

# Student Handbook - 2021



## Faculty of Management

University of Peradeniya | Sri Lanka



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

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**Student Handbook - 2021**

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Mr. D.M.D. Bandara



# **Student Handbook - 2021**

**Faculty of Management**

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**University of Peradeniya Sri Lanka**



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## About the Garden University

The University of Peradeniya, the successor to the University of Ceylon, established in Colombo on 1st of July 1942, is the oldest and largest University in the country. The Faculty of Arts of the University of Ceylon was moved to Peradeniya on 06th of October 1952 and marked the formal establishment of the University of Ceylon, Peradeniya. Located on a site of natural beauty about 8 kilometers from the city of Kandy in the Central Province, spread across 1947 acres of land and set in a breathtakingly beautiful location, the University of Peradeniya offers an experience unparalleled among Universities in Sri Lanka - be it education, residential life, sports or culture.

The University has expanded over the past 79 years, both quantitatively and qualitatively as a great center of learning, and acquired international recognition and a unique reputation in the country. The number of Faculties has increased from four in 1942, to nine at present: Agriculture, Allied Health Sciences, Arts, Dental Sciences, Engineering, Management, Medicine, Science and Veterinary Medicine & Animal Science. The University also comprises of three postgraduate institutes; Postgraduate Institute of Agriculture (PGIA), Postgraduate Institute of Science (PGIS) and Postgraduate Institute of Humanities and Social Sciences (PGIHS).

The University of Peradeniya was designed as a residential University to provide facilities to the majority of internal students, academic and non-academic staff. Twenty-three halls of residence that provide residential facilities to over 75% of the internal undergraduate student population, a Health Center, places of worship along with activities ranging from sports to culture with a large number of societies catering to the interests of the different cross sections of its community makes the University of Peradeniya the most attractive center for higher learning in the country among students as well as aspirants to the staff.

The academic programs of the University of Peradeniya are supported by four important learning support services: University of Peradeniya Library Network, the Information Technology Centre (IT Center), the Career Guidance and Counseling Unit, and the English Language Teaching Department (ELTD). Several other Centers and Units are also established to perform specific training and service functions, and they design and offer Diploma and Certificate level courses and various technical and professional services primarily on a fee-levying basis.

Based on the overall performance, University of Peradeniya is ranked as the number one University in Sri Lanka by QS world ranking (2019), as well as Webometrics world ranking (position in world ranking 1906). Furthermore, the Times Higher Education World University Ranking in 2020 has placed University of Peradeniya as the first in Sri Lanka and in 401-500 band in World University Ranking which is the highest position that any Sri Lankan University has achieved in the recent history and what's more, University of Peradeniya has been recording the highest number of SCI research publications and Presidential Awardees for scientific research publications.

## Message from the Vice Chancellor



Dear Students,

It is with great pleasure that I forward this message at the time when you admit as a new batch of students to the Faculty of Management for the academic year 2020/2021. The Faculty of Management as the youngest Faculty of the University has shown an outstanding academic performance during the recent past.

I strongly believe that you are an extremely privileged group of students who had been able to secure a placement in this prestigious University, University of Peradeniya after facing the highly competitive Advanced Level Examination. University of Peradeniya is the one and only establishment that offers the largest and the most comprehensive undergraduate and postgraduate courses/programs, within the Sri Lankan higher education system, in terms of qualified academic staff, diversity of degree programs, 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. Finally, I wish you a very pleasant and a memorable stay in Peradeniya.

**Prof. Upul B. Dissanayake**  
**Vice Chancellor, University of Peradeniya**

## History of the Faculty

The Faculty of Management, which is the ninth and the youngest Faculty of the University of Peradeniya, has a long history when it comes to management education in Sri Lanka. The University of Peradeniya commenced providing management education during 1962 under the purview of the Department of Economics, Commerce and Statistics in the Faculty of Arts. Then the Department of Management Studies was established in 2002 in the Faculty of Arts. Later in 2015, the Department of Management Studies was converted as the Faculty of Management, the youngest Faculty of the University of Peradeniya. It serves as the only prominent higher education institution in management education located in the Central region.

Currently, the Faculty operates with five Departments namely, Business Finance, Human Resource Management, Management Studies, Marketing Management and Operations Management. The Faculty was bestowed with Grade 'A' for the BBA degree program in the recently concluded Quality Assurance and Accreditation Council (QAAC) Program Review by the University Grants Commission (UGC). The Faculty is inherited with vibrant panel of lecturers in the spectrum of Management, and the newly established Postgraduate Unit will be enlightened with the academia within the Faculty together with industry experts.



## Message from the Dean



Dear Students,

Congratulations on your admission to the Bachelor of Business Administration (BBA) Honours Degree program offered by the Faculty of Management of the University of Peradeniya.

On behalf of the staff and the students of the Faculty of Management, University of Peradeniya, I have the pleasure and the privilege to welcome you for the 2020/2021 academic year.

For all of you, today is a special day in your life since you have been selected to a right place in order to prepare yourself for the world of work. As the Dean of the Faculty, it is my duty to stress that you should make use of the time available at university prudently and diligently. Although you may have a range of priorities to attend to, you need to concentrate on learning that underpins every success in your life in the future.

As you are aware, the Faculty of Management has five departments, namely, the Department of Business Finance, Department of Human Resource Management, Department of Management Studies, Department of Marketing Management and Department of Operations Management. All departments are fully equipped with highly competent and dedicated academic staff members. Also, an effective learning environment is in place in the form of state-of-the-art facilities with adequate infrastructures. Moreover, we have friendly and supportive non-academic staff members who are committed to provide you with a range of services throughout your degree program. Departments have their own student societies that provide you with an opportunity to engage in both academic and curricular activities.

It is my sincere hope that you will enjoy your tenure at the University of Peradeniya and strive to become a responsible citizen in the future, thereby fulfilling the aspirations of your parents. On our part, we will try our best to provide you with a fruitful learning environment to facilitate your learning.

I wish you great success in your future endeavors.

**Prof. E.M.A.S.B. Ekanayake**  
**Dean, Faculty of Management**

# Vision and Mission of the Faculty

## **Vision**

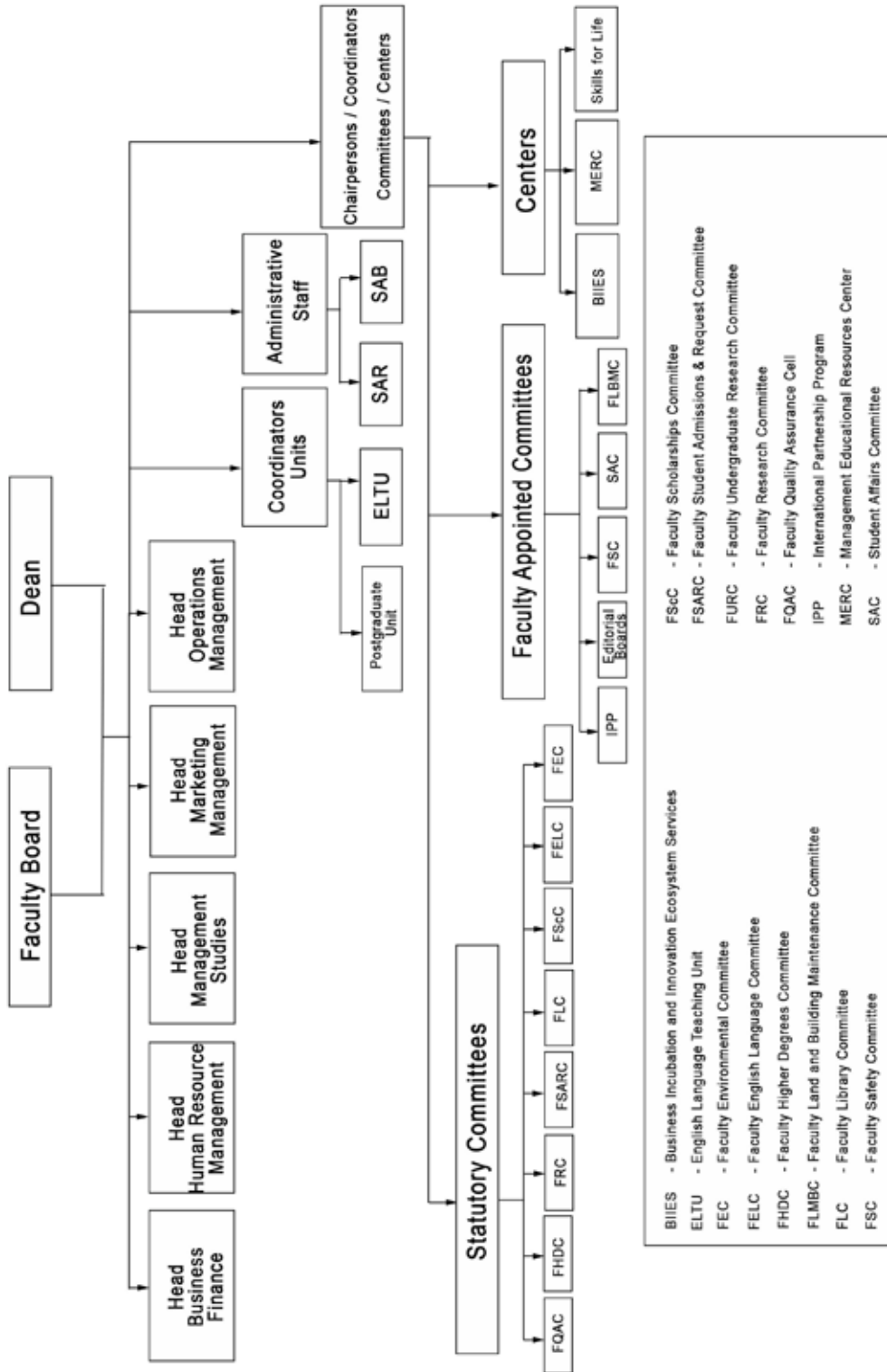
Enriching potentials through management education

## **Mission**

To achieve the highest standard in management education through commitment in teaching, learning and research by building collaborative partnerships with academics, professionals and the industry



# Organization Chart of the Faculty



## Office of the Dean

The Dean is the academic and the administrative head of the Faculty and is assisted by the 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 center of the Faculty. All student matters relating to course registration, student requests and examinations are handled by the Office of the Dean.



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

Dean

T.P. 081-239 4001

Email: deanmgt@pdn.ac.lk



**Ms. B. M. S. S. Panditharathne**

Assistant Registrar

T.P. 081-239 4002

Email: armgt@pdn.ac.lk



**Ms. A. W. R. R. M. M. Rathnayake**

Assistant Bursar

T.P. 081- 239 4005

Email: abmgtpdn@gmail.com

The background features a dark red field with gold floral patterns in the corners and stone carvings in the top and bottom corners. The carvings show intricate designs, including a central circular motif with a scalloped edge and surrounding figures. The floral patterns consist of stylized flowers and leaves.

# Academic Programs

# Degree Programs offered by the Faculty of Management

## Undergraduate Programs

Bachelor of Business Administration (BBA) Honours Degree Program has been offered since 2008/09 academic year for the students qualified in the GCE Advanced Level Commerce stream. This Honours degree program consists of five (05) specialization areas namely:

BBA Honours in Accounting & Finance

BBA Honours in Human Resource Management

BBA Honours in Marketing Management

BBA Honours in Operations Management

BBA Honours 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), and is offered through the Centre for Distance and Continuing Education (CDCE) in online mode since 2008.

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

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

The B.Com degree program is offered for the students who enroll at the Faculty of Arts, and fulfill the requirements in the first year studies to enter into this degree program.

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

This degree program has been offered as a joint degree program in collaboration with the Faculty of Science. The students who get admitted to the Faculty of Science under a separate window could follow this degree program.

