TutionWale – Complete Feature Guide for Tuition Centres

Run your whole tuition or coaching centre from one screen: students, attendance, fees, classes, teachers, exams and your own website. This guide walks through every feature in the TutionWale admin panel, in the same order as the left menu.

Website: tutionwale.in · **App:** Android app on Google Play for parents, students and teachers

Quick start: live in about 10 minutes

The Today page shows a setup checklist. Tick these five steps and parents start getting SMS and fee reminders automatically:

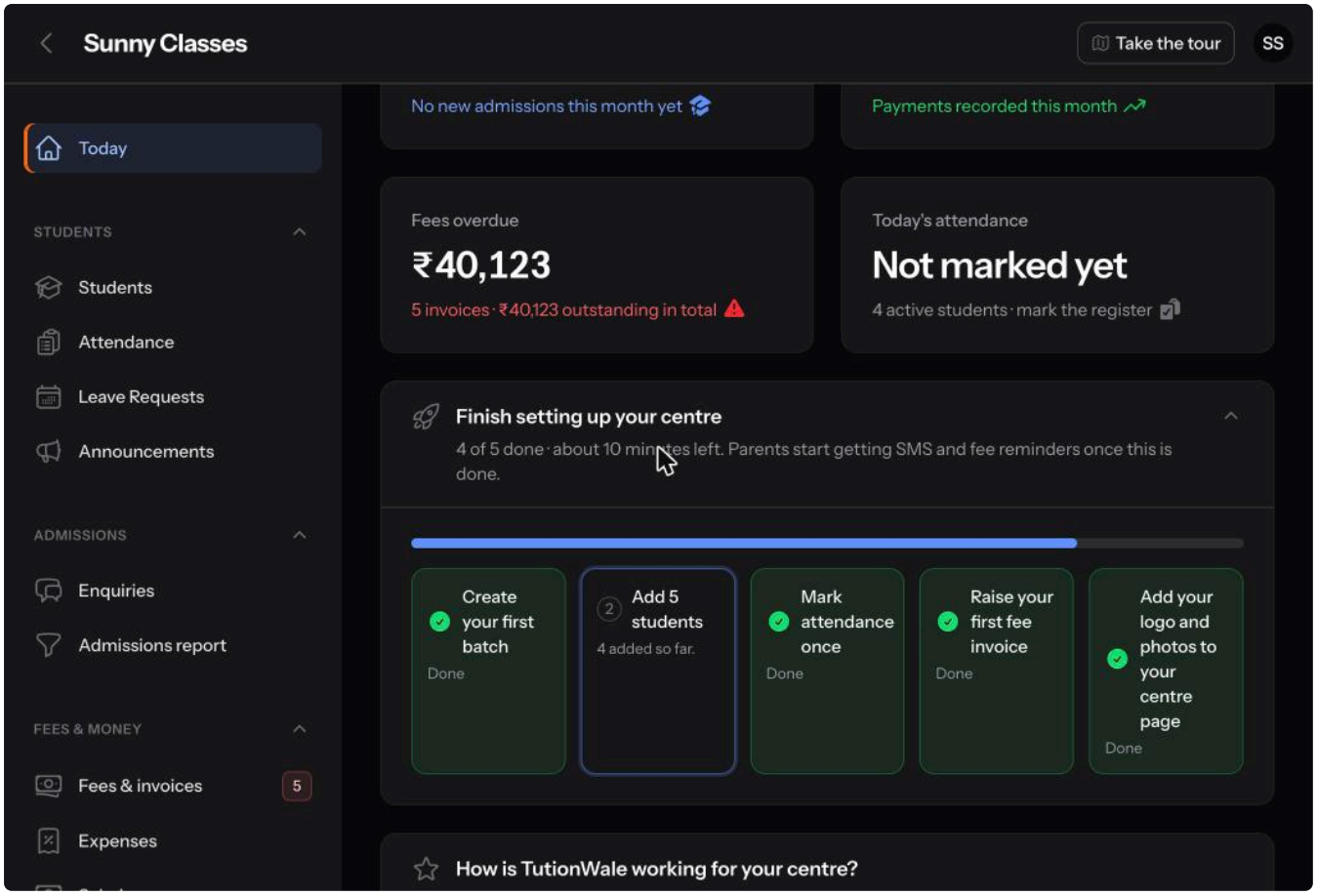
1. **Create your first course and batch** – e.g. "Class 10 Maths, 5 PM batch".
2. **Add your students** – one by one, or import them all from a CSV file.
3. **Mark attendance once** – so parents start receiving updates.
4. **Raise your first fee invoice** – or let TutionWale create them every month.
5. **Add your logo and photos to your centre page** – your free website goes live.

