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

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

**सामग्री विकास विभाग**

**DEPARTMENT OF MATERIAL DEVELOPMENT**

Date: 03.07.2017

निदेशक को प्रस्तुत/ Submitted to the Director

सामग्री विकास विभाग की  26.05.2017 – 25.06.2017 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 26.05.2017 to 25.06.2017 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 May, 2017 to 25th June, 2017**

1. **Photography**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **WO Received****Date** | **Name of the Dept./Sec/Units** | **Name of the Event**  | **No. of photos**  | **Date of Completion** |
|
| 26.4.2017 | Sp. Ed | Summer Camp on 1st – 31st May 2017 | 400 | 7.6.2017 |
| 01.6.2017 | DCS | Demo Serices on 2.6.2016 | 20 | 12.06.17 |
| 06.6.2017 | TCPD | Virtual Seminar on 7.6.2017  | 10 | 09.06.17 |
| 13.6.2017 | ISO Cell | DPE on 14.6.2017 | 10 | 19.06.17 |
| 16.6.2017 | Electronics  | IEEE Prize Distribution on 24.6.2017 | 30 | 28.06.17 |
| 19.6.2017 | Academics | Academics on 19.6.2017 | 10 | 22.06.17 |
| 22.6.2017 | Academics | RCI Inspection on 24.6.2017 | 10 | 28.06.17 |
| **Total** | **490** |  |

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** |
|
| 22.05.2017 | Special Education | Printing | - | - | - | - | Ongoing  |
| 29.05.2017 | Speech – Language Pathology | Early reading skills booklet | O | A4 | Color | 500 | 30.05.2017 |
| 30.05.2017 | Special Education | Book on Public places | OG | A4 | Color | 72x4=2882x4=8 | 23.06.2017 |
| 30.05.2017 | POCD | Hearing aid issue register | O | A3 | B&W | 06 | 31.05.2017 |
| 30.05.2017 | Special Education  | Printing  | O  | A3 | C  | 4 | 30.05.2017 |
| 30.05.2017 | Special Education  | Printing | O  | A3  | C  | 30  | 30.05.2017 |
| 31.05.2017 | Electronics | CD posters | G | A4 | Color | 06 | 31.05.2017 |
| 02.06.2017 | TCPD | Certificates for Tele-Orientation | G | A4 | Color | 10 | 02.06.2017 |
| 02.06.2017 | Academic  | Printing | O  | A4 | B&W | 400 | 05.06.2017 |
| 06.06.2017 | Language Science Lab | User manuals | O | A4 | Color | 20 | 07.06.2017 |
| 07.06.2017 | Clinical Psychology | Case history Proforma | O | A4 | B&W | 250 | 09.06.2017 |
| 09.06.2017 | Ladies Hostel | M.Sc Admission Challan | O  | A4  | B&W | 50 | 09.06.2017 |
| 09.06.2017 | Ladies Hostel | B.Sc./ B.Ed Admission Challan | O | A4 | B&W | 65 | 09.06.2017 |
| 09.06.2017 | Ladies Hostel | Inter mediate class admission Challan  | O | A4 | B&W | 150 | 09.06.2017 |
| 09.06.2017 | Ladies Hostel | Application Form  | O | A4 | B&W | 100 | 09.06.2017 |
| 09.06.2017 | Ladies Hostel | Mess advance Challan  | O | A4 | B&W | 100 | 09.06.2017 |
| 12.06.2017 | Learning disability clinic | Poster on Learning disability | G | A3 | Color | 02 | 20.06.2017 |
| 12.06.2017 | Library | Library identity cards | G | A4 | Color | 02 | 12.06.2017 |
| 13.06.2017 | DCS | Certificate of SEEK Gyan Programe |  |  |  |  | Ongoing  |
| 15.06.2017 | Director’s work | Information about research and extension activities of the Institution | G | A4 | Color | 12 | 15.06.2017 |
| 15.06.2017 | Special Education | Games  | OG | A4 | C  | 100 | 21.6.2017 |
| 16.06.2017 | TCPD | Online manual for tele practice Para professionals | O | A4 | Color | 15 | 16.06.2017 |
| 16.06.2017 | TCPD | Curriculum adaptations for Children with special needs | O | A4 | Color | 52 | 16.06.2017 |
| 19.06.2017 | TCPD | Brochures | O | A4 | Color | 50 | 19.06.2017 |
| 19.06.2017 | Electronics | IEEE workshop certificates  | G | A4 | Color | 70 | 20.06.2017 |
| 19.06.2017 | Library | Library identity cards | G | A4 | Color | 04 | 19.06.2017 |
| 21.06.2017 | Speech Language Sciences Plan project | Banner | G | A4 | Color | 01 | 21.06.2017 |
| 21.06.2017 | Electronics | IEEE workshop posters  | O | A3 | Color | 20 | 21.06.2017 |
| 22.06.2017 | USOFA | Session card and documents  | O | A4 | Color |  | Ongoing |
| 23.06.2017 | POCD | Display Annual Statistics  | G | A3 | C  | 40 | 23.6.2017 |
| **TOTAL** | **2355** |  |

