

COLLEGE OF ENGINEERING & MANAGEMENT, KOLAGHAT

No. CEM/107/D/1168/Networking & CCTV/01/2025

26th July, 2025

MEMO

Subject : Networking and CCTV Surveillance Committee

The following committee is hereby constituted with immediate effect to oversee the operation, maintenance, and upgradation of the entire campus networking system and CCTV surveillance infrastructure, including the college academic buildings, hostels, and residential quarters.

All previous notices issued in this regard stand cancelled.

Committee Members:

- Mr. Alok Maiti – Convenor
- Mr. Avijit Kumar Adak – Member
- Mr. Swadesh Ranjan Maji – Member
- Dr. Suman Bhuiyik – Advisory Member
- Dr. Apurba Roy – Advisory Member

Additional Support:

- Two expert networking technicians to be engaged from an authorized third-party service provider for technical assistance and on-ground implementation.

Roles and Responsibilities:

1. Management of Campus Networking Infrastructure:

- Oversee the operation and maintenance of the entire campus networking system, including the college academic buildings, hostels, and residential quarters.
- Ensure the availability of a stable, secure, and high-speed internet connection across all zones of the campus.
- Liaise with the third-party technicians for routine checks, troubleshooting, and upgradation of network components such as routers, switches, access points, and cabling.

2. Issue Resolution and Technical Support:

- Act as the coordinating body to resolve all network-related issues reported by faculty, staff, and students.
- Maintain a log of complaints received, actions taken, and downtime (if any) for internal review and future planning.

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3. Supervision of CCTV Surveillance Systems:

- Ensure proper functioning of CCTV systems installed across classrooms, administrative offices, hostels, gates, corridors, and other strategic locations.
- Coordinate routine inspection and servicing of CCTV cameras, DVR/NVR systems, and storage units with the support of technical staff.
- Facilitate retrieval of CCTV footage when required for security or administrative purposes.

4. Coordination with Third-party Service Provider:

- Supervise and coordinate the work of hired networking technicians for day-to-day maintenance and emergency interventions.
- Ensure that service-level agreements (SLAs) with the third-party agency are adhered to.

5. Upgradation and Infrastructure Development:

- Periodically assess the performance of networking and CCTV systems and propose upgradations or expansions based on technological advancements and institutional needs.
- Preparing technical specifications and budget estimates for procurement of new equipment.

6. Installation and Maintenance of Bio-Metric Attendance System:

- Prepare detailed technical specifications and budget estimates for the procurement of new bio-metric equipment, as and when required by the College Authority.
- Periodically assess and report the performance and functionality of the Bio-Metric Attendance System to ensure optimal operation.

7. Reporting and Documentation:

- Submit periodic reports to the Director's Office on the status of the networking and CCTV infrastructure, including issues resolved and future recommendations.
- Maintain detailed documentation of equipment inventories, servicing records, and system diagrams.

Dr. Apurba Roy (for networking-related materials/documents) and Dr. Arunava Bhattacharyya (for CCTV-related materials/documents) are requested to hand over materials, relevant files and documentation to Mr. Alok Maiti at the earliest convenience.

Def 26.07
2025

All members of the previous Networking and CCTV Committee are hereby relieved of their duties. The institution places on record its sincere appreciation for their dedicated service and valuable contributions.


Prof. Dr. Dilip Kumar Gayen
Director

Copy to:

- All HoDs
- Concerned Members
- DR (F&A), DR (Acad), OS (Admin)