

SEMIS USER MANUAL

of Girls' Stipend Program
Portal for Data Input Officers.

About this document

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This is a living document and changes will be made as per the current or updated system.

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REVISION HISTORY

Name	Date	Reason for Changes	Version
Mehwish Ayyub	11 th Oct 2022		V1
Mehwish Ayyub	2 nd Nov 2022	Cover Photo	V1.2

LIST OF ACRONYMS

ASC	Annual School Census
APP	Application
CNIC	Computerized National Identity card
EU	European Union
GIS	Geographic Information System
GSP	Girls Stipend Project
HR MIS	Human Resource Management Information System
IBAN	International Bank Account Number
M&E	Monitoring & Evaluation
RSU	Reform Support Unit
SELD	School Education and Literacy Department
SEMIS	Sindh Education Management Information System
SESP&R	Sindh Education Support Plan & Roadmap
SMC	School Management Committee
STA DEEP	Sindh Technical Assistance for the Development through Enhanced Education Programme
UNICEF	United Nations Children's Fund

OVERVIEW

The Sindh Education Management Information System (SEMIS) user manual provides step-by-step instructions that help data input officer to get started with SEMIS functions and features and provide guidelines on managing GSP-related data.

This guide is organized according to the logical flow of Sindh Education Management Information System features and describe tasks in the same order you can use while working on the system.



It is recommended to have a working internet connection for web-access and the application in order to review the product side-by-side when reading this manual.

BACKGROUND

UNICEF provides technical assistance to the School Education and Literacy Department, Government of Sindh for the European Union (EU) Sector Budget support through the Sindh Technical Assistance for the Development through Enhanced Education Programme (STA-DEEP). The objective of STA-DEEP is to provide technical assistance for education systems reforms prioritised in DEEP, in line with Sindh Education Support Plan & Roadmap (SESP&R), for more responsive capacity and systems to deliver quality and equitable education in Sindh. The long-term outcome is to support improved education planning, financial management, and governance in Sindh province, have more children enrolled and retained, especially girls, and ensure more children receive a quality education. STA DEEP Component 2 is strengthening data systems, with the goal to improve information systems and usage in provincial and district-level education planning and service delivery. SE&LD uses informed decision-making and monitoring of schools using a range of indicators such as school buildings, facilities in schools, and teacher attendance.

The Reform Support Unit (RSU) at SE&LD is the pivotal point that collects the comprehensive database under School Education Management Information System (SEMIS) in the Sindh Province. The RSU has utilised its in-house capacity to conduct detailed annual school census for School Education Management Information System, School verification for SEMIS ID, School Management Committee (SMC), and Girls Stipend (GS) disbursements. SE&LD is now looking for improved technological solutions that could help them collect better data and conduct surveys efficiently, resulting in improved data management and data-driven decision-making.



INTRODUCTION

The Sindh Education Management Information System (SEMIS) has been launched to strengthen SELD responsive capacity and systems to plan, manage and deliver quality and equitable education. Through this system, three core components of the Sindh Education System are going to be fully digitised.

Annual School Census - to collect precise & accurate school-level data & present it graphically to decision and policymakers.

Girls Stipend Program - to track female student enrolment and attendance in real time for cash disbursement to eligible girls.

School Management Committee - to support the allocation of funds in accordance with the prevailing policy of SELD.

SEMIS will provide education leaders, decision-makers, and managers at all levels with a comprehensive, integrated set of relevant, reliable, unambiguous, and timely data and information to support them in the completion of their responsibilities. It is an integrated system that can share, and collect data from different systems (currently linked with HR-MIS and M&E) and eventually will bridge the gap between different departments of the Education System.

SEMIS is a cloud-based system that can efficiently adapt to changes and is accessible to users all the time. It has a rich admin interface and a secure role-based system which help departments to configure the system as per their need and to share the information as per user roles. In the SEMIS system, users can work according to their assigned roles and permissions which helps to manage the activities users are permitted to perform. User roles will be hierarchical and only higher-level roles will be able to access grants to lower-level roles. Currently, the system has the following user roles – each has different rights and responsibilities.

1. Guest Users
2. School
3. Data Input Officer
4. District Manager
5. Provincial Manager
6. SEMIS Manager

This manual is customized for Data Input Officers to provide them with step-by-step instructions for using the GSP section. As SEMIS has digitized the existing system, the users will be performing the same tasks but in a systematic digital manner which will help in providing timely, error-free data by eliminating human errors.

This manual is organized according to the logical flow of Sindh Education Management Information System features and describe tasks in the same order you can use while working on the system.

