

# **Faculty of Management**

University of Peradeniya  
Sri Lanka



**STUDENT  
HANDBOOK 2017**





**Faculty of Management  
University of Peradeniya  
Sri Lanka**

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**Student Handbook - 2017**

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**Sandakada Pahana (Moonstone) depicts systematic advancement of wisdom (Pragna) that leads to the state of enlightenment (Vimukthi). The Faculty of Management associates Sandakada Pahana as a symbolic path to wisdom.**

## *Vision and Mission of the University*

### **Vision**

Be a centre of excellence in higher education with national, regional and global standing.

### **Mission**

To offer globally recognized knowledge and education to knowledge seekers at undergraduate, postgraduate and non-graduate levels and deliver education, training and research programs by conducting professional and curriculum-based teaching and learning and conduct high quality research for national, regional and global needs whilst maintaining highest levels of efficiency, effectiveness, integrity and transparency in contributing to the development of a knowledge-based society.

## *Values and Goals of the University*

### **Values**

- Highest standard of teaching, learning & research
- Academic freedom
- Integrity and transparency in all its functions
- Respect for cultural diversity

### **Goals**

- Quality and relevance of all undergraduate & postgraduate programs in the University, enhanced to achieve international recognition in Higher Education.
- Developed resources to enhance the quality of research contributing to the national and international requirements available.
- Administrative and financial efficiency within the framework of corporate governance enhanced.
- Opportunities for a wider range of educational programs to contribute to the development of a knowledge - based society increased.
- Physical & human resources to offer a conducive and aesthetic environment for academic pursuits enhanced.

## *Vision and Mission of the Faculty*

### **Vision**

Becoming the national centre of excellence in management education and research with international quality assurance and accreditation.

### **Mission**

To achieve utmost standards in diversified fields of Management education through highest possible commitment in teaching, research and scholarship and building cooperation with academics, professionals and institutions for contributing to wider national expectations.

### **Motto**

**'Doing Right Things Right'**

## Message from the Vice Chancellor



Dear Students,

It is with great pleasure that I forward this message when you are admitting new students to the Faculty of Management for the year 2017.

University of Peradeniya has taught management since 1962. However, management education was regularized to an acceptable level only after the establishment of the Department of Management Studies in 2002 affiliated to the Faculty of Arts. Finally, making a revolutionary change in the history of the University of Peradeniya, it received faculty status in March 2015. Hence, the Faculty of Management has become the youngest faculty, out of the nine within the Peradeniya family.

I strongly believe that you are an extremely privileged group of students who had been able to secure a placement in this prestigious University of Peradeniya after facing the highly competitive advanced level examination. University of Peradeniya is the one and only establishment, that offer the largest and the most comprehensive undergraduate and postgraduate courses/programmes, within the Sri Lankan higher education system, in terms of qualified academic staff, diversity of degree programmes, physical & infrastructure facilities, laboratories including research and development outputs and publications. Being a student of a reputed university of this caliber should itself be considered as an honor.

Therefore, I earnestly request you to make use of this opportunity to your maximum advantage without misusing it. Finally, I wish you a very pleasant and a memorable stay in Peradeniya.

**Professor Upul B Dissanayake**  
**Vice-Chancellor,**  
**University of Peradeniya**



## Message from the Dean, Faculty of Management



Dear students,

As the Dean, it is indeed a great pleasure for me to welcome you to the Faculty of Management, University of Peradeniya. The staff of the Faculty of Management also joins me in sharing the pleasure of welcoming you. You have arrived at the newest faculty of the most prestigious and beautiful university in Sri Lanka. The Faculty of Management comprises five departments and is located in a picturesque and tranquil setting bordering the River Mahaweli and Maha-Oya stream and in the vicinity of the Hanthana Range. With many surrounding amenities such as library, book shop, post office, cafeteria, gymnasium, swimming pool, playgrounds, career guidance unit, and the WUS student center you will find the location of the Faculty of Management most conducive for learning.

With the faculty motto "Doing Right Things Right", the Faculty of Management undertakes to provide you with the highest quality Management and Finance education and comfortable life during your four year stay with us. After your admission to the Faculty of Management, you will be offered two year common curricula and provided with an opportunity to choose your specialization from among Accounting & Finance, Business Management, Human Resource Management, Marketing Management and Operations Management in the third year. In addition to the classroom teaching, you will be provided with exposure to the industry by way of study tours and semester long industry training. The BBA degree program has been designed to produce high caliber Management graduates who could reach the highest levels in the fields of administration.

I wish to mention that you will find many more educational and physical amenities within the Faculty during your four year stay with us. Finally, it is your responsibility to benefit from all such facilities provided to you at the cost of public money and to develop yourself progressively to become knowledgeable and useful graduates in Management by the end of your tenure bearing in mind that you are sent out as ambassadors to the society from this esteemed Faculty. I wish you all the success in that tremendous enterprise.

**Professor Milton Rajaratne**  
**Dean, Faculty of Management**

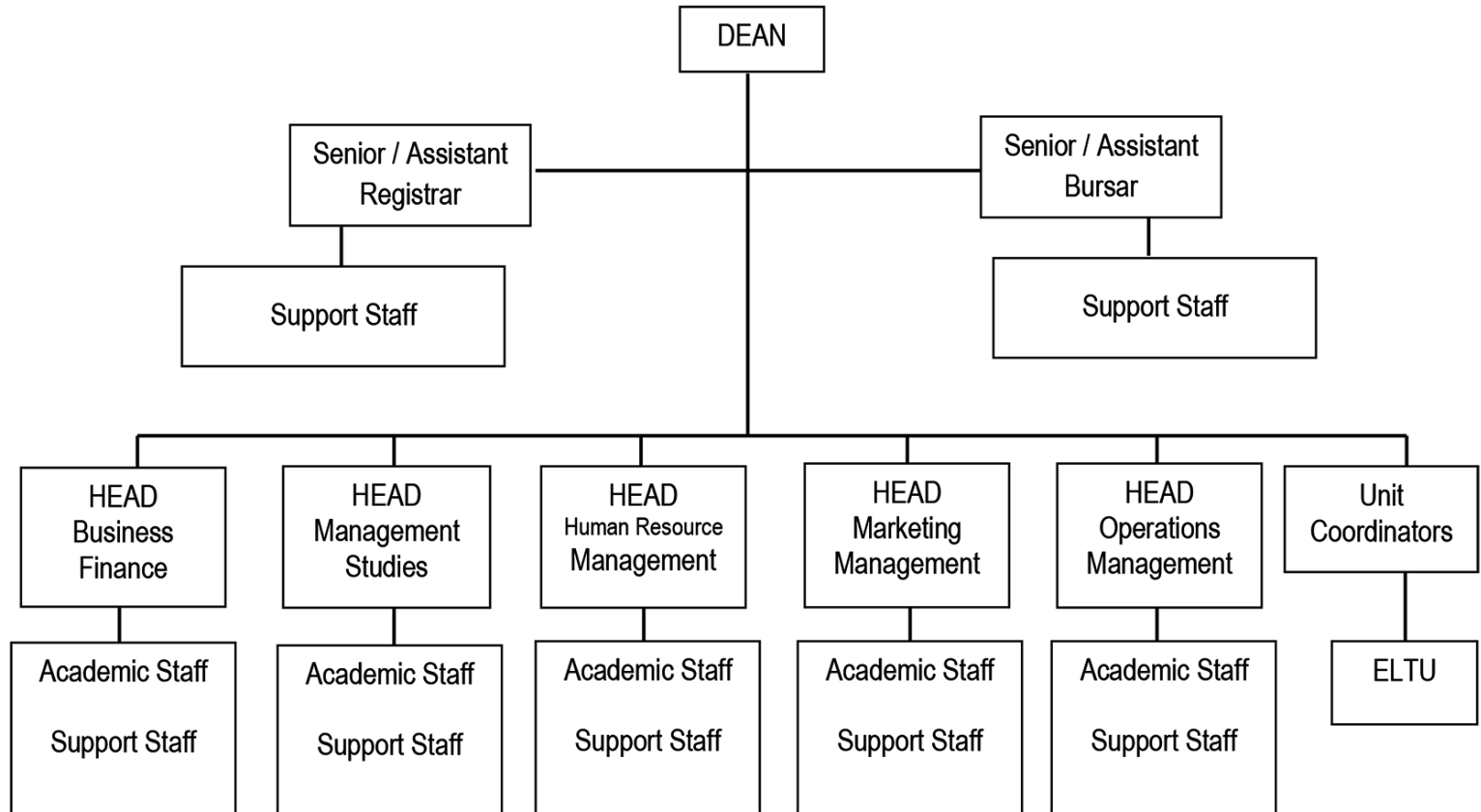
## *Our History*

University of Peradeniya has a long history of management education. The Department of Economics, Commerce & Statistics in the Faculty of Arts commenced teaching management as early as 1962. Since then until 2002 management education at Peradeniya remained under the purview of that Department. As there was no mandate to accept students from the GCE Advanced Level Commerce Stream, the normal practice was to convert students from Arts to Commerce, based on their aptitudes shown in the first year Commerce Examination. The “Commerce Section” of the Department of Economics continued to teach the B.Com degree program whereas other universities established Faculties of Management.

The revolution began in 1999 as a committee was appointed to look into possibilities to reform the “Commerce Section” into a Department. In consequence, in the year 2002 the University of Peradeniya established a separate Department – The Department of Management Studies. The objectives of establishment of the Department of Management Studies were to improve standards of the existing B.Com degree program and the Management Component of the BA (General) degree program, to develop new Management degree programs for undergraduate and postgraduate levels, and to contribute significantly to inter-faculty teaching programs. During the past 13 year period since its establishment, the Department of Management Studies through achievement of those objectives gained much importance and fame within the University.

The ultimate target was reached in March 2015 through establishment of the Faculty of Management. At the initial stage the Faculty operates with five Departments and at the second stage three more Departments will be added and be teaching 12 degree programs.

## Faculty Administration



## Office of the Dean

The Dean is the academic and the administrative head of the Faculty and is assisted by the Senior Assistant Registrar, the Assistant Bursar and a team of clerical, technical and other service staff members. The Office of the Dean, located in the ground floor of the Management Building, is the administrative centre of the Faculty. All Student matters relating to course registration, student requests and examinations are handled by the Office of the Dean.



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# Academic Programs

## ***Degree Programs Offered by the Faculty of Management***

### **Undergraduate Programs**

Bachelor of Business Administration (BBA) (Special) Degree Program is being offered since 2008/09 academic year and the students qualified in the GCE Advanced Level Commerce stream are admitted to the program. This special degree program consists of five (05) specialization areas namely:

BBA in Accounting and Finance

BBA in Human Resource Management

BBA in Marketing Management

BBA in Operations Management

BBA in Organizational Management

### **Bachelor of Business Administration (BBA) Online Degree Program**

This bachelor degree program in distance education was initiated under the guidance of the Government's Distance Education Modernization Project (DEMP). This degree program is offered through the Centre for Distance and Continuing Education (CDCE) in online mode since 2008.

## ***Degree Programs offered by the Faculty of Management in collaboration with other Faculties***

### **Bachelor of Commerce (B.Com) (Special) Degree Program**

The B.Com degree program, which commenced in the 1960s, is taught by the Faculty of Management for those who have admitted to the Faculty of Arts and fulfilled the qualifications in the first year studies to enter this degree program.

### **Bachelor of Science (B. Sc.) in Computation and Management (Special) Degree Program**

This degree program is offered since 2006 as a joint degree program in collaboration with the Faculty of Science. The students who get admitted to the Faculty of Science could follow this degree program.

### **Bachelor of Arts (BA) (General) Degree Program**

The BA (General) degree program is offered by the Faculty of Arts is comprised of subjects pertaining to three disciplines which are determined by the students in their first year. Those who have offered Management in the first year are eligible to choose Management subjects for the BA (General) degree.

## Postgraduate Programs

### **PhD. Program**

The Doctoral program of the faculty has already been commenced and candidates can register for the program through the Postgraduate Institute of Humanities and Social Sciences.

### **MBA / MSc. Degree Program**

The Master of Business Administration (MBA) and Master of Science in Management / Accounting will be commenced in the year 2017.

### **Postgraduate Diploma Programs**

Two postgraduate diploma programs; namely, the Postgraduate Diploma in Management and the Postgraduate Diploma in Accounting & Finance are being offered by the Faculty of Management.



## **Certificate and Diploma Programs offered by the Faculty of Management**

Following six certificate programs and five diploma programs will be commenced in the year 2017.

### **Certificate Programs**

<b>Program</b>	<b>Department Offered</b>
Certificate Program in Accounting & Finance	Department of Business Finance
Certificate Program in Human Resource Management	Department of Human Resource Management
Certificate Program in Business Management	Department of Management Studies
Certificate Program in Personal Selling Certificate Program in Hospitality & Tourism Management	Department of Marketing Management
Certificate Program in Entrepreneurship & Venture Development	Department of Operations Management

### **Diploma Programs**

<b>Program</b>	<b>Department Offered</b>
Diploma Program in Accounting & Finance	Department of Business Finance
Diploma Program in Human Resource Management	Department of Human Resource Management
Diploma Program in Business Management	Department of Management Studies
Diploma Program in Marketing Management	Department of Marketing Management
Diploma Program in Project Management	Department of Operations Management

### **Diploma in Management & Development**

This diploma program is offered through the Centre for Distance and Continuing Education (CDCE).

## Course Registration

Students are required to register for courses within the first two weeks of each Semester. The Procedure is given below.

### Procedure

1. The Office of the Dean announces dates for the registration and the students should register in person using the form available at the Office of the Dean.
2. The registration fee should be deposited to the bank account in the paying voucher issued by the Office of the Dean. Those who re-take the subjects should also follow the same procedure.
3. Duly completed forms together with the bank slip should be handed over to the Office of the Dean at the time of registration.

### Registration fees are as follows;

Fee for the current semester	-	Rs. 500.00
Registration fee for retake Courses		
• 100 level	-	Rs. 25.00 per course
• 200 level	-	Rs. 40.00 per course
• 300 & 400 level	-	Rs. 50.00 per course
Rescrutinizing fee for end semester examination	-	Rs. 500.00 per course



# Departments and Units

## *Department of Business Finance*



Dear Student,

It is with great pleasure that I am sending this message to welcome all new 2016/17 BBA entrants to the Department of Business Finance of the Faculty of Management. The Department offers courses relating to Accounting and Finance for BBA and other degree programs such as B.Com under the Faculty of Arts and B.Sc in Computation and Management under the Faculty of Science.

As you are aware of the fact that the field of Accounting and Finance has grown rapidly in the last two to three decades and this phenomenal growth has been driven by professionals in Accounting & Finance. Since competence in Accounting and Finance is considered as a vital ingredient for your career success, our Department puts every effort to impart subject-specific knowledge in the area of Accounting and Finance coupled with avenues for professional development.

The primary aim of the Department is to produce highly competent graduates in Accounting and Finance who will be in a position to elevate their respective organizations to new heights by applying the financial know-how. The Department has also formed the Finance Student Society and Accounting Student Society to cater the various needs of students and provide ample opportunities for them to harness their unique talent.

I sincerely hope that you will try your best to fulfill your aspirations by taking part in this four-year academic journey with us. I wish you all the best for your future endeavors.

**Dr. M. Alfred**  
**Head, Department of Business Finance**

## Academic Staff of the Department of Business Finance



**Dr. M. Alfred**  
B.Com (Pdn); M.Phil (Pdn);  
PhD (JNU)  
Senior Lecturer – Grade I



**Ms. S. Kodithuwakku**  
B.Com (Kel); M.Com (Kel)  
Senior Lecturer – Grade II



**Dr. Athula Ekanayake**  
B.Sc. Bus. Adm. (SJP); MBA (Pdn);  
PhD (Macquarie, Aus); FCA  
Senior Lecturer – Grade II



**Mr. S.M.U.T. Subasinghe**  
B.Com (Pdn); MBA (AIT)  
Senior Lecturer -  
Grade II



**Dr. M.G.P.D. Menike**  
B.Com (Pdn); MBA (Pdn);  
PhD (DUFE), CBA, MAAT  
Senior Lecturer– Grade II



**Ms. V. Jayakumar**  
B.Sc (Accountancy)(SJP);  
ACMA(UK); MBA(Pdn)  
Lecturer (Probationary)



**Ms. P.L.W.Priyadarshani**  
B.B.Mgt (Finance) (Kel);  
MBA (Pdn)  
Lecturer (Probationary)



**Ms. S. Yamuna**  
B.Sc. (Fin.Mgt) (SUSL);  
M.Sc. Mgt(SJP) (Reading);  
Lecturer (Probationary)



**Ms. H.M.N.K. Mudalige**  
BBA (Fin. Mgt) (Pdn); MBA  
(Finance) (Col.) (Reading)  
Lecturer (Probationary)



**Ms. Madushani Gunathilake**  
BBA (Fin. Mgt) (Pdn); M.Sc.  
App Fin(SJP)(Reading);  
Lecturer (Probationary)



**Mr. D.C. Williams**  
BBA (Financial Management)(Pdn)  
Temporary Lecturer



**Ms. M.N.F Nusqiya**  
BBA (Financial Management)(Pdn)  
Temporary Lecturer

## *Department of Human Resource Management*



Dear Student,

It's a great pleasure to welcome you to the Department of Human Resource Management which is one of the best performing departments in the Faculty of Management. Also, I am extremely happy to congratulate you for being selected to our Faculty of Management by demonstrating your talents in your advanced level examination.

Our department is equipped with experienced, young and dynamic talents who are capable of delivering a world class learning experience for our students. Our efforts are aimed at innovative teaching and learning, and research that produce the best graduates and educate the next generation HR leaders who make a difference to the world.

Our degree programs are a blend of sound theoretical underpinnings, real life experiences, and interactions with business leaders in the industry. You may also build your personality and a range of skills such as interpersonal, leadership, communication, and organizing; by participation in many extra-curricular activities organized by the department. I deeply believe that you will achieve your future aspirations and enjoy your University life by being a student member of our department. I wish you all the best with your future ambitions.

**Mr. R. Wickramarathne**

**Head, Department of Human Resource Management**

## Academic Staff of the Department of Human Resource Management



**Mr. W.P.R. Wickramaratne**  
B.Com (Kel); M.Sc. (SJP);  
Reading PhD (Aus)  
Senior Lecturer – Grade  
II



**Mr. N. Agilan**  
BBA (Jfn); MBS (HRM-Ire);  
MBA (UK); MCMI (UK);  
Graduate CIPD (UK)  
Lecturer



**Ms. U.W.G.Y.E. Jayawickrama**  
BBA(Pdn); MBA(Kel)(Reading)  
Lecturer (Probationary)



**Ms. W.A. Edirisooriya**  
BBA (Pdn); MBA (Col)(Reading);  
PQHRM (IPM)  
Lecturer (Probationary)



**Ms. P. R. W. M. S. C. Weerakotuwa**  
BBA (Col);MBA (Col)  
(Reading);  
Cert.IR & Labor Law  
Lecturer (Probationary)



**Ms. P.H.R.R.P.K. Munasinghe**  
B.B.Mgt (Kel); MBA (Col)  
(Reading);  
Dip MA (CIMA)  
Lecturer (Probationary)



**Ms. U.F. Rukshana**  
BBA (HRM)(Pdn);  
Temporary Lecturer



**Ms. B.Z.S. Banu**  
BBA(HRM)((Pdn);  
Temporary Lecturer

## Department of Management Studies



Dear Student,

Congratulations on securing a place at the most glorious university in Sri Lanka, after succeeding a very tough hurdle. I welcome all of you with open arms to our 'Management Family'. The Department of Management Studies offers an array of wide-ranging management subjects to academic programs of the Faculty of Management as well as to joint programs with other faculties of the University of Peradeniya. Specialization program offered to you from the department is 'Organizational Management'. We make continuous effort to create a distinctive and exciting educational atmosphere for you while at the university. Alongside our focus on the degree content, we are keen to organize activities that will help you naturally build your personal and interpersonal skills. Ultimately, the aim of the Department is to produce a quality graduate who is not only an academic expert but is also equipped with skills to be conquering the business world.

As the Head of the Department of Management Studies, I invite you to take maximum benefit of all facilities available at the Department, the Faculty, and the University to make your life at the university a fruitful and memorable one.

I wish you all the best for your studies at the university and the future beyond.

**Mr. V. Tharmathasan**

**Head, Department of Management Studies**



## Academic Staff of the Department of Management Studies



**Ms. M. Ranasinghe**  
B.Com. (Pdn); PGDDE  
(India); MSc (Pdn); MDE  
(Dalhousie, Canada)  
Senior Lecturer – Grade I



**Mr. V. Tharmathasan**  
B.Com. (Pdn);  
M.Phil (Pdn)  
Senior Lecturer - Grade I



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B.Com. (Pdn);  
M.Phil. (Kln) (Reading)  
Lecturer (Probationary)



**Ms. H.H.A.J. Gunatissa**  
B.Com. (Pdn);  
M.Sc. (SJP) (Reading)  
Lecturer (Probationary)



**Ms. Hansani Jayarathne**  
B.Com. (Pdn);  
M.Sc. (Pdn)  
Lecturer (Probationary)



**Mr. T.S.S. Fernando**  
B.Sc. (Business Administration)  
(Sp) (USJP)  
Lecturer (Probationary)



**Ms. S.S. Anton**  
B.Com. (Pdn)  
Temporary Lecturer



**Ms. Nirojiny Sivarajah**  
B.Com. (Pdn)  
Temporary Lecturer



**Ms. S.R.A.M.D.N.  
Rathnayake**  
B.Com. (Pdn)  
Temporary Lecturer



**Ms. J.M.P.I.K. Jayasundara**  
BBA (HRM) (Pdn)  
Temporary Lecturer



**Ms. A.M.K.S.L. Alahakoon**  
B.Com. (Pdn)  
Temporary Lecturer

## Department of Marketing Management



Dear Student,

It is our pleasure to extend to you a very warm welcome to the Department of Marketing Management of the Faculty of Management at University of Peradeniya.

Modern business has marketing at its core. The Department of Marketing Management strives for the excellence in the dissemination of knowledge in the area of marketing with a practical approach. We always ensure that our degree program is innovative and respond continuously to the ever-changing needs of the corporate sector, and strive to provide a top-notch learning experience and stimulating educational experience for our students. We always need our students to be leading marketing professionals who play an important role in helping to create a better corporate world through ethical and sustainable management practices. Therefore all the academic staff members in the department are here to help you realize your ambitions and enrich lives.

Apart from the BBA degree program, the department is a significant contributor for the B.Com degree program, B.Sc in Computation and Management degree program and BBA (Online) degree program offered with collaboration of Arts Faculty, Science Faculty and Centre for Distance and Continuing Education respectively.

We warmly invite you to remain invigorated in four year academic journey with excellence in knowledge and humble in attitudes.

**Ms. W.M.H.U. Wijethunga**

**Head, Department of Marketing Management**

## Academic Staff of the Department of Marketing Management



**Ms. K.H.M.A.R. Kolongahapitiya**  
B.Com. (Pdn); MA (Pdn);  
Senior Lecturer – Grade II



**Mr. B.A.N. Eranda**  
MSc (Japan), BBA Japan),  
B.Sc. (Mkt.Mgt) (Special)  
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Lecturer



**Ms. W.M.H.U.Wijethunga**  
M.Sc. Management (SJP)  
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AM SLIM  
Lecturer



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Temporary Lecturer



**Ms. B.S. Hettiarachchy**  
B.Sc. (Mkt.Mgt) (Special)  
(SJP); CIMA Passed Finalist  
Temporary Lecturer



**Ms. I.S. Jayasinghe**  
BBA (Mkt. Mgt)(Pdn)  
Temporary Lecturer



**Ms. J.M.D.N. Jayasekara**  
BBA (Mkt. Mgt)(Pdn)  
Temporary Lecturer

## *Department of Operations Management*



Dear Student,

It gives me an immense pleasure in writing this introductory note on behalf of the Department of Operations Management. We are a multi-disciplinary Department with a strong focus on Operations Management and Decision Sciences. At Present, we offer a Bachelor of Business Administration (BBA) (Operations Management) (Special) Degree and also courses for the B.Com and the B.Sc. (Computation and Management) Degree programs. All the courses offered by us are coded as OPM.

Our Department offers a diverse set of courses under the two main disciplines, namely Operations Management (e.g., materials management, project management, quality management, supply chain management), and Decision Sciences (e.g., IT for business, management information systems, forecasting). These courses are designed to provide you with knowledge and skills on how to make decisions and manage operations in a business more effectively and efficiently. Such courses are also aimed at enhancing knowledge, skills and attitudes that are important in an organizational environment such as general business knowledge, technical knowledge, IT literacy, analytical and problem solving abilities, numeracy and negotiation skills.

