

Proposed Email service and Productivity suite for NIFS

1. Background

1.1 Email Service

Researches of the NIFS need fast and easy access to Emails, Documents anywhere in the world with their computers or even from their smartphones. Accessing and collaborate through emails is critical when it comes to research. So it should be easy, reliable and trustworthy.

We have noted that the current email service which is locally hosted within the Institute (Open webmail) has many issues and it has missing some useful features which is critical in email communication. Namely,

1. Don't have a user friendly interface.
2. Unable to configure with Email clients such as Outlook, Thunderbird, Apple Email.
3. Do not provide two step authentication when login from new device/ new location.
4. Don't have built in spam detection. So we needs to allocate time to read that unnecessary emails.
5. Emails are not encrypted using industry standard encryption methods(S/MIME). So it is possible to read emails by a third party person/ programme and not recommend to email sensitive information.
6. Do not provide rich features like snoozing, smart replies, scheduling etc.
7. Unable to control confidentiality within a email service (Disable the printing, forwarding or allocate time to auto delete emails after reading).
8. Can't upload large attachments to emails.

Due to above issues, most of the NIFS employees are using other email platforms (Gmail, Yahoo, iCloud) for official purposes.

Therefore, the Director ask us to find a solution for the above matter and we have come up with the following solutions.

1. Get new domain (user@nifs.ac.lk) with new email server.
2. Apply for Google for Education Programme

If taken the first solution, we need to buy new email server, relevant software with industry standard email security features. It will also cost for maintenance including electricity and labour cost.

So, we have taken a decision to apply for Google for Education programme. Which has more benefits compared to the first choice.

1.2 Productivity Suite

The NIFS has used the Microsoft Office package(Student version) when purchasing new computers. The student version of the office package won't offer some important applications such as Outlook, Publisher. So, some employees purchase the professional version of the Office package depends on the requirement. This costs more than 30,000 LKR per user.

However, Mr. Gayan Bandara found that NIFS can apply for academic version of the Office Package which cost 14,000 LKR (Cost of the student version) while having all the features available in the professional version of the Office Package. However, we have noted the following issues when using the Microsoft Office package.

- Collaboration between other people, cloud storage is somewhat difficult with the Microsoft Office suite.
- Need to pay when upgrade to newer versions(Office 2013 to 2016).
- There are some incidents that employees save multiple copies of document without version control and having confuse when selecting the latest version.
- Compatibility issues when opening files in newer version and vice versa.
- Lost, Damage to files due to hardware failures.
- Unable to edit documents in real time.

Therefore, we have also considered above issues when taken the decision to apply for G Suite.

2. What is Google for Education ?

Google for Education, also known as G Suite for education is a programme conducted by Google to help Universities and Schools around the world to elevate higher education. They have free and paid plans for Universities and Schools depend on their requirements.

"Technology alone will not improve education, but it can be a powerful part of the solution."

-Sundar Pichai , CEO , Google

2.1 Application process

Currently Google only accept Universities (Degree Awarding Universities) and Schools(K-12 level) for G Suite for Education. However, since the NIFS trains postgraduate students and working number of academic staff at the NIFS, we have submitted a proposal for G Suite for Education for NIFS, requesting 500 accounts for free.

After that, we got a response from Google Cloud Support team and have exchanged few emails with Mr, Ray(Please refer annexures) from Google Cloud support (Ref #16879976). Finally we have successfully received the G Suite for Education for NIFS (Figure 1).

Case: #16879976
Subject: Request for Google Apps Education Upgrade (Signup)
This case was auto-generated from
the Apps for Education sign-up flow, not the Upgrade form.
SuppliedEmail: virajekanayake@icloud.com
FirstEmail: true
Function__c: Plus EDU Web
Group__c: Non-tech Support/Operations
Institution_name: National Institute of Fundamental Studies, Sri Lanka
SuppliedName: Viraj Ekanayake
Number_of_accounts_required: 500
Edu_organization_type__c: Higher education
SuppliedPhone: lk812232002
SupportLanguage__c: English
Web_Edition__c: premier
Web_Product_Line__c: Google Apps
Web_Seats__c: 0
Institution_URL__c: www.nifs.ac.lk

Figure 1 - G Suite for NIFS confirmation

However, for the Institutional security, they request us a confirmation from Director/ NIFS that the new domain will only use for the favor of the institute and not in favor of group, organization, class or teacher related to institute or outside of the NIFS. Therefore, we need to make sure that NIFS is continually comply with that in the future. Otherwise we will lose the G Suite for Education.

