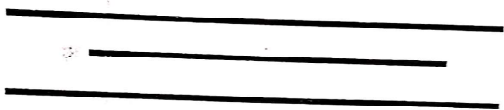


Education Management Information System
(EMIS) Software



Evaluation Reports

Submitted By

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Bibek

Terms of Reference

Design, Development and Implementation of EMIS system

Polihara University, School of Business is an institution rich in resources with a strong band of highly and competitive graduate and undergraduate students. A leading constituent business school of Polihara University, the Faculty of Management Studies, in efforts to maintain quality education, consistently focuses on academic growth and professional competence of individual students.

Information Technology has been a key to increase the effectiveness and efficiency in record keeping, analysis and reporting of internal data. Implementation of EMIS to manage the internal student record keeping, processing and reporting will add high value in improvement and development of School of Business for better market presence.

School of Business seeks pathway to effectively implement the EMIS system through Information Technology that can work along with the organization objective, Mission and Vision. This implementation process that delivers an optimal path of software requirement and business internal student management Process to achieve objective while aligning to its Mission and Vision.

Objective

General Objectives

Develop and implement the EMIS (Education Information Management System) to improve the record keeping, managing, monitoring, reporting and planning of student track record to increase the management of school of business.

Specific Objectives

- To analyze and design of EMIS system
- To develop and implement the EMIS system
- To improve the record keeping method using information technology system.
- To improve the internal monitoring system through EMIS system.
- To improve internal reporting system using EMIS

Scope of Service

The project aims to analyze, design, develop and implement EMIS to improve the record keeping, Monitoring and reporting process of student track record with in school of business. The project Development and Implementation of this system includes analysis and investigation of current business process of record keeping of students records and reporting process and designing IT bases system for to improve the current manual process. The project will define the scope of the project.

Analysis and investigation of current record keeping and reporting system.
 Design, Develop and Operationalize EMIS system.
 Migrate Cleaned data to EMIS system.
 Provide Training to SoB staff and stakeholder for maintenance and use of the system
 Make recommendation for future expansion and appropriate technology for future integration.

Note: For detailed scope please refer to last page.

Technology and Standard

- Consultant is required to used open source platform for software development and shall not use any asset that required recurring payment (royalty) for use.
- Consultant should follow identifiable standard approach in software development.
- Encouraged to used web-based technology.

Help and Support:

- The EMIS should be easy to handle.
- Email, Phone or any feasible Support should be available whenever necessary.
- Add FAQ Help section.
- Should provide easy to understand manuals and other related documents.
- Provide video for tutorials so that it can be directly uploaded on YouTube for demand and supply site to understand the process of information request and response.

User Friendly:

- System should be latest operating system compatible.
- Software should be fully responsive and user friendly.
- Simple, Straight forward User Interface.

Qualifications and Experiences of software vendor:

- Atleast 3 years or more of experiences in software development related to MIS and website development and services.
- Higher University Degree in Software engineering or Information Technology
- Previous working experiences with government agencies will be an additional benefit.

Human Resource

No	Human Resource	Qualification
	Team Lead x1	
	Project Manager x1	
	Developer x1	
	UI/UX Designer x1	

Software Module

Detail Scope of Project

Module	Details	Amount
Student Management	1. Student Information Entry	
	1.1. Demographic profile 1.2. Educational profile 1.3. Socio economic profile 1.4. Students contact 1.5. Students related other profile 1.6. Registration details	
	2. ID Card Generation	
	3. Grade Management	
	3.1. Create New Grades	
	3.2. Modify Existing Grades	
	3.3. Delete Grades	
	4. Remove and Inactive students	
	4.1. Drop out remove	
	4.2. Inactive by absence	
	4.3. Inactive by fee not paid	
	4.4. Inactive by disciplinary actions	
	4.5. Inactive by poor performance	
	4.6. Reactive of students	
	5. Search and Reports Generation	
	5.1. Students search by SNo. 1 to 5	
	5.2. Students Report by SNo. 1 to 5	
	6. Additional Features	
	6.1. Export Reports to Excel	
	6.2. Print Preview of Reports	
	6.3. Students message via SMS	
	7. Pass out Students	
	7.1. Address of ex-students	
	7.2. Exit date	
	7.3. Involvement of ex-students	
	7.4. Subject wise grade	
	7.5. Remarks	

