

Academic Setup

19-03-2024

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AIMS

Advanced Institutional Management System

A Project of

UNAZ Services Limited

Overview

Academic Setup is a pivotal component within the AIMS Institutional Management Software, designed to streamline and optimize academic processes within educational institutions. This module serves as the backbone for organizing various academic activities, from curriculum planning to assessment management. Here's a brief overview:

1. **Curriculum Management**: Academic Setup allows institutions to efficiently manage their curriculum by defining courses, subjects, and academic programs. It facilitates the creation, modification, and deletion of course structures according to institutional requirements.
2. **Class Scheduling**: This feature enables administrators to schedule classes, allocate classrooms, and assign faculty members to specific courses. It ensures an organized and optimized timetable, avoiding conflicts and maximizing resource utilization.
3. **Grading and Assessment**: The module assists in setting up grading systems and assessment criteria. It allows educators to input grades, generate transcripts, and analyze student performance efficiently. Additionally, it supports various assessment methods, including exams, assignments, and quizzes.
4. **Academic Calendar**: Institutions can create and manage academic calendars, including important dates such as semester start and end dates, examination schedules, holidays, and events. This ensures transparency and helps students and faculty stay informed about academic timelines.
5. **Resource Management**: Academic Setup aids in managing academic resources such as textbooks, educational materials, and teaching aids. It helps in tracking inventory, issuing resources to faculty and students, and maintaining records of resource utilization.
6. **Reporting and Analytics**: The module offers reporting tools and analytics capabilities to assess academic performance, track trends, and make data-driven decisions. Administrators can generate custom reports on various aspects of academic operations, facilitating institutional planning and improvement.

In essence, Academic Setup within AIMS Institutional Management Software serves as a comprehensive solution for managing the academic lifecycle, promoting efficiency, transparency, and effectiveness within educational institutions.

The Academic Setup in AIMS has been divided in several sections for the easy process and understanding.

Academic Setup

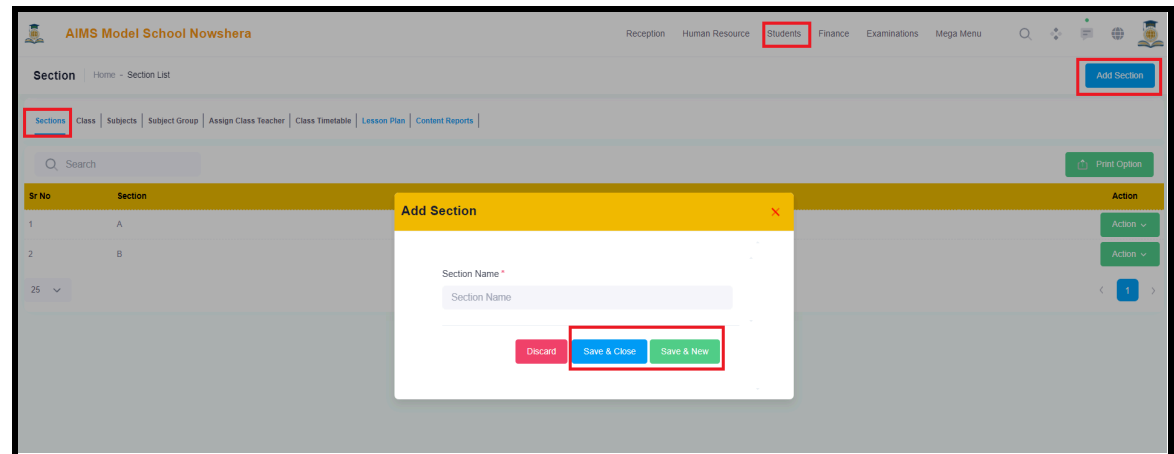
1. Add Section
2. Add Class
3. Add Subject
4. Add Subject Groups
5. Assign Class Teacher
6. Class Time Table
- 7. Lesson Plan (Separate Module)**
- 8. Content Reports (Separate Module)**

Now all of the above headings will be explained here in details:

