**अखिल भारतीय वाक - श्रवण संस्थान, मैसूरू - 6**

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

**सामग्री विकास विभाग**

**DEPARTMENT OF MATERIAL DEVELOPMENT**

Date: 05.01.2017

निदेशक को प्रस्तुत/ Submitted to the Director

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

विभागाध्यक्ष - सामग्री विकास

 HOD - Material Development

**DEPARTMENT OF MATERIAL DEVELOPMENT**

**Monthly Report of 26th November, 2016 to 25th December, 2016**

1. **Photography**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| WO ReceivedDate | Name of the Dept./Sec/Units | Name of the Event  | No. of photos  | Date of Completion |
|
| 27.10.2016 | Dept. SLP | ARDSICON 2016 on 10-11 Dec 2016 | 50 | 15.12.2016 |
| 26.11.2016 | Audiology  | Workshop on 30.11.2016 | 15 | 30.11.2016 |
| 2.12.2016 | ISO cell  | Peer evolution of TCPD | 5 | 19.12.2016 |
| 7.12.2016 | Clinical Psychology  | Workshop on 9.12.2016 | 30 | 19.12.2016 |
| 7.12.2016 | DCS  | IDPWD on 9.12.2016 | 100 | 17.12.2016 |
| 8.12.2016 | Special Education  | Child with HI – for ARF project  | 5 | 8.12.2016 |
| 9.12.2016 | Audiology | Workshop on EGLAB on 16-20 Jan 2017 | 0 | Ongoing |
| 13.12.2016 | Audiology | Orientation on 2.1.2017 | 0 | Ongoing |
| 16.12.2016 | Electronics  | Gradation day celebration  | 100 | 20.12.2016 |
| 21.12.2016 | Special Education  | Christmas and New-year celebration on 23.12.2016  | 50 | 27.12.2016 |
|  | **Total** | **355** |  |

1. **Videos:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| WO ReceivedDate | Name of the Dept./Sec/Units | Name of the Event  | in minutes  | Date of Completion |
|
| 8.12.2016 | Special Education | International Day for persons with Disabilities on 9.12.2016  | 90 | 22.12.2016 |
| 9.12.2016 | Audiology | Workshop on EGLAB on 16-20 Jan 2017 |  | Ongoing |
|  | **Total** | **90** |  |

1. **Printing**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| WO ReceivedDate | Name of the Dept./Sec/Units | Details of the work | PaperGlossy/ Ordinary | Paper size | Color/Black & White | No. of pages | Date of Completion |
|
| 25.11.2016 | Clinical Psychology | Case history Proforma | O | A4 | BW | 250 | 14.12.2016 |
| 26.11.2016 | Audiology | Workshop certificate | G | A4  | C  | 55 | 30.12.2016 |
| 26.11.2016 | DCS | Test material | - | - | - | - | Ongoing  |
| 26.11.2016 | DCS | Test material | - | - | - | - |
| 26.11.2016 | DCS | Test material | - | - | - | - |
| 26.11.2016 | DCS | Test material | - | - | - | - |
| 29.11.2016 | POCD | Printing | G | A4 | C | 15 | 28.11.2016 |
| 30.11.2016 | POCD | Hearing Aid Issue | O | A3 | BW | 3 | 30.11.2016 |
| 1.12.2016 | DCS | Poster of Seek gyan program  | G | A4 | C  | 7 | 01.12.2016 |
| 1.12.2016 | TCPD | Monthly client attendance sheet | O | A4 | C | 60 | 06.12.2016 |
| 1.12.2016 | SLP | ARDSI CON 2016 | G | A4 | C | 270 | 09.12.2016 |
| 2.12.2016 | TCPD | Brochures  | O | A4 | C | 400 | 14.12.2016 |
| 2.12.2016 | DCS | IPWD | G | A4 | C | 15 | 6.12.2016 |
| 6.12.2016 | DCS | Speech OPD - Mchart | O | A4 | BW | 100 | 19.12.2016 |
| 6.12.2016 | DCS | Speech OPD – informal Assessment | O | A4 | BW | 100 | 19.12.2016 |
| 6.12.2016 | DCS | Speech OPD – Registration form | O | A4 | BW | 100 | 19.12.2016 |
| 6.12.2016 | DCS | CPC printout | G | A4 | C | 282 | 8.12.2016 |
| 6.12.2016 | SLP | ERS - M | O | A4 | C | 450 | 6.12.2016 |
| 6.12.2016 | Clinical Psychology  | Certificates | G | A4 | C | 30 | 13.12.2016 |
| 7.12.2016 | Clinical Psychology  | Bookmark & Poster | G | A4A3 | C | 1510 | 8.12.2016 |
| 7.12.2016 | Academic  | Certificate C4D2 | G | A4 | C | 81 | 8.12.2016 |
| 9.12.2016 | Audiology | CPC printout | G | A4 | C | 56 | 9.12.2016 |
| 9.12.2016 | Clinical Services | Student feedback form | O | A4 | BW | 100 | 14.12.2016 |
| 9.12.2016 | SLP | Gradation day robe distribution Poster  | G | A3 | C | 7 | 9.12.2016 |
| 14.12.2016 | DCS | Speech OPD - KDPAT | O | A4 | BW | 400 | 27.12.2016 |
| 14.12.2016 | DCS | Speech OPD-Checklist DSM – V- ADHD | O | A4 | BW | 300 | 26.12.2016 |
| 16.12.2016 | Clinical Psychology | Test material (ARF project) | O | A4 | BW | 240 | 16.12.2016 |
| 16.12.2016 | SLP | MSD Proforma | O  | A4  | BW  | 400 | 26.12.2016 |
| 18.12.2016 | Library  | Library prints | O | A4 | BW | 10 | 18.12.2016 |
| 18.12.2016 | Library  | Library prints | O | A4 | C | 7 | 18.12.2016 |
| 21.12.2016 | Horticulture  | Prints | O | A4 | C | 1 | 20.12.2016 |
| 21.12.2016 | SLP | BLST-H | O | A4 | C  | 66 | 13.12.2016 |
| 22.12.2016 | DCS | Therapy Assignment  | O | A4 | BW | 100 | 26.12.2016 |
| 23.12.2016 | POCD | 5 Brochure  | - | - | - | - | Ongoing |
| 23.12.2016 | Engineering section | Name board | G | A3 | C | 2 | 23.12.2016 |
|  | **Total**  | **3932** |  |
| 26.11.2016 | POCD | NBS and School Screening | - | - | - | - | Cancelled  |

