

# IT SECTION HANDBOOK

INSTITUTE OF INDIGENOUS MEDICINE

UNIVERSITY OF COLOMBO RAJAGIRIYA



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UNIVERSITY OF COLOMBO  
INSTITUTE OF INDIGENOUS

## **Vision**

To become an institution characterized by its prominent capability to serve the society better through Information and Communication Technology education, research, development and associated services.

## **Mission**

To create opportunities for the university society to benefit from information and Communication Technology, teaching, particularly in interdisciplinary collaboration and associate's services.

## **History of IT Section**

Information Technology Section established in 1986 as Audio Visual Unit under donation provided by the government of Japan. At the beginning Audio Visual Unit was limited to few functions. With the development of information technology, enhanced the IT services and changed the name as Information Technology Section.

## **IT Section**

Information Technology Section is the main Information Technology resources provider for the Institute of Indigenous Medicine. IT Section is equipped with main Auditorium, Mini Lecture hall, and two computer labs, with a total number of 50 client machines which are allocated for Students as well as for lecturers. One computer lab has been exclusively reserved for free use by students and the other lab is mainly used for practice under the supervision of a lecturer.

IT Section conducts IT lectures for Ayurveda students and Unani students. Further IT Section provides Internet facilities, photography facility, sounds facilities, IIM domain email creation facility, and computer repairing and software installation facilities to the IIM. Academic supportive staff of IT section is providing IT training programs for academic and nonacademic staff.

IT section is the main authorized party for handle websites and Learning Management System (LMS) of the IIM. According to the request we update the main website or we develop new websites for IIM purposes.

IT section is headed by academic staff member and it also consists Two Computer Instructors, Assistant Network Manager, Technical Officer, and Two Lab attendants. We work as a team for to provide best IT related services to the IIM - Rajagiriya.

The Information Technology Section is open on week days except on public holidays from 8 a.m. to 5.30 p. m. The said time period may be varied on institutional needs.

## **Our Services**

- Delivering Lectures and Practical sessions for Ayurveda and Unani sections
- Maintaining Main Web site with other websites of IIM (Conference sites, ERC)
- LMS Administration
- Conducting LMS Workshops & Other IT Workshops
- Manage Data Networks (LAN & WAN)
- IIM domain email creations and password resetting
- Hardware Troubleshooting
- Software installations
- IT Consultations
- Facilitating Audio and Visual services
- Photography service

## Rules & Regulations

The IT facilities provided to users by the IIM, University of Colombo shall include hardware, software and computing domains including the provision of computing facilities via the institute-wide network (Network). The Network includes wired/wireless network connections and remote connections to access its computing facilities.

The following acts are PROHIBITED on the computer facilities:

1. Anything that might be considered illegal: The IIM computer facilities may not be used to encourage any act that will be an offence under the laws of Sri Lanka.
2. Accessing, storage or downloading from any source or displaying, creating or transmitting in any form and language, of any obscene, distasteful, vulgar or sexually suggestive electronic pictures, graphics or movies.
3. Any use of obscene, distasteful, derogatory, vulgar or sexually suggestive or discriminatory language.
4. Publishing web pages or emails disseminating information that disturb political, religious and racial harmony.
5. The introduction of 'virus' or 'worm' or any software program designed to alter any data or software in the computing facilities.
6. The tapping of the computer facilities or its Network.
7. The transmission, display or broadcasting of electronic messages or the use of the computer facilities in any manner:
  - a. to denigrate, degrade or defame any person, family, organization, nation, race or religious group;
  - b. for commercial or political purposes.
  - c. for or on behalf of any person, party, organization or principal.
8. The user shall be personally liable for the maintenance of the user account and computer to prevent the occurrence of any of the above-mentioned facts.
9. Users who wish to connect their own computers (computers that do not belong to the IIM) to the Network shall obtain prior authorization from the IT section and must adhere to the following rules:

