



NITI
Aayog

Data Governance Quality Index

User Manual for

M/D Data Entry

Version 1.2

Data Governance Quality Index

Revision History:

Revision No	Revision Date	Revision By	Approved Date	Approved By	Description
1.0	08-11-2021	Pranav Rana	25-11-2021	Syamala Sharma Mokshi Chugh	Initial Copy
1.1	07-01-2022	Pranav Rana	07-01-2022	Syamala Sharma Praveen Verma	Updated headers, screens
1.2	17-02-2022				

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Data Governance Quality Index

1 Preface

The first round of Data Governance Quality Index used a portal to collect information on the questionnaire from Ministries and Departments. The data collection was done as a one-time, data entry exercise which did not require very elaborate tool to perform the required tasks. However, as envisioned in the letter from PMO, the DGQI will continue as an on-going exercise with increased scope and complexity. Therefore, a new DGQI dashboard/ portal will need to be developed to support the required features of the activity. The main features of the dashboard would include quarterly/ ongoing basis updation of data, a separate module for broad action points, back-end support for Index score calculation and ranking, visualization of score and ranking among others.

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2 Intended Audience

This User Manual is exclusively developed for the use of M/D Data Entry user. It explains the process of questionnaire response and strategy action points status updation. Care is taken to explain each function in detail.

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3 Registration

Enter site URL <https://dgqi.gov.in/> in browser press enter key.

Login screen will be displayed.

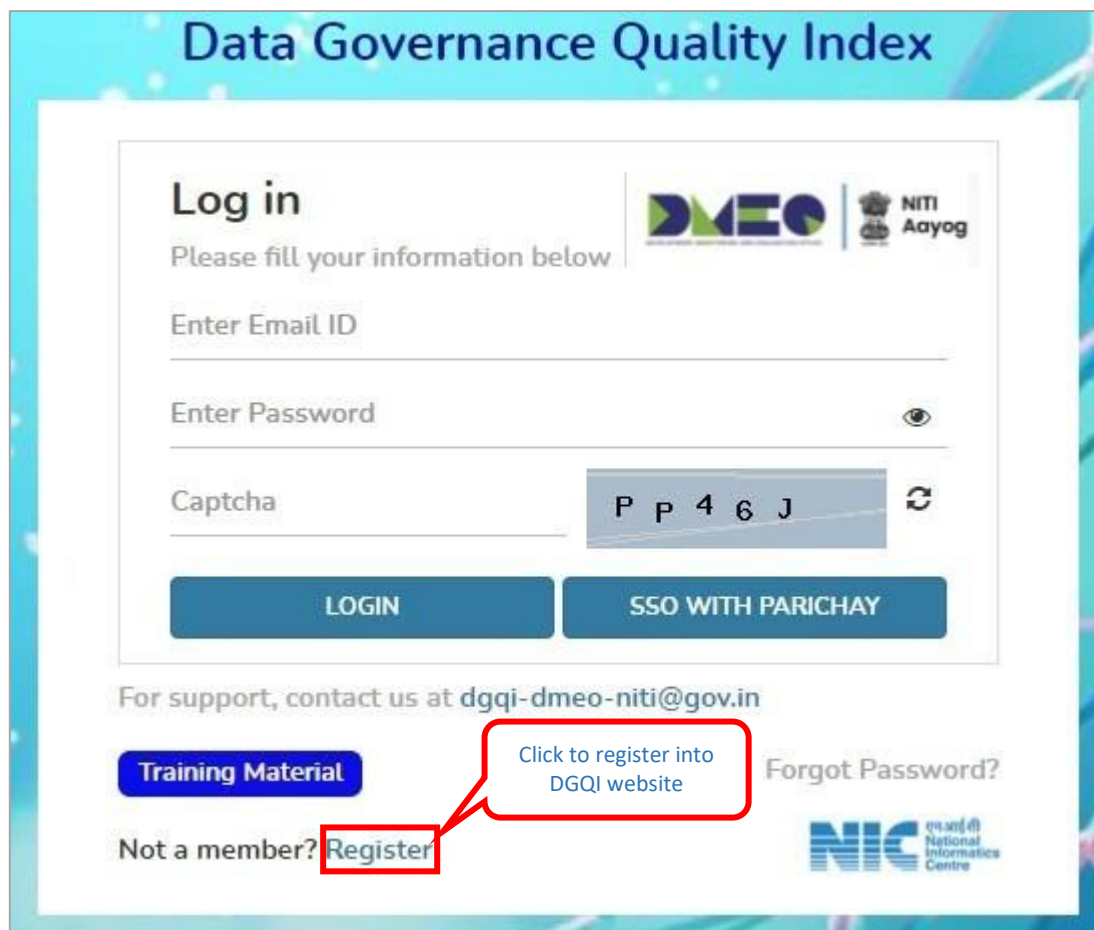


Figure 3-1

Under each Ministry/Department (M/D) , there will be two type of users (users with two different roles).

1. M/D Admin
2. M/D Data Entry

M/D Data Entry can register themselves in the system following the below process.

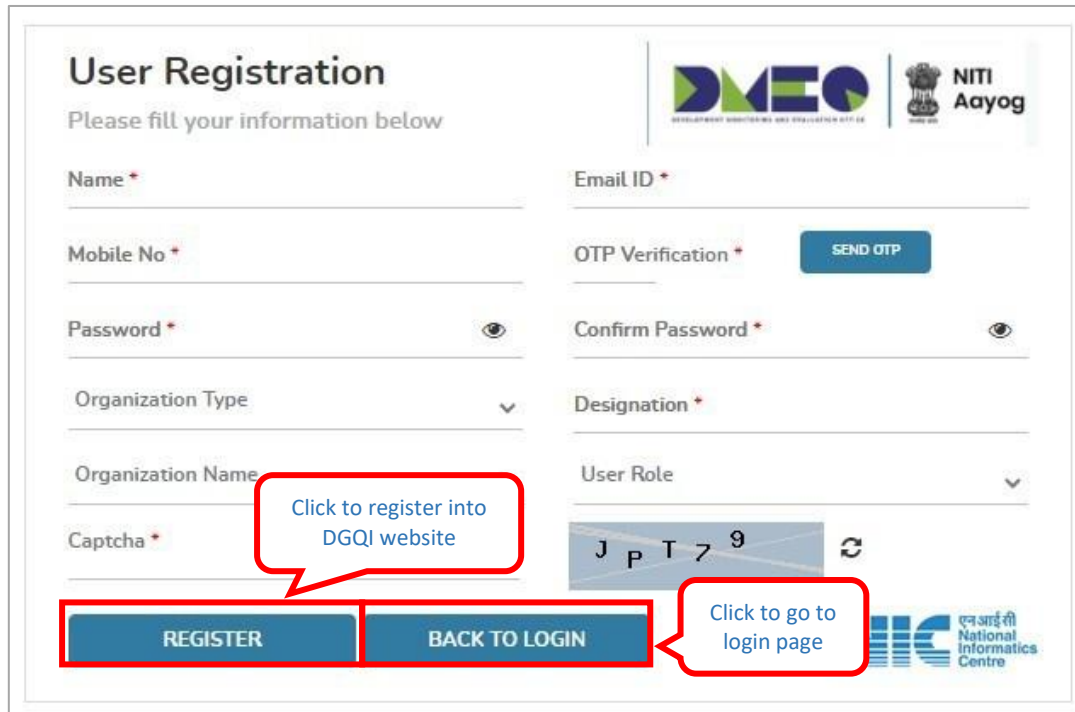
There are two type of registration, that can be done in the system as below:

1. Normal Registration
2. Registration through Parichay

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For **Normal Registration**, below process will have to be followed.




Click [Register](#) (as shown in the above image) to register into DGQI website.



The screenshot shows the 'User Registration' form on the DGQI website. The form includes fields for Name, Email ID, Mobile No, Password, Confirm Password, Organization Type, Designation, Organization Name, User Role, and a Captcha. There are buttons for 'SEND OTP', 'REGISTER', and 'BACK TO LOGIN'. A red box highlights the 'REGISTER' and 'BACK TO LOGIN' buttons. A speech bubble points to the 'REGISTER' button with the text 'Click to register into DGQI website'. Another speech bubble points to the 'BACK TO LOGIN' button with the text 'Click to go to login page'.

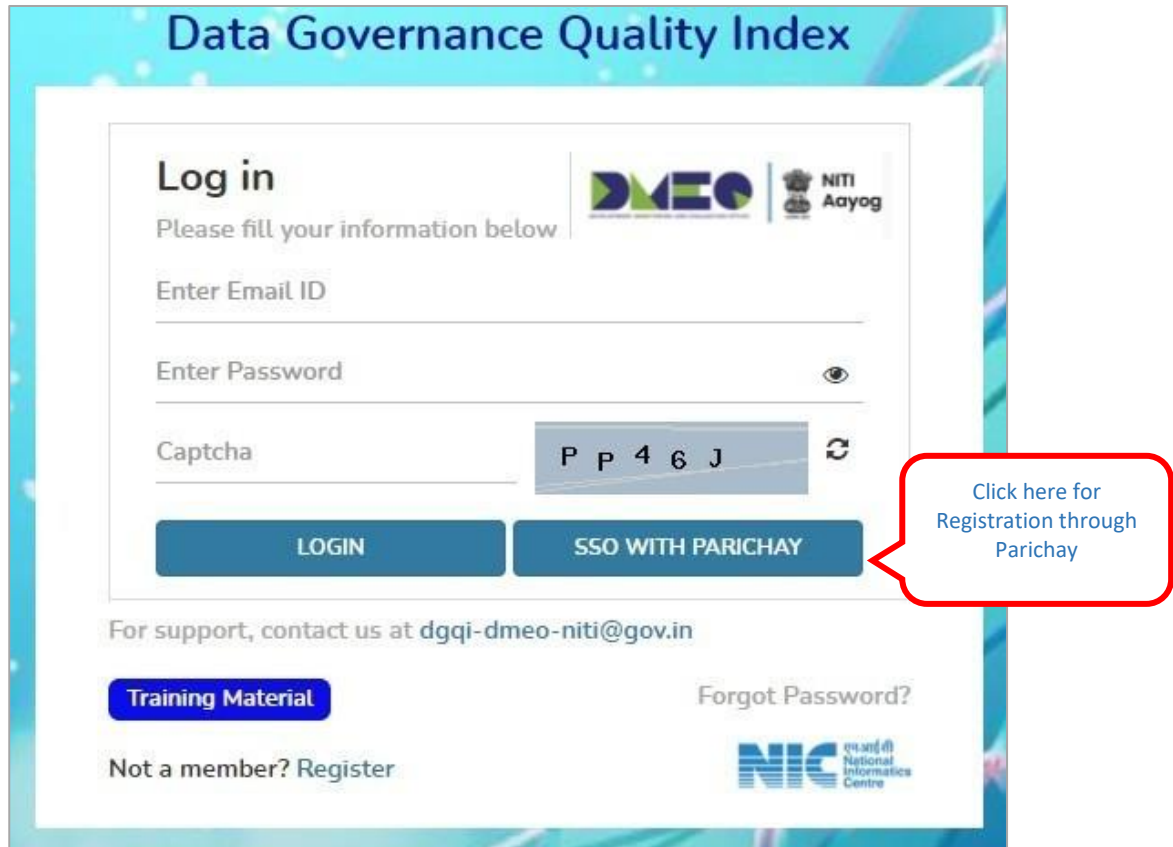
Figure 3-2

Enter following details:

- Name: Enter name
- Email ID: Enter email address
- Mobile No: Enter mobile number
- OTP Verification: Enter OTP received on your mobile number
 - Click  to send OTP
- Password: Enter password
- Confirm Password: Enter confirm password
- Organization Type: Select organization type from dropdown
- Designation: Select designation from dropdown
- Organization Name: Select organization name
- User Role: Select user role from dropdown
- Enter Captcha ode as displayed
- Click 
- Click  to go to login page

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For **Registration Through Parichay**, below process will have to be followed.



