



# **Student Handbook**

## **Executive Diploma in Business Administration 2025-2026**

Postgraduate and Mid-career Development Unit  
Faculty of Management and Finance  
**University of Colombo**  
Sri Lanka

# Table of Content

Table of Content	i
Message from the Vice Chancellor	ii
Message from the Dean	iii
Message from the Unit Coordinator	iv
Message from the Programme Coordinator	v
01. The University of Colombo	01
02. The Faculty of Management and Finance	03
03. The Programme Structure	05
04. EDBA Curriculum	06
05. By-Laws	09
06. Teaching Faculty	18
07. Student Activities	19

# 1. The University of Colombo



## 1.1 A Brief History

The history of higher education in Sri Lanka is closely linked to the history of the University of Colombo. In 1870 the Ceylon Medical College, from which the present Medical Faculty has developed was established. University College was established for higher education in Arts and Science in 1921. It was then affiliated to the University of London, and was housed in College House, which is the central administrative building of the University today. The University of Colombo became an autonomous university in 1978. The university is a legacy of higher education in Sri Lanka, which makes all those who enter it proud.

Over the last several decades, the University of Colombo has expanded substantially in terms of academic programmes, student enrolment and facilities. It is one of the largest Universities in the country with nine faculties and several affiliated institutes and centers of learning.

Owing to its location in the metropolitan center, the University of Colombo has the advantage of being at the hub of cultural, economic and socio-political activities of the country. It offers library facilities, research centers, professional associations, theatres, art galleries, cinema halls etc., which can be used by the students for their own academic and personal enrichment.

## **1.2 Vision**

To be a center of global excellence in education, research and stakeholder engagement to enrich human potential for the betterment of society.

## **1.3 Mission**

To discover and disseminate knowledge; enhance innovation; and promote a culture of broad inquiry throughout and beyond the university through engagement and collaboration with industry and community.

## **1.4 Core Values**

- Academic Freedom
- Learner Centeredness & Lifelong Learning
- Critical Thinking
- Creativity, Innovation & Exploration
- Integrity & Ethical Behaviour
- Good Governance, Accountability & Responsibility
- Diversity, Inclusiveness, Equality & Mutual Respect
- Professionalism, Commitment & Competence
- Collegiality
- Environmental Responsibility

## 2. The Faculty of Management and Finance



### 2.1 Historical Evolution

Established in May 1994, the Faculty of Management and Finance remains as a growing faculty of the University of Colombo. Historical development of this faculty dates back to 1979 when the Department of Commerce and Management Studies of the University of Colombo was set up. As a department which operated under the Faculty of Arts, the Department of Commerce and Management Studies grew rapidly in the 1980s and thereby became the department which accommodated the highest number of undergraduates in the Faculty of Arts.

In line with the increasing student population and the rapidly growing needs of the Sri Lankan business community, the necessity for establishing a new faculty for this particular field of study began to be felt in the late 1980s. The issue was discussed and debated among university authorities, teachers, students and other stakeholders of the University of Colombo for several years. As an initial step of expediting the process of establishing the new faculty, two academic departments, namely the Department of Commerce and the Department of Management Studies, were formed in 1993 under the purview of the Faculty of Arts. Finally, the long-lived dream of all interested parties materialized in May 1994 with the inauguration of the Faculty of Management and Finance. Since then the undergraduate and postgraduate population of the faculty has rapidly grown.

The Faculty of Management and Finance is committed to pursuing excellence in research, teaching, community services and university-industry cooperation and collaboration, whilst making all efforts to be the center of excellence for management and finance education Sri Lanka. Living up to this commitment of national and international significance, the Faculty of Management and Finance embarked on planning for a major re-structuring program in the late 1990s. The basic thrust of this strategic initiative was to incorporate disciplinary rigor, business practicality and skill development into the curriculum, thus exploring the avenues for building mutually beneficial and collaborative links between the faculty and the industry.