2.2 What's included in G Suite for Education

We have received 500 free user accounts with unlimited space for the domain nifs.ac.lk and we can extend it in the future through a separate request. The below features can be use for the NIFS.

2.2.1 Google Email

We can use google email platform as our email platform. Which means we can use the same email features provided by Google with our own domain (nifs.ac.lk). Google's mail platform facilitates confidential email communication. Which means the emails send using this method can't forward, print or edit by receiver and we can also set a expiry date. So no one can read such documents after that period.

The email signature can be created using the same template for the organization and we can also add promotional banner for selected emails/ users. As an example, if we have open the registration for International Conference, we can put a banner on each email which will communicate through our domain. This can be configure by the admin.

We can also use emails to replace memos. At the end, we have all the emails in one place. The approval process and commenting can be done using replies.

2.2.2 Google Calendar

We can use Google Calendar for schedule meetings, Book Auditoriums and conference Facilities. All the appointments can synchronize across all the users/ devices.

2.2.3 Google Drive

Each user has unlimited storage for Google Drive, Gmail, Google Docs, Google Sheets, Google Slides and Google Photos. Which means we can reduce the cost we paid for large Hard Disk Drives in the organization. This storage can also use for backup our data.

2.2.4 Google Productivity Suite

Google Productivity suite includes, Google Docs, Google Sheets, Google Slides and Google Keep which is an alternatives for Microsoft Office Word, Excel and Powerpoint.

NIFS paid lot of money for Microsoft Office Package (14,000 LKR per user). Its true that Google Productivity suite does not have all the features coming with Microsoft. But it'll continually update and add new features frequently. However, it has all the common features which we use day by day.

The files created, edited using Google Productivity suite can be edit, view on Microsoft office packages and vice versa. Some useful features are,

- Collaboratively edit documents while having a version control.
- Offline access.
- Can use voice typing (Sinhala and English) to reduce the time for typing.
- Translate documents to other languages (Including Sinhala). However, there are some grammar issues when translate Sinhala to English.
- Easy to type Sinhala without using Unicode keyboard format.
- Easy to analyze and create charts using Machine Learning (We can type some questions in English and Google will show the solution by analyzing data in the document).
- Convert PDF files to editable documents(word files) including Sinhala.

2.2.5 Google Keep

We can use Google keep for replace the use of sticky notes. The notes will available on all the devices and can share with others. It can also use for capture text from images (Scan a business card and use that details to create a new contact).

We can also use this to take down meeting minutes and share with other committee members for approval.

2.2.6 Google Hangout

Google hangout is a alternative for Skype. We can use video conferencing facility to deliver a presentations, conduct a meeting, recruit candidates which live in geographically distant location. We can also record such lectures and share it on Youtube.

2.2.7 Google Forms

Google forms can be used for conduct surveys, get feedback from participants. The data will be available in realtime on Google Spreadsheet. It also provides quick analysis of the data.

2.2.8 Admin Panel

The most important feature in the G Suite package is the admin panel. We can configure, manage and control each and every feature in the Google and it is really easy to do so. Currently this is admin by Mr. Viraj Ekanayake and needs to hand over to relevant authority.

2.2.9 Google Sites

We can create personal pages or any simple websites with Google sites. Since we have unlimited capacity we can expand it in the future. Building a website is really easy with available templates.

2.2.10 Other Features.

We have only mentioned the main features which is more relevant to NIFS. We can use other Google Features which is available for G Suite for Education. This can be added by the admin in later.

2.3. Privacy and Security

Google has robust global infrastructure, along with dedicated security professionals and offer a highly secure, reliable, and compliant environment.

Each email, attachment, document uploaded or sent using G Suite for Education will be encrypted. Which means, it only decrypted by the receiver/ owner of such document. The emails, documents uploaded/ send by users cannot accessed by the domain admin or other google employee. In the privacy statement, Google emphasize that they won't use any data from Google for Education to target advertisements or share information with third party.

