

SAMIS: Students and Academic Management Information System

Overview of SAMIS

SAMIS is a Students and Academic Management Information System, it is software application for education establishments to manage Academic information (programs offered in a college/University, and in each program what courses are available). It also manages the teaching staff and what courses they teach, student data (enrollment process, programs and courses taken by students, examinations and results for each student, accommodation information for students). The system also manages the classes and teacher's schedules i.e. timetable information. It also records billing information i.e. it shows the cost of each program offered and indicate the payment schedules and student payment status.

Why is SAMIS important

SAMIS is important because information about students, programs and courses, teaching staff, billing and many more as explained later can be accessed easily and quickly and hence the process of making decision for management becomes easier and faster, this at a higher level improves the performance and operation of an academic institution. On the side of students they also get access to the system and hence remove unnecessary queues for information since they can get information about their progressive results, their payment status, programs and courses online at their own convenient time.

General Functions of SAMIS

- Enrolling new students and storing teaching option choices
- Handling the admissions process
- Handling Billing Information
- Handling inquiries from prospective students
- Automatically creating class & teacher schedules-Timetable
- Handling records of examinations, assessments, marks, grades, academic progression and finally producing students transcripts
- Maintaining records of absences and attendance
- Recording communications with students
- Maintaining students discipline records
- Providing statistical reports
- Maintenance of Accommodation details for students

- Communicating student details to parents through a parent portal
- Special Education / Individual Education Plan (IEP) services

Modules

- **Admission Module**
 - o New student application process
 - o Student registration process(Capturing students information)
- **Academic Module(Courses and Examination)**
 - o Program Definition
 - o Course Definition
 - o Program course assignment
 - o Definition of Grading System
 - o Definition of Course Weights
 - o Assignment of courses to teaching staff
 - o Students course registration
 - o Students application for examinations
 - o Teaching staff entering exam results
 - o Forwarding of examination results
- **Billing Module**
 - o Definition of fee structure for each program
 - o Receiving students payment
- **Accommodation Module**
 - o Defining dormitory and room details
 - o Allocating students into rooms
- **Library Module**
 - o Recording of library resources available
 - o Recording of borrowing history of library resources
- **Timetable Module**
 - o Allocation of classes and teachers into teaching time slots
- **Business Intelligence(Reports)**
 - o Statistical reporting e.g. percentage of passes by program, by course, by teaching staff etc.
 - o Students viewing their examination results
 - o Students viewing of billing payment status
 - o Teaching staff viewing students registered under their courses

User Groups

SAMIS has the following types of users

- **Students**
- **Teaching Staff**
- **Administrative Staff**
 - o Admission Section
 - o Dormitory Management Section
 - o Finance Section(Billing Information)
- **System Administrator**
 - o Definition of system constants (system calendar, creation of system users and groups, assignment of users to groups)
 - o Change of semester
 - o Students results archiving