

Daffodil International University



Internship report

On

“Micro-Finance Activities of Association for Social Advancement (ASA) Bangladesh”.

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Date of Submission:-13 December, 2018.

Letter of Transmittal

December 13th, 2018

Mohammad Shibli Shahriar
Associate Professor,
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Subject: *Submission of Internship Report on “Micro-Finance Activities of Association for Social Advancement (ASA) Bangladesh”.*

Dear Sir,

With due to respect, I would like to inform you that, it is a great pleasure for me to submit the Internship Report on “Micro-Finance Activities of Association for Social Advancement (ASA) Bangladesh”. as a requirement for obtaining my MBA degree from Department of Business at DIU.

Therefore, I believe that my Internship Report will be able to meet your approval. I would genuinely appreciate to make further corrections where it seems necessary by you.

Thanking you.

Sincerely yours,

Md.Roman Mia
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Student's Declaration

I am Md.Roman Mia student of MBA Program, ID: 172-14-2417, declaring that the Internship titled “Micro-Finance Activities of Association for Social Advancement (ASA) Bangladesh” is unique and prepared by me.

I also confirm that the Internship is prepared only for my academic requirement, not for any other purposes. It may not be used with the interests of opposite party.

Md.Roman Mia
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Supervisor's Certification

This is to guarantee that the Internship Report titled “**Micro-Finance Activities of Association for Social Advancement (ASA) Bangladesh**” for the honor of Master degree in business administration from Daffodil International University, Dhaka, has been done by Md.Roman Mia bearing ID: 172-14-2417 under my supervision and direction. The report encapsulates aftereffect of unique work and studies did by the understudy himself and the substance of the report don't shape the reason for honor of some other degree to the competitor or to any other individual.

.....

Mohammad Shibli Shahriar
Associate Professor,
Department of Innovation and Entrepreneurship
Faculty of Business & Entrepreneurship
Daffodil International University.

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Acronyms:

ASA= Association for Social Advancement

MFIs= Micro Financial Institutions

FSS= Financial Self Sufficiency

AROA =Adjusted return on Assets

AROE= Adjusted return on Equity

ACKNOWLEDGEMENT

At first I would like to express my gratitude to the Almighty Allah to allow finishing my Internship report. This Internship report was an indivisible part of my MBA program. For being a MBA student I have sincerely prepare this Internship report. My Internship report topic is “Micro-Finance Activities of Association for Social Advancement (ASA) Bangladesh”. I have finished this Internship report with the supervision of Mohammad Shibli Shahriar, Associate Professor, Department of Innovation and Entrepreneurship, Faculty of Business and Entrepreneurship, Daffodil International University. Who sympathetically oversees and gives me the excellent suggestion, direction, and support every one of the occasions amid my Internship report composing. I cannot complete this Internship report without his consistent advice.

I would like to express my sincere gratitude to all my teachers of Faculty of Business & Entrepreneurship and Department of Business Administration, Daffodil International University, who have conveyed all the knowledge and helped me with necessary information to be competent to finish my MBA degree with sheer confidence to face the vigorously competitive and ever changing modern area to prove myself.

I would like to delivery my special thanks to all of my classmates and my entire well-wisher for their inspiration without which I would not be able to complete this Internship report.

ABSTRACT

The Internship applies Micro-Finance Activities of Association for Social Advancement (ASA) Bangladesh”. It means evaluate how well the organization maintains its activities and how to develop economy in our country. The main aim is achieved through Micro-finance Activities of Association for Social Advancement (ASA) in Bangladesh. The main data collection from the ASA website and other related website and face to face convocation with ASA members. Different financial Activity such as Micro-finance Program, Education, Healthcare, Sanitation, Agriculture, Social development, Business Loan, Micro-finance Grants, Micro-finance Charity, Women empowerment Etc. This activities shows that how to develop our country day by day by NGO financial contribution. These causes and suggestions are mutually dictated by both the hazard group and the business group. The PQR provides management with objective updates on credit risk and enables them to implement appropriate actions and track their effectiveness.

Overall Micro-Finance Activities is measurement the best on Association for Social Advancement (ASA) Bangladesh.

Keyword: Micro-Finance Activities of Association for Social Advancement (ASA) Bangladesh”.

CHAPTER:-ONE

INTRODUCTION

1. Introduction:

1.1 Background

The internship program is a pre-requisite for the MBA degree from the Faculty of Business Administration, Daffodil International University. In today's world, education is the imperative tool for understand the real world and apply knowledge for betterment of the society as well as in Business Sector. From the education session the theoretical knowledge is obtained from various courses throughout the programs, which is only the half way of the subject matter. Practical knowledge has no alternative. The perfect coordination between theory and practice is of paramount importance in the context of modern business Graduates to get 12 weeks practical experience that is Internship Program. Internship program brings student closer to the real life situation and thereby helps to launch a career with some prior experience. Internship is a step towards fulfilling this commitment by giving students an opportunity to get ready for the real world before they enter their practical life .To face much more complex and challenging business world in the challenging business areas, practical knowledge is essential to expand our theoretical base. To gather this practical knowledge, we were forwarded different organization after completing MBA Program. I started the internship there from July 11, 2018 under the faculty-supervision of Mohammad Shibli Shahriar, Associate Professor, Department of Innovation and Entrepreneurship, Faculty of Business & Entrepreneurship, Daffodil International University.

As per my supervisor's direction the topic of the report has been chosen as **“Micro-Finance Activities of Association for Social Advancement (ASA) Bangladesh”**.

