



COMPLETE ADMINISTRATION — SOLUTION —



Aysha Tower, Near GGHSS, MANJERI, Ph: 0483 276 9220, 324 80 86, 9995 07 6789
www.aceinstitutions.com, acepsccoaching.com, aceonlinecoaching.com,
aceinfotechsolutions.com e-mail: acemanjeri@gmail.com



about us

Though technology has come up with many amended solutions for executing business with less effort, there are companies still probing for a way to get a solution that will help them to execute their everyday operations error free and with facileness. Each firm is different, carry out different services and hence the software solutions needed by them to plan and execute their work are withal different. our expert team considers the need of such firms and creates a product that will well suit their business or requirements.

We are not an IT firm like others whose focus is entirely on building mobile and web applications. Definitely, we do offer all those services, but our services provide a total solution for the

needs of customers which help to reduce manpower into minimum, easy and systematic administration, ensure quality and accuracy.

With the perpetual and tremendous contribution of our team, ACE INFOTECH SOLUTIONS has successfully developed today several mobile phone and web solutions for various reputed clients in the platforms including IOS, Android and Windows.

With the aptitude for creating new and innovative applications and an ability for renovating the existing one, ACE INFOTECH SOLUTIONS has pioneered in the areas of Web Solutions, Web Designing, Custom Application Development, Software Solutions, Mobile Phone Applications (IOS, Android and Windows), Search Engine Optimization, Game Development, Domain and Hosting, Branding, ERP Software and in other IT Services.

ACE INFOTECH SOLUTIONS is the only one company in kerala providing total OMR Solutions. We have our own technical team for designing OMR answer sheets, data sheets and other OMR forms

Our Team

The major credit for our success goes to our experienced and dedicated team. It is only with the help of our technically talented and stable team that we have been able to deliver the best services, consistently throughout all these years.

Admission Management System



User
Friendly

Accuracy
100%

24x7
Support

Mobile
Responsive

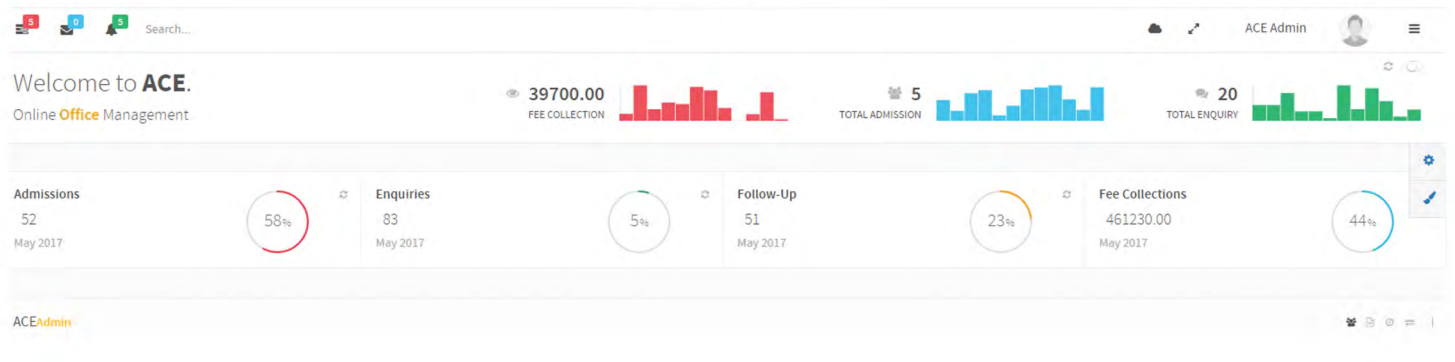
Overview of Administration Software

- Admin
- Employee
- Student
- Guest

Administration Part Modules

Dashboard	Front Page Control	Batch	Enquiry
Admission	Fee	Scholarship	Library
Time table	Attendance	Study materials	Exam
Employee	Publications	Faculty Log	SMS
Students Corner			

Dashboard



Students Login Modules

Personal Details	Talent Hunt	Fee	Material
Library	Time table	Attendance	Marks
Downloads	Messages	Notifications	

01 Dashboard A Dashboard is a visual display of the most important information needed to achieve one or more objectives; consolidated and arranged on a single screen so the information can be monitored at a glance

