

DEPARTMENT WISE

(A) ADMINISTRATION & ESTABLISHMENT SECTION

Core Functions:

- Establishment matters (HR, service records)
- Procurement & GeM coordination
- Infrastructure maintenance, Logistics & event coordination
- Official correspondence
- Estate, store & asset management

Responsible Officer: **Administrative Officer**

A.1. Duties, Responsibilities & Accountability of Administrative Officer at CRCSRE

The **Administrative Officer (AO)** is responsible for managing the **administrative, establishment, financial coordination, and institutional support services** of CRCSRE to ensure efficient functioning of the centre and implementation of programs for the rehabilitation and empowerment of persons with disabilities.

1. Administrative Duties:

Sl.	Duty	Description
1	Office Administration	Oversee day-to-day administrative functioning of CRCSRE including office management & coordination among Deptt.
2	Implementation of Government Rules	Ensure compliance with Government of India rules such as CCS Rules, GFR, and other administrative regulations.
3	Staff Supervision	Supervise administrative and support staff
4	Coordination with Director	Assist the Director in administrative planning, policy implementation, and institutional management.
5	Office Orders & Circulars	Prepare and issue office orders, circulars, notifications, and official communications.
6	Record Management	Maintain official records, files, and documentation as per government record management practices.
7	Support to Teaching Faculty Staffs	To give administrative support to the teaching faculty staffs to discharge their administrative and professional obligations/duties

2. Establishment and Human Resource Management

Sl.	Duty	Description
1	Personnel Administration	Handle service matters including appointments, joining reports, leave records, transfers, and service books.
2	Leave Management	Monitor leave applications and ensure adherence to leave rules and procedures.
3	Staff Discipline	Ensure discipline and adherence to institutional rules among staff.
4	Performance Monitoring	Maintain records of staff attendance, performance, and service conduct.

Sl.	Duty	Description
5	Recruitment Support	Assist in recruitment processes, contractual appointments, and staff engagement as per approved norms.

3. Financial and Procurement Responsibilities

Sl.	Duty	Description
1	Budget Coordination	Assist in preparation and monitoring of institutional budget.
2	Procurement Process	Ensure procurement of equipment, supplies, and services as per General Financial Rules (GFR) and government procedures.
3	Financial Documentation	Maintain financial records, administrative approvals, and purchase documentation.
4	Audit Coordination	Facilitate internal and external audits and respond to audit observations.
5	Asset Management	Ensure proper documentation and management of institutional assets and inventories.

4. Institutional and Program Support

Sl.	Duty	Description
1	Program Coordination	Support administrative arrangements for training programs, camps, seminars, and outreach activities.
2	Infrastructure Management	Ensure proper maintenance of buildings, facilities, and utilities of the centre.
3	Logistics Management	Arrange logistics for official meetings, workshops, and official visits.
4	Liaison Work	Coordinate with ministries, state departments, NGOs, and other institutions for administrative matters.

5. Accountability

The Administrative Officer shall be accountable for:

1. **Efficient functioning of the administrative section** of CRCSRE.
2. **Compliance with Government of India rules and procedures.**
3. **Proper maintenance of official records and documentation.**
4. **Transparent procurement and financial practices.**
5. **Effective supervision of administrative and support staff.**
6. **Timely submission of administrative reports and institutional documentation.**

6. Reporting Structure

- The **Administrative Officer reports directly to the Director, CRCSRE.**
- Works in coordination with **faculty, clinical professionals, finance/accounts staff, and support staff** for institutional functioning.

A.2. Assistant to Director

Role: To provide efficient administrative and clerical support for smooth functioning of administrative, establishment, and institutional activities of CRCSRE.

Key Responsibilities

- Maintain and manage official files, records, registers, and documentation. Develop database of CRC
- Draft official correspondence, letters, office memorandum, circulars, and reports.
- Process files related to establishment matters such as leave, service records, attendance, and staff matter.
- Maintain inward and outward registers for official communications.
- Assist in procurement processes, documentation, and office administration.
- Coordinate with different sections and departments for smooth workflow.
- Assist in organizing meetings, workshops, training programs, official events & academic administration.
- Maintain confidentiality of official documents and institutional information.
- Ensure proper record management as per government procedures and institutional guidelines.

Administrative Responsibilities

- Support the Administrative Officer in implementing government rules, regulations, and institutional policies.
- Ensure timely movement and processing of files.
- Maintain updated records of administrative activities and documentation.

Accountability

- Responsible for accuracy and proper maintenance of records and files.
- Accountable for timely processing of administrative documents and correspondence.
- Ensure compliance with government administrative procedures and institutional policies.
- Maintain confidentiality and integrity of official information.

A.3. Clerk cum Typist

Role: Clerk-cum-Typist (CRCSRE)

To provide efficient clerical, documentation, and typing support for smooth administrative, academic, and rehabilitation service operations of the Centre.

