

Bachelor of Labour Management
Bachelor of Labour Management (Honours)
Student Handbook



INSTITUTE OF HUMAN RESOURCE ADVANCEMENT
University of Colombo

Bachelor of Labour Management Bachelor of Labour Management (Honours)

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Institute of Human Resource Advancement

University of Colombo

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VISION

“To be a center of excellence in teaching, learning and researching to strengthen human resources for the development of the progressive society within the global context.”



MISSION

“To provide nationally competitive and internationally recognized opportunities for learning, research and development for diverse group of managerial, non-managerial employees and entrepreneurs with a focus of competency development in leadership, entrepreneurship and critical thinking with high social and ethical standards through a competent and dedicated staff and state-of-art technologies and methods of Human Resource Development.”

Core Values



Message from Director Institute of Human Resource Advancement



It is my great pleasure to welcome you to the Institute of Human Resource Advancement (IHRA) of the University of Colombo and to the Bachelor of Labour Management (BLM) degree program. I am proud to introduce the IHRA, the one and only university-level institute of employee education in Sri Lanka which is affiliated with the University of Colombo, the number one university in Sri Lanka. IHRA facilitates individuals with the passion and commitment to learn and, grow beyond what they had ever dreamed they could. Our vision is to be a centre of excellence in teaching, learning and researching to strengthen human resources for the development of a progressive society within the global context. IHRA provides nationally competitive and internationally recognized opportunities for learning, research and development for a diverse group of managerial, and non-managerial employees and entrepreneurs with a focus on competency development in leadership, entrepreneurship and critical thinking with high social and ethical standards through competent and dedicated staff and state-of-art technologies and methods of human resource development. Being a devoted in human resource development by providing adult employee education, IHRA has well qualified teaching faculty. In collaboration with other faculties in Colombo university and other universities we find well qualified teaching faculties.

During your journey at IHRA, you may practice unique learning opportunities and experiences that broaden and deepen your ability to be highly effective employees in your workplace. The development of self-knowledge is a key focus since it is the foundation for highly effective and successful employment. The outcome we strive

is future global employees in their chosen careers, and professions, and possess community grounded in functional, emotional, and situational skills. The IHRA's mandate is to "Promote Employee Higher Education in Sri Lanka" and remains as the country's only university-level higher educational institute for employees. By now, IHRA has produced over 2500 graduates and another 2000 master's degree holders. Thus it also produced a large number of diplomas and certificate holders.

IHRA ensure to improve of its students' knowledge, skills, and attitudes across all academic programs, including Certificate Courses, Diploma Programs, Undergraduate Degrees (BLM), and Master Degrees. And we all are aware that the teaching-learning process and research are inseparable components of higher education. Therefore, IHRA academic staff carry out their academic work based on learning, teaching, and researching while ensuring academic freedom.

We welcome you to explore the great and exciting opportunities that IHRA offers in developing your skills, abilities and talents that will enable you to achieve your life's mission and contribute to a progressive society.

Prof. Sagara Chandrasekara
Director/IHRA



The University of Colombo

“Buddhi Sarvathra Bhrajate”, in Sanskrit “Wisdom Enlightens”, the motto of the University of Colombo delineates the endeavours for academic excellence in all areas of study. The university being one of the oldest university not only in Sri Lanka, but also in South Asia. It strives hard to preserve “A true academic spirit including academic freedom”.

The University of Colombo with distinctive structure is composed of nine (09) Faculties with seven (07), a Campus, a School, Institutes and several Centres and Units. The University

was ranked among the top 300 in the prestigious Times Higher Education BRICS & Emerging Economics Rankings 2017. The inclusion of the University of Colombo in the BRICS & Emerging



Economies ranking is a significant achievement, as it indicates University of Colombo as one of the top 300 institutions in the 50 countries included in the analysis. Being a University in a country with transforming economy, achieving this ranking among renowned institutions worldwide is indeed a commendable feat.

Today, the University of Colombo with a proud history of over 115 years continues as a source of strength to meet the challenge of maintaining its position as the “Metropolitan University, Modern and International in Outlook and Character”. The location of the University affords the student population all the advantages of a “metropolitan university”, with easy access to international information/resource centres, libraries, theatres, sports complexes etc.

The University of Colombo has a multi-cultural multi-ethnic student and staff population, fostering social harmony, cultural diversity, equal opportunity and unity. Many undergraduate and postgraduate study courses in the fields of Arts, Science, Medicine, Management, Finance, Law, Education, IT, technology and nursing, Aesthetic Studies pave the way for sustainable and accelerated human capital development which is necessary to archive higher economic growth and development. Student life is enhanced by a plethora of extra-curricular activities offered on campus. The beautiful playground and the modern gymnasium offer sportsmen and women the opportunity to exploit and develop their abilities to the fullest. The New Arts Theatre is often the arena for spotlighting the dramatic/musical talents of our student population.

IHRA

Yesterday, Today & Tomorrow....

The history of **Institute of Human Resource Advancement (IHRA)**, University of Colombo runs into nearly four decades. Its predecessor; Institute of Workers Education (IWE) was established in 1975 under the Ordinance No.11 of 1979 which was amended by Ordinance No. 01 of 2006 to establish the present IHRA. The IHRA is one of the institutes of University of Colombo, the oldest university of the country, which comes under the top 1000 universities in the world. Being an institute, its academic activities are closely synergized by the University of Colombo, thus IHRA is bound to maintaining high standards in all its academic affairs and it always maintains good traditions of any other higher learning institute in the world. IHRA, as IWE, was initially started with the purpose of opening doors for employees who are denied or dropped out from formal education, especially, from higher education. With the time the focus has further been broaden to embrace Education for all throughout life with **“Developing Human Talents for a progressive society”** as its moto.

Accordingly, today IHRA programmes provide comprehensive higher- level education of accepted quality to all categories of employees enabling them to develop work related skills, leadership qualities and understand their responsibilities as employees so that they can make an effective contribution to both their work place as well as the country. After initially offering certificate and diploma programmes, in 1986 IHRA started to offer a degree programme namely Bachelor of Labour Education (BLE).

During its nearly four decades’ history, IHRA has seen many changes and new developments within its environment, among them, growth of private sector, emergence of knowledge economy and globalization of workforce

are noteworthy. In its attempts to embrace these developments, IHRA has continuously evolved and its original purpose - "educating work-groups" has gained a new meaning. As at present 'work-group' means also 'managerial/professional work group', and, IHRA is committed to develop human talents of 'managerial/professional work group' as well. During 2006 IHRA expanded its academic activities and also began to offer Masters degrees, though Bachelor of Labour Education) is considered as its main programme still. With these development, a need of changing its name was felt and in 2006 the Institute of Workers Education was renamed as Institute of Human Resource Advancement.

After nearly a decade later during 2015 - 2016, IHRA revisited its academic programmes and decided to emphasis its focus and scope thus decided to discontinue some of the programmes it offered for several years. Furthermore, IHRA revised By-Laws, regulations and all curricula to meet the changing needs of its main stakeholders, employees and their employers and to be on per with Sri Lanka Qualification Framework (SLQF). Currently, IHRA is working towards obtaining international accreditations for its programmes. Consequently, IHRA strives to develop human talents towards a progressive society and believes that our society can and must progress. The progress that it is looking for is continuous and gradual. The progress that the aim is holistic embracing our own economic, social, cultural and political aspirations. We at IHRA believe that the progressive society is the society that makes social, cultural and political aspirations of its

people a reality. Thus all what we do for developing human talents are guided and shaped by this fundamental belief / IHRA is looking forward to become an institute of excellence totally committed to advance the human resource as skillfull, intelligent 'knowledge-users' equipped to face challenging global situations and strengthen the human foundation of our national development. Towards this end, IHRA is going through a major transformation while consolidating rich academic tradition and high academic standards inherited from University of Colombo. This transformation aims at obtaining local and global accreditations for its academic programmes, meeting standards of good governance, to become most sought after employee brand and a socially responsible public institute. We see IHRA as a full pledge public higher learning institute offering certificates to higher degrees for all category of workgroups in 2022. We see IHRA as a regionally competitive higher learning institute located in Colombo- the most dynamic mega police in the South Asia in 2022. We see that students and alumnus of IHRA is effectively contributing to transform Sri Lanka as a progressive society.



Introduction

The Institute of Human Resource Advancement (IHRA) is an Institute attached to the University of Colombo which is recognized as one of the top one thousand Universities in the World. The Institute of Human Resource Advancement was initially started as the Institute of Workers Education by Ordinance No 11 of 1979 which was enacted under the provisions of the Universities Act No 16 of 1978 and by a subsequent amendment made to the original enactment by Ordinance No 01 of 2006, it was renamed as the Institute of Human Resource Advancement.

The Institute calls for suitable candidates to apply for its Bachelor in Labour Management and Diploma in Labour Education programmes every year through newspaper advertisement and through its website (www.ihra.cmb.ac.lk) while the Bachelors' programme is made available to those who possess either Advanced Level Qualifications or those who have obtained an Diploma which is equivalent to SLQF Level 03, those who do not possess such qualifications can join with the degree by successfully completing the Diploma programme which is designed as a bridging programme. To apply for the Diploma programme, one must possess six passes at the Ordinary Level examination, where out of which three passes must be either credit passes or better and same shall be obtained by an applicant in one and the same sitting.

These programmes are particularly made for those who for different reasons have been deprived of higher education, whether it be for economic reasons or due to a lack of opportunities available at higher education. IHRA caters to give them a second opportunity at learning. With the motto of "Knowledge gatherers for a knowledge-based economy" IHRA endeavour to inculcate knowledge and skills among those who comes to experience IHRA. IHRA through its Bachelors' programme and Diploma in Labour Education programme strives to contribute to the betterment of the nations' economy through producing individuals who are able to go further with their careers and to make their own share of contribution to the development of the country as a whole. With this mandate, IHRA has achieved tremendous highest and its Bachelors' programme is now compatible with SLQF Level 05 and 06.

Bachelors Programme in Labour Management Outline of the Programme



The Bachelor of Labour Management and Bachelor of Labour Management (Honours) Degrees are awarded by the University of Colombo as Internal Degrees at the General Convocation of the University of Colombo



At the beginning of 2020, IHRA got the approval to offer a Bachelor's Degree in Labour Management (three-years) and Labour Management (four-year honours degree) respectively. Both these degree programmes are aligned with the Sri Lanka Qualification Framework guideline and are parallel to any other degree in three-years or Honours degree of four-years that offers by any Government University in the country. Both the general and the Honours degrees are coming under the broader realm of management and its related disciplines. Applicants who have passed in all their subjects in one sitting of G.C.E Advanced Level Examinations are eligible to apply for this programme that commences from 2020 which would surely provide for the people who get selected to follow the programme with an experience for lifetime.

Bachelor of Labour Management **Bachelor of Labour Management (Honours)**

From 2020, IHRA got the opportunity and the approval to offer a Bachelors' Degree in Labour Management as a 3-year programme as well as the approval to offer a 4-year honours degree under the same title. This new orientation provides students with the ability of learning many new subject combinations which are unparallel to any other programme of study leading to a Bachelors' degree.

The entry qualifications for the Bachelors' programmes are as follows:

Any Diploma which is equivalent to Sri Lanka Qualification Framework Level 03 (SLQF Level 03) offered by this Institute or any other Higher Learning Institute:

OR

Has passed G.C.E Advanced Level examination in four subjects (prior to 2000) in one and same sitting or passed three subjects (after 2000) in one and same sitting as the case may be:

OR

Has passed Diploma in Labour Studies conducted by this Institute:

And

Is not less than 22 years of age:

And

Is currently being employed/self-employed and has at least two years of work experience as an employee or a self-employed person after having the above academic qualifications:

And

Has reached the qualifying standard in Academic Ability and Readiness as determined by the Institute at a selection Test and at an interview conducted by the Institute.

The Bachelors' degree in Labour Management is offered as an internal degree of the University of Colombo at its General Convocation. The Bachelors' degree in Labour Management is compatible with SLQF Level 05 and the Bachelors' degree (honours) in Labour Management is compatible with SLQF Level 06. A student will be selected to follow the 4 years honours degree based upon her/his results of the first three years and the availability of resources at the IHRA. Bachelors' programme is conducted in both Sinhala and English.

Diploma in Labour Education

The Diploma in Labour Education is a bridging programme offered to those who do not possess the requisite qualifications to follow the Bachelors' programme.

The entry qualifications for the Diploma programme are as follows:

Has passed G.C.E Ordinary Level examination with six (6) subjects (s) where a minimum of three (3) subjects must be credit passes (c) and the same must be secured in the one and the same sitting.

