Internal Monitoring & Evaluation of Research Projects

Introduction

To ensure effective implementation and achievement of desired outcomes, research projects at the University of Agriculture, Peshawar will undergo Internal Monitoring & Evaluation (M&E). Principal Investigators (PIs), Project Managers (PMs), and Team Leaders (TLs) must provide real-time project data prior to the M&E Officer's visit.

Standard Operating Procedures (SOPs) for M&E

Objective

The primary goal of internal M&E is to streamline research activities as per approved project documents and ensure accountability.

Project Selection

Ongoing projects (at least one year or more) will be selected for M&E. Technical and financial aspects will be assessed separately.

Financial & Performance Audit

ORIC Accounts Section will assist the M&E Officer in conducting financial and performance audits in consultation with the PI/PM/TL.

M&E Report Submission

The report will be presented to the Vice Chancellor and shared with the PI/PM/TL and relevant departmental heads for necessary actions.

Project Presentation

The PI/PM/TL must prepare a 5-7 minute PowerPoint presentation summarizing the project's progress, which will be reviewed in the presence of the Chairman/Director of the respective institute.

Submission Timeline

All required documents and proformas must be submitted to ORIC at least two days prior to the M&E visit for review and analysis.

Participation of Higher Authorities

For projects worth Rs. 5-10 million, the respective Faculty Dean may participate in the M&E process. For projects exceeding Rs. 10 million, the Vice Chancellor may personally oversee the M&E process.

Verification of Data & Resources

The M&E Officer is authorized to physically verify primary data, empirical records, purchased items, and ongoing field trials.

Rescheduling Policy

If a scheduled M&E session is postponed once, a final opportunity will be given. If postponed twice, it will be noted in the performance evaluation report of the PI/PM/TL by the Head of Department.

Monitoring & Evaluation Report Format

Project Title	
Principal Investigator (PI) / Project Manager (PM) / Team Leader (TL)	
Funding Agency	
Designation	
Department / Institute	
Project Duration	
Date of M&E Visit	
Project Stage	
Status of Previous Reports	
Reporting Period	
Committed Activities & Milestones (As per Approved Project Document)	
Sign & Stamp of M&E Officer	