



Creating a MIS System for Jhajjar Power Limited's CSR Department

A case of the Utthaan Project

Course:
MBA – Development Management

Presented By:
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Internship Period
march-may 2025

About the Utthaan Project

- **CSR Project Implemented by HPPI with JPL Funding**

The Utthaan project is an umbrella initiative that aims to improve health, education, and overall living conditions in villages near the plant.

- **Project Themes Include Education, Health, ECD, and Environment**

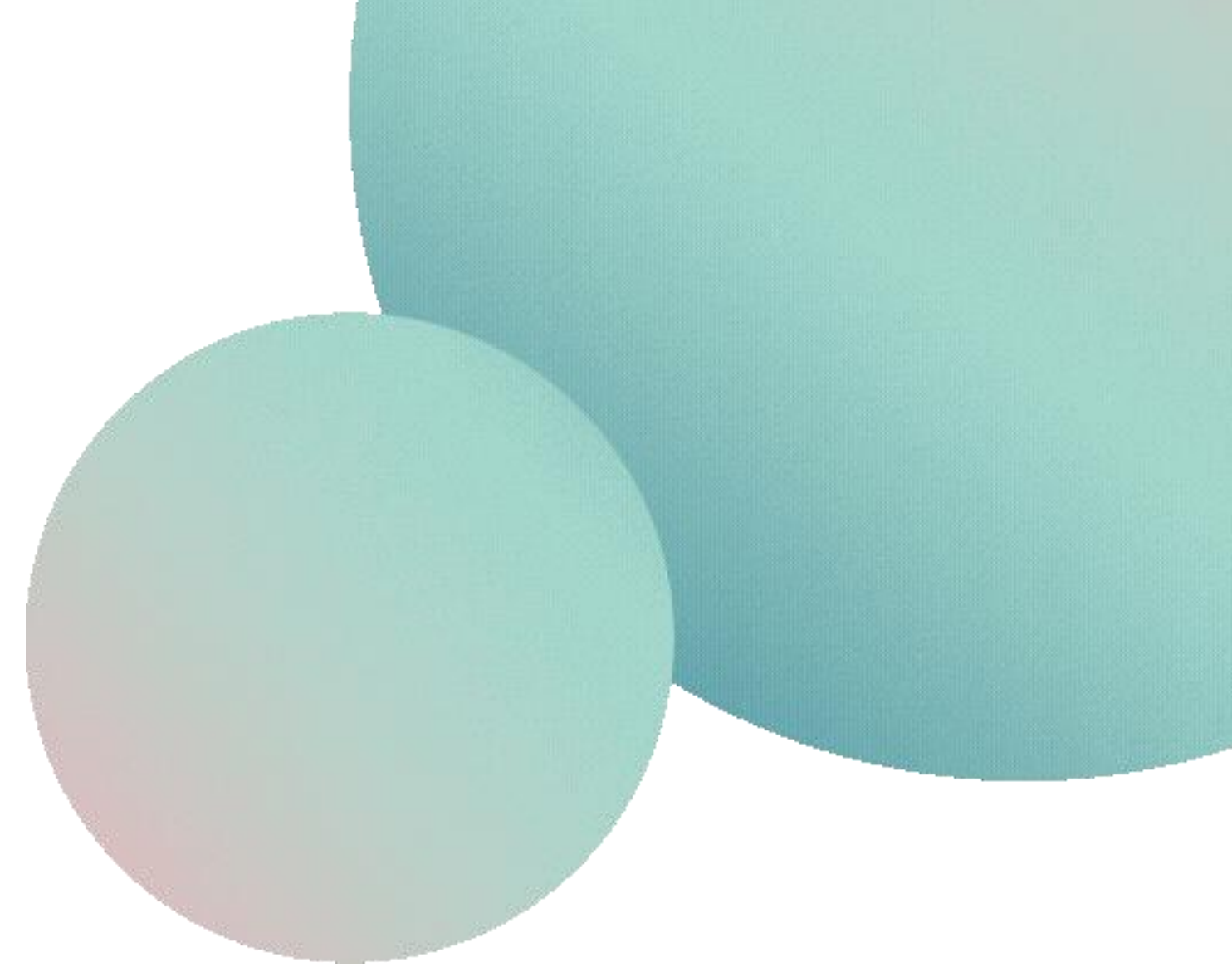
Activities under the project include girl child education support, hygiene and health awareness campaigns, Anganwadi improvements, and plantation drives.

- **Grassroots Implementation by HPPI Field Staff**

HPPI's field officers are the ones who actually visit schools, Anganwadi centers, and homes to conduct these sessions.

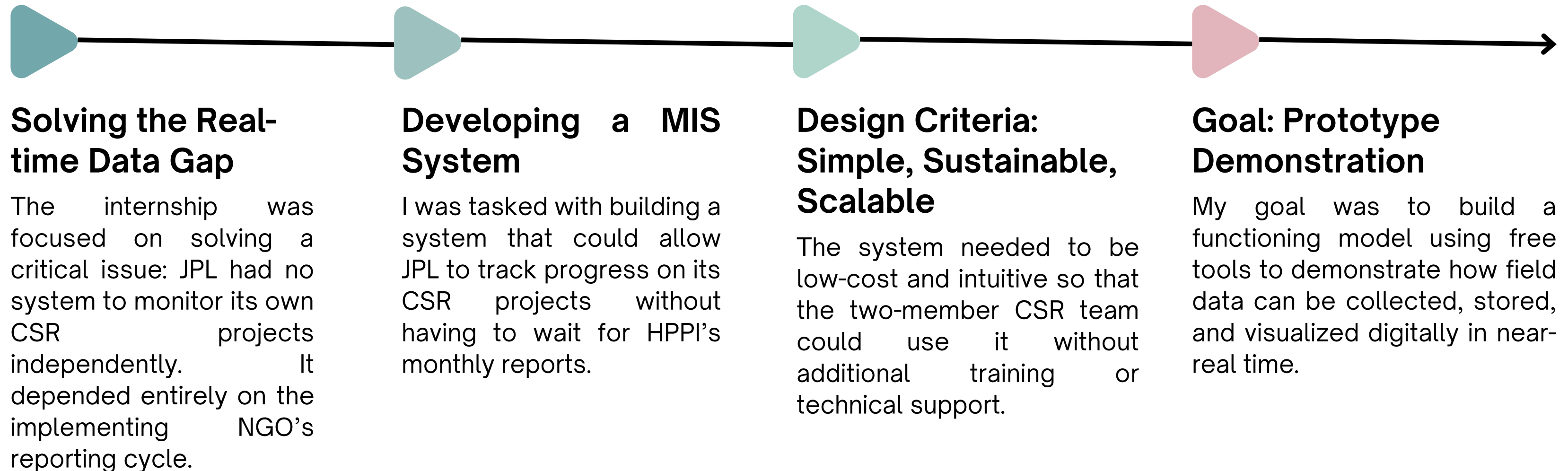
- **Manual Reporting System Before My Intervention**

These officers maintained daily records in paper registers, often shared only once a month via the project manager, leading to delays and data inconsistencies.

