

DIPLOMA IN HUMAN RESOURCES MANAGEMENT
(DHRM)

STUDENT HANDBOOK 2020/21



DEPARTMENT OF HUMAN RESOURCES
MANAGEMENT

FACULTY OF MANAGEMENT AND FINANCE
UNIVERSITY OF COLOMBO
SRI LANKA





Student Handbook

**DIPLOMA IN HUMAN RESOURCES MANAGEMENT
2020/21**

Department of Human Resources Management
Faculty of Management and Finance
University of Colombo
Sri Lanka

© Department of Human Resources Management, Faculty of Management and Finance, University of Colombo, Colombo 03, Sri Lanka

Student Handbook of Diploma in Human Resources Management 2020/21
2021

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Designed and formatted by
Mr. Yohan Perera

This book is not for sale

Coordinators of the DHRM Programme

Coordinator	Period
Dr. Dananja Wanninayake	2021
Ms. Ruwaiha Razik	2020 – 2021
Dr. Dharshani Thannakoon	2019 – 2020
Ms. Erandi Thennakoon	2018 – 2019
Prof. Thilakshi Kodagoda	2017 – 2018
Dr. G.R.P. Silva	2016 – 2017
	2015 – 2016

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Foreword



This handbook is prepared for the perusal and use of new entrants who will be enrolled for the Diploma in Human Resource Management offered by the Department of Human Resources Management, Faculty of Management and Finance, University of Colombo for the Academic Year 2020/ 20201.

You are the sixth batch to be enrolled to this programme, which has gained enormous attention from prospective candidates who are longing to embark on a career in Human Resource Management. The programme is also well accepted by the industry.

We hope that you will use this handbook as a roadmap during your period of study and this will help answer common queries encountered by a new entrant to the programme. In the event you come up with any academic related matter which is not covered in this handbook, please feel free to consult the programme coordinator.

We wish you all the very best in all your future endeavors.

Ms. Ruwaiha Razik

The DHRM Coordinator (Past) and the Editor in Chief

Message from the Dean



It is my pleasure to welcome the new entrants to the Diploma in Human Resources Management Programme (2020- 2021) offered by the Department of Human Resource Management, Faculty of Management and Finance, University of Colombo.

Faculty of Management and Finance is in the forefront of providing business and management education in Sri Lanka and well accepted by the global university community. Our faculty is equipped with necessary and world class human and physical resources, with the aim of producing quality human resources who would thrive in the world of business and drive the nation towards success.

The Diploma in Human Resource Management programme provides you the knowledge and competencies that are required in managing people who are the most vital resources of an organization. This programme provides the necessary knowledge, skills and values for a successful career in the HRM.

During your stay at the Faculty of Management and Finance, I hope you will utilize all opportunities available to you and cooperate with the academic and nonacademic staff members of the Faculty who are dedicated to assist you.

I wish you all the very best and I hope you will have a fruitful and a memorable period at the Faculty of Management and Finance.