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

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

## Postgraduate Programs

At present, the Postgraduate Unit of the Faculty of Management conducts following programs,

- Postgraduate Diploma in Management (SLQF Level 8),
- Postgraduate Diploma in Accounting & Finance (SLQF Level 8),
- Master of Business Administration (MBA) (SLQF Level 9),
- Master of Accounting & Finance (MAcc&Fin) (SLQF Level 9),
- Master of Science (M.Sc.) in Management (SLQF Level 10),
- Master of Science (M.Sc.) in Accounting & Finance (SLQF Level 10).

Whilst the MBA program is more professional oriented, the M.Sc. program is more research oriented.

In addition, 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 (PGIHS).



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

### Diploma in Management and Development

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

In addition, following six certificate programs and five diploma programs are proposed to be offered through the Center for Distance & Continuing Education (CDCE) of the University of Peradeniya.

### Certificate Programs

Program	Responsible Department
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

Program	Responsible Department
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

## Registration Procedures for Courses

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

Fee for the current semester	- Rs. 500.00
Registration fee for retake courses	
• Year 1	- Rs. 25.00 per course
• Year 2	- Rs. 40.00 per course
• Year 3 and 4	- Rs. 50.00 per course
Re-scrutinizing fee for the End Semester Examination	- Rs. 500.00 per course





The background features a dark red field with golden floral patterns on the left and right sides. The top and bottom corners are decorated with intricate, ancient stone carvings, possibly from a temple or palace, showing arches and figures. A thick golden diagonal line runs from the top-left to the bottom-right, separating the carvings from the red field.

# Departments & Units

## Department of Business Finance



Dear Students,

It is with much pleasure that I welcome you to the Department of Business Finance, one of the most reputed Departments in the Faculty of Management in terms of the number of courses offered, the number of students enrolled and the academic staff affiliated with the Department. The Department offers courses relating to Accounting and Finance for several degree programs within the Faculty of Management itself as well as the Faculty of Arts and the Faculty of Science, namely Bachelor of Business Administration, Bachelor of Commerce and Bachelor of Science in Computation and Management.

The BBA Degree Program in Accounting & Finance may be regarded as the most reputed degree program in the Faculty of Management. This degree program is offered through the Department of Business Finance and continues to be the most preferred choice among university entrants from the Commerce stream at the Advanced Level Examination.

Since competence in Accounting and Finance is considered as a vital requirement for a career in business, the Department puts every effort to provide subject-specific knowledge, accounting & finance-based internship training, Information Technology skills and soft skills development activities 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 with a holistic education with technical and behavioral dimensions, who would be a blessing to our society in these complex and competitive times.

Finally, we sincerely hope that you will maximally utilize the rare opportunity to get selected into one of the emerging Management Faculties in Sri Lanka to study for free and become a competent graduate through the four-year academic journey with us. This itself may be sufficient to fulfil your public accountability.

**Ms. S. Kodithuwakku**  
**Head, Department of Business Finance**

## Academic Staff of the Department of Business Finance



**Prof. E.M.A.S.B. Ekanayake**  
B.Sc. Bus. Adm. (SJP); MBA  
(Pdn); PhD (Macquarie, Aus);  
FCA  
Professor



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



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



**Dr. S.M.U.T.S. Subasinghe**  
B.Com (Pdn); MBA (AIT);  
PhD (Mahachola, Thailand)  
Senior Lecturer – Grade II



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



**Ms. V. Jayakumar**  
B.Sc. (Accountancy)(SJP);  
ACMA(UK); CGMA; MBA(Pdn);  
PhD (RMIT,AUS)(Reading)  
Senior Lecturer – Grade II



**Ms. P.L.W. Priyadarshani**  
B.B.Mgt (Finance)(Kel);  
MBA (Pdn)  
Senior Lecturer – Grade II



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



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



**Ms. P.T.M. Gunathilake**  
BBA (Fin. Mgt) (Pdn); M.Sc. in  
Applied Statistics (Pdn); M.Sc.  
App Fin (SJP) (Reading)  
Lecturer (Probationary)



**Ms. M.N.F. Nuskiya**  
BBA (Fin.Mgt) (Pdn); M.Sc. Mgt  
(SJP) (Reading)  
Lecturer(Probationary)



**Mr. M.V.R.U.K.B. Ariyaratna**  
B.Sc. in Finance (SJP);  
Dip. In Mgt. Acc. CIMA (UK);  
M.Sc. App Fin (SJP) (Reading)  
Temporary Lecturer



## Department of Human Resource Management



Dear Students,

On behalf of the staff of the Department of Human Resource Management, I warmly welcome you to the Department of Human Resource Management. Our department offers courses related to Human Resource Management to our undergraduate and postgraduate students whereas, we offer the module of Human Resource Management to cater the needs of other Faculties too such as Faculty of Arts, Science, and Allied Health Sciences. The HR Guild is the society of human resource management for students to engage with skills development programs and community outreach activities which is a platform for our students for developing their soft and life skills. Developing the presentation and public speaking skills is a must for our students as future business leaders. The department has recognized this need and established a toastmasters club to assist our students.

It is a privilege to work with well qualified academics, the brightest students, industry and other stakeholders, that make up the vibrant human resource community at the Department of Human Resource Management. We are committed to enhancing our research outcomes, expanding our curriculum and bolstering our connections with industry to help shape the world of business in Sri Lanka and internationally. The global economy is becoming increasingly competitive and the human resource management education must be responsive to this dynamic environment. Our curriculum is continually informed by research and industry insights to produce industry ready HR graduates.

Finally, I wish you all for having a joyful university life and excellent academic achievements.

**Dr. W.P.R. Wickramaratne**  
**Head, Department of Human Resource Management**

## Academic Staff of the Department of Human Resource Management



**Dr. W.P.R. Wickramaratne**  
B.Com (Kel); M.Sc. (SJP);  
PhD in HRM (Murdoch)  
Senior Lecturer – Grade I



**Mr. N. Agilan**  
BBA (Jfn); MBS (HRM-Ire);  
MBA (UK); MCMI (UK); M.Sc  
(UOC); Graduate CIPD (UK);  
PhD(UK)(Reading)  
Senior Lecturer – Grade II



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



**Ms. W.A. Edirisooriya**  
BBA (HRM)(Special) (Pdn); MBA  
(Col); PQHRM (CIPM)  
Lecturer



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



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



**Ms. R.A. Bartholomeusz**  
BBA (HRM)(Special)(Pdn);  
PQHRM (CIPM Sri Lanka)  
Temporary Lecturer



**Mr. D.R. Perera**  
BBA (HRM)(Special)(Pdn);  
MBA (Col)(Reading)  
Temporary Lecturer



**Ms. M.A.Y.P. Masinghe**  
BBA (HRM)(Special)(Pdn);  
Adv. Dip MA (CIMA)  
Temporary Lecturer

## Department of Management Studies



Dear Students,

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 inter- personal 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.

**Ms. R.M.C. Kumari**  
**Head, Department of Management Studies**

## Academic Staff of the Department of Management Studies



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



**Ms. R.M.C. Kumari**  
B.Com. (Pdn);  
M.Phil. (Kel)  
Senior Lecturer – Grade II



**Ms. H.H.A.J. Gunatissa**  
B.Com. (Pdn);  
PhD (QUT,AUS) (Reading)  
Lecturer (Probationary)



**Ms. Y.M.A.H. Jayarathne**  
B.Com. (Pdn);  
M.Sc. (Pdn);  
PhD (SJP) (Reading)  
Lecturer (Probationary)



**Mr. T.S.S. Fernando**  
B.Sc.(Business Administration) (Sp)  
(SJP);  
MBA (Col)  
Lecturer



**Ms. A.S. Shiromy**  
B.Com. (Pdn);  
M.Sc. in Mgt (SJP) (Reading)  
Lecturer (Probationary)



**Mr. D.I.J. Samaranyake**  
B.A. (Economics) (Pdn); M.Phil  
(Pdn); M.Sc (UK)  
Lecturer (Probationary)



**Ms. Y.Y. Senavirathne**  
B.Com (Pdn)  
Lecturer (Probationary)



**Ms. K.A.T.D. Kuruppu**  
B.Sc.(Business Administration) (Sp)  
(SJP);  
PGDM (RUSL) Reading;  
Lecturer (Probationary)



**Ms. M.T.C.N.S. De Silva**  
BBA(MKT) (Pdn);  
M.Sc. in Mgt (SJP) (Reading)  
Temporary Lecturer



**Ms. N. Thanooja**  
B.Com (Pdn)  
Temporary Lecturer

## Department of Marketing Management



Dear Students,

I welcome you with great pleasure and honor to the Department of Marketing Management! The Department of Marketing Management being one of the innovative Departments in the Faculty of Management offers courses relating to Marketing Management for several Degree programs including Bachelor of Business Administration, Bachelor of Commerce and Bachelor of Science in Computation and Management.

Since the field of Marketing Management plays a critical role in the modern private sector as well as in the public and plural sector, the Department primarily focuses on producing competent graduates in Marketing Management to match with the needs of the modern world of work. Therefore, we adopt innovative student centered teaching and learning methods to enhance the knowledge and to create positive attitudes. Further, Department maintains a closer linkage with the industry through seminars, guest lectures and internships to update the students regarding the best practices and changes. Particularly, all our academic staff members in the Department are prepared to help you to realize your goals and enrich learning.

I would like to extend my warmest wishes to you on the beginning of the new academic life with us.

**Dr. Nuresh Eranda**  
**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);  
PhD(Pdn)(Reading)  
Senior Lecturer – Grade II



**Dr. Nuresh Eranda**  
B.Sc. (Mkt. Mgt) (Special)  
(SJP);  
B.B.A(Apu, Japan);  
M.Sc (Apu, Japan);  
ACIM (UK); PhD (Col)  
Senior Lecturer – Grade II



**Ms. W.M.H.U. Wijethunga**  
B.Sc. (Mkt. Mgt) (Special)  
(SJP);  
M.Sc. Management (SJP);  
AM SLIM; PhD Researcher  
(UoN, UK)  
Senior Lecturer – Grade II



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



**Ms. K.D.M.K. Weeratunge**  
BBA (Mkt Mgt)(Special)  
(Pdn); (CIMA), (UK);  
M.Sc. Mgt (SJP)(Reading)  
Lecturer (Probationary)



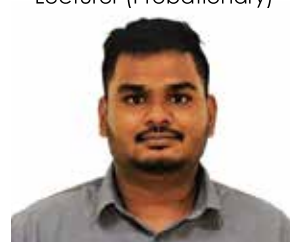
**Ms. R.M.U.R.K. Rathnayaka**  
B.B. Mgt (Marketing)  
(Special) (Kel);  
MBA (Col)(Reading) CIM  
(UK);  
AAT (Passed Finalist)  
Lecturer (Probationary)



**Ms. E.M.T.D. Ekanayake**  
BBA (Mkt Mgt)(Special)  
(Pdn);  
Temporary Lecturer



**Ms. W.D. Sehani**  
BBA (Mkt Mgt)(Special)  
(Pdn);  
Temporary Lecturer



**Mr. D.M.D. Bandara**  
B.B.Mgt(Marketing)  
(Special)(Kel);  
Dip in ERP (Kel);  
ICASL (Reading);  
AAT (Passed Finalist)  
Temporary Lecturer

## Department of Operations Management



Dear Students,

On behalf of the members of the Department of Operations Management, I take this opportunity to welcome you all to the Faculty of Management, University of Peradeniya.

The Department of the Operations Management is one of the largest Departments which commenced operations in the year of 2015. Currently, the Department facilitates around 110 specialized students who are directly attached to the Department. The Department offers special degree programs in Bachelor of Business Administration specialized in Operations Management and courses for the B. Com, the BA and the B.Sc. (Computation and Management) Degree programs.

