

CONSOLIDATED MONITORING & IMPLEMENTATION CHECKLIST

MEGA PARENT–TEACHER MEETING (MPTM 3.1) 3.1

Role-wise Responsibilities across the Institutional Hierarchy:

State Authorities(CSE/CIE/SP D	Regional Joint Directors	District Educational Officers/Additional Project Coordinators	Mandal Education Officer (MEO)	School/College Heads
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This Implementation Manual consolidates the stage-wise roles and responsibilities for the planning, implementation, monitoring, and reporting of the Mega Parent–Teacher Meeting (MPTM 3.1) across the School, Mandal, District, and State levels. It is intended for circulation to all Heads of Schools, Mandal Education Officers, District Educational Officers, and the Office of the State Project Director, Samagra Shiksha / Commissioner of School Education, serving as the single comprehensive operational reference for the conduct of MPTM 3.1 .

The Annexure–IV series of this Implementation Manual provides detailed stage-wise checklists and action points for each administrative level, namely the **Head of School, Mandal Education Officer, District Educational Officer, and the Office of the State Project Director / Commissioner of School Education**, to ensure uniform implementation, effective monitoring, and timely reporting across the State.

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ANNEXURE – IV

1. Checklist for State Level Authorities

Mega Parent–Teacher Meeting (MPTM 3.1) — State-Level Monitoring

Planning & Governance Stage

Timeline: 12–15 days before MPTM 3.1

1. Ensure the statewide implementation plan, SOPs and guidelines are communicated to all districts.
2. Conduct periodic review meetings with RJDs, DEOs & APCs and district teams.
3. Conduct Orientation meeting with all the MEOs.
4. Monitor district-wise preparedness against defined Timelines.

Preparatory Stage

Timeline: 7–11 days before MPTM 3.1

5. Ensure timely release of Mega PTM funds to all districts.
6. Monitor fund utilisation status across districts.
7. Ensure supply-chain bottlenecks are resolved promptly.
8. Monitor readiness of the LEAP App and other digital platforms.
9. Review district-wise availability of logistics / arrangements, SRKVM Kit, and other learning materials and event resources preparedness for programme implementation.
10. Ensure schools requiring urgent support receive timely intervention.
11. Ensuring completion (Development and testing of Donor Application) and readiness for the launch

Timeline: 5–8 days before MPTM 3.1

12. Monitor statewide readiness of student entitlements (SRKVM Kit) and academic materials.
13. Review preparation status of Holistic Progress Cards, Health Cards and exhibitions.

Implementation & Monitoring Stage

Timeline: 4 days before MPTM 3.1

14. Review district-wise school readiness reports submitted by DEOs.
15. Identify lagging districts and initiate corrective interventions.
16. Ensure inter-departmental coordination for issue resolution.
17. Monitor critical issues relating to infrastructure, logistics, manpower and funding.
18. Escalate unresolved issues and ensure timely resolution before the Mega PTM.
19. Monitor district-wise parent participation and programme implementation through dashboards and field reports.
20. Review documentation, LEAP App uploads and media coverage across districts.

Post-Programme Review Stage

Timeline: 5–7 days after MPTM 3.1

21. Review district reports and feed back .
22. Analyse and document best practices and challenges.
23. Prepare a consolidated state-level report.
24. Collection and review of Feed back from the field.

2. Checklist for Regional Joint Director (RJD)-Regional-Level Monitoring

Planning & Coordination Stage

Timeline: 10–12 days before MPTM 3.1

1. Conduct regional review meetings with all District Educational Officers (DEOs)/APCs time to time for smooth conduction of the Programme.
 2. Ensure the preparation of districts level implementation plans in accordance with State guidelines.
 3. Identify the required additional administrative support based on previous performance and preparedness in their jurisdiction.
 4. Ensure a regional monitoring mechanism for tracking district-wise progress.
 5. Ensure timely fund release to the districts in their jurisdiction.
 6. Facilitate inter-district coordination for sharing resources wherever necessary.
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Implementation & Monitoring Stage

Timeline: 2 days before MPTM 3.1

7. Review district-wise school readiness for conducting MPTM in their jurisdiction.
 8. Conduct random field visits to selected districts and schools.
 9. Monitor parent participation and field reports through dashboards.
 10. Ensure timely resolution of issues escalated by District Educational Officers/APCs.
 11. Verify that documentation, photography, media coverage and LEAP App uploads are completed across districts.
 12. Share periodic regional progress updates with the State Project Director/Commissioner.
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Documentation & Reporting Stage

Timeline: 2–5 days after MPTM 3.1

13. Collect district completion reports and feed back from all DEOs and APCs.
 14. Analyse and document best practices, challenges and success stories in their jurisdiction.
 15. Submit a consolidated Regional Monitoring Report to the State Project Director/Commissioner within the prescribed timeline.
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Post-Programme Review Stage

Timeline: 5–7 days after MPTM 3.1

16. Conduct a regional review meeting with all DEOs/APCs to evaluate programme outcomes.
17. Review district-wise performance, parent participation and implementation quality.
18. Ensure follow-up on unresolved issues and monitor compliance with State directives.

