

# University of Colombo

## National Institute of Library and Information Sciences

### Higher Diploma in Library and Information Management (HDLIM)

#### By-Laws

By-Laws made by the Council of the University of Colombo under section 135 of the Universities Act No. 16 of 1978 and its subsequent amendments.

These By-Laws may be cited as the **Higher Diploma in Library and Information Management** By-Laws No. 17 of 2023

These By-Laws shall come into effect either on its receiving approval by the Council or on such other date as decided by the Council.

#### 1. Award of Diploma

1.1 HDLIM will consist of two levels as **Higher Diploma in Library and Information Management-1** and **Higher Diploma in Library and Information Management-2**.

1.2 Subject to these By-Laws a person may be awarded the **Higher Diploma in Library and Information Management** (hereinafter referred to as the HDLIM), if he/she has:

- (a) been a registered student at the National Institute of Library and Information Sciences (hereinafter referred as NILIS), University of Colombo (hereafter referred as the university) for the period prescribed by these By-Laws;
- (b) thereafter pursued the program of study of at NILIS to the satisfaction of the Director, as prescribed by these By- Laws, and other Rules and Regulations of the University;
- (c) satisfied the examiners at the prescribed written examinations, Classroom tests, Practical Assignments, and any other forms of examination as decided under these By-Laws and at the Project Report approved by NILIS;
- (d) paid such registration, tuition, supervision and examination and other dues as may be payable by her/him to NILIS; and

- (e) fulfilled all other requirements prescribed by these By-Laws and the Rules and Regulations of NILIS and the University.

## **2. Process of Applying**

- 2.1 Application for registration shall be Invited by notice in the newspapers, social media and websites.
- 2.2 A person who wishes to become a candidate for the HDLIM program shall make an application to the Deputy / Senior Asst. Registrar of NILIS when the said program is advertised.
- 2.3 The application shall be on the prescribed form providing the information as he/she may be required to submit, including his/her qualifications for undertaking the course of study.
3. There shall be a Co-ordinator for the program who shall be appointed by the Board of Management on the recommendation of the Director, NILIS.
4. Applications received by the Senior Assistant Registrar / Deputy Registrar shall be referred to the Co-ordinator. The Co-ordinator, having examined the applications for necessary initial qualifications, shall make the recommendations to the Director. The final list of candidates to be enrolled shall be recommended to the NILIS Board of Management (hereinafter referred as NILIS/BOM), by the Director.

## **5. Admission Criteria for HDLIM-1 and HDLIM-2**

- 5.1 No person shall be considered for admission to the **HDLIM-1** unless he/she has satisfied the following qualifications:

(a) Pass the Diploma in Library and Information Management **OR** Diploma in School Librarianship **OR** Diploma in Public Librarianship conducted by NILIS.

**OR**

(b) Pass any other Diploma program in Library & Information Science or a related discipline at Level 3 of the Sri Lanka Qualifications Framework (SLQF) or equivalent, conducted by a recognized Higher Education Institute or a Professional Organisation.

**AND**

(d) Perform satisfactorily at a selection test and / or a selection interview conducted by NILIS.

- 5.2 No person shall be considered for admission to the **HDLIM-2** unless he/she has satisfied the following qualifications:

- (a) Pass the Higher Diploma in Library and Information Management – 1 conducted by NILIS.

## **6. Registration**

- 6.1 A person who is selected for admission to the Programme by the NILIS shall forthwith register as a student upon payment of the prescribed registration, and other fees and/or deposits not later than the prescribed date.
- 6.2 The minimum period of registration for the HDLIM-1 and HDLIM-2 shall be one year each. The initial registration (hereafter referred to as first period of registration) shall be valid for one academic year counted from the date of commencement of the course. Any registration after the lapse of the first period of registration shall be for a period of one year at a time, with a maximum of three years.
- 6.3 The registration for the HDLIM shall be deemed to have lapsed at the expiry of its period of validity. A candidate, whose registration has so lapsed may request for renewal of registration for a further period, provided the NILIS considers him/her eligible for such registration. However, no registration may be renewed after the expiry of three academic years from the end of the first period of registration for the HDLIM. Any such candidate may be required to seek registration for the HDLIM afresh if he/she failed to obtain the diploma even after the expiry of the third period of registration.
- 6.4 If the number of persons who have applied and/or who are registered for the course in any given year is not sufficient, in the opinion of the NILIS, to make the conducting of the course financially viable, the BoM reserves the right not to conduct the course, subject to NILIS refunding any fees, except the application fees, that may have been received.
- 6.5 Notwithstanding anything stated to the contrary, the NILIS shall have the right to cancel, for the cause shown, at any time the registration of a candidate.

