



COMPREHENSIVE

USER MANUAL



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Introduction (Module 1)

This is a comprehensive user manual for the MY Bharat portal, your gateway to a transformative journey of youth empowerment and Experiential Learning Opportunity. MY Bharat, operating under the Department of Youth Affairs, is a pioneering platform with a dual mission — to empower and propel the youth and youth-led development, Experiential Learning Opportunities in India, leveraging the transformative force of technology.

MY Bharat portal is a thoughtfully designed digital portal catering to the dynamic youth demographic aged between 15 and 29 years. This portal offers a wealth of resources, mentorship programs, experiential learning opportunities, networks, and invaluable industry connections. It acts as a springboard, propelling young individuals toward realizing their personal aspirations while equipping them to be the architects of change within their communities.

This user manual will guide you through each section, providing step-by-step instructions to navigate and make the most of the offerings available on the MY Bharat portal. Whether you're a youth participant or a partner organization, this manual is designed to enhance your understanding and maximize your engagement with the platform. Let's embark on this journey of growth, learning, and positive impact together.

MY Bharat

Learning Outcome: The user will obtain an overview of the platform and the services offered by the platform.

Mera Yuva Bharat (MY Bharat) stands as an autonomous entity under the aegis of the Department of Youth Affairs, serving as a pivotal catalyst with a dual mission to empower and propel youth as well as youth-led development in India, harnessing the transformative force of technology.

At the heart of MY Bharat lies a comprehensive government portal, meticulously designed to cater to the needs of the dynamic youth demographic, aged between 15 and 29 years. It acts as a springboard, propelling young individuals towards realizing their personal aspirations while simultaneously equipping them to be the architects of change within their communities.

Objectives

1. **Leadership Development Experiential Learning Opportunity:** MY Bharat connects the youth's leadership aptitude to real-world leadership opportunities.
2. **Mentorship:** MY Bharat provides meaningful learnings through mentorship, connecting youth with expert professionals to nurture their Development and growth.
3. **Community Engagement:** Involvement of Yuva in community affairs fosters a sense of responsibility and leadership, as individuals strive to positively influence society.
4. **Personalized Learning:** MY Bharat provides tailored learning and training experiences for Bharat's youth, ensuring relevance and effectiveness.
5. **Experiential Learning:** MY Bharat prioritizes experiential learning through exposure to impactful practical work to boost youth employability and problem-solving skills.

Defining MY Bharat Opportunities

Experiential Learning Opportunity (Module 1.1)

Objective - To empower users with insights into the Volunteer for Bharat module and how the functionalities of the other modules are culminating into this module.

Outcome - Users will gain the capability to utilize all features within this module and comprehend the preconditions necessary for a seamless experience on this platform.

This training module aims to familiarize participants with the key features and components of the MY Bharat Experiential Learning Opportunity. By the end of this session, participants should have a comprehensive understanding of the program's structure, goals, and how it empowers youth through hands-on experiences within a phygital ecosystem.

Introduction to MY Bharat Experiential Learning Opportunity

MY Bharat's Experiential Learning Opportunity is a transformative initiative designed to empower the youth of India through hands-on experiences and practical insights. It serves as a dynamic platform where young individuals actively engage in real-world scenarios, fostering skill, leadership qualities, and a deepened understanding of various domains.

By bridging the gap between theoretical knowledge and practical application, this program equips participants with the tools they need to navigate the complexities of the modern world. Whether it's collaborating with government departments, participating in community projects, or contributing to societal progress, MY Bharat's Experiential Learning Opportunity creates a rich tapestry of opportunities for youth to learn, grow, and shape a brighter future.

- **Background and Initiator**
 - Ministry of Youth Affairs and Sports
 - Comprehensive Experiential Learning Opportunity
- **Program Objectives**
 - Bridging the gap between theory and real-world applications
 - Empowering the youth of the nation with diverse opportunities

Key Features of MY Bharat Experiential Learning Opportunity

This transformative program is characterized by several key features that ensure a comprehensive and impactful learning journey for participants.

Opportunity Posting by Organizations

One of the pillars of the MY Bharat Experiential Learning Opportunity is the seamless integration of opportunities posted by various organizations. These postings provide detailed information about the experiential learning opportunities, including specific tasks, locations, and other relevant details. This ensures transparency and clarity for prospective participants, allowing them to make informed choices aligned with their interests and aspirations.

Phygital Ecosystem

MY Bharat embraces a unique Phygital Ecosystem, combining physical and digital elements to enhance accessibility. This innovative approach breaks down geographical barriers, allowing participants to engage with experiential learning opportunities through a user-friendly digital platform while fostering real-world, on-ground experiences.

Geographical Accessibility

The program prioritizes geographical accessibility by offering hands-on experiences within a 30-kilometer radius of the chosen or home location. This localized approach not only increases the feasibility of participation but also strengthens local engagement, enabling youth to contribute meaningfully to their immediate communities.

Application Process

To ensure the eligibility and suitability of participants, the MY Bharat Experiential Learning Opportunity involves a thorough vetting process conducted by program officers from respective colleges. This meticulous screening process helps match participants with opportunities that align with their skills, interests, and career goals.

Shortlisting Process

Based on qualifications and suitability, MY Bharat employs a strategic shortlisting process to identify potential participants. This ensures that individuals selected for the program are well-matched to the tasks at hand, maximizing the impact of their learning experiences.

Task Completion Monitoring

Organizations play an active role in the program by providing specific tasks to participants. The MY Bharat platform monitors the progress of participants throughout the program, ensuring that tasks are completed successfully and participants gain valuable insights from their hands-on experiences.

Certificate Upon Completion

Recognition for successful program completion is a crucial aspect of MY Bharat's Experiential Learning Opportunity. Participants receive certificates that signify the skills and experiences acquired during the program, adding tangible value to their academic and professional profiles.

Training Efforts for Program Execution

- **How to Apply for Experiential Learning Opportunities**
 - Step-by-step guide for youth participants
 - Ensuring accurate and complete applications

- **Vetting Process for Colleges**
 - Role of program officers
 - Criteria for eligibility and suitability assessment
- **Shortlisting Criteria**
 - Parameters for qualifications and suitability
 - Ensuring fairness and transparency
- **Task Assignment and Monitoring**
 - Organizations assigning tasks to participants
 - Utilizing the platform for progress tracking
- **Certificate Issuance**
 - Criteria for successful completion.
 - Importance of the certificate in future endeavors

Volunteer for Bharat (Module 1.2)

Objective - To empower users with insights into the Volunteer for Bharat module and how the functionalities of the other modules are culminating into this module.

Outcome - Users will gain the capability to utilize all features within this module and comprehend the preconditions necessary for a seamless experience on this platform.

Embracing the spirit of active citizenship, MY Bharat introduces "Volunteer for Bharat," an empowering initiative that invites the dynamic youth of India to actively participate in events organized by various Government ministries, departments, and organizations integrated into the MY Bharat platform.

Introduction to Volunteer for Bharat

"Volunteer for Bharat" is more than just a call to action; it's an opportunity for young individuals to engage in meaningful activities that contribute to the nation. By becoming volunteers, the youth can immerse themselves in diverse projects, experiential learning opportunities, and community-driven initiatives aligned with the larger vision of building a prosperous and harmonious India.

This initiative serves as a bridge between passionate young minds and impactful events across different government sectors. From environmental conservation to skill Development Experiential Learning Opportunity programs, cultural events, and social welfare activities, volunteers have the chance to be an integral part of initiatives that align with their interests and values.

Through "Volunteer for Bharat," MY Bharat aims to create a vibrant ecosystem where the enthusiasm and energy of the youth converge with the nation's goals. By participating in these events, volunteers not only contribute to positive change but also gain valuable experiences that shape them into responsible and socially aware individuals.

Here are some of our proud Government entities offering Volunteering opportunities on MY Bharat

- Ministry of Rural Development Experiential Learning Opportunity
- Ministry of Panchayati Raj
- Ministry of Education
- Experiential Learning Opportunity India

- Ministry of Housing and Urban Affairs
- Ministry of Women and Child Development Experiential Learning Opportunity
- Ministry of Road Transport and Highways
- Startup India

Key Features of Volunteer for Bharat

Here are the top primary features of the Volunteer for Bharat offering of MY Bharat.

Active Citizenship and Social Impact

- The program goes beyond being a mere call to action; it promotes active citizenship by inviting dynamic youth to actively participate in events organized by government ministries, departments, and organizations.
- Participants contribute to the nation through their active involvement in projects that create a positive social impact.

Bridge Between Youth and Government Initiatives

- Volunteering for Bharat acts as a crucial bridge between passionate young individuals and impactful events across different government sectors.
- By participating in these events, volunteers directly engage with government initiatives, aligning their energy and enthusiasm with the developmental goals of the nation.

Inclusivity and Community Building

- The program fosters inclusivity by inviting youth from various backgrounds to participate in community-driven initiatives.
- Volunteers become part of a vibrant community where they can exchange ideas, collaborate on projects, and contribute collectively to societal progress.

Mega Events (Module 1.3)

Objective - To empower users with insights into the Mega Event module and how the functionalities of the other modules are culminating into this module.

Outcome - Users will gain the capability to utilize all features within this module and comprehend the preconditions necessary for a seamless experience on this platform.

MY Bharat stands as a dynamic platform facilitating large-scale events that bring together the energy and enthusiasm of India's youth. These Mega Events, hosted by various ministries, serve as significant milestones in the journey of youth engagement, empowerment, and skill. The platform caters to a diverse range of interests, offering opportunities for participation in impactful initiatives that contribute to individual growth and societal progress.

Introduction to Mega Events

In the expansive landscape of MY Bharat, Mega Events emerge as beacons of inspiration and opportunity, beckoning the vibrant youth of India to partake in transformative experiences. These events, hosted by various ministries and organizations, transcend the conventional boundaries of engagement, offering a panorama of diverse opportunities that echo the multifaceted talents and aspirations of the nation's young minds. The Mega event can be created only by partner.

Central to MY Bharat's Mega Events is a commitment to empowering the youth, providing them with a platform to not only explore their passions but also contribute meaningfully to societal growth. These events signify more than mere gatherings; they symbolize a collective journey toward excellence, unity, and holistic Development Experiential Learning Opportunity.

Key Features of Mega Events

Here are the key features of Mega Events feature of MY Bharat.

Diverse Engagement Opportunities

Mega Events on MY Bharat offer a spectrum of engagement options, spanning cultural, sports, educational, and social domains. Participants can choose events aligned with their interests, ensuring a personalized and enriching experience.

Holistic Development Experiential Learning Opportunity Emphasis

The events are designed to foster holistic by integrating elements that cater to physical, mental, and social well-being. Participants can expect a well-rounded experience that goes beyond the immediate event and contributes to their overall growth.

National and Community Impact

Mega Events transcend individual participation, aiming for a collective impact on both a national and community level. Participants become contributors to larger societal goals, fostering a sense of responsibility and citizenship.

Leadership Development Experiential Learning Opportunity Opportunities

Participants are presented with scenarios that promote leadership Development Experiential Learning Opportunity, allowing them to take charge, make decisions, and execute plans. Leadership skills are honed through real-world challenges and responsibilities assigned during the events.

Community Building and Cultural Exchange

These events facilitate the creation of a vibrant community of like-minded individuals. Participants engage in cultural exchange, learning from diverse perspectives and fostering a sense of unity amidst diversity.

Important Points about Mega Events

1. Only the **Nodal entity (Partner)** has the right to create ME, ensuring centralized control.
2. An Admin Panel grants specific users the rights to create ME, facilitating streamlined event management.
3. Phase 1 exclusions involve auto-enrollment and certain collaborator functionalities, providing a focused and controlled introduction of features.
4. The Mega Event Creator (MEC) provides a concise description (up to 1000 characters) for public display on the Mega Event (ME) Public Page.
5. Event Duration: MEC sets start and end dates for the event, allowing up to 60 months in the past. Start and end times are optional, offering flexibility.
6. Specialization Keywords: MEC selects specialization keywords during event creation. Activities of collaborators and participants matching these keywords are highlighted and published on the ME Page.
7. Medium: MEC chooses the mode of the ME, such as Volunteer Events Creation, shaping the overall experience and focus of the event.
8. Activity Type: MEC selects activity types, like Volunteer Opportunity or Experiential Learning Opportunity. Selected activities, aligned with specialization, continue to be featured post-ME duration.
9. The Event Participant section provides insights into active and past participants. Participants can accept or decline invites. Accepted participants contribute to activities matching the ME specialization, published during and after the event.

The Collaborator section displays active and past collaborators. Collaborators have the additional privilege to invite other participants. Information is visible if there are more than three collaborators.

Types of MY Bharat Users (Module 2)

Youth (Module 2.1)

Objective - To empower users with insights into the youth module and elucidate the functionalities provided to them.

Outcome - Users will gain the capability to utilize all features within this module and comprehend the preconditions necessary for a seamless experience on this platform.

Welcome to a comprehensive guide stating the procedure to do all types of activities associated with a Youth account on MY Bharat Portal. Participate in various events and experiential learning opportunities with government departments, businesses and non-profit organizations.

Introduction to MY Bharat's Youth Profile

Register on MY Bharat as a Youth and enjoy a platform designed specifically for youth seeking valuable learning experiences. Earn credit points and certificates from government departments, businesses, and non-profits through various Events and Experiential Learning Opportunities (Experiential Learning Opportunity).

Here are the primary submodules /activities that a youth will perform on the MY Bharat portal.

1. Registration
2. Login
3. Profile Completion
4. Public Profile
5. Find & Apply for Experiential Learning Opportunity
6. Task Process & Final Submission
7. Participation in Events

Registration for Youth

1. Click on "Get Started" Button at [Mybharat.gov.in](https://mybharat.gov.in)



2. Click on "Youth"



Registration Using Mobile Number / Email Address

1. Click on "Registration" Button

Youth Registration

Are you looking to broaden your horizons, make a difference in your life, and develop essential skills that will propel you towards your dreams?
Look no further than the MY Bharat platform!

Our platform provides a unique opportunity for young people to explore various volunteering, experiential learning, and skill-building opportunities, establish new connections, and create a positive impact in the communities.

Sign up today and unlock your full potential!

[Register](#)

Are you a **Business or Youth Club** or NGO?

[Register as Partner](#)

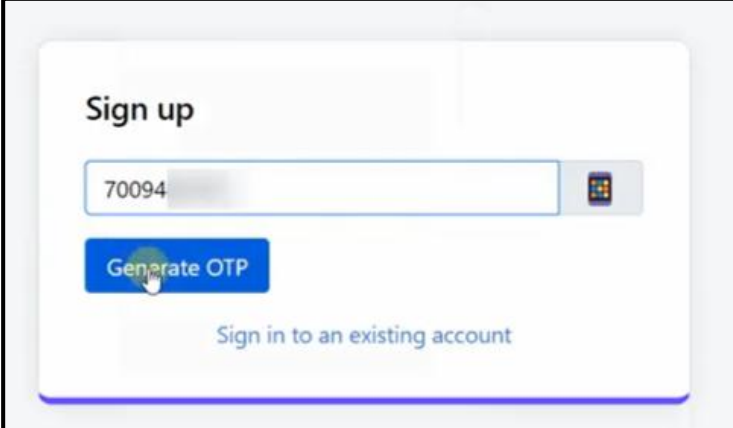
By continuing, you agree to MY Bharat [Terms & Conditions](#) and [Privacy Policy](#).