1. Add Section

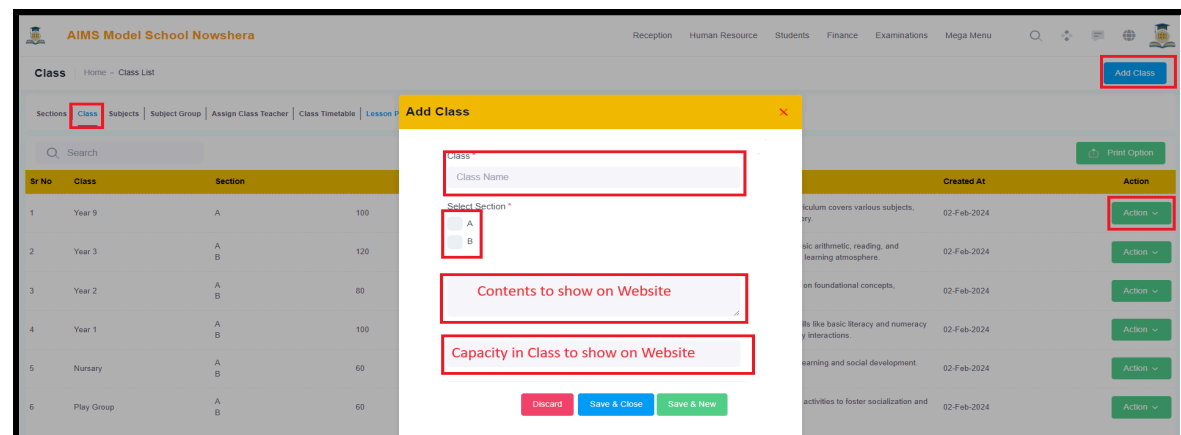
First of all we need to add Sections for creating Classes in the Academy.

1. Click on Students in the main menu.
2. Select Academic Setup from Academic Setup Link
3. First Tab of Sections will open.
4. Click on Add Section Blue Button in the top right corner.
5. Click on the Save Button.
6. The listing can be edited or deleted from the Actions Button.



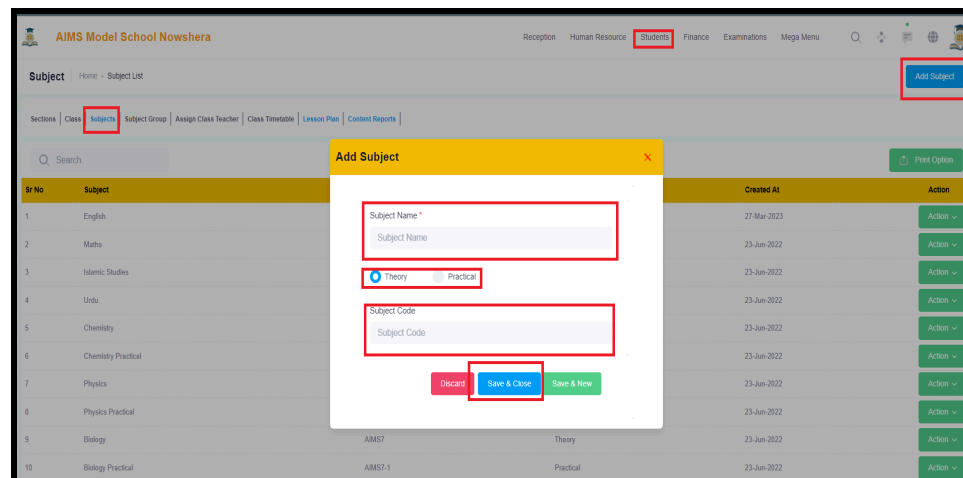
2. Add Class

1. Click on Students in the main menu.
2. Select Academic Setup from Academic Setup Link
3. Click on the Class Tab.
4. Click on Add Class Blue Button in the top right corner.
5. Select Sections of the Class to create Sections of the Class.
6. Add some brief content to show on the website.
7. Add the Maximum Capacity of the Class to show on the Website.
8. Click on the Save Button.
9. The listing can be edited or deleted from the Actions Button.



