SEMIS
USER MANUAL
of Girls' Stipend Program

Portal for District Managers.

About this document

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

TABLE OF CONTENTS

REVISION HISTORY

Name	Date	Reason for Changes	Version
Mehwish Ayyub	11th October 2022		V1
Mehwish Ayyub	2nd November 2022	Cover Photo	V2

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 District Manager 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 District Managers 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
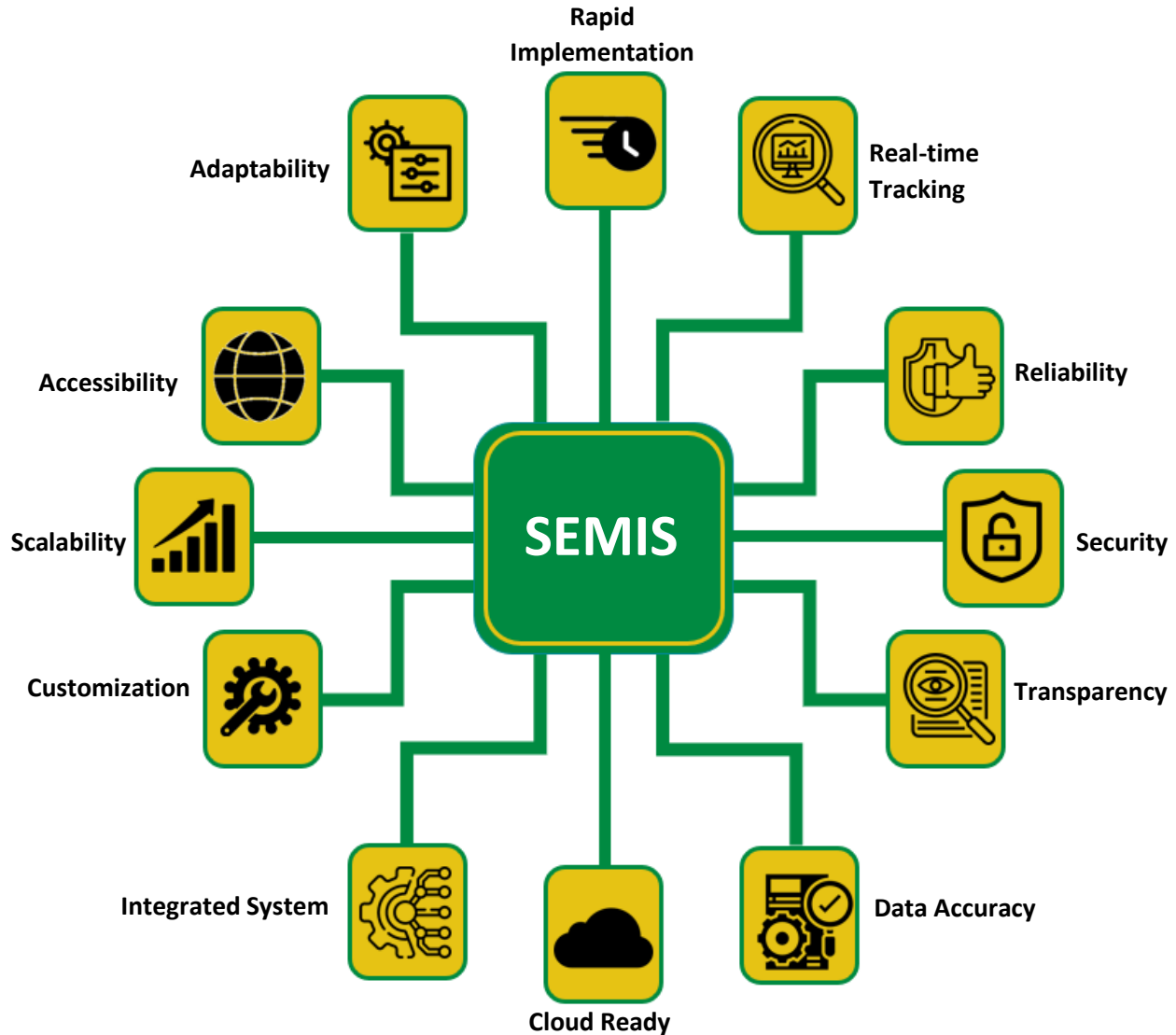
SYSTEM REQUIREMENT

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
Changing and Recovering Password
Assigned Modules
Creating and Editing User Forms

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.
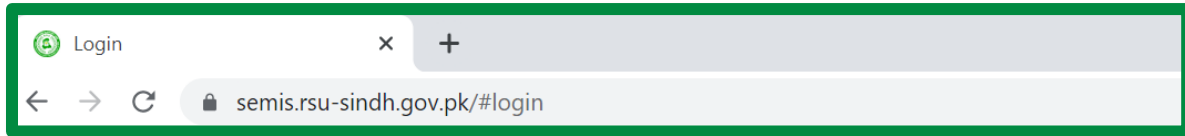
How to Log In?

1. Enter the User Name and Password.
2. Click/tap on the Login button.
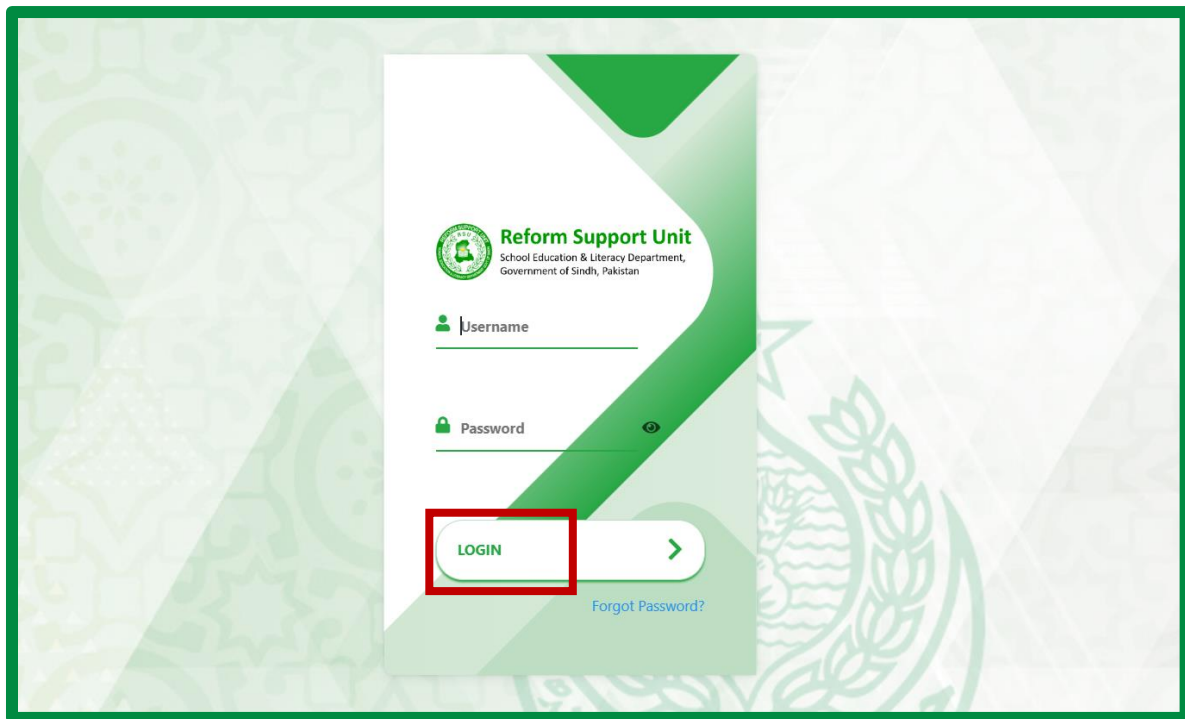
How to Log Out?

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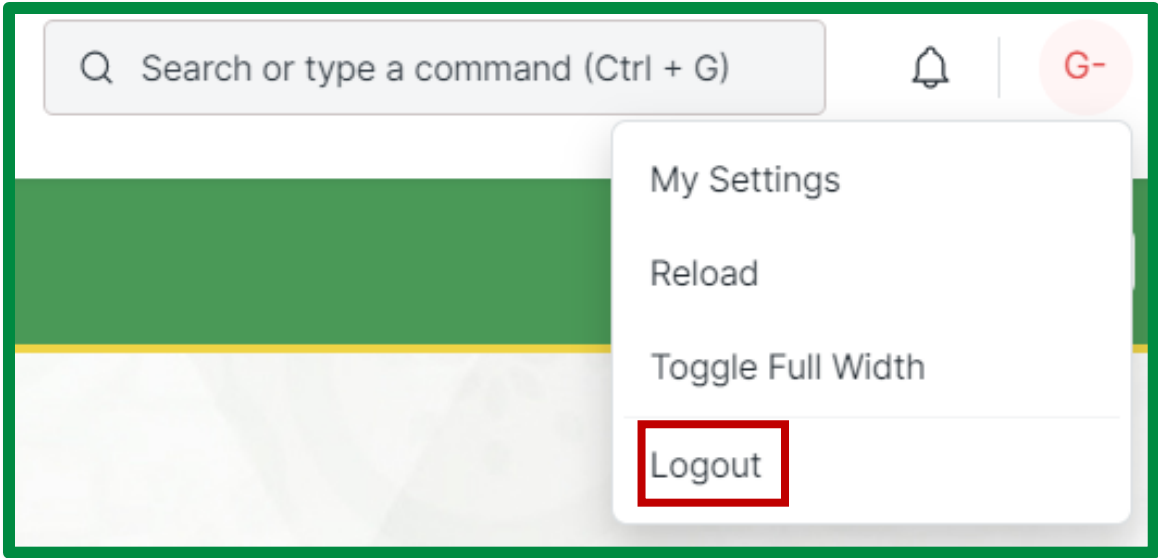
ACCOUNT SECURITY

Users must change the login credentials (E-mail address & Password) of the account before using it on web portal.

