**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:** 11.06.2018

निदेशक को प्रस्तुत/ Submitted to the Director

सामग्री विकास विभाग की  01.05.2018 –31.05.2018 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 01.05.2018 to 31.05.2018 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**

**01.05.2018 - 31.05.2018**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **WO Received**  **Date** | **Name of the Dept./Sec/Units** | **Name of the Event** | **No. of photos** | **Date of Completion** |
|
| 1 | 17.4.2018 | SLS | Workshop on Educating the Educator from 10-11th May 2018 | 50 | 21.5.2018 |
| 2 | 26.04.2018 | Audiology | Workshop on Programming Cochlear Implanting IHDU | 10 | 07.05.2018 |
| 3 | 26.04.2018 | Spl. Edn | Summer camp | 0 | Summer camp was carried out for whole monthly |
| 4 | 02.05.2018 | Dr. S.P Goswami | Visit of UGC Expert committee | 25 | 5.5.2018 |
| 5 | 15.05.2018 | Spl. Edn | Fashion Show &  Magic Show | 100 | 24.5.2018 |
| **Total** | | | | **185** |  |

**VIDEOGRAPHY: NIL**

**PRINTING**

**01.05.2018 - 31.05.2018**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **WO Received** | **Name of the Dept./Sec/Units** | **Details of the work** | **Paper** | **Paper size** | **Color/**  **Black & White** | **No. of pages** | **Date of Completion** |
|
|  | 24.04.2018 | Stores | Assessment Protocol for Adult Language Disorders | O | A4 | B&W | 2000 | 11.05.2018 |
|  | 10.05.2018 | Audiology | Certificate of SEP | O | A4 | B&W | 02 | 16.05.2018 |
|  | 14.05.2018 | Special Education | Resource Material on Birds and Animals | O | A4 | C | 50 | 21.05.2018 |
|  | 15.05.2018 | Special Education | Pamphlet on Academic Programs | O | A4 | B&W | 100 | 25.05.2018 |
|  | 15.05.2018 | Special Education | APAR | O | A4 | B&W | 19 | 15.05.2018 |
|  | 15.05.2018 | Special Education | APAR | O | A4 | B&W | 14 | 15.05.2018 |
|  | 18.05.2018 | Special Education | SEP feedback forms | O | A4 | B&W | 100 | 18.05.2018 |
|  | 21.05.2018 | Special Education | ARF Project Pre-test | O | A4 | B&W | 120 | 28.05.2018 |
|  | 22.05.2018 | Special Education | Learning problems overview | O | A4 | B&W | 1200 | 30.05.2018 |
|  | 23.05.2018 | Special Education | SEP feedback forms | O | A4 | B&W | 100 | 23.05.2018 |
|  | 24.05.2018 | Audiology | Certificates | G | A4 | C | 26 | 25.05.2018 |
|  | 28.05.2018 | Special Education | Pamphlet – Special Education Academic Programs | O | A4 | C | 300 | 30.05.2018 |
| **Total** | | | | | | | **4031** |  |

**SCANNING**

**01.05.2018 - 31.05.2018**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **WO Received** | **Name of the Dept./Sec/Units** | **Details of the work** | **Paper** | **Paper size** | **Color/**  **Black & White** | **No. of pages** | **Date of Completion** |
| **1** | 02.05.2018 | Audiology | NAAC documents - Publications | O | A4 | B&W | 300 | 10.05.2018 |
| **2** | 07.05.2018 | Audiology | NAAC – Documents of Awards, Dissertations, Resource person projects, SEP, Participants | O | A4 | B&W | 200 | 16.05.2018 |
| **3** | 08.05.2018 | Audiology | NAAC – Documents of Awards, Dissertations, Resource person projects, SEP, Participants | O | A4 | B&W | 150 | 16.05.2018 |
| **4** | 10.05.2018 | Audiology | NAAC – Documents of Awards, Dissertations, Resource person projects, SEP, Participants | O | A4 | B&W | 700 | 16.05.2018 |
| **Total** | | | | | | | **1350** |  |

