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

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

**सामग्री विकास विभाग**

**DEPARTMENT OF MATERIAL DEVELOPMENT**

Date: 05.04.2017

निदेशक को प्रस्तुत/ Submitted to the Director

The monthly report of the Department of Material Development covering the period from 26th February, 2017 to 25th March, 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 February, 2017 to 25th March, 2017**

1. **Photography**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| WO Received  Date | Name of the Dept./Sec/Units | Name of the Event | No. of photos | Date of Completion |
|
| 15.02.2017 | Director’s project | Orientation for AHSA | 10 | 09.03.2017 |
| 27.02.2017 | OLI | Hindi workshop | 50 | 08.03.2017 |
| 01.03.2017 | SLS | Voice Assessment National Seminar | 100 | 28.03.2017 |
| 02.03.2017 | Product Development Cell | Product Development Cell | Ongoing as more no of photos are required and involves student parents clinician and client/ children |  |
| 07.03.2017 | Audiology | Workshop on Ear Mould Technology on 7 &8 March 2017 | 30 | 09.03.2017 |
| 10.03.2017 |  | ISAC Meeting | 3 | 20.03.2017 |
| 13.03.2017 | DCS | Workshop on Co- articulation on 24.3.2017 | 100 | 28.03.2017 |
| 14.03.2017 | ISO Implement Cell | DPE | 20 | 24.03.2017 |
| 14.03.2017 | TCPD | Virtual Seminar | 10 | 20.03.2017 |
| 16.03.2017 | Gymkhana | Aawaaz 2017 | 250 | 23.03.2017 |
| 14.03.2017 | DCS | Guest Lecture | 20 | 24.03.2017 |
| 23.03.2017 | Special Education | Ugadi Celebration | 70 | 28.03.2017 |
|  | **TOTAL** | | **663** |  |