However, there are some incidents that some data of Google users has been taken by third party developers, hackers. Such incidents can't avoid in this digital era. But we should continually monitor and take risk assessments to prevent such issues from our end. Also we suggest users to not to upload sensitive information to Google Drive.

If we want to migrate from G Suite, we can download all the data which is uploaded and available at Google any time.

2.4 Cost

The G Suite for Education is absolutely free for NIFS and they have no plan to make it a paid service at the moment. This is a great offer for NIFS. If we purchase it from Google, it'll cost us approximately 10,200,000 LKR per year.

$$\begin{aligned}\text{G Suite Value} &= ((\$10 \text{ per user} * 500 \text{ accounts}) * 12 \text{ months}) + \text{TAX} \\ &= \mathbf{\$60,000}\end{aligned}$$

$$\begin{aligned}\text{Price in LKR} &= 60,000 * 170 \text{ (Current \$ rate)} \\ &= \mathbf{10,200,000 \text{ LKR}}\end{aligned}$$

So we need to take the advantage from this and implement the G Suite ASAP.

3. Configuration

The following configuration needs to do immediately in order to use all the services offered by G Suite. The first two needs to complete by the Computer Unit of the NIFS.

3.1 Add CNAME record to server

Currently the domain nifs.ac.lk is verified through the NIFS website and it needs to add the following records to the server. This is an essential part because this will tell Google that we own the domain nifs.ac.lk. For the application process, we have add this using our website and need to it in the following way for a better reliability.

Please refer

https://support.google.com/a/answer/47283?hl=en&ref_topic=29598 for instructions.

3.2 Add MX records to server

We need to add MX records to server in order to receive email to the nifs.ac.lk domain. Please refer <https://support.google.com/a/answer/140034> for instructions.

3.3 Add new admin

Currently the domain nifs.ac.lk is administrated by Mr. Viraj Ekanayake and this needs to handover to authorized person for future works. We are willing to provide our continual support when necessary.

4. Implementation

4.1 Develop an email and IT policy to NIFS

NIFS needs an email and IT policy in order to make this a successful implementation. This should include

- Using Institutional emails
- Using Cloud Storage
- Using Internet and other IT facilities at NIFS
- Actions taken for misuse of such services and facilities.

The policy maker can use SEDU's IT policy and procedure as a base template which was implemented and using more than a year.

4.2 Naming convention for email addresses.

The new email addresses can be used by

- Scientists
- Research Assistants
- Technical Staff

- Dissemination and Information Staff
- Administrative Staff
- Accounts and Procurement Staff

We can use the following naming convention for the NIFS

No.	Department	Email Format	Used by
01	Director's Office	director@nifs.ac.lk dir@nifs.ac.lk Firstname.first two characters of the last name@nifs.ac.lk	Director Personal Secretary Other members
02	Science Education & Dissemination Unit	coordinator@nifs.ac.lk sedu@nifs.ac.lk Firstname.first two characters of the last name@nifs.ac.lk	Head/ SEDU Employees assigned by the Division Head Other Members
03	Library	librarian@nifs.ac.lk lib@nifs.ac.lk Firstname.first two characters of the last name@nifs.ac.lk	Librarian Employees assigned by the Division Head Other Members
04	Accounts Division	accountant@nifs.ac.lk acc@nifs.ac.lk Firstname.first two characters of the last name@nifs.ac.lk	Accountant Employees assigned by the Division Head Other Members
05	Administrative Division	administrator@nifs.ac.lk adm@nifs.ac.lk Firstname.first two characters of the last name@nifs.ac.lk	Administrative Officer Employees assigned by the Division Head Other Members
06	Internal Audit Division	auditor@nifs.ac.lk aud@nifs.ac.lk Firstname.first two characters of the last name@nifs.ac.lk	Internal Auditor Employees assigned by the Division Head Other Members
07	Procurement Division	labmanager@nifs.ac.lk proc@nifs.ac.lk Firstname.first two characters of the last name@nifs.ac.lk	Lab Manager Employees assigned by the Division Head Other Members
08	Computer Division	networkadmin@nifs.ac.lk com@nifs.ac.lk Firstname.first two characters of the last name@nifs.ac.lk	Network Administrator Employees assigned by the Division Head Other Members

09	Role Specific Emails	secretary@nifs.ac.lk info@nifs.ac.lk web@nifs.ac.lk media@nifs.ac.lk no_reply@nifs.ac.lk	Secretary Information Officer Web Developer Media Officer Web Developer
10	Scientists (Permanent or contract), Research Assistants(Affiliate to NIFS), and other permanent employees	Firstname.first two characters of the last name@nifs.ac.lk@nifs.ac.lk	Particular user

4.3 Current Email Service

We suggest to keep the existing email accounts and the email server till the G Suite is fully functional in the institute and all the existing users who use ifs.ac.lk domain has completely migrate to the G Suite.