Existing user? [Login](#)

2. Enter your "Mobile Number" or "Email"

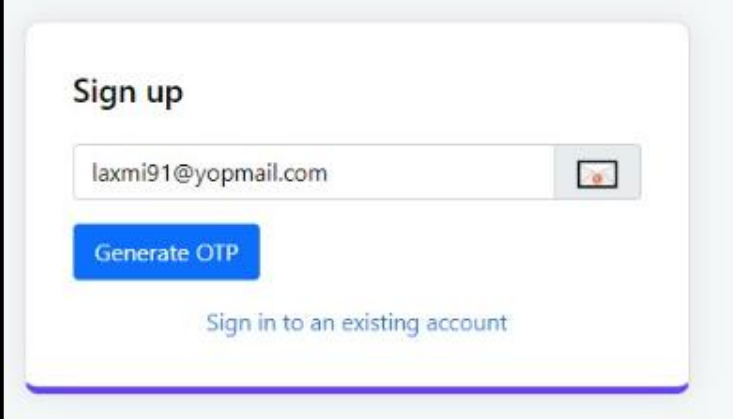
3. Click on "Generate OTP"

Mobile:



The screenshot shows a mobile sign-up interface. At the top, it says "Sign up". Below that is a text input field containing the number "70094". To the right of the input field is a small icon of a mobile phone. Below the input field is a blue button labeled "Generate OTP". Below the button is a link that says "Sign in to an existing account".

Email:



The screenshot shows an email sign-up interface. At the top, it says "Sign up". Below that is a text input field containing the email address "laxmi91@yopmail.com". To the right of the input field is a small icon of an envelope. Below the input field is a blue button labeled "Generate OTP". Below the button is a link that says "Sign in to an existing account".

4. Enter the OTP
5. Click on "Verify OTP" Button

Sign up

70094

MY Bharat has sent you an OTP to your mobile (xxxxxx8102). OTP will be valid for 10 Minutes.

.....

Verify OTP

Resend OTP in 01:40

[Sign in to an existing account](#)

6. Enter Your Details

7. Check the "Terms of Use" Box

I consent to [terms of use.](#)

I consent to [terms of use.](#)

8. Click "Submit" Button

Sign up	Sign up
<input type="text" value="70094"/> ✓	<input type="text" value="laxmi91@yopmail.com"/> ✓
<input type="text" value="Pardeep Kumar"/>	<input type="text" value="Full Name*"/>
Date of Birth <input type="text" value="20"/> <input type="text" value="07"/> <input type="text" value="1995"/>	Date of Birth <input type="text" value="dd*"/> <input type="text" value="mm*"/> <input type="text" value="yyyy*"/>
<input type="text" value="Male"/>	<input type="text" value="Select Gender*"/>
<input type="text" value="DELHI"/>	<input type="text" value="Select State*"/>
<input type="text" value="SOUTH DELHI"/>	<input type="text" value="Select District*"/>
<input checked="" type="radio"/> Urban <input type="radio"/> Rural	<input checked="" type="radio"/> Urban <input type="radio"/> Rural
<input type="text" value="SOUTH DELHI MUNICIPAL CORPORATION"/>	<input type="text" value="Select Local Body*"/>
<input type="text" value="110049"/>	<input type="text" value="Pincode*"/>
<input checked="" type="checkbox"/> I consent to terms of use.	<input type="checkbox"/> I consent to terms of use.
<input type="button" value="Submit"/>	<input type="button" value="Submit"/>
Sign in to an existing account	

9. Select the Youth Type out of the given options:

- NSS
- NCC
- NYKS
- BSG
- Others

Registration Successful

Your MY Bharat Profile is almost ready

Add more details to access all features and future benefits!

Email

Youth Type*

NSS
 NCC
 NYKS
 BSG
 Others

Select a Sports Talent

Do you wish to participate in Khelo India Talent Hunt?

Submit

10. Fill all the details in the columns

11. Click to Submit. Once you submit another screen will appear as shown ELO.

Registration Successful

Your MY Bharat Profile is almost ready

Add more details to access all features and future benefits!

Mobile

Youth Type*

NSS
 NCC
 NYKS
 BSG
 Others

Highest Qualification* Institution Type

University State University District

University Name

Submit

12. You will receive registration certificate Post successful registration on MY Bharat

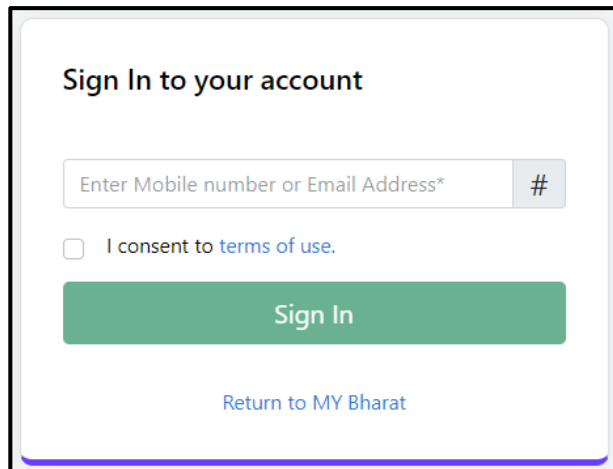


Youth Login

1. Click "SignIn"



2. Enter your registered Mobile Number/Email Address
3. Check the box "Terms of Use"
4. Click "Sign In"



Sign In to your account

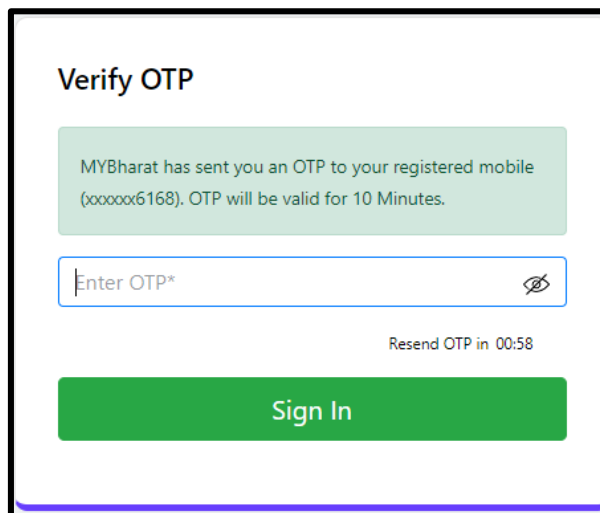
Enter Mobile number or Email Address* #

I consent to [terms of use](#).

Sign In


[Return to MY Bharat](#)

5. Enter the OTP
6. Click "Sign In" again



Verify OTP

MYBharat has sent you an OTP to your registered mobile (xxxxxx6168). OTP will be valid for 10 Minutes.

Enter OTP* 

Resend OTP in 00:58

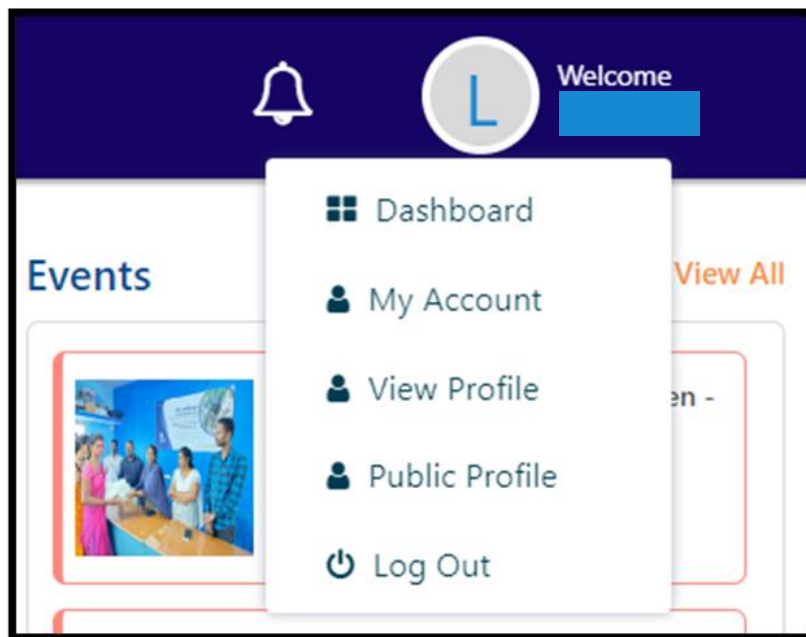
Sign In

7. You've successfully logged into the MY Bharat portal.

Youth Profile Completion

1. Go to Login Page

2. Click on "Login" Button
3. Enter your registered Mobile Number/Email Address
4. Check the box "Terms of Use"
5. Click "Sign In"
6. Enter the OTP
7. Click "Sign In" again
8. Click on "Profile" Button (on the top right corner)
9. Select **"My Account"**



10. Click to Expand each Section and make sure to fill all the mandatory fields. All mandatory fields are marked with (*). Don't forget to click **"Save"** once you're done filling the details.



About

For Example clicking on “**About**” would make the following screen appear:

The 'About' page displays the following information and form fields:

- Header:** 'About' with a person icon and a red circle.
- Full Name*:** Devagnik Choudhury
- Gender*:** Male
- Date of Birth*:** 17-Jan-1998
- Blood Group:** --- Select Blood Group ---
- COVID Vaccinated:** Yes No
- Email Id:** youth.onboarding@yopmail.com
- Mobile Number*:** 967474 [verify your number]
- Address:** [text input field]
- State:** UTTAR PRADESH
- District:** BASTI
- Pincode:** 272302
- To which area do you belong?:** Urban Rural
- Local Body*:** BASTI

The screenshot shows a registration form with the following fields and options:

- District:** EAST DELHI (dropdown menu)
- Pincode:** 110028 (text input)
- To which area do you belong?:** Urban Rural
- Local Body*:** EAST DELHI MUNICIPAL CORPORA (dropdown menu)
- About Me*:** A large text area for self-description, with a "Length: 0/300" indicator at the bottom right.
- Youth Type:** NSS NCC NYKS BSG Others
- Save:** A blue button at the bottom right.

Here, you have to write about yourself in the box labeled as **“About me”**. Also, please make sure to select the relevant **“Youth Type”** out of the given options NSS/ NCC/ NYKS/ BSG/ Others.

Examples of **“About Me”** Section:

I am a dedicated, organized and methodical individual. I have good interpersonal skills, am an excellent team worker and am keen and very willing to learn and develop new skills. I am reliable and dependable and often seek new responsibilities within a wide range of employment areas. I have an active and dynamic approach to work and getting things done. I am determined and decisive. I identify and develop opportunities.

I am a punctual and motivated individual who is able to work in a busy environment and produce high standards of work. I am an excellent team worker and am able to take instructions from all levels and build up good working relationships with all colleagues. I am flexible, reliable and possess excellent time keeping skills.

NSS - National Service Scheme

NYKS - Nehru Yuva Kendra Sangathan

NCC - National Cadet Corps

BSG - Bharat Scout Guides

Others - Students not in any of the above categories

Don't forget to click **“Save”** once you're done filling the details.

Education

The screenshot shows a dropdown menu titled "Highest Qualification" with the following options:

- Select ---
- Select ---
- Matriculation(10th)
- Intermediate(12th)
- Diploma
- Graduation
- Post-Graduation

The screenshot shows a web form for entering graduation details. The form is titled 'Education' and has a blue header. The 'Highest Qualification' dropdown is set to 'Graduation'. The 'Enter Graduation Details' section contains the following fields:

- Institution Type: College
- College State: UTTAR PRADESH
- College District: BASTI
- College Name: Shiv Harsh Kisan P.O. College, Basti
- Education Status: Appearing
- Course Name: BCA
- Current Year/Sem: 3rd Semester
- Student unique identifier: Roll number
- Student unique identifier value: 67544432313456

Note 1* For school students, if they are in 10th standard then they have to select Matriculation(10th) and fill all the respective fields as per 10th standard.

-

Note 2* For school students, if they are in 12th standard then they have to select Intermediate(12th) and fill all the respective fields as per 12th standard.

-

Note3 * highest qualification means the current qualification of the candidate and not the last qualification achieved. For example If a student is in 2nd year of college their highest qualification will be graduation 2nd year.

-

Note 4 * The Education status in the education section needs to be changed from passed to appearing, otherwise the student's account will not be visible to their respective NSS PO.

Note 5 * The respective verifier will approve your profile after which you will become eligible to apply to Experiential Learning Opportunities.

Work Exposure

Here you have to write about your work experience that you have gained until now. If you don't have any experience you can leave it blank.

Skills

You can add your skills in the skills section – for example – Communication, Decision Making, Marketing, Etc. Please note that there are some preset skills which you can select from the dropdown. These skills appear when you enter any related keyword in the given search box.

Area of Interest

Selecting an "Area of Interest" triggers a related dropdown labeled "Sub-Area of Interest". This dropdown offers specific items connected to the initial choice, streamlining the selection process for more precise and tailored options.

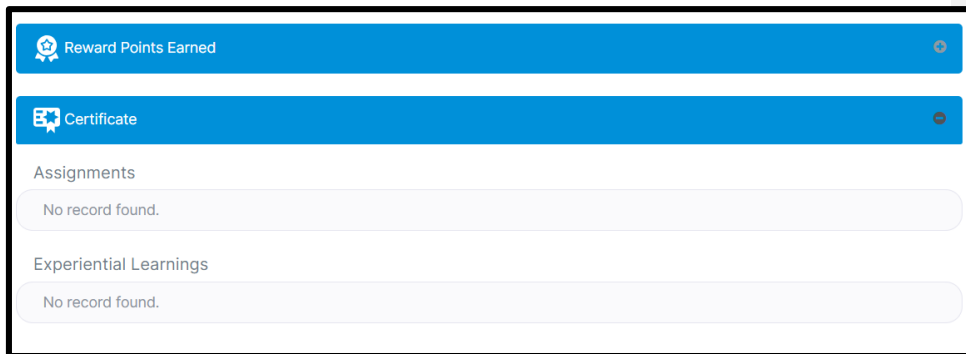
Experiential Learning Preferences

In order to set up experiential learning preferences you have to enter the desired **area and pin code** where you'll be expected to be available physically during the Experiential Learning Opportunity, if required. Your preferential address need not be the same as your permanent address.