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 |
|
| 30.01.2017 | POCD | NBS school training report | G | A4  A3 | C | 1400  20 | 28.2.2017 |
| 27.02.2017 | OLI | Certificate | G | A4 | C | 10 | 28.02.2017 |
| 27.02.2017 | Special Education | Story book Malayalam | O  G | A4 | C | 368  8 | 1.3.2017 |
| 28.02.2017 | ASHA project | Plan Project | O | A4 | B&W | 225 | 2.3.2017 |
| 03.03.2017 | POCD | Developmental milestones in Speech-Language | O | A4 | B&W | 25 | 03.03.2017 |
| 03.03.2017 | DCS | OASES Score Sheet | O | A4 | B&W | 350 | 6.3.2017 |
| 03.03.2017 | DCS | Proforma General history for childhood speech and Language Performa | O | A4 | B&W | 100 | 6.3.2017 |
| 06.03.2017 | Academics | M.Sc. (SLP) syllabus 2011 | O | A4 | B&W | 91 | 06.03.2017 |
| 06.03.2017 | Special Education | Story and rhymes | O | A4 | C | 250 | 09.03.2017 |
| 06.03.2017 | Special Education | Booklet on vehicles | O | A4 | C | 128 | 20.03.2017 |
| 06.03.2017 | Clinical Services | Performa counseling | O | A4 | B&W | 100 | 06.03.2017 |
| 06.03.2017 | Clinical Services | Performa counseling | O | A4 | B&W | 100 | 06.03.2017 |
| 06.03.2017 | Special Education | Good Habits | O  G | A4 | C | 60  8 | 24.3.2017 |
| 09.03.2017 | Gymkhana | Candle light march posters | O | A4 | C | 50 | 09.03.2017 |
| 09.03.2017 | Genetic Lab | Printing | O | A4 | C | 114 | 9.3.2017 |
| 10.03.2017 | Gymkhana | AIISH Aawaz prints  Rule book, Invitation cards and sponsorship invitations | O  G | A4 | C | 300  70 | 14.03.2017 |
| 13.03.2017 | Special Education | Resource book on insects | O | A4 | C | 176 | 20.032017 |
| 13.03.2017 | Special Education | Resource book on fruits | O | A4 | C | 284 | 22.03.2017 |
| 14.03.2017 | TCPD | Feedback forms for seminar | O | A4 | B&W | 50 | 14.03.2017 |
| 14.03.2017 | NSS | Camp Invitation | G | A4 | C | 15 | 16.3.2017 |
| 15.03.2017 | AIISH AAWAAZ 2017 | Name board | O | A4 | C | 11 | 17.3.2016 |
| 16.03.2017 | TCPD | Brochure | G | A4 | C | 100 | 20.3.2017 |
| 17.3.2017 | DCS | Pro-forma for Counseling | O | A4 | B&W | 100 | 21.3.2017 |
| 17.3.2017 | DCS | Proforma General history for childhood speech and Language Performa | O | A4 | B&W | 100 | 21.3.2017 |
| 17.3.2017 | DCS | Pro-forma for Counseling | O | A4 | B&W | 100 | 21.3.2017 |
| 20.03.2017 | SLS | Monthly public lecture series | O | A3 | C | 15 | 23.03.2017 |
| 20.03.2017 | Special Education | Booklet | O | A4 | C | 50 | 24.03.2017 |
| 20.03.2017 | Special Education | Hindi resource material booklet | O  G | A4 | C | 63 | 20.03.2017 |
| 21.03.2017 | TCPD | Certificate for virtual seminar | G | A4 | C | 01 | 21.03.2017 |
| 22.03.2017 | TCPD | Posters on TCPD books | O | A4 | C | 12 | 24.03.2017 |
| 22.03.2017 | Special Education | Booklet on Professionals | O | A4 | C | 88 | 22.03.2017 |
| 22.03.2017 | Clinical Services & Learning Disability clinic | Manual working memory rating scale | O | A4 | B&W | 63 | 23.03.2017 |
| 22.03.2017 | Special Education | Booklet on animals | O | A4 | C | 104 | 22.03.2017 |
| 22.03.2017 | ASHA project | Name for the Banner  Plan Project | O | A4 | C | 2 | 22.3.2017 |
| 22.03.2017 | Library | Library card | G | A4 | C | 2 | 22.3.2017 |
| 23.03.2017 | TCPD | Referral slip for tele services | O | A4 | B&W | 50 | 23.03.2017 |
| 23.03.2017 | Clinical Services | Workbook for practical session | O | A4 | C | 960 | 23.03.2017 |
| 23.03.2017 | DCS | LPT Score Sheet | O | A4 | B&W | 500 | 28.3.20117 |
| 23.03.2017 | Special Education | Hindi Resource Material | O  G | A4 | C | 240  8 | 24.3.2017 |
| 24.03.2017 | Academics | Msc. SLP (2002) syllabus | O | A4 | B&W | 52 | 24.03.2017 |
| **TOTAL** | | | | | | **7093** |  |