The ultimate objective of our Department is to produce high quality graduates to match with local and international requirements in relation to key positions in business specialties such as operations, logistics, materials management, information systems management, and quality assurance. While I take this opportunity to welcome you to the Faculty of Management I sincerely hope that you will maximally benefit by the courses offered by our Department.

***Dr. Athula Ekanyake***  
***Head, Department of Operations Management***

## Academic Staff of the Department of Operations Management



**Prof. E.P.M. Rajaratne**  
B.Com (Pdn); M.Sc.  
(Wakayama); PhD (Osaka)  
Professor



**Mr. R. H. Kuruppuge**  
B.Com. (Pdn); MA (KIn);  
PGDM (Pdn); MBA (Col);  
PhD (Czech Republic) (Reading)  
Senior Lecturer – Grade II



**Mr. S. Maheswaran**  
B.Com. (Pdn); MBA (Pdn); PhD  
(Norway) (Reading)  
Lecturer



**Mr. A.M.A.S.M. Bandara**  
B.Sc.(CM)(Pdn);  
M.Phil(Pdn) (Reading)  
Lecturer  
(Probationary)



**Ms. H.L.M. De Silva**  
BBA (Marketing Mgt) (Col.);  
AM SLIM; MSc (SJP) (Reading);  
Lecturer (Probationary)



**Mr. G.C.I. Gunaratne**  
B.Sc. Mkt. Mgt (Special) (SJP);  
M.Sc. (SJP) (Reading)  
Lecturer (Probationary)



**Ms. P.W. Tennekoon**  
BBA (Operations Mgt.) (Pdn);  
M.Sc. (SJP) (Reading)  
Temporary Lecturer



**Ms. U.L.B.S. Liyanage**  
BBA (Operations Mgt.) (Pdn)  
Temporary Lecturer



**Ms. E.M.E.K. Ekanayake**  
B.Sc. (Statistics &  
Operations Research) (Pdn);  
M.Sc. (Pdn)(Reading)  
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B.Sc.(Operations Mgt.) (SJP);  
CIMA (Passed Finalist);  
M.Sc. (Pdn)(Reading)  
Temporary Lecturer



**Ms. T.Thashitha**  
B.Com(Pdn)  
Temporary Lecturer

## *English Language Teaching Unit, Faculty of Management*



Dear Students,

I warmly welcome you all to the English Language teaching Unit of the Faculty of Management, University of Peradeniya. The English Language Teaching Unit at the Faculty was established in 2015 and it offers English Courses to students of varying competencies. This course series is titled, English Language for Management (ELM) and it is a compulsory component of the degree program.

The English Language program of the ELTU, Faculty of Management is geared to ensure that all students reach at least the minimum required level of English Language competence in the shortest possible period of time, while also ensuring that even the weakest students are allowed sufficient time to complete all required English courses successfully.

The structure of the English program, therefore, includes a performance-based credit-hour system, where the competence of students at the entry level will determine the number of courses required to attain the minimum competence to graduate from the total of 24 credit-hours required.

These courses have been designed to meet a wide range of demands including those of the academic and the professional world, and they incorporate up-to-date student centered and outcome-based teaching/ learning methodologies.

**Mr. M.I.L De Zoysa**

***Coordinator, English Language Teaching Unit, Faculty of Management.***

## Academic Staff of the English Language Teaching Unit, Faculty of Management



**Mr. Indrajee de Zoysa**  
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Reading for MA (Pdn)  
Lecturer (Probationary)  
Coordinator



**Ms. Kasuni Jayathilake**  
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Dip (NYSC)  
Instructor (Temporary)



**Ms. Nuwani  
Ambahelagedara**  
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Instructor (Temporary)



**Ms. Gayani Jayawardane**  
B.A. (Pdn);  
Dip IR (BCIS)  
Instructor (Temporary)







# **Structure of the BBA Degree Program**

## Structure of the BBA Degree Program

### Common Program for 100 and 200 Levels (Compulsory Courses)

All the students registered for the BBA degree program are required to offer all the courses available in the first two years as they comprise the common segment of the BBA degree program.

#### 100 Level Courses

Semester	Course Code	Course Title	Credits
I	BSM 101	Management Theory & Practice	3
	BSM 102	Microeconomics	3
	BSM 103	Business Mathematics	3
	BSM 104	Information Communication Technology	3
	ACF 101	Financial Accounting – I	3
II	BSM 105	Macroeconomics	3
	BSM 106	Business Statistics	3
	BSM 107	Business Communication	2
	ACF 102	Financial Accounting- II	3
	BSM 108	Business Law	3

## Structure of the BBA Degree Program

### 200 Level Courses

Semester	Course Code	Course Title	Credits
I	HRM 201	Human Resource Management	3
	OPM 201	Operations Management	3
	ACF 201	Auditing & Taxation	4
	ACF 202	Management Accounting	3
	MKT 201	Marketing Management	3
II	OPM 202	Project Management	3
	BSM 201	Entrepreneurship	3
	OPM 203	Operations Research	3
	ACF 203	Corporate Finance	3
	HRM 202	Organizational Behaviour	3

### Program for 300 and 400 Levels

Following areas of specializations are offered by the Faculty; Accounting & Finance, Organizational Management, Human Resource Management, Marketing Management and Operations Management. Based on the student's specialization choice and performance in the 100 and 200 levels they are allowed to select a field of specialization. The courses pertaining to a specialization field are compulsory once the field is selected.

## Specialization in Accounting & Finance

Year	Semester	Course Code	Course Title	Credits
3	I	BSM 301	Management Information Systems	3
		BSM 302	International Business	3
		ACF 301	Advanced Financial Accounting	3
		ACF 302	Computer Based Accounting	3
		ACF 303	Financial Statement Analysis	3
		ACF 304	Advanced Audit & Assurance Services	3
	II	BSM 303	Research Methods in Business	3
		HRM 301	Organizational Leadership	3
		ACF 305	Advanced Management Accounting	3
		ACF 306	Advanced Corporate Finance	3
		ACF 307	Accounting Information System	3
		ACF 308	Banking	3
4	I	BSM 401	Strategic Management	3
		ACF 401	Corporate Governance	3
		HRM 401	Personality & Skills Development	3
		ACF 402	Advanced Taxation	3
		ACF 403	Public Sector Accounting	3
		ACF 404	Financial Reporting	3
	II	BSM 498	Management Internship*	6
		BSM 499	Independent Research Project*	6

\*Select either Management Internship **or** Independent Research Project

## Specialization in Human Resources Management

Year	Semester	Course Code	Course Title	Credits
3	I	BSM 301	Management Information Systems	3
		BSM 302	International Business	3
		HRM 302	Industrial Law & Employment Relations	3
		HRM 303	Employee Performance Evaluation	3
		HRM 304	Negotiation & Conflict Management	3
		HRM 305	Human Resource Development	3
	II	BSM 303	Research Methods in Business	3
		HRM 301	Organizational Leadership	3
		HRM 306	Human Resource Planning	3
		HRM 307	Organizational Development & Change	3
		HRM 308	Compensation Management	3
		HRM 309	International HRM	3
4	I	BSM 401	Strategic Management	3
		ACF 401	Corporate Governance	3
		HRM 401	Personality & Skills Development	3
		HRM 402	Strategic HRM	3
		HRM 403	Industrial Psychology	3
		HRM 404	Contemporary HRM	3
	II	BSM 498	Management Internship*	6
		BSM 499	Independent Research Project*	6
<i>*Select either Management Internship <b>or</b> Independent Research Project</i>				

## Specialization in Marketing Management

Year	Semester	Course Code	Course Title	Credits
3	I	BSM 301	Management Information Systems	3
		BSM 302	International Business	3
		MKT 301	Product & Brand Management	3
		MKT 302	Service Marketing	3
		MKT 303	Marketing Communication	3
		MKT 304	Marketing Research	3
	II	BSM 303	Research Methods in Business	3
		HRM 301	Organizational Leadership	3
		MKT 305	Sales Management	3
		MKT 306	Consumer Behaviour	3
		MKT 307	Marketing Information Systems	3
MKT 308	Business to Business Marketing	3		
4	I	BSM 401	Strategic Management	3
		ACF 401	Corporate Governance	3
		HRM 401	Personality & Skills Development	3
		MKT 401	Strategic Marketing	3
		MKT 402	International Marketing	3
		MKT 403	E- Marketing	3
	II	BSM 498	Management Internship*	6
		BSM 499	Independent Research Project*	6
*Select either Management Internship <b>or</b> Independent Research Project				

## Specialization in Operations Management

Year	Semester	Course Code	Course Title	Credits
3	I	BSM 301	Management Information Systems	3
		BSM 302	International Business	3
		OPM 301	Forecasting	3
		OPM 302	Quality Management	3
		OPM 303	Supply Chain Management	3
		OPM 304	Material Management	3
	II	BSM 303	Research Methods in Business	3
		HRM 301	Organizational Leadership	3
		OPM 305	Service Operations	3
		OPM 306	Product Designing	3
		OPM 307	Location & Layout Design	3
		OPM 308	Operations Scheduling	3
4	I	BSM 401	Strategic Management	3
		ACF 401	Corporate Governance	3
		HRM 401	Personality & Skills Development	3
		OPM 401	Lean Manufacturing	3
		OPM 402	Advanced Operations Research	3
		OPM 403	Productivity Management	3
	II	BSM 498	Management Internship*	6
		BSM 499	Independent Research Project*	6
*Select either Management Internship <b>or</b> Independent Research Project				

## Specialization in Organizational Management

Year	Semester	Course Code	Course Title	Credits
3	I	BSM 301	Management Information Systems	3
		BSM 302	International Business	3
		MKT 302	Service Marketing	3
		OPM 302	Quality Management	3
		HRM 305	Human Resource Development	3
		ACF 302	Computer Based Accounting	3
	II	BSM 303	Research Methods in Business	3
		HRM 301	Organizational Leadership	3
		MKT 306	Consumer Behaviour	3
		HRM 307	Organizational Development & Change	3
		HRM 309	International Human Resource Management	3
		ACF 308	Banking	3
4	I	BSM 401	Strategic Management	3
		ACF 401	Corporate Governance	3
		HRM 401	Personality & Skills Development	3
		HRM 404	Contemporary HRM	3
		MKT 402	International Marketing	3
		OPM 401	Lean Manufacturing	3
	II	BSM 498	Management Internship*	6
		BSM 499	Independent Research Project*	6

\*Select either Management Internship or Independent Research Project



### Semester – Wise Credit Breakdown

Year	Semester	Credits	Total Credits
Year - 1	Semester – I (compulsory courses)	15	29
	Semester – II (compulsory courses)	14	
Year - 2	Semester – I (compulsory courses)	16	31
	Semester – II (compulsory courses)	15	
Year - 3	Semester – I (specialization courses)	18	36
	Semester – II (specialization courses)	18	
Year - 4	Semester – I (specialization courses)	18	24
	Semester – II (Management Internship or Independent Research Project)	06	
Total of Management courses (Credit courses)			120
Total of English Language for Management courses (Non-credit courses)			24

## Structure of the ELM Courses

Course Requirements & Performance-based Credits	Basic Competence Level in English	Intermediate Competence Level in English	Advanced Competence Level in English	Minimum Requirement to Graduate
Performance at Placement Test (held at end of Intensive Course)	Placement Test Mark Range: 00% - 39%	Placement Test Mark Range: 40% - 69%	Placement Test Mark Range: 70% - 100%	--
Performance-based Credit Hours Exempted	00 Credit Hours (Must take all 8 courses)	08 Credit Hours (Exempt from two courses)	16 Credit Hours (Exempt from four courses)	The equivalent of 24 credit hours (06 four-credit hour courses) should be completed, and this is measured by the passing of ELM 305 & ELM 306.
Performance-based Credit Hours Required	24 Credit Hours	16 Credit Hours	08 Credit Hours	
Required Courses 1  ELM 101 (Semester I) ELM 102 (Semester II)  (Equivalent to UTEL Level 4)	Students whose performance in the Placement Test is achieving the Basic Level should take these courses in their first year.	Students who have performed in the Placement Test achieving the Intermediate Level are exempted from taking these courses.	Students who have performed in the Placement Test achieving the Advanced Level are exempted from taking these courses.	

## Structure of the ELM Courses

Course Requirements & Performance-based Credits	Basic Competence Level in English	Intermediate Competence Level in English	Advanced Competence Level in English	Minimum Requirement to Graduate
<p>Required Courses 2</p> <p>ELM 203 (Semester I) ELM 204 (Semester I I)</p> <p>(Equivalent to UTEL Level 5)</p>	<p>Passing ELM 101 &amp; ELM 102 respectively are pre-requisites for sitting ELM 203 &amp; ELM 204 (in second year).</p>	<p>Intermediate Level students will commence their English program with these two courses (in the first year).</p>	<p>Advanced Level students are exempted from taking these courses.</p>	
<p>Required Courses 3</p> <p>ELM 305 (Semester I) ELM 306 (Semester I I)</p> <p>(Equivalent to UTEL Level 6)</p>	<p>Passing ELM 203 &amp; ELM 204 respectively are pre-requisites for sitting 305 &amp; 306 (in the third year)</p>	<p>Passing in ELM 203 &amp; ELM 204 respectively are pre-requisites for sitting ELM 305 &amp; ELM 306 (in the second year)</p>	<p>Advanced Level students will commence their English program with these two courses (in the first year)</p>	<p>Passing ELM 305 and ELM 306 is required to obtain any undergraduate degree in the Faculty of Management. This level is determined to be the fulfillment of 24 credit hours of studying English.</p>
<p>TOTAL COURSE-LOAD</p>	<p>06 four-credit hour courses to be taken two per academic year (for the first three years). Students who fail can complete these courses during their fourth year.</p>	<p>04 four-credit hour courses to be taken two per academic year (for the first two years). Students who fail can complete these courses during their third or fourth years.</p>	<p>02 four-credit hour courses to be taken two per academic year (in the first year). Students who fail can complete these courses during their second, third or fourth years.</p>	<p>For students who complete their minimum degree eligibility requirements early, additional certificate courses can be designed.</p>

# Many VISIONS





# Program Regulations

## Program Regulations

1. **Academic year:** An academic year consists of two semesters. The semester timetable may be adjusted to compensate for the loss of week days due to public holidays by allocating additional days.
2. **Semester:** Semester is a half-year term lasting 15 weeks each. Usually semesters are defined as the first semester and the second semester of a particular academic year.
3. **Course, Course Unit and Course Code:** Course is a subject offered in an academic program identified by a course title. A course unit is a complete course taught within a semester generally with three contact hours per week. Course unit can also be offered with a minimum of one contact hour or more than three contact hours. Course code is a three letter and three digit prefix to each course.
4. **Contact Hour:** A contact hour is defined to include formal lectures, tutorials, discussion and review classes, practical classes or any other form of acceptable academic interaction with the students. The lecturer shall decide how to utilize contact hours among various forms of interactions subject to contact hour specifications given in the syllabus. Two hours of practical work is equivalent to one contact hour. Weekly contact hours are converted into course credits.
5. **Credit & Credit Value:** The abstract value assigned to a course on the basis of contact hours per week is identified as a credit. A course that has three contact hours is a three credit course. Thus one credit is 15 contact hours per semester. A three credit course shall have three contact hours per week and thus 45 contact hours per semester. Six hours of industrial training/ dissertation/ research/ are considered as one contact hour. Departments may offer

courses in the range of one to four credits in a semester based on the nature of a course. Dissertation and Internship are exceptions.

6. **Common and Specialization Courses:** All the courses offered in the 100 and the 200 levels are common courses and all the students must offer such courses without any option. Specialization courses are offered in the 300 and the 400 levels in the program and based on the specialization choice and performance in the 100 and 200 levels students shall be allowed to select a field of specialization. Students shall not be allowed to change the field of specialization once selected. Whilst the specialization field is optional, the courses pertaining to a specialization field are compulsory once the field is selected.
7. **Non-credit courses:** The option of non-credit (non-GPA) courses provides an opportunity for the 300 and 400 level students to take additional courses of their interest, which are not required for the respective fields of specialization. The maximum number of non-credit courses that a student may offer during the academic program shall be limited to four i.e. one per semester. Offering courses of one level up or down is not allowed. A student who is offering a non-credit course must fulfill all the requirements of that course. Non-credit courses will not be counted for calculating the Grade Point Average (GPA). They will be listed in the transcripts with their relevant grade point.
8. **Audit courses:** A student can audit a particular course with the consent of the lecturer, who shall prescribe what course requirements, if any, should be satisfied by the student. Audit courses will not be counted for calculating the GPA nor listed in the transcripts. A standard letter shall be issued by the Office of the Dean on the request of the relevant lecturer through the Head of the department to indicate that the student has audited the course in consultation with the lecturer. A letter shall be issued only to those students who have fulfilled the 80% attendance requirement in the audited courses.

9. **Grade Point and Grade Point Average:** The grade point is obtained after calibrating the actual marks (0-100) obtained by a student into the scale of 0-4. Grade Point Average (GPA) indicates the average of all the grade points obtained for courses. This can be calculated for a semester or for the entire academic program. The final result obtained by a student shall be determined on the basis of the Grade Point Average for the whole degree program. The GPA shall be calculated to the second decimal place and it is an indicator of the overall academic performance of the student.
10. **Courses and Levels:** Courses are offered at four levels from 100–400. In order to complete the degree, students must offer the required number of courses from each level as specified in the academic program. Course levels indicate the progressive years of the program. The level-wise course distribution is identified by the course code as 100 level courses (100-199), 200 level courses (200-299), 300 level courses (300-399) and 400 level courses (400-499).
11. **Maximum number of credits per semester:** The maximum number of credits that may be offered by a student as proper per semester is 19. There shall be no limit for those who retake courses for the relevant semester.
12. **Registration for courses:** Students must register for courses within 7 days from the first day of the semester by using the duly completed appropriate form.
  - 12.1 **Adding and dropping of courses:** A course can be added or dropped (withdrawal) within two weeks (14 days) from the first day of the semester. When adding a course, the student must obtain authorization from the lecturer and the relevant department. If a student fails to complete a course which has not been recorded as dropped (withdrawal), it will be counted for the degree program and a grade of E will be awarded.



13. **Undergraduate degree programs offered by the Faculty:** The Faculty offers the Bachelor of Business Administration (BBA) degree program with five specialization areas. The specialization courses shall be offered during the 300 level and the 400 level. The specialization areas include Accounting and Finance, Organizational Management, Human Resource Management, Marketing Management and Operations Management (Refer the section 6 for selecting a specialization field).
14. **Credit requirements for the BBA degree:** To be qualified for award of the BBA degree program, a student should have earned 120 credits. Out of which 60 credits should be earned from the common program during the 100 and 200 levels (30 credits per year) whereas another 60 credits should be earned from the specialized program during the 300 and 400 levels (30 credits per year). In addition, the students must earn 24 credits from the compulsory ELM (English Language for Management) courses which are not considered in calculation of credits and GPA (refer to Section 20 of this document).
15. **Credit Transfers:** Credit transfers are allowed only from the national and international universities that have an equivalent semester/course unit system. However, departmental recommendation and Faculty Board approval is required for such credit transfers. Upon student's request and submission of the original transcripts from such universities, the credit transfer and award of a letter grade and grade point shall be considered at the Faculty Board.
16. **Dissertation/ Internship:** Completion of dissertation or an internship in an industry is a partial requirement to obtain the BBA degree from the Faculty of Management. The dissertation and the internship are valued at six credits each recognizing the high level of effort required for such undertaking. In the final year, the students are provided with the option to select either dissertation or internship and required to duly register for either one.

17. **Completion of degree program:** Student must complete all the requirements for a degree within four year duration from the date of admission to be eligible for an honors degree. For medical or other acceptable exceptional reasons, the duration could be extended by another four years and the maximum stipulated period shall be eight years. In such case, the eligibility for honors shall be determined by the Faculty Board based on the regulations specified under the section 18 of this document. The candidacy of students who have exceeded the maximum time period to complete the degree program shall be automatically cancelled.
18. Extensions for the completion of the degree with a class.
- 18.1 **Extensions on medical grounds:** Extensions are granted on acceptable medical reasons certified by the Chief Medical Officer of the University Health Center or the Medical Board. Students granted extensions on medical grounds shall be eligible for honors if he/she completes the degree program within five years. A student must submit a medical certificate approved by the Chief Medical Officer of the University Health Center with the request for extension. The Faculty Student Admissions and Request Committee shall study all such requests and make recommendations to the Faculty Board. Extensions can be granted for up to two years maximum per request. (Extensions on child birth and maternity reasons shall be considered as medical reasons.)
- 18.2 **Extensions on non-medical grounds:** Requests for extensions on non-medical grounds shall be considered by the Faculty Student Admissions and Request Committee and the Faculty Board shall determine their acceptability, and if acceptable, whether or not the student is eligible for honors. A student granted overseas leave up to one year for studies on exchange programs of the University of Peradeniya shall be eligible for honors if the degree program is completed within five years.

- 18.3 All requests for extensions must be submitted on the prescribed form with the relevant documentation, authorization and supporting evidence, if any, attached.
- 18.4 When extensions are approved and granted by the Faculty Board, eligibility for honors degree shall be clearly stated in the decision and the student shall be informed of the decision in writing by the Assistant Registrar of the Faculty as early as possible.
19. **Leave of absence:** If a student wishes, he/she may take leave of absence from the academic program, usually for a semester at one instance. The student must apply in writing using the appropriate form to the Dean of the Faculty, preferably before the commencement of the semester, but no later than the end of the second week. Where the leave is granted, the student must complete the degree within the stipulated time period to obtain the degree and especially to qualify for a merit pass (refer to section 18). Leave of absence can be granted for a maximum of two semesters taken either together or separately.
20. **ELM (English Language for Management) program:** All students must offer and pass the required number of courses in ELM as a partial requirement to obtain the degree. The grade points of ELM courses will not be added in calculation of the GPA and hence all ELM courses are considered as non-credit (non-GPA) courses. Students must earn a total of 24 credit equivalent. All students must take 8 compulsory ELM credit equivalents at 100, 200 and 300 levels to qualify to obtain the degree. However, those who obtain marks between 40–69 at the Intensive English Course Exit Test shall be exempted from 100 level ELM courses. While those who obtain marks between 70 -100 at the Intensive English Course Exit Test shall be exempted from 100 level and 200 level ELM courses.
- 20.1 **Re-take of failed ELM courses:** Refer to Regulations No. 21.5 below.

21. **Evaluation of student performance on the degree program:**

21.1 **Evaluation procedure:** The lecturer will be responsible for designing methods of student assessment for each course for the computation of the course grade with the approval of the department. All such methods shall be a combination of continuous assessment and an end-semester examination. A course with the approval of the Faculty Board and the Senate may be evaluated entirely through continuous assessments. The detailed methods of assessment and the lecture program, approved by the department should be made available to students at the beginning of the course in the prescribed form. The deadlines for submitting assignments and semester papers must be given in writing at the beginning of the semester and should fall within the semester.

21.2 **Assessment Scheme:** The students are assessed based on the course grade guide, the Grade Point ranging from 0-4.00 and corresponding letter grades of E to A/A+ according to the following table. In this scheme, D+ and D are considered weak passes. The grade E indicates failure. The course grade guide is given below.

<b>A+ = 4.0</b>	<b>B+ = 3.3</b>	<b>C+ = 2.3</b>	<b>D+ = 1.3</b>
<b>A = 4.0</b>	<b>B = 3.0</b>	<b>C = 2.0</b>	<b>D = 1.0</b>
<b>A- = 3.7</b>	<b>B- = 2.7</b>	<b>C- = 1.7</b>	<b>E = 0.0</b>

21.3 **GPA calculation:** The GPA for each student is calculated using the formula  $GPA = \frac{\sum c_i g_i}{\sum c_i}$ , where  $c_i$  and  $g_i$  are respectively the number of credits and the grade point for the  $i$ th course.

21.4 **Incomplete grades and Make-up Examinations:** A student who failed to sit the end semester examination/s for medical or other reasons acceptable to the Department can be given an incomplete grade (I) for the course if the student informs the Department within 7 days from the date of examination. Requests for incompletes

have to be justified with documentary proof. The Department has the discretion to accept or decline the request for an incomplete based on valid reasons. If accepted, the final year student/s shall be given make-up examination in the relevant semester of the 400 level. The make-up examinations shall be held within four weeks from the day of the particular proper examination and the students concerned should remove the incomplete grade and obtain a grade point. The students of all other levels should sit the examination at the next available attempt and remove the letter grade 'I' that is carried until such time. In a circumstance that a student was unable to get the incomplete grade removed at the next available attempt, the actual grade obtained at the first attempt shall be confirmed by the Board of Examiners.

