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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 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 |