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

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

**सामग्री विकास विभाग**

**DEPARTMENT OF MATERIAL DEVELOPMENT**

Date: 05.09 .2017

निदेशक को प्रस्तुत/ Submitted to the Director

सामग्री विकास विभाग की  26.07.2017 – 25.08.2017 अवधि का मासिक रिपोर्ट को आपके अवलोकन एवं आवश्यक कार्रवाई के लिए प्रस्तुत किया जा रहा है। रिपोर्ट को director@aiishmysore.in एवं monthlyreports@aiishmysore.in पर भेजा गया है।

The monthly report of the Department of Material Development covering the period from 26.07.2017 to 25.08.2017 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 covering the period 26.07.2017-25.08.2017**

1. **Photography**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **WO Received****Date** | **Name of the Dept./Sec/Units** | **Name of the Event**  | **No. of photos**  | **Date of Completion** |
|
| 28.07.2017 | Gymkhana  | Farewell function of the Director | 25 | 01.08.2017 |
| 28.07.2017 | Administration  | Farewell function of the Director  | 50 | 16.08.2017 |
| 03.08.2017 | Academics  | RCI Inspection  | 10 | 04.08.2017 |
| 07.08.2017 | DCS | Orientation program on ‘Learning Disability’  | - | Ongoing  |
| 08.08.2017 | ISO Cell | Departmental Peer Evaluation  | 15 | 23.08.2017 |
| 17.08.2017 | Electronics  | Workshop on ‘Effective utilization of Information and Communication Technology’ | 100 | 23.08.2017 |
| 22.08.2017 | TCPD | Virtual Seminar on ‘Recent Approaches in Management of Speech Sound Disorder’ | - | Ongoing  |
| 28.08.2017 | Audiology | Orientation program - Listening Training Unit  | 10 | 17.08.2017 |
|  **Total** | **210** |  |

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** |
|
| 25.07.2017 | Material Development  | Certificates for the workshop on ‘Development of Content for Public Education Material’ | G | A4 | C | 35 | 27.07.2017 |
| 25.07.2017 | Special Education | Book on Common objects  | O | A4 | C | 52 | 02.08.2017 |
| 25.07.2017 | ENT | Graphs for ISO inspection | O | A4 | C | 04 | 25.07.2017 |
| 25.07.2017 | ENT | Statistics chart | O | A4 | C | 04 | 25.07.2017 |
| 26.07.2017 | TCPD | NAAC Brochure | G | A4 | C | 10 | 26.07.2017 |
| 28.07.2017 | Library | Identity cards  | G | A4 | C | 15 | 28.07.2017 |
| 31.07.2017 | Clinical services | Project report | O | A4 | C | 13 | 31.07.2017 |
| 31.07.2017 | Special Education | Booklet on Cloths  | O | A4 | C | 65 | 22.08.2017 |
| 01.08.2017 | Library | Library Identity cards | G | A4 | C | 05 | 01.08.2017 |
| 01.08.2017 | TCPD | Clinical work schedule for staff | O | A4 | B&W | 02 | 10.08.2017 |
| 03.08.2017 | SLP | Summary evaluation report  | O | A4 | C | 50 | 14.08.2017 |
| 03.08.2017 | SLP | Master assessment protocol for MSD | O | A4 | C | 1000 | 14.08.2017 |
| 04.08.2017 | Electronics  | Certificates  | G | A4 | C | 08 | 04.08.2017 |
| 07.08.2017 | Language Science Lab  | ARF Manuals  | G (108)O (689) | A4 | C | 797 | 07.08.2017 |
| 07.08.2017 | Electronics  | Pamphlets on RITE Hearing aids | G | A4 | C | 24 | 08.08.2017 |
| 07.08.2017 | Library | Annual Report CD cover | G | A4 | C | 10 | 07.08.2017 |
| 07.08.2017 | POCD | Does your child have Autism Pamphlet | G | A4 | C | 08 | 07.08.2017 |
| 07.08.2017 | POCD | Hearing aid issue register  | O | A3 | B&W | 05 | 07.08.2017 |
| 07.08.2017 | TCPD | Learning disability: A handbook for parents  | O | A4 | C | 320 | 08.08.2017 |
| 08.08.2017 | POCD | Cover page for MOU file  | G | A4 | C | 02 | 08.08.2017 |
| 08.08.2017 | TCPD | Guidelines for Teaching children with Dyslexia | O | A4 | C | 160 | 08.08.2017 |
| 10.08.2017 | TCPD | DMD work order copies | O | A4 | B&W | 10 | 10.08.2017 |
| 10.08.2017 | TCPD | Greeting card | G | A4 | C | 04 | 10.08.2017 |
| 10.08.2017 | TCPD | Rating scale for IC-SLP | O | A4 | C | 40 | 10.08.2017 |
| 10.08.2017 | TCPD | Clinical work schedule  | O | A4 | B&W | 40 | 10.08.2017 |
| 10.08.2017 | TCPD | TCPD Designing work orders  | O | A4 | B&W | 20 | 10.08.2017 |
| 10.08.2017 | Project | Project material | O | A4 | B&W | 03 | 10.08.2017 |
| 10.08.2017 | Project | Library Identity cards | G | A4 | C | 10 | 10.08.2017 |
| 11.08.2017 | TCPD | TCPD posters | G | A4 | C | 08 | 11.08.2017 |
| 16.08.2017 | Special Education  | Booklet on Zoo | O | A4 | C | 66 | 21.08.2017 |
| 16.08.2017 | TCPD | Tinnitus app brochure  | G | A4 | C | 03 | 16.08.2017 |
| 16.08.2017 | U-SOFA | Session card + project details  | O | A4 | C | 05 | 16.08.2017 |
| 16.08.2017 | Library | Library Identity cards | G | A4 | C | 02 | 16.08.2017 |
| 17.08.2017 | Electronics  | Workshop certificates and other materials  | G | A4 | C | 150 | 17.08.2017 |
| 17.08.2017 | Clinical Psychology | Brochure for the national workshop on ‘Executive Functioning Training for Children Scholastic Difficulties’  | G | A4 | C | 20 | 17.08.2017 |
| 21.08.2017 | Clinical Services | Follow-up forms  | O | A4 | B&W | 100 | 21.08.2017 |
| 21.08.2017 | Special Education | Booklets on birds  | GO | A4 | C | 115 | 21.08.2017 |
| 21.08.2017 | Clinical Services | Follow-up forms | O | A4 | B&W | 100 | 22.08.2017 |
| **TOTAL** | **3285** |  |

