**AIISH Information Reporting System (AIRS)**

The system will be used for collecting and storing data and information on various activities carried out at AIISH.

Storage of information about the scholarly and service activities for a number of uses, such as

Is a secure, online system designed to collect information on the activities of faculty and staff at AIISH in order to meet the requirement for institutional, departmental and personal level reporting.

Information from the Activity Reporting System will be used to satisfy the provisions of federal reporting guidelines.

Data from the activity reporting system are also used for several other purposes at AIISH including course assignment analysis; instructional workload reports; space analysis reports; and hospital finance reports, among others.

**Access**

Access to this system is limited. To get access to the Activity Reporting System, a user must have an authorization form on file with the OIR office that is signed by your unit head.

Each department or unit has at least one authorized person who is responsible for data entry in the ARS system.

Broadly, the types of activity for which information will be collected include:

1. Administration
2. Academic Awards and Laurels
3. Clinical Care
4. Extracurricular Activities
5. Finance
6. Infrastructure Facilities & Development
7. Learning & Teaching

• Direct Instruction

• Indirect Instruction

• Thesis Instruction

• Thesis Supervision

• Clinical Instruction

• Clinical Supervision

• Student Support Services

1. Personnel
2. Production & Publications
3. Public Education
4. Research

• Non-funded Research

• Funded Research

We encourage you to keep your data up to date. At a minimum you should update your information each Friday so that we can generate the reports on a weekly basis.

**Objectives**

1. To create an online storehouse of data of faculty and staff achievements
2. To reduce the administrative burden in managing faculty activity data

**Need and Purpose**

The Institute collects information from the Departments and Sections for a variety of reasons in different formats. In addition, the faculty and staff are submitting their annual performance appraisal reports. The ARS serve as the basis for merit decisions during assessment for various purposes. Another reason for creating ARS is the ability of the University to promote the work and scholarship of its faculty to both the internal University community and its external publics. faculty accomplishments.

**Implications**

To improve data reporting and simplify a number of processes

* Faculty Activity Reports
* Faculty CVs (to replace current NPS Faculty CV system)
* Promotion & Tenure documentation
* Accreditation reports
* save time as it makes faculty data available for accreditation reports, program reviews, and other purposes.
* WMU FARS provides a wide range of benefits to faculty and staff by creating an online storehouse for data on faculty achievements. As such, this will save time as it makes faculty data available for accreditation reports, program reviews, and other purposes. Relatedly, faculty can use this information to generate curriculum vitae (CVs) and biographies in multiple formats.

QARS has improved the communications network

between various stakeholders and has enabled the tracking of the activities in various departmental activities.

**Structure**

FARS is a system that contains seven sections:

1. Announcements & Help
2. Profile
3. Activities
4. Evaluations
5. Forms & Reports
6. Vitas & Biosketches
7. Find Colleagues

**Architecture**

The ARS database architecture is relational. The data fields are created by look-up tables with controlled vocabularies. With over 1000 data fields, ARS allows gathering of data pertaining to

**Steps-by step Implementation**

1. Creation of unique Ids for all the employees