Sindh Madressatul Islam University, Karachi

Standard Operating Procedure
FOR
SMIU Campus Management Solution

ACKNOWLEDGEMENT

This Handbook gives an introduction to the support facilities, procedures and codes of conduct relating to PeopleSoft Campus Management for offices and students at the Sindh Madressatul Islam University (SMIU), Karachi. It will serve as a guide to how Offices and students can best become involved, and take advantage from system. The information and instructions contained in this document are periodically updated and therefore subject to change from time to time as deemed necessary and appropriate by the SMIU in order to meet the requirements of its strategic agenda. The procedures and instructions contained in this document apply to students and all stake holders of the University facilitated from the System

This handbook is, NOT a substitute for the Program Announcement, which is a comprehensive document regarding SMIU's Admission, Academic policies, Programs of Study, Grading and Evaluation Rules, etc.

PeopleSoft Campus Management

PeopleSoft's Campus Solution is the comprehensive student administration system which covers all the phases of student life cycle at the university, from admission to graduation process.

The extensive web-based, self-service functionality for faculty and students by fulfilling core functional needs like course registration, grade reporting, student recordkeeping, application for enrollment processing, financial aid awarding, student billing, and degree auditing. **Key Modules**

1. PS ACADEMIC STRUCTURE - AS
2. PS STUDENT RECRUITING - SR
3. PS STUDENT ADMISSIONS - SA
4. PS CAMPUS COMMUNITY - CC
5. PS RECORDS AND ENROLLMENT - RE
6. PS CURRICULUM MANAGEMENT - CM
7. PS STUDENT FINANCIALS - SF
8. PS FINANCIAL AID – FA
9. PS STUDENT SELF SERVICE - SSS
10. PS FACULTY SELF SERVICE - FSS
11. PS GRADE BOOK - GB
12. PS SECURITY ADMINISTRATION MODULE – SAM

Roles and Responsibilities of PeopleSoft Campus Management Solution users

PURPOSE

The purpose of this document is to define role and responsibilities on SMIU PS CMS of different departments.

SCOPE

The scope of the document is to provide necessary information for users, to work on the ERP. The procedure identifies the roles and responsibilities, work strategy for SMIU PS CMS ERP.

ABBREVIATIONS

Abbreviations	Meaning

SMIU	Sindh Madressatul Islam University
VC	Vice Chancellor
HODs	Head of Departments
ERP	Enterprise Resource Plan
CMS	Campus Management Solution
PS	PeopleSoft

