



STUDENT HANDBOOK

Centre for Distance and Continuing Education
University of Peradeniya



The Extern



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2025



Bachelor of Business Administration (External) Degree Programme

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**Student Handbook
2024/2025**

**Centre for Distance and Continuing Education (CDCE)
University of Peradeniya**

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Message from the Vice - Chancellor, University of Peradeniya



Dear Students,

It is with great pleasure that I extend my heartfelt congratulations to all of you embarking on the Bachelor of Business Administration (External) program at the Centre for Distance and Continuing Education (CDCE), University of Peradeniya. This milestone marks the beginning of an exciting and transformative journey toward academic and professional excellence.

The University of Peradeniya, nestled amidst the picturesque landscapes of Sri Lanka, stands as a beacon of academic excellence and natural splendour. In the recent years Peradeniya has saved highest positions achieved by any Sri Lankan university in recent times in terms of many renowned global university rankings.

As one of the best institutes of management education, the Faculty of Management of the University of Peradeniya is renowned for its academic excellence, distinguished staff, and a learning environment that fosters critical thinking, innovation, and leadership. Our team of highly qualified educators and experts is dedicated to providing you with the knowledge, skills, and insights necessary to thrive in today's dynamic business world.

The University of Peradeniya offers a unique and intellectually stimulating environment for all of our learners. Nestled amidst lush greenery, our campus provides a setting that inspires learning, creativity, and personal growth. Even as you engage in distance learning, you remain a valued part of this vibrant academic community, benefiting from our strong tradition of excellence and our commitment to student success. I encourage you to embrace this opportunity with passion and determination. Your journey may be challenging, but it will also be immensely rewarding. Embrace the challenges and opportunities ahead, and strive to make the most of your time here. Once again, congratulations on joining our esteemed community. Wishing you success in your studies and beyond.

Prof. Terrence Madhujith
Vice-Chancellor, University of Peradeniya

Message from the Dean, Faculty of Management



Dear Students,

Congratulations on your admission to the Bachelor of Business Administration (BBA) External Degree programme offered through the Centre for Distance and Continuing Education (CDCE) in collaboration with the Faculty of Management, University of Peradeniya. On behalf of the staff of the Faculty of Management and senior students of the BBA External Degree programme, I have the pleasure and the privilege to welcome you for the 2024/2025 academic year.

For all of you, today is a special day in your life since this degree programme intends to provide opportunities to those students who qualify for university admission to study further, but fail to obtain a placement within the national university system in Sri Lanka. This is one of the first external degree programmes offered online in the country since 2009. As the Dean of the Faculty, it is my duty to stress that you should make use of the learning resources available at the Learning Management System and the support from well-experienced Subject Matter Experts (SMEs) and Tutor Mentors in the BBA External degree programme to achieve the programme learning outcomes to the highest possible level.

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

I wish you a great success in your future endeavors.

Prof. R. H. Kuruppuge
Dean, Faculty of Management

Message from the Director, Centre for Distance and Continuing Education



Dear Students,

As the Director of the Centre for Distance and Continuing Education (CDCE) at the University of Peradeniya, it is my pleasure to extend a warm welcome to you as students of the BBA (External) Degree Programme – 2024/2025. You have earned the privilege of joining Sri Lanka's premier and most picturesque higher education institution to pursue your academic aspirations in the field of management.

Since 2009, the Faculty of Management has been offering the BBA (External) degree programme through the CDCE, continuing the University of Peradeniya's long-standing tradition of providing external degree programmes since 1964. This programme is regularly updated and refined to meet the evolving demands of today's dynamic business environment. You have, therefore, made a commendable choice in selecting a well-structured, industry-relevant degree that will empower you with the knowledge and skills necessary for your professional growth.

Through this programme, you will have the opportunity to engage with a team of highly qualified and experienced academics who are committed to delivering a rich and interactive learning experience. This handbook is designed to serve as a valuable resource throughout your academic journey, providing essential information about CDCE, the programme structure, course details, teaching faculty, and the rules and regulations governing your studies.

I encourage you to make the most of this learning experience and actively engage with your studies. Should you require any assistance, please do not hesitate to reach out. We are dedicated to ensuring that CDCE remains a student-friendly Centre of excellence in higher education.

I wish you great success in your academic journey and future career endeavors.

Dr. H. A. D. Samith Buddika

Director, Centre for Distance & Continuing Education

Message from the Academic Coordinator, BBA (External) Degree Programme



Dear Students,

Greetings, and a very warm welcome to the Bachelor of Business Administration (External) Degree Programme.

Your decision to pursue this programme reflects your ambition to explore new horizons and enhance your personal and professional growth. By joining our programme, you are taking a significant step toward becoming a competitive professional in the job market.

Offered through the Centre for Distance and Continuing Education (CDCE), University of Peradeniya, this degree programme launched in 2009, is proud to be the first online distance-mode external degree programme in Business Administration in Sri Lanka.

Our team of well-experienced Subject Matter Experts (SMEs) and Tutor Mentors is not only knowledgeable but also committed to providing an engaging and enriching learning experience. With their guidance, you will gain valuable insights that support both your academic journey and future career.

This programme features an updated curriculum that aligns with recent developments in the industry and the field of management, ensuring that your learning remains relevant and impactful. We are confident that the knowledge and skills you acquire here will prepare you to meet the challenges of the dynamic business world and grow as effective managers and leaders.

We sincerely hope you make the most of this unique opportunity to be part of one of Sri Lanka's pioneering online degree programmes. We look forward to supporting you on your three-year academic journey and seeing you succeed as a competent graduate.

Ms. B.T.D.N. Senarath

Academic Coordinator, BBA (External) Degree Programme

Brief History of the University of Peradeniya



The University of Peradeniya traces its origins to the first university which was established in 1942 in Colombo and moved to Peradeniya in 1952. The university is the oldest, largest and one of the most comprehensive and most progressive Universities in the country. Being a residential campus, with its 1700 hectares of land situated on the banks of the river Mahaweli among the central hills of the country, offers the most conducive environment for intellectual pursuits. The University has expanded over the past 83 years, both quantitatively and qualitatively as a great center of learning, and acquired international recognition and a unique reputation in the country. The number of Faculties has increased from four in 1942, to nine at present: Agriculture, Allied Health Sciences, Arts, Dental Sciences, Engineering, Management, Medicine, Science and Veterinary Medicine & Animal Science. The University also comprises of four postgraduate institutes namely, Postgraduate Institute of Agriculture (PGIA), Postgraduate Institute of Science (PGIS), Postgraduate Institute of Humanities and Social Sciences (PGIHS) and Postgraduate School of Medical Sciences (PGSM).

The academic Programmes of the University of Peradeniya are supported by several important learning support services namely, University of Peradeniya Library Network, the Information Technology Centre (IT Center), the Career Guidance Units, International Relations office, Centre for Distance and Continuing Education, Centre for Environmental Studies, Business Incubation and Technology Transfer Office, Counseling Unit, the Department of English Language Teaching (ELTD) etc. Several other Centers and Units are also established to perform specific training and service functions, and they design and offer

Diploma and Certificate level courses and various technical and professional services primarily on a fee-levying basis.

Based on the overall performances, University of Peradeniya is ranked as the number one University in Sri Lanka in QS regional ranking (2020), and Green metrics world ranking (position in world ranking 215). Furthermore, the Times Higher Education World University Ranking in 2020 has placed University of Peradeniya as the first in Sri Lanka and in 401-500 band in World University Ranking which is the highest position that any Sri Lankan University has achieved in the recent history and what's more, University of Peradeniya has been recording the highest number of SCI research publications and Presidential Awardees for scientific research publications. As a result, The Times Higher Education Impact Rankings ranked the University as the number one University in Sri Lanka.

Brief History of the Centre for Distance and Continuing Education



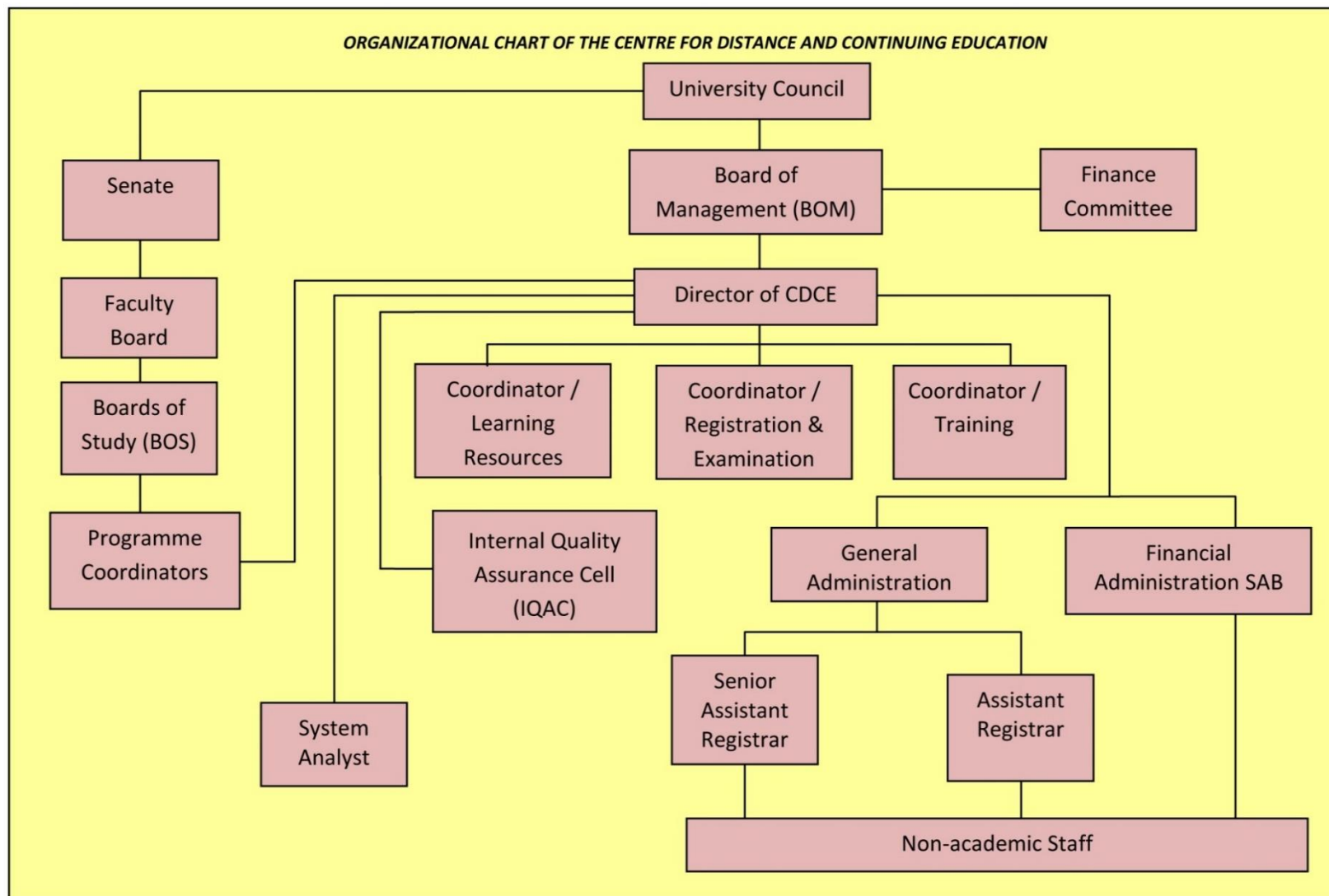
The origins of the Centre for Distance and Continuing Education (CDCE) can be traced back to the External Examination Branch set up in 1964. Having gone through several stages of development and having been known by different names, the current administrative structure with its new name 'the Centre for Distance and Continuing Education' came into existence in April 2007. The aim of its establishment is to fulfill one of the goals stated in the University of Peradeniya Corporate Plan namely: 'to become a Centre of excellence in open and distance education'.

