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

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

**सामग्री विकास विभाग**

**DEPARTMENT OF MATERIAL DEVELOPMENT**

Date: 03.02.2017

निदेशक को प्रस्तुत/ Submitted to the Director

The monthly report of the Department of Material Development covering the period from 26th January, 2017 to 25th February, 2017 is hereby submitted for your kind perusal and needful. The report is being sent to [director@aiishmysore.in](mailto:director@aiishmysore.in).and [monthlyreports@aiishmysore.in](mailto:monthlyreports@aiishmysore.in).

विभागाध्यक्ष - सामग्री विकास

HOD - Material Development

**DEPARTMENT OF MATERIAL DEVELOPMENT**

**Monthly Report of 26th January, 2017 to 25th February, 2017**

1. **Photography**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| WO Received  Date | Name of the Dept./Sec/Units | Name of the Event | No. of photos | Date of Completion |
|
| 18.01.2017 | Audiology | Workshop on Diet for Children with Communication Problems & Behaviors on 3.2.17 | 10 | 08.02.2017 |
| 20.01.2017 | Project on ASHA Worker | Orientation Program for ASHA workers  On 24-25 Jan, 2017 | 25 | 02.02.2017 |
| 20.01.2017 | Gymkhana | Republic Day | 50 | 02.02.2017 |
| 02.02.2017 | Open Day | Open Day | 200 | 28.02.2017 |
| 03.02.2017 | Project on ASHA Worker | Orientation for ASHA workers on 6.2.17 | 10 | 09.02.2017 |
| 30.01.2017 | Engineering section | Swatch Bharath Fortnight (1-15th, Feb 2017) | 30 | 21.02.2017 |
| 06.02.2017 | SLP – MSD unit | Workshop on Cerebral palsy on 10-11th Feb, 2017 | 30 | 21.02.2017 |
| 09.02.2017 | SLP | Guest lecture 10.02.2017 | 06 | 22.02.2017 |
| 10.02.2017 | ENT | In house training program 11.2.17 | 10 | 22.02.2017 |
| 15.02.2017 | SLP | Guest lecture on 16.2.17 | 06 | 22.02.2017 |
| 16.02.2017 | Audiology | Workshop on Ear mould Technology on 20.2.17 | 35 | 22.02.2017 |
| 20.02.2017 | ISO implementation cell | Awareness program on 22.2.17 | 30 | 27.02.2017 |
| 20.02.2017 | Special Education | Orientation Program 22.2.17 | 50 | 28.02.2017 |
|  | **Total** | | **492** |  |

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| WO Received  Date | Name of the Dept./Sec/Units | Details of the work | Paper  Glossy/ Ordinary | Paper size | Color/  Black & White | No. of pages | Date of Completion |
|
| 26.11.2016 | DCS | Test material | O | A4 | B&W | 264 | 31.01.2017  31.01.2017  31.01.2017  31.01.2017 |
| 26.11.2016 | DCS | Test material | O | A4 | B&W | 310 |
| 26.11.2016 | DCS | Test material | O | A4 | B&W | 322 |
| 26.11.2016 | DCS | Test material | O | A4 | B&W | 240 |
| 30.01.2017 | Project on ASHA Worker | Papers related to ‘Orientation program for ASHA workers’ | O | A4 | B&W | 30 | 30.01.2017 |
| 30.01.2017 | POCD | NBS school training report |  |  |  |  | Ongoing |
| 30.01.2017 | Special events committee – Open day 2017 | Open day 2017 | G | A3 | Color | 10 | 30.01.2017 |
| 30.01.2017 | SLS | Name boards | G | A3 | Color | 2 | 13.02.2017 |
| 30.01.2017 | Special Children Competition committee (Open day) | Certificate | G | A4 | Color | 81 | 02.02.2017 |
| 30.01.2017 | Clinical Psychology | Open day posters | G | A3 | Color | 04 | 30.01.2017 |
| 31.01.2017 | TCPD | Survey Questionnaire | O | A4 | B&W | 500 | 31.01.2017 |
| 31.01.2017 | DCS | Performa for counseling | O | A4 | B&W | 100 | 01.02.2017 |
| 01.02.2017 | TCPD | Book marks | G | A3 | Color | 15 | 01.02.2017 |
| 01.02.2017 | Workshop on Diet | Certificates for the workshop | G | A4 | Color | 30 | 02.02.2017 |
| 02.02.2017 | POCD | Banner | G | A3 | Color | 1 | 02.02.2017 |
| 02.02.2017 | Project on ASHA Worker | Posters for ‘Orientation program for ASHA workers’ | O | A3 | Color | 01 | 02.02.2017 |
| 02.02.2017 | POCD | Pamphlets | G | A4 | Color | 25 | 02.02.2017 |
| 02.02.2017 | Clinical Psychology | Case history Proforma | O | A4 | B&W | 500 | 07.02.2017 |
| 02.02.2017 | Exhibition committee (Open day) | Posters | G | A3 | Color | 8 | 02.02.2017 |
| 02.02.2017 | Special events committee – Open day 2017 | Open day 2017 | O | A4 | B&W and Color | 30 | 02.02.2017 |
| 02.02.2017 | Open day  Stage committee | Name plates | O | A4 | Color | 03 | 02.02.2017 |
| 05.02.2017 | DCS | Proforma for Persons with voice disorders | O | A4 | B&W | 300 | 08.02.2017 |
| 07.02.2017 | ENT | Certificates: In-house training program on 11.2.17 | G | A4 | A4 | 20 | 07.02.2017 |
| 07.02.2017 | Security Officer | Fire instruction | G | A4 | Color | 60 | 07.02.2017 |
| 07.02.2017 | DCS | Counseling Proforma | O | A4 | B&W | 200 | 08.02.2017 |
| 07.02.2017 | DCS | Proforma for Dementia | O | A4 | B&W | 200 | 08.02.2017 |
| 07.02.2017 | DCS | General childhood speech and language disorders Proforma | O | A4 | B&W | 200 | 08.02.2017 |
| 07.02.2017 | SLP | Banner for Cerebral Palsy workshop | G | A3 | Color | 10 | 08.02.2017 |
| 08.02.2017 | DCS | Workshop feedback forms | O | A4 | B&W | 65 | 08.02.2017 |
| 13.02.2017 | Gymkhana Aawaaz | Rule book  Posters | O  G | A4 | Color | 250  50 | 13.02.2017 |
| 13.02.2017 | DCS | Counseling Proforma | O | A4 | B&W | 200 | 13.02.2017 |
| 13.02.2017 | Clinical Services | General childhood history Proforma | O | A4 | B&W | 200 | 13.02.2017 |
| 14.02.2017 | Library | ID card prints | G | A4 | Color | 4 | 14.02.2017 |
| 15.02.2017 | SLP | Assessment material for Data collection | O | A4 | B&W | 13 | 15.02.2017 |
| 16.02.2017 | Clinical Psychology | Diagnostic summary report | O | A4 | B&W | 300 | 17.02.2017 |
| 16.02.2017 | Clinical Psychology | Proforma | O | A4 | B&W | 300 | 17.02.2017 |
| 16.02.2017 | Clinical Psychology | Re-evaluation Proforma | O | A4 | B&W | 500 | 17.02.2017 |
| 16.02.2017 | Gymkhana Aawaaz | Rule book, Posters, Invitation | G & O | A4 | Color | 302 | 20.02.2017 |
| 17.02.2017 | POCD | Posters | G | A3 | Color | 6 | 17.02.2017 |
| 17.02.2017 | DCS | Re-evaluation Proforma | O | A4 | B&W | 100 | 22.02.2017 |
| 17.02.2017 | DCS | Informal assessment Proforma | O | A4 | B&W | 200 | 22.02.2017 |
| 17.02.2017 | DCS | General history for childhood speech and Language Proforma | O | A4 | B&W | 200 | 23.02.2017 |
| 20.02.2017 | Special education | Certificates | G | A4 | Color | 5 | 22.02.2017 |
| 22.02.2017 | Gymkhana Aawaaz | Posters | G | A4 | Color | 50 | 22.02.2017 |
| 22.02.2017 | Administrative section | Memorandum of Association | O | A4 | B&W | 770 | 22.02.2017 |
| 22.02.2017 | DHLS | Certificate | G | A4 | Color | 1 | 23.02.2017 |
| **Total** | | | | | | **6982** |  |

