



**DIPLOMA IN HUMAN RESOURCES MANAGEMENT**

# **STUDENT HANDBOOK-2023-24**



**DEPARTMENT OF HUMAN RESOURCES MANAGEMENT  
FACULTY OF MANAGEMENT AND FINANCE  
UNIVERSITY OF COLOMBO  
SRI LANKA**

# **STUDENT HANDBOOK OF DIPLOMA IN HUMAN RESOURCES MANAGEMENT 2023-2024**



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

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

*This book is not for sale.*

**Editors**

Mr Yohan Perera

Mr Sachin Carlton

**Designed by**

Mr Isuru Chandradasa

## Coordinators of the DHRM Programme

Coordinator	Period
Mr Yohan Perera	2022-
Dr Dananja Wanninayake	2021-2022
Ms Ruwaiha Razik	2020-2021
Dr Dharshani Thennakoon	2019-2020
Ms Erandi Thennakoon	2018-2019
Professor Thilakshi Kodagoda	2017-2018
Dr Rajitha Silva	2015-2017

## Contents of the DHRM Programme

Foreword .....	vi
Message from the Dean.....	vii
Message from Head of the Department .....	viii
1. The University of Colombo.....	1
2. The Faculty of Management and Finance .....	3
3. The Department of Human Resources Management .....	6
4. The Diploma of Human Resources Management (DHRM).....	9
4.1. About the Programme.....	9
4.2. Course Introduction.....	10
4.3. Course Objectives .....	10
4.4. Unique Features of the DHRM Programme .....	11
4.5. Programme Structure.....	11
4.6. Curriculum and Course Descriptions.....	13
4.7. Course Evaluation.....	16
5. BY-LAWS .....	17
6. Rules and Disclaimers.....	27
7. Testimonials from Past Students .....	28
8. Teaching Faculty .....	30
8.1. Core Faculty .....	30
8.2. Visiting Faculty .....	32
9. Frequently Asked Questions (FAQs).....	32
10. Examination Procedure, Offences and Punishments .....	37
10.1.Regulations.....	37
10.2.Examination Procedure.....	37
10.3.Examination Offences and Punishments .....	44
11. Teaching, Learning and Assessment .....	48
11.1.Lectures and Continuous Assessment.....	48
12. Facilities for Students.....	48
12.1.Library Facilities and Reading Requirements .....	48
12.2.The Health Centre at University of Colombo .....	49
12.3.Blended Learning .....	49
13. Contact Details .....	50

## Foreword



This handbook has been prepared for your perusal and utilization as you embark on pursuing the Diploma in Human Resources Management. The Department of Human Resources Management, Faculty of Management and Finance, University of Colombo, offers this programme for the Academic Year 2023/2024.

As members of the 9<sup>th</sup> batch to enroll in this esteemed programme, you join a community that has garnered significant attention from prospective candidates aspiring to build a career in Human Resources Management. Notably, the programme has also earned commendation and recognition within the industry.

We trust that you will find this handbook to be a valuable roadmap throughout your period of study. It is designed to address common queries typically encountered by new entrants to the programme. If you encounter academic matters not covered in this handbook, please do not hesitate to reach out to the programme coordinator for guidance.

I wish you all the very best in all your academic pursuits and future endeavors!

**Yohan Perera**

Coordinator 2023/2024

Diploma in Human Resources Management (DHRM)

Department of Human Resources Management

Faculty of Management and Finance

University of Colombo

## Message from the Dean



It is my pleasure to welcome the new entrants to the Diploma in Human Resources Management Programme (2022-2023) offered by the Department of Human Resources Management, Faculty of Management and Finance, University of Colombo. Faculty of Management

and Finance is at the forefront of providing business and management education in Sri Lanka and well well-accepted by the global university community.

Our faculty is equipped with state-of-the-art human and physical resources, dedicated to cultivating high-caliber individuals who will excel in business and contribute to the nation's prosperity. This programme provides the necessary knowledge, skills and values essential for a successful career in Human Resource Management.

Throughout your journey at the Faculty of Management and Finance, I encourage you to leverage every opportunity presented to you and collaborate with our committed academic and non-academic staff members, all of whom are devoted to providing guidance and support.

I extend my best wishes for a fruitful and memorable period at our esteemed institution.

