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|  **अखिल भारतीय वाक् श्रवण संस्थान, मैसूरू - 06****ALL INDIA INSTITUTE OF SPEECH & HEARING: MYSORE-06****संप्रेषण न्यूनता व्यक्तियों के लिए टेली केन्द्र****TELE-CENTER FOR PERSONS WITH COMMUNICATION DISORDERS** |

SH/TCPD/Monthly report/2018-19 दिनांक/ Date: 07.12.2018

निदेशक को प्रस्तुत/ Submitted to the Director:

संप्रेषण न्यूनता व्यक्तियों के लिए टेली केन्द्र की  01.10.2018 – 31.10.2018 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 Tele-center for Persons with Communication Disorders covering the period from 01.12.2018 – 31.12.2018 is hereby submitted for your kind perusal and needful. The report is being sent to director@aiishmysore.in and monthlyreports@aiishmysore.in.

Head-TCPD

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| **Monthly Reports of the staff** |
| Ms. Yashaswini R, Clinical Supervisor |
| Nature of Service | No. of Clients | No. of Sessions |
| Tele-Assessment - Video Conference | 00 | 00 |
| Tele-Intervention - Video Conference | 00 | 00 |
| Tele-Assessment-Skype | - | - |
| Tele-Intervention-Skype | 00 | 00 |
| E-mails Queries | - |  |
| Counseling for enrolment at TCPD | 08 |
| Telephone | - |
| Assistance for Administrative Activities | Monthly statistics* Calculated monthly stats for clinical activities and verified it in monthly report.
* Cross checked monthly report and leave statement.

Letter drafting* Drafting letters and other official communications as clerk cum Typist is relieved from his duties from 11.12.2018.
* Sent the TCPD information slips to DCS with a copy of director’s approval letter.

Webinar arrangements * Made technical arrangements for Head-TCPD to attend a webinar with UK group of researchers on Dementia on 12.12.218.
* Preparing ppts and video snippet editing for International symposium on Digital technology for the webinar topic on Health and wellbeing- Sessions based on specialty applications scheduled on 8/01/2019.

Website updating* List of new staff was prepared and mailed to the concerned staff to be updated on www.aiishmysore.in website
* Taught Ms. Adithya to use corel video studio software to edit webinar of Head-TCPD and upload it on the website

Equipment related* Prepared list of equipment to be condemned and sent to for approval to the Director.
* Placed work order to Dept. Of Electronics and got the condemnation report for the equipments
* Attended meet with Condemnation committee with By Dr. S. Venkatesan, Dr. Manohar, Mr. Bharath on 21.12.18

Handing over and Taking overMs. Vishnu priya, SLP gr. 1 was relieved from her duties, took over her duties and checked her backup files, documents.  |
| Others | New batch of staff and induction* Staff 5 staff joined TCPD on contract (Ms. Priyanka, Ms. Vanthanaa, Ms. Rakshatha 3-SLP, Ms. Adithya S, Ms. Chaithra 2-AUD). Provided induction to the staff on Objectives of TCPD, activities in clinical, academic, research and public education for a week.
* Slowly delegating roles and responsibilities to the staff in all the four domains.
* Checked for functioning of all the systems, camera and headphones and software for assigning to each staff.

