


Date : June 29, 2023

Circular**(Monitoring of Classes and CCTV)**

1. All the HODs concerned are requested to monitor the timely conduct of all the classes (as per prescribed time-table) through class-monitoring committee (constituted and functional at department level) and through monitoring of CCTV Cameras concerned.
2. The access of camera of concerned building areas (class-rooms, lab-rooms and corridors concerned) is to be given to respective HOD (by making suitable login and assigning the concerned rights).
3. The display of these CCTV will be in the HODs Office (Live, all the time).
4. A list comprises of Room No, Type of Room, Assigned To, Camera Name/ID is to be ready and must be displayed in the HODs Office. Its copy must be given to Dean-Academics, Chief Proctor, DSW and the Director.
5. Referring the Live View of camera concerned, non-conduct of classes concerned / indiscipline activities etc. can be identified immediately.
6. HODs must ensure the action on the matters whether reported / observed through monitoring of camera on an urgent basis.
7. The class/tutorial rooms must be locked if there is no class the respective rooms. All such rooms (including labs) should be open only for conduct of respective classes.
8. Central Level monitoring may also be there to look-after conduct of classes / indiscipline act etc.


(Dr. Brijesh Singh)
Director

Copy for information and necessary compliance to :

1. Hon'ble Chairman / Vice-chairman
2. Dean-Academics, Dean-Students' Welfare, Dean-First Year
3. All the HODs, IQAC, Chief Proctor (with a request to do the needful), Chief Warden
4. System Admin (Mr. Dharmendra) : with a request to do the necessary arrangements (creating logins and assigning rights for live view of concerned cameras along with its display unit)
5. Registrar, ERP, Transport, Account, Library