Academic Institute Management System.

AIMS©, The Academic Institute Management System, a state of the art software system, designed to bring unparalleled operational efficiency & quickest return on investment to any educational institution.

AIMS© functionality is fully integrated using a single, powerful, and completely secure database on SaaS model allowing operations where boundaries do not matter.

Utilizing AIMS© web based functionality ensures Institute communicates with Staff, Faculty, Students & Parents in real time and conduct & monitor operations remotely.

Academic Institute Management System

Advantages to Management.

- Easy Scalability.
- Robust Security.
- Auto Data Back-up.
- Pay per User Pricing.
- Electronic Noticeboard and Newsletter.
- Zero Data Redundancy.
- Zero cost of ownership.
- High Market Visibility.
- Effective Decision Making.
- System Generated ID Cards.
- Centralized Data Repository.
- Quick & Accurate Reporting.
- Elimination of Work Duplication.
- Reduced Task Processing Time.
- Profile Dependent Data Access.
- Real Time Data Synchronization.
- Real-time Performance Monitoring.
- Secure and Timely Communication.
- Remote monitoring of Staff and Faculty.
- Impartiality toward Decision and Process.
- Electronic Barcode Based Attendance Marking.
- Operation does not require New Skills or Resource.
- Gain goodwill of Faculty, Staff, Parents, & Students.
- Electronic Scheduling and Communication of Assignments.

Advantages to Teachers

- Flexibility of Time.
- Reduce Data Entry.
- Zero System Training.
- More time for yourself.
- Ease of Communication.
- Track Student's Records.
- Access to Personal Account.
- Record Lectures for Later Use.
- Effective Parents Coordination.
- Deliver Lectures from any where.
- No Calculations for Report Cards.
- Easy Access to Student's Records.

Advantages to Staff

- Multi Tasking.
- Lower Stress Levels.
- Operate from Home.
- Auto Back-up of Data.
- Better performers Reviews.
- Personalized email Address.
- Timely Submission of Reports.
- No Additional Training Required.
- High Visibility to Decision Makers.
- Work Collaboration for Large Projects.
- Timely Communications with coworkers.
- Customized email templates to manage content.

Advantages to Students

- Health Record.
- Never miss a Lecture.
- Stay informed of activities.
- Personalized email Account.
- 100% Attendance Certificate.
- Assurance of Impartial Grading.
- On-line Access to School's Library.
- On-line course assistance by Faculty.
- Don't carry an extra Book or Supplies.
- 24/7 shopping on School's Web store.
- Time Flexibility for Homework submission.
- Be the first to get on School Bus or in the Hostel.

Advantages to Parents

- Highest Child Safety.
- Access to Time Table.
- Review Class Lectures.
- Easy Access to Faculty.
- Book School Transport.
- Access to Notice Board.
- Track Child's Work Load.
- Operate from Anywhere.
- Immunization Reminders.
- Fee Dues & Payment Status.
- No Formal Training Required.
- SMS service for Emergencies.

Academic Institute Management System

On-line Auto Admission Module.

The on-line admission module helps in managing the entire admission process remotely. Software only accepts the applications that fit the criteria designed by the user. Only successful forms are uploaded into the system for review and selection. Once marked OK, the software schedules the test date & time and sends the email to the applicant and his or her parents. When a Student is accepted, the information is automatically migrated to Student Management module, avoiding re-entering of the data and ensuring data integrity.

Snapshot….
- Verification report of documents submitted by a candidate.
- Recording of full personal & academic details including Photograph.
- Date and Time stamp on each application and its submitted documents.
- Parents can access the admissions portal 24/7 during the admission process.
- User-defined Admission Forms, Application Decision, Acceptance Letter and much more.
- Application can be saved for later review or editing and submit once complete in all aspects.
- Parents will receive email every step of the way like, shortlisting of the application, scheduling of admission test, test results, interview date, interview result and finally acceptance or regret letter.
- The system recommends the acceptance or rejection of the application based on parameters set by admission councilor User can always override the software's decision.

Examination Management Module.

Examination module covers all necessary details, past data, rules & regulation related to conducting and managing examinations.

Snapshot….
- Schedule Exams.
- Assign Invigilators.
- Allotment of Exam Rooms.
- Auto grading of the report card based on the reporting rules.
- View, Submit or Print a single report card or entire class's profile.

Academic Institute Management System

Administration, Parents and Students get easy access to student's personal and academic profile including but not limited to grades, schedules, disciplinary records, extracurricular activities and much more. Access to portal allows instant communication with the faculty, administration and staff.

Snapshot…..