Professor M.P.P. Dharmadasa
Dean
Faculty of Management and Finance

Message from the Head, Department of HRM



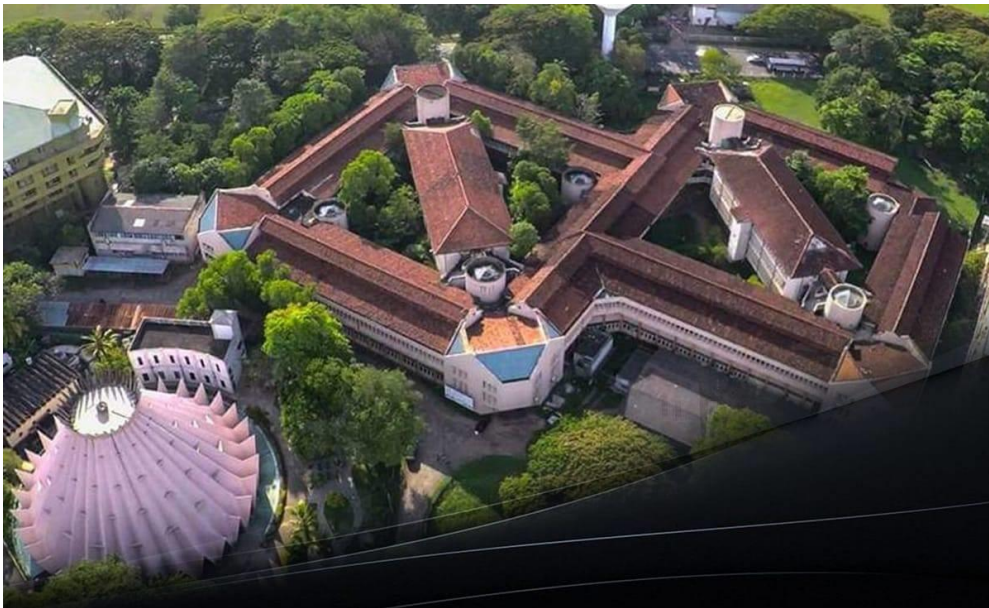
It is with great pleasure that I pen this message welcoming the 5th batch of our Diploma in Human Resource Management (DHRM) students to the department of Human Resources Management, Faculty of Management and Finance, University of Colombo. You are now embarking on a new educational journey with us to develop yourself, improve your career opportunities, and/or gain recognition by joining an elite group of diploma holders of University of Colombo.

From the inception, our DHRM has gained attention, respect and acclamation as a quality program. The dedicated panel of lecturers with excellent academic credentials, the quality standards we maintain in teaching, learning and assessment, the resources that are available to the students, and the friendly service we provide all make our program one of the best diplomas in HRM in the country. We have carefully developed the curriculum of the DHRM program to provide you with a good coverage of the many important aspects of HRM in any organization, making certain that a good mix of practice and theory is incorporated in to the teaching and learning.

We hope that you will take the maximum benefit of this wisely crafted program and our efforts by being an active learner who can ultimately proudly claim to be a diploma holder of the University of Colombo. We look forward to serving you and making sure you have an enjoyable and successful learning experience with us!

Professor Arosha S. Adikaram
Head
Department of Human Resources Management

1. The University of Colombo



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. It is a legacy of higher education in Sri Lanka, and all undergraduates entering the University of Colombo would be 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, seven affiliated institutes and eight centres of learning. Owing to its location in the metropolitan centre, the University of Colombo has the advantage of being at the hub of cultural, economic and socio-political activity of the country. It offers library facilities, research centres, professional associations, theatres, art galleries, cinema halls etc., which can be used by the students for their own academic and personal enrichment

Vision

Inspired by historic links to the first University College of the country and inherited intellectual traditions, the University of Colombo strives to be a world class institution

promoting human development through synergizing knowledge, education, research, and creativity, and entrepreneurship, whilst upholding democratic values in a plural society.

Mission

To be the benchmark setting seat of higher learning and scholarship with an uncompromising commitment and dedication to providing society with human capital of high ethical standards, a proven sense of social responsibility, innovative, independent, and analytical in thinking and capable in becoming partners of socio-economic, cultural and environmental development.

2. The Faculty of Management and Finance (FMF)



Historical Footprint

Established in May 1994, the Faculty of Management & Finance remains as the 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 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 Sri Lankan business community, the necessity for establishing a new faculty for this particular field of study began to be felt in 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 & Finance.

Since then the undergraduate population of the faculty has rapidly grown. The Faculty of Management & 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 in Sri Lanka. Living up to this commitment of national and international significance, the Faculty of Management & Finance embarked on planning for a major re-structuring program in late 1990s.

In its historical evolution, the Faculty of Management & Finance reached yet another juncture in May 2007. Putting the re-structuring plan into practice, two academic departments which were in existence for many years were abolished and six new academic departments were established, such as:



This intra-faculty institutional development has provided its undergraduates with the opportunity and resources for specializing in different fields of study including Accounting, Business Economics, Finance, Hospitality and Leisure Management, Human Resources Management and Marketing. Alternatively, undergraduates can opt to read for a degree program which draws upon knowledge from all these specializations/disciplines and aims at covering a broader perspective of business administration.

To incorporate current trends in the corporate sector the faculty introduced two new academic programmes, namely BBA in International Business and BBA in Management and Organization Studies in 2009.

