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The Gazette of the Democratic Socialist Republic of Sri Lanka

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(Published by Authority)

PART I: SECTION (I) — GENERAL

Government Notifications

L.D.B. 21/78 (v).

THE UNIVERSITIES ACT, No. 16 OF 1978

ORDINANCE made by the University Grants Commission under Section 24A read with Section 18 of the Universities Act, No. 16 of 1978 as last amended by Universities (Amendment) Act, No. 1 of 1995.

Secretary, University Grants Commission.

01st September, 2002.

Ordinance

- 1. This Ordinance may be cited as the University of Colombo School of Computing Ordinance, No. 01 of 2002 and shall come into force on 01.09.2002.
- 2. The School of Computing (hereinafter referred to as "the School") shall be attached to the University of Colombo, Sri Lanka (hereinafter referred to as the "University").
- 3. The school shall, subject to the direction and control of the University Grants Commission (hereinafter referred to as the "Commission") have the power:—
 - (a) to admit students;
 - (b) to provide for instruction, training, research and development and consultancy in such branches of Computer Science and Information and Communications Technologies as may be approved by the Commission upon the recommendation of the School and the University;
 - (c) to conduct, with the approval of the University, examinations for the purpose of ascertaining the persons who have acquired proficiency in Computer Science and Information and Communications Technologies and to recommend to the University persons, who having passed such examinations and having satisfied such other conditions as prescribed by by-laws, are eligible for the award of degrees, diplomas, certificates and other academic attainments of the University;

- (d) to determine with the approval of the University and with the concurrence of the Commission where necessary the degrees, diplomas, certificates and other academic attainments to be awarded in Computer Science and Information and Communications Technologies;
- (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 School;
- (f) to recommend to the Senate of the University the recognition of examinations passed and the periods of learning or study pursued at the Universities and places of learning of University level, by persons seeking admission to the School as being equivalent to such examinations and periods of learning or study in the School, or such part thereof, as may be prescribed by by-laws, and to withdraw such recognition at any time;
- (g) to erect, equip and maintain libraries, laboratories and other buildings for such instructional, training, research, development or consultancy purposes with the approval of the University;
- (h) to recommend to the University the creation of such teaching, administrative and other posts as may be required for the purpose of the School and to provide for the abolition or suspension of the same;
- (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 School in accordance with any by-law requiring provision of the same;
- (k) to demand and to receive fees in accordance with Government Policy and any Rule requiring the payment of the same; and
- (l) to do all such other acts and other things, which are incidental to or consequent upon the powers, duties and functions aforesaid in order to further the objects of the School.
- 4. The School shall comprise the following:—
 - (i) the Board of Management;
 - (ii) the Academic Syndicate;
 - (iii) the Boards of Study;
 - (iv) the Departments of Study;
 - (v) the Centres; and
 - (vi) such other bodies as may be prescribed by Ordinance to be authorities of the school.
- 5. The School shall have the following officers:—
 - (i) the Director;
 - (ii) the Deputy Director;
 - (iii) the holder of any other post declared by the Ordinance to be a post, for the purposes of this paragraph.
- 6. (1) The first Director of the school shall be appointed by the council on the recommendation of the Vice Chancellor of the University. Thereafter every Director shall be appointed by the Council from among a panel of three persons recommended by the Board of Management:

Provided however, that no person shall be appointed as Director for more than two consecutive terms:

Provided, further that the concurrence of the Commission shall be obtained for the appointment of the Director.

(2) The Director shall, unless he vacates office earlier or is removed from office as provided for in 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 is earlier.

