

Our Vision

***To be the best business education organization
in Sri Lanka***

Our Mission

***“We are in the business of developing
competencies in people and organizations
through training and consultancy”***

Students Hand Book revised version V

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We Provide

Customers

- a) Individuals - Job oriented, well recognized qualifications and their competencies***
- b) Organizations – Strengthening capacity aimed at organizational effectiveness***

Our Staff

Professional freedom, performance based rewards, cordial working environment and the opportunity to learn and grow with the Institute.

Our Visiting Faculty

Recognition above average rewards and the opportunity for networking

Our Partners

World class delivery faculty and expertise

Our Society

Dissemination of knowledge and enhancement of productivity.

Our Values

- We are customers driven and aspire to delight them.***
- We care for and respect people***
- We invest to continuous improvement and strive to be the best***
- We create win-win partnerships***
- We believe in honesty, integrity and transparency in everything we do***

Introduction

Welcome to the National Institute of Business Management, the pioneer in business and IT education in Sri Lanka. We are delighted that you have chosen to be a part of its future. Regardless of your educational and career preferences, let us assure you that all of us at NIBM have interest in your success, and are committed to assist you in your chosen endeavor.

NIBM provides an excellent opportunity to top up your Diploma into a British degree offered by Coventry University. Its collaboration with Coventry University which is ranked as the UK's number one top modern university for the 7th consecutive year by the Guardian University Guide 2019 would promise you a truly international academic experience.

Productivity and Management Development Division (PMD)

The prime aim of productivity and Management Development Division is to facilities the productivity and management practices in business organizations and individuals. For that the division offers a wide range of

- Management Development Programmes
- Productivity & Quality programmes

- Consultancy services
- Tailor made training programmes

PMD Division offers five degree programmes in collaboration with Coventry University.

- BA(Hons) Management and Leadership
- BA(Hons) Professional Accounting
- BA(Hons) Marketing and Public Relations
- BSc(Hons) Global Logistics Management
- BEng(Hons) Manufacturing Engineering

Management Information Systems Division (MIS)

NIBM is proud to be the pioneer computer education institute of the country in providing qualifications and knowledge in computers science. The division is responsible for conducting computer programmes to equip participants with necessary IT skills and qualifications for employment in the IT industry. The division constantly revises its course modules, keeping with the rapid changes in the IT field. The MIS Division offers several Degree programmes, Higher Diplomas, an Advanced Diploma, several Diplomas and Certificate programmes.

In Collaboration with Coventry University, UK, MIS division offers four degree programmes namely,

- BSc(Hons) Computing
- BSc(Hons) Information Technology for Business
- BSc(Hons) Ethical Hacking and Network Security
- BSc(Hons) Quantity Surveying and Commercial Management

In collaboration with Limkokwing University of Creative Multimedia, Malaysia, MIS division offers BA (Hons) Creative Multimedia Degree programme.

Language Unit

The language unit of National Institute of Business Management (NIBM) offers courses to professionals and the school leavers from certificate up to Diploma levels. For the Advanced Diploma and Higher National Diploma courses the Language Unit Conducts Business English modules to enhance the business communicational skills of the participants. In addition to English language and foreign language courses the unit also conducts a range of workshops and tailor made

programmes both on request by the clients and also by way to conducting these on regular basis annually.

Kurunegala Regional Centre

Kurunegala Centre is located at the heart of the town, opened in 1986, offers several Diploma and certificate programmes in Management, Computer Science and English Language. This institute is equipped with state of the art computer lab and modern learning facilities backed by a dedicated team of faculty and staff.

Kandy Regional Centre

Kandy Centre meets the growing demand in the Central Province of Sri Lanka for training programmes in Computer Science, Management and English Language. It was established in 1996 and offers promising programmes in IT and management education for more than 600 students at a time. This centre is equipped with modern computer labs and classroom facilities command a panoramic view of Kandy.

Galle Regional Centre

Galle Centre which was ceremonially opened in 2010 with the primary aim of providing unparalleled learning opportunities for the youth residing in the Southern Province is located in a breathtaking position. This centre offers courses in Management, Computer Science and English Language. This impressive four story centre is a hallmark of quality territory education in the Southern Province. Furthermore, it is equipped with state of the art computer labs, spacious lecture halls, library facilities and cafeteria.

Matara Regional Centre

The new NIBM Matara centre offers quality courses in Management, Computer Science and English Language for school leavers and professionals. This centre is fully air conditioned and equipped with a state of art computer lab, library, study areas and comfortable lecture room facilities.

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General Rules

1 Entry Requirements of Management Information System - MIS Division

The following rules and requirements are to be fulfilled to register to the courses.

1.1 BSc(Hons) Computing (3rd Year)

- ❖ Successfully completed the Higher National Diploma in Information Systems or Higher National Diploma in Software Engineering or Higher National Diploma in Computer Networks or
- ❖ Successfully completed the Diploma in Computer System Design or Diploma in Software Engineering or Diploma in Computer Networks or Diploma in Information and Communication Technology with 2 years working experience in the IT field.

1.2 BSc (Hons) Information Technology for Business (3rd Year)

- ❖ Successfully completed the Higher National Diploma in Information Systems or Higher National Diploma in Software Engineering or Higher National Diploma in Computer Networks or

- ❖ Successfully completed the Diploma in Computer System Design or Diploma in Software Engineering or Diploma in Computer Networks or Diploma in Information and Communication Technology or Diploma in Management Information Systems with 2 years working experience in the IT field.