1. **Graphic Designing:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **WO Received****Date** | **Name of the Dept./Sec/Units** | **Details of the work** | **No. of Design**  | **No. of pages**  | **Draft**  | **Date of Completion** |
|
| 19.05.2017 | DCS | National Workshop Brochure  | 1 | 4 | 2 | 30.05.2017 |
| 22.05.2107 | Special Education | Food habits  | 1 | 2 | 2 | 13.06.2017 |
| 25.05.2017 | DCS | SEEK GYAN Certificate | 1 | 1 | 2 | 13.06.2017 |
| 26.05.2017 | SLP | Early Reading Skills Book Editing3 (\*Drawings) | 4 | 44 | 2 | 30.05.2017 |
| 29.05.2017 | Language Science Lab | User Manual formatting  | 0 | 27 | 2 | 06.06.2017 |
| 30.05.2017 | Special Education  | Public Places Malayalam Book Cover | 1 | 3 | 1 | 08.06.2017 |
| 31.05.2017 | Electronics | CD Sticker and Cover design  | 1 | 2 | 1 | 31.05.2017 |
| 01.06.2017 | POCD | National Workshop Brochure  | 1 | 4 | 3 | 09.06.2017 |
| 02.06.2017 | Electronics | Certificate Editing | 0 | 2 | 1 | 02.06.2017 |
| 09.06.2017 | Audiology | Pamphlets Formatting | 0 | 21 | 1 | - |
| 1306.2017 | Special Education | Vegetables Book Cover | 1 | 2 | 1 | 15.06.2017 |
| 13.06.2017 | Special Education | Games Book Cover | 1 | 2 | 1 | 15.06.2017 |
| 14.06.2017 | Special Education | Body Parts Book Cover | 1 | 2 | 1 | 15.06.2017 |
| 16.06.2017 | Language Science Lab | Book Cover Inside formatting  | 0 | 0 | 0 | - |
| **Total** | **13** | **116** | **20** |  |

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** |
|
| 06.06.2017 | TCPD | Certificates | G | A4 | Color | 03 | 06.06.2017 |
| 14.06.2017 | Clinical Psychology  | Indian Journal of Health and well being  | O | A4 | Color | 07 | 15.06.2017 |
| 14.06.2017 | Ladies hostel | Ladies hostel admission Challan | O | A4 | Color | 15 | 14.06.2017 |
| **Total** | **25** |  |

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** |
|
| 23.05.2017 | Special Education | Content modifications – Validation of Scripts for Storyboards | - | 13 | 01.06.2017 |
| 21.06.2017 | SLP | Kannada semantic and syntactic sentences | 21.06.2017 | 01 | 22.06.2017 |
| **Total** | **14** |  |

**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 | 32 | 30 | - | 2+1 | 1316+1039=2355 |
| Photography | 6 | 6 | 1 | - | 490 |
| Video | - | - | - | - | - |
| Graphic Designing  | 11 | 9 | 3 | 2 | 10 (109 pages) |
| Scanning  | 3 | 3 | - | - | 25 |
| Translation with typing & content development /modifications | 1 | 1 | 1 | - | 14 |

अन्य कार्य**/ Other Works:**

**Equipment:**

* Heavy Duty Paper shredder Machine AVANTHI PS-400 received on 18.05.2017. and installed on 13.6.2017

 विभागाध्यक्ष - सामग्री विकास

HOD - Material Development