Pokhara University
School of Business

Education Management Information Systems (EMIS)

Operational Guidelines 2019

Preamble

The Vision of Education Management Information System (EMIS) of School of Business is:

The long-range vision of EMIS is to establish a demand-responsive and self-sustainable education management information system (EMIS) that is:

- based on integration of decentralized and distributed sub-systems

- guided by partnership of stakeholders at both federal and state levels

- supported by technically competent bodies

EMIS

The School of Business (SOB) is demand-responsive, which means that it serve the needs of the consumers or the users of information. The role of statistics should be viewed along the whole chain of information management, starting from the consumers' demand for information to the delivery of information products and services. On their own, data collection and processing tasks have no meaning. Unless the whole system is functionally integrated, EMIS has no purpose and will quickly become irrelevant.

To serve one's clients, the EMIS unit should conduct periodic surveys of the information needs of consumers and the capacity needs of producers, and produce the according user-friendly and interpretable information products and services. One should also promote the use of information for decision-making and public discourse.

Introduction

EMIS cell at SOB is designed to systematically organize information related to the management of educational development at the institution. EMIS's center at the school should report to the Internal Quality Assurance Cell (IQAC), where it is responsible for the collection, processing, analyzing, publication, distribution, and rendering of information services for users of educational information.

EMIS is responsible for the promotion and use of information for policy planning and implementation, decision-making, and the monitoring and evaluation of an education system. It also substantially aids efforts made to assess the performance of an education system in the school. It also closely monitors the equitable distribution of resources, and plays an active role in providing information to school management about the deployment of teachers, student performance assessment, internal efficiency of the education system, resource allocation, and the distribution of didactic materials to schools. It must also give technical support to the research unit at the school, the research management cell (RMC).

EMIS cell is also responsible for continuously developing, through training and work, the capacity of its own EMIS staff as well as other staff in the MoE in order to generate a sustainable and self-sufficient centre for the provision, development, and maintenance of an educational information system. Moreover, EMIS is expected to provide special assistance to EMIS units at the Pokhara University and UGC, Nepal. Being the major source of educational information, schools need more input regarding training, the improvement of the records management system, and awareness of the use of such information for planning and decision-making purposes.

Goals and Objectives

The goals of EMIS cell of the school are:

- To promote educational development in the SOB through informed decision-making practices by increasing demand for information use

- To collect, organize, and report accurate, relevant, and timely data for planning and decision-making purposes

- To promote the use of information for educational development

The specific objectives of the EMIS cell are:

- To create an organized unit within the SOB that can collect, process, analyze, publish, store, disseminate, and provide efficient services of educational information for users

- To promote the use of education information, both internally and externally, by increasing its quality

- To create a network of users and producers and increase the role of information in the development of education

- To cultivate the ability of EMIS cell personnel in the areas of analysis and use of educational information, and managing, monitoring, and evaluating the EMIS activities

- To strengthen the overall management of EMIS unit of the school

Functions of EMIS Cell

The EMIS cell has a coordinator role, connecting major stakeholders in partnership and experience-sharing programs, while at the same time introducing new innovations to all stakeholders. Hence, EMIS of the school must carry out the following:

- Survey administration of schools – instrument design, testing, redesign, distribution, and collection

- Organizing, processing, compiling, and cleaning of data

- Analysis, interpretation, and use of educational information

- Publication, distribution, and dissemination of the outputs to users of educational information

- The overall management and planning of EMIS activities, and the promotion of decision making support systems

- Monitoring and evaluating of all EMIS activities

- Training of all levels of EMIS personnel

Major Activities Planning Guide

The EMIS unit should plan and implement the following:

Activities	Time schedule	Responsibility	Cost estimate	Expected output	Expected outcome	Remarks
A. Survey Administration						
1 Needs assessment						
Instrument design/Review Pre-testing Publication						
Distribution						
Follow up						
B. Data Processing						
Requirements analysis						
Program design/review						
Testing						
Implementation						
Data entry						
Data cleaning						
Maintenance						
C. Data Analysis						
Requirements investigation						
Planning the analytical framework						
Draft content outline and dummy tables						
Collect and compile source data						
Compile report						
Edit report						
Evaluate the report						
Finalize report						
D. Publication						
Planning a publication						
Compile						
Process publication						
Publish						
E. Distribution						
Identification of main users						
Prepare/update users' list						
Mailing						
Web posting						

Activities	Time schedule	Responsibility	Cost estimate	Expected output	Expected outcome	Remarks
F. Feedback						
Prepare feedback data collection format						
Feedback data collection						
Review feedback information						
Incorporate feedback information						
G. Evaluation						