Further for your information, the Bachelor of Business Administration specialized in Operations Management degree program is designed in a way that it produces graduates who are capable of economizing the resources in the firm, digitalizing the organizational processes with the latest technological solutions and applying decision making tools to make trade-off decisions to solve organizational problems. The Department offers mainly the courses such as Operations Management, Operations Research, Supply Chain Management, Management Information Systems, Product Designing, Hospitality Management, Lean Manufacturing, Service Operations, Statistical Quality Control, Industrial Engineering and many more to provide the students with appropriate knowledge, skills and attitudes in operational excellence. In addition, these courses will enable students to analyze the dynamic business environment and develop appropriate strategies to cope with business issues.

The foremost objective of the Department is to produce high quality graduates who are capable of making decisions to gain operational excellence in the business world. The specialized students in the Department are exposed to a precise learning process with coursework class room teaching, industry training, and research project which would be able to produce fully competent operational professionals. I warmly request you to exploit the opportunities available at one of the leading departments in the Faculty of Management, University of Peradeniya for the betterment of your future.

This is the start of your next great adventure. I wish you all the very success in your future endeavors.

**Prof. R. H. Kuruppuge**  
**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)  
Senior Professor



**Prof. R. H. Kuruppuge**  
B.Com. (Pdn); MBA (Col);  
MA (Kln); PGDM (Pdn);  
PhD (Czech Republic)  
Professor



**Dr. S. Maheswaran**  
B.Com.(Pdn);MBA(Pdn);  
PGDDE(IGNOU,India); PhD  
(NTNU, Norway)  
Senior Lecturer – Grade II



**Mr. A.M.A.S.M. Bandara**  
B.Sc. (CM)(Pdn); M.Sc.  
(Mrt); M.Phil (Pdn)  
Senior Lecturer – Grade II



**Ms. H.L.M. De Silva**  
BBA (Marketing Mgt) (Col);  
M.Sc. in Mgt (SJP); AM SLIM;  
MILT; PhD (NZ)(Reading)  
Senior Lecturer – Grade II



**Mr. G.C.I. Gunarathne**  
B.Sc. Mkt. Mgt (SJP); M.Sc. in  
Mgt (SJP)  
Senior Lecturer – Grade II



**Ms. D.M.S.M. Dasanayake**  
BBA (Operations Mgt) (Pdn);  
M.Sc. in Mgt (SJP)  
Lecturer (Probationary)



**Ms. S.P. Aryarathne**  
B.Sc. Operations Mgt (SJP);  
CIMA (Passed Finalist);  
M.Sc.(PGIA); M.Sc. in Mgt  
(SJP)  
Lecturer (Probationary)



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



**Mr. P.H. Abeyesundera**  
BBA(OPM) (Pdn);  
MBA (PIM - SJP) (Reading)  
Lecturer (Probationary)



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



**Ms. B.T.D.N. Senarath**  
BBA(OPM) (Pdn);  
MBA (PIM - SJP) (Reading)  
Temporary Lecturer





**Ms. S.H.T. Kumudumali**  
BBA(OPM) (Pdn);  
MBA (PIM - SJP) (Reading)  
Temporary Lecturer

## English Language Teaching Unit, Faculty of Management



Dear Students,

On behalf of the English Language Teaching Unit (ELTU), I would like to welcome you to the Faculty of Management, University of Peradeniya. You will enjoy a privileged status as an undergraduate of the University of Peradeniya which, I believe, is one of the most illustrious academic institutions in South Asia.

The ELTU is affiliated with the Department of English Language Teaching housed in the Faculty of Arts of the University of Peradeniya. Our unit offers the Intensive Course in English as well as the ELM program. Over the years the members of the ELTU staff have made a contribution of considerable importance to the Faculty of Management in terms of teaching and mentoring undergraduates, preparing lesson material, assessing student performance, and supporting the academic and non-academic staff of the Faculty.

I hope you will make the most of your stay at Peradeniya and wish you all the very best in your future endeavors!

**Mr. Nalaka S. Hewage**  
**Coordinator, English Language Teaching Unit**

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



**Mr. Nalaka S. Hewage**  
BA (Hons) Special Degree in  
English (Pdn);  
MA in TESL (USA)  
Lecturer (Probationary)



**Ms. D.P.S.S. Wijerathne**  
B.A (Pdn) M.A. (Kel); PQHRM  
(IPM)  
Instructor in English  
(Permanent)



**Ms. M.L.W.T. Karunaratne**  
B.B.M. (Bangalore); M.Sc. (Pdn)  
Instructor (Temporary)



**Ms. L. Herath**  
B.A.Hons (Classics)(Special)  
(Pdn); M.A. (Linguistics)(Kel)  
(Reading)  
Instructor (Temporary)



**Ms. P.G.S.L. Amaranayake**  
B.A. Hons (English)(Special)  
(Pdn); M.A.(English) (Col)  
(Reading)  
Instructor (Temporary)



**Ms. T.G.S.D. Gamagedara**  
B.A.Hons (English) (Special)  
(Pdn); M.A. (Linguistics)  
(Kel)(Reading)  
Instructor (Temporary)



**Ms. A.G.I.U. Alagalla**  
B.A.(Pdn); M.A. (Economics)  
(Pdn) (Reading)  
Instructor (Temporary)



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RAMS





**Structure of the  
BBA Honours Degree  
Program**

# Structure of the BBA Honours Degree Program

## Common Structure of Year 1 for BBA Honours Degree Program

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

## Structure of Year 2, Year 3 and Year 4 for BBA Honours Degree Program

Based on the student's specialization choice and performance in the Year 1 they are allowed to select a field of specialization. The courses pertaining to a specialization field are compulsory once the field is selected. Following areas of specializations are offered by the Faculty; Accounting & Finance, Human Resource Management, Marketing Management, Operations Management and Organizational Management.

## Common Structure of Year 1

Semester	Course Code	Course Title	Status (C/E)	Credits	Cumulative Credit
1	ICT 1001	Information and Communication Technology*	C	2	-
	MGS 1101	Management Theory & Practice	C	3	3
	MGS 1102	Business Economics	C	4	7
	OPM 1101	Business Mathematics	C	3	10
	MGS 1103	Business Communication	C	2	12
	ACF 1101	Financial Accounting	C	3	15
2	OPM 1201	Business Statistics	C	3	18
	HRM 1201	Human Resource Management	C	3	21
	OPM 1202	Operations Management	C	3	24
	MKT 1201	Principles of Marketing Management	C	3	27
	MGS 1201	Fundamentals of Social Sciences	C	3	30

\*Non-Credit

## Specialization in Accounting & Finance

### Specialization in Accounting & Finance – Course Structure of Year 2

Semester	Course Code	Course Title	Status (C/E)	Credits	Cumulative Credit
1	ACF 2101	Management Accounting	C	3	33
	HRM 2101	Organizational Behavior	C	3	36
	ACF 2102	Corporate Finance	C	3	39
	ACF 2103	Intermediate Financial Accounting	C	3	42
	ACF 2104	Banking	E	3	45
	ACF 2105	Micro Finance	E	3	
2	MGS 2201	Entrepreneurship	C	3	48
	OPM 2201	Operations Research	C	3	51
	ACF 2201	Auditing & Assurance	C	3	54
	ACF 2202	Financial Mathematics	C	3	57
	ACF 2203	Financial Markets	E	3	60
	ACF 2204	Management Control Systems	E	3	



### Specialization in Accounting & Finance - Course Structure of Year 3

Semester	Course Code	Course Title	Status (C/E)	Credits	Cumulative Credit
1	MGS 3101	Business Law	C	3	63
	ACF 3101	Accounting Information Systems	C	3	66
	ACF 3102	Advanced Financial Accounting	C	3	69
	ACF 3103	Taxation	C	3	72
	ACF 3104	Computer Based Accounting	E	3	75
	ACF 3105	Financial Econometrics	E	3	
2	HRM 3201	Organizational Leadership	C	3	78
	ACF 3201	Advanced Corporate Finance	C	3	81
	ACF 3202	Advanced Management Accounting	C	3	84
	ACF 3203	Advanced Auditing & Assurance	E	3	87
	ACF 3204	Security Analysis & Portfolio Management	E	3	
	ACF 3299	Research Methodology in Accounting & Finance	C	3	90

## Specialization in Accounting & Finance – Course Structure of Year 4

Semester	Course Code	Course Title	Status (C/E)	Credits	Cumulative Credit
1	MGS 4101	Strategic Management	C	3	93
	ACF 4101	Corporate Governance	C	3	96
	ACF 4102	Public Sector Accounting	C	3	99
	ACF 4103	Behavioral Finance	E	3	105
	ACF 4104	Advanced Taxation	E	3	
	ACF 4105	Financial Reporting	E	3	
	ACF 4099	Independent Research Project in Accounting & Finance	C		
2	ACF 4201	Financial Statement Analysis	C	3	108
	ACF 4202	Forensic & Investigative Accounting	E	3	114
	ACF 4203	Risk Management	E	3	
	ACF 4298	Seminar in Accounting & Finance	E	3	
	ACF 4299	Internship in Accounting & Finance*	E	6	
	ACF 4099	Independent Research Project in Accounting & Finance	C	6	120

\*Alternatively student can select Seminar in Accounting & Finance and one more elective course.

## Specialization in Human Resource Management

### Specialization in Human Resource Management - Course Structure of Year 2

Semester	Course Code	Course Title	Status (C/E)	Credits	Cumulative Credit
1	ACF 2101	Management Accounting	C	3	33
	ACF 2102	Corporate Finance	C	3	36
	HRM 2101	Organizational Behavior	C	3	39
	HRM 2102	Employee Resourcing	C	2	41
	HRM 2103	Human Resource Development	C	2	43
	HRM 2104	Performance Management	E	2	45
	HRM 2105	Ethics in Human Resource Management	E	2	
2	MGS 2201	Entrepreneurship	C	3	48
	OPM 2201	Operations Research	C	3	51
	OPM 2202	Project Management	C	3	54
	HRM 2201	Negotiation and Human Resource Management	C	2	56
	HRM 2202	Compensation Management	C	2	58
	HRM 2203	Soft Skills Development	E	2	60
	HRM 2204	Social Changes and Human Resource Management	E	2	

### Specialization in Human Resource Management - Course Structure of Year 3

Semester	Course Code	Course Title	Status (C/E)	Credits	Cumulative Credit
1	OPM 3101	Management Information Systems	C	3	63
	MGS 3101	Business Law	C	3	66
	HRM 3101	Employment Law	C	3	69
	HRM 3102	Career Management	E	2	75
	HRM 3103	Human Resource Accounting	E	2	
	HRM 3104	Gender Issues in Organizations	E	2	
	HRM 3105	Employee Health and Safety	E	2	
2	HRM 3201	Organizational Leadership	C	3	78
	HRM 3299	Research Methodology in Human Resource Management	C	3	81
	HRM 3202	Industrial Psychology	C	3	84
	HRM 3203	Industrial Relations	E	2	90
	HRM 3204	Conflict Management	E	2	
	HRM 3205	Human Resource Information Systems	E	2	
	HRM 3206	Talent Management	E	2	

## Specialization in Human Resource Management - Course Structure of Year 4

Semester	Course Code	Course Title	Status (C/E)	Credits	Cumulative Credit
1	MGS 4101	Strategic Management	C	3	93
	HRM 4101	Strategic Human Resource Management	C	3	96
	HRM 4102	Organizational Development and Change	C	3	99
	HRM 4103	Team Development	E	3	105
	HRM 4104	Employee Counseling	E	3	
	HRM 4105	Green Human Resource Management	E	3	
	HRM 4099	Independent Research Project in Human Resource Management	C		
2	HRM 4201	Contemporary Human Resource Management	C	3	108
	HRM 4202	Knowledge Management	E	3	114
	HRM 4203	International Human Resource Management	E	3	
	HRM 4204	Total Quality Management in Human Resource Management	E	3	
	HRM 4298	Seminar in Human Resource Management	E	3	
	HRM 4299	Internship in Human Resource Management*	E	6	
	HRM 4099	Independent Research Project in Human Resource Management	C	6	120

\*Alternatively student can select Seminar in Human Resource Management and one more elective course.

