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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 departmentMaintenance of attendance, leave statement, supervision of all the departmental activities, certifying travel allowance, preparation of department monthly/annually report/RE-BE/five year plansSupervision of program schedule – orientation programs, workshops / purchase indents/serving in committees, attending meetings (within & outside AIISH)Conducting periodic department meetingsTeaching UG and PG studentsGuiding master’s dissertationGuiding doctoral candidatesConducting research projects with extramural and mural fundingGuiding 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 instituteServing as external examiner and question paper setter for various university examinationsConducting test & assignments, student evaluation, maintenance of attendance, submitting IA etc. |
| 2 | Associate Professor(1) | Teaching UG and PG studentsConducting research projects with extramural and mural fundingGuiding 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 disordersOfficiating as chairperson for various committees during various programs and events conducted by instituteServing as external examiner and question paper setter for various university examinationsGuiding Clinical conference and Journal clubOther 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 dissertationConducting research projects with extramural and Intramural fundingGuiding students and young researchers for conferences/symposia.Supervision of clients with communication disorders in OPD - Supervision of therapy activities for clients with communication disordersServing as an internal and external examiner for mother university and for various universitiesOfficiating as chairperson / member secretary / member for various committees during various programs and events conducted by institute time to time.Guiding Clinical conference and Journal clubAssisting the activities of voice clinic and Organizing voice care orientation program for prospective teachersAssisting in activities of UHG Few other duties assigned by director from time to time.  |
| 4 | Associate Professor(3) | Teaching UG and PG studentsGuiding master’s dissertation students Conducting research projects with extramural and mural fundingGuiding students and young researchers for conferences/symposia.Supervision of clients with communication disorders in OPDSupervision of therapy activities for clients with communication disordersOfficiating as chairperson/member secretary for various committees during various programs and events conducted by instituteServing as external examiner and question paper setter for various university examinationsConducting orientation programs for the public and specialized target population on professional voice related issuesCommemorating 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 postingsAnalyzing and preparing documents pertaining to forensic speaker verification task as a part of consultancy workNSS- incharge |
| 5 | Assistant Professor | Teaching UG & PG.Working with students and young researchers for conferences/symposia.Supervision of clients with communication disorders in OPDSupervision of therapy activities for clients with communication disordersSupervision of therapy activities for UG and PG student cliniciansOfficiating as chairperson/member secretary for various committees during various programs and events conducted by instituteServing as external examiner and question paper setter for various university examinationsAssisting in activities of clinical services |
| 6 | Scientist ‘B’ | Carrying our research projects and developing products for assessment and therapyAssisting 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 statisticsAssisting in department workshops and seminarsPreparation 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 exhibitionAssisting in compilation on clinical IA marks of UG and PG studentsAssisting and co-ordinating the regular maintenance and repair of equipments by dept. of electronicsChecking the features of equipments and softwares for certificationCollecting/ compiling/ recording/ transferring speech samples of for department faculty for usage in Practical sessionAssisting 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 studentsAssisting the Chairperson / Committee in the establishment and infrastructure development of the UHG labTraining 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. |