**ALL INDIA INSTITUTE OF SPEECH AND HEARING**

**LIBRARY AND INFORMATION CENTRE**

SH/LIC/STF/2021-22 07.02.22

Submitted to the Director.

Sub: Evidence for attending office during the lockdown period-re.

Ref: SH/Estt/2021-22 dated 01.02.22

Respected Madam,

With reference to the above, the following professional staff of the Section were physically present in the office on 23rd, 24th and 28th April 2020 to attend the official works mentioned below.

1. 23rd and 24th April 2020: Dr. Shijith Kumar, C., Library and Information Officer and Mr. Nandeesha, B., Asst. Library and Information Officer attended the office to discuss on framing an academic integrity and plagiarism policy document for the Institute. Based on the discussion, a draft policy document was prepared and sent to the Director, on 5th May 2020 by e-mail (Copy attached Appendix I).
2. 28th April 2020: Our Online Public Access Catalogue (OPAC) and the Digital Repository stopped functioning on 27th April 2020. Hence, Dr. Shijith Kumar, C., Library and Information Officer and Mr. Nanjunda Swamy, N., Sr. Library and Information Asst. came to office to physically verify the server on 28th April 2020. It was found that the server got crashed (Copy of the screenshot enclosed Appendix II). We tried to rectify the issue with the help of Mr. Purushotham, Technical Officer, Department of Electronics, and resolved the issue related to the digital repository temporarily. The problem related to the OPAC could solve only after lockdown with the help of M/s Meshi Logic, the proprietor of the OPAC software. We took a supplier advance of Rs. 3,000/- towards service for the firm. (Copy enclosed as Appendix III).

The relevant pages of the Key Register of the Security Booth indicating the date and time of check-in and check-out of the building key are enclosed as Appendix IV.

Thank You,

Yours faithfully,

Library and Information Officer