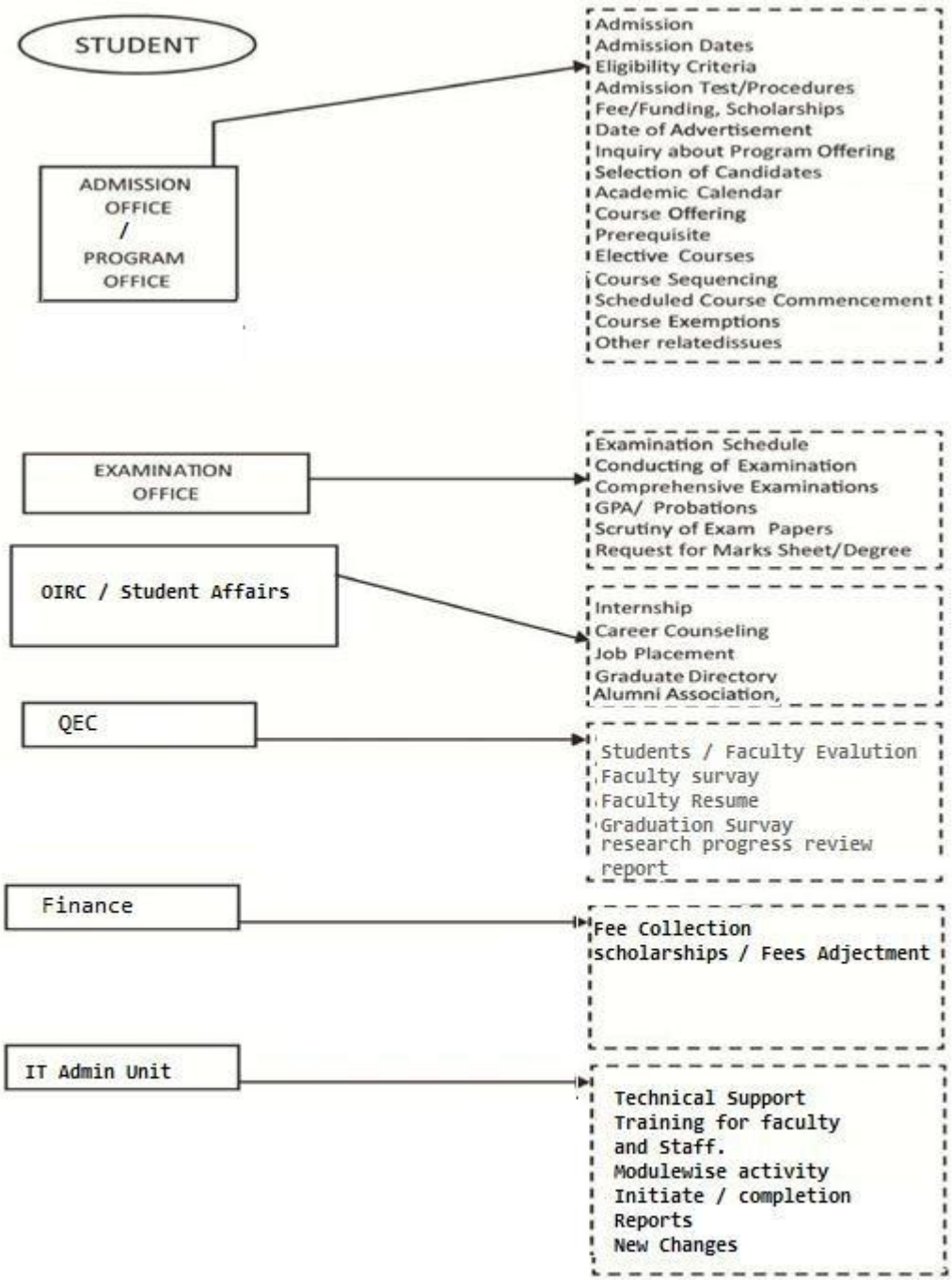
RESPONSIBILITIES

a. **Functional Officer:** To train users for business process.

b. **Technical Officer:** Responsible for change in code level.

c. **PS DBA Officer**: Responsible for to maintenance and smooth run of ERP.

Roles and Responsibilities Diagram


STUDENT
ADMISSION OFFICE / PROGRAM OFFICE
Admission
Admission Dates
Eligibility Criteria
Admission Test/Procedures
Fee/Funding, Scholarships
Date of Advertisement
Inquiry about Program Offering
Selection of Candidates
Academic Calendar
Course Offering
Prerequisite
Elective Courses
Course Sequencing
Scheduled Course Commencement
Course Exemptions
Other relatedissues
EXAMINATION OFFICE
Examination Schedule
Conducting of Examination
Comprehensive Examinations
GPA/ Probations
Scrutiny of Exam Papers
Request for Marks Sheet/Degree
OIRC / Student Affairs
Internship
Career Counseling
Job Placement
Graduate Directory
Alumni Association,
QEC
Students / Faculty Evalution
Faculty survay
Faculty Resume
Graduation Survay
research progress review report
Finance
Fee Collection
scholarships / Fees Adjectment
IT Admin Unit
Technical Support
Training for faculty and Staff.
Modulewise activity
Initiate / completion
Reports
New Changes

ROLES AND RESPONSIBILITIES

Modules

Campus Management Solution is the most responsive and comprehensive student administration system which covers all the phases of student life cycle at the university; right from his admission till he graduates and becomes an alumnus. Following are the modules and responsibilities available in CMS:

Admission Department

Duties:

- Manage the admissions processing of a portfolio of programs in close liaison with academic departments, applying agreed criteria to make admissions decisions consistently and fairly.
- Handle telephone and email enquiries from prospective students, their parents, teachers and advisers independently and in a timely and professional manner.
- Process incoming applications for all degree programs, checking qualifications, the validity of decisions and authenticity of results.
- Enter decisions and generate offers using the University Student Record system and other databases with the aim of 100% accuracy.
- Monitor the responses of applicants to decisions and provide data to Faculties and Departments on applicant status and workflow.
- Check and verify the fee classification of applicants.
- Ensure that correct procedures are followed when dealing with fraudulent applications, applicants with criminal convictions and under-age applicants.
- Liaise regularly with both academic and administrative staff.

Admission department is responsible of all activities related to student recruitment and admissions and graduating students using below two modules.

Recruitment & Admission: This module is capable to automate the admission process of university, it will generate merit lists according to the admission criteria and score of the admission test results. The system will make offering process automatic on the merit basis.

Academic Advisement: Academic Advisement is the application within Campus Solutions that is used for degree audit i.e. to track the requirements that a student must satisfy in order to graduate.

Finance Department

Duties:

- To ensure the solvency of the University.
- To safeguard the University's assets.
- To ensure the effective and efficient use of resources.
- To ensure that the funds provided by the funding body are used in accordance with the terms and conditions specified in the University's Memorandum of Assurance and Accountability with the funding body.

- To ensure that financial control systems are in place and are working effectively.
- To approve the University's strategic plan.
- To approve the University's Financial Forecasts and Annual Budget and the annual financial statements.
- To appoint the University's internal and external auditors.

Student Financials: Student Financial module will keep record of each student's financials comprising his fees, scholarships and waivers. Any student can get his status regarding credit or debit. This will enable finance department to easily find out the statistics relating to student finance.

Finance Department is responsible of all activities related to student financial like fees posting, scholarships, student balances etc

IT Administration unit & Academic Resource Person / Course Coordinator

IT Administration unit

Duties:

- PS Team will provide Technical Support.
- PS Team will develop new requirements and modifications in various Modules.
- Observation will be entertained through proper channel on request form. **Academic Resource Person / Course Coordinator**

Duties:

- Reporting to the Dean and/or Head of the departments.
- Working closely with the Dean / Head of the departments.
- Being a member of the Faculty Preparing annual course reports as required
- Providing course specific advice to students
- Providing course promotion and recruitment in conjunction with the Faculty Office
- Monitoring applications, offers and enrolment numbers and related statistics Considering and approving enrolment and credit cases Assisting at HODs Meetings for courses.
- Conducting orientation sessions at the course level.
- Overseeing administration of student progress

Student Records: The Student Records application is a set of business processes which can maintain Course Catalog, maintain Schedule of Classes, define Repeat Checking Rules, Maintain Course Requisites, Process appointments, permissions, term activations, withdrawals and other term related activities.

