AIMS



ACADEMIA INTELLIGENT MANAGEMENT SYSTEM



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“ WHAT IS AIMS?

Academia Intelligent Management System (AIMS) is an integrated IT solution software which is developed to support full academic, administrative and learning resource management operations for higher educational institution. This system provides various types of effective management tools on all spectrum of the higher education institution operations.

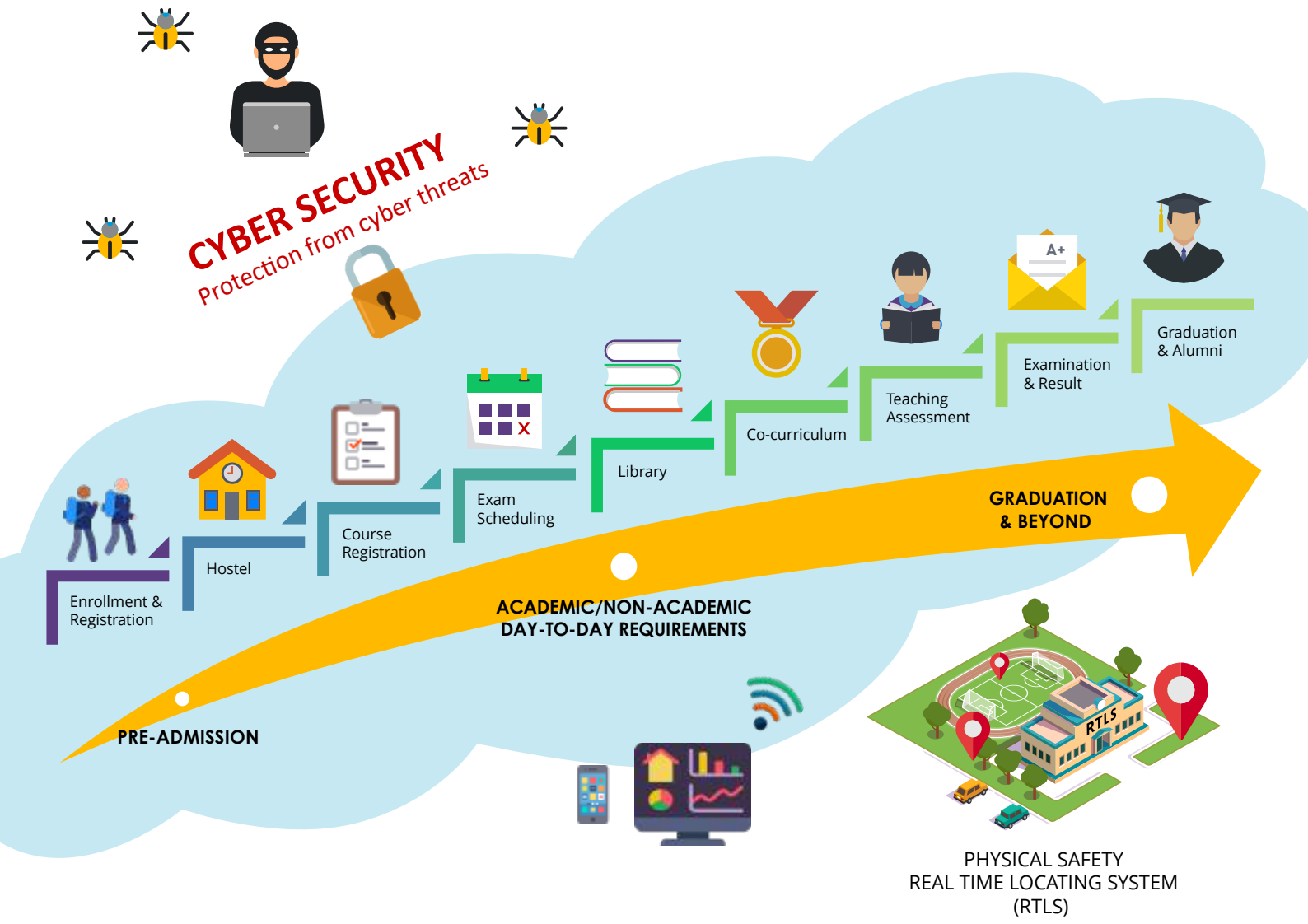
The AIMS will be mainly offered to new or the existing universities and colleges which are looking for an all in-one solution that fully integrates all functional modules with excellent compatibility. The system is designed exclusively with users in mind and the objective of increasing the efficiency and productivity of the institution. The major academic operations range from admission, teaching and learning delivery, examination, transcript, statistical reports, management reports and beyond. The feature of highly cohesive and collaborative helps creating system that is unconstrained by time and place, help in increasing interactivity, mobility, connectivity, ubiquity and globalization.

