**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: 07.12.2018

निदेशक को प्रस्तुत/ Submitted to the Director

सामग्री विकास विभाग की  01.11.2018 –30.11.2018 अवधि का मासिक रिपोर्ट को आपके अवलोकन एवं आवश्यक कार्रवाई के लिए प्रस्तुत किया जा रहा है। रिपोर्ट को [director@aiishmysore.in](mailto:director@aiishmysore.in) एवं [monthlyreports@aiishmysore.in](mailto:monthlyreports@aiishmysore.in) पर भेजा गया है।

The monthly report of the Department of Material Development covering the period from 01.11.2018 to 30.11.2018 is hereby submitted for your kind perusal and needful. The report is being sent to [director@aiishmysore.in](mailto:director@aiishmysore.in) and [monthlyreports@aiishmysore.in](mailto:monthlyreports@aiishmysore.in).

विभागाध्यक्ष - सामग्री विकास

HOD - Material Development

**PHOTOGRAPHY**

**01.11.2018 - 30.11.2018**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **WO Received**  **Date** | **Name of the Dept./Sec/Units** | **Name of the Event** | **No. of photos** | **Date of Completion** |
|
| 1 | 26.10.2018 to 2.11.2018 | Clinical Psychology | Vigilance week | 10 | 6.11.2018 |
| 2 | 1.11.2018 | Horticulture Section | Photo of Avenue trees located in front of ENT & Sp. Ed Building | 4 | 2.11.2018 |
| 3 | 5.11.2018 | Gymkhana | Talents Day | 50 | 5.11.2018 |
| 4 | 7.11.2018 | Horticulture Section | Photo of tree located on the southern side of DCS building | 4 | 7.11.2018 |
| 5 | 9.11.2018 | SLP | Guest Lecture | 5 | 22.11.2018 |
| 6 | 13.11.2018 | Spl.Edu | Deepavali Celebration  Health Camp | 100 | 20.11.2018 |
| 7 | 13.11.2018 | ENT | ENT workshop | 70 | 24.11.2018 |
| 8 | 13.11.2018 | Clinical Psychology | Peer Evaluation | 05 | 14.11.2018 |
| 9 | 13.11.2018 | OLI Section | OLI Awards | 02 | 07.11.2018 |
| 10 | 19.11.2018 | Gymkhana | GB meeting | 06 | 20.11.2018 |
| **Total** | | | | **256** |  |

**VIDEO**

**01.11.2018 - 30.11.2018**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **WO Received** | **Name of the Dept./Sec/Units** | **Name of the Event** | **Final Duration of the Video** | **Time spent for Video recordings** | **Date of Completion** |
| 1 | 15.11.2018 | DCS | Recording of ISL Videos | 45 min | 300 minutes | 15.11.2018 |

**PRINTING**

**01.11.2018 - 30.11.2018**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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** |
|
| 1 | 02.11.2018 | Engineering section | Section documents | O | A4 | C | 02 | 02.11.2018 |
| 2 | 05.11.2018 | Special Education | Development and evaluation of indigenous curriculum orientated computer based tutor for concept learning in PCWSN (ARF project) | O | A4 | C | 360 | 05.11.2018 |
| 3 | 05.11.2018 | Clinical services | AAC awareness week report | O | A4 | C | 02 | 05.11.2018 |
| 4 | 05.11.2018 | Gymkhana | Certificates for Talents’ day | G | A4 | C | 25 | 20.11.2018 |
| 5 | 05.11.2018 | Brajesh Priyadarshi, Project Head | TOLD – H writing | O | A4 | B&W | 138 | 05.11.2018 |
| 6 | 05.11.2018 | Dr. Hema N., Chair person | Certificates | O | A4 | C | 06 | 27..11.2018 |
| 7 | 07.11.2018 | Engineering section | Section documents | G | A4 | C | 02 |  |
| 8 | 09..11.2018 | SLP | Printing | G | A4 | C | 02 | 09.11.2018 |
| 9 | 12.11.2018 | ENT | Workshop certificates | G | A4 | C | 90 | 25.11.2018 |
| 10 | 13.11.2018 | ENT | * Feedback forms * Pre and post test * Slides pictures | O | A4 | B&W | 750 | 16.11.2018 |
| 11 | 19..11.2018 | Clinical psychology | Listening skills in counseling Indian perspective - invitation | O | A4 | C | 220 | 19..11.2018 |
| **TOTAL** | | | | | | | **1597** |  |