Professor Nihal Hennayake

Dean

Faculty of Management and Finance

University of Colombo



## Message from Head of the Department



It is with great pleasure that I pen this message welcoming the 9<sup>th</sup> batch of our Diploma in Human Resources Management (DHRM) students to the department of Human Resources Management, Faculty of Management and Finance, University of Colombo, one of the most sought after HRM diplomas in the country. 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 programme. 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 programme one of the best diplomas in HRM in the country. We have carefully developed the curriculum of the DHRM programme 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 into the teaching and learning.

We hope that you will take the maximum benefit of this wisely crafted programme 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!



Dr Mayuri Atapattu

Head

Department of Human Resources Management

Faculty of Management and Finance

University of Colombo

## 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 students 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 centers of learning. Owing to its location in the metropolitan centers, 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 centers, professional associations,

theatres, art galleries, cinema halls etc., which can be used by the students for their own academic and personal enrichment.

### **Vision**

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

### **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.

## 2. The Faculty of Management and Finance



Historical Footprint Established in May 1994, the Faculty of Management and Finance remains as the growing faculty of the University of Colombo. The 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 that operated under the Faculty of Arts, the Department of Commerce and Management Studies grew rapidly in the 1980s and thereby became the department that 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 and Finance.

Since then, the undergraduate 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 in Sri Lanka. Living up to this commitment of national and international significance, the Faculty of Management & Finance embarked on planning for a major restructuring programme in the late 1990s. In its historical evolution, the Faculty of Management & Finance reached yet another juncture in May 2007. 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. Putting the re-structuring plan into practice, two academic departments that were in existence for many years were abolished and seven new academic departments were established, such as:

- |                                |                             |
|--------------------------------|-----------------------------|
| 1. Department of Accounting    | 5. Department of Human      |
| 2. Department of Business      | Resources Management        |
| Economics                      | 6. Department of Management |
| 3. Department of Finance       | and Organization Studies    |
| 4. Department of International | 7. Department of Marketing  |
| Business                       |                             |

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

### 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 most prominent and leading faculty in Sri Lanka for high-quality academic and executive programmes, 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



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.

Dr Mayuri Atapattu is our current Head of the Department, and she has been leading the Department since 2022. 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 Human Resources Management

Head of the Department	Period
<b>Dr Mayuri Atapattu</b>	2022-
<b>Prof (Chair)Aroscha S Adikaram</b>	2019-2021
<b>Prof Pavithra Kailasapathy</b>	2017-2019
<b>Prof N. N. J. Navarathne</b>	2014-2017
<b>Prof Thilakshi Kodagoda</b>	2013-2014
<b>Prof Pavithra Kailasapathy</b>	2010-2013
<b>Prof N. N. J. Navarathne</b>	2007-2010

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 includes 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 more effective academic guidance, and create a positive atmosphere within the department. We are extremely proud of our alumni 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 students in numerous ways.

Our dedicated staff has excellent academic credentials and is 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)



The Diploma in Human Resources Management (DHRM) programme conducted by the Faculty of Management and Finance, University of Colombo is one of the most sought after HRM courses in the country. We are also one of the most successful extension programmes run by the faculty. From its inception 7 years ago, we have managed to maintain high quality and standards of the DHRM programme and have attracted a wide array of students and practitioners who are passionate about pursuing a career in HRM or obtaining knowledge and capabilities in HRM.

### 4.1. About the Programme

All the information hereinafter provided on the Diploma in HRM is based on the By-Laws of the Diploma in Human Resources Management

## 4.2. Course Introduction

Human Resources 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.

## 4.3. Course Objectives

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

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

#### 4.4. Unique Features of the DHRM Programme

The Diploma in Human Resources Management 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 subjects.
- Course delivery with a highly qualified and competent panel of lecturers.

#### 4.5. Programme Structure

Programme duration	<ul style="list-style-type: none"> <li>• The programme duration is 1 year including lectures, continuous assessments, and written examinations.</li> </ul>
Lecture schedule	<ul style="list-style-type: none"> <li>• This is a weekend programme and lectures are conducted every Sunday during the one year.</li> </ul>
Time breaks	<ul style="list-style-type: none"> <li>• Time breaks are following the 'Trimester' schedule where one-third part of the academic year.</li> <li>• A trimester has 15 weeks from its beginning and there are 3 trimesters for the whole programme of DHRM (a trimester is subject to change based on circumstances).</li> </ul>
Course units	<ul style="list-style-type: none"> <li>• There are 10 course units to be completed in the DHRM programme.</li> <li>• Those 10-course units are then</li> </ul>

