Education Management and Information System (EMIS) Cell Guidelines

2083 B.S. (2026)

Kanakai Multiple Campus

Surunga, Jhapa

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Campus Chief

Education Management and Information System (EMIS) Cell Guidelines 2082 B.S. (2025)

Background and Rationale

Kanakai Multiple Campus, Surunga is committed to imparting quality education to the local people of Jhapa and the neighboring areas by operating multi-faculty programmes with well-equipped infrastructure and physical facilities. Information and Communication Technology (ICT) is being increasingly used for organisational and personal information processing in all sectors of the economy and society. An Education Management Information System (EMIS), when properly established and expanded through the appropriate use of ICT, can significantly strengthen the management and internal processes of the Campus by making information more readily available to support decision-making, resource allocation, risk management, and operational control.

The Education Management Information System (EMIS) is an institutional service unit that produces and manages educational data and information on behalf of the Campus. The focal functions of the EMIS Cell are the collection, processing, storage, use, and dissemination of educational data and information to the Campus community and other stakeholders.

The EMIS Cell of Kanakai Multiple Campus, Surunga is established in accordance with the Quality Assurance Guidelines of the Campus. This cell works in coordination with other cells of the Campus and is responsible for the management and analysis of educational data. This guideline shall come into operation after it is approved by the Institutional Quality Assurance Cell (IQAC).

This guideline is prepared to guide and facilitate the Campus in the creation and operation of the EMIS Cell. The Cell is responsible for the collection, management, and analysis of educational management information relating to students, faculties, and staff on behalf of the Campus. The long-term vision of the EMIS is to establish a demand-responsive and self-sustaining education management information system that integrates decentralized and distributed sub-systems, guided by the partnership of stakeholders at both the Campus and regional education levels, and supported by technically competent bodies. The policies and guidelines of the EMIS Cell are set out below.

Short Title and Commencement

- This guideline is called the "Education Management Information System (EMIS) Guideline, 2083."
- This guideline shall come into force from the date of its approval by the Campus Management Committee.

Definitions

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

- "University" means Tribhuvan University.
- "Campus" means Kanakai Multiple Campus, Surunga.

Campus Chief

- "Management Committee" means the Campus Management Committee of the Campus.
- "Campus Chief" means the Campus Chief of the Campus.
- "Assistant Campus Chief" means the Assistant Campus Chief of the Campus.
- "Cell" means the Education Management Information System (EMIS) Cell referred to in this guideline.
- "Coordinator" means the Coordinator of the EMIS Cell.
- "EMIS" means the Education Management Information System of the Campus.
- "IQAC" means the Institutional Quality Assurance Cell of the Campus.

Establishment of the Cell

- The EMIS Cell is specially established to monitor the performance of the academic programmes offered by the Campus and to support the proper management, distribution, and allocation of educational resources. The Cell has a specific role in helping the institution grow through the effective use of information.
- The Cell shall be established after approval by the IQAC.
- The facilities and benefits of the coordinator and members of the Cell shall be as approved by the Campus Management Committee.

Management of the Cell

A three-member committee shall be formed for the operation of the Cell.

The committee shall be formed by the Campus Chief and approved by the IQAC.

The composition of the committee shall be as follows:

Position	Designation	Number
Coordinator	Campus Faculty	1
Member	Examination Section	1
Member	Account Section	1

Objectives of the EMIS Cell

Objectives

The overall objective of the EMIS Cell is to promote educational development in the Campus through informed decision-making, by increasing the demand for and use of information, and by collecting, organising, and reporting accurate, relevant, and timely data for planning purposes. The specific objectives of the EMIS Cell are:

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- To create an organised unit within the Campus that can collect, process, analyse, publish, store, disseminate, and provide efficient educational information services to users.
- To promote the use of educational information, both internally and externally, by improving its quality.
- To create a network of information users and producers and to strengthen the role of information in the development of education.
- To ensure that education stakeholders at all levels can generate and have access to reliable data and information about the Campus and its education system.
- To ensure that Campus policy and planning are based on accurate and relevant data.
- To build the capacity of EMIS Cell personnel in the analysis and use of educational information, and in managing, monitoring, and evaluating EMIS activities.
- To strengthen the overall management of the EMIS unit of the Campus.