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- (3) The Director shall be removed from office by the Council on a vote of censure passed by not less than two-thirds of the total membership of the Board of Management at a special meeting convened for such purpose.
- (4) The Director who resigns or is removed from office, may if he was immediately prior to his appointment as Director, a member of the staff of a Higher Educational Institution revert to his substantive post in such Higher Educational Institute, provided that he has not reached the age of retirement set out in the Act.
- (5) Where the Director by reason of illness, absence from Sri Lanka or other cause, is temporarily unable to perform the duties of his Office, the Vice Chancellor shall, within seven days of the occurrence of such inability, make such arrangements as he may think fit for the carrying on of the duties of the Director. Until such arrangements are made, Deputy Director, shall carry on the routine duties of the Office.
- (6) If any vacancy occurs in the office of Director, the Vice Chancellor shall, within seven days of the occurrence of such vacancy, make such arrangements as he may deem fit for the carrying on of the duties of the office of Director. Until such arrangements are made, the Deputy Director shall attend to the duties of Director.
- 7. (1) The Director shall be the principal executive officers and the principal academic officer of the School. He shall be an ex-officio member of the Board of Management, the Academic Syndicate and all Boards of Study of the School. He shall be entitled to be present and speak at any meeting of any other authority or body of the School but shall not be entitled to vote at any such meeting 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 to ensure that the provisions of the Ordinance, the Act and of any other Instrument, in so far as they relate to the School, 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 cause to be given effect to the decisions of the Board of Management.
 - (4) The Director shall be the Accounting Officer of the School.
- (5) The Director shall be responsible under the direction of the Vice Chancellor of the University for the maintenance of discipline within the School. In the absence of any by-Laws relating to discipline, the appropriate by-Laws and other rules of the University shall apply.
- 8. (1) The Deputy Director shall be appointed by the Vice Chancellor on the recommendation of the Board of Management from amongst Heads of Department of the School.
- (2) The Deputy Director shall, unless he vacates office earlier or is removed from office under sub-paragraph (3) hold office for a period of three years from the date of his appointment or until he completes his sixty fifth year, whichever is earlier.
- (3) The Deputy Director shall be removed from office by the Council on a vote of censure passed by not less than two-thirds of the total membership of the Board of Management at a special meting convened for the purpose.
 - (4) The duties and functions of the Deputy Director shall be as determined by the Board of Management.
- 9. The Board of Management (hereinafter referred to as "the Board") shall be the academic and executive body of the School and shall consist of:—
 - (1) eight ex-officio members, namely:—
 - (a) the Director, who shall be the Chairperson;
 - (b) the Deputy Director;
 - (c) the Secretary to the Ministry of the Minister in-Charge of the subject of University Education or his nominee;
 - (d) the Secretary to the Ministry of the Minister in-Charge of the subject of Finance or his nominee;
 - (e) the Dean of the faculty of Science of the University;
 - (f) Heads of the Departments of the School; and

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(2) eleven other members, namely:—

- (a) two members appointed by the Council of the University from among its members;
- (b) two representatives nominated from among its members, by the Senate of the University and appointed by the Council of the University;
- (c) two members appointed by the Commission;
- (d) two members appointed by the Council of the University, on the recommendation of the Vice Chancellor to represent the Information Technology Industry; and
- (e) three members nominated by the Academic Syndicate from amongst its members.
- 10. (1) The Director shall preside at all meetings of the Board. In the absence of the Director from any meeting of the Board, the Deputy Director shall preside. In the absence of both the Director and the Deputy Director, the members of the Board shall elect any member from among the members present to preside at such meeting.
- (2) Any nominated or appointed member shall, unless he vacates office earlier, hold office as a member for a period of three years from the date of his nomination or appointment and shall unless removed from office, be eligible for renomination 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:

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

- (3) Any nominated or appointed member of the Board may resign his office by a written request addressed to the Chairperson of the Commission, or the Vice Chancellor as the case may be.
- (4) 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 appointing authority shall appoint a suitable person to fill the resulting vacancy.
 - (5) A member of the Board shall be paid such allowances as may be determined by the Commission.
 - (6) The quorum for any meeeting shall be the least number not less than one third of its total membership.
- (7) The Board shall meet whenever necessary. Provided however, that it meets on not less than eight occasions in each year.
- (8) The Director shall, whenever he deems necessary or within one week upon the receipt by him of a request in writing from not less than two-thirds of the total membership of the Board, convene a special meeting of the Board, and such request shall embody the purpose of such special meeting.
 - 11. (1) Subject to the provisions of the Act and of any appropriate Instrument, the Board shall have the power:—
 - (a) to hold, control and administer property movable or immovable of the School;
 - (b) to regulate and a determine all matters concerning the School in accordance with the provision of the Act and of any other appropriate Instrument;
 - (c) to administer and control the funds made available to the School for its general administration and management and for any other specific purpose.
 - (d) to receive and accept with the concurrence of the Commission, bequests, donations and other grants of property movable or immovable made to the School;
 - (e) to evaluate the annual report and the annual accounts of the School and to submit such report and such accounts to the University and the Commission;

- (f) to cause to be prepared the estimates of the School for the required financial year and upon approval of the same to submit such estimates to the University and the Commission;
- (g) to recommend to the University in consultation with the Academic Syndicate the degrees, diplomas, certificates and other academic distinctions which shall be awarded in Computer Science, Information and Communications Technologies 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 certificates and other academic distinctions;
- (h) to make by-laws or rules for any matter in respect of which by-laws or rules are authorized to be made:

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

- (i) to provide the buildings, premises, furniture, equipment and other material needed for carrying on the work of the School;
- (j) to recommend to the University:—
 - (i) the creation of such posts inclusive of teaching and administrative posts as may be required for the purposes of the School and the abolition or suspension of such posts; and
 - (ii) the qualifications required of teachers, officers and other employees to be appointed to the School;
 - (iii) where necessary that action be taken to suspend, dismiss or otherwise punish persons in the employment of the School;
 - (iv) persons who are eligible for appointment as teachers and examiners of the School;
- (k) to appoint such number of Standing Committees or ad-hoc Committees as it may deem fit; to specify their terms of reference; to consider their reports and to approve such reports, with or without modification, or to reject such reports;
- (l) to determine, in consultation with the Academic Syndicate and the concurrence of the University and the Commission, the requirements for the admission of students to courses of study other than the students selected by the Commission under paragraph (vii) of Section 15 of the Act;
- (m) to invest any moneys belonging to the School including any unapplied income, in any security in which in terms of the provisions of Section 20 of the Trusts Ordinance or any other written law, it is lawful to invest trust moneys; or with the approval of the Commission, to invest any such moneys in the purchase of immovable property in Sri Lanka or very such investments, or to place in fixed deposit in any bank approved by the Commission, any portion of such moneys not required for immediate expenditure; and
- (n) to exercise all other powers of the School which are incidental to or consequential upon the powers of the School as provided for in this Ordinance or any other appropriate Instrument.
- (2) No resolution shall be passed by the Board in relation to any academic matter unless the Academic Syndicate as first been given an apportunity of recording and forwarding its opinion thereon to the Board:

Provided 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 Syndicate.