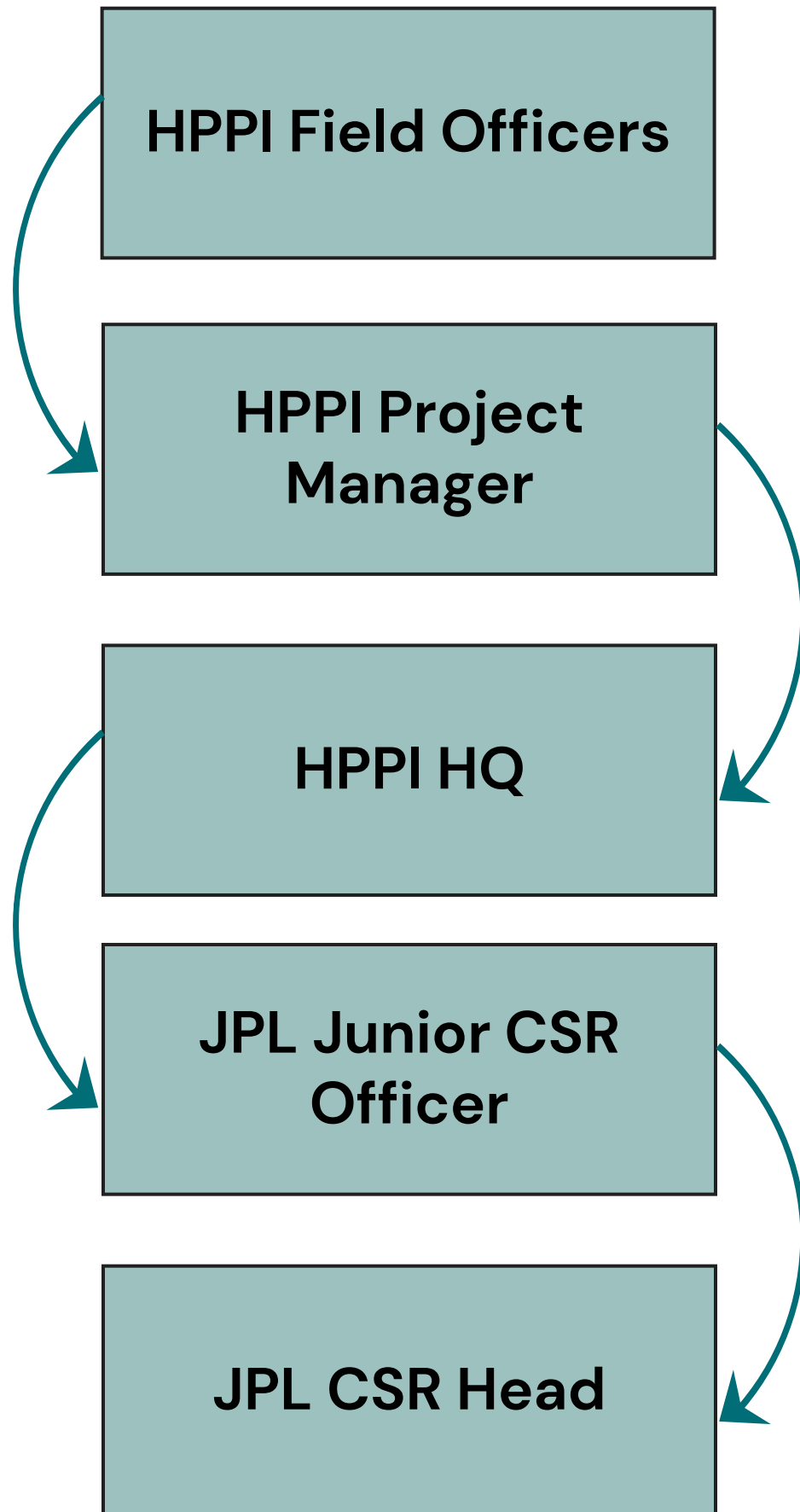


Internship Objective

Brief for the project.



Current Reporting Hierarchy in the Utthaan Project



HPPI Field Officers

- They are the first point of contact in the field.
- Visit Anganwadi centres, schools, and community spaces.
- Conduct educational, health, and awareness sessions.
- Maintain manual registers for attendance, kit distribution, and session details.

HPPI Project Manager

- Collects all data from field officers on a monthly basis.
- Compiles reports using Excel and Word formats.
- Prepares Monthly Progress Reports (MPRs) and Quarterly Progress Reports (QPRs).

HPPI HQ

- Receives compiled reports from the Project Manager.
- Reviews and finalizes the documents for sharing.
- Forwards the reports to the CSR team at JPL.

JPL Junior CSR Officer

- First-level recipient of reports within the CSR department at JPL.
- Reviews the content for compliance and project status.
- Prepares internal notes or escalates issues if needed.

JPL CSR Head

- Makes strategic evaluations based on compiled reports.
- Uses the data for compliance documentation, fund tracking, and CSR impact assessment.
- Shares feedback during review meetings (mostly quarterly).

Existing Monitoring Structure

Fully Manual and Decentralized

Every field officer recorded data in their own handwritten formats. This made it hard to consolidate or verify the data at the end of each month.

No Uniform Reporting Format

Reports varied by officer and village. There was no fixed format or checklist to ensure that all required fields (e.g., activity name, location, date, number of beneficiaries) were being reported consistently.

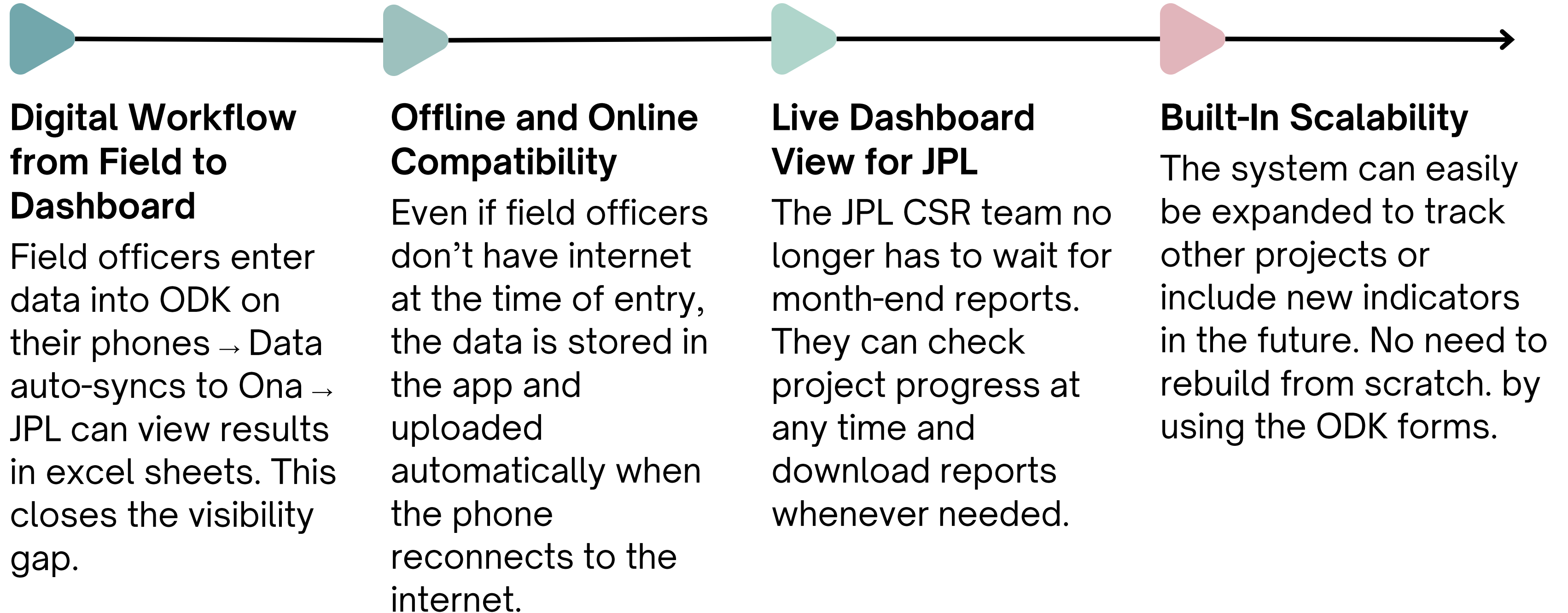
Reports Compiled Monthly by Project Manager

These reports were often delayed and submitted via email in static formats like Excel or Word, which made them difficult to analyze.

Lack of Visibility for JPL

Since JPL received reports only once a month, the CSR team had no way of tracking real-time progress or spotting issues until after they occurred.