## Specialization in Marketing Management

### Specialization in Marketing Management - Course Structure of Year 2

Semester	Course Code	Course Title	Status (C/E)	Credits	Cumulative Credit
1	ACF 2101	Management Accounting	C	3	33
	HRM 2101	Organizational Behavior	C	3	36
	ACF 2102	Corporate Finance	C	3	39
	MKT 2101	Advance Marketing Management	C	3	42
	MKT 2102	Marketing Communications I	E	2	44
	MKT 2103	Relationship Marketing	E	2	
2	OPM 2201	Operations Research	C	3	47
	MGS 2201	Entrepreneurship	C	3	50
	OPM 2202	Project Management	C	3	53
	MKT 2201	Skills Development and Fine Arts	C	4	57
	MKT 2202	Events Management and Marketing	C	3	60

### Specialization in Marketing Management - Course Structure of Year 3

Semester	Course Code	Course Title	Status (C/E)	Credits	Cumulative Credit
1	OPM 3101	Management Information Systems	C	3	63
	MGS 3101	Business Law	C	3	66
	MKT 3101	Services Marketing	C	3	69
	MKT 3102	Product & Brand Management	C	3	72
	MKT 3103	Hospitality Marketing	E	3	75
	MKT 3104	E-Marketing	E	3	
2	HRM 3201	Organizational Leadership	C	3	78
	MKT 3201	Consumer Analysis	C	3	81
	MKT 3202	Marketing Communications II	C	3	84
	MGS 3204	Managerial Economics	E	3	87
	MGS 3201	Total Quality Management	E	3	
	MKT 3299	Marketing Research	C	3	90

## Specialization in Marketing Management - Course Structure of Year 4

Semester	Course Code	Course Title	Status (C/E)	Credits	Cumulative Credit
1	MGS 4101	Strategic Management	C	3	93
	MKT 4101	International Marketing	C	3	96
	MKT 4102	Sales and Retail Management	C	3	99
	MKT 4103	Analytical Tools for Marketing Research	C	2	101
	MKT 4104	Sustainability Marketing	E	3	104
	MKT 4105	Emerging Themes in Marketing	E	3	
	MKT 4099	Independent Research Project in Marketing Management	C		
2	MKT 4201	Strategic Marketing and Case Analysis	C	4	108
	MKT 4202	Marketing Ethics	E	3	114
	MKT 4203	Green Marketing	E	3	
	MGS 4201	Development Economics	E	3	
	MKT 4298	Seminar in Marketing Management	E	3	
	MKT 4299	Internship in Marketing Management *	E	6	
	MKT 4099	Independent Research Project in Marketing Management	C	6	120

\*Alternatively student can select Seminar in Marketing Management and one more elective course.



## Specialization in Operations Management

### Specialization in Operations Management - Course Structure of Year 2

Semester	Course Code	Course Title	Status (C/E)	Credits	Cumulative Credit
1	ACF 2101	Management Accounting	C	3	33
	HRM 2101	Organizational Behavior	C	3	36
	ACF 2102	Corporate Finance	C	3	39
	OPM 2101	Service Operations	C	3	42
	OPM 2102	Supply Chain Management	C	3	45
2	MGS 2201	Entrepreneurship	C	3	48
	OPM 2201	Operations Research	C	3	51
	OPM 2202	Project Management	C	3	54
	OPM 2203	Lean Manufacturing	C	3	57
	OPM 2204	Quality Management	C	3	60

### Specialization in Operations Management - Course Structure of Year 3

Semester	Course Code	Course Title	Status (C/E)	Credits	Cumulative Credit
1	OPM 3101	Management Information Systems	C	3	63
	MGS 3101	Business Law	C	3	66
	OPM 3102	Hospitality Management	C	3	69
	OPM 3103	Operations Scheduling	C	3	72
	OPM 3104	Advanced Operations Research	E	3	75
	OPM 3105	Product Designing	E	3	
	OPM 3106	Facility Layout Design	E	3	
	OPM 3107	Industrial Location Theory	E	3	
	OPM 3108	Events Management	E	3	
2	HRM 3201	Organizational Leadership	C	3	78
	OPM 3201	Business Forecasting	C	3	81
	OPM 3202	Statistical Quality Control	C	3	84
	OPM 3203	Computer Integrated Manufacturing System	E	3	87
	OPM 3204	Integrated Management System	E	3	
	OPM 3205	Transport and Warehouse Management	E	3	
	OPM 3206	Procurement Management	E	3	
	OPM 3207	Business Process Outsourcing	E	3	
	OPM 3299	Research Methodology in Operations Management	C	3	90

## Specialization in Operations Management - Course Structure of Year 4

Semester	Course Code	Course Title	Status (C/E)	Credits	Cumulative Credit
1	MGS 4101	Strategic Management	C	3	93
	OPM 4101	Business Process Analysis and Designing	C	3	96
	OPM 4102	Advanced Topics in Project Management	C	3	99
	OPM 4103	Global Production and Supply Management	E	3	105
	OPM 4104	IT for Operations Management	E	3	
	OPM 4105	Commercial Law and Ethics	E	3	
	OPM 4106	Case Studies in Operations Management	E	3	
	OPM 4099	Independent Research Project in Operations Management	C		
2	OPM 4201	Industrial Engineering	C	3	108
	OPM 4202	Information Management	E	3	114
	OPM 4203	Sustainable Operations Management	E	3	
	OPM 4298	Seminar in Operations Management	E	3	
	OPM 4299	Internship in Operations Management *	E	6	
	OPM 4099	Independent Research Project in Operations Management	C	6	120

\*Alternatively student can select Seminar in Operations Management and one more elective course.

## Specialization in Organizational Management

### Specialization in Organizational Management - Course Structure of Year 2

Semester	Course Code	Course Title	Status (C/E)	Credits	Cumulative Credit
1	ACF 2101	Management Accounting	C	3	33
	HRM 2101	Organizational Behavior	C	3	36
	ACF 2102	Corporate Finance	C	3	39
	MGS 2101	Public Sector Management	C	3	42
	MGS 2102	Managing Service Organizations	E	3	45
	MGS 2103	Evolution of Management Thought	E	3	
	HRM 2103	Human Resource Development	E	3	
2	MGS 2201	Entrepreneurship	C	3	48
	OPM 2201	Operations Research	C	3	51
	MGS 2202	Cross-cultural Management	C	3	54
	MGS 2203	Banking and Insurance	E	3	60
	MGS 2204	E-Commerce	E	3	
	OPM 2202	Project Management	E	3	

### Specialization in Organizational Management - Course Structure of Year 3

Semester	Course Code	Course Title	Status (C/E)	Credits	Cumulative Credit
1	MGS 3101	Business Law	C	3	63
	OPM 3101	Management Information Systems	C	3	66
	MGS 3102	Small Business Management	C	3	69
	MKT 3101	Service Marketing	E	3	75
	ACF 3104	Computer Based Accounting	E	3	
	MGS 3103	Innovations Management	E	3	
	MGS 3104	International Economics	E	3	
	MGS 3105	Applied Industrial Economics	E	3	
2	HRM 3201	Organizational Leadership	C	3	78
	MGS 3201	Total Quality Management	C	3	81
	MGS 3202	Knowledge Management	E	3	87
	MGS 3203	Business Ethics and Corporate Social Responsibility	E	3	
	MKT 3201	Consumer Analysis	E	3	
	MGS 3204	Managerial Economics	E	3	
	MGS 3299	Research Methodology in Organizational Management	C	3	90

## Specialization in Organizational Management - Course Structure of Year 4

Semester	Course Code	Course Title	Status (C/E)	Credits	Cumulative Credit
1	MGS 4101	Strategic Management	C	3	93
	MGS 4102	Sustainability in Organizations	C	3	96
	MGS 4103	Group Dynamics and Performance	E	3	105
	MGS 4104	Game Theory and Business Strategy	E	3	
	MGS 4105	Contemporary Issues in Management	E	3	
	HRM 4102	Organizational Development and Change	E	3	
	MGS 4106	International Business	E	3	
	MGS 4107	Basic Econometrics	E	3	
	MGS 4099	Independent Research Project in Organizational Management	C		
2	MGS 4201	Development Economics	C	3	108
	OPM 4202	Information Management	E	3	114
	MGS 4202	Applied International Trade	E	3	
	MGS 4298	Seminar in Organizational Management	E	3	
	MGS 4299	Internship in Organizational Management*	E	6	
	MGS 4099	Independent Research Project in Organizational Management	C	6	120

\*Alternatively student can select Seminar in Organizational Management and one more elective course.

# Structure of the English Language for Management (ELM) Courses

## Courses offered by the English Language Teaching Unit

The English Language Teaching Unit (ELTU) strives to improve the skills of the students pertaining to the use of English language while helping them to overcome their inhibitions related to the use of English. Hence, the ELTU offers an Intensive Course in English for the new entrants to the Faculty before the commencement of their academic program and six ELM courses for the students during the ongoing BBA program.

## Intensive Course in English

The ELTU administers a Placement Test in English for the new entrants to the Faculty to determine their placement (Basic/ Intermediate/ Advanced) in the Intensive Course in English. During the Intensive Course in English, the students are given the opportunity not only to develop their English language skills but also to obtain a general understanding about the university education system. At the end of the Intensive Course in English, an Achievement Test is administered which serves as the qualifying examination for the students to determine their placement in the ongoing ELM program and to obtain exemptions for 100 level and 200 level ELM courses depending on their performance at the exam (The eligibility criteria for exemptions is illustrated in the table below).

## ELM Courses

The six ELM courses are offered in three levels as 100 level (ELM 101 and ELM 102), 200 level (ELM 201 and ELM 202) and 300 level (ELM 301 and ELM 302). The students who do not obtain any exemptions in the Achievement Test are offered all ELM courses, one course per semester in a span of three years. The students who obtain exemptions for 100 level courses are offered only the 200 and 300 level ELM courses and they can complete their ELM program within 2 years. Likewise, the students who obtain exemptions for both 100 and 200 level ELM courses are offered only 300 level ELM courses and thus, they can complete the ELM program in one year (The time span specified for the ELM courses is a general one and it may vary for each student depending on their performance).

<b>Course Requirements &amp; Performance-based Credits</b>	<b>Basic Competence Level in English</b>	<b>Intermediate Competence Level in English</b>	<b>Advanced Competence Level in English</b>	<b>Minimum Requirement to Graduate</b>
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 301 & ELM 302.
Performance-based Credit Hours Required	24 Credit Hours	16 Credit Hours	08 Credit Hours	
No. of Required Courses 1  ELM 101 (Semester 1) ELM 102 (Semester 2)  (Equivalent to UTEL Level 4)	Students who have performed in the Placement Test 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.	--



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>No. of Required Courses 2</p> <p>ELM 201 (Semester 1)</p> <p>ELM 202 (Semester 2) (Equivalent to UTEL Level 5)</p>	<p>Passing ELM 101 &amp; ELM 102 respectively are pre-requisites for sitting ELM 201 &amp; ELM 202 (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>No. of Required Courses 3</p> <p>ELM 301 (Semester 1)</p> <p>ELM 302 (Semester 2) (Equivalent to UTEL Level 6)</p>	<p>Passing ELM 201 &amp; ELM 202 respectively are pre-requisites for sitting 301 &amp; 302 (in the third year).</p>	<p>Passing ELM 201 &amp; ELM 202 respectively are pre-requisites for sitting ELM 301 &amp; ELM 302 (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 301 and ELM 302 is required to obtain any undergraduate degree offered by the Faculty of Management. This level fulfills 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>



The background features a dark red field with gold floral patterns in the corners and intricate stone carvings in the top and bottom corners. The carvings include circular motifs with scalloped edges and various figures. A thick gold diagonal line runs from the top right to the bottom left, separating the carvings.

