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

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

**सामग्री विकास विभाग**

**DEPARTMENT OF MATERIAL DEVELOPMENT**

Date: 11.11.2016

निदेशक को प्रस्तुत/ Submitted to the Director

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

1. **Photography**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Date of receipt of work order** | **Name of Indenting Department** | **Details of the work** | **No. of.**  **Photos** | **Remark** |
| 1 | 20.09.16 | TCPD | Orientation Program | 05 | Completed |
| 2 | 23.09.16 | Electronics | Workshop on 24.09.10 | 40 | Completed |
| 3 | 27.09.16 | TCPD | Orientation on 29.09.16 | 05 | Completed |
| 4 | 27.09.16 | Special Education | Gombe Mane | 50 | Completed |
| 5 | 28.09.16 | USOFA | World CP day | 25 | Completed |
| 6 | 28.09.16 | Electronic | Free Hearing Camp from 7th to 11th November, 2016 | - | Ongoing |
| 7 | 14.10.16 | Audiology | NPPCD Training Program from 18.10.16 to 24.10.16 | 200 | Completed |
| 8 | 17.10.16 | ISO Cell | Departmental Peer Evaluation Program | 05 | Completed |
| 9 | 03.10.16 | POCD | National Seminar on 06.10.2016 | 20 | Completed |
| 10 | 05.10.16 | SLS | Orientation for Bed students (voice care) on 06.10.16 | 10 | Completed |
|  | **Total** | | | **360** |  |

1. **Videos:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Date of receipt of work order** | **Name of Indenting Department** | **Details of the work** | **No. of hours** | **Remarks** |
| 1 | 21.09.16 | OLI | Video on 20th & 22nd of September, 2016 | 40 min | Completed |
|  | **Total** | | | **40 min** |  |

1. **Printing**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Date of receipt of work order** | **Name of Indenting Department/Section** | **Item** | **Paper** | **Paper**  **size** | **Color/ Black & white** | **No. of Pages** | **Remarks** |
| 1 | 01.09.16 | Clinical Psychology | Case History Proforma | O | A4 | B&W | 400 | Completed |
| 2 | 07.09.16 | POCD | Case History Proforma | O | A4 | B&W | 50 | Completed |
| 3 | 19.09.16 | Audiology | CPC Print | O | A4 | C | 34 | Completed |
| 4 | 20.09.16 | NSS | Certificate | G | A4 | C | 15 | Completed |
| 5 | 22.09.16 | Electronics | IEEE Certificate & Posters | G | A3 | C | 40 | Completed |
| 6 | 22.09.16 | Special Education | Printing (MPL) | O | A4 | C | 20 | Completed |
| 7 | 23.09.16 | POCD | Brochure | O | A4 | C | 60 | Completed |
| 8 | 23.09.16 | Clinical Psychology | Case History Proforma | O | A4 | B&W | 300 | Ongoing |
| 9 | 27.09.16 | POCD | Brochure | G | A4 | C | 20 | Completed |
| 10 | 27.09.16 | Special Education | Malayalam Festival | O  G | A4 | C | 39  01 | Completed |
| 11 | 28.09.16 | USOFA | Certificate World CP day | G | A4 | C | 70 | Completed |
| 12 | 28.09.16 | Electronics | Free Hearing aid repair camp Invitation | - | A4 | C | 60 | Completed |
| 13 | 30.09.16 | SLP | Certificate | G | A4 | C | 110 | Completed |
| 14 | 04.10.16 | POCD | N2MC Board | O | A4 | C | 04 | Completed |
| 15 | 04.10.16 | Prof. R. Manjula | Patient list | O | A4 | B&W | 30 | Completed |
| 16 | 05.10.16 | POCD | Printing PEPs | O | A4 | B&W | 100 | Completed |
| 17 | 05.10.16 | POCD | National Workshop Certificate | G | A4 | C | 70 | Completed |
| 18 | 14.10.16 | Audiology | NPPCD Printing of Certificate | G | A4 | C | 25 | Completed |
| 19 | 19.10.16 | Clinical Psychology | OPD Proforms | - | - | - | - | Ongoing |
| 20 | 13.10.16 | Special Education | RCI Report and photographs | O & G | A4 & A3 | Color | 21 | Completed |
| 21 | 14.10.16 | Audiology | Certificates of workshop | G | A4 | Color | 250 | Completed |
| **TOTAL** | | | |  | | | **1719** |  |

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** |
| 01 | 26.09.2016 | Special Education | Booklet Formatting | 02 | 0 | 30 | Completed |
| 02 | 27.09.2016 | SLS | Certificate | 02 | 01 | 02 | Completed |
| 03 | 28.09.2016 | Electronics | Poster | 03 | 0 | 02 | Completed |
| 04 | 29.09.2016 | Audiology | Poster | 02 | 01 | 01 | Completed |
| 05 | 04.10.2016 | SLS | Certificate | 02 | 01 | 02 | Completed |
| 06 | 06.10.2016 | SLS | Invitation | 02 | 01 | 01 | Completed |
| 07 | 13.10.2016 | Clinical Psychology | Brochure, Banner & Certificate | 02 | 01 | 05 | Completed |
| 08 | 14.10.2016 | Clinical Psychology | Brochure | 02 | 01 | 02 | Completed |
| 09 | 19.10.2016 | DCS | Certificate | 01 | 01 | 01 | Ongoing |
|  | **Total** | | | | **7** | **46** |  |

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 | 03.06.2016 | Clinical Psychology | Summary list of Entitlements – English to Hindi | 3 | 01 | Completed |
| 2 | 6.09.2016 | MSD Clinic | Client Feedback form – English to Hindi & Kannada | 2  3 | 02 | Completed |
| 3 | 28.09.2016 | Clinical Services | Therapy feedback form  English to Kannada and Hindi | 1  2 | 03 | Ongoing |
| 4 | 17.10.2016 | Audiology | Posters translation –  English & Hindi to Kannada | 1 | 17 | Completed |
| **TOTAL** | | | |  | **23** |  |

1. **Content Development/Modification**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Date of receipt of work order** | **Name of Indenting Department** | **Details of the work** | **Draft** | **No. of Pages** | **Remarks** |
| 1 |  | DMD | Drama on communication Disorders | 1 | 5 | Ongoing |
| 2 | 29.08.2016 | Library & Information center | Abstracts for books | 2 | 2 | Completed |
| 3 | 02.06.2016 | DMD | Flyer about activities of DMD | 2 | 2 | Ongoing |
| **TOTAL** | | | |  | **9** |  |

**Summary of the work done:**

* Total no. of Photography –9 Events –**360 Photos** & Videos – **40 minutes**
* Total no. of Printing – **A3=50 & A4 = 1669 - Total = 1719 Prints**
* Total no. of Scanning –**NIL**
* Total No. of Designing-**07** (**46 pages)**
* Translation (with typing & proof reading) **– 23pages**
* Content Development/Modification – **09 Pages**

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