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

**DEPARTMENT OF MATERIAL DEVELOPMENT**

No. SH/DMD/AR/ 2012-13 15.10.2013

**Submitted to the Director**

Sub: Annual Report draft for the period 1st April 2013 to 30th September 2013 - reg.

Ref: SH/LIC/HR/2013-14, dated: 10.10.2013

With reference to the above, the draft report of the activities carried out by the department of Material Development during the period 1st April 2013 to 30th September 2013 is being submitted for your kind perusal and necessary action. The soft copy of the report is being sent to lio@aiishmysore.in.

(Dr. Asha Yathiraj)

HOD-DMD

Enclosure:

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

**Activities carried out (1st April to 30th September, 2013)**

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**

|  |  |
| --- | --- |
| 1. Theme/Topic | Designing Software-Corel Draw |
| Coordinators | Prof. Asha Yathiraj and Mukthi Subramania |
| Objectives | To teach basic of Corel Draw software and provide hands-on training and practical session |
| Target Audience | Staff of the institute |
| Number of Participants | 11 |
| Date | 20th June 2013 |

1. No. of Guest Lectures organized- NIL
2. No. of Invited Talks delivered by faculty and staff - NIL
3. Any Other (Please Specify) - NIL
4. RESEARCH ACTIVITIES
5. 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** |
| 1. | **Materials Prepared**   1. **Designing** 2. Brochures 3. Pamphlets 4. Institute Layout 5. Building Layout 6. CD cover 7. Logo 8. Photo editing 9. Pamphlet editing 10. Picture editing 11. Layout editing 12. Annual report cover page 13. Certificate 14. Sketch 15. Invitation 16. Posters | 16  07  01  03  04  04  10  07  06  10  27  06  05  04  10 |
| 1. **Photo coverage** 2. No. of Photos taken & edited | 702 |
| **c) Printing**   1. A3 size (for display) 2. A4 size (for display) | 1312  3821 |
| 1. **Others** 2. Scanning | 23 |

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**

**NAAC:**

* Mock inspection was done on 05.06.13. The inspectors appreciated the arrangements done in the department.
* The following NAAC related documents were submitted to the office:

1. Department evaluation report sent on 18.06.13
2. Brochure material sent on 19.06.13 & and revised and resent on 03.07.13
3. Soft copy of Power Point Presentation sent on 05.07.13.
4. Revised evaluative report sent on 21.06.2013.

* NAAC peer team visited the department on 24.09.2013 and appreciated the department.

**ISO 9001:2008:**

* ISO 9001-2008 report was submitted on 23.04.2013 to the director’s office
* Modified ISO 9001:2008 information was submitted on 18.06.13
* Revised ISO 9001:2008 document was sent to Mr. Ramkumar, the management representative on 25.07.2013.

**Technical writing:**

* A brochure titled ‘An overview to auditory training’ was developed by Asha Yathiraj & Chandini Jain.

**Equipment:**

The following equipment/ accessories were received:

* Acer Monitor on 02.07.2013.
* AKG Microphone on 23.08.2013.

**Others:**

* HOD conducted AAA General Body meeting as the executive secretary on 18.06.2013
* Updated web material was submitted to the Director’s office and soft copy was sent to electronics on 03.07.2013
* Prof. Asha Yathiraj, Kavitha N and Mukthi S attended the training program on ‘Internal Auditor Training course for Automotive Standards’ on 4th and 5th July 2013.
* As the chairperson of Product Development Cell, Prof. Asha Yathiraj prepared the “Guidelines for Publication Unit (products)”.

**HOD- Material Development**