Data Governance Quality Index

Log in
Please fill your information below

Enter Email ID

Enter Password

Captcha: P P 4 6 J

[LOGIN](#) [SSO WITH PARICHAY](#)

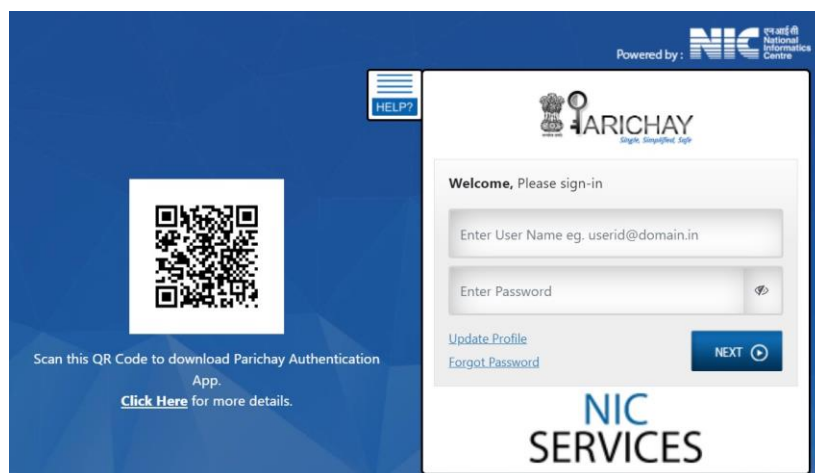
For support, contact us at dgqi-dmeo-niti@gov.in

[Training Material](#) [Forgot Password?](#)

Not a member? [Register](#)

[Click here for Registration through Parichay](#)

- Click [SSO WITH PARICHAY](#)
- Provide NIC email id (.nic/.gov/.govcontractor) and password in the below screen.



Powered by: **NIC** National Informatics Centre

PARICHAY
Single Sign-on

Welcome, Please sign-in

Enter User Name eg. userid@domain.in

Enter Password

[Update Profile](#) [Forgot Password](#) [NEXT](#)

NIC SERVICES

Scan this QR Code to download Parichay Authentication App.
[Click Here](#) for more details.

Select below details from the next screen :

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- Organization Type: Select organization type from dropdown
- Organization Name: Select organization name
- User Role: Select user role from dropdown

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LDAP User Registration

Please fill your information below

Garima Sogani

garima.sogani@nic.in

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Organization Type

Scientist-E

Organization Name

User Role

Captcha *

Y J J 6 U

LDAP REGISTER

CANCEL

- Click **LDAP REGISTER**
- Registration request will be sent to **M/D Admin** for approval.

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4 Login

Enter site URL- <https://dgqi.gov.in/> in browser press enter key.

Login screen will be displayed.

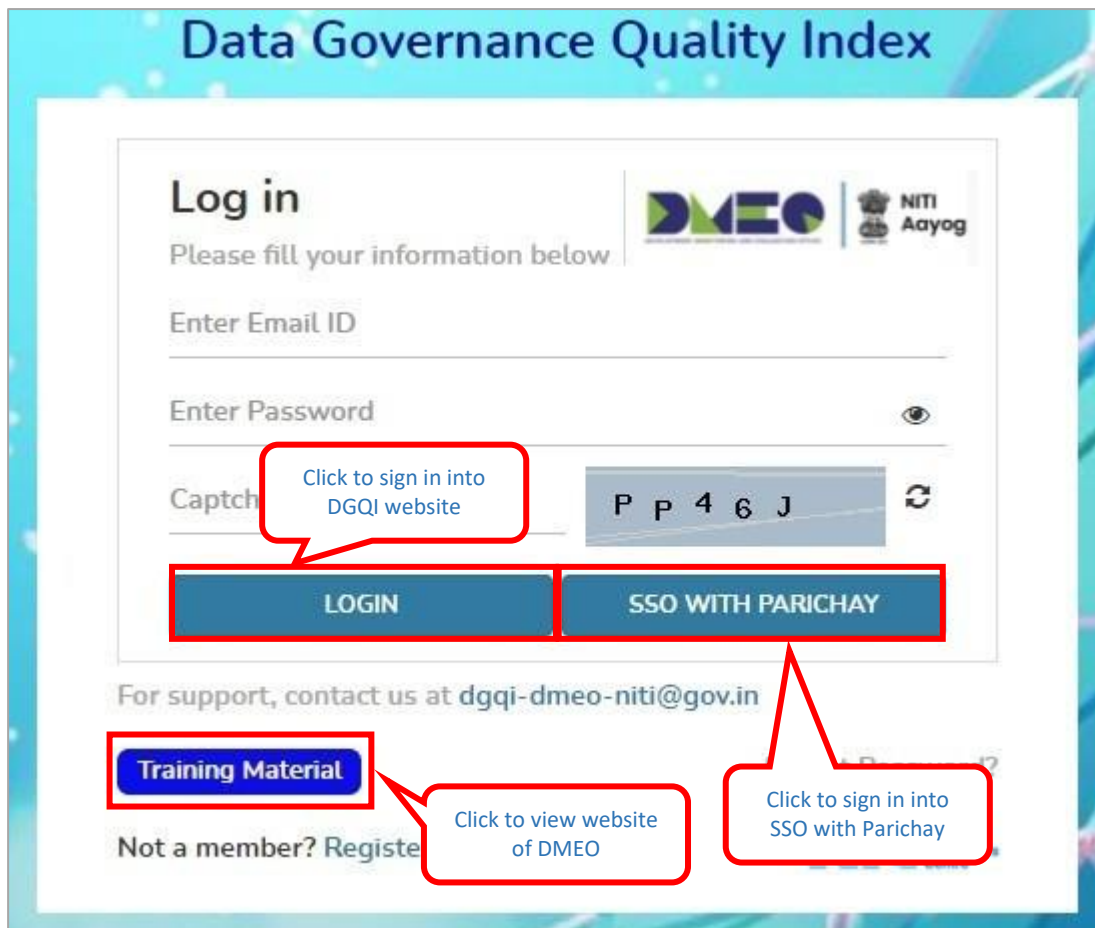


Figure 4-1

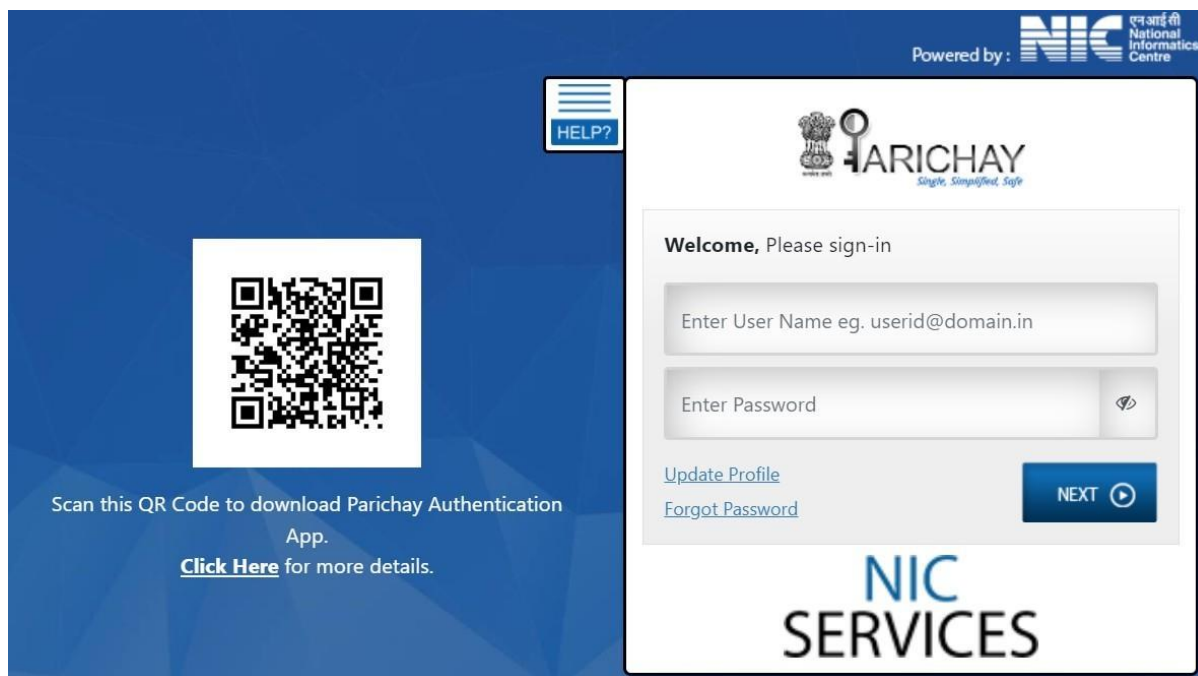
- Enter user ID and password
- Enter CAPTCHA code as displayed
- Click [Forgot Password?](#) link in case of forgotten password.
- Click **LOGIN** to sign in into DGQI
- Click **Training Material** to view the website of DMEQ

Note: The above log-in process will be same for all users (M/D Admin, M/D Data Entry) who have done Normal Registration.

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For all users who have Registered Through Parichay, users may follow below steps:

- Click [SSO WITH PARICHAY](#) to sign in
- Users will be redirected to the Parichay log-in screen as below



- User will use their NIC email ids (.nic/.gov/. govcontractor) and password to log-in to the DGQI Dashboard.


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5 Questionnaires

5.1.1 Part A & B Questionnaires Response: The questionnaires response filled by M/D's Data Entry User for Part A and B will go to M/D's Admin for review and approval / rejection.

Path: Dashboard >> Questionnaires

Part A.