The Vision of the CDCE is to provide equal opportunities for all aspiring students to further their career goals. It has identified its Mission as 'to provide education for all by providing educational opportunities without barriers to all those who look for it.'

The CDCE comes under the governance of the Board of Management of the CDCE chaired by the Vice-Chancellor, and is headed by a Director who is a senior academic of the University of Peradeniya. The Director, in turn is assisted by three Coordinators who are also senior academics. Its administrative functions come under the control of the Registrar, while a Senior Assistant Registrar, an Assistant Registrar, and a Deputy Bursar manage it locally. The non-academic staff comprises of 17 in the clerical and allied grades, 2 in the technical grade and 4 in the semi-skilled grade.

The academic administration of the CDCE is guided by the provisions for Centre circulars and the University Act. Currently, the CDCE conducts two degree programmes, namely the Bachelor of Arts (BA) and Bachelor of Business Administration (External) (BBA). Moreover, other programmes, such as, “Diploma in Management & Development”, Diploma in Library and Information Services and two certificate programmes: “Basic Tamil” and “Laboratory Handling” are conducted by the CDCE. Further to above, CDCE is in the process of diversifying into several other programmes such as BSc in Science, Diploma and Higher Diploma in Early Childhood Care and Development, Diploma in Laboratory Technology and Diploma in Electronic and Computing. These programmes are conducted under the guidance of the Boards of Studies and have been approved by the Senate of the University of Peradeniya.

Organizational Chart



Staff

BOARD OF DIRECTORS

Director

Dr. H. A. D. Samith Buddika

Coordinator – Learning Resources

Dr. Rajitha Ranasinghe

Coordinator - Training

Dr. Tharindu Dewasurendra

ADMINISTRATIVE STAFF

Senior Assistant Registrar

Mr. J.P. Wesley

Deputy Bursar

Mr. U.W. Rajmal

ACADEMIC SUPPORT STAFF

System Analyst

Ms. V.S. Senevirathne

NON-ACADEMIC STAFF

Mrs. MP Assalaarachchi
Mr. AKMAS Amunugama
Mrs. AGH Amukotuwa
Mrs. RBSM Kumarasiri
Mrs. MP Jayawardena
Mr. AMSU Manorathne
Mr. AML Abeykoon
Ms. DMANU Dissanayake
Mr. HADC Kumara
Mr. BMDNB Basnayake
Mr. HMGLL Senevirathne
Mrs. AMNK Attanayake
Ms. AGHN Subodhani
Ms. SMND Sakalasooriya
Ms. NGK Wickramasinghe
Ms. P Manickam
Ms. ND Egodapitiya
Mr. HLCA Liyanage
Ms. CSD Widanage
Ms. YMSM YapaBandara
Ms. GKGP Gunawardana
Mr. SB Nawarathne
Mr. KMS Bandara
Mr. AGD Amalka
Mr. BGSN YapaBandara
Mr. AMC Aththanayake

Introduction to the Programme

The Faculty of Management offers the Bachelor of Business Administration (External) Degree Programme (hereinafter BBA (External)) through the CDCE of University of Peradeniya. This is one of the first Online Degree Programmes offered in the Country. Initially it was offered by the Department of Management Studies under the Faculty of Arts from 2009 to 2015 and was transferred to the Faculty of Management, in 2015. This degree programme intends to provide opportunities to those students who qualify for university admission but fail to obtain placement within the national university system in Sri Lanka.

The BBA (External) degree has three exit points at Diploma, Higher Diploma and Degree levels at present and approximately six hundred (600) students representing all three levels follow the BBA (External) programme. The initial curriculum for the BBA (External) degree programme was approved in 2008. Thereafter, the curriculum for the BBA (External) degree programme was revised in order to reflect the developments taken place in the industry as well as in Management Discipline in 2018.

1. Admission Criteria

A student will be eligible for the programme who fulfill the following requirements:

- i. Passed in one sitting at the GCE (A/L) Examination in any stream.

OR

- ii. Any other equivalent qualification recognized by the UGC.

AND

Proof of proficiency in English to the satisfaction of the Board of Study (BoS) in Management

2. Method of Selection of Students

The CDCE calls applications annually for new admissions to the programme. At present, the intake for the BBA (External) Degree Programme is approximately double that of the

Faculty of Management's internal study programme.. When there are more eligible applicants, the University usually uses the z-score to select the required number of candidates for the Programme.

3. Medium of Instruction

English

4. Early Exit Points and Fall-back Options

The programme allows the students for multiple exit points and fallback options for those intended to leave the programme before the completion of the degree. Early exit qualifications provide pathways for students registered for BBA (External) Degree Programme to leave with a Diploma or a Higher Diploma in Business Administration before the completion of the minimum period of the BBA (External) Degree Programme. Moreover, fallback qualifications are available for students who have completed the maximum period of the degree programme (8 years), but are unable to fulfil all the requirements for the award of BBA (External) degree. Such students can leave the programme with either Diploma or Higher Diploma in Business Administration based on the requirements fulfilled.

5. Programme Learning Outcomes

Following are the Programme Learning Outcomes (PLOs) of the Diploma in Business Administration:

Upon successful completion of Diploma in Business Administration, the candidate will be able to:	
PLO 1	Demonstrate the foundational knowledge of the functional areas of Management.
PLO 2	Apply the basic Management theories, practices and concepts to real business settings.
PLO 3	Make evidence-based decisions through applying mathematical, statistical data analysis, management science, and IT skills.

PLO 4	Demonstrate managerial skills while working for organizations.
PLO 5	Reflect on ethical issues in an employment context.
PLO 6	Practice the use of effective written and oral communications, innovative thinking, and team building and presentation skills.
PLO 7	Apply the knowledge to effectively engage for Continuous Professional Development (CPD).

Following are the Programme Learning Outcomes (PLOs) of the Higher Diploma in Business Administration:

Upon successful completion of Higher Diploma in Business Administration, the candidate will be able to:	
PLO 1	Demonstrate the essential knowledge of the functional areas of Management.
PLO 2	Apply Management theories, practices and concepts to real business settings.
PLO 3	Make evidence-based decisions through applying mathematical, statistical data analysis, management science, and IT skills.
PLO 4	Demonstrate managerial skills while working for organizations.
PLO 5	Reflect on ethical issues in a business environment based on personal and corporate social responsibilities.
PLO 6	Practice the use of effective written and oral communications, innovative thinking, and team building and presentation skills.
PLO 7	Apply the knowledge effectively to engage for continuous professional development (CPD).

Following are the Programme Learning Outcomes (PLOs) of the Degree in Business Administration:

Upon successful completion of BBA degree programme, the candidate will be able to:	
PLO 1	Demonstrate the advanced knowledge of the functional areas of Management.
PLO 2	Apply the current Management theories, practices and concepts to real business settings.
PLO 3	Make evidence-based decisions through applying mathematical, statistical data analysis, management science, and IT skills.
PLO 4	Use management discipline knowledge and skills to problems in an analytical, imaginative, and integrative perspective.
PLO 5	Demonstrate managerial skills while leading organizations/projects.
PLO 6	Reflect on ethical issues in a business environment based on personal and corporate social responsibilities.
PLO 7	Practice the use of effective written and oral communications, innovative thinking, and team building and presentation skills.
PLO 8	Apply the knowledge effectively to engage in continuous professional development.

6. Structure of the BBA (External) Degree Programme

Level	Semester	Course Code	Course Title	Credits	Cumulative Credit
Diploma	1	BBA 1101	Business Mathematics and Statistics	4	4
		BBA 1102	Business Communication	3	7
		BBA 1103	Business Environment	4	11
		BBA 1104	Information and Communication Technology for Management	3	14
	2	BBA 1201	Financial Accounting	4	18
		BBA 1202	Principles of Management	4	22
		BBA 1203	Human Resource Management	4	26
		BBA 1204	Business Economics	4	30

Higher Diploma	1	BBA 2101	Marketing Management	4	34
		BBA 2102	Operations Research	4	38
		BBA 2103	Operations Management	4	42
		BBA 2104	Management Accounting	3	45
	2	BBA 2201	Financial Management	4	49
		BBA 2202	Organizational Behavior	3	52
		BBA 2203	Auditing and Taxation	4	56
		BBA 2204	Entrepreneurship	4	60
Degree	1	BBA 3101	Project Management	4	64
		BBA 3102	Management Information System	4	68
		BBA 3103	Organizational Leadership	3	71
		BBA 3104	Tourism and Hospitality Management	4	75
	2	BBA 3201	Strategic Management	4	79
		BBA 3202	Marketing Communications	4	83
		BBA 3203	Business Law	3	86
		BBA 3204	International Business	4	90

7. Student Registration

The Selected candidates are required to register for the degree programme by paying the registration and other relevant fees. A registered student is required to complete his /her degree within the minimum of three years and maximum of eight years after registration.

