



Faculty of Management and Finance



# HANDBOOK HDHRM 2025

HIGHER DIPLOMA IN HUMAN RESOURCE MANAGEMENT  
UNIVERSITY OF COLOMBO

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# **STUDENT HANDBOOK OF HIGHER DIPLOMA IN HUMAN RESOURCES MANAGEMENT 2025-2026**



**Department of Human Resources Management**

**Faculty of Management and Finance**

**University of Colombo**

**Colombo 03**

**Sri Lanka**

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## Foreword



This handbook has been designed for your reference and guidance as you embark on your journey in the Higher 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 2025/2026.

As the 2<sup>nd</sup> batch of learning partners in this programme, we warmly welcome you to this programme and hope you will be equipped with knowledge and skills essential for excelling in the dynamic field of Human Resources Management.

It's an overall, learning exposure that you will receive through in-depth theoretical knowledge and practical exposure through workshops, industry visits etc once you immerse yourself throughout this learning journey.

We trust that this handbook will serve as a valuable companion throughout your academic journey, addressing common queries and offering clarity on important aspects of the programme. Should you encounter academic matters not covered in this handbook, please feel free to contact the programme coordinator for assistance.

Wishing you great success in your academic pursuits and every accomplishment in your future endeavors!

**Asheni De Silva**

Programme Coordinator

Higher Diploma in Human Resources Management (HDHRM)

Department of Human Resources Management

Faculty of Management and Finance

University of Colombo

## Message from the Vice- Chancellor University of Colombo



It is with great pleasure that I extend my warmest congratulations and welcome the 2<sup>nd</sup> batch of the Higher Diploma in Human Resources Management (HDHRM) 2025/26 programme, offered by the Department of Human Resources Management, Faculty of Management and Finance, University of Colombo.

As the premier and oldest institution of higher education in Sri Lanka, the University of Colombo has a longstanding tradition of excellence in teaching, research, and service to society. We take pride in nurturing future leaders who are not only academically sound but also ethically grounded and socially responsible.

This Higher Diploma programme reflects our continued commitment to providing relevant, future-oriented, and high-quality academic programmes that respond to the evolving needs of industry and society. Human Resource Management plays a vital role in shaping organizational success, and I am confident that this programme will empower you with the knowledge, skills, and mindset necessary to lead with impact in diverse professional settings.

As you embark on this academic journey, I encourage you to remain curious, resilient, and open to learning. Make full use of the opportunities, expertise, and support available to you through our esteemed faculty and vibrant university environment.

I wish you a fulfilling and transformative experience at the University of Colombo and every success in your academic and professional pursuits.

Senior Professor (Chair) H D Karunaratne

Vice Chancellor

University of Colombo

## Message from the Dean, Faculty of Management and Finance, University of Colombo



It is my pleasure to welcome the 2<sup>nd</sup> batch of students to the Higher Diploma in Human Resources Management (HDHRM) programme for the academic year 2025-2026, 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-accepted by the global university community. Our faculty is equipped with cutting-edge resources and a team of highly skilled academics, all dedicated to nurturing your growth and development. This program is designed to provide you with a comprehensive understanding of Human Resource Management, to thrive in this dynamic field.

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 successful and memorable journey at the Faculty of Management and Finance. May this program be the foundation of a bright and impactful career in Human Resource Management.

Professor H.M. Nihal Hennayake

Dean, Faculty of Management and Finance

## Message from the Department of Human Resources Management

It is with great pride and enthusiasm that we welcome the 2<sup>nd</sup> batch of the Higher Diploma in Human Resources Management (HDRHM) students to the Department of Human Resources Management, Faculty of Management and Finance, University of Colombo. You are embarking on an exciting educational journey that promises to enhance your professional expertise, expand your career opportunities, and position you as a trailblazer in the field of Human Resources Management.

The HDHRM has been well designed to meet the growing demand for advanced HRM education that bridges the gap between theory and practice. The programme's curriculum integrates in-depth theoretical foundations with real-world applications, ensuring that you gain a comprehensive understanding of modern HRM practices while equipping you with the skills to address complex workplace challenges effectively.

