**मासिक रिपोर्ट-** मार्च2020 **/ MONTHLY REPORT –March2020**

**I.** ऐकॅडेमिक क्रियाएँ / **ACADEMIC ACTIVITIES**

सिद्धांत कक्षाएं / **THEORY CLASSES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of the faculty/ staff** | **Course** | **Title of the Paper Allotted** | **No of Hrs/ wk allotted** | **Actual hours****taken** |
| Dr. S P Goswami | II M.Sc SLP A Section | Adult Language Disorders | 4 | 12 |
| I.M.Sc SLP | Gerentology in communication disorders | 4 | 12 |
| Dr. Jayashree C Shanbal | II M.Sc(SLP) A section | Augmentative and Alternative Communication | 4 | 14 |
| II M.Sc(SLP) B section | Adult Language Disorders | 4 | 13 |
| III BASLP  | Adult Language Disorders | 4 | 12 |
| Dr. N. Swapna | III BASLP B Section | Dysarthria and Apraxia | 3 | 12 |
| I MASLP B section | Motor Speech Disorders | 4 | 12 |
| Dr. Brajesh Priyadarshi | B.ASLP A and B Sections | Linguistics and Phonetics | 3 | 3 |
| Dr. Anjana B Ram | III BASLP B sec | Dysarthria | 3 | 8 |
| II BASLP B sec | Child Language Disorders | 4 | 7 |
| I MASLP B sec | Motor Speech Disorders | 4 | 12 |
| Ms. Yashomathi | II B.ASLP A Section | Child Language Disorders | 3 | 12 |
| II M.Sc(SLP) B Section | Augmentative and Alternative Communication | 3 | 15 |
| Dr. Vasantha Lakshmi M S | B.Sc IV semester A Section | Research Methods and Statistics (Unit 3 & 4) | Not submitted | Not submitted |
| Mr. Srinivasa R | B.Ed. Spl. Ed | Basic Research & Basic Statistics | 3 | 7 |
| II BASLP | Research methods & Statistics | 3 | 10 |

**व्यावहारिक** कक्षाएं / **PRACTICAL CLASSES:Nil**

**B. लघु अवधि प्रशिक्षण कार्यक्रम / SHORT TERM TRAINING PROGRAM CONDUCTED:**

**C. अतिथि व्याख्यान / अभिविन्यास कार्यक्रम संगठित / GUEST LECTURE/ORIENTATION PROGRAM ORGANIZED:**

 **D. आंतरिक प्रशिक्षण / फैकल्टी** समृद्ध कार्यक्रम आयोजित

 **IN-HOUSE TRAINING / FACULTY ENRICHMENT PROGRAM ORGANIZED:**

**E. सेमिनार / कॉन्फ़्रेंस / वर्कशॉप संचालित**

 **SEMINAR/CONFERENCE/WORKSHOP CONDUCTED:**

**F. सेमिनार / कॉन्फ़्रेंस / वर्कशॉप / इन-हाउस** **फैकल्टी / स्टाफ़ द्वारा प्रशिक्षित प्रशिक्षण**

 **कार्यक्रम / ORIENTATION PROGRAM/SEMINAR/CONFERENCE/WORKSHOP/IN-HOUSE TRAINING PROGRAMS ATTENDED BY THE FACULTY/STAFF:**

**Programs at AIISH:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Name of the faculty** | **Event attended** | **Date** | **Organized by** | **Venue & Address** |

**Programs outside AIISH: Nil**

|  |  |
| --- | --- |
| **G** | **ACADEMIC PROGRAMS AND MEETINGS ATTENDED BY FACULTY AND STAFF (OTHER THAN SEMINARS AND CONFERENCES):**  |
| **Sl. No.** | **Name of the faculty/ staff** | **Program/ Meeting details** | **Date (s)** | **Place** |
| **1** | Dr. S.P. Goswami | Departmental Peer evaluation meeting- Administration block18.03.2020Seminar Hall, Academic block |
| **2** | Mr. Srinivasa R |

