

SEMIS USER MANUAL

of Girls' Stipend Program Portal
for GSP Manager.

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	26 th October 2022		V1
Mehwish Ayyub	7 th November 2022	Cover Picture	V1.2

LIST OF ACRONYMS

ASC	Annual School Census
APP	Application
CNIC	Computerized National Identity card
ECCE	Early Childhood Care & Education
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 GSP 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 describes 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 a 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 will be able to 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 GSP Manager 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 describes tasks in the same order you can use while working on the system.

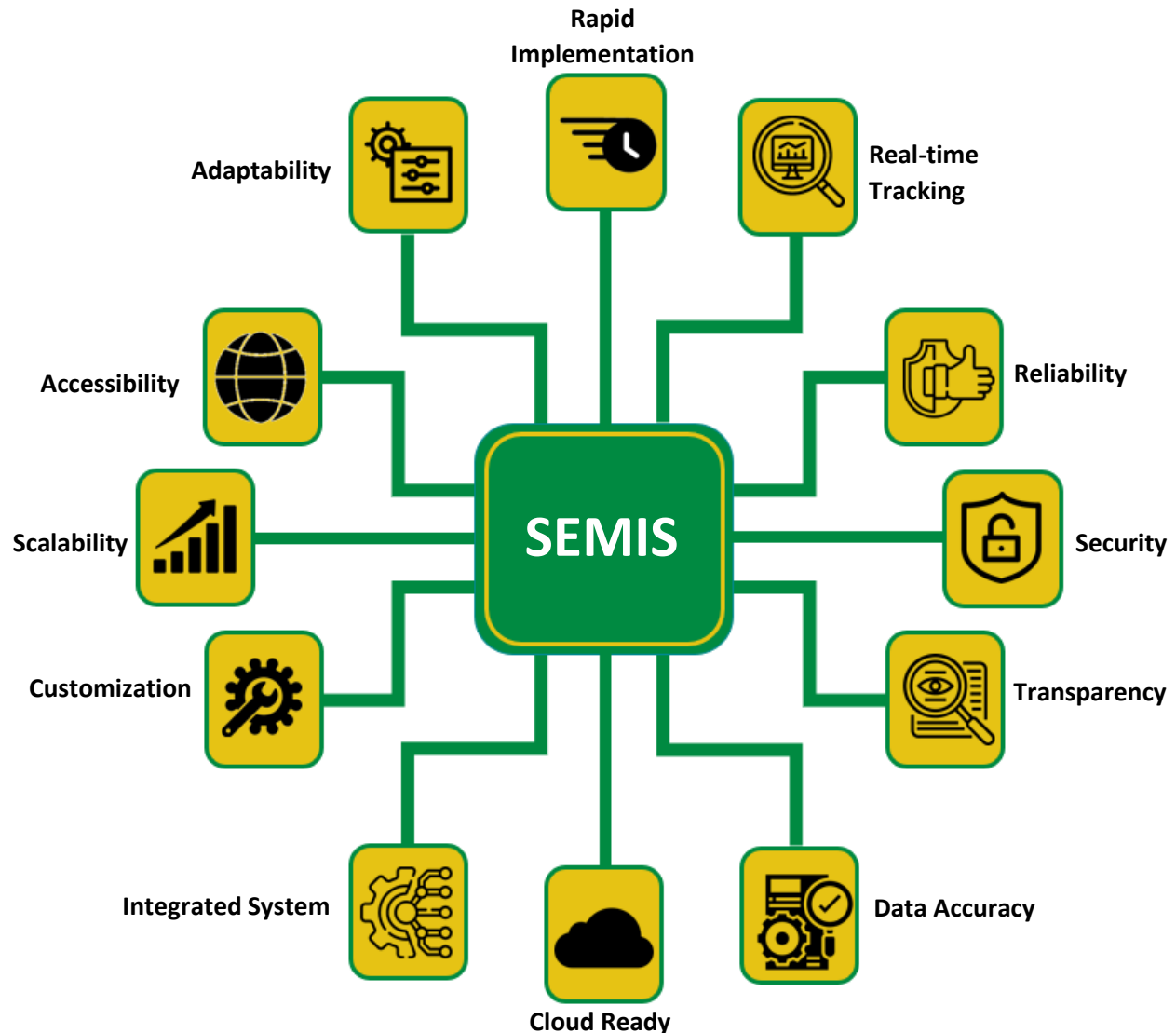
AIMS AND OBJECTIVES

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

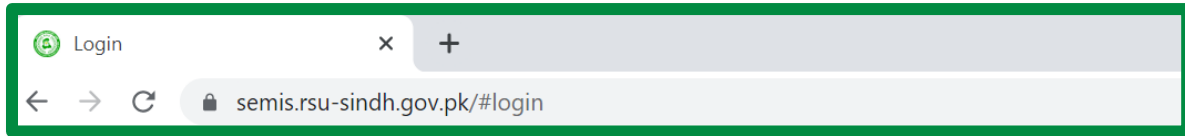
Assigned Modules

Creating and Editing User Forms

WEB-PORTAL

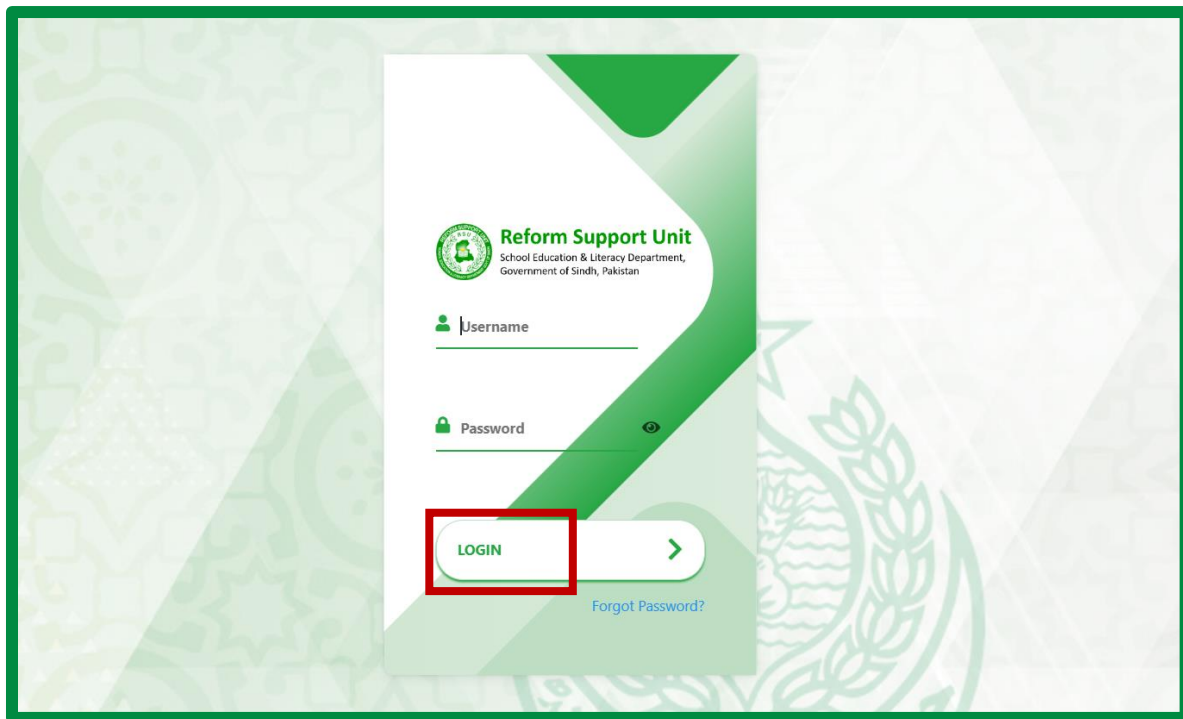
Opening Web-Portal

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.



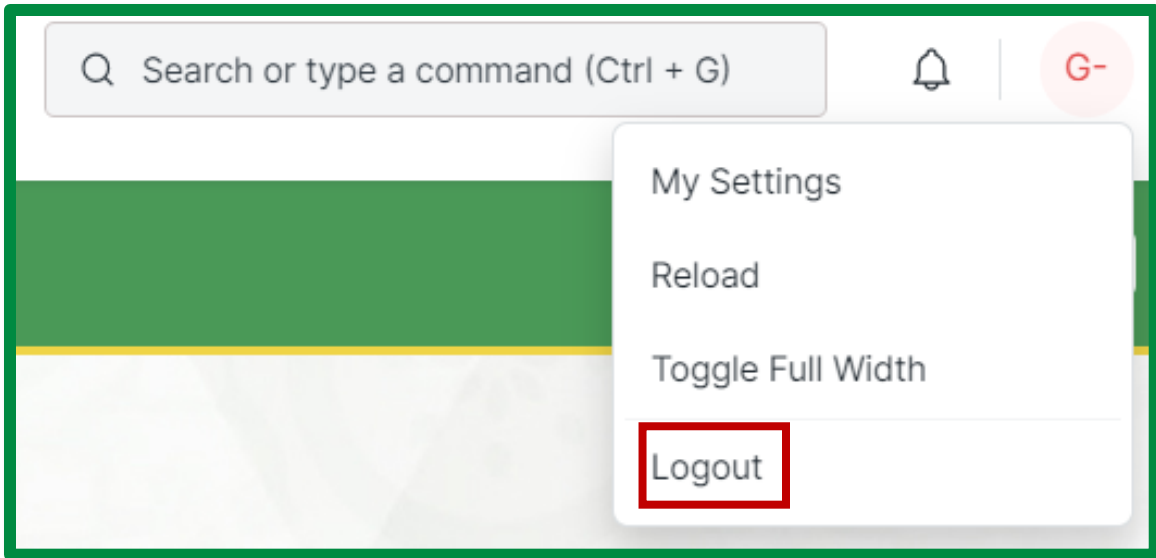
How to Log In?

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.



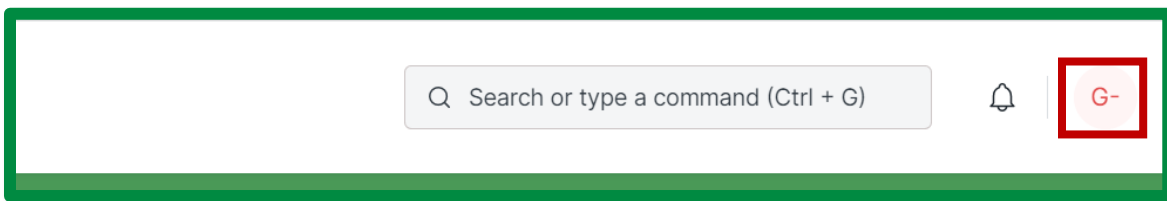
ACCOUNT SECURITY



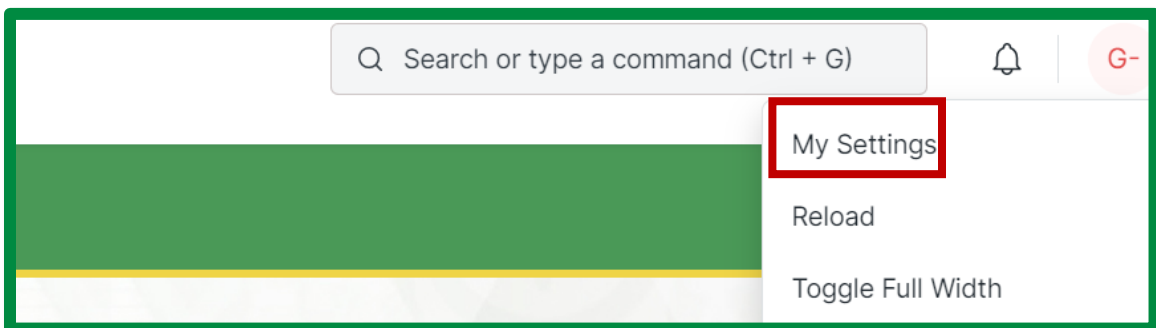
Users must change the login credentials (E-mail address & Password) of the account before using it on web portal.

How to Change E-Mail Address?

1. Click on the **Profile** option on the 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.



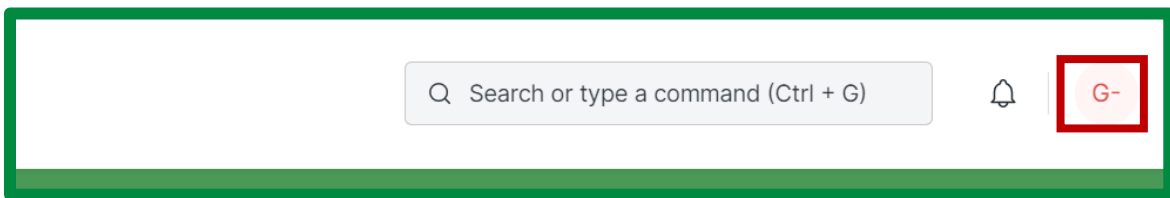
Basic Info

Email *

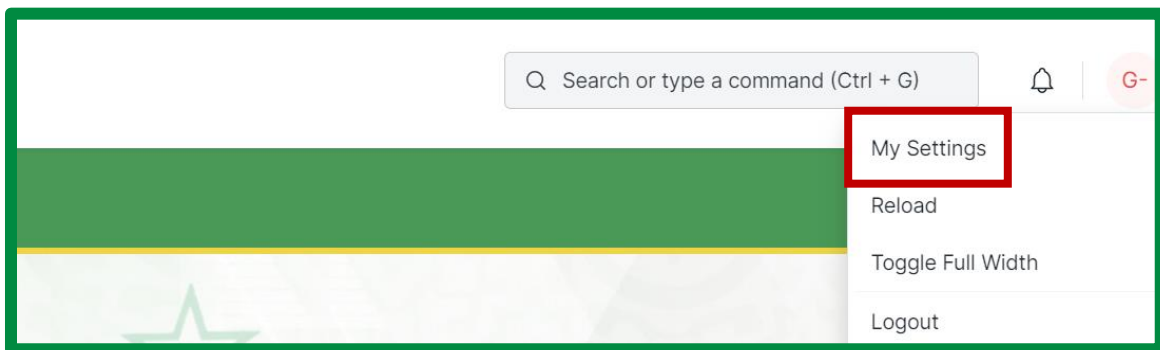
Save

How to Change Password?

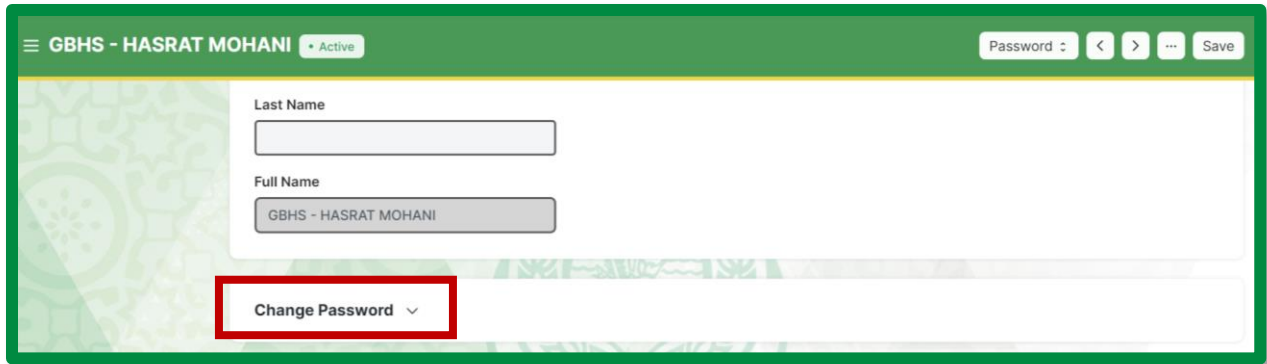
1. Click on the **Profile** option on the top right side of the screen.



