**ALL INDIA INSTITUTE OF SPEECH AND HEARING, MYSORE-06**

No. SH/DMD/AR/ 2010-11 03.05.2011

**Note submitted to Director, AIISH**

Sub: Draft material for the Annual Report for the year 2010-11 of Department of Material Development -reg.

Ref: SH/Lib/AR/2010-11 dated 11.4.2011

With reference to the above, the draft material for the Annual Report 2010-11 of the Department of Material Development is being submitted for your kind perusal and necessary action.

HOD-DMD

Enclosure:

Draft material for the Annual Report 2010-11 of Department of Material Development

1. Hard copy and
2. Soft copy : through email

**ANNUAL REPORT 2010-11**

**DEPARTMENT OF MATERIAL DEVELOPMENT**

The objective of the department is to develop materials in the form of print, electronic (audio and video) and performing arts media. The department undertakes need based activities as per the requirements of other departments including development and publication of various materials that are useful to general public, persons with communication disorders, parents/caregivers of children with communication disorders, student/professionals of speech and hearing including private practitioners in the field, and student/professionals of allied fields; from time to time.

**Materials prepared during the report year:**

|  |  |  |
| --- | --- | --- |
| Sl. No. | Material | Total Number |
| 1. | Publications | - |
| 2. | **Materials Prepared**   1. Posters 2. Banners/Displays 3. Brochures/ Folders 4. Invitation designing and formating 5. Certificates 6. Handouts 7. Letter head/Prescription 8. CD Covers for Workshop/Seminar/Conference 9. Pamphlets 10. Book Cover Page 11. Logo 12. Pass 13. Badges 14. Calendar 15. T Shirt designing 16. Greetings Card 17. Feedback Form designing 18. News Letter 19. Flash card 20. Name board 21. Book Layout 22. Page Layout 23. Application form 24. Sketch for SSA Pamphlets 25. Drawing of educational material 26. Hand bill 27. Prospectus: Cover page designing 28. Annual Report Cover page  * Long version (supplementary to AR) * Short version  1. Photo Editing 2. Hoarding designing for street play 3. Painting: Number marking on various materials, equipments and books. 4. Identity Cards | 73  2  1  18  86  10  3  13  38  26  2  5  2  1  1  1  1  02  37  05  18  187  01  06  06  08  09  01  01  321  15  440  250 |
| 3 | * Photo coverage of events * Video coverage of events | 85  9 |
| 4 | Translations from English to other language (booklet) | - |
| 5. | **Work executed (for different departments)**   * Work order received for Printing, Photography, Scanning, Photocopy and Designing * Colour printout: * A3 Size (for display) * A4 Size (for display) * Scanning Item * Photocopy (Pages) | 300  1331  23660  14  204 |

**Other activities/Productions:**

* Compilation and processing of Annual Report 2009-10.
* Compilation and preparation of Supplement to the Annual Report (2009-10).
* Preparation and designing of AIISH Table Calendar 2011.
* Designing and printing of AIISH Greetings card for the year 2011.
* Coordinating and conducting video shooting for the documentary film on AIISH.
* Script writing for TV spots.