21.4.1 **Mid-semester Make-up Examination:** A student who failed to sit the mid-semester examination for proven medical or other reasons acceptable to the Department may be given a make-up examination on the student's request to the Department within 7 days from the date of such examination. The Department with consultation of the lecturer concerned has the discretion to accept or decline the request. If accepted, the department shall arrange a make-up examination for the student/s concerned.

21.5 **Retaking of courses:** If a student obtains a grade of E (i.e. fail) for a course in any semester, he/she shall retake the course when it is offered next time with the grade of the retake replacing the original grade (E). Only three retake attempts are allowed for any single course, and the maximum grade obtainable on a retake is C. Thus a student can register only for one proper take and three retakes during their tenure. If a student fails in a course in his/her final year in the University, the student still has to follow the entire course and fulfill all the requirements when it is offered next.

- 21.6 **Retaking of courses below “C” pass:** If a student obtains a grade of C-, D+ or D for a course in any semester, she/he may retake the course when it is offered next time with the grade of the retake replacing the original grade. Only three retake attempts are allowed for any course, and the maximum grade obtainable on a retake is C.
- 21.7 **Examination rules:** The university regulations on violations of examination rules shall be applicable to all components of continuous assessment and final examinations.
- 21.8 **Release of results:** Head of the Department may appoint a Scrutiny Board at the department meeting if it deemed necessary. The Scrutiny Board shall review and standardize raw marks submitted by an examiner before they are submitted to the Dean's office. Semester results shall be released within four weeks of the beginning of the following semester. Departments shall display their course grades in advance subject to confirmation of the Board of Examiners of the Faculty.
- 21.8.1 **Display of results:** The Head of Department shall display raw marks of continuous assessments. The letter grade of the final results shall be displayed on the notice board by the relevant Head of Department subject to approval of the board of examiners.
- 21.9 **Re-scrutiny of grades on student request:** Students who wish to inquire about their grades could request so by filling and submitting appropriate form to relevant department. Request for Re-scrutiny shall be entertained by relevant department according to the UGC Circular No: 978. The Head shall direct the relevant examiner to carry out re-scrutiny and re-confirm the results. Re-examination shall not take place for student requests.
- 21.10 **Issuance of Transcripts to students:** A transcript to every student shall be issued by the Office of the Dean for each semester. The Semester Transcript shall include the course code, title of the course, letter grade and

the grade points for credit and non-cr.edit courses. The transcript shall also have a legend that explains the grades, GPA, and other necessary details. At the end of the degree program, a Final Transcript shall be issued with above details plus Overall GPA and class (if applicable). An Authentic Transcript (for semester or full degree program) can be requested from the Dean's Office at a stipulated fee.

21.11 **Attendance:** In line with university regulations, the Faculty requires 80% attendance for all components of a course. The lecturer shall sign the semester end examination application of students during the last week of the course authorizing the student to sit or not to sit the examination. The lecturer must maintain records of attendance at lectures and/or discussion classes and information regarding assignments, class quizzes etc (Refer to section 1 and 2 of Procedure approved by the University of Peradeniya for the acceptance of Medical Certificates submitted by students for work and examinations.)

22. **Evaluation of teacher performance:** During the last two weeks of the semester, the Teacher Evaluation Form should be administered by the Department and once they are completed, they should be handed over to the Office of the Dean. Results of the evaluation must be handed over to the individual lecturers by the Office of the Dean. The Dean may comment on the teacher evaluation individually. The results of the teacher evaluation must be treated strictly confidential.

23. **Requirements to pass the BBA degree:** The Board of Examiners will confirm the performance of candidates. To pass the BBA degree, a candidate must have fulfilled the following requirements:

- i. obtained 120 credits with the necessary level-based requirements,
- ii. obtained 24 credit equivalents in ELM courses, (Refer to Regulation No. 20)
- iii. obtained a GPA of 2.00 or above,
- iv. completed the above within the stipulated time period.

24. **Award of the degree:** A student who has fulfilled all the requirements under 23 in the “Requirements to pass the BBA degree” shall be nominated for award of the degree. Those who meet stipulated levels of GPA, specified below, shall qualify for honors. In order to be eligible for honors, a student must complete the degree within the minimum time period unless extensions had been granted by the Faculty Board. The award of honors degree is subject to the relevant regulations given in section 18 of this document and any other by-laws of the University of Peradeniya. Those who fail to achieve the minimum level of Overall GPA shall not qualify for award of the degree.

**Grade Point Requirement for Award of Degree:**

<b>Degree Awarded</b>	<b>Overall GPA</b>
First Class	3.70 - 4.00
Second Class (Upper Division)	3.30 - 3.69
Second Class (Lower Division)	3.00-3.29
Normal Pass	2.00-2.99
Fail	0.00-1.99



## පාඨමාලා රෙගුලාසි

සැලකිය යුතුයි:

(අ) මෙහි දැක්වෙන්නේ පාඨමාලා රෙගුලාසිවල පරිවර්තනයක් වන බැවින් අවසාන පරිශීලනය සඳහා අදාළ කරගත යුතු වන්නේ මේ පිළිබඳ වන ඉංග්‍රීසි ලේඛනය යි.

(ආ) මෙහි දැක්වෙන සියලු රෙගුලාසි ඒ ඒ ශිෂ්‍යයා විසින් පුද්ගලිකව ක්‍රියාකිරීම හෝ පිළිපැදීම හෝ පිණිස මිස ශිෂ්‍ය කණ්ඩායම් පිණිස නොවේ.

(ඇ) මෙහි දැක්වෙන පාඨමාලා රෙගුලාසි ජේරාදේණිය විශ්වවිද්‍යාලයේ වෙනත් රෙගුලාසි සහ විශ්වවිද්‍යාල පනතෙහි රෙගුලාසිවලට යටත්වේ.

- 1. අධ්‍යයන වර්ෂය:** අධ්‍යයන වර්ෂයක් සමාසික දෙකකින් සමන්විත වේ. සතියේ දිනවලට යෙදෙන රජයේ නිවාඩු හේතුවෙන් අහිමි වන දින සඳහා අතිරේක දින යොදා ගනිමින් සමාසික කාල සටහන සකස් කිරීමට ඉඩ ඇත.
- 2. සමාසිකය:** සමාසිකයක් යනුවෙන් අදහස් වන්නේ සති 15කින් සමන්විත වන අර්ධ වාර්ෂික කාල සීමාවකි. පළමු සමාසිකය සහ දෙවන සමාසිකය වශයෙන් අදාළ අධ්‍යයන වර්ෂය තුළ සමාසික පොදුවේ හඳුන්වනු ලැබේ.
- 3. පාඨමාලාව, පාඨමාලා ඒකකය සහ පාඨමාලා කේතය:** පාඨමාලාවක් යනු අධ්‍යයන වැඩසටහන තුළ පිරිනමනු ලබන පාඨමාලා නාමයක් මගින් හඳුනාගනු ලබන විෂයකි. පාඨමාලා ඒකකයක් යනු සාමාන්‍යයෙන් සතියකට පැය තුන බැගින් සමාසිකයක් තුළ උගන්වනු ලබන සම්පූර්ණ පාඨමාලාවක් වේ. එහෙත් පාඨමාලා ඒකකයක් අවම වශයෙන් එක් සම්මුඛ පැයකින් හෝ උපරිම වශයෙන් සම්මුඛ පැය තුනකට වඩා වැඩි ගණනකින් සමන්විත වීමට ඉඩ ඇත. පාඨමාලා කේතය යනු සෑම පාඨමාලාවක් සඳහාම යොදාගනු ලබන අක්ෂර තුනකින් සහ අංක තුනකින් සමන්විත වන උපසර්ගයකි.
- 4. සම්මුඛ පැය:** සම්මුඛ පැය යනු විධිමත් දේශන, සාකච්ඡා, පුනරීක්ෂණ, ප්‍රායෝගික පංති හෝ ශිෂ්‍යයන් සමග කෙරෙන වෙනත් පිළිගත හැකි ශාස්ත්‍රීය අන්තර් ක්‍රියාකාරකම් වේ. විෂය නිර්දේශය මඟින් හඳුනාගනු ලබන විවිධ අන්තර් ක්‍රියාකාරකම් අතුරින් සම්මුඛ පැය කෙසේ උපයෝජනය කරන්නේද යන්න දේශකවරයා/වරිය විසින් තීරණය කරනු ඇත. ප්‍රායෝගික වැඩ පැය දෙකක් එක සම්මුඛ පැයකට සමාන වේ. සතිපතා වන සම්මුඛ පැය පාඨමාලා අර්ථවලට පරිවර්තනය කරනු ලබයි.

5. **අර්ඝ සහ අර්ඝ අගය:** පාඨමාලාවකට අදාළ අමුර්ත අගය සතියක සම්මුඛ පැය ගණන මත ගණනය කරනු ලබයි. ඒ අනුව සම්මුඛ පැය තුනක පාඨමාලාවක් අර්ඝ තුනක පාඨමාලාවක් ලෙස සැලකේ. එසේම එක් අර්ඝයක් යනු සමාසිකයකට සම්මුඛ පැය 15කි. අර්ඝ තුනක පාඨමාලාවකට සතියකට සම්මුඛ පැය තුනක් සහ සමාසිකයකට සම්මුඛ පැය 45ක් ඇතුළත් වේ. පැය භයක කර්මාන්ත ආශ්‍රිත ප්‍රයෝගික පුහුණුව/ ශාස්ත්‍රීය නිබන්ධනය/ පර්යේෂණය එක් සම්මුඛ පැයක් ලෙස සලකනු ලැබේ. පාඨමාලාවේ ස්වභාවය මත පදනම්ව දෙපාර්තමේන්තුවක් විසින් අර්ඝ එකේ සිට හතර දක්වා පරාසයක පාඨමාලා පිරිනමනු ලබනු ඇත. ශාස්ත්‍රීය නිබන්ධනය සහ ආධුනිකත්ව පුහුණුව ව්‍යතිරේක වේ.
6. **පොදු සහ විශේෂවේදී පාඨමාලා:** සියලුම 100 සහ 200 මට්ටම්වල පාඨමාලා පොදු පාඨමාලා ලෙස සැලකෙන අතර සියලුම ශිෂ්‍යයන් කිසිදු තෝරා ගැනීමකින් තොරව එම පාඨමාලා හැදෑරිය යුතුවේ. විශේෂවේදී පාඨමාලා 300 සහ 400 මට්ටම්වල දී පිරිනමනු ලබන අතර ශිෂ්‍යයන්ගේ කැමැත්ත මත සහ 100 සහ 200 මට්ටම්වල ශිෂ්‍ය කාර්යසාධනය මත විශේෂවේදී පාඨමාලා තෝරා ගැනීමට අවස්ථාව සලසා දෙනු ලැබේ. විශේෂවේදී විෂය ක්ෂේත්‍රයක් තෝරා ගැනීමෙන් පසු එය වෙනස් කිරීමට ශිෂ්‍යයන්ට ඉඩ දෙනු නොලැබේ. විශේෂවේදී විෂය ක්ෂේත්‍රය වෛකල්පිත වුවද විශේෂවේදී ක්ෂේත්‍රය තෝරා ගත් පසු ඊට අදාළ පාඨමාලා හැදෑරීම අනිවාර්ය වේ.
7. **අර්ඝ සාමාන්‍ය රහිත පාඨමාලා:** 300 සහ 400 මට්ටම්වල ශිෂ්‍යයන්ගේ කැමැත්ත පරිදි අර්ඝ සාමාන්‍ය රහිත අමතර පාඨමාලා (GPA රහිත) තෝරා ගැනීමට අවස්ථාව සලසා දී ඇති අතර එවැනි ඉගෙනීමේ අදාළ විශේෂවේදී විෂය ක්ෂේත්‍රයට පරිබාහිර වශයෙන් පවතී. අධ්‍යයන වැඩසටහන තුළ දී ශිෂ්‍යයන්හට පිරිනමනු ලබන උපරිම අර්ඝ රහිත පාඨමාලා ගණන හතරකට සීමා වේ. එනම්, සමාසිකයකට එක බැගින්. ලියාපදිංචි වර්ෂයට අදාළ මට්ටමෙන් ඉහළ හෝ පහළ මට්ටම්වල පාඨමාලා හැදෑරීමට ඉඩ දෙනු නොලැබේ. අර්ඝ රහිත පාඨමාලා තෝරා ගනු ලබන ශිෂ්‍යයා එම පාඨමාලාවට අදාළ සියලුම අවශ්‍යතා අනිවාර්යයෙන්ම සම්පූර්ණ කළ යුතුය. අර්ඝ රහිත පාඨමාලා ශ්‍රේණි අග්‍ර සාමාන්‍යය (GPA) ගණනයේ දී අදාළ කරගනු නොලැබේ. ඒවා අදාළ ශ්‍රේණියත් සමග ප්‍රතිඵල ලේඛනයේ ඇතුළත් කෙරේ.
8. **නිරීක්ෂණ පාඨමාලා:** දේශකවරුන්ගේ අවසරය මත ශිෂ්‍යයෙකුට යම් පාඨමාලාවක් නිරීක්ෂණය කළ හැකි අතර දේශකවරයා/වරිය විසින් පාඨමාලාවේ අවශ්‍යතා නියම කරනු ලැබූ විට ශිෂ්‍යයා විසින් ඒවා තෘප්ත කළ යුතුවේ. නිරීක්ෂණ පාඨමාලා ශ්‍රේණි අග්‍ර සාමාන්‍ය

ගණනයේ දී අදාළ කරගනු නොලබන අතර ප්‍රතිඵල ලේඛනයේ ද ඇතුළත් කරනු නොලැබේ. අදාළ දේශකවරයා/වරියගේ ඉල්ලීම සහ දෙපාර්තමේන්තු ප්‍රධානියාගේ නිර්දේශය මත ශිෂ්‍යයා විසින් අදාළ පාඨමාලාව නිරීක්ෂණය කර ඇති බව සඳහන් කරමින් පීඨාධිපති කාර්යාලය විසින් සහතිකයක් නිකුත් කරනු ලබයි. එවැනි සහතිකයක් නිකුත් කරනු ලබන්නේ එම පාඨමාලාවට අදාළව 80% පැමිණීමේ අවශ්‍යතාව සම්පූර්ණ කරන ශිෂ්‍යයන්ට පමණි.

9. **ශ්‍රේණි අග්‍ර සහ ශ්‍රේණි අග්‍ර සාමාන්‍ය:** ශ්‍රේණි අග්‍රයක් යනු ශිෂ්‍යයෙකු විසින් ලබා ගත් සැබෑ ලකුණු (0-100) ක්‍රමාංකනය කොට 0-4 පරාසයේ මිනුමකට ඇතුළත් කිරීමෙන් ලබා ගන්නා අගයකි. ශ්‍රේණි අග්‍ර සාමාන්‍ය යනු පාඨමාලා සඳහා ලබාගත් ශ්‍රේණි අග්‍රවල සාමාන්‍ය අගයයි. මෙය සමාසිකය සඳහා හෝ සම්පූර්ණ උපාධි පාඨමාලාව සඳහා ගණනය කරනු ලබයි. ශිෂ්‍යයා විසින් ලබා ගන්නා අවසන් ප්‍රතිඵලය සම්පූර්ණ උපාධි පාඨමාලාව සඳහා ලබා ගන්නා ශ්‍රේණි අග්‍ර සාමාන්‍ය මත පදනම් වේ. ශ්‍රේණි අග්‍ර සාමාන්‍ය දෙවන දශමස්ථානයට ගණනය කරනු ලබන අතර එමඟින් ශිෂ්‍යයාගේ සමස්ථ ශාස්ත්‍රීය කාර්යසාධනය පෙන්වුම් කරයි.
10. **පාඨමාලා සහ මට්ටම්:** පාඨමාලා 100 සිට 400 දක්වා මට්ටම් හතරකින් පිරිනමනු ලැබේ. ශිෂ්‍යයා විසින් උපාධිය සම්පූර්ණ කිරීම සඳහා අධ්‍යයන වැඩසටහනේ දක්වා ඇති පරිදි ඒ ඒ මට්ටමේ දී අපේක්ෂිත පාඨමාලා සංඛ්‍යාව හැදෑරිය යුතුය. පාඨමාලා මට්ටම මඟින් වැඩසටහනේ අනුක්‍රමික වර්ෂය පෙන්වුම් කරයි. ඒ ඒ මට්ටමට අදාළ පාඨමාලා බෙදී ගොස් ඇති ආකාරය දැක්වෙන්නේ 100 මට්ටමේ පාඨමාලා (100-199), 200 මට්ටමේ පාඨමාලා (200-299), 300 මට්ටමේ පාඨමාලා (300-399) සහ 400 මට්ටමේ පාඨමාලා (400-499) යන පාඨමාලා කේත මඟිනි.
11. **සමාසිකයක උපරිම අර්ඝ ගණන:** සමාසිකයක් සඳහා ශිෂ්‍යයෙකුට පළමු පෙනී සිටීමක දී ලබාගත හැකි උපරිම අර්ඝ ගණන 19කි. නැවත පෙනී සිටීමේ දී ලබාගත හැකි අර්ඝ පිළිබඳ සීමාවක් නැත.
12. **පාඨමාලා සඳහා ලියාපදිංචිය:** ශිෂ්‍යයන් විසින් සමාසිකය ආරම්භ වූ දා සිට දින හතක් ඇතුළත නියමිත පරිදි සම්පූර්ණ කරන ලද ආකෘති පත්‍රයක ආධාරයෙන් පාඨමාලා සඳහා ලියාපදිංචි විය යුතුය.
  - 12.1. **පාඨමාලා එකතු කිරීම සහ අත්හැරීම:** සමාසිකය ආරම්භ වූ දා පටන් සති දෙකක් (දින 14) දක්වා කාලය තුළ පාඨමාලා එකතු කිරීම හෝ අත්හැරීම කළ හැක. පාඨමාලාවක් එකතු කිරීමේදී ශිෂ්‍යයා විසින් දේශකවරයා/වරියගෙන් සහ අදාළ

දෙපාර්තමේන්තු ප්‍රධානියාගෙන් අවසර ලබා ගැනීම අනිවාර්ය වේ. අත්හරින ලද බවට සඳහන් නොවන පාඨමාලාවක් සම්පූර්ණ කිරීමට අපොහොසත් වීම පාඨමාලා ඉවත් කිරීමක් ලෙස නොසැලකෙන අතර එවැනි පාඨමාලාවක් සඳහා E ශ්‍රේණියක් ප්‍රදානය කරනු ලබයි.

**13. පීඨය විසින් පිරිනමනු ලබන උපාධි වැඩසටහන්:** පීඨය විසින් ව්‍යාපාර පරිපාලනවේදී උපාධි වැඩසටහන යටතේ විශේෂවේදී කේන්ද්‍ර පහක් පිරිනමනු ලබයි. ඒවා ගණකාධිකරණය සහ මුද්‍රා, සංවිධාන කළමනාකරණය, මානව සම්පත් කළමනාකරණය, අලෙවි කළමනාකරණය සහ මෙහෙයුම් කළමනාකරණය යනුවෙන් දැක්වේ (6 වන කොටස පරිශීලනය කරන්න). විශේෂවේදී පාඨමාලා 300 සහ 400 මට්ටම්වල දී පිරිනමනු ලැබේ.

**14. ව්‍යාපාර පරිපාලනවේදී උපාධිය සඳහා අර්ඝ අවශ්‍යතාව:** ව්‍යාපාර පරිපාලනවේදී උපාධි ප්‍රදානයට සුදුසුකම් ලැබීමට ශිෂ්‍යයෙකු විසින් අර්ඝ 120ක් උපයා ගත යුතුය. ඒ අතුරින් අර්ඝ 60ක් 100 සහ 200 මට්ටම් වලදී පොදු පාඨමාලා ඔස්සේ (වර්ෂයකට අර්ඝ 30 බැගින්) උපයා ගත යුතු වන අතර තවත් අර්ඝ 60ක් 300 සහ 400 මට්ටම්වල දී විශේෂවේදී පාඨමාලා ඔස්සේ (වර්ෂයකට අර්ඝ 30 බැගින්) උපයා ගත යුතුය. ඊට අමතරව ශිෂ්‍යයන් විසින් අර්ඝ 24ක් අනිවාර්ය ELM (ඉංග්‍රීසිය දෙවන භාෂාව ලෙස) පාඨමාලා තුළින් උපයා ගත යුතු වන අතර අර්ඝ සහ ශ්‍රේණි අග්‍ර සාමාන්‍ය (GPA) ගණනයේ දී මෙය අදාළ කර නොගැනේ (මෙම ලේඛනයේ 20වන කොටස පරිශීලනය කරන්න).

**15. අර්ඝ පැවරීම:** අර්ඝ පැවරීමට ඉඩ දෙනු ලබන්නේ සමාන සමාසික/පාඨමාලා ඒකක ක්‍රමයක් ඇති ජාතික සහ ජාත්‍යන්තර විශ්වවිද්‍යාල අතර පමණි. කෙසේවුවත්, එසේ අර්ඝ පැවරීමට දෙපාර්තමේන්තු නිර්දේශය සහ පීඨ මණ්ඩල අනුමැතිය අවශ්‍ය වේ. විශ්වවිද්‍යාලයකින් ලබා ගත් සත්‍ය ප්‍රතිඵල ලේඛනයක් සමග ඉදිරිපත් කරනු ලබන ශිෂ්‍ය අභියාචනයක් මත අර්ඝ පැවරීම සහ ශ්‍රේණි අක්‍ෂරය සහ ශ්‍රේණි අග්‍ර ප්‍රදානය කිරීම පීඨ මණ්ඩලය විසින් සලකා බලනු ලබයි.

**16. ශාස්ත්‍රීය නිබන්ධනය/ ප්‍රායෝගික පුහුණුව:** ව්‍යාපාර පරිපාලනවේදී උපාධිය ලබා ගැනීම සඳහා ශාස්ත්‍රීය නිබන්ධනය හෝ ප්‍රායෝගික (ආධුනිකත්ව) පුහුණුව සම්පූර්ණ කිරීම ආංශික අවශ්‍යතාවක් වේ. ඉහළ මට්ටමේ පරිශ්‍රමයක අවශ්‍යතාව හඳුනා ගැනීම පිණිස ශාස්ත්‍රීය නිබන්ධනයට සහ ප්‍රායෝගික පුහුණුවට අර්ඝ 6 බැගින් ප්‍රදානය කරනු ලැබේ. අවසන් වර්ෂයේදී, ශාස්ත්‍රීය නිබන්ධනය සහ ප්‍රායෝගික

පුහුණුව අතුරින් එක් විකල්පයක් තෝරා ගැනීමට ශිෂ්‍යයන්ට අවස්ථාව ලැබෙන අතර ඉන් එකක් සඳහා නියමිත පරිදි ලියාපදිංචි විය යුතුය.

**17. උපාධි වැඩසටහන සම්පූර්ණ කිරීම:** පන්ති සාමාර්ථයක් සහිතව උපාධියක් ලැබීමට සුදුසුකම් සපුරාලීම සඳහා ශිෂ්‍යයන් ලියාපදිංචි වූ දින සිට වසර හතරක් ඇතුළත ඒ සඳහා වන සියලුම අවශ්‍යතා සම්පූර්ණ කර තිබිය යුතුය. වෛද්‍ය හෝ වෙනත් පිළිගත හැකි විශේෂ හේතුවක් නිසා කාලය තවත් වසර හතරකින් දීර්ඝ කෙරෙන අතර ඒ අනුව ලබා දෙන උපරිම කාල සීමාව වසර අටක් වනු ඇත. එවැනි අවස්ථාවක දී, ශිෂ්‍යයෙකු පන්ති සාමාර්ථයක් සඳහා සුදුසුකම් ලබන්නේ ද යන්න පීඨ මණ්ඩලය විසින් මෙම ලේඛනයේ 18 වන කොටසේ සඳහන් රෙගුලාසි මත නිශ්චය කරනු ලබයි. උපාධි වැඩසටහන සම්පූර්ණ කළ යුතු උපරිම කාලය ඉක්මවා යන ශිෂ්‍යයන්ගේ ශිෂ්‍යභාවය ස්වයංක්‍රීයව අහෝසි වේ.

