



## MARGADARSHI SOCIETY® KALABURAGI

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### Management Information System Policy

#### INTRODUCTION:

Margarshis Society®, a non-profit organization is working for the marginalized and neglected children is registered under Societies Act came into existence in the year 2002. The society works for the children without any discrimination of caste, creed or color and brings them to the mainstream of the society by providing them with education, and necessary support. At present, the society is working for 16 years in Kalaburagi, Raichur and Belagavi districts. The society is managed by the Board of Directors with professional zest and concern for Children and is headed by a Chairman and Secretary.

#### Aims of Margarshis Society

**VISION:** *Margarshis envisages women and child-friendly environment in sustained society*

**MISSION:** *To make Kalaburagi as a model district ensuring women and child rights, in difficult condition by sensitizing and empowering community groups and making the civil society, government and allied systems and corporate accountable towards their development*

#### OBJECTIVES:

- To rescue and restoration of children who are separated from their families.
- To enhance the quality of lives of the children, through non-formal education, psychological support, and nurture.
- Research to understand the complex issues connected with rehabilitation.
- Reinforce women and children to self-identify, confidence in their abilities, and affection with family to overcome isolation, through orientation camps.
- Create awareness among women, children, public, authorities and other organizations regarding the dangers of trafficking, physical and sexual abuse, child marriage and ways of combating and preventing of the same.
- Lobby with Government Departments such as Women and Child Development, Revenue, Education, Labor, Social Welfare, Health and Family Welfare, Police, Railway Authorities and Organizations working with the children to protect the child rights and child issues through forming local committees.



## **NEED FOR MANAGEMENT INFORMATION SYSTEM POLICY**

MARGADARSHI SOCIETY is adopting a Management Information System (MIS) for the better management and utilization of project data. MIS is reliable and easy to generate reports from it hence the demand for the usage is high from the point of donor and beneficiaries. This policy is structured for the better processing and maintenance of MIS software also to adhere to the rules and regulation to protect and make good use of the MIS software.

## **APPLIES TO**

- MARGADARSHI SOCIETY Projects that are tagged to MIS software usage
- MARGADARSHI SOCIETY project team member who uses MIS software
- Donor/ Partner agency
- Higher management of the MARGADARSHI SOCIETY

## **MANAGEMENT INFORMATION SYSTEM (MIS) POLICY:**

MARGADARSHI SOCIETY is implementing Goonjan and CRY's MIS software to 3 of our projects. Goonjan MIS for "KUIDFC" project running at Davanagere District and FVTRS for "Upgradation of skill to youth and women for a gainful employment" project. In future also the organization is planning to implement the MIS for all its projects for better management of program data. Hence this policy is directly applicable to the whole organization to keeping the organization sustainability in mind.

## **DIFFERENT LEVELS OF MIS ADMINISTRATORS**

- The role of MIS Admins is to be assigned as follows below:
- Super Admin is the higher authority of the organization.
- Primary Admin is Operations Manager of MARGADARSHI SOCIETY organization.
- The secondary will be identified based on capability to handle and monitor all the program data of whole Organization on weekly basis.
- Program wise Admins will be the Project Coordinators/ Project Leads to the assigned project.

## **INFORMATION SYSTEM CLASSIFICATION**

An Information System classification will be made by the organization based on the program requirement to update and maintain the data.

## **MONITORING THE MIS UPDATION WEEKLY**

The Head Office Admins will monitor the organization's all project data updates on weekly basis and get back to the respective program persons for any MIS related data issues.

## **AVOID DUPLICATION OF DATA**

MIS users must not enter the duplicate entries in the database to avoid quality violation of the project data.

## **CENTRAL AUTHENTICATION SYSTEM**

The head office administration department will ensure that the centralized authentication system is implemented and that only currently authorized staff have access. They will facilitate access in accordance with project classification.

## **POLICY AWARENESS**

The higher authority and Operations Manager is responsible for advising organization staffs and partners of security responsibilities specific to their assigned Information System.



### STAFF TRAINING

The Operations Manager and Planning Team are responsible to ensure that Organization's all project departments are trained to operate MIS and using it properly. Then the Project Coordinator/ Lead will train their team accordingly to operate the MIS software.

### ACCESS TO INFORMATION

Access to MIS information is limited as per their designation to limit the rights to secure the data.

### GUEST USER/ DONOR LOGIN

As the main reason of the MIS implementation is to be transparent and evident to the Donor hence for their login and to access the data we facilitate them by creating login credentials and limited access to showcase the data of the related projects.

### BREACHES OF THE POLICY:

In case of a breach in the policy norms, strict action will be taken on the staff in order to maintain the discipline in MIS usage.

Signature of Board President:

Date: 16<sup>th</sup> December 2018

Signature of Secretary/ Executive Director:

Reddy

*[Handwritten signatures: msh, Kim, Siva, Anand, Anand, Anand, Anand]*