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|  **AÎZÉsÉ pÉÉUiÉÏrÉ uÉÉMçü ´ÉuÉhÉ xÉÇxjÉÉlÉ, qÉæxÉÔU-6****ALL INDIA INSTITUTE OF SPEECH & HEARING: MYSORE-06****संप्रेषण न्यूनता व्यक्तियों के लिए टेल- केन्द्र****TELE-CENTER FOR PERSONS WITH COMMUNICATION DISORDERS** |

**Monthly Report for the Month of April -2016**

1. ACADEMIC ACTIVITIES
2. Short-term Training Programs:- NIL
3. Clinical Observation Posting of Students from other Institutes-NA
4. Seminars/Conferences/Workshops/ Staff enrichment program-Nil
5. Guest Lectures: NIL
6. Additional Academic Services rendered by the Faculty and Staff-: Nil

**Prof. K. S Prema, Professor of Language Pathology: -**

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| **Research Activities**  |
| Research Projects- Intramural (Completed-*02\**) | \*(Tenure of the ARF project 13 & 14 completed in October. Report for ARF 13 submitted on 24th March, 2016; ARF 14, writing in progress) |
| Others: | * Digital archive of tele-sessions in progress.
* Multi Media Content (MMC) for Level 3 and Level 4 books development in progress.
 |
| **Clinical Activities** |
| Clinical Assessment  | No. of cases: * Fluency – 1
* Language – 1
 |
| Clinical Rehabilitation/Therapy  | No. of cases: * Phonology- 1
* Fluency –2
* Language – 4
 |

**Dr. Malar, Reader in Special Education (Deputed Staff to TCPD one day/week)**

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| Outreach Clinical Activities | Educational Guidance and/or Assessment: 0 | (ii)Via Video Conferencing: 0 |
| Material Development | * Review of materials for checklist on LD
* Review of Literature related to LD
 |

**Dr. Niraj Kumar Singh, Lecturer in Audiology (Deputed Staff to TCPD two half days/week)**

* Familiarized with the website available at TCPD
* Review of Tinnitus App Material and planned for activities to be carried at TCPD
* Discussion about tinnitus App material.
* Discussion with Prof. Prema K S regarding agendas to be discussed with Director about audiological facilities to be available at TCPD

 **Ms. Yashashwini. R, Clinical Supervisor:**

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| --- | --- | --- |
| **Nature of Service** | **No. of Clients** | **No. of Sessions** |
| Tele-Assessment - Video Conference | - | - |
| Tele-Intervention - Video Conference | 00 | 00 |
| Tele-Assessment-Skype | - | - |
| Tele-Intervention-Skype | 06 | 10 |
| E-mails Queries | 3 |
| Telephone | 2 |
| Material Development | * Preparation of assessment and therapy materials for the clients. Documentation and updating of the online therapy sessions.
 |
| Assistance for Administrative Activities | * Made arrangements for ISO external audit scheduled on 4th April, 2016.
	+ Changed the graphs and statistics display
	+ Ensured that the files, documents, registers, forms are updated.
	+ Arranged ISO file as directed by ISO cell.
* Served as In-charge TCPD between 11th, 12th 2016.
 |
| Others | * Sent the soft copy of the pictures used for the video shoot to Mr. Keshav, Director Swift Solutions.
* Took speech samples from staff and students (Ms. Vishnu priya, Ms. Aditi) for MMC preparation.
* Preparing APAR 2015-16.
* Have been a member for physical verification of the assets at Ladies hostel and guest house.
 |

 **Ms. M. Sonam Belliappa, SLP (Grade-I)**

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| **Nature of Service** | **No. of Clients** | **No. of Sessions** |
| Tele-Assessment - Video Conference | 0 | 0 |
| Tele-Intervention - Video Conference | 0 | 0 |
| Tele-Assessment-Skype | 0 | 0 |
| Tele-Intervention-Skype | 5 | 27 |
| E-mails queries | 5 |
| Telephone | 3 |
| Material Development  | * Made PPT’s on different lexical categories for the clients.
* Translation of the resource book attention and concentration in Hindi
 |
| Assistance for Administrative Activities | * Verified the telephone bill (March 2016)
* Follow-up of VC cases and networking with staff of different DHLS centers.
* Updated the sesssions and data related to the clients for the ISO inspection.
* Maintainance of hygiene log book.
* Supervision of M.sc (SLP)
 |
| Others | * Verification of various registers in the Center and updating them.
* Maintaining daily dairy and progress reports regularly and filing the same in the respective files/registers.
* Dicussed regarding the work to be done and resource materials to be developed with the HOD (Prof. Prema K.S).
* Attended JC on 21/4/16 on V-Nest.
* Archiving of the PPT’s made for therapy purpose.
 |