- 12. (1) There shall be an Academic Syndicate which shall consist of the following persons:—
 - (a) The Director who shall be the Chairperson;
 - (b) The Head of each Department of Study;
 - (c) a nominee of each Board of Study;
 - (d) the co-ordinators of each Centre or their nominees;
 - (e) a nominee of the Faculty Board of the faculty of Science of the University, chosen from among the Senior Professors, Professors / Associate Professors or Senior Lectures;
 - (f) two members appointed by the Vice Chancellor on the recommendation of the Board to represent the information Technology Industry;
 - (g) Senior Professors, Professors, Associate Professors or senior Lectures from each Department of Study of the School;
 - (h) two members elected from amongst permanent staff of the School engaged in teaching other than the members in (g) above.
- (2) The Academic Syndicate, may with the concurrence of the Board, co-opt one or more than one person for a specific purpose and for a specific period, but no person so co-opted shall have the right to stand for election or to vote at any meeting of the Academic Syndicate.
- (3) The provisions of the sub-paragraphs (2), (3) and (4) of paragraph 10 shall *mutates mutandis*, apply to and in relation to each appointed or nominated member of the Academic Syndicate.
- (4) The quorum of a meeting of the Academic Syndicate shall be the least number not less than two thirds of its total membership.
- (5) The Academic Syndicate shall meet whenever necessary. So, however, that it meets on not less than ten occasions in each year.
 - (6) A member of the Academic Syndicate shall be paid such allowances as determined by the Commission.
- 13. (1) Subject to the provisions of the Act and of any appropriate instrument the Academic Syndicate shall have control and general direction over instruction, training, research and examinations of the School.
- (2) Without prejudice to the generality of the powers conferred upon it by sub-paragraph (1), the Academic Syndicate shall:—
 - (a) consider and report on any matter referred to it by the Board;
 - (b) present recommendations and reports to the Board not being matters connected with the courses of study, teaching programmes, training programmes, research programmes or examinations;
 - (c) appoint committees, which may include persons not being members of the Academic Syndicate, for the purpose of considering and reporting on any special subject or subjects;
 - (d) recommend to the Board—
 - (i) the requirements for the admission of students to courses of study and examination;
 - (ii) the persons who are suitable for recognition as teachers or examiners;
 - (iii) the persons who, having passed the prescribed examinations and having satisfied other prescribed conditions, are eligible for the award of degrees, diplomas, certificates and other academic attainments;
 - (iv) the mode and conditions of competition for fellowships, scholarships, exhibitions, bursaries, medals and other prizes;
 - (v) the names of persons suitable for the award of fellowships, scholarships, exhibitions, bursaries, medals and other prizes; and
 - (e) to exercise all other powers of the School related to academic matters which are incidental to or consequential upon the powers of the School as provided for in this Ordinance or any other appropriate Instrument.

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- 14. (1) There shall be Boards of Study in respect of:
 - (a) Research and Higher Degrees;
 - (b) Internal Undergraduate Degrees; and
 - (c) External and Extension Programmes.
- (2) Additional Boards of study as may be created on the recommendation of the Board by the University with the councurrence of the Commission.
 - (3) Each Board of Study shall be headed by the Director.
 - (4) The members of the Boards of Study shall be remuinerated as may be determined by the Board.
 - 15. (1) The Board of Study in respect of Research and Higher Degrees shall consist of:
 - (a) the Director who shall be the Chairperson;
 - (b) the Head of each Department;
 - (c) the Co-ordinators of Centres which are engaged in Research and Development, postgraduate teaching;
 - (d) one repesentative nominated by each Department and one by each Centre which is engaged in Research and Development or postgraduate teaching; and
 - (e) the members appointed by the Academic Syndicate to co-ordinate each identifed programme.
 - (2) The Board of Study in respect of Internal Undergraduate Degrees shall consist of:
 - (a) the Director who shall be the Chairperson;
 - (b) the Head of each Department;
 - (c) all Permanent Teachers;
 - (d) a Representative of the Faculty Board of the Faculty of Science nominated from among members of the Faculty of Science who are engaged in Teaching at the School;
 - (e) all Permanent Instructors engaged in undergraduate teaching;
 - (f) Two Students elected from among internal undergraduate students registered with the School.
- (3) A member elected under paragraph (f) of subsection (2) shall hold office as a member for a period of one academic year, provided he continues as a registered internal undergraduate student. A member so elected shall be excluded from proceedings of any meeting of the Board of Study relating to examinations and connected matters and any such meeting shall, notwithstanding such exclusion, be deemed to have been duly held.
 - (4) The Board of Study in respect of External and Extension programmes shall consist of :
 - (a) the Director who shall be the Chairperson;
 - (b) The Co-ordinator or his nominee of each Centre;
 - (c) One Nominee from each Department of Study;
 - (d) the members appointed by the Academic Syndicate to co-ordinate each internal and external programme.

