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The Gazette of the Democratic Socialist Republic of Sri Lanka

EXTRAORDINARY

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**PART I : SECTION (I) — GENERAL**

**Government Notifications**

L.D.B. 21/78/iv.

**THE UNIVERSITIES ACT, No. 16 OF 1978**

ORDINANCE made by the University Grants Commission under Section 18, read with Section 24A, of the Universities Act, No. 16 of 1978.

Secretary,  
University Grants Commission.

Colombo,  
April 09, 1999.

**Ordinance**

1. This Ordinance may be cited as the National Institute of Library and Information Sciences Ordinance, No. 1 of 1999 and shall come into operation on April 20, 1999.

2. This Ordinance shall apply to the National Institute of Library and Information Sciences (hereinafter referred to as the "Institute") established by Order dated 21st October, 1998 made by the Minister under Section 24A of the Universities Act, No. 16 of 1978 (hereinafter referred to as the "Act").

3. The Institute shall be attached to the University of Colombo, Sri Lanka (hereinafter referred to as the "University").

4. Subject to the provisions of the Act, and of any appropriate Instrument, and the powers, duties and functions of the University Grants Commission (hereinafter referred to as the "Commission") the institute shall have the power—

- (a) to admit students ;
- (b) to provide for instruction, training and research in such branches of Library and Information Sciences as may be approved by the Commission upon the recommendation of the Institute and the University ;
- (c) to determine with the approval of the University and the concurrence of the Commission, the post-graduate degrees, diplomas, certificates and other academic distinctions to be awarded in Library and Information Sciences ;



- (d) to conduct, with the approval of the University, examinations for the purpose of ascertaining the persons who have acquired proficiency in Library and Information Sciences, and to recommend to the University, persons, who, having passed such examinations and having satisfied such other conditions as the University may prescribe by By-laws in consultation with the Institute, are eligible for the award of post-graduate degrees, diplomas, certificates and other academic distinctions of the University ;
- (e) to co-operate, by way of exchange of teachers, students and scholars or otherwise, with Universities or Institutions in Sri Lanka or abroad, having objects similar or substantially similar to those of the Institute ;
- (f) to recommend for purposes of recognition by the senate of the University examinations passed and the periods of learning or study pursued at Universities and places of learning of University Level, by persons seeking admission to the Institute as being equivalent to such examinations and periods of learning or study in the Institute, or such part thereof, as may be prescribed by By-law, and to recommend the withdrawal of such recognition at any time ;
- (g) to erect, equip and maintain for the purpose of the Institute, libraries, and other buildings, whether for instructional, training or research purposes ;
- (h) to recommend to the university the institution, of such teaching, administrative and other posts as may be required for the purpose of the Institute and the abolition or suspension of such posts ;
- (i) to institute and award fellowships, scholarships, exhibitions, bursaries, medals and other prizes ;
- (j) to make arrangements for conducting courses of study or parts of such courses of study in places outside the Institute in accordance with any By-law providing for the same ;
- (k) to demand and receive fees in accordance with any Rule providing for the same ; and
- (l) to do all such other acts and things, as may be required in the exercise of the powers of the Institute.

5. The Officers of the Institute shall be the following :—

- (a) the Director ; and
- (b) the holder of any other post declared by Ordinance to be a post, the holder of which is an Officer for the purpose of this paragraph.

6. (1) The first Director of the Institute shall be appointed by the Commission upon the coming into operation of this Ordinance. Every subsequent Director shall be appointed by the Commission from a panel of three persons proficient in the field of Library and Information Sciences recommended by the Board of Management of the Institute.

Provided, however, that, no person shall be appointed as Director of the Institute for more than two consecutive terms.

(2) Each Director shall, unless he vacates office earlier or is removed from office under sub-paragraph (3), hold office for a period of three years reckoned from the date of his appointment or until he completes his sixty-fifth year, whichever event occurs earlier.