	divided into 3 trimesters (please refer to Curriculum and Course Descriptions) for further details.
Coursework	<ul style="list-style-type: none"> <li>• This programme has only coursework with the inclusion of academic and practical components. No research projects are required to be carried out in the programme.</li> <li>• The coursework consists with lectures and assignments endorsed by the relevant lecturer in a particular course unit.</li> </ul>
Credit allocation	<ul style="list-style-type: none"> <li>• The entire programme of DHRM consists of 30 credits. Thus, one course unit is worth 3 credits.</li> </ul>
Attendance	<ul style="list-style-type: none"> <li>• Minimum of 80% attendance is a prerequisite either for online lectures or onsite lectures.</li> <li>• The programme coordinator verifies attendance of every lecture conducted throughout the programme.</li> <li>• Learning partners are NOT permitted to sit for examinations if they do not satisfy the minimal attendance requirement.</li> </ul>
Total investment	<ul style="list-style-type: none"> <li>• Total investment for the course is Rs. 110,000.00 • Learning partners can pay the total course fee in three installments (1<sup>st</sup> installment- Rs.50000.00, 2<sup>nd</sup> installment -</li> </ul>

	Rs.35000.00 and third installment Rs.25000.00. 1 <sup>st</sup> installment should be paid before commencing the programme.
--	--

#### 4.6. Curriculum and Course Descriptions

Trimester 1			
No	Course Code	Course Name	Credits
1	DHRM 01-01	Principles of Management	03
2	DHRM 01-02	Reading Finance and Accounting Reports	03
3	DHRM 01-03	Introduction to Human Resource Management	03
4	DHRM 01-04	Personality Development and Business Communication	03
Trimester 2			
5	DHRM 02-01	Organizational Behaviour	03
6	DHRM 02-02	Labour Laws and Relations	03
7	DHRM 02-03	Employee Attraction and Retention	03
Trimester 3			
8	DHRM 03-01	Business Statistics	03
9	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 basic knowledge on Management concepts and functions. The course will provide a solid platform for students to enhance their knowledge on Management related modules as they progress through the programme.



**DHRM 01-02 Reading Finance and Accounting Reports**

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

**DHRM 01-03 Introduction to Human Resource Management**

This course is dedicated to outlining 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 to enrich the learner's understanding of the scope of HRM and its basic administrative applications in the real business world.

**DHRM 01-04 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), and personality disorders will be discussed.

**DHRM 02-01 Organizational Behaviour**

This course provides fundamental knowledge on the 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 02-02 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 regarding 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 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 both individual and corporate performance.

## **DHRM 03-01 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 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 Resources functions in an organization by reviewing related concepts. Learning partners will get to know how to carry out an 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 intends to elaborate counseling approaches and practices which are applied in the world of business for resolving employees' mental issues and several psychological disorders. Further, it is dedicated to building 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.

#### **4.7. Course Evaluation**

Candidates' performance in 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%

The performance of students in each course shall be graded and Grade Point Value shall be assigned as given below.

## 5. BY-LAWS

The conditions outlined below in the DHRM onsite BY-LAW are applicable to the DHRM online program, and the program delivery mode is online.

01 These By-Laws may be cited as the Diploma in Human Resources Management By-Laws No 18 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, Classroom 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

(b) public/private organization with minimum of 6 passes in GCE O/L examination in one and same sitting;

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 programme.
- 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 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 Classroom 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.

## **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.

## 6. 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.

## 7. Testimonials from Past Students



“The Diploma in Human Resources Management programme offered by the Department of Human Resources Management, University of Colombo not only deepened my understanding of HR but also provided me with transferable skills which are also applicable to my computing and management internship. This interdisciplinary approach empowered me to excel in both fields by creating a unique advantage for my career.”

**Danidu Fernando**  
DHRM 2020- 2021 Batch



“The Diploma in Human Resources Management (DHRM) offered by the Faculty of Management and Finance, University of Colombo is an excellent programme that provides comprehensive know-hows in the field of HRM. The course covers a wide range of topics such as recruitment, employee relations, performance management, and compensation and benefits. The course facilitators are highly knowledgeable and experienced. They provide practical insights and many real-world examples that are relevant to the contemporary HR landscape. The course materials are well-organized and easy to follow. The Learning Management System (LMS) that they provide for students is very user-friendly and accessible. Hence, I highly recommend this course to anyone interested in pursuing a career in the field of HRM or looking to enhance their hands-on skills and knowledge in this field”.

