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

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

**सामग्री विकास विभाग**

**DEPARTMENT OF MATERIAL DEVELOPMENT**

Date: 05.05.2017

निदेशक को प्रस्तुत/ Submitted to the Director

The monthly report of the Department of Material Development covering the period from 26th March, 2017 to 25th April, 2017 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 March, 2017 to 25th April, 2017**

1. **Photography**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| WO Received  Date | Name of the Dept./Sec/Units | Name of the Event | No. of photos | Date of Completion |
|
| 02.03.2017 | Product Development Cell | Product Development Cell | - | Ongoing as more no of photos are required and involves student parents clinician and client/ children |
| 31.03.2017 | Engineering Section | New Campus at Varuna | 30 | 31.03.2017 |
| 07.04.2017 | ISO Implementation Cell | Departmental Peer Evaluation | - | Un availability of Indenter |
| 12.04.2017 | Special Education | Pre -School Graduation Day | 150 | 25.04.2017 |
| 12.04.2017 | DCS | Seek Gyan Program on 12.04.17 | 25 | 27.04.2017 |
| 13.04.2017 | SLP |  | 25 | 21.04.2017 |
| 18.04.2017 | SLS | Voice Care Unit on 18&19th April 2017 | 50 | 21.04.2017 |
| 21.04.2017 | Ethics Committees | AEC AIISH Program on 26.04.17 | 8 | 26.04.2017 |
|  | **TOTAL** | | **288** |  |

1. **Videos:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| WO Received  Date | Name of the Dept./Sec/Units | Name of the Event | No. of Minutes | Date of Completion |
|
| 31.03.2017 | Engineering Section | New Campus at Varuna | 30 | 31.03.2017 |
| Total | | | 30 min |  |

1. **Printing**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| WO Received  Date | Name of the Dept./Sec/Units | Details of the work | Paper  Glossy/ Ordinary | Paper size | Color/  Black & White | No. of pages | Date of Completion |
|
| 28.3.2017 | Dept. Clinical Psychology | Photo printing | O | A4 | B/W | 2 | 28.03.2017 |
| 31.03.2017 | ENT | Bio Medical WASTE Management Chart | G | A4 | C | 2 | 01.05.2017 |
| 31.03.2017 | DCS | Performa for Informal assessment | O | A4 | B/W | 100 | 12.04.2017 |
| 31.03.2017 | DCS | Score sheet – KDPAT | O | A4 | B/W | 200 | 13.04.2017 |
| 31.03.2017 | Audiology | National Workshop Certificate | G | A4 | C | 150 | 08.04.2017 |
| 03.04.2017 | DCS | Re-evaluation Proforma | O | A4 | B/W | 100 | 12.04.2017 |
| 04.04.2017 | POCD | Remember and checklist | O | A3 | B/W | 200 | 05.04.2017 |
| 06.04.2017 | ASHA Worker Project | Banner print | G | A4 | C | 2 | 06.04.2017 |
| 10.04.2017 | Clinical Psychology | Brochures and certificates of workshop on Managing behaviors in Children with disabilities in classroom and home settings | G | A4 | C | 57 | 20.04.2017 |
| 10.04.2017 | Special Education | Certificates for graduation day | G | A4 | C | 100 | 15.04.2017 |
| 11.04.2017 | ASHA Project | Camp Date Sheet Plan Project | O | A4 | B/W | 500 | 19.04.2017 |
| 11.04.2017 | Library & Information Center | Library ID cards | G | A4 | C | 02 | 11.04.2017 |
| 13.04.2017 | DCS | Manual – Non-speech test for reception expression | O | A4 | C | 80 | 25.04.2017 |
| 13.04.2017 | ASD Unit Dr. Shyamala K C | Poster print | G | A3 | C | 3 | 13.04.2017 |
| 13.04.2017 | DCS | Re-evaluation Speech OPD Proforma | O | A4 | B/W | 100 | 18.04.2017 |
| 13.04.2017 | DCS | Counseling Sheet Speech OPD | O | A4 | B/W | 100 | 18.04.2017 |
| 13.04.2017 | DCS | Evaluation Report Proforma | O | A4 | B/W | 200 | 18.04.2017 |
| 13.04.2017 | ASD Unit | Does your child have Autism | O | A4 | B/W | 30 | 13.04.2017 |
| 17.04.2017 | Boy’s Hostel | Photo print | G | A4 | B/W | 2 | 17.04.2017 |
| 18.04.2017 | DCS | Test for everyday attention in Children | O | A4 | B/W | 98 | 25.04.2017 |
| 18.04.2017 | Ladies Hostel | Hostel coupons | O | A4 | B/W | 25 | 18.04.2017 |
| 18.04.2017 | Engineering Section | Poster | O | A3 | B/W | 21 | 18.04.2017 |
| 19.04.2017 | Plan Project | A4 Size Print | O | A4 | B/W | 3 | 19.04.2017 |
| 20.04.2017 | PVC SLP | World Voice Day certificate | G | A4 | C | 2 | 24.04.2017 |
| 20.04.2017 | Stock verification committee | Stock verification documents | O | A3  A4 | B/W | 10  02 | 20.04.2017 |
| 21.04.2017 | POCD | Poster for Street Play | G | A3 | B/W | 12 | 21.04.2017 |
| 24.04.2017 | Engineering Section | Horticulture  Print | G | A3 | C | 1 | 24.04.2017 |
| 24.04.2017 | DCS | General Childhood Performa | O | A4 | B/W | 200 | 25.04.2017 |
| 24.04.2017 | DCS | Performa for reading disorders | O | A4 | B/W | 100 | 25.04.2017 |
| 24.04.2017 | DCS | Counseling Performa | O | A4 | B/W | 100 | 25.04.2017 |
| 24.04.2017 | Audiology | Certificates - National Science Day Quiz competition | G | A4 | C | 04 | 24.04.2017 |
| 25.04.2017 | Monthly Public Lecture | Poster | O | A3 | C | 30 | 25.04.2017 |
| 25.04.2017 | Gymkhana | Annual Sports Computation Certificate | G | A4 | C | 180 | 26.04.2017 |
| 25.04.2017 | Clinical Psychology | Feedback forms | O | A4 | B/W | 40 | 25.04.2017 |
| **TOTAL** | | | | | | **2758** |  |