How to Change E-Mail Address?

1.   Click on the **Profile** option on top right side of the screen.
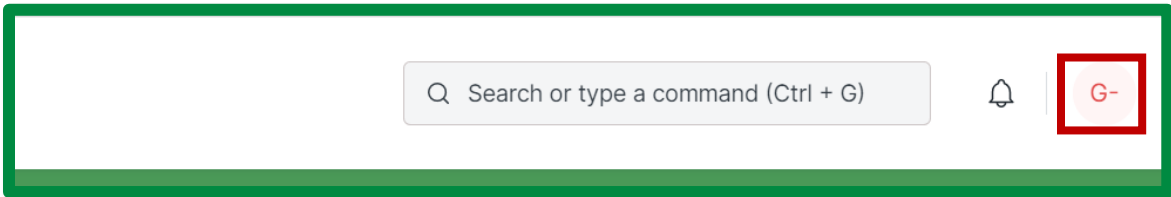
2.   Click on **My Settings**
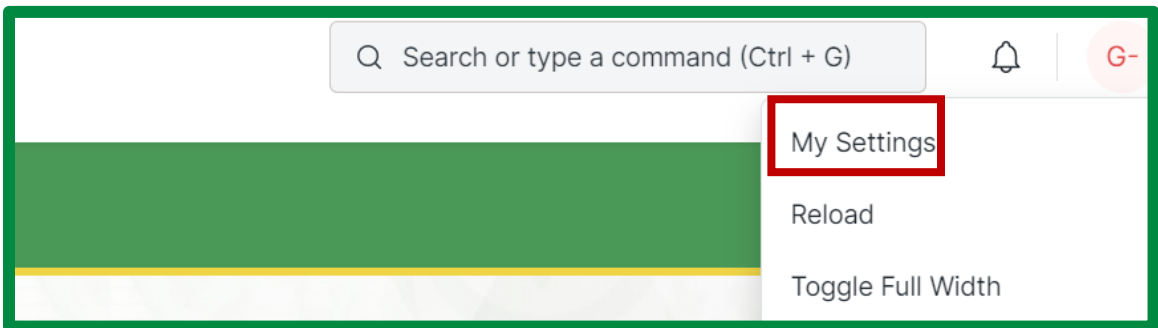
3.   Type a new email address under **Email** and click on **Save** on the top right side of the screen.

Basic Info
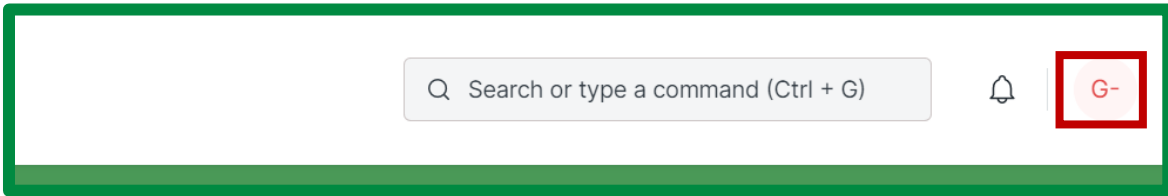
Email *

Password ⬍ | < | > | ... | Save
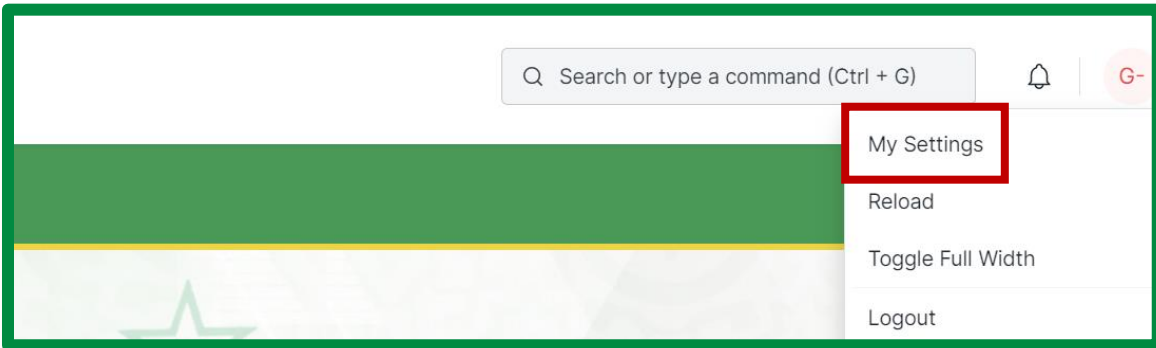
How to Change Password?

1. Click on the **Profile** option on top right side of the screen.

🔍 Search or type a command (Ctrl + G)   🔔   G-

2. Click on **My Settings**

🔍 Search or type a command (Ctrl + G)   🔔   G-

My Settings

Reload

Toggle Full Width

Logout

3. Click on **Change Password**.
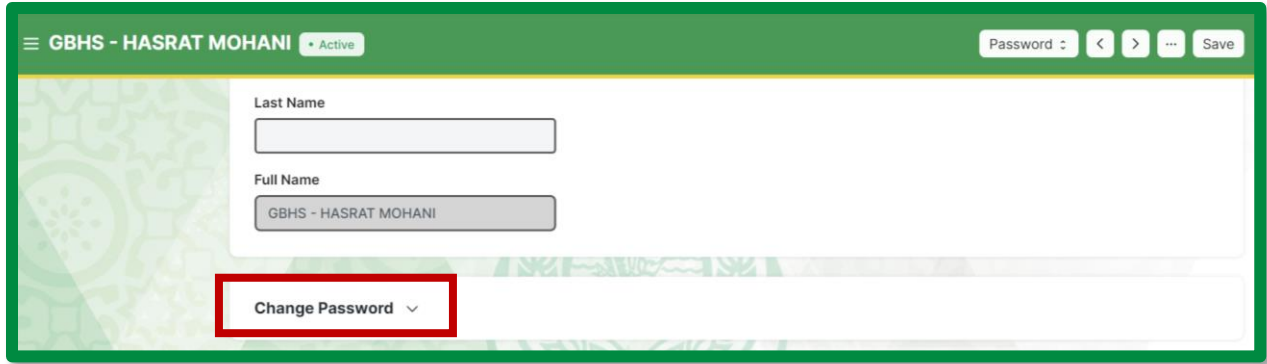
4. Type the new password under **Set New Password** and click on **Save** on the top right side of the screen.
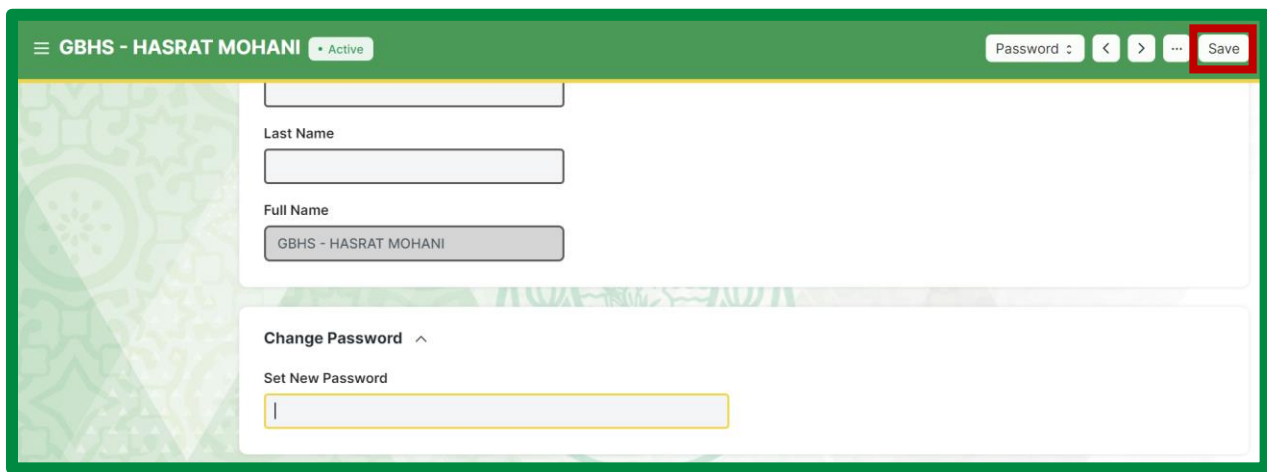
ASSIGNED MODULES

Users can see the assigned modules on the left side of the dashboard. Some District Managers will be assigned with all three modules – ASC, SMC & GSP.
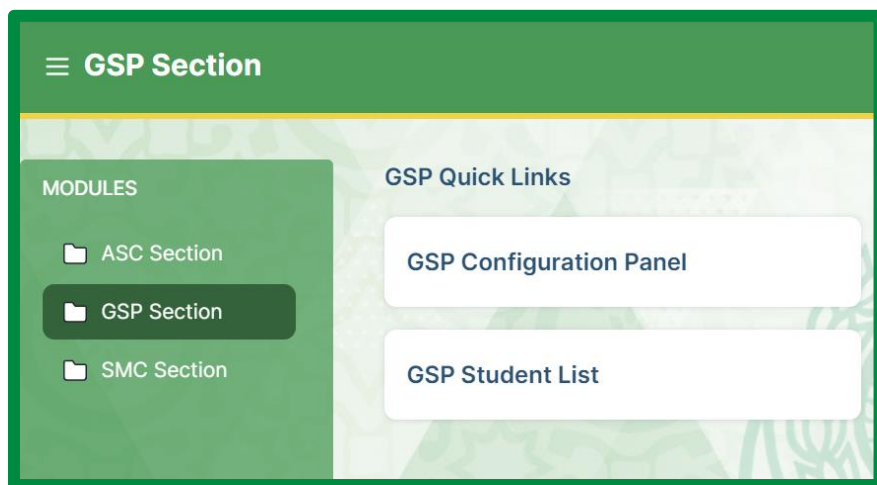
USER MANAGEMENT

