



SEMIS USER MANUAL

of School Management Committee
Portal for School Users.

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	27 th September, 2022		V1
Mehwish Ayyub	3 rd November, 2022	Cover Picture	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
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 school users 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 data systems strengthening, 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, 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 School users 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.

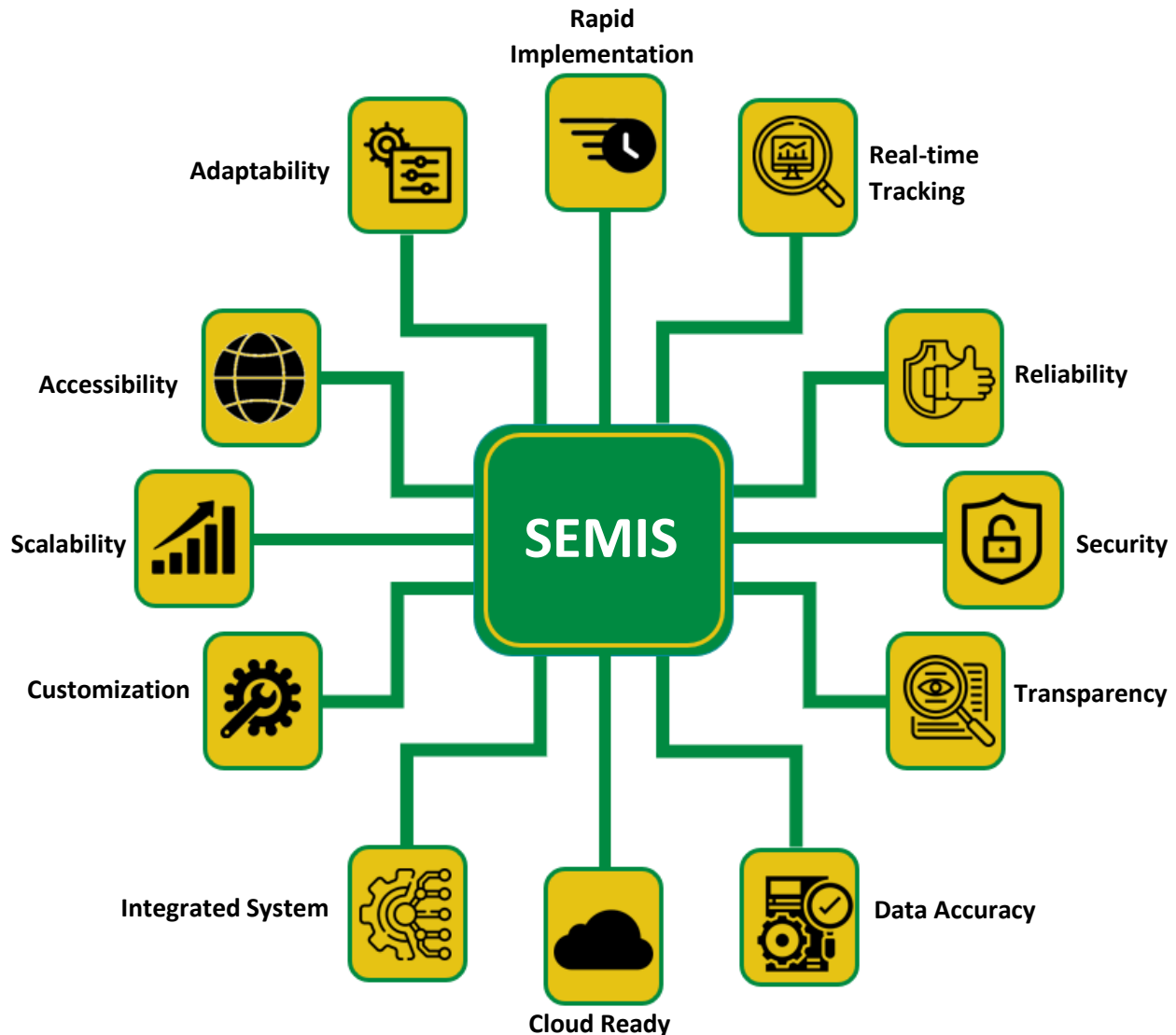
AIMS AND OBJECTIVES

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

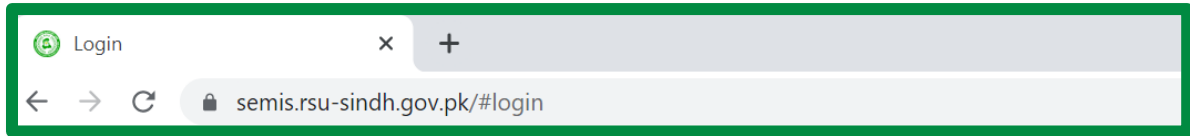
TOPICS TO BE COVERED

Web Portal Login
Mobile Application Installation and Login
Changing and Recovering Password
Assigned Modules
School Profile

