

## Department of Training, Placements & Internships

### Teaching Assistants Weekly Work Report

Employee Name:	Manam Venkata Ramya		
Employee ID:	30901		
Designation:	Teaching Assistant		
Week (From – To):	15/9/25 - 20/9/25		
Date	Tasks / Activities Performed	Status (Not Started / In Progress / Completed)	Remarks / Issues
Monday	Virtusa Drive Coordination(Exam), Pre Semester Marks Entry	Completed	
Tuesday	Virtusa Drive Coordination(Interview), Pre Semester Marks Entry	Completed	
Wednesday	Pre Semester Marks Entry	Completed	
Thursday	Pre Sem Marks Locking, PPT Making	Completed	
Friday	Video Making	Completed	
Saturday	Pre Semester Work, PPT Making	Completed	

**Summary of Work Completed This Week:**

**Challenges / Support Required:**

**Employee Signature:**  
Manam Venkata Ramya