**MMs. SujiMsMs .**

**Ms. Rofina Babin Speech Language Pathologist**

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| --- | --- | --- |
| **Nature of Service** | **No. of Clients** | **No. of Sessions** |
| Tele-Assessment - Video Conference | 0 | 0 |
| Tele-Intervention - Video Conference | - | - |
| Tele-Assessment-Skype |  |  |
| Tele-Intervention-Skype | 0 | 40 |
| E-mails queries | 10 |
| Telephone | 0 |
| Material Development  | * Preparation of power point presentation for clients
* preparation of flow chart for PD helpline users
 |
| Orientation Programs | * Attended meeting with Dr Prema to discuss on future plans, activities and current status of works assigned.
 |
| Counselling | 2 (22/4/16) |
| Assistance for Administrative Activities | * video segregation
* Updating PD help line
* Preparation on of software for minimal pair manual.
 |
| Others | * Conducted orientation for Person with PD at BGS
* Maintaining daily dairy and progress reports regularly and filing the same in the respective files/registers
 |

**Ms.**

**MsM**

**Ms. Sujitha Ms.Ms. Sujitha P S, Speech Language Pathologist**

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| --- | --- | --- |
| **Nature of Service** | **No. of Clients** | **No. of Sessions** |
| Tele-Assessment - Video Conference | 0 | 0 |
| Tele-Intervention - Video Conference | 0 | 0 |
| Tele-Assessment-Skype | 1 | 1 |
| Tele-Intervention-Skype | 3 | 18 |
| E-mails queries | 10 |
| Telephone | 3 |
| Material Development  | * Preparation of assessment and therapy materials for the clients. Documentation and updating of the online therapy sessions.
* Preparation of preparation for BGS presentation
 |
| Counselling | * Counselled 2 cases (1/4/16, 18/4/16)
 |
| Orientation  | * Attended meeting twice with Dr Prema to discuss on future plans, activities and current status of works assigned.
 |
| Assistance for Administrative Activities | * Assisted in arranging for ISO external audit scheduled on 4th April, 2016(graphs and statistics display, files, documents, registers, forms are updated)
* Updated the sesssions and data related to the clients for the ISO inspection.
* Supervision of M.sc (SLP) of various batches
 |
| Others | * Conducted orientation for Person with PD at BGS on 10.4.16
* Maintaining daily dairy and progress reports regularly and filing the same in the respective files/registers.
* Preparation for Archiving of the videos made for therapy purpose from the year 2015 to 2016 and segregation of the same based on disorder and language.
* Discussion with Ms Roopa regarding preparation of metadata
* For Preparation of vocabulary app, reviewed various other apps
 |

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**Ms. Sowmya, Audiologist Gr I**

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| **Nature of Service** | **No. of Clients** | **No. of Sessions** |
| Tele-Assessment - Video Conference | - | - |
| Tele-Intervention - Video Conference | - | - |
| Tele-Assessment-Skype | - | - |
| Tele-Intervention-Skype | 4 | 20 |
| E-mails queries | 10 |
| Telephone | Called 3 client regarding tele session enrolment  |
| Material Development  | * Preparation of Power Point Presentation for Clients
* English to Kannada translation of the resource material –Train your child for Attention and Concentration skills.
* Segregation of slides based on skills.
 |
| Assistance for Administrative Activities | * Maintenance of client allotment roster
* Maintenance of clinician allotment roster
* Feedback forms maintenance
* Case allotment, maintenance and Correspondence of information of clients through mails
* Assignment of clients and monitoring the details.
* Maintenance of referral and consent forms.
* Participated in discussion regarding development of App on Tinnitus with Mr. Niraj Kumar and Mr. Shiva prasad .
* Assisted in designing App on Tinnitus
* Assisted in ISO documentation.
* Assisted in preparing annual report with Ms. Preethi
* Attended monthly meeting with Prof. Prema K.S
* Updated the sesssions and data related to the clients for the ISO inspection
* Updated follow up roster of clinets
 |
| Others | * Signage maintenance
* Maintaining daily dairy and progress reports regularly and filing the same in the respective files/registers
* Counselling cases
 |