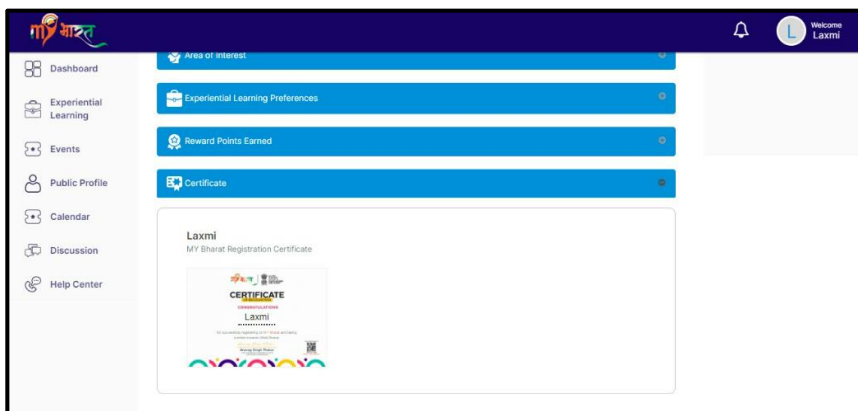
11. Fill the required details in each section.
12. Click "Save"



13. Participation in various activities on MY Bharat portal Youth will be provided with Reward points. These reward points will be visible once you complete various activities on the platform successfully such as Experiential Learning, Volunteer for Bharat, etc. As per New Education Policy, these reward points will be integrated in the final marksheet/degree that the Youth will be receiving from their respective School/colleges/universities.
14. Certificates Section will show your assignments and the Experiential Learning Opportunity that you've participated in.



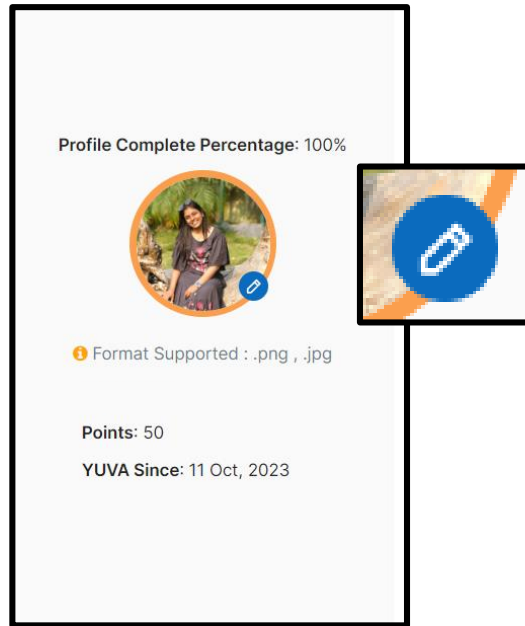
Note You can download your certificate from the respective department on MY Bharat once it's available after successful completion of ELP. As shown in Experiential Learning Opportunity in the figure, open the certificate by clicking on it.*





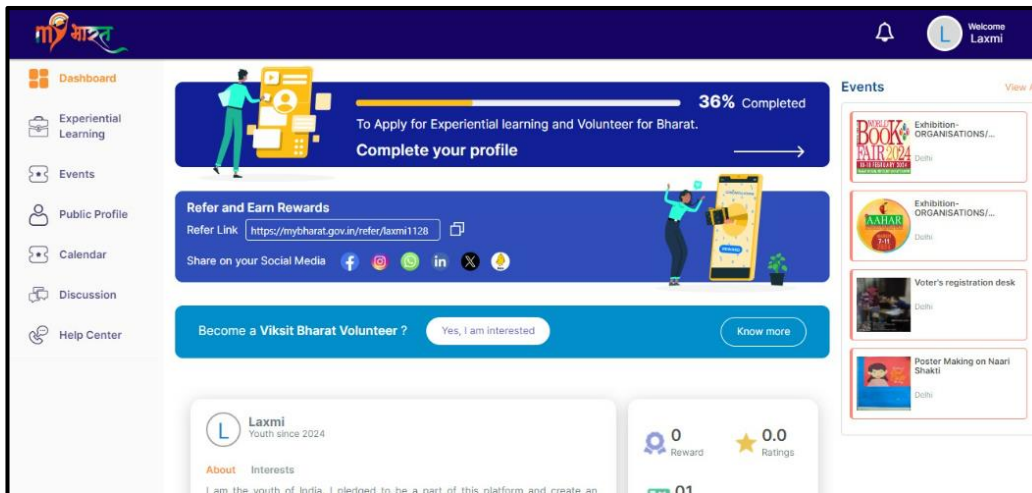
Download as PNG or PDF as per your requirement by clicking on the respective buttons.

15. Click on the Pencil Button to Upload Profile Photo



- 16. Make sure the formats are PNG, JPG(Size 110x110KB)
- 17. Choose File
- 18. Click "Update Profile Photo"

Youth Dashboard

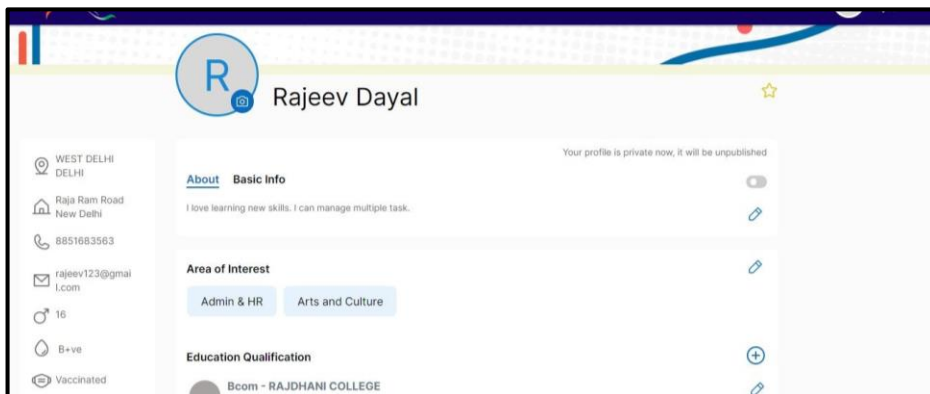
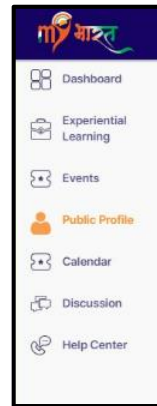


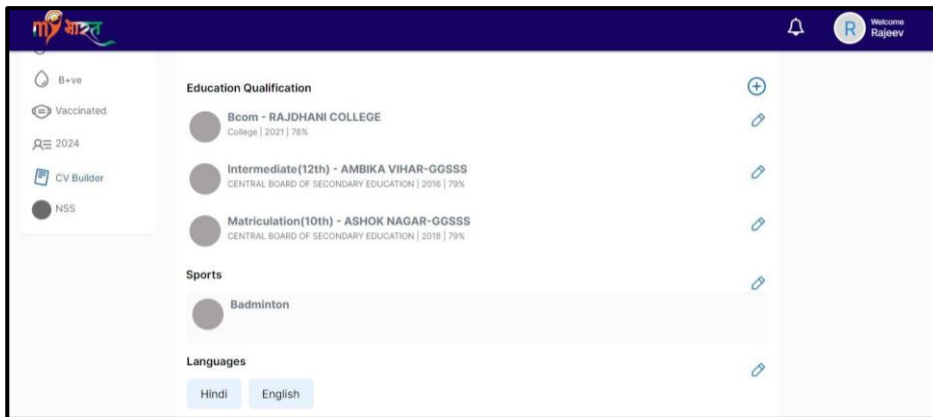
Your dashboard contains all you need to get started. There are various options in a left hand side panel which consist of the following features:

- **Experiential Learning** : By navigating to experiential learning you can find and apply for Experiential Learning Opportunities around your vicinity.
- **Events** : By navigating to experiential learning you can find and apply for events depending upon your interests. This calendar will highlight the dates on which events are lined up by the partners and you can browse them easily from here.
- **Public Profile**: Upon registering on the MY Bharat Portal, individuals can opt to create a public profile, allowing them to share their name, profile picture, and bio with the entire MY Bharat community. This enables users to connect and engage with others more openly and effectively.
- **Calendar**: Navigating to this option would take you to a usual calendar where you can check the dates and plan your activities.
- **Discussions**: Navigating to the discussions from the Menu youth will be redirected to a page where the discussions regarding the tasks would happen. These tasks are assigned by the partner.
- **Help Centre**: For any doubts or query you can navigate to Help Centre from the menu.

Public Profile Creation

1. Go to Login Page
2. Click on "Login" Button
3. Enter your registered Mobile Number/Email Address
4. Check the box "Terms of Use"
5. Click "Sign In"
6. Enter the OTP
7. Click "Sign In" again
8. Click "Public Profile"
9. The following page would appear:





Note* If you want your public profile to be publicly visible then make sure you've turned on the button to Yes. As shown in the figure Experiential Learning Opportunity.

Benefits: (Increase visibility) A public profile allows individuals to be seen by a wider audience within the MYB community, potentially leading to increased recognition and opportunities. However, to turn on the public profile, user needs to click on the "Public Profile Visible" Button (slide it to "Yes").



CV Builder

Using the CV builder the youth can effectively create resumes for themselves using the details that are already present on the MY Bharat platform. Users are given a wide range of options and edit features that they can use to create engaging resumes for applying to jobs/internships.

To use the CV builder follow the steps below:

- Login to your "Youth" account
- Click on the top right side where your name is visible

Information Guide


- Login to your account
- Click on view profile
- Click CV Builder on the top right side
- Once you enter the **CV Builder**, you can find the **Information Section** on the left and **Style** on the right side



The screenshot displays the CV Builder interface. On the left, the 'Basics' section contains the following fields:

- Picture:** Placeholder for profile picture.
- Full Name:** Laxmi Gurung
- Resume Title:** CV
- Email:** laxmi912@yopmail.com
- Mobile:** +1 (123) 4567 7890
- MyBharat Profile:** https://devyuva.dfi.in/reports/public_profile
- Address:** NEW DELHI DELHI-110006

Below the 'Basics' section is a 'Summary' section with a rich text editor. The 'Template' section on the right shows four preview cards labeled 'Template 1', 'Template 2', 'Template 3', and 'Template 4'. A central preview window shows a sample CV layout.

- **Information Segment**
 - Firstly, basic details including **Full Name, Email, Phone number, and Address** are locked fields and will be automatically filled from your previous entries while registering


 **Basics**

 **Picture**


Full Name

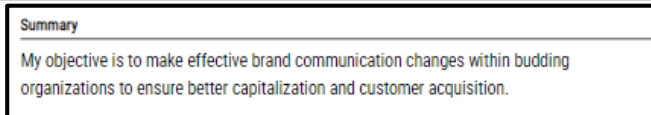
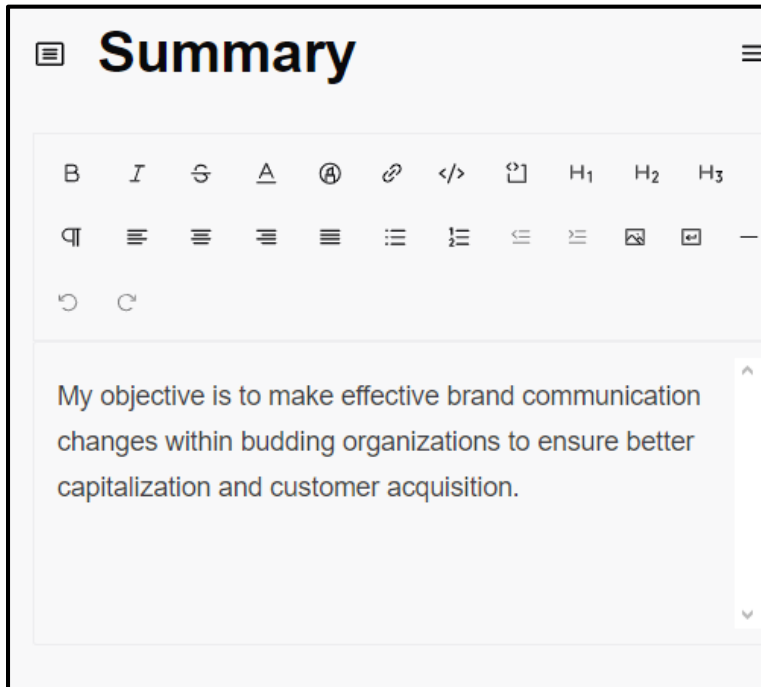
Resume Title

Email **Mobile**

MyBharat Profile
 

Address

- Second, the **Summary** section refers to the professional summary that an individual can add to their CV
- To do so, click on the text box and start typing



**Note: above images as displayed in CV Builder*

- A few additional examples of professional summaries can be as depicted below

Administrative Executive with a consistent experience of over six years with proven office management, administrative, and organizational skills. Well-acquainted with the human resources policies and procedures. Efficiently coordinates internal and external communication and defines and documents procedures including filing and database systems, records retention and protection.

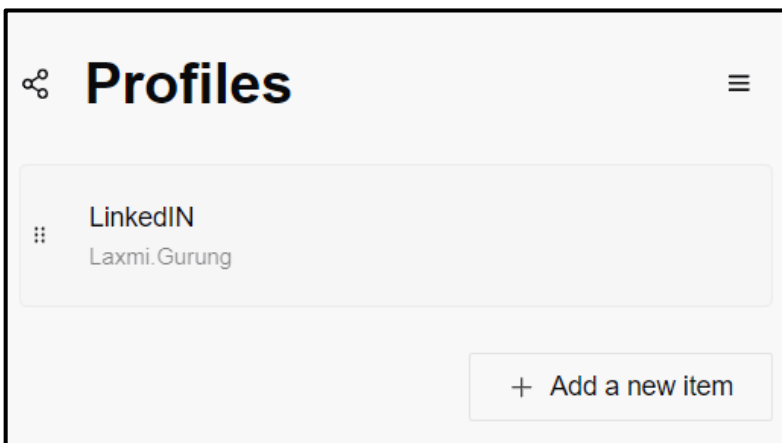
PROFILE SUMMARY

- Well versed with corporate compliance policy and risk management plans to ensure prevention of abuse, fraud, and waste.
- Excels at providing quality customer service and administrative assistance to the Executive Director and other Executive Leadership.
- Performs a wide array of complex administrative duties, under limited supervision.
- Efficiently performs in a fast-paced, intellectually intense and service-oriented environment.

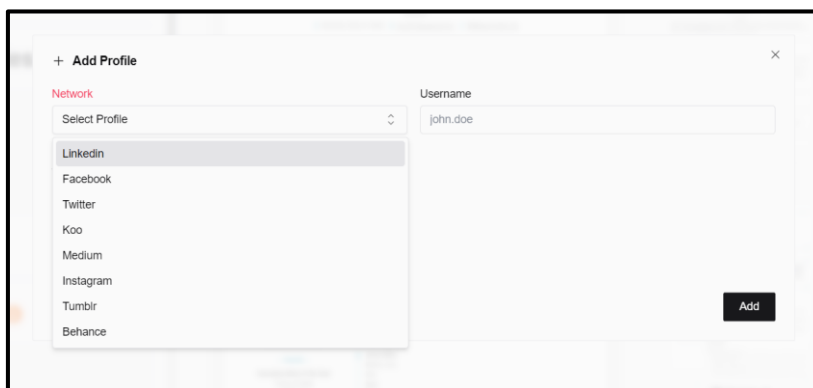
PROFESSIONAL SUMMARY

A methodical Financial Analyst is a professional that advises firms and teams on financial matters, such as stock and bond investment selections. They evaluate investment prospects to determine the possible return on investment and offer recommendations in order to improve financial performance.