WEB-PORTAL

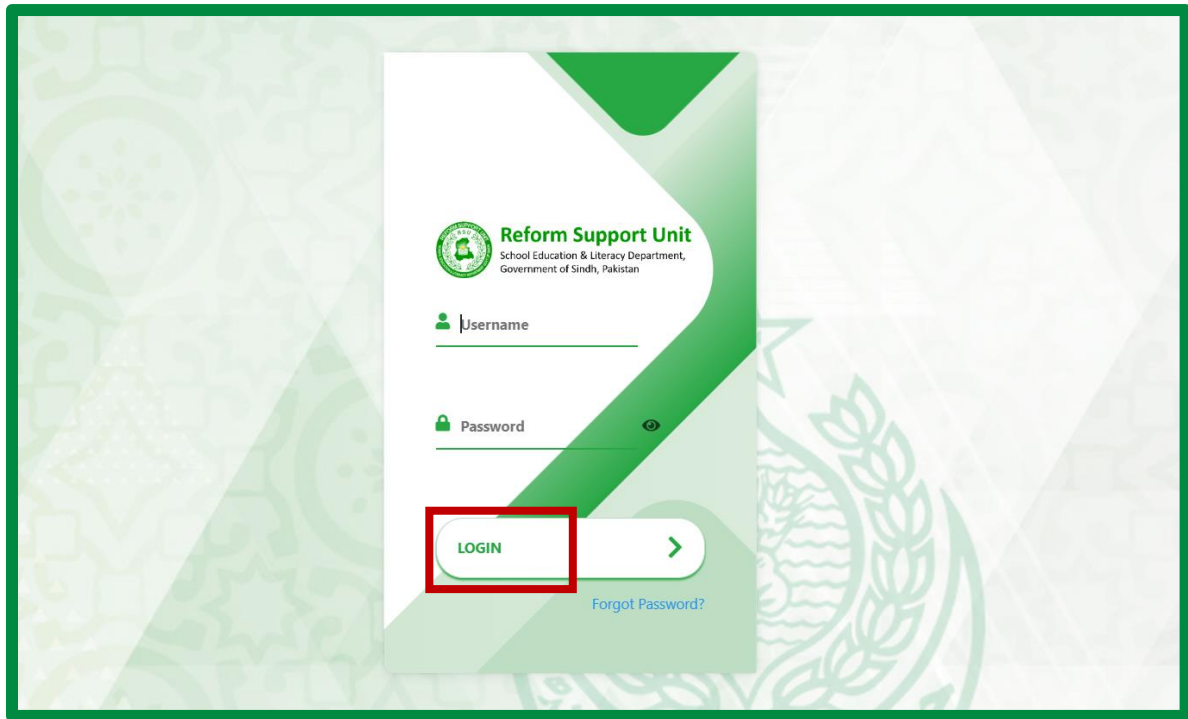
Opening Web-Portal

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.



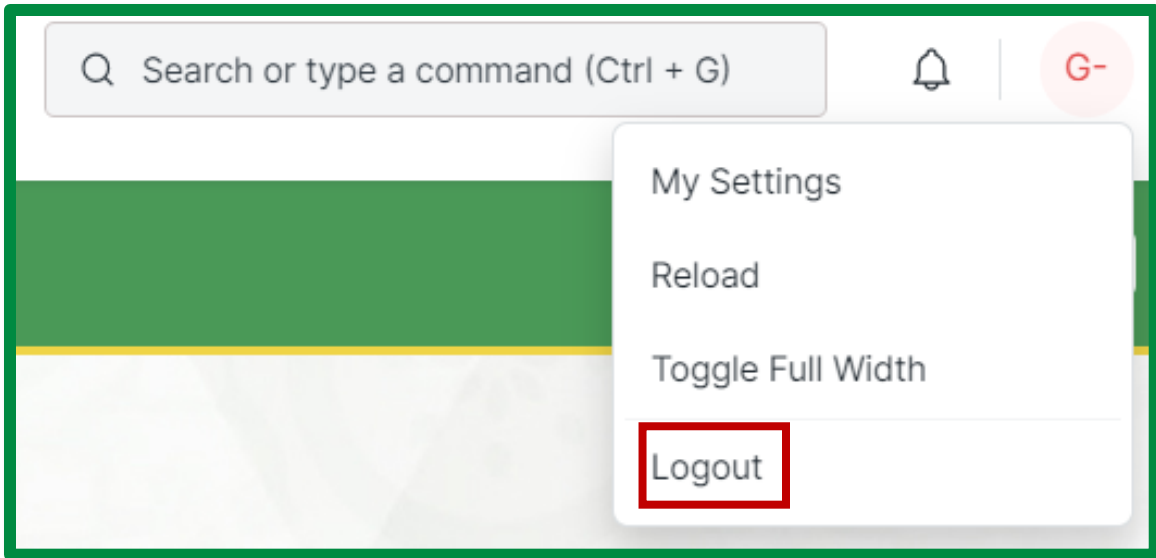
How to Log In?