**Hirunika Perera**

DHRM 2019-20 Batch



“The diploma offered by the Faculty of Management and Finance, University of Colombo provides high quality and timely relevant learning experience for individuals seeking to enhance their competency in Human Resources Management. Notably, the course and inclusion of Labor Law and related legal topics have particularly been beneficial for my LLB degree programme at the University of Peradeniya. The course filled me with both legal and management aspects. The guidance and support provided by the lecturers have been invaluable, serving as a solid foundation for every student. Also, the off-campus workshop is a great guide to someone and professional life who is willing to continue their career in the

HRM field as it paves the future paths. Thus, this HRM course was such an eye-opener to the future”.

**Ms. W. Sithmi Sathsarani**

DHRM 2021/2022 Batch

## 8. Teaching Faculty

### 8.1. Core Faculty

#### **Professor (Chair) Arosha S. Adikaram**

*[PhD (Col), MA in Labour Studies (Col), BBA (Col), CTHE (Col), SEDA (UK), CMCIPM (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), Chartered Member CIPM (Sri Lanka)]*

#### **Dr A.M.C.P. Atapattu**

*[(PhD (Kelaniya), MBA (Col), B.Com (Col) CTHE (Col)]*

#### **Dr Mayuri Atapattu**

*[PhD (UNSW-Australia), MBA (Col), BBA (Col), CTHE (Col), SEDA (UK)]*

#### **Dr Rajitha Silva**

*[PhD (Kelaniya), MBA (CSU-Australia), MSC (Malaysia), BBA (Col), CTHE (Col), PGDip (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 Dananja Wanninayake**

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

**Ms Ruwaiha Razik**

*[MBA (Waseda University – Japan), BBMgt in HRM (Kelaniya), FCPM (Sri Lanka), ACMA (UK), CGMA (UK), AIB (Sri Lanka), APB (Sri Lanka), CTHE (Col), SEDA (UK), Reading for Mphil leading to PhD (Col)]*

**Mr W.M.S.R. Weerasekara**

*[MBA (Col), BBA (Col), CTHE (Col), SEDA (UK), ACCA (professional)]*

**Mr Yohan Perera**

*[(MHRM (Kelaniya), B.B.Mgt. (Special) in HRM (Kelaniya), CTHE (Colombo)]*

**Mr. D.D.C. Lakshman**

*[MPhil (B.Econ) (USJP), MBA (Marketing) (UK), BBA (Int. Business) Col, AAT (SL) CTHE (Col), SEDA (UK)]*

**Ms S.A.D.K.S. Dissanayake**

*[MBA (Col) – reading, BBA (Col), ACCA (Strategic Professional), AAT (Passed Finalist), CTHE (Col)]*

**Ms Asheni De Silva**

*[MBA (PIM-SJP), LLB (London), BBA (Colombo)]*

**Ms Poornima Gamage**

*[BBA (Col), Reading for MBA (Col)]*

**Mr Isuru Chandradasa**

*[BBA in HRM (Ruh, SL), Reading for MSc (Sjp, SL)]*

**Mr Sachin Carlton**

*[B.B.Mgt. (Special) in HRM (Kelaniya), AAT Passed Finalist, Reading for MBA, (Col)]*

## 8.2. Visiting Faculty

### Mr. K.A.A.N. Thilakarathna

*[LL.M (KDU), M.Soc (Col), LL.B(Col), MaTE (Col), SEDA (UK)]*

### Ms. Rovina Vandersay

*[MBA (AIB, Aus), BBA (FUA, Aus), Dual HND in HR (HRMI)]*

## 9. Frequently Asked Questions (FAQs)

### **Q. 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 candidates who do not possess the GCE Advance Level qualification. But those candidates should have got through the GCE Ordinary Level Examination in any attempt with 5+ years of working experience in executive / officer graded capacities. Those candidates are eligible to enroll for a Diploma in Human Resources Management offered by the Department of Human Resources Management, University of Colombo.

### **Q. 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.

### **Q. How many times do I 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. Altogether you will have 10 examination papers during the period of your study.

### **Q. 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.

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

You are not offered the certificate unless you complete the whole programme. Certificates are given upon completion for those who got through all the course units and fulfill the requirements of the programme.