Campus community: It is the foundation of PeopleSoft Campus Solutions package It provides the 3C's concept i.e. Communications, Checklists and Comments. It also enables to maintain People and Organizations data. It helps in Event Tracking On and Off Campus events.

Faculty and Examination Department

- To maintain attendance roster
- To make sure enrolment of student in correct course
  - To maintain grade book for marks distribution.
- To view complete schedule of class

Grade Book: Gradebook helps to monitor class assignments and grades as well as facilitates communication between instructors and students.

- **Faculty Self-Service:**

Faculty Centre is for faculty members, where they can view.

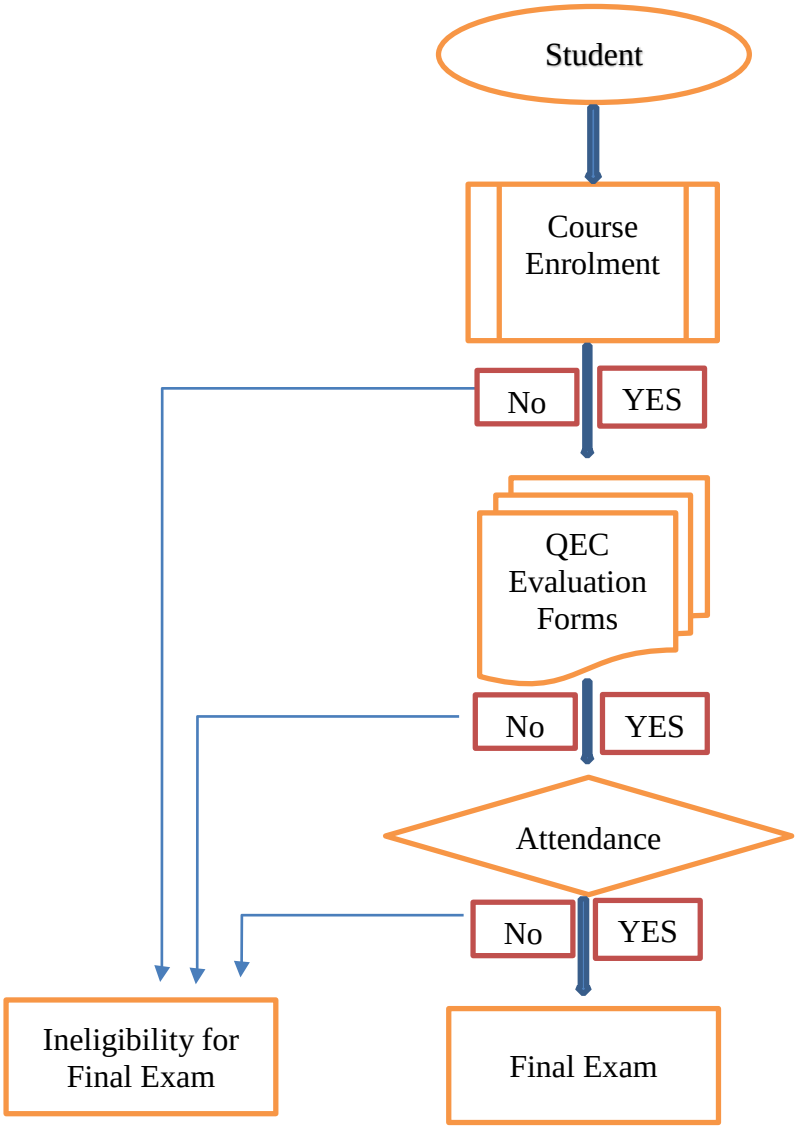
- See a complete calendar of their classes.
- View a list of students who are enrolled or wait-listed for a class, plus those who dropped.
- Send email to one student, a select group, or all students in a class—with just one click.
- Access class information, such as start and end date, days and times, and location.
- Enter midterm and final grades for each student.
- Write notes to be displayed on a student's transcript.

- **Student Self-Service:**

Student center is for students. Where they can view.

- Access a secure 360-degree view of their relationship with the institution on a single web page.
- View class and exam schedules, check enrollment appointments, and enroll or change enrollment in classes.
- Request transcripts, view course and grade history, and evaluate transfer credit.

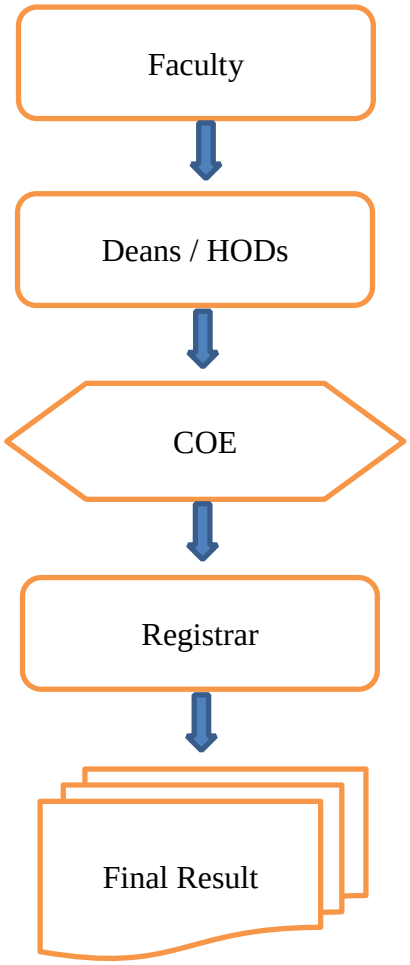
Students Responsibility Diagram.