New Monitoring System Design through ODK collect



Building an ODK XLSForm in Excel

type	name	label:english	label	relevant	required	calculation
begin_group	general_info	General Information	General Information			
start	start_time	Start time	Start time			
date	visit_date	Date of visit	Date of visit			
text	staff_name	Name of the staff member	Name of the staff member		required	
text	village_name	Village or location visited	Village or location visited			
end_group	general_info					
select_one project_list	project_selected	Which CSR project are you reporting today?	Which CSR project are you reporting today?		required	
begin_group	maternal_group	Maternal & Child Health Indicators	Maternal & Child Health Indicators	selected:\${project_selected}, 'maternal'		
select_multiple maternal_indicators	indicator_maternal	Select indicators	Select indicators			
note	maternal_debug	Value of indicators selected: \${indicator_maternal}	Value of indicators selected: \${indicator_maternal}			
begin_group	maternal_pregnant_registered	Pregnant Women Registered	Pregnant Women Registered	selected:\${indicator_maternal}, 'pregnant_registered'		
integer	pregnant_registered_q1	How many pregnant women were registered today in the 1st trimester?	How many pregnant women were registered today in the 1st trimester?			
integer	pregnant_registered_q2	How many pregnant women were registered today in the 2nd trimester?	How many pregnant women were registered today in the 2nd trimester?			
integer	pregnant_registered_q3	How many pregnant women were registered today in the 3rd trimester?	How many pregnant women were registered today in the 3rd trimester?			
integer	pregnant_registered_q4	How many of these women are under 18 years old?	How many of these women are under 18 years old?			
integer	pregnant_registered_q5	How many of these women were identified as high-risk?	How many of these women were identified as high-risk?			
text	pregnant_registered_q6	Any additional remarks for high-risk cases?	Any additional remarks for high-risk cases?			
end_group	maternal_pregnant_registered					
begin_group	maternal_antenatal_checkups	Antenatal Checkups	Antenatal Checkups	selected:\${indicator_maternal}, 'antenatal_checkups'		
integer	antenatal_checkups_q1	How many antenatal checkups were conducted today for women in the 1st trimester?	How many antenatal checkups were conducted today for women in the 1st trimester?			
integer	antenatal_checkups_q2	How many antenatal checkups were conducted today for women in the 2nd trimester?	How many antenatal checkups were conducted today for women in the 2nd trimester?			
integer	antenatal_checkups_q3	How many antenatal checkups were conducted today for women in the 3rd trimester?	How many antenatal checkups were conducted today for women in the 3rd trimester?			
integer	antenatal_checkups_q4	How many women received counseling during checkups?	How many women received counseling during checkups?			
text	antenatal_checkups_q5	Any challenges faced during checkups?	Any challenges faced during checkups?			
end_group	maternal_antenatal_checkups					
begin_group	maternal_iron_folic_supplements	Iron/Folic Supplements	Iron/Folic Supplements	selected:\${indicator_maternal}, 'iron_folic_supplements'		
integer	iron_folic_supplements_q1	How many women received iron/folic supplements today in the 1st trimester?	How many women received iron/folic supplements today in the 1st trimester?			
integer	iron_folic_supplements_q2	How many women received iron/folic supplements today in the 2nd trimester?	How many women received iron/folic supplements today in the 2nd trimester?			
integer	iron_folic_supplements_q3	How many women received iron/folic supplements today in the 3rd trimester?	How many women received iron/folic supplements today in the 3rd trimester?			
integer	iron_folic_supplements_q4	How many women reported side effects from supplements?	How many women reported side effects from supplements?			
text	iron_folic_supplements_q5	Details of side effects or issues with distribution?	Details of side effects or issues with distribution?			
end_group	maternal_iron_folic_supplements					
begin_group	maternal_awareness_sessions	Awareness Sessions	Awareness Sessions	selected:\${indicator_maternal}, 'awareness_sessions'		
integer	awareness_sessions_q1	How many awareness sessions were conducted today?	How many awareness sessions were conducted today?			
integer	awareness_sessions_q2	How many pregnant women attended these sessions?	How many pregnant women attended these sessions?			
integer	awareness_sessions_q3	How many family members attended these sessions?	How many family members attended these sessions?			
select_one topics_list	awareness_sessions_q4	Primary topic of the session?	Primary topic of the session?			
text	awareness_sessions_q5	Any feedback from participants?	Any feedback from participants?			
end_group	maternal_awareness_sessions					
begin_group	maternal_women_immunized	Women Immunized	Women Immunized	selected:\${indicator_maternal}, 'women_immunized'		
integer	women_immunized_q1	How many women were immunized today?	How many women were immunized today?			
select_one vaccine_list	women_immunized_q2	Type of vaccine administered?	Type of vaccine administered?			
integer	women_immunized_q3	How many women reported adverse reactions?	How many women reported adverse reactions?			
text	women_immunized_q4	Details of adverse reactions or issues?	Details of adverse reactions or issues?			
end_group	maternal_women_immunized					
begin_group	maternal_children_immunized	Children Immunized	Children Immunized	selected:\${indicator_maternal}, 'children_immunized'		
integer	children_immunized_q1	How many children were immunized today?	How many children were immunized today?			
select_one age_group	children_immunized_q2	Age group of immunized children?	Age group of immunized children?			
select_one vaccine_list	children_immunized_q3	Type of vaccine administered?	Type of vaccine administered?			
integer	children_immunized_q4	How many children reported adverse reactions?	How many children reported adverse reactions?			
text	children_immunized_q5	Details of adverse reactions or issues?	Details of adverse reactions or issues?			
end_group	maternal_children_immunized					
begin_group	maternal_children_health_standards	Children Health Standards	Children Health Standards	selected:\${indicator_maternal}, 'children_health_standard'		
integer	children_health_standard_q1	How many children were assessed for health standards today?	How many children were assessed for health standards today?			
select_one age_group	children_health_standard_q2	Age group of assessed children?	Age group of assessed children?			
integer	children_health_standard_q3	How many children were found underweight?	How many children were found underweight?			

	A	B	C
1	list_name	name	label
2	project_list	maternal	Maternal & Child Health
3	project_list	nutrition	Nutrition Workshops
4	project_list	adolescent	Adolescent Girls' Support
5	project_list	infrastructure	Infrastructure Improvement
6	yesno	yes	Yes
7	yesno	no	No
8	maternal_indicators	pregnant_registered	Pregnant Women Registered
9	maternal_indicators	antenatal_checkups	Antenatal Checkups
10	maternal_indicators	iron_folic_supplements	Iron/Folic Supplements
11	maternal_indicators	awareness_sessions	Awareness Sessions
12	maternal_indicators	women_immunized	Women Immunized
13	maternal_indicators	children_immunized	Children Immunized
14	maternal_indicators	children_health_standard	Children Health Standards
15	maternal_indicators	malnourished_identified	Malnourished Children Identified
16	maternal_indicators	anemia_screened	Anemia Screening
17	nutrition_indicators	workshops_conducted	Workshops Conducted
18	nutrition_indicators	participants_per_workshop	Participants Count
19	nutrition_indicators	topics_delivered	Topics Delivered
20	nutrition_indicators	resources_distributed	Resources Distributed
21	nutrition_indicators	behavior_change	Behavior Change Feedback
22	adolescent_indicators	girls_enrolled	Girls Enrolled
23	adolescent_indicators	academic_sessions	Academic Sessions
24	adolescent_indicators	attendance_rate	Attendance Tracking
25	adolescent_indicators	academic_improvement	Academic Improvement
26	adolescent_indicators	life_skills_sessions	Life Skills Sessions
27	adolescent_indicators	modules_completed	Modules Completed
28	adolescent_indicators	confidence_increased	Confidence Improvement
29	adolescent_indicators	retention_rate	Dropouts or Absentees
30	infra_indicators	centers_renovated	Centers Renovated
31	infra_indicators	type_improvements	Type of Improvement
32	infra_indicators	services_delivered	Services Delivered
33	infra_indicators	service_usage_increase	Increase in Usage
34	infra_indicators	beneficiary_satisfaction	Beneficiary Satisfaction
35	topics_list	nutrition	Nutrition
36	topics_list	hygiene	Hygiene
37	topics_list	maternal_care	Maternal Care
38	topics_list	child_health	Child Health
39	vaccine_list	tt	Tetanus Toxoid (TT)

	A	B	C	D
1	form_title	form_id	version	
2	hppi_mis_daily_jpl_4n	hppi_mis_form_4n	v5	
3				

Key Sheets in XLSForm Workbook:

survey (main sheet)

This is where all your form questions are listed.

Columns used include:

- type – question type (text, integer, select_one, etc.)
- name – unique ID for each question
- label – what the user sees in the app
- required – (yes/no) if a question must be answered

Steps to Build the ODK Form in Excel:

Open Excel and create three sheets: survey, choices, and settings.

Design your form logically:

Example:

Question: "What type of session did you conduct?"

- Type: select_one session_type

Label: "Session Type"