1.3 BSc (Hons) Ethical Hacking and Network Security (3rd Year)

- ❖ Successfully completed the Higher National Diploma in Information Systems or Higher National Diploma in Software Engineering or Higher National Diploma in Computer Networks or
- ❖ Successfully completed the Diploma in Computer System Design or Diploma in Software Engineering or Diploma in Computer Networks with 2 years working experience in the IT field.

1.4 BSc (Hons) Quantity Surveying and Commercial Management (2nd Year)

- ❖ Successfully completed the Diploma in Quantity Surveying.

1.5 Higher National Diploma in Information Systems (HNDIS)

- ❖ Followed the NIBM Diploma in Computer System Design /Diploma in Software Engineering/Diploma in Computer Networks/Diploma in Management Information Systems.

1.6 Higher National Diploma in Software Engineering (HNDSE)

- ❖ Followed the NIBM Diploma in Computer System Design /Diploma in Software Engineering

1.7 Higher National Diploma in Computer Networks (HND CN)

- ❖ Followed the NIBM Diploma in Computer System Design or Diploma in Computer Networks

1.8 Diploma in Computer System Design (DCSD)

- ❖ G.C.E. Advanced Level 2 passes (Local/London) in any stream or sat for GCE A/L in any stream and 5 credits at

GCE Ordinary Level including Mathematics and English or ICT and English or successfully completed the Certificate Course in Computer Science/Certificate Course in Computer Programming/ Certificate Course in Software Engineering/Certificate Course in Software Development in Java at NIBM. Participants are selected on an aptitude test and an interview.

1.9 Diploma in Software Engineering (DSE)

- ❖ G.C.E. Advanced Level 2 passes (Local/London) in Mathematics or Science stream or sat for G.C.E. Advanced Level in Mathematics or Science stream with 5 credits at G.C.E. O/L including Mathematics and English or sat for G.C.E. Advanced Level in any stream with 5 credits at G.C.E. O/L including Mathematics and English or ICT and English or successfully completed the Certificate Course in Computer Science/Certificate Course in Computer Programming/Certificate Course in Software Engineering/Certificate Course in Software Development in Java at NIBM. Participants are selected based on an aptitude test and an interview.

1.10 Diploma in Computer Networks (DCN)

- ❖ G.C.E. Advanced Level 2 passes (Local/London) in any stream or sat for GCE A/L in any stream and 5 credits at GCE Ordinary Level including Mathematics and English or ICT and English or successfully completed the Certificate Course in Computer Science/Certificate Course in Computer Programming/Certificate Course in Computer Networking and Administration at NIBM. Participants are selected on an aptitude test and an interview.

1.11 Diploma in Management Information System (DMIS)

- ❖ G.C.E. Advanced Level 2 passes (Local/London) in any stream or sat for GCE A/L in any stream and 5 credits at GCE Ordinary Level including Mathematics and English or ICT and English or successfully completed the Certificate Course in Computer Science/Certificate Course in Computer Programming/Certificate Course in Software Engineering/Certificate Course in Software Development in Java at NIBM. Participants are selected on an aptitude test and an interview.

1.12 Part Time Diploma in Computer System Design

- ❖ G.C.E. Advanced Level 2 passes (Local/London) in any stream or sat for GCE A/L in any stream and 5 credits at GCE Ordinary Level including Mathematics and English or ICT and English or successfully completed the Certificate Course in Computer Science/Certificate Course in Computer Programming/ Certificate Course in Software Engineering/Certificate Course in Software Development in Java at NIBM and currently employed. Participants are selected based on an interview.

1.13 Part Time Diploma in Software Engineering

- ❖ G.C.E. Advanced Level 2 passes (Local/London) in Mathematics or Science stream or sat for G.C.E. Advanced Level in Mathematics or Science stream and 5 credits at G.C.E. O/L including mathematics and English or sat for G.C.E. Advanced Level in any stream with 5 credits at G.C.E. O/L including ICT and English or successfully completed the Certificate Course in Computer Science/Certificate Course in Computer Programming/Certificate Course in Software Engineering/Certificate Course in Software

Development in Java at NIBM and currently employed.
Participants are selected based on an interview.

1.14 Part Time Diploma in Computer Networks

- ❖ G.C.E. Advanced Level 2 passes (Local/London) in any stream or sat for GCE A/L in any stream and 5 credits at GCE Ordinary Level including Mathematics and English or ICT and English or successfully completed the Certificate Course in Computer Science/ Certificate Course in Computer Programming/Certificate Course in Software Engineering/Certificate Course in Computer Networking and Administration at NIBM and currently employed. Participants are selected based on an interview.

1.15 Part Time Diploma in Management Information Systems

- ❖ G.C.E. Advanced Level 2 passes (Local/London) in any stream or sat for GCE A/L in any stream and 5 credits at GCE Ordinary Level including Mathematics and English or ICT and English or successfully completed the Certificate Course in Computer Science/Certificate Course in Computer Programming/Certificate Course in

Software Engineering/Certificate Course in Software Development in Java at NIBM, or any other qualification accepted by the selection committee and currently employed. Participants are selected based on an interview.

1.16 Diploma in Information and Communication Technology

- ❖ G.C.E. Advanced Level 2 passes (Local/London) in any stream or sat for GCE A/L in any stream and 5 credits at GCE Ordinary Level including Mathematics and English or ICT and English or successfully completed the Certificate Course in Computer Science/ Certificate Course in Computer Programming/Certificate Course in Software Engineering/Certificate Course in Software Development in Java at NIBM. Participants are selected based on an interview.