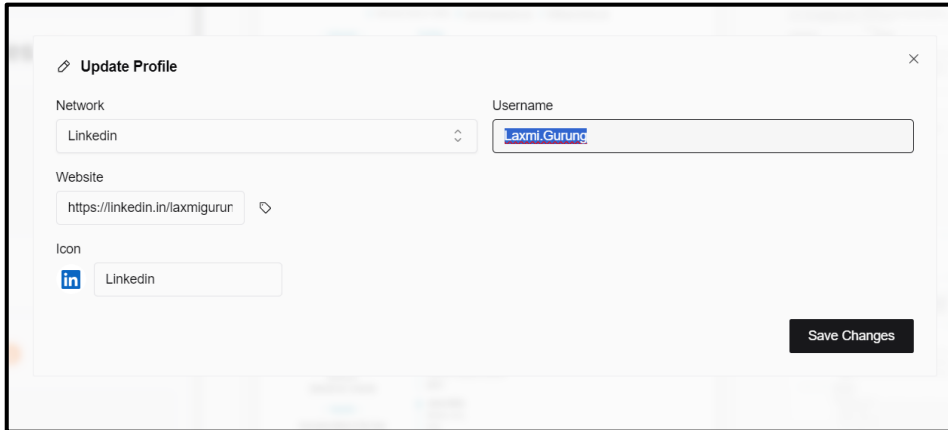
- The next segment is the profile where one can add different network profiles including Twitter, LinkedIn etc.



- To do so , click on **“Add a New Item”**
- Select the the network from the drop down, your username, the link to your website profile and enter network name in logo section to select logo

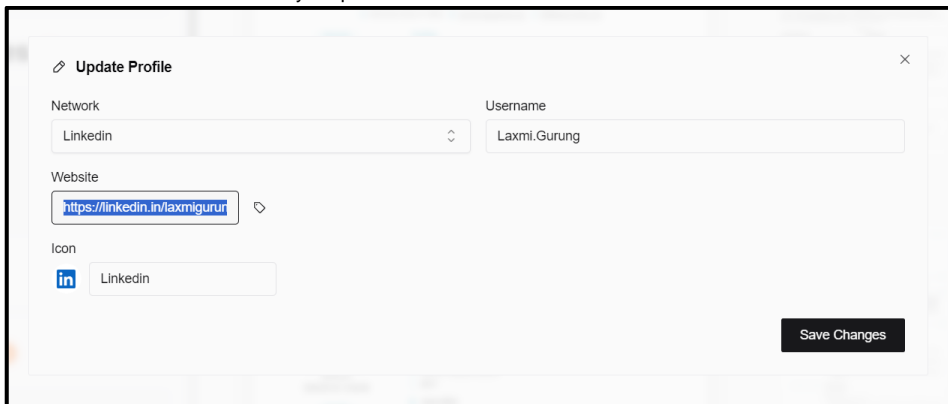


- Enter your Username



The screenshot shows a modal window titled "Update Profile" with a close button (X) in the top right corner. It contains four input fields: "Network" (a dropdown menu with "LinkedIn" selected), "Username" (a text box containing "Laxmi.Gurung" which is highlighted in blue), "Website" (a text box containing "https://linkedin.in/laxmigurun"), and "Icon" (a dropdown menu with "LinkedIn" selected and a small LinkedIn icon to its left). A "Save Changes" button is located at the bottom right of the modal.


- Enter the link to your profile



This screenshot is identical to the one above, but the "Website" text box, containing "https://linkedin.in/laxmigurun", is highlighted in blue. The "Username" field is no longer highlighted.

- Type in network name to display icon

Icon



- Click on "Save Changes" Button

- Below is how the following is displayed on the CV

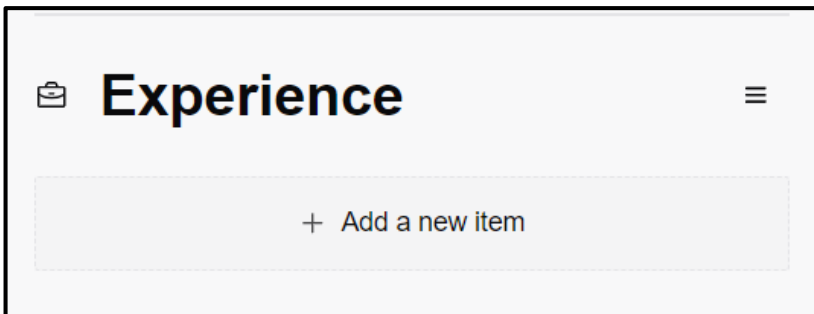


 **Laxmi Gurung**
CV
NEW DELHI DELHI-110006 @ laxmi912@yopmail.com MY Bharat

Profiles

 [Laxmi.Gurung](#)

- The next segment is **Experience** - this section refers to the work experience details for your CV
- To do so , click on "**Add a New Item**"



- Then add details of your experience including **Company, Position, Date, Location, Summary, etc.**

+ Create a new item ✕

Company

Position

Date or Date Range

Location

Website

Summary

B *I* U A @ ⓧ </> 📄 H₁ H₂ H₃ ¶ ☰ ☰ ☰

☰ ☰ ☰ ☰ ☰ 📧 📷 - ↺ ↻

Create

Example as below:

Update Experience

Company: Amazon Position: Assistant Marketing Manager

From Date: 2023-04-01 To Date: 2023-10-15

Location: Bangalore

Website:

Summary: In this role I have contributed to upholding the the quality of products to me launched in the SEA market.

I am currently working here

Save Changes


- The following section will be that of **Education**

+ Create a new item ×

Name

Description

Level

 **Education** ☰

⋮ Graduation
BCA

⋮ UG

+ Add a new item

- Then add the required details like **Institution, Type of Study, Area of Study, Score (percentage or GPA), Date range, Summary, etc.**

+ Create a new item ×

Institution	Type of Study
<input type="text"/>	<input type="text"/>
Area of Study	Score
<input type="text"/>	9.2 GPA
Date or Date Range	
<input type="text" value="March 2023 - Present"/>	
Website	
<input type="text"/>	
Summary	
<p>B <i>I</i> <u>U</u> A @ Ⓢ </> □ H₁ H₂ H₃ ¶ ≡ ≡ ≡</p> <p>≡ ≡ ≡ ≡ ≡ ✉ 📷 — ↺ ↻</p>	

Example

as

below:

Update Education

Institution: Jawaharlal Nehru University

Degree/Diploma: Master in Media Science

Area of Study: Media, Marketing, Arts

GPA/Percentage: 80.00

Year of Passing: 2017

Website:

Save Changes

- In the next section you have to select the skills that you have acquired over time:
 - Click on the **Add Skill** button in the left panel

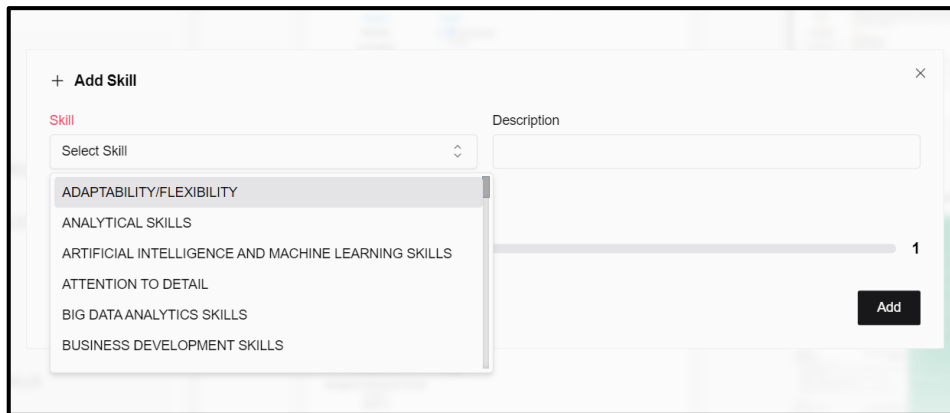
Skills

- ATTENTION TO DETAIL
- COMMUNICATION SKILLS
- CONFLICT RESOLUTION SKILLS
- CRISIS MANAGEMENT SKILLS
- CREATIVITY
- MARKETING SKILLS
- CULTURAL AWARENESS SKILLS

+ Add Skill

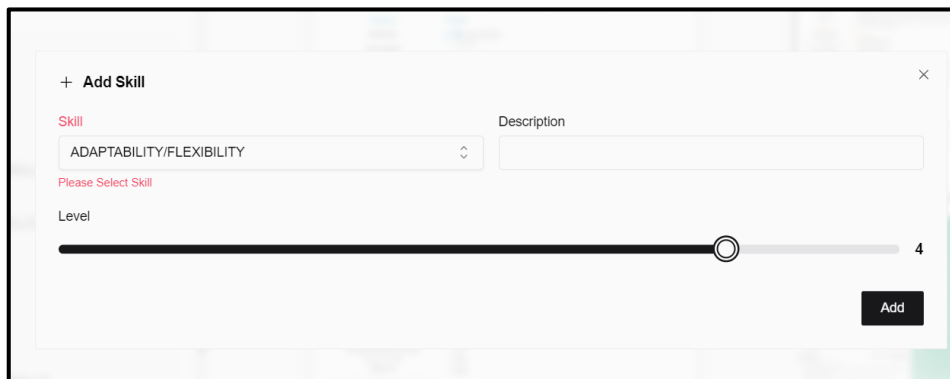
- Then

from click on the **"Select Skill"** tab and choose a relevant skill from the dropdown



The screenshot shows a modal window titled '+ Add Skill'. It contains a 'Skill' dropdown menu with the following options: ADAPTABILITY/FLEXIBILITY, ANALYTICAL SKILLS, ARTIFICIAL INTELLIGENCE AND MACHINE LEARNING SKILLS, ATTENTION TO DETAIL, BIG DATA ANALYTICS SKILLS, and BUSINESS DEVELOPMENT SKILLS. The 'ADAPTABILITY/FLEXIBILITY' option is selected. To the right of the dropdown is a 'Description' text input field. Below the dropdown is a horizontal slider labeled 'Level' with a value of 1. An 'Add' button is located at the bottom right of the modal.

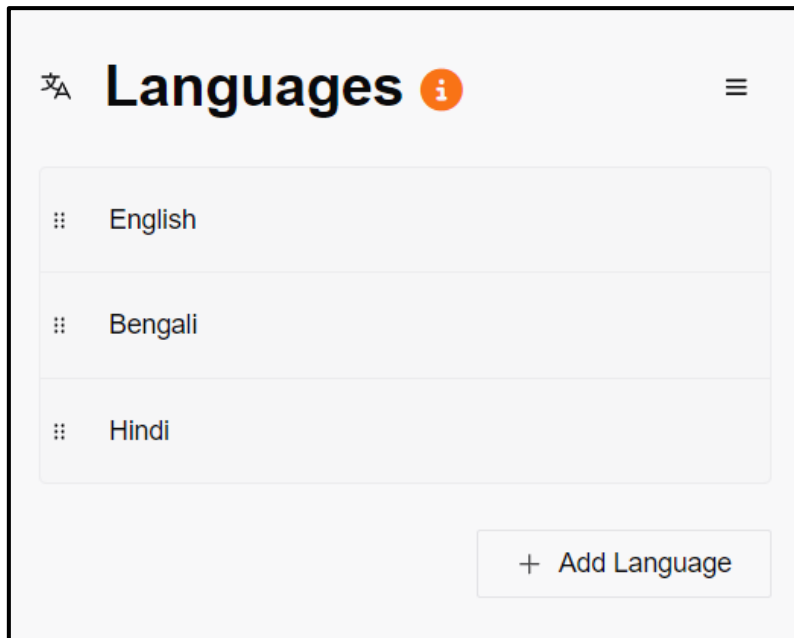
- Then by using the slider below define the level of proficiency you have in the skill. 1 is the lowest and 5 is the highest.



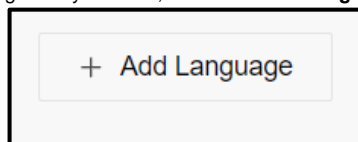
The screenshot shows the same '+ Add Skill' modal window. The 'Skill' dropdown now displays 'ADAPTABILITY/FLEXIBILITY'. Below the dropdown, the text 'Please Select Skill' is visible. The 'Level' slider is now set to 4. The 'Add' button remains at the bottom right.

- Finally click on the Add button and add the skill

- In the next segment you can define the languages that you know



- To add a language that you know, click the “Add Language” button



- Then enter the language **Name** in the text box and define your level of proficiency using the slider
 - Then also select either or all of the 3 options below the slider - **Read, Write, Speak** and define your proficiency

+ Add Language

Name
Gujrati

Level
4

Read Write Speak

Add

- The Awards section allows students to showcase any achievements and awards they might have received

Awards

⋮ Innovative Mind of the Year
Times of India

⋮ Management Professional of the Year
Amazon

+ Add Award

- To add an award click the **Add Award** button

+ Add Award

- Then fill in the
 - **Award Name/Title**

- **The Awarder** (i.e., the organization which has given you the award)
- **Date** you received the award
- **Summary** of what the award is for (ex: you can explain the project that got you the award in this section)

+ Add Award X

Title Awarder

String must contain at least 1 character(s)

Date

Summary

Add

Example:

Update Award X

Title Awarder

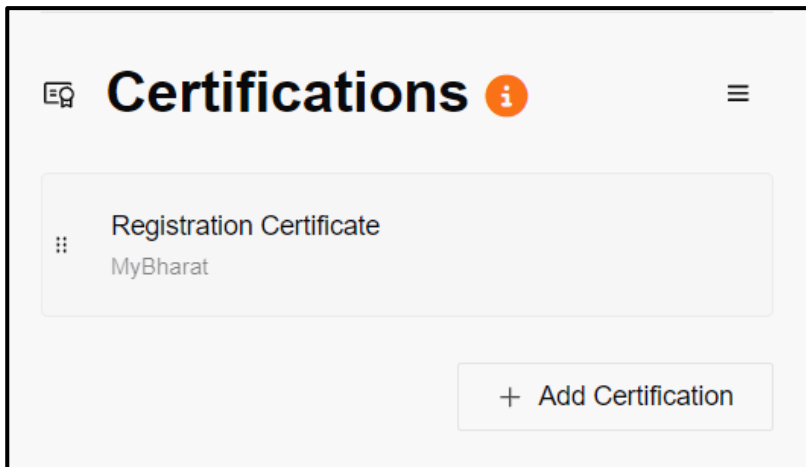
Date

Summary

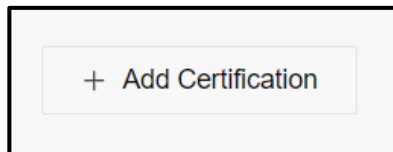
Save Changes

**Summary section has a character limit of 100 words.*

- In the **Certification** section after the Award section, youth can add any certifications that they have received