**Q. Where are the lectures conducted?**

All lectures are conducted in the faculty premises, Faculty of Management and Finance, University of Colombo, Colombo 03.

**Q. 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.

**Q. Is attendance compulsory in this programme?**

Yes, attendance is compulsory for all students 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 a minimum 80% attendance for every subject.

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

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

**Q. How many lectures do I have for a subject in the diploma?**

You have 15 lecture sessions for each subject in the programme of 2-hour duration each.

**Q. What are the assessment criteria of this course?**

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.

**Q. 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, 40 marks are allocated for assignments and 60 marks are allocated for final written examinations.

**Q. 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.



**Q. 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.

**Q. Can I sit for exams in Sinhala medium?**

Yes, an examination will be conducted in Sinhala medium only for those who follow the programme in Sinhala medium. English medium students cannot sit for examinations in Sinhala medium.

**Q. Can I change my medium of instructions after I join the programme, for example from Sinhala medium to English medium?**

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 to the Programme Coordinator within 03 weeks of commencing the Programme.

**Q. What is the total investment for the course and how it is paid?** The total investment for the course is Rs. 110,000 which can be paid in 3 installments. The first installment is Rs. 50,000 which should be paid before the commencement of the course and the remaining amount of Rs. 60,000 can be paid in 2 installments at the commencement of trimesters II and III respectively.

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

No. Undergraduates in the Faculty of Management and Finance are not allowed to 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.

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

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

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

No this is a false statement. 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 only in applicants who have not got through GCE Advanced Level.

**Q. 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 is considered as failure (D and F grades).

**Q. How to re-sit for repeated examinations 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 obtained from the Examination Branch, University of Colombo and the 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. There is an additional payment that needs to be made by repeat students.

**Q. Is onsite participation in lectures compulsory? Can I connect to lectures at home via online platforms?**

No. if the lectures are conducted onsite, students will need to participate in lectures onsite. There will not be online and onsite lectures held parallelly or at the same time.

## **10.Examination Procedure, Offences and Punishments**

Regulations made by the Senate and approved by the Council of the University of Colombo under Section 136 read with Section 29 of the Universities Act No. 16 of 1978 and amended by the Universities (Amendment) Act No. 7 of 1985.

### **10.1. Regulations**

These Regulations may be cited as the Examination Procedure, Offences and Punishment Regulations No. 1 of 1986.

### **10.2. Examination Procedure**

1. Candidates are required to be at the Examination Hall at least 15 minutes before the commencement of each paper, but shall not enter the Hall until they are requested to do so by the Supervisor.

2. No candidate shall be admitted to the Examination Hall for any reason whatsoever after the expiry of half-an-hour from the commencement of the examination. Nor shall a candidate be allowed to leave the hall until half-an

hour has lapsed from the commencement of the examination or during the last 15 minutes of the paper.

3. On admission to the Hall, a candidate shall occupy the seat allotted to him and shall not change it except on the specific instructions of the Supervisor.

4. A candidate shall have his Student Record Book and the Admission Card with him in the Examination Hall on every occasion he presents himself for a paper. His candidature is liable to be cancelled if he does not produce the Record Book, when requested to do so. If he fails to bring his Record Book on any occasion, he shall sign a declaration in respect of the paper for which he had not produced the Record Book in the form provided for it and produce the Record Book to the Registrar on the following day. If a candidate loses his Record Book in the course of the Examination he shall obtain a duplicate Record Book/Identity Card from the Registrar, for production at the Examination Hall.

5. Admission Cards signed in the presence of the Supervisor/Invigilator shall be handed over to the Supervisor/Invigilator on each occasion when a candidate sits a paper.

6. Candidates shall bring their own pens, ink, mathematical instruments, erasers, pencils or any other approved equipment or stationery which they have been instructed to bring.

7. Examination stationery (i.e. writing paper, graph paper, drawing paper, ledger paper, precise paper etc.) will be, supplied as and when necessary. No sheet of paper or answer book supplied to a candidate may be torn,

crumpled, folded or otherwise mutilated. No papers other than those supplied to him by the Supervisor/Invigilator shall be used by a candidate. Log tables or any other material provided shall be used with care and left behind on the desk. All material supplied, whether used or unused, shall be left behind on the desk and not removed from the examination halls.

