

**DIPLOMA IN HUMAN RESOURCES MANAGEMENT
(DHRM)**

Rationale of the Programme

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 quality 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.

By-Laws, made by the Council of the University of Colombo under Section 135 of the Universities Act No. 16 of 1978 as subsequently amended.

BY-LAWS

01 These By-Laws may be cited as the Diploma in Human Resources Management By-Laws No.....of 2020.

Part I – General

Award of Diploma

02 Subject to these By-Laws, a student may be awarded the Diploma in Human Resources Management, if he/she,

- (a) has been a registered student of the University for the period prescribed by these By-Laws;
- (b) has pursued the programme of study in the University to the satisfaction of the Vice-Chancellor as prescribed by these By-Laws, and other Regulations and Rules of the University;
- (c) has satisfied the Examiners at the prescribed Written Examinations, Class Room Tests,

Practical Assignments and Term Papers approved by the Faculty Board.

- (d) has paid all the prescribed fees including registration fee, course fee, supervision fee, examination fee, library deposit and other dues as may be payable by her to the University; and
- (e) has fulfilled all other requirements prescribed by these By-Laws and the other relevant Regulations and Rules of the University.

Administration of the Programme

- 03 The Dean of the Faculty of Management & Finance shall appoint a Coordinator for the Diploma in Human Resources Management (hereafter referred to as DHRM Programme) on the recommendations of the Head of the Department of Human Resources Management.

Eligibility and Admission to the Programme

- 04 No person shall be eligible to be admitted to the DHRM Programme, unless he/she possesses any one or more of the following qualifications:
- (a) minimum of three passes in any subject stream of GCE A/L in one and same sitting;
OR
minimum of five years' experience in executive level in any public/private organization with minimum of 6 passes in GCE O/L examination in one and same sitting;
 - (b) AND
a good command in the language of instruction of the programme that the applicant applied for.

Application for Admission

- 05 (a) Applications for admission of students to the Programme shall be called by open advertisement and/or through circular notices.
- (b) Prospective applicant shall be required to pay to the University the application fee for making an application in the prescribed form issued by the University.
- (c) Applications received shall be referred to the Coordinator of the Programme. The Coordinator, in consultation with the Head of Department, having examined the applications for necessary initial qualifications, shall, call the qualified candidates for an interview. The candidates who obtained 50% or more at the interview will be admitted according to the order of merit on the basis of the number of candidates that can be accommodated in a given year.
- (d) The final list of candidates who have been selected for admission in the interview shall be recommended to the Faculty Board.

Registration for the Programme

- 06 A person who is selected for admission to the programme shall take steps to register for the DHRM Programme not later than the prescribed date and shall pay to the University prescribed registration and other fees as specified in section 2 (d) in the By-Laws.
- 07 (a) On completion of the registration procedure, an applicant shall be registered as a student of the DHRM Programme.
- (c) The minimum period of registration for the DHRM Programme shall be one year. The period of registration shall be counted from the date of commencement of the Programme.
- (d) The registration for the Programme shall be deemed to have lapsed at the expiry of its period of validity. The student whose registration has so lapsed may renew his/her registration for a further period by paying the prescribed fees as specified in the Regulations and/or Rules, relevant to these By- Laws provided that she is still eligible to be registered for the Programme. However, no registration shall be renewed after the expiry of two academic years from the end of the first year of registration. Any such student shall be required to seek registration in the DHRM Programme afresh if she

failed to obtain the Diploma even after the renewed period of registration, in competition with new applicants, under the Rules in force at the time of seeking such fresh registration.

- 08 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.
- 09 (a) The fees for application, registration, tuition, examination, and library deposit shall be determined from time to time by the Council of the University.
(b) Where a late application is received within seven days after the due date for the receipt of applications, an additional fee of 50% of the prescribed fee shall be charged. If the application is received within fourteen days after the due date, an additional fee of 100% of the prescribed fee shall be charged. No application shall be entertained even in exceptional circumstance after the lapse of fourteen days from the due date.
- 10 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.
- 11 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.

Part II-Course Structure

- 12 The DHRM programme shall extend over a period of twelve months, including intervening period, and a period set apart for written examination. The Programme shall be conducted as a week-end program.
- 13 The courses leading to the award of the DHRM shall extend over Trimesters' duration covering formal lectures and continuous assessment.
- 14 The entire programme shall be structured in ten course units, which carry a total of 30 credits as prescribed by these By-laws.

- 15 The duration of each Trimester shall, under normal circumstances, be a continuous period of 17 weeks from its beginning. Examination of each module offered in a given Trimester shall be held at the end of the teaching of the respective module.
- 16 This Programme shall comprise of course work consisting of theory and practical components.
- 17 The course work relevant to the Programme shall consist of lectures, tutorials, practical classes, field visits and other assignments on courses, as shall be approved by the Senate on the recommendation of the Faculty Board. The list of courses, the syllabi and the number of question papers in each Module of the Programme shall be those set out in the Regulations approved by the Senate from time to time.
- 18 The medium of instruction shall be Sinhala, Tamil or English and the Programme Coordinator in consultation with the Head, Department of Human Resources Management, shall decide whether to conduct the programme in all three media or only in a selected medium or a media in a given year after considering the resources available. All students should follow the Programme in the medium in which they register to the programme. Requests to change the medium may be considered subject to the approval of the Faculty Board. Such requests to change the medium should be forwarded with reasons to the Programme Coordinator within 03 weeks of commencing the Programme.
- 19 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.

