**ALL INDIA INSTITUTE OF SPEECH & HEARING: MYSORE – 570 006**

**DEPARTMENT OF SPECIAL EDUCATION**

**Monthly Report for the month of April 2013**

1. **ACADEMIC ACTIVITIES**
2. **Short-term Training Programs:**

No.1

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| --- | --- |
| **Name/Topic of the Program** | Preschool Training for Children with Communication Disorders |
| **Coordinator** | Mr. Gururaj.D, Resource Coordinator, Department of Special Education |
| **Objectives** | Developing awareness on preschools education for Children With Special Needs |
| **Organized Department/Section/Unit** | Prof. K.S.Prema, HOD, Special Education |
| **Targeted Audience** | Indu Dayal singh, B.S.Ed, KSOU, Mysore |
| **Number of Participants** | 1 student |
| **Date** | 02.04.2013 to 29.04.2013 |

No-2

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| **Name/Topic of the Program** | Preschool Training for Children with Communication Disorders |
| **Coordinator** | Mr. Gururaj.D, Resource Coordinator, Department of Special Education |
| **Objectives** | Developing awareness on preschools education for Children With Special Needs |
| **Organized Department/Section/Unit** | Prof. K.S.Prema, HOD, Special Education |
| **Targeted Audience** | Teacher Training centre, Tilak nagara, Mysore |
| **Number of Participants** | 10 students and 1staff |
| **Date** | 03.04.2013 to 05.04.2013 |

No.3

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| **Name/Topic of the Program** | * In-Service Orientation * Demonstration of CSS Session   Orientation & demonstration about activities of SEA-U |
| **Coordinator** | Mr. Gururaj.D, Resource Coordinator & Dr. Malar, Reader in Special Education, Department of Special Education |
| **Objectives** | Developing awareness on preschools education for Children With Special Needs |
| **Organized Department/Section/Unit** | Prof. K.S.Prema, HOD, Special Education |
| **Targeted Audience** | U. Triveni, Demonstration School, RIE, Mysore |
| **Number of Participants** | 1 student |
| **Date** | 19.04.2013 to 30.04.2013 |

1. **Orientation Programs:**

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| --- | --- |
| Theme/Topic | Annual Performance Appraisal Format |
| Coordinator | Mr.Radha Kant. |
| Objectives | To orient about the new APAR Format to be implemented. |
| Organized by Department/Section/Unit | Administrative Section |
| Targeted Audience | Faculty and Staff of the Institute |
| Date | 04.04.2013 |

1. **Clinical/Special Educational services- Observation Posting of Students from other Institutes:**

**Clinical Observation Posting of Students :**

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| --- | --- |
| Number of Students | 38 |
| Course | BSc Speech and Hearing, MSc (Audiology), DTYHI |
| Institute | AIISH |
| Date | 01. 04. 13 to 30. 04. 13 |

Correction of daily clinical diary’s, Lesson Plans and Pre – Therapy’s of speech and hearing students

1. **Seminars/Conferences/Workshops:**

**In-house Programs:**

1. E3 : Empowering Educators in Education: NIL
2. Staff Enrichment Programs (SEP’s): NIL
3. Parent Enrichment Programs (PEP’s): NIL

**Attended Seminars/Workshops:**

**Dr. Malar, Reader in Special Education**

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| --- | --- |
| Theme/Topic | Workshop on ‘Unravelling the Mysteries of Cognitive and neurophysiological assessment and management of Dementia: Untangling the Tangled Greys &Whites’ |
| Coordinator | Department of Clinical Services |
| Objectives | To disseminate information about advancements in clinical management of dementia |
| Targeted Audience | Rehabilitationists & caregivers of dementia patients |
| Date | 10.04.2013 |

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| --- | --- |
| Theme/Topic | Monthly Public Lecture on ‘Classroom Arrangement/Acoustics for Children with Hearing Impairment’ |
| Coordinator | Department of Clinical Psychology |
| Objectives | To sensitize & orient public about problems faced by children with hearing impairment in regular classrooms & solutions |
| Targeted Audience | General public |
| Date | 10.04.2013 |

**Ms. Laxme Janardhanan**

* Seminar on Recent Advances in Voice (Dept of SLP) on 18th and 19th April

**Presented Seminars/Workshops:**

1. **Guest Lectures**

**Dr. Malar, Reader in Special Education**

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| --- | --- |
| 09.04.2013 | Delivered guest lecture at Pramathi Hill view Academy” about “Educational welfare measures for learners with learning disability” to teachers as a part of in-service training program |

**Mr.Suresh.C.B, Special Educator**

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| 08.04.2013 | Delivered guest lecture at Pramathi Hillview Academy,Mysore about “Introduction to Learning Disability”to teachers and caregivers as a part of in-service training program |

**Ms.Sumana.H.P, Special Educator**

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| 03.04.2013 | Delivered guest lecture at Mathrumandali Shishu vikasa kendra,Mysore about “Story telling as a means of language development for CWSN” to teachers and caregivers as a part of in-service training program |
| 08.04.2013 | Delivered guest lecture at Pramathi Hillview Academy,Mysore about “Identification and assessment of LD ” to school teachers as a part of in-service training program |

**Ms Shobha.B.N, Special Educator**

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| 09.04.2013 | Delivered guest lecture at Pramathi Hillview Academy,Mysore about “Cognitive skill in children with Learning disability” to teachers and caregivers as a part of in-service training program |

**Ms.Latha.C Special Educator**

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| 02.04.2013 | Delivered guest lecture at Mathrumandali Shishu vikasa kendra,Mysore about “Adapted yoga techniques for CWSN” to teachers and caregivers as a part of in-service training program |

**Ms.Manjula.P.V, Special Educator**

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| --- | --- |
| 02.04.2013 | Delivered guest lecture at Mathrumandali Shishu vikasa kendra,Mysore about “Adapted yoga techniques for CWSN” to teachers and caregivers as a part of in-service training program |

**Ms.Lakshmi Special Educator**

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| 09.04.2013 | Delivered guest lecture at Pramathi Hill view Academy about “Remedial Teaching Strategies” to teachers as a part of in-service training program |

**Ms. Laxme.J, Speech Language Audiologist**

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| 09.04.2013 | Delivered guest lecture at Pramathi Hill view Academy about “CAPD and Learning disability” to teachers as a part of in-service training program |

**F) Additional Academic Services rendered by the Faculty and Staff**

**Prof. K. S.Prema, Prof. in Language Pathology & HOD – Special Education**

**Special Education Services:**

Supervision and Guidance to Preschool Special Educators

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| --- | --- | --- | --- |
| **Sl.No.** | **Course Level** | **No. of students trained** | **No. of**  **Hours** |
| 1. | Level III (HI)-2 groups | 5/group | One/week |
| 2. | Level III (MR)-2 groups | 5/group | One/week |

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| --- | --- |
| 1. 19-04-2013 | Conducted meeting with the faculty, dept. of Special education regarding the structure and function of SEA-U (Special Education Assessment Unit) proposed to be launched in the year 2013-14. |
| 1. 19-04-2013 | Conducted annual review meeting of the activities with the staff of the dept. of Special Education. |
| 1. 23-04-2013 | Participated in the BOE (Special Education) meeting held at AIISH. |
| 1. 26-04-2013 | Organized and conducted Preschool Graduation Ceremony graced by Sri. H.S.Balaram, DDWO, Sri. R.Raghunandan, BEO, South, Ms. Pushpa K.S., BRC, South and Presided by Director, AIISH |
| 1. Several meetings were held in this month with staff, Dept. of Special Education on preparation of ISO manuals. | |
| 1. Proposal of ‘Summer School and Teacher Mentor’ discussed with staff of the Dept. of Spl. Ed and is under preparation | |

**Dr.Malar, Reader in Special Education**

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| 1. Served as mentor for B.S.Ed.(HI) course 2012-13    * 1. Prepared & submitted practical & theory attendance for students for March’13      2. Coordinated practical postings & guided students for administering and reporting on School Readiness Tests for 45 children passing out of AIISH Preschool      3. Guidance for students to update work-records 2. Evaluation of repeat midterm exams for DHLS & submission of IA |

**Ms.Prithi Venkatesh, Lecturer in Special Education**

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| 1. International Standardization for Organization: Coordinated ISO activities for the department: In this respect the following work was undertaken: |
| 1. Coordinated activities with special educators for carrying out of the ISO work. 2. B.S.Ed (HI): Theory: Taken 4 classes for Unit 2.4:Computer Application in the Education of Hearing Impaired . 3. Taken 4 classes for Unit 2.6: Teaching Practice with Hearing Impaired 4. Supervised 4 session of CSS of Ms .Krishna, B.S.Ed (HI) student 5. Collated and Submitted practical marks of practice teaching of the B.S.Ed (HI) candidates 6. Served as a paper setter for B.S.Ed (HI) Examination May/June 2013. 7. Practical: Coordinated practical postings of students for Curricular Support Services and Individualized Educational Programme from 04.04.2013 to 10.04.2013. 8. DHLS: Eight theory Classes taken for Paper V: Education for Children with Special Needs |

**Ms. Palnaty Vijetha, Lecturer in Special Education**

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| * + - 1. 04.04.2013 | Attended Annual Performance Appraisal Report (APAR) meeting from 11:30am to 1:00pm in mini seminar hall. |
| * + - 1. 05.04.2013 | As mentor oriented DHLS trainees (mysore) regarding NAAC in brief |
| * + - 1. 16.04.2013 | Attended ISO meeting in Director’s office along with HOD |
| * + - 1. 23.04.2013 | Attended BOE meeting in Director’s office |
| * + - 1. Contributed and supervised the work related to ISO with faculty and special educators in the department.       2. B.S.Ed.(HI)-13 theory classes       3. Served as paper setter for B.S.Ed(HI).       4. 10 practical classes Indian Sign language classes       5. Arranged for practical observation in CREDM | |

DEPARTMENTAL WORK:

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| --- | --- |
| 1. 02.04.2013 | Attended meeting with HOD related to ISO |
| 1. 19.04.2013 | Attended meeting with HOD regarding departmental activities |
| 1. 19.04.2013 | Attended meeting with HOD regarding SEA-Unit |
| 1. Carried out Exam related work for B.S.Ed(HI) & DTYDHH. 2. Planned for stock verification work in ENT department for technical equipment and contacted HOD for the appointment. | |
| 1. Contacted and coordinated with HOD- CREDM regarding DTYDHH practical observation of 0-1 year babies videos. | |
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Preschool incharge:

As Preschool in charge:

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| 1. 26th April 2013 | Planned and Coordinated “Preschool Graduation Ceremony 2013” along with Ms. Vijayalakshmi and Ms. Asha Suresh. |
| 1. 29.04.2013 | Conducted first phase meeting with special educators regarding preschool admissions for the academic year 2013. |
| 1. May 1st to May 31st 2013. | Coordinating for the summer camp along with summer camp team |
| 1. Worked on ISO and submitted the preschool related documents. | |

**Ms. Ramanakumari.P.V, Special Educator**

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| 1. 4th April 2013 | Attended orientation regarding APAR (Annual Performance Appraisal Report) |
| 1. 25th April 2013 | Attended orientation program about N-computing for Edu-Tech lab |

Participation in Administrative Work

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| --- | --- |
| 1. 2nd & 3rd April 2013 | Meeting with HOD regarding ISO – LiBoToy process and turtle chart. |
| 1. 3rd April 2013 | Meeting with Ms. Preeti regarding ISO. |
| 1. 3rd April 2013 | Helped Mr. Suresh in typing the process and turtle chart of Edu-Tech Lab - ISO. |
| 1. 19th April 2013 | Attended departmental annual review meeting with HOD. |
| 1. 25th April 2013 | Meeting with Ms. Vijetha regarding graduation day ceremony. |
| 1. 29th April 2013 | Attended meeting with Ms. Vijetha regarding planning for the next academic year. |

Details of any other work done in the department:

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| --- | --- |
| 1. 1st April 2013 | Collected information from in-charge special educators regarding clients attending PPEP sessions as a part of monthly statistics. |
| 1. 2nd , 3rd and 4th April 2013 | Typed LiBoToy process and turtle chart |
| 1. 3rd April 2013 | Meeting with Ms. Shoba from e-Parampara regarding Edu-Tech lab software module development. |
| 1. 23rd and 25th April 2013 | Assessed and typed progress reports of 5 Sampige group clients. |
| 1. 24th April 2013 | Went for LiBoToy Teaching Learning material purchase. |
| 1. 26th April 2013 | Attended Preschool graduation day ceremony and did the duty (Sweet distribution) assigned to me. |
| 1. 1st – 30th April 2013 | Every week on Tuesdays and Thursdays, LiBoToy cards surrendering by members and returning of materials issued was carried out. |

**Mr.Suresh.C.B, Special Educator**

DEPARTMENTAL WORK:

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| 1. 29th March 2013 | Attended meeting with preschool in charge regarding planning for next academic year |
| 1. Carried out assessment of children activities during SEA-U postings on Wednesdays. | |
| 1. Collected and submitted monthly statistics on participation in Workshop) seminar/ Orientation by staff in the Dept. for April ’13. | |
| 1. Arranged and attended Consultation Meeting regarding N’ Computing with agency Demo with team members | |
| 1. Handed over the total list of equipment in the Dept. to Resource Co ordinator and Admn. Staff in the Dept. For ISSO Document preparation. | |
| 1. Attended a brief meeting with HOD and consultant for Educational Technologys | |
| 1. Prepared Input for preparation of ISSO document with support of Edutech lab Team members. | |
| 1. Followed up status of indent for Aquarium | |
| 1. Planned for E3 Program for 2nd and 3rd week of May 2013 by Ms. Prithi Nair,Lecturer in Spl.Education and Ms.Lakshmi Janardanan, Audiologist | |
| 1. verified the trouble shooting of Equipments in the Dept | |
| 1. Verified the old stock items related equipment in the dept. | |
| 1. Attended meeting with HOD regarding ISSO document preparation on 2nd Apil ‘13 | |

PRESCHOOL:

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| 1. Term end evaluation and assessment was carried out for Preschool Malayalam groups and PPEP mal (HL). |
| 1. Prepared list of eligible students admission to Preschool for the academic year 2013-14 |
| 1. Prepared Promotion list of students in Malayalam groups |
| 1. Tentative list of Malayalam Groups for academic year 2013-14 |
| 1. Attended and carried out stage decoration activities on Preschool Graduation Ceremony on 26th April 2013. |

**Ms.Sumarna.H.P, Special Educator**

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| 1. 25th April 2013 | Attended orientation program about N-computing for Edu-Tech lab |

Participation in Administrative Work:

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| 1. 05.04.2013 | Planned, designed and typed the process and turtle chart of VLU - ISO. |
| 1. 19.04.2013 | Attended departmental annual review meeting with HOD |
| 1. 25.04.2013 | Meeting with Ms. Vijetha regarding graduation day ceremony |
| 1. 29.04.2013 | Attended meeting with Ms. Vijetha regarding planning for the next academic year. |

Details of any other work done in the department

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| --- | --- |
| 1. 5th , 8th and 9th April 2013 | Typed VLU process and turtle chart |
| 1. 23rd April 2013 | Typed PFD of VLU for ISO |
| 1. 18th and 19th April 2013 | Assessed and typed progress reports of 10 Sebu 1& 2 group clients. |

**Ms.Kumudha, Special Educator**

DEPARTMENTAL WORK:

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| 1. 2/04/2013 | Meeting with HOD madam regarding ISO follow-up |
| 1. 3.04.2013 | Meeting with PPEP, CLTU, SEA-U, School adoption team members regarding ISO |
| 1. 03.04.2013 | Meeting with HOD madam regarding ISO |
| 1. 19.04.2013 | Annual review meeting with HOD madam and departmental staff |

PRESCHOOL:

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| 1. 21.04.2013 | Went for purchase of Convocation day Materials along with Ms. Sreevidya. |
| 1. 26.04.2013 | In-charge of stage management of convocation day |
| 1. Collected statistics for PPEP and Tamil group | |
| 1. In charge of Tamil group and PPEP all groups | |
| 1. Handled CLTU classes every Monday in the department | |
| 1. Prepared question paper for the annual exams of Papaya, Bale I & II, Blue II, Thazampoo Tamil group. | |
| 1. Assessed 5 children of Papaya group | |
| 1. Prepared five progress report of Papaya children | |

**Ms.Anjana, Special Educator**

DEPARTMENTAL WORK:

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| 1. 19/4/2013 | Attended Meeting with Dr. K.S. Prema Madam and departmental staff regarding reviewing of the department |
| 1. 25.04.2013 & 29.04.2013. | Went for purchase of Parent infant program materials |
| 1. Attended meeting with Ms. Vijetha and departmental staffs regarding timetable for next academic year | |

PRESCHOOL:

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| 1. Collected statistics for Parent infant program sessions |
| 1. Assigned PIP sessions to teachers |

**Ms.Leena.C.C, Special Educator**

DEPARTMENTAL WORK:

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| 1. 02.04.2013 | Meeting with HOD madam regarding ISO follow-up |
| 1. 03.04.2013 | Meeting with HOD madam regarding ISO |
| 1. 19.04.2013 | Annual review meeting with HOD madam and departmental staff |
| 1. 29.04.2013 | Meeting with Ms. Vijetha madam regarding new academic year time schedule |

PRESCHOOL:

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| --- | --- |
| 1. 26.04.2013 | Took initiative in Convocation day and in charge for sweet distribution |
| 1. Collected statistics for short term training. | |
| 1. Prepared question paper for the annual exams of Halasu-I, Drakshi I, Sampige-1&2, Sevanthi-1 groups. | |
| 1. Assessed 4 children of Sampige-1 group. | |
| 1. Prepared four progress report of Sampige-1 children | |

**Ms. Sreevidya, Special Educator**

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| 1. 01.04.2013 | Went for purchase with Mr. Rajkumar for TLM |
| 1. 04.04.2013 | Went for purchase with Mr. Harish for co-curricular activities |
| 1. 18.04.2013 | Afternoon went for TLM purchase |
| 1. 19.04.2013 | Attended annual review meeting with HOD |
| 1. 29.04.2013 | Attended meeting with preschool in charge regarding next academic year |
| 1. Given statistics of co-curricular activities | |
| 1. Given annual statistics of PPEP- MR Malayalam, Bonafied, multiple disability& co-curricular activities. | |
| 1. Typed and submitted TLM purchase bill. | |
| 1. Attended Vishu celebrations. | |
| 1. Attended meeting with the team members of ARF- project | |
| 1. Taking 10 days class for one MR with CP child for one project | |
| 1. Prepared question papers &done final exam for children | |

**Ms. Harish Kumar, Special Educator**

DEPARTMENTAL WORK:

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| 1. 1st April 2013. | Meeting with PIP team regarding ISO |
| 1. 2nd and 3rd April 2013 | Meeting with HOD madam regarding ISO |
| 1. 19th April 2013 | Meeting with HOD and departmental staff regarding annual review |
| 1. 17th & 22nd April 2013 | Meeting with Dr.Venkatesan regarding ARF project |
| 1. 29th April 2013 | Meeting with Ms.Vijetha regarding new academic year |
| 1. Bill settlement for Sensory Unit. | |
| 1. Purchased Sensory Unit Material. | |
| 1. Submitted Equipment list with Mr. Suresh and Mr. Sandesh | |
| 1. Prepared ISO chart for Database and Admission | |
| 1. Drafted ARF proposal with Ms.Kadambari, Ms.Sreevidya, Mr.Suresh and Mr.Siddesh | |
| 1. Wrote word a day in Hindi. | |

PRESCHOOL:

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| 1. 26th April 2013 | Attended Preschool Graduation Day and served as part of decoration committee. |
| 1. Coordinated with Mr. Lokesh for updating of database | |
| 1. In charge of Admission and Database | |
| 1. Team member of co-curricular | |

**Ms.Kalyani.J, Special Educator**

DEPARTMENTAL WORK:

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| 1. 18/4/2013 | Attended Department review meeting with HOD madam |
| 1. 25/04/2013 | Attended meeting with Vijetha madam regarding Pre-School Graduation day |

**Ms.Kadambari, Special Educator**

DEPARTMENTAL WORK:.

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| 1. 1st April 2013. | Meeting with PIP team regarding ISO |
| 1. 2nd and 3rd April 2013 | Meeting with HOD madam regarding ISO |
| 1. 19th April 2013 | Meeting with HOD and departmental staff regarding annual review |
| 1. 17th and 22nd April 2013 | Meeting with Dr.Venkatesan regarding ARF project |
| 1. 29th April 2013 | Meeting with Ms.Vijetha regarding new academic year |
| 1. Bill settlement for workshop on “Early Education for children with special needs” | |
| 1. Purchased Parent Infant Program Material | |
| 1. Submitted TLM list for PIP and annual statistics for PIP and CCTP. | |
| 1. Cordinated with Mr.Sandesh for preparing annual report graphs | |
| 1. Prepared ISO chart for Caregivers Computer Training Program | |
| 1. Prepared draft of CCTP brochure | |
| 1. Prepared minutes of the meeting for annual review meeting | |
| 1. Drafted ARF proposal with Mr.Harish, Ms.Sreevidya, Mr.Suresh and Mr.Siddesh | |
| 1. Translated letter received from Dept. of Disability Welfare, Uttar Pradesh, from official language to English | |

PRESCHOOL:

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| --- | --- |
| 1. 26th April 2013 | Attended Preschool Graduation Day |
| 1. Collected statistics Guidance and Counselling sessions | |
| 1. Coordinated with Mr. Sandesh for department statistics graph | |
| 1. In charge of Caregivers computer training program | |
| 1. Team member of PIP. | |

**Ms. Shobha.B.N, Special Educator**

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| Attended orientation program on confidential record ( CR form) with Ms. Ramana Kumari P.V. by Mr. Radhekanth |

DEPARTMENTAL WORK:.

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| --- | --- |
| 1. 2/04/2013 | Meeting with HOD madam regarding ISO follow-up |
| 1. 3.04.2013 | Meeting with CSS/IEP, SEA-U, School adoption team members regarding ISO |
| 1. 03.04.2013 | Meeting with HOD madam regarding ISO |
| 1. 16.04.2013 | Meeting with School adoption team regarding data of school teacher |
| 1. 19.04.2013 | Annual review meeting with HOD madam and departmental staff |
| 1. 29.04.2013 | Meeting with Ms. Vijetha madam regarding new academic year time schedule |

PRESCHOOL:

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| 1. 22.04.2013 | Went for purchase of CSS material along with Ms. Latha C. |
| 1. 26.04.2013 | Took initiative in Convocation day and delivered vote of thanks in the inauguration function |
| 1. Collected statistics for teaching learning materials and CSS, IEP and DT sessions. | |
| 1. In charge of CSS, IEP and DT sessions | |
| 1. Assigned CSS, IEP and DT sessions to teachers | |
| 1. In charge of prayer time table | |

**Ms.Latha.C, Special Educator**

DEPARTMENTAL WORK:.

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| 1. 1st April 2013 | Meeting with CSS team members regarding ISO |
| 1. 29th April 2013 | Attended staff meeting with Ms. Vijetha as chairperson |

PRESCHOOL:

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| 1. Collected statistics for children availing preschool services |
| 1. CSS, IEP and DT Member |
| 1. Assessed 16 children attending PPEP Kannad MR groups. Exam was conducted and home training was give to all the 16 children. |
| 1. Went to purchase CSS material along with Ms. Shobha B.N on 22 April 2013. |
| 1. Rendered my services in managing children with CWSN on 26th April 2013 on account of convocation day. |
| 1. Guidance and counseling was done to 6 groups which I handle. |

**Ms. Asha Suresh, Special Educator**

DEPARTMENTAL WORK:.

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| 1. 19th April 2013 | Meeting with HOD and departmental staff regarding annual review |
| 1. Bill settlement for workshop on “Early Education for children with special needs” | |
| 1. Purchased Teaching Learning Materials | |
| 1. Submitted TLM list for annual statistics | |
| 1. Submitted number of Bonafide certificate issued for annual statistics | |
| 1. Prepared ISO chart for Boafide certificate | |
| 1. Prepared minutes of the meeting for annual review meeting | |
| 1. Bill settlement for Graduation day along with Ms.Vijetha and Ms.Vijayalakshmi | |

PRESCHOOL:

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| 1. 26th April 2013 | Coordinated Preschool Graduation Day along with Ms. Vijetha, Ms.Vijayalakshmi,Ms.Sreevidya and Ms.Kumudha. |
| 1. Collected statistics For Multiple disabilities | |
| 1. In charge of Teaching Learning Materials | |
| 1. In charge of bonafide Certificate | |
| 1. Team member of PPEP and In charge of Malayalam PPEP . | |

**Ms. Manjula.P.V, Special Educator**

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| 1. 25th April 2013 | Attended orientation program about N- Computing for Edu-Tech Lab |

Participation in Administrative Work:

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| 1. 3rd April 2013 | Helped Mr. Suresh in typing the process and turtle chart of Edu-Tech Lab - ISO. |
| 1. 19th April 2013 | Attended departmental annual review meeting with HOD. |
| 1. 25th April 2013 | Meeting with Ms. Vijetha regarding graduation day ceremony. |
| 1. 29th April 2013 | Attended meeting with Ms. Vijetha regarding planning for the next academic year. |

Details of any other work done in the department

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| --- | --- |
| 1. 1st April 2013 | Collected information from in-charge special educators regarding clients availing preschool services as a part of monthly statistics |
| 1. 2nd , 3rd and 4th April 2013 | Helped Ms. Ramanakumari in preparing LiBoToy process and turtle chart |
| 1. 3rd April 2013 | Meeting with Ms. Shoba from e-Parampara regarding Edu-Tech lab software module development. |
| 1. 4th April 2013 | Helped Ms. Sumana in preparing the turtle chart of Video Library. |
| 1. 4th April 2013 | Updated the materials of LiBoToy for ISO |
| 1. 5th April 2013 | Helped Mr. Sharanaih in preparing the minutes of meeting. |
| 1. 24th April 2013 | Went for LiBoToy teaching learning material purchase along with Ms. Ramanakumari. |
| 1. 25th April 2013 | Verified the list of teaching learning materials purchased. |
| 1. 25th April 2013 | Went to Gymkhana for making arrangements for graduation day ceremony |
| 1. 26th April 2013 | Attended Preschool graduation day ceremony and did the duty (Registration) assigned to me. |
| 1. 1st – 30th April 2013 | Every week on Tuesdays and Thursdays, LiBoToy cards surrendering by members and returning of materials issued was carried out. |
| 1. 30th April 2013 | Checked the details drafted by Ms. Kalyani regarding graduation ceremony day. |

**Mr.devraj.N.B, special Educator**

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| 1. 3/04/2013 | Meeting with CLTU members and did ISO certification work |
| 1. 04/04/2013 | ISO certification work with CLTU members |
| 1. 04/04/2013 | Meeting with Ms. Vijetha P regarding summer camp |
| 1. 07/04/13 | Summer camp meeting with summer camp members |
| 1. 09/04/13 | Summer camp meeting with HOD |
| 1. 16/04/13 | Made the poster for summer camp |
| 1. 19/ 04/13 | Annual review meeting with HOD |
| 1. 22/04/13 | Helped to Ms. Asha S A, & Mr. Sharanaiah M M for progress report |
| 1. 25/04/13 | Meeting with resource person for summer camp |
| 1. 26/04/13 | Done Video record of Pre-school graduation day |
| 1. 29/04/13 | Meeting with Ms P Vijetha regarding Pre-school admission for the academic year 2013-14. |
| 1. 29th April 2013 | Done minutes of meeting |

**Mr.Sharanaiah.M.M, Special Educator**

|  |  |
| --- | --- |
| 1. 1st April 2013 to 15th April 2013 | Done on prayer duty |
| 1. 04/04/13 and 07/04/13 | Meeting with HOD about summer camp |
| 1. 09/04/13 | Meeting with vijetha madam about summer camp |
| 1. 19th May 2013 | Department review Meeting with HOD |
| 1. Prepared activities time table and recipe time table for summer camp with summer camp team members. | |
| 1. Worked in student management committee in 26th April AIISH –Pre-school graduation day celebration with Ms.Latha,Ms.Asha,Mr.Subramanya,K R.and Ms.Lakshmi | |
| 1. Attended summer camp team meetings ,purchasing, and team work and worked in summer camp | |
| 1. worked in summer camp and served as a internal co-coordinator for the team of the summer camp. | |

**Mr.Rajkumar, Special Educator**

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| --- | --- |
| 1. 1/4/2013, 18/4/13 | Assisted with Ms.Sreevidhya and Mr. Harish Kumar for TLM & Sensory purchase to Swapna book House, Raghuveer |
| 1. 2 & 3rd April 2013 | Meeting with HOD Madam regarding ISO Orientation |
| 1. 4/4/2013 | Prepared ISO report along with Dr.Malar & Ms.Shobha.B.N |
| 1. 18/4/2013 | Attended Department review meeting with HOD madam |
| 1. 23/04/2013 | Prepared PFD flowchart-ISO |
| 1. 25/04/2013 | Attended meeting with Vijetha madam regarding Pre-School Graduation day |
| 1. 22nd and 23rd April 2013 | Evaluated and updated teachers questionnaire of Blooming buds and Orchids School |
| 1. 26/04/2013 | Assisted in sweet distribution and data collection of pre-school alumni |

Preschool:

|  |  |
| --- | --- |
| 1. 1-19th April 2013 | Conducted exams for all the groups(Halasu II, Balehannu I & II, Malliage I, Sughandharaja II & GEGCS(Telugu)) handled |
| 1. 25/04/2013 | Assisted in Stage decoration for Graduation |
| 1. In charge of GEGCS(Telugu) group. | |
| 1. TLM Member | |
| 1. In charge for School Adoption and progress of pre-school graduated children in inclusive schools | |
| 1. SEA-Unit member on Fridays afternoons along with Ms.Shobo.O and Ms.Kumudha. | |

**Ms.Asha.S.A, Special Educator**

|  |  |
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| 1. 04/04/2013 | Class Supervisor meeting |
| 1. 04/04/2013 | Meeting with Ms. Vijetha P regarding summer camp |
| 1. 07/04/13 | Summer camp meeting with summer camp members |
| 1. 09/04/13 | Summer camp meeting with HOD |
| 1. 25/04/13 | Meeting with resource person (Mrs.Geetha, Ms.versha & yoga sir) for summer camp |
| 1. 29/04/13 | Meeting with Mrs P. Vijetha regarding Pre-school admission for the academic year 2013-14. |
| 1. Summer camp April 2013- preparation of time table, poster, purchase, decoration, attendance of children, instructions to parents, meeting with resource person. | |
| 1. Summer camp 2013 – attended then & there meeting related to the summer camp | |

**Mr. Subramanya.K.R, Special Educator**

|  |  |
| --- | --- |
| 1. 4/ 04/2013 and 07/01/2013 | Attended summer camp team meeting with Head of the department to discuss and update with activities planned for the summer camp. |
| 1. 09/04/2013 | Attended meeting for summer camp with preschool coordinator |
| 1. 18/4/2013 | Attended Department review meeting with HOD madam |
| 1. 25/04/2013. | Attended meeting with Vijetha madam regarding Pre-School Graduation day |
| 1. 26/04//2013 | Attended Preschool Graduation Ceremony with the responsibility of managing and controlling students throughout the event |
| 1. 29/04/2013 | Purchased materials required for summer camp |
| 1. Summer camp responsibilities: Food Committee and timetable Preparation. | |
| 1. Attended team meeting – SUMMER CAMP with all the coordinators from 04/05/2013 to 04/30/2013-discuss, plan, review, and evaluate the activities listed out along with other requirements of the camp | |

Preschool:

|  |  |
| --- | --- |
| 1. 1-19th April 2013 | Conducted exams for all the groups (Blue-2, Drakshi-2, Mallige-2, Kamala-1, PBC-Flower, and Sebu-1 |
| 1. Member of Video Library | |

**Ms. Lakshmi, Special Educator**

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| --- |
| 1. Parents and Teachers meeting (April 2013)-Parents of Chembarathi I (MR) were oriented and guided with home training procedures and strategies in order to motivate parents to continue the systematic procedure for home training |
| 1. Parents of White II (Autism) were guided and planned with various tips and strategies for the improvement of different skills (cognitive, self help, Pre academics) |
| 1. Attended PIP team meeting in order to discuss with the required documentations and the procedure to prepare a consolidated report from PIP team on 04/01/2013 and 04/03/2013. |
| 1. Attended department meeting with Head of the department on 04/19/2013 to review and discuss with new ideas or plans for the next academic year |
| 1. Attended summer camp team meeting with Head of the department on 04/09/2013, 04/18/2013, and 05/01/2013 to discuss and update with activities planned for the camp. |
| 1. Attended meeting for summer camp with preschool coordinator from 04/04/2013 to 04/30/2013 |
| 1. Attended team meeting – SUMMER CAMP with all the coordinators from 04/05/2013 to 04/30/2013-discuss, plan, review, and evaluate the activities listed out along with other requirements of the camp |
| 1. Meeting with resource expertise from “MAN”-naturalists’ association members and the faculties from Yoga, craft and art work. 04/19/2013 and 04/26/2013. |
| 1. Attended department meeting with Preschool Coordinator – to discuss, plan and assign the duties and responsibilities of special educator for the next academic year 2013-2014 |
| 1. Attended Preschool Graduation Ceremony on 04/26/2013-with the responsibility of managing and controlling students throughout the event |
| 1. Prepared progress reports of outgoing students of Preschool center of Department of special education under the supervision of Dr. Malar |
| 1. Purchased materials required for summer camp 2013. |
| 1. Summer camp responsibilities: Resource persons were contacted over the phone and also through email to decide upon the time of availability, topic to be selected and the area of interest. |
| 1. Attended Malayalam team meeting in preparing the tentative list of Malayalam students those who are focused for Preschool admission for the upcoming school year 2013-2014 on 04/30/2013. |
| 1. Attended meeting with team members of Video Library to learn the responsibility of each staff and the main objective of the unit. |

**Ms.Leelarani, Special Educator**

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| --- | --- |
| 1. 04/04/13 and 07/04/13 | Meeting with HOD about summer camp |
| 1. 09/04/13 | Meeting with Vijetha madam about summer camp |
| 1. 19th May 2013 | Department review Meeting with HOD |
| 1. 26th may 2013 | Compering for graduation day ceremony |
| 1. Prepare Activities time table and recipe time table for summer camp with Mr.K.R.Subramanya | |
| 1. Attended summer camp team meetings & purchasing | |

**Ms. Laxme Janardanan, Speech Language Audiologist**

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| --- |
| 1. Carried out assessment (Language and articulation) of preschool children. |
| 1. Conducted presentations for BSc students |
| 1. Attended JCs and CCs. |
| 1. Coordination with staffs and faculty to carry out PIP and individual sessions |
| 1. Carried out documentation of ISO |

**Mr. Gururaj, Resource Coordinator**

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| --- | --- |
| 1. 25.04.2013 | Visited D.D.W office, B.E.O office to Invite D.D.W officer Mr.Balaram H.S, B.E.O officer Mr. Raghunandan R and B.R.C Mrs Pushpa K.S |
| 1. 26th April 2013 | Attended preschool Graduation day on and worked with graduation day in charge Ms. Vijetha |
| 1. Visited Mainstream Schools for:  * Surveying * Data Collection of CWSN * Distribution of questioner & collected questioner | |
| 1. Prepare ISO chart for Orientation program, Resources of Department of Special Education. | |

**Ms. S.Swetha, Administrative Assistant**

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| --- |
| 1. Incharge of Office Maintenance |
| 1. Incharge of Documents: Files, Papers-issue, Reports, Indents, Receipts, Correspondence, Communication, E-mail/Phone etc., |
| 1. Preparation of Monthly Report & Annual Report |
| 1. Maintenance of Leave Statement of all staff |

**Sandesh.S.C, Clerk cum Typist**

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| --- |
| 1. Worked in Editing n printing the Progress report certificates along with Special Educators |
| 1. Done charts of March monthly report n put on display board |

1. **Invited Talks:**
2. **Curriculum Development:**
3. **Development of Materials to support Learning:**

**Dr. Malar, Reader in Special Education**

|  |
| --- |
| 1. Developing materials for training in mathematics at lower primary school level |
| 1. Development of materials for training in attention and concentration skills in children with communication disorders |

1. **Service in Academic bodies of other Organizations:**
2. **Membership in Professional Organizations/Associations**

**Dr. K.S.Prema, HOD, Special Education**

1. Member of International Reading Association, USA
2. Life member of Dravidian Linguistic Association
3. Life member of Indian Speech and Hearing Association
4. Life Member of All India Association for Educational Research
5. Member of Rehabilitation Council of India
6. Editorial Board Member of IJOAL and LF Journals
7. Member of ‘Fulbright State Alumni Association’
8. Member of ‘Women in Science’.
9. Member of BOS (Ed)-PG, UOM
10. Member of Specialty Clinics at AIISH-ASD Unit and LD Unit since 08-11-2011.
11. Member of core committee to plan quasi distance mode PG Program in speech language and hearing since 08-11-2011
12. Member of committee for establishment of digital speech language and hearing encyclopedia since 08-11-2011
13. Member of Committee for Internal Quality Assurance Mechanism, Feedback and Publications of AIISH.
14. Member of Steering Committee for Self Study report for NAAC at AIISH
15. Member of Editorial Committee, Journal of Research in Innovative Teaching, National University Journal, USA
16. Member of committee to review guidelines for submission of ARF reports
17. 15-04-2013: Received letter of invitation to serve as BOS (Spl.Ed. & Rehabilitation) member for two years (25-03-2013 onwards) for Avinashlingam Institute for Home Science and Higher Education for Women University, Coimbatore, T.N.

**Dr. G. Malar, Reader in Special Education**

1. Associate Member of ISHA

**Ms. Prithi Nair, Lecturer in Special Education**

1. Member of Rehabilitation Council of India (RCI No:A05636)
2. Member of National Council of Educators of the Deaf
3. Member in Neo-natal screening programme for Cuttack Centre

**Ms. Palnaty Vijetha, Lecturer in Special Education**

1. Member of Rehabilitation Council of India (RCI) –A06749.
2. Member of Administrative college of India (ASCI)

**Ms. Shobha Odunavar, Lecturer in Special Education**

* 1. Member of Rehabilitation Council of India.
  2. Life Member of National Council of Educators of the Deaf.
  3. Life member of All India Association of Educational Research.

**Mr.Suresh.C.B, Special Educator**

1. Life Member of NCED India

**Mr. Rajkumar, Special Educator**

1. RCI Member
2. NCED Member

**Mr.Subbramanya, Special Educator**

1. RCI Member
2. NCED Member

**Mr. Devraj, Special Educator**

1. RCI Member
2. NCED Member
3. **Participation in Committees/Taskforce and Panels setup by other organizations/agencies**
4. **Any Other(Please Specify)**

**Dr. K.S. Prema, Prof. of Language Pathology**

1. HOD-Special Education

**Dr. G. Malar. Reader in Special Education**

1. Incharge of SEA-U

**Ms.Prithi Venkatesh, Lecturer in Special Education**

1. Workshop Coordinator
2. In charge for University related work of B.S.Ed and M.S.Ed (HI)
3. Member in Parent-Infant Programme Unit
4. Member in Video Library Unit
5. Incharge of SEA-U

**Ms. Palnaty Vijetha, Lecturer in Special Education**

1. Pre-school Incharge
2. Serving as DHLS mentor
3. Serving as AIISH GYMKHANA secretary

**Ms. Shobha N.Odunavar, Lecturer in Special Education**

1. In-Charge (Preschool) Caregiver Literacy Training Unit – CLTU.
2. In-Charge of coordinating Staff Enrichment Programmes (SEP) and Parent Enrichment Programmes (PEP) at the Department

**Ms. Ramanakumari. P.V, Special Educator**

1. Serving as in-charge LiBoToy since April 2011.
2. Serving as mentor for new born screening (NBS) program for DHLS – Imphal centre.
3. Serving as member of AIISH staff sports committee since October 2011.
4. Serving as member of Edu-Tech Lab since April 2011.

**Mr. C.B. Suresh, Special Educator**

1. In-Charge of coordinating E3 Programmes.
2. In-Charge of departmental equipment.
3. In-charge of Edu-tech lab

**Ms. Sumana H. P. Special Educator**

1. Serving as in-charge VLU since April 2011.
2. Serving as member of CSS since April 2011.

**Ms. Kumudha. R, Special Educator**

1. In-Charge Preschool Parent Empowerment Programme & Teaching Learning Materials.
2. Member of CLTU and TLM.

**Ms. Anjana, Special Educator**

1. In-Charge Parent-Infant-Programme.

**Ms. Vijayalakshmi. S, Special Educator**

1. Incharge for Furniture of the department

**Ms. Leena. C.C, Special Educator**

1. Team member for PPEP.
2. Incharge for English PPEP.

**Ms. Sreevidya.M.S, Special Educator**

1. In-Charge Co-Curricular Activities in Preschool

**Mr. Harish Kumar, Special Educator**

1. Co-ordinator for the preschool admission process and database.

**Ms. Kadambari. A.N, Special Educator**

1. Stock Verification for LTU and JAIISH
2. In-charge of Caregivers computer training program.
3. Hindi Nodal Officer

**Ms. Shobha B. N. Special Educator**

* 1. In-Charge IEP and Curricular Support Services.
  2. Member-Motor Speech Disorders Unit

**Ms. Latha. C, Special Educator**

1. Member of CSS & PPEP

**Ms. Asha Suresh.E.G, Special Educator**

1. Incharge of Teaching-Learning Materials (TLM)

**Ms. Manjula. P.V, Special Educator**

1. Serving as member LiBoToy since April 2011.
2. Serving as member of Edu-Tech Lab since April 2011.
3. Serving as member of exhibition committee since April 2011.

**Ms. Devaraj, Special Educator**

1. In charge for Exhibition.
2. Member of Summer camp team

**Mr. Sharanaiah M.M, Special Educator**

1. Member of co-curricular activity team
2. Incharge of Work shop materials, and stationary materials and distributed stationary items to the staff.
3. Internal Coordinator of Summer camp team

**Mr. Rajkumar.Rimmalapudi, Special Educator**

* + 1. In-charge of data collection progress of outgoing preschool children in inclusive schools
    2. Member of teaching learning materials team.
    3. Incharge for data collection of preschool graduated children in normal schools.
    4. In charge of Group Educational Guidance and Counselling Services (GEGCS) (Telugu) group.
    5. In charge for School Adoption and progress of pre-school graduated children in inclusive schools.