**18. පංති සාමාර්ථයක් සහිතව උපාධිය සම්පූර්ණ කිරීම සඳහා පවතින දීර්ඝ කිරීම්.**

**18.1. වෛද්‍ය හේතු මත දීර්ඝ කිරීම්:** වෛද්‍ය සභාවේ හෝ විශ්වවිද්‍යාලයේ සෞඛ්‍ය මධ්‍යස්ථානයේ ප්‍රධාන වෛද්‍ය නිලධාරියා විසින් අනුමත කරන ලද වෛද්‍ය හේතූන් මත දීර්ඝ කිරීම් ලබා දෙනු ලැබේ. වෛද්‍ය හේතු මත දීර්ඝ කිරීම් ලබන ශිෂ්‍යයෙකු පන්ති සාමාර්ථ සඳහා සුදුසුකම් ලැබීමට උපාධි වැඩසටහන වසර පහක් තුළ සම්පූර්ණ කළ යුතුය. කාලය දීර්ඝ කිරීමක් සඳහා විශ්වවිද්‍යාල සෞඛ්‍ය මධ්‍යස්ථානයේ ප්‍රධාන වෛද්‍ය නිලධාරියාගේ අනුමැතිය ලද වෛද්‍ය සහතිකයක් සහිතව ශිෂ්‍යයා විසින් ඉල්ලීමක් ඉදිරිපත් කළ යුතුය. පීඨයේ ශිෂ්‍ය ලියාපදිංචිය සහ ඉල්ලීම් කමිටුව විසින් එවැනි ඉල්ලීම් සලකා බලා පීඨ මණ්ඩලයට නිර්දේශයන් ඉදිරිපත් කරනු ලැබේ. දීර්ඝ කිරීමේ එක් ඉල්ලීමක් වෙනුවෙන් උපරිම වසර දෙකක් දක්වා කාලය ලබා දෙනු ඇත (ගර්භනී සහ දරු උපන් සම්බන්ධ දීර්ඝ කිරීම් වෛද්‍ය හේතූන් ලෙස සලකනු ලැබේ).

**18.2. වෛද්‍ය නොවන හේතු මත දීර්ඝ කිරීම්:** වෛද්‍ය නොවන හේතු මත වන දීර්ඝ කිරීම් සඳහා වන ඉල්ලීම් ලද විට පීඨයේ ශිෂ්‍ය ලියාපදිංචිය සහ ඉල්ලීම් කමිටුව සහ පීඨ මණ්ඩලය විසින් ඒවායෙහි වලංගුභාවය සලකා බලා ශිෂ්‍යයා පන්ති සාමාර්ථ ලැබීම සඳහා සුදුසුකම් ලබන්නේද නැද්ද යන්න තීරණය කරනු ලැබේ. ජේරාදේශීය විශ්වවිද්‍යාලය විසින් පිරිනමනු ලබන එක් අවුරුදු අධ්‍යාපන හුවමාරු වැඩසටහන් සඳහා විදේශ ගත වන ශිෂ්‍යයන් පන්ති සාමාර්ථ සඳහා සුදුසුකම් ලබන නමුදු ඔවුන් ඒ සඳහා උපාධි වැඩසටහන වසර පහක් ඇතුළත සම්පූර්ණ කළ යුතුය.

**18.3.** දීර්ඝ කිරීම් සඳහා වන සියලුම ඉල්ලීම් නියමිත ආකෘති පත්‍රය පුරවා ඒ සමග අදාළ ලියකියවිලි, අනුමත කිරීම් සහ ආධාරක සාක්ෂි වෙතොත් ඒවා ද අමුණා ඉදිරිපත් කළ යුතුය.

**18.4.** පිය මණ්ඩලය විසින් දීර්ඝ කිරීම් අනුමතකර සිටින විටෙක සහ ශිෂ්‍යයා පන්ති සාමාර්ථ සඳහා සුදුසුකම් ලබන විටෙක පියයේ සහකාර ලේඛකාධිකාරී විසින් එම තීරණය නොපමාව අදාළ ශිෂ්‍යයා වෙත ලිඛිතව දැනුම් දෙනු ලබයි.

**19. නොපැමිණීමේ නිවාඩු:** ශිෂ්‍යයෙකුහට අධ්‍යයන වැඩසටහන තුළ සාමාන්‍යයෙන් එක් වරකට සමාසිකයක නොපැමිණීමේ නිවාඩු ලබාගත හැකිය. නිවාඩු ඉල්ලුම් කරන සමාසිකය ආරම්භ වීමට පෙර හෝ එම සමාසිකයේ දෙවන සතිය ඉක්මවීමට පෙර ශිෂ්‍යයා විසින් සුදුසු ආකෘති පත්‍රයක් උපයෝගී කොට ගෙන ලිඛිතව පීඨාධිපතිතුමා වෙත අයදුම් කළ යුතු වේ. නිවාඩුව අනුමත වූ විටෙක උපාධිය ලබා ගැනීමට සහ පන්ති සාමාර්ථයක් ලබා ගැනීමට නම් ශිෂ්‍යයා විසින් නියමිත කාලසීමාව තුළ දී උපාධිය සම්පූර්ණ කිරීම අත්‍යවශ්‍ය වේ (18වන කොටස පරිශීලනය කරන්න). නොපැමිණීමේ නිවාඩු පිරිනමනු ලබන්නේ සමාසික දෙකක කාලයක් සඳහා වන අතර එය එක්කෝ එක් වරකට හෝ දෙවරකට එක සමාසිකය බැගින් ලබාගත හැක.

**20. ELM (ඉංග්‍රීසිය දෙවන භාෂාව ලෙස) වැඩසටහන:** උපාධිය ලබා ගැනීමේ ආංශික අවශ්‍යතාවක් ලෙස සියලුම ශිෂ්‍යයන් විසින් නියමිත ELM පාඨමාලා සංඛ්‍යාවක් සමත් විය යුතුය. ELM පාඨමාලාවල ශ්‍රේණි අග්‍ර GPA ගණනය කිරීමේ දී අදාළ කර නොගන්නා බැවින් සියලුම ELM පාඨමාලා අර්ඝ රහිත (GPA රහිත) පාඨමාලා ලෙස සලකනු ලබයි. ශිෂ්‍යයන් විසින් මුළුමනින් අර්ඝ 24ක වටිනාකමින් යුත් ELM පාඨමාලා සම්පූර්ණ කිරීම අනිවාර්ය වේ. උපාධිය ලබා ගැනීම සඳහා සුදුසුකම් ලැබීමට නම් සියලුම ශිෂ්‍යයන් විසින් 100, 200 සහ 300 මට්ටම්වල දී අනිවාර්ය ELM අර්ඝ 8 බැගින් ලබා ගත යුතුය. කෙසේ වෙතත් කඩිනම් ඉංග්‍රීසි පාඨමාලාවෙන් පසුව පවත්වනු ලබන පරීක්ෂණයෙන් ලකුණු 40-69 අතර ලබාගන්නා සිසුන් ELM 100 මට්ටමේ පාඨමාලාවලින් ද ලකුණු 70-100 අතර ලබාගන්නා සිසුන් ELM 100 සහ 200 පාඨමාලාවලින් ද නිදහස් කරනු ලැබේ.

**20.1.** අසමත් වූ ELM පාඨමාලා නැවත ගැනීම: පහත දැක්වෙන රෙගුලාසි අංක 21.5 පරිශීලනය කරන්න.

**21. උපාධි වැඩසටහන මත ශිෂ්‍ය කාර්යසාධනය ඇගයීම:**

**21.1. ඇගයීම් කාර්ය පටිපාටිය:** පාඨමාලා ශ්‍රේණිය ගණනය කිරීමේ දී එක් එක් පාඨමාලා සඳහා දෙපාර්තමේන්තුවේ අනුමැතිය ද සමග ශිෂ්‍ය ඇගයීම් ක්‍රම නිර්මාණය කිරීමේ වගකීම කලීකාර්යවරයා/වරිය සතු වේ. සියලුම ඇගයීම් ක්‍රම අඛණ්ඩ ඇගයීම් සහ අවසන් සමාසික පරීක්ෂණ යන ඒවායෙහි එකතුවක් වේ. පිය මණ්ඩලයේ සහ සනාථන සභාවේ අනුමැතිය ලද හොත් පාඨමාලාවක් සම්පූර්ණයෙන්ම අඛණ්ඩ ඇගයීම් ක්‍රම ඔස්සේ ඇගයිය හැකිය. දෙපාර්තමේන්තුවේ අනුමැතිය ලැබූ පසු ඇගයීම් ක්‍රම සහ දේශන වැඩසටහන විස්තරාත්මකව සුදුසු ආකෘතියක් (L-1) මගින් පාඨමාලාව ආරම්භයේ දී ශිෂ්‍යයන්හට ලබා දිය යුතුය. පැවරුම් සහ සමාසික පත්‍රිකා භාර දිය යුතු අවසන් දිනයන් සමාසිකය ආරම්භයේ දී ලිඛිතව ලබා දිය යුතු අතර එම දිනයන් අදාළ සමාසිකය තුළට ඇතුළත් විය යුතුය.

**21.2. ඇගයීම් ක්‍රමවේදය:** ශිෂ්‍යයින් අගයනු ලබන්නේ පාඨමාලා ශ්‍රේණි මාර්ගෝපදේශය මත වන අතර පහත වගුවට අනුව 0 සිට 4.00 දක්වා ශ්‍රේණි අග්‍ර පරාසය සහ E සිට A/A+ දක්වා ඊට අනුරූප අක්ෂර ශ්‍රේණි දක්වනු ලැබේ. මෙම ක්‍රමවේදයට අනුව D+ සහ D දුර්වල සාමාර්ථ ලෙස සලකනු ලබන අතර E ශ්‍රේණිය අසාමාර්ථ ලෙස දැක්වේ. පාඨමාලා ශ්‍රේණි මාර්ගෝපදේශය පහත දැක්වේ.

A+ = 4.0	B+ = 3.3	C+ = 2.3	D+ = 1.3
A = 4.0	B = 3.0	C = 2.0	D = 1.0
A- = 3.7	B- = 2.7	C- = 1.7	E = 0.0

**21.3. ශ්‍රේණි අග්‍ර සාමාන්‍ය (GPA) ගණනය:** එක් එක් ශිෂ්‍යයා සඳහා ශ්‍රේණි අග්‍ර සාමාන්‍ය ගණනය කරනුයේ  $GPA = \sum ci gi / \sum ci$  යන සූත්‍රය භාවිතා කරමින් වන අතර මෙහි ci සහ gi පිළිවෙලින් ith පාඨමාලාවේ අර්ඪ සංඛ්‍යාව සහ ශ්‍රේණි අග්‍ර වේ.

**21.4. අසම්පූර්ණ ශ්‍රේණි සහ ප්‍රතිසාධන (Make-up) පරීක්ෂණ:** අවසන් සමාසික පරීක්ෂණ සඳහා පෙනී සිටීමට අසමත් වූ ශිෂ්‍යයෙකු විසින් අදාළ දෙපාර්තමේන්තුවට පිළිගත හැකි වෛද්‍ය හෝ වෙනත් හේතූන් විභාග දිනයේ සිට දින 7ක් ඇතුළත දෙපාර්තමේන්තුවට දැනුම් දෙනු ලැබුව හොත් ඔහුට/ඇයට එම පාඨමාලාව සඳහා අසම්පූර්ණ ශ්‍රේණියක් (I) ලබා දිය හැක.

අසම්පූර්ණතා සඳහා වන ඉල්ලීම් ලිඛිතව ඔප්පු කළ හැකි විය යුතුයි. අසම්පූර්ණතාවක් සඳහා වන ඉල්ලීම් පිළිගැනීම හෝ බැහැර කිරීමේ අභිමතය අදාළ දෙපාර්තමේන්තුව සතු වේ. එසේ පිළිගත හොත් අවසන් වසරේ ශිෂ්‍යයන් සඳහා අදාළ 400 මට්ටමේ සමාසික තුළ ප්‍රතිසාධන පරීක්ෂණ ලබා දෙනු ඇත. ප්‍රතිසාධන පරීක්ෂණ නියම පරීක්ෂණ දිනයේ සිට සති හතරක් ඇතුළත පැවැත්විය යුතු අතර එහි දී අදාළ ශිෂ්‍යයන් විසින් අසම්පූර්ණ ශ්‍රේණිය ඉවත් කර නියම ශ්‍රේණියක් ප්‍රතිස්ථාපනය කර ගත යුතුය. අනෙකුත් සියලුම මට්ටම්වල ශිෂ්‍යයින් විසින් එළඹෙන ඊළඟ වාරයේ විභාගය සඳහා පෙනී සිට එතෙක් රැගෙන ආ “I” ශ්‍රේණිය ඉවත් කර ගත යුතුය. එළඹෙන ආසන්නතම වාරයේ අසම්පූර්ණ ශ්‍රේණිය ඉවත් කර ගැනීමට ශිෂ්‍යයාට නොහැකි වුවහොත් පරීක්ෂක මණ්ඩලය විසින් ඔහු/ඇය පළමු වතාවේ ලැබූ නියම ශ්‍රේණිය සහතික කරනු ලබයි.

**21.4.1. මධ්‍ය සමාසික ප්‍රතිසාධන පරීක්ෂණ:** මධ්‍ය සමාසික පරීක්ෂණ සඳහා පෙනී සිටීමට නොහැකි වූ ශිෂ්‍යයන් දෙපාර්තමේන්තුවට පිළිගත හැකි වෛද්‍ය හෝ වෙනත් හේතුවක් මත නිසි පරිදි ඉල්ලීමක් කළහොත් විභාගය පැවැත්වූ දින සිට දින 7ක් ඇතුළත ප්‍රතිසාධන පරීක්ෂණ පැවැත්වීමට ක්‍රියා කරනු ලැබේ. එවැනි ඉල්ලීමක් කමිකාවාර්යවරයා/වරියගේ උපදෙස් ද සැලකිල්ලට ගෙන පිළිගැනීමට හෝ බැහැර කිරීමට දෙපාර්තමේන්තුවට බලය තිබේ. එසේ පිළිගත හොත් දෙපාර්තමේන්තුව විසින් අදාළ ශිෂ්‍යයන්හට ප්‍රතිසාධන පරීක්ෂණ ලබා දීමට ක්‍රියා කරනු ඇත.

**21.5. පාඨමාලා නැවත ගැනීම:** ශිෂ්‍යයෙකු විසින් ඕනෑම සමාසිකයක දී පාඨමාලාවක් සඳහා E ශ්‍රේණිය (අසමත්) ලැබුව හොත් එම පාඨමාලාව පිරිනමනු ලබන ඊළඟ අවස්ථාවේ එම පාඨමාලාව නැවත හැදෑරිය යුතු වන අතර නැවත පරීක්ෂණ සඳහා පෙනී සිටීමෙන් ලබාගන්නා නව ශ්‍රේණිය ඉන් පෙර ලබාගෙන සිටි ශ්‍රේණියට (E) ආදේශ කරගත හැක. පාඨමාලාවක් නැවත ගැනීම් වාර තුනකට සීමා වන අතර නැවත ගැනීමක දී ලැබිය හැකි උපරිම ශ්‍රේණිය C වේ. එසේම ශිෂ්‍යයෙකුට ඔවුන්ගේ කාල සීමාව තුළ ලියාපදිංචි විය හැක්කේ එක් පළමු ගැනීමක් සහ නැවත ගැනීම් තුනක් සඳහා පමණි. ශිෂ්‍යයෙකු ඔහුගේ/ඇයගේ අවසන් වසරේ පාඨමාලාවකින් අසමත් වුවහොත් එම පාඨමාලාව පිරිනමනු ලබන ඊළඟ අවස්ථාවේ සම්පූර්ණ පාඨමාලාවම හදාරා එහි සියලුම අවශ්‍යතා සම්පූර්ණ කළ යුතුය.

**21.6. “C” සාමාර්ථයෙන් පහළ පාඨමාලා නැවත ගැනීම:** ශිෂ්‍යයෙකු විසින් ඕනෑම සමාසිකයක දී පාඨමාලාවක් සඳහා C-, D+ හෝ D ශ්‍රේණි ලැබුවහොත් ඔහුට/ඇයට එම පාඨමාලාව පිරිනමනු ලබන ඊළඟ අවස්ථාවේ නැවත ගත හැකි වන අතර නැවත



ගැනීමෙන් ලද ශ්‍රේණිය මගින් ඉන් පෙර ලබා සිටි ශ්‍රේණිය ආදේශ කළ හැක. ඕනෑම පාඨමාලාවක් සඳහා නැවත ගැනීම් වාර තුනක් පමණක් අනුමත කරන අතර නැවත ගැනීමක් සඳහා ලබා ගත හැකි උපරිම ශ්‍රේණිය C වේ.

**21.7. විභාග නීති:** විභාග නීති කඩවීම් සම්බන්ධයෙන් දක්වා ඇති විශ්වවිද්‍යාල රෙගුලාසි, අඛණ්ඩ ඇගයීම් සහ අවසන් සමාසික පරීක්ෂණවල සියලුම සංරචක සඳහා අදාළ වේ.

**21.8. ප්‍රතිඵල නිකුත් කිරීම:** දෙපාර්තමේන්තු රැස්වීමක දී අත්‍යවශ්‍ය බව හැඟී යන්නේ නම් දෙපාර්තමේන්තු ප්‍රධානියා විසින් සන්නිරීක්ෂණය කිරීමේ (Re-Scrutiny) මණ්ඩලයක් පත්කරනු ඇත. පරීක්ෂකවරයෙකු විසින් භාර දුන් ලකුණු පීඨ කාර්යාලයට භාර දීමට පෙර සන්නිරීක්ෂණය කිරීමේ මණ්ඩලය විසින් ප්‍රමිතිගත කළ හැකිය. ඊළඟ සමාසිකයේ ආරම්භයේ සිට සති හතරක් ඇතුළත පෙර සමාසිකයේ ප්‍රතිඵල නිකුත් කළ යුතුය. පීඨ විභාග මණ්ඩලයේ නිර්දේශය ලබා ගැනීමට යටත්ව දෙපාර්තමේන්තු ප්‍රධානියා විසින් අදාළ පාඨමාලා ශ්‍රේණි පෙරාතුව ප්‍රදර්ශනය කරනු ඇත.

**21.8.1. ප්‍රතිඵල ප්‍රදර්ශනය කිරීම:** දෙපාර්තමේන්තු ප්‍රධානියාට අඛණ්ඩ ඇගයීම් ලකුණු ප්‍රදර්ශනය කළ හැක. විභාග මණ්ඩලයේ අනුමැතියට යටත්ව දෙපාර්තමේන්තු ප්‍රධානියා විසින් අවසන් ප්‍රතිඵලවල ශ්‍රේණි දැන්වීම් පුවරුවේ ප්‍රදර්ශනය කරනු ඇත.

**21.9. ශිෂ්‍යයන්ගේ ඉල්ලීම් මත ශ්‍රේණි සන්නිරීක්ෂණය:** ශ්‍රේණි සම්බන්ධයෙන් විමසීමට අදහස් කරනු ලබන ශිෂ්‍යයන් විසින් නියමිත ආකෘති පත්‍රයක් මගින් අදාළ දෙපාර්තමේන්තුවෙන් සන්නිරීක්ෂණය සඳහා ඉල්ලුම් කළ හැක. සන්නිරීක්ෂණය සඳහා වන ඉල්ලුම් පත්‍ර විශ්වවිද්‍යාල ප්‍රතිපාදන කොමිෂන් චක්‍රලේඛ අංක 978 ප්‍රකාරව අදාළ දෙපාර්තමේන්තුව විසින් භාරගනු ලැබේ. එවිට දෙපාර්තමේන්තු ප්‍රධානියා විසින් අදාළ පරීක්ෂකවරයා/වරිය ලවා ප්‍රතිඵල සන්නිරීක්ෂණය (Re-scrutiny) කොට තහවුරු කොටගෙන දැනුම් දෙනු ලබයි. ශිෂ්‍ය ඉල්ලීම් මත පිළිතුරු පත්‍ර නැවත පරීක්ෂණය (Re-examination) කරනු නොලැබේ.

**21.10. ප්‍රතිඵල ලේඛන නිකුත් කිරීම:** පීඨ කාර්යාලය විසින් එක් එක් සමාසිකය සඳහා සියලුම ශිෂ්‍යයින් වෙත ප්‍රතිඵල ලේඛනයක් නිකුත් කරනු ලැබේ. සමාසික ප්‍රතිඵල ලේඛනය තුළ අර්ඝ සහිත හා අර්ඝ රහිත පාඨමාලාවල පාඨමාලා කේතය, පාඨමාලා නාමය, අක්ෂර ශ්‍රේණිය සහ ශ්‍රේණි අග්‍ර ඇතුළත් වේ. තවද ප්‍රතිඵල ලේඛනය තුළ ශ්‍රේණි, ශ්‍රේණි අග්‍ර සාමාන්‍ය (GPA) සහ

අනෙකුත් අවශ්‍ය තොරතුරු පැහැදිලි කරනු ලබන ආබාහුණයක් ඇතුළත් වේ. උපාධි වැඩසටහන අවසානයේ දී ඉහත විස්තර සමඟ සමස්ත ශ්‍රේණි අග්‍ර සාමාන්‍ය සහ පන්ති සාමාර්ථය (අදාළ නම් පමණක්) සඳහන් අවසන් ප්‍රතිඵල ලේඛනයක් නිකුත් කරනු ලැබේ. නියමිත ගාස්තුවක් ගෙවීමෙන් සහතික කරන ලද අමතර සත්‍ය ප්‍රතිඵල ලේඛන (සමාසිකයකට හෝ සම්පූර්ණ උපාධි වැඩසටහනට අදාළව) පිය කාර්යාලය වෙතින් ලබාගත හැක.

**21.11. පැමිණීම:** විශ්වවිද්‍යාලයේ රෙගුලාසිවලට අනුව පාඨමාලාවේ සියලුම සංරචක සඳහා 80% ශිෂ්‍ය පැමිණීම පියය විසින් නියම කෙරේ. පාඨමාලාවේ අවසන් සතිය තුළ දී කලීකාචාර්යවරයා විසින් නිර්දේශ කරනු ලබන ශිෂ්‍යයන්ගේ සමාසිකාන්ත අයදුම් පත්‍රය ප්‍රකාරව ශිෂ්‍යයාට විභාගය සඳහා පෙනී සිටිය හැකි බව හෝ නොහැකි බව තීරණය වේ. කලීකාචාර්යවරයා විසින් දේශන සහ/හෝ සාකච්ඡා පන්ති පිළිබඳ පැමිණීමේ වාර්තා සහ ඇගයීම්, පන්ති ඇගයීම් යනාදියට අදාළ තොරතුරු පවත්වාගත යුතුය. (පේරාදෙණිය විශ්වවිද්‍යාලය විසින් අනුමත කරන ලද වෛද්‍ය සහතික ඉදිරිපත් කිරීමේ ක්‍රමවේදයෙහි I වන සහ II වන කොටස් පරිශීලනය කරන්න.)

**22. දේශක කාර්යසාධනය ඇගයීම:** සමාසිකයේ අවසන් සති දෙක තුළ දී ඒ ඒ දෙපාර්තමේන්තුව විසින් දේශක ඇගයීම් පත්‍රය නිසි ලෙස බෙදා දී ඒ පිළිබඳ කටයුතු සම්පූර්ණ කළ පසු පිය කාර්යාලයට භාර දිය යුතුය. පිය කාර්යාලය විසින් ඇගයීම් ප්‍රතිඵල කලීකාචාර්යවරයා/වරිය වෙත භාර දිය යුතුය. පියාධිපති විසින් දේශක ඇගයීම් සම්බන්ධයෙන් වෙන වෙනම අදහස් දැක්වනු ඇත. දේශක ඇගයීම් ප්‍රතිඵල පිළිබඳ රහස්‍යභාවය ආරක්‍ෂා කළ යුතුය.

**23. ව්‍යාපාර පරිපාලනවේදී (BBA) උපාධිය සමත් වීමට තිබිය යුතු අවශ්‍යතා:** විභාග මණ්ඩලය විසින් ප්‍රතිඵල සහතික කරනු ලැබේ. උපාධිය සමත් වීම සඳහා අපේක්‍ෂකයෙකු විසින් පහත දක්වන අවශ්‍යතා සම්පූර්ණ කර තිබිය යුතුය:

- i. අදාළ මට්ටම් මත සම්පූර්ණ කළ යුතු අවශ්‍යතා සමග අර්ඪ 120ක් ලබා තිබිය යුතුය.
- ii. ELM පාඨමාලාවලින් අර්ඪ 24ක් ලබා තිබිය යුතුය (මෙහි අංක 20හි දැක්වෙන රෙගුලාසි කියවන්න).
- iii. සමස්ත ශ්‍රේණි අග්‍ර සාමාන්‍යය (OGPA) 2.00 හෝ ඊට වඩා වැඩි විය යුතුය.
- iv. ඉහත සඳහන් අවශ්‍යතා නියමිත කාල සීමාව ඇතුළත සම්පූර්ණ කළ යුතුය.

