



प्रो. रजनीश जैन
सचिव

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29th November, 2018

Subject : 150th Birth Anniversary Celebration of Mahatma Gandhi.

13 DEC 2018

Respected Sir/Madam,

As you are already aware, Government of India is commemorating 150th Birth Anniversary of Mahatma Gandhi for a period of two years from 2nd October, 2018 to 2nd October, 2020 both at National and International Level. One of the suggested activities is Logo Branding on Trains, Metro Rail, Air India Aircrafts. State Roadways Buses, Govt. website, e-mails, Govt. Stationery, calendar and diary, Govt. advertisements & publicity material, digital signature, etc. during the commemoration period.

The following designs of the logo with colour guide have been finalized and are available on the web-site <http://gandhi.gov.in/download>, html for download:-

- Logo in original form (Main logo)
- Logo for use in single colour (For use in black and white)
- Logo in reverse form with light/bright background
- Logo in reverse form with dark background

You are accordingly requested to use the Logo during the commemoration period and also upload activities to be undertaken during 2nd October, 2018 to 2nd October, 2019 on the portal as per the procedure prescribed in the enclosed manual.

I am further to request you to intimate the action taken in the matter to PN-I Section of MHRD directly under intimation to UGC.

With regards,

Yours sincerely,

(Rajnish Jain)

The Vice-Chancellor
All Central Universities (40)





CALENDAR OF ACTIVITIES FOR
MAHATMA GANDHI 150TH
BIRTH ANNIVERSARY
CELEBRATION
User Manual

ABSTRACT

A step by step guide to upload the events and
Karyanjali

Calendar of Activities Upload Manual

Please follow the step by step process given below to upload the events/activities in the Calendar.

1. Follow the link <https://gandhi-karyanjali.azurewebsites.net/>
Above link will land you to the given webpage

Share Your Karyanjali



Login

Email No.



Not yet Registered?

2. If you are a first time user please click on Sign-up
Follow the link <https://gandhi-karyanjali.azurewebsites.net/signup>

Share Your Karyanjali



Sign Up



Already have an account?

You need to enter the following details :

- Your Full Name
- Your Email Address
- Your Mobile Number

After the details are filled, Press the Send Otp Button, enter the OTP received on your mobile number and the signup process is completed.

3- If you have "already signed-up" or have submitted your details on signing up, you will land on the given webpage which is the sign-up Page

Share Your Karyanjali



Sign Up

Full Name

Email

Mobile Number

Send OTP

On landing this page, you will need to enter the ONE TIME PASSWORD (OTP) which you have received on your Mobile Number.

4- On Successful Sign-up through OTP, you will reach on the given webpage

Share Your Karyanjali



Organization

Organization

You can sfrom this page by following the instructions below :

- Select Your Organization (eg : Central Government, State Government, Gandhian institutions, Individual)
- After Selecting any particular option among State Government, Central Government and Gandhian Institutions, you have to specify :
- The name of the department in case of Central Government (Fig. 4a)
- State In case of the State Government (Fig. 4b)
- Institutions in case if you select Gandhian Institution as your organization you belong to (Fig. 4c)
- In the case of an individual select Individual and press the Button "Submit" (Fig. 4d)

It can be seen below in the web page :

Share Your Karyanjali



Organization

Central Government

Select

Ministry of Agriculture and Farmers Welfare

Ministry of Chemicals and Fertilizers

Ministry of Civil Aviation

Ministry of Coal

(Fig. 4a) Organization : Central Government

Share Your Karyanjali



Organization

Andaman and Nicobar Islands
Andhra Pradesh
Arunachal Pradesh
Assam
Bihar

(Fig. 4b) Organization : State Government

Share Your Karyanjali



Organization

Selected
Akhil Bharatiya Krishi Gaurav Sewa Sangh
Akhil Bharatiya Nari Talim Sangh
Assam Khadi and Village Development
Assam Rashtriya Mahila Prachar Samiti

(Fig. 4c) Organization : Gandhian Institution

Share Your Karyanjali

Organization



(Fig. 4d) Organization : Individual

5- After Submitting the Organization Details, you will land on upload page.

There will be 2 options on this page :

- Upload Karyanjali
- Calendar Of Activities

Upload Karyanjali

Choose Option



-7-

On Pressing the button of Calender Activities in Upload Your Karyanjali Page, you will land on the webpage given below:

Share Your Karyanjali

Activity Upload

Share Links (e.g. Youtube, Twitter, Google Drive)

Upload Files

Additional Information



Here you can fill in your details as follows:

- **Select Category :** Select the category of the activities from the list
- **Activity Date :** Choose the date/date range of your Activity, for a single day activity click the same date twice.
- **Activity Time (Optional) :** Mention the activity time if you would like to share it with us, otherwise it is not mandatory
- **Location :** Mention the location at which the activity took place.
- **Share Links :** Share Links of Youtube videos, social media posts of your activities.
- **Upload Files :** Upload files, images to describe your activities.
- **Additional Information :** Write down any additional information if you would like to share with us.
- After filling the details, press the submit button and your event/activity has been uploaded.

On Pressing the button of Upload Your Karyanjali, you will land on this webpage :

Share Your Karyanjali

Karyanjali Upload

Share Links (eg. Youtube, Twitter, Google Drive)

Upload files

Additional information (optional)

Here you can fill in your details as follows:

- Title : Give Your Karyanjali a Title (Eg : My Karyanjali)
- Karyanjali Date : Choose the date/ date range of your Karyanjali
- Location : Mention the location of your Karyanjali
- Share Links : Share Links of Youtube videos, social media posts.
- Upload Files : Upload files, images to describe your Karyanjali.
- Additional Information : Write down any additional information if you would like to share with us.
- After filling the details, press the submit button and share with us your karyanjali.