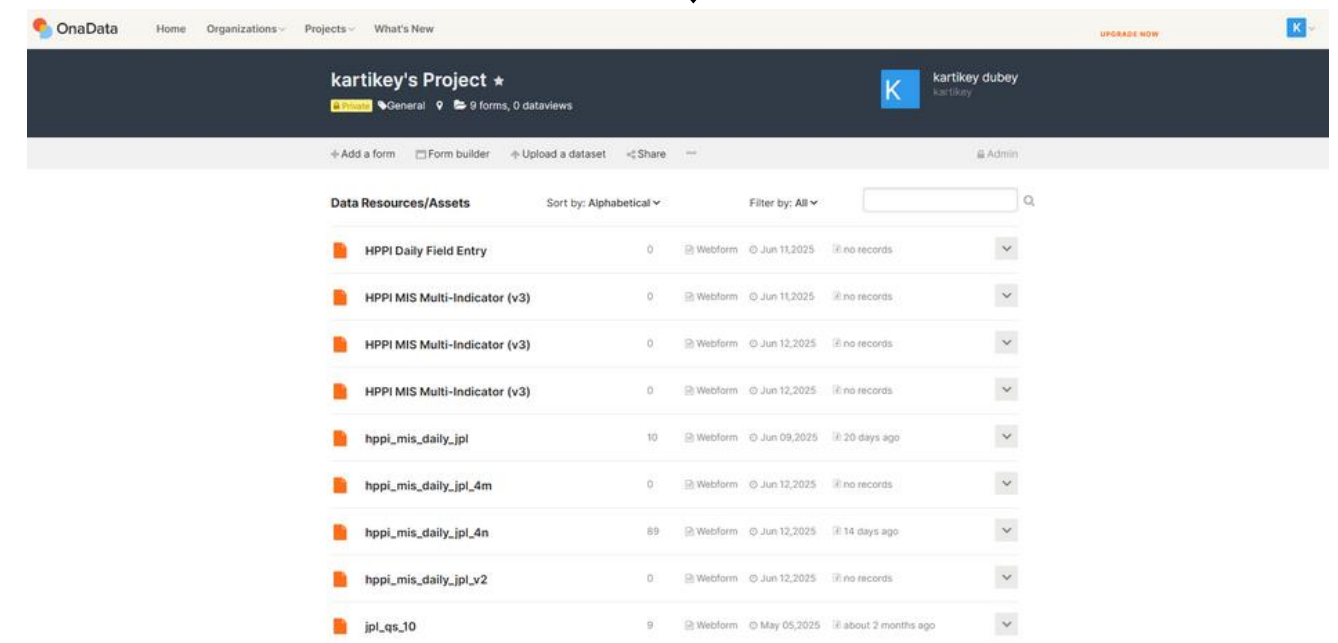
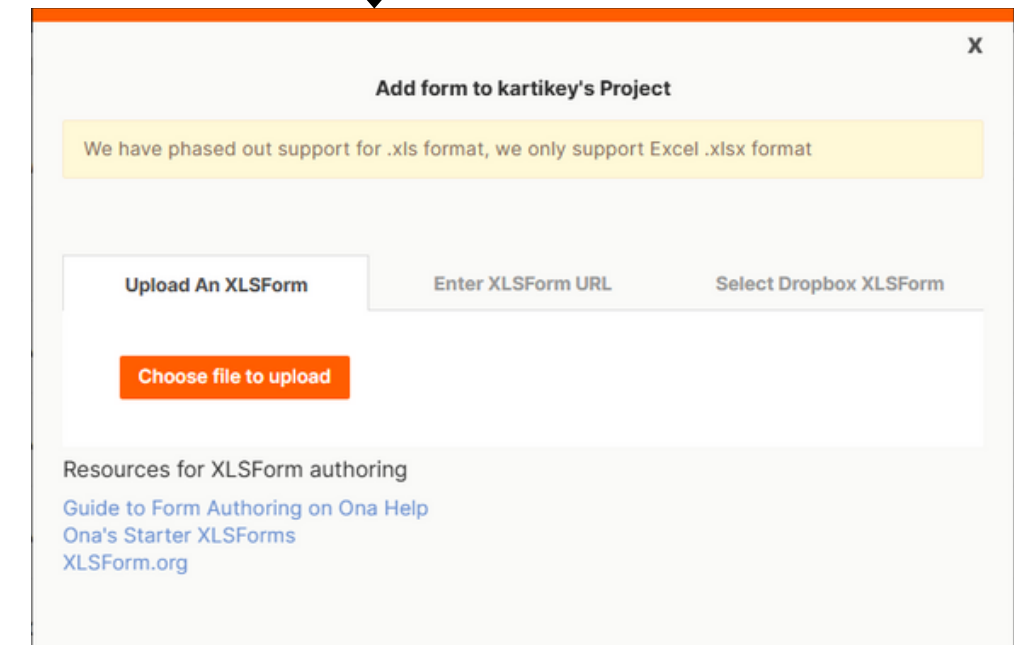
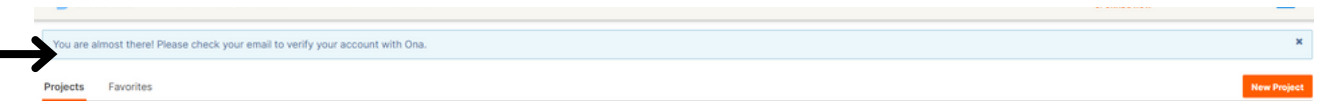
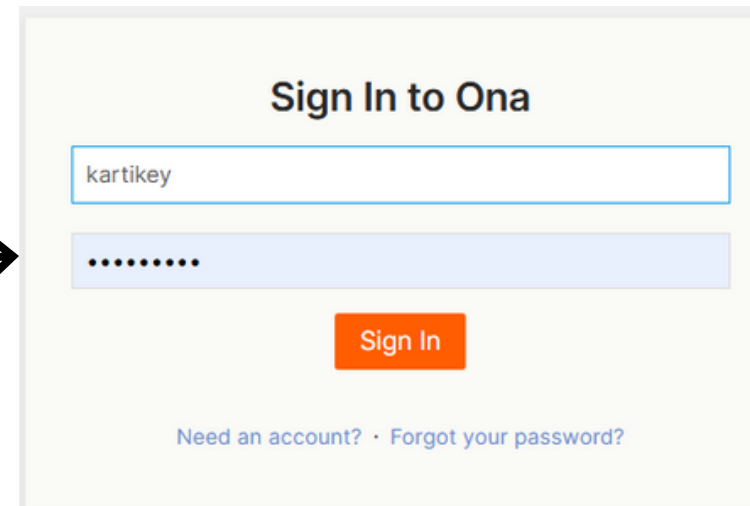
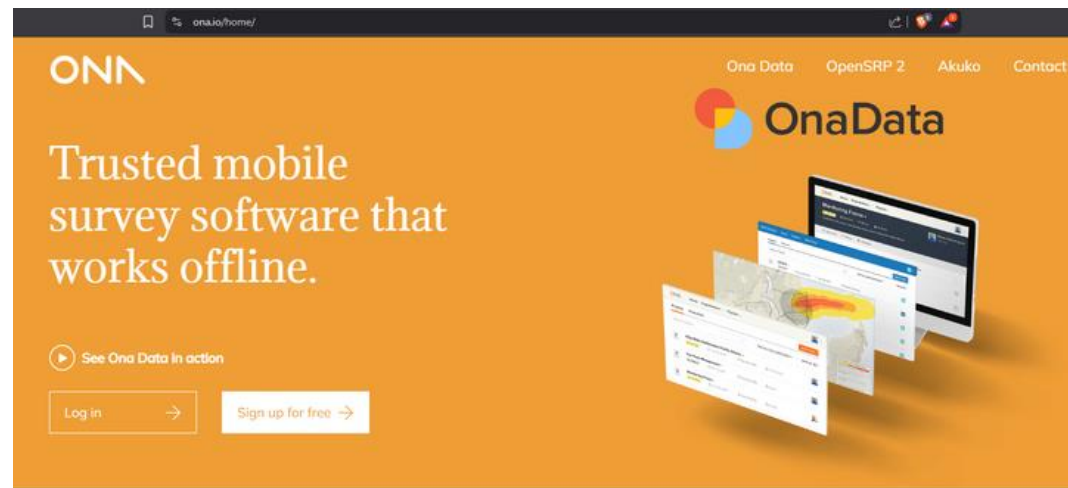
- Required: yes

Fill the choices sheet:

- session_type: health, education, hygiene, etc.

Fill in the settings sheet with form title and ID.

Save the file as .xlsx and upload it to Ona.

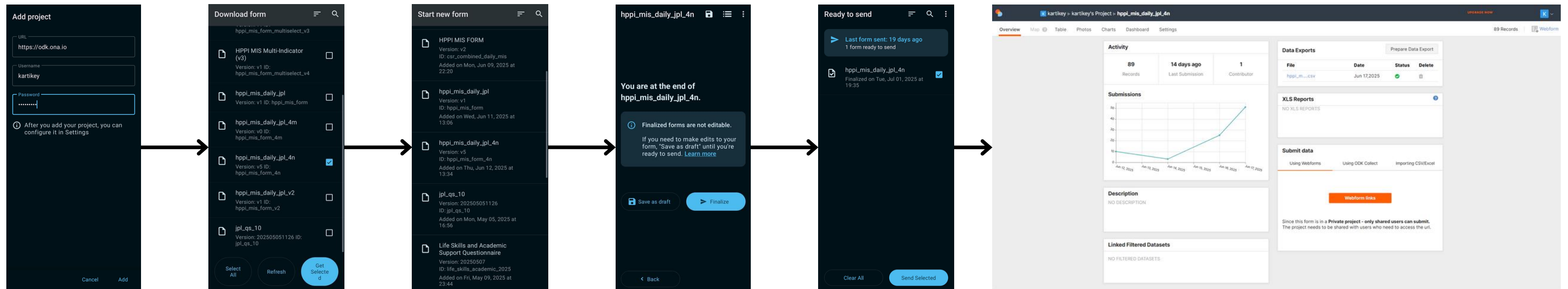


Uploading Of XLSForm to Ona for ODK Deployment

Steps to Upload XLSForm to Ona

- Go to [ona.io] and click Login
- Sign in with your credentials
- Open your project
- Click "+ Add Form"
- Click "Choose file to upload"
- Select your .xlsx ODK form from your computer
- Once uploaded, the form appears in your project list
- It's now ready to be used in the ODK Collect app

Submission and Data Export Workflow



Add Ona Server to ODK Collect

Open ODK Collect → Go to Settings > Server

Enter your Ona server URL and login credentials.

- **Download the Form**

Tap “Get Blank Form” → Select the form (hppl_mis_daily_jpl_4n) → Tap Get Selected.

- **Fill and Finalize the Form**

Tap “Fill Blank Form” → Complete the form → Tap Save & Exit → Finalize it.

- **Send Finalized Forms**

Go to “Send Finalized Form” → Select the filled form → Tap Send Selected.