Student Responsibility Steps: (Mandatory)

- To make sure He / She enrollment in particular course. To fill QEC Evaluation forms.
- To make sure attendance

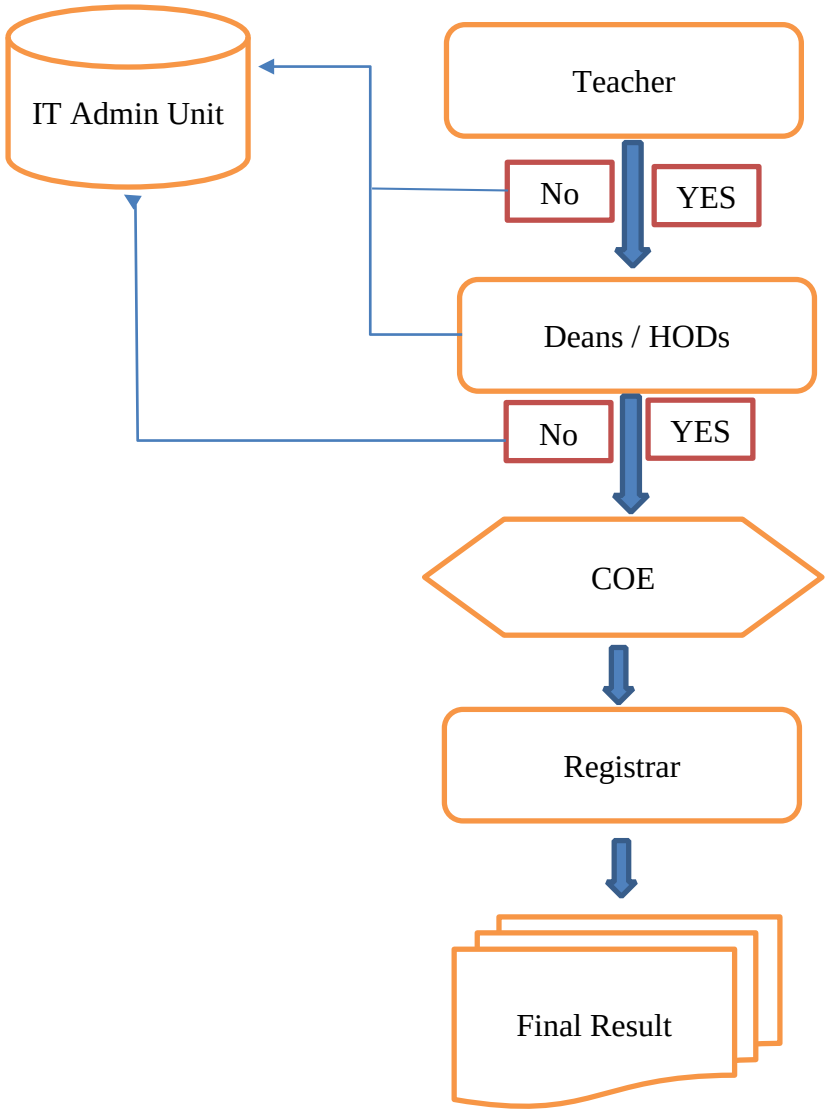
Faculty, Deans, COE and Registrar Responsibility Diagram.



Faculty, Deans, COE and Registrar Responsibility Steps: (mandatory)

- Faculty generate / create grade roster
- Faculty Post the results to Deans / HODs After verification deans / HODs post results to COE COE post the result after conformation to Registrar.
- Registrar proceed for final approval to Vice Chancellor.

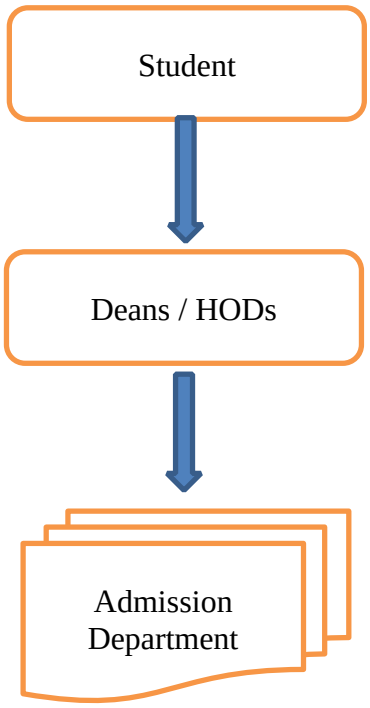
Marks Editing Rights Diagram.



Marks Editing Rights Steps: (mandatory)

- Faculty enter the marks in system and post to HODs. If faculty found mistake in course marks after submission. Faculty may request to HODs for correction in marks and HoDs request for marks editing rules for correction to IT Admin Unit.
- After verification and posting marks from HoDs to COE. If HoDs found mistake in results. HoDs may request for editing rules to IT Admin Unit. COE will post the result to registrar office for further process.
- Registrar office proceed for final approval.