ASA Micro finance operation of its own innovation technique is format based and account based. Its accounting system is totally operated by non-professional personnel in the field level and ASA financial status is innovative and it is very easy. So non-commerce background staff can maintain branch level status.

Microfinance is very important tool for poverty alleviation and in many countries and estimated 10000 micro leading organizations operate in 93 countries worldwide, issuing loans to 60 million poor people. The majority of the citizens need it-because non-banking is the norms.

Some organizations, like Grammen Bank, were founded by dedicated Individuals, while others are the continuation of former aid project. For a long time, many founders adhered to Dr.Yunus principals and rules, but now a new class of poverty eliminator is entering the picture. It includes people like ASA founder and President Shafiqul Haque Choudhury who, unlike Yunus, are no longer interested in reforming capitalism, but intends to fight poverty and make a good living at the same.

ASA is engaged in the process of empowering the poor, the landless, the laborers, and the marginal farmers for the improvement of their socio-economic condition. For economic emancipation, it is essential to develop a regular saving habit through undertaking income generating activities. ASA is relentlessly working towards the goal of empowering the poor by utilizing their saving and loans for more income. To achieve the objective of improving the socio-economic condition of the poor, ASA has introduced a saving and credit program for the poor who remained outside the traditional banking system so long. It is necessary to strictly abide by some rules and regulations to manage a savings and credit program.

The present study is a modest attempt to analyze the financial status and to find out the process and procedures of this development.

1.2 Research Questions

- What is the Micro-Finance Activities of Association for Social Advancement (ASA) Bangladesh?
- What are the numbers of Micro-Finance Activities of Association for Social Advancement (ASA) Bangladesh?
- What is the per day activities of a loan officer (L.O)?
- What is the per day activities of branch manager?
- Why Do Microfinance Clients Take Multiple Loans?

1.3 Objective of the study:

Broad Objective:

The main of the study is to analyze the micro-finance Activities of Association for Social Advancement (ASA) Bangladesh.

The specific objectives of the study are:

*To identify the Micro-Finance Activities of Association for Social Advancement (ASA) Bangladesh.

*To analyze those Activities of Association for Social Advancement (ASA) Bangladesh.

*To find out some problems of those Activities of Association for Social Advancement (ASA) Bangladesh”.

*To make some recommendations to overcome those problems.

Scope of the Study:

ASA Bangladesh is one of the biggest microfinance organization in Bangladesh the extent of the examination are secured the authoritative Structure, foundation, capacities and the money related execution investigation of the association.

Sources of Data:

In this report, I have relied on both primary and secondary sources of data. . The sources are as per the following:

Primary sources:

- *Orel and casual meeting of officers and representatives in ASA Bangladesh
- *Practical work introduction from the diverse work areas of ASA Bangladesh
- *Personal perception

Secondary Sources:

- *Annual report and site of ASA Bangladesh.
- *Printed structures and records providers by ASA Bangladesh.
- *Relevant books, Journal, Booklets

Methodology:

The Methodology of this report is altogether different from different reports. I have underlined on the functional perception. Nearly the whole report comprises of my useful perception. For the investigation or Activity part, information has accumulation from various articulations and yearly reports of ASA.

While setting up the report, I have taken data from the accompanying sources:

- *Daily journal (Containing my exercises of Practical introduction in ASA)
- *Various distributions on ASA
- *Face-to-confront discussion with the separate officers and staffs of the ASA
- *Relevant field think about as given by the officer concern.
- *Practical Deskwork

*ASA site and other related sites.

*Annual report of ASA

*Company printed materials, for example, unique manuals and productions.

*Unpublished information got from the Head Office.

*Information was gathered through assessment of authority archives, that is, Financial reports; interior review report and so forth of the chose NGO

*Unstructured interviews with key NGO official were led.

*Various laws, controls, brochures were gathered from web, books.

Case study Method

Another specifies commendable measurement that is taken after the contextual investigation strategy to reach inferences and have attempted to sum up the general NGO bookkeeping rehearses in light of one NGO. The purposes behind doing that is such:

- There are no particular norms for planning of records of NGOs
- NGOs contrast generally as far as strategy took after
- Projects embraced vary as far as bookkeeping practice.
- Time and Cost would be gigantic to investigate in excess of one NGO.

As the basis for following contextual analysis strategy in investigating above, I have attempted to sum up however much as could reasonably be expected.

1.4 Limitation:

A.Although I have gotten wholehearted co-activity from workers of ASA Shyamoly-02 branch yet they couldn't oversee enough time to manage my report.

B. The annual report and ASA site is the primary auxiliary wellsprings of the data yet this data was insufficient to finish the report and it ought not recognized clear thought regarding this association.

C. The principle limitation for me was the reality I was working far from this microfinance association for three month for the temporary internship program.

CHAPTER:-TWO

OVERVIEW OF THE ASSOCIATION FOR SOCIAL ADVANCEMENT (ASA) BANGLADESH.