24. උපාධි ප්‍රදානය: ‘ව්‍යාපාර පරිපාලනවේදී උපාධිය සමත් වීමට තිබිය යුතු අවශ්‍යතා’ වශයෙන් දැක්වෙන රෙගුලාසි අංක 23හි සඳහන් සියලුම අවශ්‍යතා සම්පූර්ණ කරනු ලැබූ ශිෂ්‍යයන් උපාධි ප්‍රදානය සඳහා යෝජනා කරනු ලැබේ. පහත දැක්වෙන පරිදි නියමිත සමස්ත ශ්‍රේණි අග්‍ර සාමාන්‍ය ලබා තිබෙන ශිෂ්‍යයන් පන්ති සාමාර්ථ සඳහා සුදුසුකම් ලබයි. පීඨ මණ්ඩලය විසින් දීර්ඝ කිරීම් පිරිනමා නැතොත් පන්ති සාමාර්ථ සඳහා සුදුසුකම් ලැබීමට ශිෂ්‍යයෙකු විසින් අවම කාල සීමාව තුළ දී උපාධිය සම්පූර්ණ කර තිබිය යුතුය. පන්ති සාමාර්ථ පිරිනැමීම මෙහි 18වෙනි කොටසේ දැක්වෙන රෙගුලාසිවලට මෙන්ම ජේරාදේණිය විශ්වවිද්‍යාලයේ වෙනත් රෙගුලාසිවලට යටත්ව සිදු කෙරේ. අවම සමස්ත ශ්‍රේණි අග්‍ර සාමාන්‍ය (OGPA) නොලබන සිසුන් උපාධි ප්‍රදානයට සුදුසුකම් නොලබයි.

උපාධි ප්‍රදානය සඳහා අවශ්‍ය වන ශ්‍රේණි අග්‍ර :

උපාධිය	සමස්ත ශ්‍රේණි අග්‍ර සාමාන්‍ය (OGPA)
ප්‍රථම පන්තිය	3.70 - 4.00
දෙවන පන්තිය (ඉහළ)	3.30 - 3.69
දෙවන පන්තිය (පහළ)	3.00-3.29
සාමාන්‍ය	2.00-2.99
අසමත්	0.00-1.99

## பாடநெறி அலகுப் பிரமாணங்கள்

### குறிப்பு:

- அ. இது பாடநெறிப் பிரமாணங்களின் மொழிபெயர்ப்பாக மட்டுமே இருப்பதினால் ஆங்கில வடிவத்தையே இறுதிச் சான்றாதாரமாகக் கொள்ள வேண்டும்.
- ஆ. இப்பிரமாணங்கள் தனிப்பட்ட மாணவர்களினால் பின்பற்றப்பட வேண்டியதே ஒழிய மாணவக் குழுக்களுக்கு உரியதானதல்ல.
- இ. இங்கே குறிப்பிடப்பட்டுள்ள பிரமாணங்களானவை பேராதனைப் பல்கலைக்கழகத்தின் உபவிதிகள் மற்றும் பல்கலைக்கழக சட்டக் கோவைகளில் குறிப்பிடப்படும் பிரமாணங்களுக்கமைய மாற்றங்களுக்கு உள்ளாகலாம்.

1. **கல்வி ஆண்டு:** கல்வி ஆண்டொன்றானது இரண்டு பருவங்களைக் கொண்டிருக்கும். பருவத்தின் நேர அட்டவணையானது பொது விடுமுறைகள் காரணமாக விடுபடும் வார நாட்களை ஈடுசெய்வதற்கு மேலதிக நாட்களை இணைத்துக் கொள்வதன் மூலம் சீராக்கம் செய்யப்படும்.
2. **பருவம்:** பருவம் என்பது ஒவ்வொன்றும் 15 வாரங்கள் கொண்ட அரையாண்டுத் தவணையொன்றாகும். பொதுவாக பருவங்களானவை குறிப்பிட்ட கல்வி ஆண்டின் முதலாம் பருவம் மற்றும் இரண்டாம் பருவம் என வரையறுக்கப்படும்.
3. **பாடநெறி (Course), பாடநெறி அலகு (Course Unit) மற்றும் பாடநெறிக் குறியீடு (Course Code):** பாடநெறி என்பது பாடநெறித் தலைப்பினூடாக இனங்காணப்பட்டு கல்வி நிகழ்ச்சித்திட்டமொன்றில் வழங்கப்படும் ஒரு பாடமாகும். பாடநெறி அலகு என்பது பொதுவாக வாரம் ஒன்றிற்கு தொடர்பு கொள்ளும் மூன்று மணித்தியாலங்களுடன் பருவமொன்றினுள் கற்பிக்கப்படும் முழுப் பாடநெறி ஆகும். பாடநெறி அலகொன்று குறைந்தது தொடர்பு கொள்ளும் ஒரு மணித்தியாலம் கொண்டதாகவோ அல்லது தொடர்பு கொள்ளும் மூன்று மணித்தியாலங்களிற்கு அதிகமானதாகவோ வழங்கப்படலாம். பாடநெறிக் குறியீடானது ஒவ்வொரு பாடநெறியுடன் காணப்படும் மூன்று ஆங்கில எழுத்துக்கள் மற்றும் மூன்று இலக்கங்கள் ஆகும்.
4. **தொடர்பு கொள்ளும் மணித்தியாலங்கள் (Contact Hours):** தொடர்பு கொள்ளும் மணித்தியாலமொன்றானது முறையான விரிவுரைகள், கட்டுரை வகுப்புக்கள், கலந்துரையாடல்கள், மீளாய்வு வகுப்புக்கள், செய்முறை வகுப்புக்கள் அல்லது மாணவர்களுடனான ஏதேனும் ஒரு வடிவத்திலான ஏற்றுக்கொள்ளக்கூடிய கல்வித்தொடர்புகளை உள்ளடக்கியதாக வரையறுக்கப்பட்டுள்ளது. விரிவுரையாளரானவர் பாடத்திட்டத்தில் குறிப்பிடப்பட்டுள்ள தொடர்பு கொள்ளும் மணித்தியாலங்களுக்கமைய பல்வேறு வகை மாணவத்தொடர்புகளை எவ்வாறு

பயன்படுத்துவது என்பதனைத் தீர்மானிப்பார். இரண்டு மணித்தியாலங்கள் கொண்ட செய்முறை பயிற்சியொன்றானது தொடர்பு கொள்ளும் ஒரு மணித்தியாலத்திற்கு சமமானதாகும். வாராந்தத் தொடர்பு கொள்ளும் மணித்தியாலங்களானவை பாடநெறிக்கான தகு மதிப்பாக (Course Credits) மாற்றப்படும்.

5. **தகு மதிப்பு (Credit) மற்றும் தகு மதிப்புப் பெறுமதி (Credit Value):** வாராந்தத் தொடர்பு கொள்ளும் மணித்தியாலங்களின் அடிப்படையில் பாடநெறி ஒன்றிற்கு வழங்கப்பட்டுள்ள சாராம்சப் பெறுமதியானது (Abstract Value) தகு மதிப்பு என இனம் காணப்படும். வாராந்தம் தொடர்பு கொள்ளும் மூன்று மணித்தியாலங்களினைக் கொண்ட பாடநெறியொன்றானது மூன்று தகு மதிப்பு கொண்ட பாடநெறி ஆகும். எனவே தகு மதிப்பு ஒன்றானது பருவமொன்றில் தொடர்பு கொள்ளும் 15 மணித்தியாலங்களினைக் கொண்டதாகும். மூன்று தகு மதிப்பானது வாராந்தம் தொடர்பு கொள்ளும் மூன்று மணித்தியாலங்களையும் பருவமொன்றிற்கு தொடர்பு கொள்ளும் 45 மணித்தியாலங்களையும் கொண்டிருக்கும். ஆறு மணித்தியாலங்கள் கொண்ட தொழில்சார் உள்ளகப் பயிற்சி/ ஆய்வுக் கட்டுரை/ ஆராய்ச்சி என்பவை, தொடர்பு கொள்ளும் ஒரு மணித்தியாலமாக கருதப்படும். துறைகளானவை பாடநெறிகளின் தன்மையில் அடிப்படையில் பருவமொன்றில் ஒன்று முதல் நான்கு வரையிலான தகு மதிப்பினைக் கொண்ட பாடநெறிகளை வழங்க முடியும். இவைகளுள் ஆய்வுக் கட்டுரை மற்றும் தொழில்சார் உள்ளகப் பயிற்சி ஆகியன விதிவிலக்கானவைகளாகும்.
6. **பொது மற்றும் விசேட பாடப்பரப்பிற்கான பாடநெறிகள்:** 100 மற்றும் 200 கற்கை மட்டங்களில் கற்பிக்கப்படும் சகல பாடநெறிகளும் பொதுப் பாடநெறிகளாக இருப்பதுடன் இப் பாடநெறிகளை எவ்விதத் தெரிவுகளின்றி சகல மாணவர்களும் கற்றல் வேண்டும். கல்வி நிகழ்ச்சித்திட்டத்தின்படி 300 மற்றும் 400 கற்கை மட்டங்களில் விசேட பாடப்பரப்பிற்கான பாடநெறிகள் கற்பிக்கப்படும். மாணவர்களின் விசேட பாடப்பரப்புத் தெரிவு, 100 மற்றும் 200 கற்கை மட்டங்களில் பெற்ற பெறுபேறு ஆகியவற்றுக்கு அமைய விசேட பாடப்பரப்பினை தேர்ந்தெடுக்க அனுமதிக்கப்படுவர். மாணவர்கள் விசேட பாடப்பரப்பினைத் தெரிவு செய்த பின்னர் அதனை மாற்றுவதற்கு அனுமதிக்கப்பட மாட்டார்கள். விசேட பாடப்பரப்பானது விருப்பத்திற்குரியன என்ற போதிலும் விசேட பாடப்பரப்பிற்கான பாடநெறிகளானவை விசேட பாடப்பரப்புத் தெரிவின் பின்னர் அவைகள் கட்டாய பாடநெறிகளாகும்.
7. **தகு மதிப்பற்ற பாடநெறிகள் (Non – Credit Courses):** தகு மதிப்பற்ற (சராசரி தரப்புள்ளியற்ற) பாடநெறிகளின் விருப்பத்தேர்வானது 300 மற்றும் 400 கற்கை மட்டங்களில் மாணவர்கள், தமது விருப்பத்திற்குரியதும் அந்தந்த விசேட பாடப்பரப்பிற்கு வேண்டப்படாத பாடநெறிகளைத் தமது விருப்பத்திற்குரிய மேலதிக பாடநெறிகளாக கற்பதற்கான வாய்ப்பினை வழங்குகின்றது. மாணவரொருவரால் கல்வித் நிகழ்ச்சித்திட்ட காலத்தில் அதிகபட்சமாக கற்கக்கூடிய பாடநெறிகள் நான்கு என வரையறுக்கப்பட்டுள்ளது. அதாவது மாணவர் சமமற்ற கற்கை மட்டங்களிற்கான பாடநெறிகளை தெரிவு செய்ய அனுமதிக்கப்படமாட்டார்கள். தகு மதிப்பற்ற பாடநெறிகளைக் கற்கும்

மாணவர் அப்பாடநெறியுடன் தொடர்பான சகல தேவைப்பாடுகளையும் பூர்த்தி செய்தல் வேண்டும். தகு மதிப்பற்ற பாடநெறிகளானவை சராசரித் தரப்புள்ளியினைக் கணிப்பிடும் போது கவனத்தில் கொள்ளப்படுவதில்லை. அவ்வாறான பாடநெறிகள் விபரமான பெறுபேற்று அறிக்கையில் அவற்றின் தரப்புள்ளியுடன் பட்டியற்படுத்தப்படும்.

8. **செவிப்புல நுகர்வுக்கான பாடநெறிகள் (Audit Courses):** மாணவரொருவர் குறிப்பிட்ட பாடநெறியொன்றினை விரிவுரையாளரின் சம்மதத்துடன் அப்பாடநெறிக்காக விரிவுரையாளரால் குறிப்பிடப்படும் ஏதாவது தேவைப்பாடுகள் இருப்பின் அதனை பூர்த்தி செய்து அப்பாடநெறி விரிவுரைகளில் கலந்து கொள்ள முடியும். செவிப்புல நுகர்வுக்கான பாடநெறிகளானவை சராசரி தரப்புள்ளி கணிப்பீட்டில் உள்ளடக்கப்படாததாகவும் விபரமான பெறுபேற்று அறிக்கையில் பட்டியல் படுத்தப்படாததாகவும் இருக்கும். மாணவர் ஒருவர் செவிப்புல நுகர்வுக்கான பாடநெறி விரிவுரைகளில் கலந்து கொண்டார் என்பதனை உறுதிப்படுத்த, அந்த விரிவுரையாளர் துறைத் தலைவரினூடாக அனுப்பும் கோரிக்கையின் பேரில் பீடாதிபதியின் காரியாலயத்தினால் கடிதமொன்று வழங்கப்படலாம். இக்கடிதமானது செவிப்புல நுகர்வுக்கான பாடநெறிகளில் 80% வருகை தேவைப்பாட்டினை பூர்த்தி செய்யும் மாணவர்களுக்கு மட்டுமே வழங்கப்படும்.
9. **தரப்புள்ளி (Grade Point) மற்றும் சராசரித் தரப்புள்ளி (Grade Point Average):** தரப்புள்ளியானது மாணவர் ஒருவர் பெற்ற உண்மையான புள்ளிகளை (1-100), 0-4 என்ற அளவுத்திட்டமாக மாற்றுவதன் மூலம் பெறப்படுகின்றது. சராசரி தரப்புள்ளியானது பாடநெறிகளிற்காகப் பெற்ற அனைத்து தரப்புள்ளிகளின் சராசரியினை குறிக்கின்றது. இச்சராசரி தரப்புள்ளியினை ஒரு பருவத்திற்காக அல்லது முழு கல்வித் நிகழ்ச்சித்திட்டத்திற்காக கணிக்கப்படலாம். மாணவரொருவரினால் பெறப்படும் இறுதிப் பெறுபேறானது, முழுப் பட்டப்படிப்பு நிகழ்ச்சிக்கான சராசரித் தரப்புள்ளியின் அடிப்படையில் தீர்மானிக்கப்படும். இச்சராசரித் தரப்புள்ளியானது இரண்டு தசமங்களில் கணிப்பிடப்படுவதோடு, இது மாணவரின் ஒட்டுமொத்த கல்வி ஆற்றுகையின் குறிகாட்டியாகவும் காணப்படும்.
10. **பாடநெறிகள் (Courses) மற்றும் கற்கை மட்டங்கள் (Levels):** பாடநெறிகளானவை 100-400 என்னும் 4 கற்கை மட்டங்களில் கற்பிக்கப்படுகின்றன. மாணவர்கள் பட்டப்படிப்பினை நிறைவு செய்வதற்கு கல்வித் நிகழ்ச்சித்திட்டத்தில் குறிப்பிடப்பட்டுள்ளவாறு ஒவ்வொரு கற்கை மட்டங்களிலிருந்தும் தேவையான எண்ணிக்கையான பாடநெறிகளை கற்றல் வேண்டும். பாடநெறிக் கற்கை மட்டங்களானவை கல்வி நிகழ்ச்சித்திட்டத்தின் வருடங்களின் படிமுறை வளர்ச்சியைக் குறித்து நிற்கின்றன. கற்கை மட்டங்களுக்கான பாடநெறிகளை அவற்றின் குறியீடுகள் மூலம் 100 கற்கை மட்டப் பாடநெறிகள் (100-199), 200 கற்கை மட்டப் பாடநெறிகள் (200-299), 300 கற்கை மட்டப் பாடநெறிகள் (300-399), மற்றும் 400 கற்கை மட்டப் பாடநெறிகள் (400-499) என இனங்காணலாம்.

11. **பருவமொன்றிற்கான அதிகூடிய தகு மதிப்பு எண்ணிக்கை:** மாணவர் ஒருவர் பருவமொன்றிற்கு முதற் தடவையாக கற்கும் பாடநெறிகளுக்கான அதிகூடிய தகு மதிப்பு எண்ணிக்கையானது 19 ஆகும். குறிப்பிட்ட பருவமொன்றில் பாடநெறிகளை மீளத்தொடங்கும் மாணவர்களுக்கு தகு மதிப்பு கட்டுப்பாடுகள் இல்லை.
12. **பாடநெறிகளுக்குப் பதிவினை மேற்கொள்ளல்:** மாணவர்கள் முறையாகப் பூர்த்தி செய்யப்பட்ட பொருத்தமான படிவத்தினைப் பயன்படுத்தி, பருவம் தொடங்கும் முதல் நாளிலிருந்து 7 நாட்களுக்குள் பாடநெறிகளுக்கு பதிவினை மேற்கொள்ளல் வேண்டும்.
- 12.1 **பாடநெறிகளைச் சேர்த்தலும் நீக்கலும்:** பாடநெறியொன்றினை பருவம் தொடங்கும் முதல் நாளிலிருந்து 2 வாரங்களுக்குள் (14 நாட்கள்) சேர்த்துக் கொள்ளவோ அல்லது நீக்கிக் கொள்ளவோ (மீளப் பெறுதல்) முடியும். மாணவர் பாடநெறிகளைச் சேர்த்துக் கொள்ளும் போது அதற்குரிய துறையிடமிருந்தும் விரிவுரையாளரிடமிருந்தும் அனுமதி பெற வேண்டியது கட்டாயமாகும். நீக்கப்பட்டது (மீளப் பெற்றது) என பதிவு செய்யப்படாத பாடநெறியொன்றை மாணவரொருவர் பூர்த்தி செய்ய தவறுவாராயின் அப்பாடநெறியானது பட்டப்படிப்பு நிகழ்ச்சித்திட்டத்தில் உள்ளடக்கப்படுவதுடன் அப்பாடநெறிக்கு “E” தரமும் வழங்கப்படும்.
13. **பீடத்தினால் வழங்கப்படும் இளமாணி பட்டப்படிப்பு நிகழ்ச்சித்திட்டம்:** இப்பீடமானது BBA பட்டப்படிப்பினை ஐந்து விசேட பாடப்பரப்புக்களில் வழங்குகின்றது. 300 மற்றும் 400 கற்கை மட்டங்களில் விசேட பாடப்பரப்பிற்கான பாடநெறிகள் கற்பிக்கப்படும். விசேட பாடப்பரப்பானது கணக்கீடும் நிதியியலும், நிறுவக முகாமைத்துவம், மனித வள முகாமைத்துவம், சந்தைப்படுத்தல் முகாமைத்துவம் மற்றும் செயற்பாட்டு முகாமைத்துவம் ஆகியவற்றை உள்ளடக்கியுள்ளது. (விசேட பாடப்பரப்பினை தெரிவுசெய்தல் தொடர்பில் பிரிவு 6 இனை பார்க்கவும்).
14. **BBA பட்டப்படிப்பிற்கான தகு மதிப்பு தேவைப்பாடுகள்:** BBA பட்டத்தினை பெறுவதற்கான தகுதியினைப் பெறுவதற்கு மாணவரொருவர் 120 தகு மதிப்பினைப் பெற வேண்டும். இவற்றுள் 60 தகு மதிப்பானது 100 மற்றும் 200 கற்கை மட்டங்களில் கற்பிக்கப்படும் பொதுப் பாடநெறிகளினூடாகப் பெற்றுக்கொள்ள வேண்டியுள்ளதுடன் (வருடாந்தம் 30 தகு மதிப்பு) மீதமுள்ள 60 தகு மதிப்பானது, 300 மற்றும் 400 கற்கை மட்டங்களில் கற்பிக்கப்படும் விசேட பாடநெறிகளினூடாகப் பெற்றுக்கொள்ள வேண்டும் (வருடாந்தம் 30 தகு மதிப்பு). இவற்றிற்கு மேலதிகமாக கட்டாய ELM (முகாமைத்துவத்திற்கான ஆங்கில மொழி) பாடநெறிகளில் 24 தகு மதிப்பினைப் பெற வேண்டும். ELM பாடநெறிகள் தகு மதிப்பு மற்றும் சராசரித் தரப்புள்ளியினை கணிப்பிடுவதற்குக் கருத்திற் கொள்ளப்படுவதில்லை. (பிரமாணங்கள் பிரிவு 20 இனைப் பார்க்க).

15. **தகு மதிப்பு மாற்றல்கள் (Credit Transfers):** தகு மதிப்பு மாற்றுதலானது சமமான பருவம்/ பாடநெறி அலகு முறைமை இணைக் கொண்ட உள்நாட்டு மற்றும் வெளிநாட்டு பல்கலைக்கழகங்களிலிருந்து மட்டும் மாற்றுவதற்கு அனுமதிக்கப்பட்டுள்ளது. எவ்வாறாயினும் இவ்வாறான மாற்றல்களுக்கு துறையின் பரிந்துரை மற்றும் பீடச் சபையின் அனுமதி என்பன தேவைப்படும். மாணவர்களின் கோரிக்கையின் பேரிலும் மற்றும் மேற்கூறப்பட்ட பல்கலைக்கழகங்களிலிருந்து பெற்ற விபரமான பெறுபேற்று அறிக்கையின் மூலப் பிரதியினை சமர்ப்பிப்பதன் மூலமும் பீடச் சபையினால் தகு மதிப்பு மாற்றல், தரத்திற்கான ஆங்கில எழுத்தை வழங்குதல் மற்றும் தரப்புள்ளியினை வழங்குதல் என்பன கருத்திற் கொள்ளப்படும்.
16. **ஆய்வுக்கட்டுரை(Dissertation)/ தொழில்சார் உள்ளகப்பயிற்சி (Internship):** ஆய்வுக்கட்டுரையை அல்லது நிறுவனமொன்றில் தொழில்சார் உள்ளகப்பயிற்சியினைப் பூர்த்தி செய்தல் என்பது BBA பட்டத்தை முகாமைப் பீடத்திலிருந்து பெறுவதற்கான பகுதித்தேவைப்பாடொன்றாகும். ஆய்வுக்கட்டுரை மற்றும் தொழில்சார் உள்ளகப்பயிற்சிக்கு உயர் மட்டத்திலான முயற்சி தேவைப்படுவதனை அங்கீகரிக்கும் வகையில் ஒவ்வொன்றும் ஆறு தகு மதிப்பினைக் கொண்டவையாக மதிப்பிடப்பட்டுள்ளன. இறுதி வருடத்தில் மாணவர்கள் ஆய்வுக்கட்டுரை அல்லது உள்ளகப்பயிற்சி ஆகியவற்றில் ஏதேனும் ஒன்றினைத் தெரிவு செய்யும் வாய்ப்பு வழங்கப்பட்டுள்ளதோடு இரண்டில் ஒன்றிற்கு சரியான முறையில் பதிவு செய்தலும் அவசியமாகும்.
17. **பட்டப்படிப்பினைப் பூர்த்தி செய்தல்:** மாணவர்கள் விசேட சித்தியுடன் பட்டத்தினைப் பெறுவதற்கான தகுதி பெறுவதற்கு அவர்கள் பல்கலைக்கழகத்திற்கு அனுமதிக்கப்பட்ட தினத்திலிருந்து நான்கு வருட காலப்பகுதிக்குள் அப்பட்டப்படிப்பிற்கான அனைத்துத் தேவைப்பாடுகளையும் பூர்த்தி செய்தல் வேண்டும். இக்காலப்பகுதியானது மருத்துவ மற்றும் ஏற்றுக்கொள்ளப்பட்ட விதிவிலக்கான ஏனைய காரணங்களினால் மேலும் நான்கு வருடங்களால் நீடிக்கப்படக்கூடியதுடன் அதன் அதிகபட்ச நிர்ணயிக்கப்பட்ட காலம் எட்டு வருடங்களாக இருக்கும். அவ்வாறான சந்தர்ப்பத்தில் விசேட சித்தியுடன் பட்டத்தினைப் பெறுவதற்கான தகுதியானது இப்பிரமாணங்களின் 18 ஆம் பிரிவின் அடிப்படையில் பீடச்சபையினால் தீர்மானிக்கப்படும். பட்டப்படிப்பினைப் பூர்த்தி செய்வதற்காக விதந்துரைக்கப்பட்ட அதிகபட்ச காலப்பகுதியினை விட மேலதிக காலம் எடுப்போரின் பட்டதாரி மாணவர் எனும் நிலை தானாகவே ரத்துச் செய்யப்படும்.
18. **பட்டப்படிப்பினை தரச்சித்தியுடன் பூர்த்தி செய்வதற்கான நீடிப்புகள்:**
- 18.1 **மருத்துவ அடிப்படையிலான நீடிப்புக்கள்:** நீடிப்புக்களானவை பல்கலைக்கழகச் சுகாதார நிலையத் தலைமை மருத்துவ அதிகாரியால் அல்லது மருத்துவச் சபையினால் அத்தாட்சிப்படுத்தப்பட்ட, ஏற்றுக்கொள்ளக்கூடிய மருத்துவக் காரணங்களுக்காக வழங்கப்படும். மருத்துவ அடிப்படையில் நீடிப்பு வழங்கப்பட்ட மாணவர்கள் ஐந்து வருடத்திற்குள் தமது பட்டப்படிப்பினை பூர்த்தி



செய்வார்களாயின் விசேட சித்தியுடன் பட்டத்தினைப் பெறுவதற்கு தகுதி பெறுவர். இதற்காக மாணவர் நீடிப்பிற்கான கோரிக்கையுடன் பல்கலைக்கழகச் சுகாதார நிலையத் தலைமை மருத்துவ அதிகாரியால் அனுமதியளிக்கப்பட்ட மருத்துவச் சான்றிதழையும் இணைத்துக் கையளிக்க வேண்டும். பீடத்தின் மாணவர் அனுமதிகள் மற்றும் கோரிக்கைக் குழுவானது இவ்வாறான கோரிக்கைகளை ஆராய்ந்து பீடச்சபைக்கு பரிந்துரைகளைச் செய்யும். கோரிக்கை ஒன்றிற்கு அதிகபட்சமாக இரண்டு வருட நீடிப்பு வழங்கப்பட முடியும். (மகப்பேறு தொடர்பான மற்றும் குழந்தை பிரசவம் ஆகியவற்றிற்கான நீடிப்புக்கள் மருத்துவ காரணங்களுக்குரியனவையாகக் கருதப்படும்.)