1.17 Advanced Diploma in Advertising and Multimedia

- ❖ G.C.E. Advanced Level 2 passes (Local/London) in any stream or sat for GCE A/L in any stream and or 5 credits at GCE Ordinary Level or successfully completed the Certificate Course in Computer Science/Certificate Course in Computer Programming/Certificate Course in

Software Engineering/Certificate Course in Software Development in Java/Certificate Course in Advertising and Graphic Design at NIBM and currently employed. Participants are selected based on an interview.

1.18 Certificate Courses

- ❖ Those who have sat for GCEO/L or GCE A/L

2 Entry requirements of Productivity and Management Development Division -PMD Division

2.1 BA(Hons) Management and Leadership

- ❖ NIBM Higher National Diploma in Business Management (Full Time or Part Time or equivalent qualification from recognized institute)

2.2 BA(Hons) Professional Accounting

- ❖ Advanced Diploma in Financial and Management Accounting

2.3 BA(Hons) Marketing and Public Relations

- ❖ Advanced Diploma in Marketing Management

2.4 BSc(Hons) Global Logistics Management

- ❖ Advanced Diploma in Logistics Management or

Advanced Diploma in Supplies and Materials Management(NIBM) or

- ❖ Advanced Diploma in Business Management (Full Time) (NIBM) or
- ❖ NVQ Level 5 qualification from recognized institute

2.5 BEng(Hons) Manufacturing Engineering

Direct Admissions - Those who have completed G.C.E A/L examination in physical science scheme (Combined Mathematics, Physics and Chemistry) with three simple passes.

- ❖ Advanced Diploma in Manufacturing Management or
- ❖ Advanced Diploma in Industrial Engineering or
- ❖ Advanced Diploma in Facility Maintenance Management

Conditional Admissions- Upon the successful completion of the Advanced Certificate in Engineering Science (ACES) program conducted by NIBM, following participants will proceed directly into the degree program.

- ❖ Those who have completed G.C.E A/L examination in Bio science stream (Biology, Physics and Chemistry) with three simple passes. or

- ❖ Those who have completed G.C.E A/L examination in Technology stream with three simple passes.

2.6 Higher National Diploma in Business Management

- ❖ NIBM Advanced Diploma in Business Management (Foreign Stream-Full Time) or
- ❖ NIBM Advanced Diploma in Business Management (Part Time)

2.7 Advanced Diploma in Business Management (Full Time)

- ❖ GCE A/L 3 passes or sat for A/L with O/L 5 credits including English on completion of Certificate Course in Business Management within the first year (CBM)

2.8 Advanced Diploma in (Part Time)

- ❖ Degree with one year working experience in the relevant field
- ❖ GCE A/L qualification with more than 3 Years of working Experience
- ❖ Advanced Certificate course in Business Management offered by NIBM or any other recognized institute

- ❖ GCE A/L qualification with more than 3 Years of working Experience

3 Registration and Payment

3.1 Reservation

Each participant should use the NIBM reservation form when applying for a programme. The completed reservation form should be handed over to the Programme Office of each division in person, by fax, e-mail or post. The reservation forms can be obtained from the programme office, or can be registered online through the NIBM website. (www.nibm.lk)

3.2 Payments

It is essential that every student register himself/herself after paying the registration fee and the course fee. For a certificate programme second installment should be settled within one month and for a Diploma programmes within two months of the commencement.

No students will be allowed to sit for examinations until they make the full payment.

3.3 Payment Procedure

Payment slip should be obtained from the programme office or payment can be made online through the NIBM website (www.nibm.lk). All course payments could be made to the cashier of the NIBM in cash or by credit card. A student should obtain his/her copy of the receipt and retain it until the end of the course.

3.4 Transfers

After paying the course fee, if the participants need to transfer the registration to the next batch or to another course, he/she should make a written request to the Course Director with the original receipt of payment within one month of commencement of the programme. It should be approved by the Assistant Director Programmes, Course Director and the Director of the Division. Transfers are approved on a case by case basis.

3.5 Refunds

One may apply for a refund of money paid for a particular course within a period of two weeks of the commencement of the course. It has to be a written request with a valid reason made within the stipulated period, addresses to the Director General through the Director of the division.

3.6 Dropout

If a student discontinues without notification or could not pay the second installment will be considered a dropout student.

3.7 Attendance

All candidates who possess a minimum of 70% attendance at each modular Lectures/Discussions of the course are eligible to sit for Examinations.

a) Part Time Students:

Those who possess 50% -69% of the attendance should submit a special assignment in relation to the module after getting approval of the Course Coordinator and the examiner of the relevant module.

Those who have below 50% of attendance will not be allowed to sit for the exam and should follow the full lecture sessions after making the required payment. They should sit for the examination with the next batch.

A candidate who is absent for lecture sessions due to serious injury shall submit a medical certificate obtained from a Government or a recognized hospital. If the candidate has

below 50% of attendance, he/she should follow the balance lectures. They are eligible for marks that they score at the examination.

b) Full time Students:

Those who have below 70% of attendance should follow the balance lecture sessions after making the required payment. They should sit for the examination with the next batch.

c) We have designed biometric attendance system to automatically track student check-in and check-out times during lecture periods. This Attendance System manages to capture student's fingerprint and record their attendance status in a database.

To calculate attendance percentages, lecture period in and out times will be recorded.

3.8 Evaluation of student's progress

The Examinations at NIBM take many different forms, Written Papers, Practical Tests, Project Reports, Take Home Assignments, and Special Assignments etc. Each division will

advise its students about the types of assessments and notify them well in advance about the times and venues of each assessment.

