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

**DEPARTMENT OF MATERIAL DEVELOPMENT**

No. SH/DMD/AR/ 2014-15 31.03.2015

**Submitted to the Director**

Sub: Annual Report 2013-14- reg.

Ref: SH/LIC/AR/2014-15, dated: 23.03.2015

With reference to the above, the annual report of the activities carried out by the department of Material Development during the period 1st April 2014 to 31st March 2015 is being submitted for your kind perusal and necessary action. The soft copy of the report is being sent to aiishreports@gmail.com.

HOD- Material Development

Enclosure:

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

**Activities carried out (1st April to 31st March, 2015)**

The department of Material Development was started in the month of March, 2003. The main aim of the department is to create material for the public regarding prevention, identification and management of various communication disorders. To cater to individuals from different linguistic backgrounds, material is developed in different Indian languages. The material developed in the department as well as translation is usually done through workshops. The material is developed as audio, video or print material and is disseminated through various means such as word of mouth, orientation, street plays, pamphlets, books, murals, video, radio and theatre. The department also duplicates test and therapy material for individuals with communication disorders. While the former is done for speech and hearing professionals or allied professionals, the latter is done for professionals as well as those with communication problems.

1. ACADEMIC ACTIVITIES
2. No. of Short-term Training Programs organized - NIL
3. No. of Orientation Programs organized - NIL
4. No. of Students from other Institutes Posted for Clinical Observation – NIL
5. No. of Seminars/Conferences/Workshops organized - NIL
6. No. of Guest Lectures organized- NIL
7. No. of Invited Talks delivered by faculty and staff - NIL
8. Any Other (Please Specify) - NIL
9. RESEARCH ACTIVITIES
10. Research Projects (Include only if the Principal Investigator is from the Department)

I-VI: NIL

1. Doctoral and Post Doctoral Programs

I – III: NIL

C) Research Papers presented at National/International Conferences/Seminars

1. Research Papers Published

I – II: NIL

1. Books/Book chapters published: NIL
2. Books/Manuals/Seminar Proceedings edited: NIL
3. CLINICAL SERVICES
4. General Clinical Services

I-X: NIL

1. Specialized Clinical Services

I-XIV: NIL

1. Clinical Support Services to Patients and Family

I-IV: NIL

1. Clinical Electronic Services

I-III: NIL

1. EXTENSION ACTIVITIES

A-E: NIL

1. TECHNOLOGY CONSULTANCY SERVICES: NIL
2. CENTRAL FACILITIES
3. Library and Information Services: NIL
4. Public Information Activities

I-III: NIL

1. **Material Development**

**Materials prepared during the report year:**

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Material** | **Total Number/Pages** |
| 1. | **Materials Prepared**   1. **Designing** 2. Brochures 3. Invitations 4. Posters 5. Pamphlets 6. Certificate 7. CD cover 8. Pitcher editing 9. Pamphlet editing 10. Brochure editing 11. Institute Diary (390 pages) 12. Others (Proceeding, Handouts, Badge, Bag and Book alignment) | **223**  26  11  07  10  28  09  64  60  16  01  06 |
| 1. **Photo coverage (87 Events)** 2. No. of Photos taken & edited | 2221 |
| **c) Printing**   1. A3 size 2. A4 size | 1785  5313 |
| 1. **Video (in hours)** | 04 |
| 1. **Others (in pages)** 2. Scanning 3. Translation work (in pages)  * English to Kannada – 61pages * English to Hindi – 06 pages  1. Typing work (in pages)  * English – 19 pages * Kannada – 67 pages * Hindi – 478 pages  1. Proof Reading (in Pages) 2. Content Development (in pages) | 170  67  564  336  23 |

**DESIGNING WORK CARRIED**

**FROM JUNE, 2014 TO MARCH, 2015**

**PRINTING WORK CARRIED**

**FROM APRIL, 2014 TO MARCH, 2015**

**TYPING WORK CARRIED**

**FROM APRIL, 2014 TO MARCH, 2015**

**TRANSLATION WORK CARRIED**

**FROM APRIL, 2014 TO MARCH, 2015**

1. AWARDS AND HONORS RECEIVED BY FACULTY AND STAFF: NIL
2. EXTRA CURRICULAR ACTIVITIES

A-C: NIL

1. MAJOR EVENTS: NIL
2. EMINENT VISITORS: NIL
3. **ANY OTHER**

* Submitted RE-BE 2014-15 & 2015-16 to the Director’s office on 31.07.2014
* HOD presented Departmental peer Evaluation Power Point presentation on 13.08.2014
* Roopashri M.R, attended OLI Nodal Officers meeting on 21.08.2014
* ISO 3rd internal audit was held on 05.09.2014
* Submitted updated website material on 08.10.2014
* Submitted MRM input to ISO cell on 09.10.2014
* Ms. Roopashri & Ms. R. Manjula attended Hindi workshop held on 17.12.2014 and 18.12.14
* Institute Diary Completed
* Work on Virtual of Institute is completed and uploaded in the AIISH website
* ISO 4th Internal Audit held on 04.02.15
* 50 Slogans prepared by Technical Writer and Copy Writer. Compilation and editing of slogans which were received from different departments

**Equipment:**

* Nikon Camera Charger MH 18A – 1 No.
* Nikon Camera Battery ENE13E – 1 No.
* Card Reader – 1 No.

**HOD- Material Development**