# Graduate Profiles

## Graduate Profiles

### **Graduate Profile for BBA Honours in Accounting & Finance:**

A graduate of Bachelor of Business Administration, specialized in Accounting & Finance should be able to acquire,

- An education at level 6 of the Sri Lanka Qualifications Framework, including specialist knowledge within the subject discipline of Accounting & Finance.
- General knowledge in other business functions.
- Intellectual and life skills.
- Right attitudes, values and professionalism that equip them for employment and citizenship, and also lays the foundations for lifelong learning and personal development.

### **Graduate Profile for BBA Honours in Human Resource Management:**

A graduate of Bachelor of Business Administration specializing in Human Resource Management should be able to:

- Demonstrate both theoretical soundness in all HR functional areas coupled with competencies in change and business mastery in order to support organization's strategic initiatives in a dynamic and competitive business environment.
- Develop a career as a HR generalist, or specialist in areas like people resourcing, learning and development, employee relations, organizational development and change in a wide range of entities including domestic and international for profit and non-profit organizations.

## **Graduate Profile for BBA Honours in Marketing Management:**

A graduate of Bachelor of Business Administration specializing in Marketing Management should be,

- A creative thinker; who can think creatively and who thinks outside of the box and is not afraid to try out new things.
- An effective communicator with high interpersonal skills, who has proper verbal and written communication skills. They should be able to communicate in clear, concise and focused manner and should be able to tailor their message for the audience and should listen to the views of others.
- A person who is ready to work with others and ready to lead. Marketing graduate should be a good team player with the ability to manage and delegate to others and take on responsibility. This will enable them in building positive working relationships that help everyone to achieve goals and business objectives.
- Person with problem solving and critical thinking capability; who should display an ability to take a logical and analytical approach in solving problems and resolving issues by approaching problems from different angles.
- Ready to tackle a changing world with commercial awareness on how a business or industry operates and should have an understanding of what the organization wants to achieve through its products and how it competes in its marketplace in a dynamic business world.

### **Graduate Profile for BBA Honours in Operations Management:**

A graduate of Bachelor of Business Administration specializing in Operations Management are equipped and trained to have following attributes,

- Evaluate environmental factors that influence business operations and sustainable competitive edge of a business.
- Make tradeoff decisions to solve problems using appropriate tools and techniques that add value to the business.
- Ready to exercise initiative and identify situations they need to collaborate with others.
- Clearly communicate information, ideas, issues, problems and solutions to specialist and non-specialist audiences.
- Prepared to carry out further training and manage own learning.

### **Graduate Profile for BBA Honours in Organizational Management:**

A graduate of Bachelor of Business Administration, specialized in Organizational Management will be able to:

- Demonstrate a proficient understanding of bodies of knowledge on different functional areas of management and global business operations.
- Identify emerging changes in the local and global business environments in order to innovate, both within organizations and as new ventures.
- Assess organizational issues and engage in processes to reach appropriate solutions.
- Effectively use critical thinking, analytical skills, reasoning and judgment in organizational contexts.
- Apply transferable skills, including effective reporting and communication in the workplace.
- Demonstrate good understanding of ethical responsibilities for personal, organizational and societal wellbeing.
- Prepare to carry out self-directed learning and continue to acquire further training and knowledge for academic and professional development.









# 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 four-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 and 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 year 1 are common courses and students must offer such courses without any option. Students shall be allowed to select a field of specialization at the beginning of

year 2 based on the specialization choice and performance in the year 1. Specialization courses are offered in the years 2, 3 and 4 in the degree program. In addition, students must offer common courses offered in the years 2, 3 and 4 regardless of the specialization area. Depending on the requirement of a specialization area, students may also be required to enroll for the courses offered in other specialization areas. Students shall not be allowed to change the field of specialization once selected.

6.1 **Elective or Optional Courses:** Elective or optional courses are offered in each specialization area from years 2 to 4 and students will have to offer such courses on top of the core courses to earn the credits requirements in each semester. Unlike core courses elective or optional courses are not mandatory but they must be related to the specialization of the students unless otherwise specified in the structure of the degree program.

7. **Non-credit Courses:** The option of non-credit (non-GPA) courses provides an opportunity for the years 3 and 4 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 transcript 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 transcript. 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 Years:** Courses are offered from year 1 to year 4. In order to complete the degree, students must offer the required number of courses from each year as specified in the academic program. Course levels indicate the progressive years of the program. The year-wise course distribution is identified by the course code as year 1 courses (1000-1299), year 2 courses (2100-2299), year 3 courses (3100-3299) and year 4 courses (4000-4299).
  
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) Honours degree program with five specialization areas, namely Accounting & Finance, Human Resource Management, Marketing Management, Operations Management and

Organizational Management (refer to section 6 for selecting a specialization area). The specialization courses shall be offered during the year 2, 3 and 4.

14. **Credit Requirements for the BBA Honours Degree:** To be qualified for award of the BBA Honours degree, a student should have earned 120 credits. Out of which 30 credits should be earned from the common program during the year 1 whereas another 90 credits should be earned from the specialized program during the year 2, 3 and 4 (30 credits per year). In addition, the students must earn 24 credits from the compulsory ELM (English Language for Management) courses and 2 credits from the compulsory ICT (Information and Communication Technology) course 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 and Internship**
  - 16.1 **Dissertation:** Completion of an independent research project offered in each specialization is a partial requirement to obtain the BBA Honours degree. The research project is worth of six credits in recognition of the high level of effort required for the successful completion of the same.
  
  - 16.2 **Internship:** In the final year, students are provided with the option of following an internship carrying six credits related to their field of specialization or to offer predetermined courses for same number of credits in lieu of the internship program.
  
17. **Completion of Degree Program:** Students must complete all the requirements for a degree within four years duration from the date of admission to be eligible for an honours 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 honours 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 a class 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 a class. A student granted overseas leave up to one year for studies on exchange programs of the University of Peradeniya shall be eligible for a class 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 evidences, if any, attached.

18.4 When extensions are approved and granted by the Faculty Board, eligibility for a class 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:**

19.1 It is mandatory for all fulltime students of the University to register for their academic program on time and attend regularly to the prescribed work of their academic program without discontinuity, to the satisfaction of the Dean of the Faculty, barring compelling circumstances.

19.2 All registered students should renew their registration within the period specified by the Faculty at the beginning of each academic year. If a student fails to renew his/her registration, he/she should make a written request to the Dean of the Faculty for permission for late registration by giving a reason/s for not renewing the registration on time. The Dean reserves the right to accept or reject the reason/s stated.

19.3 Whenever a registered student fails or is unable to attend an academic program for an unspecified period of time, the student or his/her parent/guardian should inform the Dean of the Faculty immediately when such inability is recognized. However, within 02 weeks of such notice, the student should ensure to send a written communiqué to this effect to the Dean or the Assistant Registrar of the Faculty.

19.4 Deferments are considered only if the student is registered for the respective degree program and has not taken any examination. However, after sitting for an examination, a student may request for "leave of absence" during the academic program as detailed under No. 19.7 below.

- 19.5 If any student wishes to get his/her registration deferred at the time of registration, he/she should;
- i. register with the University of Peradeniya,
  - ii. register for the academic program in the Faculty,
  - iii. make a written request to the Faculty for a deferment (only requests with reason acceptable to the Faculty Board will be entertained).
- 19.6 When the deferment is granted;
- i. the period of deferment shall not exceed one academic year except on approved medical grounds\*
  - ii. the total period of deferment granted shall not exceed two academic years including the period granted on medical grounds\*
  - iii. the period of such deferment recommended by the respective Faculty Board and approved by the Admissions and Request Committee will be excluded from the stipulated time period specified for the respective degree program.
- 19.7 A student may request for "leave of absence" for medical\* or any other acceptable reason (eg: to accept a foreign scholarship/training etc.) while following the academic program and after sitting for one or more examinations. Such leave as recommended by the Faculty Board and approved by the Admissions and Request Committee will be excluded from the stipulated time period specified for the respective degree program. Absence with a reason/s not acceptable to the Faculty Board may also be considered provided that the period of absence is not excluded from the stipulated time period specified for the respective degree program.

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\* Medical Certificates submitted should be acceptable by the Chief Medical Officer of the University of Peradeniya



19.8 After obtaining "leave of absence", the student is still eligible to earn a Class, if he/she completes the degree within the stipulated time period.

19.9 The maximum period of registration of a student at the University will be a period equivalent to double the stipulated time period for his/her degree program.

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 credits equivalent. All students must take 8 compulsory ELM credit equivalents at year 1, 2 and 3 to qualify to obtain the degree. However, those who obtained marks between 40 to 69 at the Intensive English Course Exit Test shall be exempted from year 1 ELM courses while those who obtained marks between 70 to 100 at the Intensive English Course Exit Test shall be exempted from year 1 and 2 ELM courses.

20.1 **Re-take of failed ELM Courses:** Refer to Regulations No. 22.5 below.

21. **Information and Communication Technology (ICT 1001):** All students must offer and pass the course in Information and Communication Technology (ICT) worth of two credits as a partial requirement to obtain the degree. The grade points of ICT course will not be added in calculation of the GPA and hence this course is considered as a non-credit (non-GPA) course.

21.1 **Re-take of failed ICT Course:** Refer to Regulations No. 22.5 below.

22. **Evaluation of Student Performance on the Degree Program:**

22.1 **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 assessments 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.

22.2 **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.

Marks	Grade	GPA	Marks	Grade	GPA
80 - 100	A (or) A+	4.0	45 - 49	C	2.0
70 - 79	A-	3.7	40 - 44	C-	1.7
65 - 69	B+	3.3	35 - 39	D+	1.3
60 - 64	B	3.0	30 - 34	D	1.0
55 - 59	B-	2.7	00 - 29	E	0.0
50 - 54	C+	2.3			

22.3 **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.

22.4 **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 year 4. 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 years 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.

22.4.1 **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.

22.5 **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.

22.6 **Retaking of Courses below "C" pass:** If a student obtains a grade of C-, D+ or D for a course in any semester, he/she 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.

22.7 **Examination Rules:** The university regulations on violations of examination rules shall be applicable to all the components of continuous assessment and final examinations.

22.8 **Release of Results:** The 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.

22.8.1 **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 examiner with the permission of the relevant Head subject to approval of the Board of Examiners.

22.9 **Re-scrutiny of Grades on Student Request:** Students who wish to inquire about their grades could request so by filling and submitting an appropriate form to the relevant department. Request for a re-scrutiny shall be entertained by the 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.

22.10 **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-credit 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.

22.11 **Attendance:** In line with university regulations, the Faculty requires 80% attendance for all the 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).

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

- i. obtained 120 credits with the necessary year-based requirements,
- ii. obtained 24 credits equivalents in ELM courses, (Refer to regulation No.20)
- iii. obtained 2 credits equivalent in ICT course,
- iv. obtained a GPA of 2.00 or above,
- v. completed the above within the stipulated maximum time period.

24. **Award of the Degree:** A student who has fulfilled all the requirements under section 23 in the "Requirements to pass the BBA Honours degree" shall be nominated for award of the degree. Those who meet stipulated levels of GPA, specified below, shall qualify for a degree with a class. In order to be eligible for the degree with a class, a student must complete the degree within the minimum time period unless extensions had been granted by the Faculty Board. The award of the degree with a class 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 the 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

## 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.



- e. 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.
  - f. The recommendation of the Ayurvedic Medical Board should be sent to the Faculty Board through the Dean of the Faculty for ratification.
  - g. 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 coordinate 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.

