

**EDUCATION MANAGEMENT AND INFORMATION SYSTEM (EMIS)
CELL GUIDELINES**

2023

J S MURARKA MULTIPLE CAMPUS LAHAN, SIRAHA

Estd 2044

ACCREDITED BY UGC, NEPAL

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Background

J S Murarka Multiple Campus Lahan, Siraha (JSMCMC in short) is a community-based campus of Madhesh Province located in the picturesque and peaceful surroundings at the heart of Lahan Municipality, Siraha, Nepal. The campus established in 2044 BS with the collaborative efforts has been practically educating the youngsters around this area contributing for comprehensive reforms in higher education in the country particularly by enhancing quality and relevant academic activities. The campus started its services among the public with the faculty of humanities from proficiency certificate level in the affiliation with Tribhuvan University, and currently it has practically been providing different programs from Bachelor (Humanities (BA), Education (BEd & BEd Science), Management (BBS), Science (BSc), & One year BEd) to post graduate level in Education (English, EPM, Health), Humanities (Sociology), and Management (MBS). The campus is situated at Lahan Municipality - 10 near Gramin Chowk, 2.5 km far from the national highway. Lahan Municipality has provided a land plot of 15-16-01 *Bigha* as its main property. Thousands of the graduates have been graduated successfully from different streams and contributing nationally and internationally. Similarly, along with the QAA certification, it has added more flavor for producing the highly skilled manpowers by creating good environment of qualitative education in Madhesh province in particular and in the nation in general. Moreover, the administration has been very active and it has been more onwards after its accreditation. The campus has managed the physical infrastructures and other supporting equipments/aids for the purposes of facilitating the teaching learning activities. Some of the physical developments are: separated teaching blocks, administrative building, Well Equipped Seminar Hall, Well managed classrooms, library, science lab, Computer lab, Secretarial building, Silver jubilee monument park, Primary health center building, Generator building, Generator/solar power, Cycle stand, Bus stand, Joint desk-benches, Attendance machine, etc.

This guideline will be operational after approval from the CMC/IQAC and the endorsement by the institution. The EMIS of J S Murarka Multiple Campus Lahan was established as per the guideline of quality assurance in the accreditation process from the UGC. This cell acts as a co-

ordination among the other cells and is responsible to conduct data management and analysis of Education Management and information system of the campus.

This guideline will guide and facilitate the Institution in the creation and operation of the EMIS cell that fully is responsible to conduct the data management analysis of the education management information of the students and the faculties and others on the behalf of the institution. The vision of EMIS is to establish a demand responsive and self-sustainable education management information system that is the best on the integration of decentralized and distributed subsystems guided by a partnership of stakeholders and rest of education level supported by technically competent bodies. The other policy and guidelines are mentioned below:

Short title and commencement

- This guideline is called “Education Management Information System (EMIS) 2080.”
- This act will come into force on the date of the approval from the campus management committee.

Definitions

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

- 'University' means Tribhuvan University.
- 'Campus' means JS Murarka Multiple Campus.
- 'Management Committee' means Campus Management Committee of this institution.
- 'Campus Chief' means the campus chief of the institution.
- 'Assistant Campus' means the assistant campus of the campus institution.
- 'Cell' means the education management information system cell as referred to by this guideline.
- 'Coordinator' means the coordinator of emission cell.

Establishment of the cell

- EMIS is especially designed to manage and monitor entire information systems of Education Program offered by the campus.

- The cell will be established after the approval of the management committee.
- The benefits of the coordinator and sell members will be asked for the facilities approved by the management committee.

Objectives of EMIS Cell

The major objective of the initial is to promote educational development in the campus through informed decision-making practices by encouraging demands of the information used and to collect, organize and report accurate, relevant, and timely data for planning and decision-making purposes.

The specific objectives of EMIS cell are:

- To create an organized unit within the campus that can collect, process, analyze, publish, store, discriminate and provide efficient services of educational information for users and others as well.
- 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 emissive in the areas of analysis and use of educational information and managing monitoring and evaluating the EMIS activities

Roles and responsibility of EMIS cell

The EMIS cell will have a coordinator having the role for connecting major stakeholders in partnership and expensive sharing programs. While at the same time introducing new innovation to all stakeholder hence EMIS of a campus must carry out the following:

- Survey administration of campus instrument, design testing, redesign destruction and collection,
- Organizing, processing and compiling and cleaning of data,
- Analysis of interpretation and use of Education information,

- Publication, distribution and dissemination of outputs to the users of Education and information,
- The overall management of planning of EMIS activities and the promotion of design making support system, and
- Monitoring and evaluating all EMIS activities training of all levels of EMIS personnel.

Terms of office

- Members of all cells including the EMIS cell coordinator will be up to three years.
- An appointment of an external member may be appointed to serve for additional terms as per the approval of Management Committee of the campus.

Meeting schedule

- The cells will meet at least once within one month.
- The coordinator is responsible for determining if more meetings are required.

Reporting

- The cell will report to the campus chief along with the minutes.
- The cell will submit an annual report of its progress to the IQAC.
- The brief of annual report should be considered for inclusive in annual chief report.

Review and disestablishment of the Cell

The cell will be reviewed every three years. The review criteria will be:

- Whether the education management information system output over the period of the review satisfied the expectation of the campus as defined at the time the entity was established or at the time of the last review,
- The potential for continuation of output as satisfactory level.

Primary role

Working in a team environment, the EMIS coordinator is responsible for providing vision, direction, and operational oversight of Education Management Information System. The coordinator is a technology evangelist on campus and helps to identify technological solution to a wide range of administrative and pedagogical challenges. The coordinator is expected to understand support, and the importance of the vision and goals of the campus.

Typical duties and responsibilities of the Cell

- Overseas the EMIS goal setting and work with the other cell coordinator to make important technology design for JSMMC.
- Work with the EMIS system to develop and implement technology solution and support for JSMMC faculty staff and students.
- With the EMIS team to develop the plan support for academic and administrative technology training and development.
- Work with EMIS team, IT assistance and public information sale to coordinate and develop web-based application.
- Work within other cell to build a virtual and physical commutative to support enhanced learning by communication and collaboration.
- Act as an external entity for other related programs.
- Perform related duties as assigned.

Supervisor required

This Cell position or performance is supervised by the IQAC of the campus in collaboration with the management. The higher body will provide the required suggestions to the Cell for its better management and analysis of the campus information using the latest and reliable IT system. **14.**

Position qualifications

- Professions in ICT management
- Having experience working with the integration of technology in an academy setting.

- Knowledge and experience in personal computer support, commerce management systems, software licensing, enterprise-wide software development and implementation and other technology support systems.
- An understanding of wave integration and web technologies.
- Demonstrative success in working with faculties and administration in a wide range of disciplines to reach mutually agreed upon goals.
- Experience in working in a team environment, including shared goal identification and planning shared evaluation and consumer design making.
- Experience in managing multiple, sometimes competing and identifying codes of action and maximize economic return.
- Must be able to communicate effectively both orally and in writing to both a technical and non-technical audience.
- After an hour and on call support is required for emergency and planned maintenance intervals.
- Should have a strong sense of responsibility and integrative skills due to the level of system access required for this position.
- Should have ability to possess the EMIS information analyze and prepare a report as and when necessary.
- Should have good interest for disseminating the current information for the stakeholders timely.

The EMIS Cell Committee

The EMIS Cell Committee will be formed/reformed by the CMC/IQAC and it will have the following members:

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| 1. Chief Accountant | Co-ordinator |
| 2. EMIS section staff | Member |
| 3. Computer instructor | Member |