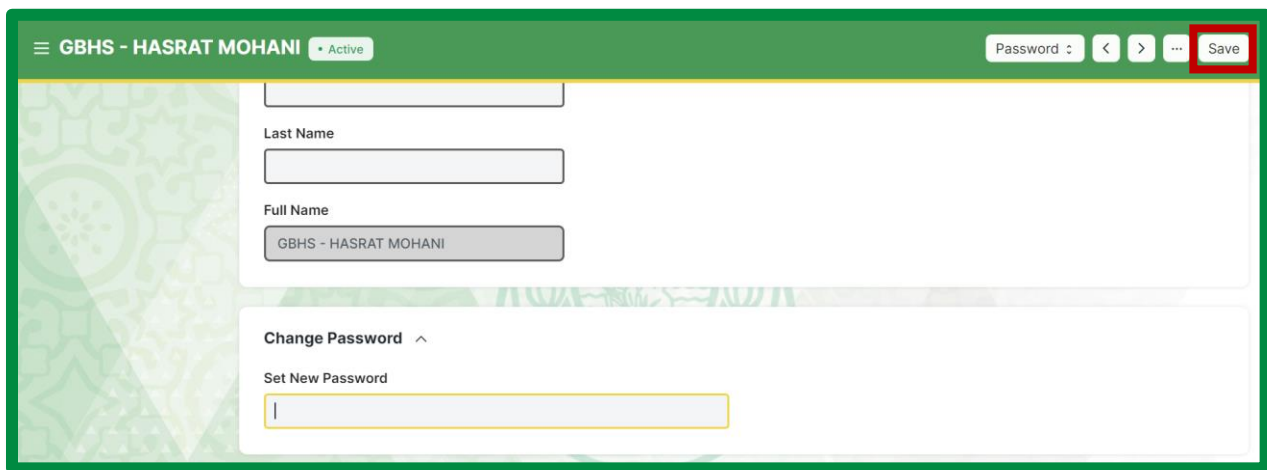
2. Click on **My Settings**



3. Click on **Change Password**.

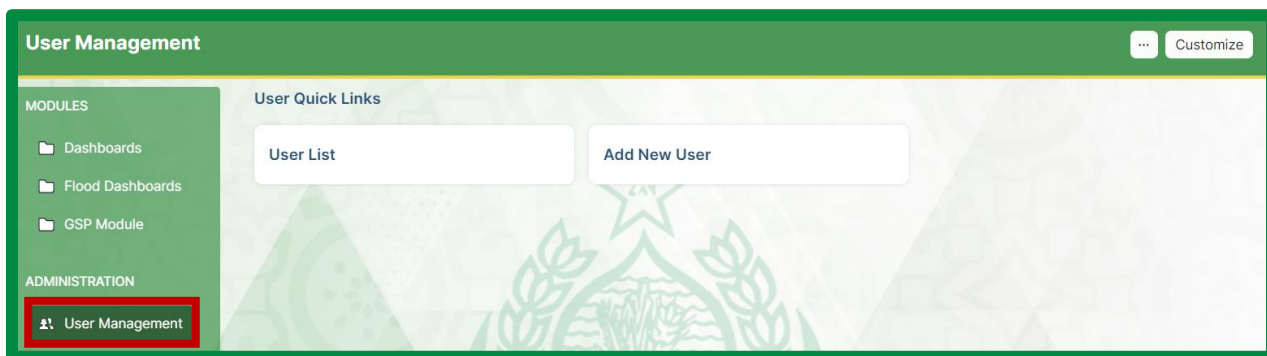


4. Type the new password under **Set New Password** and click on **Save** on the top right side of the screen.



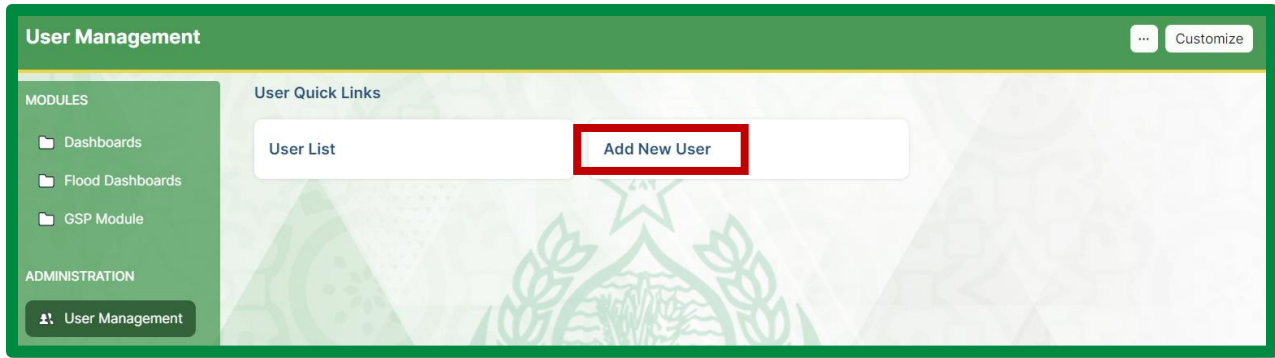
USER MANAGEMENT

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

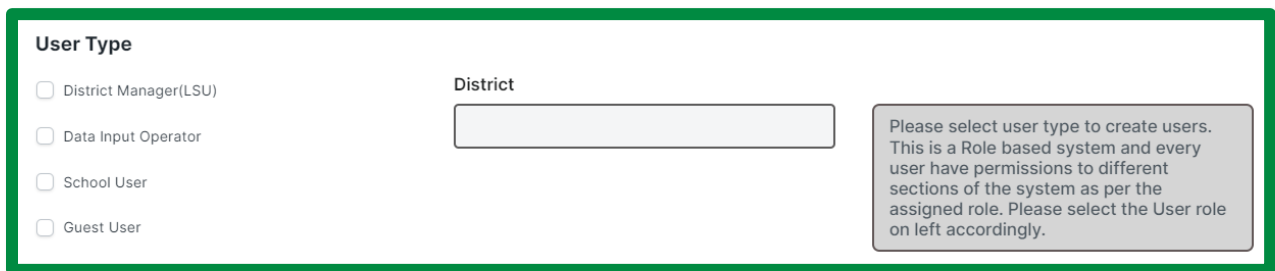


Creating New User

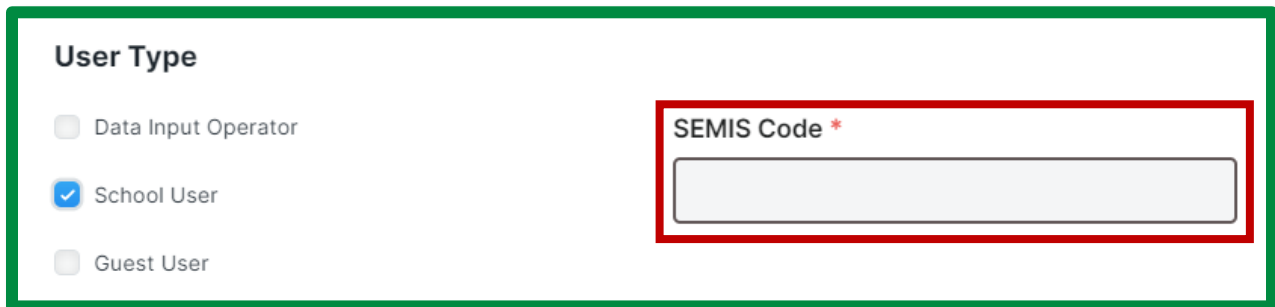
1. Click on **Add New User**.



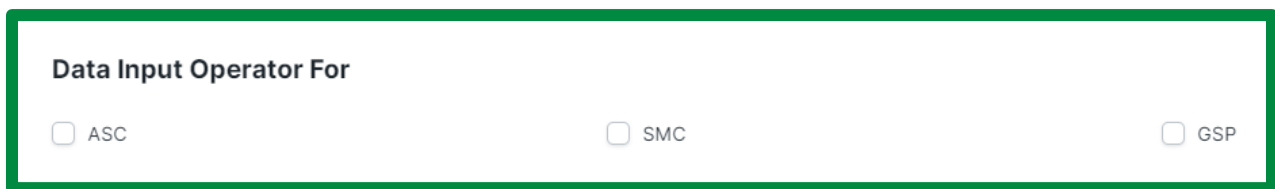
2. Select **User Type/Role** – District Manager, Data Input Operator, School User, OR Guest User.



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



if a 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.

Basic Info

Email * Username

First Name *

Middle Name (Optional)

4. Set the Password

Change Password

Set New Password

5. Click on **Save** on the top right side of the screen.

☰ New User • Not Saved Save

Enabled

How to edit User Forms?

1. Click on **User List**.

User Management ⋮ Customize

MODULES

- 📁 Dashboards
- 📁 Flood Dashboards
- 📁 GSP Module

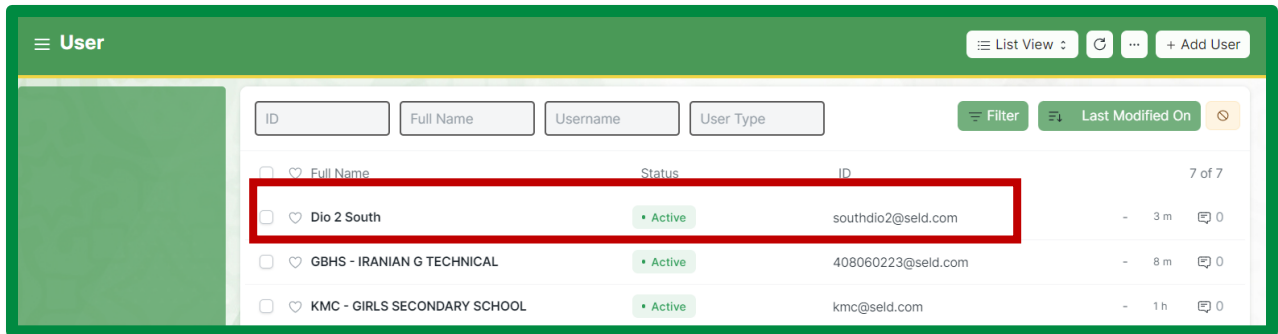
ADMINISTRATION

- 👤 User Management

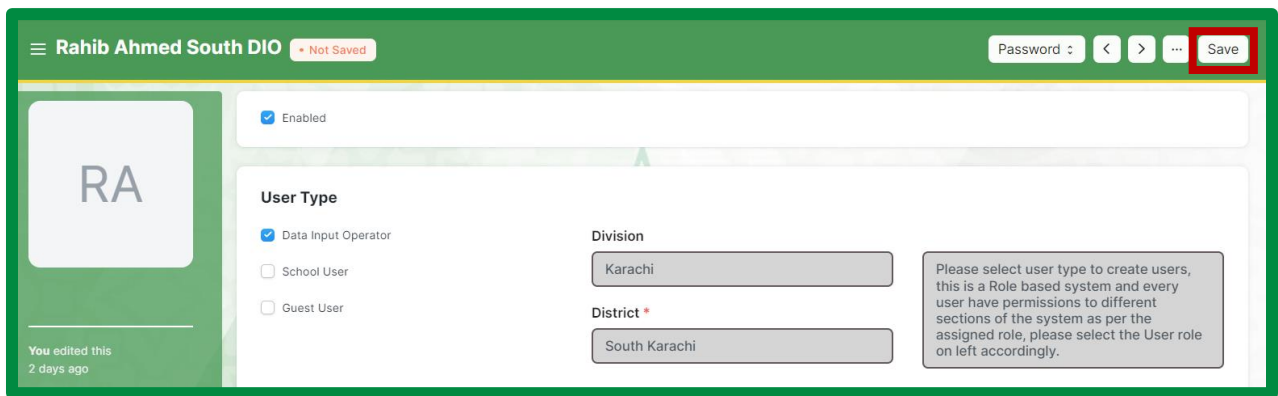
User Quick Links

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

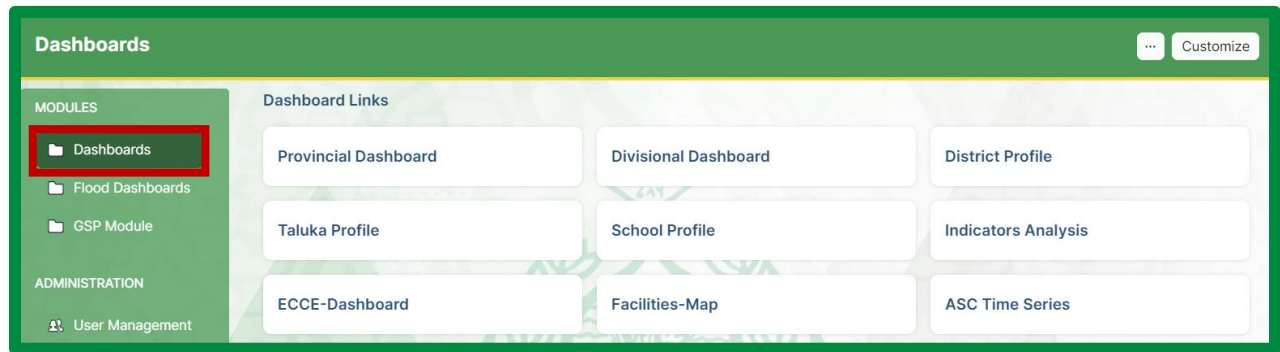
DASHBOARDS

TOPICS TO BE COVERED

Provincial Dashboard
Divisional Dashboard
District Profile
Taluka Profile
School Profile
Trend Analysis
ECCE Dashboard
Facilities Map
ASC Time Series

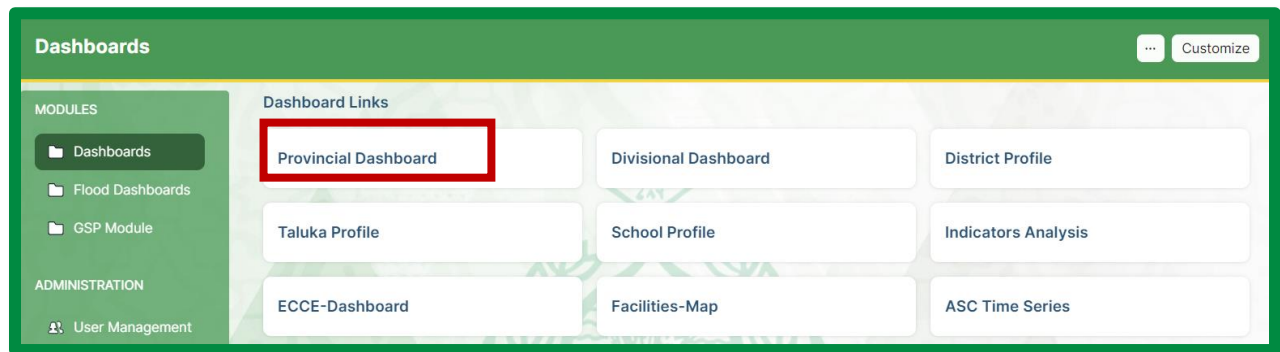
DASHBOARDS

Click on **Dashboards** under **MODULES** to access dashboard links.