The screenshot shows the 'Questionnaires' dashboard. At the top, there are tabs for 'Part A', 'Part B - CS/CSS', and 'Part B - NSI'. Below these are dropdown menus for 'Select Year' and 'Select Quarter'. A red box highlights the 'Part A' tab with the label 'Select Part A'. Another red box highlights the 'Select Year' dropdown with the label 'Select Year'. A third red box highlights the 'Select Quarter' dropdown with the label 'Select Quarter'. On the right, there is a 'Print' button with a printer icon, highlighted by a red box with the label 'Click to print questionnaires response'. Below the filters, there is a list of categories: A. Background Information, B. Data & Strategy Unit, C. Action Plan, D. Data Management, E. Synergistic data use within the M/D, F. Inter-Agency Data Collaboration, G. Prescriptive Analytics, and H. Good Practices. A red box highlights the 'Submit & Proceed to Part B CS/CSS' button with the label 'Click to submit part A questionnaires response to M/D's Admin and Proceed to Part B'. Another red box highlights the 'Save As Draft' button with the label 'Click Here to Save Questionnaires response as Draft'.

Click  print button to print questionnaires.

Select Year and Quarter from the Dropdown shown above.

Click Here to Select    Part A.

Click  Submit Button to Submit Part A response to M/D's Admin.

Click  Save As Draft Button to save questionnaires response as a draft.

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Part B(CS/CSS)



The screenshot shows the 'Part B(CS/CSS)' section of the Data Governance Quality Index questionnaire. It includes a header with a 'Print' button and tabs for 'Part A', 'Part B - CS/CSS', and 'Part B - NSI'. Below the header are dropdown menus for 'Year' (set to 2021), 'Quarter' (set to Q3), and 'Scheme' (set to QC-Central Sector Scheme). A note states: 'Note: Changes are allowed in Draft Mode Only. Part B - CS/CSS'. The main section is titled 'A. Data Generation' and contains a table with questions about data collection and reporting. At the bottom, there are buttons for 'Submit & Proceed to Part B NSI' and 'Save As Draft', along with a list of other sections (B. Data Quality, C. Data Analysis, Use and Dissemination, D. Use of Technology, E. Data Security and HR Capacity, F. Data Management) that can be expanded.

Click to print questionnaires response

Select Part B CS/CSS

Select Year


Select Quarter

Select Scheme


Click to submit part B CS/CSS questionnaires response to M/D's Admin and proceed to part B NSI

Click Here to Save Questionnaires response as Draft

Figure 5-1

Click  print button to print questionnaires response.

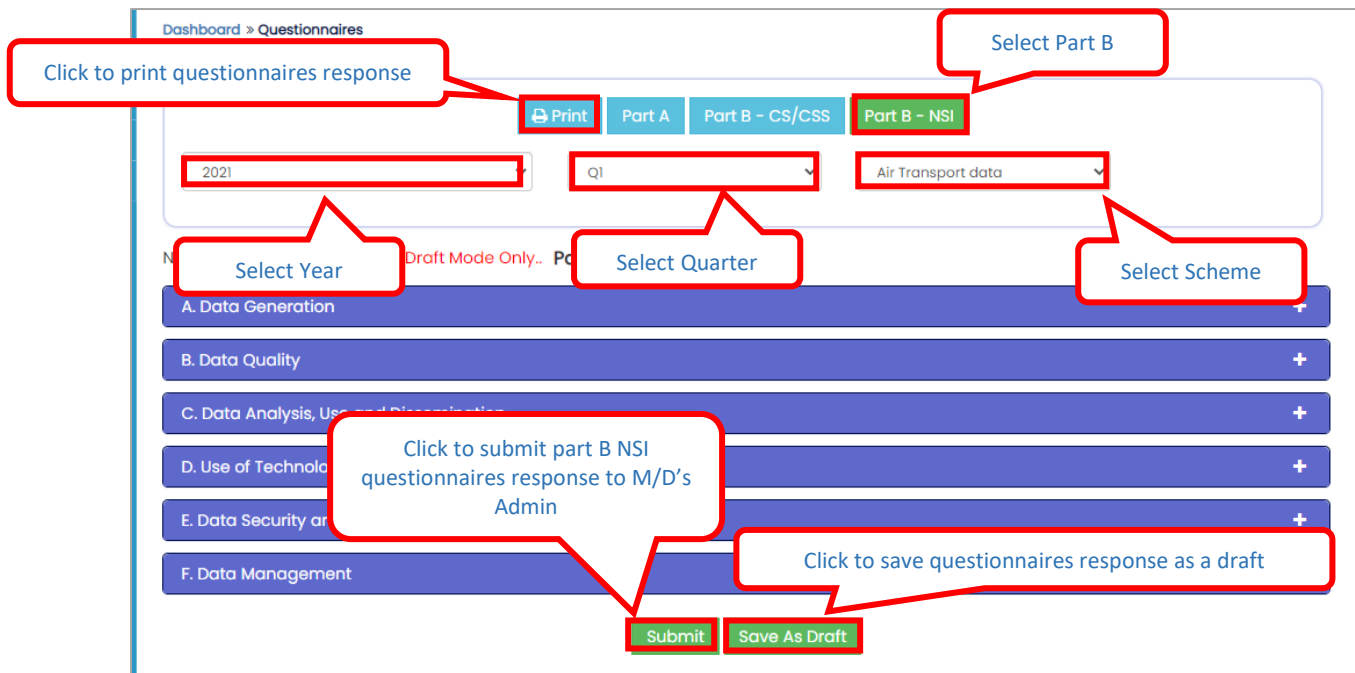
Click  Submit button to send Part B (CS/CSS) questionnaires response to M/D's Admin.

Click  Save As Draft Button to save questionnaires response as a draft.

Note: Once M/D data entry user submit the questionnaires response, he/she would not be able to change it. Changes in the responses are allowed in draft mode only.


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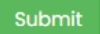
Part B(NSI)




The screenshot shows the 'Part B(NSI)' questionnaire interface. At the top, there is a breadcrumb 'Dashboard » Questionnaires'. Below this, there are three tabs: 'Part A', 'Part B - CS/CSS', and 'Part B - NSI' (which is selected). To the left of the tabs is a 'Print' button. Below the tabs, there are three dropdown menus: '2021' (labeled 'Select Year'), 'Q1' (labeled 'Select Quarter'), and 'Air Transport data' (labeled 'Select Scheme'). Below these, there is a section titled 'Draft Mode Only.. Part B' with a list of categories: 'A. Data Generation', 'B. Data Quality', 'C. Data Analysis, Use of Data', 'D. Use of Technology', 'E. Data Security and Privacy', and 'F. Data Management'. Each category has a '+' icon. At the bottom, there are two buttons: 'Submit' and 'Save As Draft'. Callouts provide instructions for each of these elements.

Figure 5-2

Click  print button to print questionnaires response.

Click  Submit button to send Part B (NSI) questionnaires response to M/D's Admin.

Click  Save As Draft Button to save questionnaires response as a draft.

Note: Once M/D data entry user submit the questionnaires response, he/she would not be able to change it. Changes in the responses are allowed in draft mode only.

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5.1.2 Part A

Dashboard > Questionnaires

Print Part A Part B - CS/CSS Part B - NSI

2021 Q1

Figure 5-3

Enter following details:

- Year: Select year from dropdown
- Quarter: Select quarter from dropdown

5.1.2.1 A. Background information

A. Background information

1.	Ministry / Department(M/D) Name:	QC -Labour and Employment	Labour and E
2.	Name of the Central Sector (CS) Schemes of the M/D:	Enter Schedule Full Name	
3.	Name of Centrally Sponsored Schemes(CSS) of the M/D:	Enter CSS Full Name	
4.	Please enter any other non-schematic intervention (NSI) to be included for DGQI self-assessment	Enter NSI Full Name	
5.	Details of the nodal officer responsible for verifying authenticity of information provided in this form:		
	a. Name:	LB and EMP Data Entry	
	b. Designation	QC Data Entry	
	C. Nodal Email	dataentry_lb@mailinator	
6.	Details of the Contact Person filling this form:		
	a. Name:	LB and EMP Data Entry	
	b. Designation	QC Data Entry	
	C. Contact Email	dataentry_lb@mailinator	
	d. Contact Mobile	9858748595	

Figure 5-4

- Ministry / Department(M/D) Name will be displayed automatically
- Name of the Central Sector (CS) Schemes of the M/D: Enter scheme full name
- Name of Centrally Sponsored Schemes(CSS) of the M/D: Enter CSS full name

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- Please enter any other non-schematic intervention (NSI) to be included for DGQI self-assessment: Enter NSI full name
- Details of the nodal officer responsible for verifying authenticity of information provided in this form:
 - Name will be displayed automatically
 - Designation will be displayed automatically
 - Nodal Email will be displayed automatically
- Details of the Contact Person filling this form:
 - Name will be displayed automatically
 - Designation will be displayed automatically
 - Contact Email will be displayed automatically based on the information you have filled at the time of registration
 - Contact Mobile will be displayed automatically based on the information you have filled at the time of registration

5.1.2.2 B. Data & Strategy Unit

B. Data & Strategy Unit												
1	Has the M/D constituted a Data & Strategy Unit (DSU) as a central unit for developing data strategy? (as per the D.O. letter from Sh. Bhaskar Khulbe, Advisor to PM dated 02.02.2021)	<input checked="" type="radio"/> Yes <input type="radio"/> No										
2	(Respond if answer to 1 is 'yes', else skip to Q16 next section) Who is the head of the DSU?	<input type="radio"/> AS <input checked="" type="radio"/> JS <input type="radio"/> Director <input type="radio"/> Below Director										
3	Please select the verticals established in the DSU (as per the D.O. letter from Sh. Bhaskar Khulbe, Advisor to PM dated 02.02.2021)	<input checked="" type="checkbox"/> Monitoring Unit <input checked="" type="checkbox"/> Statistics Unit <input type="checkbox"/> Technology Unit <input checked="" type="checkbox"/> Analytics Unit										
4	Please provide the percentage of filled posts in DSU (number of posts filled up/ number of posts created by the Ministry/Department for the DSU) in the below provided table:	<table> <tr> <td>Monitoring Unit</td> <td><input type="text" value="50"/></td> </tr> <tr> <td>Statistics Unit</td> <td><input type="text" value="0.00"/></td> </tr> <tr> <td>Technology Unit</td> <td><input type="text" value="0.00"/></td> </tr> <tr> <td>Analytics Unit</td> <td><input type="text" value="62"/></td> </tr> <tr> <td>Total</td> <td><input type="text" value="37.33"/></td> </tr> </table>	Monitoring Unit	<input type="text" value="50"/>	Statistics Unit	<input type="text" value="0.00"/>	Technology Unit	<input type="text" value="0.00"/>	Analytics Unit	<input type="text" value="62"/>	Total	<input type="text" value="37.33"/>
Monitoring Unit	<input type="text" value="50"/>											
Statistics Unit	<input type="text" value="0.00"/>											
Technology Unit	<input type="text" value="0.00"/>											
Analytics Unit	<input type="text" value="62"/>											
Total	<input type="text" value="37.33"/>											
5	Is the terms of reference (ToR) for all units within DSU well defined and documented by the M/D to lay down their scope of work?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Partial (to be selected if ToR development is in progress)										
6	Have any regular review meeting mechanisms at the level of the head of DSU and/or the Secretary been established for regular review of the work undertaken by the DSU ?	<input checked="" type="radio"/> Yes <input type="radio"/> No										
7	(Respond if answer to 6 is yes, else skip this question) What is the frequency of regular review meetings/review reports?	<input type="radio"/> Daily <input type="radio"/> Weekly <input type="radio"/> Fortnightly <input type="radio"/> Monthly <input type="radio"/> Quarterly <input type="radio"/> Annually										

Figure 5-5

On mouse hover questionnaires details will be displayed.