**Ms. SwaMs. SwMs. Swathi, AudiologistMs. Swathi (Audiologist Grade I)**

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| **Nature of Service** | **No. of Clients** | **No. of Sessions** |
| Tele-Assessment - Video Conference | - | - |
| Tele-Intervention - Video Conference | - | - |
| Tele-Assessment-Skype | - | - |
| Tele-Intervention-Skype | 2 | 12 |
| E-mails queries | 5 |
| Telephone | 2 |
| Material Development  | * Preparation of power point presentation for clients.
* Preparation of speech reading manual
 |
| Orientation Programs | * Orientation on TCPD to students posted (II MSc AUD 2nd SEM– 18.04.16)
* Attended monthly meeting with Dr Prema to discuss on future plans, activities and current status of works assigned.

  |
| Assistance for Administrative Activities | * Participated in discussion regarding development of App on Tinnitus with Mr. Shiva Prasad
* Assisted in designing App on Tinnitus
* Segregation of powerpoint presentations available at TCPD for archiving
* Client feedback forms maintenance
 |
| Others | * Maintaining daily dairy and progress reports regularly and filing the same in the respective files/registers.
 |

**Ms. M Ms**

**Ms.**

**Ms. Ms. Nithyashree, Technical Writer**

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| Material Development | * Editing of ppt slides (50 nos) about ‘Orientation about TCPD activities’
* Translation of ‘Train your child for Attention and Concentration’
* 4 pages (English to Kannada)
 |
| Meetings | * Attended monthly meeting held on 01.04.2016
 |
| Assistance for Administrative Activities | * Minutes of the meeting
* Drafted a letter in response to a circular requesting photos for ‘Photos Archive’

Took part in ISO external audit which held on 04.04.2016 |

 **Ms** **Roopashri MR, Copywriter**

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| --- | --- |
| Material Development | 1. Website content – Hindi translation on going
 |
| Meetings | 1. Attended monthly meeting held on 01.04.2016
 |
| Assistance for Administrative Activities | 1. Prepared OLI Quarterly report for the quarter from Jan 16 to Mar 16 and Annual report from April 2015 to March 2016 and Submitted the same.
2. Prepared report containing information that should be added for the OL quarterly report as per Compliance of Rule 12 of OL Rules 1976 and submitted the same
3. Took part in ISO external audit which held on 04.04.2016
 |
| Others | 1. Discussion with Ms. Sujitha about Digital Archive (D Space and E Print repository)
 |

 **Mr. Shivaprasad.M, Graphic Designer**

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| --- | --- | --- |
| **Nature of Service** | **Details of work for Tele-Canter for Persons with Communication Disorders** | **Work for Other Dept.** |
| Graphic Designing/ Illustrations/ Video editing/ Audio editing | 1. Tinnitus assessment app Designs Corrections & prepared app work sheet
 | POCD: Public Education Pamphlets Designs1. Fluency disorders
2. Prevention of DD
 |
| Number of Brochures given to Clients | TCPD Brochures English, Kannada, Hindi and Malayalam - 0P. D. Helpline Brochures English, Kannada, Hindi and Malayalam - 0 | - |
| Meetings | April 1st 2016  | - |
| Others | * ISO audit on 04/04/2016
* 60 copies brochures printing
 | - |

 **Ms. Preethi, Data Entry Operator**

|  |  |
| --- | --- |
| Administrative Activities | * Drafting letters/circulars/notes/formats
* Receiving letters/documents from other sections/departments for onward transmission to the head
* Dispatch of letters to concerned sections/departments
* Filing documents of TCPD
* Preparation of Monthly Report
* Maintenance of Leave of all staff in register
* Leave statement of permanent staff and Attendance certificate of contract staff

Mail correspondence |

1. Invited Talks
2. Curriculum Development-Nil
3. Development of Materials (Resource Books, CD, DVD & MMC) to support Learning

|  |
| --- |
| **Resource Books** |
| **Name of the material** | **Nature of work done** |
| **English** |
| Train Your Child - Level 5 | PRF Placed |
| **Telugu** |
| Train your child – Level 2 | Telugu | PRF Placed  |
| **Malayalam** |
| Parent and Child | Malayalam | PRF Placed  |
| **Hindi** |
| Train your child for attention and concentration skills  | Hindi | PRF Placed |

