 **Last Update: 31.03.2021**

**ALL INDIA INSTITUTE OF SPEECH & HEARING,**

**MANASAGANGOTHRI, MYSORE - 570 006**

1 Organisation and Function

* 1. **(i) Power and duties of its officers and employees (administrative, financial and judicial) [Section 4(1)(b)(ii)]**

1. **Powers and Duties of the Director**
2. The Director shall look after the Society under the direction of the Executive Council, and shall convene, whenever necessary, meetings of the Society and of any committee or sub-committee thereof.
3. The Director shall keep or cause to be kept proper records and minutes of the proceedings of the meetings of the Executive Council and send copies thereof to the Central Government. The Director will do everything necessary to give effect to the resolutions passed by the Executive Council and any committee or sub-committee. The Director shall keep or cause to be kept all records of the Society at its office or at any other place to be determined by the Executive Council.
4. The Director or any member of the Executive Council if so authorized by the resolution passed in that behalf by the Executive Council may, execute all contracts, deeds and other instruments on behalf of the Society and members of the Executive Council.
5. For the purpose of Section 6 of the Societies Registration Act (XXI of 1860) (as applicable to the Union Territory of Delhi), the Director shall be considered the Principal Secretary of the Society and the Society may sue or be sued in the name of the Director of the Society.
6. **Powers and duties of other employees**

