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

**DEPARTMENT OF MATERIAL DEVELOPMENT**

Date: 03.10.2016

Submitted to the Director

 The monthly report of the Department of Material Development covering the period from 26th August, 2016 to 25th September, 2016 is hereby submitted for your kind perusal and needful. The report is being sent to director@aiishmysore.in.and monthlyreports@aiishmysore.in.

HOD - Material Development

**DEPARTMENT OF MATERIAL DEVELOPMENT**

**Monthly Report of 26th August, 2016 to 25th September, 2016**

1. **Photography**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Date of receipt of work order** | **Name of Indenting Department** | **Details of the work** | **No. of.****Photos** | **Remark** |
| 1 | 25.08.16 | Audiology | Seminar on 08.09.16 & 09.09.16 | 30 | Completed  |
| 2 | 25.08.16 | Audiology | Guest Lecture on 26.08.16 | 25 | Completed  |
| 3 | 10.09.16 | TCPD | Tele orientation on 09.09.16 | 05 | Completed  |
| 4 | 09.09.16 | Electronics  | International Workshop  | 50 | Completed  |
| 5 | 12.09.16 | SLP (Dr. SP Goswami) | Talents Day & Merit Award | 50 | Completed  |
| 6 | 12.09.16 | ISO Cell | Departmental Peer Evaluation  | 05 | Completed  |
| 7 | 14.09.16 | OLI | Hindi Week from 14.09.16 to 22.09.16 | - | Ongoing |
| 8 | 15.09.16 | SLP | National Seminar on Clinical Aphasiology workshop related on 1& 2 Oct, 2016 | - | Ongoing  |
|  | **Total** | **165** |  |

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 | 25.08.16 | Spl. Edn. | Picture in communication to SVMRU | O | A4 | C | 36 | Completed |
| 2 | 25.08.16 | Audiology | Invitation | G | A4 | C | 20 | Completed |
| 3 | 26.08.16 | Slp.Edn. | Brochure | G | A4 | C | 50 | Completed |
| 4 | 26.08.16 | Spl.Edn. | Posters | G | A3 | C | 25 | Completed |
| 5 | 26.08.16 | TCPD | Certificates of Tele-Orientation | G | A4 | C | 12 | Completed |
| 6 | 26.08.16 | Special Education | Musical Symbols and Musical quotes | O | A4 | C | 720 | Completed |
| 7 | 30.08.16 | SLS | Posters | G | A3 | C | 25 | Completed |
| 8 | 01.09.16 | Clinical Psychology | Case History Proforma | O | A4 | B&W | - | Ongoing |
| 9 | 02.09.16 | Electronics | Workshop related documents | O & G | A4 | C | 50 | Completed |
| 10 | 02.09.16 | Boys Hostel | Posters | G | A3 | C | 40 | Completed |
| 11 | 06.09.16 | Academics | B.sc. (SLP) Syllabus | O | A4 | B&W | 113 | Completed |
| 12 | 07.09.16 | Electronics | Workshop related documents | O & G | A4 | B&W and C | 50 | Completed |
| 13 | 08.09.16 | Electronics | Invitation | G | A4 | C | 25 | Completed |
| 14 | 09.09.16 | Spl.Edn. | Flash Cards | G | A4 | C | 36 | Completed |
| 15 | 09.09.16 | Project (Dr. R. Manjula) | Camp Data Sheet | O | A4 | B/W | 50 | Completed |
| 16 | 09.09.16 | Library | Library Cord | G | A4 | C | 04 | Completed |
| 17 | 14.09.16 | OLI | Certificate for Hindi Week | G | A4 | C | 30 | Completed |
| 18 | 15.09.16 | SLS | Brochure | G & O | A4 | C & B | 50 & 25 | Completed |
| 19 | 15.09.16 | Gymkhana | Cricket Poster | O | A3 | C | 20 | Completed |
| 20 | 15.09.16 | SLP | National Seminar on Clinical Aphasiology workshop related on 1 & 2 Oct, 2016 | - | - | - | - | Ongoing |
| 21 | 19.09.16 | Spl.Edn. | Parent’s Book Printing (Story & Rhymes) | - | - | - | - | Ongoing |
| 22 | 19.09.16 | OLI | Invitation | G | A4 | C | 15 | Completed |
| 23 | 23.09.16 | SLP | Invitation | G | A4 | C | 51 | Completed |
| 24 | 23.09.16 | Clinical Psychology | Letter Head & Visiting Card | G & O | A4 | C | 8 & 100 | Completed |
| **TOTAL** |  | **1555** |  |

