



Mid-West University School of Management (MUSOM)

Formal Mechanism for Public Information

Birendranagar, Surkhet, Karnali Province

Approved by MUSOM Governing Council on Wednesday, Aug 2, 2023 (2080/04/17)

Signature



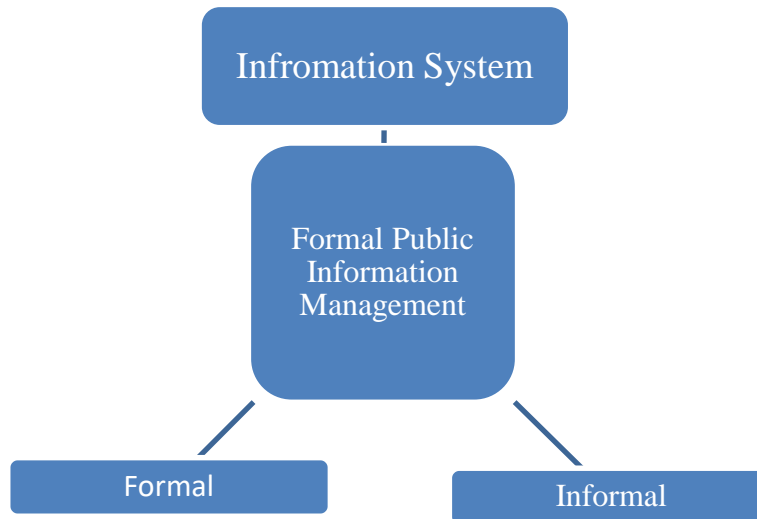
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1.Introduction

MUSOM has its own formal mechanism to manage public information through EMIS. EMIS is based on multiple approaches to delivering and controlling information in a systematic way. It is structured and planned. The mechanism is presented below in Figure 1:



Information is managed top to bottom and bottom to top for more effective communication. Information mechanism is guided by the structure of strategic planning at the top level, tactical planning at the middle level, and operational planning at the bottom level.

MUSOM EMIS operates as a university digital system with operating elements of hardware and software.

MUSOM decision support is based on structured and unstructured decisions.

Management activity and hierarchy of planning are as follows:

1. Strategic Planning
 2. Tactical Planning
 3. Operational planning
 4. Controlling
1. Strategic planning includes the fixation of goals, policies, general guidelines, and objectives making long-range impacts, Decisions of this level include the involvement of top-level decision choice, direction, market strategy, and future-oriented- information to make a better decision.
 2. Tactical planning includes managerial control, utilization of resources, acquisition of resources, tactics, budget monitoring, targets performance, and control measures
 3. Operational planning includes effective and efficient use of resources, the execution of the day-to-day activities of the school

The accounting and purchase system is carried out as per government procurement and university procurement system

2. Managing information system

1. Identifying problems

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2. Planning and decision making
3. Organizing and scheduling
4. Authorizing and presentation
5. Communication
6. System development
7. Monitoring and control

3. Technology Support for Knowledge Work

It is done as per the university's digital policy. It includes software support and Hardware ensuring security as per MU digital policy.