SEMIS
USER MANUAL
of School Management Committee
Portal for District Managers.

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	10th October 2022		V1
Mehwish Ayyub	3rd November 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 District Manager get started with SEMIS functions and features and provide guidelines on managing SMC-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 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 SMC 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
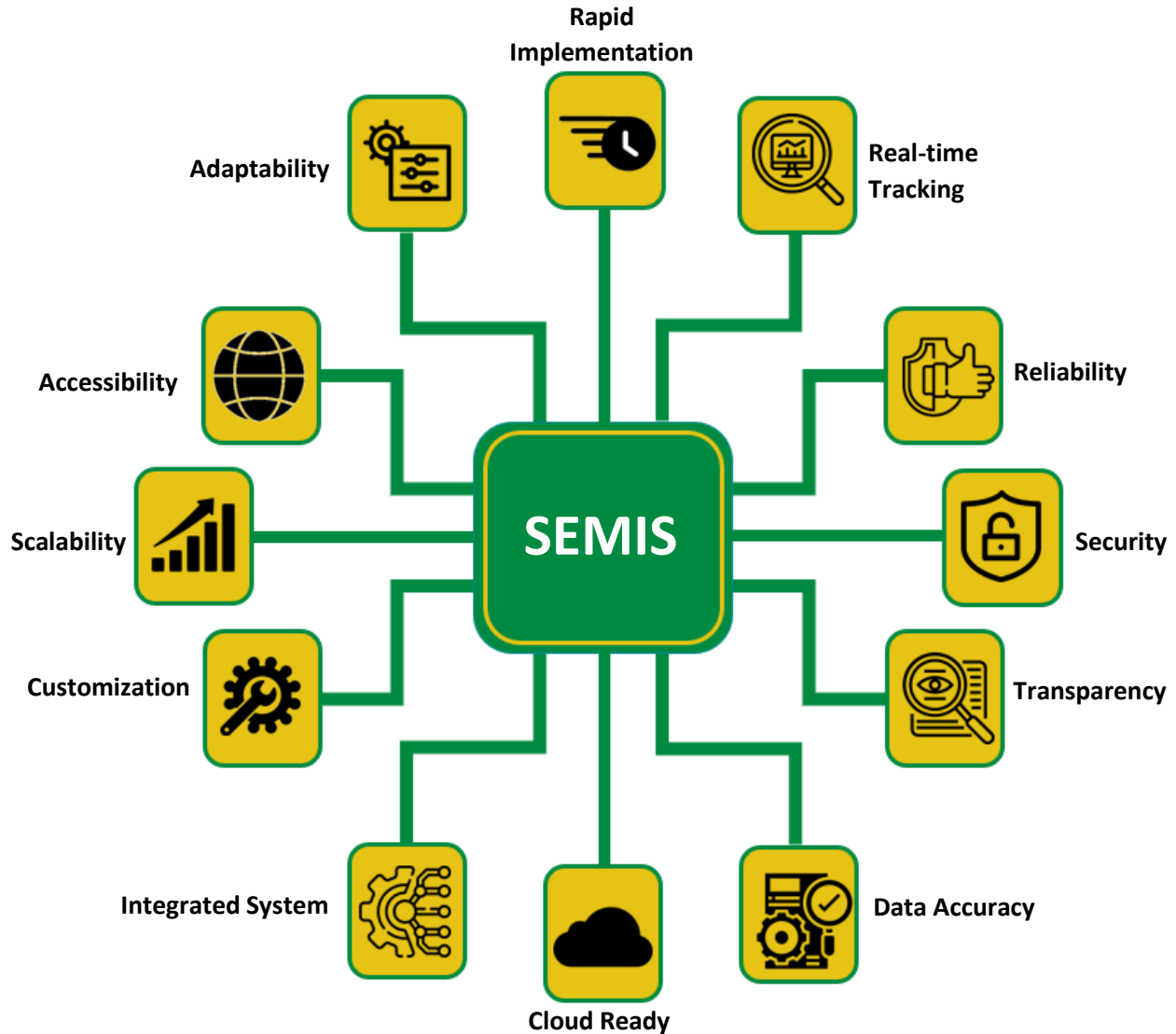
SYSTEM REQUIREMENT

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.
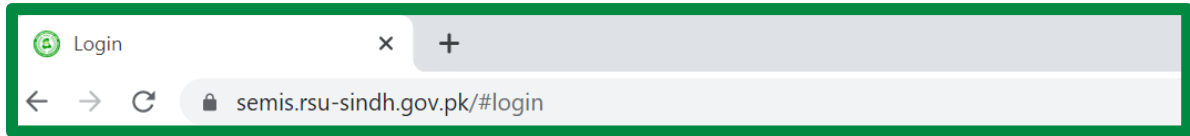
How to Log In?

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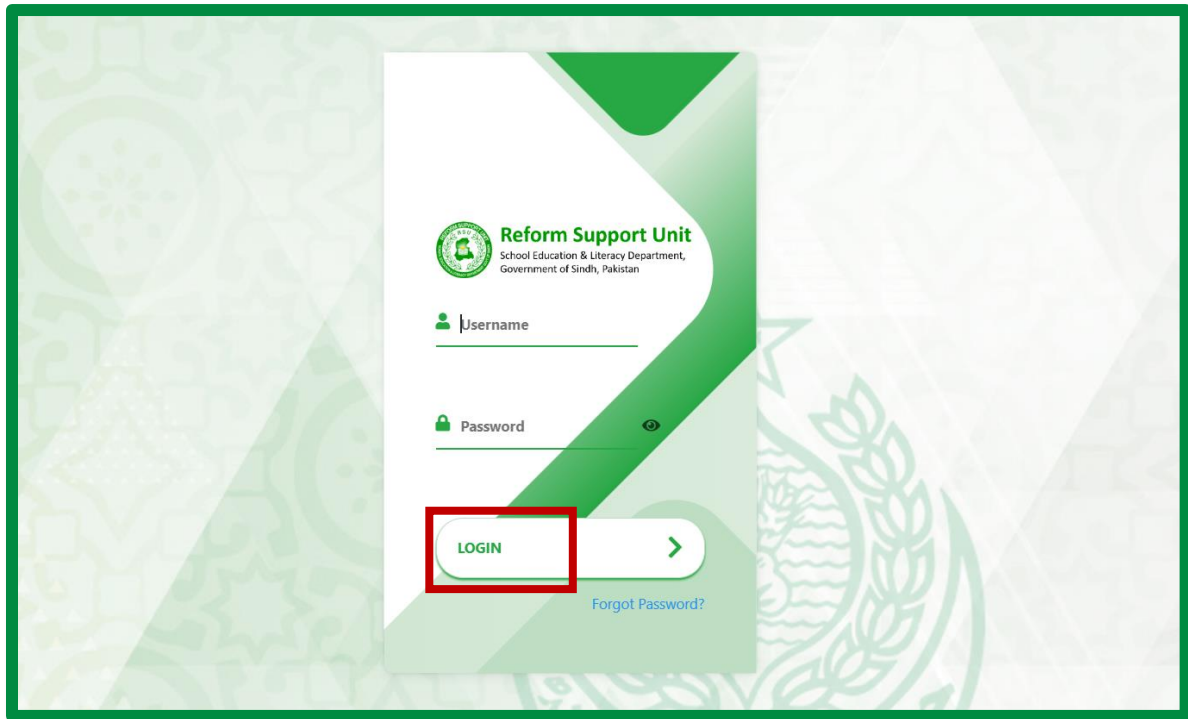
How to Log Out?

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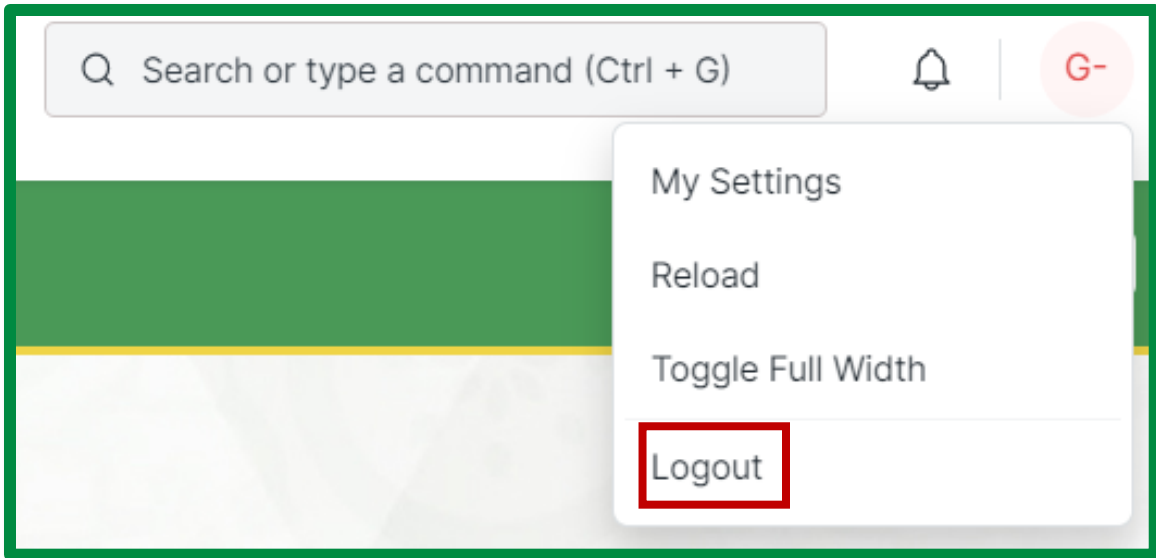
ACCOUNT SECURITY