- **Renewal of Registration**

A registered student is required to renew his/her registration once a year within the maximum period of candidature by paying the relevant fees to keep his/her registration status activated until he/she completes all the requirements of the degree programme.

- **Withdrawal of Registration**

If a student decides to withdraw from the programme after registration, a written request should be made (on the prescribed form) to the Senior Assistant Registrar within 01 month of the date of the commencement of the respective level of the degree program. Only requests that are based on valid reasons will be approved.

Students whose requests for withdrawals/ cancellation that have been submitted within the stipulated period and approved shall be entitled to a refund of up to 80% of the course fee. Withdrawal after this period will not entitle students to a refund of any fees paid.

8. Requirements for the Completion of the Bachelor of Business Administration (External) Degree Programme.

- **Degree in Bachelor of Business Administration**

A student fulfilling the following requirements within eight years shall qualify for the Degree in Bachelor of Business Administration with;

- i. At least a “C” grade for 22 out of 24 course units as stated in Structure of the BBA (External) Degree Programme with a minimum of “D” grade for each of the remaining courses (02), and
- ii. At least a cumulative GPA of 2.00

- **Higher Diploma in Business Administration**

A student fulfilling the following requirements within six years from the initial registration shall qualify for the Higher Diploma in Business Administration with;

- i. At least a “C” grade for 14 course units as stated in Structure of the BBA (External) Degree Programme with a minimum of a ‘D’ grade in Higher Diploma level and a ‘D’ grade in Diploma level respectively, and
- ii. At least a cumulative GPA of 2.00.

- **Diploma in Business Administration.**

A student fulfilling the following requirements within four years from the initial registration shall qualify for the Diploma in Business Administration with;

- i. At least a “C” grade for 07 course units as stated in Structure of the BBA (External) Degree Programme with a minimum of “D” grade for the remaining course, and
- ii. At least a cumulative GPA of 2.00

Note:

A student who is unable to complete the requirements mentioned above within 8 years may obtain either a Diploma in Business Administration or Higher Diploma in Business Administration. At such events, the qualification offered shall be determined by the Senate

on the recommendation of the Faculty Board of Faculty of Management based on the achievements made by the student within the 8 years as mentioned above.

A student may choose to leave with an early exit qualification. Such students may request the CDCE to award him/her a Diploma in Business Administration/ Higher Diploma in Business Administration based on the achievements made by that time as per the above-mentioned requirements, before completion of the maximum period allowed for the programme.

9. Students' Participation in Online Activities

Students' regular attendance on online activities is compulsory. Students are expected to attend all forums, chat sessions, practical or field sessions as per the teaching plan of the course.

- **Introduction to Learning Management Systems**

A Learning Management System (LMS) is a web-based software application that provides a platform to automate learning processors in order to deliver streamlined and integrated online courses. BBA (External) Degree Programme is delivered through the Moodle.

Through Moodle, the students will be able to access blended learning materials namely, self-instructional materials, audiovisual materials, self-assessed quizzes and other learning strategies. In addition, Moodle provides a platform for the interaction between Student to student, student to teacher and students to CDCE through forums, messaging and chat. Student's in-class assessments will be performed through graded and non-graded assignments, forums and quizzes.

Before the commencement of the programme, all the students will receive a unique username and password for their Moodle account through an automated email. It is students' responsibility to regularly update themselves by frequently checking for emails and logging in to their online Moodle account. Once enrolled on the programme, the students will be offered a Pre-Course to familiarize them with Moodle.

- **Face to Face Sessions / Days School**

The CDCE shall arrange Face to Face Sessions as a part of course delivery for the programme. Accordingly, at the beginning of each semester, students will be informed of

four face to face sessions for each course unit. Two of these will be held physically at the University of Peradeniya, while the other two will be conducted online.

10. Regulation Relating to Examination Procedure, Offences and Punishments for Examinations Conducted under the Semester-Based Course Unit System

10.1. Handling Examination Offences by Candidates

- | | | |
|----|---|--|
| 1. | In supervised assessments, the Faculty/PGI/Centre is expected to arrange an assessment environment in such a way that the candidates are disallowed to commit the examination offences listed in relevant rules & regulations, intentionally or unintentionally. Use of technology available such as video recording & online proctoring shall be promoted. | Assessment of environment & prevention of offences |
| 2. | Examiners/ Supervisor shall be responsible for promptly reporting apparent examination offences committed by candidates in any assessment components through proper channels for prompt action by the higher administration. | Reporting examination offences |
| 3. | Faculty/PGIs/Centre shall maintain channels for reporting malpractices/irregularities and make sure that staff and students are aware of these channels. | Channel of reporting |
| 4. | Whenever Faculty/PGIs/Centre notices or is reported a malpractice/irregularity related to the performance evaluation of candidates in any assessment, the action has to be taken immediately and inform the same to the complainant. | Prompt actions on reported malpractices / irregularities |
| 5. | The information on these guidelines that is relevant to students shall be made available to students as a separate section in the students' handbook/prospectus & through the respective websites (in addition to the information in the University Calendar and included in the students' handbook) | Providing necessary information to students |

6	In the case of PGI, the functions of the Dean and the Faculty Board with regard to these regulations shall be performed respectively by the Director and the Coordinating Committee/Board of Management of the relevant Institute.	Examinations conducted by postgraduate institutes
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10.2. Regulations Relating to Examination Procedure

Regulations made by the Senate of the University of Peradeniya and approved by the Council under Section 136 read with Sections 29, 45 and 46 of the Universities Act No. 16 of 1978 as amended by the Universities (Amendment) Act No.7 of 1985.

Examination of a course/course unit/module may consist of several assessment components with diverse assessment tasks (quizzes, within semester and end- semester examinations, term papers, practical/clinical skills assessments, assignments, etc.)

- * Regulations relating to examination procedure, offences and punishments for examinations conducted under the old system, please refer to section 31 of the University Calendar 2007/08.

These Regulations may be cited as the Examination Procedure, Offences & Punishment Regulation No.1 of 2023.

1. A candidate is expected to be outside the examination hall at least 15 minutes before the commencement of each paper but shall not enter the hall until he/she is requested to do so by the supervisor.
2. On admission to the hall a candidate shall occupy the seat allotted to him/her and shall not change it except on the specific instruction of the Supervisor.
3. A candidate shall have his/her student record book/student identity card and admission card with him/her in the examination hall on every occasion

he/she presents himself/herself for a paper. His/her candidature is liable to be cancelled if he/she does not produce the student record book/student identity card and admission card when requested to do so. If he/she fails to bring his/her student record book/student identity card /admission card, he/she shall sign a declaration in respect of the paper for which he/ she had not produced the student record book/student identity card and admission card in the form provided for it, and produce the student record book/student identity card and admission card to the Supervisor within the next three working days. If a candidate loses his/her student record book/student identity card and admission card during the examination period, he/she shall obtain a duplicate of student record book/student identity card and admission card as the case may be from the Registrar or relevant Senior Assistant Registrar/Assistant Registrar for production at the examination hall.

4. A candidate shall not have on his/her person or in his/her clothes or on the admission card, timetable, student record book/student identity card, any notes, signs or formulae, etc., except those items that are permitted. All unauthorized items which a candidate has brought with him/her should be kept at a place indicated by the Supervisor/Invigilator. The candidate shall not wear any digital devices such as smart watches during the examination.
5. A candidate may be required by the supervisor to declare any item in his/her possession or person.
6. No candidate shall copy or attempt to copy from any book or paper or notes or similar material or from the scripts of another candidate. A candidate shall neither help another candidate nor obtain help from another candidate or any other person. A candidate shall not conduct himself/herself so negligently that an opportunity is given to any other candidate to read anything written by him/her or to watch any practical examination performed by him/her. No candidate shall use any other unfair means or obtain or render improper assistance at the examination.
7. If any candidate was found to have copied from another candidate by an examiner at the time of marking, he/she would be treated as having committed a punishable offence.

8. No candidate shall submit a practical book or field book or dissertation/thesis or project study or answer script or assignment which has been prepared wholly or partly by anyone other than the candidate himself/herself. This section, however, does not apply to group projects/assignments/research of students.
9. A candidate shall bring his/her own pens, ink, mathematical instruments, erasers, pencils or any other approved equipment or stationery which he/she has been instructed to bring. The use of a calculator will be permitted only for examinations that contain a rubric to that effect.
10. Examination stationery (i.e., writing paper, graph paper, drawing paper, ledger paper, precis paper, etc.) will be supplied at the examination hall as and when necessary. No sheet of paper or answer book supplied to a candidate may be torn, crumpled, folded or otherwise mutilated. No papers other than those supplied to him/her by the Supervisor/Invigilator shall be used by candidates. All material supplied, whether used or unused, shall be left behind on the desk and not removed from the examination hall.
11. Every candidate shall enter his/her Index Number/Registration Number on each answer book and on every continuation paper. He/She shall also enter all necessary particulars as required. A candidate who inserts on script an Index Number/Registration Number other than his/her own is liable to be considered as having attempted to cheat.

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

12. All calculations and rough work shall be done only on paper supplied for the examination and shall be cancelled and attached to the answer script. Such work should not be done on any other material. Any candidate who disregards these instructions runs the risk of being considered as having written notes or outline of answers with the intention of copying.