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.



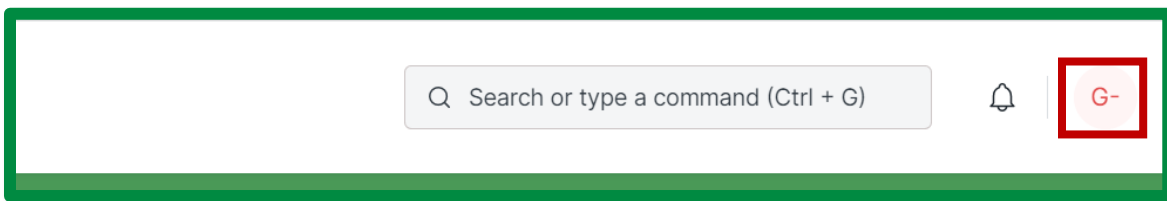
ACCOUNT SECURITY



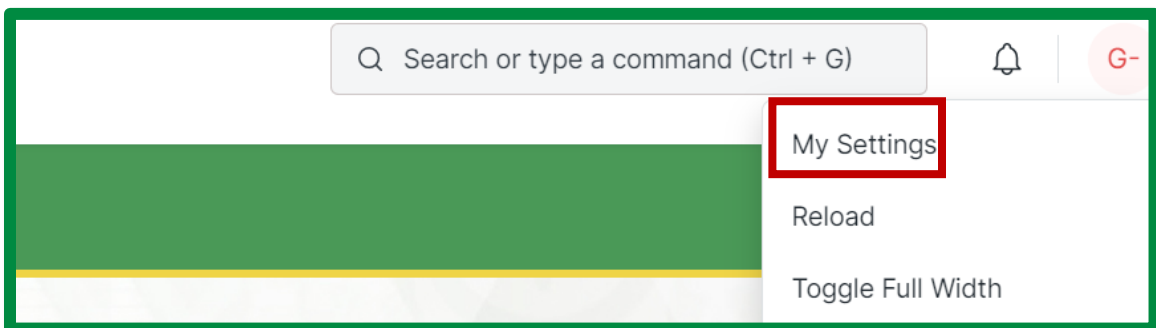
Users must change the login credentials (E-mail address & Password) of the account before using it on web portal.

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 *

Password ↕ < > ... **Save**

How to Change Password?

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

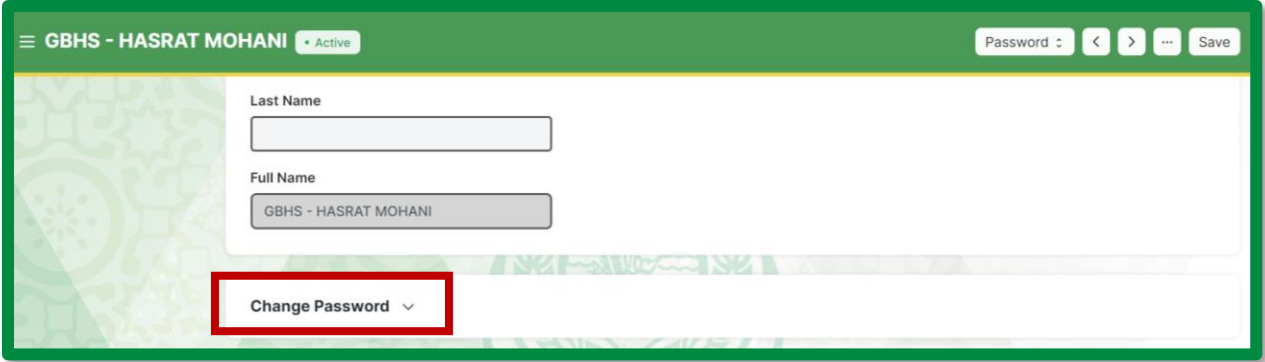
Q Search or type a command (Ctrl + G) 🔔 **G-**