8. No candidate shall have on himself or in his clothes, or on the Admission Card, Timetable, Record Book or any other object he is permitted to bring into the Examination Hall, any notes, signs, formulae, or any other unauthorized material. Books, notes, parcels, handbags etc. which a candidate has brought with him should be kept at a place indicated by the Supervisor/ Invigilator. The envelope in which the Admission Card has been posted to him should not be brought into the Examination Hall.

9. A candidate may be required by the Supervisor to declare any item in his possession or person.

10. Every candidate shall enter his Index Number at the appropriate place on the answer book and on every continuation paper. He shall also enter all necessary particulars as indicated in the cover of the answer book. A candidate who inserts on his script an Index Number other than his own is liable to be considered as having attempted to cheat. The Supervisor/ Invigilator has the authority to check the answer scripts of the candidates. A script that bears no Index Number or an Index Number which cannot be identified is liable to be rejected. No candidate shall write his name or any other identifying mark on the answer scripts.

11. Candidates are under the authority of the Supervisor and shall assist him by carrying out his instructions and those of his Invigilators, during the examination and immediately before and after it.

12. Every candidate shall conduct himself in the Examination Hall and its precincts so as not to cause disturbance or, inconvenience to the Supervisor or his staff or to other candidates. In entering and leaving the Hall, he shall conduct himself as quietly as possible. A candidate is liable to be excluded from the Examination Hall for disorderly conduct.

13. Absolute silence shall be maintained in the Examination Hall and its precincts. A candidate is not permitted for any reason whatsoever to communicate or to have any dealings with any person other than the Supervisor/ Invigilator. The attention of the Supervisor/Invigilator shall be drawn by the candidate by raising his hand from where he is seated.

14. After the examination has commenced, no candidate shall be permitted to leave the Examination Hall even temporarily. In case of an emergency, the Supervisor/Invigilator shall grant his permission to do so but the candidate will be under his constant surveillance.

15. Candidates shall stop work promptly when ordered by the Supervisor/Invigilator to do so. If this instruction is not followed, the Supervisor/Invigilator has the authority to make an endorsement to this effect on the answer scripts.

16. All calculations and rough work shall be done only on paper supplied for the examination and shall be cancelled and attached to the answer script.

Such work should not be done on admission cards, timetables, question papers, record books or on any other paper. Any candidate who disregards these instructions is liable to be considered as having written notes or outlines of answers with the intention of copying.

17. Any answer or part of an answer which is not to be considered for the purpose of assessment shall be neatly crossed out. If the same question has been attempted in more than one place the answer or answers that are not to be considered shall be neatly crossed out.

18. Every candidate shall hand over the answer script personally to the Supervisor/Invigilator or remain in his seat until it is collected. On no account shall a candidate hand over his answer script to an attendant, a minor employee or another candidate.

19. A candidate who has handed over his answer script shall under no circumstances be entitled to call it back.

20. No candidate shall remove his or any other candidate's answer scripts from the Examination Hall.

21. No candidate shall copy or attempt to copy from any book or paper or notes or similar material or from the scripts of another candidate. Nor shall any candidate either help another candidate or obtain help from another candidate or any other person. Nor shall any candidate conduct himself so negligently that an opportunity is given to any other candidate to read anything written by him or to watch any practical examination performed by



him. Nor shall any candidate use or obtain any other unfair means to render improper assistance at the examination.

22. No candidate shall submit a practical or field book or dissertation or project study or answer script which has been done wholly or partly by anyone other than the candidate himself.

23. No person shall impersonate a candidate at the examination nor shall any candidate allow himself to be so impersonated by another person.

24. If circumstances arise which in the opinion of the Supervisor render the cancellation or postponement of the examination necessary, he shall stop the examination, collect the scripts already written and then report the matter as soon as possible to the Vice- Chancellor/Registrar.

25. The Supervisor/Invigilator is empowered to require any candidate to make a statement in writing on any matter which may have arisen during the course of the examination and such statement shall be signed by the candidate. No candidate shall refuse to make such statement or to sign it.

26. Every candidate who registers for an examination shall be deemed to have sat the examination unless:

27. When a candidate is unable to present himself for any part or section of an examination, he shall notify or cause to be notified this fact to the Registrar immediately. This should be confirmed in writing with supporting documents within 48 hours by registered post.

(a). he is permitted by the Senate for a valid reason to withdraw from such examination on a ground acceptable to the Senate within the specified period or.