13. Any answer or part of an answer, which is not to be considered for the purpose of evaluation, shall be neatly crossed out. If the same question has been attempted in more than one place, the answer or answers that are not to be considered for evaluation shall be neatly crossed out.
14. Candidates are under the authority of the supervisor and shall assist him/her by carrying out his/her instructions and those of the Invigilator during the examination and immediately before and after it.
15. Every candidate shall conduct himself/herself in the examination hall and its precincts as not to cause disturbance or inconvenience to the supervisor or his staff or to other candidates. In entering and leaving the hall, he/she shall conduct himself/herself as quietly as possible. A candidate is liable to be excluded from the examination hall for disorderly conduct.
16. Candidates shall start going through the questions only after being ordered by the Supervisor/Invigilator and stop work promptly when ordered by the Supervisor/Invigilator to do so.
17. Absolute silence shall be maintained in the examination hall and its precincts. A candidate is not permitted for any reason whatsoever to communicate or to have any dealings with any person other than the Supervisor/Invigilator. The attention of the Supervisor/Invigilator shall be drawn by the candidate by raising his/her hand from where he/she is seated.
18. During the course of answering a question paper no candidate shall be permitted to leave the examination hall temporarily. In case of an emergency, the Supervisor/Invigilator may grant him/her permission to do so but the candidate will be under his/her surveillance.
19. No person shall impersonate a candidate at the examination, nor shall any candidate allow himself/herself to be impersonated by another person.
20. Any candidate receiving unauthorized assistance from any person shall be deemed to have committed an examination offence.
21. The Supervisor/Invigilator is empowered to require any candidate to make a statement in writing on any matter which may have arisen during the course

- of the examination and such statement shall be signed by the candidate. No candidate shall refuse to make such a statement or to sign it. If such a candidate refuses to make such a statement or refuses to sign it, the Supervisor/Invigilator shall make his own statement and report the matter to the Dean of the relevant Faculty.
22. No candidate shall contact any person other than the Vice-Chancellor, Dean, Head of the Department, the Registrar or the relevant Senior Assistant Registrar of the Faculty regarding any matter concerning the examination.
 23. Every candidate shall hand over the answer script personally to the Supervisor/Invigilator or remain in his/her seat until it is collected. On no account shall a candidate hand over his/her answer script to an attendant, a minor employee, or another candidate.
 24. Every candidate who registers for a course/course unit shall be deemed to have sat the examination of that course/course unit unless he/she withdraws from the course/course unit within the prescribed period for dropping courses/course units. He/She should submit a medical certificate in support of his/her absence, prior to the commencement of the examination. If such a document cannot be submitted before the commencement of the examination, a candidate shall inform of his/her inability to attend the examination to the Dean of the Faculty within a week after the commencement of the examination. The medical certificate shall conform to the Senate Regulations (Section 3.5).
 25. When a candidate is unable to be present for any part/section of an examination of a course/course unit, he/she shall notify or cause to be notified this fact to the Dean of the Faculty and relevant Senior Assistant Registrar or Assistant Registrar immediately. This should be confirmed in writing with supporting documents by registered post within two weeks.
 26. A student will be eligible for “a Class” if all requirements for the award of the respective Class are met within the prescribed period for the degree. However, candidates found guilty of an examination offence shall not be eligible for Classes.
 27. No student shall sit an examination of a course/course unit, if he/she has

exhausted the number of attempts that he/she is allowed to sit that particular examination, unless he/she has been granted special permission to do so by the Dean of the relevant Faculty.

10.3. Examination Offences and Punishments

- 1 Any candidate who violates Examination Rule 4 shall be deemed guilty of the offence of possession of unauthorized documents/items and his/her candidature for the examinations of that semester shall be cancelled and he/she shall be prohibited from sitting any examination of this university for a period varying from 1 - 5 semesters.
- 2 Any candidate who violates Examination Rule 6 or 7 shall be deemed guilty of the offence of copying and therefore his/her candidature shall be cancelled from the examinations of that semester and he/she, shall be prohibited from sitting any examination of this university for a period of five semesters.
- 3 Any candidate who violates Examination Rule 8 shall be deemed guilty of the offence of having cheated at the examination and his/her candidature for the examinations of that semester shall be cancelled and he/she shall be prohibited from sitting any examination of this university for period varying from 1 - 9 semesters.
- 4 Any candidate who is detected removing examination stationery and other material provided for the examination (Rule 10) shall be deemed guilty of an examination offence and his/her candidature for the examinations of that semester shall be cancelled and he/she shall be liable to be prohibited from sitting any examination of the university for a period of three semesters.
- 5 Any candidate who violates any one or more of the Rules in 5, 14, 15, 16, 17 and 18 shall be deemed guilty of the offence of disorderly conduct and his/her candidature shall be cancelled from the examinations of that semester and he/she shall be prohibited from sitting any examination of this university for a period of three semesters.
- 6 Any candidate who violates Examination Rule 19 shall be guilty of the offence of impersonation and his/her candidature for the examinations of that semester shall be cancelled and he/she shall be prohibited from sitting any examination of this university.

Impersonator/s may also be liable to any punishment under the Penal Code/Criminal Law. In the event the impersonator is found to be a graduate of this university, his/her degrees awarded by this university shall be withdrawn.

- 7 Any candidate who violates Examination Rule 20 shall be guilty of an examination offence and his/her candidature for the examinations of that semester shall be cancelled and he/she shall be prohibited from sitting any examination of this university for a period of 1 - 5 semesters.
- 8 Any candidate found aiding and abetting in the commission of any of the above examination offences shall be deemed to have committed that offence and shall be punished in respect of the offence in accordance with the provisions of the relevant section.
- 9 Any other offence which is not covered in the above sections alleged to have been committed by a candidate and reported to the relevant authority by a supervisor or examiner shall be inquired into and appropriate action taken.

10.4. Procedure on Examination Offences Committed by Candidates

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

10.4.1 Classification of Offences

A. Examination offences may be broadly classified as follows:

- i. Possession of unauthorized documents/items
- ii. Copying
- iii. Cheating
- iv. Removal of stationery
- v. Impersonation
- vi. Unauthorized assistance

- vii. Aiding and abetting in the commission of above offences
- viii. Disorderly conduct
- ix. Other offences (based on the judgement of the supervisor/ invigilator)

B. Punishments shall be as specified in the ***section 3.3 of the Manual of Procedures for Conduct of Undergardaute Examinations - with effect from 29.10.2023***

10.4.2 The Procedure of Handling an Examination Offence (See section 6.1 for the SOP on the Complete Procedure)

- 1 In all cases of violation of examination rules detected, the Supervisor/Examiner shall take action as outlined below and forward his/her report to the relevant Dean/Director or DR/SAR/AR. In handling examination offences, the SOP given in the Section 6.1 should be followed.
- 2 In cases of disorderly conduct the supervisor shall in the first instance warn the candidate to be of good behaviour. Disorderly conduct shall be considered grave, only if such conduct in the opinion of the supervisor is considered as causing a disturbance in the conduct of the examination. Where the candidate persists in unruly or disorderly conduct, the supervisor may exclude the candidate from the examination hall and issue him a letter with a copy to the relevant Dean/Senior Assistant Registrar/Assistant Registrar, cancelling his/her candidature from the examination.
- 3 In all cases of examination offences detected, the supervisor shall send a report to the relevant Dean along with any material taken into custody. Material taken into custody should be authenticated by placing the signatures of the candidate and the Supervisor/Invigilator and the date, time and place of detection. A supervisor should give particulars of any incriminating material of which he/she cannot take possession. The Supervisor's report should be countersigned by one of the Invigilators.
- 4 The Dean after preliminary inquiry shall handle the matter as detailed in the Standard Operating Procedure (SOP) given in this manual in the section 6.1.
- 5 **The Decision**

- A The punishment shall be decided per the details in the SOP (Section 6.1).
- B Senior Assistant Registrar/Assistant Registrar of the relevant Faculty shall be the Convener/Secretary of the preliminary inquiry/ Examination Disciplinary Committee (EDC) on examination offences.

6 Appeals Board

Any appeals of a student on whom a punishment has been imposed, within a period of two weeks from the date of communication to him/her of such punishment, may appeal against such punishment to the

- A. Dean/Director, if a punishment is determined by the Faculty Board/ Board of Management after the preliminary inquiry for a minor offence
or
- B. Vice-Chancellor, if a punishment is determined by the Senate.

The Appeals shall be handled per the procedure described in the SOP (Section 6.1).

10.5. Acceptance of Medical Certificates Submitted by Students for Course Work and Examinations

10.5.1 Procedure for the Acceptance of Medical Certificates

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

Under exceptional circumstances, medical certificates issued by private

hospitals or registered private practitioners could be considered by the University Medical Board.

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

If a student falls sick at home or elsewhere during sessions or examination time he/she or his /her guardian should inform the Dean of the respective Faculty within seven (7) days by telegram/fax/e-mail/text message followed by a letter indicating the nature of the illness and the name of the attending doctor, etc. A medical certificate supporting the illness of the student also should be sent to the Dean.

Under exceptional circumstances if a student was not able to meet the deadline mentioned above, he/she could send his/her appeal to the relevant Faculty Board.

