

ANNEXURE I

KANNUR UNIVERSITY (Office of the Director of Student Services)

No.DSS/A1/774/SWC/2010(i)

K U Campus, dated 20-4-2010

The Students' Web Centre- Structure and Administrative Regulations

Kannur University has set up and commissioned a new Students' Web Centre (Herein after called the SWC) in the University Campus at Mangattuparamba on 13-3-2010. The SWC is set up making use of special financial assistance from the Government of Kerala.

Major objectives of the web centre

1. To set up a central facility to meet the internet related requirements to support the teaching and research needs of the University.
2. To provide round the clock, free internet facility and access to online journals to the academia of the University and colleges affiliated to the University.
3. To provide the best and student self-centered computing environment for the academia to undertake their roles.

Admission to the Web Centre

Admission to the SWC is restricted to members only. Members should keep the SWC informed of any change of address during the period of membership.

Membership

Membership in the SWC is open to the students and research scholars of this University and colleges affiliated to this University.

There are no subscription charges, however users seeking membership have to pay Rs 100/- (Rupees One hundred only) as non refundable membership fee and get themselves enrolled initially. For enrolling as a member, they have to produce a valid ID card issued by the University/College. An endorsement sticker with a Unique Number allotted by the SWC shall be pasted on the ID card along with the centre's office seal as a mark of membership in the SWC.

Membership to any other category of users can be given only with the approval of the SWC Monitoring Committee.

Working Days and Working Hours

One of the basic objectives of the SWC is that it should be open on round the clock basis. However, considering the initial constraints, the SWC shall be kept open from 08.00 am to 08.00 pm on all working days, second Saturdays and Sundays. The SWC will remain closed on public holidays.

Service from the SWC

The SWC shall provide the following major services

1. Internet related services
2. Access to e-journals available in the University Library under the UGC infonet programme.
3. Students/parents other than the SWC members will be permitted to use the facilities available there in the SWC, for examination/Academic purposes on a service charge of Rs 10/- (Rupees Ten Rupees only) per 30 minutes.

Administration of the SWC

There shall be an SWC monitoring committee (Herein after called the Monitoring Committee) to regulate and monitor all activities of the SWC.

The committee consists of the following members.

1. Pro-Vice-Chancellor (Chairman)
2. Registrar
3. Finance Officer
4. Head, Dept of I T (Teacher Co-ordinator)
5. Student Co-ordinator
6. Chairman (Campus Union)
7. Computer Programmer
8. Director of Student Services (Convenor)

A Research Scholar, nominated by the Vice-Chancellor will be the Student Coordinator and he will monitor the day to day activities of the SWC.

The SWC is attached to the Office of the Director of Student Services, Director of Student Services will be the custodian of the properties of SWC. It is the duty of the teacher/student co-ordinator to report in writing the Director of Student Services of any damage on loss of the properties of SWC in time.

There shall be an enlisted team of Research Scholars to manage the day-to-day activities of the SWC on shift basis. One member of the team shall always be available in the SWC as Research Scholar in charge. He/She shall work on shift basis. He/She shall be provided with an incentive. The enlistment of the Research Scholars and their incentives shall be fixed by the Monitoring Committee from time to time. The shift duty assignment of Research Scholars in Charge shall be done by the Co-ordinators. The duty of Research Scholars in Charge shall be on rotation basis in 2 shifts from 08.00 am to 02.00 pm and 02.00 pm to 08.00 pm. The incentive shall be Rs 50/- per shift.

One Security staff shall be positioned in the SWC during working hours and after 5.00 pm.

The Printing service shall be provided on payment basis only and the rate shall be fixed by the monitoring committee from time to time. The present rate for printing service shall be Rs 0.75 per A4 page. Photocopy service will not be provided from the SWC.

The membership charges and printing charges collected each day should be audited and verified by the student co-ordinator with the Membership Register, Receipt Register and Printer Log Register respectively. The daily collections should be remitted to the SBT account on the next working day after making necessary endorsement in the cash book. For this purpose a separate bank account shall be opened in the name of the Teacher-coordinator of the SWC in the SBT Kannur University Campus Branch. The details of amount collected and the various Registers should be verified by the Teacher Coordinator periodically and the same shall be counter verified by the Monitoring Committee as and when required.

The following shall be the duties assigned to the Student Coordinator:

1. Overall monitoring of the SWC
2. Shift duty assignment to the Research Scholar-in Charge.
3. Maintenance of a Duty Register and preparation of Duty Statement of each Research Scholar-in Charge for releasing their incentive.
4. Daily collection of membership and printing charges, verification with the respective Registers, maintenance of cash book and remittance of cash daily to the Bank account.

The following shall be the duties assigned to the Research Scholar-in Charge:

1. Enrollment of Members and admission to the SWC
2. Allotment of Computer systems to the users.
3. Proper monitoring of fair use of the internet related services by the users
4. Printing Services
5. Cash collection for membership and printing services
6. Daily remittance of cash collected to the Student Coordinator
7. Maintenance of systems, peripherals and network in proper working condition.
8. Maintenance of Log Books, Receipt books and related Registers.

