



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

Office: Malaiyalapuram, HOH, Jaffna

No	Name of staff	Home garden	Children online art	COVID 19 Awareness video	leprosy rehabilitation impact stories	leprosy rehabilitation impact videos	green promotion stories	Marketing network development for farmers impact	KKM History writing under the 20 titles	Quail cottage industry	Children online essay	Green garden development video	Taste food Video	COVID-19 impact	Other work	T/Pla	T/F	Percentage
Group - 01 Office base staffs																		
01	Rev.T.S.Joshua													10	43	43	53	100%
02	Mr.M.Thibagar	01								04				10	04	09	20	100%
03	Miss P. Uthayashanthini		07											10	03	10	20	100%
04	Miss.Abirami	03	02										01	10		06	20	100%
05	Miss T Shahana												01		09	10	20	100%
06	Mrs.D.Thavarubini		02								01		01	10	02	06	20	100%
07	Mrs.N.Nagenthiran													10	04	04	20	100%
08	Miss.T.Shanusha													10		08	20	100%
09	Mrs.Anantharasha																20	100%
Group 02 home base staffs																		
01	Mrs. Nanthini						04						01		02	07	10	50%
02	Mrs S.Thayalini														05	05	05	25%
03	Miss Debora	01	03	04							03					11	11	55%
04	Mrs.S.Priya		03				05				01					09	10	50%
05	Mrs.ketheeshvari		02										01		01	04	10	50%
06	Miss T.Kalaivani		04								03				04	11	12	60%
07	Mrs.Thenmoly		06								04					10	10	50%
08	Miss.R.Kokila		02				04				01					07	10	50%
09	Miss. Tharshiga		01								01					02	05	25%
10	Mrs.E.Moventhan														08	08	10	50%
11	Miss. Abisha		01								01					02	05	25%
12	Mrs. Nanthini						04						01		02	07	10	50%

Staffs name	Title of task	Activities	Number of activities	Completed task	Hours	Document Status
Rev.T.S.Joshua	Reports	1. Situation reports	06	04	12	✓
		2. Project completion	06	04		
		3. KKM Budget review	03	01	07	✓
	Taste forum	Country fish curry	01	01	2	✓
	KKM News / media	Impact June	01	01	2	✓
	Staff meetings	HoH	01	01	3	✓
	Community meeting	1. Thinker Circles	02	02	7	✓
		2. Industrial forum	02	02	4	✓
		3. Hard talk (Education) with local teachersgroup	06	01	2	✓
	Group meeting	1. Jaffna industrial meeting	01	01	3	✓
2. Meeting with Thevathas		04	01	5	✓	
Zoom Meeting	1. Global Leprosy forum	02	01	5	✓	
	2. Safeguarding policy Beneficiaries data policy	01	01	3	✓	
		02	01	3	✓	
WhatsUp meeting	Meeting with James	03	02	5		
Email correspondence with partners		174 emails	17	90		
Staff work review	Weekly & monthly work analyzing with team	04	02	6	✓	
Total			219	43	178	
Miss Debora	Home Garden 01 Finished					✓
	Children Online Art Computation 3 Group Completed					✓
	COVID 19 Awareness Video 4 Videos Completed					✓
	Children Online Essay 3 Group Completed					✓
		Batticaloa Reporting Work Completed				
	Impact story work					
Total			11	11		
Mrs.S.Priya	Children Online Art Computation 3 Group Completed					✓
	Green Promotion Stories 5 Completed					✓
	Children Online Essay 1 Group Completed					✓
	Vavuniya nutrition food					
Total			09	10		

Staffs name	Title of task	Activities	Number of activities	Completed task	Hours	Document Status
Mr.M.Thibagar	Home Garden 01 Finished					✓
	Children Online Art Computation 1 Group Completed					✓
	Quail Cottage Industry 4 Completed					✓
	Empower Nursery Plants Work Completed					✓
	Empower January To December 2020 Nursery Plant Work					✓
	Leprosy Reporting Work Completed					✓
	Impact Story Completed					✓
	Office work					
Total			20	20		
Miss T.Kalaivani	Children Online Art Computation 4 Group Completed					✓
	Children Online Essay 3 Group Completed					✓
	Home Garden 2 Completed					✓
	Special Need Child 02 Home garden					✓
	Special Need Video Documentation Completed					✓
Total			11	12		
Miss. Tharshiga	Children Online Art Computation 01 Group Completed					✓
	Children Online Essay 1 Group Completed					✓
	Other Work With Shagana					✓
Total			02	05		
Miss. Tharshiga	Children Online Art Computation 01 Group Completed					✓
	Children Online Essay 1 Group Completed					✓
	Story Work With Shagana					✓
Total			02	05		
Mrs. Nanthini	Taste Food Video 01 Completed					✓
	Green promotion story -04					✓
	Story work -02					✓
	Work with Shagana					
Total			07	10		
Mrs S.Thayalini	Leprosy Project Account					✓
	VANNIHOPE Account					✓
	Receive Fund Work					✓
	Leprosy Association Account Work					✓
	Leprosy Association And Leprosy, Vanni Hope Final Account Work.					✓
Total			05	05		