Click on **User Management** on the left side of the Dashboard to access Users' information and lists.
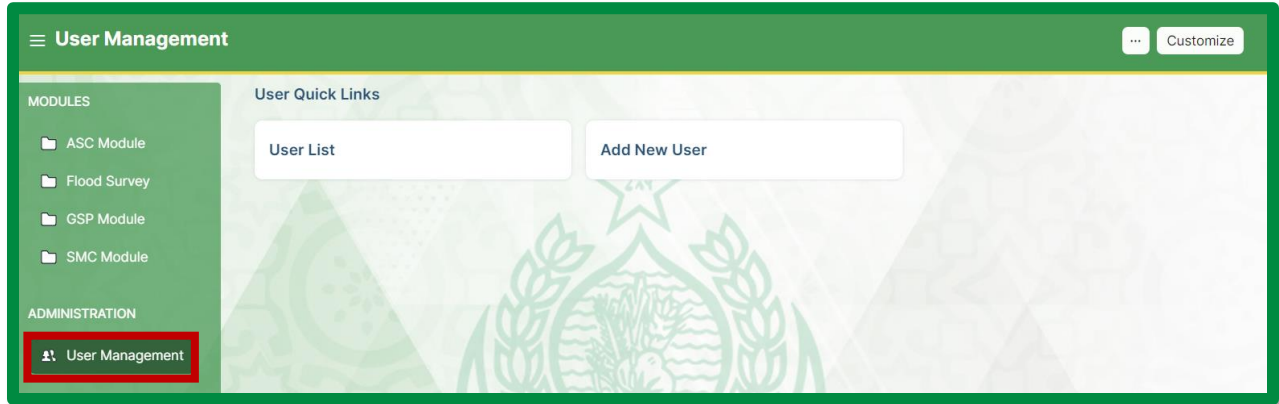
Creating New User

1. Click on **Add New User**.
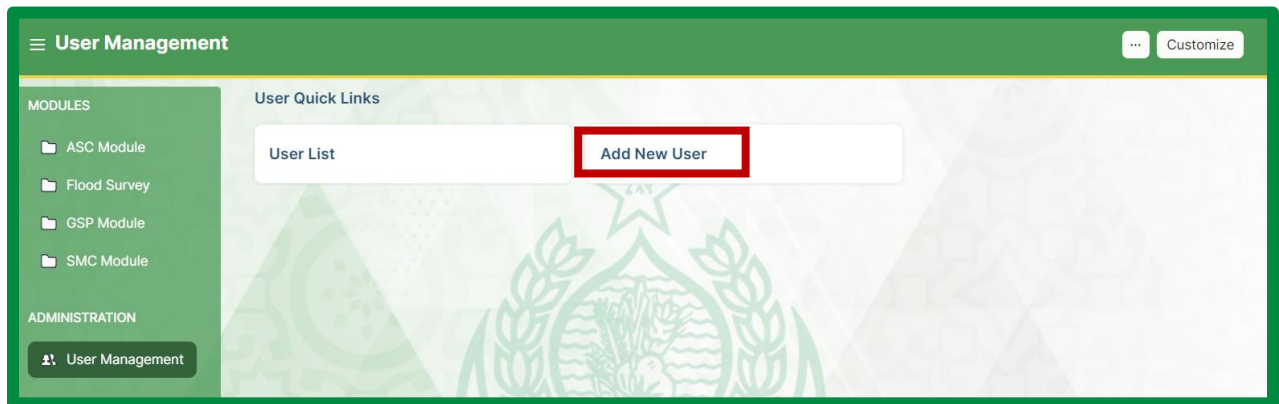
2. Select **User Type/Role** – Data Input Operator, School User, OR Guest User.

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If the user selects the **School User** option, the system will ask for the School SEMIS code.

if the user selects **Data Input Operator**, System will ask for the role/module to be assigned. Users can select one or all three modules.

3. Add Basic Information about the new user.

4. Set the Password

5. Click on **Save** on top right side of the screen.
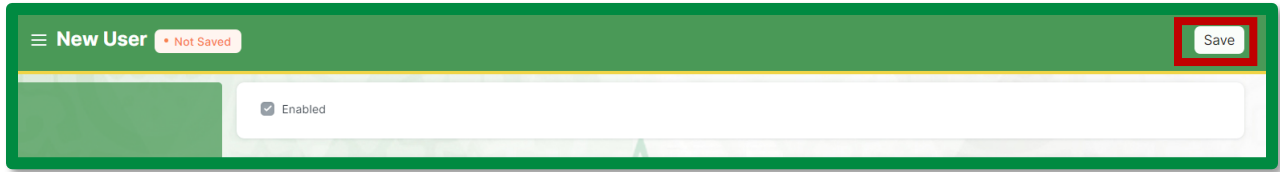
How to edit User Forms?

1. Click on **User List**.
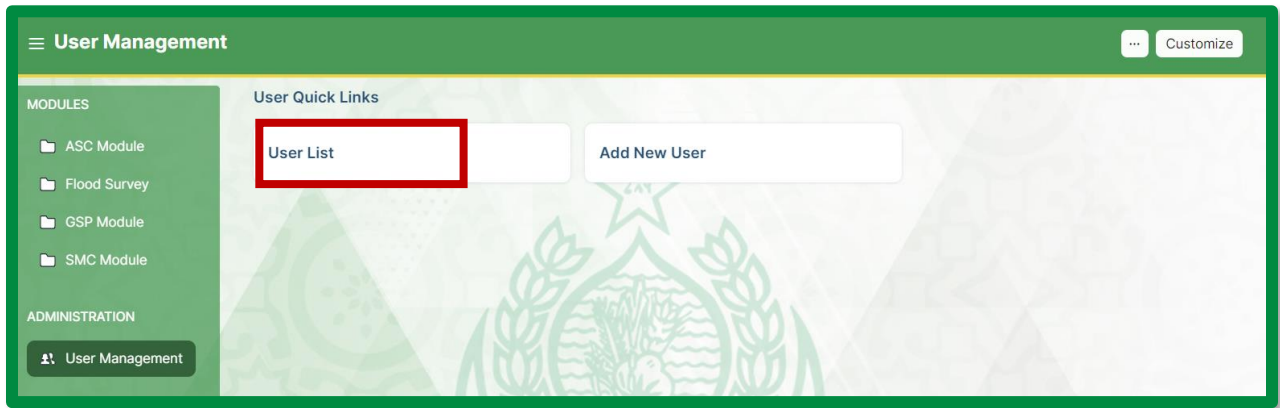
2. Click on User Name or **ID** to open user details.
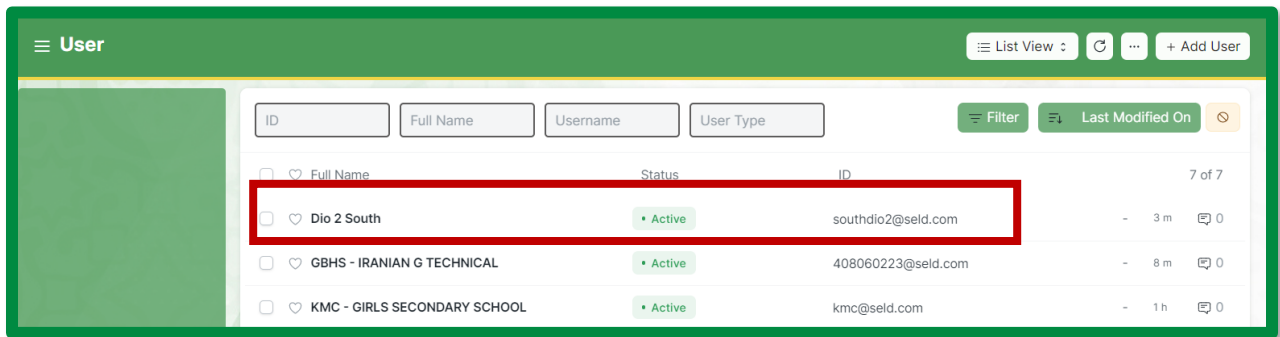
3. Edit the opened form and click **Save** to save changes.

CHAPTER 2

GSP WEB PORTAL

TOPICS TO BE COVERED

GSP Roster
GSP Timeframe
Creating & Editing Girls' Stipend Form
Changing Status of Girls' Stipend Form
Creating & Editing GSP Student Form
GSP Attendance Tool
GSP Dashboard
GSP Performance Dashboard

GIRLS' STIPEND PROGRAM (GSP) SECTION

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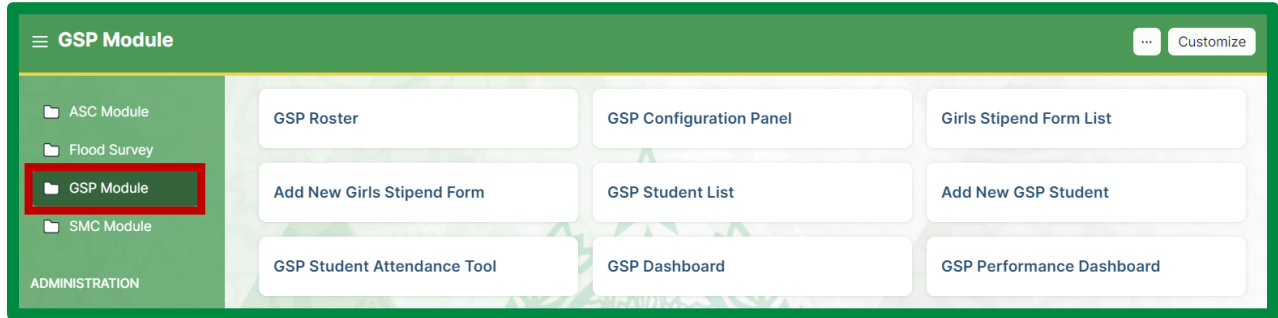
New GSP Roster

1. **Click on GSP Roster**.
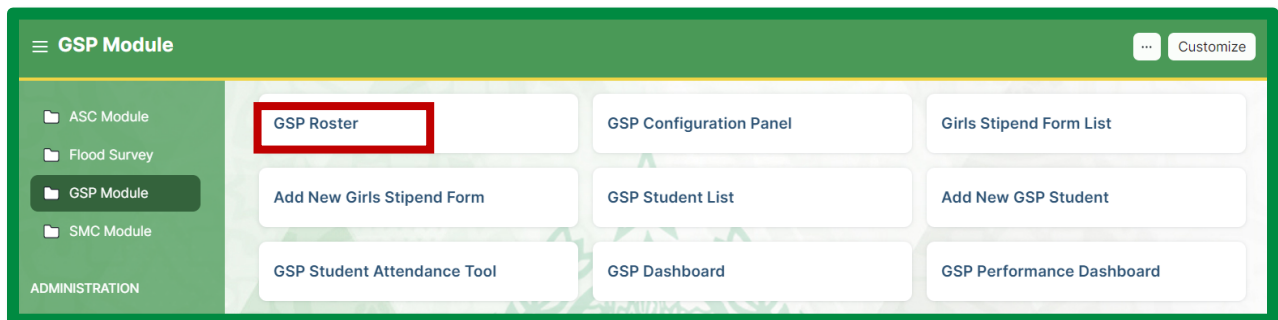
2. Click on Add GSP Roster.

