

## **Manual for Hardware movement, cost estimation, Junk etc,,,,.**

- This manual lets you know how, where and why we need to manage the hardware movement within the organization.
- First, Computer Shiksha (CS) contacts those organizations who may be running a school serving the underserved communities and convinces them to tie up with Computer Shiksha because CS has a single point agenda and that is to bridge the digital divide.
- For clarifying the processes, some documents have been created Like **“Action Plan, Computer Shiksha Fact Sheet, what steps are to be taken for running your class more smoothly and so on”** to tell what is CS, how it functions with schools enabling them to launch computer education.
- Hereafter, CS sends a document which is called “School Evaluation Question Form” to get to know the status of School/NGO/Trust is? What are the various facilities and challenges they are working under? What all would need to be done for starting computer classes.
- In case of School/NGO/Trust has some used computers whether they are in working condition or not, CS evaluates and gets them into working order.
- Each computer or any other hardware item like projector etc. that enters Computer Shiksha premises gets allotted a Temp Number and its details are entered into CS Hardware Report
- After that whatever activity happens on that hardware gets captured in a manual called **“CS Hardware report”**. This manual lets us know the current status of machines because everything about the machine has to be filled up in it by hardware team. Viz. CPU is working or not, what components are missing or not in working condition and if something is missing how much will be the estimated cost to get it into working condition.

- This report with estimated cost moves online to next level of management and if found ok, is approved through an email with a copy to the accounts department. Or if the cost is found high, and it is found not worth repairing then the particular item is move to junk status and CS hardware report is updated accordingly. For the junk status items, periodically the items are handed over to e-waste companies like Reboot for environment friendly disposal.
- For items that are made into working condition are shifted to a sheet called **“Availability of Stock Material”**. This manual lets us know the current status of components/accessories what we have in our CS stock for backup support ie, Keyboard, Mouse, Cable and much more.
- If any components/accessories taken off from this manual have to be filled up that, this component/ accessories added to against this temp number machine.
- Once the computer is declared ok, it gets added in a report called **“Assets input and output register”** to assign CS number.
- Assets input and output register will let us know the availability of machines in our stock and which CS number machine is still in our stock and is ready to deliver.
- If machine is delivered to any school/NGO/Trust, info is added to asset register while allocating machine against school/NGO/Trust.
- This process helps us to indentify, which CS number machine is in a particular school and in case of any problems related to it, we can take informed action on it.