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 | 23.08.16 | Monthly Public Lecture | Poster | 1 | - | 2 | Completed |
| 2 | 23.08.16 | Electronics | Brochure and Invitation | 2 | 1 | 3 | Completed |
| 3 | 24.08.16 | Special Education | Brochure | 3 | 1 | 2 | Completed |
| 4 | 25.08.16 | Audiology | Certificate | 2 | 2 | 2 | Completed |
| 5 | 25.08.16 | AIISH | Institute Planner 2017 | 4 | 1 | 60 | Ongoing |
| 6 | 26.08.16 | Gymkhana | Cricket Poster & Banner | 2 | 2 | 2 | Completed |
| 7 | 30.08.16 | Library | Catalogue | 2 | - | 6 | Completed |
| 8 | 01.09.16 | SLS | Workshop Brochure | 2 | 1 | 3 | Completed |
| 9 | 08.09.16 | SLP | Booklet | - | - | - | Ongoing |
| 10 | 15.09.16 | SLP | Workshop Brochure | 1 | 1 | 1 | Completed |
| 11 | 19.09.16 | Gymkhana | Certificate | 1 | - | 1 | Completed |
| 12 | 19.09.16 | Audiology | NSS News Letter | 2 | 1 | 9 | Completed |
| 13 | 20.09.16 | POCD | Certificate | 3 | 1 | 2 | Ongoing |
| 14 | 21.09.16 |  | Certificate | 1 | - | 2 | Completed |
| 15 | 22.09.16 | Special Education | Booklet | 2 | 2 | 142 | Completed |
| 16  | 23.09.16 | SLP | Invitation & Certificate | 2 | 2 | 2 | Completed |
|  | **Total** |  | **15** | **239** |  |

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 | 06.09.16 | Academics | Bsc. (SLP) Syllabus | O | A4 | 113 | Completed |
| 2 | 01.08.16 | DMD | Digital Archive photos | - | Color | 1192 | Completed |
|  **TOTAL** | **1305** |  |

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 | 06.09.16 | MSD Clinic | Client Feedback form – English to Hindi & Kannada | 1 | 2 | Ongoing |
| 2 | 03.06.16 | Clinical Psychology | Summary list of Entitlements – English to Hindi | 2 | 1 | Ongoing |
| 3 | 09.05.16 | POCD | Referral slip – (English to Hindi) | 23 | 2 | Completed |
| 4 | 24.03.16 | Clinical Services | Stuttering – An overview | 23 | 2 | Completed |
|  **TOTAL** |   | **7** |  |

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 | 29.08.16 | Library & Information center | Abstracts for books | 1 | 2 | Ongoing |
| 2  | - | DMD | Stories on Communication Disorders | 1 | 5 | Ongoing |
| 3 | - | DMD | Drama on communication Disorders | - | 5 | Ongoing |
|  **TOTAL** |   | **12** |  |

 **Summary of the work done:**

* Total no. of Photography –8 Events –**165 Photos**
* Total no. of Printing – **A3=110 & A4 = 1445 - Total = 1555 Prints**
* Total no. of Scanning –**1305**
* Total No. of Designing-**15** (**239 pages)**
* Translation (with typing & proof reading) **– 07pages**
* Content Development/Modification – **12 Pages**

 **Other works:**

* Staff Enrichment Program on the topic ‘Photography’ held on 23.09.16 by Mrs. Kavitha N, Artist-cum-Photographer served as a Resource Person.

HOD-Material Development