3. Select DIO User from the drop-down list.
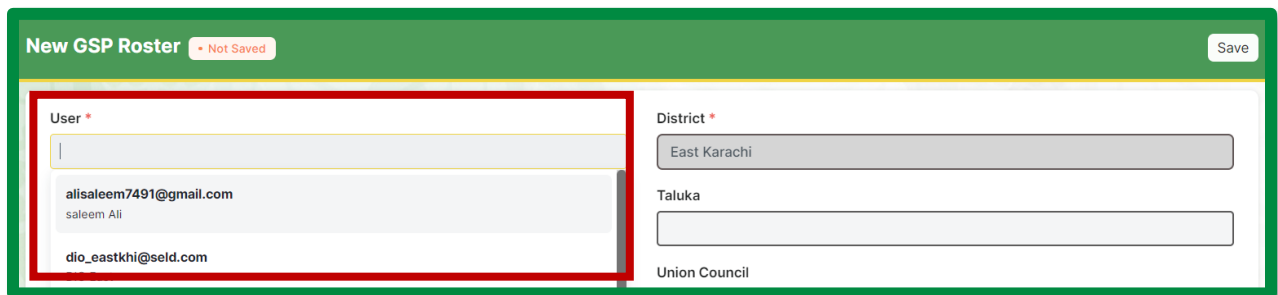
4. Select Taluka, Union Council, and click on **Get School** to get a list of selected UC.

To select schools of the whole Taluka, skip the Union Council option.

Skip both Taluka and Union council options to get a list of schools from the whole district.

Skip step 5 to directly save and create the Roster.

5. To delete a school from the list, select the school and click on delete.

To add more schools to the list, click on **Add Row**, write SEMIS code, and select school.

6. Click on **Save**.

How to Edit GSP Roster?

1. Click on **GSP Roster**.
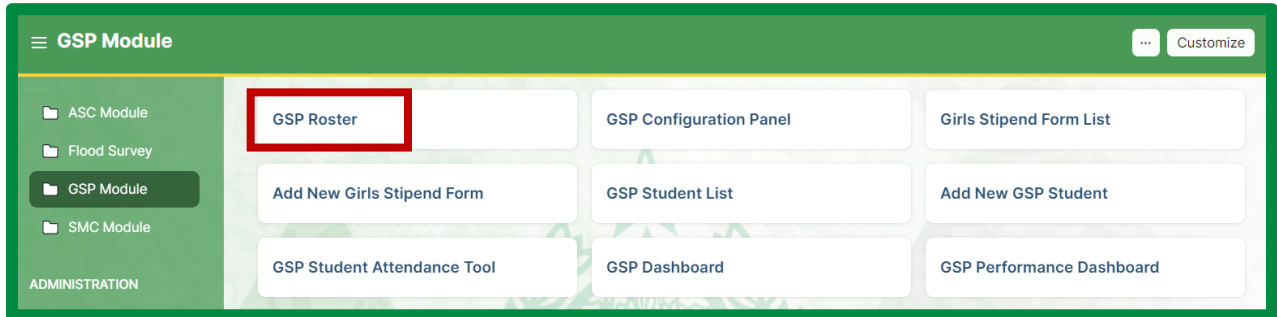
2. Click on Roster **ID** to open it.
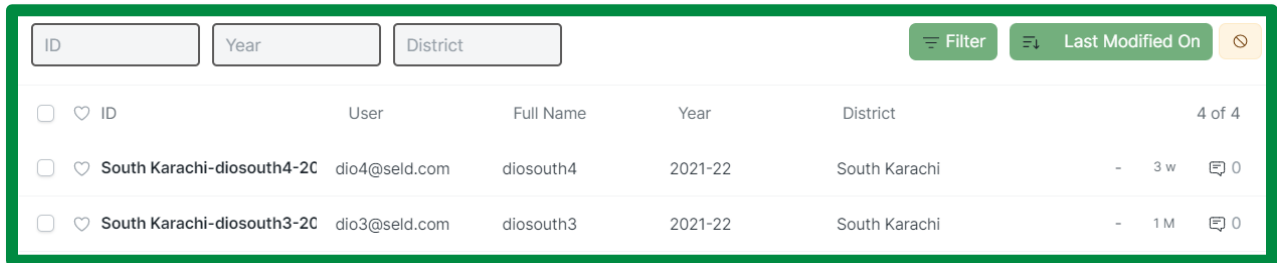
3. To add schools – click on **Add Row**, write SEMIS code, and select school.
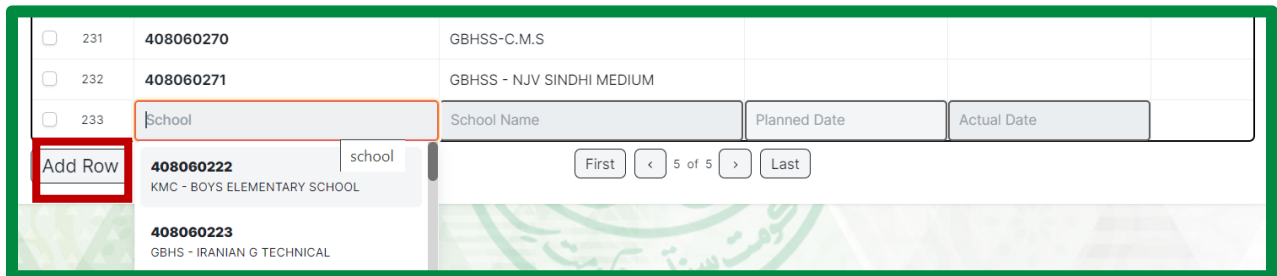
To Delete a school – select the school from the list and click on **delete**.
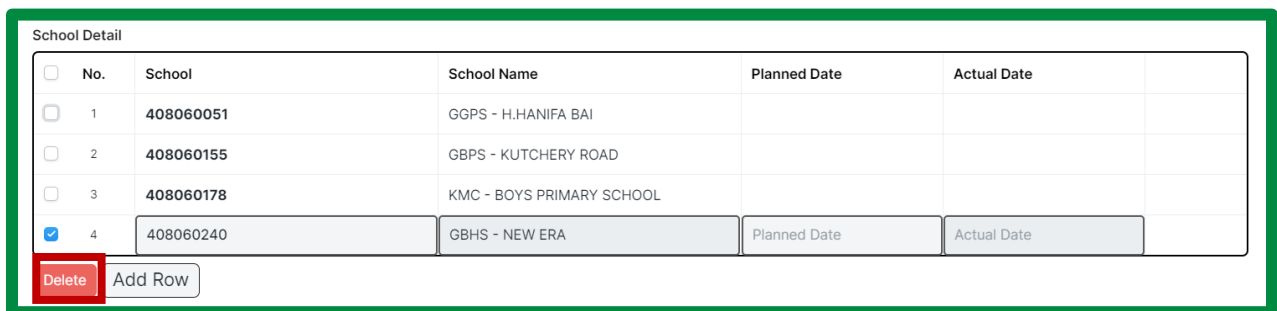
4. Click on **Save**.

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.

New Girls' Stipend Form

1. Click on **Add New Girls Stipend Form**.
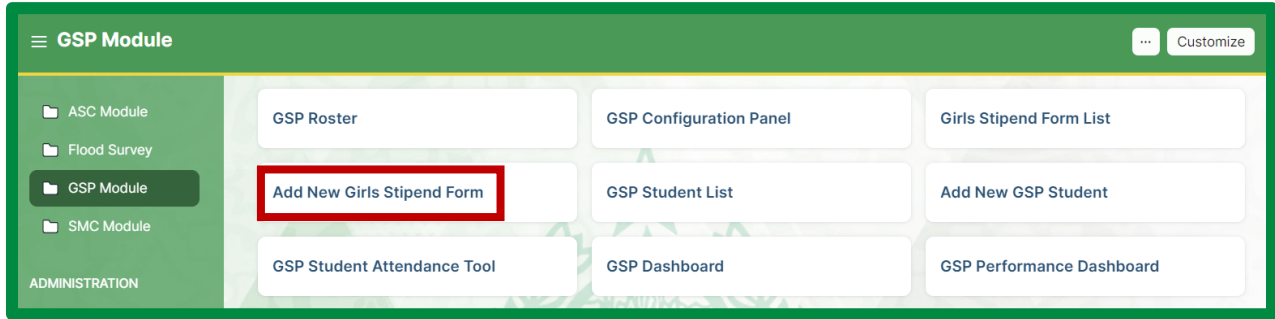
2. Form will open for the current academic year. Edit the form as per guidelines and click **Save**.
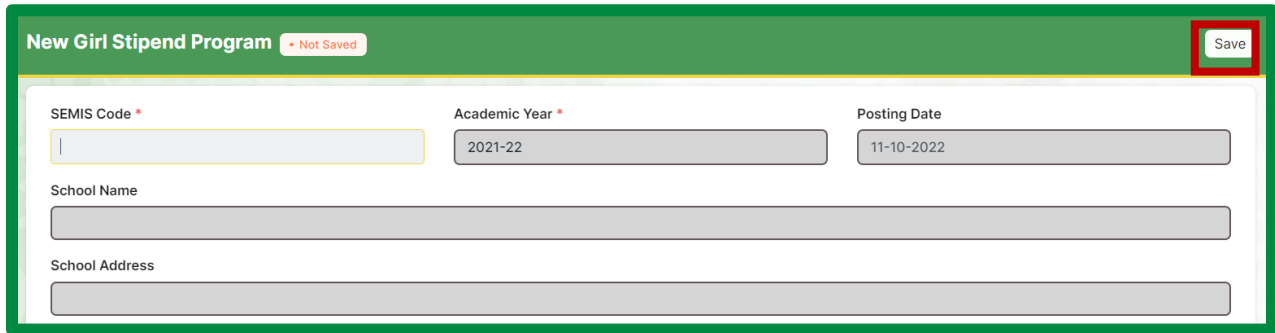
Girls Stipend Form – Instructions

