



MOB RURAL HEALTH CARE CENTRE, MANDYA
MANAGEMENT INFORMATION SYSTEM
POLICY

SL NO	CONTENTS:	PAGE NO
1	ABOUT THE ORGANIZATION	1
2	ORGANIZATION'S VISION, MISSION & COMMITMENT	2
3	NEED FOR MANAGEMENT INFORMATION SYSTEM POLICY	2-3
4	APPLIES TO	3
5	MANAGEMENT INFORMATION SYSTEM POLICY	3-6
6	BREACHES OF THE POLICY	7



I. INTRODUCTION:

MOB Rural Health Centre is a Non Governmental Organization run by a group of committed women. It had a simple beginning at Srirangapatna in 1992 following the request of Dr. Hema Reddy, then Joint Director of Health and Leprosy in Karnataka State. It is a society registered under Karnataka Society Registration Act 1960, whose founding director was Sr. Leela, Cheenothuvattukulam who dedicated her life for the cause of poor and marginalized of the society. The main office of MOB RHC is situated in the premises of the Government Medical College, Mandya. It was started for the leprosy eradication program, understanding the felt needs of the society, from 1998 MOB RHC expanded its services to other areas like awareness program on HIV/AIDS, empowerment of Women, Children, Community Based Rehabilitation of the differently able, Ulcer care centre and destitute home.

To address the major challenges, MOB has adopted the following objectives:

- Community Based Rehabilitation:
- Empowerment of women's through Self Help Group
- Destitute Home– An institutional care objective (Colouring of fallen stars)



I. Organization Vision, Mission and core values:

A) **Vision:** Our vision is to promote equal opportunities for women, differently abled and destitute men that will enable them to be self-reliant and to be integral part of main stream society.

B) **Mission:**

- To enhance livelihood opportunities for women from marginalized society
- To protect marginalized women from social, cultural and economic exploitation
- To empower persons with disability to enjoy their rights and entitlements
- Promote leadership and federations of persons with disabilities
- To ensure dignified and respectful ending of life for destitute at their end of life
- To provide homely atmosphere to destitute for their holistic development.

II. Need For Management Information System Policy:

MOB RHC is adopting (Goonjan) 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.

III. **Applies To:**

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

IV. **Management Information (MIS) Policy:**

MOB RHC is implementing Goonjan MIS software to 3 of our projects. Goonjan MIS for ‘Youth with Disability’ project running at Mandya District and Mysore Taluk. 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.

1. **Different Levels of MIS Administrators:**

The role of MIS Admin is to be assigned as follows below:

- Super Admin is the higher authority of the organization.



- Primary Admin is Operations Manager of MOB RHC organization.
- The secondary will be identified on the basis of capability to handle and monitor all the program data of whole Organization on weekly basis.
- Program wise Admin will be the Project Coordinators/ Project Leaders of the assigned project.

2. Information System Classification:

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

3. Monitoring the MIS Updation Weekly:

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

4. Avoid Duplication of Data:

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



5. Central Authentication System:

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

6. 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.

7. Staff Training:

The Operations Manager and Planning Teammate 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.

8. Access to Information:

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



9. 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.

V. Breaches of the Policy:

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

Signature of the Board Members:

Date: 29/12/2019

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MOB RURAL HEALTH CENTRE MANDYA