**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:** 06.02.2018

निदेशक को प्रस्तुत/ Submitted to the Director

सामग्री विकास विभाग की  01.01.2018 – 31.01.2018 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 01.01.2018 to 31.01.2018 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**

**Carry forward works of previous months**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **WO Received**  **Date** | **Name of the Dept./Sec/Units** | **Name of the Event** | **No. of photos** | **Date of Completion** |
|
| 1. | 22.12.2017 | Audiology | Inauguration of Ear Mould lab 29.12.2017 | 30 | 2.1.2018 |
| **Total** | | | | **30** |  |

**01.01.2018 – 31.01.2018**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **WO Received**  **Date** | **Name of the Dept./Sec/Units** | **Name of the Event** | **No. of photos** | **Date of Completion** |
| 1 | 27.12.2017 | Special Education | New year and Christmas celebration | 100 | 8.1.2018 |
| 2 | 04.01.2018 | Special Education | Group Photos | 02 | 4.1.2018 |
| 3 | 11.01.2018 | Electronics | Staff enrichment program | 05 | 11.1.2018 |
| 4 | 12.01.2018 | Clinical Psychology | Peer Evaluation | 05 | 12.1.2018 |
| 5 | 15.12.2017 | Clinical Psychology | Workshop | 25 | 25.1.2018 |
| 6 | 17.1.2018 | Academic Section | Revision of BASLP Syllabus | 10 | 25.1.2018 |
| 7 | 23.1.2018 | SLS | Orientation Program on PVC Unit | 10 | 24.1.2018 |
| 8 | 25.1.2018 | PIO | Republic Day | 50 | 26.1.2018 |
| Total | | | | **207** |  |

**PRINTING**

**01.01.2018 – 31.01.2018**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **WO Received**  **Date** | **Name of the Dept./Sec/Units** | **Details of the work** | **Paper** | **Paper size** | **Color/**  **Black & White** | **No. of pages** | **Date of Completion** |
| 1 | 01.01.2018 | TCPD | AIISH-KVS project material | O | A4 & A3 | C | 06 | 01.01.2018 |
| 2 | 01.01.2018 | Library | PDC book order form | O | A4 | B&W | 100 | 05.01.2018 |
| 3 | 02.01.2018 | Library | Student Identity card | G | A4 | C | 01 | 02.01.2018 |
| 4 | 02.01.2018 | POCD | Public Education Pamphlet on Aphasia | G | A4 | C | 100 | 17.01.2018 |
| 5 | 03.01.2018 | Clinical Psychology | Poster for the workshop on  Play activities in children with developmental disabilities | O | A4 | C | 15 | 18.01.2018 |
| 6 | 03.01.2018 | POCD | Hearing aid issue bond sheet | O | A3 | B&W | 200 | 15.01.2018 |
| 7 | 03.01.2018 | POCD | Remember and Care checklist | O | A4 | B&W | 400 | 15.01.2018 |
| 8 | 04.01.2018 | Library | PDC catalogue | O | A3 | C | 50 | 04.01.2018 |
| 9 | 18.01.2018 | Clinical Psychology | Banner for the workshop on Play Techniques in Children with Developmental Disabilities | G | A4 | C | 03 | 05.01.2018 |
| 10 | 08.01.2018 | ENT | VNG Questionnaire | O | A4 | B&W | 490 | 09.01.2018 |
| 11 | 08.01.2018 | Library | PDC Publication list | O | A4 | C | 500 | 08.01.2018 |
| 12 | 12.01.2018 | TCPD | Name board of the center | G | A4 | C | 03 | 12.01.2018 |
| 13 | 16.01.2018 | Special Education | Brochure for national seminar on Traversing the Frontiers of Mainstreaming with ASD | G | A4 | C | 100 | 23.01.2018 |
| 14 | 17.01.2018 | Academics | Revision of BASLP course | O | A4 | B&W | 30 | 17.01.2018 |
| 15 | 17.01.2018 | Library | Student Identity card | G | A4 | C | 02 | 17.01.2018 |
| 16 | 22.01.2018 | Special Education | SEA-U Form | O | A4 | B&W | 100 | 22.01.2018 |
| 17 | 23.01.2018 | Special Education | Invitation for the national seminar on Autism titled Traversing the Frontiers of Mainstream with ASDs | G | A4 | C | 100 | 23.01.2018 |
| 18 | 23.01.2018 | Special Education | Parent Enrichment program feedback form | O | A4 | B&W | 52 | 23.01.2018 |
| 19 | 25.01.2018 | Library | Student Identity card | G | A4 | C | 02 | 25.01.2018 |
| 20 | 25.01.2018 | Special Education | ARF project No: 65 Knowledge Test and Attitudinal scale questionnaires | O | A4 | B&W | 1612 | 25.01.2018 |
| 21 | 30.01.2018 | Ladies hostel | Late night permission format | O | A4 | B&W | 40 | 30.01.2018 |
| 22 | 30.01.2018 | Ladies hostel | Work orders for engineering section | O | A4 | B&W | 40 | 30.01.2018 |
|  | **TOTAL** | | | | | | **3946** |  |