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** |
|
| 25.07.2017 | Electronics | Guidelines of RITE Hearing Aid Brochure Design | 1 | 2 | 2 | 04.08.2017 |
| 25.07.2017 | Psychology  | Workshop Brochure Design | 1 | 2 | 2 | 16.08.2017 |
| 26.07.2017 | POCD | ADHD Pamphlet Formatting (Malayalam) | 0 | 2 | 2 | 03.08.2017 |
| 26.07.2017 | POCD | ADHD Pamphlet Formatting (Kannada) | 0 | 2 | 2 | 04.08.2017 |
| 26.07.2017 | Invitation and Publicity Committee  | 52nd Annual Day Invitation Design | 1 | 2 | 2 | 28.07.2017 |
| 26.07.2017 | POCD | ADHD Pamphlet Formatting (Hindi) | 0 | 2 | 2 | 07.08.2017 |
| 26.07.2017 | Special Education | Zoo, Book Cover  | 1 | 2 | 2 | 21.08.2017 |
| 26.07.2017 | Special Education | Common Objects Book Cover | 1 | 2 | 2 | 08.08.2017 |
| 26.07.2017 | Special Education | My Family Book Cover | 1 | 2 | 2 | 16.08.2017 |
| 28.07.2017 | POCD | Ear Discharge and its prevention pamphlet Formatting (Hindi) | 0 | 2 | 2 | 08.08.2017 |
| 28.07.2017 | POCD | ADHD Pamphlet Formatting (Telugu) | 0 | 2 | 2 | 04.08.2017 |
| 28.07.2017 | POCD | ADHD Pamphlet Formatting (Tamil) | 0 | 2 | 2 | 07.08.2017 |
| 28.07.2017 | POCD | ADHD Pamphlet Formatting (Marathi) | 0 | 2 | 2 | 07.08.2017 |
| 31.07.2017 | Special Education | Market Book Cover | 1 | 2 | 2 | 21.08.2017 |
| 31.07.2017 | Special Education | Living and Non Living Book cover  | 1 | 2 | 2 | 16.08.2017 |
| 31.07.2017 | Special Education | Cloths Book Cover  | 1 | 2 | 2 | 21.08.2017 |
| 31.07.2017 | Special Education | Birds (Hindi) Book Cover  | 1 | 2 | 2 | 21.08.2017 |
| 31.07.2017 | Electronics | Guidelines of RITE Hearing Aid BrochureFormatting (Kannada) | 0 | 2 | 2 | 04.08.2017 |
| 31.07.2017 | Special Education | Barbershop and Tailor Book Cover  | 1 | 2 | 2 | 22.08.2017 |
| 01.08.2017 | SLS | Professional Voice, National WorkshopBrochure  | 1 | 2 | 2 | 24.08.2017 |
| 02.08.2017 | Electronics | Guidelines of RITE Hearing Aid BrochureFormatting (Malayalam and Hindi) | 0 | 4 | 2 | 07.08.2017 |
| 02.08.2017 | Stage Committee | Certificate Editing | 0 | 2 | 1 | 08.08.2017 |
| 03.08.2017 | POCD | Ear Discharge and its prevention pamphlet Formatting (Tamil) | 0 | 2 | 1 | 08.08.2017 |
| 03.08.2017 | POCD | Ear Discharge and its prevention pamphlet Formatting (Malayalam) | 0 | 0 | 0 | - |
| 03.08.2017 | USOFA | Flash Card | 1 | 8 | 2 | 21.08.2017 |
| 08.08.2017 | Audiology | Temporal Ability Screening Test User Manual Design | 1 | 8 | 2 | 08.08.2017 |
| 08.08.2017 | Library | Annual Report CDEditing | 0 | 1 | 1 | 08.08.2017 |
| 08.08.2017 | POCD | MOU Cover File Deign  | 1 | 1 | 2 | 08.08.2017 |
| 14.08.2017 | Library | Visiting Card  | 0 | 0 | 0 | - |
| 16.08.2017 | Electronics | Invitation and Certificate Editing of workshop | 0 | 5 | 2 | 16.08.2017 |
| 18.08.2017 | POCD | Web Homepage Design  | 1 | 1 | 2 | - |
| **Total** | **16** | **72** |  |  |

