**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:** 05.01.2018

निदेशक को प्रस्तुत/ Submitted to the Director

सामग्री विकास विभाग की  01.12.2017 – 31.12.2017 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 01.12.2017 to 31.12.2017 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**

**01.12.2017 – 31.12.2017**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **WO Received**  **Date** | **Name of the Dept./Sec/Units** | **Name of the Event** | **No. of photos** | **Date of Completion** |
| 1 | 14.12.2017 | Special Education | National workshop on Importance and Practices of Indian sign Language 14 – 15 Dec 2017 | 100 | 20.12.2017 |
| 2 | 06.12.2017 | Special Education | National workshop on use of music in education of children with special needs on 6-7 Dec 2017 | 200 | 12.12.2017 |
| 3 | 5.12.2017 | Audiology | National workshop on Auditory Brainstem and cortical evoked potentials on 7-8 Dec 2017 | 30 | 8.12.2017 |
| 4 | 7.12.2017 | DCS | IDPWD on 8.12.2017 | 50 | 11.12.2017 |
| 5 | 13.12.2017 | SLP | Guest Lecture on 13.12.2017 | 10 | 13.12.2017 |
| 6 | 15.12.2017 | Electronics | Graduation Day on 16.12.2017 | 100 | 27.12.2017 |
| 7 | 22.12.2017 | Audiology | Inauguration of Ear Mould lab 29.12.2017 | - | On going  30th and 31st being weekend holidays |
| 8 | 27.12.2017 | Special Education | Special Olympics on 27.12.2017 | 10 | 27.12.2017 |
|  | **TOTAL** | | | **500** |  |

**PRINTING**

**01.12.2017 – 31.12.2017**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **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 | 01.12.2017 | Gymkhana | Kannada Rajyotsava posters | O | A3 | C | 25 | 01.12.2017 |
| 2 | 01.12.2017 | Clinical Services | Home training material in Hindi | O | A4 | C | 129 | 05.12.2017 |
| 3 | 04.12.2017 | POCD | Hearing aid issue register | O | A3 | B&W | 04 | 04.12.2017 |
| 4 | 04.12.2017 | Library | Library Identity card | O | A4 | C | 01 | 04.12.2017 |
| 5 | 05.12.2017 | Audiology | Certificates for National Workshop on Auditory Brainstem and cortical evoked potentials | G | A4 | C | 33 | 05.12.2017 |
| 6 | 05.12.2017 | Clinical Services | Bilingual Aphasia test (Stimulus book) – Kannada Version | O | A4 | B&W | 110 | 06.12.2017 |
| 7 | 05.12.2017 | Clinical Services | Bilingual Aphasia test (Stimulus book) –English Kannada Bilingualism | O | A4 | B&W | 59 | 06.12.2017 |
| 8 | 05.12.2017 | Clinical Services | CLQT book | O | A4 | B&W | 198 | 06.12.2017 |
| 9 | 05.12.2017 | POCD | Public Education Pamphlets – Feeding tips to mothers | G | A3 | C | 100 | 28.12.2017 |
| 10 | 06.12.2017 | Clinical Services | Invitation of International Day for Persons with Communication Disorders | O | A4 | C | 06 | 06.12.2017 |
| 11 | 08.12.2017 | Academics | Posters and Certificates | G | A4 | C | 16 | 08.12.2017 |
| 12 | 11.12.2017 | Clinical Psychology | Report for workshop on Biofeedback - An Art and Science | G | A4 | C | 10 | 19.12.2017 |
| 13 | 11.12.2017 | Library | Library Identity card | G | A4 | C | 01 | 11.12.2017 |
| 14 | 11.12.2017 | Library | Product Development Cell CD covers | Sticker sheet | A4 | C | 05 | 11.12.2017 |
| 15 | 12.12.2017 | Audiology | Clinical Practicum Certificates | G | A4 | C | 36 | 19.12.2017 |
| 16 | 21.12.2017 | Audiology | Pamphlets and Invitation card – for release on inauguration of Ear Mould Lab | G | A4 | C | 54 | 28.12.2017 |
| 17 | 28.12.2017 | Audiology | AEP workshop | G | A4 | C | 04 | 28.12.2017 |
| 18 | 29.12.2017 | Engineering section | Center of Excellence - Progress Report | O | A4 | C | 01 | 29.12.2017 |
|  | **TOTAL** | | | | | | **792** |  |

**SCANNING 01.12.2017 – 31.12.2017**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **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 | 04.12.2017 | Speech-Language Pathology | Test of Language Development – Primary II Picture book | O | A4 | B&W | 80 | 14.12.2017 |
|  | **TOTAL** | | | | | | **80** |  |