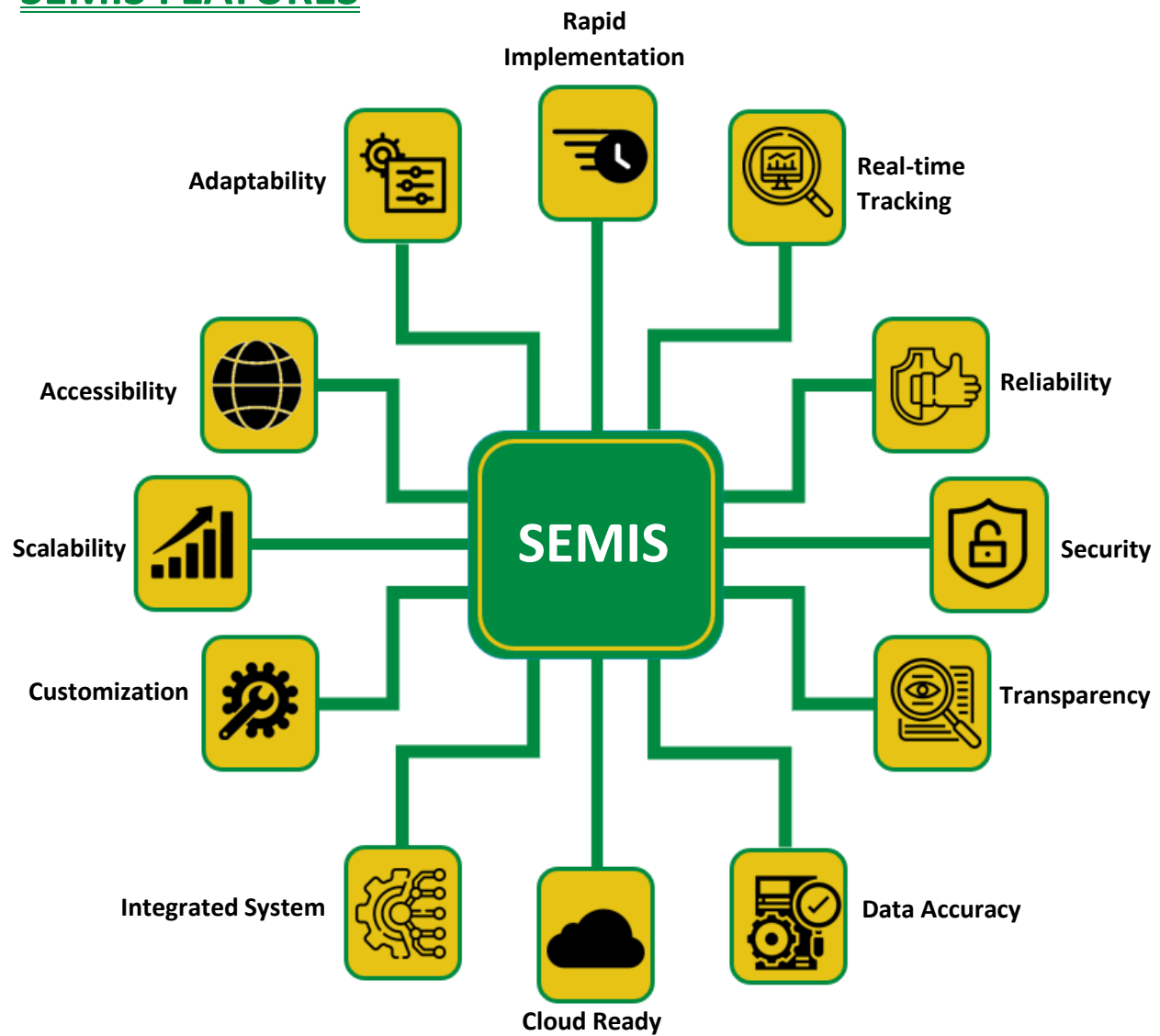
AIMS AND OBJECTIVES

Following are the aims and objectives of SEMIS's software

To digitise and automate the Annual School Census, School Management Committee survey and data collection and distribution of payment for Girls Stipend program

To enhance the visualisation and monitoring of data by linking the data with GIS and real-time dashboards.

SEMIS FEATURES



SYSTEM REQUIREMENT

The Sindh Education Management Information System SEMIS is accessible from any Desktop, PC, Mac, Android, or Linux with Internet access and a supported Web-browser.