Tip: every page has a built-in **Guide** box with steps and tips, and a **Take the tour** button at the top for a click-by-click walkthrough.

1. Today (your dashboard)

The first screen you see every day.

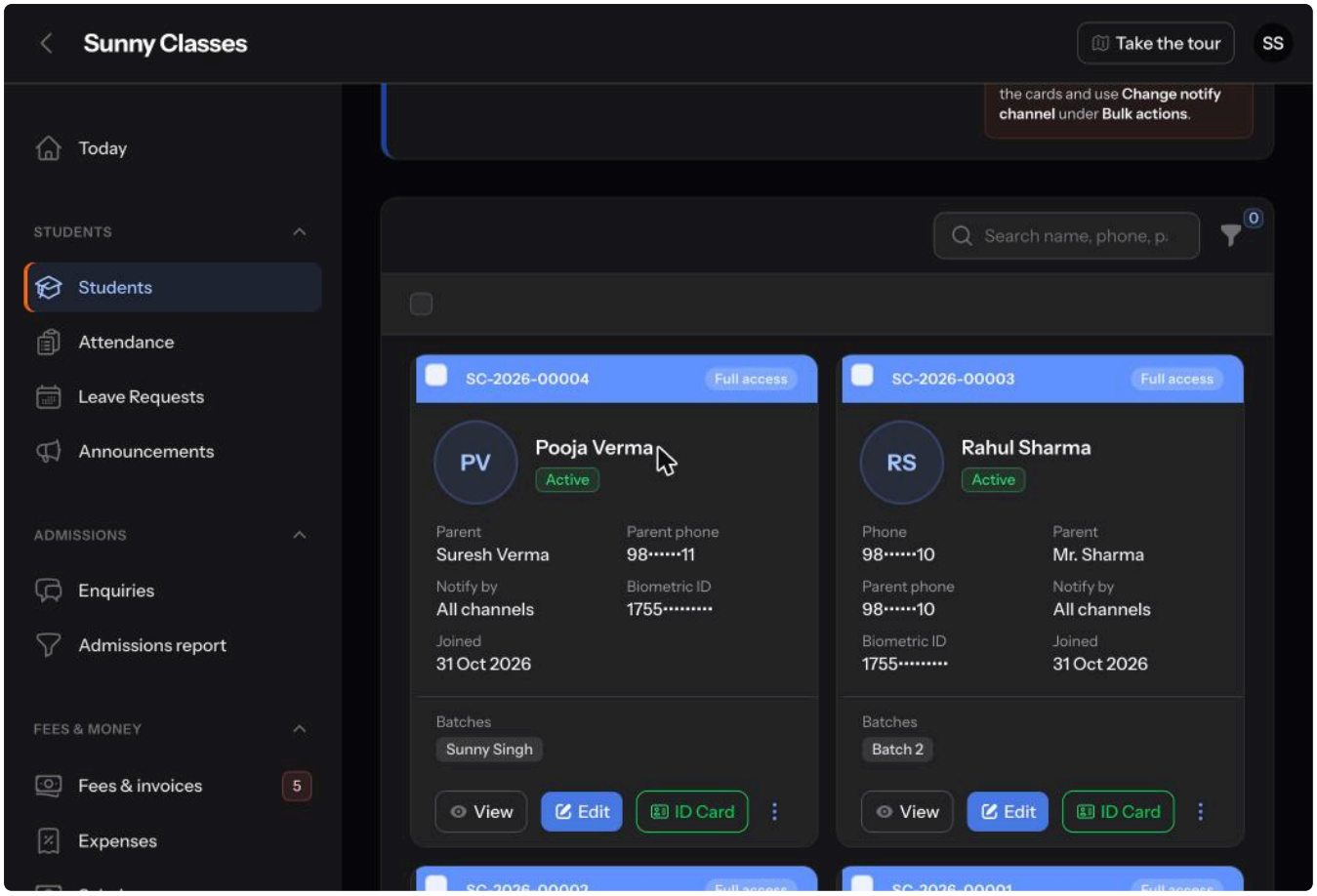
- **Quick buttons:** Add student, Collect fee, Mark attendance, New enquiry.
- **Key numbers:** active students, fees collected this month, fees overdue (with number of unpaid invoices), and today's attendance status.
- **To-do list:** follow-ups due today, absent students and pending tasks. Each item links straight to the page where you fix it.
- **Setup checklist** until your centre is fully set up.



