Guidelines of Education Management Information System (EMIS) Cell

2022

Kathmandu University School of Education

Hattiban, Lalitpur

Nepal

Guidelines of Education Management Information System

(EMIS) Cell 2022

Approved Date: 19 August 2022

This guideline will be operational after approval from the Internal Quality Assurance Committee and endorsement from the Dean's office. The EMIS Cell at the Kathmandu University School of Education (KUSOED) is established as per the guideline on Quality Assurance. This Cell is a point of contact for the school's data management and information dissemination.

This document provides guidelines for the operation of the EMIS cell. The Cell is responsible for conducting data management and analysis of the education management information of students, faculties and others on behalf of the school as per the requirement. The long-term vision of EMIS cell is to support schools in establishing education management information automation using the latest educational technologies (EdTech) and information and communication technology(ICT). A demand-responsive and self-sustainable EMIS cell is envisioned. The guiding policy and provisions are presented as follows:

1. Title and Commencement

1.1 The title of this guideline is "Education Management Information System(EMIS) Guidelines 2022."

1.2 This guideline shall come into force on the date of approval from the IQAC and office of the Dean, KUSOED.

2. Definitions

Unless the subject or the context otherwise requires, in this guideline:

2.1 "University" means Kathmandu University.

2.2 "School" means School of Education.

2.3 "Dean" means the Dean of the School.

2.4 "Cell" means the EMIS Cell referred to by this guideline.

2.5 "Chair" means the Chair of the EMIS Cell.

3. Establishment of the Cell

3.1. EMIS is specially designed to monitor the performance of education programs offered by the

school and to manage the distribution and allocation of educational resources. EMIS Cell has

specific roles in helping the school grow.

3.2 The Cell will be established after the approval of the IQAC and the Dean's office.

3.3 The benefits of the Chair and cell members will be determined by the school and approved by the

Dean's office.

4. Management of the Cell

4.1 For the operation of the Cell, a committee of the following members is formed.

- Dr. Shesha Kanta Pangeni (Chair)

- Mr Bibek Bhandari (Member Secretary)

- Mr Shiva Nath Maniali (Member)

- Mr Suman Acharya (Member)

- Ms Mandira Dhungana (Member)

4.2 Representative of exam section, finance section, school administration and IT will be ensured

while forming the committee.

5. Objectives of EMIS Cell

The primary objectives of the EMIS Cell are to promote school automation, digitization and

educational development through informed decision-making practices by increasing demand for

information use and to collect, organize and report accurate, relevant and timely data for

planning and decision-making purposes. The specific objectives of the EMIS cell are:

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

- To promote the use of education information 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 to analyze and use educational information, and manage, monitor, and evaluate the EMIS activities.

- To strengthen the overall management of the EMIS unit of the campus.

6. Roles and Responsibilities of EMIS Cell

The EMIS Cell works to accomplish the objectives stated above. The Chair will have a coordinating role, connecting major stakeholders in partnership and experience-sharing programs while at the same time introducing innovations to all stakeholders. Hence, the EMIS cell of the school must carry out the following activities:

6.1 Survey administration of campus - instrument design, testing, redesign, distribution, and collection

6.2 Organizing, processing, compiling, and cleaning of data

6.3 Analysis, interpretation, and use of educational information

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

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

6.6 Monitoring and evaluating all EMIS activities, training of all levels of EMIS personnel

7. Terms of Office

7.1 Cell members, including the cell Chair, serve up to three years.

7.2 An external member may be appointed to serve for additional terms as per the approval of the IQAC and the Dean of the School.

7.3 After three years term, a new committee will be formed. However, some of the committee members can be re-nominated. While creating a new committee after the tenure, the Chair and members will be nominated by the Dean and approved by IQAC.

8. Quorum

The quorum for meetings of the Cell shall be above 50% of the membership of the Cell.

9. Meeting Schedule

9.1 The Cell should meet at least once in three months. However, a meeting of the enclosure should be called when needed.

9.*2* The Chair is responsible for determining if more meetings are required.

