

User Manual for Nasha Muk Vidyalaya Portal



Nasha Mukta Vidyalaya

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A. How to Sign up/Login to the Portal

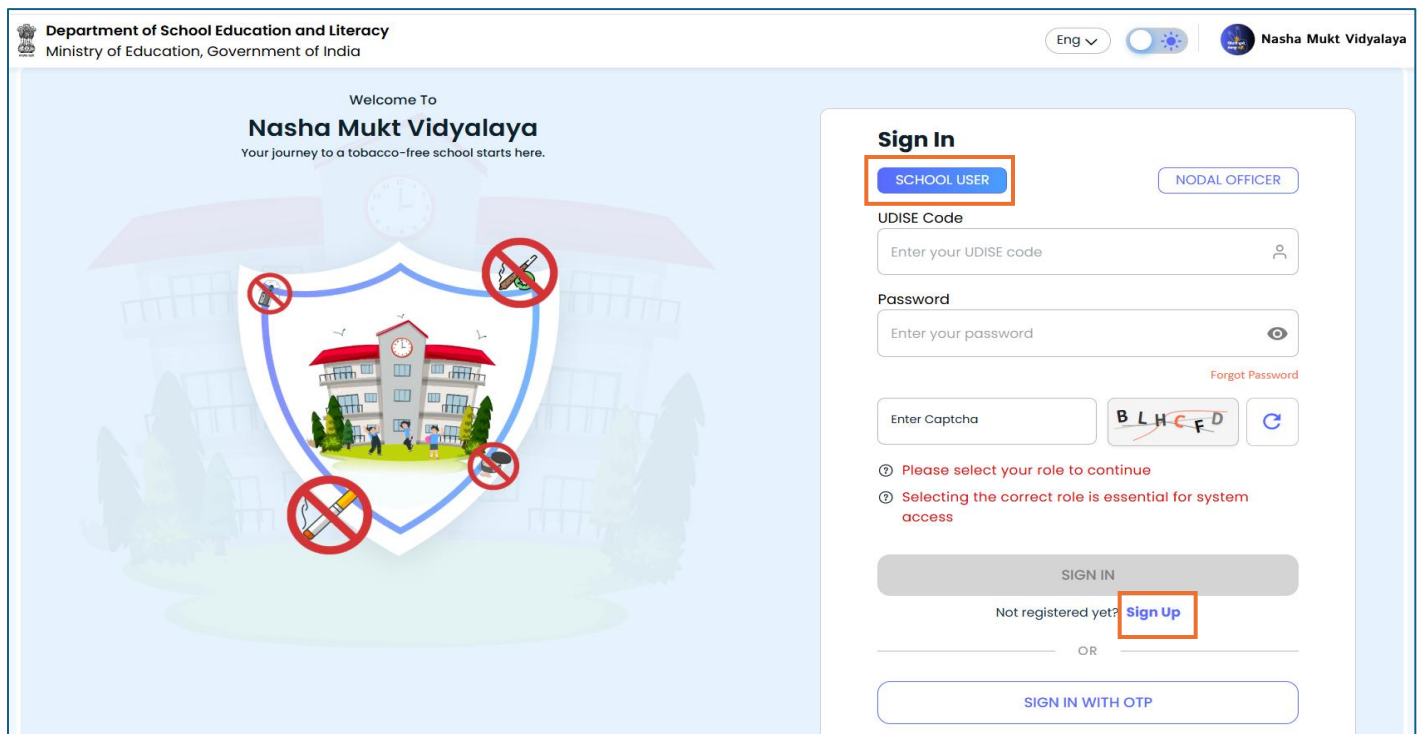
Step 1: Visit the Nasha Mukht Vidyalyaya portal at:

<https://tofei.education.gov.in/>

Step 2: From the main menu, select “Login/Signup”






Step 3: Select the role as “School User” and Log in using your UDISE Code and Password. If you are logging in for the first time, then click on “Signup”.




Step 4: Enter the UDISE Code and click Continue.

Department of School Education and Literacy
Ministry of Education, Government of India


Eng    Nasha Mukht Vidyalyaya



Basic Information Confirm School Details Create Password




Welcome To
Nasha Mukht Vidyalyaya
Your journey to a tobacco-free school starts here.