And

Is not less than 22 years of age:

And

Is currently being employed/self-employed and has at least two years of work experience as an employee or a self-employed person after having the above academic qualifications:

And

Has reached the qualifying standard in Academic Ability and Readiness as determined by the Institute at a selection Test and at an interview conducted by the Institute.

The Diploma programme is only offered as a bridging programme to allow those who do not possess the requisite qualifications to directly enter the Bachelors' programme. The Diploma in Labour Education is not offered as a separate Diploma, but only as an entry qualification to enter into the Bachelors' programme. Therefore, even when a student decides to stop with the Diploma in Labour Education, she/he will not be provided with a separate Diploma Certificate.

Academic Year and Semester

The Academic Year” means a period of 52 weeks comprising two Semesters of 26 weeks.

The “Semester” means a continuous period of 26 weeks from its beginning, which include lectures, examination period and vacation of a Semester till the day prior to the commencement of the next Semester, and shall include the intervening periods of vacation, study leave, and End-of-Semester Examinations, unless the Senate on the recommendation of the Syndicate decides otherwise.

The IHRA has the right to postpone either the academic year or the semester where there are insufficient number of students to commence the respective programme.

Lecture Hours

In case where face to face physical lecture is conducted, they will be conducted from 5.00 p.m. to 7.30 p.m. on every weekday from Monday to Friday without a break at the premises of the University of Colombo.

In case where lectures are conducted through online mode (Zoom, MS Teams), they will be conducted from 7.00 p.m. to 9.30 p.m. without a break.

Students are required to attend the lectures on time and if a student is late by more than 10 minutes from the scheduled time, her/his attendance for that date will not be calculated.

Each student is required to maintain 80% attendance out of the total number of lectures conducted for a given subject in order to become eligible for the examination.

Studentship

All students registered at IHRA are considered as internal students of the University of Colombo. IHRA highly respects the concept of equality as enshrined in the 1978 Constitution of the Democratic Socialist Republic of Sri Lanka and treats every one equally with respect irrespective of their socio-economic status or any other distinguishing factor.

The studentship of a student shall for the respective time periods as stipulated under the relevant By-Laws of the respective programmes.

Each student who is registered at IHRA will be issued with a Student Handbook and a Student ID Card. Students must submit the relevant photographs which is required to make the Student Handbook and the ID. One must have possession of either of them when entering to the University and failing which, you may be refused entry into the University.

In case where either the Student Handbook or Student ID is lost, the student should first make a complain to the police and get a copy of that complaint and give a request to the IHRA attaching the same. The relevant fees will have to be paid by the students in obtaining a duplicate Student Handbook or Student ID.

Both the Student Handbook and the Student ID shall remain as the property of IHRA and the students are required to surrender both or any of them upon request by the IHRA.

Students must also make sure to give their respective names both in Sinhala and English to IHRA at the time of registration as it should appear in the degree certificate. If a student fails to do so and the name on the degree certificate is misspelled as a result, the relevant student shall bear the full responsibility of such a mistake.

INSTRUCTIONS AND NOTICES

All the relevant notices related to examination time tables, special notices and etc. are uploaded to the Learning Management System (LMS) of the IHRA (<https://lms.ihra.cmb.ac.lk/>).

Students must enroll themselves with the LMS at the time of the registration and should keep safe their username and password.

Having proper knowledge in the use of LMS is a sine qua non as all the lecture materials, assignments and other learning sources are shared with the LMS.

In case where a student loses her/his LMS login credentials, such a student must make a written request and submit the same to IHRA in order to get the matter resolved.

ENTERING THE UNIVERSITY PREMISES

While the students of IHRA are given the freedom and the liberty as any other student of the University to experience and enjoy their stay at the University, no student shall be permitted to remain within the vicinity of the university premises after 8.00 p.m. unless a written permission for staying after the said time is obtained.

The students of the IHRA are required to adhere with all the other rules and regulations of the University with respect to entering into the University premises.

ATTENDING LECTURES

Only those students who have got themselves registered for the academic year will be allowed to take part in lectures and an unregistered student will not be allowed to take part in a lecture under any circumstances.

In case where a student is going to be absent for a considerable period of time (which exceeds three weeks or more), such a student shall inform of his inability to attend the lectures to the Director of IHRA through the respective coordinator as the case may be.

At any event, a student must maintain 80% of attendance out of the total number of lectures conducted for a given subject and all the other personal and medical absences must be maintained within this limit.

MARKING OF ATTENDANCE

Where lectures are conducted physically, attendance will be marked using a finger print

machine. The machine will be available 15 prior to the commencement of lectures and 10 minutes after. Students must make sure to both sign in and sign out for the same day using the finger print machine or else attendance will not be calculated for such a date (where there is either in or out and not both)

Where lectures are conducted online, students must make sure to login and stay longed in till the lecture is concluded or else their attendance will not be considered for that particular day.

Where a student is unable to attend the lectures on the stipulated time due to her/his work, such a student can make a request for an early release from the employer under Chapter XII Article 12:2 of the Establishment Code and get an early release. A student may make a request for a letter to be issued to him stating the time at which lectures will commence, which could them be given to the employer to obtain an early release to attend the lectures.

CONDUCT WITHIN THE LECTURE

Students are strictly requested to behave worthy of undergraduates during the time of the lecture.

Use of mobile phones are strictly prohibited during a lecture. Where a student has to answer an urgent call, she/he must first excuse her/himself form the classroom and then answer the phone call.

Students are required to attend the lectures in a proper attire which is worthy of an undergraduate. One must make sure to protect one's respect and reputation along with that of the university of Colombo.

Where a student is found to have misbehave during a lecture or is shown to have been disrespectful towards a lecturer or a peer, or upon any other complaint of misdemeanor, such a student will first be given a hearing and then if found guilty, shall be dealt with according to the rules and regulations of the IHRA and the University of Colombo.

MISCONDUCT BY STUDENTS

The following acts/omissions shall be considered as a misconduct and any student found guilty of such misconduct shall be dealt with according to the rules and regulations of the IHRA and the University of Colombo.

A misconduct includes:

- Willful destruction of properties belonging to IHRA or the University.
- Any breach of a rule or a regulation of IHRA or the university.
- Failing to obey a lawful instruction given by the Director, Coordinator, Lecturer, Administrative Officer or any person who has the power to issue such an instruction.

- Providing false information where true information has been requested.
- Using alcohol, cigarettes or any other form of drug within the University premises.
- Unduly interrupting a lecture/lecturer.
- Acting in a manner which may bring disrepute to IHRA or the University.
- Acting in a manner which may be a hindrance to a lecture, peer, or any other person engaging in teaching and learning.
- Forming, taking part, calling a meeting, collecting money or any other act with regard to a union or an association which is not approved by the IHRA.
- Becoming a member of a union or an association which is not approved by the IHRA, University and the University Grants Commission (UGC).
- Failing to follow the established protocols of the IHRA or the University in establishing new unions and associations.
- Distribution of any printed material without the prior permission of the Director.
- Using either the name “IHRA/University of Colombo” or Using the logo of IHRA/ University of Colombo without the prior written approval from the Director.
- Collection of money and goods without the prior written approval from the Director.
- Providing any inside information to the outside which is prohibited from being disclosed without the the prior written approval from the Director.

STUDENT AWARDS

The IHRA may from time to time introduces student awards out of funds received from outside parties in recognition of academic performance of the students following the Bachelors’ and Diploma Programme.

The scheme adopted in granting the award shall be formulated and notified to the students as the case may be.

THE LIBRARY

Only those students who have paid the refundable library fee will be allowed to use the IHRA library once they have been registered. A student is allowed to borrow two lending books at a time for a period of two weeks.

If a student fails to return the borrowed books within the stipulated time, there will be a fine as decided by the IHRA.

The library card issued to a student cannot be transferred to another. In case where it is lost or damaged, the same should be notified to the IHRA in writing to the Assistant/Senior Assistant/Deputy Librarian as the case may be.

When you enter into the Library, you are restricted from bringing in any other unauthorized items with you to the Library. You must keep them outside and neither the IHRA nor the University takes any responsibility regarding loss or damage caused to such items.

CONDUCT WITHIN THE LIBRARY

- Students are always required to keep silence inside the Library
- Any book taken out from a shelf must be returned to a IHRA employee and a student should not put it somewhere else.
- Students should not hinder the work of IHRA employees within the Library.
- It is strictly prohibited to use any flammable items inside the Library.
- No student shall take away any book, magazine or any other material from the Library without the permission of the Library Staff.
- Those who wish to use the Library on a temporary basis must obtain a special entry form to do so.
- When a student is borrowing books, both the Student Record Book and the Library Card must be produced.
- In case of any misconduct, a student may be temporarily barred from entering the Library.
- Student must take utmost care of the books they borrow and make sure to return them in the same condition that they have borrowed them. In case where there are any damages to a book, a student must notify of that fact immediately to the IHRA staff at the Library, failing which, it will be considered that the damaged was caused by the student who borrowed the book.
- The Library has the power to demand a return of a book before its due date.
- A book which has been allowed to be borrowed for two weeks will not be extended.
- Where the total dues owed to the Library are not cleared, a student will not be issued with the degree certificate.
- The refundable Library deposit must be claimed within one year from

obtaining the degree certificate or the said some will be forfeited. In case of those who have left the course, the refundable deposit will be forfeited after 07 years.

REGISTRATION AS A STUDENT

A person who has obtained a Bachelors' Degree from a local or a foreign University or a Higher Educational Institute either approved or recognized by the University Grants Commission, or any person who is currently registered or had already been registered as an undergraduate or a postgraduate student in a local or a foreign University or a Higher Educational Institute either approved or recognized by the University Grants Commission is prohibited from registering her/him self either to follow the Bachelors' in Labour Management or the Diploma in Labour Education as the case may be.

Where a student who is already registered but is subsequently have been found to have violated the above rule, her/his registration at IHRA will be cancelled and the fees already paid will be forfeited.

A student must always keep his registration current and up to date till the completion of the programme. Any student who is not registered for a particular academic year will be precluded from sitting for any examinations or submitting assignments as the case may be. A student is required to register her/him self to the particular academic year within the stipulated time period as informed to students by IHRA.

EXAMINATIONS

Examinations are conducted on a semester basis and a student must be a registered student for a particular academic year in order to apply for semester examinations. It is also mandatory to have secured 80% attendance out of the total number of lectures conducted for a particular subject.

Examination fees as stipulated by IHRA must be made to the Thimbirigasyaya Branch of the people's bank by crediting the stipulated amounts to the account number notified to the students.

EXAMINATION RULES

- Students are required to be present at the examination hall at least 15 minutes prior to the commencement of the examination.
- After 30 minutes from starting the examination, no student will be granted admission to the examination hall.
- No student shall be allowed to leave the examination hall in the first 30 minutes after the commencement of the examination.
- Every student must produce their Student Hand Book/Student ID at the examination hall to verify their identity.

- No student shall have in his possession any unauthorized materials which may consist of but not limited to, written notes, electronic devices or any other material prohibited to be used in an examination. It would be irrelevant whether the possession of such unauthorized materials was due to an intentional act/omission or negligent act/omission.
- Every student must make necessary steps to declare and disclose every material in his possession as the case may be.
- Impersonation of a candidate is considered as a serious offence.
- In case where the Supervisor is of the opinion that due to some reason it is not possible to conduct the examination once it has commenced, the said supervisor shall collect all the papers and other related materials and she/he shall immediately inform of this fact to the Director and the administrative head of the Examination Branch.
- A student who has applied for the examination will be considered to have sat for the examination even where she/he was absent unless a valid reason has been tendered in writing to obtain an excuse for the said absence. This request must be made before four weeks from the date of the examination.
- A student who fails in a given subject will be allowed two subsequent attempts at passing the subject.
- Any student who has failed to pass a subject within the stipulated attempts as mentioned above shall not be granted a subsequent attempt without a special approval from the Senate of the University upon the recommendation of the Academic Syndicate or any other body empowered to make such a recommendation to the Senate.
- A student will be issued with a result sheet for every semester and it shall be the sole responsibility of a student to keep a record of the subjects in which she/he has passed and other subjects which she/he has failed.

EXAMINATION OFFENCES AND PUNISHMENTS

Any student who contravenes the following shall be deemed to have committed an examination offence, and where a student is found guilty, appropriate disciplinary actions and punishments will be handed over according to the rules and regulations of the IHRA and the University of Colombo.

The following are considered as examination offences:

- Having in possession unauthorized documents during the time of examination
- Conduct which is both disturbing and unworthy inside an examination hall.
- Trying to copy from another
- Trying to copy or conspiring to copy or abating in the process of copying

- Impersonation of a candidate
- Breaching any other specific instructions given at an examination.
- Aiding and abating in committing any of the offences mentioned above.