**Ms. Asha S.A**

1. Member of summer camp team

**Mr.Subramanya.KR, Special Educator**

1. Member, Database Team, Dept. of Special Education
2. Member of VLU
3. Member of Summer Camp team

**Ms. Lakshmi, Special Educator**

1. Member, PIP Unit
2. Member of Summer camp team

**Ms. Leelarani, Special Educator**

1. Assistance for LiBoToy activity
2. Member of Summer camp team

**Mr. Gururaj. D, Resource Coordinator**

1. In-charge of data collection on progress of children trained in AIISH Preschool and enrolled in inclusive schools
2. In- charge Departmental Library

1. **RESEARCH ACTIVITIES**
2. **Research Projects**
3. **Completed Research Projects:**
4. **New Research Projects(Initiated during 2012): NIL**
5. **Ongoing Research Projects**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Name of the project** | **Funded by** | **Amount sanctioned** | **Principal Investigator / Co-investigator** | | **Status of the project** |
| Principal investigator | Co-investigator |  |
| 01 | Attitudes of In-service Educators towards Inclusive Education | AIISH | 2,18,000/- | Ms.P. Vijetha | Ms. Prithi Nair | Ongoing  Commenced from 07/12/2012   1. On 18.01.2013 the current project status was presented in ARF review meeting. 2. Appointment with schools is being taken for pre-data collection and started collecting Pre-data. 3. Literature being reviewed. |

1. **Doctoral and Post Doctoral Programs**
2. Degree Awarded-NA
3. Thesis Submitted-NA
4. Under Progress
   1. Ms. Prithi Nair
   2. Ms. Palnaty Vijetha
   3. Ms. Shobha Odunavar
   4. Ms. B. N. Shobha
   5. Ms. S. Vijayalakshmi
   6. Ms. Leena C. C.
   7. Ms. Kadambari C.
   8. Mr. Harishkumar have enrolled at University of Mysore and
   9. Ms. Kalyani Janwadkar atVivekananda University, Coimbatore.
5. **Research Papers presented at National/International Conferences/Seminars(in APA forma)**
6. **Research Papers Published(in APA format)-NIL**

**Papers published in Conference/Seminar Proceedings-NIL**

**Research Papers in press-NIL**

1. **Books published(in APA format)**
2. **Book chapters published(in APA format)-NIL**
3. **Books in press**
4. **Books/Manuals/Seminar Proceedings edited**
5. **Journal Editorship:**
6. **Scholarly Reviewing Activities**
7. **Reviewer for Scholarly Journals**
8. **Reviewer for Scholarly Conference papers**
9. **Reviewer for Research Projects**
10. **Scholarly Reviewing Activities**
11. **Reviewer for Scholarly Journals**

**Dr.Malar, Reader in Special Education**

Reviewed manuscript on ‘Social Skill Development in Children with LD’ for Journal ‘Disability, CBR & Inclusive Development’

1. **Reviewer for Scholarly Conference papers**
2. **Reviewer for Research Projects**

**CLINICAL / SPECIAL EDUCATIONAL SERVICES**

1. **General Clinical Services**
2. Speech and Language Assessment
3. Speech and Language Rehabilitation
4. Hearing Evaluation
5. Hearing Aid Trial
6. Hearing Aid Dispensing
7. Psychological Evaluation
8. Counseling and Guidance
9. Ear Moulds
10. Hearing Aid Issue and Electro-Acoustic Evaluation(ADIP Scheme, Ministry of Social Justice)
11. AIISH Hearing Aid Dispensing Scheme
12. **Specialized Clinical Services**
13. Augmentative and Alternative Communication Unit
14. Autism Spectrum Disorder Unit
15. Fluency Unit
16. Learning Disability Clinic
17. Listening Training Unit
18. Neuromotor Speech Disorder Unit
19. Pre-School Training and Special Education

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Nature of Service** | **No. of** | | | | **No. of Sessions** | | **Special Observations** |
| **Groups** | | **Clients** | |
| 1. **Services to children below 2 ½ years of age** | | | | | | | | |
| 1. | **Parent Infant Programme – organised for very young children (below 1 year of age) with communication disorders through individual sessions** | --- | | 27 | | 158 | | PD for all children receiving services during the month was DSL with HL. And they were in the age range of 1year to 2 years of age. |
| 1. **Services to Preschool-aged (2 ½ years to 6 years) children** | | | | | | | | |
| **1.** | **Preschool Parent**  **Empowerment Programme – organised for children 2 ½ years and above awaiting admission to preschool** | **Kannada Flower & Colour (MR & Autism)** | | 21 | | 19 | | Training is carried out 1 session every day by caregivers under the supervision of special educators. |
| **Kannada Fruit (HL)** | | 36 | | 19 | |
| **Malayalam Flower & Colour (MR & Autism)** | | 25 | | 19 | |
| **Malayalam Fruit (HL)** | | 26 | | 19 | |
| **English All** | | - | | - | |
| **Hindi All** | | 7 | | 36 | |
| **Tamil CGCS** | | - | | - | |
| **Telugu CGCS** | | 3 | | 17 | |
| **TOTAL** | | | 118 | | 129 | |
| **2.** | **Preschool Training for Children with Communication Disorders** | **Colour (Autism) – 09** | | 45 | | 3420 | | 4 hrs of daily training, including 4 curricular & 1 co-curricular skills (of 45 min each). |
| **Flower (MR) - 16** | | 79 | | 6004 | |
| **Fruit (HL) - 17** | | 75 | | 5700 | |
| **Tamil**  **1** | | 5 | | 380 | |
| **TOTAL - 43** | | 204 | | 15504 | |
| 3. | **Children with Multiple Special Needs – receiving services at preschool:** | **HL with Autism** | | 2 | |  | | Curriculum, training methods and materials are individualised within their respective groups in order to cater to their unique nature of special needs |
| **HL with CP** | | 2 | |
| **HL with MR** | | 1 | |
| **MR with Autism** | | 22 | |
| **MR with CP** | | 20 | |
| **MR with VI** | | 1 | |
| **Others** | | 15 | |  | |  |
| **Total** | | 63 | |  | |  |
| 4. | **Bonafide certificates issued** | **HI** | | - | | NIL | | For Admission for mainstream integration schools, Ration card and Transfer etc. |
| **MR** | | - | |
| **Total** | | - | |
|  | | | | | | | | |
| 5. | **Educational Assessment – for School-aged children**  **SEA-U Screening & Referrals**  **Education**  **Assessment & Reporting** | |  | 8  46 | | | 8  92 | Following assessment of academic skills guidance is provided regarding nature and level of educational placement for children. |
| 6. | **Speech Language and Listening Therapy** | | **Speech Language Therapy** | 80 | | | 250 | One hour of daily Speech & Language Therapy and twice a week Listening Therapy |
| **Listening Therapy** | 85 | | | 20 |
| 7. | **Individualised Education Plan / Curricular Support Services – for School-aged children (in pairs or individually)**   1. **Curricular Support Services (CSS)** | | **Kannada** |  | 32 | | 126 | Supports provided in curricular areas like maths, science & socials for children with communication disorders attending / preparing to get admitted to school (esp., mainstream). |
| **Malayalam** | 09 | | 37 |
| **Hindi** | 02 | | 18 |
| **English** | 03 | | 21 |
| **Telugu** | 04 | | 20 |
| **Total** | 50 | | 222 |
| **CSS** |  | 161 | |  |
| 1. **Individualized Education Plan** | | **IEP** |  | | | 24 |
| 1. **Demonstration Therapy** | | **DT** |  | | | 37 |
| 08 | **Counselling & Guidance** | | **All Services** | 555 | | | 236 | Provided for caregivers of children with communication disorders |
|  |  | | |  |
| 09 | **Co-Curricular Sessions** | | **All Services** | 154 | | | 14 | Physical Exercises/Yoga, Music & dance/Arts & Craft Work/Games & Play Activities/Drill Exercises |

**Preschool Training for Children with Communication Disorders**

**Number of Children with Special Needs attending Preschool for the month of April 2013**

**Number of Sessions in Preschool for the month of April 2013**

**Preschool Parent Empowerment Programme**

**Number of children with special needs attending PPEP for the month of April 2013**

**Number of sessions for PPEP for month of April 2013**

**Number of children with Multiple Disabilities in Preschool for month of April 2013**

**Number of Children attending for Parent Infant Program for month of April 2013**

**Number of Sessions for Parent Infant Program for month of April 2013**

**Number of Children for Curricular Support services for month of April 2013**

**Number of Sessions for Curricular Support services for month of April 2013**

1. Professional Voice Care Unit
2. U-SOFA
3. Vertigo Clinic
4. Voice Clinic
5. Any other(Please Specify)
6. Clinical Support Services to Patients and Family
7. Details of Certificates Issued:

Bonafide certificates are issued to preschool children enrolled in the department to avail concessions and other benefits.

1. Financial Aid
2. Legal advice
3. Any other(Please Specify):

**Computer Training for Caregivers:**

|  |  |  |
| --- | --- | --- |
| No. of Parent Beneficiaries | No. of Sessions | Content of Training |
| 23 Parents | 51 Sessions | Introduction to Computers, Drawing pictures in Paint, Keyboard typing in Ms-Word, Slide shows in PowerPoint, Browsing Internet, and Sending & Receiving in E-mail. |

**Number of Parents for Computer Training for Caregivers for month of April 2013**

**Number of Sessions for Computer Training for Caregivers for month of April 2013**

1. **Clinical Electronic Services**
2. Electro-Acoustic Evaluation
3. Hearing Aid Dispensing
4. Repair of Hearing Aids
5. EXTENSION ACTIVITIES
6. Rehabilitation and Education through Distance Mode
7. Prevention of Communication Disorders
8. Communication Disorders Screening Camps
9. Orientation Programs:
10. Public Lecture Series
11. **TECHNOLOGICAL CONSULTANCY SERVICES-NIL**
12. **CENTRAL FACILITIES**
    * + 1. **Library and Information Services**

LiBoToy: Number of member enrolled –NIL,

* Every body has surrendered their cards.

LiBoToy (Library of Books and Toys worth around Rs. 3,00,000) for Children with Special Needs and their caregivers – coordinated by Ms. P. V. Manjula & Ms. P. V. Ramanakumari.

* + 1. **Public Information Activities**
       1. **Major Events of the Year with a brief account**
       2. **Press Releases and Media Coverage**
       3. **Institute Publications**

1. **Material Development**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl.  No. | Nature of Teaching-Learning Materials | Skill | Number |
| 1. | Flash cards | For all skill areas | 32 |
| 2. | Work Cards | For all skill areas | - |
| 3. | Charts | For all skill areas | - |
| 4. | PPT | For all skill areas | 12 |
| 5. | Models | For all skill areas | - |
| 6. | Sentence strips | For all skill areas | - |
| 7. | Others | For all skill areas | 10 |

1. AWA
   * 1. **AWARDS AND HONORS RECEIVED BY FACULTY AND STAFF**

**EXTRA CURRICULAR ACTIVITIES**

* + - * 1. **AIISH Gymkhana**

**Ms. Vijetha.P, Lecturer in Special Education**

As a secretary, settling the bills related to AIISH AAWAZ from 1st to 3rd March 2013 along with Mr. Kallemulah.

* + - * 1. NSS
        2. Others

IX. MAJOR EVENTS OF THE YEAR

X. EMINENT VISITORS

XI. ANY OTHER

**Vishu** was celebrated in the Department on 15th April 2013.

**Pre-School Graduation Day**:

Pre-school Graduation Day was conducted on 26th April 2013. The chief guest for the program was Mr. Balaram H S, District Disability Welfare Officer, Mysore and the Guests of Honor were Mr. Raghunandhan R, Block Education Officer, South Zone, Mysore & Ms. Pushpa.K.S, Block Resource Co-ordinator, Mysore. The Objectives of this program were:

* To celebrate the success of preschool children for having completed preschool training for three consecutive years.
* To motivate the caregivers of pre-school children for Inclusive Education
* To distribute the progress reports to children.

The program was successful in encouraging forty eight preschool children and their caregivers for successfully completing early intervention program from preschool. Approximately hundred children with special needs and their caregivers participated in the program.

**HOD-Special Education**

**ALL INDIA INSTITUTE OF SPEECH & HEARING: MYSORE – 570 006**

**DEPARTMENT OF SPECIAL EDUCATION**

**Monthly Report for the month of May 2013**

1. **ACADEMIC ACTIVITIES**
2. **Short-term Training Programs:**
3. **Orientation Programs:**

**Sl.No-01**

|  |  |
| --- | --- |
| **Name/Topic of the Program** | Orientation on Preschool Training for Children with Communication Disorders |
| **Coordinator** | Ms. Prithi Venkatesh Lecture of Dept. Spl Edn & Mr. Gururaj.D, Resource Coordinator, Department of Special Education |
| **Objectives** | Developing awareness on preschools education for Children With Special Needs |
| **Organized Department/Section/Unit** | Department of Special Education |
| **Targeted Audience** | Dr. Sandeep Suresh |
| **Number of Participants** | 1 (one) student |
| **Date** | 10.05.2013 |

**Sl.No-02**

|  |  |
| --- | --- |
| **Name/Topic of the Program** | Orientation on Preschool Training for Children with Communication Disorders |
| **Coordinator** | Mr. Gururaj.D, Resource Coordinator, Department of Special Education |
| **Objectives** | Developing Awareness on Preschools Education for Children With Special Needs |
| **Organized Department/Section/Unit** | Department of Special Education |
| **Targeted Audience** | Asha Workers, Akki Hebbal (ARF Plan Project) |
| **Number of Participants** | 33 (Thirty three) workers |
| **Date** | 15.05.2013 |

**Sl.No-03**

|  |  |
| --- | --- |
| **Name/Topic of the Program** | Orientation on Preschool Training for Children with Communication Disorders |
| **Coordinator** | Mr. Gururaj.D, Resource Coordinator, Department of Special Education |
| **Objectives** | Developing awareness on preschools education for Children With Special Needs |
| **Organized Department/Section/Unit** | Department of Special Education |
| **Targeted Audience** | Asha Workers (ARF Plan Project) |
| **Number of Participants** | 28(Twenty Eight) workers |
| **Date** | 16.05.2013 |

**Sl.No-04**

|  |  |
| --- | --- |
| **Name/Topic of the Program** | Orientation on Preschool Training for Children with Communication Disorders |
| **Coordinator** | Mr. Gururaj.D, Resource Coordinator, Department of Special Education |
| **Objectives** | Developing awareness on preschools education for Children With Special Needs |
| **Organized Department/Section/Unit** | Department of Special Education |
| **Targeted Audience** | Asha Workers (ARF Plan Project) |
| **Number of Participants** | 30 (Thirty ) workers |
| **Date** | 17.05.2013 |

1. **Clinical/Special Educational services- Observation Posting of Students from other Institutes:**

**Seminars/Conferences/Workshops:**

**In-house Programs:**

1. **E3 : Empowering Educators in Education:**

**Sl.No-01**

|  |  |
| --- | --- |
| **Theme/Topic** | Mainstream School adaption |
| **Coordinator/Resource Person** | Coordinator: Mr. Suresh.C.B  Resource person: Dr. G Malar& Mr. Rajkumar |
| **Organized by Department/Section/Unit** | Department Special Education, AIISH |
| **Targeted Audience** | Department Special Education |
| **Date** | 13.05.2013 |

**Sl.No-02**

|  |  |
| --- | --- |
| **Theme/Topic** | ‘’Use ofPersonal FM system for children with ASD/ADHD: Initial investigation’’ |
| **Coordinator/Resource Person** | Coordinator: Mr. Suresh.C.B  Resource Person: Ms. Laxme J |
| **Organized by Department/Section/Unit** | Department Special Education, AIISH |
| **Targeted Audience** | Department Special Education |
| **Date** | 15.05.2013 |

**Sl.No-03**

|  |  |
| --- | --- |
| **Theme/Topic** | ‘Effect of out-door environment in learning independent living skill for adult with multiple disability’. |
| **Coordinator/Resource Person** | Coordinator: Mr. Suresh.C.B  Resource Person: Ms. Prithi Venkatesh |
| **Organized by Department/Section/Unit** | Department Special Education, AIISH |
| **Targeted Audience** | Department Special Education |
| **Date** | 23.05.2013 |

1. **Staff Enrichment Programs (SEP’s):**

**Sl.No-01**

|  |  |
| --- | --- |
| **Theme/Topic** | Mainstream Teacher’s Perspectives on Inclusive Education of Children with Special Needs |
| **Coordinator/Resource Person** | Coordinator- Dr.Malar G, Mr.Gururaj D  Resource Person:Ms. Triveni, DMS School |
| **Objectives** | Orient about the challenges faced by children with special needs in mainstream classrooms/schools, and suggestions for managing them |
| **Organized by Department/Section/Unit** | Department Special Education, AIISH |
| **Targeted Audience** | Department Special Education |
| **Date** | 03.05.2013 |

**Sl.No-02**

|  |  |
| --- | --- |
| **Theme/Topic** | Structure & Functions of SEA-U: Roles & Responsibilities of Special Educators |
| **Coordinator/Resource Person** | Dr. Malar |
| **Organized by Department/Section/Unit** | Department Special Education, AIISH |
| **Targeted Audience** | Department Special Education |
| **Date** | 21.05.2013 |

1. **Parent Enrichment Programs (PEP’s): NIL**

**Attended Seminars/Workshops:**

1. **03.05.2013: SEP by Ms. Triveni-**

Dr. Malar, Ms. Vijetha, Ms. Prithi venkatesh, Ms. P.V Manjula, Ms. Ramanakumari.P.V, Mr. Suresh.C.B, Ms. Leena.C.C, Ms. Anjana, Ms. Leelarani.S.B, Mr. Devraju.N.B, Mr. Subramanya, Ms. Kadambari, Ms. Laxme J, Mr. Harish Kumar, Mr. Rajkumar R, Mr. Gururaj

1. **13.05.2013: SEP by Mr. Rajkumar**

Ms. Vijetha, Ms. Prithi venkatesh, Ms. P.V Manjula, Ms. Ramanakumari.P.V, Mr. Suresh. C.B, Ms. Leena.C.C, Ms. Sreevidya, Ms. Anjana, Ms. Leelarani.S.B, Mr. Devraju.N.B, Mr. Subramanya, Ms. Kadambari, Ms. Laxme J, Mr. Harish Kumar, Kumudha R, Lakshmi, Ms. Asha Suresh, Mr. Gururaj

1. **15.05.2013: E3 by Ms. Laxme J**

Ms. Vijetha, Ms. Prithi venkatesh, Ms. P.V Manjula, Ms. Ramanakumari.P.V, Mr. Suresh. C.B, Ms. Leena.C.C, Ms. Sreevidya, Ms. Anjana, Ms. Leelarani.S.B, Mr. Devraju.N.B, Mr. Subramanya, Ms. Kadambari, Mr. Harish Kumar, Mr. Rajkumar R, Ms. Kalyani J, Kumudha, Ms. Latha.C, Ms. Shobha.B.N, Lakshmi, Ms. Asha.S.A, Ms. Asha Suresh, Mr. Sharanaiah M M, Mr. Gururaj

1. **21.05.2013: SEP by Dr. Malar.G**

Ms. Vijetha, Ms. Prithi venkatesh, Ms. P.V Manjula, Ms. Ramanakumari.P.V, Ms. Leena.C.C, Ms. Sreevidya, Ms. Anjana, Ms. Leelarani.S.B, Mr. Devraju.N.B, Mr. Subramanya, Ms. Kadambari, Ms. Laxme J, Mr. Harish Kumar, Mr. Rajkumar R, Ms. Kalyani J, Ms. Kumudha R, Ms. Latha.C, Ms. Shobha.B.N, Lakshmi, Ms. Asha.S.A, Ms. Asha Suresh, Mr. Sharanaiah M M , Mr. Gururaj

1. **23.05.2013: E3 by Ms. Prithi Venkatesh**

Ms. Vijetha, Ms. P.V Manjula, Ms. Ramanakumari.P.V, Mr. Suresh. C.B, Ms. Leena.C.C, Ms. Sreevidya, Ms. Anjana, Ms. Leelarani.S.B, Mr. Devraju.N.B, Mr. Subramanya, Ms. Kadambari, Ms. Laxme J, Ms. Sumana.H.P, Mr. Harish Kumar, Mr. Rajkumar R, Ms. Kumudha R, Ms. Latha.C, Lakshmi, Ms. Asha.S.A, Ms. Asha Suresh, Mr. Sharanaiah M M, Ms. Vijaylakshmi, Mr. Gururaj

**Presented Seminars/Workshops:**

1. **Guest Lecture**
2. **Additional Academic Services rendered by the Faculty and Staff**

**Prof. K. S.Prema, Prof. in Language Pathology & HOD – Special Education**

Supervision and Guidance to Preschool Special Educators

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.No.** | **Course Level** | **No. of students trained** | **No. of**  **Hours** |
| 1. | Level III (HI)-2 groups | 5/group | One/week |
| 2. | Level III (MR)-2 groups | 5/group | One/week |

|  |  |
| --- | --- |
| 1. 01-05-2013: | Summer camp for CWCD from 01-31, May, 2013. Informal inauguration held in the Dept. of Special Education. |
| 1. 13-14 May, 2013: | Served for M.Sc Entrance Examination related work |
| 1. Correspondence with V-LEAD for collaborative training program to teachers in progress. | |
| 1. Proposal of ‘Summer School and Teacher Mentor’ discussed with staff of the Dept. of Spl. Ed and is under preparation | |

**Dr.Malar, Reader in Special Education**

|  |
| --- |
| 1. Served as mentor for B.S.Ed.(HI) course 2012-13    * + Prepared & submitted practical & theory attendance for students for April & May’13      + Coordinated compensatory postings of student Ms. Vijayalakshmi      + Preparation of practicum certificates of the students & submission to Academic Sections with HoD’s endorsement |
| 1. Central evaluation of II semester BSEd(HI) Paper 24523 |

**Ms.Prithi Venkatesh, Lecturer in Special Education**

DEPARTMENTAL WORK:

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| --- | --- | --- |
| 27.05.2013. | | International Standardization for Organization: ISO work is still undergoing. In this respect attended meeting with Mr. Bhargava, CEO, Suprabha Consultants |
| 28.05.2013 | | Meeting with Director regarding NAAC Committee meeting. |
| Coordinated course publicity work with Gururaj. Resource Coordinator. In this connection completed the following task:   1. Took approval from Director for publicity 2. Went to three PU colleges and 2 degree for publicising the course. 3. Provided information to four interested candidates about the course over phone | | |
| Stock verification of technical equipments of Speech language Sciences was completed. | | |
| Oriented Dr.Sandeep Suresh, PG ENT from Coimbatore about the activities of the Department. | | |
| Invigilation duty of B.Sc. Examination on 20.05.2012 and M.Sc..Examination on 27.05.2013. | | |
| Attended meeting with Video Library Unit members for plan of action. | | |
| In connection with Mock Committee visit. The following task was completed:   * 1. Coordinated activities with Dr.G.Malar and Laxme Janardhan   2. Attended two official meetings in Board room and two meetings in Department of Special Education   3. Looked after the arrangement of the department for visits.   4. Collated information and prepared PIP poster | | |
| Looked after the routine activities of the department in the absence of HOD. | | |
| Attended valedictory function of summer camp | | |
| ACADEMICS:   |  |  |  | | --- | --- | --- | | **Courses** |  | | |  | **Theory** | **Practical** | | **Diploma** |  |  | | DTYHI | \*\* |  | | DHLS | Seven Theory Classes |  | | UG - B.S.Ed (H.I) | End of Semester Term -3.05.0213 |  | | PG - M.S.Ed (H.I) | 6 |  |   Served as Internal Practical Examiner for B.S.Ed (HI) on 08.06.2013 and internal practical examiner for DTY-DHH on 14.05.2013. | | |

**Ms. Palnaty Vijetha, Lecturer in Special Education**

ACADEMICS:

|  |  |  |
| --- | --- | --- |
| **Diploma** | **UG** | **PG** |
| **DTY(DHH)** | **B.S.Ed.(HI)** | **NIL** |
|  | **03 practical classes Indian Sign language classes** |  |

DEPARTMENTAL WORK:

|  |  |
| --- | --- |
| 1. 02.05.2013 | An abstract about the ARF project was prepared and was emailed to Prof. Shymala madam. |
| 1. 03.05.2013 | Attended SEP on Mainstreaming by Ms. Triveni, DMS school teacher. |
| 1. 08.05.2013 | Stock verification report on ENT technical equipment was submitted. |
| 1. 13.05.2013 | Attended SEP on school adoption program. |
| 1. 15.05.2013 | Attended E3 by Ms. Lakshmi Janardhan |
| 1. 23.05.2013 | Attended E3 by Ms. Prithi venkatesh |
| 1. 22.05.2013 | Submitted APAR for the academic year 2012-13 to HOD In charge. |
| 1. 30.05. 2013 | Verified the service register for the academic year 2012-13 |
| 1. PRF was sent for purchase of shoe rack | |

Preschool incharge:

As Preschool in charge:

|  |  |
| --- | --- |
| 1. 1st May 2013 | Coordinated the activities of “Summer camp” with the team |
| 1. 27.05.2013 | Statement of Bills was submitted for the summer camp. Spoke to stores regarding the new procedure. Met Director regarding the suppliers advance. |
| 1. 15.05.2013 | II phase meeting was conducted with special educators regarding Preschool admission. |
| 1. 24.05.2013 | Met special educators to discuss about the general rules to be followed to maintain discipline. |
| 1. Work order for Preschool Admission cards is sent to DMD. | |
| 1. Settled the bills of “Preschool Graduation Ceremony 2013” held on 26th April 2013 and submitted the report. | |
| 1. The report on “Preschool Graduation Ceremony 2013” held on 26th April 2013 was submitted to Library. | |
| 1. Planned for NAAC visit the activities of preschool in brief. | |
| 1. Coordinated new admissions for the preschool for the academic year 2012-13. | |

OTHERS:

|  |  |
| --- | --- |
| * + - 1. 08.05.2013 | Attended Ms. Sarika Khurana Ph.D viva. |
| * + - 1. 17.05.2013 | Attended Mr. Praween Kumar Ph.D viva. |
| * + - 1. 03.05.2013 | submitted an article through email titled “**Inclusive Education: Strategy for Modifications of Attitudes of Pre-service Educators”** to be published in *Journal of Disability management and special education* |
| * + - 1. Validated Question paper given by Ms. Anupam vital, PGDLD spastic society of Karnataka, Bangalore | |

**Ms. Ramanakumari.P.V, Special Educator**

Participation in Administrative Work

|  |  |
| --- | --- |
| 1. 2nd and 3rd May 2013 | Counseling of Kannada HL PPEP children was carried out and made tentative list of Kannada HL group children. |
| 1. 3rd May 2013 | Typed tentative list of Kannada HL group children. |
| 1. 6th May 2013 | Typed RE-BE of LiBoToy & Music Therapy Unit |
| 1. 9th May 2013 | Typed RE-BE of LiBoToy & Edutech Lab |
| 1. 9th May 2013 | Allocated rooms for groups, arranged and typed room numbers list. |
| 1. 15th May 2013 | Attended meeting with Ms. Vijetha regarding preschool admission, time-table team, admission cards etc. |
| 1. 17th, 21st & 22nd May 2013 | Along with Ms. Manjula framed timetable of Kannada groups. |
| 1. 21st May 2013 | Attended meeting with Dr. G. Malar regarding instructions, overview of departmental services and duties to be carried out in connection with the NAAC mock team’s visit |
| 1. 23rd & 24th May 2013 | Attended meeting with time-table framing core committee Ms. Manjula, Ms. Sreevidya & Ms. Laxme Janardhanan |
| 1. 24th May 2013 | Attended meeting with Ms. Vijetha regarding instructions like calling her over phone before meeting her signing of papers in her room etc. which Ms. Vijetha wanted to inform the special educators. |
| 1. 24th May 2013 | Co-ordinated and organized meeting with special educators regarding time table. |
| 1. 27th May 2013 | Attended meeting with Dr. G. Malar regarding instructions and duties to be carried out in connection with the NAAC mock team’s visit. |
| 1. 28th May 2013 | Revised (8 clients in a group) and retyped the tentative list of Kannada HL group children. |
| 1. 28th & 29th May 2013 | Typed the list of publications, articles published, books/chapters written by faculty/staff, list of papers presented in national/ international conferences/ workshops/ seminars/ symposiums etc. in tabular format. |
| 1. 29th May 2013 | Submitted the typed tentative list of Kannada HL group children to Ms. Vijetha after getting the signatures from Kannada HL group grouping team special educators. |
| 1. 29th May 2013 | Attended meeting with Dr. G. Malar regarding duties to be carried out in connection with the NAAC mock team’s visit. |
| 1. 30th & 31st May 2013 | Typed the list of publications, articles published, books/chapters written by faculty/staff, list of papers presented in national/ international conferences/ workshops/ seminars/ symposiums etc. in APA format. |
| 1. 31st May 2013 | Submitted the final time table to Ms. Vijetha after getting the signatures from all special educators. |
| 1. 31st May 2013 | Collated and typed the statistics of last five years i.e. from April 2008 to March 2013 of services delivered by department of special education and took print out. |
| 1. 31st May 2013 | Started arranging LiBoToy for the NAAC mock team’s visit. |

Details of any other work done in the department:

|  |  |
| --- | --- |
| 1. 1st May 2013 | Collected information from in-charge special educators regarding clients attending PPEP sessions as a part of monthly statistics. |
| 1. 1st May 2013 | Attended summer camp inaugural function. |
| 1. 2nd May 2013 | Shifted almirahs & materials of LiBoToy to room no. 27 for Poly-Vinyl flooring work. |
| 1. 7th May 2013 | Served as judge for mismatch competition during summer camp at department of special education. |
| 1. 7th May 2013 | Attended meeting with Mr. Ram and team regarding N-computing. |
| 1. 9th May 2013 | Meeting with Ms. Shoba from e-Parampara regarding Edu-Tech lab software module development. |
| 1. 9th May 2013 | Typed the script of the concept of place value for the module for e-Parampara team |
| 1. 10th May 2013 | Shifted almirahs & materials back to LiBoToy. |
| 1. 14th May 2013 | Meeting with e-Parampara team regarding the modules developed by them. |
| 1. 23rd May 2013 | Attended magic show performed by Mr. Raj Bhat |
| 1. 31st May 2013 | Along with Ms. Prithi venkatesh went to Department of Clinical services for arranging the files for NAAC mock team’s visit. |
| 1. 3rd & 6th May 2013 | Went for stock verification to Ladies Hostel first floor furniture. |
| 1. 7th May 2013 | Typed and submitted stock verification report of Ladies Hostel first floor furniture. |

SUMMER CAMP:

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No.** | **Summer camp Activities** | **No. of Children** | **No. of Sessions** |
| 1. | Yoga, Physical Exercise & Meditation | 30 | 7 |
| 2. | Craft | 30 | 3 |
| 3. | Dance | 30 | 1 |
| 4. | Games and Entertainment Programs | 30 | 6 |
| 5. | Demonstrations by Resource persons | 30 | 2 |
| 6. | Rangoli competition for care givers (2:00 p.m. – 3:30 p.m.) | 30 | 1 |

**Mr.Suresh.C.B, Special Educator**

DEPARTMENTAL WORK:

|  |  |
| --- | --- |
| 1. 07/05/13 | Discussion with Edu Tech Lab team and Tchnical Experts (IT) from Bangalore |
| 1. 14.05.13 | Meeting with E-Parampara Educational Solutions, Chennai along with EduTech Lab Team regarding material development. |
| 1. 15.05.2013 | Meeting with Mrs. Vijetha regarding preschool issues |
| 1. 24.05.2013 | Meeting with Mrs. Vijetha regarding new academic year time schedule |
| 1. 29.05.2013 | Meeting with Dr. G. Malar regarding NAAC Mock committee inspection at department |
| 1. Submitted proposal for ARF project along with Mr.Harish Kumar, Mrs.Kadambari.N, Mrs. Sreevidya and Mr.Siddesh . | |
| 1. Prepared the Tendative list of Malayalam groups HL Batch | |
| 1. Prepared list of Workshops conducted in the Dept .posters for the year 2008 to 2013. | |
| 1. Served as I/c of Edu Tech Lab and made arrangements for NAAC Inspection. | |
| 1. Collected and submitted statistics of attendance of staff in Workshops / seminars during the month of May ‘13 | |
| 1. Served as I/c of Equipment and submitted List of Equipment for Documentation regarding NAAC Inspection | |
| 1. Assessed clients under SEA- U on Wednesdays. | |

PRESCHOOL:

|  |
| --- |
| 1. Served as facilitator for summer camp activities for different sessions like Drama, Game etc. |
| 1. Attended the valedictory function of Summer camp on 31/05/13 |
| 1. Carried out Demonstration Therapy sessions for CSS Clients |
| 1. Prepared list of Eligible children from Malayalam PPEP. |

SUMMER CAMP:

|  |  |  |
| --- | --- | --- |
| **Sl.No.** | **Activity** | **No. of sessions** |
| 1 | Yoga | 3 |
| 2 | Craft | 4 |
| 3 | Dance | 2 |
| 4 | Games | 3 |
| 5 | Sessions with Resource Person | 4 |

**Ms.Sumarna.H.P, Special Educator**

DEPARTMENTAL WORK:

|  |  |
| --- | --- |
| 1. 7.05.2013 | Meeting with CSS/IEP, team members regarding phase III workshop on curriculum adaptation |
| 1. 24.05.2013 | Meeting with Ms. Vijetha madam regarding new academic year time schedule |
| 1. 24.05.2013 | Meeting with preschool timetable team membersMs. Ramana Kumari P.V. , Ms. Manjula P.V. and Ms. Sreevidya |
| 1. 29.05.2013 | Meeting with Dr. G. Malar regarding NAAC committee visit to department |

PRESCHOOL:

|  |
| --- |
| 1. Served as a judge for Mehendi competition for caregivers of children of summer camp |

SUMMER CAMP:

|  |  |  |
| --- | --- | --- |
| **Sl.No.** | **Activity** | **No. of sessions** |
| 1 | Yoga | 3 |
| 2 | Craft | 1 |
| 3 | Dance | 3 |
| 4 | Games | 2 |
| 5 | Plantation | 1 |

**Ms.Kumudha, Special Educator**

DEPARTMENTAL WORK:

|  |  |
| --- | --- |
| 1. 15.05.2013 | Meeting with Ms. Vijetha madam regarding preschool issues |
| 1. 24.05.2013 | Meeting with Ms. Vijetha madam regarding new academic year time schedule |
| 1. 24.05.2013 | Meeting with preschool timetable team membersMs. Ramana Kumari P.V. , Ms.Manjula P.V. and Ms. Sreevidya |
| 1. 27.05.2013. | Meeting with Dr. G. Malar regarding PPEP |
| 1. 29.05.2013 | Meeting with Dr. G. Malar regarding NAAC committee visit to department |

PRESCHOOL:

|  |
| --- |
| 1. Collected statistics for PPEP sessions. |
| 1. In charge of PPEP sessions and CLTU member |
| 1. Assigned PPEP sessions to teachers. |
| 1. Prepared future plan posters. |
| 1. Prepared individual poster for PPEP and CLTU. |
| 1. Served as a judge for face makeup competition for caregivers of children of summer camp |

SUMMER CAMP:

|  |  |  |
| --- | --- | --- |
| **Sl.No.** | **Activity** | **No. of sessions** |
| 1 | Yoga | 4 |
| 2 | Craft | 3 |
| 3 | Dance | 3 |
| 4 | Games | 5 |
| 5 | Drama | 1 |
| 6 | Mock market | 1 |

**Ms.Anjana, Special Educator**

DEPARTMENTAL WORK:

|  |  |
| --- | --- |
| 1. 15.05.2013 | Meeting with Ms. Vijetha madam regarding preschool issues |
| 1. 24.05.2013 | Meeting with Ms. Vijetha madam regarding new academic year time schedule |
| 1. 29.05.2013 | Meeting with Dr. G. Malar regarding NAAC committee visit to department |

PRESCHOOL:

|  |
| --- |
| 1. Collected statistics for Parent infant program sessions |
| 1. Assigned PIP sessions to teachers |
| 1. Prepared future plan posters. |
| 1. Prepared statistics of PIP cases for the year 2011-2013. |
| 1. Served as a judge for mehendi competition for caregivers of children of   summer camp |

SUMMER CAMP:

|  |  |  |
| --- | --- | --- |
| **Sl.No.** | **Activity** | **No. of sessions** |
| 1 | Yoga | 4 |
| 2 | Craft | 3 |
| 3 | Dance | 4 |
| 4 | Games | 3 |

**Ms. Vijaylakshmi, Special Educator**

DEPARTMENTAL WORK:

|  |  |
| --- | --- |
| 1. 15.05.2013 | Meeting with Ms. Vijetha madam regarding preschool issues |
| 1. 24.05.2013 | Meeting with Ms. Vijetha madam regarding new academic year time schedule |

PRESCHOOL:

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| --- |
| 1. Served as a judge for Rongoli competition for caregivers of children of   summer camp. |
| 1. Took initiative in putting numbers to pre school furnitures. |

SUMMER CAMP:

|  |  |  |
| --- | --- | --- |
| **Sl.No.** | **Activity** | **No. of sessions** |
| 1 | Yoga | 4 |
| 2 | Craft | 1 |
| 3 | Dance | 1 |
| 4 | Games | 1 |

**Ms.Leena.C.C, Special Educator**

DEPARTMENTAL WORK:

|  |  |
| --- | --- |
| 1. 06.05.2013 | Meeting with Dr. G. Malar regarding school adoption statistics, workshops and mainstream teachers orientation |
| 1. 07.05.2013 | Meeting with CSS/IEP, team members regarding phase III workshop on curriculum adaptation |
| 1. 09.05.2013 | Meeting with School adoption team |
| 1. 15.05.2013 | Meeting with Ms. Vijetha madam regarding preschool issues |
| 1. 24.05.2013 | Meeting with Ms. Vijetha madam regarding new academic year time schedule |
| 1. 24.05.2013 | Meeting with preschool timetable team membersMs. Ramana kumari. P.V. , Ms. Manjula P.V. and Ms. Sreevidya |
| 1. 29.05.2013 | Meeting with Dr. G. Malar regarding NAAC committee visit to department |

PRESCHOOL:

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| --- |
| 1. Collected statistics for Short term training. |
| 1. In charge for PPEP kannada HL groups. |
| 1. Served as a judge for face mendhi competition for caregivers of children of summer camp |

SUMMER CAMP:

|  |  |  |
| --- | --- | --- |
| **Sl.No.** | **Activity** | **No. of sessions** |
| 1 | Yoga | 3 |
| 2 | Craft | 3 |
| 3 | Dance | 4 |
| 4 | Games | 4 |

**Ms. Sreevidya, Special Educator**

Participation in Administrative Work:

|  |  |
| --- | --- |
| 1. 21.05.2013 | Submitted Confidential Report |
| 1. Given Annual& monthly statistics of co-curricular activities. | |
| 1. Prepared charts and graphs for co curricular activities and TLM. | |
| 1. Stock verification work completed and sent to stores. | |
| 1. Typed and sent TLM bill to Accounts | |
| 1. Team member for preparing staff strength chart | |
| 1. Team member for giving (MR) children’s list | |
| 1. Collected children’s name from MR& HL PPEP in charges and typed the first list and submitted to pre- school in charge. | |

Details of any other work done in the department

|  |  |
| --- | --- |
| 1. 27th, 29th | Attended meeting with Dr. G Malar about NACC inspection |
| 1. 22nd of May. | Arranged TLM materials |
| 1. 31-05-2013 | Attend the summer camp valedictory function |
| 1. In charge for preparing Time table for Malayalam groups during this academic year. | |
| 1. Given Malayalam translation for Dr. Veena’s parent enrichment program in summer camp. | |
| 1. Attended meeting with Ms. Vijetha (Pre- school In charge) | |
| 1. Submitted vacancy list of Malayalam batch | |
| 1. Attended meeting with team members of ARF project for planning and typing proposal. | |
| 1. Arranged TLM materials in TLM display room | |
| 1. Attended meeting with Time table team for preparing Time Table. | |
| 1. Made co- curricular chart and arranged display board with Mr. Harish | |
| 1. Helped Ms. Asha suresh for typing TLM chart. | |
| 1. Arranged Co-curricular room. | |
| 1. Submitted the time table after finalizing with all the staff. | |

SUMMER CAMP:

|  |  |  |
| --- | --- | --- |
| **Sl.No.** | **Activity** | **No. of sessions** |
| 1 | Yoga | 8 |
| 2 | Craft | 4 |
| 3 | Dance | 3 |
| 4 | Games | 4 |

**Ms. Harish Kumar, Special Educator**

DEPARTMENTAL WORK:

|  |  |
| --- | --- |
| 1. 15.05.2013 | Meeting with Ms. Vijetha madam regarding preschool issues |
| 1. 24.05.2013 | Meeting with Ms. Vijetha madam regarding new academic year time schedule |
| 1. 24.05.2013 | Meeting with preschool timetable team membersMs. Ramana Kumari P.V. , Ms.Manjula P.V. and Ms. Sreevidya |
| 1. 29.05.2013 | Meeting with Dr. G. Malar regarding NAAC committee visit to department |
| 1. Proposed project for ARF along with Ms. Kadambari,Mr.Suresh, Ms. Sreevidya and Mr.Siddesh. | |

PRESCHOOL:

|  |
| --- |
| 1. Co-Member of Curricular Time-table. |
| 1. Prepared list of Staff Enrichment Program and Pre-School Training Centre posters for the year 2008 to 2013. |
| 1. Prepared RE-BE budget for co-curricular activities with Ms. Sreevidya |
| 1. Co-ordinated for pre-school database. |
| 1. Sent the role and responsibility of Admission and Databse to Group ID. |
| 1. Arranged notice board for co-curricular activities at department. |

SUMMER CAMP:

|  |  |  |
| --- | --- | --- |
| **Sl.No.** | **Activity** | **No. of sessions** |
| 1 | Yoga | 8 |
| 2 | Craft | 4 |
| 3 | Dance | 3 |
| 4 | Games/others | 4 |
| 5 | Resource Person Sessions | 3 |

OTHERS

|  |
| --- |
| 1. Stock Verifications of furniture of speech Language path. Department. |
| 1. Worked for a Research paper on Multiple Intelligence. |

**Ms.Kalyani.J, Special Educator**

DEPARTMENTAL WORK:

|  |  |
| --- | --- |
| 1. 15.05.2013 | Meeting with Ms. Vijetha madam regarding preschool issues |
| 1. 24.05.2013 | Meeting with Ms. Vijetha madam regarding new academic year time schedule |
| 1. 29.05.2013 | Meeting with Dr. G. Malar regarding NAAC committee visit to department |

PRESCHOOL:

|  |
| --- |
| 1. Prepared list of Staff strength posters |
| 1. Served as a judge for Ramp walk competition for caregivers of children of Summer camp |
| 1. Made MR grouping along with team members. |