Sign Up

UDISE Code
Enter your udise code 

Enter Captcha  




 Please enter 11-digit UDISE code of your school
 Kindly provide the mobile number of the school associated with the UDISE system
 Is the UDISE Code incorrect? [Change UDISE Code](#)

CONTINUE

[Already have an Account? Sign In](#)


Step 5: Enter the Mobile Number and click Continue.

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Basic Information Confirm School Details Create Password



Welcome To
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


Sign Up

UDISE Code

Mobile Number
Enter your mobile number 

Enter Captcha  

 Please enter 11-digit UDISE code of your school
 Kindly provide the mobile number of the school associated with the UDISE system
 Is the UDISE Code incorrect? [Change UDISE Code](#)

CONTINUE

Step 6: You will receive OTP at your mobile number. Enter the OTP and click Continue.

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Welcome To
Nasha Mukt Vidyalaya
Your journey to a tobacco-free school starts here.

Sign Up

UDISE Code

Mobile Number

Enter OTP

Didn't Receive OTP? Resend (22s)

An OTP has been sent to your registered mobile number ending with *****2368.
Is the UDISE Code incorrect? [Change UDISE Code](#)

CONTINUE

Step 7: You will see the school details associated with your school, please verify & continue.

Confirm your school details
Please review your school details below and update where necessary.

Basic School Details

School Name

Address
[Pre-filled:]

UDISE Code

School Phone No.

Email Id
NA

Location
Urban




School Type (Boys/Girls)
Co-Education

School Category
Upper Primary with grades 1 to 8 (PRY-UPR)

School Management
Private Schools

Step 8: After verifying the details enter the details of Nodal Representative and then check the self-declaration. Click on “Verify and Proceed” to move next.

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Co-education upper primary with grades 1 to 8 (PKY-UPK)

School Management
Private Schools

Fill Information for Nodal Representative

Name	Designation	Mobile Number	Year of Activity Implementation
<input type="text" value="Enter the respondent name"/>	<input type="text" value="Enter the designation here"/>	<input type="text" value="Enter the mobile number here"/>	<input type="text" value="2025"/>

Note: Enter the above details carefully. Once you click "Verify and Proceed" these cannot be changed.




I hereby confirm that the above details are accurate and pertain to my school and role. I understand that this information will be used for official reporting and evaluation under the ToFEI.

VERIFY & PROCEED

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Step 9: Now set the new password and click on Sign up.

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Basic Information Confirm School Details Create Password

Welcome To
Nasha Mukta Vidyalaya
Your journey to a tobacco-free school starts here.



Create Password
Be a part of creating safe, healthy schools.

