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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.

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

ORDINANCE made by the University Grants Commission under section 140, read with section 18, of the Universities Act, No. 16 of 1978.

W. M. A. WIJERATNA BANDA  
Secretary,  
University Grants Commission.

Colombo, 26th December, 1979.

#### Ordinance

1. This Ordinance may be cited as the Institute of Workers' Education Ordinance, No. 11 of 1979, and shall come into force on 1st January, 1980.
2. The Institute of Workers' Education Statute, No. 1 of 1975, made under section 34 read with section 85 of the repealed University of Ceylon Act, No. 1 of 1972, and published in the *Gazette Extraordinary* No. 188/10 of November 5, 1975 and deemed under section 140 (2) of the Universities Act, No. 16 of 1978, to be an Ordinance made by the Commission under section 18 of that Act, is hereby repealed without prejudice to anything already done under the aforesaid Statute.
3. Upon the coming into operation of this Ordinance, there shall be established under the provisions thereof an institute to be known as the Institute of Workers' Education (hereinafter referred to as the "Institute").
4. The Institute shall be attached to the University of Colombo, Sri Lanka (hereinafter referred to as the "University").
5. Save as otherwise provided in this Ordinance, the Institute shall have in relation to the University the status of a Faculty of the University and such provisions of the Act as are applicable or relevant to the administration and management of a Faculty of a Higher Educational Institution established or deemed to be established under the Act, shall, *mutatis mutandis*, apply to and in relation to the administration and management of the Institute.



6. Subject to the provisions of the Act and of any appropriate Instrument, and the powers, duties and functions of the Commission, the Institute shall have power—

- (a) to admit students ;
- (b) to provide instruction and training in such branches of learning 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 diplomas, certificates and other academic distinctions to be awarded in the approved branches of learning ;
- (d) to conduct with the approval of the University, examinations for the purpose of ascertaining the persons who have acquired proficiency in the approved branches of learning 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 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 to those of the Institute ;
- (f) to recognise examinations passed and the periods of learning or study pursued by persons seeking admission to, or by students of, the Institute at Universities and places of learning of university level, 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 withdraw such recognition at any time ;
- (g) to erect, equip, and maintain for the purpose of the Institute, libraries, laboratories and other buildings whether for instructional, training or research purposes ;
- (h) to recommend to the University the institution, abolition or suspension of Professorships, Associate Professorships, Senior Lectureships, Lectureships and other posts as may be required for the purposes of the Institute ;
- (i) to institute and award fellowships, scholarships, exhibitions, bursaries, medals and other prizes ;
- (j) to make arrangements for conducting courses or parts of courses in other Higher Educational Institutions 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, whether incidental to the powers aforesaid or not, as may be requisite in order to further the objects of the Institute.

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

- (i) the Director ; and
- (ii) 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.

8. (1) The first Director shall be appointed by the Council of the University. Every subsequent Director shall also be appointed by the Council of the University but from a panel of three persons recommended by the Academic Syndicate of the Institute. *Provided however that no person shall be appointed as the Director of the Institute for more than two consecutive terms.*

(2) Where a member of the staff of a Higher Educational Institution is appointed Director, such Institution shall release such member of the staff so appointed to accept the post of Director.

(3) Each Director shall, unless he vacates office earlier or is removed from office under sub-paragraph (4), 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.

(4) Each Director shall be removed from office by the Vice-Chancellor of the University on a vote of censure passed by not less than two-thirds of the total membership of the Academic Syndicate, at a 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.



(5) Each 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 Director, revert to his substantive post in such Higher Educational Institution, provided that he has not completed his sixty-fifth year.

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

(7) If any vacancy occurs in the office of Director, the Vice-Chancellor of the University shall, within seven days of the occurrence of such vacancy, make such arrangements as he may think fit for carrying on the duties of the office, until a permanent appointment is made under sub paragraph (1). Until such arrangements are made, the Registrar of the University shall carry on the routine duties of the office.

9. (1) The Director shall be a full-time officer of the Institute, and shall be the academic and administrative Head thereof. He shall be an *ex-officio* member and Chairman of the Academic Syndicate and an *ex-officio* member of each Board of Study. 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 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 direction as may from time to time be lawfully issued to him in that behalf by the Council of the University, to ensure that the provisions of the Act 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, or to ensure that effect is given, to the decisions of the Academic Syndicate.

(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.

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

- (i) the Academic Syndicate ;
- (ii) the Board or Boards of Study ;
- (iii) such other bodies as may be prescribed by Ordinance to be such Authorities.

11. The Academic Syndicate (hereinafter referred to as the "Syndicate") shall be the academic authority of the Institute and shall consist of the following persons :—

(1) the following *ex-officio* members, namely—

- (a) the Director ;
- (b) the Dean of the Faculty of Arts of the University ;
- (c) the Dean of the Faculty of Education of the University ;
- (d) the Dean of the Faculty of Natural Sciences of the University ;

(2) the following other members, namely—

- (a) <sup>two</sup> the members of each Board of Study of the Institute <sup>one of the members so appointed shall be the chairman of such Board</sup> nominated by each such Board from among the members of each such Board.
- (b) eight members appointed by the Commission from among persons of eminence in the branches of learning relevant to the Institute.

