

**SHAHEED BHAGAT SINGH SHIKSHAN SANSTHAN***Dangiyawas, Jodhpur, Rajasthan*

Registered under Societies Registration Act | 12A &amp; 80G Certified

**MIS Mechanism for Planning, Execution, Review and Tracking**

Stage	System Process	Detailed Explanation	Tool Used	Responsibility	Output / Record	Frequency
Planning & Data Setup	Project data entry and structuring	All project locations, beneficiary details, and planned activities are entered in a structured Google Sheet. Each activity is mapped with timeline, location, and responsible staff.	Google Sheets	Field Staff / Coordinator	Master database, activity plan sheet	At project start and updated as required
Tracking Sheet (Planning to Monitoring)	Central tracking sheet for full cycle	A dedicated tracking sheet is maintained in Google Sheets covering planning, execution status, progress, gaps, and follow-up actions. This sheet links all activities with targets, timelines, and current status for continuous tracking.	Google Sheets	Project Coordinator	Integrated tracking sheet (plan vs progress vs status)	Updated weekly
Target Setting & Work Allocation	Setting measurable targets	Monthly and quarterly targets are defined and assigned to field staff. Targets are reflected in the tracking sheet for comparison with actual progress.	Google Sheets	Project Coordinator	Target vs achievement sheet	Monthly / Quarterly
Financial Planning (Cost Centre Allocation)	Budget allocation	Budget is entered in Tally under defined cost centres linked to activities. This allows tracking of expenses against each program component.	Tally	Finance Team	Cost centre-wise budget report	At project start
Implementation Tracking	Activity and beneficiary updates	Field staff update activity status, attendance, and coverage in Google Sheets. Execution progress is reflected in the tracking sheet.	Google Sheets	Field Staff	Activity tracker, attendance records	Daily / Weekly
Expense Tracking	Recording of financial transactions	All expenses are recorded in Tally under relevant cost heads and cost centres with supporting documents.	Tally	Finance Team	Ledger entries, vouchers	Daily / Weekly
Data Verification & Validation	Cross-check of program data	Data is verified by the coordinator through field visits and desk review. Corrections are updated in the system.	Google Sheets	Coordinator	Verified data sheets, correction logs	Weekly
Program Review	Tracking progress against targets	The tracking sheet is used to review activity-wise and location-wise progress. Delays and gaps are identified.	Google Sheets	Project Coordinator	Progress summary	Weekly / Monthly
Financial Review	Budget vs actual analysis	Tally reports are reviewed to track expenditure against allocated budget and cost centres.	Tally	Finance Team / Board	Budget vs actual report	Monthly
Integrated Review Meetings	Combined program and financial review	Tracking sheet (program) and Tally reports (finance) are reviewed together in meetings for complete status review.	Google Sheets + Tally	Board of Trustees	Meeting minutes, action points	Monthly / Quarterly

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डांगियावास (जोधपुर)

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<b>Gap Identification</b>	Identifying shortfalls	The tracking sheet highlights low coverage, missed targets, and delays, along with financial gaps if any.	Google Sheets + Tally	Project Team	Gap analysis sheet	Monthly
<b>Corrective Action &amp; Follow-up</b>	Action planning and tracking	Actions are recorded in the tracking sheet with responsibility and timeline. Follow-up status is updated regularly.	Google Sheets	Project Coordinator	Action tracker, follow-up sheet	Ongoing
<b>Reporting System</b>	Preparation of progress reports	Monthly and quarterly reports are prepared using tracking sheet data (program) and Tally reports (finance).	Google Sheets + Tally	Project Coordinator	Program and financial reports	Monthly / Quarterly
<b>Data Storage &amp; Backup</b>	Record maintenance	Google Sheets are stored with access control. Tally data is backed up regularly for record and audit purposes.	Google Sheets + Tally	Project Office	MIS database, financial backups	Continuous

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