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.
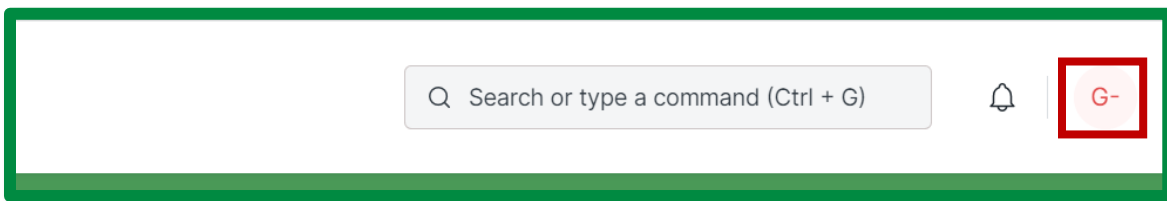
2. Click on **My Settings**
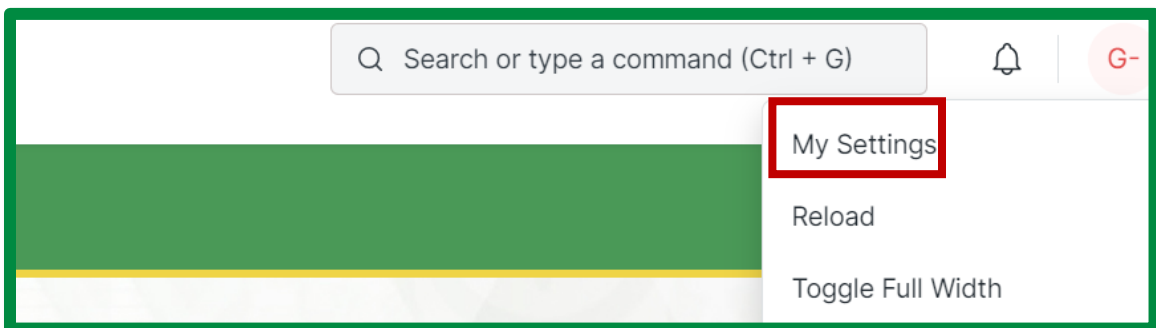
3. Type a new email address under **Email** and click on **Save** on the top right side of the screen.
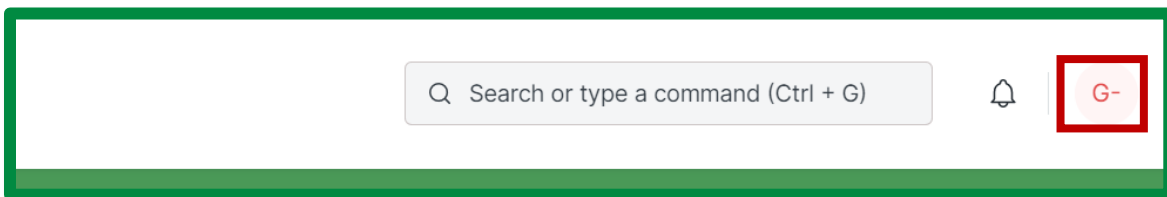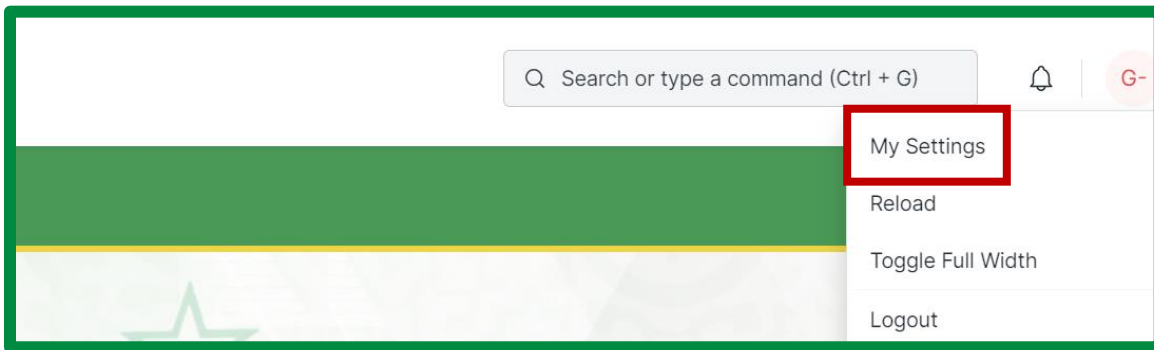
How to Change Password?

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

2. Click on **My Settings**

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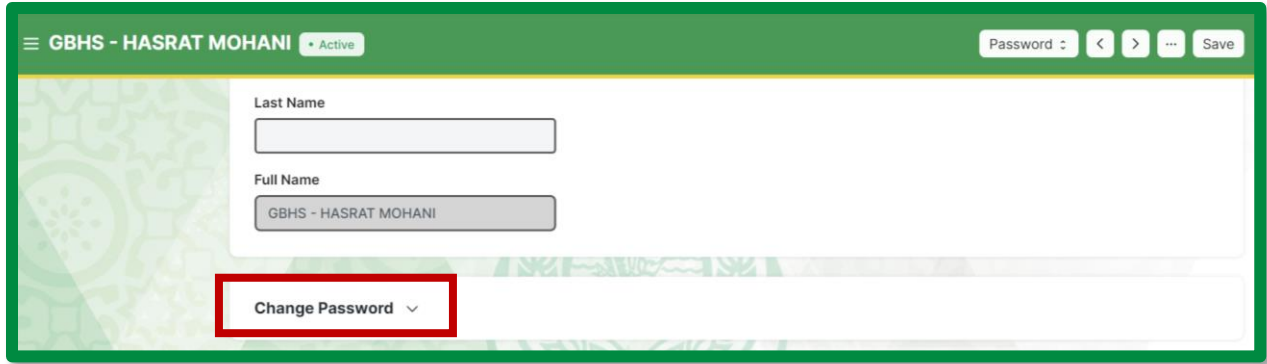
4. Type the new password under **Set New Password** and click on **Save** on the top right side of the screen.
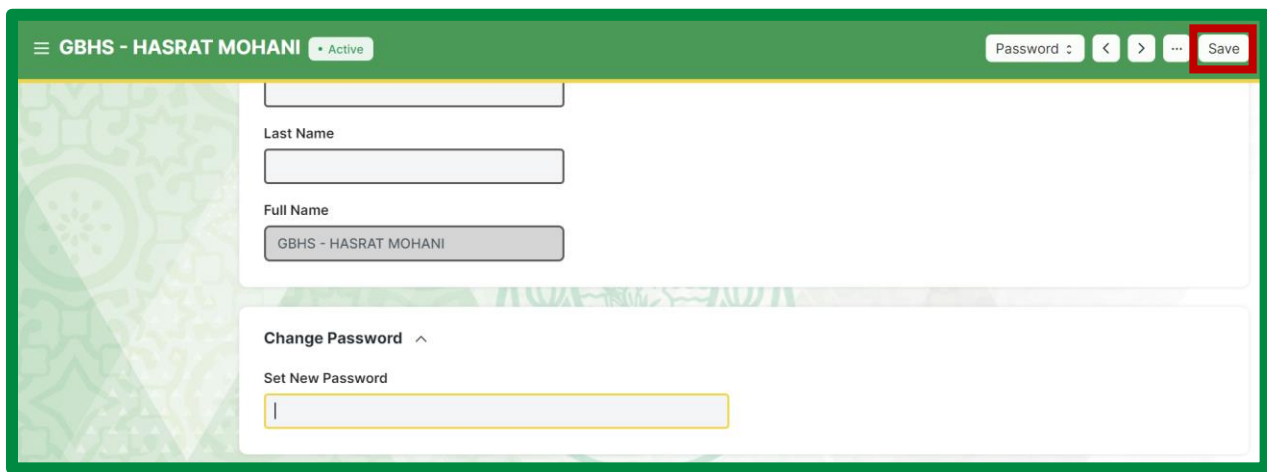
ASSIGNED MODULES

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.
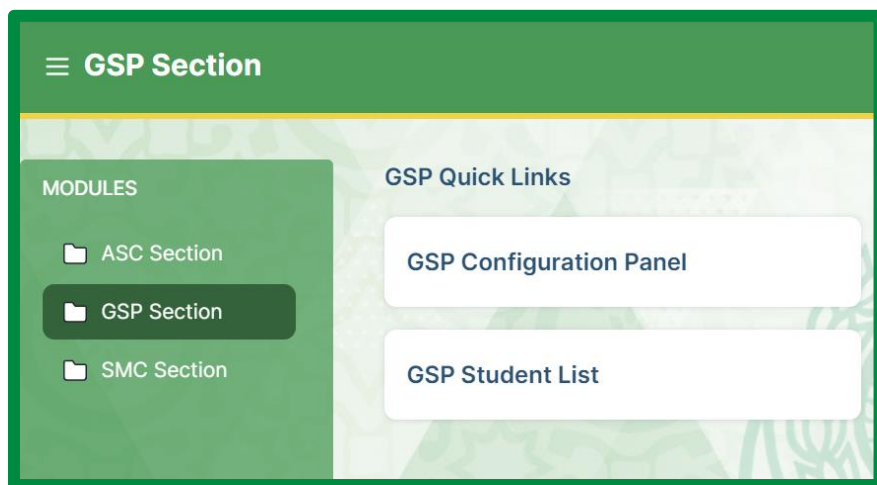
USER MANAGEMENT

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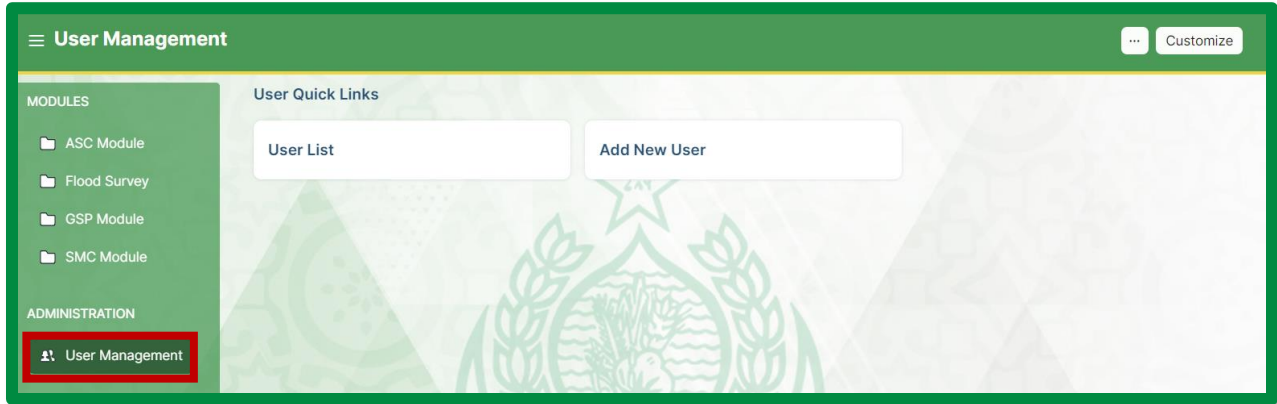
Creating New User

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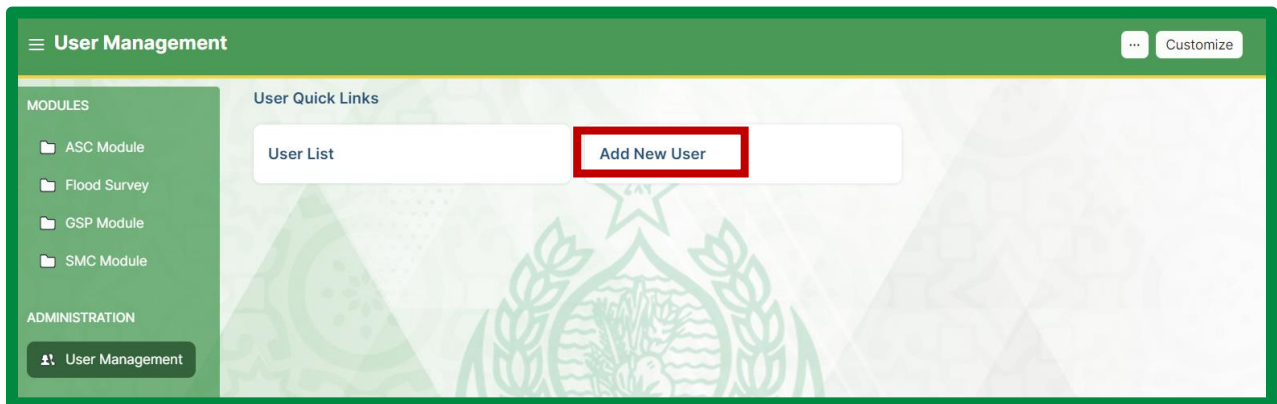
2. Select **User Type/Role** – Data Input Operator, School User, OR Guest User.

