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Director's Review

Brief Introduction: National Institute of Library and Information Sciences (NILIS) of University of Colombo was established in 1999. The main objective of the institute is to provide postgraduate degrees, postgraduate diplomas, diplomas, certificate courses and other training facilities in the Library and Information Sciences (LIS) and related fields. NILIS conducts a range of courses including M.Phil/PhD, Masters, Postgraduate Diploma, Diploma, Certificate programmes and of short courses. The main market of NILIS includes the libraries and information centres in the country, scattered among many ministries in the central government and provincial councils, the libraries of Universities, Research Institutes, Tertiary Education Institutes, School and Local Government sectors. In addition it serves similar needs of the private sector of the country as well. NILIS is housed in its own three storied building facing Bauddhaloka Mawatha, Colombo 07, and has the necessary infrastructure facilities, including class room theatres, seminar rooms, auditorium, computer labs, library and other facilities for academic and administrative staff.

Achievements:

Postgraduate Courses: NILIS offers (1) M.Phil/PhD Programme, (2) Masters in Library and Information Science (MLS), (3) Masters in Teacher Librarianship (MTL), (4) Masters in Information Management (MIM), (5) Postgraduate Diploma in Information Management (PGDIM), (6) Postgraduate Diploma In Teacher Librarianship (PGTL) (7) Postgraduate Diploma in Library and Information Science (PGLIS) programmes. A considerable number of senior and middle-level professionals in the LIS field have received their postgraduate training from the above programmes. NILIS was able to register the first batch of foreign students for the Masters in Information Management (MIM) during this year.

Diploma Courses: (1) Diploma in Library and Information Management (DLIM) (Three years), (2) Diploma in School Librarianship (DSL) and (3) Diploma in Public Librarianship (DPL) are the diploma courses offered by NILIS. These courses are popular, especially among the librarians working in Schools, Public and Departmental library sectors.

Certificate Courses (1) Certificate in Public Librarianship (CPL), (2) Certificate in School Librarianship (CSL), (3) Intermediate Certificate in Library & Information Management (ILIM), (4) Preliminary Certificate in Library & Information Management (PLIM).

Short Courses, Seminars & Workshops: NILIS conducts short term training programmes in Library & Information Sciences, Information Literacy, ICT/Digital literacy, Information Management for different categories of librarians and support staff, public/private sector administrators, mid-level officials, Writers, Publishers and others who are keen to acquire the new skills.

'Empowering 8' Information Literacy Programme: NILIS has developed its own Information Literacy model named 'Empowering 8'. E-8 programme has been hailed as one of

the leading information literacy programmes in Asia. This program has been widely used to train teacher librarians, teachers and school administrators at national and provincial levels by the Ministry of Education, with the help of the NILIS academic staff.

Annual Research Symposium: NILIS annual Research Symposium attracts both national and international participants. The theme of the 2013 Research Symposium was “**Information Management in Multi-Literary Environment**”. It was held on 29th November 2013 at NILIS, with 60 participants attending.

Collaboration with local LIS institutions and organizations: NILIS cultivated a close rapport and collaboration with the National Library and Documentation Services Board (NLDSB), Sri Lanka Library Association (SLLA), and National Science Foundation (NSF) during the year; in the form of assisting each other, such as serving in committees, visiting lecturer panels, and organizing joint programmes.

Collaboration with foreign Universities: A Memorandum of Understanding (MOU) was signed between NILIS and the International School of Information Management (ISiM) of University of Mysore, to establish a mutually beneficial collaborative programme. Consequently, two academic staff members from NILIS and a team of Sri Lankan library professionals participated at the 15th International Conference on Asia-Pacific Digital Libraries (ICDL) held in Bangalore 9 -11, December 2013.

Failure & Justification

NILIS was established with the main objective to train over 4000 teacher librarians under the Ministry of Education. But to date the Ministry of Education has failed to include the NILIS postgraduate qualification as a requirement for the promotion of teacher librarians, in the Teacher Services minute. Therefore NILIS has to employ new strategies extensively, to promote its courses for potential students in other Library and Information sectors.

Future Plans:

- (1) Solve the Teacher Librarians Problem and improve the student intake NILIS hopes to solve the Teacher Librarians issue shortly, with the assistance of the Ministry of Education, and restore the Teacher Librarians training programmes which was the original objective in establishing NILIS.
- (2) NILIS anticipates to change the ordinance, in order to commence undergraduate programmes in the field of information management. NILIS has the required facilities and resources, in order to commence these programmes.
- (3) Attract more foreign and local students in order to increase the revenue of NILIS, with better marketing strategies. As an initial step we have already held discussions with the President of the Maldives Library Association to commence educational

programmes in the Maldives. In addition, NILIS plans to introduce educational courses to the students in South Asia, South East Asia and Middle Eastern countries.

- (4) With the aim of improving information literacy skills among the university undergraduates a new training program is to be introduced for the university academic library staff. To begin with , 15 chief librarians, and 50 selected senior assistant librarians are to be trained as trainers to conduct information literacy programmes in all government universities, in order to produce information literate university students.

Considering the above developments, especially the diversification of the courses, NILIS hopes to improve its stature during the next couple of years which will result in the intake of more students and a wide revenue base.

I thank the Chairman and the Board of Management, Academic and Higher Degrees Committees, the teaching faculty, Course Coordinators and the administrative staff for their dedication and hard work.

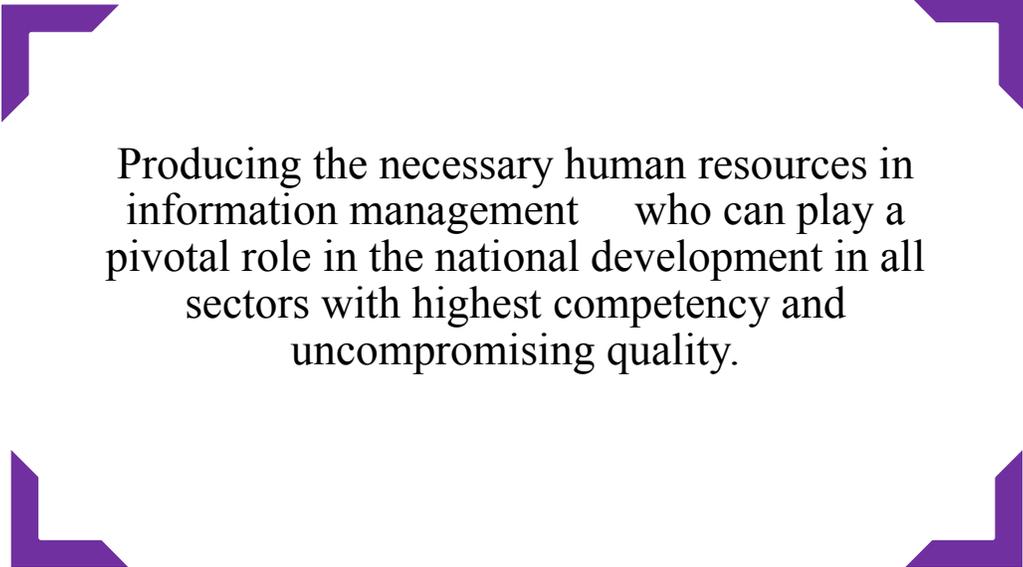
Director/NILIS

Vision



To be a centre of excellence of international repute, building synergies between knowledge, education, research and entrepreneurship in library and information management.

Mission



Producing the necessary human resources in information management who can play a pivotal role in the national development in all sectors with highest competency and uncompromising quality.