Responsibilities

1. Office Administration & File Management

- Maintain proper filing system of official records, correspondence, and documents.
- Diary and dispatch of incoming/outgoing letters.
- Maintain registers (attendance, stock, movement, inward/outward, etc.).
- Ensure timely movement of files to concerned officials.

2. Typing & Documentation

- Typing of official letters, reports, proposals, MoUs, meeting minutes & note sheets.
- Drafting routine correspondence as per instructions.
- Preparation of official documents in prescribed government formats.

3. Data Entry & Record Keeping

- Entry and maintenance of data related to:
 - Students/trainees (DISLI, DTISL, CBID, etc.)
 - UDID beneficiaries/ Outreach programmes & camps
- Maintain accuracy, confidentiality, and regular updating of records.

4. Support to Academic & Rehabilitation Activities

- Assist in preparation of:
 - Training schedules/ Attendance sheets/ Certificates and reports
- Provide clerical support during camps, workshops, and outreach programs.

5. Communication & Coordination

- Coordinate with different departments/units within CRCSRE.
- Handle telephone calls, emails, and official communication.
- Liaison with government offices, NGOs, and stakeholders when required.

6. Store & Logistics Support

- Assist in maintenance of stock registers and inventory.
- Support procurement documentation (GeM, quotations, bills processing).
- Maintain records of equipment, assistive devices, and office supplies.

7. Compliance & Record Safety

- Ensure proper documentation for audit, inspection, and reporting purposes.
- Maintain confidentiality of official records and sensitive data.
- Follow office procedures as per Government of India norms.

8. IT & Digital Work

- Use MS Office (Word, Excel, PowerPoint) for official work.
- Maintain digital files, emails, and online submissions.
- Support online portals (UDID, RCI, MIS, etc.) as assigned.

Accountability

- Accuracy & Timeliness: Responsible for error-free typing, documentation, and timely submission of files.
- Record Integrity: Accountable for safe custody and proper maintenance of records.
- Confidentiality: Must ensure non-disclosure of sensitive official information.
- Work Efficiency: Expected to complete assigned tasks within deadlines.
- Compliance: Adherence to Government rules, office procedures, and instructions of superiors.
- Support Delivery: Accountable for providing prompt clerical support to ensure smooth functioning of administrative and program activities.
- Responsiveness: Timely response to official communications and follow-ups.

A.4. Security Guard

Sl.	Role	Responsibility
1	Campus Security	Ensure safety and security of CRCSRE campus, buildings, equipment, and vehicles.
2	Entry Management	Maintain visitor register and regulate entry/exit of visitors and vehicles. Proper maintenance of gate passes shall be ensured for all inward and outward items, including assistive devices.
3	Patrolling	Conduct regular day and night patrols within the campus premises.
4	Monitoring	Monitor CCTV systems where installed.

Sl.	Role	Responsibility
5	Emergency Handling	Respond promptly to fire, accidents, or other emergencies and inform authorities.
6	Crowd Control	Maintain discipline during camps, seminars, and public events.
7	Reporting	Report suspicious activities or incidents to the administrative officer.

A.5. Sweeper / Sanitation Worker

Sl.	Role	Responsibility
1	Cleaning	Sweep and mop offices, corridors, classrooms, therapy rooms, and common areas.
2	Sanitation	Maintain hygiene in toilets, washrooms, and accessible facilities.
3	Waste Disposal	Collect and dispose of waste in designated areas.
4	Campus Cleanliness	Ensure pathways, entrances, and surroundings are clean.
5	Event Support	Maintain cleanliness before and after meetings, camps, and events.
6	Reporting Issues	Inform authorities about sanitation issues such as blocked drains or water leakage.

A.6. Multi-Tasking Staff (MTS) / Peon/ Attendance

Sl.	Role	Responsibility
1	Office Assistance	Carry files, documents, and materials between departments.
2	Dispatch Work	Deliver official letters and documents to nearby offices/post office when required.
3	Documentation Support	Assist in photocopying, scanning, and filing documents.
4	Meeting Arrangement	Arrange meeting halls, chairs, and logistics for meetings and training programs.
5	Visitor Guidance	Assist visitors and beneficiaries in locating departments.
6	General Assistance	Perform tasks assigned by administrative staff or Director.

A.7. Receptionist

Sl.	Role	Responsibility
1	Front Office Management	Act as the first point of contact for visitors and beneficiaries.
2	Information Support	Provide guidance regarding services, departments etc.
3	Call Management	Handle incoming phone calls and direct them to appropriate departments.
4	Visitor Record	Maintain visitor register and issue entry passes where required.
5	Appointment Coordination	Assist in scheduling appointments for assessments and consultations.
6	Support During Camps	Help in registration and coordination during outreach programs.

