



Kaveri Kala Manram

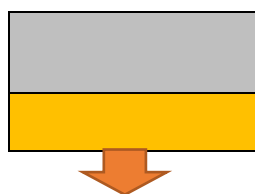
KKM-staffs Task & Achievements report month of July -2020

Office: Malaiyalapuram, HOH, Jaffna

No	Name of staff	Project proposal	Project report	Account Report	Project visits	Workshop & Meeting	Taste forum & economy forum	Project complete	Nutrition food	Video documents work & form work	Green promotion Centre work	Impact story work	Document purpose & Website updating	Activity & progressing	Total Planning Task	Complete task	Percentage
<i>Group -01 Office base staffs</i>																	
01	Rev.T.S.Joshua		09			13						01	11		40	34	100%
02	Mr.M.Thibagar												04		06	04	100%
03	Miss P. Uthayashanthini		07											03	08	08	100%
04	Miss T Shahana	02	01			03					01	01		03	09	09	100%
05	Mrs.D.Thavarubini			05		02							01	02	09	09	100%
06	Mrs.N.Nagenthiran							06			01				07	07	100%
07	Miss.T.Shanusha												03		03	03	100%
08	Miss.R.Kokila		07								01				08	08	100%
09	Mrs.Anantharasha														03	03	100%
10	Mrs. Nanthini					03					01				04	04	100%
11	Mrs S.Thayalini														01	01	100%
<i>Group 02 home base staffs</i>																	
01	Miss Debora	01	06			01		05	01	01			01		16	16	55%
02	Mrs.S.Priya								01				03		04	04	50%
03	Mrs.ketheeshvari												06		06	06	40%
04	Miss T.Kalaivani										04				04	04	40%
05	Mrs.Thenmoly												05		05	05	50%
06	Miss. Tharshiga										04				04	04	25%
07	Miss. Abisha										01		02		03	03	25%

½Task

Activity



Staffs name	Title of task	Number of activities	Completed task	Task status	Hours	Document status
Rev.T.S.Joshua	Situation reports	04	04	Completed	9	
	Project completion report	02	02	Completed	17	
	KKM Budget review	03	03	Completed	15	
	KKM News/media Impact July	01	01	Completed	2	
	Staffs meeting in HOH	04	04	Completed	2	
	Thinker circles (community meeting)	02	02	Completed	3	
	Industrial forum (community meeting)	01	01	Completed	2	
	Education meeting with governor	01	01	Completed	5	
	Education meeting with secretary of ministry of education NP	02	01	Completed	6	
	Colombo rotary members meeting for phase 02 well done project	01	01	Completed	2	
	Meeting with JRSS	01	01	Completed	3	
	Email correspondence with partners	161	11	Completed	52	
	Weekly & monthly work analyzing	04	02	Completed	6	
	Work with shanusha					
	Work with shagana					
	Work with Dr preman					
Empower and farm meeting						
Mr.M.Thibagar	Farm work					
	Empower work					
	Project implementing work					
	Empower meeting					
Miss. P.Uthayashanthini	Parimaladevi small scale project completion report		01	Completed		
	Selvarasha Sanitation project completion report		01	Completed		
	Vishvalingam home garden project completion report		01	Completed		
	Ragini home garden project completion report		01	Completed		
	shanmugam home garden project completion report		01	Completed		
	Temple Project completion report		01	Completed		
	July month staffs work report		01	Completed		
Child care healthy food distribution		03	Completed			

Staffs name	Title of task	Number of activities	Completed task	Task status	Hours	Document status
Miss T Shahana	Impact July		01	Completed		
	KKM executive meeting		01	Completed		
	Leprosy project meeting arrangement and minutes update		03	Completed		
	Anuradhapuram motor project proposal		01	Completed		
	Leprosy association reporting meeting at kilinochchi		01	Completed		
	Anuradhapuram nutrition food proposal update		01	Completed		
	Leprosy association reporting work (activity, report, photo, success story update and membership list update)		01	Completed		
	Green promotion Centre work (murunga 20 bags)		01	Completed		
Mrs.D.Thavarubini	Committee meeting account		01	Completed		
	AED account work		01	Completed		
	Workshop arrangements 02		02	Completed		
	Cheques writing		01	Completed		
	Account work with thayalini		01	Completed		
	V/H account work		01	Completed		
	Reporting correction work		01	Completed		
Mrs.N.Nagenthiran	Saivamanram 5 project completed		05	Completed		
	Cares foundation 01 project completed		01	Completed		
	Malaiyalapuram garden work		01	Completed		
Miss.T.Shanusha	Website updating work			Completed		
	Work with director			Completed		
	Documents works			Completed		
Miss.R.Kokila	Nursery plant work update			Completed		
	Cares foundation reporting -06		06	Completed		
	Saivamanram reporting work			Completed		
Mrs.Anantharasha	Cheques deposit work			Completed		
	Workshops arrangements			Completed		
	Work with director			Completed		
	Office garden work			Completed		

Staffs name	Title of task	Number of activities	Completed task	Task status	Hours	Document status
Mrs. Nanthini	KKM executive meeting		01	Completed		
	Leprosy project meeting arrangement and minutes update		01	Completed		
	Leprosy association reporting meeting at kilinochchi		01	Completed		
	Green promotion Centre work (murunga 20 bags)		01	Completed		
Mrs S.Thayalini	Vanni hope account work		01	Completed		
Miss Debora	Sarashvathi toilet project		01	Completed		
	Selvarasha toilet project		01	Completed		
	luxsumi toilet project		01	Completed		
	Yokanathan tube well project batticaloa		01	Completed		
	Home gardeningproject completion report (shanmugam,rahini,vishvalingam)		03	Completed		
	Housing project progress report 1 st quarter		01	Completed		
	Murunga project work with church		01	Completed		
	Leprosy association reporting work with shagana		01	Completed		
	Leprosy project reporting meeting		01	Completed		
	Mask project video		01	Completed		
	Batticaloa home garden project progress update		01	Completed		
	Ragu thoni project proposal		01	Completed		
	Batticaloa nutrition food work		01	Completed		
	Thanustan completion report		01	Completed		
Mrs.S.Priya	Vavuniya nutrition food program		01	Completed		
	Leprosy association account work		01	Completed		
	Empower project meeting minuets update		01	Completed		
	Green leaf project monitoring work with vijayakumary,reeka,suganthini,tharsini,jogarani		01	Completed		
Mrs.ketheeshvari	V/H account balance sheet updating		01	Completed		
	Cash book updating		01	Completed		
	Ledger updating		01	Completed		
	Voucher file work		01	Completed		
	10 days office work (cheques writing and account work)		01	Completed		
	Cheques deposit work		01	Completed		
Miss T.Kalaivani	Green promotion Centre work (murunga 20 bags, papaya, katpuravalli,sathakarachchan) nursery plants work		04	Completed		
Mrs.Thenmoly	Gardening work with 20 beneficiaries			Completed		
	Personal details collection work			Completed		
	Plants details collection work			Completed		
	House visit			Completed		
	Beneficiaries income details collection			Completed		
Miss. Tharshiga	Green promotion Centre work (murunga 20 bags, papaya, katpuravalli,sathakarachchan) nursery plants work		04	Completed		
Miss. Abisha	Green promotion Centre work (murunga 20 bags)		01	Completed		
	CBR form updating work		01	Completed		
	Health form updating work		01	Completed		