Inquiry in to any alleged examination offence shall be carried out by an examination offence committee appointed by the Senate of the University which is recommended by the Academic Syndicate or any other body empowered to make such a recommendation to the Senate.

The relevant supervisor shall report any incident relating to an examination offence in the form and manner stipulated by IHRA and shall also submit a report pertaining to the same to the Director. Where a student is found to be in possession of any unauthorized materials, it would be presumed against the student who is found to be in possession of unauthorized materials.

In case where a student is behaving in an inappropriate manner, the Supervisor shall warn the student about such inappropriate behaviour. And where the student keeps on continuing with such behaviour, the Supervisor can demand the student to leave the examination hall.

Where a student is alleged to have committed an examination offence, the Supervisor shall collect any unauthorized materials, observations from invigilators or any other evidence which may be available and fill in the relevant form along with a statement from the student and submit the same to the administrative head of the examination branch.

The Director may refer any report, communication or other such materials furnish by the invigilators to the examination committee of the IHRA for their consideration.

Any individual who observes an examination offence must report of the same in writing to the Director. A student who is found to have committed an examination offence will be disciplined and punished according to the rules and regulations of the IHRA and the University.

CONFERMENT OF THE DEGREE

The Bachelors' Degree in Labour Management/Labour Management (Honours) shall be conferred upon those who have satisfied the requirements as stipulated under the relevant By-Laws and Regulations.

The awarding of the degrees will take place at the General Convocation of the University of Colombo. Students are required to surrender their Student Handbook and the Student ID after the convocation to obtain their degree certificates.

STUDENT UNIONS

Student Unions of IHRA can be established with the concurrence of the University Grants Commission according to sections 115 and 116 of the Universities Act No 16 of 1978.

Programme Structure

Courses offered in the Bachelor of Labour Management Degree Bachelor of Labour Management Honours Degree

Course Code	Course Name	Credit Value	Status (Core/Optional)
1st Academic Year - Semester 01			
BLM1131	Legal Environment	03	Core
BLM1132	Principles of Management	03	Core
BLM1133	Statistics	03	Core
BLM1134	Writership and Communication	03	Core
BLM1135	Financial Accounting	03	Core
1st Academic Year - Semester 02			
BLM1231	Microeconomics	03	Core
BLM1232	Workplace Psychology	03	Core
BLM1233	Socio-Economic History in Sri Lanka	03	Core
BLM1234	Labour Law	03	Core
BLM1235	English Language	03	Core
2nd Academic Year - Semester 01			
BLM2131	Organizational Behaviour	03	Core
BLM2132	Principles and Themes in Political Science	03	Core
BLM2133	Introduction to Information Communication, Technology and Application	03	Core
BLM2134	Business Communication	03	Core
BLM2135	Management Accounting	03	Core
2nd Academic Year - Semester 02			
BLM2231	Human Resource Management	03	Core
BLM2232	Macroeconomics	03	Core
BLM2233	Technology Management	03	Core
BLM2234	Population and Workforce Study	03	Core
BLM2235	Business Law	03	Core
3rd Academic Year - Semester 01			
BLM3131	Organizational Leadership	03	Core
BLM3132	Marketing Management	03	Core
BLM3133	Trade Unionism and Trade Union Movement in Sri Lanka	03	Core

BLM3134	Industrial Relations	03	Core
BLM3135	Financial Management	03	Core

3rd Academic Year - Semester 02

BLM3231	Labour Economics	03	Core
BLM3232	Literacy Criticism	03	Core
BLM3223	Management Information System	03	Core
BLM3234	Contemporary Issues in Labour Markets	03	Core
BLM3235	Audit Practices and Taxation	03	Core

**Courses offered in the Fourth Academic Year in
 Bachelor of Labour Management Honours Degree**

4th Academic Year - Semester 01

BLM4131	Labour Process and Critical HRM	03	Core
BLM4132	Service Management	03	Core
BLM4133	Research Methodology	03	Core
BLM4134	Stress Management	03	Core
BLM4135	Disaster Management	03	Optional
BLM4136	Constitutional and Administrative Law	03	Optional
BLM4137	Computer Based Accounting	03	Optional
BLM4138	Public Sector Accounting	03	Optional
BLM4139	Dissertation	-	Core

4th Academic Year - Semester 01

BLM4231	Strategic Management	03	Core
BLM4232	Business Ethics and CSR	03	Core
BLM4233	Industrial Hazards and Occupational Safety and Health	03	Optional
BLM4234	Applied Economics and Economic Policies in Sri Lanka	03	Optional
BLM4235	Mathematical Methods for Decision Making	03	Optional
BLM4236	Green Management	03	Optional
BLM4237	Financial Institutions and Markets	03	Optional
BLM4139	Dissertation	06	Core

COURSE DESCRIPTIONS

BLM 1131- Legal Environment

The main objectives of this module are to identify the historical framework of Sri Lankan legal regime, recognize different spheres of law, explain judiciary, judiciary system of Sri Lanka, assess Different legal system, recognize sources of Sri Lankan legal system, outcome, judicial procedures, and legal writings and to Identify alternative dispute resolution systems, conciliation boards, quasi courts, court martial system, labor tribunals. The course content includes, historical evolution of different legal systems, sources of Sri Lankan law, introduction of Roman Dutch Law and English Law, the judicial System, and other related topics.

BLM 1132 - Principles of Management

The main objectives of this module are to define key management theories, principles, concepts, and techniques, identify the different theoretical approaches to management and decision making, identify and analyze management problems and issues in organizations and ability to develop solutions to overcome those problems and to develop conceptual skills to identify links between the functional areas in management, organizations, management practices and the business environment. The course content includes, management and the environment, planning skills, organizing skills, directing, controlling and introduction to social responsibility and business ethics.

BLM 1133 - Statistics

The main objectives of this module are to define key concepts of statistics and explain relationships to further studies, illustrate the ability to develop solutions related to the research and development activities and explain industry and related personnel

getting proper information from data. The course content includes, introduction to social statistics and its role, variables and data, classification of data, presentation, condensation and summarization of data, sampling distribution, statistical estimation, concept of estimation, testing of statistical hypothesis, simple linear correlation and regression and elementary non-parametric statistical method.

BLM 1134 - Writership and Communication

The main objectives of this module are to define the process and elements of communication and writing, describe the nature and functions of different genres of writing, define the theoretical and practical aspects of writership and communication, develop skills in the use of language with clarity, precision and elegance for media and communication, identify the key terms, concepts and varieties of writing in communication, explain the issues related to modern Sinhala written usage, and use language with clarity, precisely and elegantly for different writing purposes. The course content includes, introduction to communication, language and communication, process of writing, practice in print journalism, language of advertising, introduction to creative writing and project report writing.

BLM 1135 - Financial Accounting

The main objectives of this module are to define key concepts of accounting, identify the elements, uses, and limitations of each financial statement and the relationships among the statements, identify the framework of accounting and the concepts, principles, and procedures that govern how the financial statements are prepared, interpret and articulate business matters in accounting term, analyze accounting and financial information for routine decision

making, apply appropriate judgment derived from knowledge of accounting theory and identifying the main users of financial information, and to explain the accounting information system and accounting cycle of a company. The course content includes, accounting and its environment, the accounting cycle, posting cash transaction, preparation of bank reconciliation, rectification of errors, financial statements, and preparation of financial statements.

BLM 1231 - Microeconomics

The main objectives of this module are to list out and define broad analysis and concepts of micro economics, define and describe the determinants of consumer choice, Behavior of firm under different market structures and to analyse how firm and households determine the factor prices and general equilibrium. The course content includes introduction to Microeconomics, basic concepts in economics, demand/supply and market equilibrium, demand/supply elasticity, government intervention on free market, theories of consumer behavior, theory of production, cost analysis, introduction to market structures, theory of distribution and welfare economics and general equilibrium.

BLM 1232 - Workplace Psychology

The main objectives of this module are to demonstrate comprehensive understanding of principles of psychology and their application in workplace, identify main psychological concepts, application of psychological principles, theoretical perspectives, and historical trends and to discuss how psychological principles apply to day today behavioural problems. The course content includes individual Differences in Mental and Physical Abilities, personality, assessing individuals, performance and performance measurement, job analysis

and evaluation, staffing decisions, training and development, work motivation, attitudes, emotions and work, leadership, groups and teams in the workplace and Organizational Theory.

BLM1233 Socio – Economic History in Sri Lanka

The main objectives of this module are to underline the key concepts of socio-economic history of Sri Lanka, identify the dynamics of the ancient Sri Lankan labour utilization and to compare and contrast socio-economic structures and their impact on labour utilization in ancient Sri Lanka. The course content includes evolution of a hydraulic civilization and its achievements, caste system The economy, production, distribution and consumption patterns during different periods of time, depiction of culture: art and architecture; painting; music and dancing and education in pre-modern Sri Lanka, social structure, kinship, marriage and status of women, dress and life styles of different groups of people in Sri Lanka, ceremonies, customs, manners and practices, games and amusements in pre-modern Sri Lanka, socio-economic changes in the maritime provinces since their occupation by the Portuguese and Dutch, and Sri Lanka under the British: Plantation and export economy, infrastructure development roads and railways, education and social change, western influence on culture.

BLM 1234 - Labour Law

The main objectives of this module are to identify elements of employment relations in world of work and evaluate excellence in well informed legal knowledge with respect of workplace in both individual and collective trends to enhance better work relationship which would directly create impact on smooth and harmonious work place to achieve productivity and profit margins.

The course content includes, introduction to Labour Law, sources of Employment Law, contract of employment and its reality, state intervention into the contract of employment with special emphasis on the labour enactment, definition of employer – employee relationship and distinguishing from other Relationships, types of contracts of employment sectors of employments, settlement of industrial disputes of Sri Lanka, the concept of termination of employment, reliefs available for termination of employment, trade union law, legal position of children & women, migrant workers, international Labour Organization and modern industrial relationship and employment in the free trade zone.

BLM 1235 - English Language

The main objectives of this module are to identify topics and formulate questions for productive inquiry; they will identify appropriate methods and sources for research and evaluate critically the sources they find; and they will use their chosen sources effectively in their own writing, citing all sources appropriately, demonstrate writing well-critically, creatively, or both with alive, standards of correctness change, and different groups communicate in different ways and demonstrate the skills needed to participate in a conversation that builds knowledge collaboratively: listening carefully and respectfully to others' viewpoints; articulating their own ideas and questions clearly; and situating their own ideas in relation to other voices and ideas. The course content includes tenses, conditionals, prepositions, adjectives, adverbs, pronouns, tag questions, relative pronouns, direct and indirect speech, vocabulary building, comprehension, poems and spoken language.

BLM 2132 - Principles and Themes in Political Science

The main objectives of this module are to describe key concepts and themes in political science, explain and critically analyze political issues and process, apply these concepts and principles in the Sri Lankan Political System, demonstrate political and social literacy in relating to day to day life. The course content includes nature of political science, theory of Sovereignty, separation of the Power, rule of law, citizenship, public policy and administration, rights and duties, and local governance and local Government.

BLM 2131 - Organizational Behaviour

The main objectives of this module are to identify basics of human behavior in organizations from a managerial point of view, evaluate and translate organizational behavior theory, concepts and techniques in to practice and work effectively and efficiently in organizations and to develop and implement strategies to maximize performance of employees. The course content includes, introduction to organization behavior, diversity in organizations, perception and individual decision making, foundation of Group behavior, understanding work teams, power and politics, conflict and negotiation, foundations of organization structure, organizational culture and organizational change and stress management.

BLM 2133 - Introduction to Information, Communication Technology and Application

The main objectives of this module are to define key concepts of the Information Communication Technology, identify components of the total Computer System and the Information Processing, and computer architectures, identify the basic components of the computer hardware

and understanding the classification of software (System and Application Software), demonstrate the ability for the efficient usage of following applications and software in industry and use of internet and email technologies in a professional setting. The course content includes, information processing & computers, components of a computer, systems & application software, word processing, presentation software, data communication & computer networks, internet & email, and database system.

BLM 2134 - Business Communication

The main objectives of this module are to describe the communication process, identify barriers and effectively handle those barriers in communication, construct appropriate messages for a variety of organization contexts/ situations, demonstrate verbal communication, including presentations appropriately and effectively within organization contexts and demonstrate the ability of self-learning as professionals. The course content includes, communication theory, defining communication process, identifying the senses through which people receive signals, identifying ways to improve communication, the nature of communication, difference among organizing communication, communication destinations, benefits of effective communication (To the organization and employees), The elements of communication, functions of communication in modern organizations, characteristics of communication process, elements of the communication model, types of non-verbal communication, barriers for effective communication, The elements of effective written communication, incorporating courtesy into your business messages, writing at a correct level of language and making the writing more concise.