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- 7.1 A student who is accepted as a candidate for the HDLIM shall devote time for the studies at NILIS.
- 7.2 No such candidate shall keep away from classes or leave the country or withdraw from the examinations or a classroom test without prior approval from the NILIS, unless on medical grounds.

## **Part II - Course Structure**

### **8. Course details**

- 8.1 The program of study leading to HDLIM unless otherwise decided by the Senate for special reasons shall be of **two academic years**.

- 8.2 Each academic year shall consist of two semesters. Subjects will be completed by the students in each academic year as given in the schedules I & II. An examination shall be conducted at the end of each semester after completing the teaching allocated for that semester.
- 8.3 The titles of the subjects taught shall be as those set out in the Schedule I & II and the Senate shall have the power, on the recommendation of NILIS, to amend the schedule, the syllabi, and the number of question papers to be set in respect of each subject.
- 8.4 The results of the performance of the candidates shall be determined by the Board of Examiners and the Institute shall recommend to the Senate for ratification.
9. The medium of instruction shall be Sinhala, Tamil or English.

### **Part III –Examination & Evaluation**

#### **10. Examinations**

10. In each subject, 50 percent of the aggregate mark shall be allocated through a system of continuous assessment based on the performance at take-home assignments or any other form of assignment. The balance 50 percent shall be awarded on the performance at the written examination held after the period of teaching. The Bibliography / Report shall be allocated a mark of 100 per cent.
11. Candidates shall be evaluated in respect of course work by the teachers concerned whenever it is possible. The answer scripts of the end of semester examinations and the Project Report shall be assessed by the examiners appointed by the Senate of the recommendations of the Board of Management.

#### **12. Eligibility to sit the examinations**

12.1 A person shall not be permitted to sit the examination unless;

- (a) She/he has duly registered as a HDLIM candidate as from the commencement of the academic year for which that examination is held;

Provided that in the event of the results of the examination being published only after the commencement of the academic year following that in which the examination was held, any unsuccessful candidate intending to renew the registration that year may do so within attending the required proportion of lectures, tutorial classes and other forms of instruction in the subject matter of each subject;

- (b) She/he has registered for the examinations with NILIS for the examination s/he intends to sit;

- (c) The Co-ordinator has certified that s/he has completed the course of studies leading to the examination by attending the required proportion of lecturers, tutorial classes and other forms of instruction in the subject matter of each subject;
- (d) Her/His student registration continues to be in force;
- (e) She/he has paid examination and other fees due to NILIS;
- (f) Her/His application for entry to the examination has been accepted.

12.2 All rules relating to the Examination Procedure, Offences and Punishment Regulation No. I of 1986 of University of Colombo, as amended from time to time, shall *mutatis mutandis*, apply to, or in relation to, the HDLIM examinations.

12.3 Without prejudice to the generality of the aforementioned regulation, rules relating to assignments/tests and any other form of evaluation, shall be formulated and implemented by the Co-ordinator with the approval of the NILIS/BOM. Any matter, relating to them shall be decided by the BoM on the recommendation of the Director.

12.4 Rules relating to assignments/tests/seminars/Project Report shall be announced from time to time, by the Co-ordinator in consultation with the teachers and such rules shall not be changed or revoked unless otherwise so decided by the Academic Committee and the NILIS/BOM.

### 13. Evaluation Criteria

13.1 As indicated in Schedule I of this By-Laws, all students shall study core subjects for HDLIM-1 as specified in Schedule I. Each subject will be of 30 hours duration. In addition, they will compile a Bibliography on a subject approved by NILIS.

13.2 As indicated in Schedule II of this By-Laws, all students shall study core subjects for HDLIM-2. Each subject will be of 30 hours duration. In addition, they will write a Research Report which will carry the equal weight of one core subject.

13.3 A candidate's performance in the taught course modules and the Bibliography / Research Report shall be graded according to the following scheme and the calculation of Grade Point Average (GPA) is carried out considering the grade point for each subject and credits allocated accordingly.

#### Scheme of assessment

Grade	Range of Marks	Grade Point Value
A+	90-100	4.00
A	80-89	4.00
A-	75-79	3.70

B+	70-74	3.30
B	65-69	3.00
B-	60-64	2.70
C+	55-59	2.30
C	50-54	2.00
C-	45-49	1.70
D+	40-44	1.30
D	30-39	1.00
E	00-29	0.00

During the study period, a candidate accumulates Grade Point Values through continuous assessment and end of Semester examination for the Course Modules and the project report.

