

Report On
Respond in Covid-19 by “VAALO avant-garde Ltd.”

By

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Student ID: **16304152**

An internship report submitted to the **Brac Business School** in partial fulfillment of the requirements
for the degree of
Bachelors OF Business Administration

Brac Business School
Brac University
September 25, 2020

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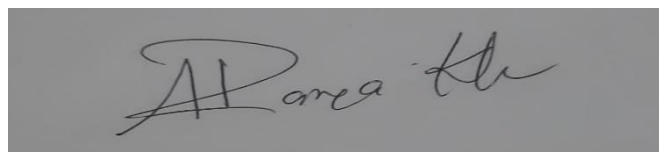
Declaration

It is hereby declared that

1. The internship report submitted is my own original work while completing degree at Brac University.
2. The report does not contain material previously published or written by a third party, except where this is appropriately cited through full and accurate referencing.
3. The report does not contain material which has been accepted, or submitted, for any other degree or diploma at a university or other institution.
4. I have acknowledged all main sources of help.

Student's Full Name & Signature:

Md. Salman Osman Aranya



Student Full Name

Student ID

Supervisor's Full Name & Signature:

Ms. Mahreen Mamoon

Assistant Professor

Supervisor Full Name

Designation, Department

Institution

Letter of Transmittal

Ms. Mahreen Mamoon

Assistant Professor

Brac Business School

BRAC University

66 Mohakhali, Dhaka-1212

Subject: Internship report on Respond in Covid-19 by “VAALO avant-garde Ltd.”

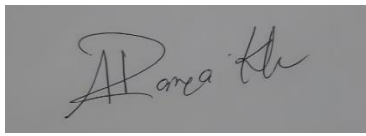
Dear Madam,

In connection of my practical orientation in VAALO avant-garde Ltd., I would like to submit my report to you for your scrutiny. I have prepared this report on the basis of my practical experience at corporate office of VAALO avant-garde Ltd. It is a great pleasure for me to present you this report under the title of “Respond in Covid-19 by VAALO avant-garde Ltd.” which I was appointed by your direction.

I have attempted my best to finish the report with the essential data and recommended proposition in a significant compact and comprehensive manner as possible.

I trust that the report will meet the desires.

Sincerely yours,



Md. Salman Osman Aranya

Student ID: 16304152

BRAC Business School

BRAC University

Date: September 25, 2020

Non-Disclosure Agreement

This agreement is between “VAALO avant-garde Ltd.” and me as of Brac University student to use the information for my project work named “Respond in Covid-19 by VAALO avant-garde Ltd.” which is not released anywhere rather than my project work and presentation.

Here in my project I have used basic and business information of VAALO avant-garde Ltd. and have used the data that is specified and directed by my organizational supervisor. I have used all the information for my report after having permission from my organizational authority.

The organization agrees that in order to complete the criteria of the course in which it is enrolled, the applicant must make a detailed presentation about the project and that this application includes information on the company to the audience that has not signed any non-disclosure agreements. VAALO helps me to avoid confidential information. This Agreement may not be altered except by written instrument signed on behalf of each party.

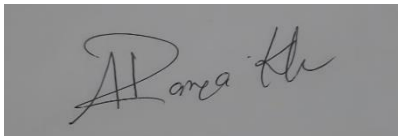
Name of Company: **“VAALO avant-garde Ltd.**

Supervisor Name: **Md. Arifur Rahman Arif**

Signature:  _____

Address: House: 17, Flat: B/1, Floor: 1st, Road: 22 Block: K, Banani, Dhaka-1213, Bangladesh.

Name of the Student: **Md. Salman Osman Aranya**

Signature:  _____

Address: Brac University, Mohakhali, Dhaka-1212, Bangladesh.

Description of Report: **Respond in Covid-19 by “VAALO avant-garde Ltd.”**

Acknowledgement

At first, I would like to express my gratitude and huge gratefulness to my Almighty Allah for giving me the necessary strength and patience for completing this report. Then I am really thankful to my organization, “VAALO avant-garde Ltd.” for assisting me in every possible way in preparing this report.

I acknowledged pleasant cooperation from team members of “VAALO avant-garde Ltd.”. I want to express my cordial gratitude to them for their true cooperation, without them it would not be possible for me to complete the report.

I would like to express my deep sense of gratitude & sincere appreciation to my internship supervisor Ms. Mahreen, Assistant Professor, BRAC Business School, BRAC University for her unceasing support & supervision during such challenging time of pandemic. Her suggestions and directions were precise and clear which was really a great source of spirit to complete the report properly.

Executive Summary

VAALO avant-garde is an independent social business venture initiated to create a platform of value attention development learning options and promoting positive social values in progressive ideas, ethically led innovations and goodness visioning in development efforts. This value driven organization have gone through lots of humanitarian works during the Corona virus period and still keep doing remarkable works. As an employee, I actively participated and directly engaged with those good piece of works for the society. As my internship program took place during the lock down period and my most of the office works were related to respond in Covid-19. That is why I have written this report based on my organizational tasks. This project report contains the portrait of social supportive works in respond to Covid-19 initiated by my organization “VAALO avant-garde Ltd. Thoughtful findings and analysis of the activities are properly done in this report.

Key Words: Value; Covid-19; Humanitarian; Respond; Society; Lockdown.

Table of Contents

Topics	Page Number
Declaration	i
Letter of Transmittal	ii
Non-Disclosure Agreement	iii
Acknowledgement	iv
Executive Summary	v
Table of Contents	vi
List of Diagrams	vii
List of Acronyms	viii
 Chapter 1: Overview of the Internship	
1.1 Student Information	01
1.2 Internship Information	01
1.3 Internship Outcome	03
 Chapter 2: Organization Part: Overview, Operations and a Strategic Audit	
2.1 Introduction	05
2.2 Overview of the Company	07
2.3 Management Practices	13
2.4 Marketing Practice	14
2.5 Financial Performance & Accounting Practices	18
2.6 Operations Management and Information System Practices	19
2.7 Industry and Competitive Analysis	24
2.8 Summary and Conclusions	27
 Chapter 3: Project Part: Respond in Covid-19 by “VAALO avant-garde Ltd.”	
3.1 Introduction	27
3.2 Methodology	29
3.3 Findings and Analysis	29
3.4 Summary and Conclusions	38
3.5 Recommendations	39
References	40

List of Diagrams

Sl. No.	Title	Page no.
Diagram-1	View of a part of the VAALO's Corporate Office	07
Diagram-2	Organizational Management Hierarchy	14
Diagram-3	Sample Newsletters of "VAALO avant-garde Ltd."	15
Diagram-4	"Tea Coffee & We" Seminar	16
Diagram-5	Some Published Newspaper Articles	17
Diagram-6	Some Moments from the research works.	20
Diagram-7	Some Moments from training program	23
Diagram-8	Soap and face mask distribution	30
Diagram-9	Moments from the "Iftar" distribution	30
Diagram-10	Health care providers are wearing our PPE	31
Diagram-11	Cloth Masks prepared by VAALO avant-garde Ltd.	33
Diagram-12	Seminar Banner Connecting Science and Community: COVID-19	35
Diagram-13	Seminar Banner Public Health & Child Safety in COVID-19 Pandemic: Regional Experiences	36
Diagram-14	Seminar Banner: Powering your Mind in Covid-19 Pandemic	37
Diagram-15	Covid-19 related information leaflets	38

List of Acronyms

PPE	Personal protection Equipment
MSB	Marie Stopes Bangladesh
GNI	Good Neighbor International
BAS	Bangladesh Accounting Standards
BIN	Bank Identification Number
TIN	Tax-Payer Identification Number
IT	Information Technology
CC	Close Circuit
MoU	Memorandum of understanding

Chapter 1: Overview of the Internship

1.1 Student Information: This part will describe all the necessary information about the person who is completing this report. This report is basically going to be written by me with the purpose of completing my graduation from Brac University, so the information will be given in detail here.

1.1.1 Name & ID: This is Md. Salman Osman Aranya from “Brac Business School”. I have started my journey in Brac University in 2016. I took admission in the spring slot of 2016. Currently my ID is 16304152.