2. Overview of the Association for Social Advancement (ASA) Bangladesh.

ASA one of the biggest and self-subordinate smaller Micro-finance Institutions (MFIs) of the world, has been working tenaciously to help the poor since its initiation in 1978. The principle focus of the establishment is to lessen neediness from the general public bit by bit. Amid the early years, it used to coordinate distinctive projects like mindfulness working for social activity, preparing to the nearby birth specialists and columnists to build up their expertise, and so forth. In the mid-eighties, the association presented some new projects like change of wellbeing, sustenance, span, sanitation, and so forth. Amid that time, it presented miniaturized micro credit program in a little scale. Through these projects, ASA encountered that budgetary dissolvability, so some degree, is the earlier need of the poor for presenting positive changes in their lives. Thinking about this, the organization presented micro-finance as the specific program in 1992 to appear its objective of destitution mitigation as ahead of schedule as could reasonably be expected. While coordinating small scale fund program, ASA understood that its objective of destitution lightening would not be satisfied, if there is organization with contributor offices as their impedance all the time make boundary to the activities. At that point the organization began to consider acting naturally dependent and presented, contingent upon the recorded and also the focal level understanding, ASA Micro fund Model ends up celebrated all-inclusive as the "ASA Cost-powerful and Sustainable Micro finance Model, "This model made ASA confident rapidly and the organization pronounced itself as the independent MFI in 2001.

This model is especially useful to make a branch confident inside a year and additionally the organizations inside the most brief conceivable time. This model has likewise been adjusted by numerous organizations of various nations to get the best outcome rapidly. ASA additionally helps different organizations in actualizing micro finance programs by furnishing them with specialized administrations and delicate credits. At present, ASA is giving the administration to in excess of 30 NGO/MFIs of home and abroad. ASA (up to December 2016) has effectively broadened its effort, through 2,935 branches and 25,399 staff, and 63,924 town in Bangladesh, The microfinance program extended to 6.3 million individuals with advance payment adding up to BDT 146.39 billion (USD 1.87 billion) amid 2014-15. The incensement of credit portfolio was 48% then the earlier year while recuperation rate was 98.23%. Moreover, microfinance nearby administrations Savings and Loan Insurance were yielded quite.

At first, ASA programs centered at mindfulness raising and gathering arrangement for the poor going for coordinated improvement through affirming privileges of poor people, instruction, smaller than usual water system, essential wellbeing, credit for money age and so forth. Later in view of a time of grassroots experience, it was understood that smaller scale loaning may fill in as the best apparatus in battling neediness in Bangladesh. The acknowledgment was changed into a reality in 1991.

Starting now and into the foreseeable future through its creative, sagacious and sensible microfinance approach, it achieved the status of the best MFI on the planet in 2007 as picked by Forbes magazine, USA. Furthermore, ASA won the "Dealing with a record at the base of the pyramid" give arranged by the Financial Times, London and International Finance Cooperation (IFC) 2008.

By and by, ASA renders multifaceted administrations to in excess of seven million individuals of Bangladesh and underprivileged individuals of some other creating nations. Other than microfinance program, the association has been working a significant number of non-budgetary projects checking Primary Healthcare, Education, Health Awareness, Physiotherapy, Sanitation, Hygiene, Agricultural guides and so forth out of its own assets. A huge number of poor and underprivileged individuals are profited because of these activities.

Past Bangladesh, ASA has been giving specialized help with India, Pakistan, Sri Lanka, Myanmar, Cambodia, the Philippines, Nigeria, Ghana, Kenya, Tanzania and Uganda to augment effort of microfinance.

I seek this site would be useful after you to think about ASA. I pass on thanks and great wishes to each one of the individuals who are keen on utilizing feasible microfinance as a device to delete the scourge of neediness from the world.

As an advancement foundation, ASA has various multidimensional items. These are little advance (female),small credit (Male),small business advance, little Entrepreneurs Lending(SEL),Supplementary advance and BDS, Loan for Hardcore Poor, Short Term Loan, IT Loan, Agri-business Loan, Education Loan, Monga (Famine) Loan, Interest free Flood and Rehabilitation Loan, and so on. The combined dispensing up to December 2015 is TK146.39 billion.

ASA maintains saving programs and number's security funds (Mini. life Insurance)with the view to helping the poor to face the unexpected dangers, Members are allowed to withdraw their savings whenever they are willing. Other wish, they get back the deposit with proper interest. Through implementing these programs, ASA offers its earnest efforts to reduce poverty of the poor as well as to shield them against sudden risk. At present (December 2016) the saving balance is US \$4.24 billion.

ASA also provides its clients with money as at a time donation for the medical treatment of their seriously diseases which include cancer, aci burning, different critical operations, kindny damage, cesarean delivery etc. They need not to deposit any money to have this assistance. The budget of this program in 2016 is 31.2 million.

ASA co-operates the small local NGOs with a view to making them self-reliant so that they can independently serve the poor of the remote areas. The organizations provide these partner NGOs with technical support and soft loan funds. Under this program, ASA has more than 30 partners NGOs over the country.

The channel created by ASA has made it possible for the partner NGOs to get soft loan funds from the donor/other funding organizations. It is due to ASA's earnest efforts, CORDAID-Netherlands has been extending financial support to 12 partner NGOs. CORDAID has already approved an amount of 1.16million Euros for the year 2005-08 as a soft loans for the partner NGOs to implement their micro finance programs. ASA took the responsibility to channel this loan funds to those NGOs and has ensured its proper utilization through providing them technical assistance. All of the partners NGOs are building their capability to get access to the funds of PKSF and commercial Bank. Besides, ASA also provides these NGOs with soft loans from ASA's own fund for their future department.

ASA has begun a help program for the surge influenced individuals of the nation. The program of ASA has organized to convey dry nourishment, oral saline, water purging tablets and drug for skin illnesses and tube wells. Up until now, help materials esteemed about Taka five lacs have been sent to Jamalpur and Lalmonirhat areas. A Cell has been opened in the ASA focal office in Dhaka to organize and screen advancement of different projects measures. The program is being actualized in a joint effort with the nearby organization.