- **Monitor Submissions on Ona**

Log in at ona.io → Go to your project dashboard

View submission graph, activity log, and records count.

- **Export Data**

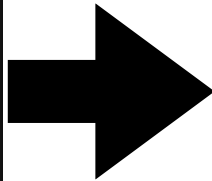
In the project dashboard → Click Prepare Data Export

Choose CSV as file type → Click Export CSV file to download.

The screenshot shows the 'Export data' dialog in the Ona project dashboard. It includes a 'File type' dropdown menu set to 'CSV', a link to 'Show advanced export options', and two buttons: 'Export CSV file' and 'Cancel & Exit'.

Raw Export to Thematic Dashboards

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1	general	general	general	general	project	maternal	maternal	maternal	maternal	maternal	maternal	maternal	maternal	maternal	maternal	maternal	maternal	maternal	maternal	maternal	maternal	maternal	maternal	maternal	maternal	maternal	maternal	maternal	maternal
2	2025-06-1	#####	Mohit	Jharli	maternal	TRUE	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE
3	2025-06-1	#####	Kartar	Bahamno	nutrition	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
4	2025-06-1	#####	Mamta	Matan	adolescer	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
5	2025-06-1	#####	Rupa	Jharli	maternal	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	TRUE	TRUE	FALSE	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
6	2025-06-1	#####	Mohit	Bahamno	infstruc	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
7	2025-06-1	#####	Kartar	Maran	maternal	FALSE	FALSE	FALSE	TRUE	TRUE	FALSE	FALSE	FALSE	TRUE	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
8	2025-06-1	#####	Rupa	Jharli	adolescer	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
9	2025-06-1	#####	Mamta	Bahamno	nutrition	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
10	2025-06-1	#####	Mohit	Mantan	adolescer	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
11	2025-06-1	#####	Rupa	Jharli	infstruc	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
12	2025-06-1	#####	Kartar	Maran	nutrition	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
13	2025-06-1	#####	Mamta	Bahamno	adolescer	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
14	2025-06-1	#####	Rupa	Mantan	infstruc	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
15	2025-06-1	#####	Mohit	Jharli	maternal	TRUE	TRUE	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	3	2	1	0	1	High blood	4	3	2	8	no challe	3	2	1	0
16	2025-06-1	#####	Rupa	Maran	nutrition	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
17	2025-06-1	#####	Mamta	Bahamno	nutrition	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
18	2025-06-1	#####	Kartar	Mantan	adolescer	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
19	2025-06-1	#####	Rupa	Jharli	infstruc	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
20	2025-06-1	#####	Mohit	Bahamno	adolescer	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
21	2025-06-1	#####	Kartar	Mantan	adolescer	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
22	2025-06-1	#####	Mamta	Jharli	infstruc	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
23	2025-06-1	#####	Rupa	Maran	maternal	TRUE	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	3	1	1	0	1	High blood	4	2	2	7	No major	3	1	1	0
24	2025-06-1	#####	Mohit	Mantan	maternal	TRUE	TRUE	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	3	0	2	0	0	No high-ri	4	3	2	8	No major	3	2	1	0
25	2025-06-1	#####	Kartar	Jharli	maternal	TRUE	TRUE	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	2	2	1	0	0	No high-ri	3	2	1	6	No major	2	1	2	0
26	2025-06-1	#####	Mamta	Maran	nutrition	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
27	2025-06-1	#####	Rupa	Bahamno	adolescer	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
28	2025-06-1	#####	Mohit	Jharli	infstruc	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
29	2025-06-1	#####	Kartar	Maran	infstruc	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
30	2025-06-1	#####	Rupa	Bahamno	maternal	TRUE	TRUE	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	3	1	1	0	1	Low hemo	4	2	2	7	No major	3	1	1	0
31	2025-06-1	#####	Mamta	Maran	maternal	TRUE	TRUE	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
32	2025-06-1	#####	Mohit	Bahamno	maternal	TRUE	TRUE	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	3	1	1	0	1	Low hemo	4	2	2	7	No major	3	1	1	0
33	2025-06-1	#####	Kartar	Bahamno	maternal	TRUE	TRUE	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	2	2	1	0	0	No high-ri	3	2	1	6	No major	2	1	2	0
34	2025-06-1	#####	Mamta	Mantan	nutrition	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
35	2025-06-1	#####	Rupa	Jharli	adolescer	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
36	2025-06-1	#####	Mohit	Bahamno	nutrition	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
37	2025-06-1	#####	Kartar	Mantan	nutrition	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
38	2025-06-1	#####	Mamta	Jharli	adolescer	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
39	2025-06-1	#####	Rupa	Maran	infstruc	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1																				
2	Adolescent	general_info/visit_dat general_i/project_si maternal_maternal																		

Name of the Project: Monitoing Dasshbaord for Uthhan Project, Jhaajhar Powerr Limited, Jharli, Hisar, Haryana.

MATERNAL INDICATORS	Week 1	Week 2	Week 3	Week 4	Monthly Total	Target
1st Trimester	6	7	5	1	19	42
2nd Trimester	3	4	2	2	11	42
3rd Trimester	2	3	3	1	9	42
Number of pregnant women registered at Anganwadi centre	11	14	10	4	39	42
1st Trimester	6	7	4	2	19	42
2nd Trimester	6	6	5	3	20	42
3rd Trimester	5	4	2	1	12	42
Number of antenal checkup registered at Anganwadi centre	17	17	11	6	51	42
1st Trimester	14	7	3	0	24	42
2nd Trimester	7	3	2	0	12	42
3rd Trimester	6	4	1	0	11	42
Number of women receiving iron/folic tablets and other nut	27	14	6	0	47	42
Number of women attending maternal health awareness se	10	13	16	5	44	42
Number of registered women received immunization	8	5	11	4	28	42
Number of children receiving immunization	10	13	11	5	39	42
Number of children meeting health standards	12	6	13	6	37	42
Number of malnourished children identified	5	2	7	0	14	42
Number of women screened and found anemic	13	11	4	2	30	42
NUTRUTION INDICATORS						
Number of nutritional workshops conducted	9	6	4	2	21	40
Number of participants per workshop	19	23	12	4	58	40
number of topics delivered during the workshop	7	7	1	1	16	40
Number of resource materials distributed	0	9	12	5	26	40
Adolsecent Indicators						
Number of girls enrolled in the program—academic session	26	24	8	10	68	21
List of academic sessions completed	9	8	10	16	43	21
Attendance rate in academic support sessions	4	8	8	15	35	21
Improvement in academic performance	0	4	3	9	16	21
List of life skills sessions conducted	8	4	2	3	17	21
Number of life skills modules completed per participant	12	5	9	17	43	21
Retention rate of girls in the program	0	3	0	1	4	21
Anganwadi Indicators (Infrastructure)						
Number of centers renovated	1	2	3	1	7	8
Type and quantity of infrastructure improvements	6	2	2	1	11	8
Number of services delivered post-improvement	1	3	4	7	15	8
Increase in service usage at the upgraded centers	0	3	5	6	14	