3.9 Project reports

i. Productivity and Management Development Division

This is compulsory for all students who study in all Diploma, Advanced Diploma Programmes. The students of Productivity & Management Development Division are expected to conduct their independence study on a topic of their choice subject to the approval of the Course Director and Supervisor or a Faculty Member. The independent study or project report should be submitted before the deadline (Date of last module test) and which should be of 5000 words. The deadline will be decided and informed to the student by the Course Director and the Supervisor is appointed as soon as the “project proposal” is accepted.

The completed project reports with the supervisors’ signature should be handed over to the Programme Office and a receipt could be obtained.

ii. Management Information Systems Division

The final project is one of the core modules in all Higher National Diploma and Diploma Programmes conducted by the MIS division. The topic for the project should be relevant to the diploma and it shall be selected in consultation with the course director. The project is intended to be an opportunity for participants to apply concepts, methods and skills acquired during the course of the programme to a problem in a real life business or organizational situation.

The project is carried out in groups. Students are not allowed to carry out the project individually. The group size should be 2-4 for Diplomas and 2-5 for Higher National Diplomas.

The students must complete the project within the deadline defined by the course director. If a student fails to complete the project within the given deadline, Distinction passes will not be awarded. The following tasks should be carried out according to the defined deadlines.

- Group Registration
- Submission of project proposal
- Analysis
- Design
(Hardware design/Software design)

- Confirmation of the report by the supervisor
- VIVA
- Submission of project report

3.10 Disciplinary Procedure

All students are required to conduct themselves in an acceptable manner for the purpose of securing and maintaining ethical and academic norms of the institute. Students must produce their NIBM Identity Card anytime for security purposes. All students are expected to dress in a manner, which is appropriate to NIBM setting. Dress code is casual but acceptable standards must be maintained. Students are expected to observe silence at all times in the classrooms and give full attention to the lecturer and the materials presented.

3.11 Guidance to Use Computer Labs

- Do not use pen drives and portable devices without authorization.
- Maintain all documents in a single folder.
- Do not install or remove any software or hardware.
- Do not delete any files outside your folders.

- Do not keep a messy desktop.
- Log out when leaving the computer lab.
- Shut down computers properly.
- Do not email, upload or transfer any data without authorization.
- Speaking, eating and drinking are not permitted within the labs.
- Bags and personal belongings should be kept in the rack allocated.

3.12 Code of Conduct

- i. All students must respect the general resources and physical property. Furniture and equipment should not be marked or damaged.
- ii. They are required to be well behaved in the NIBM premises.
- iii. No students will be allowed to enter the NIBM premises without an Identity Card and when they are attending practical classes and practical tests should carry the practical record book.
- iv. Students must show their student identity card whenever they are requested.

- v. They should submit accurate and authentic documents at the registration.
- vi. Students should comply with the rules and regulations of the NIBM

3.13 Dress Code

Students are expected to conform to the following dress code within the Institute premises and its branches. This dress code will be strictly enforced to the students and any student who violates this code will not be permitted to enter NIBM premises. Students are expected to be attired in a manner suited to the working environment of an office or a business.

- i. Male students will not be permitted to wear fancy shirts, jeans with multiple exposed pockets, caps and rubber slippers. They also will not be allowed fancy haircuts, long, dyed or styled hair which is unusual.
- ii. Female students will not be permitted to wear fitting or three quarter jeans and trousers, jeans with multiple exposed pockets, shorts, deep neck or T-shirts and rubber slippers.

3.14 Student Complaints

NIBM has a procedure for dealing with complaints of participants. If a student believes he/she has a justifiable complaint, should contact the Course Director. If this does not solve the matter you may contact the Director of the Division. Students may submit their complaints through customer the complaints boxes which are fixed in the second floor and fourth floor.

3.15 Grievance Handling

3.15.1 Grievances are a natural part of any academic institution.

Any student who believes he/she has grounds for a grievance shall make an attempt in good faith to resolve the problem through a discussion with the lectures or course Directors concerned. If this method doesn't work, one may contact the Director of the division. Grievances are handled in a way that is fair and impartial and lecturers can prove constructive guidance.

3.15.2 Apart from the above, any student who has a complaint to make or a problem to be discussed he or she could have access to the Director General by informing in writing using the suggestions/complaint boxes available at the NIBM.

3.16 Counseling

Many young students experience stress due to adjustments required for their studies and multiple roles in their lives. Counseling is available for such students for academic, vocational, emotional, personal or social concerns. Lecturers help to explore these issues and assist the students to work towards achieving the goals they have set for themselves.

3.17 Plagiarism Policy

Turnitin Plagiarism Software is used to detect plagiarism in coursework at NIBM. All students of the Degree programmes must submit their coursework except source code on Turnitin. Detecting of code

plagiarism is carried out manually by the Module Leaders.

If the similarity index is higher than the acceptable level set, such course works are manually compared by the Module Leaders and if they are further convinced that the students had copied, they will be given zero marks for their coursework and asked to resubmit as a re-sit. These students will be forwarded to the NIBM Offense Board

Examination Rules and Regulations

4 Examinations

The programmes may require written examinations covering the subject matters for which the students are enrolled. The purpose of the written examination is to determine a student's success and skills. Information concerning written examination schedules may be obtained from the respective course time tables.

4.1 Examination Rules

1. Candidate shall be in attendance outside the examination hall at least 15 minutes before the commencement of examination. He/She shall not enter the examination hall until they are requested by the Supervisor.
2. On admission to the Hall a candidate shall occupy the seat allocated to him/her and shall not change it except on specific instructions of the supervisor.
3. No candidate shall be admitted to the examination Hall for any reason after the expiry of half an hour from the commencement of the examination. A candidate is not allowed to leave the Hall until an hour has lasted after the commencement of the examination. A candidate is not allowed to leave during the last 15 minutes of the examination.