| **Sl. No.** | **Designation** | **Duties Assigned & Responsibilities** |
| --- | --- | --- |
| **Department of Clinical Psychology** | | |
| 1. | HOD & Professor in Clinical Psychology | General Administration: Preparation of RE- BE, Performance Budget, Purchase Procedures, Maintenance of Equipments;  Framing, allotting and assigning academic duties and responsibilities of the departmental faculty and non-academic jobs to other staff;  Organizing short term training programs for interns of external universities;  Streamlining and monitoring departmental research in the field of Clinical Psychology related to Speech & Hearing;  Organizing workshops/seminars in the department;  Overall supervision and streamlining of departmental clinical services (diagnostic, therapeutic & rehabilitative) for individuals with communication disorders;  Overall supervision and monitoring of public education activities (preparing booklets, brochure, handouts & posters);  Organizing, supervising & monitoring outreached programs of department (camps, extension services or home services);  Promoting staff welfare activities within the department;  Participating in department related general meetings organized by authorities of the institute; and,  Performing any other duties and responsibilities as assigned by the competent authority of the Institute. |
| 2 | Assistant Professor in Clinical Psychology (1) | Teaching & training of regular UG, PG, Diploma & UG/PG Certificate courses of the institute;  Serving as resource person in short term training programs & for interns from within and outside universities;  Initiating intra-mural or extra-mural research projects, conducting & publishing research in Clinical Psychology related to Speech & Hearing;  Participating as resource person in workshops/seminars & media liaison programs;  Consulting for diagnostic, therapeutic and rehabilitative services for individuals with communication disorders;  Undertaking public education & group parent counseling activities;  Providing administrative assistance to HOD |
| 3 | Assistant Professor in Clinical Psychology(2) | Teaching & training of regular UG, PG, Diploma & UG/PG Certificate courses of the institute;  Serving as resource person in short term training programs & for interns from within and outside universities;  Initiating intra-mural or extra-mural research projects, conducting & publishing research in Clinical Psychology related to Speech & Hearing;  Participating as resource person in workshops/seminars & media liaison programs;  Consulting for diagnostic, therapeutic and rehabilitative services for individuals with communication disorders;  Undertaking public education & group parent counseling activities;  Providing administrative assistance to HOD |
| 4 | Clinical Psychologist | Undertaking clinical teaching for students posted in department; Participating as resource person in departmental workshops/seminars; Undertaking or offering direct client focused clinical services including diagnosis, counseling, therapy and rehabilitation;Participation as expert in outreach activities like camps, or extension services;  Offering administrative assistance to HOD |
| 5 | Research Assistant | Undertaking clinical/research based teaching for students posted in department;  Assisting, coordinating, compiling, archiving, and dissemination of results from various departmental research projects or activities as co-investigator with departmental faculty;  Organizing or participating intra or inter departmental research oriented conferences, workshops, seminars, journal clubs, peer review meetings, book reviews, invited lectures, etc  Research oriented psychological testing/assessment, diagnostic formulations, innovation driven clinical works, clinical counseling, etc  Data mining, building data base, reporting, documentation, and dissemination of department research;  Research based epidemiological and public education activities;  Providing administrative assistance to the HOD |
| 6 | Clinical Assistant | Undertaking clinical teaching for students posted in department;  Assisting faculty & participating as support staff in technical organization of academic events, workshops, seminars, journal clubs or other activities in the department;  Offering assistance inputs in case history taking, clinical interview, individualized psychological testing, clinical counseling and interventions;  Participation as an expert in outreach programs, camps, extension services, exhibitions, etc; and,  Offering administrative assistance to HOD |
| 7 | Clinical Psychologist Grade-II | Clinical teaching for students posted in the department;  Assisting faculty & participating as support staff in the technical organization of academic events, workshops, seminars, journal clubs or other activities in the department;  Offering assistance inputs in case history taking, clinical interview, individualized psychological testing, clinical counseling and interventions;  Participation as an expert in outreach programs, camps, extension services, exhibitions, etc; and,  Offering administrative assistance to HOD |
| 8 | Lecturer in Clinical Psychology (Contract) | Teaching & training of regular UG, PG, Diploma & UG/PG Certificate courses of the institute;  Serving as resource person in short term training programs & for interns from within and outside universities;  Initiating intra-mural or extra-mural research projects, conducting & publishing research in Clinical Psychology related to Speech & Hearing;  Participating as resource person in workshops/seminars & media liaison programs;  Consulting for diagnostic, therapeutic and rehabilitative services for individuals with communication disorders;  Undertaking public education & group parent counseling activities;  Providing administrative assistance to HOD |
| **Department of Clinical Services** | | |
| 9 | Clinical Reader in Clinical Services | Teaching/Training students, Clinical Supervision, Team work in Special clinic, Organization of training programs, Guidance in research, Administrative |
| 10 | Assistant Professor in Clinical Services | Teaching/Training students, Clinical Supervision, Team work in Special clinic, Organization of training programs, Guidance in research, Administrative |
| 11 | Speech Language Pathologist Gr-I | Clinical supervision, team work in Special clinic, Organization of training programs |
| 12 | Research officer | To carry out and conduct/ Guide research in the area of communication disorders, Clinical supervision, team members in Special clinic, Organization of training programs, |
| 13 | Clinical Supervisor | Clinical supervision, team work in Special clinic, Organization of training programs |
| 14 | Clinical Assistant | Teaching/Training students, Administrative, Team work in Special clinic, Organization of training programs, Maintenance of equipments. |
| 15 | Speech Language Pathologists Gr-II | Clinical Training students, Administrative, Team member in Special clinic, Organization of training programs, Maintenance of equipments. |
| 16 | Research Assistant | To carry out/assist to conduct clinical research in the field of communication disorders |
| 17 | Medical Social Worker | Counseling persons with communication disorders, carrying out public educational activities related to facilities and concession. |
| 18 | Assistant Medical Records Officer | To carry out new registration, to maintain medical records, maintaining database |
| 19 | Lower Division Clerk/ Clerk cum typist  (Outsourced staff) | Clerical and stenographic work |
| 20 | Clinical Attendant / Attender | Maintaining cleanliness in the department, circulating and traversing documents in the institute, dusting and maintaining the equipments/computers, assisting in record keeping. |
| 21 | Physiotherapist (Outsourced staff) | Team member in Special clinic, Client oriented assessment and management of gross motor function. |
| 22 | Occupational Therapist (Outsources staff) | Team member in Special clinic, Client oriented assessment and management of motor functions for day-to-day activities. |
| **Department of Material Development** | | |
| 23 | Artist-Cum-Photographer | Planning and Scheduling received work orders.  Handling work related to Photography & Videography. |
| 24 | Assistant Grade III | Handling work related to Printing & Scanning  Maintenance of records related to department activities  Monitoring of equipments and reporting about working condition  Maintenance of data backups  Monitoring customer feedback  Assisting in organizing the departmental activities and assist to HOD |
| 25 | Graphic Designer  (Outsourced staff) | Designing visual art  Illustrating computer graphics/sketching  Maintenance of records and material for designing  Help in organizing the departmental activities and assist to HOD |
| 26 | Junior Technical Writer  (Outsourced staff) | Development of content & Modification of requested materials  Translation work  Documentation and assist to HOD |
| 27 | Lower Division Clerk  (Outsourced staff) | Assisting HOD in drafting correspondence work.  Typing work and preparation of Monthly & Annual Report  Purchase request preparation  Maintenances of required consumables for department  Documentation and assist to HOD & Photographer |
| **Department of ENT** | | |
| 28 | Professor of ENT | To conduct a clinical Examination, record findings, investigate, diagnose  To conduct operations on the required patients  To conduct post operative rounds and advise suitably for post operative follow up.  To write the treatment plane and post operative instructions  To decide if patient needs any other inter departmental references  To discharge the patients  To do tests of vertigo including electronystagmoraphy  To offer theory and practical training to students.  To organize workshops seminars or invited lecturers on vertigo  To offer both long term and short term training programmes |
| 29 | HOD-Professor of ENT | To conduct a clinical Examination, record findings, investigate, diagnose  To conduct operations on the required patients  To conduct post operative rounds and advise suitably for post operative follow up.  To write the treatment plane and post operative instructions  To decide if patient needs any other inter departmental references  To discharge the patients  To do tests of vertigo including electronystagmoraphy  To offer theory and practical training to students.  To organize workshops seminars or invited lecturers on vertigo  To offer both long term and short term training programmes  AS HEAD OF THE DEPARTMENT  To carryout day today administration work  To Provide Inputs about equipment and personnel required for ENT Diagnostic & operative services.  To finalize the list of patients to be operated on a particular day  To monitor if the investigations and candidacy of surgery are met.  To teach UG and PG students at the Institute.  To finalize the list of indents of the Dept. Equipments, Accessories, Furniture, Non consumable and consumable indents like medicines etc. |
| 30 | Associate Professor of ENT | To conduct a clinical Examination, record findings, investigate, diagnose  To conduct operations on the required patients  To conduct post operative rounds and advise suitably for post operative follow up.  To write the treatment plane and post operative instructions  To decide if patient needs any other inter departmental references  To discharge the patients  To do tests of vertigo including Electronystagmoraphy  To offer theory and practical training to students.  To organize workshops seminars or invited lecturers on vertigo  To offer both long term and short term training programmes |
| 31 | Lecturer in ENT  (Contract) | To conduct a clinical Examination, record findings, investigate, Diagnose  To Provide medical management  To conduct Operations  To Provide follow up for patients  To be a part of team of Diagnostic camp  To examine patients with symptoms of vertigo  To plan and order for relevant investigations  To provide medical and or surgical management  To offer theory and practical training to students  To organize workshops/ seminars or invited lectures on vertigo  To offer both long term and short term training programmes. |