In its historical evolution the Faculty of Management and Finance reached yet another juncture in May 2007. Putting the re-structuring plan into practice, the two academic departments which were in existence for many years were abolished and currently, the faculty operates eight academic departments.

- i) Department of Accounting
- ii) Department of Business Economics
- iii) Department of Finance
- iv) Department of Hospitality and Leisure Management
- v) Department of Human Resources Management
- vi) Department of International Business
- vii) Department of Management and Organization Studies
- viii) Department of Marketing

This intra-faculty institutional development has provided its undergraduates with the opportunity and resources for specialising in different fields of study including Accounting, Business Economics, Finance, Human Resources Management, Marketing, Hospitality and Leisure, International Business, Management and Organizational Studies.

## **2.2 Mission**

To be the most prominent and leading faculty in Sri Lanka for high quality academic and executive programs, research and consultancy in management and business studies within a creative and collaborative environment towards developing managerial competencies for betterment of the society.



### 3. The Programme Structure

The Executive Diploma in Business Administration is a Two-semester Programme which shall be completed within a one -year period. The titles and course codes of the course modules that shall be ordered in the First and Second semesters of the Executive Diploma in Business Administration Programme are as follows:

Semester	Course Code	Course Title	No of Credits
Semester I	EDBA 101	Management Process	04
	EDBA 102	Business Economics	04
	EDBA 103	Quantitative Methods in Business	04
	EDBA 104	Accounting for Managers	04
Semester II	EDBA 105	Marketing Management	04
	EDBA 106	Human Resource Management	04
	EDBA 107	Managing Financial Resources	04
	EDBA 108	Executive Report	04
Total			32

## **4. Executive Diploma in Business Administration Curriculum**

### **EDBA 101 Management Process**

The objective of Management Process course is to provide the conceptual background of management with the intention of facilitating students to understand their managerial roles and the organizational environment in order to optimize the individual managerial effectiveness. The course mainly covers the topics such as introduction and evolution of management, environment of management, planning and decision making, strategic management, organizing, leading, controlling, and new trends and cases in management. Further, this course covers the areas of organizational behavior which includes perception, motivation and communication.

### **EDBA 102 Business Economics**

The objective of this course is to provide the participants with the theoretical knowledge in basic concepts of both micro and macroeconomics and educate them in how these concepts are applied to business decision making purposes. The main topics covered in the course are factors of production, allocation of resources, opportunity cost, demand and supply, price mechanism, elasticity of demand, consumer behavior, marginal utility theory, indifference curves approach, short run cost behavior, long run cost behavior, profit maximization, market structures, techniques of demand estimation pricing practices, international trade and exchange, terms of trade, tariffs, quotas and non-tariff barriers, exchange rates, unemployment, inflation and balance of payment.

### **EDBA 103 Quantitative Methods in Business**

The objective of this course is to provide participants with the practical applications of statistical and management science techniques in today's business decision making. It mainly covers areas such as data collection sampling, graphical presentation of data, frequency distribution, measures of central tendency, methods of dispersion, elementary probability theory, probability distributions, statistical inference, hypothesis testing, correlation and regression, time series analysis, simple elementary decision theory,



introduction to basic concepts and models, decision trees, linear programming (LP), transportation/ assignment problems, network analysis, decision theory, inventory models, and queuing theory.

### **EDBA 104 Accounting for Managers**

The objective of this course is to introduce the accounting discipline which is a part of financial reporting and management decision making and control in an organizational context. The course mainly covers the areas such as introduction and role of financial accounting, preparation and analysis of financial statements, introduction and role of management accounting, cost and revenue classification, cost accounting for materials, labor, and overhead expenditure, job costing system, cost volume profit analysis, costs and benefits in decision making, budgeting process, use of financial ratios in management decisions, standard costing, divisional performance measurement, and balance score card.

### **EDBA 105 Marketing Management**

The objective of this course is to make students knowledgeable in marketing principles, its applications and impact on business organizations at a micro level. Moreover, it will provide some understanding of the terminology and techniques commonly used by the marketing practitioners and focus on wider marketing issues related to the international market. The course covers elements of marketing philosophies, marketing management concepts and principles, consumer behavior, strategic marketing planning, marketing information systems, marketing research, product positioning, targeting and branding, pricing strategies, marketing channels, advertising and promotion, evaluation and controlling of marketing performance, and international marketing.

