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

**Office of the Public Information Officer**

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

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

1. **Requests received for Media Coverage for programmes from Departments/Sections**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl.No. | Department/Section | Details of the event/programme & Date | Date of receipt of request |
|  |  |  |  |

1. **Requests received for Newspaper Advertisement from Departments/Sections**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl.No. | Nature of advertisement (*Job, tender etc.*) | Department/Section | Date of receipt of request |
|  |  |  |  |

1. **Press Note Prepared and Sent**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl.No. | Details of the event/programme & Date | Date of press note prepared with letter no. & date | Media to Press notes sent |
|  |  |  |  |

1. **Intimation of the Media of Institute events for coverage**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl.No | Details of the Event | Media Intimated | Date of Intimation |
|  |  |  |  |

1. **Press Conferences Convened**

|  |  |  |
| --- | --- | --- |
| Sl.No | Details of the Event | Date of press meet |
|  |  |  |

1. **Institute events published/ covered by the Media**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl.No | Details of the Event | Name of the Media | Date of publication/coverage |
|  |  |  |  |

1. **Newspaper Advertisement Published**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl.No | Details of the Advertisement with no. | Newspaper | Date of Publication |
|  |  |  |  |

1. **Institute related articles/ write up / interviews published in News Papers / Magazines**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.No | Details of the article/write up/ interview | Newspaper/Magazine | Author(s) | Remarks |
|  |  |  |  |  |

1. **Radio Talks Telecasted**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.No | Radio Channel | Topic | Speaker | Date & time |
|  |  |  |  |  |

1. **Television programmes Telecasted**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl.No | T.V. Channel | Programme | Date & time |
|  |  |  |  |

1. **Communication Disorders Screening Camps Scheduled**

|  |  |  |
| --- | --- | --- |
| Sl.No | Location & tentative date | Sponsor |
|  |  |  |

1. **Communication Disorders Screening Camps Conducted**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.No | Location & Date | No. of staff participated | No. of students participated | Sponsor |
|  |  |  |  |  |

1. **Any Other**

------------------------------------------------------------------------------------------------------------------------------------------------------

Report prepared by