



October 02-12, 2020

Form No. 100 (10/12/2019) for the purpose of recording the details of the Panchayat and its members. It is to be filled up by the Panchayat Secretary or the Panchayat Officer in charge of the Panchayat. It is to be submitted to the District Collector, District of the Panchayat.

A) Details of Reporting Officer:

Name: Sudhansu Kumar

Designation: Assistant Engineer (A/E)

Department/Block of posting: Block: Sambalpur

Office No: 3rd Floor

Phone No: 94392 22222

Home District: Sambalpur

Date of birth: 02-10-1988

B) Locational details of Panchayat:

Name of Panchayat: Buzurg

Local Government District (CG) Code of the Panchayat to be entered from State Government, Department of P.G.:

Name of Block: Kalland

Name of Taluk: Suapin

Name of District: Suapin

C) Panchayat Profile:

No. of revenue villages in the Panchayat: 3

No. of hamlets in the Panchayat: 3

No. of households in the Panchayat: 326

Population (approx) of the Panchayat: 2091

**Activity 1**

1. The first step in the process of writing a research paper is to choose a topic. This should be a topic that interests you and that you know something about. It should also be a topic that is not too broad and not too narrow. A good topic is one that you can write about for several pages.

2. Once you have chosen a topic, the next step is to do some research. This will help you to learn more about your topic and to find the information that you need for your paper. You can find information in books, articles, and on the internet.

3. After you have done your research, you should organize your information. This will help you to see the connections between different pieces of information and to decide which information is most important. You can use a mind map or a flowchart to organize your information.

4. The next step is to write your paper. This should be done in a clear and concise way. You should use simple language and avoid using too many words. You should also use good grammar and punctuation. Your paper should be well organized and easy to read.

5. Finally, you should proofread your paper. This will help you to catch any mistakes and to make sure that your paper is perfect. You should also ask someone else to read your paper and give you feedback. This will help you to improve your paper and to make sure that it is the best that you can do.

**Activity 2**

1. The first step in the process of writing a research paper is to choose a topic. This should be a topic that interests you and that you know something about. It should also be a topic that is not too broad and not too narrow. A good topic is one that you can write about for several pages.

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**Activity 3**

Year	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Population											
GDP											
Unemployment											
Inflation											
Interest Rate											
Trade Balance											
Government Debt											

Details of absent employees vis-à-vis that furnished in the PC.

Sl. No.	Name	Designation	Department	Reason for Absence	From	To	Remarks
1	Mr. A. K. Singh	Asst. Commr.	Police	Sick leave	10/10/2023	12/10/2023	
2	Mr. B. S. Sharma	Asst. Commr.	Police	Sick leave	10/10/2023	12/10/2023	
3	Mr. C. D. Kumar	Asst. Commr.	Police	Sick leave	10/10/2023	12/10/2023	
4	Mr. D. E. Singh	Asst. Commr.	Police	Sick leave	10/10/2023	12/10/2023	
5	Mr. F. G. Singh	Asst. Commr.	Police	Sick leave	10/10/2023	12/10/2023	

**Attending of Gram Panchayats:**

Details:

A list of Gram Panchayats attended during the period from 10/10/2023 to 12/10/2023 is given below. The details of the attendance of the officers are given in the table below.

Sl. No.	Name	Designation	Department	Gram Panchayat	Date	Remarks
1	Mr. A. K. Singh	Asst. Commr.	Police	Gram Panchayat	10/10/2023	
2	Mr. B. S. Sharma	Asst. Commr.	Police	Gram Panchayat	10/10/2023	
3	Mr. C. D. Kumar	Asst. Commr.	Police	Gram Panchayat	10/10/2023	
4	Mr. D. E. Singh	Asst. Commr.	Police	Gram Panchayat	10/10/2023	
5	Mr. F. G. Singh	Asst. Commr.	Police	Gram Panchayat	10/10/2023	

**2. Participation in Seminars:**

1. Mr. A. K. Singh, Asst. Commr., Police, attended the seminar on "Role of Police in Crime Prevention" held at the Police Academy, Lucknow, on 10/10/2023.
2. Mr. B. S. Sharma, Asst. Commr., Police, attended the seminar on "Role of Police in Crime Prevention" held at the Police Academy, Lucknow, on 10/10/2023.
3. Mr. C. D. Kumar, Asst. Commr., Police, attended the seminar on "Role of Police in Crime Prevention" held at the Police Academy, Lucknow, on 10/10/2023.
4. Mr. D. E. Singh, Asst. Commr., Police, attended the seminar on "Role of Police in Crime Prevention" held at the Police Academy, Lucknow, on 10/10/2023.
5. Mr. F. G. Singh, Asst. Commr., Police, attended the seminar on "Role of Police in Crime Prevention" held at the Police Academy, Lucknow, on 10/10/2023.



