

By-Laws
POSTGRADUATE DIPLOMA PROGRAMME
(Institute of Human Resource Advancement, University of Colombo)

By-Laws made by the Council of the University of Colombo under Section 135 of the Universities Act No. 16 of 1978 and its subsequent amendments.

By-Laws

1. 1.1 These By-Laws shall be cited as the Postgraduate Diploma in Service Management (PGDSM)/ Postgraduate Diploma in Counselling Psychology (PGDCP)/Postgraduate Diploma in Human Resource Development (PGDHRD) No.....**32**..... of **2021**

1.2 These By-Laws shall be deemed to have come into operation with effect from.....

PART I – GENERAL

2. Subject to these By-Laws, a person may be awarded the Postgraduate Diploma, if he/she has:
- (i) been duly registered student of the Institute of Human Resource Advancement (hereafter referred to as the Institute), the University of Colombo for the period prescribed by these By-Laws;
 - (ii) pursued the programme of study in the University to the satisfaction of the Vice-chancellor as prescribed by these By-Laws and other rules and regulations of the University;
 - (iii) satisfied the examiners on all forms of assessments including continuous assessments (such as assignments etc.) at the prescribed and Written Examinations conducted under the prescribed courses;
 - (iv) paid the registration, tuition, supervision, examination, library and other fees and deposits as may be payable by the candidate to the Institute;
 - (v) fulfilled all other conditions and requirements prescribed by these By-Laws and other relevant rules and regulations of the Institute and the University;
 - (vi) has not otherwise become disqualified to be awarded the Postgraduate Diploma under these by-laws, other rules and/or regulations of the university; and
 - (vii) ensured that the registration continues to be in force.

Administration of the Programme

3. (i) There shall be a Coordinator for study programme appointed by the Director of the Institute on the recommendation of the relevant Board of Study (hereafter referred to as the "Board") and the Board of Management of the Institute (hereafter referred to as the "BOM"). It shall be the duty of the Coordinator to ensure the smooth conduct of the study programme (hereafter referred to as the "programme"). The Coordinator is expected to provide academic leadership and administrative leadership where and when required under the direction and supervision of the Director. He/she shall be responsible to the Director for the due discharge of the duties and responsibilities assigned to him/her. He/she shall get the approval of the Director relating to the academic and administrative matters relevant to the respective programme.
- (ii) The Board of Study on Postgraduate Studies shall be the relevant Board of Study for the programmes offered by the Institute under these By-Laws

- (iii) Postgraduate Diploma in Service Management (PGDSM), Postgraduate Diploma in Counselling Psychology (PGDCP), and Postgraduate Diploma in Human Resource Development (PGDHRD) programmes constituted under these By-Laws and regulations shall be offered and administered as an independent programme.
- (iv) As soon as these by-laws come in to effect, no other by-law, rule or regulation which does not derive its authority from these by-laws shall not be valid, apart from to save and, except, anything done by any other by-law, rules or regulations regarding the Postgraduate Diploma programmes not covered under these by-laws

Eligibility for Admission to the Programme

4. No person shall be eligible to be admitted to a programme leading to the Postgraduate Diploma unless he/she
 - (i) possesses at least one of the following academic qualifications:
 - (a) A Bachelor's Degree from a recognized University in the relevant field; or
 - (b) A Bachelor's Degree in any field from a recognized University with at least one (01) year working experience in the field relevant to the programme; or
 - (c) An equivalent qualification from a recognized Professional or vocational body acceptable to the Board of Study on Postgraduate Studies and BOM of the Institute and the Senate of the University with one (01) year prior learning/ work experience in the filed relevant to the programme; or
 - (d) A Higher/Executive Diploma in the relevant field offered by the Institute of Human Resource Advancement of the University of Colombo with two years working experience in the field relevant to the programme;

AND
 - (ii) Satisfactory performance at a selection test and/or selection interview;

AND
 - (iii) A good knowledge in the language of instruction of the programme.
5. (i) Applications for registration for the programme shall be invited by notice in the newspapers and/or on the University notice board and/or on-line through the website/internet by the Deputy Registrar of the Institute.

The application shall be on the prescribed form providing the information as the candidate shall be required to submit, including the applicant's qualifications for undertaking the program of study.

- (ii) A person who wishes to become a candidate for the program shall make an application to the Institute on the prescribed form issued by the Institute.

