

PROPRIETARY DOCUMENTATION · VERSION 3.1.0

# AIMS

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## ADVANCED INSTITUTE MANAGEMENT SYSTEM

The complete operational architecture manual for institute administrators.

One system. Every department. Zero friction.

# Real-Time Command Center

The truth about your institute — live, always.

The screenshot displays the AIMS Dashboard interface. At the top, there is a navigation bar with the AIMS logo and a dropdown menu, followed by menu items: Dashboard, Inquiries, Students, Messages, Broadcasts, Courses, Batches, Assessments, Certifications, Fees, Expenses, and Settings. A search bar for students is also present. Below the navigation, the main dashboard area features a 'Dashboard' header with a welcome message and a 'Starlight Commander' title. A 'Mark Attendance' button and a 'Last 30 days' filter are visible. A 'Complete Your Institute Setup' section shows a progress bar at 0/3 steps. The first step, 'Add Staff & Instructors', is highlighted, with a 'Go >' button. The second step is 'Create Courses & Programs' and the third is 'Set Up Batches & Schedule'. Below the setup section, four key metrics are displayed: Total Revenue (₹0), Total Students (0), Exams/Assessments (0), and Portal Messages (0). A notification badge for '2 Issues' is located at the bottom left.

## WHY THIS EXISTS

Stop asking staff for reports. The moment you log in, every critical metric — cash in hand, headcount, inquiry volume — is aggregated in a single frame. This is the pulse of your institution.

## STEP-BY-STEP

- 01 Log in to your Admin account at your institute URL.
- 02 The Dashboard is your default landing screen every single time.
- 03 Use the Time Filter **This** , **Month** , **All-** totals. (top-right) to pivot **Week** or **Time** between
- 04 The graphs update in real-time — no refresh needed.

# Student Identity Mesh

Every student. One record. Zero paper.

The screenshot shows the AIMS web application interface. At the top, there is a navigation bar with the AIMS logo and a dropdown menu, followed by menu items: Dashboard, Inquiries, Students (highlighted), Messages, Broadcasts, Courses, Batches, Assessments, Certifications, Fees, Expenses, and Settings. A search bar on the right contains the text 'Search students...'. Below the navigation bar, the 'Students' section is displayed with the subtitle 'Manage enrolled students and track their progress.' and a '+ New Admission' button. A filter bar contains tabs for 'active', 'on hold', 'completed', 'certified', and 'dropped'. A search input field is labeled 'Search by name, ID, phone...'. Below this is a table with columns: ID, Student, Course, Batch, Fee Status, and Actions. The table is currently empty, showing the message 'No students found. Add one →'. At the bottom left, there is a notification badge that says '2 Issues'.

## WHY THIS EXISTS

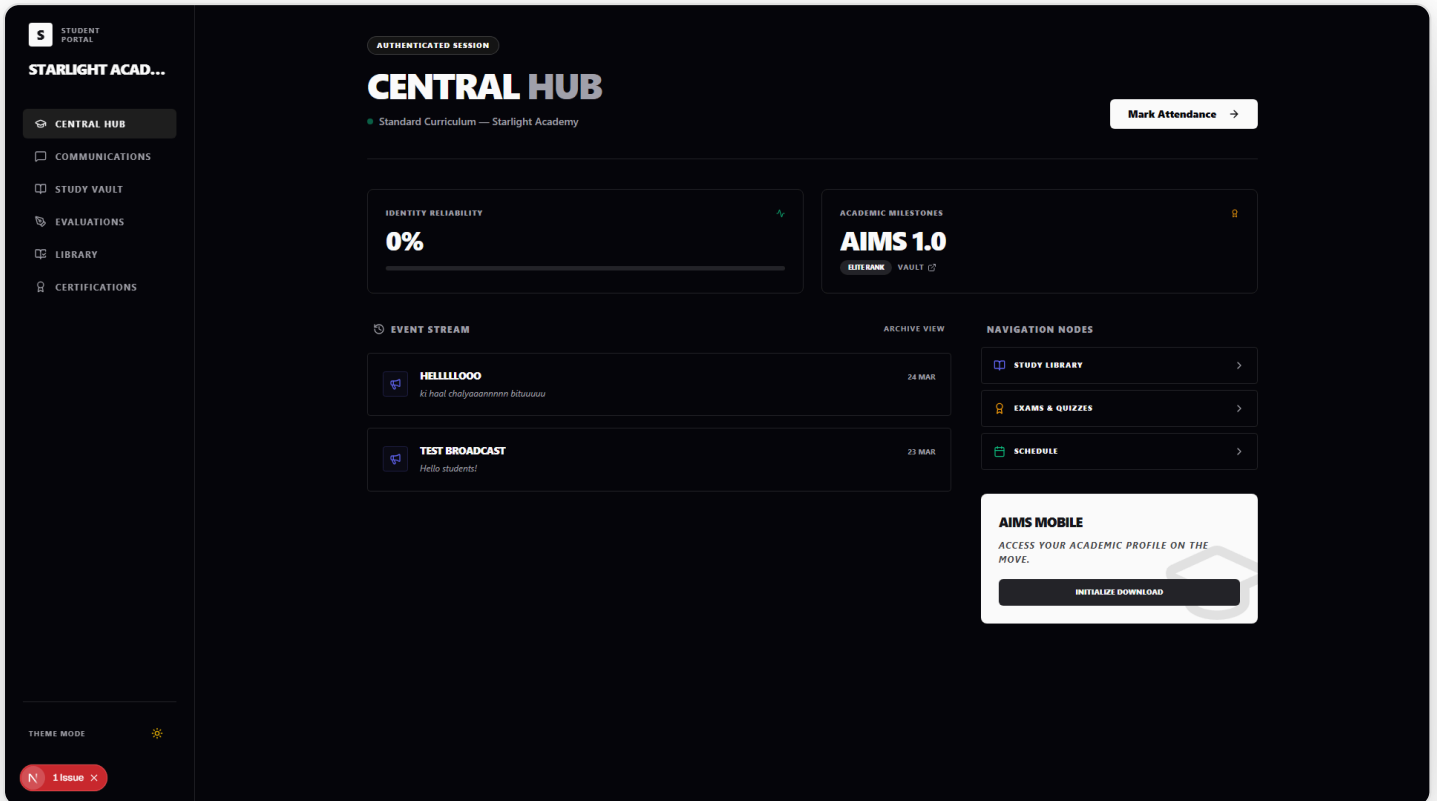
Each enrollment creates a permanent, versionable digital identity for the learner. All their academic, financial, and attendance history lives in one place — searchable in under a second.

