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

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

**सामग्री विकास विभाग**

**DEPARTMENT OF MATERIAL DEVELOPMENT**

Date: 05.06.2017

निदेशक को प्रस्तुत/ Submitted to the Director

सामग्री विकास विभाग की  26.04.2017 – 25.05.2017 अवधि का मासिक रिपोर्ट को आपके अवलोकन और आवश्यक कार्रवाई के लिए प्रस्तुत किया जा रहा है। रिपोर्ट को director@aiishmysore.in.and monthlyreports@aiishmysore.in. पर भेजे गये है।

The monthly report of the Department of Material Development covering the period from 26th April, 2017 to 25th May, 2017 is hereby submitted for your kind perusal and needful. The report is being sent to director@aiishmysore.in.and monthlyreports@aiishmysore.in.

विभागाध्यक्ष - सामग्री विकास

 HOD - Material Development

**DEPARTMENT OF MATERIAL DEVELOPMENT**

**Monthly Report of 26th April, 2017 to 25th May, 2017**

1. **Photography**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **WO Received****Date** | **Name of the Dept./Sec/Units** | **Name of the Event**  | **No. of photos**  | **Date of Completion** |
|
| 26.04.2017 | Clinical Psychology | Workshop on MBCHC on 27-28 April 2017  | 50 | 01.05.2017 |
| 26.04.2017 | Special Education  | Summer Camp on 1st – 31st May 2017 | - | Ongoing (Activity from 1.5.17 to 31.05.2017) |
| 03.05.2017 | PVC unit | Voice Day competition  | 8 | 11.05.2017 |
| 04.05.2017 | Gymkhana  | Annual Sports Prize Distribution | 81 | 22.05.2017 |
| 16.05.2017 | ISO Cell | Peer Evaluation  | - | Ongoing  |
|  | **TOTAL** | **139** |  |

1. **Videos: NIL**
2. **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** |
|
| 31.03.2017 | ENT | Bio Medical WASTE Management Chart | G | A4 | C | 2 | 01.05.2017 |
| 20.04.2017 | PVC SLP | World Voice Day certificate  | G  | A4  | C  | 2 | 24.4.2017 |
| 26.04.2017 | USOFA | Session cards | Cardstock | A4 | C | 04 | 02.05.2017 |
| 28.04.2017 | NSS | Prints | G  | A4 | C  | 12 | 28.04.2017 |
| 03.05.2017 | ASHA Project  | Banner name | G  | A4  | C  | 2 | 03.05.2017 |
| 03.05.2017 | Library  | Library Identity card | G | A4 | C | 02 | 03.05.2017 |
| 04.05.2017 | USOFA | Therapy cards | Cardstock | A4 | C | 04 | 04.05.2017 |
| 06.05.2017 | Engineering section | Site map prints | O | A3 | C | 08 | 06.05.2017 |
| 08.05.2017 | POCD | Hearing aid issue register | O | A3 | B&W | 05 | 08.05.2017 |
| 11.05.2017 | Special Education | Summer camp ID cards | G | A4 | C | 08 | 11.05.2017 |
| 12.05.2017 | Plan project | Banner of the workshop | G | A3 | C | 02 | 12.05.2017 |
| 15.05.2017 | DCS | Certificates of REACH Program  | G | A4 | C | 30 | 17.05.2017 |
| 16.05.2017 | Ladies Hostel | Leave forms | O | A4 | B&W | 200 | 17.05.2017 |
| 16.05.2017 | Clinical Psychology | Case history Performa | O | A4 | B&W | 500 | 17.05.2017 |
| 17.05.2017 | Library | Annual review 2016-17 Brochure | G | A4 | C | 11 | 17.05.2017 |
| 18.05.2017 | Special Education | Cartoon pics | O | A3 | C | 15 | 18.05.2017 |
| 20.05.2017 | Engineering section | Site map prints | O | A3 | C | 06 | 20.05.2017 |
| 22.05.2017 | Special Education  | Printing | - | - | - | 0 | Ongoing  |
| 22.05.2017 | Engineering section | Site map prints | O | A3 | C | 06 | 22.05.2017 |
| 23.05.2017 | TCPD | Certificates of orientation program | G | A4 | C | 01 | 23.05.2017 |
| 24.05.2017 | USOFA | Session cards | Cardstock | A4 | C | 03 | 24.05.2017 |
| **TOTAL** | **823** |  |

1. **Graphic Designing:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **WO Received****Date** | **Name of the Dept./Sec/Units** | **Details of the work** | **Drafts** | **No. of Design** | **No. of pages** | **Date of Completion** |
|
| 03.01.2017 | Language Science Lab | User Manual Cover Design | 3 | 1 | 6 | 15.05.2017 |
| 28.04.2017 | Special Education  | Certificate Design for Summer camp resource persons | 2 | 2 | 2 | 18-05-2017 |
| 02.05.2017 | SLS | Voice Assessment Certificate Editing | 1 | 1 | 10 | 02-05-2017 |
| 19.05.2017 | DCS  | National Workshop on Team Approach in the Assessment of Developmental Disabilities | 1 | 1 | 4 | Ongoing |
| 22.05.2017 | Special Education  | Book Cover  | - | - | - | Ongoing |
| 25.05.2017 | DCS | SEEK Gynan Certificate  | - | - | - | Ongoing |
| **Total** |  | **5** | **22** |  |

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** |
|
| 16.05.2017 | Clinical Psychology | JDMSE Journal | G | A4 | C | 14 | 16.05.2017 |
| 23.05.2017 | TCPD | Orientation program Certificates | G | A4 | C | 06 | 23.05.2017 |
| **TOTAL** | **20** |  |

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 |  | - | 03.05.2017 |
| 20.03.2017 | Speech-Language Pathology | Content development. – Long reading passages in Kannada |  | - | 26.04.2017 |
| 20.03.2017 | Speech-Language Pathology  | Translation - Sequencing tasks in Kannada |  | - | 26.04.2017 |
| 30.03.2017 | ENT  | Translation (E-K)Bio-medical waste management |  | **-** | 08.05.2017 |
| 11.05.2017 | Speech-Language Pathology | A survey of use of technological aids or apps among persons with disability and/ their caregivers | 1 & 2 | 03 | 24.05.2017 |
| 15.05.2017 | Speech-Language Sciences | Singing voice handicap Index - 10 |  | 01 | 16.05.2017 |
| 23.05.2017 | Special Education | Content modifications – Validation of Scripts for Storyboards |  | 08 | Ongoing |
| **Total** | **12** |  |

**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 | 19 | 18 | 02 | 01 | 823 |
| Photography | 05 | 03 | - | 02 | 139 |
| Video | - | - | - | - | - |
| Graphic Designing  | 05 | 02 | 1 | 03 | 5 ( 22 pages) |
| Scanning  | 02 | 02 | - | - | 20 |
| Translation with typing & content development /modifications | 03 | 02 | 04 | 01 | 12 |

अन्य कार्य**/ Other Works:**

* Mr. Manikantaswamy served as stand by photographer from 11.05.17 to 19.05.2017
* Ms. Nithyashree R attended a meeting held for invigilators and supportive staff as a part of Entrance Exam on 22.05.2017

 विभागाध्यक्ष - सामग्री विकास

HOD - Material Development