- 2. Click on **My Settings**

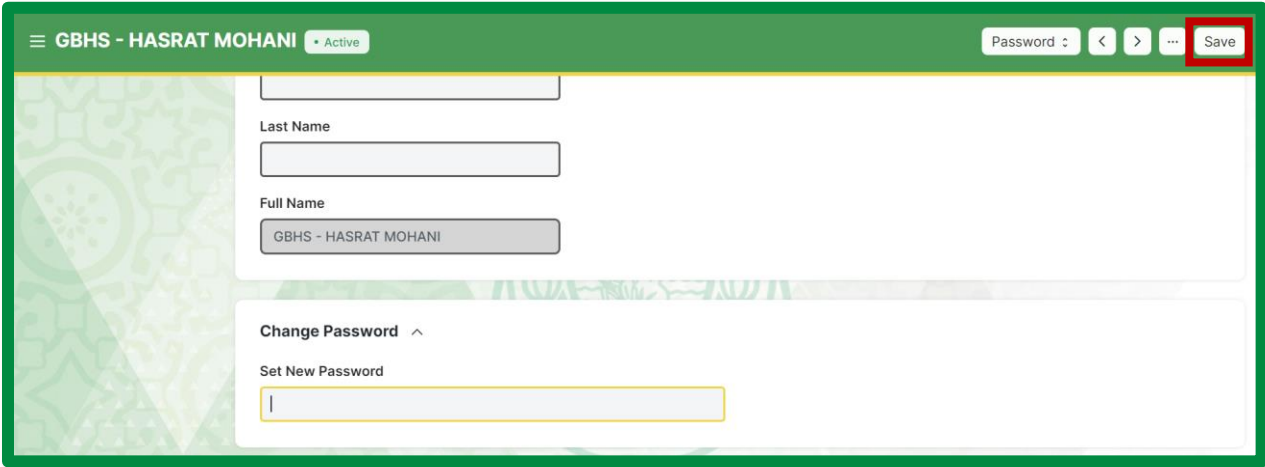
Q Search or type a command (Ctrl + G) 🔔 **G-**

- My Settings**
- Reload
- Toggle Full Width
- Logout

- 3. Click on **Change Password**.