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Enter following details:

- Has the M/D constituted a Data & Strategy Unit (DSU) as a central unit for developing data strategy? (as per the D.O. letter from Sh. Bhaskar Khulbe, Advisor to PM dated 02.02.2021)
 - If you click ☒ Yes radio button, then further questionnaires will be displayed
 - If you click ☐ No radio button, then no further questionnaires will be displayed
- (Respond if answer to 1 is 'yes', else skip to Q1 of next section) Who is the head of the DSU?
 - Click ☒ radio button to select your answer AS, JS, Director, or Below Director
- Please select the verticals established under the DSU of your Ministry/Department. (as per the D.O. letter from Sh. Bhaskar Khulbe, Advisor to PM dated 02.02.2021)
 - Check ☒ checkbox to select Monitoring Unit, Statistics Unit, Technology Unit, or Analytics Unit
- Please provide the percentage of filled posts in DSU (number of posts filled up/ number of posts created by the Ministry/Department for the DSU) in the below provided table:
- Monitoring Unit: Enter monitoring unit
- Statistics Unit will be displayed automatically
- Technology Unit will be displayed automatically
- Analytics Unit will be displayed automatically
- Total will be displayed automatically
- Is the terms of reference (ToR) for all units within DSU well defined and documented by the M/D to lay down their scope of work?
 - Click ☒ radio button to select Yes, no, or Partial (to be selected if ToR development is in progress)
- Have any regular review meeting mechanisms at the level of the head of DSU and/or the Secretary been established for regular review of the work undertaken by the DSU?
 - If you click ☒ Yes radio button, then further questionnaires will be displayed
 - If you click ☐ No radio button, then no further questionnaires will be displayed
- (Respond if answer to 6 is yes, else skip this question) What is the frequency of regular review meetings/review reports?
 - Click ☒ radio button to select Daily, Weekly, Fortnightly, Monthly, Quarterly, or Annually

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5.1.2.3 C. Action Plan


C. Action Plan		
1	Has the M/D framed an action plan to improve its data preparedness levels? (as per the D.O. letter from Sh. Bhaskar Khulbe, Advisor to PM dated 02.02.2021)	<input checked="" type="radio"/> Yes <input type="radio"/> No
2	(Respond if answer to 1 is yes, else skip to Q1 of next section) Does the action plan have all the sections as per the outline shared with all M/Ds? (As per D.O. letter from Sh. Bhaskar Khulbe, Advisor to PM on 02.02.2021)	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Partially
3	Does the action plan include data strategy for all CS/CSS schemes of the M/D?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Partially (Some schemes included)
4	Are clear timelines for each action point identified under the strategy?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Partially (For some actions)
5	Are the responsibilities for each action point clearly allocated to respective divisions for ensuring accountability?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Partially (For some actions)
6	Please upload the action plan in PDF format.	Download File (Upload PDF, Doc or Image, Max File Size:5MB) <input type="button" value="Choose File"/> No file chosen
7	Please enter the action points in the attached excel template. Score will be calculated on exhaustiveness (number of action points per scheme) and timely completion/compliance on the action points against the timelines set by the M/D. The score will get auto-calculated and displayed here.	Strategy Action Point Compliance Percentage 100.00 <input type="button" value="Edit Action Points"/> <input type="button" value="Refresh"/> (Please refresh and save if any change in strategy action points)

Figure 4-7

Enter following details:

- Has the M/D framed an action plan to improve its data preparedness levels? (as per the D.O. letter from Sh. Bhaskar Khulbe, Advisor to PM dated 02.02.2021):
 - If you click ☒ Yes radio button, then further questionnaires will be displayed
 - If you click ☐ No radio button, then no further questionnaires will be displayed
- (Respond if answer to 1 is yes, else skip to Q1 of next section) Does the action plan have all the sections as per the outline shared with all M/Ds? (As per D.O. letter from Sh. Bhaskar Khulbe, Advisor to PM on 02.02.2021):
 - Click ☒ radio button to select Yes, No, or Partially
 - If you select partially, you need to specify it
- Does the action plan include data strategy for all CS/CSS schemes of the M/D?
 - Click ☒ radio button to select Yes, No, or Partially (Some schemes included)
 - If you select partially, you need to specify it
- Are clear timelines for each action point identified under the strategy?
 - Click ☒ radio button to select Yes, No, or Partially (For some actions)
- Are the responsibilities for each action point clearly allocated to respective divisions for ensuring accountability?
 - Click ☒ radio button to select Yes, No, or Partially (For some actions)
- If you select partially, you need to specify it
- Please upload the action plan in PDF format:
 - Click to upload action plan PDF

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- Please edit the action points by clicking on [Edit Action Points](#) link and update the status of action points listed under the M/D as applicable.
 - Click  to refresh all changes

5.1.2.4 D. Data Management

D. Data Management		
1	Are there data management guidelines/architecture , explaining how generated data is to be processed, stored, exchanged, archived and destroyed?	<input checked="" type="radio"/> Yes <input type="radio"/> No <div>Please Specify</div>
2	(Respond if answer to in 1 is 'yes', else skip this question) Is there a dedicated senior-level officer responsible to check the compliance of the data management processes?	<input type="radio"/> Yes <input type="radio"/> No
3	Are data ownership norms clearly defined?	<input type="radio"/> Yes <input checked="" type="radio"/> No
4	Is there a framework for assessing the risk and value of all the data collected by the M/D?	<input type="radio"/> Yes <input checked="" type="radio"/> No
5	Is there a framework governing the ethical use of data , including the use of predictive algorithms, machine learning etc. by the M/D?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Figure 5-6

Enter following details:

- Are there data management guidelines/architecture, explaining how generated data is to be processed, stored, exchanged, archived and destroyed?
 - If you click ☒ Yes radio button, then you need to specify it
 - Click ☒ No radio button to select answer no
- Are data ownership norms clearly defined?
 - Click ☒ Yes radio button to select answer yes
 - Click ☒ No radio button to select answer no
- Is there a framework for assessing the risk and value of all the data collected by the M/D?
 - If you click ☒ Yes radio button, then you need to specify it
 - Click ☒ No radio button to select answer no
- Is there a framework governing the ethical use of data, including the use of predictive algorithms, machine learning etc. by the M/D?
 - If you click ☒ Yes radio button, then you need to specify it
 - Click ☒ No radio button to select answer no

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5.1.2.5 E. Synergistic data use within the M/D

E. Synergistic data use within the M/D		
1	Based on data analysis, has the M/D identified data gaps at M/D level that need to be plugged in from decision making/policy analysis perspectives?	<input type="radio"/> Yes <input checked="" type="radio"/> No
3	Has the M/D created any systems for ensuring that data systems across scheme divisions are integrated so that data from different scheme divisions is shared with each other?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> In progress <input checked="" type="radio"/> N/A <input type="text" value="Please Specify"/>

Figure 5-7

Enter following details:

- Based on data analysis, has the M/D identified data gaps at M/D level that need to be plugged in from decision making/policy analysis perspectives?
 - If you click ☒ Yes radio button, then you need to specify it
 - Click ☒ No radio button to select answer no
- (Respond if answer to 1 is yes, else skip this question) Has the M/D made any implementation plan to overcome these data gaps to aid in decision making?
 - If you click ☒ Yes radio button, then you need to specify it
 - Click ☒ No radio button to select answer no
- Has the M/D created any systems for ensuring that data systems across scheme divisions are integrated so that data from different scheme divisions is shared with each other?
- Click ☒ radio button to select Yes, No, In progress, or N/A
 - If you select Yes or N/A, you need to specify it

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5.1.2.6 F. Inter-Agency Data Collaboration

F. Inter-Agency Data Collaboration		
1	Has the M/D collaborated with other agencies (other M/Ds, private agencies, research organizations etc.) for improving their data systems wherever possible?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> In progress
2	(Respond if answer to 1 is yes, else skip this question) Has the M/D undertaken any of the following steps to drive these inter-agency data collaboration initiatives ?	<input checked="" type="checkbox"/> Sol, MoU, Partnerships with agencies <input type="checkbox"/> API linking of MIS/Dashboards done to enable seamless data sharing between M/Ds <input type="checkbox"/> Multiple data collection processes aimed at same target groups replaced by single synergistic process <input type="checkbox"/> Integrated data storage/warehouses <input type="checkbox"/> Collaboration with other M/Ds to use their data for developing own systems <input type="checkbox"/> Collaboration with M/Ds to develop joint systems for data gathering/use of non-conventional data sources/emerging technologies <input type="checkbox"/> Collaboration with private agencies for use of non-conventional data sources or emerging technologies <input type="checkbox"/> Jointly conducting analysis using data from multiple M/Ds <input type="checkbox"/> Partnerships/Collaborations for data security related measures <input type="checkbox"/> Partnerships/Collaborations for capacity building of human resources <input type="checkbox"/> Others - Please specify :

Figure 5-8

Enter following details:

- Has the M/D collaborated with other agencies (other M/Ds, private agencies, research organizations etc.) for improving their data systems wherever possible?
 - If you click ☒ Yes radio button, then further questionnaires will be displayed
 - If you click ☒ No radio button, then no further questionnaires will be displayed
- (Respond if answer to 1 is yes, else skip this question) Has the M/D undertaken any of the following steps to drive these inter-agency data collaboration initiatives?
 - Check ☐ checkbox to select your answer
 - If you check Others ☐ checkbox, then you need to specify it

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5.1.2.7 Prescriptive Analytics

G. Prescriptive Analytics	
1	<div> <div>Has the M/D gone beyond exploratory data analysis to cross-functional prescriptive analytics ?</div> <div> <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> In progress </div> </div>

Figure 5-9

Enter following details:

- Has the M/D gone beyond exploratory data analysis to cross-functional prescriptive analytics?:
 - If you click ☒ Yes radio button, then further questionnaires will be displayed
 - If you click ☒ No radio button, then no further questionnaires will be displayed
 - If you select ☒ In progress , then you need to specify it
- (Respond if answer to 1 is yes, else skip this question) How often is this being undertaken?
 - Click ☒ radio button to select Annually, Quarterly, or Monthly
- (Respond if answer to 1 is yes, else skip this question) What is the mode in which this is being practiced?
 - Check ☐ Mechanisms for regular prescriptive data analysis reports to be prepared and shared with decision makers at the highest level have been instated checkbox to select answer
 - Check ☐ Committee formed to hold policy review meetings/review reports at regular frequencies checkbox to select answer
 - Check ☐ Regular policy review meetings involving all scheme divisions/sections institutionalized checkbox to select answer
 - Check ☐ Emerging actionables are undertaken, documented and disseminated via a separate newsletter/report/document/order etc. and tracked regularly to select answer
 - Check ☐ Others - Please specify how: to select answer
 - If you check ☐ Others checkbox, you need to specify it

Data Governance Quality Index

5.1.2.8 Good Practices

H. Good Practices	
1	<p>Good Practice 1</p> <p>a. Describe the problem statement faced by the M/D. (100 words)</p> <p>problem statemen</p> <p>Click to upload file</p> <p>Upload File <input type="button" value="Choose File"/> No file chosen</p> <p>b. Describe how the M/D has used and implemented data systems and analytics to address the issue to drive smart, near real-time and granular decisions (100 words).</p> <p>M/D has used and implemented data systems</p> <p>Click to upload file</p> <p>Upload File <input type="button" value="Choose File"/> No file chosen</p> <p>c. Explain the positive impact generated with supporting evidence that indicated such impact due to the solution implemented (100 words).</p> <p>Click to upload file</p> <p>Upload File <input type="button" value="Choose File"/> No file chosen</p>
2	<p>Good Practice 2</p> <p>a. Describe the problem statement faced by the M/D. (100 words)</p> <p>problem statement faced by MD</p> <p>Click to upload file</p> <p>Upload File <input type="button" value="Choose File"/> No file chosen</p> <p>b. Describe how the M/D has used and implemented data systems and analytics to address the issue to drive smart, near real-time and granular decisions (100 words).</p> <p>problem statement faced by MD</p> <p>Click to upload file</p> <p>Upload File <input type="button" value="Choose File"/> No file chosen</p> <p>c. Explain the positive impact generated with supporting evidence that indicated such impact due to the solution implemented (100 words).</p> <p>mpact generated with supporting evidence that indicated such impact du</p> <p>Click to upload file</p> <p>Upload File <input type="button" value="Choose File"/> No file chosen</p>
3	<p>Good Practice 3</p> <p>a. Describe the problem statement faced by the M/D. (100 words)</p> <p>mpact generated with supporting evidence that indicated such impact du</p> <p>Click to upload file</p> <p>Upload File <input type="button" value="Choose File"/> No file chosen</p> <p>b. Describe how the M/D has used and implemented data systems and analytics to address the issue to drive smart, near real-time and granular decisions (100 words).</p> <p>mpact generated with supporting evidence that indicated such impact du</p> <p>Click to upload file</p> <p>Upload File <input type="button" value="Choose File"/> No file chosen</p> <p>c. Explain the positive impact generated with supporting evidence that indicated such impact due to the solution implemented (100 words).</p> <p>mpact generated with supporting evidence that indicated such impact du</p> <p>Click to upload file</p> <p>Upload File <input type="button" value="Choose File"/> No file chosen</p> <p>Click to save questionnaires as draft</p> <p>Click to submit and proceed to Part B CS/CSS</p> <p>Submit & Proceed to Part B CS/CSS Save As Draft</p>

Data Governance Quality Index

Figure 5-10

Enter following details:

- Good Practice 1: Enter good practices 1
 - Click [Choose File](#) to upload file
- Good Practice 2: Enter good practices 2
 - Click [Choose File](#) to upload file
- Good Practice 3: Enter good practices 3
 - Click [Choose File](#) to upload file
- Click [Submit & Proceed to Part B CS/CSS](#) to submit and process part B CS/CSS
- Click [Save As Draft](#) to save questionnaires as a draft

Note: You can only save form in draft mode

Note: Similarly Part B questionnaire Response will be submitted as per the options available

Data Governance Quality Index

5.1.3 Part B-CS/CSS

Dashboard » Questionnaires

Print

Part A

Part B - CS/CSS

Part B - NSI

2021

Q2

QC-Central Sector Scheme

Figure 5-11

Enter following details:

- Year: Select year from dropdown
- Quarter: Select quarter from dropdown
- Scheme Name: Select scheme name from dropdown

Data Governance Quality Index

5.1.3.1 A.Data Generation

A. Data Generation		
1	Are the data requirements of the scheme well defined and documented?	<input checked="" type="radio"/> Yes <input type="radio"/> No
2	Is data collected for all identified data requirements?	
	a. Input Data Points	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Partial
	b. Output Data Points	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Partial
	c. Outcome Data Points	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Partial
3	Is collected data reported digitally? (i.e. is there is a digital electronic database/MIS)?	<input checked="" type="radio"/> Yes Please Provide Link, Username and password <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> Link: Username: Password: </div> <input type="radio"/> No i.e. On paper only
4	(Respond if answer to 3 is 'Yes', else skip to 1 of Q1 of data quality section) At what granularity is data reported digitally for the scheme?	
	a. At the M/D (National)	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
	b. State	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
	c. District / City	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
	d. Sub-District / Tehsil	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
	e. Block	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
	f. Village	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
	g. Individual	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
	h. Project	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA

Figure 5-12

Data Governance Quality Index

5	At what frequency is data reported digitally for the scheme?	
	a. Realtime or near realtime	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA
	b. Daily	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
	c. Weekly/Fortnightly	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
	d. Monthly	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
	e. Quarterly	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
	f. Half-yearly	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
	g. Yearly	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
6	How is this data collected at the ground level ?	<input type="radio"/> Collected on paper by human resources and then fed on digital systems <input checked="" type="radio"/> Collected using digital modes (tablets/phones etc.) by human resources <input type="radio"/> Transactional data
7	Respond if answer to 6 is 'second/third option', else skip this question) Are any of the following technologies used?	
	a. CAPI Surveys	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
	b. Geotagged information	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
	c. Geofenced information	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
	d. Others - Please specify which technology	<input type="text"/>

Figure 5-13

Enter following details:

- Are the data requirements of the scheme well defined and documented?
 - Click ☒ Yes radio button to select answer as yes
 - Click ☒ No radio button, to select answer as no
- Is data collected for all identified data requirements?
 - Click ☒ Yes radio button to select answer as yes
 - Click ☒ No radio button, to select answer as no
 - Click ☐ Partial radio button to select answer as partial
- Is collected data reported digitally? (i.e. is there is a digital electronic database/MIS)?

Data Governance Quality Index

- If you click ☒ Yes radio button, then you need to enter following details:
 - Link: Enter link
 - Username: Enter username
 - Password: Enter password
 - Click ☒ radio button to select answer as No i.e. On paper only
- (Respond if answer to 3 is 'Yes', else skip to 1 of Q1 of data quality section) At what granularity is data reported digitally for the scheme?
 - Click ☒ Yes radio button to select answer as yes
 - Click ☒ No radio button, to select answer as no
 - Click ☒ NA radio button to select answer as not applicable
- At what frequency is data reported digitally for the scheme?
 - Click ☒ Yes radio button to select answer as yes
 - Click ☒ No radio button, to select answer as no
 - Click ☒ NA radio button to select answer as not applicable
- How is this data collected at the ground level?
 - Click ☒ radio button to select your answer
- Respond if answer to 6 is 'second/third option', else skip this question) Are any of the following technologies used?
 - Click ☒ Yes radio button to select answer as yes
 - Click ☒ No radio button, to select answer as no
 - Click ☒ NA radio button to select answer as not applicable
- Others - Please specify which technology: Specify technology name

Data Governance Quality Index

5.1.3.2 B. Data Quality

B. Data Quality		
1	Are there pre-defined documented mechanisms to assess quality of incoming data	<input checked="" type="radio"/> Yes <input type="radio"/> No
2	How is data quality assessment done?	<input checked="" type="radio"/> Automatically <input type="radio"/> Manually <input type="radio"/> Hybrid <input type="radio"/> Not done
3	(Respond if answer to 2 is not "not done", else skip to Q1 of next section) Are following protocols followed during data quality assessment?	
	a. Incoming data is filtered/cleaned after checking for missing values, logical flaws in data, incorrect values etc.	<input checked="" type="radio"/> Yes <input type="radio"/> No
	b. Summary statistics of incoming data are generated and checked for errors/abnormalities	<input checked="" type="radio"/> Yes <input type="radio"/> No
	c. Existence and accuracy of metadata for all the scheme's data is periodically checked (Schema is well defined)	<input checked="" type="radio"/> Yes <input type="radio"/> No
	d. There is a system for identifying duplicate data and removing redundancies	<input checked="" type="radio"/> Yes <input type="radio"/> No
	e. There is a system to ensure data is accurate, consistent and traceable to origin/source, whenever it is reproduced by any agency (data integrity)	<input checked="" type="radio"/> Yes <input type="radio"/> No
4	Are following feedback mechanisms/backchecks also leveraged for data quality control?	
	a. Social audits	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
	b. Telephonic backchecks/verification with beneficiaries	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA
	c. Multimedia data – citizen voice, video, images as evidence	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
	d. Sample inspections based on data	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA
	e. Third party data verification/ data audits	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA

Figure 5-14

Enter following details:

- Are there pre-defined documented mechanisms to assess quality of incoming data
- How is data quality assessment done?:
 - Click ☒ Yes radio button to select answer as yes
 - Click ☒ No radio button, to select answer as no
- (Respond if answer to 2 is not "not done", else skip to Q1 of next section) Are following protocols followed during data quality assessment?:
 - Click ☒ Yes radio button to select answer as yes
 - Click ☒ No radio button, to select answer as no

Data Governance Quality Index

- Are following feedback mechanisms/backchecks also leveraged for data quality control?
 - Click ☒ Yes radio button to select answer as yes
 - Click ☒ No radio button, to select answer as no
 - Click ☒ NA radio button to select answer as not applicable