1.1.2 Program & Major: I have selected BBA as my area of program as I wanted to be a part of Brac Business School. Going through my undergraduate semesters, I have realized my potentials and properly examine myself continuously to get the proper idea in which way I should pursue my career. Finally, I have decided to complete my graduation in BBA program by doing dual major. I have selected “Marketing” as my first major and “HRM” as another major. I found myself suit for marketing, I really enjoyed applied works related to this field and put my passion in it. During my early period of undergraduate life, I also engaged myself in several part time marketing jobs which gave me the strength in believing that Marketing should be my major area for carrying out my career. On the other hand, Brac University helped me to develop my management and leadership skills through clubbing platforms. Where I learned many management oriented skills. I felt the necessity of developing myself more as I was doing quite well in management areas and finally I have become the “Vice President” of one of the significant club of Brac University named “Brac University Leadership Development Forum”. All these things pushed me to develop myself in management as I have got the faith in me that in future, I may do well in this sector as well.

1.2 Internship Information: During my final semester I have got an opportunity to work for a limited company which is a social enterprise. They called me for interview and consequently offered me a full time job there with flexible timing for my designated university class schedule. I found the organization quite alright for me to give a good start to my career, so I have joined the company as “Business Development Associate” with the structure of 3 months extended probationary period. However, I was working here quite well and decided to complete my internship program from this organization. Details about my internship will be given here.

1.2.1 Period, Company Name, Department, and Address: I have joined a limited company named, “VAALO avant-garde Ltd.” It is a social enterprise and a humane development platform. I have joined here on the date of 20th February, 2020 as a “Business Development Associate”. My department is basically business development. However, my work is also related to the management works of the administration in this office. Currently, the corporate office of VAALO avant-garde Ltd. is situated in Dhaka Banani. The exact address is- House # 17, Flat # B/1 (1st Floor), Road # 22, Block # K, Banani, Dhaka-1213. Besides the address of our head office is- House # 178, Floor # 2nd, Road # 2, Eastern Lane, Mohakhali New DOHS, Dhaka-1206. I work in the corporate office of VAALO avant-garde ltd.

1.2.2 Internship Company Supervisor’s Information: In the office, I directly work under the Manager. He is also the organizational supervisor for this internship program. His name is, “Md. Arifur Rahman Arif”, MBS, CA (cc), ITP, Fellowship LL.B. He is the Manager, Accounts & Business Development of VAALO avant-garde Ltd. My supervisor is wonderful person with great leadership skills. There is lots of practical things to learn from him. Already I have learned many technical skills and different management styles from him.

1.2.3 Job Scope – Job Description/Duties: The VAALO avant-garde Ltd. appointed me with some of the crucial responsibilities. I did not get significant amount of duties from the very beginning but my assigned works were fully specified in my appointment letter. Those are-

- Managing, Coordinating and supporting the basic requirement of any program and research related business development activities of the company’s as applied and relevant to.
- Responsible to coordinate, liaison and communication with the any collaboration work and clients of the company as when needed.
- Support company management.

Besides these formal duties, I also get scope to work in several technical works in different events. On the other hand I have to work on preparing different official write-ups and had to support in our monthly and quarterly newsletter publishing. There sometimes I have to work as a composer and also as a designer. In this way this job help me to open and explore myself in diversified work field very professionally, this way, I got the opportunity to learn many things which is also significantly beneficial for my career.

1.3 Internship Outcome: During an internship period, it is very important to achieve a better outcome for both ends. Not only in internship program but also for an organization, it is vital to get proper service from its employees and ensure employee's benefits as well. In this office the similar kind of things as been noticed by me so far. Benefits and outcomes for both employer and employee in this VAALO avant-garde will be explained here.

1.3.1 Student's contribution to the company: As a regular employee of the company, I have tried my level best to ensure authentic service to my company with my full acquired wisdom gained so far. I always take my works seriously and continuously have given my effort to ensure company's 100% success to any sort of works or projects. However, I have tried to contribute on the following sectors of the company-

- Strongly supported the office management in several tasks.
- Contribute in planning different programs and also in implementing it.
- Gave proper assistance in monthly and quarterly newsletter publication of the company.
- Organizing several CSR programs for the company.
- Provided technical support in research works.
- Perform different sort of digital and analog marketing of "VAALO avant-garde ltd".
- Maintain strong communications with the regular vendors.
- Perform external communications of the company.

1.3.2 Benefits to the student: As I previously mentioned that this internship program is beneficial for both parties. In my opinion, the first thing I get from my organization is "Professionalism". The environment of the office and other officials gave me one of the distinguished learning experience. I will discuss precisely about some of my key benefits here.

- The vital payback was experiential learning. The work place learning that I have acquired through observation, communication & guidance from my supervisor was simply remarkable.
- I have gone through some professional experiences that has never knocked my mind before but those were really necessary indeed.
- I got one of the best guidance from my supervisors and other senior employees of the organization regarding my career, they profoundly helped me to see the real scenario of the world.

- I have managed significant levels of networking in research and public health sector along with the publication media filed by working here in “VAALO avant-garde ltd”.
- Besides the company provides us good amount of recreational benefits and support us in many ways.

1.3.3 Challenges & Difficulties: As a small social enterprise, we all work together and support each other every time while necessary. In this way working difficulties were solved every time. Still some of the mentionable difficulties that I have faced during this period will be mentioned here.

- One of the biggest challenges was “Covid-19”. Our on field CSR activities became very difficult and risky as well during the pandemic period while the whole country was locked down. For the sake of humanity we all together took the challenge and tried to contribute as much as we could and still can.
- Initially online meetings and maintaining office work were a bit challenging.
- During Covid-19 lock down period, like all the other organization, our company income were hampered at a huge extent. Being a small startup enterprise, it was difficult for the company to run the business, in that moment, I also went through some financial challenges.

1.3.4 Recommendations: Basically, I don’t have notable recommendations to make for my organization, as it is already a firm with a noble believe and guided through virtuous ideas. In business point of view, I can just make some comments. They will be explained here.

- What I have noticed so far is that my company takes very good care of its employees. They maintain proper honesty and keep the employee satisfaction very high even in a timeline like Covid-19. In that case our company incurs many costs that can be minimized.
- On the other hand, having very less income during the Corona Virus period, my company didn’t stop doing it’s social welfare and CSR programs. These events proved costly. So I can recommend that this company may reduce its social welfare works during shortage of financial aid.

Chapter 2: Organization Part: Overview, Operations and a Strategic Audit

2.1 Introduction: In this part of the paper, the overall idea of my organization will be given. There will be objectives, data collection method and other important aspects will be included.

2.1.1 Objective: The main purpose of writing this report is to project light on the responds done by the organization during this Covid-19 timeline. As value propagating small venture, VAALO avant-garde ltd. has taken some initiatives rather being fully shut down during this challenging times. So my motive is to arrange and uphold all the works they have done so far, analyze them with proper gravity and finding out the social output they have achieved with it. Besides I can split out the objectives in two basic parts. One is broad objective and other one is additional objective. Let us talk about in detail about that-

Broad Objective- The fundamental objective which I have already mentioned that is to lift out the activities or responses “VAALO avant-garde Ltd.” has made during this pandemic as social and ethical piece of work.

Additional Objective- Keeping the broad objective in mind, I also have some additional objectives to be full filled while completing the report. These objectives are briefly pointed out below-

- I want to figure out how this small social venture can put a large effect on humanity and set an exemplary difference in the society.
- Also I wanted to see the how can small team effort can be signified and multiplied. Basically the method and effective way to do such social responses, so that others can also be inspired and take respective initiatives.
- To analyze the productivity and effectiveness of their works and responses.
- To create a portfolio or data that can have the record of Covid-19 period social welfare works by VAALO avant-garde Ltd.

2.1.2 Methodology: The method of data collection regarding this report will be describe in this phase. As small organization with a very limited employees, I did not have much access to any sort of secondary data to prepare this report. All the data for preparing this report have been collected from the employees, company profile (physical documents, existing at the office), company's website (I will attach the link in the reference part), my supervisor and also from my on the job event experience. However I am describing the data collection ways dividing two parts-

Primary Data: This data are basically collected directly from first experiences. These are-

- Face to face interaction with my colleagues individually whenever I felt necessary to collect a data for preparing the report.
- Arranging some focus group discussion to get more idea about the organization.
- Sitting with my supervisor at office and asking several questions that are relevant to fulfill the need of this report.
- As I am basically working in business development department and working with office management, so some of the data are the cultivations of my direct experiences.

Secondary Data: Basic Information about the organizations like, profile, mission, vision, goals are taken directly from the organization website.

2.1.3 Data Analysis and Reporting: All the data that have been collected are properly analyzed shorten, written and checked by my designated organizational supervisor. Besides after arranging the required data for the report, with the proper guidance of my organizational supervisor, draft copy has been prepared couple of times and that draft has been cleared by the higher authority of the organization as well.