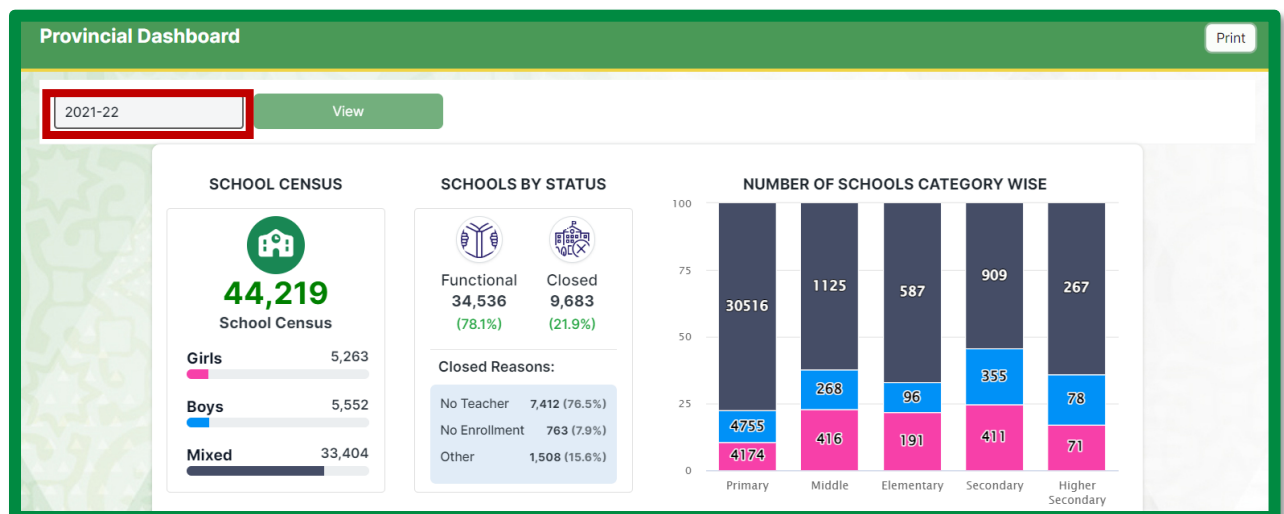


Provincial Dashboard

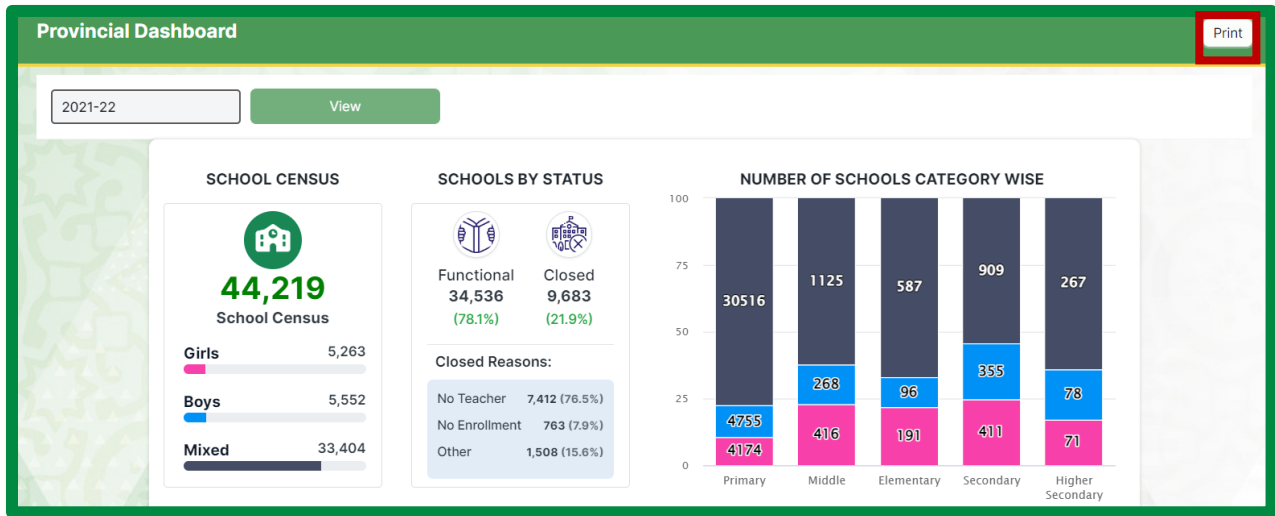
1. Click on **Provincial Dashboard**.



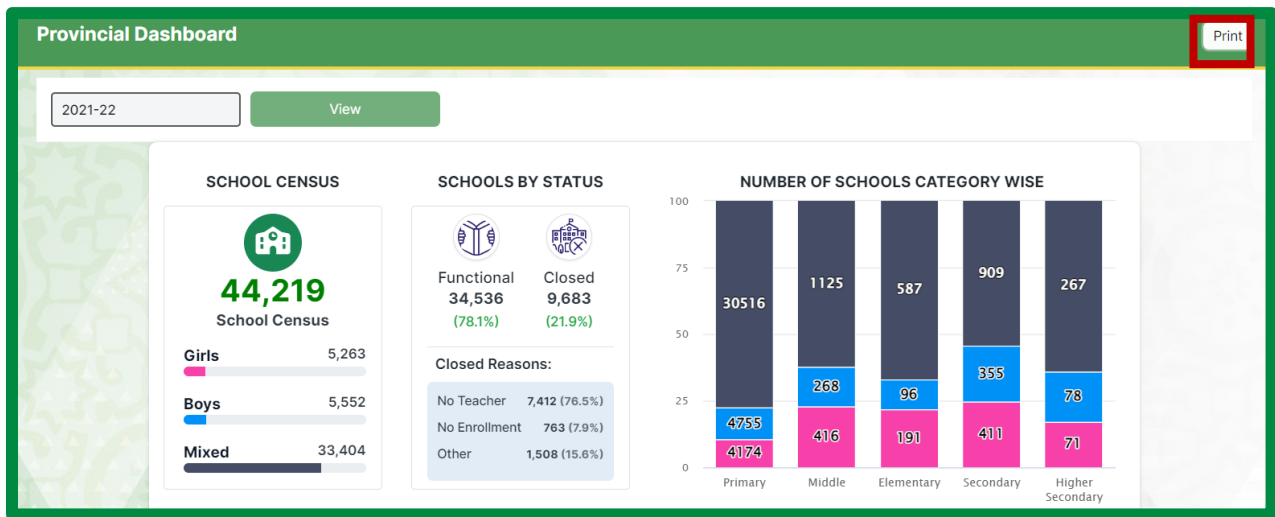
2. New page will show the **provincial dashboard** for the current year.
To view a specific year's provincial dashboard, click on the year, select the year from the drop-down list, and click on **View**.



3. To print the provincial dashboard, click on **Print**.



4. To save it as PDF, Click on **Print**, select destination **Save as PDF** and click on **Save**.



The screenshot shows the 'SCHOOL CENSUS' report interface. On the right, a print dialog is open, showing '1 page' and 'Print' options. The 'Destination' dropdown is set to 'Save as PDF', and the printer selected is 'HP LaserJet Pro M402-M403 n-dne PCL 6'. The 'Pages' field is set to '1', 'Pages per sheet' is '1', and 'Margins' are 'Default'. The 'Options' section has 'Background graphics' unchecked. A 'Save' button is highlighted in a red box at the bottom of the dialog.

Divisional Dashboard

1. Click on **Divisional Dashboard**.

The screenshot shows the 'Dashboards' menu. On the left, there are 'MODULES' (Dashboards, Flood Dashboards, GSP Module) and 'ADMINISTRATION' (User Management). On the right, under 'Dashboard Links', there are buttons for 'Provincial Dashboard', 'Divisional Dashboard' (highlighted in a red box), 'District Profile', 'Taluka Profile', 'School Profile', 'Indicators Analysis', 'ECCE-Dashboard', 'Facilities-Map', and 'ASC Time Series'. A 'Customize' button is visible in the top right corner.

2. Select year, division and click on **View**.

The screenshot shows the 'Divisional Dashboard' interface. At the top right, there is a 'Print' button. Below it, there are three input fields: '2021-22' (year), 'Division' (dropdown), and 'View' (button, highlighted in a red box).

3. To print the divisional dashboard, click on **Print**.

Divisional Dashboard
Print

2021-22

Karachi

View

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School Education & Literacy Department,
Government of Sindh

Division Karachi
Annual School Census (ASC) 2021-22

Division **Karachi** has **2,930** schools in total out of which **2322** schools are functional. The student enrollment is **472,190** and **18,193** teachers are deployed.

Schools
2,930

Enrollment
472,190

Teachers
18,193

4. To save it as PDF, Click on **Print**, select destination **Save as PDF** and click on **Save**.

Divisional Dashboard
Print

2021-22

Karachi

View

REFORM SUPPORT UNIT
School Education & Literacy Department,
Government of Sindh

Division Karachi
Annual School Census (ASC) 2021-22

Division **Karachi** has **2,930** schools in total out of which **2322** schools are functional. The student enrollment is **472,190** and **18,193** teachers are deployed.

Schools
2,930

Enrollment
472,190

Teachers
18,193

REFORM SUPPORT UNIT
School Education & Literacy Department,
Government of Sindh

Division Karachi
Annual School Census (ASC)
2021-22

Division **Karachi** has **2,930** schools in total out of which **2322** schools are functional. The student enrollment is **472,190** and **18,193** teachers are deployed.

Schools By Status

Functional **2,322** (96.2%)

Closed **608** (20.8%)

Closed Reasons:

No Teacher: 90 (14.8%)

No Enrollment: 169 (27.8%)

Other: 338 (55.6%)

Schools By Gender

Boys: 617 (21.1%)

Girls: 505 (17.2%)

Mixed: 1,808 (61.7%)

School By Category

Campus: 317 (10.8%)

Adopted: 108 (3.7%)

Branch: 17 (0.6%)

Schools By Level

Primary: 2,038 (69.1%)

Elementary: 170 (5.8%)

Middle: 204 (7%)

Secondary: 488 (16.7%)

Higher Sec: 41 (1.4%)

Schools By Building

Building: 2,288 (99%)

Shelterless: 24 (1%)

Rooms: 22,181

Classrooms: 14,949

Washrooms: 2,072 (89.2%)

Class and Gender wise Enrollment

	ECC	K	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	Total
Boys	14,096	14,113	26,491	24,760	22,584	19,598	16,583	13,916	13,437	13,889	13,671	16,010	2,728	6,471	218,347
Girls	14,741	14,317	22,218	26,023	25,041	22,670	20,450	20,409	20,189	19,906	18,740	18,533	1,966	3,640	253,843
Total	28,837	28,430	52,709	50,783	47,625	42,268	37,033	34,325	33,626	33,795	32,411	34,543	4,694	10,111	472,190

Schools with Facilities

1,737 Drinking Water

1,902 Electricity

2,072 Toilet

2,127 Boundary Wall

396 Lab/Sci.Lab

228 Library

214 Computer Lab

1421 Handwash

33,280 Electric Fans

1263 Soap

296 LEDTV

65 Projectors

846 Play Ground

1055 Computers

Designation wise Staff

Designation	Male	Female	Total	Designation	Male	Female	Total
PST	3,405	6,963	10,368	JST/JEST	942	1,850	2,792
HST	777	2,300	2,877	SST	43	46	89
PTI	25	35	60	WIT	27	4	31
DT	17	24	41	ECT	267	241	508
Other Teaching Staff	378	260	638	Non-Government	32	253	285
Total Teaching Staff	5,913	11,776	17,689	Non-Teaching Staff	5,014	925	5,940
Total Staff(Teaching and Non-Teaching)	10,927	12,702	23,629				

Print 3 pages

Destination Save as PDF

Pages

Pages per sheet 1

Margins Default

Options Background graphics

Save
Cancel

23

District Profile

1. Click on **District Profile**.

The screenshot shows the 'Dashboards' page. On the left, there is a sidebar with 'MODULES' and 'ADMINISTRATION' sections. The 'Dashboards' module is selected. In the main area, under 'Dashboard Links', there are several buttons: 'Provincial Dashboard', 'Divisional Dashboard', 'District Profile' (highlighted with a red box), 'Taluka Profile', 'School Profile', 'Indicators Analysis', 'ECCE-Dashboard', 'Facilities-Map', and 'ASC Time Series'. A 'Customize' button is visible in the top right corner.

2. Select year, district and click on **View**.

The screenshot shows the 'District Profile' page. At the top, there is a 'Print' button. Below it, there are three input fields: '2021-22', 'District', and a 'View' button (highlighted with a red box).

3. To print the district profile, click on **Print**.

The screenshot shows the 'District Profile' page for 'East Karachi'. At the top, there is a 'Print' button (highlighted with a red box). Below it, there are three input fields: '2021-22', 'East Karachi', and a 'View' button. The main content area displays the following information:

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School Education & Literacy Department,
Government of Sindh

Division East Karachi
Annual School Census (ASC) 2021-22

Division **East Karachi** has **283** schools in total out of which **232** schools are functional. The student enrollment is **53,410** and **2,540** teachers are deployed.

Schools	283
Enrollment	53,410
Teachers	2,540

4. To save it as PDF, Click on **Print**, select destination **Save as PDF** and click on **Save**.

The screenshot shows the 'District Profile' page. At the top, there is a 'Print' button (highlighted with a red box). Below it, there are three input fields: '2021-22', 'East Karachi', and a 'View' button.

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School Education & Literary Department,
Government of Sindh

Division East Karachi
Annual School Census (ASC)
2021-22

Division **East Karachi** has **283** schools in total out of which **232** schools are functional. The student enrollment is **53,410** and **2,540** teachers are deployed.