1. **Graphic Designing:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **WO Received****Date** | **Name of the Dept./Sec/Units** | **Details of the work** | **No. of Design** | **No. of pages** | **Drafts**  | **Date of Completion** |
|
| 01.12.2016 | SLP | Invitation | 1 | 2 | 2 | 02.12.2016 |
| 05.12.2016 | Electronics  | Stamp  | 1 | 1 | 1 | 05.12.2016 |
| 05.12.2016 | Clinical Psychology | Certificate & Poster  | 2 | 24 | 2 | 07.12.2016 |
| 08.12.2016 | SLP | International Conference: Certificates & CD sticker  | 1 | 81 | 1 | 09.12.2016 |
| 08.12.2016 | Academics  | Certificates Graduation Day | 0 | 91 | 1 | 09.12.2016 |
| 09.12.2016 | Graduation Day Committee  | Display Poster & Badge | 2 | 4 | 1 | 13.12.2016 |
| **Total** | **7** | **203** |  |  |

1. **Scanning**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| WO ReceivedDate | Name of the Dept./Sec/Units | Details of the work | Paper size | No. of pages/photos  | Date of Completion |
|
| 28.11.2016 | Clinical Psychology | Scanning of photos  | - | 16 | 09.12.2016 |
| 04.12.2016 | DMD | DHLS photos | - | 132 | 12.12.2016 |
|  | **Total** | **148** |  |

1. **Translation with Typing and Content Development/Modification:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| WO ReceivedDate | Name of the Dept./Sec / Units | Details of the work | Drafts | No. of pages | Date of Completion |
|
| 26.11.2016 | Electronics | Graduation day invitation card – English to Hindi |  | 2 | 30.11.2016 |
| 06.06.2016 | DMD | Flyer  | 4 | 2 | - |
| 09.11.2016 | SLS |  Prevalence of voice problems in singers and non singers – Project questionnaire  | 2nd and3rd drafts  | 4 | 21.12.2016 |
|  **TOTAL** | **08** |  |

**Summary Report**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 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 | 27+7=34 | 23+6=29 | 01 | 05 | 2610+1322= 3932 |
| Photography | 9 | 7 | 1 | 2 | 355 |
| Video | 2 | 1 | 0 | 1 | 90 |
| Graphic Designing  | 6 | 6 | 3 | - | 7(203 pages) |
| Scanning  | 02 | 02 | - | - | 148 |
| Translation with typing & content development /modifications | 1 | 1 | 1 | 1 | 8 |

**Other Works:**

* Department organized one day workshop on ‘Basics of Translation (Hindi)’ held on 30.11.2016.
* Monthly Planner 2017 received on 18.12.2016
* Modifications were made in website content (English, Kannada and Hindi)and sent for update on 15.12.2016

विभागाध्यक्ष - सामग्री विकास

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