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

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

**सामग्री विकास विभाग**

**DEPARTMENT OF MATERIAL DEVELOPMENT**

**दिनांक/ Date:** 05.04.2018

निदेशक को प्रस्तुत/ Submitted to the Director

सामग्री विकास विभाग की  01.03.2018 –31.03.2018 अवधि का मासिक रिपोर्ट को आपके अवलोकन एवं आवश्यक कार्रवाई के लिए प्रस्तुत किया जा रहा है। रिपोर्ट को [director@aiishmysore.in](mailto:director@aiishmysore.in) एवं [monthlyreports@aiishmysore.in](mailto:monthlyreports@aiishmysore.in) पर भेजा गया है।

The monthly report of the Department of Material Development covering the period from 01.03.2018 to 31.03.2018 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

**PHOTOGRAPHY**

**01.03.2018 – 31.03.2018**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | WO Received  Date | Date on Programme | Name of the Dept./Sec/Units | Name of the Event | No. of photos | Date of Completion |
|
| 1. | 27.2.2018 | 2.3.2018 | Academics | Visit of local inspection committee | 10 | 2.3.2018 |
| 2. | 2.3.2018 | 2.3.2018 | Engineering Section | Bhoomi Pooja of Museum | 15 | 2.3.2018 |
| 3. | 7.3.2018 | 27.3.2018  28.3.2018 | SLS | National Workshop on Speech Language Processing | 50 | 2.04.2018 |
| 4. | 9.3.2018 | 9.3.2018 | Sp.Ed | Holi and Ugadi Celebration | 100 | 12.3.2018 |
| 5. | 12.3.2018 | 14.3.2018 | Clinical Psychology | Department Peer Evaluation of SLP | 5 | 20.2.2018 |
| 6. | 3.4.2018 | 19.3.2018  20.3.2018 | Electronics | ISCA delegates visit to AIISH | 50 | 20.3.2018 |
|  |  | **Total** | | | **230** |  |

**VIDEO**

**01.03.2018 – 31.03.2018**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **WO Received**  **Date** | **Date on Programme** | **Name of the Dept./Sec/Units** | **Name of the Event** | **No. of Mints.** | **Date of Completion** |
|
| 1. | 3.4.2018 | 19.3.2018  20.3.2018 | Electronics | ISCA delegates Lecture | 240 | 20.03.2018 |
| 2. | 3.4.2018 | 27.3.2018 | SLS | National Workshop on Speech Language Processing | 120 | 28.03.2018 |
|  |  | **Total** | | | **360** |  |

**PRINTING**

**01.03.2018 – 31.03.2018**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **WO Received** | **Name of the Dept./Sec/Units** | **Details of the work** | **Paper** | **Paper size** | **Color/**  **Black & White** | **No. of pages** | **Date of Completion** |
|
| 1 | 6..3.2018 | Gymkhana | Aawaaz 2018  Aawaaz Certificate  Rajyotsva Certificate  Pass  VIP Pass | G | A4 | C | 290  20  500  50 | 6.03.2018 |
| 2 | 9.03.2018 | Store | Furniture List | O | A4 | C | 100 | 9.03.2018 |
| 3 | 13.03.2018 | Gymkhana | Aawaaz 2018 | G | A3 | C | 40 | 13.03.2018 |
| 4 | 15.03.2018 | Ladies Hostel | Printing of Room Nos. | G | A3 | C | 15 | 15.03.2018 |
| 5 | 15.03.2018 | Gymkhana | Name Boards for AIISH AAWAAZ -2018 | O | A4 | C | 12 | 15.03.2018 |
| 6 | 15.03.2018 | Library | ID Card | G | A4 | C | 4 | 15.03.2018 |
| 7 | 16.03.2018 | TCPD | NAAC Brochure  ASSET  Tinnitus App  CD Cover page  CD cover Sticker | G  O  O  O  O | A3  A4  A4  A4  A4 | C | 4  1  1  1  2 | 19.03.2018 |
| 8 | 20.03.2018 | Clinical Psychology | Brochure Printing | G  O | A4 | C | 10  100 | 27.03.2018 |
| 9 | 20.03.2018 | TCPD | Printing | G | A4 | C | 22 | 20.03.2018 |
| 10 | 26.03.2018 | SLS | Feed Back Form | O | A4 | B&W | 80 | 26.03.2018 |
| 11 | 28.03.2018 | Gymkhana | AIISH AAWAAZ 2018  Name Boards | G | A3 | C | 15 | 16.03.2018 |
| **Total** | | | | | | | **1267** |  |

**GRAPHIC DESIGNING**

**01.03.2018 - 31.03.2018**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **WO Received Date** | **Name of the Dept./Sec/Units** | **Details of the work** | **No. of Design** | **No. of pages** | **Drafts** | **Date of Completion** |
| 1 | 02.03.2018 | Gymkhana | Walkathon Invitation Design | 1 | 1 | 1 | 02.03.2018 |
| 2 | 05.03.2018 | Gymkhana | Pass Design of AIISH Aaawaaz | 1 | 1 | 2 | 06.03.2018 |
| 3 | 06.03.2018 | Gymkhana | Certificate Design of AIISH Aaawaaz and Kannada Rajyotsava | 1 | 2 | 2 | 08.03.2018 |
| 4 | 07.03.2018 | Clinical Psychology | Managing Problem  Behaviours in Children  with Communication  Disorders Brochure | 1 | 4 | 2 | 12.03.2018 |
| 5 | 12.03.2018 | SLS | National Workshop on Speech-Language Processing  E-Certificate Design | 1 | 10 | 2 | 20.03.2018 |
| 6 | 12.03.2018 | Engineering Section | Swachh Bharat Fortnight Poster Design | 1 | 1 | 2 | 15.03.2018 |
| 7 | 12.03.2018 | Gymkhana | Aawaaz Invitation | 1 | 2 | 2 | 13.03.2018 |
| 8 | 15.03.2018 | DCS | Services offered by DCS  Poster Design | 1 | 2 | 1 | Ongoing |
| 9 | 22.03.2018 | Gymkhana | AIISH Premier League Poster Editing | 0 | 1 | 1 | 23.03.2018 |
| 10 | 27.03.2018 | Special Education | Public Places II Book Cover | 1 | 2 | 2 | 27.03.2018 |
| **Total** | | | | **9** | **26** |  |  |

**SUMMARY REPORT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity** | **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 | 11 | 11 | - | - | 1267 |
| Photography | 6 | 6 | - | - | 230 |
| Video | 2 | 2 | - | - | 360 |
| Graphic Designing | 10 | 9 | - | 1 | 9 (26 pages) |

अन्य कार्य/ **Other Works: NIL**

विभागाध्यक्ष - सामग्री विकास

HOD - Material Development