BROWSER SUPPORT

The following browsers and later versions fully support SEMIS standard view:

- Mozilla Firefox (Windows, Mac, Android, Linux)



- Google Chrome (Windows, Mac, Android, Linux)
- Safari (Mac)

CHAPTER 1

GET STARTED

TOPICS TO BE COVERED

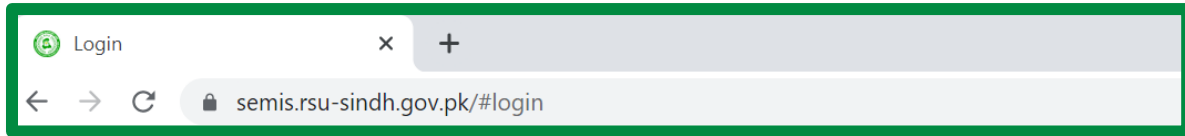
Web Portal Login

Assigned Modules

WEB-PORTAL

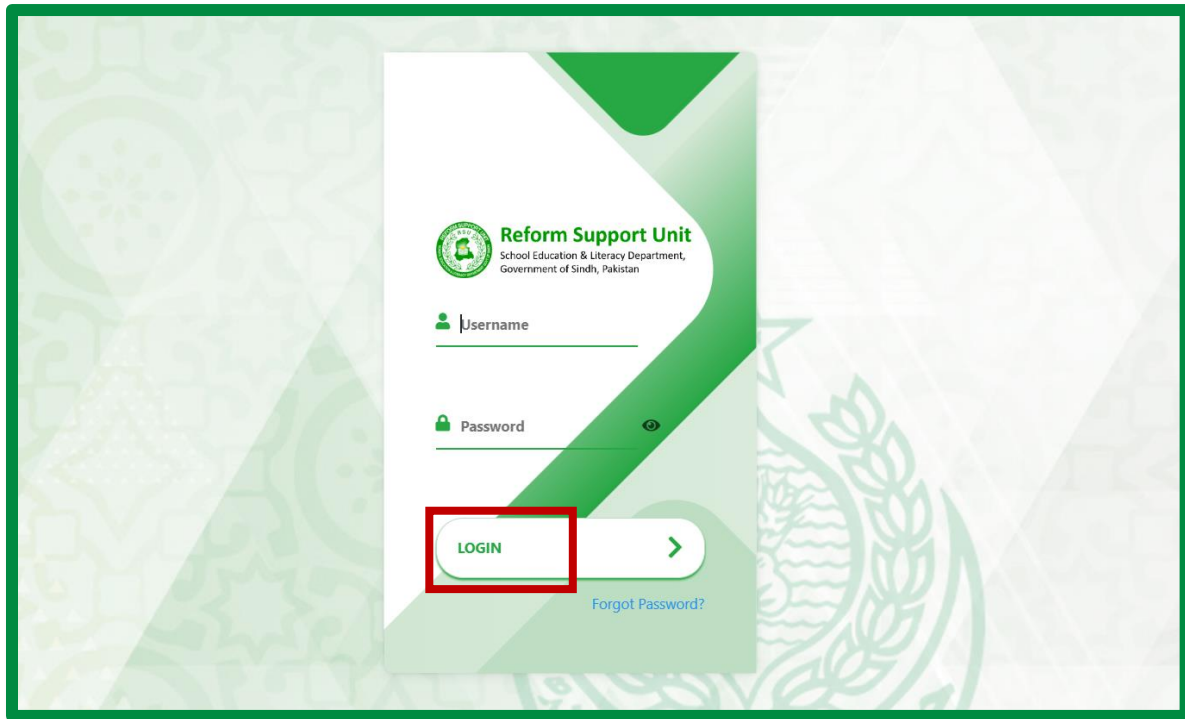
Opening Web-Portal

1. Open a Web browser (Mozilla, Chrome, Safari, Edge)
2. Enter the URL <https://semis.rsu-sindh.gov.pk> in the address field to access the SEMIS web portal.



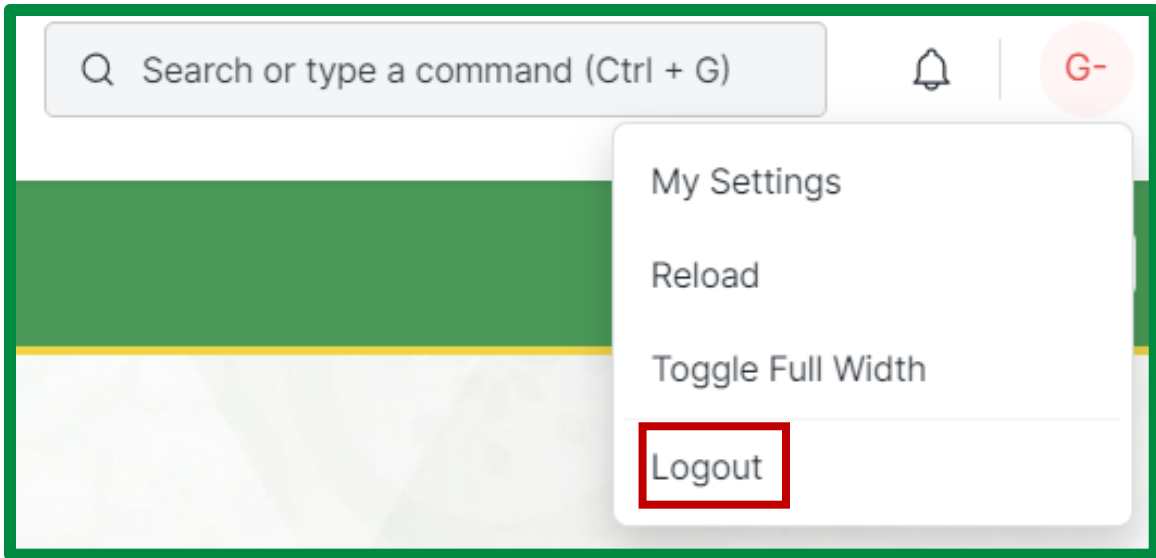
How to Log In?