Our distinguished panel of lecturers, renowned for their academic excellence and industry experience, is dedicated to delivering a programme of exceptional quality. Coupled with robust teaching, learning, and assessment standards, state-of-the-art resources, and a supportive academic environment, this Higher Diploma aspires to set new benchmarks in HRM education. In addition to the formal education, the programme consists of off campus workshops, industry visits and HDHRM Day for students to have an overall exposure in learning.

We encourage you to actively engage with the learning opportunities provided, collaborate with peers and faculty, and strive for excellence in every endeavor. Your dedication and success will inspire future cohorts and contribute to the reputation and credibility of this pioneering programme.

The Department of Human Resources Management is committed to your academic and professional growth, and we are confident that your journey



with us will be both enriching and rewarding. We look forward to supporting you in achieving your goals and celebrating your success as the 2<sup>nd</sup> batch of the Higher Diploma in Human Resources Management at the University of Colombo.

We wish you every success in this milestone educational endeavor and in your future aspirations.

-Department of Human Resources Management-

## 1. The University of Colombo



The history of higher education in Sri Lanka is closely linked to the history of the University of Colombo. In 1870 the Ceylon Medical College, from which the present Medical Faculty has developed was established. University College was established for higher education in Arts and Science in 1921. It was then affiliated to the University of London, and was housed in College House, which is the central administrative building of the University today. The University of Colombo became an autonomous university in 1978. It is a legacy of higher education in Sri Lanka, and all 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. The newest addition to the academic department was the Hospitality and Leisure Management Department which was established in 2024. Along with the latest addition there are eight academic departments in the Faculty of Management and Finance, University of Colombo.

- |   |  |
|---|--|
| 1. Department of Accounting                 | 6. Department of Management and Organization Studies |
| 2. Department of Business Economics         | 7. Department of Marketing                           |
| 3. Department of Finance                    | 8. Department of Hospitality and Leisure Management  |
| 4. Department of International Business     |  |
| 5. Department of Human Resources Management |  |

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**

<b>Head of the Department</b>	<b>Period</b>
<b>Dr Mayuri Atapattu</b>	2022-
<b>Prof (Chair) Arosha 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 Higher Diploma of Human Resources Management (HDHRM)



The Higher Diploma in Human Resources Management (HDHRM), offered by the Faculty of Management and Finance, University of Colombo, is a newly



designed programme introduced to meet the growing demand for advanced HRM education in the country. Building on the success and high standards of the Diploma in HRM, this programme aims to provide a comprehensive and in-depth understanding of HRM practices, equipping students and practitioners with the knowledge and skills needed to excel in the field.

#### **4.1. By-Law Rationale**

The rationale of the Higher Diploma in Human Resource Management (HDHRM) is to bring the knowledge and application of business and management among the students on par before proceeding with a postgraduate Diploma in Business Administration or any other equivalent degree programme in the field in the field of Human Resource Management. More importantly, this programme would function as the bridging programme for the other academic programmes introduced by the Department of Human Resources Management of the faculty.

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

#### **4.2. Course Introduction**

The Higher Diploma in Human Resource Management (HDHRM) is designed to bring the knowledge and application of business and management among the students on par before proceeding with a Postgraduate Diploma in Business Administration or any other equivalent degree programme in the field of Human Resource Management. More importantly, this programme would function as the bridging programme for the other academic programmes introduced by the Department of Human Resources Management of the Faculty

### 4.3. Course Objectives

The Department of Human Resources Management has strategically defined objectives for the delivery of the Higher Diploma in Human Resources Management (HDHRM). This programme was initiated based on the greater demand for advanced HRM education in Sri Lanka. Designed to develop competent and skilled HR professionals, the HDHRM programme provides an excellent blend of theoretical and practical knowledge for career advancement and academic excellence. The objectives of the HDHRM programme are as follows:

- Enhancing Advanced HRM Knowledge and Skills
- Increasing Employability and Professional Competence
- Providing a Comprehensive and Quality Curriculum
- Promoting Professional and Academic Recognition
- Facilitating Higher Educational Pathways

### 4.4. Unique Features of the HDHRM Programme

The Higher 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 Higher Diplomas offered by higher educational institutions in the country listing as follows.

- Offering a fully-fledged advanced qualification in HRM just within 12 months.
- Offering in both languages, depending on the demand for each. (This will be subject to the minimum cap of each instructing medium. If a minimum cap is not reached a viable approach will be negotiated)
- Comprising of both theory and practical applications of subjects.