BLM 2135 - Management Accounting

The main objectives of this module are to explain the nature and the processes of businesses and how management accounting plays important roles in their decision-making scenarios, define and explain cost accounting terminologies and methods, their rationale of classification, and their relevance to business decisions, apply management accounting ideas and practices in making short- term/on-going decisions in businesses and Apply cost management ideas in determining product/ service costs and in making business decisions, with an emphasis on Activity-based Costing (ABC). The course content includes an overview of Management Accounting, marginal and Absorption costing, balanced scorecard, responsibility and evaluation of divisional performance and relevant cost and decision making.

BLM 2231 - Human Resource Management

The main objectives of this module are to identify components of HRM, both conceptual frameworks and job-oriented practices, define key concepts in human resource management, describe and define functions in human resource management Analyse issues/problems in HRM and develop skills and right attitude which necessary for managing human resource in organization. The course content includes an introduction to human resource management, hr department, job design, job analysis, hr planning, recruitment, hiring, reward management, welfare management, performance management, training and development.

BLM 2232 - Macroeconomics

The main objectives of this module are to list out and define broad analysis and concepts of macroeconomics, identify how monetary

and fiscal policy can be used to influence short run macroeconomic condition and analyse how to evaluate macroeconomic condition such as unemployment, inflation & growth. The course content includes an introduction to macroeconomics, circular flow of national income and expenditure, national income, determination of national income and multipliers, money and banking and is-lm analysis and policy options.

BLM 2233 - Technology Management

The main objectives of this module are to define basics of the data communication and designing database and information system, analyse components in a data base system, identify and analyze the infrastructure requirements for the workplace, design the computer networks, demonstrate the efficient use of cloud technologies and to develop octal, hexadecimal, logics and logics gates. The course content includes an introduction of octal and hexadecimal, logics and logic gates, data bases and information systems, it for work place and data storage, data security and cloud technology.

BLM 2234 - Population and Workforce Study

The main objectives of this module are to identify key concepts of population studies and manpower planning, explain the components of population growth, identify the causes and consequences of age-sex structural transformations of a population, analyze and supports the trends and patterns of population and manpower data for networking and decision making, develop the attitudes and values of population to sustainable development and to develop a vision for community through manpower planning. The course content includes an introduction to population studies, components of population growth, population age-sex structure,

manpower and labour force, employed, under employed and unemployed, inter-relationship between population and manpower.

BLM 2235 - Business Law

The main objectives of this module are to describe the Sri Lankan legal system and legal environment of businesses, explain basic principles of law that apply to the business and business transactions and to demonstrate the ability to engage in effective dialog with legal professional in relation to business matters. The course content includes law of contract, law of agency, partnership and negotiable instruments.

BLM 3131 - Organizational Leadership

The main objectives of this module are to identify leadership foundational theories and models, demonstrate communication skills and the ability to interrelate with others, evaluate awareness and commitment towards effective citizenship and social responsibility, construct an awareness of the meaning of social justice, develop a commitment to service and understand the importance of taking responsibility for their actions. The course content includes an introduction to organizational leadership, evolution of scientific understanding of leadership, managers and leaders, different types of leadership, leadership, Sri Lankan organizations and socio-cultural context of Sri Lanka and seminar presentations.

BLM 3132 - Marketing Management

The main objectives of this module are to define and describe basic concepts and theories of marketing management, analyse the management of marketing mix in present competitive environment and to identify the importance of offering total value to the target customer while making them understand pragmatically how organizations

blend the interrelated components of marketing management to give added value to their customer in order to create, capture and sustain the market. The course content includes understanding marketing, introduction to marketing management, the marketing process, marketing environment, segmentation, targeting and positioning and product design.

BLM 3133 - Trade Unionism and Trade Union Movement in Sri Lanka

The main objectives of this module are to describe key concepts and themes in trade unionism, explain and critically analyze trade union movements and issues in Sri Lanka, apply trade union concepts and principles in the Sri Lankan context and to demonstrate the ability to analyze trade union movements in contemporary society. The course content includes the origin and evolution of trade unions, trade unionism, organization of trade unions, trade union action, types of trade unions, trade union movement in the United Kingdom, USA and other countries, background of the trade union movement in Sri Lanka, clashes during the initial stages and trade union action, emergence of trade unions and initial trends and present-day trade unions.

BLM 3134 - Industrial Relations

The main objectives of this module are to identify nature and extent of industrial relation in modern business world and to evaluate and develop possible and conducive practices to enhance business outcome achievement existing practices. The course content includes an introduction to industrial relation, labour standards, labour legislation, social security, wages and salaries administration, international labor organization and its intervention, employee discipline and disciplinary procedure and punitive and clinical actions and modern developments.

BLM 3135 - Financial Management

The main objectives of this module are to describe a firm's working capital management and solve working capital management issues, apply the concepts of financial management to contemporary financial events, estimate the required return on projects of differing risk and how to use the required return in evaluating investment decisions, use Microsoft excel in a variety of financial problems, list the primary sources of capital and incorporate their cost when making investment decisions and to calculate the value of various financial assets, a firm's risk, explain what determines this risk, and how this affects the value of a firm. The course content includes fundamental concepts of financial management, time value of money, investment decision and investment appraisal techniques, risk and return, capital structure, dividend decision and working capital management.

BLM 3231 - Labour Economics

The main objectives of this module are to identify the principles of labour economics and be able to apply them to the following: unemployment, inflation, hours of work and individual labor supply, demand for labor in competitive and non-competitive markets, equilibrium in the labor market and to create, interpret and analyze labour data for policy interpretation purposes. The course content includes an introduction to labour economics, demand for labour and labour productivity, supply of labour, labour market equilibrium, employment, unemployment and underemployment of labour, government intervention on labour market and trade unionism and activities.

BLM 3232 - Literacy Criticism

The main objectives of this module are to identify major theoretical/critical movements and theorists, as well as primary concepts with which they are associated, define and apply specific theoretical concepts, theories, and terms to literary and cultural texts, use online databases to define key terms and trace implications in source texts, evaluate and analyze strengths and limitations of critical/theoretical arguments, examine historical contexts for the development of contemporary theory and criticism, demonstrate critical reading, writing, and interpretive practices. The course content includes classical/ neo classical theory, romanticism, realism, and naturalism, Marxism, twentieth century criticism, and psychoanalysis.

BLM 3223 - Management Information System

The main objectives of this module are to identify role of information systems and different types of information systems used in organizations, examine how information technologies and systems can be exploited to gain competitive advantages for organizations, identify various ethical and security issues faced by organizations in using information systems and the solutions available, explain the application of databases for better decision making and improved performance of organizations, evaluate the use of e-commerce and impact of it on organizations, describe different system development approaches that can be used to develop information system. The course content includes an introduction on information systems, E-business, information system, organizations and strategy, ethical and social issues in information system, foundation of business intelligence and E-commerce.

BLM3234 Contemporary Issues in Labour Markets

The main objectives of this module are to recognize dynamics of labor market trends and extensions, demonstrate skills in managing and developing distinctive approach to solve issues arising from labor market dynamics and to synthesis strategies to comply with international standards in addressing labor market dynamics. The course content includes labour market information, wage price relationship, mobility and immigration, child labour, women labour, foreign employment and related issues, labour issues in free trade zones/ industrial states, government labour policies, changing nature of employment arrangements, globalization of markets and production systems and other current issues.

BLM 3235 - Audit Practices and Taxation

The main objectives of this module are to compute tax liabilities and explain the basis of their calculations, apply tax planning techniques for individuals, identify the compliance issues for each major tax through a variety of business and personal scenarios and situations, understand the nature, need and importance of audit function, identify and describe the audit processes, relevant legal framework and the issue of corporate governance, appraise the usefulness of contemporary audit techniques in changing needs in the field, demonstrate expertise in planning and carrying out an audit process in accordance with Sri Lanka auditing standards. The course content includes Introduction to auditing and nature of auditing, code of ethics and conduct, audit and assurance engagements and planning of an audit, internal controls of an organization, audit evidence and audit procedure, vouching and verification, analytical and review procedure, legal framework of audit,

auditors, law and corporate governance, review of an audit, auditors report and an introduction to taxation.

BLM 4131 - Labour Process and Critical HRM

The main objectives of this module are to analyse concepts in human resource management in order to get the systematic and rational understanding on human resource management, investigate perspectives of human resource management, assess human resource management functions in critical perspective, appraise present organizational practices in relation to the critical perspectives of human resource management and to assess problems of the critical perspective of HRM. The course content includes human resource management, perspectives of human resource management, the normative perspective, the critical perspective, the behavioural perspective, the systems perspective, agency or transaction cost perspective, human resource management functions: critical perspective, job designing, HR planning, recruitment and selection, performance management, reward management, training and development, critical perspective on strategic HRM and a critique of the critical perspective of HRM.

BLM 4132 - Service Management

The main objectives of this module are to identify the operations of successful service firms that can be benchmarks for future management practice, develop an understanding of the “state of the art” of service management thinking, develop an awareness of the opportunities that information technology can have for enhancing service firms’ competitiveness, appreciate the organizational significance of managing the service encounter to achieve internal and external customer satisfaction,

identify new service development from both a product and process perspective and to identify the dimensions of service growth and expansion both domestically and internationally. The course content includes understanding service products and service management, why study service management, key characteristics of services, challengers faced by service managers, service in the manufacturing sector: Servitization, role of service in Sri Lankan economy, consumer behavior in service context, factors affecting for consumer behavior, the three-stage model of service consumption: pre-purchase stage, service encounter stage and post-encounter stage, designing and managing service process, flowcharting customer service process, service blueprint and service process redesign.

BLM 4133 - Research Methodology

The main objectives of this module are to explain the basic principles of academic writing process and research methods, demonstrate understanding of the ways in which writers, texts and readers interact and identify and analyse methods in social research for own academic work illustrate the ability to compile research articles, thesis chapters and other related academic texts. The course content includes basic concepts in research, introduction to social investigation methods, types of social investigations, stages of social investigation, secondary data sources, primary data sources, sampling techniques and data collection techniques.

BLM 4134 - Stress Management

The main objectives of this module are to describe a clear understanding of stress and their causes, express the ability to cope with stress situations and be able to manage stresses and behave more effectively and efficiently illustrate

improved working relationships, and have a happier and more relaxed life. The course content includes introduction to stress, individual perceptions of stress, stress in an organizational context, dealing with stress at work, understanding the formation of stress, relaxation techniques to release office stress, developing confidence to deal with stress, encouraging and responding to both positive and negative feedback, learning how to manage stress in a positive way, creating a personal action plan to deal with stress.

BLM 4135 - Disaster Management

The main objectives of this module are to identify main components of disaster analysis, management and mitigation, evaluate informed-decision and critical judgment to make effective intervention for disaster analysis, management and mitigation, conduct a sustainable training of well accomplished leaders who would be available to carry out a range of activities related to hazard, vulnerability, risk analysis and mitigation and to make choices for and mobilizing people for disaster management and mitigation. The course content includes introduction to disaster management, disaster management terminology, hazard, disasters vulnerability, exposure, capacity and disaster risk prevention and mitigation, preparedness, response, relief and recovery, disaster management cycle, disaster resilience, community based disaster management, community resilience framework, brief description of hazards and characteristics, hydro-meteorological hazards, hydro-geological hazards, technological hazards, climate change and its impacts, disaster trends, measures to reduce disaster risk actions to reduce, avoid and transfer risk, introduction to disaster mitigation, classification of mitigation measures, structural and non- structural mitigation, assessing mitigation options and

linking disaster and development.

BLM 4136 - Administrative & Constitutional Law

The main objectives of this module are to define the administrative law and public body /authority, identify the doctrine of ultra vires and the rules of natural justice of administrative law, analyse how to control of discretionary powers of the administrative authorities, analyse what the remedies in public law for violation of any right by a public authority, describe the nature of the constitutional law, explain the constitutional history of Sri Lanka, identify the conception of the rule of law and the doctrine of separation of powers and its relevance to the constitutional law and to describe the second republican constitution of Sri Lanka. The course content includes an introduction to administrative law, doctrine of ultra vires, control of discretionary powers, natural justice, remedies in public law, constitutional law, nature of the constitutional law, constitutional history of Sri Lanka, the rule of law and the separation of powers, understanding the second republican constitution of the Sri Lanka, supremacy of the parliament, the executive, the independence of the judiciary and fundamental rights.

BLM 4137 - Computer Based Accounting

The main objectives of this module are to identify the types of integrated accounting software in business data processing, demonstrate ability to create a company using different accounting software such as sage 50, demonstrate the ability of preparing financial reports for internal and external users of accounting information and create other supporting modules to facilitate the accounting data processing and reporting. The course content includes an introduction to computer-based accounting, an introduction to Peachtree

sage quantum accounting package, features of the Peachtree sage quantum accounting package, creating a company, setting up general (nominal) ledger structure, setting up accounting receivables and setting up accounting payables.

