



Kaveri Kala Manram

KKM-staffs Task & Achievements report month of August -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 work	Impact story work	Document purpose & Website updating	Activity & progressing	Total Planning Task	Complete task	Percentage
Group -01 Office base staffs																	
01	Rev.T.S.Joshua	01	04	03	01	17	02						09	05	40	37	100%
02	Mr.M.Thibagar		03		02	02								02	12	07	100%
03	Miss P. Uthayashanthini	<i>Medical leave</i>														100%	
04	Miss T Shahana												08		10	08	100%
05	Mrs.D.Thavarubini	01	02	02		02	01								08	08	100%
06	Mrs.N.Nagenthiran					02	01				01		01		05	05	100%
07	Miss.T.Shanusha												03		03	03	100%
08	Miss.R.Kokila	01	07			02	01								11	11	100%
09	Mrs.Anantharasha												04	04	04	04	100%
10	Mrs. Nanthini												04		05	04	100%
11	Mrs S.Thayalini			01											01	01	100%
Group 02 home base staffs																	
01	Miss Debora												05		08	05	55%
02	Mrs.S.Priya			01		01			01		01				06	04	50%
03	Mrs.ketheeshvari			05											06	05	40%
04	Miss T.Kalaivani				01				01						02	02	40%
05	Mrs.Thenmoly												06		08	06	50%
06	Miss. Abisha												05		05	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	01	02	Completed	06		
	Project completion AED & Marshal Poworth	02	02	Completed	17		
	Staff meeting	02	02	Completed	02		
	Community meeting Thinker Circles	02	02	Completed	03		
	Meeting with Zonal education department Special discussion on drugs addiction prevention	02	01	Completed	02		
	Meeting with Dr Sathiyamoorthi Special discussion on drugs addiction prevention	01	01	Completed	03		
	Meeting with JRSS	03	03	Completed	06		
	Email correspondence with partners	93	09	Completed	35		
	Staff work review Weekly & monthly work analyzing with team	02	02	Completed	5		
	Taste forum Green leave promotion	02	02	Completed	4		
	Leprosy association Leadership development workshop	05	05	Completed	06		
	Working with Thayalini Accounts	03	03	Completed	05		
	Working with Sanu			Completed	3		
	Working with Shahana			Completed	5		
	Working with Dr Preman			Completed	6		
	Empower & Farm meetings		01	Completed	1		
	Other office work			Completed	14		
	Project visit Blessing Church project Green promotion Center			01	Completed	10	
	Staff wedding				Completed	05	
Rotary special project proposal Well done project	02	02	Completed	04			
Mr.M.Thibagar	Empower completion reporting						
	Quail Business						
	Farm meeting						
	Uniyankulam house visit						
	Leprosy Project Reporting Meeting						
	Vavuniya project visit						
	Project implementing work						
Miss. P.Uthayashanthini	Medical leave						
Miss T Shahana	Impact august		Completed				
	Leprosy project meeting arrangement and minutes update		Completed				
	project proposal		Completed				
	Leprosy association work		Completed				
	Anuradhapuram nutrition food proposal update		Completed				
	Leprosy association reporting work		Completed				
	Work monitoring		Completed				
	Green promotion Centre work (murunga 20 bags)		Completed				
Mrs.D.Thavarubini	AED reporting work		Completed				
	Staffs salary sheet work and salary deposit		Completed				
	High education payment work		Completed				
	Participating Safeguarding workshops 02		Completed				
	Taste forum palai		Completed				
	Farm meeting minuets update		Completed				
	proposal work		Completed				

Staffs name	Title of task	Number of activities	Completed task	Task status	Hours	Document status
Mrs.N.Nagenthiran	Participating Safeguarding workshops 02		Completed			
	Taste forum palai		Completed			
	Malaiyalapuram garden work		Completed			
	Open well budget work		Completed			
Miss.T.Shanusha	Website updating work		Completed			
	Work with director		Completed			
	Documents works		Completed			
Miss.R.Kokila	AED reporting work		Completed			
	Participating Safeguarding workshops 02		Completed			
	Taste forum palai		Completed			
	proposal work with rubi		Completed			
	Cares foundation reporting		Completed			
	Saivamanram reporting work -05		Completed			
Mrs.Anantharasha	Cheques deposit work		Completed			
	Workshops arrangements		Completed			
	Work with director		Completed			
	Office garden work		Completed			
Mrs. Nanthini	Project visit		Completed			
	Leprosy association work		Completed			
	Green promotion Centre work		Completed			
	Baseline form work		Completed			
Mrs S.Thayalini	Vanni hope account work		Completed			
Miss Debora	Batticaloa nutrition food work		Completed			
	Program arrangements		Completed			
	Project reporting work		Completed			
	Proposal work		Completed			
	Work monitoring		Completed			
Mrs.S.Priya	Vavuniya nutrition food program					
	Leprosy association account work					
	Empower project meeting minuets update					
	Green leaf project monitoring work					
Mrs.ketheeshvari	Vanni hope account work with thayalini		Completed			
	V/H account balance sheet updating		Completed			
	Cash book updating		Completed			
	Ledger updating		Completed			
	Voucher file work		Completed			

Staffs name	Title of task	Number of activities	Completed task	Task status	Hours	Document status
Miss T.Kalaivani	Special need child home visit work		Completed			
	Special food program		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. Abisha						