5. The Role of the Domain Administrator

The most important role of the G Suite is domain admin. The domain admin is responsible for

- Create, modify email policy of the organization.
- Add, remove users to G Suite.
- Being the first contact person for Google Team.
- Communicate with Google Team and negotiate with them get new features to NIFS at lowest cost.
- Monitor and take necessary action to prevent loss of data, Improve the security and ensure the privacy of the users.
- Train new users.
- Find, learn new features and implement relevant features at NIFS.
- Configure and optimize G Suite through Admin console.
- Network with other G Suite admins in the world to get updated about relevant practical issues and take necessary actions to overcome such issues.
- Continually update with Google's term and conditions, privacy policy and make necessary actions to comply with Google.

Also the admin should be able to implement the above suggestions successfully at NIFS and continually take necessary actions to improve the productivity of the NIFS while effectively manage the negative attitudes of the employees.

The new admin can follow [this link](#) to view the G Suite administration training which is available for free.

Currently the G Suite is administered by Mr Viraj Ekanayake and it needs to transfer to someone else since he needs to complete the new NIFS website within next 06 months.

6. Government support for Implementing G Suite

The Ministry of Science, Technology, Research, Skills Development and Vocational Training and Kandyan Heritage has organized a workshop on “Using Google to improve the productivity” on 18/10/2018 at Nenapiyasa Auditorium, Colombo. They have invited the Head of the Institutions and another person to attend the workshop which represent Universities, Research Institutes in Sri Lanka.

As nominated by the Director/ NIFS, Mr Viraj Ekanayake has participated to the workshop behalf of the Director and the NIFS.

As a summery, Mr. Clehan Pulle from Finetech Consultancy (Pvt) Ltd (one of Google for Education Partner in Sri Lanka) has introduce and done a live demonstration on G Suite for Education. Some of relevant features to NIFS has mentioned in previous sections in this document.

In his presentation he mentioned that G Suite for Education accounts only available for free for students. Lectures and other staff should be paid for the G Suite (\$50 per person per year using lowest plan which only available 30GB storage). However, Mrs. Wasantha Perera (Secretary of the MOSTR) has told that the ministry will be paid the cost for Lectures and staff.

After end of the workshop, Mr. Viraj has met Mr. Pandula from Ministry's IT Division and he told that they haven't finalize the G Suite purchasing process and they are trying to negotiate with Google to get reduced price. The decision will be informed us in the future.

Since, we have already received 500 unlimited G Suite accounts for free, we can continue our implementation without waiting for Ministry's response.

I have cc'ed the management of the institution, and I would kindly ask you to confirm that the new domain name will be used in favor of the institution and not in favor of a group, organization, class or a teacher related to the institution or outside of it. It is required the response comes from the School Director: Prof. Saman Seneweera (dirifs@yahoo.com). I appreciate your cooperation.

Figure 2 - Request from Google Cloud Support

Since, they acknowledge us to only use the G Suite in favor of the institute and we use the G Suite only for the favour of the institution (as a whole) we believe that we don't have to pay for accounts used by Scientists and other staff. In our proposal, we have also mention that this service will be used by/ benefited by Scientists/ Researchers, Students and non-academic staff and they haven't mentioned about we need to pay for that (Annexure 3).

7. Conclusion

We hope that the NIFS will be benefited from using G Suite for Education. This would be a good move to NIFS to reduce the maintenance cost and improving the productivity while achieving a paperless environment.

Dr. Kumari Tilakaratne & Viraj Ekanayake

Science Education and Dissemination Unit
National Institute of Fundamental Studies

On 19th October 2018.

