Information Management and Computer Department

Among the supportive departments, Information Management and Computer Department reforms important activity like technology based data analysis, format designing, program and report designing, and data storage.

An IT department is considered the heart of any organization. There is no alternative to information for effective and efficient planning, execution of the plan, and take critical decision. The Computer in Development Program serves that purpose for PROSHIKA.

PROSHIKA Human Development Center implements various programs to help in the process of poverty alleviation and empowerment of the poor. It is possible to reach the desired goal of training through proper implementation of various programs. Many departments play important roles for the smooth implementation of these programs.

Information management and computer department is one of them. Although without these supportive departments do not have the opportunity to implement any program of their own. However, without the support of these departments, the overall progress of training, smooth implementation of the program and long-term success are not possible.

ICT department is considered as the main department for any organization or organization especially financial institutions. PROSHIKA Human Development Center is no exception. There is no substitute for information and communication technology for effective and efficient planning, execution of plans and critical decision making. This department has been working towards that goal for training.

This year the Department of Information Management and Computers has developed several new information systems for effective monitoring and decision making which are heavily involved in information support to strengthen the program of development in PROSHIKA. Several information management changes have been made to provide new information to contribute to the development of the organization and this department has performed all types of system maintenance work throughout the year.

To improve frontline management efficiency, to bring all its functions of training under online management and to make massive progress in training computerized MIS, the department has taken up the following activities:

- Information System Development;
- Information system implementation;
- Hardware and software support;
- Documentation;
- ADC computerization;
- Data processing;
- Desktop Publishing; and
- Human resource development

The details of the activities implemented by the department for the financial year 2021-2022 are as follows: A massive data entry was undertaken last year by the staff of the Credit and Savings, Accounting, Human Resource, Administration and Development Program Monitoring and Computerized All Information Program. This program provides complete support in desktop publishing for all departments and programs of education. Computerization of all development areas including new development areas has now been completed under the Department's Computerization Program. The total number of computerized development areas as on 30 June 2022 stood at 190. Customized Information Systems developed and modified for use in development areas the same. Five of these are already operational and the remaining one will be operational in the first half of EMIS 2022-2023.

The following is the progress report of the activities carried out by the Information Management and Computer Department during the last financial year (July 21-June 22) in implementation of the program.

Software Related Tasks:

- Preparation of monthly salary slips of central office and development area;
- Salary also updated for junior and senior staff in Pay System;
- Deduction of remaining money from sale of honey, oil and rice in Pay system;
- Development area systems such as - MBRS, Savings, Special Savings, Double Benefit, PLSS and Accounts Software - have been given the necessary support;
- A number of new essential reports have been created in Savings Software;
- Any Desk support has been provided through voice calls and mobile phones, saving time and money in development areas;
- Branch-wise data entry has been arranged for development area. Arrangements are made for updating data in key development areas by entering branch-wise data;
- The PLSS Software have been re-engineered which is currently being worked on in the development area.
- Data from several development areas have been added and subtracted from one area to another;

- In the last financial year, the data of 61 development areas have been divided to form full development areas. These 61 development area data are separated to generate area wise data;

- Up-to-date with new software by fetching data from the development area for overall support in the work of Audit;

- Human Resource Department - Personal Management System: Prepared some new reports and provided immediate necessary assistance to solve various problems in all their work;

- Accounts of Staff Welfare Fund are up-to-date as on December 2021; And

  Salaries and other necessary support are being provided for the SEED program.

2. Hardware Related Tasks:

- Provided necessary support for the servicing of computers and printers in all development areas;

- The data of development area coming from MBRS, Savings, Accounts Software from the development area is stored on a monthly basis;

- If necessary, computer, printer, networking support is being provided by going to the development area;

- Some development areas have multiple computers and are performing tasks via local networking; And

- This department created an opportunity to manage the overall activities by bringing the current central office computer, printer under the local network.

3. Documentation Related Tasks:

This department assists in the documentation of correspondence, documentation, reports, policies etc. of various programs. All the works currently being done by this department are mentioned below:

- All the documentation of various programs is being executed despite the lack of computers in the central office;

- To enter the monthly report of the development area in the central office and prepare the final report;

- Composing important correspondence of various programs; and

- All correspondence from various government/private organizations is compiled from this section.