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

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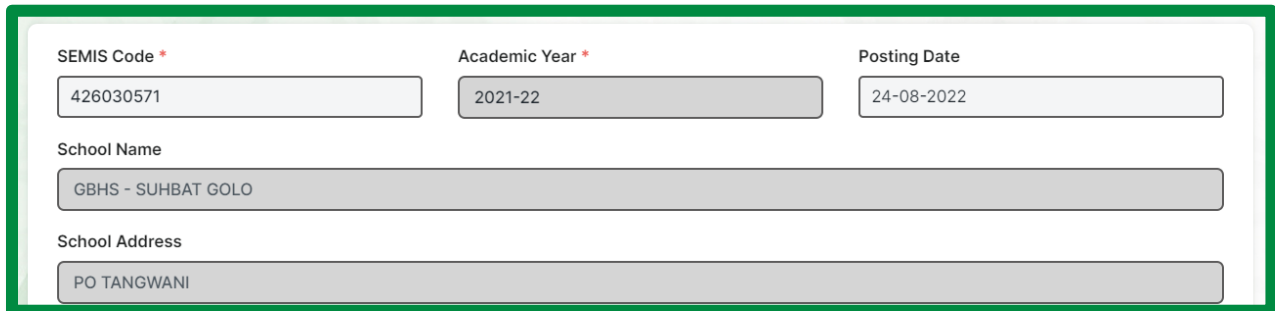
Select the SEMIS Code of School and click enter to extract the School Information. Fill in the remaining blank fields.

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
0	0	0	

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
☐	1	August	
☐	2	September	
☐	3	October	
☐	4	November	
☐	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

Add Row

How to Edit or Submit a Saved GSP Form?

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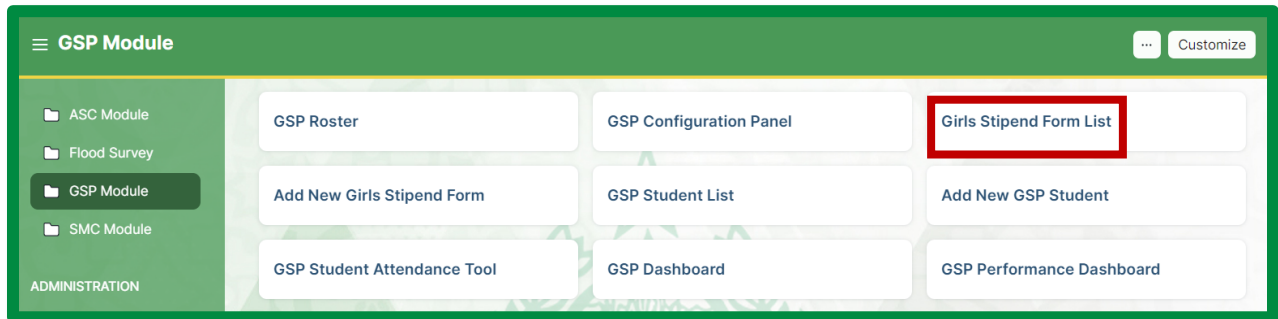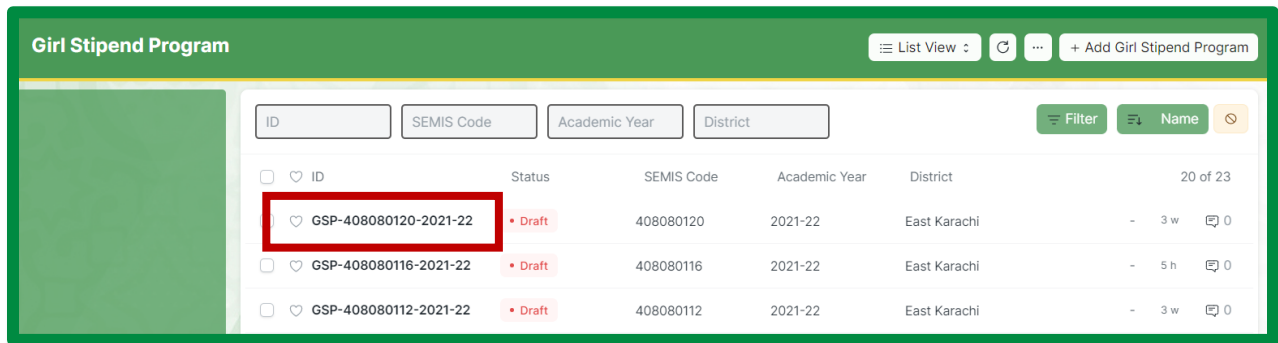
2. Click on the **Form ID** to access it.

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.

How to Change the Status of a Submitted GSP Form?

1. Click on **Girls Stipend Form List**.
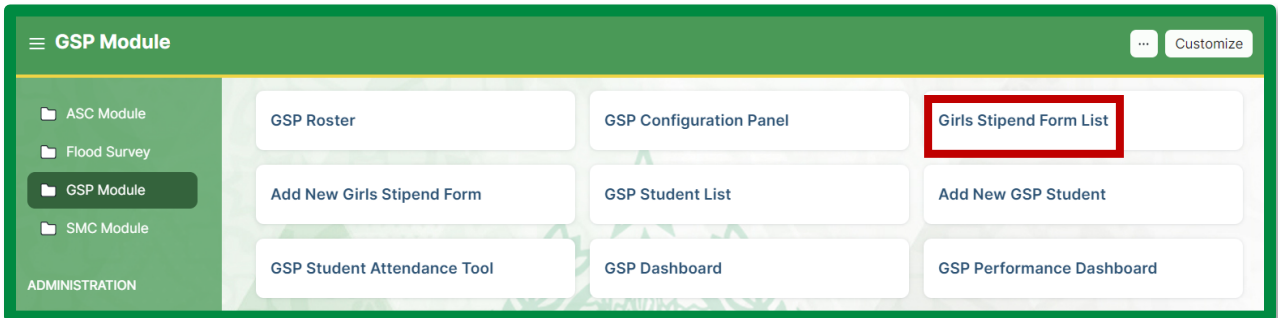
2. Select the form and open it. (To select a specific school's form, write its SEMIS code in the given option).
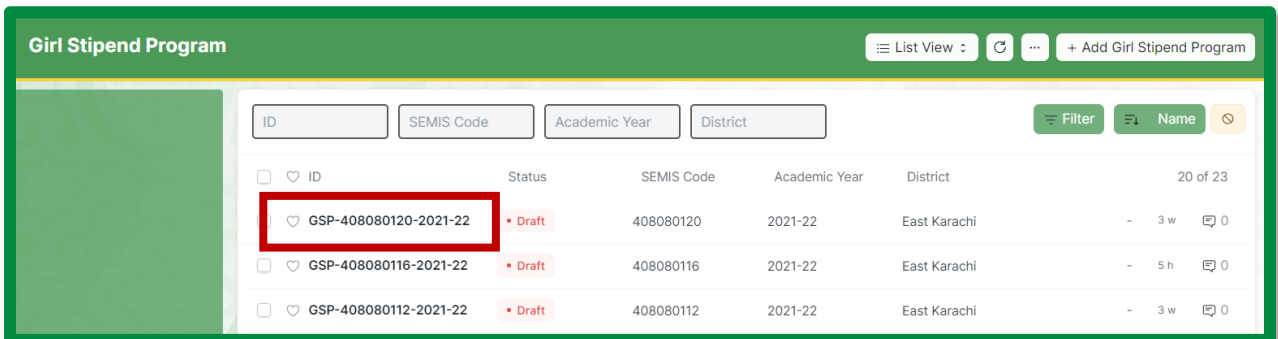
3. Click on **Cancel** to change the status of a form, from submitted to editable.
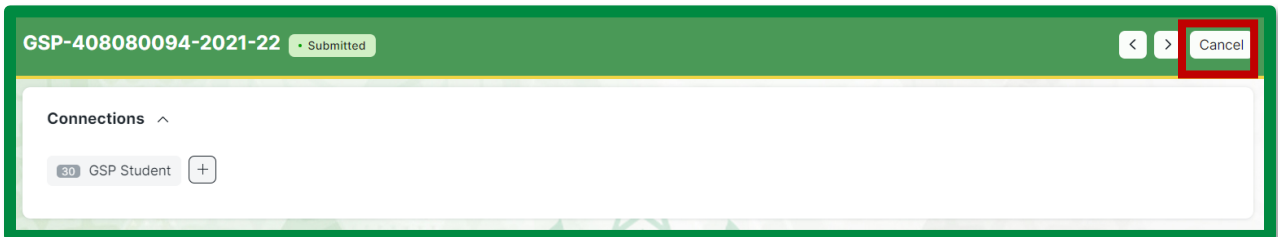
New GSP Student