Board of Management:

Prof. Ranjith Senaratne	Chairman/BoM/NILIS Vice Chairman, UGC
Ms.D.I. D. Andradi	President/SLLA Dean/Education (Ex-officio) Nominee of SCOLIS/UGC
Prof. W. Chandradasa	Nominee of UGC
Dr. (Ms). Wathmanel Seneviratne	Nominee of Ministry of Higher Education
Mr. G. R. Padmasiri	Nominee of General Treasury
Ms. B. M. S. Bandara	Director General/ NLDSB
Mr. N. G. Dayaratne	Nominee of UGC
Mr. W. Sunil	Nominee of UGC
Prof. Russell Bowden	Nominee of UGC Nominee of SCOLIS/UGC
Prof. G. N. Wickremanayake	
Mr. L. A. Jayatissa	
Mr. Upali Amarasiri	Director/NILIS

Staff: Number of Permanent Staff

Mr. M.S.U. Amarasiri	-	Director
Mr. R.P.P. Ranaweera	-	Senior Lecturer
Mr. P.G. Pemadasa	-	Senior Lecturer
Dr. R. Gamage	-	Senior Lecturer
Mr. U.P. Alahakoon	-	Assistant Librarian
Mrs. A. Abeyratne	-	Assistant Librarian
Mrs. H.V.S.M. Jayasekara	-	Senior Assistant Bursar
Mrs. A.N.L. Namalee	-	Clerk Grade II
Mrs. T.H.R.B. Chandrathilake	-	Computer Application Assistant Grade III
Mr. N.K. Kurupparachchi	-	Computer Application Assistant Grade III
Mr. K.M.N.K. Bandara	-	Book Keeper Grade II (B) (Up to 01.03.2013)
Mr. S.A.D.T.N. Rathnayake	-	Book Keeper Grade II (B) (Since 11.12.2013)
Ms. S.B. Wettasinghe	-	Library Assistant Grade III
Mr. A.A.J. Abeysinghe	-	Driver

Number of temporary staff

Mrs. I.R. Shyamalee	-	Trainee Computer Application Assistant (since 17.04.2007)
Mr. K.K. Rubasinghe	-	Trainee Computer Application Assistant (since 01.07.2011)
Ms. N.R. Jayakodi	-	Trainee Computer Application Assistant (since 15.12.2011)

International recognition: It is a great opportunity to share knowledge and information between NILIS and the International School of Information Management (ISiM) of the University of Mysore. Collaboration and signing the MOU between NILIS and the International School of Information Management (ISiM) of the University of Mysore was a great achievement for this year.

Participation in overseas Conferences: Senior Lecturers Mr. Prasanna Ranaweera and Dr. Ruwan Gamage participated in the IFLA conference held in Singapore from 17-22 August 2013. Dr. Ruwan Gamage presented a paper for the conference in collaboration with Ms. Ruwani Kodikara titled Rethinking of Library space as information common. Mr. P G Pemadasa and Mr. Uditha Alahakoon two academic staff members from NILIS and a team of Sri Lankan library professionals participated in the 15th International Conference on Asia-Pacific Digital Libraries (ICDL) held in Bangalore from 9 -11, December 2013

Academic programs:

MPhil/ PhD Program. Five students have registered for the program and their research titles are given in the table 01.

Masters programs

The following masters programs were conducted.

Masters in Library and Information Science (MLS), 07 students registered for the year and Four students completed their dissertations. Dissertation topics are given in table 02.

Masters in Information Management (MIM) 10 students. Dissertation topics are given in table 03.

Masters in Teacher Librarianship (MTL), 17 students. Dissertation topics are given in table 04.

Postgraduate Diploma in Library and Information Science (PGLIS) programs. Forty eight students were registered the same year. Dissertation topics are given in table 05.

Postgraduate Diploma in Information Management (PGDIM), ten students were registered. Dissertation topics are given in table 06.

Postgraduate Diploma In Teacher Librarianship (PGTL) seven students were registered.

Diploma Courses:

Diploma in Library and Information Management (DLIM) 10 students (Three years), (2) Diploma in School Librarianship (DSL) 51 students (3) Diploma in Public Librarianship (DPL) 8 students

Certificate Courses

Certificate in School Librarianship (CSL), 9 students. Certificate in Public Librarianship (CPL), 15 students). Preliminary Certificate in Library & Information Management (PLIM) 21 students.

Short term programs/ Workshops

Training Programme on IT and Executive Management for Public Librarians(03.05.2013-28.06.2013) Training Programme for Public Library Support Staff(03.05.2013-14.06.2013) Training Programme on IT for Office Management(09.05.2013-20.06.2013) Research Seminar on Information Literacy(12.07.2013-13.07.2013) Training Programme on IT for Office Management(01.08.2013-12.09.2013) Research Methodology Programme(03.12.2013-) National level research on preparing an evaluating criteria for Children's Literature, sponsored by School Library Development Unit, Ministry of Education, Training Programme on Teacher Librarian (03-04.09.2013), Programme on Promoting Writers (30.09.2013-01.10.2013), Training Programme on Monitoring Library for Inservice Advisors (07-09.10.2013), Training Programme on Monitoring Library for Inservice Advisors (25-27.11.2013) Training Programme on Teacher Librarians (Teacher Librarian as a Researcher (04-05.11.2013)

Postgraduate convocation

15 masters students and 08 postgraduate diploma students were conferred their degrees and diplomas the same year, at the convocation of the University of Colombo.

Panel of visiting lecturers

As NILIS has only three permanent lecturers it obtains the services of visiting lecturers. The following scholars served as the panel of visiting lecturers in 2013.

	Name of the Lecturer	Specialization area	Designation
01	Prof. Piyadasa Ranasinghe	Bibliographic Control	Senior Professor, University of Kelaniya
02	Prof. Siddisena	Research Methodology	Senior Professor Faculty of Arts University of Colombo
03	Prof. Gamini De Alwis	Management	Former Professor Faculty of Management & Finance University of Colombo
04	Dr. WathmanelSenevirathna	Knowledge Management	Librarian Open University of Sri Lanka Nawala
05	Dr. K.D.G. Wimalaratne	Conservation	Former Director Department of National Archives
06	Mr. G.R. Padmasiri	Classification	Librarian University of Visual & Performing Arts
07	Mr. L.A. Jayatissa	Indexing	Librarian University of Kelaniya
08	Mr. M.N. Ravikumar	Information Technology	Senior Assistant Librarian Eastern University of Sri Lanka
09	Mr. T.H.K.T. De Silva	Copyright law	Attorney at Law, Supreme Court of Sri Lanka
10	Mr. T. Ramanan	Social Media	Senior Assistant Librarian Eastern University of Sri Lanka

11	Mr. Harsha Balasooriya	Library Automation	Senior Assistant Librarian Open University of Sri Lanka Nawala
12	Mr. NishanPunchihewa	Information Technology	Senior Assistant Librarian University of Moratuwa
13	Mr. D.L.P.M. Rathnasinghe	Financial Management	Senior Lecturer Faculty of Management & Finance University of Colombo
14	Ms. H.M.D.S.D. Somarathna	Information Literacy	Senior Assistant Librarian, University of Colombo
15	Mrs. D.M.P. Bandaranayake	Information Sources	Library Director American Center Library Colombo
16	Mr. T.K De Seram	Education Technology	Technical Officer Educational Technology Division Open University of Sri Lanka
17	Mr. W G Premarathna	Management	Senior Lecturer Faculty of Management & Finance University of Colombo
18	Ms. T.N. Gunadeera	Management	Lecturer Department of Finance, Faculty of Management & Finance University of Colombo
19	Mr. Buddhin Kumara	Information Technology	Senior Assistant Librarian University of Moratuwa
20	Ms. ManojaSamaradiwakara	Research Methodology	Senior Assistant Librarian University of Moratuwa

National Level Research

High quality postgraduate research is carried out by the NILIS students under the guidance of permanent and visiting staff of NILIS. In addition, some of these projects are supervised by eminent personnel in the field of information Literacy.