01 Admin dashboard consists of the following functions

- Admin Dashboard
- Today's Tasks
 - Messages from students
 - Today's fees collection, Admissions and Enquiries
 - Current month admissions and percentage of admissions from enquiries
 - Current month enquiries and percentage of enquiries which being a admission
 - Current month followups and percentage of followups with enquiries
 - Current month fee collection and percentage of fee pending
 - List of full batches and number of students in each batch
 - Gender pie chart and Daily fee collection bar daigram
 - List of branches and number of students in each branch

02 Employee dashboard consists of the following functions (Each employee can access data of his branch only)

- Employee Dashboard
- Today's Tasks
 - Messages from students
 - Notifications to employee
 - Active students count
 - Photo pending students
 - Admission fee pending
 - Today's fees collection (Only for reception employee)
 - Time table view
 - Attendance percentage chart
 - Enquiry percentage chart

02 Front page control Our website is dynamic. we can control this website using administration software

- Coaching programmes
- Rank holders Management
- PSC Corner
- Photo and Video Gallery

03 Batch Master Management of branches, Departments, Courses and Batches

04 Enquiry Master Management of enquiries and its followups

- Enquiry
- Followup
- Web enquiry
- Web contacts
- Enquiry and follow up reports

05 Admission Master It includes student details and their login

- Student registration
- Student List
- Photo pending
- Bulk photo upload
- Student ID card generation
- Singed up Students
- Online users
- Daily admission report
- Old student report
- Admission through followup
- Admission incentives report

06 Fee Master It includes fee payment and fee payment related reports

- Fee Entry
- Fee payment list
- Admission fee pending report
- Course fee due report
- Course fee pending report
- Fee collection report
- Fee pending report
- Fee completed report
- Fee completion certificate
- Daily and monthly fee collection report

07 Scholarship Master

Scholarship master manages the fee concession of the students

- Apply Scholarship
- Approve scholarship(Only for Admin)
- Reports

08 Library Master

Management of institute Library can be possible through this application

- Book category and Sub category
- Library books
- Library membership
- Book issue and return



09 Timetable

Time table entry and management

- Subject
- Topic
- Faculty
- Set Timetable
- Faculty allocation(Course & Subject)
- Time table report

10 Attendance

User friendly attendance manipulation system

- Attendance entry
- Attendance sheet
- Class, Student and Batch wise Reports
- Attendance summary
- Regular absentee report

11 Study Materials

Easy and comfort material distribution

- Study materials
- Batch wise material allocation
- Material distribution
- Class, Student and Batch wise Distribution report
- Distribution summary

12 Exam Management

Examination valuation and publishing the result

- Exams
- Exam score sheet (*Score sheet contains Rank, Register No, Name, +ve Marks,-ve Marks, Percentage, Correct Question count, Incorrect Question count, Unattempted, Attempted and Accuracy*)
- Exam result (Batch and Question paper wise)
- Student progress report
- Exam absentee report(Exam wise and Date wise)

13 Employee Master

Institute employee management

- Employee departments and designations
- Employee list
- Employee Login(Only for admin)
- Daily statement
- Employee daily log
- Employee leave report

14 Publications

Publication books and its Sale

- Publication books
- Publication fee entry
- PSC bulletin fee entry
- Publication and Bulletin collection report

15 Faculty log Syllabus for a course and area allocation to the faculties

- Syllabus Area ● Syllabus area allocation (Batch and faculty wise)
- Syllabus printing ● Faculty log entry ● Faculty log report

16 SMS Master SMS sending and delivery management

- SMS Delivery report ● SMS Template

17 Students corner File management for the students login downloads

- File categories ● Upload files ● File allocation
- (Whole, Batch wise and Student wise ● Talent hunt Questions
- Talent hunt results (Weekly, Monthly and Daily)









NB: Employee login can manage the data of their branch only

DAILY QUIZ



Every day five questions are provided in the student's profile randomly among 15,000 questions. Daily, Weekly, Monthly and special winners can be published.

Students Login view

 Personal Details	The complete personal data about the student
 Fee and scholarship	Fee paid and Scholarship approved details of the student
 Materials	List of Materials allocated and Distribution details
 Library	Details of issued and returned books from the institute library
 Time table	Complete time table of the batch for the student
 Attendance	The complete attendance report of the student
 Marks	Batch and Question paper wise Mark list of the student
 Downloads	Study materials, Answer keys, Advertisement, etc...





COMPLETE OMR SOLUTION



↑ UPLOAD
EXCEL FILE

- 1 Design & Print your OMR Sheet
- 2 Create template
- 3 Scanning OMR Sheets
- 4 Produce results and Reports
- 5 Upload result to web

Accuracy
99.9%

After filling, the OMR sheets are scanned to a folder in PC using any high quality image scanner. OMR Software reads the entire folder at a very high speed and prepares result in a varieties of formats like excel, pdf etc...