4. A candidate should produce his/her student Identity Card with him/her in the examination hall on every occasion he/she presents himself for an Examination Paper. The student shall sign a declaration if he fails to produce the Identity Card and produce the Identity card next day. If he/she has lost the Identity Card he should obtain a duplicate and produce to the Examination Supervisor. Registrar can make a decision to accept a valid identity card in an emergency situation.
5. No candidate shall keep any notes in his/her clothes or on Identity Card or keep any signs, formulas, or material with him. All notes, books, Parcels, hand bags etc. should be kept away and placed at a table indicated by the Supervisor or Invigilator.
6. If the Supervisor so requires each candidate shall declare everything he/she has in the possession.

7. No candidate shall copy or attempt to copy from any book or paper or notes or similar material or from the scripts of other candidates. No candidate is allowed to talk, discuss or ask for any help, answers or any other assistance from the candidate who is seated next to him during the examination time. Candidates should not write any notes, formulas, diagrams and sketches on any part of the body.
8. Nor shall any candidate either help or obtain any assistance from another candidate or person whom so ever. Nor shall any candidate conduct himself so negligently that an opportunity is given to any other candidate to read anything written by him or to watch any papers or any practical examination conducted by him/her. Nor shall any candidate use any other unfair means or obtain or render improper assistance at the examination.
9. Candidate shall bring their own pens, ink, pencils mathematical instrument, erasers or any other equipment which the candidates have been requested to bring to the examination hall.

10. Stationery required for the examination (Writing paper, Drawing paper, graph paper etc) will be provided by the institute. Answer sheets or paper provided to a candidate shall not be torn or crumpled or folded or damaged or mutilated. No other papers shall be used by the candidates during the examination. The unused papers or graph tables provided should be used with care and left behind on the desk and not to be taken away from the examinations hall.
11. Every candidate shall enter his/her Index Number on the answer book and on every continuation paper. He/she shall also enter all necessary particulars as indicated in the cover of the answer book. A candidate who inserts an Index Number other than his own number is liable to be considered as cheating. A script that bears no Index Number or that bears an Index Number which cannot be identified is liable to be rejected. No candidate is permitted to write his/her name or any other identifiers and marks on the answer script and no remarks of explanations of any kind (e.g to late arrival or illness) should be addressed to the examiners.

12. All calculations and rough work shall be done on the papers provided and shall be attached to the answer scripts. Such work should not be done on admission card, or on any other paper. Any candidate who disregards these instructions will be considered as having written notes or outline of answers with the intention of copying.
13. Any answer or part of any answer which is not to be considered for the assessment shall be neatly crossed out. If the same question has been attempted in more than one place it shall be crossed out carefully.
14. All candidates are under the authority of the supervisor during the examination and candidates should assist him/her by obeying and carrying out his/her instruction and assist invigilators before and after the examination.
15. Each candidate shall conduct and behave himself/herself in the Examination Hall and should not cause any disturbance to or inconvenience to the Examination staff or any other candidates. In entering and leaving the Hall he/she shall conduct himself/herself as quietly as possible. A candidate is liable to be excluded from the Examination hall for disorderly conduct.

16. Candidates shall stop work promptly when announced or ordered by the Supervisor or Invigilator.
17. Absolute silence shall be maintained in the Examination Hall. A candidate is not permitted for any reason to communicate or have any dealings with other students other than the Supervisor or Invigilator.

In case of urgency the candidate can communicate with the Supervisor or Invigilator. The attention can be drawn by raising his/her hand from where he/she is seated.
18. During the course of answering a paper no candidate is permitted to leave the Examination Hall temporarily. In case of an emergency the Supervisor/Invigilator will grant permission to do so but the candidate will be under his supervision.
19. No person shall impersonate a candidate whether in the Examination Hall or before or after the Examination. Nor shall any candidate be allowed to be impersonated by another person.
20. No candidate shall obtain or attempt to obtain prior knowledge of Questions or any components of questions presenting in the question paper.

21. Candidates are not allowed to use any mobile communication devices during the examination. If such items are found in their possession during the examination, the devices will be confiscated and returned to them only after the Exam offence Board makes the decision to return. Students are not allowed to use mobile phone instead of calculator during the examination.
22. Serious Action/Disciplinary Action will be taken if any dishonest assistance is given to a candidate by any person.
23. If any circumstances aroused or under emergency situation in which opinion of the Supervisor renders the cancellation or postponement of the examination is necessary he/she shall stop the examination, collect the scripts written by the student and report matter as soon as possible to Director General (Higher Authority).

24. The supervisor/Invigilator is empowered to obtain a statement in writing regarding any matter, examination offence which has been aroused during the course of the examination conducted and such statement shall be signed by the candidate. No candidate shall refuse to make statement or to sign it.
25. Candidates shall not contact any person other than the Director General or Course Director or Examination Registrar concerning examinations or Examination Matters.
26. Every candidate must hand over their answer scripts personally to the Supervisor/Invigilator or shall remain in the seat until the answer sheets are collected. Candidates shall not handover their answer scripts to the attendant or any minor employer of the Institute.
27. Face of the candidate should be clearly visible at the examination hall for the identification purposes.
28. The candidates will be required to sign his/he usual signature in the admission card in the presence of the invigilator. Admission Card sent to the candidates should be duly perfected and handed over to the invigilator when required to do so.