An important contribution made by NILIS towards national research was the study on Children's Literature. The academic responsibility of conducting a series of workshops for writers of children's literature, which was initiated in 2011 by the Ministry of Education, was given to NILIS. The objective of these workshops was to build a set of national criteria for writing children's stories.

NILIS academic staff and a few external specialists contributed as resource persons. Other organizations such as the School Library Development Unit of the Ministry of Education, Educational Publications Advisory Board, National Library and Documentation Services Board, Sri Lanka Library Association, and Room to Read also partnered in the initiative. Subsequently workshop participants presented books using the criteria developed at the workshops. The best books were made known by NILIS.

In 2013, NILIS again evaluated books written by the participants, by getting children and teachers from schools in different socio-cultural backgrounds and from different parts of the country, to read them. Dates and places of these evaluations follow.

Date	Place
2013.03.02	Mahailuppallama Keledewale Wewa Maha Vidyalaya, Anuradhapura
2013.03.28	Kirioruwa Vidyalaya, Bandarawela
2013.03.29	Nakulugamuwa Primary School, Tangalle
2013.05.13	Vidyaloka Vidyalaya, Katana
2013.07.19	Dharmodaya Primary School, Mt. Lavinia
2013.07.28	Boyagama Maha Vidyalaya, Bogamuwa

Mr. P. G. Pemadasa, Senior Lecturer NILIS, Mr. U.P. Alahakoon, Asst. Librarian, NILIS, and Mr. R. H. N. Nandasiri, Deputy Director – School Library Development Unit of the Ministry of Education contributed as field researchers in the above study.

The list of criteria produced as a result of the study was handed over to the Ministry of Education, during the course of the year.

Research Conferences

NILIS conducted two research conferences during the year 2013.

NILIS Research Symposium 2013

This was held on 29th June, 2013. The main theme of the conference was ‘Information Management in a Multi-Literary Environment’. Sixty delegates attended the conference. 15 papers were presented under 4 sessions. In addition, five posters were also presented.

The keynote address at the Inaugural Session was delivered by Mr. L. A. Jayatissa, Librarian, University of Kelaniya. His presentation title was ‘The Impact of the Standing Committee on Libraries and Information Sciences (SCOLIS) in Obtaining UGC Assistance for the Development of University Libraries’.

National Research Seminar 2013

The theme of the National Research Seminar held on 12th July 2013 was “Empowering Teachers Through the Empowering 8 Information Literacy Model”. Teacher Training, ICT, and reading promotion were some of the topics discussed. 144 teachers and education administrators attended this highly successful event. Seventeen papers were presented under 3 sessions. These have been listed below.

Papers presented at the NILIS Research Symposium 2013.

Number	Presenter	Title
1.	Gayathri Gunawardena, Engineer – Consumer Product Marketing, Sri Lanka Telecom	Challenges and Opportunities for Information Management in Multi-literary Environments
2.	Chaturanga Weerasekera, Librarian, Centre for Poverty Analysis (CEPA)	Nurturing knowledge and inspiring change to empower societies through multilingual knowledge products
3.	Chandrika Kularathna, Manager: Online Knowledge Services, Practical Answers Sri Lanka	Providing knowledge services in a challenging environment: experiences of Practical Answers Sri Lanka
4.	P. G. Pemadasa, Senior Lecturer, National Institute of Library and Information Sciences, University of Colombo	An Evaluation of the Usage of Empowering & Information Literacy Model for Resource Based Teaching in Sri Lankan Education System
5.	Ruvini C. Kodikara - Librarian, Thushari M. Seneviratne - Senior Assistant Librarian (Outreach Services), and C.N.D. Punchihewa - Senior Assistant Librarian (Reference, Periodicals & User Education), University of Moratuwa	Beyond the Walls: Outreach Initiatives in Library, University of Moratuwa
6.	U.D. Hiruni Kanchana, Library, University of Vocational Technology, & W. Senevirathne, Librarian, Open University of Sri Lanka.	Information needs and information searching behavior of students in fine arts: a study at the University of Visual and Performing Arts
7.	Lionel R. Amarakoon, Librarian, University of Bolton - WCMT Campus Sri Lanka and Sakunthala Kumari Amarakoon, University of Greenwich, London	Information Literacy and Higher Education: with special reference to University of Bolton, Academic Centre, Sri Lanka
8.	Upali Amarasiri, Director – NILIS	Open Access; Dawn of a New Era on Research and Librarianship in Sri Lanka
9.	Kamani Perera, Librarian, Regional Centre for Strategic Studies (RCSS)	Mobile Applications for Knowledge Discovery
10.	P. H. Nishantha Sampath, Lecturer, Department of Commercial Law, Fac. of Law	Copyright and freedom of expression: a Sri Lankan perspective
11.	Anusha Wijayarathne, Senior Assistant Librarian, Open University of Sri Lanka	Future of Document Delivery Services and Information Sharing Among Sri Lankan Libraries through OUSL Experience
12.	Uditha Alahakoon, Assistant Librarian, National Institute of Library and Information Sciences, University of Colombo	An explorative study on community information services provided by Public Libraries
13.	Komathy Murugathas and Nadesamoorthy Thayaparan, Medical Library, University of Jaffna.	A study on the purchasing power of periodicals by the Medical Library, University of Jaffna during the period from year 2000-2012
14.	D.G.A.S.Malkanathi, Assitant Librarian, Wayamba University of Sri Lanka	An explorative study of information, communication associated with the fisheries industry in Sri Lanka

Resource Contribution to External Institutions

During the year, the NILIS academic Staff contributed to many other institutions towards developing the field of Library & Information Sciences. They have contributed as Resource Persons at many Workshops, Seminars and Training Programs and also served as the members of the Advisory and Technical Committees of other Institutions.

Mr. P.G. Premadasa, Senior Lecturer of NILIS has contributed as a Resource Person to a large number of Teacher and Teacher Librarian Training Programs organized by the Ministry of Education, Provincial Education Departments, and Zonal Education Departments.

Dr. Ruwan Gamage has contributed as a Resource Person at the workshop held on 1st July 2013, organized for school students who participated in the “The Debator” program organized by Sirasa Rupavahini.

Dr. Ruwan Gamage also contributed as a resource person for the training program organized by the National Library & Documentation Services Board for their staff on 24th April 2013, and at the workshop conducted by the Industrial Training Institute for Information Professionals on 11th & 12th June 2013.

Mr. U.P. Alahakoon, Assistant Librarian of NILIS has contributed towards many Training Programs & Conferences organized by the National Library & Documentation Services Board.

Mr. P. G. Pemadasa and Mr. U.P. Alahakoon Senior Lecturer and Assistant Librarian of NILIS respectively contributed as the members of the National Committee on preparation of criteria for children’s reading material implemented by the Ministry of Education.

Assistant Librarian of NILIS Mr. U. P. Alahakoon has contributed by acting as a member of the Advisory Committee on Bibliographic Control and Authority File Preparation Committee of the National Library & the Documentation Services Board, and Acquisition Policy Compilation Committee of the Public Library Advisory Committee.

Research Work & Research Publications

Research on Preparation of Criteria for Children’s Reading Material, was completed this year with the assistance of the Ministry of Education and the report of the research has been submitted to the Ministry of Education.

The book containing 15 Research Papers by Researchers in the field of Library & Information Science as well as related fields, presented at the International Conference organized by NILIS, was published this year.

The Publication containing Research papers presented for the NILIS International Conference was issued this year. This publication specially contains seventeen research papers presented by the Postgraduate diploma holders of NILIS.

