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Capacity building in MIS. What are the different methodologies/tools used?

The terms 'capacity building' or 'capacity development' describe a range of activities that might use to expand the organisation or change direction. An overview of capacity building process and institutional framework of Kudumbashree that influenced the establishment of community based organizations in Kerala.

Objectives

1. To trace out the capacity building architecture and process followed by Kudumbashree in its formation, scaling up, and institutionalisation phases.
2. To trace out the interventions done by the mission in capacity building programs and institution building.
3. To trace out challenges of different kinds faced by the mission in institution building and capacity building.

Main Functions of MIS

- Overall coordination for effective implementation.
- Preparation of norms and standards.
- Anchor orientation workshops and capacity building programmes at the national and state level of priority areas.
- Support in the production of manuals and support materials to assist implementation
- Develop centralised MIS system for tracking performance on key performance indicators including a Dashboard for easy monitoring. Maintenance of MIS and regular reporting on key performance indicators.
- Develop accounting and expenditure management systems to be used under the scheme and provide support at state level in their implementation.
- Support the preparation of reports/project deliverables.

To improve the capacity building in Kudumbashree MIS we must organise a structured induction programme.

Structured Induction Programme :-

All new staff and Community Based Organisation members(CBO) joining the mission in the mission must undergo an extensive induction programme. The purpose of induction is to ensure the effective integration of staff and CBO's into the programme.

Largely an induction programme may highlight the following.

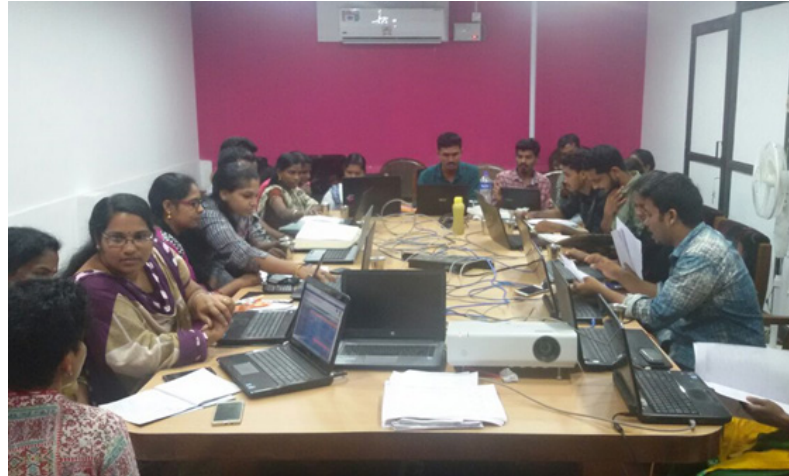
- Organisational vision
- Programme components and its relevance
- Organisational structure, its function and core values of implanting programme
- Terms and conditions of employment/association with programme/mission
- Benefits structure in mission including individuals career growth
- Job descriptions and expectation of the project

The induction programme may be a combination of classroom training, exposure visits, group work and ward immersion events. Capacity Building Programme for staff Organisation designs a systematic approach towards building capacity of staff and creating learning environment for the purpose following may be considered.

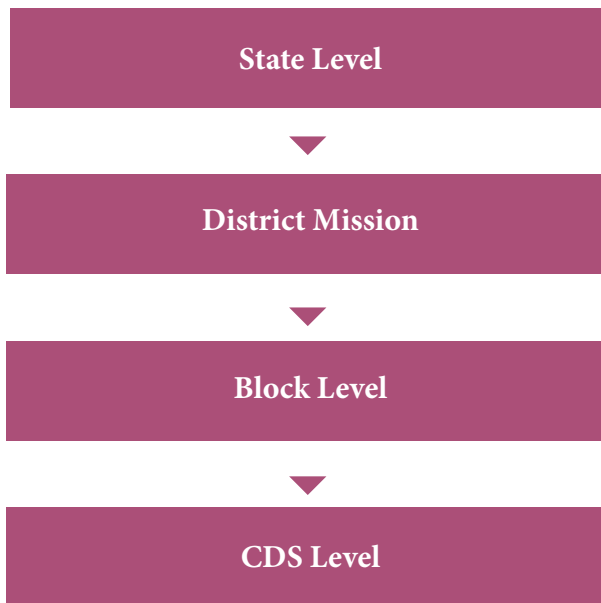
- provide a strong system of “Staff Training Need Assessment”.
- prepare mandatory training areas for each category of staff
- Design annual training calendar for staff.
- Such training programme should be given priority and ensured that each staff undergoes the identified training for him/her.