SUMMER CAMP:

|  |  |  |
| --- | --- | --- |
| **Sl.No.** | **Activity** | **No. of sessions** |
| 1 | Yoga | 4 |
| 2 | Craft | 3 |
| 3 | Dance | 8 |
|  | Pick and act | 1 |
| 4 | Drama | 2 |
| 5 | Rangoli competition | 2 |

**Ms.Kadambari, Special Educator**

DEPARTMENTAL WORK:.

|  |  |
| --- | --- |
| 1. 15.05.2013 | Meeting with Ms. Vijetha madam regarding preschool issues |
| 1. 24.05.2013 | Meeting with Ms. Vijetha madam regarding new academic year time schedule |
| 1. 24.05.2013 | Meeting with preschool timetable team membersMs. Ramana Kumari P.V. , Ms. Manjula P.V. and Ms. Sreevidya |
| 1. 29.05.2013 | Meeting with Dr. G. Malar regarding NAAC committee visit to department |
| 1. Coordinated for Mr.Harish for organizing workshop. | |
| 1. Proposed project for ARF along with Mr.Harish,Mr.Suresh, Ms. Sreevidya and Mr.Siddesh. | |

PRESCHOOL:

|  |
| --- |
| 1. Collected statistics for guidance and counselling sessions. |
| 1. In charge of Caregivers computer training program. |
| 1. Co-Member of Parent Infant Program |
| 1. Prepared list of Parent Enrichment Program and Caregivers Computer Training Program posters for the year 2008 to 2013. |
| 1. Coordinated with Mr. Sandesh for monthly statistics graphs. |
| 1. Served as a judge for Fashion Show competition for caregivers of children of summer camp |

SUMMER CAMP:

|  |  |  |
| --- | --- | --- |
| **Sl.No.** | **Activity** | **No. of sessions** |
| 1 | Yoga | 4 |
| 2 | Craft | 5 |
| 3 | Dance | 1 |
| 4 | Games | 8 |
| 5 | Resource Person Sessions | 3 |

**Ms. Shobha.B.N, Special Educator**

DEPARTMENTAL WORK:.

|  |  |
| --- | --- |
| 1. 6.05.2013 | Meeting with Dr. G. Malar regarding school adoption statistics, workshops and mainstream teachers orientation |
| 1. 7.05.2013 | Meeting with CSS/IEP, team members regarding phase III workshop on curriculum adaptation |
| 1. 09.05.2013 | Meeting with School adoption team |
| 1. 15.05.2013 | Meeting with Ms. Vijetha madam regarding preschool issues |
| 1. 24.05.2013 | Meeting with Ms. Vijetha madam regarding new academic year time schedule |
| 1. 24.05.2013 | Meeting with preschool timetable team membersMs. Ramana Kumari P.V. , Ms. Manjula P.V. and Ms. Sreevidya |
| 1. 29.05.2013 | Meeting with Dr. G. Malar regarding NAAC committee visit to department |

PRESCHOOL:

|  |
| --- |
| 1. Prepared list of workshop posters for the year 2008 to 2013. |
| 1. Prepared statistics of CSS/IEP cases for the year 2011-2013. |
| 1. Collected statistics for teaching learning materials and CSS, IEP and DT sessions. |
| 1. In charge of CSS, IEP and DT sessions |
| 1. Assigned CSS, IEP and DT sessions to teachers |
| 1. In charge of prayer time table |
| 1. Served as a judge for face makeup competition for caregivers of children of summer camp |

SUMMER CAMP:

|  |  |  |
| --- | --- | --- |
| **Sl.No.** | **Activity** | **No. of sessions** |
| 1 | Yoga | 4 |
| 2 | Craft | 3 |
| 3 | Dance | 3 |
| 4 | Games | 4 |
| 5 | Drama | 2 |

**Ms.Latha.C, Special Educator**

DEPARTMENTAL WORK:.

|  |  |
| --- | --- |
| 1. 6.05.2013 | Meeting with Dr. G. Malar regarding school adoption statistics, workshops and mainstream teachers orientation |
| 1. 7.05.2013 | Meeting with CSS/IEP, team members regarding phase III workshop on curriculum adaptation |
| 1. 09.05.2013 | Meeting with School adoption team |
| 1. 15.05.2013 | Meeting with Ms. Vijetha madam regarding preschool issues |
| 1. 24.05.2013 | Meeting with Ms. Vijetha madam regarding new academic year time schedule |
| 1. 24.05.2013 | Meeting with preschool timetable team membersMs. Ramana Kumari P.V. , Ms. Manjula P.V. and Ms. Sreevidya |
| 1. 29.05.2013 | Meeting with Dr. G. Malar regarding NAAC committee visit to department |

PRESCHOOL:

|  |
| --- |
| 1. Collected statistics for Fruits and colors Group children |
| 1. Member of CSS, IEP and DT sessions |
| 1. Assigned M R Group children for pre school children |
| 1. Prepared list of workshop posters for the year 2008 to 2013. |
| 1. Worked as resource person Assistance for summer camp for three days. |
| 1. worked as judge for the competition Summer camp |
| 1. Attend the summer camp valedictory function on 31-05-2013 |

SUMMER CAMP:

|  |  |  |
| --- | --- | --- |
| **Sl.No.** | **Activity** | **No. of sessions** |
| 1 | Yoga | 4 |
| 2 | Craft | 2 |
| 3 | Dance | 6 |
| 4 | Games | 5 |
| 5 | Pick and Act | 1 |

**Ms. Asha Suresh, Special Educator**

DEPARTMENTAL WORK:.

|  |  |
| --- | --- |
| 1. 15.05.2013 | Meeting with Ms. Vijetha madam regarding preschool issues |
| 1. 24.05.2013 | Meeting with Ms. Vijetha madam regarding new academic year time schedule |
| 1. 24.05.2013 | Meeting with preschool timetable team members Ms. Ramana Kumari P.V. , Ms. Manjula P.V. and Ms. Sreevidya |
| 1. 29.05.2013 | Meeting with Dr. G. Malar regarding NAAC committee visit to department |
| 1. Meeting with TLM members regarding stock verification. | |

PRESCHOOL:

|  |
| --- |
| 1. Collected statistics for teaching learning materials (TLM). |
| 1. In charge of TLM, Bonafide certificate and Malayalam MR& Aut PPEP. |
| 1. Distrubution TLM for Staff |
| 1. Prepared future plan posters. |
| 1. Collected statistics for Children with Multiple disability |
| 1. Prepared individual poster for TLM. |
| 1. Served as a judge for Cooking computation for caregivers of children of summer camp |

SUMMER CAMP:

|  |  |  |
| --- | --- | --- |
| **Sl.No.** | **Activity** | **No. of sessions** |
| 1 | Yoga | 04 |
| 2 | Craft | 05 |
| 3 | Dance | 04 |
| 4 | Games | 05 |
| 5 | Plantation | 01 |
| 6 | Fashion show | 01 |

**Ms. Manjula.P.V, Special Educator**

Participation in Administrative Work:

|  |  |
| --- | --- |
| 1. 2nd and 3rd May 2013 | Made tentative list of Kannada MR and autism group children. |
| 1. 2rd May 2013 | Typed tentative list of Kannada MR and autism group children. |
| 1. 9th May 2013 | Allocated rooms for groups, arranged and typed room numbers list. |
| 1. 15th May 2013 | Attended meeting with Ms. Vijetha regarding preschool admission, time-table team, admission cards etc. |
| 1. 17th, 21st & 22nd May 2013 | Along with Ms. Ramanakumari framed timetable of Kannada groups |
| 1. 22nd May 2013 | Typed consolidated Preschool time-table of all groups. |
| 1. 22nd May 2013 | Typed minutes of meeting with e-Parampara team regarding the modules developed by them. |
| 1. 21st May 2013 | Attended meeting with Dr. G. Malar regarding instructions, overview of departmental services and duties to be carried out in connection with the NAAC mock team’s visit |
| 1. 23rd & 24th May 2013 | Attended meeting with time-table framing core committee Ms. Ramanakumari, Ms. Sreevidya & Ms. Laxme Janardhanan |
| 1. 24th May 2013 | Attended meeting with Ms. Vijetha regarding instructions like calling her over phone before meeting her signing of papers in her room etc. which Ms. Vijetha wanted to inform the special educators. |
| 1. 24th May 2013 | Co-ordinated and organized meeting with special educators regarding time table. |
| 1. 27th May 2013 | Attended meeting with Dr. G. Malar regarding instructions and duties to be carried out in connection with the NAAC mock team’s visit. |
| 1. 31th May 2013 | Made slight modifications along with Ms. Latha in Kannada MR & Autism group timetable as some children dropped out. |
| 1. 28th & 29th May 2013 | Typed the future plan of the department and took print out for the NAAC mock visit. |
| 1. 29th May 2013 | Attended meeting with Dr. G. Malar regarding duties to be carried out in connection with the NAAC mock team’s visit. |
| 1. 30th & 31st May 2013 | Typed the future plan of the department and took print out for the NAAC mock visit in A4 format. |
| 1. 31st May 2013 | Submitted the final time table to Ms. Vijetha after getting the signatures from all special educators. |
| 1. 31st May 2013 | Made the objectives and banner for LiBoToy display board. |
| 1. 31st May 2013 | Started arranging LiBoToy for the NAAC mock team’s visit. |

Details of any other work done in the department

|  |  |
| --- | --- |
| 1. 1st May 2013 | Collected information from in-charge special educators regarding clients attending PPEP sessions as a part of monthly statistics. |
| 1. 1st May 2013 | Attended summer camp inaugural function. |
| 1. 9th May 2013 | Meeting with Ms. Shoba from e-Parampara regarding Edu-Tech lab software module development. |
| 1. 9th May 2013 | Typed the script of the concept of place value for the module for e-Parampara team |
| 1. 10th May 2013 | Shifted almirahs & materials back to LiBoToy. |
| 1. 14th May 2013 | Meeting with e-Parampara team regarding the modules developed by them. |
| 1. 22nd May 2013 | Attended meeting with madam Director in regard with NAAC mock visit. |
| 1. 23rd May 2013 | Attended magic show performed by Mr. Raj Bhat |
| 1. 27th May 2013 | Arranged the furniture in the classrooms and the department as per the time table scheduled. |
| 1. 30th May 2012 | Served as judge for Rangoli competition for caregivers during summer camp at department of special education. |
| 1. 31st May 2013 | Along with Ms. Prithi venkatesh went to Department of Clinical services for arranging the files for NAAC mock team’s visit. |

SUMMER CAMP:

|  |  |  |
| --- | --- | --- |
| **Sl.No.** | **Activity** | **No. of sessions** |
| 1 | Yoga, Physical Exercise & Meditation | 5 |
| 2 | Craft | 3 |
| 3 | Dance | 3 |
| 4 | Games | 3 |
| 5 | Demonstrations by Resource persons | 4 |
| 6 | Gave Special sessions to DSL HL case as per supervisor’s guidance. | 8 |

**Mr.devraj.N.B, special Educator**

DEPARTMENTAL WORK:.

|  |  |
| --- | --- |
| 1. 6.05.2013 | Meeting with Dr. G. Malar regarding school adoption statistics, workshops and mainstream teachers orientation |
| 1. 7.05.2013 | Meeting with CSS/IEP, team members regarding phase III workshop on curriculum adaptation |
| 1. 09.05.2013 | Meeting with School adoption team |
| 1. 15.05.2013 | Meeting with Ms. Vijetha madam regarding preschool issues |
| 1. 24.05.2013 | Meeting with Ms. Vijetha madam regarding new academic year time schedule |
| 1. 24.05.2013 | Meeting with preschool timetable team membersMs. Ramana Kumari P.V. , Ms.Manjula P.V. and Ms. Sreevidya |
| 1. 29.05.2013 | Meeting with Dr. G. Malar regarding NAAC committee visit to department |

PRESCHOOL:

|  |  |
| --- | --- |
| 1. 01.05.2013 | Attended summer camp inaugural program |
| 1. Worked as summer camp Coordinate member | |
| 1. Contact resource persons for summer camp | |
| 1. Assist to Resource persons in summer camp | |
| 1. Brought snacks and craft materials for summer camp | |
| 1. Distribute snacks for summer camp children | |
| 1. Prepared CLTU Posters for NAAC committee visiting purpose | |
| 1. Prepared workshop list NAAC committee visiting purpose | |

**Mr.Sharanaiah.M.M, Special Educator**

DEPARTMENTAL WORK:.

|  |  |
| --- | --- |
| 1. 6.05.2013 | Meeting with Dr. G. Malar regarding school adoption statistics, workshops and mainstream teachers orientation |
| 1. 7.05.2013 | Meeting with CSS/IEP, team members regarding phase III workshop on curriculum adaptation |
| 1. 09.05.2013 | Meeting with School adoption team |
| 1. 15.05.2013 | Meeting with Ms. Vijetha madam regarding preschool issues |
| 1. 24.05.2013 | Meeting with Ms. Vijetha madam regarding new academic year time schedule |
| 1. 24.05.2013 | Meeting with preschool timetable team membersMs. Ramana Kumari P.V. , Ms. Manjula P.V. and Ms. Sreevidya |
| 1. 29.05.2013) | Meeting with Dr. G. Malar regarding NAAC committee visit to department |
| 1. Distributed stationary materials to the staff. | |

PRESCHOOL:

|  |  |
| --- | --- |
| 1. 01.05.2013 | Attended summer camp inaugural program |
| 1. 03.05.2013. | Submitted statement of settlement of suppliers adavance along with team members and under supervision of camp coordinator Ms.P.vijetha and HOD incharge MS.Prithivenktesh submitted to the stores section |
| 1. 21.05.2013. | Prepared statement of settlement of suppliers adavance along with team members and under supervision of camp coordinator Ms.P.vijetha and submitted to the director |
| 1. 31.05.2013 | Make a list of remaning summer camp materials along with team members and submitted to the respective incharges |
| 1. Worked as the summer camp internal Coordinator | |
| 1. Contact resource persons for summer camp | |
| 1. Assist to Resource persons in summer camp | |
| 1. Ordered snacks for summer camp to RIE canteen and Trupthi Bakery and Provision stores. | |
| 1. Brought snacks and craft materials for summer camp. | |
| 1. Drafted letter to the Department of Material Development for taking photography and video for summer camp. | |
| 1. Drafted letter to the Director to take permission for platantation activity as part of summer camp under supervision of Dr.KS Prema madam and summer camp coordinator Ms.P.Vijetha. | |
| 1. Distribute snacks for summer camp children along with team members. | |
| 1. Drafted letter to the stores section regarding security check with refrence to the circular. | |
| 1. Prepared CLTU Posters for NAAC committee visiting purpose along with Ms.Kumudha and Mr.Devaraju. | |

**Mr.Rajkumar, Special Educator**

|  |  |
| --- | --- |
| 1. 15th May to 3rd June | Assisted with Ms. Asha Suresh E G. & Ms.Sreevidhya in TLM room arrangement and inventory check |
| 1. 2 & 3rd April 2013 | Meeting with HOD Madam regarding ISO Orientation |
| 1. 6/5/2013. | Meeting with Dr.Malar and Ms. Shobha B N. regarding mainstream school adoption |
| 1. 10/5/2013. | Prepared PPT for SEP along with Dr.Malar and Ms. Shobha B N. regarding mainstream school adoption |
| 1. 12/5/2013 | Presented SEP on School Adoption |
| 1. 15/05/2013 | Attended meeting with Ms. Vijetha I regarding Preschool academic planning |
| 1. 22/5/2013. | Attended technical staff meeting with the Director on NAAC Visit in Seminar hall |
| 1. 24/05/2013 | Attended meeting with Ms. Vijetha I regarding Preschool academic planning |
| 1. 24/5/2013 | Attended meeting with time table team (Ramana Madam, Manjula , Sreevidya and Lakshmi.J in AV room |
| 1. 28/5/2013 | Attended Meeting with Dr. Malar G. regarding on NAAC mock visit |
| 1. 20th May to 24th May 2013. | Assisted with Dr. Malar. G in preparation of posters on School adoption team and arranged on bulletin board |
| 1. 21st and 23rd May 2013. | Assisted with Ms.Asha Suresh and Ms.Srividhya in preparation of posters for TLM unit |
| 1. 31st May 2013. | Attended inaugural function of Summer camp in the department |
| 1. 6th, 13th, 18th, and 29th May | Assisted in summer camp along with Ms.Kalyani, Ms.Kumudha, Mr.suresh CB in prayer and yoga sessions |
| 1. 2nd, 9th, 16th & 23rd May. | Assisted in Summer camp along with Mr.Harish kumar, Ms. Asha Suresh and Ms. Sumuna HP in Plantation, Uppuppu Kaddi, Fashion Show, Frog race and Magic show sessions |
| 1. 3rd, 10th, 17th & 24rd May. | Assisted in Summer camp along Ms. Ramana Kumari PV, Ms. Sreevidhya, and Ms. Vijaya lakshmi for resource person sessions |
| 1. 7th, 8th, 14th, 15th, 22nd & 30th May. | Assisted in Summer camp along with Ms. Shobha BN, Ms. Manjula P &Ms. Asha Suresh in craft sessions |
| 1. Collected Preschool old students statistics. | |

Preschool:

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| --- |
| 1. In charge of GEGCS(Telugu) group. |
| 1. TLM Member. |
| 1. In charge for School Adoption and progress of pre-school graduated children in inclusive schools. |
| 1. SEA-Unit member on Fridays afternoons along with Ms.Shobho.O and Ms.Kumudha. |
| 1. MR group list preparation Incharge. Assisted in preparation of MR list for 2013-14 along with Ms. Latha.C, Ms. Majula.PV, Ms. Kalyani, Ms. Leena.C and Ms.Leelarani. |
| 1. Collection of Preschool graduated children’s progress. |

**Ms.Asha.S.A, Special Educator**

DEPARTMENTAL WORK:.

|  |  |
| --- | --- |
| 1. 15.05.2013 | Meeting with Ms. Vijetha madam regarding preschool issues |
| 1. 24.05.2013 | Meeting with Ms. Vijetha madam regarding new academic year time schedule |
| 1. 24.05.2013 | Meeting with preschool timetable team membersMs. Ramana Kumari P.V. , Ms. Manjula P.V. and Ms. Sreevidya |
| 1. 29.05.2013 | Meeting with Dr. G. Malar regarding NAAC committee visit to department |

Preschool:

|  |  |
| --- | --- |
| 1. 01.05.2013 | Arranged and Attended summer camp inaugural program |
| 1. Worked as summer camp Coordinator | |
| 1. Prepared the summer camp time table. | |
| 1. Assist to Resource persons & teachers in summer camp | |
| 1. Brought snacks and craft materials for summer camp | |
| 1. Distribute snacks for children and staffs in summer camp | |
| 1. Did others works required for the summer camp, like download of song, materials distribution, preparations of snacks etc… | |
| 1. Did arrangements for NAAC committee visiting purpose | |

**Mr. Subramanya.K.R, Special Educator**

DEPARTMENTAL WORK:.

|  |  |
| --- | --- |
| 1. 15.05.2013 | Meeting with Ms. Vijetha madam regarding preschool issues |
| 1. 24.05.2013 | Meeting with Ms. Vijetha madam regarding new academic year time schedule |
| 1. 24.05.2013 | Meeting with preschool timetable team membersMs. Ramana Kumari P.V. , Ms. Manjula P.V. and Ms. Sreevidya |
| 1. 29.05.2013 | Meeting with Dr. G. Malar regarding NAAC committee visit to department |

Preschool:

|  |  |
| --- | --- |
| 1. 01.05.2013 | Attended summer camp inaugural program |
| 1. 05.2013 to 31.05.2013 | Worked in summer camp |
| 1. Contact resource persons for summer camp | |
| 1. Assist to Resource persons in summer camp | |
| 1. Brought snacks and craft materials for summer camp | |
| 1. Distribute snacks for summer camp children | |
| 1. Prepared the summer camp time table. | |
| 1. Prepared the summer camp snacks & material time table | |
| 1. Other summer camp works. (Ex-song downloaded, material preparation, snacks preparation etc...) | |

**Ms. Lakshmi, Special Educator**

**Summer Camp 2013- 01/05/2013 to 31/05/2013- Overall incharge member of summer camp 2013.**

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| --- |
| 1. Participated in overall activities-planning out day to day schedule, communicating with Resource faculties from various backgrounds(such as Yoga, dance/Craft, Art/handicraft, Nutrition, Medical and other field of entertainments- Karate, Magic show). Following up and updating with the availability of the resource person to help in planning the sessions throughout the camp 2013. Communicated with resource person |
| 1. Planned and finalized the place for summer camp picnic to Regional History Natural Museum, Mysore. |
| 1. Participated in all the activities of summer camp such as arrangement, preparation of snacks/menu, and distribution of snacks. |
| 1. Purchased materials and ingredients as and when required throughout the camp 2013. |

**Assigned duties and responsibilities and meetings within the department of Special Education**:

|  |  |
| --- | --- |
| 1. 01/05/2013 to 31/05/2013 | Meeting with team members of summer camp 2013 from 01/05/2013 to 31/05/2013 in order to plan, design, and implement various activities throughout the camp. |
| 1. 13/05/2013 | Meeting with School adoption team |
| 1. 15/05/2013 | Meeting with Ms. Vijetha, Preschool incharge |
| 1. 24/05/2013 | Meeting with Ms. Vijetha, Preschool incharge |
| 1. 24/05/2013 | Meeting with Time table team |
| 1. Took part with few responsibilities with PIP team incharge in order to complete the requirements for the purpose of NAAC visit. | |

**Ms.Leelarani, Special Educator**

DEPARTMENTAL WORK:.

|  |  |
| --- | --- |
| 1. 15.05.2013 | Meeting with Ms. Vijetha madam regarding preschool issues |
| 1. 24.05.2013 | Meeting with Ms. Vijetha madam regarding new academic year time schedule |
| 1. 24.05.2013 | Meeting with preschool timetable team members Ms. Ramana Kumari P.V. , Ms. Manjula P.V. and Ms. Sreevidya |
| 1. 29.05.2013 | Meeting with Dr. G. Malar regarding NAAC committee visit to department |

Preschool:

|  |  |
| --- | --- |
| 1. 01.05.2013 | Arranged and Attended summer camp inaugural program |
| 1. Worked as summer camp Coordinator | |
| 1. Assist to Resource persons & teachers in summer camp | |
| 1. Brought snacks and craft materials for summer camp | |
| 1. Distribute snacks for children and staffs in summer camp | |
| 1. Did others works required for the summer camp, like download of song, materials distribution, preparations of snacks etc… | |
| 1. Did arrangements for NAAC committee visiting purpose . | |
| 1. Worked With Ms. Latha.C. for get the permission to the Director about exterior wall Paintings | |
| 1. Attended the Meeting for Contract staff With The Director of AIISH | |

**Ms. Laxme Janardanan, Speech Language Audiologist**

|  |
| --- |
| 1. Carried out documentation of information for ISO |
| 1. Presented a topic in E3 |
| 1. Attended E3 (by Ms. Prithi venkatesh) |
| 1. Attended SEP (by Mr. Rajkumar) |
| 1. Attended SEP (by Dr. G. Malar) |
| 1. Attended teachers’ meeting |
| 1. Compilation of activities for speech and language therapy |
| 1. Informal meeting with Mr. Bhargava (ISO) |
| 1. NAAC inspection related work |

**Mr. Gururaj, Resource Coordinator**

|  |  |
| --- | --- |
| 1. 6/5/2013 | Meeting with Dr.Malar and Ms. Shobha B N. regarding mainstream school adoption |
| 1. 10/5/2013. | Prepared PPT for SEP along with Dr.Malar and Ms. Shobha B N. regarding mainstream school adoption |
| 1. 15/05/2013 | Attended meeting with Ms. Vijetha I regarding preschool academic planning |
| 1. 22/5/2013 | Attended technical staff meeting with the Director on NAAC Visit in Seminar hall |
| 1. 24/05/2013 | Attended meeting with Ms. Vijetha I regarding preschool academic planning |
| 1. 28/5/2013 | Attended Meeting with Dr. Malar G. regarding on NAAC mock visit |
| 1. In charge of department Library. | |
| 1. Member for School Adoption and progress of pre-school graduated children in inclusive schools | |
| 1. I have given the orientation letters to about 20 (Twenty) PU, D.Ed, Degee and B.Ed colleges in Mysore. | |
| 1. Prepared preschool Annual planner. | |

**Ms. S.Swetha, Administrative Assistant**

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| --- |
| 1. Incharge of Office Maintenance |
| 1. Incharge of Documents: Files, Papers-issue, Reports, Indents, Receipts, Correspondence, Communication, E-mail/Phone etc., |
| 1. Preparation of Monthly Report & Annual Report |
| 1. Maintenance of Leave Statement of all staff |

**Sandesh.S.C, Clerk cum Typist**

|  |
| --- |
| 1. Took videos and photos of summer camp activities in preschool. |
| 1. Worked in editing n Joining summer camp videos in movie maker. |
| 1. Setup 7 new computers, DVD player and Television in Edutech lab. |

1. **Invited Talks:**

**Dr. Malar, Reader in Special Education:**

|  |  |
| --- | --- |
| 1. 13.05.13 | Collaborated in SEP presentation by Mr. Rajkumar on ‘Orientation of Mainstream Teachers’ as part of Mainstream School Adoption Programme |
| 1. 21.05.13 | Presented SEP on ‘Structure, Function & Special Educators Responsibilities @ SEA-U’ |
| 1. 17 & 23.05.13 | Presented PEP on ‘Origami for Children with Communication Disorders & their Caregivers’ through 2 sessions |

1. **Curriculum Development:**
2. **Development of Materials to support Learning:**

**Dr. Malar, Reader in Special Education**

|  |
| --- |
| 1. Developing materials for training in mathematics at lower primary school level |
| 1. Development of materials for training in attention and concentration skills in children with communication disorders |

**Ms. Prithi Venkatesh, Lecturer in Special Education**

**1.** Prepared PIP poster in connection with NAAC Mock Committee Meeting

**Ms.Ramanakumari.P.V**

|  |  |
| --- | --- |
| S.No. | Description of Materials Prepared (Charts, Flashcards, etc. If it is a new innovative aid, describe in detail) |
| 1. | Mask with balloons. |
| 2. | Chocolate packing boxes. |
| 3. | Flower pot with plastic water bottle. |
| 4. | Origami |

**Ms.Manjula.P.V**

|  |  |
| --- | --- |
| S.No. | Description of Materials Prepared (Charts, Flashcards, etc. If it is a new innovative aid, describe in detail) |
| 1. | Garlands with thermacol balls & Colour papers |

1. **Service in Academic bodies of other Organizations:**

**Dr. G. Malar, Reader in Special Education**

|  |
| --- |
| 1. Member of BoS – Special Education, Karnataka State Open University |

1. **Membership in Professional Organizations/Associations**

**Dr. K.S.Prema, HOD, Special Education**

|  |
| --- |
| 1. Member of International Reading Association, USA |
| 1. Life member of Dravidian Linguistic Association |
| 1. Life member of Indian Speech and Hearing Association |
| 1. Life Member of All India Association for Educational Research |
| 1. Member of Rehabilitation Council of India |
| 1. Editorial Board Member of IJOAL and LF Journals |
| 1. Member of ‘Fulbright State Alumni Association’ |
| 1. Member of ‘Women in Science’. |
| 1. Member of BOS (Ed)-PG, UOM |
| 1. Member of Specialty Clinics at AIISH-ASD Unit and LD Unit since 08-11-2011. |
| 1. Member of core committee to plan quasi distance mode PG Program in speech language and hearing since 08-11-2011 |
| 1. Member of committee for establishment of digital speech language and hearing encyclopedia since 08-11-2011 |
| 1. Member of Committee for Internal Quality Assurance Mechanism, Feedback and Publications of AIISH. |
| 1. Member of Steering Committee for Self Study report for NAAC at AIISH |
| 1. Member of Editorial Committee, Journal of Research in Innovative Teaching, National University Journal, USA |
| 1. Member of committee to review guidelines for submission of ARF reports |
| 1. 15-04-2013: Received letter of invitation to serve as BOS (Spl.Ed. & Rehabilitation) member for two years (25-03-2013 onwards) for Avinashlingam Institute for Home Science and Higher Education for Women University, Coimbatore, T.N. Response from Office awaited to accept the invitation. |

**Dr. G. Malar, Reader in Special Education**

1. Associate Member of ISHA

**Ms. Prithi venkatesh, Lecturer in Special Education**

1. Member of Rehabilitation Council of India (RCI No:A05636)
2. Member of National Council of Educators of the Deaf
3. Member in Neo-natal screening programme for Cuttack Centre

**Ms. Palnaty Vijetha, Lecturer in Special Education**

1. Member of Rehabilitation Council of India (RCI) –A06749.
2. Member of Administrative college of India (ASCI)

**Ms. Shobha Odunavar, Lecturer in Special Education**

* 1. Member of Rehabilitation Council of India.
  2. Life Member of National Council of Educators of the Deaf.
  3. Life member of All India Association of Educational Research.

**Mr.Suresh.C.B, Special Educator**

1. Life Member of NCED India
2. Registered under RCI

**Ms. Sreevidya**

1. Registered under RCI

**Mr. Rajkumar, Special Educator**

1. RCI Member
2. NCED Member

**Mr.Subbramanya, Special Educator**

1. RCI Member
2. NCED Member

**Mr. Devraj, Special Educator**

1. RCI Member
2. NCED Member
3. **Participation in Committees/Taskforce and Panels setup by other organizations/agencies**
4. **Any Other(Please Specify)**

**Dr. K.S. Prema, Prof. of Language Pathology**

1. HOD-Special Education

**Dr. G. Malar. Reader in Special Education**

1. In-charge of SEA-U
2. In-charge of Research & Database Unit

**Ms.Prithi Venkatesh, Lecturer in Special Education**

1. Workshop Coordinator
2. In charge for University related work of B.S.Ed and M.S.Ed (HI)
3. Member in Parent-Infant Programme Unit
4. Member in Video Library Unit
5. Incharge of SEA-U on Tuesdays

**Ms. Palnaty Vijetha, Lecturer in Special Education**

1. Pre-school Incharge
2. Serving as DHLS mentor
3. Serving as AIISH GYMKHANA secretary
4. Serving as a custodian and Reviewer for UG of University of Mysore.
5. Served as an Invigilator on 16.05.2013 for B.Sc.(speech & hearing).
6. On 29.05.2013, served as an invigilator for PG exam

**Ms. Shobha N.Odunavar, Lecturer in Special Education**

1. In-Charge (Preschool) Caregiver Literacy Training Unit – CLTU.
2. In-Charge of coordinating Staff Enrichment Programmes (SEP) and Parent Enrichment Programmes (PEP) at the Department

**Ms. Ramanakumari. P.V, Special Educator**

1. Serving as in-charge LiBoToy since April 2011.
2. Serving as mentor for new born screening (NBS) program for DHLS – Imphal centre.
3. Serving as member of AIISH staff sports committee since October 2011.
4. Serving as member of Edu-Tech Lab since April 2011

**Mr. C.B. Suresh, Special Educator**

1. In-Charge of coordinating E3 Programmes.
2. In-Charge of departmental equipment.
3. In-charge of Edu-tech lab

**Ms. Sumana H. P. Special Educator**

1. Serving as in-charge VLU since April 2011.
2. Serving as member of CSS since April 2011.

**Ms. Kumudha. R, Special Educator**

1. In-Charge Preschool Parent Empowerment Programme & Teaching Learning Materials.
2. Member of CLTU and TLM.

**Ms. Anjana, Special Educator**

1. In-Charge Parent-Infant-Programme.

**Ms. Vijayalakshmi. S, Special Educator**

1. Incharge for Furniture of the department

**Ms. Leena. C.C, Special Educator**

1. Team member for PPEP.
2. Incharge for English PPEP

**Ms. Sreevidya.M.S, Special Educator**

1. In-Charge Co-Curricular Activities in Preschool

**Mr. Harish Kumar, Special Educator**

1. Co-ordinator for the preschool admission process and database.

**Ms. Kadambari. A.N, Special Educator**

1. Stock Verification for LTU and JAIISH
2. In-charge of Caregivers computer training program.
3. Hindi Nodal Officer

**Ms. Shobha B. N. Special Educator**

* 1. In-Charge IEP and Curricular Support Services.
  2. Member-Motor Speech Disorders Unit

**Ms. Latha. C, Special Educator**

1. Member of CSS & PPEP

**Ms. Asha Suresh.E.G, Special Educator**

1. Incharge of Teaching-Learning Materials (TLM)

**Ms. Manjula. P.V, Special Educator**

1. Serving as member LiBoToy since April 2011.
2. Serving as member of Edu-Tech Lab since April 2011.
3. Serving as member of exhibition committee since April 2011.

**Ms. Devaraj, Special Educator**

1. In charge for Exhibition.
2. Member of Summer camp team

**Mr. Sharanaiah M.M, Special Educator**

1. Member of co-curricular activity team
2. Incharge of Work shop materials, and stationary materials and distributed stationary items to the staff.
3. Internal Coordinator of Summer camp team

**Mr. Rajkumar.Rimmalapudi, Special Educator**

* + 1. In-charge of data collection progress of outgoing preschool children in inclusive schools
    2. Member of teaching learning materials team.
    3. Incharge for data collection of preschool graduated children in normal schools.
    4. In charge of Group Educational Guidance and Counselling Services (GEGCS) (Telugu) group.
    5. In charge for School Adoption and progress of pre-school graduated children in inclusive schools

**Ms. Asha S.A**

1. Member of summer camp team

**Mr.Subramanya.KR, Special Educator**

1. Member, Database Team, Dept. of Special Education
2. Member of VLU
3. Member of Summer Camp team

**Ms. Lakshmi, Special Educator**

1. Member, PIP Unit
2. Member of Summer camp team

**Ms. Leelarani, Special Educator**

1. Assistance for LiBoToy activity
2. Member of Summer camp team

**Mr. Gururaj. D, Resource Coordinator**

1. In-charge of data collection on progress of children trained in AIISH Preschool and enrolled in inclusive schools
2. In- charge Departmental Library

1. **RESEARCH ACTIVITIES**
2. **Research Projects**
3. **Completed Research Projects:**
4. **New Research Projects(Initiated during 2012): NIL**
5. **Ongoing Research Projects**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Name of the project** | **Funded by** | **Amount sanctioned** | **Principal Investigator / Co-investigator** | | **Status of the project** |
| Principal investigator | Co-investigator |  |
| 01 | Attitudes of In-service Educators towards Inclusive Education | AIISH | 2,18,000/- | Ms.P. Vijetha | Ms. Prithi venkatesh | Ongoing  Commenced from 07/12/2012   1. Pre-data from the selected schools are being collected. 2. Educative materials for Orientation program is being prepared 3. Literature being reviewed. |

1. **Doctoral and Post Doctoral Programs**
2. Degree Awarded-NA
3. Thesis Submitted-NA
4. Under Progress
   1. Ms. Prithi venkatesh
   2. Ms. Palnaty Vijetha
   3. Ms. Shobha Odunavar
   4. Ms. B. N. Shobha
   5. Ms. S. Vijayalakshmi
   6. Ms. Leena C. C.
   7. Ms. Kadambari C.
   8. Mr. Harishkumar have enrolled at University of Mysore and
   9. Ms. Kalyani Janwadkar atVivekananda University, Coimbatore.
5. **Research Papers presented at National/International Conferences/Seminars(in APA forma)**
6. **Research Papers Published(in APA format)-**

**Research papers published in Journal:**

Gowramma, I.P., Nair Prithi, P.V.Ramankumari . *Effectiveness of Remedial Reading Programme for Children with Hearing Impairment*. Journal of NCED. Vol 5 No.1 2013, Pg No. 52-56

**Papers published in Conference/Seminar Proceedings-NIL**

**Research Papers in press-NIL**

1. **Books published(in APA format)**
2. **Book chapters published(in APA format)-NIL**
3. **Books in press:**

|  |
| --- |
| Malar, G. (2013). Training in Attention and Concentration Skills for Children with Communication Disorders’ Mysore: AIISH. |

1. **Books/Manuals/Seminar Proceedings edited**
2. **Journal Editorship:**
3. **Scholarly Reviewing Activities**
4. **Reviewer for Scholarly Journals**
5. **Reviewer for Scholarly Conference papers**
6. **Reviewer for Research Projects**
7. **Scholarly Reviewing Activities**
8. **Reviewer for Scholarly Journals**
9. **Reviewer for Scholarly Conference papers**
10. **Reviewer for Research Projects**

**CLINICAL / SPECIAL EDUCATIONAL SERVICES**

1. **General Clinical Services**
2. Speech and Language Assessment
3. Speech and Language Rehabilitation
4. Hearing Evaluation
5. Hearing Aid Trial
6. Hearing Aid Dispensing
7. Psychological Evaluation
8. Counseling and Guidance
9. Ear Moulds
10. Hearing Aid Issue and Electro-Acoustic Evaluation(ADIP Scheme, Ministry of Social Justice)
11. AIISH Hearing Aid Dispensing Scheme
12. **Specialized Clinical Services**
13. Augmentative and Alternative Communication Unit
14. Autism Spectrum Disorder Unit
15. Fluency Unit
16. Learning Disability Clinic
17. Listening Training Unit
18. Neuromotor Speech Disorder Unit
19. Pre-School Training and Special Education

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Nature of Service** | **No. of** | | | | **No. of Sessions** | | **Special Observations** |
| **Groups** | | **Clients** | |
| 1. **Services to children below 2 ½ years of age** | | | | | | | | |
| 1. | **Parent Infant Programme – organised for very young children (below 1 year of age) with communication disorders through individual sessions** | --- | | 15 | | 96 | | PD for all children receiving services during the month was DSL with HL. And they were in the age range of 1year to 2 years of age. |
| 1. **Services to Preschool-aged (2 ½ years to 6 years) children** | | | | | | | | |
| **1.** | **Preschool Parent**  **Empowerment Programme – organised for children 2 ½ years and above awaiting admission to preschool** | **Kannada Flower & Colour (MR & Autism)** | | 06 | | 22 | | Training is carried out 1 session every day by caregivers under the supervision of special educators. |
| **Kannada Fruit (HL)** | | - | | - | |
| **Malayalam Flower & Colour (MR & Autism)** | | - | | - | |
| **Malayalam Fruit (HL)** | | - | | - | |
| **English All** | | - | | - | |
| **Hindi All** | | - | | - | |
| **Tamil CGCS** | | - | | - | |
| **Telugu CGCS** | | - | | - | |
| **TOTAL** | | | 06 | | 22 | |
| **2.** | **Preschool Training for Children with Communication Disorders** | **DSL with MR** | | 21 | | 2760 | | 37 Children were taken to Science museum on 28th of May |
| **DSL with DD** | | 09 | |
| **DSL with HL** | | 09 | |
| **DSL with AUTISM** | | 15 | |
| **DSL with BAI** | | 01 | |
| **DSL with DOWNS** | | 03 | |
| **DSL with CP MR** | | 01 | |
| **Multiple** | | 01 | |
| **TOTAL -** | | 60 | |
| 3. | **Children with Multiple Special Needs – receiving services at preschool:** | **HL with Autism** | | - | |  | | Curriculum, training methods and materials are individualised within their respective groups in order to cater to their unique nature of special needs |
| **HL with CP** | | - | |
| **HL with MR** | | - | |
| **MR with Autism** | | 14 | |
| **MR with CP** | | 01 | |
| **MR with VI** | | - | |
| **DSL with DD** | | 08 | |  | |  |
| **Others** | | - | |  | |  |
| **Total** | | 23 | |  | |  |
| 4. | **Bonafide certificates issued** | **HI** | | 1 | | 1 | | For Admission for mainstream integration schools, Ration card and Transfer etc. |
| **MR** | | - | |
| **Total** | | 1 | |
|  | | | | | | | | |
| 5. | **Educational Assessment – for School-aged children**  **SEA-U Screening & Referrals**  **Education**  **Assessment & Reporting** | |  | 14  - | | | 14  - | Following assessment of academic skills guidance is provided regarding nature and level of educational placement for children. |
| 6. | **Speech Language and Listening Therapy** | | **Speech Language Therapy** | 80 | | | 250 | One hour of daily Speech & Language Therapy and twice a week Listening Therapy |
| **Listening Therapy** | 85 | | | 20 |
| 7. | **Individualised Education Plan / Curricular Support Services – for School-aged children (in pairs or individually)**   1. **Curricular Support Services (CSS)** | | **Kannada** |  | 39 | | 149 | Supports provided in curricular areas like maths, science & socials for children with communication disorders attending / preparing to get admitted to school (esp., mainstream). |
| **Malayalam** | 07 | | 54 |
| **Hindi** | 03 | | 16 |
| **English** | 02 | | 13 |
| **Telugu** | 04 | | 23 |
| **Total** | 55 | | 255 |
| **CSS** |  |  | | 37 |
| 1. **Individualized Education Plan** | | **IEP** |  | | | 03 |
| 1. **Demonstration Therapy** | | **DT** |  | | | 15 |
| 08 | **Counselling & Guidance** | | **All Services** | 72 | | | 170 | Provided for caregivers of children with communication disorders |
|  |  | | |  |
| 09 | **Co-Curricular Sessions** | | **All Services** | - | | | - | Summer Vacation |

**Number of children with Summer Camp in Preschool for month of May 2013**

**Number of children with Multiple Disabilities in Preschool for month of May 2013**

**Number of Children attending for Parent Infant Program for month of May 2013**

**Number of Sessions for Parent Infant Program for month of May 2013**

**Number of Children for Curricular Support services for month of May 2013**

**Number of Sessions for Curricular Support services for month of May 2013**

1. Professional Voice Care Unit
2. U-SOFA
3. Vertigo Clinic
4. Voice Clinic
5. Any other(Please Specify)
6. Clinical Support Services to Patients and Family
7. Details of Certificates Issued:

Bonafide certificates are issued to preschool children enrolled in the department to avail concessions and other benefits.

1. Financial Aid
2. Legal advice
3. Any other(Please Specify):

**Computer Training for Caregivers:**

|  |  |  |
| --- | --- | --- |
| No. of Parent Beneficiaries | No. of Sessions | Content of Training |
| Nil | Nil | No Parents as it was summer vacation |

1. **Clinical Electronic Services**
2. Electro-Acoustic Evaluation
3. Hearing Aid Dispensing
4. Repair of Hearing Aids
5. EXTENSION ACTIVITIES
6. Rehabilitation and Education through Distance Mode
7. Prevention of Communication Disorders
8. Communication Disorders Screening Camps
9. Orientation Programs:
10. Public Lecture Series
11. **TECHNOLOGICAL CONSULTANCY SERVICES-NIL**
12. **CENTRAL FACILITIES**
    * + 1. **Library and Information Services**

LiBoToy: Number of member enrolled –summer vacation

* Every body has surrendered their cards.

LiBoToy (Library of Books and Toys worth around Rs. 3,00,000) for Children with Special Needs and their caregivers – coordinated by Ms. P. V. Manjula & Ms. P. V. Ramanakumari.

