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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** |
| --- | --- | --- |
| **Department of Clinical Services** |
| 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 |
| 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. |