**all india institute of speech and hearing**

**Office of the Public Information Officer**

Monthly Report for the Month of …………

**Requests received for Media Coverage for programmes from Departments/Sections**

Department/Section

Details of the event/programme & Date

Date of receipt of request

**Requests received for Newspaper Advertisement from Departments/Sections**

Nature of advertisement (*Job, tender etc.*)

Department/Section

Date of receipt of request

**Press Note Prepared and Sent**

Details of the event/programme & Date

Date of press note prepared with letter no. & date

Media to Press notes sent

**Intimation of the Media of Institute events for coverage**

Details of the Event

Media Intimated

Date of Intimation

**Press Conferences Convened**

Details of the Event

Date of press meet

**Institute events published/ covered by the Media**

Details of the Event

Name of the Media

Date of publication/coverage

**Newspaper Advertisement Published**

Details of the Advertisement with no.

Newspaper

Date of Publication

**Institute related articles/ write up / interviews published in News Papers / Magazines**

Details of the article/write up/ interview

Newspaper/Magazine

Author(s)

Remarks

**Radio Talks Telecasted**

Radio Channel

Topic

Speaker

Date & time

**Television programmes Telecasted**

T.V. Channel

Programme

Date & time

**Communication Disorders Screening Camps Scheduled**

Location & tentative date

Sponsor

**Communication Disorders Screening Camps Conducted**

Location & Date

No. of staff participated

No. of students participated

Sponsor

**Any Other…..**

**Sd/**

**PIO**