12. (1) The Chairman of the Syndicate shall be the Director who shall preside at all meetings of the Syndicate. If the Chairman is unable to preside at a meeting, the members shall elect any member present to preside at such meeting.

(2) Any appointed member shall, unless he vacates office earlier, hold office for a term of three years reckoned from the date of his appointment, and shall, unless removed from office, be eligible for re-appointment :

Provided, however, that if any 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 portion of the term of office of his predecessor.



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

(4) Any appointed member of the Syndicate who without leave of absence fails to attend three consecutive meetings of the Syndicate, shall be deemed to have vacated his office as a member of the Syndicate and the Commission shall appoint a fit person to fill the resulting vacancy.

(5) A member of the Syndicate shall ~~not be entitled to any~~ <sup>be paid such</sup> remuneration, ~~but an appointed member may be paid such allowances~~ <sup>or allowances</sup> as the Minister shall, in consultation with the Minister in charge of the subject of Finance, determine.

(6) The quorum for a meeting of the Syndicate shall be one-third of its total membership.

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

(8) The Director shall, whenever he thinks necessary or within one week upon the receipt by him of a written requisition from not less than one-third of the total membership of the Syndicate, convene a special meeting of the Syndicate.

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

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

(a) 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 ;

(b) to prepare the financial estimates of the Institute and to submit such estimates to the University and the Commission ;

(c) to recommend to the University, in consultation with the Board or Boards of Study concerned, the diplomas, certificates and other academic distinctions which shall be awarded in the approved branches of learning, 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 diplomas, certificates and other academic distinctions ;

(d) to draft By-laws for any matter in respect of which By-laws are authorised to be made and to submit such drafts to the Council of the University for enactment :

Provided, however, that no By-law relating to courses of study and examinations shall be drafted except after consideration of reports from the Board or Boards of Study concerned ;

(e) to draft, after consideration of reports from the Board or Boards of Study concerned, Regulations relating to courses of study and examinations and to submit such drafts to the Senate of the University ;

(f) to draft Rules for any matter in respect of which Rules are authorized to be made or may be made, and to submit such drafts to the Council or the Senate, as the case may be, of the University for enactment ;

(g) to provide the buildings, premises, furniture, equipment and other material needed for carrying on the work of the Institute ;

(h) to recommend to the University —

(a) the institution, abolition or suspension of Professorships, Associate Professorships, Senior Lectureships, Lectureships and other posts as may be required for the purposes of the Institute ; and

(b) the qualifications of teachers, officers and other employees to be appointed to the Institute ;

(i) to recommend to the University to suspend, dismiss or otherwise punish persons in the employment of the Institute ;

(j) to recommend to the Council of the University such persons as are suitable for recognition as teachers and examiners of the Institute ;



- (k) to recommend to the Commission, after consideration of reports from the Board or Boards of Study concerned and with the approval of the University—
- (a) schemes for the re-organization of existing Boards of Study and the organization of new Boards of Study ; and
  - (b) the assignment of branches of learning to the respective Boards of Study ;
- (l) 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 either approve such reports, whether with or without modification, or to reject such reports ;
- (m) to determine, in consultation with the Board or Boards of Study concerned and the concurrence of the University and the Commission, the requirements for the admission of students to courses of study ; and
- (n) 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 Syndicate in relation to any academic matter unless the appropriate Board of Study has first been given an opportunity of recording and transmitting its opinion thereon to the Syndicate ;

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 appropriate Board of Study.

14. The Institute shall establish a Board of Study in respect of each branch of learning approved by the Commission upon the recommendation of the Syndicate and the University.

15. (1) Each Board of Study shall have a Chairman who shall be the administrative and academic head of that Board. He shall be appointed by the Syndicate from among the teachers of that Board upon the recommendation of the Director.

(2) The Chairman of each Board 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.

(3) Where owing to leave of absence, illness or other cause, any Chairman is temporarily unable to perform the duties of his office for a period not exceeding three months, the Director shall appoint another teacher of the Board concerned to act in the post of Chairman for such period. Where however any Chairman retires or resigns, or is for any other reason unable to perform the duties of his office for a period exceeding three months, the post of Chairman shall be deemed to be vacant, and a new Chairman shall be appointed in accordance with sub-paragraph (1). The person so appointed shall hold office for the unexpired portion of the term of office of his predecessor.

16. (1) Each Board of Study shall consist of the following persons :—

- (a) the Chairman, ;
- (b) the Director ; and
- (c) such teachers and other staff of the Board of Study, not exceeding five in number, appointed by the Council of the University from among those imparting instruction in the Institute in the branch of learning concerned.

