



## 1 Organisation and Function

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

#### **(i) Powers and Duties of the Director**

1. 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.
2. 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.
3. 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.
4. 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.

**(ii) Powers and duties of other employees**

<b>Sl. No.</b>	<b>Designation</b>	<b>Duties Assigned &amp; Responsibilities</b>
<b>Department of Clinical Psychology</b>		
1.	HOD & Professor in Clinical Psychology (till 31.05.2021)	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 outreach 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	HOD & Assistant Professor (1) (from 1.06.2021)	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;

Sl. No.	Designation	Duties Assigned & Responsibilities
		<p>Consulting for diagnostic, therapeutic and rehabilitative services for individuals with communication disorders;</p> <p>Undertaking public education &amp; group parent counseling activities;</p> <p>Providing administrative assistance to HOD</p>
3	Assistant Professor in Clinical Psychology (2)	<p>Teaching &amp; training of regular UG, PG, Diploma &amp; UG/PG Certificate courses of the institute;</p> <p>Serving as resource person in short term training programs &amp; for interns from within and outside universities;</p> <p>Initiating intra-mural or extra-mural research projects, conducting &amp; publishing research in Clinical Psychology related to Speech &amp; Hearing;</p> <p>Participating as resource person in workshops/seminars &amp; media liaison programs;</p> <p>Consulting for diagnostic, therapeutic and rehabilitative services for individuals with communication disorders;</p> <p>Undertaking public education &amp; group parent counseling activities;</p> <p>Providing administrative assistance to HOD</p>
4	Clinical Psychologist	<p>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;</p> <p>Offering administrative assistance to HOD</p>
5	Research Assistant	<p>Undertaking clinical/research based teaching for students posted in department;</p> <p>Assisting, coordinating, compiling, archiving, and dissemination of results from various departmental research projects or activities as co-investigator with departmental faculty;</p> <p>Organizing or participating intra or inter departmental research oriented conferences, workshops, seminars, journal clubs, peer review meetings, book reviews, invited lectures, etc</p> <p>Research oriented psychological testing/assessment, diagnostic formulations, innovation driven clinical works, clinical counseling, etc</p>

Sl. No.	Designation	Duties Assigned & Responsibilities
		<p>Data mining, building data base, reporting, documentation, and dissemination of department research;</p> <p>Research based epidemiological and public education activities;</p> <p>Providing administrative assistance to the HOD</p>
6	Clinical Assistant	<p>Undertaking clinical teaching for students posted in department;</p> <p>Assisting faculty &amp; participating as support staff in technical organization of academic events, workshops, seminars, journal clubs or other activities in the department;</p> <p>Offering assistance inputs in case history taking, clinical interview, individualized psychological testing, clinical counseling and interventions;</p> <p>Participation as an expert in outreach programs, camps, extension services, exhibitions, etc; and, Offering administrative assistance to HOD</p>
7	Clinical Psychologist Grade-II	<p>Clinical teaching for students posted in the department;</p> <p>Assisting faculty &amp; participating as support staff in the technical organization of academic events, workshops, seminars, journal clubs or other activities in the department;</p> <p>Offering assistance inputs in case history taking, clinical interview, individualized psychological testing, clinical counseling and interventions;</p> <p>Participation as an expert in outreach programs, camps, extension services, exhibitions, etc; and, Offering administrative assistance to HOD</p>
<b>Department of Clinical Services</b>		
8	HOD-Associate Professor of Clinical Services	Teaching/Training students, Clinical Supervision, Team work in Special clinic, Organization of training programs, Guidance in research, Administrative
9	Assistant Professor in Clinical Services	Teaching/Training students, Clinical Supervision, Team work in Special clinic, Organization of training programs, Guidance in research, Administrative
10	Speech Language Pathologist Gr-I	Clinical supervision, team work in Special clinic, Organization of training programs

<b>Sl. No.</b>	<b>Designation</b>	<b>Duties Assigned &amp; Responsibilities</b>
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 (Outsourced staff)	Team member in Special clinic, Client oriented assessment and management of motor functions for day-to-day activities.
<b>Department of Material Development</b>		
23	Artist-Cum-Photographer	Planning and Scheduling received work orders. Handling work related to Photography & Videography.

<b>Sl. No.</b>	<b>Designation</b>	<b>Duties Assigned &amp; Responsibilities</b>
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
<b>Department of ENT</b>		
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 electronystagmography 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

Sl. No.	Designation	Duties Assigned & Responsibilities
29	HOD-Professor of ENT	<p>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 electronystagmography            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</p> <p style="text-align: center;"><b>AS HEAD OF THE DEPARTMENT</b></p> <p>To carryout day today administration work            To Provide Inputs about equipment and personnel required for ENT Diagnostic &amp; 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.</p>
30	Associate Professor of ENT	<p>To conduct a clinical Examination, record findings, investigate, diagnose            To conduct operations on the required patients            To conduct postoperative 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 Electronystagmography            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</p>