- Course delivery with a highly qualified and competent panel of lecturers.
- Off campus workshops, Field visits, HDHRM Day

#### 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 on a chosen day.</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 17 weeks from its beginning and there are 3 trimesters for the whole programme of HDHRM (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 HDHRM programme.</li> <li>• Those 10-course units are then divided into 3 trimesters (please refer to Curriculum and Course Descriptions) for further details.</li> </ul>
Coursework	<ul style="list-style-type: none"> <li>• This programme has only coursework with the inclusion of academic and practical components. No research projects</li> </ul>

	<p>are required to be carried out in the programme.</p> <ul style="list-style-type: none"> <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 HDHRM 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 for lectures. 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. 155,000.00 for the year 2025</li> <li>• 1<sup>st</sup> installment should be paid before commencing the programme.</li> </ul>

#### 4.6. Curriculum and Course Descriptions

Trimester 1			
No	Course Code	Course Name	Credits
1	HDHRM 01-01	HR Planning and Analysis	03
2	HDHRM 01-02	Employee Sourcing	03
3	HDHRM 01-03	Learning and Development	03
4	HDHRM 01-04	Business Strategy	03
Trimester 2			
5	HDHRM 02-01	Talent and Rewards Management	03
6	HDHRM 02-02	HRIS and HR Analytics	03
7	HDHRM 02-03	Occupational Health, Safety and Wellbeing	03
Trimester 3			
8	HDHRM 03-01	Industrial Relations	03
9	HDHRM 03-02	Conflict Management and Negotiations	03
10	HDHRM 03-03	Basic Accounting and Finance	03

##### **HDHRM 01-01: HR Planning and Analysis**

The aim of this course is to provide a comprehensive understanding on workforce planning, job analysis, and aligning HR strategies with organizational objectives. It provides students with the skills to anticipate and address HR needs effectively.

##### **HDHRM 01-02: Employee Sourcing**

The course aims to equip students with innovative strategies for attracting and recruiting top talent to organizations. It explores into the areas of recruitment planning, employer branding, and contemporary sourcing techniques providing students with the knowledge and capabilities in understanding different strategies that could be utilized in the practical context.

##### **HDHRM 01-03: Learning and Development**

The aim of the course is to provide an overall understanding and exposure to the preliminary concepts of L&D. It also intends to enable the students to look at L&D in a more strategic and business sense. With this intention, special issues regarding

L&D and the trends of L&D will also be focused on through this course which will assist the learning partners in their roles of entrepreneurial managers/entrepreneurs in time to come.

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#### **HDHRM 01-04: Business Strategy**

This course introduces the core concepts and frameworks of business strategy, emphasizing the analysis and formulation of strategies that drive organizational success. Students will learn how to assess the competitive environment, identify strategic opportunities, and develop business strategies that enhance overall organizational performance and sustainability.

#### **HDHRM 02-01: Talent and Rewards Management**

This course aims to provide an understanding on the critical aspects of effectively managing an organization's talent and designing reward systems that drive performance and engagement. It focuses on building strategies to attract, develop, and retain top talent while fostering a culture of recognition and motivation. Students will explore the alignment of reward systems with organizational objectives, ensuring that both individual and organizational performance are optimized.

#### **HDHRM 02-02: HRIS and HR Analytics**

This course enables students to familiarize themselves with conceptual concepts of HRIS and HR analytics. The course will educate on the terminologies, analysis vs. analytics types of data, basic HR analytics tools,

and models used to acquire data, analyze, predict, and finally deal with the HR challenges confronting organizations of all sizes, and sectors today.

### **HDHRM 02-03: Occupational Health, Safety, and Wellbeing**

The aim of this course is to help learning partners gain a holistic understanding of the importance of health, safety, and wellbeing in an organization. The course will entail detailed discussion and planning, developing, and implementing strategies to ensure employee welfare and wellbeing through health and safety to improve the quality of employees' lives. Learning partners will also learn about the legal framework related to health, safety, and wellness.