1. Service in Academic bodies of other Organizations
2. Membership in Professional Organizations/Associations:

Membership with Tele-medicine Society of India

1. Any Other (Please Specify)
2. **Research Activities**
3. Research Projects

FUNDED

Completed Research Projects: NIL

NON-FUNDED

1. Ongoing Research Projects : NIL
2. Doctoral and Post Doctoral Programs -NA
3. Research Papers presented at National/International Conferences/ Seminars (in APA format)- NIL
4. Research Papers Published (in APA format)

i) Papers published in National /International Journals

 ii) Papers published in Conference/Seminar Proceedings

1. Research Papers in press.:- NIL
2. Books published (in APA format):- NIL
3. Book chapters published (in APA format) NIL
4. Books in press NIL
5. Books/Manuals/Seminar Proceedings edited- NIL
6. Journal Editorship- NIL
7. Scholarly Reviewing Activities- NIL
8. **Clinical Services**
9. General Clinical Services:- NIL
10. Specialized Clinical Services
11. **Out-reach Clinical/rehabilitation/Special educational activities through tele-mode.**
12. **Tele- Diagnosis & Rehabilitation in the Month of April,2016**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Video - Conference | Skype Therapy Sessions | Educational Guidance | Total  |
| Tele - Assessment | Tele -Intervention | Tele -Assessment | Tele -Intervention | Video - Conference | Skype |
| Clients | - | 3 | - | 25 | - | - | 28 |
| Sessions | - | 3 | - | 93 | - | - | 96 |

1. **Details of Tele-Rehabilitation through Video Conferencing in the Month of April,2016**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | 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 | 1 | - | - | - | - | - | - | - | - | - | 1 | - | - | 1 | - | 3 |
| Total number of sessions | 1 | - | - | - | - | - | - | - | - | - | 1 | - | - | 1 | - | 3 |

1. **Details of Tele-Rehabilitation through Skype in the Month of April,2016**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | 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 | - |  | 3 | - |  | 1 | - | 12 | 2 | 1 | 1 | 1 | - | 25 |
| Total number of sessions | 7 | 8 | - |  | 13 | - |  | 9 | - | 43 | 8 | 1 | 3 | 1 | - | 93 |

1. **Total no. of Clients/Sessions for Tele-Rehabilitation across India in April, 2016**

|  |  |  |
| --- | --- | --- |
| **State** | **No of Clients** | **No of sessions** |
| Jharkhand | 1 | 4 |
| Karnataka | 9 | 32 |
| Madhya Pradesh | 1 | 4 |
| Tamil Nadu | 3 | 10 |
| Kerala | 3 | 16 |
| Himachal Pradesh | 1 | 6 |
| Uttar Pradesh | 1 | 4 |
| West Bengal | 1 | 4 |
| Maharashtra | 1 | 2 |

1. **Total no. of Clients/Sessions for Tele-Rehabilitation out of India in April, 2016**

|  |  |  |
| --- | --- | --- |
| **Place** | **No of Clients** | **No of sessions** |
| **Dubai** | **3** | **11** |
| **Vietnam** | **1** | **3** |

1. **State-wise distribution of clients availing Tele-Sessions through VC and Skype in the Month of April, 2016**

**Feedback on Internet connectivity for tele-sessions**

1. Clinical Support Services to Clients and Family:- NIL
2. Clinical Electronic Services:- NIL

**IV. Extension Activities**

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

 **V. Technological Consultancy Services**

**VI.Central Facilities**

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

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

 **VIII EXTRA Curricular Activities**

**Ix. MAJOR EVENTS OF THE Month**

**x. Eminent VISITORS:**  Nil

**XI. Any Other:** NIL.

1. **Parkinson Website:** Parkinson’s disease helpline registration is in process. Number of members/cases registered: 8 Number.
2. **TCPD website:** [**www.aiishtcpd.com**](http://www.aiishtcpd.com)

|  |  |  |
| --- | --- | --- |
| **SI. No** | **Total Number of Hits** | **Enquiries & discussions** |
| 1. | 15599 | Nil |

1. **Parkinson’s disease Helpline: website:** [**www.aiishcredmhelpline.in**](http://www.aiishcredmhelpline.in)

|  |  |  |
| --- | --- | --- |
| **SI. No** | **Number of Hits** | **Enquiries & discussions** |
| 1. | 6813 | Nil |

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

|  |  |  |
| --- | --- | --- |
| **Particulars** | **Skype** | **Videoconferencing** |
| Clients | 9 | - |
| Sessions | 44 | - |
| Official letters | - |
| Mails | 5 |

 **Head/** प्रधान शासक

 **TCPD/** टि सी पि डि