Sl. No.	Designation	Duties Assigned & Responsibilities
		programmes
31	Lecturer in ENT (Contract)	<p>To conduct a clinical Examination, record findings, investigate, Diagnose</p> <p>To Provide medical management</p> <p>To conduct Operations</p> <p>To Provide follow up for patients</p> <p>To be a part of team of Diagnostic camp</p> <p>To examine patients with symptoms of vertigo</p> <p>To plan and order for relevant investigations</p> <p>To provide medical and or surgical management</p> <p>To offer theory and practical training to students</p> <p>To organize workshops/ seminars or invited lectures on vertigo</p> <p>To offer both long term and short term training programmes.</p>
32	Staff Nurse	<p>Pre operative preparation of patient for surgery</p> <p>To arrange equipment aseptic techniques for Diagnostic procedure, surgical procedure, special clinics, camps and wound dressings</p> <p>To provide pre and post operative care to the patients and administer sedation to pediatric patients undergoing Audiological evaluation test.</p> <p>To provide sterilization of diagnostic equipment by autoclaving methods. To maintain the hygiene at the department</p> <p>To procure indents(Quarterly, half yearly, Annually) maintaining the Accounts, Stock verifications of technical Equipments, Furniture, medicine, linen</p> <p>To process work orders for Electricals, Electronics and Engineering work.</p> <p>To record vital Science</p> <p>To maintain the working of equipment</p> <p>To give appointments to patients for vertigo evaluation</p> <p>To procure hard copy of reports</p> <p>To maintain Diagnostic wise Statistics.</p>
33	Assistant Gr. II	<p>To maintain clinical register in department.</p> <p>To fill in certificate format for physically handicapped certificate, railway concession certificate, medical certificate.</p> <p>To provide typing assistances for official correspondences.</p> <p>To maintain diagnostics statistics</p> <p>To maintain language statistics of patients.</p>



Sl. No.	Designation	Duties Assigned & Responsibilities
<b>Library and Information Centre</b>		
34	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.
35	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.
36	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.
37	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.

Sl. No.	Designation	Duties Assigned & Responsibilities
		<p>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.</p>
38	Assistant Grade III (Library)	<p>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.</p>
<b>Department of POCD</b>		
39	Head & Professor, Dept. of POCD	<p>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.</p>

Sl. No.	Designation	Duties Assigned & Responsibilities
		<p>Providing framework for initiating continual improvement programs in the department.</p> <p>Maintaining trends in quality, operational performance and current quality levels in line with institute plan elements in their respective functions.</p>
40	Associate Professor of Audiology	<p>Organize primary prevention activities of the department in consultation with the head, including street play, rally, radio talks etc.</p> <p>Facilitate in preparation of public education material on communication disorders.</p> <p>Supervision and monitoring of all the departmental activities and ensuring that test protocols are followed and executed.</p> <p>Revising and optimizing of screening protocols for Hearing and Speech-Language disorders.</p> <p>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.</p> <p>Preparing research papers for presentation/publication and actively involved in Intramural/extramural projects, if any</p> <p>Guiding and training the students and staff members while carrying out the various tests for screening, assessment, management and appropriate recommendation.</p> <p>To facilitate in the preparation of new extension centers/unit for clinical and research purpose in consultation with the Head of the department.</p> <p>Supervising the therapy cases, Optimizing therapy plans and time schedule for therapy cases at OSCs of the Institute.</p> <p>Monitoring the statistics of the different activities carried out in the department.</p> <p>To take up in charge duties in the absence of HOD and to assist HOD to carry out the department activities</p>

Sl. No.	Designation	Duties Assigned & Responsibilities
		Any other duties assigned by the Director/HOD from time to time
41	Audiologist/Speech Language Pathologist Gr.II	<p>Supervising the therapy cases, Optimizing therapy plans and time schedule for therapy cases at OSCs of the Institute.</p> <p>Monitoring the statistics of the different activities carried out in the department.</p> <p>To take up in charge duties in the absence of HOD and to assist HOD to carry out the department activities</p> <p>Any other duties assigned by the Director/HOD from time to time</p>
42	ENT Specialist (Outsourced staff)	<p>Examination of ear, nose and throat for the clients registered</p> <p>Proper assessment and guidance to the individuals with problems</p> <p>Appropriate recommendations and guidance for any additional evaluations, if required.</p> <p>Prescription of medications and recommendation for surgery, if indicated</p> <p>Involved in infant and school screening activities of the department</p> <p>Taking part in camp activities organized by the department/Institute</p> <p>Any other duties assigned by the HOD from time to time</p>
43  44	Speech Language Pathologist Gr. I (Contract)  Audiologist Gr. I (Contract)	<p>Orienting the public and various professionals related to communication disorders</p> <p>Preparation and distribution of Public education material and maintaining its stock</p> <p>Performing various screening activities that includes Newborn/infant screening, school screening, screening elder citizens and industrial employees and follow up</p> <p>Assessment and rehabilitation through follow up program at the institute as well as in NBS and OSCs</p> <p>Clinical training, monitoring and guidance of students posted in the department and in OSCs</p>

Sl. No.	Designation	Duties Assigned & Responsibilities
		<p>Prescription &amp; issue of hearing aids, counselling clients on hearing aid use and care</p> <p>Maintenance of hearing aid stock/distribution at OSCs</p> <p>Maintenance of documentation/records of all the clinical activities (assigned) &amp; maintained including therapy sessions of clients.</p> <p>Regular stock verification and maintenance of equipment in terms of periodic objective calibration, biologic calibration, and/or repair.</p> <p>Updating of database for all the clinical activities -</p> <p>Maintenance of statistics and preparation of reports</p> <p>Carrying out the research activities and</p> <p>Publication of data under the guidance/supervision</p> <p>Any other duties assigned by the HOD from time to time.</p>
45	Audiologist Gr. II (Contract)	<p>Involved in carrying out all the clinical activities of the department and in OSCs</p> <p>Assisting in preparation of PEPs and Slides for orientation programs</p> <p>Assist in monitoring the clinical activities carried out in the NBS centers</p>
46	Speech Language Pathologist Gr. II (Contract)	<p>Arranging and carrying out the orientation program for different target groups</p> <p>Preparation and documentation of weekly, monthly and annual report.</p> <p>Verification and back-up of data from NBS centers.</p> <p>Assist in maintenance of equipment in terms of periodic objective calibration, biologic calibration, and or repair and the stock verification in NBS centers</p> <p>Maintenance of documentation/records of all the clinical activities (assigned) &amp; maintained including therapy sessions of clients.</p> <p>Any other duties assigned by the HOD from time to time</p>

