



<b>Sr. No.</b>	<b>Coordinator</b>	<b>Officer's Name</b>
1	<b>Coordinator for Recording, maintaining and disseminating Information</b>	Mr. Prateek Kumar Vinduwa
2	<b>Coordinator for Centre Based Services</b>	Mrs. Poonam Sachdev
3	<b>Coordinator for DISLI, CSR, Placement and Student's welfare</b>	Dr. Jami Gangadhara Rao
4	<b>Coordinator for Extension &amp; Outreach</b>	Mr. Kushum Kumar Verma
5	<b>Coordinator for Academic activities</b>	Dr. Indrabhushan Kumar

## ROLES & RESPONSIBILITY

Department	HODs	Name	Responsibility in addition to monitoring, supervising duties and responsibilities of subordinate staff	Staff Attached	Name	Additional responsibility Attached in addition to the primary role attached with the position	CDEIC Staff attached	Name	Major Responsibility Attached
Dept. of Speech & Hearing	Asst. Professor	Mr. Kushum Kumar Verma	Admission (LTC)	Lecturer	Ms. Shivani Tiwari	Course coordinator DHLS	Speech Therapist	XXXX	PTP
				Clinical Assistant	Mrs. Ankita Upadhyay	Demonstrator DHLS			
Dept. of Extension, Outreach & Community Rehabilitation	Asst. Professor	Mr. Kushum Kumar Verma	Purple activities, Events & Celebrations	Orientation and Mobility Instructor	Mr. Shyam Singh Mewada	Awareness, Calendar events & Social Media	Caregiver	Mr. Neeraj	Govt. Schemes & Benefits
				Prosthetist & orthotist	Mr. Nityanand Samal	ADIP & Community work			
				Rehabilitation Officer	Mr. SMQ Niyazi	Govt. Schemes & Benefits & Annual Colander			
				PM Divyasha Kendra (ALIMCO)	XXXX	ADIP			
Dept. Special Education, Vocational and Skill Development	Asst. Professor	Dr. Jami Gangadhara Rao	DISLI Coordinator, Student & Parent Interaction and Student's Issues, Internship and placement, NBER, Scholarship	Lecturer	Md. Kalim Sidiqqi	CRE & PM Daksh	Special Educator (HI)	Mrs. Neeta Singh	PTP
				Lecturer	Mrs. Abha Mishra	Course Coordinator D.Ed	Special Educator	XXXX	
				Lecturer	Mr. Vishal Sharma	STP (Non-CRE) & Free Coaching, VIP / VVIP visits, CSR			
				Demonstrator	Mrs. Sarita Singh	Visits			
				Special Educator (ID/ ASD)	Mrs. Nimma Verma	PTP			
				Vocational Trainer	Mrs. Shagufta Parveen	PM Daksh			
				Master Trainer	Mr. Sourabh Agrawal	ISL Awareness			
				SLI Instructor	Ms. Varsha Dongre	Social Media			
				SLI Interpreter	Ms. Deepika Hardoliya	Interpretation			

Dept. of Cl. Psychology	Asst. Professor	Dr. Indrabhushan Kumar	Evaluations, New Courses & MoUs, Editor for Monthly Newsletter	Lecturer	Dr. Poonam Singh	Course coordinator PGDRP Conferences, Research & Publications	Rehabilitation Psychologist	Mr. Rishikesh Sapke	Monthly Newsletter
				Lecturer	Mr. Kapil Singhal	FDP & Conferences, Student's article			
Dept. of Occupational Therapy	Lecturer	Mrs. Poonam Sachdev	CDEIC, ICC, Case Conference, Appointment diaries, CDEIC Online Portal	Clinical Assistant	Mrs. Sumona	Parent's Feedback	Occupational Therapist	Mrs. Rituja Soni	STP (Non-CRE)
							Caregiver	Ms. Ishita	Govt. Schemes & Benefits
Dept. of Physiotherapy	Lecturer	Mr. Prateek kumar Vinduwa	Print Media & Material Development, tieup with Hospitals, local institutions and community, VIP / VVIP visits, CSR				Physiotherapist	Ms. Archana Pathak	PTP
							Caregiver	Ms. Divya	Govt. Schemes & Benefits
							Nurse	Ms. Abhilasha Vishwakarma	Online registration & STP (Non-CRE)
Dept. Information & Documentation	Lecturer	Mr. Prateek kumar Vinduwa	Weekly report, Monthly report, Qtr report, Annual Report, Online data monitoring	Registration Clerk	Mrs. Ranjita Ghagre	Offline Registration, Case files and Canter Based Data			
				Librarian (Part time)	Mrs. Anita Nagar	Annual Report			
Dept. of Admn, Account & Store	Admin Officer		EC, GC & Review Meetings, Monitoring	Assistant	Mr. Mahipal	Admin, Accounts, Hindi, Correspondences, Records, NIC, e-Office, Reports	Ayaha	Akanksha	Activity Support
				WSSK	Mr. Ravishankar Sonkusre	Store, Material, Maintenance, Security, Equipment, Disposal			
				Accountant	Mr. Dalbir singh	Accounts, Book keeping, Tally, PFMS			
				Asst. Academic	Mr. Prince Sonkar	Records of student, admission, evaluation, correspondences, photography & videography			
				Asst. Store & Purchase	Mr. Aditya Khole	Procurement, GeM, photography & videography			
				Mali	02	As per the role assigned			
				Cleaning	02	As per the role assigned			
				Attender	03	As per the role assigned			
				Security guards	07	As per the role assigned			