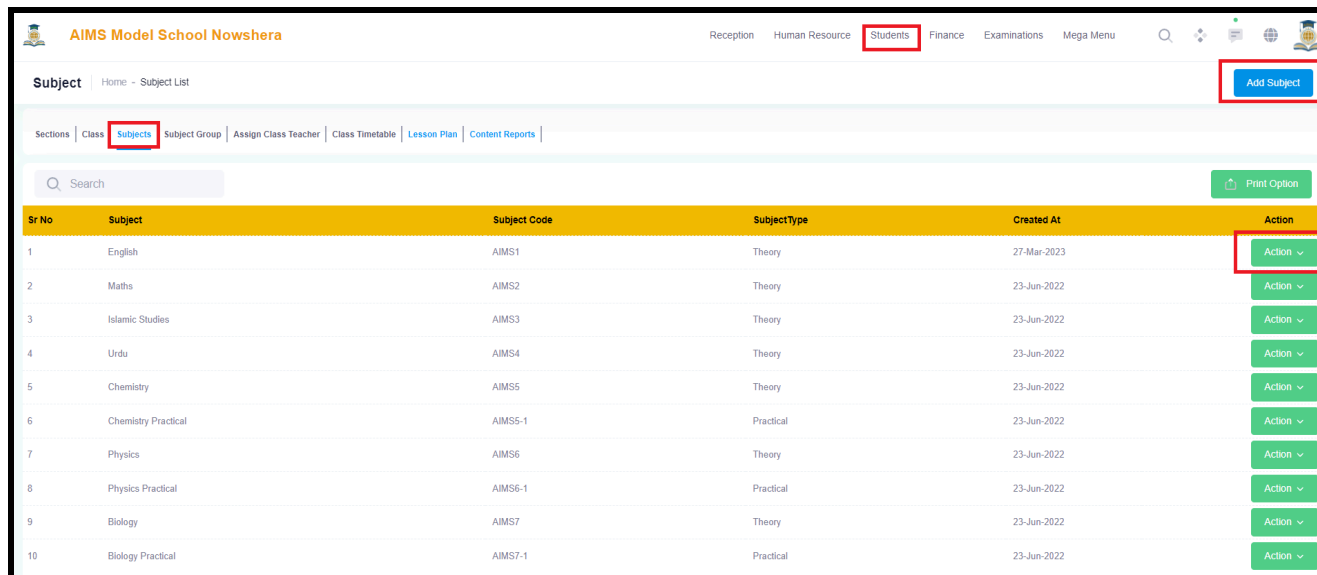
3. Add Subjects

1. Click on Students in the main menu.
2. Select Academic Setup from Academic Setup Link
3. Click on the Subjects Tab.
4. Click on Add Subjects Blue Button in the top right corner.
5. Enter all the required information.
6. Subject code must be unique like AMS001 etc.
7. Select Theory or Practical checkbox.
8. Click on the Save Button.



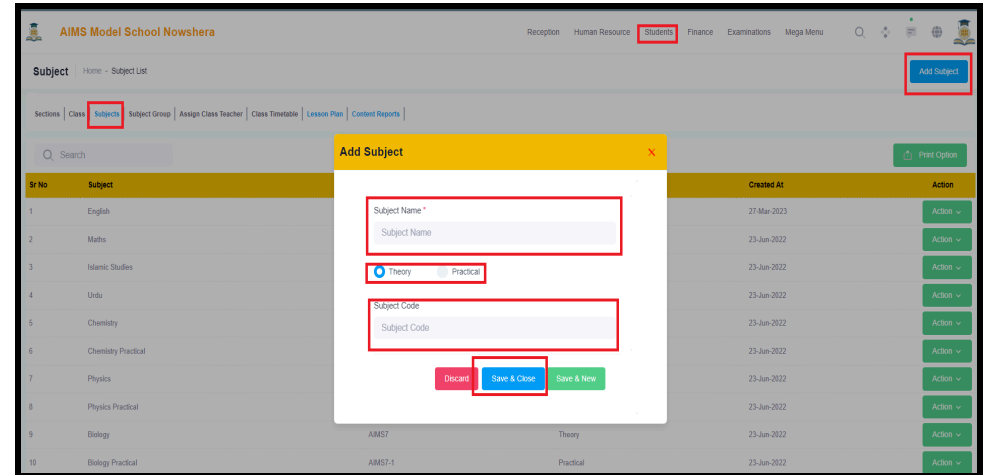
Subject Listings:

9. The listing can be edited or deleted from the Actions Button.



4. Add Subject Group

1. Click on Students in the main menu.
2. Select Academic Setup from Academic Setup Link
3. Click on the Subjects Tab.
4. Click on Add Subjects Blue Button in the top right corner.
5. Enter all the required information.
6. Subject code must be unique like AMS001 etc.
7. Select Theory or Practical checkbox.
8. Click on the Save Button.