Sl. No.	Designation	Duties Assigned & Responsibilities
47	Assistant Gr. III	<p>Assisting the head of the department in administrative work.</p> <p>Compilation and documentation of monthly, half-yearly and annual statistics of the department.</p> <p>Coordinating departmental and NBS centers' meetings and preparation of minutes.</p> <p>Receiving, circulating and dispatching of office correspondence/ circulars</p> <p>Verification and maintenance of the staff attendance, leave letters, travel allowances and suppliers advance related.</p> <p>Provide stenographical assistance for various activities of the department.</p> <p>Maintenance of records and registers in the department</p> <p>Any other duties assigned by the Director/HOD.</p>
<b>Department of Speech-Language Sciences</b>		
48	Professor	<p>Planning and execution of different activities of the department</p> <p>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</p> <p>Supervision of program schedule – orientation programs, workshops / purchase indents/serving in committees, attending meetings (within &amp; outside AIISH)</p> <p>Conducting periodic department meetings</p> <p>Teaching UG and PG students</p> <p>Guiding master's dissertation</p> <p>Guiding doctoral candidates</p> <p>Conducting research projects with extramural and mural funding</p> <p>Guiding students and young researchers for conferences/symposia.</p> <p>Supervision of clients with communication disorders in outpatient department (OPD)</p> <p>Officiating as chairperson for various committees during various programs and events conducted by institute</p>

Sl. No.	Designation	Duties Assigned & Responsibilities
		<p>Serving as external examiner and question paper setter for various university examinations</p> <p>Conducting test &amp; assignments, student evaluation, maintenance of attendance, submitting IA etc.</p>
49	Associate Professor(1)	<p>Teaching UG and PG students</p> <p>Conducting research projects with extramural and mural funding</p> <p>Guiding students and young researchers for conferences/symposia.</p> <p>Supervision of clients with communication disorders in outpatient department (OPD)</p> <p>Supervision of therapy activities for clients with communication disorders</p> <p>Officiating as chairperson for various committees during various programs and events conducted by institute</p> <p>Serving as external examiner and question paper setter for various university examinations</p> <p>Guiding Clinical conference and Journal club</p> <p>Other administrative/academic/corporate-social responsibilities delegated by the authority(ies) from time-to-time</p>
50	Associate Professor(2)	<p>Overall in-charge of functioning of the department</p> <p>Teaching Under Graduate and Post Graduate students</p> <p>Guiding master's dissertation</p> <p>Conducting research projects with extramural and Intramural funding</p> <p>Guiding students and young researchers for conferences/symposia.</p> <p>Supervision of clients with communication disorders in OPD -</p> <p>Supervision of therapy activities for clients with communication disorders</p> <p>Serving as an internal and external examiner for mother university and for various universities</p> <p>Officiating as chairperson / member secretary / member for various committees during various programs and events conducted by institute time to time.</p> <p>Guiding Clinical conference and Journal club</p> <p>Assisting the activities of voice clinic and Organizing voice care orientation program for prospective teachers</p> <p>Assisting in activities of UHG</p>

Sl. No.	Designation	Duties Assigned & Responsibilities
		Few other duties assigned by director from time to time.
51	Associate Professor(3)	<p>Teaching UG and PG students</p> <p>Guiding master's dissertation students</p> <p>Conducting research projects with extramural and mural funding</p> <p>Guiding students and young researchers for conferences/symposia.</p> <p>Supervision of clients with communication disorders in OPD</p> <p>Supervision of therapy activities for clients with communication disorders</p> <p>Officiating as chairperson/member secretary for various committees during various programs and events conducted by institute</p> <p>Serving as external examiner and question paper setter for various university examinations</p> <p>Conducting orientation programs for the public and specialized target population on professional voice related issues</p> <p>Commemorating and organizing public rallies to create awareness on professional voice related issues on world voice day-every year.</p> <p>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</p> <p>Analyzing and preparing documents pertaining to forensic speaker verification task as a part of consultancy work</p> <p>NSS- incharge</p>
52	Assistant Professor	<p>Teaching UG &amp; PG.</p> <p>Working with students and young researchers for conferences/symposia.</p> <p>Supervision of clients with communication disorders in OPD</p> <p>Supervision of therapy activities for clients with communication disorders</p> <p>Supervision of therapy activities for UG and PG student clinicians</p> <p>Officiating as chairperson/member secretary for various committees during various programs and events conducted by institute</p> <p>Serving as external examiner and question paper setter for various university examinations</p> <p>Assisting in activities of clinical services</p>



Sl. No.	Designation	Duties Assigned & Responsibilities
53	Scientist 'B'	Carrying our research projects and developing products for assessment and therapy Assisting in AAC activities
54	SLP Gr. II	Nominated as 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
55	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
56	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.