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

User Type

- [ ] Data Input Operator
- [x] School User
- [ ] Guest User

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.

Data Input Operator For

- [ ] ASC
- [ ] SMC
- [ ] GSP

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.
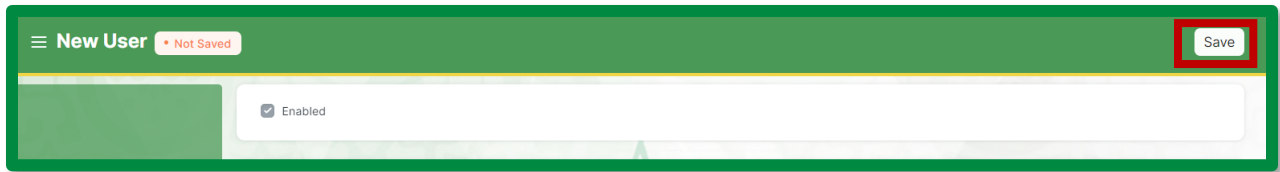
How to edit User Forms?

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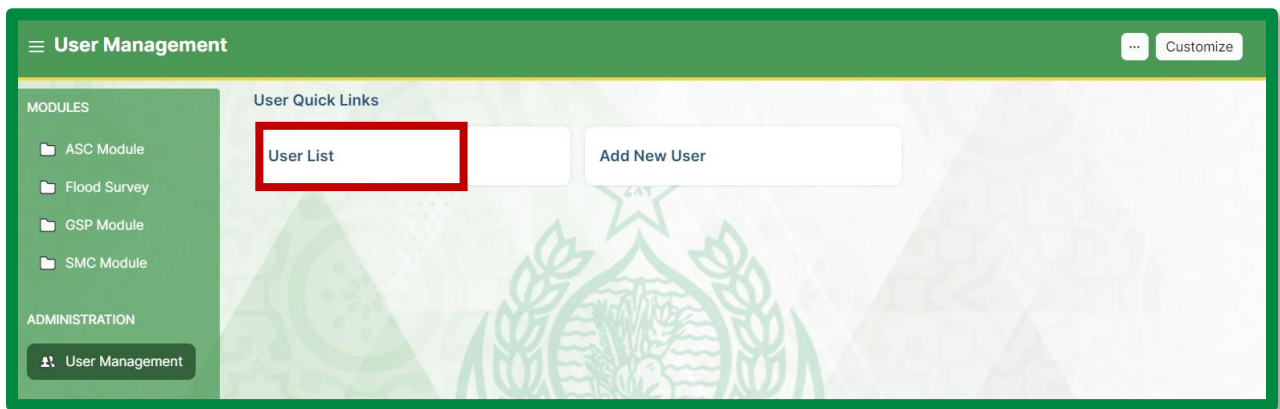
2. Click on User Name or **ID** to open user details.
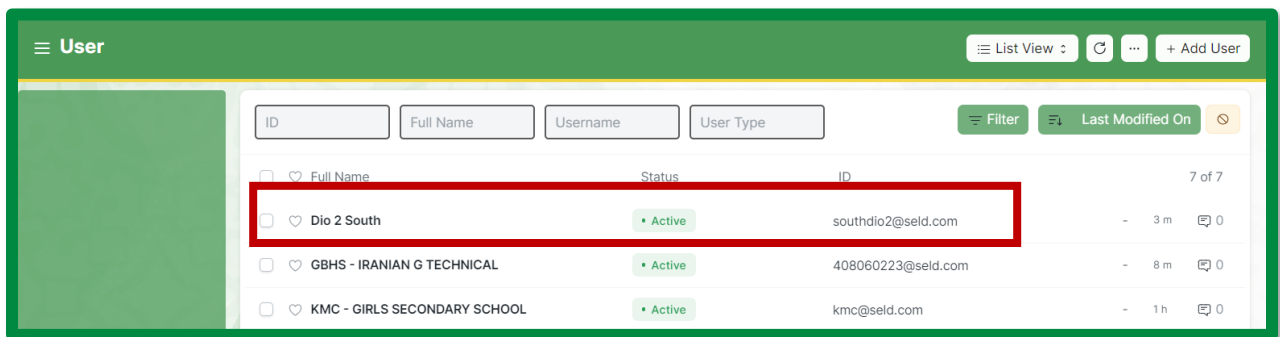
3. Edit the opened form and click **Save** to save changes.

CHAPTER 2

SMC
WEB PORTAL

TOPICS TO BE COVERED

SMC Roster
SMC Timeframe
Creating & Editing SMC Application Form
Changing Status of SMC Form
SMC Dashboard
District SMC Performance

SCHOOL MANAGEMENT COMMITTEE (SMC) SECTION

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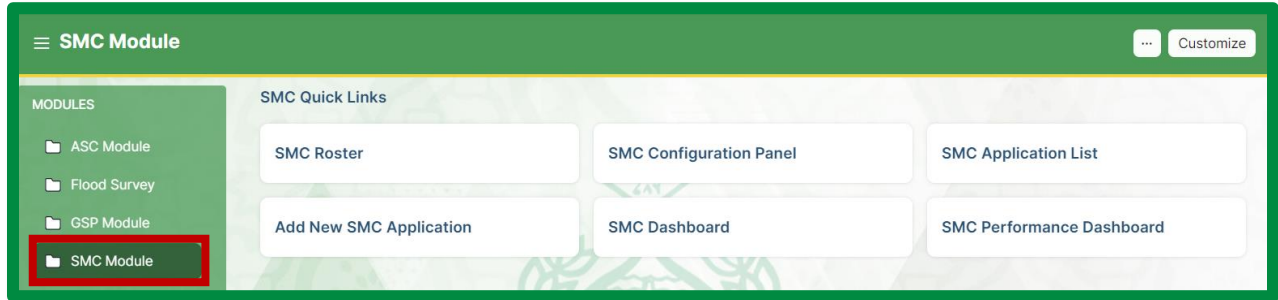
New SMC Roster

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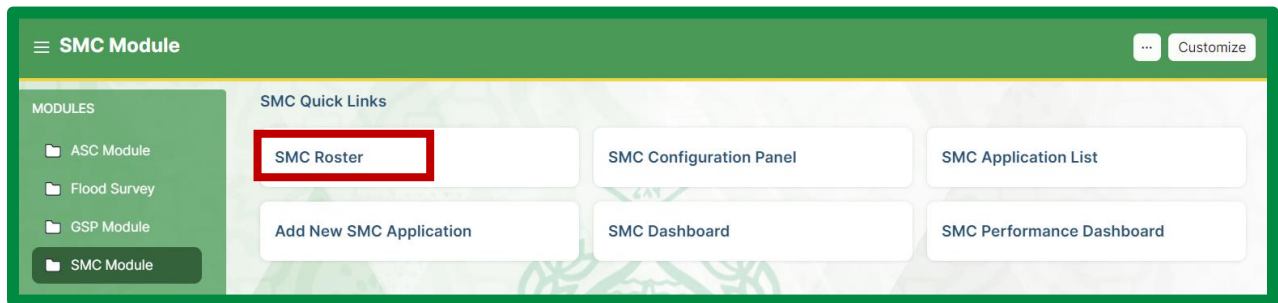
2. Click on Add SMC Roster.

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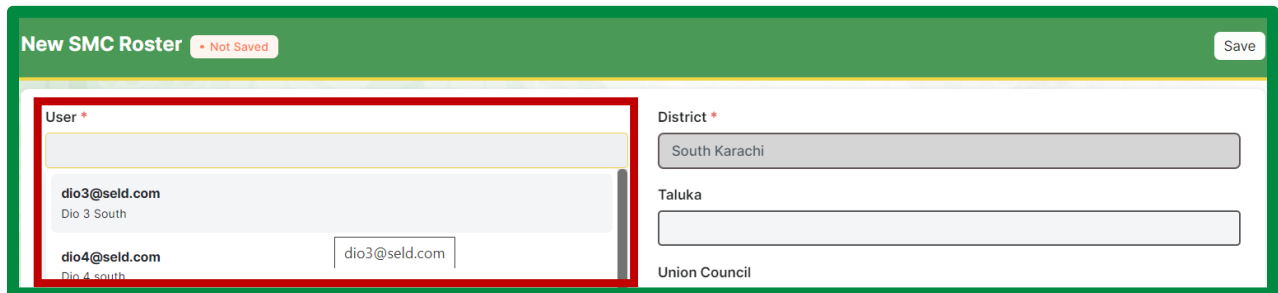
4. Select Taluka, Union Council, and click on **Get School** to get a list of selected UC.

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 SMC Roster?

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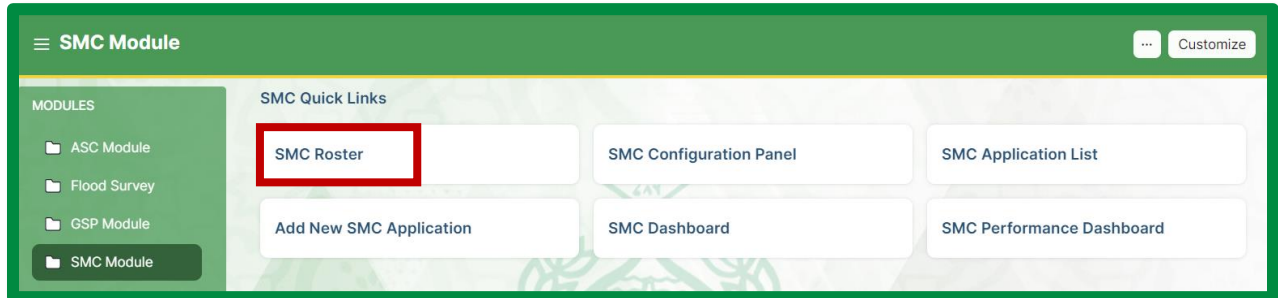
2. Click on Roster **ID** to open it.