**GRAPHIC DESIGNING**

**Carry forward works of previous months**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **WO Received**  **Date** | **Name of the Dept./Sec/Units** | **Details of the work** | **No. of Design** | **No. of pages** | **Draft** | **Date of Completion** |
| 1 | 28.08.2017 | SLP | National Workshop on Management of Oropharyngeal  Dysphagia in  Children with Cerebral Palsy Brochure | 1 | 2 | 1 | 29.12.2017 |
| 2 | 06.11.2017 | Special Education | Picture Book Formatting | 1 | 46 | 1 | 22.12.2017 |
| 3 | 09.11.2017 | POCD | Workshop Proceeding Booklet | 1 | 46 | 2 | 22.12.2017 |
| 4 | 21.11.2017 | Special Education | Use of Music in the Education of  Children with Special Needs National Workshop Certificate | - | 18 | 2 | 05.12.2017 |
|  |  |  |  | **3** | **112** |  |  |

**01.12.2017 - 31.12.2017**

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| **Sl. No** | **WO Received**  **Date** | **Name of the Dept./Sec/Units** | **Details of the work** | **No. of Design** | **No. of pages** | **Draft** | **Date of Completion** |
| 1 | 01.12.2017 | Gymkhana | Kannada Rajyothsava Poster | 1 | 1 | 1 | 01.12.2017 |
| 2 | 06.12.2017 | Academics | Graduation Day Ph.D.  Certificate | 1 | 2 | 2 | 13.12.2017 |
| 3 | 06.12.2017 | Electronics | Graduation Day Gold Medal Certificate | 1 | 8 | 2 | 07.12.2017 |
| 4 | 06.11.2017 | DCS | International Day of Persons with Disabilities Invitation | 1 | 1 | 1 | 06.12.2017 |
| 5 | 07.12.2017 | Audiology | National Workshop on Auditory Brainstem and Cortical Evoked Potentials Certificates | 1 | 28 | 1 | 08.12.2017 |
| 6 | 08.12.2017 | Gymkhana | Shuttle Badminton Tournament Certificate | 1 | 2 | 1 | 12.12.2017 |
| 7 | 11.12.2017 | Invitation and Publicity Committee  Graduation Day | Seat arrangement display posters | 1 | 23 | 2 | 15.12.2017 |
| 8 | 11.12.2017 | Clinical Psychology | National Workshop on  Biofeedback– An Art and Science Proceeding | 1 | 11 | 2 | 19.12.2017 |
| 9 | 13.12.2017 | Special Education | National Workshop on Importance and Practices of Indian Sign Language | 1 | 10 | 2 | 15.12.2017 |
| 10 | 15.12.2017 | Clinical Psychology | Workshop on Play Activities in Children with  Developmental Disabilities Brochure | 1 | 2 | 2 | 20.12.2017 |
| 11 | 20.12.2017 | Ear Mold Lab | Ear Mold Lab Invitation and Pamphlet | 2 | 3 | 2 | 29.12.2017 |
|  |  |  |  | **12** | **91** |  |  |

**PAINTING**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | 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 | Feedback | | | |
| VG | G | S | NS |
| 1 | 04.09.2017 | DMD | Drawing |  |  |  | 27.11.2017 | 1st Draft Submitted |  |  |  |  |

**CONTENT DEVELOPMENT/ MODIFICATIONS AND TRANSLATION**

**01.12.2017 – 31.12.2017**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **WO Received**  **Date** | **Name of the Dept./Sec/Units** | **Details of the work** | **Drafts** | **No. of pages** | **Date of Completion** | **Remarks/ Reason for ongoing** |
| 1 | 01.12.2017 | Special Education | **Content Modifications and Improvisation -** ARF Project: Effect of Resource Material on Impact of IE in CWID & LD   1. Tools for Data Collection on ID & LD in General 2. Knowledge Test on disability welfare measures 3. Knowledge test as disability welfare measures |  | 21 | 22.12.2017 | **-** |
| 2 | 01.12.2017 | Electronics | Graduation Invitation card |  | 01 | 01.12.2017 | **-** |
| 3 | 06.12.2017 | Special Education | ISHACON Invitation card |  | 02 | 07.12.2017 | **-** |
| 4 | 20.12.2017 | Clinical Psychology | Play activities for children with Developmental Disability |  | 01 | 21.12.2017 | **-** |
|  | **TOTAL** | | |  | **25** |  |  |

**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 | 18 | 18 | - | - | 792 |
| Photography | 8 | 7 | - | 1 | 500 |
| Video | - | - | - | - | - |
| Graphic Designing | 11 | 11 | 4 | - | 15 (203 pages) |
| Scanning | 1 | 1 | - | - | 80 |
| Painting | 1 | - | - | 1 | - |
| Translation with typing & Content development / modifications | 4 | 4 | - | - | 25 |

अन्य कार्य/ **Other Works:**

* + - * Mr. Manikantaswamy served as **member** in **Invitation & Publicity Committee** during AIISH **Graduation Day 2017**
* MS. Nithyashree R participated in the Kannada Rajyotsava Quiz competition

विभागाध्यक्ष - सामग्री विकास

HOD - Material Development