

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

2. Requests received for Newspaper Advertisement from Departments/Sections

Sl.No.	Nature of advertisement (<i>Job, tender etc.</i>)	Department/Section	Date of receipt of request

3. 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

4. Intimation of the Media of Institute events for coverage

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

5. Press Conferences Convened

Sl.No	Details of the Event	Date of press meet

6. Institute events published/ covered by the Media

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

7. Newspaper Advertisement Published

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

8. 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

9. Radio Talks Telecasted

Sl.No	Radio Channel	Topic	Speaker	Date & time

10. Television programmes Telecasted

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

11. Communication Disorders Screening Camps Scheduled

Sl.No	Location & tentative date	Sponsor

12. Communication Disorders Screening Camps Conducted

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

13. Any Other

Report prepared by