In 1971, Bangladesh rose as a free country through a bleeding war and at an expense of a huge number of lives. The nation was abandoned in a state attacked by the war and catastrophic event, however populated by a noteworthy number of youngsters brimming with expectation, vitality and responsibility for remaking and country building. The economy of Bangladesh is generally reliant on farming and still a noteworthy fragment of populace lives in country territories. Amid the post-war period, this economy endured an immense blow because of the political change and poor control component. Fundamental requirements were visit tumults, political agitation and various changes of governments that were excessively unpracticed, making it impossible to maintain steadiness and control. In such disordered conditions, strategy definition or anticipating advancement was troublesome.

The circumstance even deteriorated when a starvation broke-out in 1974. The monetary development was blocked and joblessness rate took off. Measures taken by the legislature were shockingly deficient. As the new government neglected to address the difficulties, even with abroad help, little non-government associations rose over the 1970s to furnish alleviation and restoration alongside network improvement. The managerial structure, that took after a best down methodology for advancement, couldn't adapt to the genuine financial reality as the institutional structures neglected to contact the oppressed individuals. In those unpredictable days ASA was conceived in 1978 at a remote town Tapra, under the then Manikganj sub-division around 80 kilometers from the capital Dhaka.

ASA University Bangladesh (ASAUB) has been founded with the view of spread quality higher education among the students against affordable cost. The University has started its academic activities after getting approval from the govt. of Bangladesh and the University grant Commission (UGC), in May 2007. Initially, graduate and postgraduate programs have been offered in the following discipline. The graduate (4 Years) programs are English, LLB and BBA. The postgraduates (2 Years) are MBA (Regular) and MBA (Executive). The number of student is 1284 up to December 2007. Some new disciplines would be introduced very soon.

2.1 VISION

The vision of ASA is to establish a poverty free society.

2.2 MISSION

The institutional mission of ASA is to support and strengthen the economy at the bottom of the socio-economic pyramid by facilitating access to financial services for the poor, marginalized and disadvantaged.

2.3 CORE VALUES

Innovative and non-conventional management for achieving cost-effectiveness and sustainability.

2.4 ASA: At a Glance: As on September, 2018

SL.	DESCRIPTION					STATISTICS
1	Total number of Branch Offices					3,042
2	Total number of Villages					66,255
3	Total number of Upazila/Thana					511
4	Total number of Districts (All Districts in Bangladesh)					64
5	Total number of active groups (Function as a collection center) – Primary					2,99,170
6	Total number of Active Members (end of the month)	primary	95.99%	7,273,531		7,601,081
		Special	3.57%	270,504		
		Sanitation	0.01%	1125		
		SMAP	0.16%	12,297		
		Loan	0.25%	18,842		
		Dairy Farm				
		MSME Loan	0.02%	1156		
7	Number of Long-term Severs A/C (122.14 % on active borrowers)					7,519,375

8	Total number of Capital Buildup Savings A/C					7,437,795
9	Savings (end balance)	Primary	40.33%	3,267,9115,930		
		Special	6.04%	4,898,074,810		
		Sanitation	0.02%	15,740,862		
		SMAP Loan	0.12%	99,476,552		
		Dairy Farm	0.30%	242,406,969		
		LTS	39.50%	21,382,830,661		
		CBS	11.06%	5,985,428,666	54,128,315,751	
		MSME Loan	0.04%	34,297,926		
10	Total number of Active Borrowers (end of the month)	Primary	96.65%	6,124,102		
		Special	3.23%	204,368		
		Sanitation	0.01%	821		
		Solar	0.00%	22		
		SMAP Loan	0.08%	4,793		
		Dairy Farm	0.04%	2,294	6,336,400	
11	Loan Outstanding (with service	Disbursed (cumulative)			1,315,835,164,385	

	charge	Realized (cumulative	1,181,723,257,753
		Outstanding (with service charge)	134,111,906,632
		Loan Outstanding (Principal)	123,365,819,108
12	Rate of Recovery (%)	Cumulative	99.66%
		On-going loan	94.90%
13	PAR (%) – 1 day		4.63%
14	Total Number of LO & ABM (LO 14,946+ABM 2,931) as per AMMS report		18,294
15	Total Number of Staff : (Male – 22,179 & Female – 3,220)		26,144

2.5 Three Phases of Association for Social Advancement (ASA)

Establishment Phase (1978-1984)

- *Consciences working for social activity
- *Legal help and mindfulness develop program
- *Training for the individuals and the neighborhood columnists

Reformative Phase (1985-1991)

- * Health, Education and Women advancement program
- *Post-fiasco organization program
- *Mini-water framework program
- *Credit program for money age

Program specialization phase (1992-Till date)

- *Microfinance as the specialized program (credit, savings, insurance and others gradually)

Introduction of different products: Timeline

Year	Loan products	Saving products	Insurance
1992	Small, Power, Pump, Housing	Small Savings	-
1993-1995	-	Small Savings	Loan Insurance
1996	Flood & Rehabilitation	-	-
1997	Loan Against Savings	-	-
1998-2004	Small Business Loan, Individual Loan	-	-
2005	Small Entrepreneur Leading(SEL)Hardcore Poor Loan	Voluntary Savings	Mini Life Insurance(Female)
2006	Education Loan, Business Development Loan	-	Mini Life Insurance(Male)
2007-2010	Small Loan(Male), Monga Loan, Short Term Loan	Long Term Savings(LTS)	-
2011	Information Technology Loan	-	-
2012 & 2007	Agri-Business Loan	-	-
2013-2015	Education Loan,	-	-