**SCANNING 01.01.2018 – 31.01.2018**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **WO Received**  **Date** | **Name of the Dept./Sec/Units** | **Details of the work** | **Paper** | **Paper size** | **Color/**  **Black & White** | **No. of pages** | **Date of Completion** |
| 1 | 08.01.2018 | ENT | VNG Questionnaire | **-** | **-** | **-** | 08 | 09.01.2018 |
| 2 | 17.01.2018 | Academics | Revision of BA.SLP syllabus | - | - | - | 10 | 17.01.2018 |
|  | **TOTAL** | | | | | | **18** |  |

**GRAPHIC DESIGNING**

**01.01.2018 - 31.01.2018**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No** | **WO Received**  **Date** | **Name of the Dept./Sec/Units** | **Details of the work** | **No. of Design** | **No. of pages** | **Draft** | **Date of Completion** |
| 1 | 01.01.2018 | PDC | PDC Catalogue Design and Editing | 1 | 104 | 2 | 23.01.2018 |
| 2 | 11.01.2018 | Clinical Psychology | Play Activities in Children with Developmental Disabilities Workshop **Certificate and Posters** | 2 | 16 | 2 | 22.01.2018 |
| 3 | 12.01.2018 | Clinical Psychology | Parenting Challenges and  Issues in Families of  Children with  Neurodevelopmental  Disorders - Orientation Program **Flyer** | 1 | 2 | 2 | 18.01.2018 |
| 4 | 16.01.2018 | Special Education | Traversing the Frontiers of Mainstream with Autism Spectrum Disorders -National Seminar **Brochure** | 1 | 2 | 2 | 22.01.2018 |
| 5 | 16.01.2018 | Special Education | Traversing the Frontiers of Mainstream with Autism Spectrum Disorders -National Seminar **Invitation** | 1 | 2 | 2 | 22.01.2018 |
| 6 | 16.01.2018 | Special Education | Traversing the Frontiers of Mainstream with Autism Spectrum Disorders -National Seminar **Certificate** | 1 | 24 | 2 | 31.01.2018 |
| 7 | 16.01.2018 | Audiology | Use & Care **Pamphlet** editing | 0 | 12 | 1 | 16.01.2018 |
| 8 | 17.01.2018 | Academics | Revision of Regulations and Syllabus for B.ASLP Course **Certificate** | 1 | 29 | 2 | 17.01.2018 |
| 9 | 30.01.2018 | Gymkhana | AIISH Aawwaz 2018 Poster and Brochure | 2 | 9 | 2 | 31.01.2018 |
| **Total** | | | | **10** | **200** |  |  |

**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 | Remarks/ Reason for ongoing | Feedback | | | |
| VG | G | S | NS |
| 1 | 04.09.2017 | DMD | Drawing |  |  |  | 27.11.2017 | 1st Draft Submitted |  |  |  |  |

**CONTENT DEVELOPMENT/ MODIFICATIONS AND TRANSLATION**

**01.1.2018 – 31.1.2018**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **WO Received**  **Date** | **Name of the Dept./Sec/Units** | **Details of the work** | **Drafts** | **No. of pages** | **Date of Completion** | **Remarks/ Reason for ongoing** |
| 1 | 01.01.2018 | Special Education | **Content Modifications and Improvisation -** ARF Project: Effect of Resource Material on Impact of IE in CWID & LD   1. Tools for Data Collection on LD in General 2. Knowledge Test on disability welfare measures 3. Knowledge test as disability welfare measures |  | 13 | 25.01.2018 | **-** |
| 2 | 19.01.2018 | Clinical Psychology | Orientation program on ‘Parenting challenges & issues in families of children with neuro development disorders’ |  | 01 | 29.01.2018 | **-** |
|  | **TOTAL** | | |  | **14** |  |  |

**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 | 22 | 22 |  |  | 3946 |
| Photography | 8 | 8 | 1 |  | 237 |
| Video | - | - | - | - | - |
| Graphic Designing | 09 | 09 | - | - | 10 (206 pages) |
| Scanning | 02 | 02 |  |  | 18 |
| Painting | 1 | - | - | 1 | 27.11.2017  1st Draft Submitted |
| Translation with typing & Content development / modifications | 02 | 02 |  |  | 14 |

अन्य कार्य/ **Other Works:**

* Compilation of Hindi works done in the quarter (01.10.2017-31.12.2017) and submission of OLI report

विभागाध्यक्ष - सामग्री विकास

HOD - Material Development