2.1.4 Scope: This internship report has been prepared to reflect and demonstrate the Corona virus responses initiated by this social venture, "VAALO avant-garde Ltd. in future this report will help to know about the challenging operational story line during the period of pandemic, besides this report will also help to figure out the effective key ways to contribute to the society and will help to understand the meaning of change. For my personal aspect, this report help me to work and explore the several organizational domain that are not subject to my job but it gave me a better understanding. Moreover, I have learned many things while preparing the report that will help me to prepare such kind of write-ups in the upcoming future as well.

2.1.4 Limitation: There are some limitations I have to face during the whole period. Those are pointed out below-

- First of all, as a startup small organization, there was a very minimal data and records about the organization. So some of the areas were not satisfactorily covered. It would be better for me to highlight the history and operations of the company broadly, but I have to struggle for the arrangement of the data and to composing the report with a proper standard.
- Secondary data sources are always helpful and less time consuming, but I have to go through maximum primary data which was lengthy and difficult to manage during regular designated office tasks.

2.1.5 Significance: As I have already clearly mentioned the motive behind preparing this report which is to uphold the social responsibilities during a pandemic period by a small firm like “VAALO avant-garde Ltd.”. The fundamental cause behind this report is indeed very thoughtful. This report bears the record of those significant works that are somehow related to the social responsibility of every kind of small or big institution. This report can be set as a piece of motivation and inspiration for others. This record will make other realize the noble cause of being human and importance of serving the community. I hope, this small piece of effort will bring about little changes and ultimately it will be start of a broader change to create a new normal supportive world.

2.2 Overview of the Company: In this section, an elaborative information will be discussed about VAALO avant-garde Ltd. As a small social venture, I will briefly try to portrait the basic information in details and will try to cover all the functional areas of “VAALO avant-garde Ltd. as much as possible.



Diagram-1: View of a part of the VAALO's Corporate Office

2.2.1 Brief Profile of VAALO avant-garde Ltd.: VAALO (Value Attention Alternative Development Learning Options) avant-garde Ltd, a creative way forward of Humane Development, Innovations & Social change initiative which was established in the year 2015.

VAALO avant-garde is an independent social business venture initiated to create a platform of value attention development learning options and promoting positive social values in progressive ideas, ethically led innovations and goodness visioning in development efforts. This is a thoughtful way forward platform of value attention creative learning, social & technical innovation, intellectual & emotional exchange on social advancement with a local and global connectivity.

This venture initiated for developing and originating value added and ethically guided human development business model to make available to various sectors of social business & corporate and other intellectual & student communities. The business platform will create opportunity of emotional exchange & connectivity of social development and business community, good thinkers & actors to develop a value led society.

VAALO avant-garde Ltd. links people's knowledge power, compliment value attention human development for multiple business ventures, innovates alternative development learning options. Advance ethics & social values to transform into the knowledge base. Connect the good thinkers & social actors locally and globally to promote alternative development thinking. Promotes and supports values & goodness as a superadded filler approach to ramify in every important sphere of the society to propagate positive social values in social change making process.

2.2.2 Vision: A value responsive ethically advanced society where people have freedom & space to develop & grow with their full potentials, excellence & creativity to propagate a positive social change velocity in the ever changing world.

2.2.3 Mission: To strengthen the social & development sector as a super added filler through advancing ethically guided & value attention alternative development learning and management matrix, innovation, demonstration, intellectual & emotional connectivity platform for transforming and propagating positive velocity force for social change.

2.2.4 Values & Beliefs: VAALO avant-garde is driven by many core values and pure believes. They are briefly pointed out-

- Value added & ethically guided knowledge base has strong ability & power for achieving positive changes.

- Goodness, Values, Ethics are the guiding forces to ramify in all spheres of our society.
- Transparency & Trust, accountability are keys to earning peoples' heart.
- As Economic poverty there is another cognitive dimension of poverty at mental level which needs to be removed to enhance & accelerate the speed of race against economic poverty.
- Thinkers and promoters of goodness live in isolation; a responsive society encourages & values their connectivity.

2.2.5 Approach: VAALO avant-garde is moving forward with diversified approach to establish their values and believes. All the approaches are described here-

Value and Innovative Learning: Act as catalyst to promote value and innovate learning options through value attention education, skill and human development and empowerment training and capacity building. The learning approach anchor in depth cognitive attention to develop understanding thinking and analytical skills to create and transform knowledge to application end.

Management Development Matrix: Researching, Evidencing & communicating alternative development matrix which is connected to idea generation to plan to action to solution in both narrow stream and big picture level. Creating evidence in value centered alternative development and management matrix to support and accelerate social development response from policy to practice.

Connectivity of Emotional Intelligence: Connecting platform of ideas & values, intellectual & emotional exchange and cross learning which is of physical and virtual nature and is totally based on intellectuality and emotional connectivity which is energized by value, morals, ethics and goodness.

Trending Ideas, Accelerating Change: Network of social actors & trending ideas, actions & integrated response, Actors Research across development and diversity and creating space for information, communication of ideas, facts and evidence to the policy process for social change.

2.2.6 Service Area: VAALO is proud to have been able to offer its services in at least eight (8) broad areas stipulated below:

Research/Study/Survey conduction and Consultancy-

- ✓ Socio-economic study
- ✓ Survey and research

- ✓ Sectorial Study
- ✓ Appraisal of Development Projects
- ✓ Project Evaluation
- ✓ Human Resources Development
- ✓ Organizational Development (OD)
- ✓ Management Consultancy

Training & Capacity Building-

- ✓ Project & Program development.
- ✓ Project management.
- ✓ Supervision, Monitoring & evaluation.
- ✓ Conflict management & negotiating skill
- ✓ Gender, ethics & human rights.
- ✓ Human resource management & development.
- ✓ Value add Leadership development.

Technical Value add in Development-

- ✓ Public Health issues (MNCH, Nutrition, SRHR & Gender, HIV/AIDS).
- ✓ Ethics & Human Rights.
- ✓ Adolescent & young health care strategy & system development.
- ✓ Health system development & strengthening.
- ✓ Social inequity & social exclusion.
- ✓ Value & Quality add in Education science.

Deep Learning Skills & Humane Development-

- ✓ Understanding development & translating ideas of change.
- ✓ How to write a social science research proposal.
- ✓ Basic science communication.
- ✓ Strategy & Policy brief development.
- ✓ Evidence base policy communication.

Idea Exchange Platform (Thinkers & Actors)-

- ✓ Workshops, seminar for cross learning & interexchange of ideas, values and emotional intelligence.
- ✓ Professional counselling & career consultation.

Trending Ideas in Development & Management-

- ✓ Value attention alternative development learning.
- ✓ Understanding the development management matrix.

2.2.7. Founder & Managing Director of VAALO: “Dr. Nazneen Akhter”
Public Health Program, Research & Policy Planning expert. Founder & Managing Director
VAALO avant-garde Ltd & Sr Faculty, Public Health at NSU.

Dr. Nazneen graduated in medical science (MBBS) from SOMC (Chittagong University), then completed her MPH from NIPSOM, (Dhaka University). In the year 2000-2001, she did her Diploma from LSHTM (University of London) & MSc in Health Policy Planning & Financing (HPPF) from the London School of Economics (LSE) UK. She has also obtained her fellowship in International Maternal Health care & Gender from Uppsala University Sweden, and International Leadership fellowship from Asian Health Institute, Japan also fellow of Good enough college, London, UK.

In 2018-19 she worked as Technical coordinator (Sr. Technical Advisory role) in IEDCR (National Institute of Epidemiological Disease Control in their collaborative project with CDC Atlanta & CDC Foundation for their Bloomberg Data for Health initiative (D4H) program implemented in Dhaka. Before that, she was Country Director in Oxford Policy Management (OPM Bangladesh) and Head of Health in Friendship Intl. From 2003-2011, she was the Executive Director of the HIV/AIDS & STD Alliance Bangladesh, assuming a stewardship role in organizational management, fund-raising, policy formulation, project & program innovation, research and change management; during the period (08 years) she oversaw a significant expansion of the organization. Nazneen has also held senior roles in other development organizations, such as, in Bangladesh Women’s Health Coalition (BWHC) as DED and Director Program and as Program Manger role and worked there for 10 years and in the beginning of her career engaged in Terre des Hommes Netherlands at their Bangladesh operation as program manager.

Dr. Nazneen's key areas of expertise are in: organizational development leadership & innovative project management; identifying growth opportunities & change management in institutional development; leading strategic process & policy formulation, including program planning, health care & health system strengthening, innovation & research in Public health, and social development. Her passion and future interest of work focus around the Human resource development in education & social development field in alignment with SRHR, poverty, social disparity, gender & human rights, bioethics embracing the arena of public health leadership development and management.

