

## **Corporate Profile**

**Dhaka CentreNIC IT Ltd.**

# **Dhaka CentreNIC IT LTD.**

## **Company Profile**

### **Introduction**

Dhaka CentreNIC IT Ltd. Is a renowned IT based company and committed to create highly skilled IT professionals? The objective of Dhaka CentreNIC IT Ltd is to become the leading IT company in Bangladesh and to provide all kind of IT related solutions. We maintain a strong network throughout the country and abroad and we are dedicated to provide quality service. We are conducting different projects locally and internationally. We have completed learning and earning Development Program under the ICT Division of Ministry of posts, Telecommunication and Information Technology. Currently we are conducting training program through our training institute to catalyze the growth of freelancer for self-employment and promoting on-line outsourcing. Through this training institute we are trying to create master trainers in freelancer area to disseminate the training program in the grass root level. Dhaka CentreNIC IT Ltd has already established Business Process Outsourcing (BOP) for freelancers.

The company has developed not only a strong reputation but also a strong network throughout Bangladesh and has been involved in different activities. This positioning is central to the partnership we propose to tackle some of the immediate challenges within Bangladesh to improve attainment of the nation's prosperity goals.

### **A Brief Overview of the company:**

- Year of Establishment: 2012
- Registration as a Private Limited Company: 2014

❖ Legal Status:

Sl	Department	Registration no.	Year of registration
1.	Joint Stock Company	C-116227/14	2014

### **Dhaka CentreNICIT Ltd.**

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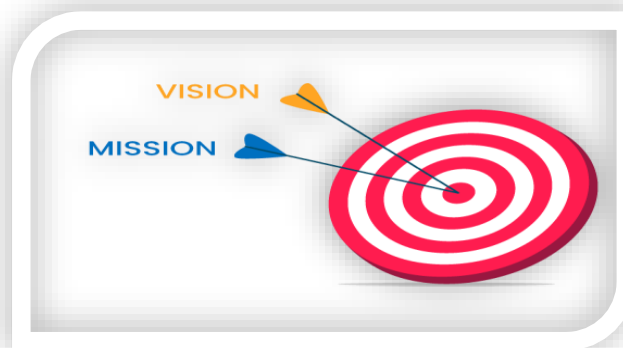
### Management Committee:

The management committee has the supreme power of taking any decision regarding the company. Managing committee will take advice from the advisory committee and instruct the executive committee to implement different plans and strategies. The Managing committee has the right to take any decision of their own as well.

1. Fiona Khan (Chairman)
2. Raizul Islam Khan (Managing Director)
3. H.M. Alamgir Siddique (Director)

### Vision

The vision of Dhaka CentreNIC IT Ltd is to develop in a constant manner and grow as a major IT service provider to become a leading performer, in providing quality Web and Software Development solutions in the competitive local and global marketplace.



### Mission

We shall strive to achieve Quality Services by comprehending their need through close interaction and by creating a global network.

Broadly speaking, our mission is:

- Software development
- Conduct Training program
- Mobile Application Development
- Out Sourcing
- Nation's economic development through ICT
- Customers Satisfaction
- Innovative Solutions
- Happy Employees

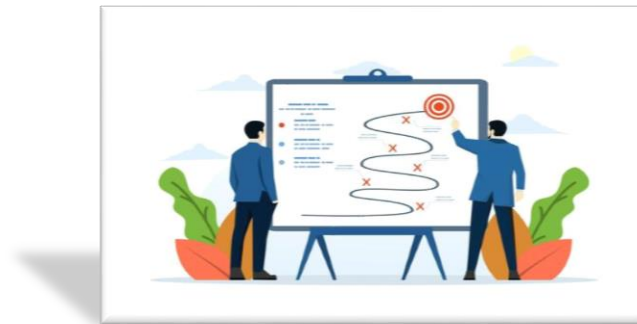
## Objectives of the Company

**Broad Objective:** To become leading IT Company of Bangladesh and provide all kinds of IT related solutions.

### **Specific Objectives:**

- To create a strong position of Bangladesh in global IT industry.
- To establish Business Process Outsourcing (BPO) Industries in Bangladesh.
- To minimize unemployment problem by creating job opportunities.
- To create highly skilled IT professionals.

## Strategic Goals



Our goal is to provide top quality services in the fields of Freelancing and IT Outsourcing. Application Development, Open Source Customization, Business Consulting. Online Marketing Consultation and Web Designing everything under one-roof.