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

- A. In case of Western Medical Certificates submitted by students to cover absence from course work or examination:
 - i. The medical certificate should be referred to the Chief Medical Officer (CMO) of the University for his/her observations and recommendations.
 - ii. The CMO in turn examines the certificate and if he/she wishes could summon the student for examination and thereafter send his/her observations and recommendations to the Dean.
 - iii. In cases where the CMO wishes to convene the Western Medical Board he/she may make arrangements to convene the Western Medical Board and refer the recommendations of the Board to the Dean.
 - iv. The Dean on receipt of such recommendations from the CMO or Western Medical Board should send it to the Faculty Board for ratification.
- B. In the case of Ayurvedic Medical Certificates submitted by students to cover

absence from course work or examinations, the following procedure should be followed:

- i. Ayurvedic medical certificates submitted by student in respect of absence from examinations or course work should be circulated among the members of the Ayurvedic Medical Board for their observations by the DR/SAR/AR in charge of student registration of each Faculty in consultation with the Deans of the respective Faculties.
 - ii. Each member of the Ayurvedic Medical Board may send his/her observations and recommendations on the face of the medical certificate to the Dean of the respective Faculty through the DR/SAR/AR of the Faculty.
 - iii. In cases where the opinions of the members of the Ayurvedic Medical Board vary, the DR/SAR/AR of the Faculty in consultation with the Dean of the Faculty may take steps to convene a meeting of the Ayurvedic Medical Board.
 - iv. If the members of the Ayurvedic Medical Board think that the medical certificates should be examined at a meeting of the Board, the Dean of the Faculty should be informed accordingly.
 - v. If the members wish to examine the student/s concerned, they could be summoned before the Medical Board through the Senior Assistant Registrar/Assistant Registrar of the Faculty.
 - vi. The recommendation of the Ayurvedic Medical Board should be sent to the Faculty Board through the Dean of the Faculty for ratification.
 - vii. The original copies of the Ayurvedic Medical Certificate submitted by students should be kept in the files of the student/s concerned and copies of such certificates should be sent to the Chief Medical Officer for purposes of record.
- 3 When students request exemption from examinations or course work upon the basis of illness, the ultimate decision on the question of exemption,

repetition of course and of eligibility for honours, shall be the functions of the relevant Faculty Board upon the recommendation of the Medical Board or the Chief Medical Officer.

10.5.2 Medical Boards

There shall be two Medical Boards in the University, viz., Western Medical Board and Ayurvedic Medical Board.

A. Western Medical Board

Composition

The Western Medical Board shall consist of the Heads of the Departments of Medicine, Surgery and Psychiatry of the Faculty of Medicine or their nominees and the CMO of the University.

Terms of Reference

- i. The Western Medical Board shall consider cases where the Chief Medical Officer of the University has doubt about the validity of the grounds (including medical certificate) upon which the request of students to be excused for absence from course work of examinations.
- ii. The Chief Medical Officer of the University shall convene the Western Medical Board if and when necessary.
- iii. The Board has the right to call students before the Board when necessary for purposes of interview, examination and investigations.
- iv. Recommendations of the Medical Board should be sent to the Faculty Board through the Dean of the respective Faculty.

B. Ayurvedic Medical Board

Composition

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

Terms of Reference

- i. The Ayurvedic Medical Board shall consider Ayurvedic Medical Certificates submitted by students requesting exemption from examinations or course work and make recommendations to the Senate through the Deans of the respective Faculties.
- ii. The Board shall meet at least once within a semester. The Senior Assistant Registrar/Assistant Registrar in charge of student registration in consultation with the Dean of the respective Faculty shall convene meetings of the Ayurvedic Medical Board whenever necessary and co-ordinate the work between the Faculty and the Ayurvedic Medical Board.
- iii. The Board has the right to call students before the Board when necessary for purposes of interviews, examination and investigations. Such requests should be sent to the students through the Senior Assistant Registrar/Assistant Registrar in charge of student registration of each Faculty.

Guidelines for the Functioning of the Ayurvedic Medical Board

- i. When accepting Ayurvedic Medical Certificates, caution is to be exercised by accepting from only those who are registered in the Ayurvedic Medical Council.
- ii. General or special registered Ayurvedic Medical Practitioners could recommend, on any one occasion, leave up to 14 days at a stretch. Those with more than the above amount should get an endorsement from the Medical Officer in charge of the closest Government Ayurvedic Hospital or Government Ayurvedic Dispensary.
- iii. The decision on leave stipulated in Medical Certificates from Ayurvedic Hospitals, Government Dispensaries or Local Government Ayurvedic Dispensaries rests with the Board.
- iv. This Board possesses the right to question the validity of any Ayurvedic Medical Certificate.
- v. The Board possesses the right to summon before them any student submitting an Ayurvedic Medical Certificate, if necessary.

10.6. Examination Offences by Those Other than Candidates

This section is relevant to all staff involved in the examination process at the University of Peradeniya.

10.6.1. The Types of Offences

1. Unauthorised Communications

- | | | |
|---|---|----------------------------|
| A | Divulging the contents of an examination paper(s)/assessment tasks by anyone involved in the process until an examination is completed shall be an offence. | Unauthorised communication |
| B | Delivery or transmission of any answer script, mark sheet, mark book or other document relating to an examination to any other person who is not authorised to possess such material (according to this manual) or possession of such material by an unauthorised person shall be an offence. | Delivery of answer script |

2. Unauthorised Divulging of Marks

- | | | |
|---|---|---------------------------------|
| A | An examiner or person entrusted with entering mark sheets, mark books etc., shall not divulge any information relating to the answer scripts, mark sheets, mark book or marks to any other person to whom he/she is not authorised to possess such information. | Unauthorised divulging of marks |
|---|---|---------------------------------|

10.6.2. Handling Examination offences by Those Other than Candidates

Each Faculty/Institute/Centre of the University is responsible for upholding the credibility of assessments and preventing examination malpractices as per clauses 35 to 42 of the Policy on Assessment and Award of Qualification (UoP-P 005) approved by the Governing Council of the University of Peradeniya at its 522nd meeting on 27th November 2022. **Please see the relevant clauses (35-42) on pages 9-10 of Section 1.1 of this Manual.** These clauses shall guide the handling of such incidents until relevant SOPs are developed under the provisions of the Establishments Code of the University Grants Commission and The Higher Educational Institutions and approved by the Council of the University. Negligence in execution of assigned examination related duties and responsibilities by any staff member shall be handled by the provisions available in the Establishments Code of the University Grants Commission and the

Higher Educational Institutions.

In addition to the above, the students must follow the University by-laws, circulars, and UGC circulars related to examinations.

11. Student Assessments

Course assessment consists of continuous assessments and an end semester examination. The students only those who have obtained a 'D' grade in the continuous assessment component shall be eligible for the end-semester examination. The total of continuous assessment marks and the end semester examination marks will determine the final letter grade for the course.

12. Classes and Awards

- Award of classes for the BBA Degree Programme**

A student who has fulfilled all the conditions stipulated in the "Requirements for the completion of Bachelor of Business Administration (External) Degree Programme" at the first attempt shall be entitled for classes if he/she fulfills the following additional requirements:

Category of Class	GPA
First class	≥ 3.7 at least C for all courses
Second class (Upper)	3.30-3.69
Second class (Lower)	3.00-3.29
Pass	2.00-2.99
Incomplete	< 2.00

However, any changes to the eligibility criteria of the University shall be applicable to the BBA (External) degree programme as well where relevant.

Grade	Grade point	Marks Range	Grade	Grade point	Marks Range
A+ / A	4.0	80 - 100	A -	3.7	70 - 79
B +	3.3	65 - 69	B	3.0	60 - 64
B -	2.7	55 - 59	C +	2.3	50 - 54

C	2.0	45 - 49	C-	1.7	40 – 44
D +	1.3	35 - 39	D	1.0	30 - 34
E	0.00	00 - 29	I	0.00	Incomplete

- **Distinction and Merit Pass for Diploma and Higher Diploma Levels**

The requirements for distinction and merit passes:

Distinction:

- GPA of 3.70 and above
- At least “C-” grade or above for all courses offered at the first sitting

Merit pass:

- GPA greater than or equal to 2.75 but less than 3.69
- At least “C-” grade or above for all courses offered at the first sitting

Pass:

GPA greater than or equal to 2.00 and less than 2.75 in order to fulfill the requirements.

13. Credit Transfer and Lateral Entry to the BBA Degree

Credit transfers from the recognized Higher Education Institutes (HEI)/Universities or professional bodies acceptable to the Senate of the University of Peradeniya that offer equivalent degrees or professional qualifications are allowed, but such transfers should not exceed one third of the total requirements for awarding the Bachelor’s degree. Such transfers of credit shall be subject to the recommendation of the Board of Study (BoS) in Management and the approval of the Faculty Board of the Faculty of Management.

14. Appeals and Requests of Students

Students’ requests relating to academic matters shall be considered by the BoS on an individual basis. Such appeals should be made to the BoS through the SAR/CDCE to Director/CDCE who shall place them before the Students’ Request Committee and the Board of Study (BoS) in Management.

Those who have applied but failed to sit the end-semester examination may appeal to the SAR/CDCE within a month from the commencement of the examination giving reasons and evidence to support their claim. If the appeal is accepted by the BoS, they are eligible to obtain a Merit/Distinction/Class at the relevant examination.

All requests stated above or any other related to circumstances not covered by the above rules and regulations of the programme, should be made in writing and directed to the SAR /CDCE.

15. Teaching Panel

Name	Qualifications	Specialty
Abeysondera P.H. Mr.	<i>BBA(OPM) (Pdn); MBA (PIM - SJP)</i>	Operations Management
Agilan N. Dr.	<i>BBA (Jfn); MBS (HRM-Ire); MBA (UK); MCMI (UK); M.Sc. (Col); Graduate CIPD (UK); PhD (UOS, UK)</i>	Human Resource Management, General Management
Alfred M. Dr.	<i>B.Com (Pdn); M.Phil (Pdn); PhD (JNU)</i>	Management Accounting
Anusha P. Ms.	<i>B.A. (Economics) (PDN); M.A (Economics) (PDN)</i>	Economics
Ariyaratna M.V.R.U.K.B. Mr.	<i>B.Sc. in Finance (SJP); Dip. In Mgt. Acc. CIMA (UK); M.Sc. App Fin (SJP) (Reading)</i>	Finance
Ariyaratne S.P. Ms.	<i>B.Sc. Operations & Technology Mgt (SJP); M.Sc.(PGIA); M.Sc. in Mgt (SJP); CIMA (Passed Finalist)</i>	Operations Management and Management Information System
Bandara A.M.A.S.M. Mr.	<i>B.Sc.(CM)(Pdn); M.Sc (Mrt); M.Phil.(Pdn); PhD (Mrt) (Reading)</i>	Business Mathematics and Statistics, Project Management
Bandara D.M.D. Mr.	<i>B.B.Mgt(Marketing) (Special)(Kel); MBA (PIM - SJP) (Reading); Dip in ERP (Kel); CIM (UK); AAT (Passed Finalist)</i>	Marketing Management
Bandara G.R.D.C.D. Ms.	<i>BBA(HRM)(Special) (Pdn); IABF; DABF (Reading); CMA (Reading)</i>	Human Resource Management
Bartholomeusz R.A. Ms.	<i>BBA (HRM)(Special) (Pdn); PQHRM (CIPM Sri Lanka; M.Sc. in Mgt (SJP) (Reading)</i>	Human Resource Management
Basnayaka B.M.S.B. Mr.	<i>BBA (Acc.&Fin) (PDN); Dip. in Computerized Accounting (Esoft); ICASL (Reading - Strategic Level)</i>	Accounting and Finance