Dr. Nazneen is widely published with her research work and recognized for her work in promoting women’s leadership and value attention humane resource development. Also contributing tangibly as a fellow or member of National One Health Coordination committee,

National Nutrition Council, Women Economic Forum (All Ladies League), Bangladesh Bio Ethics Committee & others.

Nazneen's long drawn aspiration towards social empowerment and value attention social change making inspired her for founding the VAALO avant-garde social improvement platform. A platform of value attention development learning options and promoting positive social values in progressive ideas, ethically led innovations and goodness visioning in social development efforts.

2.2.8. Director and Co-Founder of VAALO: “Amr Ravine” is the Director and Co-Founder of VAALO avant-garde Ltd. He is an operations professional in IT & Data Science, pursuing a Masters in Information Technology, majoring in Business Information Systems. He is experienced in e-commerce startup operations manager, with a demonstrated history of working in the internet industry. Skilled in Search Engine Optimization (SEO), Microsoft Excel, Web site designing (html, CSS, dream weaver) Content Writing, Customer Service, and Word Press, also in programming (C++; Python; basics) data base management (My SQL) & CISCO Packet tracer

Recent work experience in Ultra Music Festival, Sydney, Australia as communication Ambassador and also as Appeal Assistant, UTS Advancement Company at University of Technology Sydney, and played important role in reconnecting with UTS Alumni, engaging and updating their credentials on the Alumni database. Collected donations from Alumni towards UTS scholarships for Indigenous students.

In 2016 to 2017 Oct worked at Ever jobs Bangladesh at different capacity starting from sales Associate where he used to manage Salesforce leads, handover process for clients. Uploaded all relevant content to ever jobs website. Analyzed ever jobs website for interface and overall development. Then promoted as Content & sales Executive where role linking sales and website content administration played. Monitoring customer, listed performance, prioritized leads, analyzed on the performance of the platform. In the same year further promoted to an expanded role as Head of Content & Operations, where he Supervised, trained and planned content, operations & customer support departments for overall output development. Ensured content consistency in terms of quality, tone and style optimization for search and user experience for all channels of content.

Also during his graduate study, took part in several social Volunteer activities of which several were acknowledged & awarded by the national & International community & authority. Also worked with JAAGO (2009-2011) as volunteer for various community service organizations and events organized by JAAGO and Community Action. Was team leader on Children's day for a team at IDB Bhaban point, helped to make a Vocal Dictionary for blind people in high school. In (2011-2012) engaged with NSU Debate Club, was a part of the organizing team; security, socials and transportation, of the North South University Asian British Parliamentary

Debate Championship held earlier in December of 2011. In 2013 also engaged actively with NSU Model UN Club as Director of Volunteering, Logistics of INMUN 2014 (Intra North South University Model United Nations) and also awarded as one of the best organizer.

Amr Ravine is one of the young passionate social actor with a strong aspiration in leading and trend setting in alternative development thinking and management matrix development in business information and management system. With that vision he has anchored to this VAALO avant-garde platform to contribute towards social change making process.

2.2.9 Thought Binders and expert team: They are the expertise and moral support team of specialization in development diversity , leadership management also in technical & communication leadership , and are uniquely placed in their own professional domain .The “Thought binders pool” team members are associated to the mission and value promotion by sharing their views and thoughts, extending their expertise as relevant as a member of this value driven alternative development learning options platform , playing role in energy making and binding our diverse thoughts to compliment in social change making. More details about our thought binders are available in our official website: <https://www.vaalogavl.com/index.php/about-us/thought-binders-experts-team>

2.3 Management Practices: In this segment, I am going to discuss about the management structure of the organization and the functions that are followed to maintain a good management practice in the office.

2.3.1 Managerial Structure: We maintain a well-organized chain of command in our office. As a small organization with limited staffs, we may have different sort flexibility in communication but here individual tasks are assigned and hierarchy of management is strictly followed here. The basic structure of our corporate office is portrayed below using a diagram.

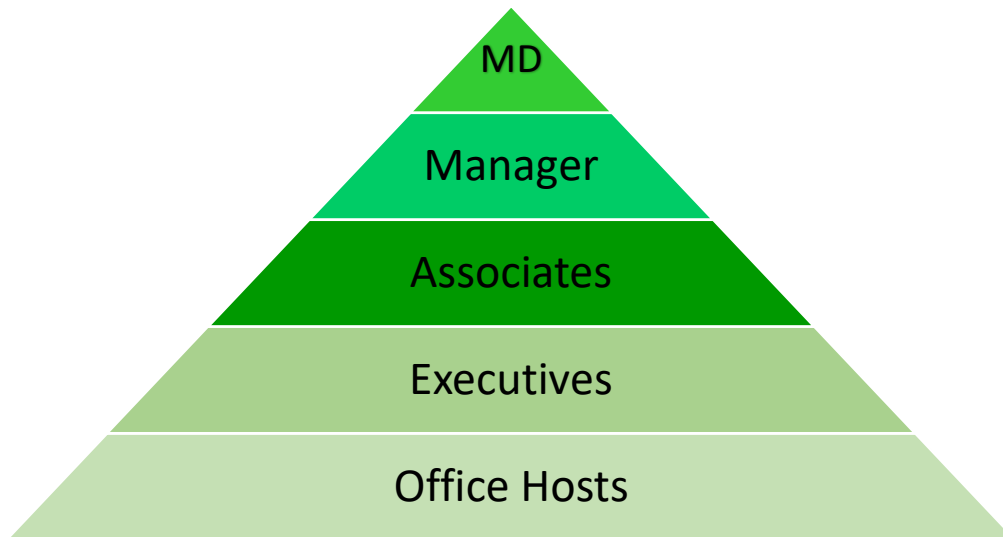


Diagram-2: Organizational Management Hierarchy

2.3.2 Office Meeting: Every week, management sit for a formal office meeting and every task is formally regulated to every staff. Assigned tasks are completed and reported to the respective higher management. In every meeting we maintain a fixed formal standard. We maintain meeting minutes of every office meeting maintaining a fixed format.

We also organize a big team meeting in every month with our thought binders and external ambassadors. Usually we arrange meetings at our head office but in this pandemic period, we have conducted our formal meetings on an online platform named, “ZOOM”. Recently we have bought a zoom window of our own and maintaining our formal office meeting over there.

2.3.3 Office Environment: The office environment is very comfortable and perfect for working experience. We care and value our each and every employees mental domain, that is why we put extra effort in maintain proper environmental balance in the office. Besides we have our core values, we respect each other thought and opinion. Lower level staffs are also treated with due respect, one of the set example by VAALO is that, we have a respectful designation for our lowermost staff, that is “Office Host”. However with the thoughtful and significant designed pattern we tried our best to give our office a lucrative arrangement. This environment directly affects positively the regular management practice of our organization.

2.4 Marketing Practice: As a small social venture, we have not gone through heavy commercial marketing practices in our firm. However, we have some key activities by which we try to uphold our organization in front of people. We will be discussing those marketing practices individually here-

2.4.1 Organizational Newsletters: Since the late period of 2019, we are publishing our official newsletter in both monthly and quarterly basis. In this newsletter we usually try to capture different regular facts and social thoughts. People of different specialized platform, send their write-ups and we portrait their thoughts through our newsletter. Besides we also reflect our office events and programs and our professional piece of works in our newsletter.

We basically send these newsletters through email to our different community with whom we have our connectivity. In this way, we try spread our noble thoughts and virtuous ideas.



Diagram-3: Sample Newsletters of “VAALO avant-garde Ltd.”

2.4.2 ‘Tea Coffee & We’ Seminar: To maintain and expand our community connectivity, we, “VAALO avant-garde Ltd.” organize small seminar on different occasion with different demographical segments. Through this approach we try to get the inner opinion of the people and spread them to the society. We have done some successful seminar before the pandemic, which has got good number of appreciation. The last “Tea, Coffee & We” we seminar was held on the occasion of “International Women’s Day 2020”. That seminar have achieved huge positive response and we have managed to connect with a student community of mixed gender through this seminar.



Diagram-4: **‘Tea Coffee & We’ Seminar**

2.4.3. National News Paper Articles: Our Managing Director, “Dr. Nazneen Akhter” and other thought binders and big team members often publish their different research and thoughts through articles and write-ups in different National newspapers where they also reflect the organization and its goals with different related activities. In this way sometimes we get minimal marketing exposé through newspapers as well. Most of the time we have got the opportunity to publish the article in the “Daily Jugantor”. Our higher management has good liaison and relationship with some of the journalist of “Daily Jugantor”. We invite them to our seminars and meetings as well and they also sometimes have written some articles on VAALO avant-garde Ltd.

