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

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

**सामग्री विकास विभाग**

**DEPARTMENT OF MATERIAL DEVELOPMENT**

Date: 02.02.2017

निदेशक को प्रस्तुत/ Submitted to the Director

The monthly report of the Department of Material Development covering the period from 26th December, 2016 to 25th January, 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 December, 2016 to 25th January, 2017**

1. **Photography**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| WO Received  Date | Name of the Dept./Sec/Units | Name of the Event | No. of photos | Date of Completion |
|
| 9.12.2016 | Audiology | Workshop on EGLAB on 16-20 Jan 2017 | 100 | 24.01.2017 |
| 13.12.2016 | Audiology | Orientation on 2.1.2017 | 10 | 10.01.2017 |
| 28.12.2016 | DCS | Phonology Lab Inauguration | 20 | 02.01.2017 |
| 30.12.2016 | Gymkhana | Retirement (Multi Task worker) | 25 | 31.12.2017 |
| 02.01.2017 | DCS | Seminar | 50 | 03.01.2017 |
| 09.01.2017 | ISO cell | Peer evaluation – Dept. Clinical Psychology | 05 | 13.01.2017 |
| 09.01.2017 |  | International Guest House Building | 05 | 11.01.2017 |
| 10.01.2017 | Special Education | Workshop – New Horizons Inclusive Education on 13.01.2017 | 50 | 13.01.2107 |
| 18.01.2017 | Audiology | Workshop on Diet for Children with Communication Problems & Behaviors | - | On going |
| 20.01.2017 | Dir Project | Orientation Program for ASHA workers | - | On going |
| 20.01.2017 | Gymkhana | Republic Day | - | On going |
|  | **Total** | | **265** |  |

1. **Videos:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| WO Received  Date | Name of the Dept./Sec/Units | Name of the Event | in minutes | Date of Completion |
|
| 09.12.2016 | Audiology | Workshop on EGLAB on 16-20 Jan 2017 | - | Cancelled |
| 09.12.2016 | Audiology | Therapy Session - LTU | 45 | 23.01.2017 |
|  | **Total** | | **45** |  |

1. **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 | - | - | - | - | Ongoing |
| 26.11.2016 | DCS | Test material | - | - | - | - |
| 26.11.2016 | DCS | Test material | - | - | - | - |
| 26.11.2016 | DCS | Test material | - | - | - | - |
| 27.12.2016 | SLP | Project material in Hindi | O | A4 | Color | 200 | 09.01.2017 |
| 27.12.2016 | POCD | Printing | O | A3 | Color | 2 | 27.12.2016 |
| 28.12.2016 | Eng. sec | Name boards | O | A4 | Black & White | 2 | 28.12.2016 |
| 28.12.2016 | POCD | Pamphlets | O | A4 | Color | 500 | 30.12.2016 |
| 28.12.2016 | Clinical Psychology | Posters | O | A4 | Color | 7 | 28.12.2016 |
| 28.12.2016 | Clinical Psychology | Test material | O | A4 | Black & White | 150 | 28.12.2016 |
| 29.12.2016 | Academics | DHLS CPC 2014-15 | O | A4 | Color | 158 | 29.12.2016 |
| 29.12.2016 | Clinical Services | Consent sheets | O | A4 | Black & White | 100 | 29.12.2016 |
| 30.12.2016 | Library & Information Center | Survey Report | O | A4 | Color | 147 | 30.12.2016 |
| 02.01.2017 | Special Education | Hindi story and Rhymes book level 2 | O | A4 | Color | 60 | 17.01.2017 |
| 02.01.2017 | Electronics | Printing | O | A4 | Color | 9 | 02.01.2017 |
| 02.01.2017 | TCPD | Pamphlets | O | A4 | Color | 140 | 02.01.2017 |
| 04.01.2017 | SLP | Test material –  General information  MMSE  GHQ12 | O | A4 | Black & White | 260 | 04.01.2017 |
| 04.01.2017 | POCD | Hearing aid register | O | A4 | Black & White | 2 | 04.01.2017 |
| 04.01.2017 | Academics | BA.SLP syllabus | O | A4 | Black & White | 106 | 05.01.2017 |
| 06.01.2017 | Special Education | Telugu story and Rhymes book | O | A4 | Color | 480 | 13.01.2017 |
| 09.01.2017 | DCS | Performa – Speech OPD General History for Childhood Speech and Language disorder | O | A4 | Black & White | 400 | 17.01.2017 |
| 09.01.2017 | DCS | Referral Letter Speech OPD | O | A4 | Black & White | 100 | 24.01.2017 |
| 10.01.2017 | Store | Color Print | O | A4 | Color | 10 | 10.01.2017 |
| 10.01.2017 | POCD | Banner | G | A3 | Color | 2 | 10.01.2017 |
| 10.01.2017 | TCPD | Subtitles of MMC Hindi Level 4 | O | A4 | Black & White | 95 | 10.01.2017 |
| 10.01.2017 | Special Education | Certificate | G | A4 | Color | 250 | 13.01.2017 |
| 11.01.2017 | Clinical Services | Proforma – General History | O | A4 | Black & White | 400 | 17.01.2017 |
| 11.01.2017 | Clinical Services | Proforma – Speech counseling | O | A4 | Black & White | 100 | 11.01.2017 |
| 11.01.2017 | Clinical Services | Proforma – Re-evaluation | O | A4 | Black & White | 200 | 11.01.2017 |
| 12.01.2017 | TCPD | Subtitles of MMC Hindi Level 3 | O | A4 | Black & White | 30 | 12.01.2017 |
| 17.01.2017 | Special Education | ARF project certificates | G | A4 | Color | 100 | 17.01.2017 |
| 19.01.2017 | DCS | Performa – KDPAT | O | A4 | Black & White | 200 | 24.01.2017 |
| 19.01.2017 | Director Project | Printing | O | A4 | Color | 6 | 24.01.2017 |
| 20.01.2017 | TCPD | Brochures | O | A4 | Color | 50 | 20.01.2017 |
| 23.01.2017 | DCS | Performa – Speech OPD General History for Childhood Speech and Language disorder | O | A4 | Black & White | 200 | 17.01.2017 |
| 24.01.2017 | Project | Plan project | O | A4 | Black &White | 460 | 24.01.2017 |
| 24.01.2017 | USOFA | Project - Cognitive abilities in children with cleft lip and palate | O | A4 | Color | 187 | 24.01.2017 |
| 24.01.2017 | SLP | Pamphlet of Swallowing Disorder | G | A4 | Color | 30 | 25.01.2017 |
| 25.01.2017 | Audiology | Invitation | G | A5 | Color | 25 | 27.01.2017 |
| 25.01.2017 | - | Monthly Public Lecture | O | A3 | Color | 30 | 25.01.2017 |
| 25.01.2017 | Gymkhana | Annual Sport Boucher | G | A3 | Color | 18 | 25.01.2017 |
| **Total** | | | | | | **5216** |  |