### **EDBA 106 Human Resource Management**

Human Resource Management course will provide participants with a conceptual and practical understanding of the main aspects of Human Resource Management and thereby enhance the managerial skills of participants in the management of human resources in organizations. Human resource management covers human resource functions, human resource planning, job design and planning, recruitment and development, compensation

management, incentive systems, performance review, employee discipline, employee training and development, employee relations, employee safety and health, employee participation, labor law and industrial relations.

### **EDBA 107 Managing Financial Resources**

The objective of this course is to provide students with a thorough understanding of concepts and techniques in financial management and their applications at firm level. It facilitates students mainly about how a firm makes its financing decisions, investing decisions, and working capital management decisions using financial resources. The course also covers discussions about capital markets, time value of money, ratio analysis, fund flow analysis, valuation concepts, financing alternatives, interest rates, foreign currency, etc.

### **EDBA 108 Executive Report**

The Executive Report is intended to illustrate the understanding and experience that the students have acquired during their course work. The report shows evidence of critical analysis, organization, clarity and consciousness of thought and expression. It enables the students to practice and enhance their skills of presentation; argument, evaluation and prediction, and also can provide a valuable feedback to their organizations.

## 5. 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 the subsequent amendments. These By-Laws may be cited as the Executive Diploma in Business Administration By-Laws No. 24 of 2014 and should come to effect from 2014.11.11

### Part I – General

1. Subject to these By-Laws, a person may be awarded the Executive Diploma in Business Administration, if s/he has:

- (a) been a registered student of the University for the period prescribed by these By-Laws;
- (b) thereafter pursued the Programme of study in the University as prescribed by these By-laws, Regulations and Rules of the University;
- (c) satisfied the Examiners at the prescribed Written Examinations, Class- room Tests, Practical Assignments, Term Papers and at the Executive Report embodying research on a subject approved by the Faculty;
- (d) paid such Registration, tuition, supervision and Examination fees and other dues as may be payable by her/him to the University; and
- (e) fulfilled all other requirements prescribed by these By-Laws and the Regulations and Rules of the University.

2. 2.1 Application for Registration for the Executive Diploma in Business Administration (hereafter referred to as EDBA) shall be invited by notice in the Newspapers.

2.2 A person who wishes to become a candidate for the EDBA shall make an application to the Registrar when the said Programme is advertised.

2.3 The application has to be on the prescribed form providing the information as s/he may be required to submit, including her/his qualifications for undertaking the course of study.

3. There shall be a Coordinator for the Programme and s/he shall be appointed by the Dean of the Faculty on the recommendation of the Faculty Board.
4. Applications received by the Registrar shall be referred to the Coordinator of the Programme. The Coordinator, having examined the applications for necessary initial qualifications, shall call the qualified candidates for a selecting test and/or interview. The pass mark in this test shall be determined on the basis of the number of candidates that can be accommodated in a given year. The candidates to be enrolled shall be recommended to the Senate for the approval through the Faculty Board.
5. No person shall be considered for admission to the course leading to the EDBA, unless s/he has good working knowledge of English and a qualification and experience specified in any one of the following categories.

### **Category I**

A degree from a recognized university or an equivalent qualification or a full professional qualification of a professional body acceptable to the Senate of the University of Colombo.

### **Category II**

- (a) G.C.E. (A/L) examination with three (03) passes (in one sitting) and two (02) years post -qualifying work experience acceptable to the Senate of the University of Colombo.

OR

- (b) G.C.E. (A/L) examination with three (03) passes (in one sitting) and any other Certificate or Diploma of more than one (01) year duration acceptable to the Senate of the University of Colombo.

### Category III

- (a) G.C.E. (O/L) examination with six (06) passes including a minimum of four (04) credit passes (in one sitting) and four (04) years post-qualifying work experience acceptable to the Senate of the University of Colombo.

