**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  01.09.2017 – 30.09.2017 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 01.09.2017 to – 30.09.2017 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**

**Carry forwarded works of previous months**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **WO Received**  **Date** | **Name of the Dept./Sec/Units** | **Name of the Event** | **No. of photos** | **Date of Completion** | **Remarks/ Reason for ongoing** |
|
| 22.08.2017 | TCPD | Virtual Seminar on ‘Recent approaches in management of speech sound disorders’ | 10 | 04.09.2017 |  |
|  |  | **TOTAL** | **10** |  |  |

**01.09.2017 – 30.09.2017**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **WO Received**  **Date** | **Name of the Dept./Sec/Units** | **Name of the Event** | **No. of photos** | **Date of Completion** | **Remarks/ Reason for ongoing** |
|
| 05.09.2017 | Audiology | Fine Tuning Digital Hearing aid for individual with hearing impairment on 8.9.2017 | 20 | 26.09.2017 |  |
| 08.09.2017 | DCS | Seek Gyan on 13.09.2017 | 10 | 25.09.2017 |  |
| 11.09.2017 | ISO | Peer evaluation - ENT | 10 | 26.09.2017 |  |
| 13.09.2017 | Engineer Section | Swacha Bharath | - | Ongoing | The program is from 15.09.2017-05.10.2017 |
| 13.09.2017 | Dept. Clinical Psychology | Workshop on 25.09.2017 | 40 | 26.09.2017 |  |
| 15.9.2017 | Dept Sp. Ed | Swacha Bharath | 50 | 18.09.2017 |  |
| 19.09.2017 | Audiology | Guest Lecture on 22.09.2017 | 10 | 22.09.2017 |  |
| 27.09.2017 | OLI | Hindi week from 27.09.17 – 05.10.17 |  | Ongoing | The program is from 15.09.2017-05.10.2017 |
| **TOTAL** | | | **140** |  |  |

**VIDEOGRAPHY**

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

**PAINTING**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **WO Received**  **Date** | **Name of the Dept./Sec/Units** | **Details of the work** | **Picture**  **size** | **Color/**  **Black & White** | **No. of pages** | **Date of Completion** | **Remarks/ Reason for ongoing** |
|
| 04.09.2017 | DMD | Drawing |  |  |  | Ongoing |  |
|  | | | | | |  |  |

**PRINTING**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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** |
|
| 01.09.2017 | Clinical services | RHLB score sheets and pictures | O | A4 | B&W | 95 | 01.09.2017 |  |
| 01.09.2017 | Clinical services | Manual on Right hemisphere language battery | O | A4 | B&W | 104 | 25.09.2017 |  |
| 04.09.2017 | Clinical services | CPM, DEALL. AAC unit referral slips – teleservices | O | A4 | B&W | 90 | 04.09.2017 |  |
| 04.09.2017 | Special education | Resource material on water and its uses | O (654 & G (8) | A4 | C | 72 | 04.09.2017 |  |
| 04.09.2017 | Special education | Resource book | O (68 & G (8) | A4 | C | 76 | 04.09.2017 |  |
| 05.09.2017 | Gymkhana | Statement of accounts | O | A4 | C | 135 | 05.09.2017 |  |
| 06.09.2017 | Clinical psychology | Direction boards for election | G | A4 | C | 04 | 06.09.2017 |  |
| 07.09.2017 | TCPD | TYC level 3 and 4 feedback material | O | A4 | B&W | 167 | 07.09.2017 |  |
| 07.09.2017 | TCPD | Fitzgerald key booklet | O | A4 | B&W | 28 | 22.09.2017 |  |
| 11.09.2017 | Special education | Resource book on body parts | O (68) & G (8) | A4 | C | 76 | 12.09.2017 |  |
| 11.09.2017 | Special education | Resource material | O (92) & G (8) | A4 | C | 100 | 11.09.2017 |  |
| 11.09.2017 | Electronics | Center of excellence building print | O | A3 | C | 01 | 11.09.2017 |  |
| 12.09.2017 | Clinical services | Proforma for PT/OT section | O | A4 | B&W | 60 | 14.09.2017 |  |
| 13.09.2017 | Clinical psychology | Workshop brochures | G | A4 | C | 80 | 20.09.2017 |  |
| 13.09.2017 | Clinical psychology | Workshop certificate and nameplates | G | A4 | C | 75 | 20.09.2017 |  |
| 13.09.2017 | POCD | Prints for NIHL seminar | G | A4 | C | 01 | 13.09.2017 |  |
| 14.09.2017 | TCPD | TCPD documents | O | A4 | B&W | 220 | 25.09.2017 |  |
| 15.09.2017 | AAC unit | AAC assessment protocol | O | A4 | B&W | 160 | 20.09.2017 |  |
| 18.09.2017 | Audiology | Certificate fine tuning of digital hearing aids | G | A4 | C | 10 | 18.09.2017 |  |
| 20.09.2017 | Audiology | Certificates | G | A4 | C | 20 | 20.09.2017 |  |
| 20.09.2017 | Audiology | Posters | G | A4 | C | 15 | 20.09.2017 |  |
| 21.09.2017 | POCD | Hearing aid issue register | O | A3 | B&W | 06 | 21.09.2017 |  |
| 22.09.2017 | Audiology | Certificate for Mr. Saibasis choudry | G | A4 | C | 01 | 22.09.2017 |  |
| 25.09.2017 | TCPD | Self appraisal report | O | A4 | B&W | 20 | 25.09.2017 |  |
| 26.09.2017 | Special Education | Alphabet cards | G | A4 | C | 13 | 26.09.2017 |  |
| 28.09.2017 | POCD | Brochure for NIHL seminar | G | A4 | C |  | Ongoing |  |
|  |  | **TOTAL** |  |  |  | **1629** |  |  |

