

ANNEXURE: ERP & INTERNAL RECORDS FINAL REVIEW

1. General Information

Field	Details
Academic Session	
Classes Covered	
Review Date	
Conducted By	
Approved By (Principal)	

2. Overall Data Verification Status

Parameter	Status
ERP Data Updated	<input type="checkbox"/> Yes <input type="checkbox"/> No
Internal Records Updated	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cross-Verification Done	<input type="checkbox"/> Yes <input type="checkbox"/> No
Audit Ready	<input type="checkbox"/> Yes <input type="checkbox"/> No

3. Attendance Records Verification

Field	Status	Remarks
Daily Attendance Updated	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Monthly Attendance Verified	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Short Attendance Cases Identified	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Attendance Reports Generated	<input type="checkbox"/> Yes <input type="checkbox"/> No	

4. Marks & Assessment Records

Field	Status	Remarks
All Exams Marks Entered	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Internal Assessment Marks Updated	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Practical Marks Updated	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Marks Verified by Teachers	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Errors Rectified	<input type="checkbox"/> Yes <input type="checkbox"/> No	

5. Report Card Verification

Field	Status	Remarks
Report Cards Generated	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Data Accuracy Verified	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Grades Calculated Correctly	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Remarks Added by Teachers	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Ready for Distribution	<input type="checkbox"/> Yes <input type="checkbox"/> No	

6. PTM Records

Field	Status	Remarks
PTM Conducted	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Attendance Records Maintained	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Parent Feedback Recorded	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Action Plans Documented	<input type="checkbox"/> Yes <input type="checkbox"/> No	

7. Cross-Verification (ERP vs Physical Records)

Field	Status
Attendance Matched	<input type="checkbox"/> Yes <input type="checkbox"/> No
Marks Matched	<input type="checkbox"/> Yes <input type="checkbox"/> No
Student Details Matched	<input type="checkbox"/> Yes <input type="checkbox"/> No
Discrepancies Found	<input type="checkbox"/> Yes <input type="checkbox"/> No

Details of Discrepancies (if any):

8. Documentation & Backup

Field	Status
Hard Copies Filed	<input type="checkbox"/> Yes <input type="checkbox"/> No
Digital Backup Maintained	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reports Archived	<input type="checkbox"/> Yes <input type="checkbox"/> No
Access Control Maintained	<input type="checkbox"/> Yes <input type="checkbox"/> No

9. Final Audit Checklist

Parameter	Status
All Term Data Completed	<input type="checkbox"/> Yes <input type="checkbox"/> No
No Pending Entries	<input type="checkbox"/> Yes <input type="checkbox"/> No
Verified by Concerned Staff	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ready for Inspection/Audit	<input type="checkbox"/> Yes <input type="checkbox"/> No

10. Challenges Faced

1. _____
2. _____

11. Suggestions / Improvements

1. _____
2. _____

12. Final Remarks

Signatures

Role	Name & Signature	Date
Class Teacher		
IT/ERP Incharge		
Exam Coordinator		
Principal		