**H. विदेश यात्रा / VISITS ABROAD:** Nil

**I. अतिथि व्याख्यान फैकल्टी द्वारा और स्टाफ़ बाहर संस्थान**

**GUEST LECTURE DELIVERED BY THE FACULTY AND STAFF OUTSIDE THE INSTITUTE:**

**J. (a) इंस्टीट्यूट में फैकल्टी द्वारा वितरित गेस्ट लेक्चर**

 **GUEST LECTURES DELIVERED BY THE FACULTY AT THE INSTITUTE:**

**( b) GUEST LECTURES ATTENDED AT AIISH:**

**(c) INVITED TALKS:**

**(d) KEY NOTE ADDRESS :**

**K. ADDITIONAL ACADEMIC / ADMINISTRATIVE RESPONSIBILITIES OF**

 **THE FACULTY AND STAFF :**

|  |  |  |
| --- | --- | --- |
| **Name of the faculty / staff** | **Responsibility assigned** | **Date** |
|  |  | **From** | **To** | **On** |
| Dr. S. P. Goswami | Head, Dept. of Speech- Language Pathology | January 2020 | Till date |  |
|  | Chairperson, Standing purchase committee | January 20202 | Till date |  |
| Dr. Jayashree C Shanbal | Head, Department of Tele Centre for Persons with Communication Disorders | January 2020 | Till date |  |
|  | Member, BOE. Bangalore University | Sept., 2016 | Till date |  |
|  | Member, BOE, University of Mysore | 2017 | Till date |  |
|  | Mentor, DHLS Mysore | 25.01.2019 | Till date |  |
|  | Member, Museum committee | 17.07.2019 | Till date |  |
| Dr. N. Swapna | Member, Board of Examiner (BOE) of M.S.Ed (HI) and B.S.Ed (HI)constituted for PG/UG Examination | 06.03.2014 | Till date |  |
|  | Member, Technology and IPR Cell | 01.07.2013 | Till date |  |
|  | Member, Museum committee | 17.07.2013 | Till date |  |
|  | Member, Doctoral committee, SRMU | 27.06.2017 | Till date |  |
|  | Associate Editor, JAIISH | 27.06.2017 |  |  |
|  |  |  |  |  |
|  | Staff Grievance Officer | 08.01.2020 | Till date |  |
|  | Incharge, purchase of equipments for Center of Swallowing | Nov 2019 | Till date |  |
| Dr. Brajesh Priyadarshi | Overall Coordinator, DHLS | 09.01 2020 | Till date |  |
|  | Coordinator, DHLS study centre, JLNMCH, Bhagalpur | October 2009 |  |  |
|  | Member, Editorial Board of ‘The Linguistics Journal’ISSN No: **1718-2298** Publisher: English Language Education Publishing, a Division of the TESOL Asia Group  |  | Till date |  |
|  |  |  |  |  |
|  | Mentor, 1st M.Sc SLP A section | 28/06/2019 | Till date |  |
|  | Chairperson, scrutiny committee | 17.02.2020 | Till date |  |
|  | Member, Board of Examiners(BOE), University of Mysore for UG and PG courses  |  |  | Standing nature |
|  | Member, Editorial Board of ‘The Linguistics Journal’ISSN No: 1718-2298Publisher: English Language Education Publishing, a Division of the TESOL Asia Group |  |  | Standing nature |
| Dr. M. S. Vasanthalakshmi | Mentor, V Sem BASLP B section | Dec 2019 | Till date |  |
|  | Member, Core Committee for conducting of Entrance Exam for admission to B.ASLP/M.Sc (AUD/SLP) and M.Ed.Spl.Edn. programmes | November 2019 | May 2020 |  |
|  | One hour per week –POCD Postings for analysis of data collected from school, hospital, industry and camp screening | Feb 2014 |  |  |
|  |  |  |  |
| Estate Officer | January 2020 | Till date |  |
|  |  |  |  |  |
| Dr. Anjana B ram | Coordinator, DHLS (Delhi) | October 2017 | Till date |  |
|  | Compiler,Student research 2016-17 & 2018-19 | January 2019 | Till date |  |
|  | Incharge JC/CC coordinator  |  | March 2020 |  |
| Mrs. Gayathri Krishnan | Co-mentor, I. B.ASLP | 25.01.2019 | Till date  |  |
|  | OLIC Nodal Officer, Dept. of SLP | 05.02.2019 | Till date |  |
|  | Assistant to Editor, JAIISH | 10/05/2019 | Till date |  |
|  | Member, Committee for research and training, Indian Speech and Hearing Association | 20/05/2019 | Till date |  |