OR

- (b) G.C.E. (O/L) examination with six (06) passes including a minimum of four (04) credit passes (in one sitting) and any other Certificate or Diploma of more than one (01) year duration acceptable to the Senate of the University of Colombo with two (02) years post-qualifying work experience in a recognized organization.

OR

- (c) G.C.E. (O/L) examination with six (06) passes (in one sitting) and any other Certificate or Diploma of more than one (01) year duration acceptable to the Senate of the University of Colombo with four (04) years post-qualifying work experience in a recognized organization.

6. 6.1 On acceptance by the Faculty/Senate, a person shall forthwith register as a student of the University upon payment of the prescribed registration and other fees.
- 6.2 The minimum period of registration for the EDBA Programme shall be one year. The period of registration shall be counted from the date of commencement of the course.
- 6.3 The registration for an examination shall be deemed to have lapsed at the expiry of its period of validity. The candidate whose registration has so lapsed may renew his/her registration for a further period, provided that s/he is considered eligible for such registration by the Faculty. However, no registration shall be renewed after the expiry of two academic years from the end of the first year of registration. Any such candidate shall be required to seek registration in the EDBA as a fresh candidate if s/he failed to obtain

the qualification even after the expiry of the third period of registration, in competition with new applicants, under the rules in force at the time of seeking such fresh registration.

- 6.4 Notwithstanding anything stated to the contrary, the University shall have the right to cancel at any time the registration of a candidate for course assured.
7. 7.1 A student who is accepted as a candidate for the EDBA shall devote her/his time to her/his studies at this University on a full time or a part time basis. No such student shall be allowed to keep away from classes or to leave the Island, or to withdraw from examination or a class room test without prior approval from the Faculty.

## **Part II – Course Details**

8. 8.1 The Programme of study leading to the EDBA shall include, as prescribed in the schedule under the course structure.
- (a) Seven (07) taught course units in two semesters with classroom activities. Each course unit shall have the weight of four (04) credits.
  - (b) An Executive Report, which shall have the weight of 04 credits. The Executive Report shall be of about 15,000 words based on a field study, case study, or desk research on a topic approved by the Faculty Board. The title of the Executive Report should be approved by the Faculty Board and the Executive Report has to be prepared under the guidance of a supervisor appointed by the Faculty Board in accordance with the guidelines.
- 8.2 The title of course units taught shall be as those set out in the schedule. However, the Senate shall have power, on the recommendation of the Faculty Board to amend the list of course units, the syllabus and the number of question papers and the credit weights thereof.



9. The medium of instruction shall be English.
10. In each of the taught course units, as laid down in paragraph 8.1 (a) above, 50 percent of the aggregate marks shall be allocated through a system of continuous assessment based on the performance at take-home assignments, term papers and/or class-room tests. The balance 50 percent shall be awarded on the performance at the end of semester written examination.
11. Candidate shall be evaluated in respect of course work generally by the teachers concerned. The examination scripts at the end of semester examination and the Executive Report shall be assessed by two independent examiners per examination paper and per Executive Report, appointed by the Senate on the recommendation of the Faculty Board.
- 12.12.1 A person shall not be permitted to take the examination unless:
  - (a) S/he has been duly registered as a EDBA candidate from the commencement of the academic year in 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 register as an EDBA student so that s/he would repeat the examination that year may do so within two weeks of the announcement of the result;
  - (b) Followed at least 80 percent of the classes held;
  - (c) S/he has registered with the Examinations Branch of the University for the Examination s/he intends to sit.
  - (d) The coordinator has certified that s/he has completed the course of studies leading to the examination by attending the required proportion of lectures; tutorial classes and other forms of instruction in the subject matter of each course unit;

(e) Her/his student registration continues to be in force: and

(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. 1 of 1986 shall mutatis mutandis apply to, or in relation to, the EDBA Examination .

