



ISO 9001:2015, 14001:2015, 5001:2011

**GOVT. DEGREE COLLEGE  
AVANIGADDA-521121, KRISHNA DT. (A.P).  
NAAC - B**



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## DEPARTMENT OF ECONOMICS

# A BRIEF REPORT ON WORLD POST DAY

09-10-2023



WORLD  
**POST DAY**  
OCTOBER 09

World Post Day is celebrated each year on 9 October. The event was declared by the 1969 Universal Postal Congress in Tokyo as a means to mark the anniversary of the Universal Postal Union's (UPU) creation in 1874. The purpose of World Post Day is to bring awareness to the Post's role in the everyday lives of people and businesses, as well as its contribution to global social and economic development.

Title: Field Visit Report - Post Office

### Objective:

The objective of the field visit was to gain firsthand knowledge and understanding of the operations and services provided by a local post office.

### Introduction:

The post office visited was located in [Insert Location]. It is a medium-sized facility serving the surrounding community with a range of postal services.

### Observations:

#### 1. "Facility and Infrastructure":

- The post office building was well-maintained and clean.
- Adequate signage was present to guide customers to various service counters.
- There were separate areas for different services, including mailing, parcel pick-up, and banking services.

#### 2. "Services Offered":

- The post office provided a comprehensive range of services, including regular mail, express mail, parcel services, and money transfer services.

- Additional services like bill payments, postal banking, and sale of philatelic items were available.

### 3. "Customer Interaction":

- The staff were courteous and helpful in assisting customers with their inquiries and transactions.

- Clear instructions were provided for customers on how to fill out forms and complete various types of transactions.

### 4. "Technology and Automation":

- The post office was equipped with modern technology, including computerized systems for tracking and processing mail and packages.

- Automated machines were available for self-service tasks like buying stamps and weighing parcels.

### 5. "Security Measures":

- Security cameras were installed throughout the facility to monitor activities.

- Access to sensitive areas and cash-handling procedures were observed to be secure.

### 6. "Queue Management":

- The post office had an efficient queue management system in place, minimizing waiting times for customers.

### 7. "Postal Banking Services":

- The post office offered basic banking services, including savings account opening, cash withdrawals, and money transfers.

### Recommendations:

**Reduced Staff Intervention:** When customers can easily find what they need, there's less reliance on staff to provide directions or assistance, allowing them to focus on other tasks.

**Promotion of Special Offers or Services:** Signage can also be used to highlight promotions, special offers, or new services, increasing the visibility of these opportunities to customers.

### "Customer Feedback Mechanism":

- Implement a system to gather feedback from customers to continually improve services.

### Conclusion:

The field visit provided valuable insights into the operations of the post office. The facility appeared well-managed, with efficient processes in place to serve the needs of the community.



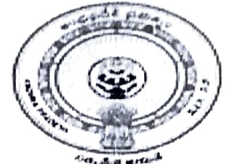
With some minor improvements, the post office can continue to provide excellent services to its customers.



*D. V. V.*  
Princip  
GOVT. DEGREE COLLEGE  
AVANIGADDA, Krishna Dist. 515 121



GOVERNMENT DEGREE COLLEGE  
(AFFILIATED TO KRISHNA UNIVERSITY)  
AVANIGADDA, NAAC-B  
ISO 50001:2011, ISO 14001:2015, ISO 9001:2015



9/10/2023

S.no	Student Name	class	Signature of Student
1	G.sai Teja	II B.A	G.sai Teja
2	T.sai krishna	II	T.Saikrishna
3	N.Pardhu	II	N.Pardhu
4	P. Ajay kumar	II	P. Ajay
5	K. Dinesh sai	II	K.Dinesh.sai
6	M.Sriranga ramanuja	II	M.S.R.Ramanuja
7	M.venkat ramana	II	M.Ramana
8	K. Hima Bindu	II	K. Bindu
9	D.Sandhya	II	D.Sandhya.
10	M. Satwikha	II	M. Satwikha.
11	V. Prasanthi	II	V. prasanthi
12	P. Prasanna	II	P.Prasanna
13	k. Nanchamma	II	k.Nanchamma
14	U.Naga lakshmi	II	U.Naga lakshmi
15	T. Lohitha	II	T. Lohitha
16	D.Sreeja	II	D.Sreeja.
17	P. Padmini	I <sup>st</sup> B.A	P. Padmini
18	k. Ammuku	I <sup>st</sup> B.A.	k. Ammuku
19	SK-Reshma.	I <sup>st</sup> B.A	SK-Reshma.
20	k.yaswanth kumar	I. B.A.	k. yash.
21	V. Ramakrishna	I. B.A.	R.K.
22	M. Akhila.	I. B.A	M. Akhila.
23	G. prasanthi	I. B.A	G. prasanthi
24	T. Jahnvi	I. B.A	T. Jahnvi
25	Y. Anitha	I. B.A	Y. Anitha







# Government Degree College Avanigadda - 521121 Feedback from Students

Name of the Department: **Economics**  
Name of the Activity: **Field visit**  
Date: **9/10/2023**  
Name of the Resource Person/ Presenter: **A. Veera Kumari**

## FEEDBACK FORM

(Please give rating as 3-Very Good, 2- Good, 1- Satisfactory for Preparation Levels, Content, Communication Skills and Relevance to the Topic)