The securely designed database of AIMS provides granular controlled information of students, academic staffs and administrators. The system allows all users to securely access what they need and when they need according to their access level (configurable). The integrated design of system structure, modules and core database engine helps to avoid the redundancy of data and duplication of work, thus resulting in efficient use of time, resources and cost.

Main Advantages of AIMS

- High-tech automated and integrated campus management system.
- Seamless, intuitive, easy to implement and use.
- Secure, scalable and robust design to support cross platform access.
- Modular-based design which is flexible and customizable to suit individual institution’s needs.
- Close integration across various academic, administrative and learning resource operations and functions.
- Reduced operational cost with increased productivity and efficiency of processes.
- Centralized data storage with high security.
- Connect all educational stakeholders: teaching staffs, administrators, students, and parents.
- Effective management of students, staffs, learning resources and asset records.
- Integration between key functions of learning resource centre (library), asset management, campus management and examination management.
- Anytime, anywhere access – Internet or Intranet.

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PHYSICAL SAFETY
REAL TIME LOCATING SYSTEM (RTLS)

AIMS Features

- Comprehensive information management system developed to meet the user's needs.
- It provides a single source of data repository for streamlining your campus processes and reporting purposes.
- It is easy to be used with its friendly and enjoyable graphical user interface.
- Security and confidentiality.
- Notification and verification via system alert.
- Flexibility which enables easy modifications, easy collaboration over the internet and offers complete life-cycle management for your campus processes.
- Supports your institution's daily operations by eliminating duplicate data entry , sharing the most up-to-date information, maintaining a detailed history of essential records.
- Database back up facility for safety and reliability.
- Zero redundancy in managing the entire institutions records.
- Reduce workload in managing information with automation.
- Generates reports or easily customize any reports for your specific needs.
- Full fledged Library Management System.
- Single point access of all campus related information from anywhere in the globe.