### **HDHRM 03-01: Industrial Relations**

The aim of the course is to enable learning partners to acquire a detailed understanding about the nature of employment relations in organizations. Through the detailed discussions on various theories of industrial relations and the concepts such as employee voice, trade unionism, collective bargaining, participative management, discipline management, and grievance handling, students will understand issues and dilemmas that would arise with regard to employee relations as well as how to maintain harmonious employee relations in an organization

### **HDHRM 03-02: Conflict Management and Negotiations**

Students will learn techniques to identify, manage, and resolve workplace conflicts. The course also focuses on negotiation strategies to foster collaboration and productive working relationships. Negotiation and Conflict Management, enables students to respond to the rising demands of corporations by focusing on leadership, decision-making, and principled

negotiating techniques, models in negotiation skills, and understanding different culture, and using different techniques in negotiating.

### **HDHRM 03-03: Basic Accounting and Finance**

The aim of this course is to provide a foundational understanding of essential accounting and financial principles and practices that are crucial for HR professionals. It is designed to equip students with the knowledge and skills needed to understand and interpret financial data by bridging the gap between finance and HR. The course highlights the importance of financial literacy for HR professionals, enabling them to contribute more effectively to organizational planning, resource allocation, and cost management.

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

Candidates' performance in the HDHRM 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

<p style="text-align: center;">UNIVERSITY OF COLOMBO, SRI LANKA FACULTY OF MANAGEMENT AND FINANCE BY-LAWS Of the <u>HIGHER DIPLOMA IN HUMAN RESOURCES MANAGEMENT</u> <u>(HDHRM)</u></p> <p>By-Laws, made by the Council of the University of Colombo under section 135 of the Universities Act, No. 16 of 1978.</p> <p style="text-align: center;"><b>BY-LAWS</b></p> <p>1.</p> <ol style="list-style-type: none"> <li>1. These By-Laws may be cited as the Higher Diploma in Human Resources Management By-Laws No. <u>19</u> of 2024.</li> <li>2. These By-Laws shall come into operation on its receiving approval by the Council or on such other date as decided by the Council.</li> </ol> <p style="text-align: center;"><b>PART I – GENERAL</b></p> <p><b>Award of Diploma</b></p> <p>2. Subject to these By-Laws, a student shall be awarded the Higher Diploma in Human Resources Management, if he/she: -</p> <ol style="list-style-type: none"> <li>(a) has been a registered student of the University for the period specified by these By-Laws;</li> <li>(b) has pursued the programme of study in the University to the satisfaction of the Vice-Chancellor as specified by these By-Laws, and other Regulations and Rules of the University;</li> <li>(c) has satisfied the Examiners at the specified Written Examinations, Class Room Tests, Practical Assignments and Term Papers approved by the Faculty Board;</li> </ol> <p style="text-align: center;">1</p> <p style="text-align: right;">Approved by the Council Meeting No. <u>622</u> Date <u>04</u> <u>12</u> - 2024</p>	
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- (d) has paid all the fees as may be specified by the faculty 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 specified 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 Higher Diploma in Human Resources Management (hereafter referred to as HDHRM Programme) on the recommendations of the Head of the Department of Human Resources Management.

### **Eligibility and Admission to the Programme**

#### **Category I**

Diploma in Human Resource Management from University of Colombo or an equivalent qualification to SLQF Three (03) which is acceptable to the Senate of the University of Colombo;

OR

#### **Category II**

Minimum of three passes in any subject stream of GCE A/L in one and same sitting and minimum of three years' experience in executive level in any public/private organization;

AND

A good command in the language of instruction of the programme that the

applicant applied for.

### **Application for Admission**

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- (a) Applications for admission of students to the Programme shall be called by open advertisement in print media or any other mode;
- (b) Prospective applicant shall be required to pay to the University the application fee for making an application in the form as may be specified by the Faculty;
- (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 obtain 50% or more at the interview shall be eligible according to the order of merit on the basis of the number of candidates that can be accommodated in a given year;
- (d) The list of candidates who have been selected for the programme 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 HDHRM Programme not later than the date as may be determined by the Faculty and shall pay to the University the registration fee and other fees as may be determined by the Faculty.

07

- (a) On completion of the registration procedure, an applicant shall be registered as a student of the HDHRM Programme.

(b) The minimum period of registration for the HDHRM Programme shall be one year. The period of registration shall be counted from the date of commencement of the Programme.