29. Any candidate who has registered for an examination can withdraw from the examination within specific period of time by submitting medical certificate from Government or recognized private hospital at the earliest possible time.
30. If a candidate who was registered for a programme could not sit an examination due to ill health, he/she shall notify it to the Examination Registrar or Course Director immediately. This should be confirmed with supporting documents within seven days to Registrar/Examinations or to Course Director.
31. A student who was absent himself/herself for an examination is not eligible for merits unless the Results Board Committee approval is granted.
32. No student shall sit for an examination without any permission or approval obtained from the Course Director or Examination Registrar or Director General of the National Institute of Business Management.
33. Following valid reasons for absence are accepted with documentary evidence for Diploma, Advanced Diploma and Higher National Diploma students.
 - i. Serious ill health/sickness
(Accident, Surgery, Confinement etc.)

- ii. Death of a member of his/her immediate Family
- iii. Any other grave cause acceptable by the Results Board
- iv. A candidate who is absent for an examination due to medical reason shall submit a medical certificate obtained from a Government or a recognized Private Hospital or Government Ayurveda Hospital . In the case of hospitalization student shall submit documentary evidence in proof of the inability to attend examination within 07 days (diagnosis card, prescription on discharge and any other proof of hospitalization) after conducting Exam. This Medical Certificate should be endorsed by the Medical Officer of NIBM and it should be presented to the Results Board by the Examination Division.
- v. Absence of a candidate from an examination due to a death of a parent or a sister, brother, spouse or child will be excused if approval is granted by the Results Board on producing appropriate documentary evidence.
- vi. In Case of a Marriage - Documentary evidence should be produced as a proof.

4.2 Special Repeat examinations

4.2.1 Productivity & Management Development Division (PMD)

- 4.2.1.1 A student who was absent himself/herself for the normal modular examination or who does not obtain a pass mark of 40% (grade of C per each module) for any subject will be allowed to repeat any module exam within a period of 5 years from the date of commencement of the course. Although He/She scores high marks (more than 40%) at the repeat examination, it will be capped at 40% and will be taken as a general pass.
- 4.2.1.2 He/She should apply for a special examination without charging for acceptable reasons and their attendance requirement (70%) should be satisfied for the respective module. They are eligible for Distinction or merit passes.

- 4.2.1.3 No student shall sit for an examination without any permission or approval obtained from the Director PMD Division, Heads of Regional Centres or Registrar Examinations of the National Institute of Business Management. They should complete each module within **three** attempts. Once student receives the approval and a letter indicating the date and time of the examination they must pay the relevant examination fees **three days** before the examination date.
- 4.2.1.4 Special repeat exams for referred and absent students will be conducted within 30 days after releasing provisional exam results.
- 4.2.1.5 Students can apply for Repeat Examinations through online (www.nibm.lk). Time Tables of Repeat Examinations will be posted/Displayed to students by the Examinations Unit on notice board and website.

4.2.2 Higher National Diploma/Diploma Programms in the Management Information Systems

- 4.2.2.1 Students who have not achieved 3.3 of GPA for all modules or could not sit at the examination should repeat the subject with another ongoing batch of the diploma programme or with the special repeat examination. They should obtain a grade of C or better in each module to achieve GPA.
- 4.2.2.2 Students who have not achieved 2.0 level performance in each module or absent for the examination should repeat the subject with ongoing batch or with the special repeat examination of Higher National Diploma programmes.
- 4.2.2.3 Those who have below 70% of attendance are not allowed to sit for examinations and they are required to cover balance lecture sessions with immediate batch. They are not eligible for classes or merits. A candidate who is absent for lecture sessions due to serious injury shall submit a medical certificate obtained from a Medical Officer of a Government Hospital or a recognized Hospital. They are eligible for marks that they score at the examination.

4.3 Examination Offences and Punishments

4.3.1 Offences

- i. Possession of unauthorized documents and (notes, answers) at the time of Examination
- ii. Copying during the said examination
- iii. Cheating
- iv. Removal of stationery from the Examination Hall
- v. Disorderly Conduct
- vi. Impersonation
- vii. Improper Knowledge
- viii. Aiding & Abetting
- ix. Possession of Electronic Mobile Devices

4.3.2 Punishments

- i. Any candidate who violates Examination Rules **5** shall be deemed guilty of the offence of **“Possession of unauthorized documents”** and shall be liable to cancellation of his candidature from the examination and any other punishment decided by the Examination Appeal Board.
- ii. Any candidate who violates Examination Rules **7** shall be deemed guilty of the offences of **“Copying”** and shall be liable to cancellation of his candidature from the Examination and be prohibited from sitting examinations of the Institute for a period one year or less than 3 yrs.

- iii. Any candidate who violates Rule **8** shall be deemed guilty of the offence of having **“Cheated at the Examination”** and shall be liable to the cancellation of his candidature from the examination and should be prohibited from sitting examinations of the Institute for a period of one year to 3 yrs.

- iv. Any candidate who is detected of **“Removing stationery provided for the examination”** shall be deemed guilty of an examination offence and shall be liable for a punishment including a cancellation of the examination results and prohibiting from sitting examination of the Institute for one year.

- v. Any candidate who violates **14,15,16,17 or 18** shall be deemed guilty of the **“offence of disorderly conduct”** and shall be liable for punishment. A punishment will be the cancellation of the candidature of examination for a period of one year.

- vi. Any candidate who violates Rule **19** shall be guilty of the **“offence of impersonation”** and shall be liable to cancellation and prohibition of sitting examinations of the Institute for 3 years. This is a serious offence and if both candidates are students of the NIBM both should be punished under Examination Rules and under Public Law if necessary.