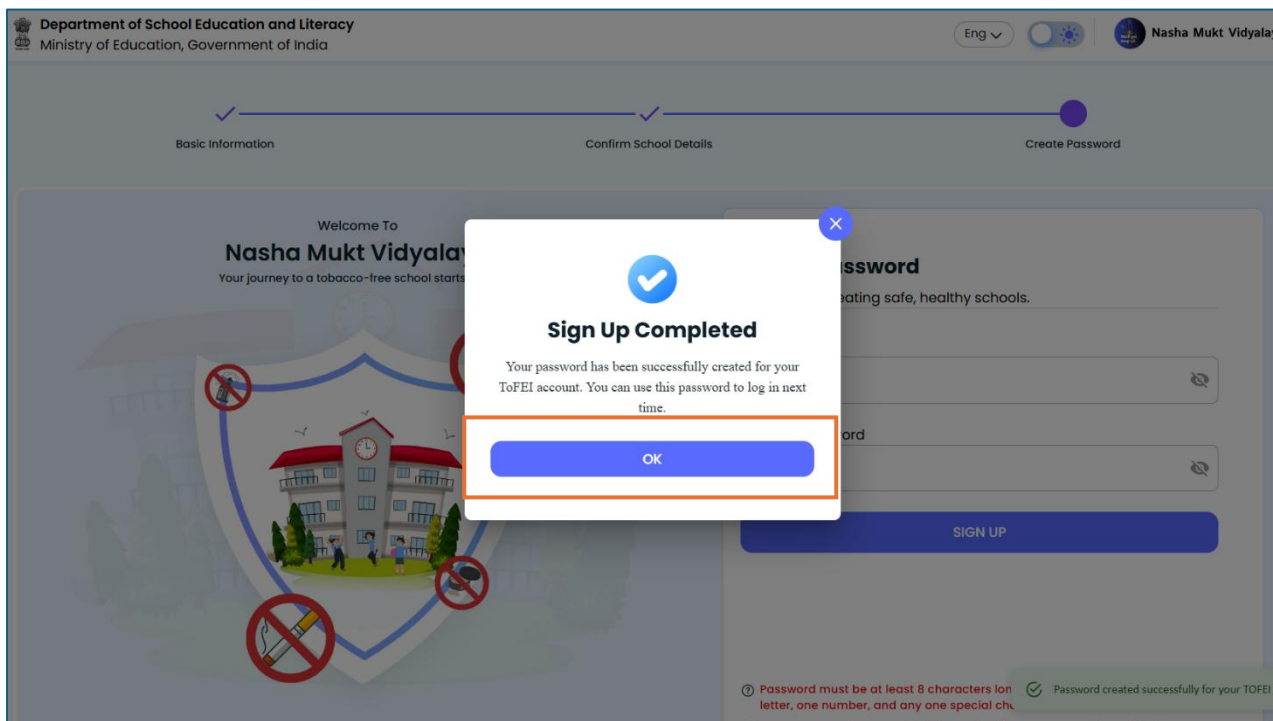
Password

Confirm Password

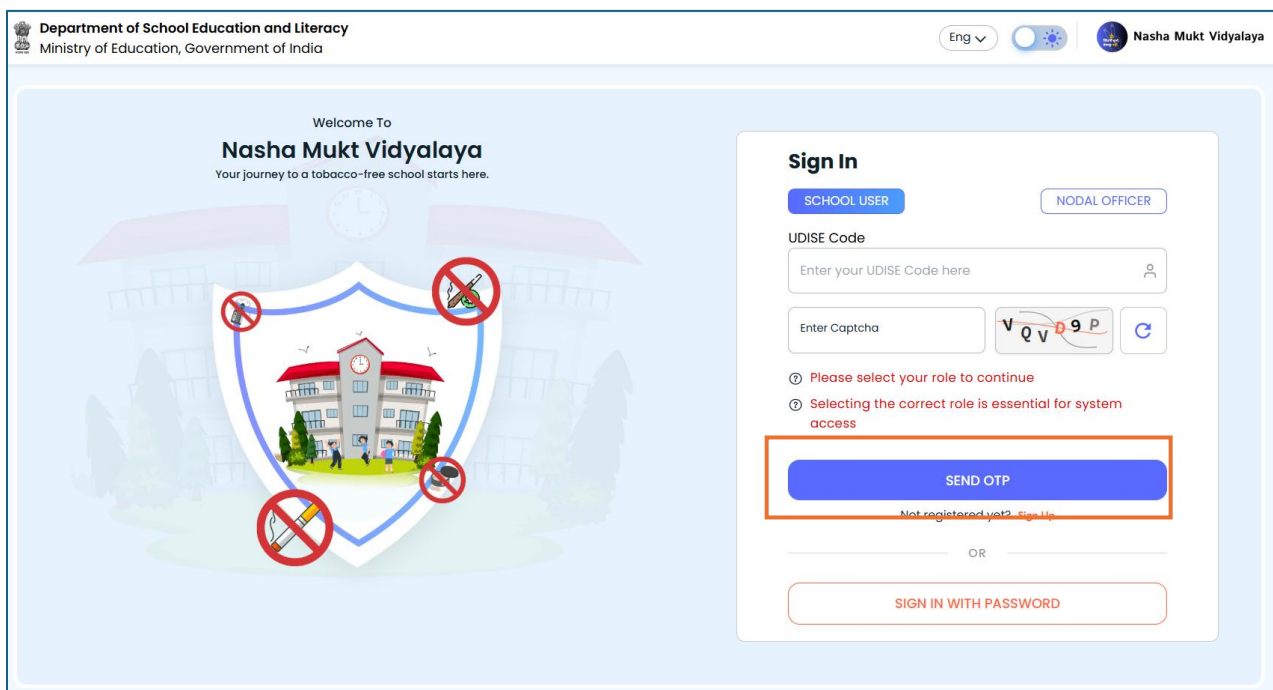
SIGN UP

Ⓢ Password must be at least 8 characters long and include one uppercase letter, one number, and any one special character
Ⓢ Do not use easily guessable information like your name, date of birth, or