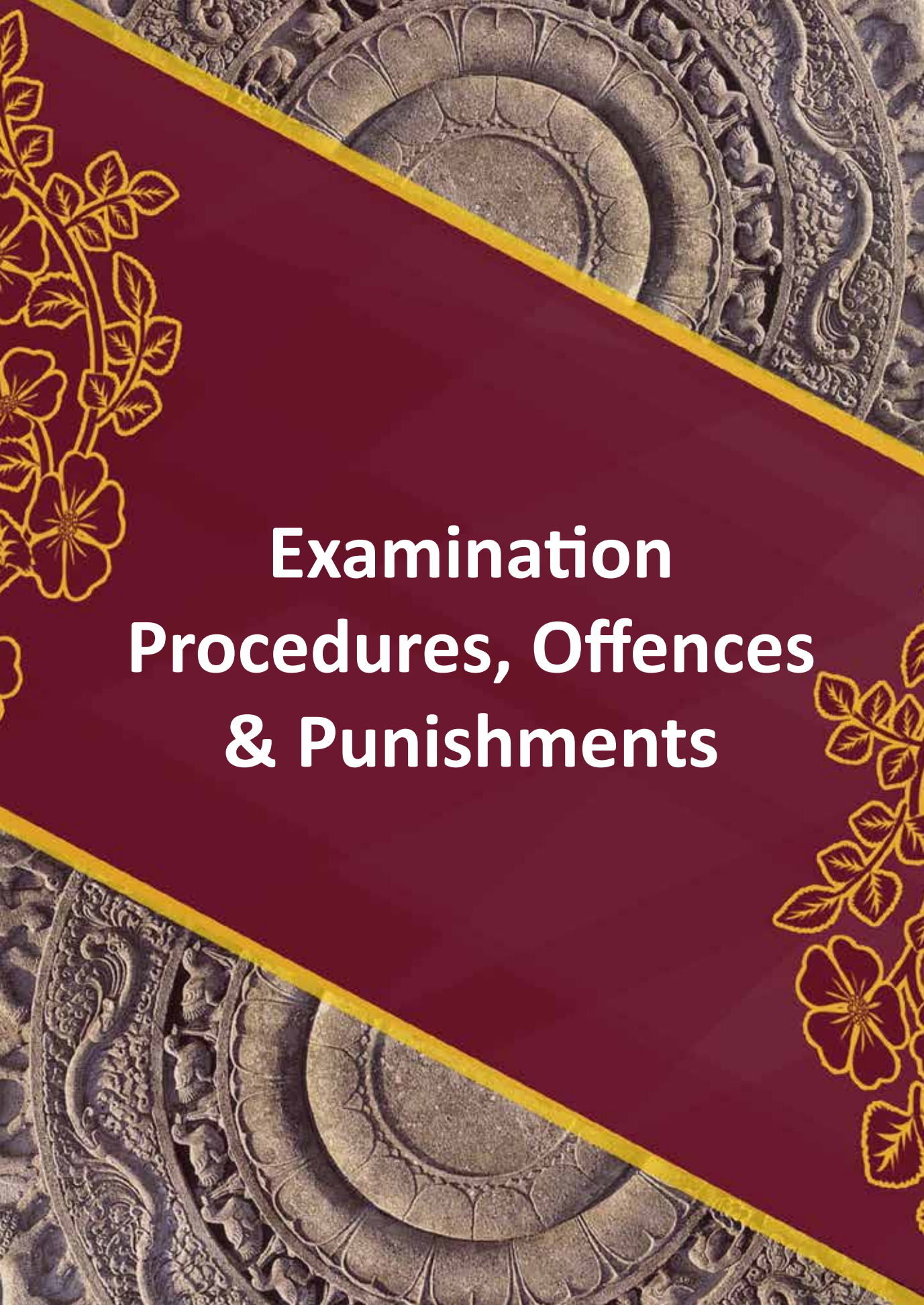
## Important Forms

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.

- 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 Admissions Form - Form to authorize sitting examinations.
- x. **A-2 Form:** Request for Entry to the End Semester Examinations.







# Examination Procedures, Offences & Punishments

## Examination Procedures, Offences & Punishments for Examinations 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 Procedures, Offences & Punishment Regulation No.1 of 2008, effective from 23.01.2008.

### ***Part I - Examination Procedures***

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.

1. 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.
2. 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.
3. 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.
4. 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.

5. 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/invigator.
6. A candidate may be required by the supervisor to declare any item in his/her possession or person.
7. 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.
8. 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.
9. 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.
10. 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.

11. 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.
12. 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.

13. 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.
14. 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.
15. 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.
16. Every candidate shall conduct himself/herself as quietly as possible. A candidate is liable to be excluded from the examination hall for disorderly conduct.

17. Candidates shall stop work promptly when ordered by the Supervisor / invigilator to do so.
18. 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.
19. 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.
20. No person shall impersonate a candidate at the examination, nor shall any candidate allow himself/herself to be impersonated by another person.
21. Any candidate receiving unauthorized assistance from any person shall be deemed to have committed an examination offence.
22. 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.
23. 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.
24. 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.
25. 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.

26. 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.
  
27. 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.
  
28. 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.
  
29. 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.
  - 29.1 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 - Procedures 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. **Procedures**

- 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 & Amenities

## **Bursaries and Scholarships for Students who need Financial Assurances**

### **Mahapola Scholarships**

Management students can apply for Mahapola Scholarships awarded by the Mahapola Scholarship Trust Fund. The Mahapola Trust Fund offers two categories of scholarships. Mahapola Higher Education Merit Scholarships awarded on the basis of merit. The selection for the scholarship is based on the G.C.E. Advanced Level Examination. Mahapola Higher Education scholarships are awarded to needy students with financial difficulties in the form of bursaries.

### **University Bursaries**

Management students who need financial assistance can apply for these bursaries of Rs. 40,000 or Rs. 39,000 per year. This will be granted in ten installments depending on the degree of the financial need.

### **Department of Business Finance Scholarship**

Students who are specializing in Accounting & Finance can apply for this scholarship if financial assistance is required. The scholarship is sponsored by the academic staff of the Department of Business Finance. The applications will be evaluated based on the academic merit and the financial need.

### **Department of Human Resource Management Scholarship**

The staff of the Department of Human Resource Management offers a scholarship in the form of financial assistance to BBA undergraduates of Faculty of Management. Undergraduates from second year and third year are awarded scholarship. The reason for initiating such initiative is that the Department wants to ensure that the financial constraints should not impede the academic performance of undergraduates.

## **“Pahasaraniya” Scholarship Fund & Social Welfare Program**

“Pahasaraniya” is a social welfare project undertaken by the Management Students’ Union, University of Peradeniya annually in order to reach out & lend a helping hand to needy people as a social responsibility to the nation. The “Pahasaraniya Scholarship Fund” was initiated in order to provide financial assistance for the undergraduates of the Faculty of Management who face financial difficulties in carrying out their studies.

The “Pahasaraniya Scholarship Fund & Social Welfare Program” was started to reach out destitute schools to enhance & provide facilities that would help the students in their education. Also as another service, G.C.E. Ordinary Level examination seminars are conducted for students in order to help them better prepare for their examinations. The funds for these projects are raised by hosting “The Pahasarani Live in Concert” musical show annually.

## Learning Management Systems (LMSs)

Students of the Faculty of Management are provided with access to two LMSs based on Moodle and Google Classroom platforms. The Moodle powered LMS is primarily used to upload the learning material (course guides, lessons, additional readings) and assessment components as per the requirements of the lecturer-in-charge. The students are expected to engage in self-directed learning by accessing those materials while uploading the assessments before the deadlines.

Using the Google workspace, students are given an official email address which is important for them in maintaining official correspondence with the Faculty and other parties such as internship providers. Further, the E-library access is also linked to the same system. The Google Classroom platform may also be used to upload the learning materials (course guides, lessons, additional readings) and assessment components as per the requirements of the lecturer-in-charge. The students are expected to maintain the confidentiality of the logging information once it is provided by the Faculty and they will be accountable for any misuse of such information.

Contact Person: Mr. G.H.D.T.M. Perera, Moodle Administrator.

Web Link: <https://mgtmoodle1.pdn.ac.lk>

## Student Services of the Dean's Office

- Registering New Students for the Degree Program
- Maintaining Students' Personal Files
- Issuing Student Record Book, Student ID Card, and Admissions for Examinations
- Attending to Bursaries and Scholarships Requests
- Registering Students for the Semester
- Administrating the Faculty Learning Management Systems (LMSs)
- Preparing Semester Time Table
- Conducting End Semester Examinations
- Handling Students Medical Reports
- Conducting Students Admissions and Requests Committee
- Conducting Examination Offence Committee
- Preparing Students' Mark Sheets
- Conducting Board of Examiners
- Issuing Semester Result Sheets, Transcripts, and Students Confirmation Letters

## Student Services and Registration Division

Student services branch provides a range of services for undergraduate students. It coordinates activities with all the 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.

### Student Registration Division

Assistant Registrar : Ms. C.C.K. Rathnayake  
Phone : 081-239 2324 (Direct)  
2324 (Intercom)  
2325 (Intercom: Office)

### Student Services Division (Mahapola & Bursaries)

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

### Student Accommodation Division (Hostel Facilities)

Director : Mr. A.N. Siriwardana  
Phone : 081-239 2328 (Direct)  
2328 (Intercom)  
2328 (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 the Chief Medical Officer. This service consists of an out-patient department (OPD), in-patient treatment facility, an infectious disease 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 (CMO Intercom)
	2028 (Intercom: Office/Matron)
	2022 (Reception)
	2026 (Pharmacy/ Male & Female Wards)
Public Health Inspector (PHI)	: 2023
Opening Hours	: Weekdays 8.30 a.m - 4.30 p.m
	Saturday 8.30 a.m - 11.30 a.m

## Marshal's Division

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

### Contact Information:

Mr. W.A.A. Werahera	: Chief Marsha	077-599 6290/ 071-070 5689
Ms. S.M.D.N.K. Senavirathna (for the Faculty of Management)		
	: Marshal	071-343 2791 076-396 3873 nilusenavirathna@gmail.com
Mr. R. Gajaweera	: Marshal	071-439 5666
Mr. D.M.R.S. Dassanayaka	: Marshal	071-447 2843
Mr. M. Abeywickrama	: Marshal	071-831 4604
Mr. H.M.C.S.P. Wanniarachchi	: Marshal	071-829 3887
Mr. S. Satheeshwaran	: Marshal	077-433 2333
Special Operation Room	: Hotline (24 hours)	081-238 8471/081-239 0000

## 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. Students may contact the security office or security guards in case of an emergency or to make complaints.

### Contact Information:

Acting Chief Security Officer : Mr. R.M.D. Rathnayaka  
Phone : 081-238-9182 (Direct)  
2134 (Intercom – Acting Chief Security Officer)  
2240 (Intercom - Security Inspector)  
2133 (Intercom)  
2226 (Intercom)

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

## Student Accommodation Facilities

### On Campus Accommodation Facilities for Female Undergraduates

Name of the Hall	Telephone	Location
Wijayawardhana Hall	Intercom 2131	On Galaha Road
Hilda Obeyesekera Hall	Intercom 2066	On Galaha Road
Ramanathan Hall	Intercom 2129	On Galaha Road
Sangamitta Hall	Intercom 2083	On Galaha Road
Sarasavi Medura Hall	081-3130102	On Galaha Road
Sarasavi Uyana Hall	Intercom 2187	On Rajawatta Road
Ediriweera Sarathchandra Hall	081-3820769	On Gampola Road near the Engineering Faculty
Gunapala Malalasekara Hall	081-3820769	On Gampola Road near the Engineering Faculty
Lalith Athulathmudali Hall		On Udaperadeniya Road
Mahailluppallama Girls Hall	025-2249137	On Mahailluppallama, Kekirawa

## On Campus Accommodation Facilities for Male Undergraduates

Name of the Hall	Telephone	Location
Akbar-Nell Hall	Intercom 2144	On Gampola Road near the Engineering Faculty
Arunachalam Hall	Intercom 2108	On Galaha Road
BhikkuHostel-Sangaramaya & Kehelpannala Hall	081-3832038	On Gampola Road
Hindagala Hall	Intercom 2089	On Hindagala Road
JamesPeiris Hall	Intercom 2125	On Galaha Road
Jayathilake Hall	Intercom 2095	On Galaha Road
MarcusFernando Hall	Intercom 2128	On the hill above the Buddhist Temple
Mars Hall	Intercom 2127	On the road on the left at the junction in front of Wijayawardhana Hall
New Akbar Hall	Intercom 2105	On Gampola Road near the Engineering Faculty
Sir Ivor Jennings Hall	081-376 1052	On Udaperadeniya Road
AQ 40 Hall		On Rajawatta Road
Mahailuppallama Boys Hall	025-224 9137	On Mahailuppallama, Kekirawa
Senaka Bibile Hall	081-382 0780	On Sri Amarawansa Mawatha
Mahakanda Hall		On Galaha Road

## Library Facilities

The library facility of the University of Peradeniya contains a library network comprising of the Main Library and seven other branch libraries from Faculties of Agriculture, Science, Medical, Engineering, Veterinary Medicine and Animal Science, Allied Health Science, and Dental. 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 network in Sri Lanka. Reading materials such as books, journals and magazines for reference and borrowing are available in the library network.