Strategies

- User-friendly, web-based, online data entry, access, inquiry, and reporting facilities shall be developed and provided to support the EMIS of the Campus.
- Adequate equipment and technology shall be supplied, and appropriate procedures shall be developed, to ensure the timely and appropriate flow of information and communication.
- Training on the potential and use of EMIS shall be provided to concerned staff and stakeholders.

Roles and Responsibilities of the EMIS Cell

The EMIS Cell shall act in a coordinating role, connecting the major stakeholders of the Campus in partnership and experience-sharing, while introducing new innovations to all concerned. The EMIS Cell of the Campus shall carry out the following functions:

- Administer surveys of the Campus, including the design, testing, redesign, distribution, and collection of data collection instruments.
- Organise, process, compile, and clean data received from various sources within the Campus.
- Analyse, interpret, and support the use of educational information for planning and decision-making.
- Publish, distribute, and disseminate the outputs of EMIS to users of educational information.
- Undertake the overall management and planning of EMIS activities and promote decision-support systems within the Campus.

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- Monitor and evaluate all EMIS activities and coordinate the training of EMIS personnel at all levels.
- Maintain individual personnel information, such as records of students, teachers, and staff, and provide online facilities for data entry where feasible.
- Develop and maintain an electronic statistical data collection system to collect, store, and analyse data in the central database of the Campus.
- Provide tools for basic data analysis, such as summary statistics, graphs, and trend plots, to support the Campus in producing reports.
- Maintain data integrity, security, and confidentiality, including appropriate control over user access, login credentials, and modification of records.

Data Management Procedures

In carrying out its functions, the EMIS Cell shall follow the procedures set out below:

- Review the existing data formats and operational documentation of the Campus.
- Conduct a needs assessment for the development and installation of the EMIS at the Campus.
- Specify the hardware, networking architecture, and other infrastructure required to support the EMIS.
- Hold broad discussion with the Campus Management Committee on the process of designing, developing, and installing the EMIS.
- Develop and maintain a fully functional, computerised EMIS for the Campus that provides for both online data entry and offline data entry, with data entered or saved locally before being uploaded to the central database.
- Provide operational and technical training to Campus staff responsible for EMIS.

Key Facilities and Functions of the EMIS

- Provide a user-friendly, web-based, online data entry, access, and reporting facility.
- Provide the option of first entering data offline and storing it locally, before uploading the data to the central database, including through local files such as MS Excel and PDF data entry forms.
- Provide options for downloading data entered in different formats, such as MS Excel and Access.
- Maintain authenticity of information submitted from different departments and units.
- Store system indicators based on detailed records about the Campus, including student enrolment, graduates, pass percentage, teachers, staff, programmes, financial information, and recent trends in enrolment and graduation.

Campus Chief

- Maintain individual personnel information, such as records of students, teachers, and staff, and provide facilities for online data entry.
- Provide flexibility to add, delete, or modify data attributes and records, subject to appropriate security safeguards.
- Provide data integrity and multi-user access features that prevent more than one user from changing the same information at the same time.
- Provide security features, including Login ID and password, for all users of the system.
- Maintain a record of user login and sign-out activity, and keep specific logs or history of data changes.

Terms of Office

Members of the Cell, including the coordinator, shall serve for a term of up to two years.

A member may be re-appointed for additional terms as approved by the IQAC.

Quorum

The quorum for meetings of the Cell shall be more than fifty percent of the total membership of the Cell.

Meeting Schedule

The Cell shall meet at least once within every two months.

The Coordinator shall be responsible for calling additional meetings as required.

Reporting

- The Cell shall report to the Campus Chief through the minutes of its meetings.
- The Cell shall submit an annual report of its progress to the IQAC. A summary of this annual report shall be included in the annual report of the Campus.

Review and Disestablishment of the Cell

The Cell shall be reviewed every two years.

The criteria for review shall include the following:

- Whether the output of the Education Management Information System over the period under review satisfies the expectations of the Campus, as defined at the time the Cell was established or at the time of the previous review.
- The potential for continuation of the Cell's output at a satisfactory level.

Campus Chief