1. Enter the User Name and Password.
2. Click/tap on the Login button.



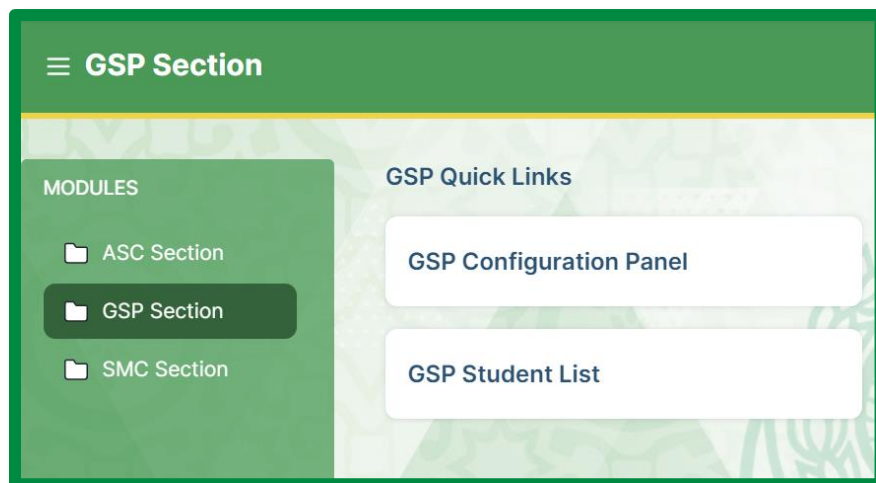
How to Log Out?

1. Click on the Profile Icon.
2. Click on the **Logout** option.



ASSIGNED MODULES

Users can see the assigned modules on the left side of the dashboard. Some schools will be assigned all three modules – ASC, SMC & GSP.



