University Grants Commission

Commission Circular No. : 02/2013

No. 20, Ward Place, Colombo 07.

29th January, 2013

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

IT Governance and Management (IT Policy)

The University Grants Commission at its 859th meeting held on 05th October, 2012 having considered the recommendation of the Standing Committee on Computing decided to implement following policy documents in the University System;

1. Policy on use of Computing Resources

2. Policy on Passwords

The "**Policy on use of Computing Resources**" is articulated on use of computing resources. Through this policy it is intended to support the activities of Higher Educational Institutions in computer assisted environment.

Main purposes of this policy are to:

- Ensure that institution resources and data are used for purposes appropriate to the institution mandate
- Inform users about the applicability of policies to computing resources and data, and ensure they are used in compliance with institution policies
- Establish policy on confidentiality, integrity, availability and privacy in computing resources and data
- Prevent disruptions to and misuse of institution computing resources, services

This policy applies to:

- All staff members and students
- All computing resources owned or managed by institution or provided by institution through contracts and other agreements with the institution
- All institution computing records in the possession of institution staff, student or of other users of computing resources provided by the institution
- Emerging technologies that supplement or extend the capabilities of the computing resources
- All computing contents and to the electronic attachments and transactional information associated with such communications

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The "**Policy on Password**" is about the ethical, legal and correct usage of resources.

The main purpose of this is to establish a policy on password creation, usage and protection to ensure confidentiality, integrity, availability, and privacy in computing resources and data and to inform University users about the applicability of this policy when utilizing University Computing resources and data.

The policy apply to :

- All University Staff Members and Associates
- All University Students
- All Technical Support Staff
- All Technical Staff involve in development, designing ,implementing computer systems

Universities are hereby requested to adopt the above two policy documents in the university system.

The said policy documents could be downloaded from the UGC website; www.ugc.ac.lk

Prof. Gamini Samaranayake
Chairman

Copies:
1. Secretary/Ministry of Higher Education
2. Chairman's Office/UGC
3. Vice-Chairman/UGC
4. Members of the UGC
5. Secretary/UGC
6. Deans of Faculties
7. Registrars of Universities
8. Accountant/UGC
9. Bursars of Universities
10. Librarians/SAL/AL of the Higher Educational Institutions/Institutes
11. Deputy Registrars/Snr. Asst Registrars/Asst. Registrar of Campuses/Institutes
12. Deputy Bursars/Snr. Asst. Bursars/Asst. Bursars of Campuses/Institutes
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14. Govt. Audit Superintendents of Universities
15. Snr. Asst. Int. Auditor/Asst/Int. Auditor of HEIs
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    File no: UGC/AC/Computing / IT Policy