| 32 | Staff Nurse | Pre operative preparation of patient for surgery  To arrange equipment aseptic techniques for Diagnostic procedure, surgical procedure, special clinics, camps and wound dressings  To provide pre and post operative care to the patients and administer sedation to pediatric patients undergoing Audiological evaluation test.  To provide sterilization of diagnostic equipment by autoclaving methods. To maintain the hygiene at the department  To procure indents(Quarterly, half yearly, Annually) maintaining the Accounts, Stock verifications of technical Equipments, Furniture, medicine, linen  To process work orders for Electricals, Electronics and Engineering work.  To record vital Science  To maintain the working of equipment  To give appointments to patients for vertigo evaluation  To procure hard copy of reports  To maintain Diagnostic wise Statistics. |
| 33 | Assistant Gr. II | To maintain clinical register in department.  To fill in certificate format for physically handicapped certificate, railway concession certificate, medical certificate.  To provide typing assistances for official correspondences.  To maintain diagnostics statistics  To maintain language statistics of patients. |
| **Library and Information Centre** | | |
| 35 | Library & Information Officer | Overall management of Library and Information Center,  Product Development Cell and Transparency officer (RTI Cell).  Any other work assigned by the Director. |
| 36 | Asst. Library & Information Officer | Overall management of Library and Information Center in the absence of LIO.  In-charge, Acquisition Section, Information Processing Section & In-house publication section.  Preparation of various library statistics.  Updating and taking backup of catalogue module of LMS.  Display of new arrivals.  Book circulation.  Shelf rectification  ISO implementation.  Data backup of the issued books details of LMS.  Purchased book CD-ROMs & their web portal uploading.  Conducting of Library Advisory Council Meetings.  Conducting of internal meetings & preparation of minutes.  Book stock verification.  Any other work assigned by the LIO. |
| 37 | Senior Library & Information Assistant (1) | In-charge of serial management including bound volumes and online databases.  In-charge of language laboratory.  Book circulation.  Shelf rectification.  In-charge of ISBN  Data backup of the issued books details of LMS.  Binding.  Maintenance  Furniture & equipment  Building  Books & journals (including binding)  Monitoring access to subscribed e-resources.  Any other work assigned by the LIO. |
| 38 | Senior Library & Information Assistant(2) | Overall management of the Product Development Cell in the absence of In-charge Product Development Cell.  Assistance in Product Development Cell Work.  Updating and taking backup of digital repository module.  Assistance in preparation of annual report.  Book circulation.  Data backup of issued book details of LMS.  Overall management of LMS.  Overall management of digital repository.  Overall management of library portal.  Conducting workshop/library orientation/conferences.  Custodian of all the purchased software applications by maintaining a register.  Any other work assigned by the LIO. |
| 39 | Assistant Grade III (Library) | In-charge of circulation section.  Membership management.  Updation of member module of LMS.  Management of attendance register.  Management of monthly report, e-mail reminder etc.  Data backup of member module of LMS.  Shelf rectification.  Any other work assigned by the LIO. |
| **Department of POCD** | | |
| 40 | Head & Professor, Dept. of POCD | Overall administration of the Department.  To assign duties to the staff of the department and provide regular feedback.  Appraise the staff members for performance and skills and thereby providing appropriate training.  Conducting departmental meetings.  To ensure purchase and maintenance of instruments and tests.  Preparation, maintenance, updating and retention of records of the department  Implement quality system as applicable to respective function  To ensure safe and healthy work environment.  Initiate action to prevent the occurrence of any non-conformities relating to product, services, process and quality system and also provide solutions through designated channels.  Taking appropriate corrective and preventive action along with root-cause analysis for the non-conformances and customer complaints, reported in the department and recording the same.  Providing framework for initiating continual improvement programs in the department.  Maintaining trends in quality, operational performance and current quality levels in line with institute plan elements in their respective functions. |
| 41 | Associate Professor of Audiology | Organize primary prevention activities of the department in consultation with the head, including street play, rally, radio talks etc.  Facilitate in preparation of public education material on communication disorders.  Supervision and monitoring of all the departmental activities and ensuring that test protocols are followed and executed.  Revising and optimizing of screening protocols for Hearing and Speech-Language disorders.  Facilitate in organizing conferences/ seminars/ workshops/ symposium for the department and also actively participate as a resource persons/invited speaker/guest lecturer in the institute and outside the institute.  Preparing research papers for presentation/publication and actively involved in Intramural/extramural projects, if any  Guiding and training the students and staff members while carrying out the various tests for screening, assessment, management and appropriate recommendation.  To facilitate in the preparation of new extension centers/unit for clinical and research purpose in consultation with the Head of the department.  Supervising the therapy cases, Optimizing therapy plans and time schedule for therapy cases at OSCs of the Institute.  Monitoring the statistics of the different activities carried out in the department.  To take up in charge duties in the absence of HOD and to assist HOD to carry out the department activities  Any other duties assigned by the Director/HOD from time to time |
| 42 | Audiologist/Speech Language Pathologist Gr.II | Supervising the therapy cases, Optimizing therapy plans and time schedule for therapy cases at OSCs of the Institute.  Monitoring the statistics of the different activities carried out in the department.  To take up in charge duties in the absence of HOD and to assist HOD to carry out the department activities  Any other duties assigned by the Director/HOD from time to time |
| 43 | ENT Specialist (Outsourced staff) | Examination of ear, nose and throat for the clients registered  Proper assessment and guidance to the individuals with problems  Appropriate recommendations and guidance for any additional evaluations, if required.  Prescription of medications and recommendation for surgery, if indicated  Involved in infant and school screening activities of the department  Taking part in camp activities organized by the department/Institute  Any other duties assigned by the HOD from time to time |
| 44  45 | Speech Language Pathologist Gr. I  (Contract)  Audiologist Gr. I  (Contract) | Orienting the public and various professionals related to communication disorders  Preparation and distribution of Public education material and maintaining its stock  Performing various screening activities that includes Newborn/infant screening, school screening, screening elder citizens and industrial employees and follow up  Assessment and rehabilitation through follow up program at the institute as well as in NBS and OSCs  Clinical training, monitoring and guidance of students posted in the department and in OSCs  Prescription & issue of hearing aids, counselling clients on hearing aid use and care  Maintenance of hearing aid stock/distribution at OSCs  Maintenance of documentation/records of all the clinical activities (assigned) & maintained including therapy sessions of clients.  Regular stock verification and maintenance of equipment in terms of periodic objective calibration, biologic calibration, and/or repair.  Updating of database for all the clinical activities - Maintenance of statistics and preparation of reports  Carrying out the research activities and Publication of data under the guidance/supervision  Any other duties assigned by the HOD from time to time. |
| 46  47 | Audiologist Gr. II  (Contract)  Speech Language Pathologist Gr. II  (Contract) | Involved in carrying out all the clinical activities of the department and in OSCs  Assisting in preparation of PEPs and Slides for orientation programs  Assist in monitoring the clinical activities carried out in the NBS centers  Arranging and carrying out the orientation program for different target groups  Preparation and documentation of weekly, monthly and annual report.  Verification and back-up of data from NBS centers.  Assist in maintenance of equipment in terms of periodic objective calibration, biologic calibration, and or repair and the stock verification in NBS centers  Maintenance of documentation/records of all the clinical activities (assigned) & maintained including therapy sessions of clients.  Any other duties assigned by the HOD from time to time |
| 48 | Assistant Gr. III | Assisting the head of the department in administrative work.  Compilation and documentation of monthly, half-yearly and annual statistics of the department.  Coordinating departmental and NBS centers’ meetings and preparation of minutes.  Receiving, circulating and dispatching of office correspondence/ circulars  Verification and maintenance of the staff attendance, leave letters, travel allowances and suppliers advance related.  Provide stenographical assistance for various activities of the department.  Maintenance of records and registers in the department  Any other duties assigned by the Director/HOD. |
| **Department of Speech Language Sciences** | | |
| 49 | Professor | Planning and execution of different activities of the department  Maintenance of attendance, leave statement, supervision of all the departmental activities, certifying travel allowance, preparation of department monthly/annually report/RE-BE/five year plans  Supervision of program schedule – orientation programs, workshops / purchase indents/serving in committees, attending meetings (within & outside AIISH)  Conducting periodic department meetings  Teaching UG and PG students  Guiding master’s dissertation  Guiding doctoral candidates  Conducting research projects with extramural and mural funding  Guiding students and young researchers for conferences/symposia.  Supervision of clients with communication disorders in outpatient department (OPD)  Officiating as chairperson for various committees during various programs and events conducted by institute  Serving as external examiner and question paper setter for various university examinations  Conducting test & assignments, student evaluation, maintenance of attendance, submitting IA etc. |
| 50 | Associate Professor (1) | Teaching UG and PG students  Conducting research projects with extramural and mural funding  Guiding students and young researchers for conferences/symposia.  Supervision of clients with communication disorders in outpatient department (OPD)  Supervision of therapy activities for clients with communication disorders  Officiating as chairperson for various committees during various programs and events conducted by institute  Serving as external examiner and question paper setter for various university examinations  Guiding Clinical conference and Journal club  Other administrative/academic/corporate-social responsibilities delegated by the authority(ies) from time-to-time |
| 51 | Associate Professor(2) | Teaching Under Graduate and Post Graduate students  Guiding master’s dissertation  Conducting research projects with extramural and Intramural funding  Guiding students and young researchers for conferences/symposia.  Supervision of clients with communication disorders in OPD -  Supervision of therapy activities for clients with communication disorders  Serving as an internal and external examiner for various universities  Officiating as chairperson / member secretary / member for various committees during various programs and events conducted by institute time to time.  Guiding Clinical conference and Journal club  Chairperson of Unit for Human Genetic Lab |