Dasanayake D.M.S.M. Ms.	<i>BBA (Pdn); M.Sc. in Mgt (SJP)</i>	Operations Management and Management Information System
Deshapriya P.H.E.S.B Ms.	<i>BBA (Marketing) (SEUSL); MBM in Marketing (UOK) (Reading); Dip in Psychology (IMBS) (Reading)</i>	Marketing Management and General Management
Dissanayaka D.M.S.M. Mr.	<i>MA in Economics (PDN); BA (HONS) in Economics (PDN); LLB (Reading) (OUSL; Diploma in English and ICT)</i>	Economics
Dissanayake J.K.M.S.G. Ms.	<i>BBA (OPM) (Pdn)</i>	Operations Management
Dorabawila S.S.K.B.M. Dr.	<i>B.A. (Economics) (PDN); M.Sc. (Applied Statistics), M.A. (Economics) (Clark University), Ph.D. (Economics) (Clark University)</i>	Economics and Statistics
Edirisooriya W.A. Ms.	<i>BBA(HRM) (Special) (Pdn); MBA (Col); PQHRM (CIPM)</i>	Human Resource Management
Ekanayake E.M.A.S.B. Prof.	<i>B.Sc. Bus. Adm. (SJP); MBA (Pdn); PhD (Macquarie, Aus); FCA</i>	Accounting and Corporate Governance
Ekanayake E.M.T.D. Ms.	<i>BBA.(Hons) in Marketing Management (PDN); MBA (Reading)(PIM -SJP)</i>	Marketing Management
Eranda B.A.N. Dr.	<i>B.Sc. (Mkt. Mgt) (Special) (SJP); B.B.A (Apu. Japan); M.Sc. (Apu.Japan);ACIM (UK); PhD (Col)</i>	Marketing and Strategic Management
Fernando N.T.K.P. Mr.	<i>BBA (Opm. Mgt); LSSYB; CA (Business Level); AAT (Passed Finalist); Dip. in SCM.</i>	Operations Management
Fernando T.S.S. Mr.	<i>B.Sc. (Bus. Admin.) (Sp) (SJP); MBA (Col)</i>	General Management and Strategic Management
Godagampola G.D.N.M. Ms.	<i>BA. Sp (Economics & Statistics) (PDN); M.A. in Economics (PDN)</i>	Economics and Statistics
Gunaratne G.C.I. Mr.	<i>B.Sc.Mkt. Mgt.(SJP);M.Sc. in Mgt (SJP); PhD (SUT, Aus) (Reading)</i>	Operations and Supply Chain Management
Gunasekara D.G. Ms.	<i>B.Sc. Finance (Special) (SJP); Dip. In Mgt. Acc. CIMA (UK);M.Sc. in Mgt (SJP) (Reading)</i>	Finance

Gunathilake P.T.M. Ms.	<i>BBA (Fin. Mgt) (Pdn); M.Sc. in AppFin (SJP); M.Sc. in Applied Statistics (Pdn)</i>	Accounting and Finance
Hettiarachchy B.S. Ms.	<i>B.Sc. (Mkt. Mgt) (Special)(SJP); MBA (Col); MSLIM; CIMA Passed Finalist</i>	Marketing Management
Jayasinghe J.M.H.N. Ms.	<i>B.A. (Economics) (PDN); M.A. – Reading (Economics) (PGIHS – PDN)</i>	Economics & Statistics
Jayawickrama U.W.G.Y.E. Ms.	<i>BBA (HRM) (Pdn); MBA (Kel)</i>	Human Resource Management
Jithma P.G.S. Ms.	<i>BBA (MKT) (Pdn) AAT (Passed Finalist) CASL (business level 2)</i>	Marketing Management
Kamalini M. Ms.	<i>B. Com (Sp in Accounting) Hons., (SEUL); PGDE (OUSL); MBA (UOC)</i>	Accounting
Kangara K.M.M.N.K Ms.	<i>BBA (MKT) (Pdn)</i>	Marketing Management
Kavinda, D.D.C. Mr.	<i>M.Sc. in App.Fin (USJ), B.B. Mgt (Finance) (KLN), ACPM (SL), DCSD</i>	Finance
Kodithuwakku S. Prof.	<i>B.Com (Kel); M.Com (Kel); PhD (SUSL)</i>	Accounting and Finance
Krithika L. Ms.	<i>BBA (Acc & Fin) (Pdn); AAT Passed Finalist</i>	Accounting and Finance
Kumari R.M.C. Ms.	<i>B.Com. (Pdn); M.Phil. (Kel); PhD (Col) (Reading)</i>	General Management
Kumudhini K. Ms.	<i>BA in Economics (Pdn); MA in Economics (Pdn); M,Phill (Pdn) (Reading)</i>	Economics and Statistics
Kumudumali S.H.T. Ms.	<i>BBA (OPM) (Pdn); MBA (PIM-SJP) (Reading)</i>	Operations Management
Kuruppu K.A.T.D. Ms.	<i>B.Sc. (Bus. Admin.) (Sp)(SJP); MBA (RUSL) (Reading)</i>	General Management
Kuruppuge R.H. Prof	<i>B.Com(Pdn); MBA(Col); MA(Kel); PGDM(Pdn); PhD(Czech Republic)</i>	Operations Management, Tourism and Hospitality Management

Maheswaran S. Dr.	<i>B.Com(Pdn); MBA (Pdn); PGDDE(IGNOU, India); PhD(NTNU, Norway)</i>	Operations Management and Entrepreneurship
Mathusha S. Ms.	<i>B.A (Hons) in Economics (Pdn); M.A in Economics (Pdn); Master in Applied Statistics (Pdn)</i>	Economics & Statistics
Menike M.G.P.D. Dr.	<i>B.Com (Pdn); MBA (Pdn); M.Sc. in App Fin (SJP); PhD (DUFE);CBA; MAAT</i>	Accounting and Finance
Mudalige H.M.N.K. Ms.	<i>BBA (Fin. Mgt) (Pdn); MBA (Finance) (Col)</i>	Accounting and Finance
Munasinghe P.H.R.R.P.K. Ms.	<i>B.B.Mgt (Kel); MBA (Col); Dip MA (CIMA)</i>	Human Resource Management
Muwandeniya W.A.K.C. Mr.	<i>BBA(Mkt) (Pdn); PGDip(PM) CIM UK; M.Sc. DMM (Coventry) (Reading)</i>	Marketing Management
Niwarthana H.W.R. Ms.	<i>BBA (Mkt. Mgt) (Special)(Pdn);MBA (PIM)(SJP)</i>	Marketing Management
Nuskiya M. N. F. Ms.	<i>BBA (Fin.Mgt) (Pdn); M.Sc. in Mgt (SJP)</i>	Accounting and Finance
Perera D.R. Mr.	<i>BBA (HRM) (UOP); MBA (UOC)</i>	Human Resource Management
Priyadarshani W.A.I. Ms.	<i>B.Sc. Mkt. Mgt.(Special)(SJP)</i>	Marketing Management
Premachandra Y.B. Ms.	<i>BBA (MKT Mgt) (Special) (Pdn)</i>	Marketing Management
Priyadarshani P.L.W. Ms.	<i>B.B.Mgt (Finance) (Kel); MBA (Pdn)</i>	Accounting and Finance
Priyantha H.R.D.A. Ms.	<i>BBA (Operations Mgt) (Pdn)</i>	Operations Management
Rathnayaka R.M.U.R.K. Ms.	<i>B.B. Mgt (Marketing) (Special) (Kel); MBA (Col); CIM (UK); AAT (Passed Finalist)</i>	Marketing Management
Rathnayake M.R.M.C.J.K. Ms.	<i>BBA (Org. Mgt) (Pdn); MBA in Mgt (PIM-SJP) (Reading); AAT (Passed Finalist)</i>	Organizational Management

Saffiyya J.F.F. Ms.	<i>B.Sc. Computation and Management (Special) (Pdn)</i>	Computer Science and Management
Samaranayake D. I. J. Mr.	<i>B.A. (Economics) (Pdn); M.Phil (Pdn); M.Sc.(UK)</i>	General Management
Senarath B.T.D.N. Ms.	<i>BBA (OPM) (Pdn); MBA (PIM-SJP)</i>	Operations Management, Mathematics and Statistics
Senavirathne Y.Y. Ms.	<i>B.Com (Pdn); M.Sc. in Mgt (SJP) (Reading)</i>	General Management and Entrepreneurship
Sirikanth S. Mr.	<i>B.Sc. in CM (Pdn); CCNA (Pdn), M.Sc. in IT(PGIS-Pdn)</i>	Computer Science and Management Studies
Sukirthan T. Mr.	<i>B.Sc. (Bus A dmin.) (Sp)(SJP)</i>	General Management
Suwathika P. Ms.	<i>B.Sc. Accounting (Special) (SJP);ICASL - Passed Finalist; M.Sc. in Mgt (SJP) (Reading)</i>	Accounting
Tennekoon P.W. Ms.	<i>BBA (Pdn); M.Sc. in Mgt (SJP)</i>	Operations Management and Entrepreneurship
Tennekoon T.M.R.T. Ms.	<i>BBA (Acc&Fin) (Pdn); MBA (Col)(Reading)</i>	Accounting and Finance
Thampoe, H. D. Dr.	<i>BA (Special) in English (PDN), MPhil in English (PDN) & PhD in Linguistics & English Language (NCL, UK)</i>	Linguistics & English Language
Warnakulasooriya W.V.S. Ms.	<i>BSc.Business Administration (Special) (SJP) MBA (PIM)(SJP)-Reading AAT (Passed Finalist) CASL (business level 2)</i>	Business Administration
Weerakotuwa P.R.W.M.S.C. Ms.	<i>BBA (HRM) (Special) (Col); MBA (Col); Cert.IR & Labor Law</i>	Human Resource Management
Weeratunge K.D.M.K. Ms.	<i>BBA (Mkt. Mgt) (Special) (Pdn); M.Sc. in Mgt(SJP)(Reading); Dip. In Mgt. Acc. (CIMA), (UK); CIM (UK)</i>	Marketing Management
Wickramaratne W.P.R. Prof.	<i>B.Com (Kel); M.Sc. (SJP); PhD in HRM (Murdoch)</i>	Human Resource Management

