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|  **AÎZÉsÉ pÉÉUiÉÏrÉ uÉÉMçü ´ÉuÉhÉ xÉÇxjÉÉlÉ, qÉæxÉÔU-6****ALL INDIA INSTITUTE OF SPEECH & HEARING: MYSORE-06****संप्रेषण न्यूनता व्यक्तियों के लिए टेल- केन्द्र****TELE-CENTER FOR PERSONS WITH COMMUNICATION DISORDERS** |

**Monthly Report for the Month of May-2016**

1. ACADEMIC ACTIVITIES
2. Short-term Training Programs:- NIL
3. Clinical Observation Posting of Students from other Institutes-NA
4. Seminars/Conferences/Workshops/ Staff enrichment program-Nil

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| Sl. No | Name of the Dept/ Section | Topic | Date of presentation | No. of Participants |
|  | Centres connected to: Ranchi, Ajmer, Lucknow, Delhi, Puducherry, Bhagalpur, Imphal, Jabalpur, Shimla, and Cuttack  | ***Vertigo*** | 26.05.2016 | 113 |

1. Guest Lectures: NIL
2. Additional Academic Services rendered by the Faculty and Staff-: Nil

**Prof. K. S Prema, Professor of Language Pathology: -**

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| Planning and administration of TCPD activities  |

**Dr. Malar, Reader in Special Education (Deputed Staff to TCPD one day/week)**

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| Outreach Clinical Activities | Educational Guidance and/or Assessment: 0 | (ii)Via Video Conferencing: 0 |
| Material Development | * Developing PPT for Skype Client
* UG Invigilation Continuing with Adapted PPT for Skype client
 |
| Others | * Attended workshop o Digital Archiving
 |

**Dr. Niraj Kumar Singh, Lecturer in Audiology (Deputed Staff to TCPD two half days/week)**

* Familiarized with the website available at TCPD
* Gave Orientation about Vertigo for all 11 DHLS centres though Skype on 26.05.2016.

 **Ms. Yashashwini. R, Clinical Supervisor:**

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| --- | --- | --- |
| **Nature of Service** | **No. of Clients** | **No. of Sessions** |
| Tele-Assessment - Video Conference | - | - |
| Tele-Intervention - Video Conference | 01 | 02 |
| Tele-Assessment-Skype | - | - |
| Tele-Intervention-Skype | 8 | 13 |
| E-mails Queries | 3 |
| Telephone | 2 |
| Material Development | * Preparation of assessment and therapy materials for the clients. Documentation and updating of the online therapy sessions.
 |
| Assistance for Administrative Activities | * Made arrangements for ISO 6th internal quality audit (ISO).
* Dr. Santhosh, M and Mr. Ramkumar were the auditors for the 6th ISO internal audit on 1st March, 2016.
* Served as In-charge TCPD on 22nd Feb to 14th March, 2016.
* Helped Ms. Preethi, Data entry operator to draft letters and prepare annual report.
 |
| Others | * Gave rehearsals to preschool children and parents for video shooting of MMC activities in coordination with Ms. Sowmy and .Ms. Sonam.
* Co-ordinated with Mr. Keshav, Director Swift Solutions, Staff TCPD, Head and Staff- Dept. Special Education, mother-child pairs at Dept. of Special Education for video shooting of MMC level 3 and level 4 on 21st, 22nd and 23rd March, 2016.
* Assisted in the preparations for PGDAAC inspection on 1st March, 2016
* Took speech samples from staff and students (Ms. Vishnu priya, Ms. Aditi) for MMC preparation.
* Attended BGS monthly meeting on 13th March, 2016 with Ms. Swathi and Ms. Sowmya.
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 **Ms. M. Sonam Belliappa, SLP (Grade-I)**

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| **Nature of Service** | **No. of Clients** | **No. of Sessions** |
| Tele-Assessment - Video Conference | 0 | 0 |
| Tele-Intervention - Video Conference | 1 | 1 |
| Tele-Assessment-Skype | 0 | 0 |
| Tele-Intervention-Skype | 6 | 48 |
| E-mails queries | 5 |
| Telephone | 3 |
| Material Development  | * Made PPT’s on different lexical categories for the clients.
 |
| Assistance for Administrative Activities | * Verified the telephone bill (March 2016)
* Follow-up of VC cases and networking with staff of different DHLS centers.
* Updated the sesssions and data related to the clients for the ISO inspection.
* Maintainance of hygiene log book.
* Supervision of M.sc (SLP) from 21/3/16 – 24/3/16
 |
| Others | * Verification of various registers in the Center and updating them.
* Selection of pictures and posters for the TCPD notice boards
* Preschool mother-child arrangements for MMC shoot.
* Training and reharsals for the parents and children for MMC shoot
* MMC shoot from 21/3/16 – 23/3/16
* Maintaining daily dairy and progress reports regularly and filing the same in the respective files/registers.
* Dicussed regarding the work to be done and resource materials to be developed with the HOD (Prof. Prema K.S)
 |