**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** | **Remarks/ Reason for ongoing** |
|
| 01.09.2017 | Clinical services | RHLB score sheets and pictures | O | A4 | B&W | 86 | 25.09.2017 |  |
| 14.09.2017 | TCPD | Certificates of virtual seminar | **G** | A4 | C | 08 | 15.09.2017 |  |
|  |  | **TOTAL** |  |  |  | **94** |  |  |

**GRAPHIC DESIGNING**

**Carry forwarded works of previous months**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **WO Received**  **Date** | **Name of the Dept./Sec/Units** | **Details of the work** | **No. of Design** | **No. of pages** | **Drafts** | **Date of Completion** | **Remarks/ Reason for ongoing** |
|
| 14.08.2017 | Library | Visiting Card | 1 | 1 | 2 | 01.09.2017 |  |
|  |  | **TOTAL** | **1** | **1** |  |  |  |

**01.09.2017-30.09.2017**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Wo Received**  **Date** | **Name of the Dept./Sec/Units** | **Details of the work** | **No. of Design** | **No. of pages** | **Drafts** | **Date of Completion** | **Remarks/Reason for ongoing** |
|
| 01.09.2017 | Gymkana | Certificates for EC Members | 1 | 42 | 2 | 04.09.2017 |  |
| 04.09.2017 | Special Education | Cover page for booklet on Source of Water | 1 | 2 | 2 | 21.09.2017 |  |
| 07.09.2017 | Clinical Psychology | Certificate, Banner, Invitation and Name boards for workshop on Executive function training for children with scholastic difficulties) | 2 | 14 | 2 | 07.09.2017 |  |
| 08.09.2017 | Audiology | Brochure Design for National Seminar on Listening Training for Children with Hearing Impairment & Management of Central Auditory Processing Disorders | 1 | 2 | 2 | 12.09.2017 |  |
| 11.09.2017 | Special Education | Kannada and Malayalam Alphabets Flash Card | 1 | 29 | 2 | 11.09.2017 |  |
| 11.09.2017 | Audiology | Drawings | 3 | 3 | 1 | 15.09.2017 |  |
| 12.09.2017 | Special Education | Cover page for the booklet on Nature around us | 1 | 2 | 1 | 21.09.2017 |  |
| 12.09.2017 | Engineer Section | Swach Bharath Poster | 1 | 1 | 2 | 14.09.2017 |  |
| 14.09.2017 | Clinical Psychology | Brochure Design for Workshop on Biofeedback – An Art & Science | 1 | 2 | 1 | 18.09.2017 |  |
| 14.09.2017 | Clinical Psychology | Brochure Design for Workshop on Enhancing Academic Skills of Primary School Children in Home Settings | 1 | 2 | 1 | Ongoing |  |
| 18.09.2017 | Special Education | Certificate design for Swacha Bharat Program | 1 | 1 | 1 | 18.09.2017 |  |
| 18.09.2017 | Special Education | Cover page for booklet on traffic signs | 1 | 2 | 2 | 19.09.2017 |  |
| 21.09.2017 | Gymkhana | Art Festival Certificate | 1 | 1 | 2 | 22.09.2017 |  |
| 26.09.2017 | Special Education | Hindi Alphabets Flash Card | 1 | 13 | 1 | 26.09.2017 |  |
|  |  | **TOTAL** | **17** | **116** |  |  |  |

**CONTENT DEVELOPMENT/ MODIFICATIONS AND TRANSLATION**

**Carry forwarded works of previous months**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **WO Received**  **Date** | **Name of the Dept./Sec/Units** | **Details of the work** | **Drafts** | **No. of pages** | **Date of Completion** | **Remarks/ Reason for ongoing** |
|
| 01.08.2017 | DMD | Content development - Picture book on hearing loss | 02 | 02 | 04.09.2017 | **-** |
| 01.08.2017 | DMD | Articles on hearing loss – 2 nos. | 02 | - | 14.09.2017 |  |
|  |  | **TOTAL** |  | 02 |  |  |

**CONTENT DEVELOPMENT/ MODIFICATIONS AND TRANSLATION**

**01.09.2017 – 30.09.2017**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **WO Received**  **Date** | **Name of the Dept./Sec/Units** | **Details of the work** | **Drafts** | **No. of pages** | **Date of Completion** | **Remarks/ Reason for ongoing** |
|
| 19.09.2017 | SLP | **Content development -** Voice mail task – questions and answers for 10 paragraphs |  | 07 | 28.09.2017 |  |
| 20.09.2017 | Clinical Psychology | **Content development -** Press note for the workshop on Executive function training for children with scholastic difficulties |  | 01 | 21.09.2017 |  |
| 08.09.2017 | Electronics | **Translation** - Faculty evaluation report – To Kannada and Hindi |  | 04 | 20.09.2017 |  |
| 19.09.2017 | Clinical psychology | **Translation** - E-banner content for the workshop on Executive function training for children with scholastic difficulties - to Kannada and Hindi |  | 01 | 19.09.2017 |  |
|  |  | **TOTAL** |  | **13** |  |  |

**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 | 26 | 25 |  | 01 | 1629 |
| Photography | 08 | 06 | 01 | 02 | 140 |
| Video | NIL | | | | |
| Graphic Designing | 14 | 13 | 01 | 01 | 116 (17 no. of designs) |
| Scanning | 02 | 02 |  |  | 94 |
| Translation with typing & Content development / modifications | 04 | 04 | 02 |  | 15 |

अन्य कार्य**/ Other Works: NIL**

विभागाध्यक्ष - सामग्री विकास

HOD - Material Development