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

**DEPARTMENT OF MATERIAL DEVELOPMENT**

Date: 03.06.2016

Submitted to the Director

The monthly report of the Department of Material Development covering the period from 26th April, 2016 to 25th May, 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 April, 2016 to 25th May, 2016**

1. **Photography**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Date of receipt of work order** | **Name of Indenting Department** | **Details of the work** | **No. of.**  **Photos** | **Remark** |
| 1 | 03.05.2016 | Special Education | Summer Camp Activities Photos | - | Ongoing |
| 2 | 11.05.2016 | ISO Cell | Peer Evaluation Photos | 04 | Completed |
| 3 | 13.05.2016 | SLS | World Voice Day Prize Distribution Photos | 10 | Completed |
| 4 | 16.05.2016 | SLP | Photos for Dissertation | 12 | Completed |
| 5 | 16.05.2016 | SLP | Release of Article Based on Dissertation | 05 | Completed |
| 6 | 24.05.2016 | Audiology | Workshop on Fine Tuning Digital Hearing Aids | 20 | Completed |
|  | **Total** | | | **51** |  |

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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Date of receipt of work order** | **Name of Indenting Department** | **Item** | **Paper** | **Paper**  **size** | **Color/ Black & white** | **No. of Pages** | **Remarks** |
| 1 | 26.04.2016 | Library and Information centre | Trilingual name boards | G | A3 | C | 33 | Completed |
| 2 | 28.04.2016 | POCD | Newborn screening related prints | O | A4 | C | 253 | Completed |
| 3 | 28.04.2016 | Stores | Statistics print | O | A3 | C | 120 | Completed |
| 4 | 29.04.2016 | POCD | Street play placards | G | A3 | C | 4 | Completed |
| 5 | 02.05.2016 | Clinical Psychology | Case history formats | O | A4 | B&W | 500 | Completed |
| 6 | 09.05.201 | U-SOFA | Articulation drill material | G | A4 | C | 127 | Completed |
| 7 | 11.05.2016 | Academics | Msc Audiology syllabus | O | A4 | B&W | 253 | Completed |
| 8 | 13.05.2016 | Audiology | Certificates | G | A4 | C | 5 | Completed |
| 9 | 18.05.2016 | POCD | Annual statistics | G | A3 | C | 45 | Completed |
| 10 | 20.05.2016 | SLS | Photocopy of Diagnostic test material | O | A4 | B&W | 680 | Completed |
| 11 | 24-05-2016 | SLP  (Monthly Public Lecture) | Poster | G | A3 | C | 30 | Completed |
| 12 | 20-05-2016 | SLP  (ASHA Workers) | Name boards (Banner) | O | A4 | C | 04 | Completed |
| **TOTAL** | | | |  | | | **2054** |  |

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** |
| 1 | 22.04.2016 | SLP  (ASHA Workers) | Banner Editing | 1 | - | 4 | Completed |
| 2 | 27.04.2016 | POCD | Pamphlet Editing | 2 | - | 4 | Completed |
| 3 | 27.04.2016 | SLP  (World Voice Day) | Certificate Editing | 2 | - | 2 | Completed |
| 4 | 28.01.2016 | SLP | Monthly Public Lecture Poster Edit | 1 | - | 2 | Completed |
| 5 | 09.05.2016 | USOFA | Articulation Drill Material-Kannada Cover Page Design & Inside page Editing | 2 | 1 | 12 +  124=136 | Completed |
| 6 | 20.05.2016 | SLP  (ASHA Workers) | Banner Editing | 1 | 1 | 4 | Completed |
| 7 | 17.05.2016 | POCD | Picture Drawings for Screening Card |  |  |  | Ongoing |
| 8 | 23.05.2016 | POCD | NBS Report & Cover Page | 1 | 1 | 2 | Ongoing |
| 9 | 24.05.2016 | SLP | Monthly Public Lecture Poster Edit | 1 | - | 2 | Completed |
|  | **Total** | | |  | **03** | **156** |  |

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 | 26.04.2016 | DMD | Photos |  | Color | 243 | Ongoing |
|  | **Total** | | | | | **243** |  |

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 | 09.05.2016 | POCD | Referral slip – English to Kannada and Hindi (Completed Kannada version) | **1** | **2** | Ongoing (Hindi) |
| 2 | 04.05.2016 | Library and Information centre | Books abstracts – English to Hindi and Telugu |  | **1** | Ongoing |
| 3 | 24.03.2016 | DCS | English to Kannada - Stuttering | **-** | **4** | Ongoing |
| 4 | 18.02.2016 | POCD | Online - registration form English to Kannada | 1 | **4** | Completed |
| **Total** | | | |  | **11** |  |

1. **Typing & Proof reading : NIL**
2. **Content Modifications/ Editing with typing: NIL**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Date of receipt of work order** | **Name of Indenting Department** | **Details of the work** | **Draft** | **No. of Pages** | **Remarks** |
| 1 | 05.05.2016 | DMD | Content for Brochure about Department of Material Development  English and Kannada | 1 | **4** | Ongoing |
| **Total** | | | |  | **4** |  |

1. **Painting : NIL**

**Other works:**

* Ms. Nityashree R attended the Hindi Nodal Officers meeting on 25.05.2016
* RICHO Printer Stand 2 Nos. received on 25.05.2016
* Revised Estimate (RE) Budget Estimate (BE) 2016-17-18 submitted on 27.05.2016
* Total no. of Photography –06 Events –**51 Photos**
* Video – **NIL**
* Total no. of Printing – **A3=232 A4 = 1822 - Total = 2054 Prints**
* Total no. of Scanning – **243 photos**
* Total No. of Designing- **03** (**156 pages)**
* Translation (with typing & proof reading) **– 11 pages**
* Typing (& proof reading) – **NIL**
* Content Modification/Editing with typing - **04 Pages**
* Painting - **NIL**

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