12.3 Without prejudice to the generality of the Regulation No. 1 of 1986, rules relating to the class room tests shall be formulated and implemented by the Coordinator and any matter relating to such tests shall be decided by the Faculty Board on the recommendation of the Coordinator and the Dean of the Faculty.

12.4 Rules relating to Assignments, Term Papers and the Executive Report shall be announced, from time to time, by the Coordinator in consultation with the teacher/s and such rules shall not be changed or revoked unless otherwise decided by the Faculty Board.

## Part III –Evaluation/Examination

13.1 Performance of a candidate at the EDBA Programme shall be evaluated through a combined system of Continuous Assessments and End-of-Course Examinations held as End-of-Semester Examinations. Each component of the Assessment; Continuous Assessments and End-of-Course Examination shall have an equal weight (50% weight) in determining the final mark and the Grade Points (GP) obtained by a candidate for a course unit.

13.2 A student's performance in each course unit and Executive Report shall be graded according to the following criteria and relevant GP;

Marks	Grade	Grade Point (GP)
90-100	A+	4.00
80-89	A	4.00
75-79	A-	3.70
70-74	B+	3.30
65-69	B	3.00
60-64	B-	2.70
55-59	C+	2.30
50-54	C	2.00
45-49	C-	1.70
40-44	D+	1.30
30-39	D	1.00
00-29	E	0.00

13.2.1 The minimum grade for passing a course unit is "C (GP 2.00)"

13.2.2 Given grade at a successful repeat examination, all previous unsatisfactory grades shall be eliminated. The maximum grade possible in a repeat examination is a "C (GP 2.00)" grade.

13.3 The Grade Point Average (GPA) is computed as follows.

$$\text{GPA} = \frac{\sum_{i=1}^n C_i \times (\text{GP})_i}{\sum_{i=1}^n C_i}$$

Where: i = a course, n = number of courses completed during the period considered for the GPA calculation, C = number of credits for the relevant course, and GP = grade point for the relevant course. The GPA will be rounded to the second decimal point.

- 14.1 The necessary minimum condition for a pass in each semester of the EDBA examination shall be: a GPA of minimum of 2.00 for each of the End-of-Semester Examinations. However the candidate is allowed to keep one C-Grade at the each semester examinations. Further, it shall be required to obtain a minimum of C grade for the Executive Report offered in Semester II.
- 14.2 A Merit pass shall be awarded to a candidate who satisfies the following minimum conditions: Passes in all course units in the first attempt (or deemed first attempt) with a  $3.00 \leq \text{GPA} \leq 3.70$  (excluding 3.70).
- 14.3 A Distinction pass shall be awarded to a candidate who satisfies the following minimum conditions: Passes in all courses in the first attempt (or deemed first attempt) with an overall GPA  $\geq 3.70$  (including 3.70).
15. Candidates who do not satisfy the minimum conditions for a pass as laid down in paragraph 14.1 above, shall be deemed to have failed in the Examination.
16. A candidate who failed in one or more course units may repeat the examination without attending lectures, practical work, etc. in the next available examination/s. A student does not need to repeat the continuous assessments, if he/she has earned half or more than half of the allocated marks for the continuous assessments of the repeating course unit. Such marks obtained or the continuous assessments shall be carried forward to the repeating exam. A student who has not earned half or more than half of the allocated marks for the continuous assessments of the repeating course unit has to repeat the continuous assessments accordingly.
17. The Candidates who failed in one or more course units shall be allowed to repeat the failed course units at the particular End-of-Semester Examinations as repeat candidates within two (02) subsequent attempts immediately following their first attempt of the particular course units. A candidate who was unsuccessful at the Executive Report should re-submit the Executive Report as advised by the Board of Examiners.

18. A candidate, who failed to complete the repeat course units even in the second repeat attempt, shall have to seek re-registration in the EDBA course as a new student, in competition with fresh candidates.
19. The university shall announce through public notification the names of candidates who have passed the EDBA. All candidates shall be informed individually of the results of the examinations, and in case of failure, they shall also be informed of the subjects in which they failed.