1. **RESEARCH ACTIVITIES**
2. **Research Projects:**

**A.1. Projects with Extramural funding**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. Number** | **Title** | **Year of sanction** | **Investigators** | **Funding agency** | **Fund (in rupees)** | **Status** |
|  | Cognitive Stimulation Therapy (CST) for dementia: International implementation in Brazil, India and Tanzania (CST-International) | 2019 | Dr. Mina Chandra, Dr. Smita Deshpande, Dr. Sridhar Vaitheswaran, Dr. Murali Krishna & Dr. S P Goswami | Global Allowance for Chronic Disease (GACD) & ICMR, New Delhi Research Fund | Yet to be released | Yet to be initiated |
|  | Improving diagnosis and access to health care services for persons with dementia using android based applications by community health workers. | 2019 | Dr. Mina Chandra, Dr. Smita N Deshpande, Dr. Murali Krishna, Dr. S.P.Goswami, Dr. K S Shaji, Dr. Charan Singh, & Dr. Bhagyashree Raghavan | Department of Science & Technology | 1,04,90,610 | Yet to be initiated |
|  | Development of battery for Cognitive Communication in Kannada (BCC-K) | 2015 | Dr. S. P. Goswami, Dr. Julie. A. Hengst, Dr. Murali Krishna & Mr. Varun Uthappa, A. G. | Indian Council of Medical Research | 25,62,608 | compelted and Report submitted |

**A.2. Projects with Intramural (ARF) Funding:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. Number** | **Title** | **Year of sanction** | **Investigators** | **Fund (in `.)** | **Status** |
|  | Automatic quantification of the glottal area in the stroboscopic videos using deep neural network | 2018-19 |  Dr. Pebbili Gopikishore, Dr. Prasanta Kumar Ghosh, Mr. Rahul Krishnamurthy, Dr. T. K. Prakash & Dr. Suja Sreedharan |  9,86,000.00 | Report preparation |
|  | Short term correlations between speech motor variability and behavioural dysfluencies in Persons with Stuttering following Fluency shaping therapy | 2018-19 | Dr. Anjana B Ram & Mr. Mahesh BVM | 5,00,000.00 | Report preparation |
|  | Cognitive Linguistic Intervention Program for Children at Risk for Learning Disability | 2018-19 | Dr. Jayashree C Shanbal | 5,06,000.00 | Report preparation |
|  | Effect of combined tactile, thermal, and gustatory stimulation on feeding and swallowing in children with cerebral palsy | 2015-16 | Dr. Swapna.N & Ms. Prathima | 4,93,000 | Report preparation |

1. **Research paper presented:**

*B.1. Research papers presented at National/International Conference / Seminar / Scientific Forums:*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***Sl. No*** | ***Name***  | ***Event*** | ***Title of presentation*** | ***Date*** | ***Venue*** | ***Organized by*** | ***Funded by*** |

B.2. **Research Papers Published:**

*B.2.1. Papers published in National/International Journals:*

***National:***

***International:***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Authors** | **Year** | **Title of the paper** | **Journal name** | **Page number** | **Volume** | **Doi number** |
| Gayathri Krishnan, S P Goswami, Balaji Rangarathnam | 2020 | A systematic Review of the Influence of Bolus Charactersics on Respiratory Measures in Healthy Swallowing | *Dysphagia* |  |  |  |

**B.2.2. Papers published in proceedings of National/International Conference/Seminar:**

**B.2.3. Student Research at AIISH:**

**B.2.4. Books Published:**

**B.2.5. Chapters in books published**

**C. Books/Conference Proceedings Edited:**

**D. Peer-review for Journals:**

**E. Doctoral Thesis**

**Degree Awarded:**

**Yet to be registered:**

**Thesis submitted:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the Student** | **Title** | **Name of the guide** | **Registration number, date of registration** |
| Mrs. Gayathri Krishnan | Effect of Position and Bolus Characteristics on Respiratory-Swallow Coordination | Dr. S. P. Goswami | DOR.9.1/Ph.D/PR0884/2015-16, Dated: 25.08.2016 |

