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| **ALL INDIA INSTITUTE OF SPEECH & HEARING: MYSORE-06****TELE-CENTER FOR PERSONS WITH COMMUNICATION DISORDERS** |

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

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

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| --- | --- | --- | --- |
| **Sl No.** | **Topic** | **Name of the staff** | **Date** |
|  | Ms. Haritha S Mohan, SLP  | “Basics of Translation” | 30.11.2016 |

1. Guest Lectures: NIL
2. Additional Academic Services rendered by the Faculty and Staff-: Nil
3. Clinical Observation Posting of Students:
	* Orientation on TCPD to students posted (I MSc SLP 2016 SEM–17.10.16 to 16.12.16)
	* Orientation on TCPD to students posted (II MSc AUD 201617.10.16 to 16.12.16)
	* Observation of teleservice cases (16 students) – 23 sessions
	* Hands on experience (06 students) - 06 sessions

1. Virtual Seminars/Conferences/Workshops/ Staff enrichment program: Nil

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

* Planning and administration of TCPD activities

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

|  |  |  |
| --- | --- | --- |
| Outreach Clinical Activities | Educational Guidance and/or Assessment: 1 | (ii)Via Video Conferencing: Nil |
| Material Development | * Adaption of Grade III English lesson
* Continuing adaptation of science level Gr III
* Academic screening checklist EVS Grade IV
 |

 **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 | 00 | 00 |
| Tele-Assessment-Skype | - | - |
| Tele-Intervention-Skype | 04 | 09 |
| E-mails Queries | 6 |
| Telephone | 2 |
| Material Development | * Preparation of assessment and therapy materials for the clients. Documentation and updating of the online therapy sessions.
* Design of e-poster for telemedicon 16
* Minutes of monthly meeting on 15.11.2016
 |
| Assistance for Administrative Activities | * Terms and Conditions for clients to avail tele-services at TCPD draft submitted.
* Work instructions for staff at TCPD draft submitted
* I draft of slides for peer evaluation submitted, inputs from staff TCPD on graphical representation and insertion of pictures by graphic designer awaited.
* Indian address for desktop sharing software packages (teamviewer, citrix and cisco) sought and passed on to purchase section.
* Discussed with staff TCPD 2016-17 and distributed responsibilities among all the staff. Report submitted to Head- TCPD
* Assisted in shifting of systems to AV lab, LAN connection to the systems through false ceiling on 21.11.2016
* Prepared report on monthly meeting held on 15.11.2016
 |
| Others | * Attended monthly meeting held on 15.11.2016 with Head-TCPD
* Attended and presented e-posters titled “Issues in Assessment and Management of Communication Disorders through Tele-Mode: A Sample Survey” and “Tele-service in speech language pathology and audiology: prospects and challenges” at telemedicon 2016 on 10th through 12th, Nov, 2016 held at Bangalore.
 |

**Ms. Rofina Babin, Speech Language Pathologist Gr I**

|  |  |  |
| --- | --- | --- |
| **Nature of Service** | **No. of Clients** | **No. of Sessions** |
| Tele-Assessment - Video Conference | 0 | ­­­­­0 |
| Tele-Intervention - Video Conference | - | - |
| Tele-Assessment-Skype | - | - |
| Tele-Intervention-Skype | 0 | 3 |
| E-mails queries | 2 |
| Telephone | 0 |
| Material Development  | * Translation and typing of Train your child-Level 3 in Malayalam
* Website designing
 |
| Orientation Programs | - |
| Assistance for Administrative Activities | * Maintenance of equipment log book
* Handing over documents segregation
* Segregation of client related documents
 |
| Others | * Research proposal on development of software for minimal pair therapy in Malayalam.
* Maintanance of Parkinson Helpline.
 |

**MMs. Suji**

**Ms. MsMs. Haritha. S. Mohan, Speech Language Pathologist Gr I**

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| --- | --- | --- |
| **Nature of Service** | **No. of Clients** | **No. of Sessions** |
| Tele-Assessment - Video Conference | - | - |
| Tele-Intervention - Video Conference | - | - |
| Tele-Assessment-Skype | 1 | 1 |
| Tele-Intervention-Skype | 5 |  20 |
| Material Development  | * Preparation of Power Point Presentation for Clients
* Digitization of test material ( MLT)
 |
| Assistance for Administrative Activities | * Typing of Train your child – Level 3 in Malayalam.
* Made details of clients availing telesessions currently
* Mailed drop out clients to seek their willingness to continue with telesessions.
* Maintenance of counseling register, referral forms and consent forms.
* Counseled 2 patients to enroll for telesessions.
* Segregated emails under different labels
* Sending conformation e-mail to enroll for telesessions
* Follow up emails to clients
* Send google forms as reminder for patients who completed counselling at TCPD.
* Assisted in preparation of report for peer evaluation and statistics of student related documents.
* Send home training for clients.
 |
| Others | * Maintenance of daily diary and documents for clients
* Research proposal on development of software for minimal pair therapy in Malayalam.
 |