- vii. Any candidate who had violated Rule **20** shall be guilty of an examination offence and shall be liable to be punished by cancellation of the candidature of the examination and further punishments which can be decided by Examination Appeal Board.

- viii. Any candidate who had violated Rule **21** shall be guilty of keeping mobile communication devices at the examination halls and shall be liable to be punished by cancellation of the candidature of the examination and further punishments which can be decided by Examination Offence Board.

- ix. Any candidate found **“aiding & abetting”** in the commission of any of the above examination offence shall be deemed to have committed that offence and shall be liable to the punishments decided by the Examination Appeal Board.

4.4 Procedure Regarding Examination Offences Committed by Candidates

There shall be an Examination Offence Board comprising of 3 members. This committee inquires into and make recommendations regarding punishments into Examination Offences referred to it. It will be held once in three months.

4.5 Publication of Provisional Results

Provisional results of all examinations will be displayed on notice boards and NIBM website with the index number and grade of the each module.

4.6 Issuing Transcripts

Transcripts will be issued only after the confirmation of the results by the Results Board. Candidates shall apply for such certificate on a form provided or as an online request.

Learning Facility of NIBM

5 Facilities

5.1 Library Facilities

The NIBM Library and Documentation Centre is a source of a wealth of information. It plays a vital role in catering to the information and educational needs of both course participants and professional staff of NIBM.

The Classification System used by the Library is the Universal Decimal Classification (UDC). In April 1990, it commenced using the computer-based bibliographical information systems introduced by the UNESCO. Software packages used are WINISIS new version and Visual Basic with ACCESS. The Software Development unit is at present developing a new library system.

5.1.1 Mission

The Library's mission is to provide comprehensive resources and services in support of the research, teaching, and learning needs of the Institute community.

5.1.2 Vision

The Library is committed to the delivery of timely, accurate information to faculty, administrators and students, and to providing library resources and services in a technologically rich environment.

5.1.3 Main objectives of the library

- To support and facilitate the research, learning, teaching and administrative activities of the Institute, by organizing, maintaining and providing access to appropriate literature and information resources in such a way as to provide optimum benefit for Library users.
- To provide an appropriate and comfortable environment, accommodation and facilities for the use of Library resources.
- To support the Institute, emerge as a leading institute of the country, embracing traditional values of higher education but adapted to the global community of the 21st century.
- To identify, acquire, organize, store, and provide on-demand access to the available intellectual and research products of scholars to support teaching, learning, research and creative endeavors.
- To provide greater access to digital collections while continuing to build and improve access to collections in all formats to meet the research and teaching needs of the institute.

- To foster information literacy and work involving the NIBM community and to enable users to think critically, create knowledge, and be life-long learners.
- To provide and ensure quality services and good professional practice in library activities.

5.1.4 Subjects Areas and Classification Numbers

Library classification system - Universal Decimal Classification System (UDC)

- Accountancy & Financial Management 657
- Business Law 347.7
- Business Management 658.1
- Communications 658.1245
- Computer Science 681.31
- Counseling 658.383 A
- Economics 330
- Electronics 621.38
- English Language 811.111
- Fashion Design 687.01
- Industrial Engineering 658.1 B
- Interior Design 72.011
- Marketing 658.8
- Mathematics 510
- Office Management 651
- Productivity 338.011
- Psychology 159.9
- Public Relations 659.4

- Research Methodology 5.001
- Small Scale Industries 338.964
- Statistics 519.2
- Training 658.386

5.1.5 **Resources**

Books, Periodicals, eBooks, eJournals, eResources Collection, Maps, Consultancy Reports, Project Reports, Newspaper Clippings, Pamphlets, Video Collection, CD-ROM & DVDs, Slide, Roll Films & Audio Collection.

5.1.6 **NIBM eLibrary**

- e-Library can be accessed via www.nibmworldwide.com
- Staff and students may use the NIBM e-mail and password to access e-Library.
- Resources are eBooks, eJournals, student handbooks and past question papers.

5.1.7 **Emerald Online eJournals Collection**

- Emerald Publishing Limited is a scholarly publisher of academic journals and books in the fields of management, business, education, library studies, health care, and engineering in United Kingdom.

- NIBM library has subscribed to the EMERALD data base to enable students and staff to peruse research publications on a wide variety of disciplines such as business, management , & strategy and information & knowledge management.
- Past and current issues of 66 journals
 - 56 titles - Business, Management and Strategy
 - 10 titles - Information and Knowledge Management

EMERALD eJournals can be accessed via

<https://www.emerald.com/insight>

- There are no restrictions on the number of downloads.
- Staff and students may request username and password from the Librarian to access EMERALD outside the NIBM premises.

5.1.8 All Access Benefits of Harvard Business Review eCollection

- <https://www.hbr.org>
- Print, online, and tablet editions
- Full Access to HBR.org, HBR archives, and top 50 articles
- 7 premium business tools

- Visual Library, with downloadable/ customizable slide decks

5.1.9 Pearson Publication eBooks

- <https://elibrary.in.pearson.com/bookshelfDashboard>
- 12 titles of Information Technology
- 41 titles of Management
- All eBooks are recommended readings
- User Name : nibm.teacher or nibm.student
Pass Word : HELib12345

5.1.10 Taylor & Francis Group Publications eBooks

- www.taylorfrancis.com
- Access Benefits
- Perpetual Access
- Multi user Access
- Unlimited downloads
- 24*7 Access: You get access around the clock wherever IP's work.