**MMs.**

**MsMs. RofiMs. Rofina Babin Speech Language Pathologist**

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| --- | --- | --- |
| **Nature of Service** | **No. of Clients** | **No. of Sessions** |
| Tele-Assessment - Video Conference | 0 | 0 |
| Tele-Intervention - Video Conference | 0 | 0 |
| Tele-Assessment-Skype | 0 | 0 |
| Tele-Intervention-Skype | 7 | 38 |
| E-mails queries | 10 |
| Telephone | - |
| Material Development  | * Made PPT’s on different lexical categories for the clients.
 |
| Orientation Programs | * Orientation on TCPD to students posted (I MSc SLP 2nd SEM– 21/3/16
 |
| Counselling | * 2 (23/3/16 & 24/3/16)
 |
| Assistance for Administrative Activities | * Assisted in updating skype register for ISO visit
* Assisted in MMC Video shoot (22/3/16-24/3/16)
 |
| Others | * Meeting with ISO visitors regarding documentation
* Maintaining daily dairy and progress reports regularly and filing the same in the respective files/registers.

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**Ms.**

**MsM**

**Ms. Sujitha**

**Ms. Sujitha P S, Speech Language Pathologist**

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| **Nature of Service** | **No. of Clients** | **No. of Sessions** |
| Tele-Assessment - Video Conference | 0 | 0 |
| Tele-Intervention - Video Conference | 0 | 0 |
| Tele-Assessment-Skype | 1 | 2 |
| Tele-Intervention-Skype | 3 | 16 |
| E-mails queries | 10 |
| Telephone | - |
| Material Development  | * Made PPT’s on different lexical categories for the clients.
* Preparation for android app on vocabulary
 |
| Orientation | * Orientation on TCPD to students posted (I MSc SLP 2nd SEM– 03.03.16, 11.03.16, 28.03.16)
 |
| Assistance for Administrative Activities | * Assisted in updating skype register for ISO visit
* Assisted in preparing presentation on AIISH and TCPD for preschool workshop
 |
| Others | * Meeting with ISO visitors regarding documentation
* Maintaining daily dairy and progress reports regularly and filing the same in the respective files/registers.
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**M**

**M**

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**MMs. Sowmya, Audiologist Gr I**

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| **Nature of Service** | **No. of Clients** | **No. of Sessions** |
| Tele-Assessment - Video Conference | - | - |
| Tele-Intervention - Video Conference | 1 | 1 |
| Tele-Assessment-Skype | - | - |
| Tele-Intervention-Skype | 4 | 28 |
| E-mails queries | 15 |
| Telephone | Called 1 client regarding tele session |
| Material Development  | * Preparation of Power Point Presentation for Clients
* English to Kannada translation of the resource material –Train your child for Attention and Concentration skills.
 |
| Orientation  | * Oriented to preschool parents on ‘Services available at AIISH’.
 |
| Assistance for Administrative Activities | * Maintenance of client allotment roster
* Maintenance of clinician allotment roster
* Feedback forms maintenance
* Case allotment, maintenance and Correspondence of information of clients through mails
* Assignment of clients and monitoring the details.
* Maintenance of referral and consent forms.
* Participated in discussion regarding development of App on Tinnitus with Mr. Shivaprasad and Ms. Roopa
* Assisted in designing App on Tinnitus
* Assisted in ISO documentation.
* Updated the sessions and data related to the clients for the ISO inspection
 |
| Others | * Signage maintenance
* Maintaining daily dairy and progress reports regularly and filing the same in the respective files/registers
* Counseling cases
* Preschool mother-child arrangements for MMC shoot.
* Training and rehearsals for the parents and children for MMC shoot
* MMC shoot from 21/3/16 – 23/3/16
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**Ms. SwaMs.**

**Ms. SwaMs.Ms. Swathi (Audiologist Grade I)**

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| **Nature of Service** | **No. of Clients** | **No. of Sessions** |
| Tele-Assessment - Video Conference | - | - |
| Tele-Intervention - Video Conference | 1 | 1 |
| Tele-Assessment-Skype | 1 | 2 |
| Tele-Intervention-Skype | 2 | 8 |
| E-mails queries | 10 |
| Telephone | 2 |
| Material Development  | * English to Malayalam translation preparation of Power point presentation on ‘TCPD’
* Preparation of power point presentation for clients.
 |
| Orientation Programs | * Orientation on TCPD to students posted (II MSc AUD 2nd SEM– 23.03.16)
* Oriented preschool parents on ‘Services available at AIISH’
 |
| Assistance for Administrative Activities | * Participated in discussion regarding development of App on Tinnitus with Mr. Shivaprasad and Ms. Roopa
* Assisted in designing App on Tinnitus
* Assisted in ISO documentation.
* Updated the sessions and data related to the clients for the ISO inspection.
 |
| Counseling  | * Counseling and orientation on Technical aspects of Tele-sessions to caregiver of patients who wanted to avail Skype therapy. (23.03.2016)
 |
| Others | * Maintaining daily dairy and progress reports regularly and filing the same in the respective files/registers.
* Training and rehearsals for the parents and children for MMC shoot
* MMC shoot from 21/3/16 – 23/3/16
 |