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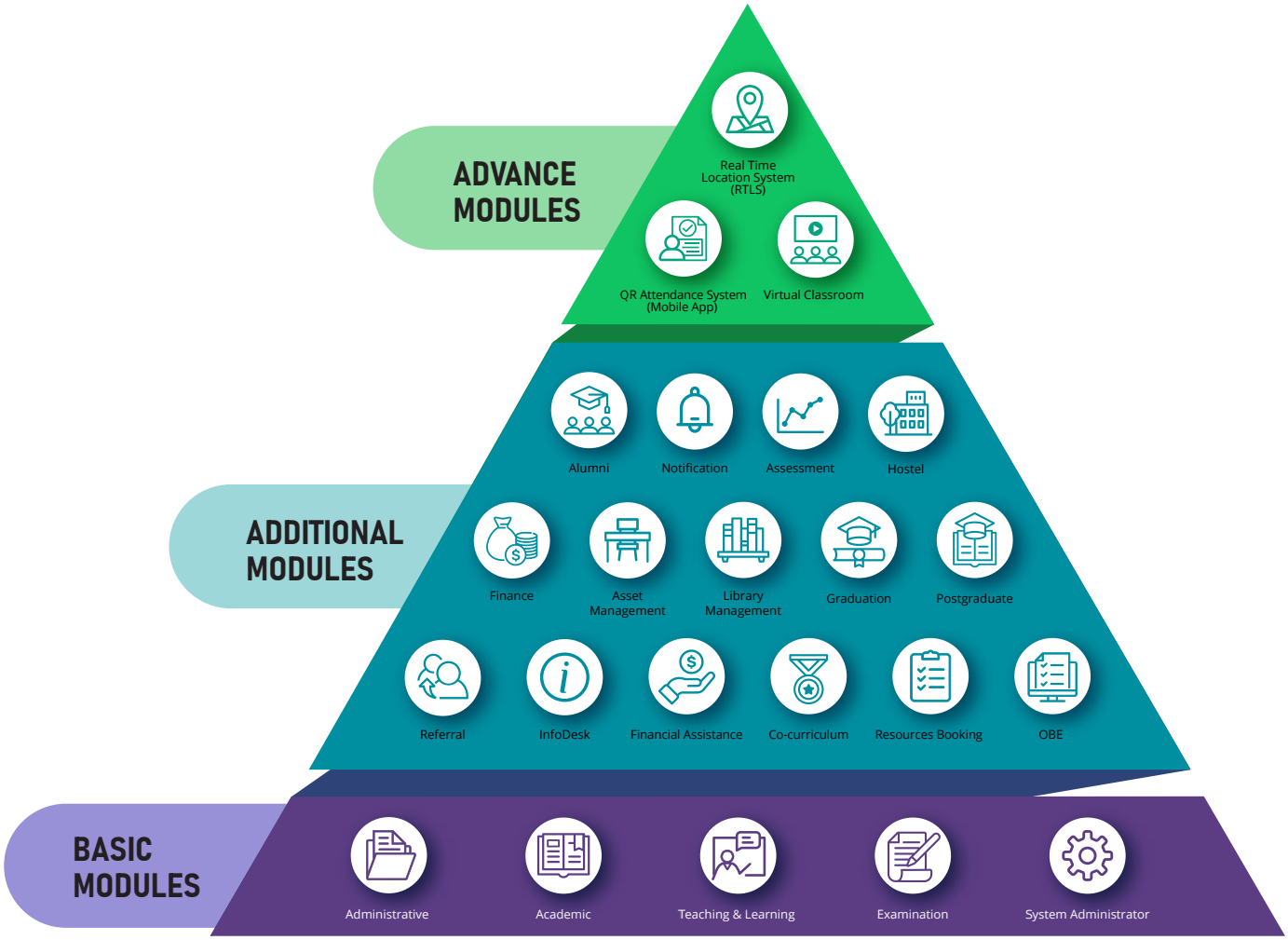


Figure 2: AIMS System Modules Diagram

Administration

- Online Application
- Student Admission
- Student Profile
- Student Application (Transfer, Defer, Exchange & etc)
- News Updates & Display
- Resource Centre
- Staff Management

Academic

- Course Registration
- Course Add/Drop
- Course Correction
- Credit Transfer
- Course list
- Course Withdrawal
- Timetabling

Teach & Learn

- Lecturer Allocation
- Course Quota
- Teaching Plan
- Course feedback
- Attendance management

Examination

- Result Entry
- Result Moderation
- Result Slip
- Result Release
- Result Summary & Analysis
- Exam Scheduling
- Academic transcript
- Supplementary Exam
- Appeal to Continue Study
- Appeal Exam Grade

System Administrator

- Password Recovery
- Access Level
- Database setting

Graduation

- Confirmation on Attending
- Convocation
- Robe Size Selection
- Extra Seats Request
- Payment Details

Infodesk

- Complaint System
- Enquiry System
- Reports

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Financial Assistance

- Student Financial Assistance
- Transportation Allowance
- Sponsorship
- Reports

Co-curriculum

- Scoring and Grading System
- Category, Role and Level Setting
- Event application and approval
- Co-curriculum marks & Transcript
- Event attendance submission
- Reports

OBE

- OBE Setting – PEO, PO, CO
- Mapping of CO-PLO Matrix
- Mapping Teaching & Learning Method to CO
- Mapping of Assessment strategies to CO
- CO/PO Attainment Report & Analysis

Hostel

- Hostel Registration
- Room Transfer
- Hostel Withdrawal
- Room Upgrade / Downgrade
- Merit / Demerit
- Visitor Check In / Check Out Reports And Statistic