The recurring expenditure of the SWC such as cost of stationery, maintenance of systems and remuneration to the Research Scholar-in Charge etc. shall be met by the University from the income generated by SWC.

Nevertheless, the Monitoring Committee shall explore other sources of income for meeting the expenses related to further infrastructure and other resource development of the SWC.

ADMINISTRATIVE REGULATIONS

1. A membership Register should be maintained with details of the member such as name, category, address, contact number along with the Unique Member Number allotted by the SWC.
2. Day-wise internet log register has to be maintained. Log-in time and log-out time with the signature of the user should be recorded in the log register.
3. If required, necessary assistance for the use of the Internet and access to online journals is to be provided by the Research Scholar-in Charge.
4. Printing is a chargeable service. Proper receipts should be issued to the members.
5. A separate printed log register should also be maintained for recording daily opening meter reading, closing meter reading etc.
6. The details of service charges collected should be transferred to the Receipt Register daily.
7. Adequate care should be taken by the Research Scholar-in Charge to maintain the confidential nature of Server, Passwords etc.
8. The membership and admission to the SWC, working hours, Administration and Services offered etc shall be as per Rules and Regulations of the SWC.

Sd/-
Pro-Vice-Chancellor
Chairman, SWC Monitoring Committee

ANNEXURE II

KANNUR UNIVERSITY (Office of the Director of Student Services)

No.DSS/A1/774/SWC/2010(ii)

K U Campus, dated 20-4-2010

SWC-REGULATIONS TO THE USERS

1. Membership in the Student Web Centre (Herein after called SWC) is open to the Students and Research Scholars of the University and Colleges affiliated to this University.
2. The admission to the SWC is restricted to the members only. But the students/parents other than the SWC members shall be permitted to use the facilities available there in the SWC, for examination/Academic purposes on a service charge of Rs 10/- (Rupees Ten Only) per 30 minutes.
3. Members must produce the valid ID card issued by the University/College and endorsed by the SWC each time they wish to enter the SWC.
4. Users will be allotted computer systems by the Research Scholar-in Charge on producing their ID card and recording the details and signature in the Log Register.
5. Members should strictly adhere to the directions given by the Research Scholar-in Charge for the smooth functioning of the SWC.
6. The use of the internet and access to online journals are restricted to academic purposes and the same should be in accordance with the Cyber Laws.
7. Users are not permitted to use computer systems and peripherals without proper allocation from the Research Scholar-in charge.
8. The maximum time allotted to a user on a system is 60 minutes. Users may be permitted to continue if no other user is in queue.
9. More than one user is not permitted to use a single machine.
10. The Users are not allowed to exchange machines allotted to them.
11. The Research Scholar-in Charge will help users to get started, but they may not be able to provide individual instructions.
12. Users will not be provided with specific storage quota in the computer systems. Hence users should not leave any personal data on any computer system.
13. Users are directed to strictly follow the Copyright Rules and the terms and conditions available at the respective websites.
14. Violation of Copyright Rules will lead to the denial of access of online publications by the publishers to our University. Hence such violation from the part of any user will be viewed seriously by the University.

15. Accessing/Downloading of all articles from a journal issue is a violation of Copyright Rules. Usually accessing/downloading of 4-5 articles from a journal issue is the fair use as per the Copyright Rules.
16. The information obtained from the online journals and databases should in no way be passed on or shared with industrial organizations or other commercial organizations.
17. Users should not make any alteration on any system setup or network setup.
18. Usage of the computer and internet should not jeopardize the security of access of the computer network or other networks on the internet or elsewhere.
19. For all kinds of printing requirements user may seek assistance of Research Scholar-in Charge.
20. The printing services should be restricted for documents downloaded/prepared in the SWC only.
21. The documents for printing should be properly edited and formatted by the users themselves.
22. All searches and printing must be completed 10 minutes before the closing of the SWC.
23. Members should observe silence within the SWC.
24. Members should not engage in conversation in any part of the SWC so as to cause disturbance to any other user.
25. Smoking, spitting and/or any other misconduct is prohibited within the SWC.
26. Use of mobile phones within the SWC is not permitted.
27. Members shall not make any damage in the hardware/property of the SWC or make any alteration in the configuration of the computer systems and network. They will be responsible for any such damage caused by them and shall be required to pay penalty imposed by the Co-ordinators/Monitoring Committee.
28. Upon any infringement of the SWC rules, members shall forfeit the privileges of admission and membership of the SWC.
29. The Monitoring Committee/Co-ordinators reserve the right to suspend the membership of any member found misbehaving inside the SWC.

Sd/-

Pro-Vice-Chancellor
Chairman, SWC Monitoring Committee