Wickramathilaka P.M.I.V.K.Ms.	<i>BBA (HRM) (Pdn)</i>	Human Resource Management
Widanapathirana S. Harsha Mr.	<i>Attorney-at-Law; PhD - Reading (University of Colombo - Faculty of Graduate Studies); MPhil (University of Colombo); LL.M. (Cardiff Metropolitan University) ; LL.B. (University of Peradeniya); Adv.Dip.MA (Cima-UK; Diploma in Commercial Arbitration (ICLP); Recognized Intellectual Property Agent (A10629 - NIPO); Registered Company Secretary</i>	Law
Wijerathne D.P.S.S. Ms.	<i>B.A. (Pdn); M.A. (Kel); PQHRM (IPM)</i>	Business Communication
Wijesundara W.M.H.W. Ms.	<i>BBA (MKT Mgt) (Special) (Pdn); Dip. Strategic Sales Mgt: Cert.Dig.Mkt; AAT (Passed Finalist)</i>	Marketing Management
Wijethunga W.M.H.U. Dr.	<i>B.Sc. Mkt. Mgt.(Special)(SJP); M.Sc. in Mgt (SJP); AM SLIM; PhD (UoN, UK)</i>	Marketing Management
Yamuna S. Ms.	<i>B.Sc. (Fin. Mgt) (SUSL); M.Sc. in Mgt (SJP); AAT (Passed Finalist)</i>	Accounting and Finance

16. Student Request Committee

A committee appointed by the Board of Study in Management shall consider and recommend suitable solutions to the students' requests to the Board of Study in Management for its approval.

17. Course Content

DIPLOMA LEVEL – SEMESTER I

BBA 1101 – Business Mathematics and Statistics

Basic Algebraic Operations and Equations; Linear and Non-Linear Functions; Basic Matrix Operations and Solutions for Systems of Equations; Limits and Differentiation; Application of Differentiation; Integration; Applications of Integrals; Sets; Theory of Probability; Probability Distribution; Sampling and Sampling Distribution; Descriptive Statistics; Statistical Inferences; Introduction to Regression Theory and Application; Excel Practical – Mathematics and Statistical Functions.

BBA 1102 – Business Communication

Introduction to Business Communications; The role of business communication in the digital age; Oral communication: Presentations: Audience analysis, Presentation design, Presentation delivery, Presentation evaluation; Written communication: The three stage process, Writing letters, Writing memos, e-mails, Writing a summary, Writing reports, Citations and Referencing; Crafting Negative Messages; The role of nonverbal communication; Conducting effective meetings; Building effective interpersonal relationships; Cross-cultural communication; Succeeding at interviews and preparing CV; Business etiquette; Contemporary issues & challenges in business communication.

BBA 1103 – Business Environment

An introduction to business environment (Scope, Nature, Types, Context), Classification of businesses, Macro-environment: political, economic, socio-cultural, technological, ecological, legal influences on business organizations, utilizing the PESTEL framework of analysis; Task environment; Internal environment: Organization culture, Strategies, Capabilities; Auxiliary Services in Business: Money and banking, Insurance, Communication, Transportation, Warehousing; International business environment: exports and imports strategies, regional economic integration, international organizations; Small and medium enterprises; Government and business; Contemporary issues in business organizations: Corporate governance, ethics, sustainability, ICT and quality management; Global competitiveness and Sri Lankan business environment.

BBA 1104 – Information and Communication Technology for Management

Introduction to ICT and Computer Systems; Computer Software, Hardware and Live ware; Applications of IT in Business; Internet Services; Open Learning Resources; Effective Use of Word Processing Software; Effective Use of Spreadsheet Software; Effective Use of Presentation Software; Introduction to Database Management Systems; Effective Use of Database Management Systems; Security Issues in ICT; Usage of IT in Career Advancement.

Diploma Level – Semester II

BBA 1201 – Financial Accounting

Accounting and its Environment; Accounting Process; Preparation of Accounts with Adjustments; Preparation of Financial Statements for Sole-proprietorships; Accounting Treatment for Partnership Businesses; Conceptual & Regulatory Framework of Accounting; Accounting for Share Issue; Preparation and presentation of financial statements (LKAS 01); Preparation of Financial Statement for Companies (Statement of Financial Position, Statement of Profit or Loss and Other Comprehensive Income & Statement of Changes in Equity); Statement of Cash Flows (LKAS 07); Principles of disclosure: Accounting policies, changes in accounting estimates and errors (LKAS 08); Accounting for Inventories (LKAS02); Accounting for Property, Plant & Equipment (LKAS 16); Accounting Treatment for Non-profit Organizations; Accounting Treatment for Leases (LKAS 17).

BBA 1202 – Principles of Management

Introduction to Management; Evolution of Management; Planning and Mission; Environments and Strategic Management; Decision Making; Organizational Structures; Groups, Teams, and Teamwork; Managing change and innovation; Information Technology; Culture and Diversity; Leadership; Motivation; The Individual and the Organization; Controlling; Business Ethics; Globalization and Business.

BBA 1203 – Human Resource Management

Introduction: definitions, the purpose and objectives of the HRM, importance of HRM, evolution of HRM; Job analysis: job design, job description, job specification; Human resource planning: human resource planning process; Recruitment; Selection; Hiring and induction; Performance management: goal setting, performance appraisal, performance feedback, performance development; Training and Development: training and development process, management development; Reward management: forms of rewards, pay mix, pay

management process; Welfare management; Employee motivation; Health and safety; Career management; Talent management; Labor relations; International HRM; Trends in HRM.

BBA 1204 – Business Economics

Introduction to Economics: Basic concepts, Production Possibility Curves and Economic System; Demand, Supply and Market Equilibrium; The Economic Concept of Elasticity; Analyzing Government Intervention in Markets; Theory of Consumer Behavior: Cardinal Approach and Ordinal Approach; Theory of Production; Theory of Cost and Profit Maximization; Market Structures: Perfect Competition, Monopoly, Monopolistic Competition and Oligopoly; Macroeconomic Concepts and Issues; National Accounting; ISLM analysis: Introduction, Monetary Policy and Fiscal Policy; Inflation and Unemployment; International Trade, Exchange Rates and Balance of Payment; Economic Growth and Development.

Higher Diploma Level – Semester I

BBA 2101 – Marketing Management

Define Marketing: Differentiate between Marketing and Marketing Management; Role of Marketing in an Organization; Core Marketing Concepts; Business Orientations towards Market Place; Marketing Management Process; Marketing Environment; Introduction to Consumer Behavior; Introduction to target marketing, Introduction to Marketing Mix Strategies.

BBA 2102 – Operations Research

Introduction to Operations Research: Deterministic and probabilistic methods, modeling; Solving linear models: graphical method, simplex method, sensitivity analysis; Transportation models; Assignment problem; Inventory management; Decision theory; Simple linear regression; Waiting line analysis.

BBA 2103 – Operations Management

Introduction to operations management; Various approaches to Operations Management: System view, Resource view; Evolution of Operations Management; Operations strategy and

competitiveness; New product development and design process; Manufacturing process improvements; Process design; Quality management; Resource planning: Inventory management, JIT, MRP, ERP; Production planning: Capacity planning; Facility layout and location planning, scheduling; Supply chain management: global logistic; Contemporary issues in operations management.

BBA 2104 – Management Accounting

Introduction to Management Accounting; Classification of Costs and Revenues; Accounting for Materials; Accounting for Labor; Accounting for Overheads; Activity Based Costing (ABC); Cost Volume Profit (CVP) Analysis; Marginal and Absorption Costing; Short Term Decision Making; Capital Investment Appraisal; Standard Costing & Variance Analysis; Budgeting and Control; Process Costing; Joint Product & by-Product Costing; Recent Developments in Management Accounting.

Higher Diploma Level – Semester II

BBA 2201 – Financial Management

Introduction to Financial Management; Time Value of Money; Cost of Capital; Valuation of Bonds & Debts; Valuation of Equity; Risk and Return: Single asset; Risk and Return: Portfolio of assets; Financial Analysis; Capital Budgeting: Identification of relevant cash flows; Financial Leverage and Capital Structure; Dividend Theories; Dividend Policies; Working Capital Management; Behavioral Finance; International Financial Management.

BBA 2202 – Organizational Behavior

Introduction to Organizational Behavior; Individual Differences: Perception, Personality, Attitudes, Job satisfaction, Psychological Contract, Emotional Labor, Emotional Intelligence; Motivation and Theories of Motivation; Group Dynamics: Groups and Teams; Conflict & Negotiation; Power and Organizational Politics; Leadership; Organizational Culture; Organizational Change.

BBA 2203 – Auditing & Taxation

Introduction and Evolution of Auditing; Statutory Audits and Audit Appointment Process; Auditor Independence, Auditor's liability and Basic Ethical Principles Governing an Audit; Audit Evidence; Audit procedure I: Planning and Documentation, Analytical Procedures,

Internal Control Systems and Assessment of Control Risk; Audit procedure II: Substantive Procedures, Audit Sampling, Using Work of Others; Audit reports and different audit opinions; Auditing in Electronic Data Processing Environment and Current Issues in Auditing; Introduction to Taxation; Sources of Income: Employment Income, Investment Income; Sources of Income: Business Income, Other Income; Computation of Total Statutory Income, Assessable Income and Taxable Income; Computation of Income Tax for Individuals; Computation of Income Tax for Companies; Tax Administration.

