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

**DEPARTMENT OF MATERIAL DEVELOPMENT**

Date: 03.05.2016

Submitted to the Director

 The monthly report of the Department of Material Development covering the period from 26th March, 2016 to 25th April, 2016 is hereby submitted for your kind perusal and needful. The report is being sent to director@aiishmysore.in.and monthlyreports@aiishmysore.in.

HOD - Material Development

**DEPARTMENT OF MATERIAL DEVELOPMENT**

**Monthly Report of 26th March, 2016 to 25th April, 2016**

1. **Photography**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Date of receipt of work order** | **Name of Indenting Department** | **Details of the work** | **No. of Photos** | **Remarks** |
| 1 | 28.03.2016 | Academics  | Written Exam Skill Test & Interview of recruitment for NPPCD | 20 | Completed  |
| 2 | 11.04.2016 | Academics  | RCI Inspection on 15.04.16 | 10 | Completed  |
| 3 | 12.04.2016 | Audiology | Dept. Testing Procedure on 18.04.16 to 22.04.16 | - | Ongoing  |
| 4 | 15.04.2016 | SLP | Room No. 102 photography  | - | Ongoing  |
| 5 | 20.04.2016 | Special Education  | On day workshop on 28.04.16 (Gymkhana 9.30 am to 5.00 pm) | - | Ongoing  |
| 6 | 22.04.2016 | Special Education | Graduation Day on 29.04.16 | - | Ongoing  |
| **Total**  | **30** |  |

1. **Videos: NIL**
2. **Printing:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Date of receipt of work order** | **Name of Indenting Department** | **Item** | **Paper** | **Paper****size** | **Color/ Black & white** | **No. of Pages** | **Remarks** |
| 1 | 29.03.2016 | SLP | Invitation card | G | A4 | Color | 25 | Completed  |
| 2 | 31.03.2016 | Clinical Psychology | Statistics | G | A3 | Color | 10 | Completed |
| 3 | 01.04.2016 | TCPD | Statistics | G | A3 | Color | 68 | Completed |
| 4 | 07.04.2016 | UHG | Handling feeding problems in children with communication disorder | O | A4 | B & W | 50 | Completed |
| 5 | 11.04.2016 | Chairperson Stock Verification Committee  | Printing  | O | A3 | B/W | 30 | Completed  |
| 6 | 18.04.2016 | SLS | Printing  | - | - | - | - | Ongoing  |
| 7 | 20.04.2016 | Library | Trilingual Name Board  | - | - | - | - | Ongoing  |
| 8 | 20.04.2016 | Gymkhana | Collage workCertificate | GG | A3A4 | CC | 21155 | CompletedCompleted  |
| 9 | 23.04.2016 | TCPD | App related prints | O | A3 & A4 | Color | 9 | Completed |
|  **TOTAL** |  | **368** |  |

1. **Graphic Designing:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Date of receipt of work order** | **Name of Indenting Department** | **Details of the work** | **Draft** | **No. of. Design** | **No. of Pages** | **Remarks** |
| 01 | 15-04-2016 | DHLS | Book coverCourse I | 1 | 1 | 1 | Ongoing |
| 02 | 15-04-2016 | DHLS | Book coverCourse II | 1 | - | 1 | Ongoing |
| 03 | 15-04-2016 | DHLS | Book coverCourse III | 1 | - | 1 | Ongoing |
| 04 | 15-04-2016 | DHLS | Book cover IV | 1 | - | 1 | Ongoing |
| 05 | 22-04-2016 | Academics | Certificate | 2 | 1 | 4 | Completed |
| 06 | 22-04-2016 | Special Education | Graduation Day Certificate | 1 | 1 | 1 | Completed  |
| 07 | 22-04-2016 | Special Education | Workshop Certificate | 1 | 1 | 1 | Completed  |
| 08 | 22-04-2016 | SLP | Banner (Editing) | 1 | - | 1 | Completed |
|  | **Total** |  | **04** | **11** |  |

1. **Scanning:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Date of receipt of work order** | **Name of Indenting Department** | **Item** | **Paper** **size** | **Color/ Black & white** | **No. of pages** | **Remarks** |
| 1 | 13.04.2016 | DMD | Photos |  | Color | 126 | Ongoing |
|  | **Total** | **126** |  |

1. **Translation with Typing and Proof reading :**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Date of receipt of work order** | **Name of Indenting Department** | **Details of the work** | **Draft** | **No. of Pages** | **Remarks**  |
| 1 | 18.02.2016 | POCD | English to Kannada Online - registration form | 1 | 4 | Ongoing |
| 2 | 24.03.2016 | DCS | English to Kannada - Stuttering | **-** | 3 | Ongoing |
| 3 | 06.04.2016 | DCS | Details of services offered at AIISH – English to Kannada | **-** | **-** | Ongoing |
| 4 | 06.04.2016 | DCS | Hindi – Details of Services offered at AIISH | - | - | Ongoing |
|  | **Total** | **07** |  |

1. **Typing & Proof reading**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Date of receipt of work order** | **Name of Indenting Department** | **Details of the work** | **Draft** | **No. of Pages** | **Remarks**  |
| 1 | 21.04.2016 | Audiology | Kannada – Application for Certificate  | 1 | 2 | Completed |
|  | **Total** | **2** |  |

1. **Content Modifications/ Editing with typing: NIL**
2. **Painting : NIL**

**Other works:**

* ISO external inspection was held on 04.04.2016.
* Ms. Kavitha was recommended and served as stock verification team member
* Annual Report was submitted on 11.04.16
* Hindi OLI Quarterly report was submitted on 5.04.2016
* Website content was updated in Hindi & English
* Modification of 04 nos. of work order formats was carried out in both English & Hindi Languages
* Total no. of Photography –06 Events –**30 Photos**
* Video – **NIL**
* Total no. of Printing – **A3=134 A4 = 234 - Total = 368 Prints**
* Total no. of Scanning – **126 photos**
* Total No. of Designing- **04** (**11 pages)**
* Translation (with typing & proof reading) **– 07 pages**
* Typing (& proof reading) – **02 page**
* Content Modification/Editing with typing -**NIL**
* Painting - **NIL**

 HOD-Material Development