A.8. Store Keeper/ Workshop Supervisor

Sl.	Role	Responsibility
1	Inventory Management	Maintain records of equipment, materials, and supplies.
2	Stock Register	Maintain stock registers and update entries regularly.
3	Issue and receipt	Issue materials to departments as per authorization.
4	Storage	Ensure proper storage and safety of materials and assistive devices.
5	Procurement Support	Assist administration in procurement and verification of supplies.
6	Physical Verification	Support periodic stock verification and auditing.

A.9. General Code of Conduct for Support Staff

All support staff must:

- Maintain **punctuality and discipline** in duty.
- Show **respectful behavior toward persons with disabilities, staff, and visitors**.
- Follow **safety, hygiene, and institutional guidelines**.
- Protect **government property and institutional assets**.
- Perform duties **assigned by the Director or Administrative Officer** in institutional interest.

(B) ACADEMIC & TRAINING DEPARTMENT

Core Functions:

- Conduct of long-term courses (Diploma/Degree/Certificate)
- Affiliation and compliance with Rehabilitation Council of India norms
- Continuing Rehabilitation Education (CRE) programmes
- Faculty development programmes
- Academic calendar preparation & examination coordination
- Curriculum implementation & revision
- Student admission, attendance & academic records
- Research and publication activities

Responsible Officer: Each course shall be coordinated by the concerned staff member, under the overall supervision of the Head of Academics:

B.1. Assistant Professor- Physical Medicine Rehabilitation:

Role, Responsibility & Accountability of PMR (Physical Medicine & Rehabilitation Specialist) in CRCSRE

Sl. No.	Domain	Roles & Responsibilities	Accountability / Expected Outcomes
1	Clinical Services	Conduct comprehensive disability assessment; develop individualized rehabilitation plans (IRP); prescribe therapies and medical interventions	Improved functional outcomes and quality of life of PwDs
2	Multidisciplinary Coordination	Lead and coordinate team of PT, OT, ASLP, Clinical Psychologist, Special Educators	Integrated, goal-oriented rehabilitation services
3	Disability Certification	Member of certification board for disability assessment under RPwDs Act; facilitate UDID certification	Accurate, transparent, and guideline-based certification
4	Programme Implementation	Implement schemes like ADIP, UDID, Early Intervention (CDEIC), CBID; organize camps and outreach	Achievement of programme targets and service coverage
5	Assistive Devices & Fitment	Recommend, prescribe, and supervise fitment of aids & appliances (prosthetics, orthotics, mobility aids)	Appropriate device utilization and user satisfaction
6	Training & Capacity Building	Conduct training for medical officers, therapists, teachers, ASHA/Anganwadi workers; CRE programmes	Enhanced capacity of stakeholders and service providers
7	Academic Research	Teaching in rehabilitation courses (BASLP, D.Ed., DISLI etc.); research and publications	Evidence-based practice and academic excellence
8	Outreach & Community Services	Conduct rural camps, awareness programmes; establish referral linkages with hospitals and DEICs	Increased accessibility and early identification
9	Administrative Functions	Maintain records, MIS, reporting; assist Director in planning, monitoring, and budgeting	Efficient programme management and compliance
10	Monitoring & Evaluation	Track patient progress; evaluate programme effectiveness and rehabilitation outcomes	Measurable improvement and impact assessment
11	Ethical Practice & Compliance	Ensure adherence to guidelines of Department of Empowerment of Persons with Disabilities and Rehabilitation Council of India	Transparency, accountability, and audit compliance
12	Leadership Role	Act as clinical head of rehabilitation services; guide institutional growth and service delivery	Strong institutional performance and service quality

Role, Responsibility & Accountability of Clinical Psychology, Speech & Hearing & Special Education: Assistant Professor & Lecturer.

Sl. No.	Areas of Responsibility	Assistant Professor – Clinical Psychology	Assistant Professor – Speech & Hearing	Assistant Professor – Special Education
1	Academic Teaching	To initiate, conduct & teach RCI-approved courses in psychology, behavior therapy, and assessment techniques etc.	To initiate, conduct & teach RCI-approved courses in audiology, speech-language pathology, hearing assessment, and rehabilitation etc.	To initiate, conduct & teach RCI-approved courses in special education courses, teach inclusive education etc
2	Curriculum Development	Contribute to curriculum design, revision and implementation as per RCI and university norms.	Update academic curriculum in speech, language and hearing sciences as per RCI guidelines.	Develop course materials, inclusive teaching strategies and special education modules.
3	Clinical Assessment	Conduct psychological assessments such as IQ testing, behavioral evaluation, personality assessment and diagnostic evaluation.	Conduct audiological assessments, speech-language evaluations, hearing screening and diagnostic tests.	Conduct educational assessments, learning disability evaluation and functional academic assessments.
4	Therapeutic Educational Intervention	Provide psychotherapy, behavioral therapy, counselling and cognitive rehabilitation.	Provide speech therapy, language therapy, auditory verbal therapy and hearing rehabilitation services.	Develop Individualized Education Plans (IEP) and implement special education interventions.
5	Student Training & Supervision	Supervise trainees and interns in psychological assessment, counselling and therapy sessions etc.	Supervise students & interns in clinical audiology and speech therapy practice etc.	Supervise trainee teachers & interns in classroom management, IEP, special education practice etc.
6	Research & Publication	Conduct research in mental health, disability rehabilitation and publish in journals.	Undertake research in speech, hearing disorders and assistive technologies.	Conduct research in inclusive education, learning disabilities and educational rehabilitation.
7	Multidisciplinary Team Work	Collaborate with OT/PT, SLPs, special educators and medical professionals.	Work with psychologists, special educators, ENT specialists and therapists.	Work with psychologists, therapists, audiologists and rehabilitation professionals.
8	Outreach & Community Services	Participate in mental health awareness, counselling camps and disability assessment camps.	Conduct hearing screening camps, early identification programs and awareness programs.	Participate in inclusive education awareness, school outreach and disability identification camps.
9	Disability Certification Support	Contribute to psychological assessment for intellectual disability, autism and mental illness for UDID certification.	Assist in hearing disability assessment and documentation for certification and UDID.	Assist in functional and educational assessment for disability certification processes.