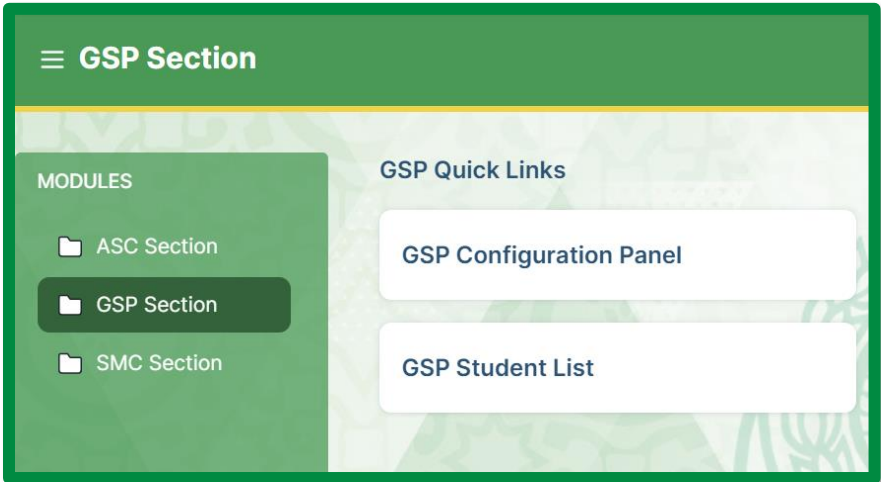


4. Type the new password under **Set New Password** and click on **Save** on the top right side of the screen.



ASSIGNED MODULES

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

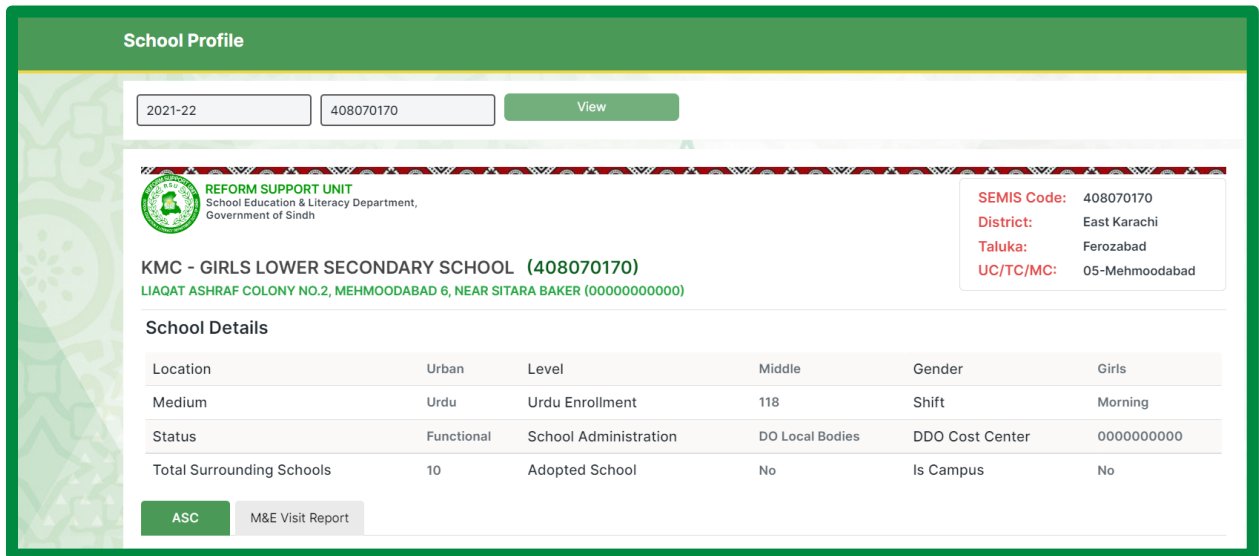
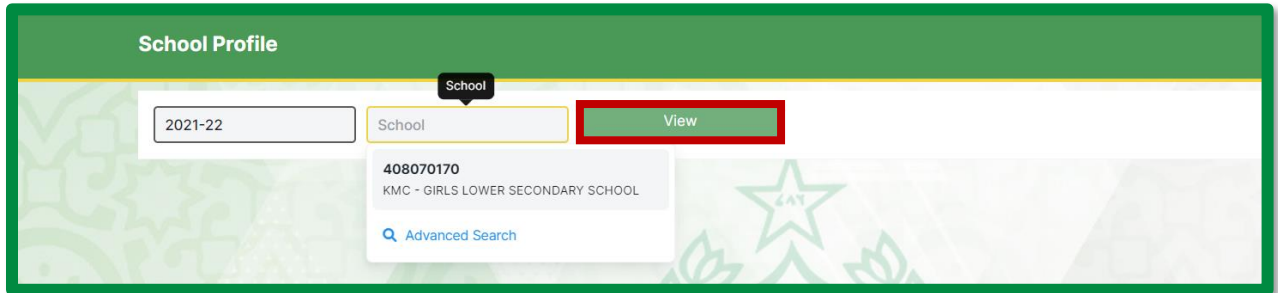