	Business Development Loan		
2016	House Loan	Long Term	Male

Other Organization

Organization/Institution	Establishing Year
Catalyst Microfinance Investors(CMI)	2006
ASA International(ASAI)	2006
ASA Foundation International(AFI)	2007
ASA University Bangladesh(ASAUB)	2006

Some Special Achievements

Year	Achievement
1992	Microfinance as the specialized program
1993	Started providing Technical Assistance(TA) Internationally
1998	Selected as the International Technical Service Provider(ITSP)by UNDP
2001	ASA Declared itself as the self-reliant MFI
2002	Selected as the best TA provider globally(by UNDP)
2005	Placed in all the six categories with Exceptionally best results in the MIX report titled "2005 MIX global 100:MFI League table "presented in the micro-credit summit camping(MSC)2006,Canada
2007	Selected as the best MFI in Forbes list:2007
2016	Open new Branch in new two country

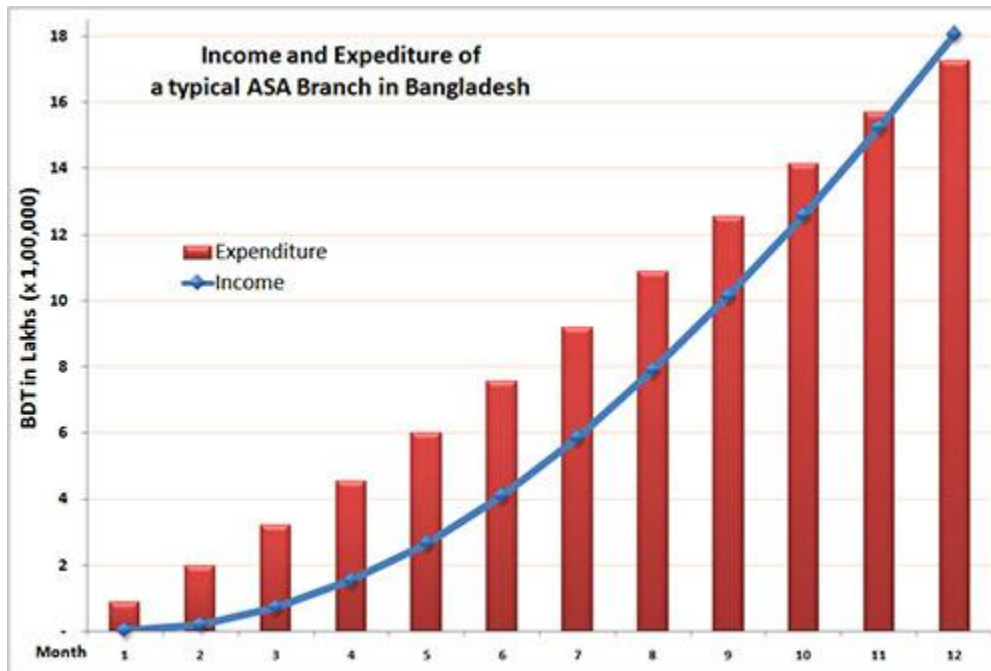
Assistance for other NGO/MFIs

Program	Introducing Year
Providing fund for partner NGO/MFIs	1995
Channeling fund/Soft loan for other NGO/MFIs	2005

Others

Program	Introducing Year
ASA Staff and family welfare fund	2002 & 2004
Karmi nirapatta tahabil	2003
Medical assistance for the members	2005

2.6 ASA sustainable and cost-effective micro finance model:



The special cost-effective method of ASA helps a new branch to earn an adequate income to be self-reliant within 12 months from being started.

Self-sufficiency of a branch: Key Factors

- *Staff members are chosen inside a brief timeframe and given short, practical training.
- *The branch of structure is institutionalized and outfitted with insignificant offices and straightforward furniture
- *Branch consumption is institutionalized and fetched roofs have been set
- *A high number of borrowers, high portfolio per credit officer and high store rotating rate limit add up to finance prerequisite Straightforward and institutionalized bookkeeping methodology
- *No office aide, specialized help or security protects.

Feature Safeguarding Sustainability

- *Borrowers are observed and examined by the branch manager
- *Staff members give ASA a security deposit (acquires intrigue)
- *Joint signature required for withdrawal from branch ledger
- *Limited day by day withdrawal permitted

- *Cheques are protected by various Loan Officers
- * Cash book is kept up by Loan officers on a spinning premise
- *Loan officers switch bunches after like clockwork
- *Regional and District Managers are situated in the field
- *Central office staff visit recorded routinely
- *Regular inward review
- *Annual outer review
- *Occasional branch visits by the leader of the organization.

2.7 Special emphasize on ASA branch

Per day activities of a loan officer (L.O)

- *Collecting average 80 member's installment
- *Maintaining register daily basis
- *Coordinating balance between loan disbursements
- *Posting all information in computer
- *Collecting overdue at afternoon
- *Maintaining daily-realized information board writing which is done at evening

Per day activities of assistant branch manager:

- *Total office management
- *Average 10 overdue collections
- *Verification of loan officers' information posting in computer and closing
- *Installment collection at the absence of L.O

Per day activities of branch manager:

- *Following up all activities relate to micro finance operation
- *Visiting all groups with within three months

- *75% old members and 100% new members from justification for Loan disbursements
- *Cash maintaining in front of all L.O
- *Loan disbursement
- *Cash adjustment
- *Checking all micro-credit related registration and papers that are performed by L.O
- *5 member's overdue collection, processing and applying all kinds of effort for collecting overdue.