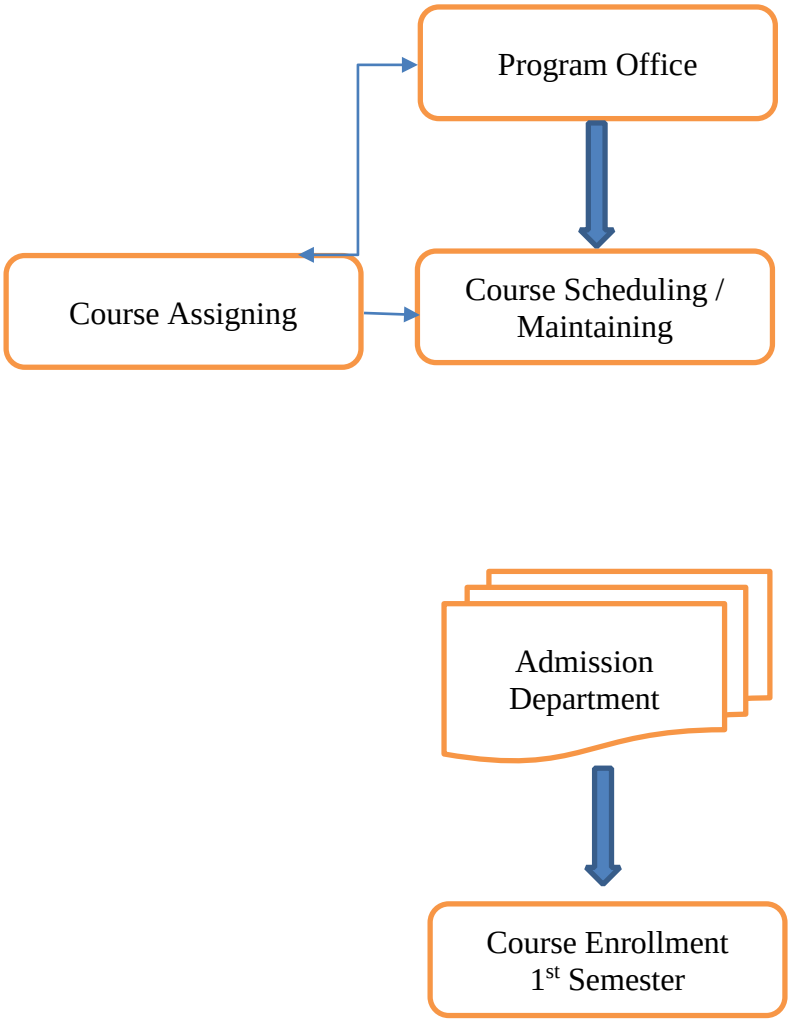
Wrong Course Drop Diagram.



Wrong Course Drop Steps: (mandatory)

- If student enrolled him/ herself in wrong course. He / She can write an application to HoD to drop the course from CMS.
- After approval from HoD. Admission department will drop the student from desired course.

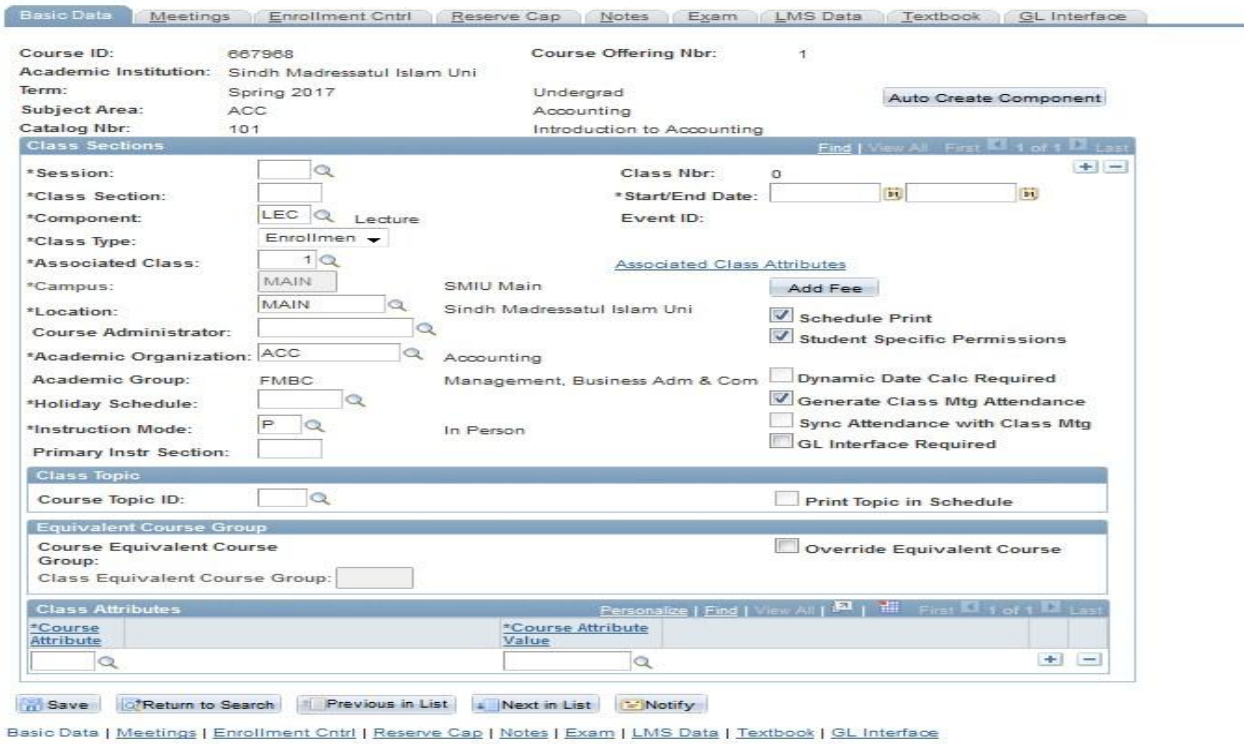
Course Scheduling, Course Assigning to faculty and student enrollment Diagram.