7. Reference

- [Google for Education Privacy & Security Information](#), access FAQs about student data protection and privacy
- [G Suite Domain Best Practices](#), overview the possible ways to set up G Suite for EDU
- [G Suite for Education Deployment Guide](#), effectively move your organization to G Suite
- [Google Cloud Directory Sync](#), synchronize data with your LDAP directory server
- [Google Cloud Password Sync](#), keep your users' G Suite passwords in sync with Active Directory passwords
- [G Suite Release Calendar](#), keep track of upcoming features rolling out to your domain
- [Google for EDU Certifications](#), demonstrate knowledge with Google Educator, Trainer, and Innovator Certifications
- [Training for G Suite](#), add a free [Chrome extension](#) that adds a virtual trainer to G Suite apps
- [Whats New in Classroom](#), description new features in Classroom
- [45 Ways to Use G Suite for Education in the Classroom](#), great use cases to get started
- [Google for Education Professional Development Handbook](#), best practices for training and development.
- [Google Educator Groups \(GEGs\)](#), communities designed to connect Google educators
- [G Suite Admin Community](#), discuss Chrome & G Suite with other admins
- [Chromebooks for Education Community](#), discuss Chromebooks in EDU
- [Google for Education Blog](#), the official source for Google for Education news
- [Google for Education on Twitter](#), follow for product announcements, program updates, and industry news

8. Annexures

Annexure 1 - First Response(Auto Generated) from Google after submitting the online request form.

Google Cloud Support

Inbox - iCloud September 10, 2018 at 9:53 PM

GS

[#16879976] Request for Google Apps Education Upgrade (Signup)

To: Mr Viraj Ekanayake,

Reply-To: esupport@google.com

Hello Viraj,

Thank you for your interest in upgrading to G Suite Education.

We will review your request for upgrading to G Suite for Education after you have verified your domain. You will need to complete this step (URL: <https://support.google.com/a/answer/60216?hl=en>) prior to us reviewing your application. If you require assistance with this you can contact support via logging into your Admin console (URL: admin.google.com).

Once this is complete we will be in touch within one to two weeks.

Please note if you purchased your domain during the sign up it should be automatically verified within 24 hours and no action is necessary.

Sincerely,

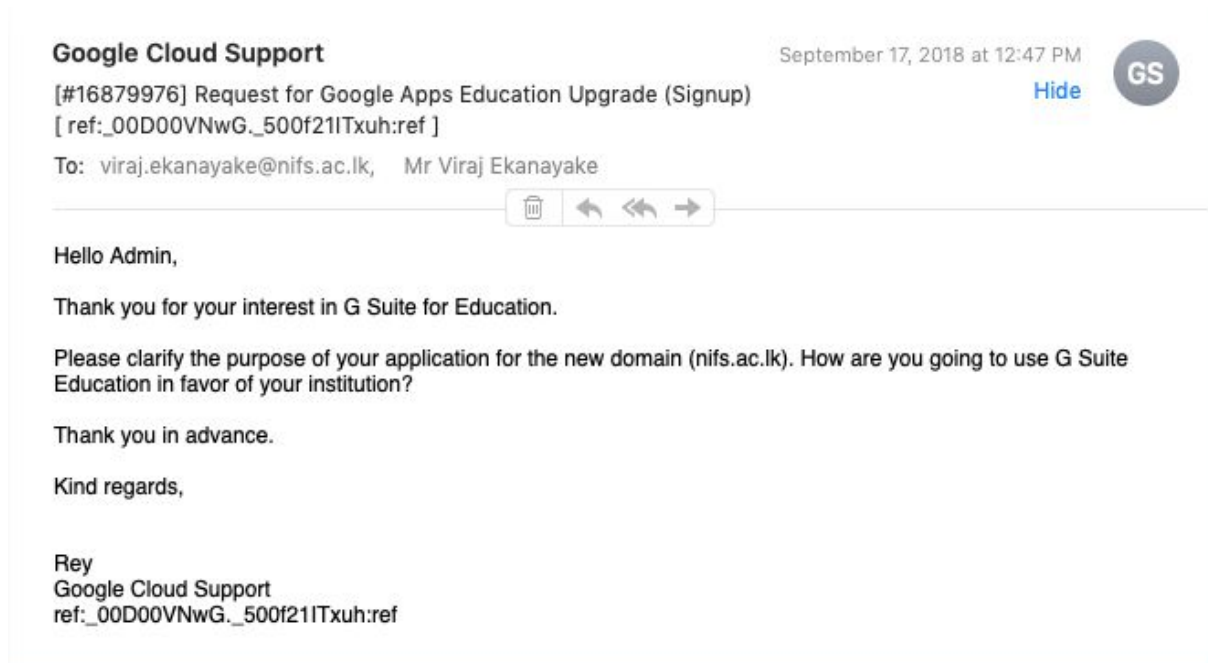
The G Suite for Education Team

Check out 'whatsnew.googleapps.com' for up-to-date launches and product improvements.