Data Governance Quality Index

5.1.3.3 C. Data Analysis, Use and Dissemination

C. Data Analysis, Use and Dissemination		
1	What types of data analysis is undertaken on collected data?	
	a. Descriptive data analysis (e.g. basic cross tabulation, frequency distribution, mean, median etc.)	<input checked="" type="radio"/> Yes <input type="radio"/> No
	b. Exploratory data analysis (e.g. correlation etc.)	<input checked="" type="radio"/> Yes <input type="radio"/> No
	c. Inferential data analysis (Using a small sample of data to infer about a larger population)	<input checked="" type="radio"/> Yes <input type="radio"/> No
	d. Predictive analysis (Using historical or current data to find patterns to make predictions about the future)	<input checked="" type="radio"/> Yes <input type="radio"/> No
	e. Causal analysis (Looks at the cause and effect of relationships between variables, focused on finding the cause of a correlation)	<input checked="" type="radio"/> Yes <input type="radio"/> No
	f. Mechanistic Analysis (Understand exact changes in variables that lead to other changes in other variables)	<input type="radio"/> Yes <input checked="" type="radio"/> No
	g. Others - Please specify the name and the type of data analysis	<div></div>
2	(Respond if answer to any of the options in 1 is "yes", else skip to Q5) Is cross-schematic/sectoral data also analysed, wherever needed?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
3	How often is this data analysis well-documented (in reports/notes/publications)?	<input checked="" type="radio"/> Real-Time on a dashboard <input type="radio"/> Quarterly <input type="radio"/> Half-yearly <input type="radio"/> Annually <input type="radio"/> Never
4	How often is this data analysis being used by the M/D officials	
	a. To re-design the schemes or activities undertaken under the scheme at the end of the tenure?	<input checked="" type="radio"/> Real-Time on a dashboard <input type="radio"/> Quarterly <input type="radio"/> Half-yearly <input type="radio"/> Annually <input type="radio"/> Never
	b. To do mid-course corrections through design or implementation changes ?	<input checked="" type="radio"/> Real-Time on a dashboard <input type="radio"/> Quarterly <input type="radio"/> Half-yearly <input type="radio"/> Annually <input type="radio"/> Never
	c. To guide intra-scheme funding decisions like inter-state allocations, inter-component allocations, etc.?	<input checked="" type="radio"/> Real-Time on a dashboard <input type="radio"/> Quarterly <input type="radio"/> Half-yearly <input type="radio"/> Annually <input type="radio"/> Never
	d. To guide inter-scheme budgetary allocations?	<input checked="" type="radio"/> Real-Time on a dashboard <input type="radio"/> Quarterly <input type="radio"/> Half-yearly <input type="radio"/> Annually <input type="radio"/> Never
	e. To decide quarterly releases to implementing agencies?	<input checked="" type="radio"/> Real-Time on a dashboard <input type="radio"/> Quarterly <input type="radio"/> Half-yearly <input type="radio"/> Annually <input type="radio"/> Never
	f. For fraud management and analysis	<input checked="" type="radio"/> Real-Time on a dashboard <input type="radio"/> Quarterly <input type="radio"/> Half-yearly <input type="radio"/> Annually <input type="radio"/> Never
	g. Day to day delivery and monitoring of implementation/ performance of the scheme	<input checked="" type="radio"/> Real-Time on a dashboard <input type="radio"/> Quarterly <input type="radio"/> Half-yearly <input type="radio"/> Annually <input type="radio"/> Never

Figure 5-15

Data Governance Quality Index

5	What other modes are used to disseminate the MIS/ paper-based data and related data analysis?	
	a. Dashboard	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
	b. Mobile App	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
	c. Social Media	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
	d. SMS	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
	e. Newspapers/ Magazines	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
	f. Outdoor media (signages/ billboards	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
	g. Events	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
	h. TV/ Radio	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
	i. Others - Please mention the mode	<input type="text"/>
6	(Respond if 'Yes' in 5a, else skip to 9) What purposes are dashboards used for by the M/D officials?	
	a. Visual presentation of KPI/KRAs with drill-down capability to lowest level to gain total visibility	<input checked="" type="radio"/> Yes <input type="radio"/> No
	b. Capturing trends over time and identifying preempt trends	<input checked="" type="radio"/> Yes <input type="radio"/> No
	c. Measure efficiencies/inefficiencies in processes	<input checked="" type="radio"/> Yes <input type="radio"/> No
	d. User friendly one stop access to multiple automated reports	<input checked="" type="radio"/> Yes <input type="radio"/> No

Figure 5-16

Data Governance Quality Index

7	What types of Data Visualizations are used?	
	a. Bar chart/Histogram	<input checked="" type="radio"/> Yes <input type="radio"/> No
	b. Pie charts	<input checked="" type="radio"/> Yes <input type="radio"/> No
	c. Scatter plot	<input checked="" type="radio"/> Yes <input type="radio"/> No
	d. Heat maps	<input checked="" type="radio"/> Yes <input type="radio"/> No
	e. Treemaps	<input checked="" type="radio"/> Yes <input type="radio"/> No
	f. Gantt chart	<input checked="" type="radio"/> Yes <input type="radio"/> No
	g. Specialized visualizations- Stripe graphics, streamgraph, etc.	<input checked="" type="radio"/> Yes <input type="radio"/> No
	h. Others - please mention data visualizations used	<div></div>
8	Does the Dashboard visualize information on maps?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
9	(Respond if 'Yes' in 3 of Data Generation section, else skip to Q6 of next section) Does the MIS support multilingual features as per GiGW norms?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Partially (some norms followed but not all)
10	Does the MIS support features for differently abled as per GiGW norms?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Partially (some norms followed but not all)
11	How is the MIS data accessible for general population?	<input checked="" type="radio"/> Openly accessible without credentials <input type="radio"/> Accessible through credentials <input type="radio"/> Not accessible
12	Is there an option on the MIS to download bulk data in excel, csv, dta files (machine readable formats)?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Partial data download allowed
13	Is the MIS data available on 'data.gov.in' ?	<input checked="" type="radio"/> Yes <input type="radio"/> No

Figure 5-17

Enter following details:

- What types of data analysis is undertaken on collected data?:
 - Click ☒ Yes radio button to select answer as yes
 - Click ☐ No radio button, to select answer as no
- (Respond if answer to any of the options in 1 is "yes", else skip to Q5) Is cross-schematic/sectoral data also analyzed, wherever needed?:
 - Click ☒ Yes radio button to select answer as yes
 - Click ☐ No radio button, to select answer as no
 - Click ☐ NA radio button to select answer as not applicable
- How often is this data analysis well-documented (in reports/notes/publications)?:

Data Governance Quality Index

- Click ☒ radio button to select answer as Real-Time on a dashboard, Quarterly, Half-yearly, Annually, or Never
- How often is this data analysis being used by the M/D officials:
 - Click ☒ radio button to select answer as Real-Time on a dashboard, Quarterly, Half-yearly, Annually, or Never
- What other modes are used to disseminate the MIS/ paper-based data and related data analysis?:
 - Click ☒ Yes radio button to select answer as yes
 - Click ☒ No radio button, to select answer as no
 - Click ☒ NA radio button to select answer as not applicable
- (Respond if 'Yes' in 5a, else skip to 9) What purposes are dashboards used for by the M/D officials?:
 - Click ☒ Yes radio button to select answer as yes
 - Click ☒ No radio button, to select answer as no
- What types of Data Visualizations are used?:
 - Click ☒ Yes radio button to select answer as yes
 - Click ☒ No radio button, to select answer as no
- Does the Dashboard visualize information on maps?:
 - Click ☒ Yes radio button to select answer as yes
 - Click ☒ No radio button, to select answer as no
 - Click ☒ radio button to select answer as partially
- (Respond if 'Yes' in 3 of Data Generation section, else skip to Q6 of next section) Does the MIS support multilingual features as per GIGW norms?:
 - Click ☒ Yes radio button to select answer as yes
 - Click ☒ No radio button, to select answer as no
 - Click ☒ radio button to select answer as partially
- Does the MIS support features for differently abled as per GIGW norms?
 - Click ☒ Yes radio button to select answer as yes
 - Click ☒ No radio button, to select answer as no
 - Click ☒ radio button to select answer as partially
- How is the MIS data accessible for general population?
 - Click ☒ radio button to select answer as Openly accessible without credentials, Accessible through credentials, or Not accessible
- Is there an option on the MIS to download bulk data in excel, csv, dta files (machine readable formats)?
 - Click ☒ Yes radio button to select answer as yes
 - Click ☒ No radio button, to select answer as no
 - Click ☒ radio button to select answer as Partial data download allowed
- Is the MIS data available on 'data.gov.in'?
 - Click ☒ Yes radio button to select answer as yes
 - Click ☒ No radio button, to select answer as no

Data Governance Quality Index

5.1.3.4 D. Use of Technology

D. Use of Technology		
1	(Respond if 'Yes' in 3 of Data Generation section, else skip to Q6) Does the MIS of the scheme have linkages with PFMS ?	<input checked="" type="radio"/> Yes <input type="radio"/> No
2	(Respond if answer to 1 is yes) Is PFMS integration completed till the field-level implementation agency ?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Partially
3	Does the MIS of the scheme have linkages:	
	a. Aadhaar	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
	b. Mobile numbers	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
	c. Bank accounts	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
	d. GSTN	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
	e. Udyog Aadhaar	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
	f. Others – please specify	<input type="text"/>
4	Does the scheme use any of the following:	
	a. Remote sensing data	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
	b. Night light data	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
	c. Social media data	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
	d. Private sector generated data	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA
	e. Others – please specify	<input type="text"/>

Figure 5-18

Data Governance Quality Index

5	Is the MIS compliant with Local Govt Directory (LGD)?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
6	Does the scheme apply/use any of the following:	
	a. Machine Learning	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
	b. Artificial Intelligence	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
	c. Blockchain	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA
	d. Internet of Things (IoT)	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
	e. Big Data analytics	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
	f. Drones	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA

Figure 5-19

Enter following details:

- (Respond if 'Yes' in 3 of Data Generation section, else skip to Q6) Does the MIS of the scheme have linkages with PFMS? :
 - If you click ☒ Yes radio button, then further questionnaires will be displayed
 - If you click ☒ No radio button, then no further questionnaires will be displayed
- (Respond if answer to 1 is yes) Is PFMS integration completed till the field-level implementation agency?
 - Click ☒ Yes radio button to select answer as yes
 - Click ☒ No radio button, to select answer as no
 - Click ☒ radio button to select answer as partially
- Does the MIS of the scheme have linkages:
 - Click ☒ Yes radio button to select answer as yes
 - Click ☒ No radio button, to select answer as no
 - Click ☒ NA radio button to select answer as not applicable
- Does the scheme use any of the following:
 - Click ☒ Yes radio button to select answer as yes
 - Click ☒ No radio button, to select answer as no
 - Click ☒ NA radio button to select answer as not applicable
- Is the MIS compliant with Local GOVT. Directory (LGD)?
 - Click ☒ Yes radio button to select answer as yes
 - Click ☒ No radio button, to select answer as no
 - Click ☒ NA radio button to select answer as not applicable