Finance

- Finance Overview
- Tuition Fee Report
- Fee Scheme – Local/ International/ Rebate Price for Staff
- Blocking of Exam Slip/ Result Slip for overview Payment

Resources Booking

- Item Registration
- Item Borrowing
- Item Taken and Return
- Reports

Asset

- Asset Registration
- Asset Transfer
- Asset Maintenance, Loss, Disposal
- Asset Depreciation
- Asset Consumed
- Asset Package
- Asset Rental
- Reports

Library

- Cataloging
- OPAC
- Member Management
- Due Date
- Borrow, Return, Renew, Reserve Item
- Fine Payment
- Inventory Management
- Purchase Request
- Library Room Reservation
- Reports

Alumni

- Semester Result Slip
- Co-curriculum Transcript
- Application of Academic Transcript
- Exit Survey
- Job Posting
- Curriculum Vitae (CV) Generator

Notification

- Course Registration Alert
- Staff Application Alert
- Private Message
- Book On-Loan Alert
- Result Release Alert

Assessment

- Evaluation Date Setting
- Submission Status
- Assessment Results and Average Marks
- Assessment Reports
- Student's Exit Survey
- Exit Survey Reportst

Referral Program

- Customer Namelist
- Staff, Student, Agent Referral Scheme Submission
- Referral Scheme Report (For HCD & MSRD)

Postgraduate

- Course Management
- Result Management By Coursework
- Supplementary Management
- Result Management By Research
- Postgraduate By Research (Progress Report, Online Logbook, Proposal Defence)
- Postgraduate Student's Application
- Postgraduate Exam Management
- Postgraduate Online Application

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ADMINISTRATION

AIMS' Administration Module is a well-designed system to meet the demand for higher educational institutions today. It is used to computerize the administration process effectively.



There are few portals in the process encompass the management of the users for administration purposes as below:

Student Admission

- Student Admission and Registration
- Student ID and Password Generation for Student Portal
- View and Update Students' Personal Profile
- Check the Student's Status (Active/Graduated/ Withdrawal & etc)

Staff Portal

- Staff Registration
- Staff Profile, Portfolio and Employment Details
- Update of Staff Information
- Staff Leave Management
- Staff Training Management

Student Portal

- View Personal Profile
- Update of Contact Information
- Examination Schedule and Exam Slip
- View Result Slip
- Attendance and Timetable
- Course Registration Slip
- Teaching Assessment Submission
- View/Download Finance Statement

News, Announcement & Resource Center

- Campus, Management or Institutions News, Notice
- News For Staff and Student
- Resource Center to Download Forms, Guideline, Manual and Media

Statistics

- Admission Statistics
- Student's Statistic

Application Management

- Administration of Student Applications
- E.g. Transfer Programme, Withdraw Programme, Defer Study, Dismissal, Readmission, Conversion & etc.

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ACADEMIC

Academic Module is used to computerize the academic process of the academic institution, ranging from course registration, course add & drop, credit transfer, timetable management, checking of programme completion status and others.

The academic staff accesses to the module for the approval of student's course registration, course correction, timetabling and download/upload documents.

This process encompasses the management of the users for administration purposes:

Course Registration & Course Add & Drop

- Student/Admin do the course registration for every semester
- Course registration approved by HOP
- Generate the Course Registration Slip

Credit Transfer

- Insert credit transfer records
- Including Lateral and Vertical Credit Transfer

Course List

- Show the course completion status
- Display the courses been taken and courses to be taken for graduation

Timetable Management

- Configure the venues and timeslots
- Manage the timetable for every Courses
- Generate master timetable
- Generate course timetable

Upload/Download Document

- Admin to upload all the forms/SOP according to different categories
- Staff can view and download the documents



Academic Module is designed to manage the operations in the academic department. It aims to computerize the academic issues such as student course registration, credit transfer, timetable management and etc.

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TEACH & LEARN

Teaching and Learning Module is used to computerize the teaching and learning process of the academic institution, ranging from student attendance report, teaching plan management, course feedback report management and course management.

The course management function is used to configure the courses to be offered and the course lecturers assigned for the semester. The teaching plan is then completed through the system by the course lecturer. Towards the end of the semester, the lecturers need to submit the course feedback report.