Contribution for Research work of the Academic Staff

Academic Staff of NILIS has presented many research papers at National & International Conferences in the year 2013, and action was taken to publish all such research papers. Mr. R. P. P. Ranaweera, Senior Lecturer of NILIS presented a Research Paper this year titled "Role of the National Institute of Library & Information Sciences for empowering of Teacher Librarians of Sri Lanka" at the Annual Conference organized by the International School Library Association held in Indonesia from 26th to 30th August 2013, which has been published in the Conference Proceedings.

Further MR.R. P. P. Ranaweera, Senior Lecturer of NILIS has delivered the Key Note speech at the National Conference of NILIS on "Comparative Review of Information Literacy Model on Empowering 8 and Big 8".

Senior Lecturer P.G. Pemadasa has presented a Research Paper on "Use of Empowering 8 Information Literacy Model for the Resource based Learning Process" for the NILIS National Conference.

Senior Lecturer P.G. Premadasa delivered the Key Note speech at the National Conference of NILIS on "Information Literacy and Empowering 8 Model".

Mrs. R. Kodikkara and Senior Lecturer, Dr Ruwan Gamage ,have presented a Research Paper titled "Rethinking of the Library Space as a Learning Commence" at the Annual Conference of the International Library Association held in Singapore. From 15th to 16th of August 2013. Senior Lecturer, Dr Ruwan Gamage ,has delivered the Key Note Speech on "Extending the scope of Information Management", at the National Conference of NILIS this year.

Senior Lecturer, Dr Ruwan Gamage, also presented a Research Paper on "Empowering the Librarians by Developing a Research Culture", at the National Conference of the Sri Lanka Library Association, held on 11.03.2013.

Mr. K.H.T. Abeysekera and Dr. Ruwan Gamage, presented a Research Paper on "Identification of Information Needs of Local Herbal Industry using Critical Success Factor Approach", at the Library & Information Science National Conference held on 26th June 2013 in Colombo.

Mr. Wijewickrema and Dr. Ruwan Gamage have presented a Research Paper on "An Enhanced Text Classifier for Automatic Document Classification" for the Journal of the University Librarians' Association of Sri Lanka.

Assistant Librarian Mr. U. P. Alahakoon presented a Research Paper for the International Conference of NILIS titled "Review of Community Information Service provided by the Public Libraries", which was published in the Conference Proceedings.

Assistant Librarian Mr. U. P. Alahakoon, delivered a lecture on "New Trends in compilation of National Bibliography", at the conference held to commemorate the 50th Anniversary of the

Sri Lanka National Bibliography. In addition a research article on “Bibliographic Study on Novels Translated into Sinhala (2001-2010)” was written for the academic publication related to the commemoration.

Foreign visitors

Prof. Shalini Urs, Executive Director and Professor, International School of Information Management (ISiM), University of Mysore visited NILIS in 2013. The ISiM has invited NILIS to be an academic partner and signed MOU.

Evaluation

The Sri Lanka Library Association awarded the “SLLA Award of Excellence -2013” to the NILIS at the 53rd AGM of Sri Lanka Library Association.

Challenges

Inadequacy of students for the teacher librarian course due to the non inclusion of NILIS qualifications in the teacher service minute by the ministry of Education.

Table 1. Dissertations Submitted for MPhil/PhD Full Time

	Registration Number	Name of the Students	Topic/ Title of the Research	Co-supervisors
01	Mphil/07/02	Ms.C.N.K. Alahakoon	A situational analysis of the use of information and communication technologies in selected university libraries in Sri Lanka	Dr. C.C. Jayasundara, Senior Asst. Librarian, University of Colombo
02	Mphil/07/03	Ms. H.P.S.D. Gunasekara	The role of learning resources in open and distance learning: A Sri Lankan perspective	Prof. G.I.C Gunawardena
03	Mphil/12/08	Ms. T.N. Neighsoorei	Role and intergration of e-governance and the library services in the transformation process of e-citizens	Prof N.D. Kodikara University of Colombo School of Computing University of Colombo Dr. (Mrs.) Wathmanel Seneviratne Librarian, Open University of Sri Lanka Nawala, Nugegoda
04	Mphil/12/09	Ms. M.D.R. Kumudini	Information seeking Behaviour of Sri Lanka and Foreign Standards	Dr. R.C.G. Gamage Senior Lecturer, NILIS, University of Colombo
05	Mphil/12/10	Mr. S.M. Wijesinghe	ජයෙෂ්ඨ ද්විතීක අවධියේ පාසල් සිසුන් සහ එම අවධියේ සිසුන්ට උගන්වන ගුරුවරුන්ගේ පාසල් පුස්තකාල භාවිතය පිළිබඳ අධ්‍යයනයක්	Dr. A.A. Jayawardena Senior Lecturer, Faculty of Education, University of Colombo

Table 2. Dissertations Submitted for Masters in Library and Information Science (MLS) 2011/2013

	Registration No.	Name of the Student	Title of the Dissertation	Supervisor
01	MLS/11/012	Mr. B. Prashanthan	Evaluating the Usage of Information Literacy Skills in Research Projects of Undergraduate Students (Based on Aesthetic Studies, Undergraduates in the Eastern University)	Mr. P.G. Premadasa, Senior Lecturer, NILIS
02	MLS/11/014	Mr. S. Santharooban	An Analytical study on Information Literacy Competencies in Problem Based Learning Among Medical Undergraduates, in Eastern University of Sri Lanka.	Mr. P.G. Premadasa, Senior Lecturer, NILIS
03	MLS/11/015	Ms. G. Thangawadivel	Web Information Retrieval Skills of Final Year Agriculture Undergraduates of Eastern University, Sri Lanka.	Dr. Ruwan Gamage, Senior Lecturer, NILIS
04	MLS/11/017	Ms. M.P.L.R. Marasinge	Job Satisfaction Among the Multigenerational Professional Librarians Workforce of the Sri Lankan University Libraries	Dr. Anusha Wijayarathna Senior Assistant Librarian, Open University of Sri Lanka Nawala, Nugegoda

Table 3. Dissertations Submitted for Masters in Information Management (MIM) 2013/2014 Full Time

	Registration Number	Name of the Student	Dissertation Title	Supervisor
01	MIM/13/02	Mr. S.L.S. Ahemed	Retaining the knowledge on the legislative process of the staff in the legislative department of the Sri Lankan parliament	Dr.Wathmanel Seneviratne, Librarian, OUSL
02	MIM/13/03	Mr. L.R. Amarakoon	Explorative study on the low use of social media by university libraries in Sri Lanka: with special reference to Facebook.	Ms.Thushari Seneviratne, Senior Assistant Librarian, University of Moratuwa
03	MIM/13/04	Mrs. H.C. Karunasekara	Bibliometric analysis on postgraduate dissertations submitted to the Postgraduate Institute of Medicine	Mr. Uditha Alahakoon, Assistant Librarian, NILIS
04	MIM/13/05	Mrs. H.I.S. Perera	Effectiveness of information flow in supporting strategic decision making at the People's Bank of Sri Lanka.	Ms.Gayathri Gunawardene, Product Development Manager/Engineer, Sri Lanka Telecom
05	MIM/13/06	Mrs. Kamani Perera	An evaluation of the use of the library blog by the membership: A case study at the Regional Centre For Strategic Studies, Colombo	Dr.Ruwan Gamage, Senior Lecturer, NILIS
06	MIM/13/07	Mrs. L.K. Weragala	Evaluation of usage of e-resources for writing dissertations in Postgraduate Institute of Medicine, Sri Lanka	Mr. P.G.Premadasa, Senior Lecturer, NILIS