As a committed team we strive for:

- Being a trustworthy, customer focused organization
- An open and dynamic environment where everyone is listened, respected and encouraged to excel
- Exploring opportunity for the growth of our customers and our organization.

Dhaka CentreNIC IT Ltd. wants to be a dependable world-class organization. We imbibe the spirit of entrepreneurship within each individual throughout the organization. We strive to achieve Quality Services by comprehending their need through close interaction and by creating a global network.

### **Core values:**

- Commitment
- Responsibility
- Equality
- Democratic Participation
- Transparency
- Dignity
- Honesty
- Discipline
- Integrity
- Loyalty
- Respect
- Obedience
- Teamwork

### **Partners**



- **Local Partners:**
- **Rangpur Soft Ltd**
- **Dinajpur IT**
- **Narial IT**
- **Sirajganj IT**

### **Departments of the company:**

The company has the following departments for its operation:

- i) Human Resource Department and Administration
- ii) Training & Development
- iii) Communication
- iv) Monitoring
- v) Finance & Accounts
- vi) Software Development
- vii) Mobile Application Development

- viii) Marketing
- ix) Public Relations
- x) Outsourcing

**Other two main concerns:**

- i) Training Institute
- ii) Outsourcing Cell

**Human Resources Department:**



Human Resources Department (HRD) and Administration involves in recruitment, training, promotion, transfer and other human resources work and maintains administration in accordance with company rules and regulations.

**Key Human Resources information:**

**Total staff: 60**

**Full Time:**

Total IT staff: 25

Total ITES: 30

Others: 5

**Training & Development:**

Training & development plays an important role for conducting training for freelancers and other IT related Training. T&D department has already conducted Learning & Earning training in different upazilas in the country. Besides, this department also continuously trains participants in

our two (2) training Institute. It involves in creating freelancers and teaches outsourcing works. We have sufficient trainers and experts in IT related field who are always engaged in training activities.

#### **Communication Department:**

Communication department maintains communication process with the external bodies or persons for the accomplishment of work assigned by the company. It also maintains internal communication process and maintains coordination of different departments of the company to make any activity fruitful. They always monitor to reduce the communication gap among the parties involved.

#### **Monitoring Department:**

Monitoring department does the routine and systematic collection of information against a plan. The information might be about activities, products or services, users, or about outside factors affecting the organization or project. The role of monitoring department is to monitor and evaluate in providing learning and improving the organizational performance. It always monitor whether the work or program runs according to planned objectives. It takes corrective measures when the work or program deviates from the actual or budgeted performance.

After monitoring it follows up and provides support accordingly.

#### **Finance & Accounts:**

Finance & Accounts department involves in company's financial matters and maintains proper accounting systems and records. It engages in sources of fund and proper utilization of fund. It also liaison with the bank for any type of financial facilities enjoyment. The company expects to reach the desired profits in the first year and does not anticipate serious cash flow problems. We believe that the average profitability per month for the first 3 years will be sufficient. We have strong financial capabilities to run a project or to face any financial challenge.

### **Software Department:**

Software department provides software and hardware related support of the company. It involves in:

- i) Software and website development
- ii) Mobile apps development
- iii) Games development
- iv) Graphics design and animation
- v) Networking and hardware
- vi) Programming Language training
- vii) Search Engine Optimization (SEO)
- viii) Data Entry
- ix) Database Software Development.
- x) ERP Solution.

### **Marketing & Sales:**



We have a strong marketing team to market our company's products. This department does the marketing activities throughout the country. It also engages in marketing promotion. Software product development and sales and marketing for training of freelancing activities is our regular activities. We have our corporate marketing team which involves in communication with different IT based companies throughout the country. This team looks for new work opportunities jointly or separately.