Learn more about the life of a support case at <http://goo.gl/xbJq>

Get timely updates on new features in G Suite by subscribing to our feed at <http://feeds.feedburner.com/GoogleAppsUpdates> or email alerts at <http://www.google.com/apps/admin-updates>

Annexure 2 - First Response from Google after few days



Annexure 3 - Proposal sent for the Google

Please refer the next page

Re: [#16879976] Request for Google Apps Education Upgrade (Signup) [ref:_00D00VNwG._500f21ITxuh:ref]

September 18, 2018 at 12:38 AM

From Viraj Ekanayake

To Google Cloud Support

Cc viraj.ekanayake@nifs.ac.lk

Hi Rey,

Thank you for your response regarding our application for G Suite for Education. Please go through the following details which clarify the purpose of our application for G Suite for Education.

About the NIFS

The National Institute of Fundamental Studies is the Government-owned premier institute for basic and applied research in Sri Lanka which was established in 1981. Our primary mandate is to conduct Fundamental research for acquiring and advancing knowledge in different fields of natural sciences.

NIFS Scientists are working on diverse research disciplines. Around 100 students conduct their postgraduate research work leading to Master of Philosophy and Doctor of Philosophy degrees under the supervision of these scientists. The research activities are supported by a group of non-research staff members who provide administrative, financial, maintenance and technical support for NIFS activities. Our research projects are clustered under seven major themes, with close interactions between them, where necessary, to share instruments and expertise.

1. Energy and Advanced Materials
2. Theoretical Physics and Computational Studies
3. Natural products and Food Chemistry
4. Soil microbiology and carbon sequestration
5. Earth, Environment and Biodiversity
6. Molecular Biology and Biotechnology
7. Science Dissemination and Education

Why we need G Suite for Education at NIFS?

Researches of NIFS need fast and easy access to Emails, Documents anywhere in the world with their computers or even from their smartphones. Accessing and collaborate through emails is critical when it comes to research. So it should be easy, reliable and trustworthy.

The current email service which is locally hosted within the Institute (Open webmail) is not user-friendly and do not provide reach features like snoozing, smart replies, scheduling etc. Also, it can't configure with email clients which are very hard when working remotely. Current email

service does not provide in build spam detection and industry-standard security. So most of the time, the inbox is fillip with spams and researches needs to allocate time to read that unnecessary emails.

NIFS researches need to get meeting appointment by physically meeting the person. And also needs to follow up whether the meeting was scheduled correctly or not. This can be overcome with Google Calendar. Which reduces that time-consuming task. Within a few minutes, we will be able to arrange, schedule a meeting and get feedback instantly.

Writing thesis, Research papers, make presentations while collaborates with Scientists and students is really difficult now. So the Google Docs will be an easy solution for this. And we don't need to worry about the physical media failures because it is hosted on the cloud and also we can take a copy in our local computers. So we can collaborate with research teams easily by just focus on the research.

Researches need to get service from the non-research staff member. By using Google Calendar, they can request and schedule it easily. So the critical maintenance will not be missed since they will get an automatic reminder.

With the G Suite for Education, we can reduce the labor cost for managing email servers of the NIFS. It would be easy to administrate the users within the NIFS with admin console(We have gone through G Suite Video Course and it seems very easy to handle a large number of users).

With the integration of G Suite at NIFS, we can free up the time we burn on IT related issues. We can also reduce the cost paid for Word processing applications, the cost for maintaining email servers. Altogether we can reduce a large amount of time and money which we can be used for the advancement of research.

So we Kindly request you to grant full access for free to G Suite for Education for the domain nifs.ac.lk.