Part III – Evaluation/Examination

- 20 (a) Performance of a candidate at the DHRM Programme shall be evaluated through a combined system of continuous assessments and Modular Examinations.
(b) 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 Examination - 60%
Continuous Assessment -40%
- 21 Performance of students in each course shall be graded and Grade Point Value shall be assigned as given in Table 1.

Table 1: 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:

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

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.

- 22 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 shall consist of one or more written papers and such number of continuous assessment/s as prescribed by the Regulations and/or Rules relevant to this programme.

- 23 A candidate shall not be permitted to take the examination unless:
- (a) he/she has followed at least 80 percent of the classes held;
 - (b) he/she has registered with the Examinations Branch of the University for the examination he/she intends to sit;
 - (c) 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;
 - (d) his/her student registration continues to be in force; and
 - (e) his/her application for entry to the examination has been accepted.
- 24 (a) A student in a particular Trimester of the DHRM Programme and registered for particular courses of the Trimester shall take the Examination for that Trimester on the first occasion on which the Examination is held after the completion of instruction for that Trimester.
- (b) Where a student does not apply for and/or take the Examination on the first occasion that it is held he/she shall be deemed, unless the Senate determines otherwise on the recommendation of 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.
 - (c) 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.
 - (d) Student shall not take any of the Examination on more than three occasions and in computing the total number of occasions there shall be taken into account any occasions on which he/she is deemed to have taken the Examination in terms of these By- Laws.
 - (e) All rules relating to the Examination Procedure, Offenses and Punishment Regulation No 1 of 1986 shall be *mutatis mutandis* apply to or in relation to the DHRM Examination.

- (f) 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 Programme Coordinator and any matters relating to such tests shall be decided by the Faculty Board on the recommendation of the Programme Coordinator and the Head of the Department.
 - (g) Rules relating to Assignments and Term Papers shall be announced from time to time by the Programme Coordinator in consultation with the teachers and such rules shall not be changed or revoked unless otherwise decided by the Faculty Board.
- 25 It shall be lawful for the Faculty to terminate the registration of any student after one warning in writing, if the work by such student is unsatisfactory. No refund of any fees shall be payable if and when the registration of such a student is terminated.
- 26 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 shall be taken into consideration for the computation of results of the DHRM Examination.
- 27 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. Referred candidates will have to pay a repeat examination fee. Repeat candidates resubmitting either the Extended Essay or the Group Applied Research Project under the old syllabuses enforced by the By-Law No. 18 of 2020 and/or previous By- Laws of the Programme will have to pay research supervision and marking fee. The fees applicable to the current year would apply to the candidates.

Part IV – Award of the Diploma in Human Resources Management

- 28 No student shall qualify for the award of the Diploma of Human Resources Management, unless he/she has:
- (a) earned 30 Credits from Modules offered in the programme;

- (b) secure a GPA of not less than 2.00 for each Module; and
 - (c) secure a cumulative GPA of not less than 2.00 for the entire programme.
- 29 A student may qualify to be awarded the Diploma of Human Resources Management with Merit Pass if she secures a cumulative GPA of not less than 3.75 at the first attempt.

Part V – Interpretation

- 30 Any question regarding the interpretation of these By-Laws shall be referred to the Council of the University of Colombo whose decision shall be final.
- 31 The Vice-Chancellor shall have authority, in consultation with the Dean of the Faculty of Management & Finance, to take such action or give such direction, not inconsistent with the principles underlying the provisions of these By-Laws, as appears to his/her to be necessary or expedient for the purpose of removing any difficulties that may arise in the interpretation of these provisions or for which there is no provision in these By-Laws.

In these By-Laws as well as in its Part V unless the context requires otherwise.

“The Act” means the Universities Act. No 16 of 1978 and its subsequent amendments.

“Council” means the Council of the University of Colombo constituted by the Universities Act No. 16 of 1978.

“Senate” means the Senate of the University of Colombo constituted by the Universities Act No. 16 of 1978.

“The DHRM Programme” means the programme of study leading to the award of the Diploma in Human Resources Management.

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

“The Faculty Board” means the Faculty Board of the Faculty of Management & Finance of the University of Colombo.

“Head” means the Head of the Department of Human Resources Management.

“The Registrar” means the Registrar, Acting Registrar, Deputy Registrar, Senior Assistant Registrar, Assistant Registrar or any other Officer authorized to sign for and on behalf of the Registrar of the University of Colombo.

“The Trimester” means a period of 19 weeks from the first day of the commencement of a Trimester till the day prior to the commencement of the next Trimester and shall include the intervening periods of vacation, study leave, written examinations, unless the Senate on the recommendation of the Faculty Board decides otherwise.

“The University” means the University of Colombo constituted by the Universities Act. No 16 of 1978.

Part VI – The Syllabi

The course will cover the followings:

	Course Code	Course Units	Credits
01	DHRM 01-01	Principles of Management	3
02	DHRM 01-02	Reading Finance and Accounting Reports	3
03	DHRM 01-03	Introduction to Human Resource Management	3
04	DHRM 01-04	Personality Development and Business Communication	3
05	DHRM 02-01	Organizational Behavior	3
06	DHRM 02-02	Labor Laws and Relations	3
07	DHRM 02-03	Employee Attraction and Retention	3
08	DHRM 03-01	Basic Statistics	3
09	DHRM 03-02	Performance and Reward Management	3
10	DHRM 03-03	Employee Counseling	3
		Total Credits	30