BBA 2204 – Entrepreneurship

Overview of Entrepreneurship: Introduction, Definition and Concepts; Factors Affecting to Entrepreneurship; Entrepreneurial Environment and Entrepreneurial Opportunities; Entrepreneurial Process: Creative Process and Innovation Process, Feasibility Planning Process and Growth Management Process; Identifying New Venture Opportunities: Venture Opportunities in Production, Venture Opportunities in Service; Functions in New Venture: Marketing Functions, Human Resource Functions, Finance Functions; Managing Growth and Diversification of an Entrepreneurial Venture; Venture Planning and Starting your own Business.

Degree Level – Semester I

BBA 3101 – Project Management

Introduction to Project Management; Projects and organizations; Project selection models; Project planning and controlling; Project scheduling; Project communication and stakeholder management; Project risk management; Dynamics of project teams; Environmental aspects of projects; Project review.

BBA 3102 –Management Information Systems

Introduction to Management Information Systems; System approach to organizations; Concepts in E-commerce and E- business; Information security; Information Systems and Organization Strategy; Integration of IT & Decision making; Information systems development process; Information systems based organizational change; Contemporary issues in management information systems.

BBA 3103 – Organizational Leadership

Introduction to Organizational Leadership; Theories of Leadership: Traits Theory, Behavioral Leadership Theories, Contingency leadership theories and models, Situational Leadership Theory; Team Leadership: Communication, Coaching, The use of Teams in Organizations, Team Creativity, Team Skills and Leading Self-Managed Teams; Contemporary Theories of Leadership; Charismatic and Transformational Leadership; Leadership and Culture; Value Based Leadership.

BBA 3104 – Tourism and Hospitality Management

Introduction to Tourism and Hospitality: Tourism Industry, Tourist, Classification of tourists, Tourism vs. Hospitality; Tourism Infrastructure: Transportation, accommodation, food and beverage service, recreation, entertainment, travel services; Tourism products and services, Tourist Motives, Sustainability Tourism, Tourism impact and trends, emerging themes in tourism: slow travel, dark tourism, volunteer tourism and medical tourism, BRIC markets; Hospitality: Hotel classification & types; Leadership in hospitality & tourism.

Degree Level – Semester II

BBA 3201 – Strategic Management

Introduction to strategic management; External environment analysis: General environment(PEST analysis), Industry analysis, strategic groups and competitor analysis; Internal environment analysis: resources, capabilities and core competencies; Strategic purpose: Vision, mission, objectives and values, stakeholder management, business ethics and corporate social responsibility; culture and strategy; Strategic choices: business level strategy, corporate level strategy and diversification, functional level strategies, international strategy, strategy methods: organic growth, mergers and acquisitions, strategic alliances; Strategy in action: evaluating strategies, strategy development process, organizing for success, managing organizational change.

BBA 3202 – Marketing Communications

The IMC foundation: Introduction to Integrated Marketing Communications (IMC), IMC planning process, Role of IMC in the marketing process, Buyer behaviors; IMC advertising tools: Organizing for advertising and advertising design, Source, message and channel factors; IMC promotional tools: Sales promotions, Personal selling, Direct marketing, Public

relations and sponsorship programs; Digital and alternative marketing; Internal and international marketing communications; IMC ethics, regulation and evaluation.

BBA 3203 – Marketing Communication

Introduction to commercial law: fundamental concepts, sources of law, different categories of law, the legal system of Sri Lanka; Contract law; Law of sale of goods; Law of agency; Law of partnership; Negotiable instruments; Insurance law; Hire purchasing, Intellectual property law; Company law.

BBA 3204 – International Business

Introduction to International Business; Theories in International Business; Political Legal and Regulatory Environment; Economic Environment; Social and Cultural Environment; International Market Entry Strategies; International Trade Barriers; Ethics and Social Responsibility in International Business; International Trade Organizations and Governance; International Operations and Supply Chain Management; International Marketing; International Human Resource Management; International Financial Management; Emerging Markets in International Business; Emerging Themes in International Business.

Contact Details

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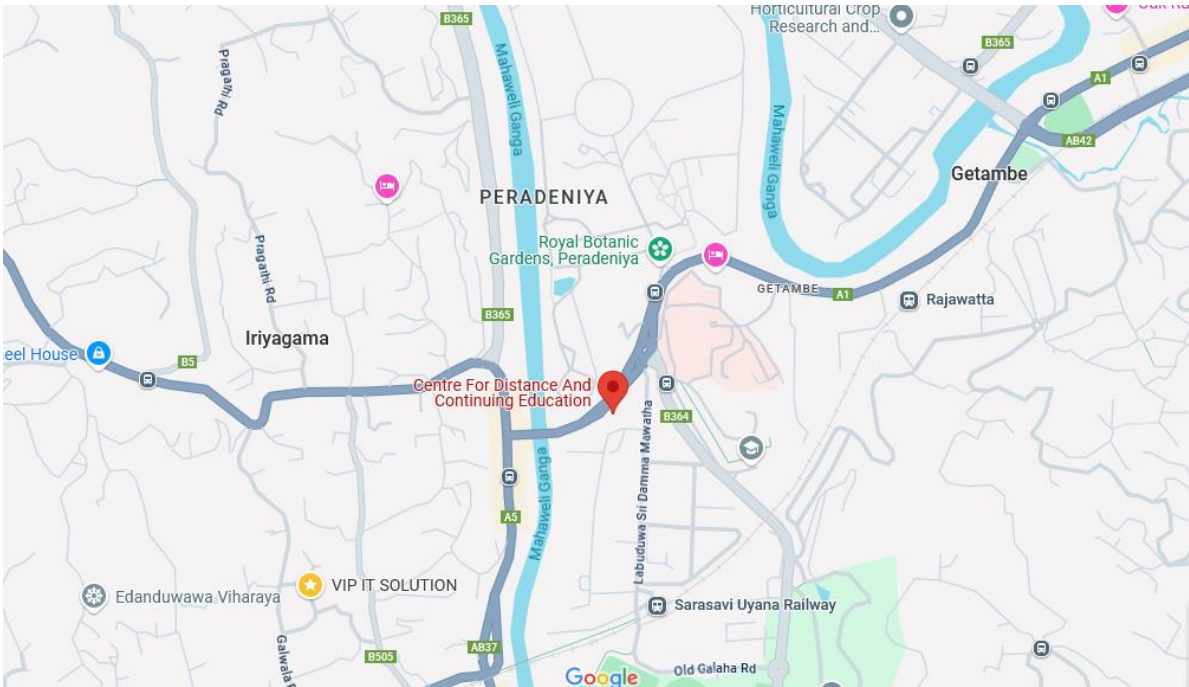
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Frequently Asked Questions – for BBA Students.

1. What is the duration of the Programme?

The BBA (External) degree programme consists of 3 levels as Diploma Level, Higher Diploma Level, and Degree Level. And it will take altogether three years to complete the degree programme.

2. How many credits consist of each level?

Each level consists of 30 credits adding up to a total of ninety (90) credits to complete the degree programme.

3. How many years are allowing to complete the degree programme?

The maximum time limit allowed for the completion of the study programme is (8) eight years.

4. How many semesters consist in an academic year?

There are two semesters consisting in each academic year.

5. How many weeks include for one semester?

A semester is consisting of 15 weeks.

6. If I face any difficulty, how can I withdraw my registration?

If you wish to withdraw your registration, you have to make a written request to the SAR/CDCE within **one month from the date of the commencement** of the programme.

7. How much will be refunded on withdrawal of my registration?

It is allowed only for up to **80%** if the request of cancellation have been submitted within the stipulated period.

8. How do I exit from the Diploma or Higher Diploma level of the Programme?

A student who is unable to complete the requirements which are requested for a higher diploma or degree, student shall request the SAR/CDCE to award a diploma or higher diploma respectively.

9. How can I download the past papers?

Search as “BBA past papers” in the search box available on the Home page of the website.

10. Can I sit for the Final Examinations in overseas?

The candidates who are temporally dominical are allowed to sit the examination overseas. The process will start from student request but it depends on the approval of the Embassy, Eligibility and the Payment. The request should be forward 2 months prior to the examination.

Certificates Related Matters

11. How can I get the Provisional/details Result sheet?

The detailed statement of results duly signed by the SAR/AR-CDCE can be collected from the CDCE. It is issued at the request of students and payments only. Rs. 500/- Within one day (To obtain the certificate by hand on the same day) Rs. 250/- Within two weeks (To receive the certificate by post within two weeks from the date the application received to the CDCE).

12. How can I collect my Transcript?

A transcript shall be issued only after the completion (Graduation) of a programme.

13. How can I get an Academic Transcript?

A transcript shall be issued only after the completion of a programme and shall be issued only to an external body and shall not be issued to the student. It is issued only on the request and payment.

Local Transcript – Rs. 500 per copy and Rs. 50 for every additional copy, if sent to the same address.

Foreign Transcript – Rs. 1000 per copy and Rs. 125 for every additional copy, if sent to the same address. An additional sum of Rs. 750/- is charged, if the transcript to be sent within 2 days.

14. Can you handover my original degree certificate to my friend or relatives?

The original certificate does not issue to anybody except the relevant student. But the student can request the original certificate through the registered post.

15. Do you post my results verification to (relevant destination)?

Yes, at the request of the relevant authority, the CDCE will post the verifications within 5 working days to the relevant destination. It is a confidential communication. The copy of confirmation will not be issued to the student and student does not want to contact

CDCE.

16. Do you charge for the postage of the results verification?

At any time, charges will not be requested from the student for result verification.

17. Can you issue a letter confirming my payment (payment structure) which I paid as a course fee for reimbursement from my office?

The relevant letter can be collected from the Finance division of the CDCE

18. How can I make a complaint?

You can drop complaints at any time to the complaint box at the CDCE or can visit SAR /AR during working hours.

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