

# SHAHEED BHAGAT SINGH SHIKSHAN SANSTHAN

Dangiyawas, Jodhpur, Rajasthan

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

## Monitoring Mechanism

Category	Detailed Explanation	Reporting To	KRA	KPI	Expected Outcomes (Quantity)	Expected Outcomes (Quality)
Results-Based Planning	The Trust prepares an annual plan with clear activities, timelines, and expected results. Each activity is linked with defined indicators so that progress can be tracked properly. Responsibilities are assigned at the beginning of the project cycle.	Board of Trustees	Planning and target setting	Approved annual plan, indicator list, plan vs progress tracking	All activities mapped with indicators and timelines	Clear direction of work and clarity in roles and targets
Field Monitoring	Field staff carry out regular visits to project locations using standard checklists. They verify attendance, beneficiary details, and activity status. Observations are recorded and shared for corrective action where required.	Board of Trustees	Field supervision and verification	Number of field visits, reports submitted, issues identified and resolved	Minimum 4-6 visits per month per cluster/location	Consistent implementation and timely correction of gaps
MIS & Data Management	Data on beneficiaries and activities is recorded through registers and/or digital systems. Entries are updated regularly and checked for completeness. Data is compiled for review and reporting purposes.	Board of Trustees	Data collection and record management	% of data entries completed, data accuracy, update frequency	100% beneficiary activity records maintained	Reliable records available for review and reporting
Review & Reporting System	Regular review meetings are conducted at different levels. Weekly reviews focus on ongoing work, monthly reviews track progress against targets, and quarterly reviews look at overall performance. Action points are recorded and followed up.	Board of Trustees	Progress review and reporting	Number of meetings held, action points completed	All planned weekly, monthly, and quarterly reviews conducted	Regular follow-up and clear tracking of progress

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शहीद भगतसिंह शिक्षण संस्थान  
उदियावास (जोधपुर)

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<b>Financial Monitoring (Tally-Based)</b>	All financial transactions are recorded in Tally under defined cost heads. Expenditure is checked against the approved budget. Ledger reports are reviewed periodically, and records are kept ready for audit and verification.	Board of Trustees	Financial tracking and compliance	Budget vs actual expenditure, ledger accuracy, utilization rate	90-100% use of allocated budget as per plan	Proper use of funds with clear and traceable records
<b>Documentation &amp; Record Keeping</b>	All activities are documented through reports, attendance sheets, photographs, and case records. Documents are maintained in an organized manner for reporting and verification.	Board of Trustees	Documentation and reporting	Number of reports prepared, completeness of records	Monthly and quarterly reports submitted on time	Proper record keeping and availability of supporting documents
<b>Beneficiary Feedback System</b>	Feedback is collected during field visits and community meetings. Verbal feedback is recorded by staff, and simple written formats are used where possible. Issues raised are noted and followed up.	Board of Trustees	Community interaction and response tracking	Number of feedback interactions, issues recorded and addressed	At least one feedback interaction per month per location	Better understanding of ground-level issues and responses based on actual need
<b>Risk Monitoring</b>	Possible risks related to implementation, finance, or local issues are identified during reviews. A record of such risks is maintained, and steps are taken to address them.	Board of Trustees	Risk identification and tracking	Number of risks identified and resolved, review frequency	Quarterly review of risks conducted	Fewer disruptions in program activities
<b>Capacity Building Monitoring</b>	Staff performance is reviewed periodically. Training needs are identified and training sessions are conducted accordingly. Attendance and outcomes of training are recorded.	Board of Trustees	Staff performance and training	Number of trainings conducted, staff performance review records	Minimum 2-3 trainings conducted in a year	Better understanding of roles and improved field work
<b>Compliance &amp; Governance</b>	All required registrations, filings, and documents are maintained as per rules. Records are updated and kept ready for submission when required. Board reviews organizational progress and compliance status regularly.	Board of Trustees	Compliance and governance	Timely submission of documents, compliance status	100% compliance with applicable requirements	Proper governance and clear organizational functioning

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