Figure 1.1: ANC status of Registered Women by Week in the study area

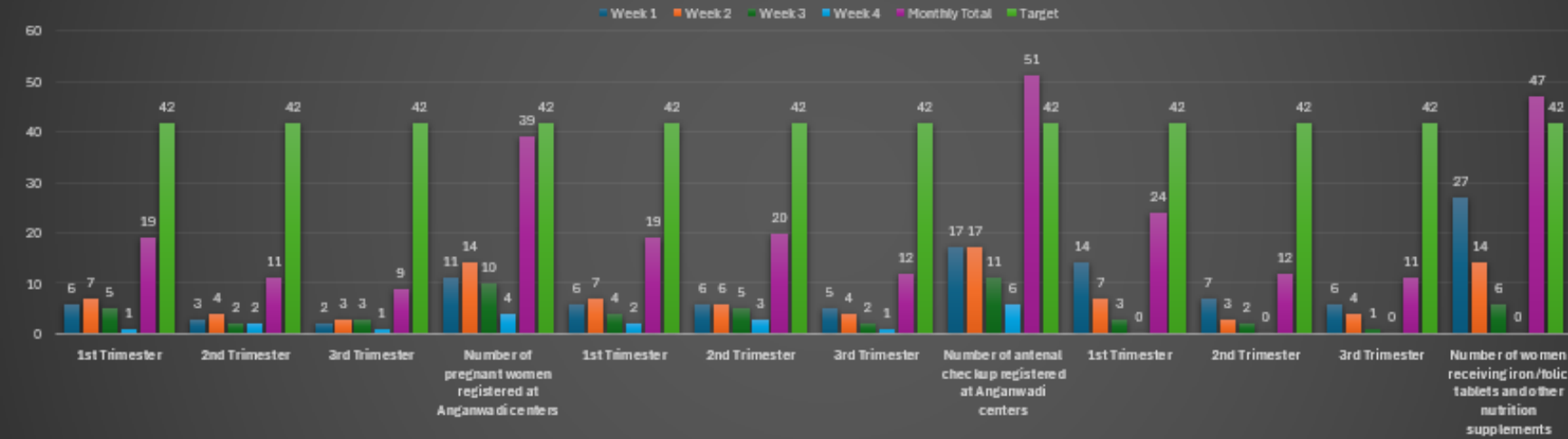


FIGURE 1.2: ANC WOMEN REGISTERED TRIMESTER WISE

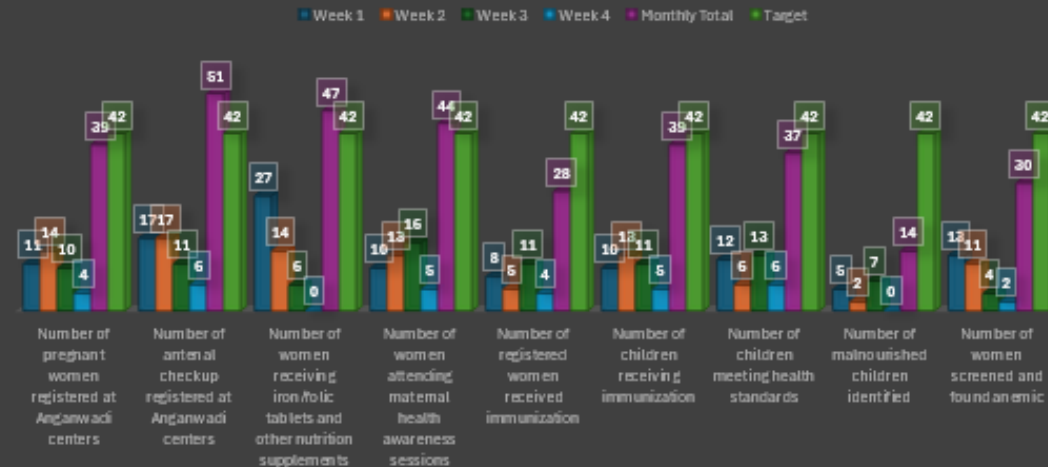


Figure 3: ADOLSCENT INDICATORS

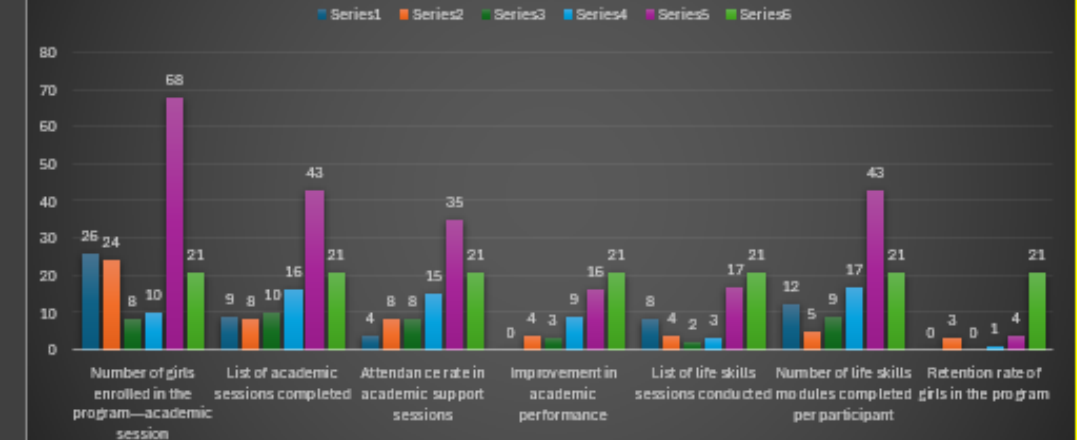
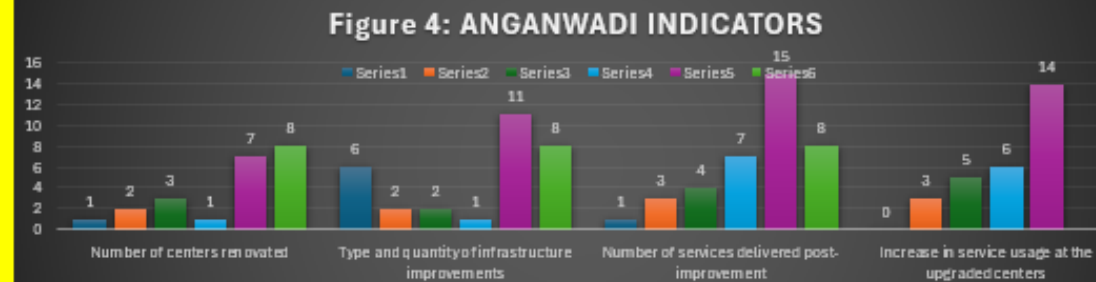
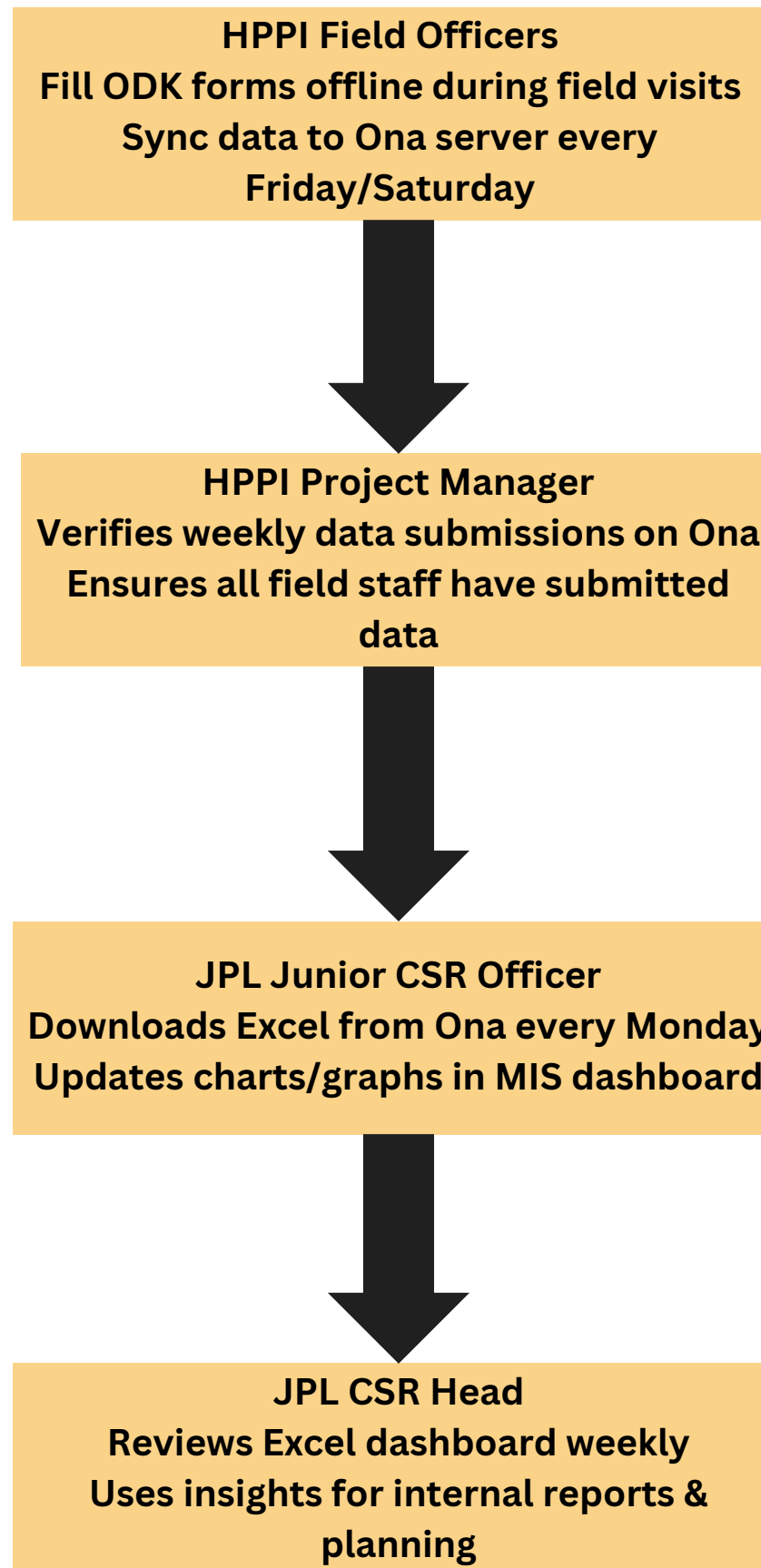


Figure 2: NUTRITION INDICATORS



Dashbaord Snapshot

Weekly Data Flow & Roles in the MIS System



1. HPPI Field Officers

At the base of the system, they are responsible for collecting data directly from the field using the ODK Collect app. They fill the form daily and sync all submissions weekly to Ona.io.