Schools: 283
Enrollment: 53,410
Teachers: 2,540

Schools By Status

Functional	232 (82%)
Closed	51 (18%)

Schools By Gender

Boys	58 (19.8%)
Girls	50 (17.7%)
Mixed	177 (62.5%)

Schools By Level

Primary	179 (63.3%)
Elementary	6 (3.2%)
Middle	23 (8.1%)
Secondary	64 (23.3%)
Higher Sec	6 (2.1%)

Schools By Building

Building	230 (99.1%)
Shelterless	2 (0.9%)
Rooms	2,705
Classrooms	1,839
Washrooms	219 (34.4%)

Closed Reasons:

No Teacher	1 (2%)
No Enrollment	36 (70.6%)
Other	14 (27.5%)

Class and Gender wise Enrollment

	ECCE	Katchi	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	Total
Boys	1,417	1,782	3,028	2,747	2,346	2,043	1,734	1,630	1,561	1,624	1,138	1,793	19	651	23,513
Girls	1,907	1,811	2,929	2,847	2,825	2,639	2,355	2,436	2,480	2,368	2,235	2,208	328	529	29,897
Total	3,324	3,593	5,957	5,594	5,171	4,682	4,089	4,066	4,041	3,992	3,373	4,001	347	1,180	53,410

Schools with Facilities

Drinking Water	213	Electricity	217	Toilet	219	Boundary Wall	215	Lab/Sci.Lab	47	Library	24	Computer Lab	33
Handwash	184	Electric Fans	4,686	Soap	183	LED/TV	15	Projectors	9	Play Ground	71	Computers	210

Designation wise Staff

Designation	Male			Female			Total	Designation	Male			Female			Total
PST	364	944	1,308	JST/JEST	98	264	362								
HST	128	423	551	SST	11	12	23								
PTI	5	7	12	WIT	7	2	9								
DT	4	4	8	ECT	41	36	77								
Other Teaching Staff	57	58	115	Non-Government	-	2	2								
Total Teaching Staff	715	1,752	2,467	Non-Teaching Staff	764	135	899								
Total Staff (Teaching and Non-Teaching)	1,479	1,887	3,366												

Schools with Facilities

Drinking Water	213	Electricity	217	Toilet	219	Boundary Wall	215	Lab/Sci.Lab	47	Library	24	Computer Lab	33
Handwash	184	Electric Fans	4,686	Soap	183	LED/TV	15	Projectors	9	Play Ground	71	Computers	210

Designation wise Staff

Designation	Male			Female			Total	Designation	Male			Female			Total
PST	364	944	1,308	JST/JEST	98	264	362								
HST	128	423	551	SST	11	12	23								
PTI	5	7	12	WIT	7	2	9								
DT	4	4	8	ECT	41	36	77								
Other Teaching Staff	57	58	115	Non-Government	-	2	2								
Total Teaching Staff	715	1,752	2,467	Non-Teaching Staff	764	135	899								
Total Staff (Teaching and Non-Teaching)	1,479	1,887	3,366												

Print 3 pages

Destination: Save as PDF (selected), HP LaserJet Pro M402-M403 n-dne PCL 5, Save as PDF, See more...

Pages: [Dropdown]

Pages per sheet: 1

Margins: Default

Options: Background graphics

Save Cancel

Taluka Profile

1. Click on **Taluka Profile**.

Dashboards Customize

MODULES

- Dashboards
- Flood Dashboards
- GSP Module

ADMINISTRATION

- User Management

Dashboard Links

- Provincial Dashboard
- Taluka Profile**
- ECCE-Dashboard
- Divisional Dashboard
- School Profile
- Facilities-Map
- District Profile
- Indicators Analysis
- ASC Time Series

2. Select year, district, taluka and click on **View**.

Taluka Profile Print

2021-22 District Taluka **View**

3. To print the Taluka Profile, click on **Print**.

Taluka Profile
Print

2021-22

Central Karachi

Gulberg

View

REFORM SUPPORT UNIT
School Education & Literacy Department,
Government of Sindh

Taluka Gulberg
Annual School Census (ASC) 2021-22

Taluka **Gulberg** has **124** schools in total out of which **96** schools are functional. The student enrollment is **19,166** and **1,076** teachers are deployed.

Schools	124
Enrollment	19,166
Teachers	1,076

4. To save it as PDF, Click on **Print**, select destination **Save as PDF** and click on **Save**.

Taluka Profile
Print

2021-22

Central Karachi

Gulberg

View

REFORM SUPPORT UNIT
School Education & Literacy Department,
Government of Sindh

Taluka Gulberg
Annual School Census (ASC)
2021-22

Taluka **Gulberg** has **124** schools in total out of which **96** schools are functional. The student enrollment is **19,166** and **1,076** teachers are deployed.

Schools By Status

Functional	Closed
96 (77.4%)	28 (22.6%)

Closed Reasons:

No Teacher	0 (0%)
No Enrollment	13 (46.4%)
Other	15 (53.6%)

Schools By Gender

Boys	Girls	Mixed
37 (29.8%)	14 (11.3%)	73 (58.9%)

School By Category

Campus	10 (8.1%)
Adopted	0 (0%)
Branch	2 (1.6%)

Schools By Level

Primary	70 (56.5%)
Elementary	13 (10.5%)
Middle	9 (7.3%)
Secondary	29 (23.4%)
Higher Sec	3 (2.4%)

Schools By Building

Building	95 (99%)
Shelterless	1 (1%)
Rooms	997
Classrooms	687
Washrooms	88 (91.7%)

Class and Gender wise Enrollment

	ECCE	Katchi	I	II	III	IV	V	VI	VIII	IX	X	XI	XII	Total	
Boys	601	536	960	1,036	910	821	638	531	606	722	236	678	917	1,164	10,376
Girls	617	417	910	902	824	793	744	623	656	691	549	844	0	220	8,790
Total	1,218	953	1,870	1,938	1,734	1,614	1,382	1,154	1,262	1,413	785	1,522	917	1,404	19,166

Schools with Facilities

Drinking Water	82	Electricity	85	Toilet	88	Boundary Wall	93	Lab/Sci Lab	26	Library	22	Computer Lab	22
Handwash	75	Electric Fans	1,654	Soap	64	LED TV	3	Projectors	2	Play Ground	50	Computers	50

Designation wise Staff

Designation	Male	Female	Total	Designation	Male	Female	Total
PST	125	469	594	JST/JEST	49	109	158
HST	44	186	230	SST	2	-	2
PTI	1	3	4	WIT	2	-	2
DT	-	1	1	ECT	19	11	30
Other Teaching Staff	20	14	34	Total Teaching Staff	262	793	1,055
Non-Teaching Staff	215	61	276	Total Staff (Teaching and Non-Teaching)	477	854	1,331

Print
2 pages

Destination

Save as PDF
▼

HP LaserJet Pro M402-M403 n-dne PCL 6

Save as PDF

See more...

Pages

Pages per sheet

1

Margins

Default

Options

Background graphics

Save

Cancel

School Profile

1. Click on **School Profile**.

The screenshot shows the 'Dashboards' interface. On the left, there is a sidebar with 'MODULES' and 'ADMINISTRATION' sections. The 'MODULES' section includes 'Dashboards', 'Flood Dashboards', and 'GSP Module'. The 'ADMINISTRATION' section includes 'User Management'. The main area is titled 'Dashboards' and contains a 'Dashboard Links' section with several buttons: 'Provincial Dashboard', 'Divisional Dashboard', 'District Profile', 'Taluka Profile', 'School Profile' (highlighted with a red box), 'Indicators Analysis', 'ECCE-Dashboard', 'Facilities-Map', and 'ASC Time Series'. A 'Customize' button is visible in the top right corner.

2. Select the year, enter School's SEMIIS Code, and click on **View**.

The screenshot shows the 'School Profile' form. It has a green header with the title 'School Profile'. Below the header, there are three input fields: '2021-22', 'School', and 'View' (highlighted with a red box).

3. To print the School Profile, click on **Print**.

The screenshot shows the 'School Profile' page. At the top, there is a green header with the title 'School Profile' and a 'Print' button (highlighted with a red box). Below the header, there are three input fields: '2021-22', '408160152', and 'View'. The main content area features the logo of the 'REFORM SUPPORT UNIT' (School Education & Literacy Department, Government of Sindh) on the left. In the center, the school name is 'KMC - BOYS ELEMENTARY SCHOOL (408160152)' with the address 'MT G AREA (03122468678)'. On the right, there is a table with school details:

SEMIIS Code:	408160152
District:	Korangi Karachi
Taluka:	Model Colony
UC/TC/MC:	05-Malir Colony

4. To save it as PDF, Click on **Print**, select destination **Save as PDF** and click on **Save**.

The screenshot shows the 'School Profile' page, identical to the previous one, but with the 'Print' button in the top right corner highlighted with a red box.

REFORM SUPPORT UNIT
School Education & Literacy Department,
Government of Sindh

SEMIS Code: 408160152
District: Korangi Karachi
Taluka: Model Colony
UC/TC/MC: 05-Malik Colony

KMC - BOYS ELEMENTARY SCHOOL (408160152)
MT G AREA (03122468878)

School Details

Location	Urban	Level	Primary	Gender	Mixed
Medium	Urdu	Urdu Enrollment	135	Shift	Morning
Status	Functional	School Administration	DO Local Bodies	DDO Cost Center	
Total Surrounding Schools	1	Adopted School	No	Is Campus	No

Building Status

Having Building	Yes
Ownership	Government Building
Construction Type	Pukka / RCC / Tier guarder
Building Condition	Satisfactory
Total Rooms	5
Classrooms	4
Area	1500 sqft

Designation wise Staff

Designation	Male	Female	Total
PST	9	9	18
Non Teaching	3	3	6
Total Staff (Teaching and Non-Teaching)	12	12	24

Basic Facilities

Drinking Water	Yes	Toilets	Yes (1)	Hand Wash	No	Soap	Yes	Electricity	Yes
Boundary Wall	Yes	Lab/Sci.Lab	No	Library	No	Computer Lab	No	Play Ground	Yes (500)

Items

Black Boards	5	White Boards	-	Student Chairs	25	Student Dual Desks	39	Student Benches	-	Teacher Tables	5
Teacher Chairs	10	Airfans	4	Computers	-	Projectors	-	Electric Fans	1	LEDTV	-

Print Dialog:

Print 2 pages

Destination: Save as PDF (Selected)

Pages: 1

Margins: Default

Options: Background graphics

Buttons: Save, Cancel

Trend Analysis

1. Click on **Indicators Analysis**.

Dashboards [Customize]

MODULES

- Dashboards
- Flood Dashboards
- GSP Module

Dashboard Links

- Provincial Dashboard
- Divisional Dashboard
- District Profile
- Taluka Profile
- School Profile
- Indicators Analysis** (Highlighted)

2. Select indicators from the drop-down list and apply filters to get a pivot table report to perform analysis.

Indicators Trend Analysis [Create Card] [Set Chart] [Refresh] [More]

Indicator: School

Group by: Region

Columns: Year wise Analysis

Location Filter: Division, District

- Click on rows of the pivot table to select and apply filters from the drop-down list.

	Division	2015-16	2016-17	2018-19	2020-21	2021-22	2022-23
		Sort Ascending					
		Sort Descending					
		Reset sorting					
		Remove column					
1	Hyderabad		11589	13354	13419	11850	0
2	Karachi		2857	3036	3041	2930	0
3	Larkana		6552	7608	7662	6833	0
4	Mirpurkhas		8418	7465	9251	8577	0
5	SBA at Nawabshah		7990	7551	8643	7785	0
6	Sukkur		6650	6368	7108	6244	0
	Total		45447	42382	49000	49446	0

How to Create Trends Chart

- Click on **Indicators Analysis**.

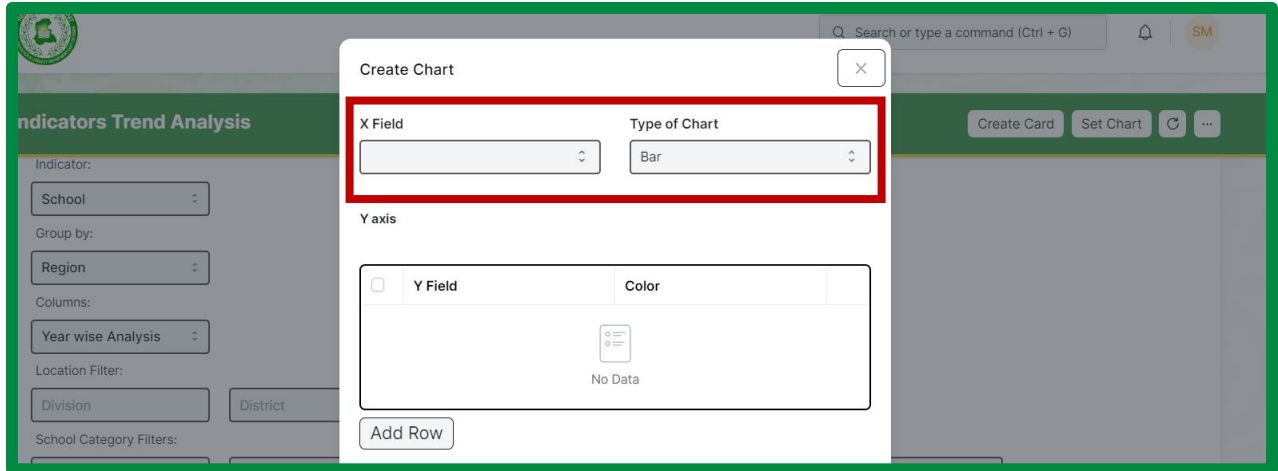
The screenshot shows a 'Dashboards' interface with a sidebar menu on the left containing 'Dashboards', 'Flood Dashboards', and 'GSP Module'. The main area is titled 'Dashboard Links' and contains several buttons: 'Provincial Dashboard', 'Divisional Dashboard', 'District Profile', 'Taluka Profile', 'School Profile', and 'Indicators Analysis'. The 'Indicators Analysis' button is highlighted with a red box.

- Select indicators from the drop-down list and apply filters to get a pivot table report to perform analysis.

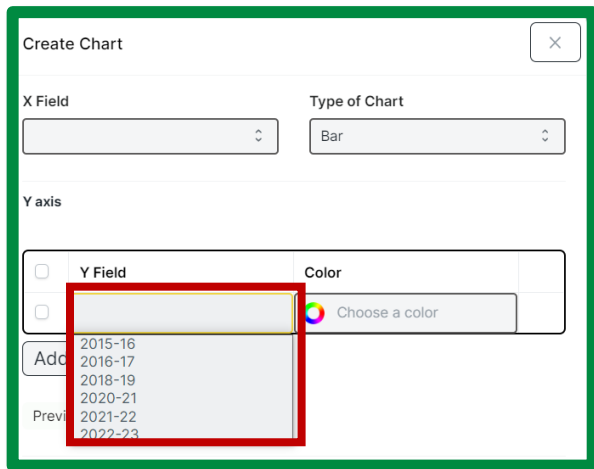
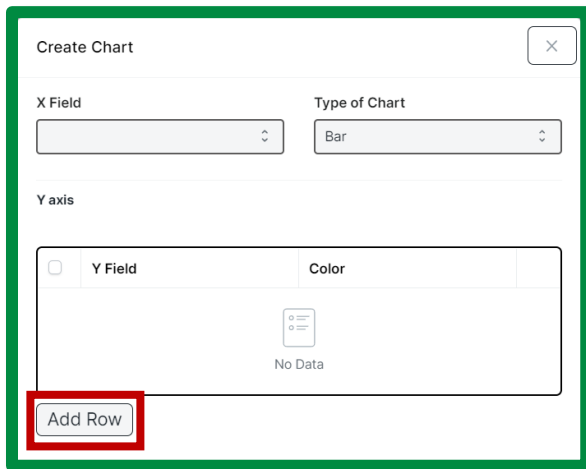
The screenshot shows the 'Indicators Trend Analysis' configuration screen. It includes several dropdown menus and input fields: 'Indicator:' (set to 'School'), 'Group by:' (set to 'Region'), 'Columns:' (set to 'Year wise Analysis'), and 'Location Filter:' (with 'Division' and 'District' options). At the top right, there are buttons for 'Create Card', 'Set Chart', and a refresh icon.