**Ms. Ms.**

**Ms. Madalambika.M.B, Audiologist Gr I**

|  |  |  |
| --- | --- | --- |
| **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 | 3 | 21 |
| E-mails queries | 5 |
| Telephone | - |
| Material Development  | * Made PPTs on different lexical categories and English grammar for the clients.
* Translation of resource material(Train your child in pre academic skills)to kannada
 |
| Orientation Programs | * Attended orientation session of TCPD
* Attended programme conducted by BGS society on 13 November 2016 and oriented the participants about Parkinson’s helpline.
* Oriented 2nd M.Sc Audiology students posted about TCPD
 |
| Assistance for Administrative Activities | * Verified the telephone bill (September & October 2016)
* Stock verification of stationeries available in TCPD was done
* Updated student records and attendance of the month of September.
* Counseled 2 clients for tele intervention services.
* Statistics of feedback forms of resource material was done.
* Editing the google sheet form of feedback questionnaire.
 |
| Others | * Maintaining daily dairy and progress reports regularly and filing the same in the respective files/registers.
* Shifting and arranging systems and materials to Audio-Visual room in TCPD.
 |

 **Ms. Pavithra. K, Speech Language Pathologist Gr I**

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| --- | --- | --- |
| **Nature of Service** | **No. of Clients** | **No. of Sessions** |
| Tele-Assessment - Video Conference | - | - |
| Tele-Intervention - Video Conference | 00 | 00 |
| Tele-Assessment-Skype | 01 | 02 |
| Tele-Intervention-Skype | 06 | 28 |
| E-mails queries | 2 |
| Telephone | 0 |
| Material Development  | * Preparation of assessment and therapy materials for the clients. Documentation and updating of the online therapy sessions.
 |
| Assistance for Administrative Activities | * Trouble shooting of the online recorders.
* Assisted in statistical analysis for the peer review slides.
* Statistical analysis for the tele-orientation and the resource materials.
* Analysis of the of the students feedback records for TCPD.
* Assessment of swallowing issues in the Person with Parkinson Disease and suggestion of appropriate feeding aids from online websites.
 |
| Others | * Maintaining daily diary and patient progress reports.
 |

###  Ms. Vandana B, Audiologist Gr I

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| --- | --- | --- |
| **Nature of Service** | **No. of Clients** | **No. of Sessions** |
| Tele-Assessment - Video Conference | - | - |
| Tele-Intervention - Video Conference | - | - |
| Tele-Assessment-Skype | 1 | 2 |
| Tele-Intervention-Skype | 3 | 15 |
| E-mails queries | 3 |
| Telephone | Called 1 client regarding tele session enrolment  |
| Material Development  | * Preparation of Power Point Presentation for Clients
* Segregation of slides based on different activities and skills
* English to Kannada translation of the resource material –Train your child for Pre academic skills.
 |
| Assistance for Administrative Activities | * Maintenance and Correspondence of information of clients through mails
* Maintenance of skype register
* Statistics of feedback forms including student feedback, Tele orientation, Client feedback , internet connection was done [It included calculating mean for every month and converting into percentage]
* Orientation to student about TCPD .
* Maintenance of referral and consent forms.
* Attended monthly meeting with Prof. Prema K.S
* Updated the sessions and data related to the clients
* Updated follow up roster of clients
* Stock verification
 |
| Others | * Signage maintenance
* Monitored working of electrical equipment.
* Shifting to AV room and arrangements of equipment and materials.
* Maintenance of daily dairy and progress reports regularly and filing the same in the respective files/registers
* Maintenance of client's attendance.
* Counselling cases
 |