Sl. No.	Areas of Responsibility	Assistant Professor – Clinical Psychology	Assistant Professor – Speech & Hearing	Assistant Professor – Special Education
10	Documentation & Record Maintenance	Maintain clinical case files, therapy reports, assessment records and academic documentation.	Maintain audiological reports, therapy records and patient documentation.	Maintain IEP records, progress reports and student academic documentation.
11	Capacity Building & Training	Conduct workshops, training programs and continuing rehabilitation education (CRE) programs.	Conduct workshops, training programs and continuing rehabilitation education (CRE) programs.	Conduct workshops, training programs and continuing rehabilitation education (CRE) programs.
12	Administrative Responsibilities	Assist in academic administration, institutional committees and program coordination.	Support academic and clinical program management.	Assist in management of academic programs and special education services.
13	Accountability	Accountable for quality teaching, ethical clinical practice, research output, and adherence to RCI norms.	Accountable for accurate diagnosis, therapy outcomes, academic quality and clinical standards.	Accountable for effective special education services, student development and compliance with RCI guidelines.

B.2. Lecturer- Occupational Therapy & Physiotherapy

Sl. No.	Areas of Responsibility	Lecturer – Occupational Therapy	Lecturer – Physiotherapy
1	Academic Teaching	Deliver lectures and practical training in occupational therapy as per RCI norms.	Deliver lectures and practical training in physiotherapy as per RCI norms.
2	Student Practical Training	Demonstrate therapeutic techniques and supervise students during practical and clinical sessions.	Train students in physiotherapy assessment techniques, therapeutic exercises and clinical procedures.
3	Functional Assessment	Conduct assessment of fine motor skills, sensory processing, hand function, daily living abilities etc.	Conduct assessment of muscle strength, posture, range of motion, gait, balance, physical endurance etc.
4	Therapeutic Intervention	Provide occupational therapy interventions such as sensory integration, hand function training, ADL skill development, adaptive techniques etc.	Provide physiotherapy interventions including therapeutic exercises, neurodevelopmental therapy, mobility training, posture correction etc.
5	Assistive Device Recommendation	Suggest adaptive devices, splints and environmental modifications to improve independence.	Recommend mobility aids such as walkers, crutches, wheelchairs and orthotic support.
6	Multidisciplinary Coordination	Work with physiotherapists, psychologists, speech therapists, special educators and medical professionals.	Coordinate with occupational therapists, psychologists, speech therapists and special educators.
7	Early Intervention Services	Provide therapy for children with developmental delay on play activities, sensory stimulation and self-help skills.	Provide physiotherapy intervention for children with delayed motor development and physical disabilities.

Sl. No.	Areas of Responsibility	Lecturer – Occupational Therapy	Lecturer – Physiotherapy
8	Outreach Programs	Participate in community-based rehabilitation programs, disability camps and awareness activities.	Participate in screening camps, rehabilitation outreach services and community awareness programs.
9	Documentation	Maintain therapy records, treatment plans, patient progress reports and student training records.	Maintain physiotherapy assessment reports, treatment records and clinical documentation.
10	Research Support	Participate in research activities, related to rehabilitation services.	Contribute to research activities related to physiotherapy rehabilitation.
11	Disability Certification Support	Assist in functional assessment and rehabilitation planning for persons with disabilities.	Assist in locomotor disability assessment and documentation for certification and UDID.
12	Institutional Activities	Support academic coordination, departmental activities and institutional programs.	Assist in management of therapy units and institutional rehabilitation activities.
13	Accountability	Accountable for effective teaching, quality therapy services, proper documentation and adherence to RCI guidelines.	Accountable for quality physiotherapy services, clinical training of students and compliance with professional standards.