18.2 **மருத்துவம் தவிரந்த அடிப்படையில் நீடிப்புகள்:** மருத்துவம் தவிரந்த அடிப்படையில் நீடிப்புகளுக்கான கோரிக்கைகளானவை பீடத்தின் மாணவர் அனுமதிகள் மற்றும் கோரிக்கைக் குழுவால் கருத்திற் கொள்ளப்படுவதுடன் பீடச்சபையானது, அவைகளை ஏற்றுக் கொள்ள முடியுமா என்பதையும், கோரிக்கைகள் ஏற்றுக்கொள்ளப்படக்கூடியதாய் இருப்பின் அம்மாணவர் விசேட சித்தியுடன் பட்டத்தினைப் பெற முடியுமா இல்லையா என்பதையும் தீர்மானிக்கும். பேராதனைப் பல்கலைக்கழகத்தின் கல்வி பரிமாற்றுத்திட்டங்களுக்காக வெளிநாடு செல்வதற்கு ஒரு வருடம் வரை விடுகை பெற்ற மாணவரொருவர் தமது பட்டப்படிப்பினை ஐந்து வருடங்களுக்குள் பூர்த்தி செய்வாராயின் அவர் விசேட சித்தி பெறுவதற்கு தகுதியுடையவராவார்.

18.3 நீடிப்புகளிற்கான அனைத்து கோரிக்கைகளும் பரிந்துரைக்கப்பட்ட படிவங்களுடன், தேவையான அனைத்து ஆவணங்களையும், அத்தாட்சிப்படுத்தப்பட்ட ஆதாரங்களையும் துணைச் சான்றாதாரங்கள் இருப்பின் அவைகளையும் இணைத்துக் கையளிக்கப்படல் வேண்டும்.

18.4 பீடச்சபையினால் நீடிப்புகளுக்கான அனுமதியளிக்கப்பட்டு அவைகள் வழங்கப்படும் சந்தர்ப்பத்தில் மாணவர் விசேட சித்தியுடன் கூடிய பட்டத்தினைப் பெறுவதற்கான தகுதியுடையவரா என்பது தொடர்பில் தீர்மானத்தில் தெளிவாகக் குறிப்பிடப்படல் வேண்டும். மேலும் மேற்கொள்ளப்பட்ட தீர்மானம் தொடர்பில் விரைவாக மாணவர்களுக்கு பீடத்தின் உதவிப் பதிவாளரினால், எழுத்து மூலமாக அறிவிக்க வேண்டும்.

19. **வருகை தரா விடுப்பு (Leave of absence):** மாணவர் விரும்பின் பொதுவாக பருவமொன்றில் ஒரு தடவை கல்வி நிகழ்ச்சித்திட்டத்திலிருந்து விடுமுறை எடுக்கலாம். மாணவர்கள் பருவம் தொடங்கும் முன்னர் அல்லது பருவம் தொடங்கி இரண்டு வாரங்களுக்குள் பொருத்தமான படிவங்களைப் பயன்படுத்தி எழுத்துமூலம் பீடாதிபதிக்கு விண்ணப்பிக்க வேண்டும். விடுமுறை வழங்கப்படும் சந்தர்ப்பத்தில் பட்டத்தினைப் பெறுவதற்கும் விசேடமாக சிறப்புச் சித்தியினைப் பெறுவதற்கும் குறித்த காலப்பகுதிக்குள்

பட்டப்படிப்பினைப் பூர்த்தி செய்ய வேண்டும் (பிரிவு 18 இனை பார்க்கவும்). வருகை தரா விடுப்பானது அதிகபட்சமாக இரண்டு பருவங்களைச் சேர்த்து ஒன்றாகவோ அல்லது தனித்தனியாகவோ அனுமதிக்கப்படலாம்.

20. **ELM (முகாமைத்துவத்திற்கான ஆங்கில மொழி) நிகழ்ச்சித்திட்டம்:** அனைத்து மாணவர்களும் பட்டத்தினைப் பெற்றுக் கொள்ளுவதற்கான பகுதித் தேவைப்பாடாக காணப்படும் ELM பாடநெறிகளின் தேவையான எண்ணிக்கைகளுக்கு தோற்றி சித்தி பெறல் வேண்டும். ELM பாடநெறிகளின் தரப்புள்ளிகள் சராசரி தரப்புள்ளிக் கணிப்பீட்டிற்கு சேர்த்துக் கொள்ளப்படுவதில்லை. எனவே அனைத்து ELM பாடநெறிகளும் தகு மதிப்பற்ற (சராசரி தரப்புள்ளியற்ற – Non GPA) பாடநெறிகளாகக் கருதப்படும். மாணவர்கள் இப்பாடநெறிகளில் மொத்தமாக 24 தகு மதிப்புக்களை பெற வேண்டும். அனைத்து மாணவர்களும் பட்டத்தினைப் பெறுவதற்கான தகுதியினை பெறுவதற்கு 100, 200, மற்றும் 300 கற்கை மட்டங்களில் 8 கட்டாய ELM பாடநெறிகளுக்கு தோற்ற வேண்டியது அவசியமாகும். எனினும் துரித ஆங்கில பாடநெறிகளிலிருந்து வெளியேறல் பரீட்சையில் 40-69 வரையான புள்ளிகளை பெறும் மாணவர்களுக்கு 100 கற்கை மட்ட ELM பாடநெறிகளுக்கு விதிவிலக்கு அளிக்கப்படும். அதே நேரம், துரித ஆங்கில பாடநெறிகளிலிருந்து வெளியேறல் பரீட்சையில் 70-100 வரையான புள்ளிகளை பெறும் மாணவர்களுக்கு 100 மற்றும் 200 கற்கை மட்டங்களின் ELM பாடநெறிகளுக்கு விதிவிலக்கு அளிக்கப்படும்.

20.1 **சித்தியடையாத ELM பாடநெறிகளை மீளத்தொடங்குதல் (Re-take):** கீழ்க்காணப்படும் பிரமாணங்கள் இல. 21. 5 இனைப் பார்க்கவும்.

21. **பட்டப்படிப்பு நிகழ்ச்சித்திட்டத்தில் மாணவர்களின் ஆற்றுகைகளை மதிப்பீடு செய்தல்:**

21.1 **மதிப்பீட்டு நடைமுறை:** விரிவுரையாளர் அவரின் துறையின் அனுமதியுடன் பாடநெறிக்கான தரத்தினைக் கணிப்பிடுவதற்கு ஏதுவாக ஒவ்வொரு பாடநெறிக்கும் மாணவர் மதிப்பீட்டு முறைகளை வடிவமைப்பதற்கு பொறுப்பானவராவார். அவ்வாறான மதிப்பீட்டு முறைகளானவை தொடர் மதிப்பீடுகள் மற்றும் இறுதிப் பருவத் தேர்வு இரண்டினையும் கொண்டதாக இருக்கலாம். எனினும் பாடநெறியொன்றானது பீட்ச்சை மற்றும் முதவையின் (Senate) அனுமதியோடு முழுவதுமாகத் தொடர் மதிப்பீடுகள் மூலமாகவும் மதிப்பீடு செய்யப்பட முடியும். துறையினால் அனுமதி அளிக்கப்பட்ட விபரமான மதிப்பீட்டு முறைகள் மற்றும் விரிவுரை நிகழ்ச்சித்திட்டம் என்பன பாடநெறியானது தொடங்கும் போது உரிய வடிவத்தில் மாணவர்களுக்குத் தெரியப்படுத்தல் வேண்டும். ஒப்படைகள் மற்றும் கட்டுரைகள் ஆகியவற்றினை ஒப்படைப்பதற்கான இறுதித் திகதிகள் எழுத்துமூலம் பருவம்

ஆரம்பிக்கும் போது தெரியப்படுத்தப்படவேண்டியதுடன் அவை அக்குறிப்பிட்ட பருவத்திற்குள் இருப்பதாகவும் இருத்தல் வேண்டும்.

- 21.2 **மதிப்பீட்டுத்திட்டம்:** மாணவர்கள் பாடநெறித் தரப்புள்ளி வழிகாட்டியின் அடிப்படையில் பின்வரும் அட்டவணைக்கமைய 0-4.00 வரையான தரப்புள்ளி வீச்சினையும் அதனுடன் தொடர்பான E முதல் A/A+ வரையிலான ஆங்கில எழுத்துக்களையும் கொண்டு மதிப்பிடப்படுவர். இம்மதிப்பீட்டுத்திட்டத்தில் D+ மற்றும் D ஆகியன மிகக் குறைவான சித்திகளாக கருதப்படும். தரம் E ஆனது சித்தியின்மையைக் குறிக்கின்றது. பாடநெறித் தரப்புள்ளி வழிகாட்டி கீழே தரப்பட்டுள்ளது:

<b>A+ = 4.0</b>	<b>B+ = 3.3</b>	<b>C+ = 2.3</b>	<b>D+ = 1.3</b>
<b>A = 4.0</b>	<b>B = 3.0</b>	<b>C = 2.0</b>	<b>D = 1.0</b>
<b>A- = 3.7</b>	<b>B- = 2.7</b>	<b>C- = 1.7</b>	<b>E = 0.0</b>

- 21.3 **சராசரித் தரப்புள்ளி (GPA) கணிப்பீடு:** ஒவ்வொரு மாணவருக்குமான சராசரித் தரப்புள்ளியானது  $GPA = \frac{\sum C_i g_i}{\sum C_i}$  என்னும் சமன்பாட்டின் மூலம் கணிப்பிடப்படும். இங்கு  $C_i$  மற்றும்  $g_i$  என்பன முறையே தகு மதிப்புக்களின் எண்ணிக்கை மற்றும் அப்பாடநெறிக்கான தரப்புள்ளிகளைக் குறிக்கும்.

- 21.4 **பூர்த்தியாகாத தரங்கள் (Incomplete grades) மற்றும் சீர்செய் பரீட்சைகள் (Make-up Examinations):** மாணவரொருவர் இறுதிப் பருவத் தேர்விற்கு/ தேர்வுகளுக்கு, துறையினால் ஏற்றுக் கொள்ளப்பட்ட மருத்துவ அல்லது வேறு காரணங்களுக்காக, தோற்றத் தவறும் சந்தர்ப்பத்தில், இறுதிப் பருவத் தேர்வுத் தினத்திலிருந்து 7 நாட்களுக்குள் துறைக்கு அறிவிப்பாராயின் அப்பாடநெறிக்கு முழுமையற்ற தரம் (I) அவருக்கு வழங்கப்படலாம். முழுமையற்ற தரங்களிற்கான கோரிக்கைகளானவை ஆவணச் சான்றுகளால் நியாயப்படுத்தப்படல் வேண்டும். வலுவான காரணத்தின் அடிப்படையில் முழுமையற்ற தரங்களிற்கான கோரிக்கைகளை ஏற்றுக்கொள்ளவோ அல்லது நிராகரிக்கவோ துறைக்கு உரிமை உண்டு. கோரிக்கைகள் ஏற்றுக்கொள்ளப்படின் இறுதி வருட மாணவர்களுக்கு 400 கற்கை மட்டத்திற்கான குறிப்பிட்ட பருவத்தில் சீர்செய் பரீட்சை நடாத்தப்படலாம். சீர்செய் பரீட்சையானது குறிப்பிட்ட முறையான பரீட்சை முடிவடைந்து 4 வாரங்களுக்குள் நடாத்தப்படலாம். மேலும் சீர்செய் பரீட்சைக்கு தோற்றும் மாணவர்கள் முழுமையற்ற தரத்தினை நீக்கி அதற்கான உரிய தரப் புள்ளியினைப் பெற்றுக் கொள்ள வேண்டும். ஏனைய

அனைத்து கற்கை மட்டத்து மாணவர்களும் அப்பாடநெறியானது அடுத்து எப்போது நடாத்தப்படுமோ அப்போது அத்தேர்வில் தோற்றி அதுவரை காலமும் காணப்பட்ட முழுமையற்ற தரம் (I) இனை நீக்கிக் கொள்ள வேண்டும். இவ்வாறு அடுத்து நடாத்தப்படும் அப்பாடநெறிக்கான தேர்வில் தோற்றி முழுமையற்ற தரத்தினை நீக்கிக் கொள்ள முடியாத சந்தர்ப்பத்தில், முதல் தடவையில் பெற்ற உண்மையான தரமானது பரீட்சகர்கள் சபையினால் உறுதி செய்யப்படலாம்.

21.4.1 **இடைப் பருவ சீர்செய் பரீட்சை:** இடைப் பருவத் தேர்விற்கு நிரூபிக்கப்பட்ட மருத்துவக் காரணம் அல்லது துறையினால் ஏற்றுக் கொள்ளப்பட்ட வேறு காரணங்களினால் தோற்றத் தவறும் மாணவர்கள் அவ்வாறான தேர்வுத் தினத்திலிருந்து 7 நாட்களுக்குள் துறைக்கு கோரிக்கை செய்வாராயின் சீர்செய் பரீட்சை நடாத்தப்படலாம். துறையானது குறிப்பிட்ட விரிவுரையாளருடன் கலந்தாலோசித்து அவ்வாறான கோரிக்கைகளை ஏற்றுக்கொள்வோ அல்லது நிராகரிக்கவோ உரிமை உண்டு. கோரிக்கைகள் ஏற்றுக்கொள்ளப்படின் அத்துறையானது அந்த மாணவர்களுக்கான சீர்செய் பரீட்சைக்கான ஏற்பாடுகளைச் செய்யலாம்.

21.5 **பாடநெறிகளை மீளத்தொடங்குதல்:** மாணவரொருவர் ஏதேனுமொரு பருவத்தில் பாடநெறியொன்றிக்கு E (சித்தியின்மை) தரத்தினைப் பெறுவாராயின், அவர் அப்பாடநெறியானது அடுத்து நடாத்தப்படும் பொழுது அப்பாடநெறியினை மீளத்தொடங்கி ஆரம்பத்தில் அவர் பெற்ற தரத்தினை, மீளத்தொடங்குவதால் பெற்ற தரத்தினைக் கொண்டு பதிலீடு செய்ய முடியும். பாடநெறியொன்றினை மீளத்தொடங்குவதற்கு மூன்று வாய்ப்புக்கள் மட்டுமே வழங்கப்படுவதுடன் அவ்வாறு மீளத்தொடங்கும் பாடநெறிக்கு பெறக்கூடிய அதிகபட்ச தரம் C ஆகும். எனவே மாணவரொருவர் பட்டப்படிப்பு காலப்பகுதியில் பாடநெறியொன்றிற்கு முறையான பரீட்சைக்காக ஒரு தடவையும் மீளத்தொடங்கலுக்கு மூன்று தடவைகளும் மட்டுமே பதிவு செய்ய முடியும். பல்கலைக்கழகத்தில் மாணவரொருவர் தனது இறுதி ஆண்டில் பாடநெறியொன்றில் சித்தியடையவில்லையெனில் அம்மாணவர் அப்பாடநெறியானது அடுத்து நடாத்தப்படும் பொழுது அப்பாடநெறியினை திரும்பவும் கற்க வேண்டியுள்ளதுடன் அப்பாடநெறி தொடர்பான அனைத்து தேவைப்பாடுகளையும் பூர்த்தி செய்தல் வேண்டும்.

21.6 **“C” தரத்திற்கு கீழான தரங்களைப் பெற்ற பாடநெறிகளை மீளத்தொடங்குதல்:** மாணவரொருவர் பாடநெறியொன்றில் C-, D+ அல்லது D தரத்தினைப் பெறுவாராயின், அவர் அப்பாடநெறியானது அடுத்து நடாத்தப்படும் பொழுது அப்பாடநெறியினை மீளத்தொடங்கி ஆரம்பத்தில் பெற்ற தரத்தினை, மீளத்தொடங்குவதால் பெற்ற தரத்தினைக் கொண்டு பதிலீடு செய்ய முடியும். பாடநெறியொன்றினை மீளத்தொடங்குவதற்கு மூன்று வாய்ப்புக்கள் மட்டுமே வழங்கப்படுவதுடன் மீளத்தொடங்கப்பட்ட பாடநெறிக்கு பெறக்கூடிய அதிகபட்ச தரம் C ஆகும்.

- 21.7 **பரீட்சை விதிமுறைகள்:** பல்கலைக்கழகத்தின் பரீட்சை மீறுதல் தொடர்பான பிரமாணங்கள், தொடர் மதிப்பீடு மற்றும் இறுதிப் பரீட்சைகளிற்கும் பிரயோகிக்கக்கூடியதாகும்.
- 21.8 **பரீட்சைப் பெறுபேறுகளை வெளியிடுதல்:** துறைத் தலைவர் தேவையேற்படித் துறையின் கூட்டமொன்றில் மீளாய்வுச் சபையினை நியமிக்க முடியும். இம்மீளாய்வுச் சபையானது பீடாதிபதி அலுவலகத்திற்கு புள்ளிகளைக் கையளிக்க முன்னர், பரீட்சகரால் வழங்கப்பட்ட புள்ளிகளை ஆய்வு செய்து சரிப்படுத்த முடியும். பருவத்திற்கான பெறுபேறுகளானவை அதனை அடுத்துவரும் பருவம் தொடங்கி 4 வாரத்திற்குள் வெளியிடப்படும். துறைகளானவை பீடத்தின் பரீட்சகர்சபை பெறுபேறுகளை உறுதிப்படுத்த முன்னர் அத்துறைகளின் பாடநெறிகளுக்கான தரப்புள்ளிகளை காட்சிப்படுத்தும்.
- 21.8.1 **பரீட்சைப் பெறுபேறுகளைக் காட்சிப்படுத்தல்:** துறைத் தலைவரானவர் தொடர் மதிப்பீடுகளுக்கான உண்மையான புள்ளிகளை காட்சிப்படுத்துவார். இறுதிப் பெறுபேறுகளிற்கான தரங்களின் ஆங்கில எழுத்துக்களைப் பீடத்தின் பரீட்சகர்சபை உறுதிப்படுத்த முன்னர் அத்துறைத் தலைவரினால் அறிவித்தல் பலகையில் காட்சிப்படுத்த முடியும்.
- 21.9 **மாணவர்களின் கோரிக்கையின் பேரில் பெறுபேற்று தரங்களை மீளாய்வு செய்தல்:** பெறுபேற்றுத் தரங்கள் தொடர்பில் விசாரணை செய்ய விரும்பும் மாணவர்கள் பொருத்தமான படிவத்தினைப் பூர்த்தி செய்து உரிய துறைக்கு கையளிப்பதன் மூலம் அதனைக் கோர முடியும். மீளாய்வு செய்வதற்கான கோரிக்கையானது அந்தந்த துறைகளால் பல்கலைக்கழக மானியங்கள் ஆணைக்குழுவின் சுற்றறிக்கை இல: 978 இற்கமைய மேற்கொள்ளப்படும். துறைத் தலைவரானவர் அதற்குரிய பரீட்சகரை பெறுபேறுகளை மீளாய்வு செய்து அவற்றை மீள் உறுதிப்படுத்துமாறு பணிப்பார். மாணவர்களின் கோரிக்கையின் பேரில் மறு பரீட்சை (Re-Examination) இடம்பெறுவதில்லை.
- 21.10 **மாணவர்களுக்கு விபரமான பெறுபேற்று அறிக்கையினை வழங்குதல்:** விபரமான பெறுபேற்று அறிக்கையானது (Transcript) ஒவ்வொரு மாணவருக்கும் பீடாதிபதி அலுவலகத்தினால் ஒவ்வொரு பருவத்திற்கும் வழங்கப்படலாம். பருவத்திற்கான விபரமான பெறுபேற்று அறிக்கையானது தகு மதிப்புள்ள பாடநெறிகள் மற்றும் தகு மதிப்பற்ற பாடநெறிகளுக்கான பாடநெறிக் குறியீடு, பாடநெறிக் தலைப்பு, தரத்திற்குரிய ஆங்கில எழுத்து மற்றும் தரப்புள்ளிகளைக் உள்ளடக்கியிருக்கும். விபரமான பெறுபேற்று அறிக்கையானது தரங்கள், சராசரித் தரப்புள்ளி (GPA) மற்றும் ஏனைய தேவையான விபரங்கள் ஆகியவற்றை விளக்கக்கூடிய குறிப்பிணையும் கொண்டிருக்கும். பட்டப்படிப்பு நிகழ்ச்சித்திட்டத்தின் இறுதியில் இறுதியான, விபரமான பெறுபேற்று அறிக்கையானது மேற்கூறிய விபரங்களுடன் ஒட்டுமொத்த சராசரித் தரப்புள்ளி (Overall GPA) மற்றும் தரச்சித்தி (ஏதாவது

இருப்பின்) ஆகியவற்றுடன் வழங்கப்படும். அதிகாரபூர்வ விபரமான பெறுபேற்று அறிக்கையை (An Authentic Transcript) (பருவமொன்றிற்கு அல்லது முழுப் பட்டப்படிப்பிற்கு) பீடாதிபதி அலுவலகத்திடமிருந்து குறிப்பிட்ட கட்டணத்தினைச் செலுத்தி மாணவர்கள் கோர முடியும்.

21.11 **வருகை:** பல்கலைக்கழகத்தின் பிரமாணங்களுக்கேற்ப பீடமானது பாடநெறியொன்றின் அனைத்து விதமான கூறுகளிலும் 80% வருகையினை வேண்டி நிற்கின்றது. விரிவுரையாளர் மாணவர்களின் இறுதிப் பருவத் தேர்விற்கான விண்ணப்பத்தில் அவர்கள் பரீட்சைக்குத் தேற்ற முடியுமா இல்லையா என்பதனை பாடநெறியின் இறுதி வாரத்தில் உறுதி செய்து கையொப்பமிடுவார். விரிவுரையாளரானவர் விரிவுரைகள் மற்றும் கலந்துரையாடல் வகுப்புக்களில் மாணவர் வருகை மற்றும் ஒப்படைகள் மற்றும் வகுப்பறை பரீட்சைகள் முதலானவை தொடர்பான பதிவேடுகளையும் பராமரித்தல் வேண்டும். (மாணவர்களால் சமர்ப்பிக்கப்படும் மருத்துவச் சான்றிதழ்களை ஏற்றுக்கொள்வதற்காக பேராதனைப் பல்கலைக்கழகத்தினால் அனுமதியளிக்கப்பட்டுள்ள ஒழுங்குமுறைகளின் பிரிவு 1 மற்றும் 2 இனைப் பார்க்கவும்.)

22. **விரிவுரையாளரின் ஆற்றுகைகளை மதிப்பீடு செய்தல்:** பருவமொன்றின் இறுதி இரு வாரங்களில் குறிப்பிட்ட துறையினால் விரிவுரையாளர் மதிப்பீட்டுப் படிவம் மாணவர்களுக்கு வழங்கப்படுவதுடன் அவை நிரப்பப்பட்டு பீடாதிபதி அலுவலகத்தில் கையளிக்கப்படல் வேண்டும். அம்மதிப்பீட்டின் பெறுபேறுகளானவை ஒவ்வொரு தனிப்பட்ட விரிவுரையாளருக்கும் பீடாதிபதி அலுவலகத்தினால் கையளிக்கப்பட வேண்டும். பீடாதிபதியானவர் விரிவுரையாளர் மதிப்பீடு தொடர்பில் தனது கருத்துக்களை தனித்தனியாக வழங்குவார். விரிவுரையாளர் மதிப்பீட்டுப் பெறுபேறுகளானவை மிகவும் இரகசியத்தன்மை வாய்ந்தனவாகப் பேணப்படல் வேண்டும்.

