**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:** 08.12.2017

निदेशक को प्रस्तुत/ Submitted to the Director

सामग्री विकास विभाग की  01.11.2017 – 30.11.2017 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 01.11.2017 to 30.11.2017 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** |
|
| 26.10.2017 | Dept. Clinical Psychology | Vigilance Awareness Week on 30 Oct to 4Nov 2017 | 25 | 08.11.2017 |
| **TOTAL** | **25** |  |

**01.11.2017 – 30.11.2017**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **WO Received****Date** | **Name of the Dept./Sec/Units** | **Name of the Event** | **No. of photos** | **Date of Completion** |
|
| 30.10.2017 | SLP | National Seminar on Speech and Swallowing Rehabilitation in HNC on 16-17 .11.2017 | 25 | 20.11.2017 |
| 31.10.2017 | Clinical Psychology  | Workshop on Biofeedback: An Art and Science  | 20 | 08.11.2017 |
| 03.11.2017 | DMD | Workshop on Designing Public Education Material: Phasa II 3 .11.2017  | 15 | 9.11.2017 |
| 03.11.2017 | ISO  | Departmental peer evaluation – POCD 8.11.2017 | 20 | 20.11.2017 |
| 07.11.2017 | DCS |  International Stuttering Awareness Day on 10.11.2017  | 50 | 17.11.2017 |
| 08.11.2017 | Electronics  | Hearing aid repair camp on 13.11.2017 to 17.11.2017 | 100 | 20.11.2017 |
| 08.11.2017 | Clinical Psychology | Workshop on 24.11.2017 | 40 | 30.11.2017 |
| 23.11.2017 | DMD | Translation of public Education Material in Hindi – Phase II 3 .11.2017 | 30 | 30.11.2017 |
| **TOTAL**  | **300** |  |

**PAINTING**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **WO Received****Date** | **Name of the Dept./Sec/Units** | **Details of the work** | **Picture** **size** | **Color/****Black & White** | **No. of pages/ Illustration** | **Date of Completion** | **Remarks/ Reason for ongoing** |
|
| 04.09.2017 | DMD | Drawing  | - | - | 22 | Ongoing | Draft was submitted on 27.11.2017Incorporating the Suggestions given |