Faculty Management	1. Faculty Profile	
	<ul style="list-style-type: none"> 1.1. Demographic profile 1.2. Qualification profile 1.3. Position profile 1.4. Subject of teaching 1.5. Program and workload 1.6. Committee involvement 1.7. Research involvement 1.8. Publication involvement 	
	<ul style="list-style-type: none"> 2. Faculty Reports 2.1. Faculty Reports by students 2.2. Faculty report by subjects 2.3. Faculty report by program 2.4. Faculty report by Position 	
	<ul style="list-style-type: none"> 3. Additional Features 3.1. Faculty Search 3.2. Export Reports to Excel 3.3. Print Preview of Reports 	
Examination	<ul style="list-style-type: none"> 1. Exam Setup <ul style="list-style-type: none"> 1.1. Subjects 1.2. Full marks & Pass Marks 1.3. Grade 1.4. Entry & Assignment <ul style="list-style-type: none"> 1.4.1. Obtains marks Entry 1.4.2. Exam Attendance for Theory and Practical Separately. 1.4.3. Exam Symbol Number 1.4.4. Registration Number 1.4.5. Subject assign to Student 1.4.6. Subject Registration for Exam with particular Student. 1.4.7. Assignment Marks Entry 1.4.8. Upload Data from excel sheet. 1.5. University Exam with Back Paper <ul style="list-style-type: none"> 1.5.1. Assign Student to University Exam 1.5.2. Assign Subjects to Student 1.5.3. Bulk Marks Entry of all assigned subject at a time with both theory and practical subject. 1.5.4. Manage single subject's multiple attempts. 1.5.5. Keep reports of assigned subject in symbol number. 	

Faculty Management	1. Faculty Profile	Examination
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1.5.6. Display history of exam attempts of individual students of Academic year wise.	
1.5.7. Print History in PDF format.	
1.6. Reports	
1.6.1. Batch wise Summary Reports of all activities about exam.	
1.6.2. Marks Ledgers	
1.6.3. Progress Reports	
1.6.4. Graduate Students	
1.6.5. Result Analysis	
1.6.6. Result Analysis with Teacher	
1.6.7. Result in Percent in batch-wise	
1.6.8. Compare Student marks with previous subject	
1.6.9. Result analysis with Percent slot	
1.7. Thesis management	
1.7.1. Title of thesis	
1.7.2. Thesis Start date, End date, viva date	
1.7.3. Notification	
1.7.4. Supervisor	
1.7.5. Expert	
Total	

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Annual Maintenance Charge _____

Words: _____

Company Seal

पोखरा विश्वविद्यालय
व्यवस्थापन सङ्काय
स्कूल अप विजनेस
पोखरा, कास्की, नेपाल

००५/००६०

मिति: २०७६/०३/१७



कर्मचारी,

संयोजक

क, स्कुल अप विजनेस, पो.वि. ।

रानाभाट

सदस्य

क, स्कुल अप विजनेस, पो.वि. ।

वास्तोला

सदस्य

सना, स्कुल अप विजनेस, पो.वि. ।

। समितीमा मनोनयन गरिएको बारे ।

प्रमा यस आर्थिक वर्ष २०७५/०७६ मा Education Management
System (EMS) Software को Design Development and
tion कार्यको लागि आवश्यक पर्ने सामानहरू खरिद आदेश बमोजिम प्राप्त भए
च गर्नकालागी सार्वजनिक खरिद नियमावली १९९ बमोजिम गठित निरीक्षण
ई संयोजक/सदस्यमा मनोनयन गरिएको व्यहोरा अनुरोध गर्दछु ।