2. Students

Students list

- Every student is shown as an **ID card** with admission number (e.g. SC-2026-00001), status, batches, parent details and joining date.
- **Add Student:** only the student's name and the parent's name and phone are required. Pick batches and confirm the fee for each course.
- **Import from CSV:** download the sample file, fill it in, upload it. Use the **Fee not set** filter afterwards to set fees for imported students.
- **Search** by name, phone, parent name, parent phone or admission number.
- **Notify by:** choose WhatsApp, SMS or Email for each parent. Change many at once with Bulk actions → Change notify channel.
- **Print ID cards** for every student in one click.



Attendance register

- Pick a **batch and date**; the list updates straight away.
- Click **Mark attendance**, tap the students who are absent, then **Save**.
- Filter by **Present** or **Absent** to call parents quickly.
- You can mark or correct attendance for **today and the previous 7 days**.
- Attendance from the **teacher app** and **fingerprint/face devices** appears here on its own. Students who checked in on a device are locked as present.

Leave requests

- Parents or students apply for leave from the app.
- Open a request to see the reason and dates, then **Approve** or **Reject**. The parent is notified straight away.

Announcements

- Send notices for holidays, exam dates, fee reminders and more.
- Write a short title and message; pick a **batch**, or leave it empty to send to **all students**.
- Announcements show up instantly in the parent and student apps.

3. Admissions

Enquiries

- Every lead from **walk-ins, phone calls and your website** lands here, so nothing slips through.
- Set a **follow-up date** and it appears in Today's to-do list.
- Tabs: Follow up today, Open, Converted, Closed.
- When the student joins, click **Convert to Student** – no retyping.