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** |
|
| 18.01.2017 | Audiology | 6 Drawings related to the Hearing | 6 | 6 | 3 | 20.03.2017 |
| 03.02.2017 | Clinical Psychology | Managing Behaviors in class room National Workshop brochure | 1 | 2 | 3 | 14.03.2017 |
| 20.02.2017 | Audiology | Brochure | 1 | 2 | 2 | 02.03.2017 |
| 22.02.2017 | Special Education | Book Cover | 1 | 2 | 2 | 28.03.2017 |
| 01-03-2017 | SLS | Certificate National Seminar on Voice Assessment | 1 | 8 | 2 | 03-03-2017 |
| 02-03-2017 | Gymkhana | Certificate Science Day | 1 | 1 | 2 | 09-03-2017 |
| 06-03-2017 | POCD | Poster | 1 | 1 | 2 | - |
| 06-03-2017 | Spl.Edu. | Book Cover | 2 | 4 | 2 | 22-03-2017 |
| 08-03-2017 | Gymkhana | Aawaaz Invitation & Certificate | 2 | 4 | 3 | 14-03-2017 |
| 08-03-2017 | Audiology | Certificate Ear Mould Tech | 1 | 2 | 2 | 09-03-2017 |
| 20-03-2017 | Spl. Edu | Pamphlet | 0 | 0 | 0 | - |
| 20-03-2017 | POCD | Autism Brochure | 0 | 0 | 0 | - |
| 20-03-2017 | SLS | Monthly Public Lecture | 1 | 2 | 1 | 20-03-2017 |
| 20-03-2017 | DCS | Certificate for Guest Lecture | 1 | 1 | 2 | 21-03-2017 |
| 20-03-2017 | Special Education | Book Cover | 1 | 2 | 1 | 21-03-2017 |
| 20-03-2017 | Special Education | Book Cover | 3 | 6 | 1 | 23-03-2017 |
| 20-03-2017 | Special Education | Book Cover | 2 | 2 | 2 | 21-03-2017 |
| 21-03-2017 | Special Education | Book Cover | 1 | 2 | 1 | 23-03-2017 |
| 21-03-2017 | DCS | National Workshop Certificates | 1 | 25 | 3 | 23-03-2017 |
| 22-03-2017 | Special Education | Book Cover | 1 | 2 | 1 | 23-03-2017 |
| 22-03-2017 | Special Education | Book Cover | 1 | 2 | 1 | 23-03-2017 |
|  |  |  | 29 | 76 | 36 |  |

1. **Scanning:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **WO Received**  **Date** | **Name of the Dept./Sec/Units** | **Details of the work** | **Paper** | **Paper size** | **Color/**  **Black & White** | **No. of pages** | **Date of Completion** |
|
| 06.03.2017 | Audiology | Vestibular assessment and management | G | A4 | Color | 50 | 06.03.2017 |
| 23.03.2017 | Clinical Psychology | Research article | O | A4 | B&W | 11 | 23.03.2017 |
| 24.03.2017 | Academics | Msc. SLP (2002) syllabus | O | A4 | B&W | 52 | 24.03.2017 |
| **TOTAL** | | | | | | **113** |  |

1. **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 |
|
| 17.01.2017 | SLP Project | Editing/ modifications of Translated material – Hindi |  | - | 14.03.2017 |
| 23.02.2017 | Library | Applications forms for library membership – English to Hindi | 1 | 10 | Draft submitted |
| 28.02.2017 | POCD | Developmental milestones in Speech and Language - Kannada |  | 03 | 28.02.2017 |
| 06.03.2017 | Gymkhana | Letter requesting documents of Gymkhana - Kannada |  | 01 | 06.03.2017 |
| 14.03.2017 | Gymkhana | Vote of thanks for AIISH Aawaaz - English |  | 01 | 14.03.2017 |
| 20.03.2017 | Speech-Language Pathology - | Content development. – Long reading passages in Kannada |  | 02 | Received on 20.03.2017 |
| 20.03.2017 | Speech-Language Pathology - | Sequencing tasks in Kannada |  | 02 | Received on 20.03.2017 |
|  |  | **TOTAL** |  | **19** |  |

**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 | 39 | 39 | 1 | - | 7093 |
| Photography | 11 | 10 | 1 | 1 | 663 |
| Video | Nil | | | | |
| Graphic Designing | 17 | 14 | 5 | 4 | 29 (76 pages) |
| Scanning | 3 | 3 | - | - | 113 |
| Translation with typing & content development /modifications | 5 | 3 | 1 | 3 | 19 |

**Other Works:**

* Ms. Nityashree R oriented the staff on the topic – ‘ Technical Writing – Phase II’ on 27.02.2017 as a part of Staff Enrichment Program
* Ms. Nityashree R attended Internal Hindi Workshop held on 28.02.2017

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HOD - Material Development