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Administrative Matters

The administrative office is responsible for the financial, personnel and other administrative operations of the institute. The office provides assistance and support to the Director in general administration and management of the institute. The major administrative activities of the institute during the year under review are given below.

**Personnel Management**

1. **Staff Strength**

The institute had a staff strength of 340 persons by the end of the last fiscal year. This includes 177 regular and 163 contract personnel coming under various categories such as teaching, administrative, project, clinical, technical and other professional staff.

1. **New Recruitment**

A large number of peronnel were appointed newly to various position in the institute, in the report year. This includes 43 regular staff under A,B and C classes and various categories of contract staff. Thus the year witnessed the largest number of recruitment in the history of the institute.

1. **Promotion**

Mr.Prasad was promoted to the post of Accounts Officer and Dr.K.C Shyamala to the post of Professor (scale .....) under Assessment Promotion Scheme.

1. **Retirement/Repatriation/Resignation**

During the reporting year, 4 staff members superannuated, 1 repatriated and 2 resigned from the regular service of the institute. In addition to this, 91 contract staff working under various capacities were relieved / resigned from the service during the period.

**Financial Management**

The matters related to the financial status of the institute during the last fiscal year are given in Appendix – I.

**Official Language Implementation**

Various programmes were arranged during the year to accelerate the activities on Official language Implementation.

1. **Hindi Training and examination :** The staff members who attendedHindi classes in July – November 2010 session were Smt N. Devi, Lecturer in Audiology, Sri. Raja Sudhakar, Lecturer in Speech Sciences, Sri C. Chethan, Earmould Technician (all for Prabodh) and Sri S. Ram Kumar, Registrar (for Pragya). All of them successfully completed the courses. The staff members nominated for January- May 2011 training session are: Mr. Nidheesh David Kuruvilla, Sr. Lib & Information Assistant (prabodh) and Ms. N. Devi, Lecturer in Audiology (Praveen).
2. **Material Development:** During the year under report, 26General Orders/ Memos/ Notes/ Circulars, 21 Training material/ Handouts,2 Invitation and 17 Certificates were rendered in Hindi. In addition to these, DHLS course materials were translated to Hindi.
3. **Counselling:** 5359 Hindi speakingpersons with communication disorders who visited the institute for treatment were counselled in Hindi.
4. **Word a day in Hindi :** A list of most frequently used words in official settings was displayed in Administrative Block, Academic Block, Library, Therapy Clinic and Pre School
5. **OL Correspondence:** Letters to outside organizations, Office Notes etc., were signedin Hindi in addition to sending replies in Hindi to the letters received in Hindi.
6. **Hindi Competitions (External):** Employees of the institute were nominated for various Hindi Competitions viz., Quiz, Essay, debate etc., conducted by different Central Government Organizations in Mysore. Mr. Mallikarjunaiah, Security Officer won II Prize in the Essay competition organized by Central Institute of Hindi, Mysore on 25.08.2010.
7. **Hindi Week, September. 2010:** Hindi Week was conducted in the Institute from 13th to 17th September 2010. Various competitions were held on the occasion and prizes were awarded, thus giving impetus for propaganda of official language among the staff and students.
8. **External Hindi Workshops/ Guest Lectures**
9. Dr. H.P Uma Saraswathi, Hindi Translator was deputed to attend Two day Workshop from 26.08.10 to 27.08.10 at Central Institute of Hindi, Mysore.
10. Dr. H.P Uma Saraswathi, Hindi Translator was sponsored to give lectures at outside organizations viz., BSNL and DFRL, Mysore, during their Hindi Workshop.
11. **Internal Hindi Workshop:** Two-day Hindi Workshop was organized from 17.01.2011 to 18.01.2011. A total of 17 participants from various departments attended the same. Faculty from outside organizations were invited as guest lecturers and certificates were issued to the participants.