Activity	Day	Time	Location	Notes
...to books	10/1	10:00	Library	...
...	10/2	10:00	Library	...
...	10/3	10:00	Library	...
...	10/4	10:00	Library	...

**11. Live School Schedule:**

Activity	Day	Time	Location	Notes
...	10/1	10:00	Library	...
...	10/2	10:00	Library	...
...	10/3	10:00	Library	...
...	10/4	10:00	Library	...

**12. Agriculture School Schedule:**

Activity	Day	Time	Location	Notes
...	10/1	10:00	Library	...
...	10/2	10:00	Library	...
...	10/3	10:00	Library	...
...	10/4	10:00	Library	...

Activity	Day	Time	Location	Notes
...	10/1	10:00	Library	...
...	10/2	10:00	Library	...
...	10/3	10:00	Library	...
...	10/4	10:00	Library	...

**13. Live School Schedule:**

Activity	Day	Time	Location	Notes
...	10/1	10:00	Library	...
...	10/2	10:00	Library	...
...	10/3	10:00	Library	...
...	10/4	10:00	Library	...

**14. Agriculture School Schedule:**

Activity	Day	Time	Location	Notes
...	10/1	10:00	Library	...
...	10/2	10:00	Library	...
...	10/3	10:00	Library	...
...	10/4	10:00	Library	...

14. Schritt: Anwendung

- 1. In einem Diagramm (z.B. Balkendiagramm) die Daten darstellen.
- 2. Die Daten in einer Tabelle darstellen.
- 3. Die Daten in einer Liste darstellen.

15. Schritt: Analyse

- 1. Die Daten in einer Tabelle darstellen.
- 2. Die Daten in einer Liste darstellen.
- 3. Die Daten in einer Liste darstellen.

16. Schritt: Reflexion

- 1. Die Daten in einer Tabelle darstellen.
- 2. Die Daten in einer Liste darstellen.
- 3. Die Daten in einer Liste darstellen.

17. Schritt: Bewertung

- 1. Die Daten in einer Tabelle darstellen.
- 2. Die Daten in einer Liste darstellen.
- 3. Die Daten in einer Liste darstellen.

18. Schritt: Zusammenfassung

- 1. Die Daten in einer Tabelle darstellen.
- 2. Die Daten in einer Liste darstellen.
- 3. Die Daten in einer Liste darstellen.

19. Schritt: Reflexion

- 1. Die Daten in einer Tabelle darstellen.
- 2. Die Daten in einer Liste darstellen.
- 3. Die Daten in einer Liste darstellen.

20. Schritt: Bewertung

- 1. Die Daten in einer Tabelle darstellen.
- 2. Die Daten in einer Liste darstellen.
- 3. Die Daten in einer Liste darstellen.

Die Daten in einer Tabelle darstellen.

21. Schritt: Analyse

- 1. Die Daten in einer Tabelle darstellen.
- 2. Die Daten in einer Liste darstellen.
- 3. Die Daten in einer Liste darstellen.

22. Schritt: Reflexion

- 1. Die Daten in einer Tabelle darstellen.
- 2. Die Daten in einer Liste darstellen.
- 3. Die Daten in einer Liste darstellen.

23. Schritt: Bewertung

- 1. Die Daten in einer Tabelle darstellen.
- 2. Die Daten in einer Liste darstellen.
- 3. Die Daten in einer Liste darstellen.

24. Schritt: Zusammenfassung

- 1. Die Daten in einer Tabelle darstellen.
- 2. Die Daten in einer Liste darstellen.
- 3. Die Daten in einer Liste darstellen.

25. Schritt: Reflexion

- 1. Die Daten in einer Tabelle darstellen.
- 2. Die Daten in einer Liste darstellen.
- 3. Die Daten in einer Liste darstellen.

26. Schritt: Bewertung

- 1. Die Daten in einer Tabelle darstellen.
- 2. Die Daten in einer Liste darstellen.
- 3. Die Daten in einer Liste darstellen.

27. Schritt: Zusammenfassung

- 1. Die Daten in einer Tabelle darstellen.
- 2. Die Daten in einer Liste darstellen.
- 3. Die Daten in einer Liste darstellen.

28. Schritt: Reflexion

- 1. Die Daten in einer Tabelle darstellen.
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1. The first step in the process of identifying a problem is to define the problem.  
 2. The second step is to analyze the problem.  
 3. The third step is to generate solutions.  
 4. The fourth step is to evaluate solutions.  
 5. The fifth step is to implement the solution.

**10. Write a report**

Write a report on the following topic:

1. The importance of teamwork in the workplace.
2. The role of communication in the workplace.
3. The importance of time management in the workplace.
4. The importance of problem solving in the workplace.
5. The importance of leadership in the workplace.