BLM 4138 - Public Sector Accounting

The main objectives of this module are to apply the general treasury instructions on accrual accounting relating to transitional arrangements to convert cash based accounts into accrual basis, understand Sri Lanka public sector accounting standards (SLPSAS), implement SLPSAS recognition and measurement rules for assets, liabilities, revenue and expenses, familiarize with transitional provisions prescribed in SLPSAS and to increase awareness concept of public accountability and its components. The course content includes an introduction to SLPSAS, introduction to accrual accounting system and its impact to accountability and good governance, preparation of financial reports and statements under accrual accounting system and SLPSAS, practical approach in applying SLPSAS, practical issues when implementing SLPSAS, introduction and overview of public accountability, traditional and modern practices and implications, transparency and accountability in governance through right to information.

BLM 4139 - Dissertation

The main objectives of this module are to demonstrate the knowledge of the method of research that the student has chosen ability to competence to present material systematically, ability to analyze, interpret results and draw a conclusion, ability to perceive higher studies in the field chosen, to defend the thesis to the scholarly audience. The course content includes preparation and defense honours degree thesis is the culminating experience

in the Bachelor of Labour Management (Honours) Programme. Students are expected to work with a high level of self-motivation. Successful students exercise initiative and exhibit strong communication skills in working with their supervisors and committee members.

BLM 4231 - Strategic Management

The main objectives of this module are to identify the strategic problems of a firm understand the purpose, processes, and tools of strategic management, analyse how both internal and external environment of the firm together suggest the appropriate strategy and to develop solutions to a firm's strategic issues. The course content includes strategic management process and concepts, value of vision, mission and corporate objectives, the role of corporate governance and stakeholder management, coherence in strategic direction, international, multidomestic, global and transnational strategies, creating value and diversification, outsourcing, acquisitions, internal new ventures, international strategic alliances, and restructuring and horizontal and vertical integration.

BLM 4232 - Business Ethics and Corporate Social Responsibility

The main objectives of this module are to identify the concept of business ethics and corporate social responsibility (CSR) into business decisions, justify the importance of ethics and CSR to business and corporate organizations, apply a pragmatic and pluralistic approach to business ethics and CSR, evaluate how decisions are actually made in business ethics, critique various tools for managing business ethics, explain ethical issues that are found in corporate governance and shareholder relationships, explain the rights and duties of employees to the organization and the issues around

this stakeholder group, discuss and evaluate the issues arising from the relationship between business organizations and consumers, identify the key ethical elements with respect to suppliers and competitors and to develop an understanding of the relationship between business and civil society organizations (CSO). The course content includes introducing business ethics, framing business ethics, evaluating business ethics, making decisions in business ethics, managing business ethics, shareholder and business ethics, employees and business ethics, consumers and business ethics, suppliers, competitors, and business ethics, civil society and business ethics, government, regulation, and business ethics and conclusions and future perspectives.

BLM 4233 - Industrial Hazards and Occupational Safety and Health

The main objectives of this module are to anticipate, recognize, evaluate, and control hazards arising within the occupational environment, design, implement, and audit occupational safety and health systems and to identify the legal and other regulatory requirements pertaining to health, safety, and welfare in the workplace. The course content includes an introduction to occupational safety and health, hazard identification and risk assessment, high risk work situations, legal aspects of OSH, OSH management system, employee health, wellness and quality of work life and stress in the workplace.

BLM 4234 - Applied Economics and Economic Policies in Sri Lanka

The main objectives of this module are to list out and define applied key concepts of applied economics and use of these concepts in to practice and to analyze and predict future economic activity relevant to the applied economics. The course

content includes an introduction to applied economics, economic growth, development and sustainable development in Sri Lanka, nature of Sri Lankan economy and its impact, income distribution and poverty in Sri Lanka and savings and investments.

BLM 4235 - Mathematical Methods for Decision Making

The main objectives of this module are to define key concepts mathematical modelling for industry, to describe and critically analyze complex situations and predicting and forecasting the outcomes of various industrial matters and to support in decision making and identification of the best solution amongst many alternatives, for any industrial issue. The course content includes an introduction to mathematical modelling: simulation of real world problems, linear programming and graphs.

BLM 4236 - Green Management

The main objectives of this module are to explain an insight on sustainable use of energy and other resources, apply globally accepted practices in industrial settings, apply the global conventions related to industrial processes and to identify and analyze problems related to global issues such as environmental pollution, energy crisis, global warming and such extreme conditions, associated with industrial development. The course content includes, the environmental movement & the services provided by nature specific environmental concerns of today, climate change, air pollution, water pollution, waste, human health, diversity of life, human infrastructure systems and their impacts, sustainability measurement and reporting tools, iso standards, life cycle assessments and environmental product declarations, certification programs for your organization and you cross-disciplinary considerations, environmental justice, global supply chains,

misaligned/misguided environmental policies, strategies for environmental sustainability in organizations and sustainability in policy.

BLM 4237 - Financial Institutions and Markets

The main objectives of this module are to identify and discuss the financial system, critically discuss why financial institutions exist, describe how the prices of equities are determined and different degrees of stock market efficiency and to evaluate different types of capital and bond markets, instruments and how these markets work locally and internationally. The course content includes an Introduction to Financial system, an Introduction to Financial Market, Regulation of Financial Institutions and Banks Operations, Non-Bank Financial Institutions, Debt/ Bond Market, Foreign Exchange Market and Derivative Market.

By-Laws

Bachelor of Labour Management Degree/ Bachelor of Labour Management (Honors) Degree Programme

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

1. These By-Laws may be cited as the Bachelor of Labour Management/ Bachelor of Labour Management (Honours) Degree (Institute of Human Resources Advancement) By-Laws No. 05 of 2020.

These By-Laws shall come in to effect either on the date approved by the Council or a such date as nominated by the Council.

Part I - General

Award of Bachelor of Labour Management Degree/Bachelor of Labour Management (Honours) Degree

2. Subject to these By-Laws, a student may be awarded the Bachelor of Labour Management / Bachelor of Labour Management (Honours) Degree if s/he has:
 - (i) been a registered student of the Institute for the period described by these By-Laws;
 - (ii) thereafter pursued the programme of study as prescribed by these By-Laws and other Regulations and Rules of the Institute and the University;
 - (iii) satisfied the Examiners at the prescribed Written Examinations, Classroom Tests, Assignments, Term-Papers and in the case of Bachelor of Labour Management (Honours) Degree, a Dissertation on a topic approved by the Institute; and
 - (iv) fulfilled all other requirements prescribed by these By-Laws and other relevant Regulations and Rules of the Institute and the University.
 - (v) is not disqualified to be awarded **Bachelor of Labour Management/ Bachelor of Labour Management (Honours) Degree** by any another provision(s) in these By-Laws

Administration of the Programme

3. (i) There shall be a Coordinator or several Coordinators for each programme appointed by the Director on the recommendation of the relevant Board of Study (hereafter referred to as the "Board") and the Syndicate of the Institute (hereafter referred to as the "Syndicate"). It shall be the duty of the coordinator to ensure the smooth conduct of Bachelor of Labour Management Degree/ Bachelor of Labour Management (Honours) Degree Programme (hereafter referred to as also the "Programme"). S/he shall discharge his/her functions under the direction and supervision of the Director and shall be responsible to the Director relating to the academic and administrative matters relevant to the respective programme.
- (ii) Each Programme constituted under these By-Laws and Regulations shall be offered and administered as an independent Programme.
- (iii) The relevant Board of Study for Bachelors programmes offered by the Institute shall be the Board of Study on Bachelors Programme.

Eligibility for Admission to the Programme

4. No person shall be eligible to be admitted to a programme leading to the Bachelor of Labour Management Degree/Bachelor of Labour Management (Honours Degree) unless he/she:
 - (i) possesses one of the following academic qualifications,
 - (a) Any Diploma which is equivalent to Sri Lanka Qualification Framework Level 03 (SLQF Level 03) offered by this Institute or any other Higher Learning Institute:
or
 - (b) has passed GCE Advanced Level examination in four subjects prior to 2000 in one and same sitting or passed three subjects after 2000 in one and same sitting as the case may be:
or
 - (c) has passed Diploma in Labour Education conducted by this Institute:
 - AND
 - (ii) is not less than 22 years of age;

- AND
- (iii) is currently being employed/self-employed and has at least two years of work experience as an employee or a self-employed person after having the above academic qualifications that are specified under section 4 (i) of these By-Laws.
- AND
- (iv) has reached the qualifying standard in Academic Ability and Readiness as determined by the Institute at a selection examination and/or an interview conducted by the Institute.

Application for Admission to the Programme

5. (i) Applications for admission to the Programme shall be called by an open advertisement and/or through circular notices by the Deputy Registrar of the Institute.
- (ii) Prospective applicants shall be required to pay the Institute, the application fee for making an application in the prescribed form issued by the Institute.
- (iii) The selection of applicants, other than those who are applying under a section 4(i) (c) of these By-Laws to the program, shall be made through a) shortlisting of applicants based on their applications and/or b) a selection test and c) interview.
- (iv) The Selection Test shall assess the applicant's suitability for the programme in terms of his/her ability to communicate in the language in which the Programme is delivered, analytical skills and Intelligence Quotient (IQ). The interview shall assess the suitability in terms of appropriateness of the programme for the candidate present job and career development, his/her commitment to continue the programme and options available to him/her for higher education.
- (v) (a) Application received shall be referred to the Coordinator of the Programme by the Deputy Registrar of the Institute.
- b) Having received the applications, the Coordinator may shortlist the applicants with the support of a scrutinization Committee appointed by the Board of Study and the list shall be handed over to the Deputy Registrar of the Institute along with the list of examiners of the selection examination and the interview panel. The Coordinator shall be the Chief Examiner and the Chairman of the Interview Panel. In case there are more than one Coordinator, the most senior Academic among

the coordinators shall serve as the Chief of Examiner and the Chairman of the Interview Panel.

- (c) The Deputy Registrar of the Institute shall take necessary steps to obtain the approval of the Board of Study for the examiners of the selection examination and the interview panel whose names are recommended by the Coordinator and conduct the Selection Examination through the Examination Branch of the Institute and the Selection Interview.
 - (d) The Chief of Examiner, who is the Coordinator of the programme with the consent of the Director shall forward the list of selected candidates for the approval of the Board of Study and the Syndicate.
- (vi) The first Monday of the month coming after the closing date of the application shall be considered as the date for the calculation of the years of experience and the age of the applicants, and the applicant must have completed his/her academic qualifications specified under section 4 (i) on or before the closing date of applications. These requirements shall be notified to the applicants at time of calling of applications.

Registration for the Programme

6. A person whose application for admission to the programme is accepted by the relevant Board of Study shall take steps to register him/herself for the respective Programme subject to the approval of the Syndicate not later than the prescribed date. At the registration the candidate shall pay the library deposits and any other deposits, if any, and the prescribed fees including the registration fee, course fee, examination fee and any other fees as specified by the Syndicate on the recommendation of the relevant Board of Study. However, the approval for the selected list of candidates should be obtained from the Syndicate before commencing instruction/teaching of the programme.
7.
 - (i) Upon the completion of the registration procedure, an applicant shall be registered as a student of the respective programme.
 - (ii) The period of valid registration shall be calculated from the date of first registration to the programme and it shall be valid once registered for the programme for a period of one academic year from the date of commencement of the programme.

(iii) The registration shall be deemed to have lapse at the end of its period of validity. A student whose registration has so lapsed may renew such registration for a further period by paying the prescribed fees as specified in the Regulations and/or Rules relevant to these By-Laws provided that s/he is still eligible to be registered for the Programme. Any registration after the lapse of the first period of registration shall be for a period, at a time, of one Academic Year.

(iv) Where a student, either following the Bachelor of Labour Management Degree Programme/Bachelor of Labour Management (Honors) Degree Programme, for any reason, decides to follow or sit for an Examination in a subsequent year or part thereof after Semester II of Third Academic Year of the programme then he/she shall renew the registration for that Academic Year.

A student following either the Bachelor of Labour Management Degree Programme/ Bachelor of Labour Management (Honors) Degree Programme as the case may be, wishes to follow or sit for an Examination in a subsequent year, either in the second semester of the third year in the Bachelor of Labour Management Degree Programme or in the second semester of the fourth year in the Bachelor of Labour Management (Honors) Degree Programme, he/she shall renew the registration for that Academic Year.

(v) It shall be the duty of a student to ensure that his/her registration remains in force throughout the duration of the Programme, even in the event that the Programme extends beyond the period of validity of the registration.