| 52 | Associate Professor(3) | Overall in-charge of functioning of the department  Teaching Under Graduate and Post Graduate students  Guiding master’s dissertation  Conducting research projects with extramural and Intramural funding  Guiding students and young researchers for conferences/symposia.  Supervision of clients with communication disorders in OPD -  Supervision of therapy activities for clients with communication disorders  Serving as an internal and external examiner for mother university and for various universities  Officiating as chairperson / member secretary / member for various committees during various programs and events conducted by institute time to time.  Guiding Clinical conference and Journal club  Assisting the activities of voice clinic and Organizing voice care orientation program for prospective teachers  Assisting in activities of UHG  Few other duties assigned by director from time to time. |
| 53 | Reader | Teaching UG and PG students  Guiding master’s dissertation students  Conducting research projects with extramural and mural funding  Guiding students and young researchers for conferences/symposia.  Supervision of clients with communication disorders in OPD  Supervision of therapy activities for clients with communication disorders  Officiating as chairperson/member secretary for various committees during various programs and events conducted by institute  Serving as external examiner and question paper setter for various university examinations  Conducting orientation programs for the public and specialized target population on professional voice related issues  Commemorating and organizing public rallies to create awareness on professional voice related issues on world voice day-every year.  Developing handouts/pamphlets for the public on professional voice related issues and developing self learning materials for clinical training for UG and PG students during departmental postings  Analyzing and preparing documents pertaining to forensic speaker verification task as a part of consultancy work  NSS- incharge |
| 54 | Assistant Professor | Teaching UG & PG.  Working with students and young researchers for conferences/symposia.  Supervision of clients with communication disorders in OPD  Supervision of therapy activities for clients with communication disorders  Supervision of therapy activities for UG and PG student clinicians  Officiating as chairperson/member secretary for various committees during various programs and events conducted by institute  Serving as external examiner and question paper setter for various university examinations  Assisting in activities of clinical services |
| 55 | Scientist ‘B’ | Carrying our research projects and developing products for assessment and therapy  Assisting in AAC activities |
| 56 | SLP Gr. II | Nominated at nodal officer of OLI for Dept of SLS  Maintenance of student attendance  Compilation of client statistics and students statistics  Assisting in department workshops and seminars  Preparation of PRFs for the procurement of instruments for all the quarters.  Attended meetings & arranging labs on account VIP visits.  Assisting in preparation of RE-BE .  Assisted in arranging the display materials for various exhibition  Assisting in compilation on clinical IA marks of UG and PG students  Assisting and co-ordinating the regular maintenance and repair of equipments by dept. of electronics  Checking the features of equipments and softwares for certification  Collecting/ compiling/ recording/ transferring speech samples of for department faculty for usage in Practical session  Assisting in ISO paper work |
| 57 | Lecturer (Contract) | Teaching UG / DHLS students  Writing research projects with mural funding  Supervision of clients with communication disorders in OPD (Half a day/Week)  Supervision of therapy activities for clients with communication disorders  Therapy Supervision/ Vigilance for One and half days per week.  Other responsibilities allotted by Head of the department  Other responsibilities allotted by Director such as Invigilation duties during exams.  Assisting in ISO paper work |
| 58 | Scientist ‘E’ | Teaching UG students  Assisting the Chairperson / Committee in the establishment and infrastructure development of the UHG lab  Training of MLT and Research personnel in regular lab practices.  Publishing research work in national and international journals.  Conducting research under the various projects in the area of speech and hearing that are taken up by the Institute.  Is a Co-Investigator for both intramural and extramural funded projects.  Supervising the work from various projects at unit on day to day basis. |
| **Department of Special Education** | | |
| 59 | HOD - Associate Professor | Liaison authority between Director and other departments  Overall administration of the department  Ensuring smooth functioning of the department  Authorized person for official activities  Accountability for material and smooth transaction  Planner and implementer of concepts, ideas and strategies  Improvement and up-gradation of new programs  Carrying out additional responsibilities as per requirements  Taking corrective and prevention measures  Authorize for risk categorization and review action |
| 62 | Readers | Teaching and facilitation knowledge  Supervising and guiding students practicum  Guiding students to carry out research and report publication  Serving as a supervisor, coordinator  Providing educational services to children with special needs  Serving as a resource person  Coordinating workshop and seminars  Serving a HOD in-charge in the absence of HOD  Carrying out additional responsibilities as per requirement |
| 63 | Special Educators | Providing special training to children with communication disorders  Implementing works assigned by higher authorities  Serving as in-charge of different services like [aren’t-infant program (PIP), preschool parent empowerment programs (PPEP), curricular support services (CSS) and individualized educational programs (IEP), co-curricular activities etc.  Developing different teaching materials required for training children with communication disorders  Organizing and conducting cultural programs, sports activities, Olympics, special events for children in collaboration with other institute and organization.  Providing PIP, CSS and PPEP sessions to children, as per the requirement.  Imparting outreach services to children with communication disorder in inclusive set up.  Conducting staff enrichment programs and parent empowerment programs.  Serving as resource persons for different seminars/ workshops conducted by different organizations. |
| 64 | Assistant Grade III | Documentation  Clerical and stenographic works within assigned by the HOD and other staff in the Department |
| 65 | Reader  (Contract) | Teaching and facilitation knowledge  Supervising and guiding students practicum  Guiding students to carry out research and report publication  Serving as a supervisor, coordinator  Providing educational services to children with special needs  Serving as a resource person  Coordinating workshop and seminars  Serving a HOD in-charge in the absence of HOD  Carrying out additional responsibilities as per requirement |
| 66 | Lecturer  (Contract) | Taking classes  Supervision of student practicum  Guiding students for research  Conducting research  Providing educational services to children with special needs  Serving as a resource person  Coordinating workshop and seminars  Assisting in administrative duties  carrying out additional responsibilities as per requirements |
| 67 | Research officers  (Contract) | Carrying out research as per the investigators guidelines  Providing educational services to children with special needs  Assisting in administrative duties  carrying out additional responsibilities as per requirements |
| **Department of TCPD** | | |
| 68 | HOD - Associate Professor | Policy making, processing and procurement of grants and infrastructure, administration of the center  Planning of all activities of TCPD  Monitoring activities of TCPD  Supervision of tele-assessment and tele-intervention to cases  Guiding and finalising evidence based resource materials, assessment and intervention methods for Tele-services and translation of the same to different languages  Maintenance of TCPD website and Helpline for Persons with Parkinson’s disease  Counseling patients and caregivers regarding tele-services available at TCPD and the procedures to avail the services with the help of brochure.  Preparation of RE-BE, Purchase indents, EC Agenda proposals, SFC Agenda proposals pertaining to TCPD  Assign roles and responsibilities to staff of TCPD  Any other duties assigned by the Director of the institute |
| 69 | Clinical Supervisor | Providing tele-assessment and tele-intervention to cases as required to the hospitals/doorsteps of the cases.  Developing evidence based resource materials, assessment and intervention methods for Tele-services and translation of the same to different languages under the guidance of the Head-TCPD  Monitoring the maintenance of TCPD website and Helpline for Persons with Parkinson’s disease  Maintaining documents for Tele-assessment, Tele-intervention, Discharge/Referral of persons with communication disorders for each case (Case report (for VC cases), Tele Skype register (online), daily dairy, lesson plan, Tele-assessment format, Discharge summary, clinical work schedule each month and filing in the respective file etc. )  Maintaining the clinical work schedule and filing it monthly  Developing individualized resource materials for each case and maintaining  Maintaining audio-visual database(recorded sessions) of the cases  Collecting feedback from the case/caregiver and compiling the same once in two months  Maintaining backup in the hard disc (every month). |
| 70 | Speech Language Pathologist Gr. I  (Contract) | Providing tele-assessment and tele-intervention to cases as required to the hospitals/doorsteps of the cases.  Developing evidence based resource materials, assessment and intervention methods for Tele-services  Maintaining referral slips  Maintaining counseling register in hard copy and soft copy  Maintaining official e-mails (telecenteraiish@gmail.com, aiishtelecenter@gmail.com)  (Labelling, replying within 2 working days, sending across consent forms, undertaking format and updating the same)  Maintaining documents for Tele-assessment, Tele-intervention, Discharge/Referral of persons with communication disorders for each case (Case report (for VC cases), Tele Skype register (online), daily dairy, lesson plan, Tele-assessment format, Discharge summary, clinical work schedule each month and filing in the respective file etc. )  Maintaining the clinical work schedule and filing it monthly  Developing individualized resource materials for each case and maintaining  Maintaining audio-visual database(recorded sessions) of the cases  Collecting feedback from the case/caregiver and compiling the same once in two months  Maintaining backup in the hard disc (every month).  Purchase Indents preparation, maintaining stock etc |
| 71 | Assistant Professor in Audiology | Guidance on developing resource materials with respect to amplification devices and listening training.  Contribution for the translation of resource materials |
| 72 | Executive Assistant Gr.II | Preparation of RE-BE  Arrangements for visit of eminent personalities (PPTs, display boards, Tele-sessions etc.)  Preparation of statistics for monthly report and inputs for Annual report, providing the same information to the concerned.  Indenting for maintenance and upgrading of the infrastructure of TCPD  Follow-up of the process of purchase  Maintaining the back up of all the documents related to TCPD  Maintenance of ISO records, files and documents and providing inputs for MRM, Internal audit, External audit.  Preparation of report and ppt for Peer evaluation  Attending/holding monthly meetings and maintaining the meeting minutes  Regular maintenance of the documents related to stock of furniture and equipment in TCPD.  Official Language implementation activities. |
| **Department of Speech Language Pathology** | | |
