 **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 other employees**

| **Sl. No.** | **Designation** | **Duties Assigned &Responsibilities** |
| --- | --- | --- |
| **Internship Cell** | | |
| 1 | Associate Professor | 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. |
| 2  3 | 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. |