Research* Working on “Perceptions, perspectives and assumed competence on Tele-special education: A survey among educators” with Dr. Malar.
	+ Abstract submitted
	+ Questionnaire developed
* Third review of paper submitted to JISHA
* Research article titled “Telepractice in speech-language pathology and audiology: Prospects and challenges” Authored by Dr. Prema K. S and Ms. Yashaswini R published in JISHA Dec, 2018.
 |
| Ms. Priyanka, SLP Gr. 1 |
| Tele-Assessment - Video Conference | - |  - |
| Tele-Intervention - Video Conference | - | - |
| Tele-Assessment-Skype/Zoom | 5 | 5 |
| Tele-Intervention-Skype/Zoom | 5 |  11 |
| Telephone  |  6 |
| Email Queries |  20 |
| Counseling |  2 |
| Material Development | Preparation of Power Point Presentation and material for Clients  |
| Assistance for Administrative Activities | * Updation of articles in Mendeley software (Telerehabilitation in Dysphagia)
* Attended induction on various clinical, research and student training services of TCPD
* Attended department meetings with the Director and HOD
* Prepared a letter for availing services from various expertise
* Prepared power-point presentation for "International Symposium Theme: Digital Technologies- Health and Wellbeing"
* Prepared list of duties of bond staffs in TCPD
* Familiarized with various software and created accounts
* Compiled cases to be assigned and case reports
* Assigned cases and updated clinical schedule
* Mailed all the cases allotted regarding the commencement of therapy sessions
 |
| Others | Observation of tele speech therapy cases and introduction to softwares and apps used for teleintervention. |
| Ms. Vanthanaa, SLP Gr. 1 |
| Tele-Assessment - Video Conference | - |  - |
| Tele-Intervention - Video Conference | - | - |
| Tele-Assessment-Skype/Zoom | 5 | 5 |
| Tele-Intervention-Skype/Zoom | 5 |  15 |
| Telephone  |  1 |
| Email Queries |  20 |
| Counseling |  0 |
| Material Development | * Preparation of Power Point Presentation and material for Clients
 |
| Assistance for Administrative Activities | * Attended induction on various clinical, research and student training services of TCPD
* Prepared condemnation list and letter for the annual condemnation meeting
* Attended department meetings with the Director and HOD
* Prepared a letter for availing services from various expertise
* Complied Zoom specifications
* Prepared videos and power-point presentation for "International Symposium Theme: Digital Technologies- Health and Wellbeing"
* Familiarized with various software and created accounts
* Updated referral register (August 2016 to December 2018)
* Complied cases to be assigned and case reports
* Assigned cases and updated clinical schedule
* Mailed all the cases allotted regarding the commencement of therapy sessions
 |
| Others | - |
| Ms. Adithya, Audiologist Gr. 1 |
| Tele-Assessment - Video Conference | - |  - |
| Tele-Intervention - Video Conference | - | - |
| Tele-Assessment-Zoom | 2 | 2 |
| Tele-Intervention-Zoom | 3 | 9 |
| Telephone  | - |
| Email Queries | 5 |
| Counselling | 1 |
| Assistance for Administrative Activities | * Orientation about TCPD and procedures followed in TCPD for Tele-Assessment and Intervention, student training, public education and research.
* Exploring different apps, sites, accounts, registers used for documentation purpose in TCPD.
* Attended department meetings with the Director, HOD and in-charge.
* Case allotment and replying to e-mails from clients.
* ASSET app editing and test run was done.
* Video editing of “Certification of persons with disability” was done.
* Editing of different Google drive forms such as feedback form, consent etc.
* TCPD slips for recommendation were made.
* Drafted a letter to the director seeking permission to disseminate TCPD slips in DCS.
* Counseling of client regarding Tele-intervention services.
* Maintenance of client’s attendance.
* Preparation of therapy materials for therapy.
* Maintenance of Clinical work schedule.
 |
| Ms. Chaithra K.C, Audiologist Gr. 1 |
| Tele-Assessment - Video Conference | - |  - |
| Tele-Intervention - Video Conference | - | - |
| Tele-Assessment-Zoom | 1 | 1 |
| Tele-Intervention-Zoom | 3 | 9 |
| Telephone  | - |
| Email Queries | 4 |
| Counselling | 1 |
| Assistance for Administrative Activities | * Orientation about TCPD and procedures followed in TCPD for Tele-Assessment and Intervention, student training, public education and research.
* Familiarizing and exploring different exploring the apps, sites used for TCPD for the purpose of intervention.
* Information’s about accounts, registers and updating the same.
* Attended the department meetings with the Director, HOD and in-charge.
* Case allotment and replying to e-mails received from clients.
* Video editing of “Certification of persons with disability” was done.
* TCPD slips for recommendation were made.
* Updating Internship student’s attendance, maintaining the student work schedule for Internship students and collecting feedback forms from the students.
* Counselling of client regarding Tele-intervention services.
* Maintenance and Correspondence of information of clients through mails
* Maintenance of client’s attendance.
* Preparation of therapy materials for therapy.
* Maintenance of Clinical work schedule.
* Updating of staffs list
* Sent e-mails for respective HOD’s regarding the expertise of the institute to seek services for TCPD whenever required.
 |
| Ms. Rakshatha, SLP Gr. 1 |
| Tele-Assessment - Video Conference | - |  - |
| Tele-Intervention - Video Conference | - | - |
| Tele-Assessment-Skype | 4 | 4 |
| Tele-Intervention-Skype | 4 |  6 |
| Telephone  |  5 |
| Email Queries |  20 |
| Counseling |  0 |
| Material Development | * Preparation of Power Point Presentation and material for Clients
 |
| Assistance for Administrative Activities | * Attended induction on various clinical, research and student training services of TCPD
* Attended department meetings with the Director and HOD
* Familiarized with various software and created accounts
* Explored different apps, sites, accounts, registers used for documentation purpose in TCPD.
* Updated name boards of TCPD staffs
* Compiled cases to be assigned and case reports
* Assigned cases and updated clinical schedule
* Observed videos of few clients availing services from TCPD
* Explored various manuals available in TCPD
* Prepared and mailed letters to various expertise professionals to provide tele-consultation services.
* Mailed all the cases allotted regarding the commencement of therapy sessions
 |
| Ms. Nithyashree R, Junior Technical Writer |
| Material Development | * Translation of Training Material on Attention and Concentration –6 pages
 |
| Assistance for Administrative Activities | Implementation of Rajbhasha in the Center. Updation of Hindi related documents |