**Schedule  
(The Programme Structure)**

Semester	Course Code	Course Title	No of Credits
Semester I	EDBA 101	Management Process	04
	EDBA 102	Business Economics	04
	EDBA 103	Quantitative Methods in Business	04
	EDBA 104	Accounting for Managers	04
Semester II	EDBA 105	Marketing Management	04
	EDBA 106	Human Resource Management	04
	EDBA 107	Managing Financial Resources	04
	EDBA 108	Executive Report	04
Total			32

20. “Council” means the Council of the University of Colombo constituted under the Universities Act No. 16 of 1978 and its subsequent amendments.

“Senate” means the Senate of the University of Colombo constituted under the Universities Act No. 16 of 1978 and its subsequent amendments.

“Faculty” means the Faculty of Management and Finance of the University of Colombo.

## 06. Executive Diploma in Business Administration - Teaching Faculty

Professor B. Nishantha	Department of Management and Organization Studies, Faculty of Management and Finance, University of Colombo
Professor H.M.N. Padmasiri	Department of Business Economics, Faculty of Management and Finance, University of Colombo
Professor A. Sarveswaran	Department of Private and Comparative Law, Faculty of Law, University of Colombo
Professor D.L.P.M. Rathnasingha	Department of Finance, Faculty of Management and Finance, University of Colombo
Mr. D.M.S. Dassanayake	Department of Finance, Faculty of Management and Finance, University of Colombo
Mr. R.M.R.B. Rajapaksha	Department of Accounting, Faculty of Management and Finance, University of Colombo
Dr. W.G. Premarathna	Department of Marketing, Faculty of Management and Finance, University of Colombo
Dr. A.M.C.P. Atapatu	Department of Business Economics, Faculty of Management and Finance, University of Colombo
Dr. D.G. Sujeewa Damayanthi	Department of Accounting, Faculty of Management and Finance, University of Colombo
Dr. G.R.P. Silva	Department of Human Resources Management, Faculty of Management and Finance, University of Colombo
Ms. T.P. Rathnasuriya	Department of Finance, Faculty of Management and Finance, University of Colombo
Ms. D.C.L. Digoarachchi	Department of Management and Organization Studies, Faculty of Management and Finance, University of Colombo



## 07. STUDENT ACTIVITIES

### RESIDENTIAL WORKSHOP – EDBA PROGRAMME 2023/2024 Batch

The residential workshop for the EDBA 2023/2024 batch was held at the Hotel RIU, Ahungalla. Its primary objectives are to enhance leadership skills, facilitate networking opportunities, and provide participants with the chance to gain awareness of contemporary organizational



and performance issues through interactions with industry experts. For this program, we were honored to have Mr. Padmasiri Gunawardena and Mr. Chaminda Weerasiriwardena as distinguished guest speakers.

### MARKETING DAY PROGRAMME - EDBA PROGRAMME 2023/2024 BATCH

The Marketing Day program, a key component of the Marketing Management course, aimed to cultivate leadership skills and encourage innovative thinking among participants. Mr. Rajitha Dhahanayake served as the keynote speaker for the event, where he delivered an insightful speech on the transformative effects of digitalization on the marketing landscape. Further, the role that digital tools and the Internet of Things (IOT) play in enhancing business operations and marketing strategies. He shared valuable insights on how marketers can leverage these technologies to improve customer engagement, streamline process and drive growth. Overall, the event provided a platform for participants to learn from industry experts and academia fostering a spirit of innovation and leadership.



Coordinator  
Executive Diploma in Business Administration Programme  
Faculty of Management & Finance  
University of Colombo  
Colombo 07

Tel: +94 11 259 60 30  
Email: [edba.coordinator@pgmcdu.cmb.ac.lk](mailto:edba.coordinator@pgmcdu.cmb.ac.lk)  
[edba.office@pgmcdu.cmb.ac.lk](mailto:edba.office@pgmcdu.cmb.ac.lk)  
Web: <https://mgmt.cmb.ac.lk/pgmcdu/>