**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: 06.08.2018

निदेशक को प्रस्तुत/ Submitted to the Director

सामग्री विकास विभाग की  01.07.2018 –31.07.2018 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 01.07.2018 to 31.07.2018 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**

**01.07.2018 - 31.07.2018**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **WO Received**  **Date** | **Name of the Dept./Sec/Units** | **Name of the Event** | **No. of photos** | **Date of Completion** |
|
| 1. | 10.7.2018 | SLP | Recent Advance in Management of Stuttering | 50 | 16.7.2018 |
| 2. | 11.7.2018 | Director Office | Meeting | 6 | 21.7.2018 |
| 3. | 16.7.2018 | TCPD | Guest Lecture | 20 | 17.7.2018 |
| 4. | 20.7.2018 | ELE | Staff Enrichment Program | 5 | 21.7.2018 |
| 5. | 20.7.2018 | OLI | Orientation programm | 5 | 21.7.2018 |
| 6. | 31.7.2018 | Store Section | ISO Auditing | 5 | 31.7.2018 |
| **TOTAL** | | | | **91** |  |

**PRINTING**

**01.07.2018 - 31.07.2018**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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** |
|
|  | 25.06.2018 | Special Education | FACP PMD | O | A4 | B&W | 192 | 10.07.2018 |
|  | 25.06.2018 | Special Education | BASAL - Material on MR | O | A4 | B&W | 225 | 10.07.2018 |
|  | 25.06.2018 | Special Education | Material on Learning Problems | O | A4 | B&W | 120 | 10.07.2018 |
|  | 02.07.2018 | Library and Information Center | Feedback forms | O | A4 | B&W | 60 | 02.07.2018 |
|  | 02.07.2018 | Library and Information Center | Library orientation manual | O | A4 | B&W | 780 | 02.07.2018 |
|  | 03.07.2018 | SLP | Articles for notice board | O | A4 | B&W | 10 | 03.07.2018 |
|  | 04.07.2018 | Ladies hostel | Challans for payment for hostel charges | G | A4 | C | 20 | 04.07.2018 |
|  | 06.07.2018 | TCPD | Booklets on guidelines for SLP & Audiology students | G  O | A4 | C  B&W | 14  195 | 09.07.2018 |
|  | 11.07.2018 | SLP | Workshop programme schedule & feedback forms | G | A4 | C | 250 | 11.07.2018 |
|  | 13.07.2018 | Clinical Psychology | Brochure | G | A4 | C | 30 | 24.07.2018 |
|  | 18.07.2018 | Academic section | B.ASLP & B.Ed (HI) Syllabus | O | A4 | B&W | 4260 | 20.07.2018 |
|  | 23.07.2018 | ENT | Statistical graphs for ISO Audit | O | A4 | B&W | 16 | 23.07.2018 |
|  | 24.07.2018 | Electronics | Label – Workshop on Effective utilization of Information and Communication Technology | O | A4 | B&W | 50 | 24.07.2018 |
|  | 23.07.2018 | Academic section | AIISHIAN Award related papers | O | A3 | B&W | 40 | 30.07.2018  \* Soft copy was received on 30.07.2018 |
| **TOTAL** | | | | | | | **6262** |  |

**GRAPHIC DESIGNING**

**01.07.2018 - 31.07.2018**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | 22.06.2018 | Clinical Psychology | National Seminar on Psychosocial Perspectives of Children and Adolescents with Neurodevelopmental Disorders Brochure | 1 | 4 | 2 | 10.07.2018 |
| 2 | 02.07.2018 | PDC | Report on the Survey of Communication Disorder book formatting and Cover design | 1 | 97 | 3 | 10.07.2018 |
| 3 | 02.07.2018 | SLP | National Seminar on the Recent advances in the management of Stuttering e-certificate | 1 | 10 | 2 | 16.07.2018 |
| 4 | 10.07.2018 | Clinical Psychology | SEGUIN form board test of intelligence an updated manual design | 1 | 52 | 1 | - |
| 5 | 11.07.2018 | Clinical Psychology | Visiting Card Design | 1 | 8 | 2 | 30.07.2018 |
| 6 | 19.07.2018 | DCS | Student Research Cover and Contents | 1 | 6 | 3 | 31.07.2018 |
| 7 | 19.07.2018 | POCD | ADHD Kannada and Hindi pamphlet design | 0 | 4 | 2 | 31.07.2018 |
| 8 | 20.07.2018 | Academic Section | AIISHIAN Certificate Design | 1 | 1 | 1 | 24.07.2018 |
| 9 | 23.07.2018 | Invitation and Publicity Committee | 53rd Annual Day Invitation Design | 1 | 2 | 2 | 24.07.2018 |
| 10 | 23.07.2018 | Electronics | Safe and Effective Utilization of Information & Communication Technology | 0 | 6 | 0 | 25.07.2018 |
| 11 | 26.07.2018 | Electronics | Hearing Aid Accessories Brochure formatting in Hindi | 0 | 2 | 1 | 27.07.2018 |
| **TOTAL** | | | | **8** | **192** | **19** |  |

**CONTENT DEVELOPMENT/ MODIFICATIONS AND TRANSLATION**

**01.07.2018 - 31.07.2018**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **WO Received Date** | **Name of the Dept./ Sec/ Units** | **Details of the work** | **No. of pages** | **Date of Completion** |
| 1 | 16.07.2018 | SLP | Content modification/ editing   * Communication Attitude Test in Kannada * KannadaSpeech Stimulation Checklist | 08 | 18.07.2018 |
| 2 | 23.07.2018 | Annual Day - Invitation and Publicity Committee | Annual Day Invitation Card –  English to Kannada and Hindi | 02 | 23.07.2018 |
|  |  |  | **TOTAL** | **10** |  |

**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 | 14 | 14 | - | - | 6262 |
| Photography | 6 | 6 | - | - | 91 |
| Graphic Designing | 10 | 9 | 1 | 2 | 8 (192 pages) |
| Content development/  modifications and translation | 2 | 2 | - | - | 10 |

अन्य कार्य/ **Other Works:**

* Ms. Kavitha N attended Workshop on topic ‘Art and Science of Photography’ from 7-8 July 2018 at Bengaluru
* Ms. Kavitha N, Member to attend spot quotation of Video Camera on 10.07.2018, Mysuru
* Ms. Nithyashree R, attended the workshop on ‘Safe and Effective Utilization of Information & Communication Technology’ on 27.07.2018, AIISH, Mysuru

विभागाध्यक्ष - सामग्री विकास

HOD - Material Development