Table 4. Dissertations Submitted for Masters in Teacher Librarianship 2012/2013

	Name of student	Title of Dissertation	Supervisor
1.	KMAS Jayasooriya	A study on effects of reading camps in student achievement in Science Subject (Grade 10 Students in selected schools in Uva province)	PG Pemadasa, Senior Lecturer, NILIS, UoC.
2.	AM GnanalathaMenike	A case study on the effect of the collection development process in the use of school library collections (Galnewa Central College in Tambuttegama Educational Zone).	LalPannila, Sr. Asst. Librarian, University of Ruhuna
3.	ULAS Senadheera	An ethnography on practicing the teaching-learning process centralising the school library resource centre (Grade 8 students of WP/Ho Gamini Central College, Ingiriya)	W Sunil, Asst. Director (Reader Services), National Library and Documentation Services Board
4.	LC Ekanayake	An action research on using the school library resource centre for improving basic English language skills (NallamudawaVidyalaya in Thamubuttegama Educational Zone)	Dr. Ruwan Gamage, Senior Lecturer, NILIS, UoC.
5.	NPNM Nerangama	An explorative study on using electronic resources for practical lessons in dancing (A/L students in selected schools in Kurunegala Educational Zone)	ChampaAlahakoon, Sr. Asst. Librarian, University of Peradeniya.

6.	W.M.A. Nandasiri	A Study on the effect of relationship between Teacher Librarians and Teachers on Student Assessment (05 selected schools in Wellawaya Educational Zone)	PG Pemadasa, Senior Lecturer, NILIS, UoC.
7.	MADE Dilrukshi	Exploring the effect of internal environment of school libraries on readers' educational achievement (BandarawelaEdu. Zone)	W Sunil, Asst. Director (Reader Services), National Library and Documentation Services Board
8.	WSS Dayananda	An explorative study on the role of the school library resource centre in directing students to read recommended additional books (KegalleEdu. Zone)	M.A. Milton, Sr. Asst. Librarian, National Social Science Research Centre, Ministry of Higher Education
9.	RAP Rathnayake	A study on the effect of reading Sinhala novels on the behaviour of students inside schools (A/L students of Ke/BoyagamaMahaVidyalaya)	M.A. Milton, Sr. Asst. Librarian, National Social Science Research Centre, Ministry of Higher Education
10.	WMTK Wanninayake	An explorative study on the effect of CPD programs for teacher librarians on the teaching process (schools with library facilities in the MahawaEdu. Region, MahawaEdu. Zone)	UP Alahakoon, Asst. Librarian, NILIS, UoC.
11.	GMRN Jayawardene	A study on the effect of watching TV on their achievement level (Gr. 08 students of DehiovitaEdu. Zone)	Dr. Ruwan Gamage, Senior Lecturer, NILIS, UoC.

Table 5. Postgraduate Diploma in Library and Information Science – 2012/2014

	Student	Title of the dissertation	Supervisor
1.	KYP Weerathne	A study on library collection development policy on the literature review of research studies. (Research Officers of Hector Kobbekaduwa Agrarian Research and Training Institute)	MKN Damayanthi, Research Officer, Hector Kobbekaduwa Agrarian Research and Training Institute
2.	MGN Lakmali	A study on information needs of Jute related industries (Kandy, Nattaranpotha Edu. Zone)	Champa Alahakoon, Sr. Asst. Librarian, University of Peradeniya.
3.	KPI Samathapala	A study on the effect of Nenasala Computer Training on the trainees (Anuradhapura Public Library)	Saman Illangarathne, Sr. Asst. Librarian, Rajarata University of Sri Lanka.
4.	KGS Gunatillake	A study on the teaching-learning process of the LIS distance learning programme (Courses of the Sri Lanka Library Association)	PG Pemadasa, Senior Lecturer, NILIS, UoC.
5.	GRJ Chandralatha	An action research on the information search skills of the students of the Diploma in Education programme. (Hapitigama national college of education)	PG Pemadasa, Senior Lecturer, NILIS, UoC.
6.	LAM Gunasekara	A study on the success of public library reference service on satisfying information needs of readers.	Waruni Gangabadaarachchi, Chief Librarian, Public Library, Colombo.
7.	CWS Paranayapa	A study on the effect of extension services of public libraries on readers (Kesbewa Public Library)	Waruni Gangabadaarachchi, Chief Librarian, Public Library, Colombo.
8.	S.K.Weerakoon	Effect of Library Services offered by the DFCC Bank Library	RPP Ranaweera, Senior Lecturer, NILIS, UoC.
9.	MKGY Nandasena	An action research on promoting information search skills among readers of special libraries (Library of the Labor Department)	M.A. Milton, Sr. Asst. Librarian, National Social Science Research Centre, Ministry of Higher Education
10.	RS Withana	An explorative study on use of library resources by students in completing assignments (Library, Department of Geography, University of Colombo)	RPP Ranaweera, Senior Lecturer, NILIS, UoC.

11.	M Sumithra	A bibliometric study on periodical articles in library and information science (Newsletter of the National Library and Documentation Services Board, articles published during 2001-2012)	UP Alahakoon, Asst. Librarian, NILIS, UoC.
12.	ALM Wasantha	A study on use and control of electronic information sources (Main Library, University of Colombo)	GR Padmasiri, Librarian, University of Visual & Performing Arts
13.	SPKKA Liyanage	Contribution of Nenasalatelecentres in enhancing internet literacy of the community (Selected NenasalaTelecentres of Kalutara District)	Dr. Ruwan Gamage, Senior Lecturer, NILIS, UoC.
14.	SubhaniLiyanage	A bibliometric study on environmental literature in Sri Lanka (Publications of the Ministry of Environment during 1999-2013)	UP Alahakoon, Asst. Librarian, NILIS, UoC.
15.	KBG Sunethra	An explorative study on the role of contributing libraries in preparation of the Sri Lanka Union Catalogue	UP Alahakoon, Asst. Librarian, NILIS, UoC.
16.	HMRV Thushara	Role of social media in promotion of resources and services of research libraries in the Colombo district	Dr. Ruwan Gamage, Senior Lecturer, NILIS, UoC.
17.	WCH Senarath	A study on health related problems in using modern agricultural knowledge for paddy cultivation (Dehiattakandiya Region)	RD Anandatissa, Senior Asst. Librarian, GampahaWickramarachchi Ayurveda Institute
18.	RANR Perera	An action research on development of information literacy skills among the students of the Faculty of Arts (Sinhala Department of the University of Sri Jayawardenepura)	PG Pemadasa, Senior Lecturer, NILIS, UoC.
19.	KN Samanthi	A study on the relationship between the courses offered by the National Institute of Social Development and the library collection	UP Alahakoon, Asst. Librarian, NILIS, UoC.
20.	HS Rathnayake	A study on library services for satisfying information needs of the members of parliament of Sri Lanka	RPP Ranaweera, Senior Lecturer, NILIS, UoC.

Table 6 Project Reports Submitted for Postgraduated Diploma in Information Management (PGDIM) 2013/2014

	Registration No.	Name of the Student	Title of the Dissertation	Supervisor
01	PGDIM/13/01	Ms. Badhurunnisa Abdulla	Planning and implementation of Google Email Apps in a higher education institution: a case study at NILIS, University of Colombo	Dr.Ruwan Gamage, Senior Lecturer, NILIS
02	PGDIM/13/02	Mr. M.A.A. Bandara	Readiness for application of digital repository technologies for school archives management: a case study at the M/Wimaladharmas National School, Atabage, Gampola	Dr.Anusha Wijayaratne, Senior Assistant Librarian, OUSL
03	PGDIM/13/03	Ms. S.A.K.G. Dias	An explorative study on the reasons for obtaining low marks for the question on computer programming in the General IT paper at the G.C.E. A/L examination	Mr.P.G.Premadasa, Senior Lecturer, NILIS
04	PGDIM/13/04	Ms. E. Iranganie	Role of ICT in bridging the communication gap between the library and the information seekers in a special library: a case study at the Government Analyst's Department	Mr. GD Amarasiri, Deputy Director, National Library and Documentation Services Board
05	PGDIM/13/05	Mr. L.W.A.M.N. Lansakara	Opportunities and challenges in implementation of a student profile database system at a government school (NK/Jayanthi Central Collage, Nikaweratiya)	Mr.Uditha Alahakoon, Assistant Librarian, NILIS.