(b). (b) he submits a medical certificate prior to the commencement of the examination. The medical certificate shall be from the University Medical Officer. If this is not possible, the medical certificate should be obtained from a Government Medical Practitioner and submitted to the University Medical Officer at the earliest possible time, but in any case, not later than one week from the first day of the examination.

27. When a candidate is unable to present himself for any part or section of an examination, he shall notify or cause to be notified this fact to the Registrar immediately. This should be confirmed in writing with supporting documents within 48 hours by registered post.

28. A student who withdraws or absents himself from an examination shall not be eligible for Honours at the next examination unless the Senate decides otherwise.

29. Candidates who are unsuccessful at the first attempt will be given two further consecutive attempts to complete the examination. 30. No student shall sit an examination, if he has exhausted the number of attempts that he is allowed to sit that particular examination, unless he has been granted special permission to do so by the Senate.

### 10.3. Examination Offences and Punishments

1. Any candidate who violates any of the requirements or conditions stipulated in Examination Procedure shall have committed an examination offence.

2. Examination offences may be classified as follows:

(a). Possession of unauthorized materials or removal of examination stationery:

- Notes written on university or non-university stationery, documents or
- Removing examination stationery from the examination hall
- Possession of electronic devices.

(b). Copy or attempt to copy:

- From any external source or another candidate.
- Supporting other candidates to copy.
- Obtaining or attempting to obtain improper assistance or cheating or attempting to cheat.
- Writing name on the answer script.

(c). Disorderly conduct:

- Not carrying out the instructions of the Supervisor(s) /Invigilator(s).
- Disturbing examination staff or other candidates.

(d). Impersonating, attempt to impersonate or allowing another person to impersonate.

(e). Obtain, attempt to obtain or aiding to obtain prior knowledge of the examination paper.

(f). Submitting or aiding to submit assignments, term papers, project reports, extended essays, dissertation, and thesis done wholly or partly by anyone other than the candidate himself/herself.

(g). Forging signature of any official of the university or outsiders related to the examination process.

(h). Aiding and abetting the commission of any of these offences.

(i). Violation of any of the requirements or conditions stipulated in Examination Procedure.

3. There shall be an Examination Disciplinary Committee of not less than 3 members appointed by the Senate to enquire into and make recommendations (including punishments) regarding examination offences referred to it. The punishments recommended by the Examination Disciplinary Committee shall be submitted to the Senate for a decision.

4. In all cases of commission of examination offences detected, the Supervisor shall take action as outlined below and forward his report to the Registrar.

5. Where a student has been in possession of unauthorized material at the examination hall, he shall be presumed to have made use of such material until the contrary is proved by him.

6. In cases of disorderly conduct, the Supervisor shall in the first instance, warn the candidate to be of good behaviour. Where the candidate persists in unruly or disorderly conduct the Supervisor may exclude the candidate from the Examination Hall and issue him a letter cancelling his candidature from

the examination. Where a candidate's offence is only disobedience, the Supervisor shall warn the candidate and forward a report to the Registrar.

7. In all other cases of examination offences detected, the Supervisor shall, on the detection of the offence, take possession of unauthorized documents if any, obtain a statement from the candidate and write his report on the matter on the form provided for the purpose.

8. The Registrar shall place all reports of examination offences submitted by Supervisors for the consideration of the Vice-Chancellor who shall decide whether they shall be referred to the Examination Disciplinary Committee for further action.

9. Any Examiner, Head of Department, Dean of a Faculty or any other official of the University who detects an examination offence, shall report the matter in writing to the Registrar, who shall submit the same to the Vice-Chancellor for necessary action.

10. Any allegations regarding the commission of examination offences from whom so ever received shall be submitted by the Registrar to the Vice-Chancellor who shall decide whether these shall be referred to the Examination Disciplinary Committee for necessary action.

11. Any candidate who is found guilty for an examination offence is liable to any one or more of the following punishments:

(a). Expel from the examination hall.

(b).Written warning by the Vice-Chancellor for certain offences committed in the first instance.

- (c). Cancelling results of the examination in which the offence was occurred.
- (d).Cancellation of results obtained in the degree programme.
- (e).Debarring/suspension from sitting any university examination in succeeding Semester(s)/ Academic Year(s) or indefinitely.
- (f). Cancellation of the student registration in the present degree programme and debarring future registrations for any other degree programmes at the University.
- (g). Suspension from the University for such period as the Senate may decide or indefinitely.
- (h).Any other punishment decided by the Examination Disciplinary Committee.

