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Government College for Men (A), Kadapa

(Affiliated to Yogi Vemana University, Kadapa)

Policy on
Information Management System

Contents:

S. No	Name of the Activity	Activity Done by	Date	Signature
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2	Reviewed by	Dr. M. Ramesh	11.10.2022	M. Ramesh 11.10.22
3	Approved by	Dr. G. Ravindranath	16.10.2022	16.10.22

1. Preamble:

In an era where information is a pivotal asset for academic institutions, the management, safety, and ethical use of data are crucial. This policy outlines the framework for the establishment and maintenance of an Information Management System (IMS) within our institution. The IMS aims to streamline operations, enhance decision-making, and ensure compliance with legal and ethical standards.

2. Objectives

1. Efficient Data Management: To create a robust system for the collection, storage, retrieval, and dissemination of institutional data, ensuring timely access to accurate information.
2. Data Integrity and Accuracy: To maintain the highest standards of data integrity, ensuring that all information within the IMS is accurate, up-to-date, and reflective of the institution's activities.
3. Compliance and Accountability: To ensure that data management practices comply with institutional policies, promoting transparency and accountability.
4. Enhanced Decision-Making: To provide a reliable information base that supports strategic planning, resource allocation, and policy development.
5. Protection of Sensitive Information: To safeguard personal and sensitive data against unauthorized access, breaches, and misuse, ensuring confidentiality and privacy.
6. Resource Optimization: To optimize the use of resources through effective financial planning and management, ensuring that the IMS is sustainable and scalable.

3. IMS Committee & Responsibilities

1. Coordinator:
   - Oversees the committee's activities and ensures smooth workflow.
   - Coordinates between different teams and ensures that tasks are completed on time.

2. Members:
   - Serve as resource persons, providing support and guidance to faculty members in the document submission process.
   - Encourage faculty to consistently upload documents and maintain accurate records.

3. IT Team:
   - Responsible for designing and developing data submission formats.
   - Formulates management techniques to ensure the collection of quality data, focusing on adequacy, accuracy, and legitimacy.

4. Guidelines of IMS

1. Authorized Accounts:

- ✓ All faculty members, whether regular, redeployed, contract, or guest, must submit data exclusively through their G-Suite accounts.
- ✓ Departmental activities should be recorded and submitted using the department's designated G-Suite account.
- ✓ Students are also encouraged to upload their achievements using their G-Suite accounts.

2. Data Collection Procedures:

- ✓ Standardized procedures like google forms will be established for the collection of data, including the use of automated systems where possible, to reduce manual entry errors and improve efficiency.
- ✓ If any Coordinator needs to collect data, they should seek the assistance of the IT Cell and Data Management team for creating Google Forms or other necessary formats.

3. Data Upload Protocol:

- ✓ Data should be uploaded only through the link provided on the college website.
- ✓ Submission of hard copies is strictly restricted according to the document policy.
- ✓ Online data collection is always preferred, and hard copy submissions should be avoided.

4. Accuracy and Responsibility

- ✓ Only relevant and accurate information should be uploaded. Irrelevant or incorrect data should not be submitted under any circumstances.
- ✓ Every activity submission must include at least one piece of evidence to support the information provided.
- ✓ In case incorrect information is submitted, faculty should use the edit option to correct the data as reflected in the confirmation email sent after submission.

5. Faculty Accountability:

- ✓ Submitted data may be used or forwarded to higher authorities (e.g., CCE) without prior notification to the faculty member concerned.
- ✓ Faculty members are held responsible for the accuracy and integrity of the information they submit.
- ✓ The same data will be used for various institutional reports, including

NAAC, NIRF, AQAR, ASAR/API Scores, AISHE, APSCHE, Academic Audit, Autonomous Visit, etc.

6. **Timeliness of Submission**
   - ✓ Data should be submitted on the same day the activity is conducted or immediately after its completion.
   - ✓ It is mandatory to provide a "brief description" and "outcomes of the activity" for every submission, as this information is required for institutional reporting (e.g., NAAC, NIRF, AQAR).

7. **Reporting & Utilization**
   - ✓ Auto-generated activity reports must be attached as evidence for the calculation of ASAR/API Scores at the end of the year.
   - ✓ No other documents or photographs will be accepted as substitutes.
   - ✓ These autogenerated reports must also be presented during academic audits, NAAC evaluations, or any official visits.
   - ✓ Activity reports must be shared on college WhatsApp groups or other social media platforms, along with photos.

8. **Data Monitoring:**
   - ✓ Continuous monitoring will be conducted to ensure data accuracy, completeness, and timeliness. Regular audits and validation checks will be implemented to maintain data integrity.

9. **Awareness Initiatives:**
   - ✓ The Information Management Committee (DMC) is responsible for raising awareness about the data management system followed at GCM(A), Kadapa, particularly when new faculty join the college.
   - ✓ A formal workshop should be conducted at the beginning of each academic year in June to familiarize faculty with the guidelines and procedures outlined in the Document Policy.

10. **Compliance with Guidelines**
    - ✓ Every faculty member is required to strictly follow the guidelines and Standard Operating Procedures (SOPs) as laid out in the IMS Policy.
    - ✓ Deviations from these guidelines are not encouraged and may result in disciplinary action.

11. **Data Security & Storage:**
    - ✓ The institution stores the data in Google Drive with password protection to protect data from unauthorized access, breaches, and cyber threats.

- ✓ Regular backups will be conducted to ensure data recovery in case of system failures or disasters. Backup data will be stored securely, both on-site and off-site.
- ✓ Access to the IMS will be granted based on roles and responsibilities, with strict protocols for authorization, authentication for data access and usage.

12. Financial Allocations:

- ✓ The IMS committee in consultation with IQAC seek financial assistance for the development, maintenance, and enhancement of the IMS, ensuring that it meets current and future needs.
- ✓ The institution will strive to implement cost-efficient solutions, including open-source software and cloud-based services, to reduce financial burdens while maintaining system quality and reliability.

13. Feedback Mechanism:

- ✓ A feedback mechanism will be established to gather input from all stakeholders, ensuring that the IMS evolves in alignment with user needs and institutional goals.
- ✓ Based on review outcomes and stakeholder feedback, continuous improvements will be made to enhance the functionality, security, and user-friendliness **of the IMS.**

This policy document serves as a guiding framework for the establishment, operation, and continuous improvement of the institution's Information Management System. The institution is committed to upholding the principles outlined herein to ensure the efficient, secure, and responsible management of its information assets.

16.10.23

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