Step 10: You will get the pop-up for Sign-up completion. Click on OK to complete the Signup process.

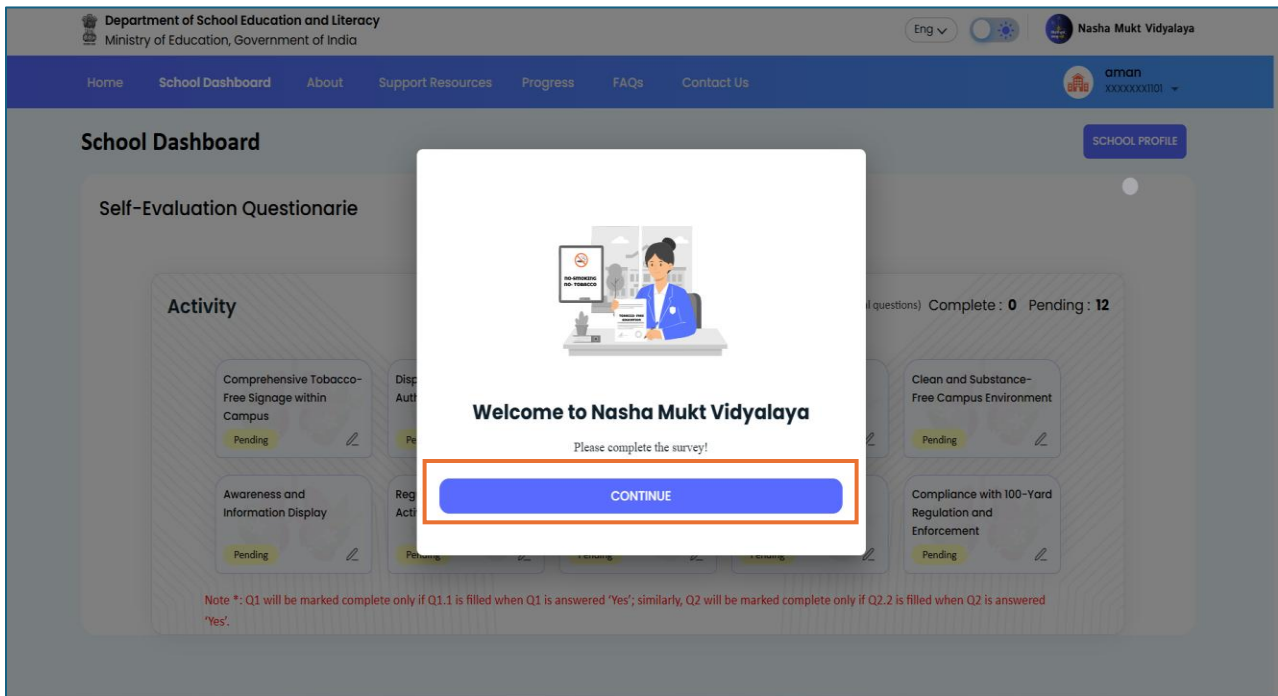


Step 11: You can login using UDISE code and password or you can also login using OTP. Enter the UDISE Code and click on Send OTP. Enter the OTP and click on Proceed to complete the Login.



