

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 * 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.
15. 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.
16. 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.
17. Bachelor of Labour Management Degree/Bachelor of Labour Management (Honours) Degree shall be deemed to be internal, full-time degree programmes and

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:

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

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 prepare 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 (Honours) 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.