### CASE INCHARGE FOR SERVICES

S. N.	Category of disability	Name and designation of Case incharge
1	Locomotor disability	Mr. Nityananda Samal, Prosthetist & Orthotist
2	Multiple sclerosis	Mr. Prateek kumar Vinduwa, (Lecturer in Physiotherapy)
3	Parkinson's Disease	Mr. Prateek kumar Vinduwa, (Lecturer in Physiotherapy)
4	Hemophilia	Mr. Prateek kumar Vinduwa, (Lecturer in Physiotherapy)
5	Thalassemia	Mr. Prateek kumar Vinduwa, (Lecturer in Physiotherapy)
6	Sickle Cell Disease	Mr. Prateek kumar Vinduwa, (Lecturer in Physiotherapy)
7	Dwarfism	Mr. Prateek kumar Vinduwa, (Lecturer in Physiotherapy)
8	Acid attack victim	Mr. Prateek kumar Vinduwa, (Lecturer in Physiotherapy)
9	Leprosy cured person	Mrs. Poonam Sachdev, Lecturer in (Occupational Therapy)
10	Multiple Disabilities Including Deaf Blindness	Mrs. Poonam Sachdev, Lecturer in (Occupational Therapy)
11	Muscular Dystrophy	Mrs. Poonam Sachdev, Lecturer in (Occupational Therapy)
12	Cerebral Palsy	Mrs. Poonam Sachdev, Lecturer in (Occupational Therapy)
13	Autism Spectrum Disorder	Dr. Indra Bhushan Kumar, Assistant Professor (Clinical Psychology)
14	Mental Illness	Dr. Indra Bhushan Kumar, Assistant Professor (Clinical Psychology)
15	Intellectual Disability	Dr. Jami Gangadhara Rao, Assistant Professor (Special Education)
16	Specific Learning Disability	Dr. Jami Gangadhara Rao, Assistant Professor (Special Education)
17	Hearing Impairment (Deaf and Hard of Hearing)	Mr. Kushum Kumar Verma, Assistant Professor (Speech and Hearing)
18	Speech and Language Disability	Mr. Kushum Kumar Verma, Assistant Professor (Speech and Hearing)
19	Other	Mr. Kushum Kumar Verma, Assistant Professor (Speech and Hearing)
20	Blindness	Mr. Shyam Singh Mewada, Orientation and Mobility Instructor
21	Low vision	Mr. Shyam Singh Mewada, Orientation and Mobility Instructor

**DETAILS OF THE LINK OFFICERS FOR GENERAL ADMINISTRATION**

Name of the Officer	Name of 1 <sup>st</sup> Link Officer	Name of the 2 <sup>nd</sup> Link Officer
Director	Next Senior Officer	Next Senior Officer
Dr. Indra Bhushan Kumar	Mr. Kushum Kumar Verma	Dr. Jami Gangadhara Rao
Mr. Kushum Kumar Verma	Dr. Jami Gangadhara Rao	Dr. Indra Bhushan Kumar
Dr. Jami Gangadhara Rao	Mr. Kushum Kumar Verma	Dr. Indra Bhushan Kumar
Mrs. Poonam Sachdev	Mr. Preteek Kumar Vinduwa	Admin Officer
Mr. Preteek Kumar Vinduwa	Mrs. Poonam Sachdev	Admin Officer
Admin Officer	Mrs. Poonam Sachdev	Mr. Preteek Kumar Vinduwa
Mr. Mahipal	Mr. Ravishakar Sonkusre	Admin Officer
Mr. Ravishakar Sonkusre	Mr. Mahipal	Admin Officer

