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

SH/LIC/AR/2015-16 21.03.16

**CIRCULAR**

 Sub: Preparation and submission of draft material for Annual Report 2015-16

All Heads of the Departments/Sections are hereby informed to submit draft material for the Annual Report 2015-16, in the format attached herewith, by **8th April, 2016**. The material should include a brief description of major events taken place under the aegis of the concerned Department/Section during the period. A soft copy of the material along with relevant photos in image format should be emailed to aiishreports@gmail.com.

 Director

ALL INDIA INSTITUTE OF SPEECH AND HEARING

SH/LIC/AR/2015-16 21.03.16

1. TCPD
2. Departments
3. Audiology
4. Clinical Psychology
5. Clinical Services
6. DMD
7. Electronics
8. ENT
9. POCD
10. Speech Language Pathology
11. Speech Language Sciences
12. Special Education
13. Sections
14. Academic Section
15. Administration Section
16. Accounts Section
17. CPIO
18. Engineering Section
19. Establishment Section
20. Horticulture Section
21. Internship/Placement Cell
22. ISO Implementation Cell
23. Library & Information Centre
24. NSS Unit
25. Office of the P.A. to the Director
26. Official Language Implementation Section
27. Personnel Section
28. Purchase/Stores Section
29. PIO’s Office
30. Product Development Cell
31. Research Coordination Section
32. Staff Grievance Cell

IV. Programme Coordinators

1. DHLS/BASLP
2. JC/CC
3. Monthly Public Lecture
4. Peer Evaluation
5. Staff Enrichment Programme
6. Vice President, AIISH Gymkhana

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

SH/LIC/AR/2016-17 13.04.16

**CIRCULAR**

 Sub: Draft Material for Annual Report-reminder-reg.

The Departments/ Sections that have not yet submitted their draft material for the Annual Report 2015-16 are hereby informed to submit the same by 19th April, 2016. Any further delay will be viewed seriously.

Director

ALL INDIA INSTITUTE OF SPEECH AND HEARING

SH/LIC/AR/2016-17 13.04.16

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