This process encompasses the management of the teaching and learning for academic purpose:

- Course Management
- Attendance Report
- Teaching Plan Management
- Course Feedback Report Management





Teaching and Learning Module is designed to manage the teaching and learning process done by the academic staff. All the operations are done through paperless process.

Course Management

- Assign the courses to be offered and lecturers assigned for the courses
- Generate teaching assignment for each lecturer

Attendance Report

- Course lecturer will report on the class attendance status
- Entry the absenteeism record and the reason of being absent

Teaching Plan Management

- According to teaching assignment, prepare and generate a draft copy of teaching plan – course content, assessment strategy, reference etc.
- Upon the approval (HOP), the lecturer can print out a copy for personal reference.
- Template form of teaching plan

Course Feedback Report Management

- Towards the end of semester, the lecturer need to complete and submit the course feedback report
- Template form of course feedback report

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EXAMINATION MANAGEMENT

IT Solution for the examination management enables the university / college to simplify the operations of examination department.

Examination Management Module (EMM) has a simple easy to use web-based centralized user interface system that is used for storing, retrieving, managing and aggregating examination objects. The system is able to handle large amount of data with proper back up disaster recovery.

This process encompasses the management of the complete life cycle of the examinations assists the institute through:

- Examination Registration
- Examination Document
- Result Entry
- Examination Databank
- Examination Slip/ Docket
- Reports

EMM consists of a layered architecture where the major user layers are for administrator, university / college operator and student. Users at various layers are provided the rights and privileges to perform different set of operations.



Result Management

- Course & Student Result
- Result Entry
- Result Verification & Moderation
- Result Slip
- Result Release
- Result Summary

Supplementary Managment

- Supplementary Schedule & Slip
- Supplementary Result Entry
- Supplementary Moderation
- Supplementary Result Slip & Summary

Exam Management

- Examination Schedule
- Examination Slip
- Appeal for Exam Grade/ Appeal to Continue Study

Report Management

- Attendance List
- Candidate List
- Academic Transcript
- CGPA with/without Fail
- Probation & Dean List
- Probation Letter
- Potential Graduate Listt

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SYSTEM ADMINISTRATOR

System Administrator Module is used to control and configure the system parameters, member access level and roles assigned easily by the system administrator. This module is used to recover the lost password for the user.



System Setting

- Database Configuration
- Configure functions for each module plug-in

Academic Setting

- Configuration for Semester, Programme, Programme Structure, Courses and etc
- Configuration for OBE

User Setting

- Assign role(s) for each member
- Configure access level for each member

Password Recovery

- Password recovery function for all members

System Administrator Module is designed for system owner or administrator to configure and control of the system module(s) plug-in. Each member (staff or student) will be assigned to role(s) with different access level in the system.

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GRADUATION



Convocation

- Admin to create convocation detail
- System control on the robe and extra seat capacity

Graduates Attendance

- Student to confirm on their attendance
- Student can choose their robe size and extra steat needed
- Auto calculation on the payment details



This module is designed to facilitate the convocation process by automating various tasks. With these features, the Graduation module streamlines the convocation process, making it easier for both students and administrators.

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INFODESK

> InfoDesk Module is designed to provide a systematic solution for managing and handling students' enquiries and more.

InfoDesk Module helps to handle and manage students' enquiries, complaints etc.

All the requests, enquiries and complaints can be channelled and handled by the administrative staff. Besides it also generates reports for all the problems reported.

It encompasses the management of the following:

Complaint System

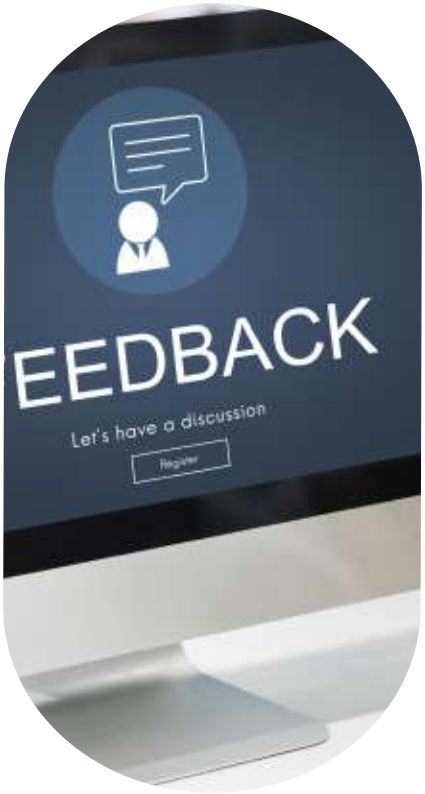
- Accept case, procedure and complete the case