(c) 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 relevant fees as specified in the Regulations and/or Rules, relevant to these By- Laws provided that he/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 HDHRM Programme afresh if he/she failed to obtain the Higher 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 Faculty;

(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 relevant fee shall be charged. If the application is received within fourteen days after the due date, an additional fee of 100% of the relevant 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 HDHRM 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 HDHRM 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 specified 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 course offered in a given Trimester shall be held at the end of the teaching of the respective course.
- 16 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 Course of the Programme shall be those set out in the Regulations approved by the Senate from time to time.

- 17 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.
- 18 The Senate shall have the 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 courses leading to the HDHRM.

### **PART III – EVALUATION/ EXAMINATION**

19

- (a) Performance of a candidate at the HDHRM 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%

- 20 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
<b>Grade C+</b>	<b>50% to 54%</b>	<b>2.00</b>
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 Course, n = number of Courses completed during the period considered for the GPA calculation, c = number of Credits for the relevant Course, and GP = Grade Point for the relevant Course.

Note: The cumulative GPA is calculated for the Courses completed and GPA for each Trimester is calculated separately.

21 The Examination leading to the award of the HDHRM 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 specified by the Regulations and/or Rules relevant to this programme.

22. 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 he/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.

23

- (a) A student in a particular Trimester of the HDHRM 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 academic activities 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 2020 shall be *mutatis mutandis* apply to or in relation to the HDHRM 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 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.

24. 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.
25. 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 the courses where the students have failed may be carried forward. In such events, 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 HDHRM Examination.
26. A candidate failing to reach 50% of the total marks for continuous assessment and examination of the Higher 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 Higher Diploma in Human Resources Management. A candidate will be permitted only two repeat attempts.

#### **PART IV – AWARD OF THE HIGHER DIPLOMA IN HUMAN RESOURCES MANAGEMENT**

27. Any student shall not be qualified for the award of the Diploma of Human Resources Management, unless he/she has:

- (a). earned 30 Credits from Courses offered in the programme;
- (b). secure a GPA of not less than 2.00 for each Course; and
- (c). secure a cumulative GPA of not less than 2.00 for the entire programme.

28. A student may qualify to be awarded the Higher Diploma of Human Resources Management with Merit Pass if he/she secures a cumulative GPA of not less than 3.75 at the first attempt.

## **PART V – INTERPRETATION**

29. 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.
30. 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.

“Act” means the Universities Act, No. 16 of 1978;

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

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

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

“HDHRM Programme” means the programme of study leading to the award of the Higher Diploma in Human Resources Management;

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

“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;

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

“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;

“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

Trimester	Course Code	Course Units	Credits
<b>01</b>	HDHRM 01-01	HR Planning and Analysis	3
	HDHRM 01-02	Employee Sourcing	3
	HDHRM 01-03	Learning and Development	3
	HDHRM 01-04	Business Strategy	3
<b>02</b>	HDHRM 02-01	Talent and Rewards Management	3
	HDHRM 02-02	HRIS and HR Analytics	3
	HDHRM 02-03	Occupational Health, Safety and Wellbeing	3
<b>03</b>	HDHRM 03-01	Industrial Relations	3
	HDHRM 03-02	Conflict Management and Negotiations	3
	HDHRM 03-03	Basic Accounting and Finance	3
		<b>Total Credits</b>	<b>30</b>

## 6. Teaching Faculty

### 6.1. 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. Nuradhi K. Jayasiri**

*[PhD (Otago, New Zealand), MBA (Col), BBA (Col), CTHE (Col), SEDA (UK), Adv Dip. in Management Accounting (CIMA)]*

#### **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)]*

#### **Yohan Perera**

*[(MHRM (Kelaniya), B.B.Mgt. (Special) in HRM (Kelaniya), CTHE (Colombo)] [Reading for PhD, Sichuan University (PRC)]*