1. Click on **Add New GSP Student**.
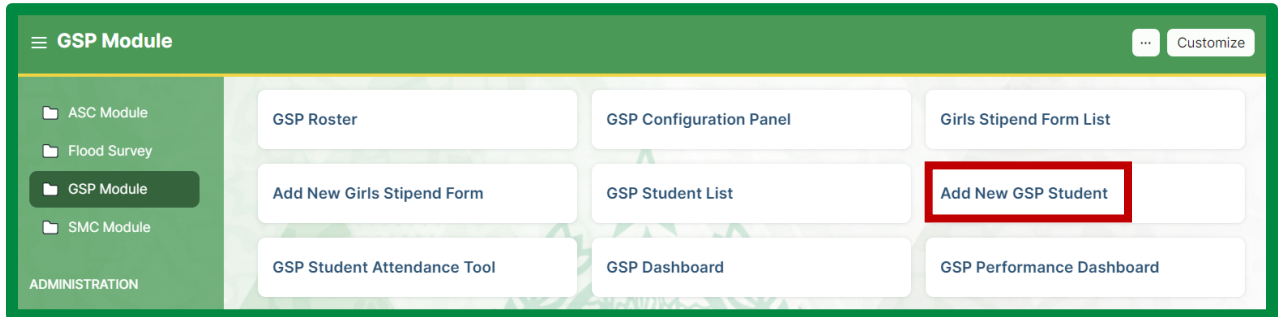
2. New form will open. Edit the form and click **Save**.
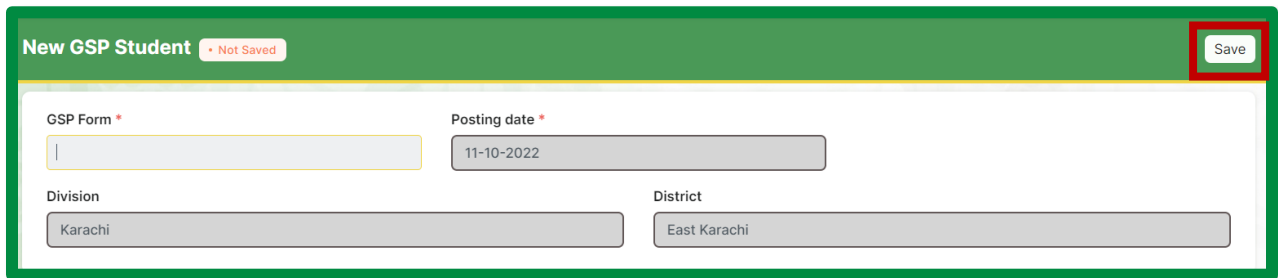
GSP Student Form – Instructions

1 GSP Form Selection
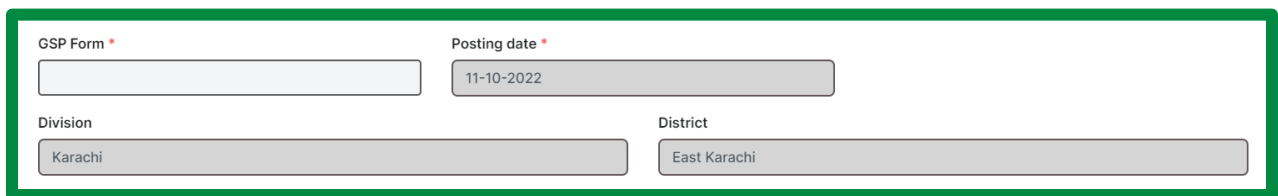
Select the School's GSP form.
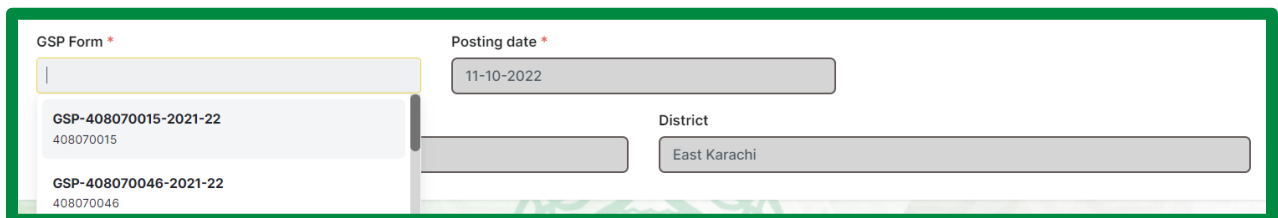
2 **Student Details**

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

3 **Attachments**

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.

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.

GSP Student Attendance

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

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.

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

GSP Dashboard

1. Click on **GSP Dashboard**.

2. Open page will show the whole district's GSP dashboard with graphical reporting of total GSP Forms, number of enrolled students, number of Eligible students, and total amount Disbursed. To view specific Taluka's Dashboard, select Taluka and click on **View**.
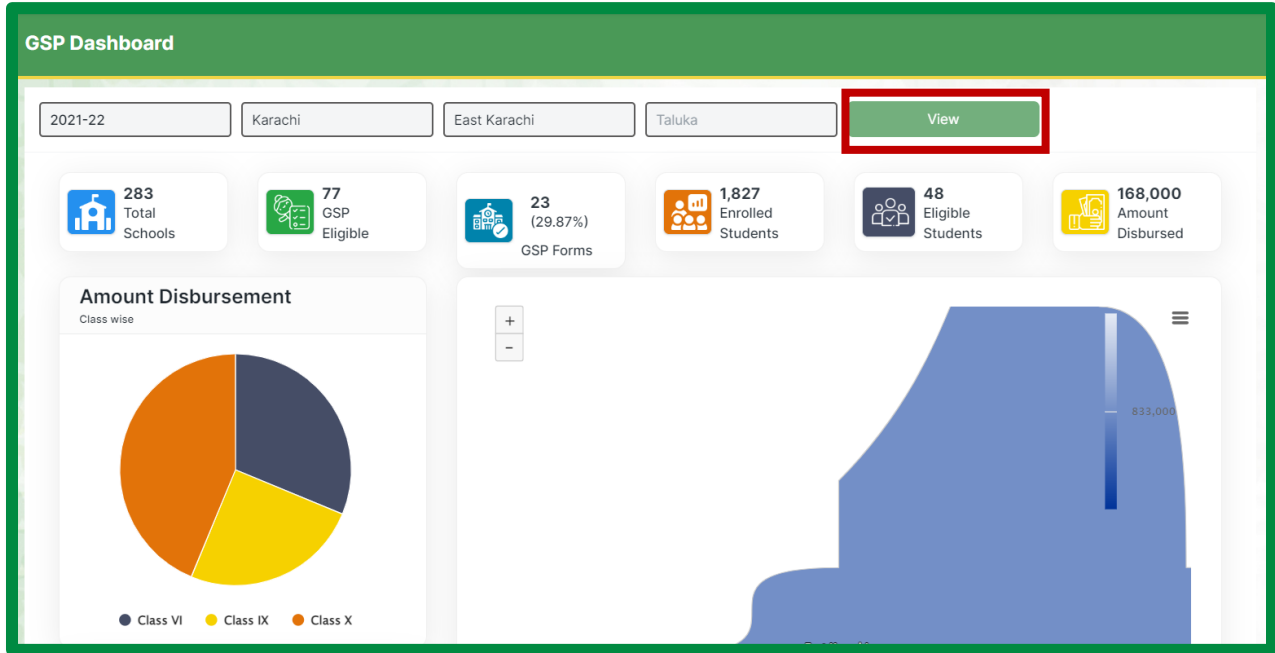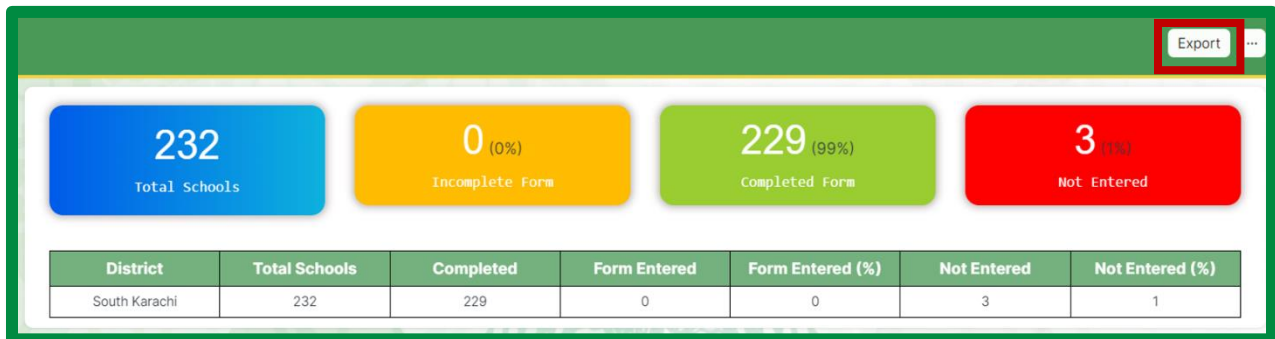
District's GSP Performance

1. Click on **GSP Performance Dashboard**.
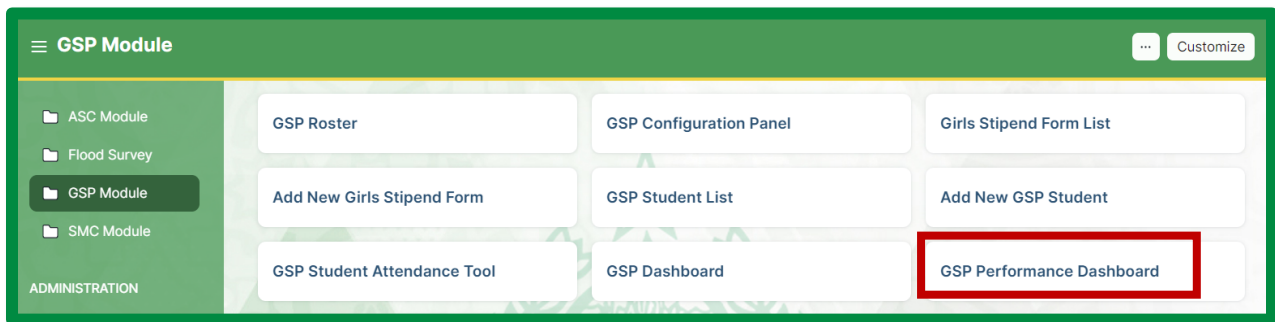
2. New page will show the Total GSP schools in District, and the number of completed, incomplete, and not entered forms. Click on Export to download the Excel sheet of the Performance Dashboard.