06	PGDIM/13/06	Ms. Riyaza Mohamed	Extent of consideration of digital preservation of library materials in digital dissertation repositories: a multiple case study of selected Universities in Sri Lanka	Dr.Ruwan Gamage, Senior Lecturer, NILIS
07	PGDIM/13/07	Ms. Fathimath Nashfa	Factors influencing the selection of a library management system: a comparative study between selected Sri Lankan special libraries	Dr.Ruwan Gamage, Senior Lecturer, NILIS
08	PGDIM/13/08	Ms. B.R.R.P. Weerathunga	Assessment of room for improvement in administrative records management in a government school: a case study at the CP/Nu/Girl's High School, Hawa Eliya, Nuwara eliya	Dr.Anusha Wijayarathne, Senior Assistant Librarian, OUSL
09	PGDIM/13/09	Ms. Muneeza Hussain	Use of mobile applications for educational purposes	Mr. P.G. Premadasa, Senior Lecturer, NILIS
10	PGDIM/13/20	Ms. R.C.P. Wijenayake	Role of ICT in shaping collection building policies in special libraries in Sri Lanka	Mr.Uditha Alahakoon, Assistant Librarian, NILIS.
11	PGDIM/13/10	Mr. K.M.S. Bandara	A study on the use of digital rights management techniques in digital library projects; with special reference to the National Digitization Project (National Science Foundation, Sri Lanka)	Dr. Ruwan Gamage Senior Lecturer NILIS
12	PGDIM/13/12	Mr. K.V.R.P.De Alwis	Study on accessibility of University Websites by visually Impaired users	Dr. Anusha Wijerathna Senior Assistant Librarian Open University of Sri Lanka
13	PGDIM/13/15	Ms. W.K.V. Jayatissa	Effectiveness of Human Resource Information Systems of Public Sector Institutions in Sri Lanka.	Mrs. J.P.A.D.S.I. Jayasekara Director (HRA) ICTAD

14	PGDIM/13/17	Mr. A.L.M. Mushtaq	An assessment & feasibility of implementation of mobile library services in Samanthurai	Ms. Mashroofa Senior Assistant Librarian South Eastern University of Sri Lanka
15	PGDIM/13/18	Ms. T.S. Nanayakkara	Use of the Audio Visual Resource Centre ((AVRC) by the students: a case study at the open University of Sri Lanka (OUSL)	Dr. Anusha Wijerathna Senior Assistant Librarian Open University of Sri Lanka
16	PGDIM/13/19	Ms. Y.D.A.D. Perera	Using IT for Research and Academic Purposes by the Academic Staff of the University of Visual & Performing Arts Sri Lanka	Mr. P.G. Pemadasa Senior Lecturer NILIS
17	PGDIM/13/21	Ms. R.L. Fernando	Use of social media in the Industrial Technology Institute Library to enhance sharing information with the stake holders.	Ms. Thushara Abeysekara Senior Research Scientist ITI

National Institute of Library & Information Sciences
Statement of Financial Position as at December 31,2013

	Notes	<u>2013</u> <u>(Rs.)</u>	<u>2012</u> <u>(Rs.)</u>
Assets			
Current Assets			
Cash & Cash Equivalents	04	2,130,438	1,472,603
Receivables	05	1,456,821	1,449,260
Inventories		82,339	117,983
Prepayments	06	61,054	76,140
Other Current Assets	07	3,369,526	2,836,235
		7,100,178	5,952,221
Non-current assets			
Other Financial Assets			-
Infrastructure,Plant & Equipment	3	5,884,841	4,203,858
Land & Buildings	3	677,800	330,418
		6,562,641	4,534,276
Total assets		13,662,819	10,486,497
Liabilities			
Current liabilities			
Payables	08	456,176	310,927
Short-term Provisions	09	2,934,547	4,081,150
		3,390,723	4,392,077
Non Current Liabilities			
Employee benefits	2	2,307,633	1,821,073
		2,307,633	1,821,073
Total Liabilities		5,698,356	6,213,150
Net Assets		7,964,463	4,273,347
Net Assets/Equity			
Capital contributed by			
Other Government Entities	10	33,545,451	30,516,451
Accumulated Surpluses/(deficits)	11	(25,580,989)	(26,243,105)
Total Net Assets / Equity		7,964,463	4,273,347

National Institute of Library & Information Sciences
Statement of Financial Performance for the year ended December 31,2013

	Notes	<u>2013</u> <u>Rs.</u>	<u>2012</u> <u>Rs.</u>
Revenue			
Taxes			
Fees ,Fines,Penalties and Licences	12	5,946,023	3,274,843
Transfers from Other Government Entities	13	11,914,000	9,463,000
Other Revenue	14	1,588,785	2,203,964
Total Revenue		19,448,808	14,941,807
Expenses			
Wages Salaries and Employee benefits	15	13,148,980	10,848,508
Supplies and other consumables used	01	927,175	698,847
Depreciation	03	1,173,977	1,396,720
Other Expenses	16	4,129,858	3,761,658
Finance Cost	01	9,711	32,354
KEID Project Expenditure		275,000	-
Total Expenses		19,664,702	16,738,087
Surplus/(deficit) for the period		(215,893)	(1,796,280)

National Institute of Library & Information Sciences
Cash Flow Statement for the year ended 31st December 2013

	<u>2013</u>	<u>2012</u>
	<u>Rs.</u>	<u>Rs.</u>
Cash Flows from Operating Activities		
Surplus /(Deficit)	(215,893)	(1,796,279)
Non -cash movements		
Depreciation	1,173,977	1,396,720
Decrease in Current Liabilities	(1,001,354)	421,090
Increase in Current Assets	(490,122)	(425,827)
Increase in provisions relating to employee costs	486,559	533,200
Net Cash Flows from Operating Activities	(46,833)	128,904
Cash Flows from Investing Activities		
Purchase of Plant & Equipment	(3,202,342)	(1,231,414)
Net Cash Flows from Investing Activities	(3,202,342)	(1,231,414)
Cash Flow from Financing Activities		
Prior Year Adjustments	878,010	
Capital Grants	3,029,000	1,300,000
Net Cash Flow from Financing Activities	3,907,010	1,300,000
Net Increase in Cash and Cash Equivalents	657,835	197,490
Cash and cash equivalents at the beginning of the period	1,472,603	1,275,112
Cash and cash equivalents at the end of the period (Note 4)	2,130,438	1,472,603
	657,835	197,491

**National Institute of Library &
Information Sciences**
**Statement of Changes in Equity/Net Assets for the year ended
31st December 2013**

	Accumulated Fund	Devdevelopment Fund	Capital Grant Spent	Capital Grant Unspent	GEP -II	Total
Balance as at 31st December 2012	(26,243,105)	1,839,127	4,972,932	571,653	23,132,739	4,273,346
Capital Grants Received				3,029,000		3,029,000
Grants Spent			3,356,070	(3,356,070)		-
						-
Prior Year Adjustment	878,010					878,010
						-
Surplus/(Deficit) for the period	(215,893)					(215,893)
Balance as at 31st December 2013	(25,580,989)	1,839,127	8,329,002	244,583	23,132,739	7,964,463



An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgments, including the assessment of the risks of material misstatements of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Institute's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Institute's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of financial statements. Subsections (3) and (4) of Section 13 of the Finance Act, No. 38 of 1971 give discretionary powers to the Auditor General to determine the scope and extent of the audit.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

1.4 Basis for Adverse Opinion

Had the matters described in paragraph 2.2 of this report been adjusted, many elements in the accompanying financial statements would have been materially affected.