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** |
|
| 27.01.2017 | DMD | DMD Flyer | 1 | 2 | 1 | 27.04.2017 |
| 03.02.2017 | POCD | Brochure Editing In 6 Language | 1 | 24 | 3 | 10.04.2017 |
| 06.03.2017 | POCD | Poster | 1 | 1 | 2 | 28.04.2017 |
| 27-03-2017 | Spl.Edu. | Book Let –Body parts Cover page | 1 | 2 | 1 | - |
| 31-03-2017 | Audiology | National Workshop on 'Assessment and Management of Vestibular Disorders' Certificates | 1 | 25 | 2 | 04-04-2017 |
| 03-04-2017 | Clinical Psychology | National Workshop on  Managing Behaviours of Children with Developmental  Disabilities in the Classroom and Home Settings Certificates, Banner and Name board | 2 | 18 | 2 | 18-04-2017 |
| 04-04-2017 | Ladies Hostel | Bill Coupons | 1 | 1 | 1 | 04-04-2017 |
| 05-04-2017 | DCS | Parent Orientation Program Certificate | 1 | 1 | 2 | 21-04-2017 |
| 06-04-2017 | PDC Cell Library | Survey Report of Communication Disorders | 0 | 0 | 1 | - |
| 06-04-2017 | Spl. Edu | Summer Camp Poster | 1 | 1 | 2 | 19-04-2017 |
| 10-04-2017 | Spl. Edu | Graduation Day Certificate | 1 | 1 | 2 | 24-04-2017 |
| 10-04-2017 | Audiology | National Workshop on 'Assessment and Management of Vestibular Disorders' Certificates | 1 | 24 | 2 | 21-04-2017 |
| 19-04-2017 | PDC Cell Library | Public Education Materials abstract Catalogue updated | 1 | 5 | 2 | 20-04-2017 |
| 19-04-2017 | Spl.Edu | Birds Book Cover | 0 | 0 | 2 | 24-04-2017 |
| 20-04-2017 | SLP | World Voice Day Quiz Certificate | 0 | 0 | 1 | 24-04-2017 |
| 24-04-2017 | SLP | Monthly Public Lecture | 0 | 2 | 2 | 24-04-2017 |
| 24-04-2017 | Gymkhana | Sports Certificate | 1 | 1 | 1 | 24-04-2017 |
| 25-04-2017 | Clinical Psychology | Workshop Invitation | 1 | 1 | 1 | 25-04-2017 |
| **Total** | | | **15** | **109** |  |  |

1. **Scanning:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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** |
|
| 27.03.2017 | DCS | Manual - Children Test of Non word Repetition | O | A4 | B/W | 35 | 12.04.2017 |
| 13.04.2017 | DCS | Manual – Non-speech test for reception expression | O | A4 | B/W | 80 | 25.04.2017 |
| 18.04.2017 | DCS | Test for everyday attention in Children | **G** | A4 | B/W | 98 | 25.04.2017 |
| **TOTAL** | | | | | | **213** |  |

1. **Translation with Typing and Content Development/Modification:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| WO Received  Date | Name of the Dept./Sec / Units | Details of the work | Drafts | No. of pages | Date of Completion |
|
| 23.02.2017 | Library | Applications forms for library membership – English to Hindi | 2 | 2 | Draft 2 has been submitted |
| 20.03.2017 | Speech-Language Pathology | Content development. – Long reading passages in Kannada | 1 | 13 | Draft has been submitted |
| 20.03.2017 | Speech-Language Pathology | Translation - Sequencing tasks in Kannada | 1 | 08 | Draft has been submitted |
| 30.03.2017 | ENT | Translation (E-K)  Bio-medical waste management |  |  | Ongoing |
| 05.04.2017 | Electronics | E-display content  (E-K) |  | 01 | 05.04.2017 |
| 06.04.2017 | Electronics | Webpage translation |  | 07 | 25.04.2017 |
| 06.04.2017 | Special Education | Content Editing/ modifications – Script of Storyboard |  | 37 | 19.04.2017 |
| 10.04.2017 | Clinical Psychology | Translation (E-K & H)  E-display Content of  National workshop on Managing behaviors in the classroom and home of children with developmental disability |  | 01 | 11.04.2017 |
| 24.04.2017 | Clinical Psychology | Translation (E-K)  About the workshop content on  National workshop on Managing behaviors in the classroom and home of children with developmental disability |  | 01 | 24.04.2017 |
| **Total** | | |  | **70** |  |

**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/in minutes/Design |
|
| Printing | 34 | 34 | - | - | 2758 |
| Photography | 7 | 7 | - | 1+1 | 288 |
| Video | 1 | 1 | - | - | 30 |
| Graphic Designing | 15 | 13 | 3 | 2+1 | 15 (109 pages) |
| Scanning | 3 | 3 | - | - | 213 |
| Translation with typing & content development /modifications | 6 | 5 | - | 3+1 | 70 |

**Other Works:**

* Conducted Staff Enrichment Program on Drawing and Editing using Corel Draw tools on 27.03.2017

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