### Contact Information:

Assistant Registrar - Library Services	: 2475
Phone	: 2480 (Intercom - Counter I, Ground Floor) 2481 (Intercom – First Floor)
Web	: <a href="http://www.lib.pdn.ac.lk">http://www.lib.pdn.ac.lk</a> .
Opening hours	: 7.15 a.m to 6.30 p.m (Weekdays) 8.00 a.m to 4.15 p.m (Saturday)

(Opening hours may change during examination periods)

## Information Technology Centre

The Information Technology Centre (IT Centre) is 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	: 7.30 a.m to 4.30 p.m
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

Location	: Ground floor, New Building of the Faculty of Management
Opening Hours	: 8.00 a.m to 4.00 p.m

## Sports and Recreation

### Physical Education Division / Gymnasium

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

#### Contact Information:

Phone	: 2164 (Intercom - Mr. Palitha Kumara/ Director) 2162 (Intercom - Office) 2163 (Intercom - Reservation Unit)
Opening Hours	: 7.00 a.m to 8.00 p.m
Services and Facilities	: Indoor sport facilities, swimming pool, fitness centre; organizes Faculty, University and Inter-university level sports tournaments.



## Faculty Centres

### **Management Educational Resources Centre (MERC)**

The MERC is established under the AHEAD Faculty Development Grant, aiming at improving the E-learning facilities of the Faculty of Management to ensure uninterrupted academic delivery. It provides access to a pool of educational resources such as E-Books, Journal Databases, and Analytical Software to engage in learning in order to facilitate high impact research for the students and the staff of the Faculty. Moreover, the MERC will be a hub for the Faculty to serve a wider audience by providing management education through various study programs such as Certificate Courses in Advanced Microsoft Office Software Applications and Business Data Analysis. The center's knowledge dissemination process will not be limited to the university community as these certificate courses will also be offered to external candidates enabling the Faculty to build a generation of competent managers.

Contact persons: Mr. Amila Bandara, Ms. Nishani Mudalige or Ms. Yamun Sivaperumaan.

### **Centre for Skills for Life**

Centre for Skills for Life is established under the AHEAD project which aims at assisting undergraduates in identifying and developing their career goals through a series of career advancement and development programs by exploring their inner strengths and competencies. This centre consists of three pillars namely, Career Support Services, Internship Unit, and Events Hub. Career Support Service pillar contributes to enhance the career orientation of the students via interviews, coaching, career counselling, job hunting, mentoring and on-campus recruitment programs. The Internship Unit is aimed at providing internship opportunities for students to capture the nature of the modern world of work prior to step into the corporate society. This program is divided in to interim and final internships. Events Hub is responsible for conducting seminars, workshops, exposure programs, and field visits relevant to students' career orientation and enhancement.

Contact person: Ms. Subashini Weerakotuwa, Coordinator, Centre for Skills for Life

## **Business Incubation and Innovation Ecosystem Services (BIIES) Centre**

The BIIES is established under the AHEAD Faculty Development Grant, aiming at facilitating students' start-up and entrepreneurship in the Faculty of Management. The BIIES ensures that the productive outcomes of research at the Faculty of Management reach the society as products and services or any form of new initiatives, which will enhance the quality of lives of the citizen. The centre is a Faculty level entity of the University-Business Linkage Cell (also known as BLI-TTO), which connects various entrepreneurship ecosystem players within and outside the university such as BLI-TTO, Innovation Co-creation Cell of the Dept. of Operations Management, Talent Co-creation Cell, Career Guidance Unit, other Business Incubation Units in the University, National Enterprise Development Board and Chamber of Commerce etc. The centre also arranges various entrepreneurship training programs, annual innovation day, and business plan competitions, and mentoring and coaching. Moreover, the BIIES will commence shortly a certificate program on Business Creation and Entrepreneurial Management for undergraduate students to promote entrepreneurship in the Faculty.

Contact persons : Dr. S Maheswaran or Mr. Sameera Fernando or Ms. Nuskiya.

## 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 to climb Hanthana.



The background features a dark red field with gold floral patterns on the left and right sides. The top and bottom corners are decorated with intricate stone carvings, including circular motifs and floral designs. A yellow diagonal line separates the top and bottom carvings.

# Student Societies

# Clubs and Societies

## Faculty Clubs and Societies

Accounting & Finance Students' Society

HRM Students' Society

Marketing Management Students' Society

Operations Management Students' Society

Organizational Management Students' Society

Industrial Engineering and Operations Management Society

B. Com Students' Society

## University Cultural, Drama, Music and Recreational Societies

Arts Council

English Drama Society

Film Society

"Gandarwa Sabhawa"

Rotaract Club

"Sinhala Natya Mandalaya"

"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



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NOTHING BUT 100% PUMPKINS



## Deputy Proctor and Senior Student Counselors

### Deputy Proctor



**Mr. T.S.S. Fernando**

Department of Management Studies  
fernandotss28@gmail.com  
076 839 8082

### Senior Student Counselors



**Dr. B.A.N. Eranda**

Coordinator, Senior Student Counselors - FoM  
Department of Marketing Management  
nuresh80@gmail.com  
T.p: 077 864 3453



**Ms. P.L.W. Priyadarshani**

Department of Business Finance  
wathsala.bbaonline@yahoo.com  
T.p: 071 445 5795



**Mr. A.M.A.S.M. Bandara**

Chairperson, Senior Student Counselors - UOP  
Department of Operations Management  
shanaka.amila@gmail.com  
T.p: 071 560 1818



**Mr. G.C.I. Gunarathne**

Department of Operations  
Management  
isurugune.jp@gmail.com  
T.p: 076 854 6167

## Voluntary Deputy Proctors



**Ms. D.M.S.M. Dassanayake**

Department of Operations Management  
subagyadasanayake@gmail.com  
T.p: 071 298 7480



**Ms. A.S. Shiromy**

Department of Management Studies  
sherine.s.a08@gmail.com  
T.p: 077 844 7931



**Mr. D.I.J. Samaranayake**

Department of Management Studies  
janaranjanasamaranayake@gmail.com  
T.p: 071 291 9780

## Student Affairs Committee

Student Affairs Committee of the Faculty of Management is responsible for implementing appropriate programs to improve the welfare of the students and maintain discipline among students in accordance with the University rules and regulations. The specific objectives of the Student Affairs Committee are:

- to attend to student welfare and students' grievances,
- to obtain students feedback on student welfare and grievances and to report them to the Faculty Board,
- to initiate and facilitate student counseling program for students,
- to initiate and facilitate student mentoring program, and
- to facilitate recreational activities.

Under the Student Academic Mentoring Program formulated by the Student Affairs Committee, each student is assigned to a voluntary academic staff to assist the student throughout the University life. The Student Affairs Committee consists of academic staff members and students. The members of the Student Affairs Committee are given below:

## Members of the Student Affairs Committee

Name	Position	Contact Details
Mr. T.S.S. Fernando	Chairman	fernandotss28@gmail.com 076 - 839 8082
Ms. B.M.S.S. Paditharathne	Secretary/ Assistant Registrar	armgt@pdn.ac.lk 076 - 910 7905
Dr. W.P.R. Wickramaratne	Senior Treasurer/ Faculty Student Union	wp_richard@yahoo.com 071 - 445 5795
Dr. B.A.N. Eranda	Senior Student Counselor	nuresh80@gmail.com 077-864 3453
Ms. P.L.W. Priyadarshani	Senior Student Counselor	wathsala.bbaonline@yahoo.com 071-445 5795
Mr. A.M.A.S.M. Bandara	Senior Student Counselor	shanaka.amila@gmail.com 071-560 1818
Mr. G. C. I. Gunarathne	Senior Student Counselor	isurugune.jp@gmail.com 076 - 854 6167
Mr. H.D.M.S. Lakmal	Student Representative (Year 4)	malith.surendra01@gmail.com 077-561 9023
Ms. G.P.S.L. Pathirana	Student Representative (Year 4)	shashikalalakmail97@gmail.com 071-447 7017
Mr. K.A.T.W. Jayawardhane	Student Representative (Year 3)	thushan.w.jayawardhane@gmail.com 070-4128057
Ms.K.A.H.L. Keragala	Student Representative (Year 3)	hkeragala7@gmail.com 077-572 6104
Ms. G.K.S.B. Siriwardana	Student Representative (Year 2)	sayunisiriwardana2015@gmail.com 077 - 5518022
Mr. P.S. Wickramasinghe	Student Representative (Year 2)	pasindusandeep2020@gmail.com 078 - 3809146

## Voluntary Student Counselors

Name	Contact Details	Department
Ms. S.P. Aryarathne	Samurdhiea1988@gmail.com 077 585 9473	Department of Operations Management
Ms. P.T.M. Gunathilake	madushanigunathilake@gmail.com 076 627 4455	Department of Business Finance
Ms. B.S. Hettiarachchy	hsandamalie@gmail.com 077 344 8373	Department of Marketing Management
Ms. U.W.G.Y.E. Jayawickrama	erandi4422@gmail.com 071 728 0640	Department of Human Resource Management
Ms. P.W. Tennekoon	pwtennekoon@gmail.com 075 945 6028	Department of Operations Management
Ms. S. Yamuna	sivaperumaan.yamuna@gmail.com 077 039 5792	Department of Business Finance
Ms. R.M.U.R.K. Rathnayaka	urkrathnayaka@gmail.com 071 494 7057	Department of Marketing Management
Ms. K.D.M.K. Weeratunge	madhi1993@gmail.com 077 182 7929	Department of Marketing Management
Ms. K.A.T.D. Kuruppu	kurupputd@gmail.com 071 948 2644	Department of Management Studies
Ms. Y.Y. Senavirathne	yashu3887@gmail.com 071 191 9135	Department of Management Studies
Mr. P.H. Abeyesundera	praveen94a@gmail.com 077 524 2126	Department of Operations Management
Ms. S.M.M. Lakmali	manusmml91@gmail.com 077 005 0511	Department of Operations Management
Ms. S. Tharmila	santhu0927@gmail.com 077 524 8126	Department of Operations Management
Mr. M.V.R.U.K.B. Ariyaratne	uvin.ariyaratna@gmail.com 071 073 6533	Department of Business Finance
Ms. M.T.C.N.S. De Silva	chamilka8580@gmail.com 077 657 1607	Department of Management Studies

Name	Contact Details	Department
Mr. D.M.D. Bandara	darshana.bandara339@gmail.com 077 082 1636	Department of Marketing Management
Ms. E.M.T.D. Ekanayake	thamaradilhani77@gmail.com 077 077 8517	Department of Marketing Management
Ms. W.D. Sehani	dinithiseh@gmail.com 071 370 3317	Department of Marketing Management
Ms. R.A. Bartholomeusz	rochellebartholomeusz@gmail.com 076 365 7112	Department of Human Resource Management
Mr. D.R. Perera	dilithperera@outlook.com 077 1311882	Department of Human Resource Management
Ms. M.A.Y.P. Masinghe	yasaransi95@gmail.com 077 850 5506	Department of Human Resource Management
Ms. B.T.D.N. Senarath	dinusenarath95@gmail.com 071 5121411	Department of Operations Management
Ms. S.H.T. Kumudumali	thakshila9510@gmail.com 070 2073588	Department of Operations Management
Ms. N. Thanooja	thanujaprashanth88@gmail.com 077 0273138	Department of Management Studies