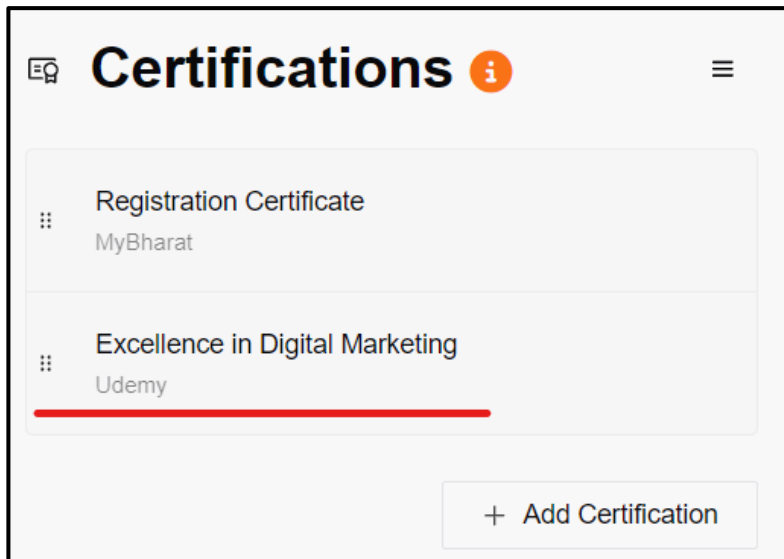


- To do so click on the **Add Certification** button

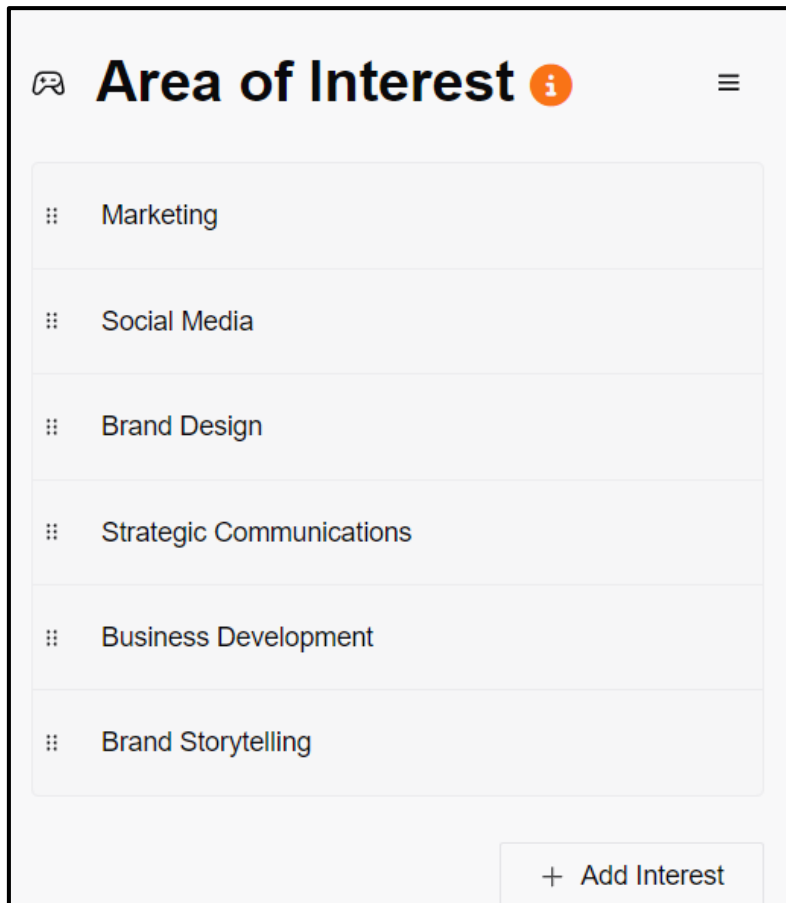


- Then add the following details
 - **Name of Certificate**
 - **Issuer** of the certification (ex: IIT Delhi/Coursera/Google)
 - **Year of Issue**
 - **Website link** for certificate (if any)
 - **Summary** (short description of why you were awarded the certificate)

- Then click on the **Add** button to add the certificate

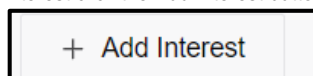


- Finally add an **Area of Interest** to your CV



**Note: An area of interest is a subject area where students might have interests. It can range between academic activities such as Ai, Business, Marketing, Technology, etc. and non-academic activities like music, dance, sports, chess, etc.*

- To add an Area of Interest click the Add Interest button





- Enter the **Name** of your interest area and click **Add** to add it to the list

+ Add Interest ×

Name

Cricket

Add

 **Area of Interest**  ☰

- Marketing
- Social Media
- Brand Design
- Strategic Communications
- Business Development
- Brand Storytelling
- Cricket**

+ Add Interest


Style Guide

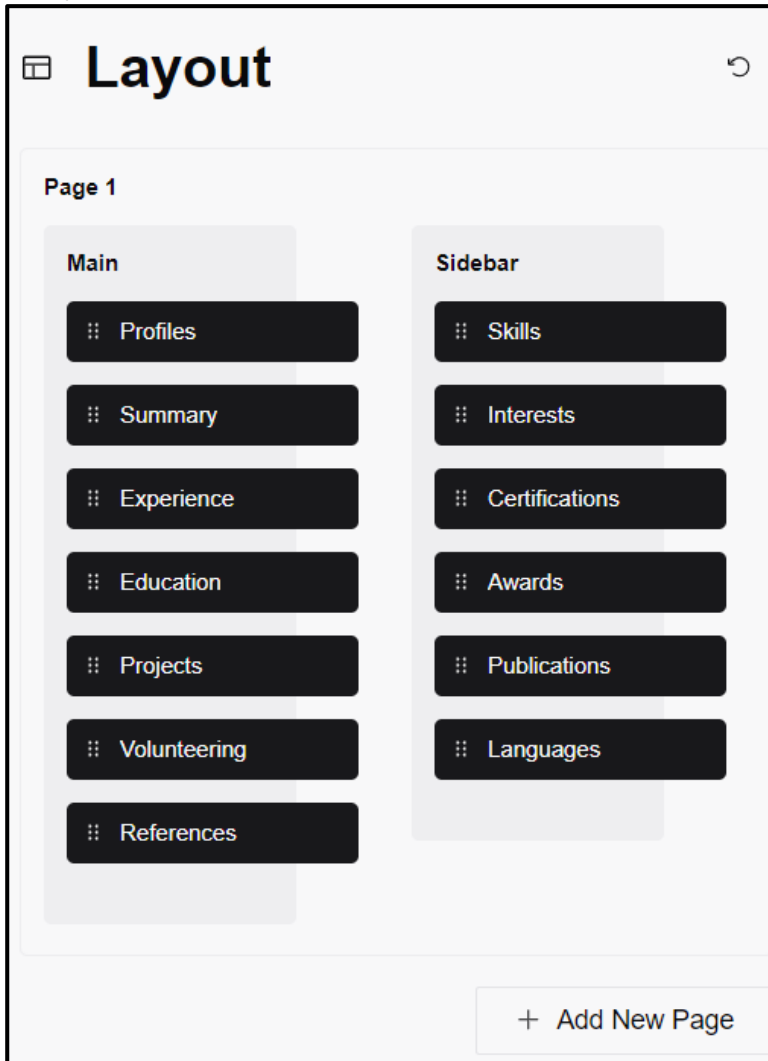
- Students have the option to select a template from available templates currently
- To do so then need to click on the template they want

Commented [1]: we can add more template in future so we can avoid mentioning number of template



- Users can also reassign the layout of the CV and interchange sections of the CV as they see fit

- To do so they can click and hold the  icon and drag the fields to interchange their placement



- The typography section allows users to edit CV fonts
- The top section shows popular fonts to choose from
- **Font Family** shows all available fonts
- **Font Variants and Subsets** show different styles of a single font

- The **Font size** slider can be used to increase or decrease font size
- The **Line Height** slider is used to increase and decrease spacing between text lines

T Typography

Open Sans

Merriweather

Roboto Condensed

Playfair Display

Lato

Lora

PT Sans

PT Serif

IBM Plex Sans

IBM Plex Serif

Font Family

Roboto Condensed ▼

Font Subset

Font Variants

latin ▼

regular ▼

Font Size

13.2


Line Height

1.5

Options

- The **Theme** segment allows users to change the colors used in CV template
- Users can select from available colors or search for the “color wheel number” of their desired color and enter it in the **primary color** box to change the color.

Theme

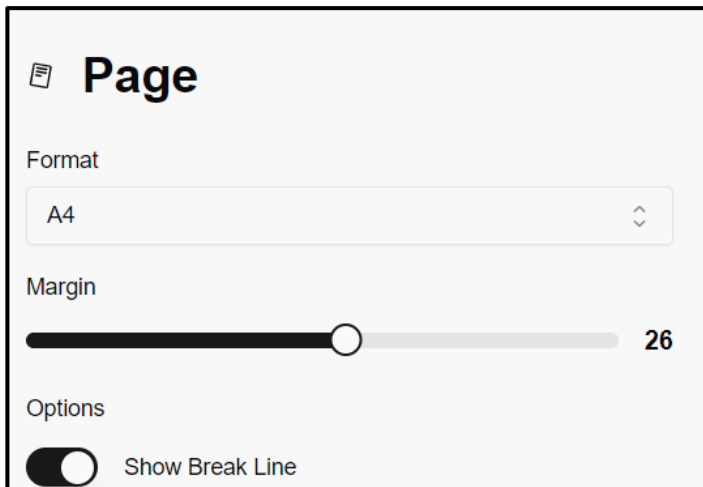


Primary Color

Background Color

Text Color

- The page section allows editing the page size of the CV
- Users can use the Format section to choose between **A4 size** and **Letter**
- The **Margin Slider** can be used to increase or decrease the page margins



- To download CV users can click on the **PDF icon** on the bottom center tool panel of the screen



Find & Apply for Experiential Learning Opportunity

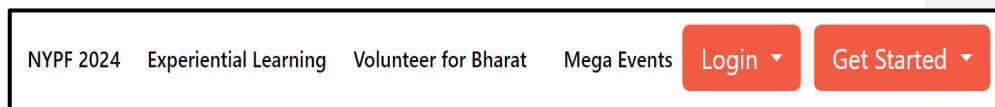
A youth can browse the experiential learning opportunities on the portal. To apply for the experiential learning opportunities, youth has to register on the portal and then apply.

Viewing the Experiential Learning Opportunity from Home Page:

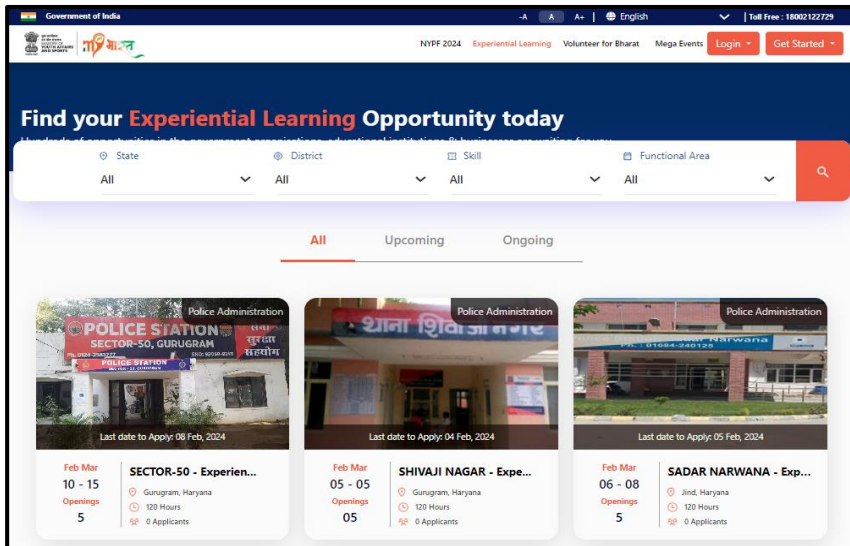
1. Go to mybharat.gov.in



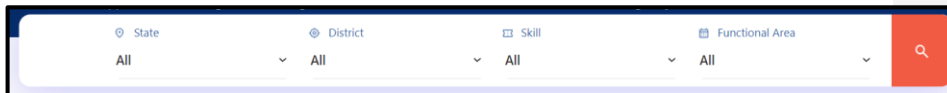
2. Click on "Experiential Learning"



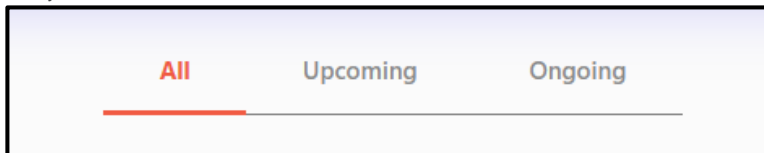
3. Once you click on Experiential Learning the following page would appear:



4. You can use the filter given above to customize your search results as per “State” / “District” / “Skill” / “Functional Area”



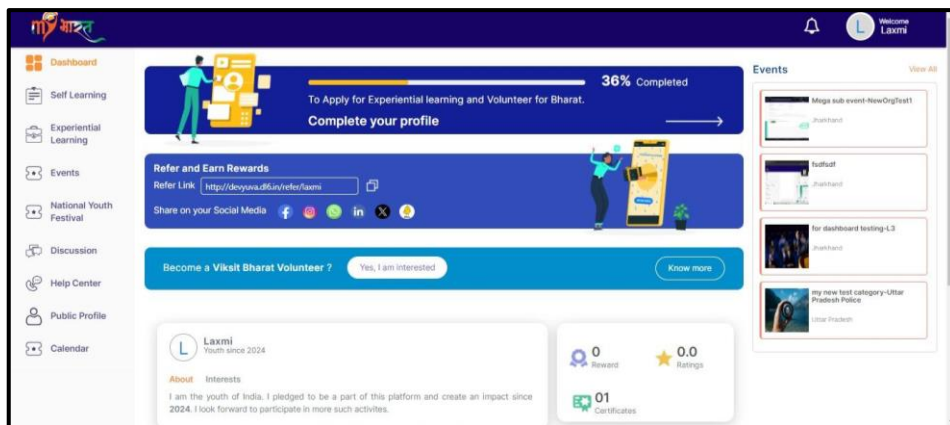
5. Understanding the difference between the following classification of Experiential Learning Opportunity



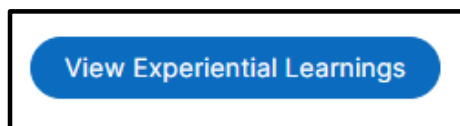
- **All:** This selection would show all the Experiential Learning Opportunities irrespective of the dates, location, skills and functional area.
- **Upcoming:** This selection would show those Experiential Learning Opportunities which are not live yet and are soon to be started. However, You can apply for them.
- **Ongoing:** Under this selection you can view those Experiential Learning Opportunities which have started already. Note that you may not be able to apply for them.