Over view

- **All-In-One Professional/ Educational Optical Mark Reader**
Read or evaluate any kind of OMR sheet that is, it may be admission form or test paper answer sheet or survey/ feedback forms, it reads everything for you.
- **Variety Of Response Collection Type**
It is the only software of its kind providing you the maximum number of options to decide yourself how you want to collect the responses. As per your requirement you may collect filled OMR bubbles or ticked rectangular boxes or crossed squares.
- **Highest accuracy (zero error tolerance mechanism)**
It ensures 99.99% accuracy on sample of ten thousand sheets chosen randomly and 100% accuracy on 1lac uniform sheets.
- **Easy to Use**
It possible that a beginner can learn it in just half an hour.
- **Extra ordinary and innovative reports**
Get reports in just a single click! The software provides you the never before options to create or generate reports as per your requirements. It not only contains lots of default patterns of use full reports but also provides you the flexibility to create your own indices and parameters to customize yourself text, tabular and graphical reports of your requirements.
- **Support to any type of marking / evaluation pattern**
The software provides various options to set marking scheme for the test papers to be evaluated. Single correct, multiple correct, negative marking, partial marking, weighted marking; match the column (matrix type) with row or item based marking are few to mention. In fact marking scheme can be set for each question or each option of a question independently.

System Requirements

CPU	A PC with a Pentium IV or higher microprocessor (minimum 1 Ghz)
Operating System	Windows XP (32-Bit and 64-Bit) or Higher
Memory (RAM)	Minimum of 512 MB
Color Settings	Minimum of High Color (16 bit).
MS office	2003, 2007, 2010
Free Hard Disk Space 250 MB of free disk space for application files and folders plus an additional 1GB free disk space on the system disk (the disk on which the operating system is installed) to execute the scanned files response & result in bulk of folder size more than 5Gb scanned file data .	
.Net Frame Work	3.5 & all higher version
Flash	Adobe Flash Player



To get best performance Consider following points.

OMR SHEET

- ▶ Pivot should be properly aligned.
- ▶ None of the image should overlap the pivot.
- ▶ OMR region bubble should be identical in size & space between all bubbles should be continuous.
- ▶ A sheet should have four corner pivot or One large vertical pivot (all components of vertical pivot should be identical) & two small corner pivot. If possible then coloured sheet should be used.
- ▶ " the PIVOT shall be in the different color from the color of the rest of the OMR sheet or total OMR sheet should be in black with large enough and distant enough bubbles "

TEMPLATE

- ▶ Template Size should be 30-35 %(Image Ratio).
- ▶ Image should be scanned on 200DPI.
- ▶ Template OMR sheet & Scanned Image OMR sheet should be replica of each other.
- ▶ To get better performance scanned image size should be in 1bit tiff or colour dropped JPEG.
- ▶ To export result or response in bulk of more than 25 column & 1000 rows use XLS 2007

Working steps

01 Design & Print your OMR Sheet

- Collect Information you needed
- Get Your OMR sheet Designed
- Get your OMR Sheet printed

02 Create Template

- Understand the various term for Creating template (Pivot, OMR region, Image region, Barcode, Litho code, Label, Formula, Dictionary, Lock Region, Group Regions, Set as Answer Sheet code)
- Browse and import blank OMR sheet
- Draw Pivot / time line
- Identify regions on OMR sheet draw them
- Group regions
- Add Info against responses

03 Scanning OMR Sheets

- Understand the terms used on this window
OMR files, OMR folder, Multiple folder, Bubble threshold, Drop color, Retain Color, Show Image, Merge Response, Save edit Log, Load Response, Save Response
- Select Template (.yot File)
- Select OMR file to be processed
- Error Watch and Editing

04 Produce Result and reports

- Understand the Terms used here
Answer, Browse File, Save File, Bubble Threshold, Drop Color, Show Marking Pattern, Generate Results, Reporting Pattern, Student Report, Admin Report, Include File Name In result
- Feed Answers
- Create Reporting Pattern
- Create Student Report
- Create Admin report

05 Upload result to web

- Here we have another application for uploading the result in to web for linking the result with the administration software
- Understand the terms used on this window
Branch, Department, Course, Batch, Exam, Exam date, Select file, Recently uploaded
- Set Excel with specific headers
- Select the batch
- Choose exam and exam date
- Choose excel file