- 16. (1) Every Board of Study shall have a Secretary who shall be elected from among its members who are permanent teachers.
- (2) The quorum for a meeting of any Board of Study shall be the least number not less than one third of its total membership excludig co-opted members, if any.
- (3) Every Board of Study shall meet whenever necessary, provided that it shall meet on not less than ten occasions in each year.
- (4) Every Board of Study, may with the concurrence of the Academic Syndicate co-opt one or more than one person for a specific purpose and for a special period, but no person so co-opted shall have the right to stand for election or to vote at any meeting of the Board of Study.
 - 17. (1) There shall be Departments of Study in respect of the disciplines of:
 - (a) Information Systems Engineering;
 - (b) Computation and Intelligent Systems;
 - (c) Communication and Media Technologies.
- (2) New Departments of Study may be created on the recommendation of the Board by the University with the concurrence of the Commission.
- (3) (a) Each Department of Study shall have a Head of Department who shall be a Senior Professor, Professor, Associate professor or Senior Lecturer. Every such Senior Professor or Professor or Associate Professor or Senior Lecturer shall be appointed by the Council upon the recommendation of the Vice Chancellor.
- (b) The Head of a Department shall, subject to the provisions of any appropriate Instrument, hold office for a period of three years reckoned from the date of his appointment and shall unless removed from office, be eligible for re-appointment. Every Head of Department shall receive such remuneration as may be determined by the Board.
- (c) Where owing to leave of absence, illness, or other cause, the Head of a Department is temporalily unable to perform the duties of his office for a period not exceeding three months, the Board shall appoint a person from among the Professors, Associate Professors or Senior Lecturers to act in the Post of Head of Department for such period. Where however a Head of a Department retires or resigns or is for other reasons unable to perform the duties of his office for a period exceeding three months, the Post of Head of Department shall be deemed to be vacant, and a new Head of Department shall be appointed in accordance with sub-paragraph (a).
 - 18. (1) There shall be Centres in respect of:
 - (a) Advanced Digital Media Technology;
 - (b) E-Learning;
 - (c) External Degrees;
 - (d) Computing Services;
 - (e) Professional Development;
- (2) such other centres as are necessary may be created on the recommendation of the Board by the University with the concurrence of the Commission.
- (3) Each Centre shall have a Co-ordinator appointed by the Board, and shall be remunerated as determined by the Board.
 - (4) The School shall appoint the Director to be the Head of each Centre.
 - 19. The financial year of the School shall be the calendar year.

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- 20. (1) The School shall have a fund into which shall be paid
 - (a) all fees to be paid to the School in accordance with the provisions of any appropriate Instrument;
 - (b) all monies voted by Parliament and disbursed by the Commission as grants to the School;
 - (c) all income generated through external or extension activities and services of the School;
 - (d) all income derived from endowments; and
 - (e) such other monies accruing to the School from any source whatsoever.
- (2) Income received from each of the above categories shall be accounted for separately.
- (3) A summary of all sums of money paid into the Funds within 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.
 - 21. It shall be the duty of the Director
 - (i) to keep the accounts of the School in such form and manner as may be prescribed by Ordinance;
 - (ii) to receive all moneis paid into the Funds and to credit such monies to the proper head of accounts;
 - (iii) make all authorized payments; and to prepare for the Board such 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 School, and that no payment shall be made from such income for the general purposes of the School or for any purposes or objects other than those for which such grants or endowments were respectively made.