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** |
|
| 31.07.2017 | Academics  | AIISH B.sc and M.sc batches album and Photos | - | A4 | Color/Black & White | 72 (pages\_258 (photos) | 23.08.2017 |
| 08.08.2017 | POCD | Approval letter for NBS -Jabalpur | - | A4 | Black & White | 02 | 08.08.2017 |
| **Total** | **332** |  |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **WO Received****Date** | **Name of the Dept./Sec / Units** | **Details of the work** | **Drafts** | **No. of pages** | **Date of Completion** |
|
| 27.07.2017 | Invitation and Publicity committee  | Translation - Annual day invitation card – English to Kannada and Hindi |  | 01 | 27.07.2017 |
| 01.08.2017 | DMD | Content Development - Picture book on Hearing loss | 14.08.2017 | 04 | Draft has been submitted |
| 01.08.2017 | DMD | Content Development - Articles on Hearing loss | 14.08.2017 | 04 | Draft has been submitted |
| 04.08.2017 | DMD | Translation - Picture/ flip book on Hearing loss | 14.08.2017 | 04 | Draft has been submitted |
| 24.08.2017 | Special Education | Content modifications – Book on Tailor and Barber shop | - | 20 | 25.08.2017 |
| **Total** | **33** |  |

**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 | 38 | 38 | - | - | 3285 |
| Photography | 8 | 6 | - | 2 | 210 |
| Video | - | - | - | - | - |
| Graphic Designing  | 32 | 29 | - | 3 | 16(72 pages) |
| Scanning  | 2 | 2 | - | 0 | 332 |
| Translation with typing & Content developmenT / modifications | 5 | 2 | - | 3 | 33 |

अन्य कार्य**/ Other Works:**

* Workshop on ‘Development of Content for Public Education Material’ was conducted by the department on 27.07.2017.

विभागाध्यक्ष - सामग्री विकास

 HOD - Material Development