**Ms. AyeMs. Aysha Anjum, Speech Language Pathologist Gr I**

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| --- | --- | --- |
| **Nature of Service** | **No. of Clients** | **No. of Sessions** |
| Tele-Assessment - Video Conference |  |  |
| Tele-Intervention - Video Conference | - | - |
| Tele-Assessment-Skype | 1 | 2 |
| Tele-Intervention-Skype | 4 | 38 |
| Material Development  | * Preparation of Power Point Presentation for clients
* Digitization of various test materials.
 |
| Assistance for Administrative Activities | * Student in charge for Speech Language Pathology students.
* Updated student records till November 24th 2016.
* Stock verification for stationery items.
* Counselled 4 clients regarding the process to enroll for tele-sessions.
* Statistical analysis of the resource material feedback forms was done.
* Editing the Google forms for feedback from the students.
* Attended the Parkinson’s Disease Support group meeting on 13.11.2016
* Noted down the various swallowing aids available online.
 |
| Others | * Maintaining daily diary and patient progress reports.
 |

**Ms. NiMs. Nithyashree, Junior Technical Writer**

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| **Nature of Service** | **Work done**  |
| Material Development | * III English - Adapted 6 Lessons translation and transliteration from English to Kannada ( 4 Chapters - 16 pages)
* Proof reading of ‘Train your child for Attention and Concentration (Hindi)
* Editing & Proof reading of TCPD booklets
* TCPD website specifications for Nic.in
 |
| Assistance for Administrative Activities | * Sorting of photos for Digital archive and captions for the same
 |
| Others | * Translation of Attendance certificate to Hindi
* Participated in group song competition on account of Kannada Rajyotsava celebrations held on 28.11.2016
 |

 **Mr. Shivaprasad.M, Graphic Designer**

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| --- | --- | --- |
| **Nature of Service** | **Details of work for Tele-Centre for Persons with Communication Disorders** | **Work for Other Dept.** |
| Graphic Designing/ Illustrations/ Video editing/ Photo editing/ Audio editing | 1. Booklet designs corections:
* Guidlines for students - Audiology.
* Guidlines for Students - Speech Language Pathology.
1. Video Recording of C2 Session – I M-sc SLP ‘A’
2. To insert pictures & layout design of peer evalution slide PPT
3. E-Poster Design (2no’s): Tele-Service in Speech-Language Pathology and Audiology: Prospects and Challenges
4. Illustrations for Learning Disability - 15no’s
 | 8th Pamphlets Designs: Communication problems in elderly - POCD |
| Number of Brochures given to Clients | TCPD Brochures English, Kannada, Hindi and Malayalam - 0P. D. Helpline Brochures English, Kannada, Hindi and Malayalam - 0 | - |
| Meetings | Monthly meeting on 15.11.2016 | - |
| Others | Participated kannada rajyotsava group song competition 28-11-2016 | - |

 **Ms. Preethi, Data Entry Operator**

|  |  |
| --- | --- |
| 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
* Maintenance of stock (Consumable) of the TCPD
* Maintained office equipments by placing work orders.
* Monitoring and indenting the printing requirement of the department.
 |

1. Invited Talks
2. Books/Book Chapters/ Other Resource Materials prepared:
* Adaptation of test materials for online evaluation.
* Compilation of Audio Visual resources for digital Achieve.
* Editing of Tele orientation Video.
1. **Curriculum Development:**
	1. Development of App for tinnitus screening in TCPD
2. Head, TCPD coordinated for finalization of MMC
3. Preparation of success stories for uploading
4. Preparation of 2 mins 19 secs video for publicizing AIISH and TCPD amongst TSI member community
5. Coordinating for development of MMC for adaptation of curriculum for children with special needs
6. Updation of Glossary and FAQ’s on Hearing and special education
7. Plan and develop success stories for updation of website
8. Survey of feedback from dropped out/ongoing clients and caregivers as well as students of AIISH
9. Work in progress to decide on the aids for persons with PD to be distributed from patient welfare fund with approval from authority
10. Instruction Manual for Students and staff of TCPD --draft prepared
11. Terms and conditions for client enrollment in TCPD for teleservices –draft prepared
12. Guidelines for teleservices-draft finalized
13. Handbook of learning disability being finalized for parents/caregivers and teachers as a part of Learning Disability Awareness month
14. Proposal for NIC. in being developed with the help of TCPD staff
15. Adaptation of curriculum for tele education services.