23. **BBA பட்டப்படிப்பில் சித்தியடைவதற்கான தேவைப்பாடுகள்:** பரீட்சகர்சபையானது பரீட்சாத்திகளின் ஆற்றுகைகளை உறுதி செய்யும். BBA பட்டப்படிப்பில் சித்தியடைவதற்கு பரீட்சாத்தியொருவர் பின்வரும் தேவைப்பாடுகளைப் பூர்த்தி செய்திருத்தல் வேண்டும்.

i. அவசியமான கற்கை மட்ட அடிப்படை தேவைப்பாடுகளுடன் கூடிய 120 தகு மதிப்புக்களைப் பெற்றிருத்தல்.

ii. ELM கற்கைநெறிகளில் 24 தகு மதிப்புக்களிற்கு சமனான தகு மதிப்புக்களை பெற்றிருத்தல். (பிரமாணங்கள் இல. 20 இனைப் பார்க்கவும்.)

iii. 2.00 அல்லது அதற்கு மேற்பட்ட சராசரித் தரப்புள்ளியினைப் பெற்றிருத்தல்.

iv. மேற்கூறப்பட்டவை நிர்ணயிக்கப்பட்ட காலப்பகுதிக்குள் பூர்த்தி செய்திருத்தல்

24. **பட்டத்தினை வழங்குதல்:** பிரிவு 23 “BBA பட்டப்படிப்பில் சித்தியடைவதற்கான தேவைப்பாடுகள்” இன் கீழ் குறிப்பிடப்பட்டுள்ள அனைத்து தேவைப்பாடுகளையும் பூர்த்தி செய்யும் மாணவர் பட்டத்தினைப் பெறுவதற்கு பரிந்துரைக்கப்படுவார். கீழே குறிப்பிடப்பட்டுள்ள நிர்ணயிக்கப்பட்ட சராசரித் தரப்புள்ளி மட்டங்களைப் பெறும் மாணவர்கள் விசேட சித்தி பெற தகுதியுடையவர்களாவர். மாணவர்கள் விசேட சித்தி பெறுவதற்கான தகுதியினைப் பெறுவதற்கு (பீட்ச்சபையினால் விடுகை நீடிப்புகள் வழங்கப்பட்டால் ஒழிய) அவர்கள் ஆகக்குறைந்த காலப்பகுதிக்குள் பட்டப்படிப்பினை பூர்த்தி செய்தல் வேண்டும். விசேட சித்தியுடனான பட்டமானது இந்த ஆவணத்தின் 18 ஆம் பிரிவில் குறிப்பிடப்பட்டுள்ள அவை தொடர்பான பிரமாணங்கள் மற்றும் பேராதனைப் பல்கலைக்கழகத்தின் வேறு ஏதாவது உபவிதிகளுக்கமைய வழங்கப்படும். ஆகக்குறைந்த ஒட்டுமொத்த சராசரித் தரப்புள்ளி மட்டத்தினை அடைய தவறும் மாணவர்கள் பட்டத்தினை பெறுவதற்குத் தகுதி பெற மாட்டார்கள்.

**பட்டத்தினை வழங்குவதற்கான தரப்புள்ளி தேவைப்பாடுகள்:**

வழங்கப்படும் பட்டம்	ஒட்டுமொத்த சராசரித்தரப்புள்ளி (OGPA)
முதலாம் தரச்சித்தி First Class	3.70 - 4.00
இரண்டாம் தரச்சித்தி (மேல்நிலை) Second Class (Upper Division)	3.30 - 3.69
இரண்டாம் தரச்சித்தி (கீழ்நிலை) Second Class (Lower Division)	3.00-3.29
சாதாரண சித்தி Normal Pass	2.00-2.99
சித்தியின்மை Fail	0.00-1.99

## Important Forms

A set of standard forms shall be used for the efficient management of the Course Unit System. These forms, both printed and electronic versions, shall be available at the Office of the Dean and in the Departments for the use of the students and the lecturers. These forms can only be altered or modified with the approval of the Faculty Board.

- i. **S-1 Form:** Student Enrollment Form – Form to request for enrolment as a student at the Faculty.
- ii. **S-2 Form:** Student Course Registration/ Withdrawal Form – Form to register or withdraw courses.
- iii. **S-3 Form:** Make-up/Re-scrutiny Form – Form to request make-up examinations or re-scrutiny.
- iv. **S-4 Form:** Student Leave Form – Form to request for leave or extensions of all sorts.
- v. **S-5 Form:** Student Performance Form – Form to request authentication of performance.
- vi. **S-6 Form:** Course Evaluation Form – Form to evaluate a course.
- vii. **S-7 Form:** Student Request (General) - Form to Request for any other reason.
- viii. **L-1 Form:** Course Plan Form – Form to detail out course plan for a semester.
- ix. **L-2 Form:** Marks Submission Form - Form to submit marks to the Dean's office.
- x. **A-1 Form:** Examination Admission Form - Form to authorize sitting examinations.
- xi. **A-2 Form:** Examinations Request Form - Form to Request for entry to the examinations.





# **Procedure for Submission of Medical Certificates**

## ***Procedure approved by the University of Peradeniya for the acceptance of Medical Certificates submitted by students for work and examinations***

1. Students are requested to support the absence from course work or examination due to illness by a valid medical certificate conforming to the format of a medical certificate issued by a government hospital. Such medical certificate should be obtained from the following persons;
  - University Medical Officer (UMO)
  - District Medical Officer
  - Consultant Specialist in the particular field
  - Head of a Government Base Hospital
  - Medical Superintendent of a Provincial Ayurvedic Government Hospital
  - Ayurvedic Physician registered in the Council

Under exceptional circumstances, medical certificates issued by private hospitals or registered private practitioners could be considered by the University Medical Board.

2. Students who fall ill during sessions or examination time should contact the University Medical Officer at the University Health Centre immediately.

If a student falls sick at home or elsewhere during sessions or examination time he/she or his/her guardian should inform the Dean of the respective Faculty within seven (7) days by telegram/fax/e-mail followed by a letter indicating the nature of the illness and the name of the attending doctor etc. Medical certificate supporting the illness of the student also should be sent to the Dean. Under exceptional circumstances if a student was not able to meet the deadline mentioned above, he/she could send his/her appeal to the relevant Faculty Board.

The Dean on receipt of such medical certificate/s should follow the following procedure:

- i. In case of Western Medical Certificates submitted by students to cover absence from course work or examination:
  - a. The medical certificate should be referred to the Chief Medical Officer (CMO) of the University for his/her observations and recommendations.
  - b. The CMO in turn examines the certificate and if he/she wishes could summon the student for examination and thereafter send his/her observations, recommendations to the Dean.
  - c. In cases where the CMO wishes to convene the Western Medical Board he/she may make arrangements to convene the Western Medical Board and refer the recommendations of the Board to the Dean.
  - d. The Dean on receipt of such recommendations from the CMO or Western Medical Board should send it to the Faculty Board for ratification.
  
- ii. In the case of Ayurvedic Medical Certificates submitted by students to cover absence from course work or examinations the following procedure should be followed:
  - a. Ayurvedic medical certificates submitted by student in respect of absence from examinations or course work should be circulated among the members of the Ayurvedic Medical Board for their observations by the Senior Assistant Registrar/ Assistant Registrar in charge of student registration of each Faculty in consultation with the Deans of the respective Faculties.
  - b. Each member of the Ayurvedic Medical Board may send his/her observations and recommendations on the face of the medical certificate to the Dean of the respective Faculty through the Senior Assistant Registrar/ Assistant Registrar of the Faculty.

- c. In case where the opinion of the members of the Ayurvedic Medical Board vary the Senior Assistant Registrar/ Assistant Registrar of the Faculty in consultation with the Dean of the Faculty may take steps to convene a meeting of the Ayurvedic Medical Board.
  - d. If the members of the Ayurvedic Medical Board think that the medical certificates should be examined at a meeting of the Board, the Dean of the Faculty should be informed accordingly.
    - a. If the members wish to examine students concerned, they could be summoned before the Medical Board through the Senior Assistant Registrar/ Assistant Registrar of the Faculty.
    - b. The recommendation of the Ayurvedic Medical Board should be sent to the Faculty Board through the Dean of the Faculty for ratification.
    - c. The original copies of the Ayurvedic Medical Certificate submitted by students should be kept in the files of the students concerned and copies of such certificates should be sent to the Chief Medical Officer for purposes of record.
3. There shall be two Medical Boards in the University, viz. Western Medical Board and Ayurvedic Medical Board.

i. **Western Medical Board**

*Terms of Reference*

- a. The Western Medical Board shall consider cases where the Chief Medical Officer of the University has doubt about the validity of the grounds (including medical certificate) upon which the request of students to be excused for absence from course work of examinations.
- b. The Chief Medical Officer of the University shall convene the Western Medical Board if and when necessary.

- c. The Board has the right to call students before the Board when necessary for purposes of interview, examination and investigations.
- d. Recommendations of the Medical Board should be sent to the Faculty Board through the Dean of the respective Faculty .
- e. The Western Medical Board should consist of the Heads of the Departments of Medicine, Surgery and Psychiatry of the Faculty of Medicine or their nominees and the CMO of the University.

## **ii. Ayurvedic Medical Board**

### ***Composition***

The Ayurvedic Medical Board shall consist of three (3) persons appointed by the senate of the University.

### ***Terms of Reference***

- a. The Ayurvedic Medical Board shall consider Ayurvedic Medical Certificates submitted by students requesting exemption from examinations or course work and make recommendations to the Senate through the Deans of the respective Faculties.
- b. The Board shall meet at least once within a semester. The Senior Assistant Registrar/ Assistant Registrar in charge of student registration in consultation with the Dean of the respective Faculty shall convene meetings of the Ayurvedic Medical Board whenever necessary and co- ordinate the work between the Faculty and the Ayurvedic Medical Board.

- c. The board has the right to call students before the Board when necessary for purposes of interviews, examination and investigations. Such requests should be sent to the students through the Senior Assistant Registrar/ Assistant Registrar in charge of student registration of each Faculty.

#### Guidelines for the Functioning of the Ayurvedic Medical Board

- a. When accepting Ayurvedic Medical Certificates, caution is to be exercised by accepting from only those who are registered in the Ayurvedic Medical Council.
  - b. General or Special registered Ayurvedic Medical Practitioners could recommend on anyone occasion leave up to 14 days at a stretch. Those with more than the above amount should get an endorsement from the Medical Officer in charge of the closest Government Ayurvedic Hospital or Government Ayurvedic Dispensary.
  - c. The decision on leave stipulated in Medical Certificates from Ayurvedic Hospitals, Government Dispensaries or Local Government Ayurvedic Dispensaries rests with the Board.
  - d. This Board possesses the right to question the validity of any Ayurvedic Medical Certificate.
  - e. The Board possesses the right to summon before them any student submitting an Ayurvedic Medical Certificate, if necessary.
4. When students request exemption from examinations of course work upon the basis of illness, the ultimate decision on question of exemption, repetition of course and of eligibility for honours, shall be the functions of the relevant Faculty Board upon the recommendation of the Medical Board or the Chief Medical Officer.



**Examination  
Procedure,  
Offences & Punishments**

## ***Examination procedure, offences & punishments for examination conducted under the semester based course unit system***

Regulations made by the Senate of the University of Peradeniya and approved by the Council under Section 136 read with Sections 29, 45 of the Universities (Amendment) Act No.7 of 1985.

Examination of a course/course unit may consist of several assessment components (quizzes, within semester and end-semester examinations, term papers, assignments, etc.)

### **Regulations**

These Regulations may be cited as the Examination Procedure, Offences & Punishment Regulation No.1 of 2008, effective from 23.01.2008.

### ***Part I - Examination Procedure***

1. A candidate is expected to be outside the examination hall at least 15 minutes before the commencement of each paper, but shall not enter the hall until he/she is requested to do so by the supervisor.
2. On admission to the hall a candidate shall occupy the seat allotted to him/her and shall not change it except on the specific instruction of the Supervisor.
3. For examinations which have duration of one or more hours, a candidate shall not be admitted to the examination hall after the expiry of half an hour from the commencement of the examination. A candidate shall not be allowed



to leave the hall until half an hour has elapsed from the commencement of the examination or during the last 15 minutes of the paper.

4. However, under exceptional circumstances or in cases where examinations have duration of less than one hour, the supervisor in consultation with the Dean of the Faculty concerned may use his discretion in the enforcement of Rule 3.
5. A candidate shall have his/her student record book/student identity card/admission card with him/her in the examination hall on every occasion he/she presents himself/herself for a paper. His/her candidature is liable to be cancelled if he/she does not produce the student record book/student identity card/admission card, he/she shall sign a declaration in respect of the paper for which he/she had not produced the student record book/student identity card/admission card in the form provided for it, and produce the student record book/student identity card/admission card to the Registrar or the relevant senior Assistant Registrar/Assistant Registrar within the next three working days. If a candidate loses his/her student record book/student identity card/admission card during the examination period, he/she shall obtain a duplicate of student record book/student identity card/admission card as the case may be from the Registrar or relevant Senior Assistant Registrar/Assistant Registrar for production at the examination hall.
6. A candidate shall not have on his/her person or in his/her clothes or on the admission card, time-table, student record book/student identity card, any notes, signs or formulae etc., except those items that are permitted. All unauthorized items which a candidate has brought with him/her should be kept at a place indicated by the Supervisor/invigilator.

7. A candidate may be required by the supervisor to declare any item in his/her possession or person.
8. 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. A candidate shall neither help another candidate nor obtain help from another candidate or any other person. A candidate shall not conduct himself/herself so negligently that an opportunity is given to any other candidate to read anything written by him/her or to watch any practical examination performed by him/her. No candidate shall use any other unfair means or obtain or render improper assistance at the examination.
9. If any candidate was found to have copied from another candidate by an examiner at the time of marking, he/she would be treated as having committed a punishable offence.
10. No candidate shall submit a practical book or field book or dissertation/thesis or project study or answer script or assignment which has been prepared wholly or partly by anyone other than the candidate himself/herself.
11. A candidate shall bring his/her own pens, ink, mathematical instruments, erasers, pencils or any other approved equipment or stationery which he/she has been instructed to bring. The use of a calculator will be permitted only for papers that contain a rubric to that effect.
12. Examination stationery (i.e. writing paper, graph paper, drawing paper, ledger paper, précis paper etc.) will be supplied at the examination hall as and when necessary. No sheet of paper or answer book supplied to a candidate may be torn, crumbled, folded or otherwise mutilated. No papers other than those supplied to him/her by the Supervisor/invigilator shall be used by candidates. All material supplied, whether used or unused, shall be left behind on the desk and not removed from the examination hall.

13. Every candidate shall enter his/her Index Number/Registration Number on each answer book and on every continuation paper. He/She shall also enter all necessary particulars as required. A candidate who inserts on scripts an index Number/Registration Number other than his/her own is liable to be considered as having attempted to cheat.

A script that bears no Index Number/Registration Number, or has an Index Number /Registration Number which cannot be identified, is liable to be rejected. No candidate shall write his/her name or any other identifying mark on the answer script unless otherwise authorized.

14. All calculators 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 any other material. Any candidate who disregards these instructions runs the risk of being considered as having written notes or outline of answers with the intention of copying.

15. 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.

16. Candidates are under the authority of the supervisor and shall assist him/her by carrying out his/her instructions and those of the Invigilator during the examination and immediately before and after it.

17. Every candidate shall conduct himself/herself as quietly as possible. A candidate is liable to be excluded from the examination hall for disorderly conduct.

18. Candidates shall stop work promptly when ordered by the Supervisor / invigilator to do so.
19. 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 dealing with any person other than the Supervisor /Invigilator. The attention of the Supervisor/invigilator shall be drawn by the candidate by raising his/her hand from where he/she is seated be drawn by the candidate by raising his/her hand from where he/she is seated.
20. During the course of answering a question paper no candidate shall be permitted to leave the examination hall temporarily. In case of an emergency, the Supervisor /invigilator may grant him/her permission to do so but the candidate will be under his/her surveillance.
21. No person shall impersonate a candidate at the examination, nor shall any candidate allow himself/herself to be impersonated by another person.
22. Any candidate receiving unauthorized assistance from any person shall be deemed to have committed an examination offence.
23. If circumstances arise which in the opinion of the supervisor render the cancellation of postponement of the examination necessary, he/she shall stop the examination, collect the scripts already written and then report the matter as soon as possible to the Dean of the relevant faculty.
24. 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 a statement or to sign it. If such a candidate refuses to make such a statement or refuses to sign it, the Supervisor/invigilator shall make his own statement and report the matter to the Dean of the faculty.

25. No candidate shall contact any person other than the Vice-Chancellor, Dean, and Head of the Department, the Registrar or the relevant Senior Assistant Registrar regarding any matter concerning the examination.
26. Every candidate shall hand over the answer script personally to the Supervisor /invigilator or remain in his/her seat until it is collected. On no account shall a candidate hand over his/ her answer script to an attendant a minor employee, or another candidate.
27. Every candidate who registers for a course/course unit shall be deemed to have sat the examination of that course/course unit unless he/she withdraws from the course /course unit within the prescribed period for dropping courses/course units. He/She should submit a medical certificate in support of his/her absence, prior to the commencement of the examination. If such a document cannot be submitted before the commencement of the examination. A candidate shall inform of his/her inability to attend the examination to the Dean of the Faculty within a week after the commencement of the examination. The medical certificate shall conform to the Senate Regulations.
28. When a candidate is unable to present himself/herself for any part/section of an examination of a course/course unit, he/she shall notify or cause to be notified this fact to the Dean of the Faculty and relevant Senior Assistant Registrar or Assistant Registrar immediately. This should be confirmed in writing with supporting documents by registered post within two weeks.

29. A student will be eligible for honours if all requirements for the award of honours are met within the prescribed period for the degree. However, candidates found guilty of an examination offence shall not be eligible for honours.
30. No student shall sit an examination of a course/course unit, if he/she has exhausted the number of attempts that he/she is allowed to sit that particular examination, unless he/she has been granted special permission to do so by the Dean of the relevant faculty.
- 30.1 Students are prohibited from carrying cellular phones during the course of written, oral or practical examinations.

## **Part II - Examination Offences and Punishments**

### **1. Offences**

- 1.1 Any candidate who violates Examination Rule 6 shall be deemed guilty of the offence of possession of unauthorized documents/items and his/her candidature for the examinations of that semester shall be cancelled and he/she shall be prohibited from sitting any examination of this university for a period varying from 1- 5 semesters.
- 1.2 Any candidate who violates Examination Rule 8 or 9 shall be deemed guilty of the offence of copying and therefore his/her candidature shall be cancelled from the examinations of that semester and he/she, shall be prohibited from sitting any examination of this university for a period of five semesters.
- 1.3 Any candidate who violates Examination Rule 10 shall be deemed guilty of the offence of having cheated at the examination and his/her candidature for the examinations of that semester shall be cancelled and he/she shall be prohibited from sitting any examination of this university for period varying from 1 - 9 semesters.
- 1.4 Any candidate who is detected removing examination stationery and other material provided for the examination (Rule 12) shall deemed guilty of an examination offence and his/her candidature for the examinations of that semester shall cancelled and he/she shall be liable to be prohibited from sitting any examination of university for a period of three semesters.
- 1.5 Any candidate who violates anyone or more of the rules in 7, 16, 17, 18, 19 and 20 shall be deemed guilty of the offence of disorderly conduct and his/her candidature shall cancelled from the examinations of that semester and he/she shall be prohibited from sitting any examination of this university for a period of three semesters.

- 1.6 Any candidate who violates Examination Rule 21 shall be guilty of the offence of impersonation and his/her candidature for the examinations of that semester shall be cancelled and he/she shall be prohibited from sitting any examination of this university. Impersonator/s may also be liable to any punishment under the Penal Code/Criminal Law. In the event the impersonator is found to be a graduate of this university, his/her degree shall be withdrawn.
- 1.7 Any candidate who violates Examination Rule 22 shall be guilty of an examination offence and his/her candidature for from the examinations of that semester shall be cancelled and he/she shall be prohibited from sitting any examination of this university for a period of 1- 5 semesters.
- 1.8 Any candidate found aiding and abetting in the commission of any of the above examination offences shall be deemed to have committed that offence and shall be punished in respect of the offence in accordance with the provisions of the relevant section.
- 1.9 Any other offence which is not covered in the above sections alleged to have been committed by a candidate and reported to the relevant authority by a supervisor or Examiner shall be inquired into and appropriate action taken.



### **Part III - Procedure Regarding Examination Offences Committed By Candidates**

1. ***There shall be an Examination Disciplinary Committee of not less than 3 members of whom at least one member is from outside the Faculty, appointed for each case by the Dean of the relevant faculty to inquire into and make recommendations (including punishments) on examination offences referred to it. Member(s) outside the Faculty shall be selected from a panel of members appointed for this purpose by the Vice Chancellor.***
  
2. ***Classification of Offences***

Examination offences may be broadly classified as follows:

- 2.1 Possession of unauthorized documents/items
- 2.2 Copying
- 2.3 Cheating
- 2.4 Removal of stationery
- 2.5 Disorderly conduct
- 2.6 Impersonation
- 2.7 Unauthorized assistance
- 2.8 Aiding and abetting in the commission of above offences
- 2.9 Other offences

3. ***Punishments***

*(As specified in Part 11, Section 1; 1.1 to 1.9)*

#### **4. Procedure**

- 4.1 In all cases of violation of examination rules detected, the supervisor shall take action as outlined below and forward his/her report to the relevant Dean/Senior Assistant Registrar or Assistant Registrar.
- 4.2 In case of disorderly conduct the supervisor shall in the first instance warn the candidate to be of good behavior. Disorderly conduct shall be considered grave, only if such conduct in the opinion of the supervisor is considered as causing a disturbance in the conduct of the examination. Where the candidate persists in unruly or disorderly conduct the supervisor may exclude the candidate from the examination hall and issue him a letter with a copy to the relevant Dean/Senior Assistant Registrar/Assistant Registrar, cancelling his/her candidature from the examination.
- 4.3 In all cases of examination offences detected, the supervisor shall send a report to the relevant Dean along with any material taken into custody. Material taken into custody should be authenticated by placing the signatures of the candidate and the Supervisor /Invigilator and the date, time and place of detection. A supervisor should give particulars of any incriminating material of which he/she cannot take possession. The Supervisor's report should be countersigned by one of the Invigilators.
- 4.4 The Dean after preliminary inquiry shall place all reports of examination offences submitted by supervisors for action of the relevant Examination Disciplinary Committee for further action.
- 4.5 Supervisor, Examiner, Head of Department or any other official of the University who detects an examination offence shall report the matter in writing to the relevant Dean, who shall after preliminary inquiry submit his findings to the relevant Examination Disciplinary Committee for further action.

4.6 Any allegations regarding the commission of examination offences from whomsoever received shall be submitted by the Dean after preliminary inquiry to the relevant Examination Disciplinary Committee for further action.

**5. The Decision**

5.1 The punishment recommended by the Examination Disciplinary Committee shall be submitted to the relevant Faculty Board for a decision and the decision will be reported to the Senate.

Senior Assistant Registrar/Assistant Registrar of the relevant Faculty shall be the Convener/Secretary of the inquiring committee on examination offences.

**6. Appeals Board**

6.1 There shall be an Appeals Board, consisting of three members, appointed by the Vice Chancellor to consider appeals regarding the decision referred to in 5.1 above. Any student on whom a punishment has been imposed may, within a period of two weeks from the date of communication to him/her of such punishment, appeal against such punishment to the Vice Chancellor.





# **Facilities and Amenities**

## ***Student Services and Registration Division***

Student services branch provides a range of services for undergraduate students. It coordinates activities with all faculties and other service units of this University in order to provide various types of services for students. This Division assigns hostel facilities to students and coordinates the payment of Mahapola scholarship and bursaries on time.

### ***Contact Information :***

Deputy Registrar : Mr. P.H. Ariyaratne  
Phone : 081-239-2431 (Direct)  
2431 (Intercom)  
2322 (Intercom:Office)

## Health Centre

The Health Centre of University of Peradeniya provides high quality health care for the benefit of both staff members and students. Health Center is a curative and preventive health care delivery unit, headed by Chief Medical Officer. This service consists of an out-patient department (OPD), in-patient treatment facility, an infectious diseases ward and a public health section all of which are geared to serve resident and non-resident students. The preventive health section, under the supervision of public health inspectors, manages disinfection, cleaning, epidemiological work, vector control, food hygiene, waste disposal, environmental sanitation, water supply sanitation and health education.