- Click on **Set Chart** and select X-field and type of chart from the drop-down menu.

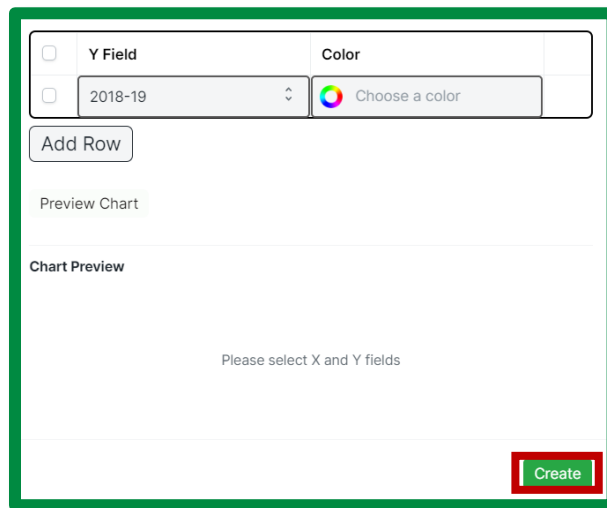
This screenshot is similar to the previous one, showing the 'Indicators Trend Analysis' configuration screen. The 'Set Chart' button at the top right is highlighted with a red box.



4. Click on **Add Row** to add Y Field. Select the field from the drop-down list.

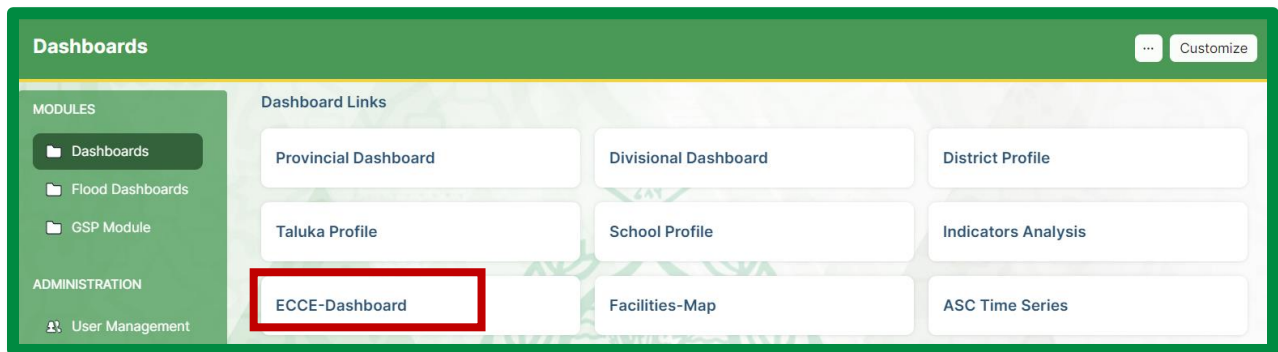


5. Click on **Create**.

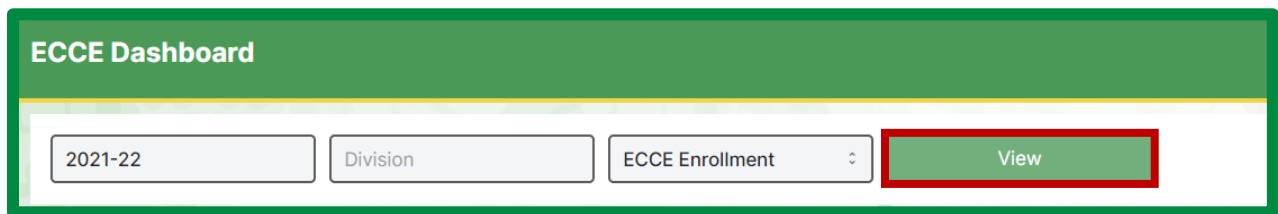


ECCE Dashboard

1. Click on **ECCE Dashboard**.

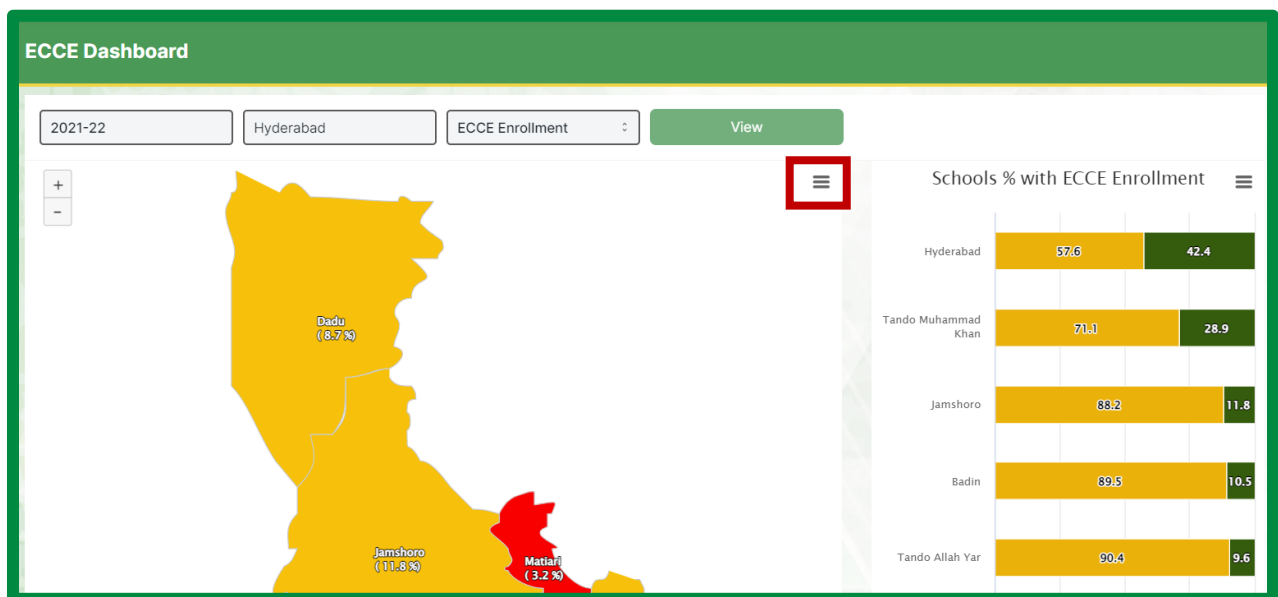


2. Select year, division, ECCE detail and click on **View**.



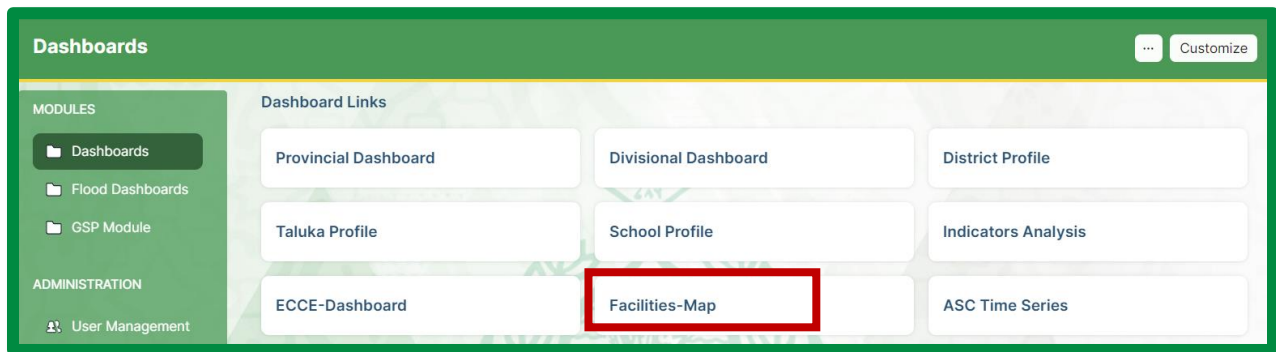
Skip the division to view the Provincial ECCE dashboard.

3. Left side of the dashboard will show a visual representation of the ECCE data with map legends and the right side will show the ECCE data in numbers.
Click on **Menu** to print/download the Map or view it in full screen.

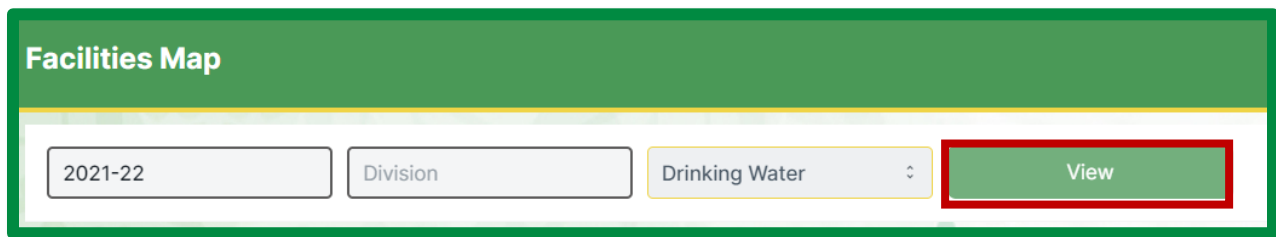


Facilities Map

1. Click on **Facilities Map**.

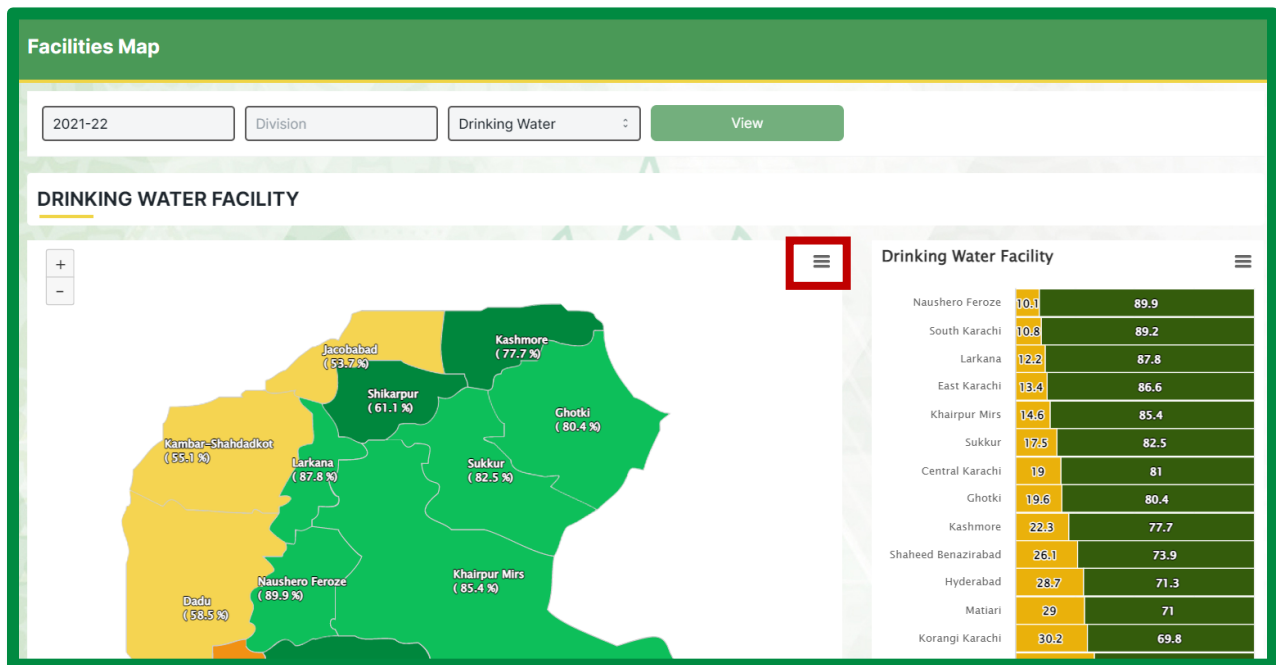


2. Select year, division, Facility and click on **View**.



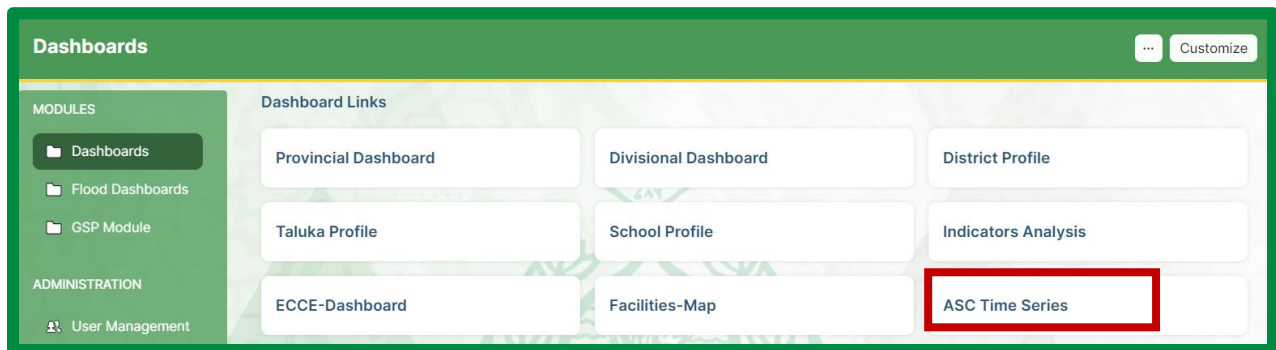
Skip the division to view Provincial Facilities Map.