## STEP-BY-STEP

- 01 Click **Students** in the left navigation.
- 02 Press **+ New Admission** to open the enrollment form.
- 03 Enter Name, Father's Name, *Portal* and *Password* .  
Phone, and Course. Assign *Username*  
a
- 04 Click **Save** . A unique AIMS-ID is instantly generated  
**Student** and their portal activates.

# The Autonomous Student Portal

A private digital workspace for every learner.



## WHY THIS EXISTS

When students have a portal they actually use, the volume of "What is my fee?" and "When is class?" calls drops by over 90%. This frees your staff to focus on quality, not logistics.

## STEP-BY-STEP

- 01 Tell your students to visit the main AIMS login URL.
- 02 They must click **Student** tab — not the Admin the **Portal** tab.
- 03 They enter the Username and Password you created for them during admission.
- 04 They now have access to their ID Card, Live Fee Status, Event Stream, and Certifications.

# 04

LEAD & ADMISSIONS MANAGEMENT

## Inquiry CRM Pipeline

Convert a visitor into a student in under 60 seconds.

AIMS

Dashboard Inquiries Students Messages Broadcasts Courses Batches Assessments Certifications Fees Expenses Settings Search students...

### Inquiries

Track and convert student leads into admissions.

+ Add Inquiry

New 0 Contacted 0 Interested 0 Converted 0 Dropped 0

Filter by name or phone... 0 total

Student	Desired Course	Source	Pending (Days)	Status	Actions
No inquiries found.					

2 Issues

### WHY THIS EXISTS

Every time someone fills in your inquiry form, a live entry is added here. You no longer lose leads to a WhatsApp message or a sticky note. The follow-up is systematic, not accidental.

### STEP-BY-STEP

- 01 Navigate to **Inquiries** from the sidebar.
- 02 New leads appear *Pending* status badge and their with a contact details.
- 03 Click the edit icon to log call notes and next follow-up actions.
- 04 Once they agree **Process** — their data clones directly to join, click **Admission** to the Students table.

# Broadcast Infrastructure

One message. Every device. Instantly.

**Broadcast Command Center**

Global transmission and direct messaging array. Broadcast operational state to all terminal nodes.

Initialize Transmission

TOTAL TRANSMISSIONS 0

GLOBAL 0

GROUPS 0

INDIVIDUAL 0

**Transmission Ledger**

TRANSMISSION PAYLOAD	TARGET VECTOR	STATE	TIMESTAMP
No transmissions detected in ledger.			

1 Issue

## WHY THIS EXISTS

Calling fifty parents individually about a schedule change is not a system — it's a crisis. AIMS Broadcasts let you reach every student, batch, or your entire institute with a single click.

## STEP-BY-STEP

- 01 Go to **Broadcasts** in the sidebar.
- 02 Click **New Message** to open the broadcast composer.
- 03 Write your announcement. *"Urgent: Batch 401 rescheduled to 5:00 PM today."*  
Example:
- 04 Select your audience: *All* or a specific *Students* **Launch** *Batch. Hit*

# Financial Ledger

Every rupee accounted for. Instantly. Forever.

