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

**DEPARTMENT OF MATERIAL DEVELOPMENT**

Date: 01.07.2016

Submitted to the Director

The monthly report of the Department of Material Development covering the period from 26th May, 2016 to 25th June, 2016 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).

HOD - Material Development

**DEPARTMENT OF MATERIAL DEVELOPMENT**

**Monthly Report of 26th May, 2016 to 25th June, 2016**

1. **Photography**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Date of receipt of work order** | **Name of Indenting Department** | **Details of the work** | **No. of.**  **Photos** | **Remark** |
| 1 | 26.05.16 | TCPD | Tele Orientation Program | 05 | Completed |
| 2 | 06.06.16 | Audiology | II MSc Students Farewell Group Photo | 02 | Completed |
| 3 | 06.06.16 | ISO Cell | Departmental Peer Evaluation Program | - | Cancelled |
| 4 | 10.06.16 | Academics | Entrance Examination photos on 11.06.16 in Knowledge Park | 70 | Completed |
| 5 | 24.06.16 | Gymkhana | B.Sc. & M.Sc. Sendoff photos on 09.06.16 | 25 | Completed |
| 6 | 24.06.16 | Gymkhana | Sannaranga Sendoff Celebration on 31.05.16 | 15 | Completed |
|  | **Total** | | | **110** |  |

1. **Videos: NIL**
2. **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 | 26.05.16 | Printing Proforma (13 Nos.) | DCS | O | A4 | B &W | 6925 | Completed |
| 2 | 27.05.16 | Summer Camp Invitation | Special Education | G | A4 | C | 20 | Completed |
| 3 | 01.06.2016 | Clinical Psychology | Proforma | O | A4 | B&W | 1800 | Completed |
| 4 | 08.06.2016 | USOFA | Article and Flash cards | G | A4 | C | 8 | Completed |
| 5 | 17.06.16 | Printing for BASLP Admission | Academics | O | A4 | B&W | 160 | Completed |
| 6 | 17.06.16 | Certificate | TCPD | G | A4 | C | 01 | Completed |
| 7 | 20.06.2016 | USOFA | Workbook and Flash cards | G | A4 | C | 31 | Completed |
| 8 | 23.06.16 | Printing | Engineering Section | O | A3 | C | 25 | Completed |
| **TOTAL** | | | |  | | | **8970** |  |

1. **Graphic Designing:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Date of receipt of work order** | **Name of Indenting Department** | **Details of the work** | **Draft** | **No. of. Design** | **No. of Pages** | **Remarks** |
| 01 | 26-05-2016 | Clinical Psychology | OPD Register Ledger book | 2 | 1 | 2 | Completed |
| 02 | 06-06-2016 | USOFA) | Display Flash Card | 1 | 1 |  | Completed |
| 03 | 07-06-2016 | Audiology | Pamphlet | - | - | - | Ongoing |
| 04 | 14-06-2016 | USOFA | User Guide Manual Design | 2 | 1 | 30 | Ongoing |
| 05 | 20-06-2016 | Stage Committee | Banner | - | - | - | Ongoing |
| 06 | 20-06-2016 | DHLS | Book Editing | - | - | - | Ongoing |
| 07 | 20-06-2016 | SLP | Monthly Public Lecture | 1 | - | 2 | Completed |
| 08 | 20-06-2016 | POCD | NBS Report Book Editing | - | - | - | Ongoing |
| 09 | 23-06-2016 | SLP | Banner Editing | 1 | - | 4 | Completed |
| 10 | 28-06-2016 | Clinical Psychology | Poster | 1 | 1 | 2 | Ongoing |
| **Total** | | | |  | **04** | **40** |  |

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 | 01.06.2016 | DMD | Digital Archive Photos | - | Color and B&W | 392 | Completed |
| **Total** | | | | | | **392 Photos** |  |

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** |
| 1 | 03.06.2016 | Clinical Psychology | Summary list of Entitlements – English to Kannada and Hindi |  | 1 | Kannada Completed and Hindi ongoing |
| 2 | 04.05.2016 | Library and Information centre | Books abstracts – English to Hindi and Telugu | 1 | 2 | Completed |
| 2 |
| 3 | 06.04.2016 | DCS | Details of Services offered at AIISH - English to Kannada and Hindi | 1 | 3 | Kannada Completed and Hindi ongoing |
| 2 |
| 3 |
| **Total** | | | | | **6** |  |

1. **Content Modifications/ Editing with typing:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Date of receipt of work order** | **Name of Indenting Department** | **Item** | **Paper**  **size** | **Color/ Black & white** | **No. of pages** | **Remarks** |
| 1 | 05.05.2016 | DMD | Brochure DMD |  |  | 2 |  |
| **Total** | | | | | | **2** |  |

**Summary of the work done:**

* Total no. of Photography –06 Events –**110 Photos**
* Video – **NIL**
* Total no. of Printing – **A3=25 A4 = 8945- Total = 8970 Prints**
* Total no. of Scanning – **392 photos**
* Total No. of Designing- **04** (**40 pages)**
* Translation (with typing & proof reading) **– 06 pages**
* Typing (& proof reading) – **NIL**
* Content Modification/Editing with typing - **02 Pages**
* Painting - **NIL**

1. **Revenue generated by the Department of Material Development:**

* Bill for Printing – Generated Rupees Fifteen Thousand Five Hundred Only (Rs. 15,500/-)

**Other works: NIL**

HOD-Material Development