**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:** 06.11.2017

निदेशक को प्रस्तुत/ Submitted to the Director

सामग्री विकास विभाग की  01.10.2017 – 31.10.2017 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 01.10.2017 to – 31.10.2017 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

**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** |
|
| 13.09.2017 | Engineer Section  | Swachha Bharath from 15.09.2017 to 5.10.10.2017 | 10 | 10.10.2017 |
| 27.9.2017 | OLI | Hindi Week on 27.09.2017 to 5.10.2017 | 100 | 5.10.2017 |
|  |  | **TOTAL** | **110** |  |

**01.10.2017 – 31.10.2017**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **WO Received****Date** | **Name of the Dept./Sec/Units** | **Name of the Event** | **No. of photos** | **Date of Completion** |
|
| 26.09.2017 | MSD unit /SLP | World Cerebral Palsy Day on 6.10.2017 | 50 | 10.10.2017 |
| 28.09.2017 | Audiology  | National Seminar on listening training for children with HI and National Seminar on Management of CAPD on 5&6 Oct 2017 | 40 | 16.10.2017 |
| 3.10.2017 | Sp. Ed  | Young Athlete Training programme on 9&10.10.2017 | 30 | 16.10.2017 |
| 5.10.2017 | DCS | Seek Gyan on 11.10.2017 | 20 | 16.10.2017 |
| 4.10.2017 | SLP/MSD unit | Demo cum training Program of oro motor exercise for Children with CP on 4.10.2017 | 10 | 10.10.2017 |
| 9.10.2017 | ISO cell | Peer Evaluation on 11.10.2017 (TCPD) | 20 | 30.10.2017 |
| 12.10.2017 | DHLS | DHLS coordinators Meet on 13.10.2017 | 20 | 13.10.2017 |
| 13.10.2017 | M.Sc Class (Dr. Prema) | Group Photo on 13.10.2017 | 2 | 13.10.2017 |
| 16.10.2017 | SLS | National workshop on Professional Voice Assessment and Management on 11-13 Oct 2017 | 60 | 19.10.2017 |
| 19.10.2017 | DCS | Seek Gyan on 24.10.2017 | 25 | 30.10.2017 |
| 23.10.2017 | POCD | National Seminar on 27.10.2017 | 50 | 31.10.2017 |
| 26.10.2017 | Dept. Clinical Psychology | Vigilance Awareness Week on 30 Oct to 4Nov 2017 | - | Ongoing30 Oct to 4 Nov 2017 |
| **Total** | **327** |  |

**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 | As the number of illustrations to be drawn is more, 20 more days are needed for the completion of the work. |

**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** |
|
| 1.10.2017 | Audiology | Certificates for the National seminar on ‘Listening Training for Children with HI And National seminar on ‘Management of APD’ on 5-6, October | G | A4 | C | 120 | 10.10.2017 |
| 03.10.2017 | SLS | Brochure for National workshop on ‘Professional Voice Care Assessment and Management’  | G | A4 | C | 35 | 10.10.2017 |
| 04.10.2017 | Clinical Psychology | Brochure for the orientation program on ‘Enhancing Academic Skills of Primary School Children in Home Setting’ | G | A4 | C | 50 | 15.10.2017 |
| 04.10.2017 | SLP | Printout to stick on banner (Department name and date) | G | A4 | C | 10 | 04.10.2017 |
| 05.10.2017 | Rajbhasha cell | Invitation and certificates | G | A4 | C | 75 | 05.10.2017 |
| 05.10.2017 | Clinical Psychology | Brochure for the National workshop on ‘Behavioural Intervention Strategies for Children with Communication Disorders’ on 24, Nov | G | A4 | C | 60 | 05.10.2017 |
| 09.10.2017 | SLS | Certificates for National Workshop on ‘Professional Voice Care assessment and Management’  | G | A4 | C | 82 | 10.10.2017 |
| 20.10.2017 | POCD | Direction and welcome boards for seminar on NIHL | G | A3 | C | 7 | 26.10.2017 |
| 20.10.2017 | POCD | FAQS on NIHL | G | A4 | C | 120 | 25.10.2017 |
| 20.10.2017 | POCD | Certificates of seminar on NIHL  | G | A4 | C | 90 | 26.10.2017 |
| 23.10.2017 | SLS | ARF Manuals | O | A4 | C | 68 | 26.10.2017 |
| 23.10.2017 | TCPD | TCPD documents | O | A4 | C | 50 | 23.10.2017 |
| 26.10.2017 | Clinical Psychology | Vigilance awareness week posters | G | A3 | C | 20 | 27.10.2017 |
| 27.10.2017 | Audiology | Certificates for training program on Neuroscan  | G | A4 | C | 1 | 27.10.2017 |
| 26.10.2017 | POCD | Brochure for seminar on NIHL on 27, Oct  | G | A4 | C | 200 | 27.10.2017 |
| 27.10.2017 | SLP | Brochure for national seminar on ‘Speech and Swallowing Rehabilitation Head and Neck Cancer’ on 16-17, Nov | G | A4 | C | 100 | 27.10.2017 |
| 31.10.2017 | TCPD | Certificates of Kendriya Vidyalaya Project | G | A4 | C | 15 | 31.10.2017 |
|  |  | **TOTAL** |  |  |  | **1103** |  |