2.4.4 Social Media: We also uphold our activities and programs through some of the popular Social Medias. Initially, we have not taken this social media as one of our marketing tool, but due to growing demand of the market, we have recently started to build our communications through social media as well. Currently we are on four well known social media like, Facebook, Twitter, LinkedIn and YouTube. In this every social platform we try to expand our thoughts, promote positive and humane values that we believe in ourselves.

Facebook Link- <https://www.facebook.com/VAGLbd/>

Twitter Link- https://twitter.com/vaalo_avgl

LinkedIn Link- <https://www.linkedin.com/in/vaalo-avant-garde-ltd-0bb473191/>

YouTube Link- <https://www.youtube.com/channel/UCcTF7CjDsXjFyQBUqEmns9w/playlists?reload=9>

2.5 Financial Performance & Accounting Practices: In this part I will briefly discuss about the financial matters of the organization. Due to company policy, maximum financial data cannot be disclosed here but with help and guidance of accounts and finance department, I have got some idea about how the company is running currently.

2.5.1 Legal matters: VAALO avant-garde Ltd. is always sincere and clear on their legal matters. This company is actively keep proper accounts of every transactions. We always maintain the proper VAT & TAX policy of government in each of our expenditure. Accounts, bills and every financial documents are kept safely with proper recording. Our office management use BAS book keeping of every accounts. Every month we clear our BIN and TIN of regular transactions.

2.5.2 Financial Flow: Our small start-up organization is still running with the fund of the founder and owner itself. However, we maintain every major transactions through bank accounts. Our official account and employees salary accounts are maintained at “Shahjalal Islami Bank Limited”. We have really good relationship as organization with the “Shahjalal Islami Bank Limited” and we are also their “Priority Account” holder. All the internal and external transactions are done directly through our “VAALO avant-garde Ltd.” bank account.

2.5.3 Account Managing Software: Our office use the latest updated version of “Manager Account Software”. This help us to keep all the financial records properly and also assist us to analyze them in times of need.

2.6 Operations Management and Information System

Practices: “VAALO avant-garde Ltd.” ltd has its major operations in research and training. While maintaining these major operations, smooth flow of information and proper chain of command in maintained. We will talk about the major operations of VAALO here alongside with the technical and IT support management.

2.6.1 Research: VAALO have a unique and multi-diversity research team and able to conduct multiple research at a time. VAALO stated their journey officially from late 2019, however VALLO conducted several significant research for national and international development agencies.

VAALO and his team successfully two high value research and one advocacy strategy plan.

Good Neighbors Bangladesh (GNB) seek VAALOs technical support to conduct their end-line survey for the project tittle “**GNB CHW Result & Implementation Approach**”. This was a three and half years’ project. VAALO developed high standard methodology for carry out this special assignment and successfully completed this research field work, prepared high quality report and shared the significant findings with GNB and their stake holders as well. From this end-line findings GNB will be able generate their future business plan as well as they will better insight of their completed project.

Networking for Ensuring Adolescent Reproductive Health, Right and Services (NEARS). **NEARS** is a network of organizations and individuals working in the field of adolescent sexual and reproductive health rights and services (ASRHR). In Bangladesh. Under the NEARS umbrella there are number of national and international organization such as Marie Stopes Bangladesh, Plan International Bangladesh, ACLAB, CWFD, MAMATA, Population Council, RWDD GRAMUK and recently, NEARS is been registered as an independent entity for networking and advocating in favor of ASRHR issues and comprised of 64 members including NGOs, INGOs and Civil Society members those who are working on ASRHR. NEARS form in the early 2003 and from this they are working for Adolescent Reproductive Health, Right and Services. However they do not have professional and standard Advocacy Strategy and for this they deploy VAALO for developing NEARS “**Advocacy Strategy for the year of 2018-2021**”. VAALO developed a high quality advocacy strategy for NEARS members and other stakeholders. Though this advocacy strategy plan has been developed for NEARS members, however it will be used for national level advocacy, because mostly NEARS member have

joint program with Government of Bangladesh and they will use this document as guideline for their Advocacy.

Marie Stopes Bangladesh (MSB) established in 1988, our programme in Bangladesh provides a range of sexual and reproductive health services across the country. In Bangladesh we deliver our services through approximately 300 service delivery outlets, including 50 static centres, outreach teams accessing hard-to-reach and under-served communities, public sector strengthening, and social marketing channels all over 64 districts of Bangladesh. Marie Stopes Bangladesh operates in every single region of the country, delivering services and information to the country's underserved communities in a number of different ways.

MSB is the leader of Reproductive Health Care Service Delivery organization in Bangladesh and they have good reputation at national and international level. MSB conducted a special research for their policy making as well advocacy to the Bangladesh Government level. The research title was **“Menstrual Regulation with Medication (MRM) and Increasing Burden of post-Abortion Complications: A Situational Analysis”**. This research was jointly coordinated Marie Stopes International and Marie Stopes Bangladesh this was high quality research and ethical approval has been obtained before conducting this research one from Bangladesh Medical Research Council and other one from Marie Stopes UK. Marie Stopes Bangladesh recruited VAALO for conducting this special research. VAALO successfully completed this research shared findings with Marie Stopes Bangladesh, Marie Stopes International, Government of Bangladesh and relevant stakeholders and highly appreciated the research findings. Though this research has been conducted by Marie Stopes Bangladesh but its implication will be all over the world. On the other hand from this research findings Bangladesh Government will be able to develop their future strategic plan regarding MRM drug use in Bangladesh as well.



VAALO Team Leader conducting in interview



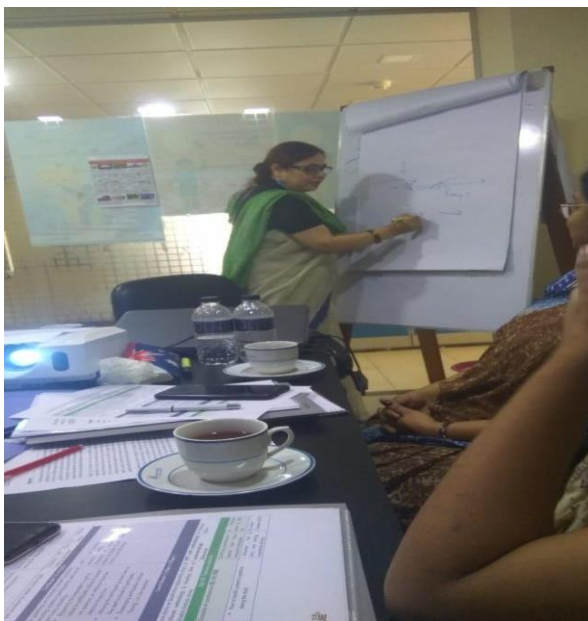
VAALO Team Leader and Research Investigators crossing canal



VAALO RI conducting interview



VAALO Team Leader Conducting FGD



VAALO Team Leader conducting training session



VAALO Team Leader conducting training session



Research findings sharing meeting

Research findings sharing meeting



VAALO Team Leader and MSB Team Members

Diagram-6: Some Moments from the research works.

2.6.2 Training and Development: Development through training is an unique approach of VAALO, however VAALOs every training is an uniqueness because VAALO conducting Training Need Assessment (TNA) before designing training curriculum as well as VAALO continuous monitoring during training conduction and ensure training quality. VAALO have 6 members' full-time training faculties and beside the regular faculties VAALO have more than 12 members' faculty panel which VAALO can be used as per their needs. VAALO's Team Leader is also Academician and Training Expert.



VAALO's Team Leader conducting training session MRM Study Team.



VAALO's Team Leader conducting training session MRM Study Team.



VAALO's one team member delivering his opening speech as National Consultant of UNFPA.

Diagram-7: Some Moments from training program.

2.6.4 Information System of VAALO: As a startup, VAALO has been developed well enough in its IT as well. The organization has its own web server and takes their service from the service provider name, “C-Panel”. VAALO avant-garde Ltd. has its own webmail where all the internal communications are regulated and performed.

Besides, our office has biometric tracking system for checking the regularity of the employees. In the corporate office, any employee has to scan his/her finger to check in and has to do the same while going out of the office.

On the other hand, our corporate office is much secured, we have properly maintained and cover all the necessary areas with the CC cameras. It helps us to monitor and balanced the corporate ethics and culture in the office.