1. **ACADEMIC ACTIVITIES**
2. Short-term Training Programs:- NIL
3. Clinical Observation Posting of Students from other Institutes: 2 student
4. Virtual Seminars/Conferences/Workshops/ Staff enrichment program attended - Nil
5. Guest Lectures: NA
6. Additional Academic Services rendered by the Faculty and Staff-: I st M.Sc classes were handled by Head-TCPD
7. Student training at TCPD
	* M.Sc. (SLP)-
	* M.Sc. (AUD)-
8. Curriculum Development: NIL
9. Service in Academic bodies of other Organizations: NIL
10. Books/Book Chapters/ Other Resource Materials prepared: NIL
11. Any Other:

**II. RESEARCH ACTIVITIES**

1. Research Projects: Non Funded (Details proved in the table)
2. Completed Research Projects: Nil
3. Projects with Extramural Funding: Nil

**Non-funded project**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title of the Project** | **Duration/ Funding Agency** | **Status** | **PI / Co-I** | **Total Grant** |
| Capacity building in in-service teachers of KV School on identification and management of children with learning disability in classroom | NON-FUNDED AIISH-MHRD collaborative project  | * Pictures in the audiovisual material are being edited
* Rerecording of the voice over for 3modules complete
* Editing of the voice over in progress
 |  Dr. Jayashree C Shanbal | Non-Funded |
|  |  |

Ongoing Research Projects

1. Doctoral and Post Doctoral Programs- Ms. Yashaswini R is working on her Ph.D. thesis titled “Presymbolic communication behaviors in typically developing children and children with intellectual impairments (0.6-1.6 years): A comparative study”
2. Research Papers presented at National/International Conferences/ Seminars (in APA format) –
3. Research Papers Published (in APA format)
* Papers published in National /International Journals

“**Telepractice in speech-language pathology and audiology: Prospects and challenges”** Authored by Dr. Prema K. S and Ms. Yashaswini R published in JISHA Dec, 2018.