Checklist for District Educational Officer (DEO)/ Additional Project Coordinator(APC)

Mega Parent–Teacher Meeting (MPTM 3.1) — District-Level Monitoring

Planning & Coordination Stage |

Timeline: 8–10 days before MPTM 3.1

1. Conduct district-level orientation meetings with Deputy Educational Officers and Mandal Education Officers (MEOs) to communicate implementation timelines.
2. Ensure school-level planning and monitoring done by MEOs in their respective mandals.
3. Deploy and assign mandals to district officials for field level monitoring.
4. Ensure that all schools are fully prepared to conduct the Mega PTM as per guidelines.
5. Communicate to the DMHO to depute Doctors/ANMs/AASHA Workers with First Aid Kit, and ORS.
6. Ensure timely release of budget to the schools
7. Ensure that all students receive the entitlements (uniforms, shoes, belts, socks, etc.).
8. Monitor daily progress for smooth conduction of Program.
9. Conduct field visits to schools during the Mega PTM.
10. Compile district-level observations and submit the readiness/completion report to the State.

Checklist for Mandal Education Officer (MEO)

Mega Parent–Teacher Meeting (MPTM 3.1) — Mandal-Level Monitoring

Planning Stage |

Timeline: 6–8 days before MPTM 3.1

1. Conduct a mandal-level orientation with all School/College heads to communicate guidelines, roles and implementation timelines.
2. Assign Mandal/Cluster Resource Persons to monitor school-wise preparation and hand-holding if needed.

Preparatory Stage |

Timeline: 2–5 days before MPTM 3.1

3. Ensure timely fund release to all schools.
4. Ensure the availability of sanitation, drinking water, safety and campus-cleanliness arrangements in their jurisdiction.
5. Ensure availability of all the TLM item for display in all Primary Schools(Jaaduai Pitara, Mini Jaaduai Pitara, FLN Learning Kit, FLN Print Rich material, and TaRL Kit, etc.,).
6. Ensure entitlement items (uniforms, Holistic Progress Cards, Health Cards, Assessment Booklets, etc.) reach all schools before the event.
7. Ensure coordination with ANM/AASHA Staff to ensure medical support in all schools.

Implementation & Monitoring Stage

Timeline: Day of MPTM 3.1

8. Conduct random field visits to schools in the mandal on the day of the MPTM 3.1.

9. Monitor parent attendance, volunteer deployment and overall programme.
10. Resolve on-the-spot issues related to logistics, staffing or infrastructure if identified and escalate unresolved matters to the DEO office immediately.
11. Ensure real-time documentation and LEAP App uploads being completed by schools.

Post-MPTM 3.1 Stage |

Timeline: 3–5 days after MPTM 3.1

12. Conduct a mandal-level review meeting with school/college heads to collect feedback and identify challenges and document the findings.
13. Follow up any unresolved logistics, infrastructure or entitlement gaps flagged during the event.

Checklist for Head of School (HM) and Teachers

Mega Parent–Teacher Meeting (MPTM 3.1) — School-Level Responsibilities

Planning Stage |

Timeline: 5–8 days before MPTM 3.1

1. Hold a meeting with the School Management Committee (SMC) and staff to discuss the minute-to-minute programme.
2. Constitute school level committees and clearly communicate responsibilities in writing.
3. Assign responsibilities and set timelines for each task based on teachers' availability (invitations, budget, beautification, welcome, etc.)
4. Schedule a coordination meeting with other line departments.
5. Review the final checklist of responsibilities.

Preparatory Stage |

Timeline: 6–7 days before MPTM 3.1

6. Prepare student made invitation cards for parents and VIP invitees.
7. Distribute invitation cards to parents, SMC members and key invitees.
8. Register invitees in the PTM module of the LEAP App.
9. Collect details of required materials and funds.
10. Finalize the budget and record expenses.
11. Contact donors for items and contributions.
12. Mark pathways from the gate to the building with white powder or paint.
13. Arrange a welcome arch using locally available materials (flowers, mango toranas, banana stems) with no cost.
14. Place flower pots along marked pathways, if available.
15. Place dustbins and use environment-friendly materials.
16. Mark construction zones with red ribbons to avoid hazards.
17. Place signboards for easy identification of locations.
18. Decorate the welcome desk with flowers (use only locally available flowers to minimise expense).
22. Identify student volunteers to conduct a welcome march if band set is available in the school.
19. Arrange benches and chairs outside each classroom for one-on-one discussions.
20. Arrange designated seating with clear markers for parents, SMC members and guests.
21. Send digital invitations via SMS to alumni, donors and officials 1 -2 days before MPTM 3.1
22. Train student volunteers to enforce parking protocol.

Implementation Stage |

Timeline: Day of MPTM 3.1

23. Ensure the readiness of student's progress reports (HPC) .
24. Conduct one-on-one interactions with the class teacher and parents.
25. Check stage setup, audio-visual equipment and IFP/TVs.

26. Decorate the stage and arrange drinking water.
27. Prepare and serve the Dokka Seethamma midday meal using clean and eco-friendly materials.
28. Place water pots with lids and glasses at key locations.
29. Place signage boards to guide attendees.
30. Ensure availability of an ANM/doctor with a first-aid kit and ORS packets.
31. Assign a student volunteer to the ANM/doctor.
32. Take at least three photographs for documentation and upload them to the PTM module in the LEAP App.
33. Invite press and media representatives.
34. Prepare and release a press note highlighting the program.

Documentation Stage |

Timeline: Day of MPTM 3.1 (On the Day of event)

35. Assign teachers to document the key activities.
36. Collect feedback from parents and guests, if any.

Post-MPTM 3.1 Activities |

Timeline: 1–3 days after MPTM 3.1

37. Record attendee details in the LEAP App after the Dokka Seethamma midday meal is served.
 38. Upload 3 photographs into the LEAP App — one-on-one discussions, the general meeting group photo, and the midday meal service.
 39. Arrange transport for Children with Special Needs (CwSN) and their parents, as required.
 40. Clean classrooms and the campus after the programme.
 41. Conduct a review meeting to acknowledge success and identify improvements for future MPTM 3.1.
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