

# **Education Management Information System (EMIS) Guideline**

## **Samriddhi College**

### **Lokanthali, Bhaktapur**

#### **1. Overview**

The needs of Information Technology infrastructure and its effective use supports education institutions to make the operation more effective, prompt, and supportive to the overall academic environment. The Samdriddi College consistently upgrades the technology that supports academic and administrative functions.

Effective education policy requires information about the inputs, resources, governance, operations, and outcomes of its education system and provides quality data that enables utilization of the information produced in planning. EMIS supports the communication mechanism, academic, and administrative performance tracing, data support, transparency, system management, decision-making process to uplift overall academic plans and quality of the college.

#### **2. Goals of EMIS Guideline**

EMIS helps to analyze and utilize data to improve education systems and added value to improve educational quality, including, efficient expenditures, data-driven policies, smart investments, and meets the strategic targets within the required timeframes.

EMIS tool assesses the effectiveness of data system and data utilization practices to achieve overall efficiency and better learning outcomes.

#### **3. Objectives of the Guideline**

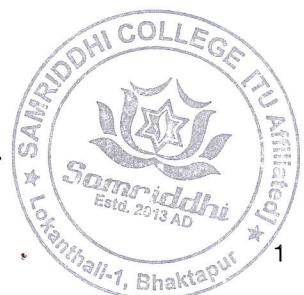
- Prompt processing of information to stakeholders.
- Enhance the day to day operations effectiveness
- Manage external and internal communication effectively
- Support data-driven decision-making process.

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## **B. Enabling EMIS Tools and Management**

- i. System soundness. The processes and structures of the EMIS support the components of an integrated system; source data and all data feed comprise the EMIS.
- ii. Enabling environment. The enabling environment assists to promote the efficiency of human resources, effective utilization of resources infrastructure capacity, projection, and planning of budgetary mechanism.
- iii. Quality data. Collecting, saving, and utilizing information with accuracy and high security in timely and a reliable manner to drive the decision-making process.

## **8. Meetings and Decisions of EMIS Committee**

- i. Agendas: An agenda of the EMIS meeting is provided to committee members at least three working days prior to the next scheduled meeting by the coordinator of the committee.
- ii. Minutes: The minutes drive the decision over the agenda based on the majority, and decisions shall be communicated or recommended to the Principal of the College for necessary action.
- iii. Quorum: A quorum for the decision-making consists above 51%, for the validation. The final decision by the coordinator, in case there are equal divided opinions of any agenda.

## **9. Data Responsibilities**

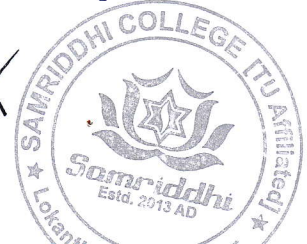
EMIS committee designs the policies and takes responsibility to address the data protection need of the college in the following

- i. Data protection regulations. Stores college personal data, other sensitive data securely ensuring to fulfill the college needs, compliance, and relevant regulations.
- ii. Data backup. Institutional data should be backed-up to ensure no loss of the data, store data securely on multiple platforms including the most secured cloud services.
- iii. Secure protocols. Encrypt any information copied to portable devices or transmitted across a college network.
- iv. Data Storage and Verification. Data are gathered and stored in a unique college ID and deploy in the database through the verification of the concerned department.

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#### **10. Access to the Data**

EMIS team in coordination with the Principal clearly can allow access to the data for a specific purpose and in the case of institutional benefit from the approval of EMIS Coordinator, only in case of internal members need access. Whereas, access to any external stakeholders should go in the form of a report, or be allowed only upon the approval of the Principal of the college.

#### **11. Privacy and the Non Disclosure**

Non-disclosure to a third party shall be signed before providing the data or access to the data channel.

#### **12. Business Ethics**

All members handling and processing the data shall follow the ethical conduct to ensure the purposeful use of the data, and avoid any misuse, or violation of the privacy of the data.

#### **13. Upgradation of the Guideline**

The guideline can be amended based on the need by the following years, after reviewing the performance of the EMIS Committee.

#### **14. Indecisive Concerns and Approval**

The final approval over any indecisive or disputable matter shall be solved in the participation of the Principal of the institution.

Annex 1. List of Consideration of System Architecture

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## **EMIS Guideline**

### **Annex 1. List of Consideration of System Architecture**

Area of Operational Functionalities Needed to Incorporate in the System Architecture by the EMIS

#### **Operational elements**

- Human resources
- Inventory
- Cost & Finance
- Supply chain

#### **Risk Management**

- Sensitivity analysis
- Risk and uncertainty
- Future Technology consideration

#### **Data Architecture of an EMIS**

##### **a. General data**

###### **i. Student data**

- Number of student
- Grade of students
- Individual class students
- Number of teacher per students

###### **ii. Teacher data**

- Total number of teacher
- Per student teaching ratios
- Teachers experience and qualifications

###### **iii. Library Data**

- Total number of library books
- In/out books from library
- Per student book in Library
- Number of books per faculty
- Return policy of books.

###### **iv. Financial data**

- Annual budget of college
- Income and expenditure
- Profitability and cash flow status

###### **v. Non-financial data**

- Quality of education
- Students satisfactions
- Placement and careers opportunity



**b. Data Planning**

- Set Target to increase student number in upcoming years.
- Expansion plan for infrastructure and other Facilities
- Guiding rules and regulations to member of college

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