

Education Management Information System Activities

A Brief Report

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INTRODUCTION:

Information systems enable countries to be cost-efficient and effective in their education planning. When institutionalized and guided by a clear vision and strategic planning, an Education Management Information System (EMIS) helps policy makers manage an education system to produce quality outputs. Education Management Information System (EMIS) provides information to education administrators in the planning and delivery of educational services. It is a data collection, processing, dissemination and utilization for planning, implementation, monitoring and evaluation of school operation. The systematic and updated data serves as a guide on what is to be achieved by the school and how to achieve it while relying on the available data.

Today, most of the higher education institutions are looking for an optimum distribution of resources and services to yield maximum benefits to students, teachers, and the management alike. In this world of ballooning educational demands, Management Information System (MIS) is just what these institutions need to propel their progress in the right direction. Education Management Information System (EMIS) cell at School of Business is specially designed to monitor the performance of education programs offered by the school and to manage the distribution and allocation of educational resources. Nowadays many higher education institutions are looking forward to implementing comprehensive education management solution to align academic processes and deliver better student experience.

Students are at the heart of an educational institution. EMIS stores crucial student data such as personal data, exam records, and even hostel and library details. Additionally, it keeps track of the day-to-day progress of students which is eventually used to analyze and monitor the improvements or retrogression in students overtime. This is a comprehensive approach as compared to the legacy database where the stored data was incapable of providing real-time crucial insights and consequently aiding the institution in better and timely decision-making.

For Faculties Same goes for data pertaining to the educators as well. In a developing education institution, the progress of its educators is equally imperative for them as well as the institution itself. Educators need to deploy technology to gain in-depth knowledge about student behaviour and make the most out of the time and resources available to provide maximum aid to the

students. An MIS helps track faculty data such as attendance, and performance. But, more importantly, an MIS reduces the workload on teachers by providing quick access to data on any student or a group of students which can be drilled-down, filtered, and arranged accordingly within a few clicks. For School Administration and Management Ease of tracking and analyzing resource distribution and expenditures is one of the biggest reasons for any top-level management of an educational institution to look forward to implementing an MIS system. By resources, we mean everything that the management invests in: right from assets and infrastructure to study aids and educators. Additionally, the management can fully control which teacher, faculty and staffs has access to what kind of data. For instance, sparing the staff in-charge of finances, the management can lock the students' financial records from all the other users or alternatively, academic performance data can be hidden from the staff.

ACTIVITIES PERFORMED BY EMIS CELL, SCHOOL OF BUSINESS

1. Formation of EMIS software Specification preparation committee.
2. Informing different software companies/vendors for the bidding purpose of quotation of EMIS software through notice published on national daily newspaper and on official website of Pokhara university.
3. Formation of committee to open the bidding document of different software companies/vendors
4. Opening the bidding document of different software companies/vendors.
5. Selecting Robust IT solutions for development of EMIS software within 3 months.
6. The selected companies started development of the Software and delivered the EMIS software to the School within the time frame of 3 months.
7. The School hired two MBA students as the intern to input all the data record of all the students of School of Business.
8. The software companies/vendors gave first level training to coordinator and members of EMIS cell to operate the software.
9. Then both the coordinator of Graduate and under graduate level assign subjects to different faculty members.

10. Similarly different feedback related to retrieval and handling of data record of students were given by the EMIS cell to the software companies which helped to minimize some errors seen during the implementation phase
11. The EMIS cell is now planning for full phase training to the all the faculties in near future for the proper implementation of the software.