

Phase 1: Planning

System: Tuition Class Management System

1. Problem Statement

Many tuition classes still manage student details, fees, class schedules, and attendance using notebooks or Excel files. This manual process causes problems such as data loss, calculation errors, difficulty in tracking fee payments, and wasted time when searching for student records. There is a need for a simple computerized system to manage tuition class activities efficiently and accurately.

2. Objectives

The main objectives of the Tuition Class Management System are:

- To maintain student records in a structured and organized manner
- To manage class schedules and subjects effectively
- To track student attendance
- To handle fee payments and payment status
- To reduce manual work and improve accuracy
- To provide quick access to information for the tutor or admin

3. Scope

The scope of the system includes:

- Student registration and management
- Tutor and subject management
- Class schedule management
- Attendance recording
- Fee payment tracking
- Basic report generation such as student list and fee status

Out of Scope:

- Online payment gateway
- Mobile application
- Advanced analytics
- Multi-branch tuition management

4. Assumptions

- The system is used by a single tuition class
- One admin (tutor or staff) manages the system
- Students do not directly access the system
- Internet connection is available if required
- Data entered by the admin is correct