| 73 | Professor of Speech Pathology | Overall administration of the Department.  To assign duties to the staff of the department and provide regular feedback.  Appraise the staff members for performance and skills and thereby providing appropriate training.  Conducting departmental meetings.  To ensure purchase and maintenance of instruments and tests.  Preparation, maintenance, updating and retention of records of the department  Implement quality system as applicable to respective function  To ensure safe and healthy work environment.  Initiate action to prevent the occurrence of any non conformities relating to product, services, process and quality system and also provide solutions through designated channels.  Taking appropriate corrective and Preventive action along with root cause analysis for the non-conformances and customer complaints, reported in the department and recording the same.  Providing framework for initiating continual improvement programs in the department.  Maintaining trends in quality, operational performance and current quality levels in line with institute plan elements in their respective functions.  Setting up / developing practicum and ensuring quality control for all the students enrolled into the UG, PG and Ph.D/post-doctoral programs.  Identification of training needs for the subordinates and ensuring training of personnel in the respective department / Sections.  Coordinate responsibilities of theory and practical classes in consultation with academic section  Facilitate organization of seminars/workshops/conferences/ symposiums and staff/faculty updating programs .  Facilitate mentoring and monitoring of students enrolled into UG, PG, Ph.D and Post-Doctoral programs.  Coordinate activities related to affiliation and inspection of various programs of the department.  Coordinate intramural and extramural research activities of the department.  Promoting scientific publications and presentation at national and international level.  Regular review of progress made on the research activities conducted in the department  Coordinate with DCS to provide clinical services to the stake holders and continuous assessment of the students |
| 74 | Associate Professor of Language Pathology | Teaching/ training students enrolled into various academic programs of the institute in theoretical and practical aspects.  Serve as member of various academic/research/clinical bodies across various organization/institutions in the field of communication disorders.  Serve as expert member of various academic/research/clinical bodies at the institutional and national level  Provide guidance to students for their academic activities such as CC & JC.  Provide guidance and carry out periodic assessment of students for their academic and clinical activities.  Organize and participate in various seminars/ conferences/workshops/ symposiums and faculty enrichment programs organized by the department.  Mentoring and monitoring Graduate, Post Graduate, Ph.D and post-doctoral candidates in their research activities.  Serve as investigator in intramural and extramural funded projects. .  Publication and presentation of research papers in national and international levels.  Serve as a consultant/ resource person to various organizations/institutions in the field of speech-language pathology.  Serve as a member/chairperson of various administrative committees at the institutional level.  Communicate any issues related to the department activity to the HOD  Update the status of work assigned on time to time basis to the HOD  Other administrative responsibilities as assigned by the HOD  Any other duties as assigned by the Director of the institute or by the HOD |
| 75 | Prosthodontic Technician | *Offer prosthodontic services to clients seeking services in the unit for structural and orofacial anomalies.*  *Any other responsibility assigned by the Chairperson of the special clinic/ HOD/ Director* |
| 76 | Speech Language Pathologist Gr. II | *Coordinating the various clinical based research activities in the laboratories of the department.*  *Coordinating in strengthening the clinical infrastructure and resources of the labs of the department.*  *Coordinating the execution of various proposed plans of the department.*  *Preparation, preservation and retention of various department documents.*  *Orientation of various professionals posted in the department as part of short term training programs.*  *Conduct practical classes for students posted in the department.*  *Consultation and guidance to persons with communication disorders as member of special clinics.*  *Updation and maintenance of the stock of the department.*  *Contribute to research activities of the department and serve as investigator in the research projects.*  *Assist HOD in all department activities.*  *Any other responsibilities as assigned by the HOD /Director* |
| **Internship Cell** | | |
| 77 | Reader | Overall supervision of the activities of internship Unit.  Giving orientation to students about guidelines of internship.  Correspondence to centres and coordinator(s) of NPPCD with copies to all the concerned officials in Ministries of the central and state governments regarding the posting schedule of internship students.  Supervising the preparation of Internship postings.  Regular follow up and monitoring of students posted outside AIISH regarding the nature of work, records, schedule, travel, facilities provided, other issues, etc.  Communicating with parents/ guardian regarding issue/s related to their ward reg. postings.  Supervising the compilation of monthly attendance & leave statement of students for payment of stipend.  Providing appropriate solutions to grievances of internship students.  Overall supervision of the activities of Placement Cell.  Establishing communication with organizations/ centres for garner information regarding job vacancies.  Maintaining the database of students enrolled in Placement cell and informing them regarding the job opportunities according to their preference from time to time.  Correspondence with the agency and forwards the details of the suitable candidates meeting their criteria.  Contacting the advertisers of job requirements in the media (web/ newspaper) for a Speech Language Pathologist/therapist, Audiologist, Audiometrician or Special educator with the approval of the Director.  Organizing Campus Interview  Organizing guest lectures and orientation programs regarding the Companies and job opportunities. |
| 78  79 | Speech Language Pathologist Gr. II  Audiologist Gr. II | Providing assistance to Internship coordinator in matters related to Internship.  Assistance in correspondence to centres and coordinator(s) of NPPCD with copies to all the concerned officials in Ministries of the central and state governments regarding the posting schedule of internship students.  Assistance in the preparation of Internship postings.  Assistance in regular follow up and monitoring of students posted outside AIISH regarding the nature of work, records, schedule, travel, facilities provided, other issues, etc.  Assistance in communicating with parents/ guardian regarding issue/s related to their ward reg. postings.  Compilation of monthly attendance & leave statement of students for payment of stipend.  Assistance in providing appropriate solutions to grievances of internship students.  Providing assistance to Placement Cell In-charge in matters related to Placement Cell.  Providing assistance in  Establishing communication with organizations/ centres for garner information regarding job vacancies.  Maintaining the database of students enrolled in Placement cell and informing them regarding the job opportunities according to their preference from time to time.  Correspondence with the agency and forwards the details of the suitable candidates meeting their criteria.  Contacting the advertisers of job requirements in the media (web/ newspaper) for a Speech Language Pathologist/therapist, Audiologist, Audiometrician or Special educator with the approval of the Director.  Organizing Campus Interview  Organizing guest lectures and orientation programs regarding the Companies and job opportunities. |
| **Department of Audiology** | | |
| 80 | Professor of Audiology/Associate Professor/Reader in Audiology | Setting up / Developing curriculum and ensuring quality control for all the UG & PG students  Conducting departmental meetings  Conducting periodic need based assessment of graduates and post graduates students  Analyzing the staff members in terms of knowledge and skills and also their performance thereby providing appropriate training.  Formulating and recommending any short term course for the staff members in consultation with the head of the institution to equip sufficiently and efficiently.  Class/Research – conference/dissertation/Thesis  Identification of training needs for their subordinates and ensuring training of personnel in the respective department / Sections.  Member of Management Review Meeting.  Maintaining quality records of the department.  Calibration of all instruments, test equipments and Maintaining records.  Implement quality system as applicable to respective function.  Initiate action to prevent the occurrence of any non conformities relating to product, services, process and quality system and also provide solutions through designated channels.  Taking appropriate corrective and Preventive action along with root cause analysis for the non-conformances and customer complaints, reported in the department and recoding the same.  Providing framework for initiating continual improvement programs in their department.  Maintaining trends in quality, operational performance and current quality levels in line with institute plan elements in their respective functions.  Enable / connect the students and or staff members to actively participate in research  Provide research guidance and supervision in respect of all components of the specified area  Suggest and guide the students and staff members for participation in conferences, seminars and other colloquium of relevance and for paper presentations.  Regularly follow up and monitor the progress made on the research in the department  Overall directing, planning, execution and supervision of the functioning of the Section concerned.  Providing regular feed back to staff of Section for the smooth functioning and maintenance of Section.  To conduct regular meetings within the department and with the Head of the institution for smooth functioning of the activities  To process for purchase of new equipment/material to the department and ensure maintenance and service issues of new and existing equipments  To ensure safe and healthy work environment  To assign duties to the staff of the department and providing regular feedback |
| 81 | Professor of Audiology | Can be head of a Department  Supervision of students while they handle patients.  Supervision of records maintained by students.  Committee member – Short/Long term  Preparation of Revised estimate of Budget, Annual Plan,  Organizing short term training courses workshops/Seminars.  Printing of materials for the departmental activities.  Placing purchase indents for purchase of equipments and materials for the department.  Any other duties assigned by the Director/HOD from time to time |
| 82 | Associate Professor/Reader in Audiology | Supervision of students while they handle patients.  Supervision of records maintained by students  Committee member – Short/Long term  Preparation of Revised estimate of Budget, Annual Plan,  Performance budget  Organizing short term training courses workshops/Seminars.  Printing of materials for the departmental activities.  Placing purchase indents for purchase of equipments and materials for the department.  Correspondence for purchase of materials developed at AIISH.  Any other duties assigned by the Director/HOD from time to time |
| 83 | Assistant Professor in Audiology | Supervision of students while they handle patients.  Supervision of records maintained by students  Committee member – Short/Long term  Preparation of Student roster  Compilation of student attendance  Case correspondence  Reply to parliamentary questions raised during zero hour  Calibration of equipments.  Preparation of Revised estimate of Budget, Annual Plan,  Preparation of Monthly report, half yearly report, Annual report and University report.  Performance budget  Maintenance of allied students’ and outside students’ postings and attendance.  Organizing short term training courses workshops/Seminars.  Printing of materials for the departmental activities.  Placing purchase indents for purchase of equipments and materials for the department.  Correspondence for purchase of materials developed at AIISH.  Any other duties assigned by the Director/HOD from time to time |