**Some other marketing information:**

Trade fairs/B2B events visited during the past 2 years:

Trade fairs/B2B events visited in Bangladesh:

1. Participated Digital World Fair in January 2014

Marketing Activities:

- i) Physical representatives
- ii) Use of Poster, Banner, Leaflets, etc.
- iii) Campaign, Workshop. Local Dish Cable Network

Online Marketing Material:

- i) Website
- ii) Social Media Marketing (SMM)

Social Media Using:

- i) Facebook
- ii) Twitter
- iii) LinkedIn
- iv) Pinterest
- V) Google Plus+

**Public Relations:** In today's media saturated culture PR is a crucial part of Public Undertaking. Image and public opinion mean everything. Public Relations, better known as PR, is the art and science of making people, governments and private organizations interactive. (PR) Public Relation works behind the scenes like- Sending press release, courting journalists, researching public opinion to position their clients as positive role model. We work for company image and reputation. Public Relation is too difficult to address apart from advertising. We make connections with companies, customers, investors and general public. As a result with the positive prospective of company we have increased our sales and also improve our bottom line. PR strives to gain unpaid publicity from newspaper articles or TV news segments. The ways of Public Relations communicates are Media Relations, Social Media & Interpersonal Medias.

### Some Expert trainers with IT or related Background

Sl .no	Name of key trainers	Area of expertise	Education
01	A.N.M Shafiul Azam Arif	Graphics Design	MSc
02	Ayesha Akhter	Web Developer	BSc (CSE)
03	Md. Rabbir alamin	Web Design, HTML, CSS, SEO, SEM, SMM, Linux.	BSc (CSE)
04	Shameem Ahmed	Web Design, Graphic Design	BA(Arts)
05	Parvej Ahmed	PHP, Javascript, HTML, CSS.Linux etc.	BSc (CSE)
06	Maniklal Debnath	Graphic Design, C++programming, PHP, HTML, CAD	MBA (HRM), BSc (CSE)
07	Md. Ananda	Web Design, Php, Mysql, Html. C, C++, CSS3, Java Scripts, Windows sarver 2016, linux etc	BSc in IT
08	Raihan Sadeq (Shovon)	Web Design, Php, Mysql, Html, CSS	BSc in CSE
09	Imran Ahmed Khan	SEO, Graphic Design, Web Design	BBA
10	Sefat Sade	Basic ICT, Microsoft Word, MS Excel, Powerpoint	ACCA Part-1. BBA
11	Md. Darul Islam Sakil	Basic ICT, MS Word, MS Excel, Powerpoint, MS Access, Photoshop, Illustrator	BSc
12	Mohammad Kabir Hossain	C++,PHP, C#, Java, HTML, CSS, JQuery	BSc (CSE)
13	Snehasis Das	Basic ICT, Graphic Design,Computer networking	BSc in CSE
14	Amatul Bushra Akhi	C, C++, C#, Java, PHP, HTML5, CSS3, JQuery	BSc in CSE
15	Aminul Islam	C, C++, C#, Java, PHP, HTML5, CSS3, JQuery	BSc in CSE
16	Mahmuda Hasan	C, C++, C#, JAVA EE (Basic), PHP, HTML, CSS, Wordpress	BSc(engg)
17	Tahmida Tasnine	Android, ASP net, C#, C++, JavaScript, MySQL, PHP, Oracle, Linux, Digital content development etc.	BSc in CSE
18	Abdullah Molla	MS Word, MS Excle, MS Power point, Graphic Design	BBS
19	Ahammad Ullah	MS Office, Adobe Photoshop, Adobe Illustrator	BBS

### **Other Concerns :-**

### **Training Institute :-**

We have our own Training Institute for providing training to Freelancer and new comers who want to learn freelancing and outsourcing. Our experienced and expert training team provide training.

Mainly we offer following courses to learn:

- i) Graphic design & Animation
- ii) Web Design
- iii) Wordpress ( with template Design)
- iv) HTML/ CSS
- v) PHP/ MySql
- vi) JavaScript
- vii) Node.js/MySql/MongoDB
- viii) Mobile Apps development ( with Phone Gap)
- ix) C#/Sql/Entity Framework
- x) Office Package



### **Outsourcing Cell (Business Process Outsourcing) :**

We have well established and decorated with all modern equipment and facilities outsourcing cell for business process outsourcing. At a time 60 staffs are doing outsourcing work in outsourcing cell. The works are done on 3 shifts daily.

