

RAIGANJ UNIVERSITY



Dr. Durlav Sarkar
Registrar

OFFICE OF THE REGISTRAR

P.O. RAIGANJ
DIST. UTTAR DINAJPUR
WEST BENGAL
PIN - 733134
INDIA
Tel. No. : 03523 - 244039
Fax No. : 03523 - 242580

Ref. No. R-857/2021

Date 17.08.2021

CCTV Rules of Raiganj University

General:

The purpose of this rule is to regulate the use of closed circuit television (CCTV) cameras to monitor and record public areas at the University Campus for the purpose of safety and security. Raiganj University respects individual's right to be free from monitoring privacy and the Institution's duty to promote safe environment for all stakeholder's of this university.

CCTV is used as a deterrent to crime and to assist in the protection of University.

Scope:

This rule applies to the use of CCTV for surveillance purposes and it applies to all employees and students of this university. This rule is applicable for all academic and administrative departments of Raiganj University.

Responsibilities:

All University departments using CCTV are responsible for implementing this rule in their respective operations.

University's Registrar Branch has the primary responsibility to support all the Department in implementing and maintenance of CCTV procedures.

Procedures:

1. The primary purpose of CCTV at Raiganj University is for the safety and security of students, staffs, faculty members and visitors. Only concerned Officers of this University & representatives from security services may retrieve CCTV recordings for the administrative purposes. The University authority may handover the CCTV recordings to police for the purpose of investigating criminal activities subject to approval of Hon'ble Vice-Chancellor.
2. The University recognizes the individual right to privacy and camera operators are prohibited from viewing private room or areas through windows.
3. Recorded video will be stored for a period of 7 days and will be erased because of the capacity of server, unless retained as part of a criminal investigation or court proceedings (Criminal or civil), or other bonafide use as approved by Hon'ble Vice-Chancellor.
4. All recordings will be stored in the server in a secure location (Server Room) with access by authorized personnel only.
5. Recordings from Server Room can be accessible by The Police or concerned officer(s) during the office hours only.

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6. All the cameras may directly access by Hon'ble Vice-Chancellor for 24*7 basis and may be shared with Police Department as and when required.
7. In case of any complaint which needs to be seen (CCTV footage), a written complain letter to be submitted to Watch & Ward Officer/ In-charge, copy to the Registrar within the 5 days from the date of the incident, otherwise the complain letter shall not be valid.
8. Unauthorized persons are not allowed in the Server Room.

(Dr. Durlav Sarkar)

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