| 84 | Audiologist Gr. I | Supervision of students while they handle patients.  Supervision of records maintained by students  Supervision of students from allied professions  Committee member – Short/Long term  Preparation of Student roster  Compilation of student attendance  Case correspondence  Calibration of equipments.  Preparation of Monthly report, half yearly report, Annual report and University report.  Maintenance of allied students’ and outside students’ postings and attendance.  Organizing short term training courses/workshops/Seminars.  Printing of materials for the departmental activities.  Placing purchase indents for purchase of equipments and materials for the department.  Correspondence for purchase of materials developed at AIISH.  Any other duties assigned by the Director/HOD from time to time |
| 85 | Clinical Supervisor | Supervision of students while they handle patients.  Supervision of records maintained by students  Supervision of students from allied professions  Committee member – Short/Long term  Preparation of Student roster  Compilation of student attendance  Case correspondence  Calibration of equipments.  Supervision of Monthly report, half yearly report, Annual report and University report.  Organizing short term training courses/workshops/Seminars.  Printing of materials for the departmental activities.  Placing purchase indents for purchase of equipments and materials for the department.  Correspondence for purchase of materials developed at AIISH.  Any other duties assigned by the Director/HOD from time to time |
| 86 | Audiologist Grade II | Supervision of students while they handle patients.  Supervision of records maintained by students  Supervision of students from allied professions  Committee member – Short/Long term  Preparation of Student roster  Compilation of student attendance  Case correspondence  Calibration of equipments.  Preparation of Monthly report, half yearly report, Annual report and University report.  Organizing short term training courses/workshops/Seminars.  Printing of materials for the departmental activities.  Placing purchase indents for purchase of equipments and materials for the department.  Correspondence for purchase of materials developed at AIISH.  Any other duties assigned by the Director/HOD from time to time |
| 87 | Stenographer Gr. II | Assisting in carrying out the activities of the department.  Compilation of monthly statistics of the department.  Assisting in preparation of half yearly report, Annual report and University report.  Assisting in typing, translation of departmental materials.  Assisting in compilation of student attendance.  Any other duties assigned by the Director/HOD from time to time |
| 88 | Prosthetic Dental Mechanic | Guiding and training the students for appropriate ear mould impression taking and preparation of the molds.  Training the students and assisting in preparation of ear plugs and swimmers ear plugs.  Supervision of students and preparation of ear molds in Ear molds section.  Guiding and training the students for appropriate ear mould impression taking and preparation of the molds.  Training the students and assisting in preparation of ear plugs and swimmers ear plugs.  Supervision of monthly statistics of Ear moulds Section.  Purchase and maintenance of consumable and non-consumable materials required for preparation of ear molds. |
| 89 | Earmold Technician | Guiding and training the students for appropriate ear mould impression taking and preparation of the molds.  Training the students and assisting in preparation of ear plugs and swimmers ear plugs.  Supervision of students and preparation of ear molds in Ear molds section.  Guiding and training the students for appropriate ear mould impression taking and preparation of the molds.  Training the students and assisting in preparation of ear plugs and swimmers ear plugs.  Monthly statistics of Ear moulds Section.  Purchase and maintenance of consumable and non-consumable materials required for preparation of ear molds. |
| 90 | Laboratory Assistant | Arranging the case files in the order and maintaining smooth flow of clients for hearing aid testing.  Giving appointment and maintaining case files that have been given appointment for other days.  Maintaining account of the accessories issued to and returned by students.  Entering receipt of testing charges and certificates issued.  Doing Monthly statistics of section. |
| **Academic Section** | | |
| 91 | Academic Coordinator | Strong leadership quality. Knowledge Transfer, Staff management, Financial Management, Assuring work quality, Dictation of Terms and Conditions to the staff of the section, Excellent communication skills, Ability to manage a number of competing demands, Excellent delegation skills, Flexibility and adaptation to changing circumstances, Willingness and ability to exercise judgment and to take risks, Monitoring staff work. |
| 92 | Registrar | Dictation of terms & conditions, Monitor staff work, Ensuring time schedule, Delegation skills, Monitor staff work, Flexibility and adaptation, Framing of terms and conditions, Ensuring quality work, Finance management and administrative skills, Excellent communication skills, Ability to manage a number of competing demands, Liasoning with University / RCI. |
| 93 | Assistant Registrar | Ensuring time schedule, Ability to manage a number of competing demands, Framing of terms and conditions, Finance management and administrative skills, Liasoning with RCI / Examination authority. |
| 94 | Upper Division Clerk | All the matters related to Diploma programs of AIISH and 8 other DHLS centres viz., Admission, examination, viva, time table IA marks etc.  RCI affiliation related to Diploma programs and other study centres  Preparation of Merit list for non-entrance based programmes  Diploma attendance and stipend  DHLS annual coordinators meeting correspondence and proceedings  Diploma theory and practical examination correspondence  All correspondence related to DHLS study centres  DHLS study centre CPC correspondence  Diploma / UG / PG students correspondence viz., RCI / TC / BC / CC  Diploma application fee received from study centres in the form to be corresponded to Reception after entry  Compliance reports for RCI for Diploma programmes  Typing assistance to Assistant Registrar |
| 95 | Upper Division Clerk | **PG Programmes (including PG diplomas):**  Uploading examination entries on UOM website  Uploading of CBCS marks on UOM website  Consolidation of C1 & C2 marks and attendance  BOS & BOE related matters  Conduct of PG entrance examination, all related work pertaining to PG examinations  Admission work viz., preparation of selection list, selection committee meeting related work, counseling, fee challan preparation, UOM admission related matters, etc.,  PG Admission related matters, Student database  PG Examination related matters  Conducting of clinical viva (PG/PGD)  Uploading of IA Marks (PG)  Dissertation / project related matters: Research Proposals presentation, et.,  Correspondence with UOM (PG programmes related).  Liaison with UOM / follow up of matter at UOM  Updating of admission register, fee register, issue of syllabus to students  Any other matter as may be assigned by Academic Coordinator / Registrar from time to time. |
| 96 | Stenographer Gr. III | DAK Management System – status of letters/students requests. All dak from Director’s office pertaining to academic section/student requests will be centralized and received and maintained the details regarding the receipt, interim status and its disposal.  Maintenance of leave register, monthly leaves statement.  Seminar / Mini Seminar / Knowledge Park Seminar Hall roaster.  Display of documents in Notice Boards and maintenance.  Note regarding suspension of classes, classroom allotment.  OLI quarterly Report.  Maintaining file with forms – No Dues, Student Request Form, CL, EL, Joining Report, Medical certificate etc.  Prospectus  Entrance Examination  Time Table preparation (UG/PG)  Monthly Biometric Attendance Report  Facilities, Classroom infrastructure and other rooms in Academic Block / Knowledge Park  Follow-up of indents, work orders etc., Stock registers maintenance  Maintenance of electrical and electronic work orders (online) and follow up.  Issue of originals (returnable) and issue of originals after submission of No Dues Certificate  ISO related work in consultation  Preparation and issue of transcripts  Minutes of Meeting of students grievance and anti-ragging  Attestation of Degree certificates and CPC  Issue of attested syllabus copies for submission outside the country  Processing of ASHA certificate forms  Processing of VISA screening form  Correspondence with guest faculty  Processing for payment of guest faculty  Any other matter as may be assigned by Asst. Registrar / Academic Coordinator / Registrar from time to time |
| 97 | Hindi-cum-English Typist | Issue of RCI authentication certificate (passed out students)  Issue of No Dues Certificate of UG and PG  Stipend calculation  Student attendance display on notice board  Faculty attendance  Monthly report / Annual report  UOM Annual Report  Affiliation matters : RCI and UOM  Compliance reports : RCI and UOM  Minutes of meeting of weekly, mentor’s meeting  Stipend details for RE-BE  AIISH visit request applications from various Institutes and issue of certificates |
| **PL Section** | | |
| 98  99  100  101  102 | Office Superintendent  Executive Assistant Gr. II  Assistant Gr. II  Assistant Gr. III  Assistant Gr. III | All the file correspondence done by the below officials shall be routed through Office Superintendent  Providing Stenography and Typing Assistance in carrying out PL section work.  Furnishing of Annual report material.  Preparation of Regular staff statistics.  Providing information to Academic Section for renewal of affiliation etc.,  Internal/Transfer and Postings of Regular Staff.  Internal/Transfer and Postings of Contractual staff  Work relating to Rotation / Nomination of HOD’s.  Court cases  Compassionate Appointment  Reply to Audit observation.  Periodical Vacancy Position-Regular Staff  Maintaining Inward and Outward Registers  File maintenance-updating of file list, arranging as per index, filing etc.,  Any other work assigned from time to time.  Work relating to Verification of Character and Antecedents, Community certificate, verification of documents, Medical Examination, obtaining various particulars related to appointments etc., of the selected candidates.  Writing of Service Book and opening of SR-II of the selected candidates appointed on Regular basis.  Revised Estimation/Budget Estimation related to Regular Posts.  Work relating to Regular Promotions.  Convening of DPC meetings to consider the cases of promotion etc.,  Pay Commission matters.  Preparation Seniority list.  Answers to Lok Sabha and Rajya Sabha starred Questionnaires.  Visiting specialists-appointment/continuation etc.,  Reports to the Regional Labour Officer-Commencement and Termination of Contracts and Annual Report.  ISO related works.  MSc. Placement related work  All work relating to Recruitment of staff for various ARF/DST/ICMR & other projects.  Processing of APS cases  File maintenance-updating of file list, arranging as per index, filing etc.,  Any other work assigned from time to time  Correspondence related to Recruitment Rules.  Correspondence relating to creation of Regular posts.  Maintenance of Reservation Roster SC/ST/OBC/PH  All work relating to Regular appointments.  Appointments of Group A, B & C staff.  Appointments on Deputation/repatriation.  Advertising the vacant Regular posts and all its correspondence.  Advertising the vacant contract posts and all its correspondence  Preparation / Issue of appointment orders to the selected candidates.  Convening of DPC meetings to consider the cases of promotion etc.,  Work relating to providing of information under RTI  Processing of MACP cases  Security and other contract related work.  File maintenance-updating of file list, arranging as per index, filing etc.,  Any other work assigned from time to time.  All work relating to Contract Appointment under DHLS/NBS/BASLP/ Plan/Non Plan/M.Sc Placement/OSC, appointments / renewal of all contract staff  Work relating to Resignation / Relief of contract staff.  Work relating to Resignation / Relief of project staff  Processing of PP/Confirmation cases.  Renewal/Continuation of contract staff.  Periodical vacancy position of contract staff.  Issue of experience certificate & other certificates to the contact staff.  Issue of experience certificate & others to project staff.  Visiting specialists-appointment/continuation etc.,  File maintenance-updating of file list, arranging as per index, filing etc.,  Any other work assigned from time to time. |