**11. Write a report on the following topic:**

Write a report on the following topic:

Year	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
1. GDP											
2. Inflation											
3. Unemployment											
4. Interest rate											
5. Exchange rate											

Year	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
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Year	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
1. GDP											
2. Inflation											
3. Unemployment											
4. Interest rate											
5. Exchange rate											

**21. The following are the main components of the business cycle:**

1. Expansion
2. Peak
3. Recession
4. Trough

The business cycle is a series of fluctuations in the level of economic activity. It is characterized by four main stages: expansion, peak, recession, and trough.

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ca) Describe the quality of work

QWV II

- 1. From the table below, list the factors that influence the quality of work.
- 2. How do these factors influence the quality of work?

Factors that influence the quality of work are:

- 1. Motivation
- 2. Ability
- 3. Resources
- 4. Information
- 5. Incentives
- 6. Feedback
- 7. Support
- 8. Role clarity
- 9. Teamwork
- 10. Communication
- 11. Leadership
- 12. Organizational culture
- 13. Work environment
- 14. Job design
- 15. Training and development
- 16. Quality management systems
- 17. Customer requirements
- 18. Market competition
- 19. Technological changes
- 20. Globalization

- 1. Motivation: A person who is motivated will work harder and faster to achieve the organization's goals.
- 2. Ability: A person who is able to do the job will work better and faster to achieve the organization's goals.
- 3. Resources: A person who has the necessary resources will work better and faster to achieve the organization's goals.
- 4. Information: A person who has the necessary information will work better and faster to achieve the organization's goals.
- 5. Incentives: A person who is motivated by incentives will work harder and faster to achieve the organization's goals.
- 6. Feedback: A person who receives feedback will work better and faster to achieve the organization's goals.
- 7. Support: A person who has the necessary support will work better and faster to achieve the organization's goals.
- 8. Role clarity: A person who has a clear role will work better and faster to achieve the organization's goals.
- 9. Teamwork: A person who works well with others will work better and faster to achieve the organization's goals.
- 10. Communication: A person who communicates effectively will work better and faster to achieve the organization's goals.
- 11. Leadership: A person who is led by a good leader will work better and faster to achieve the organization's goals.
- 12. Organizational culture: A person who works in a positive organizational culture will work better and faster to achieve the organization's goals.
- 13. Work environment: A person who works in a safe and healthy work environment will work better and faster to achieve the organization's goals.
- 14. Job design: A person who has a challenging job will work better and faster to achieve the organization's goals.
- 15. Training and development: A person who receives training and development will work better and faster to achieve the organization's goals.
- 16. Quality management systems: A person who works in an organization with a quality management system will work better and faster to achieve the organization's goals.
- 17. Customer requirements: A person who works in an organization that meets customer requirements will work better and faster to achieve the organization's goals.
- 18. Market competition: A person who works in a competitive market will work better and faster to achieve the organization's goals.
- 19. Technological changes: A person who works in an organization that embraces technological changes will work better and faster to achieve the organization's goals.
- 20. Globalization: A person who works in a global organization will work better and faster to achieve the organization's goals.

QWV III

1. Describe the quality of work.

QWV IV

1. Describe the quality of work.

QWV V

1. Describe the quality of work.

1. Describe the quality of work.

QWV VI

1. Describe the quality of work.

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1. Introduction  
 2. Objectives  
 3. Methodology  
 4. Results  
 5. Conclusion  
 6. References

The purpose of this study is to investigate the effect of...  
 The study was conducted in...  
 The results of the study are...  
 The conclusion of the study is...

The study was conducted in...  
 The results of the study are...  
 The conclusion of the study is...

**TABLE**

Table 1: Description of the study...  
 Table 2: Results of the study...

Table 3: Comparison of the study...  
 Table 4: Summary of the study...

Table 5: Final results of the study...  
 Table 6: Conclusions of the study...

Table 7: References of the study...  
 Table 8: Bibliography of the study...

Table 9: Appendix of the study...  
 Table 10: Additional information...

1. Introduction  
 2. Objectives  
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 Table 10: Additional information...



General Lab

1. Preparation of the solution

1. Weigh 1.000 g of the sample in a clean, dry, tared container.

2. Transfer the sample to a 100 mL volumetric flask.

3. Add a small amount of distilled water to the flask and swirl to dissolve the sample.

4. Add distilled water to the flask until the volume is approximately 80 mL.

5. Stopper the flask and invert several times to mix the solution.

6. Add distilled water to the flask until the volume is exactly 100 mL.

7. Stopper the flask and invert several times to mix the solution.

8. The solution is now ready for use.

General Lab

2. Determination of the concentration

1. Pipette 10.00 mL of the solution into a clean, dry, 100 mL volumetric flask.

2. Add a small amount of distilled water to the flask and swirl to mix the solution.

3. Add distilled water to the flask until the volume is approximately 80 mL.

4. Stopper the flask and invert several times to mix the solution.

5. Add distilled water to the flask until the volume is exactly 100 mL.

6. Stopper the flask and invert several times to mix the solution.

7. The solution is now ready for use.