Jobs of branch manager at end of the month:

- *Communicating with all loan defaulters for collecting problem/bad loan.
- *Verifying monthly all micro-finance operations and information to R.M.

Jobs of assistant branch manager at end of the month:

- *Verifying all loans related posting that is performed over month.

Jobs of loan officer at end of the month:

- *Making a final top sheet on basis of all loan related activities.

2.8 Steps of loan disbursement:

1. Target people selection according to the ASA's criteria
2. New member's (debtor) house confirmation by loan officer
3. New member's identification by existing member or group president, which is performed by L.O.
4. Group making by loan officer
5. Including each member in a group that is accomplished L.O
6. New member's husband or guardian identification
7. Registration form filling up to by L.O in member's house and taking signature of members and their guardian or husband for the purpose of loan disbursement
8. Promissory note filling up for SEL
9. After acceding one lac taking postdated cheque fir SEL.
10. Verification of client business or income source.

11. Knowing about client character
12. Agreement of group president with signature
13. Taking recently snapped two join (members with guardian/husband) photograph
14. Final verification for loan disbursement to client by branch manager
15. Disbursing first loan to new members after 4 weeks of registration.

2.9 Steps of installment collection:

1. Every loan officer every working day go out from office in the morning for the purpose of installment collection of disbursed loan in the house of president of group
2. In the time of collection loan officers post installment, saving and security volume in the passbook.
3. Loan officer also go out from office after loan disbursement for collection installment if any members makes over due
4. Loan officers collect installment from transferred members of ASA who change their residence from one branch to another branch
5. Sometimes branch managers go out for collection overdue where L.O maybe not able to collect installment
6. Sometimes assistant branch managers go to field for collecting installment when any L.O in a branch remain in leave.

2.10 Association for Social Advancement (ASA) credit program:

This credit is for poor ladies. There is for the most part 15-30 a part in a gathering, with a normal number of 20 in each gathering. ASA gives insurance free advances to its individuals. There is no gathering risk in ASA's credit programs that is the separate individual, not the gathering, is in charge of misconduct.

Individuals need to hold up just 7 days after their enrollment to get the primary advance. The portion procedure is taken after for reimbursement and the main portion is stored with an administration charge after first seven day stretch of getting the advance. The administration charge is figured level on the foremost of the credit.

CHAPTER:-THREE

LITERATURE

REVIEW

3. Literature Review

Until now there have been few investigations dissecting the connection among benefits and social objectives in miniaturized micro financing. Particularly experimentally, there have been couple of bits of knowledge picked as of not long ago, as research was constrained to contextual investigations (e. g. Mosley 1996). Conning (1999) was the first to utilize a worldwide informational index of 72 foundations for the year 1998, with the expectation to mark the exchange off between advance size and benefits. In any case, the absence of variety in financing costs and authoritative structures caused recognizable proof issues, which made the investigation not exceptionally persuading. Lafourcade et al. (2005) gave a moderately broad examination of the monetary and social execution of MFIs in the African microfinance advertise, anyway the investigation was excessively descriptive.⁴ Further Nieto et al. (2009) dissected a broad number of connections identified with social and monetary proficiency and gave an exact dialog about pointers estimating social productivity. In any case, the creators utilized Pearson Correlation Coefficients to gauge the connections, which makes it hard to decipher their outcomes. The principal modern worldwide examination expecting to quantify potential exchange offs between the effort and money related execution of MFIs and the mission float theory was distributed by Cull et al. (2007). The creators utilized a broadened informational index of the Microfinance Information Exchange (MIX) ⁵ including 124 MFIs from 49 nations. To recognize the exchange off they recognized distinctive loaning composes (bunch loaning, singular loaning and so forth.). They found no confirmation for an impact of the credit measure on benefit; however they found that the nearness of benefits has a noteworthy constructive outcome on the advance size. Be that as it may, his examination was constrained to the use of cross-sectional OLS relapses. Impacts which can't be watched, for example, administration abilities, possibly inclination their outcomes. Besides, as pointed out by Copestake (2007), a one period estimation is an unseemly strategy to distinguish the dynamic wonders of the mission float. Mersland and Strom (2010) were the first to utilize a board informational index with 374 MFIs from 74 nations from the years somewhere in the range of 1998 and 2008. As opposed to the paper of Cull et al. (2007) and this paper, the creators used an informational collection given by a rating organization. They utilized a settled impact board and additionally a dynamic board model and found that an expansion in normal benefits tends to build the normal advance size. Regardless of this finding the creators arrived at the determination that there is an absence of proof for mission float.

*The couple of exact investigations distributed before 2005 are surveyed by Hermes and Lensink (2007).

CHAPTER:-FOUR

METHODOLOGY

4.1 Methodology

This chapter describes how the data needed in order to fulfill the purpose was collected. It also discusses the model and formula, how to presenting the model and formula in our Internship report. I used quantitative approach for the report because the majority of data collection from the quantitative approach. That is explained as follows;

4.2 Data collection

Data of this study collected from secondary source in website and annual report of ASA such as; Micro-finance **Programs** , **Education** , Health, Agriculture, Sanitation , Social development , Business Loan , Micro-finance Grants , Micro-finance Charity , Women empowerment That's help me to understand the micro-finance activity of this organization and purpose of the study. This study evaluates organizations activity to the country.