CHAPTER 2

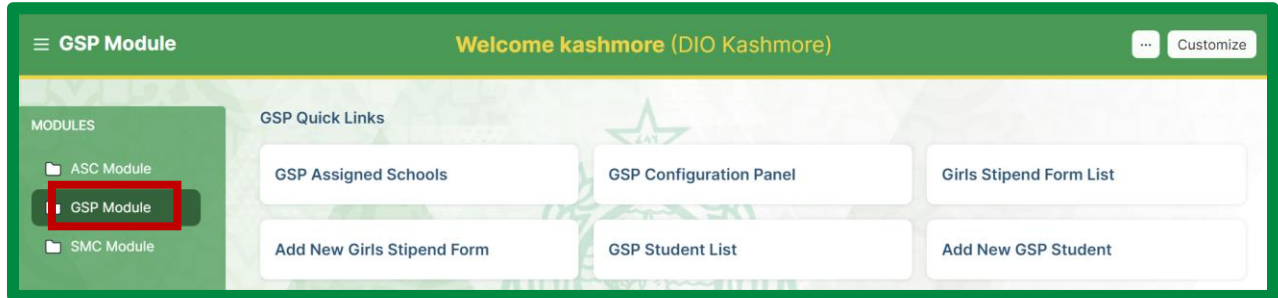
GSP WEB PORTAL

TOPICS TO BE COVERED

GSP Assigned Schools
GSP Timeframe
Creating & Editing Girls' Stipend Form

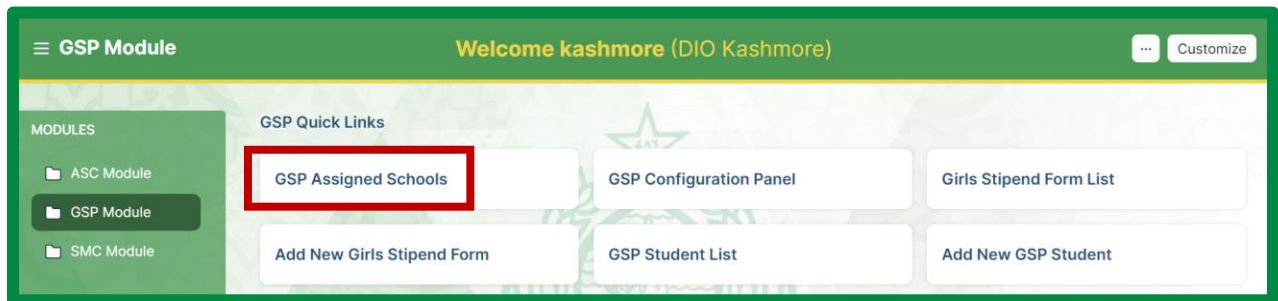
GIRLS' STIPEND PROGRAM (GSP) SECTION

Click on **GSP Section** under **MODULES** on the left side of the Dashboard to access GSP forms and lists.

