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| **ALL INDIA INSTITUTE OF SPEECH & HEARING: MYSORE-06****TELE-CENTER FOR PERSONS WITH COMMUNICATION DISORDERS** |

**Monthly Report for the Month of December 2016**

1. ACADEMIC ACTIVITIES
2. Short-term Training Programs:- NIL
3. Clinical Observation Posting of Students from other Institutes-NA
4. Virtual Seminars/Conferences/Workshops/ Staff enrichment program attended - NIL
5. Guest Lectures:
6. Additional Academic Services rendered by the Faculty and Staff-: Nil
7. Clinical Observation Posting of Students:
	* Orientation on TCPD to 02 students were posted (I MSc SLP 2016 SEM–01.12.16 to 16.12.16)
	* Orientation on TCPD to 02 students posted (II MSc AUD 2016-01.12.16 to 16.12.16)
	* Observation of teleservice cases (04 students) – 14 sessions
	* Hands on experience (04 students) - 04 sessions

1. Virtual Seminars/Conferences/Workshops/ Staff enrichment program: Nil

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

* Planning and administration of TCPD activities

**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: Nil | (ii)Via Video Conferencing: Nil |
| Material Development | * Proof reading of success stories provided by Ms. Nithyashree
* Academic screening checklist EVS Grade IV & VII
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 **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 | 00 | 00 |
| E-mails Queries | 6 |
| Telephone | 2 |
| Assistance for Administrative Activities | * Terms and Conditions for clients to avail tele-services at TCPD draft submitted.
* Work instructions for staff at TCPD draft submitted
* Preparation of peer review slides
* Meeting with Mr. Madhusudhan, swift solution Bangalore for MMC level 3 and 4 Kannada, English and Hindi checking on 20.12.2016 between 10:30 am to 5:00 pm
* Prepared feedback on
	+ The buttons and their labels on the module
	+ Framework changes
	+ Videos in MMC level 3
* Preparation of list of words for glossary in Kannada, Hindi and English for MMC level 3 and level 4
* Arrangements for 17th national jamboree of Bharath scouts and guides organized at global village Adakanahalli Nanjangud road , Mysuru (TCPD Posters, MMCs, Short video on TCPD, success stories, books for display)
* Assisted in the installation of Kaspersky antivirus on all systems in TCPD by Unified tec outsourced by Dept. of electronics, AIISH.
 |
| Others | * Testing the goggle forms for feedback from tele-service beneficiaries and making necessary changes in the settings
* Planning for connecting softcopies of client details with the other details of the clients in goggle drive
* Preparing glossary in Kannada for TYC level 3 and 4
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**Ms. Haritha. S. Mohan, Speech Language Pathologist 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 | 0 | 0 |
| Tele-Intervention-Skype | 7 |  38 |
| Material Development  | * Preparation of Power Point Presentation for Clients
* Digitization of test material ( MLT)
 |
| Assistance for Administrative Activities | * TCPD IDs created for clients who availed tele sessions from 2014- 2016 according to the place.
* Made details of clients availing telesessions currently
* Maintanence of counselling register, referral forms and consent forms.
* Seggregated emails under different labels
* Sending conformation e-mail to enrol for telesessions
* Follow up emails to clients
* Send Google forms as reminder for patients who completed counselling at TCPD.
* Send feedback forms to clients.
* Assisted in preparation of report for peer evaluation and statistics.
* Send home training for clients.
 |
| Others | * Maintenance of daily diary and documents for clients
 |

**Ms. Madalambika.M.B, Audi**

**Ms. Madalambika M. B, Audiologist Gr I**

|  |  |  |
| --- | --- | --- |
| **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 | 3 | 20 |
| E-mails queries | 3 |
| Telephone | 3 |
| Material Development  | * Made PPTs on different lexical categories and English grammar for the clients.
* Translation of resource material(Train your child in pre academic skills)to kannada
 |
| Orientation Programs | * Attended workshop on basics of translation in Hindi.

