

- **Deadline for Marks Entry:** Set a **clear deadline** for **grade entry** in the ERP system, ensuring all grades are accurately entered before the report card generation.
- **Subject-wise Coordination:** Ensure all subjects are **graded and entered** on time, and **cross-check data** for accuracy.
- **Report Card Design:** Ensure that **report cards** are designed with **all required details** (e.g., grades, comments, attendance, etc.).
- **Verification of Final Grades:** Ensure that **final grades** are double-checked by the **subject head** or **exam coordinator** before finalization.

5. PTM (Parent-Teacher Meeting) Scheduling

Date	Time	Subject(s)	Teacher(s) Involved	Parent Communication Mode

- **Schedule PTM:** Set a date for the **Parent-Teacher Meeting (PTM)** where teachers will share **evaluation feedback** and discuss **student progress**.
- **Parent Notification:** Ensure parents are notified about the **PTM date, time**, and the **feedback areas** that will be discussed.
- **Appointment Slots:** If necessary, provide **appointment slots** for parents to meet individual teachers or heads of departments.

6. Grade Verification & Recheck Requests

Student Name	Subject	Grade Entered	Recheck Requested (Yes/No)	Recheck Outcome (Grade Change/No Change)

- **Grade Review Requests:** Allow students or parents to submit **requests for grade review** or **recheck** in case of discrepancies.
- **Recheck Process:** Ensure **grade rechecks** are handled by **subject heads** or **moderators** to maintain fairness and transparency.

- **Timely Distribution:** Ensure **report cards** are distributed to students and parents in a **timely manner** (e.g., within 2–3 days after PTM).
- **Electronic and Printed Copies:** Provide **both printed and electronic versions** of the report cards if needed.
- **Acknowledgment of Receipt:** Ensure **parents** acknowledge the receipt of the report cards (via **email, printed form, or signature**).

10. Feedback from Parents & Students

Student Name	Feedback Given (Yes/No)	Mode of Feedback (Paper/Online)	Type of Feedback (Positive/Constructive)

- **Collect Feedback:** Collect **feedback** from parents and students regarding the **overall evaluation process, the usefulness of feedback, and the quality of the report card**.
- **Review Feedback:** Analyze feedback for **improvements** in the next evaluation cycle.

11. Final Review & Approval

Field	Details
Total Students Evaluated	
Total Report Cards Generated	
Total PTMs Held	
Feedback Collected (Yes/No)	
Final Approval for Report Card	

12. Approval & Signatures

Designation	Name	Signature	Date
Exam Coordinator			
Principal			