**GRAPHIC DESIGNING**

**01.11.2018 - 30.11.2018**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **WO Received Date** | **Name of the Dept./Sec/Units** | **Details of the work** | **No. of Designs** | **No. of pages** | **Drafts** | **Date of Completion** |
| 1 | 17.10.2018  (B/F work) | Clinical services | Certificate – In-house training program on Indian sign language | 1 | 11 | - | 10.11.2018 |
| 2 | 05.11.2018 | AIISH | Diary 2019 | 1 | 237 | 2 | - |
| 3 | 12.11.2018 | ENT | Workshop certificate and Invitation card - Anatomy of Temporal Bone – Cadaveric Dissection | 1 | 15 | 2 | 22.11.2018 |
| 4 | 20.11.2018 | Electronics | Invitation card - Hearing Aid Repair Camp | 0 | 1 | 1 | 20.11.2018 |
| 5 | 22.11.2018 | Clinical Psychology | Brochure - National Workshop on Behavioral Modification in Children | 1 | 1 | 1 | 26.11.2018 |
| 6 | 28.11.2018 | Special Education | Visiting Card | 1 | 1 | 1 | 28.11.2018 |
| 7 | 28.11.2018 | DMD | Workshop Certificates and Poster - Simple Hand drawings | 2 | 7 | 2 | 28.11.2018 |
| **TOTAL** | | | | **7** | **273** |  |  |

**CONTENT DEVELOPMENT/ MODIFICATIONS AND TRANSLATION WITH TYPING**

**01.11.2018 - 30.11.2018**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **WO Received**  **Date** | **Name of the Dept./Sec/Units** | **Details of the work** | **Drafts** | **No. of pages** | **Date of Completion** |
|
| 1 | 02.11.2018 | SLP | Visiting card and seal – English & Hindi | - | 03 | 07.11.2018 |
| 2 | 07.11.2018 | Dr. Brajesh Priyadarshi,  Project | Stimulus booklet | - | 03 | 30.11.2018 |
| 3 | 13.11.2018 | Clinical Psychology | Questionnaire | - | 02 | 30.11.2018 |
|  |  |  |  |  |  |  |
| **Total** | | | | | **08** |  |

**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 | 11 | 11 | - | - | 1597 |
| Scanning | - | - | - | - | - |
| Photography | 9 | 9 | 1 | - | 256 |
| Video | 1 | 1 | - | - | **45 minutes**  Time spent for video recording - 300 minutes |
| Graphic Designing | 6 | 5 | 1 | - | 273 |
| Content development/  modifications and translation | 3 | 3 | - | - | 08 |

**ADDITIONAL DUTIES & RESPONSIBILITIES OF DEPARTMENTAL STAFF**

|  |  |
| --- | --- |
| **Name of the Staff** | **Nature of the duty & responsibility** |
| Other activities carried out in the Department | * Workshop on ‘Simple Hand Drawings’ was conducted on 30.11.2018. Dr. M.S. Vasanthalakshmi, Associate Professor served (I/c head) as coordinator for the same |
| Ms. Kavitha N  Artist-cum-Photographer | * Ms. Kavitha N, Artist-cum-Photographer, Co-ordinator for the above mentioned workshop |
| Ms. Nithyashree R  Junior Technical Writer | * Compilation of changes to be made in E-work orders for further corrections * Attended Purchase file related to 1) Flipbook 2) Powtoon Software * Compilation of information on Outreach services’ and collection and sorting out of photos required for the Diary 2019 * Drafting of self explanatory letter on ‘status of the activities and purchase orders of the department in the year 2018-19 * Compilation of information on proposal/ agenda for the EC Meeting |
| Mr. Manikantaswamy  Graphic Designer | * Member, Invitation and Publicity committee, Graduation - 2018 |

विभागाध्यक्ष - सामग्री विकास

HOD - Material Development