12. Any candidate found aiding and abetting the commission of any examination offence shall be liable to the same punishment as that applicable to the offence.

13. Any appeal against the decision of the Senate shall be made to the Council.

14. There shall be an Examination Appeals Committee of not less than three members appointed by the Council to consider appeals lodged under Section 13 above and to make recommendations (including variation of punishments).

15. The recommendation of the Examination Appeals Committee shall be submitted to the Council whose decision thereon shall be final and conclusive.

## 11. Teaching, Learning and Assessment

### 11.1. Lectures and Continuous Assessment

Depending on the course requirements, teaching methods of the Faculty involve lectures, seminars, presentations and group discussions. As part of the continuous assessment some courses require students to carry out off-campus assignments individually or in groups. In such situations, students will be required to visit organisations, study their practices, and produce reports. In some modules, separate tutorial sessions may be organised in conjunction with main lectures. As tutorial sessions are important in both clarifying issues arising during lectures and recognising the evaluation style of each subject, students are encouraged to participate in these sessions regularly.

The Faculty also welcomes and encourages student initiatives towards organising academic activities such as guest lectures by industry experts, to complement the theory learnt in the class room, and as means to initiate a dialogue with the industry. The students also have the opportunity to meet relevant course facilitators personally. A few hours from each course facilitator's timetable are allocated for this purpose. Within these consultation hours, the students can seek solutions to the questions left unanswered during the lecture/tutorial sessions. If students face any problem relating to their courses, they are advised to discuss it with lecturers. If they are unable to find a satisfactory solution, they may bring the issue to the notice of the relevant Head of the Department.

## 12. Facilities for Students

### 12.1. Library Facilities and Reading Requirements

Students are expected to read at least the reading material prescribed by the course facilitators. The main library of the University of Colombo has a rich collection of books in management and finance. The Faculty also annually recommends to the library of the University of Colombo for subscribing to academic journals in the discipline of management; specifically, students have the opportunity to access resources such as Emerald, Insight and Google Scholar through the university network. Within this context, in addition to the prescribed reading material, students may expand their reading territory independently. Given that formal university education is able to lay only the foundation needed for your career development, such a habit of independent reading is strictly warranted.

### **12.2. The Health Centre at University of Colombo**

The Health Centre serves the majority of faculties, units, and centers of the university, and is located in “Samson’s Bungalow” on Reid Avenue. It provides a wide range of services to students, which include conducting medical examinations for new entrants, administering vaccinations on a needs basis, medical counseling and laboratory testing. In addition, it provides services such as issuing medical certificates on request, recommending special medical leave as needed, facilitating specialist advice and inpatient care on referral at the National Hospital of Sri Lanka, issuing medical certificates for driving licenses, and supplying medicines on a long term basis for chronic illnesses.

### **12.3. Blended Learning**

The Faculty has made initiatives to use blended learning, which provides online modes of teaching in addition to more traditional place-based teaching methods. This mainly provides the opportunity for students to learn



from remote locations as well as enabling the use of online evaluations for assessments.

### 13.Contact Details

Department of Human Resources Management	011 25 52 364	<a href="mailto:Department@hrm.cmb.ac.lk">Department@hrm.cmb.ac.lk</a>
The coordinator – DHRM Programme	0713746107	<a href="mailto:Dhrmcoordinator@fmf.cmb.ac.lk">Dhrmcoordinator@fmf.cmb.ac.lk</a>
Programme Assistant - DHRM Programme		<a href="mailto:dhrm@hrm.cmb.ac.lk">dhrm@hrm.cmb.ac.lk</a>
The Library	011 25 86 432	<a href="mailto:officelib@lib.cmb.ac.lk">officelib@lib.cmb.ac.lk</a> <a href="mailto:librarian@lib.cmb.ac.lk">librarian@lib.cmb.ac.lk</a>
Senior Assistant Registrar – FMF	011 25 01 292	<a href="mailto:sar@fmf.cmb.ac.lk">sar@fmf.cmb.ac.lk</a>
Deputy Registrar – Examinations	011 25 85 972	<a href="mailto:dr@exam.cmb.ac.lk">dr@exam.cmb.ac.lk</a>
Health Centre	011 25 84 985	
Marshal Office	011 25 83 107	



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