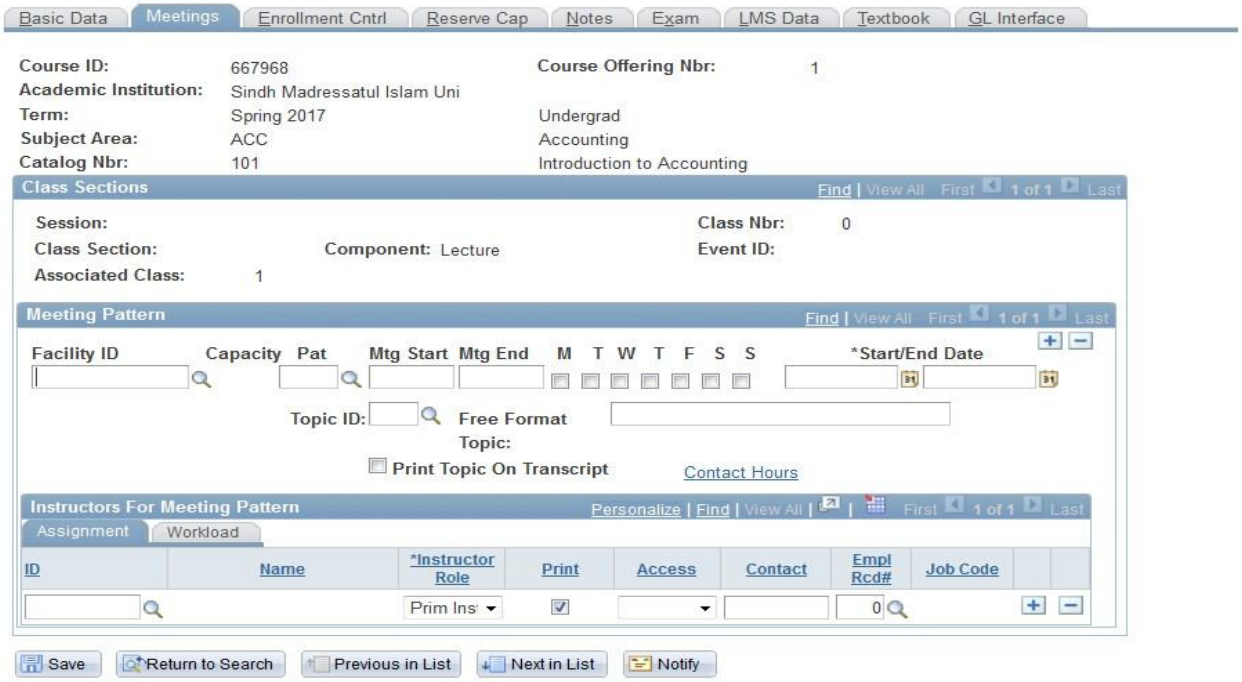
Course Scheduling, Course Assigning to faculty and student enrollment steps: (mandatory)

- Program Office will be the responsible for course scheduling and assigning faculty in particular course.
- Admission department will be the responsible for 1st semester course enrollment.

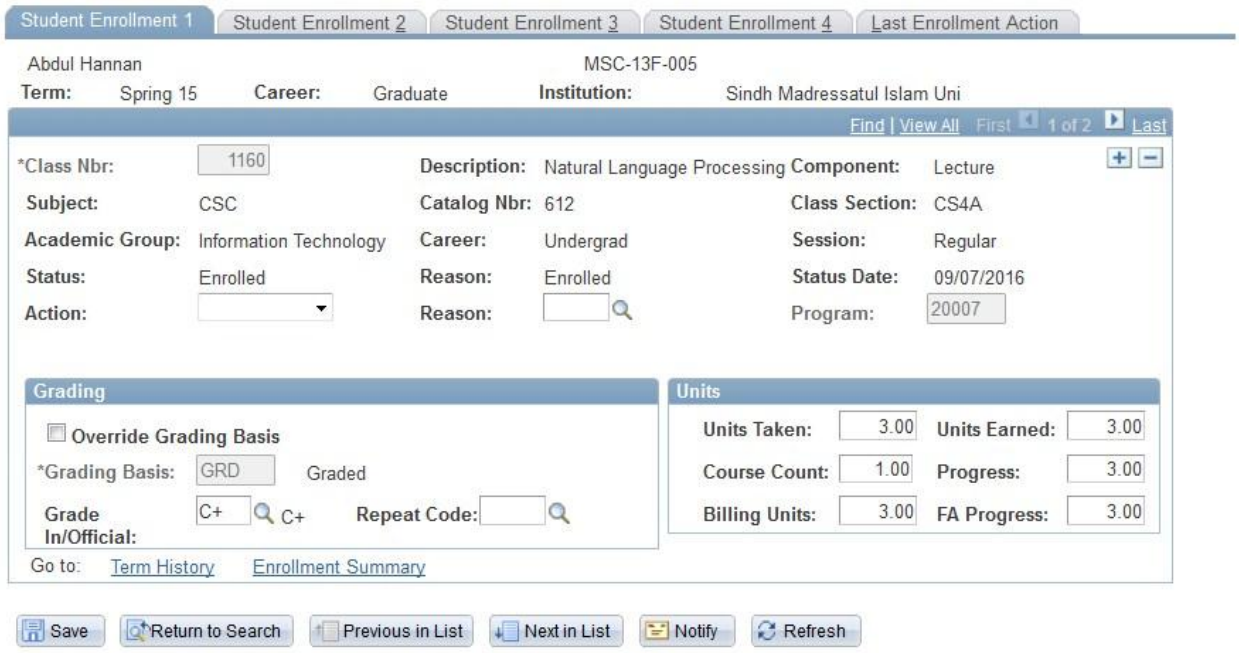
Course Scheduling:



Course Meeting:


Basic Data
Meetings
Enrollment Cntrl
Reserve Cap
Notes
Exam
LMS Data
Textbook
GL Interface
Course ID: 667968
Course Offering Nbr: 1
Academic Institution: Sindh Madressatul Islam Uni
Term: Spring 2017
Undergrad
Subject Area: ACC
Accounting
Catalog Nbr: 101
Introduction to Accounting
Class Sections
Find | View All First 1 of 1 Last
Session:
Class Nbr: 0
Class Section:
Component: Lecture
Event ID:
Associated Class: 1
Meeting Pattern
Find | View All First 1 of 1 Last
Facility ID
Capacity
Pat
Mtg Start
Mtg End
M T W T F S S
*Start/End Date
Topic ID:
Free Format Topic:
Print Topic On Transcript
Contact Hours
Instructors For Meeting Pattern
Personalize | Find | View All
First 1 of 1 Last
Assignment
Workload
ID
Name
*Instructor Role
Print
Access
Contact
Empl Rcd#
Job Code
Prim Ins
0
Save
Return to Search
Previous in List
Next in List
Notify

Course Drop:


Student Enrollment 1
Student Enrollment 2
Student Enrollment 3
Student Enrollment 4
Last Enrollment Action
Abdul Hannan
MSC-13F-005
Term: Spring 15
Career: Graduate
Institution: Sindh Madressatul Islam Uni
Find | View All First 1 of 2 Last
*Class Nbr: 1160
Description: Natural Language Processing
Component: Lecture
Subject: CSC
Catalog Nbr: 612
Class Section: CS4A
Academic Group: Information Technology
Career: Undergrad
Session: Regular
Status: Enrolled
Reason: Enrolled
Status Date: 09/07/2016
Action:
Reason:
Program: 20007
Grading
Override Grading Basis
*Grading Basis: GRD
Graded
Grade In/Official: C+
C+
Repeat Code:
Units
Units Taken: 3.00
Units Earned: 3.00
Course Count: 1.00
Progress: 3.00
Billing Units: 3.00
FA Progress: 3.00
Go to: Term History
Enrollment Summary
Save
Return to Search
Previous in List
Next in List
Notify
Refresh

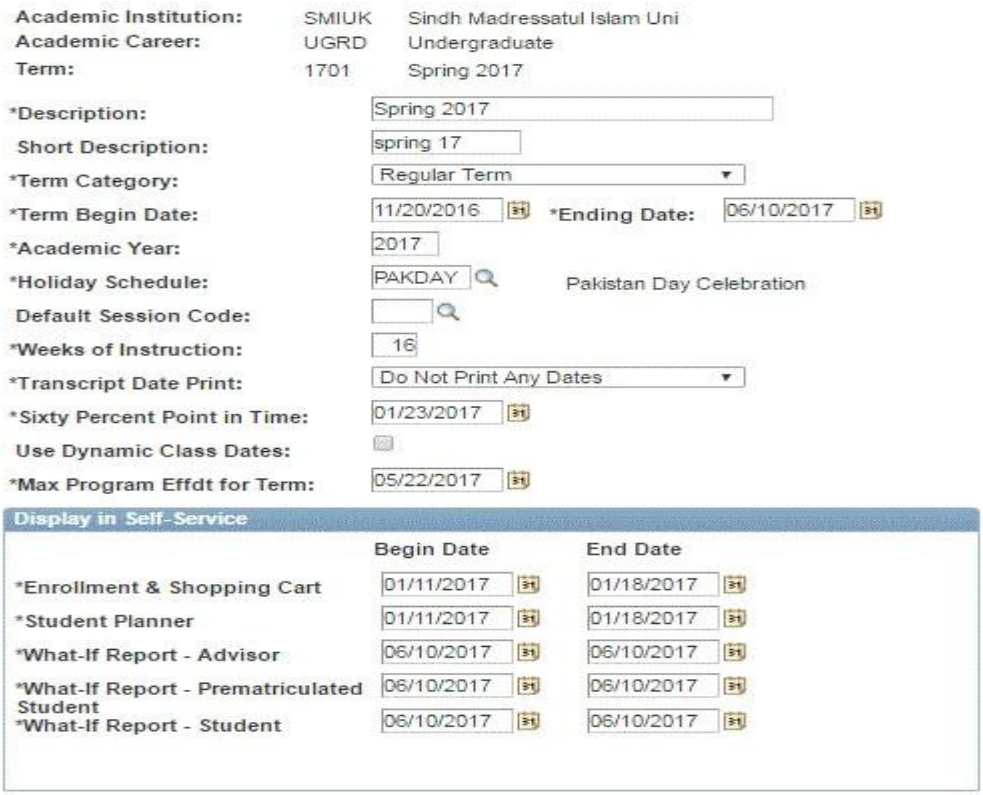
Important Dates:

Following activities must be defined and maintained by concern departments:

Sr.No.	Description	Time/Date	Response /Department
1.	Time Table	(Before 15 working days from commencement of the new Semester)	Deans
2.	Fees payment / Term Activation	(Before Seven working days from commencement of the new Semester)	Admission Department
3.	Class Scheduling	(Before 10 working days from commencement of the new Semester)	Academic / Course coordinator
4.	Student Course Enrollment	(Before/After Seven working days from commencement of the new Semester)	Student Self-Service