- Access to fee record.
- Take Online Sample Tests.
- Download Course Materials.
- Access to schools news & events.
- Uploading of Course Assignments.
- Access to Library Borrowing Record.
- Access to the Class and Exam Schedules.
- Full access to Boarding and Lodging account.
- Place orders for uniform, books and other merchandise.
- View Live Streaming of lectures and access to Missed Lectures Archives.
- User customizable Disciplinary Rules, Results, Penalties, and Notifications.
- Signing-up for Transportation Services by selecting route and service scheduling.
- 24/7 access to Medical Profile with a facility to export medical reports to family doctor.
- Monitor disciplinary Incidents and send notifications to parents and staff responsible for disciplinary action.
- Access to AIMS proprietary internal communication system to liaison with Faculty, Staff, Management and Colleagues through emails and SMS.

Timetable Management Module.

The Timetable Module helps to prepare class timetable efficiently, effectively and easily. It is practical and flexible enough to implement existing policies of an institution or create new ones.

Snapshot.....
- Define Recess Timings.
- Unlimited Class Periods generation.
- Easy to allocate subject to a class/section and faculty.
- Easy edit, print & view of Class Schedules.
- Facility to copy existing class period for faster data entry.
- Duplication checks on assignment of classes, teachers and class rooms.
- Set timetable policies to specify timings, class period duration and total number of class periods in a day or week.
- Customize and define set of rules or preferences for teacher, subject, day, class period range, class period type, and resource needed for generating daily timetable.

Communication Module.

AIMS provides an advanced communication platform for activities pertaining to Students, Faculty, Parents and Staff.

Snapshot.....
- Post school news and announcement on 24/7 basis.
- Send unlimited sms and emails to Students, Faculty, Parents and Staff.
- Solicitation of feedback from school community & collection of complains.
- Record & disseminate information to admin on student or staff behavior and performance as & when it occurs.
- Communication Tracking Facility records & tracks all communication generated through internal communication system.
- Create groups to disseminate information via sms or email to relevant people much more efficiently then sending the same individually.

Academic Institute Management System

Employee Management Module.

This module combines a number of systems and processes to ensure the easy management of an institute's employees. It combines a number of necessary HR functions, such as storing employee data, managing payrolls, recruitment processes, benefits administration and keeping track of attendance records. It ensures everyday HR processes are manageable and easy to access.

Snapshot….
- Auto Tracking of Leaves.
- Auto Recording of Attendance.
- Employee's Experience Calculator.
- Auto Data entry for repetitive information.
- Auto tracking of relatives in the organization.
- Generate User Defined Company Identity Cards.
- Unlimited tagging of qualification and experience to an account.
- Unlimited uploading of certificates and other achievement testimonies.
- Real time Integration with accounts, payroll, hostel, transport, library, health care, security administration, purchase & inventory modules.

Library Module.

This module allows creating a depository of books, audio, video, science journals, periodicals and newspapers. It allows organizing, storing, and retrieving the files and media contained in the library. The cloud storage allows the library's size to be immensely large in size and scope.

Snapshot….
- Books Tool to view course requirements of a subject.
- Searching library's content by user defined search criteria.
- Auto Generation of Library Card based on Student/Faculty's profile.
- Speedy Receiving and Issuance of books & periodicals through Bar Code.
- Purchase Details and Expenses are linked to the Finance and Accounting Module.
- Automatic Imposition of penalties and data migration to fee or salary slip.
- Compliance with ISBN & other library standards in managing the library's resources.
- Track lost and overdue Books and track Books and other Items put on hold by Students, Staff or faculty.
- User defined Keyword Search Facility using Book Title, Author, Publisher, ISBN, Periodicity, Edition, Type and Content.

Fee Management Module.

Fee Management module ensures the timely collection of due fees and other receivables from student. Its real time integration with the accounts and finance module speeds-up the flow of data as well ensures accurate reporting with lighting speed.

Snapshot….
- Generate fee challans on a preset date.
- Auto update of student/staff's ledger in accounts module.
- Easy to manage batch, session, class and section wise fee challan.
- Transcript and Transfer Certificate are locked till all dues are clear.
- Calculation of student's dues based on the program/class enrolled.
- Lock the fee challan once the relevant charges are posted for collection.
- Easy to define late fee with its applicability and auto imposition after fee due date.
- Auto verification and release of security deposit after cross departmental clearance.
- Narration facility allows the explanation of each charges, expediting the query handling.
- Easy to define challan prefix and currency. Multiple option to add different fees structures.

Hostel Management Module.