9.3 Member secretary of the Cell will keep all the meeting records, including meeting minutes.

10. Reporting

10.1 The Cell will report to the IQAC and the Dean by way of its minutes.

10.2 The Cell will submit an annual report of its progress to the IQAC and the Dean. The brief of yearly reports should be considered for inclusion in the school's annual report.

11. Review and Disestablishment of Cell

11.1 The Cell will be reviewed every three years.

11.2 The review criteria shall be:

- Whether the education management information system output over the review

satisfies the school's expectations as defined at the time the entity was established or at the time of the previous study, the potential for a continuation of output at a satisfactory level.

11.3 The Cell will be subject to the standard school's financial controls and governance policies.

12. **General report on EMIS activities as of 15 August, 2022.**

The school has been using various systems separately dedicated to the different services of the school like student admission, learning management, account, store, library, and result publication. All of these provide us with education management information. However, an integrated EMIS yet to be developed, and The school is working on the same. EMIS cell will work for the same. Systems that offer databases to us are listed with their basic features.

Online Application System

This is a form to collect profiles of students and their documents at the time of admission. It is also used for online management admission: Review of state, accepting or rejecting, entrance record, admission record, fee payment records etc. The school has been using and developing this as the central database for student information management (SIMS). The best feature of this application system is the user account system. Students can re-visit their submission using credentials such as email and mobile number to access their form and update required information anytime. We also can apply various filters to get reports as we need. The school plans to develop this system as the primary source for EMIS required for us to integrate other sub-systems. The application form can be accessed using the link:

https://kusoe.edu.np/apply/application.php

Result Publication system

We have used a separate system to enter students' grade records and publish results online. Students get an individual user account for the system to view their grade sheets. Some features of this system are presented in the following paragraphs.

The first phase of our result platform where are options like a dashboard, Batch (adding the new batch), Departments, Department Admin (Adding departmental admin where the department can prepare view and manage the result of students under their department), Program (List of Programs in KUSOED), Subject, Students (Manage students' detail including Student Name, Email Addresses, Photo, Phone No., Batch, Enrolled Program, Registration Number, Semester), Prepare result (Enroll Marks based on their Batch and Programs) and finally, Upgrade semester (semester upgrade button to make new result (semester First to second and on). Admin sends a username and password link so students can view their results. Students can only view the result when the admin verifies it. Admin controls verification of results consulting with the account section for the fee status of the students. Confirmed results are published, and students can view their grade sheets using provided credentials. The link for the result publication system is:

https://result.kusoed.edu.np/

Moodle as an e-Learning Platform

Moodle is our primary pedagogical tool for students as an online learning platform. It allows us to create online courses, add assignments, track students' progress, grade record keeping, notes, attendance, etc. There are many interactive and engaging tools for teachers to host online and face-to-face classes integrating web technologies. The e-learning site can be accessed using the

link: [https://kusoede.edu.np]. For more details about software features, we can visit

https://moodle.org.

Google Workplace for Teaching and Learning

Google workplace for teaching and learning is paid version of Google's application platform for various applications such as Gmail, Calendar, Docs, Spreadsheet, Form, Drive, Slides, Google Classroom, Google Meet-Online virtual classes, Assignments, Originality Check, Jam board, and many other. The school is mainly using google meet features for real-time virtual collaboration through the integration of various tools. It supports us in hosting a synchronous meeting for up to 250 participants at a time or in a class. Recordings are synchronized directly to the Moodle-based e-learning platform. Premium engagement features in Google Meet, including interactive Q&As, polls, breakout Student attendance data, and pool and breakout session logs, are available after the class. We use …user@kusoed.edu.np email to all teachers and students for official communication. More features can be accessed via the link: https://edu.google.com/

Office 365 and Microsoft Teams for Online Classes

We have an office 365 A1 for both faculty and student. Using these applications, students and faculty enjoy various applications, including team class features. In addition, we have subscribed to Microsoft 365 Apps for faculty for premium features of the office package for offline use. The link https://www.microsoft.com/en-us/education has complete information about Microsoft features for education.