8. A person who possesses a Bachelor of Labour Management Degree, a Bachelor of Labour Management (Honours) Degree or has already been registered as an undergraduate or a postgraduate student of this University or any other recognized university, whether local or foreign shall not register herself/himself concurrently for a Programme conducted under these By-Laws and Regulations.

9. No person shall be entitled to a refund of any fees paid to the Institute on any ground whatsoever, except for in the event where, the number of students who have registered for the Programme is not sufficient for the Programme to be financially viable, the Institute shall refund to such student the fees, other than the application fee, already received by it on account of the completion of the registration procedure.

10. No student shall keep away from classes or any form of activities organized as a part of teaching/learning or leave the Island, or withdraw from examination, a classroom test or any other form of evaluation without prior approval of the Institute.

Part II - Programme Structure

11. Course of study leading to the Bachelor of Labour Management Degree shall be offered as Bachelor of Labour Management Degree and/or Bachelor of Labour Management (Honours).
12. The Bachelor of Labour Management Degree and The Bachelor of Labour Management (Honours) Degree shall be deemed to be ninety (90) credits and hundred twenty (120) credits respectively and is conducted on semester basis. The duration of each semester shall, under normal circumstances, be a continuous period of 26 weeks from its beginning, which include lectures, examination period and vacation, if any.
13. A credit is equivalent to fifty (50) notional hours which consist of direct contact hours, hours of contact online, field works, laboratory works, self-learning, preparation and carrying out of assignments and all examinations prescribed by these By-Laws and/or Regulations and/or Rules relevant to this Programme.
14. The Programme leading to the award of the Bachelor of Labour Management Degree and Bachelor of Labour Management (Honours) Degree shall consist of lectures, seminars, workshops, discussions, simulations and practical components, and a Dissertation for Bachelor of Labour Management (Honours) Degree as prescribed by Regulations and/or Rules of the University.

The Programme shall extend continuously over the period from the beginning of the Semester I of First Academic Year to the end of the Semester II of Third Academic Year and Semester II of Fourth Academic Year for Bachelor of Labour Management Degree and Bachelor of Labour Management (Honours) Degree respectively. The period within which the student should complete the degree shall be Six (06) academic years and Eight (08) academic years for Bachelor of Labour Management Degree and Bachelor of Labour Management (Honours) Degree respectively from the commencement of initial registration of the student, unless it is extended by the Institute under exceptional circumstances.
15. The duration of each Academic Year shall, under normal circumstances, be a continuous period of 52 weeks from its beginning. Each Academic Year shall consist of Semesters, viz., Semester I and Semester II. All components of Continuous Assessments and the End-of-Semester Examination of each Taught Course offered in a particular Semester shall be held within the same Semester.

However, under exceptional circumstances, the Institute may declare, on the recommendation of the Board, any Semester to have a different duration and, if necessary, formulate Regulations or Rules for its implementation.
16. Bachelor of Labour Management Degree/Bachelor of Labour Management (Honours) Degree shall be deemed to be internal, full-time degree programmes and
- 17.

meet all requirements to consider it as a Bachelor of Labour Management Degree/ Bachelor of Labour Management (Honours) Degree at the Level 5 and the level 6 of Sri Lanka Qualification Framework (SLQF) respectively irrespective of the fact that lectures are held on weekdays, weekends or evening or online.

18. Bachelor of Labour Management Degree/Bachelor of Labour Management (Honours) Degree may be offered in blended learning format (combination of online and face-to-face interaction). If the face-to-face interaction (i.e. direct contact hours) is less than 30 % out of the total notional hours of a programme that programme shall be deemed to be on-line degree programme and shall be indicated as On-line Degree Programme on the transcript and in other communication correspondence relating to the programme.
19. The medium of instruction shall be in Sinhala, Tamil and/or English.
20. There shall be an end-of-Semester Examination for each course offered in a particular semester and shall be held, save in exceptional circumstances, within the same semester. However, under exceptional circumstances, the Institute may declare, on the recommendation of the Syndicate, any semester to have a different duration and, if necessary, formulate Regulations or Rules for its implementation.
21. A taught course relevant to the Programme shall consist of lectures, tutorials, practical classes and other assignments on courses, as shall be prescribed by the Senate on the recommendation of the Syndicate. The list of courses, the syllabuses and the number of question papers in each course of the Programme shall be those set out under Regulations passed by the Senate from time to time.
22. (i) The Dissertation of the Programme, where it is applicable, shall consist of a study and a research towards the preparation and submission of a Dissertation based on an approved academic Research Project with a substantial contribution to the advancement of knowledge which has relevance as it may be relevant to the Bachelor of Labour Management (Honours) Degree.
(ii) Before a student commences his/her Dissertation on a Research Project on a selected issue/phenomenon in the relevant area of study which is in the field of studies of the degree programme, s/he shall submit a proposal for a Research Project to the Academic Syndicate for approval.
(iii) A student shall not proceed with the research towards the preparation of the Dissertation until the research proposal has got the approval of the Academic Syndicate on the proposal.
23. A list of taught courses offered in the respective programme, the Semester in which each course and the Dissertation offered, credit weights and number of notional

hours of each course and the Dissertation are given in the relevant regulations. The number of contact hours of courses in a programme may vary from one programme to another, provided that the course still meets the required notional hours.

24. The Senate shall have the power to change, amend, add or delete courses, their syllabuses as well as the number, structure and rubric of question papers in courses leading to the award of the Bachelor of Labour Management Degree/Bachelor of Labour Management (Honours) Degree upon the recommendation of the Syndicate.

Part III - Evaluation / Examination

25. The evaluation leading to the Bachelor of Labour Management Degree programme shall be the Bachelor of Labour Management Degree Programme Examination for Semesters I of First Academic Year, Semesters II of First Academic Year, Semesters I of Second Academic Year, Semesters II of Second Academic Year, Semesters I of Third Academic Year and Semesters II of Third Academic Year.
The evaluation leading to the Bachelor of Labour Management (Honours) Degree shall also have in addition to the above, examination leading to the Bachelor of Labour Management (Honours) Degree Programme Examination for Semesters I of Fourth Academic Year, Semesters II of Fourth Academic Year and the Dissertation.
26. Performance of students in each course and the Dissertation as the case may be shall be graded and Point Value shall be assigned as given in Table 0 1.

Table 0 1: Grade and Grade Point

Marks	Grade	Grade Point (GP)
85-100	A+	4.00
70-84	A	4.0
65-69	A-	3.7
60-64	B+	3.3
55-59	B	3.0
50-54	B-	2.7
45-49	C+	2.3
40-44	C	2.0
35-39	C-	1.7
30-34	D+	1.3
25-29	D	1.0
00-24	E	0.0

Transcript shall include Semester, Grade Point Average (GPA) and Cumulative Grade Point Average. The Formula for GPA calculation shall be:

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

Where, i = ith course, n = Number of courses completed during the period considered for the GPA calculation, C_i = Number of credits for the ith course, and (GP)_i = Grade Point for the ith course.

Note: The Cumulative GPA is calculated for the courses completed and GPA for each Semester is calculated separately.

27. (i) Performance of a candidate at the Bachelor of Labour Management Degree/Bachelor of Labour Management (Honours) Degree programme shall, unless otherwise state in these By-Laws and relevant Regulations, be evaluated through a combined system of Continuous Assessments and End-of-Semester Examinations for courses except the Dissertation.
- (ii) For the final grading of the Programme, the Continuous Assessment(s) and the End-of-Semester Examination shall be marked out of a maximum mark as given below:

Continuous Assessment(s)	- 30%
End-of- Semester Examination	- 70%

28. (i) Each End-of-Semester Examination shall consist of one or more written papers and such numbers of continuous assessment of each course as prescribed by the Regulations and/or Rules relevant to this Programme. The End-of- Semester Examination shall be in the form of open-book, closed-book, and where the Degree is offered online take-home or on-line, and the duration of the open-book, closed-book examination (i.e. written paper) shall be a maximum of three (03) hours.
- (ii) Scheme of performance evaluation of a course shall be described in detail in the Course outline and shall be made available to the students at the beginning of the Semester in which the course is offered and shall not be changed without the approval of the Board of studies.

- (iii) The Scheme of performance evaluation of each course shall be prepared to meet the learning outcomes of the courses and the graduate profile of the programme that are recommended as part of these By-Laws and Regulations by the Academic Syndicate which is approved by the Senate of the University.
29. A Proposal for the Dissertation shall demonstrate that, the proposed research project addresses a research issue/phenomenon with a substantial contribution to the advancement of knowledge as it may be relevant to the Bachelor of Labour Management (Honours) Degree of the University and in particular, to such a Degree in relevant field of study, and that the proposed methods of research are relevant to the issue/phenomenon and can be feasibly implemented within the time period allowed to complete the project.
30. The Dissertation shall demonstrate the student's knowledge of the methods of research, his/her competence to present material systematically and his/her ability to analyze, interpret results/data, and with a substantial contribution to the advancement of knowledge as it may be relevant to the Bachelor of Labour Management (Honours) Degree of the University and in particular, to such a Degree in the relevant field of study.
31. A candidate shall present her/himself for each End-of-Semester Examination of a course leading to the Bachelor of Labour Management Degree/Bachelor of Labour Management (Honours) Degree on the first occasion on which the examination is held after the completion of the relevant course taken by that candidate, provided that it shall be within the power of the Senate, on the recommendation of the Institute, to permit her to sit on a subsequent occasion if s/he is unable to sit the examination due to any reasonable circumstance acceptable for the Institute. In such cases where permission has been obtained, a candidate shall have maximum of Six (06) academic years and maximum of Eight (08) academic years for Bachelor of Labour Management Degree and Bachelor of Labour Management (Honours) Degree respectively as stipulated in section 15 of these By-Laws without penalty.
32. A candidate shall not be permitted to take the examination unless:
- (i) He/she has followed at least 80 percent of the classes allotted;
 - (ii) He/she has registered with the Examination Branch of the Institute for Examination s/he intends to sit;
 - (iii) The Coordinator has certified that he/she has completed the Courses of studies leading to the examination by attending the required proportion of lectures, tutorial classes and other forms of instructions in each course and has paid the prescribed fees;

- (iv) His/her student registration continues to be in force: and
 - (v) His/her application for entry to the examination has been accepted.
33. (i) A student of a Bachelor of Labour Management Degree Programme/ Bachelor of Labour Management (Honours) Degree Programme shall take the Examination, in any particular semester on the first occasion on which the Examination is held after the completion of instruction for that semester.
- (ii) Where a student does not apply for, is not eligible to sit for the examination due to any of the reasons stated in Section 32 of these By-Laws, and/or fails to sit for the examination on the first occasion in which the candidate should have sat for the examination if not for the above reasons, unless the Senate determines otherwise on the recommendation of the Syndicate, s/he shall be deemed to have taken the Examination on that occasion, which shall be taken into account in computing the total number of attempts on which an Examination may be taken by a Student.
- (iii) A student who is excused by the Senate on the recommendation of the Syndicate from taking the Examination on the first occasion shall take the Examination on the very next occasion when it is held and if s/he fails to apply for, becomes not eligible and/or does not sit for the Examination on that occasion s/he shall be deemed, unless the Senate determines otherwise on the recommendation of the Syndicate, to have taken the Examination on that occasion which shall be taken into account in computing the total number of attempts on which an Examination may be taken by a student.
- (iv) A student shall not take any Examination on more than three (03) occasions and in computing the total number of occasions, any occasion on which s/he is deemed to have taken the examination in terms of these By-Laws shall be taken into account for this purpose.
- (v) Regulation No. I of 1986 relating to the Examination Procedure, Offences and Punishments shall *mutatis mutandis* apply to Bachelor of Labour Management and Bachelor of Labour Management (Honours) Degree Programme.
- (vi) Without Prejudice to the generality of the Regulation No. 1 of 1986, rules relating to the Classroom Tests, etc. shall be formulated and implemented by the Coordinator in consultation with the Director and any matters relating to such tests shall be decided by the Syndicate on the recommendation of the Coordinator and the Director.