Yours Sincerely,
Viraj Ekanayake
Domain Admin

On Sep 17, 2018, at 12:17 AM, Google Cloud Support <esupport@google.com> wrote:

Hello Admin,

Thank you for your interest in G Suite for Education.

Please clarify the purpose of your application for the new domain (nifs.ac.lk). How are you going to use G Suite Education in favor of your institution?

Thank you in advance.

Kind regards,

Rey
Google Cloud Support

Annexure 4 - Asking the Head of the Institution's details

Google Cloud Support

September 20, 2018 at 6:28 PM



[#16879976] Request for Google Apps Education Upgrade (Signup)
[ref:_00D00VNwG._500f21ITxuh:ref]

[Hide](#)

To: viraj.ekanayake@nifs.ac.lk, Mr Viraj Ekanayake

Hello Admin,

Thank you for your interest in Google Apps for Education for the domain (nifs.ac.lk).

As the request did not come from the Principal nor the Headteacher itself, for the domain we need confirmation that the new domain name will be used in favor of the institution and not in favor of a group, organization, class or a teacher related to the institution.

Therefore, I would kindly ask you to provide the contact details (name and business email address) of Director/ Principal or Head Teacher of the school. Please provide the official email address so we can proceed on the confirmation for the application. Please also include the page on your website where we can check the Principal's details.

By the way, please be reminded that student, alumni, parent groups or religious organizations do not qualify for G Suite for Education. If you need more information or if you have other questions, feel free to visit the website below for more details about the qualifications; <https://support.google.com/a/answer/134628>

We hope to hear from you soon.

Kind regards,

Rey
Google Cloud Support
ref:_00D00VNwG._500f21ITxuh:ref

Annexure 5 - Response to the annexure 5

Mr Viraj Ekanayake

September 21, 2018 at 2:43 PM



Re: [#16879976] Request for Google Apps Education Upgrade (Signup) [ref:_00D00VNwG._500f21ITxuh:ref]

[Details](#)

To: Google Cloud Support, dirifs@yahoo.com, Cc: seneweera@gmail.com

Hi Rey,

The National Institute of Fundamental Studies (nifs.ac.lk) is headed by the Director of the Institute. The Director is the CEO and the CFO of the Institute. Here are the details of the Director which you requested.

Name : Prof. Saman Seneweera
Position : Director
Business Email : dirifs@yahoo.com
Personal Email : seneweera@gmail.com
Webpage link : http://nifs.ac.lk/?page_id=2732

I have already discussed with him regarding the institutional request for G Suite for Education and he is well aware about the background and the current status. If you need further information, you can contact him on dirifs@yahoo.com and he is happy to answer questions related to this.

I have also copied this email to the Director.

Kind Regards,
Viraj Ekanayake

[See More](#) from Google Cloud Support

Annexure 6 - Response to annexure 5 from Google

Google Cloud Support

September 26, 2018 at 6:28 PM

[Hide](#)



[#16879976] Request for Google Apps Education Upgrade (Signup)
[ref:_00D00VNwG_500f21ITxuh:ref]

To: viraj.ekanayake@nifs.ac.lk, Mr Viraj Ekanayake,
Cc: dirifs@yahoo.com



Hello Admin,

Thank you for your interest in G Suite for Education for the domain (nifs.ac.lk). We apologize for the delay of our response due to high volume of applications we are handling around the globe.

For your institution's security, we need a confirmation email from the official institution.

I have cc'ed the management of the institution, and I would kindly ask you to confirm that the new domain name will be used in favor of the institution and not in favor of a group, organization, class or a teacher related to the institution or outside of it. It is required the response comes from the School Director: Prof. Saman Seneweera (dirifs@yahoo.com). I appreciate your cooperation.

We hope to hear from you soon.

Kind regards,

Rey
Google Cloud Support
ref:_00D00VNwG_500f21ITxuh:ref

Annexure 7 - Confirmation from the Director/ NIFS

Saman Seneweera

September 27, 2018 at 1:11 PM

[Details](#)



Re: [#16879976] Request for Google Apps Education Upgrade (Signup) [ref:_00D00VNwG_500f21ITxuh:ref]

To: Google Cloud Support, Cc: viraj.ekanayake@nifs.ac.lk, Mr Viraj Ekanayake

Dear Rey,

Thank you for considering our institutional request for the G Suite for Education.