(3) The Director shall be removed from office by the Chairman of the Commission upon the recommendation of the Board of Management, on a vote of censure passed by not less than two-third of the total membership of the Board of Management at Special Meeting convened for the purpose. The members present at such special meeting shall elect, from among themselves a person, other than the Director, to preside at such special meeting.

(4) The Director who resigns or is removed from office may, if he was a member of the staff of a Higher educational Institution immediately prior to his appointment as such Director, revert to his substantive post in such Higher educational Institution, provided that he has not completed his sixty-fifth year.

(5) If the Director, by reason of illness, absence from Sri Lanka, or other cause, is temporarily unable to perform the duties of his office, the Commission shall, within seven days of the occurrence of such inability, make such arrangements as it may think fit for carrying out the duties of the office of Director. Until such arrangements are made the Registrar of the University shall carry out the routine duties of such office.



(6) If any vacancy occurs in the office of Director, the Commission shall, upon the occurrence of such vacancy, make such arrangements as it may think fit, for carrying on the duties of the office, until a permanent appointment is made under subparagraph (1). Until such arrangements are made the Registrar of the University shall carry on the routine duties of such office.

7. (1) The Director shall be the principal executive officer and the principal academic officer of the Institute. He shall be an ex-officio member of the Board of Management and an ex-officio member of the Academic Committee of the Institute. He shall be entitled to be present and speak at, any meeting of any other authority or body of the Institute but shall not be entitled to vote at any such meetings unless he is a member of such other authority or body.

(2) It shall be the duty of the Director, in accordance with such directions as may from time to time be lawfully issued to him in that behalf by the Board of management, to ensure that the provisions of this Ordinance and of any Appropriate Instrument in so far as they relate to the Institute are duly observed and, he shall have and may exercise all such powers as he may deem necessary for the purpose.

(3) It shall be the duty of the Director to give effect to, or to ensure that effect is given to, the decisions of the Board of Management and of each Academic Committee.

(4) The Director shall be the Accounting Officer of the Institute.

(5) The Director shall be responsible for the maintenance of discipline within the Institute.

8. The Authorities of the Institute shall be the following :—

- (i) the Board of Management ;
- (ii) the Academic Committee ;
- (iii) such other bodies as may be approved by the Commission.

9. The Board of Management (hereinafter referred to as the " Board ") shall be the academic and executive body of the Institute and shall consist of the following persons :—

(1) The following ex-officio members, namely—

- (a) the Director ;
- (b) the Secretary to the Ministry of the Minister in-charge of the subject of Higher Education or his nominee ;
- (c) the Secretary to the Ministry of the Minister in-charge of the subject of Science and Technology or his nominee ;
- (d) the Chairman of the Computer and Information Technology Council (CINTEC) established by the Computer and Information Technology Council of Sri Lanka Act, No. 10 of 1984 or his nominee ;
- (e) the Dean of the Faculty of Education, University of Colombo ;
- (f) the Director of the Sri Lanka National Library Services Board established by the Sri Lanka National Library Services Board Act, No. 17 of 1970 ;
- (g) the President of the Sri Lanka Library Association ;
- (h) the Chairman of the Inter University Committee of Librarians (IUCL).

(2) The following other members, namely—

- (a) two members nominated by the Inter University Committee of Librarians (IUCL) from among their number for a term of two years ;

Provided, however, that no such persons shall be nominated for more than two consecutive terms.

- (b) three members appointed by the Commission from among persons who have rendered distinguished service in the educational, professional, scientific, or administrative spheres for a term of three years.



10. (1) The Chairman of the Board shall be elected by the members thereof from among their number and shall preside at all meetings of the Board. If the Chairman is unable to preside at any meeting of the Board the members present at such meeting shall elect a member from among themselves to preside at such meeting.

(2) The Chairman shall hold office for a period of one year reckoned from the date of his election and shall be eligible for re-election.