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**.

SMC Timeframe

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

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

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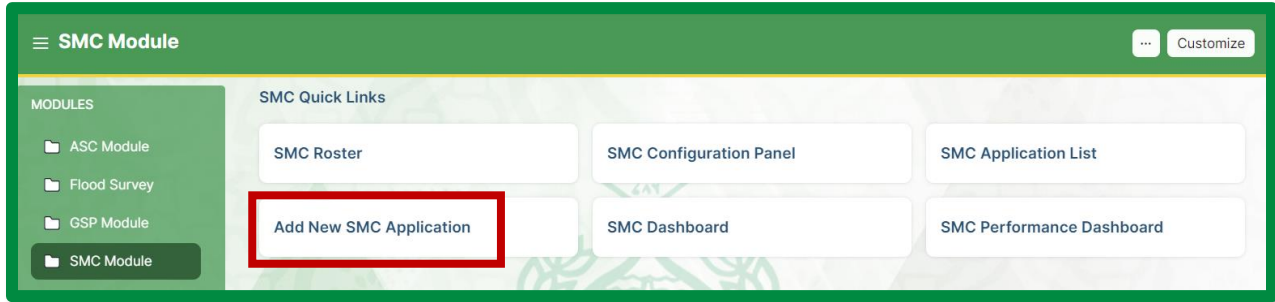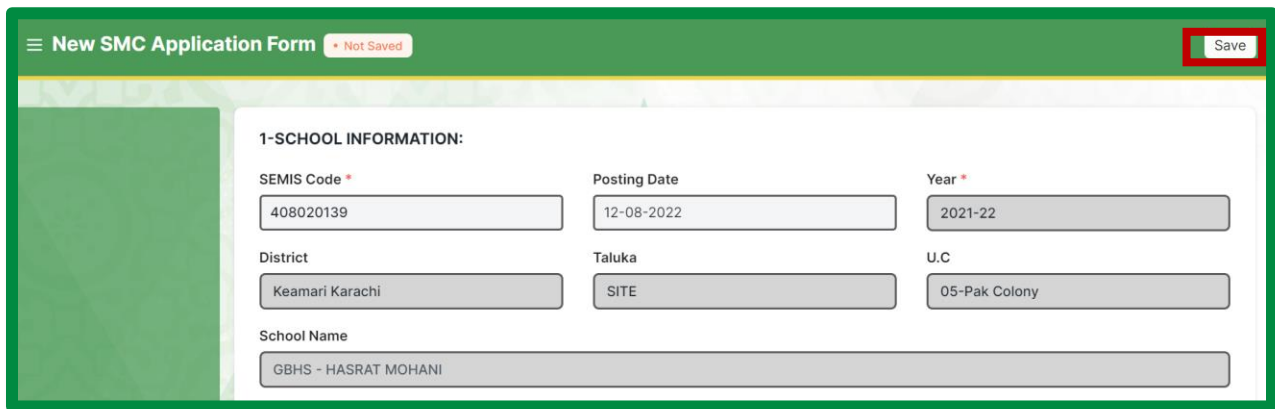

New SMC Application

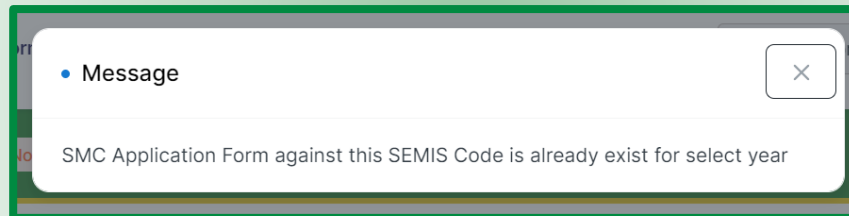1. Click on **Add New SMC Application.**

1. New form will open. Edit the form as per the guidelines provided and click **Save**.
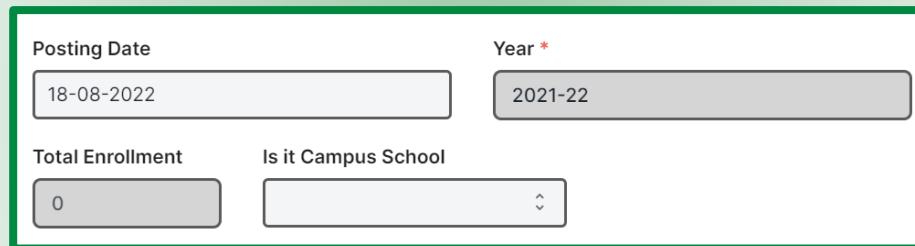

SMC Application Form – Instructions

Multiple SMC Application forms cannot be created for same year/SEMIS code.

Some fields are auto/pre-filled (highlighted) and are not editable.

Form will not be submitted if the following mandatory fields are empty.

- Account Title
- Bank Name
- SMC Fund as June (Last year) Received
- Head teacher (Secretary Name)
- Head Teacher CNIC
- Head Teacher Cell #
- Chairperson/Chairman name
- Chairperson CNIC
- Chairperson Cell #

1 School Information

If the user select Yes under the **"Is it Campus School"** option, the system will ask for "**No. of Merged Schools".**

2 SMC Bank Information

2- SMC BANK INFORMATION

Account Title *

Bank Name *

IBAN Availability

Last SMCFund Received

Current Balance in SMC A/C as of June

If the user selects Yes under the "**IBAN Availability**" option, the system will ask for "**IBAN Number**".

IBAN Availability

Yes

IBAN *

International Bank Account Number

If the user selects No under the **"IBAN Availability"** option, the system will ask for Account details**.**

IBAN Availability

No

SMC Account Number (Complete) *

Branch Code *

Bank Branch Name

3 SMC Fund Status

3-SMC FUND STATUS

SMC Fund as June(Last Year) Received *

If the user selects Yes under the "**SMC Fund as June (Last Year) Received**" option, the system will ask for "**Amount in Rs**".

3-SMC FUND STATUS

SMC Fund as June(Last Year) Received *

Yes

Amount in Rs

4 Expenditure Details

4-EXPENDITURE DETAIL(up to 50% of SMC Funds for Infrastructure Maintenance, Remaining 50% For Learning Teaching Material, Covid Essentials)

(i) Infrastructure Maintenance (Total Amount)

(ii) Learning / Teaching Material (Total Amount)

Covid Essentials Items

(a) Sanitizers (Total Amount)

0.00

(b) Soaps (Total Amount)

0.00

(c) Washable Face Mask (Total Amount)

0.00

(d) Room Disinfectants (Total Amount)

0.00

5 SMC Composition

SMC Composition (Primary /Middle 7 or 9,Elementary 9 or 11 & Secondary /H.Secondary 11 0r 13); Teacher Section

Head Teacher (Secretary Name) *

Head Teacher CNIC *

xxxxx-xxxxxxx-x

Head Teacher Cell #: *

03xx-xxxxxxx

Chairperson/Chairman Name: *

Chairperson CNIC *

xxxxx-xxxxxxx-x

Chairperson Cell# *

03xx-xxxxxxx

Name of Child 1

S/O/D/O

There should be a minimum of **7** and a maximum of **9** SMC Committee members in Primary/Middle School.
There should be a minimum of **9** and a maximum of **11** SMC Committee members in Elementary School.
There should be a minimum of **11** and a maximum of **13** SMC Committee members in Secondary/H.Secondary School.

6 Stamping & Signing

Name Head Teacher/Incharge

Name TEO (M/F) primary/Secondary

Counter Signed by

Date of Last SMC Election

Name DEO (Primary/Elementry/Sec.&H.Secondary)

7 **School Improvement and Betterment Plan**

Click on **Add Row** to add details.

School Improvement and Betterment Plan

SIP

☐	No.	Work Description	Work Start Date	Expenditures	Work End Date	

No Data

Add Row

School Improvement and Betterment Plan

SIP

☐	No.	Work Description	Work Start Date	Expenditures	Work End Date	
☐	1	Work Description	Work Start Date	0.00	Work End Date	

Add Row

Click on the row number to edit it separately.

Plan

	Work Start Date	Expenditures	Work End Date	

🗑 Insert Below Insert Above 🗐 Duplicate Move ⌄

Click to Move Row number (New window will appear)

Click to Exit

Click to Make a Duplicate copy of Row

Click to Insert a Row above

Click to Insert a Row Below

Click to Delete Row

To Delete a row, select it by clicking on the box in the first column on the left side and select **Delete**.

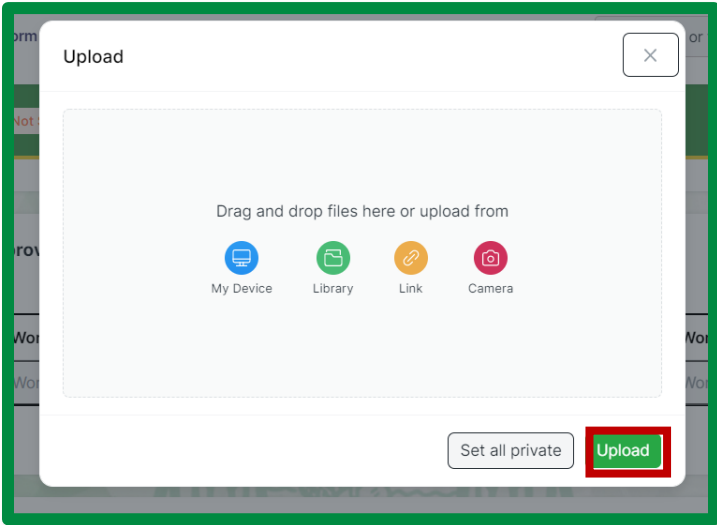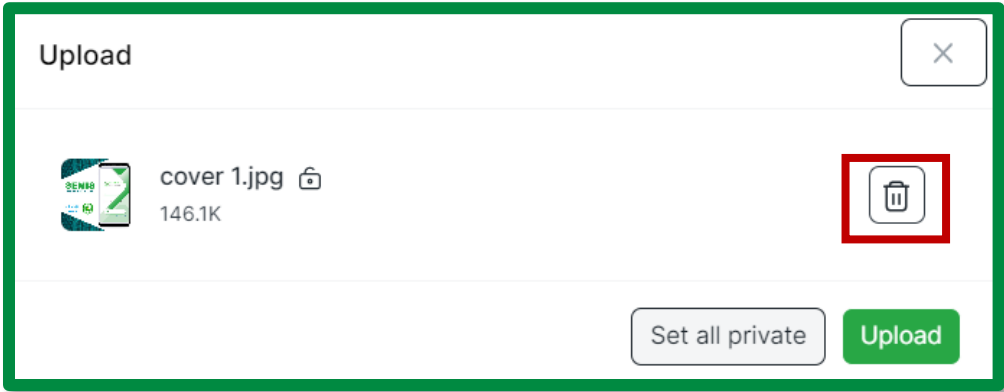| ☐	No.	Work Description	Work Start Date	Expenditures	Work End Date	
☑	1	Work Description	Work Start Date	0.00	Work End Date	