13.3 Each of the taught course modules and the Project Report shall carry a maximum grade point of 4.00.

13.4 From the Grade Point Values (GPV) accumulated, a Grade Point Average (GPA) will be calculated by taking the credit point of each module ( $C_i$ ) into consideration and by using the following formula.

$$GPA = \frac{\sum_1^n GPV_i C_i}{\sum_1^n C_i}$$

Where  $GPV_i$  and  $C_i$  are the Grade Point Value earned and credit values allocated respectively for the 'n' number of courses. Any calculated GPA shall be rounded to the second decimal place.

#### 14. Pass / Refer / Fail in HDLIM

14.1 To qualify for the award of HDLIM a candidate must obtain a pass in the HDLIM-1 and HDLIM-2 examinations.

14.2 A candidate shall be deemed to have **passed** the HDLIM if S/he:

- (a) has completed 30 credits from all the course modules given in Schedule I & II
- (b) has achieved a Grade Point Value of 2.00 or above in each of the course modules.

14.3 If a candidate obtains a GPV of less than 2.00 in a module, he/she shall be deemed to have an incomplete result in that module.

14.4 A candidate who has incomplete result having obtained a GPV of less than 2.00 in each of the modules during a semester will repeat those modules at the next available occasion. Such candidates will be given the option to carry forward marks of continuous assessments they earned during the particular semester.

- 14.5 A candidate who re-sits a module shall be deemed to have passed in the module if he/she receives a grade point 2.00 or above for the module. A candidate who obtains more than GPV 2.00 at the re-sit attempt will be given a maximum grade point of 2.00 in calculating the GPA.
15. A candidate who does not satisfy the minimum conditions for the award of HDLIM as laid down in paragraph 14.2 above, shall be deemed to have either referred or failed.
16. A candidate shall be deemed to have been **referred** if she/he passes in all but two of the subjects, having obtained a mark of not less than 40% (not less than GPV 1.30) in each of the subjects in which she/he failed.
17. The referred candidates shall reach the 50 per cent mark (GPV Value of 2.00) in the two referred subjects to successfully complete the examination, by the end of the academic year immediately following the year of their first attempt. However, the Senate on the recommendation of NILIS may allow one more additional chance to disserving candidates to re-sit the examination in the referred subject on consideration of special circumstances, which may have prevented the candidate from completing the subject in the year immediately following the year of first attempt.
18. Candidates referred in a subject shall not repeat the course work. They shall be eligible to receive a pass in the referred subject based on their performance only at an assignment on an approved topic in place of course work (This assignment shall carry 50 percent of the weight in the evaluation of the subjects concerned. And end of course examination concerned. If the reference is in the project report additional supervision may be provided subject to payment of supervision fee by the candidate.
19. The candidates who do not satisfy the conditions for pass or reference shall be deemed to have **failed** in the HDLIM examination.
20. The candidates who fail shall be allowed to re-sit the HDLIM examination as repeat candidates in the academic year immediately following their first sitting unless permission of the Senate is obtained to take the repeat examination in a subsequent year. Permission shall not be granted in this way to re-sit beyond a period of three years from the first year of registration.

A candidate who obtains such permission to repeat in two years' time, shall however be required to keep her/his student registration annually renewed until she/he takes the repeat examination. The performance of repeat candidate shall be assessed on the basis of an assignment per subject to be submitted on an approved topic (which shall carry 50 percent weight in the total marks to be scored in the subject) and the end of semester examination (the balance 50 percent marks).

21. A candidate shall not be referred in the examination for more than twice. A candidate who failed to complete the referred subject even in the second repeat attempt, shall seek re-registration for HDLIM as a new student in competition with fresh candidates.

- 22.1 A candidate shall be deemed to have qualified for a **Merit Pass** if she/he at one and the same examination passes in all subjects and securing a minimum grand average of 65% with A Grade passes in at least two subjects and at least B Grade passes in all the remaining subjects.
- 22.2 A candidate shall be deemed to have qualified for a **Distinction Pass** if she/he at one and the same examination passes in all subjects and securing a minimum grand average of 70% with A Grade passes in at least four subjects and at least B Grade passes in all the remaining subjects.
- 22.3 A candidate shall be eligible for the award of a **Merit or Distinction Pass** only when she/he took the examination leading to the DLIM on the first occasion on which she/he was qualified to take that examination unless the Senate determines that she/he is eligible for the award although she/he took the examination on a subsequent occasion.
23. NILIS shall announce through public notification the names of the candidates who have obtained HDLIM and of those who have been referred. All candidates shall be informed individually of the results of their examination.

#### **24. Fees**

- 24.1 The fees for application, registration, examination, and library facilities shall be determined from time to time by NILIS. The fees paid shall under no circumstance be refunded except in the circumstances stated in clause 6.4 above.
- 24.2 There will be additional fees charged from referred and/ or failed candidates as determined by NILIS, depending on the expenses to be incurred by NILIS to service their repeat attempts in the HDLIM examination process.
- 24.3 The fees payable for the certificate or a statement of results shall be determined by NILIS.
- 24.4 A fee for replacement of a lost student identity card or a lost library card will be charged at rates determined by NILIS. In case of a loss of library book, the current replacement cost of the book and 25 percent of the current replacement cost as an administrative cost shall be charged.