Mission of the Faculty

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 Department of Human Resources Management (HRM)

The Department of Human Resources Management (HRM) was established on the 01st of May in 2007, along with the establishment of five other Departments of the Faculty of Management and Finance, with the aim of aligning the degree programmes with the trends and demands in the job market. Human Resources (HR) being one of the most important functions in a company, we at the department strives to produce graduates who possess knowledge, skills and competencies to become successful HR professionals who can make a difference in a company through efficient and innovative practice of HRM.

Professor Arosha Adikaram is our current Head of the Department and she has been leading the Department since 2019. We are thankful to our former Heads of the Department mentioned below, who have been instrumental in leading and guiding the Department to reach its present heights.

Former Heads of the Department of HRM

Head of the Department	Period
Dr. N. N. J Navarathne	2007-2010
Prof. Pavithra Kailasapathy	2010-2013
Prof. Thilakshi Kodagoda	2013-2014
Dr. N. N. J Navarathne	2014-2017
Prof. Pavithra Kailasapathy	2017-2019

Our curriculum developed and crafted with much care covers all aspects of HRM considering the practical as well as the theoretical facets of HRM, while taking into consideration the newest trends in HRM. We have embarked on a well-planned out journey to integrate and collaborate with the industry to provide our learning partners with much-needed exposure to the industry. This include mentoring, shadowing, guest sessions, industry visits, problem-based learning and internships.

Our small group of students makes it much easier for us to function as a family and carry out industry collaborations, interact more closely with students, engage in more personalized teaching and learning activities, provide a more effective academic guidance and create a positive atmosphere within the department. We are extremely proud of our alumnus who are a very important part of our

department, who hold managerial positions in different high-profile companies in the country and continue to assist our undergraduates in numerous ways.

Our dedicated staff has excellent academic credentials and are highly regarded and respected in the area. In addition to their normal teaching and administration work, they also get involved in research, publications and industry-based consultancy work, which add value to their teaching while providing a service to the industry. The non-academic staff members of the Department, are also well known as helpful and efficient and they give their best to all the endeavors of the Department.

4. The Diploma of Human Resources Management (DHRM)

All the information hereinafter provided on the Diploma in HRM is based on the **Amended By-Laws of the Diploma in Human Resources Management No. 22 of 2020** recommended by the 163rd Legislation Committee held on 10th July 2020.

4.1. Course Introduction

Human Resource Management has become an extensively sought-after area of study among individuals of various disciplines. Even though there are many HRM programmes/ courses offered by different institutes around the country, they appear to lack superiority in terms of quality teaching, curriculum and recognition. Given the expertise, qualifications, competencies and the recognition within the Department of Human Resources Management of Faculty of Management and Finance, University of Colombo, it was thought a service to the industry and society to conduct a quality programme on Human Resources Management (HRM) to cater the increasing need of the discipline.

4.2. Course Objectives

The Department of Human Resource Management has clear-cut and strategically defined long-standing objectives for the delivery of its Diploma in Human Resource Management (DHRM) listed as follows.

- Enhancing the conceptualization knowledge in HRM and soft skills of learning partners with cutting-edged teaching and continuous assessments.
- Uplifting the competitive-edge of the employability of the learning partners.
- Offering of quality teaching for learning partners with well-refined curriculum
- Granting an international recognition to learning partners with the prestige goodwill and international presence of University of Colombo
- Preparing learning partners for their further higher studies

4.3. Unique Features of the DHRM Programme

The Diploma in HRM offered by the Department of Human Resources Management, University of Colombo possesses some significant attributes distinguishing its uniqueness over other diplomas offered by higher educational institutions in the country listing as follows.

- Offering a fully-fledged qualification in HRM just within 12 months.
- Offering in both languages, Sinhala and English

- Comprising of both theory and practical applications of particular subjects
- Course delivery with a highly qualified and competent panel of lecture