- (iii) The relevant Registrar in charge of the subject shall refer the applications received to the Coordinator of the Programme. The Coordinator, having examined the applications for necessary minimum qualifications, may shortlist the eligible candidates and shall call the eligible candidates for an aptitude test and /or selection interview. The list of candidates so selected shall be recommended to the Senate through the relevant Board of Study and the BOM.
- (iii) The first Monday of the month coming after the closing date of application, shall be taken for the calculation of the years of experience and the age of the applicants, and the applicant should have completed his/her qualification on or before this date. This date shall be informed clearly to the applicants when calling application to the programme.
- (iv) The Chief Examiner for the Aptitude Test and the panel for the Selection Interview will be appointed by the BOM on the recommendation of the relevant Board of Study.

Registration for the Programme

- 6. On acceptance of the candidature by the Institute, a person shall forthwith register as a postgraduate candidate for the program of the University of Colombo upon payment of the prescribed registration, tuition, examination, library, and other fees and/or deposits not later than the prescribed date. The list of candidates should be approved by the BOM before commencing instruction/teaching of the programme.
- 7.
 - (i) On completion of the registration procedure, an applicant shall be registered as a candidate of the respective programme.
 - (ii) Unless otherwise decided by the Institute, the minimum period of registration for the program shall be one academic year, and the maximum period shall not exceed three academic years counted from the date of commencement of the program. The initial registration shall be valid for an academic year from the date of commencement of the program. If a student, for any reason, decides to follow or sit for the Examination in a subsequent year or part thereof, then he/she shall renew the registration for that Academic Year.
- 8.
 - (i) The registration for program shall be deemed to have lapsed at the end expiry of its period of validity. A candidate whose registration has so lapsed may renew his/her registration for a further period of another academic year, provided the BOM considers him/her eligible for such registration by paying the prescribed fees as specified in the Rules and/or Regulations relevant to these By-Laws. Any registration after the lapse of the first period of registration shall be for a period of one Academic Year, at a time.
 - (ii) However, no registration shall be renewed after the expiry of two academic years from the end of the initial registration. Any such candidate may seek registration for the program as a fresh candidate if she/he failed to obtain the degree after the expiry of the maximum period of registration (i.e. three years), in competition with new applicants under the rules and regulations in force at the time of seeking such fresh registration.
- 9. No person shall be entitled to a refund of any fee paid to the Institute whatsoever, provided that, if the number of students who have so registered for the programme is not sufficient for the programme to be financially viable, the Institute shall refund to such students the fees, other than the application fee, already received by it on account of the completion of the registration procedure.

10. No student shall abstain from participating at classes or any form of activities organized as a part of teaching/learning or leave the Island, or withdraw from examination or a classroom test or any other form of evaluation without prior approval of the Institute.
11. A person who has already been registered for a Diploma, Higher Diploma or Degree of this Institute, shall not register himself/herself concurrently for a Programme conducted under these By-Laws and Regulations.
12. Notwithstanding anything stated to the contrary, the University shall have the right at any time to cancel the registration of a candidate after due process and for cause assigned

A person who is registered as a candidate for the program shall devote his/her time to his/her studies at the University.

Part II - Programme Structure

13. The programme of study of the Postgraduate Diploma, unless otherwise decided by the Senate on the recommendation of the BOM for special reasons, shall be one (01) academic year with two semesters. The Degree Programme shall be conducted under the Semester System and all the examinations shall be conducted during or at the end of the given Semester unless otherwise decided by the Senate on the recommendation of the BOM.
14. The program of study leading to Postgraduate Diploma may be conducted in the conventional mode and/or through the information communication technology driven online mode or a combination of multi-modes and these By-Laws, and other relevant By-Laws, Rules and Regulations passed by the University shall be so applied and interpreted in order to facilitate the effective conduct of the study program without compromising its integrity and quality. 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 an online programme and shall be indicated as online Postgraduate Diploma Programme on the transcript and in any other communication and/or correspondence relating to the programme.
15. An Academic Year shall consist of Two Semesters (i.e. The First Semester and the Second Semester). All components of Continuous Assessment and the End-of-Semester Examination of each course offered in a particular Semester shall be held within the same semester. However, under exceptional circumstances, the Senate may declare, on the recommendation of the BOM and the Board, any Semester to have a different duration and, if necessary, formulate Regulations or Rules for its implementation.
16. A taught course of 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 BOM. 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.
17. The Project Report of the Programme, where it is applicable, shall consist of a study and fieldwork towards the preparation and submission of a Project Report based on an approved topic relevant to the programme.
 - (i) A Project Report shall have an academic rigour supported with a review of the literature of the issue which is considered appropriate to a Postgraduate Diploma by the BOM.

