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

**DEPARTMENT OF MATERIAL DEVELOPMENT**

Date: 01.09.2016

Submitted to the Director

 The monthly report of the Department of Material Development covering the period from 26th July, 2016 to 25th August, 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 July, 2016 to 25th August, 2016**

1. **Photography**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Date of receipt of work order** | **Name of Indenting Department** | **Details of the work** | **No. of.****Photos** | **Remark** |
| 1 | 02.08.16 | Audiology | Workshop photos on 16-17 Aug. 2016 | 50 | Completed  |
| 2 | 05.08.16 | Audiology | Therapy photos | 05 | Completed  |
| 3 | 08.08.16 | ISO Cell | Peer Evaluation  | 05 | Completed |
| 4 | 08.08.16 | TCPD | TCPD Infrastructure  | 30 | Completed  |
| 5 | 08.08.16 | Annual Day Photography Committee | Annual Day Photos 2016 | - | Ongoing  |
| 6 | 17.08.16 | Electronics  | Workshop on 20.08.16 | 75 | Completed  |
| 7 | 19.08.16 | SLP | Guest Lecture | - | Ongoing |
| 8 | 22.08.16 | NSS | Orientation Program organ donation  | 05 | Ongoing  |
| 9 | 22.08.16 | NSS | Mini Marathon  | 100 | Ongoing  |
| 10 | 26.07.16 | Special Education  | Creative Art Therapy Workshop from 29.08.16 to 02.09.16 at Gymkhana  | - | Ongoing  |
|  | **Total** | **270** |  |

1. **Videos:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Date of receipt of work order**  | **Name of Indenting Department**  | **Details of the work** | **No. of hours**  | **Remarks**  |
| 1 | 05.08.16 | Audiology | Therapy video | 03 | Competed  |
|  | **Total** | **03** |  |

1. **Printing**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Date of receipt of work order** | **Name of Indenting Department/Section** | **Item** | **Paper** | **Paper****size** | **Color/ Black & white** | **No. of Pages** | **Remarks** |
| 1 | 26.07.16 | Academics | MSc. Audiology syllabus | O | A4 | B&W | 3575 | Completed |
| 2 | 26.07.16 | Special Education  | Brochure  | O | A4 | C | 200 | Completed  |
| 3 | 02.08.16 | Dr. S.P. Goswami  | Brochure | O | A4 | C | 75 | Completed  |
| 4 | 02.08.16 | Special Education  | Progress Report  | G | A4 | C | 220 | Completed  |
| 5 | 02.08.16 | Audiology | Certificates | G | A4 | C | 100 | Completed |
| 6 | 03.08.16 | SLS | CD | G | A4 | C | 5 | Completed |
| 7 | 03.08.16 | Stage Committee(Annual Day) | Certificate | G | A4 | C | 10 | Completed |
| 8 | 03.08.16 | TCPD | TCPD Brochures | O | A4 | C | 150 | Completed |
| 9 | 04.08.16 | POCD | Pamphlets | G | A4 | C | 100 | Completed |
| 10 | 04.08.16 | Purchase  | Photocopy of Institute Pad  | O | A4 | C | 22 | Completed  |
| 11 | 05.08.16 | Library | CD | Sticker | A4 | C | 30 | Completed |
| 12 | 08.08.16 | TCPD | Poster | O | A4 | C | 12 | Completed |
| 13 | 08.08.16 | POCD | Fact sheet printing | O & G | A4 | B&W | 2 | Completed |
| 14 | 08.08.16 | NSS (Sujeeth Kumar Signa) | Certificate  | G | A4 | C | 15 | Completed  |
| 15 | 08.08.16 | NSS  | NSS related  | O | A4 | C | 200 | Completed  |
| 16 | 08.08.16 | Gymkhana | Certificate | G | A4 | C | 180 | Completed |
| 17 | 10.08.16 | SLS | CD Cover | - | - | - | 0 | Ongoing  |
| 18 | 11.08.16 | Clinical Psychology | Proforma | O | A4 | B&W | 400 | Completed |
| 19 | 12.08.16 | TCPD | Dizziness, gait & falls Questionnaire | O | A4 | B&W | 60 | Completed |
| 20 | 16.08.16 | Audiology | Certificate & Name boards | G & O | A4 | C | 51 | Completed |
| 21 | 17.08.16 | Electronics  | Invitation & Certificates | G | A3A4 | C | 20180 | Completed  |
| 22 | 18.08.16 | Clinical Psychology | Case history Proforma I & II | O | A4 | B&W | 450 | Completed |
| 23 | 19.08.16 | Electronics  | Workshop on ICT | O | A4 A3 | C | 45050 | Completed  |
| 24 | 23.08.16 | Academics | Audit reports 2012-16 & other materials | O | A4 | B&W | 732 | Completed |
| 25 | 24.08.16 | Special Education | Thank you cards | G | A4 | C | 50 | Completed |
| 26 | 25.08.16 | Special Education | Pictures - SUMERU workshop | O | A4 | C | 36 | Completed |
| **TOTAL** |  | **7375** |  |

1. **Graphic Designing:**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Date of receipt of work order** | **Name of Indenting Department** | **Details of the work** | **Draft** | **No. of. Design** | **No. of Pages** | **Remarks** |
| 1 | 01.08.2016 | Gymkhana Sports | Certificate Design | 2 | 1 | 1 | Completed |
| 2 | 03.08.2016 | Academic | Certificate | 1 | 1 | 10 | Completed |
| 3 | 03.08.2016 | Academic  | Certificate | 2 | 2 | 3 | Completed |
| 4 | 05.08.2016 | Library | Annual Report CD | 1 | 1 | 1 | Completed |
| 5 | 05.08.2016 | SLS | CD | 2 | 1 | 1 | Completed |
| 6 | 11.08.2016 | POCD | Brochure | 2 | - | - | Ongoing |
| 7 | 12.08.2016 | Audiology | Brochure | 2 | 1 | 3 | Completed |
| 8 | 17.08.2016 | Special Education | Certificate | - | - | - | Ongoing |
| 9 | 18.08.2016 | SLP | Banner  | 1 | 1 | 1 | Ongoing |
| 10 | 19.08.2016 | Audiology  | Banner  | - | - | - | Ongoing |
|  | **Total** |  | **08** | **20** |  |
|  |

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 | 01.08.16 | DMD | Digital Archive photos | - | Color | 960 | Ongoing |
| 2 | 17.08.16 | Clinical Psychology | C4D2 program photos | A3 & A4 | Color | 2 | Completed |
| 3 | 22.08.16 | Academics | Audit reports 2012-16 | A4 | Black & White | 160 | Completed |
|  **TOTAL** | **1122** |  |

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** |
| 01 | 03.06.16 | Clinical Psychology | Summary list of Entitlements | 1 | 1 | Ongoing |
| 02 | 09.05.16 | POCD | Referral slip – (English to Hindi) | 1 | 2 | Ongoing |
| 03 | 24.03.16 | Clinical Services | Stuttering – An overview | 1 | 7 | Ongoing |
|  **TOTAL** |   | **10** |  |

 **Summary of the work done:**

* Total no. of Photography –10 Events –**270 Photos**
* Total no. of Printing – **A3=70 & A4 = 7305 - Total = 7375 Prints**
* Total no. of Scanning –**1122**
* Total No. of Designing-**08** (**20 pages)**
* Translation (with typing & proof reading) **– 10 pages**

**Other works:**

* Staff Enrichment Program on the topic ‘Technical Writing’ held on 05.08.16 Ms. Nityashree R, Junior Technical Writer served as a Resource Person.

HOD-Material Development