Finding & Applying on Experiential Learning Opportunity after login

1. Go to Login Page
2. Login and Select Youth
3. Enter your registered Mobile Number/Email Address
4. Check the box "Terms of Use"
5. Click "Sign In"
6. Enter the OTP
7. Click "Sign In" again
8. Click "Experiential Learning"



9. Click on "View Experiential Learning" Button



10. Select the right "Experiential Learning Opportunity"



11. Click on the “View Experiential Learnings” button.
12. You'll only be able to apply for Experiential Learning Opportunity after the Verification.
 - a. Click “Verify Now”
 - b. Enter Aadhaar Number (Make sure that you enter your “Name”, “Number” and “Date of Birth” which matches with your details on Aadhaar)
 - c. Click “Submit”

Verify your profile
✕

13. Once Verified select the relevant functional category

COLORS EVENT PLANNER Experiential Learning Opportunity

Required Intern for Graphic Designer for Event Planning Company

Reward points: 100
Applications: 6

Last date to show interest: 30 June, 2023 (17:47 PM)
Start Date: 16 June, 2023 (17:47 PM)
Finish Date: 30 June, 2023 (17:47 PM)
Duration: 240 Hours
Location: GURUGRAM, HARYANA-122018
No Of Openings: 2

Functional Category & Subcategory
Select maximum three categories and set their Preferences

- Production and Events-Event Management
- Production and Events-Event planning
- Production and Events-Event coordination

Commented [2]: rewards points mentioned in pic are live? please check

Functional Category & Subcategory

Select maximum three categories and set their Preferences

- Production and Events-Event Management
- Production and Events-Event planning
- Production and Events-Event coordination

14. Click on "Show Interest" to finally Apply for Experiential Learning Opportunity

Show Interest

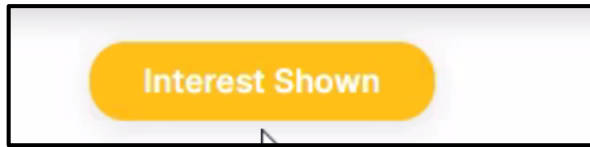
Reason for applying to this Experiential Learning Programme?*

State your reason

You can enter maximum 200 characters

Submit

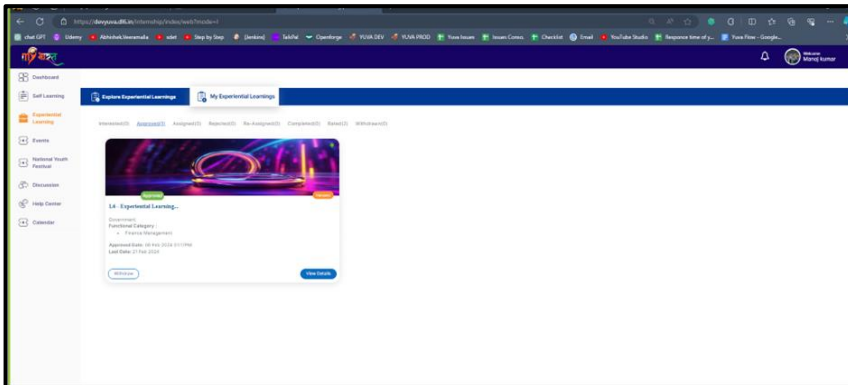
15. Enter your "reason" for applying to the opportunity and click on "Submit"



16. When interest is shown, your application is sent to your respective verifier (ex: if you are an NSS student, your application goes to the NSS Program Officer of your institution.
17. if you are not in either NSS, NYKS, NCC, or BSG and have selected the others category, the NSS Program Officer of your respective institution retains the right to approve your profile and application

Task Process & Final Submission

1. Go to Login Page
2. Click on the “Login” Button
3. Enter your registered Mobile Number/Email Address
4. Check the box “Terms of Use”
5. Click “Sign In”
6. Enter the OTP
7. Click “Sign In” again
8. Click on “Experiential Learning” from Menu
9. Click on “My Experiential Learnings”



10. Click “Assigned”
11. Click on “Submit Task”

*Note - A "Task" is an assignment given to the student by the partner who is hosting the Experiential Learning Opportunity, to assess the learning of the student after training that is received by them.

#	Task Title	Task Type	Weightage(%)	Task Details	Timeline	Status	Action
1	Task1	Interview	50	Testisting www.google.com	Start Date: 20 Sep 2023 Due Date: 30 Sep 2023	Assigned *****	Submit Task Update Task
2	Task1	Interview	50	Testisting www.google.com	Start Date: 20 Sep 2023 Due Date: 30 Sep 2023	Assigned *****	Submit Task Update Task

[Complete Opportunity](#)

12. Enter the "Description".

13. Upload the "Assignment file".

Sapanwat1 - Experiential Learning Program

Description*

Task1 is compl

Upload File

Drag and Drop files to upload

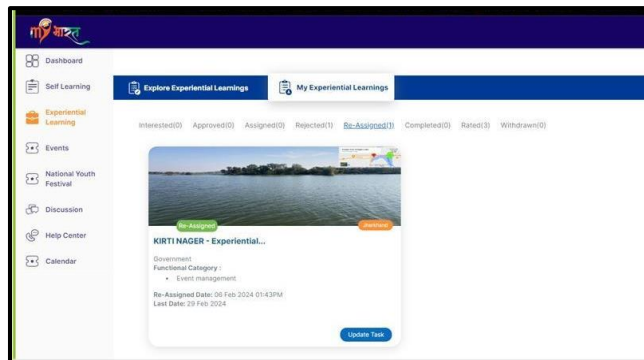
Or

[Browse](#)

14. Click on "Complete Opportunity"



15. Re-assigned Task:

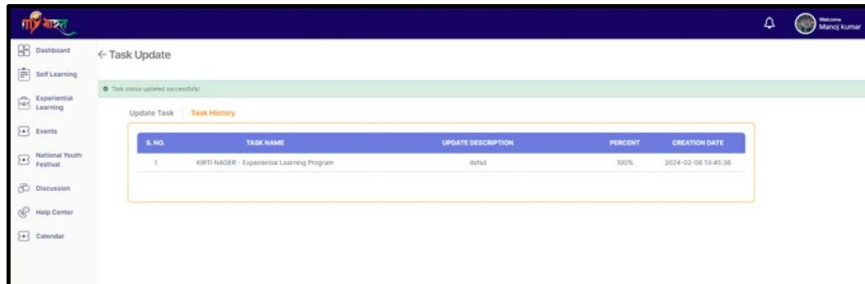


- If any task is reassigned to you then you have to click on “re-assigned” option from the menu to view them.

**Note - A re-assigned task means a task submitted by the student requires further changes or does not meet the criteria. Hence, tasks which are submitted can be re-assigned to the student submitting the said task for further revisions.*

- Once viewed click on “Update Task”

- The above mentioned screen would appear once you select “Update Task”
- Enter all the required details and upload your assignments before clicking on “Submit” Button



- Once you have submitted the task you can view them as shown in the image above.

Participation in Events

Viewing from Home Page

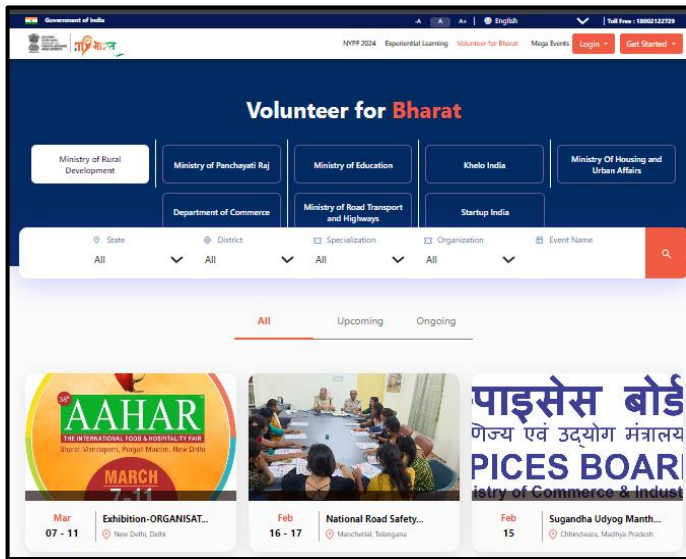
- Go to mybharat.gov.in/



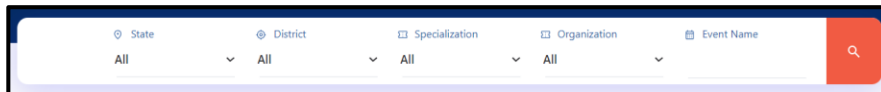
- Click on "Volunteer for Bharat"



3. The following screen would appear:

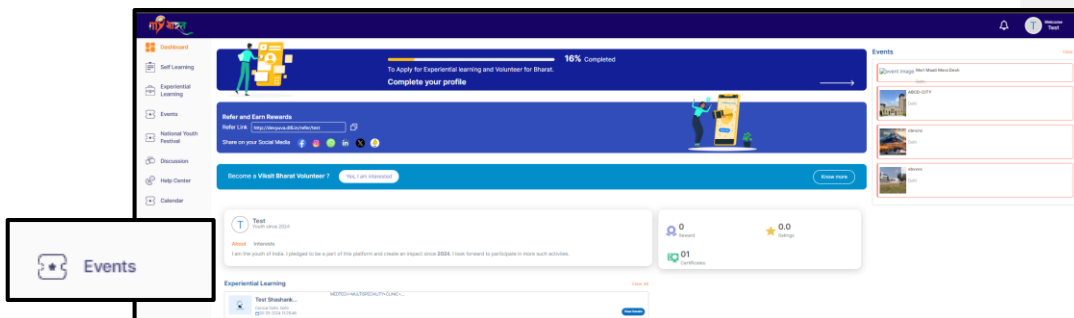


4. You can view all Events on the screen. However, you can customize your search results by selecting specific "States", "Districts", "Specialization", "Organization" and "Event Name".

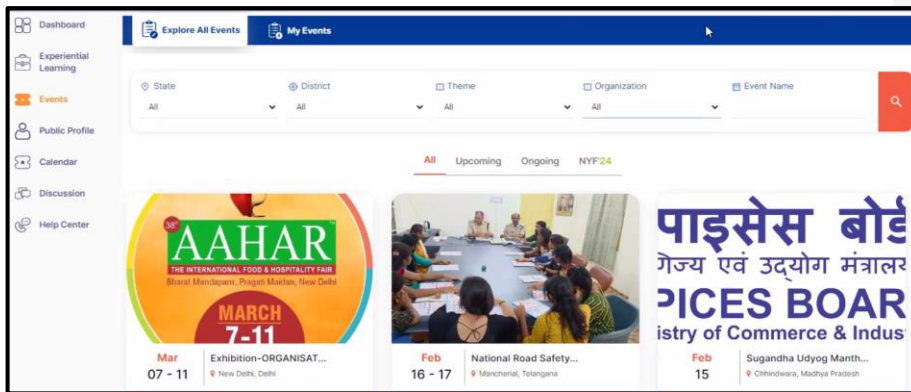


Viewing and Participating in Events after Logging In

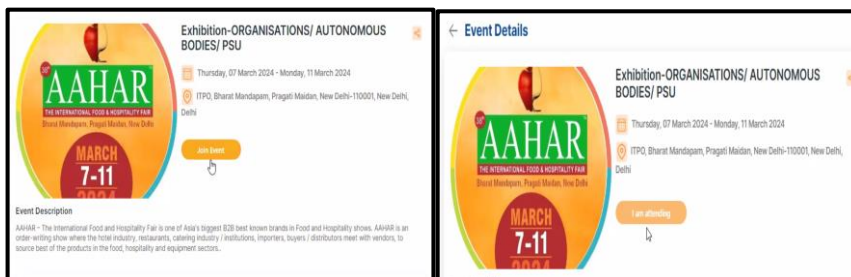
1. Go to Login Page
2. Click on "Login" Button
3. Enter your registered Mobile Number/Email Address
4. Check the box "Terms of Use"
5. Click "Sign In"
6. Enter the OTP
7. Click "Sign In" again
8. Go to "Events"



9. View the List of Events published



10. Youth can select & join the events of their interests.
11. Youth can also use filters to find Events by selecting the respective state, districts, theme, organization and Event Name as shown in the image above.
12. Click on “I am Attending” Button



Partner (Module 2.2)

Objective - To empower users with insights into the partner module and who can be qualified as partners and elucidate the functionalities provided to them.

Outcome - Users will gain the capability to utilize all features within this module and comprehend the preconditions necessary for a seamless experience on this platform.

At MY Bharat, we believe in the strength of collaboration and the collective effort to empower India's youth. Our journey is enriched by the valuable partnerships we have forged with various organizations, each contributing to our mission of creating a transformative impact. From government bodies to Non Government Organizations / Community Based Organizations, educational institutions, and corporate entities, our partners share a common vision of fostering youth development, Experiential Learning Opportunity and nation-building.

Introduction to Partner

Partners of MY Bharat allow us to amplify our reach and create a more significant impact on the lives of young individuals across the nation. Together with our partners, we strive to provide diverse opportunities, Experiential Learning Opportunities, and skill-building activities that equip the youth with the tools they need to navigate the challenges of the future.

It is through these alliances that MY Bharat thrives as a dynamic platform, fostering innovation, inclusivity, and growth for the youth, ultimately contributing to the progress of the nation.

MY Bharat Partners are the facilitators of opportunities. They create and post opportunities for experiential learning, volunteering for events etc. inviting youth participation.

There are several types of partner organizations including **governmental entities** such as **police departments, municipal corporations, ministerial state departments (eg. department of Urban Development, Maharashtra), ministries (eg. Ministry of road transport and Highways)** and **private entities** such as **businesses (eg. Banks like , Corporates such as TATA Sons, Medium and Small Scale Enterprises, etc.)**. Additionally, partners also include **Non-governmental organizations (NGOs) (example Pratham, etc.)**.

A noteworthy thing is that the partner account of **DYO** (a type of partner) has some special functions which include the functionality of DYO as well as a Partner organization, such as NSS, BSG, NYKS etc.

Here are the core responsibilities of the Partner User Type on MY Bharat portal.

- Registration as Partner
- Login as Partner
- Publishing of Experiential Learning Opportunities
- Approval/Rejection of Youth Interests for Experiential Learning Opportunity/Events
- Assigning Tasks to Youth
- Evaluation of Submitted Assignments
- Adding Volunteering opportunities for MYB

Let's understand the Partner Module by walking through each of the above tasks/responsibilities.

Commented [3]: Pls cross check Oxfam this organization is under controversies under govt.

Can we add academic institutes as partner.

Registration as Partner


The Partner section of MY Bharat consists of **Government, businesses, Youth Clubs, NGOs and District Youth Officer(DYOs)** accounts. The first step for the Partner user type is to register themselves on MY Bharat. The process of registration is shown:

1. Go to mybharat.gov.in and select the Get **Started** button on the top right-hand side corner. Click on **Partner** from the dropdown menu.





2. Click on **Register**.
3. Enter **Mobile Number / Email ID** and click on **Generate OTP**.
4. Enter OTP, click on **Verify OTP**. Then click on **Sign In**.

Sign up

70094 

MY Bharat has sent you an OTP to your mobile (xxxxxx8102). OTP will be valid for 10 Minutes.

..... 

