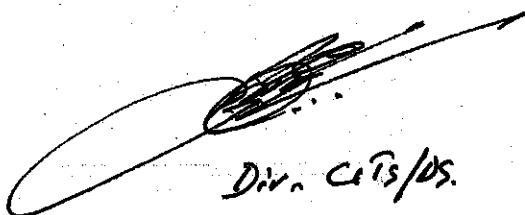


## **KDU Website Policy**

1. The function of the Centre for Information Technology and Development Services (CITS & DS) of General Sir John Kotelawala Defence University (KDU) is to develop, maintain and update the University Website in line with the vision, mission and objectives of KDU.
2. Details about the university must be added to the website depicting information, ethical norms, history and services of the university, and the inclusion of information that are detrimental to the good name of the university must be avoided.
3. All rights regarding the KDU Website lie with the CITS & DS.
4. While the task of including information in the website is a duty of the CITS & DS, the Centre should constantly update the website and remove all outdated news from the website.
5. In the event an officer/ lecturer leaves his/her service at KDU, it is the responsibility of the Registrar and the Adjutant to inform the CITS & DS about the same within five days, and the CITS & DS must remove all relevant details of such officer / lecturer from the website forthwith.
6. Details and photographs required for updating the website should be forwarded to the CITS & DS only by Faculty Coordinators, and in case a faculty coordinator leaves his/her service at KDU, Director CITS & DS must be informed about the new coordinator appointed by the Faculty.
7. The details sent for updating the website must be examined and proofread by the relevant Dean of the Faculty, and finally e-mailed to the address [web@kdu.ac.lk](mailto:web@kdu.ac.lk) only. No information submitted in CDs or flash drives should be accepted by CITS & DS officials.
8. All passwords relevant to KDU Website must be enclosed in a sealed envelope and kept in a safe or a secure place.
9. CITS & DS must examine other university websites for technologies used by them and improve the KDU website accordingly.
10. CITS & DS must study the possibility of unauthorized access into the KDU website, and in case the knowledge required for the same is not available, assistance of the institute of ICTA or related institutions should be sought.
11. Workshops, training programmes or functions planned to be conducted at KDU must be informed to the CITS & DS, and it is required to publish information relevant to such occasions. Such information must be forwarded to the CITS & DS five days prior too such event through e-mail only.
12. News and relevant photographs of functions held at the University must be e-mailed to the CITS & DS within two days of such function, and it must be ensured that such details in the English language are perused by the Department of Languages for grammatical corrections prior to being sent to the CITS & DS. Service from different lecturers of the Department of Languages appointed by the Vice Chancellor for different sections / faculties can be obtained for this purpose.
13. Photographs selected to be published in the official website of KDU should be sent with the water mark, "KDU Media", and the CITS & DS must not publish photographs in the website without this water mark.
14. The responsibility of the accuracy of details sent to the website must be borne by the officers who send such details, and it will not be borne by the CITS & DS
15. In case, there are details of an officer who has left KDU in books, leaflets etc. which are already published in the website, they should be revised removing such details and including details of new officers. The relevant revisions should be sent to the CITS & DS through the Registrar.

**Updating Faculty/Section Websites**

16. If a particular Faculty needs to undertake an updating of the relevant website, it should be notified to the Vice Chancellor, and the relevant letter of approval should be forwarded to the Director, CITS & DS.
  - a. The name, telephone number and the national identity card number of the officer nominated by the Dean to update the website must be informed through a letter to the CITS & DS.
  - b. While a sealed envelope enclosing the relevant passwords for the website should be handed over to the person relevant to the faculty, a photocopy of the letter signed by that person should be accepted by the CITS & DS.
  - c. While the passwords given to the relevant faculty are completely prohibited to be handed over to any other person, it is the responsibility of the faculty to keep such passwords in a safe and secure place.
  - d. Relevant Faculty Websites should be updated, and outdated information must be removed from the website only after obtaining the relevant Dean's approval given after examining such information. The responsibility regarding the accuracy of the relevant information should be borne by the Faculty.
  - e. In case the officer who updates the Faculty Website terminates his/her service at KDU, the Director CITS & DS must be informed of the same within two days, and the Vice Chancellor must be briefed in detail about the new officer appointed for the task. Subsequently, the CITS & DS must issue a fresh password to the new officer.
  - f. If a certain Faculty /Section requires a change in the current theme or a new website, the Dean/ Section Head should forward a letter with the Vice Chancellor's approval to the Director CITS & DS without delay. Therein, the Vice Chancellor must be informed as to whether a new website is purchased or whether a free serving website is used.
  - g. The external structure / appearance of Departmental Websites should not exceed those of the Faculties, and those of the Faculties should not exceed that of the main KDU website.
  - h. The structures of Faculty/ Section Websites must be similar to one another.



Div. CITS/DS.