4.4. Programme Structure

Programme duration	<ul style="list-style-type: none"> • The DHRM programme extends over a period of twelve months (one year) including lectures, continuous assessments, and written examinations.
Lecture schedule	<ul style="list-style-type: none"> • This is a week-end programme and lectures are conducted on every Sundays during the one-year period.
Time breaks	<ul style="list-style-type: none"> • Time breaks are in accordance with ‘Trimester’ schedule where one-third part of the academic year. • A trimester has 15 weeks from its beginning and there are 3 trimesters for the whole programme of DHRM (duration of a trimester is subject to change based on circumstances).
Course units	<ul style="list-style-type: none"> • There are 10 course units to be completed in DHRM programme. • Those 10 course units are then divided into semesters (please refer to section 4.5. (pg. no. 17) Curriculum and Course Descriptions) for further details.
Coursework	<ul style="list-style-type: none"> • This programme has only coursework with the inclusion of their academic and practical components. No research projects are required to implement in the programme. • The coursework consists with lectures and assignments endorsed by the relevant lecturer in a particular course unit.
Credit allocation	<ul style="list-style-type: none"> • The entire programme of DHRM consists with 30 credits. Thus, one course unit is worth for 3 credits.
Attendance	<ul style="list-style-type: none"> • Minimum of 80% attendance is a prerequisite either for online lectures or onsite lectures. • The programme coordinator verifies attendance of every lecture conducted throughout the programme. • Learning partners are NOT permitted to sit for examinations if they do not satisfy the minimal attendance requirement.
Total investment	<ul style="list-style-type: none"> • Total investment for the course is Rs. 97,500.00 • 50% of the total investment (Rs. 48,750) should be paid before commencing the programme. • Other than the course fee, learning partners should have to pay registration fee, supervision fee, examination fee, and library deposit fee.

4.5. Curriculum and Course Descriptions

Table 01: Courses and credits

Trimester 1 (December, 2020 to March, 2021)			
No	Course Code	Course Name	Credits
01	DHRM 01-01	Principles of Management	03
02	DHRM 01-02	Reading Finance and Accounting Reports	03
03	DHRM 01-03	Introduction to Human Resource Management	03
04	DHRM 01-04	Organizational Behaviour	03
Trimester 2 (April, 2021 to July, 2021)			
No	Course Code	Course Name	Credits
05	DHRM 02-01	Basic Statistics	03
06	DHRM 02-02	Labour Laws and Relations	03
07	DHRM 02-03	Employee Attraction and Retention	03
Trimester 3 (August, 2021 to November, 2021)			
No	Course Code	Course Name	Credits
08	DHRM 03-01	Personality Development and Business Communication	03
09	DHRM 03-02	Performance and Reward Management	03
10	DHRM 03-03	Employee Counseling	03

DHRM 01-01 Principles of Management

The aim of the course is to provide students with a broad knowledge on management concepts by familiarizing them with the main functions of management and related concepts. The course will provide a solid platform for students to enhance their knowledge on management as they progress through prospective modules.

DHRM 01-02 Reading Finance and Accounting Reports

The aim of the course is to provide a foundation on financial accounting practices. This course aims at topping up accounting knowledge with a perspective of the accounting process, conceptual and regulatory framework applicable for financial reporting and preparation, application and understanding financial performance through financial statements.

DHRM 01-03 Introduction to Human Resource Management

This course is dedicated to outline the administrative processes of HRM with possible applicative scenarios in the world of business and Information Technology. All the HR

functions are thoroughly discussed with their related theoretical underpinning in order to enrich the learner's understanding in the scope of HRM and its basic administrative applications in real business world.

DHRM 01-04 Organizational Behaviour

This course provides a fundamental knowledge on behaviors of people in an organizational context. The goal of this course is to develop concepts, theories, and practical knowledge relating to understanding and managing employee behaviors at the individual, group, and organizational levels.

DHRM 02-01 Basic Statistics

Objective of the Course is to make students familiar with statistical tools, techniques and concepts in order to enable them to organize, present, and analyze data for effective decision making in Human Resources Management. At the end, students will be able to analyze data using appropriate techniques, draw conclusions from such analysis, and have problem solving ability. The course covers, classification of statistics, data collection, and methods of sampling, measure of central tendency, dispersion, skewness, kurtosis, correlation and regression analysis.

DHRM 02-02 Labour Laws and Relations

The aim of this course is to provide the learning partners with a basic understanding of the labour laws that govern the employment relationship in the country and other important concepts and practices with regard to employment relations. Hence, the course will specifically address areas such as labor law, discipline management, grievance handling, participative management, harassment & bullying, and trade unions. The knowledge that is gathered through this course will lay the foundation for a deeper understanding and practice of labor law and relations in the future.