SCHOOL PROFILE

1. Click on **Dashboards** under **MODULES** and then click on **School Profile**.



2. Select a school and click on **View** to access the last updated school profile.



CHAPTER 2

SMC WEB PORTAL

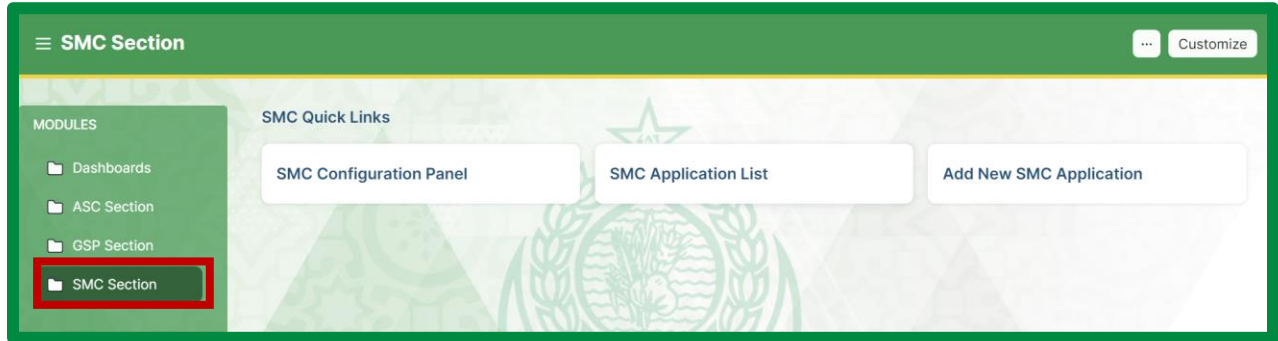
TOPICS TO BE COVERED

SMC Timeframe

Creating & Editing SMC Application Form

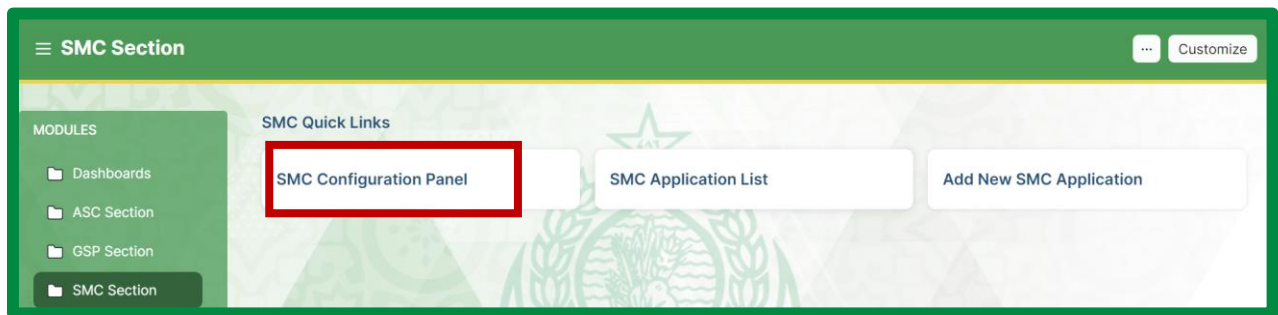
SCHOOL MANAGEMENT COMMITTEE (SMC) SECTION

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

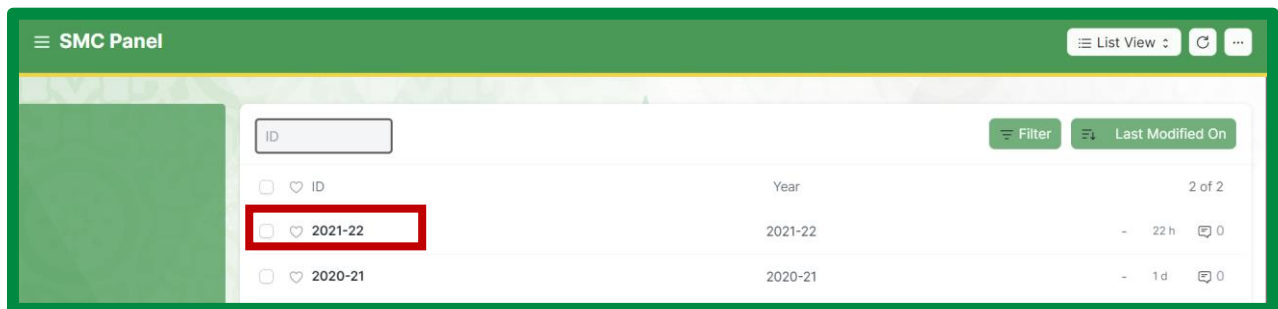


SMC Timeframe

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.

Form Submitting Start Date * Form Submitting End Date *

New SMC Application

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

The screenshot shows the 'SMC Section' dashboard. On the left is a 'MODULES' sidebar with 'SMC Section' selected. The main area has 'SMC Quick Links' with three buttons: 'SMC Configuration Panel', 'SMC Application List', and 'Add New SMC Application'. The 'Add New SMC Application' button is highlighted with a red rectangular box.

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

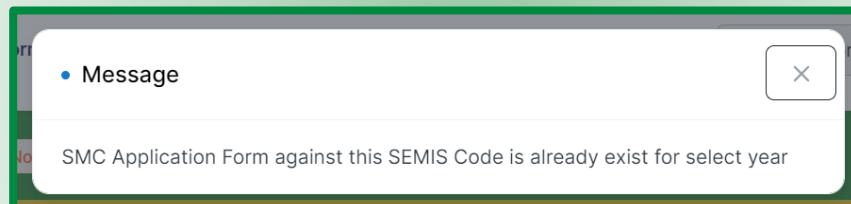
The screenshot shows the 'New SMC Application Form' page. The header includes a 'Save' button highlighted with a red box. The form is titled '1-SCHOOL INFORMATION:' and contains the following fields:

- SEMIS Code *:
- Posting Date:
- Year *:
- District:
- Taluka:
- U.C:
- School Name:

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.

Posting Date	Year *
18-08-2022	2021-22
Total Enrollment	Is it Campus School
0	

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

1-SCHOOL INFORMATION:

SEMIS Code *	Posting Date	Year *
	18-08-2022	2021-22
No. of Classrooms	Total Enrollment	Is it Campus School
000	0	

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

1-SCHOOL INFORMATION:

SEMIS Code *	Posting Date	Year *
<input type="text"/>	<input type="text" value="18-08-2022"/>	<input type="text" value="2021-22"/>
No. of Classrooms	Total Enrollment	Is it Campus School
<input type="text" value="000"/>	<input type="text" value="0"/>	<input type="text" value="Yes"/>
		Write No. of Merged Schools
		<input type="text"/>

2 SMC Bank Information

2- SMC BANK INFORMATION

Account Title *	Bank Name *
<input type="text"/>	<input type="text"/>
IBAN Availability	Last SMC Fund Received
<input type="text"/>	<input type="text"/>
	Current Balance in SMC A/C as of June
	<input type="text"/>

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

IBAN Availability	IBAN *
<input type="text" value="Yes"/>	<input type="text"/>
	International Bank Account Number

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

IBAN Availability	SMC Account Number (Complete) *	Branch Code *	Bank Branch Name
<input type="text" value="No"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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 * Amount in Rs