**Thesis under Progress:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the Student** | **Title** | **Name of the guide** | **Registration number, date of registration** |
| Ms. Sahana.M | Development of deep test of articulation for pressure consists in Kannada for persons with cleft lip and palate  | Dr. M.Pushpavathi | On going |
| Ms. Aparna V S | Speech and Language Outcomes in School Going Children after Early Primary Cleft Palate Repair | Dr. M.Pushpavathi | Ongoing  |
| Ms. Sneha Varghese | Graphophonological Semantic flexibility and reading comprehension in children with Dyslexia | Dr. Jayashree C. Shanbal | Ongoing |
| Ms. Amoolya. G. | Bilingual Effect on Written Language Skills in Kannada-English Bilingual-Biliterate Children | Dr. Jayashree C. Shanbal | WOF – 0457/2014-15Dated 5.08.2014Ongoing |
| Ms. Lama Sbahi | The role of Cognition in Learning the Grammar of English as a Foreign Language | Dr. Jayashree C Shanbal | Ongoing |
| Mr. Reuben Varghese  | Cognitive communicative markers for dementia | Dr. S. P. Goswami | DOR.9.1/Ph.D/PR0410/2015-16, Dated: 30.12.2015 |
| Mr. Deepak P  | Efficacy of VNEST in Persons with Aphasia | Dr. S.P Goswami | Registered on 11.04.2018 |
| Mr. Darshan H S | A comparative study on Statistical Learning abilities in Persons with Aphasia and neurotypical individuals | Dr. S.P Goswami | Registered on 11.04.2018 |
| Ms. Nikitha M  | Gestural Processing in Aphasia | Dr. S.P Goswami | Registered on 11.04.2018 |
| Ms. Sonam Belliappa | Use of chin-tuck against resistance and neuromuscular electrical stimulation for swallow function in Parkinsons disese: acomparative study | Dr. S.P Goswami | Registered on 11.04.2018 |
| Ms. Vineetha Sara Philip | Symbolic Language abilities for aided communication in persons with aphasia | Dr. S.P Goswami | Registered on 11.04.2018 |
| Ms. Sushma Manjunath | Development and validation of therapy protocol for compensatory articulation in children with repaired cleft lip and palate | Dr. M. Pushpavathi | Registered on 11.04.2018 |
| Ms. Shrusti Shabnam | Acoustic voice quality index based dysphonia severity classification | Dr. M. Pushpavathi | Registered on 11.04.2018 |
| Ms. Eman Haidar Saleh Al Moussabi | To be decided | Dr. Brajesh Priyadarshi | 24.04.2019WF-239/2019-20 |

**F. Dissertations Completed:**

**G. Dissertations Ongoing:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No** | **Dissertation Title** | **Candidate** | **Guide** |
| 1. | Syntactic Working Memory in Person with Aphasia | Riddhi Wadhwa | Dr. S P Goswami |
| 2. | Self-harm in Persons with Aphasia and their Caregivers:A Survey | Akshaya Krishnan | Dr. S P Goswami |
| 3. | ADAPTION and Validation of Prospective and Retrospective memory questionnaire in Malyalam | MS. Swaliaha | Dr. S P Goswami |
| 4. | Development of Hindi Language Test for children in the age range of 3 to 6 years-An adaption | Ms. Neha Yadav | Dr. Jayashree C Shanbal |
| 5. | Development of a questionnaire to assess Quality of Life in Parents of children with Autism Spectrum Disorders in KannadaQoLA-K) | Ms. Monika Tetwal | Dr. Jayashree C Shanbal |
| 6. | Development of Linguistic Profile Test for Urdu Speaking Children in the Age Range of 6 to 16 years- An adaption | Ms. Hina Fathima | Dr. Jayashree C Shanbal |
| 7. | Therapeutic Module for rehabilitation of adults with Stuttering- Assistive Stuttering Interface-Adults | Ms. Archana U | Dr. Anjana B Ram |
| 8. | Therapeutic Module for rehabilitation of children with Stuttering- Assistive Stuttering Interface-Children | Ms. Parnika M | Dr. Anjana B Ram |
| 9. | Cognitive processing in LD | Ms. Shivaranjini | Dr. Anjana B Ram |
| 10. | Taste Perception in Individuals with Diabetes Mellitus Type II | Ms. Neeraja Sunil | Dr. Swapna N |
| 11. | Effect of Effortful Swallow Training on Lingual-Labial Strength and Endurance and Swllowing Capacity in Typical Young Adults | Ms. Roja Rani | Dr. Swapna N |
| 12. | Acquisition and Retention of Nonwords in Adults with and without Stuttering | Sundareswari Pon | Dr. Swapna N |