Mainly our Outsourcing Department is currently doing following works:

- i) Digital Marketing (SEO)
- ii) Social Media Marketing (SMM)
- iii) Graphics Design
- iv) Web development

Mostly communication done with following market place customers for outsourcing cell:

- i) Upwork.com
- ii) Freelancer.com
- iii) 99 design and others

#### **Strengths of the company and justification in handling the project:**

The company has sufficient capabilities to conduct the training as it has the same experience before with the ICT ministry. Strengths of company are mentioned below:

- i) IT based company with sufficient IT experts
- ii) A well equipped outsourcing cell for freelancing
- iii) Has own training institute
- iv) Conducting similar type of training courses
- v) Has the trainers in similar work area
- vi) It provides training for creating freelancers
- vii) Has network throughout the country
- viii) Sufficient equipment and facilities
- ix) Sufficient number of experienced staff for monitoring and support
- x) Ability to provide computer loan
- xi) Good management system
- xii) Well arranged departments with support staff
- xiii) A very good software team for software related support
- xiv) Sufficient no. of laptops, high speed internet modem
- xv) Other necessary resources

#### **Infrastructure facilities & Equipments:**

Land, including training and office building. Hostel accommodation building.	
Computers/Laptop	Desktop: 140, Laptop: 60
Connectivity	15mbps

Overhead projector	3
Television, Video Cassette Player and stand	Television: 2, Video Cassette Player:2, Stand: 4
Tape recorder and microphone system	Tape recorder:2, Microphone: 2
Multimedia projector	15
Easel boards/blackboard/whiteboards etc	5
Spotlight	4
Office Furniture ( Table & Chair Set)	Chair: 200 Table: 30
Printers	5
Internet Connection	15 mbps
Scanner	5
Fax/ Phone	4
Photocopier	3
Video camera	5
Digital camera	15
Pen Drive	50
Internet Modem	27

### **Outstation facilities**

There is no hostel facility for the outstation trainees. But if the situation arises to arrange such accommodation or hostel facility for the trainees, Dhaka CentreNIC IT Ltd. arranges such facility with the help of:

- i) Local Government Organizations (DC office, UNO office, other local Govt. organizations, etc.),
- ii) NGOs
- iii) Other private institutions/ organizations

For outstation program, Dhaka CentreNIC IT Ltd. makes arrangements of hostel or accommodation facilities for its trainers with:

- iv) Circuit House (District Level, DC Office arrangement)
- v) Dak Bungalow (Upazila Level, UNO Office arrangement)
- vi) Union Parishad (Union Level)
- vii) Other arrangements if necessary.

### **Activities of Dhaka CentreNIC IT Ltd**

Currently Running works:

1. Business Process Outsourcing (BPO)
2. Training
3. Software Development



### **Communication Procedure for Learning & Earning:**

#### **Initial arrangement of Learning and Earning:**

Communication process to organize the training starts minimum three weeks before of the training's start date. Firstly, the time schedule of the program is informed to The District Commissioner. Upazila Nirbahi Officer is also informed about the time schedule of the program and needed documents are sent to him through e-mail.

Communication with the District Commissioner and Upazila Nirbahi Officer of target area is regulated by the communication team of Learning & Earning. The later part of the program will be held in target Upazila under direct concern of Upazila Nirbahi Officer.

#### **Facilities and services provided by the DC/UNO/UNION office for the L&E program:**

1. Publicity (local newspaper, local cable channel, miking ).
2. Selection of the Guest for the inauguration/closing ceremony.
3. Printing the PVC banner (10 feet by 4 feet).

4. Allocation of the conference room/any suitable venue with a multimedia projector, sound system and multi-plugs for the training sessions.

5. Arrangement of suitable accommodation at Circuit House/any govt, guest house for the training team members.

6. Assistance to manage food and refreshments(Breakfast, Lunch, Snack) for the training team members and for the trainees.

7. Assistance to the training team for the selection of trainees according to the requirements set.

Trainees must bring their own Laptops, Internet connectivity (modem), soft copy of recent passport size photo and any valid ID.

### **Publicity:**

To rise concern about the program among local people publicity procedure have to run through three media:

1. Local newspaper,
2. Local cable channel and
3. Miking.



Maximum limit of budget for the publicity purpose is fixed by the Government. Format of the advertisements is fixed and that will be provided to the DC/UNO/UNION office before the training. The publicity process have to start before two weeks, what will be helpful to spread the message clearly to the community/area.

### **Trainee Selection:**

Trainee selection has 3 steps- Registration, Online test and Final evaluation. These steps are described below-

1. **Registration:** Registration will be online and applicants will be asked relevant information such as National ID card, photo & educational qualifications, bank information, work details, business details etc.

