**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:** 06.03.2018

निदेशक को प्रस्तुत/ Submitted to the Director

सामग्री विकास विभाग की  01.02.2018 – 28.02.2018 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 01.02.2018 to 28.02.2018 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**

**01.02.2018 – 28.02.2018**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | WO Received  Date | Work  Initiative | Name of the Dept./Sec/Units | Name of the Event | No. of photos | Date of Completion |
|
| 1. | 16.1.2018 | 1.2.2018 | Special Education | National Seminar on Autism titled traversing the frontiers of main stream with ASD | 60 | 5.2.2018 |
| 2. | 30.1.2018 | 9.2.2018 | DCS | Guest Lecture | 5 | 14.2.2018 |
| 3. | 2.2.2018 | 7.2.2018 | DCS | Seek Gyan Program | 10 | 14.2.2018 |
| 4. | 12.2.2018 | 12.2.2018 | SLS | PVC orientation program | 05 | 12.2.2018 |
| 5. | 13.2.2018 | 14.2.2018 | Clinical Psychology | Department Peer Evaluation | 5 | 20.2.2018 |
| 6. | 13.2.2018 | 15.2.2018 | DCS | Seek gyan Program | 20 | 19.2.2018 |
| 7. | 14.2.2018 | 16.2.2018 | SLS (Director Project) | Orientation for ASHA worker | 10 | 21.2.2018 |
| 8. | 14.2.2018 | 23.2.2018 | SLP | Management of OPD in Children with Cerebral Palsy | 50 | 2.3.2018 |
| 9. | 22.2.2018 | 22.2.2018 | SLP | Guest Lecture | 10 | 2.3.2018 |
| 10. | 22.2.2018 | 20.2.2018 | SLS | Genetic Workshop | 5 | 26.2.2018 |
| 11. | 23.2.2018 | 27.2.2018 | SLS (Director Project) | Orientation for ASHA worker | 10 | 2.3.2018 |
|  |  | **Total** | | | **190** |  |

**PRINTING**

**01.02.2018 – 28.02.2018**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | 01.02.2018 | Project, SLP | Test of Language Development – Primary (TOLD) in Hindi stimulus booklet | O | A4 | B&W | 13 | 02.02.2018 |
| 2 | 01.02.2018 | Learning Disability Clinic | Poster on Learning Disability | O | A4 | C | 01 | 01.02.2018 |
| 3 | 01.02.2018 | Dr. S.P Goswamy | Visiting cards | G | A3 | C | 05 | 01.02.2018 |
| 4 | 01.02.2018 | NSS | NSS Camp Invitation card | G | A4 | C | 20 | 01.02.2018 |
| 5 | 01.02.2018 | Special Education | Certificates for National seminar on Traversing frontiers of mainstream with Autism Spectrum Disorders | G | A4 | C | 25 | 01.02.2018 |
| 6 | 01.02.2018 | Project (Special Education) | Tolstoy ARF Project 65 | O | A4 | B&W | 1600 | 01.02.2018 |
| 7 | 02.02.2018 | TCPD | TCPD NAAC Brochure | G | A3 | C | 04 | 07.02.2018 |
| 8 | 06.02.2018 | Dr. Devi | Ladies hostel poster | G | A3 + A4 | C | 04 | 06.2.2018 |
| 9 | 07.02.2018 | Speech Language Pathology | Reading impairments in Kannada – English Bilinguals with fluent and non-fluent Aphasia – Response sheet | O | A4 | B&W | 480 | 09.02.2018 |
| 10 | 07.02.2018 | Speech Language Pathology | LEAP –Q Score sheet | O | A4 | B&W | 280 | 09.02.2018 |
| 11 | 07.02.2018 | Speech Language Pathology | ISLPRScore sheet | O | A4 | B&W | 30 | 09.02.2018 |
| 12 | 19.02.2018 | Speech Language Pathology | BNT Score sheet | O | A4 | B&W | 80 | 09.02.2018 |
| 13 | 19.02.2018 | Speech Language Sciences | Certificates of the workshop on Genetic Analysis | O | A4 | C | 22 | 19.02.2018 |
| 14 | 19.02.2018 | Speech Language Sciences | Certificates of the workshop on Genetic Analysis | O | A4 | C | 22 | 19.02.2018 |
| 15 | 20.02.2018 | Clinical Services | Photocopy of Proforma for voice disorders | O | A4 | B&W | 90 | 22.02.2018 |
| 16 | 21.02.2018 | Speech Language Pathology | Certificates of Management of Orphageal Dysphasia in children with cerebral Palsy | O | A4 | C | 48 | 21.02.2018 |
| 17 | 22.02.2018 | Academic | Academic brochure | G | A3 | C | 04 | 22.02.2018 |
| 18 | 22.02.2018 | Library | Library Identity cards | G | A4 | C | 02 | 22.02.2018 |
| 19 | 26.02.2018 | Speech Language sciences | 1. Dates for orientation (for Banner) 2. ASHA Workers’ detail forms   Program schedule | O | A4 | C | 55 | 26.02.2018 |
| 20 | 27.02.2018 | TCPD | Graphs for display boards | O | A3 | C | 30 | 28.02.2018 |
| **Total** | | | | | | | **2815** |  |

**GRAPHIC DESIGNING**

**01.02.2018 - 28.02.2018**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | 01.02.2018 | DCS | Certificate for Recent trends in kinematic and motion capture studies in speech production | 1 | 1 | 2 | 06.02.2018 |
| 2 | 01.02.2018 | DMD | NAAC Brochure modification | 0 | 4 | 2 | 02.02.2018 |
| 3 | 06.02.2018 | Library (PDC) | Cover Design of Student Research at AIISH | 1 | 2 | 2 | 28.02.2018 |
| 4 | 06.02.2018 | Library (PDC) | Catalogue Cover Design | 1 | 2 | 2 | 28.02.2018 |
| 5 | 12.02.2018 | SLS | National Workshop on Speech-Language  Processing Brochure | 1 | 2 | 2 | 19.02.2018 |
| 6 | 15.02.2018 | SLP | National Workshop on Management of Oropharyngeal Dysphagia in Children with Cerebral Palsy  E-Certificate | 1 | 2 | 2 | 28.02.2018 |
| 7 | 22.02.2018 | Human Genetics Lab | Workshop on Genetic Analysis E-certificate | 0 | 3 | 2 | 28.02.2018 |
| **Total** | | | | **5** | **16** |  |  |

**PAINTING**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **WO Received Date** | **Name of the Dept./Sec/Units** | **Details of the work** | **Picture**  **size** | **Color/**  **Black & White** | **No. of pages** | **Date of Completion** |
|
| 1 | 04.09.2017 | DMD | Drawing |  | B&W | 16 | 19.2.2018 |

**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 | 20 | 20 | - | - | 2815 |
| Photography | 11 | 11 | - | - | 190 |
| Video | - | - | - | - | - |
| Graphic Designing | 7 | 7 | - | - | 5 (16 pages) |
| Scanning | - | - | - | - | - |
| Painting | 1 | 1 | - | - | 16 |
| Translation with typing & Content development / modifications | - | - | - | - | - |

अन्य कार्य/ **Other Works:**

* Editing and suggestions for the ad film scripts developed on communication disorders by Public Information Officer

विभागाध्यक्ष - सामग्री विकास

HOD - Material Development