 Resend OTP in 01:40

Verify OTP

[Sign in to an existing account](#)

5. Enter your details in the next screen and give your consent to the terms of use. Next, click on **Submit**.

Sign up

rahulverma1@yopmail.com ✓

Ptiyad dey

Date of Birth 13 04 1990

Male

DELHI

CENTRAL DELHI

Urban Rural

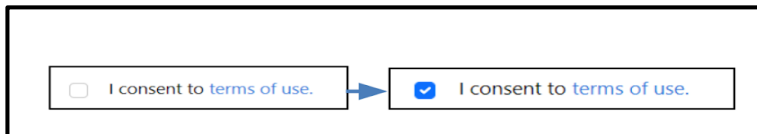
NORTH DELHI MUNICIPAL CORPORATION

110076

I consent to terms of use.

Submit

[Sign in to an existing account](#)



6. Enter **Organization Details**.

- Select the "Organization Type" – Government
- ***Any organization trying to sign in as DYO partner has to click NYKS**
- Select the Organization name from the dropdown – Eg. Ministry of Education
- Select the Designation and the corresponding level name.
- Click "Next"

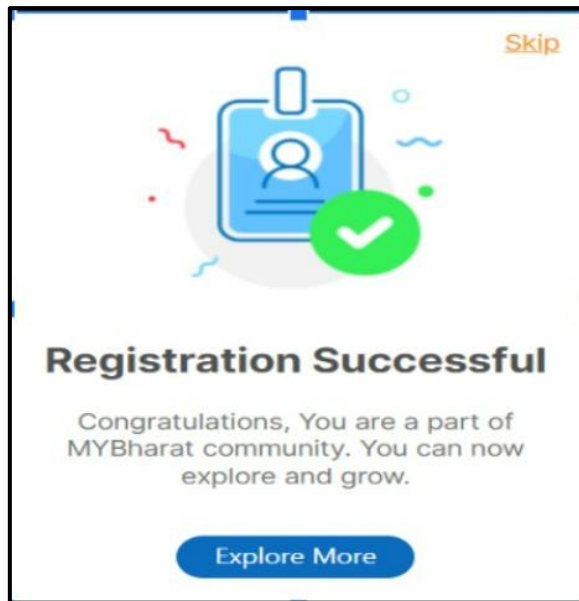
7. Provide **Contact Information**.

The screenshot shows a registration form with two main sections. The left section, titled 'Contact Information', contains the following fields: Name (Nishant Sharma), Date of Birth (25 March 1990), Gender (Male selected), Mobile Number (8077334438), Email Address (nishant.ietech@gmail.com), and Address (483, Satya Nagar, gurudwara Road, modinagar, landmark : Alkarim hotel). The right section, titled 'REGISTRATION STEP 2 Add Communication Details', provides instructions: 'Details of the account operator on behalf of the organization for communication.' and 'These details can be modified later after registration of the organization.' It also features an illustration of people at a table with a document and a lightbulb.

- If registration has been initiated using “Mobile Number” enter “Email Address”
- If registration has been initiated using “Email Address” enter “Mobile Number”
- Fill in your “official address” in “Address” box
- Check the consent box at the bottom left and click “Submit”

The diagram illustrates the consent step. It shows two boxes side-by-side. The first box contains an unchecked checkbox followed by the text 'I consent to terms of use.'. A blue arrow points from this box to the second box, which contains a checked checkbox followed by the text 'I consent to terms of use.'.

Partner registration is successfully completed.



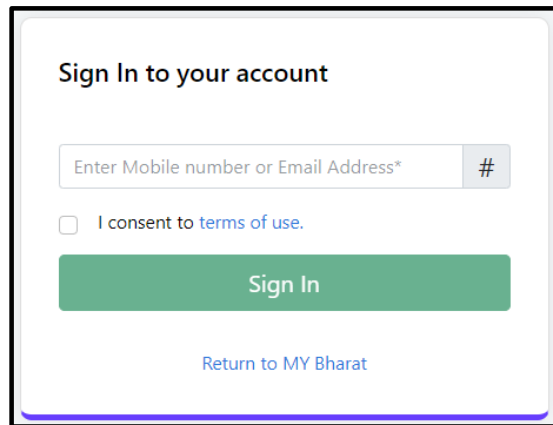
Login as the Partner

Once the Partner has registered on the portal, they can access the portal anytime using the following Login Process.

1. Navigate to mybharat.gov.in. Click on **Login** Button and select the **Sign In** option from the menu.



2. Enter the registered **Mobile Number / Email ID**. Check the "**I consent to Terms of use**" box and click on **Sign In**.



Sign In to your account

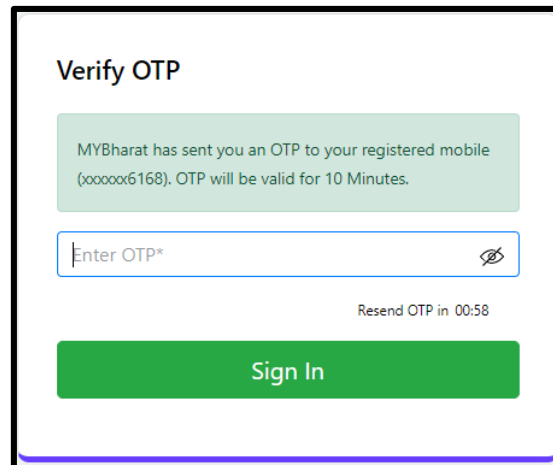
Enter Mobile number or Email Address* #

I consent to [terms of use](#).

Sign In


[Return to MY Bharat](#)

3. Enter OTP and click on **Sign In** again.



Verify OTP

MYBharat has sent you an OTP to your registered mobile (xxxxxx6168). OTP will be valid for 10 Minutes.

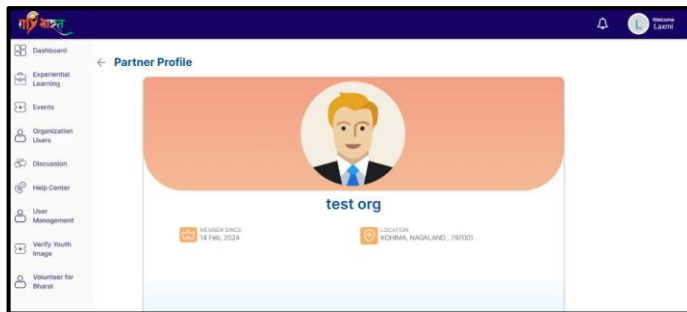
Enter OTP* 

Resend OTP in 00:58

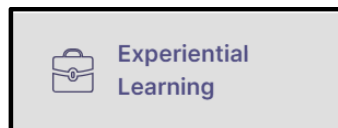
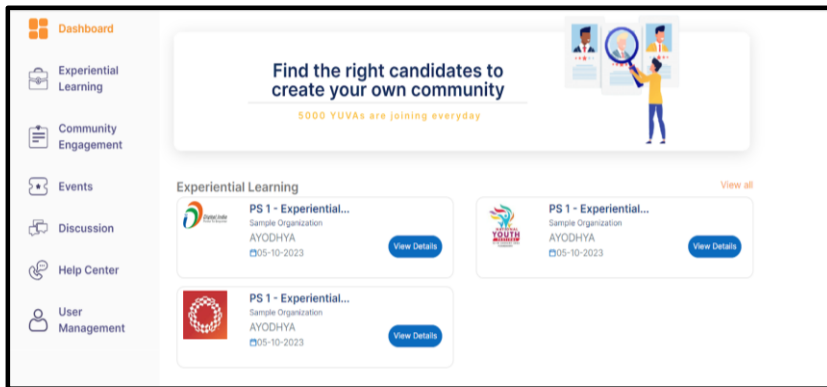
Sign In

Posting Experiential Learning Opportunities (Experiential Learning Opportunity)

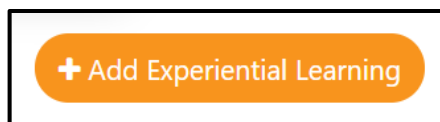
The following steps outline the process of publishing Experiential Learning Opportunities (Experiential Learning Opportunity) as the Partner.



1. After login, click on **Experiential Learning Opportunity** from the left-hand side menu.



2. On the Experiential Learning Page, click on **+Add Experiential Learning**.





- An Add Opportunity form will appear. Fill in the details of the Experiential Learning Opportunity including Duration, Location, No. of Vacancies, End/Start Date, Mode and Functional Category. Please note that fields marked with * are mandatory.

← Add Opportunity

Opportunity Details

Duration (in Hours) *

Location * No of vacancies * Start Date * End Date * Select Mode *

Functional Category


- Communication
- Drafting and documentation
- e-Governance
- Event management


Description

You can enter maximum 1000 characters 1000

Eligibility Criteria* Interest Show Date*

Select Eligibility Criteria

 Upload Enterprise / Brand logo image*

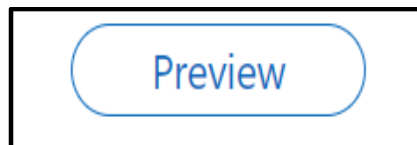
 Drag and Drop files to upload

Or

[Browse](#)

Supported files: Jpeg, JPG, PNG

4. Fill an appropriate Description for the Experiential Learning Opportunity.
5. Upload organization logo (540X200) and relevant creative eg. banner. (image size 200 KB). (Remember this image would be displayed as a featured image)
6. Click on **Preview** to check the details entered. Once you click preview you'll see the complete form with the details you've entered.



PS 1 - Experiential Learning Program

Digital India
Power To Empower

Last date to show interest: 01 Jan 1970

Start Date: 17 Oct 2023

Finish Date: 03 Jan 2024

Corresponding Officer Details: - 9560723898

Location: AYODHYA UTTAR PRADESH -231457

Duration: 120

No of openings: 3

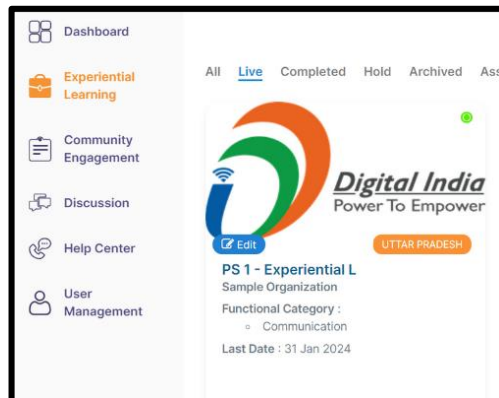
Functional Category: Drafting and documentation

Save as draft Publish

7. Preview the form thoroughly and then click on **Publish**. Alternatively, you can click on **Save as Draft** and continue publishing the Experiential Learning Opportunity later.



The Experiential Learning Opportunity is now published under the live section of Experiential Learning.



Approve Student as NSS PO

Once the NSS PO logs in to their account, they have to provide an initial verification of the student profile. This section describes the steps and checks that need to be performed before providing approval to students.

1. Verify whether or not the student bExperiential Learning Opportunities to your institution by selecting view profile in the action section

Please identify the student as NCC or NSS for your college or university. Students will get additional benefits once they get verified.

Enter name

S.NO.	YOUTH NAME	YOUTH TYPE	ACTION	STATUS
31	Diksha Sethi	NSS	<input type="button" value="View Profile"/> <input type="button" value="Approve as NSS"/> <input type="button" value="Reject as NSS"/>	PENDING
32	Kaushik Mungalpara	OTHERS	<input type="button" value="View Profile"/> <input type="button" value="Approve"/>	

Showing 31 to 32 of 32 entries

Prev 1 3 4

2. Scroll through and check all sections for information that students have filled in their profile to note any discrepancies if present

Reject as NSS Approve as NSS

About

First Name Diksha	Last Name Sethi
Gender Female	Date of Birth 01-01-1999
Blood Group	Covid Vaccinated
Email Id hello01@yopmail.com	Mobile Number
	Address
State GUJARAT	District AHMADABAD
Pincode 395007	About Youth
	Youth Type NSS

Education

3. If all information is adequately filled, you can approve the youth by clicking on the green “Approve” button

Approve Student Experiential Learning Opportunity Application as NSS PO

This section describes how an NSS PO can approve a student Experiential Learning Opportunity application on the MY Bharat portal.

1. Go to the **NSS PO** Dashboard and click on **Yuva List**.

Statewise ELO List

Please identify the student as NCC or NSS for your college or university. Students will get additional benefits once they get verified.

Yours List

Experiential Learning Details

Total 1

Approved 0

Rejected 0

S.NO.	YOUNG NAME	YOUNG TYPE	ACTION
1	Mang Kumar	NDS	View Internships View Profile Approve as NSS Reject as NSS

Showing 1 to 1 of 1 entries

2. Click on **View Experiential Learning** button.

Statewise ELO List

Please identify the student as NCC or NSS for your college or university. Students will get additional benefits once they get verified.

Yours List

Experiential Learning Details

Total 1

Approved 1

Rejected 0

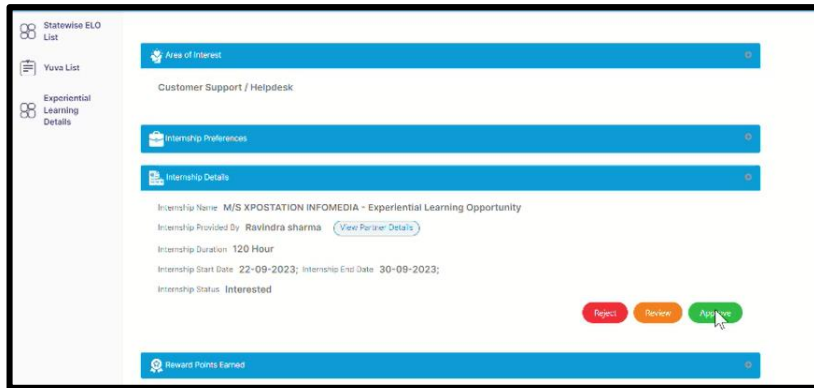
Pending 0

Enter name

S.NO.	YOUNG NAME	YOUNG TYPE	ACTION	STATUS
1	Nishant Sharma	NDS	View Internships View Profile Approve as NSS	APPROVED

Showing 1 to 1 of 1 entries

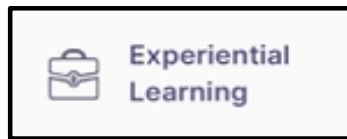
3. Click on the **Approve** button.