- (ii) Before a student commences his/her Project Report on a selected issue/phenomenon in the relevant area of study, he/she shall submit a proposal for a Project Report for the approval of relevant Board of Study and for the appointment of supervisor.
 - (iii) A student shall not proceed with the fieldwork towards the preparation of the Project Report until the relevant Board of Study approves the proposal.
18. The Senate shall have the power, on the recommendation of the BOM and the Board to change, amend, add to, or delete from or vary the courses, their titles, syllabi, course codes, credit points as well as the number, structure, rubric of question papers and other details of the program.-

**** The respective programmes conducted under these by-laws, rules and other regulations are listed out in Table 1 given in the First Schedule hereto.**

Part III – Evaluation/Examination

19. The evaluation of a candidate’s performance at each of the shall take the form of continuous assessments and end-of- semester written examinations Each End-of-Semester Examination shall consist of one or more than one written paper and a such number of continuous assessments of each course as prescribed by the Rules and/or Regulations relevant to this programme.
20. A candidate’s performance in each course shall be graded according to the following scheme and the calculation of Grade Point Average (GPA) is carried out considering the Grade Point Value for each such course and credits allocated accordingly.

Scheme of Assessment

Table 1: Grade and Point Value

Marks	Grade	Grade Point Average (GPA)	Pass/Not completed
85-100	A+	4.00	Distinction
70-84	A	4.00	
65-69	A-	3.70	Merit
65-69	A-	3.70	Pass
60-64	B+	3.30	
55-59	B	3.00	Not Completed
50-54	B-	2.70	
45-49	C+	2.30	
40-44	C	2.00	
35-39	C-	1.70	
30-34	D+	1.30	
25-29	D	1.00	
00-24	E	0.00	

Source: UGC Circler No 901

The transcript shall include Semester and Cumulative GPAs and the Formula for GPA calculation shall be:

n

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

Where, $i = i^{\text{th}}$ course, $n =$ Number of courses completed during the period considered for the GPA calculation, $C =$ Number of credits for the relevant course, and $GP =$ Grade Point for the i^{th} course. Note: The Cumulative GPA is calculated for the courses completed and GPA for each Semester is calculated separately.

21. (i) Performance of a candidate in each of the Course shall be evaluated through a combined system of Continuous Assessment, participation in learning activities and End-of-Semester Examinations, which shall be held as End-of-Semester Examinations.
- (ii) For the final grading of the programme, the Continuous Assessment (s), and the End-of-Examination of each Course shall be marked out of a maximum mark as given below:
- | | |
|---|-----|
| Participation in lectures, other learning activities, and Continues Assessments | 50% |
| End-of- Semester Examination | 50% |
- (iii) Each End-of-Semester Examination shall consist of one or more than one written paper and a such number of continuous assessments of each course as prescribed by the Rules and/or Regulations relevant to this programme. The End-of Semester Examination shall be in the form of open-book, closed-book, take-home or online. The duration of the open-book, closed-book examination (i.e. written paper) shall be a maximum of three (03) hours.
- (iv) The End-of-Semester Examinations and the Examination of Project Report, where it is applicable, prescribed by these By-Laws shall be conducted by a Board of Examiners appointed by the Senate on the recommendation of the relevant Board of Study and the BOM of the Institute.
- (v) The Board of Examiners may, test the candidates in writing and/or orally and adopt any other forms of evaluation.
- (vi) The Board of Examiners may also take into consideration the tutorials, assignments, class presentations, reports, practical engagements, industrial training, fieldwork, case studies, any other learning activities or any form of online examinations undertaken during any course prescribed for any of the examinations in grading the students.
- (vii) 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 Study.
- (viii) The Scheme of evaluation of each course shall be designed to meet the learning outcomes of the course, and the graduate profile of the respective programme that is recommended as part of Curriculum of the programme by the BOM and approved by the Senate of the University.

A student shall not be permitted to take an end of Semester (or final) examination unless the Head/s of the relevant Department/s have certified that he/she has satisfied all the

requirements of the relevant Course Units, including but not limited to regular attendance at lectures, laboratory classes, field work and submission of assignments at the appropriate time, as prescribed by the Senate on the recommendation of the BOM.

