Course title: **Educational Management Information System**

Course No.: Ed. PM 434 Full marks: 100

Nature of the course: Theoretical Pass marks: 35

Level: Bachelor (B. Ed.) Periods per week: 6

Year: III Time per period: 55 min

Teaching hours: 150

1. **Course Description**

This course aims at providing general knowledge about management information system and educational management information system to bachelor degree (B. Ed.) students. It intends to orient the students to theoretical bases of management information system by relating them to some established educational practices. This course enriches the students to apply management information system approaches in operating educational institutions. This also provides the knowledge of ethical and social issues in information system and the concept of research information management system.

1. **General objectives**

The general objectives of this course are as follows:

* To prepare students familiar with conceptual basis of management information system.
* To make students knowledgeable about the process of management information system and the components of systems’ life cycle.
* To enable students to explore and understand the practices related to EMIS in Nepal.
* To enhance students’ knowledge about the concept and process of SMIS.
* To provide students the process of EMIS in Nepalese education system.
* To provide students with the concept and different indicators of education system.
* To make students familiar with the ethical and social issues in information system.
* To provide students with the concept of research information management system.

1. **Specific objectives and contents**

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| **Specific objectives** | **Contents** |
| * State the concept, objectives and significance of management information system * Analyze the attributes of information system * Describe the impacts of management information system * Identify the major challenges of information management in Nepalese educational system | **Unit I: Management Information System (10)**   * 1. 1.1 Basic concept of MIS * 1.1.1Management * 1.1.2 Information * 1.1.3 The system   1.2 Objective of MIS  1.3 Significance of MIS  1.4 Attributes of information system  1.5 Impact of MIS  1.6 The challenges of information system |
| * Describe the systems’ life cycle * State the components of systems’ life cycle procedure and its implications with dissemination process. | **Unit II: Components of systems’ life cycle procedure (15)**  3.1 Systems’ life cycle  3.2 Components of Systems’ life cycle   * Data collection * Data processing * Data analysis * Reporting * Publication * Distribution * Dissemination   Feedback |
| * Describe the different types of information system * Explore the implication of different types of information in educational institutions * Discuss the management information system support organizational system * Explain the process of management information system * Illustrate the design of an information system * Analyze the data, information and decision process | **Unit III: Types and process of management information system (20)**  information   * 2.1 Descriptive information * 2.2 Diagnostic information * 2.3 Predictive information * 3.4 Prescriptive information * 2.5 MIS support organizational system   2.6 Analysis of an information system  2.7 Design of an information system  2.8 Data, information and decision making process  2.9 System analysis process |
| * Explain the concept of educational management information system with its importance * Differentiate between management information system and educational management information system * List out the components of educational management information system * Explain the steps of educational management information system * Discuss the challenges of educational management information system * Identify and describe the issues of educational management information system * Explore the roles of information system in management decision making. | **Unit IV: Educational management information system (20)**  4.1 Definition of EMIS  4.2 Importance of EMIS  4.3 Components of EMIS  4.4 Characteristics/dimensions of EMIS  4.5 Steps of EMIS  4.6 Challenges and issues of EMIS  4.7 Information output  4.8 Role of information system in  Management decision making |
| * Explain the concept and importance of school management information system. * Describe the information system planning. * State the concept of information resource management. * Critically analyze the use of school information to school management and problem solving. | **Unit V: School management information system (15)**  5.1 Concept and importance of SMIS  5.2 Information system planning (ISP)  5.3 Information resource management  (IRM)  5.4 Types of school information  5.5 Use of school information to school  management and problem solving |
| * Explain the process of educational management information system in Department of Education. * Discuss the Teacher management information system of NCED. * Describe the existing educational management information system of Tribhuvan University (T.U.) | **Unit VI: EMIS in Nepalese Education System (15)**  6.1 EMIS in Department of Education-  DOE  6.2 EMIS in Teacher Management  Information System (TMIS) and NCED  6.3 EMIS in Tribhuvan University (T.U). |
| * Explain the basic concept of indicators. * State the purpose of educational indicators. * List out the characteristics of good indicator. * Describe the input, process, output and outcome indicators. * Illustrate the internal and external efficiency indicators. * Analyze the equity and quality indicators. | **Unit VII: Indicators of educational system (20)**  7.1 Basic concept of indicators  7.2 Purpose of education indicators  7.3 Characteristics of good indicators  7.4 Input, process, output and outcome  indicators  7.5 Internal and external efficiency indicators  7.6 Indicators of quality and equity |
| * Analyze the relationship among ethical, social and political issues that are raised by information systems. * Identify the main moral dimensions of an information society and specific principles for conduct that can be used to guide ethical decisions. * Evaluate the impact of contemporary information systems and internet on the protection of individual privacy and intellectual property. * Assess how information systems have affected everyday life. | **Unit VIII: Ethical and social issues in information system (20)**  8.1 Ethical and social issues related to  system   * A model of ethical, social and political issues * Moral dimensions of the information age   8.2 Ethics in an information society   * Responsibility, accountability and liability * Professional code of conduct   8.3 The moral dimensions of an  information system   * Information rights * Property rights * System quality   Quality of life |
| Describe the concept and objectives of RIMS.  Discuss the institutional needs of RIM in Nepal.  List out and describe the research information tools.   * State the roles/value of libraries in RIM.   Describe the process of selecting the sample. | **Unit IX: Research information management (15)**  9.1 Concept of RIMS  9.2 Objectives of RIMS  9.3 Institutional need of RIM  9.4 Selecting the sample  9.5 Vision for research information tools  9.6 Role/value of libraries in RIM |