2. Financial Statements

2.1 Adverse Opinion

In my *of* opinion, because of the significance of the matters described in paragraph 2.2 of this report, the financial statements do not give a true and fair view of the financial position of the National Institute of Library and Information Sciences Affiliated to the University of Colombo as at 31 December 2013 and its financial performance and its cash flows for the year then ended in accordance with Sri Lanka Public Sector Accounting Standards.

2.2.1 Sri Lanka Public Sector Accounting Standards

The following observations are made.

- (a) Even though the policy relating to the accounting for a sum equivalent to the expenditure on courses as the course income had been changed to the accrual basis in the year under review, action had not been taken to treat the accounting policy as being used continuously and adjust effect on the net assets in the preceding periods to the opening balances of the respective components and for the disclosure the effect on the current or future periods.



- (b) All prior year adjustments had been adjusted through a Ledger Account and the credit balance of Rs.878,009 had been adjusted to the accumulated deficit, but the nature of the error of the prior period and the amount to be rectified for the line items had not been disclosed in terms of paragraph 34 of the Sri Lanka Public Sector Accounting Standard No. 03.

2.2.2 Accounting Deficiencies

The following observations are made.

- (a) In view of the following weaknesses in the accounting system, the establishing the accuracy and balancing was questionable in audit.
- (i) Accounting for different amounts than the amounts appearing in the approved journal vouchers.
 - (ii) Inclusion of only one note in the journal vouchers in the Ledger Accounts.
 - (iii) Recording of data in the Ledger Accounts without preparing journal vouchers and without approval.
 - (iv) Differences existing between the balances in the Ledger Accounts and the balances in the financial statements.

Differences amounting to Rs.273,300 in 03 Current Assets Accounts, a difference of Rs.4,934 in one Current Liabilities Account, a difference of Rs.229,485 in 02 Expenditure Accounts and a difference of Rs.536,837 in 05 Net Assets Accounts were revealed in the reconciliation with journal vouchers during the course of audit test checks.

- (b) It was observed during the course of audit test checks that the fees receivable from 09 Courses as at 31 December of the year under review had been understated by a sum of Rs.499,208 while the fees of 05 Courses received in advance had been overstated by a sum of Rs.374,912.
- (c) Instead of adjusting for course fee income relating to the preceding year amounting to Rs.752,310 with retrospective effect, that had been brought to account as income of the year under review.



- (d) Out of the courses income amounting to Rs.214,000 relating to the year under review a sum of Rs.34,000 had been brought to account as prior year adjustments and Rs.130,000 had been brought to account as course fees received in advance instead of being brought to account as income for the year.
- (e) Even though a sum of Rs.200,000 charged from a foreign student had been correctly credited to the income, that had been brought to account as course fees received in advances as well. It was not possible to trace the Ledger Account to which the debit entry of that erroneous credit entry had been posted.
- (f) The course fees amounting to Rs.82,500 receivable for two completed courses had not been brought to account.
- (g) Even though fixed assets costing Rs.23,601,686 had been fully depreciated by the end of the year under review action had not been taken identify the present status of those assets and for ascertaining the future useful life of assets still being used, revalue them and to make adjustments in the accounts.
- (h) The depreciation for the year under review amounting to Rs.321,175 on furniture, office equipment and a motor vehicle costing Rs.5,741,000 had not been brought to account.

2.2.3 Unreconciled Control Accounts

A reconciliation of the cost of two categories of fixed assets shown in the financial statements with relevant schedules of accumulated depreciation balances revealed a difference of Rs.4,155,083.

2.2.4 Lack of Evidence for Audit

Even though a sum of Rs.150,000 had been received in the year 2011 from the Ministry of Education for a 3 day Workshop, the documents and files in support of conducting the Workshop had not been furnished.

2.3 Accounts Receivable and Payable

The following observations are made:

- (a) Library deposits amounting to Rs.122,500 obtained from 46 students from the year 2004 to the year 2009 had not been settled.



- (b) Action had not been taken for the payment of the audit fees amounting to Rs.484,000 payable in respect of the years 2005, 2007, 2008, 2009 and 2011.

2.4 Non-compliance with Laws, Rules, Regulations and Management Decisions

The following non-compliances were observed.

Reference to Laws, Rules, Regulations, Management Decisions	Non-compliance
(a) Financial Regulations of the Democratic Socialist Republic of Sri Lanka	
(i) Financial Regulation 168(1)	Even though receipts for cash received should be issued immediately, the receipt for the sum of Rs.220,000 credited direct to the Bank on 25 June 2013 had been issued only on 13 November 2013.
(ii) Financial Regulations 388(3) and 392(b) and (c)	A separate cheque had been issued for a cheque for Rs.30,000 misplaced due to dispatch by ordinary post without recording the note on cancellation in the cash book, Bank Reconciliation Statement and the counterfoil of the cheque.
(iii) Financial Regulation 395(b)	All activities relating to the preparation of the Bank Reconciliation Statement, depositing money in the Bank, writing of cheques and the maintenance of the cash book had been done by an officer recruited on assignment basis.
(iv) Financial Regulation 388(1)	A Register had not been maintained for cheques sent by post.
(b) Treasury Circular No. 1A1/2002/02 of 28 November 2002.	The Register for Computer Accessories and Software had not been maintained in the updated manner.
(c) Public Finance Circular No. 364(3) of 30 September 2002.	The Value Added Tax amounting to Rs.63,390 paid in two instances had not been reported to the Commissioner General of Inland Revenue with copy to the Auditor General.



3. Financial Review

3.1 Financial Results

According to the financial statements presented, the operation of the Institute for the year ended 31 December 2013 had resulted in a deficit of Rs.215,893 as compared with the corresponding deficit of Rs.1,796,280 for the preceding year. The financial results for the year under review as compared with the preceding year indicated an improvement of Rs.1,580,387 and the improvement had been mainly due to the increase of the total income of the Institute, inclusive of the Government grant by a sum of Rs.4,507,601 or 30 per cent.

4. Operating Review

4.1 Performance

The following observations are made.

- (a) According to Section 4(b) of the National Institute Library and Information Services Ordinance No. 1 of 1999 and the Circular No. UGC/AC/PGSR/P3-Proposals dated 01 April 2013 of the University Grants Commission, the approval for the Courses conducted by the Institute should be obtained from the University Grants Commission. Nevertheless, the Institute had conducted 78 Courses comprising 31 Postgraduate Courses, 14 Diploma Courses and 33 Certificate Courses from the year 2003 up to the year 2013 December 31 without obtaining such approval. Out of the 1,588 students registered for those courses, certificates had been awarded to 751 students.
- (b) According to the Second General Education Project of the World Bank, the primary objective of the Institute is the training of 300 to 400 Teacher Librarians annually. Nevertheless, in view of the total number of students registered during 13 years being only 1,588 and the issue of certificates only to 751 out of that, the objective of the establishment of the Institute had not been achieved.
- (c) Five courses conducted by the Institute for 149 registered students in 8 terms could not be conducted in the year 2013 as an adequate number of students had not been available, while 11 courses scheduled to be conducted according to the Action Plan for the year 2013 had not been conducted. Similarly, the scheduled review of the syllabuses had also not been done as planned.