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** |
|
| 29.12.2016 | DCS | Banner | 1 | 1 | 2 | 30.12.2016 |
| 29.12.2016 | ISHACON | Poster | 1 | 1 | 1 | 30.12.2016 |
| 29.12.2016 | DCS | Certificate | 1 | 2 | 2 | 30.12.2016 |
| 30.12.2016 | Audiology | Invitation | 1 | 1 | 1 | 13.01.2017 |
| 02.01.2017 | Special Education | Book Cover | 1 | 2 | 1 | 10.01.2017 |
| 02.01.2017 | ISHACON | Poster | 1 | 1 | 1 | 03.01.2017 |
| 03.01.2017 | SLP | Book Cover | 3 | 3 | 1 | Ongoing |
| 09.01.2017 | SLS | Brochure | 1 | 2 | 1 | Ongoing |
| 10.01.2017 | Special Education | Brochure | 1 | 1 | 2 | 13.01.2017 |
| 12.01.2017 | Audiology | Certificate | 1 | 100 | 2 | 13.01.2017 |
| 12.01.2017 | Special Education | Book Cover | 1 | 2 | 1 | Ongoing |
| 18.01.2017 | Open Day | Invitation & Poster | 2 | 3 | 3 | 20.01.2017 |
| 18.01.2017 | Audiology | Invitation | 1 | 1 | 2 | 23.01.2017 |
| 18.01.2017 | Audiology | Drawings | 6 | 6 | 3 | Ongoing |
| 18.01.2017 | Gymkhana | Posters | 1 | 3 | 2 | 25.01.2017 |
| 18.01.2017 | DMD | Pamphlet | 0 | 0 | 0 | Ongoing |
| **Total** | | | **23** | **129** |  |  |

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 |
|
| 06.06.2016 | DMD | Flyer on activities of the department | 5 | 2 | 18.01.2017 |
| 13.01.2017 | Clinical Psychology | Summary list of Entitlements – Hindi | 1 | 1 | Ongoing |
| 13.01.2017 | Clinical Psychology | Summary list of Entitlements – Kannada | 1 | 1 | Ongoing |
| 17.01.2017 | SLP project | Editing/ modifications of translated material - Hindi | 1 | 35 | Ongoing |
| **TOTAL** | | | | **39** |  |

**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 | 22+15=37 | 22+15=37 | - | 4 | 3644+1572=5216 |
| Photography | 7+2=9 | 4+2=6 | 2 | 3 | 220+45=265 |
| Video | 1 | 1 | - | - | 45 |
| Graphic Designing | 16 | 11 | - | 5 | 23 (129 Pages) |
| Scanning | - | - | - | - | - |
| Translation with typing & content development /modifications | 3 | - | (1) | 3 | 39 |

**Other Works:**

* Mr. Manikantaswamy, Member- Invitation, Publicity and Information Committee for the open-day-2017

विभागाध्यक्ष - सामग्री विकास

HOD - Material Development