Data Governance Quality Index

- Does the scheme apply/use any of the following:
 - Click ☒ Yes radio button to select answer as yes
 - Click ☒ No radio button, to select answer as no
 - Click ☒ NA radio button to select answer as not applicable

5.1.3.5 E. Data Security and HR Capacity

E. Data Security and HR Capacity		
1	(Respond if 'Yes' in 3 of Data Generation section, else skip to Q9) Does the MIS follow regular antivirus updates?	<input type="radio"/> Yes <input checked="" type="radio"/> No
2	Is the MIS regularly assessed by third party auditors for the online security?	<input checked="" type="radio"/> Yes <input type="radio"/> No
3	Does the MIS/ website uses SSL certificate?	<input type="radio"/> Yes <input checked="" type="radio"/> No
4	If "Yes" in previous question, is the SSL certificate at least 2048 bit SHA 256 encryption or higher?	<input type="radio"/> Yes <input type="radio"/> No
5	Does the MIS use firewalls to secure access to data?	<input type="radio"/> Yes <input checked="" type="radio"/> No
6	All external communication/ 3rd party integration/ API integration for the MIS is done through encrypted channel?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No external communication established
7	What measures are undertaken to secure sensitive/personally identifiable information ? (Multiselect)	<input type="checkbox"/> Single-factor/ Multi-factor authentication <input checked="" type="checkbox"/> Access control list is maintained <input type="checkbox"/> Data is encrypted <input type="checkbox"/> Data is anonymized <input type="checkbox"/> No such data
8	(If anonymization is selected in previous question) How do you protect de-identified data from re-identification risks?	<input checked="" type="checkbox"/> No efforts made <input type="checkbox"/> Tighter security for databases that store anonymized information <input type="checkbox"/> Implementation of Differential Privacy <input type="checkbox"/> Generation of Synthetic Data that exhibits the statistical properties of the raw data, without allowing real individuals to be identified <input type="checkbox"/> Others - provide details
9	(Respond if answer to 7 is any option other than "no such data", else skip to Q10) Is permission taken from user to collect, store and use their personal data ?	<input checked="" type="radio"/> Yes <input type="radio"/> No
10	Is there a dedicated data quality assessment and management team for the scheme?	<input checked="" type="radio"/> Yes <input type="radio"/> No
11	Is there a dedicated data analysis team for the scheme?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Figure 5-20

Enter following details:

- (Respond if 'Yes' in 3 of Data Generation section, else skip to Q9) Does the MIS follow regular antivirus updates?:
 - Click ☒ Yes radio button to select answer as yes
 - Click ☒ No radio button, to select answer as no
- Is the MIS regularly assessed by third party auditors for the online security?:

Data Governance Quality Index

- Click ☒ Yes radio button to select answer as yes
 - Click ☒ No radio button, to select answer as no
- Does the MIS/ website uses SSL certificate?:
 - Click ☒ Yes radio button to select answer as yes
 - Click ☒ No radio button, to select answer as no
- If "Yes" in previous question, is the SSL certificate at least 2048 bit SHA 256 encryption or higher?:
 - Click ☒ Yes radio button to select answer as yes
 - Click ☒ No radio button, to select answer as no
- Does the MIS use firewalls to secure access to data?
 - Click ☒ Yes radio button to select answer as yes
 - Click ☒ No radio button, to select answer as no
- All external communication/ 3rd party integration/ API integration for the MIS is done through encrypted channel?:
 - Click ☒ Yes radio button to select answer as yes
 - Click ☒ No radio button, to select answer as no
 - Click ☒ radio button to select answer as No external communication established
- What measures are undertaken to secure sensitive/personally identifiable information? (Multiselect)
 - Check ☐ checkbox to select answer as Single-factor/ Multi-factor authentication Access control list is maintained, Data is encrypted, Data is anonymized, or No such data
- (If anonymization is selected in previous question) How do you protect de-identified data from re-identification risks?:
 - Check ☐ checkbox to select answer as No efforts made, Tighter security for databases that store anonymized information, Implementation of Differential Privacy, Generation of Synthetic Data that exhibits the statistical properties of the raw data, without allowing real individuals to be identified, or Others - provide details
- (Respond if answer to 7 is any option other than "no such data", else skip to Q10) Is permission taken from user to collect, store and use their personal data?:
 - Click ☒ Yes radio button to select answer as yes
 - Click ☒ No radio button, to select answer as no
- Is there a dedicated data quality assessment and management team for the scheme?:
 - Click ☒ Yes radio button to select answer as yes
 - Click ☒ No radio button, to select answer as no
- Is there a dedicated data analysis team for the scheme?:
 - Click ☒ Yes radio button to select answer as yes
 - Click ☒ No radio button, to select answer as no

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5.1.3.6 F. Data Management

F. Data Management

1	Respond if you have answered 'Yes' in 3 of Data generation section, else skip this section. Where is MIS data stored?	<input checked="" type="radio"/> On separate servers for different schemes (distributed storage) <input type="radio"/> On central server which is used for all schemes
3	How is MIS data stored?	<input checked="" type="radio"/> Physical servers <input type="radio"/> Cloud Storage <input type="radio"/> Others
5	How is historical MIS data managed?	<input checked="" type="radio"/> Data is not backed up (i.e., it is destroyed) <input type="radio"/> Data is backed up and data is archived, or Data history is well maintained including retention, destruction, and audit trail details

Click to submit and proceed to part B NSI

Click to save questionnaires as draft

Submit & Proceed to Part B NSI

Save As Draft

Figure 5-21

Enter following details:

- Respond if you have answered 'Yes' in 3 of Data generation section, else skip this section. Where is MIS data stored?:
 - Click ☒ radio button to select answer as on separate servers for different schemes (distributed storage) or on central server which is used for all schemes
- How is MIS data stored?:
 - Click ☒ radio button to select answer as Physical servers, Cloud Storage, or Others
- How is historical MIS data managed?:
 - Click ☒ radio button to select answer as Data is not backed up (i.e., it is destroyed) Data is backed up and data is archived, or Data history is well maintained including retention, destruction, and audit trail details
- Click

Submit & Proceed to Part B NSI

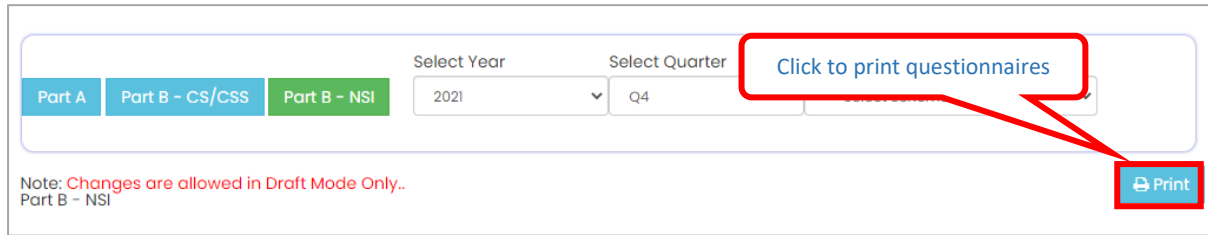
 to submit and proceed to part B
- Click

Save As Draft

 to save questionnaires as a draft

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5.1.4 Part B – NSI



Part A Part B - CS/CSS Part B - NSI

Select Year Select Quarter

2021 Q4


Click to print questionnaires

Note: Changes are allowed in Draft Mode Only..
Part B - NSI

Print

Figure 5-22

Enter following details:

- Select Year: Select year from dropdown
- Select Quarter: Select quarter from dropdown
- Select Scheme: Select scheme from dropdown
- Click  Print to print questionnaires

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6 Strategy Tracking Module

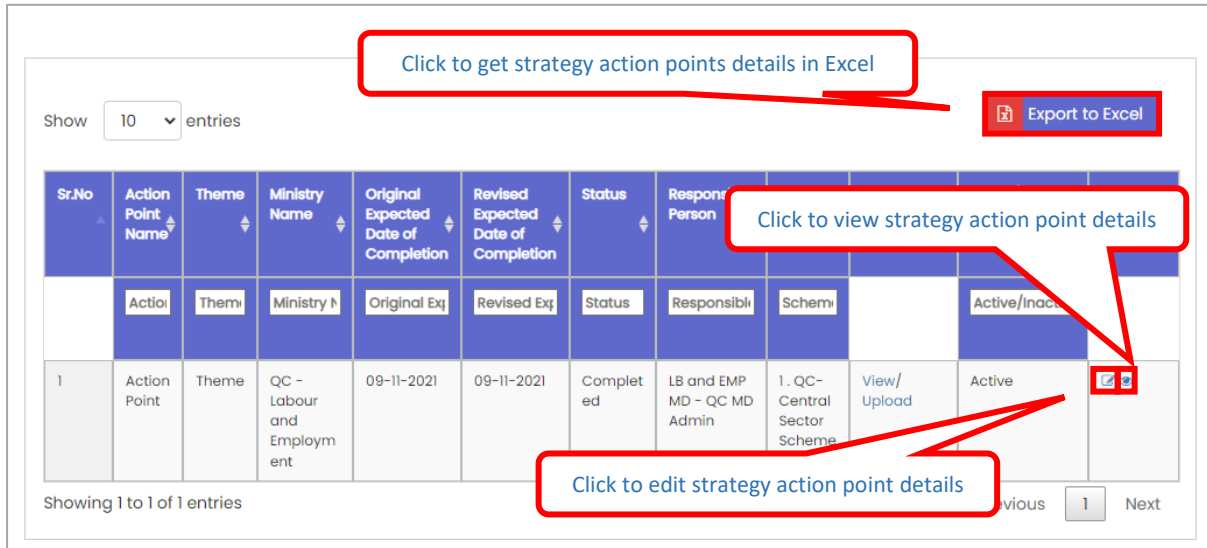
6.1 Strategy Action Points

Path: Strategy Tracking Module >> Strategy Action Points

Click  Export to Excel to get strategy action points details in Excel

Select ministry name from dropdown;

Strategy Action Points will be displayed with following column headings:



Click to get strategy action points details in Excel

Export to Excel

Click to view strategy action point details



Click to edit strategy action point details

Sr.No	Action Point Name	Theme	Ministry Name	Original Expected Date of Completion	Revised Expected Date of Completion	Status	Responsible Person	Scheme	View/Upload	Active/Inactive
1	Action Point	Theme	Ministry Name	Original Expected Date of Completion	Revised Expected Date of Completion	Status	Responsible Person	Scheme	View/Upload	Active/Inactive

Showing 1 to 1 of 1 entries

Previous 1 Next

Figure 6-1

- Sr. No
- Action Point Name
- Theme
- Ministry Name
- Original Expected Date of Completion (It is a date consider when first time M/D Admin add data)
- Revised Expected Date of Completion (If M/D Admin changes original expected date of completion, then the date is considered as revised expected date of completion)
- Status
- Responsible Person
- Scheme Name
 - Document View / Upload
 - Active/Inactive
- Actions:
 - Click  to edit strategy action point details
 - Click  to view strategy action point details

