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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 Material Development** |
| 1 | Artist-Cum-Photographer | Planning and Scheduling received work orders. Handling work related to Photography & Videography.  |
| 2 | 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  |
| 3 | 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  |
| 4 | Junior Technical Writer(Outsourced staff) | Development of content & Modification of requested materials Translation work Documentation and assist to HOD  |
| 5 | 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  |