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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 Speech-Language Sciences** | | |
| 1 | Professor | Planning and execution of different activities of the department  Maintenance of attendance, leave statement, supervision of all the departmental activities, certifying travel allowance, preparation of department monthly/annually report/RE-BE/five year plans  Supervision of program schedule – orientation programs, workshops / purchase indents/serving in committees, attending meetings (within & outside AIISH)  Conducting periodic department meetings  Teaching UG and PG students  Guiding master’s dissertation  Guiding doctoral candidates  Conducting research projects with extramural and mural funding  Guiding students and young researchers for conferences/symposia.  Supervision of clients with communication disorders in outpatient department (OPD)  Officiating as chairperson for various committees during various programs and events conducted by institute  Serving as external examiner and question paper setter for various university examinations  Conducting test & assignments, student evaluation, maintenance of attendance, submitting IA etc. |
| 2 | Associate Professor(1) | Teaching UG and PG students  Conducting research projects with extramural and mural funding  Guiding students and young researchers for conferences/symposia.  Supervision of clients with communication disorders in outpatient department (OPD)  Supervision of therapy activities for clients with communication disorders  Officiating as chairperson for various committees during various programs and events conducted by institute  Serving as external examiner and question paper setter for various university examinations  Guiding Clinical conference and Journal club  Other administrative/academic/corporate-social responsibilities delegated by the authority(ies) from time-to-time |
| 3 | Associate Professor(2) | Overall in-charge of functioning of the department  Teaching Under Graduate and Post Graduate students  Guiding master’s dissertation  Conducting research projects with extramural and Intramural funding  Guiding students and young researchers for conferences/symposia.  Supervision of clients with communication disorders in OPD -  Supervision of therapy activities for clients with communication disorders  Serving as an internal and external examiner for mother university and for various universities  Officiating as chairperson / member secretary / member for various committees during various programs and events conducted by institute time to time.  Guiding Clinical conference and Journal club  Assisting the activities of voice clinic and Organizing voice care orientation program for prospective teachers  Assisting in activities of UHG  Few other duties assigned by director from time to time. |
| 4 | Associate Professor(3) | Teaching UG and PG students  Guiding master’s dissertation students  Conducting research projects with extramural and mural funding  Guiding students and young researchers for conferences/symposia.  Supervision of clients with communication disorders in OPD  Supervision of therapy activities for clients with communication disorders  Officiating as chairperson/member secretary for various committees during various programs and events conducted by institute  Serving as external examiner and question paper setter for various university examinations  Conducting orientation programs for the public and specialized target population on professional voice related issues  Commemorating and organizing public rallies to create awareness on professional voice related issues on world voice day-every year.  Developing handouts/pamphlets for the public on professional voice related issues and developing self learning materials for clinical training for UG and PG students during departmental postings  Analyzing and preparing documents pertaining to forensic speaker verification task as a part of consultancy work  NSS- incharge |
| 5 | Assistant Professor | Teaching UG & PG.  Working with students and young researchers for conferences/symposia.  Supervision of clients with communication disorders in OPD  Supervision of therapy activities for clients with communication disorders  Supervision of therapy activities for UG and PG student clinicians  Officiating as chairperson/member secretary for various committees during various programs and events conducted by institute  Serving as external examiner and question paper setter for various university examinations  Assisting in activities of clinical services |
| 6 | Scientist ‘B’ | Carrying our research projects and developing products for assessment and therapy  Assisting in AAC activities |
| 7 | SLP Gr. II | Nominated at nodal officer of OLI for Dept of SLS  Maintenance of student attendance  Compilation of client statistics and students statistics  Assisting in department workshops and seminars  Preparation of PRFs for the procurement of instruments for all the quarters.  Attended meetings & arranging labs on account VIP visits.  Assisting in preparation of RE-BE .  Assisted in arranging the display materials for various exhibition  Assisting in compilation on clinical IA marks of UG and PG students  Assisting and co-ordinating the regular maintenance and repair of equipments by dept. of electronics  Checking the features of equipments and softwares for certification  Collecting/ compiling/ recording/ transferring speech samples of for department faculty for usage in Practical session  Assisting in ISO paper work |
| 8 | Lecturer (Contract) | Teaching UG / DHLS students  Writing research projects with mural funding  Supervision of clients with communication disorders in OPD (Half a day/Week)  Supervision of therapy activities for clients with communication disorders  Therapy Supervision/ Vigilance for One and half days per week.  Other responsibilities allotted by Head of the department  Other responsibilities allotted by Director such as Invigilation duties during exams.  Assisting in ISO paper work |
| 9 | Scientist ‘E’ | Teaching UG students  Assisting the Chairperson / Committee in the establishment and infrastructure development of the UHG lab  Training of MLT and Research personnel in regular lab practices.  Publishing research work in national and international journals.  Conducting research under the various projects in the area of speech and hearing that are taken up by the Institute.  Is a Co-Investigator for both intramural and extramural funded projects.  Supervising the work from various projects at unit on day to day basis. |