The training programme should be organised both in thematic areas and for generic management functions.

- Conducting regular training programme/ Management Development Programme for programme/mission staffs including Block level and CDS level.
- For long run training support, agency may also work with training/academic institute for faculty and course development programme.
- Provide policy for promoting Intern from state, Block and CDS level academic/management institute.



- Undergoes documenting best practices and its effective circulation.
- Systematic and keep updating the process of reviews and meetings within project for cross learning among mission staffs.



Regarding NHG profile creation and Transaction based SHG Digital Accounting System (TBSDAS), State level got training from NRLM. State level given training to the District Mission and they gives CDS Level training at BLOCK Level. Each CDS consist of a CDS accountant and RP. State Mission provides training to the CDS accountant and RP along with District Mission. District Mission monitored all progress and training if required to the CDS level. District Mission select a Master RP to provide training if a new RP is coming or any RP needs a training.

Data Entry Transactions are done by RP's. After the training, they begin to work with the NHG profile creation and Transaction MIS. In NHG profile creation almost 95% of total is completed. Ie, 237883 NHG profiles are completed. But in Transaction Based MIS we can achieve only 42536 ie, 17.88%.

To overcome the issues,

- provides proper monitoring from CDS level
- Rectify raised issues quickly
- Maintain CDS Accountants
- Proper training given, if required

Maintain continues follow up Training results beneficiaries like

- Economy in operation- Trained personnel will be able to make better and economical use of materials and equipment's.
- Greater Productivity- A well trained employee usually shows greater productivity and higher quality of work-output than an untrained employee.
- Uniformity of Procedures- With the help of training, the best available methods of work can be standardised and made available to all employees.
- Less Supervision- If the employees are given proper training, the responsibility of supervision is lessened. Training does not eliminate the need for supervision, but it reduces the need for detailed and constant supervision.
- Systematic imparting of skills- A systematic training programme helps to reduce the learning time to reach the acceptable level of performance.
- Creation of inventory of skills- A systematic training programme helps to reduce the learning time to reach the acceptable level of performance.
- Higher Morale- The morale of employees is increase if they are given proper training. A good training programme will mould employees' attitude to achieve support for organisational activities and to obtain greater cooperation and loyalty.
- Attract New Talent- All organisation want to have the best employees and so with ongoing training, this will not only mean better staff retention, but may also attract better talent from the start, as this gives a good image.

Another main building block of Capacitive building is to provide User Manual to all Staff and CBO's in the mission. Different User manual are provided for each category. Available User Manuals are the following.

1. NHG profile – gives the user manuals regarding the registration of new NHG's and its members. CDS Accountant can login into Block level and can add NHG names. They can also add NHG members in this profile.

2. ADS/CDS profile – gives the user manual regarding the ADS/CDS profile. CDS Accountant can login into Block level and can add ADS, CDS names. Also they can map NHG's to ADS and also ADS to CDS.
3. Member profile – gives members to be added in the added SHG's.
4. NHG inactive – If there is any NHG inactive CDS Accountant can inactive them.
5. Transaction MIS user manual – It consists of user manual regarding the transaction MIS.

Login provisions to access this application are

- Block Admin User
- Data Entry User

Activities for Block Admin User are following:

- Creation of data entry user
- Modification of user details
- SHG mapping to each data entry user
- Resetting password for data entry user

Activities for the data entry user are following: login by entering the following

- User Name as given by Block Admin
- User Password
- Captcha Code

Steps for doing Data Entry operators are

- SHG Verification
- Application Settings
- Current Status
- SHG Cut off
- SHG Member Cutoff

Transaction sheet consists of :-

- Attendance (Monthly)
- Saving
- Repayment by member
- Loan Received
- Other Payments my member
- Repayment by SHG
- Loan to Member
- Other Payments
- Receipts and Payments
- Check List
- Loan Utilization
- Training Received