* Papers published in Conference/Seminar Proceedings
* Research Papers in press.:- NIL
* Books published (in APA format):- NIL
* Book chapters published (in APA format) NIL
* Books in press: NIL
* Books/Manuals/Seminar Proceedings edited- NIL
* Journal Editorship- NIL
* Scholarly Reviewing Activities- NIL
* Ongoing Research: NIL

III. **Clinical Services**

**Out-reach Clinical/rehabilitation/Special educational activities through tele-practice.**

**Tele- Diagnosis & Rehabilitation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | VC | Skype/Zoom Therapy  | Ed. Guidance | Total  |
| TA | TI | TA | TI | VC | Skype |
| Clients | 0 | 0 | 10 | 20 | - | - | **20** |
| Sessions | 0 | 0 | 10 | 51 | - | - | **61** |

**Details of Tele-Rehabilitation through VC in Dec , 2018**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Phonological Disorders | Fluency Disorders | Voice Disorders | Language Disorders | Neuro-motor speech disorders  | Total |
| P | A | G | P | A | G | P | A | G | P | A | G | P | A | G |  |
| Total number of clients | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Total number of sessions | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |

**Details of Tele-Rehabilitation through Skype in the Month of October, 2018**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Phonological Disorders | Fluency Disorders | Voice Disorders | Language Disorders | Neuro-motor speech disorders  | Total |
| P | A | G | P | A | G | P | A | G | P | A | G | P | A | G |  |
| Total number of clients | - | 2 | - | 2 | - | - | - | - | - | 14 | 2 | - | - | - | - | **20** |
| Total number of sessions | - | 8 | - | 6 | - | - | - | - | - | 40 | 7 | - | - | - | - | **61** |

**Total no. of casess/Sessions for tele-rehabilitation across the globe in Dec, 2018**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |  |
| --- | --- | --- |
| Row Labels | No. of Cases | N. of Sessions |
| Dubai | 1 | 2 |
| India | 13 | 43 |
| Japan | 1 | 3 |
| UK | 3 | 10 |
| US | 2 | 3 |
| Grand Total | **20** | **61** |

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|  |

**Total no. of casess/Sessions for tele-rehabilitation across the India in Dec, 2018**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |  |
| --- | --- | --- |
| States of India | No. of cases | No. of sessions |
| Andra pradesh | 2 | 6 |
| Assam | 2 | 5 |
| Jharkhand | 1 | 3 |
| Karnataka | 3 | 9 |
| Kerala | 2 | 8 |
| Tamil Nadu | 1 | 3 |
| Telangana | 1 | 5 |
| Rajasthan | 1 | 4 |
| TOTAL | **13** | **43** |

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|  |

**C) Feedback on connectivity**

**IV. Extension Activities**

1. Rehabilitation and Education through Distance Mode
* Out-reach Clinical/rehabilitation/Special educational activities through tele-mode.
* Collaboration with BGS group activity.

**V. Technological Consultancy Services: Nil**

**VI. Central Facilities**

1. Library and Information Services
2. Public Information Activities
3. Material Development:

 **VII.** **Awards and Honors Received by Faculty and Staff: NIl**

 **VIII EXTRA Curricular Activities: Nil**

 **IX. MAJOR EVENTS OF THE Month:**

**x. Eminent VISITORS:**

**XI. STAFF RELATED:**

* Ms. Vishnu Priya,SLP gr. 1 Mr. Paramesh, D.N Clerk cum typist relived from their duties on completion of contract on 10.12.2018.
* Ms Priyanka, SLP Gr1; Ms. Vanthanaa, SLP gr. 1; Ms. Adithya, Aud. Gr. 1; Ms. Chaithra Aud. Gr 1 and Ms. Rakshatha KC Joined TCPD on contract.
* Induction conducted to the 5 new staff by Ms. Yashaswini R , Clinical Supervisor

**XII. Any Other:**

**TCPD website:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Hits of previous month**  | **Number of Hits** | **Enquiries** |
| [www.aiishtcpd.com](http://www.aiishtcpd.com)  | 6981 | 7165 | Nil |
| www.aiishtcpdhelpline.in | 21022 | 22187 | Nil |

1. **Official Language Implementation (OLI)**

|  |  |  |
| --- | --- | --- |
| **Particulars** | **Skype** | **Videoconferencing** |
| Clients | 2 | - |
| Sessions | 10 | - |
| Official letters | - |
| Mails | - |

 **Head/** प्रधान शासक

 **TCPD/** टि सी पि डि