* + 1. **Public Information Activities**
       1. **Major Events of the Year with a brief account**
       2. **Press Releases and Media Coverage**
       3. **Institute Publications**

1. **Material Development**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl.  No. | Nature of Teaching-Learning Materials | Skill | Number |
| 1. | Flash cards | For all skill areas | 32 |
| 2. | Work Cards | For all skill areas | - |
| 3. | Charts | For all skill areas | - |
| 4. | PPT | For all skill areas | 12 |
| 5. | Models | For all skill areas | - |
| 6. | Sentence strips | For all skill areas | - |
| 7. | Others | For all skill areas | 10 |

1. AW
   * 1. **AWARDS AND HONORS RECEIVED BY FACULTY AND STAFF**

**EXTRA CURRICULAR ACTIVITIES**

* + - * 1. **AIISH Gymkhana**

**Ms. Vijetha.P, Lecturer in Special Education**

1. On 03.05.2013,Met Mr. Kallemullah sir and discussed AIISH AAWAAZ bills.
2. On 13.05.2013, for Annual report information about AIISH Gymkhana was submitted.
3. As a secretary, as per the guidance given by vice president drafted the letters regarding Farewell function for outgoing students and submitted to her.
   * + - 1. NSS
         2. Others

IX. MAJOR EVENTS OF THE YEAR

X. EMINENT VISITORS

XI. ANY OTHER

**HOD-Special Education**

**ALL INDIA INSTITUTE OF SPEECH & HEARING: MYSORE – 570 006**

**DEPARTMENT OF SPECIAL EDUCATION**

**Monthly Report for the month of June 2013**

1. **ACADEMIC ACTIVITIES**
2. **Short-term Training Programs: NIL**
3. **Orientation Programs:**

|  |  |
| --- | --- |
| Theme/Topic | Preschool Training for Children with Communication Disorders |
| Coordinator | Mr. Gururaj.D, Resource Coordinator, Department of Special Education |
| Objectives | Developing awareness on preschools education for Children with Special Needs |
| Organized by Department/Section/Unit | Prof. K.S.Prema, HOD, Special Education |
| Targeted Audience | SSD Jyothi school Manglore |
| Number of Participants | 13 staffs |
| Date | 18.06.2013 |

1. **Clinical/Special Educational services- Observation Posting of Students from other Institutes: NIL**
2. **Seminars/Conferences/Workshops: NIL**

**In-house Programs:**

1. E3 : Empowering Educators in Education: NIL
2. Staff Enrichment Programs (SEP’s): NIL
3. Parent Enrichment Programs (PEP’s): NIL

**Attended Seminars/Workshops:**

**Dr. G.Malar, Reader in Special Education**

|  |  |
| --- | --- |
| Theme/Topic | Research Funding Opportunities |
| Coordinator | Mr. Ajay Pillai & Ms. Punari, India Alliance |
| Objectives | To explicate about schemes for promotion of research activities in India by ‘India Alliance’ |
| Organized by Department/Section/Unit | AIISH Alumni Association |
| Targeted Audience | Research Fellows/Staff & Faculty of AIISH |
| Number of Participants |  |
| Date | 22.06.2013 |

**Mr. Harish Kumar, Special Educator**

|  |  |
| --- | --- |
| 20-06-2013 | Attended Half day Workshop on Coral Draw organised by the Department of Material Development at AIISH |

**Ms. Kalyani J, Special Educator**

|  |  |
| --- | --- |
| 20-06-2013 | Attended Half day Workshop on Coral Draw organised by the Department of Material Development at AIISH |

Presented Seminars/Workshops: NIL

1. **Guest Lectures- NIL**
2. **Additional Academic Services rendered by the Faculty and Staff**

**Prof. K. S.Prema, Prof. in Language Pathology & HOD – Special Education**

Availed EL from 15-05-2013 to 14-06-2013

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Supervision and Guidance to Preschool Special Educators  |  |  |  |  | | --- | --- | --- | --- | | **Sl.No.** | **Course Level** | **No. of students trained** | **No. of**  **Hours** | | 1. | Level III (HI)-2 groups | 5/group | One/week | | 2. | Level III (MR)-2 groups | 5/group | One/week | |
| 1. Correspondence with V-LEAD for collaborative training program to teachers in progress. |
| 1. Proposal of ‘Summer School and Teacher Mentor’ discussed with staff of the Dept. of Spl. Ed and is under preparation |

**Dr. G.Malar, Reader in Special Education**

ACADEMICS

|  |
| --- |
| 1. Served as External Examiner for D.Ed.(HI) courses of Helen Keller Government Teachers Training College (Hearing Handicapped)    * + On 17.06.2013 for Practical Examination      + On 18.06.2013 for Viva-Voce |

DEPARTMENTAL

|  |
| --- |
| 1. Representative of Department of Special Education in ‘Technology Development Boards (including IPR)’ |
| 1. In-charge of SEA-U, Research & Database Unit and EduTechLab |

**Ms. Prithi Venkatesh, Lecturer in Special Education**

ACADEMICS

|  |  |
| --- | --- |
| 1. 08.06.2013 | Additional Academic Duty: Served as an invigilator for B.Sc (Sp & Hearing) entrance examination |
| 1. B.S.Ed (HI): Classes for new academic year not yet commenced | |
| 1. DHLS: Classes for new academic year not yet commenced | |

DEPARTMENTAL WORK

|  |  |
| --- | --- |
| 1. 06.06.2013 | Oriented NAAC committee members about the department |
| 1. 07.06.2013 | Oriented Mr. Sathyanarayan, Regional Coordinators, Adobe Youth Voices regarding Special Education and Hearing Loss in General |
| 1. 11.06.2013 | Meeting with Director for Departmental feedback from NAAC Committee. |
| 1. 15.06.2013 | Coordinated course publicity work with Gururaj.and made arrangements for parent s orientation in Rotary West Mother and Child School |
| 1. 15.05.2013 to 14.06.2013 | Looked after the routine activities of the Department in absence of HOD |
| 1. Workshop Coordinator | |
| 1. In charge for University related work of B.S.Ed and M.S.Ed (HI) | |
| 1. Member in Parent-Infant Programme Unit | |
| 1. Member in Video Library Unit | |
| 1. Incharge of SEA-U on Tuesday | |
| 1. International Standardization for Organization: ISO work is ongoing. In this respect Prepared Responsibility and Competency Matrix. Coordinated activities with department staff for filling details in the matrix. Incorporated the changes suggested by Mr.Bhargava. Hyperlinked and Formatted the documents of public education. Coordinated activities with in-charges of different units for making changes in the acceptance criteria and measures of performance. | |
| 1. Conducted and attended two rounds of meeting with Video Library Unit members for plan of action and preparation of script. | |
| 1. Compiled publication details and submitted to Dr.G. Malar in connection with NAAC | |
| 1. Attended two rounds of meeting in Board room in connection with NAAC | |
| 1. Prepared and submitted list of work not done by Engineering and maintenance to Director. | |
| 1. Checked and verified summer camp Bill for payment | |
| 1. Conducted ARF project meeting with Mr.Lokesh, Research Officer for checking the progress of the project. | |
| 1. Verified and certified books from NCERT (Hindi) to be kept in the departmental library. | |

**Ms. Vijetha P, Lecturer in Special Education**

ACADEMICS

|  |  |
| --- | --- |
| 1. 01.06.2013 to 25.06.2013 | Served as a custodian and Reviewer for UG of University of Mysore |
| 1. Serving as DHLS mentor | |
| 1. Serving as AIISH GYMKHANA secretary | |

DEPARTMENTAL WORK

|  |  |
| --- | --- |
| 1. 04.06.2013 to 06.06.2013 | Coordinated the work for the visit of NAAC mock committee |
| 1. Follow up for the shoe rack indent placed. | |

Preschool incharge

As Preschool in charge:

|  |  |
| --- | --- |
| 1. 25.06.2013 | III phase meeting was conducted with special educators regarding Preschool admission. |
| 1. 04.06.2013 to 06.06.2013 | Related documents were exhibited during the NAAC mock visit |
| 1. Coordinated the settlement of “Summer camp” bills. | |
| 1. Discussed about admission and preschool database with Mr. Harish. | |
| 1. On, Coordinated the new admissions for the preschool for the academic year 2012-13. Received mega final lists of all the groups and other related documents. | |
| 1. Group supervisors have been decided and incorporated. Multiple copies were made and distributed to all the concerned. | |

**Ms. P.V.Ramanakumari, Special Educator**

|  |
| --- |
| 1. Serving as in-charge LiBoToy since April 2011. |
| 1. Serving as mentor for new born screening (NBS) program for DHLS – Imphal centre. |
| 1. Serving as member of AIISH staff sports committee since October 2011. |
| 1. Serving as member of Edu-Tech Lab since April 2011. |

DEPARTMENTAL WORK

|  |  |
| --- | --- |
| 1. 03.06.2013 | Along with Ms. Manjula gave instructions to caregivers of forenoon and afternoon groups regarding preschool rules and regulations. |
| 1. 03.06.2013 | Prepared PPEP schedule, buddies list, tentative preschool schedule/cocurricular schedule |
| 1. 03.06.2013 | Made charts of common objects, fruits, vegetables, wild animals, domestic animals and numbers for displaying in all the class rooms and took 20 sets print out of the same. |
| 1. 04.06.2013 | Collated the list of publications, articles published, books/chapters written by faculty/staff, list of papers presented in national/ international conferences/ workshops/ seminars/ symposiums etc. and submitted to Ms. Prithi venkatesh. |
| 1. 05.06.2013 | Designed Edu-Tech lab name board. |
| 1. 10.06.2013 | Counseling and grouping of old preschool Kannada HL children and cocurricular groups was carried out for allotting the groups. |
| 1. 10.06.2013 | Grouping of forenoon children of all groups for extra curricular activities was carried out for allotting the groups |
| 1. 11.06.2013 & 12.06.2013 | Along with HL team finalized Kannada Hl grouping |
| 1. 12.06.2013 & 13.06.2013 | Typed the final list of Kannada HL group children and submitted the same to Ms. Vijetha. |
| 1. 14.06.2013 | Meeting with Dr. G.Malar regarding report of in-house research “ Efficacy of care giver empowerment measures at ALLSH preschool”. |
| 1. 26.06.2013 | Typed the list of supervisors given by Ms. Vijetha in the time table and submitted the final time table along with names of supervisors for the groups to Ms. Vijetha . |

OTHERS

|  |  |
| --- | --- |
| 01.06.2013 | Arrange LiBotoy for NAAC mock peer committee visit. |
| 03.06.2013 & 05.06.2013 | Helped Mr. Suresh in arranging Edu-Tech Lab for NAAC mock peer committee visit. |
| 04.06.2013 & 10.06.2013 | Baseline assessment of 5 clients of Sampige 2 was carried out. |
| 06.06.2013 | Made final arrangements and explained about LiBoToy activities to NAAC Mock committee. |
| 12.06.2013, 13.06.2013  & 14.06.2013 | Baseline assessment of 5 clients of Sugandharaja 1 was carried out. |
| 04.06.2013 | Attended meeting with NAAC mock committee in seminar hall. |
| 11.06.2013 | Attended meeting with Director regarding feed back of NAAC mock peer committee visit. |

**Mr. Suresh.C.B, Special Educator**

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| --- | --- |
| 1. 04.06.2013 | Attended NAAC (MOCK) committee meeting 4.15 to 6.30pm at seminar hall |
| 1. 11.06.2013 | Attended meeting with Director regarding feedback of NAAC (mock) committee. |

DEPARTMENTAL WORK

|  |
| --- |
| Administered Checklist to assess different domains in preschool children for Malayalam group children (8 sessions). |
| 1. Prepared details (Posters& Documents) of Workshops organized by the Dept. from 2008-to 2013 for Inspection of (NACC) Mock Committee |
| 1. Prepared details (Posters& Documents) of the proposed Educational Technology Lab |
| 1. Collected and submitted statistics for participation in Workshop) seminar/ Orientation by staff during the month of June. |
| 1. Served as I/c Edu tech Lab |
| 1. Served as I/c Equipments in the Dept. Verified the trouble shooting of Equipments in the Dept. |
| 1. Served as Coordinator E3 Program |

PRESCHOOL

|  |  |
| --- | --- |
| 1. 25.06.2013 | Attended meeting with pre-school in charge |
| 1. Followed up Purchase of Aquarium | |
| 1. Prepared the list of children with HL to the preschool groups with Mrs. Sreevidya | |
| 1. Prepared the list of children with HL from Malayalam PPEP (HL ) | |
| 1. Attended meeting with Dr.Malar and Mrs. Preethi Nair regarding NACC (Mock) Committee visit. | |
| 1. Sent work orders to Dept. of Electronics with regard to certification of items to be condemned. Arranged and set Educational Technology Lab for inspection of NAAC (Mock) committee | |

**Ms. Sumana H.P, Special Educator**

DEPARTMENTAL WORK

|  |  |
| --- | --- |
| 1. 06.06.2013 | Worked for the VLU posters and display board for Mock Visit of NAAC |
| 1. 06.06.2013 | Worked for the CSS/IEP display board for Mock Visit of NAAC |

PRESCHOOL

|  |  |
| --- | --- |
| 1. 25.06.2013 | Meeting with Ms.Vijetha regarding Preschool issues |
| 1. Assessment of new children enrolled in Halasu group. | |
| 1. In charge of VLU. | |
| 1. Member of CSS/IEP. | |
| 1. Member of SEA-U | |
| 1. Meeting with parents of preschool children to inform about rules and regulations along with other special educators. | |

**Ms. Kumudha.R, Special Educator**

DEPARTMENTAL WORK

|  |  |
| --- | --- |
| 1. 06.06.2013 | Worked for the CLTU display board for Mock Visit of NAAC |
| 1. 06.06.2013 | Worked for the PPEP display board for Mock Visit of NAAC |

PRESCHOOL

|  |  |
| --- | --- |
| 1. 25.06.2013 | Meeting with Ms.Vijetha regarding Preschool issues |
| 1. Assessment of new children enrolled in Seebe & Tazampoo group and other groups. | |
| 1. In charge of PPEP. | |
| 1. Team Member of CLTU. | |
| 1. Meeting with parents of preschool reading grouping of children preschool rules and regulations along with other special educators. | |

**Ms. Anjana K, Special Educator**

DEPARTMENTAL WORK

|  |  |
| --- | --- |
| 1. 06.06.2013 | Worked for the Parent Infant Program posters and to display for Mock Visit of NAAC |
| 1. Made correction in ISO charts for Parent Infant Program. | |
| 1. Coordinated with Ms. Kadambari for wall painting for PIP room. | |

PRESCHOOL

|  |  |
| --- | --- |
| 1. 25.06.2013 | Meeting with Ms. Vijetha regarding Preschool issues |
| 1. In charge of PIP sessions | |
| 1. Collected statistics for Parent infant program sessions | |
| 1. Assigned PIP sessions to teachers | |
| 1. Assessment of new children enrolled in the Malayalam groups. | |

**Ms. S.Vijayalakshmi, Special Educator**

|  |  |
| --- | --- |
| 1. 04.06.2013 | Attended NAAC (MOCK) committee meeting 4.15 to 6.30pm at seminar hall |
| 1. 11.06.2013 | Attended meeting with Director regarding feedback of NAAC (mock) committee. |

DEPARTMENTAL WORK

|  |  |
| --- | --- |
| 1. 03.06.2013 | Meeting with Ms. Preethi Nair regarding mock NAAC team visit to the department |
| 1. 25.06.2013 | Attended III rd phase meeting with pre-school in charge |
| 1. 11.06.2013 | Meeting with director madam regarding NAAC feedback |

PRESCHOOL

|  |
| --- |
| 1. Grouped HL children to pre-school |
| 1. 3 For Mock Committee (NACC) prepared TLM chart. |
| 1. Prepare and submit final list of children to pre-school in charge. |
| 1. Assessment for Kannada old children in ballehanu group. |
| 1. Painted numbers on the classroom furnitures. |

**Ms. Leena C C, Special Educator**

DEPARTMENTAL WORK

|  |  |
| --- | --- |
| 1. 03.06.2013 | Meeting with Ms. Preethi Nair regarding mock NAAC team visit to the department |
| 1. 11.06.2013 | Meeting with director madam regarding NAAC feedback |
| 1. 25.06.2013 | Meeting with Ms. Vijetha madam regarding preschool issues |

PRESCHOOL

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| --- |
| 1. Collecte information for Updating the contents of AIISH website. |
| 1. Member for PPEP |
| 1. Assessed Sampige II & Drakshi children |

**Ms. M.S. Sreevidya, Special Educator**

|  |  |
| --- | --- |
| 1. 04.06.2013 | Attended NAAC (MOCK) committee meeting 4.15 to 6.30pm at seminar hall |
| 1. 11.06.2013 | Attended meeting with Director regarding feedback of NAAC (mock) committee. |

DEPARTMENTAL WORK

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| --- |
| 1. Done assessment for Malayalam group children those who have selected for preschool-(7 sessions). |
| 1. For Mock Committee (NACC) prepared staff strength chart, TLM chart, co-curricular chart. |

PRESCHOOL

|  |  |
| --- | --- |
| 1. 14.06.2013 | Went for purchase for TLM with Ms. Asha. |
| 1. 25.06.2013 | Attended IIIrd phase meeting with pre-school in charge |
| 1. Arranged TLM materials in display room 4 days. | |
| 1. Arranged co-curricular notice board with Mr. Harish. | |
| 1. Arranged sensory materials for display. | |
| 1. Grouped children from MR& HL PPEP to pre-school. | |
| 1. With Ms. Manjula arranged furnitures in all classes. | |
| 1. Prepared co-curricular time table with Ms. Ramana, Ms. Manjula and Mr. Harish. | |
| 1. Co-curricular teacher’s group list prepared. | |
| 1. Attended meeting with Dr.Malar and Ms. Preethi regarding NACC visit. | |
| 1. Given final list of children to pre-school in charge. | |

**Mr. Harish Kumar, Special Educator**

DEPARTMENTAL WORK

|  |  |
| --- | --- |
| 1. 06.06.2013 | Worked for the Preschool Statistics posters and Co-curricular display board for Mock Visit of NAAC |
| 1. Prepared the poster of Staff Enrichment Programme and Parent Enrichment Programme with Ms Kadambari for the NAAC Visit. | |
| 1. Made corrections in ISO chart for Database and Admission. | |

PRESCHOOL

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| --- |
| 1. Coordinated with Mr. Lokesh for updating of database |
| 2. In charge of Admission and Database. |
| 3. Team member of co-curricular |
| 4. Team Member of Equipment Incharge Team. |
| 5. Team Member of SEAU Unit. |

**Ms. Kalyani J, Special Educator**

DEPARTMENTAL WORK

|  |  |
| --- | --- |
| 1. 25.06.2013 | 3rd phase Meeting with Ms. Vijetha madam regarding preschool |
| 1. Worked for displaying postures of departmental activities during NAAC mock committee visit. | |

PRESCHOOL

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| --- |
| 1. Meeting with parents of preschool reading grouping of children preschool rules and regulations along with other special educators. |
| 1. Prepared auditory sensory kit for children with Autism and mental retardation. |
| 1. Assessed Blue III and PBC Flower group children |
| 1. Conducted monthly test for Sebe group. |
| 1. Prepared power point for classroom teaching. |
| 1. PPEP (GEGCS) member. |

**Ms. Kadambari, Special Educator**

DEPARTMENTAL WORK

|  |  |
| --- | --- |
| 1. 06.06.2013 | Worked for the Caregivers computer training program posters and Parent Infant Program display board for Mock Visit of NAAC |
| 1. Prepared the poster of Staff Enrichment Programme and Parent Enrichment Programme with Mr.Harish for the NAAC Visit. | |
| 1. Made corrections in ISO chart for Caregivers computer training program. | |
| 1. Worked for change of name boards for classroom along with Ms.Manjula and Ms.Ramanakumari. | |
| 1. Followed up with Mr. Sandesh regarding admission to computer training. | |
| 1. Coordinated with Ms. Anjana was wall painting for PIP room. | |

PRESCHOOL

|  |  |
| --- | --- |
| 1. 25.06.2013 | Meeting with Ms.Vijetha regarding Preschool issues |
| 1. Assessment of new children enrolled in hindi groups. | |
| 1. Coordinated with Mr. Sandesh for monthly statistics | |
| 1. In charge of caregivers computer training program. | |
| 1. Team member of Parent Infant Program | |
| 1. Team Member of SEAU Unit. | |

**Ms. Shobha.B.N, Special Educator**

DEPARTMENTAL WORK

|  |  |
| --- | --- |
| 1. 03.06.2013 | Meeting with Ms. Preethi Nair regarding mock NAAC team visit to the department |
| 1. 04.06.2013 | Meeting with Dr. Swapna N. regarding mock NAAC visit to MSD-Unit |
| 1. 11.06.2013 | Meeting with director madam regarding NAAC feedback |
| 1. 14.06.2013 | Meeting with Dr. G Malar regarding Inhouse research on preschool children |
| 1. 25.06.2013 | Meeting with Ms. Vijetha madam regarding preschool issue |

PRESCHOOL

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| --- |
| 1. Collected statistics for teaching learning materials and CSS, IEP and DT sessions. |
| 1. In charge of CSS, IEP and DT sessions |
| 1. Assigned CSS, IEP and DT sessions to teachers |
| 1. In charge of prayer time table |
| 1. Prepared list of Faculty and staff served as resource person in diiferent workshops, Seminars for the year 2008 to 2013. |
| 1. Arranged CSS/IEP room and notice board for the visit of mock NAAC visit to the department |
| 1. Helped Dr. G. Malar madam regarding data entry of in house research on preschool children |
| 1. Assessed Sampige I children |

**Ms. Latha.C, Special Educator**

DEPARTMENTAL WORK

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| 1. 06.06.2013 | Worked for the CSS display board for Mock Visit of NAAC |
| 1. Collected Statistics for flower and fruit groups. | |

PRESCHOOL

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| --- | --- |
| 1. 24.06.2013 | Assisted in Preparation of MR list mega final list |
| 1. 25.06.2013 | Meeting with Ms.Vijetha regarding Preschool issues |
| 1. Assessment of new children enrolled in Blue I group and other groups. | |
| 1. In charge of PPEP MR group. | |
| 1. Team member of CSS | |
| 1. Member of SEA-Unit. | |
| 1. Meeting with parents of preschool reading grouping of children preschool rules and regulations along with other special educators. | |

**Ms. Asha Suresh, Special Educator**

DEPARTMENTAL WORK

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| --- | --- |
| 1. 03.06.2013 | Meeting with Ms. Preethi Nair regarding mock NAAC team visit to the department. |
| 1. 25.06.2013 | Attended III rd phase meeting with pre-school in charge |
| 1. 11.06.2013 | Meeting with director madam regarding NAAC feedback |

PRESCHOOL

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| --- | --- |
| 1. 14.06.2013 | For TLM materials purchase along with Ms. Sreevidya |
| 1. Arranged TLM materials in display room 5 days and TLM chart on the notice board. | |
| 1. Grouped MR& HL children to pre-school from PPEP along with Malayalam Special educator. | |
| 1. For Mock Committee (NACC) prepared TLM chart. | |
| 1. Prepare and submit final list of children to pre-school in charge. | |
| 1. Collect monthly statistics for Children with Multiple disability. | |
| 1. Done assessment for Malayalam old children like suryakanthi, white, yellow and pineapple 7 sessions. | |
| 1. Issued TLM for Staff. | |

**Ms. P.V.Manjula, Special Educator**

|  |  |
| --- | --- |
| 1. 4th June 2013 | Attended meeting with NAAC mock committee in seminar hall. |
| 1. 11th June 2013 | Attended meeting with Director regarding feed back of NAAC mock peer committee visit. |
| 1. Serving as member LiBoToy since April 2011. | |
| 1. Serving as member of Edu-Tech Lab since April 2011. | |
| 1. Serving as member of exhibition committee since April 2012. | |

DEPARTMENTAL WORK

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| --- | --- |
| 1. 01.06.2013 | Designed LiBoToy name board. |
| 1. 03.06.2013 | Gave instructions to caregivers of forenoon and afternoon groups regarding preschool rules and regulations. |
| 1. 03.06.2013 | Typed PPEP schedule, buddies list, tentative preschool schedule, cocurri |
| 1. 03.06.2013 & 04.06.2013 | Made boards for class rooms and took printout and stuck |
| 1. 04.06.2013 | Collated the future plans of the department and submitted to Ms. Prithi venkatesh. |
| 1. 04.06.2013 | Got all the furniture arranged in the class and students tables arranged in front of staff room for mock NAAC visit. |
| 1. 04.06.2013 | Coordinated in Took print outs and arranged LiBoToy Bulletin Board |
| 1. 05.06.2013 | Along with Ms. Sreevidya made time table and grouping. |
| 1. 10.06.2013 | Counseling of old preschool Kannada HL children was carried out for allotting the groups. |
| 1. 14.06.2013 | Typed the final list of Kannada MR group children and submitted the same to Ms. Vijetha. |
| 1. 14.06.2013 | Meeting with Dr. G.Malar regarding report of in-house research “ Efficacy of care giver empowerment measures at ALLSH preschool”. |
| 1. 26.06.2013 | Along with Latha. C made few changes in MR List |

PRESCHOOL

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| --- | --- |
| 1. 01.06.2013 | Arrange LiBotoy for NAAC mock peer committee visit. |
| 1. 03.06.2013 | Gave disability wise monthly statistics of children who availed summer camp services. |
| 1. 03.06.2013 & 05.06.2013 | Helped Mr. Suresh in arranging Edu-Tech Lab for NAAC mock peer committee visit. |
| 1. 04.06.2013-10.06.2013 | Baseline assessment of 10 clients of Sevanthi -1 & Mallige -1 was carried out. |
| 1. 06.06.2013 | Made final arrangements and explained about LiBoToy activities to NAAC Mock committee. |
| 1. 12.06.2013-14.06.2013 | Baseline assessment of 5 clients 1 – PPEP, 1-Mallige 1, Blue 3, 2 from Sevanti were carried out. |

**Mr. Devraj.N.B, Special Educator**

DEPARTMENTAL WORK

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| 1. 06.06.2013 | Worked for the CLTU display board for Mock Visit of NAAC |

PRESCHOOL

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| --- | --- |
| 1. 25.06.2013 | Meeting with Ms.Vijetha regarding Preschool issues |
| 1. In charge of Exhibition. | |
| 1. Assessment of new children enrolled in Blue I group and other groups. | |
| 1. Team member of Video Library unit and CLTU | |
| 1. Meeting with parents of preschool reading grouping of children preschool rules and regulations along with other special educators. | |
| 1. Meeting with Video Library team Members regarding Script writing and Video recording | |

**Mr. Sharanaiah MM, Special Educator**

DEPARTMENTAL WORK

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| 1. 11.06.2013 | Attended meeting of NAAC committee feedback in Seminar hall |
| 1. 14.06.2013 | Prepared summer camp expenditure bills and submitted to the Ms.P.Vijetha |

PRESCHOOL

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| 1. Assessment of new children enrolled in Sugandharaja-II and Kamala-II group and other groups. |
| 1. In charge of stationery items. |
| 1. Member of Exhibition. |
| 1. Team Member of CLTU. |
| 1. Meeting with parents of preschool reading grouping of children preschool rules and regulations along with other special educators. |
| 1. Attended Meeting with Ms.Vijetha regarding Preschool issues on 25th June 2013. |

**Mr. Rajkumar R, Special Educator**

DEPARTMENTAL WORK

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| 1. 06.06.2013 | Worked for the School Adoption and TLM posters and display board for Mock Visit of NAAC |
| 1. Made corrections in ISO chart for Mainstream School adoption . | |

PRESCHOOL

|  |  |
| --- | --- |
| 1. 25.06.2013 | Meeting with Ms.Vijetha regarding Preschool issues |
| 1. Assessment of new children enrolled in Mavu group and other groups. | |
| 1. In charge of Mainstream school adoption team. | |
| 1. Team member of TLM unit. | |
| 1. Team Member of SEAU Unit. | |
| 1. Meeting with parents of preschool reading grouping of children preschool rules and regulations along with other special educators. | |
| 1. Collected statistics from Preschool graduated children . | |

**Ms. Asha S A, Special Educator**

DEPARTMENTAL WORK

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| --- | --- |
| 1. 06.06.2013 | Worked for the display board & removing the posters from the wall for Mock Visit of NAAC |

PRESCHOOL

|  |  |
| --- | --- |
| 1. 25.06.2013 | Meeting with Ms.Vijetha regarding Preschool issues |
| 1. 11.06.2013 | Attended Meeting at Seminar Hall for NAAC Committee feedback |
| 1. Base line assessment of new children enrolled in Sapota & Malligae II groups. | |
| 1. Meeting with parents of preschool reading grouping of children preschool rules and regulations along with other special educators. | |
| 1. Twice Meeting with Dr. Malar regarding Curriculum adaptation of visual arts & crafts. | |
| 1. Work done on curriculum adaption for visual arts &crafts (Printing & clay work). | |

**Mr. Subbramanya.K.R, Special Educator**

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| --- | --- |
| 1. 11.06.2013 | Attended Meeting at Seminar Hall on 11-06-2013 for NAAC Committee feedback. |
| 1. 25.06.2013 | Attended Meeting With Pre-school in-charge Ms.P.Vijetha madam regarding Preschool issues. |
| 1. Done Baseline Assessment for Sebu group children. | |
| 1. Attended Meeting with Ms.Suman, Video library in charge regarding preparing the concept and skills. | |
| 1. Meeting with parents of preschool reading grouping of children preschool rules and regulations along with other special educators. | |
| 1. In charge of Preschool Progress Meeting | |
| 1. Team member of VLU unit. | |
| 1. Team Member of Preschool Database Unit. | |

**Ms. Lakshmi, Special Educator**

|  |  |
| --- | --- |
| 1. 03.06.2013 | Meeting with Parents and caregivers of Preschool to orient and review the rules and expectations of preschool at department of special education |
| 1. 04.06.2013 | Meeting with Mock NAAC team |
| 1. 07.06.2013 | Meeting with Ms. Vijetha, Preschool in charge |
| 1. 12.06.2013 | Meeting with Director-AIISH to review given by the Mock NAAC team |
| 1. 12.06.2013 & 21.06.2013 | To discuss, review the responsibilities, expectations, and the paper documentations. |
| 1. Meeting with Preschool in charge, Ms. P. Vijetha to review the roles and responsibilities of the special educators. | |
| 1. Took part with few responsibilities with PIP team in charge in order to complete the requirements for the purpose of NAAC visit. | |

**Ms. Leelarani, Special Educator**

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| --- | --- |
| 1. 01.06.2013 | Worked for LIBOTOY arrangement |
| 1. 11.06.2013 | Attended Meeting at Seminar Hall regarding NAAC Committee feedback |
| 1. 25.06.2013 | Attended Meeting with Pre-school in-charge Ms.P.Vijetha madam regarding Preschool issues. |
| 1. Done Baseline Assessment for Kamala 1 group and Papaya Group children. | |
| 1. Attended Meeting With Ms.P.Vijetha preschool Incharge regarding preparing video documentary about preschool hygiene | |
| 1. Prepared script about preschool hygiene | |

**Mr. Gururaj, Resource Coordinator**

|  |  |
| --- | --- |
| 1. 06.06.2013 | Worked for the department for Mock Visit of NAAC |
| 1. 25.06.2013 | Meeting with Ms.Vijetha regarding Preschool issues |
| 1. In charge of Department Library. | |
| 1. Team member of Mainstream school adoption team | |
| 1. Team Member of Video Library. | |

**Ms.Swetha.S, Administrative Assistant**

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| --- |
| 1. Incharge of Office Maintenance |
| 1. Incharge of Documents: Files, Papers-issue, Reports, Indents, Receipts, Correspondence, Communication, E-mail/Phone etc., |
| 1. Preparation of Monthly Report & Annual Report |
| 1. Maintenance of Leave Statement of all staff |

**Mr. Sandesh, Clerk cum Typist**

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| --- | --- |
| 1. 12.06.2013 & 21.06.2013 | Meeting with Video Library team Members regarding Script writing and Video recording |
| 1. 25.06.2013 | Meeting with Ms.Vijetha regarding Preschool issues |
| 1. Team member of caregiver’s computer training program. | |
| 1. Team member of equipments Incharge team | |
| 1. checked equipment and sent work orders on every Friday | |

1. Invited Talks:NIL
2. Curriculum Development: NIL
3. Development of Materials to support Learning:

**Dr. G. Malar, Reader in Special Education**

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| --- |
| * + Developing Trainers’ Manual for Visual Arts as part of Co-curricular Training at AIISH Preschool |
| * + Developing materials for training in mathematics at lower primary school level (in CREDM) |
| * + Development of materials for training in attention and concentration skills in children with communication disorders (in CREDM) |

**Ms.Prithi Venkatesh, Lecturer in Special Education**

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| * Prepared PIP poster in connection with NAAC Mock Committee Meeting |
| * Prepared script for a PIP child for cognitive development for Video Library Unit |

1. Service in Academic bodies of other Organizations:

**Dr. G. Malar, Reader in Special Education**

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| --- |
| Member of BoS – Special Education, Karnataka State Open University |

1. Membership in Professional Organizations/Associations

**Dr. K.S.Prema, HOD, Special Education**

1. Member of International Reading Association, USA
2. Life member of Dravidian Linguistic Association
3. Life member of Indian Speech and Hearing Association
4. Life Member of All India Association for Educational Research
5. Member of Rehabilitation Council of India
6. Editorial Board Member of IJOAL and LF Journals
7. Member of ‘Fulbright State Alumni Association’
8. Member of ‘Women in Science’.
9. Member of BOS (Ed)-PG, UOM
10. Member of Editorial Committee, Journal of Research in Innovative Teaching, National University Journal, USA

**Dr. G. Malar, Reader in Special Education**

1. Associate Member of ISHA

**Ms. Prithi Venkatesh, Lecturer in Special Education**

1. Member of Rehabilitation Council of India (RCI No:A05636)
2. Member of National Council of Educators of the Deaf
3. Member in Neo-natal screening programme for Cuttack Centre
4. Member of Journal of Disability management and Special Education

**Ms. Palnaty Vijetha, Lecturer in Special Education**

1. Member of Rehabilitation Council of India (RCI) –A06749.
2. Member of Administrative college of India (ASCI)

**Ms. Shobha Odunavar, Lecturer in Special Education**

* 1. Member of Rehabilitation Council of India.
  2. Life Member of National Council of Educators of the Deaf.
  3. Life member of All India Association of Educational Research.

1. Participation in Committees/Taskforce and Panels setup by other organizations/agencies: NIL
2. Any Other(Please Specify)

**Ms. Prithi Venkatesh, Lecturer in Special Education**

Member in the Assessment team of teacher training institute: Rehabilitation Council of India.

* + 1. RESEARCH ACTIVITIES

1. Research Projects
2. Completed Research Projects

|  |  |
| --- | --- |
| Title | In-House Research on ‘Efficacy of Caregiver Empowerment Measures at AIISH Preschool’ |
| Objectives | Impact study of the caregiver empowerment measures like ‘Parent Enrichment/Orientation Programme’ and ‘Classroom-based Parent Teaching’ in capacitating parents for improving their knowledge and skills as well as their influence on the learning of their children with communication disorders. |
| Investigators | PI – Dr. Vijayalakshmi Basavaraj (late), CIs: Dr. G. Malar, S. Vijalakshmi, Asha Suresh E. G., P. V. Manjula, P. V. Ramanakumari, Rajani Soni, B. N. Shobha & Latha C. |
| Funding Source & Grant Amount | NIL |

1. New Research Projects(Initiated during 2012): NIL
2. Ongoing Research Projects

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Name of the project | Funded by | Amount sanctioned | Principal Investigator / Co-investigator | | Status of the project |
| Principal investigator | Co-investigator |  |
| 01 | Attitudes of In-service Educators towards Inclusive Education | AIISH | 2,18,000/- | Ms.P. Vijetha | Ms. Prithi venkatesh | Ongoing  Commenced from 07/12/2012   * Pre-data in five integrated schools over. * Pre-data collection in non-integrated school ongoing. * Collected pre-data from 30 teachers (in-service) from the selected integrated schools * Conducted one round of meeting for knowing the progress of the project * Submitted orientation materials and power point presentation * Pre-data from the selected schools completed. * Educative materials for Orientation program is being prepared * Literature being reviewed. |

1. Doctoral and Post Doctoral Programs
2. Degree Awarded-NA
3. Thesis Submitted-NA
4. Under Progress
   1. Ms. Prithi venkatesh
   2. Ms. Palnaty Vijetha
   3. Ms. Shobha Odunavar
   4. Ms. B. N. Shobha
   5. Ms. S. Vijayalakshmi
   6. Ms. Leena C. C.
   7. Ms. Kadambari C.
   8. Mr. Harishkumar have enrolled at University of Mysore and
   9. Ms. Kalyani Janwadkar atVivekananda University, Coimbatore.
5. Research Papers presented at National/International Conferences/Seminars(in APA forma)
6. Research Papers Published(in APA format)-NIL

Papers published in Conference/Seminar Proceedings-NIL

Research Papers in press-NIL

1. Books published(in APA format)
2. Book chapters published(in APA format)-NIL
3. Books in press

**Dr. G.Malar, Reader in Special Education**

Malar, G. (2013). Training in Attention and Concentration Skills for Children with Communication Disorders’ Mysore: AIISH.

1. Books/Manuals/Seminar Proceedings edited

|  |  |
| --- | --- |
| Name, Designation, Department of Faculty |  |
| Title of the Book /Conference Proceedings |  |
| Publisher and Place |  |

1. Journal Editorship:

Member of Editorial Committee, Journal of Research in Innovative Teaching, National University Journal, USA

1. Scholarly Reviewing Activities
2. Reviewer for Scholarly Journals
3. Reviewer for Scholarly Conference papers
4. Reviewer for Research Projects
5. Scholarly Reviewing Activities
6. Reviewer for Scholarly Journals
7. Reviewer for Scholarly Conference papers
8. Reviewer for Research Projects

CLINICAL / SPECIAL EDUCATIONAL SERVICES

1. General Clinical Services
2. Speech and Language Assessment
3. Speech and Language Rehabilitation
4. Hearing Evaluation
5. Hearing Aid Trial
6. Hearing Aid Dispensing
7. Psychological Evaluation
8. Counseling and Guidance
9. Ear Moulds
10. Hearing Aid Issue and Electro-Acoustic Evaluation(ADIP Scheme, Ministry of Social Justice)
11. AIISH Hearing Aid Dispensing Scheme
12. Specialized Clinical Services
13. Augmentative and Alternative Communication Unit
14. Autism Spectrum Disorder Unit
15. Fluency Unit
16. Learning Disability Clinic
17. Listening Training Unit
18. Neuromotor Speech Disorder Unit
19. Pre-School Training and Special Education

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Nature of Service | No. of | | Sessions | Special Observations |
| Groups | Clients |
| 1. Services to children below 2 ½ years of age | | | | | |
| 1. | Parent Infant Programme – organised for very young children (below 1 year of age) with communication disorders through individual sessions | Kannada | 09 | 29 | PD for all children receiving services during the month was DSL with HL. And they were in the age range of 1year to 2 years of age. |
| Malayalam | 17 | 71 |
| Hindi | 01 | 0 |
| Telugu | 01 | 08 |
| **Total** | **28** | **108** |

**Number of Children attending for Parent Infant Program for month of June 2013**

**Number of Sessions for Parent Infant Program for month of June 2013**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Nature of Service | No. of | | Sessions | Special Observations |
| Groups | Clients |
| II.Services to Preschool-aged (2 ½ years to 6 years) children | | | | | |
| 2. | Preschool Parent  Empowerment Programme – organised for children 2 ½ years and above awaiting admission to preschool | Kannada Flower & Colour (MR & Autism) | 17 | 14 | Training is carried out 1 session every day by caregivers under the supervision of special educators. |
| Kannada Fruit (HL) | 20 | 15 |
| Malayalam Flower & Colour (MR & Autism) | 10 | 16 |
| Malayalam Fruit (HL) | 08 | 16 |
| English All | - | - |
| Hindi All | 1 | 12 |
| Telugu | 2 | 12 |
|  |  | **Total** | **58** | **85** |  |

**Preschool Parent Empowerment Programme**

**Number of children with special needs attending PPEP for the month of June 2013**

**Malayalam**

**Number of sessions for PPEP for month of June 2013**

**Malayalam**

**Malayalam**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Nature of Service | No. of | | Sessions | Special Observations |
| Groups | Clients |
| 1. Services to Preschool-aged (2 ½ years to 6 years) children | | | | | |
| 3 | Preschool Training for Children with Communication Disorders | Colour (Autism) - 08 | 44 | 3344 | 4 hrs of daily training, including 4 curricular & 1 co-curricular skills (of 45 min each). |
| Flower (MR) - 17 | 83 | 6308 |
| Fruit (HL) - 13 | 96 | 7296 |
| Tamil(mixed) - 01 | 6 | 456 |
| **TOTAL - 39** | **229** | **17404** |

**Preschool Training for Children with Communication Disorders**

**Number of Children with Special Needs attending Preschool for the month of June 2013**

**Number of Sessions in Preschool for the month of June 2013**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Nature of Service | No. of | | | Sessions | Special Observations |
| Groups | | Clients |
| 1. Services to school-aged children | | | | | | |
| 1. | Placement Guidance Evaluation – for School-aged children  **SEA-U/Educational Assessment:**  Screening & referral | |  | 11 | 08 | Following assessment of academic skills guidance is provided regarding nature and level of educational placement for children. |
| Assessment | |  | 03 | 12 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Nature of Service | No. of | | | Sessions | Special Observations |
| Groups | | Clients |
| 1. Services to school-aged children | | | | | | |
| 2. | Speech Language and Listening Therapy | | Speech Language Therapy | - | - | One hour of daily Speech & Language Therapy and twice a week Listening Therapy |
| Listening Therapy | - | - |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Nature of Service | No. of | | | | Sessions | Special Observations |
| Groups | | Clients | |
| III.Services to school-aged children | | | | | | | |
| 3. | individualised Education Plan / Curricular Support Services – for School-aged children (in pairs or individually)   1. Curricular Support Services (CSS) | | Kannada |  | 35 | 153 | Supports provided in curricular areas like maths, science & socials for children with communication disorders attending / preparing to get admitted to school (esp., mainstream). |
| Malayalam | 09 | 32 |
| Hindi | 04 | 08 |
| English | 02 | 09 |
| Telugu | 03 | 08 |
| Total | 53 | 210 |
| CSS |  | 46 | 175 |
| 1. Individualized Education Plan | | IEP | 03 | | 13 |
| 1. Demonstration Therapy | | DT | 04 | | 22 |

**Number of Children for Curricular Support services for month of June 2013**

**Number of Sessions for Curricular Support services for month of June 2013**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Nature of Service | No. of | | | Sessions | Special Observations |
| Groups | | Clients |
| III.Services to school-aged children | | | | | | |
| 1 | **Children with Multiple Special Needs – receiving services at preschool:** | | HL with MR | 02 | | Provided for caregivers of children with communication disorders |
| HL with AUTISM | 01 | |
| HL with CP | 01 | |
| MR with AUTISM | 31 | |
| MR with CP | 20 | |
| MR with VI | 00 | |
| Others | 19 | |
| **Total** | **74** | |
| 2 | Bonafide | |  | 1 | | Physical Exercises/Yoga, Music & dance/Arts & Craft Work/Games & Play Activities/Drill Exercises |

**Number of children with Multiple Disabilities in Preschool for month of June 2013**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Nature of Service | No. of | | | Sessions | Special Observations |
| Groups | | Clients |
| III.Services to school-aged children | | | | | | |
| 1 | Counselling & Guidance | | All Services | 778 | 176 | Provided for caregivers of children with communication disorders |
| 2 | Co-Curricular Sessions | | All Services | 221 | 30 | Physical Exercises/Yoga, Music & dance/Arts & Craft Work/Games & Play Activities/Drill Exercises |

1. Professional Voice Care Unit
2. U-SOFA
3. Vertigo Clinic
4. Voice Clinic
5. Any other(Please Specify)
6. Clinical Support Services to Patients and Family
7. Details of Certificates Issued:

Bonafide certificates are issued to preschool children enrolled in the department to avail concessions and other benefits. Total no. of certificates issued during the report year is ..........