District	Total Schools	Completed	Form Entered	Form Entered (%)	Not Entered	Not Entered (%)
South Karachi	232	229	0	0	3	1

CHAPTER 3

GSP REPORTS

TOPICS TO BE COVERED

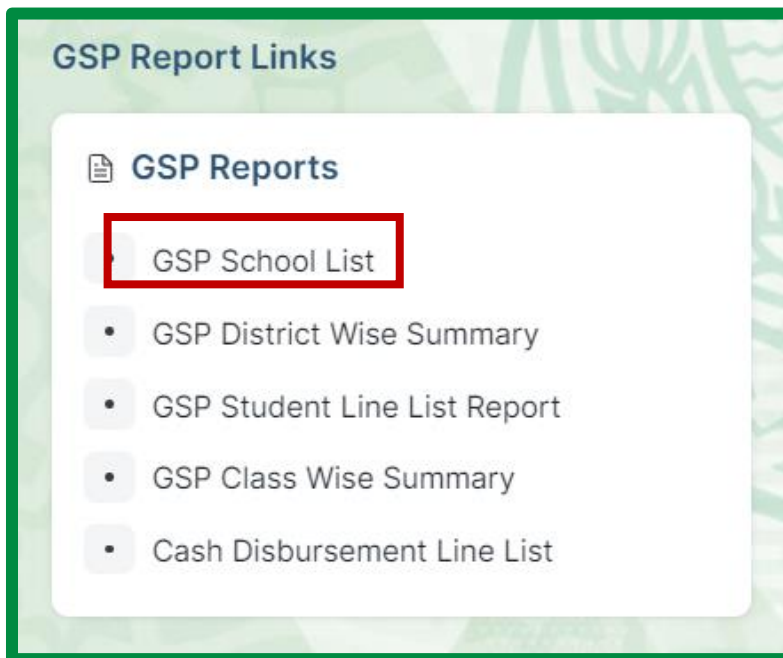| GSP School List |
|---|
| GSP District Wise Summary |
| GSP Student Line List Report |
| GSP Class Wise Summary |
| Cash Disbursement Line List |

GIRLS' STIPEND PROGRAM (GSP) REPORTS

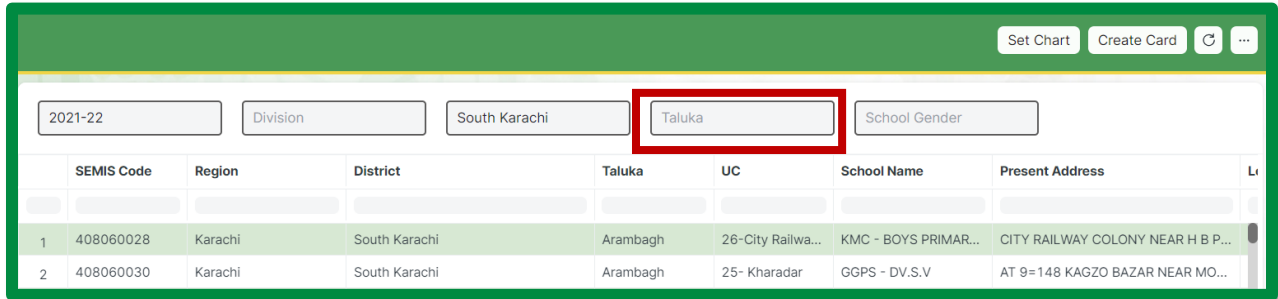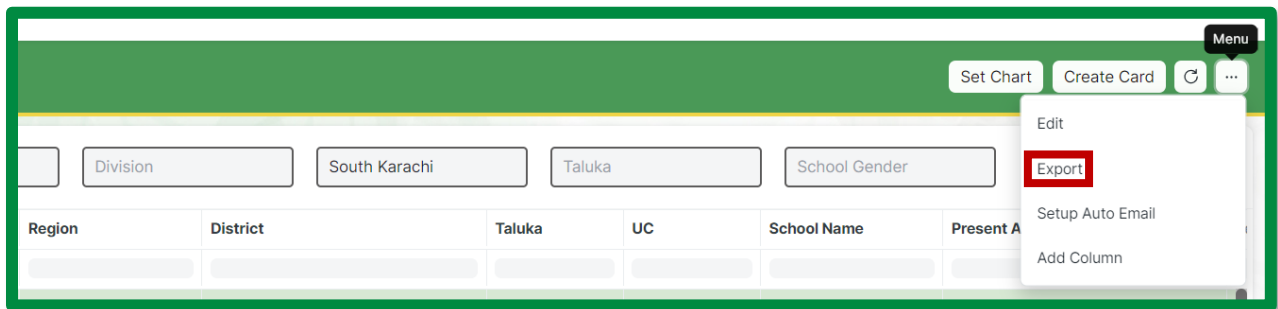GSP Reports are below GSP Quick Links in the GSP Section.
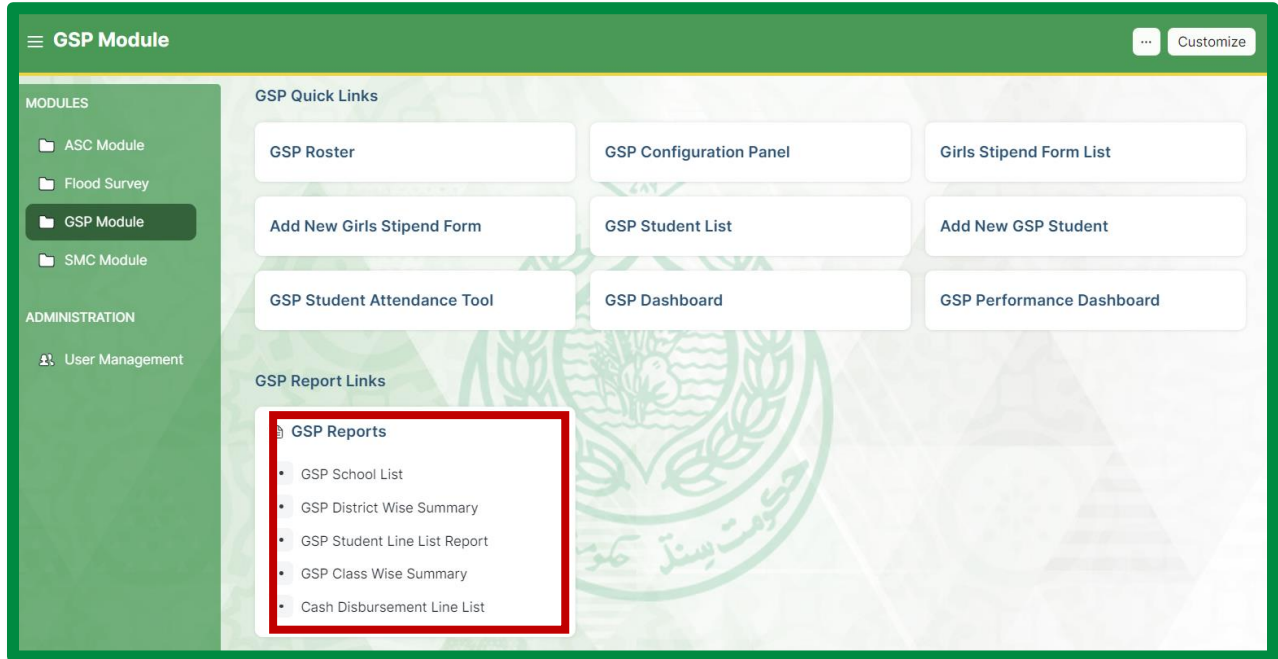
GSP School List

1. Click on **GSP School List** under GSP Reports.
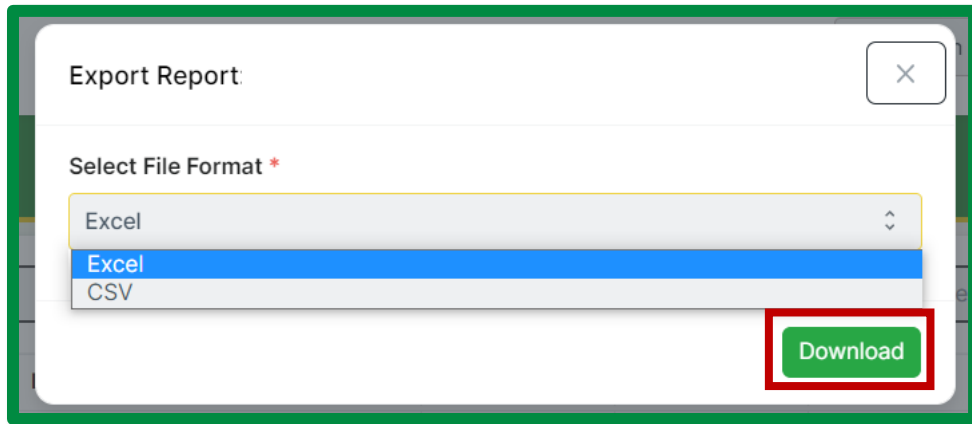
2. District Wise GSP school List will open. Select Taluka from the drop-down menu to get Taluka-wise GSP School List.

