**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: 05.07.2018

निदेशक को प्रस्तुत/ Submitted to the Director

सामग्री विकास विभाग की  01.06.2018 –30.06.2018 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 01.06.2018 to 30.06.2018 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**

**01.06.2018 - 30.06.2018**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **WO Received**  **Date** | **Name of the Dept./Sec/Units** | **Name of the Event** | **No. of photos** | **Date of Completion** |
|
| 1 | 26.04.2018 | Spl. Edn | Summer camp | 500 | 07.06.2018 |
| 2 | 25.5.2018 | - | Entrance Exam | 30 | 30.5.2018 |
| 3 | 11.6.2018 | Dept Clinical Psychology | Peerevlution on | 5 | 13.6.2018 |
| 4 | 20.6.2018 | Gymkhana | Yoga Day | 10 | 21.6.2018 |
| 5 | 21.6.2018 | SLS | Orientation on ASHA worker | 30 | 22.6.2018 |
| 6 | 27.6.2018 | Dr. Yashodha K  Chairperson MPL | Monthly Public Lecture | 10 | 4.7.2018 |
| 7 | 29.6.2018 | Academic | Orientation on I BASLP | 10 | 2.7.2018 |
| 8 | 15.06.2018 | Director | Hindi book photo | 20 | 15.6.2018 |
| 9 | 19.06.2018 | Director | Hindi inspection on 19.6.2018 | 50 | 19.06.2018 |
| **Total** | | | | **665** |  |

**VIDEOGRAPHY: NIL**

**PRINTING**

**01.06.2018 - 30.06.2018**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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** |
|
|  | 01.06.2018 | Special Education | Application forms | O | A4 | B&W | 350 | 01.06.2018 |
|  | 04.06.2018 | Special Education | Score sheets | O | A4 | B&W | 200 | 04.06.2018 |
|  | 05.06.2018 | Library | ID card | G | A4 | C | 10 | 05.06.2018 |
|  | 05.06.2018 | Audiology | Certificates | G | A4 | C | 04 | 05.06.2018 |
|  | 06.06.2018 | Special Education | Pre-school application forms | O | A4 | B&W | 100 | 06.06.2018 |
|  | 06.06.2018 | Library | Annual report - Dept details | O | A4 | B&W | 100 | 06.06.2018 |
|  | 07.06.2018 | Special Education | Summer camp certificates | G | A4 | C | 03 | 08.06.2018 |
|  | 07.06.2018 | TCPD | Brochures of the Center | G | A4 | C | 100 | 18.06.2018 |
|  | 11.06.2018 | Special Education | Progress Report | G | A4 | C | 02 | 11.06.2018 |
|  | 12.06.2018 | Stores | Linguistic Profile Test – Score sheet | O | A4 | B&W | 1000 | 29.06.2018 |
|  | 12.06.2018 | Stores | Early Literacy Screening Tool (ELST) | O | A4 | B&W | 400 | 29.06.2018 |
|  | 12.06.2018 | Stores | CLAP – K Score sheet | O | A4 | B&W | 800 | 29.06.2018 |
|  | 12.06.2018 | Stores | Early Literacy Screening Tool (ELST) | O | A4 | B&W | 1000 | 29.06.2018 |
|  | 12.06.2018 | Audiology | Anti-ragging posters | G | A3 | C | 12 | 12.06.2018 |
|  | 13.06.2018 | Engineering section | Name boards in English & Hindi | G | A3 | C | 05 | 13.06.2018 |
|  | 14.06.2018 | SLP | Invitation card for seminar of recent advances in Stuttering | G | A4 | C | 55 | 20.06.2018 |
|  | 15.06.2018 | Audiology | Hindi pamphlets | G | A4 | C | 60 | 15.06.2018 |
|  | 19.06.2018 | SLS | Prints | O | A4 | B&W | 36 | 19.06.2018 |
|  | 18.06.2018 | POCD | Translated content of bulletin boards | G | A3 | C | 09 | 18.06.2018 |
|  | 20.06.2018 | Hostel Warden | Challan of hostel fee  Rules and Regulations of ladies hostel | O | A4 | B&W | 500 | 20.06.2018 |
|  | 21.06.2018 | Clinical Services | Seek Gyan Certificates | G | A4 | C | 10 | 26.06.2018 |
| **Total** | | | | | | | **4756** |  |

**SCANNING**

**01.06.2018 - 30.06.2018**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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** | 15.06.2018 | Audiology | Documents for NAAC | O | A4 | B&W | 20 | 15.06.2018 |
| **2** | 15.06.2018 | Audiology | Documents for NAAC | O | A4 | B&W | 04 | 15.06.2018 |
| **Total** | | | | | | | **24** |  |

**GRAPHIC DESIGNING**

**01.06.2018 - 30.06.2018**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | 1 | 14 | 0 | 06.06.2018 |
| 2 | 05.04.2018 | Product Development Cell Library | Cover page and inner pages of publication : Dyslexia Assessment Profile for Indian Children (DAPIC) | 1 | 21 | 0 | 06.06.2018 |
| 3 | 05.06.2018 | Special Education | Academic Program Brochure | 1 | 2 | 2 | 06.06.2018 |
| 4 | 05.06.2018 | Special  Education | Summer camp resource person Certificate | 1 | 5 | 2 | 07.06.2018 |
| 5 | 08.06.2018 | Electronics | Hearing Aid Accessories Brochure (Kannada) | 1 | 2 | 2 | 15.06.2018 |
| 6 | 11.06.2018 | SLP | Brochure & Invitation for National Seminar on recent advances in management of stuttering | 1 | 3 | 2 | 18.06.2018 |
| 7 | 13.06.2018 | Electronics | Hearing Aid Accessories Brochure (Malayalam) | 1 | 2 | 2 | 25.06.2018 |
| 8 | 15.06.2018 | Electronics | Hearing Aid Accessories Brochure (Hindi) | 1 | 2 | 2 | 19.06.2018 |
| 9 | 21.06.2018 | DCS | Seek Gyan Certificate | 1 | 2 | 1 | 22.06.2018 |
| 10 | 22.06.2018 | Clinical Psychology | National Seminar on Psychosocial Perspectives of Children and Adolescents with Neurodevelopmental Disorders Brochure | 1 | 2 | 1 | Ongoing |
| **Total** | | | | **10** | **55** |  |  |

**CONTENT DEVELOPMENT/ MODIFICATIONS AND TRANSLATION**

**01.06.2018 - 30.06.2018**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **WO Received Date** | **Name of the Dept./Sec/Units** | **Details of the work** | **Drafts** | **No. of pages** | **Date of Completion** |
| 1 | 12.06.2018 | POCD | List of Registers | - | 02 | 15.06.2018 |
| 2 | 14.06.2018 | DHLS | List of files | - | 04 | 15.06.2018 |
| 3 | 19.06.2018 | SLP | CAT – K Survey questionnaires | - | 03 | 20.06.2018 |
| 4 | 26.06.2018 | SLP | CAT – K Speech Stimulation Checklist | - | 03 | 28.06.2018 |
|  |  |  | **TOTAL** |  | **12** |  |

**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 | 21 | 21 | - | - | 4756 |
| Scanning | 02 | 02 | - | - | 24 |
| Photography | 08 | 08 | 01 | - | 665 |
| Videography | NIL | | | | |
| Graphic Designing | 8 | 7 | 2 | 1 | 10 (55 pages) |
| Content development/  modifications and translation | 04 | 04 | - | - | 12 |

अन्य कार्य/ **Other Works: NIL**

विभागाध्यक्ष - सामग्री विकास

HOD - Material Development