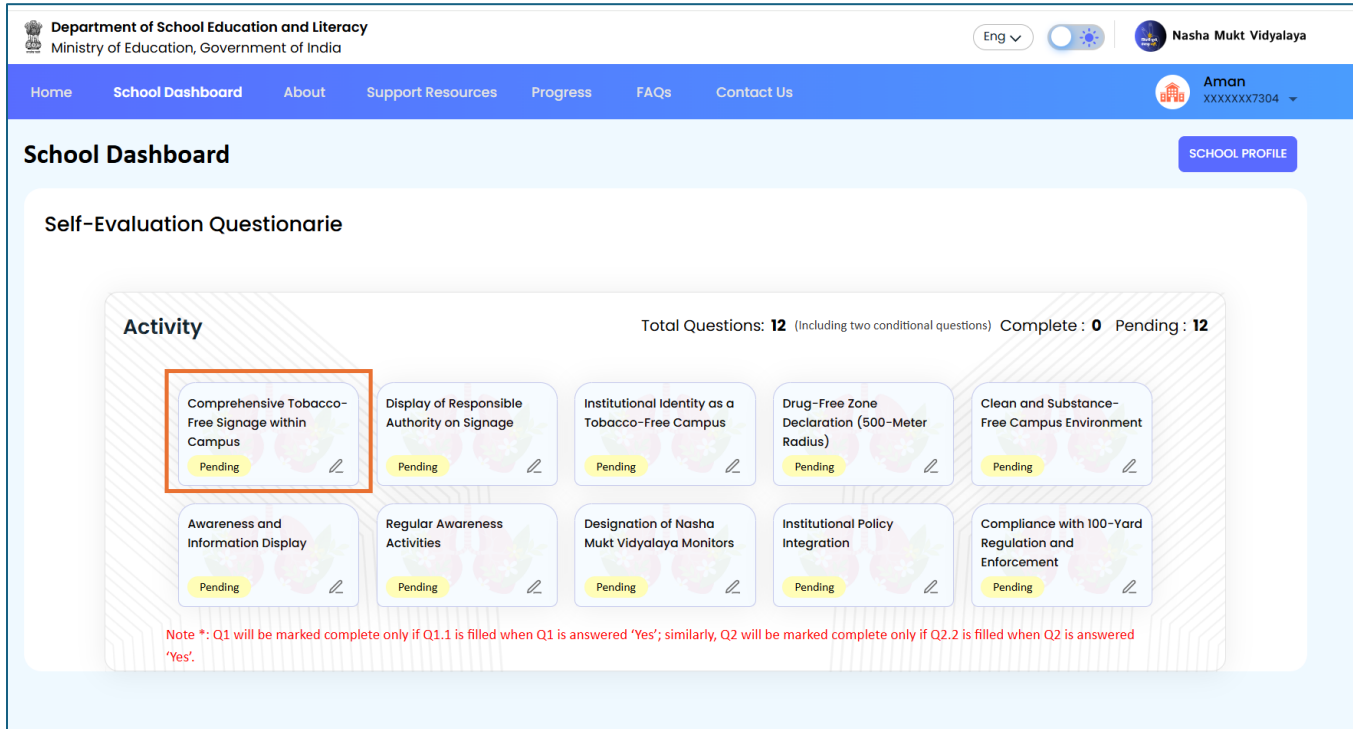
B. How to Conduct a self-Evaluation for your School?

Step 1: After signing in you will see the welcome message. Click on Continue to Begin



The screenshot shows the 'School Dashboard' interface. At the top, there is a navigation bar with 'Home', 'School Dashboard', 'About', 'Support Resources', 'Progress', 'FAQs', and 'Contact Us'. The user is logged in as 'Nasha Mukht Vidyalaya' with the ID 'aman XXXXXXXX101'. A 'SCHOOL PROFILE' button is visible in the top right. The main content area is titled 'Self-Evaluation Questionnaire' and shows a grid of activity cards. A white modal window is centered on the screen, displaying an illustration of a person at a computer and the text: 'Welcome to Nasha Mukht Vidyalaya', 'Please complete the survey!', and a blue 'CONTINUE' button highlighted with an orange border. Below the modal, a note states: 'Note *: Q1 will be marked complete only if Q1.1 is filled when Q1 is answered 'Yes'; similarly, Q2 will be marked complete only if Q2.2 is filled when Q2 is answered 'Yes'.'

Step 2: You can see the list of questions pending for assessment. Click on first box to begin the assessment.