3. To export the report, click on the Menu option and select **Export**.

4. Select the file format from the drop-down menu (Excel or CSV) and click on **Download.**

GSP District Wise Summary

1. Click on **GSP District Wise Summary** under GSP Reports.

2. GSP district-wise summary will open with details of eligible students and the total amount disbursed.
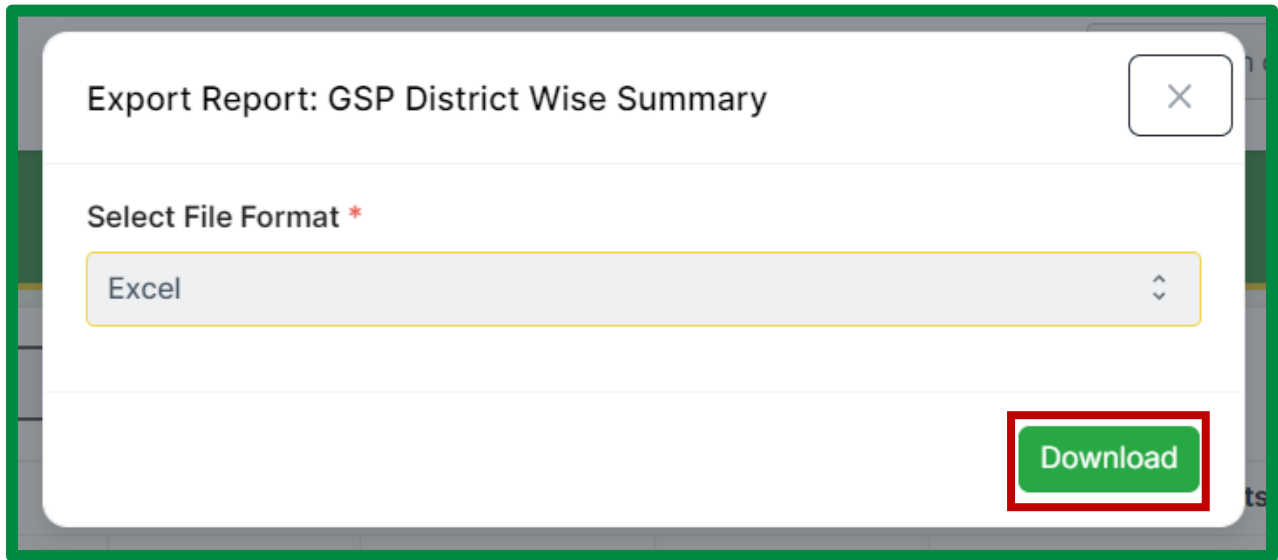

3. To export the report, click on the Menu option and select **Export**.

4. Select the file format from the drop-down menu (Excel or CSV) and click on **Download.**
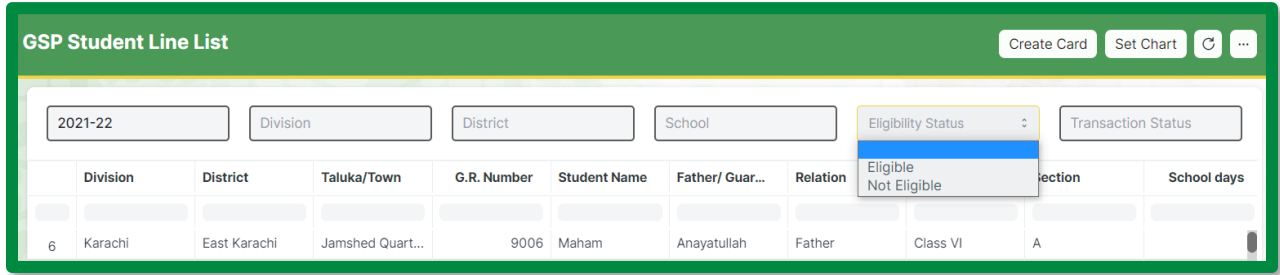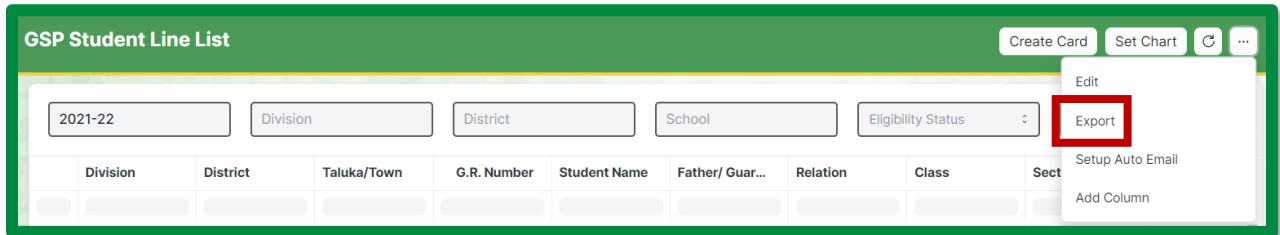
GSP Student Line List Report

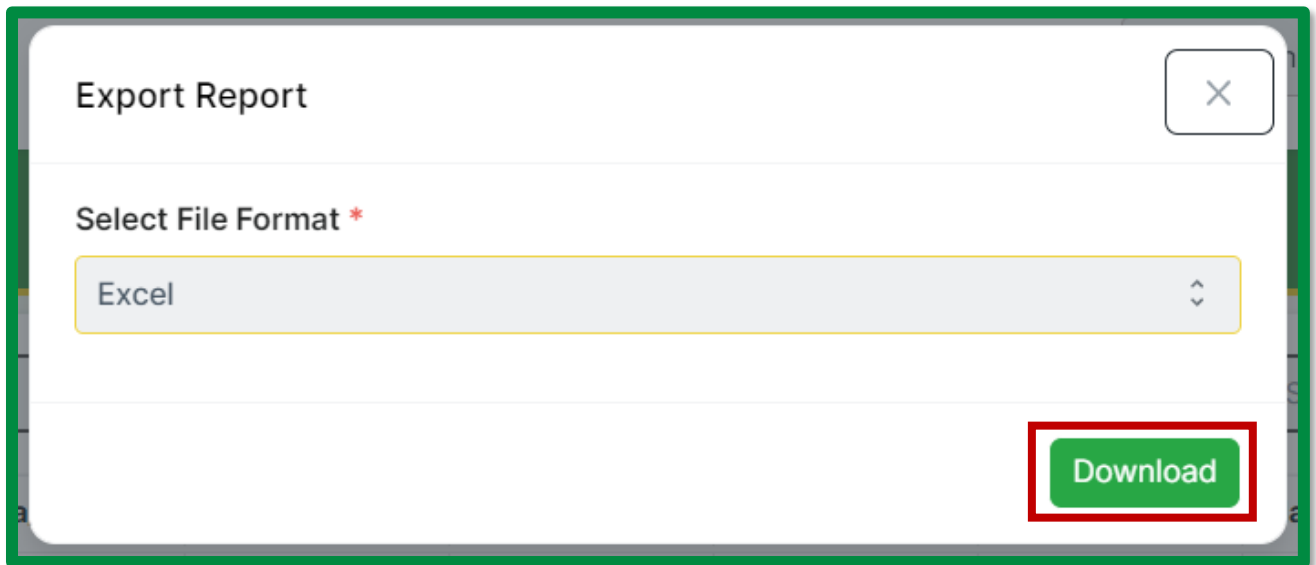1. Click on **GSP Student Line List Report** under GSP Reports.

2. GSP Student list will open. Select eligibility status from the drop-down menu to get eligible and not eligible GSP student list.

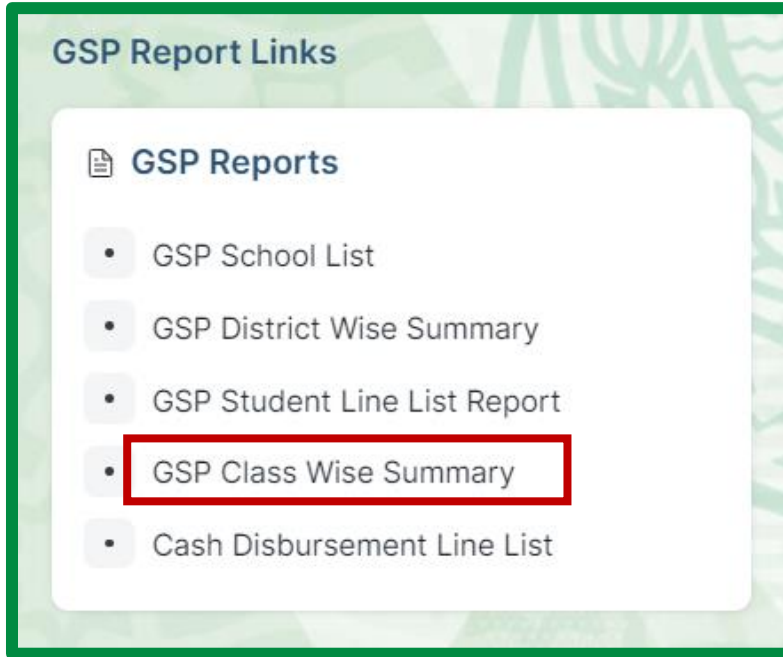3. To export the report, click on the Menu option and select **Export**.

4. Select the file format from the drop-down menu (Excel or CSV) and click on **Download.**

GSP Class Wise Summary

1. Click on **GSP Class Wise Summary** under GSP Reports.

2. GSP class-wise summary will open. Write a SEMIS code in the school option to get a specific School's class-wise summary.

3. To export the report, click on the Menu option and select **Export**.

4. Select the file format from the drop-down menu (Excel or CSV) and click on **Download.**

Export Report

Select File Format *

Excel

Excel
CSV

Download