Sl. No.	Designation	Duties Assigned & Responsibilities
		<p>Publishing research work in national and international journals.</p> <p>Conducting research under the various projects in the area of speech and hearing that are taken up by the Institute.</p> <p>Is a Co-Investigator for both intramural and extramural funded projects.</p> <p>Supervising the work from various projects at unit on day to day basis.</p>
<b>Department of Special Education</b>		
57	HOD - Associate Professor	<p>Liaison authority between Director and other departments</p> <p>Overall administration of the department</p> <p>Ensuring smooth functioning of the department</p> <p>Authorized person for official activities</p> <p>Accountability for material and smooth transaction</p> <p>Planner and implementer of concepts, ideas and strategies</p> <p>Improvement and up-gradation of new programs</p> <p>Carrying out additional responsibilities as per requirements</p> <p>Taking corrective and prevention measures</p> <p>Authorize for risk categorization and review action</p>
58	Associate Professor	<p>Teaching and facilitation knowledge</p> <p>Supervising and guiding students practicum</p> <p>Guiding students to carry out research and report publication</p> <p>Serving as a supervisor, coordinator</p> <p>Providing educational services to children with special needs</p> <p>Serving as a resource person</p> <p>Coordinating workshop and seminars</p> <p>Serving a HOD in-charge in the absence of HOD</p> <p>Carrying out additional responsibilities as per requirement</p>
59	Special Educators	<p>Providing special training to children with communication disorders</p> <p>Implementing works assigned by higher authorities</p> <p>Serving as in-charge of different services like [aren't-infant program (PIP), preschool parent empowerment programs (PPEP), curricular support services (CSS) and individualized</p>

Sl. No.	Designation	Duties Assigned & Responsibilities
		<p>educational programs (IEP), co-curricular activities etc.</p> <p>Developing different teaching materials required for training children with communication disorders</p> <p>Organizing and conducting cultural programs, sports activities, Olympics, special events for children in collaboration with other institute and organization.</p> <p>Providing PIP, CSS and PPEP sessions to children, as per the requirement.</p> <p>Imparting outreach services to children with communication disorder in inclusive set up.</p> <p>Conducting staff enrichment programs and parent empowerment programs.</p> <p>Serving as resource persons for different seminars/ workshops conducted by different organizations.</p>
60	Assistant Grade III	<p>Documentation</p> <p>Clerical and stenographic works within assigned by the HOD and other staff in the Department</p>
61	Reader (Contract)	<p>Teaching and facilitation knowledge</p> <p>Supervising and guiding students practicum</p> <p>Guiding students to carry out research and report publication</p> <p>Serving as a supervisor, coordinator</p> <p>Providing educational services to children with special needs</p> <p>Serving as a resource person</p> <p>Coordinating workshop and seminars</p> <p>Serving a HOD in-charge in the absence of HOD</p> <p>Carrying out additional responsibilities as per requirement</p>
62	Lecturer (Contract)	<p>Taking classes</p> <p>Supervision of student practicum</p> <p>Guiding students for research</p> <p>Conducting research</p> <p>Providing educational services to children with special needs</p> <p>Serving as a resource person</p> <p>Coordinating workshop and seminars</p> <p>Assisting in administrative duties</p> <p>carrying out additional responsibilities as per requirements</p>

Sl. No.	Designation	Duties Assigned & Responsibilities
63	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
<b>Department of TCPD</b>		
69	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 finalizing 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
70	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. )

Sl. No.	Designation	Duties Assigned & Responsibilities
		<p>Maintaining the clinical work schedule and filing it monthly</p> <p>Developing individualized resource materials for each case and maintaining</p> <p>Maintaining audio-visual database (recorded sessions) of the cases</p> <p>Collecting feedback from the case/caregiver and compiling the same once in two months</p> <p>Maintaining backup in the hard disc (every month).</p>
71	Speech Language Pathologist Gr. I (Contract)	<p>Providing tele-assessment and tele-intervention to cases as required to the hospitals/doorsteps of the cases.</p> <p>Developing evidence based resource materials, assessment and intervention methods for Tele-services</p> <p>Maintaining referral slips</p> <p>Maintaining counseling register in hard copy and soft copy</p> <p>Maintaining official e-mails (telecenteraiish@gmail.com, aiishtelecenter@gmail.com)</p> <p>(Labelling, replying within 2 working days, sending across consent forms, undertaking format and updating the same)</p> <p>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. )</p> <p>Maintaining the clinical work schedule and filing it monthly</p> <p>Developing individualized resource materials for each case and maintaining</p> <p>Maintaining audio-visual database(recorded sessions) of the cases</p> <p>Collecting feedback from the case/caregiver and compiling the same once in two months</p> <p>Maintaining backup in the hard disc (every month).</p> <p>Purchase Indents preparation, maintaining stock etc</p>
72	Assistant Professor	Guidance on developing resource materials with respect to amplification devices and listening training.