Delete Add Row

8 Attachments

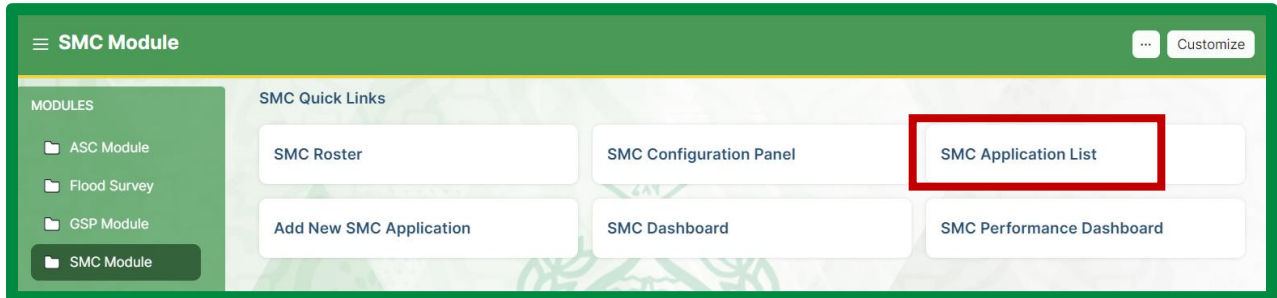Click on **Attach**
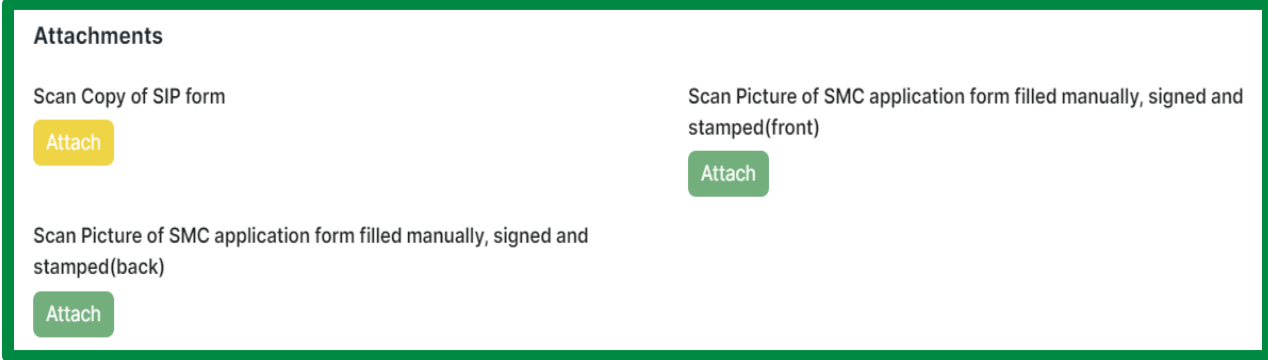
Select the file and click **Upload**

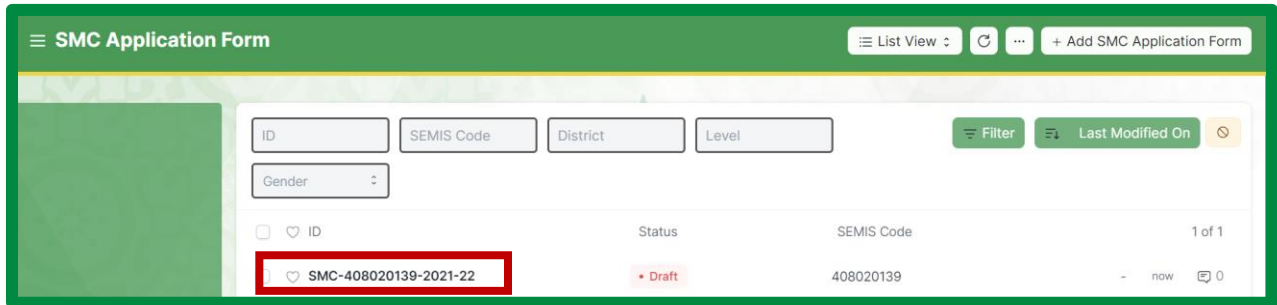Click on the **trash** icon to delete the Attached file or click on upload.

How To Edit or Submit a SMC Application Form?

1. Click on **SMC Application List** to access saved and submitted SMC application forms.

2. Click on the **Form ID** to access it or write the SEMIS code of the school to get the specific school's SMC form.

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 SMC Application Form?

1. Click on **SMC Application List**.
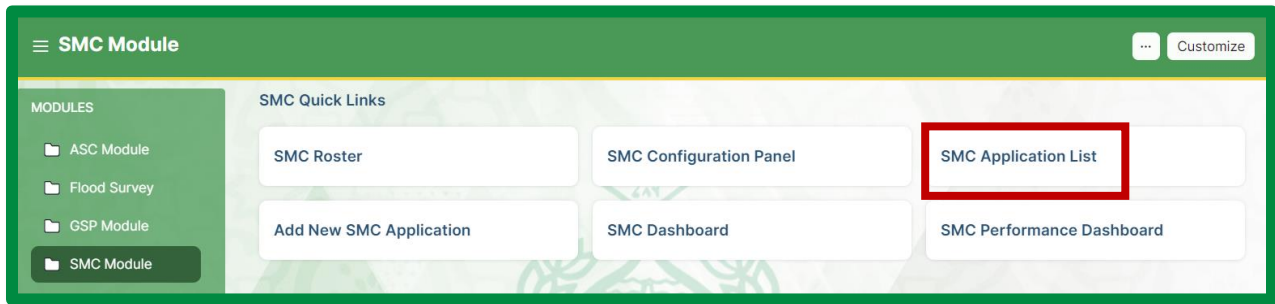
2. Select the form and open it. (To select a specific school's form, write its SEMIS code in the given option)
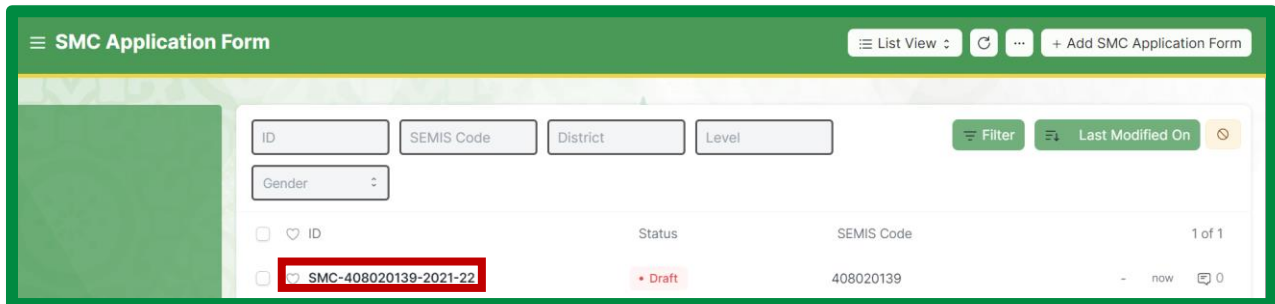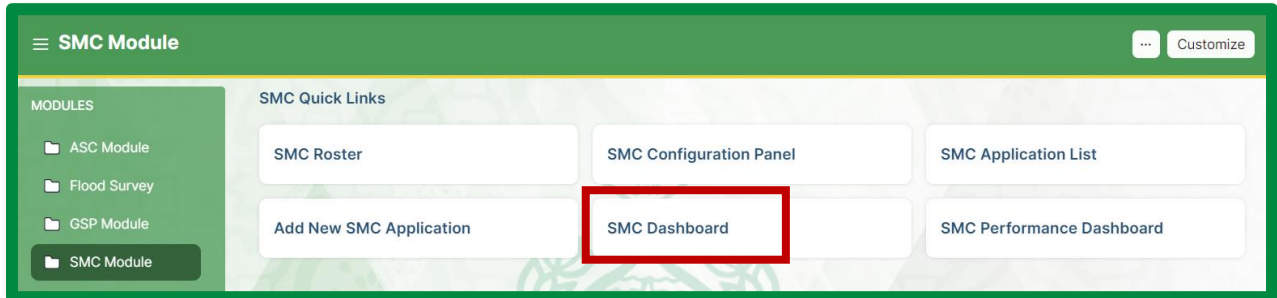

3. Click on **Cancel** to change the status of a form, from submitted to editable.
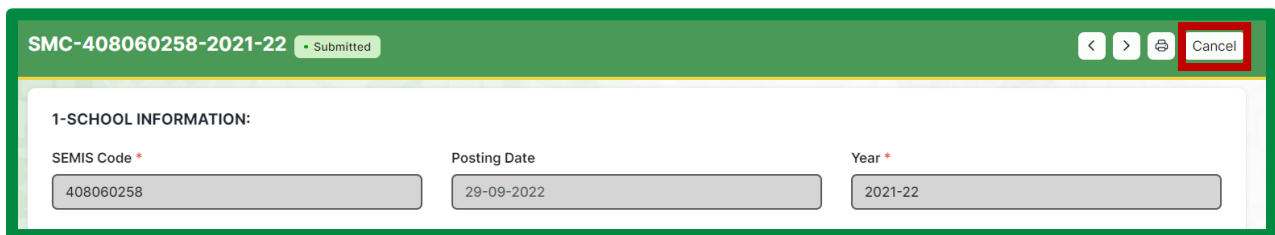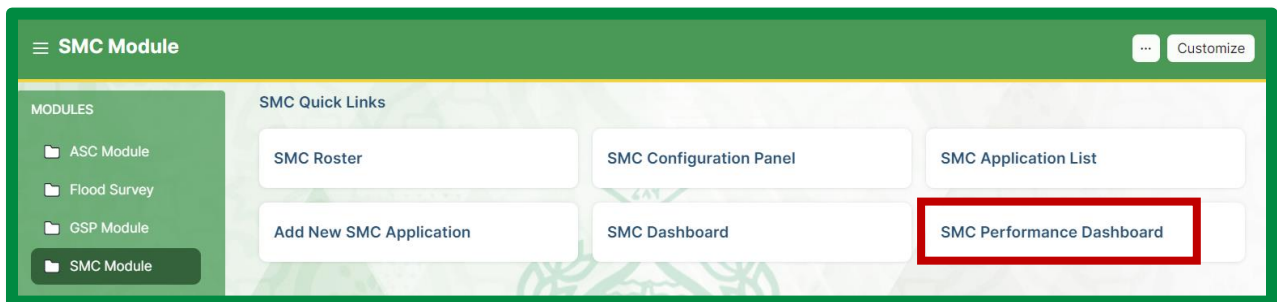
SMC Dashboard