**Ms. MMs. Ms. Nithyashree R, Junior Technical Writer**

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| Material Development | * Modification and typing of Train Your Child Level 3 MMC content - 9 pages
* Modification and typing of Train Your Child Level 4 MMC content – 12 pages
* Translation of ppt slides (25 nos) about ‘Orientation about TCPD activities’
 |
| Assistance for Administrative Activities | * Surfing of materials for MMC 3 & 4shooting and editing of the same
 |

 **Ms** **Roopashri MR, Copywriter**

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| Material Development | 1. Website content – Hindi translation on going
2. Translation of Orientation PPT to Kannada and editing of the same.
 |
| Meetings | 1. Discussion of Android app design with Ms. Swathi, Ms. Sowmya and Mr. Shivaprasad
 |
| Assistance for Administrative Activities | 1. Helped in sorting content of the ISO word document in ascending order.
2. Glance and Installation of Android studio for development of App.
3. Gave an excel to the staffs to fill the details of sessions to add the data in access file.
 |
| Others | 1. Assisted Ms. Sujitha how to sync data(skype sessions related) with Google drive
2. Worked on wifi connection to help Ms. Sujitha downloading various apps for her reference.
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 **Mr. Shivaprasad.M, Graphic Designer**

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| **Nature of Service** | **Details of work for Tele-Canter for Persons with Communication Disorders** | **Work for Other Dept.** |
| Graphic Designing/ Illustrations/ Video editing/ Audio editing | 1. Public Education TCPD Videos
* Auditory Development - English
* Auditory Development - Kannada
* Types of Hearing aid Kannada
* Normal development of articulation - English
* Multimedia content - English
* Successes Story video Editing: Ms. Swathi interview
1. Speech & language - English
2. Certificate design for Tele-orientation (TCPD)
3. Coverpage Inner layout design of book ‘Train Your Child in Attention & Concentration’ - Hindi
 | 1. Annual Report 2015-16

60pages Completed1. Corrections of POCD: Public Education Pamphlets Designs
* Fluency disorders
* Dementia
* Learning Disability
1. 9 Illustration for Introduction to Speech Language Pathology - Dr. Y. V. Geetha

DHLS Co-ordinator  |
| Number of Brochures given to Clients | TCPD Brochures English, Kannada, Hindi and Malayalam - 8P. D. Helpline Brochures English, Kannada, Hindi and Malayalam - 0 | - |
| Meetings | May 31st 2016  | - |
| Orientation Programs | * Tele- Orientation on “Vertigo” by Dr. Neeraj Kumar Singh on 26/05/2016
* Orientation by Mr. Devraj (A.D.I.O), NIC Mysore.
 | - |
| Others | Arranging and coordinating for the orientation program hosted by TCPD. | - |

 **Ms. Preethi, Data Entry Operator**

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| --- | --- |
| Administrative Activities | * Drafting letters/circulars/notes/formats
* Receiving letters/documents from other sections/departments for onward transmission to the head
* Dispatch of letters to concerned sections/departments
* Filing documents of TCPD
* Preparation of Monthly Report
* Maintenance of Leave of all staff in register
* Leave statement of permanent staff and Attendance certificate of contract staff

Mail correspondence |

1. Invited Talks
2. Curriculum Development-Nil
3. Development of Materials (Resource Books, CD, DVD, MMC & Apps for communication disorders) to support Learning

**Apps**: App for evaluation of tinnitus is being designed. Permission for development of App with technical support has been received from the authority

 App for screening early literacy is downloaded for use in TCPD

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| **Resource Books** |
| **Name of the material** | **Nature of work done** |
| **English** |
| Train Your Child - Level 5 | PRF Placed |
| **Telugu** |
| Train your child – Level 2 | Telugu | PRF Placed  |
| **Malayalam** |
| Parent and Child | Malayalam | PRF Placed  |
| **Hindi** |
| Train your child for attention and concentration skills  | Hindi | PRF Placed |