Sl. No.	Designation	Duties Assigned & Responsibilities
		Contribution for the translation of resource materials
73	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.
<b>Department of Speech Language Pathology</b>		
74	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-

Sl. No.	Designation	Duties Assigned & Responsibilities
		<p>conformances and customer complaints, reported in the department and recording the same.</p> <p>Providing framework for initiating continual improvement programs in the department.</p> <p>Maintaining trends in quality, operational performance and current quality levels in line with institute plan elements in their respective functions.</p> <p>Setting up/developing practicum and ensuring quality control for all the students enrolled into the UG, PG and Ph.D/post-doctoral programs.</p> <p>Identification of training needs for the subordinates and ensuring training of personnel in the respective department / Sections.</p> <p>Coordinate responsibilities of theory and practical classes in consultation with academic section</p> <p>Facilitate organization of seminars/workshops/conferences/symposiums and staff/faculty updating programs .</p> <p>Facilitate mentoring and monitoring of students enrolled into UG, PG, Ph.D and Post-Doctoral programs.</p> <p>Coordinate activities related to affiliation and inspection of various programs of the department.</p> <p>Coordinate intramural and extramural research activities of the department.</p> <p>Promoting scientific publications and presentation at national and international level.</p> <p>Regular review of progress made on the research activities conducted in the department</p> <p>Coordinate with DCS to provide clinical services to the stake holders and continuous assessment of the students</p>
75	Associate Professor of Language Pathology	<p>Teaching/ training students enrolled into various academic programs of the institute in theoretical and practical aspects.</p> <p>Serve as member of various academic/research/clinical bodies across various organization/institutions in the field of communication disorders.</p>

Sl. No.	Designation	Duties Assigned & Responsibilities
		<p>Serve as expert member of various academic/research/clinical bodies at the institutional and national level</p> <p>Provide guidance to students for their academic activities such as CC &amp; JC.</p> <p>Provide guidance and carry out periodic assessment of students for their academic and clinical activities.</p> <p>Organize and participate in various seminars/conferences/workshops/ symposiums and faculty enrichment programs organized by the department.</p> <p>Mentoring and monitoring Graduate, Post Graduate, Ph.D and post-doctoral candidates in their research activities.</p> <p>Serve as investigator in intramural and extramural funded projects. .</p> <p>Publication and presentation of research papers in national and international levels.</p> <p>Serve as a consultant/ resource person to various organizations/institutions in the field of speech-language pathology.</p> <p>Serve as a member/chairperson of various administrative committees at the institutional level.</p> <p>Communicate any issues related to the department activity to the HOD</p> <p>Update the status of work assigned on time to time basis to the HOD</p> <p>Other administrative responsibilities as assigned by the HOD</p> <p>Any other duties as assigned by the Director of the institute or by the HOD</p>
76	Prosthodontic Technician	<p>Offer prosthodontic services to clients seeking services in the unit for structural and orofacial anomalies.</p> <p>Any other responsibility assigned by the Chairperson of the special clinic/ HOD/ Director</p>
77	Speech Language Pathologist Gr. II	<p>Coordinating the various clinical based research activities in the laboratories of the department.</p> <p>Coordinating in strengthening the clinical infrastructure and resources of the labs of the department.</p> <p>Coordinating the execution of various proposed plans of the department.</p> <p>Preparation, preservation and retention of various department documents.</p>



Sl. No.	Designation	Duties Assigned & Responsibilities
		<p>Orientation of various professionals posted in the department as part of short term training programs.</p> <p>Conduct practical classes for students posted in the department.</p> <p>Consultation and guidance to persons with communication disorders as member of special clinics.</p> <p>Updation and maintenance of the stock of the department.</p> <p>Contribute to research activities of the department and serve as investigator in the research projects.</p> <p>Assist HOD in all department activities.</p> <p>Any other responsibilities as assigned by the HOD /Director</p>
<b>Internship Cell</b>		
78	Associate Professor	<p>Overall supervision of the activities of internship Unit.</p> <p>Giving orientation to students about guidelines of internship.</p> <p>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.</p> <p>Supervising the preparation of Internship postings.</p> <p>Regular follow up and monitoring of students posted outside AIISH regarding the nature of work, records, schedule, travel, facilities provided, other issues, etc.</p> <p>Communicating with parents/ guardian regarding issue/s related to their ward reg. postings.</p> <p>Supervising the compilation of monthly attendance &amp; leave statement of students for payment of stipend.</p> <p>Providing appropriate solutions to grievances of internship students.</p> <p>Overall supervision of the activities of Placement Cell.</p> <p>Establishing communication with organizations/ centres for garner information regarding job vacancies.</p> <p>Maintaining the database of students enrolled in Placement cell and informing them regarding the job opportunities according to their preference from time to time.</p>

Sl. No.	Designation	Duties Assigned & Responsibilities
		<p>Correspondence with the agency and forwards the details of the suitable candidates meeting their criteria.</p> <p>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.</p> <p>Organizing Campus Interview</p> <p>Organizing guest lectures and orientation programs regarding the Companies and job opportunities.</p>
79	Speech Language Pathologist Gr. II	<p>Providing assistance to Internship coordinator in matters related to Internship.</p> <p>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.</p>
80	Audiologist Gr. II	<p>Assistance in the preparation of Internship postings.</p> <p>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.</p> <p>Assistance in communicating with parents/guardian regarding issue/s related to their ward reg. postings.</p> <p>Compilation of monthly attendance &amp; leave statement of students for payment of stipend.</p> <p>Assistance in providing appropriate solutions to grievances of internship students.</p> <p>Providing assistance to Placement Cell In-charge in matters related to Placement Cell.</p> <p>Providing assistance in</p> <p>Establishing communication with organizations/centres for garner information regarding job vacancies.</p> <p>Maintaining the database of students enrolled in Placement cell and informing them regarding the job opportunities according to their preference from time to time.</p> <p>Correspondence with the agency and forwards the details of the suitable candidates meeting their criteria.</p> <p>Contacting the advertisers of job requirements in the media (web/ newspaper) for a Speech</p>

Sl. No.	Designation	Duties Assigned & Responsibilities
		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.
<b>Department of Audiology</b>		
81	Professor of Audiology/Associate Professor	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.