**Apps**: App for evaluation of tinnitus is being designed. Permission for development of

 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 : Development of Tinnitus app
2. Doctoral and Post Doctoral Programs -NA
3. Research Papers presented at National/International Conferences/ Seminars (in APA format)-
* Prema K.S.Rao and Yashaswini R. Tele-service in Speech-Language Pathology and Audiology: Prospects and Challenges. Poster presentation at Telemedicon, 2016 (International Conference on Telemedicine) organized by Telemedicine Society of America & Telemedicine Society of India from 10-12 November, 2016 at Benagaluru.
* Yashaswini, R., Swathi, S., Rofina, B., Sonam B., Sowmya, S. & Prema, K.S. Rao Issues in Assessment and Management of Communication Disorders through Tele-Mode: A Sample Survey. Poster presentation at Telemedicon, 2016 (International Conference on Telemedicine) organized by Telemedicine Society of America & Telemedicine Society of India from 10-12 November, 2016 at Benagaluru.
1. 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:
* Train your child Level 02- Telugu
* Train your child for Attention and Concentration Skills – Hindi
* Train your child Level 05- English
* Parent and Child - Malayalam
1. Books/Manuals/Seminar Proceedings edited- NIL
2. Journal Editorship- NIL
3. Scholarly Reviewing Activities- NIL
4. Ongoing Research:
* **Ms. Yashaswini R:** Issues in assessment and management of communication disorders through tele-mode: A sample survey.
1. **Clinical Services**
2. General Clinical Services:- NIL
3. Specialized Clinical Services
4. **Out-reach Clinical/rehabilitation/Special educational activities through tele-mode.**
5. **Tele- Diagnosis & Rehabilitation in the Month of Oct,2016**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Video - Conference | Skype Therapy Sessions | Educational Guidance | Total  |
| Tele - Assessment | Tele -Intervention | Tele -Assessment | Tele -Intervention | Video - Conference | Skype |
| Clients | - | - | - | 23 | - | - | 23 |
| Sessions | - | - | - | 102 | - | - | 102 |

1. **Details of Tele-Rehabilitation through Video Conferencing in the Month of Oct,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 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Total number of sessions | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |

**\*\* The VC SLP/AUD staff during bond period is being enrolled. The staff structure would stabilize by December, 2016**

1. **Details of Tele-Rehabilitation through Skype in the Month of Oct,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 | - | - | 2 | 1 | - | - | - | - | 12 | 2 | 1 | 2 | - | - | 23 |
| Total number of sessions | 13 | - | - | 5 | 7 | - | - | - | - | 46 | 13 | 4 | 14 | - | - | 102 |

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

|  |  |  |
| --- | --- | --- |
| **State** | **No of Clients** | **No of sessions** |
| Jharkhand | 1 | 8 |
| Karnataka | 9 | 34 |
| Tamil Nadu | 3 | 12 |
| Himachal Pradesh | 1 | 5 |
| Uttar Pradesh | 1 | 7 |
| West Bengal | 1 | 6 |
| Madhya Pradesh | 1 | 4 |
| Kerala | 2 | 4 |

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

|  |  |  |
| --- | --- | --- |
| **Place** | **No of Clients** | **No of sessions** |
| Dubai | 2 | 12 |
| UK | 1 | 5 |
| US | 1 | 4 |

1. **State-wise distribution of clients availing Tele-Sessions through VC and Skype in the Month of Nov, 2016**
2. **Out-side India distribution of clients availing Tele-Sessions through VC and Skype in the Month of Nov, 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:**

* + TCPD staff participated in Kannada Rajyotsava group song competition

On 28-11-2016

**Ix. MAJOR EVENTS OF THE Month:** Nil

**x. Eminent VISITORS: Nil**

**XI. STAFF RELATED:**

* **Relieved:**
	+ - Ms. Rofina Babin, SLP relieved on 04.11.2016.
		- Ms. Sonam Beliappa, SLP relieved on 01.11.2016.
* **Joined:**
	+ - Ms. Madalambika M B, Audiologist joined on 02.11.2016
		- Ms. Vandana B, Audiologist joined on 07.11.2016

**XII. Any Other: Nil**

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

|  |  |  |
| --- | --- | --- |
| **SI. No** | **Number of Hits** | **Enquiries & discussions** |
| 1. | 4749 | Nil |

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

|  |  |  |
| --- | --- | --- |
| **SI. No** | **Number of Hits** | **Enquiries & discussions** |
| 1. | 13015 | Nil |

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

|  |  |  |
| --- | --- | --- |
| **Particulars** | **Skype** | **Videoconferencing** |
| Clients | 3 | - |
| Sessions | 17 | - |
| Official letters | 1 |
| Mails | 6 |

 **Head/** प्रधान शासक

 **TCPD/** टि सी पि डि