

MEL process of the organization

1. Overview of the Dashboard Session

The session commenced with a presentation by the CMS team, focusing on the practical aspects of checking and managing data through the dashboard. This dashboard plays a critical role in overseeing field data and aligns with the target sheet for day-to-day tracking. Ensuring all participants were familiar with how to assess these metrics was a key part of the discussion.

1. Monthly Meeting Insights

A designated half-hour session during the monthly meeting addressed the functionality and operational status of the dashboard. This session aimed to enhance clarity on data handling processes and ensure consistent understanding among stakeholders.

2. Data Source and Validation Requirements

It was emphasized that the origins of data from field activities need thorough validation. This practice helps maintain accuracy and trustworthiness. To mitigate data misplacement risks, a normal registration process for field activities is advised instead of conventional attendance sheets.

3. Verification Protocols

Verification of data is essential at various levels:

- **Block Level:** At least 10% of the data should be checked.
- **MIS Level:** A 5% sample should be verified.
- **Project Lead Level:** A minimum of 2% of the data should be reviewed. This structured verification ensures quality control and data integrity throughout the project lifecycle.

4. Inclusion of Adolescent Details

Adding specific details such as Aadhaar number, bank account status, class/grade, and school attendance records for adolescents and teenagers in the data can significantly enhance the organization's ability to assess the well-being and educational status of these children.

5. Documentation Practices

All validations and verification procedures must align with the Monthly Progress Report (MPR). Proper documentation as per MPR standards supports transparency and accountability.

6. MIS Manual Translation

To improve accessibility, the MIS manual must be translated into Hindi and distributed in spiral-bound copies to all relevant personnel. This initiative ensures everyone has easy reference and comprehends procedures in their preferred language.

7. Sharing Data Collection Formats

It was instructed that all existing data collection formats used by the organization should be shared with Azam ji for review and collaboration.

8. Online Activity Reporting

A deadline was set for the completion of online data entry using the SurveyCt application, with all organizational activities to be updated by November 5th. This step will streamline data reporting and enhance real-time project tracking.

Conclusion

Implementing these measures will improve data accuracy, facilitate better communication, and ensure the effective functioning of the dashboard and related data validation processes.

MEL Systems of PGS

1. Overview

The Monitoring, Evaluation, and Learning (MEL) system for the PGS is designed to ensure that program goals are met effectively, with transparent tracking and continuous learning. This report outlines the various components of the system, the roles involved, and the reporting mechanisms.

2. Monitoring Framework

- **Program Implementation Chart (Gantt Chart):** Utilized for tracking project activities over time. This chart outlines timelines, task owners, and key milestones, allowing for detailed progress monitoring and preemptive identification of potential delays.
- **Monthly Agenda and Planning:** Planned activities align with the Gantt chart, setting a clear roadmap for stakeholders and facilitating smooth transitions between project phases.

3. Follow-up and Review Meetings

- **Weekly Meetings:** These sessions are crucial for reviewing the progress of the workplan. The following components are typically addressed:
 - **Workplan Review:** Examines completed tasks versus planned activities.
 - **Program Implementation Sharing:** Involves updates on the program's current status, identifying successes and challenges.
 - **Learning & Challenges:** Provides a platform for team members to discuss lessons learned, barriers encountered, and potential solutions.

4. Reporting Structure

- **Responsible Personnel:**
 - **Community Mobilizer:** Reports on field-level activities and direct community interactions.
 - **Block Coordinator:** Compiles reports from Community Mobilizers and adds observations from a broader perspective.
 - **MIS Team:** Ensures data accuracy and manages the technology infrastructure for report compilation.
 - **District Coordinator:** Oversees comprehensive district-level reporting and validation.
 - **British Asian Trust/CMS:** Performs high-level analysis and reporting for strategic decisions.
- **Reporting Tools and Formats:**
 - **Google Sheets:** Main tool for standardized data collection, making it easier for real-time updates and access.
 - **Templates and Formats:** Specific reporting templates are used to maintain uniformity and comprehensive data capture.
 - **Weekly Reports:** Quick updates with main progress points.
 - **Monthly Reports:** Detailed analysis aligned with the monthly agenda and Gantt chart goals.

5. Verification and Source Records

- **Means of Verification:**

- **Personal Diary:** Maintained by Community Mobilizers for daily task tracking and reflections.
- **SHGs (Self-Help Groups) Register:** Records the activities and engagement of SHGs.
- **Community Meeting Register:** Lists the details of community discussions and conclusions.
- **Activity Report Format:** Captures the activities conducted, participants involved, and outcomes.
- **Workplan Documents:** Indicates planned versus actual progress.
- **Social Protection Scheme Format:** Tracks data related to welfare and protection schemes.
- **Consolidated Reports:** Compiles individual and block-level data for district-level review.
- **Child Protection Committee Register:** Logs activities concerning child welfare and protection efforts.
- **Panchayat Diary:** Records official community and local government meetings related to the program.