The screenshot shows the 'School Dashboard' interface with the 'Self-Evaluation Questionnaire' section. The 'Activity' section displays a grid of 10 activity cards, each with a 'Pending' status and an edit icon. The cards are: 'Comprehensive Tobacco-Free Signage within Campus', 'Display of Responsible Authority on Signage', 'Institutional Identity as a Tobacco-Free Campus', 'Drug-Free Zone Declaration (500-Meter Radius)', 'Clean and Substance-Free Campus Environment', 'Awareness and Information Display', 'Regular Awareness Activities', 'Designation of Nasha Mukht Vidyalaya Monitors', 'Institutional Policy Integration', and 'Compliance with 100-Yard Regulation and Enforcement'. The first card is highlighted with an orange border. Above the grid, it says 'Total Questions: 12 (Including two conditional questions) Complete : 0 Pending : 12'. A note at the bottom states: 'Note *: Q1 will be marked complete only if Q1.1 is filled when Q1 is answered 'Yes'; similarly, Q2 will be marked complete only if Q2.2 is filled when Q2 is answered 'Yes'.'

Step 3: You will see list of questions for assessment. Read each question carefully and move to next question. Each question has 2 options Yes or No. If your answer is “Yes”, then you have to upload an image relevant to the question & then click on “Save as Draft”. If the answer is “No” then there is no need to upload the image directly click on “Save as Draft”.

Step 4: After clicking Save as Draft click on second question to move to next question. If answer for your first question is “Yes” then you have to answer question 1.1 as well. If the answer is “No” then directly move to question 2. Repeat the same for all the questions.

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Eng ▾ [Light Mode] [Nasha Mukht Vidyalaya]

Home School Dashboard About Support Resources Progress FAQs Contact Us Aman XXXXXXX7304 ▾

Note: Please complete all survey questions and upload the required photos to activate the final preview.

Nasha Mukht Vidyalaya Criteria

1 1.1 2 2.1 3 4 5 6 7 8 9 10

● Active ● Completed ● Pending ● Not Applicable

Q 2. Is 'Tobacco Free Educational Institution' signage displayed at the entrance/boundary wall of the Educational Institute

a No
 b Yes

Upload & Preview Image

Your photo will appear here once uploaded

UPLOAD PHOTO

- Schools are requested to kindly upload appropriate photos.
- Please click on the image to view the uploaded photo.
- Max upload file size 4MB, allowed files JPG, PNG.

Prev 3 / 12 Next SAVE AS DRAFT

Step 5: In some question, if you select answer as “Yes”, then you have to enter remark and upload the image. Complete to move to next question.

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Note: Please complete all survey questions and upload the required photos to activate the final preview.

Nasha Mukht Vidyalaya Criteria

1 1.1 2 2.1 3 4 5 6 7 8 9 10

● Active ● Completed ● Pending ● Not Applicable

Q 9. Are there any shops selling tobacco products within 100 yards of the educational institution?

a No
 b Yes

Enter your remarks here

Upload & Preview Image

Your photo will appear here once uploaded

UPLOAD PHOTO

- Schools are requested to kindly upload appropriate photos.
- Please click on the image to view the uploaded photo.
- Max upload file size 4MB, allowed files JPG, PNG.

Prev 11 / 12 Next SAVE AS DRAFT

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Note: Please complete all survey questions and upload the required photos to activate the final preview.

Nasha Mukht Vidyalaya Criteria

GO TO DASHBOARD PREVIEW

1 1.1 2 2.1 3 4 5 6 7 8 9 10

● Active ● Completed ● Pending ● Not Applicable

Q 9. Are there any shops selling tobacco products within 100 yards of the educational institution?

a No

b Yes

Enter your remarks here

Prev 11 / 12 Next SAVE AS DRAFT

Upload & Preview Image

Your photo will appear here once uploaded

UPLOAD PHOTO

- Schools are requested to kindly upload appropriate photos.
- Please click on the image to view the uploaded photo.
- Max upload file size 4MB, allowed files JPG, PNG.

Step 6: After saving all the questions, click on Preview to review all the answers.

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Note: Please complete all survey questions and upload the required photos to activate the final preview.