- (vii) Rules relating to Assignments and the Dissertation shall be announced, from time to time, by the Coordinator in consultation with teacher/s and the Board, and such rules shall not be changed or revoked unless otherwise decided by the Board.
34. (i) A student who obtains a mark which is less than the required GP value for a Taught Course, as prescribed under these By-Laws and Regulations shall re-sit such course as a repeat candidate on the first occasion at which that examination is held for such course. In such cases the marks obtained for the continuous assessment will be carried forward to the repeating Semester, if s/he has earned 50% or more out of total marks assigned to Continuous Assessment. In those cases, the marks for the End-of-Semester examination in the repeating Semester and the continuous assessment carried forward shall be taken into consideration for the computation of results of the Degree Examination.
- (ii) If a student obtains less than 50% out of total marks assigned to Continuous Assessment, s/he may decide to re-do the Continuous Assessment in the repeating Semester. If so decided, s/he shall be given the opportunity to undertake the Continuous Assessment given for the regular student of his/her repeating Semester without attending classes. Such a student shall make a formal request to the Coordinator to re-do the Continuous Assessment. Such request should be made within the first three weeks of Semester. In the case of marks being allotted for classroom participation, those marks shall not be carried forward to the repeating semester, unless in the repeating semester such marks are allotted to students who are following the course as regulars or as non-repeaters.
35. (i) In the case of the Dissertation the student shall not be eligible to proceed with the work on the Dissertation unless his/her research proposal is approved by the Syndicate during the First Semester of the Fourth Academic Year.
- (ii) A student who fails at the *viva voce* Examination of his/her Dissertation to satisfy the Board of Examiners shall be deemed to have failed the Examination and such student cannot resubmit Dissertation unless, the Board of Examiners recommends that a modified Dissertation be submitted after additional work as the case may be. Such a modified Dissertation, if undertaken, shall be at the expense of the student.
- (iii) A student who is permitted to submit a modified Dissertation to the Institute within the period specified by the Board of Examiners, and shall

pay to the Institute, such fees as would be required for the purpose of re-examination of the Dissertation and as specified by the Syndicate.

36. It shall be lawful for the Senate to cancel the registration of any student after giving a single warning in writing, if the application to work by such student is unsatisfactory. No refund of any fees shall be payable if and when the registration of such a student is cancelled.

Part IV

Award of the Bachelor of Labour Management Degree/Bachelor of Labour Management (Honours) Degree

37. No student shall qualify for the award of the Bachelor of Labour Management Degree, unless s/he has:
- (i) earned Ninety (90) credits from Taught Courses offered in the First Academic Year, Second Academic Year and Third Academic Year of the programme;
 - (ii) earned a GPA not less than 2.00 (Grade C) for any of the courses offered in the First Academic Year, Second Academic Year and Third Academic Year programme; and
 - (iii) earned a cumulative GPA of not less than 2.00 (Grade C) for the entire programme.
38. No student shall qualify for the award of the Bachelor of Labour Management (Honors) Degree, unless s/he has:
- (i) earned Hundred and Fourteen (114) credits from Taught Courses offered in the programme; and
 - (ii) Six (06) Credits from Dissertation; (or a total of 120 credits, where 114 credits from taught courses and 6 credits for the Dissertation)
 - (iii) earned a GPA not less than 2.00 (Grade C) for any of the courses and the Dissertation of the programme; and
 - (iv) earned a cumulative GPA of not less than 2.00 (Grade C) for the entire programme.

39. i

- A) The students shall have earned grades of A or above in the course units covering at least half of the total course units in the degree programme; and
- B) The students shall not have earned grades below C for any of the course unit; and
- C) The student shall have completed all course units at the first attempt or deemed to be the first attempt.

39. ii

A student may qualify to be awarded with the Bachelor of Labour Management Degree/Bachelor of Labour Management (Honours) Degree with a Second Class (Upper Division), if she/he secures a cumulative GPA of not less than 3.30 (B+) and qualifies for the award of Degree subject to following conditions.

- A) The student shall have earned grades of A- or above in the course units covering at least half of the total course units in the degree programme.
- B) The student shall have earned grades that are C or above for each course unit.
- C) The student shall have completed all course units at the first attempt or deemed to be the first attempt.

39. iii

A student may qualify to be awarded with the Bachelor of Labour Management Degree/Bachelor of Labour Management (Honours) Degree with a Second Class (Lower Division), if she/he secures a cumulative GPA of not less than 3.00 (B) qualifies for the award of Degree subject to following conditions.

- A) The student shall have earned grades of B+ or above in the course units covering at least half of the total course units in the degree programme.
- B) The student shall have earned grades that are C or above for each course unit.
- C) The student shall have completed all course units at the first attempt or deemed to be the first attempt.

Part V-Interpretation

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

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

"The University" means the University of Colombo

"The Council" means the Council of the University of Colombo.

"The Senate" means the Senate of the University of Colombo.

"The Institute" means the Institute of Human Resource Advancement of the University of Colombo.

"The Syndicate" means the Academic Syndicate of the Institute of Human Resource Advancement of University of Colombo.

"Board" means Board of Study of Institute of Human Resources Advancement of University of Colombo.

"Director" means the Director of Institute of Human Resource Advancement of University of Colombo.

"Coordinator" means the Coordinator of the programme appointed by the Director on the recommendation of the relevant Board of Study and approved by the Academic Syndicate of the Institute.

"The Deputy Registrar" means Deputy Registrar, Acting Deputy Registrar, Senior Assistant Registrar, Assistant Registrar or any other Officer authorized to sign for and on behalf of the Deputy Registrar of the Institute of Human Resource Management.

"The Degree Programmes" means the Degree of Bachelor of Labour Management or Degree of Bachelor of Labour Management (Honors) or any other Bachelors/ Bachelors (Honors) Degrees that are conducted by the Institute.

"Bachelor's Degree" means the Degree of Bachelor of Labour Management or Degree of Bachelor of Labour Management or any other Bachelor of Labour Management or Bachelor's Degree that are conducted by the Institute of Human Resource Advancement.

"Programme" means the Programme of study leading to the award of the Degree of Bachelor of Labour Management or Degree of Bachelor of Labour Management (Honours) or any other Bachelor's Degree conducted by the Institute of Human resource Advancement.

"The Academic Year" means a period of 52 weeks comprising two Semesters of 26 weeks.

"The Semester" means a continuous period of 26 weeks from its beginning, which include lectures, examination period and vacation of a Semester till the day prior to the commencement of the next Semester, and shall include the intervening periods of vacation, study leave, and End-of-Semester Examinations, unless the Senate on the recommendation of the Syndicate decides otherwise.

40. Any question regarding the interpretation of these By-Laws shall be referred to the Council and any decision taken thereon shall be final.
41. The Vice-Chancellor shall have authority, in consultation with the Director of the Institute, to take such action or give such direction, not inconsistent with the principles underlying the provisions of these By-Laws, as appears to his/her to be necessary or expedient for the purpose of removing any difficulties that may arise in the interpretation of these provisions or for which there is no provision in these By-Laws or in the case of student who followed Programmes under the By-laws terminated by these By-Laws.

Regulations
Bachelor of Labour Management Degree/ Bachelor of Labour
Management (Honors) Degree Programme

(Institute of Human Resource Advancement, University of Colombo)

Regulations made by the Senate of the University of Colombo under Section 136 of the Universities Act No. 16 of 1978. These Regulations may be cited as the Bachelor of Labour Management Degree/ Bachelor of Labour Management (Honours) Degree (Institute of Human Resource Advancement, University of Colombo) Regulations No of 2020.

These Regulations shall come in to effect either on the date approved by the Council or a such date as nominated by the Council.

Part I

Structure and Courses

01. The Bachelor's Degree may be offered as Bachelor of Labour Management Degree/ Bachelor of Labour Management (Honours) Degree. The Senate shall have the right, on the recommendation of the Academic Syndicate of the Institute, to vary, add, decrease or merge Degrees that it offers.
02. The courses offered for the Bachelor of Labour Management Degree shall be divided into Six (06) semesters as Semester I of First Academic Year, Semester II of First Academic Year, Semester I of Second Academic Year, Semester II of Second Academic Year, Semester I of Third Academic Year, Semester II of Third Academic Year, and runs into Three (03) Academic Years. Bachelor of Labour Management (Honours) Degree Programme shall have two more additional semesters Viz. Semester I of Fourth Academic Year, Semester II of Fourth Academic Year.
03. The titles, course codes, number of credits, and number of hours allocated for lectures, practical classes, laboratory work etc. of the courses that shall be offered in respective Programme are given in Table 01 of Schedule 01 along the Semester and Academic year in which each Course shall be offered.
04. Courses offered in the Bachelor of Labour Management Degree/ Bachelor of Labour Management (Honours) Degree Programme are categorized as core and optional courses. A Core course, is a course that is compulsory to qualify for the award of the Degree, and no alternative course is offered in place of Core-course. An Optional course, is a course for which an alternative course/s is/are offered so that a student can opt for that particular optional course or an alternative course as the case may be.
05. (i) If A student who is initially registered for a Bachelor of Labour Management Degree programme later wishes to opt for Bachelor of Labour Management (Honours) Degree programme shall make such a request to the Deputy Registrar/Senior Assistant Registrar (Examination) or to any other Deputy Registrar/Senior Assistant Registrar appointed for that purpose along with the relevant evidence that she has paid all the fees of the Programme for which she initially registered for at the commencement of Semester I of Academic Year

3 of the programme. The student shall be requested to pay additional fees as approved by the Syndicate to upgrade his registration to Bachelor of Labour Management (Honours) Degree programme.

- (ii) A student who has initially registered for a Bachelor of Labour Management Degree programme, and who requests to upgrade his/her registration for a Bachelor of Labour Management (Honours) Degree programme shall only be selected based on the overall GPA of all the examinations, of which the results are already released, and the availability of resources at the Institute to accommodate him/her to follow a Bachelor of Labour Management (Honours) Degree.
 - (iii) A student who shall be awarded with a Bachelor of Labour Management Degree shall not in any event be allowed to proceed for a Bachelor of Labour Management (Honours) Degree.
06. (i) The research area (issue/ problem) of the Dissertation should be related to the relevant field of study.
- (iii) Research proposal shall consist of a study and a research towards the preparation and submission of a Dissertation based on an approved Research Topic. Before a student commences his/her Dissertation she shall submit a proposal in Semester I of the Fourth Academic Year for the same to the Coordinator for approval. A student shall not proceed with the research towards the preparation of the Dissertation until the Academic Syndicate (Hereafter refers to as Syndicate) approves the proposal on the recommendation of the relevant Board of Study.
 - (iv) A student whose Proposal for the Dissertation is approved by the Syndicate shall be assigned with a supervisor(s) by the Syndicate with the recommendation of the relevant Board of Studies and the Coordinator.

Part II

Evaluation/Examination

07. The End-of-Semester Examination and the Continuous Assessment for any Taught Course shall take the following form:
- (i) For each taught course, unless otherwise stated in these regulations and relevant By-Laws, there shall be a written, open or closed book End-of Semester Examination consisting of compulsory and/or selective questions as specified in the question paper with a maximum duration of Three (03) hours (and where the Degree is offered online, the evaluation could be made through take-home assignments; and/or on-line examination). The End-of-Semester Examination of a course shall carry a maximum score of 100 marks.
 - (ii) There shall also be a Continuous Assessment which may include individual and/or group assignments, mid-trimester tests, quizzes, term papers, executive reports, presentations and etc. The Continuous Assessment of each Course shall be specified in the Course Outline which shall be distributed among the students at the beginning of the Course and shall not be changed without

consulting the Coordinator. The Continuous Assessment shall carry a maximum of 100 marks.

- (iii) For the final grading of the course, the End-of-Course Examination and the Continuous Assessment are evaluated as follows:

Continuous Assessment	30%
End-of-Semester Examination	70%

08. The assessment of the course, in which the focus is on guiding students to develop a Proposal for the Dissertation shall be in the form of an assessment of a written Proposal for the Dissertation, and its interim presentations (minimum two presentations). The student shall also submit a draft proposal as specified by the Coordinator at or before each interim presentation.

- (i) Each of the interim presentations of the Proposal for the Dissertation shall be evaluated as follows:

(a) In the first interim presentation the appropriateness of the problem, objectives, significance, literature review and appropriateness of the conceptualization/theoretical framework/theoretical lens of the Proposed Dissertation shall be assessed.

(b) In the second interim presentation, the appropriateness and feasibility of proposed research methods and the research design shall be assessed. It shall include also the problem, objectives, significance, extent of the literature review and conceptualization/theoretical framework/theoretical lens after incorporating the suggestion of examination panel of the first presentation.

(c) The coordinator may decide to have more than two interim presentations, and where such decision is taken the coordinator shall inform the candidate the (date, venue, etc.) format of interim presentations including allocation of marks at the beginning of the relevant Semester.

- (ii) A Panel for an interim presentation shall comprise of three (03) members including the Programme Coordinator or his/her nominee from Teachers of the Degree Programme. The remaining two (02) members of the panel shall comprise Academics who are experts in the area of research and/or proposed methodology of the Dissertation.

- (iii) The average of marks awarded in the interim presentations shall be considered as the marks earned for the interim presentations.

- (iv) The written Proposal of the Dissertation shall be subjected to the assessment by two independent examiners. The average of marks awarded by the two examiners shall be considered as the marks earned for the proposal.