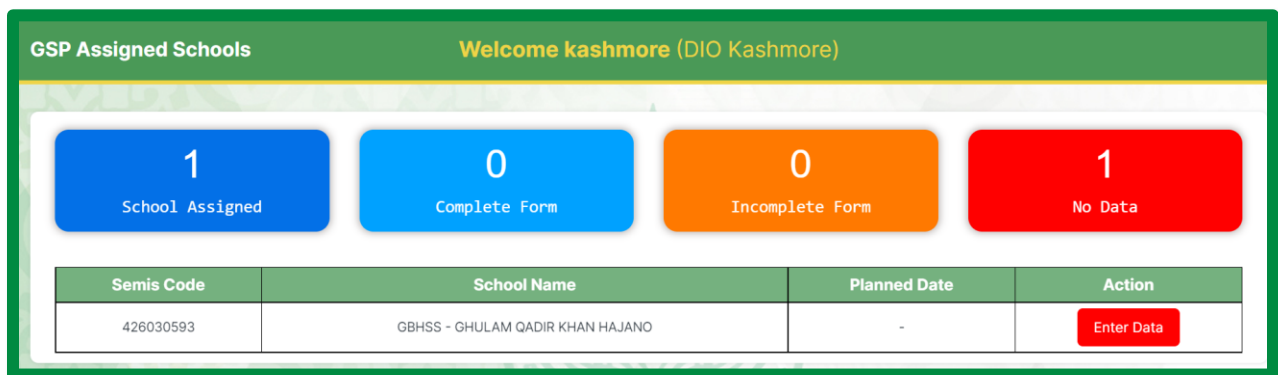


GSP Assigned Schools

1. Click on **GSP Assigned Schools**.

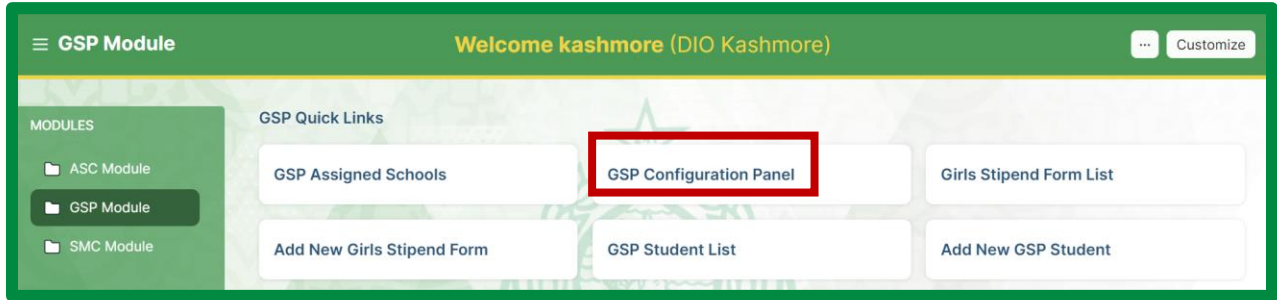


2. New page will show the details of Assigned Schools – Semis Code, Schools names, number of completed/incomplete forms

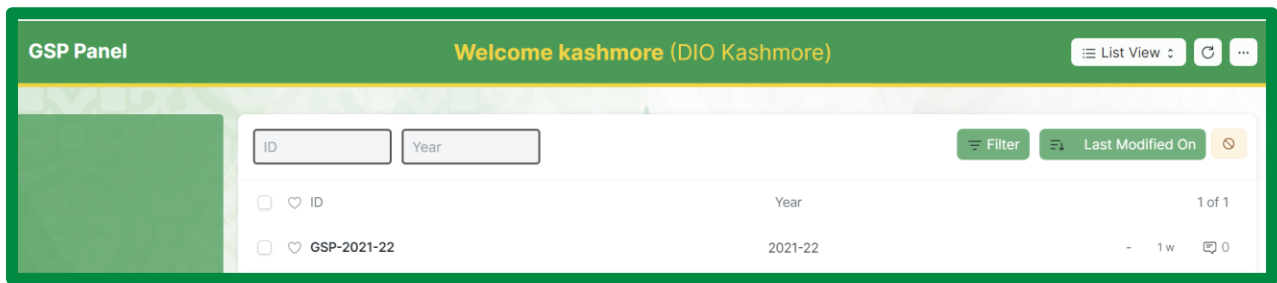


GSP Timeframe

1. Click on **GSP Configuration Panel**.



2. Click on the **GSP ID** of the current year.



3. New page will show the **Form Submitting Start & End Date**. Users can only access the GSP forms between these dates.

Year *

Form Submitting Start Date *

Form Submitting End Date *

New Girls' Stipend Form

1. Click on **Add New Girls Stipend Form**.

The screenshot shows the GSP Module dashboard with the following elements:

- Header: GSP Module, Welcome kashmore (DIO Kashmore), Customize
- Left sidebar: MODULES, ASC Module, GSP Module (selected), SMC Module
- Quick Links:
 - GSP Assigned Schools
 - GSP Configuration Panel
 - Girls Stipend Form List
 - Add New Girls Stipend Form** (highlighted with a red box)
 - GSP Student List
 - Add New GSP Student

2. Form will open for the current academic year. Edit the form as per guidelines and click **Save**.

The screenshot shows the 'New Girl Stipend Program' form with the following fields:

- Header: New Girl Stipend Program, * Not Saved, Welcome kashmore (DIO Kashmore), Save (highlighted with a red box)
- Form Fields:
 - SEMIS Code *: 426030571
 - Academic Year *: 2021-22
 - Posting Date: 17-08-2022
 - School Name: GBHS - SUHBAT GOLO
 - School Address: PO TANGWANI
 - Division: Larkana
 - District: Kashmore
 - Taluka/Town: Tangwani

Girls Stipend Form – Instructions



- Form will not be submitted if the following mandatory fields are empty.
 - SEMIS Code
 - CNIC number of Head Teacher
- Multiple Girls Stipend Forms cannot be created for the same year/SEMIS Code.
- Some fields are auto/pre filled (highlighted) and cannot be edited.

1

School Information

The screenshot shows the 'School Information' form with the following fields:

- SEMIS Code *: 426030571
- Academic Year *: 2021-22
- Posting Date: 24-08-2022
- School Name: GBHS - SUHBAT GOLO
- School Address: PO TANGWANI

Select the SEMIS Code of School and click enter to extract the School Information. Fill in the remaining blank fields.

2

Enrolment Details

Enrollment Detail

Please fill Girls Enrollment only for (Current Academic Year), in the following column

Class VI *	Class IX *	Class X *	Total Enrollment
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>

Enter all female enrolment in the mentioned classes of each section (*of each school in case of Campus/Merged schools*).

3

Working Days

	No.	Month	Working Days
<input type="checkbox"/>	1	August	
<input type="checkbox"/>	2	September	
<input type="checkbox"/>	3	October	
<input type="checkbox"/>	4	November	
<input type="checkbox"/>	5	December	


Add the number of days school remained open in the current academic year.