1. **Rules / orders under which powers and duty are derived and**
2. [Memorandum of Association, Rules and Regulations of the All India Institute of Speech and Hearing](https://aiishmysore.in/en/admin/file_att/mou_rules_bye-laws.pdf)
3. [All India Institute of Speech and Hearing Bye-Laws, 1966.](https://aiishmysore.in/en/admin/file_att/mou_rules_bye-laws.pdf)
4. [Central Civil Service Rules](https://dopt.gov.in/ccs-conduct-rules-1964)
5. [General Provident Fund Rules](https://dopt.gov.in/sites/default/files/Revised_AIS_Rule_Vol_I_Rule_07.pdf)
6. [Contributory Provident Fund Rules](https://persmin.gov.in/pension/rules_new/cpf_rules_1962_24122013.pdf)
7. [General Financial Rules](https://www.finmin.nic.in/sites/default/files/GFR2005_1.pdf?download=1)
8. [Recruitment Rules – AIISH Positions](http://aiishmysore.in/en/pdf/RecruitmentRules.pdf)
9. Guidelines issued by Ministry of Health and Family Welfare, Government of India.
10. [Directives/Guidelines of the Government of India issued from time to time.](https://doptcirculars.nic.in/Default.aspx?URL=ApYu5J8VtciK%20)
11. **Exercised**

