Standard Operating Procedure

For

CCTV MONITORING & CONTROLLING (CMC)

Prepared By	*[signature]*
Approved By	*[signature]*
Principal	*[signature]*
Registrar	*[signature]*

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Committee Members:-

Responsible Person

1. Mr. Sandeep C. Munghate (Chairperson)

2. Mr. Vipul V. Shirgaonkar (System Admin)

3. Mrs. Varda S. Kolge

4. Mr. Anirudha Mangore

5. Mr. Ganesh Kubde

6. Mr. Mahesh Gajmal

7. Security officer on duty.

PURPOSE:

To outline the procedures to be used in the governance, operation and maintenance of the Gharda Institute of technology security camera program. Emphasis will be placed on balancing the GIT's safety and security needs with the need to maintain an academic environment that fosters the free exchange of ideas as well as maintaining the personal privacy of faculty, staff, students and visitors.

GOAL:

It is the goal of the CCTV committee to promote an environment conducive to the GIT educational mission. The safety and security of the GIT community is one of the critical components of a positive learning environment. The security camera program is one of many strategies used to enhance personal safety and security as well as protect valuable capital assets and healthy academic environment.

Gharda Institute of Technology CCTV committee will serve as the central communication and control point for all security camera program issues.

DEFINITIONS:

Academic Area:

> Any faculty lounge or meeting room, classroom, lecture hall, testing area or faculty office.

CC:

> Gharda Institute of Technology CCTV committee.

Record:

> Any record of information, however recorded, whether in printed form, on film, by electronic means or otherwise, and includes: a photograph, a film, a microfilm, and a videotape.

Security camera System:

> Includes the cameras, reception devices, digital recording devices, network hardware and the monitoring equipment.

Signage:

> Approved signs for parking lots, buildings and interior building areas to inform persons that they may be under video surveillance

I. Installation and Placement

A. The Principal has the final approval authority for new camera installation and placement.

B. CC will collaborate with the Principal in determining camera placement. Information Technology and Facilities Operations will be consulted to determine the technical feasibility of camera placement.

C.   No cameras may be installed in an area that would violate a person's reasonable expectation of privacy. This would include:

1. Restrooms
2. Dressing Rooms
3. Locker Rooms
4. Living quarters
5. Health Center Examining Areas

D. The CCTV system will limit the views of residential housing to public areas and entries and "block out" views into private rooms or private areas.

G. All equipment will be required to meet technical specification.

II. Notice

A. All buildings that have any area monitored by the security camera program must have the approved signage posted on all exterior doors.

B. All non-corridor areas such as computer labs, Class room, lounges, must have the approved signage posted at the entrance(s).

C. The CC will publish and distribute information concerning the objectives of the security camera program and disseminate information concerning the location of the cameras at least on an annual basis.

III. Records Usage and Release

A. Records in or generated from the Security Camera System will be maintained by the CC for a period not to exceed Forty five days or a shorter period based on the systems recording capacity.

B. Only the CC may generate records off of the Security Camera system.

C. Records generated for incident investigations will be maintained in the case folder and retained until the evidence in the case reaches its final legal disposition date.

D. Records may only be released upon the approval of the Principal

IV. Access

A. For viewing on site monitors will be limited to:

1. Principal

2. CCTV Committee members.

3. Group Leaders

4. Authorized Information Technology personnel for system maintenance only.

V. Rolls and Responsibilities: -

Institute: -

Institute will be the owner of CCTV system.

Institute will be responsible for bearing the cost of camera replacement or repair if not under manufactures warranty.

Principal: -

The Principal has the overall responsibility for CCTV recording and monitoring system. All rights regarding CCTV monitoring and recording will be reserved to Head of institute.

CCTV committee: -

The Committee is responsible to do the following:

Planning – Identify an annual work plan to achieve security goals and objectives for CCTV monitoring & recording system.

Developing– Lead in the development of CCTV policies, standards, guidelines, processes, and procedures.

Managing – Conduct risk assessments, manage incidents; provide internal and external reporting, involvement in CCTV awareness education and training.

Group Leaders: -

The Group leaders will monitor client cameras on a daily basis and generate email notification to Information Technology for cameras that are off line.

Group leader will notify Dispatch immediately whenever any suspicious activity is observed to principal.

Group leaders must document all observations in detail on a Daily Event Log.

System Administrator: -

System administrator along with his team will trouble shoot reported problems and determine the appropriate course of action to repair the system.
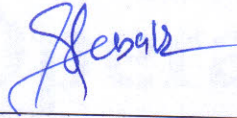
System administrator must document all observations in detail on a Daily Event Log received from group leaders.

System administrator will give training to all group leaders in the technical, legal and ethical parameters of appropriate camera use.

Committee Members

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