- (v) The final grading of the course where the focus is on guiding students to develop the Proposal for Dissertation are as follows:

Interim Presentations 40%

Proposal for the Dissertation 60%

09. With regard to the Examination of the Dissertation, the following shall be applicable:

- (i) The date for the submission of the Dissertation shall be announced by the Coordinator with the approval of the Syndicate at the beginning of the Second Semester of the Fourth Academic Year and shall not exceed more than one month after the completion of the Second Semester of the Fourth Academic Year save in exceptional cases which will be considered by the Syndicate on a case by case basis.
- (ii) The Coordinator shall organize a minimum of two interim presentations during the period in which the Dissertation is being undertaken. A student is expected to discuss and incorporate if required, suggestions made by the Panel in his/her Dissertation after consulting his/her Research Supervisor(s). The Research Supervisor may be required to be present at the interim presentation to assist the Members of the Board if they desire to seek clarifications from him/her.
- (iv) Students shall submit, with the recommendation of the Research Supervisor(s), two copies of the Dissertation in spiral binding on or before the date of submission communicated by the Coordinator. A student shall also submit a soft copy of the Dissertation and this copy shall be used to detect the level of plagiarism by the student. The tolerance level of plagiarization is 30% and, any Dissertation which exceed this level shall not be examined and it shall be returned to the student with immediate effect to be resubmitted with the necessary changes. This resubmission will not be considered as a repeat attempt.
- (v) A student who fails to submit the Dissertation on or before the due date of submission communicated by the Coordinator shall be allowed to submit the Dissertation with the next immediate batch on or before the due date communicated for that particular batch. This kind of a submission will be considered as a repeat attempt.
- (v) The Dissertation shall not exceed 25,000 words excluding Tables, Annexes, and Figures and the bibliography. The Dissertation shall be submitted in accordance with the format given in the second schedule.
- (vi) The Dissertation shall carry a maximum of 100 marks. The minimum mark which should be obtained by a student to pass the Dissertation shall be 50% of the total marks allotted to it.
- (vii) The Dissertation shall be subjected to assessment by two independent examiners and a *viva voce* examination.
 - (a) The Dissertation shall be sent for the evaluation by the two examiners who would independently assess the Dissertation and mark it out of 100.
 - (b) A student who fails to secure an average of 50% marks at the evaluation by the two examiners shall be directed to re-submit the Dissertation as a repeat candidate within a specified period which shall

not exceed six (06) months from the date where the decision regarding the marks are communicated to the candidate and shall not be called for *viva voce* examination until such candidate has resubmitted his/her Dissertation.

- (c) Where a student has achieved an average mark of 50% from the two examiners for the Dissertation, such a student shall be called for a *viva voce* examination on a date communicated by the coordinator.
 - (d) The Board for the *viva voce* examination shall comprise the Director of the Institute or /his/her nominee, two examiners, Coordinator of the programme, and an expert in the area of the research study. The Supervisor(s) of the Dissertation shall also be present at the Examination without having any right whatsoever in the decision-making process, but to assist the Members of the Board if they desire to seek clarification from him/her.
 - (e) The performance of the candidate at the *viva voce* examination shall be marked out of 100 marks.
 - (f) For a particular candidate to pass the Dissertation she must secure a minimum mark of 50% from, both the average mark of the two examiners, and the average mark at the *viva voce*. Any candidate who fails to achieve the above required marks shall be deemed to have failed the Dissertation.
 - (g) A student whose Dissertation is recommended for minor corrections at the *viva voce* examination should submit Two copies of corrected version along with its soft copy within three months following the guidelines of formatting given in Schedule 02 of these Regulations.
 - (h) A student whose Dissertation is recommended for major corrections at the *viva voce* examination should submit two copies of the corrected version along with its soft copy as a repeat candidate on or before the date of submission of the Dissertation for the next immediate batch of students on the date communicated to him/her at the *viva voce*.
 - (viii) If a student fails to submit the Dissertation on or before the date of submission after making the necessary corrections communicated to him/her according to sections (g) and (h) above without providing a reason acceptable to the Institute in advance, she shall be deemed to have failed the Dissertation. A student who so fails shall be allowed to submit the Dissertation as a repeat candidate on or before the due date, which shall be on or before the submission date of Dissertation for the next immediate batch of students and informed at the *viva voce*.
- 10 Unless otherwise stated in these Regulations, a student shall be allowed a maximum of two attempts to submit both the Proposal and the Dissertation. If not otherwise allowed for, the second submission shall be counted as a repeat attempt.

Part III

Interpretation

11. In these Regulations as well as in its Part III, unless the context requires otherwise the following terms shall bear with it the interpretations given herein:

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

"The University" means the University of Colombo

"The Council" means the Council of the University of Colombo.

"The Senate" means the Senate of the University of Colombo.

"The Institute" means the Institute of Human Resource Advancement of the University of Colombo.

"The Syndicate" means the Academic Syndicate of the Institute of Human Resource Advancement of University of Colombo.

"Board" means Board of Study of Institute of Human Resources Advancement of University of Colombo.

"Director" means the Director of Institute of Human Resource Advancement of University of Colombo.

"Coordinator" means the Coordinator of the programme appointed by the Director on the recommendation of the relevant Board of Study and approved by the Academic Syndicate of the Institute.

"The Deputy Registrar" means Deputy Registrar, Acting Deputy Registrar, Senior Assistant Registrar, Assistant Registrar or any other Officer authorized to sign for and on behalf of the Deputy Registrar of the Institute of Human Resource Management.

"The Degree Programmes" means the Degree of Bachelor of Labour Management or Degree of Bachelor of Labour Management (Honors) or any other Bachelors/ Bachelors (Honors) Degrees that are conducted by the Institute.

"Bachelor of Labour Management Degree" means the Degree of Bachelor of Labour Management or Degree of Bachelor of Labour Management (Honours) Degrees that are conducted by the Institute.

"Programme" means the Programme of study leading to the award of the Degree of Bachelor of Labour Management or Degree of Bachelor of Labour Management (Honours) or any other Bachelor's/ Bachelor's (Honors) Degrees conducted by the Institute.

"The Academic Year" means a period of 52 weeks comprising two Semesters of 26 weeks.

"The Semester" means a continuous period of 26 weeks from its beginning, which include lectures, examination period and vacation of a Semester till the day prior to the commencement of the next Semester, and shall include the intervening periods of vacation, study leave, and End-of-Semester Examinations, unless the Senate on the recommendation of the Syndicate decides otherwise.

11. Any question regarding the interpretation of these Regulations shall be referred to the Council and the council's decision shall be made final without the opportunity of an appeal thereon.
12. The Vice-Chancellor shall have authority, in consultation with the Director of the Institute, to take such action(s) or give such direction(s), not inconsistent with the principles underlying the provisions of these Regulations, as appears to her/his to be necessary or expedient for the purpose of removing any difficulties that may arise in the interpretation of these provisions or for which there is no provision in these Regulations or in the case of student who followed Programmes under the Regulations terminated by these Regulations.

Part IV

Schedule 1

Subject Codes indicate the relative position of the subjects in a particular hierarchical arrangement in the course outline specified.

Subject code	Subject name
BLM ⁽¹⁾ 1 ⁽²⁾ 1 ⁽³⁾ 3 ⁽⁴⁾ 1 ⁽⁵⁾	Legal Environment

(1) - represents the name of degree programme as 'Bachelor of Labour Management'

(2) – academic year as (1 = first year, 2=second year, 3=third year, 4=fourth year)

(3)– Semester as (1 = first semester, 2=second semester)

(4) - number of credits

(5)–hierarchical order in the course outline. (1,2,6 = Management & Economics; 1 & 4=Law & Social, Natural Science; 3, & 5 = Mathematics & Technology; 5, 7 & 8 = Accounting & Finance; 9 = Dissertation)

Table Ia: Courses offered in Degree of Bachelor of Labour Management/ Degree of Bachelor of Labour Management (Honors)

Course Code	Course Title	Total Credits
Year 1 – Semester I		
BLM1131	Legal Environment	03
BLMI 132	Principles of Management	03
BLMI 133	Statistics	03
BLM1134	Writership and Communication	03
BLMI 135	Financial Accounting	03
SUB-TOTAL		15
Year 1 – Semester II		
BLM1231	Microeconomics	03
BLM1232	Workplace Psychology	03
BLM1233	Socio-Economic History in Sri Lanka	03
BLM1234	Labour Law	03
BLM1235	English Language	03
SUB-TOTAL		15
Year 2 - Semester I		
BLM2131	Organizational Behaviour	03
BLM2132	Principles and Themes in Political Science	03
BLM2133	Introduction to Information Communication, Technology & Application	03
BLM2134	Business Communication	03
BLM2135	Management Accounting	03
SUB-TOTAL		15
Year 2 – Semester II		
BLM2231	Human Resource Management	03
BLM2232	Macroeconomics	03
BLM2233	Technology Management	03

BLM2234	Population and Workforce Study	03
BLM2235	Business Law	03
	SUB-TOTAL	15

Year 3 – Semester I

BLM3131	Organizational Leadership	03
BLM3132	Marketing Management	03
BLM3133	Trade Unionism and Trade Union Movement in Sri Lanka	03
BLM3134	Industrial Relations	03
BLM3135	Financial Management	03
	SUB-TOTAL	15

Year 3 – Semester II

BLM3231	Labour Economics	03
BLM3232	Literacy Criticism	03
BLM3233	Management Information System	03
BLM3234	Contemporary Issues in Labour Markets	03
BLM3235	Audit Practices and Taxation	03
	SUB-TOTAL	15

Year 4 - Semester I

BLM4131	Labour Process and Critical HRM	03
BLM4132	Service Management	03
BLM4133	Research Methodology	03
BLM4134	Stress Management	03
BLM4135	Disaster Management (Optional)	03
BLM4136	Constitutional & Administrative Law (Optional)	03
BLM4137	Computer Based Accounting (Optional)	03
BLM4138	Public Sector Accounting (Optional)	03
BLM4139	Dissertation (Complete in Year 4 - Semester II)	00
	SUB-TOTAL (COMPULSORY)	12

SUB-TOTAL (OPTIONAL)**03****Year 4 - Semester II**

BLM4231	Strategic Management	03
BLM4232	Business Ethics and CSR	03
BLM4233	Industrial Hazards and Occupational Safety and Health (Optional)	03
BLM4234	Applied Economics and Economic Policies in Sri Lanka (Optional)	03
BLM4235	Mathematical Methods for Decision Making (Optional)	03
BLM4236	Green Management (Optional)	03
BLM4237	Financial Institutions and Markets (Optional)	03
BLM4139	Dissertation (Commence in Year 4 - Semester I)	06
	SUB-TOTAL (COMPULSORY)	12
	SUB-TOTAL (OPTIONAL)	03

Schedule 2**Essential guidelines of formatting the Dissertation**

The format of the final version of each Dissertation to be submitted as a partial fulfilment of the Bachelor of Labour Management (Honours) Degree of the Institute of Human Resource Advancement, unless otherwise required by the institute, shall be in A4 (8.27"x 11.69") size paper and typewritten on one side of the paper only, double spaced and with margins of at least 1 ¼" on the left side and 1" on the right side and 1" at the top and bottom of each page.

The two copies to be submitted to the Senior Assistant Registrar/Assistant Registrar in charge of the subject of Examinations shall include original copies and clear and fair photocopies.

The Dissertation shall incorporate in the following order:

- (a) a title page giving the title of the Dissertation, the degree for which it is submitted, with the name of the institute and the University, the full name of the author and the date of submission for the degree;
- (b) a list of contents;
- (c) a list of tables and figures;
- (d) the following declaration, signed by the candidate:

"I certify that this Dissertation does not incorporate without acknowledgement any material previously submitted for a Degree or Diploma in any University, and to the best of my knowledge and belief it does not contain any material previously

published or written by another person or myself except where due reference is made in the text."

- (e) certification of the supervisor(s) to submit the Dissertation to the Institute;
- (f) an acknowledgement by the candidate of assistance rendered or work done by any other person or organization;
- (g) an abstract of Dissertation;
- (h) the main text;
- (i) references;
- U) bibliography; and (k) appendices, if any.

Other than these guidelines, students shall follow the American Psychological Association (APA) guidelines in the preparation of Dissertation.

Wherever possible, tables shall be inserted in the proper place in the text, but comprehensive tables shall appear as appendix/appendices.

Dissertation shall be sewn, trimmed, bound and covered with dark cloth, leather or Rexene, preferably black.

On the spine of the Dissertation there shall be given in lettering of suitable size, the surname of the candidate and the title of the Dissertation, abbreviated if necessary. If the lettering will not fit across the spine it shall run along the spine reading from top to bottom.

When published papers are submitted as additional evidence they shall be bound at the back of the Dissertation as an appendix.