Attended seminar related to TCPD website.* Oriented 2nd Msc audiology students posted about TCPD.
 |
| Assistance for Administrative Activities | * Verified the telephone bill (December 2016)
* Updated student records and attendance of the month of December
* Counselled 2 clients for tele intervention services.
* Edited google sheet feedback forms for clients
* Assisted in editing the book Tele-services terms and condition
 |
| Others | * Maintaining daily dairy and progress reports regularly and filing the same in the respective files/registers.
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 **Ms. Pavithra. K, Speech Language Pathologist Gr I**

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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 | 01 | 02 |
| Tele-Intervention-Skype | 06 | 33 |
| E-mails queries | 2 |
| Telephone | 0 |
| Material Development  | * Preparation of assessment and therapy materials for the clients. Documentation and updating of the online therapy sessions.
 |
| Assistance for Administrative Activities | * Trouble shooting of the online recorders.
* Assisted in statistical analysis for the peer review slides.
* Assisted in preparation of peer evaluation slides 2015-16.
* Analysis of the of the students and client feedback records for TCPD.
* Attended the Monthly meeting in BGS and gave a talk regarding the Management strategies for issues related to communication and about the TCPD helpline available for Persons with Parkinson disease.
* Assessment of swallowing issues in the Person with Parkinson Disease and suggestion of appropriate feeding aids from online websites.
 |
| Others | * Maintaining daily diary and patient progress reports.
 |

### Ms. Vandana B, Audiologist Gr 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 | 2 | 6 |
| Tele-Intervention-Skype | 4 | 23 |
| E-mails queries | 2 |
| Telephone | 2 |
| Material Development  | * Made PPTs for therapy session for different language skills and levels.
* Correction (Editing) of the following books in soft copy;
* Guidelines for students in Tele-Rehabilitation Practice (Audiology)
* Guidelines for students in Tele-Rehabilitation Practice (Speech –Language Pathology)
* Tele services- Terms and conditions
* Prepared desktop specifications (Teamviewer)
 |
| Orientation program | * Attended workshop on ‘’Basics of translation’’ in Hindi on 30/11/2016
* Attended BGS (basal ganglia Society) meet on 11/12/2016
* Oriented 2nd Msc audiology students posted about TCPD.
 |
| Assistance for Administrative Activities | * Updated student records and attendance of the month of December
* Counseled of 2 clients regarding tele intervention services.
* Updated Skype therapy register
 |
| Others | * Maintaining daily dairy and progress reports regularly and filing the same in the respective files/registers.
* Maintenance of client atendance report
* Signage maintenance.
 |

**Ms. Aysha Anjum, Speech Language Pat**

**Ms. Ayesha Anjum, Speech Language Pathologist 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 | 2 | 3 |
| Tele-Intervention-Skype | 5 | 23 |
| Material Development  | * Preparation of Power Point Presentation for clients
* Digitization of various test materials and treatment manuals.
 |
| Assistance for Administrative Activities | * Student in charge for Speech Language Pathology students.
* Orientation for Speech Language Pathology students posted at TCPD.
* Updated student records till December 2016.
* Editing the Google forms for feedback from the students.
* Assisting in preparation of slides for Peer Evaluation.
* Assisting in making glossary for resource manuals.
* Attended one hour of the Multi-Media Content orientation talk.
 |
| Others | * Maintaining daily diary and patient progress reports.
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**Ms. Nithyashree, Junio**

**Ms. Nithyashree, Junior Technical Writer**

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| **Nature of Service** | **Work done**  |
| Material Development | * Content for TCPD poster on books sale
* III English - Adapted 6 Lessons translation and transliteration from English to Kannada ( 5 pages)
* Proof reading and incorporation of changes in TCPD booklets – 2 no.s
* Editing of 2 success stories and AIR talk
 |
| Assistance for Administrative Activities | * Meeting with Mr. Madhusudhan, swift solution Bangalore regarding MMC level 3 and 4 Kannada, English and Hindi on 20.12.2016 between 10:30 am to 4:00 pm
* Prepared feedback on
	+ The buttons and their labels on the module
	+ Framework changes
	+ Videos and subtitles in MMC level 3 in Kannada and English
* Preparation of list of words for glossary in Kannada
* Adding to titles in Google forms for feedback from tele-service beneficiaries
* Preparation of peer review slides
* Editing of 2 success stories and AIR talk on TCPD and its services for adding the same to TCPD books
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 **Mr. Shivaprasad.M, Graphic Designer**