5.1.11 Special Collection

The Fully-fledged library and documentation center is well stocked with over 27,000 books, 773 CD ROM's and DVDs, Educational video tapes, selected periodicals, Asian Productivity Organization(APO) Publications, Training Manuals, Company Annual Reports, Socio-economic Statistics, NIBM Consultancy, students Project Reports, Language unit, newspaper clippings and the Sri Lanka collection, e-books, ejournals and eresource Collection.

5.1.12 Services

Reference, Lending, Circulation of Indexes and Acquisition List, Circulation of Journal Content Page Service, Selective Dissemination of Information (SDI) to our faculty and administrators, Literature Searches using Library Database, Current Awareness Services, Inter-library Loans, Documentation Services (By using Photocopy, e-Mail, Fax, Printouts), Photocopying Service, Inquiry Service, Information Consultancy, Internet & e-Mail facility free of charge for library members.

5.1.13 Library Membership

Membership of the library is open to the professional staff, executive staff of the NIBM and participants who are nominated to attend Certificate, Diploma and Higher National Diploma programmes offered by the Institute. The course participants who wish to borrow books from the library should furnish a refundable deposit of LKR 3000/-

The Library has introduced Institutional membership for others who have interest in using the Library.

- i. Library opening hours are 0830h to 1630h on weekdays and weekends. It is closed on NIBM holidays.
- ii. NIBM Library is available for all course participants for reference purposes. Participants of Diploma and Higher National Diploma courses are allowed to borrow books after paying a refundable library deposit.
- iii. Those who are following Diploma and Higher National Diploma programmes could have free access to internet facilities in the library.

- iv. Students are able to photocopy library documents at a nominal charge.
- v. The library fine of LKR 10/- per day will be charged for overdue books.

5.1.14 Guidance to Use library

- i. Students are required to obtain Library membership card**
- ii. Members are entitled to borrow one book at a time for a period of 14 days.
- iii. Bags and personal belongings should be left on the shelves kept at the library entrance.
- iv. Students must refrain from, shouting, eating and drinking and using mobile phones inside the library
- v. Silence must be maintained at all times
- vi. Readers may use the reference collection within the library premises only
- vii. Students are not permitted to borrow books from the consultant's collection and the Sri Lanka collection.

- viii. Students are advised to keep the books on the table after reading and not attempt to put them back on the shelf.
- ix. Students are allowed to borrow one book at a time from the student books collection for a period of two weeks.
- x. Readers must sign for every book taken out of the library.
- xi. Readers must return the books on or before the date of return
- xii. No reservations and extension allowed for the participants.
- xiii. All books must be returned before the end of the course. The certificates of Diploma/Higher National Diploma will not be awarded to the participants until they are returning the library books/materials borrowed by them.
- xiv. Readers are responsible for the safekeeping of all publications borrowed by them. The replacement cost at the current market price, converted to local currency at the rate used by local booksellers will be charged in all lost publication.

5.2 Programme Office

NIBM comprises of two programme offices for MIS and PMD divisions. We commit to widening participation and learning, quality assurance process, support for students in starting their careers and obtaining world renowned information technology and management education provided at NIBM. They provide advice and information on a wide range of issues, including study programmes, assignment / project report submissions, exam schedules and payments.

5.3 Industrial Training Unit

The aim of the Industrial Training Unit is guiding and grooming the students for their Industrial Training and maintaining the link between the industry and NIBM.

5.4 Career Guidance Unit

Career Guidance Unit offers support, advice and guidance for prospective students to meet employers in the relevant fields. The main purpose of this unit is to develop the career related skills such as leadership and teamwork skills,

communication skills, managerial skills, marketing and entrepreneurial skills.

5.5 Medical Centre

NIBM established a Health Centre at the Colombo centre in 2008. Students can consult the visiting Medical Officer who is available three days of the week and a nursing officer during working hours.

5.6 Cafeteria

NIBM cafeteria offers a range of Sri Lankan foods for a reasonable price. Students should use the cafeteria for having meals only. Students are strictly advised not to use the cafeteria for study purposes, loitering or for other meetings. The area is strictly reserved for having meals during breakfast and lunch times.

5.7 WIFI facilities

Students have free Wi-Fi internet access in the NIBM premises in support of teaching and practical's.

5.8 MS Office 365

Students are able to access Office 365 and automatically have an e-mil account which includes e-mail, calendar and contracts and it provides storage space on Microsoft's cloud one drive. Students are informed of assignment

submission dates, project deadlines, viva dates and Industrial Training presentation dates through e-mails. They can also download handouts through this facility.

5.9 Use of NIBM Premises after Lecture Hours

Students are allowed to study in study area after lecture hours with the permission of the respective authority.

5.10 Using Lift and Emergency Exits

Students are able to use the lift freely. Emergency Exits are available to be used in an emergency.

5.11 Vehicle Parking

Participants are able to park their vehicles with permission of the security personnel, subject to availability of space. Further parking spaces are available outside the NIBM premise.

5.12 Extracurricular Activities

Under the extracurricular activities students are encouraged to organize different events to enhance their inter-personal skills, knowledge, physical and mental fitness. Sinhala and Tamil New Year along with the traditional rituals and

customs is one of the most important annual events in every year. Students are also requested to organize different religious activities, talent shows and social event such as blood donation campaigns.

6 Alumni

Passed out Graduates, Higher National Diploma and Diploma students of NIBM have the opportunity to obtain membership of the Alumni Association. The purpose of the alumni is to promote excellence in all aspects to establish a mutually beneficial relationship among the students. This association often organize social events, publishes newsletters or magazines. Additionally it provides a forum new friendships and business relationships with people of similar background.