**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** |
| 11.10.2017 | TCPD | Participation certificates of virtual seminars | G | A4 | C | 13 | 15.10.2017 |
| 23.10.2017 | TCPD | TCPD documents | A4 | C | A4 | 12 | 23.10.2017 |
|  |  | **TOTAL** |  |  |  | **25** |  |

**GRAPHIC DESIGNING**

**Carry forward works of previous months**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **WO Received****Date** | **Name of the Dept./Sec/Units** | **Details of the work** | **No. of Design** | **No. of pages** | **Draft** | **Date of Completion** |
| 14.09.2017 | Clinical Psychology  | Brochure | 1 | 2 | 2 | 04.10.2017 |
| 26.09.2017 | SLS | World Cerebral Palsy Day Certificate  | 1 | 4 | 1 | 28.09.2017 |
| 26.09.2017 | POCD | Flash Card  | 1 | 13 | 1 | 26.09.2017 |
| 27.09.2017 | Special Education  | Poster  | 1 | 1 | 1 | 19.10.2017 |
|  |  |  | **4** | **20** |  |  |

**01.10.2017 - 31.10.2017**

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| --- | --- | --- | --- | --- | --- | --- |
| **WO Received****Date** | **Name of the Dept./Sec/Units** | **Details of the work** | **No. of Design** | **No. of pages** | **Draft** | **Date of Completion** |
| 04.10.2017 | Rajabhasha Cell | Hindi week-Certificate Editing  | 0 | 43 | 1 | 05.10.2017 |
| 05.10.2017 | POCD | NIHL Seminar-Banner | 1 | 1 | 2 | 10.10.2017 |
| 06.10.2017 | SLS | Professional Voice Care Workshop – Invitation  | 1 | 1 | 1 | 09.10.2017 |
| 10.10.2017 | Audiology | National Workshop on Auditory Brainstem & Cortical Evoked Potential-Brochure | 1 | 3 | 2 | Ongoing  |
| 12.10.2017 | Special Education  | Children with Special needs- Poster | 1 | 1 | 1 | Ongoing  |
| 12.10.2017 | POCD | I-Cry Paper Presentation -Poster  | 1 | 1 | 2 | 13.10.2017 |
| 20.10.2017 | POCD | NIJL Seminar –Certificates  | 2 | 15 | 2 | 25.10.2017 |
| 26.10.2017 | ENT | In House Training – Certificate Editing  | - | - | - | Ongoing  |
| 26.10.2017 | Clinical Psychology | Vigilance Awareness Week- Poster  | 1 | 6 | 2 | 27.10.2017 |
| 27.10.2017 | SLP | National Workshop on Speech and Swallowing Rehabilitation Head and Neck Cancer – Brochure  | 1 | 3 | 1 | 27.10.2017 |
| 30.10.2017 | SLP | National Workshop on Speech and Swallowing Rehabilitation Head and Neck Cancer – Certificate  | 1 | 1 | 0 | Ongoing  |
|  |  |  | **10** | **75** |  |  |

**CONTENT DEVELOPMENT/ MODIFICATIONS AND TRANSLATION**

**01.10.2017 – 31.10.2017**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **WO Received****Date** | **Name of the Dept./Sec/Units** | **Details of the work** | **Drafts** | **No. of pages** | **Date of Completion** | **Remarks/ Reason for ongoing** |
|
| 06.10.2017 | Director’s office  | **Translation** Congratulations’ letter to horticulture staff of the Institute  |  | 01 | 07.10.2017 |  |
| 30.10.2017 | Special Education  | **Translation** Poster – English to Kannada |  | 01 | 31.10.2017 |  |
|  |  | **TOTAL** |  | **02** |  |  |

**Summary Report**

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| --- | --- | --- | --- | --- | --- |
| **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 | 17 | 17 | - | - | 1103 |
| Photography | 12 | 11 | 02 | 01 | 437 |
| Video | - |
| Graphic Designing  | 11 | 7 | 4 | 4 | 14 (95 Pages) |
| Scanning  | 2 | 2 | - | - | 25 Pages  |
| Translation with typing & Content development / modifications | 2 | 2 | - | - | 2 Pages |

अन्य कार्य**/ Other Works:**

* DMD website content sent for updation in Kannada, English and Hindi
* Submitted Official Language Quarterly reports covering the period 01.07.20.17 – 30.09.2017 and updated the related documents.

विभागाध्यक्ष - सामग्री विकास

 HOD - Material Development