1. Financial Aid
2. Legal advice
3. Any other(Please Specify):

Parents and caregivers of CWSN are provided with basic literacy skills (for those who are illiterate and semiliterate) and computer literacy skills (for those who are literate) with the objective of empowering them to train their wards. Two programs – Caregivers’ Computer Training Program (CCTP) and caregivers’ Literacy Training Unit (CLTU) are initiated for the purpose.

* Computer Training for Caregivers:

|  |  |  |
| --- | --- | --- |
| No. of Parent Beneficiaries | Sessions | Content of Training |
| 35 Parents | 110 Sessions | Introduction to Computers, Drawing pictures in Paint, Keyboard typing in Ms-Word, Slide shows in PowerPoint |

**Number of Parents for Computer Training for Caregivers for month of June 2013**

**Number of Sessions for Computer Training for Caregivers for month of June 2013**

1. Clinical Electronic Services
2. Electro-Acoustic Evaluation
3. Hearing Aid Dispensing
4. Repair of Hearing Aids
5. EXTENSION ACTIVITIES
6. Rehabilitation and Education through Distance Mode
7. Prevention of Communication Disorders
8. Communication Disorders Screening Camps
9. Orientation Programs:

Teachers of regular (mainstream) schools are being oriented periodically on identification of CWSN in classroom, evaluation and assessment, curricular adaptation and management, and educational welfare measures for CWSN. This program is also geared towards developing positive attitude in teachers towards CWSN. This is taken-up as in-house project in the department in view of Institute-School partnership with permission from the educational authorities.

1. Public Lecture Series
2. TECHNOLOGICAL CONSULTANCY SERVICES-NIL
3. CENTRAL FACILITIES
   * + 1. Library and Information Services

LiBoToy: Number of member enrolled –NIL

* Issues and renewal of materials are carried on Wednesday, Thursday and Friday afternoon 12.15 to 1.30 & evening 4.45 to 6.00.
* Total Number of issue and renewal hours were approx. 36 hours per month.

LiBoToy (Library of Books and Toys worth around Rs. 3,00,000) for Children with Special Needs and their caregivers – coordinated by Ms. P. V. Manjula & Ms. P. V. Ramanakumari.

* + 1. Public Information Activities
       1. Major Events of the Year with a brief account

Children’s Day

Independence Day

Republic Day

New Year

* + - 1. Press Releases and Media Coverage
      2. Institute Publications

1. Material Development

|  |  |  |  |
| --- | --- | --- | --- |
| Sl.  No. | Nature of Teaching-Learning Materials | Skill | Number |
| 1. | Flash cards | For all skill areas | 648 |
| 2. | Work Cards | For all skill areas | 200 |
| 3. | Charts | For all skill areas | 246 |
| 4. | PPT | For all skill areas | 25 |
| 5. | Models | For all skill areas | 05 |
| 6. | Sentence strips | For all skill areas | - |
| 7. | Others | For all skill areas | 20 |

* + 1. AWARDS AND HONORS RECEIVED BY FACULTY AND STAFF

1. EXTRA CURRICULAR ACTIVITIES
   * + - 1. AIISH Gymkhana

Ms.Vijetha P

|  |
| --- |
| On 26.06.2013, as secretary attended EC meeting of AIISH Gymkhana |
| Drafted the following   * 1. Loan letters,   2. circular related to EC meeting,   3. Formal letters to chief guests of Prathibha puraskar and minutes of the meeting of EC meeting held on 26.06.2013.   4. Coordinated the activities, application scrutiny for Prathibha Puraskar celebrations to held on 3rd July 2013. |

* + - * 1. NSS
        2. Others

IX. MAJOR EVENTS OF THE YEAR

X. EMINENT VISITORS

* Mock Peer Committee members had visited the Department of Special Education on 6th June 2013

XI. ANY OTHER

1. Official Language Implementation:

* One word a day in Hindi
* 20 Hindi Clients were delivered Special Educational services
* Around 150 Teaching Learning Materials were prepared in Hindi

1. Summer Camp:
2. Dussehra Camp:
3. Civil work:

Renovation of:

* Construction of : Listening Lab & Academic Communication Lab

**ALL INDIA INSTITUTE OF SPEECH & HEARING: MYSORE – 570 006**

**DEPARTMENT OF SPECIAL EDUCATION**

**Monthly Report for the month of July 2013**

1. **ACADEMIC ACTIVITIES**
2. **Short-term Training Programs: NIL**
3. **Orientation Programs:**

|  |  |
| --- | --- |
| Theme/Topic | Preschool Training for Children with Communication Disorders |
| Coordinator | Dr. K.S.Prema, HOD, Special Education, AIISH |
| Objectives | Developing awareness on preschools education for Children With Special Needs |
| Organized by Department/Section/Unit | Prof. K.S.Prema, HOD, Special Education |
| Targeted Audience | Ms.Namitha Maunder  Speech Language pathologist and AAC Specialist  Newyark Unified School District, 5714 Musick Ave, Newark CA94560 |
| Number of Participants | 1 |
| Date | 17/07/2013 |

1. **Clinical/Special Educational services- Observation Posting of Students from other Institutes: NIL**
2. **Seminars/Conferences/Workshops: NIL**

**In-house Programs:**

1. E3 : Empowering Educators in Education: NIL
2. Staff Enrichment Programs (SEP’s): NIL
3. Parent Enrichment Programs (PEP’s): NIL

**Attended Seminars/Workshops:**

**Dr. G.Malar, Reader in Special Education**

**No.1**

|  |  |
| --- | --- |
| Theme/Topic | Application of AAC Methods in Children with Special Needs: A Practical Orientation |
| Coordinator | Dr. N. Swapna |
| Objectives | To provide practical information on various types of AAC and their practical applicability, related decision making for appropriate processes, and Universal Learning Design |
| Organized by Department/Section/Unit | Department of Speech Language Pathology |
| Targeted Audience | Speech and hearing professionals/trainees and special educators |
| Number of Participants |  |
| Date | 16/07/2013 |

**No-2**

|  |  |
| --- | --- |
| Theme/Topic | Workshop on ‘Information and Communication Technology’ |
| Coordinator | Mr. Ajish Abraham |
| Objectives | To provide practical orientation to the use computers and related applications |
| Organized by Department/Section/Unit | Department of Electronics |
| Targeted Audience | Fresher students and interested staff of AIISH |
| Number of Participants |  |
| Date | 27/07/2013 |

**Ms. Prithi Venkatesh, Lecturer in Special Education**

|  |  |
| --- | --- |
| Theme/Topic | Internal Quality Auditors training Program |
| Coordinator | ISO Team |
| Objectives | Training in becoming auditors |
| Organized by Department/Section/Unit | Academic Section |
| Targeted Audience | Faculty and administrative staff |
| Number of Participants |  |
| Date | 4th and 5th July 2013 |

**Ms. Vijetha.P, Lecturer in Special Education**

|  |  |
| --- | --- |
| Theme/Topic | Internal Quality Auditors training Program |
| Coordinator | ISO Team |
| Objectives | Training in becoming auditors |
| Organized by Department/Section/Unit | Academic Section |
| Targeted Audience | Faculty and administrative staff |
| Number of Participants |  |
| Date | 4th and 5th July 2013 |

**Mr. Subbramanya, Special Educator**

|  |  |
| --- | --- |
| 27/07/2013 | “Information and Communication Technology” |

**Ms. Kalyani J, Special Educator**

|  |  |
| --- | --- |
| 16/07/2013 | Application of AAC methods in children with special needs-A practical orientation-Namita Maunder |

**Mr. Sreevidya, Special Educator**

|  |  |
| --- | --- |
| 27/07/2013 | “Information and Communication Technology” |

Presented Seminars/Workshops: NIL

1. **Guest Lectures- NIL**
2. **Additional Academic Services rendered by the Faculty and Staff**

**Prof. K. S.Prema, Prof. in Language Pathology & HOD – Special Education**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Supervision and Guidance to Preschool Special Educators  |  |  |  |  | | --- | --- | --- | --- | | **Sl.No.** | **Course Level** | **No. of students trained** | **No. of**  **Hours** | | 1. | Level III (MR)-3 groups | 8/group | One/week | | 2. | Level III (MR)-3 groups | 8/group | One/week | | |
| 1. 19/07/2013 | Meeting in Dept. of Special Education for development of resources to Educational Technology Lab with e parampara group |
| 1. Encouraged and guided development of video on toilet skill training for health and hygiene developed in Dept. of Special Education for educating caregivers of CWSN | |
| 1. Proposal of ‘Summer School and Teacher Mentor’ discussed with staff of the Dept. of Spl. Ed and is under preparation | |

**Dr. G.Malar, Reader in Special Education**

|  |
| --- |
| 1. Member of Committee for DTYDHH Admissions    * + 10/07/2013-Scrutiny of applications      + 11/07/2013-Summarisation of candidate details      + 25/07/2013-Counselling of candidates |
| 1. CBCS Co-ordinator for B.S.Ed.(HI) and M.S. Teachers Training College (Hearing Handicapped)    * + Facilitation of registration of students for different courses      + Coordination of review meeting of faculty with HoD – Special Education on 31/07/2013, and compilation and submission of minutes to Director      + Framing of time table      + Drafting of circular regarding C1 and C2 to be endorsed by Director      + Orientation of students on CBCS & CAGP on 31/07/2013 and reporting the same to Director |

PRESCHOOL

|  |
| --- |
| In-charge of SEA-U |
| In-charge of EduTechLab |
| In-charge of Research & Database Unit |

**Ms. Prithi Venkatesh, Lecturer in Special Education**

ACADEMICS

|  |  |
| --- | --- |
| 1. 15/07/2013 | B.S.Ed (HI): Classes for new academic year commenced  HC 1: Philosophical and Sociological Perspectives of Education -4  SC 3: Methodology of teaching chemistry-3  SC 4: Methodology of teaching biology-3 |
| 1. DHLS: Classes for new academic year not yet commenced | |
| 1. Additional Academic Duty: Serving as B.S.Ed (HI) and M.S.Ed (HI) mentor. Conducted meetings and orientation for the new teacher trainees. | |

DEPARTMENTAL WORK

|  |  |
| --- | --- |
| 1. 10/07/2013 to 12/07/2013 | Served as a member in RCI Team of Experts for assessment of training institues. Inspected three training institues in Pune and Mumbai |
| 1. International Standardization for Organization: ISO work is still undergoing. In this respect Prepared Responsibility and Competency Matrix. Coordinated activities with department staff for filling details in the matrix. Incorporated the changes suggested by Mr.Bharath. Hyperlinked and Formatted the documents of public education. Coordinated activities with in-charges of different units for making changes in the acceptance criteria and measures of performance. | |
| 1. Prepared practical postings for B.S.Ed (HI) | |
| 1. Conducte monthly meetings with Malayalam Group: Orange, Pineapple, Coconut, Ambal and White I & II | |
| 1. Attended meeting with HOD and faculties regarding CBCS pattern | |
| 1. Workshop Coordinator | |
| 1. In charge for University related work of B.S.Ed and M.S.Ed (HI) | |
| 1. Member in Parent-Infant Programme Unit | |
| 1. Member in Video Library Unit | |
| 1. Incharge of SEA-U on Tuesday | |

**Ms. Vijetha P, Lecturer in Special Education**

ACADEMICS

|  |  |
| --- | --- |
| 1. 08/07/2013 | Served as an RCI examiner for Diploma exams at ISH, Bangalore |
| 1. Serving as DTYDHH mentor | |
| 1. B.S.Ed (HI)-5 Classes | |
| 1. Prepared B.S.Ed(HI)observation postings schedule for B.S.Ed(HI) and informed the respective teachers | |

DEPARTMENTAL WORK

|  |  |
| --- | --- |
| 1. 23/07/2013 | Attended ISO internal meeting conducted by Mr. Bharath and Mr. Chandramouli in the department. |
| 1. Follow up for the shoe rack indent placed. | |
| 1. As per the instructions of HOD, List of children eligible for BTE from the department was collected with the help of Ms. Asha and Mr. Subramanya. | |

Preschool incharge

As Preschool in charge:

|  |  |
| --- | --- |
| 1. 24/07/2013 to 25/07/2013 | As supervisor, conducted Preschool Parent meeting for Blue III, PBC Flower, Gulab, Drakshi, Papaya |
| 1. As per the instruction of HOD, formed the team for video preparation on health and hygiene which included Ms. Lakshmi Janardhan, Ms. Leelarani, Mr. Gururaj and Mr. Sandesh. | |
| 1. For the Annual report, statistics related to Preschool was clarified to Mr. Shijith, LIO and was submitted | |
| 1. For website department information, Dental and Medical camp details have been provided to RC. | |
| 1. Followed up with Ms. Shobha B.N. and SEA-U in charge for the format to be inserted into the case files of children availing various services at the department | |
| 1. Submitted ISO corrected information of Preschool process to Ms. Lakshmi Janardhanan | |
| 1. Drafted and submitted discharge letter for 3 malayalam children from Preschool and informed respective teachers | |

**Ms. P.V.Ramanakumari, Special Educator**

|  |
| --- |
| 1. Serving as in-charge LiBoToy since April 2011. |
| 1. Serving as mentor for new born screening (NBS) program for DHLS – Imphal centre. |
| 1. Serving as member of AIISH staff sports committee since October 2011. |
| 1. Serving as member of Edu-Tech Lab since April 2011. |

DEPARTMENTAL WORK

|  |  |
| --- | --- |
| 1. 09/07/2013 | Attended meeting with HOD and Ms. Shoba from e-Parampara regarding Edu-Tech lab software module development. |
| 1. 15/07/2013 | Collated and submitted the list of clients availing preschool services to department of clinical services. |
| 1. 19/07/2013 | Attended meeting with HOD regarding Edu-Tech lab. |
| 1. 23/07/2013 | Attended meeting with HOD, Ms. Shoba and Mr. Mahendra from e-Parampara regarding Edu-Tech lab software module development and future plan. |

PRESCHOOL

|  |  |
| --- | --- |
| 1. 01/07/2013 | Collected information from in-charge special educators regarding clients attending PPEP sessions as a part of monthly statistics. |
| 1. 02/07/2013 | Typed baseline assessment report of Sampige 2 groups |
| 1. 09/07/2013 | Attended meeting with cultural committee members of department of special education to discuss regarding preschool children program for annual day. |
| 1. 10/07/2013 | Selected children for dance drama for cultural programs for annual day celebrations. |
| 1. 10th – 31st July 2013 | Gave dance drama practice to 33 children for cultural programs for annual day celebrations. |
| 1. 24/07/2013 | Attended meeting with cultural committee members of department of special education to discuss regarding costumes for dance drama. |
| 1. 24/07/2013 | Administered school readiness test on Master Rudraksh. |

OTHERS

|  |  |
| --- | --- |
| 1. 08/07/2013 | Attended cultural committee meeting with Dr.  Jayashree Shanbal |
| 1. 12/07/2013 | Attended audition of students for cultural events for annual day celebrations. |
| 1. 25/07/2013 | In-charge of students practice |
| 1. 29/07/2013 | Attended meeting with Dr. Jayashree in connection with dance drama costumes for children. |

**Mr. Suresh.C.B, Special Educator**

|  |  |
| --- | --- |
| 1. 10/07/2013 | Attended of Transportation committee meeting with Mr. Freddy Antony pre-school in charge |

DEPARTMENTAL WORK

|  |  |
| --- | --- |
| 1. 09/07/2013 to 22/07/2013 | Attended meeting with HOD & Edu tech I/c and e-parambara team regarding Edu tech Lab |
| 1. Collected and submitted statistics for participation in Workshop) seminar/ Orientation by staff during the month of June | |
| 1. Served as team member of Edutech Lab | |
| 1. Served as Coordinator E3 Program planned for next presentation after Annual Day celebrations and NAAC Committee visit by Mr. Subramanya and Mr. Harish Kumar | |
| 1. Contacted Dr. Pailley , RIE with regard to Workshop related to Educational Technology Lab | |
| 1. Sent work order to Stores with regard to items to be condemned. | |
| 1. Served as I/c Equipments in the Dept. verified the trouble shooting of Equipments in the department | |

PRESCHOOL

|  |
| --- |
| 1. Conductedmonthly test for Chembarathi II Orange and Yellow I and Pineapple |
| 1. Conducted Monthly class Meetings for Chembarathi II ( 25/07/’13)and Orange (29/07/’13) Groups with Mrs. Prithi Nair ,Supervisor, SLP and Caregivers. |

**Ms. Sumana H.P, Special Educator**

DEPARTMENTAL WORK

|  |
| --- |
| 1. Supervised the CSS carrol construction work at the department. |
| 1. Dummy video shoots were taken up along with team members. |

PRESCHOOL

|  |  |
| --- | --- |
| 1. 18/07/2013 | Meeting with parents of halasu group |
| 1. Assessment of children of the groups handled by me. | |
| 1. In charge of VLU. | |
| 1. Member of CSS/IEP. | |
| 1. Member of SEA-U | |

**Ms. Kumudha.R, Special Educator**

DEPARTMENTAL WORK

|  |
| --- |
| 1. Monthly Meeting with Thazampo parents and Kamala II and Supervisor Dr. G. Malar regarding Monthly lesson plan and discussed children level |

PRESCHOOL

|  |
| --- |
| 1. Collected statistics for teaching learning materials and PPEP, CLTU |
| 1. In charge of PPEP. |
| 1. Team Member of CLTU. |
| 1. Conducted monthly test for Seebe group |

**Ms. Anjana K, Special Educator**

DEPARTMENTAL WORK

|  |
| --- |
| 1. Helped for dance dram of children for Annual Day |

PRESCHOOL

|  |  |
| --- | --- |
| 1. 20/07/2013 | Meeting with Ms. Laxmi .J along with caregivers of Yellow I group |
| 1. 30/07/2013 | Meeting with Ms. Prithi and Ms. Laxmi. J along with caregivers of Pineapple Group |
| 1. In charge of PIP sessions | |
| 1. Collected statistics for Parent infant program sessions | |
| 1. Assigned PIP sessions to teachers | |

**Ms. S.Vijayalakshmi, Special Educator**

DEPARTMENTAL WORK

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| --- |
| 1. Work order was placed regarding Pre-school Furnitures. |
| 1. Involved During “Staff Children Talent’s Day” material purchase. |

PRESCHOOL

|  |
| --- |
| 1. Stickers were sticked to Pre-school ok-play chairs |
| 1. Purchase of Plastic moulded chairs for pre-school was followed up with Mr.Shivaprakash |

**Ms. Leena C C, Special Educator**

DEPARTMENTAL WORK

|  |
| --- |
| 1. Monthly Meeting with Drakshi parents Supervisor Ms Vijetha regarding Monthly lesson plan and discussed children level . |
| 1. Monthly Meeting with Sevanthi-2 parents Supervisor Dr K.S. Prema regarding Monthly lesson plan and discussed children level . |
| 1. Meeting with Dr Yeshoda regarding aiish annul day decoration , Member in decoration committee. |

PRESCHOOL

|  |
| --- |
| 1. Collected information for Updating the contents of AIISH website. |
| 1. Member for PPEP. |
| 1. Conducted monthly test for Sampige II & Drakshi children . |

**Ms. M.S. Sreevidya, Special Educator**

|  |  |
| --- | --- |
| 1. 10/07/2013 | Attended orientation for invigilators- regarding MSc Entrance exam . |
| 1. 27/07/2013 | Attended work shop regarding Information& Communication Technology conducted by Dpt. Electronics AIISH seminar hall |
| 1. 12/07/2013 | Served as the invigilator for Msc Entrance exam (11.30 amto2.30pm). |

DEPARTMENTAL WORK

|  |
| --- |
| 1. Given statistics of Co-curricular activities. |
| 1. Typed Malayalam letters and words for making Teaching Learning Materials. |
| 1. Collected pictures and made new list of sensory materials with Ms. Laxme Janardanan |
| 1. Arranged Sensory room with Mr. Harish. |

PRESCHOOL

|  |  |
| --- | --- |
| 1. 15/07/2013 | Collected materials from LiBoToy for Sensory unit |

**Mr. Harish Kumar, Special Educator**

DEPARTMENTAL WORK

|  |  |
| --- | --- |
| 1. 22/07/2013 | Meeting with Dr.S.Venkatesan regarding ARF Project |
| 1. 23/07/2013 | Had meeting with HOD regarding workshop on ABA |
| 1. Worked for the Preschool admission and databse. | |
| 1. Worked for the ISO ( Database and Admission) | |
| 1. Given the orientation to B.ed (HI) student about the department services. | |
| 1. Meeting with HOD regarding ARF Project proposal. | |
| 1. Coordinated with Ms. Kadambari, Mr.Suresh and Ms.Sreevidya for ARF Proposal | |
| 1. Presented ARF proposal presentation on Co-ordinating in SEAU on Fridays | |
| 1. Arranged Sensory-Motor unit. | |
| 1. Co-ordinated for REBE of co-curricular. | |
| 1. Translated an official notice in Hindi. | |

PRESCHOOL

|  |
| --- |
| 1. Coordinated with Mr. Sandesh for preparing IDCards. |
| 1. In charge of Admission and Database. |
| 1. Team member of co-curricular |
| 1. Team Member of Equipment Incharge Team. |
| 1. Team Member of SEAU Unit. |

**Ms. Kalyani J, Special Educator**

DEPARTMENTAL WORK

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| --- |
| 1. Meeting with Ms. Yashodha reading Decoration of Gymkhana Auditorium and panchavati for Annual Day celebrations. |
| 1. Translated a Circular to Telugu from clinical services regarding II and III B.Sc clinical postings for speech therapy sessions in Pre School. |

PRESCHOOL

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| --- |
| 1. Conducted PBC- Flower and Blue III Class monthly Meeting with supervisor |
| 1. Conducted monthly test for Sebe group. |
| 1. Prepared power point for classroom teaching. |
| 1. PPEP (GEGCS) member. |

**Ms. Kadambari, Special Educator**

DEPARTMENTAL WORK

|  |  |
| --- | --- |
| 1. 08/07/2013 | Attended meeting with AIISH cultural committee regarding AIISH annual day |
| 1. 22/07/2013 | Meeting with Dr.S.Venkatesan regarding ARF Project |
| 1. 23/07/2013 | Attended ARF proposal presentation |
| 1. Attended Meeting with Dr.G.Malar regarding SEA-U postings on Thursdays | |
| 1. Team member for Parent Infant Program | |
| 1. Made changes in ISO documents for CCTP. | |
| 1. Coordinated with Mr.Sandesh and Ms.Swetha for monthly statistics | |
| 1. Incharge for caregivers computer training program | |
| 1. Meeting with HOD regarding ARF Project proposal. | |
| 1. Coordinated with Mr.Harish, Mr.Suresh and Ms.Sreevidya for ARF Proposal | |

PRESCHOOL

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| --- |
| 1. Coodinated along with cultural committee team for preschool dance. |
| 1. Coordinated with Mr.Harish regarding workshop |
| 1. Coordinated with Ms.Anita Baldev Raj for Staff dance for AIISH Annual Day. |
| 1. Refferred two cases as a part of SEA-U. |

**Ms. Shobha.B.N, Special Educator**

DEPARTMENTAL WORK

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| --- |
| 1. Monthly Meeting with Sampige I parents and Supervisor Dr. G. Malar regarding monthly lesson plan and discussed children level |
| 1. Meeting with HOD Prof. K.S.Prema madam regarding BSEd. CBCS pattern |

PRESCHOOL

|  |
| --- |
| 1. Collected statistics for teaching learning materials and CSS, IEP and DT sessions. |
| 1. In charge of CSS, IEP and DT sessions |
| 1. Assigned CSS, IEP and DT sessions to teachers |
| 1. In charge of prayer time table |
| 1. Conducted monthly test for Sampige I and Papaya groups |

**Ms. Latha.C, Special Educator**

DEPARTMENTAL WORK

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| --- |
| 1. Collected Statistics for flower and fruit groups. |

PRESCHOOL

|  |  |
| --- | --- |
| 1. 12/07/2013 | Attended cultural committee meeting along with cultural committee team |
| 1. 10/07/2013 to 24/07/2013 | Annual day dance practices of children in pre-school |
| 1. 26/07/2013 | Class Meeting with supervisor |
| 1. Class test was conductedfor Blue I, Sevanthi II, Sebhu & Malligae I. | |
| 1. In charge of PPEP MR group. | |
| 1. Team member of CSS | |
| 1. Member of SEA-Unit. | |
| 1. Annual day pre -school children dance practices in Gymkhana from 4 to 5.30 pm from 25 th till annual day. | |
| 1. Meeting with parents of preschool reading grouping of children preschool rules and regulations along with other special educators. | |

**Ms. Asha Suresh, Special Educator**

DEPARTMENTAL WORK

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| --- |
| 1. Monthly Meeting with Suryakanthi 1 & 11, Whire 1 parents and Supervisor Ms. Lakshmi Janardan. |
| 1. Meeting with Ms. Lakshmi Janardan regarding Malayalam groups. |

PRESCHOOL

|  |
| --- |
| 1. In charge of Malayalam PPEP( MR & Autism). |
| 1. In charge of Issued bonafide certificate. |
| 1. Collect monthly statistics for Children with Multiple disability. |
| 1. Conducted monthly test for Suryakanthi I & II, White I & II and Coconut groups. |
| 1. In charge of TLM, Issued & collected TLM for Staff |

**Ms. P.V.Manjula, Special Educator**

|  |
| --- |
| 1. Serving as member LiBoToy since April 2011. |
| 1. Serving as member of Edu-Tech Lab since April 2011. |
| 1. Serving as member of exhibition committee since April 2012. |

DEPARTMENTAL WORK

|  |  |
| --- | --- |
| 1. 01/07/2013 | Attended meeting with Dr. Malar SEA Unit in-charge in regard with making schedule of the team on Thursday. |
| 1. 09/07/2013 | Attended meeting with HOD and Ms. Shoba from e-Parampara regarding Edu-Tech lab software module development. |
| 1. 19/07/2013 | Attended meeting with HOD regarding Edu-Tech lab. |
| 1. 23/07/2013 | Attended meeting with HOD, Ms. Shoba and Mr. Mahendra from e-Parampara regarding Edu-Tech lab software module development and future plan. |

PRESCHOOL

|  |  |
| --- | --- |
| 1. 01/07/2013 | Collected information from in-charge special educators regarding clients availing preschool services as a part of monthly statistics. |
| 1. 16/07/2013 | Explained the model plan of Department of special education to Mr. builders from outside. |
| 1. 10/07/2013 | Prepared science questions sample module for e- Parampara. |

**Mr. Devraj.N.B, Special Educator**

PRESCHOOL

|  |  |
| --- | --- |
| 1. 26/07/2013 | Monthly Meeting with HOD regarding pre school Activities |
| 1. Prayer duty has done 16th July to 31st July. | |
| 1. Meeting with Ms.Yashodha regarding Annual day Decoration commmite | |
| 1. Team member of Video Library unit and CLTU | |
| 1. In charge of Exhibition. | |
| 1. Assessment of new children enrolled in Blue I group and other groups. | |

**Mr. Sharanaiah MM, Special Educator**

DEPARTMENTAL WORK

|  |  |
| --- | --- |
| 1. 08/07/2013 | Conducted parents meeting with Supervisor for Kamala-II Group recorded the minutes. |
| 1. 09/07/2013 | Attended meeting with Internal cultural committee along with Ms.Ramanakumari,Ms.Latha,Ms.Kadambari and Mr.Subramanya to discuss about song selection for annual day celebration |
| 1. 10/07/2013 | Prepared Minutes of meeting of Mavu group |
| 1. 11/07/2013 | Met HOD along with Dr.G Malar to discuss about to put wall hooks for all class rooms on 11th july-2013 |
| 1. 15/07/2013 | Done local purchase to brought wall hooks for the classrooms along with Mr.Subramanya KR. |
| 1. 29/07/2013 | Attended HOD madam supervisors meeting with Sughandharaja- II |
| 1. Made a list of summer camp games activities and submitted to the Ms.Sumana HP for framing co-curricular curriculum for indoor outdoor games. | |
| 1. Assisted with caregivers in preparing TLM handmade materials | |
| 1. In charge of office stationary materials and disturbed the materials to the staff. | |

PRESCHOOL

|  |  |
| --- | --- |
| 1. 15/07/2013 to 31/07/2013 | Done prayer duty |
| 1. Assessment of children enrolled in Sugandharaja-II group. | |
| 1. Assessment of children enrolled in Kamala-II group. | |
| 1. Team member of CLTU unit | |
| 1. Member of Exhibition committee.. | |

**Mr. Rajkumar R, Special Educator**

DEPARTMENTAL WORK

|  |  |
| --- | --- |
| 1. 15/07/2013 | Conducted parents meeting with Supervisor for Mavu Group and recorded the minutes |
| 1. 17/07/2013 | Prepared Minutes of meeting of Mavu group |
| 1. 20/07/2013 | Worked for the mainstream School Adoption for ISO |
| 1. 29/07/2013 | Attended HOD madam supervisors meeting with Sughandharaja |
| 1. Assisted with caregivers in preparing TLM handmade materials | |
| 1. Issue and collection of TLMS on Mondays, Wednesdays and Fridays. | |

PRESCHOOL

|  |
| --- |
| 1. Assessment of children enrolled in Mavu group. |
| 1. In charge of Mainstream school adoption team. |
| 1. Team member of TLM unit. |
| 1. Team Member of SEAU Unit |
| 1. Collected statistics from Preschool graduated children |
| 1. Visited Adopted mainstream schools for dates for orientation programs and collected school profile. |
| 1. Dance practice for staff group dance for Institute day daily from 12:00 pm to 1 PM |

**Ms. Asha S A, Special Educator**

DEPARTMENTAL WORK

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| --- |
| 1. Worked for the replacing display |
| 1. Involved in Web site update work with the team was submitted on 23 rd July |

PRESCHOOL

|  |  |
| --- | --- |
| 1. 17/07/2013 | Attended Kamala II class meeting with Supervisor |
| 1. 23/07/2013 | Conducted Class meeting Of Sapota & Malligae II |
| 1. 26/07/2013 | Attended Sugandharaja II Class meeting with the supervisor |
| 1. In charge of Preschool Progress Meeting ( update & maintain the reg). | |
| 1. Meeting with Ms.Vijetha regarding Preschool Progress Meeting. | |
| 1. Work done on curriculum adaption for visual arts &crafts (Printing & clay work) | |
| 1. Involved in Institute Annual day staff cultural activity. | |

**Mr. Subbramanya.K.R, Special Educator**

|  |  |
| --- | --- |
| 1. 09/07/2013 | Attended meeting with Internal cultural committee along with Ms.Ramanakumari,Ms.Latha,Ms.Kadambari and Mr.Sharanaiah, to discuss about song selection for annual day celebration. |
| 1. 12/07/2013 | Attended cultural committee meeting along with cultural committee team on |
| 1. 15/07/2013 | Done local purchase to brought wall hooks for the classrooms along with Mr.Sharanaian |
| 1. In charge of Preschool Progress Meeting. | |
| 1. Team member of website content uploading | |
| 1. Annual day pre -school children dance practices in Gymkhana from 4 to 5.30 pm from 25 th till annual day | |
| 1. Attended wall paint meeting on july month | |
| 1. Team member of VLU unit. | |
| 1. Team Member of Preschool Database Unit. | |

**Ms. Lakshmi, Special Educator**

|  |
| --- |
| 1. Meeting with parents of White II and Chembarathi I along with the respective supervisors to discuss the class activities and the performance level of students in each group. |
| 1. Meeting with VLU team to discuss the ongoing activities and supported the team with video recording. |

**Ms. Leelarani, Special Educator**

|  |  |
| --- | --- |
| 1. 25/07/2013 | As a language and Story Rhymes teacher attended the parent supervisor meeting of the PBC Flower and Mallige2 and Sapota groups |
| 1. Involved and worked in preparation of School cleanliness documentary with assigned team | |
| 1. Involved in exterior wall painting work with assigned team. | |
| 1. As a Class Teacher arranged and attended group parent-supervisor meetings for Kamala 1 with the supervisor Dr.G.Malar on 17th July and Papaya with the supervisor Ms.P.Vijetha on 27th July 2013. | |
| 1. Participate and practice the Bangra Dance for Institute Annual Day Celebration on 9th August 2013 with special educators. | |

**Ms. Laxme Janardhanan, Audiologist Gr. I**

|  |
| --- |
| 1. Carried out documentation of information for ISO |
| 1. Attended parents teachers meeting for the supervising groups |
| 1. Supervision of I, II and III BSc (Speech and Hearing) students |
| 1. Orientations for I BSc (Speech and Hearing) student |

**Mr. Gururaj, Resource Coordinator**

|  |  |
| --- | --- |
| 1. 10.07.2013 | Meeting with Ms.Manjula (Audiology) regarding M.Sc Examination duty issues |
| 1. 12/07/2013 | Served as the invigilator for M.Sc Entrance exam (11.30 amto2.30pm). |
| 1. 15/07/2013 | B.S.Ed students were taken in and around the Institution as part of orientation programme. |
| 1. In charge of Department Library | |
| 1. Team member of Mainstream school adoption team | |
| 1. Team Member of Video Library. | |
| 1. Collected documents relating to Special Children SSLC toppers and sent to Dr. S.Girija, Director, Foundation for Art and culture for Deaf. | |
| 1. Prepared documentary film title “Cleanliness is the key to good” by the team members Mr. Sandesh and Mrs. Leelarani | |
| 1. Involved in exterior wall painting work with assigned team. | |
| 1. Dance practice for staff group dance for Institute day daily from 12:00 pm to 1 PM | |
| 1. Update the current information about the department in the website. | |
| 1. Visited Adopted mainstream schools for dates for orientation programs and collected school profile.  * Manasagangothri Primary schools * Hemavathi School * Gangothri convent | |

**Ms.Swetha.S, Administrative Assistant**

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| --- |
| 1. Incharge of Office Maintenance |
| 1. Incharge of Documents: Files, Papers-issue, Reports, Indents, Receipts, Correspondence, Communication, E-mail/Phone etc., |
| 1. Preparation of Monthly Report & Annual Report |
| 1. Maintenance of Leave Statement of all staff |

**Mr. Sandesh, Clerk cum Typist**

|  |
| --- |
| 1. Done documentary film in pinnacle “ Daily Toilet Hygiene Habits for Children with Communication Disorders in School” along with Mr.Gururaj and Mrs.Leelarani |
| 1. Team member of caregiver’s computer training program. |
| 1. Team member of equipments In-charge team |
| 1. I checked equipment and sent work orders on every Friday. |

1. Invited Talks:NIL
2. Curriculum Development: NIL
3. Development of Materials to support Learning:

**Dr. G. Malar, Reader in Special Education**

|  |
| --- |
| 1. Developing Trainers’ Manual for Visual Arts as part of Co-curricular Training at AIISH Preschool |
| 1. Developing materials for training in mathematics at primary school level (in CREDM) |
| 1. Development of materials for training in attention and concentration skills in children with communication disorders (in CREDM) |

1. Service in Academic bodies of other Organizations:

**Dr. G. Malar, Reader in Special Education**

|  |
| --- |
| Member of BoS – Special Education, Karnataka State Open University |

1. Membership in Professional Organizations/Associations

**Dr. K.S.Prema, HOD, Special Education**

1. Member of International Reading Association, USA
2. Life member of Dravidian Linguistic Association
3. Life member of Indian Speech and Hearing Association
4. Life Member of All India Association for Educational Research
5. Member of Rehabilitation Council of India
6. Editorial Board Member of IJOAL and LF Journals
7. Member of ‘Fulbright State Alumni Association’
8. Member of ‘Women in Science’.
9. Member of BOS (Ed)-PG, UOM
10. Member of Editorial Committee, Journal of Research in Innovative Teaching, National University Journal, USA

**Dr. G. Malar, Reader in Special Education**

1. Associate Member of ISHA

**Ms. Prithi Venkatesh, Lecturer in Special Education**

1. Member of Rehabilitation Council of India (RCI No:A05636)
2. Member of National Council of Educators of the Deaf
3. Member in Neo-natal screening programme for Cuttack Centre
4. Member of Journal of Disability management and Special Education

**Ms. Palnaty Vijetha, Lecturer in Special Education**

1. Member of Rehabilitation Council of India (RCI) –A06749.
2. Member of Administrative college of India (ASCI)

**Ms. Shobha Odunavar, Lecturer in Special Education**

* 1. Member of Rehabilitation Council of India.
  2. Life Member of National Council of Educators of the Deaf.
  3. Life member of All India Association of Educational Research.

1. Participation in Committees/Taskforce and Panels setup by other organizations/agencies: NIL
2. Any Other(Please Specify)

**Ms. Prithi Venkatesh, Lecturer in Special Education**

Member in the Assessment team of teacher training institute: Rehabilitation Council of India.

* + 1. RESEARCH ACTIVITIES

1. Research Projects
2. Completed Research Projects

|  |  |
| --- | --- |
| Title | In-House Research on ‘Efficacy of Caregiver Empowerment Measures at AIISH Preschool’ |
| Objectives | Impact study of the caregiver empowerment measures like ‘Parent Enrichment/Orientation Programme’ and ‘Classroom-based Parent Teaching’ in capacitating parents for improving their knowledge and skills as well as their influence on the learning of their children with communication disorders. |
| Investigators | PI – Dr. Vijayalakshmi Basavaraj (late), CIs: Dr. G. Malar, S. Vijalakshmi, Asha Suresh E. G., P. V. Manjula, P. V. Ramanakumari, Rajani Soni, B. N. Shobha & Latha C. |
| Funding Source & Grant Amount | NIL |

1. New Research Projects(Initiated during 2012):

Manual on adapted sensory motor exercises for children with Intellectual Disabilities

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title of the Project** | **Duration** | **PI / Co-I** | **Total Grant** | **Status** |
| Manual on adapted sensory motor exercises for children with Intellectual Disabilities | 1yr | Harish Kumar,  Kadambari.N  Siddesh M.S  Suresh C.B  Sreevidya M.S |  | Proposed |

**Dr. G. Malar, Reader in Special Education**

* 1. Presented proposal for ARF Project titled ‘Development of Grade Level Assessment Test for Primary Level: Applicable for Children with Communication Disorders’ on 23.07.2013

1. Ongoing Research Projects

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Name of the project | Funded by | Amount sanctioned | Principal Investigator / Co-investigator | | Status of the project |
| Principal investigator | Co-investigator |  |
| 01 | Attitudes of In-service Educators towards Inclusive Education | AIISH | 2,18,000/- | Ms.P. Vijetha | Ms. Prithi venkatesh | Ongoing  Commenced from 07/12/2012   * Pre-data in five integrated schools over. * Pre-data collection in 5 non-integrated school ongoing. * Collected pre-data from 30 teachers (in-service) from the selected integrated schools * Conducted one round of meeting for knowing the progress of the project * Submitted orientation materials and power point presentation * Had discussion with research officer regarding material preparation and orientation * Literature being reviewed |

1. Doctoral and Post Doctoral Programs
2. Degree Awarded-NA
3. Thesis Submitted-NA
4. Under Progress
   1. Ms. Prithi venkatesh
   2. Ms. Palnaty Vijetha
   3. Ms. Shobha Odunavar
   4. Ms. B. N. Shobha
   5. Ms. S. Vijayalakshmi
   6. Ms. Leena C. C.
   7. Ms. Kadambari C.
   8. Mr. Harishkumar have enrolled at University of Mysore and
   9. Ms. Kalyani Janwadkar atVivekananda University, Coimbatore.
5. Research Papers presented at National/International Conferences/Seminars(in APA format)

**Ms.Vijetha.P, Lecturer in Special Education**

* + - * 1. On 19.07.2013, Research paper titled *“Creative thinking of children with and without hearing abilities”* has been submitted to be published in Journal of Community Guidance and Research.
        2. On 24.07.2013, Research paper titled *“Inclusive Education: Strategy for modification of attitudes of Pre-service educators”* has been re-submitted to be published in Journal of Disability Management and Special Education.

1. Research Papers Published(in APA format)-NIL

Papers published in Conference/Seminar Proceedings-NIL

Research Papers in press-NIL

1. Books published(in APA format)
2. Book chapters published(in APA format)-NIL
3. Books in press

**Dr. G.Malar, Reader in Special Education**

Malar, G. (2013). Training in Attention and Concentration Skills for Children with Communication Disorders’ Mysore: AIISH.

1. Books/Manuals/Seminar Proceedings edited

|  |  |
| --- | --- |
| Name, Designation, Department of Faculty |  |
| Title of the Book /Conference Proceedings |  |
| Publisher and Place |  |

1. Journal Editorship:

Member of Editorial Committee, Journal of Research in Innovative Teaching, National University Journal, USA

1. Scholarly Reviewing Activities
2. Reviewer for Scholarly Journals

**Dr. G. Malar, Reader in Special Education**

Reviewed manuscript titled ‘Parental Care about Upbringing, Capacity Development and Rehabilitation of Mentally Challenged Children (Ref. No. 224-833-2-rv) for Disability, CBR and Inclusive Development Journal.