### **Asheni De Silva**

*[MBA (PIM-SJP), LLB (London), BBA (Colombo)] [Reading for Mphil (Col)]*

### **Poornima Gamage**

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

### **Isuru Chandradasa**

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

## **6.2 Visiting Faculty**

### **Nimali Wijerathna**

*[MBA (PIM, SJP), BBA (Col)]*

### **Tissa Dissanayake**

*[MBA-(PIMSJP), Postgraduate Diploma in Marketing)*

## **7. Social Media Guidelines**

The University of Colombo is a reputed university which upholds the right of speech and freedom of expression including the right to receive information. It gives its best to maintain a safe community that nurtures an enabling environment to express independent views on social media. The University community (staff and students) are expected to use social media platforms adopting the highest ethical standards when commenting on any matter pertaining to the University, its employees, students, and affiliates. This document provides Principles to adhere to, and guidelines for best practices when engaging as an individual or a group on platforms such as Facebook,

WhatsApp, Tumblr, Instagram, Twitter, Viber, LinkedIn, Telegram, Blogs, YouTube, TikTok, Snapchat, etc.

## Principles

- Protecting the right to speech and freedom of expression as an important aspect of discussion, debate and dissent.
  - Non-violation of the dignity of the University as an institution or any member of its community (staff and students) as a norm when engaging in social media.
  - Verification of facts when communicating on social media.
1. Social media has contributed to the growth today of what is termed “cancel culture” and a culture of rage. Some weaponize social media to amplify their discontent. As members of an academic community committed to reasoned and respectful dispute resolution, the University encourages you to first access its existing grievance mechanisms and consult student counselors, academic coordinators, tutors or other officials of the University in resolving a dispute.
  2. You are advised to verify the factual accuracy of the posts you upload on social media, whether they are written by you or when you share posts written by friends or third parties. When using social media, one can fall prey to false propaganda and in turn, be used to promote it. You are advised to be mindful of this context and exercise discernment in your social media engagement.
  3. Social media has been used to promote crimes against individuals and groups. You are advised not to fall prey to such messaging, and/or sharing critical or sensitive messages written by others that may lead to harm.



4. It is very important not to violate exam procedures and academic activities by posting answers for questions online, or requesting unauthorized assistance from others over email and social media while sitting for exams. For example, sharing answers to assignments and exam questions through email and social media is unacceptable. Such activities will lead to disciplinary action.
5. Some may assume that it is 'safe' to engage in wrongful activities using a bogus identity/account and that such a method will protect the actual person. Technology and tools are available to trace the real identity of such persons. Authorities can identify the person, the actual device, and physical location if and when necessary. Therefore, we strongly advise you not to engage in unauthorized or illegal activities using a bogus identity.
6. If you publish digital contents on social media using the University name, logo, or any other university intellectual property such as scanned books, past papers, etc., prior permission from the Registrar's office is required. If you use the University of Colombo Logo, you must follow the [Logo guidelines](#).
7. You are advised to refrain from uploading offensive or derogatory posts, blogs, images, videos, false rumors or comments relating to gender, ethnicity, race, nationality, disability, reassignment, sexual orientation, religious basis etc.
8. You are advised to refrain from posting someone else's images, videos, or any other digital contents without proper permission from the original content publisher. You should also not share any copyrighted material without proper approval from the respective publisher(s).
9. It is important to recognize that online conduct is subject to Sri Lankan laws and governed by the same laws, policies, and rules of conduct

that applies to all day-to-day activities. The University of Colombo urges students and staff to be aware of the potential risks when making personal information public; to think about future implications and possible consequences of all posts, and to ensure safety through responsible and conscious decisions when using social media.

10. It is your responsibility to protect your social media accounts and be aware of third-party applications that share your personal information to the public. If you need technical advice that protects your social media accounts, the university IT experts are available to help you. You can access your faculty/institute IT Coordinators [here](#).

11. If you have been negatively impacted by social media posts against you, you are strongly encouraged to seek the support services offered by the University including the student counselling service.

## **8. 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.

### **8.1 Regulations**

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

### **8.2. 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.

### **8.3. 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.

## **9. Teaching, Learning and Assessment**

### **9.1 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 carryout 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.

## 10. Picture Gallery







## 11.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 – HDHRM Programme	0716314249	<a href="mailto:asheni@hrm.cmb.ac.lk">asheni@hrm.cmb.ac.lk</a>
Programme Assistant - HDHRM Programme	0711207293	<a href="mailto:hdhrm@hrm.cmb.ac.lk">hdhrm@hrm.cmb.ac.lk</a> <a href="mailto:nehelika@fmf.cmb.ac.lk">nehelika@fmf.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	