#### **Part IV – Interpretation**

25. In these By-Laws unless the context otherwise requires.

- "University" means The University of Colombo, Sri Lanka
- "Council" means the Council of the University of Colombo constituted by the University Act.No. 16 of 1978. (as amended subsequently)



- "Senate" means the Senate of the University of Colombo constituted by the University Act. No. 16 of 1978. (as amended subsequently)
- The "Institute" or "NILIS" means the National Institute of Library & Information Sciences (NILIS)" constituted by the ordinance of No. 01 of 1999 made by the Minister under Universities Act No 16 of 1978.
- "Board of Management" means the academic and executive body of the Institute constituted by the National Institute of Library & Information Sciences Ordinance, No. 01 of 1999 made by the Minister under Universities Act No 16 of 1978
- "Academic Committee" means the Academic Committee of the Institute constituted by the National Institute of Library & Information Sciences Ordinance No. 01 of 1999 made by the Minister under the Universities Act No. 16 of 1978 as amended subsequently.
- "Director" means the Director of the Institute constituted by the National Institute of Library & Information Sciences Ordinance No. 01 of 1999 made by the Minister under the Universities Act No. 16 of 1978 as amended subsequently.
- "Registrar" means the Registrar, Deputy Registrar, Acting Registrar or any other officer authorized to sign for and on behalf of the Registrar of the University of Colombo.
- "Coordinator" means the Co-ordinator assigned for a defined period to coordinate functions relevant to the above respective postgraduate degree programs.

26. Any question regarding the interpretation of these by-Laws shall be referred to the Council and whose decision shall be final.

**Part V  
Schedule I**

**Higher Diploma in Library and Information Management – 1**

<b>Course Code</b>	<b>Subject</b>	<b>Direct Classroom contact hours</b>	<b>Self-Learning Hours</b>	<b>Preparation for assignments</b>	<b>Carrying out assignments and Assessments</b>	<b>Total Notional hours</b>	<b>Credit Value (Total notional hours/50)</b>
Module HDLIM4101	Developments of Library & Information Profession	30	90	50	30	200	4
Module HDLIM4102	Managing Information services & Centres	30	90	50	30	200	4
Module HDLIM4103	Information and Communications Technology for Libraries - II	30	90	50	30	200	4
Module HDLIM4104	Bibliographies Organization	30	90	50	30	200	4
Module HDLIM4205	Research Methods	30	90	50	30	200	4
Module HDLIM4206	Information Management	30	90	50	30	200	4
Module HDLIM4207	English for LIS Professionals	30	90	50	30	200	4
Module HDLIM4208	A Bibliography by the students based on 100 items (Articles/ books/ theses /e-resources or other sources related to a specific subject area approved by NILIS.)	30	40	100	30	200	2
<b>Total credit value of the Program</b>		<b>240</b>	<b>670</b>	<b>450</b>	<b>240</b>	<b>1600</b>	<b>30</b>

50 notional hours = 01 credit in taught courses

\*\*100 notional hours= 01 credit in research

**Schedule II**

## Higher Diploma in Library and Information Management – 2

	<b>HDLIM-2 Subjects</b>	<b>Direct Classroom contact hours</b>	<b>Self- Learning Hours</b>	<b>Preparation for assignments</b>	<b>Carrying out assignments and Assessments</b>	<b>Total Notional hours</b>	<b>Credit Value (Total notional hours/50)</b>
Module HDLIM4109	Managing Information services & Centres - II	30	90	50	30	200	4
Module HDLIM4110	Information and Communication Technology - III	30	90	50	30	200	4
Module HDLIM4111	Bibliographic Organization (30)	30	90	50	30	200	4
Module HDLIM4112	Information and Management (30)	30	90	50	30	200	4
Module HDLIM4213	Information Systems Management (30)	30	90	50	30	200	4
Module HDLIM4214	English for LIS Professionals (30)	30	90	50	30	200	4
Module HDLIM4215	Research Methods for Information work (30)	30	90	50	30	200	4
Module HDLIM4216	Research Report	30	40	100	30	200	2
	<b>Total</b>	<b>240</b>	<b>670</b>	<b>450</b>	<b>240</b>	<b>1600</b>	<b>30</b>

50 notional hours = 01 credit in taught courses

\*\*100 notional hours= 01 credit in research

SLQF Level 4 = 60 credits after SLQF Level 3