1. Reviewer for Scholarly Conference papers
2. Reviewer for Research Projects
3. Scholarly Reviewing Activities
4. Reviewer for Scholarly Journals
5. Reviewer for Scholarly Conference papers
6. Reviewer for Research Projects

CLINICAL / SPECIAL EDUCATIONAL SERVICES

1. General Clinical Services
2. Speech and Language Assessment
3. Speech and Language Rehabilitation
4. Hearing Evaluation
5. Hearing Aid Trial
6. Hearing Aid Dispensing
7. Psychological Evaluation
8. Counseling and Guidance
9. Ear Moulds
10. Hearing Aid Issue and Electro-Acoustic Evaluation(ADIP Scheme, Ministry of Social Justice)
11. AIISH Hearing Aid Dispensing Scheme
12. Specialized Clinical Services
13. Augmentative and Alternative Communication Unit
14. Autism Spectrum Disorder Unit
15. Fluency Unit
16. Learning Disability Clinic
17. Listening Training Unit
18. Neuromotor Speech Disorder Unit
19. Pre-School Training and Special Education

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Nature of Service | No. of | | Sessions | Special Observations |
| Groups | Clients |
| 1. Services to children below 2 ½ years of age | | | | | |
| 1. | Parent Infant Programme – organised for very young children (below 1 year of age) with communication disorders through individual sessions | Kannada | 06 | 32 | PD for all children receiving services during the month was DSL with HL. And they were in the age range of 1year to 2 years of age. |
| Malayalam | 19 | 98 |
| Hindi | 01 | 03 |
| Telugu | 02 | 12 |
| **Total** | **28** | **145** |

**Number of Children attending for Parent Infant Program for month of July 2013**

**Number of Sessions for Parent Infant Program for month of July 2013**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Nature of Service | No. of | | Sessions | Special Observations |
| Groups | Clients |
| II.Services to Preschool-aged (2 ½ years to 6 years) children | | | | | |
| 2. | Preschool Parent  Empowerment Programme – organised for children 2 ½ years and above awaiting admission to preschool | Kannada Flower & Colour (MR & Autism) | 20 | 14 | Training is carried out 1 session every day by caregivers under the supervision of special educators. |
| Kannada Fruit (HL) | 36 | 15 |
| Malayalam Flower & Colour (MR & Autism) | 16 | 16 |
| Malayalam Fruit (HL) | 08 | 16 |
| English All | - | - |
| Hindi All | - | - |
| Telugu | 3 | 19 |
|  |  | **Total** | **83** | **80** |  |

**Preschool Parent Empowerment Programme**

**Number of children with special needs attending PPEP for the month of July 2013**

**Malayalam**

**Number of sessions for PPEP for month of July 2013**

**Malayalam**

**Malayalam**

**Malayalam**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Nature of Service | No. of | | Sessions | Special Observations |
| Groups | Clients |
| 1. Services to Preschool-aged (2 ½ years to 6 years) children | | | | | |
| 3 | Preschool Training for Children with Communication Disorders | Colour (Autism) - 08 | 44 | 4048 | 4 hrs of daily training, including 4 curricular & 1 co-curricular skills (of 45 min each). |
| Flower (MR) - 17 | 83 | 7636 |
| Fruit (HL) - 13 | 96 | 8832 |
| Tamil(mixed) - 01 | 6 | 552 |
| **TOTAL - 39** | **229** | **21068** |

**Preschool Training for Children with Communication Disorders**

**Number of Children with Special Needs attending Preschool for the month of July 2013**

**Number of Sessions in Preschool for the month of July 2013**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Nature of Service | No. of | | | Sessions | Special Observations |
| Groups | | Clients |
| 1. Services to school-aged children | | | | | | |
| 1. | Placement Guidance Evaluation – for School-aged children  **SEA-U/Educational Assessment:**  Screening & referral | |  | 50 | 50 | Following assessment of academic skills guidance is provided regarding nature and level of educational placement for children. |
| Assessment | |  | 2 | 10 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Nature of Service | No. of | | | Sessions | Special Observations |
| Groups | | Clients |
| 1. Services to school-aged children | | | | | | |
| 2. | Speech Language and Listening Therapy | | Speech Language Therapy | 116 | 308 | One hour of daily Speech & Language Therapy and twice a week Listening Therapy |
| Listening Therapy | 85 | 100 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Nature of Service | No. of | | | | Sessions | Special Observations |
| Groups | | Clients | |
| III.Services to school-aged children | | | | | | | |
| 3. | individualised Education Plan / Curricular Support Services – for School-aged children (in pairs or individually)   1. Curricular Support Services (CSS) | | Kannada |  | **37** | 194 | Supports provided in curricular areas like maths, science & socials for children with communication disorders attending / preparing to get admitted to school (esp., mainstream). |
| Malayalam | 12 | 52 |
| Hindi | 04 | 14 |
| English | 02 | 06 |
| Telugu | 01 | 06 |
| **Total** | **56** | **272** |
| CSS |  | **47** | 240 |
| 1. Individualized Education Plan | | IEP | 06 | | 25 |
| 1. Demonstration Therapy | | DT | 03 | | 07 |

**Number of Children for Curricular Support services for month of July 2013**

**Number of Sessions for Curricular Support services for month of July 2013**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Nature of Service | No. of | | | Sessions | Special Observations |
| Groups | | Clients |
| III.Services to school-aged children | | | | | | |
| 1 | **Children with Multiple Special Needs – receiving services at preschool:** | | HL with MR | 06 | | Provided for caregivers of children with communication disorders |
| HL with AUTISM | 01 | |
| HL with CP | 01 | |
| MR with AUTISM | 35 | |
| MR with CP | 28 | |
| MR with VI | 00 | |
| Others | 18 | |
| **Total** | **89** | |
| 2 | Bonafide | |  | 2 | | Certificates issued |

**Number of children with Multiple Disabilities in Preschool for month of July 2013**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Nature of Service | No. of | | | Sessions | Special Observations |
| Groups | | Clients |
| III.Services to school-aged children | | | | | | |
| 1 | Counselling & Guidance | | All Services | 272 | 405 | Provided for caregivers of children with communication disorders |
| 2 | Co-Curricular Sessions | | All Services | 217 | 22 | Physical Exercises/Yoga, Music & dance/Arts & Craft Work/Games & Play Activities/Drill Exercises |

1. Professional Voice Care Unit
2. U-SOFA
3. Vertigo Clinic
4. Voice Clinic
5. Any other(Please Specify)
6. Clinical Support Services to Patients and Family
7. Details of Certificates Issued:

Bonafide certificates are issued to preschool children enrolled in the department to avail concessions and other benefits. Total no. of certificates issued during the report year is ..........

1. Financial Aid
2. Legal advice
3. Any other(Please Specify):

Parents and caregivers of CWSN are provided with basic literacy skills (for those who are illiterate and semiliterate) and computer literacy skills (for those who are literate) with the objective of empowering them to train their wards. Two programs – Caregivers’ Computer Training Program (CCTP) and caregivers’ Literacy Training Unit (CLTU) are initiated for the purpose.

* Computer Training for Caregivers:

|  |  |  |
| --- | --- | --- |
| No. of Parent Beneficiaries | Sessions | Content of Training |
| 35 Parents | 110 Sessions | Introduction to Computers, Drawing pictures in Paint, Keyboard typing in Ms-Word, Slide shows in PowerPoint |

**Number of Parents for Computer Training for Caregivers for month of July 2013**

**Number of Sessions for Computer Training for Caregivers for month of July 2013**

1. Clinical Electronic Services
2. Electro-Acoustic Evaluation
3. Hearing Aid Dispensing
4. Repair of Hearing Aids
5. EXTENSION ACTIVITIES
6. Rehabilitation and Education through Distance Mode
7. Prevention of Communication Disorders
8. Communication Disorders Screening Camps
9. Orientation Programs:

Teachers of regular (mainstream) schools are being oriented periodically on identification of CWSN in classroom, evaluation and assessment, curricular adaptation and management, and educational welfare measures for CWSN. This program is also geared towards developing positive attitude in teachers towards CWSN. This is taken-up as in-house project in the department in view of Institute-School partnership with permission from the educational authorities.

1. Public Lecture Series
2. TECHNOLOGICAL CONSULTANCY SERVICES-NIL
3. CENTRAL FACILITIES
   * + 1. Library and Information Services

LiBoToy: Number of member enrolled –NIL

* Issues and renewal of materials are carried on Wednesday, Thursday and Friday afternoon 12.15 to 1.30 & evening 4.45 to 6.00.
* Total Number of issue and renewal hours were approx. 36 hours per month.

LiBoToy (Library of Books and Toys worth around Rs. 3,00,000) for Children with Special Needs and their caregivers – coordinated by Ms. P. V. Manjula & Ms. P. V. Ramanakumari.

* + 1. Public Information Activities
       1. Major Events of the Year with a brief account

Children’s Day

Independence Day

Republic Day

New Year

* + - 1. Press Releases and Media Coverage
      2. Institute Publications

1. Material Development

|  |  |  |  |
| --- | --- | --- | --- |
| Sl.  No. | Nature of Teaching-Learning Materials | Skill | Number |
| 1. | Flash cards | For all skill areas | 610 |
| 2. | Work Cards | For all skill areas | 391 |
| 3. | Charts | For all skill areas | 07 |
| 4. | PPT | For all skill areas | 39 |
| 5. | Models | For all skill areas | 19 |
| 6. | Sentence strips | For all skill areas | 498 |
| 7. | Others | For all skill areas | 26 |

* + 1. AWARDS AND HONORS RECEIVED BY FACULTY AND STAFF

1. EXTRA CURRICULAR ACTIVITIES
   * + - 1. AIISH Gymkhana
         2. NSS
         3. Others

* Documentary film titled “Cleanliness is the key to good” regarding toilet awareness for parents was carried out and directed by Dr. K.S.Prema
* Proposal to put pictures on wall for painting
* Staff name board and layout board has been indented
* Departmental activity wall posters are placed in the corridor

IX. MAJOR EVENTS OF THE YEAR

X. EMINENT VISITORS

XI. ANY OTHER

1. Official Language Implementation:

* One word a day in Hindi
* 20 Hindi Clients were delivered Special Educational services

1. Civil work:

Renovation of:

* Construction of : Listening Lab & Academic Communication Lab

**ALL INDIA INSTITUTE OF SPEECH & HEARING: MYSORE – 570 006**

**DEPARTMENT OF SPECIAL EDUCATION**

**Monthly Report for the month of August 2013**

1. **ACADEMIC ACTIVITIES**
2. **Short-term Training Programs: NIL**
3. **Orientation Programs:**

No.1

|  |  |
| --- | --- |
| Name/Topic of the Program | Preschool Training for Children with Communication Disorders |
| Coordinator | Mr. Gururaj.D, Resource Coordinator, Department of Special Education, Mr.RajKumar Department of Special Education |
| Objectives | Developing awareness on preschools education for Children With Special Needs |
| Organized Department/Section/Unit | Prof. K.S.Prema, HOD, Special Education |
| Targeted Audience | Diploma in Guidance & Counseling students, RIE, Mysore |
| Number of Participants | 23 Teachers |
| Date | 23.08.2013 |

No.2

|  |  |
| --- | --- |
| Name/Topic of the Program | Orientation to services in Department of Special Education |
| Coordinator | Mr. Gururaj.D, Resource Coordinator, Department of Special Education |
| Objectives | Developing awareness on preschools education for Children With Special Needs in inclusive school teachers |
| Organized Department/Section/Unit | Prof. K.S.Prema, HOD, Special Education |
| Targeted Audience | Participants of workshop held from DST-CSI-Ed.NSI Project |
| Number of Participants | 23 Teachers |
| Date | 26.08.2013 |

No-3

|  |  |
| --- | --- |
| Name/Topic of the Program | Orientation to services in Department of Special Education |
| Coordinator | Mr. Gururaj.D, Resource Coordinator, Department of Special Education |
| Objectives | Developing awareness on preschools education for Children With Special Needs in inclusive school teachers |
| Organized Department/Section/Unit | Prof. K.S.Prema, HOD, Special Education |
| Targeted Audience | Participants of workshop held from DST-CSI-Ed.NSI Project |
| Number of Participants | 22 Teachers |
| Date | 29.08.2013 |

No-4

***Orientation Programmes for Mainstream Schools Teachers from 8th to 30th August 2013:***

|  |  |  |  |
| --- | --- | --- | --- |
| ***Sl.No*** | ***Date*** | ***Educational Institution*** | ***Staff Accompanying*** |
| 1 | 08.08.2013 | Gangothri Convent  Gangothri Layout  Mysore | Mr.Harish Kumar  Ms.Sri Vidya Mr.Gururaj.D |
| 2 | 19.08.2013 | Jnana Keerthi School Convent  Janatha nagar  Mysore | Ms.Lakshmi  Ms. Leela rani  Mr.Gururaj.D |
| 3 | 19.08.2013 | Shaneshwara swami Vidya samsthe School  Janatha Nagar  Mysore | Ms.Lakshmi  Ms. Leela rani  Mr.Gururaj.D |
| 4 | 27.08.2013 | Bharatha sevadala schools primary & Secondary school  Gangothri Layout  Mysore | Ms.Manjula  Mr. Subramanya  Mr.Gururaj.D |
| 5 | 29.08.2013 | Govt. Primary school  Tonachchi Koppal School  Mysore | Ms.Sumana  MS. Asha S.A  Mr.Gururaj.D |
| 6 | 30.08.2013 | Jai Bharath Matha High School  Janathanagar  Mysore | MS. Asha Suresh Ms.Anjana  Mr.Gururaj.D |

1. **Clinical/Special Educational services- Observation Posting of Students from other Institutes:**

|  |  |
| --- | --- |
| Name/Topic of the Program | Preschool Training for Children with Communication Disorders |
| Coordinator | Mr. Gururaj.D, Resource Coordinator, Department of Special Education |
| Objectives | Developing awareness on preschools education for Children With Special Needs |
| Organized Department/Section/Unit | Prof. K.S.Prema, HOD, Special Education |
| Targeted Audience | PG, ENT, Department of ENT, KIMS, Hubli |
| Number of Participants | 3 students |
| Date | 22.08.2013 |

1. **Seminars/Conferences/Workshops: NIL**

**In-house Programs:**

1. E3 : Empowering Educators in Education: NIL
2. Staff Enrichment Programs (SEP’s):

|  |  |
| --- | --- |
| Theme/Topic | Video-Library |
| Coordinator | Mr.Rajkumar |
| Objectives | Deveoloping Video clips for Teaching CWSN |
| Organized by Department/Section/Unit | The Department of Special Education |
| Targeted Audience | Staff of the Dept. Spl.Education |
| Number of Participants |  |
| Date | 30.08.2013 |

1. Parent Enrichment Programs (PEP’s): NIL

**Attended Seminars/Workshops:**

**Dr. G.Malar, Reader in Special Education**

**No.1**

|  |  |
| --- | --- |
| Theme/Topic | Intellectual Property Rights |
| Coordinator | Prof. Ajish K. Abraham |
| Objectives | To provide practical information application of intellectual property rights in the fields of disability rehabilitation & academia |
| Organized by Department/Section/Unit | Technology Development & Intellectual Property Rights Advisory Board |
| Date | 24.08.2013 |

**Ms. Prithi Venkatesh, Lecturer in Special Education**

|  |  |
| --- | --- |
| Theme/Topic | Intellectual Property Rights |
| Coordinator | Dr.Ajish Abraham and Team |
| Objectives | To provide information on patenting and intellectual property rights |
| Organized by Department/Section/Unit | Technology Cell and IPR |
| Date | 24.08.2013 |

**Ms. Vijetha.P, Lecturer in Special Education**

|  |  |
| --- | --- |
| Theme/Topic | Intellectual Property Rights |
| Coordinator | Dr.Ajish Abraham and Team |
| Objectives | To provide information on patenting and intellectual property rights |
| Organized by Department/Section/Unit | Technology Cell and IPR |
| Date | 24.08.2013 |

**Ms. Laxme Janardhanan, Audiologist Gr. I**

|  |  |
| --- | --- |
| Theme/Topic | Intellectual Property Rights |
| Coordinator | Dr.Ajish Abraham and Team |
| Objectives | To provide information on patenting and intellectual property rights |
| Organized by Department/Section/Unit | Technology Cell and IPR |
| Date | 24.08.2013 |

**Ms. Kadambari, Special Educator**

|  |  |
| --- | --- |
| 28.08.2013 | Webinar on Addressing Challenging Behaviours organized by The Autism Network |

**Mr.Sharanaiah MM, Special Educator**

|  |  |
| --- | --- |
| 31.08.2013 | Attended monthly public lecture series program in AIISH seminar hall on “Stuttering” |

**Mr. Subbramanya, Special Educator**

|  |  |
| --- | --- |
| Theme/Topic | Intellectual Property Rights |
| Coordinator | Dr.Ajish Abraham and Team |
| Objectives | To provide information on patenting and intellectual property rights |
| Organized by Department/Section/Unit | Technology Cell and IPR |
| Date | 24.08.2013 |

Presented Seminars/Workshops: NIL

1. **Guest Lectures- NIL**
2. **Additional Academic Services rendered by the Faculty and Staff**

**Prof. K. S.Prema, Prof. in Language Pathology & HOD – Special Education**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Supervision and Guidance to Preschool Special Educators  |  |  |  |  | | --- | --- | --- | --- | | **Sl.No.** | **Course Level** | **No. of students trained** | **No. of**  **Hours** | | 1. | Level III (MR)-3 groups | 8/group | One/week | | 2. | Level III (MR)-3 groups | 8/group | One/week | | |
| 1. 30.08.2013 | Participated in Staff Enrichment Program at Sept. of Special Education to receive input on video shots edited for Video Library Unit. |
| 1. Coordinated for teh preparation of Video on toilet skill training for health and hygiene developed in Dept. of Special Education for educating caregivers of CWSN | |
| 1. Proposal of ‘Summer School and Teacher Mentor’ discussed with staff of the Dept. of Spl. Ed and is under preparation | |

**Dr. G.Malar, Reader in Special Education**

|  |
| --- |
| * + CBCS Co-ordinator for B.S.Ed.(HI) and M.S.Ed.(HI)     - Submission of B.S.Ed.(HI) students’ registration forms at Academics after seeking endorsement of the Director     - Submitted circular for C1 & C2, minutes of faculty meeting with HoD, report of orientation programme for students with regards to B.S.Ed.(HI) students to Director     - Facilitation of M.S.Ed.(HI) students to fill in registration forms for different courses     - Meeting with HoD & M.S.Ed.(HI) faculty – to arrive at consensus of dates & formats of evaluation for C1 & C2     - Assisted Academic Section in framing of time table for M.S.Ed.(HI)     - Drafting of circulars regarding C1 and C2 for theory as well as dissertation to be endorsed by Director     - Informal orientation of M.S.Ed.(HI) students on CBCS & CAGP     - Assisted HoD in revision of regulations of M.S.Ed.(HI) syllabus as per recent revisions of UoM CBCS regulations dated April’13 |
| * + Provided BE for SEA-U |
| * + Consultation for BE for EduTechLab |
| * + M.S.Ed-4 hrs/wk, B.S.Ed-8 hrs/wk & DHLS-2 hrs/wk |

PRESCHOOL

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| --- |
| In-charge of SEA-U |
| In-charge of EduTechLab |
| In-charge of Research & Database Unit |

**Ms. Prithi Venkatesh, Lecturer in Special Education**

ACADEMICS

|  |  |
| --- | --- |
| 1. B.S.Ed (HI) | Teaching three courses (Papers)   * HC.1: Philosophical and Sociological Foundations of Education: 14 (Number of Classes taken) * SC3: Methodology of Teaching Chemistry:11 (Number of Classes taken) * SC 4: Methodology of Teaching Biology:11 (Number of Classes taken) |
| 1. DHLS | Teaching paper VI:   * Education for Children with Special Needs:7 (Number of classes taken) |
| 1. DTYDHH | Teaching paper I   * Education of Young Children –(Deaf and Hard of Hearing )-Birth to 3 years and 3 to 6 years:14 ( Number of classes taken) |
| 1. Coordinated B.S.Ed (HI) Practical work. In this regards the following work was carried out:    1. Contacted schools for observation schedule    2. Drafted and sent letters to concerned schools    3. Prepared practical schedule for B.S.Ed (HI)    4. Oriented the teacher supervisors about the nature of work that they have to do.    5. Indented for vehicle    6. Ensuring smooth functioning of practical work. | |
| 1. Coordinated M.S.Ed (HI) practical work    1. Oriented the M.S.Ed (HI) students about their practical work    2. Coordinated activities with other faculties of the department | |
| 1. Serving as B.S.Ed (HI) and M.S.Ed (HI) mentor. | |
| 1. Conducted meetings with B.S.Ed (HI) and M.S.Ed (HI) trainees | |
| 1. Prepared minutes of the meeting | |
| 1. Prepared theory and practical attendance | |
| 1. Prepared staff attendance | |

DEPARTMENTAL WORK

|  |  |
| --- | --- |
| 1. 30.08.2013 | Attended SEP about Video Library |
| 1. 22.08.2013 | Attended meeting with pre-school malayalma group (Chembarathi I and II, Pineapple and Coconut, Ambal and Orange) |
| 1. Attended four rounds of meeting with Mr.Bharath regarding ISO work clarifications and updated the progress of the work | |
| 1. Coordinated with Libotoy in-charge, TLM in-charge, Equipment in-charge and Library in-charge for submission of list related to ISO work | |
| 1. Cordinated compilation of workshop files from the concerned organizers and submitted to maám | |
| 1. Coordinated activities with Mr.Gururaj for preparation of list of resource persons. | |
| 1. Prepared and submitted list of experts in the field of Special Education | |
| 1. Workshop Coordinator | |
| 1. In charge for University related work of B.S.Ed and M.S.Ed (HI) | |
| 1. Member in Parent-Infant Programme Unit | |
| 1. Member in Video Library Unit | |
| 1. Incharge of SEA-U on Tuesday | |

OTHERS

|  |
| --- |
| * + - 1. Served as a member secretary for Annual Day Celebration on 9th August. In this connection the following work was carried out:   1. Organized and attended two rounds of meetings with chairperson and members for discussion about arrangements   2. Carried out decoration work along with members on 8.09.2013   3. Settlement of suppliers advance bill |

**Ms. Vijetha P, Lecturer in Special Education**

ACADEMICS

|  |  |
| --- | --- |
| 1. DTY(DHH) | 4 hrs/wk |
| 1. B.S.Ed.(HI) | 10 hrs/wk |
| 1. M.S.Ed(HI) | 8 hrs/wk |
| 1. B.S.Ed(HI) Supervision – two weeks postings in Preschool | |
| 1. M.S.Ed(HI) Supervision – 12 hours | |
| 1. Co-ordinated with Ms. Leena for Model teaching in social studies | |
| 1. Serving as DTYDHH mentor | |
| 1. Serving as AIISH GYMKHANA secretary | |

DEPARTMENTAL WORK

|  |  |
| --- | --- |
| 1. 30.08.2013 | Attended SEP on “Developing Video Clippings for children with special needs” housed in Department of Special Education. |
| 1. Participated in 48th Annual day of the Institute and performed a group dance. | |
| 1. Purchase order for the shoe rack has been signed as the indenter as directed by HOD. | |
| 1. Prepared and submitted list of experts in the field of Education and Special Education | |

Preschool incharge

As Preschool in charge:

|  |  |
| --- | --- |
| 1. 21.08.2013 | A special meeting with Malayalam chambarathi group has been attended. Minutes of the same has been drafted and submitted to HOD. |
| 1. HOD- CS, Dr. Goswami was contacted for the official original letter (stating speech therapy sessions to be given in Preschool only). | |
| 1. Independence Day celebrations team has been formed as per the instructions given by HOD. | |
| 1. The procedure of Monthly parents meetings changes have been discussed with Ms. Asha and Mr. Subramanya. | |
| 1. Observation postings schedule for B.S.Ed(HI) trainees in Preschool has been drafted and discussed with respective special educators. | |
| 1. Conducted monthly parents meeting for Halasu, | |
| 1. Prepared the roster for special educators who were teacher supervisors to accompany B.S.Ed(HI) Trainees to different schools. | |

**Ms. P.V.Ramanakumari, Special Educator**

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| --- |
| 1. Serving as in-charge LiBoToy since April 2011. |
| 1. Serving as mentor for new born screening (NBS) program for DHLS – Imphal centre. |
| 1. Serving as member of AIISH staff sports committee since October 2011. |
| 1. Serving as member of Edu-Tech Lab since April 2011. |

DEPARTMENTAL WORK

|  |  |
| --- | --- |
| 1. 30.08.2013 | Attended staff enrichment program titled “developing video clips for teaching children with special needs”. |
| 1. 01.08.2013 | Attended meeting with group supervisors Dr. G.Malar to discuss regarding monthly tests, monthly meetings, progress report, term end compilation details of the group etc. |
| 1. 01.08.2013 | Collated and submitted the list of clients availing preschool services to department of clinical services. |
| 1. 27.08.2013 | Attended meeting with Dr. G.Malar regarding Curricular support services and Edu-Tech lab video scripting. |
| 1. 13.08.2013 – 31.08.2013 | LiBoToy registrations were taken **total -103**. Every week on Tuesdays and Thursdays renewal, issues, returning of materials issued were carried out. |

PRESCHOOL

|  |  |
| --- | --- |
| 1. 01.08.2013 | Collected information from in-charge special educators regarding clients attending PPEP sessions as a part of monthly statistics. |
| 1. 06.08.2013 | Went for purchase of costumes for children who are participating in dance drama on account of annual day celebrations. |
| 1. 01.08.2013-08.08.2013 | Gave dance drama practice to 33 children for cultural programs for annual day celebrations. |
| 1. 2nd, 23rd & 26th August 2013 | Went for LiBoToy purchase |

OTHERS

|  |  |
| --- | --- |
| 1. 6th - 8th August 2013 | Attended cultural events practice for annual day celebrations. |
| 1. 09.08.2013 | Attended annual day celebrations |

**Mr. Suresh.C.B, Special Educator**

DEPARTMENTAL WORK

|  |  |
| --- | --- |
| 1. 29.08.2013 | Attended meeting with Dr.G Malar , I/c Edu tech Lab and regarding preparation of video Scripting the language concepts at Different Level |
| 1. 30.08.2013 | Attended SEP about Video Library |
| 1. Collected and submitted statistics for participation in Workshop) seminar/ Orientation by staff during the month of July. | |
| 1. Served as team member of Edutech Lab | |
| 1. Served as I/c Equipments in the Dept. verified the trouble shooting of Equipments in the department. | |
| 1. Sent work orders to Electronics with regard to items to be condemned. | |
| 1. Served as coordinator E3 Program planned for next presentation by Mr. Harish Kumar. | |

PRESCHOOL

|  |
| --- |
| 1. Conductedmonthly test for Chembarathi II Orange and Yellow I and Pineapple |
| 1. Conducted Monthly class Meetings for Chembarathi II and Orange Groups with Mrs. Prithi Nair,Laxmee J ,Supervisors/ SLP and Caregivers |

OTHERS

|  |
| --- |
| 1. Attended meeting with Mr. Freddy Antony Transportation Committee for Annual Day, Served as a member of this Committee. |
| 1. Participated in the function and Cultural programs on Annual Day. |

**Ms. Sumana H.P, Special Educator**

DEPARTMENTAL WORK

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| --- |
| 1. Supervised the CSS carrol construction work at the department. |
| 1. Took initiative in training as well as doing make up for children who participated in Independence Day. |
| 1. Actively took part in decoration work for the Annual day celebrations. |

PRESCHOOL

|  |  |
| --- | --- |
| 1. 22.08.2013. | Meeting with parents of halasu group |
| 1. Assessment of children of the groups handled by me. | |
| 1. In charge of VLU. | |
| 1. Member of CSS/IEP. | |
| 1. Member of SEA-U | |

**Ms. Kumudha.R, Special Educator**

DEPARTMENTAL WORK

|  |  |
| --- | --- |
| 1. 19.08.2013 | Monthly Meeting with Thazampo parents and Kamala II and Supervisor Dr. G. Malar regarding Monthly lesson plan and discussed children level |
| 1. 30.08.2013 | Attended to SEP programme “Video Library Unit” |
| 1. 09.08.2013 | Attended to annual day function |

PRESCHOOL

|  |
| --- |
| 1. Collected statistics for teaching learning materials and PPEP, CLTU |
| 1. In charge of PPEP. |
| 1. Team Member of CLTU. |
| 1. Member of SEA-Unit |
| 1. Conducted monthly test for our groups |
| 1. Took initiated cultural programme for Annual day |

**Ms. Anjana K, Special Educator**

DEPARTMENTAL WORK

|  |  |
| --- | --- |
| 1. 30.08.2013 | Along with Ms. Asha Suresh Oriented teachers of “Jai bharath” school regarding School adoption |
| 1. Helped for dance dram of children for Annual Day | |

PRESCHOOL

|  |  |
| --- | --- |
| 1. 22.08.2013 | Meeting with Ms. Prithi and Ms. Laxmi. J along with caregivers of Pineapple Group |
| 1. Collected statistics for Parent Infant Program sessions | |
| 1. In charge of PIP sessions. | |
| 1. Assigned PIP sessions to teachers. | |

**Ms. S.Vijayalakshmi, Special Educator**

DEPARTMENTAL WORK

|  |  |
| --- | --- |
| 1. 12th & 13th August 2013 | B.S.Ed students were accompanied to Mercy convent for observation |
| 1. 27th to 30th of August 2013. | Micro teaching demonstration and classes on lesson plan writing was taken for B.S.Ed students |

PRESCHOOL

|  |
| --- |
| 1. Took initiative for purchasing for Annual day. |
| 1. Involved in decoration committee during Annual day. |
| 1. Purchase of Plastic moulded chairs for pre-school was followed up with Mr.Shivaprakash. |

**Ms. Leena C C, Special Educator**

DEPARTMENTAL WORK

|  |  |
| --- | --- |
| 1. 08.08.2013 | Went for decoration in Gymkhana for AIISH annual day celebration |
| 1. 14.08.2013 | Visited puttaveeramma school for deaf and Govt school for deaf Tilaknagar with BSED students for observation |
| 1. 19th & 20th of August 2013 | visited Sai Ranga school for deaf with BSED students for observation |
| 1. 26th -30th August 2013 | Took Micro teaching classes for BSED History Students |

PRESCHOOL

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| --- |
| 1. Incharge for Kannada PPEP sessions from 12.15 to 1.00 clock. |
| 1. Member for PPEP. |
| 1. Conducted monthly test for Sampige II & Drakshi children . |
| 1. Monthly Meeting with Drakshi parents Supervisor Ms Vijetha regarding Monthly lesson plan and discussed children level . 2. Monthly Meeting with Sevanthi-2 parents Supervisor Dr K.S. Prema regarding Monthly lesson plan and discussed children level . |
| 1. Incharge for Independence Day celebration in 15 August 2013. |
| 1. Trained 25 children for Dance for Independence Day celebration. |

**Ms. M.S. Sreevidya, Special Educator**

DEPARTMENTAL WORK

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| --- |
| 1. Given statistics of Co-curricular activities and Sensory unit. |
| 1. Gave quarterly intend for TLM, Co- curricular. |
| 1. Gave work order for fixing aluminum partition in terrace. |

PRESCHOOL

|  |  |
| --- | --- |
| 1. 19.08.2013 | Started Sensory Motor Unit |
| 1. 30.08.2013 | Attended SEP about Video Library on 30/8/13 |
| 1. Conducted group meeting for the month of August with supervisors for yellow II, coconut, Aambal. | |
| 1. Attended annual day celebrations and participated in Dance. | |
| 1. As a team member in Independence day celebration gave practice for children from pre-school. | |
| 1. Met electrician regarding fixing Flower light in AV room. | |
| 1. Preparing Teaching Learning Materials for classes handled by me. | |

**Mr. Harish Kumar, Special Educator**

|  |  |
| --- | --- |
| 1. 09.08.2013 | Served as a Food committee member for Annual day at AIISH. |

DEPARTMENTAL WORK

|  |  |
| --- | --- |
| 1. 08.08.2013 | Gave orientation about Learning disability and Need of Inclusive Education at Gangotri convent school |
| 1. Worked for the Preschool admission and database. | |
| 1. Submitted modified ARF Project proposal. | |
| 1. Taking sessions at Sensory-Motor unit. | |
| 1. Co-coordinating in SEA-U on Fridays. | |
| 1. Served as a Food committee member for Annual day at AIISH. | |
| 1. Co-ordinate for third quarter indent for co-curricular activities with Ms. Sreevidya. | |
| 1. Sent work order for to put gait at 1st floor for sensory motor unit. | |
| 1. Prepared format for enclosing in file for pre-school children. | |

PRESCHOOL

|  |
| --- |
| 1. Coordinated with Mr. Sandesh for preparing ID Cards. |
| 1. In charge of Admission and Database. |
| 1. Team member of co-curricular |
| 1. Team Member of Equipment Incharge Team. |
| 1. Team Member of SEA-U Unit. |

**Ms. Kalyani J, Special Educator**

DEPARTMENTAL WORK

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| --- |
| 1. Meeting with Ms. Yashodha reading Decoration of Gymkhana Auditorium and panchavati for Annual Day celebrations. |
| 1. Decorated gymkhana Auditorium along with team members for AIISH annual day. |
| 1. Gave dance practice to children for Independence Day celebration. |

PRESCHOOL

|  |
| --- |
| 1. Conducted PBC- Flower and Blue III Class monthly Meeting with supervisor |
| 1. Conducted monthly test for Sebe group. |
| 1. Prepared power point for classroom teaching. |
| 1. Prepared teaching learning material for class room teaching. |
| 1. PPEP (GEGCS) member. |

**Ms. Kadambari, Special Educator**

DEPARTMENTAL WORK

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| --- |
| 1. Coordinated for preschool children dance along with Ms.Latha, Ms.Ramanakumari for AIISH Annual Day celebrations. |
| 1. Incharge for staff dance along with Ms.Anita Baldev Raj for AIISH annual day celebration. |
| 1. Went for purchase along with Ms.Ramana Kumari and Ms.Latha for Preschool dance and staff dance. |
| 1. Coordinated along with Mr.Harish for ARF proposal. |
| 1. Followed up with Mr.Sandesh regarding admission to computer training. |
| 1. Coordinated with Ms.Anjana was wall painting for PIP room. |
| 1. Referred 5 clients for SEA-U. |
| 1. Wrote word a day in Hindi. |

PRESCHOOL

|  |
| --- |
| 1. Monthly assessment of children enrolled in hindi groups |
| 1. Coordinated with Mr. Sandesh for monthly statistics |
| 1. In charge of Caregiver’s Computer Training Program. |
| 1. Team member of Parent Infant Program |
| 1. Team Member of SEAU Unit. |
| 1. Part of prayer team from 1st August to 15th August 2013. |

**Ms. Shobha.B.N, Special Educator**

DEPARTMENTAL WORK

|  |  |
| --- | --- |
| 1. 30.08.2013 | Attended staff enrichment program on “Video Library” Ms.Sumana H.P. and members of Video library unit |
| 1. 02.08.2013 | Monthly Meeting with Sampige I parents and Supervisor Dr. G. Malar regarding monthly lesson plan and discussed children level |
| 1. Meeting with Dr. Swapna regarding planning for world cerebral palsy day celebration day. | |
| 1. Meeting with Dr. G. Malar regarding progress report format, alternate arrangements to be made should be informed to group supervisor when on leave of class teacher | |

PRESCHOOL

|  |
| --- |
| 1. Collected statistics for teaching learning materials and CSS, IEP and DT sessions. |
| 1. In charge of CSS, IEP and DT sessions |
| 1. Assigned CSS, IEP and DT sessions to teachers |
| 1. In charge of prayer time table |
| 1. Conducted monthly test for Sampige I and Papaya groups |
| 1. Took initiative in doing make up for children and staff who participated in the cultural program in the annual day. |
| 1. Went to purchase parindha along with Ms. Kalyani for the staff dance program in the annual day. |

**Ms. Latha.C, Special Educator**

DEPARTMENTAL WORK

|  |
| --- |
| 1. Collected Statistics for flower and fruit groups. |

PRESCHOOL

|  |  |
| --- | --- |
| 1. 09.08.2013 | Attended to annual day function |
| 1. 28.08.2013 | Class Meeting with supervisor |
| 1. 30.08.2013 | Attended to SEP programme “Video Library Unit” |
| 1. Class test was conductedfor Blue I, Sevanthi II, Sebhu & Malligae I. | |
| 1. In charge of PPEP MR group. | |
| 1. Team member of CSS. | |
| 1. Member of SEA-Unit. | |
| 1. Annual day dance practices of children in Gymkhana from 4 to 5.30 pm from Aug 1st to 8th in pre-school | |

**Ms. Asha Suresh, Special Educator**

DEPARTMENTAL WORK

|  |
| --- |
| 1. Monthly Meeting with Suryakanthi 1 & 11, White 1 parents and Supervisor Ms. Laxme Janardanan. |
| 1. Attended “48Annual Day program of AIISH” at Gymkhana on 09-08-2013 |
| 1. Attended to SEP programme “Video Library Unit” on 30 August 2013 |

PRESCHOOL

|  |
| --- |
| 1. In charge of Malayalam PPEP( MR & Autism). |
| 1. In charge of Issued & collected TLM for Staff. |
| 1. Collect monthly statistics for Children with Multiple disability. |
| 1. In charge of Issued bonafide certificate. |

**Ms. P.V.Manjula, Special Educator**

|  |
| --- |
| 1. Serving as member LiBoToy since April 2011. |
| 1. Serving as member of Edu-Tech Lab since April 2011. |
| 1. Serving as member of exhibition committee since April 2012. |

DEPARTMENTAL WORK

|  |  |
| --- | --- |
| 1. 01.08.2013 | Attended meeting with group supervisors Dr. G.Malar to discuss the time schedule for SEA UNIT with Thursday team |
| 1. 01.08.2013 | Collected information regarding clients availing preschool services sessions as a part of monthly statistics. |
| 1. 09.08.2013 | Assisted annual day cultural team for makeup of children and attended annual day celebrations. |
| 1. 13th – 31st August 2013 | LiBoToy registrations were taken **total -103**. Every week on Tuesdays and Thursdays renewal, issues, returning of the materials issued were carried out. |
| 1. 27.08.2013 | Attended meeting with Dr. G.Malar regarding Curricular support services and Edu-Tech lab video scripting. |
| 1. 30.08.2013 | Attended staff enrichment program titled “developing video clips for teaching children with special needs”. |
| 1. 2nd, 23rd & 26th August 2013 | Went for LiBoToy purchase |
| 1. Explained the concept of LIBOTOY to Mangalore Doctors | |

**Mr. Devraj.N.B, Special Educator**

PRESCHOOL

|  |  |
| --- | --- |
| 1. 28.08.2013 | Monthly Meeting with HOD regarding pre school Activities |
| 1. Meeting with Ms.Yashodha regarding Annual day Decoration commmite | |
| 1. Team Member of CLTU. | |
| 1. Team member of Video Library unit | |
| 1. In charge of Exhibition. | |
| 1. Assessment of new children enrolled in Blue I group and other groups. | |

**Mr. Sharanaiah MM, Special Educator**

DEPARTMENTAL WORK

|  |  |
| --- | --- |
| 1. 14.08.2013 | Conducted class meeting with supervisor for the group of Kamala-2 |
| 1. 28.08.2013 | Attending meeting with class supervisor,group name is Sugandharaja-II Supervisor pro: Prema KS (HOD) |
| 1. 30.08.2013 | Attended staff enrichment program on “Video Library” |
| 1. In charge of department stationeries. | |
| 1. Coordinated for preschool children dance along with Ms.Latha, Ms.Ramanakumari, and Sharanaiah for AIISH Annual Day celebrations. | |
| 1. Distrubuteded stationeries to the staff of the department. | |
| 1. Made minutes of meeting discussed in group kamala-2 and submitted to class supervisor. | |
| 1. Assested with Mr.Subramanya.KR for providing snax for dance practice for AIISH-annual day celebration for pre-school children. | |

**Mr. Rajkumar R, Special Educator**

DEPARTMENTAL WORK

|  |  |
| --- | --- |
| 1. 6th & 7th August 2013 | Prepared budget approval for mainstream School adoption along with Malar madam and Shobha B.N madam |
| 1. 09.08.2013 | Participated in institute day dance function |
| 1. 13.08.2013 | Conducted parents meeting with Supervisor for Mavu Group and recorded the minutes. |
| 1. 19th & 20th August 2013 | Prepared one year report on Mainstream school Adoption program along with Malar madam and Shobha B.N madam |
| 1. 20.08.2013 | Collected information for New CSS case Rohan |
| 1. 23.08.2013 | Oriented PGDCG from RIE on the Dept |
| 1. 30.08.2013 | Attended SEP on Video Library unit in the department on 30th August. |
| 1. Assisted with name slips in Kannada and Malayalam preparing in preparing TLM handmade materials | |
| 1. Preparation of evaluation sheet of Mavu group for July Month. | |
| 1. Issue and collection of TLMS on Mondays, Wednesdays and Fridays. | |
| 1. Organized Orientation programs in selected 6 mainstream schools with help of the team and staff of the dept on 8th, 19th, 26th, 27th, 29th & 30th August. | |
| 1. Collected data and dates for orientation programs in respective schools. | |

PRESCHOOL

|  |
| --- |
| 1. Visited Adopted mainstream schools for dates for orientation programs and collected school profile. |
| 1. Collected statistics from Preschool graduated children. |
| 1. Team Member of SEAU Unit |
| 1. Team member of TLM unit. |
| 1. Assessment of children enrolled in Mavu group. |
| 1. In charge of Mainstream school adoption team. |

**Ms. Asha S A, Special Educator**

PRESCHOOL

|  |  |
| --- | --- |
| 1. 09.08.2013 | Involved in Institute Annual day staff cultural activity |
| 1. 19.08.2013 | Conducted Class meeting Of Sapota & Malligae II |
| 1. 21.08.2013 | Attended Kamala I class meeting with Supervisor |
| 1. 29.08.2013 | Presented orientation programme for Thonachikoppal govt. school teachers |
| 1. In charge of Preschool Progress Meeting ( update & maintain the reg). | |
| 1. Meeting with Ms.Vijetha regarding Preschool Progress Meeting. | |

**Mr. Subramanya.K.R, Special Educator**

|  |  |
| --- | --- |
| 1. 30.08.2013 | Attended staff enrichment program on “Video Library” |
| 1. In charge of Preschool Progress Meeting.(Conducted Meeting on 28.08.2013) | |
| 1. Coordinated for preschool children dance along with Ms.Latha, Ms.Ramanakumari, and Sharanaiah for AIISH Annual Day celebrations. | |
| 1. Team member of VLU unit. | |
| 1. Team member of website | |
| 1. Team Member of Preschool Database Unit. | |

**Ms. Lakshmi, Special Educator**

|  |  |
| --- | --- |
| 19.08.2013 | Tazampu: (Tamil group)- Attended meeting with class teacher and supervisor of the group, Dr. Malar to discuss with the progress of students |
| 26.08.2013 | Chembarathi I (Malayalam-DSL with MR-Supervisor-Ms. Prithi Venkatesh) Supervisors, parents and class teacher attended the meeting with HOD of special education department |
| 28.08.2013 | White II (Malayalam-DSL with Autism-Supervisor-Ms. Laxme Janardhan) Class teacher, parents and the supervisor of the group attended the meeting to discuss with ongoing activities and speed/language therapy sessions within the class schedule |

**Ms. Leelarani, Special Educator**

|  |  |
| --- | --- |
| 09.08.2013 | Involved and participated in Institute Annual day staff cultural activity |
| 30.08.2013 | Attended Staff Enrichment Programm on “Devloping Video Clips For Teaching Children With Special Needs” |
| Conducted parent – teacher monthly meeting with supervisors for the group of Kamala1 and papaya date on 21st August for Kamala1 with Dr.G. Malar and 27th Augusst for Papaya with Ms.P.Vijetha | |

**Ms. Laxme Janardhanan, Audiologist Gr. I**

|  |
| --- |
| 1. Carried out documentation of information for ISO  * Attended meetings with Mr.Bharath on 08.08.13 and 27.08.13. * Document manual preparation was carried out. * Competency matrix and list of records were prepared. * All the formats and registers used in the department were coded. |
| 1. Conducted parents teachers meeting for the supervising groups and other groups |
| 1. Supervision of I, II and III BSc (Speech and Hearing) and DHLS students |
| 1. Orientations for I BSc (Speech and Hearing)and DHLS students |
| 1. Provided counselling and guidelines to parents |
| 1. Worked along with CSS incharge in planning management options for a client. |
| 1. Clinical Support Services to Patients and Family |

OTHERS

|  |  |
| --- | --- |
| 1. 09.08.2013 | Worked as decoration committee member for Annual Day |
| 1. Went for purchase of the items and participated in decoration activities. | |
| 1. Assisted in settling the bill of annual day decoration committee. | |

**Mr. Gururaj, Resource Coordinator**

|  |  |
| --- | --- |
| 1. 09.08.2013 | Involved and participated in Institute Annual day staff cultural activity |
| 1. 30.08.2013 | Attended Staff Enrichment Programm on “Devloping Video Clips For Teaching Children With Special Needs” |
| 1. Collected data and dates for orientation programs in respective schools. | |
| 1. Involved in exterior wall painting work with assigned team. | |
| 1. Team Member of Video Library. | |
| 1. Team member of Mainstream school adoption team | |
| 1. In charge of Department Library | |
| 1. Visited Adopted mainstream schools for dates for orientation programs and collected school profile. 2. Bharatha sevadala schools 3. Shaneshwara swami Vidya samsthe School 4. Gnanakeerthi Convent 5. Jai Bharath Matha High School 6. Acme school 7. Sharada Nursery Primary &Secondary School 8. Orchids school 9. Pragathi Vidya Kendra 10. Thonachchi Koppal Govt. School | |
| 1. Visit to schools to take permission for Teaching Practices for B.S.Ed students    * 1. Rotary west school for deaf child & mother      2. DMS School      3. Sai Ranga vidya samthe      4. Govt. School for CWHI, CWVI & Braille Press | |

**Ms.Swetha.S, Administrative Assistant**

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| --- |
| 1. Incharge of Office Maintenance |
| 1. Drafting letters/circulars |
| 1. Incharge of Documents: Files, Papers-issue, Reports, Indents, Receipts, Correspondence, Communication, E-mail/Phone etc., |
| 1. Preparation of Monthly Report & Annual Report |
| 1. Maintenance of Leave Statement of all staff |
| 1. Involved and participated in Institute Annual day staff cultural activity |

**Mr. Sandesh, Clerk cum Typist**

|  |  |
| --- | --- |
| 1. 09.08.2013 | Attended Annual day |
| 1. 15.08.2013 | Took videos and photos of Independence Day |
| 1. 30.08.2013 | Attended to SEP program on “Video Library Unit” |
| 1. Done documentary film in pinnacle “ Video Library Unit” along with Mr.Gururaj and Mrs. Sumana | |
| 1. Team member of caregiver’s computer training program. | |
| 1. Team member of equipments In-charge team | |
| 1. Done charts of July monthly report. | |
| 1. Checked equipment and sent work orders on every Friday. | |

1. Invited Talks:NIL
2. Curriculum Development: NIL
3. Development of Materials to support Learning:

**Dr. G. Malar, Reader in Special Education**

|  |
| --- |
| * + - 1. Developing Trainers’ Manual for Visual Arts as part of Co-curricular Training at AIISH Preschool |
| * + - 1. Developing materials for training in mathematics at primary school level (in CREDM) |

1. Service in Academic bodies of other Organizations:

**Dr. G. Malar, Reader in Special Education**

|  |
| --- |
| Member of BoS – Special Education, Karnataka State Open University |

1. Membership in Professional Organizations/Associations

**Dr. K.S.Prema, HOD, Special Education**

1. Member of International Reading Association, USA
2. Life member of Dravidian Linguistic Association
3. Life member of Indian Speech and Hearing Association
4. Life Member of All India Association for Educational Research
5. Availed Life-membership of AIISH Alumni in June, 2013.
6. Member of Rehabilitation Council of India
7. Editorial Board Member of IJOAL and LF Journals
8. Member of ‘Fulbright State Alumni Association’
9. Member of ‘Women in Science’.
10. Member of BOS (Ed)-PG, UOM
11. Member of Specialty Clinics at AIISH-ASD Unit and LD Unit since 08-11-2011.
12. Member of Committee for Internal Quality Assurance Cell
13. Member of Steering Committee for Self Study report for NAAC at AIISH
14. Member of Editorial Committee, Journal of Research in Innovative Teaching, National University Journal, USA
15. BOS (Spl.Ed. & Rehabilitation) member for two years (25-03-2013 onwards) for Avinashlingam Institute for Home Science and Higher Education for Women University, Coimbatore, T.N. Response from Office awaited to accept the invitation.