Overall Objective in CRCSRE:

- ✓ Strengthen **education and skill development of rehabilitation professionals**
- ✓ Provide **quality therapy and rehabilitation services to persons with disabilities**
- ✓ Promote **multidisciplinary rehabilitation, research and community outreach programs**

B.3. Roles, Responsibilities & Accountability of Sign Language Master Trainer, Instructor, and Interpreter

Sl.	Position	Role	Key Responsibilities	Accountability
1	Sign Language Master Trainer	Lead professional responsible for capacity building, development of training programmes and supervision of ISL training activities.	• Design and conduct training programmes in Indian Sign Language (ISL). • Develop curriculum, training modules and teaching materials. • Conduct Training of Trainers (ToT) for instructors and interpreters. • Mentor and supervise Sign Language Instructors and Interpreters. • Organize workshops, seminars, and awareness programmes on Deaf culture and communication. • Monitor and evaluate effectiveness of training programmes.	• Quality and effectiveness of ISL training programmes. • Compliance with national standards and guidelines. • Capacity building of trainers/ instructors. • Reporting program outcomes to the Head/Director of CRCSRE.
2	Sign Language Instructor	Trainer responsible for teaching ISL and communication skills to trainees,	• Conduct regular ISL classes • Prepare lesson plans, teaching materials and practical exercises. • Train persons with hearing impairment, their families and professionals.	• Quality of teaching & learner outcomes. • Proper implementation of training curriculum.

Sl.	Position	Role	Key Responsibilities	Accountability
		professionals and community members.	• Assist in workshops, seminars and awareness programmes. • Evaluate trainees through tests and practical assessments. • Maintain attendance records and training documentation. • Support outreach and sensitization activities related to disability inclusion.	• Maintenance of training records and discipline in the classroom. • Reporting progress to the Master Trainer/Programme Coordinator.
3	Sign Language Interpreter	Communication facilitator between Deaf/Hard of Hearing persons and hearing individuals using ISL.	• Provide interpretation services during meetings, training programmes, medical consultations and official events. • Interpret spoken language into ISL and vice versa accurately. • Support government programmes, disability camps and counselling sessions. • Assist in training programmes and community outreach activities. • Maintain confidentiality and professional ethics in interpretation. • Support documentation and reporting of interpretation assignments.	• Accuracy and neutrality in interpretation. • Professional conduct and confidentiality. • Timely support during programmes and official events. • Reporting to the Program Coordinator

Key Differences

Position Main Function

Master Trainer: *Training leaders who develop programs and train instructors/interpreters.*

Instructor: *Teach sign language to learners.*

Interpreter: *Facilitate communication between deaf and hearing persons.*

(C) CLINICAL & REHABILITATION SERVICES DEPARTMENT

Core Functions: CRC & CDEIC

- OPD rehabilitation services
- Assessment, certification & intervention
- Multidisciplinary case conferences
- Therapy services (PT, OT, SLP, Clinical Psychology, Special Education, etc.)
- Referral and follow-up system
- Maintenance of clinical records & reporting

Responsible Officer: **Senior Clinical Faculty assisted by Rehabilitation Officer**

Sl. No.	Professional	CDEIC: (0–6 Years) – Role, Responsibility & Accountability	CRCSRE (Above 6 Years) – Role, Responsibility & Accountability
1	Physiotherapist	• Conduct developmental screening and detailed assessment of motor delay; • Provide neurodevelopmental therapy (NDT), positioning and motor facilitation; • Prevent deformities; • Train parents in home programs; recommend assistive devices & Contribute to IFSP; • Maintain therapy documentation and participate in multidisciplinary early intervention services. • Accountable for early motor development outcomes and prevention of secondary complications.	• Conduct functional mobility assessment including gait, • posture and strength; provide therapeutic exercises, balance training, gait correction; manage spasticity, contractures; train individuals in mobility aids; recommend orthoses under schemes like ADIP; support UDID certification and outreach camps. • Accountable for improving functional mobility, independence and rehabilitation outcomes.
2	Occupational Therapist	• Assess fine motor development, sensory processing and functional play skills; provide sensory integration therapy and fine motor training; develop early ADL skills; recommend adaptive seating and splints; train parents for home-based stimulation; contribute to IFSP and multidisciplinary care; maintain therapy records. • Accountable for improving functional and sensory development.	• Assess upper limb function, coordination, independence in daily activities, provide hand function therapy, ADL training; recommend adaptive devices and support school participation and vocational skill development, maintain therapy documentation. • Accountable for promoting functional independence and participation.
3	Speech & Language Pathologist / Audiologist	• Conduct hearing screening and early speech-language assessment; provide early speech therapy and auditory stimulation; support feeding and oral motor development; guide families on hearing aids and communication stimulation; contribute to IFSP and multi-disciplinary early intervention. • Fitment of amplification devices • Accountable for early communication and language development.	• Conduct all audiological tests, provide speech and language therapy for communication disorders; fit & manage hearing aids; support cochlear implant rehabilitation; assist in hearing disability certification, outreach screening camps. • Accountable for communication rehabilitation and hearing management outcomes.
4	Clinical Psychologist	• Conduct developmental and behavioral assessments; identify autism and developmental disorders; • provide behavioral therapy and early counselling; guide parents on behavior management; • contribute to IFSP planning and multidisciplinary interventions; • maintain psychological reports. • Accountable for early identification of developmental and behavioral disorders.	• Conduct psychological assessments in and cognitive evaluation; • provide psychotherapy, • behavioral therapy and counselling; • assess learning disabilities; • support UDID certification for intellectual disability; • provide vocational guidance and emotional support. • Accountable for psychological well-being and social adjustment.

