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To,

The Nodal Offices,
State EMRS Society,
All States/UTs.

Subject: Issuance of Guidelines for Installation, Operation and Maintenance of CCTV Systems in Eklavya Model Residential Schools (EMRSs).

In order to further strengthen safety, security and monitoring mechanisms in Eklavya Model Residential Schools (EMRSs) and to ensure a safe and secure environment for students, staff and school property, the competent authority has approved the “Guidelines for Installation, Operation and Maintenance of CCTV Systems in EMRSs”.

2. The said guidelines shall be applicable to all functional and upcoming EMRSs and shall cover academic blocks, hostels, administrative buildings and all common facilities within the school campus.

3. The CCTV cameras should be installed at following locations:

S No.	Location	Minimum no. of Cameras	Remark
1.	Main gate of the campus entry/exit point	01	No. of cameras may increase or decrease as per requirement of the campus.
2.	Main entrance of the Academic Block	01	
3.	Entrance/exit of Boys' Hostel	04	
4.	Entrance/exit of Girls' Hostel	04	
5.	Common areas of hostels (boys & girls), excluding washrooms and toilets	12	
6.	Boundary wall	10	
7.	Mess (entrance & dining hall)	04	
8.	Kitchen	02	
9.	Storage room	01	

11.	Academic block (waiting areas, corridors, assembly ground, library, all labs, Principal's chamber, office)	10
12.	Staff quarters (entry/exit gate, stairs)	01 (as per the availability of quarters)
13.	Examination record room	01
14.	Multipurpose hall	02
15.	Hostel Dining Hall	01
16.	Staircases (both Academic block and Hostels)	As per requirement
Total		54

The guidelines, inter alia, provide for:

- i. CCTV cameras shall be installed at identified and appropriate locations within the school campus strictly for safety and security purposes.
- ii. CCTV cameras shall not be installed inside or near the entrance/exit of toilets, bathrooms, changing rooms. However, entrances and exits of dormitories may be covered, ensuring that the interior is not captured.
- iii. The CCTV cameras shall be installed in accordance with prescribed technical standards (Annexure A), storage and data retention norms, and provisions for restricted, authorized access to live feed and recorded footage, while ensuring the privacy, dignity and confidentiality of students and staff.
- iv. Proper operation, monitoring and maintenance of CCTV systems shall be ensured, including Annual Maintenance Contracts (AMC) and maintenance logs; accountability of school authorities shall be fixed; and CCTV coverage shall be ensured for all sensitive locations such as entrances of dormitories, school buildings, main gate, mess and kitchen.
- v. CCTV coverage shall be adequate as per norms to minimize blind or uncovered areas of the campus.
- vi. DVR/NVR systems shall be of sufficient capacity to store CCTV footage for a minimum period of 30 days. Footage relating to any untoward incident shall be securely preserved beyond 30 days for inquiry or official purposes. Access to DVR/NVR systems shall be password-protected and access logs shall be maintained.
- vii. Good quality CCTV cameras (minimum 5 MP Bullet cameras with Night Colour Vision) shall be installed.
- viii. If any untoward incident occurs and CCTV cameras are found non-functional or footage is unavailable without justifiable reasons recorded in writing, disciplinary proceedings may be initiated against the concerned Principal as per extant rules.
- ix. Clear and visible signage stating “**This Area is Under CCTV Surveillance**” shall be prominently displayed at appropriate locations across the campus, including entry gates, academic blocks, hostels, and other monitored areas, to ensure awareness and transparency.

- x. Any suspicious movement of students /outsiders/stray animals/sign of danger on the CCTV monitor should be communicated to the concerned security guard to the authorities who can take appropriate preventive steps.
 - xi. All expenditure on installation, maintenance and repairs of CCTV cameras should be made through capital funds and in case of non-availability of sufficient funds, the expenditure may be met through contingencies.
5. All Principals of EMRSs shall be personally responsible for ensuring installation, proper functioning, regular maintenance and lawful use of the CCTV systems in their respective schools strictly in accordance with the above guidelines.
6. The CCTV footage shall be used only for safety, security, inquiry and other official purposes. Any misuse, unauthorized access, tampering or deliberate disabling of the CCTV system or its footage shall be viewed seriously and shall invite appropriate disciplinary and/or legal action as per extant rules.
7. These guidelines shall come into force with immediate effect and shall be complied with in letter and spirit by all concerned.

This issues with the approval of the competent authority.

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(Kumud Kushwaha)
Deputy Commissioner, NESTS

Copy to:

- 1. Principals, all EMRSs.
- 2. Consultants, NESTS, all states.
- 3. NESTS website.

Technical Specifications for CCTV Systems

The CCTV systems to be installed in EMRSs shall conform to the following minimum technical specifications:

1. Camera Specifications

- 1.1 Minimum **5 Megapixel (5 MP) resolution** (HD or higher).
- 1.2 Bullet/Dome type cameras suitable for indoor and outdoor installation.
- 1.3 Infrared (IR) / Night Colour Vision capability with adequate visibility range (minimum 30 meters for outdoor cameras).
- 1.4 Weatherproof rating of **IP66 or above** for outdoor cameras.
- 1.5 Wide Dynamic Range (WDR) for variable lighting conditions.
- 1.6 Anti-vandal housing for cameras installed in vulnerable locations.

2. Recording and Storage Standards

- 2.1 Network Video Recorder (NVR) / Digital Video Recorder (DVR) system compatible with installed cameras.
- 2.2 Continuous recording capacity for a minimum period of **30 days**.
- 2.3 Storage capacity to be calculated based on number of cameras and 24×7 recording requirements.
- 2.4 Use of efficient video compression technology (H.265 or equivalent).
- 2.5 Automatic date and time stamping on all recorded footage.

3. Power Backup

- 3.1 Provision of Uninterrupted Power Supply (UPS) ensuring minimum **4–8 hours backup** for CCTV system.
- 3.2 Integration with generator/alternate power backup wherever available.
- 3.3 Surge protection mechanism for equipment safety.

4. Access Control and Data Security

- 4.1 Access to DVR/NVR systems shall be password-protected.
- 4.2 Role-based restricted access shall be provided only to authorized officials.
- 4.3 Access logs shall be maintained and reviewed periodically.
- 4.4 Remote access, if enabled, shall be secured and encrypted.
- 4.5 CCTV data shall be stored and handled in compliance with applicable data protection and privacy norms.

5. Installation and Placement

- 5.1 Cameras shall be installed at identified locations ensuring maximum coverage and minimal blind spots.
- 5.2 Installation height and angle shall be appropriate to avoid tampering and ensure optimal

coverage.

5.3 Cameras shall not capture interiors of toilets, bathrooms, or other privacy-sensitive areas.

6. Maintenance Standards

6.1 Annual Maintenance Contract (AMC) shall be mandatory.

6.2 Monthly inspection and functionality checks shall be recorded in a maintenance register.

6.3 Immediate repair or replacement of non-functional cameras shall be ensured.

Note: The above specifications indicate minimum standards. Schools may enhance technical specifications based on campus size and local requirements, subject to availability of funds and approval by the competent authority.