(2) Any Board of Study, may, with the concurrence of the Syndicate, 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 such Board.

(3) The provisions of sub-paragraph (2) of paragraph 12 shall, *mutatis mutandis*, apply to and in relation to each appointed member of any Board of Study.

(4) Each Board of Study shall have a Secretary who shall be elected by that Board from among its members under clause (c) of sub-paragraph (1).



um for a meeting of any Board of Study shall be one-third of its total membership, excluding co-opted members, if any.

(6) Each Board of Study shall meet whenever necessary, so however that it meets on not less than ten occasions in each year.

17. (1) Subject to the provisions of the Act and of any appropriate Instrument, each Board of Study shall have control and general direction of instruction, education, research and examinations in the branch of learning concerned.

(2) Without prejudice to the generality of the powers conferred upon it by sub-paragraph (1), each Board of Study shall exercise, perform and discharge the following powers, duties and functions in respect of the branch of learning concerned :—

- (a) to consider and report on any matter referred to it by the Syndicate ;
- (b) to present recommendations and reports to the Syndicate on all matters connected with the courses of study, teaching programme or programmes, and examinations in that branch of learning ;
- (c) to appoint committees, which may include persons other than members of the Board of Study, the purpose of considering and reporting on any special subject or subjects ;
- (d) to recommend to the Syndicate, requirements for the admission of students to courses of study and examinations ;
- (e) to draft Regulations relating to courses of study and examinations in that branch of learning and to submit such drafts to the Syndicate ;
- (f) to recommend to the Syndicate such persons as are suitable for recognition as teachers and examiners ;
- (g) to recommend to the Syndicate persons, who, having passed the prescribed examinations in that branch of learning and having satisfied other prescribed conditions, are eligible for the award of diplomas, certificates and other academic distinctions in that branch ;
- (h) to recommend to the Syndicate the mode and conditions of competition for fellowships, scholarships, exhibitions, bursaries, medals and other prizes ;
- (i) to recommend to the Syndicate the names of persons suitable for the award of fellowships, scholarships, exhibitions, bursaries, medals and other prizes ; and
- (j) to recommend to the Syndicate—
  - (i) schemes for the re-organization of existing Boards of Study and the organization of Boards of Study ; and
  - (ii) the assignment of branches of learning to the respective Boards of Study.

18. (1) The Director shall with the concurrence of the principal executive officer of each Higher Educational Institution where courses or parts of courses provided by the Institute are conducted, appoint a Co-ordinator from among the members of the staff of such Higher Educational Institution.

(2) The Co-ordinator shall be responsible for the organization and administration of the teaching programme or programmes and examinations of the Institute within that Higher Educational Institution.

(3) Each Co-ordinator shall 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.

(4) Where owing to leave of absence, illness, or other cause, any Co-ordinator is temporarily unable to perform the duties of his office for a period not exceeding one month, the Director shall in consultation with the principal executive officer of the Higher Educational Institution concerned appoint another member of the staff of such Higher Educational Institution to act in the post of Co-ordinator. Where however any Co-ordinator retires or resigns, or is for any other reason unable to perform the duties of his office for a period exceeding one month, the post of Co-ordinator shall be deemed to be vacant, and a new Co-ordinator shall be appointed in accordance with sub-paragraph (1). The person so appointed shall hold office for the unexpired portion of the term of office of his predecessor.



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

20. (1) The Institute shall have a fund to be called the Institute of Workers' Education Fund (hereinafter referred to as the "Fund"), into which shall be paid—

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

(2) A summary of all sums of money paid into the Fund 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—

- (a) to keep the accounts of the Institute in such form and manner as may be prescribed by Ordinance ;
- (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 Syndicate 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.

22. (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.

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 Institute.

24. (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 by the University from 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 Institute.

(3) Where an officer, teacher or other employee of the 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 the 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.

25. If any question arises as to whether any person has been duly elected, appointed, nominated or co-opted as, 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.



26. No act, resolution or proceeding of any Authority or other body of the Institute, shall be invalidated merely by reason of the existence of a vacancy or vacancies among its members, or any defect or defects in the appointment of such member.

27. In this Ordinance—

“Act” means the Universities Act, No. 16 of 1978 ;

“appropriate Instrument” means any Order, Ordinance, Statute, By-law, Regulation or Rule made in accordance with the provisions of the Act ;

“approved branch of learning” means any branch of learning relevant to the education or training of workers approved by the Commission upon the recommendation of the Institute and the University ;

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

“Higher Educational Institution” means a University, Campus, Open University or University College established or deemed to be established under the Act ;

“principal executive officer” in relation to—

(i) a University, means the Vice-Chancellor of that University ;

(ii) an Open University, means the Vice-Chancellor of that Open University ; and

(iii) a University College, means the Director of that University College ; and

“teacher” means a Professor, Associate Professor, Senior Lecturer, Lecturer or Assistant Lecturer or the holder of any other post declared by Ordinance to be a post, the holder of which is a teacher.