S. No	Class	Hall Ticket No.	Name of the Student	Preparation Levels	Content	Communication Skills	Relevance to the Topic	Any other Observations	Signature of the Participant
1	II <sup>nd</sup> BA	023	I. Siva Sankar	1	3	2	3	Saving Schemes	I. Siva Sankar
2	3 <sup>rd</sup> B.A	040	M. Anoop Kumar	2	1	2	3		M. Anoop Kumar
3	III BA	039	M. Vamsi	2	3	1	3	useful	M. Vamsi
4	III BA	050	P. Lalitha Leela Kumar	2	3	3	2	Helpful	P. Lalitha Kumar
5	III BA	042	M. Pavan Tejaswini Ram	2	1	3	3		M. P. Ram
6	III BA	014	Ch. Prasanthi	2	3	2	3		Ch. Prasanthi
7	III BA	03	A. K. Karthik	2	1	2	3		A. K. Karthik
8	III BA	013	Ch. Anuella	2	1	3	2		Ch. Anuella
9	III BA	025	K. Hemasi	2	3	1	3		K. Hemasi
10	III BA	029	K. Bhuvana	2	3	2	2		K. Bhuvana
11	III BA	6004	A. Jhany?	1	3	2	3		A. Jhany?
12	III BA	016	Ch. Bhavani	1	2	3	3		Ch. Bhavani
13	III BA	6002	Ch. Bala Nagari	1	3	2	3		Ch. B. Nagari
14	III BA	6020	U. Jagalashri	3	2	3	2		U. Jagalashri
15	III BA	6021	V. Prasanthi	1	1	1	1		V. Prasanthi
16	III BA	6016	P. Prasanna	03	02	03	02		P. Prasanna
17	III BA	6003	D. Sreeja	03	03	02	03		D. Sreeja
18	III BA	6004	D. Sandhya	3	2	3	2		D. Sandhya
19	III BA	6008	K. Mancharamma	3	2	3	2		K. Mancharamma
20	III BA	6011	M. Satulka	3	3	2	3		M. Satulka
21	III BA	6018	T. Sai Krishna	3	2	3	3		T. Sai Krishna
22	III	6014	N. Paridhu	2	2	2	3		N. Paridhu
23	III BA	6009	K. Dinesh Sai	2	3	2	3		K. Dinesh
24									
25									

D. Prithvi  
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AVANIGADDA, Krishna Dt. 521121

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**GOVT. DEGREE COLLEGE**  
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Accredited by NAAC with 'B' Grade  
DEPARTMENT OF ECONOMICS

**AVANIGADDA**  
**6/10/2023**

**TO**  
**DR.D.UMA RANI**  
**THE PRINCIPAL**  
**GDC, AVANIGADDA**

Kindly give me permission for a field visit to the Head Post Office in Avanigadda on 9/10/2023( POSTAL DAY).

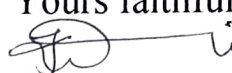
Learn about the different types of postal services offered, such as parcel services, money transfer, and postal savings schemes.

Gain insights into the role and responsibilities of postal workers and the importance of efficient mail handling.

Understand the history and evolution of postal services in our region.

Thanking you.

D  
6/10/23

Yours faithfully  


HEAD POST OFFICE AVANIGADDA

Avanigadda,

7/10/23.

From

The Head Post Master,  
Head Post Office ,  
Avanigadda,  
To

Dr.D.Uma Rani  
Principal  
GDC, Avanigadda

**Sub :** grant permission for the field visit to the Avanigadda Head Post Office on 9th October 2023, in celebration of Postal Day.

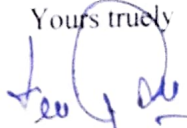
We are pleased to grant permission for the field visit to the Avanigadda Head Post Office on 9th October 2023, in celebration of Postal Day.

We appreciate your initiative in organizing this educational excursion, which aims to provide students with valuable insights into the diverse postal services offered, including parcel services, money transfers, and postal savings schemes. This visit will also allow them to understand the integral role played by postal workers in ensuring efficient mail handling.

Furthermore, we commend your efforts to educate students about the history and evolution of postal services in our region. This knowledge is essential in fostering an appreciation for the vital services the postal industry provides to our community.

Thanking you

Yours truly

  
POST MASTER HSG-1  
AVANIGADDA H.O.-521 12



## Questions for a field visit to a post office:

1. Question: When is the post office open on regular days?

Answer: The post office is open from 9:00 AM to 5:00 PM during the week.

2. Question: How do I send a letter or package?

Answer: Fill out a form, pay the postage fee, and give it to the staff at the counter. They'll help you.

3. Question: Is there a way to send mail faster if it's urgent?

Answer: Yes, we have express and priority services for quick deliveries. There might be extra charges.

4. Question: How long does it take for mail to arrive locally and internationally?

Answer: Local mail takes 1-3 days, while international deliveries vary from a few days to a few weeks.

5. Question: How can I check where my parcel is?

Answer: Use the tracking number on our website or ask the post office for updates.

6. Question: Are there discounts for businesses that send a lot of mail?

Answer: Yes, businesses can get discounts for sending a lot of mail. Just ask at the counter.

7. Question: What happens if someone moves? How do they get their mail?

Answer: Fill out a form online or at the post office to redirect mail to the new address.

8. Question: Can I send anything through the mail?

Answer: No, some things are not allowed, like dangerous items or illegal stuff. Ask for a list at the post office.

9. Question: How is mail kept safe during delivery?

Answer: We have security measures like tracking, cameras, and safe handling to make sure mail gets where it's supposed to go.

10. Question: Does the post office do any events for the community?

Answer: Yes, we do programs for schools and community groups to teach about how the post office works. Ask about upcoming events at the post office.