Hostel Management allows managing the boarding facilities of an institute, may that be on-campus or off-campus. It fully integrates with the Student & Employee Management module, Campus, and Accounts Modules, reducing the data entry, improving the data accuracy and allowing the real time reporting.

Snapshot….
- Electronic wallet facility.
- On-line reservation facility.
- Auto integration with fee management, payroll and accounts modules.
- Manage hostel's Infrastructure, allowing to keep building in immaculate condition.
- Data import from student &/or employee modules for registering a student or staff in the hostel.
- Zero Cash handling by debiting relevant charges to student/employee's ledger in accounts module.
- Offense and penalty management system to ensure timely discipline action in school's boarding facilities.

Academic Institute Management System

Transport Management Module.

Transportation module helps the user in setting-up of transportation services of an institute, even if it is sublet to a contractor. This on-line facility relieves the school management from the responsibility of looking after the transportation needs of its students and staff. Like other modules, data and information residing in this module is integrated and exported to other modules without involving the user's interaction.

Snapshot….

- Record and calculate mileage and time of each route.
- Status of vehicles & available seats at any particular time.
- Facility to manage drivers profile and assigning to contractors.
- Track validity of driver's license and vehicle's fitness certificate.
- Facility to manage contractors profile and allocation of vehicles.
- Easy uploading of vehicle registration and inspection certificates.
- Auto calculation & posting of contractors payment in accounts module.
- Assign and manage vehicles routing, timing, pick-up and drop-off points.
- Online recording and management of complains, offenses and penalties.
- Transportation fee calculated and charged to respective student in his/her school fee.

Career Development Center (CDC) Module.

A unique feature that allows career development for its alumni. This is a match making facility between alumni and potential employers. Once the student graduate its credentials are automatically migrated to CDC. Once an employer's opportunity is entered in CDC module, its offering is listed on the "Openings" dashboard. The student can apply and upload his/her resume along with the employer's questionnaire. Based on the student's profile and sophisticated AIMS algorithm CDC function even recommends employers a set of candidates who are fit for the post.

Snapshot….

- Quick job posting by the employer.
- Quick viewing of interview status.
- Unlimited printing of candidates assessment forms.
- System recommendations for candidates selection.
- A quick glance at the opportunities available to the job seeker.
- Custom design interview sheet with preferred structuring & unlimited questions.
- Electronic dispatch & submission of assessment questionnaire to and from the candidates.

Accounts & Finance Module.

This module computerizes the accounts and finance function of a single or multiple branches of an institute. Finance being the lifeline of any organization, all the transactions generated in any module relating to financial reporting are integrated here automatically. This ensures real time reporting, helping institute not only in finance management but also ensuring maximum ROI to the school's investors.

Snapshot….
- Cash Receipt & Payments.
- Data exports to Microsoft Excel.
- User defined tax & other deductions.
- Income & Expenditure Spreadsheets.
- Receivable and Payables ageing report.
- Depreciation calculation and schedules.
- Balance Sheet and Profit & Loss analytics with notes.
- Unlimited chart of accounts with detailing feature.
- Trial Balance, Balance sheet and Profit & Loss statements.
- Electronic approval of vouchers and posting in JV Register.
- Data migration from daily fees receipt, bill payments, and other receipts.
- Cash Disbursement, Cash Receipt, General Journal, Sales, Purchase journals.
- Real time Integration with Payroll, Fee, Purchase, Inventory & other Modules.
- Numerous statements like, cash flow, change of equity, ratio analysis to name a few.

Data Assurance Module.

AIMS's data automatically backs up at the operating server, eliminating the need of back-up routines at user's end. In an unlikely event of data disaster, the last back-up copy can be restored within minutes. User who likes to have the peace of mind of having their data in their safe deposit, system allows the manual back-up on user's choice of media.

Alumni Management Module.

None of the reputed software in the market offers this unique module. Even after graduation institute can provide a platform to its alumni to manage their post school life through various features.

Snapshot....
- Manage Alumni's Profile.
- Design, announce and manage alumni events.
- Post news, announcements & event invitations.
- Assign students to College/Job placement counselors.
- Create and manage groups for focused communications.
- Automatic delivery of birthday greetings to registered alumni.
- Placement of Students in Jobs, Colleges or Vocational Institutes.
- Automatic data transfer from student module to Alumni upon graduation.
- Manage corporate news and incorporate with other search engines like Google, Yahoo and MSN including auto refresh option.
- Dashboard for peeking into happenings of the alumni community, checking out up-coming birthdays, recently graduated alumni and up-coming events.

Attendance Management.