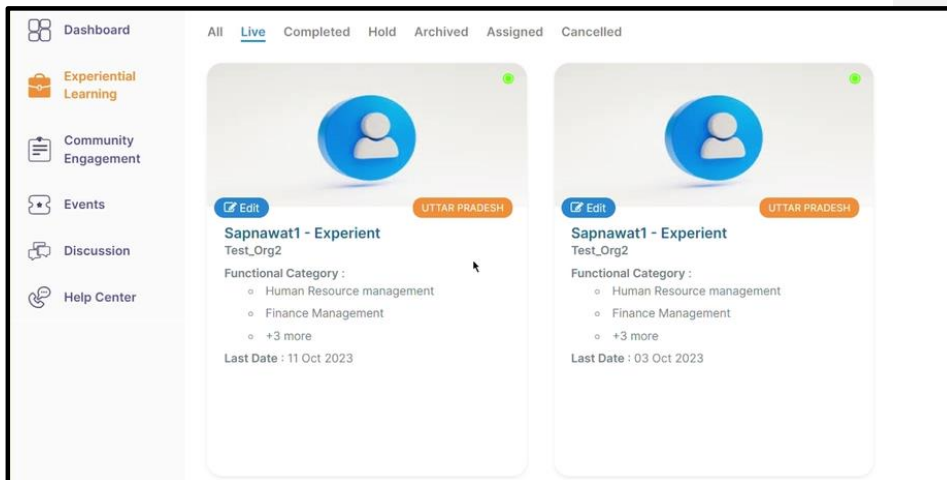
Approval/Rejection of Youth Interest for Experiential Learning Opportunity

These are the steps to follow when approving the Youth Interest for Experiential Learning Opportunity.

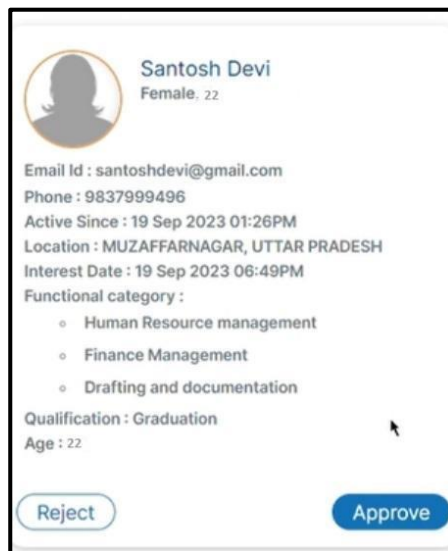
1. After login, click on **Experiential Learning** from the left-hand side menu.



2. Select the Experiential Learning Opportunity under Live section



3. Scroll Down and click on the **Interested** tab to view the list of Youth who have shown interest in the Experiential Learning Opportunity.
4. Check the Candidate Details & Qualifications.

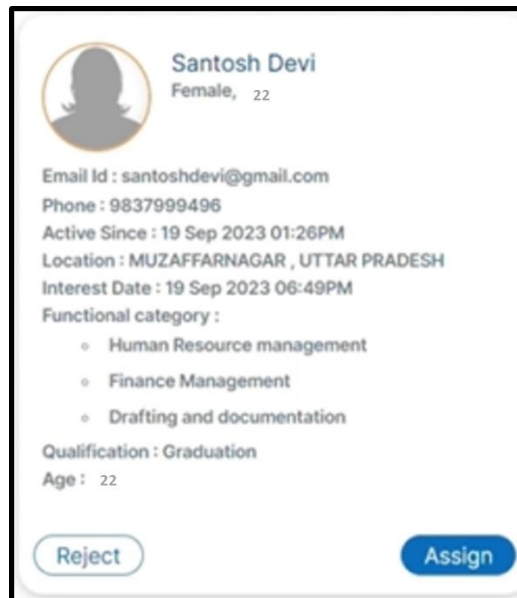


5. Click on **Approve** or **Reject** based on your discretion. Once you approve the candidate then he or she will be eligible for the Experiential Learning Opportunity. In case of rejection, the candidate would be considered ineligible.

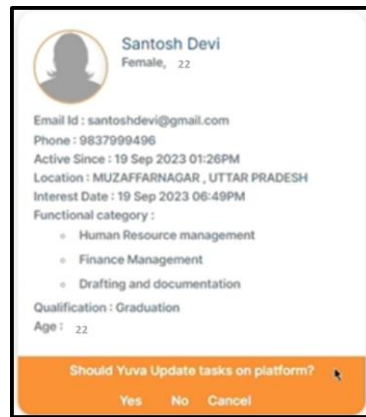
Assigning Tasks to Youth

To assign an Experiential Learning Opportunity task to the youth, these are the steps to be followed.

1. After login, click on **Experiential Learning** from the left-hand side menu.
2. Select the Experiential Learning Opportunity you want.
3. Scroll Down and click on the **Approved** tab to view the list of Youth who have been approved for the selected Experiential Learning Opportunity.
4. Select the candidate to whom you want to assign a task to.
5. Click on **Assign**.



6. Click on **Yes** to the question "Should Yuva Update tasks on platform?"



Santosh Devi
Female, 22

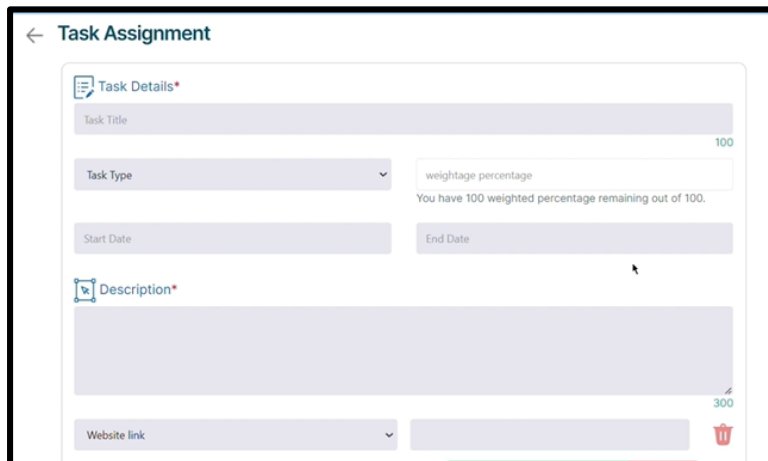
Email Id : santoshdevi@gmail.com
Phone : 9837999496
Active Since : 19 Sep 2023 01:26PM
Location : MUZAFFARNAGAR , UTTAR PRADESH
Interest Date : 19 Sep 2023 06:49PM
Functional category :

- Human Resource management
- Finance Management
- Drafting and documentation

Qualification : Graduation
Age : 22

Should Yuva Update tasks on platform?
Yes No Cancel

7. Fill all the required details in the form. All mandatory fields are marked with *



← Task Assignment

Task Details*

Task Title 100

Task Type weightage percentage
You have 100 weighted percentage remaining out of 100.

Start Date End Date

Description*

300

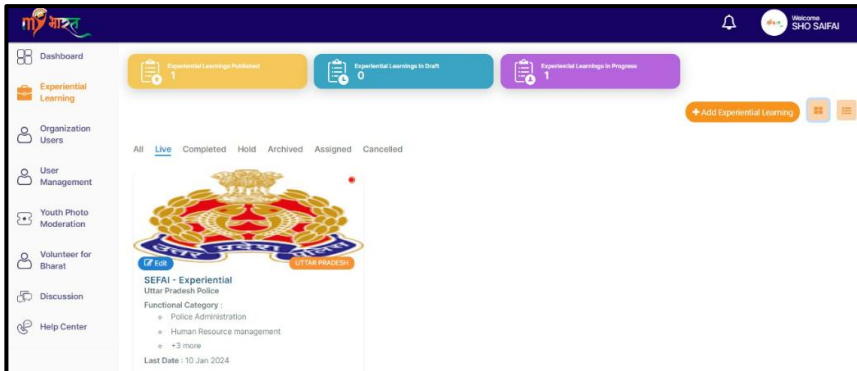
Website link

8. Once you've assigned you can click save. Else, if you want to assign another task then click on "save and add more"

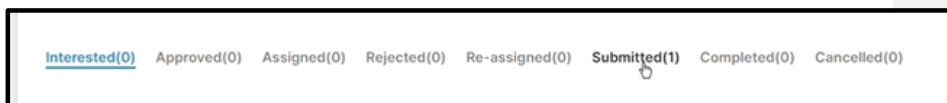
Evaluation of Submitted Assignments

The following steps give a walk down on how Partners can evaluate the assignments completed as part of the Experiential Learning Opportunity.

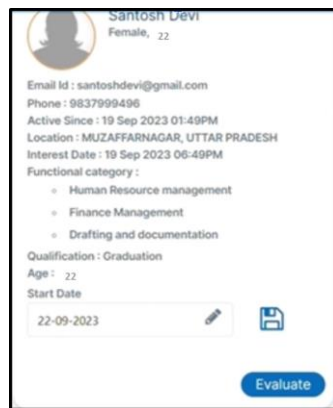
1. From the Experiential Learning page, click in the Experiential Learning Opportunity you want



2. Click on **Submitted** to view the assignments submitted by the youth.



3. Click on **Evaluate**.

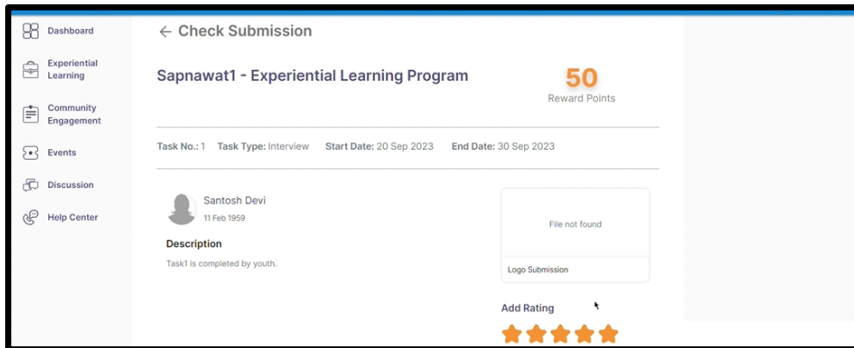


4. Click on Evaluate button

as shown in the image

#	Task Title	Task Type	Weightage(%)	Task Details	Timeline	Status	Action
1	Task1	Interview	50	Testisting www.google.com	Start Date: 20 Sep 2023 Due Date: 30 Sep 2023	Submitted ★★★★★	Evaluate
2	Task1	Interview	50	Testisting www.google.com	Start Date: 20 Sep 2023 Due Date: 30 Sep 2023	Submitted ★★★★★	Evaluate

5. Once the evaluation is complete the following screen would appear:



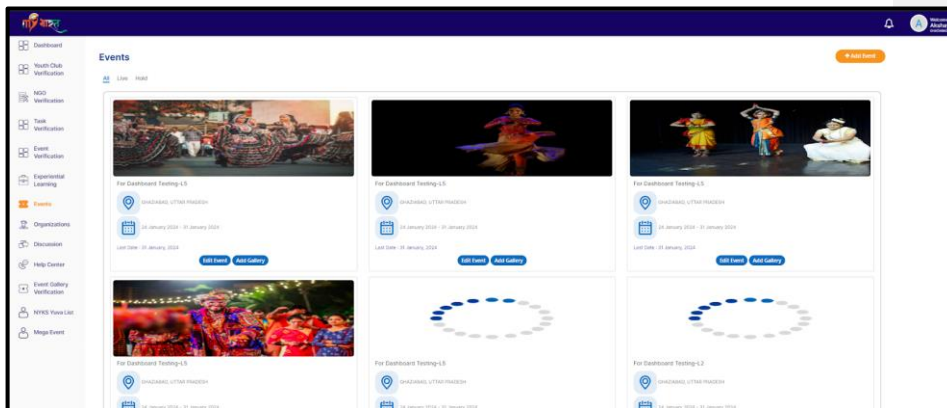
Add rating and complete the evaluation.

Note In case the evaluation is completed before the fixed tenure of the Experiential Learning Opportunity, the certificate will only be issued after the tenure of training is completed.*

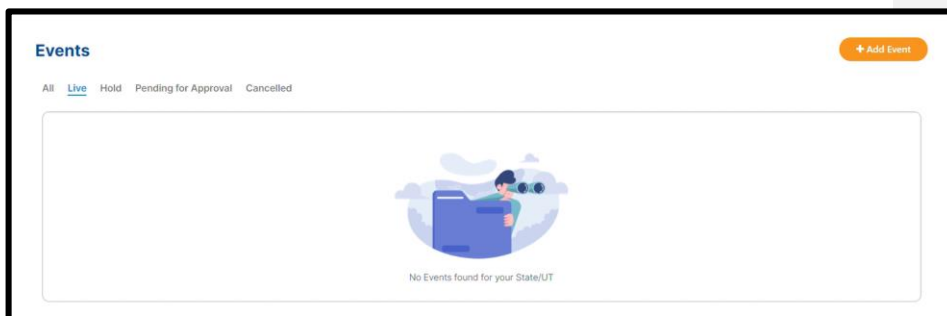
Event Creation Process by DYO

The following steps indicate how event opportunities can be created by the DYO Partner user type on MY Bharat.


1. After Logging in as Partner, click on Events from the left-hand side menu.



2. Click on **+Add Event**.



3. Fill in the details of the Event:


Basic Details

Event Type *

Voter Awareness Programme
 Block Level Sports Meet
 Declamation on MYBharat
 Others

Event Name *

Enter event name
100

Specialization

Select Specialization

Partner Name *

---Select partner---
▼

Highlights *

100

[Add More](#)

Event Description *

Event description
300

You can enter maximum 300 characters

**Note: Defining the specialization is essential for creating a Mega Event. All normal Volunteering opportunities created using the same specialization as set for the Mega Event, will be mapped to the specific Mega Event. Without selection of specialization, Volunteer opportunities cannot be mapped back to their respective Mega Events.*

No of days*
--- Select days ---

Last date to show interest*
Last date to show interest

Event start date* **Event end date***
Event start date Event end date


Event Time * **Event Age Group ***
--:-- ---Select age group---


Event Location*
--- Select State --- --- Select District ---
Enter address 200

Activity Lineup*

Activity name Activity type 100 --:--

Activity description in 200 word 200

 **Upload task image ***

 Drag and Drop files to upload

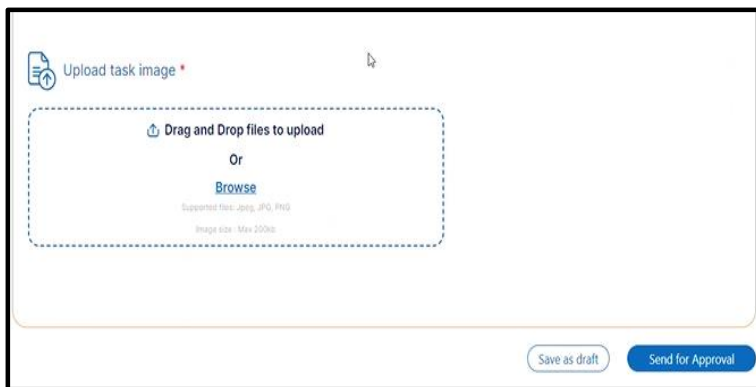
Or

[Browse](#)

Supported files: Jpeg, JPG, PNG
Image size : Max 200kb

[Save as draft](#) [Publish](#)

- Event Type
 - Event Name
 - Partner Name
 - Highlights
 - About Event
 - No. of Days
 - Last date to show interest
 - Event Time & Dates
 - Event Age Group
 - Activity Lineup
4. Upload logo/image related to the event.
 5. Click on **Send for Approval**.



Upload task image *

Drag and Drop files to upload

Or

[Browse](#)

Supported files: jpeg, jpg, png

Image size: Max 200kb

Save as draft Send for Approval

The event will be published upon Verifier (DYO) approval.