4.3 Data analysis

I used the model for Micro-Finance Activities of MFIs Organization. It is briefly discusses next page. It indicates the different steps such Selection of financial report and website of ASA, Identification of Micro-finance **Programs** , **Education** , Health, Agriculture, Sanitation , Social development , Business Loan , Micro-finance Grants , Micro-finance Charity , Women empowerment activities of the organizations, First step of model, I select the ASAs website that means choosing of annual financial report. The annual financial report presents some financial activity of ASA. Second step of model, I identify the activities or service bar and find some activity. The third step of model; I identify all types of activities and finally find out how to help ASA MFIs in our country by some micro-finance activities. I also command why organization better than other company and also discuss why those organizations are good position then other company.

Finally, I can dealer ASA is one of the best organization for developing our country day by day.

4.4 Model for Micro-Finance Activities of ASA MFIs.

Model of Micro-Finance Activities of ASA MFIs.
Step 1. Selection of website and financial report.
Step 2. Identification of Micro-finance Programs , Education, Health, Agriculture Sanitation, Social development, Business Loan, Micro-finance Grants, Micro-finance Charity, Women empowerment.
Step 3. Find out how to help ASA MFIs in our country by some micro-finance activities.

CHAPTER:-FIVE

MICRO-FINANCE

ACTIVITIES

5. Micro-Finance Activities:

Introduction:

Microfinance is characterized as, budgetary administrations, for example, savings accounts, protection assets and credit gave to poor and low wage customers in order to enable them to build their income, in this manner enhancing their way of life Loans to those individuals who live underneath the destitution line.

Identification of Micro-finance Activities:

5.1. Micro-finance Activities:

Microfinance exercises spin around giving little advances to needy individuals or countries so as to help begin a business or store a social venture. ASA, the best microfinance institution of Bangladesh, and the Best Managed MFI on the planet, was built up in 1978. Since foundation the organization has been making progress toward helping the underprivileged gatherings in achieving better occupation and procuring intends to escape destitution trap. Microfinance is the center program of ASA with 8 million customers crosswise over Bangladesh, There are a wide range of kinds of microfinance exercises which incorporate Micro-fund Program ,Education, Healthcare, Sanitation, Agriculture, Social improvement, Business Loan, Micro-back Grants, Micro-fund Charity, Women strengthening Etc. ASA is a totally self-financed and give free association. It works the accompanying non-money related projects from its own particular asset created out of the overflow of microfinance task.

5.1. Micro-finance Programs:



Micro-finance Program of ASA has been globally considered as the most efficient model of micro lending for its elegance of innovation, scale, sustainability. Currently, **Eight Million People** of Bangladesh are attached with this program finding it immensely beneficial in improving their quality of life. The organization has been extending managerial assistance and consultancies for developing microfinance operation to many NGOs/MFIs around the world.

5.2. Education:



Education Program of ASA assists the students of pre-primary, grade-1 and grade-2 belonging to the low-income households to perform better in daily classes and in school exams with an aim to curb dropout from the primary school. This program currently provides tuition assistance to **285,000** underprivileged children predominantly living in rural areas across the country.

5.3. Health:



Health Program of ASA offers primary healthcare services to **millions** of uncared and under-cared people of Bangladesh. Under the program, 54 Primary Health Centers have been established in the comparatively backward areas of the country. Furthermore, seven million people are being educated and aware in maintaining healthy life.

5.4. Agriculture:



Agriculture Program of ASA initiates quite a number of essential schemes with a view to assist smallholder farmers for increasing agricultural production as well as overall agricultural development of the country. This program is implementing Small Dairy farm, Fish farming, Mushroom cultivation, Argo equipment loan, Vermicompost etc. projects.

5.5. Sanitation:



Sanitation Program of ASA works to improve sanitation facilities of the poor households through providing soft loan and imparting training to the masons, sanitary entrepreneurs and vendors equipping them for developing low-cost and easy-to-build hygienic sanitary **Offset** toilet.

5.6. Social development:

The Social Development segment centers around building human and socio-political resources of the poor particularly ladies through establishment building, mindfulness raising, preparing and aggregate social assembly The Human Rights and Legal Services segment looks to enable the poor by expanding their familiarity with their rights (lawful, human and social) and privileges through interest in exercises like the Popular Theater and through Human Rights and Legal Education (HRLE) classes orchestrated by ASA for its Village Organization individuals. ASA additionally offers outer administrations, for example, access to legal advisors or the police either through lawful guide facilities, by helping ladies report cases at the nearby police headquarters or when looking for restorative consideration on account of corrosive casualties.

5.7. Business Loan:

The most widely recognized action in microfinance is giving independent venture credits to business people in poor countries. These credits are sums that are little by First World country benchmarks, yet in our nations TK 10000 to TK500000 is all that anyone could need to finance a whole business start-up including materials, supplies, publicizing, and a backup stash. These credits can convey productive organizations to the absolute most dejected places on the planet, and the success of even a couple of entrepreneurs can be sufficient to help lift a whole town out of neediness. Banks customarily don't make credits that little, which is the place microfinancing comes in.

5.8. Micro-finance Grants:

There are likewise microfinance grants that are offered by different organizations. The thought behind microfinance awards is that little gifts given to particular towns, independent venture new companies, or quite certain tasks will be a more effective method for utilizing gave cash than an extensive scale gift. One of the real points of interest of a microfinance give is that the structure powers a reasonable use for the cash. Each allow can be followed to a particular individual,

business, or place instead of huge scale philanthropy, where it's simple for some, gifts to get lost in an outright flood or get eaten up by organization expenses.