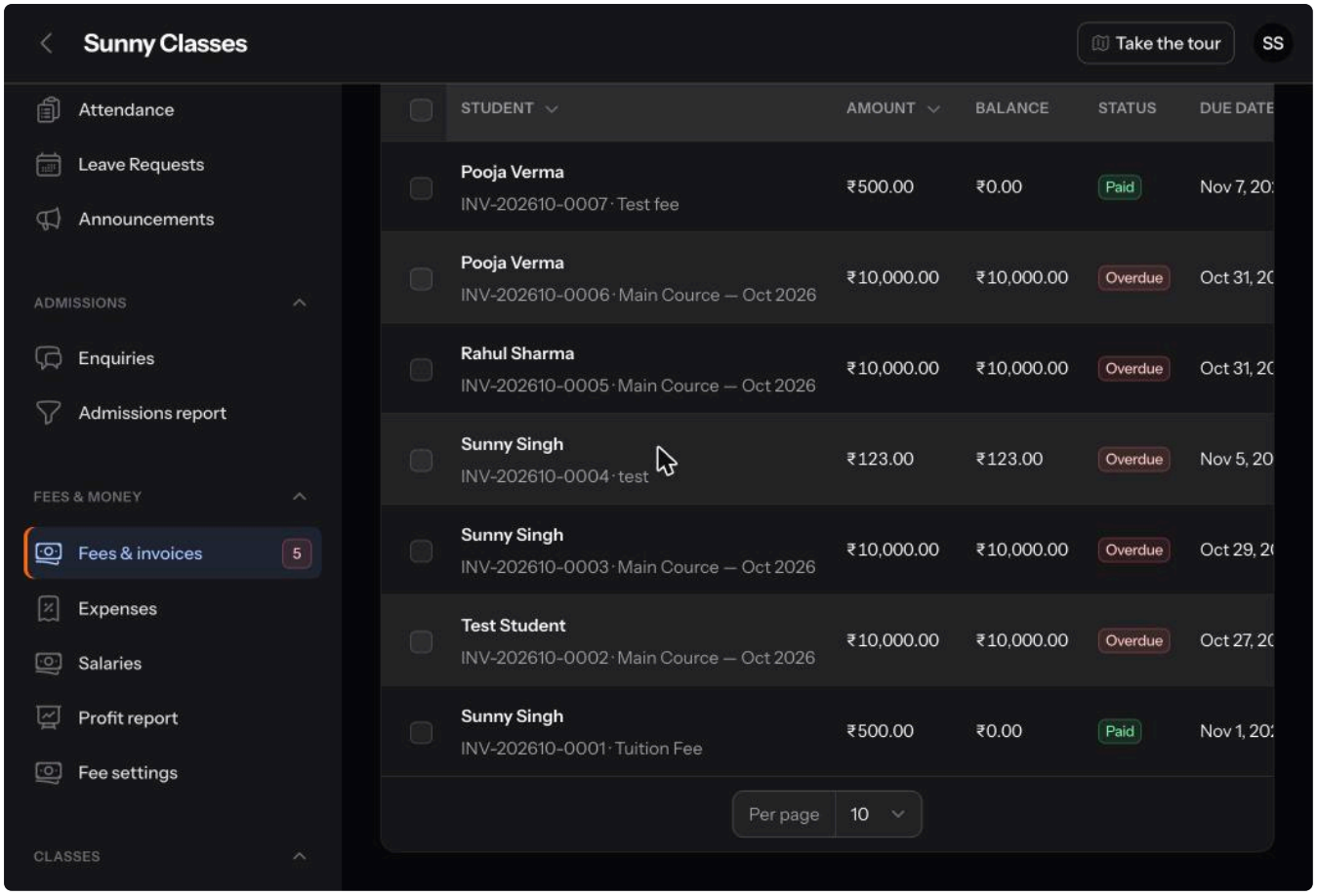
Admissions report

- See how many enquiries turned into admissions, **by source and by month**.
- Compare sources to decide where to spend on marketing.

4. Fees & money

Fees & invoices

- Invoices are **created automatically every month** from each student's fee plan.
- Tabs: **Overdue, Due, Paid**, Awaiting confirmation, Cancelled – see at a glance who still owes.
- **Record payment** when a parent pays by cash, UPI or cheque.
- **Send a reminder** or **download the receipt** from the ⋯ menu on each invoice.
- **Create invoices for batch** to bill a whole batch at once (e.g. exam fee).



Fee settings

- **UPI ID, payee name and UPI QR code** – printed on invoices so parents pay you directly.
- **Bank account** details (optional) for bank transfers.
- **Automatic invoicing:** monthly due day and how many days before the due date invoices are created.
- Changes apply to new invoices; old invoices stay as they are.

Expenses

- Record rent, electricity, stationery, marketing and other costs by category, amount and date.

Salaries (payroll)

- Pick the month to see each teacher's salary due.
- Click **Pay** to record it. Set each person's salary once on their profile in Staff & Teachers.

Profit report

- **Fees collected − salaries − expenses = profit**, month by month.