Sl. No.	Designation	Duties Assigned & Responsibilities
		<p>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</p> <p>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</p>
82	Professor of Audiology	<p>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</p>

<b>Sl. No.</b>	<b>Designation</b>	<b>Duties Assigned &amp; Responsibilities</b>
83	Associate Professor	<p>Supervision of students while they handle patients.</p> <p>Supervision of records maintained by students</p> <p>Committee member – Short/Long term</p> <p>Preparation of Revised estimate of Budget, Annual Plan,</p> <p>Performance budget</p> <p>Organizing short term training courses workshops/Seminars.</p> <p>Printing of materials for the departmental activities.</p> <p>Placing purchase indents for purchase of equipments and materials for the department.</p> <p>Correspondence for purchase of materials developed at AIISH.</p> <p>Any other duties assigned by the Director/HOD from time to time</p>
84	Assistant Professor	<p>Supervision of students while they handle patients.</p> <p>Supervision of records maintained by students</p> <p>Committee member – Short/Long term</p> <p>Preparation of Student roster</p> <p>Compilation of student attendance</p> <p>Case correspondence</p> <p>Reply to parliamentary questions raised during zero hour</p> <p>Calibration of equipments.</p> <p>Preparation of Revised estimate of Budget, Annual Plan,</p> <p>Preparation of Monthly report, half yearly report, Annual report and University report.</p> <p>Performance budget</p> <p>Maintenance of allied students' and outside students' postings and attendance.</p> <p>Organizing short term training courses workshops/Seminars.</p> <p>Printing of materials for the departmental activities.</p> <p>Placing purchase indents for purchase of equipments and materials for the department.</p>

Sl. No.	Designation	Duties Assigned & Responsibilities
		<p>Correspondence for purchase of materials developed at AIISH.</p> <p>Any other duties assigned by the Director/HOD from time to time</p>
85	Audiologist Gr. I	<p>Supervision of students while they handle patients.</p> <p>Supervision of records maintained by students</p> <p>Supervision of students from allied professions</p> <p>Committee member – Short/Long term</p> <p>Preparation of Student roster</p> <p>Compilation of student attendance</p> <p>Case correspondence</p> <p>Calibration of equipments.</p> <p>Preparation of Monthly report, half yearly report, Annual report and University report.</p> <p>Maintenance of allied students' and outside students' postings and attendance.</p> <p>Organizing short term training courses/workshops/Seminars.</p> <p>Printing of materials for the departmental activities.</p> <p>Placing purchase indents for purchase of equipments and materials for the department.</p> <p>Correspondence for purchase of materials developed at AIISH.</p> <p>Any other duties assigned by the Director/HOD from time to time</p>
86	Clinical Supervisor	<p>Supervision of students while they handle patients.</p> <p>Supervision of records maintained by students</p> <p>Supervision of students from allied professions</p> <p>Committee member – Short/Long term</p> <p>Preparation of Student roster</p> <p>Compilation of student attendance</p> <p>Case correspondence</p> <p>Calibration of equipments.</p> <p>Supervision of Monthly report, half yearly report, Annual report and University report.</p> <p>Organizing short term training courses/workshops/Seminars.</p> <p>Printing of materials for the departmental activities.</p>

Sl. No.	Designation	Duties Assigned & Responsibilities
		<p>Placing purchase indents for purchase of equipments and materials for the department.</p> <p>Correspondence for purchase of materials developed at AIISH.</p> <p>Any other duties assigned by the Director/HOD from time to time</p>
87	Audiologist Grade II	<p>Supervision of students while they handle patients.</p> <p>Supervision of records maintained by students</p> <p>Supervision of students from allied professions</p> <p>Committee member – Short/Long term</p> <p>Preparation of Student roster</p> <p>Compilation of student attendance</p> <p>Case correspondence</p> <p>Calibration of equipments.</p> <p>Preparation of Monthly report, half yearly report, Annual report and University report.</p> <p>Organizing short term training courses/workshops/Seminars.</p> <p>Printing of materials for the departmental activities.</p> <p>Placing purchase indents for purchase of equipments and materials for the department.</p> <p>Correspondence for purchase of materials developed at AIISH.</p> <p>Any other duties assigned by the Director/HOD from time to time</p>
88	Stenographer Gr. II	<p>Assisting in carrying out the activities of the department.</p> <p>Compilation of monthly statistics of the department.</p> <p>Assisting in preparation of half yearly report, Annual report and University report.</p> <p>Assisting in typing, translation of departmental materials.</p> <p>Assisting in compilation of student attendance.</p> <p>Any other duties assigned by the Director/HOD from time to time</p>

