Process Manual : Continuous Monitoring of Computer Shiksha Centers

This manual describes the processes for continuous monitoring of Computer Shiksha centers whereby we keep a watch on what is going on at the said centers. This monitoring is more of a process to keep aware of what is happening at the center in terms of which class of which module is being taught and also to know if the classes are running smoothly at the center. As a part of this process we also get to know the time that it may take for a center to complete a particular module.

We maintain an excel sheet for this information and call the centers to get updates about the module that they are currently teaching and the class that they are on. This data for each center is updated every 2 weeks or at least once in a month which makes it easier for us to monitor the various centers.

Within each module as per the course design it is required that the center conducts a Practical Test after completing 11 classes in that module. After the Practical Test, Computer Shiksha is required to conduct a Written Test on that module. Based on the test results and in keeping with marking scheme the results for all the students are prepared. Qualification marks for passing the test are also decided for preparing the results. Only if at least 60% of the class students pass the test they are allowed to go to the next module. Otherwise the same module is repeated.

Below we define the steps that are taken to monitor the centers :

1. Whenever a new Computer Shiksha center is set up that date is recorded in this excel sheet. For instance the date for beginning the first module which is the Paint module is noted and then dates for the classes i.e. Class 1, Class 2 ….. upto Class 12 are also noted.

2. This defines our monitoring process and the dates and data get updated every 2 weeks.

3. By the time the students reach the sixth week of any module, keeping in view the status of the class, we at Computer Shiksha in consultation with the trainers at the center decide on the time schedules for the Practical and Written tests.

4. Trainers from all our centers are explained during our Training Programmes about how they need to complete each module and keep us updated. Whenever a trainer reaches the 9th class of a module it is their responsibility to inform us that they are now teaching the 9th class. This then gives us ample time over the next two classes to decide about the schedule for conducting the tests.

5. Thus while in each module at the Computer Shiksha centers the main 11 classes are for teaching and revision, the 12th class is ear marked for conducting the Practical Test.

6. This is then followed up with a written test conducted by Computer Shiksha based on the results of which a report about the performance of the students is prepared. This report also helps us to decide whether this module needs to be repeated or not. If the marks of most students are below the expected levels then we tell the center that they will need to repeat the module.

7. The trainer on the basis of the performance in the Practical Test can also gauge the need for repeating a module. In case such a step is taken the trainer informs us and the excel sheet is accordingly updated.

8. Whenever we need to conduct the Written Test we collect class wise information about the students so that we know how many total students will appear for the test. Based on this information sufficient question papers are prepared and provided to the centers. This data also gets updated on our excel sheets.

In this manner all modules are completed and the next module can be started for which again the Practical and Written test will be conducted and the data updated on the excel sheet. ==We have a separate manual for certificate==

We will now describe the **Certification process** and explain how this is handled.

Prior to the distribution of certificates it is important for the students to complete the modules of the Basic / Advanced course. Since completion of these two modules can take substantial time it is quite likely that the students have to migrate to a different school. This could be a migration from a primary school to a secondary one. In such cases, in consultation with the center we arrange certificates for the students which mention the modules that they have completed.

The **Students Certification process** is being defined below in a step wise process :

1. Students who clear the Basic / Advanced course are awarded certificates. For this purpose the centers prepare a list of students in March of every year.

2. This list will provide details of students who have completed the Basic course and those who have completed the Advanced course. Besides these lists, the centers also prepare a list of students who for reasons like migration to a different school etc are not able to complete the course. These students are also given certificates which mention the modules that they have completed.

3. For the Basic course certification the student should have completed the modules on Paint 1, Writer 1&2, Impress 1, Calc 1 and the Internet module. We get to know about the students who have completed these modules from our excel sheet information about test results for these modules. The Basic course is mainly targeted at students of right from Nursery to 8.

4. Similarly for certification of the Advanced Course the student should have completed modules for Paint 2, Writer 3, Impress 2, and Calc 2 and should have cleared the tests for these modules. These results are again available to us in our excel sheets. The Advanced Course is targeted for students of Grade 9 to 12.

5. Besides the students who have completed the Basic and Advanced course, when lists are being prepared during March by the centers we also collect information about students who have passed out from the school or for some reason have migrated to a different school and have therefore not been able to complete the course. These students are then provided certificates showing the modules that they have completed. For each module they should have cleared both the Practical and Written tests.

This way we monitor all the Computer Shiksha centers and keep updating our sheets with the relevant information about which modules they are teaching. This information then also helps us to award certificates to the students.

Apart from students CS also awards certificates to Trainers who undergo training by CS to deliver computer education effectively.

Trainer Certificates:-

CS provides certificates to all trainers too who attend the 8 days training program at our training center to get trained on the "Train the trainers program" which includes various modules of self learning Videos which have been developed by CS along with hardware/software knowledge.

The database of these certificates allotted is maintained by CS which includes the following info

Name of Trainer
Name of School
Address of School
Trainer contact information
Certificate Numbers
Module Names trained on