1. Service in Academic bodies of other Organizations
2. Membership in Professional Organizations/Associations:

Life Membership (Institutional) with Tele-medicine Society of India

1. Any Other (Please Specify)
2. **Research Activities**
3. Research Projects

FUNDED

Completed Research Projects: NIL

NON-FUNDED

1. Ongoing Research Projects : NIL
2. Doctoral and Post Doctoral Programs -NA
3. Research Papers presented at National/International Conferences/ Seminars (in APA format)- NIL
4. Research Papers Published (in APA format)

i) Papers published in National /International Journals

 ii) Papers published in Conference/Seminar Proceedings

1. Research Papers in press.:- NIL
2. Books published (in APA format):- NIL
3. Book chapters published (in APA format) NIL
4. Books in press NIL
5. Books/Manuals/Seminar Proceedings edited- NIL
6. Journal Editorship- NIL
7. Scholarly Reviewing Activities- NIL
8. **Clinical Services**
9. General Clinical Services:- NIL
10. Specialized Clinical Services
11. **Out-reach Clinical/rehabilitation/Special educational activities through tele-mode.**
12. **Tele- Diagnosis & Rehabilitation in the Month of May,2016**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Video - Conference | Skype Therapy Sessions | Educational Guidance | Total  |
| Tele - Assessment | Tele -Intervention | Tele -Assessment | Tele -Intervention | Video - Conference | Skype |
| Clients | - | 1 | - | 20 | - | - | 21 |
| Sessions | - | 1 | - | 127 | - | - | 127 |

1. **Details of Tele-Rehabilitation through Video Conferencing in the Month of May,2016**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Phonological Disorders | Fluency Disorders | Voice Disorders | Language Disorders | Neuro-motor speech disorders  | Total |
| P | A | G | P | A | G | P | A | G | P | A | G | P | A | G |  |
| Total number of clients | 1 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 1 |
| Total number of sessions | 1 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 1 |

1. **Details of Tele-Rehabilitation through Skype in the Month of May,2016**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Phonological Disorders | Fluency Disorders | Voice Disorders | Language Disorders | Neuro-motor speech disorders  | Total |
| P | A | G | P | A | G | P | A | G | P | A | G | P | A | G |  |
| Total number of clients | 3 | - | - | - | 3 | - | - | 1 | - | 10 | 2 | - | 1 | - | - | 20 |
| Total number of sessions | 15 | - | - | - | 18 | - | - | 3 | - | 65 | 18 | - | 8 | - | - | 127 |

1. **Total no. of Clients/Sessions for Tele-Rehabilitation across India in May, 2016**

|  |  |  |
| --- | --- | --- |
| **State** | **No of Clients** | **No of sessions** |
| Jharkhand | 1 | 10 |
| Karnataka | 6 | 28 |
| Tamil Nadu | 4 | 28 |
| Kerala | 3 | 16 |
| Himachal Pradesh | 1 | 11 |
| Uttar Pradesh | 1 | 4 |
| West Bengal | 1 | 7 |

1. **Total no. of Clients/Sessions for Tele-Rehabilitation out of India in May, 2016**

|  |  |  |
| --- | --- | --- |
| **Place** | **No of Clients** | **No of sessions** |
| **Dubai** | **3** | **23** |

1. **State-wise distribution of clients availing Tele-Sessions through VC and Skype in the Month of May, 2016**

**Feedback on Internet connectivity for tele-sessions**

1. Clinical Support Services to Clients and Family:- NIL
2. Clinical Electronic Services:- NIL

**IV. Extension Activities**

1. Rehabilitation and Education through Distance Mode
* Out-reach Clinical/rehabilitation/Special educational activities through tele-mode.

 **V. Technological Consultancy Services**

**VI.Central Facilities**

1. Library and Information Services
2. Public Information Activities
3. Material Development:

**VII.** **Awards and Honors Received by Faculty and Staff**

 **VIII EXTRA Curricular Activities**

**Ix. MAJOR EVENTS OF THE Month**

**x. Eminent VISITORS:**  Nil

**XI. Any Other:** NIL.

1. **Parkinson Website:** Parkinson’s disease helpline registration is in process. Number of members/cases registered: 8 Number.
2. **TCPD website:** [**www.aiishtcpd.com**](http://www.aiishtcpd.com)

|  |  |  |
| --- | --- | --- |
| **SI. No** | **Total Number of Hits** | **Enquiries & discussions** |
| 1. | 15700 | Nil |

1. **Parkinson’s disease Helpline: website:** [**www.aiishcredmhelpline.in**](http://www.aiishcredmhelpline.in)

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| --- | --- | --- |
| **SI. No** | **Number of Hits** | **Enquiries & discussions** |
| 1. | 7516 | Nil |

1. **Official Language Implementation (OLI)**

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| --- | --- | --- |
| **Particulars** | **Skype** | **Videoconferencing** |
| Clients | 6 | - |
| Sessions | 40 | - |
| Official letters | - |
| Mails | 30 |

 **Head/** प्रधान शासक

 **TCPD/** टि सी पि डि