2.7 Industry and Competitive Analysis: Here we will discuss briefly about the market scenario and competitive advantages and disadvantages in the market.

2.7.1 SWAT analysis of VAALO avant-garde Ltd.: SWOT stands for Strengths, Weaknesses, Opportunities, and Threats.

SWOT (analysis) is a strategic planning technique used to help an organization identify their Strengths, Weaknesses, Opportunities, and Threats related to their business competition or project planning. It will also help for developing better business management policy.

SWOT Analysis is a technique for assessing the four aspects of the business or an organization as well and through this technique, we can use SWOT Analysis to make the most of what we have got, to our organization's best advantage. On the other hand we can reduce the chances of failure, by understanding what is our organization lacking and other weak points as well.

VAALO's Evolution: VAALO (Value Attention Alternative Development Learning Options) avant-garde Ltd, a creative way forward of Humane Development, Innovations & Social change initiative which was established in the year of 2015 to meet their vision and mission.

Vision	Mission
A value responsive ethically advanced society where people have freedom & space to develop & grow with their full potentials, excellence & creativity to propagate a positive social change velocity in the ever changing world.	To strengthen the social & development sector as a super added filler through advancing ethically guided & value attention alternative development learning and management matrix, innovation, demonstration, intellectual & emotional connectivity platform for transforming and propagating positive velocity force for social change.

VAALO avant-garde is an independent social business venture initiated to create a platform of value attention development learning options and promoting positive social values in progressive ideas, ethically led innovations and goodness visioning in development efforts. This is a thoughtful way forward platform of value attention creative learning, social & technical innovation, intellectual & emotional exchange on social advancement with a local and global connectivity. This venture initiated for developing and originating value added and ethically guided human development business model to make available to various sectors of social business & corporate and other intellectual & student communities. The business platform will create opportunity of emotional exchange & connectivity of social development and business community, good thinkers & actors to develop a value led society.

VAALO avant-garde Ltd. links people's knowledge power, compliment value attention human development for multiple business ventures, innovates alternative development learning options. Advance ethics & social values to transform into the knowledge base. Connect the good thinkers & social actors locally and globally to promote alternative development thinking. Promotes and supports values & goodness as a superadded filler approach to ramify in every important sphere of the society to propagate positive social values in social change making process.

Strength:

- Public health program management and policy maker
- Research, Study/Survey conduction
- Capacity development expert
- Social development thinker and policy maker
- Advocacy
- Training conduction and TNA
- Educational curriculum development
- Workshop/seminar conduction
- National/international recombination
- International partnership
- National partnership and networking

Weaknesses:

- Newly developed organization
- Port-folio still not reach at yet
- Limited permanent resources

Opportunities:

VAALO have bright future and huge opportunity within short time, however at this moment VAALO have following opportunities

- Act as a national and international development partners of in-terms policy making and advocacy

- VAALO's unique motto will be nationally and internationally recognized
- National and international development organization and social venture will be used VAALO unique motto for increasing their social values and morality
- VAALO will be a recognized nationally and internationally knowledge sharing platform
- VAALO's ambassador will play significant role for comprehensive development process

Threats:

Now Bangladesh is a hub consultancy and huge international consultancy firm working in the Bangladesh and they are competing national level consultancy firm as well.

- Huge completion
- Resource drop-out
- Uphold specialty and quality
- Social un-rest
- Environmental hazard
- Political un-rest

2.7.2 Partnership: VAALO started his journey officially in the last 2019, however with in the time VALLO built a working partnership with Kailakuri Health Care Project and VAALO contributing to the community level health care services through Kailakuti Health Care Project.

Kailakuri healthcare project's philosophy is "health services provided for the poor, by the poor". Kailakuri is managed and operated by the poor. The project was founded and directed by New Zealander "Dr Edric Baker", until he passed away on 1st September 2015. The project has approximately 80 staff members, many of whom Dr Baker trained over a number of years, enabling the project to continue running smoothly after his death. All staff take part in weekly training sessions, run by the senior paramedics. There are two-monthly rotating internee doctors from "Gonoshastaya Kendra Medical College and Hospital".

2.7.3 Networking: VAALO have wide range of networking at national and interactional level. Specially built their networking though their innovative thought and technical leadership. VAALO built their networking two way i.e. individual level and organizational level.

Good Neighbors Bangladesh is a member organization of Good Neighbors International (GNI). Marie Stopes Bangladesh is a member organization of Marie Stopes International. NEARS Bangladesh, in collaboration with "Marie Stopes" and "Plan International Bangladesh". "Tredess Homes Netherlands", "Manusher Jonno Foundation".

2.8 Summary and Conclusions: In short, it is can be seen that “VAALO avant-garde Ltd.” indeed a true value driven social venture. Being a small enterprise, it run its business very ethically with proper systematic management. Though it has just started about a year ago, but it has already structured them very effectively and has done so many remarkable works out there. The future looks bright of this organization if they maintain their structure and pace of work like this.

2.9 Recommendations: VAALO avant-garde has already showed their quality and successfully reflected their values and believes through their functionality. So I don’t have significant recommendations for them, still I can hope and suggest some-

- Besides doing research and training they can move to little bit of social online business as well.
- As a new firm, their IT is fine enough, but they can move to more improved and advanced web service provider in near future. Currently they are using the service of “C-Panel” which is effective but they can shift themselves with “GOOGLE” like, G-Suit, Outlook etc.

Chapter 3: Project Part: Respond in Covid-19 by “VAALO avant-garde Ltd.”

3.1 Introduction: The purpose of this section is to give a precise description of my project. The goals and objectives intended for me to achieve as well as the data sources are described here.

3.1.1 Background: VAALO (Value Attention Alternative Development Learning Options) is an independent social business platform. It started working from 2015. The goal of this organization is a creative way forward of Human Development, Innovations and Social change. The venture links people’s knowledge, compliment value attention and alternative development options.

The novel Corona Virus. The life threatening subject now all over the world. We all know, there is no improvement of the situation till the present day. Neither the counting of affected patients are getting down nor the number of death. If we think about progress, then we have nothing without the hope of recovery fixation which will not be happening without the application of proper vaccine. That means our life is currently under threat till an uncertain period of time. Now, threatening to our life does not end our life. We living being has to survive and keep running our activities no matter what. But it is also necessary to stay safe and under proper guidance. Keeping exactly that in mind, VAALO avant-garde ltd had come forward to respond in corona virus threat with dew drop of humanity and great courage.

As per government guideline, our office was also off for a specific period of time, after passing 2 long months of quarantine we opened our office. In the mean time we ran our office work and Covid-19 responses keep going somehow. In this whole chapter we will elaborately see the activities that “VAALO avant-garde Ltd.” has done so far in respond to novel Corona Virus and will analyze its significance.

3.1.2 Objectives: I can initially divide the objectives of writing this project report in two portion. Firstly, I would like to tell the broad and inner sense of my objective. Secondly I will point out some specific objectives behind writing this project report.

Broad Objective: My broad objective is to convey a message to the society through this report that is with a small initiative and whole hearted efforts, we can come forward for the extreme need of the society and can be a part of humanity.

Specific Objectives: the specific objectives are pointed out below-

- Most importantly, the Covid-19 responses are the virtuous initiatives taken by “VAALO avant-garde Ltd.” It is necessary to uphold these piece of works in front of the world so that others can realize and also come up with lot more courage in future.
- This report will be resource for the organization, which will keep records of their Covid-19 responds. As a public health research firm, it is very important for the organization to have such record in their portfolio.
- This report will also inspire us time to time, to keep up this good piece of work.

3.1.3 Significance: The most important part of this study was that it was necessary to get acquainted with the values which is promoted by the organization. The practical knowledge I have gathered through my activities reflected my subject opportunities. The social business

ventures have a clear goal of improving people's lives and working for their welfare. It is necessary for these organizations to show their impact and how they can create a sustainable welfare for the society. My study is beneficial for me as well as my organization. From my point of view, VAALO Avant-Garde has a clear goal of creating a social impact and gathering the operational skills. There was also ample scope for me to learn about the various spheres of social venture business.

3.2 Methodology: Methodology is the process by which the data is collected, analyzed and interpreted. It is how the study has been designed systematically. The data cited here has been collected fully from primary sources because the findings I am going to share in this report are the events that had directly taken place with my full and active engagements. I am personally being an employee of the organization is the witness of every piece of works that has been done by VAALO in responding the novel Corona Virus. I along with my other colleagues was responsible for implementing all the tasks. So this report contains completely raw data extracted from a very primary field experiences.