As the below 1.2(v)

1. **Work Allocation**

**DEPARTMENTS / UNITS / CLINICS / OTHER SECTIONS / COMMITTEES / CELLS / FUNCTIONARIES**

1. **DEPARTMENTS**
2. **Audiology**

Head of the Dept : Dr. Prawin Kumar

1. **Speech-Language Sciences**

Head of the Dept : Dr. T. Jayakumar

1. **Speech-Language Pathology**

Head of the Dept: Dr. S.P. Goswami

1. **Clinical Psychology**

Head of the Dept: Mr. Freddy Antony

1. **ENT**

Head of the Dept: Dr. G. Rajeshwari

1. **Electronics**

Head of the Dept: Mr. N. Manohar

1. **Prevention of Communication Disorder**

Head of the Dept: Dr. N. Sreedevi

1. **Tele-Centre for Persons with Communication Disorders**

Head of the Dept: Dr. Jayashree C. Shanbal

1. **Material Development**

Head of the Dept: Dr. K. Yeshoda

1. **Clinical Services**

Head of the Dept: Dr. Sangeetha Mahesh

1. **Special Education**

Head of the Dept: Dr. Alok Kumar Upadhyay

1. **UNITS / CLINICS**

**1. Listening Training Unit**

Chairperson: Dr. Prawin Kumar

**2.** **Implantable Hearing Devices**

Chairperson: Dr. P. Manjula

**3.** **Hearing Device Dispensing Unit (HDDU)**

Chairperson: Dr. Manjula P

**4. Electrophysiology Lab**

Chairperson: Dr. M. Sandeep

**5. Psychoacoustic Lab**

Chairperson: Dr. U. Ajith Kumar

**6. Practical Lab**

Chairperson: Dr. Chandni Jain

**7. Facility for Advanced Auditory Research (FAAR)**

Chairperson: Dr. Animesh Barman

**8. Autism Spectrum Disorders**

Chairperson: Dr. Jayashree C. Shanbal

**9. Augmentative and Alternative Communication**

Chairperson: Dr. Ajish K. Abraham (Technical Coordinator)

**10. Clinic for Adult & Elderly Persons with Language Disorders**

Chairperson: Dr. S.P. Goswami

**11. Phonology Unit**

Chairperson: Dr. N. Sreedevi

**12. Learning Disability Clinic**

Chairperson: Dr. Jayashree C. Shanbal

**13. Motor Speech Disorders Unit**

Chairperson: Dr. Swapna N

**14. Voice Clinic & Professional Voice Care Unit**

Chairperson: Dr. K. Yeshoda

**15. U-SOFA**

Chairperson: Dr. T. Jayakumar

**16. Dysphagia Clinic**

Chairperson: Dr. N. Swapna

**17. Fluency Unit**

Chairperson: Dr. Sangeetha Mahesh

**18. Vertigo Clinic**

Chairperson: Dr. G. Rajeshwari

**19. Unit for Human Genetics**

Chairperson: Dr. M. Santosh

**20. Neuropsychology Unit**

Chairperson: Mr. Freddy Antony

**21. Placement and Internship Cell**

Chairperson: Dr. Geetha C.

1. **Other Sections / Committees / Cells / Functionaries**
2. **Anti-Ragging Policy & Committee**

Chairperson : Dr. Pushpavathi M

1. **Transparency Officer under RTI Act (2005)**

Name of the Faculty : Dr. C. Shijith Kumar

1. **Staff Grievance Officer**

Name of the Faculty : Dr. N. Swapna

1. **Complaints Cell/Committee for Prevention of Sexual Harassment**

Name of the Faculty : Dr. Amritha43 Kanchan

1. **Public Grievance Officer**

Name of the Faculty : Dr. T.K. Prakash

1. **Anti-plagiarism Code/Cell**

Name of the Faculty : Dr. C. Shijith Kumar

1. **Hostel Committee**

Chairperson : Dr. Animesh Barman

1. **Nodal Officer under RTI Act (2005)**

Incharge : Dr. S. Ramkumar

1. **Research Coordination Section and Member Secretary of Research Ethics Committee**

Incharge : Dr. Palnaty Vijetha M

1. **Journal Club / Clinical Conferences**

Coordinator **:** Dr. Niraj Kumar Singh

1. **Peer Review**

Co-ordinator: Dr. K. Rajalakshmi (till December 2020)

Dr. Vasanthalakshmi (from January 2021 onwards)

1. **JAIISH & Library Committee**

Editor & Chairperson : Dr. Sandeep M

1. **Canteen Committee**

Chairperson : Dr. N. Devi

1. **Standing Purchase Committee**

Chairperson : Dr. S.P. Goswami

1. **Purchase Review Committee**

Chairperson : Dr. Animesh Barman

1. **Academic Coordinator**

Coordinator : Dr. Ajith Kumar U

1. **BASLP Coordinator (Overall)**

Coordinator : Dr. J.S. Jayasankara Rao

1. **DHLS Coordinator (Overall)**

Coordinator : Dr. Brajesh Priyadarshi

1. **DHLS Coordinator (Technical)**

Coordinator : Mr. Manohar N.

1. **Guest House & Ashoka International GH I/c**

Coordinator : Mr. Bharath S.

1. **Liaison Officer (SC/ST)**

Coordinator : Dr. Animesh Barman

1. **Liaison Officer (OBC)**

Coordinator : Mr. Freddy Antony

1. **Central Public Information Officer under RTI Act (2005)**

Coordinator : Dr. K. Sreeraj

1. **UN Convention for Rights of Persons with Disability**

Coordinator : Dr. Prithi Venkatesh

1. **Warden, Boys Hostel**

Coordinator : Dr. Sujeet Kumar Sinha

1. **Estate Officer**

Coordinator : Dr. Vasanthalakshmi M.S.

1. **Warden, Girls Hostel**

Coordinator : Dr. Chandni Jain

1. **Gymkhana I/c**

Coordinator : Mr. D.S. Ramesh, AAO

1. **CBCS Co-ordinator:**

(a) Speech Language Pathology – Dr. N. Hema

(b) Audiology – Dr. N. Devi

(c) Special Education - Dr. Prithi Venkatesh

1. **Assistant Central Public Information Officer under RTI Act (2005)**

Name of the Faculty : Dr P Prasanth Prabhu

1. **Vigilance Officer**

Name of the Faculty : Dr. Manjula P