	Gaurav Tripathi	9911215292	gauravmartribl@gmail.com		Un-Blocked	View Activity View Assets

Figure 6-1

1 You can search volunteers by name, email or any keyword. Specify search criteria and click **Search** button. Click **Reset** to reset the search criteria.

2 You can select number of records per page or reach to specific page

Volunteers will be displayed with following column headings:

3 **Note:** Column heading in **BLUE** color indicates that you can sort the records by that column name, simply click the column heading to sort data by that column.

- #ID
- Name
- Mobile
- Email



- Volunteer Type
- Status
- Actions

4 Click [View Activity](#) to view service/ activity

5 Click [View Assets](#) to view assets/ material/ equipment

6 Click on top right of the listing screen to export volunteer list to PDF Format

7 Click on top right of the listing screen to export volunteer list to Excel Format.

6.1 View Service/ Activity

- Click [View Activity](#) on [activity listing screen](#) to view service/ activity


Activity Volunteers Home / Activity Volunteers

Search By : Search For : Search Page Entry : Page :

#ID ^	Activity Name	Volunteer Name	Status	Meeting Date	Meeting Start Date	Meeting End Date	Blocked Status	Actions
693	230	nikhar shah	Pending	–	–	–	Un-Blocked	
689	179	nikhar shah	Pending	–	–	–	Un-Blocked	
688	43	nikhar shah	Pending	–	–	–	Un-Blocked	
687	196	nikhar shah	Pending	–	–	–	Un-Blocked	
686	200	nikhar shah	Pending	–	–	–	Un-Blocked	
679	200	nikhar shah	Confirmed	01-03-2021	04-03-2021 11:10	28-02-2021 02:10	Un-Blocked	

Figure 6-2

6.2 View Assets/ Material/ Equipment

- Click  [View Assets](#) on [activity listing screen](#) to view assets/ material/ equipment

Contribution Volunteers Home / Contribution Volunteers

Search By :

Any ▼

Search For :




Enter Keywords

Search
Reset

Page Entry :

10 ▼

Page :

Contribution Volunteers ★ ★ ★ ★ ★   


#ID ^	Contribution Name	Volunteer Name	Meeting Date	Meeting Start Date	Meeting End Date	Status	Actions
758	49	nikhar shah	03-10-2021	–	–	Un-Blocked	

Figure 6-3