**STATISTICAL ANALYSIS:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of the****faculty** | **Name of the Researcher****and Guide/Investigator****(beneficiaries)** | **Date of****initiation of****work** | **Date of****completion****of work** | **Remarks** |
| **Dr. Vasantha Lakshmi M S** | - | - | - | - |
| **Mr. Srinivasa R** | Sameer taj, Dr. Rajasudhakar | - | - | Completed |
| Neeraja Sunil, Dr. Swapna N | - | - | Ongoing |
| Prajwal, Dr. Animesh | - | - | Ongoing |

**3. CLINICAL ACTIVITIES**

1. **Statistics of clinical work of faculty in diagnostic services**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **SI. No.** | **Supervisor** | **Lang** | **Voice** | **Articulation** | **Fluency** | **Resonance** | **Total** |
|  | Dr.S.P.Goswami | 7 | 1 | - | 1 | - | **09** |
|  | Dr.JayashreeC.Shanbal | 4 | - | - | - | - | **4** |
|  | Dr.N.Swapna | - | - | - | - | - | **-** |
|  | Dr. Anjana B. Ram | - | - | - | - | - | **-** |
|  | Ms.Yashomathi | - | - | - | - | - | **-** |
| **Total** | **4** | **-** | **-** | **-** | **-** | **4** |

1. **Statistics of clinical work of faculty in Therapeutic Services**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **SI. No.** | **Supervisor** | **Lang** | **Voice** | **Articulation** | **Fluency** | **Resonance** | **Total** |
|  | Dr.S.P.Goswami | 10 | - | - | - | - | **10** |
|  | Dr.JayashreeC.Shanbal | 26 | - | - | - | - | **26** |
|  | Dr.N.Swapna | - | - | - | - | - | **-** |
|  | Dr. Anjana B. Ram | - | - | - | - | - | **-** |
|  | Ms.Yashomathi | - | - | - | - | - | **-** |
|  | Ms. Gayathri Krishnan | 23 | - | - | - | - | **23** |
|  | **Total** | **49** | **-** | **-** | **-** | **-** | **49** |

1. **Statistics of Clinical work of faculty in Therapeutic Services as part of Therapy Supervision**

D.**Statistics of Clinical Services in Special Clinics :**

***ASD Unit***

|  |  |
| --- | --- |
|  **Details** | **Total** |
| 1. No. of cases evaluated
 | NA |
| 1. No. of assessment sessions
 | NA |
| 1. No. of therapy cases
 | NA |
| 1. No. of therapy sessions
 | NA |
| 1. No. of D.T. cases
 | NA |
| 1. No. of cases discharged
 | NA |
| 1. No. of cases discontinued
 | NA |
| 1. No. of Hindi cases
 | NA |
| 1. No. of materials developed
 | NA |

***Clinic for Adult and Elderly persons with communication disorders: Nil***

***Dysphagia Unit***

|  |  |
| --- | --- |
| Details | **Total** |
| 1. No. of cases evaluated
 | NA |
| 1. No. of assessment sessions
 | NA |
| 1. No. of therapy cases
 | NA |
| 1. No. of therapy sessions
 | NA |
| 1. No. of D.T. cases
 | NA |
| 1. No. of cases discharged
 | NA |
| 1. No. of cases discontinued
 | NA |
| 1. No. of Hindi cases
 | NA |
| 1. No. of materials developed
 | NA |

***U – SOFA***

|  |  |
| --- | --- |
| Details | **Total** |
| 1. No. of cases evaluated
 | NA |
| 1. No. of assessment sessions
 | NA |
| 1. No. of therapy cases
 | NA |
| 1. No. of therapy sessions
 | NA |
| 1. No. of D.T. cases
 | NA |
| 1. No. of cases discharged
 | NA |
| 1. No. of cases discontinued
 | NA |
| 1. No. of Hindi cases
 | NA |
| 1. No. of materials developed
 | NA |