This module marks the attendance of students and employees via a smart cards. This helps in providing countless reports in real time enabling the management in taking timely decisions, introducing cost controlling and efficiently utilizing the human and financial resources.

Snapshot....
- Automatic update of staff leaves ledger.
- Attendance marking through pre-defined groups for speedy recording.
- Controlled attendance marking for strict vigilance on students and staff.
- Staff attendance system is integrated with employee management system & payroll for the purpose of leave & dues.

Syllabus Management Module.

Class course outlines are designed and managed through this module. Faculty creates the tasks and requirements of the courses, once put in place the same is accessible throughout the year in other modules especially where grading is done. For grading a student or class, all faculty needs to do is select the task from the drop down menu and it shows the list of students who need to be assigned marks or grade for the specific task.

Snapshot....
- Easy to generate & report course outline/syllabus.
- View list of students against each assignments and award marks.
- Allocate & assign homework, projects, field trips, class participation & academic tasks.
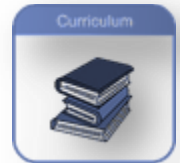
Virtual School Module.

By using virtual school module an institution can be run remotely. Through this module, live streaming and recording of a lecture is possible. Class lecture can be uploaded for viewing at a later date allowing access to a specific lecture that was missed. This feature is great to have foreign guest speakers sharing their insights on the subject without leaving their own institution. This opens doors for renowned professor to share his/her research work with any country of the world. In addition, management and faculty can upload files which becomes visible to the student via dashboard.

Snapshot...
- Remote access to view live streaming.
- Multiple video formats recording supported.
- Faculty/admin can view student's submitted work.
- Student can upload any assignment, task or a project.
- Faculty can search for any specific assignment, task or a project.
- Easy to set-up, record, upload and download a video lecture.
- Easy to configure video camera & schedule live streaming sessions.
- Easy to assign tasks and projects in different file formats (Word/Excel).

Website Design and Maintenance Module.

AIMS's website development application helps the institute develop and maintain its own website by using easy to use forms and templates provided in the application. No formal knowledge or technical training is required to design, build, host and operate a website. Being built from within AIMS's operating system, it allows seamless integration into the core AIMS application. Registered visitors do not need to juggle between different URLs of the website and the AIMS application. In addition it reduces the dependence on third party vendors for integrating the AIMS access from institute's old website. All the website pages are dynamic and can be easily updated as frequently as needed. This independence, free-up the management from constantly chasing the website vendor to update site and helps the staff concentrate on matters that drive the institute. In-house website maintenance not only saves the institute from costly expenses but, also enables it to keep the most up-to date information on the site which is the first contact point with visitor.

Snapshot...
- Supported by Google Maps.
- Dynamic pages that a user can easily make changes to.
- Comprehensive feedback & complain launching form.
- Quick & Unlimited uploading of Albums & Photographs.
- Link institute's social media profiles and pages on institute's home webpage.
- Manage and control webpage contents and pictures by simple ON-Off switch.

Infrastructure Resources Allocation Module.

AIMS provides an excellent feature of defining campus infrastructure by using campus/cost center module. Campuses, buildings, floors, rooms and furniture and equipment can easily be added and assigned to different programs.

Snapshot...
- Automatic integration with other related modules.
- Option to add unlimited Buildings & blocks in a campus, floors in a building and number of rooms in each floor.
- Allows creating combination of infrastructures resources to expedite data entry & ensure error free assignment of class rooms.

Academic Institute Management System

Management Information System (MIS).

A stack of professional reports help institute manage its day to day and department to department affairs with utmost professionalism. AIMS's MIS module gives its user access to 100+ dynamic reports that are not only interlinked but also well supported by numerous dash boards across the various modules. Most of the information required for day to day decision making is provided on-line reducing the carbon foot print by avoiding the un-necessary printing. Similarly, print-preview feature allows the non-owner of the report access to the information required. Who gets to see what is configured in security administration module. A person having data entry/edit rights does not necessarily mean he/she can see the reports. Some of the following reports give an indication of AIMS wide reporting spectrum.

Snapshot…
- Library Operations Reports.
- HR Records & Leave Reports.
- Attendance & Financial Ledgers.
- Boarding and Lodging Facilitation.
- Transportation Management Rosters.
- Stock & Purchases Operations Reports.
- Student and employee academic, medical & social profile.
- Class Syllabus, Exam Schedules and Infrastructure Utilization Reports and many more.

Barcode Management.

Barcode generation is a tool that assists in avoiding the repetitive data entry for operating AIMS. The most widely used modules are accessible through scan of a barcode. AIMS generates a unique barcode for each document in different modules. Once the document's barcode is scanned, its record can be pulled anywhere in the system irrespective of user's current location in AIMS.