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** |
|
| 12.01.2017 | Special Education | Book Cover | 2 | 4 | 2 | 15.02.2017 |
| 30.01.2017 | Engineering Section | Swachha Bharath Poster | 1 | 1 | 1 | 30.01.2017 |
| 30.01.2017 | Open day | Certificate | 1 | 1 | 1 | 02.02.2017 |
| 02.02.2017 | Audiology | Certificate | 1 | 4 | 2 | 03.02.2017 |
| 03. 02.2017 | Clinical Psychology | Brochure | 1 | 2 | 2 | Ongoing |
| 06.02.2017 | DCS | Brochure | 1 | 2 | 2 | 10.02.2017 |
| 07. 02.2017 | ENT | Certificate | 1 | 13 | 2 | 07.02.2017 |
| 07.02.2017 | SLP | Certificate | 1 | 1 | 1 | 10.02.2017 |
| 07.02.2017 | SLP | Certificate | 1 | 1 | 1 | 10.02.2017 |
| 07.02.2017 | SLP | Banner | 1 | 1 | 2 | 10.02.2017 |
| 17.02.2017 | Gymkhana | Poster | 1 | 1 | 1 | 17.02.2017 |
| 20.02.2017 | Audiology | Certificate | 1 | 44 | 2 | 21.02.2017 |
| 20.02.2017 | Audiology | Brochure | 1 | 2 | 2 | Ongoing |
| 20.02.2017 | Special Education | Certificate | 1 | 2 | 2 | 22.02.2017 |
| **Total** | | | **15** | **79** | 23 |  |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| WO Received  Date | Name of the Dept./Sec / Units | Details of the work | Drafts | No. of pages | Date of Completion |
|
| 13.01.2017 | Clinical Psychology | Summary list of Entitlements – English to Kannada |  | 1 | 02.02.2017 |
| 13.01.2017 | Clinical Psychology | Summary list of Entitlements – English to Hindi |  | 1 | 06.02.2017 |
| 17.01.2017 | SLP Project | Editing/ modifications of Translated material – Hindi |  | - | Ongoing |
| 23.02.2017 | Library | Applications forms – English to Hindi |  | 2 | Ongoing |
| **TOTAL** | | | | **4** |  |

**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 | 42 | 41 | 4 | 1 | 6982 |
| Photography | 9 | 9 | 3 | - | 492 |
| Video | NIL | | | | |
| Graphic Designing | 13 | 11 | 1 | 6 | 15 ( 79 pages) |
| Scanning | NIL | | | | |
| Translation with typing & content development /modifications | 1 | - | 2 | 1 | 2 |

**Other Works:**

* Ms. Nityashree R Attended Hindi Nodal Officers New Committee meeting held on 23.02.2017

विभागाध्यक्ष - सामग्री विकास

HOD - Material Development