The main requirements for a trainee are:

- Must have valid National ID/Passport/Organizational ID/Educational Institution
- Must have a softcopy of recent Passport size Photo less than 100Kb.
- Minimum qualification: HSC or higher
- Must have Basic Computer Knowledge
- Must have their LAPTOP & Internet Connection (Modem)
- Must have English Basic Knowledge and Proficiency
- IT Persons/Students/Teachers/Business Persons/Educated Women will be given priority
- Must have a valid Odesk Account, You can create an account anytime on Odesk for free.
- All Participants/Trainees must go through a selection process on this site to qualify for the training.

Trainee has to fill up the boxes of personal information including the National ID number. mobile number and email address. After submission of the information his/her registration will be completed and he will get a confirmation message through the email.

2. **Online test:** There will be online test to determine the skill level of the trainees. The score of the exam will be sent to him instantly through e-mail.

3. **Final selection:** After the online test the result will be evaluated to select the targeted number of trainees on the basis of their score if the number of participant exceed 50.

#### **Preparation Documents for Trainers:**

1. Dummy News
2. Guest House Letter
3. Expense Sheet
4. UNO appreciation Letter

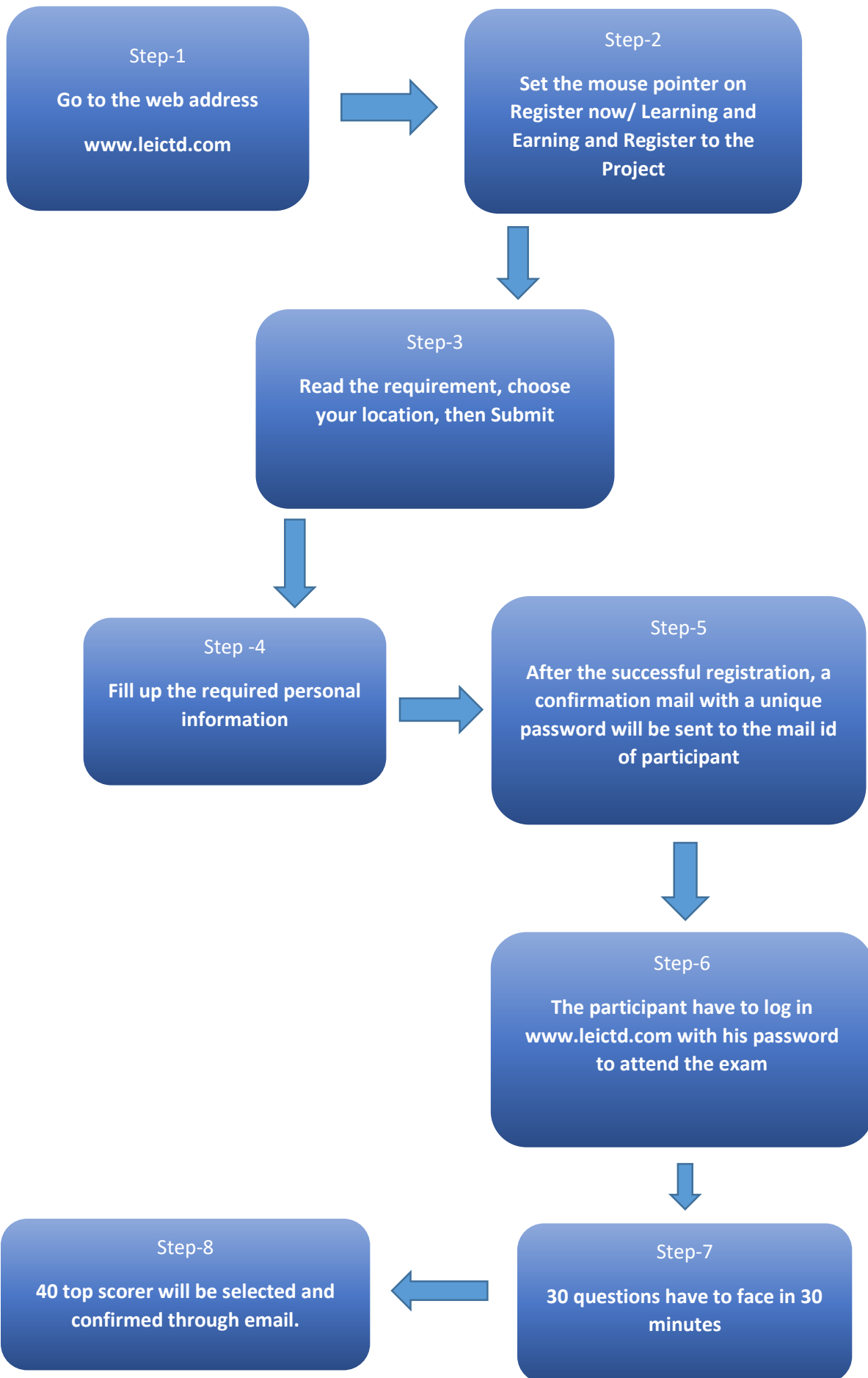


5. Information for trainers

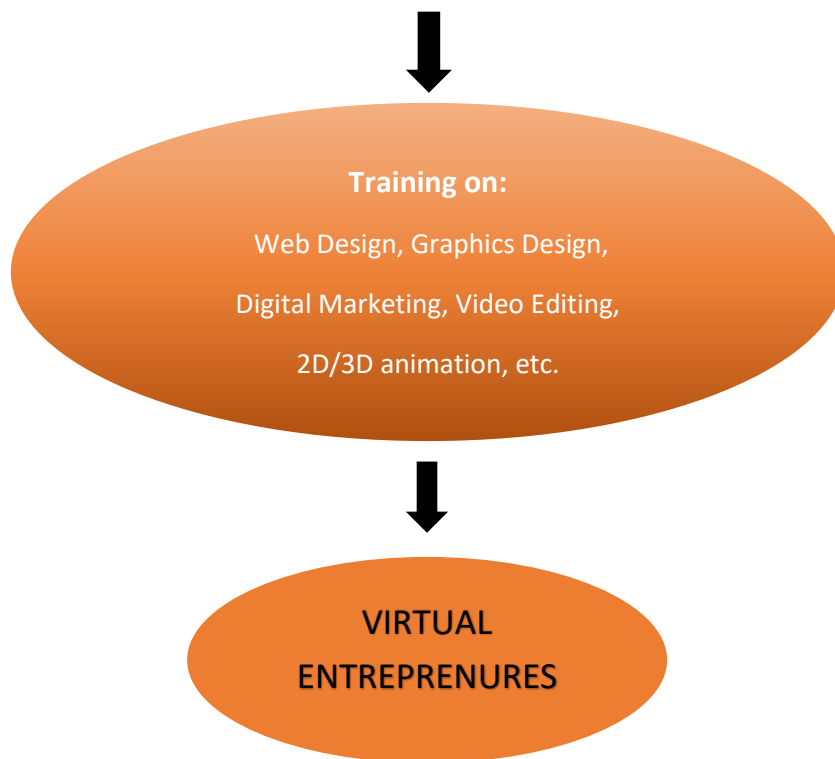
6. Registration List.

**Trainers Collecting Documents from Local Arranger**

1. Attendances Sheet (with name, cell no., e-mail, signature)
2. Local newspaper with L. & E advertisement
3. DC/UNO appreciation Letter
4. Photographs for further use (web site, news)
5. Create group/team (for easily monitoring)
6. Students/Participants project work documents



**Fig: Registration Procedure of Learning and Earning.**



### **Public Relations Procedure**

Working with: 1. Learning & Earning (one of the government projects)

2. Learning & Earning working procedural steps:

a. Before Training:

- i. Confirming Training Venue.
- ii .Contract with local journalist.
- iii. Informing Authorized person of DC/UNO office.
- iv. Prepare Press Release.
- v. Confirming Logistics support.
- vi. Providing a letter from PR Department to DC/UNO office regarding press release, coverage's, news contents, etc.
- vii. Confirming local Cable TV news.
- viii. Informing and Inviting Press Club/Officer's on the opening day of training.
- ix. Contracting by phone & email all soft copy to training venue.

- x. Collecting Festoons& training Banner.
- xi. Pasting festoons and banner before training starts on the located venue.