**DETAILS OF LINK OFFICERS FOR SERVICES**

Department	Services	Responsible Officer	Link officer	Minimum Target - Per Day
Registration	Offline Registration	Mrs. Ranjita Ghagre	Ms. Abhilasha Vishwakarma	16
	Online Registration	Ms. Abhilasha Vishwakarma	Mrs. Ranjita Ghagre	16
Clinical Assistant	Case History (above 6 Yrs.)	Mrs. Ankita Upadhyay	Mrs. Sumona	6
	Case History (below 6 Yrs.)	Mrs. Sumona	Mrs. Ankita Upadhyay	6
	Developmental Screening (above 6 Yrs.)	Mr. Rishikesh Sapke	Mrs. Sumona	6
	Developmental Screening (below 6 Yrs.)	Mrs. Sumona	Mr. Rishikesh Sapke	6

Helpdesk	Registration of UDID, Schemes etc.	Mr. Neeraj Prajapati	Mr. SMQ Niyazi	10
Psychology	Assessment, Planning, Evaluation & Reporting	Dr. Indrabhushan Kumar	Dr. Poonam Singh	4
	Therapy, Guidance, counselling and Education	Dr. Poonam Singh	Mr. Rishikesh Sapke	6
Occupational Therapy	Assessment, Planning, Evaluation & Reporting	Mrs. Poonam Sachdev	Ms. Rituja Soni	4
	Therapy, Guidance, counselling and Education	Ms. Rituja Soni	Mrs. Poonam Sachdev	10
Physiotherapy	Assessment, Planning, Evaluation & Reporting	Mr. Prateek Kumar	Ms. Archana Pathak	4
	Therapy, Guidance, counselling and Education	Ms. Archana Pathak	Mr. Prateek Kumar	10
Speech & Language	Assessment, Planning, Evaluation & Reporting	Mr. Kushum Kumar verma	Ms. Shivani Tiwari	4
	Assessment, Planning, Evaluation & Reporting	Ms. Shivani Tiwari	Mr. Kushum Kumar verma	4
	Therapy, Guidance, counselling and Education	Speech Therapist	Mrs. Ankita Upadhyay	10
	Therapy, Guidance, counselling and Education	Mrs. Ankita Upadhyay	Ms. Shivani Tiwari	3
Audiology	Assessment, Planning, Evaluation & Reporting	Mr. Kushum Kumar Verma	Mrs. Ankita Upadhyay	4
	Therapy, Guidance, counselling and Education	Mrs. Ankita Upadhyay	Mrs. Neeta Singh	3
Special Education	Assessment, Planning, Evaluation & Reporting	Dr. Jami Gangadhar Rao	Mr. Kalim Siddiqui	4
	Assessment, Planning, Evaluation & Reporting	Mr. Kalim Siddiqui	Mr. Vishal Sharma	4
	Assessment, Planning, Evaluation & Reporting	Mrs. Abha Mishra	Mr. Vishal Sharma	4
	Therapy, Guidance, counselling and Education (Group Teaching)	Special Educator	Mrs. Sarita Singh	10

	Therapy, Guidance, counselling and Education (Individual Teaching)	Mrs. Nimma Verma	Special Educator	10
Vocational and Skill Development	Assessment, Planning, Evaluation & Reporting	Mr. Kalim Siddiqui	Mrs. Shagufta Parveen	2
	Training, Guidance, counselling and Education	Mrs. Shagufta Parveen	Mr. Kalim Siddiqui	10
P&O	Assessment, Planning, Evaluation & Reporting	Mr. Nityanand Samal	PMDK, P&O Technician	3
	Fabrication, Training, Guidance, counselling and Education	Mr. Nityanand Samal	PMDK, P&O Technician	3
OMI	Assessment, Planning, Evaluation & Reporting	Mr. Shyam Singh Mewada	-	3
	Training, Guidance, counselling and Education	Mr. Shyam Singh Mewada	-	3