## 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

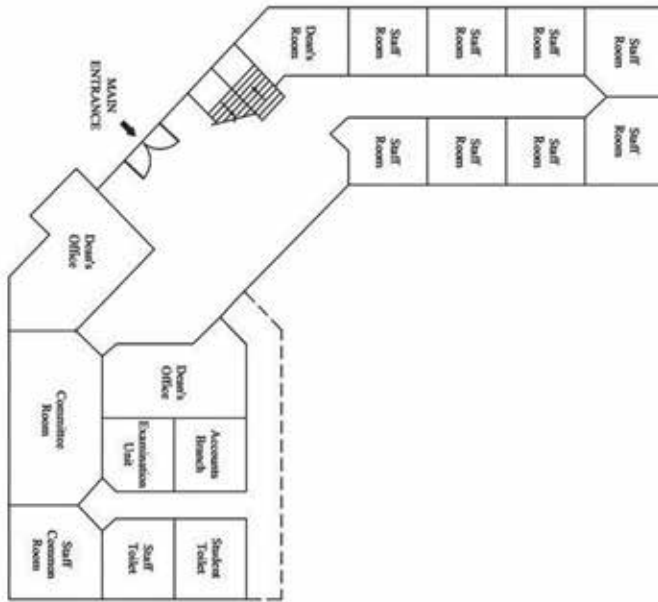
University Extensions	General	2000 - 2299
	Security	2133
	Health Center	2022
	Library	2470 - 2499

**Direct line and Internal Telephone numbers of the Dean of the Faculty and Heads of the Departments**

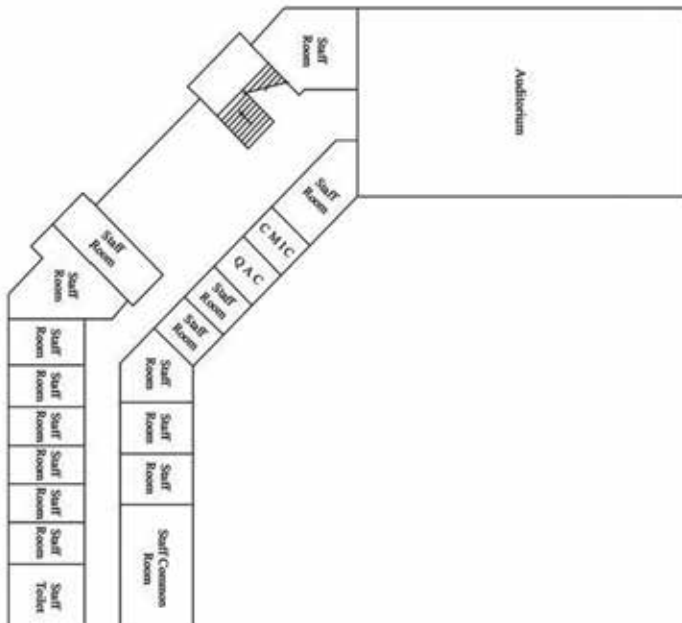
	<b>Direct No.</b>	<b>Internal No.</b>
1. The Dean	081 239 4001	4001
2. Dept. of Business Finance	081 239 4010	4010
3. Dept. of Human Resource Management	081 239 4026	4026
4. Dept. of Management Studies	081 239 4041	4041
5. Dept. of Marketing Management	081 239 4056	4056
6. Dept. of Operations Management	081 239 4071	4071
7. Office of the Dean	081 238 5407(Tel/Fax)	
8. Pilot Number	081 239 4000	
9. Virtual Numbers	081 239 4001	
Police Stations	Kandy 081 223 3333 Peradeniya 081 238 8222	
Fire Brigade	Kandy 081 224 4444	
Government Hospitals	Kandy 081 223 3337 Peradeniya 081 238 8001	

# Layout of the Faculty Premises

MAIN BUILDING, FACULTY OF MANAGEMENT



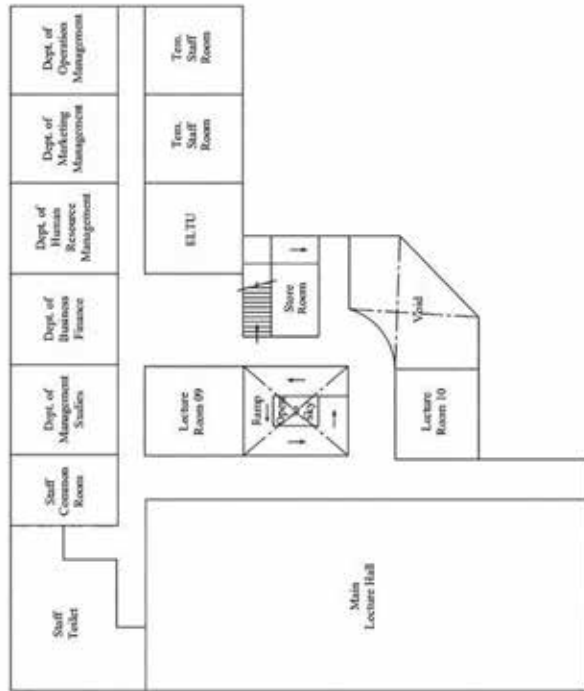
GROUND FLOOR PLAN



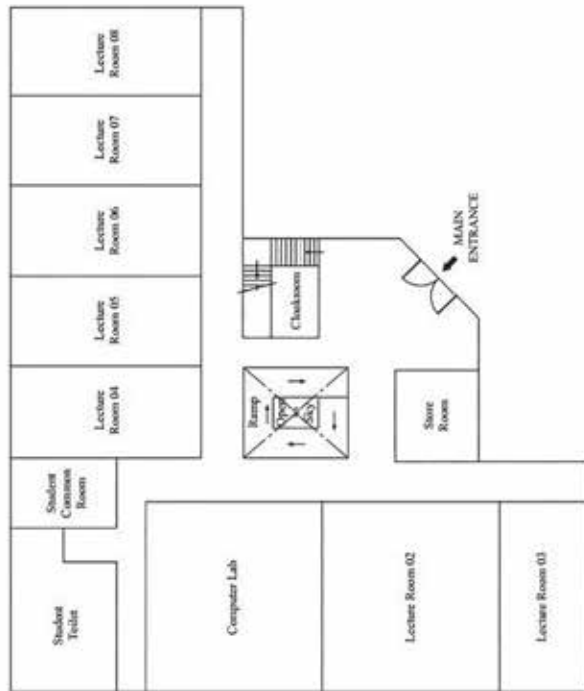
FIRST FLOOR PLAN

# Layout of the Faculty Premises

## NEW BUILDING, FACULTY OF MANAGEMENT



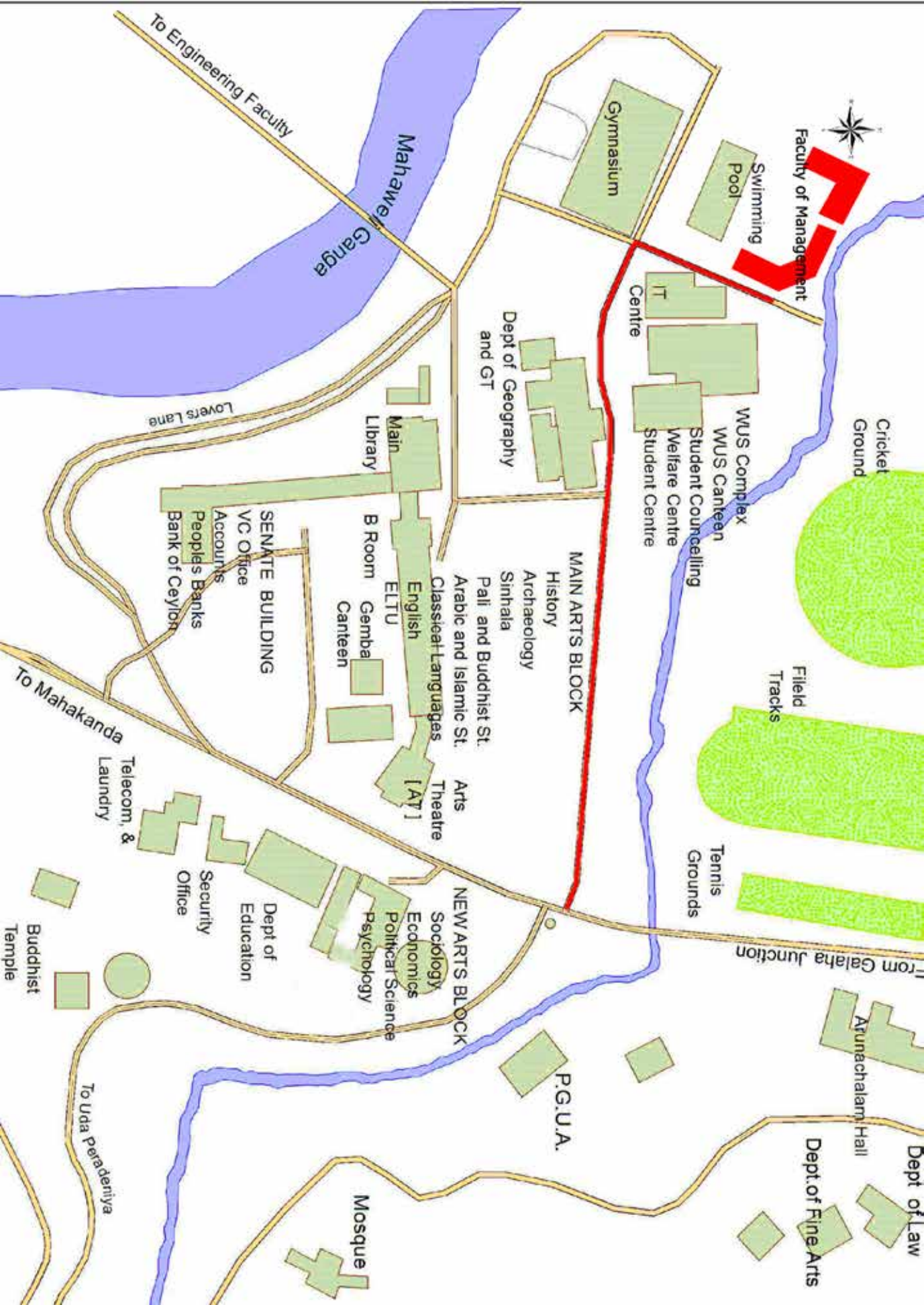
FIRST FLOOR PLAN



GROUND FLOOR PLAN

## Notes





Faculty of Management

Swimming Pool

Gymnasium

IT Centre

WUS Complex  
WUS Canteen  
Student Counselling  
Welfare Centre  
Student Centre

Cricket Ground

Field Tracks

Tennis Grounds

From Galaha Junction

Arunachalam Hall

Dept. of Law

Dept. of Fine Arts

P.G.U.A.

Mosque

NEW ARTS BLOCK

MAIN ARTS BLOCK

Dept of Geography and GT

Main Library

English  
Classical Languages  
Arabic and Islamic St.  
Sinhala  
Archaeology  
History

Arts Theatre [AT]

Sociology  
Economics  
Political Science  
Psychology

Dept of Education

SENATE BUILDING  
VC Office  
Accounts  
Peoples Banks  
Bank of Ceylon

B Room  
Gamba  
Canteen

Lovers Lane

Telecom, & Laundry

Security Office

Buddhist Temple

To Mahakanda

To Uda Peradeniya

To Engineering Faculty

Mahaweli Ganga



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

