



SKANS School of Accountancy- Policies & Guidelines

SKANS Unified Policy for CCTV Systems

As per direction of Director Security & Admin, all campuses must have minimum following standards for CCTV System:

1. All CCTV should cover preferably 360-degree areas of campus especially main entry gate from outside and inside, full reception/front office area, inside accountant room, play area of campus and corridor, top roof if adjoined with other building and any area recommended by the campus head.
2. All CCTV system must be functional within office hours and after office hours; main entrance and accounts office cameras should be functional.
3. All CCTV should be night vision.
4. All cameras must have back up of at least 2 weeks. All campuses should arrange 2 hard disks for alternative usage. e.g., 2 TB hard disk store 15 days recording of 8 cameras.
5. At least one designated person should have access of cameras through team viewer or IP for checking office hours. The display of CCTV preferably be made available to security duty staff after office hours and at night.
6. All CCTV System must have UPS, generator or solar backup
7. The display of the password protected cameras must be easily accessible for campus IT staff and password should also share with campus head/admin/security staff.
8. The Director Admin & security will check / observe the above points when he visits.



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9. Repair / maintenance/purchase of CCTV System and any other requirement should be the responsibility of IT department. In case of CCTV system (upgrading of camera etc.) a detailed requisition will be sent by relevant IT department to CEO for approval under intimation to Director Security.
10. This policy is equally applicable on all three campuses of SKANS school of Accountancy. Implementation of this policy rest with the Assistant Director IT across all three campuses.

Custodian of Policy:

Col(R) Muhammad Arif

Director Security & Administration

Issued by:

Arslan Siddiqi

Finance Director

Dated: April 7, 2022