(3) A nominated or appointed member shall, unless he vacates office earlier, hold office for a term of two years or three years, as the case may be, reckoned from the date of his nomination or appointment, as the case may be, and shall, unless removed from office, be eligible for re-nomination or re-appointment :

Provided, however, that if any nominated or appointed member vacates his office prior to the expiry of his term, his successor shall, unless he vacates his office earlier, hold office for the unexpired period of the term of office of his predecessor, reckoned from the date of his nomination or appointment as the case may be.

Provided further that a nominated member shall hold office so long as he holds the status by virtue of which he is a member of the Board.

(4) Any nominated member of the Board may resign his office by writing under his hand addressed to the Director.

(5) Any appointed member of the Board may resign his office by writing under his hand addressed to the Chairman of the Commission.

(6) Any appointed member of the Board who without leave of absence fails to attend three consecutive meetings of the Board, shall be deemed to have vacated his office as a member of the Board, and the Commission shall having regard to the provisions of paragraph 9(2)(b) appoint a person to fill the resulting vacancy.

(7) The members of the Board shall be paid such remuneration or allowances as the Minister shall, in consultation with the Minister in charge of the subject of Finance, determine.

(8) The quorum for any meeting of the Board shall be one-third of its total membership.

(9) The Board shall meet whenever necessary, so, however that it meets on not less than eight occasions in each year.

(10) The Director shall, whenever he thinks necessary or within one week upon the receipt by him of a request in writing from not less than one-third of the total membership of the Board, convene a special meeting of the Board.

11. (1) Subject to the provisions of the Act and of any appropriate Instrument, the Board shall exercise the powers and perform and discharge the duties and functions conferred or imposed on, or assigned to, the Institute by this Ordinance.

(2) Without prejudice to the generality of the powers conferred upon it by Sub-paragraph (1) the Board shall exercise, perform and discharge the following powers, duties and functions :—

(a) to hold, control and administer the property and funds of the institute ;

(b) to regulate and to determine all matters concerning the Institute in accordance with the provisions of the Act or of any Appropriate Instrument ;

(c) to administer any funds placed at the disposal of the Institute for any specific purpose ;

(d) to receive and accept with the concurrence of the Commission, bequests , donations or other grants of property to the Institute ;

(e) to consider the annual report and the annual accounts of the Institute and to submit such report and such accounts to the University and the Commission ;



- (f) to prepare the financial estimates of the Institute and to submit such estimates to the University and the Commission ;
- (g) to recommend to the University, in consultation with the Academic Committee, the postgraduate degrees, diplomas, certificates and other academic distinctions which shall be awarded in Library and Information Sciences and the courses of study and training to be followed, the examinations to be passed and the other conditions to be satisfied by students who wish to qualify for such degrees, diplomas, certificates or other academic distinctions ;
- (h) Subject to the provisions of the Act to make By-laws for any matter in respect of which By-laws are authorized to be made and to submit the drafts of such By-laws to the Council of the University for enactment :

Provided, however, that no By-law relating to courses of study and examinations shall be made except after consideration of reports from the Academic Committee ;

- (i) to make Rules for any matter in respect of which Rules are authorized to be made and submit the drafts of such rules to the Council or the Senate, as the case may be, of the University for enactment ;
- (j) to draft after consideration of reports from the Academic Committee, Regulations relating to courses of study and examinations, and to submit such drafts to the Senate of the University ;
- (k) to provide the buildings, premises, furniture, equipment and other material required for the purpose of carrying out the work of the Institute ;
- (l) to recommend to the Commission—
  - (i) the institution, of such teaching, administrative and other posts as may be required for the purposes of the Institute and the abolition or suspension of such posts ; and
  - (ii) the qualifications required of teachers, officers and other employees to be appointed to the Institute ;
- (m) to make recommendations to the University to suspend, dismiss or otherwise punish persons in the employment of the Institute.
- (n) to make recommendations to the Council of the University such persons as are suitable for appointment as examiners of the Institute ;
- (o) to determine, in consultation with the Academic Committee and the concurrence of the University and the Commission the requirements for the admission of students to courses of study at the Institute ;
- (p) to invest with the approval of the Commission, any moneys belonging to the Institute including any unapplied income, in any security in which under the provision of Section 20 of the Trusts Ordinance or any other written law, it is lawful to invest trust moneys ; or to invest any such moneys in the purchase of immovable property in Sri Lanka, or to place in fixed deposits in any bank approved by the Commission, any portion of such moneys not required for the purposes of the Institute ; and
- (q) to exercise all other powers of the Institute, the exercise of which is not otherwise provided for in this Ordinance or any other appropriate Instrument ;