DHRM 02-03 Employee Attraction and Retention

Human resources are a source of competitive advantage in both the domestic and the global marketplace of the business organizations. To gain a competitive advantage in the marketplace requires employees' capabilities and motivation. Capabilities include recruitment and selection as well as learning and development. Motivation covers individual performance and the psychological contract, reward systems, performance management and job designs. The syllabus of the "Employee Attraction and Retention" caters to understanding the effects of current theoretical perspectives of the capabilities and motivation on the both individual and corporate performance.

DHRM 03-01 Personality Development and Business Communication

This course intends to develop communication skills and strategies of personality development that can be used to effectively manage various organizational contexts. Topics such as presentation skills, CV writing and interview skills, crisis communication, personality types, essential skills (e.g. time management, stress management, emotional intelligence, etiquette), personality disorders will be discussed.

DHRM 03-02 Performance and Rewards Management

The course aims to provide learning partners with the knowledge and skills on handling performance and rewarding employees as one of most important Human Resource functions in an organization by reviewing related concepts. Learning partners will get to know how to carry out effective performance management system and administer a reward system for successful management of human resources in an organization.

DHRM 03-03 Employee Counseling

This course commits to elaborate counseling theories and practices which are applied in the world of business for resolving employees' mental issues and several psychological disorders. Further, it is dedicated to build up an effective counseling system at workplace with a profound conceptual approach and alternative techniques for resolving mental disorders with the intention of enhancement of organizational performance.

4.6. Course Evaluation

- Candidates' performance at the DHRM programme is evaluated by two means; Modular Examinations and Continuous Assessments. For the final grading of the Programme, the continuous assessments and the Modular Examinations shall be marked out of a maximum mark as given below.

Modular examinations	60%
Continuous assessments	40%

- Performance of students in each course shall be graded and Grade Point Value shall be assigned as given in the table 02 in page 20.

Table 02: Point Value of Grades according to student Performance

Range of Marks	Grade	Point Value
Grade A+	80% to 100%	4.00
Grade A	75% to 79%	3.75
Grade A-	70% to 74%	3.25
Grade B+	65% to 69%	3.00
Grade B	60% to 64%	2.75
Grade B-	55% to 59%	2.25
Grade C+	50% to 54%	2.00
Grade C	45% to 49%	1.75
Grade C-	40% to 44%	1.25
Grade D	30% to 39%	1.00
Grade E	00% to 29%	0.00

- Transcript shall include trimester and cumulative GPAs and the formula for GPA calculation shall be:

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

Where, i = a module, n = number of modules completed during the period considered for the GPA calculation, c = number of credits for the relevant module, and GP = Grade Point for the relevant Module.

Note: The cumulative GPA is calculated for the modules completed and GPA for each trimester is calculated separately.

- The pass mark of a course unit is 50%. Learning partners who cannot reach to the given pass mark are considered failure.

4.7. Examinations

- The Examination leading to the award of the DHRM shall consist of all Modular Examinations in Trimester I, Trimester II, and Trimester III.
- Each modular examination consists with written papers for allocated subjects in the particular trimester.
- Examination results:

- A learning partner to earn at least 50% for passing a particular examination. Total mark is given as a combination of the marks earned at the modular examination and the marks earned for continuous assessments.
- Marks for examinations are released within 15 weeks from the date of examination is over.
- Conditions should be satisfied by a candidate to sit for the examinations;
 - The learning partner should fulfill 80% attendance requirement for the particular subject.
 - Learning partner should register for the particular examination at the Examination Branch, University of Colombo prior to the examination (The DHRM Coordinator notifies learning partners near to the examination).
 - The Programme Coordinator has certified that she has completed the programme of study 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;
 - Student registration of the learning partner should be valid and up-to-date.
 - A valid and attested admission issued by the Examination Division, University of Colombo.
- Examinations are held at the end of each trimester. All learning partners should take the examination on the first occasion unless they have a special excuse.
- A student who is excused by the Senate on the recommendation of the Faculty Board from taking the examination on the first occasion shall take the Examination on the very next occasion when it is held and if he/she fails to apply for and/or take the examination on that occasion he/she shall be deemed, unless the Senate determines otherwise on the recommendation of the Faculty Board, to have taken the Examination on that occasion which shall be taken into account in computing the total number of occasions on which an examination may be taken by a student.
- Reapplication for examinations;
 - A student who fails in a modular examination may retake the examination without attending lectures, practical and field work etc. in the repeating examination which will be held immediately after the release of results. The marks obtained for the continuous assessment of each course of such failed modules can be carried forward. In those cases, the marks for the modular examination in the repeating trimester and the marks of the continuous assessments carried forward
 - A candidate failing to reach 50% of the total marks for continuous assessment and examination of the Diploma in Human Resources Management shall be considered as a “referred candidate”. The candidate shall pass the repeat subject(s) within two years with two repeat chances in order to qualify for the