<b>Sl. No.</b>	<b>Designation</b>	<b>Duties Assigned &amp; Responsibilities</b>
89	Prosthetic Dental Mechanic	<p>Guiding and training the students for appropriate ear mould impression taking and preparation of the molds.</p> <p>Training the students and assisting in preparation of ear plugs and swimmers ear plugs.</p> <p>Supervision of students and preparation of ear molds in Ear molds section.</p> <p>Guiding and training the students for appropriate ear mould impression taking and preparation of the molds.</p> <p>Training the students and assisting in preparation of ear plugs and swimmers ear plugs.</p> <p>Supervision of monthly statistics of Ear moulds Section.</p> <p>Purchase and maintenance of consumable and non-consumable materials required for preparation of ear molds.</p>
90	Earmold Technician	<p>Guiding and training the students for appropriate ear mould impression taking and preparation of the molds.</p> <p>Training the students and assisting in preparation of ear plugs and swimmers ear plugs.</p> <p>Supervision of students and preparation of ear molds in Ear molds section.</p> <p>Guiding and training the students for appropriate ear mould impression taking and preparation of the molds.</p> <p>Training the students and assisting in preparation of ear plugs and swimmers ear plugs.</p> <p>Monthly statistics of Ear moulds Section.</p> <p>Purchase and maintenance of consumable and non-consumable materials required for preparation of ear molds.</p>
91	Laboratory Assistant	<p>Arranging the case files in the order and maintaining smooth flow of clients for hearing aid testing.</p> <p>Giving appointment and maintaining case files that have been given appointment for other days.</p> <p>Maintaining account of the accessories issued to and returned by students.</p>



Sl. No.	Designation	Duties Assigned & Responsibilities
		Entering receipt of testing charges and certificates issued. Doing Monthly statistics of section.
<b>Academic Section</b>		
92	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.
93	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.
94	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.
95	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

Sl. No.	Designation	Duties Assigned & Responsibilities
		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
96	Upper Division Clerk	<b>PG Programmes (including PG diplomas):</b> 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
97	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.

Sl. No.	Designation	Duties Assigned & Responsibilities
		<p>Maintaining file with forms – No Dues, Student Request Form, CL, EL, Joining Report, Medical certificate etc.</p> <p>Prospectus</p> <p>Entrance Examination</p> <p>Time Table preparation (UG/PG)</p> <p>Monthly Biometric Attendance Report</p> <p>Facilities, Classroom infrastructure and other rooms in Academic Block / Knowledge Park</p> <p>Follow-up of indents, work orders etc., Stock registers maintenance</p> <p>Maintenance of electrical and electronic work orders (online) and follow up.</p> <p>Issue of originals (returnable) and issue of originals after submission of No Dues Certificate</p> <p>ISO related work in consultation</p> <p>Preparation and issue of transcripts</p> <p>Minutes of Meeting of students grievance and anti-ragging</p> <p>Attestation of Degree certificates and CPC</p> <p>Issue of attested syllabus copies for submission outside the country</p> <p>Processing of ASHA certificate forms</p> <p>Processing of VISA screening form</p> <p>Correspondence with guest faculty</p> <p>Processing for payment of guest faculty</p> <p>Any other matter as may be assigned by Asst. Registrar / Academic Coordinator / Registrar from time to time</p>
98	Hindi-cum-English Typist	<p>Issue of RCI authentication certificate (passed out students)</p> <p>Issue of No Dues Certificate of UG and PG</p> <p>Stipend calculation</p> <p>Student attendance display on notice board</p> <p>Faculty attendance</p> <p>Monthly report / Annual report</p> <p>UOM Annual Report</p> <p>Affiliation matters : RCI and UOM</p> <p>Compliance reports : RCI and UOM</p> <p>Minutes of meeting of weekly, mentor's meeting</p> <p>Stipend details for RE-BE</p> <p>AIISH visit request applications from various Institutes and issue of certificates</p>

Sl. No.	Designation	Duties Assigned & Responsibilities
<b>PL Section</b>		
99	Office Superintendent	All the file correspondence done by the below officials shall be routed through Office Superintendent
100	Executive Assistant Gr. II	<p>Providing Stenography and Typing Assistance in carrying out PL section work.</p> <p>Furnishing of Annual report material.</p> <p>Preparation of Regular staff statistics.</p> <p>Providing information to Academic Section for renewal of affiliation etc.,</p> <p>Internal/Transfer and Postings of Regular Staff.</p> <p>Internal/Transfer and Postings of Contractual staff</p> <p>Work relating to Rotation / Nomination of HOD's.</p> <p>Court cases</p> <p>Compassionate Appointment</p> <p>Reply to Audit observation.</p> <p>Periodical Vacancy Position-Regular Staff</p> <p>Maintaining Inward and Outward Registers</p> <p>File maintenance-updating of file list, arranging as per index, filing etc.,</p> <p>Any other work assigned from time to time.</p>
101	Assistant Gr. II	<p>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.</p> <p>Writing of Service Book and opening of SR-II of the selected candidates appointed on Regular basis.</p> <p>Revised Estimation/Budget Estimation related to Regular Posts.</p> <p>Work relating to Regular Promotions.</p> <p>Convening of DPC meetings to consider the cases of promotion etc.,</p> <p>Pay Commission matters.</p> <p>Preparation Seniority list.</p> <p>Answers to Lok Sabha and Rajya Sabha starred Questionnaires.</p> <p>Visiting specialists-appointment/continuation etc.,</p> <p>Reports to the Regional Labour Officer-Commencement and Termination of Contracts and Annual Report.</p>

Sl. No.	Designation	Duties Assigned & Responsibilities
102	Assistant Gr. III	<p>ISO related works.  MSc. Placement related work  All work relating to Recruitment of staff for various ARF/DST/ICMR &amp; 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</p> <p>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 &amp; 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.</p>
103	Assistant Gr. III	<p>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 &amp; other certificates to the contact staff.</p>

Sl. No.	Designation	Duties Assigned & Responsibilities
		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.

