

Dated: 24/06/2017

CIRCULAR

Kudumbashree is migrating to web based monitoring system from 01/07/2017. Also, a new front page design of the website will be launched In this regard, you are required to do the following one time effort before 30/06/2017.

**1. TO DO/ TASK to complete from 24/06/2017 to 30/06/2017**

Sl. No	Task
1	Goals 2017 - 18: All teams who are yet to upload should upload. The text entered by some teams are not self-explanatory. Please edit it and ensure that anyone who is reading it will understand in detail. Further, add a final row 'Total', to know the total fund allocation
2	Team Monitoring – This is a page written by executive director and uploaded on a weekly basis. All teams should see this page regularly and work towards achieving the task in a time bound banner. Excuses for not keeping the deadline are not expected and will be viewed seriously
3	Update content/ photos/ news/ videos related to your team in the website. Some of the teams have not updated since last three months
4	Monitoring Progress – Upload all the tables in the monitoring progress section without fail. Districts will update the tables before 10 <sup>th</sup> of July 2017
5	FAQ – All the teams should update and upload FAQ section (not as a PDF, but as text in the web page)
6	EVENTS – All the teams should update and upload EVENTS. This section is not updated since last two months by most of the teams
7	Look at district pages / Photos – If district teams did not upload photo of your team members of the district, ensure that its uploaded
8	Look at district pages/ Initiatives – If district teams did not upload initiatives in the last few months related to your sector, ensure that its uploaded

Person Responsible for Monitoring: PRO (PRO should report the status of each team in state mission i.e. whether they have completed the ‘TO DO’ mentioned above in the next one week or not).

Also, in future, a standard operating procedure should be followed for updating the website for providing information and for monitoring purpose. The SoP (version 1) is given below for your reference and for strict compliance.

## 2. Standard Operating Procedure (version 1)

Sl. No	Task/ Action to be taken	Frequency
1	ED will update ‘Task Monitoring’ on a weekly basis. It will be uploaded in the descending order of ‘Deadline’. <b>All the teams should update the progress in the column ‘as of due date’ on 1<sup>st</sup> and 15<sup>th</sup> of every month.</b> Also, once task is completed, they should upload ‘final outcome’	On every 1 <sup>st</sup> and 15 <sup>th</sup>
2	Goals – On every month, <b>on or before 5<sup>th</sup>, all teams should update the second column ‘Progress as on ‘date’.</b> The first entry can be made before 10 <sup>th</sup> of July	On every month, on 5 <sup>th</sup>
3	Monitor Progress – Every team should ensure that <b>district teams upload data in Monitor progress before 5<sup>th</sup> of every month</b> (10 <sup>th</sup> , for July only)	On every month, on 5 <sup>th</sup>
4	Presentation in PRM – Every team should be ready to present in PRM by showing monitor progress. The presentation should be completed in 20 minutes (no need of PPT, but open the relevant columns/ tables of monitor progress in website), and they should highlight districts/ areas where there is NO progress. Also, they should present details of the district teams who achieved and who failed to achieve the monthly tasks given (tasks to be completed	Every month, before PRM and during PRM

	<p>before next PRM, as given in the previous PRM). Also, they should present the task to be completed before next PRM and highlight initiatives in your sector (good work/ initiatives in districts)</p> <p>So, in a nutshell,</p> <ul style="list-style-type: none"> <li>- <b>Present monitor progress in PRM</b> (only major areas/ major failures, to be presented in 20 minutes)</li> <li>- Present <b>progress of achievement of monthly tasks given to district teams</b></li> <li>- <b>Give tasks to be completed before next PRM (and keep only this in the minutes)</b></li> <li>- <b>Highlight major initiatives by districts</b> in your sector</li> </ul>	
5	<p>Featured NEWS – This new section will be uploaded in the website on 30/06. All the teams should <b>give one photo/ and a small write up to PR team so that they can upload NEWS</b> in the website daily (related to developments in each sector)</p>	<p>Every day / as and when there is a good practice/ initiative/ News</p>
6	<p>Upload <b>Photos/ Media/ Events</b> of your sector on a daily basis or as and when there is a news/ new event/ photo.</p>	<p>Every day</p>
7	<p>Update static content related to your website whenever there is a new change/ new project. Remember to <b>update the text data in website to inform regarding new progress/ project/ policy</b></p>	<p>Whenever there is a new addition</p>

A meeting to review the details regarding compliance of matters enlisted in the circular will be at 4 P.M. on 05/07/2017

Sd/-

Executive Director, Kudumbashree