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

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

**सामग्री विकास विभाग**

**DEPARTMENT OF MATERIAL DEVELOPMENT**

Date: 07.12.2016

निदेशक को प्रस्तुत/ Submitted to the Director

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

विभागाध्यक्ष - सामग्री विकास

HOD - Material Development

**DEPARTMENT OF MATERIAL DEVELOPMENT**

**Monthly Report of 26th October, 2016 to 25th November, 2016**

1. **Photography**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| WO Received  Date | Name of the Dept./Sec/Units | Name of the Event | No. of photos | Date of Completion |
|
| 26.10.2016 | LD clinic | PEARI Program on 26.10.2016 | 30 | 03.11.2016 |
| 27.10.2016 | SLP | ARDSICON 2016 on 10-11 Dec 2016 | - | Ongoing |
| 4.11.2016 | Special Education | Diwali celebration on 4.11.2016 | 100 | 18.11.2016 |
| 8.11.2016 | ISO cell | ISO peer evaluation | 5 | 18.11.2016 |
| 8.11.2016 | Special Education | Workshop on 9-10 Nov. 2016 | 100 | 22.11.2016 |
| 10.11.2016 | Special Education | Health Camp on 15 -17 Nov 2016 | 50 | 18.11.2016 |
| 10.11.2016 | Electronic | Hearing aid repair camp | 20 | 21.11.2016 |
| 21.11.2016 | DCS | Stuttering Awareness Day on 24.11.2016 | 50 | 02.12.2016 |
| 21.11.2016 | Clinical Psychology | SPBM workshop on 24.11.2016 | 25 | 02.12.2016 |
| 1.11.2016 | TCPD | Group Photos III B.Sc. | 2 | 01.11.2016 |
| **Total** | | | **382** |  |

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |
|
| 18.10.2016 | Clinical Psychology | Proforma | O | A4 | BW | 500 | 15.11.2016 |
| 26.10.2016 | Library and information | Manual | O | A4 | BW | 833 | 10.11.2016 |
| 26.10.2016 | Clinical Psychology | ISO related Graphs and Charts | G | A3  A4 | C | 10  8 | 26.10.2016 |
| 26.10.2016 | DCS | Farewell welcome note | G | A4 | C | 4 | 26.10.2016 |
| 26.10.2016 | DCS | Case sheets of medical records | O | A4 | BW | 200 | 26.10.2016 |
| 26.10.2016 | Clinical Psychology | Workshop Brochure & Registration form | G | A4 | C | 60 | 26.10.2016 |
| 27.10.2016 | TCPD | Booklets | G & O | A4 | C & B&W | 31 | 27.10.2016 |
| 27.10.2016 | Stores | Case sheets | O | A4 | BW | 200 | 27.10.2016 |
| 27.10.2016 | SLP | Brochure | G | A4 | C | 50 | 27.10.2016 |
| 01.11.2016 | Academics | B.Sc. Syllabus | O | A4 | BW | 310 | 04.11.2016 |
| 1.11.2016 | Special Education | Enrolment card | G | A4 | C | 5 | 03.11.2016 |
| 3.11.2016 | Special Education | Story and Rhymes in Kannada | O | A4 | C | 30x4=120 | 03.11.2016 |
| 3.11.2016 | Special Education | Festival Book  Malayalam  Hindi  Kannada | O  G | A4 | C | 18 x5=90  2x5=10  112x5=560  2x5=10  38x5=190  2x5=10 | 10.11.2016  09.11.2016  08.11.2016 |
| 03.11.2016 | Special Education | Booklets on public places | O | A4 | C & BW | 145 | 3.11.2016 |
| 04.11.2016 | Electronics | Logos | O | A3 | C | 32 | 04.11.2016 |
| 04.11.2016 | Engineering Section | AIISH Drawing | O | A3 | C | 4 | 04.11.2016 |
| 08.11.2016 | Special Education | Attendance certificate | O | A4 | C | 137 | 09.11.2016 |
| 09.11.2016 | Special Education | Certificate for Resource person | G | A4 | C | 50 | 10.11.2016 |
| 10.11.2016 | Special Education | Health  Card | Card | A4 | BW | 350 | 17.11.2016 |
| 08.11.2016 | Special Education | Edn. Management of CWCD at Secondary school stage on 9-10 Nov 2016 | O | A4 | BW | 70x240= 16,800 | 09.11.2016 |
| 11.11.2016 | DCS | Proforma of Speech OPD | O | A4 | BW | 300 | 22.11.2016 |
| 16.11.2016 | DCS | Certificate | G | A4 | C | 20 | 16.11.2016 |
| 16.11.2016 | Academic | Examination fee Challan | O | A4 | C | 150 | 16.11.2016 |
| 16.11.2016 | SLP | Swallowing quality of life questionnaire Malayalam | O | A4 | BW | 160 | 18.11.2016 |
| 16.11.2016 | SLP | Clinical Evaluation  Swallowing disorder | O | A4 | BW | 200 | 18.11.2016 |
| 17.11.2016 | Special Education | Enrollment card | G | A4 | C | 2 | 17.11.2016 |
| 18.11.2016 | Special Education | Thank you card | G | A4 | C | 1 | 18.11.2016 |
| 18.11.2016 | SLP project | Hindi material | O | A4 | C B&W | 42 | 18.11.2016 |
| 18.11.2016 | POCD | Street play placard | G | A3 | C | 17 | 18.11.2016 |
| 21.11.2016 | Clinical Psychology | ACPC – ACPC-DD | O | A4 | B&W | 480 | 21.11.2016 |
| 23.11.2016 | Clinical Psychology | Workshop certificate, poster, Resource material | G  G  O | A4  A3  A4 | C  C  BW | 8  3  15x30=450 | 23.11.2016 |
| 23.11.2016 | TCPD | Tele service for SLP & Audio poster | G | A3 | C | 8 | 23.11.2016 |
| 23.11.2016 | MPL | MPL | O | A3 | C | 30 | 23.11.2016 |
| 22.11.2016 | Clinical Services | Feedback form of ISAD 2016 | O | A4 | BW | 90 | 23.11.2016 |
| 23.11.2016 | Clinical Psychology | Pre-post Check List | O | A4 | BW | 60 | 23.11.2016 |
| 24.11.2016 | SLP project | Hindi material | O | A4 | C B&W | 200 | 24.11.2016 |
| 25.11.2016 | Clinical Psychology | Case history Proforma | O | A4 | BW | 250 | (Ongoing) |
| **Total** | | | | | | **23,193** |  |