- (d) Three year Bachelor of Philosophy/ Doctor of Philosophy 2007/2010 commenced in the year 2007 could not be completed even up to the end of the year 2013. Out of the 67 students registered for the course, only 02 students had been following the course by 31 December 2013. Two other postgraduate Degree Courses planned for completion in the year under review could not be completed. The periods of delay had been 08 months and 09 months.
- (e) As the courses of the Institute are conducted after 4 o' clock in the evenings on week days and the weekends, and as such the assets including the lecture halls and other all other assets had been underutilized during the day time on weekdays.
- (f) In the recovery of course fees, the fee for one course had been over-recovered by Rs.18,000 while the fee of another course had been under-recovered by a sum of Rs.60,000.

4.2 Management inefficiencies

The following observations are made.

- (a) The expenditure on the stationery and consumable goods of the Institute for the year under review amounted to Rs.525,985 and these had been purchased from petty cash or advances as and when required instead of procuring by calling for bids.
- (b) The recurrent and capital grants received in 04 instances during the year under review had been posted in the cash book and the Ledger Accounts by giving reference to erroneous numbers without issuing receipts. Instances of receipts issued for cash received after delays and altering the serial order of receipts, posting of monthly total of the daily cash book in the main cash book instead of posting the daily totals of the daily cash book, lack of supervision of the cash book, unauthorized striking off and altering of figures were observed, thus indicating the unsatisfactory internal control of the financial control.



4.3 Uneconomic Transactions

A sum of Rs.2,700,000 received in the year 2005 from the Second General Education Project for the establishment of the Institute had been invested in three months fixed deposits over a number of years. As such the investment benefits that could have been obtained by the Institute had been deprived of.

4.4 Staff Administration

The approved staff as at 31 December 2013 had been 17 and 04 posts had been vacant. Instead of making arrangements for recruitment for those in accordance with the Scheme of Recruitment, the services of 3 persons recruited on the assignment basis had been obtained for 3 non-staff grade posts from the years 2007 and 2011.

5. Accountability and Good Governance

5.1 Action Plan

The Action Plan and the Performance Reports prepared year 2013 had been incomplete and irreconcilable. Even though the Institute has no authority to conduct courses for first degrees, that had been included in the Action Plan.

5.2 Budgetary Control

The following observations are made.

- (a) The budgeted income statement, balance sheet and the cash flow statement had not been presented with the budget in terms of Guideline 5.2.1 of the Public Enterprises Guidelines on Good Governance No. PEI/12 of 01 June 2003.
- (b) Variances between the budgeted and the actual income and expenditure ranging from 13 per cent to 116 per cent including recurrent expenditure exceeding the approved provisions existed, thus indicating that the budget had not been made use of as an effective instrument of financial control.



6. Systems and Controls

Deficiencies in Systems and Controls observed during the course of audit were brought to the notice of the Director of the Institute from time to time. Special attention is needed in respect of the following areas of control.

- (a) Accounting
- (b) Maintenance of Registers
- (c) Financial Control
- (d) Assets Control
- (e) Stores Control
- (f) Budgetary Control
- (g) Advances Control
- (h) Procurement Activities

W.P.C. Wickramaratne
Acting Auditor General



My No:- NILIS/F/35/201

19.03.2015

Auditor General
Auditor General's Department
306/72, Polduwa Rd,
Battaramulla

Report of the Auditor General on the Financial Statements of the National Institute of Library & Information Sciences affiliated to the University of Colombo for the year ended 31st December, 2013 in terms of Section 108(1) of the Universities Act No 16 of 1978.

2. Financial Statements

2.2 Comments on Financial Statements

2.2.2 Accounting Deficiencies

(a) (i)-(iv)

Necessary steps have already been taken to rectify these errors.

(b) (c) (d) (e) (f)

Necessary steps have been taken to rectify these accounting errors.

(g) Action will be taken to revalue these assets in 2015

(h) Necessary action will be taken to rectify this error after a proper examination.

2.2.3 Unreconciled Control Accounts

These fixed assets have been sold in an auction. Since the cost of the assets have not been removed from the fixed assets register this difference has been occurred. Action will be taken to reconcile the balances given in financial statements with that of the control accounts.

2.3 Accounts Receivables and Payables

(a) Necessary steps will be taken after a proper examination of the matter

(b) This amount will be settled as soon as possible.

2.4 Non Compliance with Laws, Rules Regulations and Management Decisions

(a) (i) Inadvertently a receipt has not been issued for this direct credit. At present

receipts are issued for all direct credits.

- (ii) This cheque has been issued for a Visiting Lecturer and it was cancelled off later.
- (iii) At present the work is segregated between three staff members. Out of three staff members two of them are working on assignment basis.
- (iv) Instructions have been given to maintain a separate register for letters sending by ordinary post.

(b) This register is now maintained up to date.

(c) Proper procedure will be followed for similar payments made in future.

3. Financial Review

3.1 Financial Results

Noted

4. Operating Review

4.1 Performance

- (a) Necessary documents have been sent to University Grants Commission to obtain approval for courses conducted by the Institute in accordance with paragraph 4(b) of the NILIS Ordinance, UGC Proposal UGC/AC/PGSR/PG and UGC Circular Letter dated 1st April
- (b) Certain Postgraduate & Certificate Course students have not been able to complete their courses due to the non submission of their thesis and dissertations/Assignments respectively. Students have been informed in this regard.

Professional qualifications acquired by Teacher Librarians from NILIS are not yet recognized by the Ministry of Education for their promotions and to confirm their appointments. We have kept the Education Ministry informed from time to time in this regard.

Number of students enrolling for courses becoming more and more less and even out of the registered students most of the students discontinue the courses due to this reason.

Continuous discussions are held with the Secretaries of Ministry of Higher Education and the Ministry of Education in this regard.

(c) Following courses could not be commenced due to the inadequate number of students. Two syllabus review committees were held during the year.

- (i) MTL 2013/14(Full time)
- (ii) MTL 2013/15(Part time)
- (iii) PGTL 2013/14
- (iv) PGTL 2013/15
- (v) DIM 2013/14
- (vi) ILIM 2013/2014
- (vii) CPL 2013
- (viii) CIM 2013
- (ix) PLIM 2013
- (x) Certificate Course in Digital Literacy 2013

(xi) PGLIS Course was not conducted in 2013 as two groups were enrolled in 2012 as 2012/2013 and 2012/2014

- (d) It is a common phenomenon that a certain number of students of any course discontinue the course they follow. Therefore the Institute has taken a decision to charge a registration fee of Rs.25,000/- from each student for each additional year of continuing the course.
- (e) Full time and part time courses are conducted during weekdays, day time as well as even after 4.00p.m for the convenience of the students.

4.2 Management Inefficiencies

- (a) Stationery & Consumable items are supplied for the whole year since 2014 after calling tenders.
- (b) Government capital & recurrent grants are directly credited to our bank account. Action will be taken to minimize the deficiencies pointed out with regard to issue of receipts and recording them.

4.3 Uneconomic Transactions

Investment is made in three months fixed deposits with a view to minimize the loss of economic benefit due to losing of interest in the case of a sudden withdrawal of invested money under a liquidity issue.

4.4 Administration of Staff

Necessary action has been taken to recruit the staff on permanent basis.

5.0 Accountability and Good governance

5.1 Action Plan

Action will be taken to rectify the deficiencies pointed out in the audit query.

5.2 Budgetary Control

- (a) Action will be taken to minimize these types of deficiencies in future.
- (b) Budget was revised with supplementary allocation received during the year.

6.0 Systems & Controls

More attention will be paid to improve these areas.

Director

01. Vice Chancellor/University of Colombo
02. Chairman/University Grants Commission
03. Secretary/Ministry of Higher Education
04. Secretary/Ministry of Finance & Planning