award of the Diploma in Human Resources Management. A candidate will be permitted only two repeat attempts.

4.8. Award of the Diploma in Human Resource Management

- In order to qualify for the award for the Diploma in Human Resource Management, a learning partner should;
 - Earn 30 Credits from Modules offered in the programme;
 - Secure a GPA of not less than 2.00 for each Module; and
 - Secure a cumulative GPA of not less than 2.00 for the entire programme.
- Super performing learning partners can claim a merit pass based on their GPA. They can earn their Merit Pass if they secure a cumulative GPA of not less than 3.75 at the first attempt.

5. Rules and Disclaimers

- Notwithstanding anything stated to the contrary, the University shall have the right to cancel at any time the registration of a candidate for cause shown.
- No student shall be allowed to keep away from classes or leave the Island, or withdraw from examination, a classroom test or any other form of evaluation without prior approval from the Faculty.
- The Senate shall have power, on the recommendation of the Faculty Board to change, amend, add or delete the list of courses, the syllabi and the structure, number and rubric of question papers of the Modules leading to the DHRM.
- No person shall be entitled to a refund of any fee paid other than the refundable library deposit to the University on any ground whatsoever, provided that, if the number of students who have so registered for the Programme is not sufficient for the Programme to be financially viable, the University shall refund such student the fees already received by it on account of the completion of the registration procedure.

6. Testimonials from the Past Students

I followed the Diploma in Human Resources Management (DHRM) Programme in the batch (2019/2020) attaching to the Department of Human Resources Management, University of Colombo. It enhanced our knowledge in HRM thoroughly. This programme consists with theoretical and practical insights which are interesting that anyone who learn feels every minute enthusiastic. The panel of lecturers extends whole heartedness towards participants and always eager to help for solving any matter arising in or around the frame of studies. Our diploma was highly punctual that it proceeded even in difficult circumstances which were arisen beyond our lecturers' control. I am sure that this diploma energized me to achieve greater heights in my career in future. I have no hesitation to express my highest appreciation on this programme and I assure that you have chosen the most unique path for your future success.

A.M.K. Pamoda Adhikari
Undergraduate – Sabaragamuwa University of Sri Lanka
Student ID – 2019/DHRM/54



I successfully completed the Diploma in Human Resources Management conducted by University of Colombo in Sinhala medium. It was a golden opportunity for me to earn such a valuable educational qualification from Sri Lanka's most prestigious higher education institution. Even I have followed this course in Sinhala medium I could gain a vast knowledge in English medium as well because we are provided all the learning material in English medium. Quality of teaching remains unchanged though this is offered in Sinhala medium. I consider it a great privilege to have learnt under a veteran faculty who were not merely academically qualified lecturers but who had immense knowledge and understanding of the subject related extracurricular aspects as well. I am currently employed in the security division of the Sri Lanka Ports Authority, expect to join and proceed further in Human Resources Management sector and the Diploma I followed at University of Colombo in HR Management is one of the best qualifications I have acquired so far in the discipline. Thus I am forever grateful to the Faculty of Human Resources Management and Finance of University of Colombo.