22. A candidate shall not be permitted to take the end of semester examination unless,
- (i) He/she has duly registered with the Examinations Branch of the Institute for the examination he/she intends to sit and duly applied for the examination in accordance with the prescribed manner;
 - (ii) He/she has satisfied a minimum of 80% attendance at lectures, tutorials, discussion etc;
 - (iii) the Coordinator has certified that he/she has satisfied all the requirements of the relevant Course, including but not limited to regular attendance at lectures, tutorial classes, submission of assignments at the appropriate time, and other forms of instructions as prescribed by the Senate on the recommendation of the BOM. prescribed fees; has paid
 - (iv) He/she has paid the prescribed fees payable to the University;
 - (v) He/she has ensured that the registration continues to be in force: and
 - (vi) His/her application for entry to the examination has been accepted.
 - (vii) fulfilled all other requirements prescribed by these By-Laws and other relevant Regulations and Rules of the University.
23. (i) A candidate shall take the End-of-Semester Examination at the very first occasion when it is held for the Semester after the completion of lectures and other forms of instruction.
- (ii) Any candidate who fails to take the End-of-Semester Examination at the very first occasion when it is held for the Semester after the completion of lectures and other forms of instruction shall, unless excused on medical grounds or any other valid grounds approved by the Senate on recommendation of the BOM, be deemed to have exhausted an attempt at taking the Examination when calculating the total number of attempts at which a candidate can take the Examination.
- (iii) A student who is excused by the Senate on the recommendation of the BOM from taking the Examination on the first occasion shall take the Examination on the very next occasion when it is held, and if he/she fails to apply for and/or take the Examination on that occasion, he/she shall be deemed, unless the Senate determines otherwise on the recommendation of the SBOM, to have taken the Examination on that occasion which shall be taken into account in computing the total number of occasions on which an Examination may be taken by a student.
- (iv) No candidate shall be eligible to take the End-of-Semester Examination on more than three (3) occasions (attempts) and in calculating the number of occasions (attempts) a candidate is eligible to take the Examination, the deemed attempt as referred to in sub-clause (2) above shall also be taken into account.
- (v) All rules relating to the examinations and assessments as contained in the Examination Procedure, Offences and Punishment Regulation No. 1 of 1986, and its subsequent amendments shall *mutatis mutandis* apply to the Postgraduate Diploma examinations as well.

- (vi) Without prejudice to the generality of the Regulation No. 1 of 1986 rules relating to the Classroom Tests and other related matters, shall be formulated and implemented by the Coordinator in consultation of the Director and the relevant course teacher/s and any matters relating to such tests shall be decided by the BOM on the recommendation of the Coordinator and the Director.
 - (vii) Rules relating to Assignments the Project Report, and other examinations 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 BOM.
24. (i) A student who obtains a mark which is less than the required GP value (GP 3.3), 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. In those cases, the score of 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 Postgraduate Diploma Examination. A student who is sitting the examination as a repeat candidate shall only be granted with the minimum pass mark for that subject.
- (ii) If a student obtains less than 50% out of maximum marks assigned to Continuous Assessment, he/she may decide to re-do the Continuous Assessment in the repeating Semester. If so decided, he/she shall be given the opportunity to undertake the Continuous Assessment given for the regular student of her/his repeating Semester without attending classes. Such student shall make a formal request to the Coordinator to re-do the Continuous Assessment. Such a request should be made within the first three weeks of Semester. In the case of marks allotted only for participation in learning activities, marks shall be carried forward to repeating Semester, only if marks are allotted to participation in learning activities for the regular student of her/his repeating Semester.
- (iii) (a) Project Report, where applicable, shall be subjected to the evaluation by two examiners independently.
- (b) If a student obtains a mark which is less than the required GP value (GPA 3.3) for the Project Report, he/she shall fail in the Project Report/Executive Report. Such student shall resubmit Project Report/Executive Report, with additional work, if required, at once or before the date that does not exceed the submission date of Project Report for the next immediate batch of students as a repeat candidate. The Programme Coordinator shall provide instructions for resubmission once the results are released.
25. It shall be lawful for the Senate to cancel the registration of any student after one 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 Postgraduate Diploma