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** |
|
| 27.10.2016 | SLP | Certificate & Invitation | 2 | 3 | 2 | 07.11.2016 |
| 28.10.2016 | Special Education | Book Formatting | 1 | 118 | 3 | 18.11.2016 |
| 02.11.2016 | Gymkhana | Photo Collage | 1 | 2 | 1 | 03.11.2016 |
| 03.11.2016 | Special Education | ARF Project Book Design | 2 | 211 | - | Ongoing |
| 04.11.2016 | Electronics | Display Poster | 1 | 2 | 1 | 04.11.2016 |
| 08.11.2016 | Special Education | Certificates | 1 | 36 | 1 | 11.11.2016 |
| 21.11.2016 | SLP | Test Material Design | 1 | 106 | 1 | Ongoing |
| 22.11.2016 | DCS | Certificate | 1 | 1 | 2 | 22.11.2016 |
| 22.11.2016 | POCD | Proceedings | 1 | 31 | 1 | Ongoing |
| 22.11.2016 | Electronics | Invitation  (Graduation Day) | 1 | 4 | 2 | 24.11.2016 |
| 23.11.2016 | DMD | Certificate & Posters | 2 | 11 | 2 | 25.11.2016 |
| 23.11.2016 | Clinical Psychology | Certificate & Posters | 2 | 11 | 2 | 24.11.2016 |
| **Total** | | | **16** | **536** |  |  |

1. **Translation with Typing & Content development/ modifications**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| WO Received  Date | Name of the Dept./Sec / Units | Details of the work | Drafts | No. of pages | Date of Completion |
|
| 30.09.2016 | Clinical Services | Translation from English to Kannada and Hindi  Therapy feedback form | 4 | - | 26.10.2016 |
| 26.10.2016 | Electronics | Hearing aid camp poster  (English to Kannada) |  | 1 | 26.10.2016 |
| 09.11.2016 | Speech Language Sciences | Prevalence of Voice problems in carnatic singers and non-singers and knowledge about voice care  (English to Kannada) | 1 | 8 | Ongoing |
| 21.11.2016 | Speech Language Pathology | Generous contribution  (English to Kannada) |  | 1 | 23.11.2016 |
| 22.11.2016 | Gymkhana | Kannada Rajyotsava Guest Invitation letter  (English to Kannada) |  | 1 | 25.11.2016 |
|  | DMD | Content modifications – Incorporation of changes in drafts of Drama and Stories related to communication disorders in Kannada | 2  (Corrections as suggested by In-charge head, DMD | 2 (original file 18 pages) | - |
| **TOTAL** | | | | **13** |  |

**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/ minutes/Designs |
|
| Printing | 36 | 35 | 01 | 01 | 23,193 |
| Photography | 10 | 9 | - | 1 | 382 |
| Video | 1 | 1 | - | - | 385 |
| Graphic Designing | 12 | 9 |  | 3 | 16 (536 pages) |
| Translation with typing & content development /modifications | 4 | 3 | 1 | 1 | 13 |

विभागाध्यक्ष - सामग्री विकास

HOD - Material Development