*Note: Figures within the parentheses indicates the approximate teaching hours.*

1. **Instructional techniques**

General as well as specific instructional techniques are used while teaching this course.

* 1. **General instructional techniques**

These techniques include lecture preferably with multi-media projector, discussion, and question-answer while using general instructional techniques. Brain storming techniques may be preferable. Most importantly, participatory interactive classroom activities are strongly recommended.

**6.2 Specific instructional techniques**

To promote experimental learning in this course, following specific instructional techniques are recommended for selected units to ensure students’ active participation in teaching learning process and making the teaching learning research oriented.

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| **Units** | **Specific Instructional techniques** |
| Unit I | Apply lecture and discussion methods |
| Unit II | Apply lecture method, library study and group discussion |
| Unit III and IV | Apply lecture method, discussion, problem solving and field study |
| Unit V | Lecture, discussion and issue based discussion |
| Unit VI | Apply lecture method with discussion |
| Unit VII | Library study and group discussion |
| Unit VIII | Lecture, discussion and library study |
| Unit IX | Apply questions-answer techniques with lecture. Provide opportunities for group work in each topic and also prepare a report on it and each student requiring him/her to present the report in the classroom |

1. **Evaluation Scheme**

The performance of the students will be evaluated on the basis of final examination which includes objectives, short and long answer questions. The type and number of questions to be included in the final examination is mentioned below:

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| **Nature of questions** | **Total questions to be asked** | **Number of questions to be answered** | **Weightage** |
| Group A: Multiple choice items | 20 questions | 20 x 1 mark | 20 marks |
| Group B:  Short answer questions | 8 with 3 choice questions | 8 x 7 marks | 56 marks |
| Group C:  Long answer questions | 2 with 1 choice questions | 2 x 12 marks | 24 marks |
|  |  | Total | 100 marks |

1. **Recommended Books and References**

***Recommended Books***

Goyal, D.P. (2007). *Management information system.* New Delhi: Macmillan India Ltd.(For unit 1,2,3 and 4.)

JISC (1010). *Research information management.* London: Elsevier. (For unit 10.)

Kafle, B., Adhikari, N.P. and Thapa, T. (2069). *Human resource management in Education.* Kirtipur sunlight publication.(For unit 5 and 8.)

Kaufman, R. (1992). *Improving school quality.* New York: Corwin press, Newbury park.(For unit 8 and 9.)

Laudon, K.C. and Laudon, J.P. (2007). *Management information system.* New Delhi: Prentice- Hall, pvt.(For unit 1,2,3,4 and 9.)

Stein, B.A. (1983). *Quality of work life in action.* New York: American management association.(For unit 8 and 9.)

UNESCO (1992). *Conceptual framework for educational management information system.* Bangkok: Author.(For unit 5,6 and 8.)

***References***

Adhikari, S.N. (2007). *Management information system.* Kathmandu: Buddha academic publishers and distributors Pvt. Ltd. (For unit 1,2 and 3.)

Demir, K. (2006). *School management information system in primary schools. The Turkish online journal of educational technology, vol. 5, April 2006.*(For unit 6.)

Harsh, Stephen B. and Schwab, G.D. (1981). *Managing the farm business.* New Jersey: Prentice-Hall, inc.(For unit 4 and 8.)

UNESCO (2003). *Educational management information systems, A guide for young managers.* Harare, Zimbabwe: Author.(For unit 5,6 and 8.)

UNESCO (2000). *Educational management information system. An overview module.* Paris: Author. (For unit 5,6 and 8.)