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| **Nature of Service** | **Details of work for Tele-Centre for Persons with Communication Disorders** | **Work for Other Dept.** |
| Graphic Designing/ Illustrations/ Video editing/ Photo editing/ Audio editing | 1. Video Recording of Phd class: Dr K S Prema
2. Posters for nanjanagodu exibition
3. Illustrations for Learning Disability - 8no’s
4. Additional pages layout & design for blank pages of printing books
 | 1. Survey of Communication Disorders - A Report
 |
| Number of Brochures given to Clients | TCPD Brochures English, Kannada, Hindi and Malayalam - 50+50+50 to DCS, AIISHP. D. Helpline Brochures English, Kannada, Hindi and Malayalam - 0 | - |

 **Ms. Preethi, Data Entry Operator**

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| 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
* Maintenance of stock (Consumable) of the TCPD
* Maintained office equipments by placing work orders.
* Monitoring and indenting the printing requirement of the department.
 |

1. Invited Talks
2. Books/Book Chapters/ Other Resource Materials prepared:
* Adaptation of test materials for online evaluation.
* Compilation of Audio Visual resources for digital Achieve.
* Editing of Tele orientation Video.
1. **Curriculum Development:**
	1. Development of App for tinnitus screening in TCPD
2. Head, TCPD coordinated for finalization of MMC
3. Preparation of success stories for uploading
4. Preparation of 2 mins 19 secs video for publicizing AIISH and TCPD amongst TSI member community
5. Coordinating for development of MMC for adaptation of curriculum for children with special needs
6. Updation of Glossary and FAQ’s on Hearing and special education
7. Plan and develop success stories for updation of website
8. Survey of feedback from dropped out/ongoing clients and caregivers as well as students of AIISH
9. Work in progress to decide on the aids for persons with PD to be distributed from patient welfare fund with approval from authority
10. Instruction Manual for Students and staff of TCPD --draft prepared
11. Terms and conditions for client enrollment in TCPD for teleservices –draft prepared
12. Guidelines for teleservices-draft finalized
13. Handbook of learning disability being finalized for parents/caregivers and teachers as a part of Learning Disability Awareness month
14. Proposal for NIC. in being developed with the help of TCPD staff
15. Adaptation of curriculum for tele education services.

**Apps**: App for evaluation of tinnitus is being designed. Permission for development of

 App for screening early literacy is downloaded for use in TCPD

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| **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:

Life Membership (Institutional) with Tele-medicine Society of India

1. Any Other:
* Visit of a representative from Swift Solution, Bangalore, Mr. Madhu Sudhan to take feedback on MMC level 3 & 4 Kannada, Hindi & English modules on 20.12.2016 from 10.30 am to 5.00 pm
1. **Research Activities**
2. Research Projects

FUNDED

Completed Research Projects: NIL

NON-FUNDED

1. Ongoing Research Projects : Development of Tinnitus app
2. Doctoral and Post Doctoral Programs -NA
3. Research Papers presented at National/International Conferences/ Seminars (in APA format)- NA
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:
* Train your child Level 02- Telugu
* Train your child for Attention and Concentration Skills – Hindi
* Train your child Level 05- English
* Parent and Child - Malayalam
1. Books/Manuals/Seminar Proceedings edited- NIL
2. Journal Editorship- NIL
3. Scholarly Reviewing Activities- NIL
4. Ongoing Research:
* **Ms. Yashaswini R:** Issues in assessment and management of communication disorders through tele-mode: A sample survey.
1. **Clinical Services**
2. General Clinical Services:- NIL
3. Specialized Clinical Services
4. **Out-reach Clinical/rehabilitation/Special educational activities through tele-mode.**
5. **Tele- Diagnosis & Rehabilitation in the Month of Dec,2016**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Video - Conference | Skype Therapy Sessions | Educational Guidance | Total  |
| Tele - Assessment | Tele -Intervention | Tele -Assessment | Tele -Intervention | Video - Conference | Skype |
| Clients | - | - | - | 20 | - | - | 20 |
| Sessions | - | - | - | 116 | - | - | 116 |

