



DAYANANDA SAGAR COLLEGE OF DENTAL SCIENCES
DAYANANDA SAGAR INSTITUTIONS

AUDIO-VISUAL AND PHOTOGRAPHY COMMITTEE

(Includes Event Management, AV Tech Support, Digital Needs, DMS
Software, Website, Social Media)



Approving Authority: Principal, DSCDS
Procedural Contact : Dr. Vinod Rangan

Classification: Administration
Effective Date: 02 September 2022
Last Editorial Change: 02 September 2022
Mandated review: December 2025

Ref.No.: DSCDS/AV/2022/PP&RR/Updated/03092022

POLICY DOCUMENT

1.0 : PURPOSE

The Purpose of this committee is to set out provisions for DSCDS' Audio Visual Services, provide AV Equipment and maintenance.

2.0 : DEFINITIONS

For the purposes of this policy:

'Audio-Visual' (AV) refers to works with both sound and visual components, the production or use of such works, or the equipment involved in presenting such works.

"AV Services" means Audio-Visual Services, a unit within DSCDS Systems.

"unit" means academic or administrative areas at DSCDS, including but not limited to: faculties, departments, committees, programs, office, and auditoriums.

3.0 : SCOPE

This policy applies to the use and provision of all AV and Digital needs as required for the conduct of events by DSCDS and the maintenance of the AV equipment, Systems and peripherals to working standards and storing data as and when required.

4.0 : FUNCTIONING & WORKING

AV Tech Support Team at DSCDS is the one-stop solution for all Digital Needs and Social Media updates at DSCDS which include a wide variety of functions including Event Management, AV Tech Support, Digital Needs, DMS Software, Website updating and monitoring and managing all Social Media Handles of DSCDS. This committee will hold 2 meetings per year apart from as and when emergency need be.

4.1: To provide AV services for all DSCDS-related events and maintain digital data by means of photographs and video of the events as needed.

4.2: To maintain and update the DSCDS Website in association with NITA MICROTEK, the website maintaining organization under existing AMC Contract with NITA MICROTEK.

4.3: To maintain and update all Social Media Handles of DSCDS regarding all events, programs, workshops conducted by DSCDS.

4.4: To provide support and manage the requirements of the DMS Patient Management Software along with the Software Committee as and when required.

4.5: To maintain all AV related equipment at DSCDS by means of Computers, Printers, Projectors, Routers, Servers, CCTV Cameras, NVR/DVR, Video Camera, Public address system, portable speaker and mics and related cables and equipment for effective use when required.



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5.0 : This committee is for a term of 3 years.

The Updated Working Committee: As on 02 September 2022.

Dr. Vinod Rangan	:	Lead Admin/ Coordinator
Dr. Darshana S	:	Member (OMRD)
Dr. Preeti Patil	:	Member (OMRD)
Dr. Nayana M	:	Member (PHD)
Dr. Rayan M	:	Member (OMFS)
Dr. Akshata Airsang	:	Member (Cons)
Dr. Pradeepchandra	:	Member (Prosth)
Dr. Mir Shahid Ulla	:	Member (Prosth)
Dr. Kavitha M	:	Member (Pedo)
Dr. K Sravani	:	Member (Perio)
Dr. Jayanth NR	:	Member (Ortho)
Dr. Gargi	:	Member (Culturals)
Dr. Vidya MA	:	Member (Basic Sciences)
Dr. Md. Nizam	:	Member (Basic Sciences)

6.0 : Group Policy

This committee works for effective coordination of all events conducted within DSCDS that involves the need for Projection, Sound, Event Management, Website, DSCDS Computers, Networking and Social Media Handles Management. Some responsibilities have been assigned for easy functioning of the committee as listed in the responsibility matrix [as in 7.0].



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7.0 : Roles & Responsibilities Matrix

Duties	Assigned To
Website	Dr. Kavitha, Dr. Jayanth NR, Dr. Vinod Rangan
Social Media Handles	Dr. Akshatha Airsang, Dr. Mir Shahid Ulla
Event Photography	Dr. Kavitha, Mr. Aswinn KJ
Event Videography	Dr. Pradeepchandra K, Mr. Aswinn KJ
AV Data Management (Digital Archives)	Dr. Preeti Patil, Dr. K Sravani
DSCDS Work Email Coordinators	Dr. Nayana M, Dr. Vinod Rangan
AV Equipment Stock	Dr. Rayan M, Dr. Darshana
AV Equipment Setup	
Online Streaming and Hosting	Dr. Jayanth NR
All Sports Related Programs	Dr. Vidya MA with concerned Committee
All Cultural Programs	
DMS Patient Management Software	Dr. Vinod Rangan, Dr. Jayanth, Mr. Ganesh(EDP)
DSCDS CCTV	
DSCDS Server Management	
DSCDS OCTS Data	
DSCDS Computers, Printers, Routers, IP Cameras, Scanners, Projectors	Dr. Pradeepchandra K, Dr. Jayanth NR, Dr. Md. Nizam

PRINCIPAL

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Dayananda Sagar College of Dental Sciences
Kumaraswamy Layout,
Bangalore - 560 078.



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Effective Date: 02 September 2022
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Last Editorial Change: 02 September 2022

Ref.No.: DSCDS/AV/Services/03092022

Procedures for the Use of Audio-Visual Services at DSCDS

Purpose

1.00 The purpose of these procedures is to set out the appropriate process for using the services provided by Audio-Visual Services Committee.

Definitions

2.00 The definitions contained in DSCDS' Audio-Visual Services policy apply to these procedures.

Procedures

3.00 All requests for audio-visual (AV) equipment rentals must be submitted in writing/ Email in accordance with the AV procedures as provided with a Google Form.

4.00 Departments/Committee/Faculty/Students wishing to borrow or utilize AV equipment in support of their academic programs shall request their respective academic unit to formally submit the request form to AV Services via email to av-team@dscds.edu.in. Once approved, the equipment can be obtained from AV Control at OMFS.

5.00 AV equipment is primarily for use in academic instruction, and events in support of academic instruction which may include Cultural and Sports Events. Academic requests will receive first consideration. Otherwise, requests will be processed on the basis of first-come-first-served.

6.00 In case of loss, theft, or damage (apart from normal wear) it must be brought to the notice of the AV Coordinator immediately.

7.00 Upon request, demonstrations on the setup and use of AV equipment in classrooms will be provided by AV Services free of charge.

8.00 Units and those the equipment is handed over to are responsible for the AV equipment issued.

9.00 All data by means of Photographs/ Videos/ Recordings should be handed over to the AV Coordinator for data storage in archives within 48 hrs of event completion.

10.00 All reports regarding the event conducted must be approved by Principal, DSCDS then submitted to av-team@dscds.edu.in for social media hosting and safe keeping. All pictures/ videos taken must be handed over to Digital Archives coordinators for storage.

11.00 All IT Related complaints/ DMS Software issues should be raised with Screenshots/ Pictures of the issue sent by email to it-team@dscds.edu.in for faster resolutions.

12.00 All AV/IT Support will be available and provided during existing college working hours only.