Grammarly and Plagiarism Checker

Our school uses Grammarly for language correction and editing and itheticate for plagiarism checks. Students' significant submissions are checked through this software for originality.

Grammarly for Education: Officially, KUOSED has been subscribing to 20 licenses of

Grammarly for education from 2020. The primary purpose of subscribing to this application is proofreading, grammar checking and a minimal level of cross-checking the similarity. KUSOED offers the lienees of Grammarly for education to all the faculty, staff, and some PhD students. It is a handy feature for faculty, teams and students. **iTheticate:** KUSOED subscribed to authenticate to detect plagiarised text from different online sources. Those texts are of the thesis/dissertations, qualifying papers, manuscripts, research projects, assignments, and other scholarly writing and documents. The following are the provisions while detecting plagiarised text via iThenticate at KUSOED.

Store Inventory

The inventory Management System is the system we use to maintain store records at Kathmandu University School of Education. It helps us to move towards digitalization through its process. At first, we have to fill the demand order form in the system and approve it. After that, we have to print out the Purchase order, which shows the rate and taxable amount in total. After this, we have to order those goods from our Vendor. After receiving the goods, we have to enter that purchase order number through the system, fill in all the necessary information in Bill, and save that.

After this, it keeps records itself in the system of how many goods we buy. The primary function of this system is online record keeping. It helps us find out how many items are available in stock, how many things we issued or are out of stock and how many products will finish soon. It instantly indicates to us through red, green and orange at a glance. It shows how many fixed assets are with us, who ordered that for what purpose, and when at a glance. So overall, this system maintains the records and makes us aware of things that are going out of stock soon so we can work on that quickly.

Library System

For library information management, The school is using Soul2 software. It is used for library automation such as digital catalogue, electronic redder (bar code reader) and marking. Significant features of the system are facility of issue, return, renewal, reserve, lost, missing, damage, and overdue. After clearance easy to delete the expired membership. The facility of Barcode reader. Easy Date extension of members if needed. Users' detail can be added with their photos while making members. According to the particular program, the return date can be managed. Accessible multiple Copies can be done while entering the numerous copies of books. International Standard Meet Such as MARC 21, AACR -2. Users Friendly. It helps in Making a Digital library. Unicode-based multiple supports for Indian and Nepali languages. Supports in Cataloguing of Electronic Resources Such as e-Journals, e-books. Virtual any type of Materials. Provide the facility to send reports through E-mail, allowing users to save the information in various formats such as word, PDF, and Excel. Strong region-wide support for maintenance. Easy password facility. Stock verification, Book Bank. Simple searching Facility. OPAC users can search materials in PDF and MS excel.

Account System

For overall financial transactions, our university uses two different software, 1) Revenue Software and 2) Finman software which helps in general accounting. Payment records, revenue records, transaction summaries, etc., are valuable as absolute time control over the account and billing software. **Revenue Software- (Online Software):** This software is provided by Kathmandu University to its school, i.e., the School of Education. This software is used for recording and managing the data of the students, faculty, and staff. It includes personal details, enrollment year, programs, guardian details, and academic history. It also helps to keep a record

of the fee structure of the students and many others. **Finman Software:** This software helps keep the form of the projects (LELAM, Rupantaran, etc.) running under the Kathmandu University School of Education. This software helps to break down the total cash of the project and, at the same, keeps the record of the cash inflow and cash outflow of the projects. Further, it will help extract the trail balance and balance sheet and generate the sheet in the percentage (budget vs actual report). The software includes the ledger, cash/bank book, project-wise ledger, day book, cash flow statement, etc.

Journal Publication System

We have established a self-hosted online journal publication system. The school published two journals 1) Journal of Education and Research and 2) Journal of Transformative Praxis. Both journals are published regularly, assigning digital object identifiers (DOIs). The link for the journal system is https://kusoed.edu.np/journal

Websites

We have established the school's website (https://soed.ku.edu.np/), which integrates separate departmental websites. Mainly the website showcases departmental activities, regular school activities and other important information such as news and notices to the students, and all additional information that may be useful for visitors. All the above-stated software and systems can be accessed from the school's main website.