**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: 05.11.2018

निदेशक को प्रस्तुत/ Submitted to the Director

सामग्री विकास विभाग की  01.10.2018 –31.10.2018 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 01.10.2018 to 31.10.2018 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**

**01.10.2018 - 31.10.2018**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **WO Received****Date** | **Name of the Dept./Sec/Units** | **Name of the Event**  | **No. of photos**  | **Date of Completion** |
|
| 1 | 12.10.2018 | Engineer Section | Guddalipooja at anther camps of AIISH | 15 | 12.10.2018 |
| 2 | 22.10.2018 | DCS  | AAC awareness Week  | 25 | 30.10.2018 |
| 3 | 23.10.2018 | DCS  | In-house programme  | 25 | 31.10.2018 |
| 4 | 26.10.2018 | Clinical Psychology  | Vigilance awareness week | 0 | ongoing |
| **Total** | **65** |  |

**PRINTING**

**01.10.2018 - 31.10.2018**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | 19.09.2018 | Academics  | M.Sc (Aud & SLP Syllabus CBCS - 2016 | O | A4 | B&W | 7200 | 16.10.2018 |
| 2 | 03.10.2018 | MSD Clinic | Certificate - World Cerebral Palsy Day | G | A4 | C | 07 | 03.10.2018 |
| 3 | 12.10.2018 | Clinical Psychology | ARF Project | O | A4 | B &W | 55 | 24.10.2018 |
| 4 | 15.10.2018 | POCD | Workshop certificates | G | A4 | C | 26 | 15.10.2018 |
| 5 | 15.10.2018 | Gymkhana | Certificate for Annual Sports | G | A4 | C | 45 | 30.10.2018 |
| 6 | 16.10.2018 | Vigilance Officer | Poster of Vigilance Awareness Week - Eradicate Corruption: Build a new India  | G | A3 | C | 30 | 26.10.2018 |
| 7 | 22.10.2018 | Clinical Services | Augmentative and Alternative therapy material  | O | A4 | B &W | 04 | 22.10.2018 |
| 8 | 26.10.2018 | Library and Information Center  | Workshop manual | O | A4 | B &W | 600 | 26.10.2018 |
| 9 | 29.10.2018 | Special Education | ARF Project Material - Development and Evaluation of Indigenous curriculum orientation computer based tutor for concept basis in PCWS | O | A4 | C | 06 | 29.10.2018 |
| 10 | 29.10.2018 | Special Education | Certificate and Thank You card | G | A4 | C | 02 | 29.10.2018 |
| 11 | 30.10.2018 | Library and Information Center | Workshop  | O | A4 | B &W | 500 | 30.10.2018 |
| **TOTAL** | **8475** |  |

**SCANNING**

**01.10.2018 - 31.10.2018**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | 01.10.2018 | TCPD | TCPD Forms | O | A4 | C | 48 | 01.10.2018 |
| **Total** | **48** |  |

**GRAPHIC DESIGNING**

**01.10.2018 - 31.10.2018**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **WO Received Date** | **Name of the Dept./Sec/Units**  | **Details of the work** | **No. of Designs** | **No. of pages** | **Drafts** | **Date of Completion** |
| 1 | 24.09.2018 | SLS | How to control drooling/saliva booklet  | - | - | - | 04.10.2018 |
| 2 | 29.08.2018 | DMD | Illustrations for story titled ‘Ashakirana’ | - | - | - | Cancelled |
| 3 | 03.10.2018 | MSD Unit | World CP Day Poster  | 1 | 1 | 1 | 05.10.2018 |
| 4 | 04.10.2018 | MSD Unit  | World CP Day Certificate | 1 | 7 | 2 | 05.10.2018 |
| 5 | 16.10.2018 | Clinical Psychology  | Vigilance awareness week Poster | 7 | 21 | 2 | 24.10.2018 |
| 6 | 17.10.2018 | Gymkhana | Annual Sports Certificate | 1 | 1 | 1 | 17.10.2018 |
| 7 | 17.10.2018 | DCS | In House Training Program | 1 | 7 | 2 | Ongoing |
| **TOTAL** | **11** | **37** |  |  |

**CONTENT DEVELOPMENT/ MODIFICATIONS AND TRANSLATION WITH TYPING**

**01.10.2018 - 31.10.2018**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **WO Received****Date** | **Name of the Dept./Sec/Units** | **Details of the work** | **Drafts** | **No. of pages** | **Date of Completion** |
|
| 1 | 04.10.2018 | Dr. Jayashree Shanbhal | Vote of Thanks for Cerebral Palsy day (English-Kannada & English-Hindi) |  | 1 | 04.10.2018 |
| 2 | 15.10.2018 | Clinical Psychology | Brochure - Managing Problem Behaviours in Children with Communication Disorders |  | 5 | 30.10.2018(Draft submitted) |
| 3 | 29.10.2018 | Vigilance Officer | Poster content on Vigilance Awareness Week – 2018 (English-Kannada &Hindi) |  | 1 | 29.10.2018 |
| 4 | 29.10.2018 | Audiology | Editing of complaint letter-confidential English-Kannada) |  | 1 | 29.10.2018 |
| **Total** | **8** |  |

**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 |  | 8475 |
| Scanning  | 1 | 1 | - | - | 48 |
| Photography | 4 | 3 | - | 1 | 65 |
| Graphic Designing  | 5 | 4 | 11 (Cancelled) | 1 | 11(37 pages) |
| Content development/modifications and translation  | 4 | 4 | - | - | 8 |

**अन्य कार्य/ Other Works:**

* Ms. Kavitha N, Artist-cum-Photographer (Member of Spot Quotation Committee) represented the Department for the spot quotation of Video Camera on 05.10. 2018

**उपकरण/Equipments:**

* Computer chairs -7 nos. were received on 11.10.2018
* Studio Storable Flash Light Kit – 1 set was received on 16.10.2018

विभागाध्यक्ष - सामग्री विकास

 HOD - Material Development