1. **Details of Tele-Rehabilitation through Video Conferencing in the Month of Dec,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 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Total number of sessions | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |

1. **Details of Tele-Rehabilitation through Skype in the Month of Dec,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 | - | - | - | - | - | 12 | 3 | 1 | 2 | - | - | 20 |
| Total number of sessions | - | 9 | - | 6 | - | - | - | - | - | 68 | 18 | 4 | 11 | - | - | 116 |

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

|  |  |  |
| --- | --- | --- |
| **State** | **No of Clients** | **No of sessions** |
| Jharkhand | 1 | 9 |
| Karnataka | 9 | 41 |
| Tamil Nadu | 2 | 14 |
| Himachal Pradesh | 1 | 6 |
| Kerala | 2 | 9 |

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

|  |  |  |
| --- | --- | --- |
| **Place** | **No of Clients** | **No of sessions** |
| Dubai | 2 | 14 |
| UK | 1 | 9 |
| US | 2 | 14 |

1. **State-wise distribution of clients availing Tele-Sessions through VC and Skype in the Month of Dec, 2016**
2. **Out-side India distribution of clients availing Tele-Sessions through VC and Skype in the Month of Dec, 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: Nil**

**Ix. MAJOR EVENTS OF THE Month:**

* Peer evaluation of TCPD was conducted on 14.12.2016.

**x. Eminent VISITORS: Nil**

**XI. STAFF RELATED: NIL**

**XII. Any Other:**

* Installation of Kaspersky antivirus on all systems in TCPD by Unified tec outsourced by Dept. of electronics, AIISH.
* TCPD staffs are deputed to participate in 17th National Jamboree of Bharath Scouts and Guides by establishing a stall at Global village, Adakanahalli, Nanjungud road, Mysuru from 29th December to 4th January 2017
1. **Parkinson Website:** Parkinson’s disease helpline registration is in process. Number of members/cases registered: 8
	* + Ms. Pavithra K, SLP Gr I & Ms. Vandana B, Audiologist Gr I attended BGS on 11.12.2016 there were 15 PD, 10CG, 5 Voluntaries and the details are as follow:
	* Ms. Pavithra K gave a talk on Management strategies used for Speech related problems seen in persons with Parkinson Disease. The talker interacted with the participants where they were made to describe different speech related problems seen and appropriate stratergies for cognitive, voice, fluency and articulation issues were explained.
	* Ms Vandana briefed the Participants on overview of the Parkinson’s helpline and it was also informed about the regular use of strategies that was discussed.
	* The organizers concluded the session by announcing the date for next Basal Ganglia Support that is on 8 Jan 2016.
2. **TCPD website:** [**www.aiishtcpd.com**](http://www.aiishtcpd.com)

|  |  |  |
| --- | --- | --- |
| **SI. No** | **Number of Hits** | **Enquiries & discussions** |
| 1. | 4817 | Nil |

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

|  |  |  |
| --- | --- | --- |
| **SI. No** | **Number of Hits** | **Enquiries & discussions** |
| 1. | 13573 | Nil |

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

|  |  |  |
| --- | --- | --- |
| **Particulars** | **Skype** | **Videoconferencing** |
| Clients | 4 | - |
| Sessions | 26 | - |
| Official letters | 08 |
| Mails | 02 |

 **Head/** प्रधान शासक

 **TCPD/** टि सी पि डि