3.3 Findings and Analysis: COVID-19 started early March 2020 in the Bangladesh and from very beginning VAALO realized the COVID-19 worse situation in Bangladesh and for this started small-small initiative as per their resources.

In the finding part, I will elaborately cover all the necessary information regarding all the Covid-19 responds of VAALO and then individually analyze them thoroughly. This part will introduce us to the key activities, events and efforts that tried to put in action in tackling Covid-19 in diversified way.

3.3.1 CSR Activities in Covid-19 Period: VAALO stated their journey from late 2019 with their limited fund, however they have significantly performed their CSR on regular basis. During Covid-19 they also gave emphasize on social contribution as much as they could.

Distributed soaps and masks among rickshaw pullers: In response to the critical reality around the globe of spreading COVID-19, "VAALO avant-garde" team tried to help on the street rickshaw puller who cannot escape the street for their daily survival.

On March 22, 2020 they have distributed detergent soaps and safe guarding masks among more than hundreds of rickshaw pullers to minimize their risk of contaminating the virus.



Diagram-8: Soap and face mask distribution

Donation during Ramadan: when majority people of the whole nation was under real misery, that moment we have taken our step towards helping our own's and fight together against this pandemic in every possible way.

In such condition, we really appreciated the heroes who were actively engaging themselves serving the people with needs and who were endlessly trying to reduce hunger at least in the last holy month of Ramadan. "Bidyanondo" and "Shorobor" are two such great-hearted groups who had taken the generous initiative to serve "Iftaar" among the poor families of our localities.



Diagram-9: Moments from the "Iftar" distribution.

We "VAALO avant-garde" family really admired at their work and truly supported them. We also have taken the chance of participating in such a magnificent event. So, we have donated a fixed amount of money to both the groups, "Bidyanondo" & "Shorobor" for serving "Iftar" among total twenty families for whole month of Ramadan. That means about twenty needy families got "Iftar" from our funds. This made us feel great at that time.

Providing Protection Equipment: During the COVID-19, keeping the "World Health day" (7th April) in mind, we have decided to provide PPE (Personal Protection Equipment) for all the officials and staffs of "Kailaikuri Health Care" project located at Hagurakuri, Madhupur, Tangail-1996, Bangladesh who are working dedicatedly day and night in this critical moment and saving the people who are being attacked by the several health hazards. Their health care service is for the very poor tribal and marginalized people of the community in Hagurakuri, Madhupur, Tangail-1996. Through this event we create a very good bonding among us and later on we have signed a "MoU" with them for mutual assistance in future.



Diagram-10: Health care providers are wearing our PPE

3.3.2 Preparation of Mask Guideline: While it was seen that the whole country is shaking with the tremendous fury of Covid-19, then none other action becomes compulsory other than creating shield and protection against the pandemic. VAALO team exactly cultivated that idea and they initially decided to aware people and make them concern about the necessary of protecting themselves from the pandemic along with directing the ways to protect. With this

plan, at first VAALO avant-garde started working on making a standardized guideline following and combining all the instructions initiated by several international concerned institutions, especially emphasized on WHO. The guideline project is still on going.

Objective of the Guideline: Health care providers' and other people will be get an ideas about standard operating procedure of MASK as well social and commercial entrepreneur will be able prepared standard and quality Mask for their social and commercial business. From this manual general people will be also benefitted i.e. they will get an idea about standard operating procedure of Mask.

User of the Guide Line: This manual has been developed keeping the mind mass people use, however, health care providers, development workers, small entrepreneur, medium entrepreneur and social entrepreneur will be active users of this manual.

3.3.3 Mask Production & Distribution: During working on preparing guideline, VAALO thought about extending their plan of protection. Thus they came up with the proposal of preparing cloth mask keeping mainly 2 factors in mind, one is the environmental factor other one is the quality factor. According to the current scenario of the whole world we can easily realize that how drastically environment is getting affected by the one-time masks after they are being used and dropped off, trashes of the whole world has dramatically multiplied in this COVID period. This clearly demonstrate the keen necessity of using reusable mask i.e. cloth masked that can be washed properly and can be reused. On the other hand, in our country, till now several fraud and trading inappropriate mask cases are recorded. These two points made us thinking of making masks alongside with the guideline we are planning to publish.

Afterwards, VAALO team gave contract to a creative vendor, Named “Creativo” for making mask according to our directions and preferred specifications, maintaining all the necessary arrangements for ensuring 100% safety. The masks are designed and prepared completely following our initial guideline maintaining the WHO standards. 3 layered cloth masks were prepared. We have make sure high quality of fabrics like “Pk polo fabrics”, “Single jersey” and comfortable mash net. We also have used high quality cottons like “Vexi Boil”, “Arvind” and Classical Cotton.

This cloth masks were prepared for the research purpose mainly then we distributed them to many NGOs and Health organizations with home we are connected. Some available mask we marketed and sell with a very minimal price, just because this selling amount of money will directly go to our next CSR work. With this plan VAALO is now currently operating their mask selling project through online social media.



Diagram-11: Cloth Masks prepared by VAALO avant-garde Ltd.

3.3.4 Online Help Desk: On the last April, 2020, "Corona Virus" has been proven to be one of the most devastating threat of human race. This deadly virus had spread over the globe and caused more than 203 thousand of death. Rapid increase of COVID-19 cases every day was pointing us towards serious trouble. In this critical circumstance, we "VAALO avant-garde ltd." team also got prepared to fight against this virus and willing to help the people in the society.

Hence we had created an online platform to serve the people who needs any sort of information or suggestions regarding the Corona Virus as well as their other health related issues. People could then contact us 24/7 on one of our official Email or in one of our official Contact number. We tried our best to respond immediately at that time.

Contributors: In this help line, 2 doctors from VAALO served that time. They are-

Dr. M. Salim Uzmann MBBS, DTM&H, MCTM Principal Scientific Officer Specialized in Tropical medicine, Infection Disease & Public Health (Expertise in Health & Wellbeing) Department of Zoonotic Diseases Institute of Epidemiology, Disease Control and Research (IEDCR) Ministry of Health and Family Welfare Peoples of Republic of Bangladesh	Dr. Imrul Mohammad Sifat BDS, MPH Research Associate VAALO avant-grade ltd.
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3.3.5 Online Educative and Interactive seminar: For the sake of spreading knowledge related to novel corona virus and making people aware about the facts, we have been arranging online seminars on different vital topics. In this seminars, we invites local and global guest speaker from different expert areas who deliver enormous wisdom and share their invaluable experiences in the seminars.

Seminar on Connecting Science and Community: COVID-19: We noticed that Information & Facts regarding COVID-19 is now so widely spread and also the multi-platform information around the speedy changing science aspect of COVID-19 is making a cloud of mystic & information chaos in the community on decisions for what to follow or not to follow. This pandemic has already affected our lives in many ways and we are kind of lost in feelings with the everyday upward inclination of cases which is making us worried and confused, also making us increasingly eager to learn through - what ways can we keep ourselves safe and protected? We are continually aspired to seeking solutions from different sources be it media, any information platform, health system or sharing amongst us.

Within our family and friends. In this process, sometimes we are quite trapped in the vulnerable situation with various misleading information where there is little scope to ask and clarify ourselves on the basics, so as to learn and follow in order to protect us from this COVID infection and spread.

With an intention of sharing basic science and community protection knowledge and information around COVID - 19 in a more complete, clear, practical and doable manner, our VAALO avant-garde team organized an online interactive educative seminar to share the clear concept about COVID-19 in detail so that, we can wipe out the misconceptions during fighting this novel coronavirus.

Accordingly on the 11th of July, "Prof. Mahmudur Rahman", Former Director, IEDCR & Chair of the WHO's South-East Asia Regional Certification Commission for Polio Eradication (SEARCCPE) graced us with his presence by agreeing to join us as key speaker and "Dr. M. Salim Uzzaman", Principal Scientific Officer Department of Zoonotic Diseases (IEDCR) also another guest speaker and the seminar was moderated by Dr. Nazneen Akhter, Founder & Managing Director of VAALO avant-garde Ltd. In this seminar, around 130 participants from diverse disciplines joined us virtually, of them; some sought to ask critical questions which would in turn benefit all the audiences. This initiative received heaps of appreciation from everyone. They also suggested organizing similar kind of educative and interactive seminars in the future, on important and pertinent public health issues to complement community knowledge and awareness.



