

Process Manual : Adding New Schools for Computer Shiksha

Purpose

This document attempts to describe the processes involved in adding new schools/centers which offer Computer Shiksha classes to their students.

Introduction

Amongst the various activities involved in adding new schools are:-

Finding out about schools that could qualify to offer Computer Shiksha classes;

Qualifying them and getting them to send their trainers for CS training.

The process to find such prospective schools includes getting names of such schools from news reports, through word of mouth from people knowing about Computer Shiksha, from existing trainers/trustees etc who are already offering Computer Shiksha classes at their schools, from inputs obtained through social media like Facebook and Whatsapp posts and substantially by collating data from lists of NGO's etc available on the Internet.

Processes

From a process perspective all such schools that we identify for the purposes of reaching out to are categorized in our data base as 'Suspects'.

Then starts the process of qualifying them which could be initiated by a call over the phone. The Qualification process is based around a fundamental query about whether the school is serving the underserved. The process for qualifying schools has evolved over time with experiences of interacting with various schools and Learning Centers and has taken the shape of "School Evaluation Questions" (See Appendix 1). Moreover, we have now established a rapport with some NGO / Learning Center aggregators and that too has helped us find centers / schools which meet quite a few of our guidelines already. As such the process of Qualification varies when we qualify an individual school or one which is part of an aggregators network.

For Individual Schools :

Occasionally, we may have the opportunity to meet people from the 'Suspect' schools and ask them the qualification questions in a face to face dialogue. Once we have established that the

said 'Suspect' school is serving the underserved we tell them about the services that Computer Shiksha is offering in a nutshell and gauge their interest in setting up Computer Shiksha classes at their respective centers. Over the phone we try to obtain their e-mail id and this is then followed up by a mail being sent to them about services rendered by Computer Shiksha (See Appendix 2 : Draft mail – Enabling Computer Shiksha). Along with the e-mail we also send them the detailed Computer Shiksha Action Plan (Appendix 3) and links to the Computer Shiksha website and Facebook page.

The 'Suspect' school is expected to send back answers to the 'School Evaluation Questions' and it is important for us to get answers to critical parameters like

whether the school has a room which can be used for the Computer Shiksha classes,

whether they have clean power supply with back-up where needed,

have benches and tables for the computer classes,

whether they have any computer systems and an LCD projector which could be used for the Computer Shiksha classes.

Also, it is very critical that they have one or two people whom they would send for an extensive 8 day training offered by Computer Shiksha at Gurgaon.

Other parameters for which we seek information are the number of students who could benefit from Computer Shiksha classes (we tend to prefer schools who have at least 100 students to optimize CS resources), any fees that they may be charging and also about the profile of the kid's parents.

For Aggregator schools :

When we are undertaking qualification of a school which is part of our Aggregator's network then we can be pre-assured of the school already meeting some of our guidelines. For instance we can be assured of the level of commitment from these schools with respect to helping uplift the underprivileged community. Some of these aggregator's undertake the provision of the basic infrastructure for the schools like providing a room where the computers can be installed and basic furniture like tables and benches are provided by them. As such it becomes easier to qualify these schools for setting up Computer Shiksha classes.

Once the school has been qualified as a 'Prospect' meaning that they are ready to send their trainers for the Computer Shiksha training; we ask them to visit one of the schools which is already offering Computer Shiksha classes. This visit has generally served as a catalyst and our experience is that such a visit hastens the process of operationalizing CS classes at Prospective

schools. The visit also clarifies aspects to the Trustees / owners of prospective schools about the need for a designated room for Computer Shiksha classes. It helps them understand the requirements of 'safe' electrical connections, appreciate the need for a good quality projector and possibly a screen etc.

Once the school has been positively qualified by Computer Shiksha in all the aspects narrated above, we invite their trainers to attend the 8 day extensive training programme at Gurgaon offered free of cost by Computer Shiksha. Post the training the school is assisted in all aspects to ensure that the CS classes can start as soon as possible.

Operationlizing schools with all processes and check points

This process starts usually after the successful training completion of the trainers.

First step which also would have been done in the school selection stage, is to find out more information about school. We collect the following information once again.

- The number of students who will undergo computer course
- Is there a separate room for computer classes
- Does the school have school benches or desks for computer?
- Is the wiring and electrical connections in place?
- Can the school/NGO arrange a projector/LCD?

Then

1. We collect the Student list with full details of students like Student name, student father's name, student address and his contact number etc.,
2. After this we confirm about benches or desks and wiring in computer room. This is checked by WhatsApp photo or video
3. We also reconfirm if NGO/School can arrange the projector/LCD.
4. Next we ask, how many computers they have already, and if any computers that they have are not working, we evaluate the repair ability of those by our Hardware team.
5. In case, we have to provide computers etc., then we prepare a Material Receipt letter which school needs to print on their letterhead ,sign and stamp and deliver to CS before computers can be handed over. **(Format of the letter is given at the end of this document)**

6. Once computer classes start, we continue to be in touch with the trainer to observe if they face any challenges.
7. Then we do a weekly review and update status on Which module each school is doing, what tests have already been given by students, and get photos of computer classes once a month.

Material receipt letter format

Version no. 08.10.2017

Date: _____

President/ Secretary
Computer Shiksha
 G 576, Florence Homes,
 Sushant Lok II, Sector 57,
 Gurgaon-122011

Dear Sir/Madam,

We are pleased to understand that Computer Shiksha (CS), is a trust registered in India for the social cause to promote and create awareness about Computer knowledge, literacy, training, technology, & education. Under its Computer Education Project, we are in receipt of the following material for providing computer education to kids enrolled in our _____ **(school/NGO name and address)** _____.

The ownership of this material would continue with Computer Shiksha. We hereby confirm that in case, Computer Shiksha wants its material back; for a reason or without a reason, we will make sure to return the material within 30 days of the receipt of the request, which can be in a letter or email or whatsapp to our teacher or an administrator. The details of the hardware are as given hereunder for your record.

We also confirm that we will implement the following process and do the needful without fail

1. We will whatsapp/email 2 photos of operational computer classes every month
2. We will contact CS Helpline for any help that we may need to continue computer classes
3. We will inform CS Helpline about the status of the classes once a month
4. We will coordinate with CS Helpline for conducting tests of students after completion of every module
5. We will make all efforts to make computer education succeed in our school/college/center with the help of CS
6. For certification of students, we will coordinate with CS Helpline

Product	Make	Model No.	Qty	CS no.

Sincerely,

Stamp & Signature:

Name:

Address :

School Evaluation Matrix

School Name

Contact person Name

School Administrator name

Date Visited

Address:

TEL no.

Email ID

Website:

Queries	Y/N or comment
Does the School have a permanent physical structure, i.e. a building/house/rooms	
Is it a Govt school or an NGO/Pvt school or an NGO school run in a Govt building	
How many children are being taught here	
From which standard to which standard	
Does the school charge any fees from Children	
What is the general parents profile of these kids	
Does the school have electricity	
How often the electricity goes off in a day and for how long	
Does the School have power backup	
Does the School impart computer education	
Does the school have any computers, even defective will do, (specify numbers)	
Do the children sit on the floor in class room	
Do the children have benches in the class room	
How many teachers are there in the school full time (not volunteers)	