- A table of the last six months and a breakdown of where the money went.

5. Classes

Courses

- A course is what you teach (e.g. Class 10 Maths) with its subjects, duration and **default fee**. The fee is only a suggestion – you can change it per student.

Batches

- A batch is a group of students who study together at a set time.
- Set the course, name, timing and days; assign **teachers** and add **students**.
- Set a **seat limit** to see how full each batch is (e.g. 24 / 30).

Timetable

- Weekly class schedule across batches, teachers and rooms.
- **Clashes** for the same teacher or room are flagged before you save.
- Filter by batch or teacher.

Homework

- Set homework for a batch with a due date and attachments.
- Students and parents see it in the app; you see how many submitted.

Exams & results

- Create an exam with batch, subject, date and maximum marks.
- **Enter marks** for each student, then **Publish results** so parents can see them.

Study materials

- Share notes, PDFs, images and links with one or more batches.
- See **how many students viewed** each item.

OMR sheet maker

- Make printable **OMR answer sheets** for your tests in seconds.
- 30 to 200 questions, 4 or 5 options, single or two-column layout.
- Add student fields (name, roll number, batch, mobile, set code), question sections, an answer key strip, watermark and instructions.

- Your centre name is filled in automatically. Download a print-ready **PDF**.

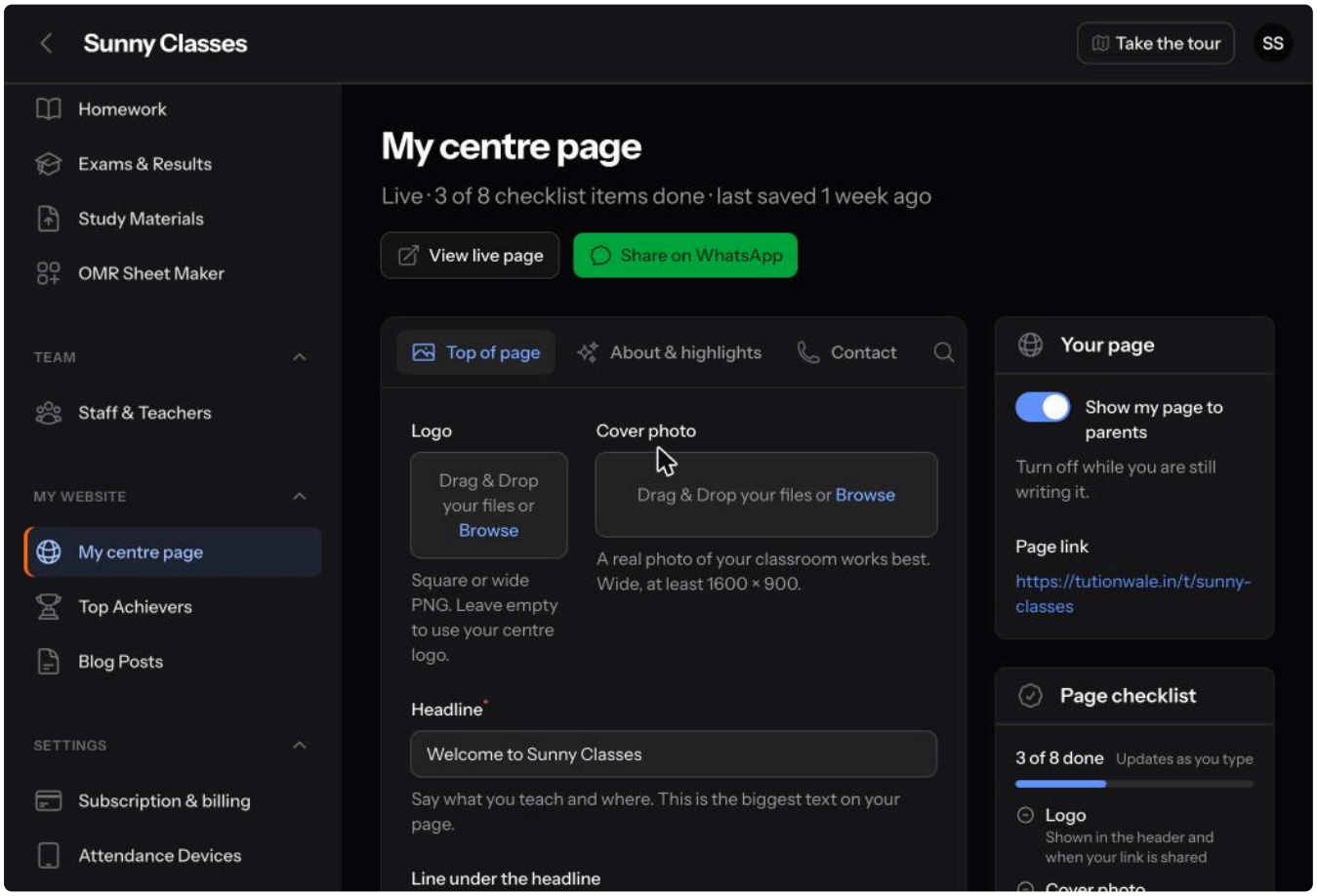
6. Team: Staff & teachers

- Add everyone who works at your centre with name, phone and role.
- Each person gets **their own login** with only the permissions you allow (for example, "Can manage fees & payments").
- **Register biometric** to let teachers punch in on the device; see Today In / Today Out.
- Set their **salary** so it shows in Salaries.

7. My website

My centre page (free website)

- A ready-made web page for your centre at **tutionwale.in/t/your-centre-name**.
- Add your logo, cover photo, headline, about section, highlights, contact, address and Google description.
- A **page checklist** shows what is still missing.
- **Share on WhatsApp** in one tap. Turn the page off while you are still writing it.
- Parents who click **Enquire Now** land straight in your Enquiries list.



Top achievers

- Show your best results (student photo, score, exam and year) on your centre page to win parents' trust.

Blog posts

- Write articles that appear on your centre page and help parents find you on Google.

