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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 TCPD** | | |
| 1 | HOD - Associate Professor | Policy making, processing and procurement of grants and infrastructure, administration of the center  Planning of all activities of TCPD  Monitoring activities of TCPD  Supervision of tele-assessment and tele-intervention to cases  Guiding and finalizing evidence based resource materials, assessment and intervention methods for Tele-services and translation of the same to different languages  Maintenance of TCPD website and Helpline for Persons with Parkinson’s disease  Counseling patients and caregivers regarding tele-services available at TCPD and the procedures to avail the services with the help of brochure.  Preparation of RE-BE, Purchase indents, EC Agenda proposals, SFC Agenda proposals pertaining to TCPD  Assign roles and responsibilities to staff of TCPD  Any other duties assigned by the Director of the institute |
| 2 | Clinical Supervisor | Providing tele-assessment and tele-intervention to cases as required to the hospitals/doorsteps of the cases.  Developing evidence based resource materials, assessment and intervention methods for Tele-services and translation of the same to different languages under the guidance of the Head-TCPD  Monitoring the maintenance of TCPD website and Helpline for Persons with Parkinson’s disease  Maintaining documents for Tele-assessment, Tele-intervention, Discharge/Referral of persons with communication disorders for each case (Case report (for VC cases), Tele Skype register (online), daily dairy, lesson plan, Tele-assessment format, Discharge summary, clinical work schedule each month and filing in the respective file etc. )  Maintaining the clinical work schedule and filing it monthly  Developing individualized resource materials for each case and maintaining  Maintaining audio-visual database (recorded sessions) of the cases  Collecting feedback from the case/caregiver and compiling the same once in two months  Maintaining backup in the hard disc (every month). |
| 3 | Speech Language Pathologist Gr. I  (Contract) | Providing tele-assessment and tele-intervention to cases as required to the hospitals/doorsteps of the cases.  Developing evidence based resource materials, assessment and intervention methods for Tele-services  Maintaining referral slips  Maintaining counseling register in hard copy and soft copy  Maintaining official e-mails (telecenteraiish@gmail.com, aiishtelecenter@gmail.com)  (Labelling, replying within 2 working days, sending across consent forms, undertaking format and updating the same)  Maintaining documents for Tele-assessment, Tele-intervention, Discharge/Referral of persons with communication disorders for each case (Case report (for VC cases), Tele Skype register (online), daily dairy, lesson plan, Tele-assessment format, Discharge summary, clinical work schedule each month and filing in the respective file etc. )  Maintaining the clinical work schedule and filing it monthly  Developing individualized resource materials for each case and maintaining  Maintaining audio-visual database(recorded sessions) of the cases  Collecting feedback from the case/caregiver and compiling the same once in two months  Maintaining backup in the hard disc (every month).  Purchase Indents preparation, maintaining stock etc |
| 4 | Assistant Professor | Guidance on developing resource materials with respect to amplification devices and listening training.  Contribution for the translation of resource materials |
| 5 | Executive Assistant Gr.II | Preparation of RE-BE  Arrangements for visit of eminent personalities (PPTs, display boards, Tele-sessions etc.)  Preparation of statistics for monthly report and inputs for Annual report, providing the same information to the concerned.  Indenting for maintenance and upgrading of the infrastructure of TCPD  Follow-up of the process of purchase  Maintaining the back up of all the documents related to TCPD  Maintenance of ISO records, files and documents and providing inputs for MRM, Internal audit, External audit.  Preparation of report and ppt for Peer evaluation  Attending/holding monthly meetings and maintaining the meeting minutes  Regular maintenance of the documents related to stock of furniture and equipment in TCPD.  Official Language implementation activities. |