***MSD Unit***

|  |  |
| --- | --- |
| Details | **Total** |
| 1. No. of cases evaluated
 | NA |
| 1. No. of assessment sessions
 | NA |
| 1. No. of therapy cases
 | NA |
| 1. No. of therapy sessions
 | NA |
| 1. No. of D.T. cases
 | NA |
| 1. No. of cases discharged
 | NA |
| 1. No. of cases discontinued
 | NA |
| 1. No. of Hindi cases
 | NA |
| 1. No. of materials developed
 | NA |

***LD Clinic***

|  |  |
| --- | --- |
| Details | **Total** |
| 1. No. of cases evaluated
 | - |
| 1. No. of assessment sessions
 | - |
| 1. No. of therapy cases
 | - |
| 1. No. of therapy sessions
 | - |
| 1. No. of D.T. cases
 | - |
| 1. No. of cases discharged
 | - |
| 1. No. of cases discontinued
 | - |
| 1. No. of Hindi cases
 | - |
| 1. No. of materials developed
 | - |

**E. Clinical-Administrative Duties :**

|  |  |  |
| --- | --- | --- |
| **Name of the faculty** | **Name of the Unit/Special clinic** | **Position of the faculty in the Unit/Special Clinic** |
| Dr. S P Goswami | Clinics for Adult & Elderly persons with communication disorders | Chairperson |
| Dr. Jayashree C Shanbal | Autism Spectrum Disroders | Chairperson |
| Learning Disability Clinic | Chairperson |
| Dr. N. Swapna | Motor Speech Disorders Clinic | Chairperson |
| Dysphagia Unit | Chairperson |
| Dr. Anjana B Ram | Fluency Unit | Member Secretary |
| Dr. Yashomathi | AAC unit | Member |
| Ms. Gayathri Krishnan | Dysphagia Unit | Member Secretary |
| ASD Unit | Member Secretary |

**F. Special clinic of other departments**

**IV. TECHNOLOGICAL CONSULTANCY SERVICES**

 **A. EXTENSION ACTIVITIES:**

**A.1. Rehabilitation & Education through Distance Mode:**

**A.2. Prevention of Communication Disorders:**

**A.3. Publicity and Information:**

**A.4. Camps:**

**A.5. Orientation Program:**

**A.6. Public Lecture Series:**

**A.7. Media publications:**

**V. CENTRAL FACILITIES**

1. **Library and Information Services:** Nil

**B. Material Development:**

**VI. AWARDS AND HONORS RECEIVED BY FACULTY AND STAFF:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of the staff/faculty** | **Award received** | **Date** | **Event** | **Details** |

**VII. EXTRA CURRICULAR ACTIVITIES:**

1. **NSS:**
2. **AIISH Gymkhana:**
3. **Others:**

**VIII. ADMINISTRATIVE ACTIVITIES**

**A. Information on Personnel:**

A.1. Appointments:

Regular: Nil

Contract:

Project Staff: Nil

A.2. Promotion: Nil

A.3. Resignation/Retirement: Nil

A.4. Obituary: Nil

**B. Major constructions:** Nil

**C. Particulars of Equipments Purchased:** Nil

**D. Finance Statements:** Nil

**E. Others:** Nil

**F. Eminent visitors: Nil**

**H. Other responsibilities:**

**I. Any other:**

**Dr. Anjana B Ram**

* Posted in ASD Unit (Thursday A/N) for evaluation of clients and supervision of students posted in ASD Unit

**Ms. Gayathri Krishnan**

**Clinical Activities:**

* Posted in ASD Unit (Thursday &; Friday A/N) for evaluation of clients and

supervision of students posted in ASD Unit

**Administrative:**

* Maintenance of stock
* Assisted HOD in compilation of information for the circulars received and

sent the information to respective sections

- Response to biometric attendance.

- Clinical IA Marks

- SuoMoto Disclosure

-Student attendance

- Details on extramural projects

* Assisted HOD in purchase related procedures.
* Monthly indents for the department
* Maintenance of department records and files
* Circulation of information received in the office to all members of the

department.