**ALL INDIA INSTITUTE OF SPEECH AND HEARING, MYSORE**

**Office of the P.A. to the Director**

**------------------------------------------------------------------------------------------------------------------------------------------------------------------------**

**Monthly Report for the Month of …….**

1. **External Meeting Attended by the Director**

|  |  |  |
| --- | --- | --- |
| **Sl.No.** | **Title / purpose & organizer of the meeting** | **Date** |
|  |  |  |
|  |  |  |

1. **Internal Committees Formed**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.No.** | **Name of the committee** | **Purpose** | **Members**  | **Date of formation**  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Committees/councils/boards served outside**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.No.** | **Name of the committees/councils/boards** | **Role**  | **Date of appointment** |
|  |  |  |  |
|  |  |  |  |

1. **Major Administrative Decisions taken**

|  |  |  |
| --- | --- | --- |
| **Sl.No.** | **Decision taken** | **O.M. No. & Date, if any**  |
|  |  |  |
|  |  |  |

1. **Invited Lectures Delivered**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.No.** | **Topic** | **Event/Organization** | **Date**  |
|  |  |  |  |
|  |  |  |  |

1. **Inauguration of Events**

|  |  |  |
| --- | --- | --- |
| **Sl.No.** | **Event/Organization** | **Date**  |
|  |  |  |
|  |  |  |

1. **Scientific Presentations**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.No.** | **Topic** | **Event/Organization** | **Date**  |
|  |  |  |  |
|  |  |  |  |

1. **Scientific Publications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.No.** | **Title of the paper** | **Co-authors, if any** | **Publication details** |
|  |  |  |  |
|  |  |  |  |

1. **Journal Editorship**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.No.** | **Title of the journal** | **Role** | **Period** |
|  |  |  |  |
|  |  |  |  |

1. **Scientific Peer Reviewing**

|  |  |  |
| --- | --- | --- |
| **Sl.No.** | **Title of the paper** | **Title of the Journal/volume/issue** |
|  |  |  |
|  |  |  |

1. **Chairing of Scientific Sessions**

|  |  |  |
| --- | --- | --- |
| **Sl.No.** | **Name of the event** | **Session chaired**  |
|  |  |  |
|  |  |  |

1. **Any other**