

Volume 8

Annex 8.109c: MUSOM Short Guideline for
the Operation of EMIS.



Mid-Western University
School of Management (MUSOM)
Short Guidelines for the operation of EMIS

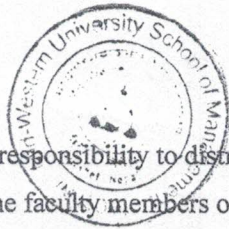
Education Management Information System (EMIS) helps the management of an educational institute make the right decision based on the analysis of up-to-date information. Since the educational data are multidimensional and complex, manual processing and analysis will neither be efficient (long-term basis) nor be effective. That is why EMIS (an Education Management Information System Guidelines kind of computer software,) is generally used for data- mining purpose: in other words. Knowing the importance of the process of up-to-date information, MUSOM has already installed the EMIS and it has been operating the software for more than one year.

EMIS and its operation

1. Preliminary: This document will be called short operative guidelines for EMIS
2. Definition: Unless the subject or context otherwise requires, in this document:-
 - 2.1 "Musom" means Mid-western University School of Management:
 - 2.2 "Director" means Director of Musom:
 - 2.3 "EMIS" Education Management Information System:
 - 2.4 "Operator" means the person responsible for operating EMIS:
 - 2.5 "Librarian" means the person responsible for the management of the Library System.
 - 2.6 "University" means Mid-western University, Surkhet, Nepal.
3. Job Responsibility: The director shall assign the duty of overall management of EMIS to any one staff of Musom who holds the basic knowledge of MIS (Management Information system. The staff is called as 'Operator' in this guideline.

Responsibilities and Duties of the Operator

- He holds the whole sole responsibility of management of EMIS.
- The administrative user name and password will be bestowed to him



- It is his (operator's) responsibility to distribute guest user name and password to the librarian, other member staff and to the faculty members of the University staff.
- The operator shall manage the collection of process all types of information related to MUSOM education system.
- The operator shall regularly (at least 3-month's interval) submit a soft and hard copy of processed information to the director.
- Besides the regular reporting, the operator shall be ready to present the EMIS processed information at any time whenever the director asks to do so.

4. MIS Access Panel:

- Admin
- Student
- Faculty

Admin: admin panel access has given to the MIS operator. He has the all rights of data entry, update and modification

Student: Students panel assign to students with the limited resource, such as – virtual class, digital library, attendance report and assignment status etc.

Faculty: Teachers has a mid-level access who can provide assignment, teaching material, presentation and feedback etc.

Besides this, MIS has a limited access to the public and other stakeholders.

5. Login and Logout :

Login credential provided by the MIS operator to every students, faculty member, staffs and other stakeholders. Those information are strictly prohibited to share. If any kind of illegal actives done by intruder, they are treated as a cybercrime policy.