



AIMAN COLLEGE OF ARTS AND SCIENCE FOR WOMEN

(Sponsored by AIMAN EDUCATION AND WELFARE SOCIETY)

Accredited with "A" Grade by NAAC (First Cycle)

Affiliated to Bharathidasan University

Recognized by UGC under section 2(f) & 12 (B) | ISO 9001:2015 Certified Institution

K. Sathanur, Tiruchirappalli - 620 021.

Ref: IQAC/2024-2025/POLICY/004

Date: 10.05.2025

Data Management Policy

1. Purpose

This policy establishes a structured framework for managing data throughout its lifecycle—from creation and usage to storage, retention, and disposal. The goal is to ensure the accuracy, consistency, security, and accessibility of data for academic, administrative, and statutory purposes.

2. Scope

This policy applies to:

- All data generated, collected, or maintained by the institution.
- All departments, academic and administrative units, and associated personnel (faculty, staff, and authorized third parties).
- All types of data, including academic records, research data, administrative records, and personal information of students and employees.

3. Data Types Covered

- **Academic Data:** Student records, attendance, assessments, results, course materials.
- **Administrative Data:** Staff records, institutional plans, correspondence, policy documents.
- **Financial Data:** Budget reports, fee records, scholarships, and audit files.
- **Research Data:** Project reports, theses, and related documentation.
- **Statutory Data:** Reports submitted to UGC, NAAC, AISHE, and other regulatory bodies.

4. Data Governance and Responsibilities

- **Management:** Ensures data governance and policy implementation.
- **IQAC:** Develops, monitors, and periodically reviews data practices.
- **IT Department:** Maintains secure data infrastructure and access control systems.
- **Department Heads and Staff:** Maintain data accuracy, ensure timely updates, and enforce retention protocols.

5. Data Creation and Collection

- Data must be collected legally, ethically, and with consent where required.



AIMAN COLLEGE OF ARTS AND SCIENCE FOR WOMEN

(Sponsored by AIMAN EDUCATION AND WELFARE SOCIETY)

Accredited with "A" Grade by NAAC (First Cycle)

Affiliated to Bharathidasan University

Recognized by UGC under section 2(f) & 12 (B) | ISO 9001:2015 Certified Institution

K. Sathanur, Tiruchirappalli - 620 021.

5. Data Creation and Collection

- Data must be collected legally, ethically, and with consent where required.
- Only authorized personnel may create or input data into institutional systems.
- Standardized formats should be used for consistency and comparability.

6. Data Storage and Access

- Data must be stored securely on password-protected systems or encrypted cloud platforms.
- Access is restricted based on role and responsibility using a "least privilege" principle.
- Paper documents must be stored in lockable, access-controlled storage.

7. Data Quality and Accuracy

- Departments are responsible for ensuring data is complete, up-to-date, and accurate.
- Periodic audits will be conducted by IQAC and administrative offices.
- Any errors identified must be reported and rectified promptly.

8. Data Sharing and Use

- Internal sharing must follow department-level access permissions.
- External sharing (e.g., with regulatory bodies or researchers) requires approval from the Principal or designated authority.
- Data used in research must follow ethical standards and maintain participant confidentiality.

9. Data Retention and Archiving

- **Academic Records:** Retained for a minimum of 5 years after course completion.
- **Financial Records:** Retained for at least 7 years or as per legal requirements.
- **Research Data:** Retained for 3–5 years depending on funding or publication norms.
- Data no longer in active use but needed for historical or regulatory purposes will be archived securely with indexing and access tracking.

10. Data Disposal

- Data that exceeds the retention period must be disposed of securely:
 - Digital data must be permanently deleted using certified tools.
 - Physical records must be shredded or incinerated.
- Disposal must be documented and approved by the respective head of the department.

11. Compliance and Review

- All staff and departments must adhere to this policy.
- Non-compliance may result in disciplinary action.

This policy will be reviewed annually by IQAC and updated as necessary.