8. Settings

Subscription & billing

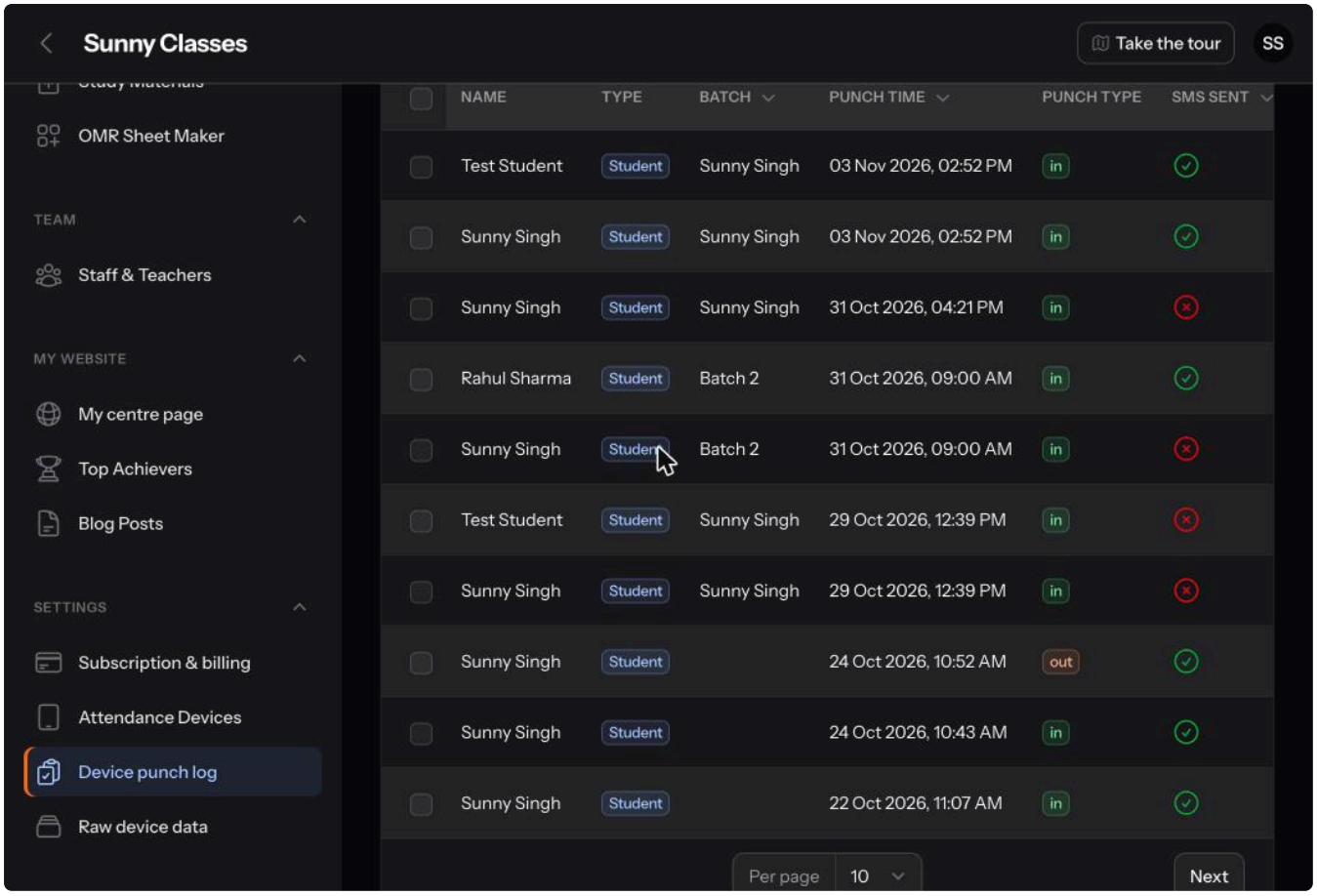
- See your current plan, renewal date, payment history, **SMS credits** and **storage** used.
- Buy extra SMS credits or storage any time.

Plan	Price	Best for	Key features
Starter	₹299 / month	Small home tuitions	Up to 50 students, 2 batches, 500 SMS/month, attendance, fees, email support
Growth	₹699 / month	Growing centres	Up to 200 students, unlimited batches, 2,000 SMS/month, WhatsApp notifications, fee automation, reports, study materials, online tests
Pro	₹1,299 / month	Established institutes	Unlimited students and batches, 5,000 SMS/month, advanced analytics, multi-branch, API access, 24/7 phone support

Pay yearly and save 20%.

Attendance devices (biometric)

- Connect **fingerprint or face devices** that mark attendance automatically.
- Add the device with its device ID and a name; register each student on the device from their profile.
- **Device punch log:** every punch matched to the student, with time, batch, in/out and whether the parent SMS was sent.
- **Raw device data:** unprocessed data from the device, useful when checking a device problem.



9. Apps for parents, students and teachers

- **Parents and students** see attendance, fee invoices, homework, study materials, exam results and announcements, and can apply for leave.
- **Teachers** can mark attendance from their phone; it shows up in the admin register on its own.
- Download the TutionWale app from **Google Play**.

Frequently asked questions

Do I need to be good with computers? No. Every page has a short guide and a "Take the tour" button.

Can I bring my existing student list? Yes. Use Import from CSV on the Students page.

How do parents pay? By cash, UPI or cheque at your centre (record it with Record payment), or directly to your UPI ID/QR shown on the invoice.

Will parents be notified automatically? Yes – by WhatsApp, SMS or email for attendance, fee reminders, leave decisions, results and announcements, depending on your plan and settings.

Can my teachers log in? Yes, each with their own login and only the access you give them.

Get started

Start your free trial at **tutionwale.in** and finish the setup checklist on the Today page. Watch the 2-minute feature tour video for a quick visual walkthrough.