

## SF 5.2B: CCTV - Specifications, location and recording, review and storage

### Specifications

No technical specifications are prescribed for the time being for CCTVs to be procured for the training centres. However, on replay visual images and sounds should be identifiable easily. In case of difference of opinion on this issue views of the CTSA would be the final. However, PIA can make a representation to MoRD but till then CTSA decision should be implemented.

### Location and recording

The systems should be located such that all the important areas of training centre related to academic instruction, assessment and marking of attendance are recorded.

In addition to covering the training areas, cameras should be placed such that all important events in training including uniform distribution, tablet distribution etc. are covered.

### Review

CCTV footage should be reviewed, inter alia, for the following particulars:

- Training deliverables (As per activity cum lesson planner)
- Trainer's skills via domain experts
- Uniform distribution
- Tablets distribution
- Live distance learning
- Trainers' attendance
- Candidates attendance
- Identify any malpractice during assessment

CCTV footage for review will be selected through a system generated random number. Footage viewed on sample basis will be saved on the ERP system.

### Storage

- I. Nomenclature of Footage - PRN no., Project Code as per MIS, State (name), TC (name only first 3 alphabets), Batch no. (),

For eg. PRNNoProjectCodeStateTCASMO

- II. Sampled video footage should be stored either till E<sub>6</sub> (training completion) + three months or till the project is closed (in case of early closure) - whichever is earlier. Rest of the videos should be stored for three and half months after a batch is completed.

All CCTV footages should be stored in the training centre till the inspection schedules specified for the batch are completed. Sampled video footage, in addition to being stored safely, will be uploaded to the ERP system and also on PIA website.