Yes

4 Expenditure Details

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

<p>(i) Infrastructure Maintenance (Total Amount)</p> <input style="width: 100%;" type="text"/>	<p>(ii) Learning / Teaching Material (Total Amount)</p> <input style="width: 100%;" type="text"/>
--	---

Covid Essentials Items

<p>(a) Sanitizers (Total Amount)</p> <input style="width: 100%; text-align: center;" type="text" value="0.00"/>	<p>(b) Soaps (Total Amount)</p> <input style="width: 100%; text-align: center;" type="text" value="0.00"/>	<p>(c) Washable Face Mask (Total Amount)</p> <input style="width: 100%; text-align: center;" type="text" value="0.00"/>	<p>(d) Room Disinfectants (Total Amount)</p> <input style="width: 100%; text-align: center;" type="text" value="0.00"/>
<p>(e) Hand-Held Thermometer/ Thermal Gun (Total Amount)</p> <input style="width: 100%; text-align: center;" type="text" value="0.00"/>	<p>Total Covid Essentials</p> <input style="width: 100%; text-align: center;" type="text" value="0.00"/>		

5 SMC Composition

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

Head Teacher (Secretary Name) *

Head Teacher CNIC * Head Teacher Cell #: *

<input style="width: 100%; text-align: center;" type="text" value="xxxxx-xxxxxxx-x"/>	<input style="width: 100%; text-align: center;" type="text" value="03xx-xxxxxxx"/>
---	--

Chairperson/Chairman Name: *

Chairperson CNIC * Chairperson Cell# *

<input style="width: 100%; text-align: center;" type="text" value="xxxxx-xxxxxxx-x"/>	<input style="width: 100%; text-align: center;" type="text" value="03xx-xxxxxxx"/>
---	--

Name of Child 1 S/O/D/O

<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
---	---

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
<input type="text"/>	<input type="text"/>
Counter Signed by	Date of Last SMC Election
<input type="text"/>	<input type="text"/>
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					
<input type="checkbox"/> No.	Work Description	Work Start Date	Expenditures	Work End Date	
 No Data					
Add Row					

School Improvement and Betterment Plan					
SIP					
<input type="checkbox"/> No.	Work Description	Work Start Date	Expenditures	Work End Date	
<input type="checkbox"/> 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

- 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**.

<input type="checkbox"/> No.	Work Description	Work Start Date	Expenditures	Work End Date
<input checked="" type="checkbox"/> 1	Work Description	Work Start Date	0.00	Work End Date