Nasha Mukht Vidyalaya Criteria

GO TO DASHBOARD PREVIEW

1 1.1 2 2.1 3 4 5 6 7 8 9 10

● Active ● Completed ● Pending ● Not Applicable

Q 10. Are there any shops selling tobacco or drug products within 100 yards of the educational institution?

a No

b Yes

Prev 12 / 12 Next SAVE AS DRAFT

Upload & Preview Image

Your photo will appear here once uploaded

UPLOAD PHOTO

- Schools are requested to kindly upload appropriate photos.
- Please click on the image to view the uploaded photo.
- Max upload file size 4MB, allowed files JPG, PNG.

Step 7: After reviewing all the answers, enter remarks if you have any else click on “Final Submit”. If you want to edit any answer then click on Go Back and edit your response.

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Q8. Is a "No Tobacco/Drugs & other substance abuse" policy included in the Educational Institution's Code of Conduct ?
 No

Q9. Has the school marked a yellow line within 100 yards from the outer limit of the boundary wall/fence of the school ?
 No

Q10. Are there any shops selling tobacco or drug products within 100 yards of the educational institution?
 No

Remarks
Type remarks here...

GO BACK FINAL SUBMIT

Step 8: Click on Confirm to submit the Assessment.

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Q8. Is a "No Tobacco/Drugs & other substance abuse" policy included in the Educational Institution's Code of Conduct ?
 No

Q9. Has the school marked a yellow line within 100 yards from the outer limit of the boundary wall/fence of the school ?
 No

Q10. Are there any shops selling tobacco or drug products within 100 yards of the educational institution?
 No

Remarks
Type remarks here...

GO BACK FINAL SUBMIT

Confirm Final Submission

You are about to submit your final survey. Once submitted, you will not be able to make any changes. Do you want to proceed?

SUBMIT CANCEL

Step 9: After submission you can see the status of all questions as completed. You can also see the score of your school.

The screenshot displays the 'School Dashboard' interface. At the top, there is a header for the 'Department of School Education and Literacy, Ministry of Education, Government of India' and a user profile for 'Nasha Mukt Vidyalaya'. A navigation bar includes links for 'Home', 'School Dashboard', 'About', 'Support Resources', 'Progress', 'FAQs', and 'Contact Us'. The main content area is titled 'School Dashboard' and features a 'Self-Evaluation Questionnaire' section. A prominent score of '20/100' is shown in a red-bordered box, with 'Your Score' written below it. Below the score, the 'Activity' section lists ten categories, each with a 'Complete' status: 'Comprehensive Tobacco-Free Signage within Campus', 'Display of Responsible Authority on Signage', 'Institutional Identity as a Tobacco-Free Campus', 'Drug-Free Zone Declaration (500-Meter Radius)', 'Clean and Substance-Free Campus Environment', 'Awareness and Information Display', 'Regular Awareness Activities', 'Designation of Nasha Mukt Vidyalaya Monitors', 'Institutional Policy Integration', and 'Compliance with 100-Yard Regulation and Enforcement'. A note at the bottom explains conditional completion rules for Q1 and Q2.

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aman XXXXXXXX1101

School Dashboard

SCHOOL PROFILE PREVIEW

Self-Evaluation Questionnaire

20/100
Your Score

Activity Total Questions: **12** (Including two conditional questions) Complete: **12** Pending: **0**

- Comprehensive Tobacco-Free Signage within Campus Complete
- Display of Responsible Authority on Signage Complete
- Institutional Identity as a Tobacco-Free Campus Complete
- Drug-Free Zone Declaration (500-Meter Radius) Complete
- Clean and Substance-Free Campus Environment Complete
- Awareness and Information Display Complete
- Regular Awareness Activities Complete
- Designation of Nasha Mukt Vidyalaya Monitors Complete
- Institutional Policy Integration Complete
- Compliance with 100-Yard Regulation and Enforcement Complete

Note *: Q1 will be marked complete only if Q1.1 is filled when Q1 is answered 'Yes'; similarly, Q2 will be marked complete only if Q2.2 is filled when Q2 is answered 'Yes'.