W.A. Aruna Shantha
Management Assistant – Sri Lanka Ports Authority
Student ID – 2019/DHRM/44



7. Teaching Faculty

7.1. Core Faculty

Professor Arosha S. Adikaram [PhD (Col), MA in Labour Studies (Col), BBA (Col), CTHE (Col), SEDA (UK), AMCIPM (SL)]

Professor Thilakshi Kodagoda [PhD (Bradford-UK), M.Com. (India), B.Com. (Col), PGD in Social Research Methods (Bradford-UK)]

Professor Pavithra Kailasapathy [PhD (Melbourne-Australia), MSBA (UMass-Amherst USA), MS in HRM (New School-USA), Cr Cert in OD (New School-USA), BBA (Col), CTHE (Col), AMCIPM (Sri Lanka)]

Dr. NNJ Navaratne [PhD (Keio - Japan), MA (Keio-Japan), BSc in Business Administration (SJP), CTHE (Col)]

Ms. Kanchana Wijayawardena [MBA (Col), BBA (Col), CTHE (Col), SEDA (UK), Diploma in Counseling (SLFI, Sri Lanka), Reading for PhD (UOW-Australia)] (On study leave)

Dr. Rajitha Silva [PhD (Kelaniya), MBA (CSU-Australia), BBA (Col), CTHE (Col), PGDip (UK)]

Dr. AWMM Atapattu [PhD (UNSW-Australia), MBA (Col), BBA (Col), CTHE (Col), SEDA (UK)]

Dr. Dharshani Thennakoon [PhD (QUT-Australia), MBA (PIM-SJP), BBA (Col), CTHE (Col), SEDA (UK), CIMA Passed Finalist, Fellow of the Higher Education Academy (UK)]

Dr. SDK Wanninayake [PhD (UNSW-Australia), MBA (PIM-SJP), BBA (Col), CTHE (Col), SEDA (UK), CIMA Passed Finalist]

Ms. Ruwaiha Razik [MBA (Waseda-Japan), BBMgt in HRM (Kelaniya), ACMA (UK), CGMA (UK), AIB (Sri Lanka), APB (Sri Lanka), MCPM (Sri Lanka), CTHE (Col), SEDA (UK)]

Mr. Yohan Perera [BBMgt in HRM (Kelaniya), Associate Member (AHRP), Reading for MBA (PIM-SJP), Reading for MHRM (Kelaniya), Reading for CTHE (Col)]

7.2. Visiting Faculty

Dr. Anuradha Iddagoda [PhD (SJP, SL), MBA (PIM-SJP), MIT (Charles Sturt, Australia), BIT (Charles Sturt, Australia), Edexcel HND (UK)]

Mr. Harshan Jeewa Kumara [MBA (Col), BBA (Ruh), AMCIPM, ACPM, CMA Passed Finalist]

Ms. Dinusha Athulathmudali [BBA (Col), Reading for MBA (Colombo)]

8. Frequently Asked Questions (FAQs)

1. I didn't sit for the GCE Advanced Level qualification. Can I enroll and complete this diploma?

Yes, you can. The Department of HRM, University of Colombo entertains applications of the candidates who do not possess the GCE Advance Level qualification. But, those candidates should have got through the GCE Ordinary Level Examination in any attempts with 5+ years working experiences in executive / officer graded capacities. Those candidates are eligible to enroll for Diploma in Human Resources Management offered by the Department of Human Resources Management, University of Colombo.

2. Do I have to carry out a research project in order to complete this diploma?

No, this diploma has only coursework and you can complete this diploma in one year by getting through all the examinations for all course units.

3. How many times I do have to sit for the examinations?

The diploma has 3 trimesters so examinations are held at the end of each trimester. Thus, you have 3 examinations in the period of one year.

4. What is a trimester?

Trimester is a one third ($1/3$) piece of a year. The whole year (12 months) is broken to three sections and one section is called as a trimester. Thus, a trimester has 4 months.

5. Can I leave this course with a certificate after completing one or two trimesters?

It is up to you to decide whether you complete this diploma or not. But, you are not offered certificates unless you complete the whole programme. Certificates are given upon the completion for those who got through all the course units.

6. Where are the lectures conducted?

All lectures are conducted in the faculty premises, Faculty of Management and Finance, University of Colombo, Bauddhaloka Mawata, Colombo 07.

7. Are there any open book examinations?

If the examinations are conducted online, you have no restrictions on the mode of answering. You can use books and/or learning material to develop your answers. However, if the examinations are conducted onsite (at the university), you are NOT allowed to bring books to the examination hall and the examination will be closed-book.