Location: At the furthest end of the road running alongside and behind the Sangamitta Hall of Residence.

### **Contact information :**

Chief Medical Officer : Dr. P.M.A Samarakkody

Phone : 081-238-8152(Direct)

2024 (Intercom)

2028 (Intercom: Office/Lab)

2022, 2026 (Female Wards/Pharmacy)

Opening Hours : 8.30am - 4.30pm including Saturdays (OPD)

## Marshals' Division

Marshals Unit consists of a Chief Marshal and five Marshals. The main function of the Marshals division is to maintain discipline of students by keeping vigilance on their activities and behaviour at the Faculties, Centres, Gymnasium, Playground and Halls of residence under the direction of the Deputy Vice Chancellor.

### **Contact Information :**

Phone : 081-239-2423 (Direct)  
2423 (Intercom)

Mr. W.A.A. Werahera	-	Chief Marshal	077-5996290
Mr. R. Gajaweera	-	Marshal	071-4395666
Mr. D.M.R.S. Dassanayaka	-	Marshal	071-4472843
Mr. M. Abeywickrama	-	Marshal	071-8314604
Mr. H.M.C.S.P. Wanniarachchi	-	Marshal	071-8293887
Ms. S.M.D.N.K. Senavirathna	-	Marshal	071-1475607
Mr. S. Satheeshwaran	-	Marshal	077-4332333



## Security Office

The Security Office of University of Peradeniya is a permanent service comprising a Chief Security Officer, Deputy Chief Security Officer, Security Inspector and Security Guards.

The main duty of the Security office is to provide security to the entire University Premises. Students may contact the security office or security guards in case of emergency and lodging complains.

### **Contact Information:**

Deputy Chief Security Officer: Mr. R.M.D Rathnayaka

Phone : 081-238-9182 (Direct)  
2134 (Intercom – Deputy Chief Security Officer)  
2240 (Intercom - Security Inspector)  
2133 (Intercom)  
2226 (Intercom)

Opening Hours : Open 24 hours a day, 7 days a week

## Halls of Residential Facilities

### On Campus Hostel Facilities for Female Undergraduates

Name of the Hall	Telephone	Location
Hilda Obeyesekera Hall	Intercom 2124	On Galaha Road
Ramanathan Hall	Intercom 2129	On Galaha Road
Sangamitta Hall	Intercom 2038	On Galaha Road
Wijayawardhana Hall	Intercom 2131	On Galaha Road

### On Campus Hostel Facilities for Male Undergraduates

Name of the Hall	Telephone	Address
Arunachalam Hall	Intercom 2122	On Galaha Road
Akbar-Nell Hall	Intercom 2123	On Gampola Road near the Engineering Faculty
Bhikku Hostel-Lake House Hall	Intercom 2033	On Gampola Road
Bhikku Hostel-Kehelpannala Hall	Intercom 2031	On Gampola Road
Hindagala Hall	Intercom 2089	On Galaha Road
James Peiris Hall	Intercom 2125	On Galaha Road
Jayathilake Hall	Intercom 2126	On Galaha Road
New Akbar Hall	Intercom 2105	On Gampola Road near the Engineering Faculty
Marcus Fernando Hall	Intercom 2128	On the hill above the Buddhist Temple
Marrs Hall	Intercom 2127	On the road on the left at the junction in front of Wijayawardhana Hall
Sarasavi Uyana Hall	Intercom 2188	On Rajawatta Road
Sir Ivor Jennings Hall	Intercom 2130	On Udaperadeniya Road

## Library Facilities

The library facility of the University of Peradeniya consists of a library network comprising of the Main Library and seven other branch libraries, namely Agriculture, Science, Medical, Engineering, Vet Medicine, Allied Health Science and Dental faculty libraries. The ninth library is attached to the Faculty of Agriculture in Mahailuppallama sub campus. The Main Library is located between and adjacent to the Senate building and the main Arts building. The Peradeniya University Library Network is the oldest and the largest university library in Sri Lanka. Management books, Journals and other reading materials for reference and borrowing are located in the main library.

### **Contact Information:**

Phone : 2475 (Intercom - Counter I, Ground Floor)  
2480 (Intercom - Counter II, First Floor)  
2481 (Intercom - Short -Term Reference Counter)

Web : <http://www.lib.pdn.ac.lk>

Opening hours : 7.15 am to 6.30 pm (Weekdays)  
8.00 am to 4.15 pm (Saturdays)  
*(Opening Hours may change during examination periods)*

## ***Information Technology Centre***

The Information Technology Centre (IT Centre) located behind the WUS Building Complex, near the Gymnasium. It provides opportunities for undergraduates of the University to improve their ICT skills by offering part time and other regular training programs.

### ***Contact Information:***

Phone	:	2909 (Intercom - Reception Counter) 2070, 2900, 2906 (Intercom – Office)
Opening Hours	:	8.00 am to 5.00 pm
Services and Facilities	:	Computer facilities with Internet access. Students need to register and obtain their account passwords prior to using the facilities in the Centre.

## ***Student Common Room***

### **Student Common Room**

Location:	Ground floor, new building of the Management Faculty
Opening Hours:	8.00 am to 4.00 pm

## *Sports and Recreation*

### **The Department of Physical Education / Gymnasium**

The Department of Physical Education offers a range of services to students by providing facilities for both indoor and outdoor games. The location of the Department of Physical Education is in close proximity to the Information Technology Centre.

#### ***Contact Information:***

Phone	:	2164 (Intercom - Mr. Palitha Kumara/ Director)
		2162 (Intercom -Office)
		2163 (Intercom -Swimming Pool)
Opening Hours	:	7.00 am to 8.00 pm
Services and Facilities	:	Indoor sport facilities, swimming pool, fitness centre; organizes faculty, University and interuniversity level sports tournaments.

## *Risks and Hazards*

### **Thieves, River and Infectious Diseases**

Students of the campus are vulnerable to many risks and hazards. Knowing these risks would be useful to be safe throughout the university life. Ragging is the main misfortune that students may face first and foremost. However over the past few years there has been a dramatic reduction in instances of ragging. Ragging is prohibited in the university. Students are expected to report incidents of ragging to the appropriate personnel (student counselor, staff members). This will enable the university to take necessary action against the culprit.

Occasionally, instances of robbery are reported within the campus, especially in residential halls. There is a 24-hour security service for every residential hall that helps minimize these occurrences. It is advisable to lock the room when away and while sleeping.

Spread of infectious diseases occurs sporadically as the university host a large number of students from all parts of Sri Lanka. The risk is minimal when compared to other universities of the country due to adequate space. In the event of sickness, residential treatment may be obtained through the Health Centre that offers a 24-hour service for emergencies.

Some incidents of drowning have been reported in the Mahaweli River. Therefore, it is necessary to take adequate precautions. It is advisable to refrain from bathing in the Mahaweli River. Students are urged to take sufficient care when and if they choose climb Hanthana.



# **Student Societies**

## *Clubs and Societies*

### **Faculty Clubs and Societies**

B.Com. Student Society

HRM Student Society

Accounting Student Society

Finance Student Society

Marketing Management Student Society

Operations Management Student Society

### **University Cultural, Drama, Music and Recreational Societies**

Industrial Engineering and Operations Management Society

Arts Council

English Drama Society

Film Society

GandarwaSabhawa

Rotaract Club

Sinhala NatyaMandalaya

Sinhala Sangamaya

Soba Sansadaya

Tamil Society

University Explorers' Club



## Religious Societies

The university comprises a multi-religious population of Buddhist, Catholic, Christian, Hindu and Islamic people. A Buddhist Temple, a Roman Catholic Church, a Christian Church, a Hindu Kovil and a Mosque are located within the university campus to ensure freedom and facilities to practice any religious faith within the university.

There are five registered religious societies in the university which organize religious activities. These societies are as follows:

Buddhist Brotherhood

Newman Society (For Roman Catholics)

Student Christian Movement

Hindu Society

University Muslim Majlis

In addition, there are religious bodies organized by the employees of the University such as the University Buddhist Society.





# Other Important Information

## Deputy Proctor and Senior Student Counselors

### Deputy Proctor



**Dr. M.G.P.D. Menike**

Department of Business Finance

menikem@yahoo.com

T.p: 077 – 368 9376

### Senior Student Counselors



**Dr. M. Alfred**

Department of Business  
Finance

alfredamruth@yahoo.com

T.p: 071 - 444 6449



**Mr. V. Tharmathasan**

Department of Management  
Studies

tharmathasanv@yahoo.co.uk

T.p: 077 - 193 5453



**Mr. W.P.R. Wickramarathna**

Department of Human  
Resource Management  
wp\_richard@yahoo.com

T.p:071-445 5795



**Dr. E.M.A.S.B. Ekanayake**

Department of Business Finance  
athulae@gmail.com

T.p: 071 - 855 6034

## Voluntary Student Counselors

Name	Contact Details	Department
Mr. Bandara A.M.A.S.M	<a href="mailto:amilab@pdn.ac.lk">amilab@pdn.ac.lk</a> 0715601818	Department of Operations Management
Ms. Dasanayake D.M.S.M	<a href="mailto:subagyadasanayake@gmail.com">subagyadasanayake@gmail.com</a> 0712987480	Department of Operations Management
Ms. De Silva H.L.M.	<a href="mailto:leeza.bbaonline@gmail.com">leeza.bbaonline@gmail.com</a> 0779175943	Department of Operations Management
Ms. Edirisooriya W.A	<a href="mailto:aeshsooriya@gmail.com">aeshsooriya@gmail.com</a> 0776553142	Department of Human Resource Management
Mr. Fernando T.S.S	<a href="mailto:samee_sampath@yahoo.com">samee_sampath@yahoo.com</a> 0719021763	Department of Management Studies
Mr. Gunarathne G.C.I	<a href="mailto:lsurugune.jp@gmail.com">lsurugune.jp@gmail.com</a> 0716471251	Department of Operations Management
Ms. Gunathilake P.T.M	<a href="mailto:madushanigunathilake@gmail.com">madushanigunathilake@gmail.com</a> 0766274455	Department of Business Finance
Ms. Gunatissa H.H.A.J	<a href="mailto:anushkagunatissa10@gmail.com">anushkagunatissa10@gmail.com</a> 0716006933	Department of Management Studies
Ms. Jayakumar V	<a href="mailto:swaakeesh@yahoo.co.in">swaakeesh@yahoo.co.in</a> 0777234486	Department of Business Finance
Ms. Jayarathne Y.M.A.H	<a href="mailto:adee.pdn@gmail.com">adee.pdn@gmail.com</a> 0772512004	Department of Management Studies
Ms. Jayawickrama U.W.G.Y.E	<a href="mailto:erandi4422@gmail.com">erandi4422@gmail.com</a> 0717280640	Department of Human Resource Management

Name	Contact Details	Department
Ms. Kumari R.M.C	<a href="mailto:champi.bba221@yahoo.com">champi.bba221@yahoo.com</a> 0718133479	Department of Management Studies
Ms. Mudalige H.M.N.K	<a href="mailto:nishanimudalige@gmail.com">nishanimudalige@gmail.com</a> 0771415387	Department of Business Finance
Ms. Munasinghe. P.H.R.R.P.K	<a href="mailto:rakhithamunasinghe@yahoo.com">rakhithamunasinghe@yahoo.com</a> 0715697105	Department of Human Resource Management
Ms. Priyadarshani P.L.W	<a href="mailto:wathsala_pl@yahoo.com">wathsala_pl@yahoo.com</a> 0777334725	Department of Business Finance
Ms. Weerakotuwa P.R.W.M.S.C	<a href="mailto:subashiniuoc@gmail.com">subashiniuoc@gmail.com</a> 0715990607	Department of Human Resource Management
Ms. Yamuna S.	<a href="mailto:sivaperumaan.yamuna@gmail.com">sivaperumaan.yamuna@gmail.com</a> 0770395792	Department of Business Finance

## Academic Calendar 2016-2017

<b>First Semester</b>		
13 <sup>th</sup> February, 2017	07 <sup>th</sup> April, 2017	First half of the Semester (08 Weeks)
08 <sup>th</sup> April, 2017	23 <sup>rd</sup> April, 2017	New Year Vacation /Mid Semester Break (02 Weeks)
24 <sup>th</sup> April, 2017	09 <sup>th</sup> June 2017	Second half of the Semester (07 Weeks)
10 <sup>th</sup> June,2017	25 <sup>th</sup> June,2017	Study Leave (02 weeks)
26 <sup>th</sup> June, 2017	07 <sup>th</sup> July. 2017	End of 1st Semester Examination (02 Weeks)
08 <sup>th</sup> July, 2017	23 <sup>rd</sup> July, 2017	Vacation (02 Weeks)

<b>Second Semester</b>		
24 <sup>th</sup> July, 2017	15 <sup>th</sup> September, 2017	First half of the Semester (08 Weeks)
16 <sup>th</sup> September, 2017	24 <sup>th</sup> September, 2017	Mid Semester Break (01 Week)
25 <sup>th</sup> September, 2017	10 <sup>th</sup> November, 2017	Second half of the Semester (07 Weeks)
11 <sup>th</sup> November, 2017	26 <sup>th</sup> November, 2017	Study Leave ( 01 week)
27 <sup>th</sup> November, 2017	08 <sup>th</sup> December, 2017	End of 2nd Semester Examination (02 Weeks)
09 <sup>th</sup> December, 2017	07 <sup>th</sup> February, 2018	Vacation (04 Weeks)

## *Important Telephone Numbers*

All extensions listed below can be accessed from outside the university, without operator assistance. However, if you are calling

**Within Kandy District** : Add 239 before the extension number

**From outside Kandy District** : Add 081-239 before the extension number

**Internationally** : Add 009481239 before the extension number

**University Extensions**

General	2000-2299
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Security	2133
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Health center	2022
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Library	2470-2499
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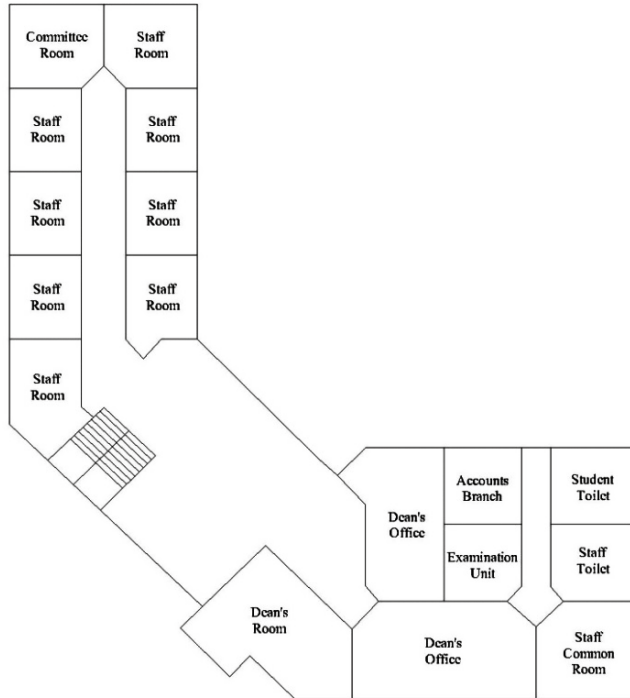
## Direct line & Internal Telephone numbers of the Dean & Heads of the Department of the Faculty of Management

		Direct No.	Internal No.
1.	The Dean	- 081 383 2611	9511
2.	Dept. of Marketing Management	- 081 383 2612	9512
3.	Dept. of Management Studies	- 081 383 2613	9513
4.	Dept. of Operation Management	- 081 383 2614	9514
5.	Dept. of Human Resource Management	- 081 383 2615	9515
6.	Dept. of Business Finance	- 081 383 2616	9516
7.	Dean Office	- 081 238 5707 (Tel/Fax)	
8.	Pilot Number	- 081 383 2616	
9.	Virtual Numbers	- 081 238 4345 / 011 204 0269	

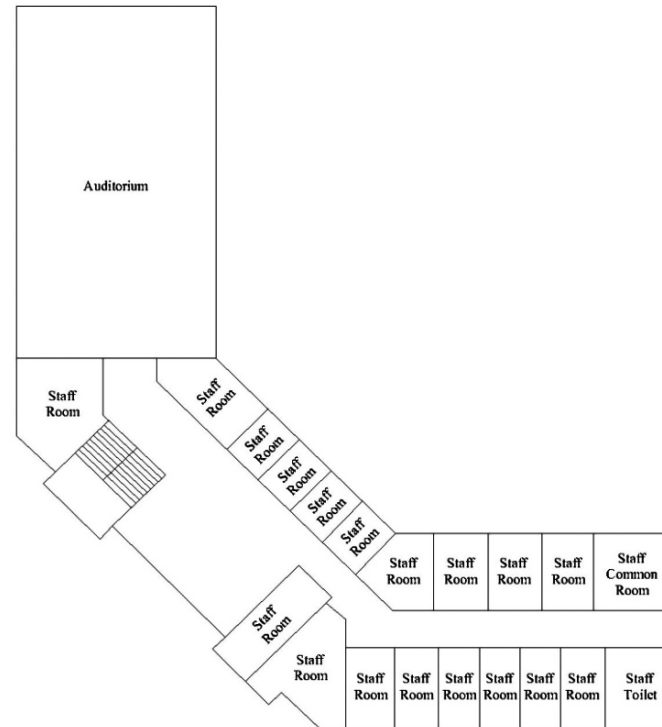
<b>Police Stations</b>	Kandy	081-2233333
	Peradeniya	081-2388222
<b>Fire Brigade</b>	Kandy	081-2244444
<b>Government Hospitals</b>	Kandy	081-2233337
	Peradeniya	081-2388001

# Layout of the Faculty Premises

## MAIN BUILDING , FACULTY OF MANAGEMENT



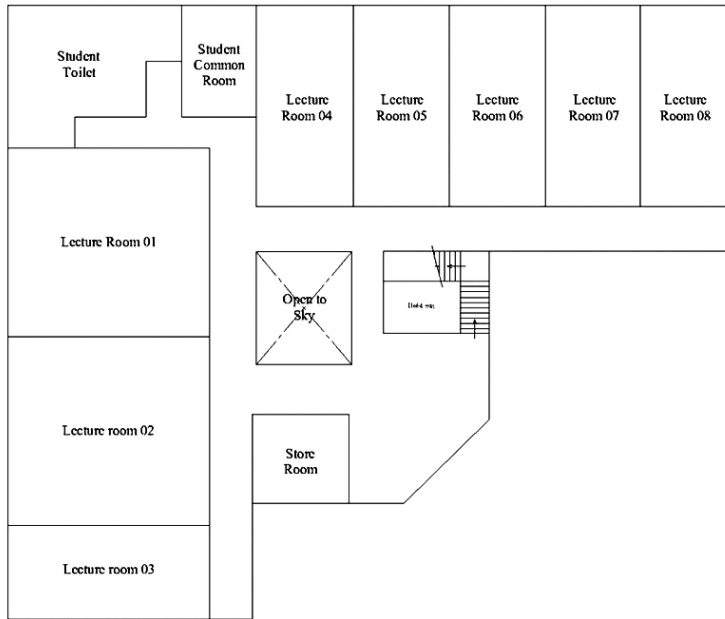
GROUND FLOOR PLAN



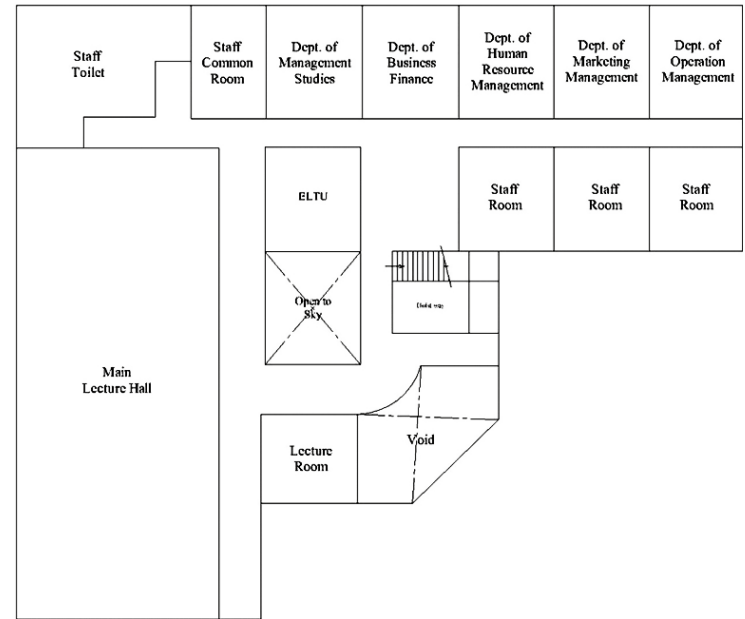
FIRST FLOOR PLAN

# Layout of the Faculty Premises

## NEW BUILDING , FACULTY OF MANAGEMENT

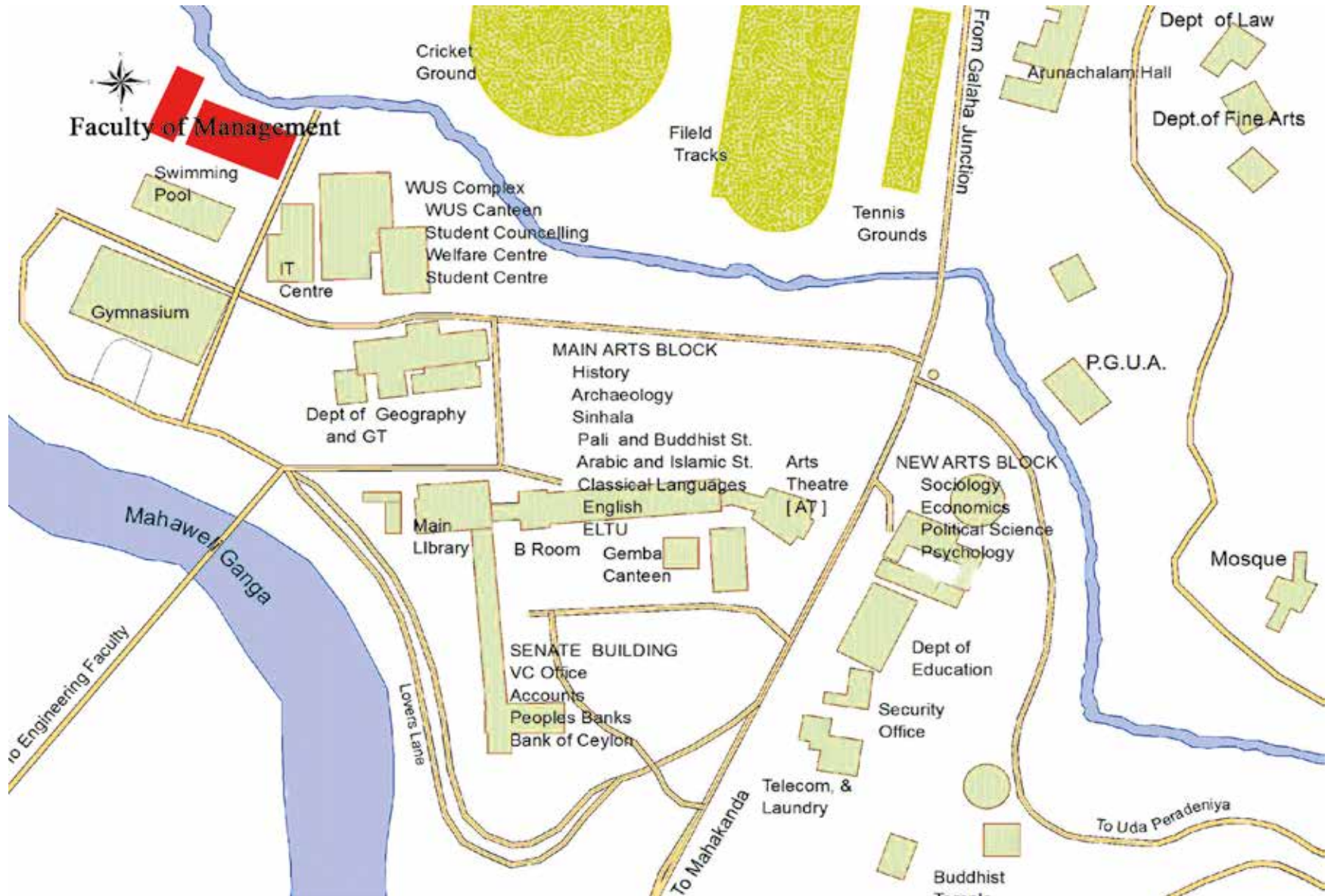


GROUND FLOOR PLAN



FIRST FLOOR PLAN

## NOTES





***Faculty of Management***

University of Peradeniya, Sri Lanka