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

**DEPARTMENT OF MATERIAL DEVELOPMENT**

No. SH/DMD/AR/ 2016-17 11.04.2016

**Submitted to the Director**

Sub: Annual Report 2015-16- reg.

Ref: SH/LIC/AR/2015-16, dated: 21.03.2016

With reference to the above, the annual report of the activities carried out by the department of Material Development during the period 1st April 2015 to 31st March 2016 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, 2015 to 31st March, 2016)**

The main aim of the department is to develop 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 is developed as audio, video or print material and is disseminated through various means such as word of mouth, orientation, pamphlets, books, murals, video and radio. 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. Orientation/Short-term Training Programs (For outsiders) - NIL
3. Clinical Observation Posting of Students from other Institutes - NIL
4. Seminars/Conferences/Workshops/Training Programs - NIL
5. Staff Enrichment/In-house training programmes (for own staff members) - NIL
6. Guest Lectures - NIL
7. Additional Academic Services rendered by the Faculty and Staff

i-vi – NIL

1. RESEARCH ACTIVITIES
2. Extramural Research Projects

I - iii - NIL

1. Post graduate Research Completed – NIL
2. Postgraduate Research Ongoing - NIL
3. Research Papers presented at National/International Conference/Seminars (in APA format) - NIL
4. Research Papers Published (in APA formate)

i - ii - NIL

1. Books published (in APA format) - NIL
2. Books chapters published (in APA format) - NIL
3. Books/Manuals/Seminar Proceedings edited - NIL
4. Journal Editorship - NIL
5. Scholarly Reviewing Activities

i – iii - NIL

1. CLINICAL SERVICES
2. General Clinical Services

 i – x - NIL

1. Specialized Clinical Services

i – xiv - NIL

1. Clinical Support Services to Patients and Family

 i – v - 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 1st April, 2015 to 31st March, 2016**

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Material** | **Total Number/Pages**  |
| 1. | **Materials Designed/Edited**  | No. of Designs/ Editing | No. of Pages |
| 1. Brochures
 | 14 | 34 |
| 1. Invitations
 | 10 | 11 |
| 1. Posters
 | 28 | 45 |
| 1. Pamphlets
 | 08 | 91 |
| 1. Certificate
 | 22 | 22 |
| 1. CD cover
 | 08 | 11 |
| 1. Book let /cover
 | 19 | 745 |
| 1. Institute Diary
 | 02 | 02 |
| 1. Others (Proceeding, Handouts, Badge, Bag and Book alignment, Coupons, Banners Picture editing)
 | 23 | 51 |
| **Total** | **134** | **1012** |
| 1. **Photo coverage (99 Events)**
2. No. of Photos taken & edited
 | 1746 |
| **c) Printing**1. A3 size
2. A4 size
 | 170335123 |
| 1. **Video (in hours)**
 | 39 ½  |
| 1. **Others (in pages)**
2. Scanning
3. Translation work (in pages)
* Kannada – 59pages
* Hindi – 16 pages
* Hindi/English – 6 pages
1. Typing work (in pages)
* English – 62 pages
* Kannada – 56 pages
* Hindi – 685 pages
1. Content Development (in pages)
2. Painting
 | 7897480316100 |

**DESIGNING WORK CARRIED OUT**

**FROM 1st April, 2015 TO 31st March, 2016**

**PRINTING WORK CARRIED OUT**

**FROM 1st APRIL, 2015 TO 31st MARCH, 2016**

**TRANSLATION WORK CARRIED OUT**

 **FROM 1st APRIL, 2015 TO 31st MARCH, 2016**

**TYPING WORK CARRIED OUT**

 **FROM 1st APRIL, 2015 TO 31st MARCH, 2016**

1. AWARDS AND HONORS RECEIVED BY FACULTY AND STAFF:
* Ms. Kavitha N received Best Aiishian Award in Technical category
1. EXTRA CURRICULAR ACTIVITIES

 A-C: NIL

1. MAJOR EVENTS: NIL
2. EMINENT VISITORS: NIL
3. **ANY OTHER:**
* PEP, titled ‘Banni Vishesha Shikshana Padeyona’ (regarding admission to Pre-school), which was developed by Nityashree, Junior Technical Writer & Designed by Manikantaswamy, Graphic Designer in collaboration with Special Education department, was released on 50th Annual day.
* Ms. Rupashri MR attended the Hindi Saptaah (Hindi typing competition and won 2nd prize)
* ISO 5th Internal Audit taken place on 24th September, 2015
* Organized **half day workshop** titled “Art of Content Writing for Public Education Pamphlets PEPs” on 28.12.2015
* Ms Roopashri attended 3rd internal Hindi Workshop from 29th – 30th December, 2015
* Roopashri MR worked as the Hindi Nodal Officer for the department of Material Development
* Ms. Nityashree R attended the NCED program from 15-17Feb, 2016
* Ms. Kavitha N, Ms. Nityashree R, Ms. Rupashri MR and Manikantaswamy attended the Guest lecture on Fire training and fire preventive measures and demonstration on 26.02.2016
* **Staff Enrichment program** was held on 31.03.2016 and the Resource person was Mr. Manikantaswamy, topic – Basics of Coral Draw

**Equipment added to the department during the reporting year:**

* Speed Light –External Flash Nikon SB 910 – 1 No. received on16.04.2015
* Ricoh Colour Copier HPC20035P – 1 No. received on 03.07.2015
* External Hard Disk 2 T.B – 1 No. received on 01.09.15
* External Hard Disk 4 TB - 1 No. received on 18.03.2016

**HOD- Material Development**