4

Attachments

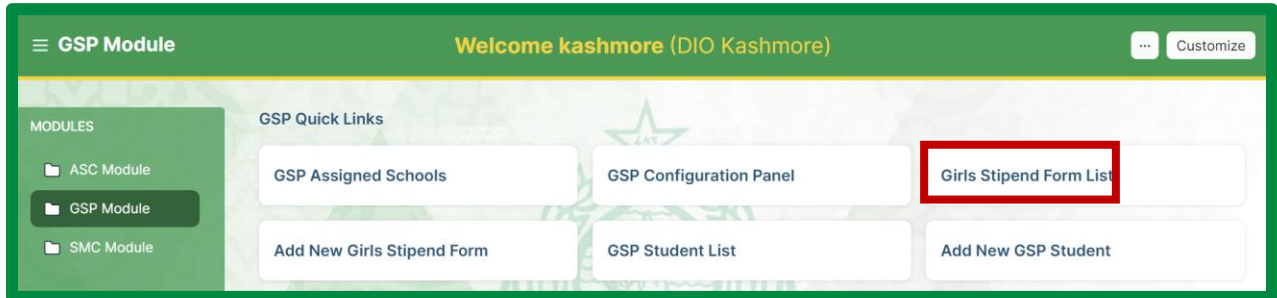
Name of Concerned DEO

Upload a Complete Scan Copy of Form

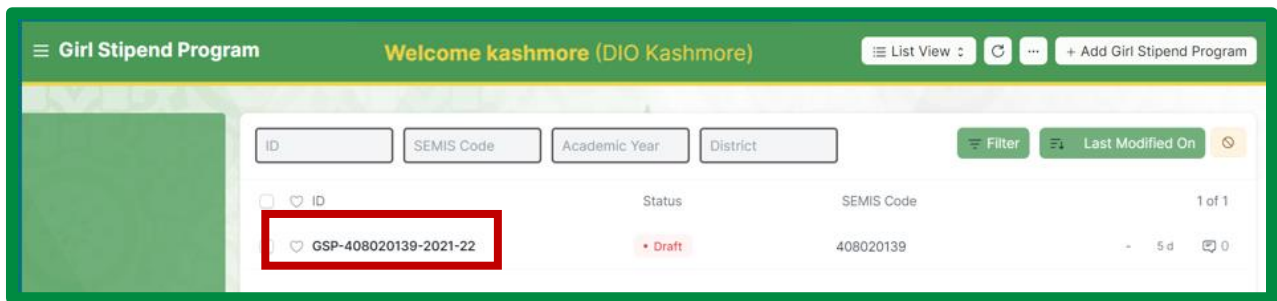
	No.	Title	Scan Copy of Form
			 No Data

HOW TO EDIT OR SUBMIT A SAVED GSP FORM?

1. Click on **Girls Stipend Form List** to access saved and submitted GSP forms.



2. Click on the **Form ID** to access it.

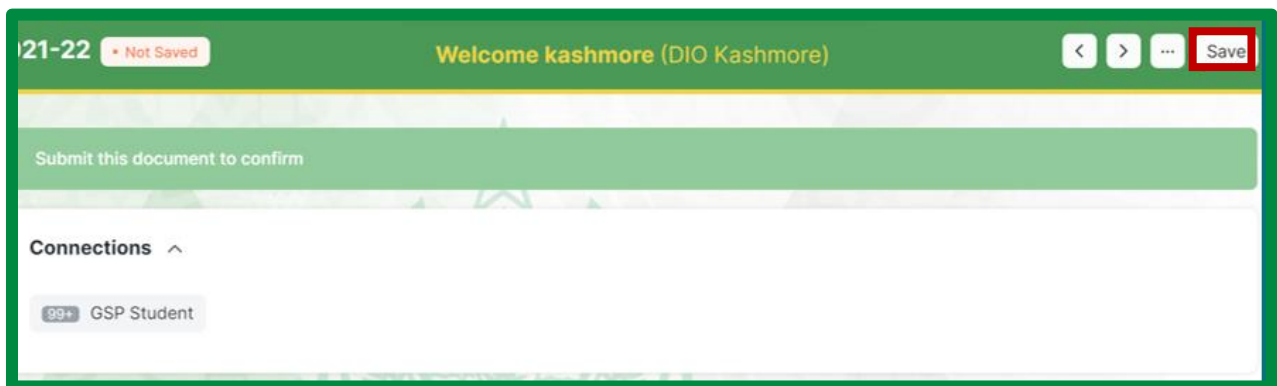


To submit the form directly, skip STEP 3.



Submitted form cannot be edited.

3. Edit the form and click on **Save** to save the changes.



4. Click on **Submit** to submit the form.

The screenshot shows the top navigation bar of the GSP Portal. On the left, it displays '-2021-22' and a 'Draft' status. The main header reads 'Welcome kashmore (DIO Kashmore)'. On the right side of the header, there are navigation icons (back, forward, refresh) and a 'Submit' button, which is highlighted with a red rectangular box. Below the header, there is a green bar with the text 'Submit this document to confirm'. Underneath, a 'Connections' section shows a link for '99+ GSP Student'.

NEW GSP STUDENT

1. Click on **Add New GSP Student**.

The screenshot shows the 'GSP Module' dashboard. The header includes 'GSP Module' on the left, 'Welcome kashmore (DIO Kashmore)' in the center, and a 'Customize' button on the right. A left sidebar lists 'MODULES' with 'ASC Module', 'GSP Module' (selected), and 'SMC Module'. The main area is titled 'GSP Quick Links' and contains several buttons: 'GSP Assigned Schools', 'GSP Configuration Panel', 'Girls Stipend Form List', 'Add New Girls Stipend Form', 'GSP Student List', and 'Add New GSP Student'. The 'Add New GSP Student' button is highlighted with a red rectangular box.

