

## Welcome to PARAM (Programme Activity Review Accompaniment Services)

It is an initiative of “CNI-SBSS” to enhance transparency and accountability in our programmes, bridging gaps between SBSS & its partners.

*To start PARAM few steps should be taken care of like:*

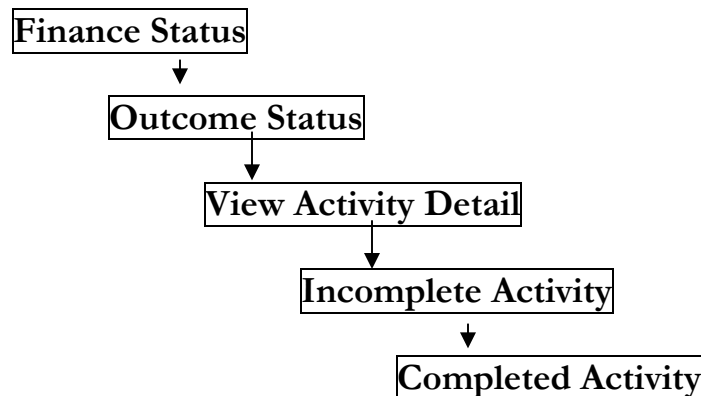
As it is online the user should have an internet connection in his or her concerned place, the web site is : <http://www.paramcnisbss.org>

- ❖ With the click on the web site the user will get the home page of PARAM with the brief note and introduction of PARAM
- ❖ Home Login will come with User Name and Password where the user has to enter the user name and password which is assigned to him or her for its particular diocese for e.g.
- ❖

<b>User Name</b>	<b>xyz</b>
<b>Password</b>	<b>xyz</b>
<b>Sign in</b>	

Once you login the Index will come with the contents of

Planned activities as per cash flow



Select the activity form the Planned activities, after selection of the particular activity the screen will show the “Fill the activity Status”

1. **Programme Name** :  
Name of the program or activity as per the cash flow
2. **Objective** :  
As per the Strategic Action Plan of CNI-SBSS:
  - Partnership cooperation
  - Enhancing human capabilities and assets to have access and control over life and livelihood
  - Strengthening People’s organizations to build people’s movement
  - To ensure Congregation in solidarity with the poor
  - Mainstreaming Gender concerns at all levels of society & Organizational structure
  - Leadership for Social Entrepreneurship and Mission engagement
  - Ecological Conservation, Disaster mitigation and conflict resolution
  - Organizational capacity of SBSS
3. **Enter if any other objective:**
4. **Programme Content** :  
A summary of the subject matter, what it contains, the material, substance, what is the theme of the programme, ideas
5. **Approach:**  
It will come with a box with options of 4 ‘A’ Approach

Analysis
Assistance
Achievements
Advocacy & Action
Other approaches

Here select one of the approach as per your programme activity

6. **If other approach, then:**  
Yes or No
7. **Activity date- starting**  
Select the date from the calendar as on when the activity has started

**Please Note: “Activity starting date can not be beyond current date”**

8. **Activity date – ending**  
Select the date from the calendar as on when the activity has ended.

**Please Note:**

**“Activity ending date can not be beyond current date”**

**“Activity ending date cannot be less than starting date”**

9. **Venue Place** : Name of the venue where the activity has taken place
10. **Venue cluster:**
11. **Venue area :**
12. **Facilitator’s name :**  
Write down the name of the person who facilitated the process.
13. **Facilitator’s Organization:**  
Brief the details of the Facilitator’s Organization for e.g  
Which organization he belongs to? What is the name of the Organization? Is it an NGO, Govt. or Corporate sector? What kind of work his organization is involved in?
14. **Other Facilitator’s name** : same as above
15. **Other Facilitator’s Organization** : same as above
16. **Participants details** :  
Brief detail of participants like
- which community they belong to
  - are they from the DBSS
  - community enabler
  - members of the board/if any
17. **Number of men** : Give the total number of men participants
18. **Number of women** : Give the total number of women participants
19. **Process:**

A systematic series of actions, stages, steps taken place at the time of the programme. The action of proceedings from a source or fact of going on or being carried on.

20. Output:

Write about the immediate effect/impact or change took place after the meeting/training/ workshop.

**Finance Status:**

Budget Amount SBSS:

Budget Amount OMC

Actual Spent SBSS

Actual Spent OMC

**Please make sure the total figures should not be in decimals. Do not use any special characters like Rs. . , \* / and nil.**

The finance amount should be in rounded figures. For eg: an amount of Rs. 975.35 should be written as 975 or an amount of 975.55 should be written as 976. (The amount of decimals equal and above .50 should be rounded to the next highest number and an amount of decimals less than .50 should be rounded to the next lowest number.)

**Outcome Status:**

Unless the activity details and the finance status of an activity is filled, the user cannot update the Outcome of it.