Sl. No.	Professional	CDEIC: (0–6 Years) – Role, Responsibility & Accountability	CRCSRE (Above 6 Years) – Role, Responsibility & Accountability
5	Special Educator	- Identify developmental learning needs; provide early stimulation and pre-academic skill development; develop individualized education plans; train parents on early learning activities; support inclusive early childhood education; collaborate with therapy team and maintain progress records. - Accountable for early learning readiness and cognitive stimulation.	- Provide individualized educational support for children with disabilities; develop Individualized Education Plans (IEP); support inclusive education in schools; provide remedial teaching and functional academics; assist in disability certification and awareness programs. - Accountable for educational participation and learning outcomes.
6	Prosthetist & Orthotist (P&O)	- Assess physical deformities and recommend orthotic supports for early positioning and mobility; - fabricate and fit orthoses; - guide parents on usage and maintenance; - support multidisciplinary therapy interventions. - Accountable for early physical support and prevention of deformities.	- Assess locomotor disability and fabricate prosthetic and orthotic devices; fit mobility aids and orthoses; support ADIP camps and rehabilitation services; provide training in device use & maintenance; maintain fabrication records. - Accountable for functional mobility and assistive device services.
7	Early Interventionist	Screening & assessment for early identification followed by early intervention	To provide early identification, assessment, and intervention services for infants and young children with developmental delays or disabilities to promote optimal development and functional independence.

Others Clinical Assistant role in CRCSRE:

Sl. No.	Position	Role	Responsibilities	Accountability
1	Clinical Assistant (Speech & Hearing – SP & HG)	Support audiologists and speech-language pathologists in providing speech, language and hearing rehabilitation services.	Assist in speech /hearing screening, support speech & language therapy sessions; hearing aid fitting and maintenance; auditory training, maintain patient records, in outreach and awareness programs.	Accurate clinical assistance in therapy and audiology services; maintenance of audiology equipment; therapy documentation & supporting quality rehabilitation services.

Sl. No.	Position	Role	Responsibilities	Accountability
2	Clinical Assistant (Mental Retardation / Clinical Assistant (Developmental Therapist)	Assist psychologists and special educators in providing assessment, training and rehabilitation for persons with intellectual and developmental disabilities.	Assist in developmental and psychological assessments; support behavior modification programs; training activities of daily living and social skills; early intervention and special education activities; maintain case records and progress reports; parent guidance, awareness camps and community outreach programs.	Proper implementation of rehabilitation programs; maintenance of accurate case documentation; support improvement in adaptive behavior and functional skills of beneficiaries.
3	Special Educator / Orientation & Mobility (O&M)	Provide educational support and mobility training to persons with visual impairment to promote independent living and inclusive education.	Assess educational and mobility needs of visually impaired, provide Braille training, low vision support, assistive technology use; orientation and mobility skills, Individualized Education Plans (IEP); coordinate with schools for inclusive education; train parents, caregivers; participate in awareness and screening camps.	Ensuring effective educational progress and mobility independence; maintaining student progress records and reports; promoting inclusion and independent living for persons with visual impairment.
4	Vocational Instructor	Provide vocational skill training to persons with disabilities for livelihood and employment opportunities (Schemes for PwDs).	Identify suitable trades based on ability and interest of trainees; conduct practical vocational training; develop structured training modules; support development of work habits and job readiness skills; assist in placement or self-employment initiatives; coordinate with industries and livelihood schemes; maintain trainee records and progress reports.	Successful implementation of vocational training programs; improvement in employability and livelihood outcomes; proper use and maintenance of training facilities and equipment.

Overall Institutional Accountability in CRCSRE

- All professionals are collectively responsible for:
- Providing multidisciplinary rehabilitation services to persons with disabilities.
- Supporting early identification and early intervention programs.
- Promoting inclusive education and community-based rehabilitation.
- Participating in government initiatives such as UDID, ADIP, awareness camps, and outreach programs.
- Maintaining clinical documentation, therapy records and institutional reporting systems.
- Ensuring ethical professional practice and quality rehabilitation services.

