**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:** 05.10.2017

निदेशक को प्रस्तुत/ Submitted to the Director

सामग्री विकास विभाग की  22.08.2017 – 31.08.2017 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 22.08.2017 to 31.08.2017 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

**PHOTOGRAPHY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **WO Received**  **Date** | **Name of the Dept./Sec/Units** | **Name of the Event** | **No. of photos** | **Date of Completion** | **Remarks/ Reason for ongoing** |
|
| 07.08.2017 | DCS | Seminar on Learning Disability on 8.8.2017 | 10 | 14.08.2017 | Photos were given on 14.8.2017 |
|  |  | **TOTAL** | **10** |  |  |

**Carry forwarded works of previous months**

**24.08.2017-31.08.2017**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **WO Received**  **Date** | **Name of the Dept./Sec/Units** | **Name of the Event** | **No. of photos** | **Date of Completion** | **Remarks/ Reason for ongoing** |
|
| 24.08.2017 | Dept Sp. Ed | Onam Eid Celebration on 29.8.2017 | 75 | 01.09.2017 | - |
| 28.08.2017 | AIISH NSS | Blood Donation Camp | 30 | 29.08.2017 | - |
| 28.08.2017 | DCS | Seek Gyan on 30.8.2017 | 25 | 11.09.2017 | - |
| 29.08.2017 | TCPD | Virtual Seminar | 15 | 11.09.2017 | - |
| **TOTAL** | | | **145** |  | |

**VIDEOGRAPHY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **WO Received**  **Date** | **Name of the Dept./Sec/Units** | **Name of the Event** | **No. of photos** | **Date of Completion** | **Remarks/ Reason for ongoing** |
|
|  | | |  |  | |

**PRINTING**

**22.08.2017 – 31.08.2017**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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** | **Remarks/ Reason for ongoing** |
|
| 22.08.2017 | Special education | Booklet on ‘Barber and tailor shop’ | O | A4 | C and B&W | 03 | 22.08.2017 |  |
| 23.08.2017 | POCD | Books on DAPTC, KLT, REELS, LPT SSI and WAB | O | A4 | B&W | 344 | 23.08.2017 |  |
| 23.08.2017 | SLP | Notice board display material | G | A4 | C | 50 | 23.08.2017 |  |
| 25.08.2017 | Special education | Booklet on living and non-living things | O (32) & G (8) | A4 | C | 40 | 25.08.2017 |  |
| 25.08.2017 | Clinical services | Certificates for Seekgyam program | G | A4 | C | 15 | 28.08.2017 |  |
| 28.08.2017 | Library | Library identity cards | G | A4 | C | 02 | 28.08.2017 |  |
| 28.08.2017 | Security officer | Photos | O | A4 | C | 05 | 28.08.2017 |  |
| **TOTAL** | | | **459** | | | |  |  |

**SCANNING**

**23.08.2017-31.08.2017**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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** | **Remarks/ Reason for ongoing** |
|
| 23.08.2017 | POCD | DAPIC, KLT, REELS, LPT, SSI WAB books | O | A4 | B&W | 172 | 07.09.2017 |  |
| **TOTAL** | | | | | | **172** |  | |

**GRAPHIC DESIGNING**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **WO Received**  **Date** | **Name of the Dept./Sec/Units** | **Details of the work** | **No. of Design** | **Drafts** | **No. of pages** | **Date of Completion** | **Remarks/Reason for ongoing** |
| 18.08.2017 | POCD | Web home page design | 01 |  | 02 | 28.08.2017 |  |
| **TOTAL** | | | **01** |  | **02** |  | |

**Carry forwarded works of previous months**

**26.08.2017 – 31.08.2017**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **WO Received**  **Date** | **Name of the Dept./Sec/Units** | **Details of the work** | **No. of Design** | **Drafts** | **No. of pages** | **Date of Completion** | **Remarks/Reason for ongoing** |
| 28.08.2017 | MSD Unit | Feeding Handicap Index for Children | 01 | 2 | 2 | 25.09.2017 |  |
| 29.08.2017 | SLS | Professional Voice Workshop Certificate | 01 | 2 | 8 | 05.09.2017 |  |
| 30.08.2017 | Special Education | Poster Design | 01 | 3 | 1 | 18.09.2017 |  |
| **TOTAL** | | | **03** |  | **11** |  | |

**अन्य कार्य/ Other Works: NIL**

**SUMMARY REPORT**

**22.08.2017-31.08.2017**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 | 07 | 07 |  | - | 459 |
| Photography | 04 | 04 | 01 | - | 155 |
| Video |  |  |  | - |  |
| Graphic Designing | 03 | 03 | 01 | - | 13 (4 designs) |
| Scanning | 01 | 01 |  | - | 172 |
| Translation with typing & Content development / modifications | - | - | - | - | - |

**अन्य कार्य/ Other works: NIL**

विभागाध्यक्ष - सामग्री विकास

HOD - Material Development