Snapshot….
- Fee Challan.
- Sales Orders.
- Purchase Orders.
- Transfer Certificates.
- Student & employee ID cards.
- Salary Receipt and many more.

Academic Institute Management System

This module helps an institution to manage its functions of purchases and inventory. It also helps students in buying uniforms, books and stationary items from the secure walls of the institute. Vendors are also managed more efficiently by way of auto generation of purchase orders if an item runs low in the inventory. Past purchase records helps management negotiate better prices. Items issued from an inventory module are immediately reflected in student/staff's personal account in accounts and finance module. Similarly, items received from a vendor have its financial impact shown as accounts payable in accounts payable section. Automatic GST or VAT reports are exported to accounts module for transactions originating in Inventory Module.

Snapshot....

- Define items.
- Stock status at a glance.
- On-line stock search facility.
- Vendor wise purchase history.
- Electronic approval of purchases.
- Partial payments to vendors allowed.
- Auto sales entry in Accounts Module.
- Generate electronic purchase requests.
- Electronically generate purchase orders.
- Vendor & Customer profile management.
- Easy to configure currency and round off value.
- Pending orders status and follow-up with suppliers.
- Automatic depreciation calculation at pre-defined interval.
- Electronic transmission of purchase order by email to vendor.
- Easy to transfer stock and auto update corresponding ledgers.
- Easy management of cost, price, type, discount, VAT, and barcode of an item.
- Automatic Goods Receiving Note upon delivery without additional data entry.
- Auto inventory closing and balance transfers upon conclusion of a financial year.
- Auto generating of durable goods ledger in accounts module for yearly depreciation calculations.

Security Set-up & Administration Module.

The security set-up function helps the management decide who gets access to what resources. View, Edit, Delete & Print rights make sure only authorize personnel get their hands on the otherwise highly confidential information. The same toll helps the management decide which module should be visible at any particular time. This great feature helps to roll out the AIMS in stages, making it sink well with the users and ensure quick adoptability by everyone in the institute.

Snapshot...
- Role assignments.
- Roles management.
- Easy to Create logins.
- Controlled permissions.
- Printing of roles and assignments.

Payroll Management Module.

In this module the user can design their own system parameters for auto calculations of taxes, leave assignments, compensation benefits and much more.

Snapshot....
- Auto updating of payroll data in Accounts module.
- User defined applicable taxes as & when imposed by the government.
- Barcoded pay slips for quick tracking of current and archived payroll slips.
- Real time integration of current account balances with accounts & finance module.
- Setup and manage the complete payroll process including loan, advances, gratuity and provident fund.
- Auto deductions & postings of charges for hostel, library, purchases, canteen & transportation services.
- Manage and formulate employee contributions for different funds set up by administration and/or government.

Academic Institute Management System

Sr. No.	AIMS Module's Name	Academic	Professional	Enterprise
1	Website	✓	✓	✓
2	Student Management	✓	✓	✓
3	Time Table Management	✓	✓	✓
4	Examination Management	✓	✓	✓
5	Infrastructure	✓	✓	✓
6	Communication	✓	✓	✓
7	Library Management	✓	✓	✓
8	User Management	✓	✓	✓
9	Teacher/Student/Parent Login	✓	✓	✓
10	Virtual School	✓	✓	✓
11	Reports	✓	✓	✓
12	Attendance Management	✓	✓	✓
13	Syllabus	✓	✓	✓
14	Configuration	✓	✓	✓
15	Master	✓	✓	✓
16	Bar Code	✓	✓	✓
17	Employee Management	✗	✓	✓
18	Fee Management	✗	✓	✓
19	Payroll	✗	✓	✓
20	Transportation	✗	✓	✓
21	Accounts	✗	✗	✓
22	Procurement & Inventory	✗	✗	✓
23	Hostel Management	✗	✗	✓
24	Health Care Management	✗	✗	✓
25	Alumni	✗	✗	✓
26	Career Development Centre	✗	✗	✓
27	Newsletter / Picture Gallery	✗	✗	✓
28	Database Management	✗	✗	✓

Global:
sales@data-sync.biz
T: +1-604-277-3522
C: +1-604-446-7590
Skype: aims.sales

Dubai:
sales.ae@data-sync.biz
T: +971-4-272-6822
C: +971-55-501-1762
Skype: aims.sales

Pakistan:
sales.pk@data-sync.biz
T: +92-21-3505-4575
C: +92-343-9595-222
Skype: aims.sales

Academic Institute Management System