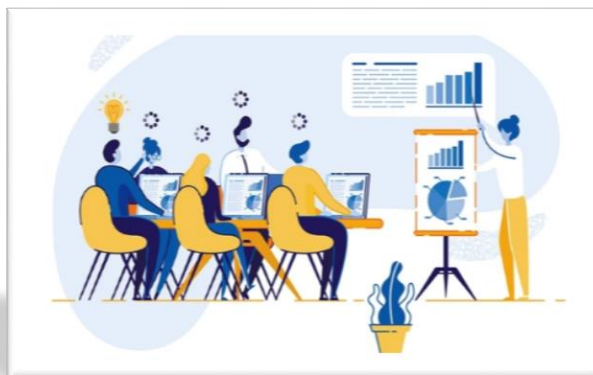
**1b. During training:**

- i. Work with publication on paper/magazine/cable tv.
- ii. Collecting the published news from local agent / authorized person of DC/UNO office.
- iii. Ensuring Quality of training.
- iv. Building up a relation with trainees.
- v. On the first day 5 training photos and press release soft copies are mailed to authorized people including DC/UNO.
- vi. Send report day by day after training.
- vii. Collecting all training advertisement copies and training photos on the last day of training.
- viii. Collecting journalist visiting card for more good correspondence.

**1c. After training:**

- i. Receive documents from team leader of the training.
- ii. Edit training photos and upload to website.
- iii. Collect paper cuttings for office hard copy document.
- iv. Publish all updates to our websites.
- v. Take an authorization from department head for submitting all documents'.
- vi. Follow up the activities mentioned above.

## Training & Development Work



The main part is done by the Training and Development (T&D) department. After communication and public relation formalities for the training completed T&D gets ready for the training with all the preparation and project set up. They follow the schedules as provided by the communication department and arrange training as per schedule. They provide all the support facilities in conducting the training. The module is provided and the trainers and expert follow the modules for training accordingly. During training follow up is done with the trainers to get the training information. For accommodation and other facilities of the trainers District, Upazila and other concerned authorities were well informed and they do the necessary arrangements for them. After training, Trainers bring the necessary documents as per requirements of the government (Attendance of participants, Appreciation letter, Training news in Local Newspaper, Training photo, etc.)

### Monitoring Department Work:

When training start monitoring department monitor the trainers activities and evaluate their works, the numbers of participants and arrangements of training events. Monitoring of advertisements and the frequency of learning knowledge is more important for us.

At the end of the training we create a manual and soft copy of the participants who completed the training. We count the number of Earning persons and non earning persons. As per ICT Division's command we set all the information in Bangla and English. We also get Updates by phone calls from all participants of all Districts in every week. Mainly-

1. We Monitor the performances about all participants and listen their problems regularly.
2. We get them solutions by consulting from experts.
3. We provide help to everybody through facebook and Skype support.

Although there is a tendency in civil society organizations to see an evaluation as something that happens when a donor insists on it, in fact, monitoring and evaluation are invaluable internal management tools. If we do not assess how well we are doing against targets and

indicators, we may go on using resources to no useful end, without changing the situation we have identified as a problem at all. Monitoring and evaluation enable us to make that assessment.

### **Monitoring process:**

Online earning is a very popular income way at present world. Many opportunities are also made in our country. But for the lack of proper guideline and essential efficiency many people are losing the opportunity of income. Any people can be self dependent by doing this work. The objective of Learning and Earning is to create Earning people overall in Bangladesh. To remove unemployment from Bangladesh and remove poverty is the best choice of this project. We provide training on freelancing and outsourcing work that they can do it from their home. Graphics, Web designing, SEO, SMM, Video Editing, HTML, Java Script/jquery-These are our main subjects we have to train people.

### **Before Training:**

We collect information and identify the problems and solution before training. We monitor whether the communication team properly communicates with concerned parties and inform others and whether trainers have the correct information or not. We also monitor the proper training arrangements in the training place (e.g. support system, generator and other necessary equipments and support)

### **During Training:**

When Training starts we monitor the trainers' activities and evaluate their works, the numbers of participants and arrangements of training events. Monitoring of advertisements and the frequency of learning knowledge is more important for us. On the spot of training one or two of our monitoring representative presents to observe the situations and take actions against all instant problems

.

### **After Training:**

After training we monitor the trained participants. We make a database for Earning, Non earning and trying to earn participants. Based on the report we make a short list of participants who need support & help. We make a manual and soft copy of the participants who completes training. As per ICT Division's command we make all the information in Bangala and English. Updates of the participants are taken in 15 days interval time for each training. We Monitor the performances about all participants and listen to their problems regularly. We provide them solutions through our consulting experts. We also provide help to everybody through face book and Skype support.

