**अखिल भारतीय वाक - श्रवण संस्थान, मैसूरू - 6**

**ALL INDIA INSTITUTE OF SPEECH AND HEARING, MYSORE - 6**

**सामग्री विकास विभाग**

**DEPARTMENT OF MATERIAL DEVELOPMENT**

**दिनांक/ Date:** 09.05.2018

निदेशक को प्रस्तुत/ Submitted to the Director

सामग्री विकास विभाग की  01.04.2018 –30.04.2018 अवधि का मासिक रिपोर्ट को आपके अवलोकन एवं आवश्यक कार्रवाई के लिए प्रस्तुत किया जा रहा है। रिपोर्ट को director@aiishmysore.in एवं monthlyreports@aiishmysore.in पर भेजा गया है।

The monthly report of the Department of Material Development covering the period from 01.04.2018 to 30.04.2018 is hereby submitted for your kind perusal and needful. The report is being sent to director@aiishmysore.in and monthlyreports@aiishmysore.in.

विभागाध्यक्ष - सामग्री विकास

 HOD - Material Development

**PHOTOGRAPHY:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **WO Received****Date** | **Name of the Dept./Sec/Units** | **Name of the Event**  | **No. of photos**  | **Date of Completion** |
|
| 1. | 28.03.2018 | Clinical Psychology | Orientation Program | 10 | 16.04.2018 |
| 2.  | 02.04.2018 | Director’s office | Farewell of Mr. Krishna  | 30 | 02.04.2018 |
| 3.  | 02.04.2018 | Engineering section | Swatcch Bharath Fortnight | 65 | 16.04.2018 |
| 4.  | 03.04.2018 | SLP | Staff Enrichment Program | 10 | 16.4.2018 |
| 5.  | 06.04.2018 | Special Education | Saraswathi pooka | 25 | 10.04.2018 |
| 6.  | 06.04.2018 | Special Education | Swatcchata program | 100 | 16.04.2018 |
| 7.  | 11.04.2018 | Clinical Psychology | Peer Evaluation | 05 | 16.4.2018 |
| 8. | 10.04.2018 | Clinical Services | SEEK GYAN program | 20 | 16.04.2018 |
| 9. | 12.04.2018 | Gymkhana | AIISH Aawaz | 300 | 19.03.2018 |
| 10. | 26.04.2018 | Audiology | Workshop pm Programming Cochlear Implanting IHDU  | - | Ongoing |
| 11. | 02.04.2018 | SEEK GYAN program | SEEK GYAN program | 20 | 05.04.2018 |
| **Total** | **595** |  |

**PRINTING**

**01.04.2018 – 30.04.2018**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **WO Received** | **Name of the Dept./Sec/Units** | **Details of the work** | **Paper** | **Paper size** | **Color/****Black & White** | **No. of pages** | **Date of Completion** |
|
|  | 03.04.2018 | Sp. Ed  | Booklet on Public Places | GO | A4 | C | 10125 | 16.4.2018 |
|  | 04.04.2018 | Sp. Ed | Opposites Booklet | GO | A4 | C | 10125 | 4.4.2018 |
|  | 04.04.2018 | Sp. Ed | Poster | G | A3 | C | 10 | 12.04.2018 |
|  | 06.04.2018 | Sp. Ed | Resource book on public place | GO | A4 | C | 350 | 24.04.2018 |
|  | 09.04.2018 | Sp. Ed | Vidyuth Upakaranagalu | GO | A4 | C | 10125 | 09.04.2018 |
|  | 09.04.2018 | Stores | Photocopy of the documents | O | A4 | C | 30 | 09.04.2018 |
|  | 09.04.2018 | SLS | Workshop brochure | G | A4 | C | 50 | 12.04.2018 |
|  | 12.04.2018 | Sp. Ed | Certificate | G | A4 | C | 2 | 17.04.2018 |
|  | 12.04.2018 | Sp. Ed | Booklet on Common Objects | GO | A4 | C | 50 | 23.4.2018 |
|  | 20.04.2018 | SLP | Printing of Display Material | G | A3 | C | 30 | 03.05.2018 |
|  | 20.04.2018 | Sp. Ed | Progress Report of Preschool Children | G | A4 | C | 350 | 25.04.2018 |
|  | 24.04.2018 | Stores | Assessment Protocol for Adult Language Disorders | O | A4 | B&W | - | Ongoing  |
|  | 25.04.2018 | Sp. Ed | Certificate for Preschool Graduation Day | G | A4 | C | 88 | 26.04.2018 |
|  | 26.04.2018 | Sp. Ed | Invitation for Preschool Graduation Day | G | A4 | C | 60 | 26.04.2018 |
| **Total** | **1425** |  |

**VIDEOGRAPHY: NIL**

**GRAPHIC DESIGNING**

**Completion of previous month work orders**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **WO Received Date** | **Name of the Dept./Sec/Units**  | **Details of the work** | **No. of Design** | **No. of pages** | **Drafts** | **Date of Completion** |
| **1** | 15.03.2018 | Clinical Services | Poster on service offered by the Department of Clinical Services | - | - | - | 11.04.2018 |
|  |  |  |  |  |  |  |  |