1. Click on **SMC Dashboard**.

2. Open page will show the whole district's SMC dashboard with graphical reporting of total SMC Forms, number of enrolled students, total amount Disbursed, number of schools (level wise), and amount disbursement (level & gender wise)
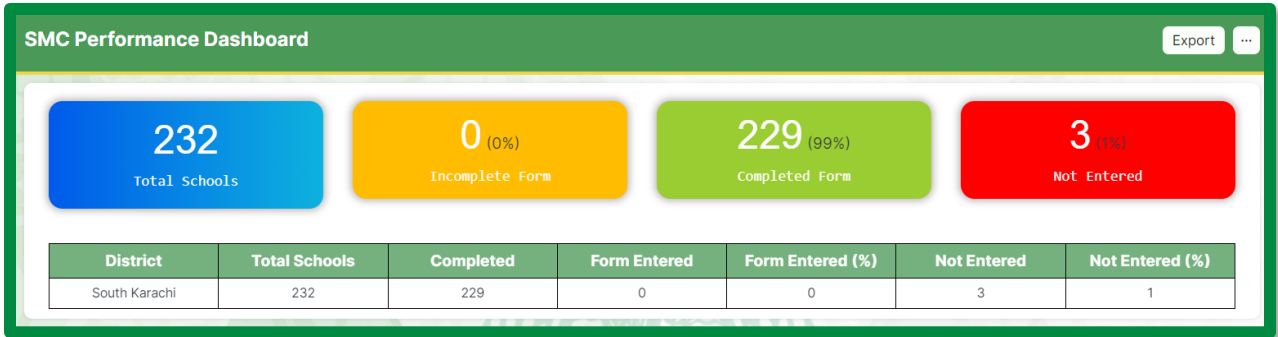   To view specific Taluka's Dashboard, select Taluka and click on **View**.
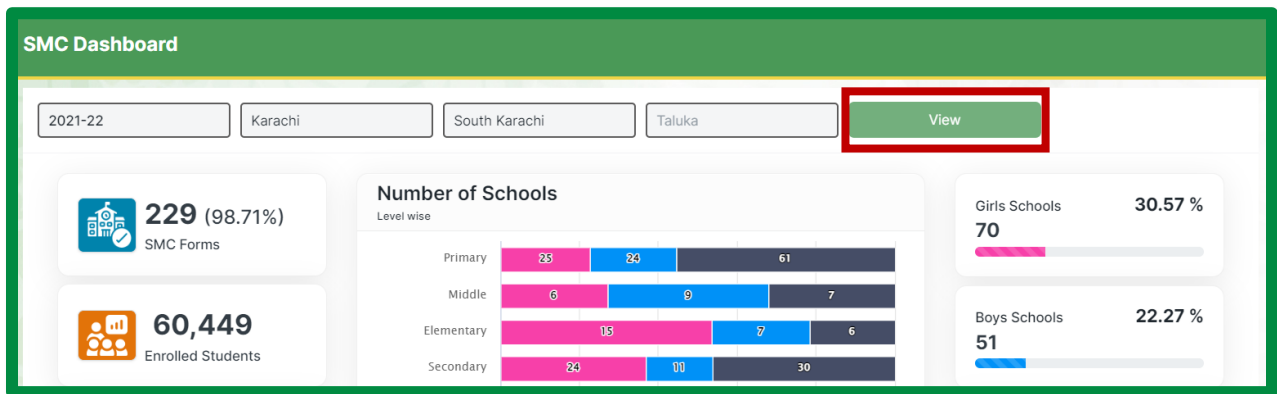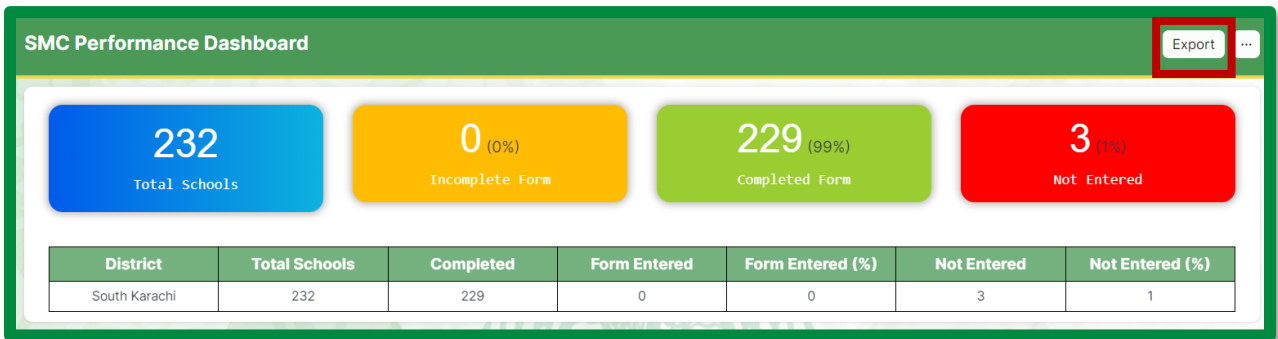

District's SMC Performance

1. Click on **SMC Performance Dashboard**.

2. New page will show the Total SMC schools in District, and the number of completed, incomplete, and not entered forms.

SMC Performance Dashboard Export ...

232	0 (0%)	229 (99%)	3 (1%)
Total Schools	Incomplete Form	Completed Form	Not Entered

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

3. Click on **Export** to download the Excel sheet of the performance Dashboard.

SMC Performance Dashboard Export ...

232	0 (0%)	229 (99%)	3 (1%)
Total Schools	Incomplete Form	Completed Form	Not Entered

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

CHAPTER 3

SMC REPORTS

TOPICS TO BE COVERED

SMC School List
SMC District Wise Summary
Bank Wise List
Executive Summary Report

SCHOOL MANAGEMENT COMMITTEE (SMC) REPORTS

SMC Reports are below SMC Quick Links in the SMC Section.
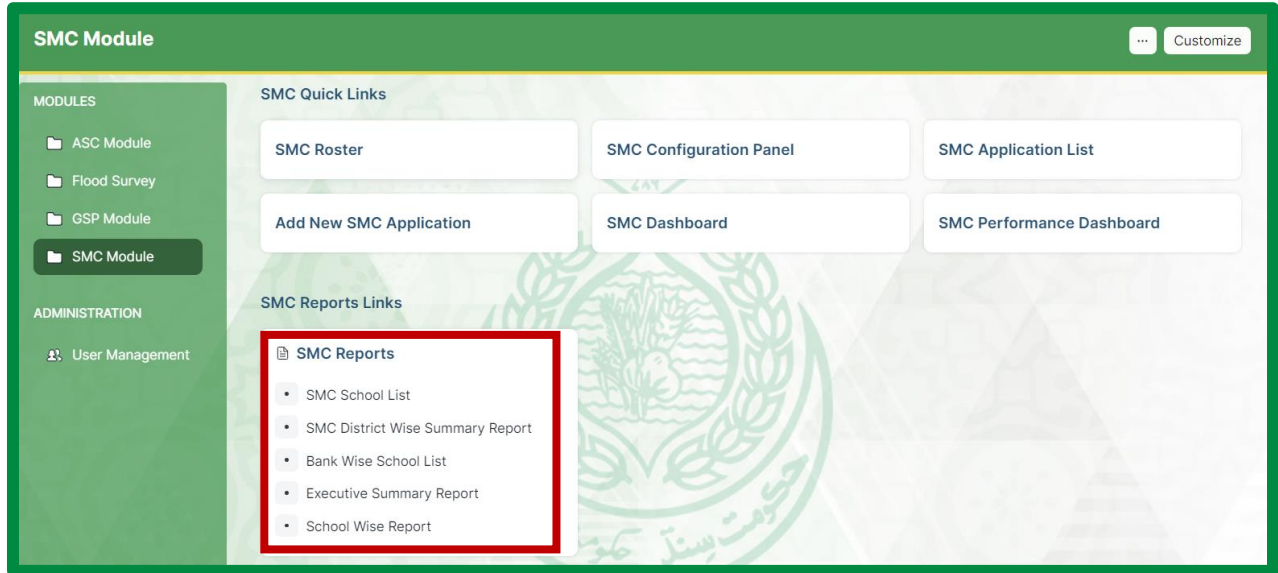
SMC School List
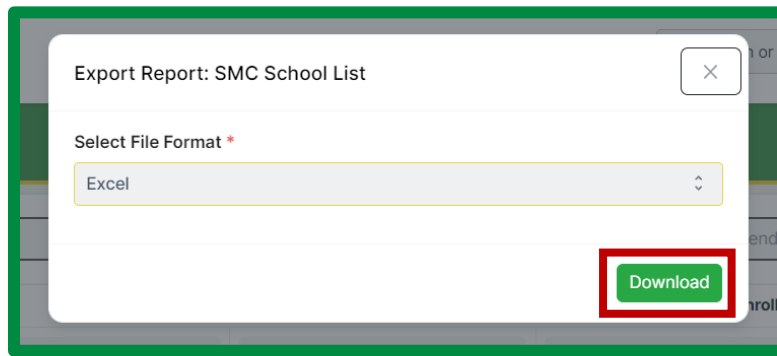
1. Click on **SMC School List** under SMC Reports.