- 22. (1) The School shall prepare an annual statement of accounts, and statistics relating to its activitis 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 School shall be kept in the office of the School.
- 23. Such provisions of Part XIII of the Act as are relevant to the auditing of the accounts of a Higher Educational Institution shall, mutatis mutandis, apply to and in relation to the auditing of the accounts of the School.
- 24. (1) The staff of the School 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 School.
- (2) The staff of the School shall be provided on release by the University from among its own staff or be appointed by the Commission or the University, as the case may be. The provisions of Part X of the Act shall mutatis mutandis apply to and in relation to appointments to the staff of the School.
- (3) Where an officer, teacher or other employee of the University has been released fro service to the School on a full-time basis, the School shall pay him the salary and the allownces of his substantive post in the University. In any other case, the School may pay the officer, teacher or other employees concerned, such allowance as it may determined in consultation with the University and as approved by the Commission.
 - (4) The staff of the School shall be subject to the direction and the disciplinary control of the Director.
- (5) The disciplinary rules and procedures applicable to the staff and students of the University would be applicable to those of the School.
- 25. The School shall have a student union for internal undergraduate students. The provisions of part XIV of the Act shall mutatis mutandis apply in relation to the student union of the school.
- 26. The provisions of part XIX of the Act shall mutatis mutandis apply to and in relation to the by-laws, regulations and rules made by the school.

- 27. (1) The order made under Section 24A of the Act establishing the Institute of Computer Technology published in the *Gazette Extraordinary* No. 471/3 of 14.09.1987 and the Institute of Computer Technology Ordinance No. 2 of 1987 published in the *Gazette Extraordinary* No. 472/2 of 21.09.1987 as amended from time to time are hereby repealed without prejudice to anything already done under such Order and Ordinance, as the case may be.
- (2) Upon the coming into operation of the Order under Section 24A of the Act establishing the school the following provisions shall apply in relation to the school:—
 - (a) all students registered in the Institute of Computer Technology (hereinafter referred to as the "Institute") and the Department of Computer Science of the Faculty of Science of the University (hereinafter referred to as the "Department") on the day preceding the date of the order establishing the School shall be deemed to be students registered in this School. Every such student shall enjoy facilities and privileges enjoyed as students of such Institute or Department.
 - (b) All teachers, officers and other employees in the service of the institute and the Department shall be deemed to be teachers, officers and other employees in the School and as the Commission or the University may determine, as the case may be, shall hold their offices with as nearly as may be the same status and on the same terms, including terms relating to promotions, salaries or wages, the termination of empoyment, allowances or other benefits as they had or enjoyed in the service of the Institute and Department.
 - (c) All debts, obligations and liabilities incurred and all contracts, deeds, bonds, agreements and other instruments executed or entered into and all matters and things engaged to be done by, with or for the Institute or Department prior to the date of coming into operation of this Ordinance shall be deemed to have been incurred, executed, entered into or engaged to be done by, with or for the School under this Ordinance.
 - (d) Any suit, prosecution, appeal or other legal proceeding civil or criminal, instituted against the Institute or Department prior to the date of coming into operation of the Ordinance, shall be deemed to have been instituted by or against the School, and shall be proceeded with accordingly.
 - (e) All property movable and immovable which has been vested in or legally purchased or acquired by or leased to or placed at the disposal of or in other manner transferred to the Institute or to the Department which is held in trust for the Institute or Department as is in its possession or control on the date of coming into operation of this Ordinance, shall deemed to be held by or in trust for the School.
- 28. No act, resolution or proceeding of any Authority or other body of the School shall be invalidated merely be reason of the existence of a vacancy or vacancies among its members or any defect or defects in the appointment of such members.
- 29. The Commission shall have the power, on the recommendation of the University to take steps for the resolution of any contingencies for which no provision is made under this Ordinance.
 - 30. In this Ordinance
 - "Act" means the Universities Act, No. 16 of 1978;
 - "Appropriate Instrument" has the same meaning as in the Act;
 - "Teacher" has the same meaning as in the Act;
 - "University Grants Commission" means the University Grant Commission established under the Univertisities Act, No. 16 of 1978;
 - "By-Laws" means by-laws made under the Act;
 - "Higher Education Institution" means an Institution in respect of which an order is made under Section 24A of the Universities Act.