**Dr. G. Malar, Reader in Special Education**

1. Associate Member of ISHA

**Ms. Prithi Venkatesh, Lecturer in Special Education**

1. Member of Rehabilitation Council of India (RCI No:A05636)
2. Member of National Council of Educators of the Deaf
3. Member in Neo-natal screening programme for Cuttack Centre
4. Member of Journal of Disability management and Special Education

**Ms. Palnaty Vijetha, Lecturer in Special Education**

1. Member of Rehabilitation Council of India (RCI) –A06749.
2. Member of Administrative college of India (ASCI)

**Ms. Shobha Odunavar, Lecturer in Special Education**

* 1. Member of Rehabilitation Council of India.
  2. Life Member of National Council of Educators of the Deaf.
  3. Life member of All India Association of Educational Research.

1. Participation in Committees/Taskforce and Panels setup by other organizations/agencies: NIL
2. Any Other(Please Specify)

**Ms. Prithi Venkatesh, Lecturer in Special Education**

Member in the Assessment team of teacher training institute: Rehabilitation Council of India.

* + 1. RESEARCH ACTIVITIES

1. Research Projects
2. Completed Research Projects
3. New Research Projects(Initiated during 2012):

Manual on adapted sensory motor exercises for children with Intellectual Disabilities

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title of the Project** | **Duration** | **PI / Co-I** | **Total Grant** | **Status** |
| Educational sensory-motor activities for children with Intellectual Disabilities – A Manual for Parents | 1yr | Harish Kumar,  Kadambari.N  Siddesh M.S  Suresh C.B  Sreevidya M.S |  | Proposed |

**Dr. G. Malar, Reader in Special Education**

Submitted revised proposal for ARF Project titled ‘Development of Grade Level Assessment Test for Primary Level: Applicable for Children with Communication Disorders’ incorporating recommendations of the review committee (as well providing reasons for non-incorporation of suggestion for adapting GLAD) on 07.08.2013

1. Ongoing Research Projects

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Name of the project | Funded by | Amount sanctioned | Principal Investigator / Co-investigator | | Status of the project |
| Principal investigator | Co-investigator |  |
| 01 | Attitudes of In-service Educators towards Inclusive Education | AIISH | 2,18,000/- | Ms.P. Vijetha | Ms. Prithi venkatesh | Ongoing  Commenced from 07/12/2012   * Pre-data in five integrated schools over. * Pre-data collection in 5 non-integrated school ongoing. * Collected pre-data from 30 teachers (in-service) from the selected integrated schools * Had discussion with research officer regarding material preparation and orientation * Conducted four rounds of meetings with project officer for development of handouts for teachers a * Prepared contents for handouts * Prepared contents for power point presentation * Educative materials for Orientation program is being prepared * Literature being reviewed. * Appointments for orientation program are being taken. |

1. Doctoral and Post Doctoral Programs
2. Degree Awarded-NA
3. Thesis Submitted-NA
4. Under Progress
   1. Ms. Prithi venkatesh
   2. Ms. Palnaty Vijetha
   3. Ms. Shobha Odunavar
   4. Ms. B. N. Shobha
   5. Ms. S. Vijayalakshmi
   6. Ms. Leena C. C.
   7. Ms. Kadambari C.
   8. Mr. Harishkumar have enrolled at University of Mysore and
   9. Ms. Kalyani Janwadkar atVivekananda University, Coimbatore.
5. Research Papers presented at National/International Conferences/Seminars(in APA format)
6. Research Papers Published(in APA format)-NIL

Papers published in Conference/Seminar Proceedings-NIL

Research Papers in press-NIL

1. Books published(in APA format)
2. Book chapters published(in APA format)-NIL
3. Books in press

**Dr. G.Malar, Reader in Special Education**

Malar, G. (2013). Training in Attention and Concentration Skills for Children with Communication Disorders’ Mysore: AIISH.

1. Books/Manuals/Seminar Proceedings edited

|  |  |
| --- | --- |
| Name, Designation, Department of Faculty |  |
| Title of the Book /Conference Proceedings |  |
| Publisher and Place |  |

1. Journal Editorship:
2. Scholarly Reviewing Activities
3. Reviewer for Scholarly Journals

**Dr. G. Malar, Reader in Special Education**

Reviewed manuscript titled ‘Parental Care about Upbringing, Capacity Development and Rehabilitation of Mentally Challenged Children (Ref. No. 224-833-2-rv) for Disability, CBR and Inclusive Development Journal.

1. Reviewer for Scholarly Conference papers
2. Reviewer for Research Projects
3. Scholarly Reviewing Activities
4. Reviewer for Scholarly Journals
5. Reviewer for Scholarly Conference papers
6. Reviewer for Research Projects

CLINICAL / SPECIAL EDUCATIONAL SERVICES

1. General Clinical Services
2. Speech and Language Assessment
3. Speech and Language Rehabilitation
4. Hearing Evaluation
5. Hearing Aid Trial
6. Hearing Aid Dispensing
7. Psychological Evaluation
8. Counseling and Guidance
9. Ear Moulds
10. Hearing Aid Issue and Electro-Acoustic Evaluation(ADIP Scheme, Ministry of Social Justice)
11. AIISH Hearing Aid Dispensing Scheme
12. Specialized Clinical Services
13. Augmentative and Alternative Communication Unit
14. Autism Spectrum Disorder Unit
15. Fluency Unit
16. Learning Disability Clinic
17. Listening Training Unit
18. Neuromotor Speech Disorder Unit
19. **Pre-School Training and Special Education**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Nature of Service | No. of | | Sessions | Special Observations |
| Groups | Clients |
| 1. Services to children below 2 ½ years of age | | | | | |
| 1. | Parent Infant Programme – organised for very young children (below 1 year of age) with communication disorders through individual sessions | Kannada | 07 | 52 | PD for all children receiving services during the month was DSL with HL. And they were in the age range of 1year to 2 years of age. |
| Malayalam | 19 | 103 |
| Hindi | 01 | 02 |
| Telugu | 02 | 16 |
| **Total** | **30** | **173** |

**Number of Children attending for Parent Infant Program for month of August 2013**

**Number of Sessions for Parent Infant Program for month of August 2013**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Nature of Service | No. of | | Sessions | Special Observations |
| Groups | Clients |
| II.Services to Preschool-aged (2 ½ years to 6 years) children | | | | | |
| 2. | Preschool Parent  Empowerment Programme – organised for children 2 ½ years and above awaiting admission to preschool | Kannada Flower & Colour (MR & Autism) | 08 | 20 | Training is carried out 1 session every day by caregivers under the supervision of special educators. |
| Kannada Fruit (HL) | 39 | 20 |
| Malayalam Flower & Colour (MR & Autism) | 16 | 20 |
| Malayalam Fruit (HL) | 09 | 20 |
| Hindi MR & Autism (Flower and Colour) | 01 | 17 |
| Hindi HL | 03 | 18 |
| English All | - | - |
| Telugu | 03 | 17 |
|  |  | **Total** | **79** | **132** |  |

**Number of children with special needs attending PPEP for the month of August 2013**

**Malayalam**

**Malayalam**

**Number of sessions for PPEP for month of August 2013**

**Malayalam**

**Malayalam**

**Malayalam**

**Malayalam**

**Malayalam**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Nature of Service | No. of | | Sessions | Special Observations |
| Groups | Clients |
| 1. Services to Preschool-aged (2 ½ years to 6 years) children | | | | | |
| 3 | Preschool Training for Children with Communication Disorders | Colour (Autism) - 08 | 44 | 3520 | 4 hrs of daily training, including 4 curricular & 1 co-curricular skills (of 45 min each). |
| Flower (MR) - 17 | 83 | 6640 |
| Fruit (HL) - 13 | 96 | 7680 |
| Tamil(mixed) - 01 | 6 | 480 |
| **TOTAL - 39** | **229** | **18320** |

**Number of Children with Special Needs attending Preschool for the month of August 2013**

**Number of Sessions in Preschool for the month of August 2013**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Nature of Service | No. of | | | Sessions | Special Observations |
| Groups | | Clients |
| 1. Services to school-aged children | | | | | | |
| 1. | Placement Guidance Evaluation – for School-aged children  **SEA-U/Educational Assessment:**  Screening & referral | |  | 26 | 26 | Following assessment of academic skills guidance is provided regarding nature and level of educational placement for children. |
| Assessment | |  | 1 | 2 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Nature of Service | No. of | | | Sessions | Special Observations |
| Groups | | Clients |
| 1. Services to school-aged children | | | | | | |
| 2. | Speech Language and Listening Therapy | | Speech Language Therapy | 135 | 594 | One hour of daily Speech & Language Therapy and twice a week Listening Therapy |
| Listening Therapy | 96 | 96 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Nature of Service | No. of | | | | Sessions | Special Observations |
| Groups | | Clients | |
| III.Services to school-aged children | | | | | | | |
| 3. | individualised Education Plan / Curricular Support Services – for School-aged children (in pairs or individually)   1. Curricular Support Services (CSS) | | Kannada |  | 37 | 178 | Supports provided in curricular areas like maths, science & socials for children with communication disorders attending / preparing to get admitted to school (esp., mainstream). |
| Malayalam | 12 | 27 |
| Hindi | 04 | 12 |
| English | 02 | 10 |
| Telugu | 01 | 05 |
| **Total** | **56** | **232** |
| CSS |  | 49 | 206 |
| 1. Individualized Education Plan | | IEP | 06 | | 22 |
| 1. Demonstration Therapy | | DT | 01 | | 04 |

**Number of Children for Curricular Support services for month of August 2013**

**Number of Sessions for Curricular Support services for month of August 2013**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Nature of Service | No. of | | | Sessions | Special Observations |
| Groups | | Clients |
| III.Services to school-aged children | | | | | | |
| 1 | **Children with Multiple Special Needs – receiving services at preschool:** | | HL with MR | 06 | | Provided for caregivers of children with communication disorders |
| HL with AUTISM | 01 | |
| HL with CP | 01 | |
| MR with AUTISM | 35 | |
| MR with CP | 28 | |
| MR with VI | 00 | |
| Others | 18 | |
| **Total** | **89** | |
| 2 | Bonafide | |  | 2 | | Certificates issued |

**Number of children with Multiple Disabilities in Preschool for month of August 2013**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Nature of Service | No. of | | | Sessions | Special Observations |
| Groups | | Clients |
| III.Services to school-aged children | | | | | | |
| 1 | Counselling & Guidance | | All Services | 337 | 145 | Provided for caregivers of children with communication disorders |
| 2 | Co-Curricular Sessions | | All Services | 215 | 33 | Physical Exercises/Yoga, Music & dance/Arts & Craft Work/Games & Play Activities/Drill Exercises |
| Sensory Motor Unit | | 109 | 10 |

1. Professional Voice Care Unit
2. U-SOFA
3. Vertigo Clinic
4. Voice Clinic
5. Any other(Please Specify)
6. Clinical Support Services to Patients and Family
7. Details of Certificates Issued:

Bonafide certificates are issued to preschool children enrolled in the department to avail concessions and other benefits.

1. Financial Aid
2. Legal advice
3. Any other(Please Specify):

* Computer Training for Caregivers:

|  |  |  |
| --- | --- | --- |
| No. of Parent Beneficiaries | Sessions | Content of Training |
| 35 Parents | 105 Sessions | Introduction to Computers, Drawing pictures in Paint, Keyboard typing in Ms-Word, Slide shows in PowerPoint, Checking Email, Browsing internet |

**Number of Parents for Computer Training for Caregivers for month of August 2013**

**Number of Sessions for Computer Training for Caregivers for month of August 2013**

1. Clinical Electronic Services
2. Electro-Acoustic Evaluation
3. Hearing Aid Dispensing
4. Repair of Hearing Aids
5. EXTENSION ACTIVITIES
6. Rehabilitation and Education through Distance Mode
7. Prevention of Communication Disorders
8. Communication Disorders Screening Camps
9. Orientation Programs:
10. Public Lecture Series
11. TECHNOLOGICAL CONSULTANCY SERVICES-NIL
12. CENTRAL FACILITIES
    * + 1. Library and Information Services

LiBoToy: Number of member enrolled –**103**

* Issues and renewal of materials are carried on Tuesdays and Thursdays afternoon 12.15 to 1.30 & evening 4.45 to 6.00.
* Total Number of issue and renewal hours were approx. 36 hours per month.

LiBoToy (Library of Books and Toys worth around Rs. 3,00,000) for Children with Special Needs and their caregivers – coordinated by Ms. P. V. Manjula & Ms. P. V. Ramanakumari and assisted by Ms. Leelarani

* + 1. Public Information Activities
       1. Major Events of the Year with a brief account

Children’s Day

Independence Day

Republic Day

New Year

* + - 1. Press Releases and Media Coverage
      2. Institute Publications

1. Material Development

|  |  |  |  |
| --- | --- | --- | --- |
| Sl.  No. | Nature of Teaching-Learning Materials | Skill | Number |
| 1. | Flash cards | For all skill areas | 1504 |
| 2. | Work Cards | For all skill areas | 256 |
| 3. | Charts | For all skill areas | 08 |
| 4. | PPT | For all skill areas | 49 |
| 5. | Models | For all skill areas | 22 |
| 6. | Sentence strips | For all skill areas | 1361 |
| 7. | Others | For all skill areas | 11 |

* + 1. AWARDS AND HONORS RECEIVED BY FACULTY AND STAFF

1. EXTRA CURRICULAR ACTIVITIES
   * + - 1. AIISH Gymkhana

**Ms. Vijetha, Lecturer in Special Education**

* + - * 1. Coordinated the activities and the program for Fresher’s and Talents day celebrations held on 29th August 2013.
        2. Letters were drafted for AGM meeting to be held on 11th September 2013.
        3. NSS
        4. Others
* Documentary film titled “Cleanliness is the key to good” regarding toilet awareness for parents was carried out and directed by Dr. K.S.Prema
* Proposal to put pictures on wall for painting
* Staff name board and layout board has been indented
* Departmental activity wall posters are placed in the corridor
* Biometric attendance initiated in the month of August, 2013
* Rat poison was put in the staff room due to rat menace
* Sensory activities for sensory motor activities are indicated with special aids in co-curricular session been started from 19.08.2013
  + 1. MAJOR EVENTS OF THE YEAR
* 09.08.2013: Annual Day Celebration of the Institute
* 15-08-2013: Celebration of Independence Day. Children from preschool presented a cultural program

X. EMINENT VISITORS

XI. ANY OTHER

1. Official Language Implementation:

* One word a day in Hindi

1. Civil work:

Renovation of:

* Construction of : Listening Lab & Academic Communication Lab

**ALL INDIA INSTITUTE OF SPEECH & HEARING: MYSORE – 570 006**

**DEPARTMENT OF SPECIAL EDUCATION**

**Monthly Report for the month of September 2013**

1. **ACADEMIC ACTIVITIES**
2. **Short-term Training Programs: NIL**
3. **Orientation Programs:**

No.1

|  |  |
| --- | --- |
| **Name/Topic of the Program** | Preschool Training for Children with Communication Disorders |
| **Coordinator** | Mr. Gururaj.D, Resource Coordinator, Department of Special Education |
| **Objectives** | Developing awareness on preschools education for Children With Special Needs |
| **Organized Department/Section/Unit** | Prof. K.S.Prema, HOD, Special Education |
| **Targeted Audience** | DST-CSI-Ed.NSI Project |
| **Number of Participants** | 25 Teachers |
| **Date** | 02.09.2013 |

No-2

|  |  |
| --- | --- |
| **Name/Topic of the Program** | Preschool Training for Children with Communication Disorders |
| **Coordinator** | Mr. Gururaj.D, Resource Coordinator, Department of Special Education |
| **Objectives** | Developing awareness on preschools education for Children With Special Needs |
| **Organized Department/Section/Unit** | Prof. K.S.Prema, HOD, Special Education |
| **Targeted Audience** | DST-CSI-Ed.NSI Project |
| **Number of Participants** | 22 Teachers |
| **Date** | 04.09.2013 |

No-3

|  |  |
| --- | --- |
| **Name/Topic of the Program** | Preschool Training for Children with Communication Disorders |
| **Coordinator** | Mr. Gururaj.D, Resource Coordinator, Department of Special Education |
| **Objectives** | Developing awareness on preschools education for Children With Special Needs |
| **Organized Department/Section/Unit** | Prof. K.S.Prema, HOD, Special Education |
| **Targeted Audience** | DST-CSI-Ed.NSI Project |
| **Number of Participants** | 18 Teachers |
| **Date** | 06.09.2013 |

No-4

|  |  |
| --- | --- |
| **Name/Topic of the Program** | Preschool Training for Children with Communication Disorders |
| **Coordinator** | Mr. Gururaj.D, Resource Coordinator, Department of Special Education |
| **Objectives** | Developing awareness on preschools education for Children With Special Needs |
| **Organized Department/Section/Unit** | Prof. K.S.Prema, HOD, Special Education |
| **Targeted Audience** | DST-CSI-Ed.NSI Project |
| **Number of Participants** | 25 Teachers |
| **Date** | 11.09.2013 |

No-5

|  |  |
| --- | --- |
| **Name/Topic of the Program** | Preschool Training for Children with Communication Disorders |
| **Coordinator** | Mr. Gururaj.D, Resource Coordinator, Department of Special Education |
| **Objectives** | Developing awareness on preschools education for Children With Special Needs |
| **Organized Department/Section/Unit** | Prof. K.S.Prema, HOD, Special Education |
| **Targeted Audience** | DST-CSI-Ed.NSI Project |
| **Number of Participants** | 20 Teachers |
| **Date** | 13.09.2013 |

No-6

|  |  |
| --- | --- |
| **Name/Topic of the Program** | Preschool Training for Children with Communication Disorders |
| **Coordinator** | Mr. Gururaj.D, Resource Coordinator, Department of Special Education |
| **Objectives** | Developing awareness on preschools education for Children With Special Needs |
| **Organized Department/Section/Unit** | Prof. K.S.Prema, HOD, Special Education |
| **Targeted Audience** | DST-CSI-Ed.NSI Project |
| **Number of Participants** | 20 Teachers |
| **Date** | 16.09.2013 |

No-7

|  |  |
| --- | --- |
| **Name/Topic of the Program** | Preschool Training for Children with Communication Disorders |
| **Coordinator** | Mr. Gururaj.D, Resource Coordinator, Department of Special Education |
| **Objectives** | Developing awareness on preschools education for Children With Special Needs |
| **Organized Department/Section/Unit** | Prof. K.S.Prema, HOD, Special Education |
| **Targeted Audience** | Avinash Lingam University of women, Coimbatore |
| **Number of Participants** | 40 students & 2 Staff |
| **Date** | 12.09.2013 |

No-8

|  |  |
| --- | --- |
| **Name/Topic of the Program** | Preschool Training for Children with Communication Disorders |
| **Coordinator** | Ms. Prithi Nair, Lecture in Department of Special Education |
| **Objectives** | Developing awareness on preschools education for Children With Special Needs |
| **Organized Department/Section/Unit** | Prof. K.S.Prema, HOD, Special Education |
| **Targeted Audience** | R.C.A.Y.J.N.I.H.H, regional Centre, Bhubaneswar, Odisa |
| **Number of Participants** | 35 students & 2 Staff |
| **Date** | 20.09.2013 |

No-9

Orientation Programmes for Mainstream Schools Teachers from 2nd to 27th September 2013 is as follow:

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.No** | **Date** | **Educational Institution** | **Staff Accompanying** |
| 1 | 02.09.2013 | Hemavathi School Higher Primary & secondary Schools  Mysore | Ms. Shobha B.N.  Ms. Leena C.C.  Mr. Gururaj D. |
| 2 | 03.09.2013 | Sharada Nursery Primary &Secondary School  Sharadadevi Nagar  Mysore | Ms. Ramanakumari P.V.  Mr. Sharanaiah  Mr. Gururaj D. |
| 3 | 04.09.2013 | Indira Nussary & primary School  Janatha Nagar  Mysore | Mr. Suresh C.B.  Ms. Kumuda  Mr.Gururaj D. |
| 4 | 27.09.2013 | Manasa Gangothri schools primary & Secondary school  Gangothri Layout  Mysore | Ms. Latha  Ms. Vijayalakshmi  Mr.Gururaj D. |

1. **Clinical/Special Educational services- Observation Posting of Students from other Institutes:**
2. **Seminars/Conferences/Workshops: NIL**

**In-house Programs:**

1. **E3 : Empowering Educators in Education**

|  |  |
| --- | --- |
| Theme/Topic | Open Source software’s |
| Coordinator | Mr. Suresh C.B, Resource peron-Mr. Harish Kumar |
| Objectives | To aware special educators about open source softwares |
| Organized by Department/Section/Unit | The Department of Special Education |
| Targeted Audience | In-house Special Educators |
| Number of Participants | 16 |
| Date | 06.09.2013 |

1. **Staff Enrichment Programs (SEP’s):**

|  |  |
| --- | --- |
| Theme/Topic | Curriculum Adaptation |
| Coordinator | Ms. Shobha.B.N, Resource person- Dr. Malar.G |
| Objectives | Preparation for forth coming CSS workshop on Curriculum Adaptation |
| Organized by Department/Section/Unit | The Department of Special Education |
| Targeted Audience | In-house Special Educators |
| Number of Participants | 19 |
| Date | 16.09.2013 |

1. Parent Enrichment Programs (PEP’s): NIL

**Attended Seminars/Workshops/Orientation:**

**Ms. Laxme Janardhanan, Audiologist Gr. I**

|  |  |
| --- | --- |
| 26.09.2013 | Rising to the Dementia challenge: Caring for minds that cannot remember” |

Presented Seminars/Workshops: NIL

1. **Guest Lectures-**

**Prof. K. S.Prema, Prof. in Language Pathology & HOD – Special Education**

|  |  |
| --- | --- |
| 01.09.2013 | As a resource person delivered a lecture on “Curriculum adaptation in Language” at RIE, Mysore on the occasion of NCERT Foundation day. |

**Ms. Vijetha P, Lecturer in Special Education**

|  |  |
| --- | --- |
| 01.09.2013 | As a resource person delivered a lecture on “Curriculum adaptation in Environmental sciences” at RIE, Mysore on the occasion of NCERT Foundation day. |

**Ms. Ramanakumari.P.V, Special Educator**

|  |  |
| --- | --- |
| 01.09.2013 | As a resource person delivered a lecture on “Curriculum adaptation in Mathematics” at RIE, Mysore on the occasion of NCERT Foundation day. |

**Ms. Kalyani.J, Special Educator**

|  |  |
| --- | --- |
| 01.09.2013 | As a resource person delivered a lecture on “Curriculum adaptation in Science” at RIE, Mysore on the occasion of NCERT Foundation day. |

1. **Additional Academic Services rendered by the Faculty and Staff**

**Prof. K. S.Prema, Prof. in Language Pathology & HOD – Special Education**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Supervision and Guidance to Preschool Special Educators  |  |  |  |  | | --- | --- | --- | --- | | **Sl.No.** | **Course Level** | **No. of students trained** | **No. of**  **Hours** | | 1. | Level 1 (MR)-3 groups | 8/group | One/week | | 2. | Level II (MR)-3 groups | 8/group | One/week | | |
| 1. 05.09.2013 | Celebration of teachers’ day at dept. of Special Education |
| 1. 06.09.2013 | As a part of E 3, Employment status of persons with disability was presented by Mr. Harish, Special Educator |
| 1. 24.09.2013 | Visit of NAAC Peer Team members to the department of special education from 11.00 am to 11.30 am |
| 1. 29.09.2013 | Communication and Academic Language Lab & Listening Lab civil work is near completion in the department |
| 1. Proposal of ‘Summer School and Teacher Mentor’ discussed with staff of the Dept. of Spl. Ed and is under preparation | |

**Dr. G.Malar, Reader in Special Education**

|  |
| --- |
| * + Compilation of C1 for B.S.Ed (HI) |
| * + Assisted HOD in revision of regulations of M.S.Ed (HI) syllabus and clarifications with BOS-chairperson regarding the same |
| * + Coordinated filling in of registration forms by M.S.Ed (HI) students |
| * + Teaching   DHLS: Paper VI-Education of CWSN-8 hrs  B.S.Ed (HI): HC 1: Philosophical & Socialogical perspectives in education-1 hrs  HC 3: Special Education in India & Global Perspective-20 hrs  M.S.Ed (HI): EDHC3: Thoughts & Practices in Education-21 hrs  EDDP1: 34 (+2 ½ hrs extra) |

PRESCHOOL

|  |  |
| --- | --- |
| 1. 16.09.2013 | Meeting on preparation of forth coming CSS workshop on ‘Curricular Adaptation’ and presented model adapted lesson |
| 1. In-charge of SEA-U | |
| 1. In-charge of EduTechLab | |
| 1. In-charge of Research & Database Unit | |
| 1. Preparation for NAAC peer review | |
| 1. Member of School Adoption Team  * Guidance in preparation for orientation of school teachers by different team members | |
| 1. Member of CSS Team  * Guidance for preparation for NAAC peer review | |

**Ms. Prithi Venkatesh, Lecturer in Special Education**

ACADEMICS:

|  |
| --- |
| 1. Prepared and submitted marks of B.S.Ed(HI) (C1-Component) |
| 1. Coordinated M.S.Ed (HI) practical work  * Oriented the M.S.Ed (HI) students about their practical work * Coordinated activities with other faculties of the department |
| 1. Coordinated B.S.Ed (HI) Practical work. In this regards the following work was carried out:  * Contacted schools for observation schedule * Drafted and sent letters to concerned schools * Prepared practical schedule for B.S.Ed (HI) * Oriented the teacher supervisors about the nature of work that they have to do. * Indented for vehicle * Ensuring smooth functioning of practical work. |
| 1. DHLS: Teaching paper VI:  * Education for Children with Special Needs:7 (Number of classes taken) * Hours per week : 2 hours per week |
| 1. DTYDHH: Teaching paper I  * Education of Young Children –(Deaf and Hard of Hearing )-Birth to 3 years and 3 to 6 years: 14 ( Number of classes taken) * Hours per week : 4 hours per week |
| 1. B.S.Ed (HI): Teaching three courses (Papers)    * HC.1: Philosophical and Sociological Foundations of Education: ----- (Number of Classes taken)    * SC3: Methodology of Teaching Chemistry:11 (Number of Classes taken)    * SC 4: Methodology of Teaching Biology:11 (Number of Classes taken)    * Hours per week: HC 1: 4 hours per week, SC 3: 3 hours per week   SC 4 : 3 hours per week |
| 1. Additional Academic Duty: Serving as B.S.Ed (HI) and M.S.Ed (HI) mentor.  * Conducted meetings with B.S.Ed (HI) and M.S.Ed (HI) trainees. * Prepared minutes of the meeting * Prepared theory and practical attendance * Prepared staff attendance |

DEPARTMENTAL WORK

|  |
| --- |
| 1. Collected ISBN Number from Library and Information Officer |
| 1. Product Development Cell    * Member of product Development Cell    * Attended meeting on 9th September with Chairperson , Prof. Asha Yathiraj    * Discussed with Madam regarding materials to be sent to Product Development Cell |
| 1. Workshop related work:    * Discussed with madam regarding RCI-CRE    * Discussed with madam regarding BRIDGE programme on ‘Introducing relevant audiology aspects of Cochlear Implant program to the educators’.    * Sent letter to MED-EL for convenient dates for orientation organization    * Prepared permission letter    * Prepared budget for the same for submission to Director |
| 1. Work related to ISO    * Prepared procedure for ‘Public Education’      + Workshop      + Staff Enrichment Programme      + Parent Enrichment Programme      + Resource persons      + Orientation programme      + Prepared skill matrix ISO |
| 1. NAAC related work: The institute had NAAC Peer Visit from 23rd September to 25th September. In this regard the following work was carried out:    * Attended two rounds of meeting for NAAC preparation meeting with HOD on 3rd September and 17th September 2013.    * For document verification, coordinated activities with Ms. Shobha B.N and Ms. Ramankumari for compilation of certificates for :      + Workshop      + Resource persons      + In-house workshop      + Research publication      + Projects    * Made arrangements in the meeting hall for document verification |
| 1. Workshop Coordinator |
| 1. In charge for University related work of B.S.Ed and M.S.Ed (HI) |
| 1. Member in Parent-Infant Programme Unit |
| 1. Member in Video Library Unit |
| 1. In-charge of SEA-U on Tuesday |
| 1. Member of Product Development Cell |

**Ms. Vijetha P, Lecturer in Special Education**

ACADEMICS

|  |  |
| --- | --- |
| 1. DTY(DHH) | 4 hrs/wk |
| 1. B.S.Ed.(HI) | 10 hrs/wk |
| 1. M.S.Ed(HI) | 8 hrs/wk |
| 1. 13.09.2013 | Submitted C1 for B. S .Ed.(HI) course |
| 1. Completed Faculty Evaluation Index. | |
| 1. As a mentor, submitted the attendance and minutes of the meeting of DTYDHH trainees | |
| 1. Serving as DTYDHH mentor | |
| 1. Serving as AIISH GYMKHANA secretary | |

DEPARTMENTAL WORK

|  |  |
| --- | --- |
| 1. 06.09.2013 | Attended E3 on **“Open source software”** housed in Department of Special Education**.** |
| 1. 24.06.2013 | NAAC visit, Faculty interaction meeting was attended. |
| 1. 23rd to 25th Sept 2013 | Coordinated with HOD and other colleagues in arranging the department on the occasion of NAAC visit to the department on 24th September 2013. |
| 1. A report for the orientation program attended on 1st September 2013 is also been submitted | |
| 1. Participated in 48th Annual day of the Institute and performed a group dance. | |

Preschool incharge

As Preschool in charge:

|  |  |
| --- | --- |
| 1. 24.09.2013 | For NAAC visit, as per the directions of HOD, arrangements in Preschool were made. |

OTHERS

|  |  |
| --- | --- |
| 1. 17.09.2013 | On the occasion of Hindi week, “Quiz competition on Hindi movies” was held for students. |
| 1. 23.09.2013 | Performed Punjabi dance, on the occasion of NAAC visit to the Institute. |

**Ms. P.V.Ramanakumari, Special Educator**

|  |
| --- |
| 1. Serving as in-charge LiBoToy since April 2011. |
| 1. Serving as mentor for new born screening (NBS) program for DHLS – Imphal centre. |
| 1. Serving as member of AIISH staff sports committee since October 2011. |
| 1. Serving as member of Edu-Tech Lab since April 2011. |

DEPARTMENTAL WORK

|  |  |
| --- | --- |
| 1. 01.09.2013 | Participated and gave a talk on curriculum adaptations in mathematics at RIE, Mysore as part of 53rd foundation day of NCERT. |
| 1. 03.09.2013 | Oriented Sharada school teachers regarding inclusive education as part of school adoption. |
| 1. 06.09.2013 | As part of E3 attended Mr. Harish’s presentation on open source softwares / operating systems |
| 1. 16.09.2013 | Orientation by Ms. Shobha regarding curriculum adaptation for children availing CSS phase III |
| 1. 17.09.2013 | Attended meeting with HOD to discuss regarding arrangements for NAAC team members visit to the department. |
| 1. 18.09.2013 | Attended meeting of technical staff with Prof. K.S.Prema in connection with NAAC team visit to institute |
| 1. 16th, 17th, 18th & 20th Sept 2013 | Sorted departmental documents as per appendices and filed and arranged in documents room for review of NAAC team members. |
| 1. 20.09.2013 | Arranged LiBoToy for NAAC team visit. |
| 1. 22nd & 24th Sept 2013 | Took NAAC committee members around SGS Ashrama |
| 1. 23.09.2013 | Setting of LiBotoy for NAAC team visit |
| 1. 24.09.2013 | NAAC team visit to Department |
| 1. 1st–30th Sept 2013 | LiBoToy registrations were taken **total -133**. Every week on Tuesdays and Thursdays renewal, issues, returning of materials issued were carried out. On every Friday new registrations were taken. |

PRESCHOOL

|  |  |
| --- | --- |
| 1. 01.09.2013 | Collected information from in-charge special educators regarding clients attending PPEP sessions as a part of monthly statistics. |
| 1. 04.09.2013 | Participated in games organized by caregivers as part of teachers’ day celebration. |
| 1. 05.09.2013 | Attended teachers’ day celebrations organized by caregivers |
| 1. 11.09.2013 | Attended Onam and Ramdan celebrations organized by caregivers |
| 1. 19.09.2013 | Attended meeting of HOD with caregivers regarding NAAC team visit. |

**Mr. Suresh.C.B, Special Educator**

DEPARTMENTAL WORK

|  |  |
| --- | --- |
| 1. 06.09.2013 | Organised E3 presentation on Free Access Softwear-Edubundu by Mr.Harish Kumar ,Special Educator |
| 1. 18.09.2013 | Attended meeting conducted by Prof. K. S. Prema regarding NAAC Committee Visit , at Seminar Hall |
| 1. 19.09.2013 | Attended meeting conducted by HOD for caregivers regarding the NAAC visit and carried out translation to Malayalam |
| 1. 23.09.2013 | Practiced for the dance to presented a Bhangra Dance for Cultural Program at Gymkhana during NAAC Team Visit. |
| 1. 24.09.2013 | Attended NAAC peer team meeting with the NAAC members |
| 1. Served as Incharge of Equipment | |
| 1. Collected and submitted statistics of Workshop /Seminars attended by staff of Dept. | |
| 1. Served as Incharge of E3 Program | |

PRESCHOOL

|  |
| --- |
| * + - 1. Conducted monthly test for respective Malayalam group children |
| * + - 1. Served as Incharge of PPEP Malayalam group. |
| * + - 1. Carried out a demonstration class during the NAAC Team inspection at the Dept. of Special Education |
| * + - 1. Participated and assisted ‘Onam’ celebration organized by caregivers at preschool |

**Ms. Sumana H.P, Special Educator**

DEPARTMENTAL WORK

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| --- | --- |
| 1. 06.09.2013 | Attended E3 on - Open source software/Technology “EDUBANTU” by Mr. Harish Kumar |

PRESCHOOL

|  |  |
| --- | --- |
| 1. 03.09.2013 | CSS members meeting regarding lesson adaption and III phase work shop of CSS |
| 1. 11.09.2013 | Meeting with HOD madam and CSS members regarding CSS phase III workshop |
| 1. 17.09.2013 | Attended HOD madam meeting on NAAC visit |
| 1. 18.09.2013 | Attended meeting with Director and Dr. Prema K.S. on NAAC meeting with Technical staff in seminar hall |
| 1. 18.09.2013 | Attended HOD Meeting Parents regarding NAAC Visit |
| 1. 23.09.2013 | Attended Cultural programme for NAAC Peer Team at Gymkhana |
| 1. 24.09.2013 | Attended NAAC peer team meeting with technical staff in seminar hall. |
| 1. Assessment of children of the groups handled by me. | |
| 1. Member of CSS/IEP. | |
| 1. Member of SEA-U | |

**Ms. Kumudha.R, Special Educator**

DEPARTMENTAL WORK

|  |  |
| --- | --- |
| 1. 19.09.2013 & 30.09.2013 | Monthly Meeting with Thazampo parents and Supervisor Dr. G. Malar regarding Monthly lesson plan and discussed children level |

PRESCHOOL

|  |  |
| --- | --- |
| 1. 16.09.2013 | Attended CSS team meeting on 3rd phase of curriculum adaptation |
| 1. 17.09.2013 | Attended HOD madam meeting on NAAC visit |
| 1. 18.09.2013 | Attended meeting with Director and Dr. Prema K.S. on NAAC meeting with Technical staff in seminar hall |
| 1. 18.09.2013 | Attended HOD Meeting Parents regarding NAAC Visit |
| 1. 23.09.2013 | Attended Cultural programme for NAAC Peer Team at Gymkhana |
| 1. 24.09.2013 | CLTU arrangement for NAAC Visit |
| 1. 24.09.2013 | Attended NAAC peer team meeting with technical staff in seminar hall. |
| 1. 25.09.2013 | Attended NAAC Exit committee Meeting |
| 1. Collected statistics for teaching learning materials and PPEP, CLTU | |
| 1. In charge of PPEP | |
| 1. Team Member of CLTU | |
| 1. Member of SEA-Unit. | |
| 1. Conducted monthly test for our groups. | |
| 1. CLTU 2nd Phase book Printed | |

**Ms. Anjana K, Special Educator**

DEPARTMENTAL WORK

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| --- |
| 1. Practiced for the dance to present for the cultural activities |

PRESCHOOL

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| --- | --- |
| 1. 17.09.2013 | Department meeting with HOD and other staffs regarding NAAC visit |
| 1. 18.09.2013 | Attended Meeting conducted by Dr. K. S. Prema regarding NAAC at Seminar Hall |
| 1. 19.09.2013 | Attended meeting conducted by HOD for caregivers regarding the NAAC visit |
| 1. 24.09.2013 | Attended NAAC peer team meeting with the NAAC members |
| 1. Collected statistics for Parent Infant Program sessions | |
| 1. In charge of PIP sessions | |
| 1. Assigned PIP sessions to teachers | |