2. District Wise SMC school List will open. Select Taluka from the drop-down menu to get Taluka-wise SMC School List.
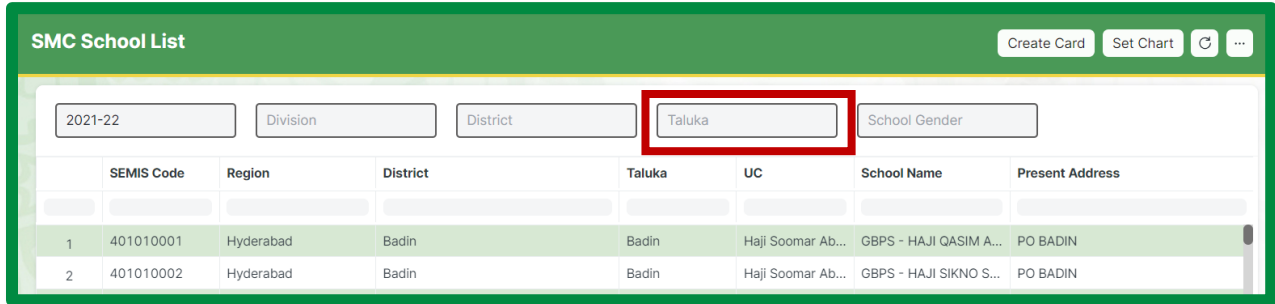
3. To export the report, click on the Menu option and select **Export**.
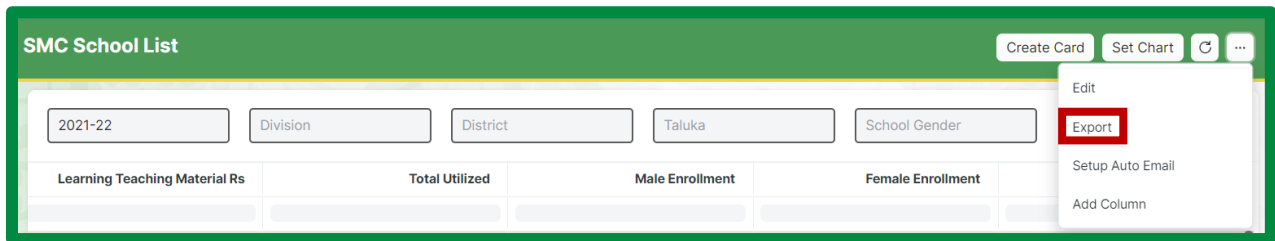
4. Select the file format from the drop-down menu (Excel or CSV) and click on **Download.**

SMC District Wise Summary Report

1. Click on **SMC District Wise Summary Report** under SMC Reports.
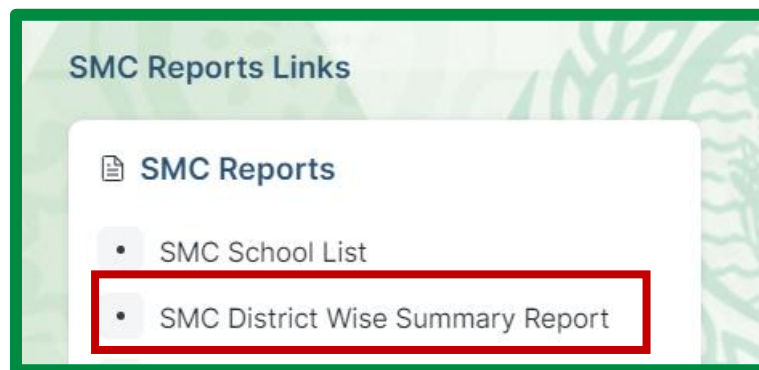
2. SMC District Wise Summary Report will open with details of the received amount.

How to Export Report?

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.**

How to save the Report in PDF?

To save the report in PDF, click on Menu and select **PDF.**

Select the orientation of the PDF file (Landscape OR Portrait), pick columns if any changes are needed in the report and click **Submit**.
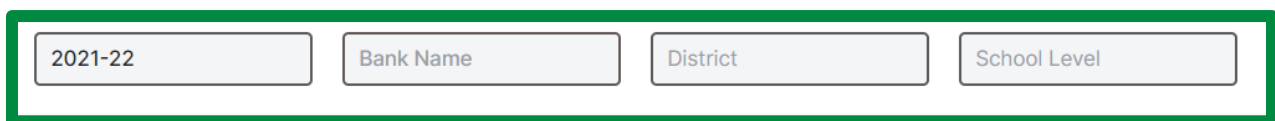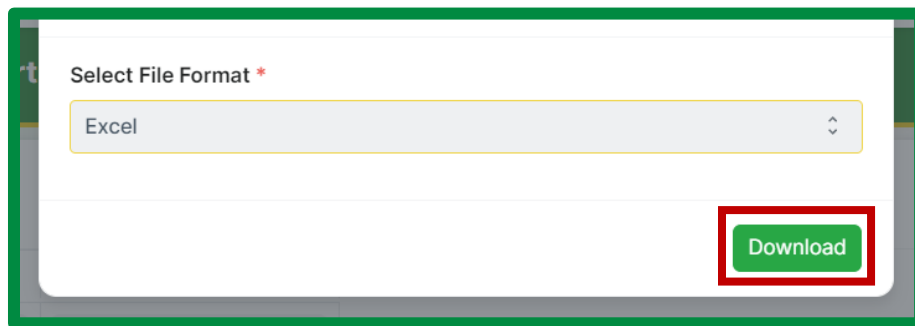

How to Print Report?

To print the report, click on the Menu option and select **Print.**

Select the orientation of the Print file (Landscape OR Portrait), pick columns if any changes are needed in the report and click **Submit**.

Bank Wise School List

1. Click on **Bank Wise School List** under SMC Reports.

2. Set filters – Bank Name, School Level, and District from the drop-down menu.

How to Export Report?
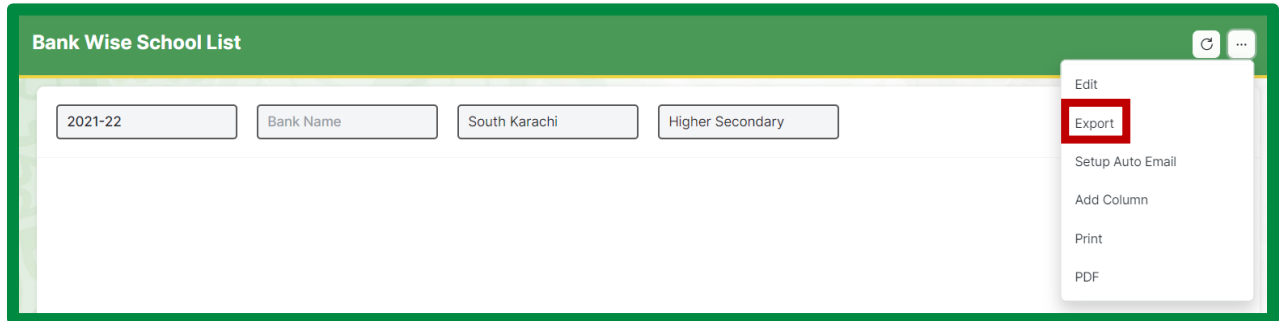
To export the report, click on the Menu option and select **Export**.
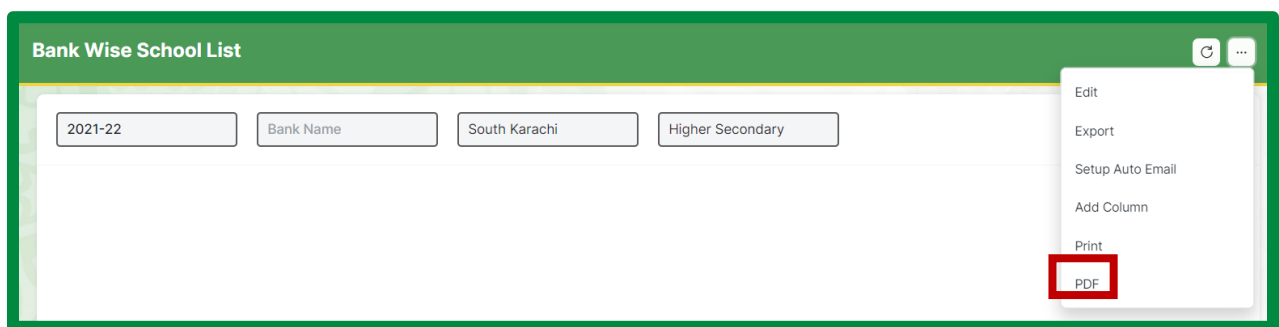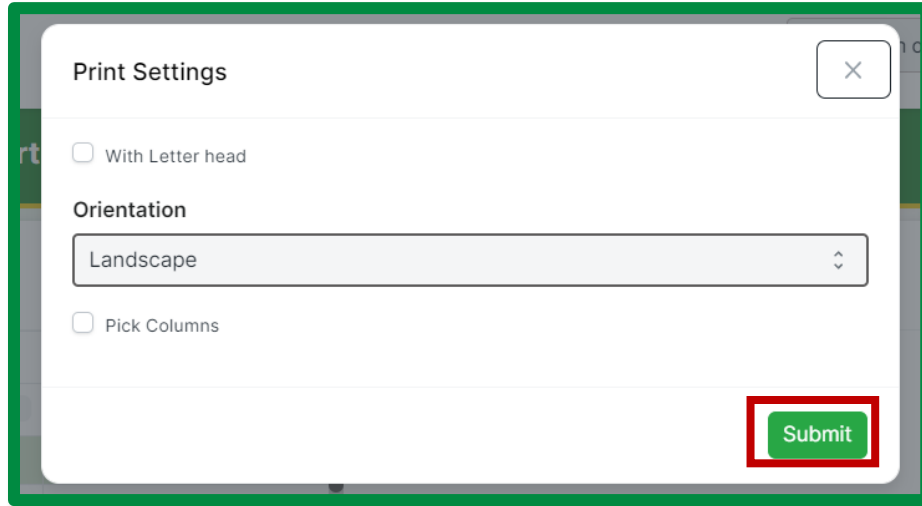

Select the file format from the drop-down menu (Excel or CSV) and click on **Download.**

How to save the Report in PDF?