8 Attachments

Click on **Attach**

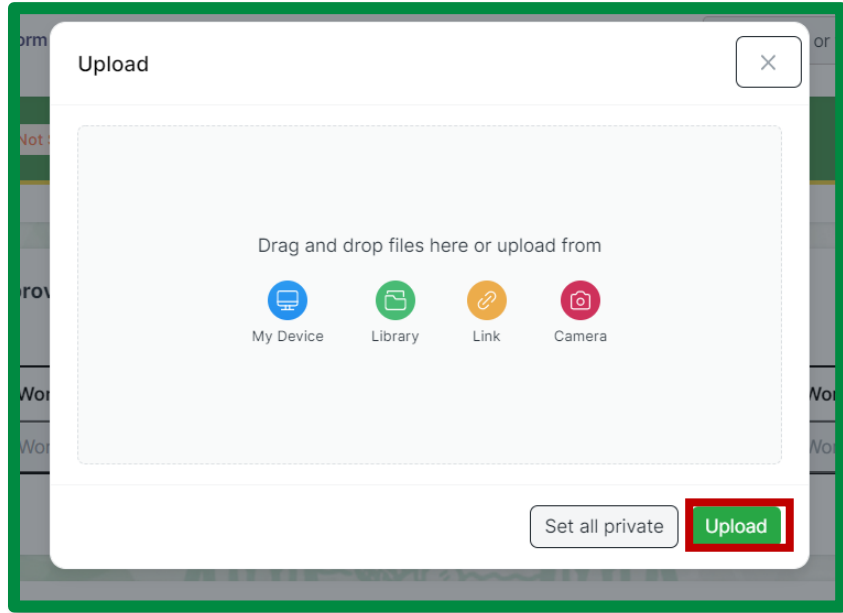
Attachments

Scan Copy of SIP form

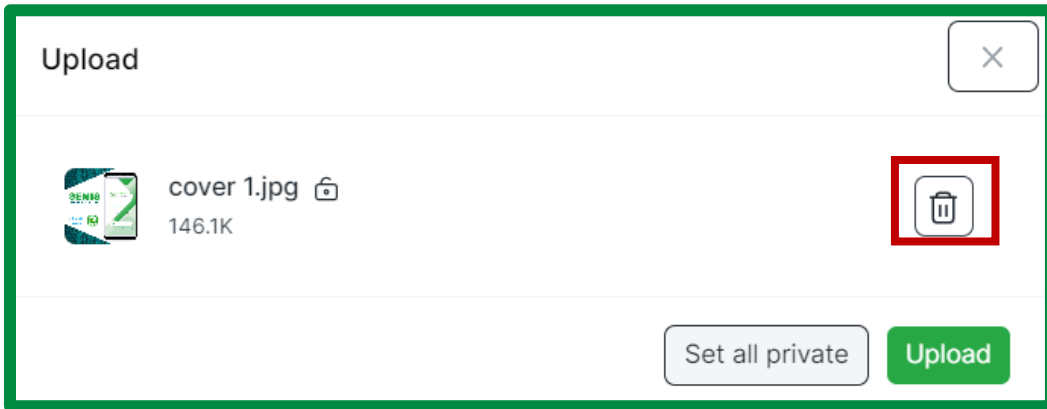
Scan Picture of SMC application form filled manually, signed and stamped(front)

Scan Picture of SMC application form filled manually, signed and stamped(back)

Select the file and click **Upload**

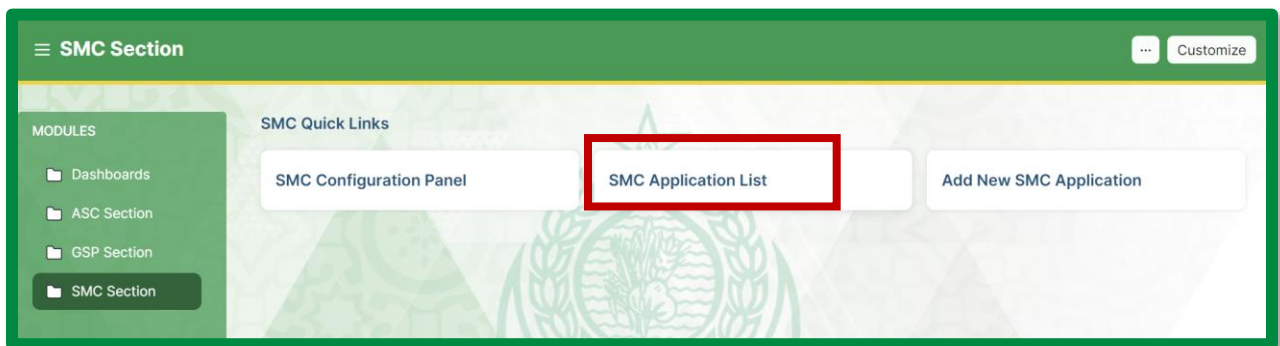


Click on the **trash** icon to delete the Attached file



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.

SMC Application Form

List View | + Add SMC Application Form

ID SEMIS Code District Level Filter Last Modified On

Gender

ID	Status	SEMIS Code	1 of 1
SMC-408020139-2021-22	Draft	408020139	now 0

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.

021-22 Not Saved Save

Submit this document to confirm

1-SCHOOL INFORMATION:

SEMIS Code * Posting Date Year *

408020139 12-08-2022 2021-22

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

021-22 Draft Submit

Submit this document to confirm

1-SCHOOL INFORMATION:

SEMIS Code * Posting Date Year *

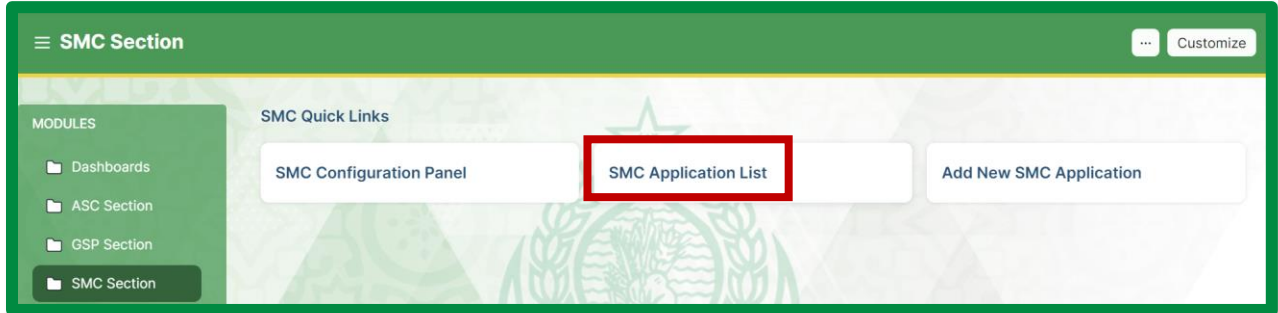
408020139 12-08-2022 2021-22

District Taluka U.C

Keamari Karachi SITE 05-Pak Colony

SMC Application List

1. Click on **SMC Application List**



2. Click on the **ID** to open and access the SMC form.