26. No Student shall qualify for the award of the Postgraduate Diploma, unless he/she has:
- (i) Earned minimum of 25 credits from courses and/or Project Report;
 - (ii) earned a GP not less than 3.3 (B+) for any of the courses;

- (iii) earned a GP not less than 3.3 (B+) for the Project Report if such component is offered in the programme
 - (iv) earned a cumulative GPA of not less than 3.3 (B+) for the entire programme.
27. A candidate shall be offered with a Postgraduate Diploma with Merit where he/she secures a cumulative GPA of not less than 4 (A) and qualifies for the award of Postgraduate Diploma as stated in Sub-section 29 of these By-Laws in which the respective candidate has sat for each and every examination at the first attempt or at an attempt which is deemed to be the first attempt.

Part V– Interpretation

28. “The Act” means the Universities Act No. 16 of 1978 as amended subsequently
- “The University” means the University of Colombo
- “Council” means the Council of the University of Colombo constituted under the Universities Act No. 16 of 1978 as amended subsequently;
- “The Senate” means the Senate of the University of Colombo constituted under the Universities Act No. 16 of 1978 as amended subsequently;
- “The Institute” means the Institute of Human Resource Advancement of the University of Colombo.
- “BOM” means the Board of Management of the Institute of Human Resource Advancement of the University of Colombo.
- “Board” means the Board of Study of Postgraduate Studies of the Institute of Human Resources Advancement of the University of Colombo.
- “Director” means the Director of the Institute of Human Resource Advancement of the University of Colombo.
- “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.
- “Postgraduate Diploma Programme” means the Postgraduate Diploma in Human Resource Development, Postgraduate Diploma in Service Management, Postgraduate Diploma in Counselling Psychology, or any other Postgraduate Diploma Programme that shall be offered under these By-Laws.
- “Programme” means the programme of study leading to the award of the Postgraduate Diploma in Human Resource Development, Postgraduate Diploma in Service Management, Postgraduate Diploma in Counselling Psychology, or any other Postgraduate Diploma Programme that shall be offered under these By-Laws.
- “The Academic Year” means a period of 52 weeks comprising two semesters.
- “The Semester” means a period of twenty six (26) weeks, from the first day of the commencement 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 BOM on the recommendation of the Board decides otherwise.

29. Any question regarding the interpretation of these By-Laws shall be referred to the Council whose decision thereon shall be final.

FIRST SCHEDULE

Course Name	1 st Semester			2 nd semester		
	Subject Code	Subject Name	No. Credits	Subject Code	Subject Name	No. Credits
Postgraduate Diploma in Human Resource Development	PGDHRD 1031	Fundamentals of Management	03	PGDHRD 2035	Labour Market analysis	03
	PGDHRD 1032	Managerial Communication	03	PGDHRD 2036	Strategic Planning	03
	PGDHRD 1033	Health & Safety Management	03	PGDHRD 2037	Training and Development	03
	PGDHRD 1034	Human Resource Practice	03	PGDHRD 2048	Human Resource Development	04
	Total Number of Credits 25					

Course Name	1 st Semester			2 nd semester		
	Subject Code	Subject Name	No. Credits	Subject Code	Subject Name	No. Credits
Postgraduate Diploma in Service Management	PGDSM 1031	Service Management Practices	03	PGDSM 2035	Reputation and Relationship Marketing in Service	03
	PGDSM 1032	Principles of Service Marketing	03	PGDSM 2036	Logistics and Supply Chain Management	03
	PGDSM 1033	Seminar on Service Economy	03	PGDSM 2037	Managing People in Services	03
	PGDSM 1034	Service Management in the Digital Era	03	PGDSM 2048	Service Innovation for Service Improvement (with skill project)	04
Total Number of Credits 25						

Course Name	1 st Semester			2 nd semester		
	Subject Code	Subject Name	No. Credits	Subject Code	Subject Name	No. Credits
Postgraduate Diploma in Counselling Psychology (PGDCP)	PGDCP 1031	General Psychology	03	PGDCP 2035	Counselling skills and practice	03
	PGDCP 1032	Theories of counselling	03	PGDCP 2036	Research Methodology in Counselling	03
	PGDCP 1033	Abnormal Psychology	03	PGDCP 2037	Seminars on Current Issues in Counselling	03
	PGDCP 1034	Legal, Ethical and Professional	03	PGDCP 2048	Project Report	04

		Issues in Counselling				
Total Number of Credits 25						