3. Click on **Menu** to print/download Map or view it in full screen.

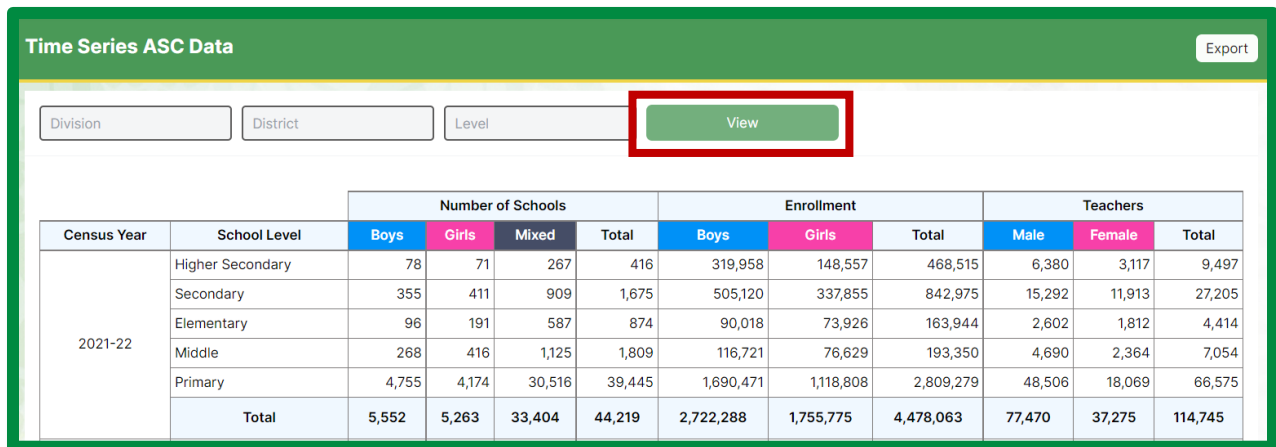


ASC Time Series

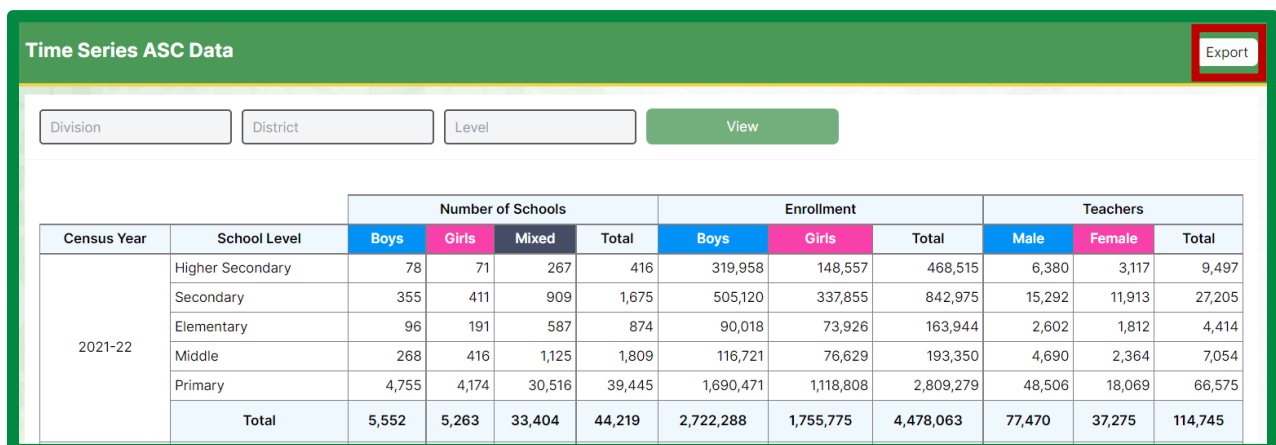
1. Click on **ASC Time Series**.



2. Opened page will show the provincial ASC Time Series data. Select Division, District, Level and click on **view** to get specified data.



3. Click on **Export** to download the data.



CHAPTER 3

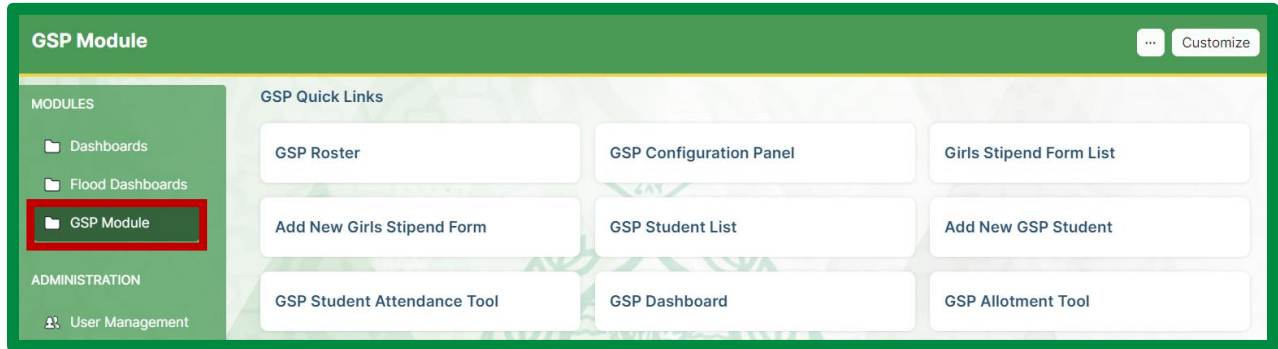
GSP WEB PORTAL

TOPICS TO BE COVERED

Creating and Editing GSP Roster
Creating & Editing GSP Configuration Panel
Creating & Editing GSP Form
Changing Status of GSP Form
Creating & Editing GSP Student Form
GSP Student Attendance Tool
GSP Dashboard
GSP Allotment Tool

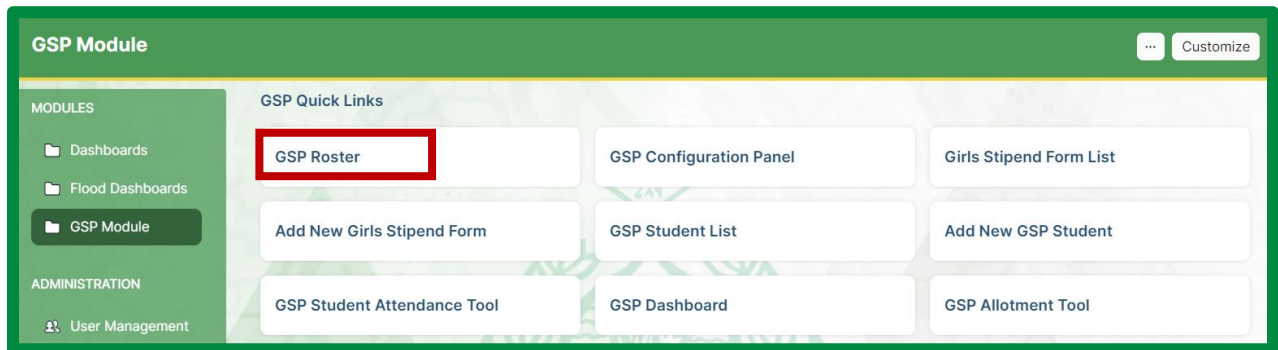
GIRLS' STIPEND PROGRAM (GSP) SECTION

Click on **GSP Section** under **MODULES** on the left side of the Dashboard to access the GSP roster, 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.

- Select District, 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.

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

School Detail

<input type="checkbox"/>	No.	School	School Name	Planned Date	Actual Date
<input type="checkbox"/>	1	408060051	GGPS - H.HANIFA BAI		
<input type="checkbox"/>	2	408060155	GBPS - KUTCHERY ROAD		
<input type="checkbox"/>	3	408060178	KMC - BOYS PRIMARY SCHOOL		
<input checked="" type="checkbox"/>	4	408060240	GBHS - NEW ERA	Planned Date	Actual Date

Delete Add Row

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

<input type="checkbox"/>	231	408060270	GBHSS-C.M.S		
<input type="checkbox"/>	232	408060271	GBHSS - NJV SINDHI MEDIUM		
<input type="checkbox"/>	233	<input type="text" value="School"/>	School Name	Planned Date	Actual Date

Add Row school

408060222 KMC - BOYS ELEMENTARY SCHOOL

408060223 GBHS - IRANIAN G TECHNICAL

First < 5 of 5 > Last

- Click on **Save**.

New GSP Roster • Not Saved **Save**

How to Edit GSP Roster?

1. Click on **GSP Roster**.

The screenshot shows the GSP Module dashboard. On the left is a navigation menu with 'GSP Module' selected. The main area is titled 'GSP Quick Links' and contains several buttons: 'GSP Roster' (highlighted with a red box), 'GSP Configuration Panel', 'Girls Stipend Form List', 'Add New Girls Stipend Form', 'GSP Student List', 'Add New GSP Student', 'GSP Student Attendance Tool', 'GSP Dashboard', and 'GSP Allotment Tool'.

2. Click on Roster **ID** to open it.

The screenshot shows a table of Roster IDs. The table has columns for ID, User, Full Name, Year, District, and Last Modified On. The row for 'South Karachi-diosouth4-2C' is highlighted with a red box.

ID	User	Full Name	Year	District	Last Modified On
South Karachi-diosouth4-2C	dio4@seld.com	diosouth4	2021-22	South Karachi	- 3 w
South Karachi-diosouth3-2C	dio3@seld.com	diosouth3	2021-22	South Karachi	- 1 M

3. To add schools – click on **Add Row**, write SEMIS code, and select school.

The screenshot shows the 'Add Row' dialog box. It has a table with columns for No., School, School Name, Planned Date, and Actual Date. The 'Add Row' button is highlighted with a red box. Below the table, there are buttons for 'First', '<', '5 of 5', '>', and 'Last'.

No.	School	School Name	Planned Date	Actual Date
231	408060270	GBHSS-C.M.S		
232	408060271	GBHSS - NJV SINDHI MEDIUM		
233	[School]	School Name	Planned Date	Actual Date

To Delete a school – select the school from the list and click on **delete**.

The screenshot shows a table of schools. The table has columns for No., School, School Name, Planned Date, and Actual Date. The 'Delete' button is highlighted with a red box.

No.	School	School Name	Planned Date	Actual Date
1	408060051	GGPS - H.HANIFA BAI		
2	408060155	GBPS - KUTCHERY ROAD		
3	408060178	KMC - BOYS PRIMARY SCHOOL		
4	408060240	GBHS - NEW ERA	Planned Date	Actual Date

4. Click on **Save**.

South Karachi-DIO 2 South-2021-22 • Not Saved

User * southdio2@seld.com District * South Karachi

< > Save

GSP Configuration Panel

1. Click on **SMC Configuration Panel**.

GSP Module ... Customize

MODULES

- Dashboards
- Flood Dashboards
- GSP Module**

ADMINISTRATION

- User Management

GSP Quick Links

GSP Roster	GSP Configuration Panel	Girls Stipend Form List
Add New Girls Stipend Form	GSP Student List	Add New GSP Student
GSP Student Attendance Tool	GSP Dashboard	GSP Allotment Tool

2. Click on **Add GSP Panel**.

GSP Panel List View < > + Add GSP Panel

3. Select the year, form submitting start & end date, and click on **Get Districts**.

New GSP Panel • Not Saved Save

Year *

Form Submitting Start Date *

Form Submitting End Date *

Get Districts

4. Enter **stipend details** (stipend amount and Min attendance%) for each district.

Stipend detail

<input type="checkbox"/>	No.	District	VI	IX	X	Min Attendance (%)
<input type="checkbox"/>	1		0.00	0.00	0.00	
<input type="checkbox"/>	2	Badin	0.00	0.00	0.00	0
<input type="checkbox"/>	3	Central Karachi	0.00	0.00	0.00	0

5. Select month/months for attendance by clicking on the box in the attendance month column.

Month Selection

<input type="checkbox"/>	No.	Month	Attendance Month
<input type="checkbox"/>	1	January	<input type="checkbox"/>
<input type="checkbox"/>	2	February	<input type="checkbox"/>
<input type="checkbox"/>	3	March	<input type="checkbox"/>
<input type="checkbox"/>	4	April	<input type="checkbox"/>

6. Click on **Save**.

New GSP Panel * Not Saved Save

How to Edit GSP Panel

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

GSP Module ... Customize

MODULES

- Dashboards
- Flood Dashboards
- GSP Module

ADMINISTRATION

- User Management

GSP Quick Links

GSP Roster

GSP Configuration Panel

Girls Stipend Form List

Add New Girls Stipend Form

GSP Student List

Add New GSP Student

GSP Student Attendance Tool

GSP Dashboard

GSP Allotment Tool

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

GSP Panel List View + Add GSP Panel

Filter
Last Modified On

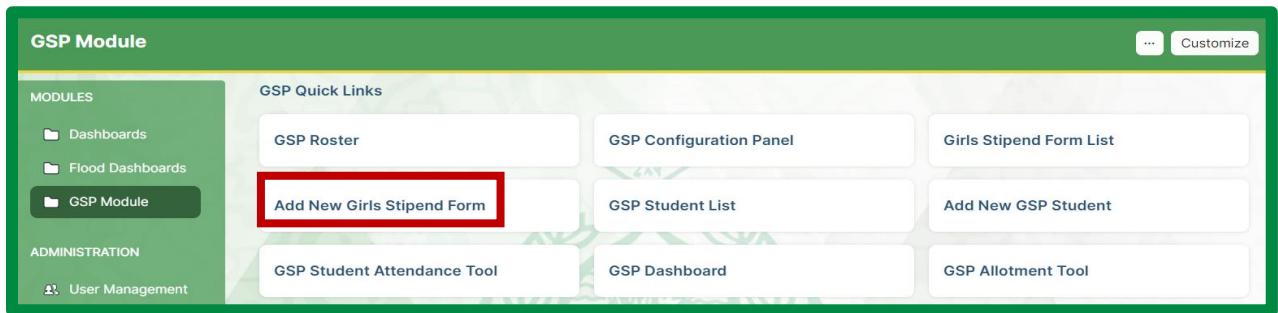
<input type="checkbox"/>	ID	Year	1 of 1
<input checked="" type="checkbox"/>	GSP-2021-22	2021-22	- 2 w <input type="checkbox"/> 0

3. Edit the GSP panel and click **Save**.



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**.

 A screenshot of the 'New Girl Stipend Program' form. The title bar shows 'New Girl Stipend Program' and a 'Not Saved' indicator. A 'Save' button is in the top right, highlighted with a red box. The form contains several input fields: 'SEMIS Code *' (empty), 'Academic Year *' (2021-22), 'Posting Date' (11-10-2022), 'School Name' (empty), and 'School Address' (empty).

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

SEMIS Code *	Academic Year *	Posting Date
<input type="text" value="426030571"/>	<input type="text" value="2021-22"/>	<input type="text" value="24-08-2022"/>
School Name		
<input type="text" value="GBHS - SUHBAT GOLO"/>		
School Address		
<input type="text" value="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


<input type="checkbox"/>	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

<input type="checkbox"/>	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.

GSP Module Customize

MODULES

- Dashboards
- Flood Dashboards
- GSP Module**

ADMINISTRATION

- User Management

GSP Quick Links

- GSP Roster
- GSP Configuration Panel
- Girls Stipend Form List**
- Add New Girls Stipend Form
- GSP Student List
- Add New GSP Student
- GSP Student Attendance Tool
- GSP Dashboard
- GSP Allotment Tool

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

Girl Stipend Program List View + Add Girl Stipend Program

ID	SEMIS Code	Academic Year	District	Status	Created	Actions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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.