- a. The computer is configured to use TCP/IP protocol with IP address automatically assigned by IIM and they have to use password for Wi-Fi network access which is given by IT section.
  - b. The computer is protected with up-to-date anti-virus software. In addition, the user must also apply the latest software security patches from IT section and service packs to their computers to prevent network intrusions or attacks exploiting the weaknesses of the computers.
10. perform abusive activities towards other computers within IIM or outside IIM. Such abusive activities may include but not limited to, performing port scan on other computers, sending SPAM mails to other internet users, depositing or connecting to Trojan horse type of software on other computers.
11. Users shall not tamper with the Network in any manner to:
  - a. relocate the network outlet to another location either permanently or temporarily using extension cable.
  - b. extend the Network outlets using network hubs, switches, routers, NAT (Network Address Translation).
12. The computers connected to the Network shall be accessible to the Assistant Network Manager/IT section - IIM.
13. Computers connected to the Network shall not be used to store highly confidential information such as exam papers, etc. IIM shall not be responsible for the security of such information stored in Networked computers.
14. Users shall not use the “Administrator” account for browsing the web. This account is used to install software and hardware settings only. A separate “user” account shall be created in each computer to access the web and for normal usage.

## **IT section Helpdesk**

The IIM – IT section Helpdesk is the first point of contact for all of the IT related technology needs and issues at the IIM, university of Colombo. The Helpdesk handles email, and in-person requests from students, faculty, academic staff, administrative staff and non-academic staff on IT related matters of their day to day activities.

## **Student Helpdesk**

The IIM – IT section Student Helpdesk is staffed technical workers employed by IIM to assist users in the residence IT Section under the IIM of each sections with computer related issues.

## IT Section Facilities

- **Institute Web Mail**

The IT Section provides e-mail facility through University of Colombo, for all the academic and administrative staff members under the xxx.iim.cmb.ac.lk university domain.

### Request web mail account (Only for Academic and Administrative Staff)

## Email Account Creation Form

❖ Please provide following details for create email account.

Name With initial: \_\_\_\_\_

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Department: \_\_\_\_\_

Username (Ex: perera@iim.cmb.ac.lk):

\_\_\_\_\_

Alternative Username:

\_\_\_\_\_

Contact Number: \_\_\_\_\_

Personal Email Address: \_\_\_\_\_

I do hereby certify that the above information is true & correct according to the best of my knowledge & belief.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- **E-Learning System**

The IT section provides necessary infrastructure facilities for e-learning and Learning Management for all the academic and students with the fully facilitated e-learning servers and qualified technical staff.

Lectures can get their LMS (Learning Management System) account from IT section. When they are requesting an email account by filling **e mail account creation form**, IT section creates the e-learning account for academics.

To do any changes (reset password) students should fill a form (They can send request form through [lms@iim.cmb.ac.lk](mailto:lms@iim.cmb.ac.lk)). If it is the request from the academic staff, they also can use the following form provide by IT Section.

Learning Management System (LMS) Password Reset Form	
Section	<input type="text"/>
Reg.No	<input type="text"/>
Batch (ex: 2015/2016)	<input type="text"/>
Name with Initial	<input type="text"/>
Email Address:	<input type="text"/>
<input type="text"/>	<input type="text"/>
Signature of Applicant	Signature of LMS Admin
Date:	Date:



- **Update web sites at IIM**

<b>Website</b>	<b>URL</b>
Main web site	<a href="http://iim.cmb.ac.lk/">http://iim.cmb.ac.lk/</a>
PG Section	<a href="http://iim.cmb.ac.lk/pg-section/">http://iim.cmb.ac.lk/pg-section/</a>
IIM Library	<a href="http://iim.cmb.ac.lk/library/">http://iim.cmb.ac.lk/library/</a>
Ethics Review Committee	<a href="http://iim.cmb.ac.lk/erciim/">http://iim.cmb.ac.lk/erciim/</a>
LMS	<a href="http://lms.cmb.ac.lk/iim/">http://lms.cmb.ac.lk/iim/</a>
ICAUST 2017	<a href="http://iim.cmb.ac.lk/icaust2017">http://iim.cmb.ac.lk/icaust2017</a>
ICAUST 2016	<a href="http://iim.cmb.ac.lk/icaust2016">http://iim.cmb.ac.lk/icaust2016</a>
ICAUST 2014	<a href="http://iim.cmb.ac.lk/icaust2014/">http://iim.cmb.ac.lk/icaust2014/</a>
NSTM 2016	<a href="http://iim.cmb.ac.lk/nstm2016/">http://iim.cmb.ac.lk/nstm2016/</a>
NSTM 2015	<a href="http://iim.cmb.ac.lk/nctm2015/">http://iim.cmb.ac.lk/nctm2015/</a>

Maintain and update above web sites after inform through following form and approval for publish the statement on the particular web.

Web site update form to request changes to existing pages on the website or to request new pages of department. A completed request form must accompany each request. Requests without this form or forms missing any information to complete the request will not be processed. It should complete all the fields on the form and email any additional information. All requests are subject to approval. The appropriate submission of request for website updates and new content can greatly improve the time and accuracy of these actions.

These are the instructions to request for updates of web pages.

1. **All requests should be submitted by approved form.**
2. **All the other documents (e-sources) should be submitted to following email [webadmin@iim.cmb.ac.lk](mailto:webadmin@iim.cmb.ac.lk)**
3. **Update requests should reference the exact web address of the page being updated.**  
This is to assure that the correct page is updated and to prevent confusion or multiple requests for information to verify which page should be updated.
4. **The location of the update must be clearly identified.** If an update is to a specific sentence in a paragraph, that paragraph and sentence should be identified. (Example: Please make the changes to paragraph 3 sentence 2.)
5. **Any requests for page updates should include the exact content changes to be made.** This means that if you wish to replace a section of content on a page, the original content and the exact changes to the content should be included in the email.
6. **All changes to the website are subject to prior approval.** Some content may need to be approved to verify its accuracy for the website. Content may be altered or permission to publish content may be denied.
7. **All content should be edited and corrected before it is submitted.**

## Website Update Form

Name:

Date:

Department:

Website name:

Location of Page of Update (URL):

Description of Changes:

Additions: (List any new content here)

Deletions :( List anything you'd like deleted here)

◆ Attach additional sheets if necessary

Approved by:

## Our Team



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Senior Lecturer Grade II

MD(RGUHS) India

MPhil Ayu (Colombo)

BAMS (Hons) (Colombo),

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A.U.FERNANDO

Audio Visual Technical Officer Grade I

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in Networking

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**Computer Instructor/ Web/ LMS Administrator**

**Bsc. Business Information System (Special) (USJP)**

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**R.M.B.M RAJAGURU**

**LAB ATTENDANT**

**Email: madushankabuddika8@gmail.com**

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**J.P.K JAYAKODY**

**LAB ATTENDANT**

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## Contact IT Section

**Address:**

Institute of Indigenous Medicine,  
University of Colombo,  
Rajagiriya,  
Sri Lanka.

**Phone:**

General: 0094 112 692 385 | 0094 112 694 308

Director: 0094 112 861 399

IT Section: 0094 112 688857/ 0094 112 692 385 – ext. 219/218

**E-mail:**

[webadmin@iim.cmb.ac.lk](mailto:webadmin@iim.cmb.ac.lk)