### **Follow up and Support:**

The support & follow up mainly starts after completion of training. Problems of the participants are identified and accordingly we provide support for solving problems. We provide help and supports through phone calls, Face book and Skype supports. They also get help from our websites which is totally controlled by our software team and we monitor whether the system is developed properly by software team as per monitoring requirements and whether all information are submitted in the website or not.

### **Online Monitoring and support system:**

We have online monitoring and support system with 10 experienced staff. The software team has developed the online monitoring system. We also provide online monitoring and support through:

- i) Facebook,
- ii) Skype, and
- iii) Live Chat

Staffs are assigned to always monitor through the above system and provide feedback. We develop FAQ (Frequently Asked Questions) in our website based on their common requirements. If special or critical question arises we refer to our expert for support and help. Our expert then provide solutions of their queries.

### **Action Plan Of**

#### **"Learning & Earning Development Project"**

It is helpful for quality action plans to be linked to other organizational plans, so that action can be priorities and budgets agreed. It is important to:

- i) Identify each stage of a task
- ii) Delegate responsibility to an identified person or people
- iii) Have a realistic timetable
- iv) Keep a written record of action.



## Action Plan

District /Upazila selection:

According to schedule District /Upazila is selected



Letter Issue:

First of all, letter is issued to respected DC/UNO regarding the training and project.

Timeline: 15 days before the start of training.



### Proper Advertisement

When our communication teams inform the DC/UNO/Chairman regarding the training, the respective person takes necessary steps to make sure that the news of this training program is properly advertised through mike, local newspaper and local cable channel. UNO/ an assigned person by UNO provides our trainers with all kinds of facilities. The UNO also ensures the proper advertisement in his locality.



### Registration Process:

The registration is totally online based. All the information reading registration. time-table, examination everything is available on centrenic site.



### Trainee Selection

Those who have appeared in the examination and passed can take this training, besides educated unemployed people, college student, government Job holder, UISC can also participate in the training. All should have laptop and modem with internet connection.

Timeline: 5-7 days before the start of training

### Topics:

Graphics, Web Design  
Digital Marketing  
2D/3D animation, etc.

But 2 Topics will be selected for training.

Timeline: 5 days for each training



### Communication Department's Activities:

Communication Department communicates with selected district/upazila DC/UNO sir's to make them known about the training and to ask for necessary supports and equipments.

Timeline: 10-15 days before the start of training





### Training Process and Brief

- At first, the basic idea and the objective of the training is provided to the trainees,
- Several groups are formed and a group leader is made in each group. The Group leader monitors his group and provides information to the trainer regarding the condition of the other members of his group.
- Trainers keep a close contact with every participants;
- Trainers not only train but also inspire the participants:
- Monitoring executives communicate with the group leader and collect feedback from them.
- According to the feedback, monitoring executives contact with the trainers and suggest them necessary



### Monitoring Report (During the Training)

The monitoring team monitors the total training process. The Team Leaders of each team reports to the monitoring department about the details of the training such as total participants, photos, costs etc. Monitoring team inquires the total process of training. They contact with the trainees after training as well. Normally, monitoring team asks the following questions and analyses the answers.

Ex: How was the training? Was the training helpful? How can he become a successful freelancer? How he/she works? How the training process can be improved? Etc....

**Timeline:** The activities of the monitoring department start with the starting of the



### Team Leader's Submission

After coming back from training, the team leaders submit all the documents regarding training program such as:

- Registration form
- Team leader sends some information regarding training to the T&D Department through email while training.
- DC appreciation letter, News of training which is published in the local newspaper
- Student's project work documents, summary of total cost

**Timeline:** Team leaders get only one day to submit all these required documents.

### **Activities of Public Relation Department (PRD)**

This Department collects photos, news of training which is published in the local newspaper and other related advertisements from the team leader. He directly contacts with DC/UNO over phone. After that PRO (Public Relation Officer) makes a summary and uploads his news to the centrenicit website. It helps everyone to see the news of training program.

**Timeline:** Two days only.



### **Activity: Finance Department**

Finance department checks all the documents regarding training cost. They collect it from the team leader then they calculate.

**Timeline:** Maximum 2 days for each training.



### **Monitoring Report (After the Training)**

A report is prepared and stored by the monitoring department which presents the details of the training of a particular location (Example: How many of the trainees are incoming? How much do they income? What change the training has brought in their lives? etc.).

**Timeline:** Maximum 7 days for each training .Monitoring Report (During the Training)