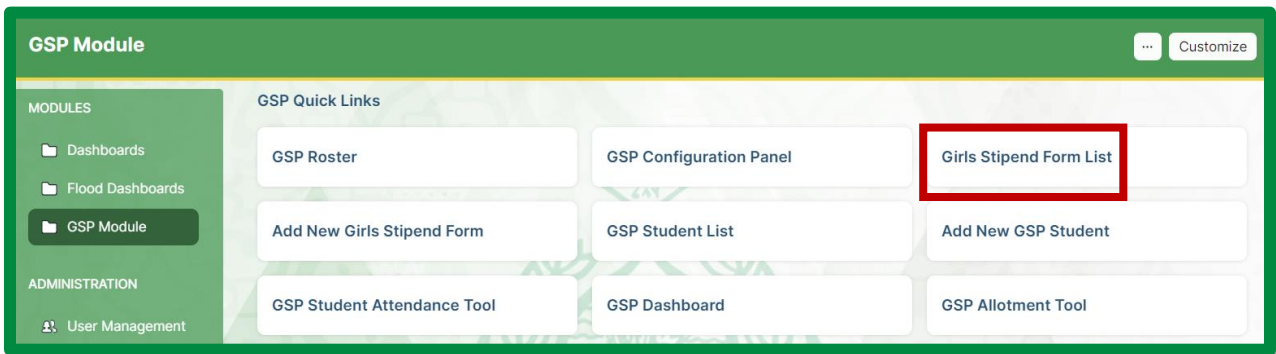


4. Click on **Submit** to submit the form.

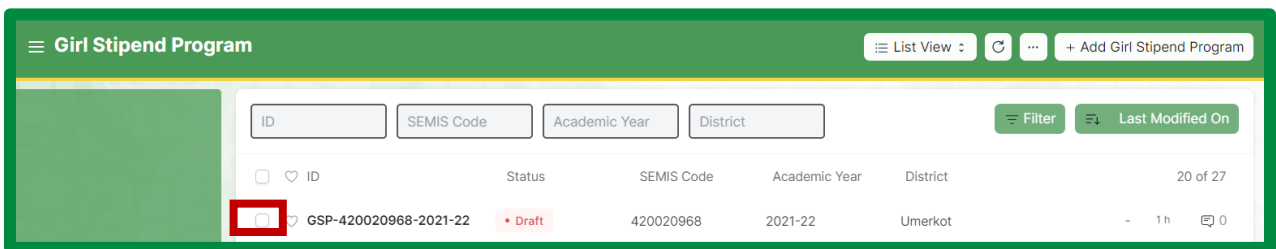


How To Delete a GSP Form?

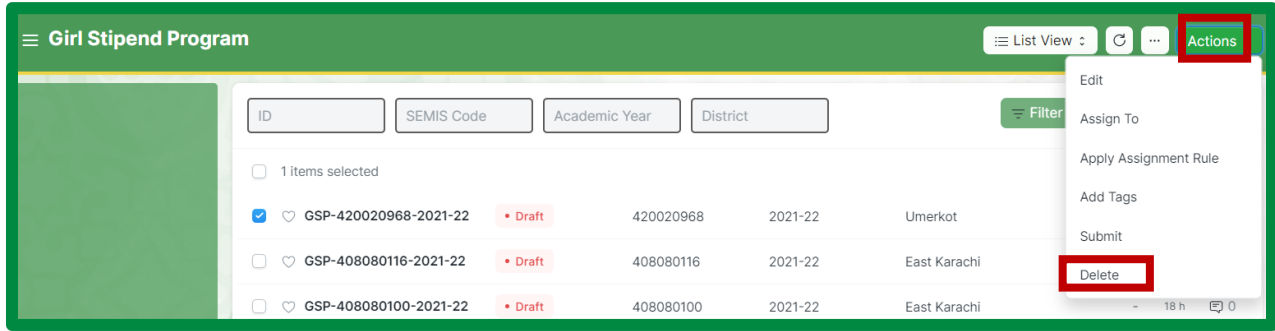
1. Click on **Girls Stipend Form List**.



2. Select the form by clicking on the first column from the left. (To select a specific school's form, write its SEMIS code in the given option)

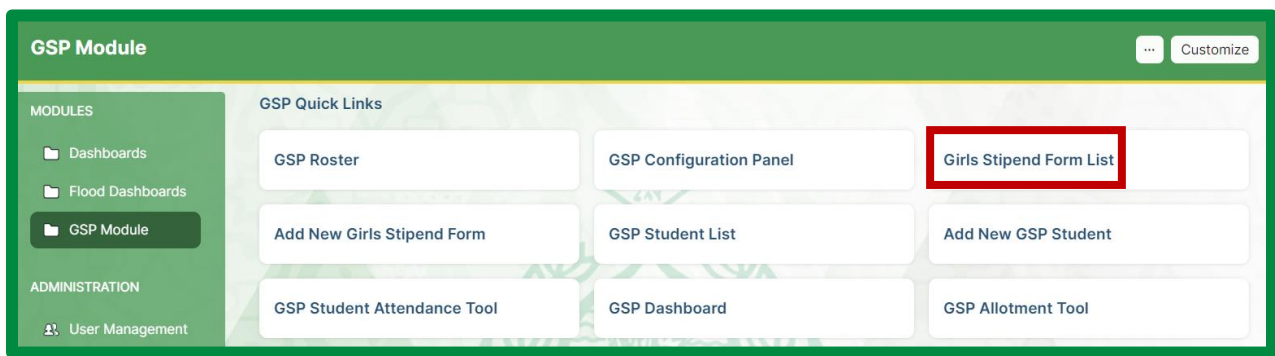


3. Click on **actions** and select delete from the drop-down list.

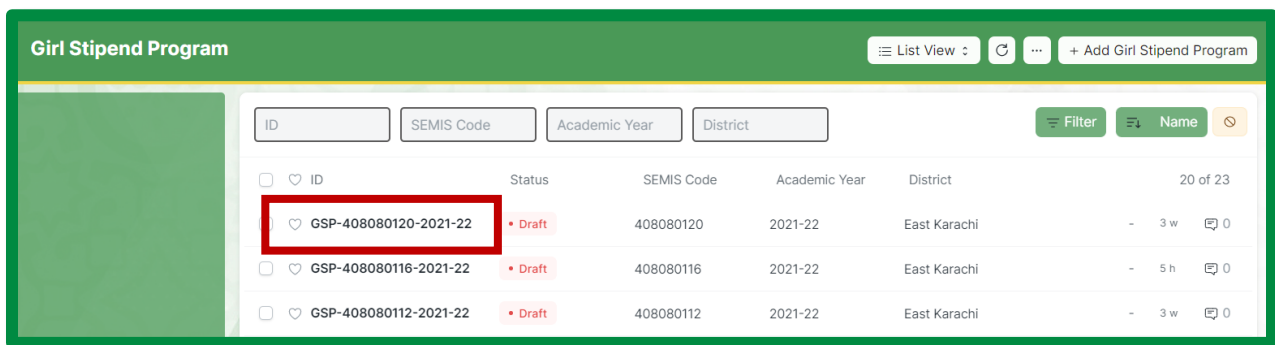


How to Change the Status of a Submitted GSP Form?

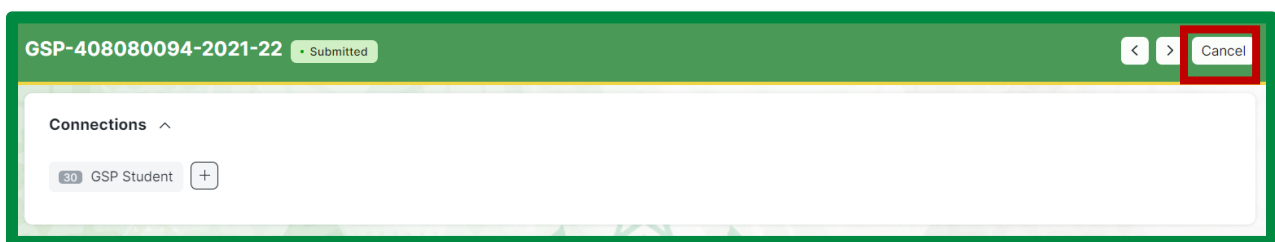
1. Click on **Girls Stipend Form List**.



2. Select the form and open it. (To select a specific school's form, write its SEMIS code in the given option).

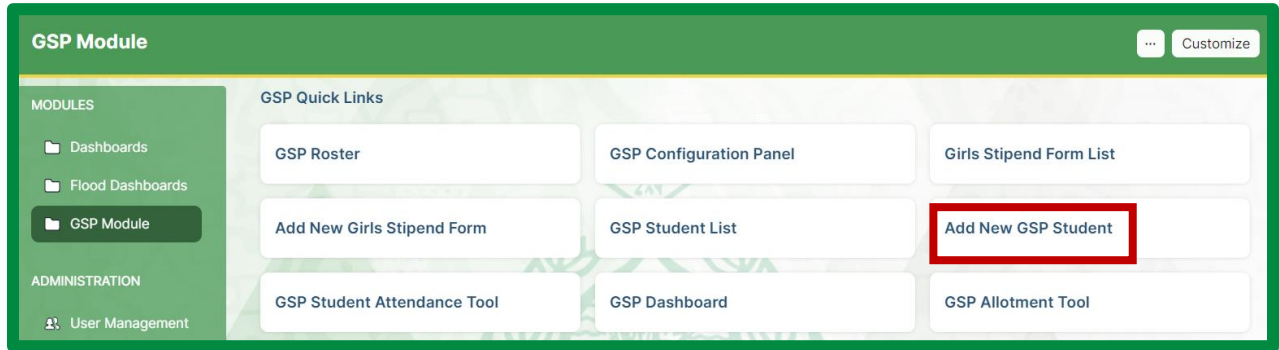


3. Click on **Cancel** to change the status of a form, from submitted to editable.

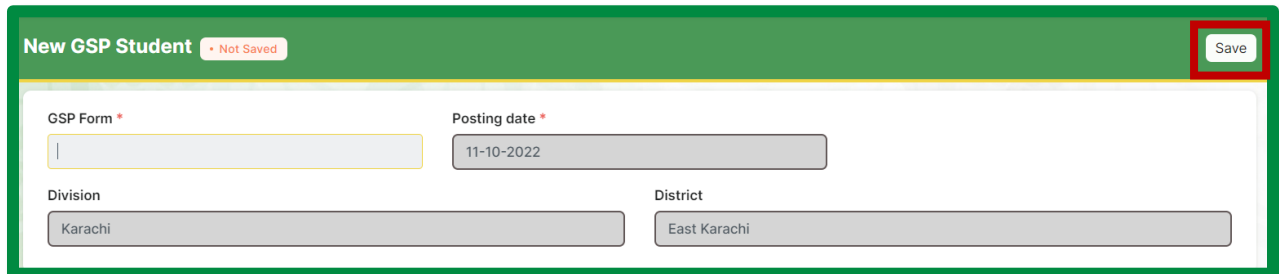


New GSP Student

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



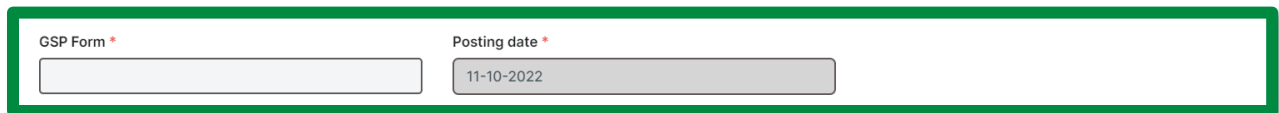
2. New form will open. Edit the form and click **Save**.



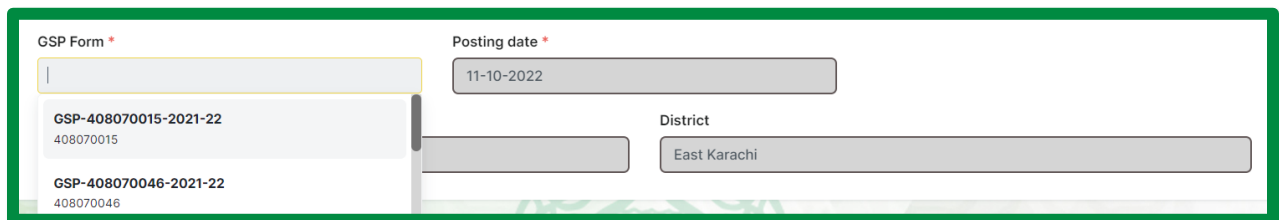
GSP Student Form – Instructions

1

GSP Form Selection



Select the School's GSP form.



2

Student Details

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

Click on Attach to attach Father/Guardian CNIC.

How to Edit a GSP Student Form?

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

GSP Module ... Customize

MODULES

- Dashboards
- Flood Dashboards
- GSP Module**

ADMINISTRATION

GSP Quick Links

GSP Roster	GSP Configuration Panel	Girls Stipend Form List
Add New Girls Stipend Form	GSP Student List	Add New GSP Student
GSP Student Attendance Tool	GSP Dashboard	GSP Allotment Tool

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

GSP Student List View + + Add GSP Student

ID	GSP Form	SEMIS Code	District	Filter	Last Modified On
<input type="checkbox"/> 4090000001245-201					20 of 1827
		4468	AREESHA AZMAT HAJRA	42201-7136148-6	- 2 h 0

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

21-22-990713 • Not Saved Save

Submit this document to confirm

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

4090000001244-201 • Draft Submit

Submit this document to confirm

GSP Student Attendance

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

GSP Module Customize

MODULES

- Dashboards
- Flood Dashboards
- GSP Module**

ADMINISTRATION

- User Management

GSP Quick Links

- GSP Roster
- Add New Girls Stipend Form
- GSP Student Attendance Tool**
- GSP Configuration Panel
- GSP Student List
- GSP Dashboard
- Girls Stipend Form List
- Add New GSP Student
- GSP Allotment Tool

Select School's GSP Form 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 Tools

GSP Name: GSP-408070229-2021-22

School Name: GGHS - S.D ABRO

Class: [Dropdown]

Month: August

Section: [Dropdown]

Working Days: 20

Get Students

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

GSP Student Attendance Tool Not Saved Save

Students

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

GSP Dashboard

1. Click on **GSP Dashboard**.

GSP Module Customize

MODULES

- Dashboards
- Flood Dashboards
- GSP Module**

ADMINISTRATION

- User Management

GSP Quick Links

GSP Roster

GSP Configuration Panel

Girls Stipend Form List

Add New Girls Stipend Form

GSP Student List

Add New GSP Student

GSP Student Attendance Tool

GSP Dashboard

GSP Allotment Tool

2. Open page will show the provincial GSP dashboard with graphical reporting of total GSP Forms, number of enrolled students, number of Eligible students, and total amount Disbursed. To view a specific Division, District, or Taluka's Dashboard, apply the filter and click on **View**.

2021-22 Division District Taluka View

44,221
Total Schools

3,206
GSP Eligible

27 (0.84%)
GSP Forms

1,934
Enrolled Students

48
Eligible Students

168,000
Amount Disbursed

Amount Disbursement
Class wise

● Class VI ● Class IX ● Class X

GSP Allotment Tool

1. Click on **SMC Allotment Tool**.

The screenshot shows the GSP Module dashboard. On the left, there is a sidebar with 'MODULES' (Dashboards, Flood Dashboards, GSP Module) and 'ADMINISTRATION' (User Management). The main area is titled 'GSP Quick Links' and contains several buttons: GSP Roster, GSP Configuration Panel, Girls Stipend Form List, Add New Girls Stipend Form, GSP Student List, Add New GSP Student, GSP Student Attendance Tool, GSP Dashboard, and GSP Allotment Tool. The 'GSP Allotment Tool' button is highlighted with a red border.