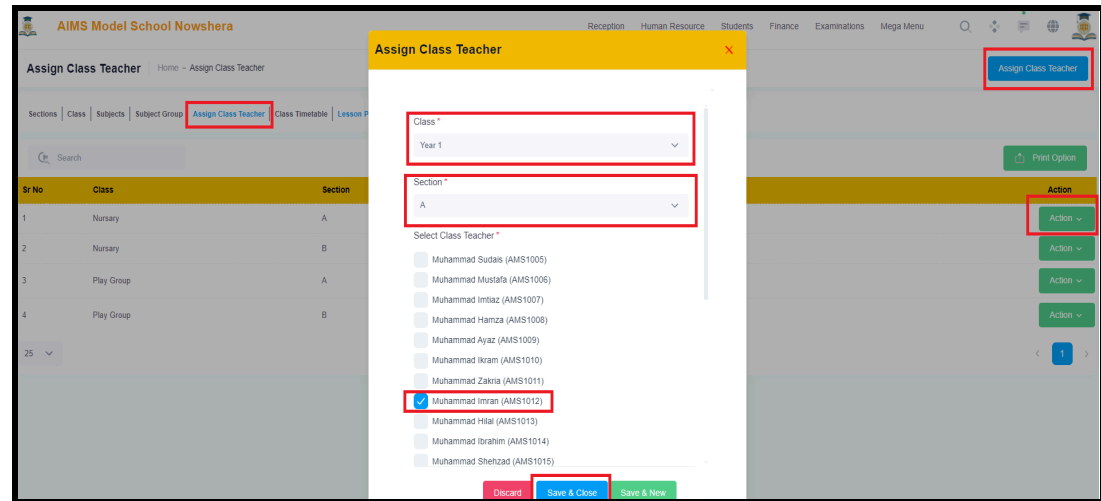
Subject Group Listings:

The listing can be edited or deleted from the Actions Button.

Sr No	Name	Class Section	Subject	Created At	Action
1	Nursery	Nursery - A Nursery - B	English Maths Islamic Studies Urdu Chemistry Chemistry Practical	06-Jul-2023	Action
2	Playgroup	Play Group - A	English Maths Islamic Studies Urdu	06-Jul-2023	Action
3	Year 9 Science	Year 9 - A	English Maths Islamic Studies Chemistry Chemistry Practical Physics	03-Feb-2024	Action

