 **Last Update: 31.03.2021**

**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 centerPlanning of all activities of TCPDMonitoring activities of TCPDSupervision of tele-assessment and tele-intervention to casesGuiding and finalizing evidence based resource materials, assessment and intervention methods for Tele-services and translation of the same to different languagesMaintenance of TCPD website and Helpline for Persons with Parkinson’s diseaseCounseling 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 TCPDAssign roles and responsibilities to staff of TCPDAny 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-TCPDMonitoring the maintenance of TCPD website and Helpline for Persons with Parkinson’s diseaseMaintaining 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 monthlyDeveloping individualized resource materials for each case and maintainingMaintaining audio-visual database (recorded sessions) of the casesCollecting feedback from the case/caregiver and compiling the same once in two monthsMaintaining 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-servicesMaintaining referral slips Maintaining counseling register in hard copy and soft copyMaintaining 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 monthlyDeveloping individualized resource materials for each case and maintainingMaintaining audio-visual database(recorded sessions) of the casesCollecting feedback from the case/caregiver and compiling the same once in two monthsMaintaining 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 TCPDFollow-up of the process of purchaseMaintaining the back up of all the documents related to TCPDMaintenance of ISO records, files and documents and providing inputs for MRM, Internal audit, External audit.Preparation of report and ppt for Peer evaluationAttending/holding monthly meetings and maintaining the meeting minutesRegular maintenance of the documents related to stock of furniture and equipment in TCPD.Official Language implementation activities. |