**ALL INDIA INSTITUTE OF SPEECH AND HEARING: MYSORE – 06**

SH/LIC/AR/2013-14 18.03.14

**CIRCULAR**

 Sub: Preparation and submission of draft material for Annual Report 2013-14

All Heads of the Departments/Sections are hereby informed to submit draft material for the Annual Report 2013-14, in the format attached herewith, by **4th April, 2014** without fail as a report of institute activities during 2013-14 has to be submitted to the Ministry by 8th April, 2014. A brief report of major events taken place during the period must be provided along with associated photos. A soft copy of the material along with relevant photos in image format should be emailed to lio@aiishmysore.in.

 Director

Copy to:

1. Director’s Office.
2. Heads of Departments: Audiology/ Clinical Psychology/ Clinical Services/ CREDM/ Electronics/ ENT/ Material Development/ POCD/ Special Education/ Speech Language Pathology/ Speech Language Sciences.
3. Heads of Sections: Academic /Administration / Accounts/ DHLS Centers Coordination/ Engineering/ Horticulture/ Internship Cell / ISO Implementation Cell / Library/ NSS Unit/ Official Language Implementation Cell/ Public Information Office/ Research Coordination/ RTI Cell.
4. Programme Coordinators: Public Lecture /Faculty Enrichment /Peer Evaluation.
5. Vice President, AIISH Gymkhana.
6. O/c.