5.9. Micro-finance Charity:

One of the most active sectors of microfinance is charity. Microfinance has gotten on with numerous philanthropies that enable individuals to give straightforwardly to an undertaking requiring financing without utilizing a bank as a go between. Kiva is one case of a philanthropy that does this. An individual asking for a microfinance credit can recount his story, what he needs the cash for, and what amount is expected to go ahead. A man can glance through the individual demands and utilize bkash to give anyway much she needs toward these credits. The philanthropy takes a little rate, and afterward gives these advances out with low financing costs to enable individuals to subsidize microfinance extends over the world.

5.10. Women empowerment:

Microcredit programs' primary target is women. There are solid confirmations that, microcredit programs add to women's' strengthening. One predictable finding is simply the expanded certainty and expanded confidence. Another is ladies' expanded in basic leadership in the zones of family arranging, youngsters' marriage, purchasing and offering of properties and sending girls to class. There have been a few confirmations that individuals from microfinance foundations can stop abusive behavior at home because of individual strengthening and through gathering activity. In Bangladesh, microcredit programs have additionally expanded ladies' cooperation in the exercises of neighborhood government. A few ladies microcredit customers have been chosen as Chairpersons and Members of different Union Parishads, the least and most energetic level of nearby government. Presently ladies microcredit customers take more prominent jobs in network exercises and sorting out for social change.

Others Micro-finance Activities:

The NGO have taken some huge activities to deal with the destitution circumstance in Bangladesh considering certain viewpoints expressed beneath:

- a) Speedier financial development accomplishment process
- b) Human Resource advancement
- c) Specific target setting for poor

Consequently, a consolidated procedure considering each of the three expressed angles is important to attempt. In the accompanying area, as a development/some portion of these joined procedures some key exercises as of now started by NGOs are talked about.

CHAPTER:-SIX

FINDINGS

6. Findings:

We find some Micro-Finance Activities of Association for Social Advancement (ASA) Bangladesh. They are described below:

- **Education Program** are currently provides tuition assistance to **285,000** underprivileged children across the country
- **Health Program** have 54 Primary Health Centers have been established in the comparatively backward areas of the country
- **Agriculture Program** is implementing Small Dairy farm, Fish farming, Mushroom cultivation, Argo equipment loan, Vermicompost etc. projects.
- **Sanitation Program** of ASA works to improve sanitation facilities of the poor households through providing soft loan and imparting training to the masons,
- Social Development component focuses on building human and socio-political assets of the poor especially women through institution building, awareness raising, training and collective social mobilization
- ASA provide business loan TK 10000 to 500000.
- Micro-finance Grants to specific villages, small business start-ups
- ASA provide charity a very low interest rate.
- ASA has increased Women empowerment now Women are contributing in decision making in the areas of family planning, children's marriage, buying and selling of properties and sending daughters to school.

Find some problem:

- There some problem like as there is no number of sufficient primary health centers.
- They do not give enough time to repay loan.
- **Under Agriculture Program** they implementing Small Dairy farm, Fish farming, Mushroom cultivation, Argo equipment loan, Vermicompost But they do not provide proper supervision.

Suggestion:

There should build up more than 54 primary health centers.

- There should give enough time to repay loan.
- Under the Agriculture Program there should provide proper supervision.

CHAPTER:-SEVEN

CONCLUSION & RECOMMENDATIONS

7. Recommendations:

After making this report we have some recommendations:

- * There should build up more than 54 primary health centers.
- *There should give enough time to repay loan.
- *Under the **Agriculture Program there should provide** proper supervision.
- *ASA MFIs ought to enhance their correspondence procedure between head office and branches rapidly.
- *The poor people should be motivated for self- employed.
- *The rate of intrigue ought to be diminished
- *The specialist organizations ought to be very much acted, tolerant
- *Health facilities must be up-to-date. Safe and sound maternity is highly essential.
- *The person who is totally unfit to reimburse credit ought to be given some concession.
- *Some sectors should be created so that the poor people may invest their money
- *Borrowing to meet prerequisites, for example, marriage, burial service, house development and wellbeing;
- *Universal essential training ought to be guaranteed.
- *The poor people should be encouraged for self-employment avoiding begging
- *It should assign necessary manpower for its financial and operation sector.
- *The decision making process especially in the finance department should be more fast.

7. Conclusion:

The end part is straightforwardly associated with the reason. The investigation will be outlined so as to answer the research questions and fulfill the reason for the Internship report.

At present, for the improvement of the penniless and the powerless, the untended populace of the general public, ASA (NGO) Non-Government Organization is tremendously recognized. It was demonstrated that the dynamic existences of NGOs are an aid for the generally speaking and social improvement of Bangladesh. ASA NGOs began in a war hit Bangladesh with alleviation and restoration program. At the present time they are inescapable in Bangladesh's financial, social, geographic, family arranging, instruction, and wellbeing and so on. ASA MFIs have demonstrated themselves as the genuine partners of the legislature in destitution destruction and socio-social improvement. Much of the time (miniaturized scale credit) NGOs are more effective in a few parts of improvement where the administration is assuming a secondary role.

There are some limitations, the NGO's are working positively and have been accepted as an effective tool for poverty alleviation. Bangladesh govt. has given top priority for poverty reduction. Here micro-credit of different NGO's is the most important weapon for poverty reduction. We hope that if concerted effort is made, poverty can be reduced significantly in Bangladesh.

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