**PRINTING 01.11.2017 – 30.11.2017**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **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** |
|
| 01.11.2017 | Library | Pull-push note | G | A4 | C | 02 | 01.11.2017 |
| 01.11.2017 | Security Officer | Photos (Theft & injured securities) | O | A4 | C | 20 | 01.11.2017 |
| 01.11.2017 | Clinical Psychology | Brochures for the national Workshop on Behavioural Intervention Strategies for children with communication disorders  | G | A4 | C | 50 | 06.11.2017 |
| 01.11.2017 | Academics  | DHLS study centers CPC  | G | A4 | C | 164 | 01.11.2017 |
| 02.11.2017 | NSS | NSS program related | G | A4 | C | 01 | 02.11.2017 |
| 03.11.2017 | Electronics | Hearing aid repair camp posters | G | A3 | C | 45 | 20.11.2017 |
| 03.11.2017 | Clinical Services | Stuttering severity instrument score sheet | O | A4 | B&W | 50 | 10.11.2017 |
| 03.11.2017 | Clinical Services | Home training material for therapy  | O | A4 | B&W | 141 | 13.11.2017 |
| 03.11.2017 | Clinical Services | Proforma for counseling | O | A4 | B&W | 100 | 10.11.2017 |
| 03.11.2017 | Clinical Services | Home training material for therapy  | O | A4 | B&W | 140 | 10.11.2017 |
| 03.11.2017 | Clinical Services | Stuttering prediction instrument | O | A4 | B&W | 50 | 10.11.2017 |
| 06.11.2017 | Special Education | Invitation card for children’s day | G | A4 | C | 25 | 20.11.2017 |
| 07.11.2017 | Electronics | Hearing aid repair camp material | O | A4 | B&W | 100 | 07.11.2017 |
| 08.11.2017 | Electronics | Name boards, invitation card and posters | G | A4 | C | 40 | 15.11.2017 |
| 08.11.2017 | Special Education | Material for the National workshop on Sign Language | O | A4 | C | 200 | 20.11.2017 |
| 08.11.2017 | TCPD | TCPD orientation documents | O | A4 | B&W | 12 | 08.11.2017 |
| 08.11.2017 | Clinical Services | ISAD Feedback forms | O | A4 | B&W | 40 | 21.11.2017 |
| 09.11.2017 | Special Education | Health card for children ‘s day | Cardstock  | A4 | C | 350 | 24.11.2017 |
| 09.11.2017 | Clinical Psychology | Certificates for the workshop on Biofeedback | G | A4 | C | 50 | 10.11.2017 |
| 10.11.2017 | TCPD | ASSET app PamphletTinnitus app Pamphlet | G | A4 | C | 11 | 30.11.2017 |
| 10.11.2017 | POCD | Hearing aid issue register | O | A3 | B&W | 02 | 10.11.2017 |
| 13.11.2017 | Special Education | Onam pictures | G | A4 (7) & A3 (1) | C | 08 | 13.11.2017 |
| 13.11.2017 | Clinical Services | Therapy home training material in Kannada | O | A4 | B&W | 116 | 21.11.2017 |
| 13.11.2017 | Clinical Services | Therapy home training material in English  | O | A4 | B&W | 115 | 21.11.2017 |
| 13.11.2017 | POCD | Fact sheet of newborn screening and school screening  | G | A3 | C | 02 | 13.11.2017 |
| 14.11.2017 | SLP | Program schedule for national seminar on speech and swallowing rehab in HNC | O | A4 | B&W | 380 | 14.11.2017 |
| 14.11.2017 | ENT | Invitation cards for the Workshop on Anatomy of Temporal Bone - Cadaveric Dissection | G | A4 | C | 20 | 20.11.2017 |
| 14.11.2017 | SLP | Program schedule for national seminar on speech and swallowing rehab in HNC | G | A4 | C | 145 | 14.11.2017 |
| 15.11.2017 | POCD | Bond sheets hearing aid dispense | O | A3 | B&W | 20 | 15.11.2017 |
| 15.11.2017 | Library | Sicker sheets | G | A4 | C | 05 | 15.11.2017 |
| 21.11.2017 | Library | Display material on books | G | A3 | C | 17 | 21.11.2017 |
| 17.11.2017 | Clinical Services | Home training material in Malayalam | O | A4 | B&W | 220 | 30.11.2017 |
| 20.11.2017 | TCPD | TCPD Pamphlets  | O | A4 | C | 400 | 30.11.2017 |
| 21.11.2017 | Clinical Psychology | Invitation letter | O | A4 | C | 15 | 21.11.2017 |
| 22.11.2017 | POCD | Bond sheets hearing aid dispense | O | A3 | B&W | 50 | 22.11.2017 |
| 23.11.2017 | Library | Material for the workshop on Electronic Information Sources and Services | O | A4 | C | 480 | 24.11.2017 |
| 23.11.2017 | Clinical Services | Proforma for counseling | O | A4 | B&W | 100 | 30.11.2017 |
| 24.11.2017 | POCD | Cerebral palsy Pamphlet | G | A4 | C | 02 | 24.11.2017 |
| 27.11.2017 | TCPD | TCPD Name board | G | A3 | C | 05 | 28.11.2017 |
| 27.11.2017 | TCPD | Kendriya Vidyala Project Resource Material on Learning Disability | O | A4 | B&W | 75 | 28.11.2017 |
| 30.11.2017 | Clinical Services | CPC prints | G | A4 | C | 95 | 30.11.2017 |
| **TOTAL** | **3863** |  |

**SCANNING 01.11.2017 – 30.11.2017**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **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** |
| 13.11.2017 | Security Officer | Photos  | O | A4 | C | 12 | 13.11.2017 |
| 22.112017 | Engineering section | Center of Excellence building related documents | O | A3 | C | 06 | 22.11.2017 |
| **TOTAL** | **18** |  |

**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** |
| 10.10.2017 | Audiology | National Workshop on Auditory Brainstem & Cortical Evoked Potential- Brochure  | 1 | 3 | 2 | 09.11.2017 |
| 12.10.2017 | Special Education | Children with Special needs -Poster  | 1 | 1 | 2 | 02.11.2017 |
| 30.10.2017 | SLP | National Workshop on Speech and Swallowing Rehabilitation Head and Neck Cancer- Certificate | 1 | 8 | 2 | 10.11.2017 |
| **Total** | **3** | **12** | **6** |  |