(D) OUTREACH, EXTENSION & CAPACITY BUILDING DEPARTMENT

Core Functions:

- Community-based rehabilitation (CBR) programmes
- Awareness generation activities
- Sensitization programmes (UDID, RPwDs Act, Inclusion, etc.)
- Training of frontline workers (AWWs, ASHAs, Teachers, etc.)
- Camps (Assessment, Fitment, Early Identification, UDID)
- District-level coordination & beyond.
- Mobilization for financial/infrastructural support for CRC through govt./ CSR/ any org.

Responsible Officer: **Extension & Outreach Coordinator assisted by RO.**

Role, Responsibility & Accountability of Rehabilitation Officer at CRCSRE

(Composite Regional Centre for Skill Development, Rehabilitation & Empowerment of Persons with Disabilities)

Sl. No.	Component	Details
1	Designation	Rehabilitation Officer
2	Reporting Authority	Director, CRCSRE
3	Role	To coordinate and implement rehabilitation services, outreach programs, and capacity-building activities for persons with disabilities in the region served by CRCSRE. • Plan, organize, and coordinate rehabilitation services for persons with disabilities in rural, tribal, and remote areas by Coordinating with district authorities, NGOs, hospitals, and community etc • Facilitate access to assistive devices, therapy services, and rehabilitation support under government schemes. • Support early identification and intervention programs for children with disabilities.
4	Key Responsibilities	• Maintain records and documentation related to rehabilitation services and beneficiaries. • Assist in organizing training programs, workshops, and Continuing Rehabilitation Education (CRE) activities. • Provide guidance and counselling to persons with disabilities and their families regarding rehabilitation services & govt. schemes. Media & Print • Prepare reports, documentation, and progress updates related to rehabilitation activities.
5	Administrative Responsibilities	• Assist in planning institutional programs and community-based rehabilitation initiatives. • Coordinate with various departments within CRCSRE for multidisciplinary rehabilitation services. • Accountable for effective implementation of rehabilitation programs and outreach activities. • Responsible for accurate documentation and reporting of rehabilitation services.
6	Accountability	• Ensure proper coordination with stakeholders and service providers. • Accountable for promoting inclusion, accessibility, and empowerment of persons with disabilities.

Sl. No.	Component	Details
7	Key Performance Indicators (KPIs)	• Number of outreach programs, camps, and awareness activities conducted. Number of persons with disabilities identified and supported with rehabilitation services. Effective coordination with government departments and community organizations. Timely submission of reports and documentation.
8	Expected Outcome	Improved access to rehabilitation services, increased awareness, and enhanced inclusion and empowerment of persons with disabilities in the region served by CRCSRE.

(E) FINANCE & ACCOUNTS SECTION

Core Functions: Budget preparation & utilization

- Grant-in-aid management
- Audit compliance
- Financial reporting
- Vendor payments & accounts maintenance

Responsible Officer: **Accountant**

Role, Responsibilities & Accountability of Accounts Officer in CRCSRE

Role:

The **Accountant** in the **Composite Regional Centre for Skill Development, Rehabilitation and Empowerment of Persons with Disabilities (CRCSRE)** is responsible for managing the **financial administration, budgeting, accounting and compliance with Government of India financial rules**. The Accounts Officer ensures transparent, efficient and accountable utilization of funds for academic, clinical, rehabilitation and outreach activities of the Centre.

Responsibilities:

1. Financial Management

- Prepare and manage the **annual budget, financial estimates and expenditure plans** of CRCSRE.
- Maintain **accounts, ledgers, cash books and financial registers** as per Government accounting procedures.
- Monitor **expenditure against sanctioned budget heads** and ensure proper utilization of funds.
- Prepare **monthly, quarterly and annual financial statements**.

2. Accounts & Bookkeeping

- Maintain **cash book, bank book, general ledger and subsidiary registers**.
- Verify and process **bills, vouchers, invoices and payment claims**.
- Maintain records of **grants-in-aid, project funds and institutional expenditures**.
- Reconcile **bank accounts and financial statements periodically**.

3. Compliance with Financial Rules

- Ensure compliance with **General Financial Rules (GFR), Government Accounting Rules and other financial regulations**.
- Assist in **procurement procedures, tendering and financial documentation** as per government norms.
- Ensure adherence to **audit guidelines and financial transparency**.