**GRAPHIC DESIGNING**

**01.05.2018 - 31.05.2018**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **WO Received Date** | **Name of the Dept./Sec/Units** | **Details of the work** | **No. of Design** | **No. of pages** | **Drafts** | **Date of Completion** |
| 1 | 05.04.2018 | Product Development Cell Library | Cover Page and Inner pages of publication : Things you always wanted to know about Learning Disability: Volume I | 0 | 0 | 0 | **More number of pages** |
| 2 | 05.04.2018 | Product Development Cell Library | Cover page and inner pages of publication : Dyslexia Assessment Profile for Indian Children (DAPIC) | 0 | 0 | 0 | **More number of pages** |
| 3 | 12.04.2018 | Special Education | Seasons Book Cover | 1 | 2 | 1 | 15.05.2018 |
| 4 | 12.04.2018 | Special Education | Our Nation Book Cover | 1 | 2 | 1 | 24.05.2018 |
| 5 | 13.04.2018 | Special Education | Numbers book Cover page | 1 | 2 | 1 | 22.05.2018 |
| 6 | 23.04.2018 | Special Education | Plants and flowers Book Cover | 1 | 2 | 1 | 28.05.2018 |
| 7 | 23.04.2018 | Special  Education | Religions book Cover | 1 | 2 | 2 | 23.05.2018 |
| 8 | 01.05.2018 | Engineering | AIISH Layout Modification | 0 | 1 | 1 | 01.05.2018 |
| 9 | 02.04.2018 | Electronics | Hearing Aid Accessories Brochure | 1 | 2 | 1 | 17.05.2018 |
| 10 | 07.05.2018 | DCS | General Layout of DCS Banner | 1 | 1 | 2 | 29.05.2018 |
| 11 | 14.05.2018 | Special Education | Animals and Birds Book Cover | 0 | 2 | 1 | 21.05.2018 |
| 12 | 15.05.2018 | Special Education | Special Education Academic Program Brochure | 1 | 2 | 2 | 23.05.2018 |
| 13 | 17.05.2018 | SLS | Educating the Educator | 0 | 2 | 1 | 18.05.2018 |
| 14 | 25.05.2018 | DCS | Indian Sign Language Certificate | 1 | 2 | 2 | 14.05.2018 |
| **Total** | | | | **9** | **22** |  |  |

**CONTENT DEVELOPMENT/ MODIFICATIONS AND TRANSLATION**

**01.05.2018 - 31.05.2018**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **WO Received Date** | **Name of the Dept./Sec/Units** | **Details of the work** | **Drafts** | **No. of pages** | **Date of Completion** |
| 1 | 04.05.2018 | Engineering section | Memo – Allotment of 15 acres of Government land to All India Institute of Speech and Hearing – Kannada to English | 01 | 03 | 04.05.2018 |
| 2 | 07.05.2018 | Clinical psychology | Managing Problem Behaviors in Children with Communication Disorders - English to Kannada | 01 | 04 | 17.05.2018 |
| 3 | 07.05.2018 | Project | ARF Project No.65: Mobilizing resources for Inclusive education of children with ID & LD – English to Kannada | 01 | 10 | 30.05.2018 |
|  |  |  | **TOTAL** |  | **17** |  |

**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 | 11 | 11 | 1 | - | 4031 |
| Scanning | 4 | 4 | - | - | 1350 |
| Photography | 4 | 3 | 1 | 1 | 175 |
| Videography | NIL | | | | |
| Graphic Designing | 7 | 7 | 5 | 2 | 9 (22 pages) |
| Content development/  modifications and translation | 3 | 3 | - | - | 17 |

अन्य कार्य/ **Other Works:**

* Ms. Kavitha N, Ms. Nithyashree R and Ms. R. Manjula attended the Orientation Program organized by the Department of Special Education on Special Educational Services on 21.05.2018.

विभागाध्यक्ष - सामग्री विकास

HOD - Material Development