**01.11.2017 - 30.11.2017**

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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** |
| 01.11.2017 | AIISH | Desk Calendar 2018 Design | 1 | 14 | 4 | 30.11.2017 |
| 01.11.2017 | DMD | Workshop Certificate and Poster Design | 1 | 8 | 2 | 02.11.2017 |
| 01.11.2017 | Electronics | Hearing Aid Repair Camp Poster Editing | 0 | 2 | 2 | 06.11.2017 |
| 06.11.2017 | Special Education | Children’s Day Invitation Design | 1 | 1 | 2 | 09.11.2017 |
| 06.11.2017 | Special Education | Picture Book Formatting  | - | - | - | Ongoing |
| 07.11.2017 | Clinical Psychology | Workshop Banner  | 1 | 1 | 2 | 08.11.2017 |
| 07.11.2017 | Clinical Psychology | Certificate Design | 1 | 12 | 2 | 20.11.2017 |
| 08.11.2017 | DCS | Stuttering Awareness DayCertificate Design | 1 | 12 | 2 | 09.11.2017 |
| 08.11.2017 | Special Education | Sign Language Workshop Brochure | 1 | 3 | 2 | 22.11.2017 |
| 09.11.2017 | POCD | Workshop Proceeding Booklet  | - | - | - | Ongoing |
| 09.11.2017 | Electronics | Hearing Aid Repair Camp Invitation | 1 | 1 | 2 | 09.11.2017 |
| 14.11.2017 | ENT | “Anatomy of Temporal Bone - Cadaveric Dissection” Workshop Certificate | 1 | 45 | 2 | 17.11.2017 |
| 14.11.2017 | SLP | Speech and Swallowing Rehabilitation inHead and Neck CancerNational Workshop Invitation | 1 | 1 | 2 | 15.11.2017 |
| 16.11.2017 | Special Education | Use of Music in the Education of Children with Special Needs National Workshop Brochure | 1 | 3 | 2 | 21.11.2017 |
| 21.11.2017 | Special Education | Use of Music in the Education of Children with Special Needs National Workshop Certificate | 1 | - | 1 | Ongoing |
| 21.11.2017 | Clinical Psychology | Invitation | 1 | 1 | 2 | 21.11.2017 |
| 23.11.2017 | DMD | Hindi Translation-Phase II Workshop Certificate  | 1 | 7 | 2 | 28.11.2017 |
| 29.11.2017 | Library | Workshop Certificate | 1 | 2 | 1 | 29.11.2017 |
| **TOTAL** | **15** | **113** | **32** |  |

**CONTENT DEVELOPMENT/ MODIFICATIONS AND TRANSLATION**

**01.11.2017 – 30.11.2017**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **WO Received****Date** | **Name of the Dept./Sec/Units** | **Details of the work** | **Drafts** | **No. of pages** | **Date of Completion** | **Remarks/ Reason for ongoing** |
|
| 03.11.2017 | Electronics | **Translation -** Hearing aid repair camp poster from English to Hindi |  | 01 | 08.11.2017 | **-** |
| 20.11.2017 | DMD | **Content Development -**  Power point material on Institute (Visit of MSW students from Belagavi University)institute on visit of MSW students from Belagavi University  |  | 10 | 30.11.2017 |  |
| 21.11.2014 | Clinical Psychology | **Translation** - E-banner content of the workshop on  |  | 01 | 23.11.2017 | **-** |
| 21.11.2017 | Clinical Psychology | **Content Development –** Press note for the workshop on Behavioural Intervention Strategies for children with communication disorders  |  | 01 | 23.11.2017 | **-** |
| **TOTAL** |  | **13** |  |  |

**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 | 41 | 41 | - | - | 3863 |
| Photography | 8 | 8 | 1 | - | 325 |
| Video | - | - | - | - | - |
| Graphic Designing  | 18 | 15 | 3 | 3+1 | 15 (121 pages) |
| Scanning  | 2 | 2 | - | - | 18 |
| Translation with typing & Content development / modifications | 4 | 4 | - | - | 13 |

अन्य कार्य/ **Other Works:**

* Organized one day workshop titled “Designing of Public Education Material - Phase II” on 03.11.2017
* Organized one day workshop titled “Translation of Public Education Material in Hindi - Phase II” on 28.11.2017

**सॉफ्टवेर/Software:**

* Corel Draw Graphic Suite 2017 –SBE-3 users was received on 02.11.2017
* Nikon D7200 Camera was received on 08.11.2017

विभागाध्यक्ष - सामग्री विकास

 HOD - Material Development