Enquiry System

- Student/ staff generate request / enquiry, and the request will be processed

Others

- List of problems reported by students and reporting





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FINACIAL ASSISTANCE



Financial Assistance module is designed for managing financial dealings that cover scholarships, loans, financial aid and student welfare and is offered by government, private, statutory body agencies. Students are able to continue their studies despite economic burdens.

Sponsorship

- Foundation, Undergraduate scholarships
- Loans, financial aid
- Student Welfare
- Award amount for each tiers.
- Admin to adjust the tier and approve on the records
- Auto assign tier base on student result

Allowance & Voucher Redemption

- Transportion allowance for student from different location
- Voucher redemption system which allow student to apply on next semester

Reports

- Summary report of different category financial assistance

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CO-CURRICULUM

This module provides universities with a structured approach to tracking and evaluating students' co-curricular achievements. By setting categories, levels, and assigning weightage and points, universities can evaluate a student's participation and performance in co-curricular activities.

Category and Level Setting

- Admin to create role, level, and assign them with different weightage and point

Event Application and Approval

- Student can apply the event in system and admin to approve or reject

Scoring and Grading System

- Evaluating student performance

Co-curriculum Marks & Transcript

- Calculate student Co-curriculum point based on their performance in co-curricular activities
- Generate transcript

Event attendance submission

- Student or admin to submit event attendance in CSV format

Reports

- Co-curriculum report provided



Through this module staff can managed information regarding the student's co-curricular activities

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HOSTEL

Hostel management module is a customized and user-friendly software which offers a full featured system to efficiently manage the entire residential facility (hostel) in the college or university. Reducing the staff's workload & paper works, this hostel module will keep the updated records of students, building and rooms, facilities, room allocation, room transfer and other functions.Reports in regard to the Room Availability, Room Allocation, Student Transfer and Evacuation are provided.



Transaction

- Student Registration for Hostel
- Transfer of Hostel Room
- Renewal of Hostel Room
- Upgrade/ Downgrade of Hostel room
- Hostel Withdrawal
- Temporary withdrawal
- Return from temporary withdrawal
- Merit/ Demerit

Visitor/ Staff Transaction

- Check-in and check-out

Hostel Setting

- Tax Setting
- Semester setting
- Room Type
- Location and Block
- Room registration

Reports

- Student
- Hostel Capacity

Hostel management module is a customized and user-friendly software which efficiently manage the entire residential facility (hostel) in the college or university.

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FINANCE

Finance Module is designed to provide information to Finance Department on the fees that need to be charged to students. Also, assist the Finance Department in the fee collection by limiting certain accesses if there is any overdue balance.

Finance Overview

- Provide an overview on the student's course registration status and the total tuition fee
- Block the student's exam slip, result slip or course registration if there is any overdue balance



Tuition Fee Report

- Provide the summary for the tuition fee for all courses registered by the student for a particular programme and particular semester.
- Allow exporting of the tuition fee report in excel

Fee Scheme

- Support multiple fee scheme for same course
- The calculation based on the fee scheme category (Normal Rate, Rebate Rate, Staff Rate, International Student's Rate)

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RESOURCE BOOKING

Resource booking module is a key component of the resource management process. Resources should be fully utilized without being over-allocated, which means bookings should be for the optimal duration.



Item Registration & Borrowing

- Admin to register equipment or resource and set the availability
- Student to request for borrowing the resource with duration and reason.
- Admin to approve or reject the request



Item Status

- Admin to managed status of the item e.g taken or returned

Reports

- List of resource booking history

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