Diagram-12: Seminar Banner Connecting Science and Community: COVID-19

Seminar on Public Health & Child Safety in COVID-19 Pandemic:

Regional Experiences: This time we decided to go far beyond of the knowledge regarding this novel corona virus. We tried to spread that sense of judgment which outside world is now adopting at the same time. On the other hand, we deeply care about that particular demographic segment who always finds to be in highly vulnerable state i.e. children and adolescent.

We went for an elaborative flow of discussion and gathering wide range of wisdom, this time we were honored to have with us our special guest “Dr. Arvind Singh”, MBBS, MD, PGPN, Boston University, LLB, from India, our respected key speaker “Dr. Deepak Kumar”, MBBS & MSc in Public Health Management, from India and our very own thought binder & expert “Dr. M. Salim Uzzamn” MBBS, DTM&H, MCTM Principal Scientific Officer Department of Zoonotic Diseases IEDCR. The speakers brought the regional perspective and hands on experience of tackling this COVID-19 pandemic in SAARC countries, also made a comparison of best practice for cross learning among Bangladesh and the time flew so fast with the devoted speech of our distinguished speakers that we had to go for an extended time of discussion. Their pure concern on this epidemic and a blend of broad range of experiences made us really positively thoughtful, better informed on this disease and inspired us as well. The moderator, Managing Director VAALO avant-garde, Dr Nazneen Akhter, MBBS, MPH, DLSHTM , MSc (LSE, UK) facilitated the active participation with our 200 passionate registered viewers, our second online educative seminar on “Zoom” has become a compatible success indeed.



Diagram-13: Seminar Banner Public Health & Child Safety in COVID-19 Pandemic: Regional Experiences

Seminar on Powering your Mind in Covid-19 Pandemic: When Corona Virus issue is taking more and more versatile action then challenge shifts from preventing the virus to powering mental domain. This is what we found the necessary of time that confused, fearful, stressful & bounded people need to be strong from inside first to tackle the virus, after that they will go through the necessary precautions and awareness. This concept ultimately lead us to organize our regular online educative and interactive seminar for the 4th time. This time, keeping the recent realization in mind, we have come up with the topic “Powering Your Mind in Covid-19 Pandemic”.

22nd of September, 2020 was the date of the seminar when we go LIVE from our official Facebook page of “VAALO avant-garde Ltd.”. We always try to invite our guest from multi-disciplinary national and international aspects who can put the best wisdom in the fact. This time also we have invited our guest speakers from India who have enthusiastically joined our seminar and enlighten us about the necessity and gravity of strengthening our mind in several functionality of our life especially during this Corona period.

Hence we had Ms. Anu Krishna, Mind Coach, NLP Trainer, Co-Founder (Unfear Change makers LLP, the Soulful Exploration LLP), Member-IAAH&QCFI, Speaker and Author as our one of the special guest from India. On the other hand, we had Mrs. Jyoti Khurana, Principal at Shri Ram Global Pre School – India, South West Delhi as our another important guest from India and Ms. Razia Mahbuba Akhter, Associate Professor, Department of Economics, Mohammadpur Govt. College from Bangladesh. The mixer of 2 country thoughts and conditions were reflected on the seminar. Compare to the last seminars, this one got dramatically more response and appreciation in the live show. With all the thoughtful sharing

by the guests and the artistic presentation and efficient moderation of our Founder and Managing Director, Dr. Nazneen Akhter the seminar became a true space of knowledge.



Diagram-14: Seminar Banner: Powering your Mind in Covid-19 Pandemic

3.3.6 Spreading Social Awareness: VAALO avant-garde Ltd. created social awareness through their online social media platforms continuously from the very beginning of the pandemic. Health related information and instructions collected from reputed national and international organizations are shared in our social media accounts. We also have made leaflets full of instructions and distributed them through our local Newspaper providers.

In Dhaka, the test can be done at:

Sample collection time:
8:00am - 1:00pm

1. **Bangabandhu Sheikh Mujib Medical University (BSMMU)**
OPD, Old Betar Bhavan, Shahabagh
Contact No: 01866-637481
2. **Dhaka Medical College and Hospital (DMCH)**
Contact No: 02-55165088
3. **National Institute of Laboratory Medicine and Referral Center**
Sher-E-Bangla Nagar, Agargaon, Dhaka-1207, Bangladesh
Contact no: 02-913917
4. **The Armed Forces Institute of Pathology (AFIP), Dhaka Cantonment**
Contact No: 01769-015516
5. **International Centre for Diarrhoeal Disease Research, Bangladesh (icddr.b)**
Mohakhali, Dhaka
Contact no: 09666-771100
6. **Institute for Developing Science and Health Initiatives (idsIH) in Dhaka**
Institute of Public Health Building, 2nd Floor, Mohakhali, Dhaka 1212, Bangladesh
Contact No: 01793-163304
7. **Institute of Public Health (IPH), NPML, Mohakhali, Dhaka**
Contact no: 02-8821361
8. **Child Health Research Foundation (CHRF) in Dhaka, Dhaka Shishu Hospital, Shyamoli**
Contact No: 02-48110117

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COVID -19 : Outbreak, Epidemic to Global pandemic **What we need to know & practice**

- ✓ Wash your hands regularly with soap & water & cleaning frequently, touched surfaces and objects.
- ✓ Cover your nose & mouth while sneezing & coughing .
- ✓ Dispose off used tissue properly & immediately.
- ✓ Stay - home for your safety and to keep others safe.
- ✓ Avoid crowded places and strictly follow social distancing.
- ✓ Avoid close contact with person who has flu- like symptoms.
- ✓ Use face mask whenever you go out or feel sick.
- ✓ If you have fever, cough & difficulty in breathing - seek medical advice & care immediately.
- ✓ Donate & feed your poor neighbors.

Courtesy: Community Response Team
VAALO avant-garde ltd.

COVID-19 management designated hospitals in Dhaka.

1. Mugda Medical College Hospital, Dhaka
2. Dhaka Medical College Hospital old Burn Unit
3. Kurmitola General hospital
4. Kuwait Bangladesh Maître Govt. Hospital
5. Regent Hospital, Mirpur, Dhaka
6. Regent Hospital, Uttara, Dhaka.
7. Mohanagar Hospital, Noyatola, Dhaka.
8. Bangladesh Railway General hospital, Kamapur, Dhaka
9. Anwar Khan Modern Medical College Hospital (Pvt), Dhanmondi
10. Square Hospital (Pvt.) Panthopath
11. Sk. Rassel Gastro-liver Hospital. Mohakhali, Dhaka
12. Holy Family Red Crescent Hospital, Dhaka
13. Lalkuthi Hospital, Mirpur Dhaka
14. Universal Medical College Hospital (Pvt)
15. Sajeda Foundation Hospital, Narayanganj

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To prevent the spread of COVID-19:

- Stay at home as much as possible
- Practice frequent hand washing with soap-water
- Maintain social/personal distancing (more than > 3-feet), Wear cloth face Mask
- Avoid sick people with cough and sneezing (tell them to wear mask)
- Use tissue or bend elbow for cough or sneezing and properly dispose tissue
- Old people will stay at home (> 65 yrs), Keep safe from part-time housemaids/ divers
- Avoid touching your Eyes, Nose and mouth with unwashed hands
- Avoid unnecessary Visitors/visiting others and crowded places or markets
- Eat Halal, Clean, Properly washed and properly Cooked food
- If Smoker, please stop Smoking

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Diagram-15: Covid-19 related information leaflets

3.4 Summary and Conclusions: VAALO Avant-Garde is a new social business platform. They have started their operations from last year 2019. With this time, they have conducted their activities with downright responsibility. Their activities, tasks and responses were well appreciated. The venture was created for developing values and ethically guided human development business model. This was done for availability on various sectors of social businesses, corporate and student communities. The techniques and strategies developed by VAALO avant-garde will one day help them to be a market leader. They have a

good portfolio and a strong network of connections. Most importantly, the respond they have made during Covid-19 that may seem to be very small in front of this global crisis but they have to keep trying their level best to take part as an active soldier of this fight against COVID-19. They believe in their heart, if everyone comes ahead from their end, we hope to ensure the safety of our beloved earth and its mankind together from this deadly COVID-19.

3.5 Recommendations: After describing these much piece of good works of my current organization, I am as an employee feel proud to be a part of it. VAALO is moving smoothly with propagation of lots of positive values. I do not have any specific thinks to recommend on these fine piece of effort they have made. I just can hope and wish my team to keep doing good works like these so that one day their small contribution become more thoughtful and beneficial for greater number of people indeed.

References-

1. <https://vaalo-avgl.com/>
2. <https://www.facebook.com/VAGLbd>
3. <https://www.facebook.com/VAVGL.CCAPP>