2. New form will open. Edit the form and click **Save**.

The screenshot shows the 'New GSP Student' form. The header includes 'New GSP Student' with a 'Not Saved' status, 'Welcome kashmore (DIO Kashmore)', and a 'Save' button highlighted in a red box. The form contains several input fields: 'GSP Form *', 'Posting date *' (with the value '17-08-2022'), 'SEMIS Code' (with the value '426030571'), 'Division' (with the value 'Larkana'), and 'District' (with the value 'Kashmore').

GSP Student Form – Instructions

1

GSP Form Selection

This screenshot is identical to the previous one, showing the 'New GSP Student' form. The 'Save' button in the top right corner is highlighted with a red rectangular box. The form fields are: 'GSP Form *', 'Posting date *' (17-08-2022), 'SEMIS Code' (426030571), 'Division' (Larkana), and 'District' (Kashmore).

Select the GSP form of the current year.

GSP Form *	Posting date *	SEMIS Code
<input type="text"/>	<input type="text" value="22-08-2022"/>	<input type="text" value="408020139"/>
<ul style="list-style-type: none"> GSP-408020139-2015-16 408020139 GSP-408020139-2020-21 408020139 GSP-408020139-2021-22 408020139 	<input type="text"/>	

2

Student Details

Class *	Section	GR # *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Student Name *	Date of Birth *	Father/ Guardian Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
CNIC of Father/Guardian *	Mobile No. of Father/ Guardian	Relation

Select the Class of the student from the drop-down menu.

3

Attachments

Attach Front side of Father/Guardian CNIC	Attach Back side of Father/Guardian CNIC
<input type="button" value="Attach"/>	<input type="button" value="Attach"/>

Click on Attach to attach Father/Guardian CNIC.

How to Edit or Submit a GSP Student Form?

1. Click on **GSP Student List** to access saved and submitted GSP forms.

The screenshot shows the GSP Module dashboard. On the left, there is a 'MODULES' sidebar with 'ASC Module', 'GSP Module' (highlighted), and 'SMC Module'. The main area is titled 'Welcome kashmore (DIO Kashmore)' and contains 'GSP Quick Links'. The 'GSP Student List' button is highlighted with a red box.

2. Click on the **Form ID** to access it.

The screenshot shows the GSP Student list. The top bar includes 'GSP Student' and 'Welcome kashmore (DIO Kashmore)'. Below the header, there are search filters for 'ID', 'SEMIS Code', and 'District'. A table lists students, with the first row's ID 'GSP-408020139-2021-22-990713' highlighted by a red box. The status is 'Draft' and the SEMIS Code is '408020139'.

To submit the form directly, skip Step 3.



Submitted form cannot be edited.

3. Edit the form and click on **Save** to save the changes.

The screenshot shows the GSP form editing screen. The top bar displays the form ID '21-22-990713' and a 'Not Saved' indicator. The 'Save' button is highlighted with a red box. Below the header, there is a green bar with the text 'Submit this document to confirm'. The form fields include 'GSP Form *' (GSP-408020139-2021-22), 'Posting date *', and 'Year' (2021-22).

4. Click on **Submit** to submit the form.

-2021-22-990713 • Draft Welcome kashmore (DIO Kashmore) Submit

Submit this document to confirm

GSP Form * Posting date * Year

ID	SEMIS Code	District	Level	Filter	Last Modified On	
<input type="checkbox"/> ID						20 of 233
<input type="checkbox"/> SMC-408060258-2021-22	Submitted	408060258	2021-22	South Karachi	- 1 w	0
<input type="checkbox"/> SMC-408060015-2021-22	Submitted	408060015	2021-22	South Karachi	- 1 w	0

GSP Student Attendance

1. Click on **GSP Student Attendance Tool**.

≡ GSP Section Customize

MODULES

- ASC Section
- GSP Section**
- SMC Section

GSP Quick Links

GSP Configuration Panel

Girls Stipend Form List

Add New Girls Stipend Form

GSP Student List

Add New GSP Student

GSP Student Attendance Tool

2. Select School and its **Class, Month, and Section** from the drop-down menu and click on **Get Students** to get the student attendance list.

Working days of the selected month will be displayed automatically.

GSP Student Attendance Tool • Not Saved Save

School: 408020139 School Name: GBHS - HASRAT MOHANI

Class: Class VI Month: August

Section: A Working Days: 25

Get Students

3. Edit the attendance directly by clicking on **Attendance** column and click **Save**.

GSP Student Attendance Tool • Not Saved Save

Students

<input type="checkbox"/>	No.	GR No.	Student Name	Father Name	Attendance
<input type="checkbox"/>	1	2188	LAREB	UMER KHAN	<input style="border: 1px solid yellow;" type="text" value="0"/>
<input type="checkbox"/>	2	2189	MADEHA	FAZAL E RABBI	0
<input type="checkbox"/>	3	2190	NABIHA	ABDUL WAHEED	0