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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 other employees**

| **Sl. No.** | **Designation** | **Duties Assigned &Responsibilities** |
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| **Department of Audiology** | | |
| 1 | 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.  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 |
| 2 | 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 |
| 3 | Associate Professor | 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 |
| 4 | Assistant Professor | 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 |
| 5 | 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 |
| 6 | 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 |
| 7 | 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 |
| 8 | 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 |
| 9 | 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. |
| 10 | 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. |
| 12 | 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. |