Staffs name	Title of task	Activities	Number of activities	Completed task	Hours	Document Status
P.Uthayashanthini	Children Online Art Computation 07 Group Completed					✓
	COVID-19 Project Website Updating Document Collection Work					✓
	Child Care And Higher Educating 2020 Account Updating Work					✓
	Office work in HOH					✓
		Work Monitoring Work				
		Child care healthy food distribution				
	Participating Safe guarding workshop					
Total			20	20		
Miss T Shahana	Bfm Form Update					✓
	Staff Guiding Question Form Update					✓
	Water Project Proposal 2 Completed					✓
	01 Water Project Completion Report Completed					✓
	Food Video 01 Completed					✓
	Green Promotion Center 03 Month Reporting Completed					✓
	Special need childrens and LP patient COVID-19 special food relief work and completion report finished					✓
	TEMEW activity report update					
	Work Monitoring Work					
		Arrange special meeting				
	Participating Safe guarding workshop					
Total			20	20		
Miss.Abirami	Home Garden Video 03 Completed					✓
	Taste Food Video 01 Completed					✓
	Children Online Art Computation 02 Group Completed					✓
	COVID-19 Impact					✓
		Office work in HOH				
		Reporting work				
		Office work in HOH				
	Participating Safe guarding workshop					
Total			20	20		

Staffs name	Title of task	Activities	Number of activities	Completed task	Hours	Document Status
Mrs.Veni	Taste Food Video 01 Completed					✓
	Children Online Art Computation 02 Group Completed					✓
	VH Account Work					✓
						✓
		Other work				
Total			04	10		
Mrs.D.Thavarubini	Taste Food Video 01 Completed					✓
	Children Online Art Computation 02 Group Completed					✓
	COVID-19 Impact					✓
	Children Online Essay Computation 01 Group Completed					✓
	Empower Account Work					✓
		Reporting Work				
		Office work in HOH				
		Participating Safe guarding workshop				
Total			20	20		
Mrs.Thenmoly	Children Online Art Computation 06 Group Completed					✓
	Children Online Essay Computation 04 Group Completed					✓
		10 Home Garden Home Visit And Business Plan Work With Beneficiary.				✓
		Garden evaluation form 10 work				✓
		COVID-19 Awareness program				✓
Total			22	10		
Miss.R.Kokila	Art competition (Utrupulam)- 02					✓
	Essay competition (Utrupulam) – 01					✓
	Success story with photos – 04					✓
	New home garden video – Processing					✓
	Empower Project activities					✓
	Nursery plant – Processing					✓
	Seasonal farming plan					✓
	Monthly report – Processing					✓
Total			07	10		

Staffs name	Title of task	Activities	Number of activities	Completed task	Hours	Document Status
Mrs.N.Nagenthiran	Home Garden Work With 3 Families					✓
	Green Hope Product Work					✓
	Food For Work Monitoring Work					✓
	Office Garden Work					✓
	COVID-19 Impact	Office work in malaiyalapuram				✓
Total			20	20		
Mrs.E.Mooventhan	Vanni Hope Food For Work Video Complete					✓
	Going To Barathipuram Sankam Take A Photos					✓
	Rice Donation Video Edit Complete					✓
	Rotary Food Donation Video Edit Complete 11 Rubi Cook Video Edit Abi Sis Cook Video Edit					✓
	Venu Cook Video Edit					✓
	Abi Cook Video Edit					✓
	TLMEW Video Edit					✓
	Going To Uootupulam Take A Video Empower Project Video					✓
	Rubi And Shagana Test Food Videos Editing Completed					✓
Total			08	10		
Mrs.Anantharasha	Office work and other work Jaffna -2 time					
Total			20	20		
Miss.T.Shanusha	Food for work					
	Website updating work					
	Newsletter					
	Other work					
Total			20	20		