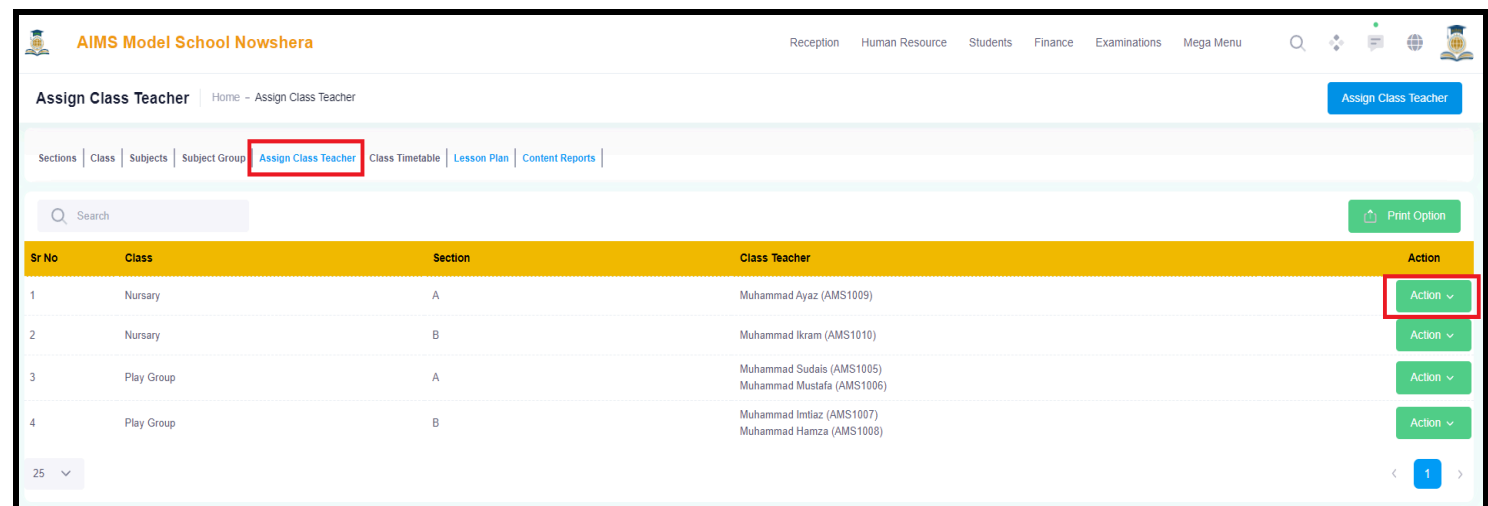
5. Assign Class Teacher

1. Click on Students in the main menu.
2. Select Academic Setup from Academic Setup Link
3. Click on the Assign Class Teacher Tab.
4. Click on Add Assign Class Teacher Blue Button in the top right corner.
5. Select Class.
6. Select Section.
7. Select Teacher from the List.
8. Click on the Save Button.



Assign Class Teacher Listings:

The listing can be edited or deleted from the Actions Button.



6. Class Time Table

1. Click on Students in the main menu.
2. Select Academic Setup from Academic Setup Link
3. Click on the Class Time Table Tab.
4. Click on Add Class Time Table Blue Button in the top right corner.
5. Select Class.
6. Select Section.
7. Select Subject Group.
8. Select Day
9. Add New lines by clicking +Add New Button.
10. Select Checkbox if breaks time.
11. Select Subject
12. Select Teacher
13. Select Time from and Time to
14. Enter Room No.
15. Click on the Save Button.

AIMS Model School Nowshera

Reception Human Resource Students Finance Examinations Mega Menu

class timetable Home - class timetable

Sections | Class | Subjects | Subject Group | Assign Class Teacher | **Class Timetable** | Lesson Plan | Content Reports

Play Group A Playgroup Tuesday Search

+ Add New

Break	Subject	Teacher	Time From	Time To	Room No	Action
<input type="checkbox"/>	English (AIMS1)	Muhammad Sudais (AMS1005)	09:00	09:55	1	<input type="checkbox"/>
<input type="checkbox"/>	Maths (AIMS2)	Muhammad Mustafa (AMS1006)	10:00	10:55	1	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Islamic Studies (AIMS3)	Muhammad Imtiaz (AMS1007)	11:00	11:55	1	<input type="checkbox"/>
<input type="checkbox"/>	Islamic Studies (AIMS3)	Muhammad Hamza (AMS1008)	12:00	12:55	1	<input type="checkbox"/>
<input type="checkbox"/>	Urdu (AIMS4)	Muhammad Ayaz (AMS1009)	13:00	13:45	1	<input type="checkbox"/>

Save

Class Reports Home - Class Reports

Sections | Class | Subjects | Subject Group | Assign Class Teacher | **Class Timetable** | Lesson Plan | Content Reports

Play Group A Search

Print

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Subject: English (AIMS1) 09:00 - 09:55 Room Number: 1	Subject: English (AIMS1) 09:00 - 09:55 Room Number: 1	Not Scheduled	Not Scheduled	Not Scheduled	Not Scheduled	Not Scheduled
Subject: Maths (AIMS2) 10:00 - 10:55 Room Number: 1	Subject: Maths (AIMS2) 10:00 - 10:55 Room Number: 1					
Break Time: 11:00 - 11:55	Break Time: 11:00 - 11:55					
Subject: Islamic Studies (AIMS3) 12:00 - 12:55 Room Number: 1	Subject: Islamic Studies (AIMS3) 12:00 - 13:00 Room Number: 1					
Subject: Urdu (AIMS4) 13:00 - 13:45 Room Number: 1	Subject: Urdu (AIMS4) 13:00 - 13:45 Room Number: 1					

Add Class Timetable