**01.04.2018 - 30.04.2018**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **WO Received Date** | **Name of the Dept./Sec/Units**  | **Details of the work** | **No. of Design** | **No. of pages** | **Drafts** | **Date of Completion** |
| 1 | 02.04.2018 | SLS | Educatingthe Educator workshop brochure | 1 | 1 | 1 | 05.04.2018 |
| 2 | 02.04.2018 | Special Education | Daily Activities Book Cover  | 1 | 2 | 1 | 09.04.2018 |
| 3 | 28.03.2018 | Special Education | Animals and Birds Vegetable and Fruits Book cover  | 2 | 4 | 1 | 20.04.2018 |
| 4 | 02.04.2018 | Clinical Psychology | An Orientation Program on Parenting Challenges and Issues in Families of Children with Neurodevelopmental Disorders e-Certificate | 1 | 6 | 2 | 09.04.2018 |
| 5 | 02.04.2018 | Special Education | Genders Book cover | 1 | 2 | 1 | 06.04.2018 |
| 6 | 04.04.2018 | Special Education | Summer Camp Poster Design  | 1 | 1 | 3 | 12.04.2018 |
| 7 | 04.04.2018 | Special Education | Opposites Booklet Cover  | 1 | 2 | 2 | 06.04.2018 |
| 8 | 03.04.2018 | Special Education | Electronic items Book Cover  | 1 | 2 | 1 | 09.04.2018 |
| 9 | 05.04.2018 | Product Development Cell Library | Cover Page and Inner pages of publication : Things you always wanted to know about Learning Disability: Volume I  | 0 | 0 | 0 | Ongoing |
| 10 | 05.04.2018 | Product Development Cell Library | Cover page and inner pages of publication : Dyslexia Assessment Profile for Indian Children (DAPIC) | 0 | 0 | 0 | Ongoing |
| 11 | 11.04.2018 | Special Education | Public Places in Hindi Book cover | 1 | 2 | 1 | 17.04.2018 |
| 12 | 12.04.2018 | Special Education | Graduation day Invitation and Certificate | 2 | 3 | 2 | 16.04.2018 |
| 13 | 12.04.2018 | Special Education | Seasons Book Cover  | 0 | 0 | 0 | Ongoing |
| 14 | 12.04.2018 | Special Education | Our Nation Book Cover | 0 | 0 | 0 | Ongoing |
| 15 | 12.04.2018 | Special Education | Resource book of Insects cover page | 1 | 2 | 2 | 17.04.2018 |
| 16 | 13.04.2018 | SLP | Proceedings of National Workshop on Management of Oropharyngeal Dysphagia in Children with Cerebral Palsy  | 1 | 56 | 3 | 23.04.2018 |
| 17 | 13.04.2018 | Special Education | Numbers book Cover page | 0 | 0 | 0 | Ongoing |
| 18 | 13.04.2018 | Special Education | National Leaders Book Cover  | 1 | 2 | 1 | 25.04.2018 |
| 19 | 17.04.2018 | SLS | Workshop on Educating the Educator e-Certificate  | 1 | 6 | 2 | 24.04.2018 |
| 20 | 23.04.2018 | Special Education | Plants and flowers Book Cover | 0 | 0 | 0 | Ongoing |
| 21 | 23.04.2018 | Special Education  | Religions book Cover  | 0 | 0 | 0 | Ongoing |
| **Total**  | **16** | **91** | **23** |  |

**CONTENT DEVELOPMENT/ MODIFICATIONS AND TRANSLATION**

**01.04.2018 - 30.04.2018**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl.****No.** | **WO Received Date** | **Name of the Dept./Sec/Units** | **Details of the work** | **Drafts** | **No. of pages** | **Date of Completion** |
| 1 | 16.04.2018 | SLP | Content on ‘Rajabhasha implementation in the Institute’ – English to Hindi  | - | **04** | 18.04.2018 |
| 2 | 24.04.2018 | Electronics | Content on ‘Diploma in Ear Mould Technology’ – English-Kannada  | - | **02** | 27.04.2018 |
| 3 | 24.04.2018 | Project  | ARF Project No.65: Mobilizing resources for Inclusive education of children with ID & LD – English to Kannada  | - | **06** | 27.04.2018 |
| 4 | 25.04.2018 | Electronics | Content modifications - Hearing aid accessories  |  | **04** | 27.04.2018 |
|  |  |  | **TOTAL** |  | **16** |  |

**SUMMARY REPORT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity** | **No. of New WO Received** | **No. of New WO Completed** | **No. of Old WO Completed** | **No. of WO Ongoing** | **No. of pages / photos/in minutes/Design**  |
|
| Printing | 14 | 13 | - | 1 | 1425 |
| Photography | 11 | 10 |  | 1 | 585 |
| Videography  | Nil  |  |  |  |  |
| Graphic Designing  | 21 | 14 | 1 | 7 | 16 (91 pages) |
| Content development/modifications and translation  | 4 | 4 | - | - | 16 |

अन्य कार्य/ **Other Works:**

* Compilation of the details of the Workshops and Seminars planned for the year 2018-19.
* Ms. Kavitha, Artist Cum Photographer served as member of CEO Furniture Purchase Committee and was on OOD (Benagluru) on 27.04.2018 for the same.

विभागाध्यक्ष - सामग्री विकास

 HOD - Material Development