Provided, that no resolution shall be passed by the Board in relation to any academic matter unless the Academic Committee has first been given an opportunity of recording and transmitting its opinion thereon to the Board ;

Provided further that no resolution so passed shall be acted upon except with the concurrence of the University.

In this paragraph, "academic matter" means any matter which is subject to the control and general direction of the Academic Committee.



12. (1) There shall be an Academic Committee which shall consist of the following persons :—

- (a) the Director ;
- (b) the permanent Senior Professors, Professors, Associate Professors and Senior Lecturers of the Institute ;
- (c) the Heads of each of the Departments of Library and Information Sciences of the Universities established or deemed to be established under the Act ;
- (d) a representative of the Sri Lanka National Library Services Board ;
- (e) a representative of the Sri Lanka Library Association ;
- (f) two Librarians nominated by the Inter University Committee of Librarians (IUCL) from among their members for a term of 2 years ;

Provided, however, that no such persons shall be nominated for more than two consecutive terms ;

- (g) three members appointed by the Board of Management of whom two shall be professionals in the sphere of information technology for a term of three years.

(2) The Academic Committee, may with the concurrence of the Board, co-opt one or more than one person for a specific purpose and for a specified period, but no person so co-opted shall have the right to stand for election or to vote at any meeting of the Academic Committee.

(3) A nominated or appointed member shall, unless he vacates office earlier, hold office for a term of two years or three years as the case may be reckoned from the date of his nomination or appointment as the case may be and shall, unless removed from office, be eligible for re-nomination ; or re-appointment.

Provided however, that if any nominated or appointed member vacates office prior to the expiry of his term, his successor shall, unless he vacates office earlier hold office for the unexpired period of the term of office of his predecessor, reckoned from the date of his nomination ; or appointment as the case may be ;

Provided further that a nominated member shall hold office so long as he hold the status by virtue of which he is a member of the Academic Committee.

(4) A nominated or appointed member of the Academic Committee may resign his office by writing under his hand addressed to the Director.

(5) The quorum for any meeting of the Academic Committee shall be two-third of its total membership, excluding co-opted members, if any.

(6) The Academic Committee shall meet whenever necessary, so however, that it meets on not less than ten occasions in each year.

13. (1) Subject to the provisions of the Act and of any appropriate Instrument, the Academic Committee shall have control and general direction of instruction, education, research and examination of the Institute.

(2) Without prejudice to the generality of the powers conferred upon it by Sub-paragraph (1), the Academic Committee shall exercise, perform and discharge the following powers, duties and functions :—

- (a) to consider and report on any matter referred to it by the Board ;
- (b) to present recommendations and reports to the Board on all matters connected with the courses of study, teaching programme or programmes and examinations.
- (c) to appoint committees, which may include persons not being members of the Academic Committee, for the purpose of considering and reporting on any special subject or subjects ;



- (d) to recommend to the Board, requirements for the admission of students to courses of study and examinations;
- (e) to recommend to the Board such persons as are suitable for recognition as teachers and examiners ;
- (f) to draft Regulations relating to courses of study and examinations and submit such drafts to the Board ;
- (g) to recommend to the Board persons, who having passed the prescribed examinations and having satisfied other prescribed conditions, are eligible for the award of Postgraduate Degrees, diplomas, certificates and other academic distinctions ;
- (h) to recommend to the Board the mode and conditions of competition for fellowships, scholarships, exhibitions, bursaries medals and other prizes ;
- (i) to recommend to the Board the names of persons suitable for the award of fellowships, scholarships, exhibitions, bursaries, medals and other prizes.

