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**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.