## Directions

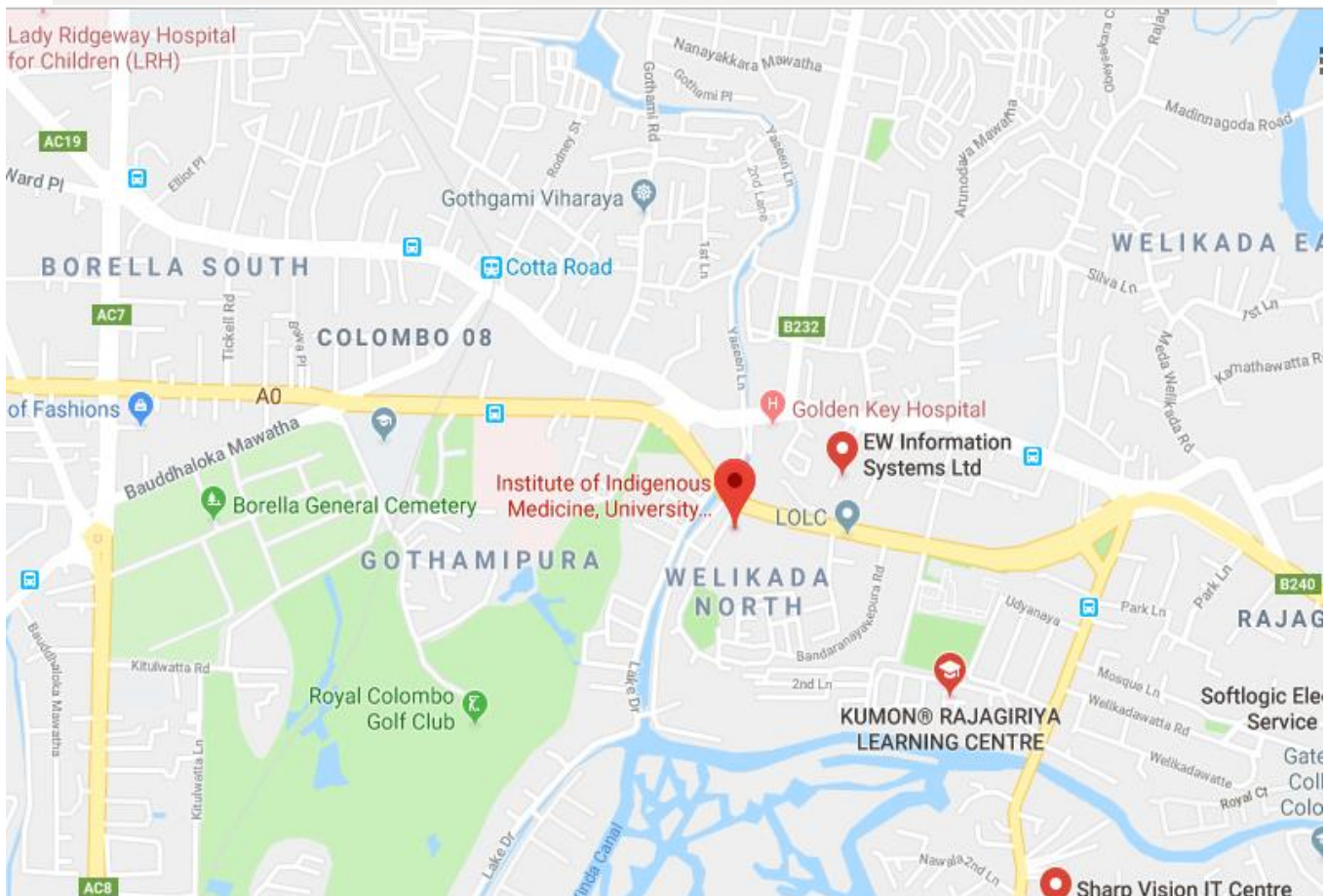
### Private Transport

- From Borella: Continue Along Sri Jayawardenapura Rd (Parliament expressway) And Pass Ayurveda Junction
- From Rajagiriya: Continue Along Sri Jayawardenapura Rd (Parliament expressway) And Prior to Ayurveda Junction
- In front of McDonalds
- Next to LOLC

### Public Transport

- Get down at Ayurveda hospital bus halt (Route No. 144,150,153,168,171,174,176,177)
- Reach the Sri Jayawardenapura Rd (Parliament expressway) by the path by the canal
- Cross the road

## Location:



When enter the gate follow the map and its directions which are mentioned using arrows.