2. HPPI Project Manager

the project manager checks Ona for new data. They verify that all field officers have submitted correctly and on time. If there are missing entries, they follow up immediately.

3. JPL Junior CSR Officer

Downloads the Excel data from Ona. Updates the master Excel dashboard by feeding the latest data into graphs and summaries. Ensures the data is complete, clean, and ready for internal use.

4. JPL CSR Head

At the top of the flow, the CSR Head reviews the updated dashboard weekly. They use it to monitor performance, identify gaps, and prepare reports or escalate issues as needed.



Dashboard Snapshot

- **Visual Summary of Field Activities**

The dashboard showcases total sessions conducted, villages covered, and number of beneficiaries. This gives a snapshot of project scale and reach at any given time.

- **Bar Charts for Activity Trends**

Activities like hygiene sessions, education support, or community meetings are displayed in bar charts over time, helping identify which months were more active.

- **Filters for Village, Date, and Theme**

The dashboard includes interactive filters. Users can select a specific village, time period, or activity type to view targeted data. This makes analysis customizable and efficient.

- **Ease of Use for Non-Technical Users**

The visuals are kept simple on purpose — no complex formulas or graphs — so the two-member CSR team at JPL can use it without needing training or IT support.

METHODOLOGY

Field Visit & Topic Selection

- Visited villages like Jharili and Ladayan under JPL to observe the Udhyogini project.
- Interacted with beneficiaries; found that most were running household businesses but faced scaling issues due to high competition.
- Initially proposed a study on the perception of the Utthaan Project – but the topic was rejected.
- New topic assigned: Designing the MIS system for Project Utthaan.

Diagnostic Study

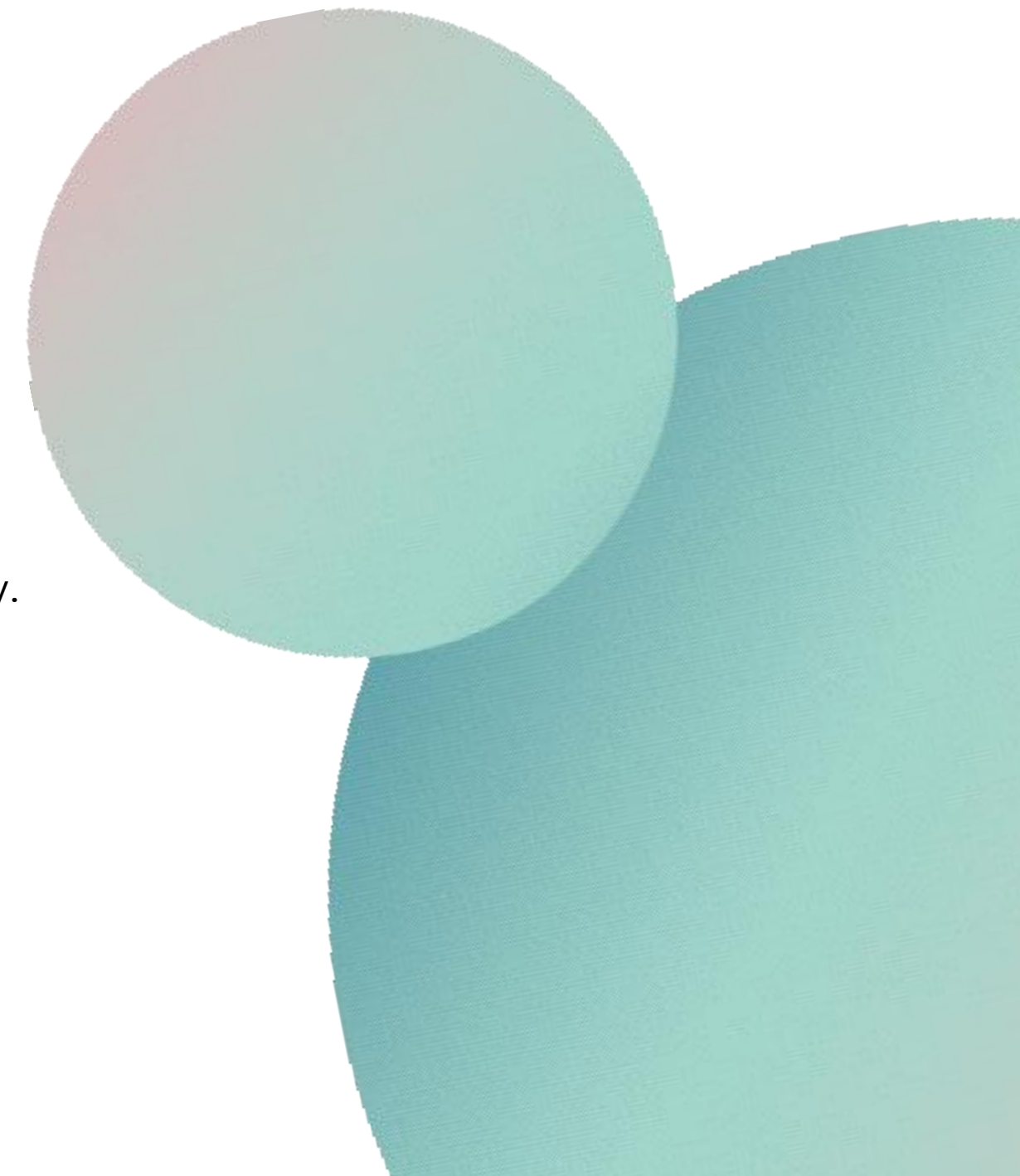
- Conducted a top-to-bottom study of Utthaan's structure, interventions, and reporting needs.
- Consulted JPL and HPPI staff to understand what was expected from the MIS system.
- First task: design a demo questionnaire for the Adolescent component.

Form Design – Trial & Error Phase

- Created multiple XLSForms aligned to project indicators.
- Most forms were rejected due to disconnect with field use or unclear logic.
- Presented how ODK works and how Excel-based forms connect to dashboards.
- Underwent continuous feedback cycles with mentors and partners.
- Reconstructed forms repeatedly but couldn't test with real data as Utthaan project closed temporarily.

Final Submission with Dummy Data

- After dissertation, resumed work under mentor guidance.
- Created a final combined XLSForm with theme-based filtering.
- Used dummy data (since no fieldwork was possible) to simulate real submissions.
- Built a functional dashboard using Excel Data to demonstrate reporting outputs.



Key Contributions

- **Developed End-to-End MIS Prototype**

I built the full pipeline — from form design to dashboard visualization — creating a system that can be immediately piloted.

- **Customized Digital Forms for Field Use**

Forms were designed to reflect actual field activities. For example, a form for a hygiene session captured the date, village, number of women attended, and name of the officer conducting it.

- **Generated Realistic Dummy Dataset**

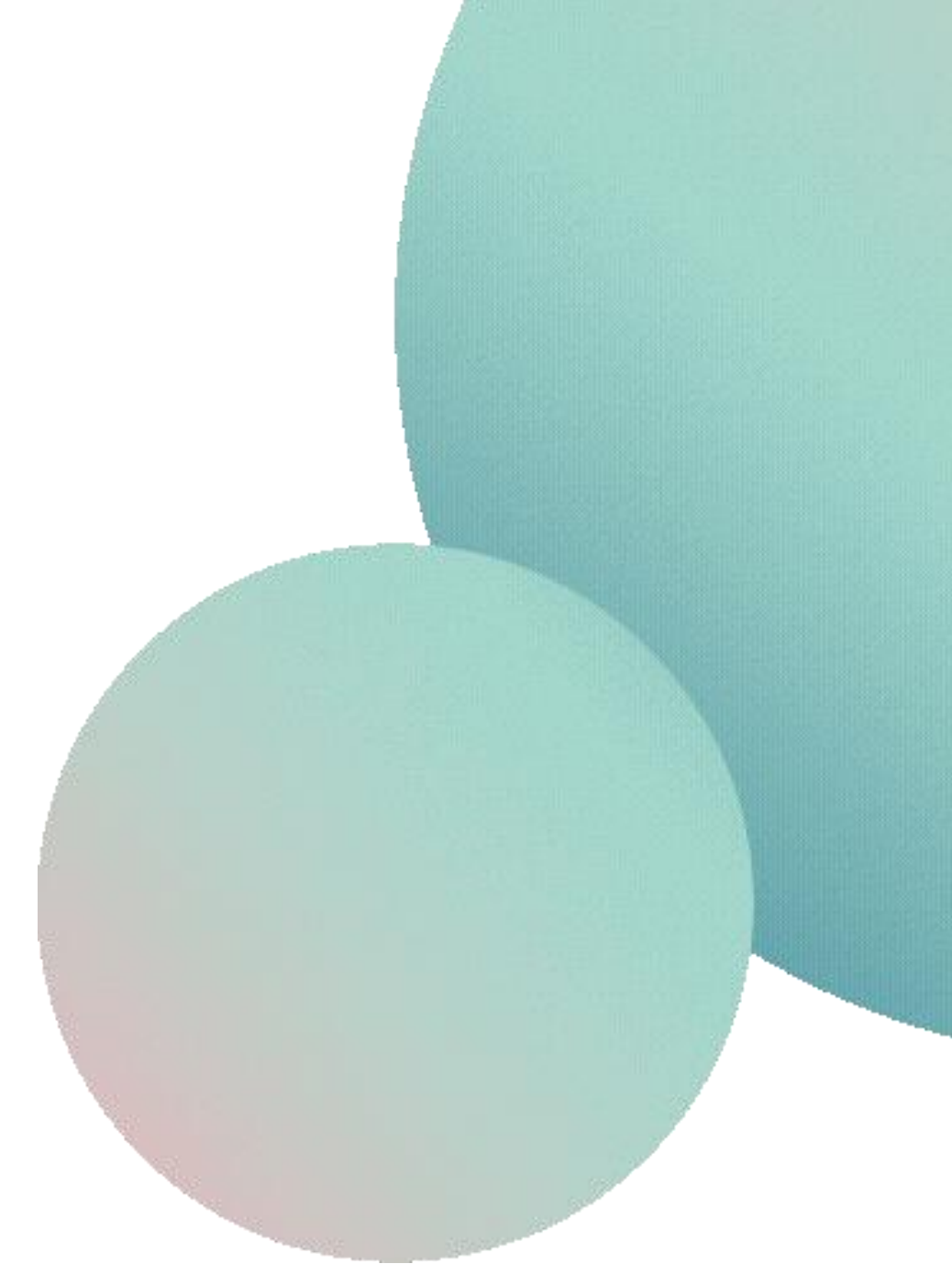
More than 80 dummy entries were created across different project components. These helped test the entire system and demonstrate its functionality to the CSR team.