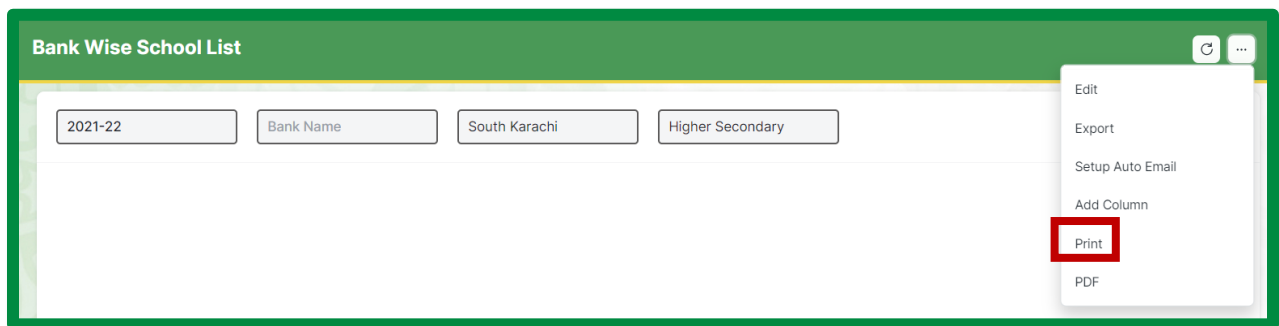To save the report in PDF, click on Menu and select **PDF.**

Select the orientation of PDF file (Landscape OR Portrait), pick columns if any changes are needed in the report and click **Submit**.
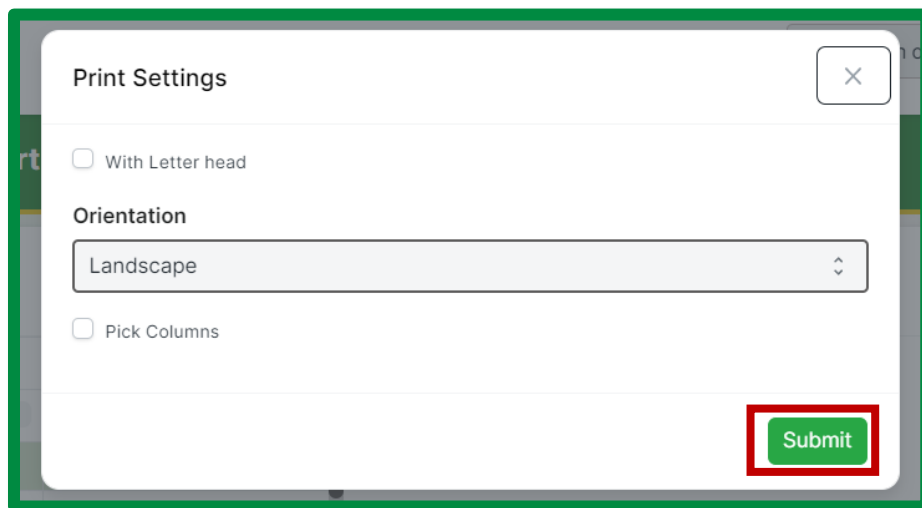
How to Print Report?

To print the report, click on the Menu option and select **Print.**

Select orientation of the Print file (Landscape OR Portrait), pick columns if any changes are needed in the report and click **Submit**.

Executive Summary Report

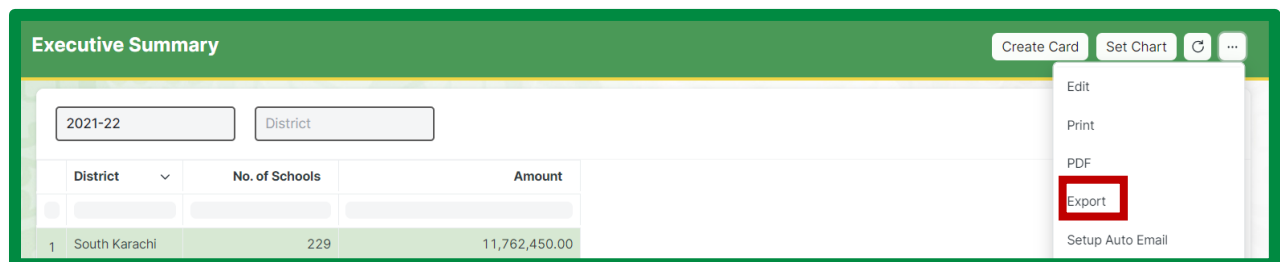1. Click on **Executive Summary Report** under SMC Reports.

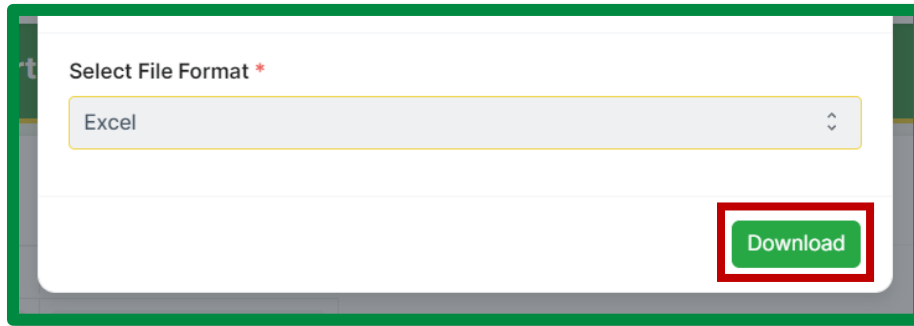2. Executive Report will open with No. of schools and the total Amount Received.

How to Export Report?

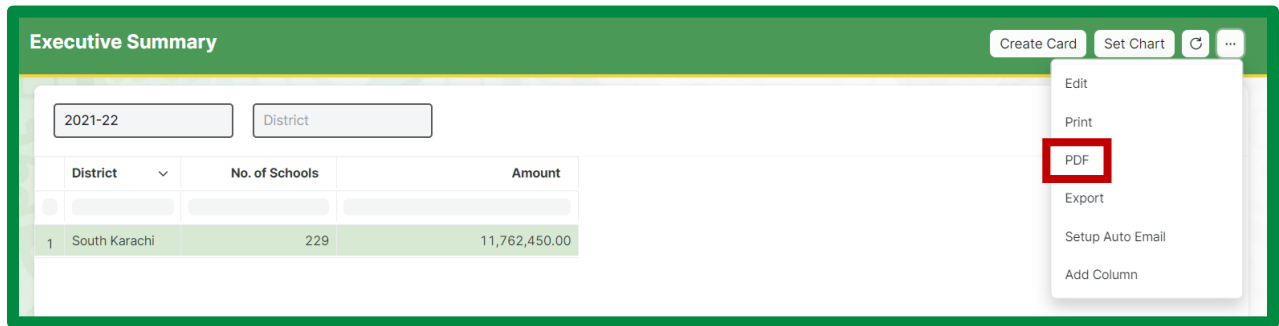To export the report, click on the Menu option and select **Export**.

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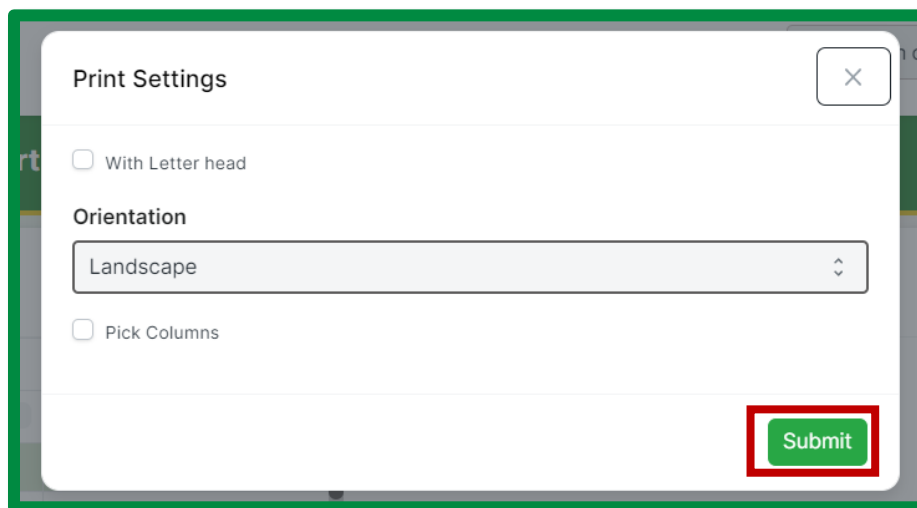

How to save the Report in PDF?

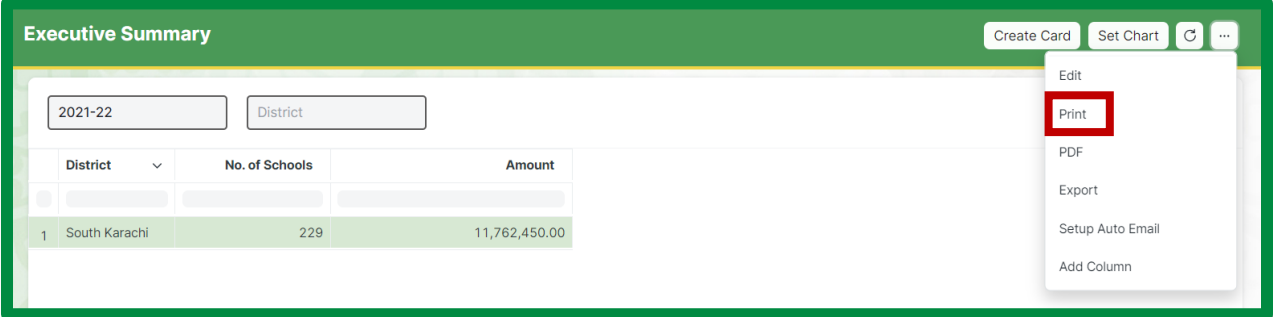To save the report in PDF, click on Menu and select **PDF.**

Select the orientation of the PDF file (Landscape OR Portrait), pick columns if any changes are needed in the report and click **Submit**.

How to Print Report?

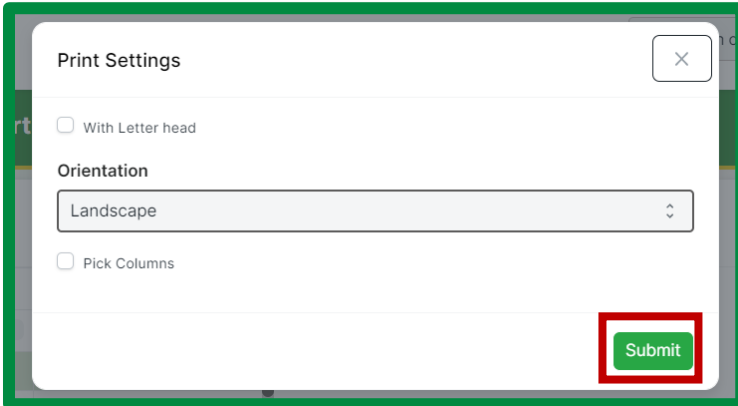To print the report, click on the Menu option and select **Print.**

Select the orientation of the Print file (Landscape OR Portrait), pick columns if any changes are needed in the report, and click **Submit**.