As the Head of the Institution, I hereby confirm that the new domain(nifs.ac.lk) name will be only used in favour of the institution and not in favour of a group, organization, class or a teacher related to the institution or outside of the National Institute of Fundamental Studies.

With the integration of the G Suite, we can reduce the time and the maintenance cost while improving the productivity of the institute through improving our research and teaching goals

Therefore, I kindly request you to grant full access to the G Suite for Education for the domain nifs.ac.lk.

Hope to hear from you soon.

Kind Regards,
Prof. Saman Seneweera,
Director,
National Institute of Fundamental Studies, Sri Lanka

Professor Saman Seneweera

Director | National Institute of Fundamental Studies (NIFS)
Hantana Road | Kandy | 20000 | Sri Lanka

Phone: +94 81 2232002 | Fax: +94 81 2232131 | Mobile +94 71 1219295
Email: dirifs@yahoo.com | seneweera@nifs.ac.lk | seneweera@gmail.com
Web: www.nifs.ac.lk

[See More](#) from Google Cloud Support

Annexure 8 - Confirmation by Google for granting G Suite for Education to NIFS

Google Cloud Support

October 5, 2018 at 5:01 PM

GS

Subject [#16879976] Request for Google Apps Education Upgrade (Signup) [ref:_00D00VNwG_500f21ITxuh:ref]

[Hide](#)

To: viraj.ekanayake@nifs.ac.lk, Mr Viraj Ekanayake,

Cc: dirifs@yahoo.com



Hello Viraj,

Welcome to G Suite for Education! We reviewed your application and are excited to upgrade your domain. Im including a selection of resources to help guide your implementation.

Best Practices for Deployment - Use the resources below to deploy G Suite to the technical best practice, or [find a partner here](#) to aid with the technical setup.

- [Google for Education Privacy & Security Information](#), access FAQs about student data protection and privacy
- [G Suite Domain Best Practices](#), overview the possible ways to set up G Suite for EDU
- [G Suite for Education Deployment Guide](#), effectively move your organization to G Suite
- [Google Cloud Directory Sync](#), synchronize data with your LDAP directory server
- [Google Cloud Password Sync](#), keep your users' G Suite passwords in sync with Active Directory passwords
- [G Suite Release Calendar](#), keep track of upcoming features rolling out to your domain

In the Classroom - Now that you have access to G Suite for Education, utilize the [Google for Education Training Center](#) and the following resources to make the most of G Suite tools, source best practices, and train your teachers to become Google experts.

- [Google for EDU Certifications](#), demonstrate knowledge with Google Educator, Trainer, and Innovator Certifications
- [Training for G Suite](#), add a free [Chrome extension](#) that adds a virtual trainer to G Suite apps
- [Whats New in Classroom](#), description new features in Classroom
- [45 Ways to Use G Suite for Education in the Classroom](#), great use cases to get started
- [Google for Education Professional Development Handbook](#), best practices for training and development.

Connecting with others - Below, youll find ways to connect with educators at schools that have Gone Google.

- [Google Educator Groups \(GEGs\)](#), communities designed to connect Google educators
- [G Suite Admin Community](#), discuss Chrome & G Suite with other admins
- [Chromebooks for Education Community](#), discuss Chromebooks in EDU
- [Google for Education Blog](#), the official source for Google for Education news
- [Google for Education on Twitter](#), follow for product announcements, program updates, and industry news

If you have any technical questions during setup, [please contact support](#). We look forward to your schools deployment!

Thanks,

G Suite Support

Case: #16879976
Subject: Request for Google Apps Education Upgrade (Signup)
This case was auto-generated from
the Apps for Education sign-up flow, not the Upgrade form.
SuppliedEmail: virajekanayake@icloud.com
FirstEmail: true
Function__c: Plus EDU Web
Group__c: Non-tech Support/Operations
Institution_name: National Institute of Fundamental Studies, Sri Lanka
SuppliedName: Viraj Ekanayake
Number_of_accounts_required: 500
Edu_organization_type__c: Higher education
SuppliedPhone: lk812232002
SupportLanguage__c: English
Web_Edition__c: premier
Web_Product_Line__c: Google Apps
Web_Seats__c: 0
Institution_URL__c: <http://www.nifs.ac.lk>