8. Is attendance compulsory in this programme?

Yes, attendance is compulsory for all students those who have registered for this diploma. Your attendance is strictly monitored at each lecture and attendance is taken subject wise. Students are strictly instructed to ensure minimum 80% attendance for each and every subject.

9. Will my attendance be monitored in online lectures as well?

Yes. No matter the mode of lecturing, either it is online or onsite lectures, your attendance is strictly monitored. You have to fill a registration form before joining to a particular online lecture then the coordinator can easily track your attendance.

10. How many lectures I have for a subject in the diploma?

You have 15 lectures for each subject in the programme.

11. What are the assessment criteria of this course?

Basically, you have two assessment criteria namely, continuous assessments and examinations. Under continuous assessments, students are evaluated by either group or individual assignments. Examinations are conducted at the end of each trimester.

12. Are assignment marks counted for final examinations? If yes, how many marks are given for assignments?

According to the by-laws of Diploma in Human Resources Management, 30 marks are allocated for assignments and 70 marks are allocated for final written examinations.

13. What will happen if I cannot record at least 80% attendance for a particular subject?

According to the by-laws of this diploma, you are not allowed to sit for the examination if you do not have 80% attendance for a particular subject. In order to sit for examination with below 80% of attendance, you have to give valid reasons for your

lower level of attendance and you need to obtain a special permission from the Faculty Board in order to sit for examinations.

14. Are extensions available If I cannot complete the course within the given period.

If you have a valid reason for your extension, you will be granted an extension to complete the diploma even after one year. For more information, please contact the coordinator of the programme.

15. Can I sit for exams in Sinhala medium?

Yes, as you have chosen the medium at the point of applying, examination will be conducted in Sinhala medium only for those who follow the programme in Sinhala medium.

16. What is the total investment for the course and how it is paid?

The total investment for the course is LKR 95,000 which can be paid in 3 installments. The first installment is LKR 47,500 (50% of the total investment) which should be paid before the commencement of the course and the remaining amount of LKR 47,500 can be paid in 2 installments at the commencement of trimester II and III respectively.

17. I am an undergraduate in the Faculty of Management and Finance in University of Colombo. Shall I register for this course?

No. Undergraduates in the Faculty of Management and Finance are not allowed re-enroll for any diploma offered by the faculty. However, undergraduates in faculties other than Faculty of Management and Finance in University of Colombo can enroll for this diploma.

18. I am an undergraduate in another university not in University of Colombo. Shall I do this diploma?

Yes, internal students in any other private, semi-government, or public university can enroll for the DHRM program. But undergraduates in the same faculty where the DHRM is offered cannot enroll to the diploma.

19. Those who apply for this diploma should be employed and doing some job otherwise those cannot enroll for this course. Is it true?

False. Students' employment status is not considered if they have got through the GCE Advance Level examination at one sitting. Previous / ongoing working experience will

be tested from the students those who have not got through GCE Advanced Level. But students. Full time students, job seekers, employed persons and anyone who is interested to learn HRM are welcome for this course.

20. What is the grade and the pass mark for examinations?

As per the by-laws of the programme of DHRM, students need to earn minimum of 50 marks which equals to a C grade to complete the course work. Any mark below 50 are considered as failure (D and F grades).

21. Can I pass an exam without assignment marks?

Yes. As long as students can manage themselves to earn at least 50% even with or without assignment marks, exams can be got through. But students are highly encouraged to complete their assignments in order to earn higher grades and thorough themselves in related knowledge.

22. How to re-sit for repeated examination in the diploma?

If you do not get through an exam with required grades, you may re-sit for the repeated exam with the next batch. Exam applications for repeated exams can be taken from the Examination Branch, University of Colombo and maximum grade that can be obtained by a student for a repeat exam is C. However, students who re-sit for exams due to medical reasons can earn any grade as long as they perform.

23. Is onsite participation for lectures compulsory? Can I connect to lectures at home via online platforms?

No. All lectures throughout your diploma period are onsite lectures not online lectures. However, if an emergent requirement arises (possibly due to the pandemic situation), online lectures are carried out in order to complete the diploma within the given period of time. Therefore, you will have to attend online lectures conducted during such difficult periods.

9. Contact Details

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