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6.2 View strategy action point

Show entries
Export to Excel

Sr.No	Action Point Name	Theme	Ministry Name	Original Expected Date of Completion	Revised Expected Date of Completion	Status	Responsible Person	Scheme	Document	Active/Inactive	Actions
	Action Point	Theme	Ministry Name	Original Expected Date of Completion	Revised Expected Date of Completion	Status	Responsible Person	Scheme	Document	Active/Inactive	Actions
1	Action Point	Theme	QC - Labour and Employment	09-11-2021	09-11-2021	Completed	LB and EMP MD - QC MD Admin	1. QC-Central Sector Scheme	View/Upload	Active	

Showing 1 to 1 of 1 entries
Previous 1 Next

Figure 6-2

Click  to view strategy action point details

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Strategy Action Points details will be displayed with following column headings:

Dashboard » Strategy Action Points Back

Action Point Name	Action Point
Description	Description
Theme	Theme
Scheme Name	I. QC-Central Sector Scheme
Original Expected Date of Completion	09-11-2021
Revised Expected Date of Completion	09-11-2021
Status	Completed
Remarks	Progress
Responsible Person	LB and EMP MD
Designation	QC MD Admin
Approval Status	Approved
Active/inactive	Active
View Uploaded Document	View
Created	08-11-2021

[Click to view uploaded document](#)

Figure 6-3

- Action Point Name
- Description
- Theme
- Scheme Name
- Original Expected Date of Completion
- Revised Expected Date of Completion
- Status
- Remarks
- Responsible Person
- Designation
- Approval Status
- Active/Inactive
- View Uploaded Document
 - Click [View](#) to view uploaded document
- Created

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6.2.1 Document Upload

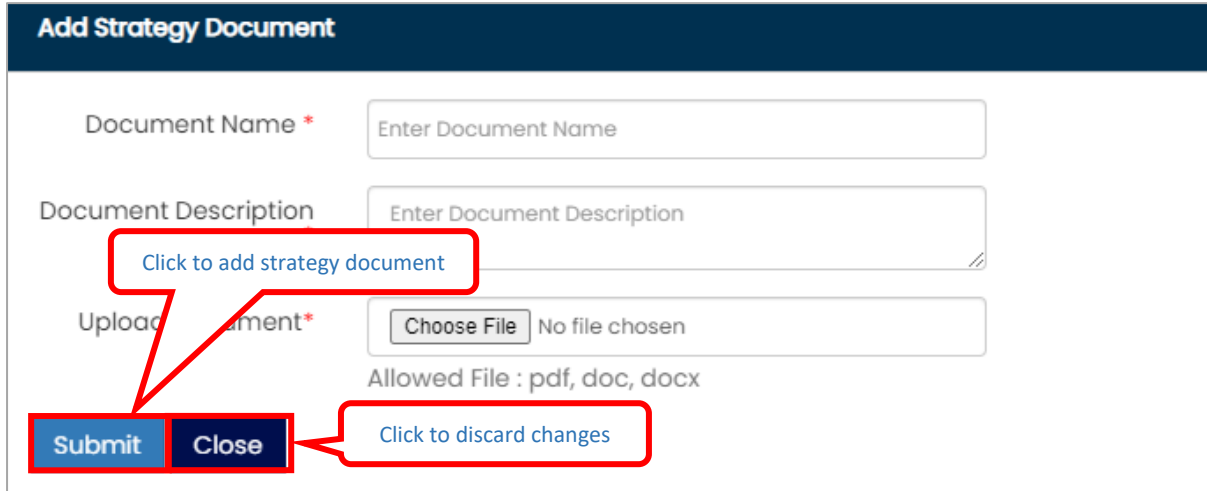
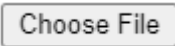




Figure 6-4

Enter following details:

- Document Name: Enter document name
- Document Description: Enter document description
- Upload Document: Click  to choose file
- Click  to add strategy document
- Click  to discard changes

On successful upload of strategy document, system will display following message:

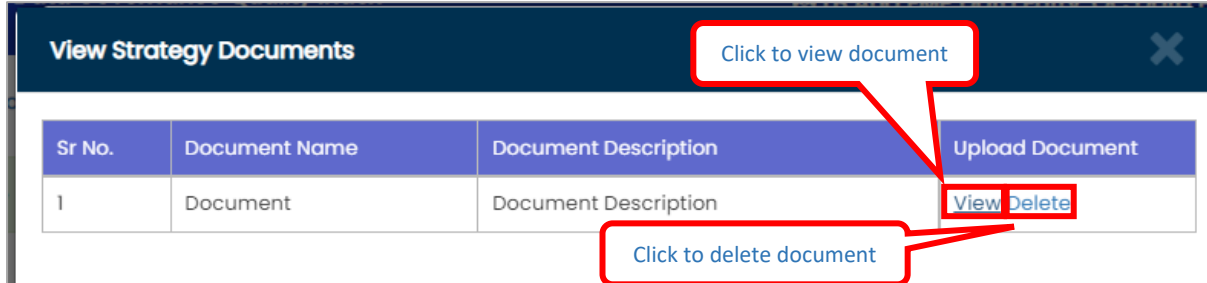
The Strategy document has been uploaded

Figure 6-5

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6.2.2 Document View

Strategy documents details will be displayed with following column headings:



Sr No.	Document Name	Document Description	Upload Document
1	Document	Document Description	View Delete

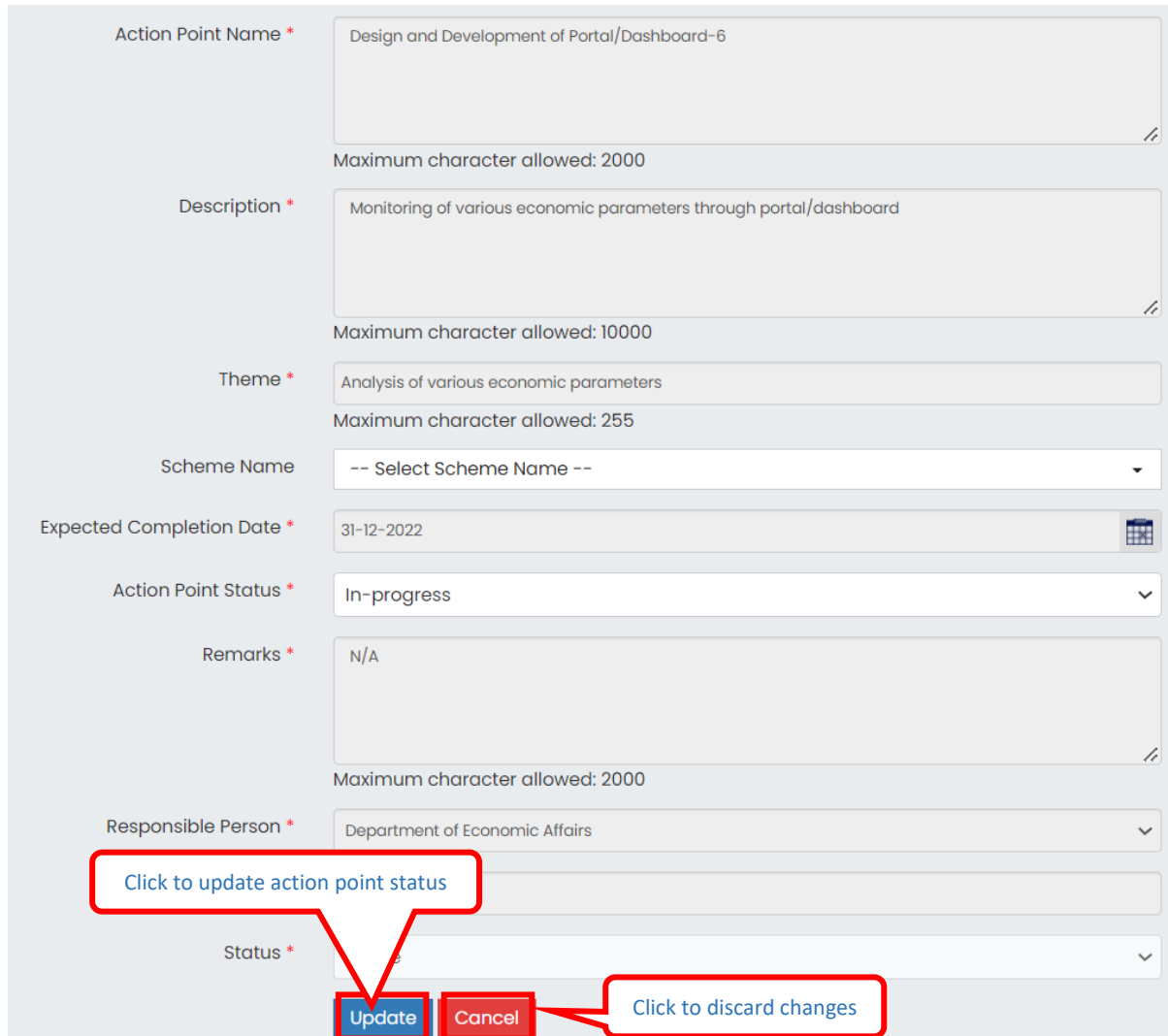
Figure 6-6

- Sr. No.
- Document Name
- Document Description
- Upload Document
 - Click [View](#) to view document
 - Click [Delete](#) to delete document

Note: M/D data entry user can only be able to view or upload strategy action point documents. He/she would not be able to add or delete strategy action points and uploaded documents.

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6.2.3 Edit Strategy Action Points



Action Point Name * Design and Development of Portal/Dashboard-6
Maximum character allowed: 2000

Description * Monitoring of various economic parameters through portal/dashboard
Maximum character allowed: 10000

Theme * Analysis of various economic parameters
Maximum character allowed: 255

Scheme Name -- Select Scheme Name --

Expected Completion Date * 31-12-2022

Action Point Status * In-progress

Remarks * N/A
Maximum character allowed: 2000

Responsible Person * Department of Economic Affairs

Click to update action point status

Status *

Update Cancel

Click to discard changes

Figure 6-7

Enter following details:

- Action Point Name will be displayed automatically
- Description will be displayed automatically
- Theme will be displayed automatically
- Scheme Name: Select scheme from dropdown
- Expected Completion Date will be displayed automatically
- Action Point Status: Select action point status Yet to be initiated, In-progress, or Completed from dropdown
- Remarks will be displayed automatically
- Responsible Person will be displayed automatically
- Designation will be displayed automatically
- Status will be displayed automatically
- Click [Back](#) to go to previous screen

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- Click **Update** to update action point status
- Click **Cancel** to discard changes