2. Select Year, Division, District, Taluka and click on **Get Schools** to get a school list of selected Taluka.

The screenshot shows the GSP Allotment Tool form. At the top, it says 'GSP Allotment Tool' with a 'Not Saved' indicator. Below are four input fields: Year, Division, District, and Taluka. Underneath is a 'Filters' section with 'No filters selected' and a '+ Add a Filter' button. At the bottom left, the 'Get Schools' button is highlighted with a red box. There is also a 'Clear Filters' button on the right.

To select schools of the whole District, skip the Taluka option.

Skip both the Taluka and District option to get a list of schools from the whole division.

Skip step 3 to directly allot GSP to schools.

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

The screenshot shows a table with the following columns: No., SEMIS Code, School Name, Status, Gender, and ASC Name. The table contains three rows of data. The third row is selected, indicated by a blue checkmark in the first column. Below the table, there are buttons for 'Delete', 'Add Row', 'Download', and 'Upload'.

No.	SEMIS Code	School Name	Status	Gender	ASC Name
1	408010132	GBELS - GRAX VILLAGE	Functional	Mixed	ASC-408010132-2021-22
2	408010144	GBPS - LASHKRI RAIS AB...	Closed	Mixed	ASC-408010144-2021-22
3	408010149	KMC - GIRLS LOWER SEC...	Functional	Girls	ASC-408010149-2021-22

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

<input type="checkbox"/>	No.	SEMIS Code	School Name	Status	Gender	ASC Name	
<input type="checkbox"/>	1	408010132	GBELS - GRAX VILLAGE	Functional	Mixed	ASC-408010132-2021-22	
<input type="checkbox"/>	2	408010144	GBPS - LASHKRI RAIS AB...	Closed	Mixed	ASC-408010144-2021-22	
<input type="checkbox"/>	3	408010149	KMC - GIRLS LOWER SEC...	Functional	Girls	ASC-408010149-2021-22	
<input type="checkbox"/>	4	<input type="text" value="SEMIS Code"/>	<input type="text" value="School Name"/>	<input type="text" value="Status"/>	<input type="text" value="Gender"/>	<input type="text" value="ASC Name"/>	

Add Row Download Upload

4. Click on **Update Status**.

Schools

<input type="checkbox"/>	No.	SEMIS Code	School Name	Status	Gender	ASC Name	
<input type="checkbox"/>	1	408010132	GBELS - GRAX VILLAGE	Functional	Mixed	ASC-408010132-2021-22	
<input type="checkbox"/>	2	408010144	GBPS - LASHKRI RAIS AB...	Closed	Mixed	ASC-408010144-2021-22	
<input type="checkbox"/>	3	408010149	KMC - GIRLS LOWER SEC...	Functional	Girls	ASC-408010149-2021-22	
<input type="checkbox"/>	4	<input type="text" value="SEMIS Code"/>	<input type="text" value="School Name"/>	<input type="text" value="Status"/>	<input type="text" value="Gender"/>	<input type="text" value="ASC Name"/>	

Add Row Download Upload

Update Status

CHAPTER 4

GSP REPORTS

TOPICS TO BE COVERED

GSP District wise Summary

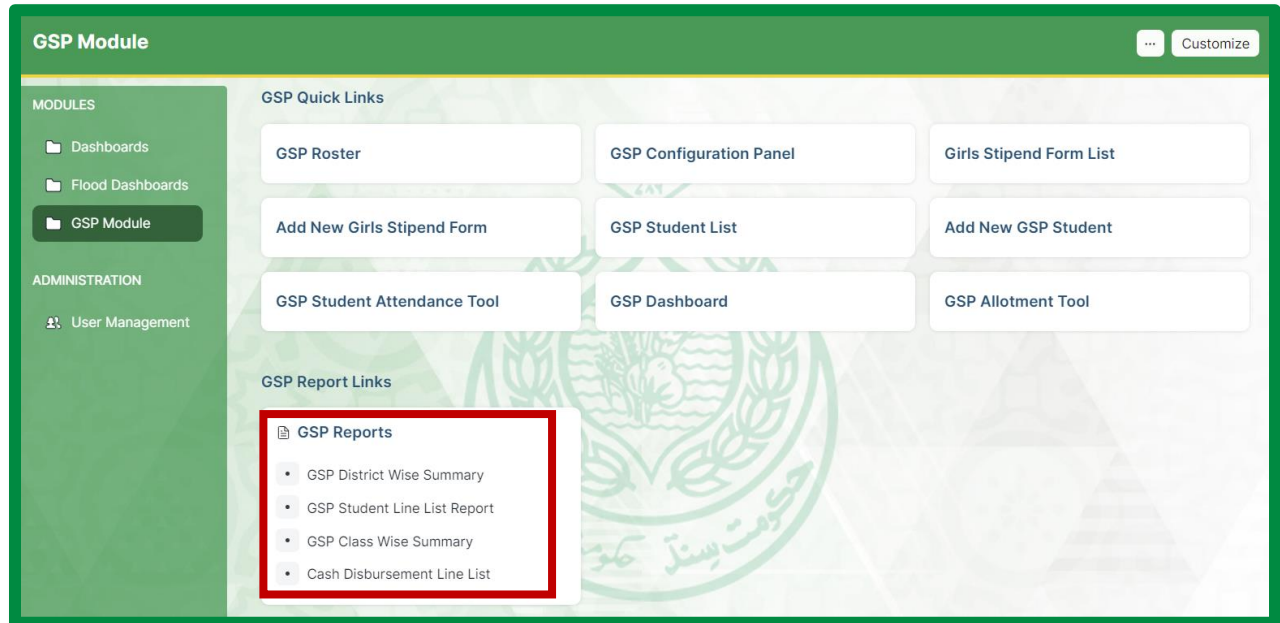
GSP Student Line List Report

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 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.

GSP District Wise Summary Create Card Set Chart 🔄 ⋮

2021-22

	Division	District	No. of Schools	Total Enrollment	Total GSP Form	Eligible Students	Ineligible Students	Total Amount Disb
1	Karachi	East Karachi	4	383	462	48	414	168,

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

GSP District Wise Summary Create Card Set Chart 🔄 ⋮

2021-22

	Division	District	No. of Schools	Total Enrollment	Total GSP Form	Eligible Students	Ineligible	Total Amount Disb
1	Karachi	East Karachi	4	383	462	48	414	168,

Export

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

Export Report: GSP District Wise Summary ✕

Select File Format *

Excel

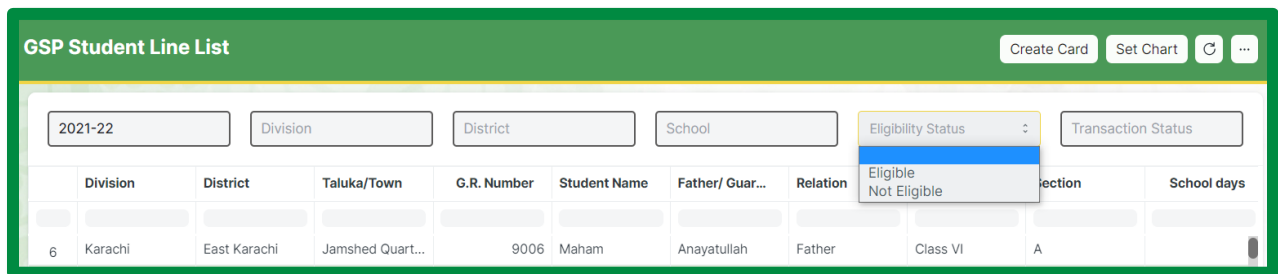
Download

GSP Student Line List Report

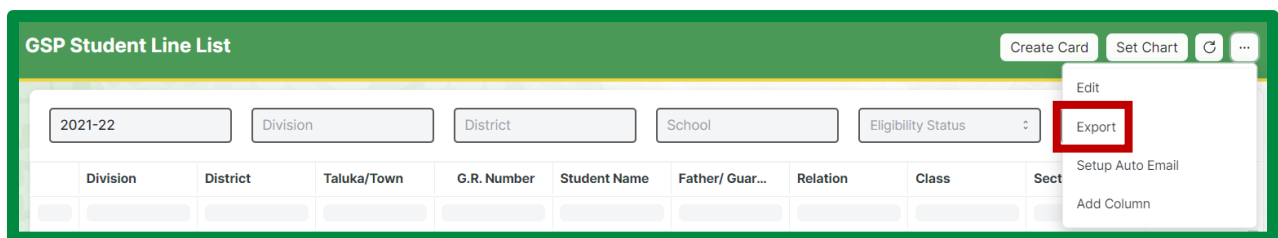
1. Click on **GSP Student Line List Report** under GSP Reports.



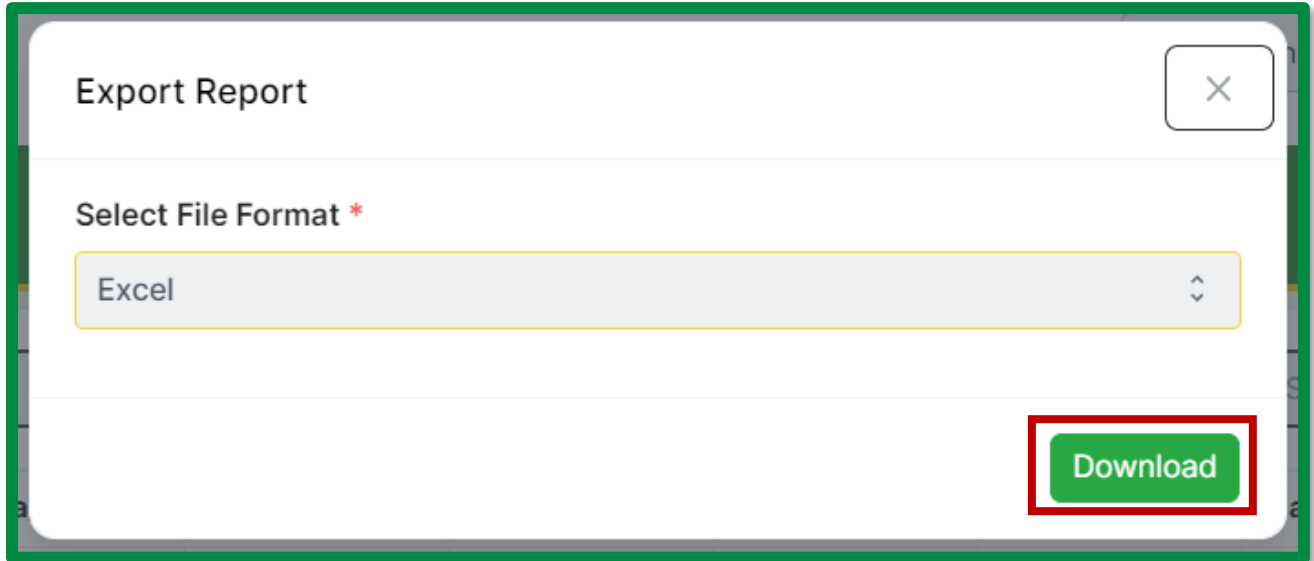
- GSP Student list will open. Select eligibility status from the drop-down menu to get eligible and not eligible GSP student list.



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



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



Export Report

Select File Format *

Excel

Download

GSP Class Wise Summary

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



2. GSP class-wise summary will open with details of the total students in selected classes and total stipend-eligible students. Write a SEMIS code in the school option to get a specific School's class-wise summary.

GSP Class Wise Summary [Create Card] [Set Chart] [Refresh] [More]

2021-22 [Division] [District] [School]

Class	Total Students	Total GSP Forms	Eligible Students	Ineligible Students
1 Class IX	143	123	12	111
2 Class VI	127	181	15	166

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

GSP Class Wise Summary [Create Card] [Set Chart] [Refresh] [More]

2021-22 [Division] [District] [School]

Class	Total Students	Total GSP Forms	Eligible Students	Ineligible Students
1 Class IX	143	123	12	111

- Edit
- Export**
- Setup Auto Email
- Add Column

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

Export Report [Close]

Select File Format *

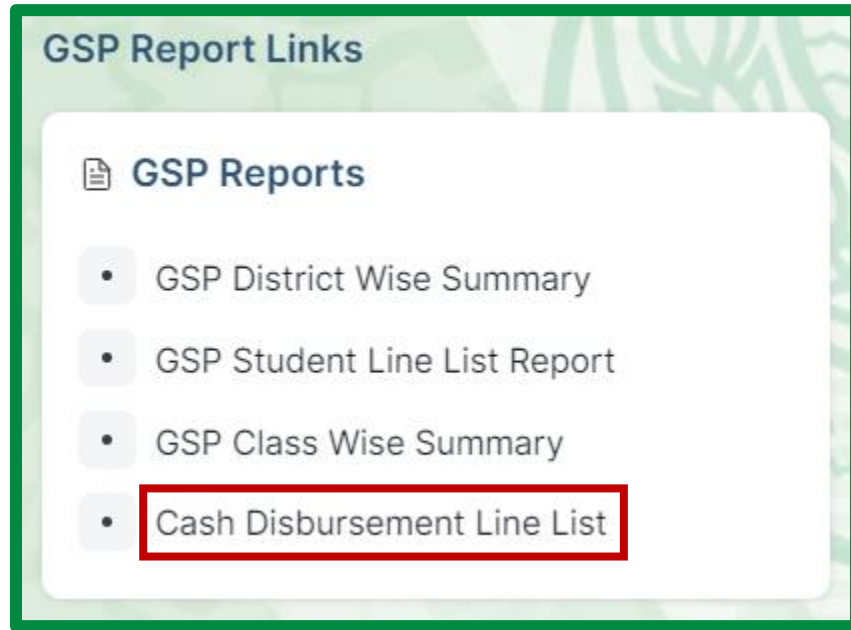
Excel

- Excel
- CSV

Download

Cash Disbursement Line List

1. Click on **Cash Disbursement Line List** under GSP Reports.



- Cash Disbursement Line List will open with details of GSP students. Write the SEMIS code in the school option to get a specific School's cash disbursement list.

Cash Disbursement Line List

2021-22 Division District **School**

	Division	District	Taluka	School Name	SEMIS Code	Child Name	Name of Paren...
1	Karachi	East Karachi	Jamshed Quart...	GGHS - SAFIA ...	408070235	Sabaha	Abdul Salam
2	Karachi	East Karachi	Jamshed Quart...	GGHS - SAFIA ...	408070235	Infal Fatima	Muhammad Asif
3	Karachi	East Karachi	Jamshed Quart...	GGHS - SAFIA ...	408070235	Zara Bibi	Muhammad Arsh...

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

Cash Disbursement Line List Create Card Set Chart ⌵ ...

2021-22 Division District School

Division	District	Taluka	School Name	SEMIS Code	Child Name	Name of Paren...	CNIC # of P/G

Edit
Export
 Setup Auto Email
 Add Column

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