14. The Financial year of the Institute shall be the same as the financial year of the Government.

15. (1) The Institute shall have a fund to be called the National Institute of Library and Information Sciences Fund (hereinafter referred to as the 'Fund').

There shall be paid into the fund—

- (a) all moneys provided by Parliament and disbursed by the Commission as grants in aid of the Institute ;
- (b) all fees to be paid to the Institute in accordance with the provisions of any Appropriate Instrument ;
- (c) all income derived from endowments ; and
- (d) such other moneys accruing to the Institute from any source whatsoever ;

(2) A summary of all sums of money paid in to the Fund in the course of a particular month, classified under the appropriate heads of revenue shall, before the end of the next ensuing month be submitted by the Director to the Commission for its information.

16. It shall be the duty of the Director—

- (a) to keep the accounts of the Institute in such form and manner as may be specified by the Board ;
- (b) to receive all moneys paid into the Fund and to credit such moneys to the proper heads of accounts ;
- (c) to make all authorized payments ; and
- (d) to prepare for the Board such triennial estimates as are required by the Commission and the annual financial appropriations of the ensuing year.

Provided, however, that income derived from grants made for specific purposes or from endowments for specific objects, shall be separately accounted for in the accounts of the Institute, and that no payment shall be made from such income for the general purposes of the institute or for any purpose or object other than that for which such grants or endowments were respectively made.

17. (1) The Institute shall prepare an annual statement of accounts, and statistics relating to its activities in such form and manner and containing such particulars as the Commission may from time to time specify.

(2) The books of accounts of the Institute shall be kept in the office of the Institute.

18. (1) The staff of the Institute shall consist of such officers, teachers and other employees as it may with the concurrence of the University and the approval of the Commission deem necessary for the efficient exercise, performance and discharge of the powers, duties and functions of the Institute.



(2) The staff of the Institute shall be provided on release from Universities or be appointed by the Commission or the University, as the case may be.

(3) Where an officer, teacher or other employee of a University has been released for service to the Institute on a full-time basis, the Institute shall pay him the salary and the allowances of his substantive post in such University. In any other case, the Institute may pay the officer, teacher or other employee concerned, such allowance as it may determine in consultation with the University and the approval of the Commission.

(4) The staff of the Institute shall be subject to the direction and the disciplinary control of the Director.

19. Where any doubt arises as to whether any person has been duly elected, appointed, nominated or co-opted, or as to whether any person is entitled to be, a member of any Authority or other body of the Institute such question shall be referred to the Commission, whose decision thereon shall be final.

20. Upon the coming into operation of this Ordinance, postgraduate degrees, diplomas, certificates and other academic distinctions in Library and Information Sciences shall be solely granted by the University upon the recommendations of the Institute :

Provided, however, that such degrees diplomas, certificates and academic distinctions in Library and Information Sciences may be granted by Professional Bodies by Arrangement with the Institute and the University and with the concurrence of the Commission.

21. In this Ordinance—

“Appropriate Instrument” shall have the same meaning as in the Act ;

“Commission” means the University Grants Commission Established under the Act ;

“Professional Body” means an association, college or other body of persons in the field of Library and Information Sciences either incorporated by an Act of Parliament or recognized as such by the Board of Management of the Institute ;

“Universities” means Universities established or deemed to be established under the Universities Act, No. 16 of 1978.

“Sri Lanka Library Association” means the Sri Lanka Library Association established by Act, No. 20 of 1974.

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