**(iii) Rules / orders under which powers and duty are derived and**

1. Memorandum of Association, Rules and Regulations of the All India Institute of Speech and Hearing
2. All India Institute of Speech and Hearing Bye-Laws, 1966.
3. Central Civil Service Rules
4. General Provident Fund Rules
5. Contributory Provident Fund Rules
6. General Financial Rules
7. Recruitment Rules – AIISH Positions
8. Guidelines issued by Ministry of Health and Family Welfare, Government of India.
9. Directives/Guidelines of the Government of India issued from time to time.
10. Vigilance Manual
11. Guidelines of Rehabilitation Council of India issued from time to time
12. Guidelines of University of Mysore issued from time to time

**(iv) Exercised**

As detailed under 1.2 (v)

**(v) Work Allocation**

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

**(i) DEPARTMENTS**

- 1. Audiology**  
Head of the Department : Dr. Prawin Kumar
- 2. Speech-Language Sciences**  
Head of the Department: Dr. T. Jayakumar
- 3. Speech-Language Pathology**  
Head of the Department: Dr. S.P. Goswami
- 4. Clinical Psychology**  
Head of the Department: Mr. Freddy Antony
- 5. ENT**  
Head of the Department: Dr. G. Rajeshwari
- 6. Electronics**  
Head of the Department: Mr. N. Manohar
- 7. Prevention of Communication Disorder**  
Head of the Department: Dr. N. Sreedevi
- 8. Tele-Centre for Persons with Communication Disorders**  
Head of the Department: Dr. Jayashree C. Shanbal
- 9. Material Development**  
Head of the Department: Dr. K. Yeshoda
- 10. Clinical Services**  
Head of the Department: Dr. Sangeetha Mahesh
- 11. Special Education**  
Head of the Department: Dr. Alok Kumar Upadhyay

**(ii) 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.

**(iii) Other Sections / Committees / Cells / Functionaries**

- 1. Anti-Ragging Policy & Committee**  
Chairperson : Dr. Pushpavathi M
- 2. Transparency Officer under RTI Act (2005):** Dr. C. Shijith Kumar
- 3. Staff Grievance Officer:** Dr. N. Swapna
- 4. Complaints Cell/Committee for Prevention of Sexual Harassment**  
In charge : Dr. Amrita Kanchan (till 31.07.2021)  
Dr. Vasanthalakshmi
- 5. Public Grievance Officer :** Dr. T.K. Prakash
- 6. Anti-plagiarism Code/Cell**  
Name of the Faculty : Dr. C. Shijith Kumar
- 7. Hostel Committee**  
Chairperson : Dr. Animesh Barman
- 8. Nodal Officer under RTI Act (2005)**  
Incharge : Dr. C. Shijith Kumar
- 9. Research Coordination Section and Member Secretary of Research Ethics Committee**  
Incharge : Dr. Palnaty Vijetha M
- 10. Journal Club / Clinical Conferences**  
Co-ordinator: Dr. Niraj Kumar Singh



- 11. Peer Review**  
Co-ordinator: Dr. Rajlakshmi (till 20.12.2021)  
Co-ordinator: Dr. Vasanthalakshmi
- 12. JAIISH & Library Committee**  
Editor & Chairperson: Dr. Sandeep M
- 13. Canteen Committee**  
Chairperson: Dr. N. Devi
- 14. Standing Purchase Committee**  
Chairperson: Dr. S.P. Goswami
- 15. Purchase Review Committee**  
Chairperson: Dr. Animesh Barman
- 16. Academic Coordinator**  
Co-ordinator: Dr. Ajith Kumar U
- 17. BASLP Coordinator (Overall)**  
Co-ordinator: Dr. J.S. Jayasankara Rao
- 18. DHLS Coordinator (Overall)**  
Co-ordinator: Dr. Brajesh Priyadarshi
- 19. DHLS Coordinator (Technical)**  
Co-ordinator: Mr. Manohar N.
- 20. Guest House & Ashoka International GH I/c**  
Co-ordinator: Mr. Tapas Mishra
- 21. Liaison Officer (SC/ST):** Dr. Animesh Barman
- 22. Liaison Officer (OBC):** Mr. Freddy Antony
- 23. Central Public Information Officer under RTI Act (2005)**  
Name of the Faculty: Dr. K. Sreeraj
- 24. Assistant Central Public Information Officer under RTI Act (2005)**  
Name of the Faculty : Dr. P Prasanth Prabhu
- 25. UN Convention for Rights of Persons with Disability**  
Co-ordinator : Dr. Prithi Venkatesh
- 26. Warden, Boys Hostel**  
Co-ordinator: Dr. Sujeet Kumar Sinha
- 27. Estate Officer:** Dr. Vasanthalakshmi M.S.
- 28. Warden, Girls Hostel**  
Co-ordinator: Dr. Chandni Jain
- 29. Gymkhana**  
Co-ordinator: Mr. D.S. Ramesh, AAO
- 30. CBCS Co-ordinator:**
  - (a) Speech Language Pathology – Dr. N. Hema
  - (b) Audiology – Dr. N. Devi
  - (c) Special Education - Dr. Prithi Venkatesh
- 31. Vigilance Officer :** Dr. Manjula P