- **Built a Fully Functional Dashboard**

The dashboard auto-updates when new data is submitted. It allows JPL to access field data without waiting for static reports from HPPI.

- **Chose Open-Source and Free Tools**

All tools used (ODK, Ona, excel sheets) are freely available and widely used in development work, which makes the solution sustainable and scalable.





Challenges Faced

- **Technical Glitches in ODK Form Design**

During initial testing, some forms had errors like incorrect field names or missing mandatory validations. I had to revise and re-upload multiple times.

- **Time-Consuming Dummy Data Entry**

Since real-time field testing wasn't feasible, I manually created 89 submissions, ensuring they represented various villages, themes, and time periods.

- **Aligning Dashboard to Real JPL Indicators**

I had to carefully choose metrics that JPL already tracks (like sessions held, total outreach, village-wise performance) and design the visuals accordingly.

- **Maintaining Simplicity Despite System Potential**

While many advanced features are available, I had to intentionally avoid them to ensure the system remains easy to use and fits the capacity of the CSR team.

Recommendations

- **Pilot the System with HPPI on One Theme First**

Start by rolling out the digital form for just one activity (e.g., hygiene sessions). This allows for user feedback and adjustments before expanding.

- **Train HPPI Project Manager on Ona**

If the project manager learns to access and export data from Ona, the entire reporting process becomes smoother and less dependent on JPL intervention.

- **Use the Dashboard for Internal Monitoring**

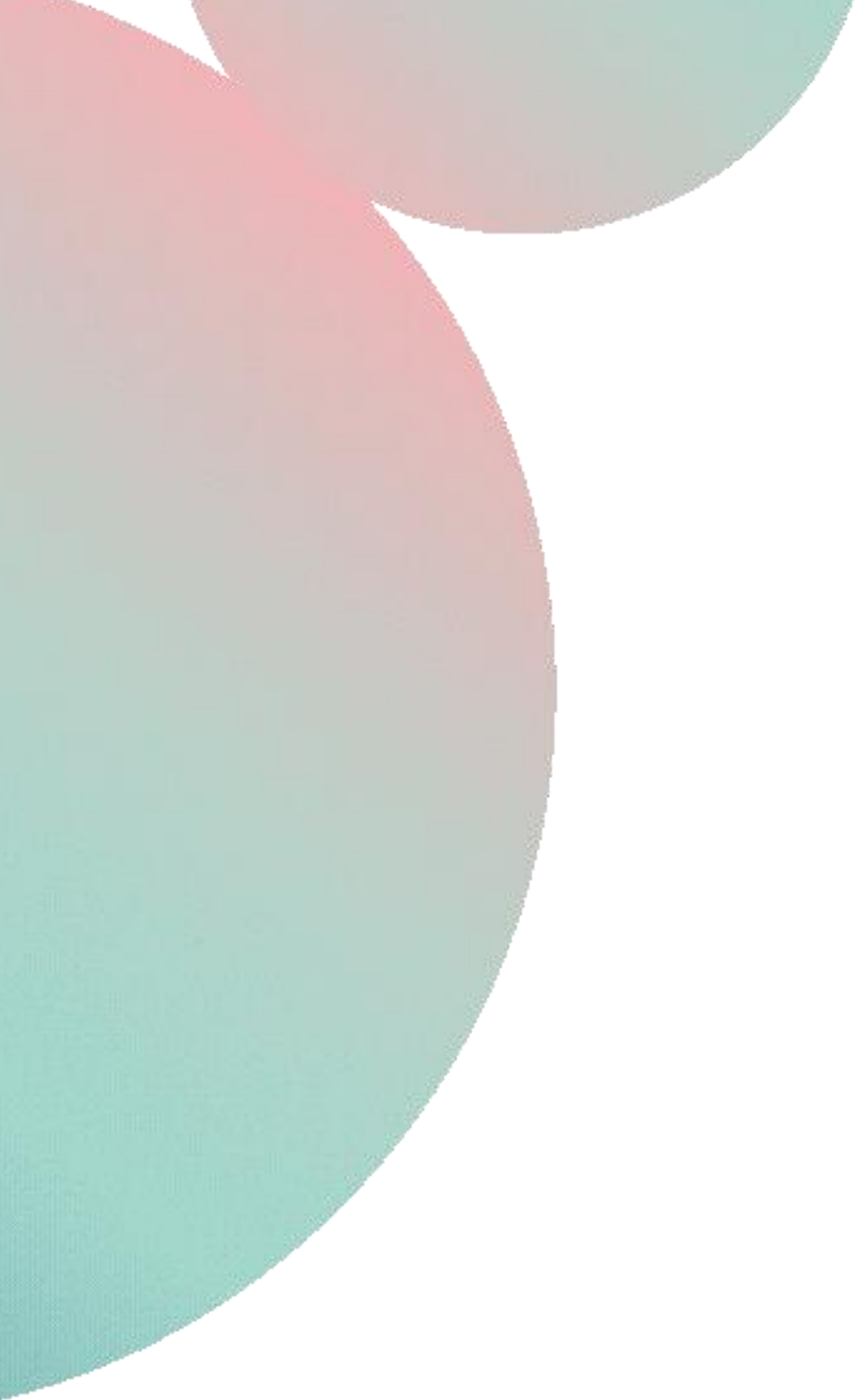
JPL can use the dashboard to check real-time progress without requesting monthly reports. This saves time and increases transparency.

- **Enhance Verification in Future Versions**

In the next phase, features like photo uploads or GPS location can be added to forms. This would allow stronger verification and documentation of field activities.

- **Replicate System for Other CSR Projects**

Once tested, this model can be used for JPL's other initiatives like Udyogini or Health Camps by simply customizing the form questions and dashboard filters.



Reflections from Internship

- **Learned How Ground Reality Shapes MIS Needs**

This experience helped me realize that tech systems must reflect actual field constraints — like limited internet, basic phones, and staff unfamiliarity with software.

- **Validated the Power of Simple Tools**

I saw firsthand that basic, free tools like ODK and Excel Sheets can bring massive improvement in monitoring if used correctly.

- **Built Confidence in System Design**

From creating forms to building dashboards, I handled every step myself. This gave me hands-on experience in designing a complete MIS for CSR.

- **Gained Practical Understanding of CSR Challenges**

Beyond tech, I understood the operational barriers JPL faces — such as limited staff, reliance on NGO partners, and pressure to report data accurately and on time.

- **Strengthened My Interest in Development Technology**

This project deepened my motivation to work on practical, tech-based solutions for social impact. I now feel more confident working on similar challenges in the future.

Acknowledgements

- **Jhajjar Power Limited CSR Team**

For giving me the opportunity, guidance, and access to field-level insights that made this project possible.

- **HPPI Staff**

For explaining their daily processes, reporting practices, and challenges — which helped me design realistic tools.

- **IIHMR University**

For supporting my field learning and providing academic structure to my internship.

- **Dr. Hemant Mishra**

For his mentorship, critical feedback, and constant encouragement — helping me refine my thinking, align my tools with project needs, and keep everything grounded in real-life application.



Thank You

“Monitoring is not just about accountability – it’s about learning, adapting, and growing.”

Open for questions