5.	Course Dropout	(After Five Working days from commencement of the new Semester)	Student Self-Service
6.	QEC Evaluation	(Before Final Exam)	QEC / Student Self-Service

Term and Enrollment:



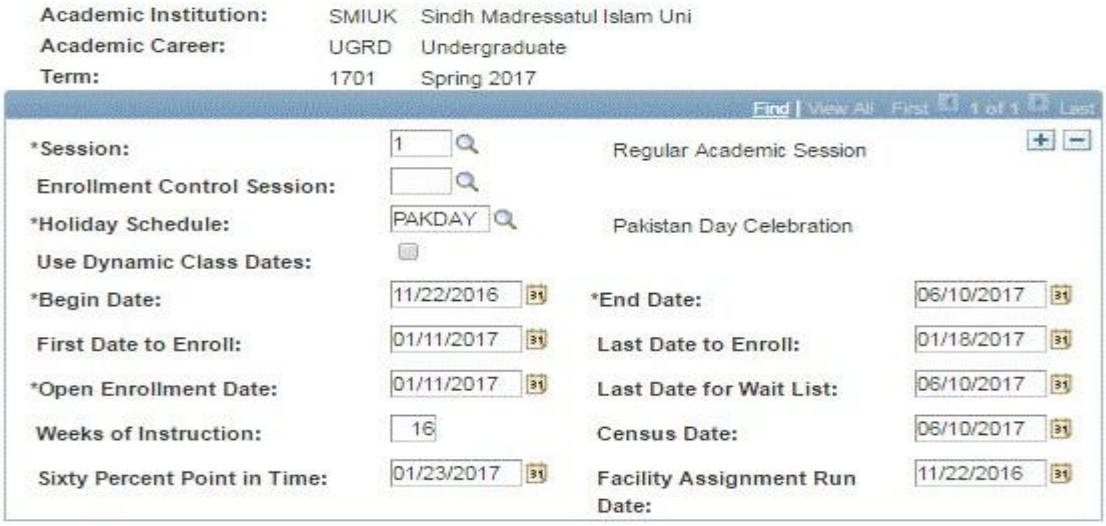
Academic Institution: SMIUK Sindh Madressatul Islam Uni
Academic Career: UGRD Undergraduate
Term: 1701 Spring 2017

*Description: Spring 2017
Short Description: spring 17
*Term Category: Regular Term
*Term Begin Date: 11/20/2016 *Ending Date: 06/10/2017
*Academic Year: 2017
*Holiday Schedule: PAKDAY Pakistan Day Celebration
Default Session Code:
*Weeks of Instruction: 16
*Transcript Date Print: Do Not Print Any Dates
*Sixty Percent Point in Time: 01/23/2017
Use Dynamic Class Dates:
*Max Program Effdt for Term: 05/22/2017

Display in Self-Service

	Begin Date	End Date
*Enrollment & Shopping Cart	01/11/2017	01/18/2017
*Student Planner	01/11/2017	01/18/2017
*What-If Report - Advisor	06/10/2017	06/10/2017
*What-If Report - Prematriculated Student	06/10/2017	06/10/2017
*What-If Report - Student	06/10/2017	06/10/2017

Session Start and End Date:



Academic Institution: SMIUK Sindh Madressatul Islam Uni
Academic Career: UGRD Undergraduate
Term: 1701 Spring 2017

Find | View All First 1 of 1 Last

*Session: 1 Regular Academic Session
Enrollment Control Session:
*Holiday Schedule: PAKDAY Pakistan Day Celebration
Use Dynamic Class Dates:

*Begin Date:	11/22/2016	*End Date:	06/10/2017
First Date to Enroll:	01/11/2017	Last Date to Enroll:	01/18/2017
*Open Enrollment Date:	01/11/2017	Last Date for Wait List:	06/10/2017
Weeks of Instruction:	16	Census Date:	06/10/2017
Sixty Percent Point in Time:	01/23/2017	Facility Assignment Run Date:	11/22/2016

OBJECTIVE/ PURPOSE	**Roles and Responsibilities of concerns departments**

PROCEDURE DESCRIPTION	**Admission Office / Program Office:** • Admission office provide admission dates, Eligibility Criteria, Admission Form Inspection. • To Conducting Admission test. • Fees, Scholarships. • Student Course enrolment. • Inquiry for program offering • After test and interview student selection and offer letter. • Academic Calendar • Course offering / Creation. • Prerequisites for admissions and program Elective Courses. • Different Program • Schedule of course commencement. **Examination Office:** • Examination Schedule. • Conducting of Exam. • GPA, CGPA and Grading. • Security of exam papers. • Request for Mark Sheet / Degree. **ORIC/ Student Affaire:** Internship • Career Counseling • Job Placement • Graduating Directory **QEC:** • To Conduct evaluation for student and faculty. • Course Evaluation by Faculty Course Evaluation by Student Faculty Resume. • Faculty Survey • Graduating Survey • Research Feedback form **Finance:** • Fee Collection • Student scholarships.

	IT Administration Unit: • PS Team will provide Technical Support. • PS Team will develop new requirements and modifications in various Modules. Observation will be entertained through proper chancel on request form. **SMIU Departments:** • Every Department must be responsible of concern module and routine activities. IT Administration Unit will provide the trainings including user manuals,