**Ms. S.Vijayalakshmi, Special Educator**

PRESCHOOL

|  |  |
| --- | --- |
| 1. 16.09.2013 | Attended CSS team meeting on 3rd phase of curriculum adaptation |
| 1. 17.09.2013 | Attended HOD madam meeting on NAAC visit |
| 1. 18.09.2013 | Attended meeting with Director and Dr.Prema K.S. on NAAC meeting with Technical staff in seminar hall |
| 1. 18.09.2013 | Attended HOD Meeting Parents regarding NAAC Visit to the dept |
| 1. 23.09.2013 | Attended Cultural programme for NAAC Peer Team at Gymkhana |
| 1. 24.09.2013 | Attended NAAC peer team meeting with technical staff in seminar hall |
| 1. Assessment of children in Sapota, Balehannu, Sevanthi-1, Kamala-2 groups for Month of September | |
| 1. Oriented about preschool session for the students from Orissa | |

**Ms. Leena C C, Special Educator**

DEPARTMENTAL WORK

|  |  |
| --- | --- |
| 1. 16.09.2013 | Meeting with CSS members regarding CSS phase III workshop |
| 1. 17.09.2013 | Attended HOD madam meeting on NAAC visit |
| 1. 18.09.2013 | Attended meeting with Director and Dr.Prema K.S. on NAAC meeting with Technical staff in seminar hall |
| 1. 18.09.2013 | Attended HOD Meeting Parents regarding NAAC Visit to the dept |
| 1. 23.09.2013 | Attended Cultural programme for NAAC Peer Team at Gymkhana |
| 1. 24.09.2013 | Attended NAAC peer team meeting with technical staff in seminar hall. |
| 1. Arranged PPEP Room for NAAC Visit | |

PRESCHOOL

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| --- |
| 1. Incharge for Kannada PPEP sessions from 12.15 to 1.00 clock |
| 1. Member for PPEP. |
| 1. Conducted monthly test for Sampige II & Drakshi children. |
| 1. Monthly Meeting with Sevanthi-2 parents Supervisor Dr K.S. Prema regarding Monthly lesson plan and discussed children level. |

**Ms. M.S. Sreevidya, Special Educator**

DEPARTMENTAL WORK

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| --- |
| 1. Given statistics of Co-curricular activities and Sensory unit. |
| 1. Participated in cultural program at gymkhana in connection with NAAC visit |

PRESCHOOL

|  |  |
| --- | --- |
| 1. 4th & 5th Sept 2013 | Attended Teachers day celebrations at pre-school |
| 1. 24.09.2013 | NAAC team visited Department |
| 1. Collected materials for the sensory unit from AIISH stores. | |
| 1. Met HOD regarding Workshop with the team. | |
| 1. Attended meeting of Technical staff with NAAC. | |
| 1. Attended party given for cultural program team at AIISH guest house. | |
| 1. Arranged sensory motor unit in AV room for NAAC visit. | |

**Mr. Harish Kumar, Special Educator**

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| --- |
| 1. Attended Hindi day competition |

DEPARTMENTAL WORK

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| --- | --- |
| 1. 06.09.2013 | Presented E3 on “Open Source Softwares” |
| 1. 16.09.2013 | Attended CSS team meeting on 3rd phase of curriculum adaptation |
| 1. 17.09.2013 | Attended HOD madam meeting on NAAC visit |
| 1. 18.09.2013 | Attended meeting with Dr.Prema K.S. on NAAC meeting with Technical staff in seminar hall |
| 1. 18.09.2013 | Attended HOD Meeting Parents regarding NAAC Visit to the dept |
| 1. 19.09.2013 | Attended meeting with Dr. Prema K.S regarding NAAC visit |
| 1. 23.09.2013 | Attended Cultural programme for NAAC Peer Team at Gymkhana |
| 1. 24.09.2013 | Attended NAAC peer team meeting with technical staff in seminar hall |
| 1. Served as representative of technical staff for NAAC peer team visit. | |
| 1. Arranged sensory-motor room for NAAC peer team visit. | |
| 1. Taking sessions at Sensory-Motor unit. | |
| 1. Worked for the Preschool admission and database. | |
| 1. Submitted modified ARF Project proposal. | |
| 1. Co-coordinating in SEAU on Fridays | |

PRESCHOOL

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| --- |
| 1. Coordinated with Mr. Sandesh for preparing ID Cards. |
| 1. In charge of Admission and Database. |
| 1. Team member of co-curricular & Sensory-motor unit. |
| 1. Team Member of Equipment Incharge Team. |
| 1. Team Member of SEA-U Unit. |
| 1. Made alternative arrangements for Hindi group classes in absence of Ms Kadambari. |

**Ms. Kalyani J, Special Educator**

DEPARTMENTAL WORK

|  |  |
| --- | --- |
| 1. 06.09.2013 | Attended E3 on Open software/Technology: “EDUBANTU” by Mr. Harish Kumar |
| 1. 17.09.2013 | Meeting with HOD madam regarding NAAC visit |
| 1. 19.09.2013 | Meeting with HOD madam and caregivers of preschool regarding NAAC visit |
| 1. 24.09.2013 | Attended meeting with NAAC committee (group B technical staff interaction) |

PRESCHOOL

|  |
| --- |
| 1. Conducted monthly test for Sebe group |
| 1. Prepared power point for classroom teaching |
| 1. Prepared teaching learning material for class room teaching |
| 1. Made postures for NAAC Inspection |
| 1. Displayed departmental activities postures for NAAC Inspection |
| 1. PPEP (GEGCS) member |
| 1. Took part in cultural activities during NAAC visit |

**Ms. Kadambari, Special Educator**

DEPARTMENTAL WORK

|  |  |
| --- | --- |
| 1. 17.09.2013 | Meeting with HOD madam regarding NAAC visit |
| 1. 19.09.2013 | Meeting with HOD madam and caregivers of preschool regarding NAAC visit |
| 1. Participated in cultural program for NAAC committee | |
| 1. Part of Exit committee for Caregivers Computer Training Program. | |
| 1. Attended meeting with NAAC committee (group B technical staff interaction) | |

PRESCHOOL

|  |
| --- |
| 1. Collected statistics for Guidance and counselling sessions. |
| 1. In charge of Caregivers computer training program |
| 1. Updated database of parents enrolled for computer training. |
| 1. Team member for Parent Infant Program |
| 1. Arranged Computer training room and PIP room for NAAC visit |

**Ms. Shobha.B.N, Special Educator**

DEPARTMENTAL WORK

|  |  |
| --- | --- |
| 1. 03.09.2013 | CSS members meeting regarding lesson adaption and III phase work shop of CSS |
| 1. 06.09.2013 | Attended E3 on - Open source software/Technology : “EDUBANTU” by Mr. Harish Kumar |
| 1. 11.09.2013 | Meeting with HOD madam and CSS members regarding CSS phase III workshop |
| 1. 17.09.2013 | Meeting with HOD madam regarding NAAC visit |
| 1. 19.09.2013 | Meeting with HOD madam and caregivers of preschool regarding NAAC visit |
| 1. Attended meeting with NAAC committee (group B technical staff interaction) | |

PRESCHOOL

|  |  |
| --- | --- |
| 1. 17.09.2013 to 18.09.2013 | Took initiative in arrangement of documents of departmental activities and displaying it in the administrative block for the NAAC inspection |
| 1. Collected statistics for teaching learning materials and CSS, IEP and DT sessions. | |
| 1. In charge of CSS, IEP and DT sessions | |
| 1. Assigned CSS, IEP and DT sessions to teachers | |
| 1. In charge of prayer time table | |
| 1. Conducted monthly test for Sampige I, Mallige, Sugandharaja and Papaya groups. | |
| 1. Arranged CSS room for NAAC visit | |
| 1. As a member of MSD-unit took initiative in CP-day celebration activities like preparation of brochure CP, preparation of ppt presentation on management of CP children in regular classroom and went for the purchase of memento and other stationeries required for the CP -day | |

**Ms. Latha.C, Special Educator**

DEPARTMENTAL WORK

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| --- |
| 1. Collected Statistics for flower and fruit groups. |

PRESCHOOL

|  |  |
| --- | --- |
| 1. 06.09.2013 | Attended E3on Open source software by Mr. Harish Kumar |
| 1. 16.09.2013 | Attended CSS team meeting on 3rd phase of curriculum adaptation |
| 1. 17.09.2013 | Attended HOD madam meeting on NAAC visit |
| 1. 18.09.2013 | Attended HOD Meeting Parents regarding NAAC Visit to the dept |
| 1. 18.09.2013 | Attended meeting with Director and Dr.Prema K.S. on NAAC meeting with Techincal staff in seminar hall |
| 1. 23.09.2013 | Attended Cultural programme for NAAC Peer Team at Gymkhana |
| 1. 24.09.2013 | Attended NAAC peer team meeting with technical staff in seminar hall. |
| 1. 27.09.2013 | Oriented Gangotri Government School teachers along with Ms. Vijyalakshmi & RC |
| 1. Class test was conducted for Blue I, Sevanthi II, Sebhu & Malligae I | |
| 1. In charge of PPEP MR group | |
| 1. Team member of CSS | |
| 1. Member of SEA-Unit | |
| 1. Made necessary arrangements of CSS room for NAAC peer team visit | |

**Ms. Asha Suresh, Special Educator**

DEPARTMENTAL WORK

|  |  |
| --- | --- |
| 1. 06.09.2013 | Attended E3 on - Open source software/Technology : “EDUBANTU” by Mr. Harish Kumar |
| 1. 16.09.2013 | Attended meeting regarding CSS lesson adaption III phase. |
| 1. 17.09.2013 | Meeting with HOD madam regarding NAAC visit |
| 1. 19.09.2013 | Meeting with HOD madam and caregivers of preschool regarding NAAC visit |
| 1. Attended meeting with NAAC committee (group B technical staff interaction) | |

PRESCHOOL

|  |  |
| --- | --- |
| 1. 17th to 18th Sept 2013 | Took initiative in arrangement of documents of departmental activities. and displaying it in the administrative block for the NAAC inspection |
| 1. Arranged TLM room for NAAC visit | |
| 1. Conducted monthly test for Suryakanthi 1 &11,White 1 & 11,and Coconut groups. | |
| 1. Collected statistics for multiple disabilities. | |
| 1. In charge of TLM and Bonafide certificate. | |

**Ms. P.V.Manjula, Special Educator**

|  |
| --- |
| 1. Serving as member LiBoToy since April 2011. |
| 1. Serving as member of Edu-Tech Lab since April 2011. |
| 1. Serving as member of exhibition committee since April 2012. |

DEPARTMENTAL WORK

|  |  |
| --- | --- |
| 1. 01.09.2013 | Compiled flower, fruit and colour groups statistics as part of monthly statistics. |
| 1. 04.09.2013 | Participated in games organized by caregivers as part of teachers’ day celebration. |
| 1. 05.09.2013 | Attended teachers’ day celebrations organized by caregivers |
| 1. 06.09.2013 | As part of E3 attended Mr. Harish’s presentation on open source softwares / operating systems |
| 1. 11.09.2013 | Attended Onam and Ramdan celebrations organized by caregivers |
| 1. 16.09.2013 | Orientation by Ms. Shobha regarding curriculum adaptation for children availing CSS phase III |
| 1. 17.09.2013 | Attended meeting with HOD to discuss regarding arrangements for NAAC team members visit to the department. |
| 1. 18.09.2013 | Attended meeting of technical staff with Prof. K.S.Prema in connection with NAAC team visit to institute |
| 1. 19.09.2013 | Typed the appendixes list of the departmental documents as part of NAAC team visit arrangements. |
| 1. 19.09.2013 | Attended meeting of HOD with caregivers regarding NAAC team visit. |
| 1. 20.09.2013 | Arranged LiBoToy for NAAC team visit. |
| 1. 23.09.2013 | Setting of LiBotoy for NAAC team visit |
| 1. 24.09.2013 | NAAC team visit to Department |
| 1. 22nd & 24th Sept 2013 | Took NAAC committee members around SGS Ashrama |
| 1. 1st – 30th Sept 2013 | LiBoToy registrations were taken **total -133**. Every week on Tuesdays and Thursdays renewal, issues, returning of materials issued were carried out. On every Friday new registrations were taken. |

**Mr. Devraj.N.B, Special Educator**

DEPARTMENTAL WORK

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| * 1. Worked for CLTU NAAC Peer Team Visit. |
| * 1. Conducted parents meeting with Supervisor Dr. Prema K S. |

PRESCHOOL

|  |  |
| --- | --- |
| 1. 16.09.2013 | Attended CSS team meeting on 3rd phase of curriculum adaptation |
| 1. 17.09.2013 | Attended HOD madam meeting on NAAC visit |
| 1. 18.09.2013 | Attended meeting with Director and Dr.Prema K.S. on NAAC meeting with Techincal staff in seminar hall |
| 1. 18.09.2013 | Attended HOD Meeting Parents regarding NAAC Visit to the dept |
| 1. 23.09.2013 | Attended Cultural programme for NAAC Peer Team at Gymkhana |
| 1. 24.09.2013 | Attended NAAC peer team meeting with technical staff in seminar hall. |
| 1. Assessment of children in Papaya, Halasu, Sevati, & Sampige II groups for Month of September | |
| 1. Team member of CLTU Unit. | |
| 1. Team Member of Video Library Unit. | |

**Mr. Sharanaiah MM, Special Educator**

DEPARTMENTAL WORK

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| --- |
| 1. Worked for CLTU NAAC Peer Team Visit along with Ms.Kumudha and Mr.Devaraju NB |
| 1. Conducted parents meeting with Supervisor Dr.G Malar for the group of Kamala II |
| 1. Conducted parents meeting with Supervisor Dr. Prema .K S. Group name is Sugandharaja-II with other groups |

PRESCHOOL

|  |  |
| --- | --- |
| 1. 01.09.2013 | Attended Foundation Day Celebrations of NCERT,New Delhi at Regional Institute of Education, Seminar hall Title name is “Orientation Programme on Inclusive Education. |
| 1. 17.09.2013 | Attended HOD madam meeting on NAAC visit |
| 1. 18.09.2013 | Attended meeting with Director and Dr.Prema K.S. on NAAC meeting with Techincal staff in seminar hall |
| 1. 18.09.2013 | Attended HOD Meeting Parents regarding NAAC Visit to the dept |
| 1. 23.09.2013 | Attended Cultural programme for NAAC Peer Team at Gymkhana |
| 1. 24.09.2013 | Attended NAAC peer team meeting with technical staff in seminar hall. |
| 1. Assessment of children in Seebe , Halasu, Sugandharaja II, & Kamala- II and Blue-I groups for Month of September. | |
| 1. In charge of office stationary and distributed all the staff. | |
| 1. Team member of CLTU Unit. | |
| 1. Team Member of Exhibition committee | |

**Mr. Rajkumar R, Special Educator**

DEPARTMENTAL WORK

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| --- | --- |
| 1. 19.09.2013 | Conducted parents meeting with Supervisor Dr. Malar for Mavu Group and recorded the minutes. |
| 1. Worked for the mainstream School Adoption poster for NAAC Peer Team Visit. | |
| 1. Assisted in preparing TLM handmade materials name slips in Malayalam and Kannada | |
| 1. Arrangements for 1st phase of orientation programs in 5 adopted schools. | |
| 1. Issue and collection of TLMS on Mondays, Wednesdays and Fridays. | |
| 1. Collection of reports of orientation programs | |

PRESCHOOL

|  |  |
| --- | --- |
| 1. 05.09.2013 | Prepared interim1 year report on mainstream school adoption program along with Dr. Malar and Ms. Shobha B.N. |
| 1. 16.09.2013 | Attended CSS team meeting on 3rd phase of curriculum adaptation |
| 1. 17.09.2013 | Attended HOD madam meeting on NAAC visit |
| 1. 18.09.2013 | Attended meeting with Director and Dr.Prema K.S. on NAAC meeting with Techincal staff in seminar hall |
| 1. 18.09.2013 | Attended HOD Meeting Parents regarding NAAC Visit to the dept |
| 1. 23.09.2013 | Attended Cultural programme for NAAC Peer Team at Gymkhana |
| 1. 23.09.2013 | Dance practice for staff group dance for NAAC peer Team visit and performed group Dance at Gymkhana |
| 1. 24.09.2013 | Attended NAAC peer team meeting with technical staff in seminar hall |
| 1. 27th & 30th Sept 2013 | Prepared reports on PPP(public Private partnership) under RTI query from the dept |
| 1. Contacted Adopted mainstream schools for dates for orientation programs and collected school profile and made arrangements for orientation programs. | |
| 1. Made necessary arrangements of TLM room for NAAC peer team visit. | |
| 1. Team Member of SEAU Unit | |
| 1. Team member of TLM unit. | |
| 1. Assessment of children in Mavu, Drakshi and Sampige II groups for Month of September | |
| 1. In charge of Mainstream school adoption team. | |

**Ms. Asha S A, Special Educator**

DEPARTMENTAL WORK

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| 1. In charge of Preschool Progress Meeting ( conduct,update & maintain the reg). |
| 1. Team member of website |

PRESCHOOL

|  |  |
| --- | --- |
| 1. 05.09.2013 | Attended teachers day celebration |
| 1. 06.09.2013 | Attended e3 program “open source software” |
| 1. 16.09.2013 | Attended CSS team meeting on 3rd phase of curriculum adaptation |
| 1. 16.09.2013 | Attended CSS team meeting on 3rd phase of curriculum adaptation |
| 1. 17.09.2013 | Attended HOD madam meeting on NAAC visit |
| 1. 18.09.2013 | Attended HOD Meeting Parents regarding NAAC Visit to the dept |
| 1. 18.09.2013 | Attended meeting with Dr.Prema K.S. on NAAC meeting with Techincal staff in seminar hall |
| 1. 23.09.2013 | Attended Cultural programme for NAAC Peer Team at Gymkhana |
| 1. 23.09.2013 | Dance practice for staff group dance for NAAC peer Team visit and performed group Dance at Gymkhana |
| 1. 24.09.2013 | Attended NAAC peer team meeting with technical staff in seminar hall. |
| 1. 30.09.2013 | Attended Kamala I class meeting with Supervisor |
| 1. Involved in some works related to NAAC visit | |
| 1. Conducted Class meeting Of Sapota & Malligae II | |

**Mr. Subramanya.K.R, Special Educator**

|  |  |
| --- | --- |
| 1. 05.09.2013 | Attended teachers day celebration |
| 1. 06.09.2013 | Attended e3 program “open source software” |
| 1. 16.09.2013 | Attended CSS team meeting on 3rd phase of curriculum adaptation |
| 1. 17.09.2013 | Attended HOD madam meeting on NAAC visit |
| 1. 18.09.2013 | Attended meeting with Dr.Prema K.S. on NAAC meeting with Technical staff in seminar hall |
| 1. 18.09.2013 | Attended HOD Meeting Parents regarding NAAC Visit to the dept |
| 1. 23.09.2013 | Attended Cultural programme for NAAC Peer Team at Gymkhana |
| 1. 24.09.2013 | Attended NAAC peer team meeting with technical staff in seminar hall. |
| 1. 30.09.2013 | Attended farewell function of Ms. Anitha Balodev (UDC) in seminar hall |
| 1. Team member of VLU unit. | |
| 1. Team member of website | |
| 1. Team Member of Preschool Database Unit. | |
| 1. Member of wall paint committee | |
| 1. In charge of Preschool Progress Meeting. | |

**Ms. Lakshmi, Special Educator**

|  |  |
| --- | --- |
| 1. 11.09.2013 | Attended “ Onam Celebration” at Preschool premises |
| 1. 17.09.2013 | Attended Departmental meeting with HOD of Special Education |
| 1. 18.09.2013 | Attended technical staff meeting at seminar hall in academic block –conducted by HOD special education |
| 1. 19.09.2013 | Attended meeting for parents with HOD special education review on NAAC team visit |
| 1. 23.09.2013 | Attended cultural program as a part of NAAC peer team visit at the institute |
| 1. Initiated in decorating the front pillars of the preschool department as a part of NAAC visit | |
| 1. Meeting with Tamil (Tazampoo) group to review with students’ progress | |
| 1. Meeting with parents of White II and Chembarathi I groups to review with their Children’s performance and provided with various strategies to make teaching and training materials | |

**Ms. Leelarani, Special Educator**

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| --- | --- |
| 1. 05.09.2013 | Attended teachers day celebration |
| 1. 16.09.2013 | Attended CSS team meeting about 3rd phase of curriculum adaptation date |
| 1. 17.09.2013 | Attended meeting with HOD madam date about NAAC visit |
| 1. 18.09.2013 | Attended HOD Meeting Parents regarding NAAC Visit to the |
| 1. 18.09.2013 | Attended meeting with Dr.Prema K.S. on NAAC meeting with Technical staff in seminar hall |
| 1. 24.09.2013 | Attended NAAC peer team meeting with technical staff in seminar hall. |
| 1. 23.09.2013 | Attended Cultural programme for NAAC Peer Team at Gymkhana |
| 1. 30.09.2013 | Attended Kamala I class meeting with Supervisor |
| 1. Participated in dance practice with staff. | |
| 1. Team member of LIBOTOY | |

**Ms. Laxme Janardhanan, Audiologist Gr. I**

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| --- |
| 1. Collected documents from in-charge staffs of different units for ISO documentation |
| 1. Attendance of students was monitored and sent to DCS   Number of Students: 32  Course: BSc. (Speech and Hearing), MSc. (Audiology), DHLS  Date: 01.09.2013 to 30.09.2013 |
| 1. Helped in sorting and arranging documents related to NAAC inspection |
| 1. Modified ppt of Department as per the instruction of HOD |
| 1. Participated in arrangement of department for NAAC visit. |
| 1. Conducted parents - teachers meeting for the supervising groups |
| 1. Parental guidelines were carried out |
| 1. Consultancy and counselling of parents of CSS clients |

OTHERS

|  |  |
| --- | --- |
| 1. 4th &5th Sept 2013 | Attended Teachers’ day celebrations at pre-school |
| 1. 24.09.2013 | NAAC peer committee visited the Department. |
| 1. 25.09.2013 | Attended meeting of Technical staff with NAAC |
| 1. Attended cultural eve at Gymkhana in relation to NAAC visit | |
| 1. Attended Onam celebration in the Department | |

**Mr. Gururaj, Resource Coordinator**

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| --- | --- |
| 1. 4th &5th Sept 2013 | Attended Teachers day celebrations at pre-school |
| 1. 06.09.2013 | Attended E3 on – Open source software/ technology “EDUBANTU” by Mr.Harish Kumar |
| 1. 18.09.2013 | Attended meeting with Director and Dr. Prema K.S. on NAAC meeting with Technical sta ff in seminar hall |
| 1. 23.09.2013 | Dance practice for staff group dance for NAAC peer Team visit and performed group Dance at Gymkhana |
| 1. 23.09.2013 | Attended Cultural programme for NAAC Peer Team at Gymkhana |
| 1. 24.09.2013 | Attended NAAC peer team meeting with technical staff in seminar hall. |
| 1. Sent mail to the AIISH alumni students (M.S.Ed) regarding the post of lectures at Uttarakhand | |
| 1. Oriented about the services at Department of Special Education and Institution in following Schools - 2. Hemavathi School Higher Primary & secondary Schools (02.09.2013) 3. Sharada Nursery Primary &Secondary School (03.09.2013) 4. Indira Nussary & primary School ( 04.09.2013) 5. Manasa Gangothri schools primary & Secondary school (27.09.2013) | |
| 1. Followed up (BEO, Painters, SMN enterprises, Aquarium & Printer service cetre) over phone regarding department work. | |
| 1. Attended Onam celebration conducted by Malayali parents | |
| 1. Team Member of Video Library. | |
| 1. Team member of Mainstream school adoption team | |
| 1. In charge of Department Library | |
| 1. Worked for the arrangement of Department, printing, purchase for NAAC peer team visit | |
| 1. Involved in exterior wall painting work with assigned team.  * Arrangement of Light for painting work * Arrangement of Scaffolding for painting work * Given work order to DMD for designing pictures and followed-up. | |
| 1. Visited Adopted mainstream schools for collecting data and taken dates for orientation programs in schools. | |
| 1. Followed up the work of layout and staff name plate | |

**Ms.Swetha.S, Administrative Assistant**

|  |  |
| --- | --- |
| 1. 17.09.2013 | Attended meeting with Director madam in connection with NAAC Visit |
| 1. 23.09.2013 | Participated in cultural dance for NAAC peer Team visit and performed group Dance at Gymkhana |
| 1. 24.09.2013 | Attended NAAC peer team meeting with Administrative staff in seminar hall. |
| 1. Incharge of Office Maintenance | |
| 1. Drafting letters/circulars | |
| 1. Incharge of Documents: Files, Papers-issue, Reports, Indents, Receipts, Correspondence, Communication, E-mail/Phone etc., | |
| 1. Preparation of Monthly Report | |
| 1. Maintenance of Leave Statement of all staff | |

**Mr. Sandesh, Clerk cum Typist**

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| --- | --- |
| 1. 17.09.2013 | Meeting with HOD madam regarding NAAC visit |
| 1. 23.09.2013 | Dance practice for staff group dance for NAAC peer Team visit and performed group Dance at Gymkhana |
| 1. 24.09.2013 | Attended NAAC peer team meeting with Administrative staff in seminar hall. |
| 1. 30.09.2013 | Attended farewell function of Ms. Anitha Balodev (UDC) in seminar hall |
| 1. Team member of caregiver’s computer training program. | |
| 1. Team member of equipments In-charge team | |
| 1. Displayed CCTP activities postures for NAAC Inspection | |
| 1. Done gloss prints of Department activities postures for NAAC Inspection. | |
| 1. Took part in cultural activities during NAAC visit. | |

1. Invited Talks:NIL
2. Curriculum Development: NIL
3. Development of Materials to support Learning:

**Dr. G. Malar, Reader in Special Education**

|  |
| --- |
| * + - 1. Developing Trainers’ Manual for Visual Arts as part of Co-curricular Training at AIISH Preschool |
| * + - 1. Developing materials for training in mathematics at primary school level (in CREDM) |

1. Service in Academic bodies of other Organizations:

**Dr. G. Malar, Reader in Special Education**

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| --- |
| Member of BoS – Special Education, Karnataka State Open University |

1. Membership in Professional Organizations/Associations

**Dr. K.S.Prema, HOD, Special Education**

1. Member of International Reading Association, USA
2. Life member of Dravidian Linguistic Association
3. Life member of Indian Speech and Hearing Association
4. Life Member of All India Association for Educational Research
5. Life-member of AIISH Alumni Association.
6. Member of Rehabilitation Council of India
7. Editorial Board Member of IJOAL and LF Journals
8. Member of ‘Fulbright State Alumni Association’
9. Member of ‘Women in Science’.
10. Member of BOS (Ed)-PG, UOM
11. Member of Specialty Clinics at AIISH-ASD Unit and LD Unit since 08-11-2011.
12. Member of Committee for Internal Quality Assurance Cell
13. Member of Steering Committee for Self Study report for NAAC at AIISH
14. Member of Editorial Committee, Journal of Research in Innovative Teaching, National University Journal, USA
15. BOS (Spl.Ed. & Rehabilitation) member for two years (25-03-2013 onwards) for Avinashlingam Institute for Home Science and Higher Education for Women University, Coimbatore, T.N. Response from Office awaited to accept the invitation.

**Dr. G. Malar, Reader in Special Education**

1. Associate Member of ISHA

**Ms. Prithi Venkatesh, Lecturer in Special Education**

1. Member of Rehabilitation Council of India (RCI No:A05636)
2. Member of National Council of Educators of the Deaf
3. Member in Neo-natal screening programme for Cuttack Centre
4. Member of Journal of Disability management and Special Education

**Ms. Palnaty Vijetha, Lecturer in Special Education**

1. Member of Rehabilitation Council of India (RCI) –A06749.
2. Member of Administrative college of India (ASCI)

**Ms. Shobha Odunavar, Lecturer in Special Education**

* 1. Member of Rehabilitation Council of India.
  2. Life Member of National Council of Educators of the Deaf.
  3. Life member of All India Association of Educational Research.

1. Participation in Committees/Taskforce and Panels setup by other organizations/agencies: NIL
2. Any Other(Please Specify)

**Ms. Prithi Venkatesh, Lecturer in Special Education**

Member in the Assessment team of teacher training institute: Rehabilitation Council of India.

* + 1. RESEARCH ACTIVITIES

1. Research Projects
2. Completed Research Projects
3. New Research Projects(Initiated during 2012):

**Dr. G. Malar, Reader in Special Education**

Received official sanction for ARF Project titled ‘Development of Grade Level Assessment Test for Primary Level: Applicable for Children with Communication Disorders’

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Name of the project | Funded by | Amount sanctioned | Principal Investigator / Co-investigator | | Status of the project |
| Principal investigator | Co-investigator |  |
| 01 | Attitudes of In-service Educators towards Inclusive Education | AIISH | 2,18,000/- | Ms.P. Vijetha | Ms. Prithi venkatesh | 1. Educative materials for Orientation program is prepared and given for validation. 2. Literature being reviewed. 3. Appointments for orientation program are being taken. 4. Pre-data in five integrated schools over. 5. Pre-data collection in 5 non-integrated school ongoing. 6. Collected pre-data from 30 teachers (in-service) from the selected integrated schools 7. Conducted one round of meeting for knowing the progress of the project 8. Had discussion with research officer regarding material preparation and orientation 9. Conducted four rounds of meetings with project officer for development of handouts for teachers a 10. Prepared contents for handouts 11. Prepared contents for power point presentation 12. Proof read the hand outs 13. Gave suggestions for corrections 14. Gave handouts/ brochures for validation |

1. Doctoral and Post Doctoral Programs
2. Degree Awarded-NA
3. Thesis Submitted-NA
4. Under Progress
   1. Ms. Prithi venkatesh
   2. Ms. Palnaty Vijetha
   3. Ms. Shobha Odunavar
   4. Ms. B. N. Shobha
   5. Ms. S. Vijayalakshmi
   6. Ms. Leena C. C.
   7. Ms. Kadambari C.
   8. Mr. Harishkumar have enrolled at University of Mysore and
   9. Ms. Kalyani Janwadkar atVivekananda University, Coimbatore.
5. Research Papers presented at National/International Conferences/Seminars(in APA format)
6. Research Papers Published(in APA format)-NIL

Papers published in Conference/Seminar Proceedings-NIL

Research Papers in press-NIL

1. Books published(in APA format)
2. Book chapters published(in APA format)-NIL
3. Books in press

**Dr. G.Malar, Reader in Special Education**

* Malar, G. (2013). Training in Attention and Concentration Skills for Children with Communication Disorders’ Mysore: AIISH.
* Malar G, Sreedevi.N & Suresh.C.B-Roles of caregivers in Early Intervention of children with communication disorders *‘DCID journal’*

1. Books/Manuals/Seminar Proceedings edited

|  |  |
| --- | --- |
| Name, Designation, Department of Faculty |  |
| Title of the Book /Conference Proceedings |  |
| Publisher and Place |  |

1. Journal Editorship:
2. Scholarly Reviewing Activities
3. Reviewer for Scholarly Journals

**Dr. G. Malar, Reader in Special Education**

Reviewed manuscript titled ‘Parental Care about Upbringing, Capacity Development and Rehabilitation of Mentally Challenged Children (Ref. No. 224-833-2-rv) for Disability, CBR and Inclusive Development Journal.

1. Reviewer for Scholarly Conference papers
2. Reviewer for Research Projects
3. Scholarly Reviewing Activities
4. Reviewer for Scholarly Journals
5. Reviewer for Scholarly Conference papers
6. Reviewer for Research Projects

CLINICAL / SPECIAL EDUCATIONAL SERVICES

1. General Clinical Services
2. Speech and Language Assessment
3. Speech and Language Rehabilitation
4. Hearing Evaluation
5. Hearing Aid Trial
6. Hearing Aid Dispensing
7. Psychological Evaluation
8. Counseling and Guidance
9. Ear Moulds
10. Hearing Aid Issue and Electro-Acoustic Evaluation(ADIP Scheme, Ministry of Social Justice)
11. AIISH Hearing Aid Dispensing Scheme
12. Specialized Clinical Services
13. Augmentative and Alternative Communication Unit
14. Autism Spectrum Disorder Unit
15. Fluency Unit
16. Learning Disability Clinic
17. Listening Training Unit
18. Neuromotor Speech Disorder Unit
19. **Pre-School Training and Special Education**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Nature of Service | No. of | | Sessions | Special Observations |
| Groups | Clients |
| 1. Services to children below 2 ½ years of age | | | | | |
| 1. | Parent Infant Programme – organised for very young children (below 1 year of age) with communication disorders through individual sessions | Kannada | 09 | 56 | PD for all children receiving services during the month was DSL with HL. And they were in the age range of 1year to 2 years of age. |
| Malayalam | 20 | 103 |
| Hindi | 00 | 00 |
| Telugu | 01 | 05 |
| **Total** | **30** | **164** |

**Number of Children attending for Parent Infant Program for month of September 2013**

**Number of Sessions for Parent Infant Program for month of September 2013**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Nature of Service | No. of | | Sessions | Special Observations |
| Groups | Clients |
| II.Services to Preschool-aged (2 ½ years to 6 years) children | | | | | |
| 2. | Preschool Parent  Empowerment Programme – organised for children 2 ½ years and above awaiting admission to preschool | Kannada Flower & Colour (MR & Autism) | 08 | 19 | Training is carried out 1 session every day by caregivers under the supervision of special educators. |
| Kannada Fruit (HL) | 36 | 19 |
| Malayalam Flower & Colour (MR & Autism) | 15 | 19 |
| Malayalam Fruit (HL) | 10 | 18 |
| Hindi MR & Autism (Flower and Colour) | 01 | 19 |
| Hindi HL | 03 | 19 |
| English All | - | - |
| Telugu GECGS | 03 | 19 |
| Malayalam GECGS | - | - |
| **Total** | **76** | **132** |

**Preschool Parent Empowerment Programme**

**Number of children with special needs attending PPEP for the month of September 2013**

**Malayalam**

**Number of sessions for PPEP for month of September 2013**

**Malayalam**

**Malayalam**

**Malayalam**

**Malayalam**

**Malayalam**

**Malayalam**

**Malayalam**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Nature of Service | No. of | | Sessions | Special Observations |
| Groups | Clients |
| 1. Services to Preschool-aged (2 ½ years to 6 years) children | | | | | |
| 3 | Preschool Training for Children with Communication Disorders | Colour (Autism) - 08 | 44 | 3696 | 4 hrs of daily training, including 4 curricular & 1 co-curricular skills (of 45 min each). |
| Flower (MR) - 17 | 83 | 6**972** |
| Fruit (HL) - 13 | 96 | 8064 |
| Tamil(mixed) - 01 | 6 | 504 |
| **TOTAL - 39** | **229** | **19236** |

**Preschool Training for Children with Communication Disorders**

**Number of Children with Special Needs attending Preschool for the month of September 2013**

**Number of Sessions in Preschool for the month of September 2013**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Nature of Service | No. of | | | Sessions | Special Observations |
| Groups | | Clients |
| 1. Services to school-aged children | | | | | | |
| 1. | Placement Guidance Evaluation – for School-aged children  **SEA-U/Educational Assessment:**  Screening & referral | |  | 14 | 14 | Following assessment of academic skills guidance is provided regarding nature and level of educational placement for children. |
| Assessment | |  | - | - |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Nature of Service | No. of | | | Sessions | Special Observations |
| Groups | | Clients |
| 1. Services to school-aged children | | | | | | |
| 2. | Speech Language and Listening Therapy | | Speech Language Therapy | 135 | 594 | One hour of daily Speech & Language Therapy and twice a week Listening Therapy |
| Listening Therapy | 96 | 96 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Nature of Service | No. of | | | | Sessions | Special Observations |
| Groups | | Clients | |
| III.Services to school-aged children | | | | | | | |
| 3. | individualised Education Plan / Curricular Support Services – for School-aged children (in pairs or individually)   1. Curricular Support Services (CSS) | | Kannada |  | 39 | 172 | Supports provided in curricular areas like maths, science & socials for children with communication disorders attending / preparing to get admitted to school (esp., mainstream). |
| Malayalam | 11 | 29 |
| Hindi | 04 | 16 |
| English | 02 | 04 |
| Telugu | 01 | 05 |
| **Total** | **57** | **226** |
| CSS |  | 51 | 200 |
| 1. Individualized Education Plan | | IEP | 05 | | 22 |
| 1. Demonstration Therapy | | DT | 01 | | 04 |

**Number of Children for Curricular Support services for month of September 2013**

**Number of Sessions for Curricular Support services for month of September 2013**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Nature of Service | No. of | | | Sessions | Special Observations |
| Groups | | Clients |
| III.Services to school-aged children | | | | | | |
| 1 | **Children with Multiple Special Needs – receiving services at preschool:** | | HL with MR | 04 | | Provided for caregivers of children with communication disorders |
| HL with AUTISM | 01 | |
| HL with CP | 03 | |
| MR with AUTISM | 33 | |
| MR with CP | 33 | |
| MR with VI | 00 | |
| Others | 09 | |
| **Total** | **83** | |
| 2 | Bonafide | |  | 2 | | Certificates issued |

**Number of children with Multiple Disabilities in Preschool for month of September 2013**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Nature of Service | No. of | | | Sessions | Special Observations |
| Groups | | Clients |
| III.Services to school-aged children | | | | | | |
| 1 | Counselling & Guidance | | All Services | 102 | 134 | Provided for caregivers of children with communication disorders |
| 2 | Co-Curricular Sessions | | All Services | 215 | 15 | Physical Exercises/Yoga, Music & dance/Arts & Craft Work/Games & Play Activities/Drill Exercises |
| Sensory Motor Unit | | 109 | 12 |

1. Professional Voice Care Unit
2. U-SOFA
3. Vertigo Clinic
4. Voice Clinic
5. Any other(Please Specify)
6. Clinical Support Services to Patients and Family
7. Details of Certificates Issued:

Bonafide certificates are issued to preschool children enrolled in the department to avail concessions and other benefits.

1. Financial Aid
2. Legal advice
3. Any other(Please Specify):

* Computer Training for Caregivers:

|  |  |  |
| --- | --- | --- |
| No. of Parent Beneficiaries | Sessions | Content of Training |
| 35 Parents | 95 Sessions | Introduction to Computers, Drawing pictures in Paint, Keyboard typing in Ms-Word, Slide shows in PowerPoint, Checking Email, Browsing internet |

**Number of Parents for Computer Training for Caregivers for month of September 2013**

**Number of Sessions for Computer Training for Caregivers for month of September 2013**

1. Clinical Electronic Services
2. Electro-Acoustic Evaluation
3. Hearing Aid Dispensing
4. Repair of Hearing Aids
5. EXTENSION ACTIVITIES
6. Rehabilitation and Education through Distance Mode
7. Prevention of Communication Disorders
8. Communication Disorders Screening Camps
9. Orientation Programs:
10. Public Lecture Series
11. TECHNOLOGICAL CONSULTANCY SERVICES-NIL
12. CENTRAL FACILITIES
    * + 1. Library and Information Services

LiBoToy: Number of member enrolled –**133**

* Issues and renewal of materials are carried on Tuesdays and Thursdays afternoon 12.15 to 1.30 & evening 4.45 to 6.00.
* Total Number of issue and renewal hours were approx. 36 hours per month.

LiBoToy (Library of Books and Toys worth around Rs. 3,00,000) for Children with Special Needs and their caregivers – coordinated by Ms. P. V. Manjula & Ms. P. V. Ramanakumari and assisted by Ms. Leelarani

* + 1. Public Information Activities
       1. Major Events of the Year with a brief account

Children’s Day

Independence Day

Republic Day

New Year

* + - 1. Press Releases and Media Coverage
      2. Institute Publications

1. Material Development

|  |  |  |  |
| --- | --- | --- | --- |
| Sl.  No. | Nature of Teaching-Learning Materials | Skill | Number |
| 1. | Flash cards | For all skill areas | 912 |
| 2. | Work Cards | For all skill areas | 253 |
| 3. | Charts | For all skill areas | 08 |
| 4. | PPT | For all skill areas | 55 |
| 5. | Models | For all skill areas | 05 |
| 6. | Sentence strips | For all skill areas | 454 |
| 7. | Others | For all skill areas | 05 |

* + 1. AWARDS AND HONORS RECEIVED BY FACULTY AND STAFF

1. EXTRA CURRICULAR ACTIVITIES
   * + - 1. AIISH Gymkhana

**Ms. Vijetha, Lecturer in Special Education**

* Coordinated the activities for AGM meeting to be held on 11th September 2013.
  + - * 1. NSS
        2. Others

|  |  |
| --- | --- |
| 1. 21.09.2013 | Received aquarium to Dept. of Spl.Ed |
| 1. 21.29 Sept, 2013 | Exterior walls of the dept. of Spl Ed. painted with artistic theme-based pictures related to CWSN. |
| 1. 21.09.2013 | Received Staff Name Board and Dept. layout Board for Dept. of Sp. Ed. |
| 1. 29.09.2013 | Communication and Academic Language Lab & Listening Lab civil work is near completion in Dept. of Spl.Ed |
| 1. Departmental activity wall posters are placed in the corridor | |

* + 1. MAJOR EVENTS

|  |  |
| --- | --- |
| 1. 05.09.2013 | Celebration of Teachers’ Day at dept. of Special Education |
| 1. 11.09.2013 | Onam Celebrations |
| 1. 17.09.2013 | Departmental meeting with HOD regarding NAAC visit |
| 1. 23.09.2013 | Cultural Event from the staff of the Department |
| 1. 24.09.2013 | Visit of NAAC to the department |
| 1. 24.09.2013 | Meeting for Technical and Non-technical staff with NAAC committee |

* + 1. EMINENT VISITORS
* NAAC Visit to the Institute from 23rd to 24th September 2013
* 24th September 2013-Visit of NAAC to the Department of Special Education

XI. ANY OTHER

1. Official Language Implementation:

* One word a day in Hindi

1. Civil work:

Renovation in the department:

**Engineering section:**

|  |
| --- |
| 1. 8 Window Glasses which were broken were replaced in classrooms |
| 1. Construction of scaffolding to help the painter to do the painting work |
| 1. Sand pit in backyard-cocurricular |
| 1. Indented for Equalibrium board, balancing board, trampolin and vestibular swing-received |
| 1. Rat poison was put in the staff room due to rat menace |
| 1. Work order was given for Aluminium partition which has not been completed yet |

**Electronics:**

|  |
| --- |
| 1. The work order for light arrangement for helping in painting work for the exterior walls of the department 3 sides |
| 1. Tube lights replaced-2 Nos |
| 1. Sensory motor LED lights fixed |