AIMS

Dashboard Inquiries Students Messages Broadcasts Courses Batches Assessments Certifications Fees Expenses Settings Search students...

## Financial Operating Hub

Real-time revenue monitoring and fiscal transaction archival.

+ Record Deposit

**MONTHLY INTAKE** ₹0 Settled transactions this cycle.

**REVENUE BENCHMARK** ₹0 Aggregated lifetime collections.

**PROJECTED LIQUIDITY** ₹0 Pending student installments.

**NET EXPENSES** ₹0 Operational institutional outflows.

Transaction Ledger Net Receivables

2 Issues

### WHY THIS EXISTS

Manual fee registers get lost, edited, or manipulated. AIMS creates an append-only, time-stamped ledger for every single payment — giving you bulletproof financial records you can present to any auditor.

### STEP-BY-STEP

- 01 Click **Fees** in the sidebar.
- 02 Search for the student by name or ID.
- 03 Click **Collect**, enter the amount, select the payment **Fee** mode (Cash / UPI / Bank).
- 04 Hit **Submit**. A professional printable receipt is generated in milliseconds.

# Expense & Outflow Tracking

Know exactly where every rupee goes.

AIMS Dashboard Inquiries Students Messages Broadcasts Courses Batches Assessments Certifications Fees **Expenses** Settings Search students...

## Financial Expenses

Track outgoing capital, bills, and vendor metrics.

Search vendors, categories... [+ Log Expense](#)

\$ FILTERED OUTFLOW

₹0

DATE	VENDOR / CATEGORY	AMOUNT	STATUS	BILL ATTACHMENT
NO EXPENSES FOUND				

2 Issues

### WHY THIS EXISTS

Profit is Revenue minus Expenses. If you don't track your expenses with the same rigor as your income, you are flying blind. AIMS syncs your outflows to the Dashboard for real-time P&L.

### STEP-BY-STEP

- 01 Navigate to **Expenses** from the left sidebar.
- 02 Click **Log Expense** to open the entry form.
- 03 Select a Category (Rent, Electricity, Salary, Maintenance), enter the amount.
- 04 Optionally upload a photo of the physical bill as an **Save** audit artifact. Click

# Exam Assessment Engine

Test, grade, and publish — in minutes, not days.

AIMS ▾ Dashboard Inquiries Students Messages Broadcasts Courses Batches **Assessments** Certifications Fees Expenses Settings 🔍 Search students...

## Assessments & Exams

Create and manage exams for different courses.

[+ Create Assessment](#)

Assessment Title	Course	Rules	Questions	Status	Actions
No assessments created yet.					

2 Issues

### WHY THIS EXISTS

Assessment data is the most valuable information your institute generates. AIMS turns raw exam scores into structured, searchable student performance records — accessible to parents and students instantly.

### STEP-BY-STEP

- 01 Go to **Assessments** in the sidebar.
- 02 Click **Create Assessment** . Set the type (Weekly / Final), batch, and total marks.
- 03 After the exam, enter each student's score in the marks entry grid.
- 04 Click **Publish** . Students see their result on their portal immediately.

# Global Identity Engine

Make every pixel match your brand in one click.

**AIMS** ▾ Dashboard Inquiries Students Messages Broadcasts Courses Batches Assessments Certifications Fees Expenses **Settings** 🔍 Search students...

## Settings & Identity

Manage your institute's branding, certifications, and active modules.

### Media & Branding

Upload your brand logo and institute banner images.

#### Brand Logo

Upload a square logo (1:1 aspect ratio recommended). Appears on printable forms and dashboard.

#### Institute Banner Image

Upload a wide banner image (16:9 ratio recommended). Displayed on public profiles.

### Custom Fillable Inquiry Form (PDF)

No Template

**INQUIRY FIELD MAPPING:**

inquiry_no	date	name	father_name	phone	email	course_name	total
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2 Issues ×  
Admission PDF Fillable Form Setting Option

#### WHY THIS EXISTS

AIMS is a white-label system. In one settings screen, you transform the entire platform from a generic tool into a branded product that carries your institute's name, colors, and contact identity.

#### STEP-BY-STEP

- 01 Click **Settings** at the bottom-left of the admin sidebar.
- 02 Upload your Institute Logo. It will appear on every student portal and receipt.
- 03 Enter your official Contact Email and Phone. These auto-populate all communications.
- 04 Choose your brand color **Save** — the entire UI theme. Click **Settings** updates instantly.

# You are now fully equipped.

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AIMS is not just software — it is the institutional operating system your academy needed. Every module you have just read is live, tested, and battle-hardened across real institutes. Your next step is simple: open your portal and begin.

BUILT BY

**BhavyaLabs**

[bhavyalabs.com](https://bhavyalabs.com)

SYSTEM VERSION

**3.1.0**

Stable Production Build

SUPPORT

**Always On**

[successfulbhaviya@gmail.com](mailto:successfulbhaviya@gmail.com)