4. Payroll & Financial Transactions

- Process **salary, allowances, reimbursements and other staff payments.**
- Maintain records related to **income tax, provident fund, deductions and statutory payments.**
- Process **payments for procurement of equipment, materials and services.**

5. Audit & Financial Reporting

- Facilitate **internal and external audits** by providing financial records and documents.
- Prepare **utilization certificates (UC), financial reports and audit replies.**
- Maintain **documentation for grants received from the Ministry and other agencies.**

6. Financial Support to Institutional Programs

- Provide financial support for **academic programs, clinical services, outreach camps and CRE activities.**
- Assist administration in **financial planning for institutional development projects.**

Accountability:

- Accountable for **accurate maintenance of financial records and accounts** of CRCSRE.
- Ensure **proper utilization of government funds and prevention of financial irregularities.**
- Responsible for **timely submission of financial reports, utilization certificates and audit compliance.**
- Maintain **transparency, financial discipline and adherence to government financial regulations.**
- Report financial matters and provide advice to the **Director and administrative authorities.**

(F) DATA MANAGEMENT, MONITORING & REPORTING CELL

Core Functions:

- MIS management/ UDID coordination
- Monthly/Quarterly reports to SVNIRTAR & DEPwD
- Documentation & digital records

Responsible Officer: Librarian & Receptionist.

1.5. Librarian

Role, Responsibility & Accountability of Librarian at CRCSRE

❖ Role:

The **Librarian at CRCSRE (Composite Regional Centre for Skill Development, Rehabilitation and Empowerment of Persons with Disabilities)** is responsible for managing the institutional library and information resources to support **teaching, learning, research, and clinical training** in the field of disability rehabilitation. The librarian facilitates access to books, journals, digital resources and reference materials required by students, faculty, clinicians and researchers.

❖ Responsibilities:

1. Library Management

Role & Responsibilities of Trained Care Giver & Ayah/Attendant in CDEIC

1. Role & Responsibilities of Trained Care Giver

In a CDEIC, a trained caregiver plays an important role in supporting children with developmental delays, disabilities, and special needs. Key responsibilities include:

- Daily Care and Support

Assist children with feeding, toileting, dressing, and personal hygiene.

Ensure comfort, safety, and well-being of children.

- Therapy Support

Assist therapists during physiotherapy, occupational therapy, speech therapy, and special education sessions.

Help children practice exercises and activities recommended by professionals.

- Monitoring and Observation

Observe children's behavior, health status, and developmental progress.

Report any concerns or changes to the multidisciplinary team.

- Promoting Independence

Encourage children to perform age-appropriate activities independently.

Support development of self-care and daily living skills.

- Family Guidance

Demonstrate home-based activities & care techniques to parents and family members.

Encourage family participation in intervention programs.

- Maintaining a Safe Environment

Ensure cleanliness of therapy and activity areas.

Follow infection control and safety procedures.

- Record Keeping

Maintain attendance, daily activity records, and progress notes as directed.

- Emotional and Social Support

Provide a caring and positive environment.

Encourage social interaction, communication, and participation in group activities.

The overall role of a trained caregiver in CDEIC is to support the multidisciplinary team and help children achieve their maximum developmental potential while enhancing their quality of life and inclusion.

2. Role & Responsibilities of Ayah/Attendant

The AYA plays a crucial supportive role in ensuring the smooth functioning of the CDEIC and providing assistance to children with developmental delays, disabilities, and high-risk conditions.

Key Roles and Responsibilities:

1. Child Care and Assistance

- Assist children during therapy and intervention sessions.
 - Help in positioning, handling, and transferring children safely.
 - Support children with mobility difficulties while moving within the centre.
 - Assist children during feeding, toileting, and personal hygiene activities when required.
2. Support During Assessment and Therapy
 - Assist therapists and rehabilitation professionals during assessment procedures.
 - Help in preparing therapy materials and equipment before sessions.
 - Support children in participating effectively during therapy activities.
 - Ensure the safety and comfort of children during interventions.
 3. Parent and Caregiver Support
 - Guide parents regarding basic centre procedures.
 - Assist caregivers in handling children during therapy sessions.
 - Encourage parents to follow therapist instructions for home-based activities.
 4. Maintaining Clean and Child-Friendly Environment
 - Ensure cleanliness of therapy rooms, play areas, and intervention spaces.
 - Clean and arrange therapy materials after use.
 - Maintain hygiene standards, especially for young children and children with special needs.
 5. Assisting in Early Intervention Activities
 - Support group activities, play sessions, and developmental stimulation programmes.
 - Help organize educational and recreational materials.
 - Encourage children's participation in structured activities under professional supervision.
 6. Safety and Protection
 - Monitor children to prevent accidents and injuries.
 - Ensure safe handling of therapy equipment and assistive devices.
 - Report any health concerns, behavioural issues, or emergencies to professionals immediately.

Essential Qualities of an AYA in CDEIC

- Compassion and patience with children.
- Basic understanding of child care and disability.
- Good communication and interpersonal skills.
- Ability to work as part of a multidisciplinary rehabilitation team.
- Commitment to child safety, dignity, and confidentiality.

Importance of AYA in CDEIC

The AYA serves as an important support person in the multidisciplinary team by facilitating child care, ensuring safety, assisting therapists, and creating a nurturing environment that promotes effective early intervention and rehabilitation services for children with disabilities and developmental delays.